

Introduction to DrawPerfect[®]

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Introducing DrawPerfect

Welcome to DrawPerfect, the new software graphics program produced by WordPerfect Corporation. Before you try out your artistic talents, take a moment and read through the material included in this booklet. The information will introduce you to DrawPerfect and some of its capabilities.

DrawPerfect is a business presentation graphics package. With DrawPerfect, you can create slides and transparencies, produce charts and graphs, design on-screen slide shows, and add visuals to any WordPerfect document. Even the non-artist can easily use DrawPerfect. You can import ready-to-use images into a WordPerfect document to spruce up a memo or newsletter. Additionally, you can create a graph and then enhance it with a drawing, or combine text with a chart or figure to draw attention to your business communications.

Please consult the DrawPerfect Reference Manual for details on the features discussed below.

Using DrawPerfect

The different features within DrawPerfect let you use the program in a variety of ways. The major uses include the following:

- **Transparencies with Slides**

With DrawPerfect, you can turn graphics and text into overhead transparencies. Just put transparency film into the paper bin of your printer, then print. You can also send your DrawPerfect images to several different slide service bureaus who can turn your illustrations into high-quality slides overnight.

- **Presentations**

This feature lets you sequence automatically, manually, or with timed delays through a series of visuals you've created. With the click of a mouse button or the touch of a key, you can move from one screen to the next. You also have several "screen wipe" options from which you can select. You can fade an image from the screen, overlay one image on top of another, or erase the screen from the top, bottom, left, or right.

- **Charts**

DrawPerfect contains a complete set of graph and chart types including pie, bar, line, scatter, hi-lo, stacked bar, area, and mixed, as well as text charts.

- **Drawing and Editing**

DrawPerfect comes complete with several different drawing tools. Lines, boxes, circles, curves, arcs, arrows, ellipses, and polygons are the drawing tools you can use to create your images.

Some of the editing tools include move, copy, delete, size, rotate, and mirror. Drawings, graphs, text, and images from the Figure Library can all be changed by using an editing tool.

- **Text**

WordPerfect-like editing such as auto-wrap is available in DrawPerfect. You can also select from more than 20 built-in fonts. These fonts are actually small graphic images made up of lines and curves. Because these fonts are interpreted as graphics by the printer, you can print all the characters (if you have a printer that prints graphics).

- **Clip-art**

DrawPerfect includes a Figure Library with more than 500 images. Additional packs of 200 images are also available and sold separately.

Editing Capabilities

DrawPerfect lets you edit the items you create or import. For example, you can rotate text, mirror a drawing, stretch a clip-art symbol, or move items on the page. You can also zoom in on a section of your drawing, snap to grid points for more precise placement of objects, or display your cursor location.

Import/Export

You can import 13 graphic formats (e.g., TIFF, PCX, CGM, HPGL, GEM), four spreadsheet formats (PlanPerfect, Lotus 1-2-3, Microsoft Excel, and delimited ASCII), and two text formats (WordPerfect and ASCII). Additionally, you can export to HPGL, CGM, SCODL, and VideoShow formats.

DrawPerfect and WordPerfect Compatibility

One of the best features of DrawPerfect is its compatibility with WordPerfect. All figures and drawings are in WPG format, making colors, patterns, and fonts compatible between the two programs. You will find many familiar WordPerfect functions in DrawPerfect, some of which include the following:

- Pull-down menus are accessible with the keyboard or mouse.
- Several function keys are the same in DrawPerfect and WordPerfect (e.g., Shift-F7 is Print).

- Several program files (such as the .DRS, .IRS, and .VRS files) are compatible. In addition, the WordPerfect 5.1 printer files can be used with DrawPerfect.
- List Files lets you manage and look at your drawings.
- With Setup, you can tailor your system to your specific needs.
- Text functions are similar, including the following: Bold, Underline, Date Text, Flush Right, Center, Indent, Size.
- Macro support, including the WordPerfect macro programming language, is similar.
- Keyboard mapping is like WordPerfect.
- On-line help is accessed by pressing Help (F3).
- Automatic Backup backs up your on-screen drawing.
- Go To DOS/Shell lets you go to DOS or to the WordPerfect Shell.
- Switch lets you display two drawing screens.
- The Screen Capture Program (GRAB) and Conversion Program (GRAPHCNV) are shipped with DrawPerfect.

Data Exchange

Better yet is the ease of data exchange between DrawPerfect and WordPerfect 5.1. Shipped with DrawPerfect is a copy of WordPerfect Shell 3.0. Included with the WordPerfect Shell are four macros (WPTODRAW.SHM, DRAWTOWP.SHM, ALTSHFTG.SHM, and ALTSHFTT.SHM) you can use to exchange data between DrawPerfect and WordPerfect.

With the DRAWTOWP macro, you can select the WordPerfect option (located on the DrawPerfect File pull-down menu) and transfer your DrawPerfect image into WordPerfect 5.1. WordPerfect is started and your drawing is stored to the clipboard. You can retrieve the graphic at the cursor position or leave the graphic in the clipboard.

With the WPTODRAW macro, you can select the DrawPerfect option (located on the WordPerfect Graphics Editor menu) and transfer your WordPerfect image into DrawPerfect. DrawPerfect is started and your drawing is retrieved and displayed on the DrawPerfect screen. You now have full use of the DrawPerfect editing and drawing tools. After editing the figure in DrawPerfect, you can switch back to WordPerfect and begin where you left off.

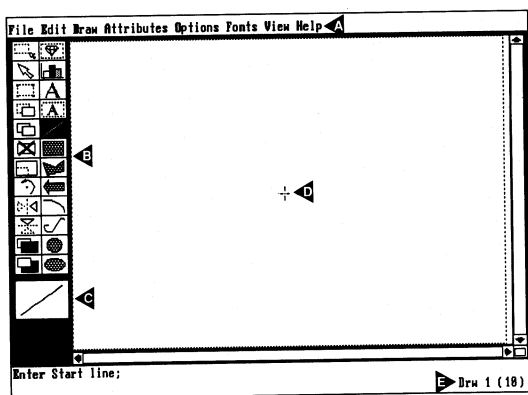
The other two macros, ALTSHFTG and ALTSHFTT, let you transfer text or numerical data from WordPerfect into DrawPerfect. With ALTSHFTT, you can block text you want included in DrawPerfect then press Alt-Shift-t. DrawPerfect is started and you are prompted for a text location. Once you specify a location, the text is retrieved. With ALTSHFTG, you can block data in a table or data separated by tabs, then press Alt-Shift-g. DrawPerfect is started and the data is converted into a DrawPerfect bar chart.

With DrawPerfect and the switching capability, you can quickly determine the suitability of a graphic (such as graphic size, color, or pattern). You won't have to export your image to a WordPerfect-compatible format, change directories, start WordPerfect, create a graphic box, and retrieve the image just to find out the colors are not quite what you wanted.

The DrawPerfect Screen

When DrawPerfect is started, the main drawing screen appears.

- A** PULL-DOWN MENU
- B** ICONS
- C** STATUS BOX
- D** CURSOR
- E** STATUS LINE



Pull-down Menus

DrawPerfect uses a pull-down menu interface, along with WordPerfect-compatible function keys. For example, when you want to print a drawing you can do one of three things:

- Press **Print** (Shift-F7).
- Type **f** to display the File pull-down menu, then type **p** to display the Print menu.
- Use the mouse and click on File to display the File pull-down menu, then click on Print to display the Print menu. (You can

also use the arrow keys to move the cursor and select menu options.)

Icons

Along the left side of the screen are two columns of icons. The icons give you quick access to DrawPerfect functions. The first column (the one on the left) contains editing icons. The second column (the one on the right) contains drawing icons. The order of the icons corresponds to the order of the names listed on the Edit and Draw pull-down menus. For example, the fourth editing icon is Move and the fourth option on the Edit menu is Move.

Status Box

The status box shows you the current attributes of an item you are drawing (e.g., line color, fill color). When editing, the status box indicates Select Area or Select Item mode.

Cursor

The DrawPerfect cursor can be moved using the mouse or the arrow keys. When drawing, a plus sign (+) is displayed; when selecting items, an arrow is displayed.

Status Line

The status line shows you the current filename, help prompts, and, in the right corner in parentheses, the amount of pixels the cursor moves when an arrow key is pressed. The amount can be changed by pressing Insert (Ins).

In addition, the word “ReDraw” can be displayed in the bottom right corner of the screen. ReDraw usually appears after you edit a drawing and indicates the screen is not in a final state and needs to be “redrawn.” You can redraw the screen by pressing ReDraw (F9), or by selecting ReDraw from the View pull-down menu. (ReDraw is similar to recalc in a spreadsheet.) If you want DrawPerfect to automatically redraw the screen, you can change the Setup option Automatic ReDraw While Editing to Yes.

The status line also indicates whether or not the options Grid Snap, Stretch, Freehand, Constrain, and Position Display are turned on.

Mouse Actions

You can use a mouse with DrawPerfect. Pull-down menus, icons, and options on full-screen menus (e.g., Setup) can be selected with a mouse.

You can also draw with a mouse. For example, if you choose to draw a line, the message “**Enter** Start line” appears at the bottom

of the screen. You can start drawing the line by pressing Enter on the keyboard or by pressing the *left* mouse button. Other prompts appearing on the screen indicate that pressing the Space Bar will end a function. Instead of pressing the Space Bar on the keyboard, you can press the *right* mouse button.

When you want to cancel out of a menu or function, you can use the mouse to do that too. If you have a three-button mouse, the middle button acts as a cancel. If you have a two-button mouse, press the left and right buttons at the same time to perform a cancel.

The Mouse Setup options, located on the Setup menu (Shift-F1), let you, for example, change the speed of the mouse as well as the mouse type.

Fonts

The WP.DRS file contains the DrawPerfect fonts. This file is compatible with the WP.DRS file shipped with WordPerfect 5.1. The only difference is that the DrawPerfect WP.DRS file contains more fonts.

If you want to ensure compatibility of WordPerfect and DrawPerfect fonts, copy the DrawPerfect WP.DRS file to your WordPerfect 5.1 directory (usually where WP.EXE is located).

Display Quality

When you type text on the screen you have the option of displaying text in draft, medium, or high quality. Draft quality means text is displayed in an outline format with no curves. Medium quality means text is displayed in an outline format with curves. High quality means text is displayed on the screen as it will appear on the printed page. DrawPerfect is initially set to display text at medium quality.

The option for changing text quality is called Text Quality While Editing and is located on the Display Setup menu. When text quality is set to draft or medium, editing time decreases.

Text Quality While Editing only affects the way text is displayed on the editing screen. If you preview your drawing in the print preview or presentation screen and/or print your drawing, the actual font you selected from the Base Font menu is visible.

Selecting Items

To perform an editing action on an object, such as sizing or rotating it, you must first select the object. A selected object displays "markers" or small boxes. There are two ways to select an object on the screen: Select Item and Select Area.

Select Item lets you select one object at a time. Simply move the cursor on top of the object you want, then press Enter or the left mouse button.

With the Select Area option, you define an area rather than selecting individual objects. All objects that fall within the defined area become “selected” and are subject to the editing action you choose.

Changing Attributes

The Attributes menu contains line, fill, and arrow attributes. You can change the attributes of an object you want to draw or change the attributes of an existing object. To change the attribute of an object you want to draw, simply select the desired attribute from the Attributes menu. To change the attribute of an existing object, you first need to select the object.

For example, if you want to change the pattern and color of a box, first select the box, display the Attributes menu, then pick the fill pattern and/or color you want to change. Multiple items can be edited at the same time by selecting several objects then selecting a new attribute.

Modifying Items

The Modify option gives you different editing options depending on what type of item you selected.

If a graph is selected, eight markers are displayed around the object. You are placed in the Graph Edit screen where you can make changes. If text is selected, you can edit the text characters. If a figure is selected, you can edit the drawing items that make up the figure. If a line, box, arrow, or polygon is selected, you can move the points that define the object.

Shell 3.0 Macros

The shell macros WPTODRAW.SHM, DRAWTOWP.SHM, ALTSHFTG.SHM, and ALTSHFTT.SHM are necessary to transfer data between WordPerfect and DrawPerfect. These macros should be placed in your default shell directory (usually where SHELL.EXE resides).

Printing

DrawPerfect supports background printing. However, just like WordPerfect, editing becomes somewhat sluggish when you print a large graphic. This is not as noticeable in WordPerfect because the graphic is typically small. However, with a full-page graphic in DrawPerfect, editing will slow down significantly (depending on the type of hardware you are using). You may want to limit your editing while printing.

Questions and Answers

Included below are several common questions new users have about DrawPerfect.

When I start DrawPerfect, the mouse doesn't work. What should I do?

First make sure your mouse is connected properly. Then use the Mouse Setup menu and verify that the correct mouse type, port, etc. is selected.

When I type text, it shows up hollow. Why does this happen and can I change it?

Hollow text (or text displayed at medium quality) is used for performance reasons. You can display and edit medium quality text quickly on the screen.

If you do not want hollow text, you can change the display quality. There are three display quality options from which you can select: Draft, Medium, or High. Medium is the DrawPerfect default setting. A general rule is the higher the quality, the more time it takes to display the text on the screen.

However, text will always be displayed in High quality in the Preview and Presentation screens.

I retrieved a DrawPerfect file into WordPerfect 5.1 and the Cooper Black Bold font showed up as Helvetica—why?

You were not using the DrawPerfect DRS file while in WordPerfect. The WordPerfect DRS file gives you only 3 fonts: Courier, Helvetica, and Times Roman. When you retrieve a file into WordPerfect that contains a font other than Courier, Helvetica, or Times Roman, the DrawPerfect font is matched to the closest WordPerfect font. To ensure font compatibility, copy the DrawPerfect font file (WP.DRS) to your WordPerfect directory.

When I retrieve a DrawPerfect file into WordPerfect 5.0, the font is changed into simple lines—why?

The WordPerfect 5.0 font file (WP.DRS) supports only three vector fonts (stick-type fonts). If you update your WordPerfect to a version produced on 4/89 or later, or update to WordPerfect 5.1, you will have full compatibility. Do not use the DrawPerfect WP.DRS file in WordPerfect 5.0.

Can I retrieve WordPerfect text into DrawPerfect?

Yes. DrawPerfect will import WordPerfect 5.0, WordPerfect 5.1, and ASCII text. However, DrawPerfect does not support all the function codes found in WordPerfect. For example, if you try to import text displayed in parallel columns, DrawPerfect would ignore the columns but retrieve the text.

The maximum number of characters allowed in a DrawPerfect text window is 2,000.

What kind of WordPerfect features are available when I edit text in DrawPerfect?

Many of the DrawPerfect function keys operate like they do in WordPerfect. For example, F6 is bold, F8 is Underline, F4 is Indent, and Alt-F6 is Flush Right.

Additionally, many of the cursor commands are like WordPerfect. For example, the arrow keys move the cursor, Home-Up moves the cursor to the top, Control-End deletes a line of text, Control-←→ moves the cursor one word to the left or right.

The Format key (Shift-F8) lets you change the size of a text window. This is similar to resetting the margins. Format also lets you manually kern characters.

I rotated some text. Can it still be edited?

Yes. Select Modify, then select the text you want to edit. When the text is being modified, it appears unrotated. When you are finished, it is rotated to the original angle.

Can I edit an image in the Figure Library?

You can edit all the Figure Library images (and any other image you draw). To edit a figure, select Modify then select the figure you want to edit. While in Modify mode, the figure is enlarged on the screen. You can edit the individual objects, colors, patterns, etc. within the figure.

You do not need to select Modify if you want to change one or more attributes (e.g., color, pattern, line style) of the entire figure. Simply select the figure, then select the attribute you want to change from the Attributes menu.

I brought in a figure that was very small. On the display, it didn't look too bad, but when printed on a black and white printer it didn't look very crisp. Is there anything I can do about this?

DrawPerfect maps colors to patterns on a monochrome device, with light colors mapping to lighter patterns and dark colors to darker patterns. This can result in a washed-out look if the graphic is small. To solve the problem, you can change the fill color to white. This will give you an outline drawing of the

image making it look more distinct. The Graphics Conversion Program can also be used to accomplish this. For example, the command line option **graphcnv c:\dog.wpg/c=16/f=16** changes all fill colors in the dog.wpg file to white.

I imported a figure from a PCX file (bitmapped image) as part of my drawing. When I saved it as a CGM file and sent it to a slide service, the bitmapped image wasn't there. Why?

CGM exported files do not support bitmapped images. Therefore, when the file was exported, the PCX image was not saved.

I'm doing some fine drawing work and sometimes the cursor gets in the way when I try to match up lines. Can I change the display of the cursor?

With the Display Cursor While Drawing option located under Setup, you can turn the display of the cursor either on or off.

Also, zooming in on an object can assist you in fine editing. If you make a mistake, you can move the points of a line with Modify.

I have my printer drivers set up in WordPerfect. Can I use them in DrawPerfect?

Yes, if you are using WordPerfect 5.1. The WordPerfect 5.1 printer drivers are shipped with DrawPerfect. You can use the Location of Files feature to tell DrawPerfect to search in WordPerfect for your printer drivers.

WordPerfect 5.0 printer drivers are not supported in DrawPerfect.

Also, do not try to use DrawPerfect printer drivers in WordPerfect. DrawPerfect drivers do not have the fonts that WordPerfect requires (since DrawPerfect fonts are built into the program).

What kind of color printers are supported?

DrawPerfect supports GSS (Graphics System Software) drivers. With GSS, you can use color printers, plotters, and film recorders. This support is similar to PlanPerfect. However, DrawPerfect fonts are used and not GSS driver fonts. This allows you to always print what you see.

The setup of a GSS device driver is not as easy as installing a printer driver. Use the Installation program to assist you.

If you want to change from a landscape paper size format to a portrait format, you need to run the GSS setup (via the Installation program), as well as setting a new paper size in DrawPerfect.

DrawPerfect supports many different GSS drivers. Not all drivers are shipped with DrawPerfect; others are available by requesting them from WordPerfect Corporation. Some drivers are available only via the hardware manufacturer.

Are plotters supported?

Yes. The same plotters supported in PlanPerfect (over 50) are supported in DrawPerfect. Use the Installation Program to install a plotter driver.

Certain categories of clip-art in the Figure Library are not appropriate to output to a plotter. Some figures were drawn with items overlapping; thus, the part of the item not visible on paper or on the screen, will be seen and drawn by the plotter. Typically, the line art type categories (e.g., maps, computers) will work fine on a plotter.

It took me a while to get my graph to appear just how I wanted. Do I have to go through this every time I define a new graph?

No. One easy approach is to use your existing chart to define new ones. Simply retrieve your chart, change the data, then use a new name when you save it. You can also save a graph definition which includes all of your graph options, colors, patterns, etc. DrawPerfect graph definitions are compatible with PlanPerfect 5.0.

I am not very good at designing my graphs or text charts. Does DrawPerfect come with any predefined templates that I can use?

Yes. DrawPerfect ships with over 20 sample graphs and text charts. Just retrieve the chart and edit the data.

Can I import data into my chart from a spreadsheet? I don't want to retype all the information.

Yes. DrawPerfect can import data from PlanPerfect, Lotus 1-2-3, Microsoft Excel, as well as delimited ASCII data. Spreadsheet named ranges are also supported.

When I start DrawPerfect, I would like to be creating bar charts instead of drawing lines. Can I do that?

Yes. The Initial Drawing Settings menu under Setup lets you define your own startup options. For example, the type of drawing item (e.g., chart, circles, lines) or type of attribute (e.g., color, fill pattern) you start with can be selected with Initial Drawing Settings.

I use WordPerfect 5.1 and I've heard that with Shell 3.0 you can exchange data between DrawPerfect and WordPerfect. How does this work?

Shell 3.0 is a program manager shipped with DrawPerfect. Within the Shell are two macros (WPTODRAW.SHM and

DRAWTOWP.SHM) you can install and use to transfer data between DrawPerfect and WordPerfect. Once you list WordPerfect 5.1 and DrawPerfect as options on the Shell menu, you can easily exchange data between the two programs.

In addition, there are two other Shell macros you can use to transfer data:

- You can retrieve WordPerfect text into DrawPerfect by pressing Alt-Shift-t while in WordPerfect.
- You can retrieve data from a WordPerfect table into a DrawPerfect chart by pressing Alt-Shift-g. (You must position the cursor at the beginning of the table data, after the Tbl Def code.)

Some other ways to exchange data include the following:

- When in either DrawPerfect or WordPerfect, you can switch back and forth with the following commands (assuming that the program letters on the Shell Menu are D for DrawPerfect and W for WordPerfect): Alt-Shift-w (to go to WordPerfect from DrawPerfect) and Alt-Shift-d (to go to DrawPerfect from WordPerfect).
- While in WordPerfect, position the cursor where you want a graphic placed. Press Alt-Shift-d to switch to DrawPerfect. Create the graphic you want, then select the WordPerfect option on the File pull-down menu to retrieve the graphic at the cursor position in your WordPerfect document.

The patterns and colors I see in WordPerfect 5.0 do not appear the same as they did in DrawPerfect—why?

The patterns and colors should match exactly when you transfer a DrawPerfect file into the April 4, 1989 (or later) version of WordPerfect 5.0. If you update your WordPerfect 5.0 software to a 4/89 version or later, or update it to WordPerfect 5.1, you will have full compatibility.

I drew one box overlapping another, then when I moved the second box, part of the first box was missing. What happened?

This occurs because DrawPerfect does not automatically redraw the screen when you perform editing operations. This improves editing performance. In the lower right corner of the screen, “ReDraw” should be displayed indicating the screen is not in a final state and needs to be redrawn. You can redraw the screen by pressing ReDraw (F9) or by selecting ReDraw from the View pull-down menu.

When displaying a presentation, I've noticed that each graphic must be drawn on the screen when I retrieve it. Can I make DrawPerfect look ahead to draw upcoming images and store them in memory?

Yes. The IBM EGA (PRESENTATIONS) feature on the Graphic Screen Driver menu will allow two full graphic pages to be stored in memory. However, you can only use this feature if you have an EGA or VGA compatible monitor. If you have a VGA monitor, you may want to change the display back to VGA after you display your presentation.