



canvas**x**draw

getting started



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Chapter 1: Overview



Getting Started Guide

Canvas X Draw is the preferred application of home and business users with the need to efficiently create complex, professional-grade graphical outputs because it offers the most flexible, scalable, and integrated design environment. Canvas X Draw has the full range of precise vector object illustration tools and advanced raster image editing tools that you need — all in one single, workflow-accelerating application.

Canvas X Draw provides a complete solution for home, small business, school, and corporate users:

- An array of tools for illustration, layout, editing, proofing, and final output, so you can take projects from start to finish in Canvas X Draw.
- A dynamic and flexible interface, including a Toolbox, as well as customizable keyboard shortcuts, a Docking bar, and a Properties bar for tool settings and object manipulation.
- Help when you need it, in the form of the Canvas Assistant help for the tool you're currently using, built right into a floating palette, as well as a fully searchable Help system available from the Help menu.

This guide is designed to introduce you to just a few of the basic Canvas X Draw features to get you started. For more information about all the Canvas X Draw features and tools, see the Canvas X Draw Help. Simply press **Shift + Command + H** at any time while you are using Canvas X Draw.

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About Canvas X Draw Documents

In Canvas X Draw, you can create several different types of documents:

- Illustrations
- Publications
- Presentations

For technical illustrations, the Illustration document type provides all the features and tools you need to create and enhance illustrations and save them in a wide range of file types. However, if you need to use your technical illustrations for another purpose, such as in an annual report, Canvas X Draw provides the Publication document type with additional tools to simplify your workflow.

Illustrations

The most commonly-used format, Illustration documents are the basis for most Canvas X Draw technical illustrations.

Illustration documents are general-purpose documents for all types of illustrations and graphics. You can specify a custom document size, and the document can have multiple pages (called sheets), with multiple layers on each sheet.

Publications

Publish documents using one of the standard paper sizes or a custom size. Specify full pages or facing pages, or choose one of the standard templates to create brochures, flyers, labels, magazine pages, and more.

Publication documents are designed for publications printed with two-sided (facing) pages, although you can also create a Publication that has pages with single sides. You can use master pages to hold items that you want to appear throughout the publication. You can also use multiple layers on each page.

Presentations

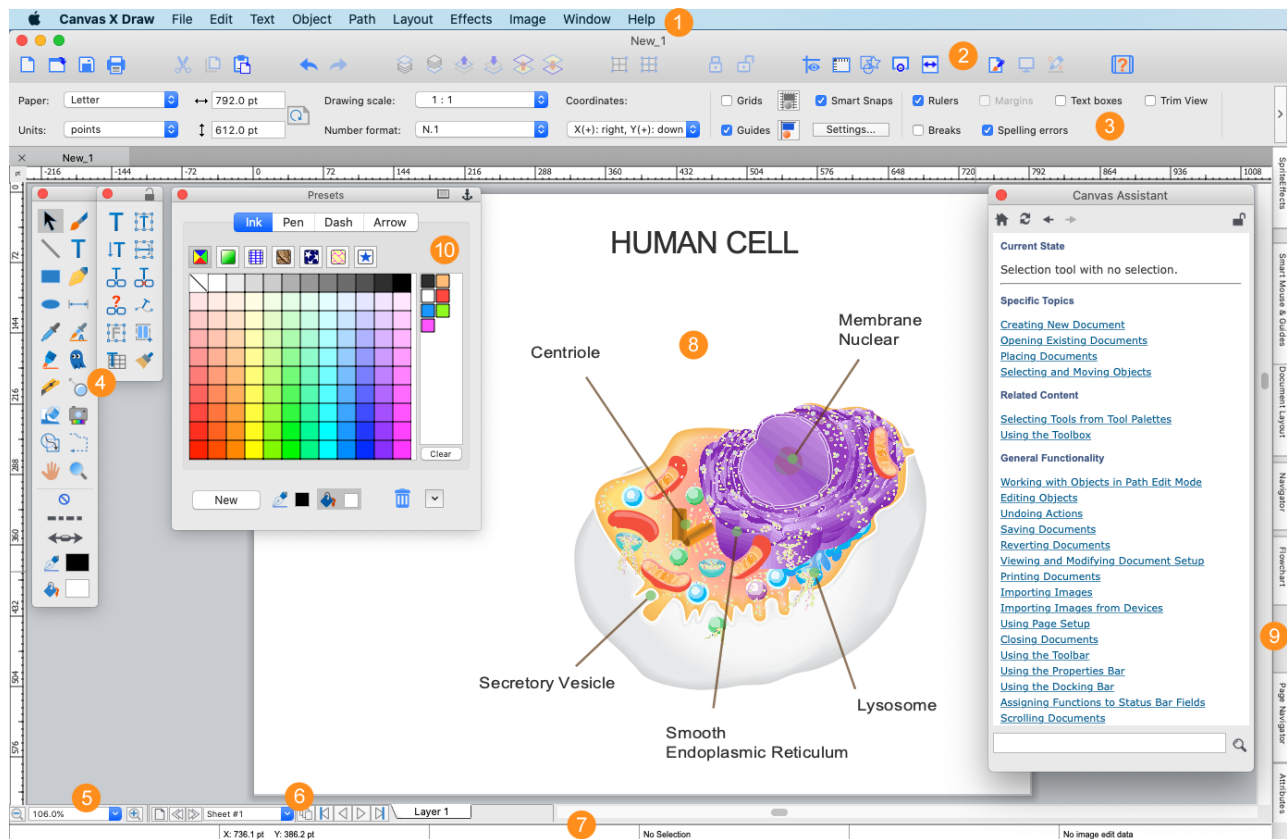
Presentations and slideshows provide a powerful way of displaying technical data.

Presentation documents are designed for on-screen slideshow presentations. You can use multiple layers and a master slide to hold background elements. You can use a variety of transition effects during slide show playback.

About the Canvas X Draw User Interface


Canvas X Draw Window

The Canvas X Draw interface contains seven main components, providing you with a Layout area as the main area for working on your illustrations, and a variety of toolboxes and palettes with all the tools you need. Depending on your operating system and your Canvas X Draw customizations, your interface may look different than what you see in the image below.



You can customize the interface in several ways, such as by hiding the Toolbar, Docking bar, and Properties bar. Each document window has Zoom controls, Document controls, and scroll bars. All documents share the Smart Toolbox, Properties bar, and Status bar. You can switch between Canvas X Draw documents using the Window menu, or you can tile or stack windows to see more than one document at a time.

1	Menu bar	Menus for all the Canvas X Draw features.
2	Toolbar	Shortcuts for common tasks.
3	Properties bar	Lets you control the properties for the text, painting, or vector tools as well as document setup. You can toggle this bar on or off.
4	Toolbox	Tool palettes snap out to the right. If you use a specific tool palette regularly, lock the palette so it remains open while you use other tools.
5	Zoom controls	Use these controls to zoom in and out of a document.
6	Document controls	Add pages and move from one page or layer to another.
7	Status bar	Displays the status and properties of the currently selected item.
8	Layout area	The main working area for creating illustrations, page layouts, presentations, and animations.
9	Docking bar	Provides a customizable dock for the Canvas X Draw palettes you use often. You can move the Docking bar to the left, right, top, or bottom of the layout area.
10	Palettes	Canvas X Draw organizes settings, tools, special effects, object attributes, and other functions in palettes.

 After manually reducing Canvas X Draw's main window, you can restore it to full screen mode by holding down the **Option** key when re-launching Canvas X Draw. Otherwise, Canvas X Draw will remember your last set dimensions.

 You can use the option + spacebar to temporarily switch to the Magnifying Glass tool.

Layout Area

The rectangle centered in the Canvas X Draw document window is the Layout area. The white space around the Layout area is known as the pasteboard and is additional working space where you can place objects before using them in an illustration. Objects on the pasteboard are saved with the document, but they are not printed.

To Hide the Outside of the Layout Area Temporarily:

1. Deselect All.
2. Select the **True View** checkbox in the Properties bar.

The Layout area represents different things in the different Canvas X Draw document types.

- **Illustration:** A page, called a "sheet," with layers.
- **Publication:** A single-sided page or two facing pages with layers.
- **Presentation:** A "slide" with layers.

You can change the color of the Layout area to represent the color of tinted paper.

To Set the Layout Area Color:

1. Choose **Layout | Document Setup**.
2. In the Document Setup section of the Preferences dialog box, select a color from the **Paper color** popup palette.

Document Navigation Controls

A pop-up menu appears below the document window. Open this menu to move through a document.

About Document Layout

Pages, layers, and master pages are a common element of all types of Canvas X Draw documents.

Pages

All Canvas X Draw documents can contain multiple pages. Here, "pages" is used as a general term for elements that make up a document.

- Publications can have single or facing pages.
- Illustrations have pages, called "sheets," which are single-sided.
- Presentations have pages, called "slides," which can be displayed in sequence as "slide shows."

In the Document Layout palette, pages are at the top level of the layout hierarchy, followed by layers, groups, and objects.

The Layout area in Canvas X Draw represents a document page. Page and layer controls are located at the bottom of the screen. The current page is shown in the Page menu.

Layers

A layer is a transparent level that objects are placed on. On a page you might have one or more layers. You can use layers to organize similar objects together. For example, you might use one layer for text and another layer for objects. By default, when you place or draw objects on a page, they are placed on a single layer. Layers can help you work efficiently. You can organize objects on layers, and you can display, print, and save layers individually.

In the Document Layout palette, a page's layers are listed after the page name. Objects are listed after the layer they are on. A new page has one layer (Layer #1). You can add layers to any page, including master pages.

You can save time by sharing layers in a document. A shared layer is similar to a master page. As with a master page, objects on a shared layer appear on every page where the shared layer is applied. You can update multiple pages by editing a shared layer.

Master Pages

Master pages are available in Publication documents. Similar elements called "master slides" are available in Presentation documents, and "master frames" are available in Animation documents.

Master pages are pages used as a master or background for other pages. The objects on the master page can appear on every page in a document. For example, if you wanted to add a logo to every page in your document, you could create a master page with the logo, and then apply the master page to your other pages. If the logo is changed or updated, you can simply update the master page, rather than having to update every page of your document.

In the Document Layout palette, the master page is listed under each page where the master page is visible. The main master page is at the top of the list. As with other pages, you can use one or more layers on a master page. By selectively hiding layers on the master page, you can control the master page's appearance throughout a document or on selected pages. The master page at the top of the layout list can be locked.

Chapter 2: Creating and Enhancing Technical Illustrations

Creating a New Illustration

If you have Canvas X Draw open already, you can create a new illustration from the **File | New** menu or by clicking the New Document icon. The New Document dialog box opens so that you can set the document attributes immediately.

To Create a New Document:

1. Do one of the following:
 - Choose **File | New**.
2. In the New Document dialog box, choose a template from the Illustration section.
3. In the Properties bar, further refine your document's specifications as desired, such as:
 - Paper size and unit
 - Portrait or landscape orientation
 - Rulers
 - Number format
4. If you are drawing an illustration to scale, set the drawing scale or drawing size.
5. To define further settings, such as paper color and type of document, choose **Layout | Document Setup**.
6. Click **OK**.

Using the Drawing Tools

In Canvas X Draw you can quickly draw simple shapes using the following drawing tools:



Each of these tools belongs to a tool palette containing additional similar drawing tools.










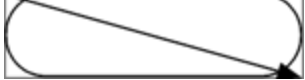



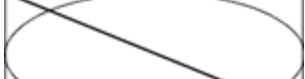





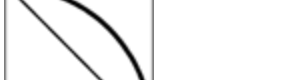
To Open a Tool Palette:

Click a tool in the Toolbox.

To Draw Simple Lines, Rectangles, Squares, Ovals, Circles, and Arcs:

1. Click one of the drawing tools in the Toolbox.
2. Click in your document and drag to draw the shape (or press **Shift** and drag).

Drawing Shapes

Lines		Drag from the starting point to the end point in any direction	
Lines at a 45° angle (horizontal, vertical, or diagonal)		Press Shift and drag from the starting point to the end point	
Rectangles		Drag from one corner to the opposite corner	
Squares		Press Shift and drag from one corner to the opposite corner	
Rounded rectangles		Drag from one corner to the opposite corner	
Rounded squares		Press Shift and drag from one corner to the opposite corner	
Ovals		Drag from one corner to the opposite corner of the oval's bounding box	
Circles		Press Shift and drag from one corner to the opposite corner of the circle's bounding box	
Arcs		Drag from one corner to the opposite corner of the arc's bounding box	
Circle-segment arcs		Press Shift and drag from one corner to the opposite corner of the arc's bounding box	

 When you draw a vector object, Canvas X Draw applies the current ink and stroke settings. The inks and stroke icons in the Toolbox show a preview of the current settings. You can change these attributes before or after you draw an object.

 See the Canvas X Draw Help to learn about drawing more complex shapes.



Working with Inks and Strokes

In Canvas X Draw, inks are solid colors or multicolored patterns that you apply to vector and text objects. You can apply inks to the interiors and outlines of vector objects and text. Strokes are lines centered on a path. You can modify the ink used for a stroke, or the stroke itself. You can shape a stroke with standard and calligraphic pens, parallel lines, even neon tubes. You can also add dashes and arrowheads to strokes.

Canvas X Draw comes with a number of preset inks and strokes that you can immediately apply to objects, or you can create your own custom inks and strokes.




Applying Inks and Strokes

You can apply inks to two areas of vector objects and text:

	Pen ink	Ink used for the strokes of objects and text characters.
	Fill ink	Ink used for the interior of objects and text characters.

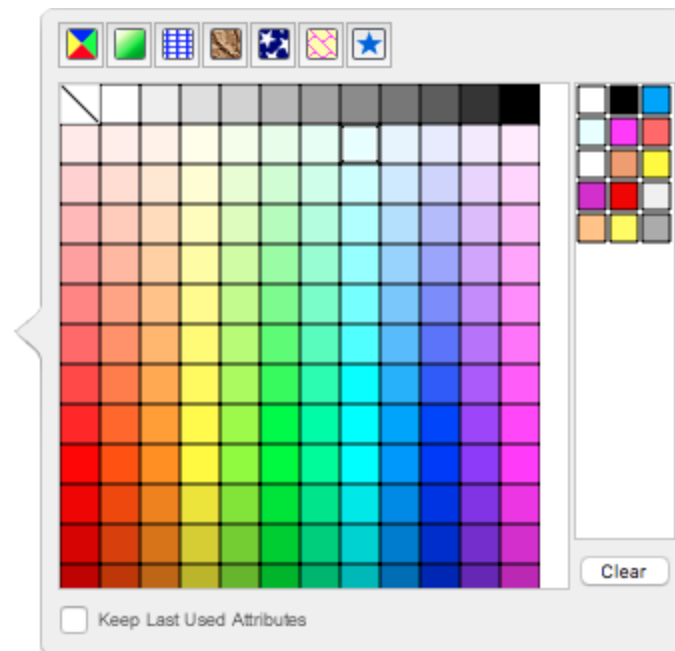
You can change the current inks before you create an object, or you can create an object and then modify the inks used.

Strokes are used for lines and outlines of objects. You can select the stroke itself, adjust the ink, thickness of the pen, and type of stroke, or you can use dashed strokes or arrowheads.

	Stroke	Select one of the following pen strokes: <ul style="list-style-type: none"> ● Standard ● Calligraphic ● Neon ● Parallel
	Dash	Select a type of dash.
	Arrow	Select arrowheads.

To Change the Default Pen or Fill Ink:

1. Make sure no objects are selected in the document.
2. Click the **Pen Ink** or **Fill Ink** icon in the Toolbox.
3. Select an ink.



To Change the Pen or Fill Ink for a Selected Object:

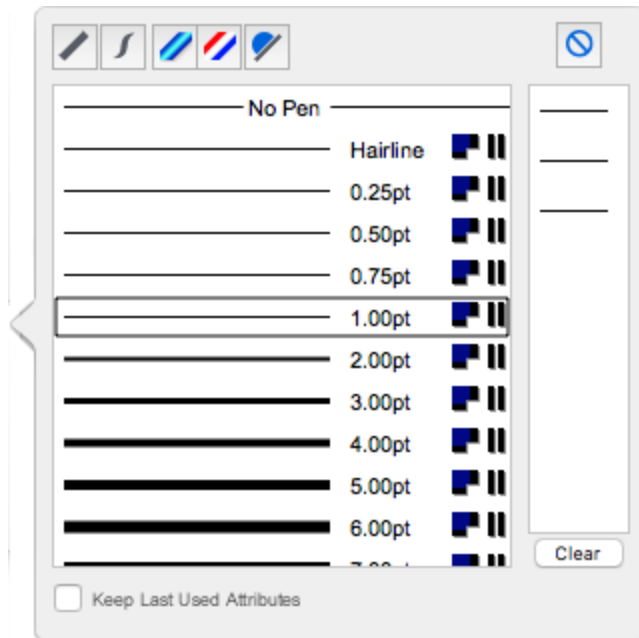
1. Select a vector or text object.
2. Click the **Pen Ink** or **Fill Ink** icon in the Toolbox.
3. Select an ink.

To Change the Current Stroke:

1. Make sure no objects are selected in the document.
2. Click the **Stroke** icon in the Toolbox.
3. Select a stroke.

To Change the Stroke for a Selected Object:

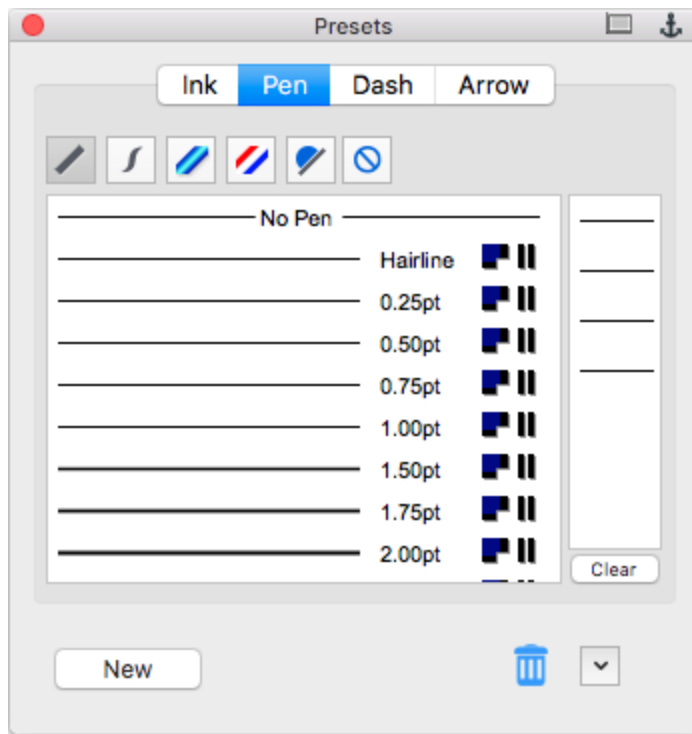
1. Select an object.
2. Click the **Stroke** icon in the Toolbox.
3. Select a stroke.



To Use the Presets Palette:

Do one of the following:

- Click one of the ink or stroke icons in the Toolbox, then drag the palette away from the Toolbox to float it.
- Choose **Window | Palettes | Presets**.



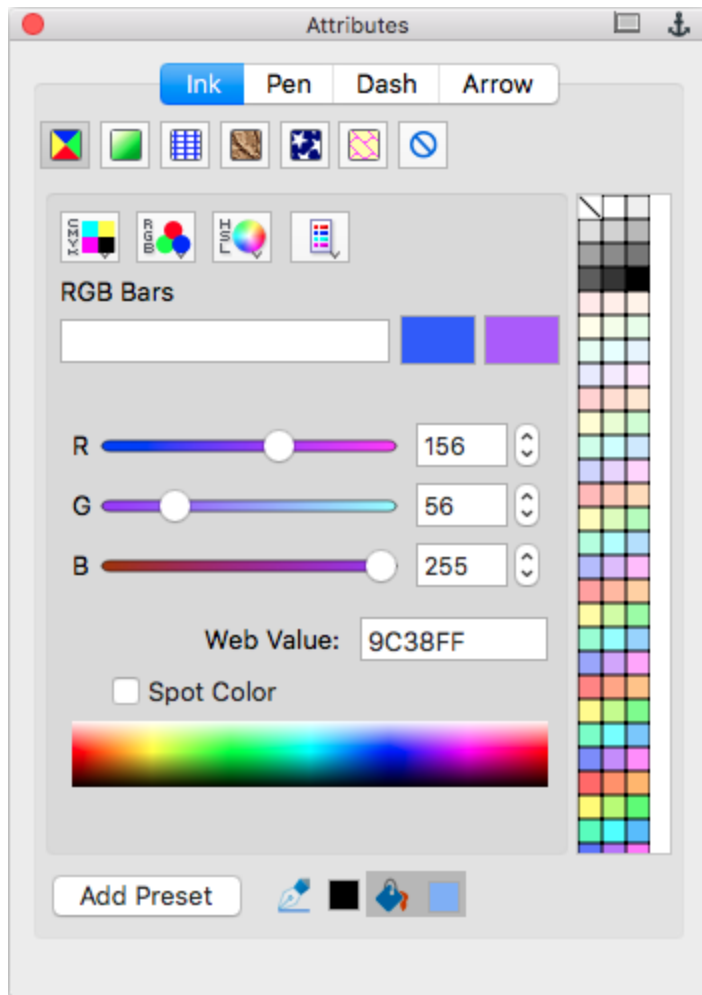
Creating Custom Inks and Strokes

As well as using the preset inks and strokes, you can create your own custom inks and strokes and save them as presets. You do this in the Attributes palette.

To Open the Attributes Palette:

Do one of the following:

- In the Presets palette, click the **Edit** button.
- Choose **Window | Palettes | Attributes**.

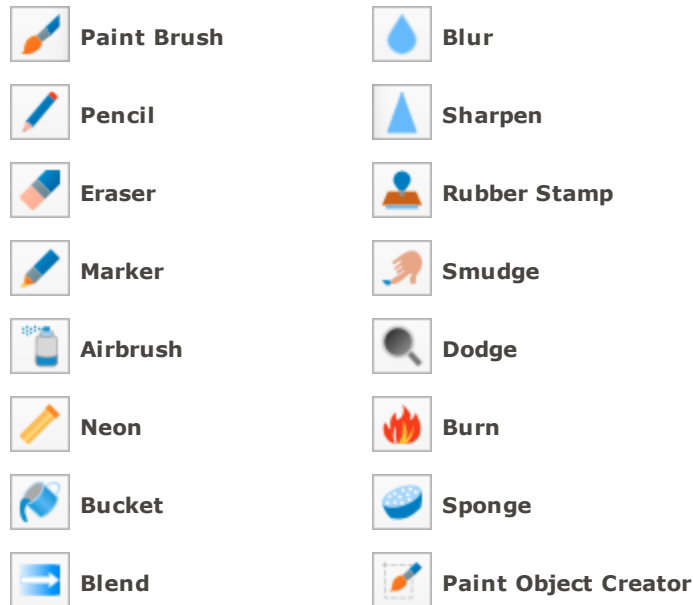


To Create a Custom Ink or Stroke:

1. In the Attributes palette, select the options you want to use for your custom ink or stroke.
2. Click the **Add Preset** button.

Using the Painting Tools

Canvas X Draw provides a full range of painting tools, including the digital equivalents of markers, airbrushes, and paintbrushes, tools for creating effects like neon and blends, and tools for retouching, color-correction, and cloning images. To use the painting tools, you can begin in several ways. You can select a painting tool and begin painting with it, you can draw a blank paint object to use as a canvas, or you can import or place an image, and edit it using the painting tools.




Painting

To Paint with a Painting Tool:

1. Select a painting tool from the Toolbox, such as the **Paint Brush**, **Pencil**, or **Airbrush** tools.
2. Begin painting with the tool.
3. When you have finished with the paint object, press **Esc** to exit Edit mode.

To Create a Blank Paint Object:

1. Select the **Paint Object Creator tool** from the Toolbox. 
2. Drag diagonally in the document to create a rectangular paint object.
A blank paint object appears in Edit mode. You can now use the painting tools to paint on the paint object.
3. When you have finished with the paint object, press **Esc** to exit Edit mode.

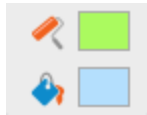
To Import an Image and Edit it with the Painting Tools:

1. Choose **File | Import Images**.
2. In the Select images to import dialog box, browse to the image you want to import, then click **Open**.
3. Click on the image to enter Edit mode.

4. Select a painting tool from the Toolbox to edit the image.
5. When you have finished with the paint object, press **Esc** to exit Edit mode.

Selecting Colors for Painting

Painting tools use the foreground or background color, or both. In the Toolbox, instead of a pen ink icon for the foreground, a brush icon appears when you select a painting tool.




The brush icon shows the foreground color, and the bucket icon shows the background color.

You can use any solid color for painting, including multicolored inks, such as gradients, symbols, textures, pattern, or hatch inks. Alternatively, you can use the **Color Dropper** tool to select a color from the paint object you are editing.


To Select a Color for Painting:

1. Click the foreground or background color icon in the Toolbox.
2. In the Presets palette, on the Ink tab, click on an ink type and select a color.

To Select the Background Color from a Paint Object:

1. Select the **Color Dropper** tool from the Toolbox. 
2. Click a color in the paint object or image.
The background color changes in the Toolbox.

To Select the Foreground Color from a Paint Object:

1. Select the **Color Dropper** tool from the Toolbox. 
2. Right-click a color in the paint object or image.
The foreground color changes in the Toolbox.

jAdding Text

Canvas X Draw has a full range of text and typography features that let you integrate text with illustrations and images. You can enter, format, edit, and arrange text in Canvas X Draw. To help you edit and proof text, Canvas X Draw provides spell-checking and text-searching tools.

Text Tools

The **Text tool** palette contains the tools you use to create text objects and edit text.

 **Text:** Use the Text tool to create text objects and edit text.



Text Object: Use the Text Object tool to draw fixed text objects for page layouts.



Text Link: Use the Text Link tool to link text objects to create text flows.



Text Unlink: Use the Text Unlink tool to break text object links.



Link Info: Use the Link Info tool to check text flows in a document. The tool displays arrows showing the flow of text among linked text objects.



Text Path: Use the Path Text tool to type text along a vector path.



Text Form Field: Use the Text Form Field tool to create form text boxes.



Text Section: Use the Text Section tool to create sections and columns in the text.



Text Format Brush: Use the Text Format Brush tool to copy a text format and apply it to other text.



Vertical Text: Use the Vertical Text tool to create text in vertical columns that flow from top to bottom and right to left.



Vertical Text Object: Use the Vertical Text Object tool to draw empty blocks for vertical text.





Table: Use the Table tool to quickly create tables. Use the Text tool to type in each cell individually.

Typing Text

The simplest way to add text to a document is to use the Text tool.

To Type Text with the Text Tool:

1. Select the **Text** tool from the Toolbox. 
2. Do one of the following to set the location and type the text:
 - **To enter one line of text:** Click in the document. An insertion point appears where you click. Begin typing and the right margin extends to fit the line of text that you type.
 - **To define a text column:** Drag diagonally to create a rectangular text object. The object's width matters, but not its length. Canvas X Draw contracts or expands the length to accommodate the text you type. An insertion point appears at the top of the object. Begin typing, and when you reach the right margin, Canvas X Draw wraps the text to the next line.
3. Press **Esc** to exit Text Editing mode when you finish typing. The text object remains selected.
 -  You can identify whether you are in Text Edit mode by the Status bar.
4. Press **Esc** to deselect the text object or select another object. You can also click outside the object.

Formatting Text

Canvas X Draw provides two ways to format text: the Properties bar and the Text menu. Using the Properties bar or the Text menu, you can quickly apply formatting to particular characters or an entire paragraph.

To Apply Formatting from the Properties Bar:

1. Select the **Text tool** from the Toolbox.
2. Select the text you want to format.
3. In the Properties bar, select one or more text format options.

Properties Bar Text Format Options

Font	Select a font from the drop-down menu. The font applies to selected text objects, highlighted text, or the next text you type.
Text styles	Click the styles buttons to assign standard text styles.
Size	Select a size from the drop-down menu. The size applies to selected text objects, highlighted text, or the next text you type. To increase the font size, you can also click the +A . To decrease the font size, you can click -A .
Tab	Select left, right, center, decimal, or comma from the menu and then click in the ruler to set the tab.
Horizontal alignment	Select left, center, right, or justify.
Text attributes	Use the pop-up palettes to apply a text fill ink, text pen ink, background ink, and text frame ink. For the text stroke and frame stroke, you can also assign a pen width.
Leading	Select an option from the drop-down menu, or choose Exactly and enter a value in the field and press Enter .
Kerning	Select an option from the menu or enter a value in the field and press Enter .
Scaling	Specify percentages (horizontal & vertical) by which you want to scale the current type size.
Space	Insert spacing before or after a paragraph by entering values in the fields.
Vertical alignment	Select the top, bottom, center, or justify button.
Insert	Select a special character from the drop-down menu.

To Apply Formatting from the Text Menu:

1. Select the **Text tool** from the Toolbox.
2. Select the text you want to format.
3. Choose **Text | Font** (or any of the other formatting options).
4. Choose one of the options from the sub-menus.

Using SpriteEffects


SpriteEffects let you apply image effects and filters to vector objects, images, text, and grouped objects. The types of effects and filters you can apply include: Artistic effects, such as Crystallize, Lens Flare, Oil Painting, and Stained Glass; Blur effects, such as Gaussian, Radial, and Motion blur; Brightness/Contrast, Color Balance, Hue/Saturation, Noise, Ripple, Spherize, Twirl, and many more.



You can apply effects temporarily, adjust effects settings, change the order of effects, and hide or remove effects individually, all from the SpriteEffects palette, without having to use Undo or save the original image to preserve it. And you can apply an effect to an entire object, or you can create a lens object and apply an affect to just the area specified by the lens.



Applying SpriteEffects

To Apply an Effect:

1. Select an object or a lens.
2. Do one of the following:
 - In the Properties bar, select an effect from the SpriteEffects drop-down list.
 - Choose **Object | SpriteEffects | Add Effect**, then select an effect.
 - In the SpriteEffects palette, click the New Effect icon, select an effect from the drop-down list, then click **OK**.
3. If a dialog box appears, select the settings you want to use, then click **OK**.

 You can apply multiple effects by repeating this task as many times as necessary.

 You can remove all effects quickly by selecting the object and pressing the **Clear All SpriteEffects** button in the Properties bar. 

 You can remove transparency effects by selecting the object and pressing the **Remove SpriteLayer Effect** button in the Properties bar. 


To Edit or Delete SpriteEffects:

You can edit or delete SpriteEffects, depending on the type of effect.


1. Select the object.
2. Right-click the object and choose **Edit** from the context menu.
3. Under the Edit menu, choose one of the following:
 - **Delete [SpriteEffect]**.
 - **Edit [SpriteEffect]**. This will open the SpriteEffect's dialog box, where you can adjust settings.

To Manage SpriteEffects in the SpriteEffects Palette:

Do one of the following:

- Choose **Window | Palettes | SpriteEffects**.
- In the Properties bar, click the SpriteEffects icon. 

To Show and Hide Effects:

1. Select the object whose effects you want to hide/show.
2. In the SpriteEffects palette, click the **eye** symbol to hide/show the effect. 

Hiding an effect temporarily removes the effect from the object. Showing an effect re-applies the effect to the selected object.

Using Lens Objects with SpriteEffects

Lens objects let you limit an effect to a particular region of an illustration, or they let you magnify an area when you want to show a detailed view. The default lens effect is normal (100%) magnification, but you can change this if you want to see a magnified view. You can also change the viewpoint of what is displayed in the lens. By default the viewpoint is the center of the lens. If you want to offset the lens from whatever is directly behind it, you can change the viewpoint.

To Create a Lens Object:

1. Create an object to use as a lens. You can create a new object or copy an existing object.



Fill inks are removed when vector or text objects are converted to lenses.

2. Select the object you want to use as a lens.
3. Do one of the following:
 - In the Properties bar, click the **Make Lens** button.
 - Choose **Object | Convert to Lens**.
 - In the SpriteEffects palette, select the **Lens** checkbox.

The object becomes a lens and remains selected.

To Set Magnification:

1. Select the lens object.
2. Do one of the following:
 - In the Properties bar, enter the magnification value in the Lens Mag text box.
 - In the SpriteEffects palette, enter the magnification value in the Mag text box.



Basic lens

With the magnification set to 300% and its viewpoint set about 2 inches to the right, a lens made from a circle shows a detail view of an illustration.

To Set a Viewpoint Precisely:

1. Select the lens object.
2. In the Properties bar or SpriteEffects palette, select one of the following:
 - **Absolute:** Select Absolute and enter horizontal (X) and vertical (Y) distances from the rulers' zero point to the viewpoint; e.g., enter 0 in the X and Y boxes to set the viewpoint at the zero point. If you move the lens object, the viewpoint does not change.
 - **Relative:** Select Relative and enter horizontal (X) and vertical (Y) distances from the center of the lens to the viewpoint. Positive values move the viewpoint down and right of the lens center. Negative values move the viewpoint up and left of the lens center; e.g., to set the viewpoint 1 ruler unit left of the lens center, enter -1 (X) and 0 (Y). If you move the lens, the viewpoint changes.

jaUsing Symbols

You can use symbols to enhance your illustrations. You can open the Symbol Library palette, and drag and drop symbols onto your illustration, or you can use Symbol inks to draw a line or shape.

Using the Symbol Library Palette

The Symbol Library palette comes stocked with a range of symbols you can use in your Canvas X Draw documents, or you can create your own symbols and add them to the Symbol Library. You can create symbols from any vector, text, group, or paint object. If you change the symbol in the palette, all the copies in the document will also change. For example, if you add a logo to the Symbol Library, and the logo is updated, you can simply replace the logo in the Symbol Library, and all instances of the logo in your document are updated.

To Open the Symbol Library Palette:

Choose **Window | Palettes | Symbol Library**.

To Place Symbols:

1. Select the symbol in the Symbol Library palette.
2. Move the cursor into the layout area. The cursor changes to a place pointer.
3. Do one of the following:
 - To place the symbol at its original size, click in the layout area where you want to place the upper left corner of the symbol.
 - To scale the symbol while you place it, drag the pointer to set the bounding box size. Canvas X Draw scales the symbol to fit the bounding box.



To constrain the proportions as you drag the point to set the bounding box, press **Shift** while scaling.

To Create a Symbol:

1. Create a vector object, group of vector objects, or composite object in Canvas X Draw.
2. Choose one of the following:
 - **File | Symbol Library**
 - **Window | Palettes | Symbol Library**

3. In the Symbol Library dialog box, click the drop-down arrow next to the Category field and choose **My Symbols**.
4. Press the **Convert to Symbols** button.
5. In the Name Symbol dialog box, do one of the following:
 - If you want Canvas X Draw to automatically name the symbol for you, select the **Automatic Naming** checkbox, and enter a **Prefix** and **Keyword**.
 - If you want to create a name for the symbol yourself, deselect the **Automatic Naming** checkbox, and type the **Name** in the Name field.



Adding one or more keywords will allow your symbol to be found easily by the search function.






6. Click **OK**.





You can use the Verify Name button to check that the name you have entered has not already been used for another symbol.

Using Symbol Fill Inks

To Apply Symbol Inks:

1. In the **Presets** palette, select the **Pen**  or **Fill Ink**  icon.
2. Click the **Symbol** ink icon. 
3. Select a color.
4. Do one of the following:
 - If an object is selected, click on the **Symbol Ink** cell. 
 - If an object is not selected, click on the **Symbol Ink** cell  and drag the ink to the object.

To Create Symbol Inks:

1. In your Canvas X Draw document, create an object to use in your new Symbol Ink.
 -  If you want to use more than one object or object type in the Symbol Ink, you must group the objects.
2. Deselect any objects in your Canvas X Draw document by pressing **Esc**.
3. In the Presets palette, click the **Symbol Ink** icon , and then the **Edit** button to open the Symbol manager.
4. Click the **Create** button.
5. Click the object in your document that you want to use in the Symbol Ink.
6. Adjust the settings for the Symbol Ink in the Symbol manager.
7. Click the **Add Preset** button to add the new symbol ink to the preset inks.

Selecting, Grouping, and Aligning Objects

In Canvas X Draw, you need to select objects in order to edit them. If you want to edit several objects at once, you can group the objects first. You might also want to align two or more objects, or distribute them so the spacing between them is the same.

Selecting Objects

When you select an object, you distinguish it from other, unselected objects, so that when you choose a command or apply a color, Canvas X Draw knows to apply it to the selected object. In most cases, you select objects first, then apply a command or attribute. If you can't apply an attribute, or a command is not available, check to be sure you have correctly selected an object first.

Canvas X Draw provides several tools and commands for you to select objects. Use the most convenient method for each situation. The Selection tools are the primary object-selection tools. You can also use the Select All and Find commands from the Edit menu to select objects.

In some cases, you can select parts of objects; e.g., you can select an anchor point within a vector object, a word within a text object, and an image area within a paint object. Selection techniques for various types of objects are described in the drawing, text editing, and image editing sections of the manual.

Selecting Objects with Selection Tools



Selection tool: Select this tool when you need to Select a single object. To select multiple objects, you can **Shift-click**.



Direct Edit Selection tool: This tool allows you to select all curve- edit points of an object in one step. Click this tool and then click on a vector object to place that object into Edit mode.



Direct Group Selection tool: Using this tool, you may select individual or multiple objects within a group without the need to ungroup the object.



Lasso Selection tool: Select this tool and then encircle or draw a line around an object or series of objects. Doing this will select all of the objects that are touching the selection. You can also use this tool to select objects by simply drawing a line through them.



Direct Edit Lasso tool: You can quickly edit any path point of an object by enclosing it with this tool. This feature places the object or objects into Edit mode and highlights the edit points that fall inside the selection area drawn by the Direct Edit Lasso Tool. Likewise, you may also draw a line through an object to allow editing of a path point.



Ink/Stroke Selection tool: You can select one object with specific attributes and every object sharing those attributes will also be selected. From the Properties bar, choose whether to select objects with shared Pen Inks, Fill Inks, or Strokes. Select **None** from the Group Level drop-down menu to ignore grouped objects in your selection.

To Select One Object:

1. Click a selection tool in the Toolbox.
2. Click an object.

To Select Multiple Objects:

Do one of the following:

- Hold down **Shift**, and click each object you want to select.
- With the Selection tool, drag a selection box around objects to select them. Canvas X Draw selects all objects inside the selection box.

To Select All Objects on a Single Layer:

Choose **Edit | Select All** to select every object in a single-layer document.

Grouping and Ungrouping Objects

Use the Group command to unite objects that you want to keep together as one unit. You can group individual objects as well as already-grouped objects. When you no longer want to keep a group together, separate the original objects with the Ungroup command.

When you apply a command to a group object, the effect in most cases is the same as if you applied the command to each object in the group individually.

To Group Objects:

1. Select the objects that you want to group.
2. Do one of the following:
 - Choose **Object | Group**.
 - In the Properties bar, click the **Group** button.

Canvas X Draw replaces the bounding boxes of the individual objects with a single bounding box.



After you group objects, you can select individual objects in the group with the Direct Group Selection tool.

To Ungroup Objects:

1. Select one or more grouped objects that you want to separate.
2. Do one of the following:
 - Choose **Object | Ungroup**.
 - In the Properties bar, click the **Ungroup** button.

Canvas X Draw separates the group and leaves the individual objects selected. If any of these objects are group objects, you can ungroup them by choosing **Object | Ungroup** again.



Aligning and Distributing Objects

In Canvas X Draw you can quickly and easily align or distribute selected objects from the Align menu, the Properties bar, or the Align palette.

To Open the Align Palette:

Choose **Window | Palettes | Align...**

To Align or Distribute Objects:

1. Select two or more objects.
2. Do one of the following:
 - Choose **Object | Align**, and select an alignment option.
 - In the Properties bar, select an alignment option, or Distribute Inside Vertically  or Distribute Inside Horizontally  option.
 - In the Align palette, select an alignment or distribution option, then click **Apply**.

You can apply alignment and distribution options to vector objects, grouped objects, paint objects, and text objects. You can align and distribute objects in separate or combined operations. As the reference point for alignment and distribution, you can choose points on the objects or the document.

- **Aligning objects:** When aligning objects, Canvas X Draw lines up key points on the objects in relation to the key object. Choose left, right, top, bottom, or center alignment.
- **Distributing objects:** When distributing objects, Canvas X Draw spreads them out over a specified area and equalizes the space between the key points. Choose inside, top, center, bottom, and outside as methods for distribution; e.g., if you choose left edges for distribution, the left-most point in each object is an equal distance from the leftmost point in each of its neighbors.

Saving a Canvas X Draw Document

In Canvas X Draw you can choose to save an entire document, a selection, or a layer. You can also use compression, or apply a password to protect a document.

Use one of the following:

- **Save:** Updates a document file on disk and overwrites the previously saved version.
- **Save As:** Lets you create a new file on disk from an open document, save documents as templates, and use other graphics and text file formats.

When you use these commands, the default format for storing documents is the native Canvas X Draw format.

Saving Files

To Save a New Canvas X Draw Document:

1. Choose **File | Save As**.
2. In the Save As dialog box, select a location to store the document and type a file name.
3. Click **Save** to store the document on disk.

To Save Changes to a Document as You Work:

Choose **File | Save** to update the document file on disk.

To Save a Document with a New Name or in a New Location:

Choose **File | Save As**. Enter a new name or select a new location in the directory dialog box, and then click **Save**.



To avoid losing your work in the event of a power failure or system failure, use the Save command frequently as you work to store changes on disk. Also use the AutoSave feature located in **Canvas X Draw | Preferences | General | Functionality Options**.

Saving Selections and Layers

In the Save As dialog box you can choose options to save selections or layers, and create previews.

Save Entire Document	The default setting tells Canvas X Draw to save a complete document.
Save Selection	Choose this option after you select the objects in the document that you want to save as a new document. If you don't select anything, this option is not available.
Save Layers	Select this option to save one or more layers in a new document. Then, click Layers to specify which layers to save. This option isn't available if the document has only one layer.
Compression	Use this drop-down menu to reduce the size of files saved on disk. By default, the Compression speed is set to Fastest, which compresses quicker (relative to the other settings), but does not make the file very small. You can choose a slower compression speed for a smaller file.
Preview	Select this option to save a low resolution preview of the document. In applications that support previews, you can see a thumbnail image of the document before opening the file. You can set the drop-down menu to save a preview of part, all, or none of your file.

Applying Password Protection to Canvas X Draw Documents

If you want to control who can open a Canvas X Draw document, you can protect the document with a password.

To Add a Password to a Document:

1. In the Save As dialog box, select the **Encrypt file** checkbox.
2. In the Password text box, enter a password.
3. In the Confirm text box, enter the same password again.
4. Click **OK**.

To Change the Password on a Document:

1. In the Save As dialog box, click the **Modify key** button.
2. Enter and confirm the new password, and then click **OK**.



The encrypt option is only available when you save the document in the native Canvas X Draw format. The PDF export has its own encryption method.

Chapter 3: Publishing, Presenting, and Collaborating on Technical Illustrations

Printing

When it's time to print your document, Canvas X Draw provides a full range of printing options, allowing you to quickly deliver high quality printed documents or postscript files for professional printing. In Canvas X Draw you can choose whether to print an entire document, a selection of objects, or a selection of pages. You can also make use of layers to show or hide objects so that you only print what you need. For example, if you added annotations to a layer in your document during a review, you can choose to not print that particular layer when you print the document.

Printing a Document

If your document uses a standard paper size and you want to print all the visible objects on the page, you can simply select a printer and print the document. However, Canvas X Draw also offers the flexibility to print multiple pages on a page, scale the page to fit the paper, print color, print registration marks, and much more.

To Print a Document:

1. Choose **File | Print**.
2. In the Print dialog box, select a printer from the **Printer** drop-down list in the Printer Settings section.
3. Set the **Print range** and **Copies** settings.
4. Select any other options you want to use from the Print dialog box.
5. Click the **Print** button.



See the [Canvas X Draw Help](#) for a description of all the options available in the Print dialog box.

Adding Annotations

Canvas X Draw makes it easy to collaborate on a document with other members of your team. Once you have created your document, you can share it with your colleagues and they can add annotations or mark up the document as they review it. Having the annotations in the file itself makes it easy to see exactly where changes need to be made.

You can use the annotations tools to add labels, callouts, or comments to your diagrams or illustrations, or to create simple flowcharts. The annotation tools can be found in the Toolbox with the Markup tools.



Basic: Adds a single annotation and points to a single object.



Multiple Sources: Adds a single annotation and points to one or more objects.



Multiple Notes: Adds multiple annotations and points to a single object.



Flowchart: Creates a simple flowchart.

When you draw in the Layout area with these tools, Canvas X Draw creates an object shape and connector lines. You can change the shape of the object, size, or the type of connector line in the Properties bar. You can also edit the label (before you place the annotation), and modify the font and style of the text.

From the Text drop-down menu, you can select **Number**, **Alphabet (L)** (upper case letters), **Alphabet (s)** (lower case letters), or **Custom**. In the field below, enter the number or letter to begin a sequence of annotations, such as 1 or A. Annotations will continue in sequence with 2 or B, and so on. If you have selected Custom, enter a custom label in the field. You can choose the color for the text of the annotations from the Color drop-down menu in the Properties bar. Press **ESC** to discontinue adding annotations.

You can also modify the outline and fill of the shapes and connectors using the Pen and Fill inks in the Toolbox after you create them.



Before you add annotations to your illustration, consider whether you want to print the annotations. If you do not want to print them, you might consider creating a new layer for the annotations, which you could hide when you print the illustration.

To Add a Basic Annotation:

1. Select the **Basic** annotation tool.
2. Set the annotation options in the Properties bar.
3. Select a line preset from the **Line Type** drop-list or click the **Define Line Type** to create a new custom line type.
4. In the Layout area, click on the object you want the annotation to point to.
5. Move the cursor to place the annotation and click to release the tool.
6. Double-click the annotation text to edit it.

In a similar way, you can use the Multiple Sources, Multiple Notes, and Flowchart annotation tools to add more complex annotations. See the Canvas X Draw Help for additional instructions.

Creating Flowcharts

In Canvas X Draw, you can use the Flowchart palette to create a flowchart using standard flowchart symbols and lines. You can adjust the pen, fill, dash, and arrow attributes of the lines, the amount of offset spacing between symbols, the size of the symbols, and the position of symbols relative to each other.

To Create a Flowchart:

1. Choose **Window | Palettes | Flowchart**.
2. Drag a flowchart symbol into your document.
3. Add additional symbols, by doing one or more of the following:
 - Select a symbol in the Flowchart palette, and then click one of the arrow direction buttons in the Create Controls section.
 - Select a symbol in the Flowchart palette, and then click one of the arrow direction buttons in the Branch Controls section.

To Set the Default Attributes of Flowchart Lines:

In the Flowchart palette, set the **Smart Line Attributes** to control the Pen, Fill, Dash, and Arrow attributes.



You can quickly select and edit the attributes of smart lines without clicking each one individually. Select the type of Smart Line tool you want to edit from the Toolbox and press **Command + A**.

To Set the Default Attributes of Flowchart Symbols:

1. Make sure that no objects are selected in the document.
2. In the Toolbox, set the Pen, Fill, Dash, and Arrow attributes.

To Change the Attributes of Flowchart Lines or Symbols:

1. Select the flowchart lines or symbols in the document.
2. In the Toolbox, set the Pen, Fill, Dash, and Arrow attributes.



As with any Canvas X Draw object, you can also change the size of the selected symbols, the opacity, and effects such as bevel and shadow. You can also align symbols, rotate them, or skew them.

To Replace One Symbol with Another:

1. Select the symbol you want to replace in your document.
2. Select the replacement symbol in the Flowchart palette.
3. Click the **Replace** button.

To Add Text to Symbols and Lines:

1. In the document, select the symbol or line that you want to add text to.

2. Select the **Selection tool** from the Toolbox.



3. Type the text you want to add.

You can edit the text, change the font, size, color and other attributes as you would for any text you enter in Canvas X Draw.

Chapter 4: Simplifying and Accelerating Your Workflow

Workflow

Importing Files and Images

Importing Files

Canvas X Draw lets you import and export files in many different formats, letting you easily work with colleagues who use different applications and formats. Since the native Canvas X Draw format (.CVD) saves all the objects, properties, and effects that your document can contain, it's recommended that you always save your document in this format, in addition to saving or exporting the document in other formats.

When you save or export a document in a non-Canvas X Draw format, you should be aware of the capabilities and limitations of that file format, so that you can avoid problems such as lost information and printing errors. For example, some formats support only one type of data (vector, raster, or text), while others support multiple types.

In Canvas X Draw you can open a file directly, or you can create a Canvas X Draw document and then place one or more files into it. This lets you work on a single file, or combine files of different formats into a single document.

To Open or Place a File:

1. Choose **File**, then choose one of the following:
 - **Open**: Opens the file as a new Canvas X Draw document.
 - **Place**: Inserts the file in the current Canvas X Draw document. This command is available only if a Canvas X Draw document is open.
2. In the Open or Place dialog box, select the file you want to open, then click the **Open** or **Place** button. For some file formats, a dialog box presents options for opening files. Select the appropriate settings, then click **OK**.
 - If you open the file, Canvas X Draw creates a new document.
 - If you are placing the file, a Place pointer appears. Click where you want to place the top-left corner of the file.

Importing Images

Importing an image places it in the current document as a paint object. In most cases, Canvas X Draw stacks imported images at the center of the current view.

To Import an Image:

1. Choose **File | Import Images**.
2. In the Select images to import dialog box, select the image you want to import.
3. Click the **Open** button.

Exporting Files and Images

Exporting Files

In Canvas X Draw, exporting files in different formats is as simple as saving the file in your selected format. Because not all the different file formats support all Canvas X Draw objects and effects, it's recommended that you always save your document in the standard Canvas X Draw (.CVD) format in addition to other formats.

For example, a TIFF file can save only a single raster image; it does not support text or vector objects. If you save a Canvas X Draw document containing vector objects or text in TIFF format, all the objects in the document are changed into an image. If you then open the TIFF file, its contents appear as one raster image, so you can't edit the original text or reshape the vector objects.

When you save a document in another format, Canvas X Draw creates a new file on disk, but does not close the document or change the name of the document in the title bar. If you then try to close the Canvas X Draw document (without saving it in Canvas X Draw format), a message asks you to confirm that you want to close the document without saving it.



Always save your work as a Canvas X Draw (.CVD) document, so you can edit your work later in Canvas X Draw if necessary.

Exporting Images

When you export an image from a Canvas X Draw document, Canvas X Draw creates a file on disk from a single selected paint object. Using Export is similar to using Save As, except that you must select a paint object before you choose Export.

To Export an Image:

1. Select the paint object or image to export.



Images in Edit mode can't be exported. Press **Esc** to exit Edit mode.

2. Choose **File | Export Image**, and select a file format.
3. In the Export Image dialog box, type a file name, select a location for the exported file, and then click **Save**.

If the image mode of the selected paint object is not supported by the chosen format, the Render Image dialog box appears. In the dialog box, select an image format supported by the file format. If an image mode is not available in the Mode menu, the selected file format does not support that mode.

Chapter 5: What's Next?

What's Next?

Explore

Canvas X Draw is packed with many more useful features and tools—more than we can cover in this simple guide. Hopefully, these instructions have given you some ideas on how the program can help you create and enhance technical illustrations or use it as a collaborative tool as part of your technical illustration workflow.

We encourage you to explore the rest of Canvas X Draw, and to experiment with some of the features for yourself. If you get stuck, or need more information about a particular tool or feature, try one of the following options:

Consult the Help File

The Canvas X Draw Help provides explanations and steps for using all of the Canvas X Draw features. As well as detailed descriptions of all the tools, the Help provides more information about how to create and enhance, import and export your technical illustrations. Press the F1 key while using Canvas X Draw at any time to open the Help file. Help is available whether you are online or offline.

Product Support and Resources

If you have an Internet connection, you can access the latest information instantly by clicking **Help | Product Support and Resources**. You will find a PDF of the User Guide, a PDF of this Getting Started Guide, online tutorials, and any updates to the software.

Community

Visit the Canvas GFX Community by clicking **Help | Canvas Forum**. Here you can find our forums, chat to other Canvas X Draw users, and sign up for our free email newsletters to get tips and tricks, and other useful information.

Web Site

On the Web site, www.canvasx.com, you can find more information about Canvas X Draw, and articles about other products.

Contacting Canvas GFX

When you buy Canvas X Draw, you are automatically eligible for ongoing service by our technical support team. If you have any technical or product-related questions, or just general feedback you would like to share, please visit our Web site at:

<https://www.canvasgfx.com/en/support/product-support/>

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