

Users Guide

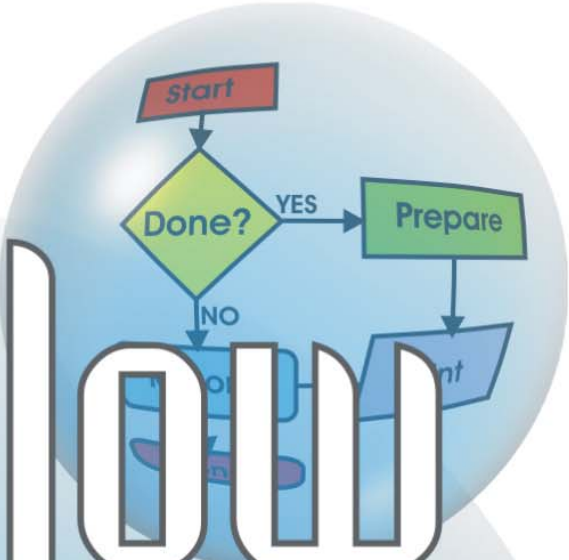
# WizFlow

FLOWCHARTER

Standard Edition



Version 6



# WizFlow Flowcharter

Standard Edition - Version 6 for Windows

User's Guide

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# Table of Contents

<b>PREFACE</b>	<b>About This Manual .....</b>	<b>9</b>
	Symbols and Conventions .....	9
<b>CHAPTER 1</b>	<b>Introduction .....</b>	<b>11</b>
<b>CHAPTER 2</b>	<b>Basics .....</b>	<b>13</b>
	Using The Mouse .....	13
	Special Controls .....	14
	The Diagram .....	16
	Diagram Components .....	16
	Styles and Properties .....	17
	The Workspace .....	19
	The Style Bar .....	20
	The Tool Bar .....	21
	The Property Bar .....	21
	The Snap Grid .....	23
	Modes .....	23
	Select mode .....	23
	Text mode .....	24
	Seltext mode .....	24
	Zoom mode .....	24
	Figure create mode .....	25
	Connect mode .....	25
<b>CHAPTER 3</b>	<b>General Editing .....</b>	<b>27</b>
	Selecting and Deselecting Objects .....	27
	Lasso select .....	27
	Click select .....	28
	Select all .....	28
	Deselect all .....	28
	Selecting more objects .....	28
	Deselecting Individual Objects .....	28
	Moving Objects to the Front or Back .....	28
	Deleting Objects .....	29
	Cutting Objects .....	30
	Copying Objects .....	31
	Duplicating Objects .....	32
	Pasting Objects .....	32
	Pasting graphics .....	32

	Pasting text .....	33
	Paste As .....	33
	Copying Object Properties .....	33
	Undo .....	34
	Moving Objects .....	35
	Moving Objects with Precision .....	35
	Finding and Replacing Text .....	36
	Choosing Colors .....	39
	Fill Colors, Transparency, and Tinting .....	40
	Fill Colors .....	40
	Transparency .....	40
	Tinting .....	41
<b>CHAPTER 4</b>	<b>Getting Around in a Flow Chart .....</b>	<b>43</b>
	Using the Scroll Bars .....	43
	Using the Arrow Keys .....	43
	Drag Scrolling .....	43
	Autoscroll .....	43
	Zoom .....	44
	Zooming to a special view .....	44
	Zooming in and out .....	45
	Using zoom mode .....	45
	Navigating among multiple sheets .....	46
<b>CHAPTER 5</b>	<b>Sheets .....</b>	<b>47</b>
	Adding a Sheet .....	47
	Deleting a Sheet .....	47
	Changing the Active Sheet .....	48
	Assigning a sheet a custom name .....	48
<b>CHAPTER 6</b>	<b>Figures .....</b>	<b>51</b>
	Creating Figures .....	51
	Inserting a Symbol .....	54
	Changing the Size of Figures .....	55
	Moving Figures .....	56
	Aligning Figures .....	57
	Making Figures the Same Size .....	57
	Sizing Figures to Text .....	58
	Spacing Figures Evenly .....	58
	Centering Figures on the Page .....	59
	Reshaping Figures .....	60
	Multiple Text Areas .....	60
	Independent Justification within Text Areas .....	61
	Containers .....	61

Figures in Flows .....	64
Creating a figure in a flow .....	64
Attaching a figure to a flow .....	65
Detaching a figure from a flow .....	66
Deleting a figure from a flow .....	66
Changing Figure Properties .....	66
Figure Properties: General .....	68
Select or change shape .....	70
Figure Properties: Text .....	71
Figure Properties: Behaviors .....	74
Figure Properties: Fill .....	78
Figure Properties: Tabs .....	81
Figure Properties: Memo .....	83
<b>CHAPTER 7 Connectors .....</b>	<b>85</b>
Choosing an Attach Method .....	86
Creating Connectors .....	87
Segmented Connectors and Junctions .....	90
Curved Connectors .....	92
Curved .....	92
Smoothed .....	93
Rounded .....	93
Arc .....	93
Splitting Connectors .....	95
Deleting Connector Junctions .....	95
Moving the Ends of Connectors .....	96
Snipping Connectors .....	97
Flipping Connectors .....	97
Orthogonal Connectors .....	98
Flow Symbols .....	100
Changing Connector Properties .....	100
Connector Properties: General .....	102
Connector Properties: Line .....	103
Connector Properties: Ends .....	105
Connector Properties: Behaviors .....	107
<b>CHAPTER 8 Labels .....</b>	<b>109</b>
Types of Labels .....	109
Working with Labels .....	110
Creating Labels .....	110
Deleting Labels .....	113
Moving Labels .....	114
Changing Label Properties .....	114
Label Properties: General .....	115

	Label Properties: Text .....	117
	Label Properties: Behaviors .....	120
	Label Properties: Tabs .....	122
	Label Properties: Memo .....	124
	Working with Specialty Labels .....	124
	Creating Specialty Labels .....	125
	Attaching Specialty Labels .....	126
	Detaching Specialty Labels .....	126
	Connector Labels .....	127
	Creating Connector Labels .....	128
	Moving Connector Labels .....	128
	Detaching Connector Labels .....	129
	Deleting Connector Labels .....	129
	Flow Labels .....	129
	Creating Flow Labels .....	130
	Attaching Flow Labels .....	131
	Detaching Flow Labels .....	131
<b>CHAPTER 9</b>	<b>Text .....</b>	<b>133</b>
	The Text Area .....	133
	Adding Text to Figures and Labels .....	134
	Adding Text to Labels .....	134
	Rotating Text .....	134
	Editing Text .....	135
	Selecting Text .....	135
	Using the Keyboard to Edit Text .....	137
	Cutting, Copying, and Pasting Text .....	138
	Replacing Text .....	138
	Setting Text Attributes .....	139
	Text Fields .....	140
	Special Considerations .....	141
<b>CHAPTER 10</b>	<b>Figure Styles .....</b>	<b>143</b>
	Figure Styles: Common Controls .....	144
	Figure Styles: General .....	146
	Select or change shape .....	148
	Figure Styles: Text .....	149
	Figure Styles: Behaviors .....	152
	Figure Styles: Fill .....	156
	Figure Styles: Tabs .....	159
	Setting Figure Style Symbol or Graphic .....	160
	Using a predefined symbol as a figure style graphic .....	160
	Using a graphic image as a figure shape .....	160
	The Figure Symbol Gallery .....	161

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	Using a Figure in your Flow Chart to Define a Style .....	162
	Reapplying a Figure Style .....	163
<b>CHAPTER 11</b>	<b>Label Styles .....</b>	<b>165</b>
	Label Styles: Common Controls .....	165
	Label Styles: General .....	168
	Label Styles: Text .....	170
	Label Styles: Behaviors .....	172
	Label Styles: Tabs .....	174
	Connector Label Styles .....	175
	Using a Label in your Flow Chart to Define a Style .....	175
	Reapplying a Label Style .....	176
<b>CHAPTER 12</b>	<b>Connector Styles .....</b>	<b>177</b>
	Connector Styles: Common Controls .....	177
	Connector Styles: General .....	180
	Connector Styles: Line .....	181
	Connector Styles: Ends .....	183
	The End Symbol Gallery .....	185
	Connector Styles: Behaviors .....	186
	Using a Connector in your Flow Chart to Define a Style .....	187
	Reapplying a Connector Style .....	187
<b>CHAPTER 13</b>	<b>Layers .....</b>	<b>189</b>
	Selecting Objects from Multiple Layers .....	190
	Copying Objects from Multiple Layers .....	191
	Exporting Objects from Multiple Layers .....	192
<b>CHAPTER 14</b>	<b>Tools .....</b>	<b>193</b>
	Importing Graphics .....	193
	Supported graphics file types .....	193
	Inserting graphics .....	194
	Graphics Importation Options .....	194
	Inserting a graphic with drag and drop .....	195
	More about graphics .....	196
	Exporting Graphics .....	196
	Graphic Export Options .....	197
	Diagram Properties .....	198
	Diagram Properties: General .....	199
	Diagram Properties: Grid and Snap .....	200
	Diagram Properties: Labels .....	201
	Diagram Properties: Connectors .....	202
	Diagram Properties: Text .....	203
	Diagram Properties: Shadows .....	204

Customize .....	204
Using the Customize Dialog Box .....	205
Using Customize Dialog Box Tabs .....	207
Customize: Toolbar .....	207
Customize: Commands .....	208
Customize: Style bar .....	209
Customize: Styles .....	210
Customize: Options .....	211
Options .....	212
Options: Start-up .....	212
Options: Locality .....	213
Options: Workspace .....	214
Options: View .....	215
Options: Tooltips .....	217
Options: Grid .....	218
Options: Edit .....	219
Options: Import .....	221
Options: Snap labels .....	222
Options: Arcs .....	223
Options: Copy figure properties .....	224
Options: Copy label properties .....	225
Options: Copy connector properties .....	226
Options: Fields .....	227
Options: Zoom .....	228
Options: Colors .....	229
Options: Save .....	230
<b>CHAPTER 15 Managing Files and Windows .....</b>	<b>233</b>
Multiple Document Interface .....	233
Managing Windows .....	233
Creating a New Flow Chart .....	234
New Diagram Wizard .....	235
Template Variants .....	235
Effects .....	236
Template Overrides .....	237
Creating Custom Templates .....	239
Opening an Existing Flow Chart .....	240
Opening an Additional View of a Flow Chart .....	241
Saving a Flow Chart .....	241
Reverting to the Last Saved Version .....	241
Saving as an HTML Web Page .....	242
Creating an HTML Template .....	244
Page Setup .....	247
Sheets .....	250



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Printing .....	251
Object Linking and Embedding (OLE) .....	251
OLE embedding diagrams .....	252
OLE linking to diagrams .....	253
Exiting .....	253



## About This Manual

This *User's Guide* contains everything you need to know to work with this product. The first sections introduce the product and help you get started. The remaining chapters are organized by subject to help you find detailed information quickly when you need it.

### Symbols and Conventions

The following special symbols and conventions are used throughout this guide.

- Names of keys on the keyboard are shown in small capital letters such as CTRL, ESC, and ENTER. Key combinations are shown as CTRL-C, ALT-F, and so on. Remember that keys may not be labeled exactly the same on your keyboard.
- Menus and commands in menus are shown in a bold font such as **File**.
- *Notes* like the paragraph below provide additional information about the current topic.

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**NOTE:** This is a sample note. You will find notes throughout the manual to draw your attention to areas of special interest or concern. Often, a note will explain a special behavior that might not seem obvious.

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## CHAPTER

## 1

## Introduction



This program understands what makes flow charts special. It understands that a flow chart is much more than a drawing. It knows what parts of a flow chart should be easy to change, what parts should be kept consistent within the chart, and what parts should be kept consistent among other diagrams of the same type. It knows how parts of a flow chart should relate to one another, what items should stay connected, what items should line up, and what items should remain attached.

Flow charts are organized into a diagram containing *figures* (shapes) and *connectors* (lines connecting shapes, often with arrowheads). This program remembers how figures are connected, combined with text, and arranged. It automatically formats groups of figures to keep them properly sized, aligned, or arranged. It also helps you add text anywhere on your diagram including within figures. When you edit text in a figure, the figure can grow automatically to fit perfectly to the new amount of text. If you move a figure, any lines that are connected to that figure can automatically adjust. When these lines move, labels connected to the lines can move as well. The program uses its knowledge of flow charts, their structure, layout, and conventions to help you in any way it can. It will do many minor tasks for you that you will never notice simply because you just expect it. It will seem simple, and that is its main goal. It will rarely try to perform a broad modification on your flow chart, even though there are times when you may want just that. But this program prefers not to take the risk of out-guessing you, or of frustrating you by taking away your control of your own diagram.

Flow charts are rather loosely defined. They include many historical attempts at standards, and an infinite number of variations that have evolved over time. We have designed this tool to be as broad as possible, to include shapes and arrows found in most flow charts that we have come across. and to be compatible with the following standards, at least in part:

- ❑ Classic flowcharting standardized by IBM in the 1960s often represented on green plastic templates. At the time of this writing, the web site [www.villagesupplies.com](http://www.villagesupplies.com) carried an impressive assortment of these templates.
- ❑ ANSI R-54
- ❑ ISO 1028 ANSI X3.5, ISO 9004.4
- ❑ FIPS Standard 24
- ❑ You can create your own flow charting template files as well.



## CHAPTER

## 2

## Basics












This chapter lays the foundation for understanding the model and how to work with the tool. It introduces some terminology used throughout the program and answers some of the most frequently asked introductory questions. It also introduces the different parts of the workspace and the different functional modes.

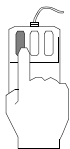
## Using The Mouse

A mouse is required. You should understand some very basic terminology of mouse usage. Here's a quick review:

### Cursor

The *cursor*, or more accurately the *mouse cursor*, is a small graphic image that indicates where on the screen the mouse is pointing. Different shapes for the mouse cursors indicate different actions that result when you click the mouse. The most common mouse cursors and their meaning are shown below.

 Standard Select Cursor (selects objects)	 Connect Cursor (create a connector)	 Pivot Connector Cursor (move end of a connect)
 Reshape Cursor (reshapes figures)	 Connect-to Cursor (attach connector to object)	 Split Cursor (split a connector)
 Move Cursor (drag selected objects)	 Text Cursor "Caret" (edit figure/label text)	 Zoom Cursor (zoom in or to an area)
 Create Figure Cursor (add figure of this shape)		 Resize Cursor (resize a figure)



You *click* the mouse (press and release a mouse button) to initiate an action, usually related to the current location of the cursor. The **LEFT** mouse button is used for nearly everything. We might say *Click the mouse button* where we mean *Click the left mouse button*. We'll be explicit if we refer to any other button.

### Dragging

You drag by pressing the mouse button, holding it down while moving the mouse, then releasing it at a new location. Dragging is a good way to move things and change their size.

### Right mouse button (shortcuts)

If you press the right mouse button while in Select mode or Seltex mode (modes are explained later in this chapter), a small menu appears near the cursor. You may then choose

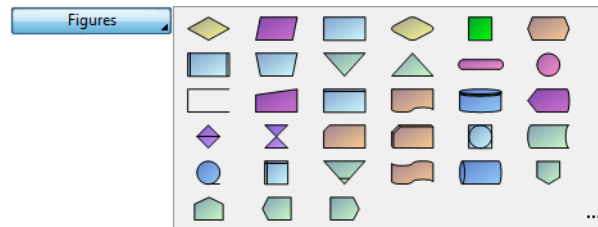
from a number of frequently used commands that make sense at the time. For example, if you click the right mouse button on a figure, the menu contains features that apply to that figure.

When you press the right mouse button while in any other mode, it serves as a shortcut method to return to Select mode (or Seltex mode if you used that mode last.)

## Special Controls

The user interface contains standard Windows controls like buttons, scroll bars, list boxes, and pull-down lists. If you are unfamiliar with these term, refer to your Windows documentation. There are also has a few unique controls that require some additional explanation.

### *Drop menus*



Drop menu buttons are special buttons that cause a menu to pop-up when you press them. You can identify a drop menu button by the small black triangle in the lower right corner. Drop menus contain a number of selections to choose from. To make a selection, move the mouse over your choice and release, or just click on it.

Notice the ellipsis (three dots) at the lower right corner of the menu shown above. Some drop menus have this symbol to indicate that there may be additional selections that are not shown. By selecting the ellipsis, you can access the complete list of selections using a dialog box.

Height:

### *Measurement edit boxes*

Some edit boxes have special behaviors. When entering a measurement, you can type “3 in.” to mean three inches, but you can also type “3.0 inches”, or just “3”; all are equivalent. Your entries are always assumed to be in the current measurement units (inches or centimeters). If the field expects inches and you enter “3 ft.” or “3 cm”, it is treated as three inches. The same goes for point measurements for text size and line thicknesses. If a point measurement is called for, you can enter “2 pts” or “2 points” or “2.0”, and so on.

Point measurements are a bit confusing at first. Just remember that there are 72 points in an inch or that most typed text is 10 or 12 points tall.

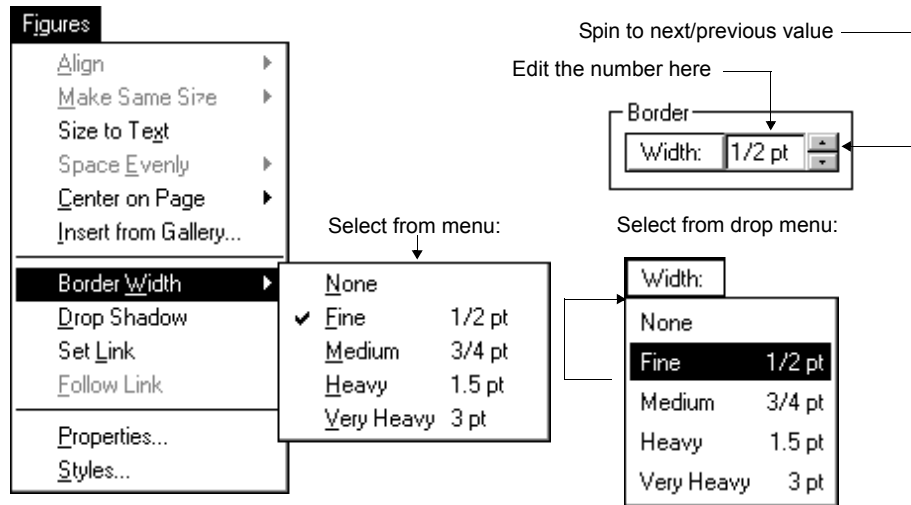


**Standard sizes**

It can be challenging to choose sizes for things that look good and print attractively. For example, if you are creating a connector with an arrowhead, should you make the arrowhead 8 points, 15 points, 6.3 points? Should its line width be 1/2 point of 2 points? It's hard to know without spending a lot of time trying different sizes AND printing them out. To greatly simplify choosing the sizes of some things, we've defined a set of standard sizes that you can select very easily. For example, arrowheads can be *Small*, *Medium*, or *Large* and line widths can be *Fine*, *Medium*, *Heavy*, or *Very Heavy*.

Standard sizes also make it possible to use menus as well as edit boxes to choose sizes. As you can see in the following illustration, the border width for a figure can be adjusted by selecting a standard size with a menu, selecting a standard size with a drop menu, typing any size you want, or using a spin control to make it bigger or smaller.

Different Methods for Selecting Standard Sizes



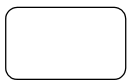
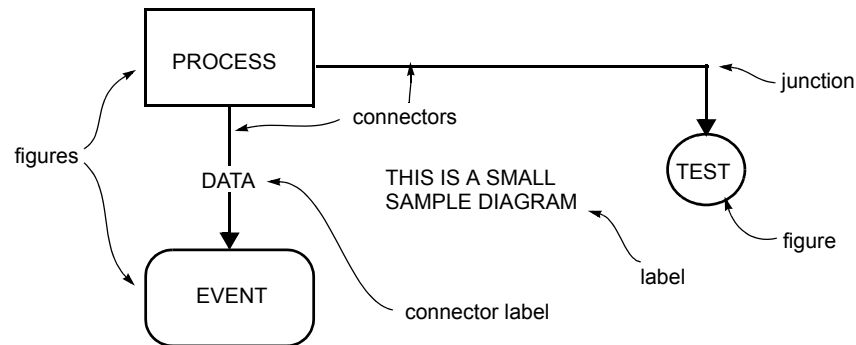
## The Diagram

A diagram is a collection of symbols connected by lines, often including arrowheads to indicate flows, and annotated by text labels. The combination of these simple components in nearly unlimited variety leads to a very powerful and flexible model. With this model you can build diagrams that show complex procedures, demonstrate plans, express ideas, organize thoughts, present proposals, record decisions, and much more.

Structurally, a diagram is composed of one or more *sheets*. Each sheet is a portion of a diagram, like a page but of any size that your require. The sheet functions like a virtual chalkboard upon which to draw your diagram. For convenience, a sheet might correspond to a sheet of paper so that you can print your diagram sheet-by-sheet on individual pages of paper. This is the simplest way to begin. But a sheet can also be much larger than a printed page in which case each sheet get partitioned into multiple pages when printed.

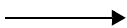
## Diagram Components

The basic components of a flowchart are *figures, connectors, labels, and junctions*.



### **Figures**

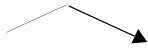
Figures are the primary components of a flow chart. They often represent steps in a process. A figure can have any shape or design such as a circle, square, or any illustration. A figure also has stylistic attributes such as color and border width. Additionally, a figure can contain one or more text areas in which you can add descriptive text.



### **Connectors**

Connectors are lines that connect two figures. They usually represent a path between two figures or a “flow” of control. Connectors can be straight, curved, smoothed,

rounded, or arced. Each end of a connector can have an attached shape such as an arrowhead.



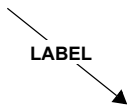
**Junctions**

Junctions are the points at which multiple *segments* of a connector meet. They often form a vertex for a line or a control point for a curve. Junctions make it possible for a connector to bend around corners, wrap around figures, and connect to other connectors.

LABEL

**Labels**

Labels are stand-alone text objects that serve as titles, annotations, and paragraphs. You can place any number of labels anywhere on a diagram. Some labels serve specialized purposes like those below.



**Connector Labels**

Connector labels are special labels that attach themselves to a connector and remain attached when you move the connector.



**Flow Labels**

Flow labels are special labels that attach themselves to a *flow point* where a connector meets a figure. If either the figure or the connector moves, the flow label moves accordingly. Flow labels can identify conditional branches (true and false, yes or no) or further describe relationships defined by connectors.

**Styles and Properties**

**Styles**

Objects start from an object style - a set of default properties and characteristics. Styles are a lot like paragraph styles in word processors. Rather than describing paragraphs, they describe figures, labels, and connectors.

One thing to remember about styles is that they are stored in every diagram. Don't be afraid to change them because if you do and you mess up, your changes only affect that diagram. To make a style change that will affect future diagrams, you must change a template file (see below).

**Diagram templates**

The purpose of diagram templates is similar to the purpose of word processor template files, to group together a collection of styles that form the foundation of a diagram type. When you create a *New* diagram, you usually start from a template, such as from a template that contains the basic styles of a flow chart.

**Figure styles**

The purpose of diagram templates is similar to the purpose of word processor template files, to group together a collection of styles that form the foundation of a diagram

type. When you create a *New* diagram, you usually start from a template, such as from a template that contains the basic styles of a flow chart.

### ***Label styles***

Label styles are similar to figure styles except they include only those attributes which apply to labels.

### ***Connector styles***

Connector styles contain information about the thickness of the line, whether it is straight or curved, its color, and whether it has arrow heads on either end. They also contain a set of rules that define how connectors of the style behave and interact with other objects.

### ***Properties***

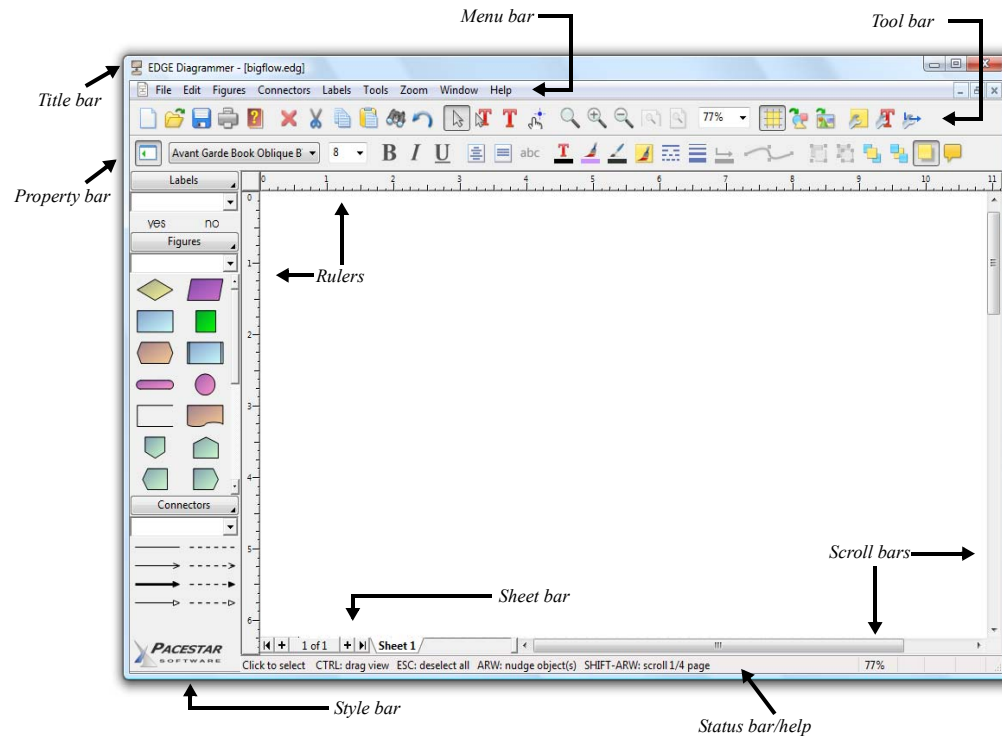
An individual object such as a figure, label, or connector, has its own properties which it initially receives from an appropriate object style.

For example, fill color is a property of a particular figure. The initial color comes from the figure style definition used to create the figure. You can change the fill color of this figure either by changing the figure style from which it was created (which also affects all other figures created from that style), or by changing the fill color property of the particular figure alone.

Remember, each object has *properties* of its own. A *style* defines the initial properties, of objects of that style.

## The Workspace

The following illustration shows key components of the workspace followed by brief descriptions.



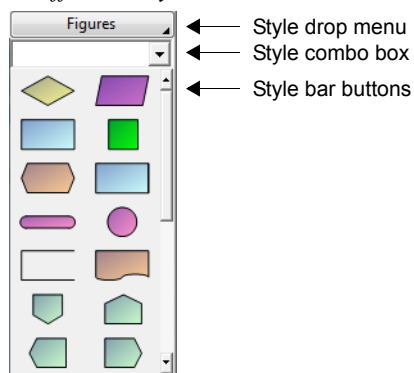
- Title bar** Shows the program name and the name of the active diagram.
- Menu bar** Contains menus of related commands.
- Tool bar** Contains buttons that provide easy access to frequently used commands.
- Property bar** A second optional toolbar that contain buttons and controls to easily change properties of figures, labels, and connectors.
- Style bar** Contains controls to access label, figure, and connector styles.
- Status bar** Shows brief help information.
- Scroll bars** Show your position in a diagram and allow you to move around.
- Sheet bar** Controls to change the active sheet.
- Rulers** Show real-life measurements of the diagram.

## The Style Bar

The style bar is the area to the left of the diagram that contains controls to access label, figure, and connector styles. The purpose of the style bar is to make it very easy to choose a style to create an object.

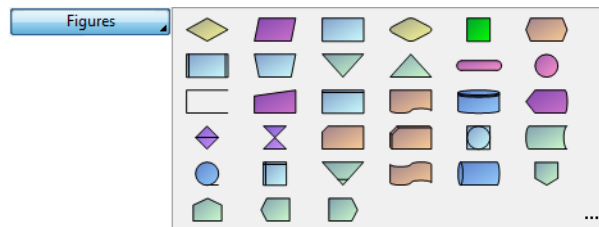
The style bar contains three main sections, one for labels, one for figures, and one for connectors. If the diagram contains no styles of one of these types, the section will not appear in the style bar.

Each of these sections contains three types of controls, *all of which do the same thing in different ways!*



### ***Style drop menu***

At the top of each section is a Style Drop Menu button. Use this button to choose a style from a drop menu, a pop-up menu that contains a graphic representation of every style of the type in this section. When pressed, it expands to show the styles:



The graphic representations in the drop menu are only approximations of the styles. For example, they do not include line thickness.

### ***Style combo box***

Under the drop menu button is the style combo box. The style combo box displays the name of the currently selected style and it also allows you to change the style by choosing another style by name. The end result is the same as if you had used the drop menu to choose the style.

### ***Style bar buttons***

Under the style combo box are optional style bar buttons. Each style bar button represents a single style. You can choose the style by simply pressing the button.

Though style bar buttons are the easiest way to choose a style, they also take up a lot of room. Therefore, they typically represent only the most frequently used styles. The representation of the style is only approximate. For example it does not show color.

For each style, you can choose whether or not it has a style bar button. Use the Define Styles dialog boxes or the Style selection dialog boxes to add style bar buttons. You can also use the Customize screen to add or remove style buttons (see below).

### ***Customizing the style bar***

You can customize the style bar for a particular diagram or template. You can control its width, the size and arrangement of buttons of each type, and the styles that are available on buttons, plus some additional properties. The customization controls for the style bar are located in the Customization screen which is available in the Tools menu or by right-clicking on the style bar.

### ***Collapsing the style bar***

Some users may prefer to collapse the style bar leaving a less obtrusive method for selecting styles while freeing screen space for viewing and editing diagrams. To do so, click on the left-most button on the property bar (second tool bar). The style bar will disappear and instead three simple style drop menu buttons will appear in the property bar which perform the identical function as the drop menu buttons described above.

## **The Tool Bar**



The tool bar provides convenient buttons to perform the most frequently used functions. The tool bar is always present. When you move the mouse over one of these buttons, a description of its function will appear in a small balloon called a *tooltip* as well as a help message in the status bar.

## **The Property Bar**



The property bar is an optional second toolbar that contains buttons and controls to conveniently change object properties such as fonts, text formats, colors, and so on. The property bar is optional and can be toggled on and off by checking *Show property bar* from the View tab in the Options dialog box. When you move the mouse over one of these buttons, a description of its function will appear in a small balloon called a *tooltip* as well as a help message in the status bar.

You use the property bar by selecting one or more objects, then changing their properties with the property bar controls. All of these properties can also be changed through the object property dialog boxes, for example by selecting a figure and then choosing **Properties** from the **Figures** menu.

The property bar is also useful when creating objects. After you've selected the style of object to create, you can use the property bar to change the properties of the objects that will be created without changing the style itself. This is explained in more detail elsewhere.

Note that the property bar is optional and completely configurable. The descriptions above apply only to the default configuration.



## The Snap Grid

The snap grid helps you line up nodes in your diagram. The snap grid contains two components that you can use together or separately, the visible grid and the snap grid itself.

### The visible grid

The visible grid is a set of horizontal and vertical grid lines or dots that appear behind your diagram. By itself, the visible grid is only a visual aid, it does not have an effect on your diagramming.

You can turn the visible grid on and off from within the **Grid and Snap** section of the **Diagram Properties** screen available from the **Tools** menu (see *Diagram Properties: Grid and Snap* on page 200). You can control whether the grid is displayed as lines or dots from within the **View** section of the **Options** screen also available from the Tools menu.

### The snap grid

The snap grid is NOT visible. However, when it is enabled it affects the construction of your diagrams. The snap grid automatically controls where nodes and paths can be placed and how large nodes can be. For example, if you set the snap spacing to a half inch, you can place nodes only at exactly one half inch intervals. Therefore, you know that if two nodes look lined up, they are lined up. If they look the same size, they are the same size. If a line looks straight, it is straight. When you print your diagram you won't have to worry that what looked right on the screen is not right on paper.



You can turn snap on and off by pressing the tool bar button. control the snap spacing from within the **Grid and Snap** section of the **Diagram Properties** screen available from the **Tools** menu (see *Diagram Properties: Grid and Snap* on page 193)..

You can use either the visible grid or the snap grid without using both. However, when you use both together, you get the greatest benefit. Most often, you will want to choose a grid spacing that is larger than your snap spacing, twice as large is the default.


## Modes

While you are working on a diagram, you are always in one of several *modes*. There is a mode for selecting and moving objects, a mode for creating figures, a mode for creating labels and editing text, a mode for creating connectors, and a mode for zooming into a certain area of a diagram. Following is a brief summary of each mode.



### Select mode


The default mode is select mode. In this mode you can select objects, move objects, size objects, and perform many other functions. You will probably spend most of your time in this mode since this is the mode in which most features are available.

To enter select mode, click on the select mode button in the tool bar or press ESC. You can tell that you are in select mode when the select mode tool bar button is pressed and the mouse cursor is the standard Windows cursor .



### Text mode

You enter text mode to work with text. In this mode you can create labels, add text to figures, and edit figure text.

To enter text mode, click on the text mode button in the tool bar. You can tell you are in text mode when the text mode button in the tool bar is pressed and the text cursor  appears.



You will also enter text mode if you select a label style from the style bar.



### Seltext mode

This mode is a special combination of text mode and select mode. It is just like select mode except that you can also edit text as if you were in text mode.


Using this mode rather than select mode will prevent you from having to switch modes as often. The trade-off is that both selection and text editing require more precise pointing with the mouse.

To enter seltext mode, click on the seltext mode button in the tool bar. You can tell you are in seltext mode when the seltext mode button is pressed and the mouse cursor is either a text mode cursor  or a select mode cursor .



### Zoom mode

You enter zoom mode to zoom in to a part of your diagram and view it in greater detail.

To enter zoom mode, click on the zoom mode button in the tool bar. You can tell you are in zoom mode when the zoom mode button is pressed and the zoom cursor  appears. Zoom mode is described in more detail elsewhere (see [Zoom](#) on page 44).

## Figure create mode

You enter figure create mode to add figures to your flow chart.


To enter figure create mode, select a figure style from the style bar. There is no button on the tool bar because you must indicate the style of figure you want to create.

You can tell you are in figure create mode when the cursor is in the shape of a figure. If the figure style you are creating has a button on the style bar, that button will be pressed as well.

## Connect mode

You enter connect mode to create connectors in your flow chart.

To enter connect mode, select a connector style from the style bar. There is no button on the tool bar because you must indicate the style of connector you want to create.

The connect cursor appears . If the connector style you are creating has a button on the style bar, that button will be pressed as well.



## CHAPTER

## 3

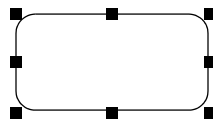
## General Editing

This chapter covers fundamental operations that are common to all object types including figures, connectors, and labels. Many of these operations are accessible through commands in the **Edit** menu.

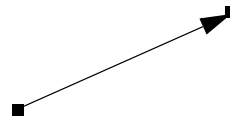
### Selecting and Deselecting Objects

Most features affect one or more objects, but generally not all objects in a flow chart. Before you perform a feature, you can select one or more objects to which the feature will apply. This section covers the different methods of selecting and deselecting objects.

When an object is selected, its *handles* become visible as small red squares along the border of the object. Here's how some common objects appear when selected:



A selected figure



A selected connector





A selected label

There are several different methods for selecting and deselecting objects.

#### Lasso select

One way to select objects is to form a *lasso* around a group of objects. A lasso is a box that you form to choose a rectangular area of the diagram.

##### To lasso select objects

1. In Select mode, move the cursor to an area of the diagram where there are no objects. The cursor becomes the standard arrow shape .
2. Press the left mouse button, keep it held, and move the mouse to form a rectangular lasso area. The lasso cursor  appears. The lasso area displays as a dotted box.
3. Release the mouse button. All objects that are located entirely within the lasso area become selected.

Note that holding down the Alt key while performing a lasso selection causes objects belonging to both the foreground and background layers to be included in the resulting selection.

### Click select

While in select mode select individual objects by clicking on the objects with the left mouse button. To select a particular object, move the mouse over the figure, connector, or label and click.

### Select all

Select all the objects in a diagram by choosing **Select All** from the **Edit** menu.

### Deselect all

To deselect all selected objects, click the left mouse button on the diagram where there are no objects, or choose **Deselect All** from the **Edit** menu.

### Selecting more objects

Normally, if some objects are selected and you attempt to select objects with any of the prior methods, the previously selected objects become deselected before the new objects become selected. If you'd like the previously selected objects to remain selected in addition to the newly selected objects, hold down the SHIFT key while selecting objects with any above methods. This process is called *extending* a selection.

### Deselecting Individual Objects

If a number of objects are selected, you can deselect individual objects by holding down SHIFT key while clicking on the object.

## Moving Objects to the Front or Back

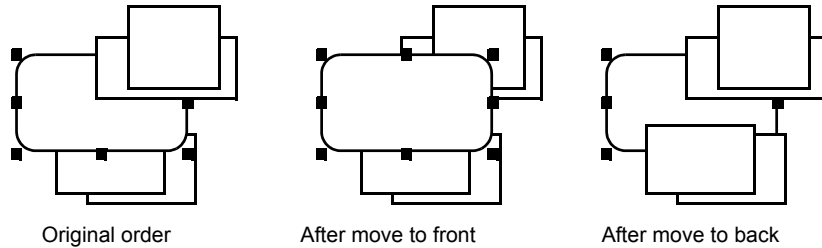
All objects have an order within the flow chart. New objects are *in front of* previously created objects and are drawn on top of them. You can adjust an object's order in the diagram, and choose which objects are in front of or in back of other objects in the following ways.

#### To move one or more selected objects to the front

1. Select one or more objects.
2. Choose **Front** from the **Edit** menu. The selected objects move in front of all other objects in the diagram.

☞ **To move one or more selected objects to the back**

1. Select one or more objects.
2. Choose **Back** from the **Edit** menu. The selected objects moves in back of all other objects in the diagram.



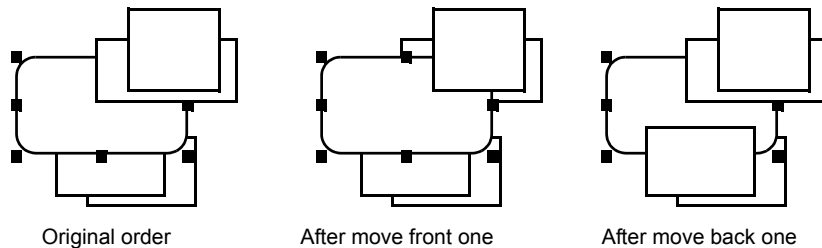
You can also move a single object one position toward the front of the diagram or towards the back of the diagram, effectively moving it in front or behind a single overlapping object.

☞ **To move one object in front of the next overlapping object**

1. Select the object to move.
2. Choose **Front One** from the **Edit** menu. The selected object moves forward by one object.

☞ **To move one object behind the next overlapping object**

1. Select the object to move.
2. Choose **Back One** from the **Edit** menu. The selected object moves back by one object.



## Deleting Objects

Deleting objects is a little different than cutting objects (see the following section) because you cannot Paste following Delete. Delete is also slightly faster and does not modify the Windows clipboard.

Use Delete to remove objects permanently, and use Cut to remove objects from one location and Paste them to another location.

 **To delete objects from a diagram**

1. Select one or more objects to delete.
2. Choose **Delete** from the **Edit** menu or press the DEL key.

When you delete selected objects, additional objects may be deleted automatically. For example, if you delete a connector, not only will all segments of the connector be deleted, but all connector labels that were attached to those segments will also be deleted whether or not they were selected.

If you delete a figure to which a connector is attached, that connector is also deleted. If you want to delete a figure but not delete an attached connector, detach the connector first.

A special exception occurs when you delete a figure that is within a flow (that is it has a single connector entering it and another of the same style leaving it). In this case, if you delete the figure, the two connectors will join into one.

## Cutting Objects

Cutting is another way to remove objects from a flow chart. Unlike delete, a copy of the deleted objects is first saved in the Windows clipboard. You can later Paste these objects back into the diagram or even into a different flow chart.

Use Delete to remove objects permanently, and use Cut to remove objects from one location and Paste them to another location.

 **To cut objects from a flow chart**

1. Select the objects you want to cut.
2. Choose **Cut** from the **Edit** menu or press CTRL-X on the keyboard.

Like Delete, when you cut selected objects, additional objects may be cut automatically.

Cut or copied objects remain in the clipboard until you cut or copy more objects, leave Windows, turn off your computer, or cut or copy to the clipboard from another program.



## Copying Objects

Use the Windows clipboard to copy a selected set of objects within the same diagram or to a different diagram.

### To copy objects in a flow chart

1. Select one or more objects to copy.
2. Choose **Copy** from the **Edit** menu or press CTRL-C on the keyboard.
3. Choose **Paste** from the **Edit** menu or press CTRL-V on the keyboard. A copy of the objects appear at the center of the screen selected for you.
4. Optionally, move the new objects.
5. You can **Paste** the same objects over and over again.

### To copy objects from one flow chart to another

1. Select one or more objects.
2. Choose **Copy** from the **Edit** menu or press CTRL-C on the keyboard.
3. Open a different flow chart.
4. Choose **Paste** from the **Edit** menu or press CTRL-V on the keyboard. A copy of the objects appear at the center of the screen selected for you.
5. Optionally, move the new objects.
6. You can **Paste** the same objects over and over again.

In addition to copying objects within and between flow charts, you can also copy objects from diagrams to documents of other programs such as Microsoft Word. Diagram objects can be copied to Microsoft Word and similar programs as OLE objects or simply as graphics, namely a *Windows Metafile*. When you do a copy, both types of data are stored to the Windows clipboard and it is up to the program that pastes the data to choose the format (*Object* or *Picture* in this case).

### To copy objects from a flow chart to a different program

1. Select one or more objects to copy.
2. Choose **Copy** from the **Edit** menu or press CTRL-C on the keyboard.
3. Run the target program (MS Word in our example).
4. Choose **Paste** in the target program.

Cut or copied objects remain in the clipboard until you cut or copy more objects, leave Windows, turn off your computer, or cut or copy to the clipboard from another program.

## Duplicating Objects

Another faster way to copy objects is to *duplicate* them. Duplicating does not use the Windows clipboard and therefore does not work between different diagrams or between this program and other Windows applications. You can, however, use this procedure to copy objects between one view of a diagram and another view of the same diagram (see *Opening an Additional View of a Flow Chart* on page 241).

### To duplicate objects in the same diagram

1. Enter select mode.
2. Move the mouse over any object or over one in a group of selected objects.
3. While holding down the CONTROL key, drag the objects. A set of duplicate objects appears.
4. Position the duplicate objects and release the mouse button.

In addition, you can duplicate objects by right-clicking on them and choosing **Duplicate** from the right click menu or by selecting them and choosing **Duplicate** from the main **Edit** menu. You can of course select any number of objects and duplicate them as a group in the same way.

## Pasting Objects

You can paste objects from the clipboard that were previously placed in the clipboard by an earlier Cut or Copy operation. Pasting is most often the second half of a Cut-and-Paste or Copy-and-Paste operation.

### To paste objects from the clipboard

1. Choose **Paste** from the **Edit** menu. If the **Paste** feature is grayed in the menu, it means that there is no diagram data in the clipboard.
2. A copy of the objects in the clipboard appears at the center of the screen.
3. Optionally, move the new objects.

Once you paste objects, they remain in the clipboard so you can paste them repeatedly to create multiple copies.

### Pasting graphics

You can also Paste graphics that were copied to the clipboard by other programs. After copying a graphic from another program, simply use Paste as described above. This will work as long as the other program copies its graphics to the clipboard in a format that this program knows (WMF, EMF, BMP, DIB).

## Pasting text

Pasting text is special because it can be done in two ways. One way is to enter text mode, position the caret in an existing figure or label at the point where you want text to appear, then choose **Paste** from the **Edit** menu. If you are not in text mode and you paste text into your diagram, a new label will automatically be created for you and positioned at the center of the screen with the text that was in the clipboard. The style of this label will be the last label style you selected.

## Paste As

The clipboard can contain the same information in several different formats at once. Normally, when you use **Paste** as described above, the best format (or the one that the other program said was best) is chosen automatically. However, there is also a way to choose exactly which format to paste.

### To paste objects from the clipboard in a particular format

1. Choose **Paste As** from the **Edit** menu and select one of the available formats “WizFlow Flowcharter Objects”, “Picture”, “Bitmap”, “Formatted Text”, or “Text”. If a format is grayed in the menu, it means there is no such data in the clipboard.
2. A copy of the objects in the clipboard appears at the center of the screen.
3. Move the new objects to where you want them.

## Copying Object Properties

A subset of the most commonly edited diagram object properties can be copied and pasted to other objects of the same kind using the **Copy Properties** and **Paste Properties** features. These features provide a convenient alternative to the more cumbersome and comprehensive properties screens. The properties that can be copied this way are those that affect the visual appearance of the objects such as the fill, outline, and font.

Each object type (figures, connectors, and labels) has its own properties that can be copied only to objects of the same type. For example, if you copy properties of a figure and paste properties to a label, the label will not adopt the font of the figure even though both figures and labels have fonts.

There is a separate Copy Properties and Paste Properties command for each type of object. However there are also two more convenient universal Copy Properties and Paste Properties features. These properties copy from and paste to selected objects based on their object types. It's these generic features that are available by shortcut keys and provide the main interface to these features.

### **To copy object properties to the clipboard**

1. Select an object of a particular type (figure, connector, or label) or select a number of objects of the type, or select a variety of objects of multiple types. Alternately, simply right click on a target object - this is most clear if done with no objects selected but is equally valid if clicking on an object in the selection.
2. Choose **Copy Properties** from the **Edit** menu or use the shortcut key Shift+Ctrl+C to copy the object properties to the clipboard. If multiple objects are selected, the properties belonging to the last selected object of each type will be copied.
3. Or, choose **Copy Properties** from the right-click menu if you right-clicked on a particular object to copy its properties. If this case, only the properties of the type of object clicked on will be copied to the clipboard.

### **To paste object properties from the clipboard**

1. Select the objects to paste the copied properties to, or right click on a target object.
2. Choose **Paste Properties** from the **Edit** menu or use the shortcut key Shift+Ctrl+V to paste the object properties from the clipboard.
3. Or, choose **Paste Properties** from the right-click menu if you right-clicked on a target object.

Note that not all objects are appropriate for all properties and will not necessarily acquire all of the pasted properties. For example, a graphic object will not acquire pasted font or fill properties.

You can selectively control which properties of which objects are subject to these features. See Edit category in the Tools Options screen.

## Undo

The undo feature lets you undo changes to a flow chart. If you make any changes by mistake, you can reverse the effects of the most recent operations by using the undo feature. The undo menu command contains a brief description of the operation that can be undone. Each corresponds roughly to one operation you performed. For example, deleting ten selected objects can be undone in one step just as it was done in one step. The last fifty operations can be undone, older ones cannot.

### **To undo any operation**

Choose **Undo** from the **Edit** menu. The undo menu item indicates exactly which operation will be undone.

---

**NOTE:** Changes you make to styles cannot be undone. It is a good idea to save your diagram before making any changes to styles. You can assume that virtually all other operations can be undone. In rare cases where operations will not be undoable, you will be informed before the changes take place.

---

## Moving Objects

Once you create figures, labels, and connectors in your flow chart, you can use the mouse to move and arrange them. There are a couple methods available for moving objects.

### **To move a single object without selecting it first**

1. Enter select mode.
2. Move the mouse over an object so that the move cursor appears.
3. Press the left mouse button and hold it.
4. Move the object to another location.
5. Release the mouse button.

Objects move in accordance with their properties. If the snap grid is enabled and the figure has the *snap center to grid* property, it will only move to points on the grid.

### **To move a group of selected objects**

1. Enter select mode.
2. Select one or more objects to move.
3. Move the mouse over a selected object so that the move cursor appears.
4. Press the left mouse button and hold it.
5. Move the object to another location.
6. Release the mouse button.

You cannot drag objects from one flow chart to another flow chart in another window. Use cut/paste for that purpose. You can, however, drag objects between one view of a flow chart and another view of the same flow chart (see [Opening an Additional View of a Flow Chart](#) on page 241).

## Moving Objects with Precision

### **To move objects with greater precision**

1. Enter select mode.
2. Select one or more objects.

3. Press the up, down, right, or left arrow keys on the keyboard to move the objects a small increment in any direction.

The amount the objects move each time you press an arrow key depends on the snap-to-grid diagram property (the button on the tool bar that resembles a square positioned on a grid). With snap enabled, each press of an arrow key moves the objects by a distance equal to the snap grid spacing. Otherwise, the objects move by one screen pixel.

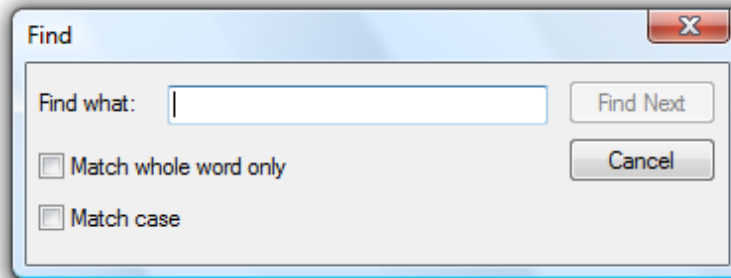
## Finding and Replacing Text

You can use the Find and Replace features to locate figures and labels in the currently open flow chart that contain some particular text and to replace that text with something else.

### To find the figures and labels containing text

1. Change your zoom so that you can read your figure text clearly and still view a good portion of the diagram - 100% is good to start.
2. Choose **Find** from the **Edit** menu or press the shortcut key Ctrl-F.
3. The Find dialog box will appear. Enter the search text and select the options that apply, then press Find Next repeatedly to locate the figures and labels that contain the text. As you press Find Next, each occurrence of the text will become selected on the screen. If the figure is not already visible, it will move into view.

The Find dialog box looks like this:



#### ***Find what:***

Type the text you wish to locate here.

#### ***Match whole word only***

Check this box to locate only text that contains the search text as a complete word. For example, if your search text is “the”, it will not find the text within words like “these” or “other” only the word “the” by itself.

**Match case**

Check this box to locate only text that exactly matches the case of the search text. For example, if your search text is “the”, it will not find “The” or “THE”.

**Find Next**

*Type the text you wish to locate here.*

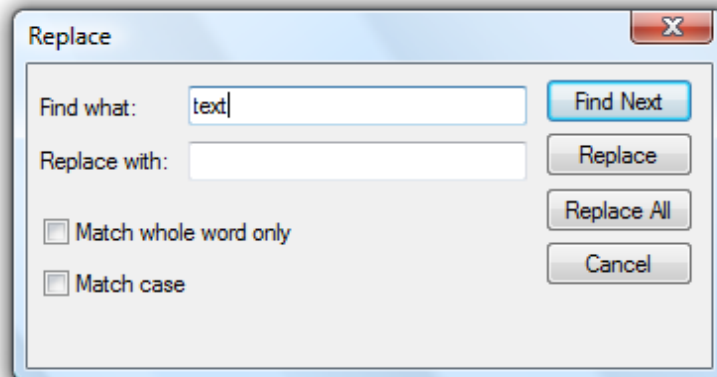
**Cancel**

Closes the dialog box.

 **To replace figure and label text**

1. Change your zoom so that you can read your figure text clearly and still view a good portion of the diagram - 100% is good to start.
2. Choose **Replace** from the **Edit** menu or press the shortcut key Ctrl-H.
3. The Replace dialog box will appear. Enter the search text, the replacement text, and select the options that apply, then press either Replace All or Find Next/ Replace repeatedly to locate and replace each occurrence of the search text.

The Replace dialog box looks like this:

**Find what:**

Type the text you wish to locate here.

**Replace with:**

Type the replacement text here. You can leave this field blank to remove the search text.

***Match whole word only***

Check this box to locate only text that contains the search text as a complete word. For example, if your search text is “the”, it will not find the text within words like “these” or “other” only the word “the” by itself.

***Match case***

Check this box to locate only text that exactly matches the case of the search text. For example, if your search text is “the”, it will not find “The” or “THE”.

***Find Next***

Type the text you wish to locate here.

***Replace***

After pressing Find Next to locate the next occurrence of the search text it will appear selected. Press the Replace button to replace the selected text with your replacement text. Pressing Find Next then Replace repeatedly lets you determine which occurrences of the search text you want to replace.

***Replace All***

Press this button to replace all occurrences of the search text in the current diagram with the replacement text.

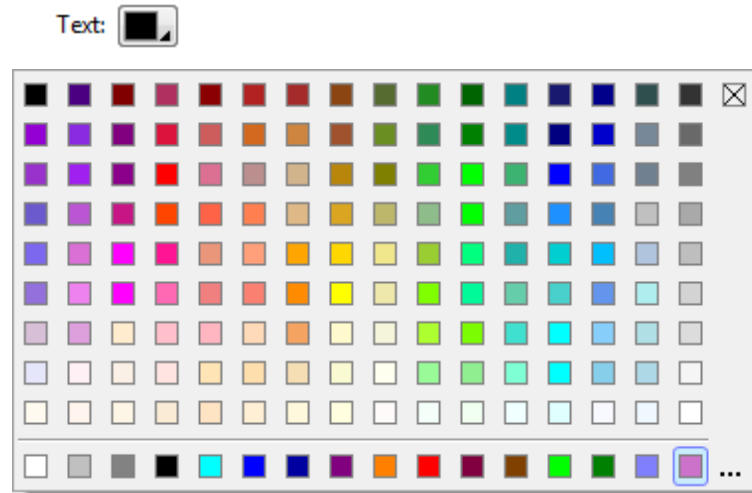
***Cancel***

Closes the dialog box.



## Choosing Colors

Colors place an important role in diagrams and the program user interface. The usual way to select a color is with a color selection menu button which presents a color selection drop menu when pressed.



The colors available in the color selection drop menu are those of the current color palette, which is simply a collection of colors available for this purpose. You can choose from a number of different palettes containing different numbers and varieties of colors. Palette selection can be found in the **Colors** tab found in the **Options** screen (available from the **Tools** menu).

The color selection drop menu contains some different components:

### *Palette colors*

The colors above the line are the colors of the color palette. They change only if you select a new palette as described above.

### *Custom diagram colors*

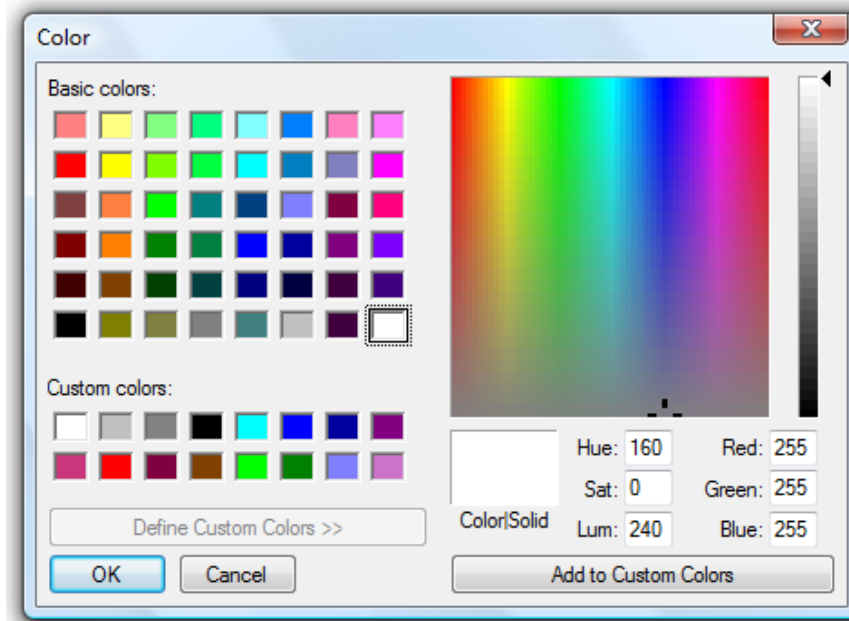
The colors below the line are the sixteen custom colors that you can set for each diagram you create. You can control which colors are shown here and saved in your diagram using the standard Windows color dialog box described below.

### *Transparent color*

Under some circumstances, such as when setting a fill color, the color selection drop menu contains an entry for transparency rather than a color. This entry appears as a box with an “X” in the upper right corner of the drop menu.

### *Ellipsis (...)*

The ellipsis (three dots) is located at the bottom right of the color selection drop menu. Click here to access the standard Windows color dialog box to choose a color that may not be represented in the drop menu, or to change the custom diagram colors.



## Fill Colors, Transparency, and Tinting

### Fill Colors

Nearly any figure in a diagram can be colored with a fill color in addition to a border (outline) color and text color. The fill color determines the color of the body of the symbol. If the symbol contains text areas, the fill color will also determine the background color for its text. For figures that are graphic images, such as imported clipart, the fill color controls the tint color of the image (see Tinting below).

### Transparency

A figure with no fill color is transparent. You can remove the fill color by selecting the “X” from the fill color drop menu. When an ordinary geometric symbol is transparent, objects below it will be visible through the symbol. A side effect of a symbol with no fill color is that you will need to click on the border or outline of the symbol in order to

select it. A graphic image uses the fill color as a tint color. For graphic images, no fill color means the image will be drawn with its original colors rather than a tint color - no transparency is possible (see Tinting below).

## Tinting

The fill color for graphic images such as imported clip art is a tinting color. Initially an imported graphic will have no tint color which is the same as having a transparent fill color. A graphic image with no tint color is drawn with its original colors. If you change a graphic's fill color it will change the tint color of the image. For black and white images, the black portions of the image will be replaced by the tint color and the white portions will remain unchanged. For gray-scale or multi-colored images, each color in the image will be replaced by a shade of the tint color. For gray-scale images for example, a blue fill color will have the effect of changing the image colors from shades of gray to shades of blue.

There are some limitations on the ability to control tinting of graphic images. Attempting to control tinting by changing the fill color of certain graphics will have no effect on (a) imported metafiles that contain their own embedded color palettes, (b) imported metafiles that contain bitmaps embedded within the metafile, and (c) APM metafiles. If you cannot control the tinting of an imported graphic by changing the fill color, you may need to edit the colors of the original graphic with a paint program and import the result.



## CHAPTER

## 4

## Getting Around in a Flow Chart



Limitations of the computer screen present the single greatest obstacle to working on a diagram. Typical diagrams extend well beyond the size and degree of detail that you can view effectively within a single window. This chapter describes the methods provided to overcome this obstacle. With these features, you can control precisely both the portion of the diagram and the degree of detail that are shown.

### Using the Scroll Bars

You can use scroll bars to move your view of the diagram up-and-down and left-and-right without affecting the degree of detail shown.

The scroll bar buttons scroll the diagram by a small amount in the direction of the arrow. Clicking in the region of the scroll bar between the slider and a button scrolls by a half screen in the direction of the button.

### Using the Arrow Keys

You can also use the shifted Up, Down, Left, and Right arrow keys on your keyboard to move your view of the diagram. Each key press moves the diagram by one quarter of the screen area in the appropriate direction.

### Drag Scrolling

One of the most convenient ways to scroll the screen is to press the middle mouse button or mouse wheel button and drag your view in any direction. If you don't have a mouse wheel or middle button, you can use the Control key plus the left mouse button, but when doing so be sure the mouse is not positioned above any objects because Control-drag is also how you duplicate objects.

### Autoscroll

When you drag an object past the edge of the screen, the diagram automatically scrolls to follow the cursor. Autoscroll is only in effect when the current view is maximized to fill the entire workspace.

## Zoom

Zoom features allow you to move quickly between different views of the diagram and to increase and decrease the degree of detail displayed in the diagram window. Some of these features allow you to *zoom-in* and *zoom-out* your view of the diagram. By changing the zoom magnification, you can control how much of the diagram is visible and how much detail is displayed. Other zoom features let you move instantly to a special view of the diagram.

For all zoom features, the absolute limit of the zoom range is from 10% (one tenth printed size) to 1000% (ten times printed size) but you will probably notice that more narrow limits are determined by your screen resolution and display mode.

### Zooming to a special view

The following features move you directly to a special view of the diagram regardless of your present location. They are especially useful for returning to a known view when you become disoriented. These features are found at the top of the **View** menu.



☞ **To zoom to a view of the entire page area**

Choose **Whole Page** from the **View** menu or press the toolbar button.



☞ **To zoom to a view of the top of the page area**

Choose **Page Width** from the **View** menu or press the toolbar button.



☞ **To zoom to a view of all the objects in the diagram**

Choose **All Objects** from the **View** menu.



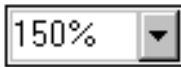
☞ **To zoom to a view of all selected objects in the diagram**

1. Select one or more objects.
2. Choose **Selected Objects** from the **View** menu.

## Zooming in and out

These features increase or decrease the amount of detail in the diagram window.

### To zoom the view to any magnification



Using the combo box located on the tool bar, choose a predefined zoom percentage, or type in any valid percentage and press enter. The valid zoom range depends on your particular configuration but must never be less than 10% or more than 1000%.

### To zoom in and out - using the keyboard

Press the PLUS key on the keypad to zoom in or the MINUS key to zoom out. The view is magnified or reduced by a small amount so that objects appear larger or smaller. Normally, the view remains centered at the same location of the diagram prior to zooming in. However, if any objects were selected, the new view is centered on those objects.

### To zoom to one of the preset zoom intervals

Choose a specific percentage from the **View** menu. The status bar at the bottom of the screen displays the current zoom percentage. At one hundred percent, the size of the diagram on the screen exactly matches the printed size - assuming your screen height is set accurately.



### To zoom in to the next zoom interval

Press the tool bar button that looks like a magnifying glass with a big "+". The view will zoom to the next higher of the fixed zoom intervals.



### To zoom out to the next zoom interval

Press the tool bar button that looks like a magnifying glass with a big "-". The view will zoom to the next lower of the fixed zoom intervals.


### To set custom zoom intervals

1. Choose **Set** from the **View** menu.
2. Use the Zoom tab of the Options dialog box to set your own zoom intervals.
3. Press OK to make your changes. The new percentages are sorted and entered into the **View** menu. Choose the new percentage from the **View** menu to change the zoom magnification.

## Using zoom mode



Zoom mode provides even greater control to select a view of your diagram. You enter zoom mode by clicking on the zoom mode button in the tool bar. You can tell you are

in zoom mode when the zoom mode button is pressed and the zoom cursor  appears.

 **To zoom in incrementally in zoom mode**

1. Enter zoom mode.
2. Move the mouse over a part of the diagram that you want to view in greater detail.
3. Click the left mouse button (press and release immediately) to zoom in a little closer.
4. Repeat until the view is sufficiently detailed.

 **To zoom in to a specific location in zoom mode**

1. First you might want to zoom out so that the entire area you want to view is visible on the screen. **Zoom Page** is useful for this purpose.
2. Enter zoom mode.
3. Choose the area of the diagram that you want to view in detail. Move the mouse to the upper left-hand corner of that area.
4. Press and hold the left mouse button.
5. Drag the mouse to create a rectangular region covering the area of interest.
6. Release the mouse button. The rectangular region will fill the entire window.

## Navigating among multiple sheets

Use the Sheet Bar and sheet tabs located in the lower left corner of the view window to change the active sheet. The individual sheet bar controls are described in the Sheets chapter.



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# CHAPTER 5 SHEETS



A diagram may contain multiple *sheets*. A sheet is essentially a page. However we use the term sheet instead so not to confuse it with a printed page. In its simplest form each sheet will correspond to a printed page such as a letter-sized area. However, you can use Page Set-up to define larger sheets of just about any size that may not be printable unless divided into multiple printed pages. Therefore a sheet is a continuous rectangular space of any size (but most conveniently that of a supported paper size) on which you can lay out a diagram. And a diagram may contain multiple sheets to improve organization and modularity.

Each diagram has at least one sheet. You may choose to add sheets as a diagram's size and complexity grows. While a diagram may have multiple sheets, it's important to understand that it remains a single diagram and all sheets share the same styles and diagram properties.

## Adding a Sheet

You can add a sheet to a diagram before the first sheet, after the last sheet, or between any existing sheets.

### To add a new sheet to a diagram

1. Right click on any tab in the *Sheet Bar* and select **Insert Before** or **Insert After** from the pop-up menu to add a new sheet before or after the corresponding sheet.  
Or
2. Select the first or last tab of the diagram causing the *Previous Sheet* or *Next Sheet* button in the *Sheet Bar* respectively to change from a triangular arrow to "+". Click the button add a new first or last sheet to the diagram.

## Deleting a Sheet

You can delete any sheet or sheets within a diagram. Deleting a sheet will delete all diagram objects contained within the sheet. Keep in mind that you cannot delete the last remaining sheet of a diagram, nor will you be allowed to delete all sheets at once.

### To delete a sheet from a diagram

1. Right click on any tab in the *Sheet Bar* and select **Delete** from the pop-up menu to delete the corresponding sheet.  
Or
2. Click the *Go to Sheet* button in the *Sheet Bar* to invoke the Go to Sheet screen. Then select one or more sheets and click the **Delete** button. This is the only way to delete more than one sheet at a time.

## Changing the Active Sheet

The currently active sheet is displayed in the active window. It's the sheet that is affected by edits, copies, pastes, exports, searches, and so on. Changing the active sheet is like flipping to a different page in your diagram.

### To change the active sheet

1. Click on the corresponding sheet tab within the *Sheet Bar*.  
Or
2. Use the *Sheet Bar* to navigate among multiple sheets in a diagram changing the active sheet that is displayed in the active view window. Click on the arrow buttons to navigate to the *First Sheet*, *Last Sheet*, *Previous Sheet*, or *Next Sheet*.

### To go to a specific sheet

1. Click on the *Go to Sheet* button in the *Sheet Bar*. It's the middle button that displays the current sheet number and total number of sheets in the form "3 of 5" representing the third sheet of five. This invokes the *Go to Sheet* screen. Select a single sheet and click Ok to make it the active sheet, or simply double-click on it.

## Assigning a sheet a custom name

You can assign a name to any or all sheets in a diagram. By default the sheets are simply named in sequence as "Sheet 1", "Sheet 2", "Sheet 3", and so on. Assigning a custom name to sheet is both clearer and more stable. It's clearer in the obvious sense that "Checkout Procedure" is more descriptive than "Sheet 3". It's more stable as well because a custom name sticks with the particular sheet when other sheets are added or removed, whereas "Sheet 3" becomes "Sheet 2" if you delete "Sheet 1".

Referring to a sheet by name rather than by number is especially useful when exporting or saving as HTML in which case the sheet name is used to construct the filename of the output file. A stable custom sheet name results in a more easily understood and maintained relationship between a diagram, it's sheets, and their corresponding exported files or HTML pages. The same is true when hyperlinking to a particular sheet within a diagram.

Custom sheet names can be up to 64 characters in length. Each custom sheet name within a diagram must be unique. The name must not be blank or end in a space, and it must not contain characters not allowed within a Windows file name (“:”, “.”, “/”, “\”, “|”, “?”, “<”, “>”).

 **To assign a custom sheet name**

1. Double click on the sheet name on the sheet’s tab in the *Sheet Bar*.
2. Edit the sheet name complying with the naming rules above.
3. Press Enter or click on another control in the Sheet Bar when complete, or press ESC to cancel.

 **To unassign a custom sheet name**

1. Assign a custom name to the sheet as described above, but clear the name (make it blank) or assign it to the exact name it would have by default (such as “Sheet 2”). Once the custom sheet name is unassigned, the name will change such as from “Sheet 2” to “Sheet 3” reflecting its order in the diagram as other sheets get added and removed.



## CHAPTER

## 6

## Figures

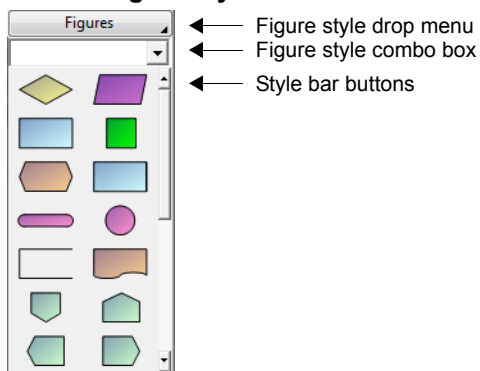
Figures are the shapes that form the building blocks of flow charts. A figure has a number of attributes or *properties*. The shape of a figure is one of its properties. It also has stylistic properties such as color and border thickness. And it has behavioral properties such as whether or not it remains aligned with the snap grid. The initial properties of a figure come from the figure style used to create it.

This chapter covers the properties, behaviors, and features that are unique to figures. There are also many operations not covered in this chapter that affect figures as well as other types of objects (see CHAPTER 3: General Editing, page 27). This chapter will assume you know some of that general information such as how to select objects.

## Creating Figures

The most common way to add a figure to your flow chart is to choose a figure style that represents the shape and initial properties of the figure object you are creating. This moves you into *create mode* where you drop the figure onto your flow chart and optionally resize it.

### To choose a figure style and initiate create mode

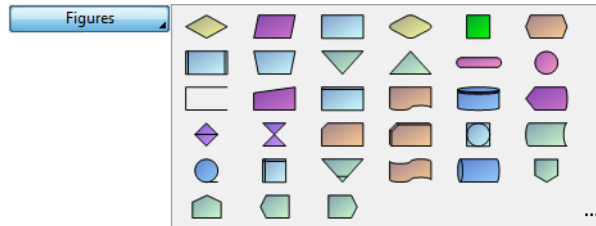


Perform one of the following:

1. Click on the style bar button of a figure style. If the style does not have a button in the style bar, use one of the following methods instead.

*or*

2. Press and hold the Figures button in the style bar to activate the figure style drop menu. Move to the representation of the style, and release the mouse button. Not



all styles are displayed in this menu so you may have to choose the three dots to see all of them (see the next section).

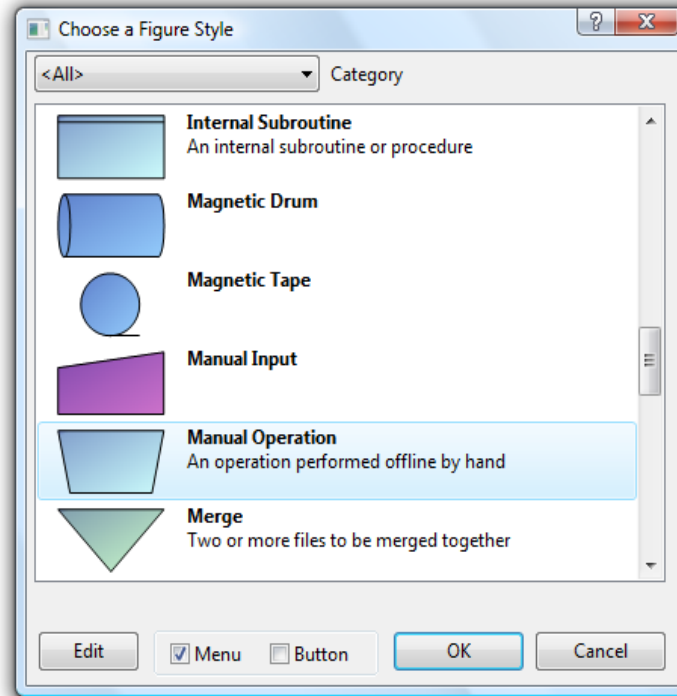
*or*

3. Choose the figure style by name from the figure style combo box. The combo box always contains all styles defined in the diagram.

#### **Method 4: Choosing a figure style from the complete list of styles**

A fourth method is available to select a figure style. This method contains all of the styles with complete names, pictures, and descriptions *and* lets you choose which styles appear on buttons and in drop menus.

Select the ellipsis (three dots) from the Figures drop menu to open the Choose a Figure Style dialog box.



#### To choose a figure style

1. Scroll to preview all of the available styles.
2. Click on the style to select it.
3. Press OK. Alternately, just double-click on the style.

#### **Category**

Use this combo box to show all styles or only styles of a certain category.

#### **Edit**

While you're here you may want to add, change, or delete styles from your diagram. This button just provides a convenient shortcut to the Styles dialog box. Also available by right-clicking any style in the list.

**Menu**

Check or uncheck this button for each style to control whether the drop menu contains a representation of the particular style. Also available by right-clicking any style in the list.

**Button**

Check or uncheck this button for each style to control whether the style is represented by a button in the style bar. Reserve buttons only for your most common styles. Also available by right-clicking any style in the list.

---

**NOTE:** Notice that this screen is resizable. If it is too narrow and cannot include the Edit, Button, and Menu controls, they remain available by right-clicking on a style.

---

**Once you have selected the figure style to create...****☞ To create a new figure**

1. If the figure style has a default size, the cursor becomes an outline of the figure when you move the mouse over the diagram.
2. Use the mouse to position the new figure.
3. Press the mouse button.
4. If the figure has a default size and you want to create a figure of this size, release the mouse button immediately. Otherwise, while continuing to hold the mouse button, resize the figure to the desired size. Before releasing the mouse button, you can press ESC to cancel.
5. Release the mouse button

If the figure has default text, the newly created figure will contain the default text.

After selecting the figure style, but before you actually click on the diagram to create it, you can use the property bar to change properties of the figure that you are about to create such as the colors, font, text alignment and so on. Changes made in this way affect only the new figures that you are about to create not the style definition.

**Inserting a Symbol**

Although the usual way to add figures to your diagram is by creating them from a figure style, there are also times that you just want to add a single figure without first creating a new style. The *Insert Symbol* feature provides this capability.



 **To insert a single figure from the Figure Symbol Gallery**

1. In select mode, choose **Insert Symbol** from the **Figures** menu or from the right click menu. Or press the *Insert Symbol* button on the tool bar.
2. Select any figure symbol from the Figure Symbol Gallery dialog box.
3. A new figure with the selected symbol will appear on the screen. You may want to resize it and move it to a better location.

## Changing the Size of Figures

A figure can be almost any size from a sixteenth of an inch to a hundred inches in height and width.

 **To change the size of a figure**

1. Select the figure.
2. Move the mouse over one of the eight handles (by default they are little red squares). The cursor's shape indicates how the figure will size with each handle.
3. Press the mouse button.
4. Drag the handle and resize the figure to the desired size. If you decide to cancel at this time before releasing the mouse button, press ESC.
5. Release the mouse button.

How the figure resizes depends on several things. If the figure has the *Center stationary when resizing* property, then the figure gets larger or smaller in all directions as you drag the handle, but the center stays in the same place. This is useful if you want to keep the figure lined up with the center of other figures above or below. If the figure does not have this property, it extends only in the direction that you drag the handle.

If snap is enabled and the figure has the *Height and width snap to grid* property, the height and width can only change such that the edges of the figure are positioned along snap grid lines. In effect, this means that the height and width will always be a factor of *twice* the snap spacing. For example, if the snap spacing is a quarter inch, the figure width can be a half inch, one inch, one and a half inches and so on.

If the figure contains text, you will not be permitted to resize the figure such that it will be too small to contain the text. If the figure has the word-wrap property, the text will reformat when you resize the figure, in which case there is no minimum width.

There are also other ways to change the size of a figure. When you type text in a figure, the figure can resize automatically. You can change the size of figures by using the Make Same Size feature (see Making Figures the Same Size on page 57). You can also set the height and width of figures explicitly in the Figure Properties dialog box (see Orthogonal Connectors on page 98).

## Moving Figures

There are several ways to move figures from one place in a diagram to another. When you move a figure, all text that is part of the figure, and all connectors that are attached to the figure move as well.

### **To move a single figure without first selecting it**

1. Make sure you are in select mode.
2. Move the mouse over the figure. The move cursor appears.
3. Press the mouse button.
4. While holding the mouse button down, drag the figure to the new location.
5. Release the mouse button.

The procedure above works from seltex mode as well as from select mode. However, if you are in seltex mode, be sure that the cursor is actually over a figure and not over a text area within the figure before attempting to move it this way. You can tell that you can move the figure when the move cursor appears.

### **To move one or more selected figures**

1. Move the mouse cursor over any selected figure. The move cursor appears.
2. Press the mouse button.
3. While holding the mouse button down, drag the figures to the new location. While dragging the figures, you can cancel by pressing ESC before releasing the mouse button.
4. Release the mouse button.

There is also another way to move a group of selected figures with greater control over precisely how much they move.

### **To move selected figures more precisely**

1. Enter select mode.
2. Select one or more objects.
3. Hold down the SHIFT key and simultaneously press the up, down, right, or left arrow keys on the keyboard to move the objects a small increment in any direction.



The amount the objects move each time you press an arrow key depends on the snap-to-grid diagram property (the button on the tool bar that resembles a rectangle over a grid). With snap enabled, each press of an arrow key moves the objects by a distance equal to the snap grid spacing. Otherwise, the objects move by one screen pixel.

There are also many indirect ways to move figures such as aligning, centering on the page, spacing, and so on. You can also set the location of figures explicitly in the Figure Properties dialog box (see Orthogonal Connectors on page 98).

## Aligning Figures

### To align a group of figures

1. Select the figures.
2. Choose one of the selected figures to be the *model figure*, the figure with which the other selected figures are aligned. By default the last figure selected is the model figure. To force a different selected figure to become the model figure, hold down the SHIFT key and click on a different figure.
3. Choose one of the alignment methods from the **Align** submenu under the **Figures** menu.
4. All of the selected figures are aligned with the model figure using the chosen method.

## Making Figures the Same Size

There are many aids for creating figures with a uniform size. One way is to use the figure style default size property. Another is to use the snap grid. Yet another is the **Make Same Size** feature.

### To make a number of figures the same size

1. Select the figures.
2. Choose one of the selected figures to be the *model figure*, the figure whose size indicates the size to make the other selected figures. By default the last figure selected is the model figure. To force a different selected figure to become the model figure, hold down the SHIFT key and click on a different figure.
3. Choose one of the sizing methods (**Height**, **Width**, or **Both**) from the **Make Same Size** submenu under the **Figures** menu.
4. All of the selected figures will become the same size as the model figure.

---

**NOTE:** There are cases where a figure cannot be made the exact size as the model figure. One example is a figure that has more text than would fit if it were made as small as the model figure. In this case, the figure is made as small as possible.

---

## Sizing Figures to Text

A figure can be no smaller than the text it contains. Occasionally you may want to make a figure as small as possible for the current text. You can do this by dragging the figure's sizing handles, or more conveniently by using this feature.

### **To adjust the size of a figure to the text it contains**

1. Select a figure (or group of figures).
2. Choose **Size to Text** from the **Figures** menu.
3. Each selected figure will shrink to the smallest size possible for its text.

---

**NOTE:** If the snap grid is enabled and the figure's properties cause its height and width to snap to the grid, the figure's size may not be as small as possible to contain the text. If this is not the effect you want, turn off the snap grid first.

---

If you want a figure to remain sized to its text automatically when the text changes, you can set its *Keep sized to text* property.

## Spacing Figures Evenly

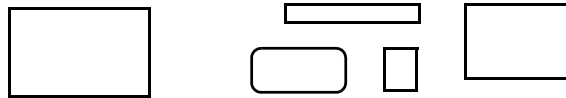
The **Space Evenly** feature is useful for spacing figures across the diagram or from top to bottom at equal intervals.

### **To space a group of figures evenly from left to right or top to bottom**

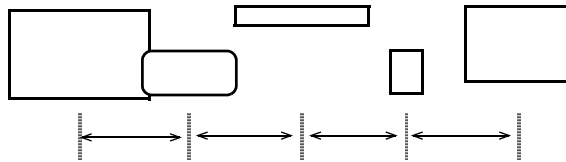
1. Select at least three nodes.
2. Choose either **Across** or **Down** from the **Space Evenly** submenu under the **Figures** menu. And choose whether to space the figures evenly based on their centers, a particular edge, or based on the spacing between them.
3. The selected figures will be spaced evenly from right to left if you chose **Across**, or top to bottom if you chose **Down**.

The spacing is determined by the average spacing between the right-most and left-most of the selected figures (in the across case), therefore the left-most node does not move. The left-to-right or top-to-bottom ordering of the figures does not change.

Spacing these figures evenly across (centers)...



Produces this result:



## Centering Figures on the Page

This feature can center a group of figures on the page, length-wise, width-wise or both. This feature is available if the *Show Page Boundaries* option is enabled.

### To center figures on the page

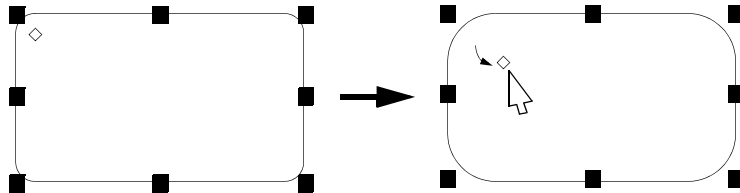
1. Select a number of objects (not necessarily only figures).
2. From the **Center on Page** submenu under the **Figures** menu, choose one of the centering options.
3. All selected objects are centered as a group on the current page.

Note that when you center many objects on the page, they do not all end up overlapped at the center of the page. Rather, they are centered as if they were one larger object (as a group). This feature is especially useful for final formatting of your diagram. For example, when your diagram is complete, you can **Select All** and then **Center on Page**, neatly centering your entire diagram on the page for printing.

The page referred to here is actually the active sheet which might not be the same as a printed page. Any subsequent change to Page Set-up that affects page size or orientation may necessitate re-centering your diagram.

## Reshaping Figures

Certain figures (but not all of them) can be reshaped after you add them to your diagram. Reshaping a figure lets you adjust it to more precisely control its appearance.



### To reshape a figure

1. Select the figure. If the figure can be reshaped (not all can), it will have one or more yellow diamond-shaped reshape handles.
2. Click on and drag the reshape handle to adjust the shape.

### To update the style to the new shape

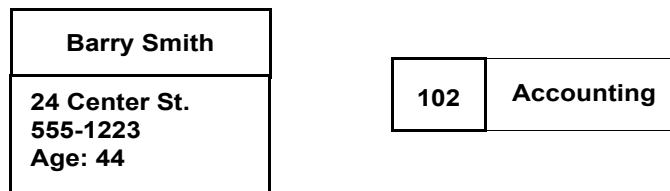
If you update the style to the same shape as the newly reshaped object, other objects that you create using the same style will initially have the same shape. To do so, right click on the object after you have reshaped it and choose **Update Style From...** in the right click menu.

Reshape handles are yellow by default. However, you can customize this color from the Colors tab in the Options dialog box (see Tools menu).

If a figure has multiple text areas that are reshapable, the text areas adjust automatically with the reshaping of the figure (see the following section).

## Multiple Text Areas

Some figures contain multiple areas for text.



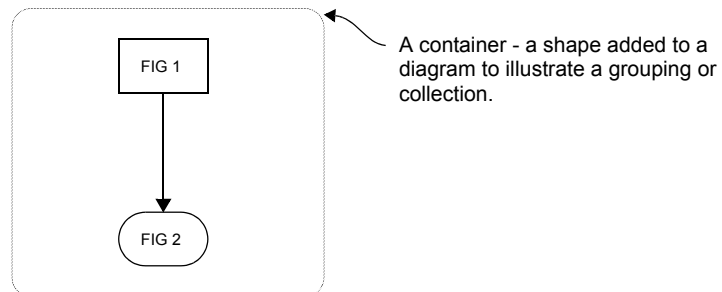
Generally, figures that contain multiple text areas are reshapable to allow you to select different sizes for each area. When you reshape them (see the shaping section), the text areas reshape automatically. If the text area already contains text, reshaping will not be permitted if it would result in an area too small to contain the text.

## Independent Justification within Text Areas

Text in each area can be justified independently. For example, in one area the text can be centered and in another it can be left-justified (as shown in the example above). If you are in text mode editing the text within a particular text area and you press one of the justification control buttons on the toolbar, the justification for only that area will change. If you leave text mode, select the figure, and choose a justification, all text areas of the figure will change to the new justification. You can also set justification however you prefer by using the Text tab of the Figure Properties dialog box.

## Containers

A *container* is a shape in your flow chart that shows a group of objects, a subset, or some other collection or separation. The illustration below shows a portion of a flow chart surrounded by a container.

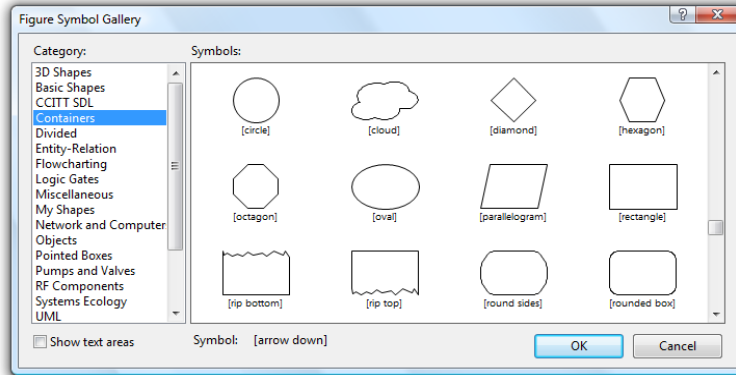


There are three ways to add a container to a flow chart. The first and easiest way is to choose a style from the current flow chart template. If the template has a *Containers* category in the *Figures* drop-down menu in the style bar, simply select it and place it on your flow chart as you would any other figure shape.

If the template you are using does not include predefined container styles, the next easiest method is to invoke the **Insert Symbol** feature to insert a predefined container symbol from the Figure Symbol Gallery.

### ☞ To insert a container from the Figure Symbol Gallery

1. Without objects selected, right click on your flow chart and select **Insert Symbol**. Or choose the **Insert Symbol** feature from the **Figures** menu. The Figure Symbol Gallery dialog box appears.
2. Select the *Containers* category. The large window displays the pre-defined



container shapes. Notice that containers are indicated by brackets surrounding their names.

3. In the large window, select a container shape and click OK.
4. Size and position the new container in your diagram.

If you require a container of a shape that is not included in the template or the gallery, you can create one of your own based on any existing figure symbol.

### ☞ To create your own container from any figure symbol

1. Create any shape in one of the usual ways such as by using the **Insert Symbol** feature from the **Figures** menu.
2. Enlarge the shape and move it to the back of the flow chart.

This method has some drawbacks. Most notably, the software will still treat the inside of the container as part of a figure making it a nuisance to select and connect objects within the container. To complete the construction of a container from any shape, adjust the figure properties as follows:

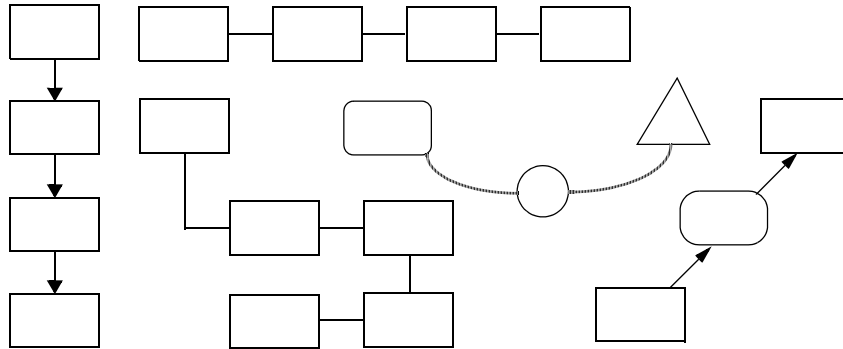
3. Remove the fill color by selecting the shape and choosing the “x” from the fill color drop menu. A figure with no fill color is treated as transparent. For example, you will be able to select and manipulate objects that are “beneath” the container. A figure that does not have a fill color can only be selected by clicking on its border or lassoing the whole object.



4. Hide the text areas of the container object. Do this by clicking the “Hidden” box in the Text tab of the Figure Properties dialog box - repeat for each text area if there is more than one in the figure. Hiding the text areas is an important step because text areas are selectable even when there is no fill. The result is that non-hidden text areas prevent you from selecting objects beneath the container (even if the text is blank).
5. Choose stylistic attributes. For example, you will often want a dashed or dotted container. Do this from the General tab of the Figure Properties dialog box.
6. Adjust behaviors for greater convenience. Do this from the Figure Properties dialog box. We suggest the following settings:
  - (a) Horizontal expansion = Expand to right
  - (b) Vertical expansion = Expand down
  - (c) Center stationary when resizing = unchecked
  - (d) Center snaps to grid = unchecked

## Figures in Flows

Figures within flows have some special features and behaviors to support this common usage. A *flow* is a sequence of figures connected by connectors such that the connector enters a figure, then exits it, enters another, exits that one, and so on. Flows commonly represent sequences of operations and hierarchies of relationships. For example, the following arrangements of figures and connectors are considered flows:



You do not need to identify a flow. The program will recognize these relationships and behave accordingly. For definition purposes, a figure is considered to belong to a flow if it has two attached connectors of the same style. Several features make it very easy to add a new figure at any point in a flow, remove a figure from a flow, or re-arrange the figures of a flow.

### Creating a figure in a flow

During the normal process of adding a figure to a flow chart, you can insert it into an existing flow by dropping it on a connector.

#### To create a figure inserted within a flow

1. First verify that the “Snap figures to flow” option is enabled (see the 'Edit' options within the Tools Options screen).
2. Begin the creation of a figure in the usual way by choosing a figure style and entering in to create mode.
3. Move the figure cursor over an existing connector such that the center point of the figure marked by cross hairs is directly over the connector. When you are directly over the connector and there is room to insert the figure into the flow the portion of the connector beneath the figure cursor will disappear.

- Click to create the figure. The connector will now enter and exit the new figure. You can also resize the figure before letting go of the button, just make sure there is still enough room to insert the figure.

If the connector is not vertical or horizontal you may need to disable the snap grid in order to position the cursor correctly over the connector.

While in create mode, pressing the CTRL key triggers *freeform* creation. With the CTRL key held down, the connector beneath the figure cursor will not be recognized and creating a figure will not insert it into the flow even if you click on a connector.

Before you can insert a figure into a flow you must make sure there is room available for the new figure. This may mean extending or re-arranging parts of your flow chart. For there to be enough room, there has to be ample room on a single segment so that no junctions that make up the connector are beneath the new location of the figure.

### Attaching a figure to a flow

Another method for inserting a figure into a flow is to drag a figure from elsewhere in your flow chart into the flow.

#### To attach an existing figure to a flow

- First verify that the “Snap figures into flows” option is enabled (see the 'Edit' options within the Tools Options screen).
- Click on a single figure to begin dragging it (you may select it beforehand or drag it without selecting it).
- Move the figure over an existing connector such that the center point of the figure marked by cross hairs is directly over the connector. When you are directly over the connector and there is room to insert the figure into the flow the portion of the connector beneath the figure cursor will disappear.
- Drop the figure on the connector. The connector will now enter and exit the figure.

If the connector is not vertical or horizontal you may need to disable the snap grid in order to position the figure correctly over the connector.

While dragging, pressing the CTRL key keeps the drag *freeform*. This means that you can drop the figure anywhere, including on a connector, and the figure will not be inserted into any flow.

Before you can insert a figure into a flow you must make sure there is room available for the new figure. This may mean extending or re-arranging parts of your flow chart. For there to be enough room, there has to be ample room on a single segment so that no junctions that make up the connector are beneath the new location of the figure.

## Detaching a figure from a flow

Any figure that is in a flow (having two connectors of the same style) can be detached from the flow. When you detach a figure from a flow, it will be free to move around without the attached connectors. In addition the connectors will join to continue the flow without the detached figure.

### To detach a figure from a flow

1. Right click on the figure and select **Detach from Flow** from the menu.

Note that if the connector was vertical or horizontal, the connectors will merge into a single continuous segment. However, if they were not vertical or horizontal, a new junction will appear in place of the figure's old position in the flow. You can delete this junction by right-clicking on it and selecting **Delete Junction**.

## Deleting a figure from a flow

Whenever you delete a figure in the usual way, it will be automatically detached from its flow first. To delete the figure AND all attached connectors, select the connectors as well as the figure when deleting.

## Changing Figure Properties

Each figure has a set of properties that define how it looks, what text it contains, how it behaves, and more. Most of the initial properties of a figure come from its original figure style. This section describes how to change the figure properties of an existing figure.

### To view and modify the properties of a figure

1. Select the figure.
2. Choose **Properties** from the **Figures** menu or from the right mouse button menu.

*or*

1. Double click on the figure. Note, double clicking on a figure will edit the figure properties only if you have chosen *Display/edit properties* in the 'Edit' options within the Tools Options screen.

The Figure Properties dialog box will appear on the screen near the selected figure. This dialog box contains several different groupings of properties organized under *tabs* with an appropriate heading. To change to a different grouping of properties and their controls, press the corresponding tab. Controls located under each tab are described below.

Once you've set all of the properties of the figure that you want to change, press one of the following buttons:

***Apply***

Applies the property changes to the selected figure or figures without exiting the dialog box.

***OK***

Applies the property changes to the selected figure or figures and exits.

***Cancel***

Exits the dialog box and discards any changes you made since last pressing the Apply button. Once you apply changes, those changes remain in effect even if you press Cancel.

**Changing properties for multiple figures**

You can change a property, or any number of different properties, to a number of figures at the same time. To do so, select the figures and use the dialog box as usual. Only the properties you actually modify will be applied to the selected objects. For example, if you select five figures that all have different heights and widths, and you edit their properties and change only the Width field, all five figures will acquire the new width and retain their previous height.

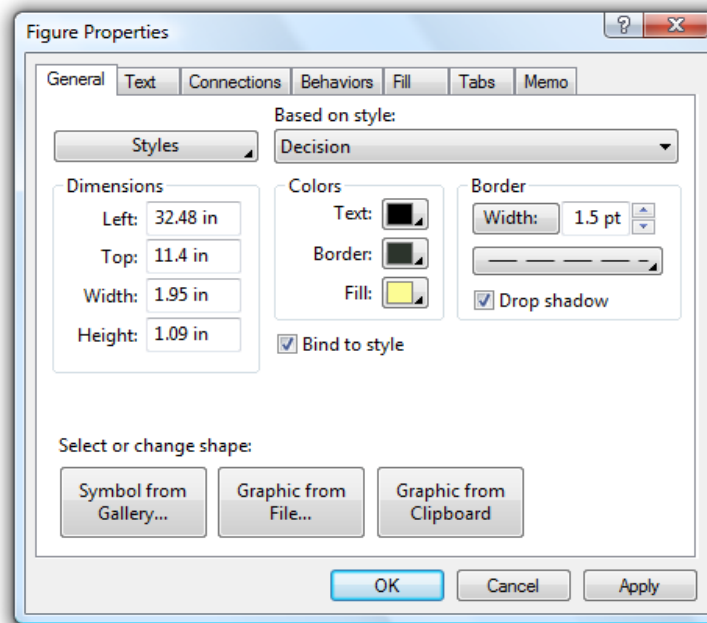
---

**NOTE:** Several figure properties can also be changed simply by selecting the figure(s) and clicking on the buttons and controls on the property bar or under the Figure menu. These are simply shortcuts to the same changes in the Figure Properties dialog box.

---

## Figure Properties: General

Use the General tab in the Figure Properties dialog box to view and edit the basic properties of the selected figure such as its location, size, appearance, and color.



### *Based on style*

To change the figure's style, choose a new style from the combo box or the style drop menu located to the left. This will change the appearance of the figure and it will inherit all the properties from the new style you choose.

For example, use this control if you created a box and later determine that it should really be a circle.

### *Styles*

This button is just a drop menu to choose a style graphically for the same purpose as Based on style described above.

### *Left*

To change the position of the figure, enter a new location for the left-most edge. The value is the distance from the origin point on the ruler bar (0,0) or equivalently from the left edge of the page (positive measurements are to the right).

**Top**

To change the position of the figure, enter a new location for the top-most edge. The value is the distance from the origin point on the ruler bar (0,0) or equivalently from the top edge of the page (positive measurements are downward).

**Width**

To change the width of the figure, enter a new width here.

**Height**

To change the height of the figure, enter a new height here.

**Text color**

To change the color of the figure's text, choose a different color from the color selection drop menu.

**Border color**

To change the color of the figure's border, choose a different color from the color selection drop menu.

**Fill color**

To change the color of the interior of the figure, choose a different color from the color selection drop menu.

**Bind to style**

Check this box to choose whether or not a figure's properties are bound to the style. If a figure's properties are bound to its style, then anytime the style changes, the figure gets the new properties automatically.

**Border width**

To change the thickness of the lines that make up the border (outline) of the figure, enter a new border width. You can also change the border width by pressing the up and down spin buttons to the right. Or you can choose one of the standard border widths by pressing the Width drop menu button itself.

**Line Pattern**

Select a line pattern for drawing borders such as solid, dashed, dotted, and so on. The line style is used to draw for the entire outline of the shape, not just the outside edges so consider carefully before using a pattern other than solid. Also note that some older shapes cannot use this property.

**Drop Shadow**

Check this box to add a drop shadow to the figure to give it a three-dimensional look. You control the size and color from within the Diagram Properties dialog box (see page 198).

## Select or change shape

The remainder of the controls in the General tab of the Figure Properties dialog box allow you to change the shape of the figure.

### *Symbol from Gallery*

Press this button to select a shape from the collection of built-in symbols contained in the Figure Symbol Gallery.

### *Graphic from File*

Press this button to select a graphic for the figure from an external graphics image file such as a Windows Metafile (.WMF or .EMF) or a Windows bitmap file (.BMP or .DIB).

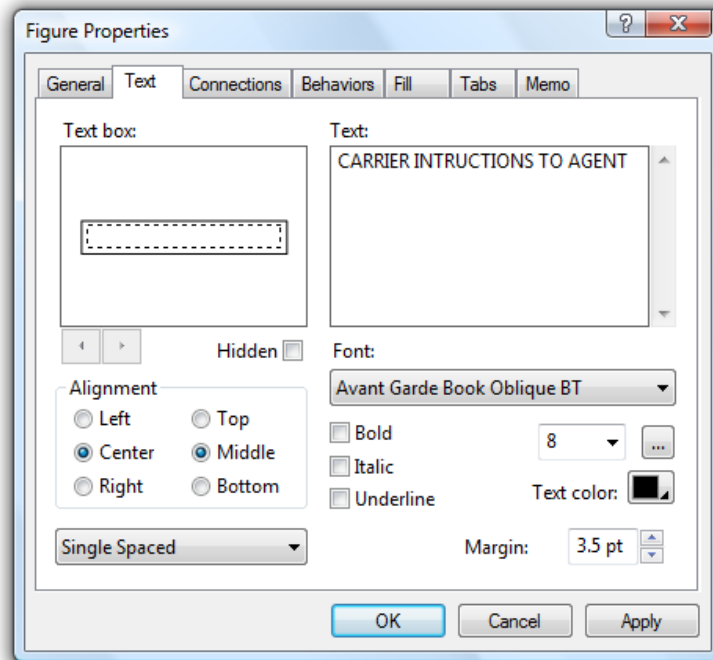
### *Graphic from Clipboard*

Press this button to select a graphic for the figure from an image that is stored in the Windows clipboard. For example, you can create an image in Microsoft Paintbrush and do a Copy of it, then return to this program and paste it right into a figure.



## Figure Properties: Text

Use the Text tab of the Figure Properties dialog box to view and edit the figure's text and the properties of the figure that affect the display and format of the text.



### *Text box*

This area shows a model of the shape of the figure. The dotted rectangles show the boundaries of the text region(s) in the figure. If the figure shape contains more than one text region, the arrows control which region is selected and marked by a dark gray dotted box.

### *Text*

The text control to the right of the model displays the text that is contained in the figure in the selected text region. The text here can be edited using the usual Windows edit box controls including copy and paste. Notice that text in this box just shows the words. It does not reflect the font, text size, boldness, or alignment as it would in the figure itself. Furthermore, if you edit the text here, you will lose all embedded font controls. For example, if the text as a whole was not bold but you had bolded one word, then if you edit the text through this edit box, that bold word along with the rest of the text in the figure will revert back to the figure font attributes shown in this dialog box.

***Hidden***

When checked, the selected text area is hidden and cannot be edited on-screen. Hiding text areas is useful when creating transparent shapes that have outlines but no fill. To make a shape completely transparent you need to use a null fill *and* make the text areas hidden, otherwise objects beneath the shape will not be selectable.

***Alignment***

Use the alignment controls to determine how the text is aligned horizontally (left, center, or right) and vertically (top, middle, or bottom).

***Font***

Choose the font family to display the font.

Bold, Italic, and Underline

Select common font attributes.

***Size***

Use the drop down box to select a point size for the font.

***Text color***

To change the color of the figure's text, choose a different color from the color selection drop menu.

***Line Spacing (at lower left)***

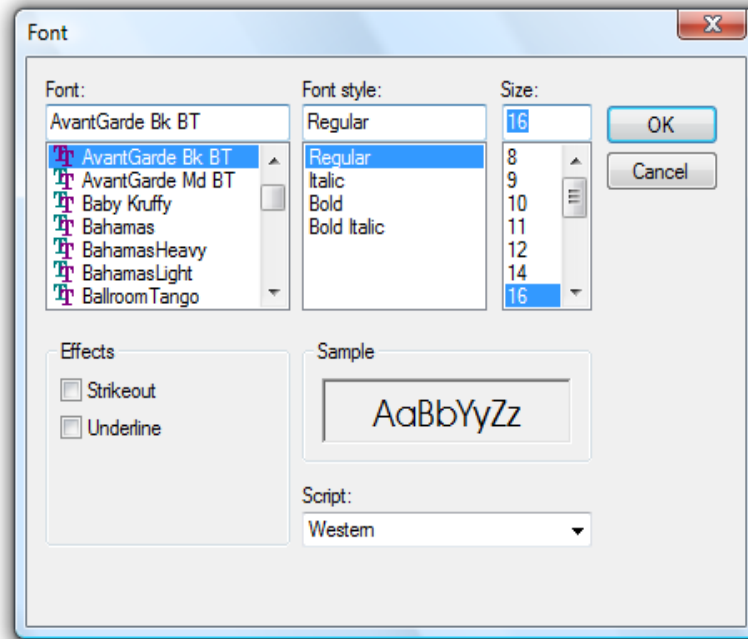
Select the spacing between lines of text. Single spaced is the default and most common option.

***Margin***

Select the internal text margin, the spacing between the text and the edges of the shape. Note that some shapes do not support fixed margins in which case their margins scale with the size of the shape.

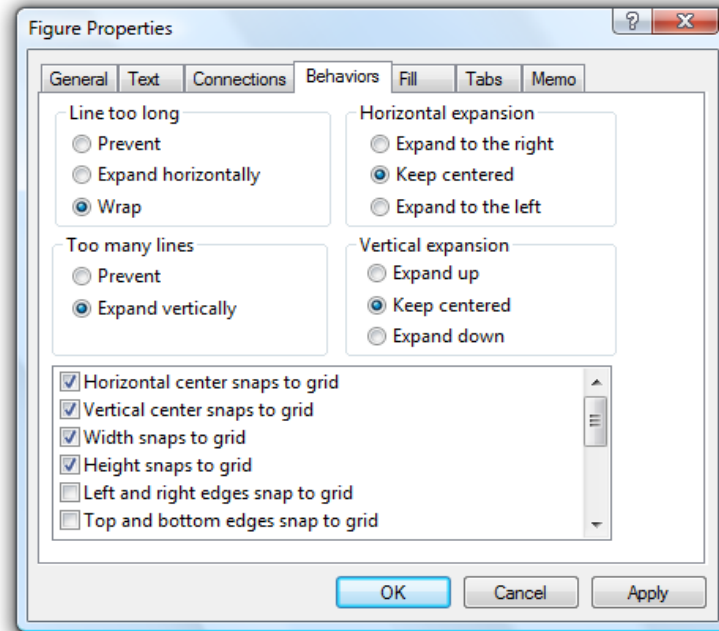
***Ellipsis (...)***

Use the button with the three dots to choose the font attributes using the standard Windows font selection dialog box shown below. Controls in this dialog are self-explanatory.



## Figure Properties: Behaviors

Use the Behaviors tab of Figure Properties dialog box to view and edit the properties that affect the way the figure behaves within your diagram.



### ***Line too long***

This property controls what happens when typed text becomes too wide for the figure. If set to *Prevent*, additional characters are not allowed. If set to *Expand*, the figure automatically grows wider as you continue typing. The direction of expansion is controlled by the *Horizontal expansion* property. If set to *Wrap*, the width of the figure does not change and the text word-wraps automatically to the next line.

### ***Horizontal expansion***

This property controls in which direction the figure expands when it expands automatically in the horizontal direction, such as when you type more text than will fit in the current width of the figure.

### ***Too many lines***

This property controls what happens when typed text exceeds the number of lines that fit in a figure of this style. If set to *Prevent*, additional lines are not allowed. If set to *Expand*, the figure automatically grows taller as you add lines. The direction of expansion is controlled by the *Vertical expansion* property.

***Vertical expansion***

This property controls in which direction the figure expands when it expands automatically in the vertical direction, such as when you type more lines of text than will fit in the current height of the figure.

**Horizontal center snaps to grid**

Check this property to cause the figure's horizontal center to snap to the grid when you create it or move it, provided snap is enabled. You will generally want to set this property for figures that are connected to other figures as it will aid in keeping them aligned horizontally.

**Vertical center snaps to grid**

Check this property to cause the figure's vertical center to snap to the grid when you create it or move it, provided snap is enabled. You will generally want to set this property for figures that are connected to other figures as it will aid in keeping them aligned vertically.

**Width snaps to grid**

When this property is checked and the snap grid is enabled, the figure's width remains an even multiple of the snap grid when you resize it.

---

**NOTE:** When the height and width snap to the grid, both sides are aligned with snap grid lines which are not necessarily the same as the visible grid lines. In effect, the total width or height is always a multiple of *twice* the snap spacing. For example, if the snap spacing is one quarter of an inch and a node has the *Width snaps to grid* property, that figure width can be 1/2 in., 1 in., 1 1/2 in. and so on, but it cannot be 3/4 in.

---

**Height snaps to grid**

When this property is checked and the snap grid is enabled, the figure's height remains an even multiple of the snap grid when you resize the node.

**Left and right edges snap to grid**

When this property is checked and the snap grid is enabled, the figure's left and right edges snap to the grid when you move, create, or resize the node. But not if you move or resize it along with a group of selected objects, or if you create it with its default size without intentionally resizing it.

If the figure's width is not an even multiple of the snap grid and you drag the figure, it would obviously not be possible for both edges to be aligned to the grid without resizing the figure. In this case, either edge (the one that is closest) is aligned to the grid. And if the center is closest to the grid and *Horizontal center snaps to grid* is also enabled, the figure can snap there as well. If the figure's width is not an even multiple of the snap grid and you resize it by dragging a resize handle, only the edge that the

handle is on (the one you are dragging) aligns to the grid. To resize it so that both edges are aligned to the grid, resize it using both the left handle and the right handle.

This property and *Horizontal center snaps to grid* are mutually exclusive. Only one can be in effect. This property is most useful when *Center stationary when resizing horizontally* is disabled.

#### **Top and bottom edges snap to grid**

When this property is checked and the snap grid is enabled, the figure's top and bottom edges snap to the grid when you move, create, or resize it. But not if you move or resize it along with a group of selected objects, or if you create it with its default size without intentionally resizing it.

If the figure's height is not an even multiple of the snap grid and you drag the figure, it would obviously not be possible for both edges to be aligned to the grid without resizing the figure. In this case, either edge (the one that is closest) is aligned to the grid. And if the center is closest to the grid and *Vertical center snaps to grid* is also enabled, the figure can snap there as well. If the figure's height is not an even multiple of the snap grid and you resize it by dragging a resize handle, only the edge that the handle is on (the one you are dragging) aligns to the grid. To resize it so that both edges are aligned to the grid, resize it using both the top handle and the bottom handle.

This property and *Vertical center snaps to grid* are mutually exclusive. Only one can be in effect. This property is most useful when *Center stationary when resizing vertically* is disabled.

#### **Center stationary when resizing horizontally**

Check this property to cause the center of the figure to remain in the same place when you resize it horizontally by dragging the handles.

This property is useful when figures are lined up vertically one on top of the other and potentially connected by a single connector from the horizontal center of one figure to the horizontal center of another above or below it. With this property, the figure will remain aligned with the others if it is resized horizontally.

#### **Center stationary when resizing vertically**

Check this property to cause the center of the figure to remain in the same place when you resize it vertically by dragging the handles.

This property is useful when figures are lined up horizontally one alongside the other and potentially connected by a single connector from the vertical center of one figure to the vertical center of another to its right or left. With this property, the figure will remain aligned with the others if it is resized vertically.

#### ***Keep sized to text***

When this property is checked, the figure is always sized to exactly fit the amount of text it contains. For example, if you edit text for a figure such that the figure has less

text than it had before, the figure will automatically resize itself to shrink down around the new text as soon as you complete editing the text.

This property is primarily useful for labels. Used with non-labels, it can cause confusion.

***Preserve aspect ratio***

When this property is checked, the figure retains its current aspect ratio (its height compared to its width) when you resize the figure by dragging the corner handles or when the figure expands due to typing text. You can still change the aspect ratio of the figure by dragging the side handles, setting the size directly in the General tab, or using the From Selected button.

***Automatic Text Scaling***

When this property is checked, the figure text scales automatically when you resize the figure. Figures having this property always maintain a fixed aspect ratio (height vs. width) over-riding the Preserve Aspect Ratio property.

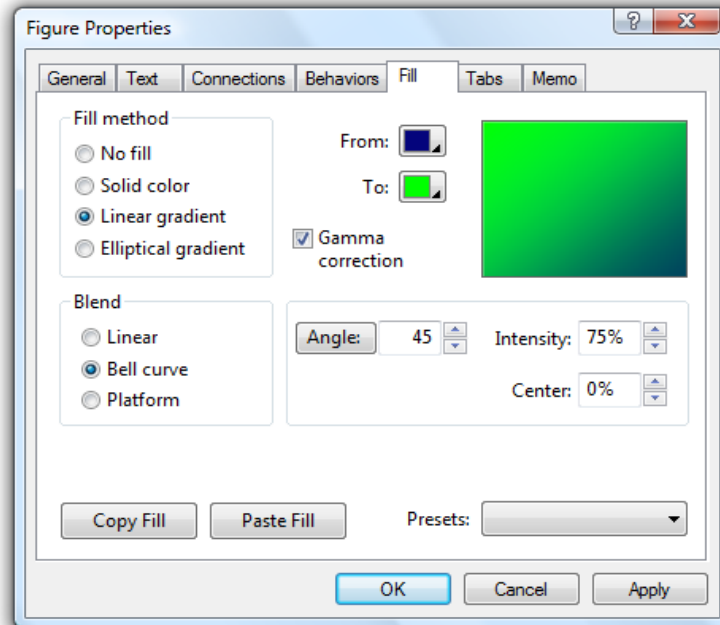
***Do not print or export***

When this property is checked, the object will not appear in print-outs or when the diagram is copied or exported. This property is useful for hiding objects that exist only for visual notation on the screen.

## Figure Properties: Fill

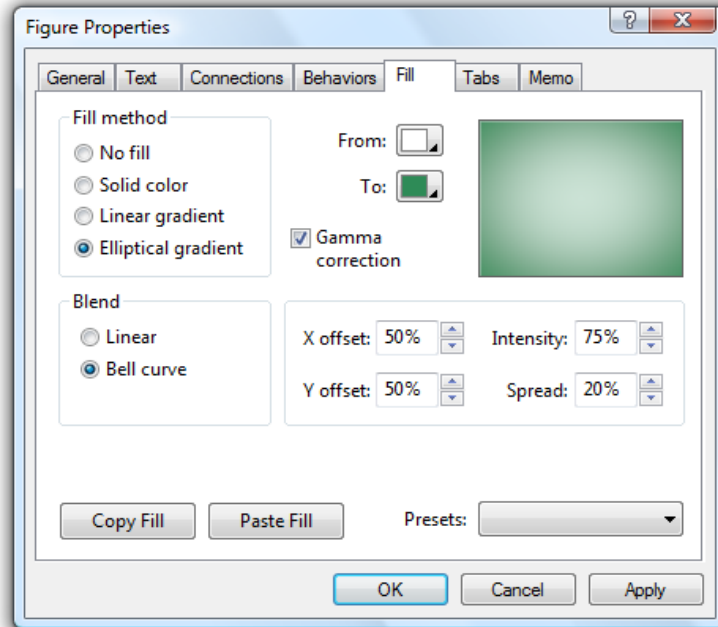
Use the Fill tab of the Figure Properties dialog box to view and edit the figure's fill properties.

Linear gradient view.





Elliptical gradient view:



### Fill method

Select the type of fill. The remainder of controls on this screen depend on which method is selected.

### Color

A single color control is available when the fill method is 'Solid color'. Use this control to select the solid fill color.

### From/To

The 'From' and 'To' color selection controls are available when the fill method is 'Linear gradient' or 'Elliptical gradient'. Use these controls to select the start and end colors that are blended across the gradient.

### Blend

The 'Blend' control is available when a gradient fill method is selected. Use this control to choose how the 'From' color is blended into the 'To' color across the gradient. Linear blend means simply that the 'From' color is blended uniformly into the 'To' color. When 'Bell curve' is selected, the 'From' color blends into the 'From' color based on a normal distribution bell curve contributing to a natural 3D shading effect. When 'Platform' is selected, the gradient begins with the 'From' color, gradually

blends to a color midway between 'To' and 'From', remains constant for a certain distance, and then blends to the 'To' color.

**Angle**

The 'Angle' control is available when the linear gradient fill method is selected. Use this control to select an angle for the blend. For cylindrical blends, angles of 180 or greater cause the swapping of the 'From' and 'To' colors.

**Intensity**

The 'Intensity' control is available when a gradient fill method is selected. Use this control to select how prominent the 'From' color appears in the blend. A value of 100 is most intense, while a value of zero makes the 'From' color undetectable. Intensity is most useful when used with a white or black 'From' color in order to achieve a gradient between two shades of the same color but without having to actually choose two shades of the color separately.

**Center**

The 'Center' control is available only with the linear gradient fill method. Use this control to position the midpoint of the gradient from 0 to 100. If the 'Blend' is set to 'Platform' this control affects the size of center rather than the position.

**X Offset, Y Offset**

These controls are available only for the elliptical gradient fill method. Choose values from 0 to 100 to position the center of the elliptical gradient anywhere on the node. An off-center elliptical gradient produces a 3D appearance.

**Spread**

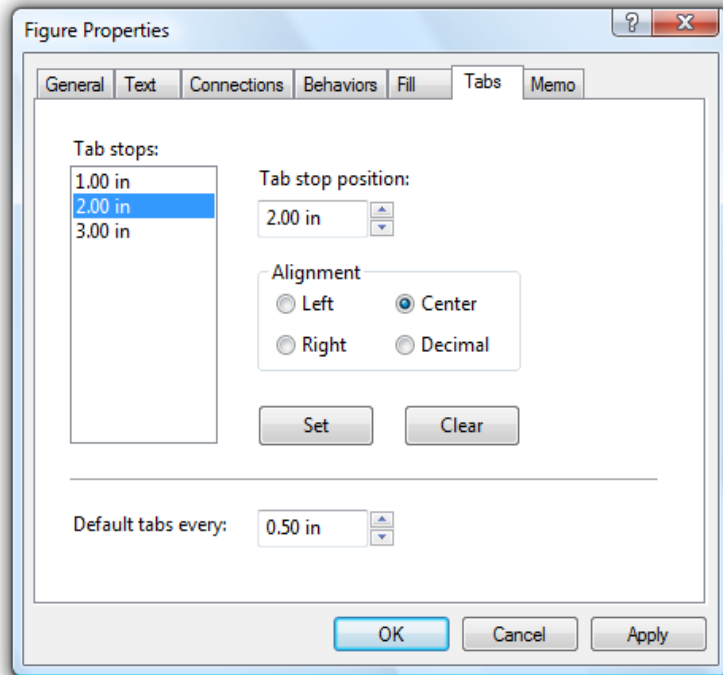
This control is available only for the elliptical gradient fill method. Choose a value from 0 to 100 to increase the size of the center region of the gradient.

**Presets**

Choose a preset fill as a shorthand for popular combinations of the above options. Presets combine all of the fill properties except for the 'To' color which is independently controllable.

## Figure Properties: Tabs

Use the Tabs tab of the Figure Properties dialog box to view and edit the figure's tab stops.



### Tab stop position

This box shows the position of a single tab stop that you can edit or create. It can reflect a tab stop highlighted in the tab stop list, or it can reflect a new tab to be added to the list.

### Alignment

Select how text is aligned at the tab stop. Note that decimal tab stops, align text on the decimal point character which may vary by locale.

### Set

Click to add the tab stop defined by the tab stop position and the alignment controls to the tab stop list. If the tab stop position corresponds to a tab stop already in the list, that tab stop will be updated. Otherwise, the new tab stop will be added. To change the position of an existing tab stop, add a tab stop at the new position, then clear the old one.

**Clear**

Click to remove the highlighted tab stop from the tab stop list.

**Default tabs every**

In addition to individual tab stops defined in the tab stop list, you can define a default tab stop interval, or set this field to zero for none. Tab stops occur at every interval of this distance from the left margin, beyond any individually defined tab stops.

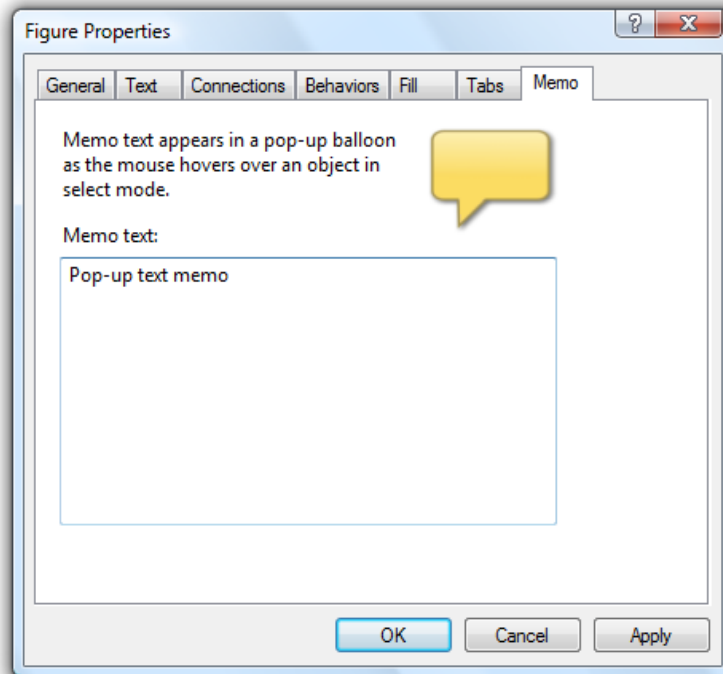
---

**NOTE:** Note that a figure must have simple left text justification in order for tabs to be expanded and tab stops to be in effect.

---

## Figure Properties: Memo

Use the Memo tab of the Figure Properties dialog box to view and edit the figure's memo text. Memo text contains any information you would like to attach to the figure. It is displayed in a text balloon (tooltip) when you hover the mouse over the figure while in select mode.



### Memo Text

Enter the memo text. It can contain line breaks, but not formatting such as bold, underlines, italics, or different fonts or type sizes.

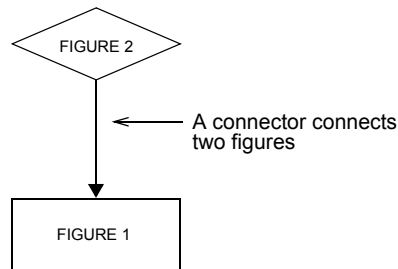


## CHAPTER

## 7

## Connectors

Connectors identify relationships between figures. A typical connector is a line between two figures. Each end of a connector can have a symbol or geometric shape (commonly an arrowhead). A connector can have multiple straight segments that bend and turn corners, and each segment can have an attached label. Connectors can be straight, curved, smoothed, arced, or they can have rounded corners. They can be solid lines, or broken lines of a number of possible patterns and thicknesses.



A connector has a number of attributes or *properties*. Like figures, connectors have stylistic properties such as color and thickness. The initial properties of a connector come from the connector style used to create it.

About connectors...

- ❑ Any two figures can be connected by a single connector.
- ❑ A single figure may have any number of connectors to other figures.
- ❑ Connectors remain attached to the figures they connect, even when those figures move.
- ❑ A connector need not be connected to a figure at either end.

This chapter covers the properties, behaviors, and features that are unique to connectors. There are also many operations not covered in this chapter that can affect connectors as well as other types of objects (see CHAPTER 3: General Editing, page 27).

## Choosing an Attach Method

The attach method controls how connectors connect to figures when you click on the figure in connect mode. Select an attach method from the **Connectors** menu. The attach method applies only when you are creating a connector. Once it is created, changing the method does not affect whether it remains attached or where it attaches. The following attach methods are available:

### *Freeform (no attach)*

With this attach method objects are ignored. The connector begins where you first click the mouse and terminates where you double-click, not becoming attached at either end. This method is helpful for free drawing such as adding an arrow pointing from one part of a diagram to another rather than from one figure to another. You will want to set this attach mode only when you are doing a lot of freeform connections. Normally, you can use the CTRL key to temporarily switch to freeform.

### *Centers*

With this attach method, connectors attach to the centers of figures. The connector extends from the center of the first figure that you click on, to the center of the second figure you click on. Even though the connectors are attached to the center, they still terminate at the border of the figure for drawing purposes. When using this attach method, the CTRL key temporarily switches to freeform.

---

**NOTE:** For most diagramming, Centers attach mode combined with occasional use of CTRL is the most useful.

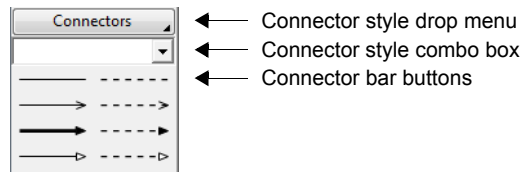
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## Creating Connectors

The most common way to add a connector to your flow chart is to choose a connector style that represents the shape and initial properties of the connector object you are creating. This moves you into *connect mode* where you attach the connector to figures in your flow chart.

There are several methods for choosing a connector style. All are located in the Connectors area of the style bar. The Connectors style bar area contains three types of controls, all of which select a connector style in a different way.



### To choose a connector style and initiate connect mode

Perform one of the following:

1. Click on the button in the style bar that represents the connector. If the style you want does not have a button, use one of the following methods instead.

*or*

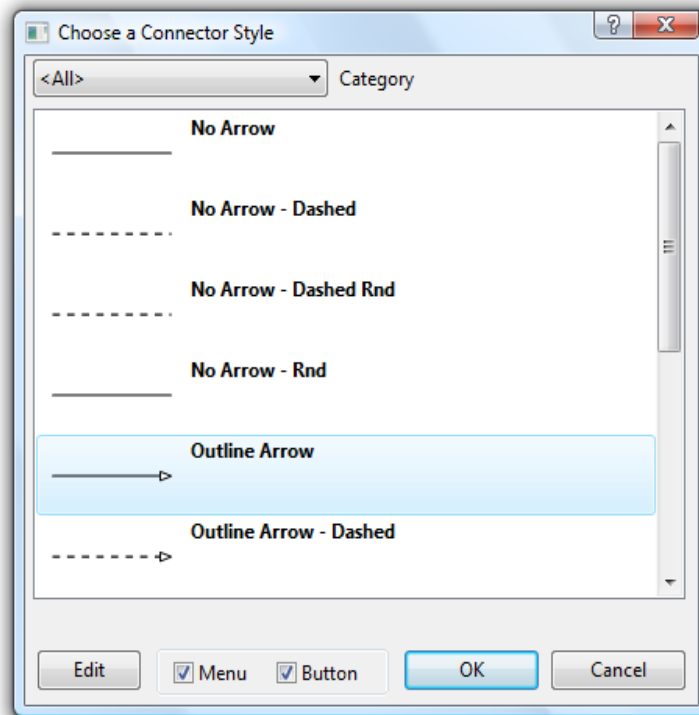
2. Press and hold the Connectors button in the style bar to activate the connector style drop menu. Move to the representation of the style, and release the mouse button. Not all styles are displayed in this menu so you may have to choose the three dots to see all of them (see the next section).

*or*

3. Choose the connector style by name from the combo box directly below the Connectors button. The combo box always contains all styles defined in the diagram.

#### Method 4: Choosing a connector style from the complete list of styles

To view all connector styles with names, pictures, and descriptions *and* to choose which styles appear on buttons and in drop menus, select the ellipsis (three dots) from the Connectors drop menu to open the Choose a Connector Style dialog box.



#### To choose a connector style

Scroll to preview all of the available styles and click on the style to select it. Then press OK or double-click on the style.

##### **Category**

Use this combo box to show all styles or only styles of a certain category.

##### **Edit**

While you're here you may want to add, change, or delete styles from your diagram. This button just provides a convenient shortcut to the Styles dialog box. Also available by right-clicking any style in the list.

**Menu**

Check or uncheck this button for each style to control whether the drop menu contains a representation of the particular style. Also available by right-clicking any style in the list.

**Button**


Check or uncheck this button for each style to control whether the style is represented by a button in the style bar. Reserve buttons only for your most common styles. Also available by right-clicking any style in the list.

---

**NOTE:** Notice that this screen is resizable. If it is too narrow and cannot include the Edit, Button, and Menu controls, they remain available by right-clicking on a style.


---

**Once you have selected the connector style to create...**

The connect cursor  indicates you are in connect mode.

Though will be normally skip ahead to the step below, this is a point where you may choose to deviate from the connector style you chose. In connect mode (after selecting the connector style) you can use the property bar to change properties of the connectors that you are about to create. For example, you may want this particular connector to be red. You can select red as the connector color using the connector color property bar button. The connector that you next create will be red. Changes at this point do not affect the style definition, only the properties of the new connectors.

** To connect two figures with a connector**


1. Enter connect mode by choosing a connector style from the style bar.
2. Move the connect cursor over a figure. The cursor changes from white arrow to black  indicating that you are about to connect to a figure.
3. Press the mouse button. You can either release the mouse button immediately or keep it pressed until step five.
4. Move the mouse until it is over the second figure. The cursor color (white or black) indicates whether you are over the second figure.
5. Click the mouse button again (or release it for the first time). A connector of the style you chose now connects the two figures.

---

**NOTE:** To create only orthogonal connectors composed of lines that are all vertical or horizontal only, hold down the ALT key while creating the connections.

---

### ☞ To create an unattached connector

1. While in connect mode, move the mouse cursor to a position NOT over a figure. (If you select Freeform attach mode, it doesn't matter whether you are over a figure or not.) The white connect cursor  indicates that you are not over a figure.
2. Press the mouse button. You can either release the mouse button immediately or keep it pressed until step four.
3. Move the mouse to the point at which you want the other end to terminate (not over a figure).
4. Double click the mouse to force the end of the connector.

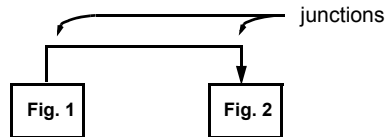
When you are creating a connector, you also have the option of attaching either end of the connector to the middle of a previously existing connector.

### ☞ To connect to another connector

Create the connector as described above but click either end on an existing connector. The previous connector is split in two and a junction is created with the new connector.

## Segmented Connectors and Junctions

A connector can be more than a simple straight line. It can have multiple straight *segments* that meet at *junctions* where the connector can turn and bend along its path.



A connector with three segments and two junctions.

### ☞ To create a multi-segment connector

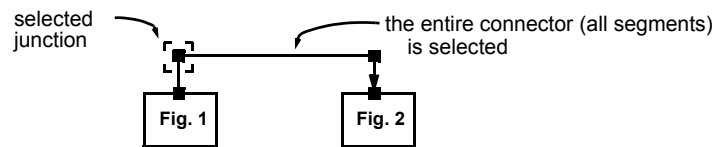
Create a connector by any of the methods described in the previous section. Instead of clicking the end in a figure or connector, click it where it is not above another object (do not double click or the connector will terminate.) A junction appears and a new segment of the connector forms. Add up to fifty segments this way. Finally, click on a figure or double click while not on a figure to terminate the connector.

**NOTE:** Arced connectors are special because they are normally composed of a single segment with a control point that defines the path of the arc. When creating an arc, you can click to position the control point as if you were defining a junction of a segmented connector. However, the control point that you define in this manner is not actually a junction and you cannot click multiple times to add more control points. If necessary you can manually create arced connectors with more than one segment, but to do so you need to first create different type of segmented connector (such as straight), then change it to arced and adjust each segment manually.

### To select a multi-segment connector

Select a multi-segment connector just like any other object (see *Selecting and Deselecting Objects* on page 27). If you select any segment of a connector or any junction of a connector, the entire connector (all segments) becomes selected. However, all junctions do not necessarily become selected.

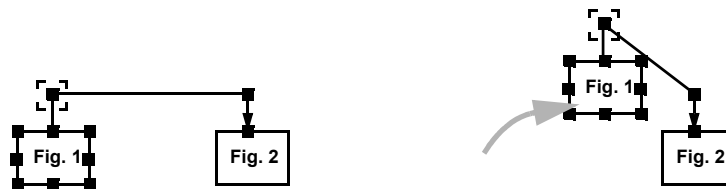
The following diagram shows a multi-segment connector that has been selected by clicking on the left-most junction. Notice that the entire connector is selected. Also notice that the left junction is selected but not the one on the right. Selected junctions are indicated by four corners of a small red box.



A connector that has been selected by clicking on the left junction.

If we were to choose **Cut** or **Delete** after selecting the above connector as shown, the entire connector above would be deleted including all segments and all junctions (not only those that are selected).

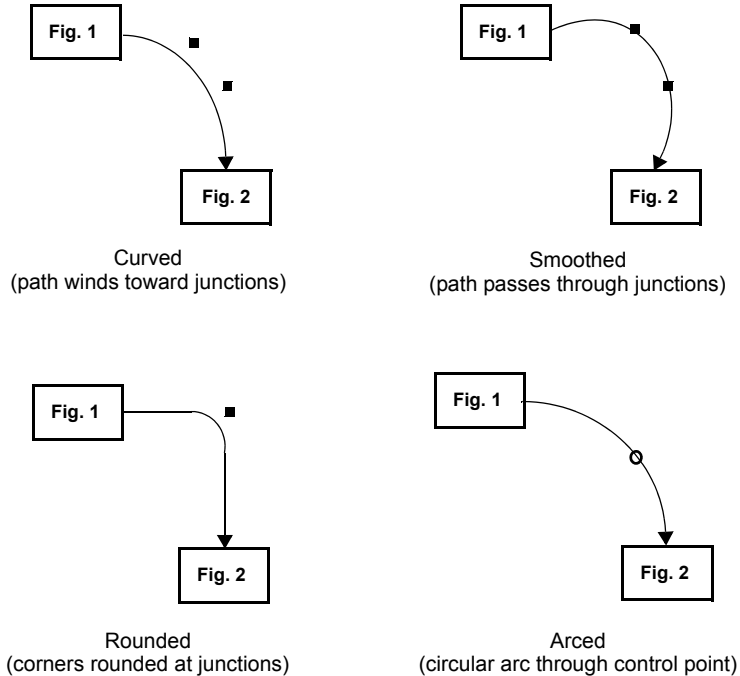
You can always re-arrange the connector by dragging any of its handles. If however, you drag a selected junction, all selected junctions and figures move together. The following diagram shows what happens when you select the left junction and the left figure then drag either.



The effect of dragging a selected junction plus a selected figure

## Curved Connectors

The previous section described how you can create connectors that have multiple straight segments that can be created to wind around a diagram from one figure to another. Multiple-segment connectors can also be curved. Curved connectors can be of three types: simple curved, smoothed, rounded, or arced. Each is illustrated below:



Arcs are special because they typically have only a single segment and they are defined by a control point drawn as an open circle rather than by a series of junctions. All other curved connectors require at least one junction. If no junctions are included to define the path of a curve, the path reduces to a straight line. The different kinds of curved connectors and their relation to the junction points are described below.

### Curved

Curved connectors are simply connectors that follow a curve starting at one end and always curving toward the next junction point but not passing through it. The curve is similar to a bezier curve or a b-spline, but it is actually much simplified in a way that the relation to the curve's path is intuitive from the position of the intermediate junction points.

## Smoothed

Smoothed connectors get the name from the fact that the path of the curve is actually a *smoothing* operation performed on the polyline defined by the intermediate junction points. Therefore the resulting path of a smoothed connector is a line that curves smoothly through each of its junction points on the way to the next. A smoothed curve is the most intuitive way to define the path of a curved line from a small number of intermediate points.

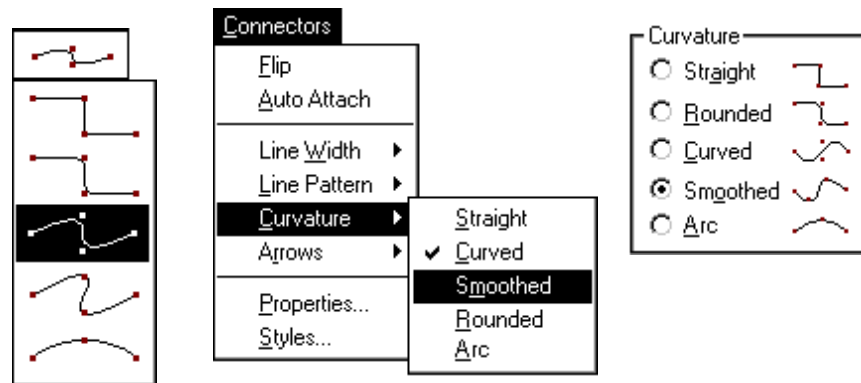
## Rounded

A rounded connector is simply one in which the corners created by the intermediate junction points form rounded arcs from one line segment or the next. The radius of the arc is a property of the diagram and can be set differently for each diagram through the Diagram Properties dialog box.

## Arc

An arc connector follows a circular arc through a control point from one endpoint to another. Unlike for all other curved connectors, the control point is not a junction.

There are several ways to create a curved connector of any of the types described above.



### To create a curved connector

1. Use an existing path style that has the desired curvature characteristic to create a connector with at least one junction point (vertex). This presumes that you have already created a curved connector style or are using a template that contains such

a style. In the case of an arc, click to define the control point just as you would to define the first junction of a connector of another type.

*or*

2. While in connect mode to create a connector, use the menu or the toolbar button to alter the curvature of the connector that you are in the process of creating.

*or*

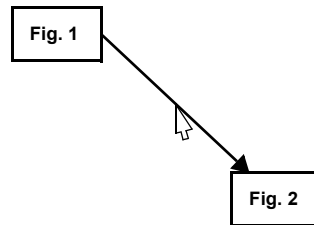
3. Select the connector and use the menu, the toolbar drop menu, or the Connector Properties dialog box to change the curvature.



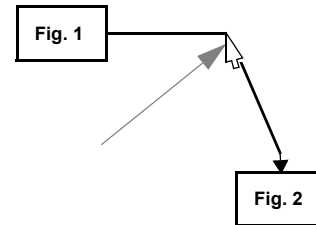
## Splitting Connectors

You can *split* a single-segment connector into a multi-segment connector and create a junction in the process.

### To split a connector (method one)



Before splitting the connector



After splitting the connector and dragging

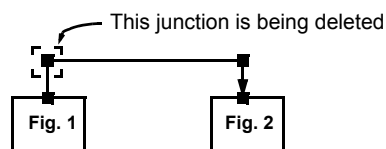
1. While pressing and holding the ALT key, move the mouse over the connector at the point you want it split.
2. While still holding the ALT key, press the mouse button. A new junction appears where the mouse points. Before releasing the mouse button you can move the new junction.
3. Release the mouse button.

### To split a connector (method two)

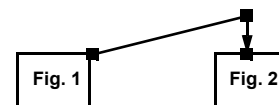
1. You can also split a connector (create a new junction) by right-clicking on the connector at the position where you want the split to occur and choosing the **Add Junction Here** command from the menu.
2. Reposition the junction as needed.

## Deleting Connector Junctions

In addition to splitting connectors into multiple segments, you can also rejoin segments of a connector by deleting junctions. The following diagram shows how this is done.



Before deleting the selected junction



After deleting the junction

In the above example, if you were to delete both junctions, you would end up with a simple arrow connecting directly from figure one to figure two.

☞ **To remove a segment of a connector**

1. Right-click on a junction and choose the **Delete Junction** command from the right click menu.

OR


1. Select the junction that connects the two segments.
2. Choose **Delete Junctions** from the **Edit** menu.

When you delete a junction, two segments join to become one. Either or both of these segments could have an attached connector label. If just one of the segments has a connector label, the label moves to the final segment. If both original segments have attached connector labels, one moves to the final segment, the other is deleted.

## Moving the Ends of Connectors

You can move either of the endpoints of a connector. If the endpoint is connected to a figure, you can detach it from the figure, or attach it to a different figure.

☞ **To move one end of a connector**

1. Select the connector. Red handles appear at both endpoints of the connector and at each junction if the connector has more than one segment.
2. Move the mouse cursor over one of the handles at the end of the connector. The resize cursor  appears.
3. Press the mouse button and hold it.
4. Move the end of the connector.
5. Release the mouse button.

A connector end can be separated from a junction of three or more connectors in this way by selecting only the one connector and dragging its endpoint. However, a connector segment cannot be divided at a junction of only two. In that case it not possible to select only one of the two - they are treated as one continuous connector. To divide or cut a connector anywhere along its length (see Snipping Connectors on page 97).

When dragging a connector endpoint, you can drop it anywhere you like. If you drop it onto another object indicated by a small plus sign in the mouse cursor, it will attach to that object. As when creating a new connector, when you drop it onto another connector, it will attach at a new junction. If you drop it onto the endpoint of another connector, the two will combine into one.

## Snipping Connectors

You can snip a connector in two at any point along its length with the **Snip Connector** feature. Snipping a connector is like cutting a string with a scissors. Each half of the connector can then be moved independently.

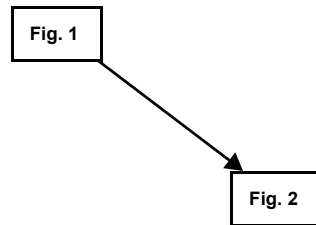
### To snip a connector

1. Right click on the connector at any point along its length, even at a junction of two segments.
2. Select **Snip Connectors** from the right click menu.

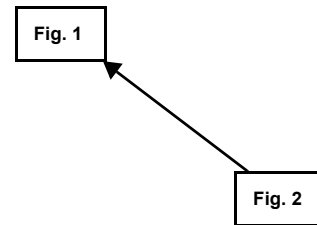
You can reverse this operation with **Undo** or by simply dragging one of the new free endpoints back over the other.

## Flipping Connectors

You can flip connectors so that the ends swap with one another. Flipping works for both simple connectors and multi-segment connectors.



Before flipping the connector



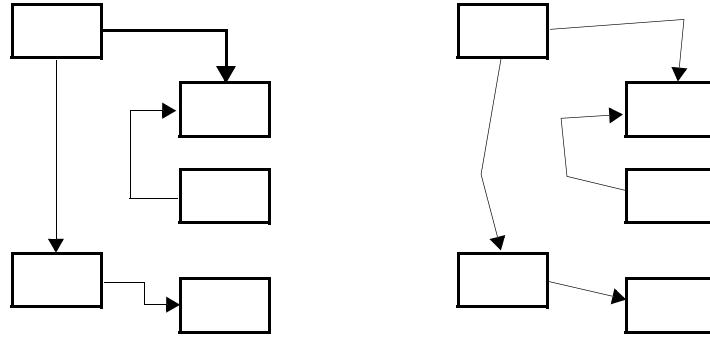
After flipping the connector

### To flip one or more connectors

1. Select one or more connectors to flip.
2. Choose **Flip** from the **Connectors** menu.

## Orthogonal Connectors

Orthogonal connectors contain only horizontal and vertical lines and right angles.



Orthogonal connectors

Non-orthogonal connectors

In some types of diagrams including flow charts, orthogonal connectors are preferred and tend to appear much neater than non-orthogonal connectors. There are several features that help you create and maintain orthogonal connectors.

One way to assure orthogonal connectors is to make sure that all figures being connected are aligned properly, particularly so that their centers are directly in line. The figure alignment commands (see [Aligning Figures](#) on page 57) can help you align existing figures in this way.

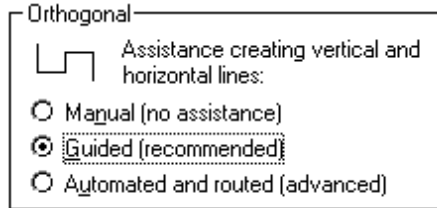
The snap grid is another tool that is useful for keeping figures aligned. When you have a snap grid enabled and you use figure properties that keep the figure center aligned to the grid when moved or resized, it is relatively easy to keep your connectors orthogonal.

However, in any diagram, not all figures that you connect can be aligned and not all connectors are simply a straight line connecting two figures. Therefore, some additional connector properties are also required to help create and maintain orthogonal connections.

One aid is to hold down the ALT key while creating connections. Doing so will force all of the lines you create to be orthogonal when they are created.

There is also a related connector property. The orthogonal property of a connector has two possible conditions, *manual*, and *guided*. This property can be viewed and

modified from the General tab in the Connector Properties and Connector Styles dialog boxes.



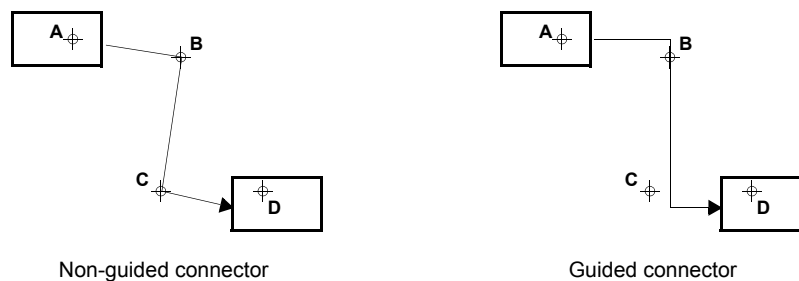
### Manual

The manual option simply means that no assistance is provided by the connector properties to keep the connector orthogonal. Other than the effects of the snap grid if it is enabled, the connector will go exactly where you click. This is useful when orthogonal connectors are not important and when you want very precise control over the placement of connector junctions.

### Guided

The guided option is the most generally useful. It helps you create orthogonal connectors when you want but does not limit you to only orthogonal connections. With this option, the connectors *snap* to a straight angle when they are nearly straight. This behavior is independent of the snap grid. It works even if the snap grid is disabled and it overrides the snap grid if the snap grid is enabled.

Effect of the guided connector property when you connect two figures by clicking at A, B, C, and then D (no snap grid).

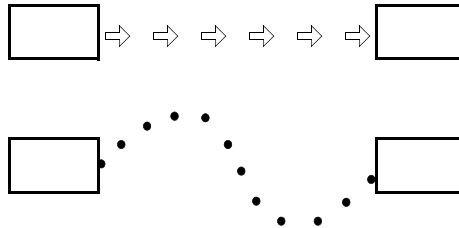


One stipulation with guided connectors is that the guiding only occurs when you are creating the connector. This is sufficient because there is a universal rule that favors straight connectors when you move a junction and the snap grid is enabled. Also notice

that the guided property has no effect unless the connector point is nearly straight with regard to the previous point. Therefore it does not prevent you from creating a diagonal segment when you choose. This discretion is what makes this option ideal for most every connector.

## Flow Symbols

Flow symbols are small shapes that are drawn along the path of a connector at a fixed spacing either in addition to a line or in place of a line. You can configure flow symbols through the Line tab in the Connector Properties and Connector Styles dialog boxes.



Examples of flow symbols on a connector.

## Changing Connector Properties

Each connector has a set of properties that define how it looks and behaves. Most of the initial properties of a connector come from its original connector style. This section describes how to change the properties of an existing connector.

### To view and modify the properties of a connector

1. Select the connector.
2. Choose **Properties** from the **Connectors** menu or from the right mouse button menu. (or double click on the connector.)

The Connector Properties dialog box will appear on the screen near the selected connector. This dialog box contains several different groupings of properties organized under *tabs* with an appropriate heading. To change to a different grouping of properties and their controls, press the corresponding tab. Controls located under each tab are described below.

Once you've set all of the properties of the connector that you want to change, press one of the following buttons:

***Apply***

Applies the property changes to the selected connector or connectors without exiting the dialog box.

***OK***

Applies the property changes to the selected connector or connectors and exits.

***Cancel***

Exits the dialog box and discards any changes you made since last pressing Apply. Once you apply changes, those changes remain in effect even if you press Cancel.

**Changing properties for multiple connectors**

You can change any number of different properties to a number of connectors at the same time. To do so, select the connectors and use the dialog box as usual. Only the properties you actually modify will be applied to the selected objects. For example, if you select five connectors that all have different colors and widths, and you edit their properties and change only the color not touching the width, all the figures will acquire the new color and retain their previous width.

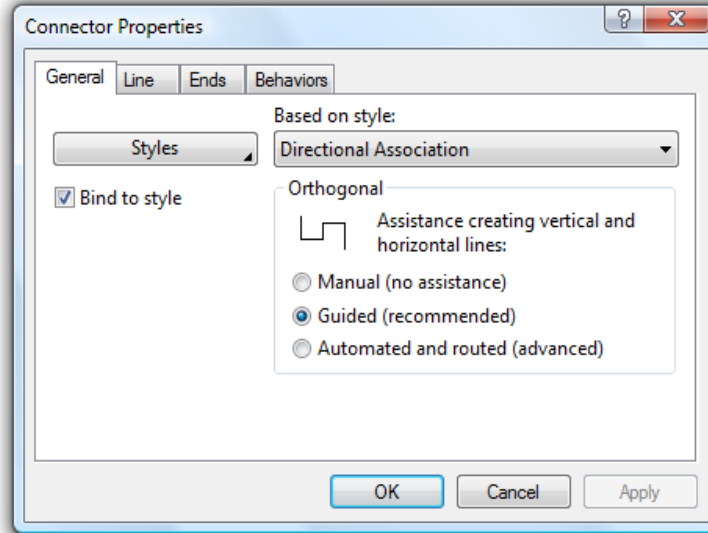
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**NOTE:** Several properties can also be changed by selecting the connector(s) and clicking on the buttons and controls on the property bar or the **Connectors** menu. These are simply shortcuts to the same changes in the connector properties dialog box.

---

## Connector Properties: General

Use the General tab of the Connector Properties dialog box to view and edit the style that the connector is based on and some other general properties.



### ***Based on style***

To change the connector's style, choose a new style from the combo box or the style drop menu located to the left. This will change the appearance of the connector and it will inherit all the properties from the new style you choose.

### ***Styles***

This button is a drop menu for the same purpose as Based on style described above.

### ***Bind to style***

Check this box to choose whether or not a connector's properties are bound to the style. If a connector's properties are bound to its style, then anytime the style properties change, the connector gets the new properties automatically.

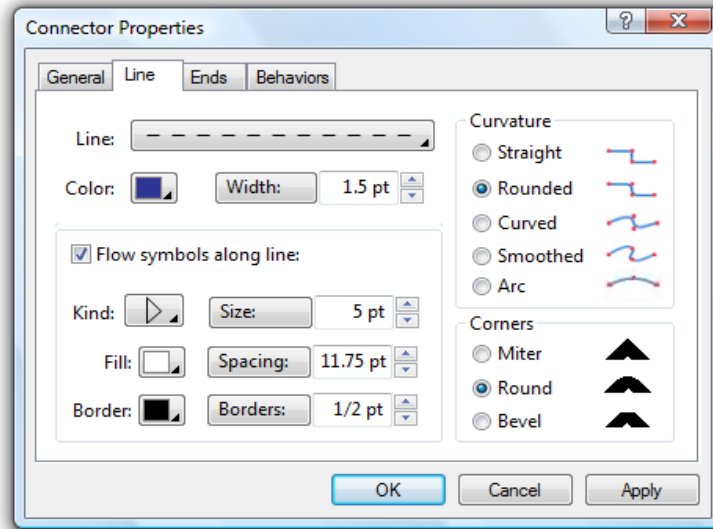
### ***Orthogonal***

This property can provide some assistance in creating and keeping connectors orthogonal (all lines vertical or horizontal). Guided provides adequate help for most cases.



## Connector Properties: Line

Use the Line tab of the Connector Properties dialog box to view and edit the appearance of the line that is drawn along the connector's path.



### *Line*

A connector line can be one of many line styles such as solid, dashed, dotted, and so on. To change the connector's line style, choose a new line style from the drop menu.

### *Color*

To change the color of the connector, choose a different color from the color selection drop menu.

### *Width*

To change the line width of the connector, enter a width or use the up and down spin buttons. You can also choose a standard width by clicking on the drop menu.

### *Curvature*

Select one of the curvature options for the connector. The path of the connector can be straight, curved, smoothed, rounded, or arced (see *Curved Connectors* on page 92).

### *Corners*

Choose a corner style (also known as a line join style). These options apply to the way that thick straight connectors appear when two segments meet. Note that corners will appear rounded when imported into other documents.

***Flow symbols along line***

Check this box to enable flow symbols to be drawn along the path of the connector.

***Kind***

Choose the kind of flow symbol from the flow symbol drop menu.

***Fill color***

Choose a fill color for the flow symbols.

***Border color***

Choose a border color for the flow symbols.

***Size***

Choose the size for the flow symbols.

***Spacing***

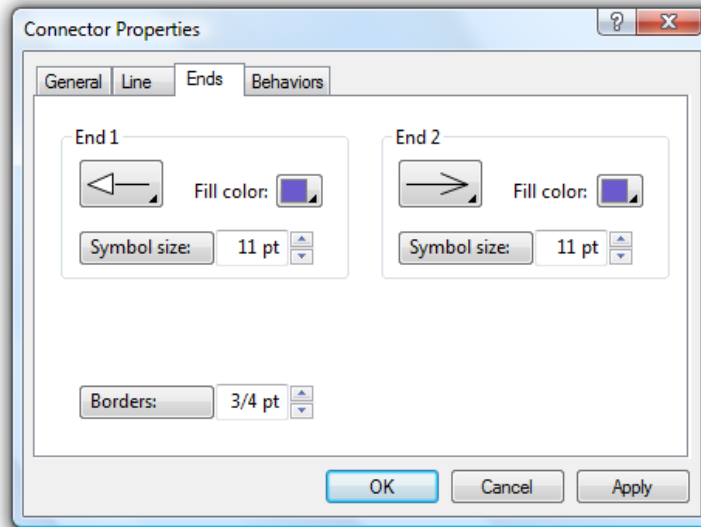
Choose the spacing interval between flow symbols.

***Border width***

Choose the line width of the borders of the flow symbols.

## Connector Properties: Ends

Use the Ends tab of the Connector Properties dialog box to view and edit the appearance of the symbols that are drawn at the ends of the connector (such as arrowheads).

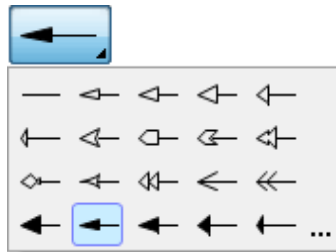


### *End 1*

To change the originating end of the connector, choose a color, size, and end symbol.

#### **Symbol**

Select an end symbol shape from the end symbol drop menu.



The symbols above the line are always available. The symbols below the line (if any) are the non-built-in symbols used in this diagram. Click on the three dots on the lower right to choose from more symbols in the End Symbol Gallery.

**Fill color**

Choose a fill color for this end symbol.

**Symbol size**

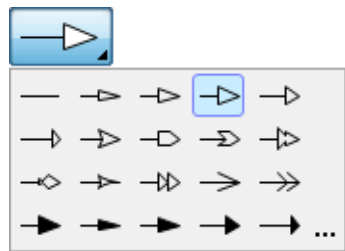
Choose a size for this end symbol.

**End 2**

To change the terminating end of the connector, choose a color, size, and end symbol.

**Symbol**

Select an end symbol shape from the end symbol drop menu.



The symbols above the line are always available. The symbols below the line (if any) are the non-built-in symbols used in this diagram. Click on the three dots on the lower right to choose from more symbols in the End Symbol Gallery.

**Fill color**

Choose a fill color for this end symbol.

**Symbol size**

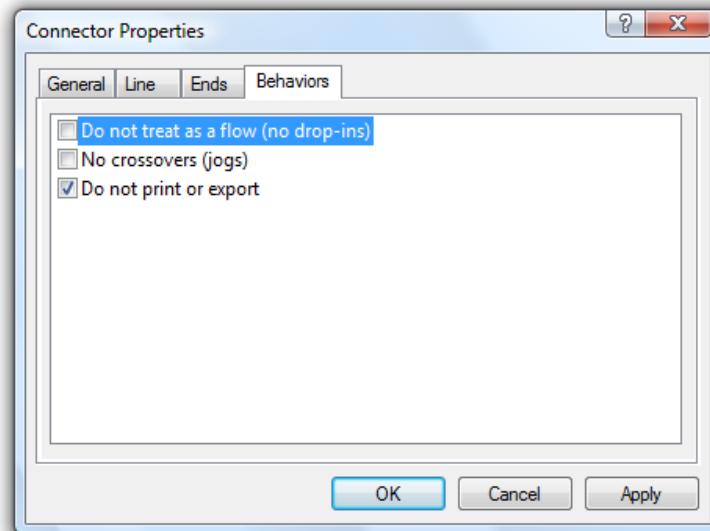
Choose a size for this end symbol.

**Borders**

To change the width of the borders around the connector ends, enter a border width or use the up and down spin buttons.

## Connector Properties: Behaviors

Use the Behaviors tab of the Connector Properties dialog box to view and edit the properties that affect the way the connector behaves within your diagram.



### ***Do not treat as a flow (no drop-ins)***

When checked, “flow” properties will be disabled for this connector. For example, you will not be able to drop a new or existing figure into the flow of the connector, automatically connecting the figure in-line with the connector. This behavior only has meaning if the “Snap figures into flows” option is enabled in the Snap Labels section under Edit in the Tools Options screen. This property is useful when a connector is used as a simple line rather than for connecting figures.

### ***No crossovers ()***

### ***Do not print or export***

Self-explanatory.

*Unavailable in this edition.*



# CHAPTER 8

## Labels

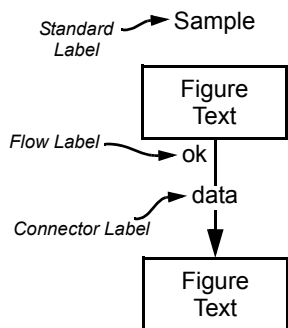
Labels are words, phrases, sentences, and paragraphs that you can position anywhere in your flow chart. Use labels for titles, notes, descriptions, and to label elements of your flow chart.

A label consists of text and a set of properties such as justification, font, and color. The initial properties of a label come from the label style you use to create it.

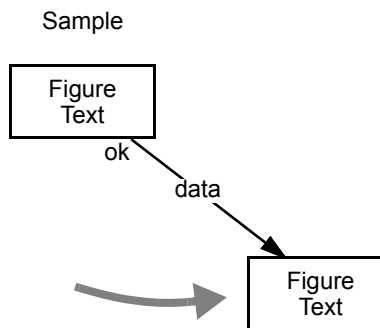
This chapter covers the properties, behaviors, and features that are unique to labels. There are also many operations not covered in this chapter that can affect labels as well as other types of objects (see CHAPTER 3: General Editing, page 27).

### Types of Labels

There are several types of labels, each with different uses and properties. In addition to standard labels, there are *specialty* labels that retain an attachment to various objects within a flow chart.



A sample portion of a flow chart showing different types of labels.



Label movements after the lower box is moved to the right. Notice that the standard label is unaffected and the specialty labels each move to remain near an associated object.

### ***Standard Labels***

A standard label is simply text added to a flow chart that is not associated with any particular object in the diagram. Standard labels are useful for adding titles, headings, and explanations. They add meaning to the diagram or describe a portion of the flow chart. Standard labels do not adjust to movements of any other parts of the diagram.

### ***Connector Labels***

A *connector label* labels a connector that connects (usually) one figure to another. As the connector is adjusted, the connector label moves along to remain within the connector.

### ***Flow Labels***

A *flow label* labels a *flow point*, the point at which a connector meets a figure. When either the figure or the attached connector moves in any way, the flow label adjusts its position to remain near the final location of the flow point. Flow labels are useful for labeling connector endpoints in class diagrams.

All label types are similar and can be manipulated in similar ways. But there are also some special properties and behaviors of each of the specialty labels. There are also some features to enable the most convenient usage of these labels in their intended ways.

The following section describes features common to labels of all types. It covers common methods for creating and destroying labels, editing their appearance and position, and changing their properties. Later sections describe features and characteristics unique to each type of label.

## **Working with Labels**

The following apply to ALL kinds of labels.

### **Creating Labels**

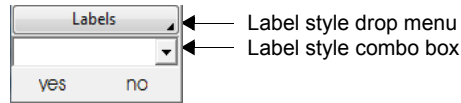
Specialty labels can be created in other ways as well, but any kind of label can be created by entering text mode, clicking on the origin point in your diagram, and typing the label text, followed by ESC when done.

Specialty labels can be created in other ways as well, but any kind of label can be created by entering text mode, clicking on the origin point in your diagram, and typing the label text, followed by ESC when done.



### To initiate creation of a label of a defined style

Choose a label style to provide the initial properties of the label, then use that style to create a label on the diagram. Locate the “Labels” section of the style bar:



Perform one of the following:

1. Press and hold the Labels button in the style bar to activate the label style drop menu. Move to the representation of the style, and release the mouse button. Not all styles are displayed in this menu so you may have to choose the three dots to see all of them (see below).



*or*

2. Choose the label style by name from the label style combo box.

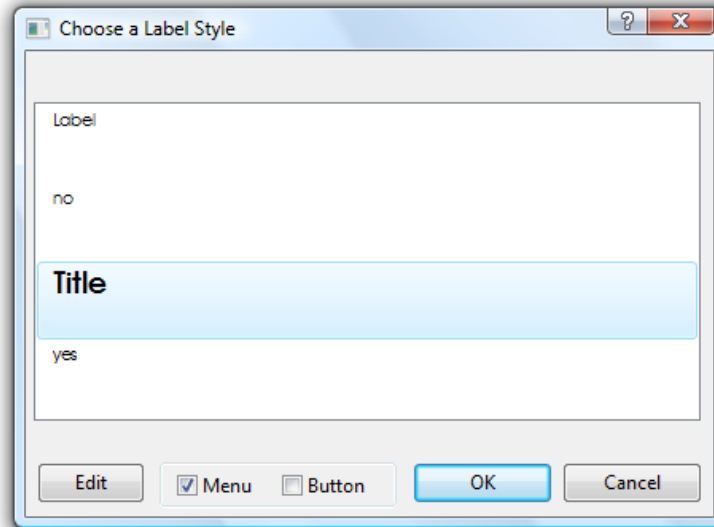
*or*

3. If the label has a style bar button, click that button.

### Choosing a label style from the complete list of styles

Another method is available to select a label style. This method contains all of the styles with complete names, pictures, and descriptions *and* lets you choose which styles appear on buttons and in drop menus.

Select the ellipsis (three dots) from the Labels drop menu to open the Choose a Label Style dialog box.



**To choose a label style**

1. Scroll to preview all of the available styles.
2. Click on the style to select it.
3. Press OK. Alternately, double-click on the style.

***Edit / Add / Remove Styles***

This button provides a convenient shortcut to the Define Label Styles dialog box just like choosing **Styles** from the **Labels** menu.

***Menu***

Check or uncheck this button for each style to control whether the Labels drop menu contains a representation of the particular style.

***Button***

Check or uncheck this button for each style to control whether the style is represented by a button in the style bar. Buttons are not usually a good idea for label styles.


### **To initiate creation of a label without a defined style**

There is no requirement that you go through the steps described above (choosing a label style) just to create a simple text label. If you don't care to use a defined style for the label, just click on the text mode button.




Clicking the text mode button places you in text mode without selecting any particular label style. The font properties and text color will reflect the last properties you used in text mode.

### **Once you have entered text mode**

Now that you are in text mode, the text mode button will appear depressed and the cursor will appear as a caret .

In text mode you can use the property bar to change properties of the label that will be created such as the color, font, text size, and justification. If you started by selecting a label style, any such change will cancel the label style.

### **To create a label**

1. Use the mouse to position the new label. The text cursor  points to the position where the bottom left corner of the label will be located (for a left-justified label).
2. Click the mouse button.
3. Type the label text.
4. When you are done adding or changing the text, you can either press ESC to save your changes and remain in text mode, press the right mouse button to save your changes and return to select mode, or simply click on the flow chart to create another label.

### **To create a label (automatic method)**

1. From text mode or select mode or seltext mode...
2. Point the mouse at the location where you want to place the label.
3. Start typing text on the keyboard. A label is created automatically containing the text you type.

## **Deleting Labels**

Deleting labels is similar to deleting figures or any other object in your diagram.

### **To delete a label (standard method)**

1. Select the label.
2. Choose **Delete** from the **Edit** menu, or press the DEL key.

☞ **To delete a label (automatic method)**

1. Edit the text in the label, and delete all the text.
2. Labels that contain no text are deleted automatically.

## Moving Labels

Moving labels is just like moving any other objects in your flow chart. However, special considerations occur for specialty labels. See the later sections of this chapter regarding each of the specialty label types.

## Changing Label Properties

Each label has a set of properties that define how it looks, what text it contains, how it behaves, and more. Most of the initial properties of a label come from its original label style. This section describes how to change the label properties of an existing label.

☞ **To view and modify the properties of a label**

1. Select the label.
2. Choose **Properties** from the **Labels** menu or from the right mouse button menu.

*or*

1. Double click on the label. Note, double clicking on a label will edit the label properties only if you have chosen *Display/edit properties* in the 'Edit' options within the Tools Options screen.

The Label Properties dialog box will appear on the screen near the selected label. This dialog box contains several different groupings of properties organized under *tabs* with an appropriate heading. To change to a different grouping of properties and their controls, press the corresponding tab. Controls located under each tab are described below.

Once you've set all of the properties of the label that you want to change, press one of the following buttons:

***Apply***

Applies the property changes to the selected labels without exiting the dialog box.

***OK***

Applies the property changes to the selected label or labels and exits the dialog box.

***Cancel***

Exits the dialog box and discards any changes you made since last pressing the Apply button. Once you apply changes, those changes remain in effect even if you press Cancel.

## Changing properties for multiple labels

You can use the Label Properties dialog box to change a property, or any number of different properties, to a number of labels at the same time. To do so, select the labels and use the Label Properties dialog box as usual. Only the properties you actually modify will be applied to the selected objects. For example, if you select five labels that all have different heights and widths, and you edit their properties and change only the Width field not touching the Height field, all five labels will acquire the new width and retain their previous height.

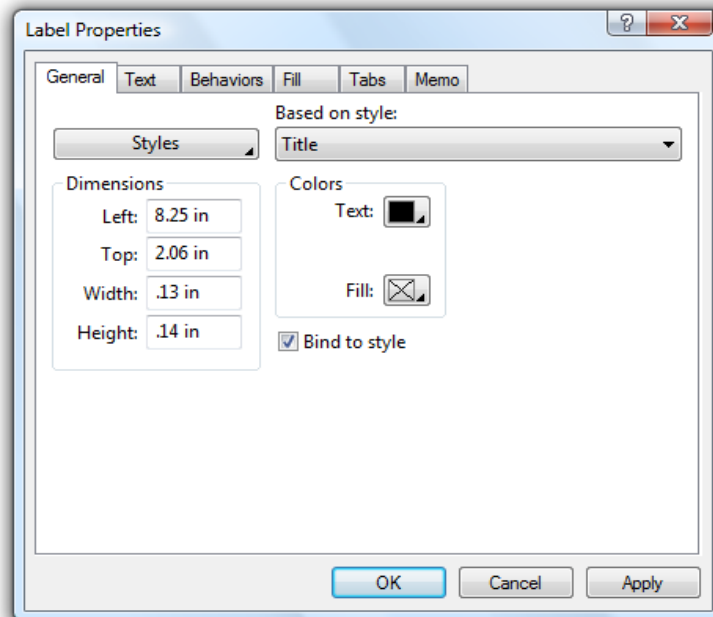
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**NOTE:** Several label properties can also be changed simply by selecting the label(s) and clicking on the buttons and controls on the property bar. These are simply shortcuts to the same changes in the label properties dialog box.

---

## Label Properties: General

Use the General tab of the Label Properties dialog box to view and edit the basic properties of the selected label such as its location, size, appearance, and color.



***Based on style***

To change the label's style, choose a new style from the combo box or the Styles drop menu located to the left. This will change the appearance of the label and it will inherit all the properties from the new style you choose.

***Styles***

This is a drop menu for choosing a style for the same purpose as Based on style.

***Left***

To change the position of the label, enter a new location for the left-most edge. The value is the distance from the origin point on the ruler bar (0,0) or equivalently from the left edge of the page (positive measurements are to the right).

***Top***

To change the position of the label, enter a new location for the top-most edge. The value is the distance from the origin point on the ruler bar (0,0) or equivalently from the top edge of the page (positive measurements are downward).

***Width***

To change the width of the label, enter a new width here.

***Height***

To change the height of the label, enter a new height here.

***Text color***

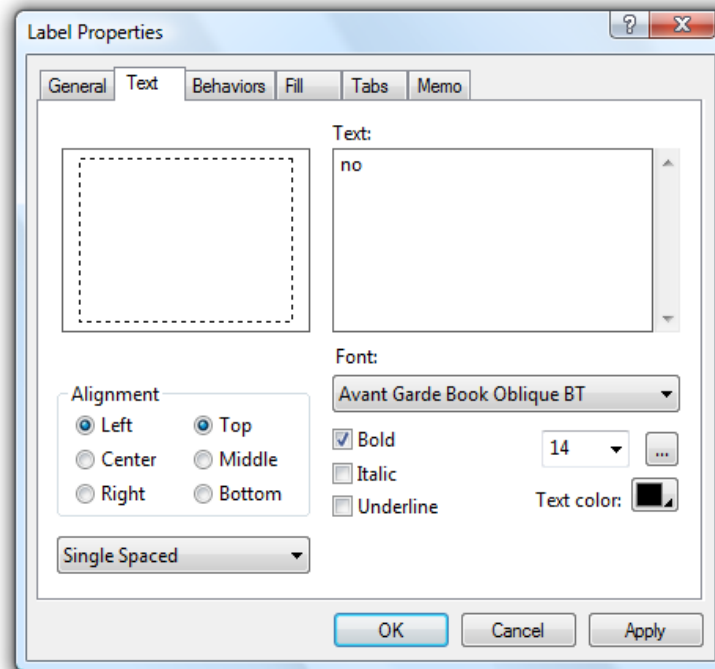
To change the color of the label's text, choose a different color from the color selection drop menu. Use of this drop menu is described elsewhere (see page 39). If you select a color that cannot be drawn solid, Windows draws the text in the nearest solid color.

***Bind to style***

Check this box to choose whether or not a label's properties are bound to the style. If a label's properties are bound to its style, then anytime the style properties change, the label gets the new properties automatically.

## Label Properties: Text

Use the Text tab of the Label Properties dialog box to view and edit the label's text and the properties of the label that affect the display and format of the text.



### *Text*

The text control to the right of the model displays the text that is contained in the label in the selected text region. The text here can be edited using the usual Windows edit box controls including copy and paste. Notice that text in this box just shows the words. It does not reflect the font, text size, boldness, or alignment as it would in the label itself. Furthermore, if you edit the text here, you will lose all embedded font controls.

With rotated labels (those whose lettering is top-to-bottom or bottom-to-top instead of left-to-right), you will not be able to edit the text directly on screen. Therefore, this will be the primary way to edit the text. Because doing so removes embedded font controls, for example a single word within the label that is bold or underlined, it is less convenient to have rotated text with mixed font attributes. However, it can still be done. Just rotate the label back to normal (left-to-right), edit the text attributes on screen rather than with this edit box, and rotate the label back.

***Alignment***

Use the alignment controls to determine how the text is aligned horizontally (left, center, or right) and vertically (top, middle, or bottom).

***Font***

Choose the font family to display the font.

***Bold, Italic, and Underline***

Select common font attributes.

***Size***

Use the drop down box to select a point size for the font.

***Text color***

To change the color of the label's text, choose a different color from the color selection drop menu. Use of this drop menu is described elsewhere (see page 39). If you select a color that cannot be drawn solid, Windows draws the text in the nearest solid color.

***Line Spacing (at lower left)***

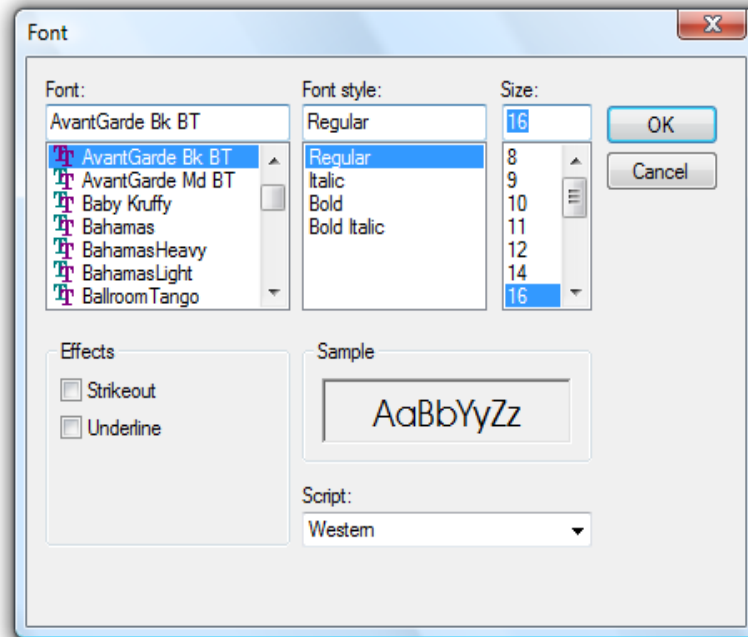
Select the spacing between lines of text. Single spaced is the default and most common option.

***Ellipsis (...)***

Use the button with the three dots to choose the font attributes using the standard Windows font selection dialog box shown below. This method also allows you to

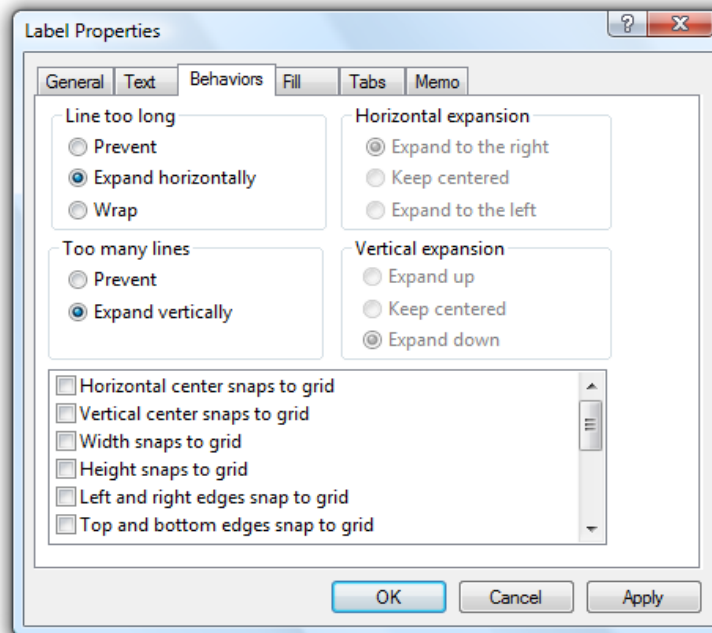


preview a sample of the font as you select it Controls in this dialog are self-explanatory.



## Label Properties: Behaviors

Use the Behaviors tab of the Label Properties dialog box to view and edit the properties that affect the way the label behaves within your diagram.



### ***Line too long***

This property controls what happens when typed text becomes too wide for the label. If set to *Prevent*, additional characters are not allowed. If set to *Expand*, the label automatically grows wider as you continue typing. The direction of expansion is controlled by the *Horizontal expansion* property. If set to *Wrap*, the width of the label does not change and the text word-wraps automatically to the next line.

### ***Horizontal expansion***

This property controls in which direction the label expands when it expands automatically in the horizontal direction, such as when you type more text than will fit in the current width of the label.

### ***Too many lines***

This property controls what happens when typed text exceeds the number of lines that fit in a label of this style. If set to *Prevent*, additional lines are not allowed. If set to *Expand*, the label automatically grows taller as you add lines. The direction of expansion is controlled by the *Vertical expansion* property.

***Vertical expansion***

This property controls in which direction the label expands when it expands automatically in the vertical direction, such as when you type more lines of text than will fit in the current height of the label.

**Horizontal center snaps to grid**

It is generally best to disable this property for labels.

**Vertical center snaps to grid**

It is generally best to disable this property for labels.

**Width snaps to grid**

It is generally best to disable this property for labels.

**Height snaps to grid**

It is generally best to disable this property for labels.

**Left and right edges snap to grid**

It is generally best to disable this property for labels.

**Top and bottom edges snap to grid**

It is generally best to disable this property for labels.

**Center stationary when resizing horizontally**

Check this property to cause the center of the label to remain in the same place when you resize it horizontally by dragging the handles.

**Center stationary when resizing vertically**

Check this property to cause the center of the label to remain in the same place when you resize it vertically by dragging the handles.

***Keep sized to text***

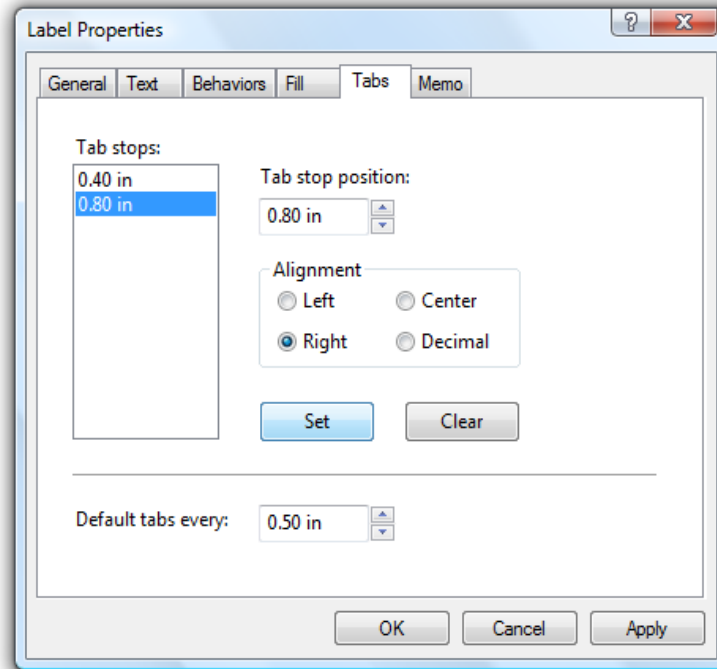
When this property is checked, the label is always sized to exactly fit the amount of text it contains. For example, if you edit text for a label such that the label has less text than it had before, the label will automatically resize itself to shrink down around the new text as soon as you complete editing the text. You will generally want to set this property for labels.

***Automatic Text Scaling***

When this property is checked, the label text scales automatically when you resize the label. Labels having this property always maintain a fixed aspect ratio (height vs. width).

## Label Properties: Tabs

Use the Tabs tab of the Label Properties dialog box to view and edit the label's tab stops.



### Tab stop position

This box shows the position of a single tab stop that you can edit or create. It can reflect a tab stop highlighted in the tab stop list, or it can reflect a new tab to be added to the list.

### Alignment

Select how text is aligned at the tab stop. Note that decimal tab stops, align text on the decimal point character which may vary by locale.

### Set

Click to add the tab stop defined by the tab stop position and the alignment controls to the tab stop list. If the tab stop position corresponds to a tab stop already in the list, that tab stop will be updated. Otherwise, the new tab stop will be added. To change the position of an existing tab stop, add a tab stop at the new position, then clear the old one.

**Clear**

Click to remove the highlighted tab stop from the tab stop list.

**Default tabs every**

In addition to individual tab stops defined in the tab stop list, you can define a default tab stop interval, or set this field to zero for none. Tab stops occur at every interval of this distance from the left margin, beyond any individually defined tab stops.

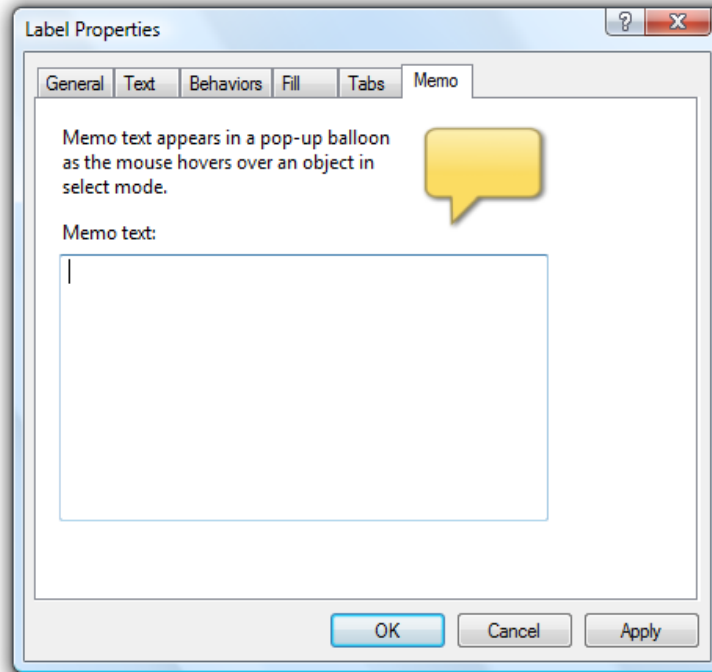
---

**NOTE:** Note that a label must have simple left text justification in order for tabs to be expanded and tab stops to be in effect.

---

## Label Properties: Memo

Use the Memo tab of the Label Properties dialog box to view and edit the label's memo text. Memo text contains any information you would like to attach to the label. It is displayed in a text balloon (tooltip) when you hover the mouse over the label while in select mode.



### Memo Text

Enter the memo text. It can contain line breaks, but not formatting such as bold, underlines, italics, or different fonts or type sizes.

## Working with Specialty Labels

Connector labels and flow labels are collectively known as *specialty* labels. Unlike ordinary labels, specialty labels serve a specific purpose in a diagram and they automatically make adjustments in accordance with their roles. The primary adjustment is in position. For example, one type of specialty label is a *Connector Label*. A connector label labels a connector, and accordingly its position adjusts to remain with the connector as the connector moves. Specific behaviors of the different specialty labels are described in the following section.

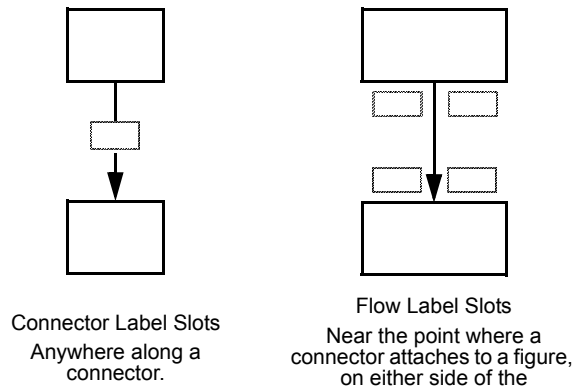
## Creating Specialty Labels

Specialty labels can be created in different ways. Each type has special creation method(s) described in one of the following sections.

A common way to create any of the specialty labels is to create a label in the usual way but to place it on your diagram so that the software can deduce that it should be a specialty label. For example, if you select a label style, then click on a connector to create a label, the label will automatically be created as an *in-line connector label* for the connector.

### Specialty Label Slots

The locations where specialty labels can be added to your diagram are called *slots*. Slot locations for the different types of specialty labels are described in the sections below.



In order for specialty labels to be created automatically based on placement, the corresponding snap-to-slot option must be enabled. These are located in the Snap Labels section under Edit in the Tools Options screen. They are as follows:

*Snap labels to connector label slots (in-line)* - enabled by default

*Snap labels to flow label slots* - enabled by default

### Specialty Labels - Freeform

If you disable the above options, labels will instead become standard labels regardless of their placement. In other words, the diagram content will be ignored when you place the label. If you enable these options, you can coerce this *freeform* behavior case-by-case by holding down the CTRL key.

### Creating Specialty Labels with Default Text

A special case occurs when you create a specialty label from a style for which default text is defined. In this case, the cursor is replaced by a representation of the text for you

to drop onto your diagram. Position the text where you like. If you want it to become a specialty label, position it over the proper slot and drop it there. Use the CTRL key for freeform.

## Attaching Specialty Labels

Specialty labels can be created from existing standard labels simply by dragging them one at a time over a specialty label slot and dropping them into place.

### To attach an existing label as a specialty label

1. Make sure the appropriate snap-to-slot options are enabled (see above).
2. Drag a single existing standard label over a specialty label slot. When you are properly over a slot, the slot will appear as a dashed or dotted gray line and the status bar will reflect this as well.
3. Drop the label onto the slot at the new position. Do not hold down the CTRL key unless you want to prevent the label from becoming a specialty label.

In some cases, attaching a label as a specialty label causes some of its properties to change. For example, if you start with a left-justified label and drag it to become a connector label, it will become center-justified. See the specific specialty label types for more details.

## Detaching Specialty Labels

A specialty label can easily be detached and made a standard label using the **Detach Label** feature.

### To detach a specialty label:

1. Select the label.
2. Choose Detach Label from the **Labels** menu.

*Or*

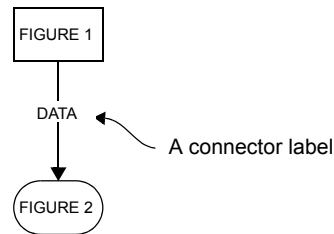
1. Right click on the label and choose Detach Label from the right-click menu.

Once detached the label will no longer adjust to the position of other objects. It will be converted to a standard label that you can move anywhere.



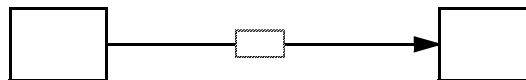
## Connector Labels

Labels can be attached to connectors to form *connector labels*. Connector labels are useful for describing the purpose of a connector or the relationship that the connector represents between two figures. The illustration below shows a typical connector label.



### Connector Label Slots (in-line)

In-line connector labels can be placed anywhere along a connector. Therefore, the in-line connector label slots are located anywhere such that the center point is on the connector. This is the location where creating a label or dragging a label will result in the label becoming an in-line connector label.



In-line Connector Label Slots - Anywhere along a connector

### Special properties and behaviors

- A connector can have only one connector label. Multi-segment connectors, described later in this chapter, can have one label per segment.
- The center of an in-line connector label attaches to any point on the connector. When the connector is drawn, it *breaks around* the label rather than going through it. Regardless of the label properties, the text in a connector label is always center-justified and the center always remains stationary when the label is sized.
- When the connector moves, any attached connector label moves as well. The connector label remains attached to the same point on the connector at the connector's new location.

## Creating Connector Labels

You create a connector label just like an ordinary label except that you attach it to a connector.

### To create a connector label

1. Enter text mode by pressing the text mode button on the tool bar or by choosing a label style from the style bar. Be sure that *Snap labels to connector label slots (in-line)* is enabled in Tools Options.
2. Move the mouse over a connector (on a connector label slot). You will notice that the connector label slot is highlighted with a dashed gray box and the status bar also reflects that you are over a connector.
3. Click the left mouse button to create the connector label.
4. Type in the text for the label. ESC when done.

There is another way to create a connector label that does not require *Snap labels to connector label slots (in-line)* to be enabled.

### To create a connector label (method 2)

1. Go to Select (or SelText) mode.
2. Right click the mouse on the connector to label at the point where you want the new label placed.
3. Choose **Add In-line Connector Label Here** from the right click menu. The label will appear with default label text “label”.
4. Enter your own text for the label and press ESC when done.

---


**NOTE:** A single segment of a connector can have only one in-line connector label.

---

## Moving Connector Labels

Once you've created a connector label, you can adjust its position on the connector, or move it to a different connector.

### To move a connector label

1. In select mode, move the mouse over the connector label. The move cursor  appears.
2. Press the left mouse button and hold it down.
3. Drag the connector label. The label slides across to the point on the connector nearest the mouse, or to a point on a different connector.
4. Release the mouse button. If the label does not move to the new location, there is something wrong with the location - the connector may already have a label.

## Detaching Connector Labels

A connector label can be detached and made a standard label using the **Detach Label** feature.

### To detach a connector label

1. Select the label.
2. Choose Detach Label from the **Labels** menu.

*Or*

1. Right click on the label and choose Detach Label from the right-click menu.

## Deleting Connector Labels

Deleting a connector label is just like deleting an ordinary label with a few minor exceptions.

### To delete a connector label

1. Select the label.
2. Choose **Delete** from the **Edit** menu, or press the DEL key.

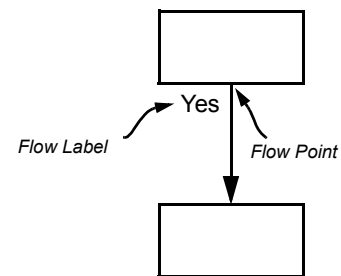
*or*

1. Edit the text in the label, and delete all the text.
2. A connector label, like any other label, is automatically deleted when it contains no text.

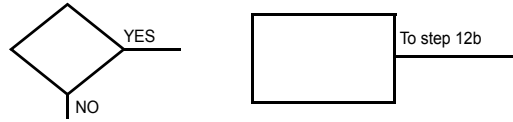
When you delete the connector to which the label is attached, the label is deleted automatically.

## Flow Labels

Labels can be attached to the point where a connector attaches to a figure (a *flow point*) to form *flow labels*. Flow labels are useful for describing the relationship between figures represented by a connector. The most common use for flow labels is in labeling branch conditions in flow charts. This illustration shows a typical flow label. If the figure or the connector is moved, the flow label will move along to remain near the point where the connector meets the figure.



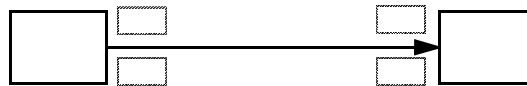
Flow labels have a variety of uses such as these:



Some common uses for flow labels.

### Flow Label Slots

Flow labels can be placed only in flow label slots. The flow label slots are located near the figure on either side of the point where a connector attaches to a figure. This is the location where creating a label or dragging a label will result in the label becoming a flow label.



Flow Label Slots - Near the point where a connector attaches to a figure, on either side of the connector.


### Special properties and behaviors of flow labels

- A figure/connector connection may have a flow label on either side of the connection or on both sides.
- Flow labels adjust their position when either the figure or the connector moves.
- Flow labels cannot be dragged or re-positioned by themselves.
- The flow labels for a figure/connector pair get deleted if either the figure, the connector, or both are deleted.
- The text justification of a flow label is adjusted automatically to assure that it grows in the proper directions.
- You can resize a flow label using the resize handles. After resizing it will snap back to its proper location.

### Creating Flow Labels

The easiest way to create a flow label is to enable the *Snap labels to flow label slots* option and create a label in the usual way but over an unoccupied flow label slot, or to drag an existing label onto an unoccupied flow label slot. These methods are described earlier in this chapter.

Another method to create a flow label is to use the **Add Flow Label** feature. This method is only for flow labels and does not require you to enable the *Snap labels to flow label slots* option.

 **To add a flow label**

1. Right click on a flow point and choose **Add Flow Label** from the right-click menu.
2. Choose which side of the connector to add the flow label from the pop-up submenu (above/left or below/right). A label with default text “label” will be created in the slot you chose.
3. Edit the label text as you like and press ESC when done.

### **Attaching Flow Labels**

The only way to make a standard label into a flow label is to enable the *Snap labels to flow label slots option* and drag the label onto an unoccupied flow label slot. This method was described earlier in the chapter.

### **Detaching Flow Labels**

A flow label can be detached using the **Detach Label** feature. For example, to move the flow label to the other side of the connector, detach it, move it, and re-attach it.

 **To detach a flow label**

1. Select the label.
2. Choose Detach Label from the **Labels** menu.

*Or*

Right click on the label and choose Detach Label from the right-click menu.



# CHAPTER 9

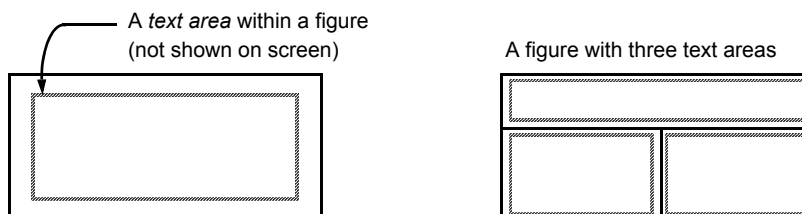
## Text

Text plays a very important role in flow charts. You can use text to add descriptions for figures, labels for connectors, titles, comments, annotations, instructions, and so on. You can add text just about anywhere quickly and easily.

This chapter describes how to work with text in labels and figures.

### The Text Area

Most figures have an outline shape and reserve the majority of the inside of the shape for text. The portion of the figure that is reserved for text is called a *text area*. You cannot see the text area on the screen but it is there, and it is the only part of a figure that can contain text. The following diagram shows a text area for a common figure shape.



When you are in text mode, moving over an existing text area or over a “slot” for a specialty label (see previous chapter) results in a highlighted dashed rectangle outlining the text area. This rectangle is simply an indicator of a place where you can add or edit text on an object or associated with an object.

A label always has one and only one text area that is the same size as the label. A figure, on the other hand, can have no text areas, or as many as you want. If a figure has no text area, you cannot add any text to the figure. If it has multiple text areas, you can add text to each of the areas independently.

The number of text areas, and their locations within a figure are part of the figure symbol definition.

## Adding Text to Figures and Labels

You can add text to a text area of any label or figure (see previous section for a discussion of text areas).

### To add text to a figure or label

1. Enter text mode.
2. Move the cursor anywhere over a label or over a figure's text area. The cursor changes as shown in the diagram above.
3. Click the mouse button to begin adding text.

Figures can have multiple text areas. You can add text to any of these areas by clicking on different parts of the figure.

### To add text to a figure (automatic method)

1. Move the cursor over a figure's text area.
2. Start typing text on the keyboard. You are automatically placed in text mode entering text. If the figure contained any previous text, the typed text replaces it.

See Editing Text below for additional ways to edit the figure text after the figure is created.

## Adding Text to Labels

Labels are similar to figures except that a label cannot exist if it has no text. Consequently, you add text to a label when you create it. If you do not add any text when creating a label, or if you later remove all the text, the label is deleted automatically.

## Rotating Text

Labels can be rotated so that the text is drawn vertically top to bottom or bottom to top.

### To rotate a label

1. Select one or more labels.
2. Press the toolbar button that represents the way that you want the text rotated. The text rotation toolbar buttons show ABC at different angles.
3. OR, choose one of the commands in the **Rotate** submenu of the **Labels** menu.
4. OR, right click and choose a command from the **Rotate** submenu.

When a label is rotated, you cannot edit the text by clicking on it while in text mode. Instead, use the **Edit Text** command to edit the text through the figure's property dialog box.



## Editing Text

### To edit figure or label text

1. Enter text mode.
2. Move the cursor anywhere over a label or over a figure's text area. A dotted box appears outlining the text area.
3. Click the mouse button to begin editing the text.

Note, the above procedure cannot be used to edit rotated text. To edit rotated label text, use one of the additional methods described below.

### Additional methods for editing figure or label text

There are also some other methods available for editing the text of a figure or label. Use the method you find most convenient.

1. Select the figure or label and choose **Edit Text** from the **Edit** menu.
2. Select the figure or label and choose **Edit Text** from the right click menu.
3. Select the figure or label and press the F2 key.
4. Double-click on the figure or label. This works to edit text only if you have selected *Display/edit properties* in the 'Edit' options within the Tools Options screen.

## Selecting Text

To perform operations such as **Cut**, **Copy**, and **Delete**, you need to select a range of text.



An example of a figure with some selected text. The word "SAMPLE" is selected.

### To select a range of text

1. Enter text mode.
2. Move the cursor anywhere over a label or over a figure's text area. A dotted box appears outlining the text area.
3. Press the left mouse button and hold it down to begin selecting the text.
4. Drag the mouse to select text. The selected text becomes highlighted.

☞ **To select a word of text**

1. Enter text mode.
2. Move the cursor anywhere over a label or over a figure's text area.
3. Double-click the left mouse button to select the word beneath the cursor.

☞ **To select all text within a label or figure**

1. Enter text mode.
2. Move the cursor over a label or a figure's text area.
3. Triple-click the left mouse button.

☞ **To extend a text selection**

While holding down the **SHIFT** key, click the mouse on additional text to select.

## Using the Keyboard to Edit Text

The following table lists the functions available from the keyboard when working with text::

**Table 1: Text Editing Keys**

KEY	FUNCTION
ESC	Quit editing text
RIGHT	Move the cursor to the right one character
LEFT	Move the cursor to the left one character
UP	Move the cursor up one line
DOWN	Move the cursor down one line
CTRL-RIGHT	Move the cursor right one word
CTRL-LEFT	Move the cursor left one word
HOME	Move the cursor to the beginning of the current line
END	Move the cursor to the end of the current line
CTRL-HOME	Move the cursor to the beginning of all text
CTRL-END	Move the cursor to the end of all text
TAB	In a node with multiple text areas, move to next area
SHIFT-TAB	In a node with multiple text areas, move to previous area
BACKSPACE	If any text is selected, delete the selected text. Otherwise, delete the character to the left of the cursor.
DEL	If any text is selected, delete the selected text. Otherwise, delete the character to the right of the cursor.
ENTER	Add a "hard" line break
Invalid	Many control keys, and a few obscure punctuation keys are not allowed
Valid	Standard characters such as letters, numbers, and punctuation are valid. As you type valid characters, they are inserted in the text at the cursor position. There is no <i>overstrike</i> mode. If any text is selected, the typed character replaces the selected text.
CTRL-B	Toggle Bold for the current word or text being typed
CTRL-I	Toggle Italics for the current word or text being typed
CTRL-U	Toggle Underline for the current word or text being typed
CTRL-L	Left-justify the text
CTRL-E	Center-justify the text
CTRL-R	Right-justify the text
CTRL-Z	Undo text edit
CTRL-Y	Redo text edit

You can use any of the keys that move the cursor in combination with the SHIFT key to extend the current text selection.

Some international characters, for example the German umlaut, may not be available on all keyboards. To type these characters, use the ALT key with the ANSI character code entered from the numeric keypad. For example, the ANSI code for an “ae” character is 230. To type this character, while holding down the ALT key, type 0230 on the numeric keypad. (Always include the leading zero.)

## Cutting, Copying, and Pasting Text

Selected text can be cut to the Windows clipboard, copied to the clipboard, and pasted from the clipboard. The combination of these features allows you to move text from one figure to another, copy text from one figure to another, or copy text from one diagram to another. You can also copy text to and from other programs.

### To delete text (without moving it to the clipboard)

1. Select a range of text.
2. Press the DEL key or choose **Delete** from the **Edit** menu.

### To cut text (and move it to the clipboard)

1. Select a range of text.
2. Choose **Cut** from the **Edit** menu.

### To copy text to the clipboard

1. Select a range of text.
2. Choose **Copy** from the **Edit** menu.

### To paste text from the clipboard

1. Position the cursor to the location in the text where you want to add the text from the clipboard.
2. Choose **Paste** from the **Edit** menu. The text from the clipboard is added at the cursor position. If any text was selected, the pasted text replaced the selected text.

When you are not in text mode, you can still paste text from the clipboard. In that case, a new label will automatically be created for you and positioned at the center of the screen with the text that was in the clipboard. The style of this label will be the last label style you selected.

## Replacing Text

If any text is selected when you type from the keyboard or **Paste**, the selected text is first deleted before the new text is entered. This is a handy way to replace text.

### **To replace a range of text**

1. Select the range of text to replace.
2. Type the replacement text from the keyboard or **Paste** the replacement text from the clipboard.
3. The text that was originally selected is deleted before the new text is added.

## Setting Text Attributes

Text attributes such as the font, size, color, and styles (bold, italic, and underline) can be set for the entire figure or label or for any portion of text within the figure or label. If you want all of the text within a figure or label to have the same attributes, you can set those attributes in the Text tab of the Figure or Label Properties dialog boxes, or you can select the figure or label and use the property bar buttons (for instance the Bold button) to change the font attributes of the entire figure or label.

However, you can also change the text attributes of a portion of the text for a single figure or label in the following ways:

### **To set the text attributes of a portion of text within a figure or label**

1. In text mode, select the range of text.
2. Use the property bar buttons to change the font, font size, color or styles such as bold, italic, and underline for the range of text. Some of these attributes are also available through the right-click menu. By default, subscript, superscript, and all-caps are available only through the right-click menu.

### **To set the text attributes of an individual word within a figure or label**

1. In text mode, select the word of text. There are a couple of ways to do this. The obvious way is just to click and drag until the whole word is selected. Another is to double click on the word. Another convenient way is to just place the cursor within the word after the first letter but before the last without any selection.
2. Use the property bar buttons to change the font, font size, color or styles such as bold, italic, and underline for the word. Some of these attributes are also available through the right-click menu. By default, subscript, superscript, and all-caps are available only through the right-click menu.

You can also control the text attributes of the text that you are about to type. Normally, text that you type will appear in the base font attributes of the figure or label. In addition, if the cursor is located within the text in a place with its own text attributes (such as in the middle of a word that is bolded), typed text will naturally appear accordingly. However, you can also choose to select different text attributes to appear as you type.

 **To set the text attributes for text that you are about to type**

1. In text mode, move the cursor to a position that is not within a word. It can be in front of or immediately following a word, or at the start or end of all the text.
2. Use the property bar buttons to change the font, font size, color or styles such as bold, italic, and underline for the text that you are about to type. Some of these attributes are also available through the right-click menu. By default, subscript, superscript, and all-caps are available only through the right-click menu.
3. Without moving the cursor, type your text. The attributes of the typed text will reflect those you just chose. If you move the cursor, for example by pressing the arrow keys, Typed text will return to using the text attributes already at the new cursor location.

## Text Fields

Text fields are sections of text such as a date or filename that can be added to text within a diagram. For example, you can place the text caret within your text and instruct that the filename for the current diagram file be added to the text. Once the text field is added, its contents are updated automatically when it is displayed or printed.

Text fields include the diagram's filename, the time and date that the diagram was created, and the time and date that the diagram was last saved. Each of these fields can be displayed in either a short or long version. Fields that indicate a time can be further customized to one of many short or long display formats.

**Table 2: Text Fields**

FIELD	DESCRIPTION	EXAMPLE
Filename (Short)	Simple filename	File.edg
Filename (Long)	Full file path	c:\Folder\File.edg
Create Time (Short)	Short format (programmable) time/date file was created	09/07/08
Create Time (Long)	Long format (programmable) time/date file was created	August 25, 2008 9:54 PM
Save Time (Short)	Short format (programmable) time/date file was last saved	09/07/08
Save Time (Short)	Long format (programmable) time/date file was last saved	August 25, 2008 9:54 PM
Sheet Number	The sequential sheet number (like a page number)	3
Sheet Name	Custom sheet name or "Sheet #" if none defined.	"Description" or "Sheet 3"

### To insert a field into diagram text

1. Enter text mode using the text tool and clicking on the text area of a diagram object or label. (Fields cannot be inserted when editing text from the Text tab of the Properties screen.)
2. If the diagram is new, save it to a file before inserting a text field. Text fields display information about the current file which is not available if the diagram has never been saved.
3. Place the text caret where you want the text field inserted.
4. Select **Insert Field** from either the main **Edit** menu or from right-click menu and then select one of the fields to insert.

After inserting a text field, you can treat it like typed text. For example, you may want to set attributes for the field using Bold, Italics, Underline, or All Caps (the All Caps style can be found in the **Character Style** submenu within the right click menu). The main difference between the field text and typed text is that characters within the field text cannot be edited individually, and the field text will not break when wrapped, even if it contains spaces.

The display formats for the fields that reflects times can be customized using the **Fields** category within the **Tools Options** screen.

## Special Considerations

- ❑ When typing in a figure or label with word-wrap active, This program remembers the difference between *hard* carriage returns (those you insert by pressing the RETURN key), and *soft* carriage returns that are inserted automatically during word wrap. Hard carriage returns remain in effect until you delete them. Soft carriage returns get added and deleted automatically every time the text is reformatted, such as when you resize the figure.
- ❑ A single figure or label can contain a maximum of 4095 characters including those that are not visible such as carriage returns. This limit applies to the sum of all text in all text areas of a figure.
- ❑ Within a single figure or label, you are limited to a maximum of 20 different text colors and 20 different fonts.
- ❑ Text entry is always *insert mode* as opposed to *overstrike mode*. In overstrike mode, each new character you type would replace the next character in the previous text. Some other programs use the INSERT key to toggle between insert and overstrike mode. This program does not.
- ❑ **Undo** is not supported for individual operations within text mode, for example, to undo the deletion of a single word. You can use Undo to undo all text changes since you started editing the figure or label.





## CHAPTER

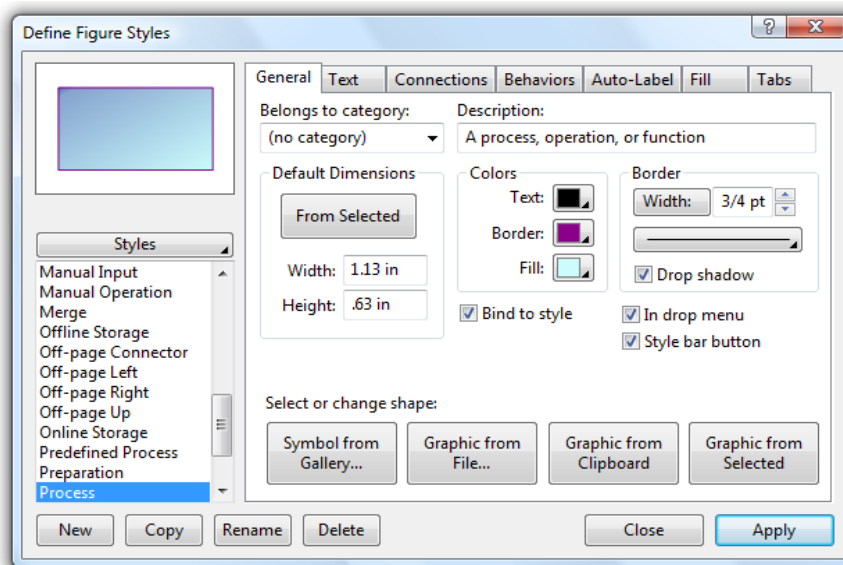
## 10

## Figure Styles

Like paragraph styles in word processors, styles are the true definitions of objects. In order to create any object, a figure, label, or connector, you must start with a predefined *style*. The style defines the initial characteristics and behaviors of the object.

One example of a style is the *decision* figure style from the flowcharting template. In flowcharting, a diamond-shaped figure with centered text marks decision points. The shape, the location of the text, the text justification, the initial color, and so on, are all parts of the figure style. When you create a figure, you choose one of the predefined styles to become the basis for the new figure.

To work with figure styles choose **Styles** from the **Figures** menu. If no styles are defined, you will be immediately prompted to create a new style. Otherwise, the Define Figure Styles dialog box appears. This dialog box allows you to view and modify attributes of the existing styles.



## Figure Styles: Common Controls

The Define Figure Styles dialog box contains tabs for General, Text, and Behavior styles which are described in following sections. This section describes the dialog controls that are always visible.

### *Model*

The upper left corner of the dialog box contains a model of the figure style. The model is an illustration of how a figure of this style will appear in your diagram. As you modify style attributes that affect the appearance of the style, the model helps you to visualize the outcome.

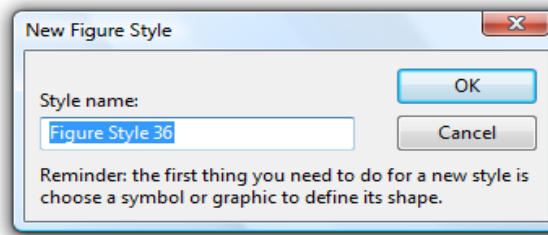
### *Style Selection*

Below the model is a list box containing names of all the figure styles presently included in your diagram. The style that is selected is the one being shown in the model and reflected throughout all the other controls in the dialog box. When you make a change, this is the style that is altered.

Above the list box is a button labeled *Styles* that provides a drop menu for changing the selected style.

### *New*

Press this button to create a new style. The New Figure Style dialog box appears to prompt for the name of the new style.



Press OK immediately to accept the default name, or enter a more descriptive name of your own. The name must not match the name of any existing style.

We strongly recommend that you enter a descriptive name for the style. This will help you remember the style's purpose. Now is the time to do it, because if you want to change the name later, the only way to do it is to copy the style to one of a new name and delete the old style. This can be inconvenient because you may have to go back and define and existing objects of the old style to the new style (by editing its properties).

Immediately after you create a new style, you will need to select a figure shape by pressing one of the *Select or change shape* buttons.

***Copy***

Press this button to create a new style that is a copy of the current style. Enter a descriptive name for the style as with New above.

***Rename***

Press this button to change the name of a style.

***Delete***

Press this button to delete the currently selected style. You will be asked to confirm the deletion before it takes effect. Be very careful. Deleting a style cannot be undone. If you have any doubts, save your diagram before deleting any styles.

When you delete a style, any objects in the diagram that were created with this style and bound to it become unbound.

***Close***

Press this button to exit the dialog box. If you have made changes to the currently selected style that you have not yet applied, you will be asked to do so before exiting.

***Apply***

Press this button to apply all the changes you have made to the currently selected figure style. You should apply your changes before switching to select a different style or closing the dialog box. If you forget, you will be asked whether to apply or discard the changes before going on.

**The selected figure style**

The Define Figure Styles dialog box usually displays the attributes of a single selected figure style. Each of the tabs groups a different set of attributes belonging to this same selected figure style.

You can tell which style is currently selected because its name is highlighted in the list box of styles at the left side of the dialog box, and a picture of the style is shown in the model area above the list box.

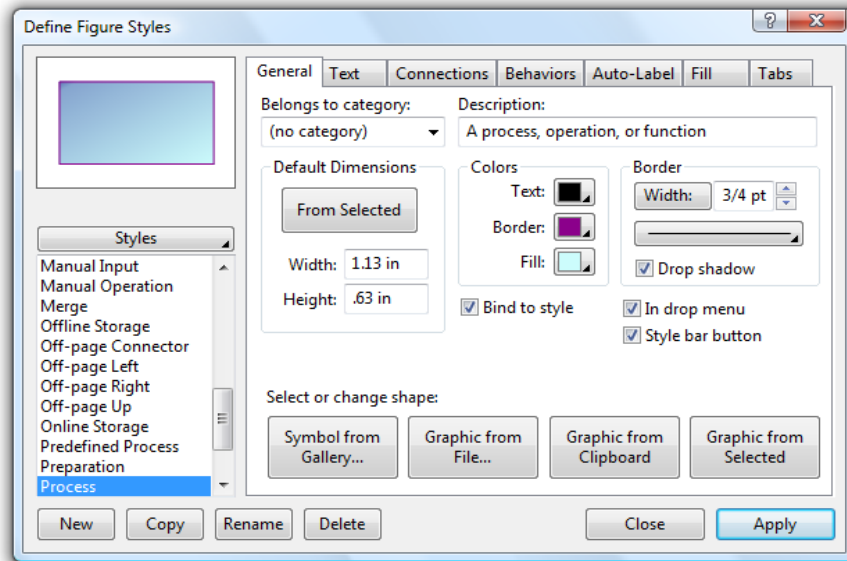
You can select a different style by clicking on its name in the list box located at the left of the dialog box or by choosing a new style from the **Styles** drop menu. As you move from style to style changing or viewing attributes of the style, you will see the right half of the dialog box change to reflect the new style's attributes.

If you attempt to switch styles after making changes to the current style properties but before you apply those changes to the style, you will be asked whether you want to apply the changes before switching to the new style.

You can also select *<All>* instead of a single style. Changes you make to *<All>* will affect all styles in your diagram.

## Figure Styles: General

Use the General tab of the Define Figure Styles dialog box to view and edit the basic properties of the selected figure style such as its description, default dimensions, and colors.



### ***Description***

The description is a short text description of the style. This description is displayed in the status bar when the style is selected.

### ***Width***

Enter the default width for figures of this style here. Figures that you create of this style will begin at this size. Choose zero to indicate no default width.

### ***Height***

Enter the default height for figures of this style here. Figures that you create of this style will begin at this size. Choose zero to indicate no default height.

### ***From Selected***

Rather than typing dimensions for Width and Height, you can select a single figure before entering the figure style dialog box, then press this button to use the width and height of that figure as the style's defaults. This button will be grayed unless a single figure is selected in your diagram when you invoke the dialog box.

***Text color***

To change the color of the text for figures of this style, choose a color from the color selection drop menu. If you select a color that cannot be drawn solid, Windows draws the text in the nearest solid color.

***Border color***

To change the color of the border for figures of this style, choose a color from the color selection drop menu. Borders must be a color that can be drawn solid on your screen. If you select a color that cannot be drawn solid, Windows draws the border in the nearest solid color.

***Fill color***

To change the interior fill color for figures of this style, choose a color from the color selection drop menu. There are no restrictions on the fill color, it does not have to be solid.

***Border width***

To change the thickness of the lines that make up the border (outline) of figures of this style, enter a new border width. You can also change the border width by pressing the up and down spin buttons to the right.

***Line Pattern***

Select a line pattern for drawing borders such as solid, dashed, dotted, and so on. The line style is used to draw for the entire outline of the shape, not just the outside edges so consider carefully before using a pattern other than solid. Also note that some older shapes cannot use this property.

***Drop Shadow***

Check this box to add a drop shadow to the figure style to give it a three-dimensional look. All drop shadows in a diagram are the same size and color. You control the size and color from within the Diagram Properties dialog box.

***Bind to style***

When this property is checked, any object created with this style is automatically *bound* to the style. This means that if the style changes in the future, the object will change as well. If an object is not bound to the style, future changes to the style will not effect the object.

***In drop menu***

If this button is checked, the style appears in the figure style drop menus, otherwise it does not. This is the same as checking Menu in the Choose a Figure Style dialog box (see page 52).

***Style bar button***

If this button is checked, a button with a representation of the style is included in on the style bar. Style bar buttons are useful for frequently used styles. Because the representation on a style bar button is not exact (contains no color or line thickness), they are not useful for every style. This is the same as checking **Button** in the Choose a Figure Style dialog box (see page 52).

**Select or change shape**

The remainder of the controls in the General tab of the Define Figure Styles dialog box help you to set the shape (graphic definition) of the figure style.

***Symbol Gallery***

This button shows a graphic representation of the figure symbol. Press this button to select a shape for the figure style from the collection of built-in symbols contained in the symbol gallery. See the following section for detailed instructions.

***Graphic from File***

Press this button to select a graphic definition for the figure style from an external graphics image file such as a Windows Metafile (.WMF or .EMF) or a Windows bitmap file (.BMP or .DIB). See the following section for detailed instructions.

***Graphic from Selected***

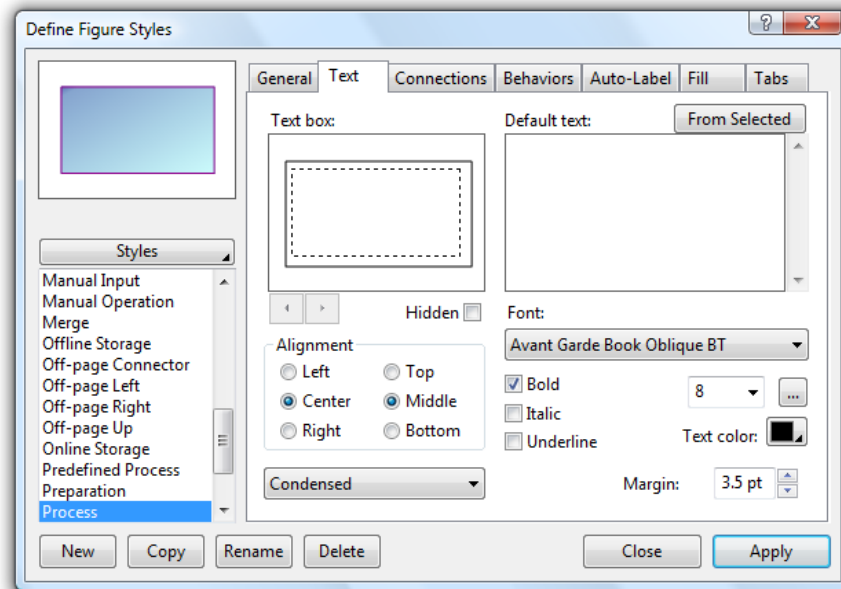
Press this button to copy a shape (symbol or graphic definition) for the figure style from a single figure that you selected in your diagram prior to entering this dialog box. For example, suppose you have copied and pasted a clipart image into your diagram and want to use that image as the shape of a figure style. Select the lone figure that appeared when you pasted the image into your diagram. Then open this dialog box, select the figure style (or create a new one), and press this button. This button will be grayed unless a single figure is selected in your diagram when you invoke the dialog box. See the following section for more details.

***Graphic from Clipboard***

Press this button to select a shape (graphic definition) for the figure style from an image that is stored in the Windows clipboard. For example, you can create an image in Microsoft Paintbrush and do a Copy of it, then return to this program and paste it right into a style definition. See the following section for detailed instructions.

## Figure Styles: Text

Use the Text tab of the Define Figure dialog box to view and edit the style's text and the properties of the style that affect the display and format of the text.



### ***Text box***

This area shows a model of the shape of the figure. The dotted rectangles show the boundaries of the text region(s) in the figure. If the figure shape contains more than one text region, the arrows control which region is selected and marked by a dark gray dotted box.

### ***Text***

The text control to the right of the model displays the text that is contained in the figure in the selected text region. The text here can be edited using the usual Windows edit box controls including copy and paste. Notice that text in this box just shows the words. It does not reflect the font, text size, boldness, or alignment as it would in the figure itself.

### ***Hidden***

When checked, the selected text area is hidden and cannot be edited on-screen. Hiding text areas is useful when creating transparent shapes that have outlines but no fill. To make a shape completely transparent you need to use a null fill *and* make the text areas hidden, otherwise objects beneath the shape will not be selectable.

***Alignment***

Use the alignment controls to determine how the text is aligned horizontally (left, center, or right) and vertically (top, middle, or bottom).

***Font***

Choose the font family to display the font.

***Bold, Italic, and Underline***

Select common font attributes.

***Size***

Use the drop down box to select a point size for the font.

***Line Spacing (at lower left)***

Select the spacing between lines of text. Single spaced is the default and most common option.

***Margin***

Select the internal text margin, the spacing between the text and the edges of the shape. Note that some shapes do not support fixed margins in which case their margins scale with the size of the shape.

***Text color***

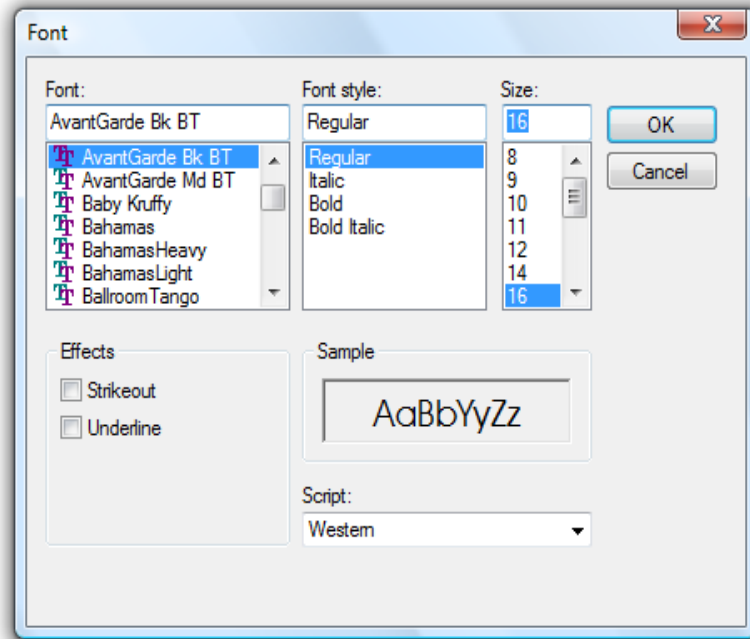
To change the color of the figure's text, choose a different color from the color selection drop menu. If you select a color that cannot be drawn solid, Windows draws the text in the nearest solid color.

***Ellipsis (...)***

Use the button with the three dots to choose the font attributes using the standard Windows font selection dialog box shown below. This method also allows you to

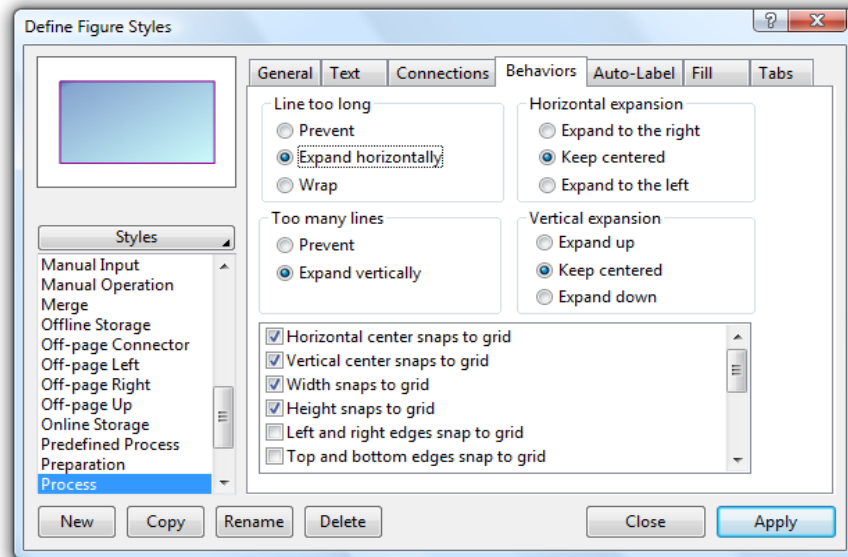


preview a sample of the font as you select it. Controls in this dialog are self-explanatory.



## Figure Styles: Behaviors

Use the Behaviors tab of the Define Figure Styles dialog box to view and edit the properties that affect the way figures of this style behave within your diagram.



### ***Line too long***

This property controls what happens when typed text becomes too wide for the figure. If set to *Prevent*, additional characters are not allowed. If set to *Expand*, the figure automatically grows wider as you continue typing. The direction of expansion is controlled by the *Horizontal expansion* property. If set to *Wrap*, the width of the figure does not change and the text word-wraps automatically to the next line.

### ***Horizontal expansion***

This property controls in which direction the figure expands when it expands automatically in the horizontal direction, such as when you type more text than will fit in the current width of the figure.

### ***Too many lines***

This property controls what happens when typed text exceeds the number of lines that fit in a figure of this style. If set to *Prevent*, additional lines are not allowed. If set to *Expand*, the figure automatically grows taller as you add lines. The direction of expansion is controlled by the *Vertical expansion* property.

---

**Vertical expansion**

This property controls in which direction the figure expands when it expands automatically in the vertical direction, such as when you type more lines of text than will fit in the current height of the figure.

**Horizontal center snaps to grid**

Check this property to cause the figure's horizontal center to snap to the grid when you create it or move it, provided snap is enabled. You will generally want to set this property for figures that are connected to other figures as it will aid in keeping them aligned horizontally.

**Vertical center snaps to grid**

Check this property to cause the figure's vertical center to snap to the grid when you create it or move it, provided snap is enabled. You will generally want to set this property for figures that are connected to other figures as it will aid in keeping them aligned vertically.

**Width snaps to grid**

When this property is checked and the snap grid is enabled, the figure's width remains an even multiple of the snap grid when you resize it.

---

**NOTE:** When the height and width snap to the grid, both sides are aligned with snap grid lines which are not necessarily the same as the visible grid lines. In effect, the total width or height is always a multiple of *twice* the snap spacing. For example, if the snap spacing is one quarter of an inch and a node has the *Width snaps to grid* property, that figure width can be 1/2 in., 1 in., 1 1/2 in. and so on, but it cannot be 3/4 in.

---

**Height snaps to grid**

When this property is checked and the snap grid is enabled, the figure's height remains an even multiple of the snap grid when you resize the node.

**Left and right edges snap to grid**

When this property is checked and the snap grid is enabled, the figure's left and right edges snap to the grid when you move, create, or resize the node. But not if you move or resize it along with a group of selected objects, or if you create it with its default size without intentionally resizing it.

If the figure's width is not an even multiple of the snap grid and you drag the figure, it would obviously not be possible for both edges to be aligned to the grid without resizing the figure. In this case, either edge (the one that is closest) is aligned to the grid. And if the center is closest to the grid and *Horizontal center snaps to grid* is also enabled, the figure can snap there as well. If the figure's width is not an even multiple of the snap grid and you resize it by dragging a resize handle, only the edge that the

handle is on (the one you are dragging) aligns to the grid. To resize it so that both edges are aligned to the grid, resize it using both the left handle and the right handle.

This property and *Horizontal center snaps to grid* are mutually exclusive. Only one can be in effect. This property is most useful when *Center stationary when resizing horizontally* is disabled.

#### **Top and bottom edges snap to grid**

When this property is checked and the snap grid is enabled, the figure's top and bottom edges snap to the grid when you move, create, or resize it. But not if you move or resize it along with a group of selected objects, or if you create it with its default size without intentionally resizing it.

If the figure's height is not an even multiple of the snap grid and you drag the figure, it would obviously not be possible for both edges to be aligned to the grid without resizing the figure. In this case, either edge (the one that is closest) is aligned to the grid. And if the center is closest to the grid and *Vertical center snaps to grid* is also enabled, the figure can snap there as well. If the figure's height is not an even multiple of the snap grid and you resize it by dragging a resize handle, only the edge that the handle is on (the one you are dragging) aligns to the grid. To resize it so that both edges are aligned to the grid, resize it using both the top handle and the bottom handle.

This property and *Vertical center snaps to grid* are mutually exclusive. Only one can be in effect. This property is most useful when *Center stationary when resizing vertically* is disabled.

#### **Center stationary when resizing horizontally**

Check this property to cause the center of the figure to remain in the same place when you resize it horizontally by dragging the handles.

This property is useful when figures are lined up vertically one on top of the other and potentially connected by a single connector from the horizontal center of one figure to the horizontal center of another above or below it. With this property, the figure will remain aligned with the others if it is resized horizontally.

#### **Center stationary when resizing vertically**

Check this property to cause the center of the figure to remain in the same place when you resize it vertically by dragging the handles.

This property is useful when figures are lined up horizontally one alongside the other and potentially connected by a single connector from the vertical center of one figure to the vertical center of another to its right or left. With this property, the figure will remain aligned with the others if it is resized vertically.

#### ***Keep sized to text***

When this property is checked, the figure is always sized to exactly fit the amount of text it contains. For example, if you edit text for a figure such that the figure has less

text than it had before, the figure will automatically resize itself to shrink down around the new text as soon as you complete editing the text.

***Preserve aspect ratio***

When this property is checked, the figure retains its current aspect ratio (its height compared to its width) when you resize the figure by dragging the corner handles or when the figure expands due to typing text. You can still change the aspect ratio of the figure by dragging the side handles, setting the size directly in the General tab, or using the From Selected button.

***Automatic Text Scaling***

When this property is checked, the figure text scales automatically when you resize the figure. Figures having this property always maintain a fixed aspect ratio (height vs. width) over-riding the Preserve Aspect Ratio property.

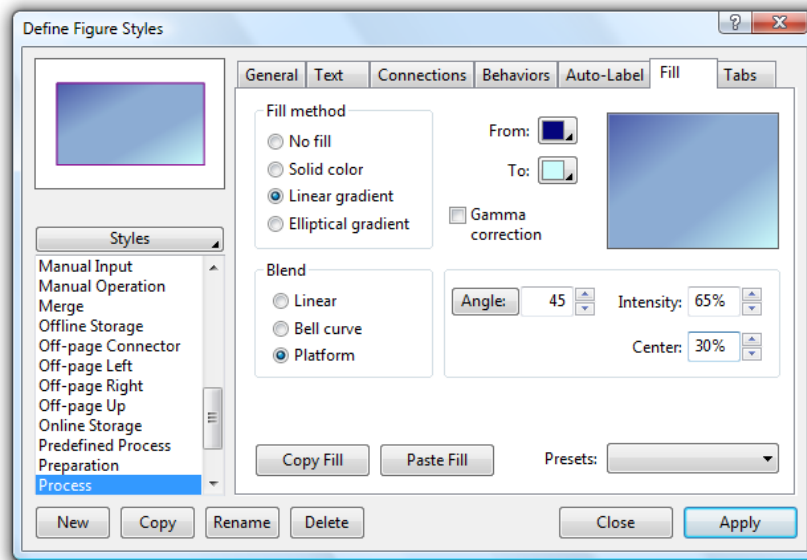
***Do not print or export***

When this property is checked, the object will not appear in print-outs or when the diagram is copied or exported. This property is useful for hiding objects that exist only for visual notation on the screen.

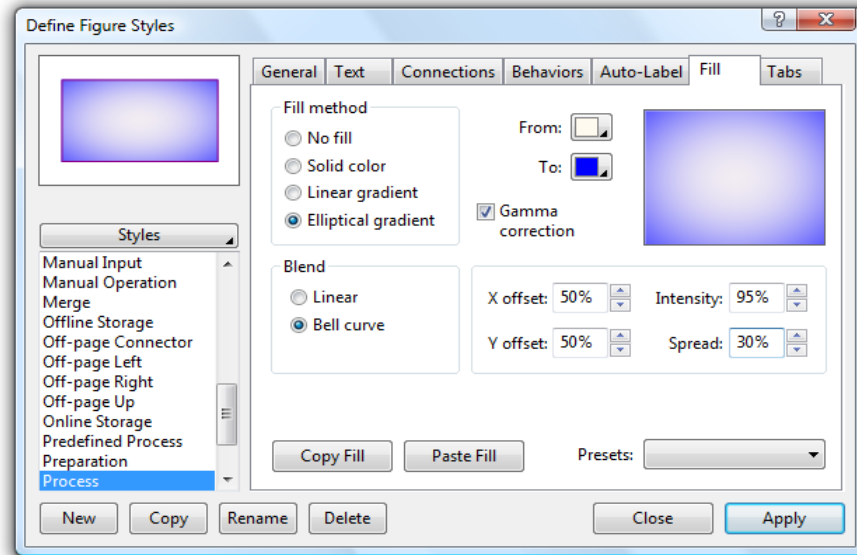
## Figure Styles: Fill

Use the Fill tab of the Figure Styles dialog box to view and edit the figure style's fill properties.

Linear gradient view.



Elliptical gradient view:



### Fill method

Select the type of fill. The remainder of controls on this screen depend on which method is selected.

### Color

A single color control is available when the fill method is 'Solid color'. Use this control to select the solid fill color.

### From/To

The 'From' and 'To' color selection controls are available when the fill method is 'Linear gradient' or 'Elliptical gradient'. Use these controls to select the start and end colors that are blended across the gradient.

### Blend

The 'Blend' control is available when a gradient fill method is selected. Use this control to choose how the 'From' color is blended into the 'To' color across the gradient. Linear blend means simply that the 'From' color is blended uniformly into the 'To' color. When 'Bell curve' is selected, the 'From' color blends into the 'From' color based on a normal distribution bell curve contributing to a natural 3D shading effect. When 'Platform' is selected, the gradient begins with the 'From' color, gradually blends to a color midway between 'To' and 'From', remains constant for a certain distance, and then blends to the 'To' color.

**Angle**

The 'Angle' control is available when the linear gradient fill method is selected. Use this control to select an angle for the blend. For cylindrical blends, angles of 180 or greater cause the swapping of the 'From' and 'To' colors.

**Intensity**

The 'Intensity' control is available when a gradient fill method is selected. Use this control to select how prominent the 'From' color appears in the blend. A value of 100 is most intense, while a value of zero makes the 'From' color undetectable. Intensity is most useful when used with a white or black 'From' color in order to achieve a gradient between two shades of the same color but without having to actually choose two shades of the color separately.

**Center**

The 'Center' control is available only with the linear gradient fill method. Use this control to position the midpoint of the gradient from 0 to 100. If the 'Blend' is set to 'Platform' this control affects the size of center rather than the position.

**X Offset, Y Offset**

These controls are available only for the elliptical gradient fill method. Choose values from 0 to 100 to position the center of the elliptical gradient anywhere on the node. An off-center elliptical gradient produces a 3D appearance.

**Spread**

This control is available only for the elliptical gradient fill method. Choose a value from 0 to 100 to increase the size of the center region of the gradient.

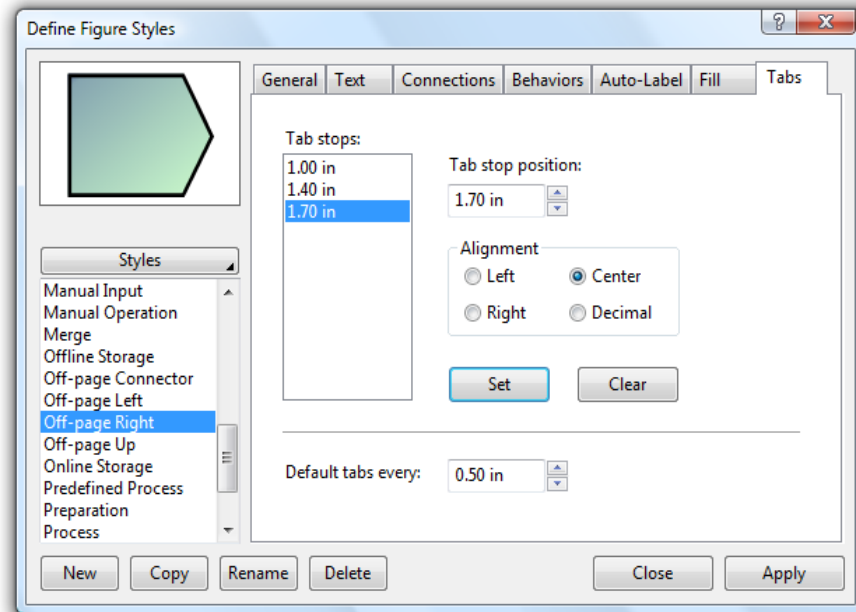
**Presets**

Choose a preset fill as a shorthand for popular combinations of the above options. Presets combine all of the fill properties except for the 'To' color which is independently controllable.



## Figure Styles: Tabs

Use the Tabs tab of the Figure Styles dialog box to view and edit the style's tab stops.



### Tab stop position

This box shows the position of a single tab stop that you can edit or create. It can reflect a tab stop highlighted in the tab stop list, or it can reflect a new tab to be added to the list.

### Alignment

Select how text is aligned at the tab stop. Note that decimal tab stops, align text on the decimal point character which may vary by locale.

### Set

Click to add the tab stop defined by the tab stop position and the alignment controls to the tab stop list. If the tab stop position corresponds to a tab stop already in the list, that tab stop will be updated. Otherwise, the new tab stop will be added. To change the position of an existing tab stop, add a tab stop at the new position, then clear the old one.

### Clear

Click to remove the highlighted tab stop from the tab stop list.

**Default tabs every**

In addition to individual tab stops defined in the tab stop list, you can define a default tab stop interval, or set this field to zero for none. Tab stops occur at every interval of this distance from the left margin, beyond any individually defined tab stops.

---

**NOTE:** Note that a style must have simple left text justification in order for tabs to be expanded and tab stops to be in effect.

---

## Setting Figure Style Symbol or Graphic

The graphic definition can be a predefined symbol or an imported graphic image.

### Using a predefined symbol as a figure style graphic

Press the Symbol from Gallery button to access the Figure Symbol Gallery dialog box to select a figure symbol. See the following section for instructions.

### Using a graphic image as a figure shape

You can define a figure style using a graphic or clipart image imported from a file, from a figure in your diagram, or from the Windows clipboard.

Several import formats are supported. A complete discussion of supported formats is contained elsewhere.

 **To import a graphic image from a file to serve as the figure style shape**

1. Press the Graphic from File button in the Define Figure Style dialog box.
2. Choose the graphic file type in the *List files by type* box.
3. Select a graphics file and press OK.

 **To copy a graphic image or symbol from an existing figure to serve as the figure style shape**

1. In your diagram, select the single figure that contains the graphic that you want to use as your figure style shape. This might be a figure that was created when you pasted a clipboard image into your diagram from another program.
2. Enter the Define Figure Styles dialog box by choosing **Styles** from the **Figures** menu.
3. Press the Graphic from Selected button in the General section of the dialog box.

 **To import a graphic image from the Windows clipboard to serve as the figure style shape**

1. Copy a graphic image into the Windows clipboard. In another program, this is usually as simple as selecting the image and choosing copy.
2. Enter the Define Figure Styles dialog box by choosing **Styles** from the **Figures** menu.
3. Press the Graphic from Selected button in the General section of the dialog box.

## The Figure Symbol Gallery

The Figure Symbol Gallery is a library of the pre-defined symbols available to your flow chart. Use the figure symbol gallery to select a symbol when (a) changing a figure shape in the Figure Properties dialog box, (b) selecting a figure style shape in the Define Figure Styles dialog box, or (c) using the *Insert Symbol* feature.

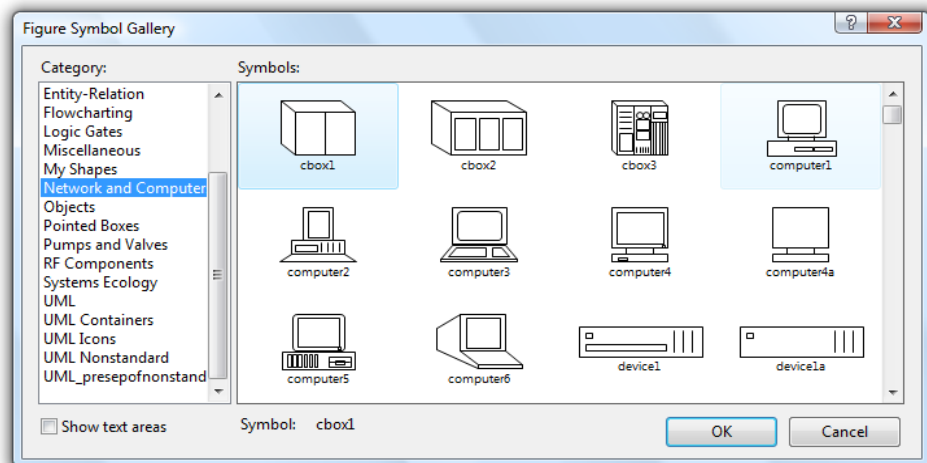
### The figure symbols

The program comes with an initial collection of figure symbols. These are categorized by shape and by diagram type such as flowcharting symbols. You can add new symbols to your gallery by obtaining extension packs from the publisher.

Figure symbols are stored in EDF files (one per category) on your hard disk in the program's *Symbols* folder. These are ASCII text files.

### Using the Figure Symbol Gallery dialog box

Invoke the Figure Symbol Gallery dialog box to find, preview, and select a figure symbol.



The dialog box displays the installed figure symbols. The highlighted box indicates the selected symbol. At the left is a list of categories. Check *Show text areas* to display the text areas within the symbols.

Select a symbol by clicking on it and pressing OK, or by double-clicking on it.

## Using a Figure in your Flow Chart to Define a Style

When you create a figure in your flow chart, it will start out as defined by the style you chose to base it on. You may then set the properties of that new figure in special ways such as giving it a specific color, or a new font size. Once you have altered the figure you may then want to update the style it was based on to reflect the changes such that all existing objects of that style, and all new objects of that style reflect the properties of the figure.

### Update Style From

With the Update Style From feature you can use an existing figure to redefine the style that it was created from.

#### To update a style based on an existing figure of the style

1. Right-click on the figure and choose **Update Style From..** from the right-click menu.  
OR
2. Select the figure and choose **Update Style From..** from the **Figures** menu.

### New Style From

With the New Style From feature you can use an existing figure to define a new style.

#### To define a new style based on an existing figure

1. Right-click on the figure and choose **New Style From..** from the right-click menu.  
OR
2. Select the figure and choose **New Style From..** from the **Figures** menu.
3. Enter a name for the style when prompted. The style will appear in the style bar on the left of the screen by default. If you don't want it there just right-click on the button and choose Hide.

## Reapplying a Figure Style

Use the Reapply Style feature to restore a figure to the properties of its initial style. This will work for any figure with an associated style. Most figures have an associated style because they were created by choosing from a style. Those that do not have an associated style are created in other ways, such as by importing graphics or inserting symbols directly without specifying a style. You can review and change the associated style in the Figure Properties screen.

 **To reapply the properties of the original style to one of more figures**

1. Select one or more nodes that have an associated style.
2. Right-click on the figure and choose **Reapply Style** from the right-click menu.  
OR
3. Choose **Reapply Style** from the **Figures** menu.

---

**NOTE:** Certain properties that are judged to be critical to a specific object will not be restored from the style when you reapply. One example is the node text.

---



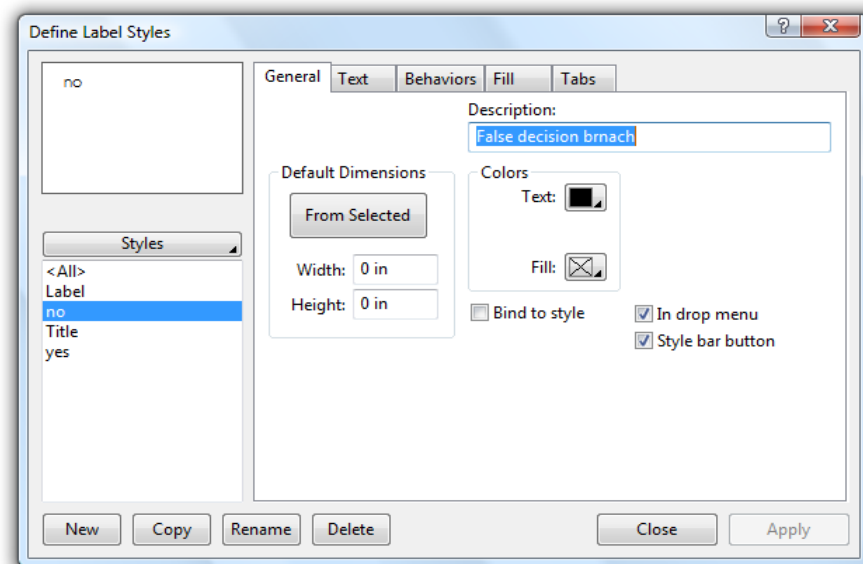
## CHAPTER

## 11

## Label Styles

Label styles are similar to figure styles. Label styles define the initial characteristics and behaviors of labels. Labels are essentially specialized figures. Therefore, working with label styles is very much like working with figure styles.

To work with label styles, choose **Styles** from the **Labels** menu. If no styles are defined, you are immediately prompted to create a new style. If any styles are defined, the Define Label Styles dialog box appears. This dialog box allows you to view and modify attributes of the existing styles.



### Label Styles: Common Controls

The Define Label Styles dialog box contains tabs for General, Text, and Behavior styles which are described in following sections. This section describes the dialog controls that are always visible.

### ***Model***

The upper left corner of the dialog box contains a model of the label style. The model is an illustration of how a label of this style will appear in your diagram. As you modify style attributes that affect the appearance of the style, the model helps you to visualize the outcome.

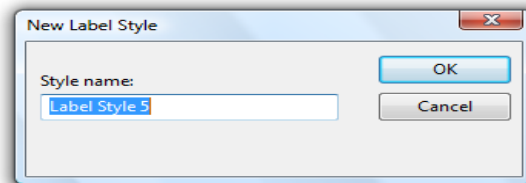
### ***Style Selection***

Below the model is a list box containing names of all the label styles presently included in your diagram. The style that is selected is the one being shown in the model and reflected throughout all the other controls in the dialog box. When you make a change, this is the style that is altered.

Above the list box is a button labeled **Styles** that provides a drop menu for changing the selected style.

### ***New***

Press this button to create a new style. The New Label Style dialog box appears to prompt for the name of the new style.



Press OK immediately to accept the default name, or enter a more descriptive name of your own. The name must not match the name of any existing style.

We strongly recommend that you enter a descriptive name for the style. This will help you remember the style's purpose. Now is the time to do it, because if you want to change the name later, the only way to do it is to copy the style to one of a new name and delete the old style. This can be inconvenient because you may have to go back and define and existing objects of the old style to the new style (by editing its properties).

### ***Copy***

Press this button to create a new style that is a copy of the current style. Enter a descriptive name for the style as with New above.

### ***Rename***

Press this button to change the name of a style.



**Delete**

Press this button to delete the currently selected style. You will be asked to confirm the deletion before it takes effect. Be very careful. Deleting a style cannot be undone. If you have any doubts, save your diagram before deleting any styles.

When you delete a style, any objects in the diagram that were created with this style and bound to it become unbound.

**Close**

Press this button to exit the dialog box. If you have made changes to the currently selected style that you have not yet applied, you will be asked to do so before exiting.

**Apply**

Press this button to apply all the changes you have made to the currently selected label style. You should apply your changes before switching to select a different style or closing the dialog box. If you forget, you will be asked whether to apply or discard the changes before going on.

**The selected label style**

The selected label style is similar in function to the selected figure style described in the previous chapter.

** To view a different style**

1. Choose a different style by name from the style list box by clicking on the current style name.

**or**

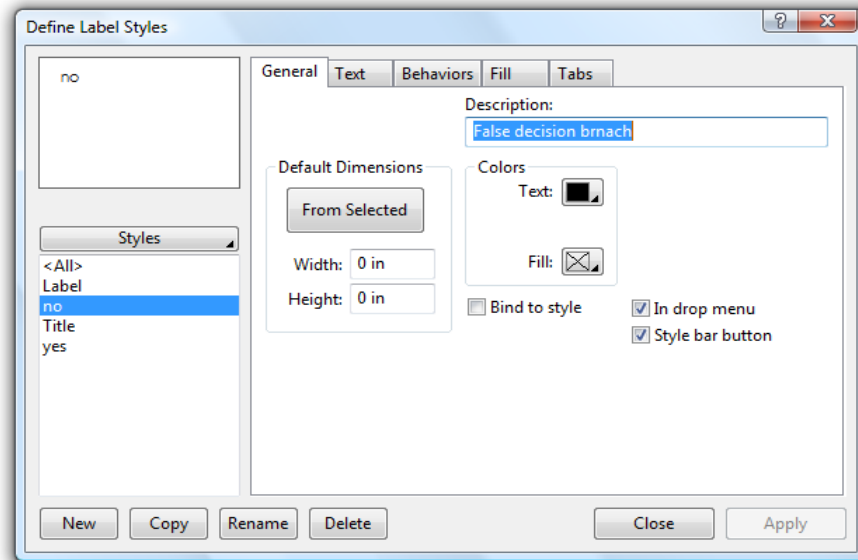
2. Use the style drop menu button **Styles** located above the style list box to select a different style by its appearance.

When you choose a different style, the controls reflect the properties of the style and the style model at the upper left displays a sample of the style with its current properties.

If you attempt to switch styles after making changes to the current style properties but before you apply those changes to the style, you will be asked whether you want to apply the changes before switching to the new style.

## Label Styles: General

Use the General tab of the Define Label Styles dialog box to view and edit the basic properties of the selected label style such as its description, default dimensions, and colors.



### ***Description***

The description is a short text description of the style. This description is displayed in the status bar when the style is selected.

### ***Width***

Enter the default width for labels of this style here. This field is not particularly important for labels because they resize automatically to fit their text.

### ***Height***

Enter the default height for labels of this style here. This field is not particularly important for labels because they resize automatically to fit their text.

### ***From Selected***

Rather than typing dimensions for Width and Height, you can select a single figure or label before entering the label style dialog box, then press this button to use the width and height of that object as the style's defaults. This button will be grayed unless a single figure is selected in your diagram when you invoke the dialog box.

***Text color***

To change the color of the text for label of this style, choose a color from the color selection drop menu. If you select a color that cannot be drawn solid, Windows draws the text in the nearest solid color.

***Bind to style***

When this property is checked, any object created with this style is automatically *bound* to the style. This means that if the style changes in the future, the object will change as well. If an object is not bound to the style, future changes to the style will not effect the object.

***In drop menu***

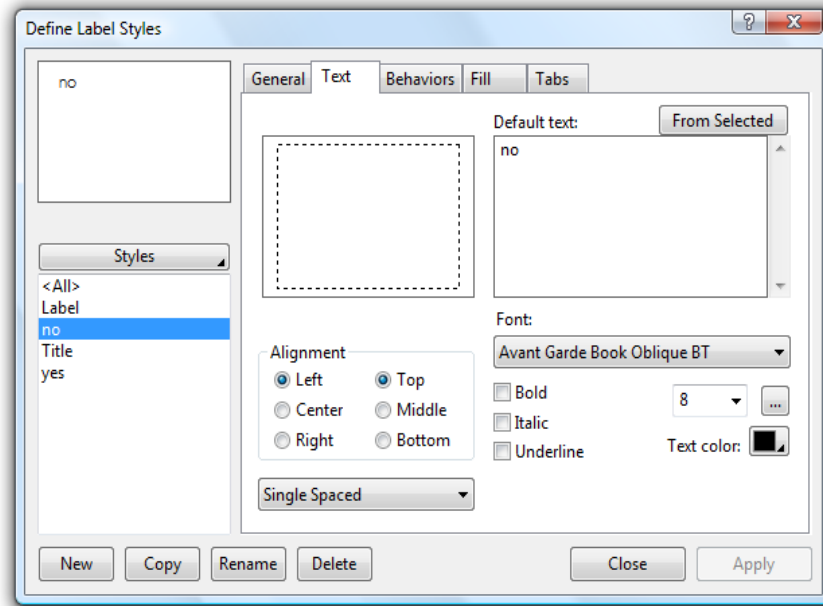
If this button is checked, the style appears in the label style drop menus, otherwise it does not. This is the same as checking Menu in the Choose a Label Style dialog box (see page 52).

***Style bar button***

If this button is checked, a button with a representation of the style is included in on the style bar. Style bar buttons are useful for frequently used styles. Because the representation on a style bar button is not exact (contains no color or line thickness), they are not useful for every style. This is the same as checking Button in the Choose a Label Style dialog box (see page 52).

## Label Styles: Text

Use the Text tab of the Define Label Styles dialog box to view and edit the style's text and the properties of the style that affect the display and format of the text.



### *Text*

The text control to the right of the model displays the text that is contained in the figure in the selected text region. The text here can be edited using the usual Windows edit box controls including copy and paste. Notice that text in this box just shows the words. It does not reflect the font, text size, boldness, or alignment as it would in the figure itself.

### *Alignment*

Use the alignment controls to determine how the text is aligned horizontally (left, center, or right) and vertically (top, middle, or bottom).

### *Font*

Choose the font family to display the font.

### *Bold, Italic, and Underline*

Select common font attributes.

### *Size*

Use the drop down box to select a point size for the font.

### ***Text color***

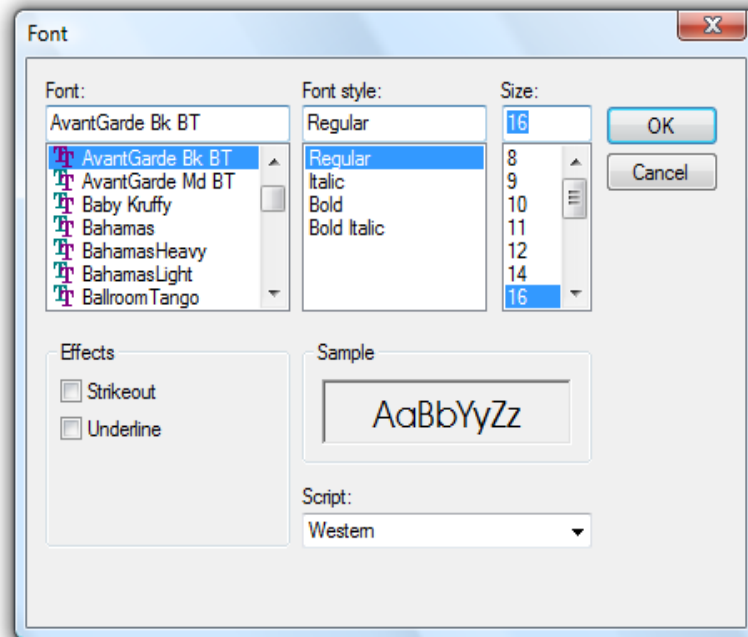
To change the color of the figure's text, choose a different color from the color selection drop menu. If you select a color that cannot be drawn solid, Windows draws the text in the nearest solid color.

### ***Line Spacing (at lower left)***

Select the spacing between lines of text. Single spaced is the default and most common option.

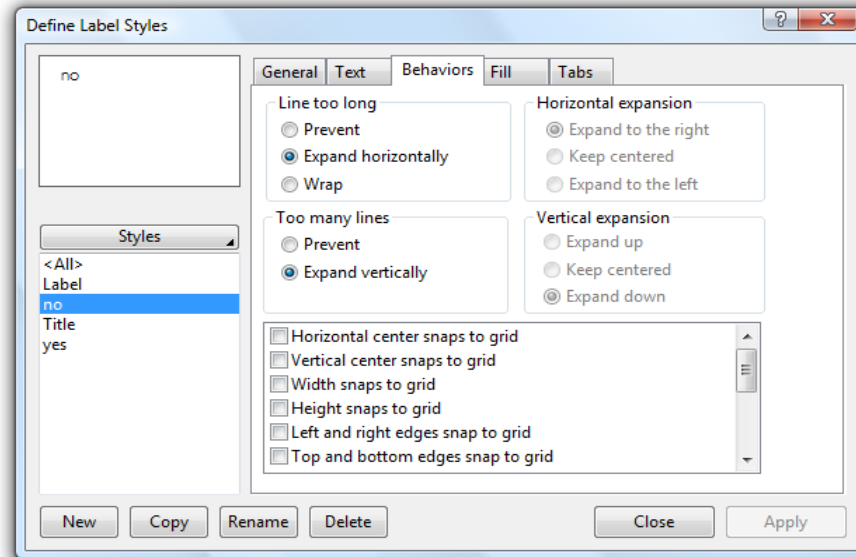
### ***Ellipsis (...)***

Use the button with the three dots to choose the font attributes using the standard Windows font selection dialog box shown below. This method also allows you to preview a sample of the font as you select it. Controls in this dialog are self-explanatory.



## Label Styles: Behaviors

Use the Behaviors tab of the Define Label Styles dialog box to view and edit the properties that affect the way labels of this style behave within your diagram.



### ***Line too long***

This property controls what happens when typed text becomes too wide for the figure. If set to *Prevent*, additional characters are not allowed. If set to *Expand*, the figure automatically grows wider as you continue typing. The direction of expansion is controlled by the *Horizontal expansion* property. If set to *Wrap*, the width of the figure does not change and the text word-wraps automatically to the next line.

### ***Horizontal expansion***

This property controls in which direction the figure expands when it expands automatically in the horizontal direction, such as when you type more text than will fit in the current width of the figure.

### ***Too many lines***

This property controls what happens when typed text exceeds the number of lines that fit in a figure of this style. If set to *Prevent*, additional lines are not allowed. If set to *Expand*, the figure automatically grows taller as you add lines. The direction of expansion is controlled by the *Vertical expansion* property.

***Vertical expansion***

This property controls in which direction the figure expands when it expands automatically in the vertical direction, such as when you type more lines of text than will fit in the current height of the figure.

**Horizontal center snaps to grid**

It is generally best to disable this property for labels.

**Vertical center snaps to grid**

It is generally best to disable this property for labels.

**Width snaps to grid**

It is generally best to disable this property for labels.

**Height snaps to grid**

It is generally best to disable this property for labels.

**Left and right edges snap to grid**

It is generally best to disable this property for labels.

**Top and bottom edges snap to grid**

It is generally best to disable this property for labels.

**Center stationary when resizing horizontally**

Check this property to cause the center of the label to remain in the same place when you resize it horizontally by dragging the handles.

**Center stationary when resizing vertically**

Check this property to cause the center of the label to remain in the same place when you resize it vertically by dragging the handles.

***Keep sized to text***

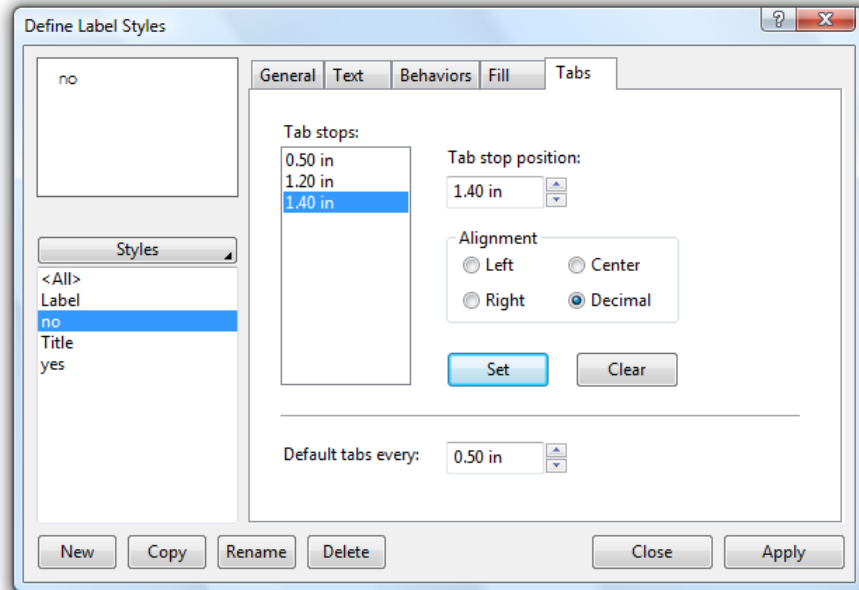
When this property is checked, the figure is always sized to exactly fit the amount of text it contains. For example, if you edit text for a figure such that the figure has less text than it had before, the figure will automatically resize itself to shrink down around the new text as soon as you complete editing the text.

***Automatic Text Scaling***

When this property is checked, the label text scales automatically when you resize the label. Labels having this property always maintain a fixed aspect ratio (height vs. width).

## Label Styles: Tabs

Use the Tabs tab of the Label Styles dialog box to view and edit the style's tab stops.



### Tab stop position

This box shows the position of a single tab stop that you can edit or create. It can reflect a tab stop highlighted in the tab stop list, or it can reflect a new tab to be added to the list.

### Alignment

Select how text is aligned at the tab stop. Note that decimal tab stops, align text on the decimal point character which may vary by locale.

### Set

Click to add the tab stop defined by the tab stop position and the alignment controls to the tab stop list. If the tab stop position corresponds to a tab stop already in the list, that tab stop will be updated. Otherwise, the new tab stop will be added. To change the position of an existing tab stop, add a tab stop at the new position, then clear the old one.

### Clear

Click to remove the highlighted tab stop from the tab stop list.



### Default tabs every

In addition to individual tab stops defined in the tab stop list, you can define a default tab stop interval, or set this field to zero for none. Tab stops occur at every interval of this distance from the left margin, beyond any individually defined tab stops.

---

**NOTE:** Note that a style must have simple left text justification in order for tabs to be expanded and tab stops to be in effect.

---

## Connector Label Styles

Connector labels are just ordinary labels and do not require a new kind of style. You can create a connector label from any label style. A connector label has a few added restrictions that a standard label does not have. For instance, a connector label is always center-justified vertically and horizontally and always expands when text is added and always grows from the center. The corresponding style properties are ignored for connector labels.

## Using a Label in your Flow Chart to Define a Style

When you create a label in your flow chart, it will start out as defined by the style you chose to base it on. You may then set the properties of that new label in special ways such as giving it a specific color, or a new font size. Once you have altered the label you may then want to update the style it was based on to reflect the changes such that all existing objects of that style, and all new objects of that style reflect the properties of the label.

### Update Style From

With the Update Style From feature you can use an existing label to redefine the style that it was created from.

#### To update a style based on an existing label of the style

1. Right-click on the label and choose **Update Style From..** from the right-click menu.  
OR
2. Select the label and choose **Update Style From..** from the **Labels** menu.

### New Style From

With the New Style From feature you can use an existing label to define a new style.

☞ **To define a new style based on an existing label**

1. Right-click on the label and choose **New Style From..** from the right-click menu.  
OR
2. Select the label and choose **New Style From..** from the **Labels** menu.
3. Enter a name for the style when prompted.

## Reapplying a Label Style

Use the Reapply Style feature to restore a label to the properties of its initial style. This will work for any label with an associated style. Only those labels that were created from a style have an associated style unless you assign one yourself. When you simply click on the Text tool rather than using a test style button to create a label, that label will not have an associated style. You can review and change the associated style in the Label Properties screen.

☞ **To reapply the properties of the original style to one of more labels**

1. Select one or more labels that have an associated style.
2. Right-click on the label and choose **Reapply Style** from the right-click menu.  
OR
3. Choose **Reapply Style** from the **Labels** menu.

---

**NOTE:** Certain properties that are judged to be critical to a specific object will not be restored from the style when you reapply. One example is the node text.

---

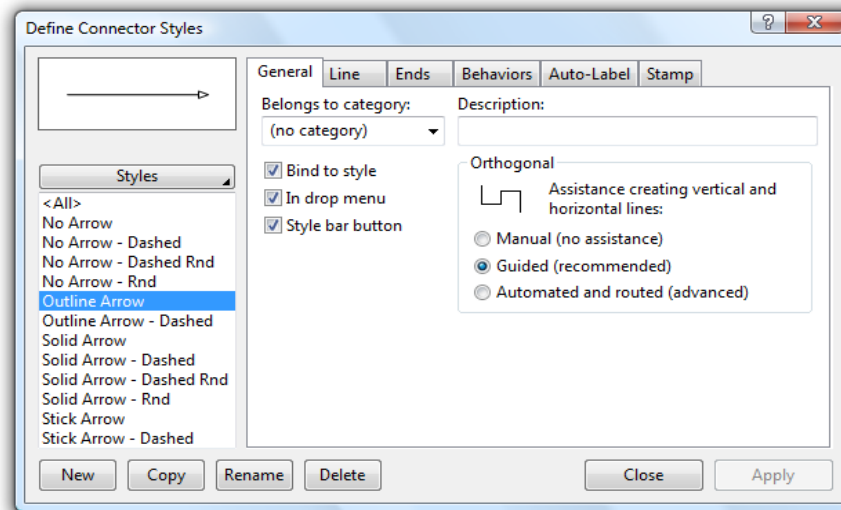
## CHAPTER

## 12

## Connector Styles

Connector styles define the initial characteristics and behaviors of connectors. This chapter describes how to define, create, modify and delete connector styles.

To work with connector styles choose **Styles** from the **Connectors** menu. If no styles are defined, you are immediately prompted to create a new style. If any styles are defined, the Define Connector Styles dialog box appears.



### Connector Styles: Common Controls

The Define Connector Styles dialog box contains tabs for General, Line, and Ends styles which are described in following sections. This section describes the dialog controls that are always visible.

#### *Model*

The upper left corner of the dialog box contains a model of the connector style. The model is an illustration of how a connector of this style will appear in your diagram. As you modify style attributes that affect the appearance of the style, the model helps you to visualize the outcome.

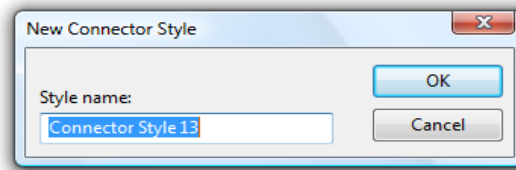
### ***Style Selection***

Below the model is a list box containing names of all the connector styles presently included in your diagram. The style that is selected is the one being shown in the model and reflected throughout all the other controls in the dialog box. When you make a change, this is the style that is altered.

Above the list box is a button labeled **Styles** that provides a drop menu for changing the selected style.

### ***New***

Press this button to create a new style. The New Connector Style dialog box appears to prompt for the name of the new style.



Press OK immediately to accept the default name, or enter a more descriptive name of your own. The name must not match the name of any existing style.

We strongly recommend that you enter a descriptive name for the style. This will help you remember the style's purpose. Now is the time to do it, because if you want to change the name later, the only way to do it is to copy the style to one of a new name and delete the old style. This can be inconvenient because you may have to go back and define and existing objects of the old style to the new style (by editing its properties).

### ***Copy***

Press this button to create a new style that is a copy of the current style. Enter a descriptive name for the style as with New above.

### ***Rename***

Press this button to change the name of a style.

### ***Delete***

Press this button to delete the currently selected style. You will be asked to confirm the deletion before it takes effect. Be very careful. Deleting a style cannot be undone. If you have any doubts, save your diagram before deleting any styles.

When you delete a style, any objects in the diagram that were created with this style and bound to it become unbound.

***Close***

Press this button to exit the dialog box. If you have made changes to the currently selected style that you have not yet applied, you will be asked to do so before exiting.

***Apply***

Press this button to apply all the changes you have made to the currently selected connector style. You should apply your changes before switching to select a different style or closing the dialog box. If you forget, you will be asked whether to apply or discard the changes before going on.

**The selected connector style**

The selected connector style is similar in function to the selected figure style described in a previous chapter.

** To view a different style**

1. Choose a different style by name from the style list box by clicking on the current style name.

*or*

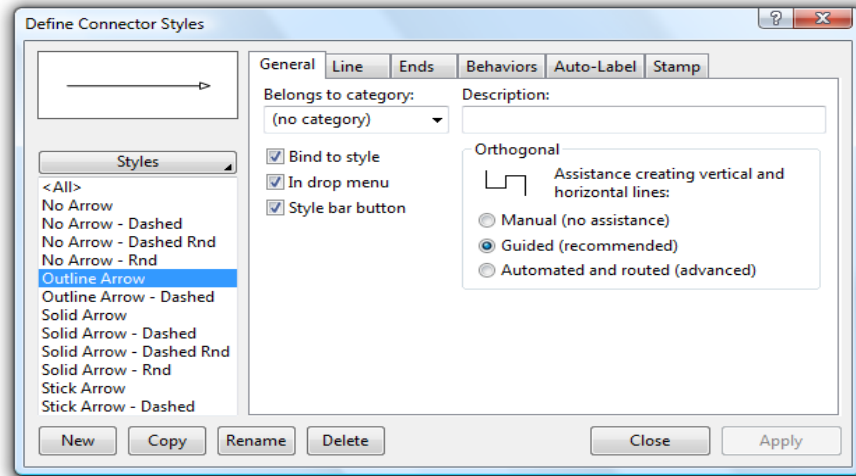
2. Use the style drop menu button **Styles** located above the style list box to select a different style by its appearance.

When you choose a different style, the controls reflect the properties of the style and the style model at the upper left displays a sample of the style with its current properties.

If you attempt to switch styles after making changes to the current style properties but before you apply those changes to the style, you will be asked whether you want to apply the changes before switching to the new style.

## Connector Styles: General

Use the General tab of the Define Connector Styles dialog box to view and edit the basic properties of the selected connector style.



### ***Description***

The description is a short text description of the style. This description is displayed in the status bar when the style is selected.

### ***Bind to style***

Check this box to choose whether or not a connector's properties are bound to the style. If a connector's properties are bound to its style, then anytime the style properties change, the connector gets the new properties automatically. You will generally want to set this option for normal connector.

### ***In drop menu***

Check this box to have this style appear in the Connectors style drop menu.

### ***Style bar button***

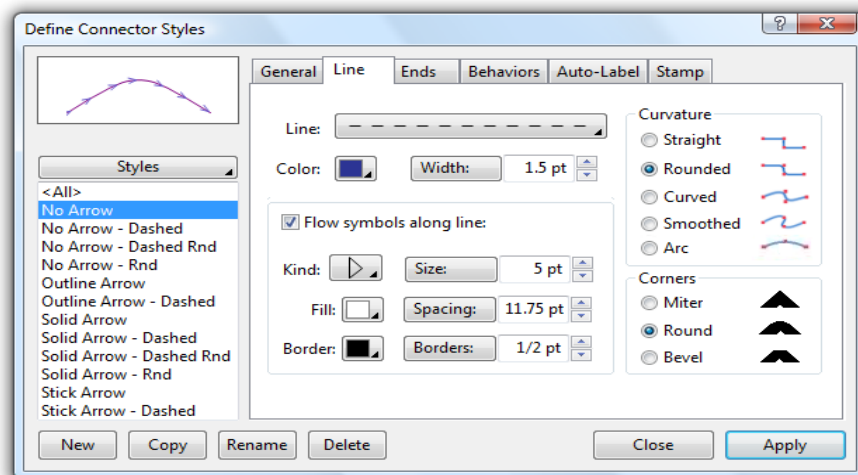
Check this box to have the style appear on a button on the style bar.

### ***Orthogonal***

This property can provide some assistance in creating and keeping connectors orthogonal (all lines vertical or horizontal). Guided provides adequate help for most cases.

## Connector Styles: Line

Use the Line tab of the Define Connector Styles dialog box to view and edit the line of the selected connector style.



### *Line*

A connector line can be one of many line styles such as solid, dashed, dotted, and so on. To change the connector's line style, choose a new line style from the drop menu.

### *Color*

To change the color of the connector, choose a different color from the color selection drop menu. Use of this drop menu is described elsewhere (see [Choosing Colors](#) on page 39).

### *Width*

To change the line width of the connector, enter a width or use the up and down spin buttons. You can also choose a standard width by clicking on the drop menu.

### *Curvature*

Select one of the curvature options for the connector. The path of the connector can be straight, curved, smoothed, rounded, or arced (see [Curved Connectors](#) on page 92).

### *Corners*

Choose a corner style (also known as a line join style). These options apply to the way that thick straight connectors appear when two segments meet. Note that corners will appear rounded when imported into other documents.

***Flow symbols along line***

Check this box to enable flow symbols to be drawn along the path of the connector.

***Kind***

Choose the kind of flow symbol from the flow symbol drop menu.

***Fill color***

Choose a fill color for the flow symbols.

***Border color***

Choose a border color for the flow symbols.

***Size***

Choose the size for the flow symbols.

***Spacing***

Choose the spacing interval between flow symbols.

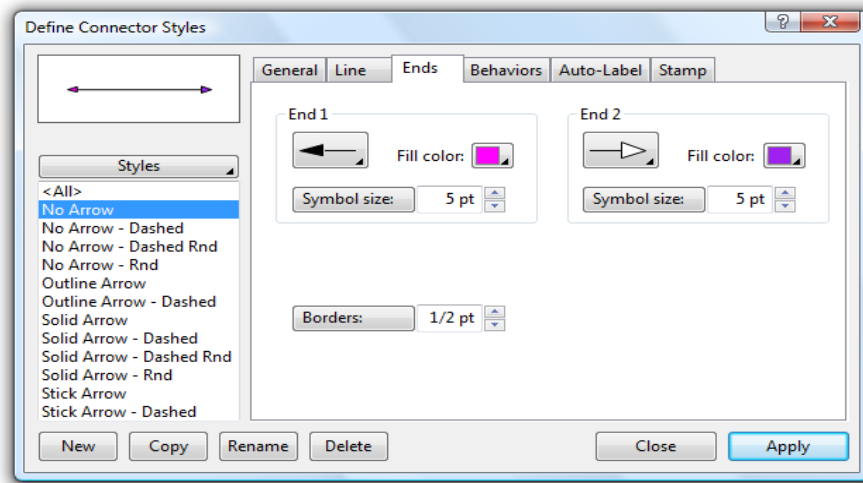
***Border width***

Choose the line width of the borders of the flow symbols.



## Connector Styles: Ends

Use the Ends tab of the Define Connector Styles dialog box to view and edit the appearance of the symbols that are drawn at the ends of the connector (such as arrowheads).

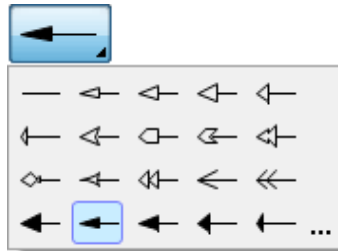


### End 1

To change the originating end of the connector, choose a color, size, and end symbol.

#### Symbol

Select an end symbol shape from the end symbol drop menu.



The symbols above the line are always available. The symbols below the line (if any) are the non-built-in symbols used in this diagram. Click on the three dots on the lower right to choose from more symbols in the End Symbol Gallery.

#### Fill color

Choose a fill color for this end symbol.

***Symbol size***

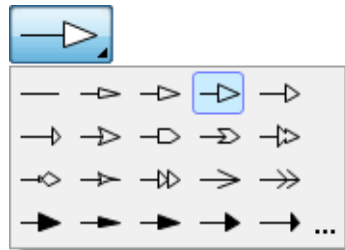
Choose a size for this end symbol.

***End 2***

To change the terminating end of the connector, choose a color, size, and end symbol.

***Symbol***

Select an end symbol shape from the end symbol drop menu.



The symbols above the line are always available. The symbols below the line (if any) are the non-built-in symbols used in this diagram. Click on the three dots on the lower right to choose from more symbols in the End Symbol Gallery.

***Fill color***

Choose a fill color for this end symbol.

***Symbol size***

Choose a size for this end symbol.

***Borders***

To change the width of the borders around the connector ends, enter a border width or use the up and down spin buttons.

## The End Symbol Gallery

The End Symbol Gallery is a library of the pre-defined end symbols (arrowheads and such) available to your diagram. Use the end symbol gallery to select an end symbol to use as the shape of a connector's arrowhead.

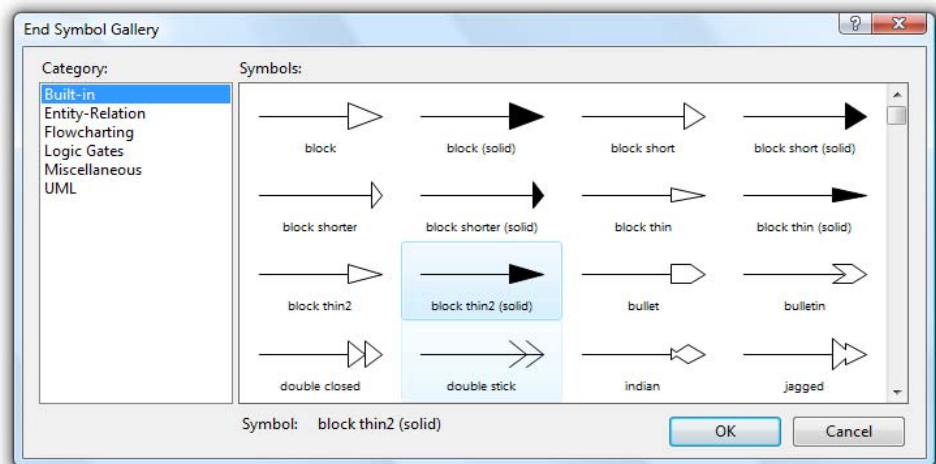
### The end symbols

The program comes with an initial collection of end symbols including a number of built-in arrows that are always visible in the drop menu. These are categorized by shape and by diagram type. You can add new symbols to your gallery by obtaining extension packs from the publisher.

End symbols are stored in .EDE files (one per category) on your hard disk in the program's *Symbols* folder. These are ASCII text files that you can use to create new symbols. For a complete reference to creating and editing custom symbols see the *Formats and Customization Guide* available for download on the Pacestar Software web page.

### Using the End Symbol Gallery dialog box

Invoke the End Symbol Gallery dialog box to find, preview, and select an end symbol.

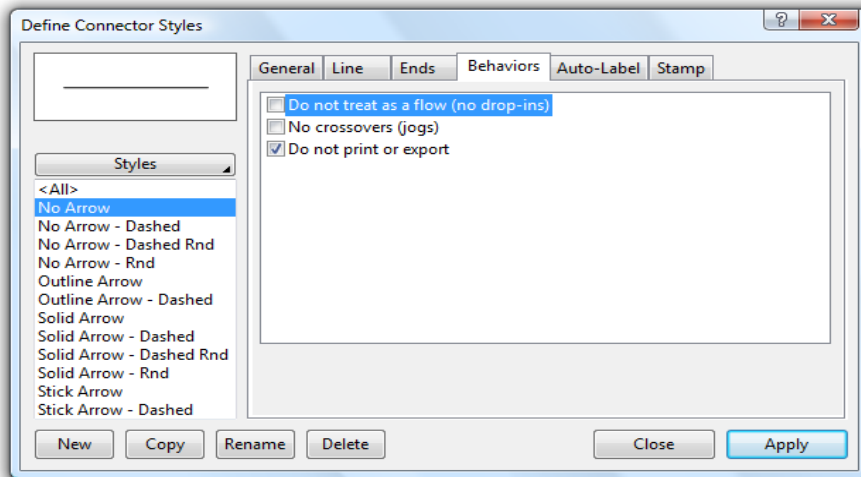


The dialog box displays the installed end symbols. The highlighted box indicates the selected symbol. At the left is a list of categories.

Select a symbol by clicking on it and pressing OK, or just by double-clicking on it.

## Connector Styles: Behaviors

Use the Behaviors tab of the Connector Styles dialog box to view and edit the properties that affect the way connectors of this style behave within your diagram.



### ***Do not treat as a flow (no drop-ins)***

When checked, “flow” properties will be disabled for connectors of this style. For example, you will not be able to drop a new or existing figure into the flow of the connector automatically connecting the figure in-line with the connector. This behavior only has meaning if the “Snap figures into flows” option is enabled in the Snap Labels section under Edit in the Tools Options screen. This property is useful when a path is used as a simple line rather than for connecting nodes.

### ***No crossovers (jogs)***

*Unavailable in this edition.*

## Using a Connector in your Flow Chart to Define a Style

When you create a connector in your flow chart, it will start out as defined by the style you chose to base it on. You may then set the properties of that new connector in special ways such as giving it a specific color. Once you have altered the connector you may then want to update the style it was based on to reflect the changes such that all existing objects of that style, and all new objects of that style reflect its properties.

### Update Style From

With the Update Style From feature you can use an existing connector to redefine the style that it was created from.

#### To update a style based on an existing connector of the style

1. Right-click on the connector and choose **Update Style From..** from the right-click menu.  
OR
2. Select the connector and choose **Update Style From..** from the **Connectors** menu.

### New Style From

With the New Style From feature you can use an existing connector to define a new style.

#### To define a new style based on an existing connector

1. Right-click on the connector and choose **New Style From..** from the right-click menu.  
OR
2. Select the connector and choose **New Style From..** from the **Connectors** menu.
3. Enter a name for the style when prompted.

## Reapplying a Connector Style

Use the Reapply Style feature to restore a connector to the properties of its initial style. This will work for any connector with an associated style. Most connectors do have an associated style because they were created by choosing from a style. You can review and change the associated style in the Connector Properties screen.

☞ **To reapply the properties of the original style to one of more connectors**

1. Select one or more connectors that have an associated style.
2. Right-click on a connector and choose **Reapply Style** from the right-click menu.  
OR
3. Choose **Reapply Style From..** from the **Connectors** menu.

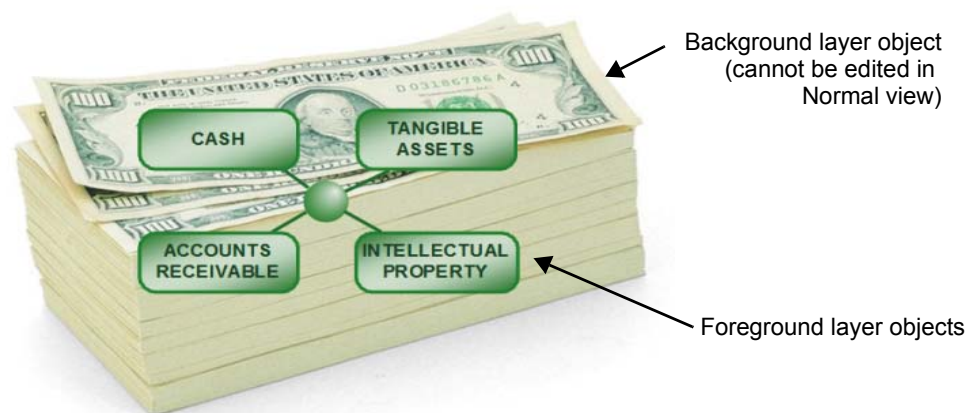
---

**NOTE:** Certain properties that are judged to be critical to a specific object will not be restored from the style when you reapply. One example is the connector's curvature.

---

# CHAPTER 13 LAYERS

In addition to the foreground layer of a diagram, you may also choose to add a background layer. Objects, labels, and graphics contained within the background layer appear behind the foreground of the diagram but are unaffected by normal editing.



Typically a background layer may contain:


- A solid colored backdrop
- A gradient backdrop for a 3D appearance
- A graphic image such as a company logo or watermark
- Informational text such as headers or footers

Using foreground and background layers is simple. Use the **View** menu to switch the active layer between **Normal**, **Foreground**, or **Background** then edit objects normally within the active layer. *Normal* is a special view in which the foreground and background layers are both visible, but only objects in the foreground layer can be edited. Typically, you'll do most of your diagram editing in the Normal layer view and switch to the Background layer view temporarily to create or edit the background.

---

**NOTE:** When a diagram consists of multiple sheets, each sheet has a distinct background. There is no common shared background. To implement a common background, copy the background of an existing sheet when you create a new sheet.

---

 **To switch the active layer view**

1. Select **Normal** from the **View** menu to display both the foreground and background layers. Only objects in the foreground layer will be editable.
2. Select **Foreground** from the **View** menu to display only the foreground layer. Only objects in the foreground layer will be editable.
3. Select **Background** from the **View** menu to display only the background layer. Only objects in the background layer will be editable.

 **To move objects between layers**

1. Select object(s) in the active view.
2. Cut or Copy the selected objects.
3. Switch the active layer.
4. Paste the objects into the active view.

---

**NOTE:** The foreground and background layers should not be confused with the ordering features such as **Front** and **Back**. The ordering features control the order of objects within the active layer. If for example, you move an object to the **Back** from within the foreground layer view, it will then appear behind all other objects in the foreground layer, but it will still appear in front of the background layer and all objects contained within the background layer. Consider that the entire background layer is drawn before anything in the foreground layer is drawn.

---

## Selecting Objects from Multiple Layers

In Normal layer view and Foreground layer view, most selection operations will only select objects belonging to the foreground layer. Likewise in Background layer view, most selection operations will only select objects belonging to the background layer.

There are two exceptions that allow the selection of objects from multiple layers simultaneously. The **Select All** feature (available from the **Edit** menu or by using the Ctrl-A shortcut key) selects all objects in diagram including both foreground *and* background objects. And *lasso selection* from within the Normal layer view can be made to select objects from all layers within the selection lasso (including background objects) by holding down the Alt key simultaneously to performing the selection.



Selecting objects from multiple layers can be useful when copying or exporting selections in which you prefer to include both foreground and the background objects.

## Copying Objects from Multiple Layers

When a diagram contains foreground and background objects, copy operations require special attention. Selecting only foreground objects (not selecting the underlying background objects) causes only the foreground objects to be copied. The background objects will not appear behind them when you paste the copied selection into another document. To include the background objects as well, use the Alt+Lasso Selection method described in the previous selection to select both the foreground and background objects. The bounds of the entire selection (foreground and background objects) will define the size and extent of the copied area.

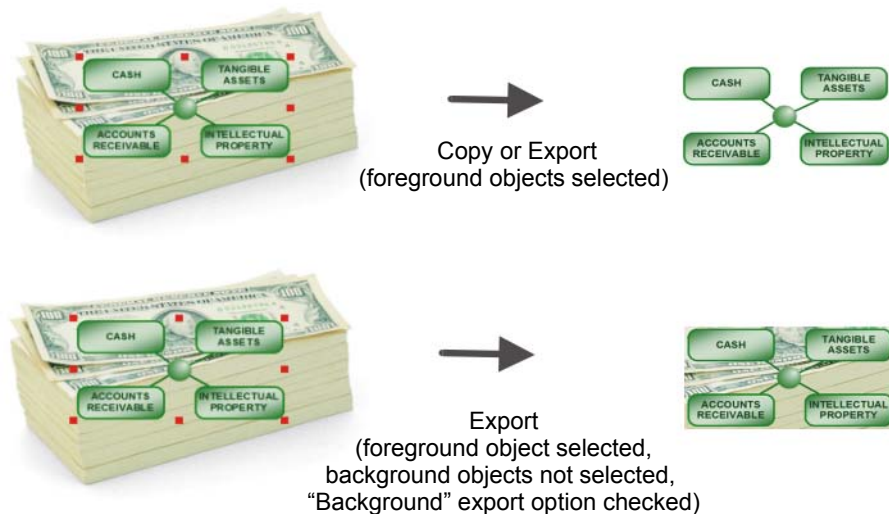
In the special case where the background objects are larger than the foreground object selection, you may prefer to include the background layer only partially, as a backdrop to the selection, cropped to the selection rectangle but not necessarily including the entire background object extents. In this case, you will need to use the Export feature instead of Copy as described in the following section.



## Exporting Objects from Multiple Layers

Exporting objects from multiple layers also requires some special considerations. When exporting an entire diagram sheet, with no selection, the result of the export is exactly as you would expect. The foreground objects appear on top with the background objects beneath, just like the normal view on the screen, and just like when printing. However, when exporting a selection, the exported contents will normally contain only the selected objects, just as described in the previous section in regard to the Copy operation.

However, exporting a selection allows an additional option that in some cases is more in keeping with the true intent of the background layer. When you export a selection and the selection contains any unselected background objects behind it, the export screen will include a “Background” checkbox which allows you the choice of including the background objects cropped to the selection rectangle. Unlike copying, where background objects must be selected to be included (thus expanding the copied rectangle if the background objects are larger than the foreground selection), this option allows the background to appear partially, as a simple backdrop image behind the foreground objects, and cropped to the rectangle defined by the export selection rather than contributing to it.



# CHAPTER 14

## Tools



The **Tools** menu contains a variety of tools for manipulating diagrams and controlling program options.

### Importing Graphics

This program supports several methods of importing graphics such as images and clip art from other programs and from disk. The simplest method, that of simply cutting and pasting a graphic picture from another program into a diagram, has been covered in another section (see *Pasting Objects* on page 32). This section describes how to import graphic files directly from disk without necessarily using another program.

### Supported graphics file types

There are many different file types that may contain graphics or clip art. Each graphics file type is considered either raster (bitmap) or vector (scalable). Either type can be resized, but when you resize bitmaps, they tend to distort and become unattractive. Scalable vector graphics are popular because they scale smoothly.

This program can import several popular bitmap graphics formats including:

- Windows Bitmaps (.BMP)
- Windows Device-Independent Bitmaps (.DIB)
- JPEG Bitmaps (.JPG).
- Graphic Interchange Format Bitmaps (.GIF)
- Portable Network Graphics Bitmaps (.PNG)
- PaintBrush Bitmaps (.PCX)

This program can also import scalable vector graphics formats including:

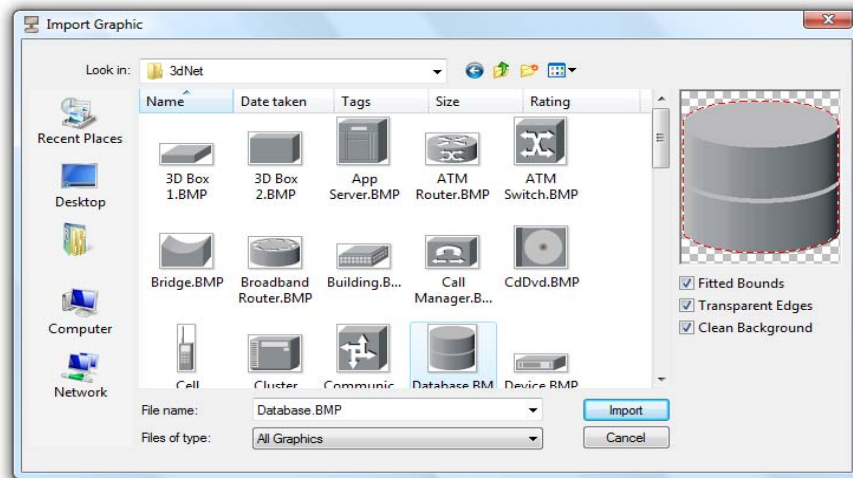
- Windows Metafiles (.WMF)
- Windows Enhanced Metafiles (.EMF).

There are other graphics file types which you might come across that cannot be imported directly. For example, there are Encapsulated Postscript (\*.EPS) files, Computer Graphics Metafiles (\*.CGM), and so on. Even though you cannot import these directly, you can still use them fairly easily. One way of importing such files is to load them into another program, copy them to the clipboard, then paste them into a diagram. There are also many

programs that will let you import all different graphics types and then export as one of the supported import formats.

## Inserting graphics

You can import supported graphics files directly from disk by using the **Insert Graphic** feature in the **Figures** menu or equivalently with the **Import Graphic** feature in the **Tools** menu. The Import Graphic Dialog box looks like this:



### To insert a graphic into your diagram

1. Choose **Insert Graphic** from the **Figures** menu or the right click menu.
2. Select the file that you wish to insert and choose the *Graphics Importation Options* that work best for the particular file (see below).
3. Click the Import button. A new figure containing the imported graphic will appear in the active view.

Once you have inserted the graphic, you can manipulate it just like any other figure, moving, resizing, connecting, and so on.

## Graphics Importation Options

The following options are available in the Insert Graphic dialog box and can be used to control how a particular graphic appears and behaves after it is imported. They are remembered once the dialog box is closed and remain in effect when drag-and-dropping graphics into the diagram, and when pasting them from the clipboard.

***Fitted Bounds (Recommended ON in most cases)***

Checking this option causes the creation of a bounding polygon shown in flashing red that serves as an approximation of the boundaries of the graphic. The outlined area is used for two purposes neither of which affects how the image appears. The first is to define a Hot Zone, an irregularly shaped area that delineates the edges of the image that are sensitive to clicking by the mouse. The second purpose of the fitted bounds is to provide a border where attached connectors terminate. Without the fitted bounds the edges of the image will reflect the simple bounding rectangle. When importing clip-art to use as diagram elements, we recommend enabling this feature. However, when importing large images for the purposes of a background, turning off this option will decrease the time it takes to import.

***Transparent Edges (Recommended ON in most cases)***

Some graphics such as GIF files can have included transparency information which improves how the image will appear against a background or near other diagram elements. This option simulates this effect for graphics that do not have built-in transparency. When checked, the white space around the edges of the graphic become transparent. This allows you to import an image in any format and have an alternative to a basic rectangular image. For a good result, this feature requires that the image have a white background color and that the edges be fairly sharp. However, the *Clean Background* option described below may help to improve the result as well. Note that transparency affects only how the imported image appears, whereas the fitted bounds above affects only how it behaves. Often an imported image will appear and behave slightly differently.

***Clean Background (Recommended ON in most cases)***

This option supplements the *Transparent Edges* option above. Some clipart images have white backgrounds and surrounding edges, but due to the methods that produced the image, the background is not a single color of pure white. This condition is very common for images that use data compression such as JPEG files. To achieve acceptable results when using the *Transparent Edges* option, a range of near-white colors must be treated as pure white. When this option is checked, every color in the image that appears white is converted to a true white greatly improving the sharpness of the transparency border. In some cases, you may prefer to uncheck this option because it can cause white parts of the image to become transparent inadvertently.

**Inserting a graphic with drag and drop**

Another convenient way to insert graphics is to drag-and-drop them into your diagram.

### **To insert a graphic file into your diagram with Drag and Drop**

1. Open a diagram. If you have more than one diagram open, make sure the one you want to import into is active.
2. Go to the Windows Explorer. Locate and select the graphics files that you want to insert into your diagram. You can use the shift key to select more than one.
3. Drag the selected files over the program and drop them (let go of the mouse button). The graphics will be inserted and appear as new figures in the active view. Note that the last *Graphic Importation Options* you set will affect how the dropped graphics appear and behave.

### **More about graphics**

Figures that contain imported graphics will retain their shape (aspect ratio) when you resize them using the corner handles.

Inserted graphics are actually imported copies of images NOT links. If you cause a change to the graphics file, that change will not appear in your diagram unless you re-import the file.

The fill color for imported graphic images serves as a tinting color. Initially there is no tint color (fill color) for the imported graphic and all of the colors are unaffected. If you change the tint color by selecting a fill color, the colors will appear as shades of the tint color.

## **Exporting Graphics**

You can export a diagram to a disk file in a standard graphic format so that you can later import the diagram into a different program. Note that exporting objects does not remove them from your diagram.

For example, if you export a diagram to a file as a Windows Metafile, you can then use Microsoft Word's **Insert Picture** feature to add the diagram to a Microsoft Word document. Or you can export a diagram as a JPG or GIF file for use on a web page.

### **To export the objects from your diagram to a graphics file**

1. Select all the objects that you want to be exported. If you do not select any objects, ALL objects in your diagram will be exported. If your diagram contains multiple sheets, only objects in the active sheet will be exported.
2. Choose **Export Graphics** from the **Tools** menu.
3. Select a file name and a file format and press the Save button.

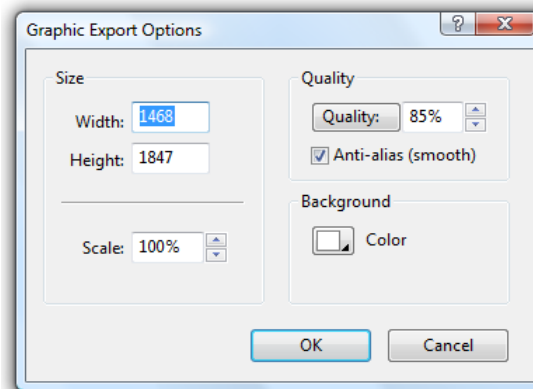
You can transfer diagrams and portions of diagrams to other programs more conveniently through the Windows clipboard by using **Cut** and **Copy**. However, there are a few advantages to using Export instead. Once you export a diagram to a file, you

can easily store and transport that file. You can also use other commercially available programs to convert the file to other graphics formats that this program does not support.

Once you export a diagram to a file, you cannot reload that file into as a diagram. The exported file is essentially a snapshot of the image of the diagram and does not contain the actual diagram definition.

## Graphic Export Options

When exporting to a bitmapped graphics format, you are given an opportunity to specify the size of the resulting output graphic using the Graphic Export Options dialog box.



### ***Width, Height***

You can choose a specific dimension in pixels by entering a desired Height and Width.

### ***Scale***

Use this control to select an image size as a percentage of “true” size. The true size is the size that is shown by the rulers within your diagram. For example, if you have a box that is one inch square as shown by the rulers in your diagram and you export it scaled by 200%, the resulting bitmap will be two inches by two inches when displayed on your monitor. Note that the size of bitmaps vary based on the device on which they are displayed.

### ***Quality***

Use this control to select a quality level for JPEG images. The quality can range from 10 (lowest) to 100 (highest). Highest quality images best represent the original but they also require the largest file size. The default is 85% which produces a reasonable file size but a very good image.

***Background***

Select a background color for the image. Don't confuse this color with the page color (set in Tools Options) that controls the appearance of your diagram workspace.

**Anti-alias (smooth)**

Check this option to apply anti-aliasing (smoothing) to an exported bitmap. Anti-aliasing removes the jagged lines and drop-outs that result from rendering a diagram on a low resolution bitmap. It is especially superior when scaling down the diagram under 100% and when creating bitmaps for display on the screen, such as web page graphics. Anti-aliasing is available only when exporting to a full color bitmap format rather than a scalable vector format. Also, anti-aliasing is not available when exporting as a transparent bitmap.

**Diagram Properties**

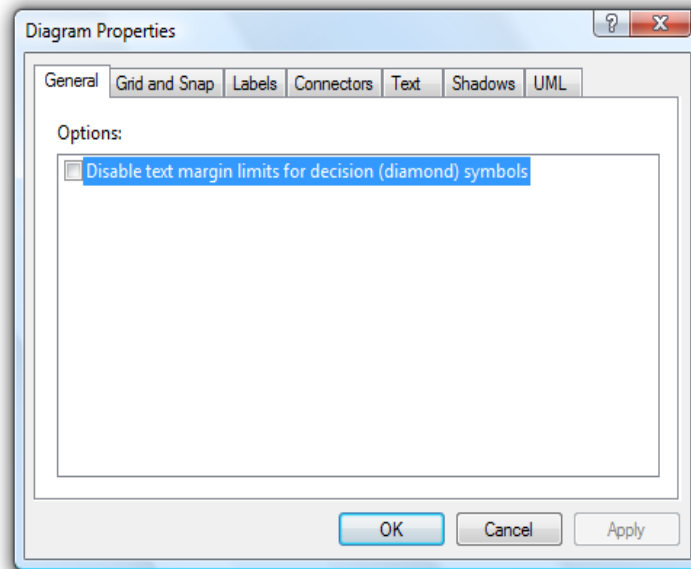
Each flow chart has properties that are saved with the diagram. To view and modify the properties of the diagram, choose **Diagram Properties** from the **Tools** menu.

The Diagram Properties dialog box contains groupings of properties organized under *tabs* with an appropriate heading. To change to a different grouping and their controls, press the corresponding tab. Controls located under each tab are described below.



## Diagram Properties: General

Use the General tab in the Diagram Properties dialog box to set the diagram properties.

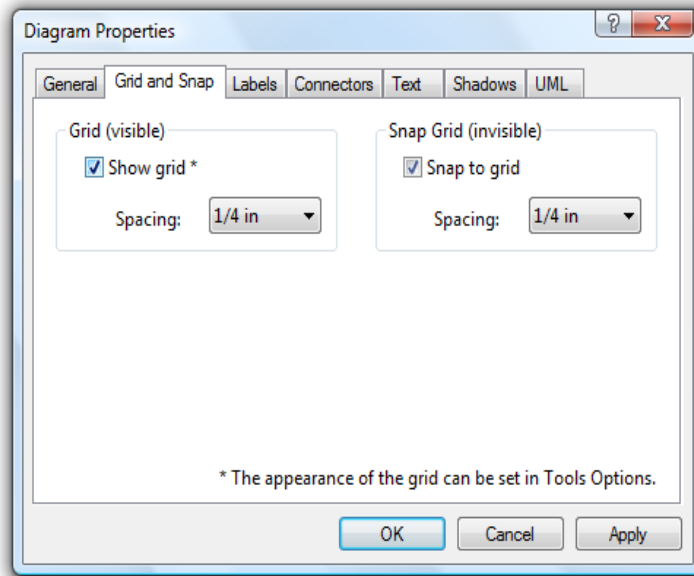


### ***Disable text margin limits for decision (diamond) symbols***

Check this box to use the whole rectangular bounds of diamond-shaped symbols for text. With the limits disabled you can fit more text into the diamond but you will have to manage the placement manually and keep it from overlapping the edges.

## Diagram Properties: Grid and Snap

Use the Grid and Snap tab in the Diagram Properties dialog box to set the visible grid and the snap grid for your diagram.



### *Show grid*

Check this box to display a grid over your diagram. This box controls only the appearance of the grid as a visual guide, not whether objects snap to the grid. The grid is displayed either as dots or lines based on options set in the Options dialog box.



You can also turn the grid on and off with the grid button on the tool bar.

### *Spacing (for visible grid)*

Choose the spacing between the drawing of grid lines in your diagram.

### *Snap to grid*

Check this box to have your diagram objects snap to the underlying snap grid. you will usually want this to be the same as the visible grid and use them together. Take note that figures and label have a property that tells them whether that particular figure or label snaps to the grid. Therefore, for any particular object to snap to the grid, it must have its *Snap center to grid* property set and the *Snap to grid* diagram property must be set.



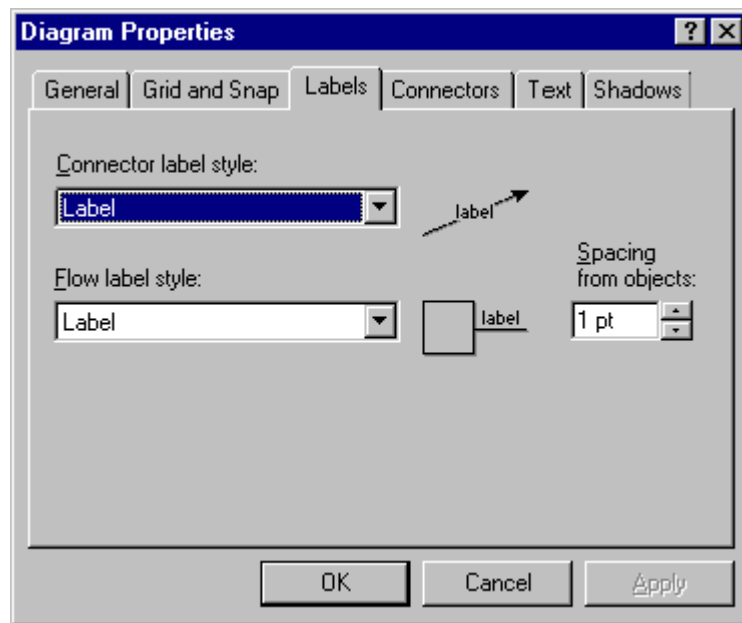
You can also turn snap on and off with the snap button on the tool bar.

***Spacing (for snap grid)***

Choose the spacing for snap alignment. A snap spacing that is smaller than the visible grid spacing works well. For instance, try a snap spacing of an eighth inch and a grid spacing of a quarter inch.

**Diagram Properties: Labels**

Use the Labels tab in the Diagram Properties dialog box to set properties of your diagram relating to labels.

***Connector Label Style***

Select the label style to use when labeling connectors. The default is the last label style you used, or the first label style if none have been used.

***Flow Label Style***

Use the control to choose an existing label style for all flow labels or choose <none> to use the usual toolbar text settings. When you set any of the above to a label style and apply, you will be asked whether or not to apply the change to all existing labels of the kind. Also note that if you are placing a label of a specific style that contains default text, that style will prevail even if a style is defined here.

**Spacing from objects**

Choose the spacing between labels and the objects they label attached figures and connectors.

**Diagram Properties: Connectors**

Set diagram properties that affect the appearance of connectors and their intersections.

***Rounded connectors - Corner radius***

Enter the corner radius for this diagram. This is the amount of rounding that occurs for all corners of rounded connected (see *Rounded* on page 93).

***Jogs - Enable / Loop radius***

*Unavailable in this edition.*

***Draw dots where three or more connectors meet***

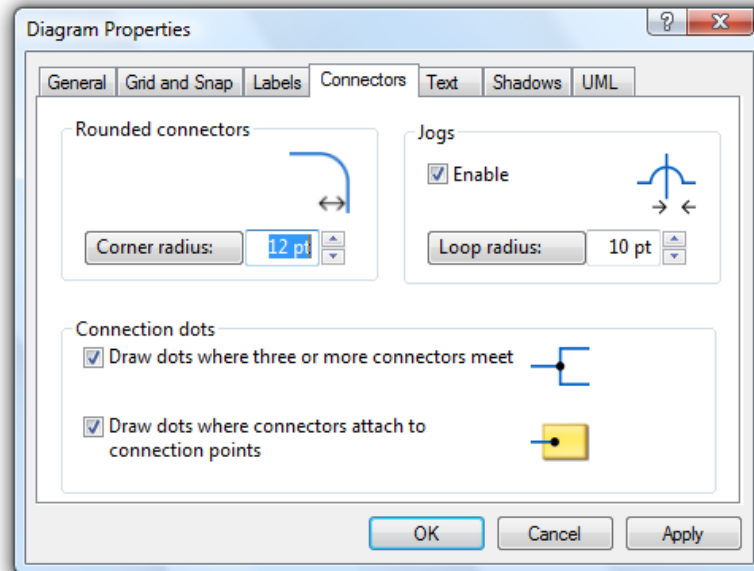
*Unavailable in this edition.*

***Draw dots where connectors attach to connection points***

*(available only if product supports connection points)*

## Diagram Properties: Text

Set diagram properties that affect how text is displayed and formatted.



### Line Spacing

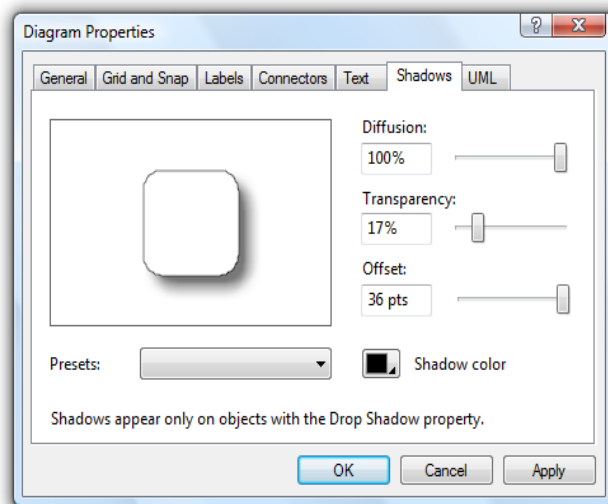
Enter a value for line spacing. Single spaced is the default. Spacing applies to all text including labels. To set the line spacing for a single object or for a single style, use the Line Spacing field in the object properties Text screen or the style Text screen instead.

### Margin

Text margins are the spaces between figure text and the edge of the figure. Changes made here will apply to all existing figure in your diagram and all figure styles and will not be undoable! To set the margins for a single figure or for a single style, use the Margin field in the figure properties Text screen or the style Text screen instead. Note that not all shapes support fixed margins, some require the internal margins to scale with the shape rather than remain constant.

## Diagram Properties: Shadows

Use the Shadows tab in the Diagram Properties dialog box to change the appearance of drop shadows throughout your diagram.



### Diffusion

Set the diffusion to a higher value to add more blurring to the shadows. Shadows become larger as the diffusion increases.

### Transparency

Set the transparency to a higher value to make the entire shadow appear more or less faded.

### Offset

Set the offset so that drop shadows are drawn a different distance from the object. The offset is always positive and equidistant below and to the right. Setting the offset to zero with non-zero diffusion creates a halo effect around the object.

### Color

To change the color of drop shadows in your diagram, choose a different color from the color selection drop menu.

## Customize

Toolbars are highly flexible. While most features are available by other means such as through menus and hot keys, toolbars offer the most convenient access to common

features and styles. This is particularly true when you customize the toolbars to contain the controls you find most useful and arrange them to your personal liking.

To customize toolbars including the style bar, choose **Customize** from the **Tools** menu, or right click on any toolbar and choose **Customize** from the drop menu. The Customize dialog box will appear.

The Customize dialog box contains groupings of options organized under *tabs* with an appropriate heading. To change to a different grouping and their controls, press the corresponding tab. Unlike other similar screens, you do not need to click on OK for the changes you make to take effect. All changes occur immediately.

## Using the Customize Dialog Box

The Customize dialog box helps you choose which toolbars are visible, select which buttons and controls are available, and arrange them to your preference. You can perform the following operations from the Customize dialog box. The operations described below apply regardless of which tab you are viewing unless indicated otherwise.

### **To remove a button or control from a toolbar (including the Style Bar)**

Click on the button or control and drag it off the toolbar until the cursor is no longer over any toolbar and shows an 'x'. Then release the mouse button to remove the control.

### **To add a button or control to a toolbar**

Use the Commands tab to select commands and add them to toolbars. Or use the Styles tab to select object styles and add them to the appropriate section of the Style Bar (see below).

### **To move a button or control on a toolbar (including the Style Bar)**

Click on the button or control, drag it to a new location indicated by the cursor, and release the mouse button. The control will be removed from its previous location and reposition where it was dropped.

### **To add spacing between buttons or controls**

Click on the button or control to the right of the location where you want the space inserted. Drag the button to the right but not past the next control. Release the mouse button and the new space will appear to the left of the button. You can add only one space between controls. You cannot add spaces to the Style Bar.

 **To remove a space between buttons or controls**

Click on the button or control to the right of the space that you want to remove. Drag the button to the left but not past the next control. Release the mouse button and the space will be eliminated. This does not apply to the Style Bar.

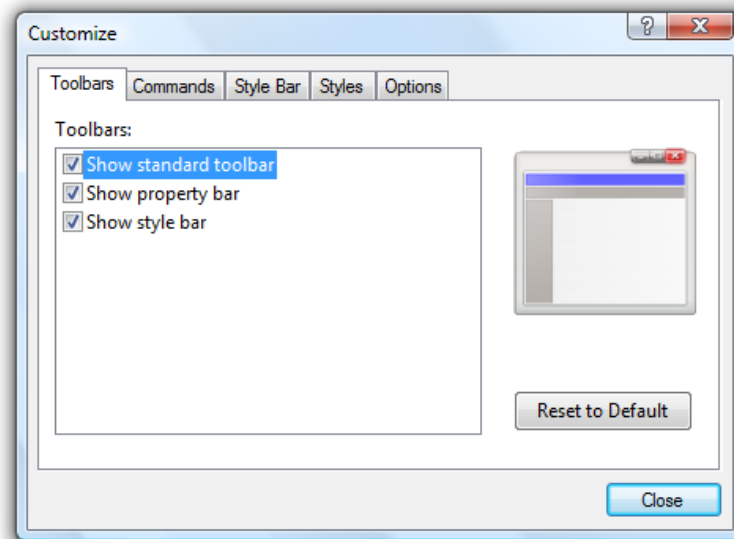


## Using Customize Dialog Box Tabs

The previous page listed operations that are available in the Customize dialog box regardless of the tab selection. In addition, each tab contains some specific controls for further customizing toolbars. The contents of each of these tabs is described below.

### Customize: Toolbar

Use the Toolbar tab to hide or show toolbars or to reset toolbars to their default layout.



#### ***Toolbars***

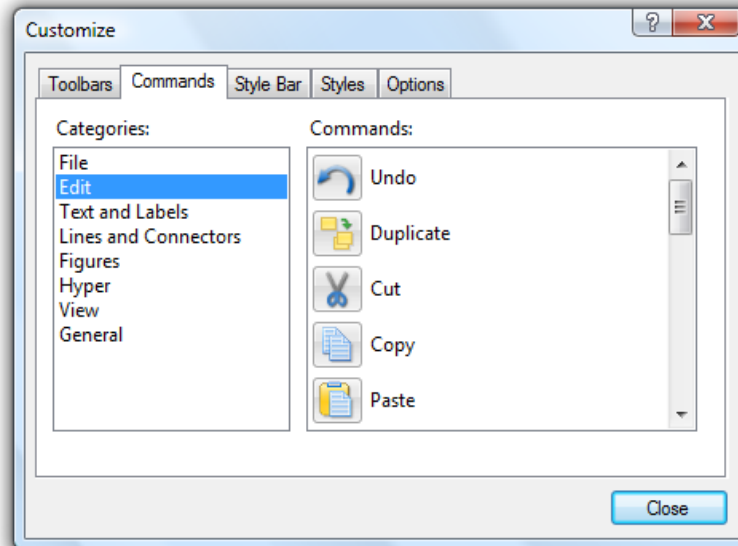
Use the check boxes to select which toolbars are visible. The illustration to the right shows the location of the selected toolbar when it is visible.

#### ***Reset To Default***

Select a toolbar and click the Reset to Default button to return the layout of the toolbar to its initial configuration. For the Style Bar, the default configuration is how the particular diagram or template was originally designed.

## Customize: Commands

Use the Commands tab to add buttons and controls to toolbars. The controls and commands shown here can only be added to simple toolbars and NOT to the style bar.



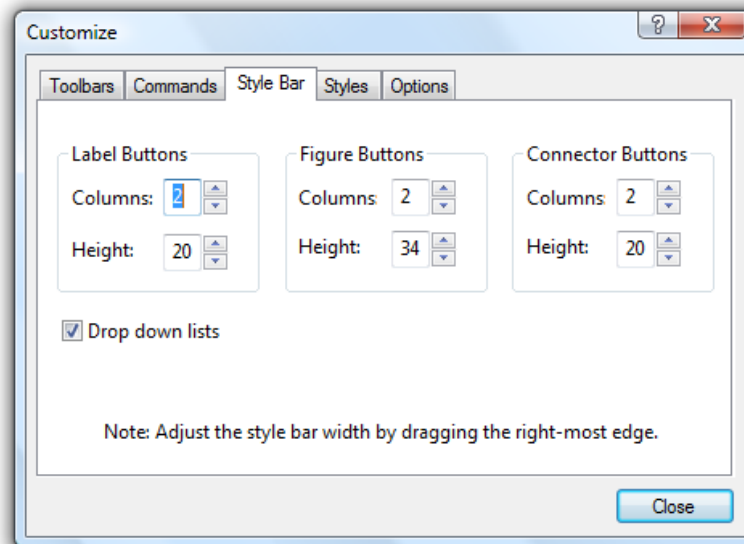
### To add a command to a control bar

Locate the command in the command list box. Select a category on the left side and locate the command on the right side. Then simply drag the command to the location on the toolbar where you want it to be positioned.

Notice that any button or control can only be located on one toolbar. If you add a control that is already on a toolbar, the control will be moved from the old position to the new position rather than being duplicated. If the command is already located on a toolbar it will become highlighted as you drag it.

## Customize: Style bar

Use the Style Bar tab to customize the layout of the Style Bar including the size of buttons and the number of columns of each type.



### *Columns*

Select the number of columns of buttons for each style type. You can also adjust the width of the entire Style Bar for complete control of the button widths (see below).

### *Height*

Select the height of the style buttons for each type of style. Choose a height that permits proper display of the styles but also displays as many as possible on the screen.

### *Drop down lists*

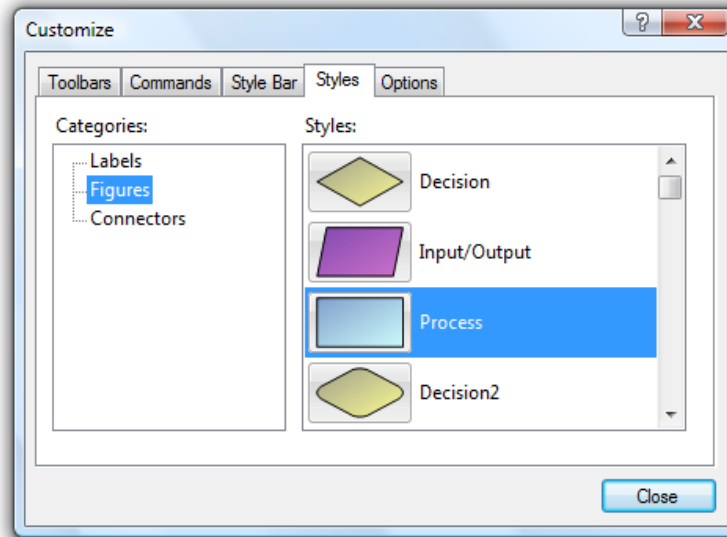
The drop down lists are useful for displaying style names as well as for selecting styles that may not be available on a button or even some that may not be available from a drop menu. However, the drop down lists can be hidden to add more room for style buttons. Use this check box to show/hide the drop down lists for all style types.

### *Width of Style Bar*

You can adjust the width of the entire style bar by simply dragging the right hand edge with the mouse.

## Customize: Styles

Use the Styles tab to add styles to the Style Bar.



### To add a style button to the Style Bar

Locate the style in the Styles list box. Select a category on the left side and locate the style on the right side. You can choose from all styles of a major style category, or if subcategories exist you can focus on styles of the subcategory.

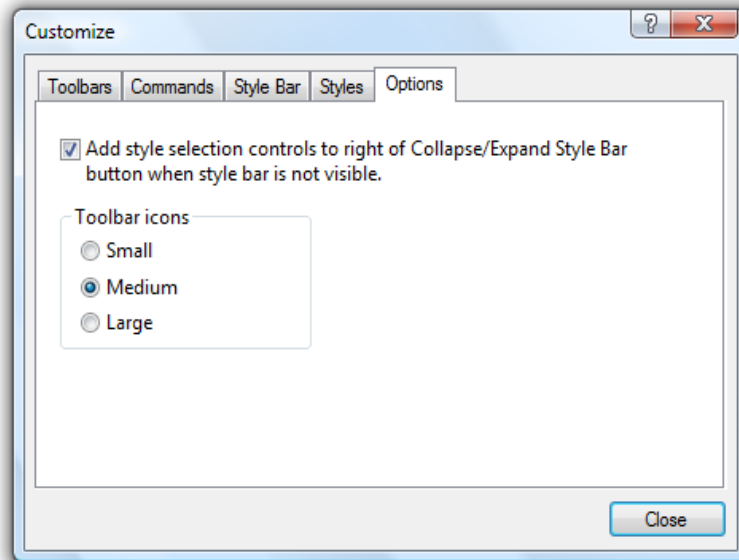
Then simply drag the style to the location on the Style Bar where you want it to be positioned.

Notice that a style button cannot be duplicated on the style bar and style buttons of a type can only be positioned within the appropriate section of the Style Bar. For example, you can only place a label style button in the Labels section and only once.

If you add a style that is already on the Style Bar, the button will be moved from the old position to the new position rather than being duplicated. If the style button is already located on the Style Bar it will become highlighted as you drag it.

## Customize: Options

Use the Options tab x to select options related to customizing toolbars.



### *Add style selection controls to right of Collapse/Expand Style Bar button when style bar is not visible*

When you collapse the Style Bar and this option is checked, three controls will be added to the toolbar to replace the capability of the Style Bar. These three controls are the style drop-down menu buttons for the three types of diagram objects. The controls will appear immediately to the right of the Collapse/Expand button. When the style bar is restored, these controls will be removed. With this option, you can use the Collapse/Expand Style Bar button to switch between the standard user interface and a more compact user interface that is still fully capable.

### *Toolbar Icons*

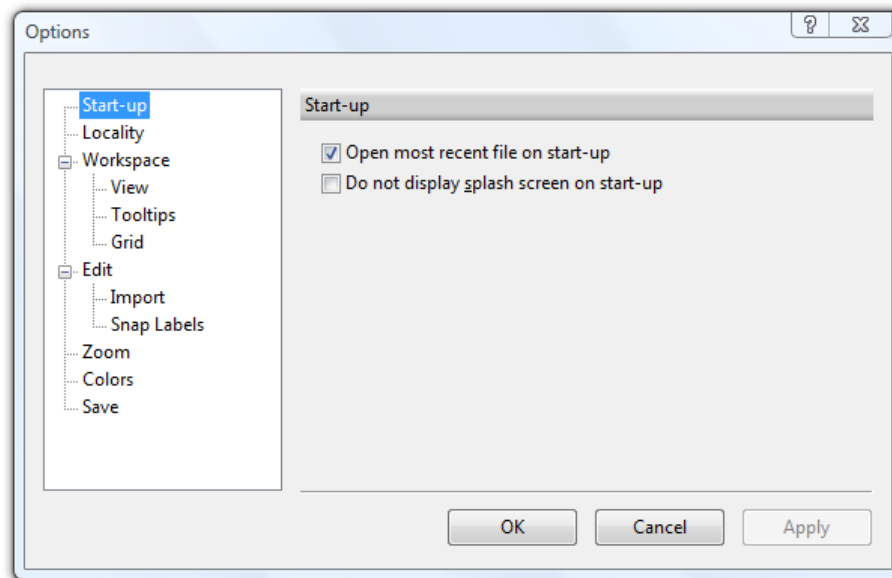
Adjust the size of the toolbar icons. Small icons are standard Windows 16x16 icons as appear in Vista menus. Medium icons are 24x24 (default and recommended). Large icons are 32x32 for greater visibility.

## Options

To view and modify program options, choose **Options** from the **Tools** menu. Options are organized by categories as described below.

### Options: Start-up

The Start-up category includes options controlling the initial state of the program.



#### *Open most recent file on start-up*

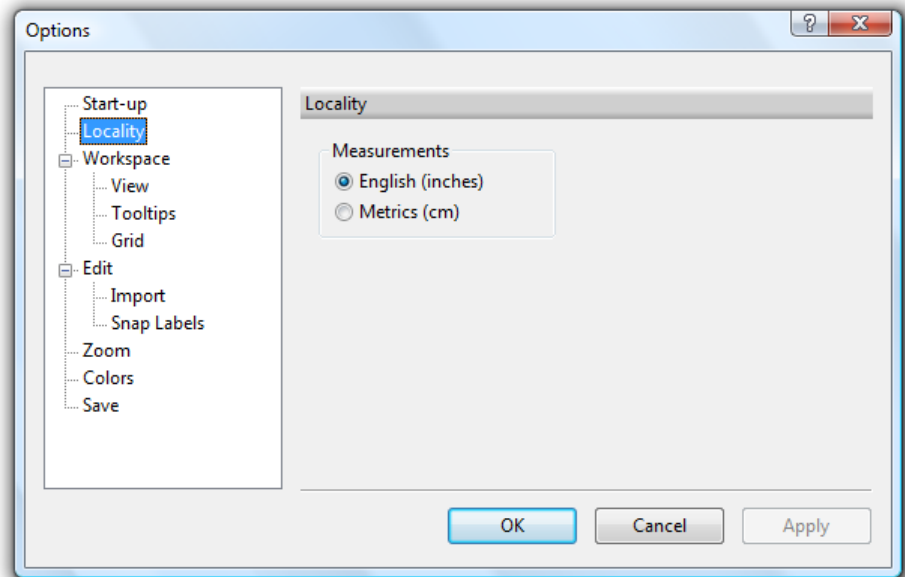
When this option is checked, the most recently edited diagram will be opened automatically when you start the program.

#### *Do not display splash screen on start-up*

When this option is checked, the introductory splash screen will no longer be displayed each time you start the program.

## Options: Locality

The Locality category contains options related to your country or culture.



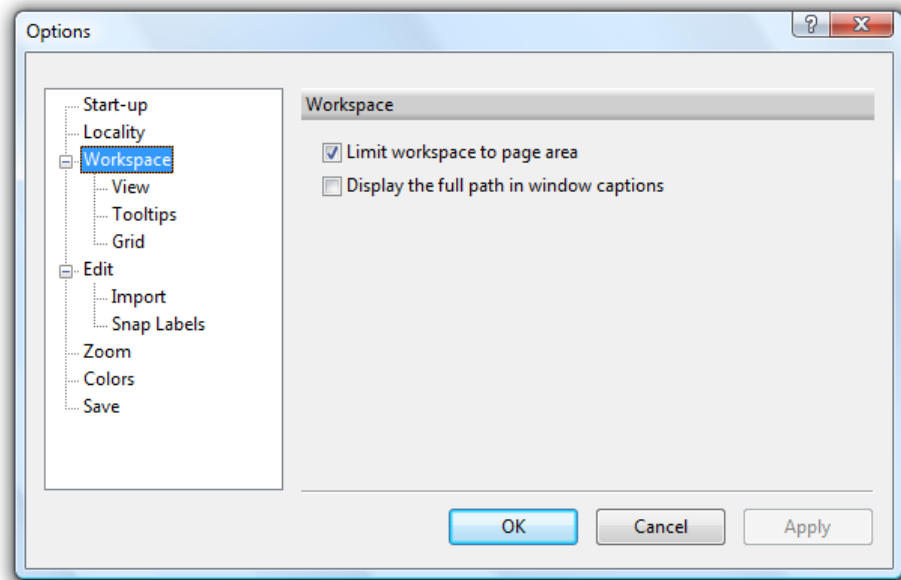
### *Measurements*

Choose either English (inches) or Metrics (centimeters) as your measurement units. All measurements are displayed in these units.

Measurements such as line widths and font sizes are measured in points (abbreviated pts). There are 72 points to the inch.

## Options: Workspace

The Workspace category contains options related to the program appearance and operation. Some miscellaneous workspace options are located in this category while others are organized into subcategories.



### *Limit workspace to page area*

When this option is checked (the default), the off-page area surrounding the white page area of the diagram is decreased to simplify scrolling and navigating. The scrollable workspace extends if necessary to include any objects located outside the page area.

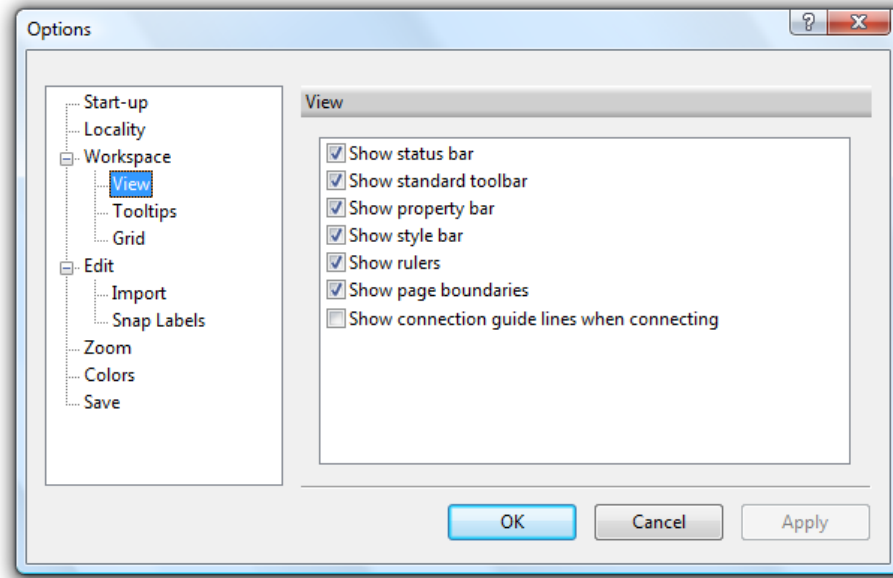
### *Display the full path in window captions*

When this option is checked, window captions show the full path of the diagram rather than simply the diagram name. This option is useful when editing files with the same name but located in different folders or on different machines. If your path names are too long to be displayed you may need to uncheck this option.



## Options: View

The View category contains options to enable or disable certain optional user interface elements like toolbars and status bar



### ***Show status bar***

Check this box to display the status bar, also known as a message bar, at the bottom of the screen. The status bar displays brief help and status information.

### ***Show standard toolbar***

Check this box to display the standard (top) toolbar. The toolbar contains important controls. We recommend it remain enabled.

### ***Show property bar***

Check this box to display the property bar. The property bar is located directly beneath the tool bar - it is the second button bar. The property bar is very useful for changing certain figure, label, and connector properties conveniently.

### ***Show style bar***

Check this box to display the style bar. The style bar is located on the left edge of the screen. It contains controls for selecting a new style for creating on object in your diagram. When you disable the style bar to free up screen space for viewing your diagram, three new compact controls (drop down menu buttons) appear in the property

bar to perform the function of selecting a style for creating the three types of diagram objects.

***Show rulers***

Check this box to display rulers on the top and left of the diagram views. Rulers help you lay out your diagram as it will appear on the printed page. They are also useful for providing an indication of the view's location within your diagram and the current amount of magnification.

***Show page boundaries***

Check this box to turn on the display of page boundaries and margins. Page boundaries are determined by your print settings which you can adjust with print set-up. They reflect the current paper size, printer selection, page orientation, and so on. We recommend that you display page boundaries in most cases. They are required in order to perform certain features such as (obviously) *Center on page*. The time when they are not necessary or even particularly useful is when you are editing an embedded OLE diagram that really belongs to another document and therefore has no page layout information of its own.

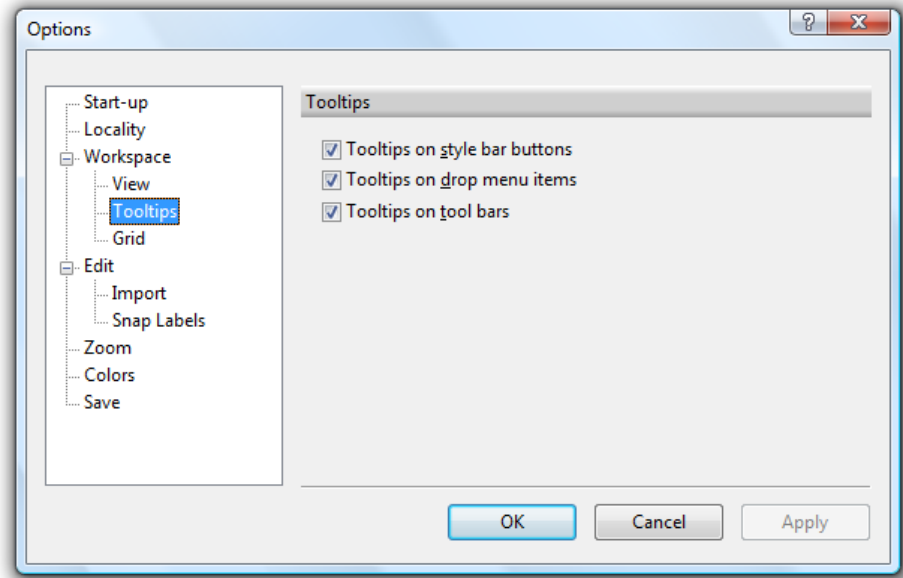
Margins displayed are *hard* margins. They reflect the outer limit that you can print to on your selected printer - as opposed to *spacing* margins that you can set.

***Show connection guide lines when connecting***

Check this box to display guide lines horizontal and vertical to the cursor when creating connectors.

## Options: Tooltips

The Tooltips category contains options to enable or disable the display of tooltips (hint balloons).



### *Tooltips on style bar buttons*

When checked, tooltip text balloons will appear when you hover over a style selection button on the style bar.

### *Tooltips on drop menu items*

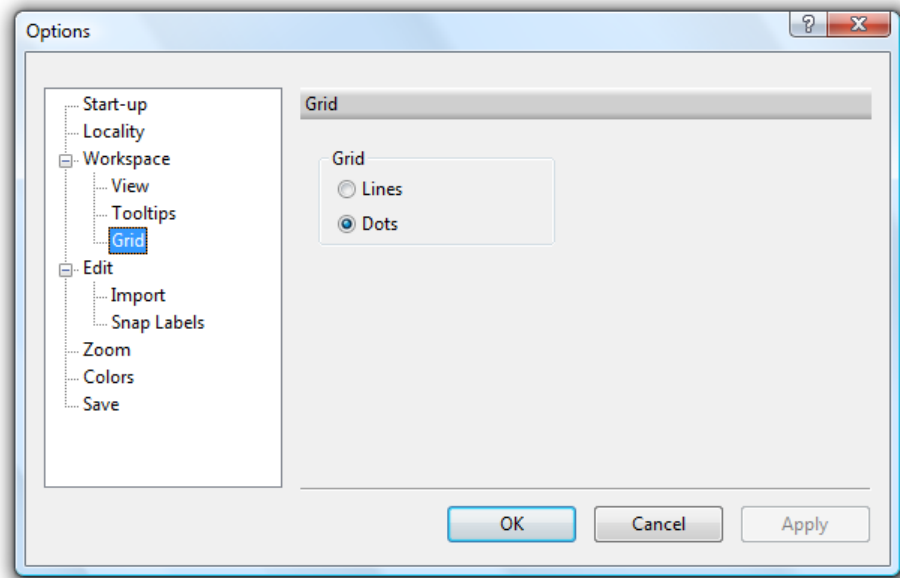
When checked, tooltip text balloons will appear when you hover over an item within certain drop menus. Tooltip information is included for style selection menus and color palette menus.

### *Tooltips on tool bars*

When checked, helpful tooltip text balloons will appear when you hover over a toolbar button.

## Options: Grid

The Grid category contains options that affect the display and operation of the snap grid. Note that another set of grid options are saved for each diagram and therefore are controlled from the Diagram Properties screen instead.

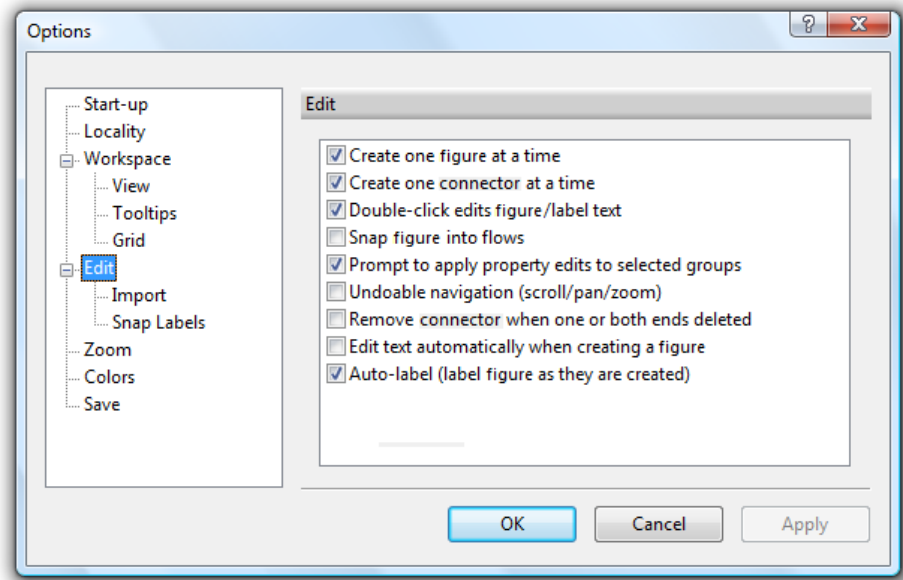


### *Grid*

Choose whether the visible grid appears as lines or dots. This is how the grid will appear if it is displayed. However, each diagram may choose to have a grid shown or not shown. See the Grid tab on the Diagram Properties screen.

## Options: Edit

The Edit category contains options related to editing diagrams. Some miscellaneous editing options are located here while others are organized into subcategories.



### ***Create one figure at a time***

When you create a figure and this option is checked, the new figure automatically becomes selected and the mode changes back to select mode as soon as one figure is created. To create another figure, you have to press the figure style button again and repeat the process. Without this option checked, you remain in create mode until you change modes yourself.

### ***Create one connector at a time***

When you create a connector and this option is checked, the new connector automatically becomes selected and the mode changes back to select mode as soon as one connector is created. To create another connector, you have to press the connector style button again and repeat the process. Without this option checked, you remain in connect mode until you change modes yourself.

### ***Double-click edits label/figure text***

When this option is checked, double-clicking the mouse on a figure in your diagram initiates text editing for that figure. Otherwise double-clicking will pop up the figure properties for that figure.

***Snap figures into flows***

When this option is checked you can create and drag figures onto a flow (a connector) and it will become part of the flow (the connector will enter and exit the figure).

***Prompt to apply property edits to selected groups***

When this option is checked (the default) and you apply a property change to a selection that includes a group, you will be asked whether the change should apply to grouped objects. If you answer and check the “Don’t ask again” box, it will remember your response until you return to uncheck this option.

***Undoable navigation (scroll/pan/)***

When this option is checked you can undo movement within your diagram such as scrolling and zooming in addition to edits. Otherwise, only actions that change the diagram will be undoable.

***Remove connectors when one or both ends deleted***

When this option is checked (the default), connectors are automatically deleted if you delete a figure that either end is attached to.

***Edit text automatically when creating a figure***

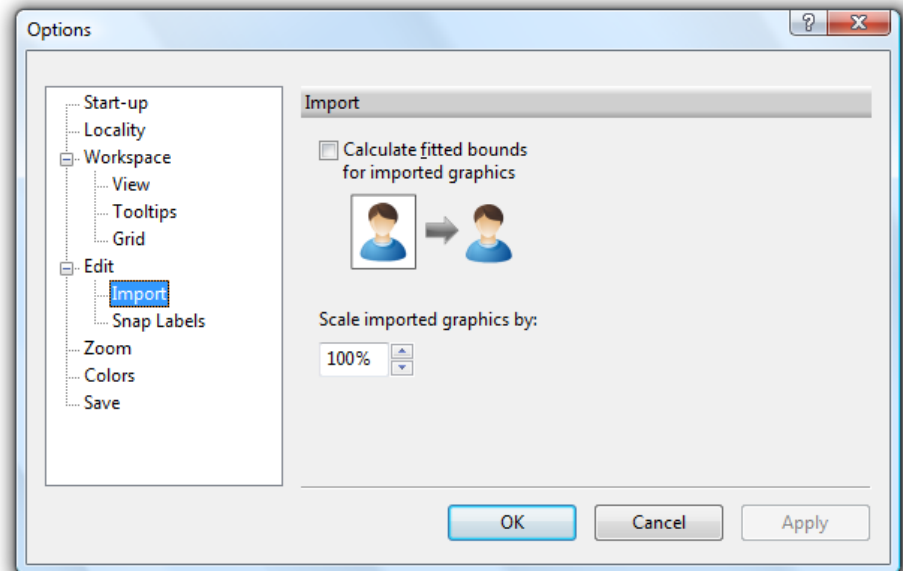
When this option is checked, each time you create a figure in your diagram you are automatically entered into text mode to edit the text of the figure.

***Auto-label (label figures as they are created)***

When this option is checked and you create a new figure AND that figure’s style has auto-label text configured, a figure label containing the auto-label text is automatically created below the new figure.

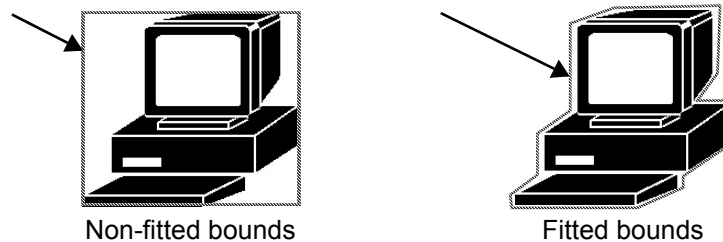
## Options: Import

The Import category contains options affecting the import of graphic images into diagrams.



### *Calculate fitted bounds for imported graphics*

When this option is checked and you import (or drag-and-drop) a graphic image into your diagram, a bounding shape is fitted in the shape of the content of the graphic rather than simply a rectangle of the same size as the graphic. The fitted shape is used to determine the clickable select area of the figure and to attach line ends right up to the image on all sides.



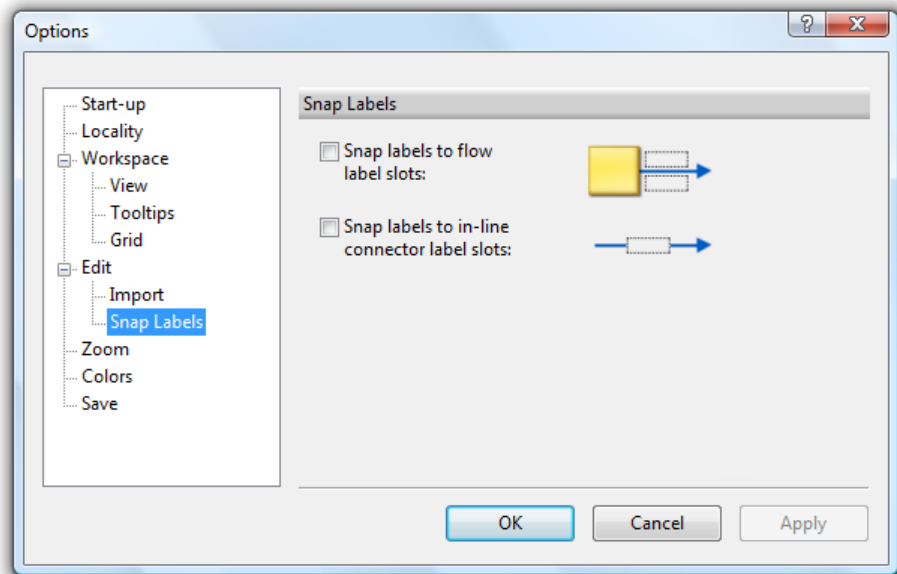
We recommend this option be enabled. However, for some complex or detailed images, the approximation of the bounding shape may not be appropriate. In such cases you might want to uncheck this option while importing the graphic.

### *Scale imported graphics by*

You can choose to scale all graphics that you import or drag-and-drop into your diagram. For example, if you set this to 200%, graphic images will be imported at twice their original size.

## Options: Snap labels

The Snap labels category contains options affecting whether different types of text labels snap automatically into place, attaching to other objects when dragged or created near the “slot” areas of each type of label.



### *Snap labels to flow label slots*

When this option is checked you can create and drag labels onto flow label slot areas and they will become flow labels. Flow label slot areas are located on either side of the point where a connector attaches to a figure. If this option is not checked, then the only way to create a flow label is to right click on the flow point and use the **Add Flow Label** feature.

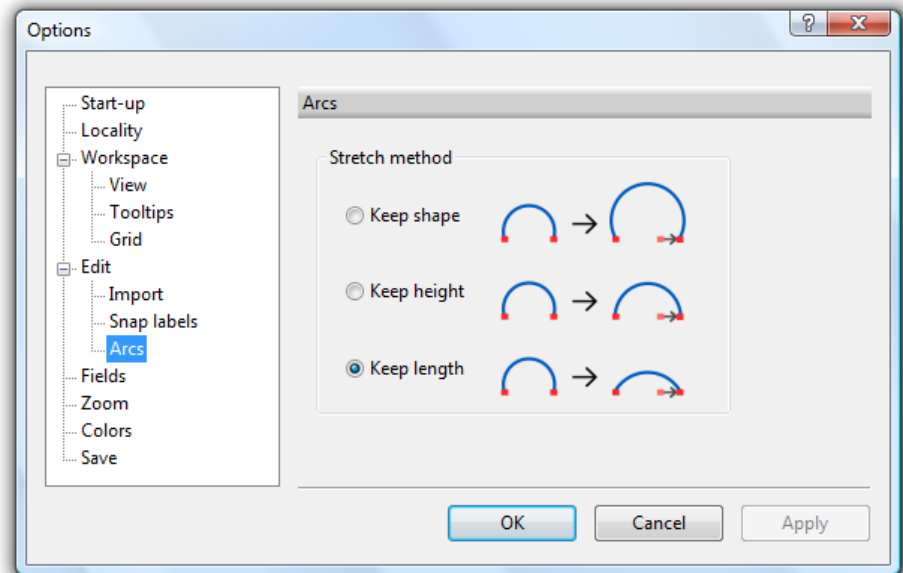
### *Snap labels to in-line connector label slots*

When this option is checked you can create and drag labels onto in-line connector label slot areas and they will become in-line connector labels. In-line connector label slot areas are anywhere in which the center of the label lies on the connector. If this option is not checked, then the only way to create an in-line connector label is to right click on the connector and use the **Add In-line Connector Label Here** feature.



## Options: Arcs

The Fields category contains options controlling the editing of arcs.

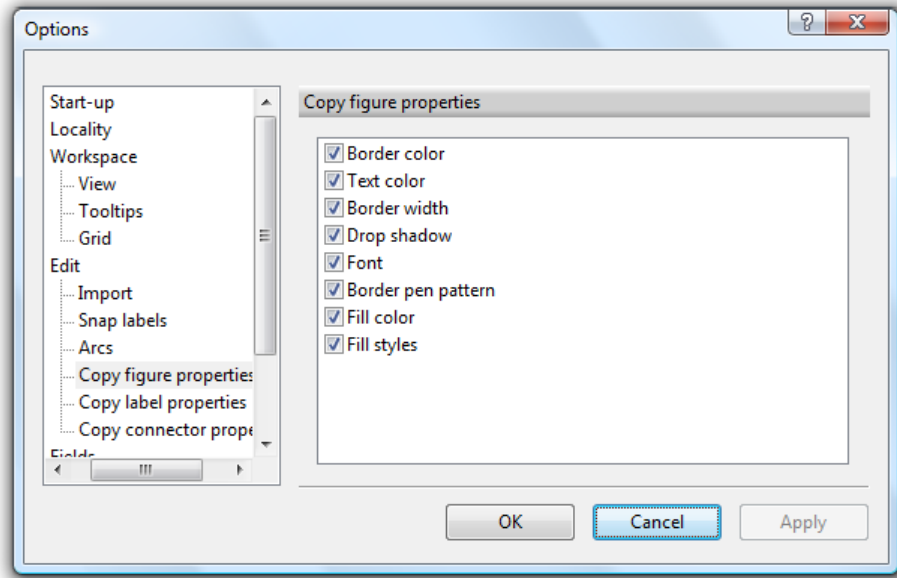


### *Stretch method*

Select a method for stretching arcs, such as when dragging one end. The method controls how the arc shape changes as the end is moved. One method is to keep the original shape, another is to keep the original height, and another is to keep the original line length. Keep shape has the disadvantage that some arcs, especially those exceeding a half circle, can grow unmanageably large very easily. Keep length has the disadvantage that when stretching an arc it can quickly stretch into a straight line and will then require further adjustments. Keep height is the default because it provides a good compromise. Stretching to open or close a full circle loop is a special case compatible with any stretch method.

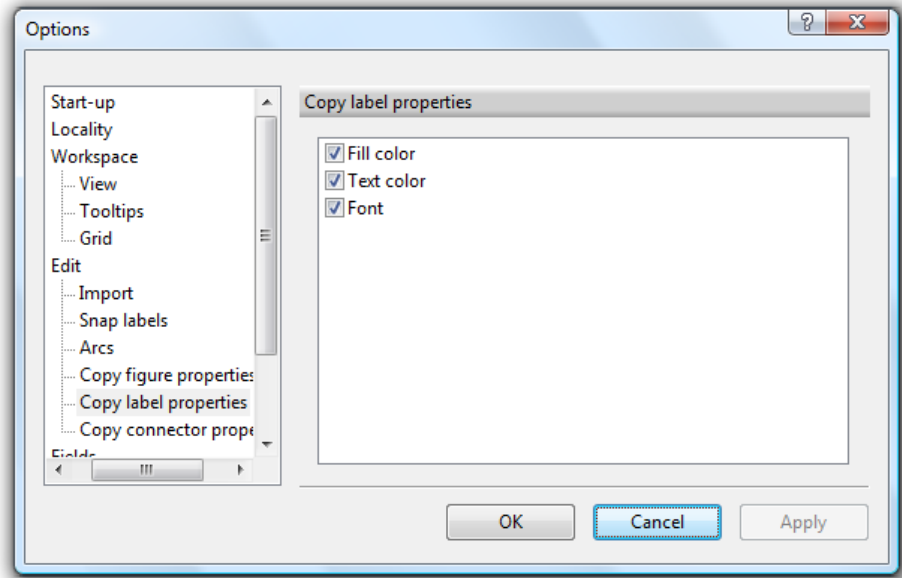
## Options: Copy figure properties

The copy figure properties category allows you to select which properties are included when using the **Copy Properties** feature between nodes.



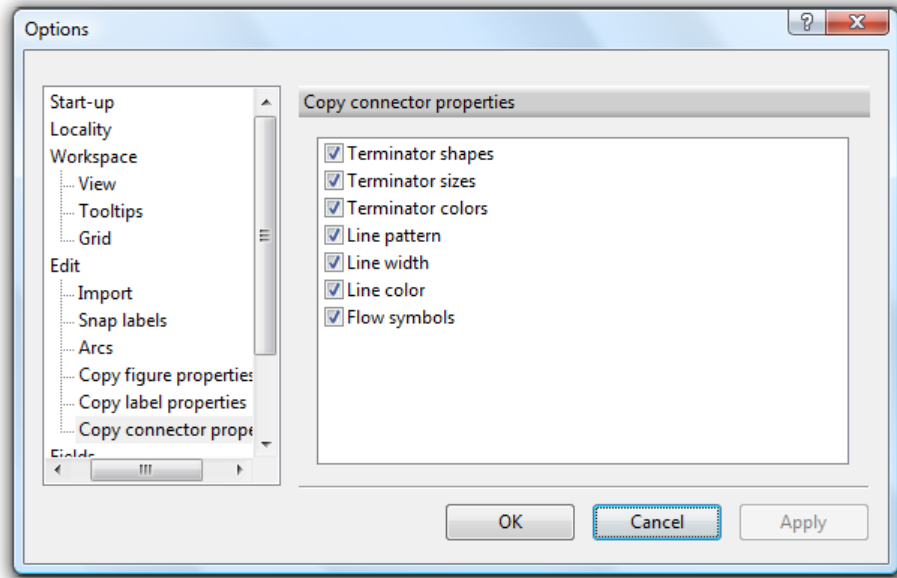
## Options: Copy label properties

The copy label properties category allows you to select which properties are included when using the **Copy Properties** feature between labels.



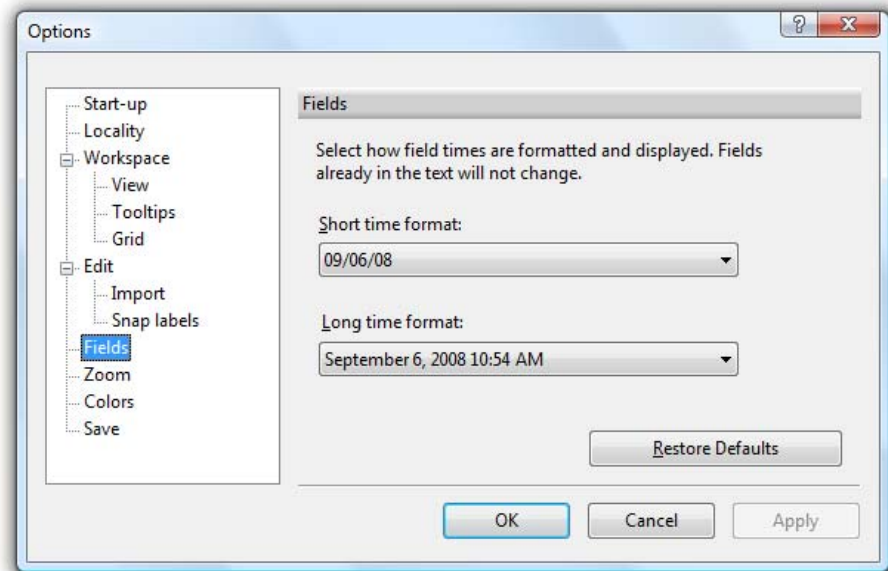
## Options: Copy connector properties

The copy connector properties category allows you to select which properties are included when using the **Copy Properties** feature between labels.



## Options: Fields

The Fields category contains options controlling the format of text fields.



### *Short time format*

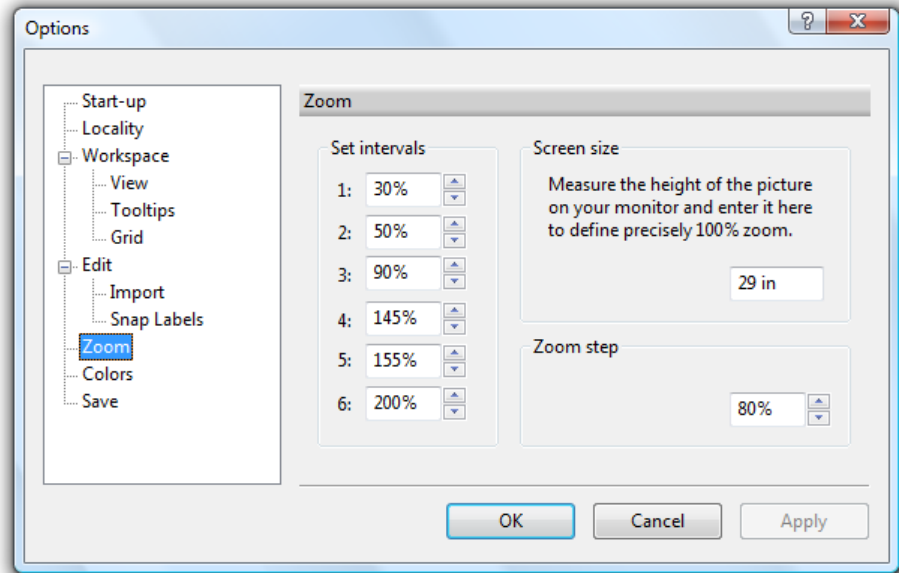
Select a format to be used for displaying times represented by short versions of text fields. **Create Date (Short)** or **Save Date (Short)** text fields use this format to display the corresponding date and time.

### *Long time format*

Select a format to be used for displaying times represented by short versions of text fields. **Create Date (Long)** or **Save Date (Long)** text fields use this format to display the corresponding date and time.

## Options: Zoom

The Zoom category contains options controlling the zoom features.



### *Set intervals*

Although you can always go to any magnification you choose, you can also set up six preferred magnifications for convenient use. These are the percentages that appear in the main menu and are used as stopping points when you press the plus and minus buttons on the tool bar or when you press the plus or minus keys on the keypad.

Enter any intervals you prefer. The valid range is from 10% to 300% though the upper range may vary based on your display.

### *Screen size*

Provide the exact measurement (use a ruler) of the actual picture on your monitor from the top to the bottom. The default is set for a standard fourteen inch monitor.

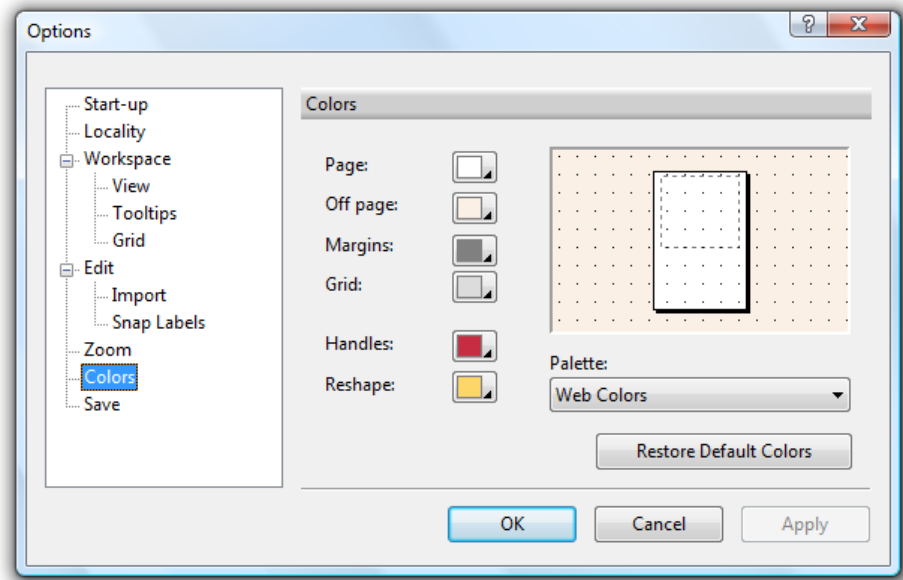
The program needs to know this measurement so that it knows what 100% means. If you have this value set correctly and is set to 100%, you can actually measure the object on the screen and it will match its true size. This only affects the display, printed size is always correct.

### **Zoom step**

Set the step interval when zooming in or out using the Zoom-in key (keypad plus), Zoom-out key (keypad minus) or mouse wheel (with Ctrl pressed).

## Options: Colors

The Colors category contains options that affect the color of the display and the color palette used to select colors for diagram elements.



### *Page*

The *page* color is the color of the background area of your diagram that falls within the boundaries of the page. You can choose any color you like. Because most paper is white, choosing white will most accurately represent the printed result.

### *Off page*

The *off page* color is the color of the background area of your diagram that falls outside the boundaries of the page. You will usually want to avoid this area when you create your diagram.

### *Margins*

Choose a color for the margins that is visible on top of the page color. The margins are drawn as dashed lines surrounding the edges of the page. If you select a color that cannot be drawn solid, Windows draws the margins in the nearest solid color.

### *Grid*

Choose a color for the grid that is visible on top of the page color and the off page color. The grid color only applies if the grid is drawn as lines. If it is drawn as dots, the dots are always black. If you select a color that cannot be drawn solid, Windows draws the grid in the nearest solid color.

### ***Handles***

The handles are the small squares that appear on the corners and edges of objects that you select. The color you choose is purely a personal preference.

### ***Reshape***

Choose the color for reshape handles.

### ***Restore Defaults***

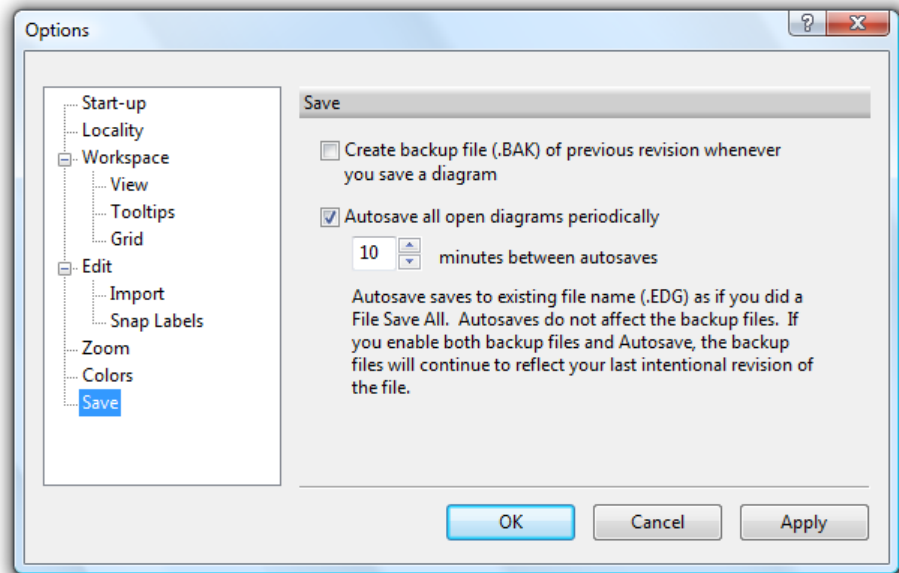
Press the Restore Defaults button to return all of the colors to their preset values.

### ***Palette***

Select from any of the pre-defined color palettes. The color palette provides a choice of colors available in color selection drop menus, in addition to the sixteen user-defined colors saved with every diagram. Selecting a different palette will not immediately affect any colors in your diagram.

## **Options: Save**

The Save category contains options for auto-save and auto-backup.



### ***Create backup file (.BAK) of previous revision whenever you save a diagram***

When this box is checked, every time you save a diagram, the previous revision of the diagram is saved as a.BAK file in the same folder as the diagram file. For example, if you open the diagram MYCHART.EDG, edit it and save it, MYCHART.EDG will



contain the latest changes you made and MYCHART.BAK will contain MYCHART.EDG as it was before you made any changes. If you later decide that you want to revert to the previous version, just open the .BAK file and Save As the original file name (such as MYCHART.EDG). Remember that each time you intentionally save your diagram, the.BAK file is updated. This includes any time that you save your diagram *except* for Autosaves (see below).

***Autosave all open diagrams periodically***

When this box is checked, the program will automatically save your diagrams every so often based on the value of “minutes between autosaves” which can be from 2 to 60. This feature is useful to minimize loss of data from power outages, computer crashes, or program bugs.

Autosave saves your diagram to disk as if you performed the Save All feature, that is to say that the file is written back to the same .EDG file that was opened. You don’t need to do anything special to regain your most recent diagram after a system failure. We recommend that if you use the Autosave feature you also use the backup feature so that if the Autosave feature accidentally saves changes that you didn’t like you can always go back to the version you last saved intentionally.



## CHAPTER

## 15

## Managing Files and Windows



A number of features are available from the **File** menu to perform *file-level* or *system* operations. These features allow you to load files (flow charts), save files, print files, and so on. This chapter describes each of these features and the features that manage the windows in which files are displayed.

### Multiple Document Interface

This program supports the Microsoft Windows *Multiple Document Interface* standard also known by the abbreviation MDI. As a multiple document interface, this program allows you to open a number of different documents (in our case diagrams) simultaneously in different windows and to open multiple windows that view different parts of the same document. The MDI model is very powerful for working with several diagrams at once or for managing large or complex diagrams.

Whenever you create a new diagram or open an existing diagram as described in this chapter, a new window is created from which to view the diagram. You can have several such windows at a time. You can also create additional views of loaded diagrams and use the window arrangement commands to minimize, maximize, cascade, and tile all of the windows.

### Managing Windows

You can use the following commands found in the Window menu to manage the arrangement of diagram windows.

#### *Cascade*

Choose this command to arrange all of the non-minimized diagram windows so that they overlap one another and are offset slightly by the upper-right corners.

#### *Tile*

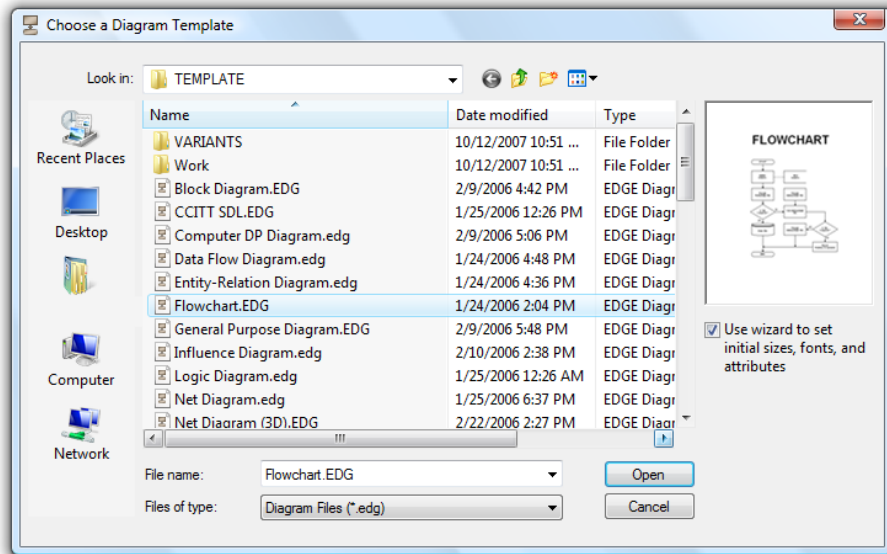
Choose this command to arrange all of the non-minimized diagram windows so that they are side-by-side filling the entire program area.

#### *Arrange icons*

Choose this command to automatically arrange the icons of all minimized windows.

## Creating a New Flow Chart

When you create a new flowchart, you begin from one of the existing *diagram templates* that contain predefined figure, connector, and label styles. You can use one of the templates provided with the software or you can choose on that you saved yourself. When you choose **NEW** from the **FILE** menu, the following dialog box appears. To create a new flow chart from a diagram template



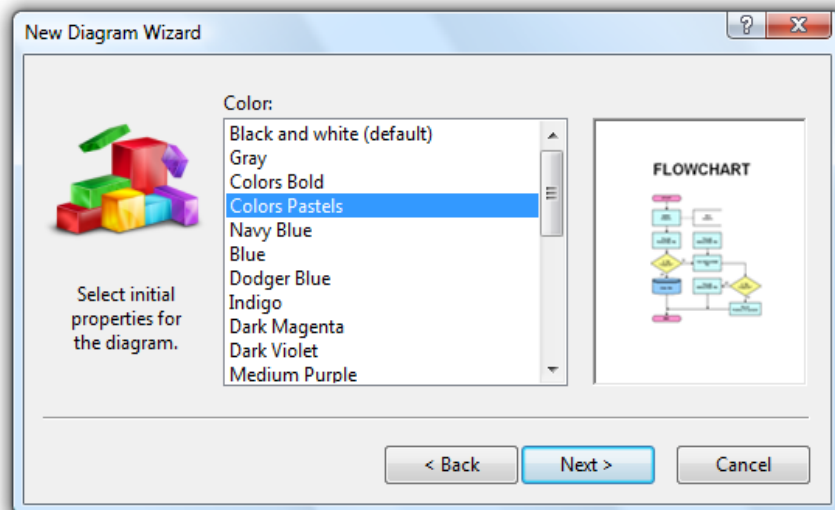
1. Choose **New** from the **File** menu.
2. Select a diagram template file (in the Template folder) from the Choose a Diagram Template dialog box.
3. To conveniently set some initial options like object size and fonts, check the box indicating that wish to use the New Diagram Wizard to configure the diagram.
4. Click Open to create a diagram from the selected template.
5. If you chose to use the Wizard to configure the file, the *New Diagram Wizard* will appear (see the following section).

## New Diagram Wizard

The final step when creating a new diagram is using the *New Diagram Wizard* to conveniently select options for the diagram. The wizard appears after you have chosen the template for your new diagram. Use the wizard to select options from those that are available for the template you have chosen. Possible options include color scheme, diagram size, font, font size, and so on.

### Template Variants

The first options that the wizard presents are known as *variants*, predefined template variations that provide choices of color schemes, diagram sizes, and so on. When you are viewing variants, a preview will help display your choice. Variants are carefully crafted by diagram designers to provide functional and attractive diagrams. They are available for many of the common diagram types.



### Color Scheme

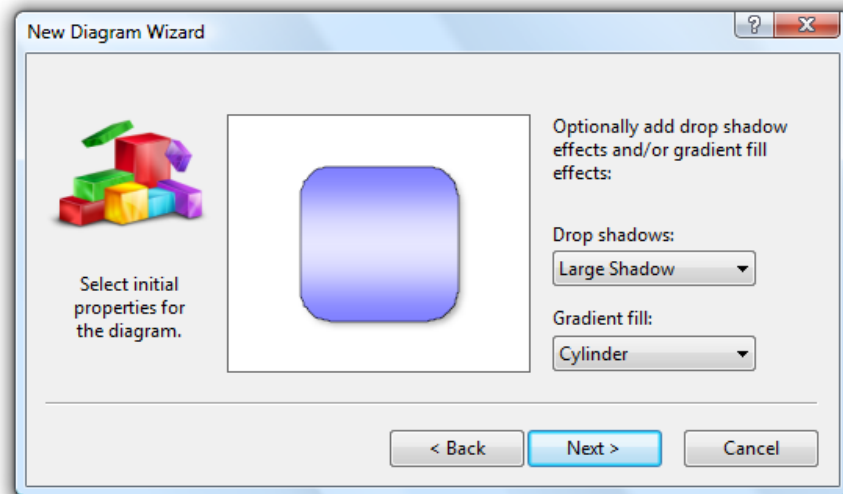
Choose a predefined initial color scheme (if available) and click Next. The colors are chosen to be attractive and clear when printed. The colors visible on your monitor can be darker or lighter than those that are printed, so it is possible for some color schemes to be less than ideal for the screen. Lighter color schemes are usually the best all around. The color scheme you choose will be remembered when you create future diagrams using the same template.

### ***Diagram Size***

Choose a predefined diagram size to control how large or small the objects in your diagram appear. The predefined sizes are designed to be clearest when printed. The smallest size is just large enough to read comfortably. Larger sizes are easier to read but limit the amount of information you can fit on a page. It is possible to adjust sizes later, but setting sizes later for each style is far more difficult. The size you choose will be remembered when you create future diagrams using the same template.

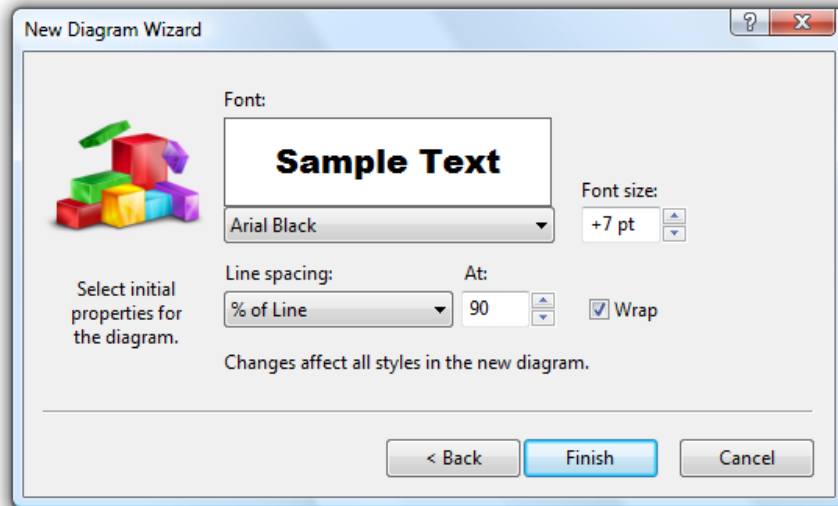
### **Effects**

An additional screen of the New Diagram Wizard permits you to add some optional shadow and fill effects to the new diagram. Choose from among the presets available for drop shadows and gradient fills.



## Template Overrides

Additional wizard options are available for all diagram templates. These options appear on the final page of the diagram wizard and currently control text appearance and formatting.



### **Font**

You may choose to select a special font for your diagram. If you leave this “<As Is>” it will use the fonts as they are defined in the diagram template. Templates are defined with a common font that can be assumed to be present on every computer, usually Arial or Times. You can choose a custom font here with one step. If you choose to change the diagram font using the wizard, the new font will be used everywhere in the diagram unless you change it later for particular styles or objects. For example, if you saved a custom template using many different fonts but select a font from the wizard rather than “<As Is>”, the wizard-selected font will be substituted for all of your custom fonts in the new diagram.

### **Font Size**

You may choose slightly larger or smaller font sizes in your diagram than are defined in the diagram template. If you leave this field “<As Is>” the font sizes used are those chosen to be optimal by the designer of the template. However, if you have a diagram that requires especially large or small text you can adjust it here. Note that small increments (a point size or two) are usually enough. Also note that if you choose a font size increment other than “<As Is>”, ALL font sizes in the new diagram will adjust accordingly.

***Line Spacing***

By default text lines are single spaced. However, you may choose to space lines closer together to squeeze more text per shape, or further apart for easier reading. Several options are available. These can easily be changed later from within the Diagram Properties dialog box.

***Wrap***

Most diagram templates are defined such that shapes automatically expand when you type more text than can fit on a line within the confines of the shape. If you prefer to use automatic word wrap, check this box.



## Creating Custom Templates

When you create a new flow chart, you start from a diagram template that contains an initial set of styles and diagram properties. In addition to the templates that come with the program, you can create custom templates to save diagram types you design.

Templates are similar to saved diagram files. The only difference is that when you open them as a template (the New command) any actual objects saved in the diagram are ignored. When you create a new diagram by choosing New from the File menu, you can choose any diagram template located in the Template folder. Therefore, all you have to do to create your own diagram template is to copy a diagram to this folder. In fact, you can open any existing diagram using the New command and it will be used as a template to create a blank copy of a new untitled diagram.

However, to further simplify the process of saving the diagram you are working on as a template for future diagrams, the program has a Save Template feature.

### *Save Template*

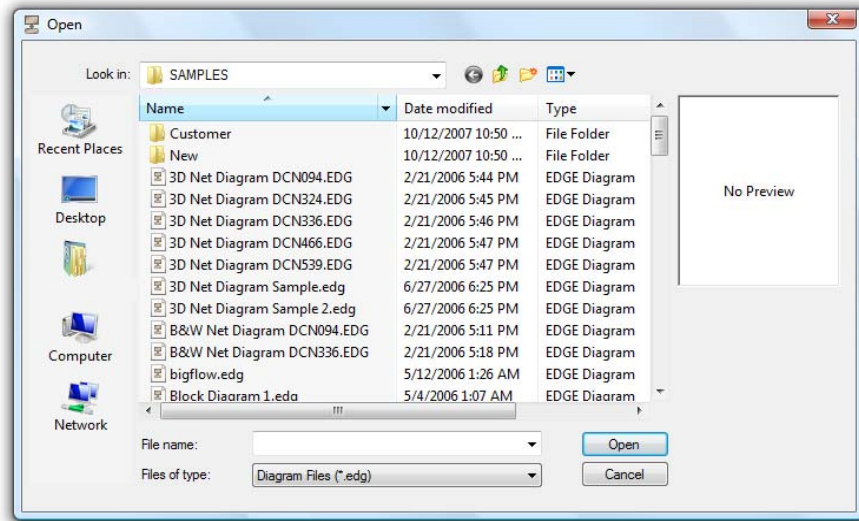
The Save Template feature saves the open diagram as a template for use as the starting point for new diagrams. Once you save a diagram as a template, it will be available as a new diagram type the next time you use the New command.

### **To create a custom diagram template**

1. Create a custom diagram with all of your own styles and diagram properties.
2. Choose **Save Template** from the **File** menu.
3. Select a file name for your template. We recommend that you save templates with your own name rather than updating the original templates. This will insure that they don't get over-written the next time you upgrade.
4. If you do update an existing template, you will be asked whether to keep the existing preview from the old file. This is often a good idea. The alternative is to include diagram objects in your file so that a new preview will be generated.
5. The next time you create a new diagram, you can choose your custom template as the starting point.

## Opening an Existing Flow Chart

All of the following methods open an existing file and create a new window to view the diagram. The Open File dialog box looks like this:



### ☞ To open a flow chart that was previously saved

1. Choose **Open** from the **File** menu.
2. Select the file that contains the flow chart. You can select multiple files to open simultaneously by holding down the shift and control keys and clicking on additional files.

If the file is one of the four that you most recently used, you can open it more conveniently.

### ☞ To open a recently used flow chart

Choose the flow chart by file name from the **File** menu.

### ☞ To open a file by dragging and dropping from the File Manager or Explorer

In the Windows File Manager or Explorer, select a single diagram file or a number of files and drag them on top of the program icon or the running program. Release the mouse button and the flow charts will be opened and ready for editing.

## Opening an Additional View of a Flow Chart

### To open a new window for an open flow chart

1. If you have multiple flow charts open, make sure the one that you want another view of is active.
2. From the **Window** menu, choose **New Window**.

A new window will be created with an identical view of the flow chart. You can now scroll, zoom, and edit the same diagram through two independent views. You can even drag objects from one view of the diagram to another, something that you cannot do between views of different diagrams.

## Saving a Flow Chart

### To save changes to a flow chart

If the diagram already has a file name and you want to save your changes back to the same file, simply choose **Save** from the **File** menu.

### To save changes to all open flow charts

You can choose **Save All** from the **File** menu to save all your open files to disk with one command.

### To save a flow chart to a file

If the diagram is new and has never been saved to a file, or to save a diagram to a different file, choose **Save As** from the **File** menu and select the file name.

---

**NOTE:** Autosave and autobackup also affect how files are saved, backed up, and recovered.

---

## Reverting to the Last Saved Version

At any time while editing a diagram you can choose to revert back to the last saved version of the file. Doing so will abandon all of the changes you have made since opening the file, or the last time you saved it. You will be prompted to confirm that you really do want to revert the file.

---

**NOTE:** Use this feature with caution. It cannot be undone! Be especially careful if you have multiple open files, that you revert the right one. If you have any hesitancy, we suggest you avoid using this feature altogether.

---

### To revert to the last saved version of a diagram

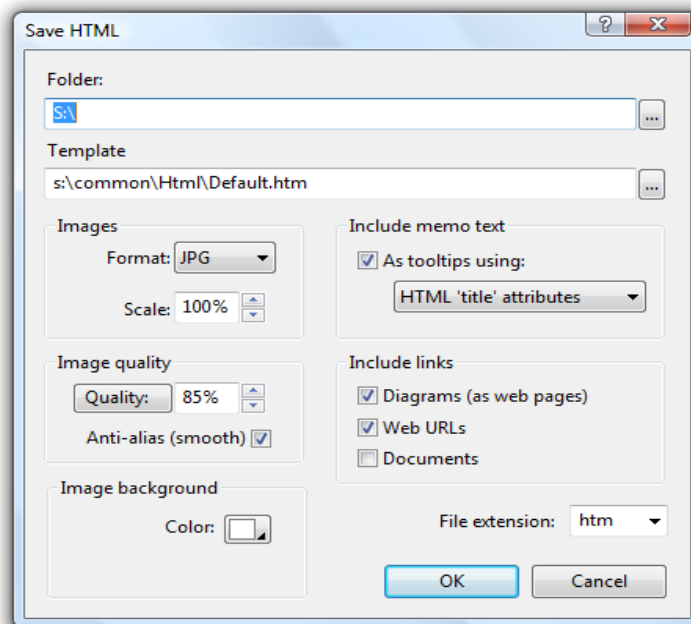
1. Choose **Revert** from the **File** menu. There is no shortcut key intentionally.
2. Read the warning carefully to be sure you are reverting the correct diagram and click OK to confirm.

Once reverted, the changes you made since the last save are permanently lost and there is no way to recover them. A safer alternative is to **Save As** to a different filename, then re-open the original file using **File Open**. You will then have the option of recovering your changes by simply re-opening the **Save As** file.

## Saving as an HTML Web Page

### To save a diagram as a simple web page in HTML

Choose **Save HTML** from the **File** menu. Use the Save HTML dialog box to select options:



#### **Folder**

Select a folder where generated files should be stored. Multiple files will be generated in this folder so it is best to select a new folder or an existing empty folder. The files that are generated are named for the diagram file for which they correspond. For

example, if you open MYFILE.EDG and save it as HTML, the generated files might be MYFILE.HTM for the web page and MYFILE.JPG for the image.

### ***Template***

Select a template file to define the format of the resulting HTML page. The template file is required. You can use either the Default.htm supplied with the software or a file of your own creation (see [Creating an HTML Template on page 244](#)).

### ***Scale***

Use this control to select image size as a percentage of “true” size. The true size is the size that is shown by the rulers within your diagram.

### ***Format***

Use this control to select a graphic image format. Select from JPG (JPEG) or GIF (Graphics Interchange Format). GIF is limited to 256 colors so your diagram colors may be altered when reduced. JPG, on the other hand, handles 24-bit color and is more highly compressed. The amount of compression of a JPG image is controlled by the 'Quality' setting below. When JPG output is highly compressed (low quality), the image will become increasingly blurred. This is especially true around the edged of text. For truest color and the least distortion, use JPG at 100% quality.

### ***Quality***

This option is available only for JPEG images. Use this control to select a quality level for JPEG images. The quality can range from 10 (lowest) to 100 (highest). Highest quality images best represent the original but they also require the largest file size. The default is 85% which produces a reasonable file size but a very good image.

### ***Background***

Select a background color for the image. Don't confuse this color with the page color (set in Tools Options) that controls the appearance of your diagram workspace.

### ***Include links - Diagrams (as web pages)***

Check this option to include links from the image to hyperlinked diagrams (as an HTML image map), and to generate the linked diagrams as web pages. For example, if your diagram contains hyperlinks from symbols to other diagrams and this option is not checked, only one web page and one image will be created. However, if you check this option, the hyperlinks will be included in the original page as HTML links. Also the hyperlinked diagram will be saved as a web page in this same folder, as well as all other diagrams that it is linked to and so on. By checking this option, you can save a hierarchy of hyperlinked diagrams as an equivalent hierarchy of linked web pages.

### ***Include links - Web URLs***

Check this option to include links to web URL hyperlinks in your diagram as HTML links in the saved web page (as an HTML image map). A web URL hyperlink is one that you have linked to a external web page or other resources on the internet.

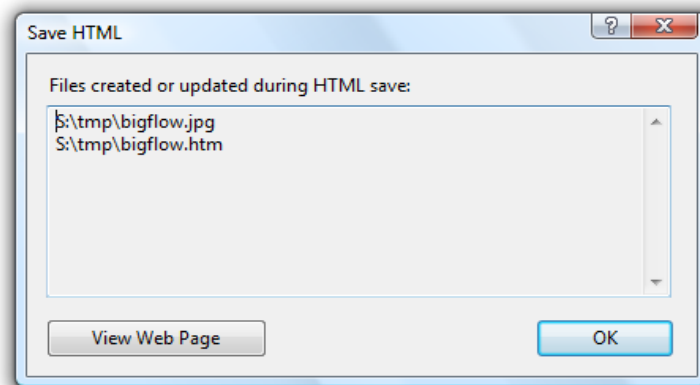
### ***Include links - Documents***

Check this option to include links to documents in your diagram as HTML links in the saved web page (as an HTML image map). A hyperlink is considered a document if it is linked to anything other than another diagram or a web URL. Normally a document is a file located on your computer such as a spreadsheet that you want to open when a user clicks on a symbol in a diagram. When you check this option and your diagram contains document links, a copy of the document is added to the save folder to later be uploaded to your server with the rest of the web page files.

### ***File Extension***

Select a file extension for the web page (HTML) files. The default is “htm”.

The web page will consist of (at least) two files, an HTML file and an image file



referenced from within the HTML file. Upload all the files that were created to the same folder on your web server or adjust them as needed. Click on View Web Page to inspect the result by opening the main HTML page in your browser. Note the your web page will not be visible to others until you upload the files to a web server.

## **Creating an HTML Template**

When saving your diagram as an HTML web page from the **Save HTML** screen, a template file is required that defines how the HTML page will be composed. A default file named **Default.htm** located in the HTML folder is provided for simple cases. However you can also create your own custom HTML template to control exactly how your exported HTML pages appear.

It's best not to simply edit the **Default.htm** file because then you will lose your changes next time you upgrade the software. Instead, you can create your own template file,

perhaps by simply copying Default.htm and editing it with an ordinary text editor. You may locate your custom templates in the HTML folder where Default.htm is located.

### **Substitution Macros**

You can include substitution macros in your template file and they will be replaced by values determined by the software as the HTML gets created. For example, you can designate exactly where in your template the diagram content should be inserted, or you can choose to insert the date and time, or you could use the name of the file as the title. Macros are simply short text strings beginning with a macro delimiter (dollar sign). Following is a list of supported macros. See Default.htm for example usage.

#### **\$PATHNAME**

Substitute the full path of the diagram file such as "c:\folder\filename.edg".

#### **\$FILENAME**

Substitute the full file name of the diagram file such as "filename.edg".

#### **\$FILENAMENOEXT**

Substitute the file name of the diagram file excluding the file extension such as "filename".

#### **\$DATELONG**

Substitute the long format date such as "January 14, 2007".

#### **\$DATESHORT**

Substitute the short format date such as "01/14/07".

#### **\$DATEABBREV**

Substitute the abbreviated date such as "14-JAN-07".

#### **\$TIMESTAMP**

Substitute a time/date time stamp in a format suited to the locale such as "01/14/07 12:34:09AM".

#### **\$TIME**

Substitute the time of day such as "12:15 PM".

#### **\$GENERATOR**

Substitute the program name and version number (of this program) that is generating the HTML code such as "EDGE Diagrammer v5.08.1830".

## **\$CONTENT**

Substitute the diagram content. This macro is the only one that **MUST** be included in the template. It should be located within the <body> block and on a line of its own. It will be replaced by an <img> block in the case of a simple diagram without any included internal links, or by a combination of an <img> and a <map> block in the case of a more complex diagram.

### **Style Class**

You cannot customize the composition of the content (<img> and optional <map> blocks) that are substituted for **\$CONTENT**. However, the <img> block will contain a CSS (Cascading Style Sheet) class designator in the form **class="pacestardiagram"**. You can therefore include a style definition such as "img.pacestardiagram" either in the head of the template or in an externally included css file. This will allow you to use the template file to more precisely control the appearance of the diagram image. For example, you could add a border around the image. See **Default.htm** for a very simple example.

You can save a diagram as an HTML web page. The HTML source consists of a number of files within a destination folder that you upload to your web server to make your diagram visible (and optionally navigable) to anyone with a web browser. If your diagram contains multiple sheets, only the active sheet is exported.



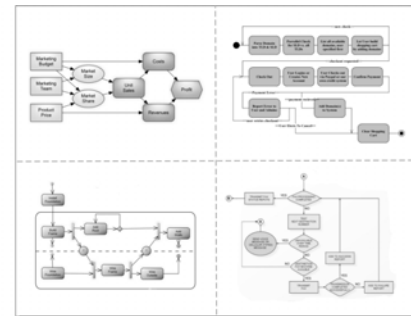
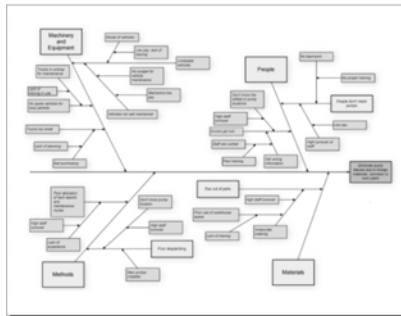
## Page Setup

The page setup area helps you layout your flowchart for printing and display. You can control paper size, page orientation, and postering. You can change the page layout at any point. However, to minimize the amount of re-organizing of your flowchart, it's usually best to setup the page layout before constructing your diagram.

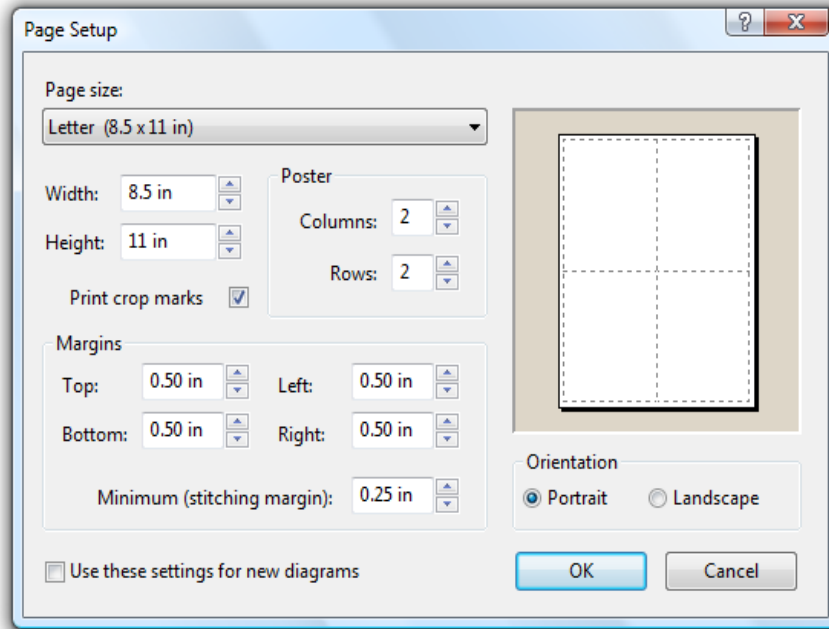
### Poster layouts

An important concept to understand when setting up your page layout is *postering*. When the page defined for a diagram is larger than the paper size set for your printer, the diagram will be divided into multiple pages for the purpose of printing. Therefore you can choose a larger page size than can be printed on your printer simply by increasing the page height and width and leaving the poster grid (rows and columns) set to one. The division into multiple pages is highly dependent on the printer, even if the paper size is unchanged. Therefore the use of a large page size with rows and columns set to one is best for diagrams that are not designed with the locations of page divisions in mind. For example, this would be best for laying out a large continuous complex diagram such as the one shown below on the left.

You may also choose to layout your diagram as an actual poster. To do so, choose a standard paper size that will be available on any printer to which the diagram will be printed in the future (such as letter size), and then increase rows and/or columns as necessary to create a grid of such pages to comprise your poster layout. The page size you choose when rows and columns are larger than one must fit onto the paper size you print to! Use this technique when the layout of your diagram is specifically divided into multiple pages and the position of the page divisions within your diagram must be maintained when printing. For example, if you design a complex diagram with multiple pages in mind, such as shown below on the right, use a standard paper size and increase rows and columns as needed to add pages. This will assure that the page divisions shown in the diagramming screen will accurately reflect paper boundaries when printed on different printers (if at all possible).



Choose **Page Setup** from the **File** menu. Use the Page Setup dialog box to change the page layout::



### ***Paper Size***

Select a page size from the standard page sizes available. The sizes listed are not necessarily all available on your current printer. If you intend to use poster layout (more than one row or column), be sure to choose a page size that matches a paper size available on your printer and on any printer you anticipate printing on in the future.

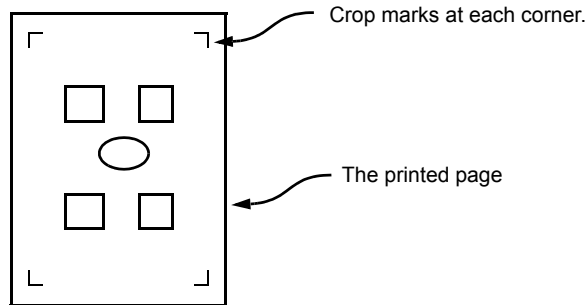
### ***Width and Height***

The height and width boxes display the exact size of the paper you have selected. These are for display purpose only.

### ***Poster***

If your diagram is too large to fit on one sheet of paper that your printer can print, you may choose to use posterizing to spread your design onto a grid of pages. Choose the number of rows and columns of pages for your diagram. (the maximum number is limited to a total of about 62 inches by 62 inches depending on the paper size). Select “Print crop marks” to print guides in the corners of each printed page indicating where they should be cut in order to be joined into a continuous poster. Crop marks are not

printed on corners shared by the outer edges of the poster which are generally not cut because such edges are included in margin spacing.



### ***Margins***

Margins are displayed to show the extents of the printable portion of the page. The margins are for display purposes only. Use the margins to guide where on the page you place objects. Objects placed outside the margins will be truncated or not print at all.

#### ***Minimum (stitching margin)***

Use this control to set the minimum size of margins. This is also the margin width used for stitching together multiple pages when the diagram cannot be printed on a single page.

Choose the minimum margin carefully. The value should be at least as large as the smallest margin supported by any printer you anticipate using. If you select too small a minimum, you run the risk when printing a multi-page diagram, that the page break locations and possibly the combined page size will be different for each printer. In that case, changing the printer set-up may cause your diagram's page layout to change and possibly require manual adjustment of the contents. A diagram's page layout will remain consistent unless it is required to be adjusted for a printer setting that cannot support the minimum margin. Note that for diagrams that span multiple printed pages, a layout change may be necessary based on the value of the minimum margin alone even if the four margins you set are all valid for the printer.

#### ***Portrait and Landscape***

Use the portrait and landscape controls to choose page orientation. There's no need to rotate objects to print width-wise or "landscape" on a page - this is done automatically when the page is printed.

## Sheets

All of the above pertains to a single sheet in a diagram. A diagram may have multiple sheets each set up identically as described above.

## Printing

Printing flow charts is similar to printing in any other Windows program.

### To print a diagram

1. Use **Print Setup** to make sure that your printer is set up properly with the correct paper and so on. You do not need to set-up your printer each time you print.
2. Choose **Print** from the **File** menu.
3. Choose the options you want in the Print dialog box then press **OK**.

When you print a diagram that has more than one page, you can select a range of pages to print rather than printing the whole diagram. Page numbering is from left to right and top to bottom. The following illustration shows page numbering for a two row by three column poster.

1	2	3
4	5	6

A diagram can also have multiple sheets. Each sheet may be divided as above. Page numbering continues as shown, repeating for each sheet. The Print screen also contains an option to print only the current sheet.

### To print all open diagrams

You can choose **Print All** from the **File** menu to print all your open diagrams with one command.

## Object Linking and Embedding (OLE)

This program supports Microsoft's *Object Linking and Embedding* specification version 2.0. OLE (oh-lay) as it is commonly called, makes it simple and convenient to insert or *embed* diagrams within documents created by other applications which can serve as OLE *containers*.

Microsoft Word™ is one example of a very popular application that exploits the ability to be an OLE container. Throughout this section, we'll refer to Word as a typical OLE container application. But don't forget that there are MANY such applications on the market and all will work more or less the same with this program's OLE features.

Using OLE, you can embed diagrams directly inside Word documents such that they become a part of the document, are saved within the document file, and nevertheless can later still be edited. In addition, you can choose to store only a reference called a

*link* to a diagram file within Word. With a link, you can simply edit the diagram file and the changes will automatically appear in the Word document. Linking and embedding together provide the capability to use diagrams anywhere that a diagram would be convenient without the hassle of having to store and maintain the diagram elsewhere at the same time.

This program acts as an *OLE Server*, not as a container like Word. It is a *full server* as opposed to a *mini-server* because it can also run stand-alone as a normal application.

## OLE embedding diagrams

A diagram can be embedded into a document created by an application like Microsoft Word™. When a diagram is embedded in a document, it becomes part of the document but remains a complete diagram that can later be edited and updated.

### To insert a new diagram into a Word (or similar) document

1. From Microsoft Word, choose **Object** from the **Insert** menu.
2. Choose the *Create New* tab.
3. From the types list, choose *EDGE Diagram*.
4. Follow the procedure to create a new diagram (see *Creating a New Flow Chart* on page 234).
5. When the diagram is complete, choose **Exit & Return to Document** from the **File** menu.
6. Resize the resulting diagram if you like.

### To insert a copy of an existing diagram into a Word (or similar) document

1. From Microsoft Word, choose **Object** from the **Insert** menu.
2. Choose the *Create From File* tab.
3. Select the name of the diagram file.
4. Resize the resulting diagram if you choose.

### To embed a portion of a diagram into a Word document

1. Open any diagram file.
2. Select the portion of the diagram that you'd like to embed in the Word document (see *Selecting and Deselecting Objects* on page 27).
3. Choose **Copy** or **Cut** from the **Edit** menu.
4. In Word, choose **Paste** from the **Edit** menu.
5. Resize the resulting diagram if you like.

## OLE linking to diagrams

A diagram can be linked to a document created by an application like Microsoft Word™. When a diagram is linked in a document, it remains a separate diagram file and a reference or link is saved in the document. If you later make changes to the diagram, those changes will be reflected automatically in the document that contains the link.

### To insert a link to a diagram into a Word document

1. Create a diagram in the usual way (see *Creating a New Flow Chart* on page 234).
2. Save the diagram to a file.
3. In Word, choose **Object** from the **Insert** menu.
4. Choose the *Create from File* tab.
5. Check the *Link to File* box.
6. Select the name of the diagram file.
7. Resize the resulting diagram if you choose.

When an OLE document contains links to diagrams or other OLE objects, those objects must remain in place when the document is used. If you delete a diagram that is referenced from an OLE document, the reference will not know where to find the diagram. Likewise, if you copy the document that contains the link, you should also copy the linked diagrams so that the links remain valid.

## Exiting

### To exit

1. Choose **Exit** from the **File** menu.  
Other standard Windows methods of exiting programs work also, such as pressing ALT-F4 or choosing **Close** from the **System** menu.
2. If your diagram contains changes that have not been saved, you will be prompted to save them before exiting.





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## Index

### A

- add connector label here 128
- add flow label 131
- adding a page 47
- adding a sheet 47
- aligning figures 57
- antialias 198
- arc 93
- arc stretch method 223, 224, 225, 226
- arcs 223, 224, 225, 226
- aspect ratio 77, 121, 155
- attach method 86
  - centers 86
  - freeform 86
- attaching
  - connector labels 128
  - figures to flows 65
  - flow labels 131
  - specialty labels 126
- auto backup 210
- auto save 210
- Autosave 231
- autoscroll 43

### B

- back 28
- back one 29
- background 189
- background color
  - exported bitmaps 198
- backspace 137, 140
- backups 210
- BAK files 230
- basics 13
- beginning of line 137, 140

---

beginning of text 137, 140  
beveled 103  
bind to style 69, 116, 147, 169  
blend 78, 156  
block diagrams 11  
border (figure property) 147  
border color 69, 147  
borders (of connectors) 106, 184

## C

categories 53, 88  
center on grid when snap 75, 121, 153, 173  
center on page 59  
center stationary when resizing horizontally 76, 121, 154, 173  
center stationary when resizing vertically 76, 121, 154, 173  
centers (attach method) 86  
centimeters 212  
changing figure size 55  
changing the active page 48  
changing the active sheet 48  
clear 29  
click select 28  
clicking 13  
clipboard 30, 32, 33, 34  
close 251, 253  
color palette 230  
color scheme 235  
colors  
    custom 39  
    fill color 40  
    for tinting graphics 41, 196  
    for transparency 40  
combo box 20  
commands (notation) 9  
common style properties 144, 146  
connect cursor 13  
connect mode 25, 87  
connect to another connector 90  
connect two figures 89  
connector labels 110, 127  
    add connector label here 128  
    attaching 128  
    copying 31

- 
- creating 128
  - cutting 30
  - definition 17
  - deleting 29, 129
  - detaching 129
  - dragging 128
  - editing text 135
  - illustration 17
  - inline 127
  - moving 128
  - slots 127
  - text 133
- connector styles 18, 177
- connectors
- borders 106, 184
  - color 103, 181
  - common behaviors 85
  - connect to connectors 90
  - copying 31
  - corners 103
  - creating 87
  - curved 92
  - cutting 30
  - definition 16, 85
  - deleting 29
  - ends 105
  - flipping 97
  - guided orthogonal 99
  - illustration 16, 85
  - joins 103
  - manual orthogonal 99
  - moving 35
  - moving an end 96
  - orthogonal 98
  - pasting 32
  - rounded 92
  - segments 90
  - smoothed 92
  - splitting 97
  - unattached 90
- connector-to-connector 90
- containers 77, 155
- context menu 13

---

- copy properties 33, 224, 225, 226
- copy-and-paste 32, 33
- copying 31, 32
- copying text 138
- corner radius 202
- corners (of connector) 103
- create an unattached connector 90
- create mode 51
- create one connector at a time 219
- create one figure at a time 219
- creating
  - connector labels 128
  - connectors 87
  - figure in flows 64
  - figures 51
  - flow labels 130
  - labels 109
  - specialty labels 125
- creating a new diagram 234
- creating figures 51
- crossovers 107, 186
- CTRL key
  - creating figures in flows 65
  - dragging a figure 65
  - freeform specialty labels 125
- cursor
  - definition 13
  - shapes 13
- curvature (of connector) 103
- curved connectors 92
- curves 92
- custom diagram colors 39
- custom template 239
- custom zoom intervals 45
- customize 204
  - style bar 204
  - toolbars 204
- cut 252
- cut-and-paste 32, 33
- cutting objects 30
- cutting text 138

**D**

date and time 140  
decimal tab stops 81, 122, 159, 174  
default tabs 82, 123, 160, 175  
Default.htm 244  
define figure styles dialog box 143, 177  
define label styles dialog box 165  
delete 29  
delete key 137, 140  
delete style 145, 167, 178  
deleting  
    connector labels 129  
    figures from flows 66  
deleting a page 48  
deleting a sheet 48  
deleting connector junctions 95  
deleting objects 29  
deleting text 138  
description (of style) 146, 168, 180  
deselect all 28  
deselecting 27  
detach label 129  
detaching  
    connector labels 129  
    figures from flows 66  
    flow labels 131  
    labels 126  
    specialty labels 126  
diagram  
    common questions 14  
    definition 14  
diagram components 16  
diagram objects 16  
diagram properties 198  
diagram template 17, 234, 239  
distributing evenly 58  
dotted grid 218  
drag scrolling 43  
dragging 13, 35  
drop menu 20, 51, 52, 87  
drop menus 14  
drop shadow 69, 147  
drop shadows 204

duplicating objects 32

## E

edges snap to grid 75, 76, 121, 153, 154, 173

edit boxes 14

edit operations 27

editing text 135

elliptical gradient 78, 156

embedding diagrams 252

EMF 193

end of line 137, 140

end of text 137, 140

end symbol gallery 185

ends (of connectors) 105

english 212

Enhanced metafiles 193

entire page (zoom) 44

ESC 137, 140

exiting 251, 253

expand figure 74, 120, 152, 172

extending a text selection 136

extending selection 28

## F

fields 140, 227

figure

- inserting from gallery 54

figure create mode 25

figure properties dialog box 66

figure style combo box 51

figure style drop menu 51

figure styles 17, 143

figure symbol gallery 54, 70

figures 51

- 3-D 69, 147

- adding text 134

- aligning 57

- centering on page 59

- copying 31

- creating 51

- cutting 30

- definition 16, 51

- deleting 29

---

- dragging 35, 56
- duplicating 32
- editing text 135
- flows 64
- illustration 16
- making same size 57
- moving 35, 56
- moving precisely 35, 56
- pasting 32
- selecting text 135
- size 55
- sizing 57
- sizing to text 58
- spacing evenly 58
- styles 143
- text 133

- file menu 233
- file operations 233
- fill 78, 156
- fill color 40, 69, 147
- find 36
- find dialog box 36
- find text 36
- flipping connectors 97
- flow 107, 186
- flow labels 129
  - add flow label 131
  - attaching 131
  - creating 130
  - definition 17
  - detaching 131
  - illustration 17
  - slots 130
- flow point 17, 110, 129
- flow symbols 100, 104, 182
- flows 64
  - attaching figures within 65
  - creating figure within 64
  - deleting figures 66
  - detaching figures 66
- foreground 189
- Formats and Customization Guide 185
- freeform 125

- attach method 86
- creating figures in flows 65
- dragging a figure 65
- specialty labels 125

front 28

front one 29

full server (OLE) 252

## **G**

- gallery 54, 70
  - end symbols 185
- getting around 43
- gradient fill 78, 156
- graphic from clipboard 70
- graphic from file 70
- graphics
  - importing from files 193
  - pasting from clipboard 32
- grid 23, 218
- grid lines 218
- groups 220
- guided orthogonal connectors 99

## **H**

- handles 27
- hard carriage returns 141
- height (figure property) 69, 116
- height and width to grid when snap 75, 121, 153, 173
- home 137, 140
- HTML
  - saving as,exporting 242
- HTML template 243, 244

## **I**

- importing
  - metafiles 193
- importing graphics 193
- inches 212
- incremental zooming 46, 47, 48
- inline connector labels 127
- Insert Graphic 194
- insert key 137, 140
- Insert Symbol 54



---

inserting a figure 54  
inserting field text 140  
inserting time and date 140  
introduction 11, 13  
invalid characters 137, 140

## **J**

jogs 107, 186  
joins 103  
junctions 90  
    definition 17  
    deleting 29, 95  
    illustration 17

## **K**

keep height (arcs) 223, 224, 225, 226  
keep length (arcs) 223, 224, 225, 226  
keep shape (arcs) 223, 224, 225, 226  
keep sized to text 58  
keyboard 137  
keys 9

## **L**

label styles 18, 165  
labels  
    adding text 134  
    copying 31  
    creating 109  
    cutting 30  
    definition 17, 109  
    deleting 29  
    detaching 126  
    dragging 35  
    editing text 135  
    illustration 17  
    moving 35  
    pasting 32, 33  
    rotating 134  
    selecting text 135  
    specialty labels 124  
    text 133  
landscape 249  
lasso cursor 13

- lasso select 27
- layers 189
- left (figure property) 68, 102, 116
- left and right edges snap to grid 75, 121, 153, 173
- left mouse button 13
- line spacing 238
- line too long 74, 120, 152, 172
- linear gradient 78, 156
- link to file 253
- linking to diagrams (OLE) 253

## M

- macros (HTML) 245
- magnification 45
- make same size 57
- manual orthogonal connectors 99
- margins 242, 249
- MDI 233
- measurements 14, 212
- memo 83, 124
- memotips 83, 124
- menu bar 19
- menus 9
- metafiles
  - importing 193
- metrics 212
- Microsoft Word 251
- mitered 103
- model figure 57
- modes 20
  - connect mode 25, 87
  - figure create mode 25
  - select mode 23
  - seltext mode 24
  - text mode 24
  - zoom mode 24, 44, 45
- mouse
  - buttons 13
  - clicking 13
  - dragging 13
  - requirement 13
  - right button 13
- mouse cursor 13

---

- move cursor 13
- moving 35
  - connector label 128
- moving a figure 56
- moving connector labels 128
- moving precise 35
- moving the end of a connector 96
- moving to the front or back 28
- multiple document interface 233
- multiple sheets 46, 47
- multi-segment connector 90

## **N**

- naming a page 48
- naming a sheet 48
- new 234
- new diagram wizard 235
- new figure style dialog box 144, 166, 178
- new style 144, 166, 178
- nodes
  - pasting 33
- notes (notation) 9

## **O**

- object linking and embedding 251
- object styles 17
- objects 16
- OLE 251
  - cut 252
  - embedding diagrams 252
  - full server 252
  - linking to diagrams 253
  - mini-server 252
  - paste 252
  - server 252
- OLE container 251
- open 240
- opening an existing diagram 240
- orthogonal 102
- orthogonal connectors 98
  - guided 99
  - manual 99

**P**

- page boundaries 242
- page layout 247
- page orientation 247
- page setup 247
- page width (zoom) 44
- pages
  - adding 47
  - changing 48
  - deleting 48
  - naming 48
- palette 230
- paper 242
- paper size 247
- paragraph styles 17
- paste 252
- paste as 33
- paste properties, properties
  - copying 33
- pasting 30, 32, 33
- pasting graphics 32
- pasting text 33, 138
- paths
  - pasting 33
- percentage zoom 45
- pivot cursor 13
- point measurements 14
- points 213
- portrait 249
- poster 248
- precise moving 35, 56
- preserve aspect ratio 77, 121, 155
- Print All 251
- printing 251
- properties
  - copying 224, 225, 226
  - overview 18
  - pasting 33
- property bar 21, 54, 89, 113
  - illustration 19

**Q**

quality

- JPG images 197
- quality of JPG 243
- quick copy 32
- quit editing text 137, 140
- quitting 251, 253

## **R**

- Reapplying a connector style 187
- Reapplying a figure style 163
- Reapplying a label style 176
- recover 210
- rename styles 145, 166, 178
- replace 36, 37
- replace dialog box 37
- replace text 36
- reshape 60
- resize cursor 13
- resizing figures 55
- restore 210
- revert 210, 241
- right mouse button 13
- rotating text 134
- rounded 103
- rounded connectors 92, 202
- rulers
  - illustration 19

## **S**

- same size 57
- Save All 241
- save template 239
- saving HTML web page 242
- screen size 228
- scroll bars 43
  - illustration 19
- search 36
- segments 90, 97
- select all 28
- select cursor 13
- select mode 23
- selected objects (zoom) 44
- selecting 27
  - click 28

---

- lasso 27
- select all 28
- selecting more 28
- selecting text 135
- selection
  - extending 28
- seltext mode 24
- shading 78, 156
- shadows 204
- sheet bar 19
- sheets 46, 47
  - adding 47
  - deleting 48
  - naming 48
- shift key 57
- short and long time formats 227
- size of figure 55
- size to text 58
- sizing figures 57
- sizing figures to text 58
- slots 125
  - connector labels 127
  - flow labels 130
- smoothed connectors 92
- snap figures into flows option 220
- snap grid 23
- snap labels to connector label slots option 125, 128
- snap labels to flow label slots option 125, 130
- snipping connectors 97
- soft carriage returns 141
- space evenly 58
- specialty labels 109, 124
  - attaching 126
  - connector labels 127
  - creating 125
  - default text 125
  - detaching 126
  - flow labels 129
  - freeform 125
  - slots 125
- split cursor 13
- splitting connectors 97
- standard sizes 15

---

- stetch method 223, 224, 225, 226
- style bar 20
  - customize 204
  - illustration 19
- style bar buttons 21, 51, 148, 169
- style combo box 20
- style drop menu 20
- style properties
  - common 144, 146
- styles
  - connector 177
  - creating new 144, 166, 178
  - definition 17
  - deleting 145, 167, 178
  - descriptions 146, 168, 180
  - figure 143
  - labels 165
- substitution macros (HTML) 245
- symbols 160

## T

- tab 137, 140
- tabs 81, 122, 159, 174
- template 239
  - saving 239
- template - HTML, custom HTML 243, 244
- template overrides 237
- template variants 235
- text 133
  - adding to figures 134
  - adding to labels 134
  - copying 138
  - cutting 138
  - deleting 138
  - editing 135
  - keyboard usage 137
  - pasting 138
  - rotating 134
  - selecting 135
- text balloons 217
- text color 69, 116, 147, 169
- text cursor 13, 113
- text fields 140, 227

- text mode 24
- three dimensional figures 69, 147
- time and date 140
- time and date format 227
- tinting 41, 196
- title bar 19
- too many lines 74, 120, 152, 172
- tool bar 21
  - illustration 19
- toolbar
  - customize 204
- tooltip 21
- tooltips 83, 124, 217
- top (figure property) 69, 116
- top and bottom edges snap to grid 76, 121, 154, 173
- transparent symbols 40

## U

- unattached connectors 90
- undo 33, 34
  - navigation 220

## V

- valid characters 137, 140
- variants 235
- vertical text 134
- visible grid 23

## W

- web page 242
- width (figure property) 69, 116
- Windows
  - clipboard 30, 32, 33, 34
  - metafiles 31
- Windows metafiles 31, 193
- wizard 235
- WMF 193
- workspace
  - illustration 19
  - menu bar 19
  - property bar 19
  - rulers 19
  - scroll bars 19



- style bar 19
- title bar 19
- tool bar 19
- wrap 238

## **Z**

- zoom 44
  - all objects 44
  - directly to area 46, 47, 48, 49
  - entire page 44
  - incremental 46, 47, 48
  - intervals 45
  - page 46, 47, 48, 49
  - page width 44
  - rectangle 46, 47, 48, 49
  - selected objects 44
- zoom cursor 13
- zoom mode 24, 44, 45
- zoom-in 44
- zoom-out 44

