

## SECTION FIVE: EDITS AND SPECIAL EFFECTS

### 5.1 SELECTING PORTIONS OF DOCUMENTS FOR OTHER OPERATIONS

Often you'll need to select portion of a document in order to perform some kind of operation on its elements. You need to select lines or text in order to:

- delete** them
- copy** them into another area of the document
- move** them elsewhere
- transform** them

To **select**:

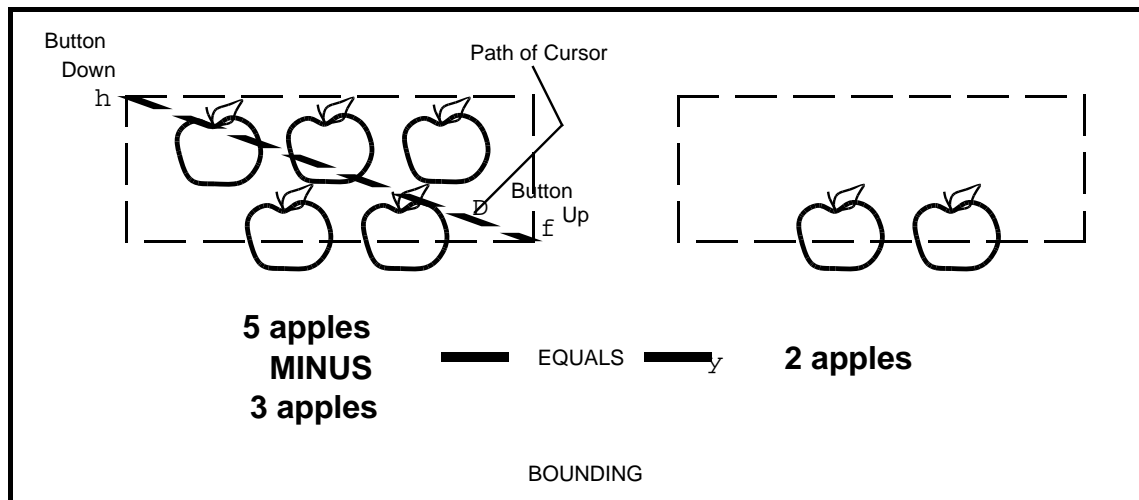
- a. Mark the empty box from the menu, or type **LOOK S** (for select)
- b. Position the square over the line(s), curves, and text to be selected and push any mouse button. Selected lines and curves show a little square symbol. Selected text reverses to a black background (complemented).
- c. To select the entire document, type:  
**LOOK E** (for everything)
- d. To undo selections, type:

**LOOK S**

## 5.2 SELECTING AREAS BY BOUNDING

You may select everything within an imaginary rectangular area by bounding. To **bound**:

- Point at one of the corners of the imaginary rectangle and hold down a mouse button.
- Move the cursor diagonally to the opposite corner and release the button.



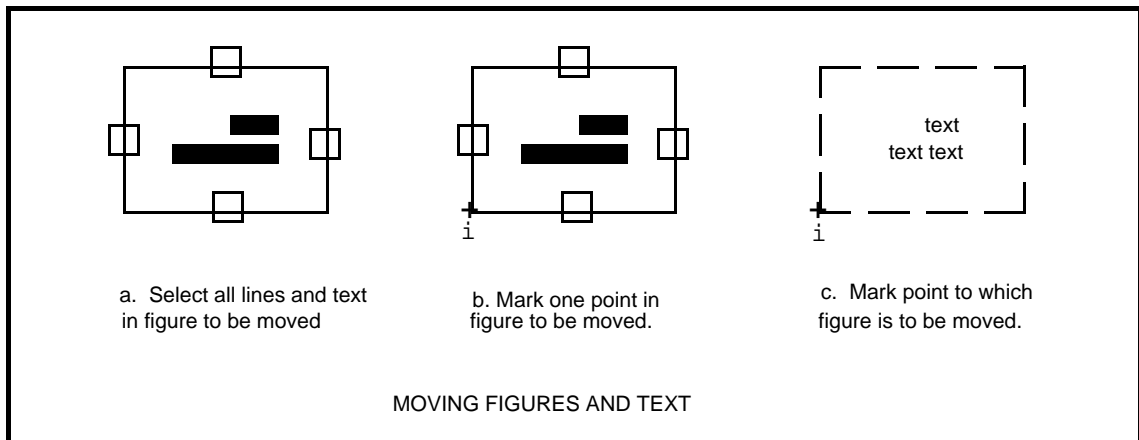
This selects all the objects which are *totally enclosed* within the rectangular area. Notice in the illustration that the bottom row of apples was not affected.

- Now that the enclosed area is selected, it can be moved, copied, transformed, or deleted. In the illustration, we chose to delete.

### 5.3 MOVING FIGURES AND TEXT:

Often you'll decide that all or part of your original illustration is not placed in the ideal spot and you'll want to move it elsewhere in the picture area.

- a. SELECT the portion to be moved.
- b. Mark the **single arrow** in the menu.
- c. Specify a reference point in the selected portion and press the left or right mouse button **once**. The right button specifies the nearest grid point; the left, the exact position of the cursor point.
- d. Position the cursor at the point you want the material to appear. Push the left or right mouse button **once**.



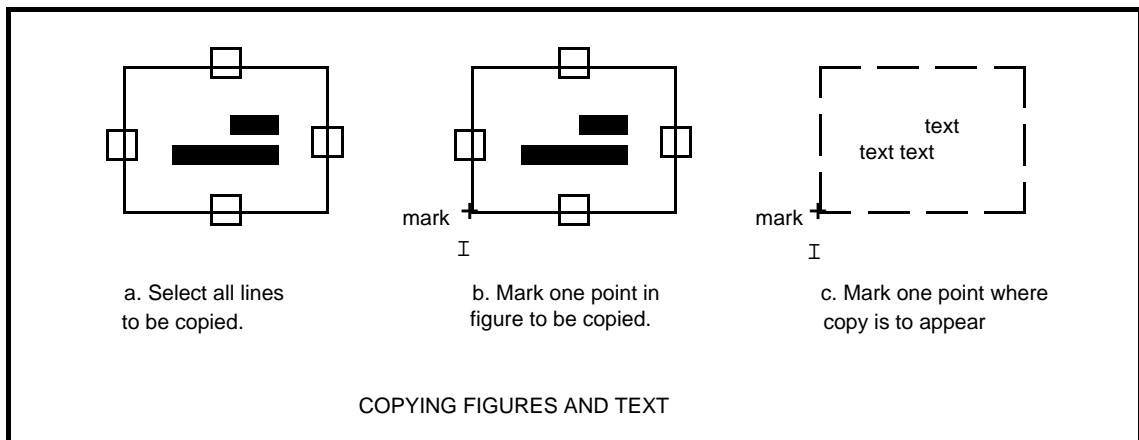
To return the figure to its original position, type:

**LOOK U** (for undo)

## 5.4 COPYING FIGURES AND TEXT:

Some illustrations require that lines or boxes or text be repeated several times. Rather than draw them over and over, it's easier to draw them once and copy them one or more times. Examples of this kind of drawing are an organization chart or a form with multiple lines. To copy drawings and text, follow the same procedure as above, but use the **double arrow** next to the single one in the menu:

- SELECT the portion to be copied.
- Mark the **double arrow** in the menu.
- Specify a single reference point in the selected drawing with either mouse button. Again, the right button specifies the nearest grid point; the left, the exact position of the cursor point.
- Specify the point where the copy is to appear with either button.



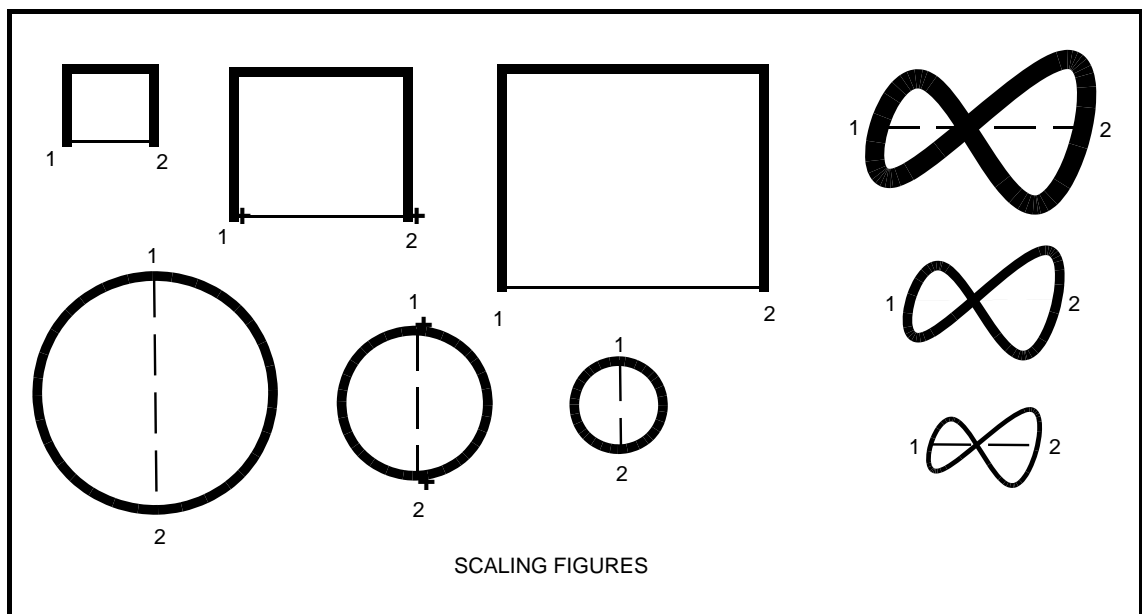
The copy will remain selected until you type **LOOK S** or mark the **SELECT** command again. This lets you copy as many boxes, for example, as you wish without going through the select process again.

## 5.5 TRANSFORMING FIGURES:

In general, this term means to change the size or shape of a figure. For example, a square may be *transformed* into a larger or smaller square (scaled), a rectangle (stretched), a parallelogram (slanted), or a diamond (rotated). Only line or curve figures may be transformed; text may not be transformed.

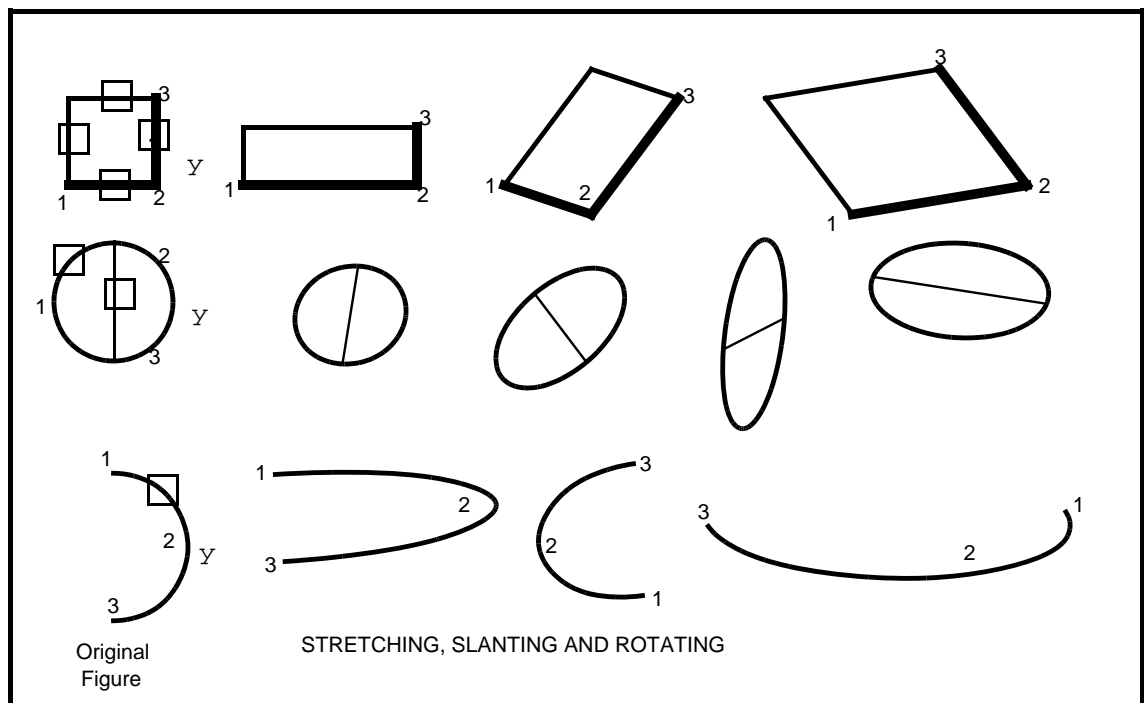
5.5.1 **Scaling:** The **solid single** and **double triangles** below the arrows let you **enlarge or reduce** and **move** a figure (with the single triangle), or **enlarge or reduce** and **copy** (with the double triangle).

- SELECT the figure to be enlarged or reduced
- Mark the **solid triangle** from the menu (single triangle to move; double triangle to copy).
- Specify **two** points in the **selected figure** with the mouse
- Specify **two** points at the **new position** with the mouse. If you wanted to double the size of the figure, these two points should be twice as far apart as the two points in the selected figure. Conversely, to reduce the selected figure, make the second two points closer together.



5.5.2 **Stretching, Slanting, Rotating:** The two symbols below the solid triangles are double and single triangles with three white dots. We'll call them **dotted triangles**.

- SELECT the figure to be changed.
- Mark the **dotted triangle** in the menu (single triangle to move; double triangle to copy).
- Specify **three points** in the **selected figure** with the mouse.
- Specify **three points** at the **new position** with the mouse.



The illustrations above show how the same figure may be stretched, slanted, or rotated, depending on how the three points at the new position are placed.