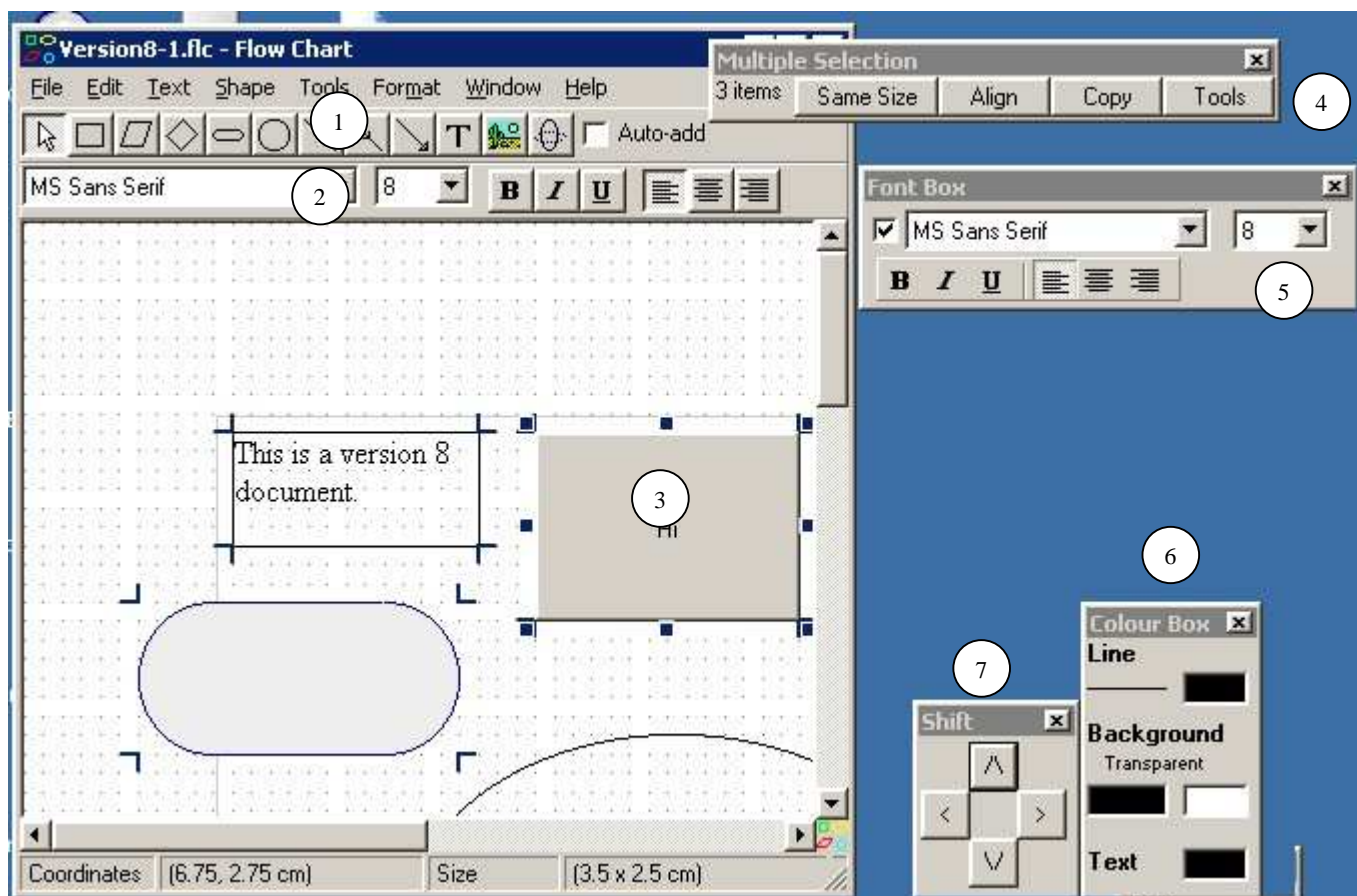


## Flow Chart - August 2002



- 1) Add toolbar. Select the shape you wish to add and click-and-drag on the drawing area below. Click on the auto-add check box before drawing so you don't have to go back to the Add toolbar to draw another object. Auto-add will continue adding the same selected shape until you click on the drawing area.
- 2) Font toolbar. (Turn on/off: Window > Font Bar) Allows you to adjust font, or use default font. Go to Format > Options to set the default font and size.
- 3) Selection. Eight boxes (or two boxes for a line) will show around the selected object. Ctrl+[arrow key] to move the shape, or click-and-drag on the shape. Use the handle boxes to size the shape.
- 4) Multiple selection. (Automatically turns on) Use this toolbar for multiple objects, including the alternate Tools menu. The selected items are shown with highlighted (blue) corner marks (or the line will be a different colour).
  - \* To move or size objects, use the single selected item (3).
  - \* To apply the same font, appearance, or colour, change the settings for one object and then click on the Copy button on toolbar 4 and select the option.

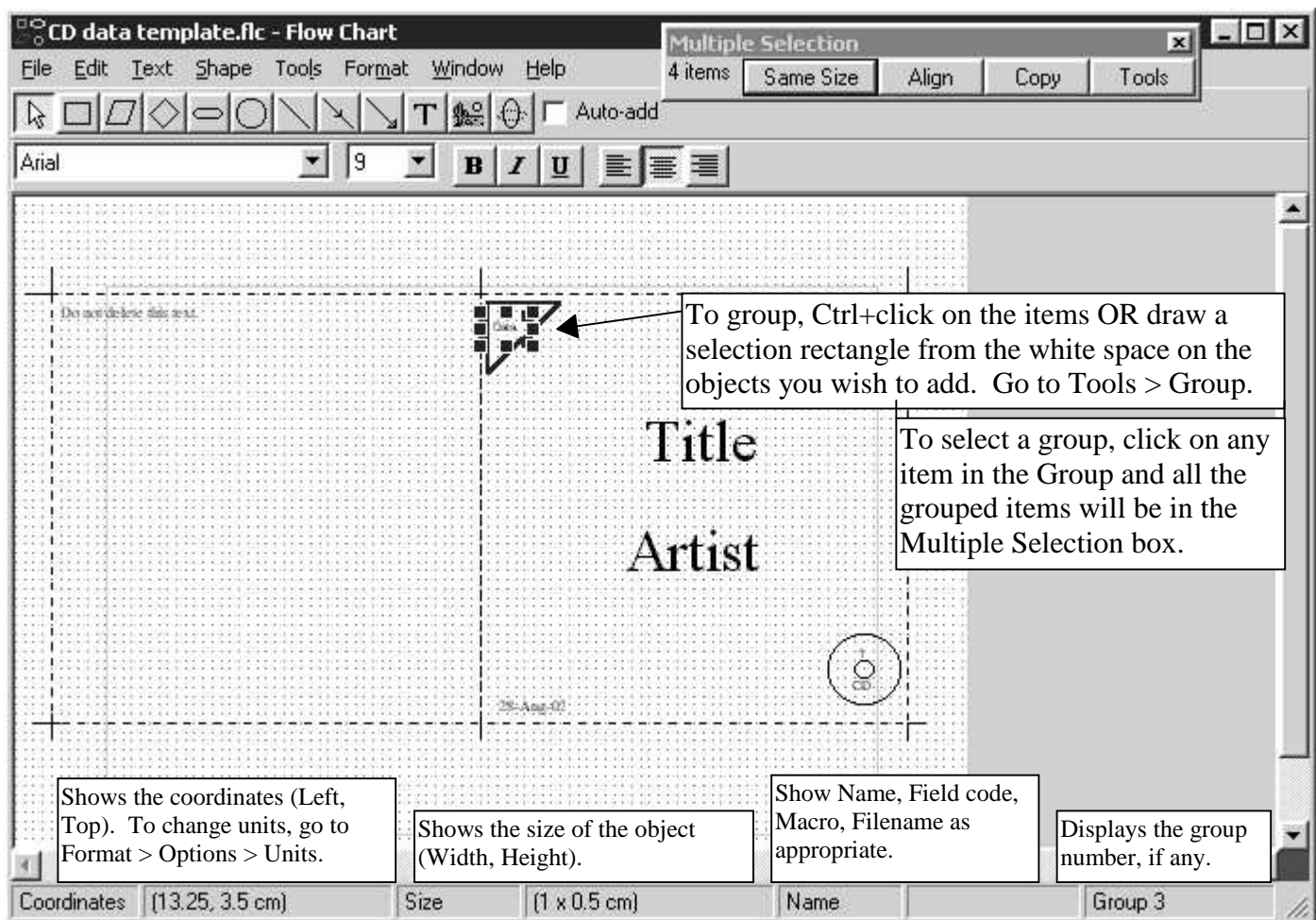
\* The Align menu will align all objects to the selected item (3). Same size will make all the objects the same size as the selected item (3). Applying the same size to columns or rows is generally reserved for lines, in which case it makes the lines equally spaced.

5) Font box. (Turn on by Window > Font Box). It's the same as the Font toolbar.

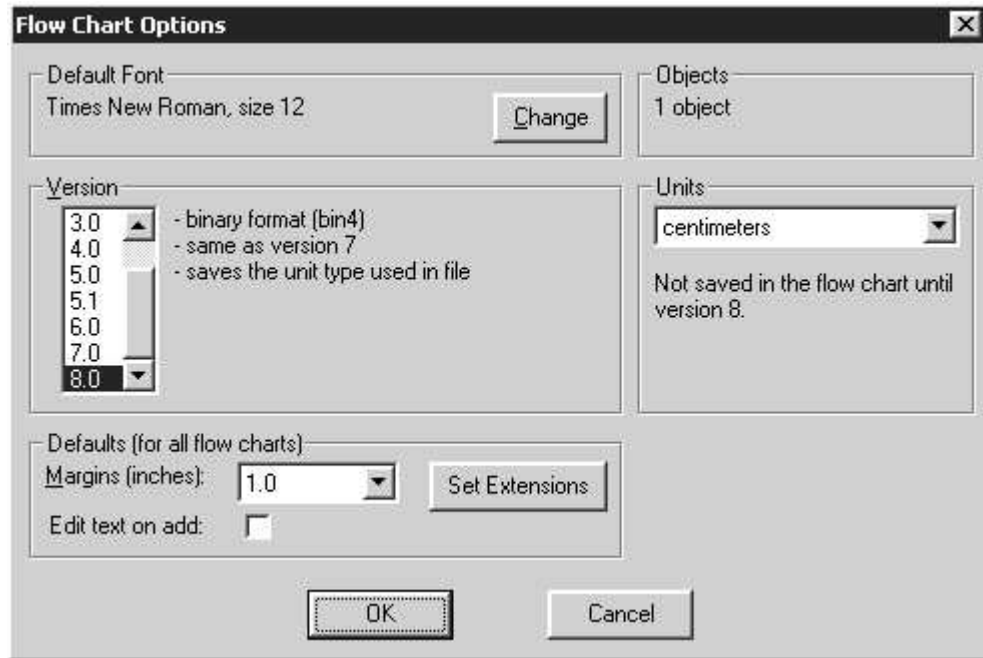
6) Colour box. (Turn on by Window > Colour Box). In the colour box, you can change the colour of the line and the line style by clicking on the diagram. Use the right mouse button on the line to change the thickness.

Left click on the two Background boxes to change fill style and fill colour. The box beneath "Text" changes the text colour.

7) Shift box. (Turn on by Window > Shift Box). This shifts ALL objects in the direction shown by an arbitrary unit. You can also shift by going to Edit > Select All, and clicking-and-dragging all the objects.



Format > Options menu shows this dialog box. You can change the default font and size, the file version (I suggest version 7 or 8), margins in inches, and the coordinate units.



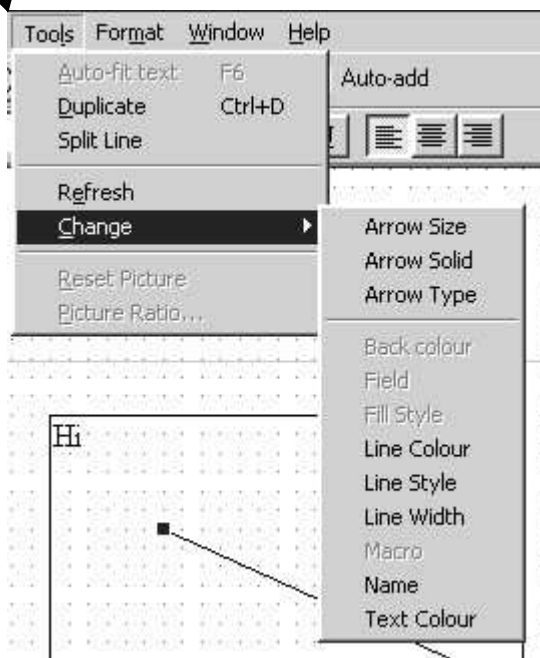
## Margins

The margins are shown for your information. You can always draw outside the margins.

## Edit Text on Add

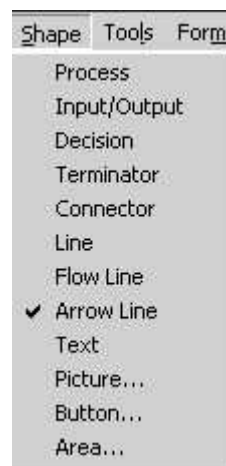
Edit text on add automatically edits an object when it is drawn on the form. You can turn this off. When you press an ASCII key or F2 on the object, the text edit mode will automatically turn on. Press F3 to cancel edit. Press F2 to toggle edit.

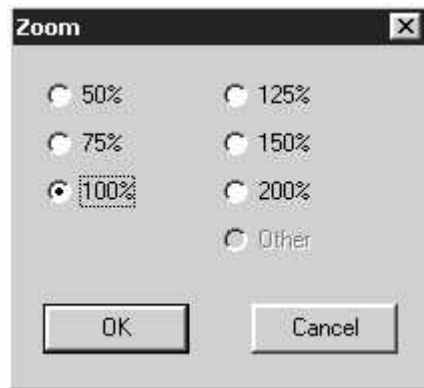
If you do not wish to use the Window boxes to change object properties, you can go to Tools > Change > .... You are able to change the colours and styles. You can only change arrow properties through this menu or through Format > Object. Field codes and macros should be changed through Format > Object. The font can be changed through Text > Font.



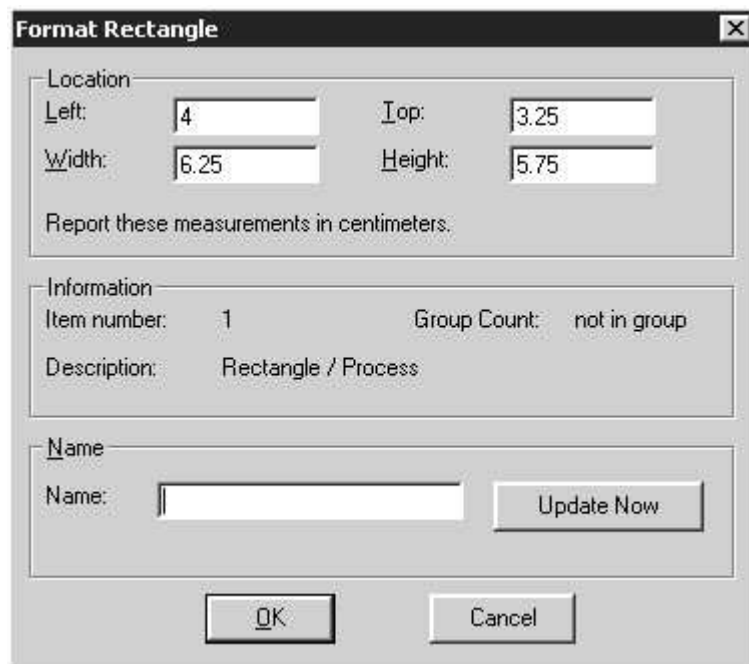
To change the shape of an selected object, go to Shape and choose the desired shape. Please note that doing this will set the item to the end of the tab order except for area, which goes to the first item in the tab order.

You can only insert a Button or Area object through this menu. The Area object makes the page smaller in the Print Preview dialog box. Buttons can open flow charts and run programs.





Format > Zoom shows you this dialog box. This dialog box is also used for Tools > Picture Ratio. It scales the page view or picture proportionally. If the Flow Chart icon in the lower right hand corner changes to a red colour, there are some display/rendering problems. Usually there is no problem at 100% (normal view).



Access this dialog box through Format > Object or F8. The Location frame allows you to change Left, Top, Width, and Height. Lines can have negative Width and Height. The Information frame shows you the description of the item, group information if any. Sometimes the Picture, Field, or Button (Macro) box will show in the frame if that object is selected. Arrow properties, CD List, and Group options are shown to the right (if available). The Name frame allows you to change the name. The only name so far is CDList.

To activate the CDList, type CDList in the Name field. Click on Update Now. A frame will show to the right. Choose the drive with a CD in it and the contents of the root (or first level folder) will be shown in the text box below. You can modify the text box's contents. Click OK and the contents will replace anything in the selected object.

The Arrow frame is preferred over Tools > Change > Arrow ... because you can modify more than one arrow property at a time.