Drawing Gallery

**HEWLETT
PACKARD**

Notice

The information contained in this document is subject to change without notice.

Hewlett-Packard makes no warranty of any kind with regard to this material, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose. Hewlett-Packard shall not be liable for errors contained herein or for incidental or consequential damages in connection with the furnishing, performance, or use of this material.

Hewlett-Packard assumes no responsibility for the use or reliability of its software on equipment that is not furnished by Hewlett-Packard.

This document contains proprietary information which is protected by copyright. All rights are reserved. No part of this document may be photocopied, reproduced, or translated to another program language without the prior written consent of Hewlett-Packard Company.

IBM^{TM} is a trademark of the International Business Machines Corporation. The IBM PC, IBM XT, IBM AT, PC-DOS, and XEDIT are products of IBM.

MS^{TM}-DOS is a U.S. trademark of Microsoft Corporation.

Microsoft$^{®}$ and Microsoft$^{®}$Windows are registered trademarks of Microsoft Corporation.

VideoShow$^{®}$ is a registered trademark of General Parametrics Corporation.

PictureIt!^{TM} is a trademark of General Parametrics Corporation.

Lotus$^{®}$, 1-2-3$^{®}$, and Symphony$^{®}$ are registered trademarks of Lotus Development Corporation.

PageMaker$^{®}$ is a registered trademark of ZSoft Corporation.

PC Paintbrush$^{®}$ is a registered trademark of ZSoft Corporation.

©1987 by Hewlett-Packard Co.

Personal Software Division
3410 Central Expressway
Santa Clara, CA 95051, U.S.A.

Printing History

First Edition – May, 1986
Second Edition – July, 1987

Printed in U.S.A.

HP Computer Museum
www.hpmuseum.net

For research and education purposes only.

Table of Contents

Chapter 4:   **Choosing Features for a Picture**

Chapter 5:   **Editing a Picture**

Appendix D: **The Basic Portfolio**

Introduction to Drawing Gallery

Learning the Basics

Drawing Gallery is a business graphics software package that helps you create professional quality pictures to use in reports and presentations. Drawing Gallery comes with a setup booklet, a manual, and a quick reference card, so you can learn what you need to know quickly.

- **Setting Up Drawing Gallery and Charting Gallery** is your setup guide. Read it first. It shows you how to prepare a work copy of the Drawing Gallery software and how to install your printer.

- This manual, **Drawing Gallery**, is a complete guide to all Drawing Gallery features.

- **The Drawing Gallery Quick Guide** is a separate card. It's a handy source of condensed information on how to perform the basic tasks in Drawing Gallery. You can open the card out from the binder, or you can remove it and keep it next to your computer.

What's in this Manual　　Chapter 1, *Getting Started with Drawing Gallery*, is a step-by-step tutorial.

Chapter 2, *Basic Techniques*, tells you how to use the mouse, keyboard, and function labels to choose items from menus, view the drawing board, activate objects, and cancel what you've done.

Chapter 3, *Creating a Picture*, shows you how to choose shapes from the template sets, place objects on the drawing board, connect them, and position them to form a picture.

Chapter 4, *Choosing Features for a Picture*, describes how to modify the line, text, and texture characteristics of your drawing.

Chapter 5, *Editing a Picture*, tells you how to perform many editing functions so that you can modify your drawing and achieve exactly the picture you want.

Chapter 6, *Using the File menu*, decribes how to get, add, and save your files.

Chapter 7, *Drawing to a Printer, Plotter, or File*, tells you how to print or plot to paper or transparencies, or to film recording devices or slide presentation devices.

Appendix A, *Error Messages*, lists all the error messages that Drawing Gallery displays and tells you what to do about them.

Appendix B, *Using a Mouse or Graphics Tablet as Input Devices*, describes how to connect a mouse or graphics tablet to your computer and use them with Drawing Gallery.

Appendix C, *Using Drawing Gallery with Other Applications*, tells you how to incorporate charts from Lotus 1-2-3, Lotus Symphony, or Charting Gallery, how to use Drawing Gallery pictures in desktop publishing programs, Executive MemoMaker, or HP Word PC, and how to convert your Drawing Gallery files to HP 3000 Figure Files.

Appendix D, *The Basic Portfolio*, contains an extensive array of ready-made professional graphics that you can easily add to your own pictures.

Appendix E, *Using File Manager*, describes how to browse through file names and retrieve, delete, and rename files using File Manager.

Appendix F, *Drawing Gallery Version Information*, gives you a chronology of previous Drawing Gallery versions, outlines the new features in this version, and tells you about file compatibility between different versions of Drawing Gallery.

Vectra or Touchscreen?

Most of the information in this book applies to both the Vectra and the Touchscreen. Occasionally, there is different information depending on which computer you are using. Whenever you see *Vectra*, it refers to these compatible computers:

- HP Vectra Personal Computer
- IBM PC, XT, or AT

Likewise, whenever you see *Touchscreen*, it refers to this computer:

- HP Touchscreen PC

When information applies specifically to one computer or another, look for italics to distinguish between Vectra and Touchscreen information.

Example:

Vectra Users: Your printer or plotter must be identified using the Identify Devices (DEVICEID) program.

Touchscreen Users: Your printer or plotter must be configured using either the DEVICE CONFIG or EASY CONFIG program, as well as the Identify Devices (DEVICEID) program.

Touchscreen Keyboard Variations

Two keys that appear in this book are labeled differently on your keyboard if you are using a Touchscreen. The table below shows which keys to use on your keyboard.

What you'll see in the book	Corresponding Touchscreen key
⏎ ⬅	Return Back space

Screen Variations

This book contains many examples of Drawing Gallery screens. Your screen may look slightly different from the screens in this book if you have a Vectra with a color monitor or if you have a Touchscreen, but the basic information is the same.

Before You Begin

Before you begin using Drawing Gallery, read *Setting Up Drawing Gallery and Charting Gallery* for complete information about installing your software and identifying the devices that you intend to use with the software.

Also be sure that:

- You've made work copies of the Drawing Gallery Setup, Application, GOLD, and Utility Master discs, the Basic Portfolio discs, and for the Touchscreen, the Library disc.

- Your printer or plotter is turned on and has paper in it.

  Vectra Users: Your printer, plotter, video board and monitor must be identified using the Identify Devices (DEVICEID) program.

  Touchscreen Users: Your printer or plotter must be configured using either the DEVICE CONFIG or EASY CONFIG program, as well as the Identify Devices (DEVICEID) program. If you have a serial output device, it must also be configured. See the *HP Touchscreen PC Owner's Guide* for information.

Whenever you see the symbol ⏎ in this manual, press ⌜Return⌟ on your Touchscreen keyboard.

Tips for Flexible Disc Users

If your work copy of Drawing Gallery is on one or more high capacity flexible discs (720 Kb or greater), these tips will help you protect your work copy from accidental damage.

- Never take your application work copy out of a drive while Drawing Gallery is running. The only safe time to remove the application work disc is *after* you leave Drawing Gallery. You can remove your work copy of the GOLD disc to save or get a picture.

- Never take any flexible disc out of a drive while the drive light is on. If you do, you may lose all the information on the disc.

- Because of space limitations, avoid saving pictures on your work copy of Drawing Gallery. Instead, use a data disc for this purpose. A data disc is a blank formatted disc that you set aside specifically for saving pictures.

Note

If your work copy of the GOLD disc is on a separate disc, you'll need to remove this disc to insert your data disc. After you've saved the picture, be sure to remove your data disc and reinsert your work copy of the GOLD disc. Drawing Gallery cannot print or plot pictures unless a copy of the GOLD disc is in an accessible drive.

Starting Drawing Gallery

You can start Drawing Gallery from the DOS prompt. If you are using an HP Vectra or an HP Touchscreen with the *Personal Applications Manager (PAM)*, you can also start from the PAM main screen.

Make sure that you have gone through the procedures in *Setting Up Drawing Gallery and Charting Gallery* and that you have made work copies of the programs.

If you don't know how to get to the DOS prompt or PAM Main screen, refer to the manuals that came with your computer.

Check to see where your work copy of Drawing Gallery is located. It will be on one of the following:

Vectra Users:

- A hard disc
- A high capacity (1.2Mb) flexible disc

Touchscreen Users:

- A hard disc
- 2 double-sided high capacity (720 Kb or greater) flexible discs

For Vectra Users In this section, you'll find two sets of instructions for starting Drawing Gallery. Determine which kind of disc drive you'll be starting from, and whether you want to use DOS or PAM. Then choose the instructions that apply. You can start from any of the following:

- PAM/hard disc or high capacity (1.2 Mb) flexible disc

- DOS/hard disc or high capacity (1.2 Mb) flexible disc

PAM/Hard Disc or High Capacity (1.2 Mb) Flexible Disc

1. Display the PAM screen.

2. Press [Tab] to move the selection arrow to Drawing Gallery.

3. Choose Start Applic.

The disc drive light flashes, indicating that Drawing Gallery is starting. A screen appears, asking you to click a mouse button *or* press [⏎]. After you do so, the drawing board appears.

DOS/Hard Disc or High Capacity (1.2 Mb) Flexible Disc

1. Check to see that the DOS prompt for your hard disc or high capacity flexible disc is displayed on the screen. If you've installed Drawing Gallery in a subdirectory, make sure that's the current directory.

2. Type drawgal and press [⏎].

The disc drive light flashes, indicating that Drawing Gallery is starting. A screen appears, asking you to click a mouse button *or* press [⏎]. After you do so, the drawing board appears.

For Touchscreen Users

In this section, you'll find two sets of instructions for starting Drawing Gallery. Determine which kind of disc drive you'll be starting from, and choose the instructions that apply. You can start from both of the following:

- PAM/hard disc
- PAM/2 double-sided high capacity (720 Kb or greater) flexible discs

PAM/Hard Disc

1. Display the PAM screen.

2. Press [Tab] to move the selection arrow to `Draw Gallery`.

3. Choose `Start Applic`.

The disc drive light flashes, indicating that Drawing gallery is starting. A screen appears, asking you to click a mouse button *or* press [↵]. After you do so, the drawing board appears.

PAM/2 Double-Sided High Capacity (720 Kb or greater) Flexible Discs

1. Display the PAM screen.

2. Put the Drawing Gallery work disc into Drive B.

3. Choose `Reread Discs`.

4. Press [Tab] to move the selection arrow to `Draw Gallery`.

5. Choose `Start Applic`.

The disc drive light flashes, indicating that Drawing gallery is starting. A screen appears, asking you to click a mouse button *or* press [↵]. After you do so, the drawing board appears.

Getting Started with Drawing Gallery

This chapter contains a short practice session to help you become familiar with using Drawing Gallery. In this session, you create a picture that you can draw to your printer or plotter. To create this picture you:

- Move the Pointer.
- Type text.
- Choose a size and font for text.
- Add bullets to text.
- Draw a line.
- Use full view and partial view.
- Add a picture to your drawing.
- Save your drawing.
- Preview your drawing.
- Erase your drawing.

This chapter assumes that you have installed the Drawing Gallery software and started Drawing Gallery. For information on installing the Drawing Gallery software, see *Setting Up Drawing Gallery and Charting Gallery*. For information on starting Drawing Gallery, see the Introduction to Drawing Gallery, earlier in this manual.

The Drawing

The instructions in this chapter tell you how to create the picture shown below. Your picture does not have to match this picture exactly. You can place your text, lines, or pictures in approximate places on the drawing board on your screen.

**Drawing Gallery
Certificate of Completion**
This certificate recognizes

_____

- for installing and starting Drawing Gallery
- for completing this introductory lesson

This is the drawing you will create.

Adding Text   If the Drawing Gallery Main menu is not displayed on
your screen, see "Starting Drawing Gallery" in the
Introduction to Drawing Gallery.

Notice the *grid* lines on the drawing board. You can use
the grid lines to help you position objects on the drawing
board. First, you are going to position the text diamond
where you want text to appear in your drawing.

1. Move the mouse or use the direction keys to place
   the Pointer in approximately the position shown
   below.

Move Pointer here.
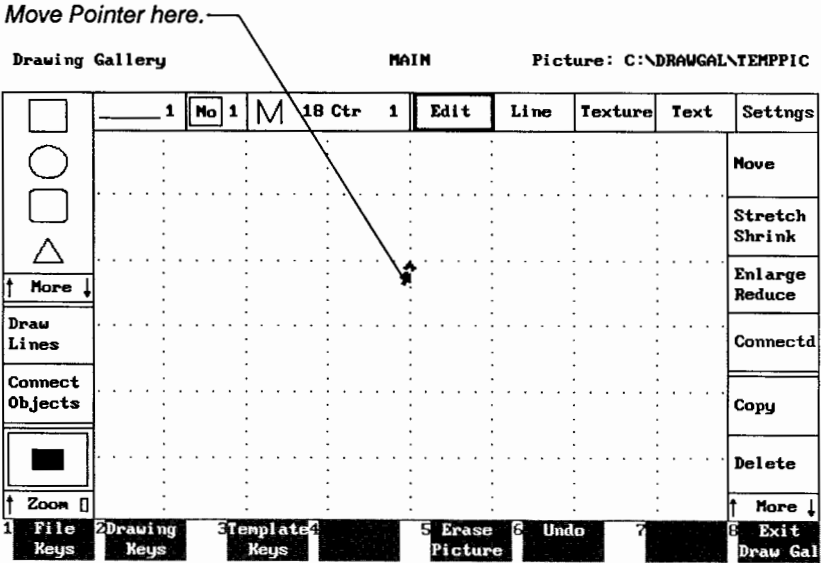
2. Click a mouse button, *or* press ⏎ twice.

The text diamond appears at the Pointer position. You can begin typing your first line of text.

3. Type Drawing Gallery.

Notice that the words appear in the message line at the top of your screen. A box, called the *text box*, replaces the text diamond on the drawing board to show how much space the text will occupy.

Vectra Users: You can use ⬅, Ins, DEL, or the direction keys to correct mistakes as you type.

Touchscreen Users: You can use [Backspace], [Insert Char], [Delete Char], or the direction keys to correct mistakes as you type.

4. Choose Done F4.

Drawing Gallery appears on your drawing board surrounded by *handles* to indicate that it is *active*. You can only change text while it is active.

Changing the Text Size and Font

Next, you will change the text size and font.

1. Move the Pointer to **Text** in the Menu Bar at the top of your screen.

*Move Pointer to **Text** in Menu Bar.*
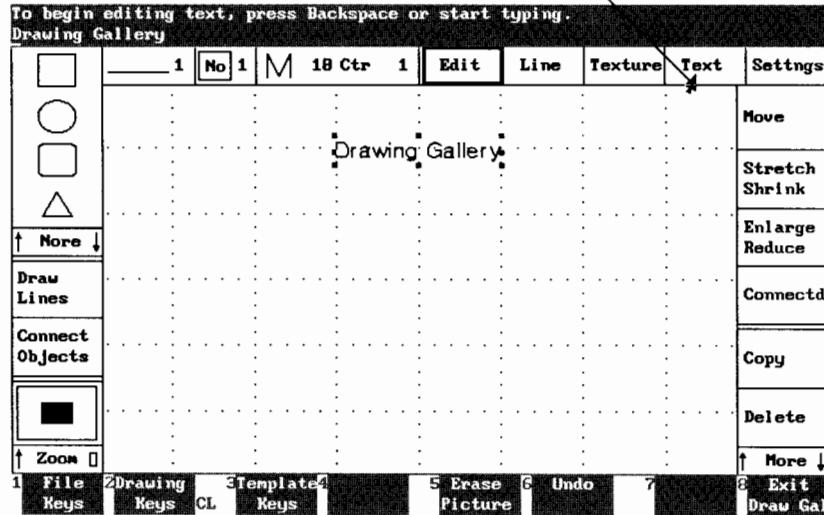
2. Click a mouse button, *or* press ⏎ to choose the Text menu.

The first level of the Text menu appears at the right of your screen.

Status Bar indicates the current font, size, and color.

```
Drawing Gallery                    MAIN           Picture: C:\GALLERY\TEMPPIC
Drawing Gallery
  ┌──┐  ───── 1 │No│1│M│ 18 Ctr  1║ Edit │ Line │Texture│ Text │ Settngs
  └──┘                                                          COLORS
  ○                                                             1 Black
                            ·Drawing Gallery·                   2 Red
  ┌──┐                                                          3 Blue
  └──┘                                                          4 Yellow
  △                                                             5 Green
                                                                6 Violet
 ↑ More ↓                                                       7 Aqua
                                                                8 Orange
 Draw
 Lines                                                          SIZES

 Connect                                                         ▪  ▫  ▯
 Objects                                                         8 12 18

  ┌──────┐                                                       ▯ ▯ ▯
  │  ■   │                                                      24 36 54
  └──────┘
 ↑ Zoom ▯                                                     ↑ More ↓
 1  File │2 Drawing│3 Template│4    │5  Erase │6 Undo │7 │8  Exit
    Keys │  Keys   │  Keys    │     │  Picture│       │  │Draw Gal
```
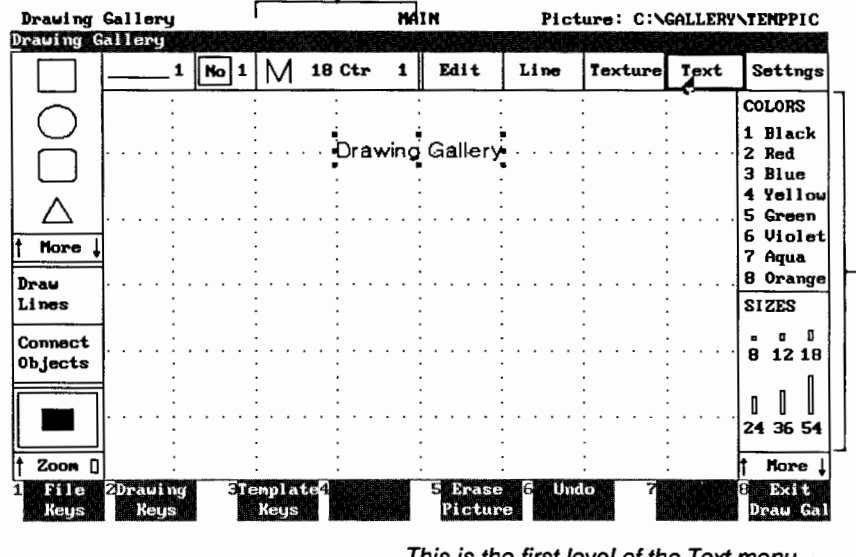
This is the first level of the Text menu. ──────

Note ▒

The Text menu has three levels. The first level displays the **Colors** and **Sizes** fields. The second level displays the **Justify** and **Paths** fields. The third level displays the **Fonts** field. You move from one level to another by choosing **Text** in the Menu Bar at the top of your screen, *or* by choosing **More** at the bottom of the menu.

---

3. Move the Pointer to **24** in the **Sizes** field. Click a mouse button, *or* press ⏎ to select the size.

Status Bar indicates new text size.

Text size changes when you select 24 in the Sizes field.

Drawing Gallery					MAIN			Picture: C:\DRAWGAL\TEMPPIC	

Drawing Gallery

| ☐ | ——— 1 | No 1 | M | 24 Ctr | 1 | Edit | Line | Texture | Text | Settngs |

COLORS
1 Black
2 Red
3 Blue
4 Yellow
5 Green
6 Violet
7 Aqua
8 Orange

Drawing Gallery

| ○ |
| ☐ |
| △ |
| ↑ More ↓ |
| Draw Lines |
| Connect Objects |
| ■ |
| ↑ Zoom ❐ |

SIZES
8 12 18
24 36 54
↑ More ↓

| 1 File Keys | 2Drawing Keys CL | 3Template Keys | 4 | 5 Erase Picture | 6 Undo | 7 | 8 Exit Draw Gal |
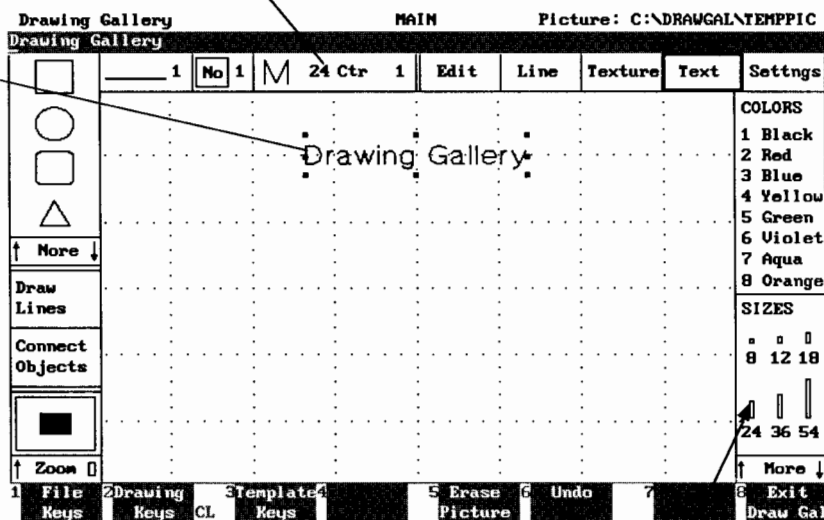
Move Pointer to 24. Choose 24 to change text size.

The words "Drawing Gallery" change to size 24 on the drawing board and the number **24** appears in the Status Bar at the top left of your screen.

Changing Fonts

Now you are going to change the font in which "Drawing Gallery" is displayed. You change fonts from the third level of the Text menu.

1. Move the Pointer to **Text** in the Menu Bar at the top of your screen. Click a mouse button twice, *or* press ⏎ twice.

    The third level of the Text menu appears at the right showing the first five font choices. To see more fonts, choose **More** under the font field. There are twenty-seven fonts in all.

*Choose **Text** until the **Font** menu is displayed. There are twenty-seven fonts, but only five are displayed at a time.*

Drawing Gallery		MAIN		Picture: C:\DRAWGAL\TEMPPIC

Drawing Gallery

	___1	No 1	M	24 Ctr	1	Edit	Line	Texture	Text	Settngs

FONTS

Drawing Gallery

M1

M2

M3

M4

M5

↑ More ↓

Reread Fonts

↑ More ↓

↑ More ↓									
Draw Lines									
Connect Objects									
■									
↑ Zoom □									

1 File Keys	2 Drawing Keys CL	3 Template Keys 4	5 Erase Picture	6 Undo	7	8 Exit Draw Gal
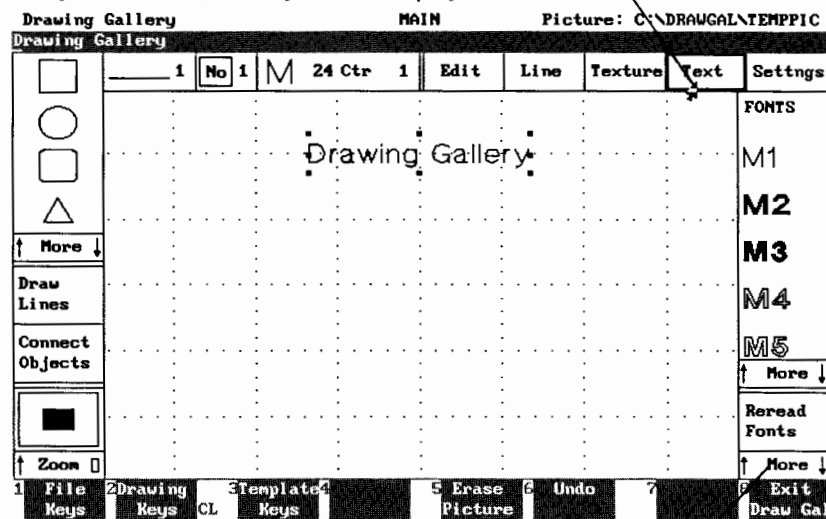
*Keep choosing **More** to display additional fonts.*

2. For the first line of text you are going to choose **U2** (for Uniform Medium). Move the Pointer to **U2**.

Status Bar indicates new text font and style (Uniform Medium).

Text changes to U2.

Drawing Gallery	MAIN	Picture: C:\DRAWGAL\TEMPPIC

Drawing Gallery

| □ | ___ 1 | No 1 | U | 24 Ctr | 1 | Edit | Line | Texture | Text | Settngs |

FONTS

Drawing Gallery

U2

U3

U4

Draw Lines

U5

Connect Objects

U6

More ↓

Zoom []

Reread Fonts

More ↓

More ↓

| 1 File Keys | 2 Drawing Keys | CL | 3 Template Keys | | 5 Erase Picture | 6 Undo | 7 | 8 Exit Draw Gal |
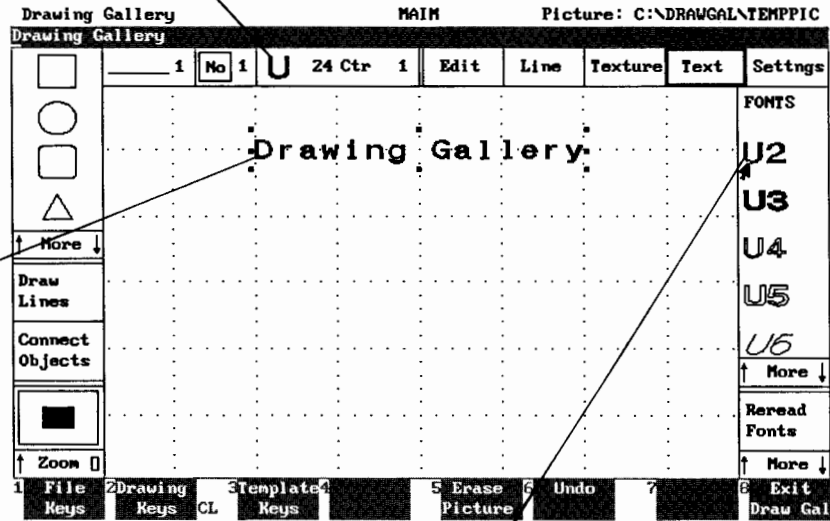
Move Pointer to U2. Choose U2 to change text font.

Getting Started

3. Click a mouse button once, *or* press ⏎ once to select this font.

   The words "Drawing Gallery" are displayed in the U2 font.

Before you add the next line of text, *deactivate* (remove the handles from) the words "Drawing Gallery".

4. Move the Pointer to a blank area on the drawing board. Click a mouse button, *or* press ⏎ twice.

   The handles disappear from the text and the text diamond appears at the Pointer position.

Adding More Text   Now you are going to add two more lines of text to your drawing.

To enter the second line of text:

1. Move the Pointer to the second horizontal (across) and fourth vertical (down) grid line on the drawing board and position the text diamond.

2. Type Certificate of Completion.

   As you type, the words appear in the message line at the top of your screen and the text box appears on the drawing board.

3. Choose ▆Done▆ 〔F4〕.

   Certificate of Completion appears on the drawing board in the same size and font as Drawing Gallery. The Status Bar indicates a bold **U** and the size 24.

4. Move the Pointer to a blank area on your drawing board and deactivate Certificate of Completion.

To add the third line of text:

1. Move the Pointer to the third horizontal (across) and the fourth vertical (down) grid line and position the text diamond.

2. Type This certificate recognizes.

   The words appear in the message line and the text box appears on the drawing board.

3. Choose ▆Done▆ 〔F4〕.

   This certificate recognizes appears on the drawing board surrounded by handles to indicate that it is active.

4. Move the Pointer to **U1** and choose this font.

The text and the **U** in the Status Bar change to reflect the new font.

Status Bar indicates new text font and style (Uniform Light).

```
Drawing Gallery                    MAIN          Picture: C:\DRAWGAL\TEMPPIC
This certificate recognizes
  ┌──┐        ──1 │No│1│ U │ 24 Ctr  1 ││ Edit │ Line │Texture│ Text │ Settngs
  │  │                                                                  ┌────────
  └──┘                                                                  │ FONTS
  ○                  · · · · D r a w i n g  Ga l l e r y · · · · · ·     C2
  ┌──┐                                                                  C4
  └──┘         · · C e r t i f i c a t e  of  c o m p l e t i o n ·      C7
  △
 ↑ More ↓                                                              C9
 ┌─────┐      .This · c e r t i f i c a t e · r e c o g n i z e s.
 │Draw │                                                               U1
 │Lines│                                                             ↑ More ↓
 ├─────┤
 │Connect                                                            ├────────
 │Objects                                                            │Reread
 ├─────┤                                                             │Fonts
 │ ■   │                                                             ├────────
 └─────┘                                                             ↑ More ↓
 ↑ Zoom ▯
  1  File  2Drawing  3Template4     5 Erase  6  Undo  7        8  Exit
     Keys    Keys  CL   Keys        Picture                      Draw Gal
```
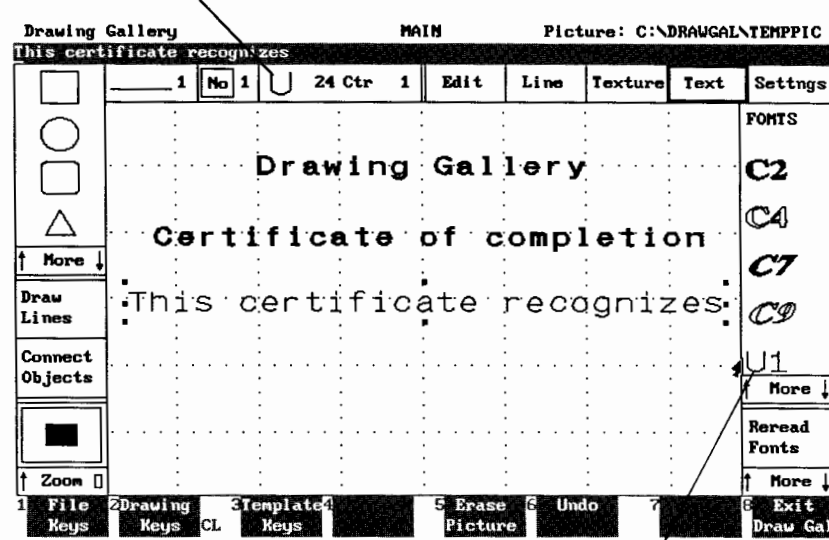
Move Pointer to U1. Choose U1 to change text font.

5. Choose **Text** in the Menu Bar at the top of your screen to return to the first level of the Text menu.

Changing Text Size

Next, you are going to choose another size for your text.

1. Move the Pointer to **18** in the **Sizes** field and choose this size.

   The number in the Status Bar changes to reflect the new size.

2. Move the Pointer to a blank area on the drawing board and deactivate `This certificate recognizes`.

   The handles disappear.

Drawing a Line   Now you are going to add a line to your drawing.

1. Move the Pointer to **Draw Lines** on the left of the screen.

```
Drawing Gallery                    MAIN        Picture: C:\DRAWGAL\TEMPPIC
Choose starting point for your line; move crosshair to draw line.
```

Move Pointer to
Draw Lines.
Choose to turn on.

```
              1   No 1  U   24 Ctr  1    Edit   Line   Texture  Text   Settngs

                                                                      FONTS

                    Drawing Gallery                                   C2

                Certificate of Completion                             C4

          This certificate recognizes                                C7

                                                                      C9

    More                                                              U1

   Draw                                                                 More
   Lines

   Connect
   Objects                                                            Reread
                                                                      Fonts

     ■                                                                  More

    Zoom

   File      Drawing    Template            Erase    Undo              Exit
   Keys      Keys       Keys                Picture                    Draw Gal
```
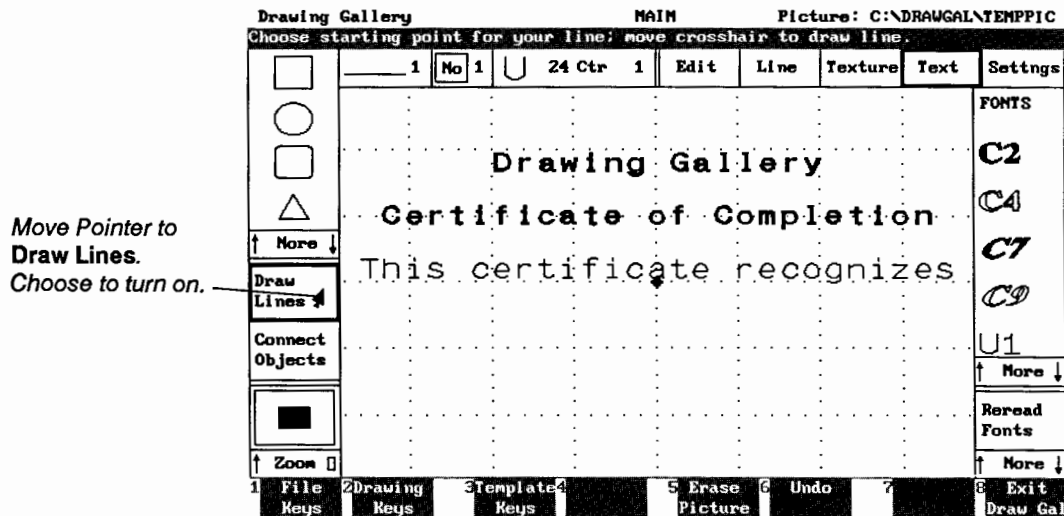
2. Choose **Draw Lines.**

   Draw Lines is surrounded by a heavy bold line indicating that it is turned *on*.

Note

Draw Lines allows you to draw a line from the Pointer's position to an ending point. To draw a very precise, straight line, be sure that Grid Snap (on the Settings menu) is turned on. See "Using Grid Snap" in Chapter 3, *Creating a Picture*.

---

3. Move the Pointer to approximately the position shown below.

Move Pointer to here.
This will be the start
of your line.
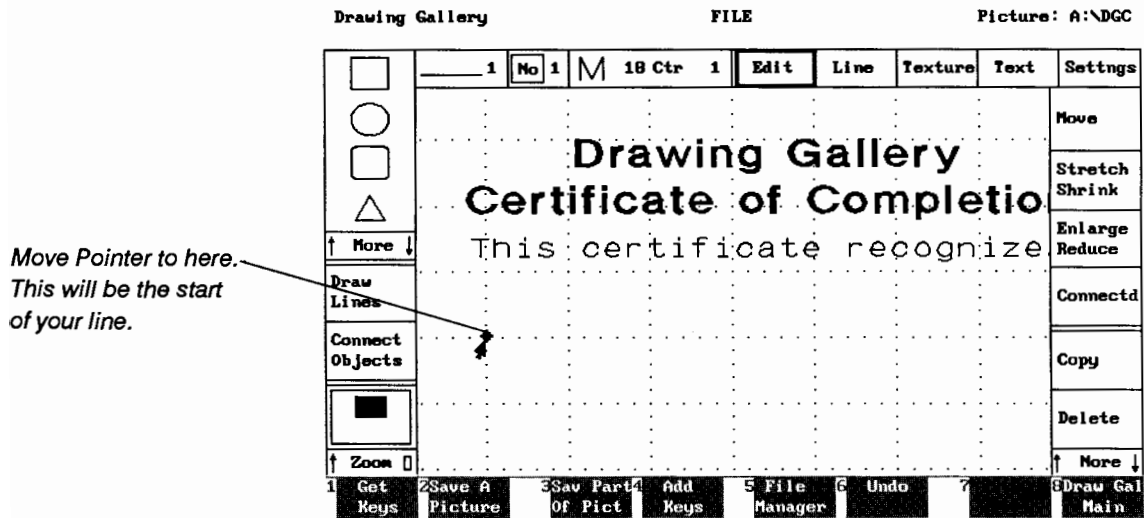
4. Press a mouse button (the Pointer changes to a Crosshair) and drag the mouse to the right until the Crosshair is where you want the line to end. Release the mouse button to anchor the line.

If you are using the direction keys, move the Pointer to the same position (as in step 3) on the drawing board, and press ⏎ once. The Crosshair appears in place of the Pointer and the beginning of the line is anchored. Press and hold down the ▷ key until the Crosshair is where you want the line to end, then release the key. Press ⏎ to anchor the line.

If you want to redraw the line, choose **Undo** to erase the line and start again at step 2.

---

5. Move the Pointer back to **Draw Lines** and choose **Draw Lines**. The thick bold box disappears, indicating that **Draw Lines** is no longer turned on.

Adding More Text   To add the next line of text:

1. Move the Pointer to the fifth vertical (down) and fourth horizontal (across) grid line and position the text diamond.

The font (**U1**) and the size (18) are still displayed in the Status Bar.

2. Type `for installing and starting Drawing Gallery` and press [↵]. Then type `for completing this introductory lesson`.

The words appear in the message line and the text box appears on the drawing board.
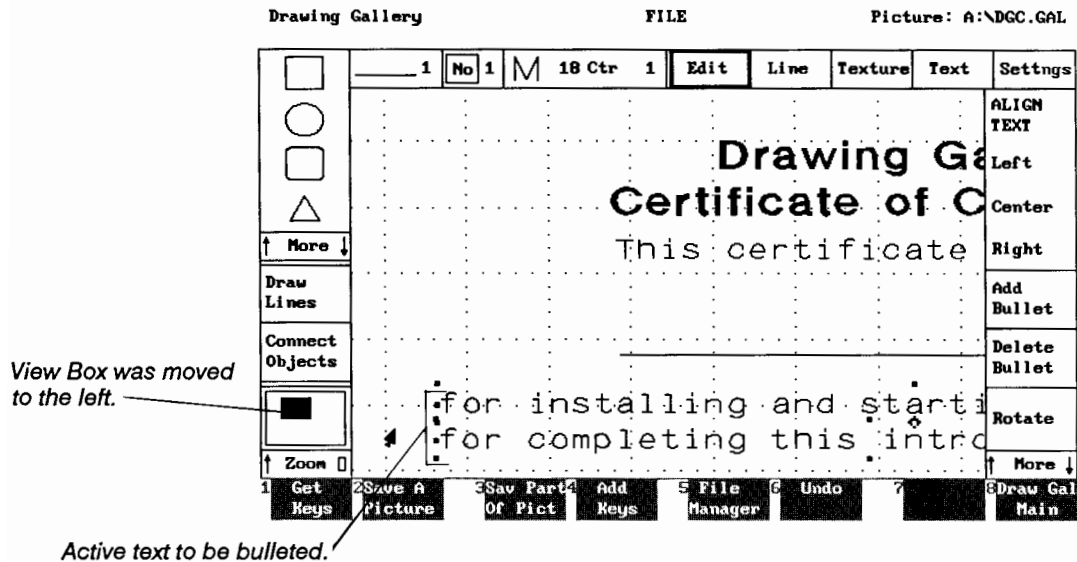
3. Choose ▓ Done ▓ [F4].

The words you typed replace the text box.

4. Move the Pointer away from any object on the drawing board and deactivate the text.

Adding Bullets

Now you are going to add bullets in front of the text you have just typed.

1. Position the Pointer anywhere on `for installing and starting Drawing Gallery`, and press `Shift` + `Enter` together. The text becomes active.

2. Position the Pointer anywhere on `for completing this introductory lesson to Drawing Gallery`, and press `Shift` + `Enter` together. This line of text becomes active, too.

3. Position the Pointer on the View Box, and drag the Crosshair to the left a little. You will be able to see the left edge of the text you are bulleting better, something like this.
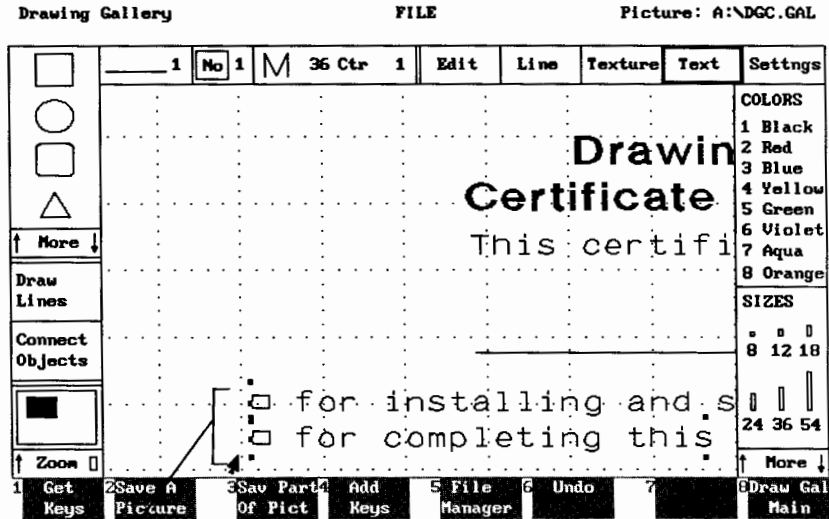
Getting Started

Drawing Gallery   FILE   Picture: A:\DGC.GAL

```
┌──────────────────────────────────────────────────────────────────────┐
│  □      ─────1 │No│1│ M  18 Ctr  1 │ Edit │ Line │Texture│ Text │Settngs│
│  ○                                                              ALIGN   │
│                                                                 TEXT    │
│  □                                    Drawing Ga  Left                  │
│  △                             Certificate of C   Center               │
│ ↑ More ↓                          This certificate  Right              │
│ Draw                                                            Add     │
│ Lines                                                           Bullet  │
│ Connect                                                         Delete  │
│ Objects                                                         Bullet  │
│  ▓                      •for installing and starti  Rotate             │
│ ↑ Zoom □        ↲      •for completing this intrc  ↑ More ↓            │
├─────────┬─────────┬─────────┬─────────┬─────────┬─────────┬──────────┤
│1 Get    │2Save A  │3Sav Part│4 Add    │5 File   │6 Undo   │7  │8Draw Gal│
│  Keys   │ Picture │Of Pict  │  Keys   │ Manager │         │   │  Main   │
└─────────┴─────────┴─────────┴─────────┴─────────┴─────────┴──────────┘
```

View Box was moved to the left.

Active text to be bulleted.

3. Choose **Edit** from the Menu Bar.

4. Choose **More** at the bottom of the Edit menu.

5. Choose **Add Bullet** from the second level of the menu.

6. Position the Pointer on the square template shape in the Shape menu, on the left of the drawing board. Click a mouse button, *or* press ⏎.

A square bullet appears in front of both lines of text, scaled to match the text size.

| | | 1 | No | 1 | M | 36 Ctr | 1 | Edit | Line | Texture | Text | Settngs |

Drawin

Certificate

This certifi

COLORS
1 Black
2 Red
3 Blue
4 Yellow
5 Green
6 Violet
7 Aqua
8 Orange

SIZES

8 12 18

24 36 54

Draw Lines

Connect Objects

More

Zoom

◻ for installing and s
◻ for completing this

| 1 Get Keys | 2 Save A Picture | 3 Sav Part Of Pict | 4 Add Keys | 5 File Manager | 6 Undo | 7 | 8 Draw Gal Main |

Bullets are added in front of text.

7. Choose **Texture** from the Menu Bar. Change the fill pattern to solid, and the color to Black (1).

The bullets are filled with solid black.
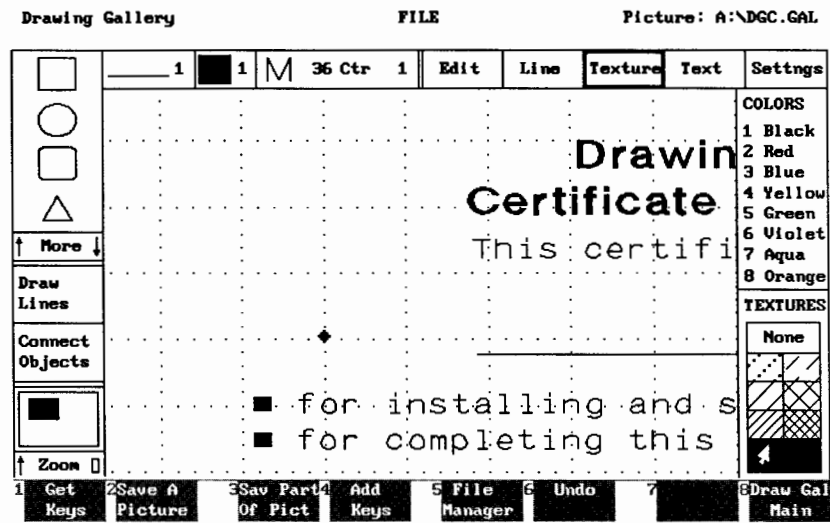
Drawing Gallery   FILE   Picture: A:\DGC.GAL

Adding a Picture

The next step in creating this drawing is to add a ready-made picture from the Basic Portfolio that came with Drawing Gallery.

1. If you are using a dual high capacity flexible discs (720 Kb or greater) remove your working copy of the GOLD disc from its drive and replace it with your working copy of the Basic Portfolio disc.

To get a better view of your drawing, you will use the **View Box** and **Zoom** to view the entire drawing board. The current view is a "partial view". You'll change it to the "full view". The **View Box** and **Zoom** are located at the bottom left of your screen.

2. Move the Pointer to **Zoom**.

Drawing Gallery   FILE   Picture: A:\DGC.GAL

| | | 1 | No | 1 | M | 18 Ctr | 1 | Edit | Line | Texture | Text | Settngs |

```
                                                                    Move

                                    Drawing Ga    Stretch
                          Certificate of C        Shrink

                              This certificate     Enlarge
                                                    Reduce

                                                    Connectd

                         _____     Copy

            ■ for installing and starti            Delete
            ■ for completing this intro
                                                   More ↓
    Zoom
```

Side toolbar (left): square, circle, rounded square, triangle, More, Draw Lines, Connect Objects, Zoom

The partial view is currently displayed.

| Get Keys | Save A Picture | Sav Part Of Pict | Add Keys | File Manager | Undo | | Draw Gal Main |

*Move the Pointer to **Zoom**. Choose **Zoom** to see the full view of the drawing board.*

3. Choose **Zoom**.

The entire drawing board is displayed on your screen. It looks like this:

| | 1 | ■ | 1 | M | 36 Ctr | 1 | Edit | Line | Texture | Text | Settngs |
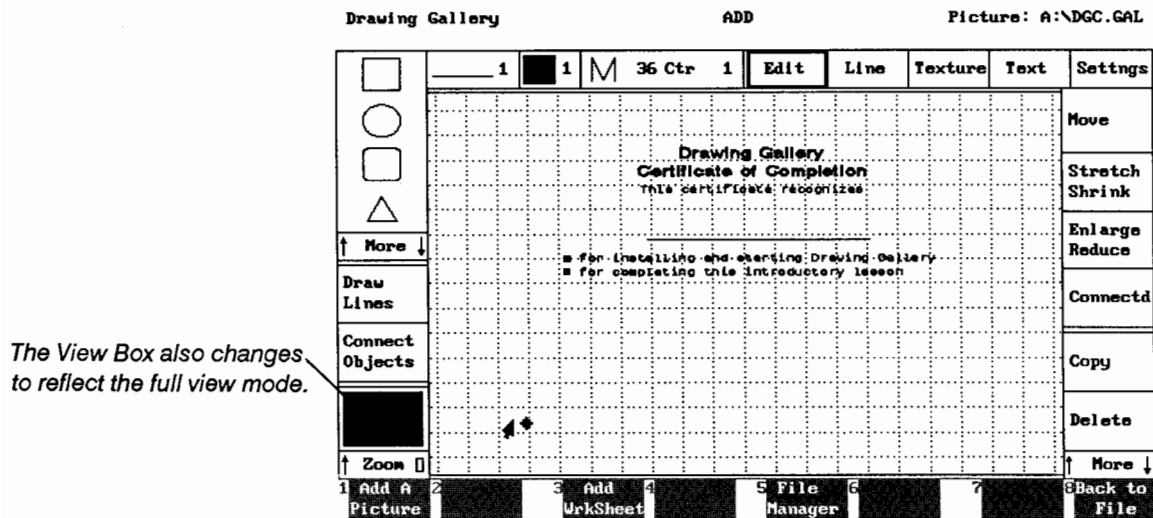
The View Box also changes to reflect the full view mode.

Drawing Gallery
Certificate of Completion
This certificate recognizes

■ for installing and starting Drawing Gallery
■ for completing this introductory lesson

Move
Stretch
Shrink
Enlarge
Reduce
Connectd
Copy
Delete
More ↓

More ↓
Draw Lines
Connect Objects
Zoom □

1 Add A Picture
3 Add WrkSheet
5 File Manager
8 Back to File

The **View Box** changes to indicate that the entire drawing board is displayed. This full view gives you a better idea of how your picture is placed on the drawing board and helps you define the area where you want to add the ready-made picture.

The picture you will add is on one of your Portfolio discs.

4. Insert a Portfolio disc into a drive.

Vectra Users: If you are using dual high capacity flexible discs, *do not* remove your Application disc. Remove any disc in your other drive and insert a Portfolio disc.

Touchscreen Users: If you are using dual high capacity flexible discs, remove the GOLD disc and insert a Portfolio disc in that drive.

Now you are ready to add a picture to the drawing.

5. Choose File Keys.

   The following function labels appear at the bottom of the screen.

1 Get ↑ Keys	2 Save A Picture	3 Sav Part Of Pict	4 Add Keys	5 File Manager	6 Undo	7	8 Draw Gal Main

6. Choose Add Keys, then choose Add A Picture.

   A message appears in the message line telling you to make a box to define the area where you will add the picture.

7. Move the Pointer to the upper left corner of the area where you will add the picture.

Drawing Gallery   ADD   Picture: A:\DGC.GAL

	___1	■ 1	M 36 Ctr 1	Edit	Line	Texture	Text	Settngs

□
○
▢
△
↑ More ↓
Draw Lines
Connect Objects
↑ Zoom ▢

Drawing Gallery
Certificate of Completion
This certificate recognizes

■ for installing and starting Drawing Gallery
■ for completing this introductory lesson

Move
Stretch
Shrink
Enlarge
Reduce
Connectd
Copy
Delete
↑ More ↓

1 Add A Picture	2	3 Add WrkSheet	4	5 File Manager	6	7	8 Back to File

└─ *Move the Pointer to this area.*

8. Press a mouse button, *or* press ⏎ to anchor the starting point.

9. Drag the Crosshair down and to the right to define an area in which to place the picture.

   As you move the Crosshair, a box much like the text box appears. The difference is that this box enlarges as you move the Crosshair. This box is called the *Selection Box.*

10. When the box is the right size, release the button on the mouse, *or* press ⏎ to anchor the box size.

This is the anchor point for the Selection Box.

Move Crosshair to here. ⇒

Selection Box defines the area where the picture will be displayed.
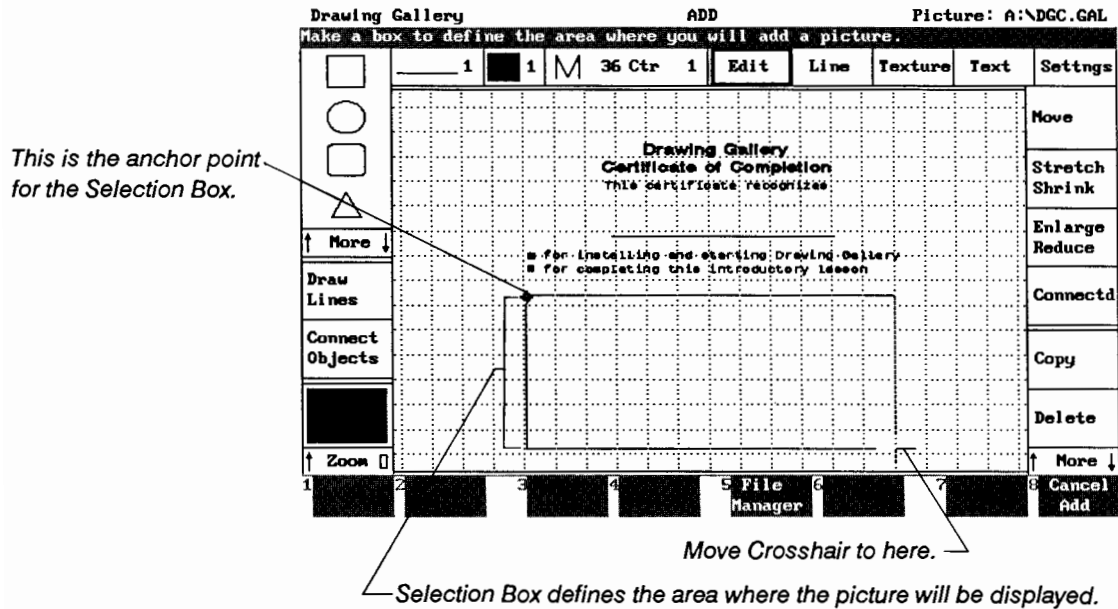
The screen changes to display the File menu. A list of Gallery files appears at the left, a list of drives and directories appears at the right, and the drawing board remains in the center. A message appears at the top of the screen asking you to select a disc or directory and a file name.

Select a disc or directory from this list. —

Select a file name from this list.

```
Select a disc/directory followed by a filename, then press Enter.
A:\P1QUAL02.GAL
      Current File: P1QUAL02.GAL          Current Search: *.GAL
```

Files		Disc/Dir
P1PER01		A:
P1PER02		B:
P1PER03		C:
P1QUAL01		D:
P1QUAL02		E:
P1RND01		
P1RND02		
P1RND03		
P1SLS01		
P1SLS02		
P1SLS03		
P1SLS04		
P1SLS05		
P1SLS06		
↑ More ↓		↑ More ↓

```
1 Enter   2 Next    3 Previous 4 File      5 Next    6 Previous 7 Select  8 Back to
            File       File    Manager     Disc/Dir  Disc/Dir   Disc/Dir   File
```

11. Click the mouse on the disc or directory that contains your Portfolio pictures to select it.

    The Files list and the Disc/Dir list are updated immediately.

    The name of the picture you are going to add to the drawing is *P1QUAL01*.

12. Click the mouse on **More** at the bottom of the Files list until the file name P1QUAL01 is visible. Then click on the file name.

13. Press ⏎.

    In a moment, a picture of a certificate appears in the area you defined on your drawing board. The picture is surrounded by handles, indicating that it is active.

If the file name P1QUAL01 is not on the Portfolio disc currently in your drive, remove that disc and insert the next Portfolio disc. Repeat steps 11 through 13 until the picture appears.

---

14. Move the Pointer to a blank area on the drawing board and click a mouse button, *or* press ⏎ twice to deactivate the picture.

□	___1	■	1	M	36 Ctr	1	Edit	Line	Texture	Text	Settngs

○		Move
▢	**Drawing Gallery** **Certificate of Completion** This certificate recognizes	Stretch Shrink
△		Enlarge Reduce
↑ More ↓	■ for installing and starting Drawing Gallery ■ for completing this introductory lesson	
Draw Lines		Connectd
Connect Objects		Copy
■		Delete
↑ Zoom ▯		↑ More ↓

1 Get Keys	2Save A Picture CL	3Sav Part Of Pict	4 Add Keys	5 File Manager	6 Undo	7	8Draw Gal Main

Congratulations!

Congratulations, you have just completed your first drawing with Drawing Gallery. In order to draw this picture you learned to:

- Choose sizes for text.

- Choose fonts for text.

- Draw a line.

- Add bullets

- Add a picture.

Saving the Picture

Why not save your first drawing so that you can print it or look at it again later?.

1. Choose `Save A Picture`.

   A message appears in the message line telling you to enter a file name.

   You will use your first name as the file name for your picture. A file name cannot be longer than eight letters, so you might need to abbreviate your name.

2. Move the cursor under the T in TEMPPIC. Type up to eight letters of your first name over the word TEMPPIC. Type spaces over any remaining letters.

3. Press ⏎ to save your drawing.

The picture is saved using your name as the file name.

Previewing Your Drawing

Now you can see how your drawing will look if you print it on paper.

1. Choose `Draw Gal Main`.

   The Main menu appears on your screen.

2. Choose `Drawing Keys`.

   The following function labels are displayed.

| 1 Draw To LaserJet | 2 Device Control | CL | 3 Preview in B&W | 4 Preview in Color | 5 | 6 Undo | 7 | 8 Draw Gal Main |

3. Choose `Preview` or, if you have a color monitor, choose `Preview in B&W` or `Preview in Color`.

   Your drawing is displayed on the screen and it looks something like this.

Drawing Gallery
Certificate of Completion
This certificate recognizes

_____

■ for installing and starting Drawing Gallery
■ for completing this introductory lesson

4. Click a mouse button, *or* press ⏎ to return to the Main menu.

5. Choose **Zoom** to return to partial view. The View Box changes back to the smaller box.

Erasing Your Drawing

You saved your drawing, so you can it erase from the drawing board. You can then create another drawing or leave Drawing Gallery.

1. Choose `Draw Gal Main`.

2. Choose `Erase Picture`.

The picture disappears from the drawing board.

Leaving Drawing Gallery

To exit Drawing Gallery:

1. Choose `Exit Draw Gal` `F8`.

You return to DOS or PAM.

Basic Techniques

This chapter describes some basic tasks you perform when you use Drawing Gallery. If you've gone through the tutorial in Chapter 1, you might read this chapter to review the details of what you've done.

- Looking at the screen.

- Using a mouse, graphics tablet, or keyboard.

- Choosing menus and menu items.

- Choosing function labels.

- Viewing the drawing board.

- Activating an object.

- Undoing a step.

- Canceling a step.

- Erasing a picture.

- Exiting Drawing Gallery

Looking at the Drawing Gallery Screen

The illustration below shows the screen you see when you start Drawing Gallery. The parts of the screen are labeled in the illustration and briefly described.

Status Bar *shows the features of Lines, Texture, and text in objects.*

Menu Bar *shows menu choices for Edit, Line, Texture, Text, and Settings menus.*

Message and Text Lines *display messages, prompts, and your text entries.*

Shape Menu *shows shapes that can be placed on the drawing board.*

Draw Selections *used to create lines and connect objects with lines.*

View Box *indicates current view of the drawing board.*

Function Keys *let you choose actions, other function keys.*

Drawing Gallery   MAIN   Picture: C:\DRAWGAL\TEMPPIC

| | 1 | No 1 | M | 18 Ctr | 1 | Edit | Line | Texture | Text | Settngs |

Move

Stretch Shrink

Enlarge Reduce

More

Draw Lines

Connect Objects

Connectd

Copy

Delete

Zoom

More

1 File Keys 2 Drawing Keys 3 Template Keys 4 5 Erase Picture 6 Undo 7 8 Exit Draw Gal

Pointer *shows where objects will be placed, activates and deactivates objects.*

Text Diamond *shows where text will begin.*

Grid *helps position objects, especially with Grid Snap on.*

Menu Selections *change according to which menu has been chosen.*

Tools

You can use a mouse, keyboard, or graphics tablet to do the following tasks:

- To choose a position on the drawing board, a menu item, or a function label.

- To adjust the position of an object.

- To copy or change anything on the drawing board.

Using the Mouse

If your personal computer has a mouse, you can use it instead of the keyboard to do everything except add text to your pictures.

When you want to perform an operation with the mouse, you begin by moving the Pointer to the location on the screen where you want the operation to occur. To move the Pointer, you simply move the mouse across the surface of your desk. Press down gently so that the rolling ball underneath the mouse will make contact with the surface of your desk.

To complete an operation with the mouse, you *click* (press and release) the mouse button. If your mouse has more than one button, you can click any one of its buttons. Sometimes you press the mouse button and *hold it down* as you perform an operation. This is called *dragging*.

Take some time to practice using the mouse. Move it across the surface of your desk and watch the Pointer move on the screen. Click the mouse button and watch what happens.

If an area of the drawing board is inaccessible because you can't move the mouse far enough to reach it, *lift the mouse*, reposition it closer to you, and continue.

Table 2-1. **Mouse Terms**

When you see	Do this
Point	Move the Pointer to an object, menu, menu item, or area on the drawing board.
Click	Press and release any mouse button.
Press	Press and hold any mouse button.
Drag	Press and hold any mouse button while dragging the mouse to move the Crosshair or an active object.
Release	Let go of any mouse button.
Double Click	Quickly press and release twice.

Using the Keyboard   Your keyboard has four sets of keys:

Keys	Action
Function keys	Let you do different tasks with Drawing Gallery.
Typewriter keys	Let you type text, letters, characters, numbers, and symbols.
Cursor keypad	Lets you move the Pointer, Crosshair, and text cursor on the screen.
Numeric keypad	Lets you enter numbers and symbols. You can also use it to move the Pointer.

Direction Keys

The direction keys appear on the right side of your keyboard. You can use these keys to move the Pointer on the screen.
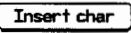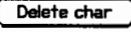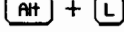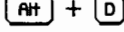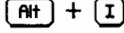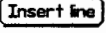
The table below shows the direction keys and how they move the Pointer.

When you press	The Pointer moves
▶	To the right
◀	To the left
▲	Up
▼	Down

Pressing (Tab) with the direction keys moves the Pointer like a tab in the direction you choose.

Text Editing Keys

You use the text editing keys in the following table to revise text.

HP Vectra Keys	Touchscreen Keys	Action
[Home]	Home arrow	Moves cursor to beginning of line.
[End]	[Shift] Home arrow	Moves cursor to position after last character on line.
[Ins]	[Insert char]	Turns insert *on* or *off*. When *on* you can insert characters between other characters on line.
[DEL]	[Delete char]	Erases character at cursor position.
[▶]	[▶]	Moves cursor right one space.
[◀]	[◀]	Moves cursor left one space without erasing each character.
[←]	[←]	Moves cursor left one space and erases character in that position.
[Alt] + [L]	[Clear line]	Deletes all characters from the cursor to the end of the line.
[Alt] + [D]	[Delete line]	Deletes entire line. If line contains [↵] characters pressing key(s) deletes lines between.
[Alt] + [I]	[Insert line]	Inserts a new line (or [↵] characters) at cursor position.

Using a Graphics Tablet

You can use an HP Graphics Tablet with Drawing Gallery. A Graphics Tablet works in much the same way as a mouse. For information on using a Graphics Tablet, see Appendix B, *Using a Mouse or Graphics Tablet as Input Devices*.

Choosing Menus and Menu Items

When you want to use a menu or a menu item, you *choose* it. To choose it, you use the mouse or the direction keys to move the Pointer to the menu or menu item. Then you click either button on the mouse, *or* press ⏎.

When you choose a menu from the Menu Bar, the name of the menu is highlighted and the menu appears on the right of the screen.

Some menus have more than one level. Each level displays a different set of menu items. To move from one level of a menu to another, choose the menu again or use the arrows next to **More** at the bottom of the menu. Clicking on the up arrow takes you back one level in the menu. Clicking on the down arrow takes you forward a level.

Click here to move back one level. ↑ **More** ↓ *Click here to move forward one level.*

On most Drawing Gallery menus, choosing a menu item turns it on, and turns any other menu item off. A box-like border appears around a menu item when you turn it on. Choosing the item again turns it off and the border disappears. The Line, Texture, and Text menus work slightly differently. Choosing items from these menus changes the corresponding section of the Status Bar.

Choosing a
Function Label

When you want to use a function label, you choose it by pressing the corresponding function key on the keyboard. You can also choose a function label by moving the Pointer to it with direction keys or the mouse, and then clicking either button on the mouse, *or* pressing $\boxed{\leftarrow}$.

Some function labels cause an action to take effect immediately. Other function labels show you a new set of function labels.

Viewing the Drawing Board

You can view all or part of the drawing board at any particular time.

Drawing Gallery viewing features allow you to:

- Zoom in on a specific area.

- Zoom out one level at a time.

- Go from the current partial view to full view.

- Scroll a partial view to move from one view area to another.

Using Zoom

When you start Drawing Gallery, you see a partial view of the center of the drawing board. You can either zoom in on an even smaller area, or zoom out to see more of the drawing board.

Whenever you can see just part of the drawing board, the View Box on the lower left of your screen shows what part you are viewing. To view *all* of the drawing board, choose **Zoom** beneath the View Box.
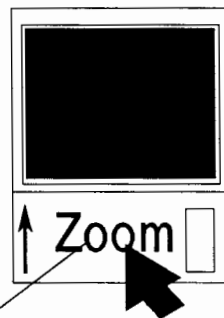
*Click on **Zoom** to see the full view.*

Whenever you can see the entire drawing board, the View Box is filled with a solid box. Choosing **Zoom** at this point redisplays the last partial view of the drawing board.

Click on **Zoom** again to see the last partial view.
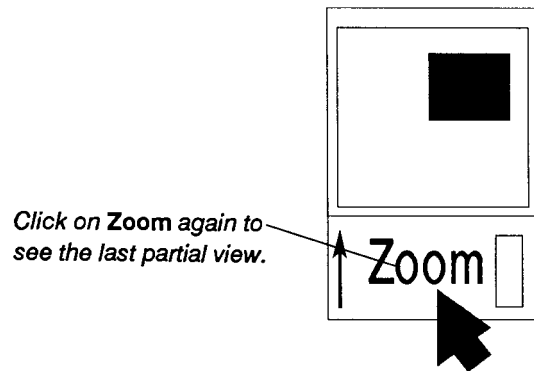
Zooming In

When you have a full view of the drawing board, you can define a smaller area to zoom in on. You can also zoom in from a partial view to an even smaller view.

To zoom in on an area:

1. If you want to display a full view of the drawing board first, move the Pointer to Zoom. Click a mouse button, *or* press (⏎). Otherwise, start with step 2.

2. Move the Pointer to the small box to the right of Zoom and click *or* press ⏎.
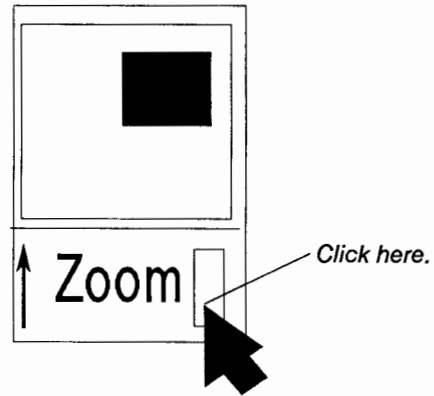
The small box is highlighted by a thick border. A message appears at the top of your screen, prompting you to draw a box on the drawing board defining the area that you want to view.

3. Move the Pointer above and to the left of the area that you want to view. Press and hold a mouse button and drag the mouse down and to the right, *or* press ⏎ and use the direction keys to move the Pointer down and to the right.

A Selection Box appears, enlarging as you move. The top left corner of the Selection Box is anchored at the starting point. When the box surrounds the area that you want to view, release the mouse button *or* press ⏎.

Note ☝

The Selection Box you make after you click on Zoom is different than the Selection Box you make at other times. In this case, the box always stays proportional to the entire drawing board. You cannot change its proportions by moving the Crosshair, only its size.

Display Crosshair here.

Selection Box.

```
Drawing Gallery                    MAIN         Picture: C:\GALLERY\TEMPPIC

  [ ]       ____.1 |No|1| M  18 Ctr  1 | Edit | Line |Texture| Text | Settngs
  ( )                                                                COLORS
                                                                     1 Black
  [ ]                                                                2 Red
                                                                     3 Blue
  △                                                                  4 Yellow
                                                                     5 Green
  ↑ More ↓                                                           6 Violet
                                                                     7 Aqua
  Draw                                                               8 Orange
  Lines                                                     ◆        PATTERNS
  Connect
  Objects
  [ ■ ]
  ↑ Zoom ◻                                                           More
  1  File  2Drawing 3Template4      5 Erase  6 Undo  7     8  Exit
     Keys    Keys    Keys            Picture              Draw Gal
```

Drag Crosshair to here.
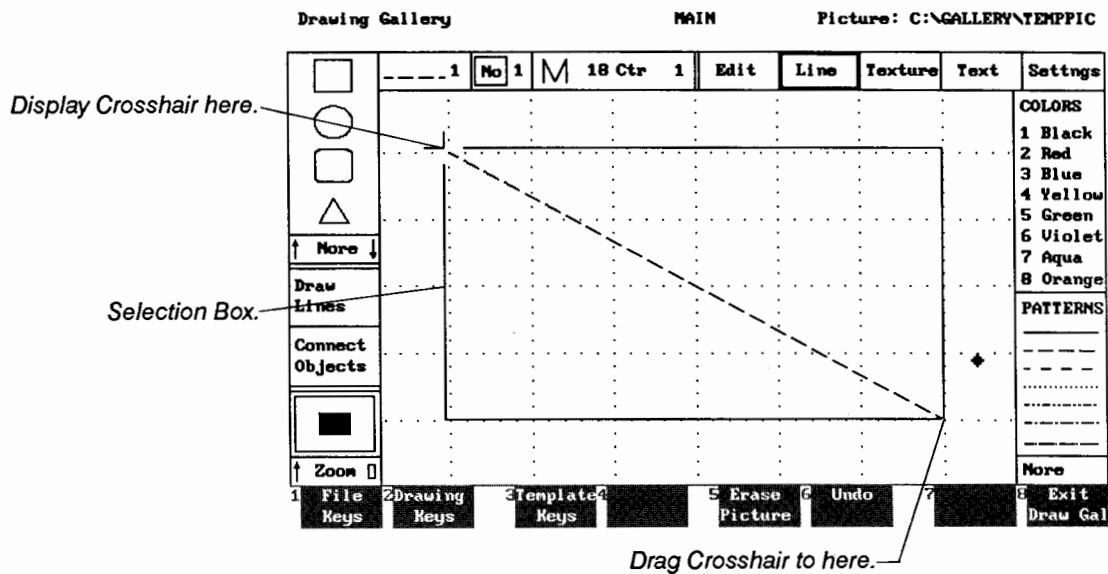
To zoom in on a point:

1. If you want to display a full view of the drawing board first, move the Pointer to Zoom. Click a mouse button, *or* press ⏎. Otherwise, start with step 2.

2. Move the Pointer to the small box to the right of Zoom and click, *or* press ⏎.

↑ Zoom — Click here.
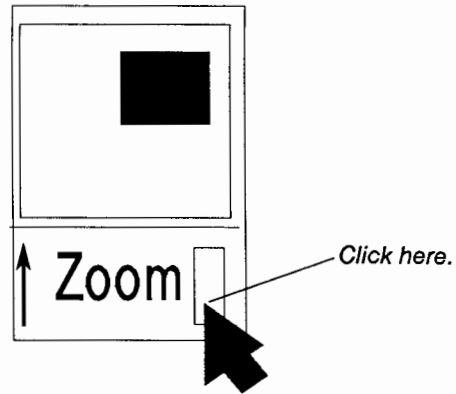
3. Move the Pointer to a "spot" on the drawing board and click, *or* press ⏎ twice.
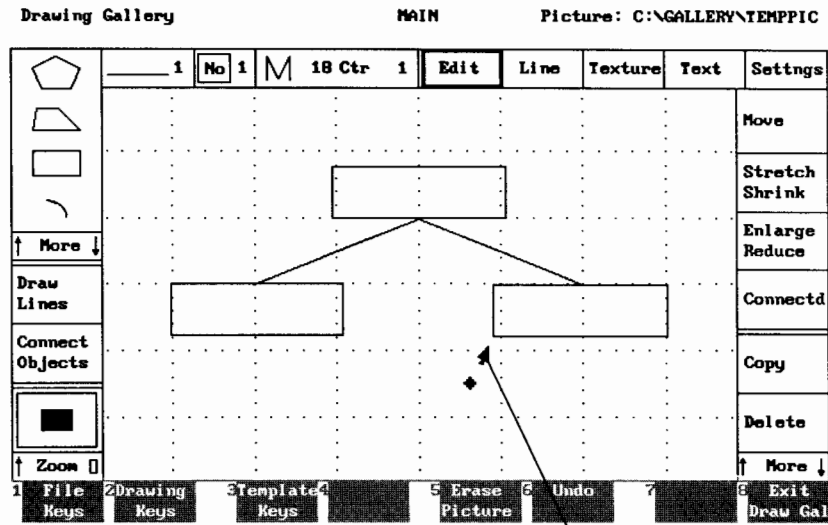
Pointer moved to this spot. ⟶

The "spot" that you selected is displayed on your
screen, at the closest level of Zoom.

Drawing Gallery   MAIN   Picture: C:\GALLERY\TEMPPIC

⬠		1	No	1	M	18 Ctr	1	Edit	Line	Texture	Text	Settngs

Move
Stretch Shrink
Enlarge Reduce
Connectd
Copy
Delete
↑ More ↓

More ↓
Draw Lines
Connect Objects

↑ Zoom □

1 File Keys 2 Drawing Keys 3 Template Keys 4 5 Erase Picture 6 Undo 7 8 Exit Draw Gal
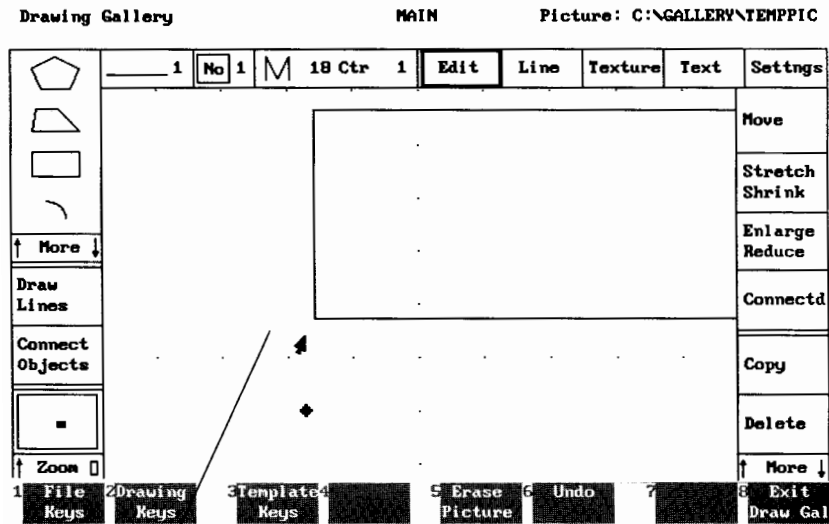
└─ *Enlarged view of spot you indicated with Pointer.*

Zooming Out

When you have a partial view of the drawing board, you can zoom out several levels, one level at a time. Each time you zoom out, you see more of the drawing board, and less of a specific area.

To zoom out to the next partial view:

1. With the drawing board in partial view, move the Pointer to the up arrow next to Zoom and click, *or* press ⏎.

Partial view displayed on drawing board.

Partial view indicated in View Box.

Click here to zoom out.
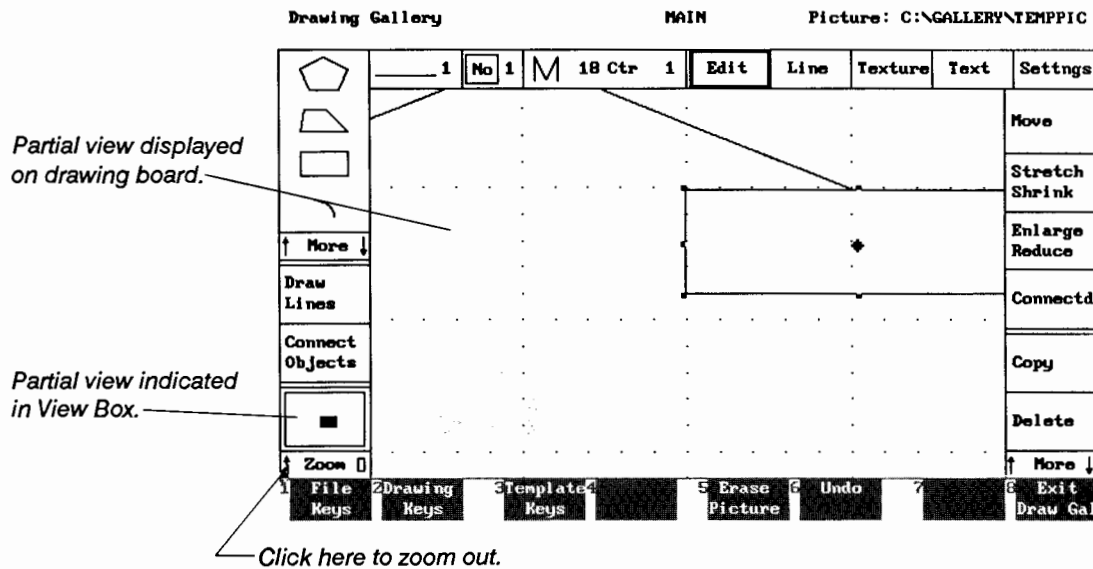
Drawing Gallery displays the next level while
maintaining the current center of the workspace.
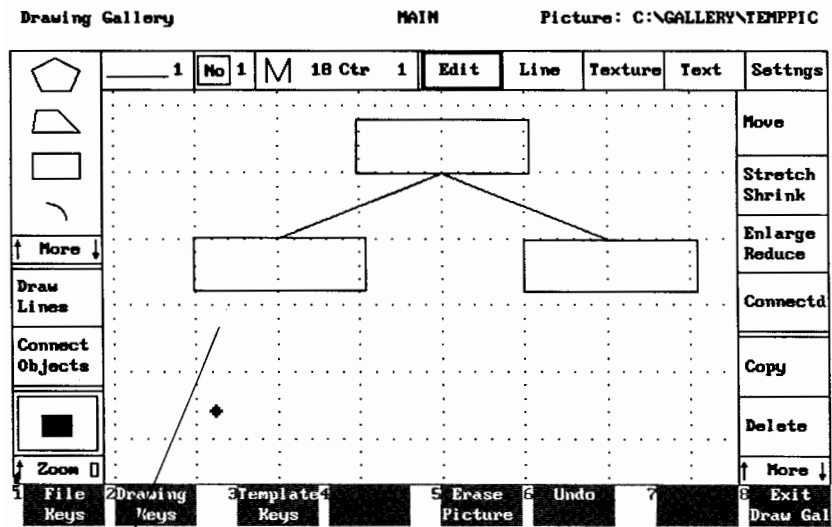
— Partial view, next level out.

2. Repeat step 1 if you want to zoom out to the next
   partial view.

**Scrolling the Drawing
Board**

You can scroll the drawing board in any direction in two ways: use the View Box, or turn **Scroll On** in the **Settngs** menu.

To scroll with the View Box:

1. Move the Pointer to the View Box.

2. Press a mouse button, *or* press ⏎.

   The Pointer changes to a Crosshair.

3. Drag the Crosshair in the direction you want to scroll.

   As you scroll, the View Box moves. When the Crosshair reaches the border, the drawing board scrolls from that border.

4. Release the mouse button, *or* press ⏎ to stop scrolling.

```
Drawing Gallery                    MAIN          Picture: C:\DRAWGAL\TEMPPIC
Put pointer in View Indicator box; move crosshair to change your view.
```
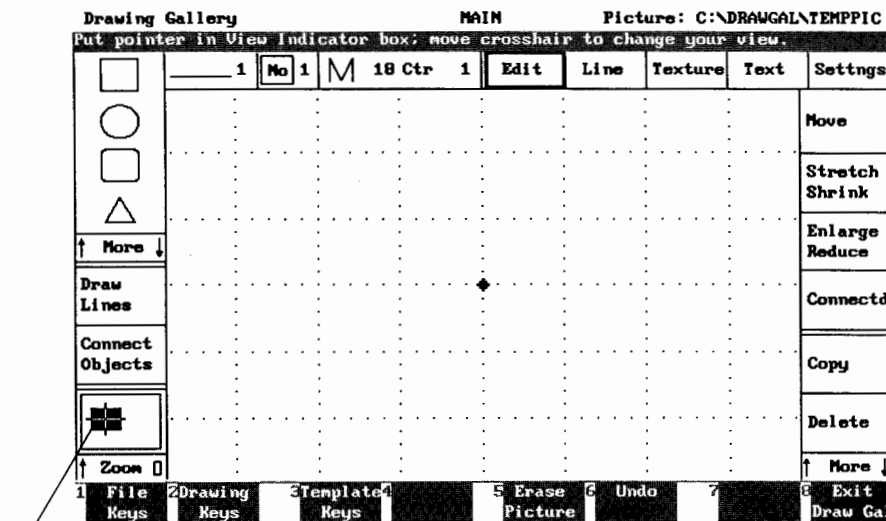

As you move the Crosshair, the View Box moves also.

To scroll a partial view with the Scroll feature:

1. Choose **Settngs** in the menu bar at the top of your screen.

   The Settings menu appears.

2. Choose **Scroll Off**.

   Scroll On appears.

3. Move the Pointer to the drawing board. Press a mouse button, *or* press ⏎.

   The Crosshair appears.

4. Drag the Crosshair beyond the border of the drawing board in the direction you want to scroll.

   When the Crosshair reaches the border, the drawing board scrolls from that border. The View Box moves to show the location of the view on the drawing board.

Note

As you scroll, the appearance of the drawing board changes temporarily. The grid and textures disappear. Text is replaced by text boxes, and thick lines and arrows are replaced by thin lines. When you finish scrolling, the drawing board returns to normal.

5. Release the mouse button, *or* press ⏎ when you reach the new location.

6. Choose **Scroll On**.

   Scroll is set back to *off*.

Choose **Scroll On** to turn scrolling off.

The View Box shows the portion of the drawing board you are viewing.
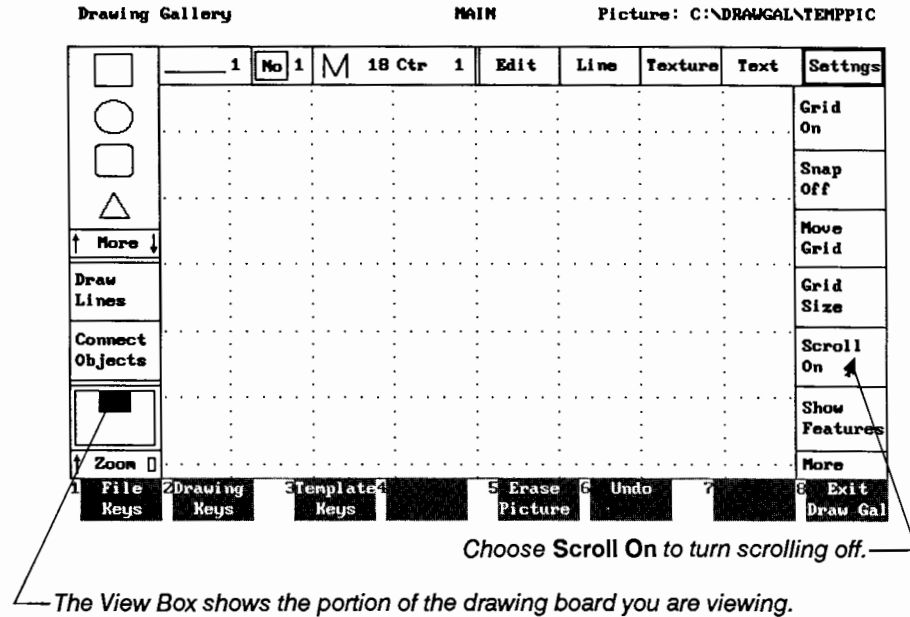
Choosing a Horizontal or Vertical View

When you start Drawing Gallery, the drawing board is horizontal. To change the view, choose **Settngs** to display the Settings menu. Choose **Horiz Screen** on the Setting menu to change it to **Vert Screen**. Choose **Vert Screen** to return to a horizontal view.

Choose **Vert Screen** *to set the drawing board to Horizontal orientation.* ⎯⎯⎯⎮

Drawing Gallery		MAIN		Picture: C:\GALLERY\TEMPPIC
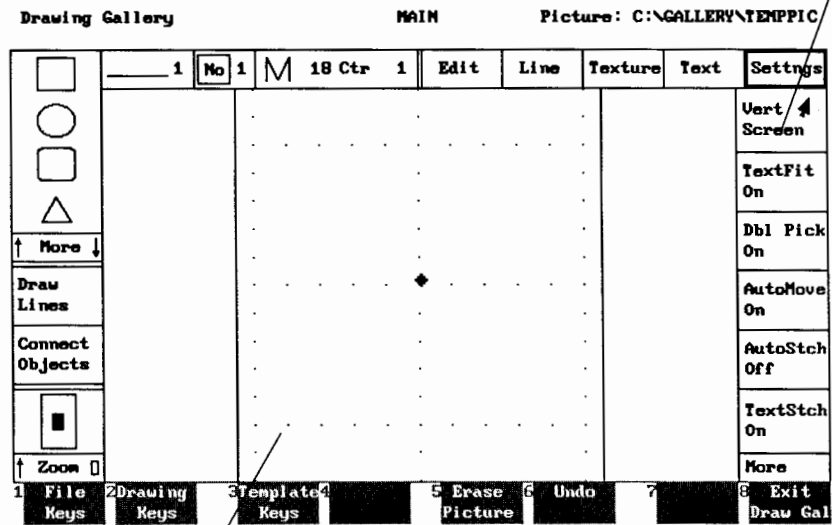
The drawing board is set to Vertical orientation.

Activating an Object

The different elements in your pictures are called objects. An object is text, a line, or a shape. Drawing Gallery works on objects, not parts of objects. For example, it won't delete one of the four sides of the square if the square is one object.

Before you can change an object on the drawing board in any way, you have to activate it. When you activate an object, a set of eight *handles* appears around it. The handles disappear when you deactivate the object.

Activation and deactivation often take place automatically. For example, after you add a shape from the Shape menu to the drawing board, the new object is active so that you can edit or enhance it immediately. Usually, when one object is active and you activate a second object, the first object is deactivated.

Three Ways to Activate an Object

There are three ways to activate an object:

■ Move the Pointer to the *edge* of an object. Then click a mouse button, *or* press ⏎ twice. If handles don't appear, you missed touching the edge of the object. Try again.

Handles appear when the object is activated. ⟶
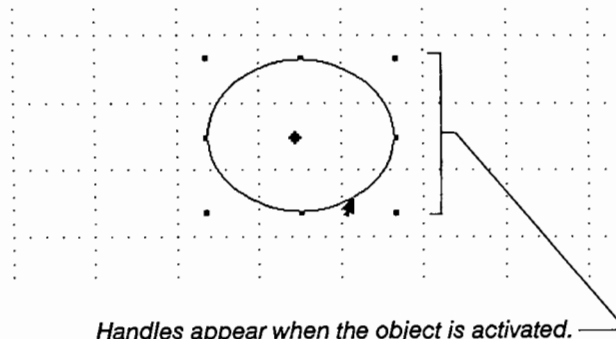
■ Move the Pointer to a place above and to one side of the object. Press a mouse button, *or* press ⏎. Drag the Crosshair to completely surround the object with a box. Then release the mouse button, *or* press ⏎.
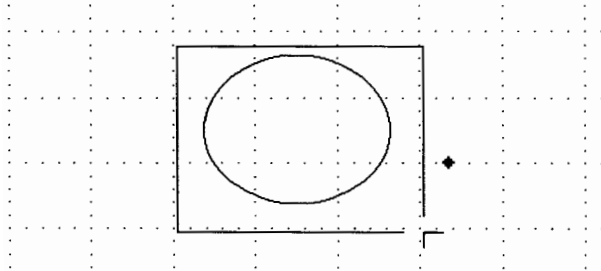
■ Move the Pointer to the edge of the object. Then press Shift + ⏎.
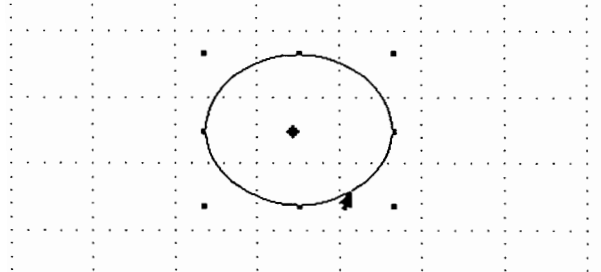
To activate a straight line or a line of text, choose a spot anywhere on the line. To activate a hollow shape, choose anywhere on its outline. To activate a shape filled with texture, choose anywhere on or within its outline.

To deactivate an active object or objects, activate an empty spot on the drawing board.

Activating More than One Object

You can simultaneously activate more than one object in an area or activate objects in separate areas one at a time. Activating objects together is faster than activating each object separately. Drawing Gallery treats the active objects as a single object. For example, using **Move** on the Edit menu moves all the active objects on the drawing board the same distance and in the same direction.

To activate more than one object:

1. Move the Pointer to an area above or below the objects.

   You will use the Selection Box to activate both objects. Position the Pointer so that both objects will be enclosed as the box is formed.

2. Press a mouse button, *or* press ⏎.

3. Drag the Crosshair to form a box around the objects, then release the mouse button, *or* press ⏎. (The area can enclose *parts* of objects you don't want to activate.)

As you drag the Crosshair, a box appears and enlarges in the direction you move the Crosshair. The box is anchored at the top left corner. When you release the mouse button, *or* press ⏎, the box disappears and any objects it totally enclosed are activated.

Selection Box

Both objects are active.
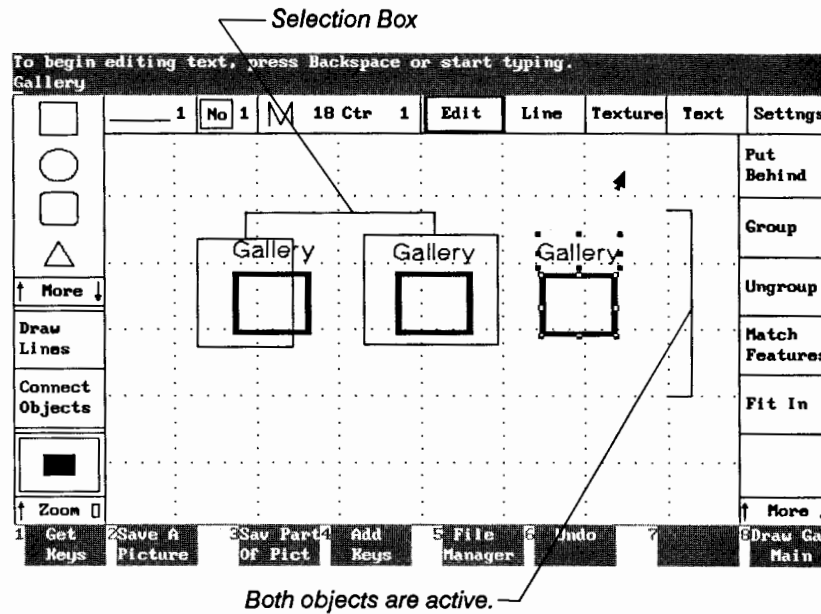
4. If the objects you wanted to activate are not activated, go back to step 1, and take in a slightly larger or smaller area.

To activate objects one at a time:

1. Activate the first object by choosing it.

2. Move the Pointer to the next object you want to activate. *Do not click.*

3. Press Shift + ⏎.

   The object is activated and the first object remains active.

4. To activate another object, go back to step 2.

To deactivate objects one at a time:

1. Move the Pointer to an object you want to deactivate.

2. Press ⟨Shift⟩ + ⟨↵⟩.

   The object is deactivated; any other active object remains active.

3. To deactivate another object, go back to step 1.

Undoing a Step

Whenever the function label Undo is displayed, you can choose it to undo whatever you *just* did to your picture. You can choose it a second time to "undo the undo" that is, to restore the picture to the way it was before you chose Undo the first time.

Undo lets you work quickly without fear of mistakes. Undoing an undo lets you weigh two alternatives before choosing one of them.

You can use Undo when you are copying a shape, making a line, using the Edit menu, adding text, or enhancing shapes, lines, or text. Undo does not work with activating or deactivating objects.

| 1 File Keys | 2Drawing Keys | 3Template Keys | 4 | 5 Erase Picture | 6 Undo | 7 | 8 Exit Draw Gal |

Canceling a Step

Whenever the function label Cancel appears, you can stop the action. You can also stop actions by choosing another action.

Erasing a Picture

When the function label Erase Picture is displayed under the drawing board, you can choose it to erase the picture on the drawing board. The whole picture is erased, even if part of it extends beyond the borders of the drawing board. When you choose Erase Picture, you are asked if you want to save picture. Choose Yes, Save to save it or No, Discard to discard it.

Exiting Drawing Gallery

When you are finished working on the drawing board, choose the function label `Exit Draw Gal` to exit Drawing Gallery. If `Exit Draw Gal` isn't displayed, choose the last function label on the right until it is displayed.

If there is a picture on the drawing board when you choose `Exit Draw Gal`, you can save it in the picture file whose name is displayed at the top of the screen before the exit. Choose `Yes, Save` to save it, `No, Discard` otherwise. For more information on saving pictures, see Chapter 6, *Using the File Menu*.

Creating a Picture

This chapter tells you how to create a picture on the drawing board. You can include three kinds of objects – text, lines, and shapes – in a picture. You can also add over 300 ready-made drawings and symbols from the Basic Portfolio to a picture. This chapter tells you how you can create a picture by:

- Adding and revising text.
- Placing a shape from the shape menu.
- Browsing a template set.
- Drawing lines and shapes.
- Connecting objects with lines.
- Using a grid to position objects.

For information on adding ready-made drawings to your picture, see Appendix D, *The Basic Portfolio*.

After you create a picture, you can save it and look at it again at any time. See Chapter 6, *Using the File Menu* for information on saving a picture.

Adding Text

Text is created with the letters, numbers, and symbols on your keyboard. Text can appear alone (as a text drawing), or within objects or shapes in your picture.

To add text to a drawing, you first place the text diamond where you want text to appear on the drawing board. The text diamond appears on the drawing board at all times to indicate where text will occur in your drawing. The only time you may not *see* the text diamond is when you scroll an active object *off* the screen.
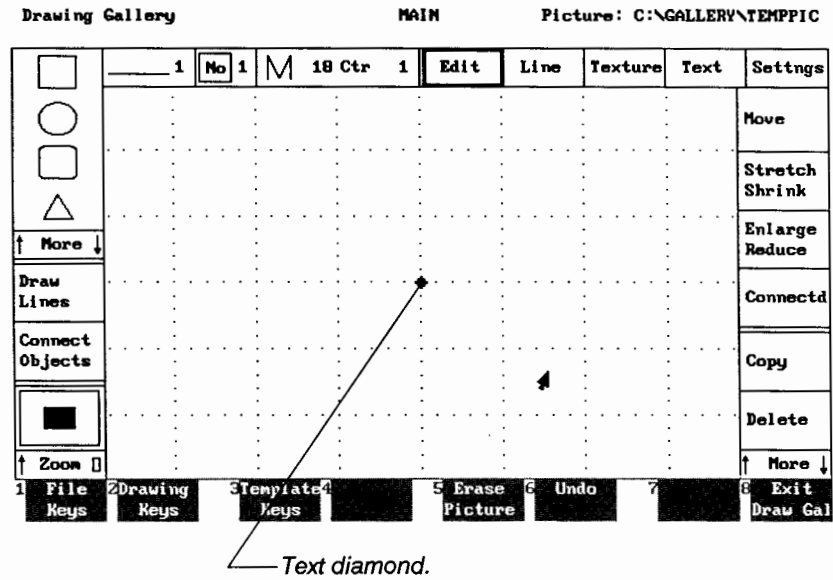
Text diamond.

You then start typing. As you type, text appears in the
message line at the top of your screen, not on the drawing
board. On the drawing board, a box called the text box
replaces the text diamond. The text box grows as you type
to represent the line of characters you are typing. Press
⊂⌐⊃ at the end of each line you type.

This symbol represents the beginning of a new line.

Type one or more lines of text separated by Enter: choose Done to complete.
Agenda↵Review minutes of last meeting↵

| | 1 | No 1 | M 18 Ctr 1 | Edit | Line | Texture | Text | Settngs |

Move

Stretch
Shrink

Enlarge
Reduce

More ↓

Draw
Lines

Connectd

Connect
Objects

Copy

Delete

Zoom □

More ↓

1 2 3 4 Done 5 6 Undo 7 8 Cancel Text
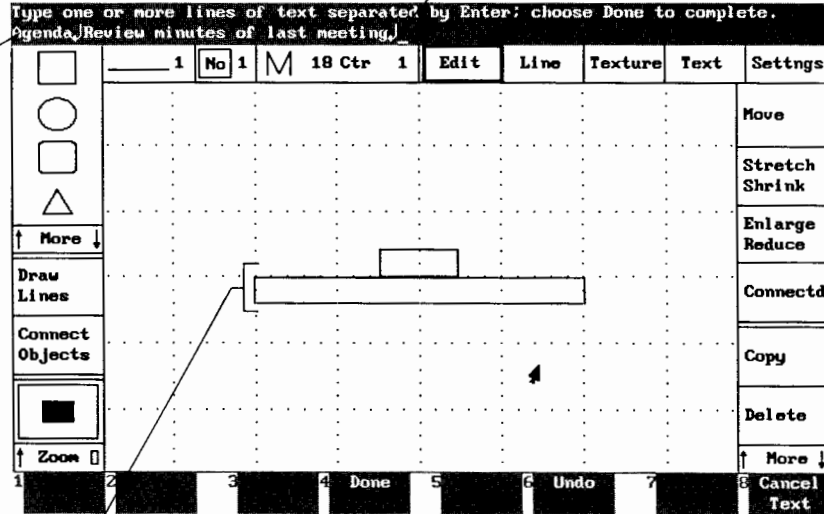
Text box grows as you type. Text appears here when you choose Done.

When you finish typing, you choose the function label
Done. The text box is replaced by the characters you typed.

Placing the Text Diamond

There are two ways to place the text diamond on the
drawing board. You can activate an object or choose a
spot on the drawing board without activating an object.
When you activate an object, the text diamond moves to a
point within the object.

Text diamond in activated object.
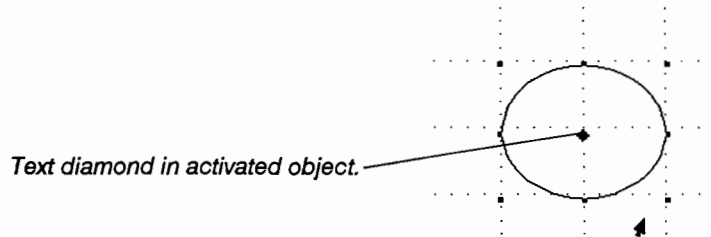
The current justification and text path status determine
exactly where in an activated object the text diamond
moves. Justification and path status are described in
detail in Chapter 4, *Choosing Features for a Picture*.

When you choose a spot on the drawing board without
activating an object, the text diamond moves to the spot
you chose. Ordinarily, you do this by choosing a spot
outside any object on the drawing board or repositioning
the text diamond on an empty drawing board.

Using the Text Box

The size of the text box reflects the current text size status. For information about text sizes, see Chapter 4.

As you type, the text box grows in a direction determined by the current text justification and path status. Text justification and path status are explained in Chapter 4.

To add text to a drawing:

1. If you want to position text inside an object on the drawing board, activate the object. Then go on to step 3.

2. If you want to reposition the text diamond yourself, place the Pointer where you want it to go and click a mouse button, *or* press 〔⮐〕 twice.

   You can also position the text diamond within an object. If doing this activates the object, leave the Pointer at the spot, press 〔 Shift 〕 + 〔⮐〕, then release both keys. This leaves the diamond in the same place and deactivates the object.

3. Type your text. Use the text editing keys to correct mistakes. (See "Using the Keyboard" in Chapter 2, *Basic Techniques*.) Press 〔⮐〕 after each line you type.

The text appears on the message line. A ⏎
character appears at the end of each line. The text on
the message line scrolls left to make room for new
text. The text box grows with each character and line
you type. You can enter 80 characters between
carriage returns, up to a total of 256 characters.

First Line

Second Line
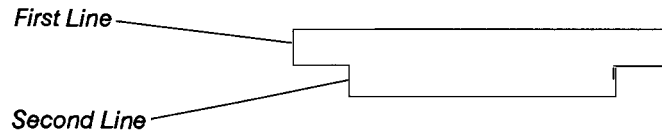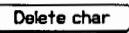
4. Choose the `Done` function label.

    The text appears in place of the text box. If you typed
    one line of text, it remains visible on the message
    line. If you typed more than one line of text, they
    disappear from the message line.

When Text Reaches a Boundary

If your text reaches a boundary of the drawing board, your computer beeps and will not accept more text. A message tells you that you reached a boundary and can't add more text without first doing a Move.

To correct this situation you can do any one of the following:

- *Vectra Users:* Use the [←] or [DEL] keys to erase characters.

- *Touchscreen Users:* Use the [Back space] or [Delete char] keys to erase characters.

- Choose **Done** and move the text away from the boundary. The text is redrawn on the drawing board and if room permits, you can finish adding text.

- Change to a smaller font size so that the text will fit. See Chapter 4, *Choosing Features for a Picture*, for information on changing fonts.

- Insert or delete a [←] character before you press **Done** to change the placement of text.

Revising Text

Although you can enter many lines of text at one time, you can revise text only one line at a time. The text you want to revise must be displayed on the drawing board.

The ability to revise text is particularly useful when you want to:

- Break a long line of text into two or more lines.
- Insert a new line of text between two existing lines.

To break a line or insert a line:

1. Activate the text you want to break or insert a line after.

2. Press the Backspace key.

3. Place the cursor at the point in the text you want the break or new line to occur.

4. Press ⏎, once to break a line, twice to insert a line.

5. Press Done.

The new line starts directly beneath the line above, and has the same justification. This eliminates the need to move, delete, or align text in separate steps.

This feature works with all angles of rotated text.

To revise a line of text:

1. Activate the line of text you want to revise.

   A copy of the text appears on the message line along with a message telling you to press the backspace key before you begin editing.

2. Press the Backspace key.

3. Revise the text on the message line just as you would if you were typing it for the first time. You can insert line returns as well as characters.

Vectra Users: Use the text-editing keys to make corrections or type over the existing text with ⌷Ins⌷ off.

Touchscreen Users: Use the text-editing keys to make corrections or type over the existing text with ⌷ Insert char ⌷ off.

   The line of text on the drawing board is replaced by a text box. If your revision lengthens or shortens the line of text, the box lengthens or shortens with it.

4. When you finish revising the text, choose ▐Done▐.

   The revised text replaces the text box.

5. If you aren't yet satisfied with the revision, go back to step 2.

Shapes

The shapes displayed on the Shape menu come from the Basic Template Set on the GOLD disc. There are three additional template sets on the Basic Portfolio disc—Flowchart Shapes, Arrows, and Curves. See Appendix D for an illustration of each template set.

You can add the arrows, flowchart, or curves template (or all three) to the Shape menu at any time if the work copy of your Basic Portfolio disc is on the same disc as the work copy of your Drawing Gallery disc. If the template you want is on another disc, that disc must be in a second drive when you add the template to the Shape menu.

Changing the Shape Menu

You can add or remove template sets to the Shape menu in place of, or in addition to, the standard template. You cannot add or remove individual shapes in a template. (You can *browse* a template that is not currently displayed to see what shapes it contains. See the next section, "Browsing a Template Set".)

If you have template sets on several different discs, copy all the sets onto your hard disc (in a Drawing Gallery subdirectory) or onto a single disc before running Drawing Gallery. That way they will all be accessible when you select template sets. However, a limit of eight templates can be accessed at any one time.

To change the Shape menu:

1. Choose Template Keys from the Main menu.

   The Template screen appears showing symbols for accessible templates. The symbol of any template currently displayed on the Shape menu is highlighted by a bold box.

Drawing Gallery   TEMPLATE   Picture: C:\DRAWGAL\TEMPPIC
Choose the template set(s) that you want or press Browse Template.

| Basic Shapes | Markers | Flowchart Shapes | Arrows |
| Curves | FloorPlan Shapes | Math Shapes 1 | Math Shapes 2 |
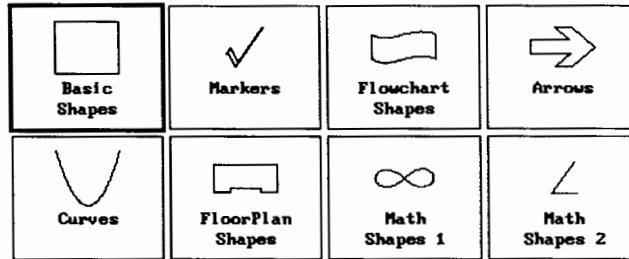
1 Browse Template 2 3 4 Done 5 Reread Discs 6 7 8 Cancel Change

2. To **remove** a template from the Shape menu, choose its symbol to turn it off. To **add** a template to the Shape menu, choose its symbol to turn it on.

   If the symbol of the template you want to add is not displayed, remove the work copy of the GOLD disc from its drive and insert the disc containing the template. Then choose the `Reread Discs` function label to display the template symbol. Choose the symbol to turn it on.

3. Choose `Done`.

   The highlighted shape is placed in the Shape menu and the drawing board is restored.

   If you aren't satisfied with your changes, choose `Cancel Change` instead of `Done`. If you inserted a disc at step 2, remove it and reinsert the work copy of the GOLD disc. The currently active template remains in the Shape menu and you return to the Drawing Gallery Main menu.

Browsing a Template Set

You can browse a template not currently displayed on the Shape menu. This is faster than displaying it, as all shapes on the template are visible at once.

To browse a template set:

1. Choose ▊Template Keys▊ from the Main menu.

   The Template screen appears showing one or more symbols, each representing a currently accessible template.

2. If the symbol of the template you want to browse is displayed, choose the ▊Browse Template▊ function label. Then move the pointer to the template you want to display and press a mouse button, *or* press ⏎. The template is displayed.

   If the symbol of the template you want to browse is not displayed, remove the work copy of the GOLD disc from its drive and insert the disc containing the template. Choose the ▊Reread Discs▊ function label.

3. Choose the ▊Browse Template▊ function label. Then move the pointer to the template you want to display and press a mouse button *or* press ⏎ to display it.

The template you chose is displayed for browsing.

Flowchart
Shapes

1   2   3   4   5   6   7   8 Stop
                                       Browse
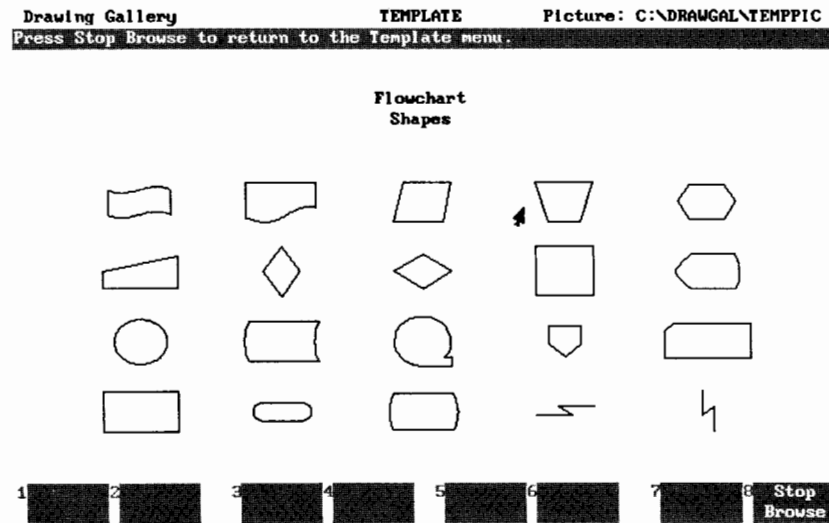
4. Choose **Stop Browse** to redisplay the template symbols.

5. If you want to browse another template, go back to step 3.

6. Choose **Cancel Change** to restore the drawing board to the screen.

If you inserted a disc that contained the template you wanted to browse, remove that disc and reinsert the work copy of the GOLD disc.

If you want to change the Shape menu before you restore the drawing board, begin now at step 2 of *To change the Shape menu*.

Placing a Shape

You can place any shape displayed on the Shape menu onto the drawing board. Once a shape is on the drawing board, you can move it or change its size (see Chapter 5, *Editing a Picture*). You can also change the way the shape is filled or outlined (see Chapter 4, *Choosing Features for a Picture*).

Shapes on the Shape menu can also be used as patterns or outlines. For example, you can enlarge a copy of a circle and use it to make a circular arrangement of objects in a picture.

To place a shape:

If you don't see the shape you want on the Shape menu, choose More to view more shapes. For information on adding template sets to the Shape menu, see Chapter 3, *Creating a Picture*.

1. Move the Pointer to the shape on the Shape menu. Choose the shape by clicking a mouse button, *or* pressing [↵].

2. Move the Pointer to the place you want the shape to appear on the drawing board. Click a mouse button, *or* press [↵] twice.

   The shape appears, centered on the Pointer. It is active (surrounded by handles) so that you can move it or change its size, shape, or features.

Drawing Lines and Shapes

You can use **Draw Lines** to draw lines and shapes. You draw a straight line by connecting two points on the drawing board. You can draw a bent line or a shape, such as a square, by connecting three or more points. The line between two points in a bent line or between two points in a shape is called a *line segment*. You do not have to completely enclose a shape by connecting the last point to the first point.
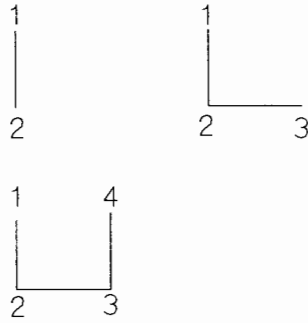
Before you complete a bent line or a shape, you can choose Undo to erase the last line segment you drew. After you complete a shape or a bent line, the shape is *active* and Undo erases the whole shape.

Once you draw a line or shape, you can change it just as you would change a shape you copied from the Shape menu.

To draw lines and shapes:

1. Choose **Draw Lines**.

2. Place the Pointer where you want the line or shape to start. Anchor the starting point by pressing a mouse button, *or* pressing ⏎.

   The Pointer changes to a Crosshair.

3. Drag the Crosshair to the ending point of the line segment.

   A rubber band line appears connecting the two points.

4. Anchor the ending point of the line segment by releasing the mouse button, *or* by pressing ⏎ once.

   The rubber band line is replaced by a line. The Crosshair changes back to a Pointer.

5. If you want to draw more line segments to make a bent line or a shape, repeat steps 3 through 5.

6. When you complete the line or shape, choose **Draw Lines** to turn it off.

If you draw two or more lines to form a shape, the shape is filled with the texture shown in the Status Bar texture box unless the box is labeled "No" for no texture. For example:
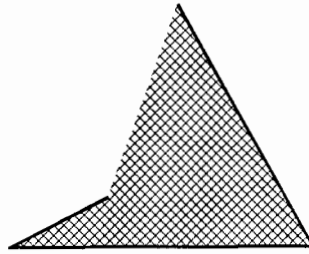
Using Double Pick

Another way to end a line segment is to drag the Crosshair to the last point in the line or shape you are drawing and release the mouse button then click again immediately, *or* press ⏎ twice. Press ⏎ once more to end the line. You can then begin a new line, which will not be attached to the previous line.

This method is called Double Pick. Double Pick is a menu item on the second level of the Settings menu. When you first start Drawing Gallery, Double Pick is set to On. This setting is the most useful one for general purpose drawing because it's faster to use Double Pick than to turn **Draw Lines** off and on again for each shape.

You might, however, want to use the setting **Dbl Pick Off** when you are drawing a shape with very short lines. With very short lines, it's easy to anchor line points by accident. Turning Double Pick off lets you make very fine movements between a line's anchor points.

To turn Double Pick off:

1. Choose **Settngs** in the Menu Bar.

    The Settings menu appears.

2. Choose **More** to display the second level of the Settings menu.

3. Choose **Dbl Pick On**.

    The field changes to **Dbl Pick Off**.

Connecting Objects

Use **Connect Objects** on the Draw Selections menu to draw a line connecting two objects on their outside edges. When you want to draw a line between two objects, using **Connect Objects** is faster and easier than using **Draw Lines**.

The placement of the connecting line drawn with **Connect Objects** is determined by the center of each object. When two objects are aligned precisely–center over center or center opposite center–the connecting line is precisely vertical or precisely horizontal.

To connect two objects:

1. Choose **Connect Objects**.

   You are asked to activate an object.

2. Activate the first object.

   You are asked to activate another object.

3. Activate the second object.

A line connects the two objects. Its features correspond to the line status shown on the Status Bar.

— *A line appears connecting the two objects.*
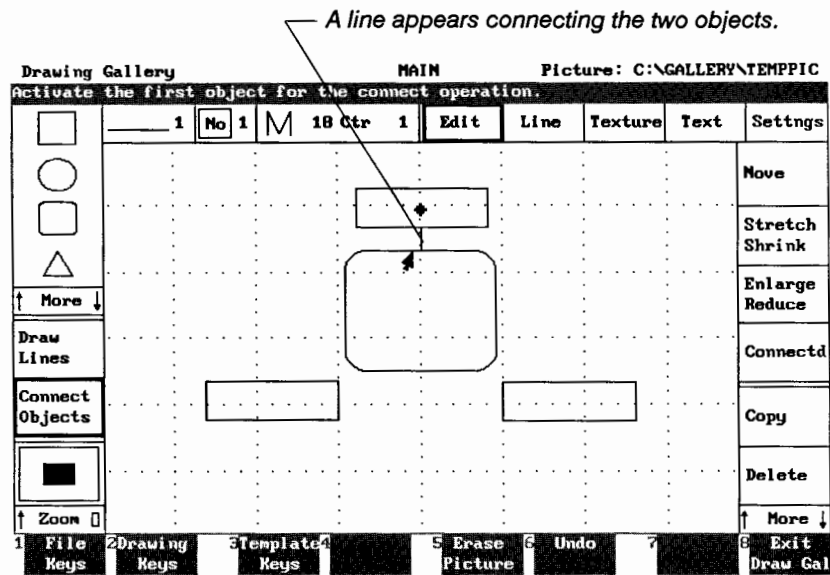
4. If you want to make another connecting line, go back to step 2.

5. Choose **Connect Objects** to turn it off.

Using the Grid

The grid appears on the drawing board when you start Drawing Gallery. You can use the grid to position objects just as you would use graph paper. If you turn Grid Snap on, on the Settings menu, you can add an object in a very precise location on the drawing board.

You can also use the grid:

- As a level, to establish true horizontals, verticals, and diagonals.
- As a straight edge, to line up objects with one another.
- As a ruler, to divide a line into equal units.

You can move the grid, change its size and scale, and make it disappear or reappear.

When you use the grid to help you make a picture and then save all or part of the picture, the grid is saved too. When you get the picture, the grid appears on the drawing board with the picture. However, if you add that picture to a drawing, the grid is not added.

The grid is not printed or plotted.

When you change from a partial view to the full view of the drawing board, the scale of the grid remains the same even though it appears smaller in the full view.

Using Grid Snap

Grid Snap on the Settings menu lets you quickly add an object to the drawing board in a precise location on the grid. When objects are precisely aligned, your picture appears more professional and may be easier to look at.

When Grid Snap is on, the ends of any lines you draw snap to the nearest grid point. If you are copying a shape from the Shape menu, you can make the lower left corner of the shape snap to a grid point.

Snapping points to the grid is especially useful when you are tailoring a new picture to the dimensions of the grid. It is much faster than dragging each line or shape to a precise location.

When you start Drawing Gallery, Grid Snap is off. To turn it on, display the Settings menu and choose **Snap Off** to change it to **Snap On**. Choose it again to turn it off.

Note

Only one in every five grid points is visible. When you use grid snap, you snap to invisible grid points just as you do to the visible ones, even if the entire grid is invisible.

These grid points are visible.
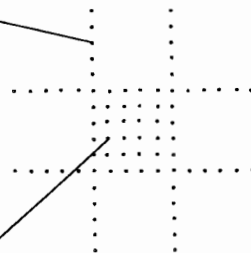
These grid points are not visible, but you can snap to them.

Making the Grid Disappear and Appear

When you start Drawing Gallery, the Settings menu displays the item **Grid On** and the grid appears on the drawing board. Choose **Grid On** to change it to **Grid Off**. The grid disappears. Choose **Grid Off** to make the grid reappear.

Moving the Grid

Moving the grid is useful for aligning objects precisely on the drawing board.

To move the grid:

1. Turn on **Move Grid** on the Settings menu.

   If the grid was not displayed, it appears. A message asks you to pick a point to move the grid to.

2. Click a mouse button, *or* press ⏎ twice at a spot on the drawing board.

   The grid point nearest the spot you picked moves to that spot, and the entire grid moves with it. **Move Grid** turns off.

If the grid was "off" before step 1, it disappears.

Changing the Grid Size

The grid is made up of segments between horizontal and vertical lines. The grid you see when you start Drawing Gallery has approximately 38 segments along each horizontal line and 29 segments along each vertical line. (This size varies somewhat on different monitors.) Each grid square formed by the intersecting horizontals and verticals is five segments high and five segments wide.
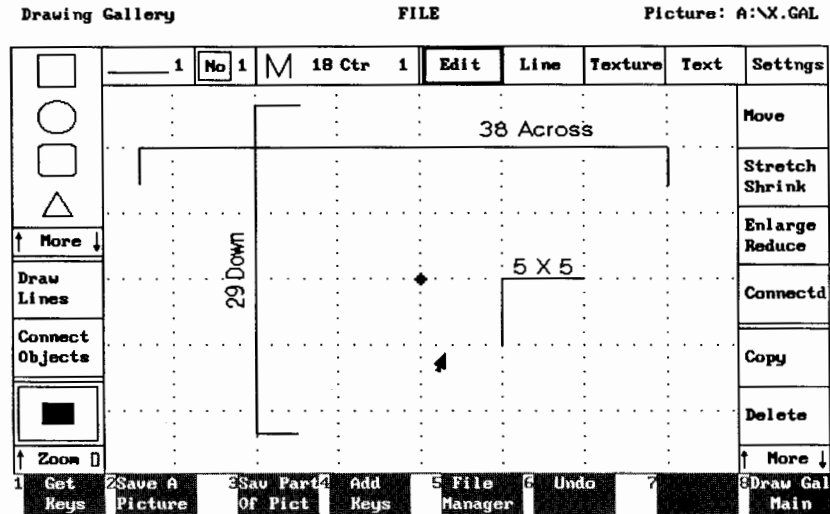
There are two ways to change the size of the grid, described below.

Changing the Number of Segments

The first way is to change the number of horizontal or vertical line segments. If you increase the number of segments, the number of squares in the grid increases, and the squares are smaller. If you decrease the number of segments, the number of squares decreases, and the squares are larger.

You might, for example, use a grid with smaller squares to line up detailed pictures.

Grid with more segments, smaller squares.

Grid with fewer segments, larger squares.
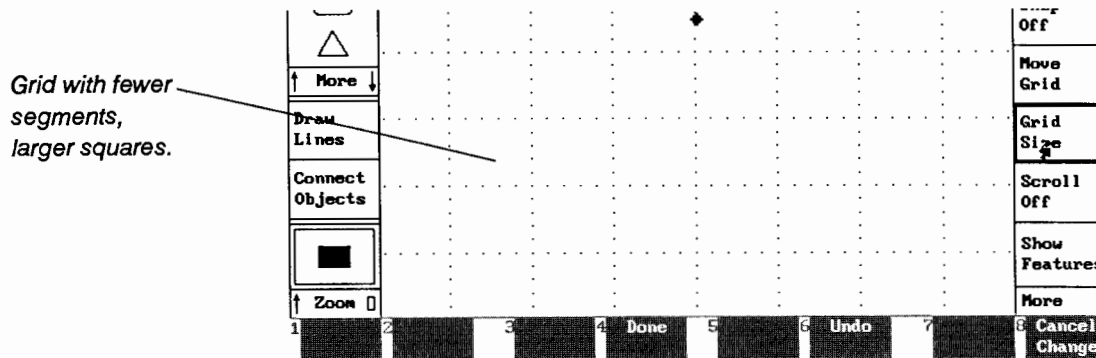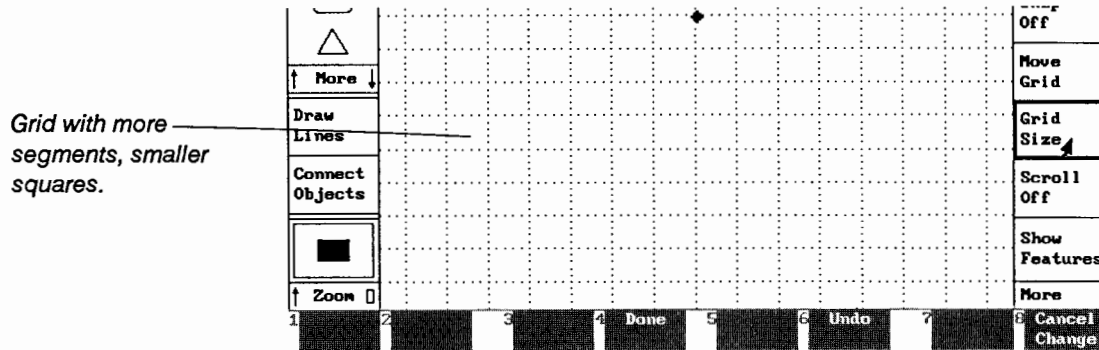
To change the number of grid segments:

1. Turn on **Grid Size** on the Settings menu.

   If the grid was not displayed, it is displayed now. Assuming that the grid is 38 x 29, a message asks you to:

   ```
   Change the number of segments or draw a box.
   ```

   ```
   Horizontal, vertical: 38,29
   ```

   `Done`, `Undo`, and `Cancel Change` appear on the function label row.

2. Type the new number of horizontal and vertical grid segments over the old ones, including a comma between numbers.

   a. Press ⏎ to preview the new grid.

   b. If you want to retain the original grid, choose `Cancel Change`.

3. Choose `Done` when you are satisfied with the new grid.

   The size of the grid changes and **Grid Size** is turned off. If the grid was "off" before step 1, it disappears.

Scaling the Grid Down

The second way to change the size of the grid is to scale it down to fit in a rectangle smaller than the drawing board. For example, you might want to fit the grid to the dimensions of fancy border. When you scale down the grid, the new grid covers the entire drawing board, not just the area you defined for scaling purposes.

You can combine adjusting the number of segments with scaling down the grid. This is useful for working with a picture, such as a bar chart, that contains a specific number of equal areas.

To scale the grid to a particular area:

1. Turn on **Grid Size** on the Settings menu.

2. Press and hold a mouse button, *or* press (⏎), at one corner of the rectangle. Then drag the Crosshair to the opposite corner.

The Selection Box stretches like a rubber band from the first (anchored) corner toward the opposite corner.

— Current number of segments on grid.

Grid will be scaled to fit in this area.

```
Change the number of segments or draw a box.
Horizontal, vertical: 38,29
```

| | | 1 | No | 1 | M | 18 Ctr | 1 | Edit | Line | Texture | Text | Settngs |

Grid On
Snap Off
Move Grid
Grid Size
Scroll Off
Show Features
More

More
Draw Lines
Connect Objects
Zoom

1   2   3   4 Done   5   6 Undo   7   8 Cancel Change
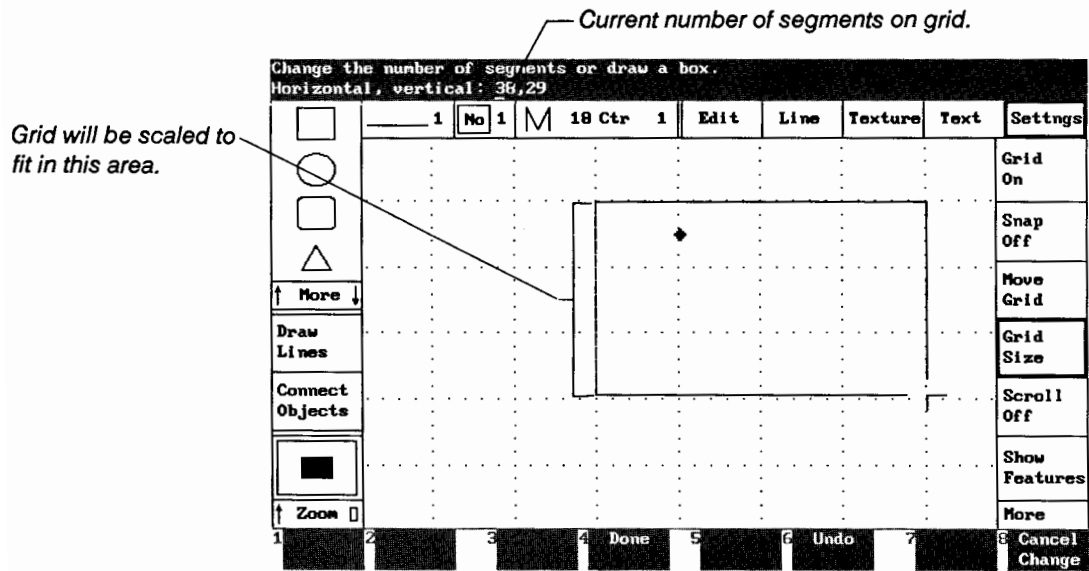
3. When the Selection Box is the size you want, release the mouse button, *or* press ⏎ again.

Creating a Picture

The Selection Box disappears and the grid becomes finer in proportion to its size. (If the drawing board was 38 segments across, the area defined with the box is 38 segments across.)

Current number of segments now applies to area you selected.

```
Change the number of segments or draw a box.
Horizontal, vertical: 38,29
┌─────┐ ____1 │No│1│ M │ 18 Ctr  1 │ Edit │ Line │Texture│ Text │Settngs
│     │                                                              Grid
└─────┘                                                              On
  ○                                                                  Snap
┌─────┐                        ◆                                     Off
│     │                                                              Move
└─────┘                                                              Grid
  △
↑ More ↓                                                             Grid
                                                                     Size
Draw
Lines                                                                Scroll
Connect                                                 ◀           Off
Objects
                                                                     Show
┌─────┐                                                              Features
│  ■  │
└─────┘                                                              More
↑ Zoom □
1        2        3        4  Done   5        6  Undo   7        8 Cancel
                                                                   Change
```
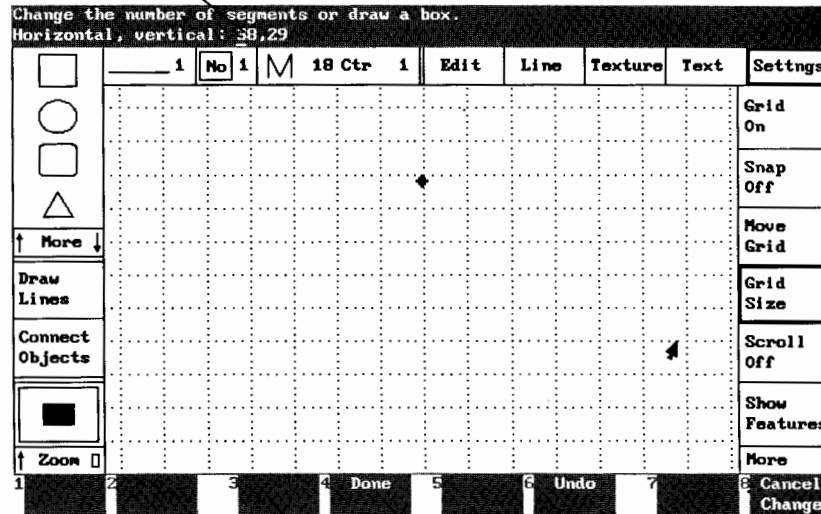
If the box does not look the way you want it, define it again or choose `Cancel Change` to restore the original grid.

4. Choose `Done` when you are satisfied with the new grid.

   The size of the grid changes and **Grid Size** is turned off. If the grid was "off" before step 1, it disappears.

Choosing Features for a Picture

This chapter shows you how to choose features for the three kinds of objects in your pictures–text, lines, and shapes. Features determine how objects appear in a picture, for example, the size of text, the style of lines, or the texture of shapes.

You choose features for text, lines, and shapes from the Text, Line, and Texture menus. Your choices are displayed in the text, line, and texture sections of the Status Bar. The features displayed in the Status Bar (the current features) determine the features of the next text, line, or shape you place on the drawing board.

You can also change features of objects already on the drawing board by activating an object or group of objects and choosing a new feature from a menu. New menu choices do not affect inactive objects.

Note

Whenever you change a feature, your choice becomes the new default.

For information about changing an object's features to match the current features or the features of another object, see "Matching Features" in Chapter 5, *Editing a Picture*.

Standard Features Unless you change them, text, lines, and shapes have the following standard features:

Menu Choices	Standard Settings and Description
Line	Color is "1" (black) Pattern is "solid" Width is "narrow" line Arrows are "off"
Texture	Color is "1" (black) Patterns are "off" (No) pattern
Text	Color is "1" (black) Size is "18" Justify is "Center" Path is "Across" Font is "M1" (Modern Light)

For information on viewing the current features of specific objects, see "Show Features" later in this chapter.

Choosing Text Features

To change the features of a line of text on the drawing board, you activate the line, and then choose a feature from the Text menu.

To choose text features:

1. Choose **Text** to display the Text menu.

2. Activate lines of text whose features you want to change. Deactivate lines of text whose features you *don't* want to change.

3. **To change color or size**, choose a new item from the Colors or Sizes fields, or both.

4. **To change the justification or the text path**, go to the second level of the Text menu by choosing **Text** from the first level.

   Choose a new justification from the Justify field or a new path from the Paths field.

5. **To change the font**, go to the third level of the Text menu by choosing **Text** from the second level.

   The first five fonts are displayed. If you see the font you want, choose it.

   a. To see more fonts, choose the down arrow beneath the fonts. To display the previous fonts, choose the up arrow.

   b. If the font still isn't displayed, insert the disc containing it in a drive other than the one containing Drawing Gallery. Then choose **Reread Fonts** to display the fonts on the disc and choose the font you want.

Text Features

The Text menu lets you change text's color, justification, size, path, and font. These features are described below.

For information on assigning colors to text, see "Colors" later in this chapter.

Justification

Justification determines where lines of text are placed on the drawing board. You have four choices for how text is justified:

- Center (**Center**).
- Top left (**Top Lft**).
- Top center (**Top Ctr**).
- Top right (**Top Rht**).

```
┌─────────────┐        ┌─────────────┐
│             │        │Top Left     │
│   Center    │        │Justified    │
│  Justified  │        │             │
│             │        └─────────────┘
└─────────────┘
```

```
┌─────────────┐        ┌─────────────┐
│ Top Center  │        │  Top Right  │
│  Justified  │        │  Justified  │
│             │        │             │
└─────────────┘        └─────────────┘
```

The illustration above shows justified text within objects. When you activate the object that will contain text, the text diamond moves to a spot in the object determined by the current justification status. For example, if the status is **Top Lft**, it moves to the top left of the object.

Justification works similarly with text placed outside shapes. Text is placed outside shapes when the text diamond appears outside of any shapes on the drawing board.

When you add one line of text and the justification is **Ctr** or **Top Ctr**, the line grows in both directions from the text diamond. When the status is **Top Rht**, or **Top Lft**, it grows to the right or left.

When you add multiple lines of text and the status is **Ctr**, the lines grow both up and down from the text diamond. When the status is **Top Lft**, **Top Ctr**, or **Top Rht**, the lines grow down from the text diamond.

Size

Text size is measured in points. There are six point sizes: 8, 12, 18, 24, 36, and 54. A *point* is approximately 1/72 of an inch, so a line of 36 point text is about 36/72 of an inch, or half an inch, high.

8 point

12 point

18 point

24 point

36 point

54 point

When you print or plot text, point sizes are not always exact because point size is influenced by factors such as page and margin size, and whether or not Best Fit is used. However, you can use point sizes to determine the approximate and relative size of text. For example, 12 point text might not be exactly 1/6th of an inch high, but it will be about that size and will always be half as high as 24 point text.

Note   See Chapter 5, *Editing a Picture* for information about other ways to adjust the size of text.

Path

Path determines the direction in which text appears in a picture. You can choose from the following five text paths: **Across, Up, Down, Slant (up),** or **Slant (down).** If you choose **Slant (up)** or **Slant (down),** text is slanted 45 degrees above or below the **Across** path.

The sample font character in the Status Bar displays the currently selected text path.

If you enter several lines of text, each new line begins directly below the beginning of the preceding line, no matter which path you chose, as shown here:

"Slant Up" Path   "Slant Down" Path

To change the path of multiple lines of text, change the path one line at a time, then move each line to separate them. If you change a group of lines from **Across** to **Up** or **Down**, they will write over one another. You can restore the lines by rechoosing **Across**.

Text path and text justification work together. The following example shows two text paths (**Across** and **Slant (up)**) justified in three ways.

When left justified, each line starts as far as possible to the left of the space in which it is entered, regardless of path. When right justified, each line ends as far as possible to the right to the right of the space in which it is entered, regardless of path. When center justified, each line starts at the center of the space in which it is entered, regardless of path.

ABC   ABC   ABC
AaBbCc 123   AaBbCc 123   AaBbCc 123

Center Justified Left Justified   Right Justified
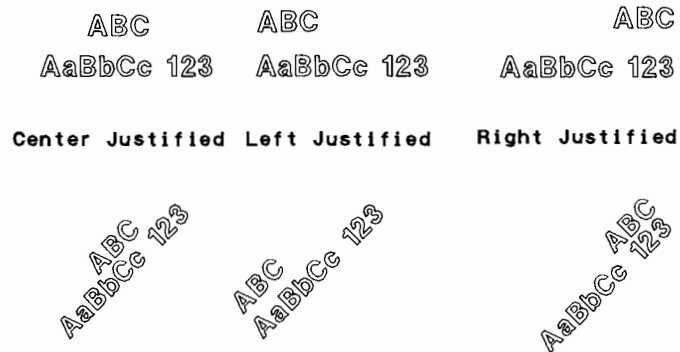
If you choose a path for text previously rotated using **Rotate** from the Edit menu, the final position of the text will be the angle of the chosen path. For example, if **Slant (up)** is chosen when text already rotated 17 degrees is active, Drawing Gallery rotates the text an additional 28 degrees to a final angle of 45 degrees.

Text Fonts

Drawing Gallery provides the fonts and styles outlined in the following tables.

Table 4-1. Fonts and Styles

	Uniform	Modern	Classic
Light	U1	M1	
Medium	U2	M2	C2
Bold	U3	M3	
Outline Medium	U4	M4	C4
Outline Bold	U5	M5	
Slanted Light	U6	M6	
Slanted Medium	U7	M7	C7
Slanted Bold	U8	M8	

Table 4-2. More Fonts and Styles

Uniform	Modern	Classic	
Outline Slanted Medium	U9	M9	C9
Outline Slanted Bold	U10	M10	

Table 4-3. More Fonts and Styles

Script	Gothic
S1 (Plain)	G1
S2 (Complex)	

Here's how Drawing Gallery fonts actually look.

U1 Uniform Light
U2 Uniform Medium
U3 Uniform Bold
U4 Uniform Outline Medium
U5 Uniform Outline Bold
U6 Uniform Slanted Light
U7 Uniform Slanted Medium
U8 Uniform Slanted Bold
U9 Uniform Slanted Outline Medium
U10 Uniform Slanted Outline Bold

M1 Modern Light
M2 Modern Medium
M3 Modern Bold
M4 Modern Outline Medium
M5 Modern Outline Bold
M6 Modern Slanted Light
M7 Modern Slanted Medium
M8 Modern Slanted Bold
M9 Modern Slanted Outline Medium
M10 Modern Slanted Outline Bold

C2 Classic medium
C4 Classic Outline Medium
C7 Classic Slanted Medium
C9 Classic Slanted Outline

S1 Script
S2 Complex Script
G3 Gothic

Font Locations   When you purchase Drawing Gallery, all fonts are on the SETUP disc. If you installed Drawing Gallery on a hard or on a high capacity (1.2 Mb) flexible disc all fonts are available at any time.

If you installed Drawing Gallery onto dual high capacity (720 Kb) flexible discs, all fonts are available to you on your working copy of the GOLD disc.

Substituting Fonts   Drawing Gallery lets you substitute one font for another so that you can work with pictures that contain fonts you don't have. If you get a picture that contains a font that isn't in an accessible drive, a message asks you to either insert the disc containing that font and choose the `Continue` function label, or choose the `Replace Font` function label. If you choose `Replace Font`, Drawing Gallery substitutes the **M1** font for the unavailable font.

To undo a substitution, insert the disc with the original font in an accessible drive and choose **Reread Fonts** from the Text menu. The next time Drawing Gallery redraws your picture, it will use the original font.

Line Styles

You use the first level of the Line Menu to choose colors, patterns, and widths for lines and the outlines of shapes. You can use the second level of the Line menu to choose more widths and create different types of arrows.

To choose line styles:

Colors
1 Black
2 Red
3 Blue
4 Yellow
5 Green
6 Violet
7 Aqua
8 Orange

Patterns
————
....
....
— — —
— . — . —
.—.—.—

More

1. Choose **Line** to display the Line menu.

2. Activate the lines or shapes you want to change and deactivate the ones you don't want to change.

3. Choose an item from Colors, Patterns, Widths, or, any combination of the three.

   Note: If you want to use the Widths or Arrows on the second level of the menu, choose **Line** again or choose **More** at the bottom of the menu. You choose styles of arrows just as you choose colors, patterns, and widths. Types of arrows are explained below.

Each feature you choose is displayed in the line section of the Status Bar. The line style of any active line or shape on the drawing board changes to the one you chose.
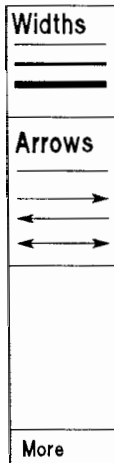
Arrows

The **Arrows** field on the second level of the **Line** menu contains one plain line (the standard setting) and three lines with arrowheads. The lines with arrowheads affect lines by themselves, as well as lines that are part of shapes if the shape is activated when the arrowhead is selected.

The arrow pointing to the right on the menu is a forward-pointing arrow. It points in the direction a line was drawn. For example, on lines drawn from left to right, it points to the right. On lines drawn with **Connect Objects**, it points toward the second object activated.

The arrow pointing to the left on the menu is a backward-pointing arrow. It points away from the direction a line was drawn.

The double-arrow line on the menu gives a line an arrowhead at both ends.

Textures

Textures affect shapes you copy from the Shape menu and shapes you create by drawing lines. You use the Texture menu to fill shapes with colors and textures.

Note

For information on assigning different colors to shapes, see "Colors" later in this chapter.

To choose textures:

1. Choose **Texture** in the Menu Bar to display the Texture menu.

2. Activate shapes you want to fill with texture and deactivate shapes you don't want to change.

3. Choose a color or texture or both from the Texture menu.

   Your choices appear in the texture section of the Status Bar. Active shapes on the drawing board change to reflect your choices.

Filling Open and Unusual Shapes

Drawing Gallery fills any closed shape with texture. It also fills a shape that is not entirely closed, like the one shown below on the left. Because Drawing Gallery fills open shapes, it will fill a figure like the one in the middle even though the figure is defined by two sets of handles.

If a shape includes more than one enclosed area like the one on the right, all its enclosed areas are filled with texture.
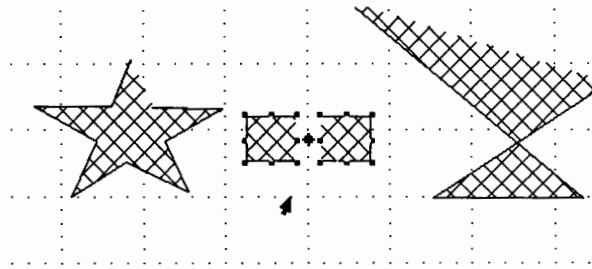
If the shape is made up of parts of other objects, it can't be filled. In the example below, the inner square is unfilled because its four sides were formed by the inner sides of the four outer squares.
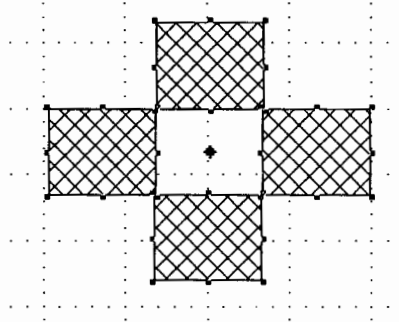
You activate a textured shape by choosing the texture or a spot on the edge. You activate a hollow shape by choosing a spot on the edge. When you activate and move hollow shapes, you might need to use the direction keys and the ⏎ key, instead of the mouse, to position the Pointer precisely on the object's edge.

Colors

Drawing Gallery runs on many different color monitors using a variety of color boards. Each combination yields differing resolutions and color capabilities. Not *every* combination shows colors exactly as they will appear when printed or plotted.

In some cases, Drawing Gallery shows higher resolution on the monitor instead of colors. For example, with the HP Color Monitor and HP MultiMode board on the HP Vectra, the drawing board appears in black and white and the preview in color displays only three colors.

The color of your plotted picture will always be color number 1 (Black) unless you change the color status of particular objects.

Note

Drawing Gallery operates in the monochrome mode with non-color monitors and displays "shades of gray" to simulate color when solid fill patterns are chosen with different colors in the Texture menu.

To choose colors:

1. Choose **Line, Texture,** or **Text** to display the menu for the object or group of objects you want to color: lines, shapes, or text.

2. Activate the object you want to color.

3. Choose the pen number for the color you want.

4. Repeat steps 1, 2, and 3 to choose color for other objects on the drawing board.

If you have a monochrome or limited display color monitor and forget your color choices, you can use **Show Features** on the Settings menu to identify the colors assigned to objects.

Picture Features

Show Features

Show Features lets you identify the features assigned to specific objects on the drawing board. Features appear on the drawing board, but you can't always determine an object's features by looking at it. You might use **Show Features** if you have a monochrome monitor and have forgotten the color you assigned to an object.

To use Show Features:

1. Choose **Settngs** from the Main menu.

2. Choose **Show Features**.

3. Activate the object or group of objects whose features you want to identify.

   The object's features appear in the Status Bar. The Status Bar displays the following information:

   ■ Line width, pattern, arrows, and color number.

   ■ Texture and color number.

   ■ Text font, size, justification, path, and color number.

```
Drawing Gallery                    MAIN         Picture: C:\GALLERY\TEMPPIC

  ┌──┐   ┌────1 ⊠1 ↘ 18 Ctr  1 ║ Edit │ Line │Texture│ Text │Settngs║
  │  │
```
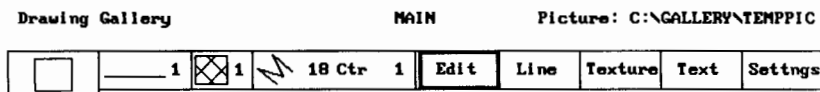
Note	If you get a message that the active objects contain conflicting features, remove the Selection Box and activate objects one at a time. Then you can choose **Show Features** for each object. **Show Features** for each object.

Editing a Picture

This chapter describes how to use the functions on the Edit menu to edit objects on the drawing board. The editing functions are:

- Move
- Stretch/Shrink
- Enlarge/Reduce
- Connected (Move, Stretch/Shrink, Enlarge/Reduce)
- Copy
- Delete
- Align Text
- Add and Delete Bullets
- Rotate
- Put Behind (Drawing Order)
- Group, Ungroup
- Match Features
- Fit-In

This chapter also tells you how to revise text that you have added to a drawing.

The Edit Menu

The Edit menu displays the functions you use to modify objects on the drawing board. These functions appear along the right edge of the screen as follows:

Edit Functions
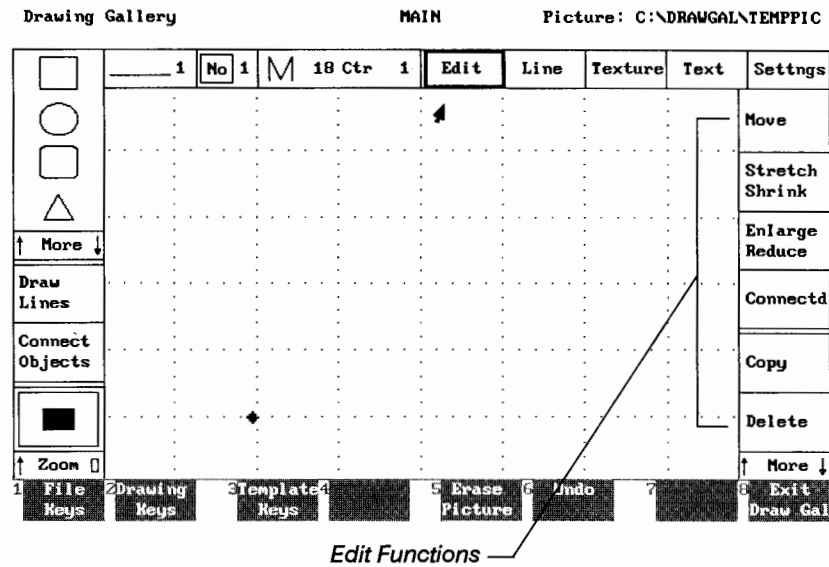
The Edit menu has three levels with different menu items on each level. You display the first level by choosing **Edit** in the Menu Bar at the top of your screen. To display the second and third levels, choose **Edit** again or choose **More** at the bottom of the menu. **More** moves you in both directions through the levels of the menu.

The first level of the Edit menu contains: **Move, Stretch/Shrink, Enlarge/Reduce, Connectd, Copy,** and **Delete**. The second level of the Edit menu contains: **Align Text, Add Bullet, Delete Bullet,** and **Rotate**. The third level of the Edit menu contains: **Put Behind, Group, Ungroup, Match Features,** and **Fit-In**.

1st Level	2nd Level	3rd Level
Move	ALIGN TEXT	Put Behind
Stretch Shrink	Left Center	Group
Enlarge Reduce	Right	Ungroup
Connectd	Add Bullet	Match Features
Copy	Delete Bullet	Fit In
Delete	Rotate	
↑ More ↓	↑ More ↓	↑ More ↓

Moving Objects

Move lets you move one or more objects to another location on the drawing board.

To move one or more objects:

1. Activate the object.

2. Choose **Move** on the Edit menu.

3. Position the Pointer on any *edge* of the object to be moved.

4. Display the Crosshair and drag the object to the new location.

5. Release the mouse button, *or* press ⏎ again. The object freezes at the new location and the handles reappear.

Changing the Size of Objects

In Drawing Gallery, an object is a line, shape, or text. You can change the size of one or more objects on the drawing board in two ways. **Stretch/Shrink** changes an object's size and shape. **Enlarge/Reduce** changes an object's size, but not its shape.

For information about stretching and shrinking text, see "Stretching and Shrinking Text", later in this chapter.

Stretching or Shrinking Objects

Use **Stretch/Shrink** to change the size and shape of one or more objects. You can stretch or shrink an object horizontally, vertically, or both.

For further information about stretching and shrinking, see *Using Automatic Editing*, later in this chapter.

To stretch or shrink an object:

1. Activate the object or objects.

2. Choose **Stretch/Shrink** on the Edit menu.

3. Move the Pointer to any *handle* on the object, a corner, side, top, or bottom handle.

4. Display the Crosshair and drag the *handle* to a new location.

5. Release the mouse button, *or* press ⏎ again. The object freezes in the new shape and the handles reappear.

Examples   The following example shows what happens when you stretch and shrink a circle. If you press and hold the handle on the right side of a circle, the handle on the left becomes the *anchor handle*. The anchor handle is always the handle opposite the one you choose. It remains fixed while you are stretching or shrinking an object.

You can stretch the circle by moving the rightmost handle to the right.

Original boundary

New boundary
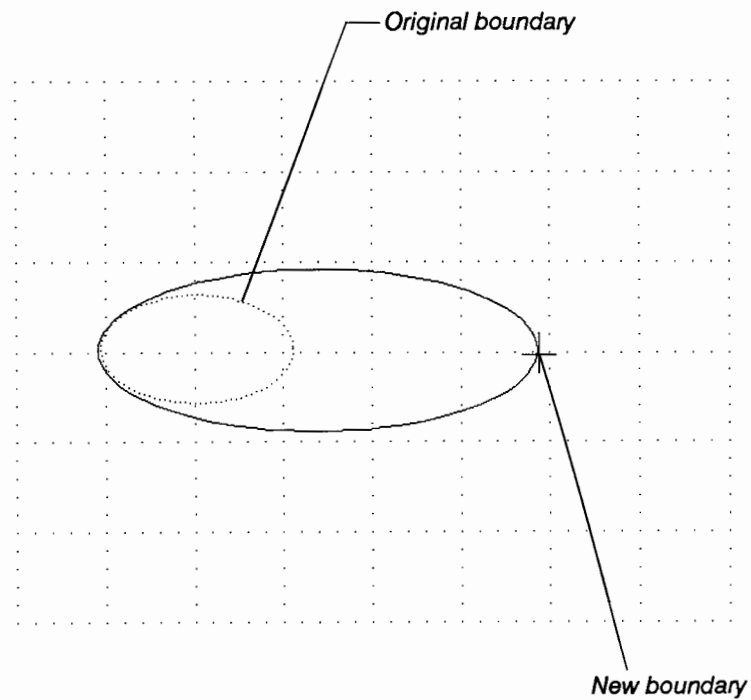
You can shrink the circle by moving the same handle to the left.

New boundary

Original boundary
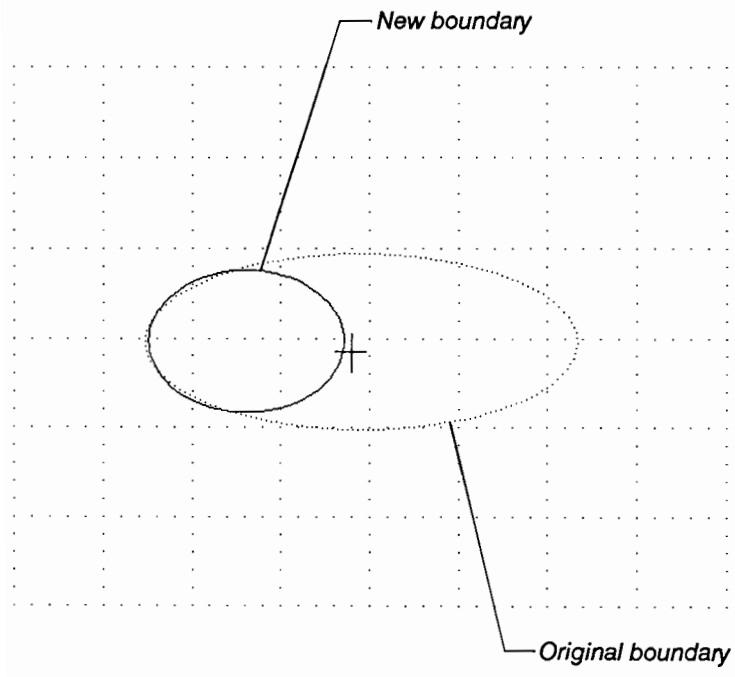
When shrinking the circle, if you move the rightmost
handle past the leftmost handle (the anchor handle), the
circle flips over and begins to stretch again, to the left.

Original boundary

New boundary
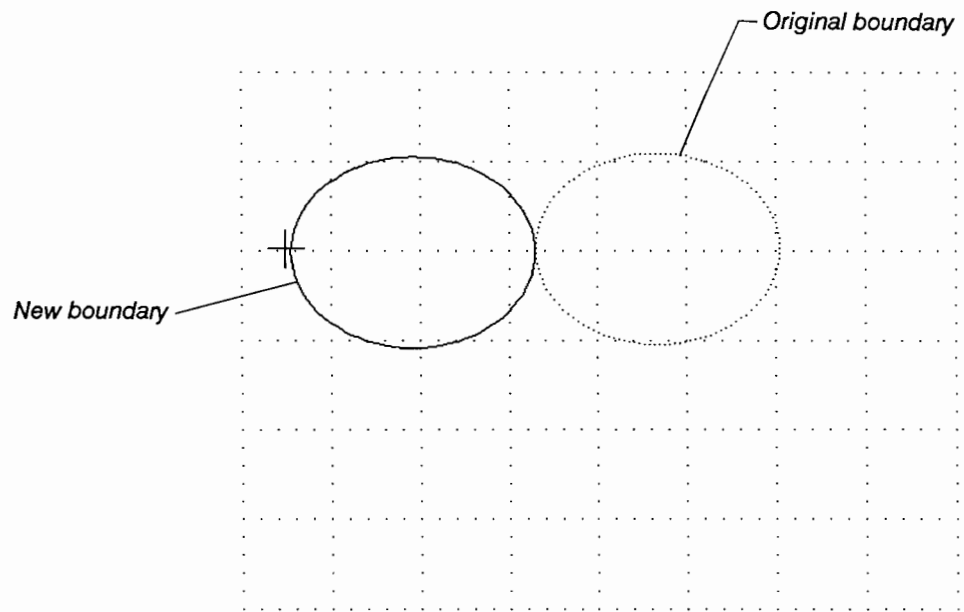
Stretching and Shrinking in Two Directions

The next example shows how to stretch and shrink a circle
in two directions at the same time. When you choose the
handle on the top right side of the circle, the lower left
handle becomes the anchor handle. Dragging the handle
up and to the right stretches the circle in two directions at
once.

Original boundary —   — New boundary
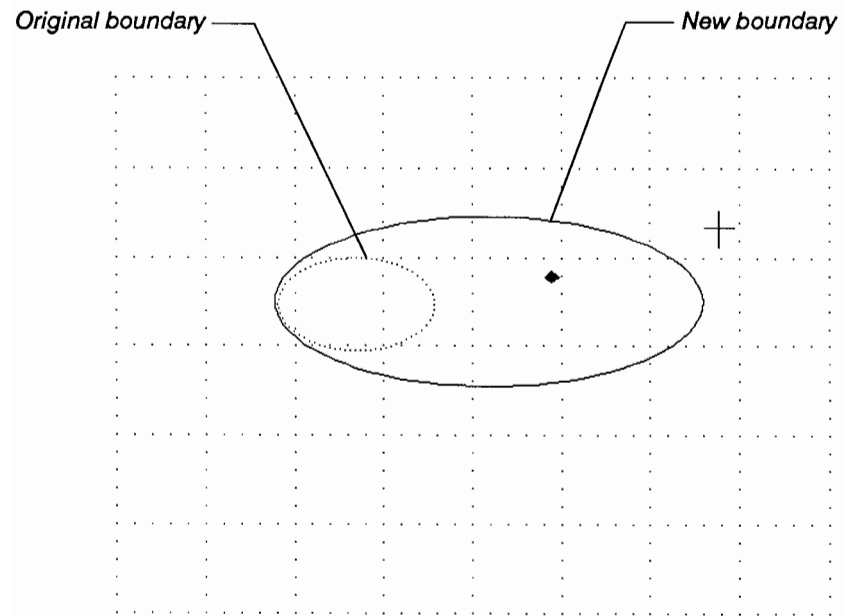
You can shrink the circle in two directions by dragging the handle down and to the left.

Original boundary ———

——— *New boundary*
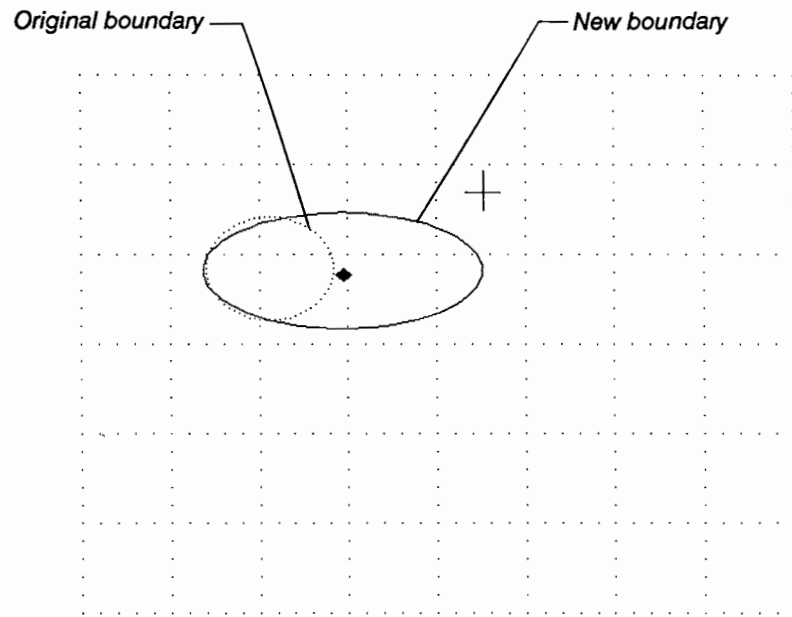
If you drag the handle past the anchor handle, the circle flips over and then begins to stretch again.

New boundary ⌐

Original boundary ⌐
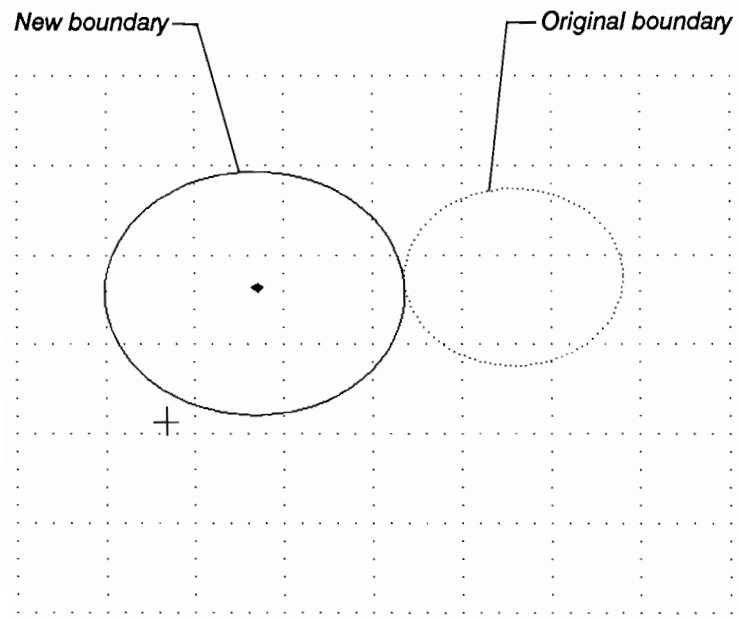
Stretching and Shrinking More than One Object

The following example shows what happens when you stretch and shrink two squares that are active at the same time. When you choose the handle on the right side of the square on the right, the handle on the left side of that square becomes the anchor handle for *both* objects. All stretching or shrinking occurs relative to that anchor handle.

Right side handle

Anchor handle
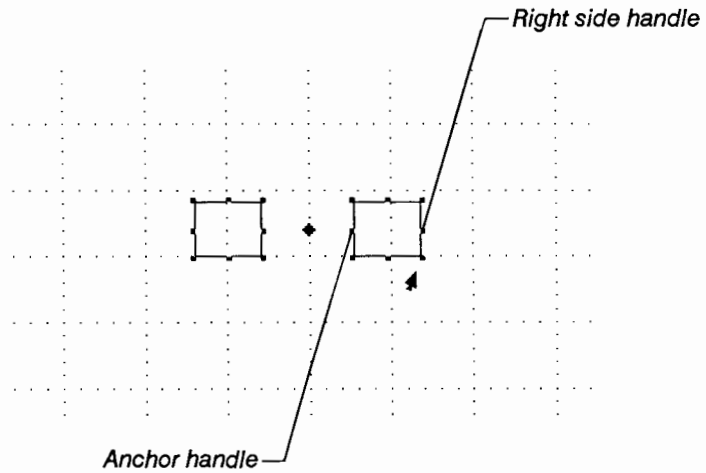
If you move the handle to the right, the square on the
right stretches to the right and the square on the left
stretches to the left. As they stretch, the distance between
the two squares increases.

*Right side
handle*

Anchor handle
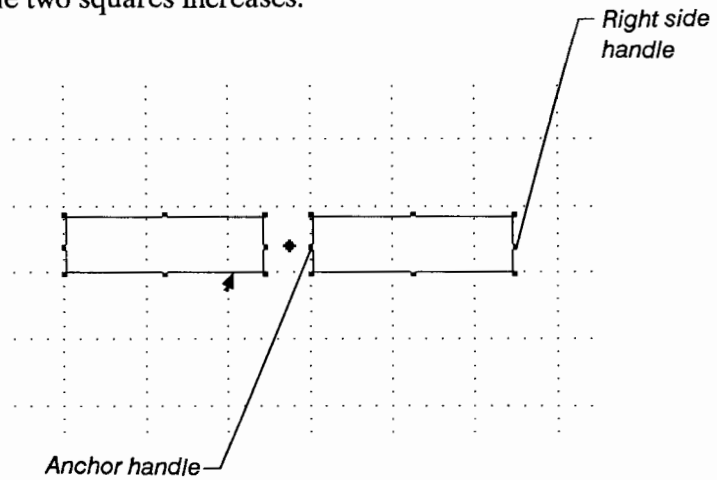
If you move the handle to the left, the reverse happens.
The square on the right shrinks to the left and the square
on the left shrinks to the right as the distance between the
squares decreases.

*Right side
handle*

Anchor handle
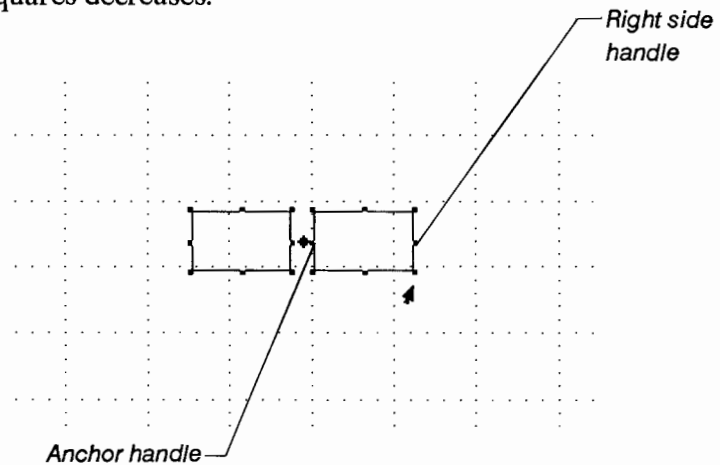
Stretching and Shrinking Text

You can stretch or shrink one or more lines of text horizontally, vertically or both. The procedures are the same as for stretching or shrinking objects, earlier in this chapter. You can also skew text, as described below. Text that you stretch, shrink, or skew can be edited just like any other text.

Note

Previous versions of Drawing Gallery cannot support stretching, shrinking, and skewing of text. Text will appear as normal text.

In some cases, you may want to stretch or shrink an object without affecting text inside the object. You can do this if **TextStch** on the Settings menu is turned off. For further information, see *Using Automatic Editing*, later in this chapter.

The example below shows several ways to stretch or shrink text.

Compressed Text

Compressed Text

Normal Text

Expanded Text

Expanded Text

Examples of Stretched Text

Skewing Text

You can skew text using **Stretch/Shrink** with **Rotate**, as illustrated in the following diagram:

Text

1. Original Text

Text (rotated)

2. Rotated

Text (stretched)

3. Stretched

Text

4. Rotated back

Creating Skewed Text

To skew text:

1. Activate the text you want to skew.

2. Choose **Rotate** from the second level of the Edit menu.

3. Rotate the text.

4. Choose **Stretch/Shrink** from the first level of the Edit menu.

5. Stretch the text as far as you want.

6. Choose **Rotate** again, and rotate the text back to its original path.

Enlarging or Reducing Objects

Use **Enlarge/Reduce**

to change the size, but not the shape, of one or more objects on the drawing board.

To enlarge or reduce an object:

1. Activate the object or objects.

2. Choose **Enlarge/Reduce** on the Edit menu.

3. Move the Pointer to any *handle* on the object, a corner, side, top, or bottom handle.

4. Display the Crosshair and drag the *handle* to a new location. Moving away from the center of the object increases its size. Moving toward the center decreases its size. Moving the handle all the way to the left causes the object to flip over and become reversed.

5. Release the mouse button, *or* press ⏎, when the object is the way you want it to be. The object or groups of objects freezes in position.

Using Automatic Editing

There are three automatic editing features on the Settings Menu that can help to speed your work:

- AutoMove (automatic moving of objects)
- AutoStch (automatic stretching of shapes)
- TextStch (automatic stretching of text)

Using automatic editing saves you the step of choosing **Move** or **Stretch/Shrink** from the Edit menu.

How Automatic Editing Works

Each of these three features are either turned "on" or "off" at any given time. When you start Drawing Gallery, **AutoMove** and **TextStch** are turned on, and **AutoStch** is turned off. You can change these settings to suit the work you are doing.

With **AutoMove** on, you can move any active shape or text around on the drawing board whenever you want to. With **AutoMove** off, you must deliberately choose **Move** from the Edit menu each time you want to move something.

With **AutoStch** on, you can stretch or shrink any shape on the drawing board whenever you want to. With **AutoStch** off, you must deliberately choose **Stretch/Shrink** from the Edit menu to stretch or shrink any shape. Text within the shape is not affected if **TextStch** is turned off.

With **TextStch** on, and **AutoStch** also on, you can stretch or shrink any active text on the drawing board whenever you want to. With **TextStch** on and **AutoStch** off, you must choose **Stretch/Shrink** from the Edit menu to stretch or shrink text. If you choose **Stretch/Shrink** with **TextStch** off, text will enlarge and reduce but not stretch or shrink.

Note

There is no "automatic" **Enlarge/Reduce** function. You must always choose **Enlarge/Reduce** from the Edit menu.

The following procedure assumes that all three automatic editing features are turned on.

To use automatic editing:

1. Activate the object or objects you want to move, stretch, or shrink.

2. Move the Pointer to the *edge* of object to be moved or to a *handle* on the object to be stretched or shrunk.

3. Display the Crosshair and drag the handle to a new location.

4. Release the mouse button, *or* press ⏎ again.

   The object freezes into place and the Pointer is displayed.

Editing Connected Objects

You can use **Connectd** with **Move, Enlarge/Reduce**, and **Stretch/Shrink** to move or change the size of objects connected to other objects by lines. When **Connectd** is on, all connecting lines to an object maintain their connection as the object moves or changes size.

Connecting objects is particularly useful when you are creating organization charts.

To edit connected objects:

1. Activate the objects you want to edit.

2. Choose **Connectd**.

3. Choose **Move, Stretch/Shrink**, or **Enlarge/Reduce**.

4. Move the Pointer to the object's edge or handle.

5. Display the Crosshair and move the object's edge or handle to a new location. As the objects move or change shape, all lines connected to the objects move, stretch, or shrink to maintain their connections.

6. Release the mouse button, *or* press ⏎ again. The objects and all connecting lines freeze in their new positions.

An Example   Suppose you have two squares connected by a line as
follows:
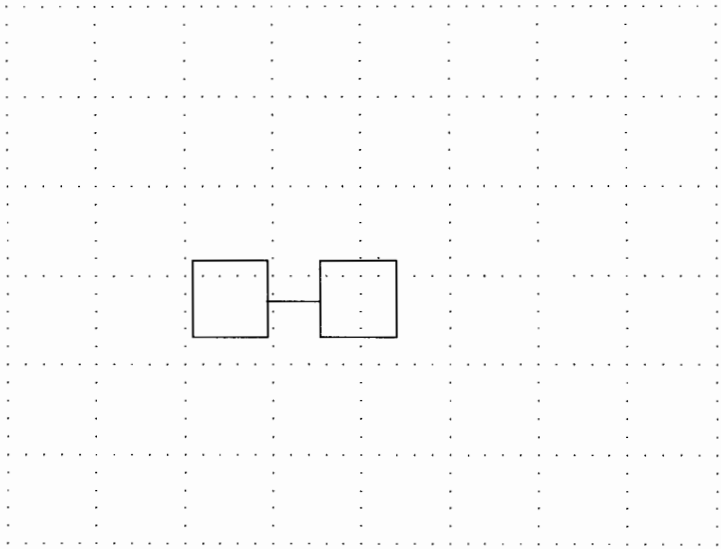
If you activate the right-hand square and then turn on
both **Connectd** and **Move**, you can move the right-hand
square without separating it from the line.
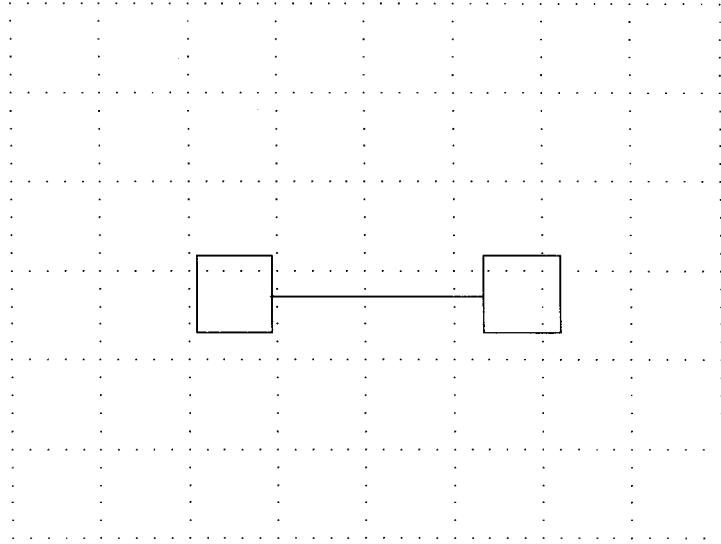
The line moves with the square. The same thing happens if you use **Stretch/Shrink** or **Enlarge/Reduce**. Whenever the object you are editing changes shape or position, all lines connected to the object change to maintain their connections.

Copying Objects

Copy lets you duplicate one or more objects on the drawing board in another place on the drawing board. This saves you the time and trouble of creating an object twice.

To copy one or more objects:

1. Activate the object you want to copy.

2. Choose **Copy** from the Edit menu.

3. Move the Pointer to the location where you want the object to appear.

4. Press either button on the mouse, *or* press ⏎. A copy of the object appears at that location.

   Note: When you copy more than five objects at a time, an outline box appears in place of the objects themselves.

   If you need to adjust the position of the copy, move the object to a new location.

5. Release the mouse button, *or* press ⏎ again. The copy freezes into place and handles appear around it, indicating that it is active and can be edited.

Deleting Objects

Delete removes one or more objects from the drawing board. Use **Delete** to erase *part* of a picture. To erase an *entire* picture, use the **Erase Picture** function.

To delete one or more objects:

1. Activate the object you want to delete.

2. Choose **Delete** from the Edit menu. The object disappears from the drawing board.

Caution

When you choose **Delete**, any active object on the drawing board is deleted immediately! If you delete an object accidentally, use the Undo function key before you do anything else to restore the object.

Aligning Text

Align Text lets you align several lines with a model line that you choose. There are three alignment choices: left, center, and right.

This feature works with lines of active text by themselves or within an object, and with rotated as well as non-rotated text.

Align Text works by:

- Establishing an axis of alignment
- Establishing a model line of text
- Justifying the text to the left, center, or right
- Adjusting the spaces between lines of text

The Axis of Alignment

After you choose **Align Text** and **Left, Center,** or **Right,**
Drawing Gallery establishes an axis of alignment
perpendicular to the current path of the active text and
relative to its left and right bounds. This axis is not visible
on the screen, but would look like this, if you could see it,
before the text is aligned:

Rotation = 0   Rotation = 45

This is text
    This is text   Left
This is text   Straighten
  This is text

This is text
   This is text   Center
  This is text   Straighten
  This is text

This is text
   This is text   Right
  This is text   Straighten
  This is text
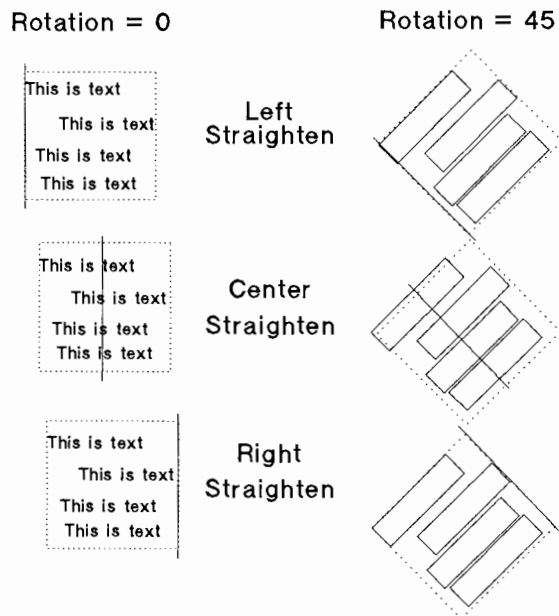
The Model Line

Suppose you have entered four lines of text. One line may
be placed exactly where you want it on the drawing board.
You can choose this as your model line and line up the
other three text lines with it.

Left, Center, and Right Alignment

When you choose **Left**, the active text is aligned with the leftmost edge of the model line you choose.

Review minutes last meeting

Introduce new staff members

Discuss marketing strategy

Assign action items
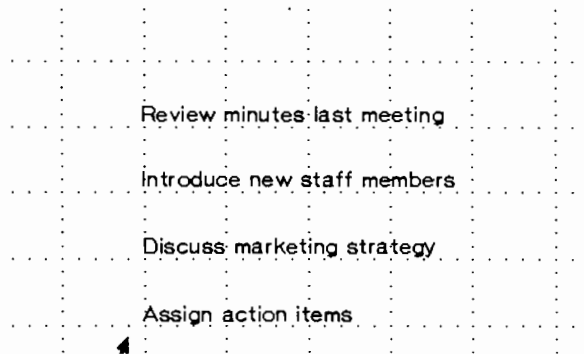
When you choose **Center**, Drawing Gallery determines the exact center of your model line and the active text is aligned equally on both sides.

Review minutes last meeting

Introduce new staff members

Discuss marketing strategy

Assign action items
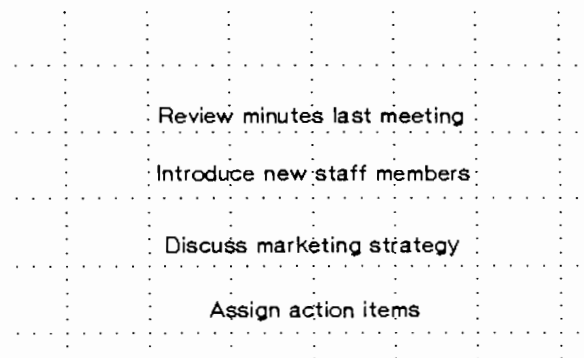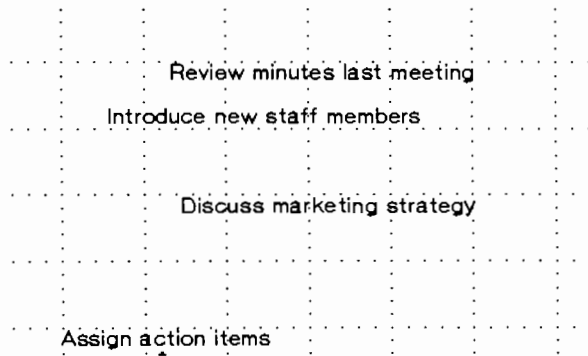
When you choose **Right**, the active text is aligned with the rightmost edge of the model line you choose.

```
                    Review minutes last meeting
                   Introduce new staff members
                  Discuss marketing strategy
                       Assign action items
```
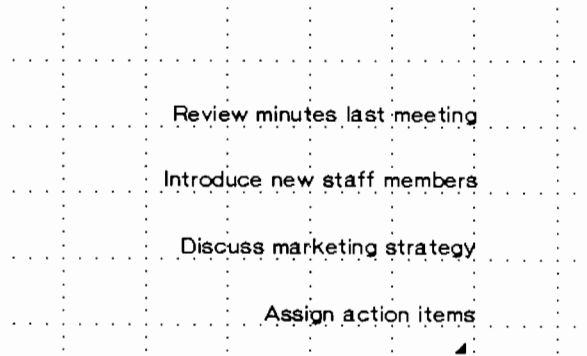
Line Spacing
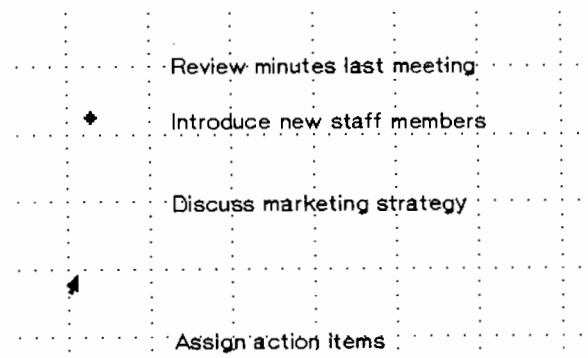
The number of spaces between lines in the active text remains the same.

The size of the space or spaces following each line of text is adjusted to correspond to the size of that line's font. This assures that the space is the right size to accomodate another line of text, if you add one. Therefore, spaces after lines of different sizes would look something like this:

If you choose a text alignment that would place the text outside the boundary of the drawing board, a message will prompt you to move the text and then try aligning it again.

The following illustration shows how text is aligned to the left, center, and right. Each example includes rotated and skewed text. The boxes surrounding the text are for emphasis.
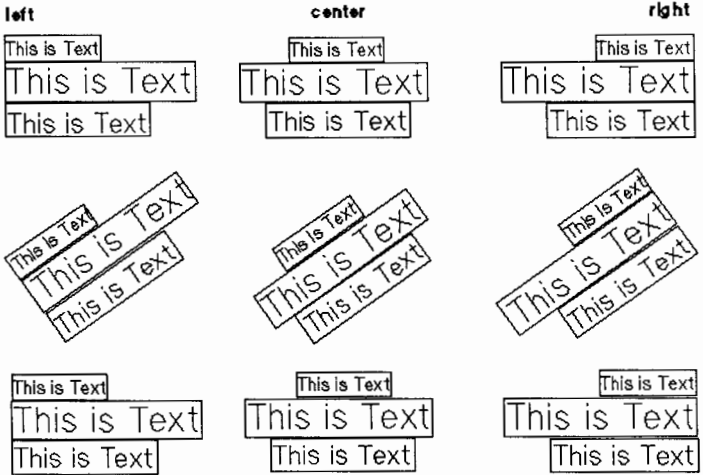
To align text:

1. Activate the text to be aligned.

Drawing Gallery   MAIN   Picture: C:\DRAWGAL\TEMPPIC

	___ 1	No 1	M 18 Ctr 1	Edit	Line	Texture	Text	Settngs

```
      ▢                                                      FONTS
      ◯          ▪Agenda▪                                    M1
      ▢     · · · · · · · · · · · · · · · · · · · · · · ·
      △     Review minutes last meeting · · · · · ·         M2
  ↑ More ↓                                                  M3
  Draw              ▪Introduce new staff member▪            M4
  Lines                          ◢
  Connect     Discuss marketing strategy                    M5
  Objects                                                  ↑ More ↓
      ▣      · · · · ▪Assign action items▪ · · · · · ·     Reread
                                                            Fonts
  ↑ Zoom ▯                                                 ↑ More ↓
```

1 File Keys	2 Drawing Keys	3 Template Keys	4	5 Erase Picture	6 Undo	7	8 Exit Draw Gal
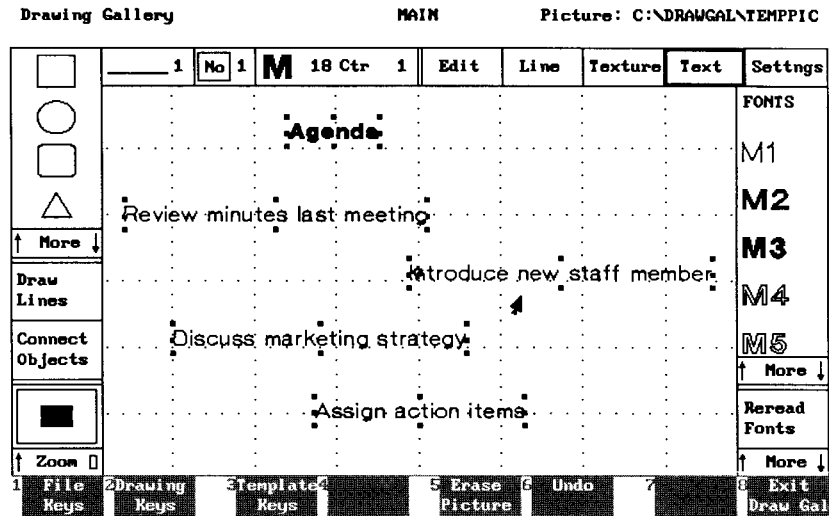
2. Go to the second level of the Edit menu.

3. Choose **Left, Center,** or **Right** from the **Align Text** field.

4. When prompted, choose a model line (the line to which the rest of the text will be aligned).

This is the model line.
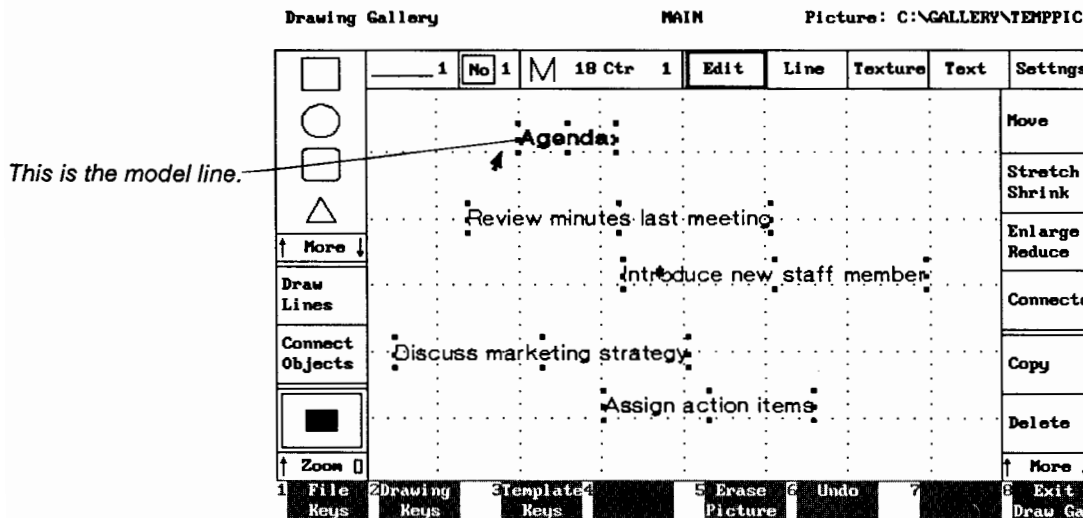
The active text is aligned and respaced.
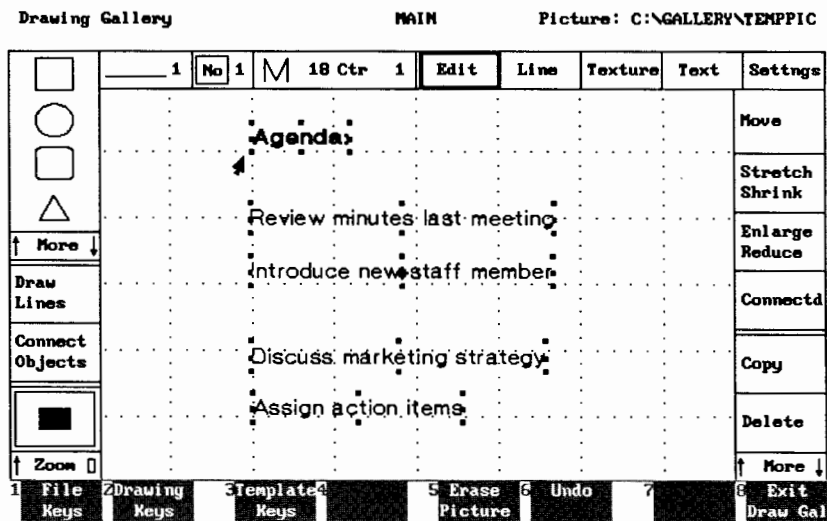
Adding and Deleting Bullets

Add Bullet lets you add or replace a bullet in front of a line of text on the drawing board. **Delete Bullet** allows you to remove any bullet you have added.

There is no standard bullet. You can create bullets using any of the following:

- A template shape from the Shape menu

- A shape from the Portfolio (it must be already on the drawing board)

- An object (shape or text) you have created on the drawing board

- An already existing bullet

If a template shape is used to make the bullet, it takes on the attributes currently displayed in the Status Bar. If an object or another bullet is used, an appropriately scaled copy is made that retains the original attributes.

Both bullet and text have a single set of handles and function as one object. You cannot group pick either the bullet or text separately. You cannot change the size or position of the bullet independently of the text.

You can change bullet attributes, without changing the accompanying text, by choosing selections from the Line and Texture menus. In this way, you can change bullet line or fill color, line style, and fill pattern. However, if text is used as a bullet, changing text attributes will change the bullet.

Copy, Delete, Rotate, and Move operate on the bullet and text as a single object. Match Features cannot be used to add a bullet to a line of text from another.

Bullets do not affect text justification or spacing, and bulleted text is used in Fit-In operations the way any other group is used.

To add a bullet:

1. Activate a line of text. If you want to bullet non-continuous lines of text, use ⎡Shift⎤ + ⎡Enter⎤ to activate them.

Drawing Gallery   MAIN   Picture: C:\DRAWGAL\TEMPPIC

	1	No	1	M	18 Ctr	1	Edit	Line	Texture	Text	Settngs

□
○
□
△
↑ More ↓

Draw Lines

Connect Objects

■

↑ Zoom ◻

ALIGN TEXT

Left

Center

Right

Add Bullet

Delete Bullet

Rotate

↑ More ↓

AGENDA

Review minutes of last meeting

Introduce new staff member

Discuss marketing strategy

Assign action items

1 File Keys	2 Drawing Keys	3 Template Keys	4	5 Erase Picture	6 Undo	7	8 Exit Draw Gal

2. Choose **Add Bullet** from the second level of the Edit menu.

3. Choose the shape that you want to use for the bullet.

4. A bullet in the shape you chose appears in front of
the text, scaled to match the text in size.

Bullets appear in
front of the text.

| | 1 | No | 1 | **M** | 18 Ctr | 1 | Edit | Line | Texture | Text | Settngs |

ALIGN
TEXT

Left

Center

Right

Add
Bullet

Delete
Bullet

Rotate

AGENDA

Review minutes last meeting

Introduce new staff members

Discuss marketing strategy

Assign action items

More

Draw
Lines

Connect
Objects

Zoom

More

| 1 Get Keys | 2 Save A Picture | 3 Sav Part Of Pict | 4 Add Keys | 5 File Manager | 6 Undo | 7 | 8 Draw Gal Main |

If any of the activated lines of text were previously
bulleted, those bullets are replaced with the new
shape.

You also use **Add Bullet** when you want to replace an
existing bullet with a new bullet.

To delete a bullet:

1. Activate the text from which you want bullets removed.

2. Choose **Delete Bullet** from the second level of the Edit menu.

   Bullets are removed from in front of the text.

Rotating Objects

Rotate lets you rotate one or more objects clockwise or counter-clockwise around the center of the active object or objects. You can rotate objects from 0 to 359 whole degrees. The position in which the object was originally created or displayed is the 0 degree position.

There are two ways to rotate an object:

- Using the mouse

- Typing in the angle of rotation

When you choose **Rotate** from the second level of the Edit menu, two messages appear in the message area at the top of your screen. The upper message directs you to rotate the object by using the mouse to move its handles. The lower message directs you to enter the number of degrees you want the object to be rotated, and displays the current angle. Use whichever method suits you best.

Note

Rotate works slightly differently than other editing functions in that you cannot use the direction keys or ⏎ on the keyboard to affect an object. You can use the keyboard only to type in the angle of rotation, otherwise you must use the mouse.

To rotate using the mouse:

1. Activate the object or group.

```
To begin editing text, press Backspace or start typing.
Many new features
```

□	____1	No	1	M	18 Ctr	1	Edit	Line	Texture	Text	Settngs

ALIGN
TEXT

Left

Center

More ↓   Right

Draw
Lines   ○. Many new features   Add
Bullet

Connect
Objects   Delete
Bullet

■   Rotate

↑ Zoom ▯   ↑ More ↓

| 1 File Keys | 2 Drawing Keys | 3 Template Keys | 4 | 5 Erase Picture | 6 Undo | 7 | 8 Exit Draw Gal |
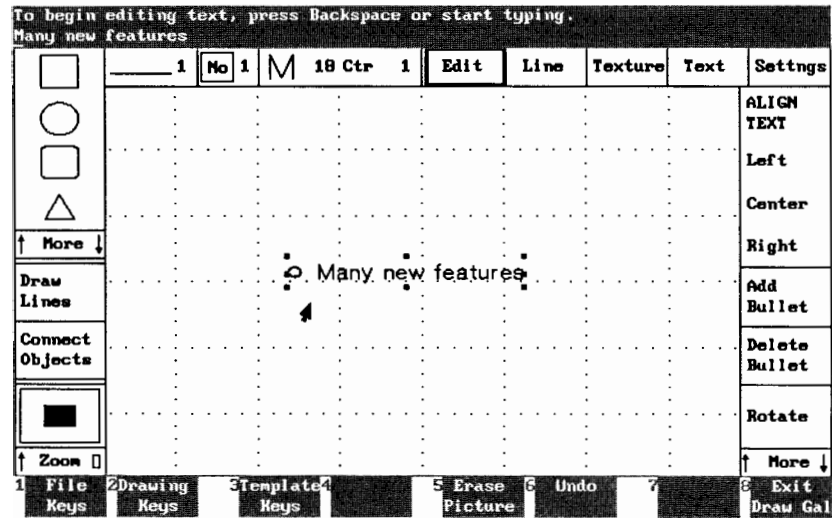
2. Choose **Rotate** from the second level of the Edit menu.

   The current angle of the object appears on the lower message line.

3. Position the Pointer on one of the *corner handles* and press a mouse button.

   The Pointer changes to a Crosshair.

4. Rotate the object to the position you want by dragging the mouse.

Box appears as object is rotated.

| | | 1 | Mo | 1 | M | 18 Ctr | 1 | Edit | Line | Texture | Text | Settngs |

Put pointer on any handle of the object; move crosshair to rotate.
Angle of rotation (in degrees): 330

ALIGN TEXT

Left

Center

Right

More

Draw Lines

Add Bullet

Connect Objects

Delete Bullet

Rotate

Zoom

More

1 File Keys 2 Drawing Keys 3 Template Keys 4   5 Erase Picture 6 Undo 7   8 Exit Draw Gal
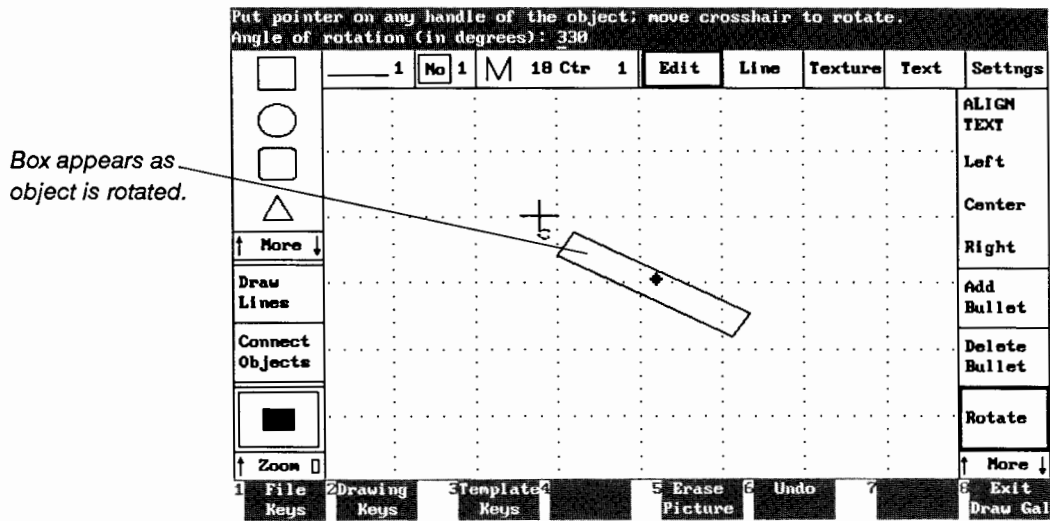
If you are rotating a complex group, a boundary box appears around the group as you rotate and details of the objects temporarily disappear.

The lower message line reflects the changing angle of the object as you rotate it.

5. Release the mouse button. The object freezes at the new location and the handles and other details reappear.

```
Drawing Gallery                    MAIN        Picture: C:\DRAWGAL\TEMPPIC
Many new features
┌──────┐ ───1 │No│1│ M │18 Ctr│ 1 ││ Edit │ Line │Texture│ Text │Settngs
│  □   │                                                            ALIGN
│      │                                                            TEXT
│  ○   │
│      │                                                            Left
│  ▢   │
│      │                                                            Center
│  △   │                   b                    ◢
│↑ More↓│                    Many new                              Right
│──────│                          features                        
│Draw  │                                                          Add
│Lines │                                                          Bullet
│──────│                                                          
│Connect│                                                         Delete
│Objects│                                                         Bullet
│──────│                                                          
│  ■   │                                                          Rotate
│──────│                                                          
│↑ Zoom 0│                                                        ↑ More↓
├────┬────┬────┬────┬────┬────┬────┬────┤
│1 File│2Drawing│3Template4│  │5 Erase│6 Undo│7  │8 Exit│
│ Keys │ Keys   │ Keys     │  │Picture│      │   │Draw Gal│
```
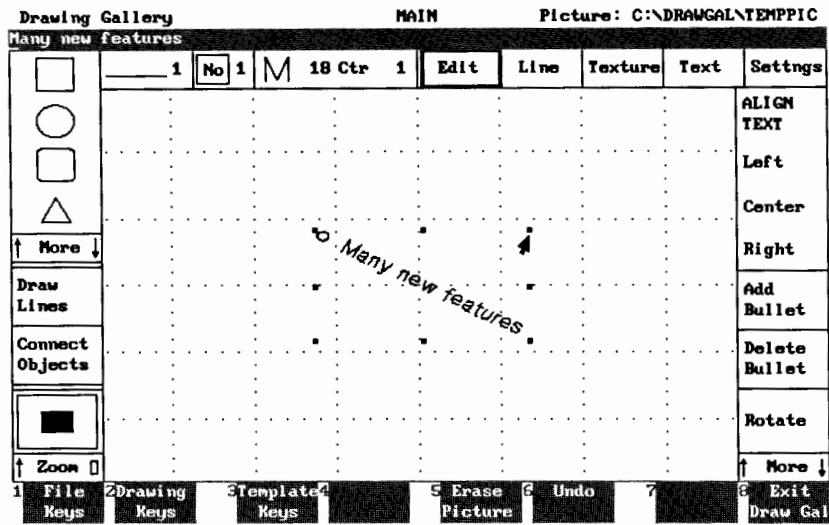
Note: If the object you are rotating hits the boundary of the drawing board, rotation will stop. You must then move the object far enough from the boundary to complete the rotation.

To rotate by typing in an angle:

1. Activate the object.
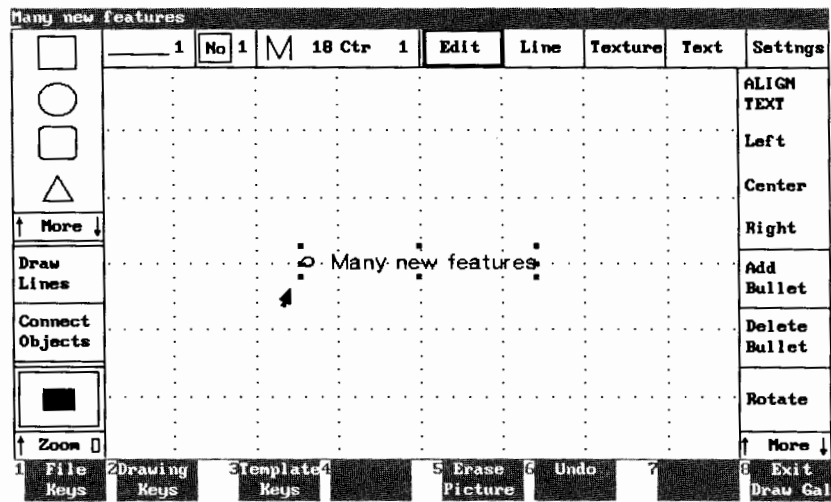
2. Choose **Rotate** from the second level of the Edit menu.

The lower message line displays the current angle of the object.

Put pointer on any handle of the object; move crosshair to rotate.
Angle of rotation (in degrees): 0

3. Type in the angle (in degrees) to which you want to rotate the object.

4. The object appears in the position you specified.

    The lower message line displays the new angle of the object.

```
Put pointer on any handle of the object; move crosshair to rotate.
Angle of rotation (in degrees): 65_
```

Note: If you enter an angle that would result in any portion of the object being placed outside the boundary of the drawing board, the object remains in its current place. A message will prompt you to move the object away from the boundary and enter the angle again.

Using this method places objects immediately in their final position, without rotating them through intermediary angles. Only the final angle is checked to be sure it fits within drawing board bounds. Therefore, you could rotate an object successfully 90 degrees, even though some angles between 1 and 89 degrees might place the object outside the drawing board and stop rotation.

An advantage in choosing this method when rotating near the boundary of the drawing board is that it sometimes makes moving the object unneccessary.

Changing Drawing Order with Put Behind

Put Behind lets you change the order in which overlapping objects are arranged in your picture. It lets you place less important objects behind more important ones.

The object in front covers and hides the object behind. This means that you can create the objects in your drawing in any convenient order and then resequence the actual drawing order so that it appears as you want it.

This is particularly useful with a color monitor and a printer, but also helpful with a monochrome monitor.

Note

Put Behind will not *move* an object *from* one spot on the drawing board *to* another spot, behind another object. It will only reshuffle overlapping objects.

To change the drawing order:

1. Activate the object you want "put behind" the other object.

2. Choose **Put Behind** from the third level of the Edit menu.

   The object is now "behind" the other object.

Note

Put Behind is not useful when using plotters since one pen color would plot right on top of another pen color.

Grouping and Ungrouping Objects

Group lets you group objects together so that they have one set of handles, like a single object. This can make editing a complex picture faster and easier for you, as well as simplifying the way pictures look on the drawing board.

Ungroup lets you separate objects that have been grouped so that you can work with them individually again.

You can group two or more objects. Grouped objects have a single set of handles when active. A group can be made of several groups.

An Example   The following example illustrates how objects, groups, and groups of groups can work together.

Suppose you want to make a picture of a train. First, draw lines and circles to represent one wheel.
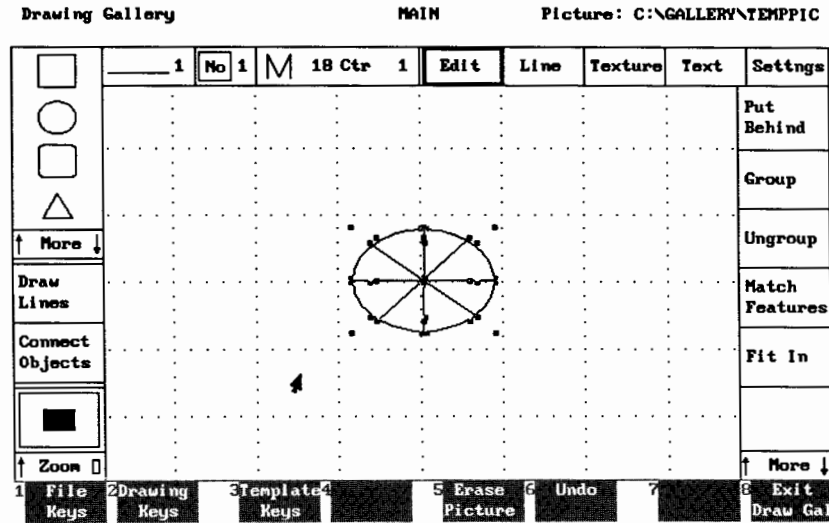
Make the wheel a group.
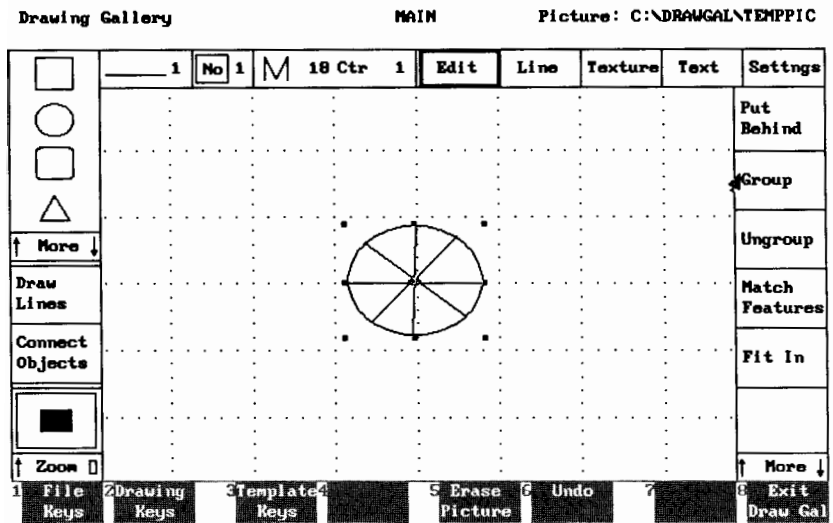
Copy the wheel so that you have four of them. Group the wheels.
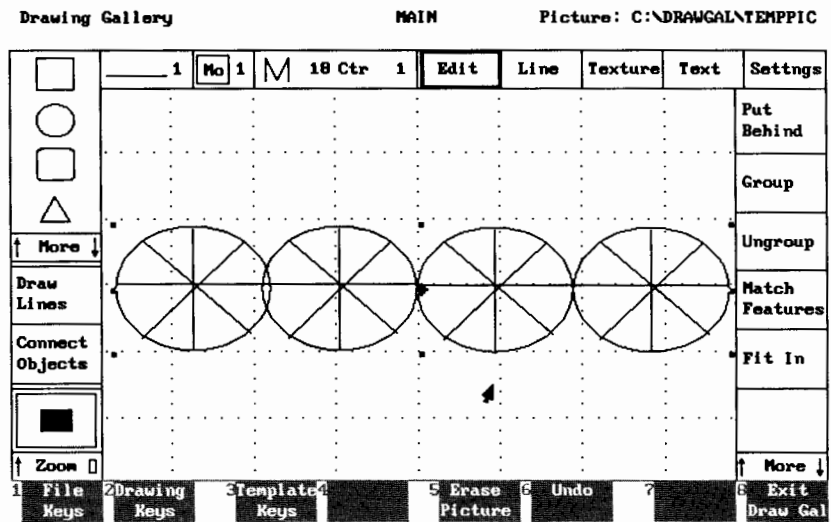
Draw some rectangles, squares, and lines to represent a
box car.
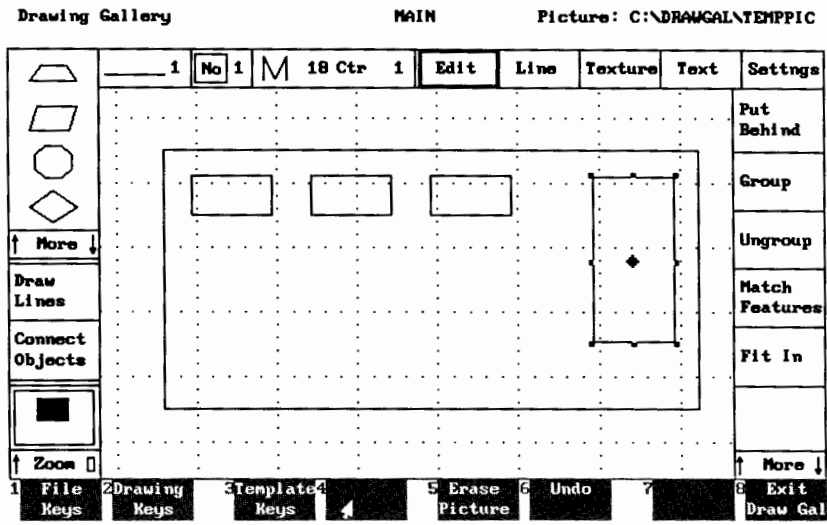
Make the box car another group.
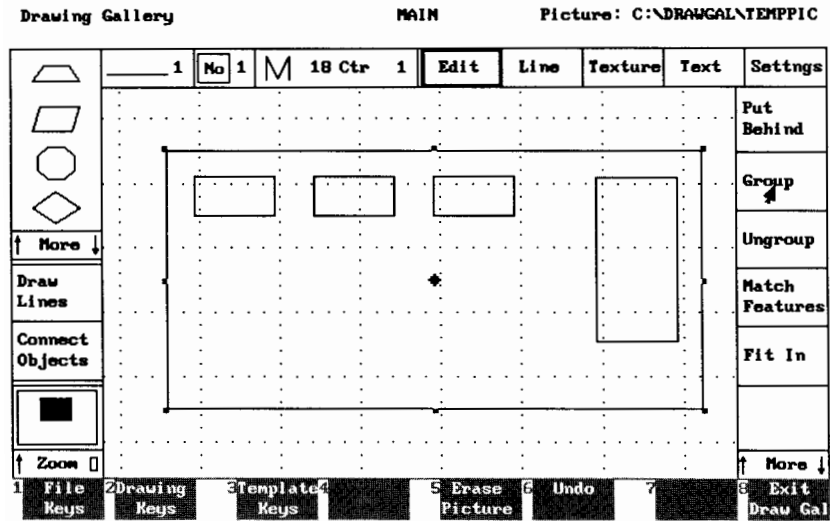
Move the wheels onto the box car. Make a group of the
box car with wheels.
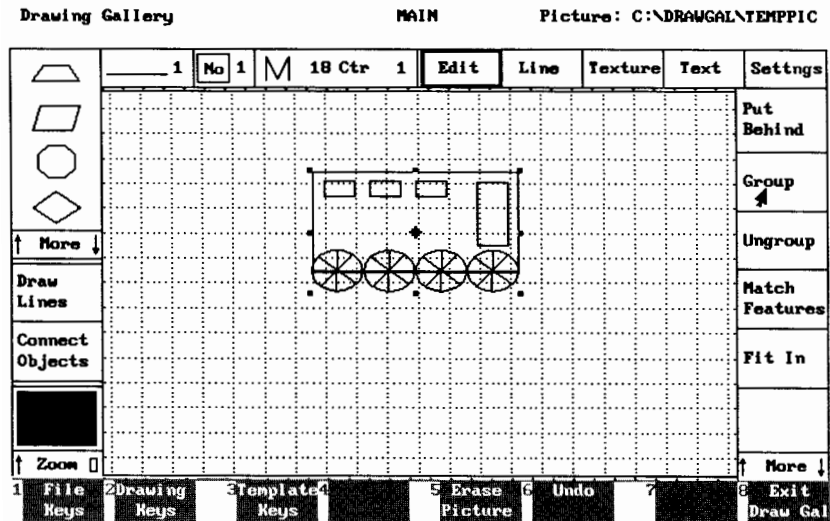
Copy this group twice to make a three box car train.
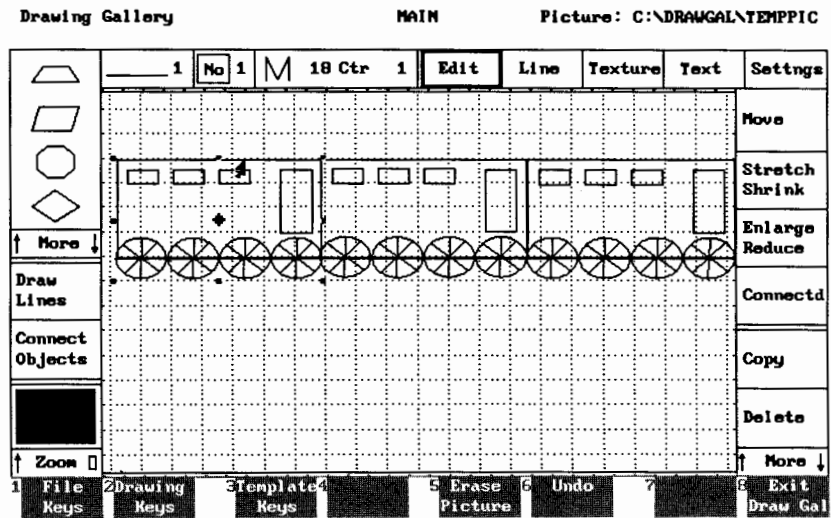
Group the three box cars. Now you have only one set of handles to work with, and can edit the train as a single object.
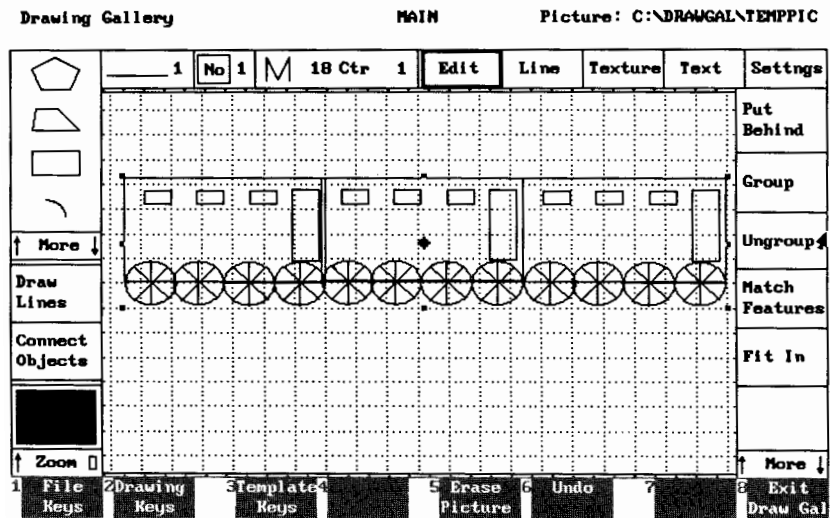
If you want to change to feature of an object or part of an object, for example a wheel, you must ungroup the group multiple times. See *To ungroup objects*, later in this chapter.

Other Features of Group and Ungroup

Text can be grouped or ungrouped just like objects.

Using **Group** and **Ungroup** can be very useful when working with complex illustrations and symbols. You can make groups of areas of a picture, and then group those groups. This reduces the number of handles in the picture, simplifying editing for you.

Drawing Gallery treats the more complex template shapes as groups of individual lines. They can be ungrouped, and individual lines can be edited. However, objects that you create, even if they are similar to template shapes, are treated as single objects.

You can use all the functions on the Edit menu to edit groups just as you would single objects with the following exceptions. To use **Add Bullet**, **Delete Bullet**, or **Align Text** with text in a group, grouped objects must first be ungrouped. **Match Features** only matches features that a group and the object or group you are matching it to have in common.

If conflicting features are found, no match occurs. You can use **Show Features** to identify the conflicting features and decide which ones you want to match. See Chapter 4, *Choosing Features for a Picture* for more information.

To group objects:

1. Activate the objects you want to group.

2. Choose **Group** from the third level of the Edit menu.

   The objects are grouped, and now have only one set of handles.

To ungroup objects:

1. Activate the group of objects you want to ungroup.

2. Choose **Ungroup** from the third level of the Edit menu.

   The objects are ungrouped, in the opposite order in which they were grouped, like peeling off layers of groups. Sets of handles appear as you ungroup.

For example, if you want to ungroup the train described earlier, the first time you choose **Ungroup** you get three groups of box cars. Each box car has one set of handles. The second time you choose **Ungroup** you get each box car with two sets of handles, one set for the wheels and one set for the car. If you activate only a wheel and choose **Ungroup**, the lines and circles of the wheel all have their own handles.

Matching Features of an Object

Use **Match Features** to change the features of one object or group of objects to match the features of another object or group of objects. For example, you might use **Match Features** in an organization chart to scale all text labels to the same size. You can match any of the following features:

- Texture
- Line style
- Text size
- Font (style)
- Text justification
- Text path
- Text rotation
- Text expansion (skew)
- Color setting (for color monitors, printers, or plotters)

To match features:

1. Activate the object or group of objects whose features you want to change.

2. Choose **Match Features** on the Edit menu. A message at the top of the screen asks you to activate the model object or choose `Match Current` to match the current status.

    a. If you want the object you activated in step 1 to match another object on the drawing board, activate that object. The object you activated in step 1 changes to match the model object.

    b. If you want the object you activated in step 1 to match the current features shown in the status bar, choose `Match Current`. The object changes to match the texture, line style, and text attributes shown in the status bar.

An Example   Suppose you want the square on the right in the illustration below to match the square on the left. The square on the left is the model for the square on the right.
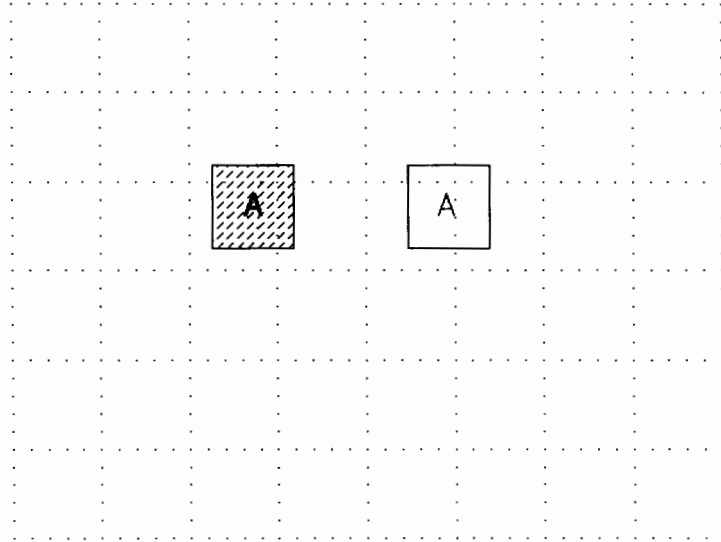
Use the selection box to activate both the square on the right and the text inside it. Then choose **Match Features**, and use the selection box again to activate both the square on the left and the text inside it. The square on the right changes to match the square on the left. Notice the you can match more than one feature at a time.
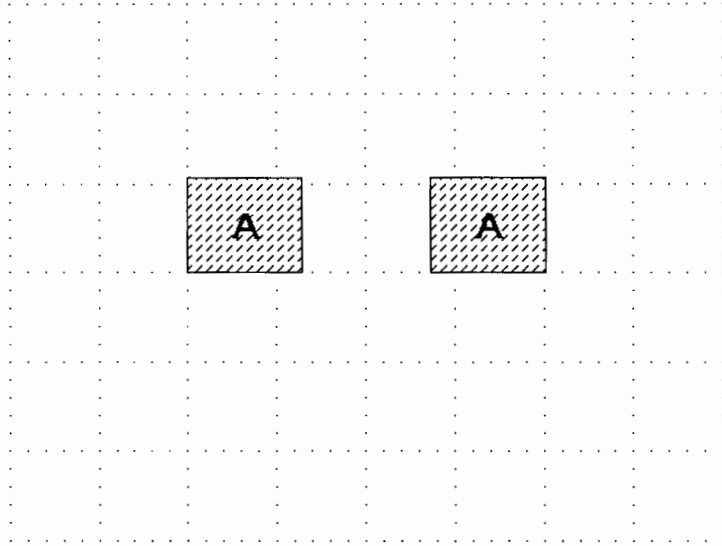
If the model object is a group of objects, Drawing Gallery matches as many of the group's features as it can. If two or more objects in the group have ambiguous features – such as different textures – no match occurs for these features. A message at the top of the screen tells you that Drawing Gallery found ambiguous features as it was making the match. You can use **Show Features** to identify the ambiguous features and decide which ones you want to match. See Chapter 4, *Choosing Features for a Picture* for information on using **Show Features**.

Fitting Objects Inside of Other Objects

Fit-In lets you place an object or a group of objects inside another object or group of objects. When you use **Fit-In**, you move an object to a new location and, if necessary, scale it to fit.

Fit-In is useful for doing the following tasks:

- Placing shapes inside other shapes.
- Placing text inside boxes and shapes.
- Adjusting the size of text characters or shapes.
- Centering a picture inside a border.

To fit an object inside another:

1. Activate the object or group of objects you want to fit in.

2. Choose **Fit-In** from the Edit menu. A message asks you to activate a second object.

3. Activate the object into which you want the first object to fit. The first object appears inside the second. If necessary, Drawing Gallery adjusts the size of the first object to fit inside the second object.

Note

Sometimes Drawing Gallery cannot fit an object correctly inside another. When this happens, Drawing Gallery displays a message advising you to use **Enlarge/Reduce** to adjust the size of the objects.

An Example   **Fit-In** is useful for *scaling* text and shapes to a specific size. For example, you can draw a box that represents the size you need, then fit the text or shapes into the box, and delete the box. Suppose you want to scale the text on the right to fit inside the box on the left.

Drawn by P.B.M.
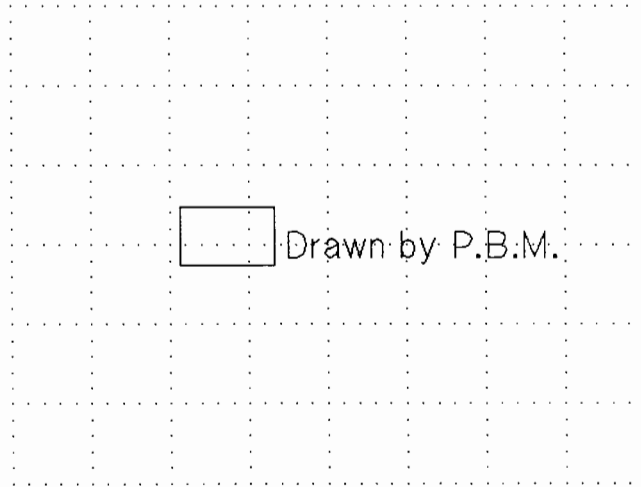
To do this, activate the text, choose **Fit-In** on the Edit menu, and then activate the box. The text characters appear in the box.

Drawn by P.B.M.
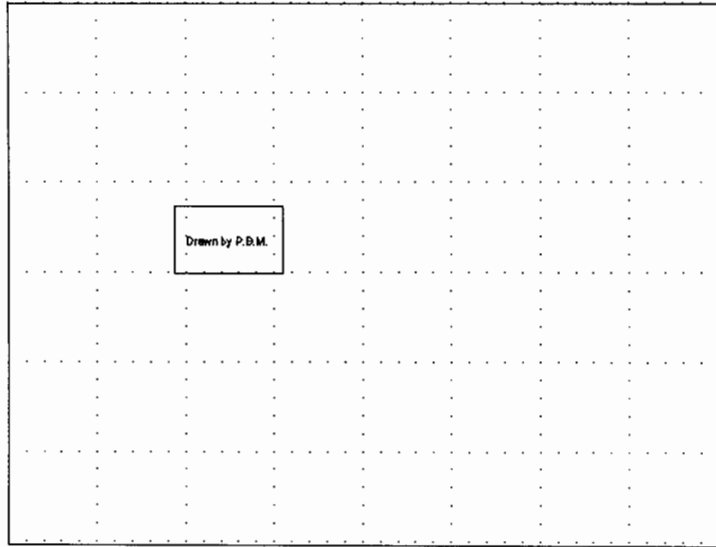
If only the *size* of the characters is important, delete the box:

Drawn by P.B.M.
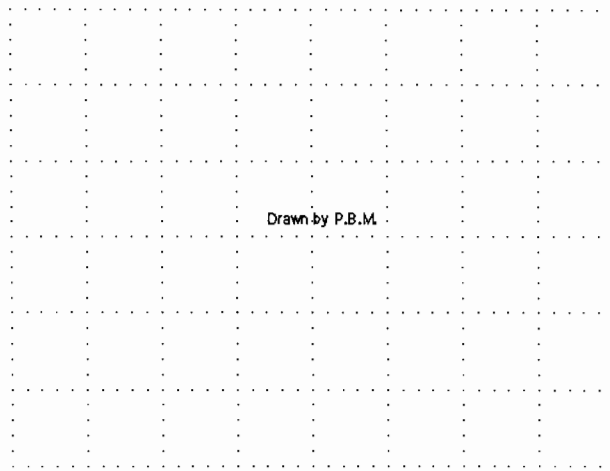
Fitting Text in a Shape

You can scale text to fit into a shape by choosing **TextFit** from the second level of the Settings menu.

When **TextFit** is on, any text you add inside an active shape automatically fits inside the shape, shrinking if necessary. However, **TextFit** does not work automatically when text is being entered using **Slope Up**

or **Slope Down**. In that case, you must type in the text first, and then choose **Fit-In**.

When **TextFit** is off, text that is too long to fit inside a shape extends past its edge.

TextFit is *on* when you start Drawing Gallery. To turn it off, choose it from the Settings menu. To turn it back on, choose it again.

Text Fit   Text Fit
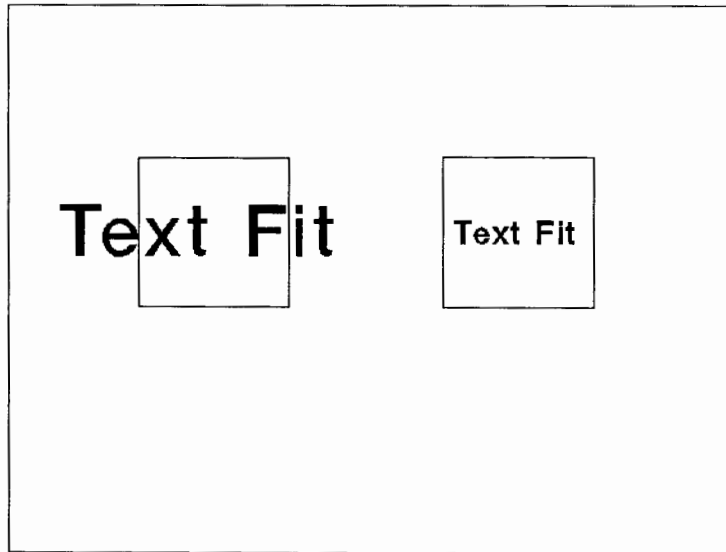
Adjusting the Position of Text. When you activate an object, the text diamond appears in one of four places: top left, top middle, top right, or center. Here are three ways to add text in places other than these four:

- To start text one line down, press the spacebar, backspace, and ⏎, before you start typing.

- Use **Move** on the Edit menu to move an object or text after you create it.

- Add the text first, *then* put the object around it.

Using the File Menu

The File menu is a screen that lists Gallery picture files and Lotus 1-2-3 and Symphony worksheet files. It allows you to add or get pictures or graphs from those files and place them on the Drawing Gallery drawing board.

You can also use the File Manager to list files. The advantage to using the File menu is that only Drawing Gallery or Lotus files are displayed for you to choose from. You do not have to scroll through other types of files in the current directory. In addition, as soon as you select a file from the File menu, the picture or graph displays on the drawing board and you are automatically returned to Drawing Gallery.

To get to the File menu:

1. Choose File Keys.

2. Choose Get Keys or Add Keys.

3. To display a list of Drawing Gallery picture files, choose Get A Picture or Add A Picture. To display a list of Lotus worksheet files, choose Get A WrkSheet or Add A WrkSheet.

For more information about using Lotus worksheet files in Drawing Gallery, see Appendix C, *Using Drawing Gallery with Other Applications*. The rest of this chapter discusses using the File menu with Drawing Gallery files.

Here is how the File menu looks showing some Drawing Gallery files:

The input line displays the file name, or you can enter one.

The prompt line displays messages or tells you what to do.

The Disc/Dir list displays all available drives and directories.

The Status Bar displays the current file name and search expression.

The Files List displays the Gallery files currently available.

```
Select a disc/directory followed by a filename, then press Enter.
n:\P1QUAL01.GAL_

Current File: P1QUAL01.GAL          Current Search: *.GAL

Files                                                          Disc/Dir
P1PER01                                                          A:
P1PER02                                                          B:
P1PER03                                                          C:
P1QUAL01                                                         D:
P1QUAL02                                                         E:
P1RND01
P1RND02
P1RND03                              ◆
P1SLS01
P1SLS02
P1SLS03
P1SLS04
P1SLS05
P1SLS06
↑  More  ↓                                                   ↑  More  ↓
1 Enter   2  Next     3Previous4 File      5  Next  6Previous  7 Select 8Back to
             File       File    Manager    Disc/Dir Disc/Dir   Disc/Dir  File
```

The Prompt Line   The prompt line displays useful messages or tells you what to do next.

The Input Line   The input line displays the full path name of the currently selected file.

If you know the exact path and file name of the file you want you can enter that name here, rather than looking through all the levels of the the Files list to choose it. When you press (⏎) Drawing Gallery displays that file on the drawing board.

If the file you entered is a Lotus file, the Worksheet Graph menu is displayed. See Appendix C, *Using Drawing Gallery with Other Applications*, for complete information about the Worksheet Graph menu.

The Status Bar   The Status Bar displays the current file name and extension in the *Current File* field. It also displays the search expression that was used to retrieve the current list of files in the *Current Search* field. For example, *.GAL would search for all Drawing Gallery files with the .GAL extension.

The Disc/Dir List
On the right of the menu is the Disc/Dir list. This list displays:

- An alphabetical list of available drives.

- The parent directory, if any, of the current directory in < > brackets.

- An alphabetical list of subdirectories within the current directory.

Note

If you installed Drawing Gallery on a hard disc or on a high capacity (1.2 Mb) flexible disc, it is recommended that you install all the Portfolio files in subdirectories, possibly one subdirectory for each disc. This will minimize Drawing Gallery's memory consumption and maximize the speed with which files are retrieved and sorted.

The current disc is highlighted.

If you are working with many directories or subdirectories, the Disc/Dir list may have more than one level.

If there is more than one level of discs and directories, click the down arrow next to **More** at the bottom of the current level to see the next one. Click the up arrow to see the previous level when the second or subsequent level is displayed.

To see the next level using the keyboard, press Next Disc/Dir when the last item on the current level is highlighted. To see the previous level, press Previous Disc/Dir when the first item on the second or subsequent level is displayed.

Directory extensions are not visible on the Disc/Dir list. If you have several directories with the same name but different extensions, and do not remember what the extensions are, you can choose the directory and see its extension displayed as part of the full path name on the input line.

Selecting discs or directories

You can use the mouse or the keyboard to select discs or directories.

To use the mouse, click on the entry you want, or drag the mouse through the list. Entries are momentarily highlighted as you move through them. When you release the mouse button, a thick border surrounds the entry, and the Files list and the Disc/Dir list are updated.

To use the keyboard, press Next Disc/Dir or Previous Disc/Dir to move you to the entry you want. Entries are highlighted by a thick border as you move to them. When you press Select Disc/Dir, the Files list and the Disc/Dir list are updated immediately.

Computer
Museum

The Files List   On the left of the menu is the Files list which displays all available file names. Drawing Gallery picture file names are displayed if you chose `Get A Picture` or `Add A Picture` on the previous screen.

Lotus worksheet graph file names are displayed if you choose `Get A WrkSheet` or `Add A WrkSheet`. See Appendix C, *Using Drawing Gallery with Other Applications* for complete information about using the Worksheet Graph menu.

If you want to get or add a Drawing Gallery file that has an extension other than .GAL, enter the exact path and file name on the input line.

File names are listed in alphabetical order for the directory or subdirectory selected. The first entry is highlighted. The list is updated each time you change the directory.

If you have many files, the Files list may have more than one level.

If there is more than one level of file names, click the down arrow next to **More** at the bottom of the level to see the next one. Click the up arrow to see the previous level when the second or subsequent level is displayed.

To see the next level of file names using the keyboard, press `Next File` when the last name on the current level is highlighted. To see the previous level, press `Previous File` when the first entry on the second or subsequent level is highlighted.

Selecting file names

You can use the mouse or the keyboard to select file names. File names are momentarily highlighted as you move through them, and a thick border surrounds them when selected.

To select a file with the mouse, click the mouse on the file name you want, or drag the mouse through the list and release the button on the file you want. The Status Bar is updated. Press ⏎ to display the selected file.

To select a file using the keyboard, use the `Next File` and `Previous File` function keys to move you to the file name you want. The Status Bar is updated. Press ⏎ to display the selected file.

The File Manager Key   The `File Manager` function key allows you to go into File Manager to browse through file names. When you find the file you want and select it, you are returned directly to Drawing Gallery, with the picture or worksheet you selected displayed on the drawing board.

See Appendix E, *Using the File Manager,* for detailed information about File Manager.

Selecting Other Files   If you want to return to Drawing Gallery without getting or adding any Drawing Gallery or Lotus files, choose `Back to Drawing`.

Getting a Picture

To get pictures from any Drawing Gallery picture file, use Get A Picture. Any picture that's already on the screen is erased. However, Drawing Gallery asks if you want to save the picture before it erases it.

To get a picture:

1. Choose File Keys.

2. Choose Get Keys.

3. Choose Get A Picture. It there is a picture on the drawing board, Drawing Gallery asks if you want to save it. If there is no picture on the drawing board, go to step 4.

4. When Drawing Gallery asks if you want to save the picture, the function labels Yes, Save and No, Discard appear.

   a. To save the picture, choose Yes, Save. Drawing Gallery stores the picture in the directory under the file name shown before getting the next picture.

   Note: If the directory and file name are NOT the ones you want, choose Cancel Get, and then choose Save A Picture. Type in a new directory path and file name and press ↵ to save the picture. Then, continue with Get A Picture.

   b. To discard the picture, choose No, Discard.

   The File menu screen displays.

5. Use the Disc/Dir list to select the disc and directory you want.

6. Use the Files list to select the file name you want. Alternatively, type the file name of the picture you want to get on the input line, typing over the existing directory path and file name if necessary.

7. Choose `Enter` or press `⏎`.

You receive a message that Drawing Gallery is getting your file. When the operation is complete, your picture appears on the drawing board.

Saving A Picture as A:TEMPPIC

The top right corner of the screen always shows the directory and file name of the working picture on the drawing board. When you start Drawing Gallery, the name of your working picture is TEMPPIC. This temporary name appears at the top of the screen until you save your picture under a name of your choice, or until you use `Get A Picture` to display another picture.

If you choose `Get A Picture` while there is a picture on the drawing board, a message asks you if you want to save that picture under the current picture name. If TEMPPIC is the current picture name, your picture is filed under TEMPPIC when you select `Yes, Save`. It is not a good idea to use this temporary file name for permanent storage.

To avoid storing a picture under the name TEMPPIC, choose `Cancel Get` and then `Save A Picture` to save your current picture. Then choose `Get A Picture` to display a new picture. `Save A Picture` lets you assign a drive and file name of your own choosing to a picture file.

Adding to a Picture

Add A Picture lets you add a picture or parts of a picture to the working picture already on the drawing board. It does **not** erase the working picture. You can add the new picture anywhere on the drawing board.

To add to a picture:

1. Choose File Keys.

2. Choose Add Keys.

3. Choose Add A Picture. Drawing Gallery asks you to define the area for the picture to be added.

4. Define the area where you want the picture to appear, using the selection box technique described in Chapter 2, *Basic Techniques*.

   The File menu screen displays.

5. Use the Disc/Dir list to select the disc and directory you want.

6. Use the Files list to select the file name you want. Alternatively, type the file name of the picture you want to add on the input line, typing over the existing directory path and file name if necessary.

7. Choose Enter or press ⏎.

   Drawing Gallery adds the file. When the operation is complete, the picture appears on the drawing board, anchored to the lower left corner of the box you drew in step 3. The picture is active so that you can edit it if you want to.

Saving a Picture

`Save A Picture` saves a drawing as a picture file on a disc. The entire drawing board is saved regardless of whether the screen is in full or partial view. Use `Save Part of Pict` if you want to save only the active objects in your picture.

To save a picture:

1. Choose `File Keys`.

2. Choose `Save A Picture`.

   The screen displays the current drive, the subdirectory (if one is used), and file name for the working picture. If you want to change any of these items, type in the new information now.

Note: The picture file name *may* be the one used in a previous picture. Check the name before pressing ⏎ to save the current picture in the directory and file name that you want.

3. Choose `Enter` or press ⏎.

   You receive a message that Drawing Gallery is saving your file.

You can save pictures when you choose `Erase Picture` or `Exit Draw Gal`. This protects you against the accidental loss of a picture. However, this method is **not** the recommended way to save pictures. When Drawing Gallery asks you if you want to save your working picture under the current file name, your only choices are `Yes, Save` or `No, Discard`—you cannot change the file name! Note that `No, Discard` simply discards the picture on the screen without updating an existing file or creating a new one.

Saving Part of a Picture

You might want to save part of a picture so that you can use it again. You can add it to another picture later using the `Add A Picture` function.

To save part of a picture:

1. Choose `File Keys`.

2. Activate the object or objects you want to save.

   If you want to save more than one object, use the Selection Box technique to activate more than one object described in Chapter 2, *Basic Techniques*.

3. Choose `Save Part of Pict`.

   The screen displays the current drive, the subdirectory (if one is used), and file name for the working picture. If you want to change any of these items, type in the new information here.

   Note: The picture file name may be the one used in a previous picture. Check the name before pressing ⏎ to save the current picture in the directory and file name that you want.

4. Choose `Enter` or press ⏎.

   Drawing Gallery saves your file.

Drawing to a Printer, Plotter, or File

When you finish a Drawing Gallery picture, you can draw it to a plotter or printer, or to a file.

In this chapter you'll learn how to:

- Preview a drawing on the screen before you print or plot it.

- Change the current device to select a different printer, plotter, or file type.

- Change the Device Control options to specify such variables as number of copies, paper size, color, and resolution.

- Print or plot one or multiple pictures.

This chapter also provides information on using HP LaserJet Printers with Drawing Gallery. Refer to *Setting Up Drawing Gallery and Charting Gallery* for information about installing the printers, plotters, and other devices that can be used with Drawing Gallery.

Checking Your Equipment

Before you can print or plot a chart, your equipment needs to be set up properly. Here's a checklist.

- Is your printer or plotter connected to your computer?

  If not, connect your printer or plotter and turn it on. If you need instructions, refer to the manuals that came with your device. Make sure the paper or transparency film is loaded. If you have a plotter, check to see that the pens are in the right order. Usually, starting from pen 1, the order will be: black, red, blue, yellow, green, violet, aqua, orange.

- *Vectra Users:* Have you identified your printer or plotter using the Identify Devices (DEVICEID) program?

- *Touchscreen Users:* Have you configured your printer or plotter using the DEVICE CONFIG or EASYCONFIG and the Identify Devices (DEVICEID) programs? (If you have a serial output device, you must also configure it. See the *HP Touchscreen PC Owner's Guide* for information.)

Refer to *Setting Up Drawing Gallery and Charting Gallery* if you need more information.

Previewing Your Picture

Before you print or plot, you can preview a picture on the screen to see what it will look like when it's printed or plotted. You use the `Preview` key or, if you have a color monitor, the `Preview in B&W` and `Preview in Color` function keys.

`Preview in B&W` substitutes gray tones for colors, so you can see how your picture would look if printed on a black and white printer.

If you have an EGA color monitor, you will see all eight colors when you choose `Preview in Color`. With a CGA color monitor, you will see only three colors.

See "Colors" in Chapter 4, *Choosing Features for a Picture* for information on printing in color.

To preview your picture:

1. Choose `Drawing Keys` from the Main function labels.

2. Choose `Preview`, or if you have a color monitor, choose `Preview in B & W` or `Preview in Color`.

   A "beep" tells you when the drawing is completed. If a message tells you that the GOLD disc is needed, insert the working copy of the GOLD disc in your drive.

3. Click a mouse button, *or* press ⏎ to return to the drawing board with your picture displayed.

4. You can now plot or print the picture. See "Drawing to a Printer or Plotter" later in this chapter.

5. Choose `Draw Gal Main` to return to the Main function labels.

Printing/Plotting

Using Device Control

The Device Control screen lets you choose any device you've installed. It also allows you to choose options that determine how your drawing is printed or plotted on the page, or in what format it is sent to a file.

The printer or plotter that Drawing Gallery sends your picture to is called the *current device*. When you use Drawing Gallery for the first time, the device control options are set so that Drawing Gallery will:

- Print or plot your drawing horizontally on the page.

- Leave a blank 3/4 inch margin between the border of your drawing and the edges of the page.

- Assume that your printer or plotter is loaded with 8 1/2 by 11 inch paper.

- Print or plot one copy of your drawing.

Changing the Current Device and Options

Only one device at a time can be the current device. The current device appears on the $\boxed{\text{F1}}$ label at the bottom of the screen after you choose **Drawing Keys**. If the current device is not the one you want, you can change it.

To change the current device and options:

1. Choose **Drawing Keys** from the Main function labels.

Note: If you are using dual flexible discs and you have replaced your work copy of the GOLD disc with a data disc, remove the data disc and reinsert the GOLD disc.

2. Choose **Device Control** to display the Device Control screen.

```
                          Device Control
Select a device and choose output options.

                 Device Name/Port  LaserJet*/LPT1

    ┌─────┐      Orientation        Copies          1
    │ ■   │      Vertical
    │     │                         Auto Feed        Yes
    └─────┘      Location
                 Full Page          Medium           Paper

                                    Picture Scaling  Best Fit
  Margins       ┌──────┐
  (inches)      │  0   │            Paper Size       A (8-1/2 x 11 in.)
                │      │
             2 3/8   2 5/16         Resolution       300 X 300   DPI
                │      │
                │  0   │            Units            Inches
                └──────┘
                                    Color            Yes
  Draw to File  No

  File Name     Not Applicable

1 Draw to  2 Previous   3  Next   4 Default   5  Save   6        7         8 Back to
 LaserJet   Choice       Choice   Choices     Choices                      Drawing
```

3. *Vectra Users:* Move the Pointer (Pointer changes to ▮) to the printer or plotter name in the `Device Name/Port` field at the top of your screen.

   Touchscreen Users: Use `Tab` or the direction arrows to move to the `Device Name/Port` field and change the printer or plotter name.

4. Click a mouse button, *or* choose `Next Choice` or `Previous Choice`, until the name of the printer, plotter, or file type you want appears. If the device you want is not available, you must install it. See *Setting Up Drawing Gallery and Charting Gallery* for installation information.

Note: If you are changing from Device Name to File Type, refer to "Drawing to Files", later in this chapter, and Appendix C, *Using Drawing Gallery with Other Applications*.

5. Click a mouse button, *or* press `Tab` to move to the first option you want to change. Click again *or* choose `Next Choice` or `Previous Choice` to display your choices for the option. See "Device Control Options", below, for specific information about each option.

6. Repeat step 5 for any other options you want to change.

7. Choose `Save Choices`.

   Once you save the options for a device you do not have to set them again unless you want to change them.

Note: Your choices for the Draw to File and File Name options are not saved. Every time you start Drawing Gallery the default appears in these fields.

8. Choose `Back to Draw Gal` to restore your drawing board and menus.

Restoring the Defaults

You may want to restore the default choices for a printer or plotter after you have changed them.

1. Follow steps 1 through 5 of the previous procedure, *To change the current device and options*.

2. Choose `Default Choices`.

   This restores the default choices.

3. Choose `Save Choices`.

   This saves the default choices.

Device Control Options

This section discusses the options that appear on the Device Control screen. When you change a setting, you should keep in mind:

- The choices shown apply only to the current device.

  Other printers and plotters may have different choices. To see the choices in effect for another printer or plotter, you must change the current device.

- The Orientation, Location, and Margins settings work together. All three settings affect the positioning of your picture on the page or transparency.
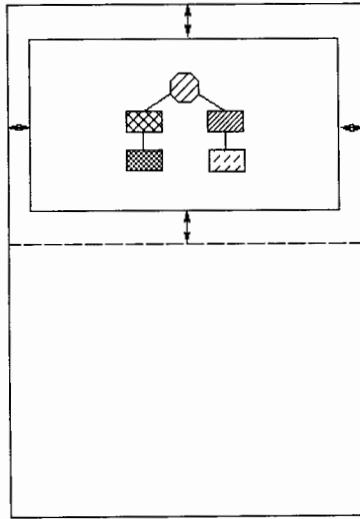
All of the options are described below.

Note: If you are not using a mouse, pressing $\boxed{\text{Tab}}$ moves you forward from one option to another. Pressing $\boxed{\text{Shift}}$ + $\boxed{\text{Tab}}$ moves you back to the previous option. You can also use the direction keys.

Orientation   Orientation controls the horizontal or vertical placement of the drawing on a page.

The orientation you choose affects the choices available for the Location option. For example, if you set the orientation to Horizontal, you can draw your picture on the left or right half of the page, but not the top or bottom half. To draw on the top or bottom half, first change the orientation to Vertical.

The default choice is horizontal.
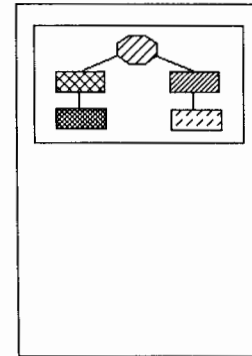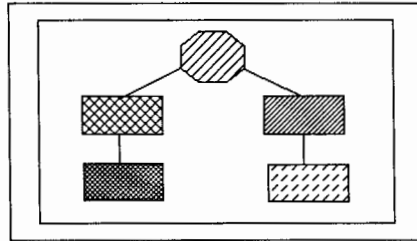
Location   Location controls the area on the page or transparency in which your picture is drawn. You can draw a picture on a full page, or any part of a page.

Specifying a location lets you add pictures to a page that already has something else drawn on it, or draw more than one picture on a page.

The following chart shows the choices available for this option. Notice that the choices for the Location option are determined by the Orientation setting.

Here are the choices for the Location option.

Full Page Choices:
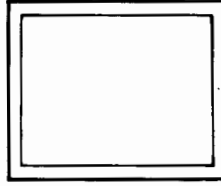
HORIZONTAL
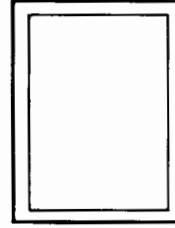
VERTICAL

- -

Half Page Choices:

Horizontal only:
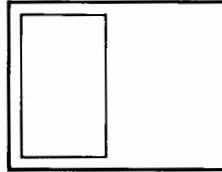
LEFT
HALF
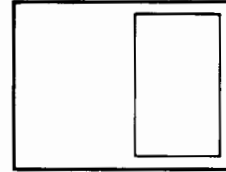
RIGHT
HALF

Vertical only:
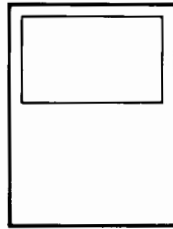
TOP
HALF
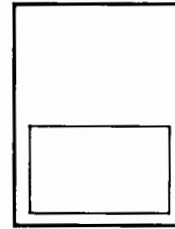
BOTTOM
HALF

- -

Quarter Page Choices:

(These are available for both orientations. Only Horizontal is shown here).
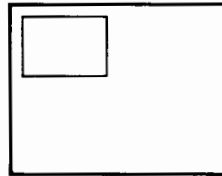
UPPER LEFT
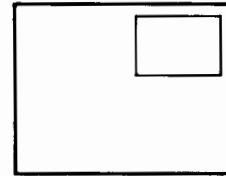
UPPER RIGHT
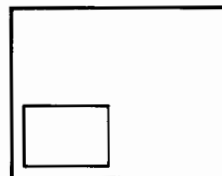
LOWER LEFT
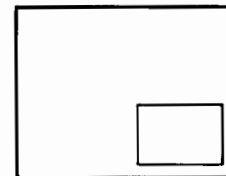
LOWER RIGHT

Margins
You can place a picture in an exact location on any size page by defining how much space you want to leave between the edge of the paper or transparency and the picture. For example, you can leave room for a three-hole punch or binding for reports by increasing the left margin.

The Margins option works with the Location option. The margins of your picture are measured from the edge of the space you define as the picture location. This allows you to make small adjustments to the location of the picture on the page.

At Full Page, margins are measured from the edge of the page.

At Upper Left, margins are measured from here.
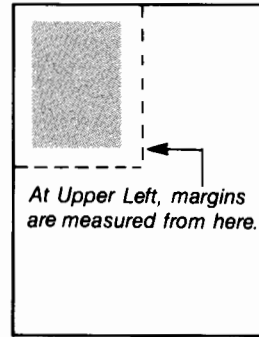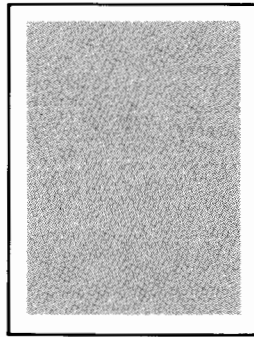
Margins are measured in inches or millimeters, depending on the current choice for Units. The default is either 3/4 inch or 19 millimeters. Choosing `Next Choice` increases margins by 1/16 inch or 1 millimeter. Choosing `Previous Choice` decreases margins by 1/16 inch or 1 millimeter.

Note

Some printers cannot place the picture with the degree of accuracy indicated by the margin settings. To print your picture as accurately as possible, place the top edge of the paper under the printhead before you print.

Draw to File   This option lets you create a file containing device-dependent data which can reproduce your picture using a specific device: a printer, plotter, film recorder, slide presentation device, or desktop publishing program. The format in which your file is created depends on the device you specified in the Device Name or File Type field of the Device Control screen. See "Drawing to Files" later in this chapter for detailed information about this option.

Choose Yes if you want to draw your picture to a file. Choose No if you want to print or plot your picture directly to the current device.

The default choice is No.

File Name   If you chose Yes in Draw to File, type in the name of the file to which you want your picture drawn.

If you chose No, Not Applicable displays here.

The default file name is TEMPFILE.

Copies   This option lets you set how many copies (from 1 to 99) of your picture are printed or plotted.

The default choice is 1.

Auto Feed   Auto Feed is the automatic feed feature that printers and some plotters use. If you want to use automatic feeding and your device has this capability, choose Yes for this option. Choosing No allows you to feed paper manually, so that you can draw multiple pictures on a page.

This option applies to both continuous and single sheet feed printers, the HP 7550 plotter, and the HP 7510 Film Recorder.

The default choice is Yes for printers. The default choice is Yes for continuous feed plotters and No for single sheet feed plotters.

Medium   Medium lets you choose whether to plot your picture on paper, on a transparency, or on film.

Film only appears in this field if you installed a film recorder and then chose its device name. (See also Film Type in this section).

The default choice is Paper.

Note   Because ink does not dry as fast on transparencies, drawing your picture on this medium takes a bit longer.

Picture Scaling

Picture Scaling determines how Drawing Gallery adjusts your picture horizontally and vertically to fit into the space you specified.

You have two choices for this option:

- Stretch Fit
- Best Fit

Stretch Fit adjusts both the horizontal and vertical dimensions of the picture so that it completely fills the space you defined using the location and margin options. If the proportions of the picture are different from the proportions of the space defined, distortion occurs.

Stretch Fit, Horizontal, would print your picture like this.
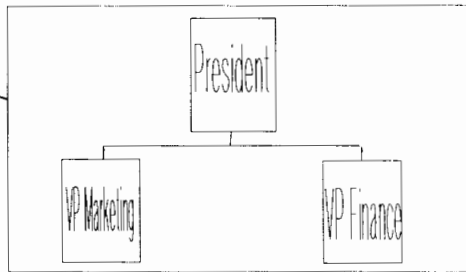
Stretch Fit, Vertical, would print your picture like this.
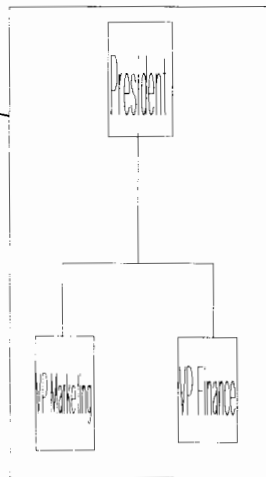
Best Fit centers your picture in the space you defined maintaining the same horizontal/vertical ratio. Distortion never occurs using Best Fit.

The default choice is Best Fit.

Best Fit, Horizontal, would print your picture like this.

President

VP Marketing   VP Finance

Best Fit, Vertical, would print your picture like this.

President

VP Marketing   VP Finance
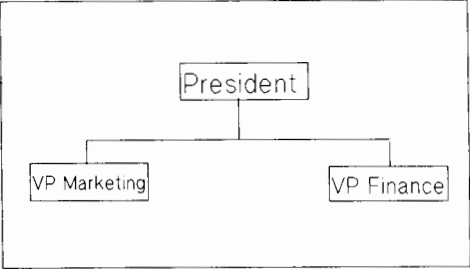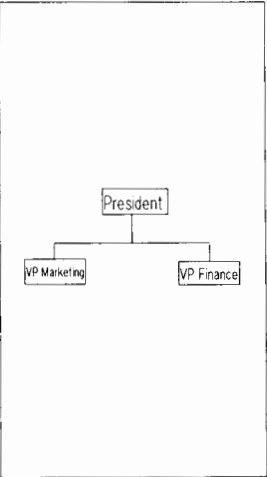
Paper Size   This option sets the size of the paper on which you will draw your picture. You have ten choices, five for paper measured in inches and five for paper measured in millimeters. Your device may not support all the following sizes. Refer to the manual that came with your device to find out what your options are.

American Standard Paper sizes (inches)

- A (8.5 x 11 inches)
- B (11 x 17 inches)
- C (17 x 22 inches)
- D (22 x 34 inches)
- E (34 x 44 inches)

European Paper Sizes (millimeters)

- A4 (210 x 297 mm)
- A3 (297 x 420 mm)
- A2 (420 x 594 mm)
- A1 (594 x 841 mm)
- A0 (841 x 1189 mm)

The default choice is A, 8.5 x 11 inch paper.

Film Type   If you installed a film recorder and chose the device, **Film Type** is displayed. You have two choices for Film Type: 35MM and Polaroid.

Resolution   Resolution determines how clearly and distinctly your picture is drawn.

Resolution is measured in dots per inch (DPI) or dots per millimeter (DPMM). Generally, a higher number of dots gives a higher resolution and a clearer picture. The more dots you use the longer it takes to draw your picture.

Your choices for this option depend on your printer. Some printers have only one DPI or DPMM size, while others have several. If you do not change this option, Drawing Gallery uses the lowest resolution available on your printer. Choose Next Choice to see the available options for your printer, or TIFF or PC Paintbrush file. Not Applicable appears in this field when a plotter is the current device.

Units   Units lets you choose measurement units for the Margins, Height, Width, and Resolution settings.

Margins are measured in either inches or millimeters. The default choice is inches.

Resolution is measured in either dots per inch (DPI) or dots per millimeter (DPMM).

Color For printers, you have two choices:

- No

- Yes

If you choose No, your picture is printed in black and white.

If you choose Yes, the colors you assigned in the Drawing Gallery Line, Text, and Texture menus print in color on your color printer. See the Line, Text, or Texture menu for information about which color numbers represent which output colors. This field has no effect on black and white printers.

For plotters, you have three choices:

- No

- Yes, Pens Not Sorted

- Yes, Pens Sorted

If you choose No, your picture is plotted using pen 1 only.

If you choose Yes, Pens Not Sorted, Drawing Gallery will not prompt you for new pens, and will reuse lower colors for higher colors if there are less than 8 pens in the plotter. For example, if there are four pens in the plotter, they will be used for colors 1 through 4. Pen 1 will be used again for color 5, pen 2 for color 6, etc.

It is recommended that you choose Yes, Pens Not Sorted when you are drawing to a file or if your plotter has less than 8 pens and your plotting will be unattended.

If you choose Yes, Pens Sorted, Drawing Gallery lets you plot up to eight colors using any Hewlett-Packard plotter with a capacity of from two to eight pens. The color numbers on the Line, Text, and Texture menus correspond to the pen slots numbered 1-8 in an eight-pen plotter. If you select color 2 for an object, there must be a pen in the number 2 slot on the plotter to represent the color. Plotting takes less time using Yes, Pens Sorted.

To use all eight colors in two-pen and six-pen plotters, take the following steps:

1. Insert colors 1 and 2 in the corresponding slots of your two-pen plotter. Or, insert colors 1 through 6 in the corresponding slots of your six-pen plotter.

2. The plotter plots as many colors as it has available and then stops plotting.

   You are prompted to fill the next pen slot with the next color in the sequence and choose Continue.

3. The plotter continues until the drawing is completed or until you choose Stop Drawing.

4. Choose Draw Gal Main when you are finished to return to the Main menu.

Drawing Directly to a Printer or Plotter

You can print or plot a picture that appears on the drawing board at any time during a Drawing Gallery session. Drawing Gallery uses the device control settings currently in effect.

If you are plotting in color, check to see that the colors of the pens in the pen holders match the pen numbers on the Color menu. If they don't match, place the pens in their correct positions.

To draw directly to a plotter or printer:

1. Choose Drawing Keys from the Main function labels.

Note If you are using dual flexible discs and you have replaced your work copy of the GOLD disc with a data disc, remove the data disc and reinsert the GOLD disc.

2. Make sure the Draw to <Device> label shows the name of the printer or plotter you want.

3. If you want to use a different printer or plotter, follow these steps. Otherwise, go to step 4.

   a. Choose Device Control.

   b. Use Next Choice or Previous Choice to display the name of the printer or plotter you want to use.

   c. Choose Save Choices.

   d. Choose Back to DrawGal.

4. Choose `Draw To <Device>` (`F1`).

   Drawing Gallery prints or plots your drawing.

When you draw to a printer, the message line continuously displays how much of the drawing is complete (in %). If you notice that printing is proceeding more slowly than you would like, you can choose `Stop Drawing`. You then have two options:

- Go to the Device Control screen and reduce the resolution.

- Remove some other programs from your computer to increase the memory available to Drawing Gallery.

5. When the drawing is finished, choose `DrawGal Main`.

   Your entire drawing is printed or plotted to the full area defined by your margins (set in Device Control), even if you are displaying a Partial View of the drawing board and cannot see the full picture.

   The results you get in Partial View mode (where you will most often be working) and Full View mode are summarized below:

Partial View mode

- A picture larger than the viewing area...

	1	No	1	M	18 Ctr	1	Edit	Line	Texture	Text	Settngs

Move

Stretch
Shrink

Enlarge
Reduce

More ↓

Draw
Lines

Connectd

Connect
Objects

Copy

■

Delete

Zoom ▯

More ↓

| 1 | Get Keys | 2 Save A Picture | 3 Sav Part Of Pict | 4 Add Keys | 5 File Manager | 6 Undo | 7 | 8 Draw Gal Main |
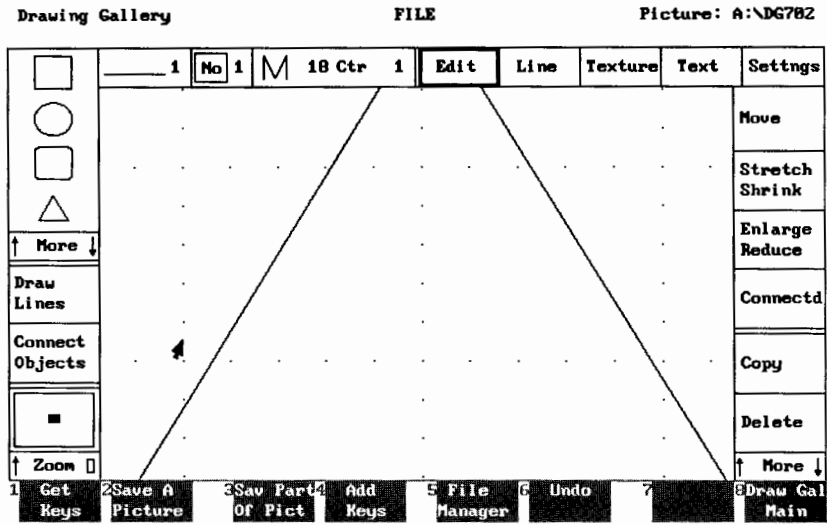
Printing/Plotting

"scales down" to fit the area you define on Device Control for your paper or transparency.
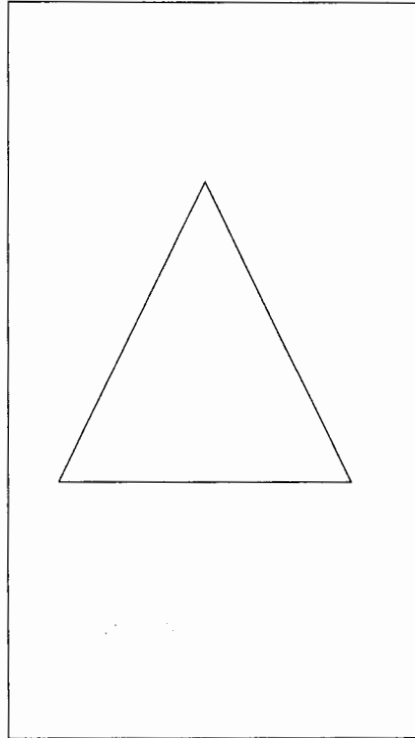
■ A picture smaller than the viewing area...

□		1	No	1	M	18 Ctr	1	Edit	Line	Texture	Text	Settngs

○   Move

▢

△
↑ More ↓   Stretch
                                                             Shrink
Draw
Lines   Enlarge
                                                             Reduce
Connect
Objects   Connectd

                                                             Copy

                                                             Delete
↑ Zoom ☐   ↑ More ↓

| 1 File Keys | 2 Drawing Keys | 3 Template Keys | 4 | 5 Erase Picture | 6 Undo | 7 | 8 Exit Draw Gal |

Computer
Museum
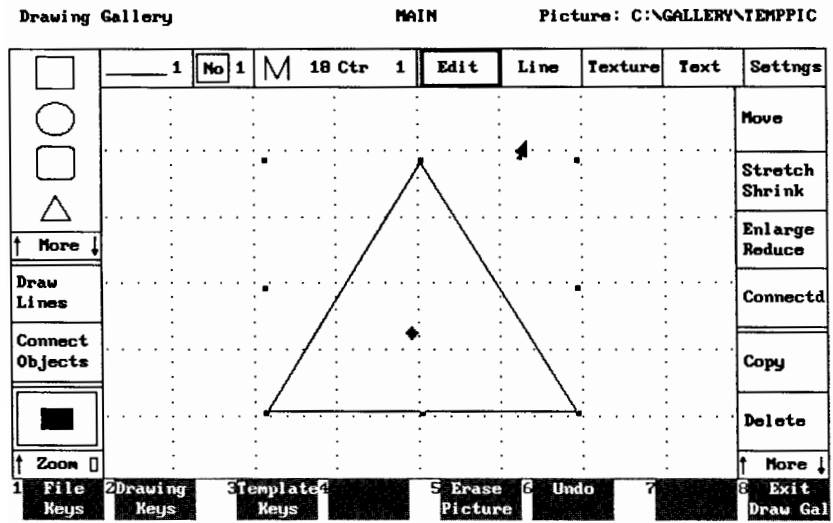
Printing/Plotting

is drawn as it appears on the screen (with the same relative margins).
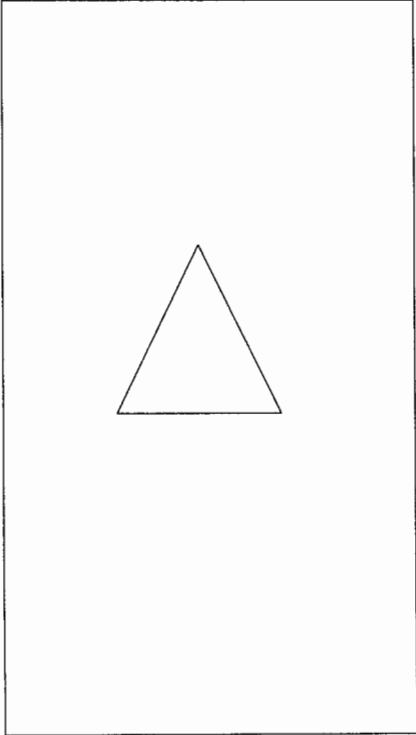
Full View mode

■ A picture always "scales up"...
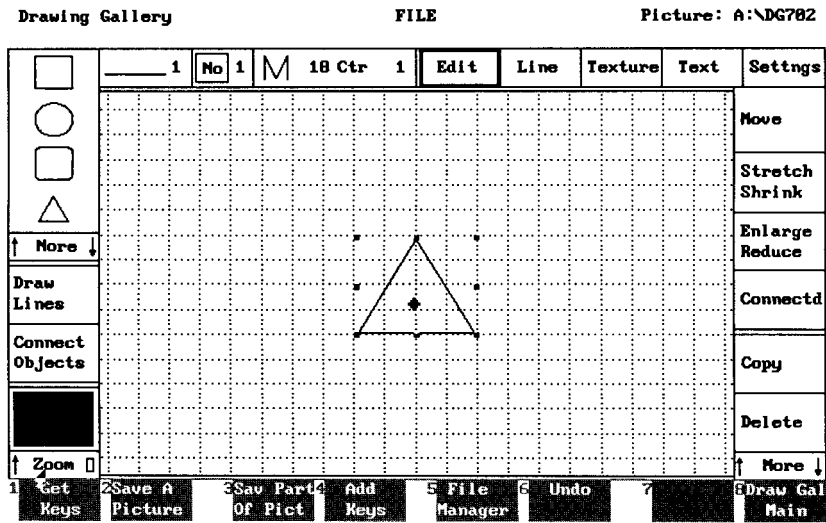
to fill the area defined on your paper or transparency.
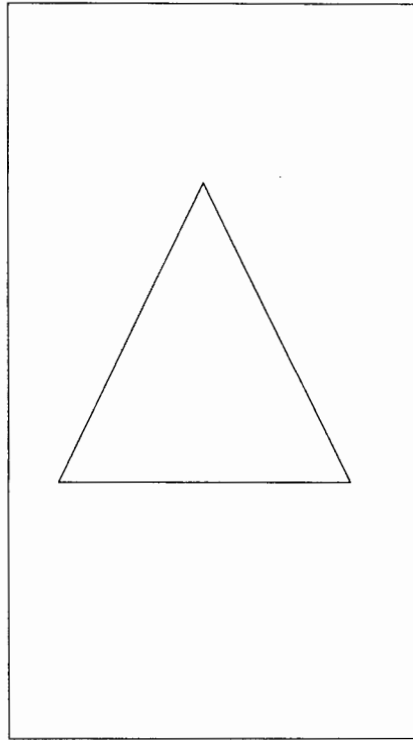
With **Best Fit** mode (set in Device Control), your drawing also maintains its proportions.

Picture Files Information

All Drawing Gallery pictures have a file name and the file extension .GAL which is automatically assigned by Drawing Gallery. For example:

`FIRSTPIC.GAL`

To find Drawing Gallery pictures in other directories or subdirectories, look for the .GAL extension.

- When in Drawing Gallery, use the File menu to see .GAL files. (For more information on using the File menu, see Chapter 6, *Using the File Menu.*)

- When in DOS, use DIR to see .GAL files. (See your *DOS Reference Manual* for more information.)

Printing/Plotting

Printing or Plotting Picture Files from DOS

To print picture files, Drawing Gallery *must* be installed on a hard disc or on a high density flexible disc. Also, the printer or plotter must be installed on your personal computer. See *Setting Up Drawing Gallery and Charting Gallery* if you have not installed the device.

You must also set the options on the Device Control screen, if you have not already done so. See "Changing the Current Device and Options", earlier in this chapter. If you are printing or plotting more than one picture one after another, the current options will determine how *all* the pictures look.

If you are plotting only one picture, Auto Feed should be set to No (the default).

If you are printing one or more pictures on separate pages, or plotting more than one picture on separate pages, Auto Feed should be set to Yes.

However, if you are printing or plotting more than one picture on a page, Auto Feed should be set to No.

To prepare the plotter or printer:

1. Turn on your plotter or printer.

2. Make sure you have enough paper for your files. Make sure you have loaded the pens in the plotter.

3. If you are using a plotter, make sure the colors you selected for your picture do not outnumber the pens in the plotter.

   For example, if you choose Yes, Pens Sorted, don't select 8 colors for your picture if you intend to plot to a 2-pen plotter. Your picture will not be completed.

4. Make sure the device's auto-feed is set to "on" if you are printing or plotting more than one page.

Printing One Picture

To print one picture:

1. With the DOS prompt displayed, type a fully qualified path name and your file name. For example:

   `DRAWGAL C:\GALLERY\file name.gal`

2. Press [⏎].

   This starts Drawing Gallery, gets your picture, plots or prints it to the device you chose in the Device Control screen, and then returns to DOS.

Printing Multiple Pictures

You can print many pictures one after another on a printer or a plotter that has auto feed capability. This lets you, for example, plot or print at night after you leave work, and return the next morning to find your pictures waiting for you.

To print multiple pictures with similar names:

You can use a wildcard character (*) as a shortcut to print groups of pictures with similar names. For example, to print the files, TEST1, TEST2, and TEST3, you could type:

```
DRAWGAL C:\DRAWGAL\TEST*.GAL
```

This is faster than typing each file name. See your *DOS Reference Manual* for more information on using "wildcards".

To print multiple pictures with dissimilar names:

You can also print groups of pictures in the same directory when the pictures have dissimilar names. For example, to print the files, TEST1.GAL, REPORT.GAL and FIRSTPIC.GAL, you would type:

```
DRAWGAL C:\DRAWGAL\TEST1.GAL C:\DRAWGAL\REPORT.GAL
C:\DRAWGAL\FIRSTPIC.GAL
```

To print pictures on discs in another drive:

You can print pictures that are not on the same drive in which you are running Drawing Gallery. For example, if someone gave you a disc with several pictures you wanted to print and you placed the disc in drive B, you would type:

DRAWGAL B:*file name.gal* B:*file name.gal*

To print pictures in another directory:

To print pictures in a different directory, you would type:

DRAWGAL C:\directory name\file name.gal

You will probably find more combinations than are listed here. Experiment with these first before plotting or printing your picture files. For more information about drives and directories, refer to your *DOS Reference Manual*.

Printing Tips If any of your .GAL files do not print as you expected, check for one of the following possible causes.

- You did not set the options correctly on the Device Control screen.

- If a picture file doesn't exist or Drawing Gallery can't read it, Drawing Gallery looks for the next file and keeps plotting or printing.

- Drawing Gallery stops printing if:

  a. There is a power failure.

  b. The printer runs out of paper.

  c. A plotter pen malfunctions.

Drawing to Files

You draw your picture to a file if you want to:

- Use it with other software, such as a desktop publishing program.

- Use it with other devices, such as a film recorder or slide presentation device.

- Use it at another time with a printer or plotter.

By drawing your picture to a file, you create a file containing device-dependent data which will only reproduce your pictures using a specific device or application. The format in which the file is created depends on what you specify in the Device Name or File Type field of the Device Control screen.

Choosing a Format   The format in which a picture is saved depends on which device or file type you choose, as described in the table below. If you will be using the file with other software, check to see what file format the software accepts.

If you draw to this device or file type...	Your file is saved in this format:
TIFF PC Paintbrush	TIFF PC Paintbrush
VideoShow	VideoShow's extension of NAPLPS
Any plotter Any HP printer Any non-HP printer	HPGL PCL Printer-specific binary format

If Drawing Gallery can produce the file format you need, you're ready to begin.

TIFF and PC
Paintbrush Files

If you have installed TIFF and PC Paintbrush, you can save your drawings as TIFF or PC Paintbrush files for integration with other applications, particularly desktop publishing programs.

Click on the Device Name/Port field until File Type displays. You can also use the `Next Choice` and `Previous Choice` keys.

```
                          Device Control
Select a device and choose output options.

                       File Type      TIFF


File Name  TEMP.TIF

Height     2   1/2

Width      2   1/2

Units      Inches

Picture
Scaling    Best Fit

Resolution 150 X 150   DPI



1Draw to 2Previous  3  Next 4Default  5  Save 6        7         8Back to
 TIFF     Choice     Choice Choices  Choices                     Drawing
```

The format that displays in the File Type field is the format in which your picture will be drawn to the file you name. Click in the File Type field until the format you want appears.

The Units, Picture Scaling, and Resolution options are the same as described earlier in this chapter under *Device Control Options*. The following options apply only to TIFF and PC Paintbrush files.

Printing/Plotting

File Name

Enter the name of the file you want to create to which your picture will be drawn. An extension will be automatically added if you do not type one, for example, .TIF for TIFF files.

The default file name is Temp.TIF.

Height, Width

If the Units option is set to inches, enter a value to the nearest 16th of an inch. The maximum height is 11 inches, and the maximum width is 17 inches.

The default is 2 1/2 inches for both height and width.

If Units is set to millimeters, enter the value in whole millimeters. The maximum height is 279 millimeters, and the maximum width is 432 millimeters.

VideoShow Files

VideoShow is an optional piece of equipment with a disc drive, serial port, terminal, and its own software and manual (PictureIt!). You can use VideoShow with Drawing Gallery to set up very high quality slide presentations.

The best way to work with VideoShow is to draw your pictures to files in the VideoShow format and store them on a flexible disc. The disc and VideoShow equipment can then be set up anywhere for a slide presentation without your computer. You can also display Drawing Gallery pictures directly on the VideoShow monitor.

```
                          Device Control
Select a device and choose output options.

                    File Type      VideoShow 160/COM1

                                   Background       Color

Margins                            Color Number     ???
(inches)          3/4

              3/4         3/4
                                   Hardware Font     Yes
                   3/4
                                   Picture Scaling  Best Fit

Draw to File  No                   Units            Inches

File Name     Not Applicable

Table of Contents
Picture Name  Not Applicable

1Draw to  2Previous   3  Next  4Default  5  Save  6            7          8Back to
 VideoSho  Choice        Choice  Choices    Choices                          Drawing
```

The Margins, Picture Scaling, and Units options are the same as described earlier in this chapter under *Device Control Options*. The options described below apply only to VideoShow.

Draw to File

The default is No. In this case, the picture is displayed directly to the monitor connected to VideoShow, which is in turn connected to your computer.

If you set this option to Yes, Drawing Gallery will create a file version of your picture in VideoShow format (NAPLPS).

File Name

The file name you enter in this field becomes the name of the file in the VideoShow directory.

If your picture takes too much memory for VideoShow to store on one slide, your picture may be represented as a series of overlays having one file name with several extensions. See "Background", below for detailed information.

Table of Contents Picture Name

Not Applicable appears here automatically if you choose No in the Draw to File field.

If you chose Yes, this option allows you to list a picture in the Table of Contents menu. In this way you can give your picture a name better suited to your slide presentation than the VideoShow file name. For example, a drawing with the file name julsal can be listed as "July Sales" in the Table of Contents.

Type the Table of Contents menu name you want your picture to have in this field when it is highlighted. The VideoShow *file name* of the picture does *not* change. The Table of Contents picture name is added to a an automatically created TOFC (Table of Contents) file in the same directory as the VideoShow file name.

For example, suppose you are creating a VideoShow presentation disc in drive B. For the last file, you type Wrapup in the file name field, but type That's all, let's go to lunch in the Table of Contents field. A DIR B: displays two files, Wrapup and TOFC. List the contents of TOFC to see the phrase "That's all..". When the disc is inserted into VideoShow and you make your presentation, "That's all..." is what is displayed–the file name Wrapup never appears.

There is no default for the Table of Contents field. You must enter a name.

Background

This option has two choices: Color or None.

If you choose Color, VideoShow displays your picture with the background color you choose using the next option.

If you choose None, no background color displays, in effect making the picture an overlay. When viewed through VideoShow, a picture with None as the background will be drawn over the picture previously displayed.

You can deliberately set up your pictures to cause this to happen, so that with a series of slides you can build up a picture one portion at a time, or cover up areas previously displayed.

Note

If your Drawing Gallery picture takes too much memory to fit into one VideoShow file, your picture is represented on a series of slides, with the second and subsequent slides *automatically* becoming overlays. When this happens you must display more than one slide at a time to accurately recreate the original picture, as described below.

The overlay slides are named with extensions of the original picture, for example, Agenda.001, Agenda.002, Agenda.003, etc. The file name of the *last* overlay of the series appears on the Table of Contents. Display this slide, then keep clicking to display the rest of the slides to recreate your entire picture.

You can combine such a series of slides into one picture using PictureIt!, the program that comes with VideoShow. See your PictureIt! manual for instructions.

Color Number

This option allows you to tell VideoShow what background color to display in your picture. Any other colors in your picture are the ones you assigned in Drawing Gallery when you created your drawing.

You enter a three-digit number where each digit represents levels of red, green, and blue, respectively. See your VideoShow manual, *Picture It*, for the table of color chips and the corresponding three-digit numbers. The default value is 777, a shade of gray.

Hardware Font

This option has two choices: Yes and No. Choosing No means use Drawing Gallery fonts all the time. Choosing Yes means use Hardware (VideoShow) fonts, when possible. Some Drawing Gallery fonts can be represented on VideoShow slides using Hardware fonts (see the table below). Hardware fonts cannot represent Drawing Gallery text that is:

- Rotated

- In a font smaller than the smallest Hardware font

- In Gothic, Script, or any Slanted or Light font.

In the above cases, you must specify Yes to use Drawing Gallery fonts, or change the fonts used in your picture to ones that can be represented by Hardware fonts. Drawing Gallery fonts are represented very exactly in VideoShow, but display very slowly and take up a lot of VideoShow disc space. It is recommended that you use them only when speed is not critical and/or you have to achieve a specific look that you cannot get using the Hardware fonts described below.

Hardware fonts are processed much faster and take up less space on the disc. They come in three sizes, Small, Medium, and Large (approximately 18, 24,and 36 points), and two typefaces, Sans Serif and Serif, (similar to Modern Medium and Classic Medium, respectively). Both Drawing Gallery and Hardware fonts can be displayed in outline style.

If you use Hardware fonts, your picture may look somewhat different than it did in Drawing Gallery. You can preview the way your picture will look by choosing No in the Draw to File field and displaying the picture on the VideoShow monitor.

The following chart shows how the Drawing Gallery fonts that can be represented by hardware fonts will appear on your VideoShow slides.

This Drawing Gallery font...	Will appear as:
M2, U2, M7, U7	Sans Serif
M3, U3, M8, U8 M4, U4, M5, U5, M9, U9, M10, U10	Sans Serif with black outline Black outline only
C2, C7 C4, C9	Serif Serif with black outline

About PictureIt!   In addition to using Drawing Gallery with VideoShow, you will be using PictureIt!, a program with its own manual, that enables you to get the most out of VideoShow.

Once you have all your pictures created, you will use PictureIt! to order them and merge them so that you can set up your final slide presentation.

You can also create pictures using PictureIt! It is recommended that you do use PictureIt! if you are creating *text-only* slides. The best use of Drawing Gallery and Charting Gallery is to create illustrations and charts rather than text pictures.

A Few Hints   You may sometimes notice that the picture you create in Drawing Gallery does not look the way you expected in VideoShow. This is especially true when you are creating pictures with text using the Hardware fonts.

Here are some hints to keep the font size ratio as consistent as possible between the two programs.

■ Create your picture in the default partial view (the one that appears when Drawing Gallery first displays).

To enable you to Zoom and scroll to other views and return easily to default partial view, here are two tricks.

1. Draw a box around the perimeter of the default partial view, or place two small dots in opposite corners of the view, as illustrated below.

Draw a box around the default partial view, like this...

| | | 1 | No | 1 | M | 18 Ctr | 1 | Edit | Line | Texture | Text | Settngs |

Move

Stretch
Shrink

Enlarge
Reduce

↑ More ↓

Draw
Lines

Connect
Objects

Connectd

Copy

Delete

↑ Zoom ◻   ↑ More ↓

| 1 Get Keys | 2 Save A Picture | 3 Sav Part Of Pict | 4 Add Keys | 5 File Manager | 6 Undo | 7 | 8 Draw Gal Main |

| | | 1 | No | 1 | M | 18 Ctr | 1 | Edit | Line | Texture | Text | Settngs |

Move

Stretch
Shrink

Enlarge
Reduce

↑ More ↓

Draw
Lines

Connect
Objects

Connectd

Copy

Delete

↑ Zoom ◻   ↑ More ↓

| 1 Get Keys | 2 Save A Picture | 3 Sav Part Of Pict | 4 Add Keys | 5 File Manager | 6 Undo | 7 | 8 Draw Gal Main |

or draw two dots in opposite corners, like this.

2. If you are in Horizontal View, change to Vertical View, and then back to Horizontal View. The default partial view will be restored.

■ Use Modern Medium, Modern Bold, or Classic Medium fonts.

■ Choose the Hardware Fonts option on the Device Control screen.

■ Use font sizes 18, 24, or 36.

Drawing to a Printer or Plotter File

This option allows you to create a file of your pictures on disc that you can use with other applications that accept the same format. Drawing to a printer or plotter file also enables you to plot or print out many pictures at a later time using a batch procedure. In addition, the disc can be transported to a device that doesn't have Drawing Gallery but prints or plots in the same format as the device you specify.

To draw to a printer or plotter file:

1. Choose `Drawing Keys` from the Main function labels.

2. If you have replaced your work copy of the GOLD disc with a data disc, remove the data disc and reinsert the GOLD disc.

3. Choose `Device Control`.

4. Position the Pointer on Device Name/Port and click a mouse button *or* choose `Next Choice` until the device you want appears.

5. Choose Yes in the Draw to File field.

   The default file name, TEMPFILE, displays in the File Name field.

6. Enter a name for the file in the File Name field.

   You can draw the picture to an existing file or create
   a new file by typing over TEMPFILE with another file
   name. The file name you enter remains on the screen
   until you exit Device Control.

Caution ✋

If you draw your picture to an existing file, the current
contents of that file are written over with the new
drawing.

7. Look at the other options on the screen and change
   any that need to be changed.

8. Click on `Draw to <Device>` or press ⏎.

   Your picture is drawn to the file you specified.

Printing/Plotting

Printing to HP
LaserJet Printers

Four kinds of LaserJet printers that can be used with Drawing Gallery are:

- LaserJet
- LaserJet PLUS
- LaserJet Series II
- LaserJet 500

The standard LaserJet printer has four available resolution modes. These are:

- 75 DPI = 85.9 square inches = Whole page
- 100 DPI = 48.3 square inches = Half page
- 150 DPI = 21.5 square inches = Quarter page
- 300 DPI = 5.4 square inches = Eighth page (2 x 2 1/2 inches)

Resolution is memory-dependent. Therefore, the amount of base memory your printer has, the memory taken up by resident fonts, and any upgrades that have been performed will determine the resolution you can achieve. LaserJets other than the standard LaserJet can print larger parts of a page at higher resolutions, up to 300 DPI = Full page.

Notice that with higher resolutions, graphics can only occupy part of a page. This is because higher resolutions require more memory. If the printer's available memory runs out, the page ejects and the printer's error indicator light goes on.

Caution

If the error indicator light goes on, hold down the reset button. Then choose a lower resolution or include fewer pictures on the page.

Any LaserJet printer can print multiple pictures on a page. It stores the combined pictures in memory and prints each part of the picture on the same page until the drawing is complete. Use the Location option to place the pictures on the page. Set the Auto Feed option to "No" until just before the last picture is printed so that the page will not eject after the first picture is printed.

Note

If your LaserJet is connected to a local area network, specify No in the Auto Feed field on the Device Control screen. Otherwise, an extra sheet of blank paper will print out after your drawing prints.

A   Error Messages

Message: Action not allowed for type-in field.

Cause:

The active field is a type-in field, not a toggle field. This field cannot perform the same actions as a toggle field.

Remedy:

Accept the entry in this field or type in another entry.

Message: Activate something to (item).
(item) = Add Bullet to; Change; Copy; Delete; Delete Bullet from; Enlarge or Reduce; Enlarge or Reduce (Connectd); Fit-In; Group; Move; Move (Connectd); Save; Stretch or Shrink; Stretch or Shrink (Connectd); Put Behind; Rotate; Ungroup

Cause:

When you turned an Edit menu item on or saved part of a picture, no object was active.

Remedy:

Activate the object or objects you want to edit.

Message: A group may not be made of a single object.

Cause:

Only one object has been activated.

Remedy:

Activate at least two objects, then retry the operation.

Message: A part of Drawing Gallery is missing. Reinstall and try again.

Cause:

You are unable to proceed because Drawing Gallery can't find or use a necessary file on the disc where it belongs.

Remedy:

Reinstall Drawing Gallery – make a work copy, or work copies, of the Drawing Gallery master disc, the GOLD disc, and the Basic Portfolio discs.

Message: A part of File Manager is missing. Reinstall and try again.

Cause:

You are unable to proceed because Drawing Gallery can't find or use a necessary file on the disc where it belongs.

Remedy:

Reinstall Drawing Gallery – make a work copy, or work copies, of the Drawing Gallery master disc, the GOLD disc, and the Basic Portfolio discs.

Message: Area selected is too small to view; smallest area possible is displayed.

Cause:

The Zoom area selected is smaller then Drawing Gallery can display in the work area. The smallest possible area is displayed instead.

Remedy:

Use the existing area or select a larger area.

Message: Bullet won't fit without first doing a move.

Cause:

There is not enough room in the work area to add a bullet to one of the active lines of text.

Remedy:

Move the text away from the boundary of the work area and then retry the operation.

Message: Cannot print or plot. Reinstall Drawing Gallery.

Cause:

You are unable to proceed because Drawing Gallery can't find or use a necessary file on the disc where it belongs.

Remedy:

Reinstall Drawing Gallery – make a work copy, or work copies, of the Drawing Gallery master disc, the GOLD disc, and the Basic Portfolio discs.

Message: Cannot rotate through specified angle without first doing a move.

Cause:

The angle of rotation specified would place part of the group to be rotated outside the drawing board boundary.

Remedy:

Type in a smaller angle, or move the group away from the border before you retry the operation.

Error Messages

Message: `Can't read in all of picture.`

Cause 1:

You tried to *add* a picture containing a pie chart made with Charting Gallery, but the picture on the drawing board would have exceeded the limit of pie segments for a Drawing Gallery picture.

Remedy 1:

Don't add the picture, or delete another pie chart before you add it.

Cause 2:

You tried to *get* a picture containing a pie chart made with Charting Gallery, but the picture exceeded the limit of pie segments for a Drawing Gallery picture.

Remedy 2:

Follow these steps:

1. Exit Drawing Gallery and start up Charting Gallery.

2. Get the picture and reduce the number of pie segments.

3. Save the picture, exit Charting Gallery, and start up Drawing Gallery.

4. Try again to get the picture.

Message: Can't write to the disc – it is protected. Unprotect and press
Enter.

Cause:

You have tried to save a picture, or part of a picture, on a write-protected disc.

Remedy:

Follow these steps:

1. Remove the disc.

2. Remove the write protection from the disc, or select another disc.

3. Insert the unprotected or new disc.

4. Press ⏎.

5. Repeat the save step.

Message: Capability to retrieve worksheet graph unavailable. Reinstall
Drawing Gallery.

Cause:

You are attempting to retrieve a worksheet graph and the library needed is missing or corrupt.

Remedy:

Reinstall Drawing Gallery to get a good version of the file onto the work disc.

Message: `Communication error with printer. Try again.`

Cause:

Your picture is printed inaccurately, probably because there is electrical interference between your PC and printer. The interference is probably caused by static or electrical noise.

Remedy:

Try to print again.

Message: `Conflicting features found in model.`

Cause:

When you used **Match Features** and activated the model object, you activated a group of objects containing different versions of the same feature, e.g. two shapes each filled with a different texture. This changed only the features of your object that were not in conflict; conflicting features stayed as they were.

Remedy:

Use the Line, Texture, or Text menus to change the features of your object that need changing. **Show Features** can help you identify the features of your drawing.

Message: Couldn't read template(s); check that disc with selected Template is inserted.

Cause:

Within the Template Selection menu, a Template Set was selected and when ▉Done▉ was pressed, it couldn't be found on the disc. Either the disc wasn't inserted or file was corrupt.

Remedy:

Be sure that the disc with selected Template(s) is inserted. If it is, make a new work copy of the disc, and try again.

Message: Disc error: Insert the GOLD disc and press Enter to continue.

Cause:

You are running Drawing Gallery on a system with dual flexible disc drives (no hard disc), and you've asked the program to do something that requires the GOLD disc on-line. (For example, you may want to look at File Manager.)

Remedy:

Insert the GOLD disc and press ⏎.

Message: `Error during output. Check destination device/file.`

Cause:

Your printer or plotter does not respond when you draw to it.

Remedy:

Your device must be configured for your Personal Computer. If it is not, refer to the manuals that come with your PC for configuration instructions. If it is, check to see that:

1. The switches for the device, including the address switch, are set properly.

2. Your device is connected to the right port with the right cable.

3. Your device is turned on.

4. Your device name is in the Device Name field on the Device Control menu. See Chapter 8, **Printing and Plotting.**

Cause 2:

The file that was specified during redirection of output to file has exceeded in size the amount of space free on the disk.

Remedy 2:

1. Use the File Manager to delete some files from the disc, return to Drawing Gallery, and retry the operation.

2. If you don't want to delete files from the disc, remove the disc from the drive and substitute another disc, then retry the operation.

Message: Drawing Gallery cannot create and open your file.

Cause 1:

You can't save the picture because you used an invalid filename or because the directory you specified is full.

Remedy 1:

Follow these steps:

1. If the picture filename is invalid, change it and press ⏎.

2. If this doesn't work, change the directory and press ⏎.

3. If you don't want to change the directory, enter the File Manager, delete some items from the directory, return to Drawing Gallery, and press ⏎.

Cause 2:

The disc on which you tried to save a picture or part of a picture is full.

Remedy 2:

Follow these steps:

1. Use the File Manager to delete some files from the disc, return to Drawing Gallery, and press ⏎.

2. If you don't want to delete files from the disc, remove the disc from the drive and substitute another disc, then press ⏎.

Cause 3:

You can't redirect the output to a file because you used an invalid filename, the directory specified is full, or the disc specified is full.

Remedy 3:

If you don't want to change the directory, enter the File Manager, delete some items from the directory, return to Drawing Gallery, and retry the operation.

Message: Drawing Gallery cannot read your file.

Cause:

You tried to get or add a file and couldn't. Either you provided the wrong file name or the file wasn't on the disc whose drive you specified.

Remedy:

Use the File Manager to see that the file is on a disc in an accessible drive and to check the drive letter, directory, and file name; then try again.

Message: Drive not accessible. Try another drive.

Cause:

You typed the letter of an inaccessible or non-existent drive while getting, adding, or saving a picture.

Remedy:

Try again, this time typing the appropriate drive letter.

Message: `Error occurred reading a template file.`

Cause 1:

The disc containing the template file, probably the work copy of the GOLD disc, was not in an accessible drive when you tried to browse or display the template.

Remedy 1:

Insert the disc containing the template file in an accessible drive, then try again.

Cause 2:

Something is wrong with the disc containing the template file.

Remedy 2:

Create a new work copy containing the template file. Reinstall the disc and try again.

Message: `Error in loading font. Font or disc is corrupted.`

Cause:

Something is wrong with the font you tried to load or the disc containing it.

Remedy:

Reinstall the disc containing the font, put the new work disc in an accessible drive, and try again.

Message: `Error in reading file. File or disc is corrupted.`

Cause:

When you tried to get or add a file, part of it or all of it could not be displayed.

Remedy:

If none of the file could be displayed, you can't use it. If some of it was displayed, you can use that part. (When you save it, use another name.)

Message: `File "HUI.MSG" not found.`

Cause:

When you chose Device Control or tried to draw to a printer or plotter, a necessary file on your work copy of the GOLD disc could no longer be found.

Remedy:

Follow these steps:

1. Save your picture and exit Drawing Gallery.

2. Reinstall the GOLD disc.

3. Restart Drawing Gallery and try what you were doing.

Message: File "HPVIDDB.BIN" not found.

Cause:

Something is wrong with a file necessary when you chose Device Control or tried to draw to a printer or plotter.

Remedy:

Follow these steps:

1. Save your picture and exit Drawing Gallery.

2. Reinstall the GOLD disc.

3. Restart Drawing Gallery and try what you were doing.

Message: File "HPDEVDB.BIN" file not found.

Cause:

When you chose Device Control or tried to draw to a printer or plotter, a necessary file on your work copy of the GOLD disc could no longer be found.

Remedy:

Follow these steps:

1. Save your picture and exit Drawing Gallery.

2. Reinstall the GOLD disc.

3. Restart Drawing Gallery and try what you were doing.

Message: Grouped text cannot be aligned; Ungroup first.

Cause:

You cannot select text for the Text Align function that is part of a group.

Remedy:

Ungroup the text, then retry the Text Align operation.

Message: Hardcopy not available.

Cause:

You chose `Draw to <Device>` when there were no devices installed.

Remedy:

Install appropriate device first with the DEVICEID program.

Message: Height incorrect. Examples: 2 1/16, 3/8, 4.

Cause:

You have specified a height that is not divisible by 1/16, for example 1/27.

Remedy:

Specify the height in fractional increments of 1/16, or numbers divisible by 1/16.

Message: `Height must be specified in whole millimeters.`

Cause:

You have specified a height that is not in whole millimeters.

Remedy:

Specify the height in whole millimeters (fractions not allowed).

Message: `Insufficient computer memory to print the picture at current resolution.`

Cause:

Your computer does not have enough memory to generate output for the type of printer you have (a raster device).

Remedy:

You have three options.

1. Save the picture and restart Drawing Gallery. Try printing again.

2. Reduce the resolution set in the Device Control screen, and try printing again.

3. Delete some of the memory-resident programs on your system, and try printing again.

Error Messages

Message: Insufficient memory to store all disc and directory names; partial list shown.

Cause:

The memory needed to store all of the drive identifiers and directory names exceeds the available computer memory. Only as many names as could be sorted and stored are shown.

Remedy:

Obtain more memory, or remove some non-essential memory-resident programs or device drivers.

Message: Insufficient memory to store all file names; partial list shown.

Cause:

The memory needed to store all of the picture or worksheet file names exceeds the available computer memory. Only as many names as could be sorted and stored are shown.

Remedy:

Obtain more memory, or remove some non-essential memory-resident programs or device drivers.

Message: Insufficient memory to store all graph names; partial list shown.

Cause:

The memory needed to store all of the graph names found in the current worksheet file exceeds the available computer memory. Only as many names as could be sorted and stored are shown.

Remedy:

Obtain more memory, or remove some non-essential memory-resident programs or device drivers.

Message: Invalid file name.

Cause:

File name mispelled, or wrong path name.

Remedy:

Verify the spelling and format of the path name and file name.

Message: No group found to do the Ungroup operation.

Cause:

No group has been activated.

Remedy:

Activate a group, group some objects, or perform another operation.

Message: Only text and bulleted text objects can be aligned.

Cause

You attempted to select text or bulleted text to align, but other objects were included.

Remedy:

Reselect only text or bulleted text and retry the operation.

Message: Only text with the same rotation can be aligned.

Cause:

The lines you have selected to be aligned using Text Align differ in their angles of rotation.

Remedy:

Select only text lines with the same angle of rotation, and retry the operation. Match Features can be used to match the angle of rotation.

Message: `Picture too complex for VideoShow; overlays created.`

Cause:

Your picture was too complex to be a single VideoShow picture. It was split into two or more pictures that VideoShow can overlay on top of one another to complete the picture.

Remedy:

When you present your slides, the file name of the *last* overlay appears on the Table of Contents. Display this slide, then keep clicking to recreate your picture. Or use PictureIt! to combine the slides. See the PictureIt! manual.

Message: `Place pointer on a HANDLE of the object you are trying to Enlarge/Reduce` [or `Stretch/Shrink`]. -OR- `Place pointer on HANDLE of object you're trying to Enlarge/Reduce (Connectd)` [or `Stretch/Shrink (Connectd)`].

Cause 1:

You tried to choose the handle of an active object and missed.

Remedy 1:

Try again.

Cause 2:

You chose an inactive object or an empty spot on the drawing board, probably because you were trying to do something other than enlarge/reduce or stretch/shrink an object and forgot to turn off **Enlarge/Reduce** or **Stretch/Shrink** first.

Remedy 2:

Turn off **Enlarge/Reduce** or **Stretch/Shrink**, then choose where you did before.

Message: `Place pointer on the EDGE of the active object you are trying to Move.`

Cause 1:

When you tried to choose an active object, the pointer wasn't exactly on the object.

Remedy 1:

Try again.

Cause 2:

You chose an inactive object or an empty spot on the drawing board. You were trying to do something other than move an object and forgot to turn off **Move** first.

Remedy 2:

Turn on the appropriate menu item, then choose it where you did before.

Cause 3:

You chose an inactive object that you wanted to move.

Remedy 3:

Activate the object, *then* move it.

Message: `Printer is out of paper.`

Cause:

Nothing happened when you tried to draw to your printer.

Remedy:

Load your printer with paper, then try again. If you need help to load paper, refer to the manual that came with your printer.

Message: `Put Drawing Gallery in drive X and press Enter.`
X = the letter of the drive containing the GOLD disc when you started Drawing Gallery up.

Cause 1:

With a flexible disc drive: the Drawing Gallery disc is not in the drive it was in when you started it.

Remedy 1:

Put the Drawing Gallery disc in the drive specified; press ⏎.

Cause 2:

With a hard disc drive: the drive containing Drawing Gallery when you started it is not in operation or no longer contains Drawing Gallery.

Remedy 2:

Follow these steps:

1. If the drive containing Drawing Gallery isn't turned on, turn it on and press ⏎.

2. If this doesn't work, perform a hard reset to exit Drawing Gallery, then reinstall it on the drive and start again.

Message: `Put GOLD disc in drive X and press Enter.`
X = the letter of the drive containing Drawing Gallery when you started it up.

Cause 1:

With a flexible disc drive: the work copy of the GOLD disc is not in the drive that contained it when you started Drawing Gallery.

Remedy 1:

Put the disc in the drive specified and press ⏎.

Cause 2:

With a hard disc drive: the drive containing the work copy of the GOLD disc when you started Drawing Gallery is not in operation or no longer contains the work copy.

Remedy 2:

Follow these steps:

1. If the drive containing the work copy of the GOLD disc isn't turned on, turn it on and press ⏎.

2. If this doesn't work, perform a hard reset to exit Drawing Gallery, then reinstall the GOLD disc on the drive and start again.

Message: Put pointer in View Box, move crosshair to change your view.

Cause:

The pointer was not in the small inner box.

Remedy: Put pointer into the View Box (the small inner box).

Message: Some text must be moved away from the border before it can be aligned.

Cause:

Some text would extend beyond the border of the drawing board boundary and cannot be aligned using the Text Align function.

Remedy:

Move the text away from the boundary or choose a model that is further away from the boundary.

Message: Text characteristics could not be changed.

Cause:

You couldn't increase the size or alter the path of text because a boundary of the work space was in the way.

Remedy:

Move the text away from the boundary, then try again.

Message: The alignment model can only be a single text object. Try again.

Cause:

You attempted to choose more than one line of text as the alignment model for the Text Align function.

Remedy:

Select only a single text object as the model for alignment.

Message: The angle cannot be interpreted.

Cause:

You have typed in an angle that Drawing Gallery cannot understand, for example, 3 6.

Remedy:

Type in a valid number, such as 36.

Message: The angle specified cannot be used. The angle must be >=0 and <360.

Cause:

You typed in an angle of rotation greater than 359 degrees.

Remedy:

Enter a valid number between 0 and 359 degrees, inclusive.

Message: The auto paper loading function for your plotter is not working.

Cause:

Nothing happened when you tried to draw to your plotter.

Remedy:

Check to see that there is paper in your plotter and that it isn't jammed. For information about adding paper or clearing a paper jam, refer to your plotter manual.

Message: The computer hasn't enough memory left for this action.

Cause:

When you tried to do something to a picture, your Personal Computer didn't have enough memory to do it.

Remedy:

Save your picture, exit and restart Drawing Gallery, get the picture, and try again. (Exiting and restarting may free up some memory. If it doesn't work, you need to add a memory board to your PC, or allocate more of its memory for applications, to make pictures of this complexity.

Message: The grid would be too dense. Maximum density used.

Cause:

When you were changing the size of the grid, you tried to scale it to too small an area, or give it too many horizontal or vertical segments.

Remedy:

The grid *automatically* changed to a size as close as possible to your specifications.

Message: `The grid would be too sparse. Minimum density used.`

Cause:

When you were changing the size of the grid, you gave it too few horizontal or vertical segments.

Remedy:

The grid *automatically* changed to a size as close as possible to your specifications.

Message: `The numbers cannot be interpreted.`

Cause:

When you changed the number of grid segments, you typed only one recognizable number.

Remedy:

Try again, this time with two numbers separated by a comma.

Message: `There are too many commas in your input.`

Cause:

When you changed the number of grid segments, you typed more than the one comma that goes between the horizontal and vertical segments.

Remedy:

Try again, this time with one comma between segments and no other comma.

Message: There is an error in Drawing Gallery. Report error number *l/nn/nn.*
l/nn/nn = letter/number number/number number

Cause:

There is an unrecoverable system error.

Remedy:

Record the error number. Contact your local support person (dealer, software engineer, or sales representative) and give the support person the number.

Message: There is not enough memory; replacement font used.

Cause:

When you tried to load a font, your PC didn't have enough memory to perform the operation.

Remedy:

Save your picture, exit and restart Drawing Gallery, then try to load the font again. If this doesn't work, you may need to add a memory board to your PC, or allocate more of its memory for applications.

Message: There is nothing to undo.

Cause:

You chose ▊Undo▊ when there was no picture on the drawing board or when you had done nothing to the picture on the drawing board since getting it. (Perhaps you intended to undo the action of starting Drawing Gallery, erasing a picture, or getting a picture.)

Remedy:

You can usually undo the consequences of an action in other ways. (An example: If you choose ▊Erase Picture▊, then ▊Yes, Save▊, then ▊Undo▊, choosing ▊Undo▊

doesn't unerase the picture, but since ▊Yes, Save▊ saved it, you can get it back.)

Message: The rotation of the model must match that of the text to be aligned. Try again.

Cause:

You have selected an alignment model that differs in its angle of rotation from that of the text to be aligned.

Remedy:

Select a different model, or use Match Features to correct the rotation.

Message: The upper limit for Height is 11 inches.

Cause:

You specified a height greater than 11 inches.

Remedy:

Specify a height of 11 inches or less.

Message: The upper limit for Height is 279 mm.

Cause:

You specified a height greater than 279 mm.

Remedy:

Specify a height of 279 mm or less.

Message: The upper limit for Width is 17 inches.

Cause:

You specified a width greater than 17 inches.

Remedy:

Specify a width of 17 inches or less.

Message: The upper limit for Width is 432 mm.

Cause:

You specified a width greater than 432 mm.

Remedy:

Specify a width of 432 mm or less.

Message: To add more text, press Done and reposition your text diamond.

Cause:

You tried to add more text than your PC's memory had room for.

Remedy:

Follow these steps:

1. If you have completed part of a line, delete the partial line.

2. Choose ▓Done▓ to display the text you have already added and empty the memory.

2. Place the text diamond where you want the next line to go, then add the rest of your text.

Message: Too many bullets were selected.

Cause:

You selected more than one existing bullet or other object from the work area to use as a bullet for text.

Remedy:

Select only one kind of bullet or object.

Message: Too many data items for pie chart; only first 16 data items used.

Cause:

You attempted to create a pie chart from a worksheet graph that has more than 16 data items defined. Only the first 16 data items are used to make the pie chart.

Remedy:

Use the pie chart as it is, or use another worksheet graph.

Message: Unable to access selected disc. Check drive id and disc.

Cause:

When you tried to get, add, or save a picture, nothing happened.

Remedy:

1. Check to see that the disc drive is plugged in and turned on, and that a disc is in the drive.

2. Verify that the drive ID and path name are correct. Otherwise, there may be a problem with the disc drive or disc media.

Message: Unable to find correct size. Use the Enlarge/Reduce feature.

Cause 1:

You have tried to fit an object into a target object that has no interior. Drawing Gallery centers your object on the target object and displays the message.

Remedy 1:

You may have the objects reversed: Try activating the object to be fitted in first, then turning on **Fit-In**, then choosing the target object.

Cause 2:

The target object has an interior, but the interior isn't in the center of the object.

Remedy 2:

Follow these steps:

1. Use **Move** to center your object on the interior where you want it.

2. Use **Enlarge/Reduce** to reduce the size of the object so that it fits in.

Message: Unable to open HP-IB device. CHeck that it is installed properly.

Cause:

Drawing Gallery is unable to send output to an HP-IB device.

Remedy:

Check the installation of the device before you proceed.

Message: Unformatted or bad disc in drive.

Cause:

You were unable to get, add, or save a picture.

Remedy:

Replace the disc with a good formatted one and try again.

Message: Unknown disc error.

Cause:

When you tried to get, add, or save a picture, something was wrong with your disc or disc drive.

Remedy:

Follow these steps:

1. Try again.

2. If this doesn't work, use a new, formatted disc and try again.

3. If this doesn't work, contact your local support person (dealer, software engineer, or sales representative).

Message: Width incorrect. Examples: 2 3/16, 1/4, 5.

Cause:

You have specified a width that is not divisible by 1/16, for example 1/27.

Remedy:

Specify the width in fractional increments of 1/16, or numbers divisible by 1/16.

Message: Width must be specified in whole millimeters.

Cause:

You have specified a number that is not in whole millimeters.

Remedy:

Specify the width in whole numbers (fractions not allowed.)

Message: You have reached a boundary and can't enlarge [or stretch or add more text] without first doing a move.

Cause:

You have enlarged or stretched an object to the border of the full drawing board.

Remedy:

Move the object away from the border, then resume enlarging or stretching it.

Message: You have reached a boundary and can't rotate without first doing a move.

Cause:

The object you have rotated hit the border of the full drawing board.

Remedy:

Move the object away from the border, then resume rotating it.

Message: You have reached the line limit.

Cause:

The point you just chose is not connected with the previous point as you expected it to be. You are drawing lines with lines to make a shape, and have reached the maximum number of lines allowed.

Remedy:

Start another line at the previous point, as if you had just anchored it there.

Message: Your file is not a worksheet file.

Cause:

You attempted to retrieve a graph from a corrupt worksheet or a file that is not a worksheet file.

Remedy:

Try retrieving the graph from another copy of the worksheet that may not be corrupted, or use a graph from another worksheet file.

Message: You won't be able to undo this edit operation.

Cause:

You just turned on an item on the Edit menu and carried out, or started to carry out, an editing operation. You won't be able to undo the step.

Remedy:

If you have just started to carry out an editing step, use caution. If you have carried it out and want to cancel it, use some other means; e.g., reduce an object you have enlarged or delete the copy after you have copied an object.

Message: Your file is not a picture file.

Cause:

The file whose name you typed is not a picture file.

Remedy:

Type the name of a picture file. If the file is on a disc in an accessible drive and you're not sure of its name, use the File menu to look it up. (A picture file will have a **.gal** extension unless you have given it another one.)

Message: Your line is too long. Only X characters (7 for grids, or 66 for filenames) are possible.

Cause 1:

You were typing text, and typed more characters than the maximum before pressing ⏎ or choosing Done. You can have no more than 80 characters before the first *Enter* or between *Enters*.

Remedy 1:

Delete some characters or divide the line with a (Enter character).

Cause 2:

You were typing a picture filename or the number of grid segments, and typed more characters than the maximum.

Remedy:

Try again, this time typing the correct name or segment number.

Message: You must be in partial view mode to change your view of the drawing board.

Cause:

You choose the View Indicator box while in "full view".

Remedy:

Use **Zoom** to get back to "partial view."

Message: Zero is illegal here. Reenter the grid segment values.

Cause:

You were trying to change the number of horizontal or vertical grid segments, and typed 0 for one of them.

Remedy:

Replace 0 with a positive number.

Using a Mouse or Graphics Tablet as Input Devices

You can use Drawing Gallery with a mouse or a graphics tablet, as well as with the keyboard. Many people prefer using a mouse, and Drawing Gallery has been designed to work with a variety of mouse products that are compatible with different computers. Hewlett-Packard recommends that you use Drawing Gallery with either a mouse or a graphics tablet.

This appendix describes the mouse and graphics tablet products that you can use with Drawing Gallery.

HP Mouse

Vectra and Touchscreen Personal Computers are equipped with the HP-HIL interface board, so you can use the HP Mouse with them. The HP Mouse does NOT work on IBM or IBM-compatible Personal Computers.

Connecting Your Mouse

To the Vectra

Your HP Mouse connects to your HP Vectra through the keyboard.

To the Touchscreen

Your HP mouse connects to your Touchscreen through the HP-HIL interface board at the back of the computer.

If you have a Touchscreen II, the mouse connects through the keyboard.

Other Mouse Products

Other mouse products can be connected to your HP Vectra Personal Computer or to an IBM or IBM-compatible Personal Computer. Use the instructions shipped with the mouse to install the needed drivers for that mouse. Refer to the manual that came with your mouse for any further information or details.

Note

You must connect and install your mouse on your personal computer before you start Drawing Gallery. Make sure your mouse is designed for use with the personal computer you are using.

HP Tablet

The HP Tablet is an HP-HIL interface graphics tablet that can be used to move the pointer on the drawing board with Drawing Gallery. It works with the Vectra and the Touchscreen. It does not work with IBM and IBM-compatible Personal Computers.

Connecting the HP Tablet

To the Vectra

The HP (HP-HIL) Tablet connects to your HP Vectra Personal Computer through the keyboard.

To the Touchscreen

The HP (HP-HIL) Tablet connects to your Touchscreen Personal Computer through the HP-HIL interface board at the back of the computer.

If you have a Touchscreen II, the Tablet connects through the keyboard.

Using the HP Tablet

The stylus of the HP Tablet works very much like the button on a mouse: pressing down on the stylus is the same as pressing down on the mouse button; releasing the stylus is the same as releasing the mouse button. Moving the stylus on the tablet is similar to rolling the mouse around on your desk.

Refer to your HP Tablet manual for more information about installing, connecting, and using your HP Tablet.

Input Devices

Using Drawing Gallery with Other Applications

This appendix describes how you can use Drawing Gallery with other programs to give your presentations and correspondence that extra professional touch. You'll learn how to:

- Bring pictures into desktop publishing software for integration in a document you are designing.

- Bring graphs from Lotus 1-2-3 and Symphony worksheets into Drawing Gallery.

- Bring Charting Gallery graphs you have created into Drawing Gallery.

- Convert Drawing Gallery files to HP 3000 figure files.

- Bring pictures from Drawing Gallery into Executive MemoMaker or HP Word PC.

Transferring a Drawing to Desktop Publishing Programs

Several companies have developed *page layout* programs. A page layout program provides desktop publishing tools that streamline publication design, layout, and production. With a page layout program, you can integrate files created with other programs including many word processing and graphics applications.

Before you can use the information in this chapter, the desktop publishing program you intend to use and the appropriate hardware to use it must be installed. See *Setting Up Drawing Gallery and Charting Gallery* for installation information.

As discussed in Chapter 7, under *Drawing to Files*, you can create drawing files in specific file formats. These drawing files can then be integrated into documents created with page layout programs.

The transfer process has three stages:

1. Checking the file format.

2. Estimating the physical size of the drawing.

3. Creating the drawing file.

Checking the File Format

When you are ready to create a drawing file for use with a specific page layout program, you first need to determine what kind of file format your page layout program accepts.

You can get file information by looking in the manual or on the data sheet that comes with the page layout program. When looking in the manual, check the table of contents. You may find the information you need in a section called something like "Adding Graphics", or "Preparing Files from Other Applications". PageMaker uses TIFF format. Other page layout programs may use TIFF, PC Paintbrush, or HPGL format.

Estimating the Size of the Drawing

Trial and error are a normal part of the sizing process. First try to determine what size the drawing should be in the page layout program. Then use this estimate to fill in the Height and Width fields of Drawing Gallery's Device Control screen when you create the file to use with your page layout program.

To measure the size of the drawing:

1. In your page layout program, display the page on which you want to place the drawing.

2. Display the layout rulers.

3. Read the rulers to determine the desired size for the drawing.

If you bring your drawing into a page layout program and it is not the right size, you can resize it using the page layout program. However, if the drawing contains any gray shades, it may not print as you expect it to. In this event, you'll need to go back to Drawing Gallery, specify the new size on the Device Control screen, and bring the resized picture back into the page layout program.

Creating the File
You use the Device Control screen to create the file you use with your page layout program. You do this by choosing a file type, changing any options you want to change, and then saving the file. Also see *Drawing to Files* in Chapter 7 for more information.

To create the file:

1. Get the drawing board into full view.

2. Choose ▧Drawing Keys▧ from the Main function labels.

3. Choose ▧Device Control▧ to display the Device control screen.

4. With the Device Name/Port field highlighted, click either button on the mouse, *or* choose ▧Next Choice▧ or ▧Previous Choice▧, until the field name changes to File Type. Keep clicking the mouse until desired format appears. Notice that the ⎡fl⎤ label at the bottom of your screen changes to show your current selection.

```
                         Device Control
 Select a device and choose output options.

                       File Type      TIFF


 File Name   C:\DRAWGAL\TEMP.TIF

 Height      2   1/2

 Width       2   1/2

 Units       Inches

 Picture
 Scaling     Best Fit

 Resolution  150 X 150    DPI



 1Draw to  2Previous   3  Next  4Default   5  Save   6           7           8Back to
 TIFF        Choice       Choice Choices     Choices                           Drawing
```

5. Click the mouse on the File Name field. Type a name for the file. An extension is automatically added to your file name if you don't type one, for example, .TIF for TIFF files.

Caution ✋

You can draw your picture to an existing file. However, if you do so, the current contents of that file are written over with the new drawing.

6. Click on Height. If the Units field is set to inches, enter a value to the nearest 16th of an inch. If Units is set to millimeters, enter the value in whole millimeters.

7. Click on Width. This field works just like Height. However, it is recommended that if width is important, you specify it exactly, and you may even want to increase the height to accomodate the width.

8. Click on Units if you want to change it. This field changes back and forth between inches and millimeters when you select it. Changing this field changes the Height, Width, and Resolution fields to reflect the Units change.

9. Picture Scaling lets you indicate how you want your drawing to fit horizontally and vertically into the space you've chosen for it.

Choose Best Fit, since Stretch Fit will distort the text in your drawing. Any extra white space around your drawing can be trimmed away using your page layout program.

10. Resolution is described at length in Chapter 7, *Drawing to a Printer, Plotter, or File.* You should match the resolution as closely as possible to the printer you're using.

11. Choose `Draw to <Device>` to save the file in the selected format.

12. Choose `Draw Gal Main` to return to the Drawing Gallery Main menu.

Using Drawing Files in PageMaker

Once you have created a file for your drawing in the TIFF format, you are ready to use it with PageMaker. Remember that it is normal to need to adjust the size of your picture a time or two before you get it just the way you want it, but soon the process will be like second nature.

If you are using another page layout program, refer to the manual that came with it for specific information on using graphics files.

Sample Sizes

Here are some examples of column widths that can be used in PageMaker.

3 1/4" is the approximate width of a column in a two-column PageMaker layout.

2 1/16" is the approximate width of a column in a three-column PageMaker layout.

To add the drawing to your PageMaker document:

1. Display the PageMaker page on which you want to place the drawing.

2. Choose **Place** from the File menu.

   A dialog box displays a list of the text and graphics files that PageMaker can read directly from the specified disc, drive, or directory.

3. Scroll if necessary to find the name of the file you want.

4. Double-click the name of the file you want to place, or type it in.

   An icon which represents your drawing file appears.

5. Position the upper-left corner of the icon where you want the upper-left corner of the drawing to start, and click the mouse.

Note

Don't expect the drawing to look exactly as it will when it is printed. The primary purpose of the screen representation of the drawing in PageMaker is to show placement.

---

6. It's a good idea to print the page at this point to see how it actually looks. Then you can make adjustments as necessary.

Using Drawing Gallery with Lotus 1-2-3 or Symphony

You can get graphs from Lotus 1-2-3 or Symphony worksheets and create Drawing Gallery pictures with them. You can also add Lotus graphs to existing Drawing Gallery pictures. These pictures can then be fully edited and enhanced in Drawing Gallery. For example, you can add fonts or Portfolio pictures to your graph.

For even more flexibility, you can change a graph's chart type when you get or add it. For example, you can display a Lotus bar chart as a pie chart in Drawing Gallery.

The Lotus files you want to get or add must be available on your hard disc or on a flexible disc. You cannot get or add Lotus .PIC files to Drawing Gallery.

You get or add a Lotus file from the File menu. It is recommended that you read Chapter 6, *Using the File Menu*, before you use Drawing Gallery with Lotus.

To get to the File menu:

1. Choose `File Keys`.

2. Choose `Get Keys` or `Add Keys`.

3. Choose `Get A WrkSheet` or `Add A WrkSheet`.

The File menu is displayed.

4. Select the disc and directory that contain the file you want from the Disc/Dir list.

5. Select the name of the file that contains the graph you want from the Files list.

6. Choose `Enter` or press (⏎).

The Worksheet Graph menu is displayed.

The input line displays the name of the current file, or you can enter one.

The prompt line displays messages or tells you what to do.

The Chart Type list allows you to select a different graph style to use in Drawing Gallery.

The Status Bar displays the graph name, type, and path name as they originally appeared in the Lotus worksheet.

The Graphs list displays eight characters of all available graph names from the selected file.

```
Select a graph and set the chart type, then press Enter.
C:\GALLERY\PARTA.WK1_

Current Graph: BAR           Horiz C1      Current File: PARTA.WK1

Graphs                                                          Chart
BAR                                                            Type
LINE                                                          Horiz
PIE                                                          Stacked
SBAR                                                         Horiz
<currnt>                                                    Clustred
                                                            Vert
                                                           Stacked
                                                            Vert
                                                          Clustred
                                                           Line
                                                           Chart
                                                          Scatter-
                                                          gram
                                                           X-Y
                                                           Chart
                                                           Pie
More                                                       Chart
1 Enter  2  Next   3Previous4      5      6  Next  7Previous8Back to
            Graph     Graph               Cht Type Cht Type  File
```

The Prompt Line   The prompt line displays useful messages or tells you what to do next.

The Input Line   The input line displays the name of the currently selected graph.

If you know the exact name of the graph you want you can enter that name here. Entering the name is faster than scrolling through the Graphs list to choose it. When you press ⏎ or choose **Enter**, Drawing Gallery displays that graph on the drawing board. The graph appears in the format last chosen in the Chart Type list.

The Status Bar   The Status Bar displays the graph name, type of graph, and path name (abbreviated if necessary) of the current graph as it originally appeared in the Lotus worksheet file.

The Graphs List   On the left of the menu is the Graphs list which displays the first eight characters of all available graph names in the file you selected. The list is alphabetized except for the currently selected graph, which is always first on the list.

If there are many graphs in the file, the Graphs list may have more than one level.

If there is more than one level of graph names, click the down arrow next to **More** at the bottom of the level to see the next level. Click the up arrow to see the previous level when the second or subsequent level is displayed.

To see the next level using the keyboard, press `Next Graph` when the last name in the current level is highlighted. To see the previous level, press `Previous Graph` when the first entry in the second or subsequent level is highlighted.

Selecting graphs

You can use the mouse or the keyboard to select graph names.

To select a graph name with the mouse, click the mouse on the graph name you want, or drag the mouse through the list and release the button on the graph name you want. Then press `⏎`.

To select a graph name with the keyboard, press `Next Graph` or `Previous Graph` to move you to the graph name you want. Then press `⏎`.

The Chart Type List   On the right of the menu is the Chart Type list. After you select a graph, select the style in which you want it to appear in Drawing Gallery.

You can display a graph in Drawing Gallery in a style different than the one it has in Lotus. For example, you can display a line graph in Lotus as a bar graph in Drawing Gallery. The style of the graph in Lotus, as displayed in the center of the Status Bar, is never affected.

Selecting chart types

You can use the mouse or the keyboard to select chart types.

To select a chart type with the mouse, click the mouse on the type you want, or drag the mouse through the list and release the button on the chart type you want. To display the graph, press ⏎.

To select a chart type with the keyboard, press `Next Cht Type` or `Previous Cht Type` to move you to the chart type you want. To display the graph, press ⏎.

Selecting Other Files   If you want to return to Drawing Gallery without getting or adding any Lotus or Drawing Gallery files, choose `Back to Drawing`.

Getting a Worksheet

To get worksheet graphs from Lotus 1-2-3 or Symphony files, use `Get A WrkSheet`, from the File menu. Any picture that's already on the screen is erased. However, Drawing Gallery asks you if you want to save the picture before it erases it.

To get a worksheet:

1. Choose `File Keys`.

2. Choose `Get Keys`.

3. Choose `Get A WrkSheet`. If there is a picture on the drawing board, Drawing Gallery asks you if you want to save it. If there is no picture on the drawing board, go to step 5.

4. When Drawing Gallery asks if you want to save the picture, the function labels `Yes, Save` and `No, Discard` appear.

   a. To save the picture, choose `Yes, Save`. Drawing Gallery saves the picture with the directory and file name shown before getting the next picture.

   Note: If the directory and file name are NOT the ones you want, choose `Cancel Get` and then choose `Save a Picture`. Type in a new directory path and file name and press ⏎ to save the picture. Then, continue with `Get A WrkSheet`.

   b. To discard the picture, choose `No, Discard`.

   The File menu is displayed.

5. Select the disc or directory that has the file you want from the Disc/Dir list.

6. Select the name of the file that contains the graph you want from the Files list.

7. Choose `Enter` or press ⏎.

The Worksheet Graph menu displays.

8. Use the Graphs list to select the one you want. Alternatively, type the name of the graph you want on the input line, typing over the existing directory path and file name if necessary.

9. If you want the graph to display in a style different than the one it has in Lotus, look at the Chart Type list and select the style you want.

10. Choose Enter or press ⏎.

You receive a message that Drawing Gallery is getting your file. When the operation is complete, your graph appears on the drawing board.

Adding a Worksheet

`Add A WrkSheet` lets you add a worksheet graph to the working picture anywhere on the drawing board.

To add a graph:

1. Choose `File Keys`.

2. Choose `Add Keys`.

3. Choose `Add A WrkSheet`. Drawing Gallery asks you to define the area where the picture will be added.

4. Define the area where you want the picture to appear, using the Selection Box technique described in Chapter 2, *Basic Techniques*.

The File menu is displayed.

5. Select the disc or directory that has the file you want from the Disc/Dir list.

6. Select the name of the file that contains the graph you want from the Files list.

7. Choose `Enter` or press (⏎).

The Worksheet Graph menu displays.

8. Use the Graphs list to select a file. Alternatively, type the file name of the graph you want to add on the input line, typing over the existing directory path and file name if necessary.

9. If you want the graph to display in a style different than the one it has in Lotus, look at the Chart Type list and select a style.

10. Choose `Enter` or press (⏎).

Drawing Gallery adds your file. When the operation is complete, the graph appears on the drawing board, in place of the box you drew in step 4. The graph is active so that you can edit it if you want to.

Using Drawing Gallery with Charting Gallery

You can use Drawing Gallery to enhance the text in your chart or to add logos or other symbols to charts you create with Charting Gallery.

You first save your chart in Charting Gallery as a picture file. A picture file is in the Drawing Gallery format that lets you transfer a chart to Drawing Gallery. You use the Get and Save screen to save charts as picture files.

In Charting Gallery, to save a chart as a picture file:

1. Display the Get and Save screen by choosing `Get and Save` from the Charting Main menu.

2. Type the name of the file, including any path name, directory, or subdirectory information. Be sure to insert your data disc in the drive where you will be saving the picture file.

3. Choose `Save A Picture`.

To get a picture file into Drawing Gallery:

1. Choose `File Keys`.

2. Choose `Get Keys`.

3. Choose `Get A Picture`.

4. Type the file name of the picture you want, including any path name, directory, or subdirectory information. Be sure to insert your data disc in the drive where you will be getting the picture file.

5. Press $\leftarrow$.

Note

You can also add a picture file into Drawing Gallery by choosing `Add Keys` and then `Add A Picture`.

For complete information on using Charting Gallery, see your *Charting Gallery Manual*.

Using Drawing Gallery with Executive MemoMaker and HP Word PC

You can easily integrate your Drawing Gallery pictures into documents you created with Executive MemoMaker or HP Word PC. You can then print those documents to a graphics printer, such as the HP LaserJet series of printers, to produce professional-looking reports with integrated text and graphics.

To save a picture:

1. Choose `File Keys`.

2. Choose `Save A Picture`.

Note: It is a good idea to save from the full view of the drawing board so that there is not too much white space around your drawing.

3. Type in the file name, including any path name, directory, or subdirectory information. Be sure to insert your data disc in the drive where you want to save the picture file.

4. Press `↵`.

For complete information on using Executive MemoMaker, see your *Executive MemoMaker Manual*.

For complete information on using HP Word PC, see the manual that came with your *HP Word PC* program.

Converting Drawing Gallery Files to HP 3000 Figure Files

You can use Drawing Gallery to create a picture, then use HP Graphics Curator/3000 to convert the picture to a graphics format used with some HP 3000 applications, such as HP Draw or TDP/3000. (See the *Graphics Curator* manual for a complete list of applications.)

You use the HP Graphics Curator/3000— which runs on an HP 3000 — in conjunction with AdvanceLink to transmit .GAL files between an HP 3000 and the personal computer. For the instructions for using HP Graphics Curator/3000, see the *Graphics Curator* manual, part number 36926-90001. For instructions for using AdvanceLink, see the *AdvanceLink* manual.

There is a helpful users guide for HP Draw users on the HP 3000 migrating to The Gallery Collection. Contact your local HP support representative for further information about *For HP Draw Users: A Guide to Drawing Gallery*.

The Basic Portfolio

Acknowledgement

The Drawing Gallery Basic Portfolio was developed jointly by Aaron Marcus and Associates and the Hewlett-Packard Company.

Introduction to Portfolios

Drawing Gallery Portfolios are collections of ready-to-use pictures created by professional graphic artists. You can use them "as is" or edit them to suit your needs.

They save time and add a professional touch to your drawings and presentation graphics.

Before You Begin

This appendix assumes that you know how to use Drawing Gallery and are familiar with its features.

About the Basic Portfolio

The Basic Portfolio contains over 300 finished pictures in different categories—for example, illustrations, icons, charts, borders, bullets, shapes, text slide formats. You can use these pictures in many different ways to enhance your presentation graphics.

Drawing Gallery itself contains several Text Fonts in the **Text** menu, and the Standard Template Set in the **Shape** menu. The Basic Portfolio contains three additional Template Sets that you can add to the **Shape** menu and use to create and enhance your drawings. (See *Setting Up Drawing Gallery and Charting Gallery* for instructions on installing Template Sets.)

You can see what the Basic Portfolio pictures look like by turning to "The Catalog," the second part of this appendix.

Portfolio pictures have a variety of uses:

Bullets or icons

Illustrations or major graphics

Calendars, schedules, announcements and more made from Pre-Fab Formats

Initial caps and decorative letters using the Designer Alphabet

All types of charts and graphs using the Pre-Fab Formats

Design elements that add zip to your presentations, slides, or posters

Business-oriented graphics for sales, marketing, manufacturing, and other areas of an organization

Pictures of HP computer hardware to use for manuals and diagrams.

About the Other Portfolios

The Basic Portfolio is the first in a series of portfolios created for use with Drawing Gallery. The other portfolios in the series contain picture files that focus on specific areas of business and industry. Some include additional Text Fonts and Template Sets. Other portfolios will be added on an on-going basis to meet other market needs.

Improving Your Presentations with Portfolio Pictures

With Portfolio pictures, you can quickly and easily create professional-looking graphics to add interest and visual impact to your slide presentations, reports, announcements, and forms.

When you use a Portfolio picture, you can change any of its features, for example, its size and proportions, line width and pattern, texture, and color. You can use pictures—singly or in combination—to emphasize a point or add humor to your message. With Drawing Gallery Portfolios at your fingertips, the possibilities are endless.
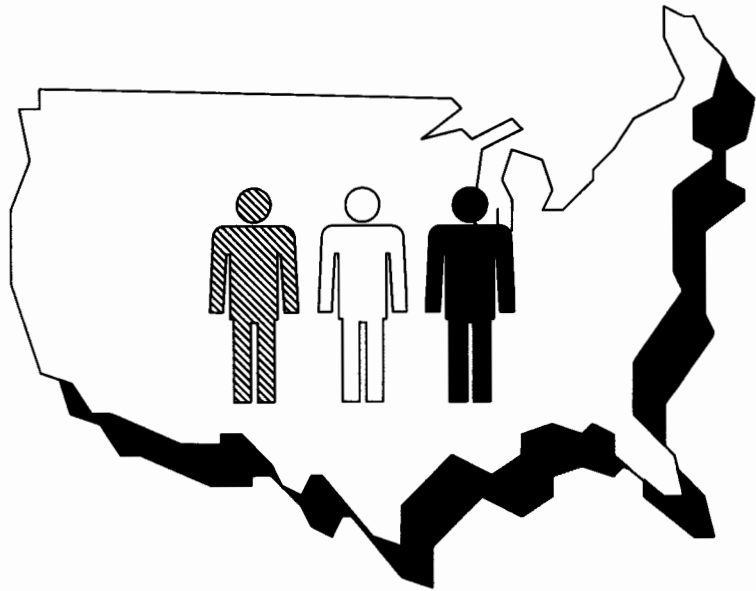
Installing a Portfolio

Before you can use the Picture Files or the Template Sets from the Basic Portfolio, you must install them.

If you have a hard disc...

You must install the Template Sets and the Font Files in the same subdirectory as Drawing Gallery itself, because that is where Drawing Gallery looks for them when you choose them from a menu.

We strongly recommend that you install the Portfolio Picture Files into their own subdirectory. Each of the picture files in all of the portfolios has a unique file name, so if you have several portfolios, you can install them all in the same subdirectory.

If you have dual flexible disc drives...

You must install the Template Sets and Font Files on the Drawing Gallery work disc because that's where Drawing Gallery looks for them when you choose them from a menu. We strongly recommend that you install the Portfolio Picture Files on their own disc.

For instructions on installing Portfolio files, see *Setting Up Drawing Gallery and Charting Gallery*.

Using Portfolio Pictures

This section gives you a basic overview of how to use Portfolio pictures.

Finding a Picture

When you want to use a picture from the Portfolio, look in the catalog of pictures at the end of this appendix to find the picture you want. Each picture is shown with its file name.

Pictures are shown in the catalog by category. If you need to look up a picture by subject or file name, there is an index to pictures at the end of the catalog.

Use the File menu to get or add pictures from the Portfolio. See Chapter 6, *Using the File Menu*, for more information. Alternatively, if you know the file name and where it is installed on the disc, you can specify the complete path name (including drive, subdirectory, and file name) to get the picture.

A picture file name looks like this:

P1bor01H

Portfolio
(Basic)

Picture Category
(Borders)

Picture Number
(First of the Horizontal Borders)

Orientation
(Horizontal)
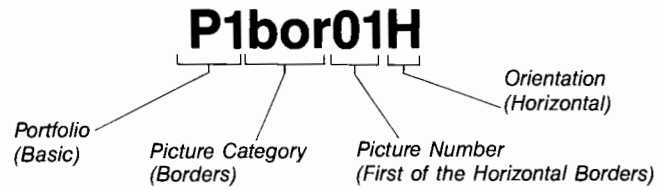
Each file name contains information about its picture:

- The Portfolio it's in (**P1** is the Basic Portfolio)

- The category of picture (for example, **bor** stands for Border).

- The picture number within the category (in the example,

  01 is the first picture in the Borders category).

- Orientation or other information (in this example, **H** is horizontal; **V** would be vertical).

When you type a file name, it doesn't matter whether you use uppercase or lowercase letters, Drawing Gallery recognizes them both and converts what you type to uppercase when it displays them.

Getting or Adding a Picture

To add a picture to your drawing, use the File menu or specify the file name and path of the picture you want. We recommend that you use `Add A Picture` to bring Portfolio pictures to the drawing board. If you don't know how to use `Add A Picture`, see *Adding a Picture* in Chapter 1 of this manual.

Caction 🤚

If you choose `Get A Picture` when you want to use a Portfolio Picture and you do not remember to save it with a different file name, your changes will be saved to the Portfolio Picture file name and the original version of the picture will be lost. There are two ways to guard against this loss: 1) always start with a blank Drawing Board and add Portfolio Pictures to it by choosing `Add A Picture` and 2) always keep a backup copy of the Portfolio Picture Files on another disc in a safe place.

Editing a Picture
When you use Portfolio pictures, you can edit them just as you would when you are creating and editing your own picture files. You can move a picture, stretch or shrink its proportion, enlarge or reduce its size, change line thickness and pattern, color, or texture. For detailed instructions on how to edit a picture, refer to Chapters 4 and 5 of this manual.

Planning Your Drawings
Because Drawing Gallery provides a wide range of options in creating, using, and editing picture files – and the Portfolios provide a wide variety of images – it is a good idea to do a bit of planning before you begin.

If new ideas occur to you as you work, Drawing Gallery gives you the flexibility to try them. But your work will go more quickly and smoothly if you have thought things through before you start.

When you plan a drawing, think about:

- What is the best format to use to communicate your message?

- What size? – for the whole drawing and for pictures to be added?

- Do you want to emphasize the text, or the pictures?

- Would some of the text communicate better as a bulleted list?

- How do you want to use line thickness/pattern for emphasis, balance, direction?

- What is the best balance of lights and darks? of texture and white space?

- What kind of text fonts do you want to use?

- Does your picture need a border?

For more detailed information on creating presentation graphics, see:

Steps to Effective Business Graphics, by Betty S. Matkowski, Hewlett-Packard part number (11) 5957-6979.

Examples: Using Pre-Fab Formats

To help make creating your forms and presentation graphics faster and easier, the Basic Portfolio provides you with numerous Pre-Fab Formats that you can fill in with your data to quickly create finished graphics. Check the catalog under Pre-Fab Formats to see all the choices that are available. We will use three of them here to create some sample graphics.

I. Creating an Organization Chart

You can start with the blank Organization Chart (picture file P1chrt01), then use Drawing Gallery features to modify it, and create a chart that fills your specific needs.

These are the typical steps you need to follow in creating an organization chart:

- Make notes or a sketch of what your organization chart should look like, including text.
- Start with a blank drawing board.

- Choose `File Keys`, then `Get Keys`, then `Add A Picture` and define the area where the chart will be placed.

- Add picture P1chrt01.

Organization Chart

Footnote
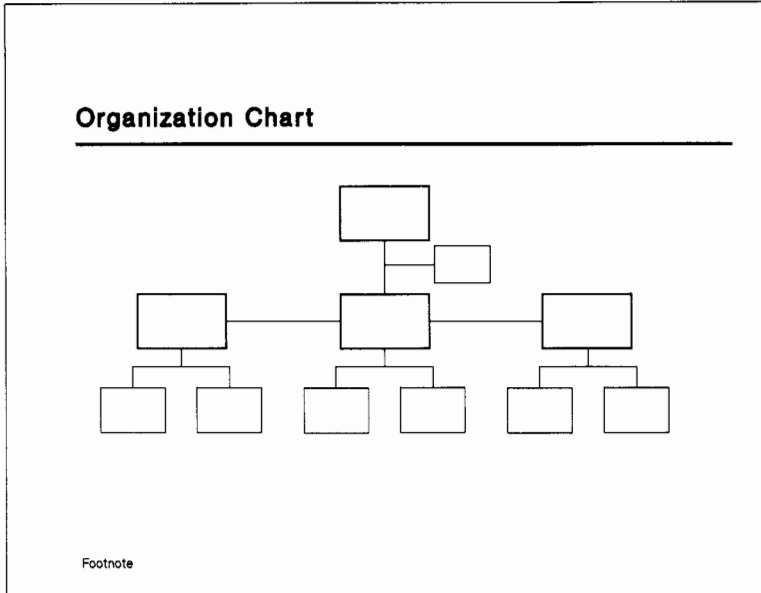
- Activate the parts of the picture you want to delete, and delete them.

- Activate and move parts of the picture to new locations.

- Edit existing text and add text where needed.
- Fit text inside shapes as needed.

The chart is complete.
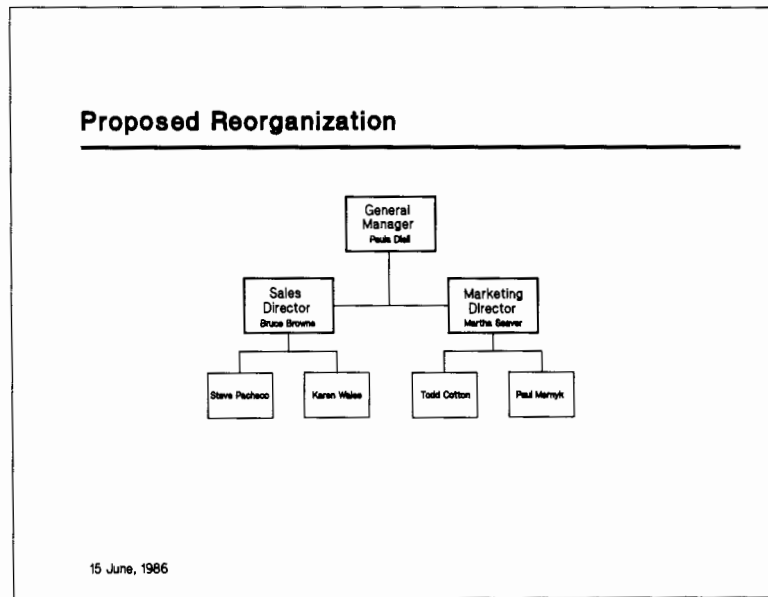
- Choose `Save a Picture` from the `File Keys` function labels to save the new chart with the file name you want.

II. Creating a Bar Chart

You can start with the Bar Chart from the Pre-Fab Formats (picture file P1chrt02), and edit it to create a chart that gives your data visual impact.

These are the typical steps you would follow:

- Make notes or a sketch of what your bar chart should look like, including all data values and text.

- Start with a blank drawing board.

- Choose `File Keys`, then `Add Keys`, then `Add A Picture` and define the area where the chart will be placed.

- Add picture P1chrt02.

Bar Chart
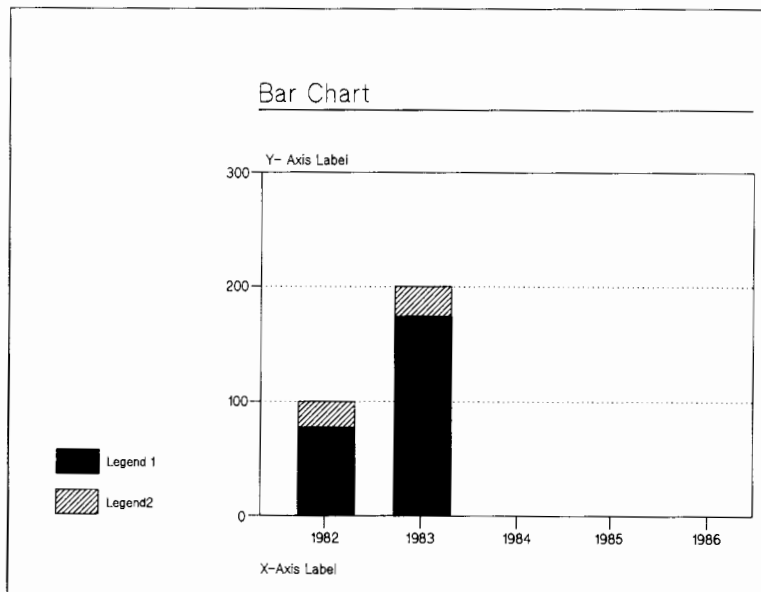
- Determine the values for your data-point lines, and the relationships of your statistics for the chart.

- Activate bars, copy them, and shrink or stretch them to represent your data.

- Edit existing text and add text where needed.

The chart is complete.
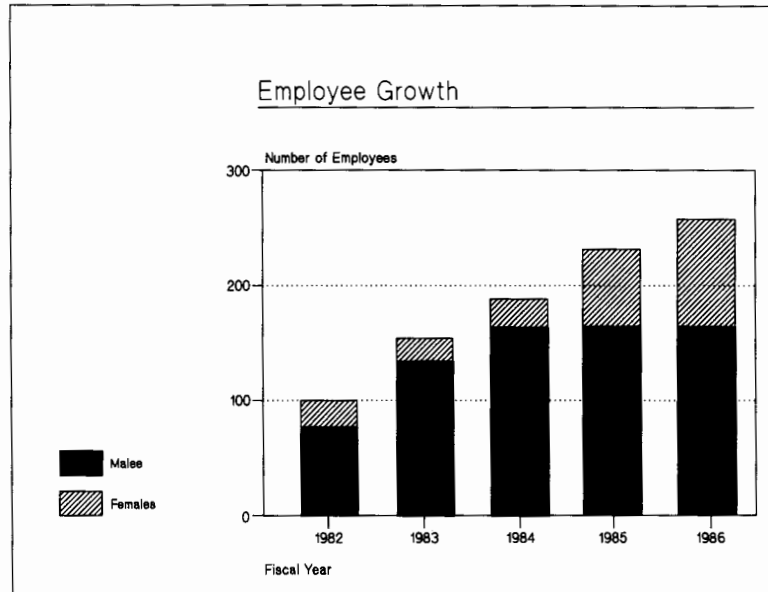
- Choose `Save a Picture` from the `File Keys` function labels to save it with the file name you want.

III. Creating a Pictograph Chart

You can start with the same Bar Chart form (P1chrt02) used in the previous example, remove the bars, and add icons to present your data with quite a different visual impact.

As before:

- Make notes or a sketch of what your pictograph chart should look like, including how you want to represent data values and what text you will need.

- Start with a blank drawing board.

- Choose `File Keys`, then `Add Keys`, then `Add A Picture` and define the area where the chart will be placed.

- Add picture P1chrt02.

Bar Chart

Y- Axis Label
300
200
100
0

Legend 1
Legend2

1982   1983   1984   1985   1986

X-Axis Label
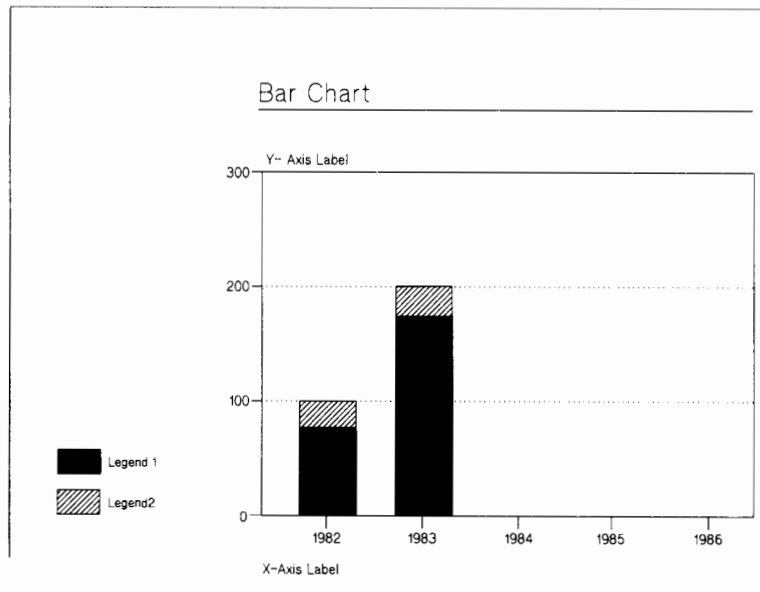
Then:

- Activate and delete the bars and legend.

- Edit, move, and add text as needed.

- Choose `File Keys`, then `Add Keys`, then `Add A Picture` and define the area where you want to put the first pictograph of a man (file P1illo09), and add it.

- Stretch, shrink, or move it, if needed, to the exact size and position you want.

- Choose `File Keys`, then `Add Keys`, then `Add A Picture`, and define the area where you want to put the first pictograph of a woman (file P1illo10), and add it.

- Stretch, shrink, or move it, if needed, to the exact size and position you want.

■ Activate, copy, and move the figures as many times as necessary to represent your data.

The chart is complete.
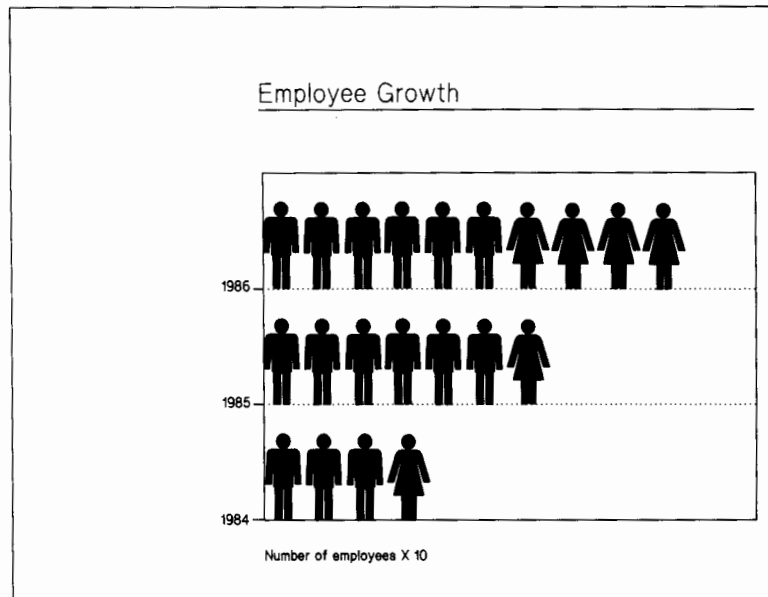
Employee Growth

Number of employees X 10

Don't forget to:

■ Choose `Save a Picture` from the `File Keys`
function labels to save it with the file name you want.

IV. Creating a Text Slide

You can start with the Agenda Form (P1form06) and create an agenda for your meeting.

As in the previous examples, it is useful to:

- Make notes or a sketch of what your agenda should contain.

Then:

- Start with a blank drawing board.

- Choose `File Keys`, then `Add Keys`, then `Add A Picture` and define the area where the slide will be placed.

- Add picture P1form06.

MEETING AGENDA		

- Use the same procedure to add the numbers–picture files P1num01 through P1num05.

- Stretch, shrink, or move them if you need to until they look the way you want them to.

- Add and edit text for your agenda items.

Your text slide is complete.

MEETING AGENDA	
1	OLD BUSINESS
2	NEW BUSINESS
3	15 MINUTE BREAK
4	MARKETING PRESENTATION
5	ASSIGN ACTION ITEMS

Don't forget to:

- Choose `Save a Picture` from the `File Keys` function labels to save it with the file name you want.

THE CATALOG

Template Sets

These four pages show all the pictures in each of the
Template Sets. When a Template Set is installed in
Drawing Gallery, the pictures contained in it can be
viewed and selected from the **Shape** menu. (For details
on installing Template Sets, see *Setting Up Drawing
Gallery and Charting Gallery*. For details on using the
Shape menu, see Chapter 3, **Creating a Picture**.)

Basic Shapes
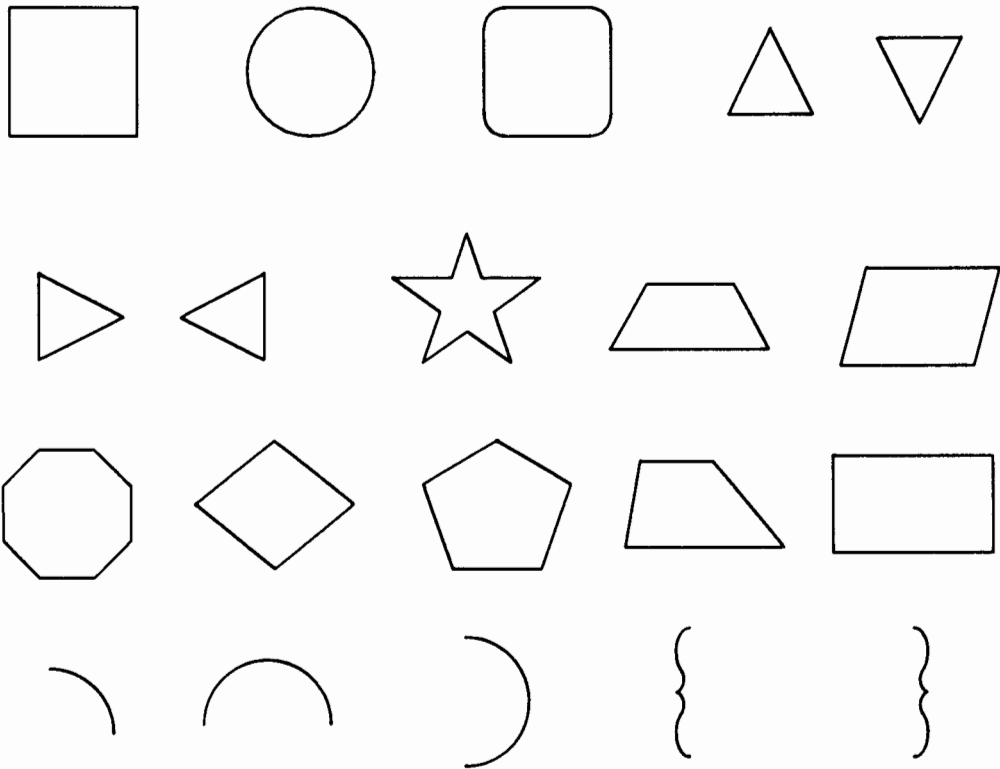
Flowchart Shapes
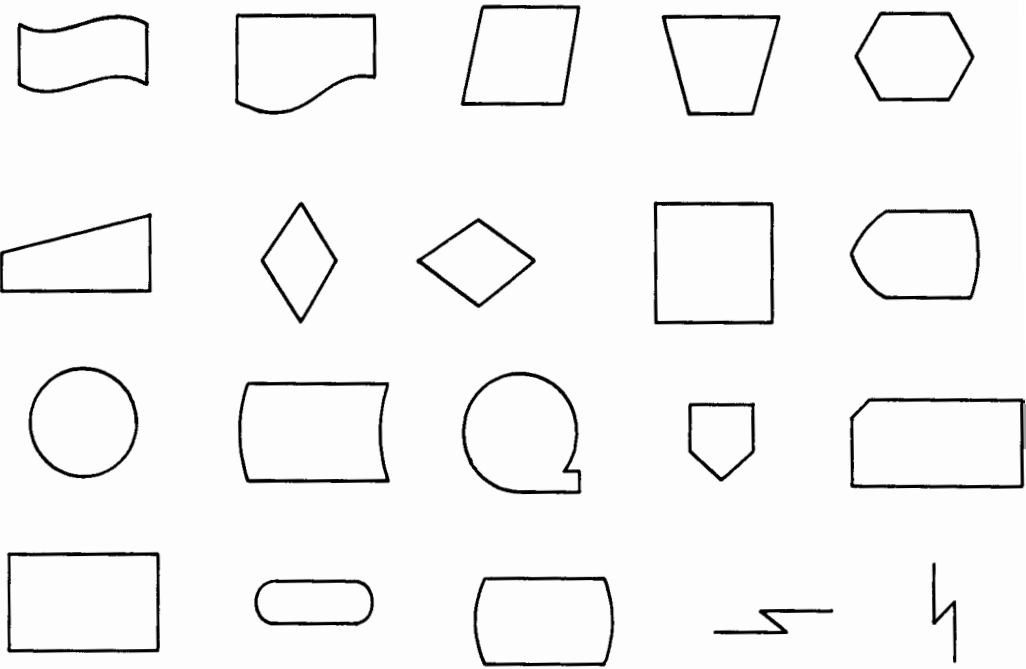
Arrows
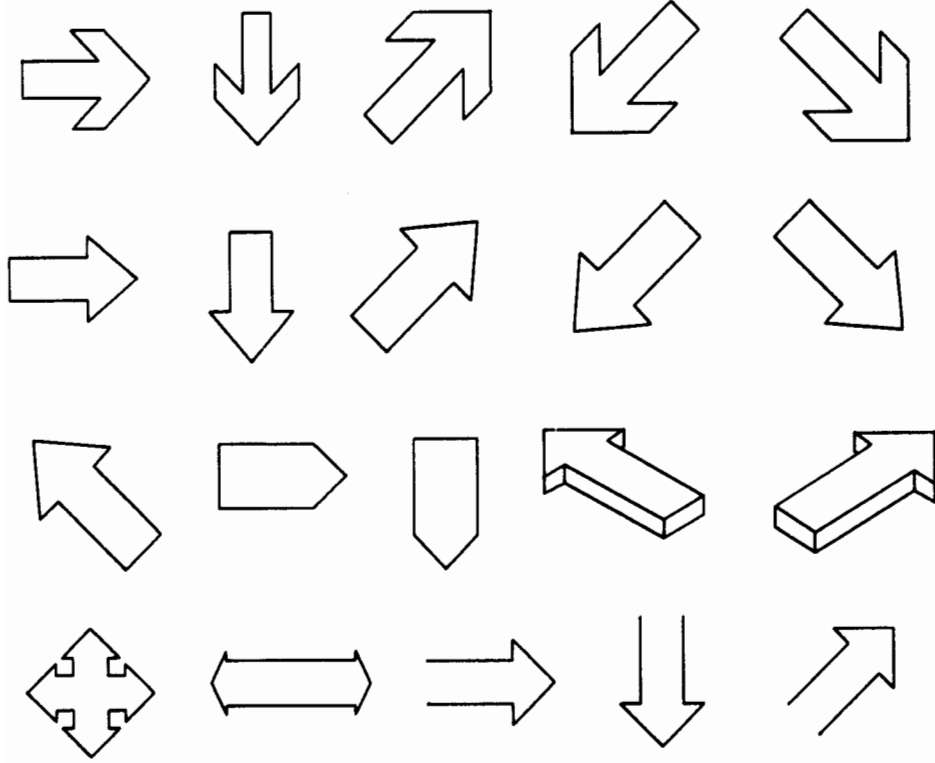
Curves
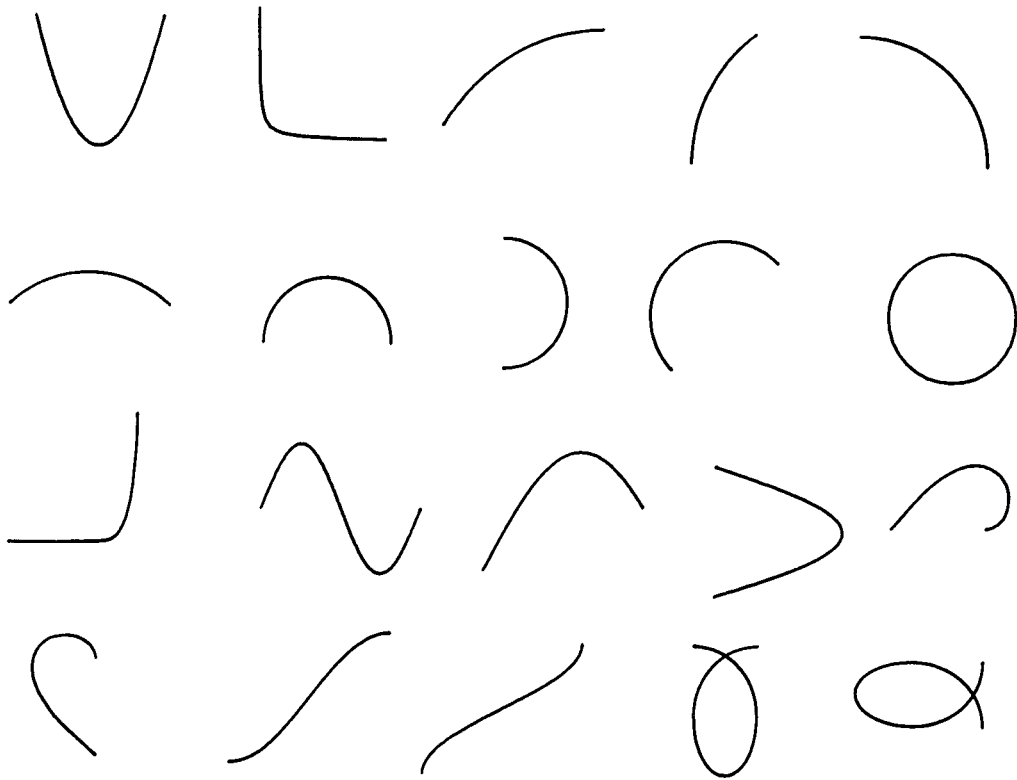
Horizontal Borders

Horizontal Borders can be used on horizontal pictures to create a more finished look by surrounding the entire picture, or you can enclose part of a picture to emphasize that part.

Note 👆 Do not try to change the orientation of a border, frame, or set of corners by stretching or shrinking–the proportions of the lines and of the design will be altered, and the effect is usually not good looking.
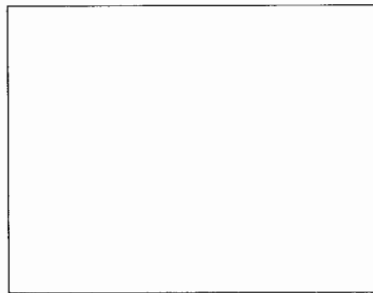
P1bor01H
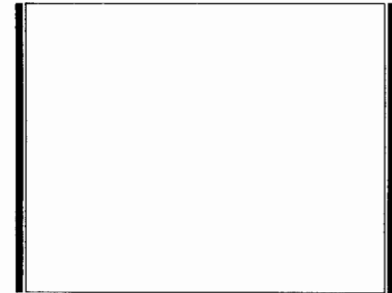
P1bor02H
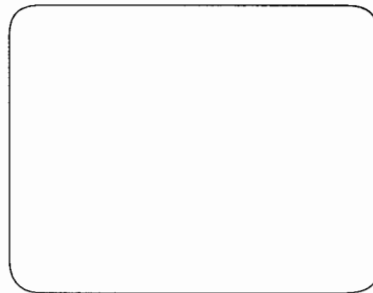
P1bor03H
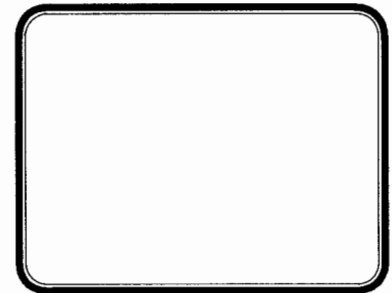
P1bor04H
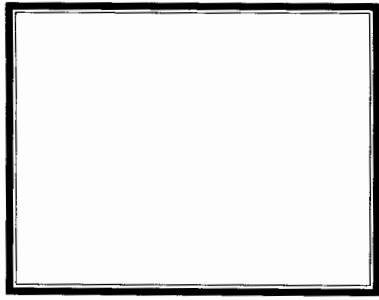
P1bor05H

P1bor06H
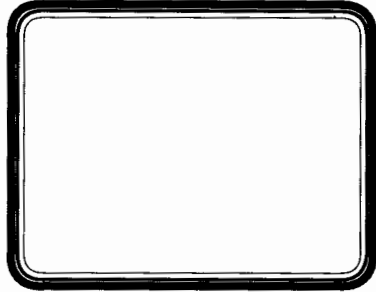
P1bor07H

P1bor08H
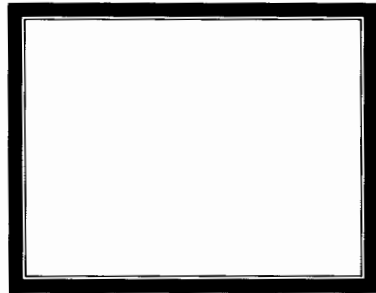
P1bor09H

Vertical Borders

Vertical Borders can be used on vertical pictures to create a more finished look by surrounding the entire picture, or you can enclose part of a picture to emphasize that part.
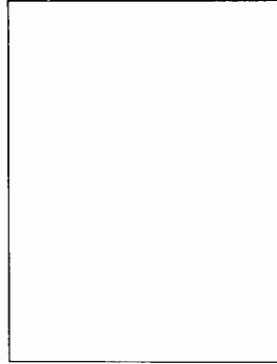
P1bor01V
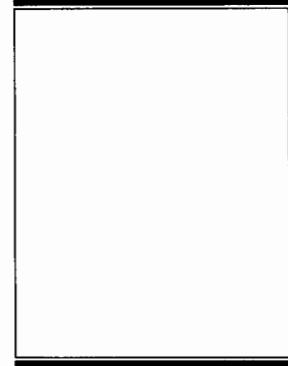
P1bor02V
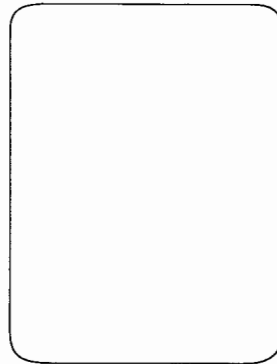
P1bor03V
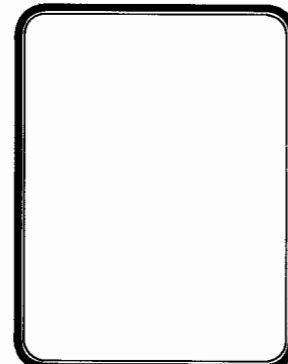
P1bor04V
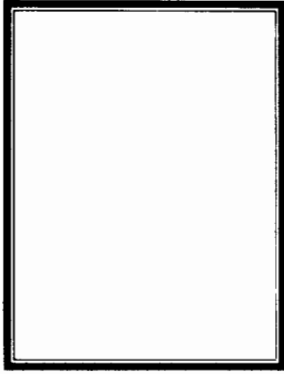
P1bor05V
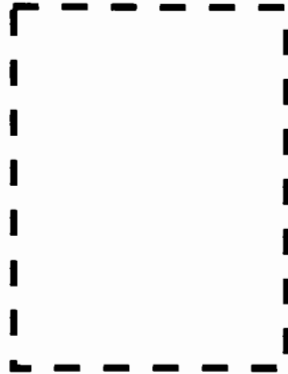
P1bor06V
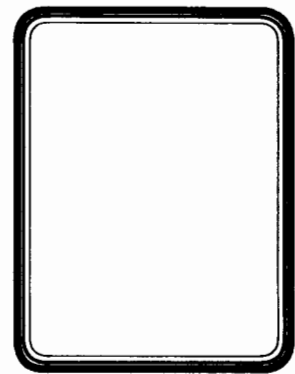
P1bor07V

P1bor08V

P1bor09V
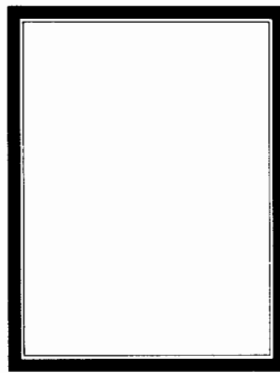
Horizonal Fancy Frames

Horizontal Fancy Frames can be used when you need something fancier than a horizontal border to surround a picture, or when you want to enclose and emphasize part of a picture with a horizontal frame.
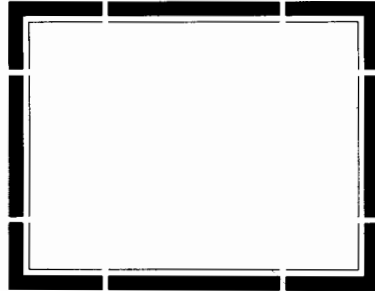
P1frm01H

P1frm02H
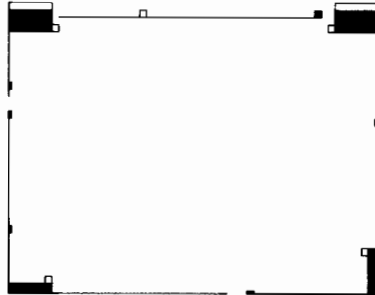
P1frm03H
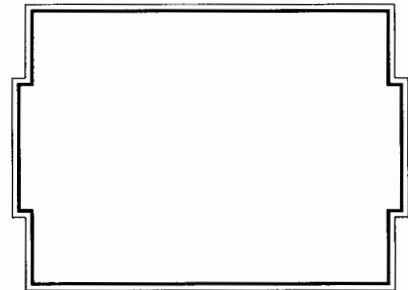
P1frm04H
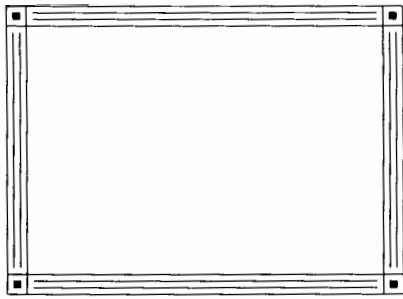
P1frm05H
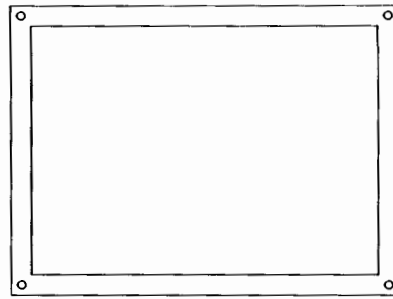
P1frm06H

P1frm07H
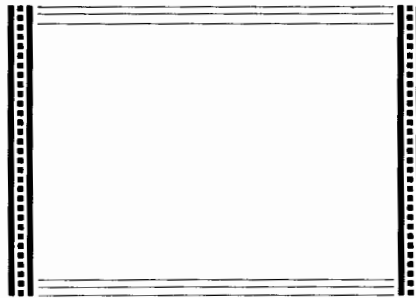
P1frm08H

P1frm09H

P1frm10H

Vertical Fancy Frames

Vertical Fancy Frames can be used when you need something fancier than a vertical border to surround a picture, or when you want to enclose and emphasize part of a picture with a fancy vertical frame.
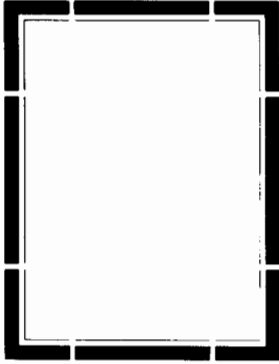
P1frm01V
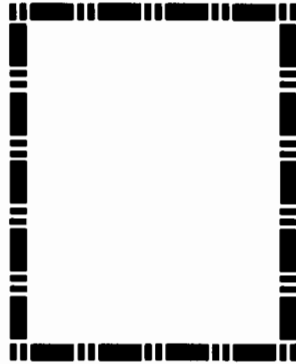
P1frm02V
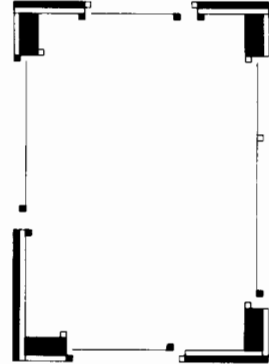
P1frm03V
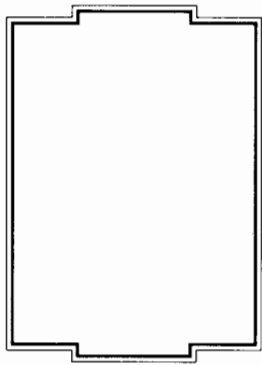
P1frm04V
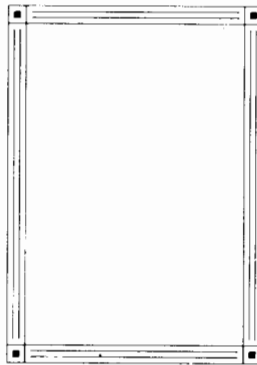
P1frm05V
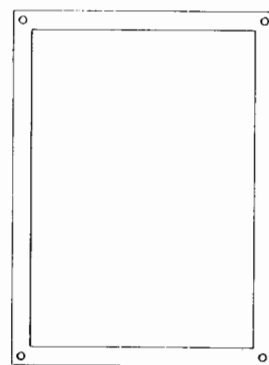
P1frm06V

P1frm07V
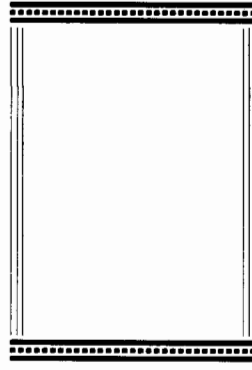
P1frm08V

P1frm09V
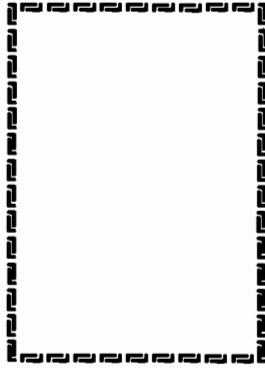
P1frm10V
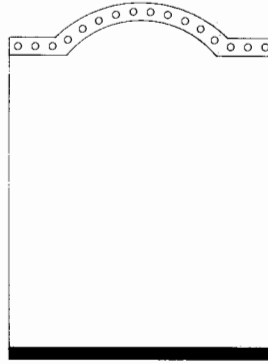
P1frm11V
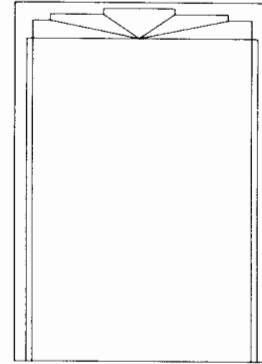
P1frm12V
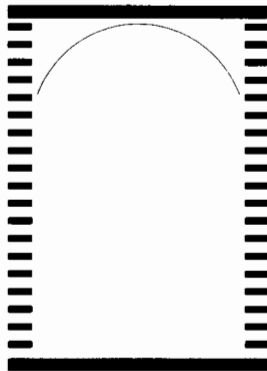
P1frm13V

Corners

Use Corners when you need to unify a horizontal picture without totally enclosing it. Corners add a subtle finishing touch to a whole picture, or gently set off smaller area of the picture.

Horizontal

P1cor01H   P1cor02H
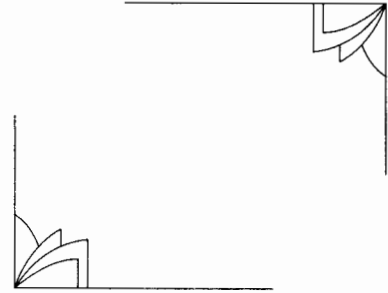
P1cor03H   P1cor04H

Vertical

P1cor01V

P1cor02V

P1cor03V
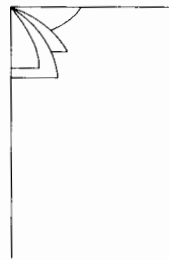
P1cor04V

Designer Alphabet

To enhance your drawings and presentations, you can use these letters as initial caps or illuminated letters at the beginning of a paragraph, or as small or large decorative letters.
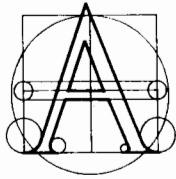
P1abc__a
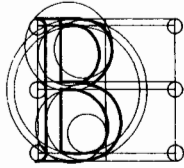
P1abc__b
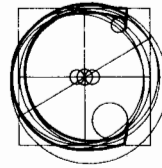
P1abc__c
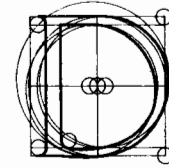
P1abc__d
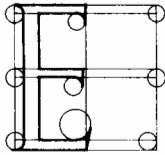
P1abc__e
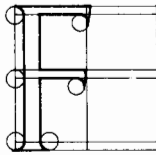
P1abc__f
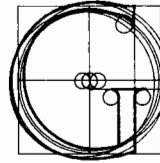
P1abc__g
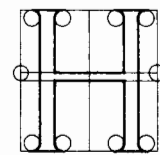
P1abc__h
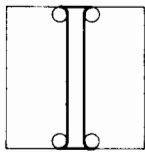
P1abc__i
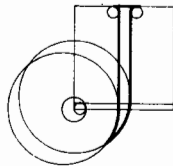
P1abc__j
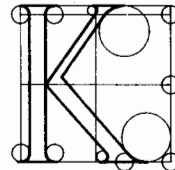
P1abc__k
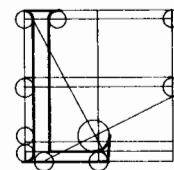
P1abc__l
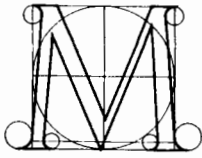
P1abc__m
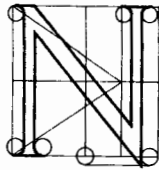
P1abc__n
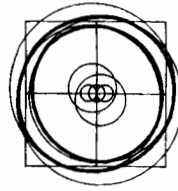
P1abc__o
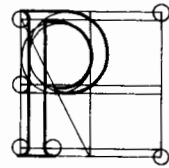
P1abc__p
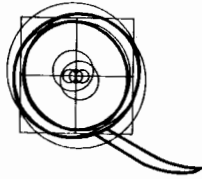
P1abc__q
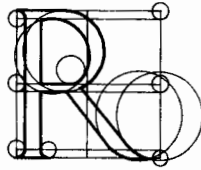
P1abc__r
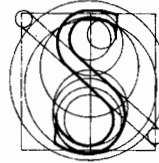
P1abc__s
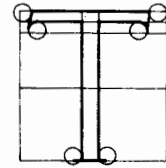
P1abc__t
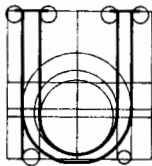
P1abc__u
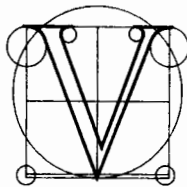
P1abc__v
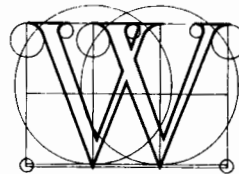
P1abc__w
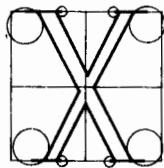
P1abc__x
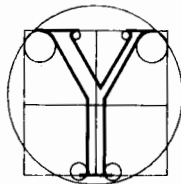
P1abc__y
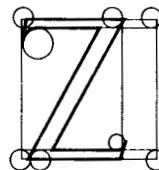
P1abc__z

Basic Bullets

Use bullets to flag items in a list, or to single out particular items in the text.
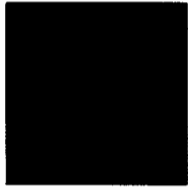
P1bul01
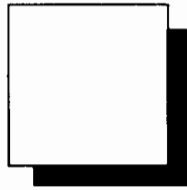
P1bul02
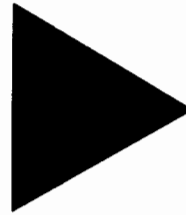
P1bul03
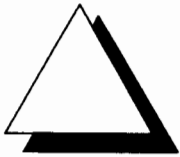
P1bul04
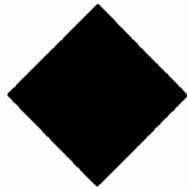
P1bul05

P1bul06

P1bul07
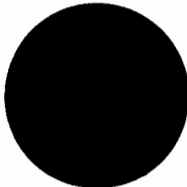
P1bul08
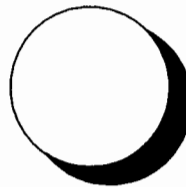
P1bul09

P1bul10

P1bul11

Basic Portfolio
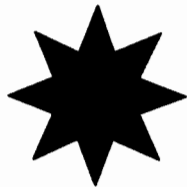
Markers

Use markers when you want to use a bulleted format, but need a more pictorial impact.
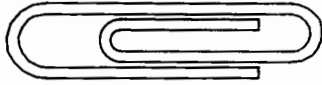
P1mkr01
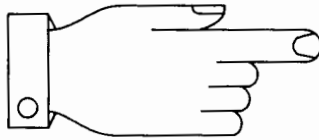
P1mkr02
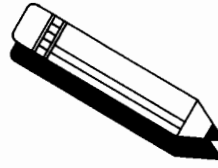
P1mkr03
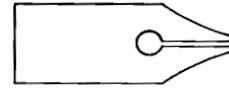
P1mkr04

P1mkr05
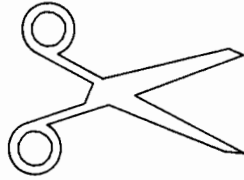
P1mkr06
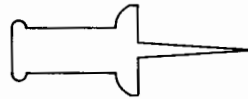
P1mkr07
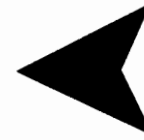
P1mkr08

P1mkr09

P1mkr10

P1mkr11
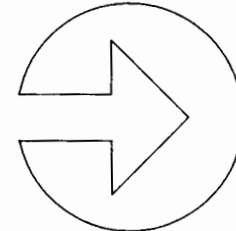
P1mkr12
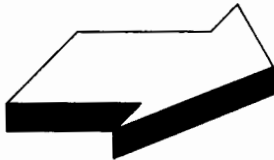
P1mkr13

P1mkr14
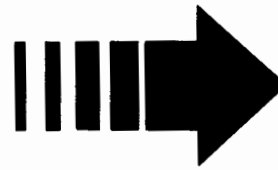
P1mkr15

Typographic Symbols

Use Typographic Symbols to show copyright, registered trademarks, and for footnotes.
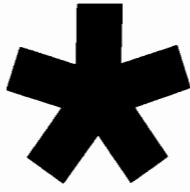
P1typ01	P1typ02	P1typ03	P1typ04	P1typ05

Numerals

Use Numerals for numbered lists, and anywhere you need to show numbers in a distinctive type style.

P1num00	P1num01	P1num02	P1num03	P1num04
P1num05	P1num06	P1num07	P1num08	P1num09

Shapes

Use Shapes to enhance, frame, or contain words that need special emphasis.
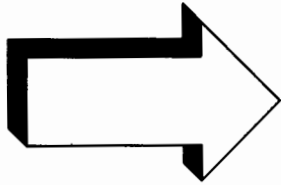
P1shap01
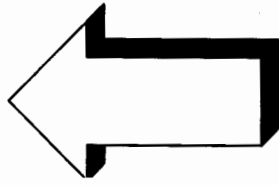
P1shap02
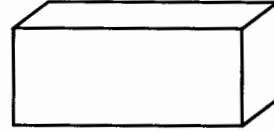
P1shap03
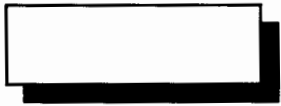
P1shap04

P1shap05
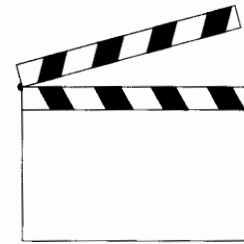
P1shap06
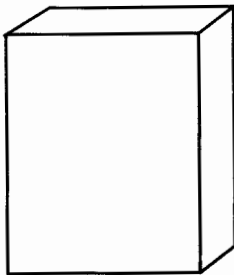
P1shap07

P1shap08
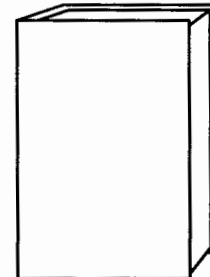
P1shap09
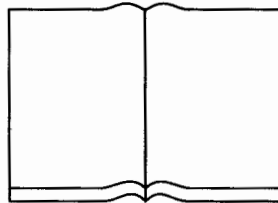
P1shap10

Shapes (cont'd.)
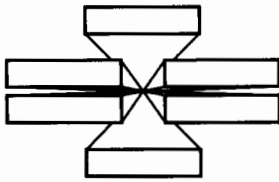
P1shap11
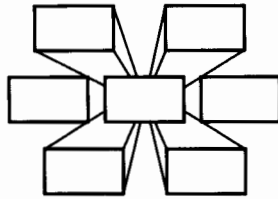
P1shap12
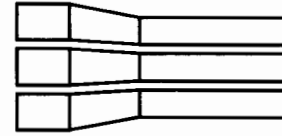
P1shap13
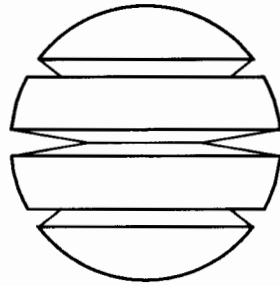
P1shap14
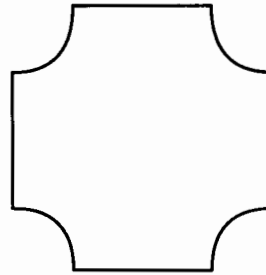
P1shap15
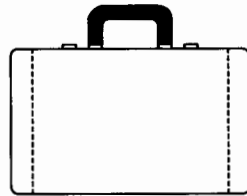
P1shap16

P1shap17
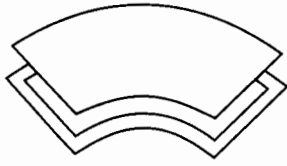
P1shap18
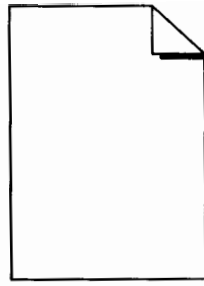
P1shap19
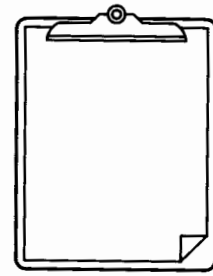
P1shap20
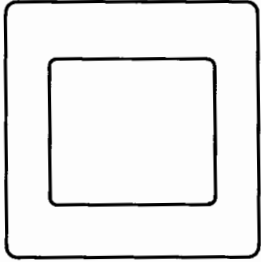
P1shap21
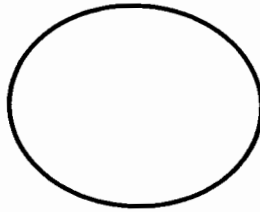
P1shap22
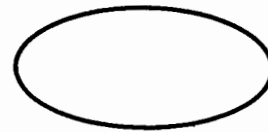
P1shap23

P1shap24
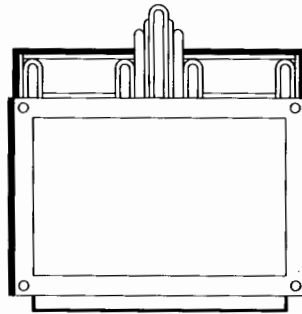
P1shap25

Word Balloons

Use Word Balloons to indicate the spoken words or thoughts of your subjects.

P1word01

P1word02

P1word03

P1word04
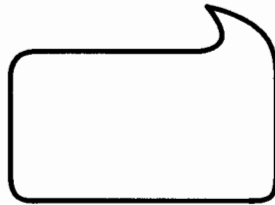
P1word05
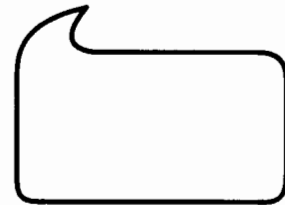
P1word06

P1word07

P1word08

P1word09

Grids

Use Grids to enhance, frame, or contain words that need a special impact.
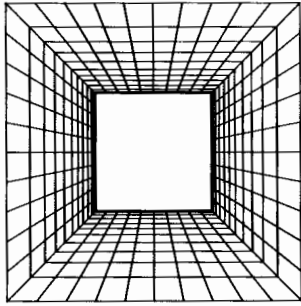
P1grid01
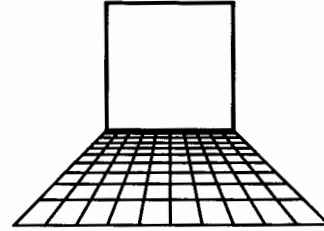
P1grid02
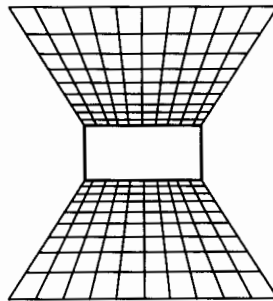
P1grid03
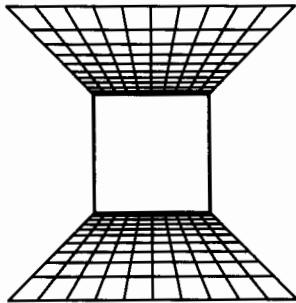
P1grid04
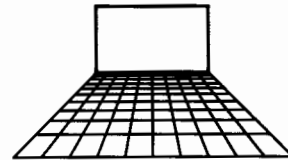
P1grid05

Grids (cont'd.)
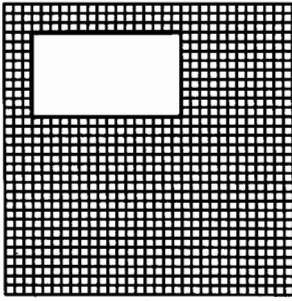
P1grid06
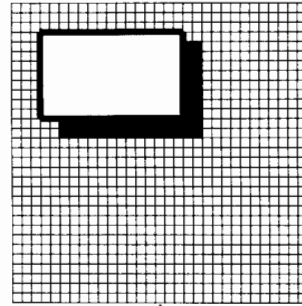
P1grid07
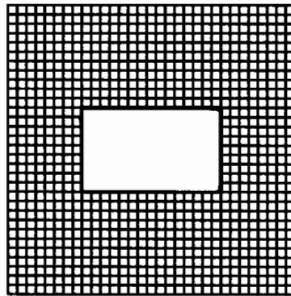
P1grid08
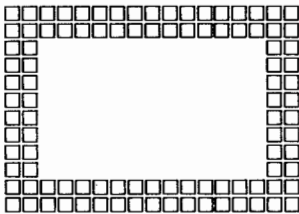
P1grid09
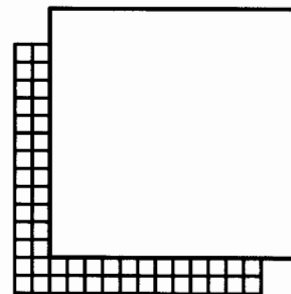
P1grid10

Zingers

Use Zingers to add zing and liven up your communications.
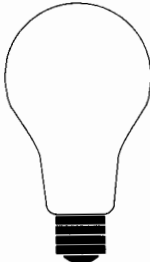
P1zing01
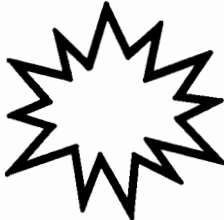
P1zing02

P1zing03

P1zing04

P1zing05
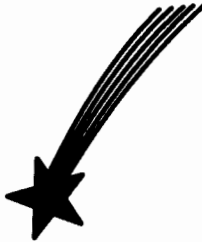
P1zing06

General Illustrations

Use General Illustrations in large sizes as illustrations, and in small sizes as icons. Change line thickness and pattern, texture and color to customize pictures to suit your different needs.
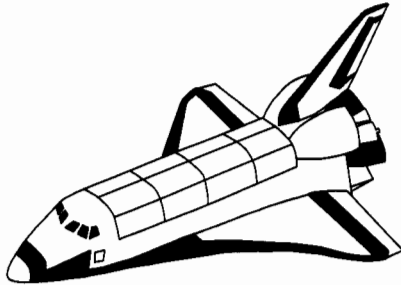
P1illo01

P1illo02
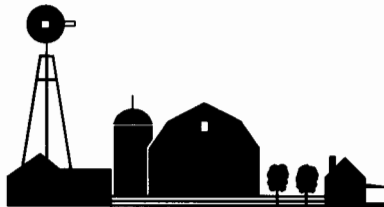
P1illo03
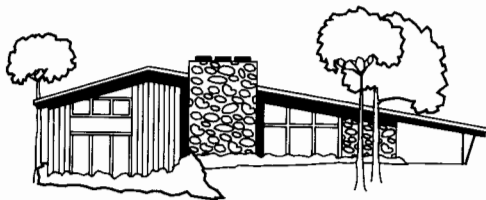
P1illo04

P1illo05

P1illo06
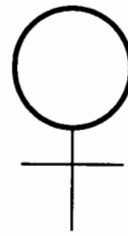
P1illo07
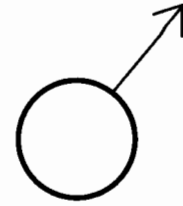
P1illo08

P1illo11
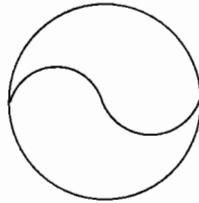
P1illo12

P1illo09

P1illo10

P1illo13
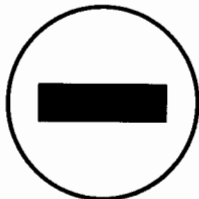
P1illo14
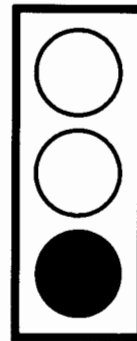
P1illo15

P1illo16
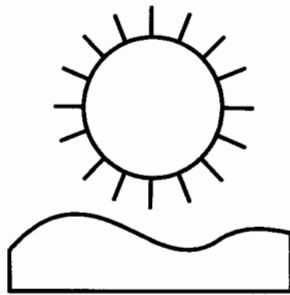
P1illo17
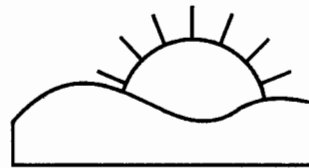
P1illo18

Business Illustrations

The illustrations on these four pages represent eight areas of business and industry – administrative support, facilities management, manufacturing, marketing, personnel, quality assurance, research and development, and sales. Use them to strengthen your presentations in those subject areas, as well as in anything else where they help communicate your message.

Administrative Support
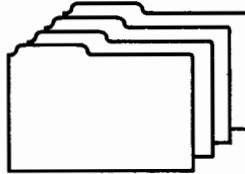
P1admn01
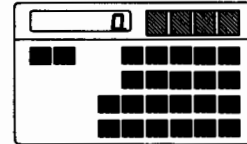
P1admn02
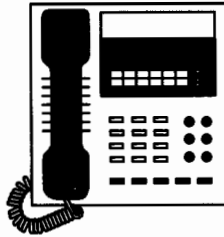
P1admn03

P1admn04

Facilities Management
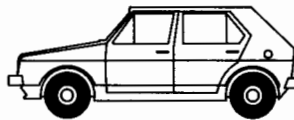
P1fac01

P1fac02

Manufacturing
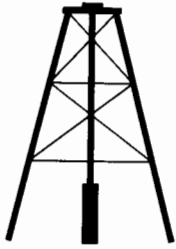
P1mfg01
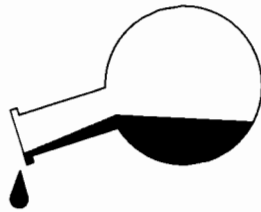
P1mfg02

P1mfg03
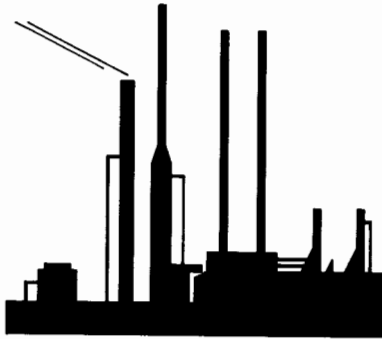
P1mfg04
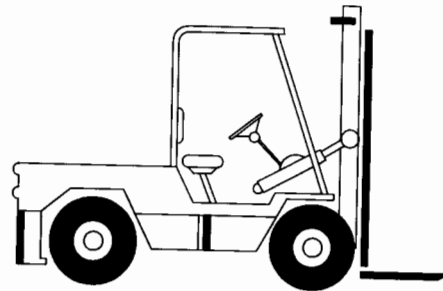
P1mfg05
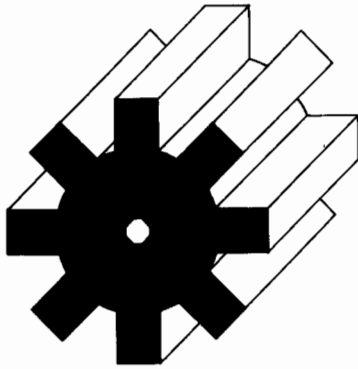
P1mfg06

P1mfg07

P1mfg08

Marketing

P1mktg01

P1mktg02

P1mktg03

Personnel

P1per01
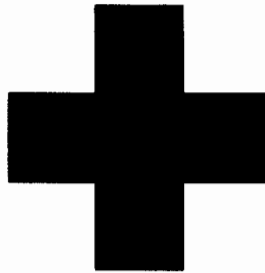
P1per02

P1per03

Quality Assurance

P1qual01
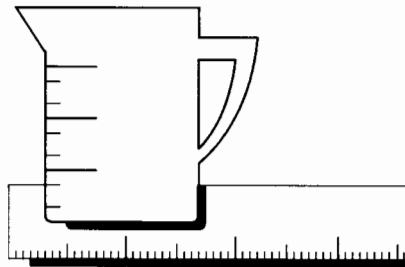
P1qual02

Research and Development

P1rnd01

P1rnd02
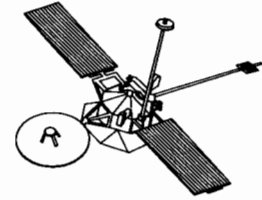
P1rnd03

Sales

P1sls01
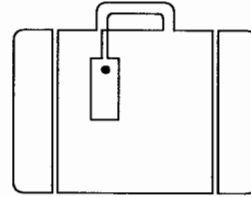
P1sls02

P1sls03

P1sls04

P1sls05

P1sls06

P1sls07

Pre-Fab Formats

Use Pre-Fab Formats to quickly and easily create charts, calendars, schedules, and other forms, as well as text slides, agendas, and announcements. No need to start from scratch!

Charts
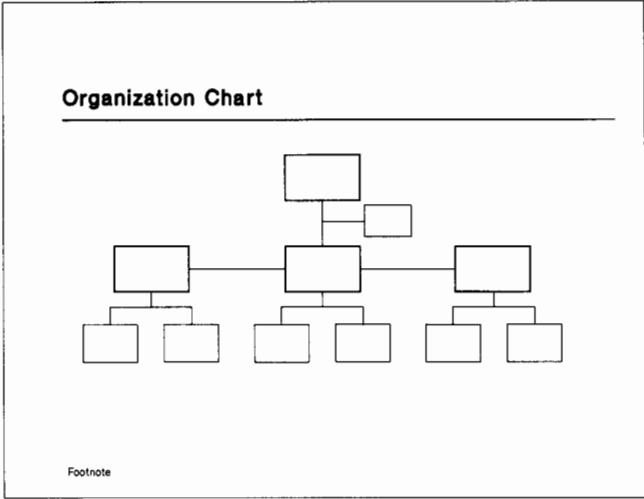
P1chrt01
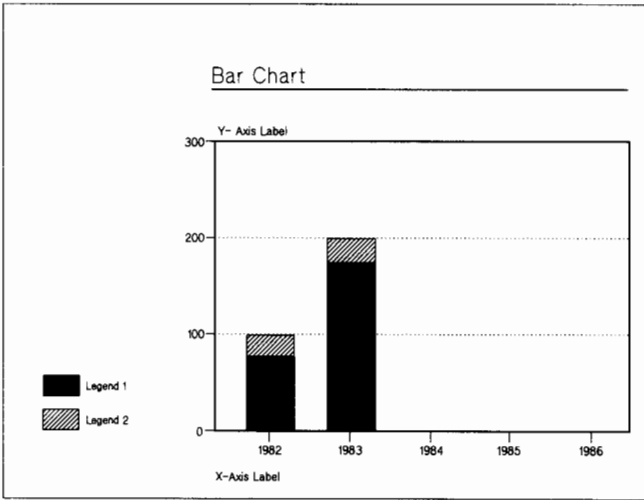
P1chrt02

P1chrt03

P1chrt04

Pre-Fab Formats (cont'd.)

Forms

Things to do Today

P1form01

FORM TITLE

P1form03

FORM TITLE

No.   Date

P1form04

FORM TITLE

P1form05
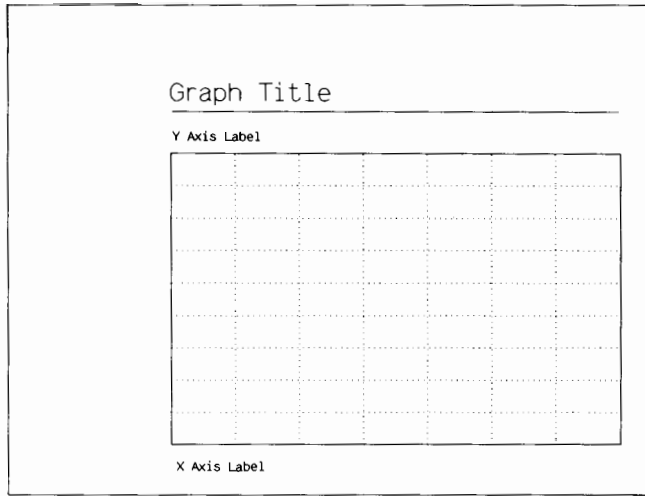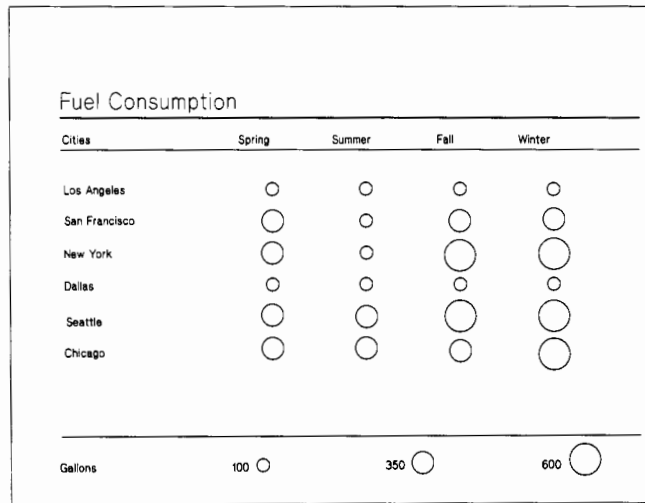
| ▷MONTH | | | | | | |
| YEAR | | | | | | |
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

P1form02

MEETING AGENDA

P1form06

Text Slides

Sample Text Slide

☐ Choose a text size that
is legibie.

☐ Use uppercase and
lowercase letters.

☐ Use no more than three
text sizes per slide.

P1text01

Announcement

place

date

time

P1text04

ANNOUNCEMENT

Place:

Date:

Time:

P1text05

Good Graphics Can:

▶ Emphasize relationships.

▶ Create Interest.

▶ Uncover hidden facts.

P1text02

ANNOUNCING

PLACE

DATE

TIME

P1text03

HP Hardware

P1hdwr01
5¼" Floppy Disc
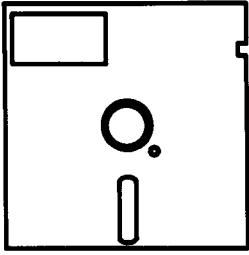
P1hdwr03
3½" Floppy Disc
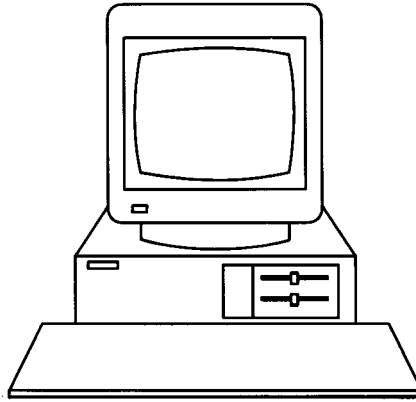
P1hdwr02
HP Vectra Personal Computer
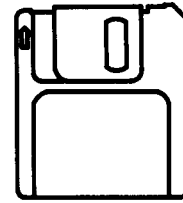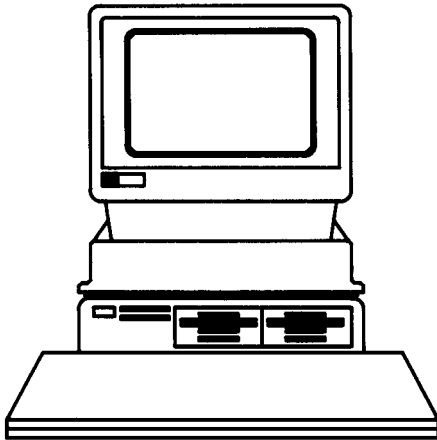
P1hdwr04
HP Touchscreen Personal Computer
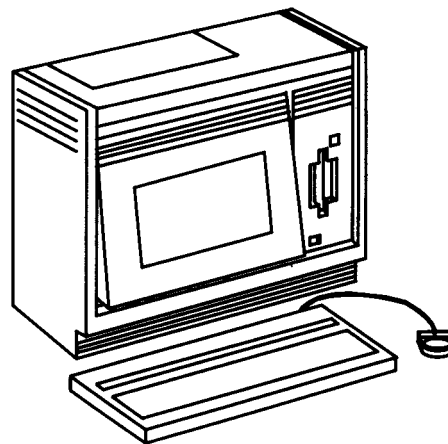
P1hdwr05
HP Integral PC

P1hdwr06
HP Portable Computer
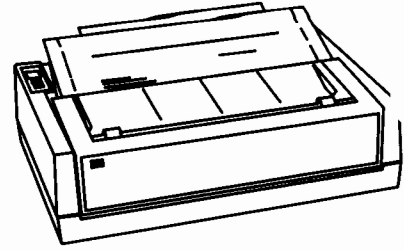
P1hdwr07
HP ThinkJet Printer
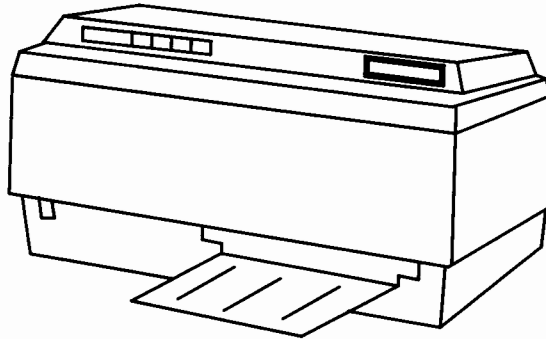
P1hdwr08
HP LaserJet Printer
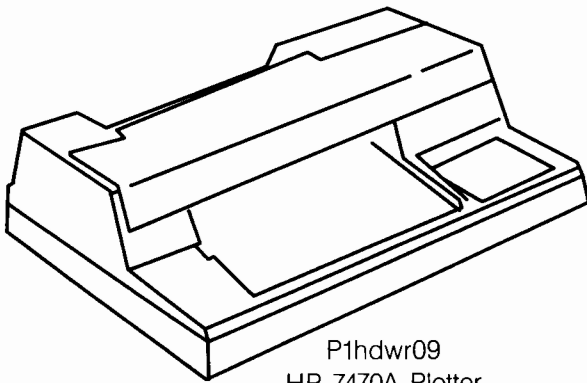
P1hdwr09
HP 7470A Plotter
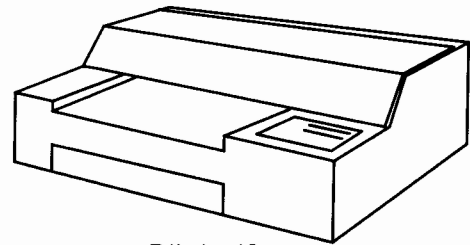
P1hdwr10
HP 7550A Plotter
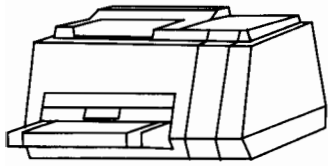
P1hdwr11
Workstation
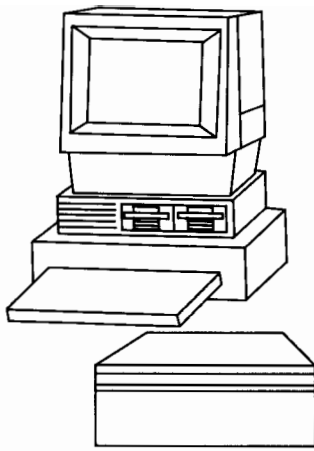
P1hdwr12
HP Touchscreen II
Personal Computer
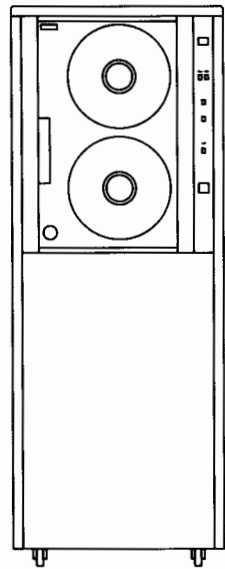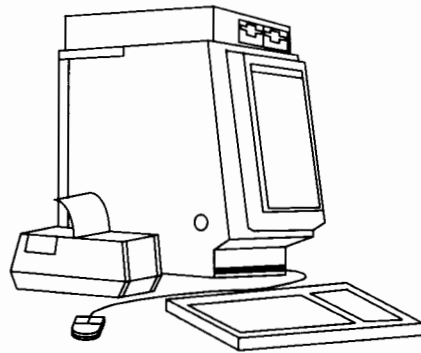
P1hdwr14
Terminal

P1hdwr13
System Tape Drive
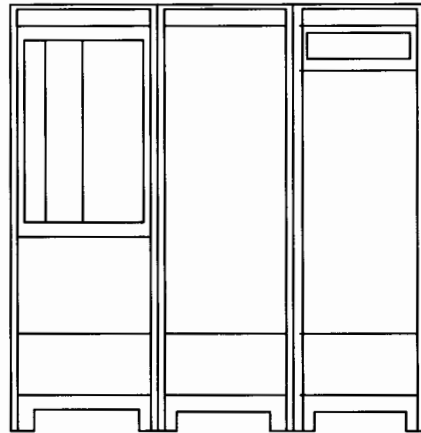
P1hdwr15
HP 3000 Business Computer

Using File Manager

File Manager helps you manage the picture files that you use with Drawing Gallery. With File Manager, you can:

■ Browse through all file names in the current directory

■ Retrieve a picture or worksheet file

■ Rename a picture file

■ Delete a picture file

Note

You can use DOS commands instead of File Manager. The advantage of File Manager is that you do not have to leave Drawing Gallery to use it. If you need to know the name of a picture, you can use File Manager to browse through the directory that contains the picture, locate the picture name, and return directly to Drawing Gallery.

Displaying File Manager

File Manager appears on the function label $f5$ of the File Keys screen, and also appears there when you choose Get Keys, Add Keys, Save A Picture, or Sav Part of Pict in Drawing Gallery.

To display File Manager:

1. Choose Get Keys or Add Keys from the File Keys screen.

2. Choose File Manager.

   This displays the File Manager Main screen. You start all your work with File Manager from this screen:

```
File Manager                          (File Keys)
Press a function key or Press F10 to select a directory to be displayed.

Return File:
Return Dir:
Dir to Disp:
Displayed Dir: C:\DRAWGAL\
                                           5500928 bytes available.
↓
<parent dir>   PICS        ARROWS.TPT    BASIC.TPT     CGA.V01


CGLIB.V00     CHARTG.HUI   CURVE.TPT     DRAWGAL.BAT   DRAWG.HUI


EGABW.V02     EGACOL.V02   EGAENH.V02    EGEGA.V14     EGEGA.V16


EGL.V49       EGMM.V14     EGMM.V16      FONT11.B      FONT12.B


                                    Press PgDn/PgUp to see more files.

 1           2Drawing   3Drawing  4 Choose  5  File   6        7         8Back To
              Picture      Dir       Dir    Funct'ns                      Drawing
```

Browsing File Names

Vectra Users: You use [Pg Up], [Pg Dn], [Home], and [End] keys after you have displayed the File Manager Main screen to display the file names in the list.

Touchscreen Users: You use [Prev], [Next], [ha], and [Shift] + [ha] keys after you have displayed the File Manager Main screen to display the file names in the list.

Then you use File Manager's selection arrow to select a file name. Pressing [Tab] moves the arrow to the right, pressing [Shift] + [Tab] moves the arrow to the left. You can also use the [▲], [▼], [◄], and [►] keys to move the arrow.

Note: You will notice that Drawing Gallery always adds the extension .GAL to a picture's file name.

If you select the wrong file name while you are working with File Manager, you can choose Start Over and then select the correct file.

Locating File Names in a Different Directory

To locate files in a different directory:

1. Choose `Choose Dir` from the File Manager Main screen.

2. Select the directory.

   a. If the directory you want to browse is a subdirectory of the displayed directory, move the selection arrow until it is above the subdirectory name.

   Vectra Users: Press [F10].

   Touchscreen Users: Press [Enter].

   b. If the directory you want to browse is NOT a subdirectory of the displayed directory, type the name of the directory, including both the drive letter and path. Then press [↵].

3. Choose `Exit Choose` to return to the File Manager Main screen.

4. Scroll the list of file names to locate the one you want.

Retrieving a Picture

To retrieve a picture:

1. Choose `File Keys` from the Main screen.

2. Choose `Get Keys` or `Add Keys`.

3. Choose `File Manager`.

   The following screen appears:

```
File Manager                          (File Keys)
Press a function key or Press F10 to select a directory to be displayed.

Return File:
Return Dir:
Dir to Disp:
Displayed Dir: C:\DRAWGAL\
                                          5500920 bytes available.
↓
<parent dir>    PICS          ARROWS.TPT    BASIC.TPT     CGA.V01


CGLIB.V00       CHARTG.HUI    CURVE.TPT     DRAWGAL.BAT   DRAWG.HUI


EGABW.V02       EGACOL.V02    EGAENH.V02    EGEGA.V14     EGEGA.V16


EGL.V49         EGMM.V14      EGMM.V16      FONT11.B      FONT12.B


                              Press PgDn/PgUp to see more files.

1          2 Drawing   3 Drawing  4 Choose   5 File     6         7         8 Back To
             Picture      Dir        Dir       Funct'ns                        Drawing
```

4. Choose `Drawing Picture`.

5. Locate the name of the picture you want to retrieve.

6. Move the selection arrow until it is above the picture name.

   Vectra Users: Press [F10].

   Touchscreen Users: Press [Enter].

7. Verify that you selected the correct file:

```
File Manager                         Return File
Press F1 ( Return Picture ) if selection is correct.


Return File:   C:\DRAWGAL\DRAWGAL.BAT

Displayed Dir: C:\DRAWGAL\
                                          5500928 bytes available.
```

8. Choose Return Picture.

This returns the picture to Drawing Gallery.

9. Choose Back to Drawing.

When you return to Drawing Gallery, you will see the picture on the drawing board.

Renaming a Picture

You can use File Manager to change a picture's file name.

To rename a picture:

1. Choose ▓File Funct'ns▓ from the File Manager Main screen.

    The File Functions screen appears.

```
File Manager                    File Functions
Press a function key or Press F10 to select a directory to be displayed.


Dir to Disp:
Displayed Dir: C:\DRAWGAL\
                                        5500928 bytes available.
↓
<parent dir>   PICS        ARROWS.TPT    BASIC.TPT    CGA.V01

CGLIB.V00    CHARTG.HUI    CURVE.TPT    DRAWGAL.BAT    DRAWG.HUI

EGABW.V02    EGACOL.V02    EGAENH.V02    EGEGA.V14    EGEGA.V16

EGL.V49    EGMM.V14    EGMM.V16    FONT11.B    FONT12.B

                              Press PgDn/PgUp to see more files.

1          2 Delete   3  Make  4 Choose  5        6  Copy   7 Rename 8  Exit
             File/Dir     Dir     Dir                File      File  FileFctn
```

2. Locate the picture file you want to rename.

3. Choose ▓Rename File▓.

4. Move the selection arrow until it is above the file you want to rename.

    Vectra Users: Press ⌈F10⌉.

    Touchscreen Users: Press ⌈Enter⌉.

5. Verify that you selected the correct file:

6. Type the new file name, including the directory path and extension, and then press `⏎`.

   This transfers the file name to the `To File` field on the screen.

7. Verify that you typed the new file name correctly:

8. Choose `Start Rename`.

   This renames the file.

Deleting a Picture

If you delete a picture you create more space on your disc. Always be careful when you delete a picture – *once you delete a picture, there's no way to get it back.*

To delete a picture:

1. Choose `File Funct'ns` from the File Manager Main screen.

   The File Functions screen appears:

```
File Manager                    File Functions
Press a function key or Press F10 to select a directory to be displayed.


Dir to Disp:
Displayed Dir: C:\GALLERY\
                                            2037760 bytes available.
↓
<parent dir>   ARROWS.TPT    BASIC.TPT     CGA.V01      CGLIB.V00


CGLIB.X00      CGLIB.X01     CHARTG.HUI    CURVE.TPT    DG3001.VSQ


DG3002.VSQ     DG3003.VSQ    DG3004.VSQ    DG3005.VSQ   DG3006.VSQ


DG3007.VSQ     DG3008.VSQ    DG3E001.VSQ   DG3E002.VSQ  DG700.PCX

                                    Press PgDn/PgUp to see more files.

1           2 Delete   3 Make  4 Choose  5         6 Copy    7 Rename 8 Exit
              File/Dir   Dir     Dir                 File       File   FileFctn
```

2. Locate the picture file you want to delete.

3. Choose `Delete File/Dir`.

File Manager

4. Move the selection arrow until it is above the file you want to delete.

   Vectra Users: Press [F10].

   Touchscreen Users: Press [Enter].

5. Verify that you selected the correct file:

6. Choose `Start Delete`.

   This deletes the file.

Drawing Gallery
Version Information

This chapter familiarizes you with the:

■ Version history of Gallery for the Touchscreen and Vectra

■ New features of Drawing Gallery 2.0 - both for the Touchscreen and Vectra user

■ File compatibilities between different versions of Drawing Gallery

Gallery Chronology

Here is a quick chronology of the Graphics Gallery products:

Date	Product	Version Notes
May 1985	Drawing Gallery A.01.01 Charting Gallery B.01.00	Touchscreen only - both products introduced for the Touchscreen
Sept. 1985	Drawing Gallery A.02.01 Charting Gallery B.02.00	Touchscreen only - copy protection removed and minor mouse bug fixed
July 1986	Drawing Gallery A.01.00 Charting Gallery A.01.00	Vectra only - introduction of both products on Vectra - more features than on Touchscreen version
October 1986	Charting Gallery A.01.01	Vectra only - localization bug fix
July 1987	Drawing Gallery B.03.00 Charting Gallery B.03.00	Vectra/Touchscreen - both products enhanced (new chart types, rotate and text handling) - same feature set on Vectra and Touchscreen

New Drawing Gallery Features

For those familiar with previous versions of Drawing Gallery, the following list indicates features new to Gallery 2.0. The features in bold face are new for both Vectra and Touchscreen users (i.e. enhancements to A.01.00 for Vectra and A.02.01 for Touchscreen). The features in regular face were introduced in the Vectra version A.01.00 of Drawing Gallery, but are new to the Touchscreen (i.e. they were not available in A.02.01 of Drawing Gallery for Touchscreen).

Text

- **Add and Delete Bullets - for text lines**
- **2 new text paths - Slant (up) and Slant (down)**
- **Align Text - for vertical/horizontal text alignment**
- **Enhanced text editing - insert/append carriage returns**
- **Stretch/shrink for text**
- **Rotate for text**
- **27 fonts available**
- Colors have names as well as numbers

Lines/Textures

- Colors have names as well as numbers
- Gray scale simulates solid colors on B&W devices

Versions

Editing

- Rotate for all objects
- Group/Ungroup for all objects
- Add and Delete bullets - for text lines
- Align Text - for vertical/horizontal text alignment
- Complex template shapes can be edited
- Put Behind for specifying drawing order

Drawing Board Environment

- 4 levels to automatically zoom out to
- Toggle between full view and last partial view
- Zoom to view specified by user with Selection (rubberband) Box
- AutoMove On/Off toggle
- AutoStretch On/Off toggle
- TextStretch On/Off toggle
- Special View Box to specify scrolling
- Automatic scroll (at edge of drawing) on/off toggle
- Show Features - shows settings for active objects
- Grid settings saved with picture
- Scroll On/Off toggle

File Functions

- Import Lotus 1-2-3 and Symphony worksheet graphs

- Enhanced file listing for Get and Add

Printing/Plotting

- Drawing to File - redirection to printer/plotter files

- TIFF, PC Paintbrush

- COM3 and COM4 support (Vectra Only)

- Pens Not Sorted option for plotters

- Preview and print with gray scale on B&W devices - solid color simulation

- Option in DOS DRAWGAL run command to batch print/plot

- Network support for print/plot

Miscellaneous Improvements

- Reduced disc space consumption for pictures

- Faster printing to Laserjet family

- Larger 300 dpi printing without extra Laserjet memory

- Faster on-screen performance

- Improved user interface based on user testing

- More messages and prompting

- Improved toggling

File Compatibilities

This matrix shows the compatibility of picture files, font files, and template files between different versions of Drawing Gallery both on the Vectra and Touchscreen.

TO: FROM:	Vectra A.01.00	Vectra B.03.00	Touchscreen A.02.01	Touchscreen B.03.00
Vectra A.01.00	OK	OK	See Note 1.	OK
Vectra B.03.00	See Note 2.	OK	See Note 3.	OK
Touchscreen A.02.01	OK	OK	OK	OK
Touchscreen B.03.00	See Note 2.	OK	See Note 3.	OK

1. Pictures can be used but unavailable fonts will be replaced, and grid settings will be lost. Font files cannot be copied and used because the file format changed. Template files can be interchanged.

2. Pictures can be used but: slanted or rotated text will change to across path; stretched text will change to normal aspect ratio; bullets will be treated as objects separate from associated text; grouped objects will lose grouped status. Font and template files retain the same file format.

3. Pictures can be used but: unavailable fonts will be replaced; grid setting will be lost; slanted or rotated text will change to across path; stretched text will change to normal aspect ratio; bullets will be treated as objects separate from associated text; grouped objects will lose grouped status. Font files cannot be copied and used; the file format changed. Template files can be interchanged.

Glossary for Drawing Gallery

Activate	Make an object *active* (surrounded by handles).
Banner Line	Shows name of current screen and name of current drawing. Also, displays messages as needed.
Anchor	Set a starting or mid-point for drawing a line.
Choose	Select menus, menu choices or function labels.
Click	Press and release either button on the mouse.
Complete	Set an ending point for a line or line segments.
Crosshair (+)	The Pointer changes to a Crosshair when you press and hold either button on the mouse or press ⏎. It's *active* which means a change will occur on the drawing board when the Crosshair is displayed.

(Cont.)

Cursor	The *line* on the message line. This cursor is shown while typing or editing text.
Deactivate	Make an object *inactive* (handles are removed from object).
Direction keys	Keys on the numeric keypad – for the HP Vectra both numeric and graphics keypad – used for moving the Pointer, the Crosshair and the cursor.
	Press + on the number keypad; the Pointer/Crosshair moves quickly.
	Press - on the number keypad; the Pointer/Crosshair moves slowly.
Drag	Press and hold a mouse button while moving the Crosshair.
Drawing Board	Where you create your pictures in a horizontal or vertical position.
`Drawing Keys`	[F2] on the Main level. Displays Drawing function labels. Use them to preview, print, or plot a picture.
Draw Lines	Turn on to draw lines or to connect two objects with a line.

(Cont.)

Edit   Displays the Edit menu.

`Erase Picture`   Erases the current picture.

`Exit Draw Gal`   Leaves Drawing Gallery.

`File Keys`   Displays File function labels. Use them
                      to file pictures and retrieve picture files.

Full View   Shows the entire area of the drawing
                      board. (Compare to Partial View.)

**Function key   Show the commands and choices
labels**   available with the function keys.

Grid   An overlay that helps you align and
                      proportion pictures. Not printed or
                      plotted; can be removed.

Handles   The eight small squares that surround an
                      object when it's *active.*

Highlight   Choose a menu selection to turn it on.

Line   Displays Line menu in place of Edit
                      menu. Choose line styles from the Line
                      menu; choices displayed in line section
                      of Status Bar.

(Cont.)

Main	Name of default function label row. Changes to File, Drawing, or Template when you choose `File Keys`, `Drawing Keys`, or `Template Keys`.
Message Line	For prompts and error messages as well as for name of function label row, picture file, text input and typed input.
Move	Move the Crosshair to change position or to draw a line segment.
Objects	Lines, shapes, text, or pictures which appear on the drawing board.
Partial View	Shows one portion of the drawing board. (Compare to Full View.)
Picture File Name	Current picture name.
Pointer	Used to choose a menu item, function label, or drawing board location.
Press and hold	Either button on the mouse to display the Crosshair to perform an action.

(Cont.)

Release	Either button on the mouse to complete an action.
Selection Box	Appears when you drag the Crosshair to define an area or *activate* a group of objects.
Rubber band line	Appears when you drag the Crosshair while drawing line segments.
Scroll(ing)	Drag the Crosshair in the View Box to scroll the drawing board.
Scroll On/Off	Change **Scroll Off** to **Scroll On** in the Settings menu, to scroll the drawing board with the Crosshair while in Partial View.
Settings	Displays Settings menu in place of Edit menu. Use Settings menu to remove or adjust the grid and to make the drawing board vertical.
Shape Menu	Each page displays five shapes from the current template; you choose **More** or the down arrow to see additional shapes.

(Cont.)

Status Bar   Shows the current line style, texture, and text feature status.

Template Keys   Replaces Drawing board screen with Template screen. Use Template screen to browse a template or add it to Shape menu.

Text   Displays Text menu in place of Edit menu. Choose text features from the Text menu; choices are displayed in the text section of the Status Bar.

Text Diamond   Shows where text will be displayed.

Texture   Displays Texture menu in place of Edit menu. Choose textures from the Texture menu to fill shapes; choices are displayed in the texture section of the status bar.

(Cont.)

Undo   Backs you out of the step you have just taken.

View Box   Indicates which view of the drawing board is displayed. The small box indicates a partial view, the large box indicates the full view.

Zoom   Choosing **Zoom** displays the full view or a partial view of the drawing board. Allows changing from Partial View to Full View of the drawing board.

INDEX

A

activating,
    an area   2-29
    an object   2-26
    a straight line   2-28
    more than one object   2-29
    objects one at a time   2-30
adding,
    a drawing to PageMaker   C-8
    a picture   1-20, 6-11
    arrows to lines   4-15
    a worksheet   C-16
    bullets   1-17, 5-34
    colors   4-19
    text   1-3, 1-11, 1-16, 3-5
    texture   4-18
alignment, left, center, and right   5-28
aligning text   5-26
applications, using Drawing Gallery with other,
Appendix C
Arrow menu   4-15
arrows, adding to lines   4-14
arrow Template Set   D-23
automatic paper feed (Device Control)   7-16
AutoMove   5-18
AutoStch   5-18
axis of alignment   5-27

B

C

L

LaserJet printers,
    drawing to   7-52
    resolution of   7-54
leaving Drawing Gallery   1-29, 2-33
left, center, and right alignment   5-28
line,
    pattern   4-14
    segments   3-16
    spacing, align text   5-30
    styles   4-14
    width   4-14
Line menu   4-14
lines,
    adding arrows to   4-15
    choosing styles   4-14
    connecting objects with   5-20
    drawing   1-14, 3-16
    standard styles   4-14
    with arrows   4-15
    working with   3-16
location of picture on page (Device Control)   7-11
Lotus 1-2-3, using Drawing Gallery with   C-9
Lotus Symphony, using Drawing Gallery with   C-9

M

N

O

object active 1-4, 2-26
objects,
    activating, 2-26
        more than one 2-29
        one at a time 2-30
    connecting 3-20
    copying 5-24
    deactivating 1-26, 2-26, 2-31
    deleting 5-25
    editing
        enlarging 5-17
        moving 5-4
        reducing 5-17
        rotating 5-38
        shrinking 5-5
        skewing (text) 5-16
        stretching 5-5
    erasing 5-25
    grouping 5-53
    matching features of 5-54
    ungrouping 5-53
open shapes, filling 4-16
orientation of picture on page (Device Control)
  7-10
other applications, using Drawing Gallery with
Appendix C
output options (Device Control) 7-8
    changing 7-5

P

R

S

T

U

V

Vectra, text editing keys 2-7
versions of Drawing Gallery compared, F-2, F-6
vertical orientation on page (Device Control) 7-10
vertical view of drawing board 2-25
VideoShow, 7-41
    background 7-44
    color number 7-45
    Draw to File 7-42
    file name 7-42
    hardware font 7-46
    PictureIt! 7-48
    Table of Contents picture name 7-43
View Box 1-20, 2-2
viewing the drawing board,
    full view 2-13
    horizontal view 2-25
    partial view 2-14
    vertical view 2-25

W

Word PC, HP, using with Drawing Gallery C-18
worksheet,
    adding a C-16
    getting a C-14
Worksheet Graph menu C-10

Z

Zoom, 1-20
    zooming in on an area 2-14
    zooming in on a point 2-17
    zooming out 2-20

HELP US HELP YOU!

By taking a moment to fill out this card, you can help HP identify your needs as our customer. This will also guarantee that your name will be on our mailing list to receive any special notices about this particular software product.

Drawing Gallery (5958-9644)

Date Purchased or Received:_____
                          Month   Day   Year

Name:_____
      First   Initial   Last

Street:_____

City_____

State:_____ Zip_____ Phone (_____)_____

1. In what industry do you work?

301 ☐ Banking, Finance, Investment

302 ☐ Manufacturing

303 ☐ Distribution, Wholesale, Retail Trade

304 ☐ Real Estate

305 ☐ Agriculture, Forestry, Livestock

306 ☐ Construction

307 ☐ Transportation, Communication, Utilities

308 ☐ Insurance

309 ☐ Health and Medical Services

310 ☐ Education

311 ☐ Business and Consulting Services

312 ☐ Public Administration/Government

2. Please check the box which best describes your occupational category.

101 ☐ Professional Staff

102 ☐ Middle Manager

103 ☐ Top Manager

104 ☐ Owner or Principal

105 ☐ Educator

106 ☐ Student

107 ☐ Retired

108 ☐ Other_____

3. Please check the box which best describes the principal function you perform.

201 ☐ Research and Development

202 ☐ Marketing

203 ☐ Finance or Accounting

204 ☐ Mgmt./Administration

205 ☐ Customer Service

206 ☐ Manufacturing

207 ☐ Sales

208 ☐ Personnel

209 ☐ Data Processing

210 ☐ Other_____

4. What other software products, if any, did you purchase?

_____

_____

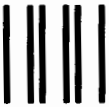Please tear out and mail in.

HEWLETT PACKARD

Fold here

Hewlett-Packard Company
Attn: Inquiries Dept.
1000 N.E. Circle Blvd.
Corvallis, OR 97330

POSTAGE WILL BE PAID BY ADDRESSEE

BUSINESS REPLY CARD

FIRST CLASS   PERMIT NO. 33   CORVALLIS, OR

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

Reader Comment Card

We welcome your evaluation of this manual. Your comments and suggestions help us improve our publications.

Drawing Gallery (5958-9644)

Please circle one number for each of the statements below.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The manual is well organized.	1	2	3	4	5
I can find the information I want.	1	2	3	4	5
The information in the manual is accurate.	1	2	3	4	5
I can easily understand the instructions and procedures.	1	2	3	4	5
The manual is clearly written.	1	2	3	4	5
The manual contains enough examples.	1	2	3	4	5
The examples are appropriate and helpful.	1	2	3	4	5
The layout and format are attractive and useful.	1	2	3	4	5
The illustrations are clear and helpful.	1	2	3	4	5
I like the use of color in the manual.	1	2	3	4	5

Please feel free to write additional comments, particularly if you disagree with a statement above. Use additional pages if you wish—the more detailed your comments, the more useful they are to us.

Comments: _____

_____

_____

_____

_____

Name: _____

Title: _____

Company: _____

Address: _____

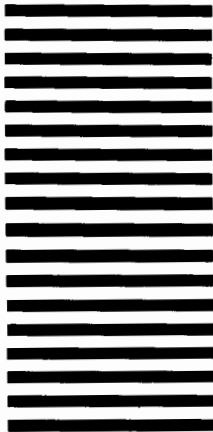City/State/Zip: _____

Phone: _____

Please tear out and mail in.

HEWLETT PACKARD