



*Portfolio*

Using Micrografx Portfolio



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**MICROGRAFX**

**Windows PORTFOLIO**

**User's Guide**

**A Microsoft® Windows Application**

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## **What is Windows PORTFOLIO?**

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Micrografx™ Windows PORTFOLIO™ is a utility program that comes with each Micrografx ClipArt™ library. This program is designed to select a symbol from a ClipArt library and either *copy* the symbol to the Clipboard or *save* the symbol.

You *copy* a symbol to the Clipboard (by selecting the symbol), so it can be temporarily held and pasted into any Windows application, such as Aldus' PC PageMaker® and Windows GRAPH.™ You *save* a symbol—with a PIC or DRW extension—so you can load the symbol into a compatible application at any time.

With Windows PORTFOLIO, you can

- open a file
- view ClipArt
- print ClipArt
- save an individual symbol
- view the Clipboard contents
- transfer ClipArt to the Clipboard
- select the Clipboard's output format

Windows PORTFOLIO recognizes the following file formats:

- MGX\_DRAW
- MGX\_PICT
- picture
- bitmap

Micrografx' newest product, Designer,<sup>™</sup> uses the Micrografx draw file format (MGX\_DRAW). Micrografx' other major products—Windows DRAW,<sup>™</sup> and In\*a\*Vision,<sup>™</sup> and Windows GRAPH—and the ClipArt collection use the Micrografx picture file format (MGX\_PICT). All of the drawings and graphs created with our Windows-based software can be loaded into Windows PORTFOLIO.

## **System Requirements**

To use Windows PORTFOLIO, you need

- Microsoft Windows; a mouse is recommended
- An IBM PC or compatible with MS-DOS 2.0; an AT-class computer with a hard disk is recommended
- A graphics adaptor: for monochrome, a Hercules Graphics Adapter or Color Graphics Adapter (CGA); for color, an Enhanced Graphics Adapter, VGA, or any other Windows-compatible color graphics card
- 512K RAM; 640K is recommended
- A monochrome graphics monitor or color monitor compatible with the adapter card

## **Using Windows PORTFOLIO**

This chapter describes how to work in Windows PORTFOLIO. With Windows PORTFOLIO, you can

- open a file
- view ClipArt
- print ClipArt
- save a symbol
- view the Clipboard
- use the Clipboard dialog box
- transfer a symbol to the Clipboard

## Starting Windows PORTFOLIO

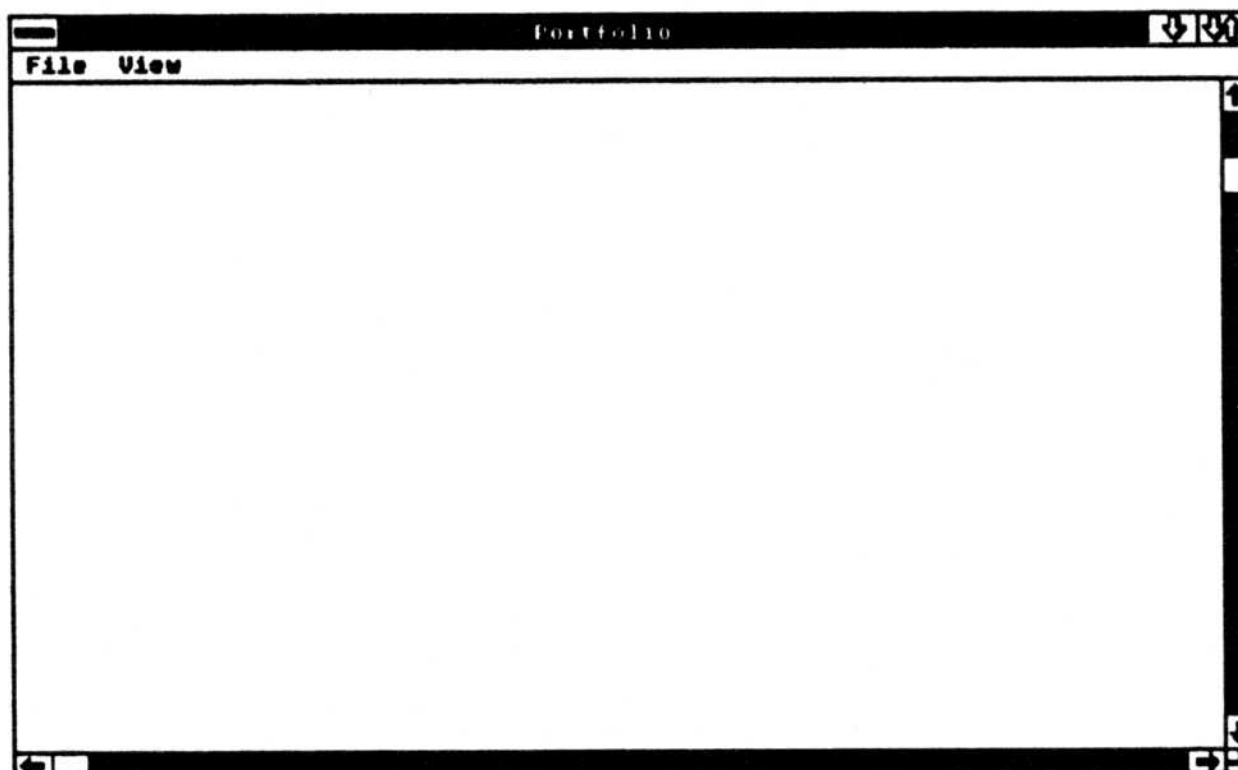
You can start Windows PORTFOLIO from your floppy disk, or you can copy the program and ClipArt library files to your hard disk.

To start Windows PORTFOLIO:

1. Start Windows and change to the directory containing Windows PORTFOLIO.
2. Highlight FOLIO.EXE.
3. Choose run from the File menu. A dialog box appears.
4. Choose Ok. The program runs.

**Shortcut** With a mouse, double click FOLIO.EXE.

Windows PORTFOLIO looks similar to the following:



**Fig. 1**

## Opening a File

The File menu contains the Open command.



To open a file with the mouse:

1. Point to the File menu. Press and hold down Button 1. The menu opens.
2. Highlight the Open command.
3. Release Button 1. An Open File dialog box appears.

**Note** If the selected file format option (DRW or PIC) is not the one that you want, point to the other format option and click Button 1. To list the files with a GRF extension, type \*.GRF and click Open.

4. Highlight the filename of the drawing you want to open.

Directories and disk drives are shown in brackets in the list box. If you choose [-A-], the directories and filenames on the disk in drive A appear in the list box. To see the filenames in another directory, choose the directory name, or type the directory name followed by backslash (\), and press **ENTER**. The filenames in that directory appear in the list box.

**Note** The Save option in the dialog box lets you save the path as the new default path after you close Windows PORTFOLIO. Click the Save option if you want to save the path as the default path.

5. Click Open to load the selected file.

**Shortcut** Double click on a filename to open the file.





To open a file with the keyboard:

1. Press **ALT-F** to open the File menu.
2. Press the **DOWN ARROW** to highlight Open.
3. Press **ENTER**. An Open File dialog box appears.

**Note** If the selected file format option (DRW or PIC) is not the one that you want, press **TAB** once and the **LEFT ARROW** or **RIGHT ARROW** to move the cursor to the other format option. Press the **SPACEBAR** to select that format. To list the files with a GRF extension, type \*.GRF and press **ENTER**.

4. Press **TAB** to move to the list box.
5. Press the **DOWN ARROW** to highlight the filename.

Directories and disk drives are shown in brackets in the list box. If you choose [-A-], the directories and filenames on the disk in drive A appear in the list box. To see the filenames in another directory, choose the directory name, or type the directory name followed by backslash (\), and press **ENTER**. The filenames in that directory appear in the list box.

**Note** The Save option in the dialog box lets you save the path as the new default path after you close Windows PORTFOLIO. Press **TAB** to move to the Save option. Then press the **SPACEBAR** to select the option.

6. Press **ENTER** to load the selected file.

## **Viewing ClipArt**

### ***Using the View Commands***

From the View menu, you can select these view commands:

- View Actual Size
- View All Symbols
- View Full Screen
- View Previous
- Zoom
- Redraw

#### **View Actual Size**

The View Actual Size command displays a drawing or graph in its actual dimensions. From another view, you can select a symbol and choose View Actual Size to center the selected symbol in the drawing window.

#### **View All Symbols**

The View All Symbols command displays the entire drawing or graph in the window.

#### **View Full Screen**

The View Full Screen command uses the entire screen area to display the drawing, hiding the title and menu bars, scroll bars, and icon area. This command is ideal if you want to capture a screen image of the drawing or graph. If you have selected a symbol, only the symbol displays on the screen. To redisplay the Windows screen, click Button 1 or Button 2 (or press any key).

## **View Previous**

The View Previous command displays the last window views in reverse order, up to 16 previous views.

**Shortcut** Press **CTRL-V** to choose the View Previous command.

## **Zoom**

The Zoom command in the View menu lets you magnify a symbol, so you can see it in finer detail. You determine the zoom area with a dotted rectangle. The smaller the rectangle, the larger the degree of magnification.



To use the Zoom command with the mouse:

1. Point to the View menu. Press and hold Button 1. The menu opens.
2. Highlight the Zoom command and release Button 1. The pointer changes to the Zoom mode.



**Shortcut** Press **CTRL-Z** to choose the Zoom command.

3. Place the Zoom pointer at one corner of the rectangular area you want to magnify.
4. Press and hold Button 1.
5. Drag a dotted rectangle around the zoom target area and release Button 1.



To use the Zoom command with the keyboard:

1. Press **ALT-V** to open the View menu.
2. Press the **DOWN ARROW** to highlight the Zoom command.
3. Press **ENTER**. The pointer changes to the Zoom mode.



**Shortcut** Press **CTRL-Z** to choose the Zoom command.

4. Press the **ARROW** keys to place the Zoom pointer at one corner of the rectangular area you want to magnify.
5. Press and hold the **SPACEBAR**.
6. Press the **ARROW** keys to drag a dotted rectangle around the zoom target area and release the **SPACEBAR**.

## Redraw

The Redraw command clears the screen and redraws the symbols. Use this command to clear the screen of unwanted “leftovers” that occasionally occur.

To redraw the screen:

- Choose the Redraw command from the View menu.

**Shortcut** press **CTRL-R** to redraw the screen.

## **Printing the Current View**

Windows PORTFOLIO provides a Print Current View command in the File menu. The Print Current View command lets you print the portion of a drawing that is displayed in the window. The portion that you choose is sized to fit the printer page.

1. Display a view that shows all of what you want to print.
2. Choose the Print Current View command from the File menu. The view is printed.

## **Using the Change Printer Command**

Windows PORTFOLIO also provides a Change Printer command in the File menu, which allows you to select a printer and options for that printer.

**Note** Use the Windows Control Panel to specify a different connection for a printer, or to add or delete a printer.



To select a printer:

1. Choose the Change Printer command from the File menu. The Printer dialog box appears with a list of each available printer and its port connection.
2. Select the printer you want from the list box.
3. Choose Ok. Another dialog box appears containing options for the selected printer.
4. Choose the number of copies, paper size, orientation (portrait or landscape), the graphics resolution, the pen colors you wish to use with a plotter, or other options available for the selected printer.
5. Choose Ok to process your choices and close the dialog box.

You can change the printer settings at any time by reselecting your printer and choosing new settings in the output mode dialog box.

**Note** Because fonts (type faces and type sizes) are printer dependent, available fonts are limited to the set of fonts supported by your printer. If a drawing was created with one printer specified and then loaded into Windows PORTFOLIO with another printer selected, the fonts displayed in the original drawing may change.

## Saving a Symbol

To save an individual ClipArt symbol, you must first select it. Then you can save that symbol, using the Save command in the File menu. You can save the symbol with the following file extensions:

<b>Extension</b>	<b>Used by</b>
DRW	Designer
PIC	In*a*Vision and Windows DRAW

With the Backup option in the Save dialog box, you can make a backup of the file you are saving. The extension .BKP is added to the filename.

The advantage to saving a symbol—instead of temporarily transferring it to the Clipboard—is that the saved symbol can be imported into any compatible application, at *any time*.

To use the Save command:

1. Choose the Save command from the File menu. A dialog box appears.
2. Type a filename for the symbol.
3. Press **ENTER** to choose Save.

**Note** If a highlighted filename is in the text box, pressing a character key makes the name disappear. To edit the filename, press the **RIGHT ARROW** to remove the highlight. Then press the **RIGHT** or **LEFT ARROW** to move the text cursor. To delete characters to the left of the text cursor, press **BACKSPACE**.

If you type a filename that already exists, you see the message “Replace existing (filename)?” In this message, PORTFOLIO defaults to No. To assign another name to the current drawing, press **ENTER** to choose No. Then choose the Save command again and type a different name. To replace the existing drawing with the current drawing, press the **TAB** to Yes and press the **SPACEBAR**.

## Viewing the Clipboard

The Clipboard is an electronic data storage area that serves as a utility program for all Windows applications. The Clipboard Viewer is an application which displays the contents of the Clipboard.

When you open the Viewer, the message “Clipboard is Empty” displays if no data is in the Clipboard. If data is in the Clipboard, you see the acceptable formats for transferring the data.

The formats below can be produced as output by Windows PORTFOLIO.

<u>Format</u>	<u>What it is</u>
MGX_DRAW	enhanced Micrografx picture format
MGX_PICT	Micrografx picture format
picture	Windows metafile format
bitmap	bitmap

Windows PORTFOLIO uses a Clipboard dialog box to operate and view the Clipboard Viewer.

## Using the Clipboard Dialog Box

The Clipboard dialog box is used to

- open the Clipboard
- empty the Clipboard
- select the output format(s)

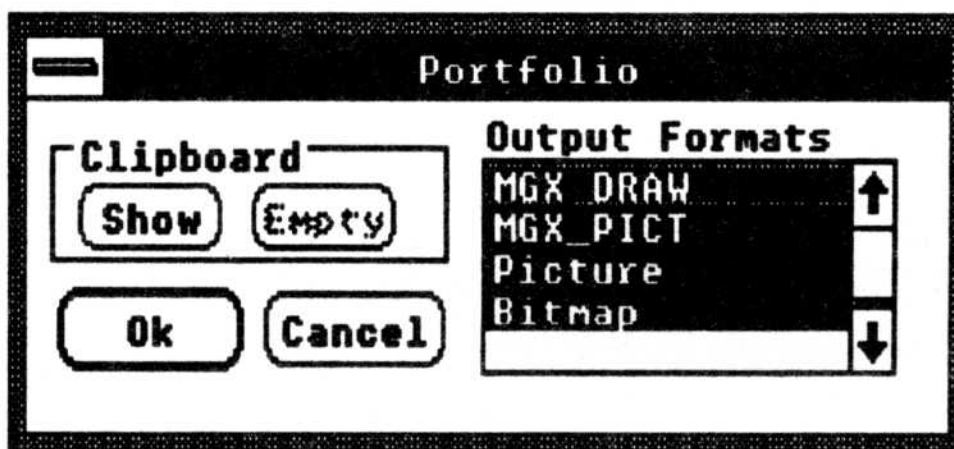


To open the Clipboard dialog box with the mouse:

1. Point to the Control menu box. Press and hold Button 1. The menu opens.

**Note** In versions of Windows before 2.0, open the System menu.

2. Highlight the Clipboard command and release Button 1. The Clipboard dialog box appears.



**Fig. 2**





To open the Clipboard dialog box with the keyboard:

1. Press **ALT-SPACEBAR** to open the Control menu.

**Note** In versions of Windows before 2.0, open the System menu.

2. Press the **DOWN ARROW** to highlight the Clipboard command.
3. Press **ENTER**. The Clipboard dialog box appears. (Fig. 2)

### ***Showing the Clipboard***



To show the Clipboard with the mouse:

1. Open the Clipboard dialog box.
2. Click Show. The Clipboard opens.
3. Click Ok (or Cancel). The dialog box closes.



To show the Clipboard with the keyboard:

1. Open the Clipboard dialog box.
2. Press **TAB** to move the cursor to Show.
3. Press the **SPACEBAR**. The Clipboard opens.
4. Press **TAB** to move the cursor to Ok (or Cancel).
5. Press the **SPACEBAR**. The dialog box closes.

## ***Emptying the Clipboard***

At some point, you may need to empty the Clipboard to free additional memory.



To empty the Clipboard with the mouse:

1. Open the Clipboard dialog box.
2. Click Empty. The Clipboard displays "Clipboard is Empty."
3. Click Ok (or Cancel). The dialog box closes.



To empty the Clipboard with the keyboard:

1. Open the Clipboard dialog box.
2. Press **TAB** to move the cursor to Empty.
3. Press the **SPACEBAR**. The Clipboard displays "Clipboard is Empty."
4. Press **TAB** to move the cursor to Ok (or Cancel).
5. Press the **SPACEBAR**. The dialog box closes.

## ***Selecting the Output Format***

Windows PORTFOLIO recognizes several of the most popular Windows Clipboard formats.

The Clipboard dialog box displays these formats and also shows which ones are presently selected. The default setting is to specify all output formats.



To select the output format with the mouse:

1. Open the Clipboard dialog box. All output formats are highlighted.
2. To select only one output format, point to that format and click Button 1.
3. To select a second output format, press and hold **SHIFT**, point to that format, and click Button 1.
4. Repeat step 3 to highlight a third output format.
5. Point to Ok and click Button 1. The dialog box closes.



To select the output format with the keyboard:

1. Open the Clipboard dialog box. All four output formats are highlighted. (Fig. 2)

**Note** To select only one output format, you must deselect the formats that you do not want.

2. Press **TAB** to underline the first output format.
3. Press the **DOWN ARROW** to move the cursor to the first format you do not want.
4. Press the **SPACEBAR**. The format is deselected.
5. Repeat steps 3 and 4 to deselect additional formats.
6. Press **TAB** to move the cursor to Ok.
7. Press the **SPACEBAR**. The dialog box closes.

## **Transferring a Symbol to the Clipboard**

Transferring a symbol from Windows PORTFOLIO to the Clipboard is simple.

To transfer a symbol to the Clipboard:

1. Move the pointer to the symbol.
2. Click Button 1 (or the **SPACEBAR**). The symbol is selected and transferred to the Clipboard.

Each symbol subsequently selected replaces the symbol on the Clipboard. If Windows PORTFOLIO is closed, the last selected symbol remains on the Clipboard.

**Note** You do not have to open the Clipboard Viewer to transfer a symbol, but you may want to open the Viewer to see what is in it.

## Closing Windows PORTFOLIO



To close Windows PORTFOLIO with the mouse, use one of two ways:

- Double click the Control menu box.
- Choose Close from the Control menu.

**Note** In versions of Windows before 2.0, open the System menu.



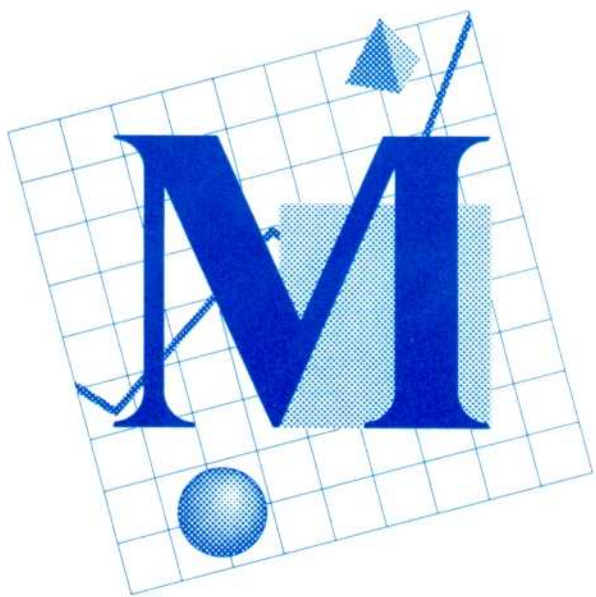
To close Windows PORTFOLIO with the keyboard:

1. Press **ALT-SPACEBAR-C** to choose the Close command from the Control menu.
2. Release the keys. The window closes.

**Note** In Windows 1.03, the System menu is the Control menu.







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