



EXPLORING

Deneba

art **WORKS**TM

**DRAWING
AND PAINTING
MADE EASY**

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Miami, Florida 33173, (305) 596-5644
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Deneba Software
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Exploring artWORKS

Welcome to Deneba artWORKS, the graphics program for the rest of us.

artWORKS gives you easy-to-use drawing and full-color painting tools with a fast, flexible interface.

The special pre-installed version of artWORKS includes all the tools and features of the regular version. We know you'll enjoy using it to create your own works of art.

When you want to further your artWORKS education, order the complete manual. The *Using artWORKS* section gives you step-by-step guidance and the *Reference* section covers every artWORKS tool and command.

And when you're ready to graduate to the most powerful Macintosh graphics program available, take advantage of our special trade up offer to get Canvas 3.5 — the critics' choice for precision drawing, technical illustration and cross-platform compatibility — at over half off the regular price.

See the back of this book for our special offers on the artWORKS manual and Canvas 3.5 trade up, and to order Deneba's essential reference tools, Spelling Coach Pro and BigThesaurus.

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Chapter

1

artWORKS basics

Welcome to Exploring artWORKS. The four tutorial chapters in this manual will introduce you to the tools, features, and commands you need know to start using artWORKS for your graphics projects.

Before you begin...

You should be familiar with the Macintosh and standard actions such as clicking and dragging. You should know how to use window elements in Macintosh programs, including close, zoom, and size boxes, and scroll bars. For more information, see the *Macintosh User's Guide*.

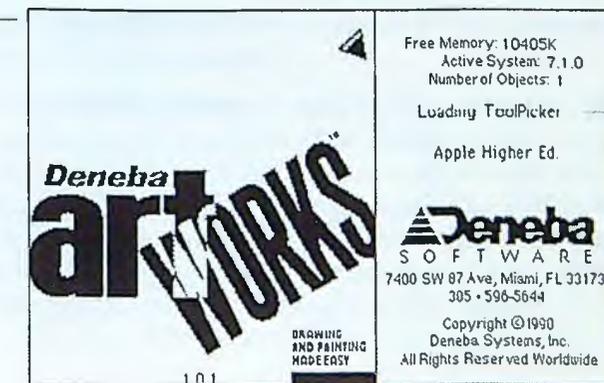
To work through the tutorial exercises, you must have the correct set of external tools loaded when you start artWORKS. Follow these steps to start artWORKS and load the tools used in the tutorial exercises:

1. Open the artWORKS folder and locate the artWORKS icon.
2. Hold down the Space Bar and double-click the artWORKS icon.

Continue holding down the Space bar until the message "Loading ToolPicker" appears in the artWORKS startup screen

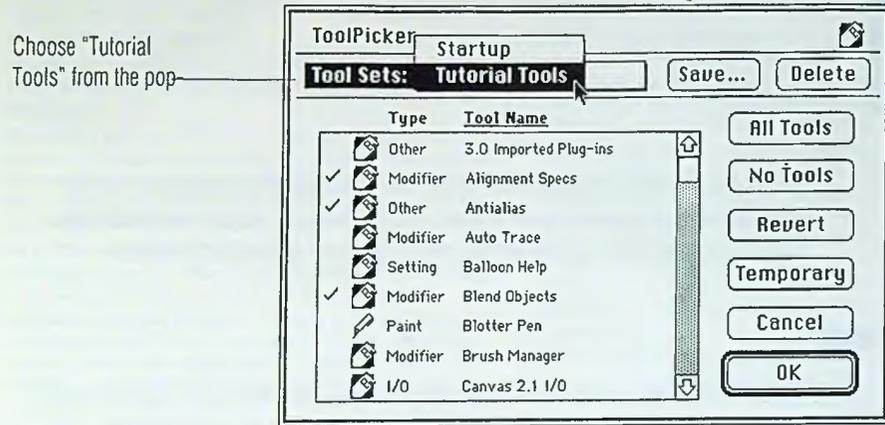


artWORKS startup screen



ToolPicker message

After a few moments, the startup screen closes and the ToolPicker dialog box appears:



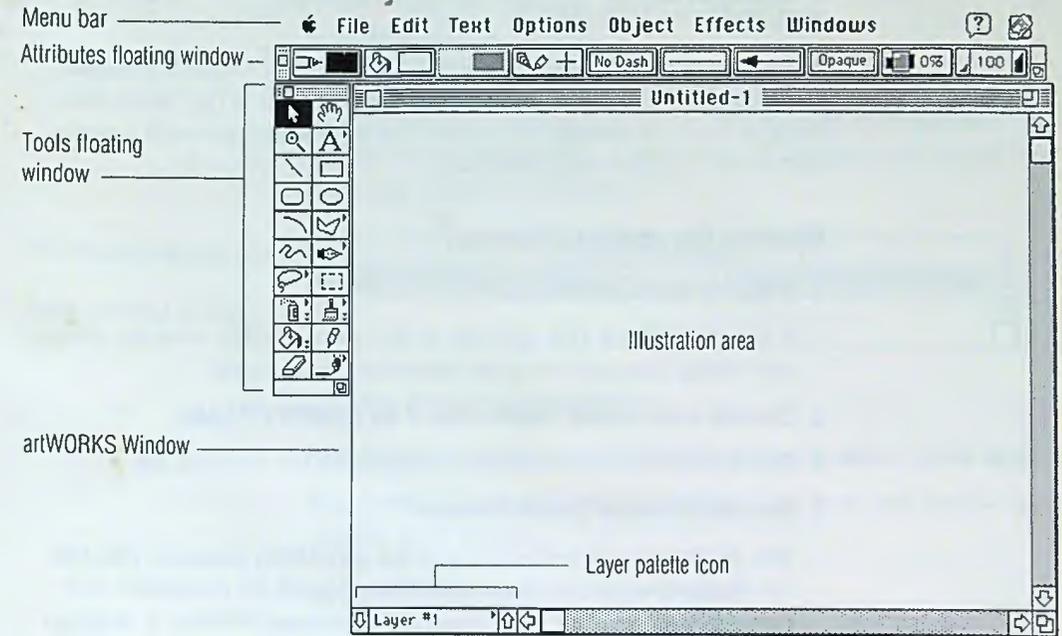
3. Choose *Tutorial Tools* from the Tool Sets pop-up menu and click OK.

The dialog box closes and artWORKS loads the tools. Once you choose a tool set, artWORKS loads the same tool set each time it starts, until you use ToolPicker to choose other tools.

artWORKS screen elements

After artWORKS starts, its standard screen elements appear: the artWORKS menu bar at the top of the screen; the Attributes floating win-

dow under the menu bar; the Tools floating windows on the left of the screen; and the artWORKS Window.



The artWORKS **menu bar** contains the program's File, Edit, Text, Options, Object, Effects, and Windows menus.

The **Attributes floating window** contains palette icons for setting object properties and magnification levels.

The **Tools floating window** contains artWORKS tools used in creating and viewing documents.

The **artWORKS Window** contains the illustration area. This area represents a page on which you place graphics and text to create artWORKS documents. The artWORKS Window also includes the Layer palette icon for working with illustration layers. The artWORKS Window has standard Macintosh window elements: a title bar, close box, size box, zoom box, and scroll bars. You can open as many artWORKS Windows (documents) as your computer's memory allows.

Working with documents

This tutorial explains artWORKS basics, including how to open, view, save, and print artWORKS documents.

When you start artWORKS, the artWORKS Window contains a blank document named *Untitled-1*. You can start working in this blank document or open an existing document. For this tutorial, you will open a document supplied with artWORKS.

Opening the sample document

1. In the File menu, choose Open.

A directory dialog box appears. If you are unfamiliar with the directory dialog box, refer to your *Macintosh User's Guide*.

2. Open the folder named *Tutorial Files* in the *artWORKS™* folder.

The names of several documents appear in the scrolling list.

3. Open the file named *Sample Document*.

The *Sample Document* appears in the artWORKS window. The title bar shows the document's name. Your view of the document will depend on the size of your computer screen and whether it displays black and white, shades of gray, or color.

artWORKS Window containing *Sample Document*

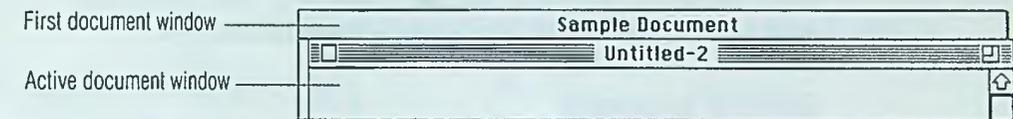


Creating a new document

Now you can open another artWORKS Window containing a blank document and also keep the *Sample Document* on screen.

- In the File menu, choose New.

A new artWORKS Window containing a blank document opens. The new document, *Untitled-2*, is active. When more than one artWORKS document is open, the window of the active document is in front and its title bar has stripes.



Switching document windows

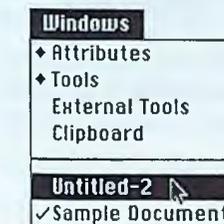
- Click the title bar of the *Sample Document* window to make it active again.

The *Sample Document* window moves to the front and its title bar appears with stripes.

Using the Windows menu to change windows

You can also switch among open documents using the Windows menu. This way, you are able to switch to a document hidden by others. To make *Untitled-2* active:

- In the Windows menu, choose *Untitled-2*.



artWORKS makes *Untitled-2* active and moves its window to the front. The active document is indicated in the Windows menu by a check mark in front of its name. Open the Windows menu again to see this.

Closing document windows

To close the *Untitled-2* document, click the close box at the left end of its title bar. artWORKS closes the document and makes *Sample Document* active.

Changing document views

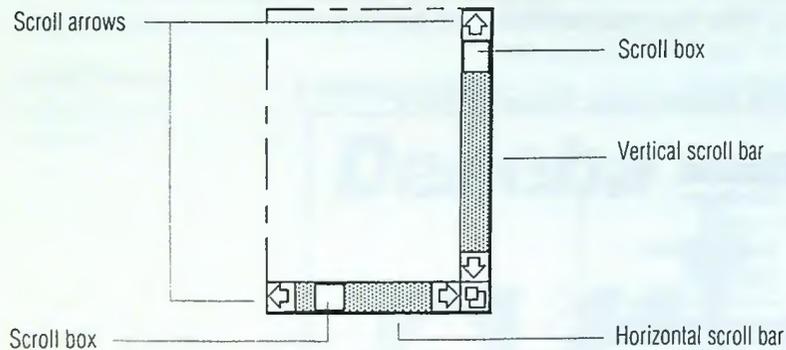
You probably can see only part of the illustration in the sample document because the document is larger than the screen size (unless your screen displays a full page). You can change your view of the document by scrolling it and by changing the magnification level.

Scrolling documents

You can scroll through a document using the scroll bars on the edges of the artWORKS Window, or by using the Hand tool.

Using scroll bars

The scroll bars in the artWORKS Window work like those in any standard Macintosh program. The scroll bar on the right side of the artWORKS Window scrolls documents vertically; the one on the bottom scrolls horizontally.



1. Hold down the pointer on the bottom scroll arrow in the vertical scroll bar.
artWORKS scrolls downward in the document until you release the mouse button or reach the bottom of the document.
2. Drag the vertical scroll box to the middle of the scroll bar.
artWORKS scrolls vertically to the middle of the document.

Drag a scroll box to scroll directly to the part of the illustration you want to see. The distance artWORKS scrolls the document is proportional to the distance you drag the scroll box. For example, if you drag the scroll box to the center of the scroll bar, you see the center portion of the document.

Using the Hand tool

Use the Hand tool to scroll a document in the artWORKS Window by dragging the pointer. Scrolling with the Hand tool is like using your hand to slide a piece of paper on your desk.

1. Click the Hand tool icon in the Tools floating window to select it.



The icon highlights, showing that the Hand tool is active. When you move the arrow pointer into the illustration area, it changes to a hand pointer.

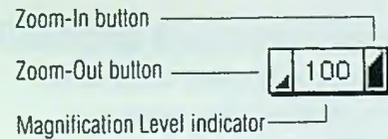
2. Position the hand pointer anywhere on the document.
3. Hold down the mouse button and drag the hand pointer in any direction.
As you drag, the document scrolls with you. The scroll boxes in the scroll bars reflect your position in the document.
4. Release the mouse button to stop scrolling.

Changing magnification levels

You can change the on-screen magnification of a document using the Zoom palette icon or the Magnifying Glass tool. Changing the magnification level affects only the way you see your document in the artWORKS Window; the document contents do not change.

Using the Zoom palette icon

This icon, at the right end of the Attributes floating window, has three parts: the Zoom-In and Zoom-Out buttons, and the Magnification Level indicator.



1. Click the Zoom-In button.

The magnification level increases from actual size (100%) to twice actual size (200%). The Magnification Level indicator shows the magnification percentage.

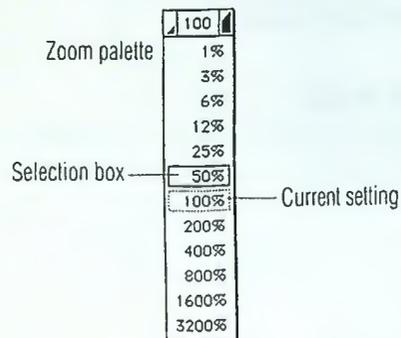
2. Click the Zoom-Out button.

The magnification level decreases by half, returning your view of the document to actual size (100%).

You can use the Zoom palette to quickly specify a magnification level.

3. Hold down the pointer on the Magnification Level indicator.

A palette of magnification levels pops up.



4. Drag through the palette to enclose 50% in the selection box and release the mouse button.

The document appears at 50% of its actual size.

Using the Magnifying Glass tool

The Magnifying Glass tool increases or decreases magnification at any point in your document.

1. Click the Magnifying Glass tool icon in the Tools floating window.



The icon highlights, and the arrow pointer changes to a magnifying glass pointer when moved into the illustration area. The plus sign in the pointer indicates the tool will increase magnification.

2. Click the Magnifying Glass pointer on any part of the illustration.

artWORKS doubles the magnification level (to 200%) and centers the magnified view on the point you clicked.

3. Position the Magnifying Glass pointer in the illustration area and hold down the Shift key.

The plus sign in the pointer changes to a minus sign to show that the tool will decrease magnification.

4. Click the illustration.

The magnification level decreases by one half (to 50%). The Zoom palette icon shows the magnification level.

Practice using the various methods for changing magnification of the document. Then set the magnification so you can see the entire page.

Using layers in documents

Documents in artWORKS can contain any number of layers. Layers can be used like clear overlays or as separate pages in a document, depending on whether more than one layer is visible at a time.

The *Sample Document* contains three layers; one layer is not visible when you first open the document. The visible layers show a field of color (except on monitors that display only black and white), the Deneba name, and the artWORKS logo.

Showing a hidden layer

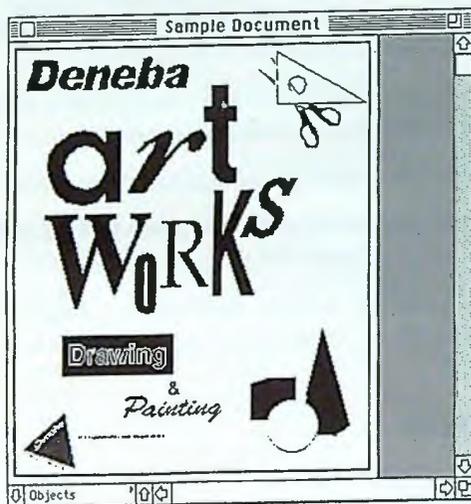
You can make the hidden layer in the *Sample Document* appear by using the Layer palette icon at the bottom of the artWORKS Window. You might need to reduce the magnification level so you can see the full document page before you display the hidden layer.

1. Press the Command (⌘) key and click the up arrow in the Layer palette icon.

Click here while holding down the Command (⌘) key



The next layer appears, showing scissors, a triangle, a group of three shapes, and the words *Drawing & Painting*. The Layer palette icon now reads *Objects*, the name of the newly visible layer.



You can step through the document layers, showing only one at a time, by holding down the Option key and clicking the up arrow or down arrow in the Layer palette icon.

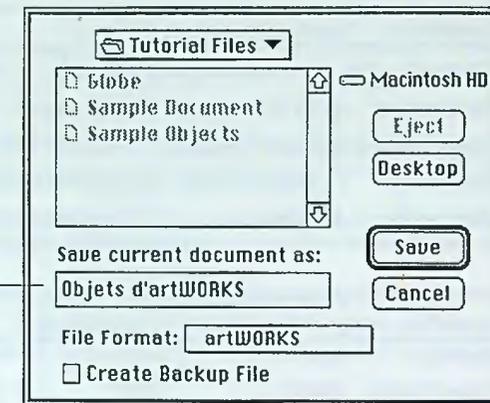
Saving documents with the Save As command

Use the Save As command to rename a document and save it to any location, leaving the original document intact on disk. Use this com-

mand to save the *Sample Document* so the original is not affected by any changes you make.

1. In the File menu, choose Save As.

The Save As directory dialog box opens.



Type a document name here

2. Type a name for your document.

The new name replaces *Sample Document*, the current name, in the "Save current document as" text box.

3. Click Save.

The dialog box closes and artWORKS saves the document as a new file with the name you entered. The document's title bar changes to show the new name.

Save your documents at frequent intervals to avoid losing work if the power fails or problems develop with your computer system.

Printing a document

If you want to print the *Sample Document*, first make sure your system is set up to print and the document is active. You might need to specify the proper printer with the Chooser desk accessory (see your *Macintosh User's Guide* for information on the Chooser). If you change the active printer, choose the File menu's Page Setup command and click OK in the Page Setup dialog box.

To print the *Sample Document*:

1. In the File menu, choose Print.

artWORKS displays the Print dialog box. The options in the Print dialog box depend on the type of printer you use.

Print dialog box for a LaserWriter printer

Print dialog box for an ImageWriter printer

If you use a LaserWriter printer, choose Color/Grayscale when printing artWORKS documents.

2. Click Print (click OK if using System 6) to print the document.

artWORKS sends the document to the printer.

Quitting artWORKS

The File menu's Quit command exits artWORKS and ends your work session. If you like, you can stop now and work through the remaining tutorial exercises at any time. To quit artWORKS:

- In the File menu, choose Quit.

If you used the Save As command to save the *Sample Document* file under a new name, the document closes. If the original *Sample Document* is still open, a dialog box asks if you want to save the changes. Click No to leave *Sample Document* unchanged on disk. The artWORKS window closes and you return to the Finder desktop.

Working with Objects

In artWORKS, objects are the building blocks of all drawings and illustrations, from the most simple to the most complex. Objects are created with artWORKS's drawing and painting tools and can be manipulated with the many powerful artWORKS commands.

This chapter introduces basic techniques for working with objects in artWORKS, including:

- Selecting one or more objects
- Moving objects with the mouse or arrow keys
- Copying, pasting, and duplicating objects

Before starting this tutorial lesson, artWORKS should be running and the "Tutorial Tools" external tool set should be loaded. See page 1 for help with starting artWORKS and loading external tools.

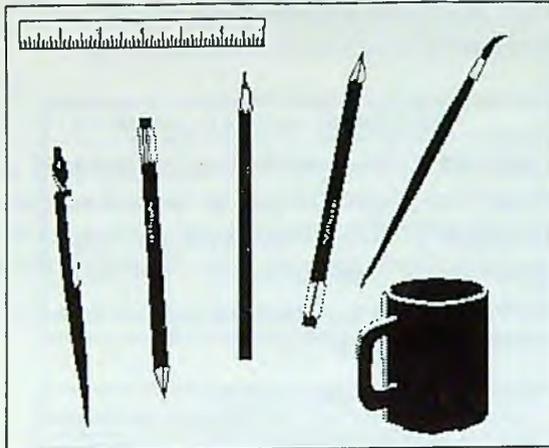
To begin this tutorial, open the document named *Sample Objects* in the *Tutorial Files* folder in the *artWORKS* folder on your hard disk.

Depending on the size of your screen, you might need to reduce the magnification level of the document so you can see the entire page, as shown in the following illustration. To reduce the magnification level, click the button on the left side of the Zoom palette icon in the Attributes floating window (see "Using the Zoom palette icon" on page 8.)

The *Sample Objects* document contains illustrations of traditional artist's tools — a pen, pencils, a brush, a ruler, and a coffee mug. In the artWORKS document, these illustrations are objects.

An object can be anything from a simple shape, such as a line or rectangle, to a graphic made of many of shapes that have been combined

("grouped") into one object. The graphics in the *Sample Objects* document were created in this way.



Selecting objects

In most cases, objects must be selected before you can apply actions or commands to them.

Selecting objects with the Arrow tool

The Arrow tool is at the top-left corner of the Tools floating window. It is active when you start artWORKS. If another tool has been selected, make the Arrow tool active by clicking it.



To select an object using the Arrow tool:

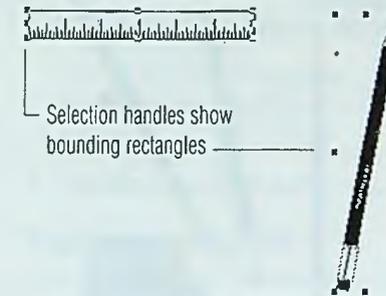
- Click one of the artist's tools.

Small squares appear around the object. These are selection handles that show the object is selected.

Click the other objects in the illustration. You will notice that the selection handles form a rectangle around a selected object.

The selection handles that appear around the vertical pencil and the horizontal ruler touch the objects on all sides because the bounding

rectangles fit closely around these objects. The selection handles that appear around the brush and other angled objects show the larger bounding rectangles enclosing those objects.



Deselecting objects

To deselect objects:

- Press the Enter key.

Pressing the Enter key deselects all selected objects. The selection handles vanish when the object is deselected.

You can also deselect objects by:

- Clicking another object to select it
- Clicking outside the selected objects

Selecting multiple objects

With the Arrow tool active, you can select multiple objects.

1. Hold down the Shift key while you click a pencil, the brush, and the ruler.

Selection handles appear around each object you select.

2. Press the Enter key to deselect the objects.

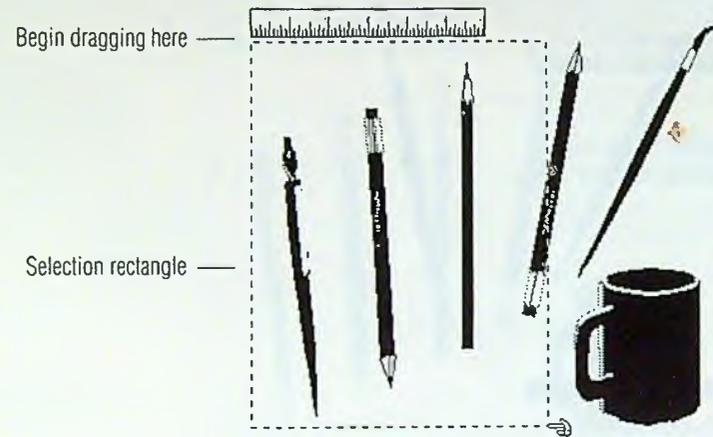
The selection handles disappear.

You can also select objects with a selection rectangle:

3. Position the pointer just under the left edge of the ruler, and drag toward the coffee mug.

The arrow pointer changes to a pointing hand when you begin dragging. The selection rectangle (a dashed-line box) expands as

you drag. Release the mouse button to select the objects completely enclosed in the selection rectangle.



After selecting multiple objects, you can deselect individual objects by pressing the Shift key and clicking the objects you want to deselect.

Selecting all objects

You can easily select all the objects on one layer at once:

1. Hold down the Command key (⌘) and press the letter A.
Selection handles appear around all the objects in the document's active layer.
2. Press the Enter key to deselect all the objects.

Moving objects

The Arrow tool and the keyboard arrow keys can be used to position objects in a document. You will use both methods to move the artist's tools in the *Sample Objects* document.

Dragging objects

You can move objects by dragging them around the illustration area.

1. Hold down the pointer on the brush illustration.

The pointer changes to a four-way arrow.

2. Drag the brush into the coffee mug.

The brush follows the pointer as you drag.

3. Release the mouse button to set the brush in place.

Part of the brush disappears "inside" the mug when you release the mouse button. The brush remains selected, and the arrow pointer reappears.

4. Press the Enter key to deselect the brush.

Dragging in a straight path

You can constrain the movement of an object as you drag it by using a modifier key.

- Hold down the Shift key as you drag the ruler to the right.

The ruler moves in a straight line as you drag. By holding down the Shift key, you constrain the movement of an object to a horizontal, vertical, or diagonal path (multiples of 45 degrees).

Moving objects with the arrow keys

You can precisely control objects by moving them in small steps with the keyboard arrow keys.

1. Click the angled pencil closest to the mug to select it.

Selection handles appear around the pencil.

2. Hold down the Option key and press the Right Arrow key three times.

The pencil moves three steps to the right.

3. Hold down the Command (⌘) key and press the Right Arrow key twice.

The pencil moves two smaller steps to the right.

Pressing an arrow key moves selected objects one pixel at a time. Using the Option and Command keys with the arrow keys moves objects multiple pixels at a time.

Practice moving the other artist's tools by dragging them and using the keyboard arrow keys to place them into the coffee mug.

Copying objects

Many illustrations are made up of similar objects. The windows in a house illustration, for example, could be copies of each other. Copying objects is easier and more precise than creating similar objects individually.

Using the Copy and Paste commands

You can copy an object to the Clipboard, then paste as many copies as you want into any active artWORKS document.

1. Click one of the pencils to select it.

Selection handles appear around the object.

2. In the Edit menu, choose Copy (or press ⌘-C).

A copy of the object is placed on the Clipboard (which is not visible).

3. In the Edit menu, choose Paste (or press ⌘-V).

A copy of the selected object is pasted into the document. To paste additional copies of the object into the document, choose the Paste command or press ⌘-V. The object remains on the Clipboard until you again use the Copy or Cut command.

Dragging a copy of an object

You can make copies of an object by using the Option key.

- Hold down the Option key and drag one of the pencils out of the cup.

An outline of the object follows the pointer as you drag. When you release the mouse button, a copy of the object you dragged appears. The original remains in place.

Using the Duplicate command

1. Select one of the pencils.

2. Press ⌘-D.

A duplicate of the object appears, offset slightly from the original. The keyboard shortcut, ⌘-D, is equivalent to the Edit menu's Duplicate command.

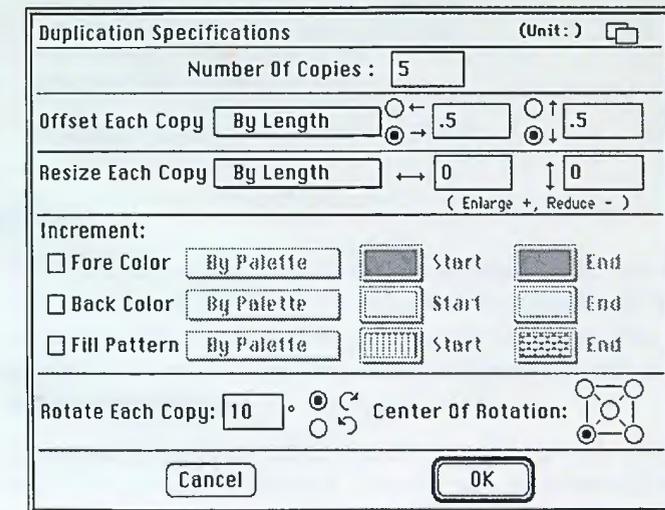
You can remove the latest copy by choosing Undo from the Edit menu. If you want to remove an object from the document, select the object and press the Delete key.

Using the Duplication command

The Duplication command makes multiple copies. You can specify the size, placement and other properties of each copy.

1. Select an object to duplicate.
2. In the Edit menu, choose Duplication.

The Duplication Specifications dialog box appears.



3. Set the Number of Copies, Offset Each Copy, Rotate Each Copy, and Center of Rotation options as in the preceding illustration and click OK.

Five copies of the selected object appear. The copies are all selected; press the Enter key to deselect them.

If you want to save your work at this point, use the File menu's Save As command to save the *Sample Objects* document with a different name, leaving the original document unchanged on disk. Otherwise, close the document without saving your changes. See Chapter 1 for help with saving documents.

Creating a drawing

This chapter shows you how to use tools and commands to be creative in artWORKS. The tutorial exercise highlights the basics of:

- Drawing objects such as rectangles and lines
- Choosing patterns for objects
- Entering text, and setting size and style
- Arranging and aligning objects
- Grouping objects and scaling illustrations

Producing a letterhead

This tutorial shows you how to create a letterhead, like one that you might use for your organization's stationery. The numbered steps show you how to draw a logo and set type for the letterhead. The design of the letterhead aims for simplicity, both in appearance and in the steps needed to produce it.

To start this tutorial, artWORKS should be running, with a blank document in the artWORKS Window. Use the Save As command to name the document whatever you like (see Chapter 1 for help with saving documents).

The letterhead you create in this exercise, shown completed in the following illustration, includes a sailboat logo and the name and address of the imaginary "Buttonwood Bay Sailing Club."

The sailboat logo is made of just three shapes: a rectangle for the mast, a polygon for sails, and a rectangle (shaped with a perspective effect)

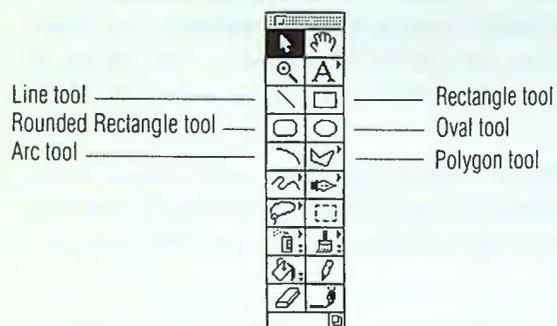
for the hull. A solid black rectangle gives a background to the sailboat, and a horizontal line runs from the logo across to the page edge.



Drawing a sailboat logo

When you draw the objects for the logo, begin near the center of the illustration area so that you will have enough room to work. You will first draw the logo, then reduce its size and move it into position on the page.

The artWORKS drawing tools include the Line, Rectangle, Rounded Rectangle, Oval, Arc, and Polygon tools. These appear in the Tools floating window.

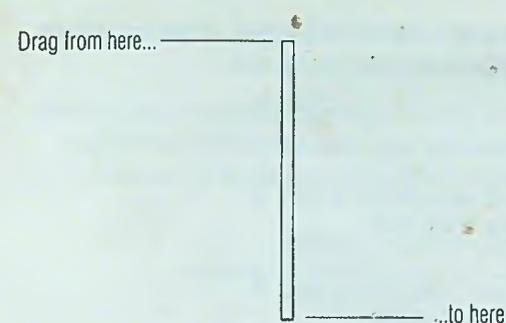


To begin drawing the sailboat logo:

1. Click the Rectangle tool to select it.

The icon highlights, and a crosshair replaces the arrow pointer.

2. Place the pointer in the illustration area, and drag diagonally downward to form a rectangle about two inches high and one-eighth inch wide (shown reduced in the following illustration).

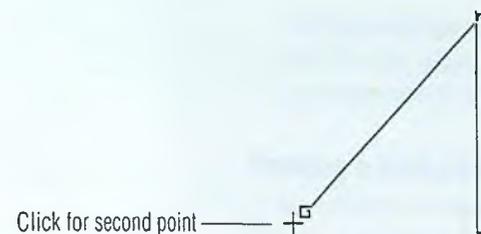


The rectangle forms as you drag the pointer. When you release the mouse button, the rectangle appears with selection handles around it. This is the sailboat's mast. If you want to redraw it, press the Delete key and repeat steps 1 and 2 above.

Next, use the Polygon tool to draw sails:

1. Select the Polygon tool.
2. Place the pointer at the top of the mast, inside the rectangle.
3. Click to set the first point of the polygon.

A small square appears where you click. This is the first point of the polygon.
4. Place the pointer just above the bottom of the mast rectangle and about two inches to the left, as in the following illustration.
5. Hold down the Shift key and click to set the second point.



A line segment appears from the first to second point. The Shift key constrains the line to a 45-degree angle from the first point; the second point probably will not appear exactly where you click.

- Place the pointer about one inch to the right of the mast, in line horizontally with the second point. Hold down the Shift Key and click.

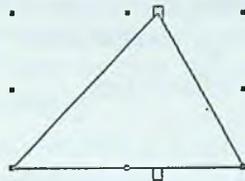
A straight line, the bottom edge of a triangle, forms from the second to the third point. Holding down the Shift key constrains the line segment to a straight horizontal line (a multiple of 45 degrees).

- Click the first point at the top of the mast.

A third segment appears, forming a triangular polygon.

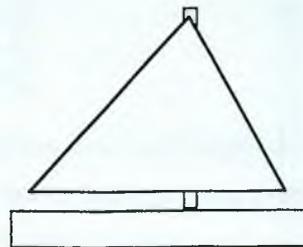
- Press the Enter key to finish the polygon.

The sail triangle appears in front of the mast rectangle, with selection handles around it.



Now, use the Rectangle tool to draw the sailboat's hull:

- Select the Rectangle tool.
- Place the pointer about one-quarter inch below and one-quarter inch to the left of the left corner of the sail.
- Drag to the right to draw a rectangle about one-half inch high and a little wider than the bottom edge of the sail.

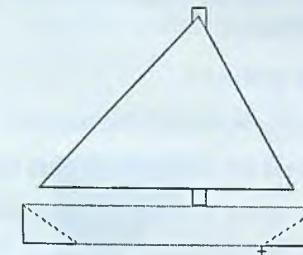


Applying perspective

Perspective is an artWORKS effect used to modify the shape of objects. You can apply a two-side perspective to the rectangle you drew,

changing it in one step into a sailboat hull with pointed ends. The rectangle should still be selected from the previous step. If it is not, click to select it.

- Press the pointer on the Effects menu.
- Drag to highlight the Shape Effects command.
The Shape Effects submenu appears.
- Drag to highlight 2 Side Perspective and release the mouse button.
A handle appears at each corner of the rectangle.
- Place the pointer on the bottom-right corner handle.
The pointer changes to a crosshair when positioned on the handle.
- Drag the pointer about one-half inch to the left.
An outline of the rectangle slants at both ends as you drag the pointer.

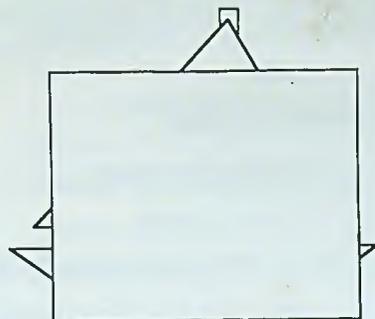


- Release the mouse button.

The rectangle appears with both sides slanted. Two handles remain, and you can adjust the slant by dragging a handle. Press the Enter key when you finish.

Drawing a background rectangle

A background rectangle helps frame the logo. Use the Rectangle tool to draw a rectangle a little smaller than the sailboat. Then, drag the rectangle in front of the sailboat. As the most recently drawn object, this rectangle appears on top of the sailboat objects drawn earlier.



Arranging the logo objects

Now you can change the “stacking order” of the objects in the logo. The rectangle drawn in the last step should be selected.

1. Hold down the Command key and press J.

The rectangle appears behind the other objects. The ⌘-J keyboard shortcut is equivalent to the Send To Back option in the Object menu's Arrange submenu.

2. Click the sail triangle to select it.

Selection handles appear around the triangle's bounding rectangle.

3. Hold down the Command key and press the Close Bracket key (]).

The triangle moves down in the stacking order and appears behind the mast rectangle. The keyboard shortcut is equivalent to the Shuffle Down option in the Object menu's Arrange submenu.

Filling the background rectangle

Objects you draw can have solid or patterned interiors. To fill the background rectangle in the logo with solid black:

1. Click the background rectangle to select it.
2. Press the Fill Pattern palette icon in the Attributes floating window.

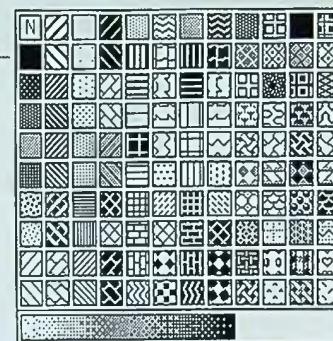
Attributes floating window



Fill Pattern palette icon

The Patterns palette appears.

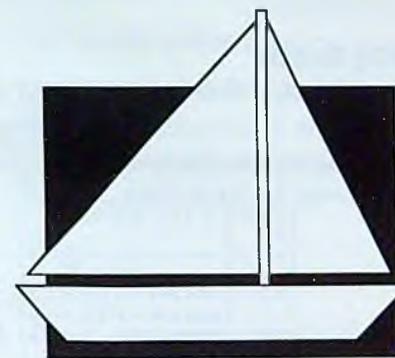
Choose this pattern



Patterns palette

3. Drag to the solid black pattern square.

A selection box moves through the palette as you drag. Release the mouse button when the selection box encloses the pattern you want. The palette closes, and the rectangle fills with the pattern.



Editing the logo

You have drawn the logo; now you can fine-tune the sailboat objects.

Reshaping objects

You might want to reshape the sail, mast, or hull of the sailboat logo. To change the dimensions of one of these objects:

1. Click the object to select it.

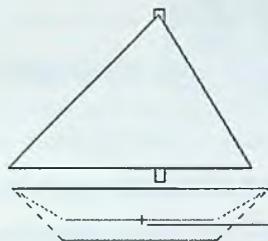
Selection handles appear around the object.

2. Point to a selection handle.

The pointer changes to a crosshair when it is on a selection handle.

3. Drag the selection handle to reshape the object.

The bounding rectangle of the object changes size as you drag a selection handle.



Drag handle to change depth of rectangle

Dragging a corner selection handle changes both dimensions of an object; dragging a side handle changes only one dimension.

Repositioning objects

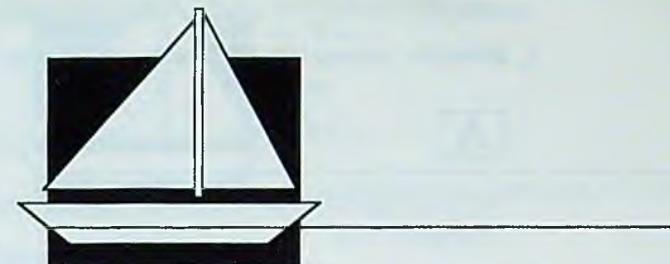
After adjusting the shape of objects in the logo, you might want to adjust their positions. You can adjust the position of an object in your illustration by dragging the object, or you can nudge an object by selecting it and using the arrow keys.

Drawing a line

Now you can add a line to extend the logo. To draw a horizontal line:

1. Select the line tool.
2. Place the pointer on the left edge of the sailboat hull, a little above its bottom edge.
3. Hold down the Shift key and drag to the right, to the edge of the page in the illustration area.

A line forms, following the pointer as you drag. Holding down the Shift key constrains the line to a straight horizontal path.



Changing the line size

Now, use the Pen Size palette to change the thickness of the line, which should still be selected from the previous step.

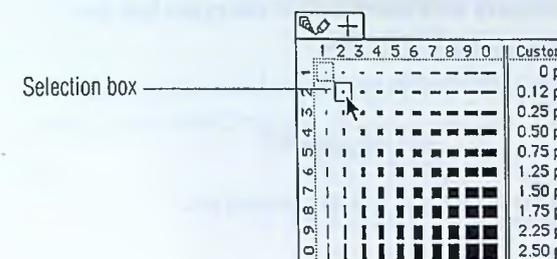
1. Press the Pen Size palette icon in the Attributes floating window.

Attributes floating window — 

Pen Size palette icon — 

The Pen Size palette appears.

2. Drag through the palette to the intersection of row 2 and column 2, for a pen size of two points.



A selection box encloses the choices as you drag through the palette. When you release the mouse button, the line changes to the chosen pen size.

Adding text to the letterhead

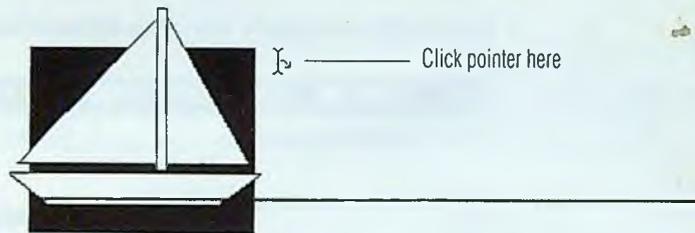
With the Text tool, you can place text anywhere in your artWORKS document. Use this tool to add a name and address to your letterhead.

1. Select the Text tool from the Tools floating window.



The icon highlights and an I-beam replaces the arrow pointer in the illustration area.

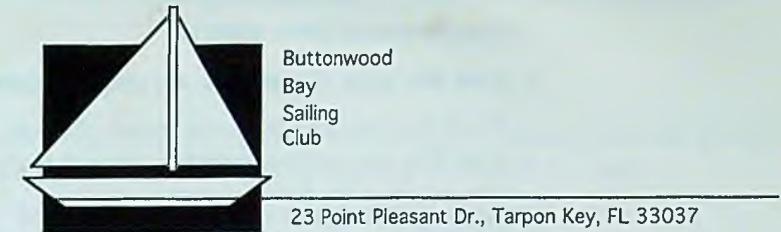
2. Place the pointer to the right of the logo, even with the top of the background rectangle.
3. Click to place the text insertion point.



The insertion point, a blinking line, appears where you click.

4. Press the Return key after each word except the last one as you type the letterhead name: *Buttonwood Bay Sailing Club*.
- The text appears in 12-point Geneva plain. The Return key ends a line of text and starts a new line. You can use the Delete key if you need to backspace to correct typing errors.
5. Press the Enter key (not the Return key) to finish entering text.
- Selection handles appear around the text.
6. Select the Text tool again.
 7. Click the pointer under the letterhead's horizontal line.
 8. Type the letterhead address: *23 Point Pleasant Dr., Tarpon Key, FL 33037*.

9. Press the Enter key to complete the text entry.



Changing text attributes

From the Text menu, you can choose fonts, sizes, and styles for text in your illustrations.

Changing the font

To set the font for the name text:

1. Click *Buttonwood Bay Sailing Club* to select it.
- Selection handles appear around the text.
2. Highlight the Font command in the Text menu.
- The Font submenu appears.
3. Drag through the submenu to highlight the font you want and release the mouse button.
- The text changes to the chosen font. The text remains selected; you can change the font again by repeating steps 2 and 3.
4. Select the address text and change its font to Helvetica.

Changing the size

To enlarge the name, select it, then:

1. Highlight the Size command in the Text menu.
- A submenu of type sizes appears.
2. Drag through the submenu to highlight 24 and release the mouse button.
- The selected text changes to 24-point size. The text remains selected; adjust the size by repeating steps 1 and 2 if the text is too large or too small for your logo.

Changing the style

Next, you can apply style options to the letterhead text.

1. Click the address text to select it.
2. In the Text menu, choose Style, and choose Extended in the submenu.

When you release the mouse button, the text changes to Extended style. The text remains selected; you can make additional style choices from the Style submenu.

3. Select the name text and choose Bold in the Style submenu.

Aligning the text

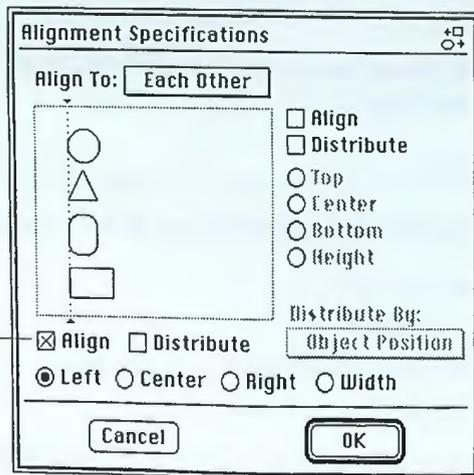
Now you can align the left sides of the text objects in the letterhead.

1. Hold down the Shift key and click to select the name and the address text.

Selection handles appear around each object selected.

2. In the Object menu, choose Align.

The Alignment Specifications dialog box appears.



Click Align for left vertical alignment

3. Click the Align box at the bottom of the dialog box.

The Left radio button is selected as the default, and the objects in the example box show the effect of your choice. The other settings in the dialog box should match those in the preceding illustration.

4. Click OK.

The dialog box closes, and the left sides of the text objects align.

Grouping the logo objects

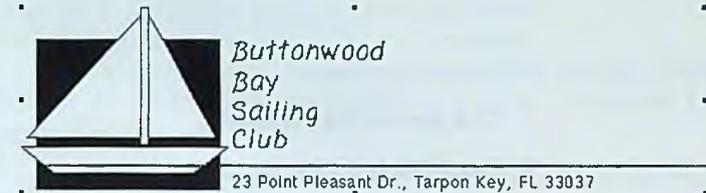
Now that the letterhead objects and text are complete, you will group them so the letterhead can be moved and resized as a unit.

1. Press ⌘-A to select all the objects in the letterhead.

Selection handles appear around each object.

2. Press ⌘-G, or in the Object menu, choose Group.

Selection handles appear around the object group, replacing the selection handles around each object.



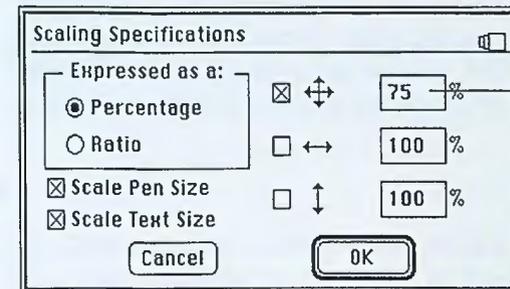
Scaling the letterhead

Now adjust the size of the letterhead using the Scale command.

1. In the Object menu, choose Scale.

The Scaling Specifications dialog box appears.

2. Match the settings in the dialog box with those in the following illustration.



Type scale percentage here

3. Click OK.

The dialog box closes, and artWORKS scales all the elements of the letterhead to 75% of original size.

Completing the letterhead

With the letterhead scaled to the size you want, you can drag it into position on the page. The letterhead logo can touch the top and left edges of the illustration area, and the horizontal line can extend across to the right edge of the illustration area. The white rectangle in the illustration area represents the printer page, the maximum printable area. Your letterhead can fill the white area from edge to edge, and it will have a margin around it when you print the document.

You might want to lengthen the horizontal line if it does not reach across the page, or adjust other parts of the letterhead once it is in position. To work on the individual elements, you need to ungroup the letterhead objects:

1. Click the letterhead to select it.
2. Press **⌘-U** to ungroup the objects.

Selection handles appear around the individual objects.

Now, you can select and adjust any part of the letterhead, then re-group the objects by selecting them all and pressing **⌘-G**.

When you are satisfied with the letterhead's appearance, you can save the document and print it.

artWORKS effects

artWORKS makes it easy to use special graphics and text effects in your documents. This tutorial introduces several artWORKS techniques, including:

- Filling an object with a texture
- Blending objects
- Applying a filter effect
- Painting with Smart Smoothing

To begin the tutorial, artWORKS should be running and the Tutorial Tools set should be loaded. See "Before you begin..." on page 1 for help loading tool sets.

To begin this tutorial, open the document named *Globe* in the *Tutorial Files* folder, in the *artWORKS* folder. The *Globe* file shows a globe illustration, a background rectangle, and a headline paint object.

Displaying the Information Box

To see data about selected objects, you can activate the Information Box in the artWORKS window. To show the Information Box:

1. In the Options menu, choose Show/Hide and choose Information Box in the submenu.

The Information Box appears at the bottom of the artWORKS window. If you save the document with the Information Box showing, it will show when you reopen the document.

Applying a texture

In the *Globe* document, a picture of the world is framed by a rectangle. You can easily transform the illustration by framing the globe with a

texture. The Texture tool is an external tool that loads with the Tutorial Tools set. To display the tool, open the External Tools floating window:

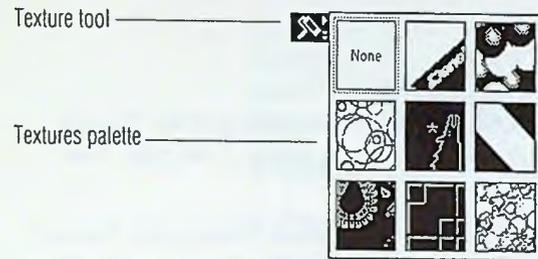
- In the Windows menu, choose External Tools.

The External Tools floating window appears. In the Windows menu, a diamond next to External Tools indicates that the External Tools window is open.

To apply a texture with the Texture tool:

1. Press the Texture tool in the External Tools floating window.

A palette of textures opens. The group of textures that appears depends on which textures are loaded.



2. Drag through the palette to select a texture.

When you release the mouse button, the palette closes and the Texture tool pointer replaces the arrow pointer.

3. Click in the rectangle around the globe.

The background rectangle fills with the chosen texture.

Removing a texture

To remove the texture from the rectangle:

1. Press the Texture tool in the External Tools floating window.
2. Select the square marked "None" in the Textures palette.
3. Click inside the rectangle.

The texture disappears from the rectangle.

Blending objects

You can use the Blend command to create a series of shaded frames between the globe and the rectangle.

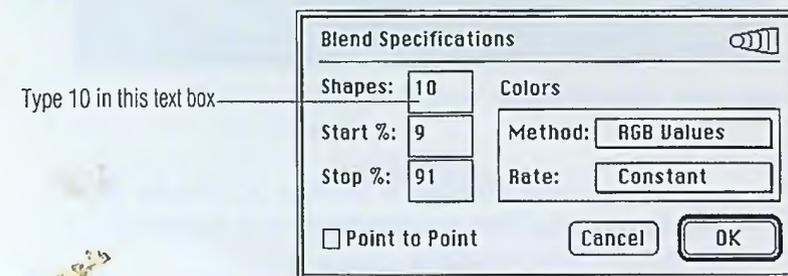
1. Click an ocean area (not the continents or lines) of the globe to select the oval globe object.

Selection handles appear around the oval, and the Information Box at the bottom of the artWORKS window reads "Oval".



2. Hold down the Shift key and click the background rectangle to select it.
3. In the Object menu, choose Blend.

The Blend Specifications dialog box opens.



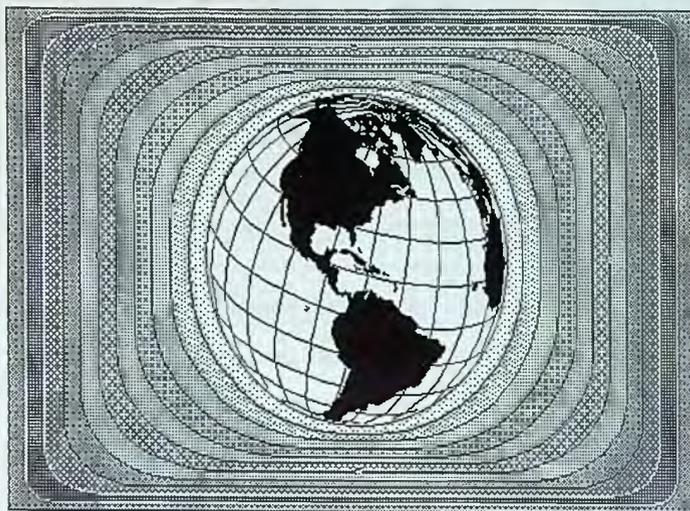
4. Type 10 in the Shapes text box.

Your entry replaces the default setting. The other settings in the dialog box should match the preceding illustration.

5. Click OK.

The dialog box closes and artWORKS creates 10 objects between the rectangle and the globe, blending the shapes and colors from one object to the other. On a color system, you can see the blending of colors and shapes, while a black-and-white system will show some of the blended shades as black and some as white, with pat-

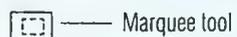
terns in between (the illustration below represents the blended colors as patterns). The blend objects are selected.



Using a filter

You can create interesting variations of an image by using the artWORKS filters. To give a three-dimensional effect to the headline, a paint object, in the *Globe* document:

1. Select the Marquee tool from the Tools floating window.



Marquee tool

The pointer changes to a dotted crosshair.

2. Double-click the headline.

A dashed rectangle appears around the headline.

Dramatic Fills and Blends

3. In the Effects menu, choose Filter Effects, and choose Rough in the submenu.

The Rough filter modifies the headline paint object, giving it a three-dimensional appearance.

Dramatic Fills and Blends

If you want to save your work at this point, use the Save As command to give the document a new name, leaving the original *Globe* document unchanged on disk.

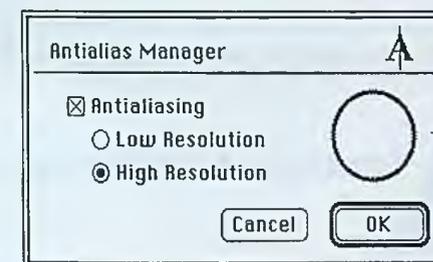
Painting with Smart Smoothing

artWORKS offers a Smart Smoothing effect for paint objects with its antialiasing option. Antialiasing is a technical term for smoothing the appearance of lines on computer displays. Antialiasing works only on systems with 32-bit QuickDraw.

You can turn antialiasing on and off and choose two resolution levels from the Antialias Manager. To change the settings:

1. In the Options menu, choose Managers, and choose Antialias in the submenu.

The Antialias Manager opens.



2. Click the Antialiasing checkbox to select or deselect antialiasing.
3. Click a radio button to choose Low Resolution or High Resolution antialiasing.
The circle in the dialog box shows the effect of the settings.
4. Click OK for the settings to take effect, or click Cancel to close the Antialias Manager without changing the settings.

The Antialias Manager closes.

To see the effects of antialiasing, open a new blank document to paint in. Make sure Antialiasing is active in the Antialiasing Manager.

1. Choose the Paint Brush tool from the Tools floating window.



The pointer changes to the current brush shape.

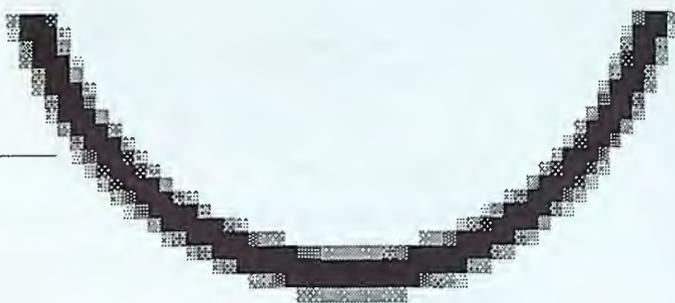
2. Drag slowly in the illustration area to paint.

A line follows the pointer as your drag. The line created by the brush tool is a paint object.

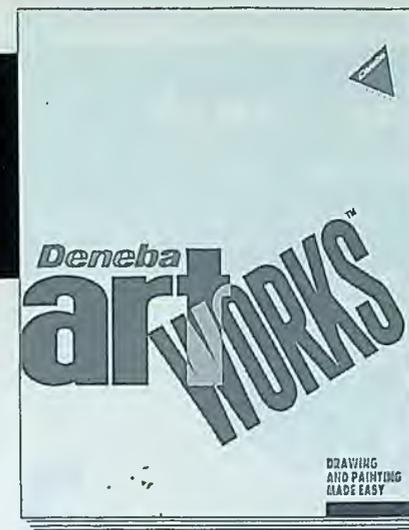


3. Select the 800% magnification level from the Zoom palette icon.

At this magnification level, you can see the individual pixels which comprise the paint object, including the shaded border pixels created by antialiasing to give the line a smooth appearance. The effect is not visible on systems that display only black and white, because shaded pixels can't be displayed on these systems.



Boundary pixels shaded
for smooth appearance



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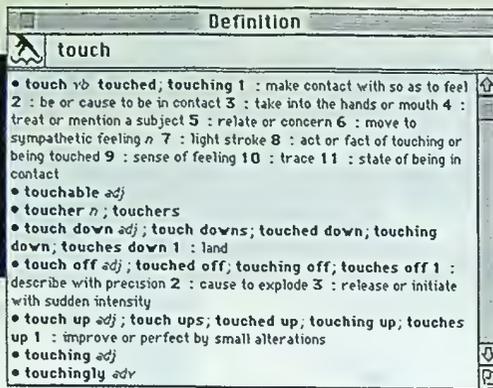
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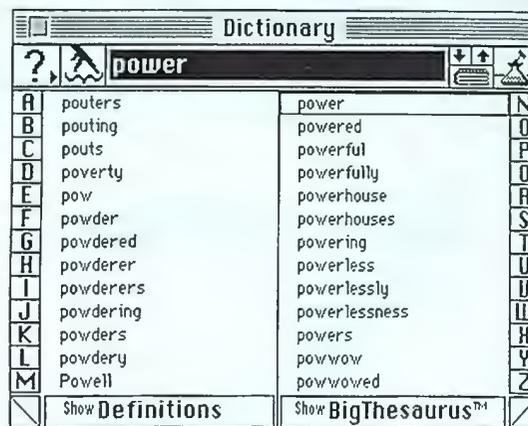
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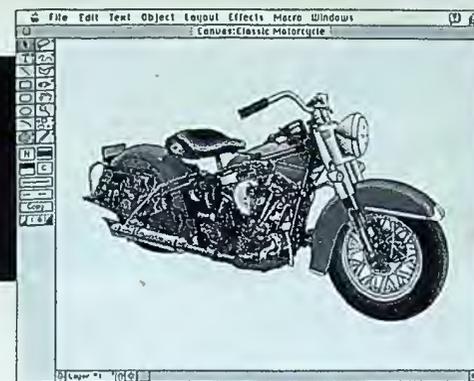


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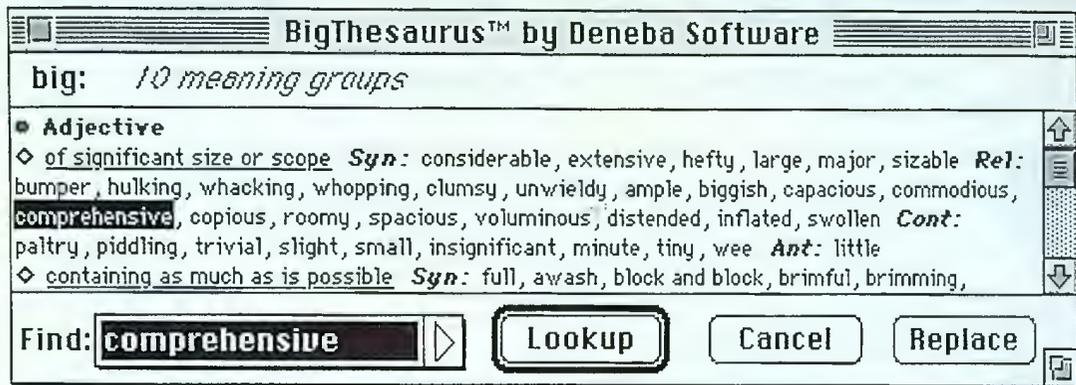
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