SECTION ONE: THE BASICS

INTRODUCTION TO DRAW

DRAW is a program that lets you create and file charts, graphs, forms and other illustrations. These illustrations can contain lines, curves, and text and may be inserted into documents created with your EDITOR. The appendix at the end of this manual shows some documents that have been created with DRAW.

1.1 ENTERING DRAW FROM THE EXECUTIVE

At the EXECUTIVE, type:

> **draw** or **d**   **RETURN**

(See section *X.3 "Changing Default Values"*)

1.2 QUITTING FROM DRAW

a. To exit DRAW and return to the EXECUTIVE, type:
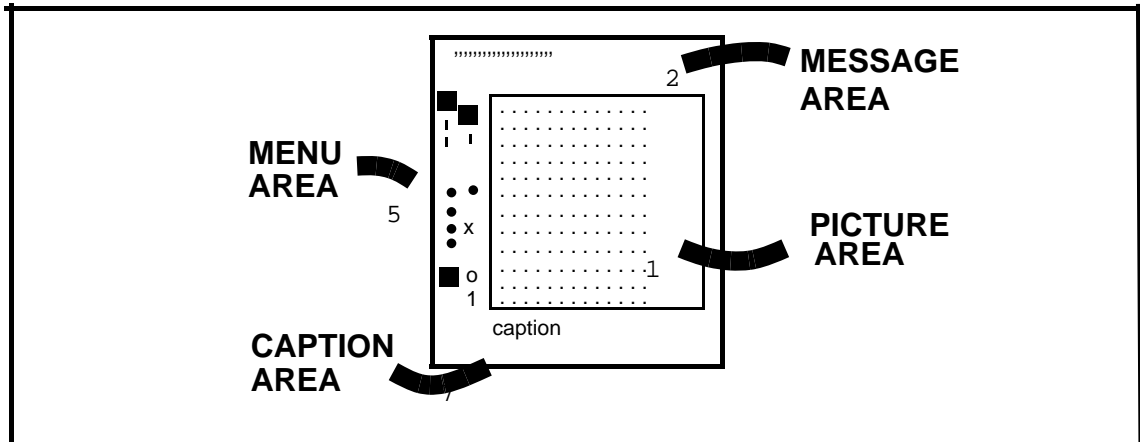
> **LOOK Q**

b. A message will appear at the top of your screen asking you to confirm. It will look like this:

> Quit ? [yes   no]

Typing a **y** will return you to the EXECUTIVE. Typing an **n** will cancel the command. Pressing the **RETURN** key is equivalent to typing **y**.

1.3 BECOMING FAMILIAR WITH THE SCREEN:

When you enter DRAW you'll see that the screen is divided into several areas:

Picture area   This is the area in which you'll create your drawing; it's the work space for composing your document or illustration. Though the picture area is smaller than a full 8 1/2 x 11 page, illustrations larger than the picture area can be created. (See section X.2, *"Drawing Documents Larger Than The Picture Area"*)

Menu area   Here's where you'll select the functions or tools to create your DRAW document.

Caption area   Here's where text is created before depositing it in the picture area.

Message area   This is the space where your instructions to the DRAW program will appear and where, in return, DRAW will communicate to you certain status messages and prompts. (see section 4.6, *"Interpreting Messages"*)

1.4 TURNING THE GRID ON AND OFF:

In the diagram above, you see a grid of dots in the picture area. These help you line up and space the elements in the document. When you enter DRAW, no grid will show in the picture area. To turn the grid on, press:

     LOOK G (for grid)   **RETURN**

The same command will turn the grid off without affecting the document you're working on.

Grid points mark about one-sixth inch intervals. There are 42 horizontal grid points and 45 vertical points in the picture area. Should you need a finer grid, the grid point spacing may be changed at the EXECUTIVE. (See section X.3, *"Changing Default Values"*).

1.5 BECOMING FAMILIAR WITH THE "MOUSE":

The mouse has several functions in the DRAW program. It controls the path of the cursor on the screen so that you can:

a. *Choose menu items:* Place cursor over menu item and press any of the three mouse buttons.

b. *Locate points within the picture area:* The left button will specify the exact point in the picture area where the cursor is pointing. The right button specifies the nearest grid point.

LEFT BUTTON
Marks precise
point.

RIGHT BUTTON
Marks nearest
grid point.

MIDDLE BUTTON
No function

CONTROLLING THE CURSOR WITH THE MOUSE