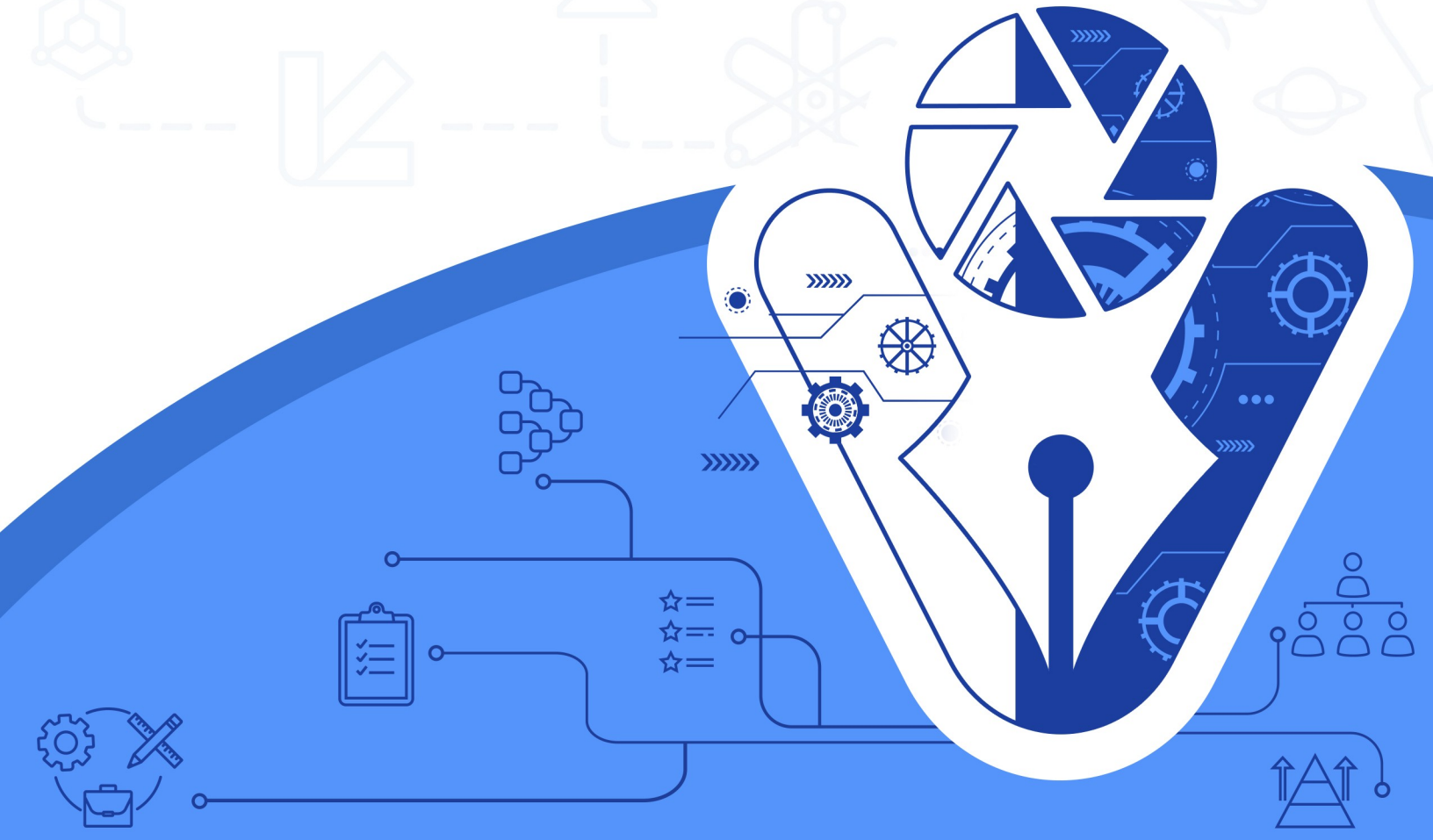
acdsee™ VectraDraw



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Chapter 1: Getting Started

Welcome to the ACDSee VectraDraw Help Guide

ACDSee VectraDraw is a high-performance 2D technical illustration and visual communication solution. It is engineered to allow technical authors and illustrators to create, manage, and share precision-based documentation within a unified workspace.

VectraDraw utilizes the **.vddoc** file format, an interactive alternative to traditional flat documents. This format supports a hybrid workflow of vector drawing, raster image editing, and professional presentation delivery.

ACDSee VectraDraw optimizes your documentation workflow through several specialized toolsets:

- **Precision Illustration:** A dedicated Draw ribbon featuring advanced vector path tools and technical drawing utilities.
- **Interactive Objects:** The **Action** ribbon enables the creation of triggers that show/hide specific layers or move to different pages, allowing for dynamic, multi-state documentation.
- **Integrated Presentation:** Use the **Presentation** ribbon to transform technical documents into professional slideshows for direct delivery.
- **Dynamic Documentation:** An Insert ribbon populated with flowcharting, smart lines, audio integration, and specialized measurement tools.
- **Composites & Effects:** Access core composite tools on the Home ribbon while performing specific raster effects and image adjustments through the Contextual Image ribbon.
- **Standardized Annotations:** Industry-standard call-outs, blow-ups, and smart annotations to ensure clarity for manufacturing and assembly.

Chapter 2: Getting Around

Finding Resources and Support

Using the Help Menu

If you need help while using ACDSee VectraDraw, please visit the online help file, or reach out to Customer Support for further assistance.

To access the Help File in ACDSee VectraDraw:

Do one of the following:

- Press F1
- Click Help from the Support panel in the Help tab of the Ribbon.
- Click on the ? icon in the upper-right corner of the interface.

Help Ribbon

The Help Ribbon provides quick access to documentation, support resources, and document maintenance tools. It is organized into three distinct sections: Support, Resources, and Inspection.

Support Section

The Support section provides direct assistance for using the software and troubleshooting issues.

- **Help**: Opens the ACDSee VectraDraw Online Help in your default web browser.
- **Technical Support**: Contact the technical support team to resolve issues that you are experiencing.
- **Feedback**: Opens a link in your default browser that takes you to the support form.

Resources Section

The Resources section connects you with the broader ACD Systems community and sales information.

- **Contact Sales**: Contact the sales team for more information regarding licensing or upgrades.
- **ACD Systems**: Opens the ACD Systems website in your default web browser.

Inspection Section

The Inspection section contains tools to ensure the integrity of your project files.

- **Verify Document**: Scans the active document to check for corrupted objects.

ACDSee Connect

As well as the link to online help found on the in-app Help tab, we have an online forum where you can discuss the software with other ACDSee users. Visit ACDSee Connect for more information.

About the Documentation

This Help Guide describes the commands, tools, and features of ACDSee VectraDraw. To assist with navigation and task completion, specific conventions are used to describe procedures.

Tip: Highlights shortcuts and methods for working more efficiently.

Note: Provides additional context or background information for a feature.

Important: Provides critical information to help you avoid errors or unintentional changes to your document.

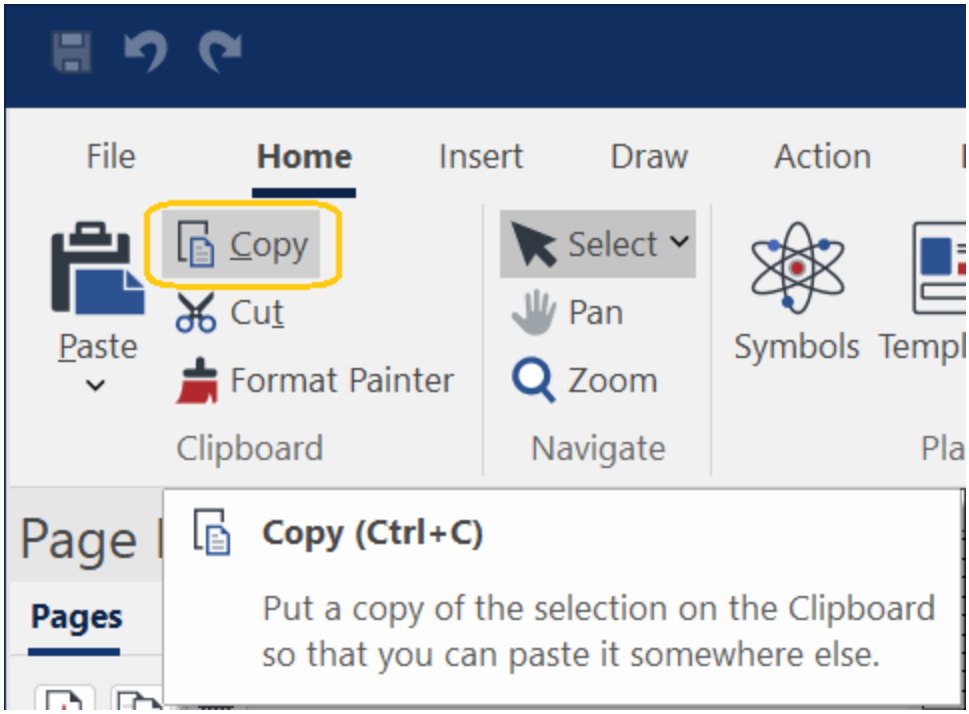
Interface Conventions

When a procedure requires selecting a specific tool or command, the instruction follows the ribbon hierarchy: **Tab** > **Group** > **Command**.

For example, to copy an object:

1. Click the **Home** tab.
2. In the **Clipboard** group, select **Copy**.

*Note: Some ribbons are **contextual** and only appear when a specific object (such as an image or text layer) is selected in the workspace.*



Keyboard & Modifier Keys

Standard names are used for keyboard keys. Modifier keys are often used in combination with mouse actions (e.g., **Shift**-click to select multiple objects).

Key Name	Description
Alt	The Alternate key.
Ctrl	The Control key.
Shift	Used for uppercase characters or modifying tool behavior.
Enter	Confirms a command or starts a new line of text.

Instructions to **Right-click** refer to using the secondary mouse button to open context menus for the selected object.

Interface Overview

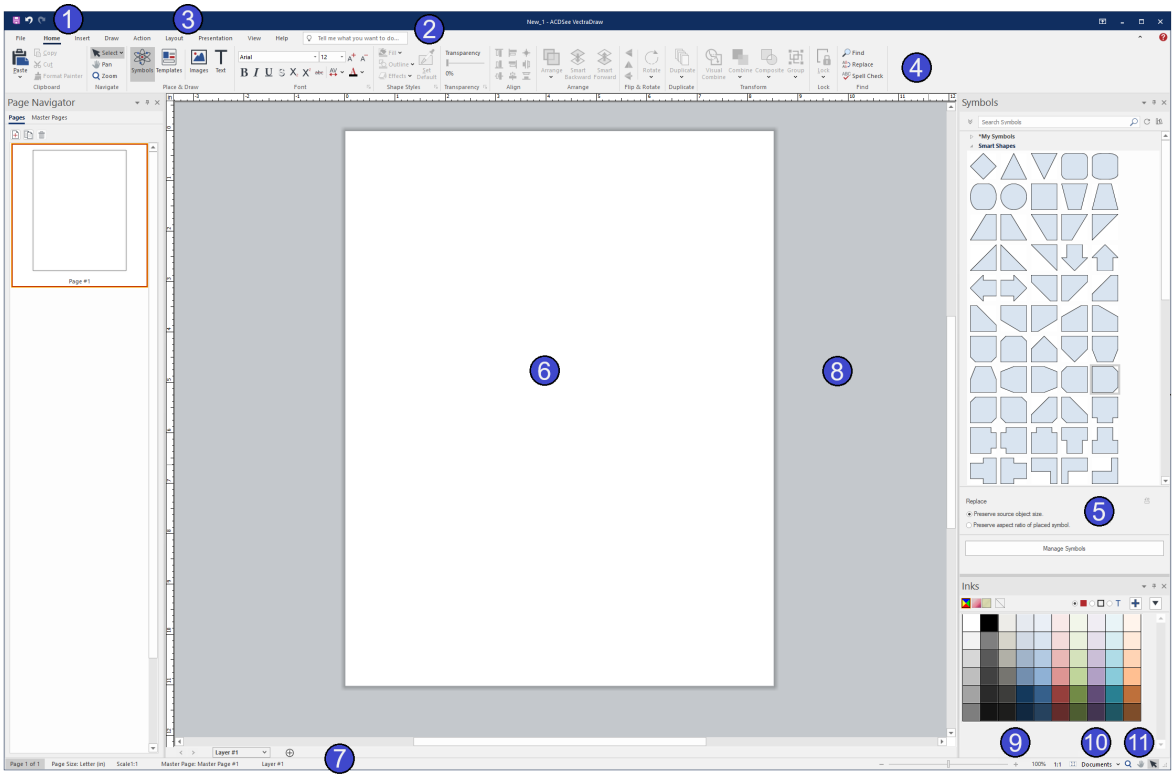
This section provides a detailed overview of the ACDSee VectraDraw interface and describes the procedures for customizing your workspace.

Overview of the Workspace

The ACDSee VectraDraw interface consists of the Ribbon, various Panes, the Page Layout area, and the Status bar.

Main Components

The workspace contains 11 primary components designed for technical illustration. Depending on your configuration and the object selected, your interface may display contextual tabs containing specialized tools.



#	Component	Description
1	Quick Access Toolbar	Quickly access Save, Undo, and Redo commands.
2	Tell Me Bar	Search and find features within VectraDraw (e.g., Combine, Draw, Help, etc).
3	Ribbon Tabs	Switch between tool categories. Contextual tabs appear when specific objects are selected.
4	Ribbon	Contains tool **Groups** organized by function (e.g., Draw, Action, Presentation).

#	Component	Description
5	Panes	Functional areas like Layers and Properties that can be docked or floating.
6	Page Layout Area	The main canvas for creating illustrations and layouts.
7	Status Bar	Displays properties of the selected object and environment status.
8	Pasteboard	The workspace around the page. Objects here are saved in the **.vddoc** but do not print.
9	Zoom Controls	Control the zoom in and zoom out levels on the page.
10	Document Switch Controls	Switch from the current document to another open document.
11	Navigation Tools	Quick access to the Zoom, Pan, and Select tools.

Using the Tell Me Bar

The **Tell Me Bar** is an integrated search function that provides a quick shortcut to any built-in software feature. When you enter a search term, such as "Combine," the bar displays all tools and commands associated with that word. Selecting a result from the list immediately activates the tool.

To Hide or Show the Ribbon:

Do one of the following:

- Click the **Minimize/Expand** icon at the top right of the application window.
- Press **Ctrl+F1** to toggle the Ribbon visibility.

To Arrange Panes in the Workspace:

1. Drag the Title bar of the pane you wish to move.
2. As you move the pane, **Docking Controls** will appear (Top, Bottom, Left, Right, and Center).

Top | Bottom | Center | Left | Right

3. Hover over a control to see a blue preview of the new position. Release the mouse button to dock the pane.

Note: Dropping a pane on the **Center** control will dock the pane as a new tab within the existing pane group.

To Customize the Status Bar:

1. Ensure the Status Bar is visible (toggle via **View** tab > **Show & Enable** group).
2. **Right-click** anywhere on the Status Bar.
3. Select or deselect items from the context menu to add or remove them.

Showing & Enabling Interface Tools

The **Show & Enable** group, located on the **View** ribbon, contains 12 checkboxes used to toggle the visibility of workspace aids and enable intelligent drawing assistance. These settings allow you to customize the interface for optimal alignment, formatting, and object manipulation.

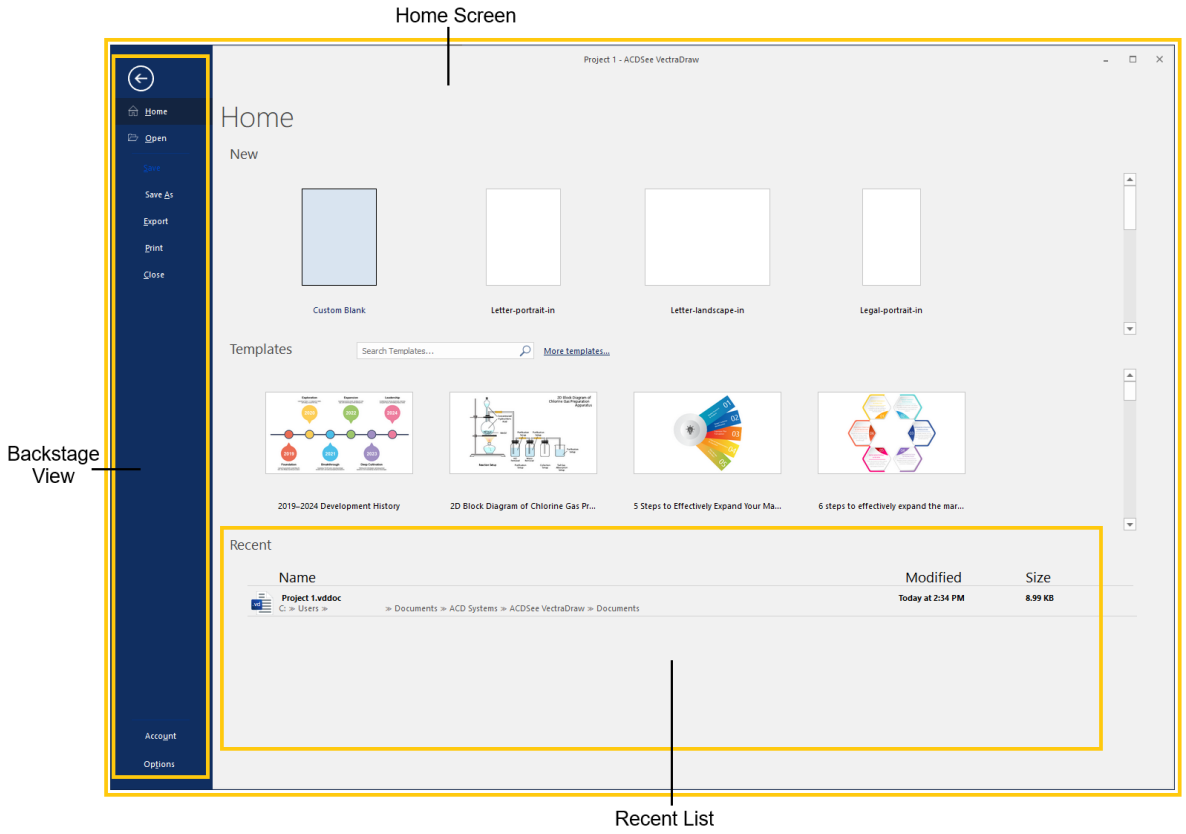
Available Options

- **Grid**: Displays gridlines in the background of the page to assist with spatial layout and object placement.
- **Guides**: Shows guidelines used for aligning objects. Double-click an existing guideline to open the **Edit Guide** dialog box for precise positioning.
- **Rulers**: Toggles the visibility of the horizontal and vertical rulers. You can drag directly from the rulers onto the canvas to create new horizontal or vertical guides.
- **Margins**: Shows or hides the margin bounds defined for the current page.
- **Printable Area**: Displays the boundary representing the physical area that can be captured by a printer based on the current page setup.
- **Audio Marks**: Shows or hides indicators on objects that have embedded audio. Note that **Audio Placeholder** objects remain visible regardless of this setting.
- **Text Boxes**: Shows or hides the bounding boxes of **Text** objects on the canvas.
- **Hidden Formatting**: Displays non-printing characters and formatting marks within text elements, such as paragraph marks, tabs, or spaces.
- **Spelling Errors**: Toggles the visibility of red underlines used to identify potential spelling mistakes.
- **Smart Snaps**: Provides visual cues and automatic alignment when positioning or resizing objects relative to other canvas elements and page boundaries.
- **Flow Controls**: Enables or disables the visibility of flowchart flow controls on basic objects and symbols.
- **Smart Mouse**: Allows the cursor to precisely snap to specific points detected by snap constraints on other objects when drawing or moving an element.

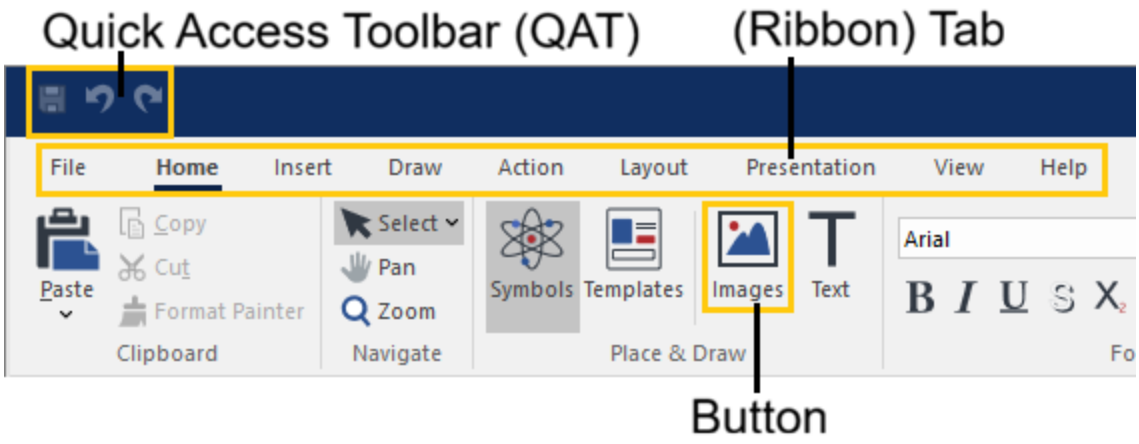
Glossary of the GUI parts

Making yourself familiar with the terminology of the GUI (Graphical User Interface) parts will help you understand the descriptions in this user guide.

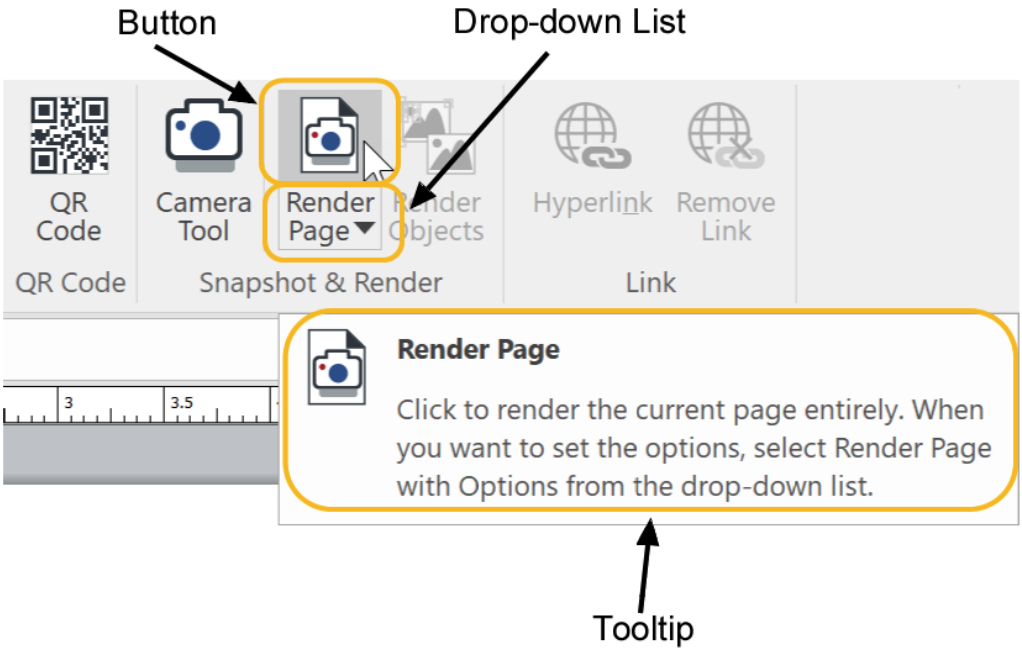
Home Screen



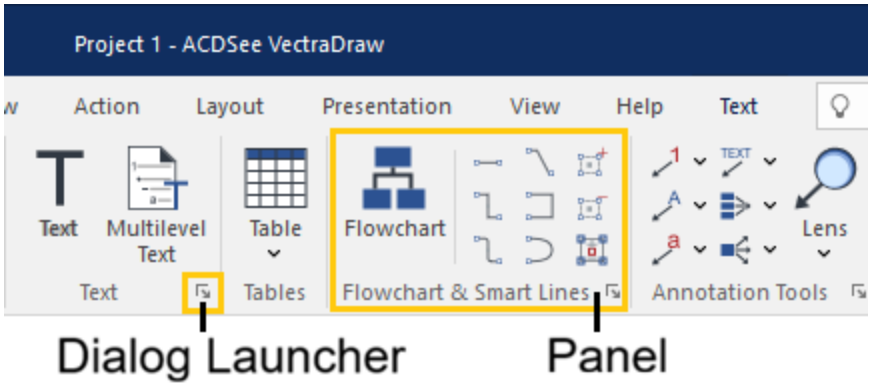
Quick Access Toolbar and Ribbons



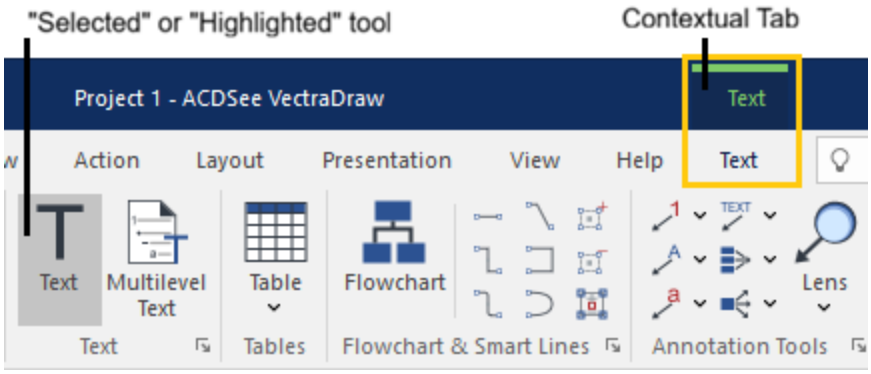
Dropdowns and Tooltips



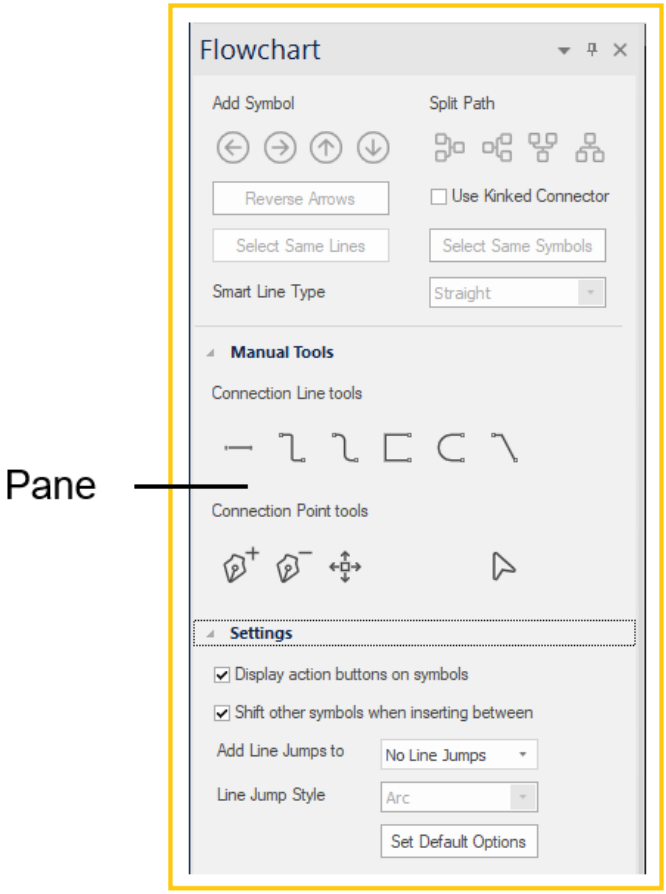
Panels



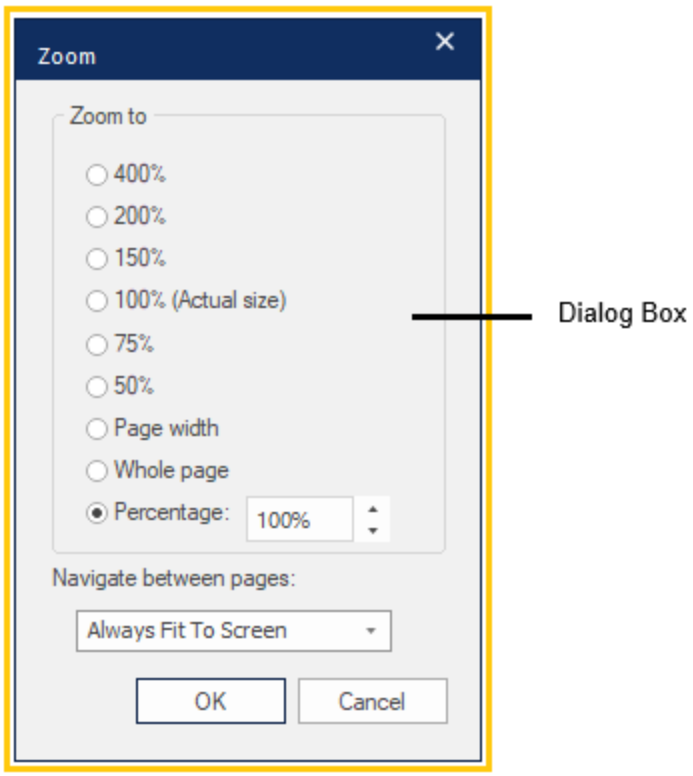
Contextual Ribbon



Panes


Pane
Flowchart
Add Symbol
Split Path
Reverse Arrows
Use Kinked Connector
Select Same Lines
Select Same Symbols
Smart Line Type
Straight
Manual Tools
Connection Line tools
Connection Point tools
Settings
Display action buttons on symbols
Shift other symbols when inserting between
Add Line Jumps to
No Line Jumps
Line Jump Style
Arc
Set Default Options

Dialog Box



Status Bar

Using Contextual Tabs

In VectraDraw, selecting specific object types triggers **Contextual Tabs** in the Ribbon. These tabs provide immediate access to properties and tools relevant only to the selected object, streamlining the editing process.

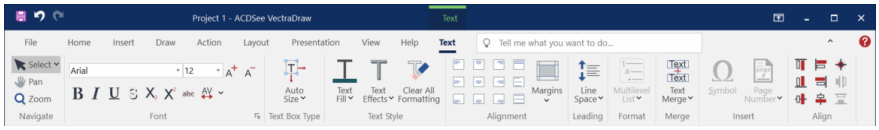
Contextual tabs appear for the following object types:

- Text
- Tables
- Images

- Edit Pixel
- Multigons
- Annotation Lens
- Smart Lines
- Dimensions
- QR Codes

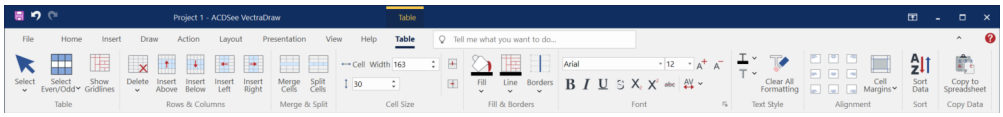
Text

The Text tab allows for precise control over typography, including font face, size, kerning, and paragraph styles.



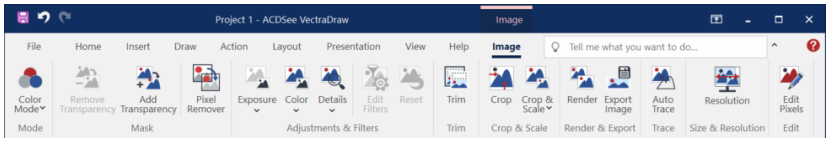
Tables

The Table tab manages cell formatting, borders, and row/column insertion or deletion.



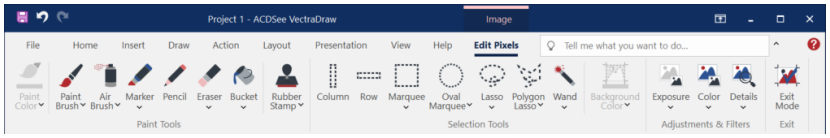
Images

The Image tab provides tools for cropping, transparency, and basic color adjustments.



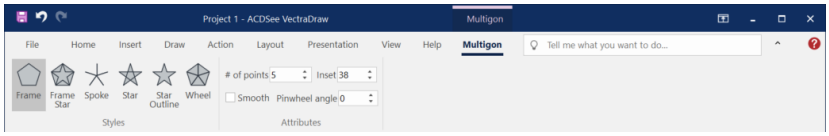
Edit Pixels

The Edit Pixels tab provides tools for performing precise pixel-based edits to your image.



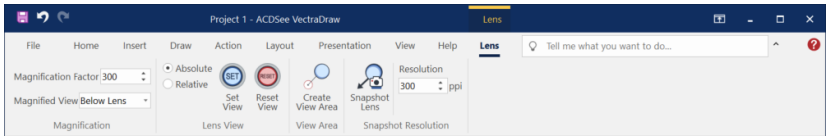
Multigon

The Multigon tab controls the number of sides, rotation, and star-shaping attributes for polygon objects.



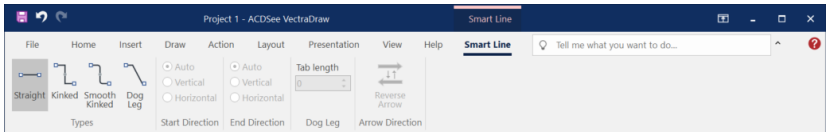
Annotation Lens

The Annotation Lens tab configures the magnification level, area of interest, and callout styles for the lens tool.



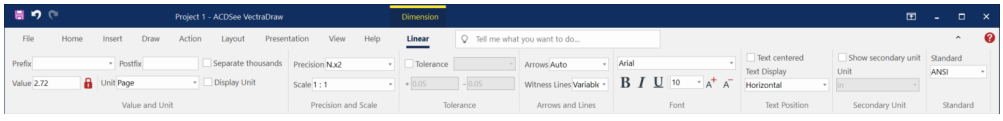
Smart Lines

The Smart Lines tab manages the "sticky" behavior of connectors, arrowheads, and path routing logic.



Dimensions

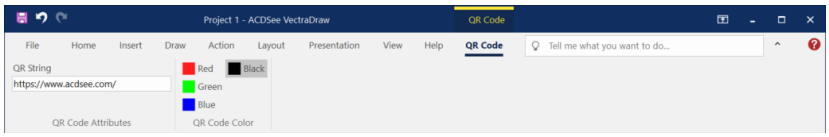
The Dimensioning group includes specialized tabs for various measurement types, including Linear, Chain, Baseline, Perpendicular, Object Side, Angle, Diameter, Radius, Area, and Perimeter measurements.



Each specialized measurement tab will display slightly different options depending on which measurement type you are currently using.

QR Code

The QR Code tab allows for the customization of encoded data, error correction levels, and visual styling of generated codes.



For detailed instructions on using the tools found in these tabs, refer to the specific feature pages in the **Working with Objects** section.

Using Context-Sensitive Menus

ACDSee VectraDraw utilizes context-sensitive menus to provide immediate access to commands relevant to your current task. These menus appear in the Page Layout area or within specific panes, and their contents update dynamically based on your selection or active tool.

For example, selecting a vector object provides standard commands like **Cut**, **Copy**, and **Paste**, while entering **Path Edit Mode** populates the menu with specialized path-editing and node manipulation commands.

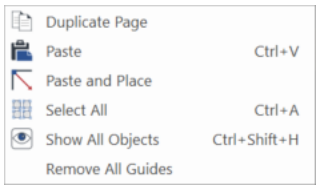
To Display a Context Menu

1. In the **Page Layout** area or within a **Pane**, perform one of the following:
    - Select one or more objects.
    - Double-click an object to enter **Edit Mode** (Text or Path).
    - Click an empty area of the canvas to deselect all assets.
2. **Right-click** to open the menu.

Context Menu Examples

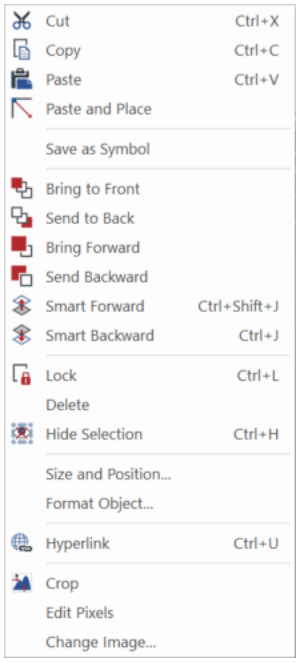
No Objects Selected

Displays document-level commands such as **Select All**, **Paste** (if the Clipboard is active), and **Grid** settings.



Object Selected

Displays geometry, arrangement, and property commands specific to the selection.



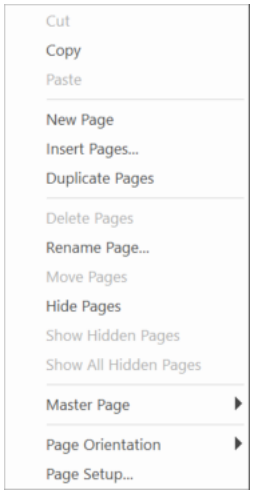
Context Menus in Panes

Panes such as the **Page Navigator** or **Inks** pane have unique context menus for managing project assets.

Page Navigator Pane

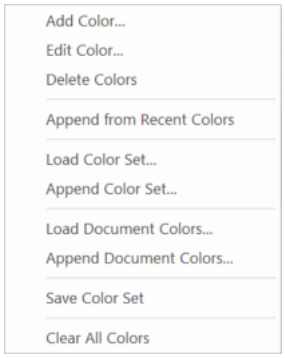
Access page management options like **Insert Page**, **Duplicate**, or **Delete**.

To access the context menu within the **Page Navigator Pane**, right-click on one of the pages within the **Pane**.



Inks Pane

Access color management options like **New Ink**, **Edit**, or **Delete**.



Chapter 3: Documents

Creating New Documents

You can create a new document by selecting a blank page preset or by using the default document settings.

To Start with a New Blank Document

1. Launch ACDSee VectraDraw.
2. In the **Home** screen, select a preset from the **New** list.

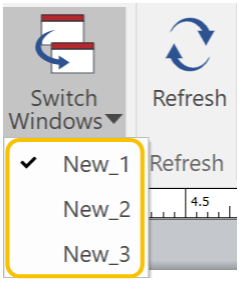
The application will open the first page of the specified size and orientation in the Page Layout area.

Note: Page size, orientation, and layout settings can be modified at any time via the **Page Properties** or the **Layout** ribbon.

Note: To create a new document while the application is already running, press **Ctrl+N** or select the **File** tab and choose a new preset.

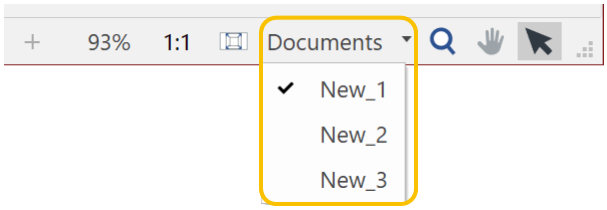
Navigating Between Open Documents

1. Select the **View** tab of the Ribbon.
2. Click the **Switch Windows** drop-down list.



3. Select the desired document from the list.

Note: You can also quickly toggle between open documents using the **Documents** drop-down menu in the **Status Bar**.



Managing Blank Document Presets

You can customize the **New** list by editing, adding, or deleting presets to match your frequent workflows.

To Edit or Add a New Blank Preset

1. **Right-click** any preset in the **Home** screen.
2. Select **Edit Blank Preset** or **Add Blank Preset** from the context menu.
3. In the dialog box, select a standard paper size or choose **Custom** to specify a unique **Paper width** and **Paper height**.
4. Configure the **Page orientation**, **Scale**, **Number format**, and default **Font** settings as required.
5. Enter a name for the preset and click **OK**.

To Delete a Blank Preset

1. **Right-click** the preset you wish to remove.
2. Select **Delete Blank Preset** from the context menu.

Configuring the Default Document

You can set a specific preset to open automatically, bypassing the Home screen for a faster start.

To Set a Default Preset

1. **Right-click** your preferred preset in the Home screen.
2. Select **Set as Default**. A checkmark will appear in the top-left corner of the preset icon.

To Open the Default Blank Directly on Launch

1. Select the **File** tab and click **Options**.
2. In the **Application Preferences** dialog, deselect the **Show Home screen on startup** checkbox.
3. Click **OK**.

Supported File Formats for Open/Insert/Append

The following file formats are supported.

Open

File Format	Extension
VDDOC – ACDSee VectraDraw Document	*.vddoc
VDOBJ – ACDSee VectraDraw Object	*.vdobj
VDTPL – ACDSee VectraDraw Template	*.vdtpl
EVDOC – Canvas Envision Document	*.evdoc

EVOBJ – Canvas Envision Object	*.evobj
EVTPL – Canvas Envision Template	*.evtpl
CVD – Canvas X Draw for macOS	*.cvd
CVX/CNV/CV5 – Canvas	*.cvx, *.cnv, *.cv5
PDF – Adobe® Acrobat®	*.pdf

Insert – Images

File Format	Extension
BMP - Bitmap	*.bmp
GIF – GIF Graphic	*.gif
JP2/JPC/J2K/J2C – JPEG 2000	*.jp2, *.jpc, *.j2k, *.j2c
JPG – JPEG Graphic	*.jpg, *.jpeg
JPX – JPEG 2000 Extensions	*.jpx

PNG – Portable Network Graphic	*.png
PSD – Adobe® Photoshop	*.psd
TIFF – TIFF Image	*.tif, *.tiff
WebP – Google WebP Image	*.webp

Insert – Vector Drawing

File Format	Extension
VDDOC – ACDSee VectraDraw document	*.vddoc
VDTPL – ACDSee VectraDraw Template	*.vdtpl
VDOBJ – ACDSee VectraDraw object drawing	*.vdobj
EVDOC – Canvas Envision document	*.evdoc
EVTPL – Canvas Envision Template	*.evtpl

EVOBJ – Canvas Envision object drawing	*.evobj
AI - Adobe® Illustrator CS	*.ai
CVD – Canvas X Draw for macOS	*.cvd
CVX/CNV/CV5 – Canvas	*.cvx, *.cnv, *.cv5
EMF – Enhanced Meta File	*.emf
PDF – Adobe® Acrobat®	*.pdf
PRN – Printer(PS) files	*.prn
PS/EPS – PostScript® files	*.ps,*.eps
RTF – Rich Text Format	*.rtf
SVG/SVGZ – Scalable Vector Graphics	*.svg, *.svgz
TXT – Plain Text	*.txt
WMF – Windows Metafile	*.wmf

Append

File Format	Extension
VDDOC – ACDSee VectraDraw Document	*.vddoc
VDTPL – ACDSee VectraDraw Template	*.vdtpl
EVDOC – Canvas Envision Document	*.evdoc
EVTPL – Canvas Envision Template	*.evtpl
CVD – Canvas X Draw for macOS	*.cvd
CVX/CNV/CV5 – Canvas	*.cvx, *.cnv, *.cv5
PDF – Adobe® Acrobat®	*.pdf

Supported File Formats for Save and Export

The following file formats are supported.

Save/Save As

File Format	Extension

VDDOC – ACDSee VectraDraw document	*.vddoc
VDTPL – ACDSee VectraDraw Template	*.vdtpl

Export

File Format	Extension
BMP - Bitmap	*.bmp
GIF – GIF Graphic	*.gif
JPG – JPEG Graphic	*.jpg, *.jpeg
PNG – Portable Network Graphic	*.png
TIFF – TIFF Image	*.tif, *.tiff
WEBP – WebP Image	*.webp
EMF – Enhanced Meta File	*.emf
PDF – Adobe® Acrobat®	*.pdf

SVG – Scalable Vector Graphics	*.svg
SVGZ – Scalable Vector Graphics - Compressed	*.svgz
WMF – Windows Metafile	*.wmf

Opening Existing Files

You can open existing **.vddoc**, **.vdtpl**, **.vdobj**, **.evdoc**, **.evtpl**, **.evobj**, and **.pdf** files from local drives, networked locations, or the Recent Documents list.


Each document opens in a unique instance, allowing you to manage and close multiple projects independently.

To Open from Local or Network Drives

1. Do one of the following:
    - On the **Home** screen, click **Open**.
    - If a document is already open, select the **File** tab and click **Open**.
2. In the **Open** dialog box, navigate to the folder containing your document.
3. Select the file and click **Open**.

To Open Recently Accessed Documents

1. Navigate to the **Open** section on the **Home** screen or **File** tab.
2. Click **Recent** to display a list of recently modified files.
3. Select the desired file to open it immediately.


You can also access recent files by **right-clicking** the ACDSee VectraDraw icon in the Windows taskbar and selecting a document from the Jump List.

Opening via File Explorer

You can double-click any **.vddoc**, **.vdtpl**, **.vdobj**, **.evdoc**, **.evtpl**, or **.evobj** file in File Explorer to launch ACDSee VectraDraw and open the file. If the application is already running, the file will open as a new instance.

.pdf files can be opened by right-clicking the file, hovering over **Open With**, and selecting **ACDSee VectraDraw**.

Closing Documents

Closing a document ends the current ACDSee VectraDraw instance. If you have made changes to your **.vddoc** file since the last save, the application will prompt you to save your work before exiting.

To Close a Document Instance

Use one of the following methods to close the active document:

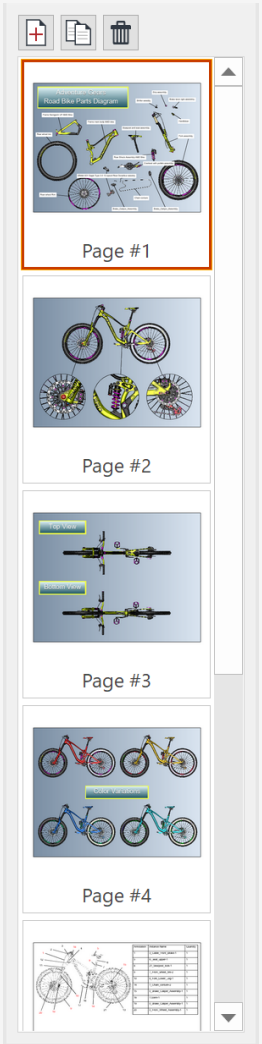
- Click the **Close** (X) button in the top-right corner of the application window.
- Select the **File** tab and click **Close** from the Backstage view.
- Press **Alt+F4** on your keyboard.
- **Right-click** the ACDSee VectraDraw icon in the Windows Taskbar and select **Close window**.

Note: If you have multiple document instances open, you can close all of them simultaneously by **right-clicking** the application icon in the Windows Taskbar and selecting **Close all windows**. You will be prompted to save each modified document individually.

Chapter 4: Working with Pages

Using the Page Navigator Pane

The **Page Navigator** pane provides a visual overview of your multi-page documents, allowing for rapid navigation and bulk page operations. You can dock the pane vertically or horizontally, or leave it floating as a dedicated workspace.



The Navigator displays thumbnails for every page in the document. The active page is indicated by a thick orange frame.

To Open the Page Navigator Pane

You can access the Page Navigator using any of the following methods:

- **View Tab:** Check the **Page Navigator** box in the **Panes** group.
- **Layout Tab:** Click the **Launch** button (small arrow) in the corner of the **Pages** group.
- **Status Bar:** Click the current page indicator at the bottom-left of the application window.

Tip: Clicking the page indicator in the Status Bar acts as a quick toggle to show or hide the pane.

Basic Page Operations

Most operations can be performed by **right-clicking** a thumbnail to open the context menu or by using the icons at the top of the pane. For more information about implementing pages, please see Adding, Deleting, Renaming and Moving Pages.

Adding and Duplicating Pages

- **Add New:** Click the **New Page** icon or right-click and select **New Page**. A blank page inheriting the focused page's size will be added immediately after it.
- **Duplicate:** Select one or more pages and click the **Duplicate Page** icon or right-click and select **Duplicate Pages**.

Page selection in the Navigator is currently limited to sequential ranges. Use **Shift+Click** to select a range of pages.

Copy, Cut, and Paste

1. Select the target page(s).
2. Use **Ctrl+C** (Copy) or **Ctrl+X** (Cut), or use the right-click context menu.
3. Select the page that will precede the pasted content.
4. Use **Ctrl+V** (Paste). Pages can be pasted between different ACDSee VectraDraw instances.

Managing Page Visibility (Hiding Pages)

Hiding pages is useful for presentations or when exporting specific sections of a document. Hidden pages are automatically skipped during presentation mode and can be excluded during PDF/Image export.

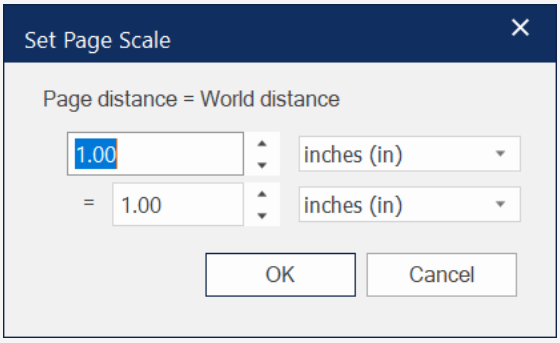
1. Select the page(s) you wish to hide.
2. Right-click and select **Hide Pages**.

Hidden pages appear with a "smoke screen" overlay and a hidden icon ( ) in the corner of the thumbnail.

Advanced Page Setup (Scale and Units)

While the Layout tab handles basic size and orientation, the **Page Setup** dialog in the Navigator allows for granular control over scaling.

1. Right-click a page thumbnail and select **Page Setup...**.
2. Select the desired **Page Unit** (e.g., Inches, Millimeters).
3. Adjust the **Page Scale**. Click the **Set Scale** ( ) icon to define custom ratios (e.g., 1 inch = 1 foot).
4. Click **OK** to apply the changes to the selected page(s).



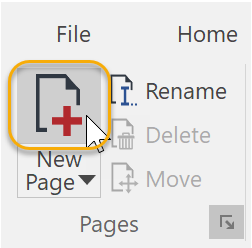
Example Scale:
Page distance: 1 inch
World distance: 1 foot
Resulting Scale = 1:12

Adding, Deleting, Renaming, and Moving Pages

ACDSee VectraDraw allows you to manage multi-page documents through the **Layout** tab on the Ribbon or the **Page Navigator** pane. For advanced management of complex documents, please refer to: "Using the Page Navigator Pane" on page 40.

To Add a New Page

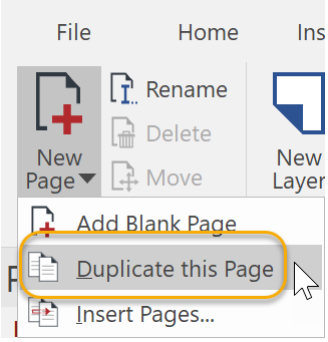
1. Select the page that will precede the new page.
2. Navigate to the **Layout** tab.
3. Click the **New Page** button in the **Pages** group.



By default, the new page inherits the size and orientation of the currently selected page.

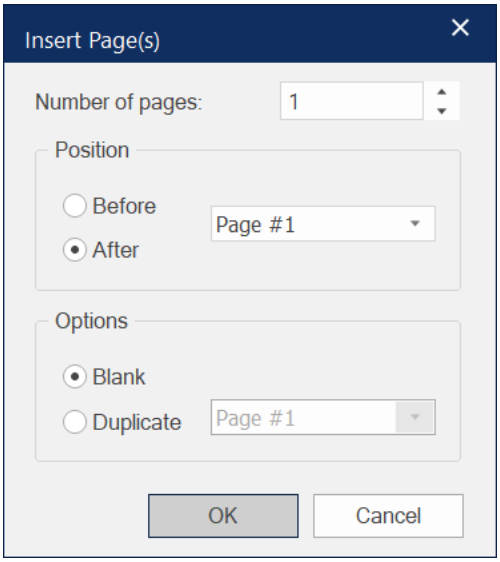
To Duplicate a Page

1. Select the page you wish to duplicate.
2. On the **Layout** tab, click the **New Page** dropdown.
3. Select **Duplicate this page**.



To Bulk Insert Pages

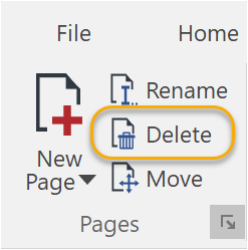
1. On the **Layout** tab, click the **New Page** dropdown and select **Insert Pages...**



2. In the dialog box, set the **Number of pages** to insert.
3. Select a page from the dropdown menu.
4. Choose whether to place them **Before** or **After** the page selected in the dropdown menu.
5. Choose **Blank** to add empty pages or **Duplicate** to replicate a specific existing page.
6. Click **OK**.

To Delete a Page

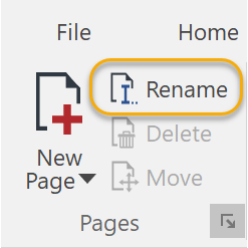
1. Select the page you wish to remove.
2. On the **Layout** tab, click **Delete** in the **Pages** group.



A document must contain at least one page. The **Delete** button is disabled if only one page remains in the document.

To Rename a Page

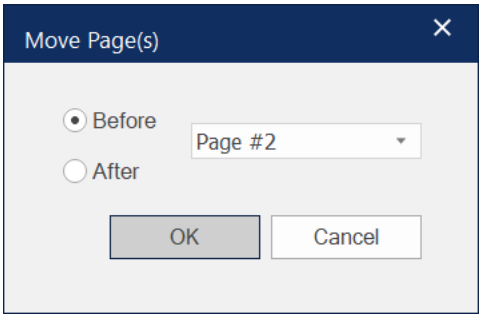
1. Select the page you wish to rename.
2. On the **Layout** tab, click **Rename** in the **Pages** group.



3. Enter the new name in the dialog box and click **OK**.

To Move a Page

1. Select the page you wish to reorder.
2. On the **Layout** tab, click **Move**.



3. In the **Move Page** dialog, select **Before** or **After** and choose the target reference page from the drop-down list.
4. Click **OK**.

A document must contain at least one page. The **Move** button is disabled if only one page remains in the document.

Changing the Page Size and Orientation

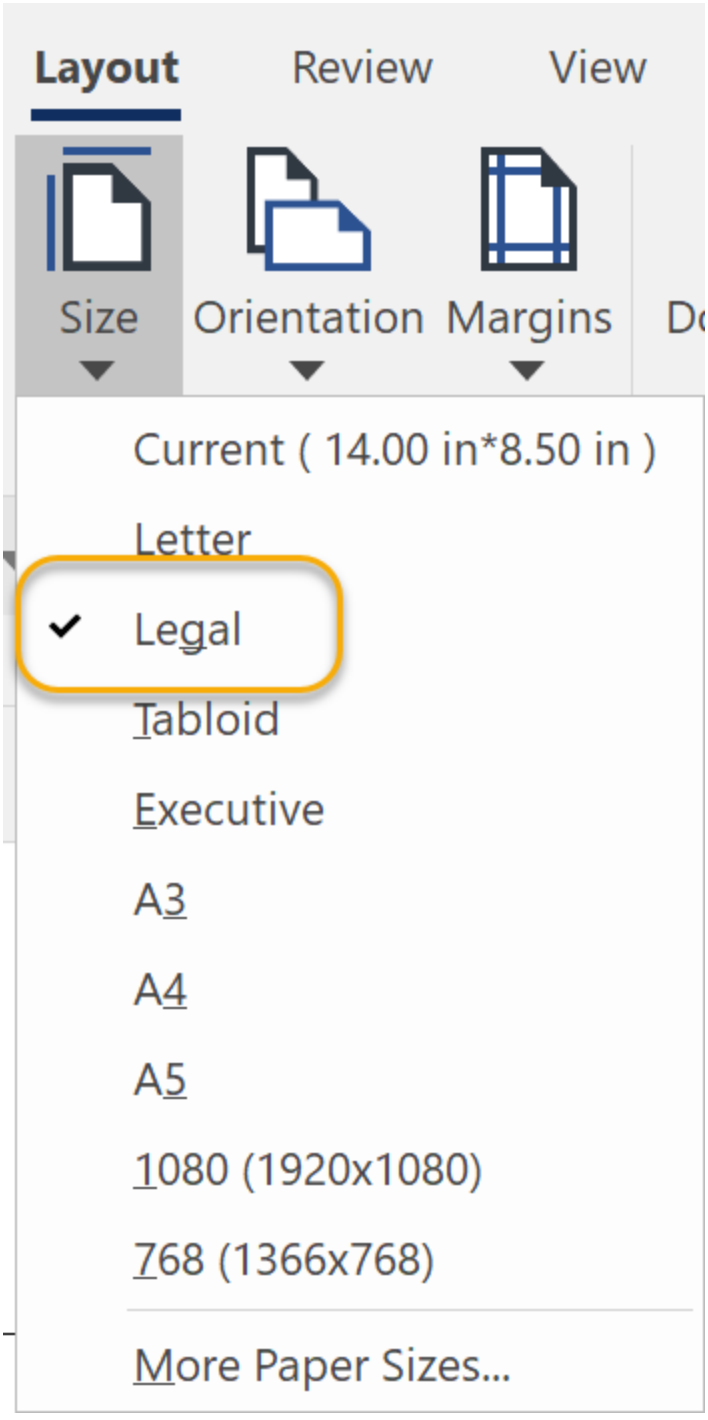
You can modify the size, orientation, and margins of individual pages at any time. Because ACDSee VectraDraw supports per-page formatting, these settings can be unique for every page in your document.

To Check the Current Page Size

1. Select the page in the **Page Navigator** area.
2. Do one of the following:
    - Deselect all objects and observe the dimensions displayed on the left side of the **Status Bar**.

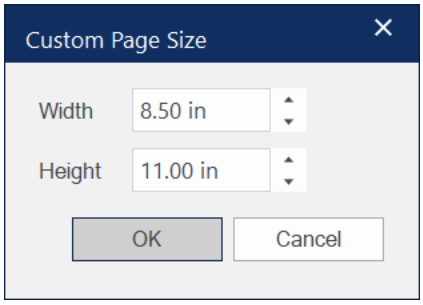
    - Navigate to the **Layout** tab and click **Size** in the **Page Setup** group. A checkmark (✔)

indicates the current page size.



To Change Page Size or Set a Custom Size

1. Select the page you wish to modify.
2. On the **Layout** tab, click the **Size** drop-down list.
3. Select a preset size, or select **More Paper Sizes...** to enter custom **Width** and **Height** values.

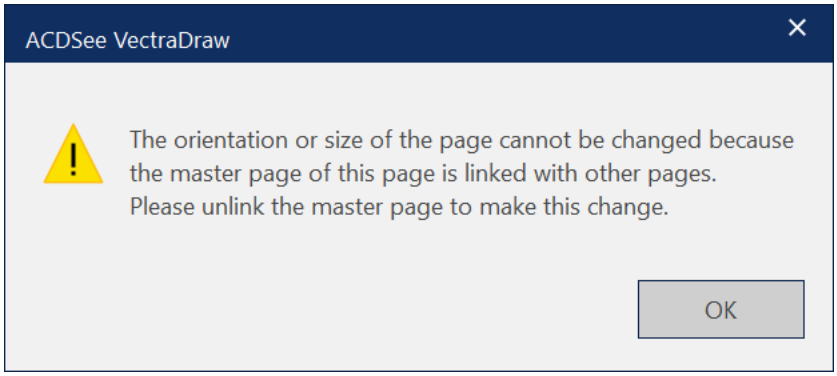


4. If the page is linked to a **Master Page**, a warning will appear stating that the Master Page must also be updated. Click **OK** to confirm the change.

To Change Page Orientation

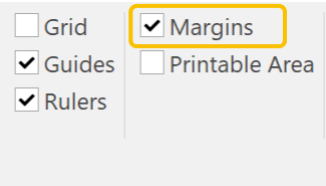
1. Select the page and navigate to the **Layout** tab.
2. Click the **Orientation** drop-down list in the **Page Setup** group.
3. Select **Portrait** or **Landscape**.

Note: If several pages are linked to the same Master Page, changing the orientation may affect the layout of those linked pages. Ensure all linked content is compatible before proceeding.



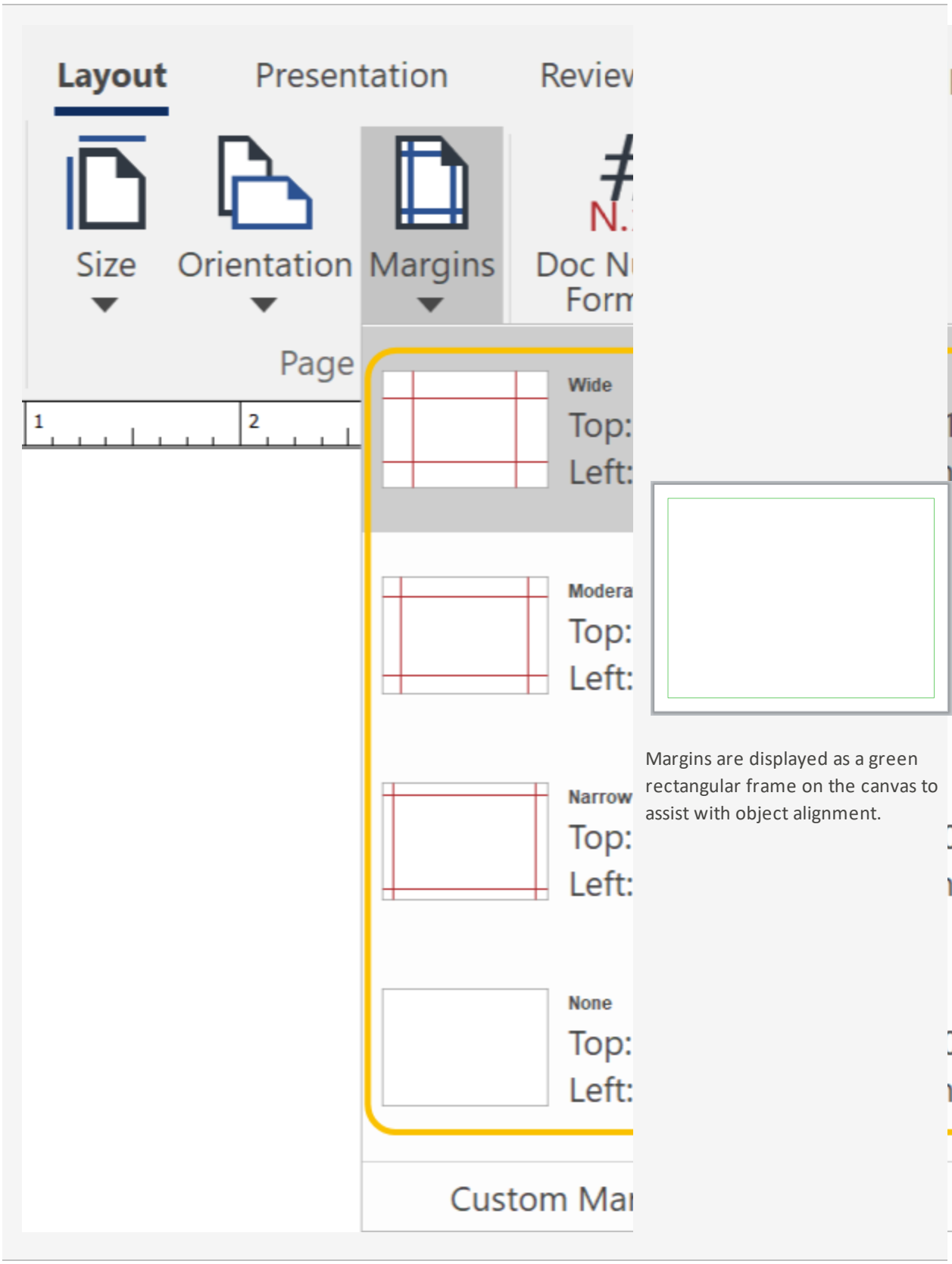
To Show or Hide Margins on the Page

Select the **Margins** checkbox from the **Show & Enable** panel in the **View** tab of the Ribbon. Deselect the checkbox to hide margins.



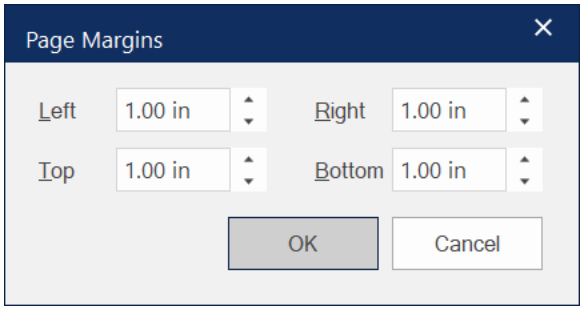
To Set Page Margins

1. Select a page.
2. Click the Margins drop-down list from the Page Setup panel in the Layout tab of the Ribbon.
3. Select a preset.


Layout
Presentation
Size
Orientation
Margins
Page
Wide
Top:
Left:
Modera
Narrow
None
Custom Mar
Snap To
Grid
Guide
1.00 in
: 1.00 in
0.50 in
: 0.50 in
0.25 in
: 0.25 in
0.00 in
: 0.00 in
Margins are displayed as a green rectangular frame on the canvas to assist with object alignment.

To Set Custom Page Margins

1. Select a page.
2. Click the **Margins** drop-down list from the **Page Setup** panel in the **Layout** tab of the Ribbon.
3. Select **Custom Margins**.
4. Type values in the **Left**, **Right**, **Top**, and **Bottom** edit boxes.
5. Click **OK**.



To Set Page Background Color

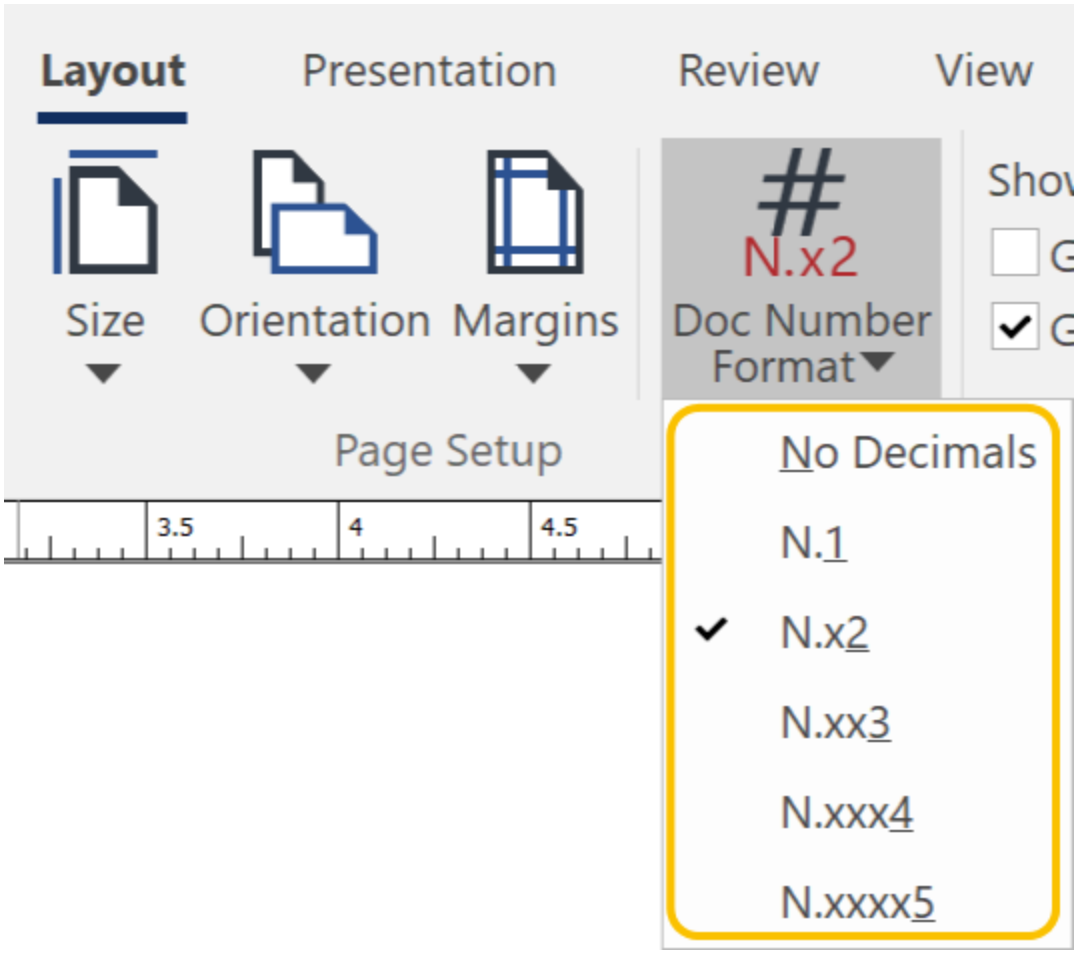
1. Select a page and navigate to the **Layout** tab.
2. Click the **Background** drop-down menu and select an ink color.

Note: Background colors cannot be applied to Master Pages.

To Change Document Number Format

The number format settings affect how dimensions, coordinates, and scale values are displayed throughout the application.

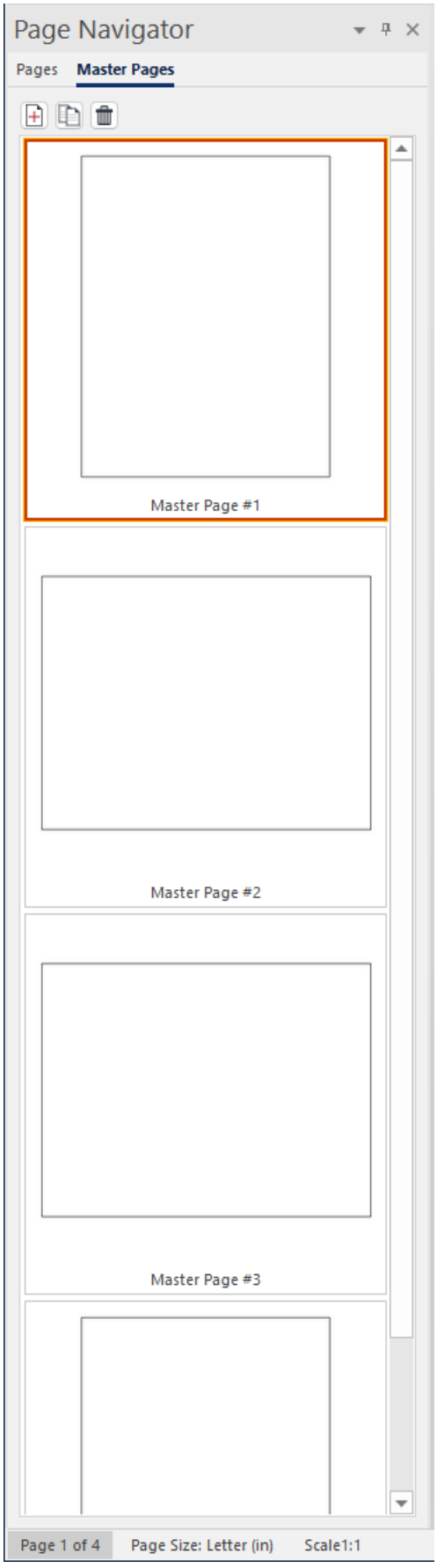
1. On the **Layout** tab, click the **Doc Number Format** drop-down list.
2. Select your preferred format (e.g., Decimal, Fractional).



Using Master Pages

Master Pages allow you to place common elements—such as headers, footers, logos, or background grids—on a single template that updates across all linked pages automatically. Using Master Pages ensures visual consistency and reduces repetitive editing in multi-page documents.

You can create multiple Master Pages within a single document and link them to specific pages as needed. By default, Page #1 of a new document is linked to Master Page #1.


Page Navigator
Pages
Master Pages
Master Page #1
Master Page #2
Master Page #3
Page 1 of 4
Page Size: Letter (in)
Scale1:1

Management of these templates is primarily handled through the **Master Pages** tab in the **Page Navigator** pane. For more information on navigating this pane, see: "Using the Page Navigator Pane" on page 40.

Working with Master Pages

To Add or Edit Objects on a Master Page

1. Open the **Page Navigator** pane (**View** tab > **Panes** group).
2. Click the **Master Pages** tab.
3. Select the desired Master Page thumbnail.
4. Draw or place objects directly on the canvas. These objects will now appear on every page linked to this Master Page.

To Navigate to a Master Page via the Ribbon

1. On the **View** tab, click **Go To Page** in the **Navigate** group.
2. In the dialog box, select the **Master Page** radio button.
3. Choose the specific Master Page from the drop-down list and click **OK**.

Managing Master Pages

Use the icons at the top of the **Master Pages** tab or right-click a thumbnail to access management options:

- **Add:** Click the **New Page** icon () or right-click and select **New Master Page**.
- **Duplicate:** Select a thumbnail and click the **Duplicate Page** icon ().
- **Rename:** Right-click a thumbnail and select **Rename Master Page**.
- **Delete:** Select a thumbnail and click the **Delete Page** icon ().

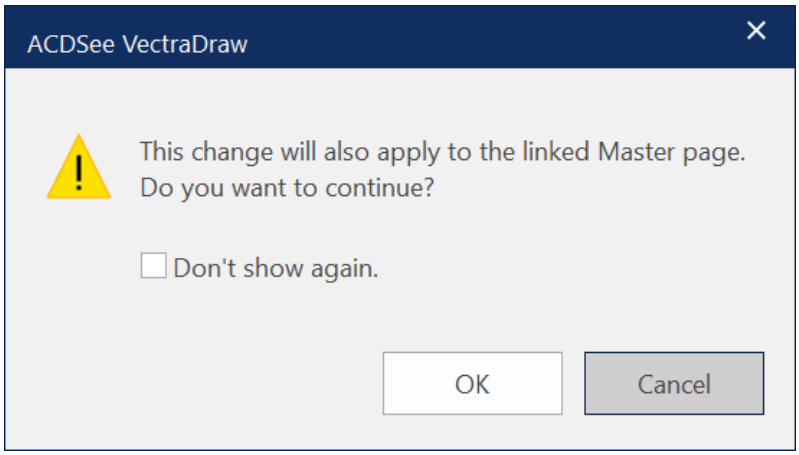
Linking and Unlinking Pages

1. In the **Page Navigator** (standard Pages tab), select the page you wish to modify.
2. Right-click the thumbnail and hover over the **Master Page** sub-menu.
3. Select a Master Page to link it, select **None** to unlink it, or select **Edit Master Page** to jump directly to the template.

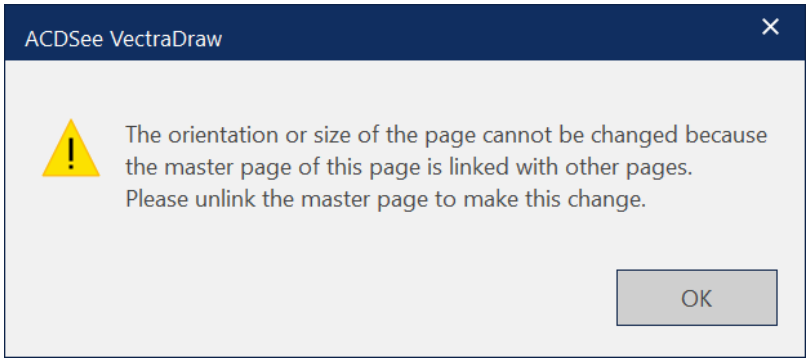
Important Constraints and Warnings

Because Master Pages define the structural foundation of linked pages, certain restrictions apply to size and orientation changes:

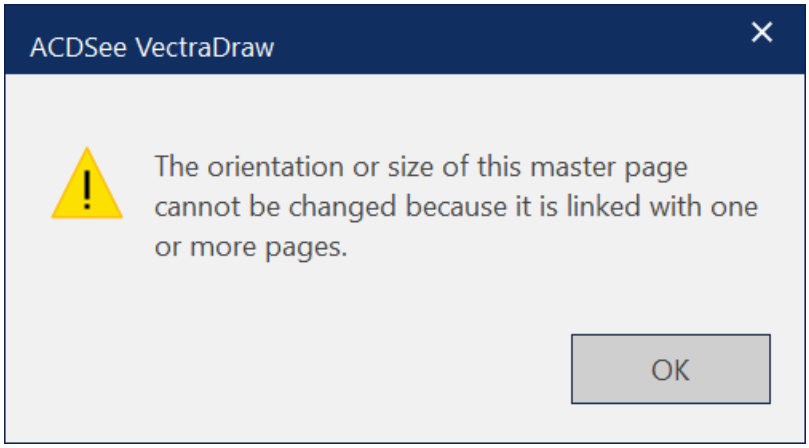
- **Individual Page Change:** If you change the size or orientation of a page linked to a Master Page, you will be prompted to update the Master Page to match.



- **Shared Master Page Change:** If a Master Page is linked to multiple pages, changing its dimensions will affect all those pages simultaneously. A warning will appear to confirm this bulk change.



- **Locked Master Pages:** In some instances, a Master Page cannot be changed if it would cause layout conflicts with its linked pages. You must resolve these conflicts or unlink the pages before proceeding.

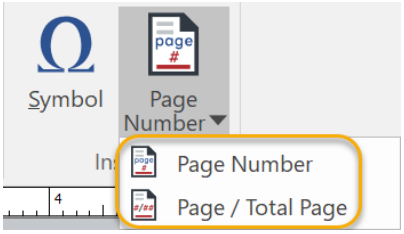


Inserting Page Numbers

You can add dynamic page numbers to your document that automatically update as pages are added, removed, or reordered. While you can place a page number on any individual page, it is recommended to place it on a **Master Page** to ensure it appears consistently across your entire document.

To Insert a Page Number

1. Select the **Text** tool from the **Place & Draw** group in the **Home** tab.
2. Click on the canvas (ideally on a Master Page) to create a text insertion point.
3. In the **Text** contextual tab of the Ribbon, locate the **Insert** group.
4. Click the **Page Number** drop-down and select one of the following:
    - **Page Number:** Inserts the current page's numeric value.
    - **Page / Total Page:** Inserts the current page number alongside the total count (e.g., 1 / 10).



While in **Text Edit Mode**, you will see a placeholder code (e.g., ##p). The actual page number will be displayed as soon as you deselect the text object or exit edit mode.

Variable Codes Reference

You can also manually type the following codes into any text box to trigger dynamic numbering:

Code	Resulting Display
##p	Current page number (e.g., "1").
##r	Current page / Total pages (e.g., "1 / 5").
##n	Formal page count (e.g., "Page #1").

Tip: If you are adding static text immediately after a page number (e.g., "##p items"), add an extra space. This prevents 2-digit or 3-digit page numbers from overlapping your text as the document grows.

Using Templates

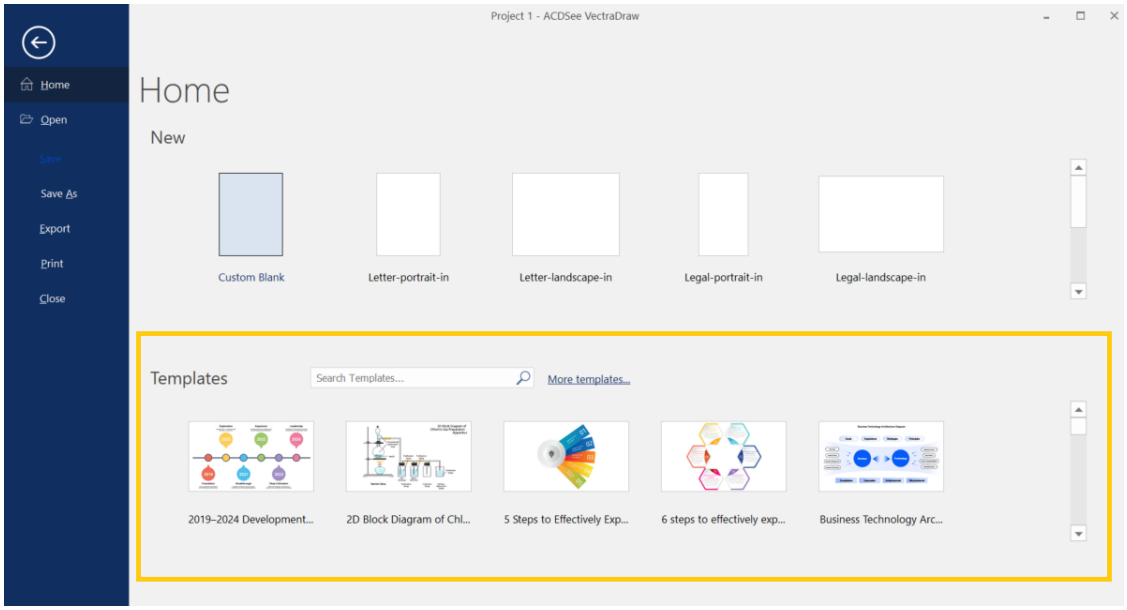
Streamline the design process by utilizing built-in template pages designed for high-impact visual communication. Each template is fully editable, allowing you to modify text, objects, and styles to create tailored infographics with minimal setup.

To Apply a Template from the Home Screen

1. Click File
2. Perform one of the following:
   - Select a template from the **Templates** section.
   - Click **More templates...** to bring up the **Insert Templates** dialog and select a template.

Selecting a template from the **Templates** section will load the page in a new VectraDraw window.

Within the **Insert Template** dialog, use the **Open in New Instance** option to specify whether the template opens as a standalone document or as a new page in the current project.



To Apply a Template from the Home Ribbon

1. Click on the Home ribbon.
2. Click on Templates in the Place & Draw section.
3. Select a Template from the Insert Templates dialog window.

Within the **Insert Template** dialog, use the **Open in New Instance** option to specify whether the template opens as a standalone document or as a new page in the current project.

Chapter 5: Saving Documents

Saving Documents as VDDOC

To maintain full editability of your layers, objects, and master pages, you must save your work in the native **VDDOC** format. While other formats are available for export, only VDDOC preserves the complete project structure for future editing sessions.

Documents are saved locally to your hard drive or to a mapped network location. Saving frequently ensures that your project progress is preserved on your disk.

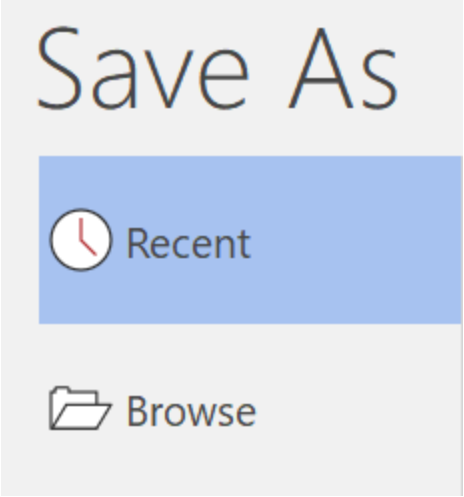
To Save a Document as VDDOC

1. With your document open, do one of the following:
    - Click the **Save** icon on the **Quick Access Toolbar (QAT)**.
    - Go to the **File** tab and select **Save**.
    - Press **Ctrl+S** on your keyboard.
2. In the **Save As** dialog box, navigate to the local or network folder where you want to store the file.
3. Ensure the **Save as type** field is set to **VDDOC – ACDSee VectraDraw document (*.vddoc)**.
4. Enter a name in the **File Name** field and click **Save**.

To Save a Document with a New Name (Save As)

Use the **Save As** command to create a copy of your current document or to relocate it to a different directory.

1. Go to the **File** tab and select **Save As**, or press **Ctrl+Shift+S**.
2. Do one of the following:
    - Click **Recent** to view a list of recently accessed files.
    - Click **Browse** to open the Windows File Explorer and navigate to a new destination folder.



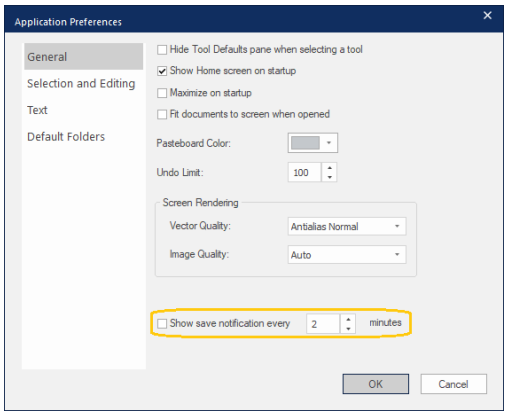
3. Ensure the file format is set to ***.vddoc**.
4. Enter a new name in the **File Name** field and click **Save**.

Showing Save Notifications

To prevent data loss during unexpected events—such as power outages or system instability—you can configure ACDSee VectraDraw to display periodic save reminders. These notifications prompt you to commit your recent changes to the disk at regular intervals.

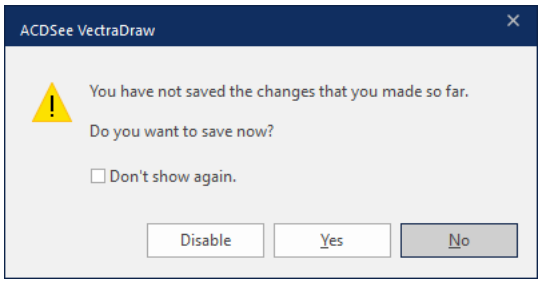
To Enable Save Notifications

1. Click the **File** tab to enter the Backstage View.
2. Click **Options**.



3. In the **Application Preferences** dialog box, locate and select the **Show save notification** checkbox.
4. Enter a frequency in the **Interval** field. You can set the reminder to appear every **2** to **600** minutes.
5. Click **OK**.

Once enabled, the save reminder dialog will appear at your specified interval:



From this dialog, you can click **Save Now** to update your file immediately, or click **Close** to continue working.

Clicking the **Disable** button on the notification will globally uncheck the "Show save notification" option in your Application Preferences. You will need to return to the Options menu to re-enable it.

Exporting Documents to Other Formats (Non-VDDOC)

While **VDDOC** is the recommended format for ongoing work, ACDSee VectraDraw allows you to export your documents into various industry-standard raster and vector formats for use in other applications.

Raster Formats (Pixels)	Vector/Hybrid Formats
BMP, GIF, JPG, PNG, TIF, WEBP	PDF, SVG, SVGZ, EMF, WMF

Native features like editable layers and master pages are flattened or converted when saving to non-VDDOC formats. Always keep a master VDDOC file for future editing.

To Export a Document

1. Click the **File** tab and select **Export**.
2. In the **Save As** dialog box, select your desired format from the **Save as type** drop-down menu.
3. Choose a destination folder and enter a **File Name**.
4. Click **Export Options** to configure format-specific settings (such as resolution or transparency).
5. Select the **Open file after save** checkbox if you wish to view the output immediately in your system's default viewer.
6. Click **Save**.

Common Export Options

Export Options – Raster Formats (General)

Option	Description
Export range	Select either All pages ,Current page, Selected objects radio button.
Skip hidden pages	When there is a hidden page in your document, this checkbox gets enabled. When you want not to save hidden pages, select this option.
Use objects' bounds	When you want to export each page in the minimum selection bounds, select this option. Otherwise, each page size is used.
Create a folder	When you want to create a folder and save the files in that folder, select this option. The folder will be created in the current document name.

Export Options – Raster Formats (Image)

Option	Description
Resolution	Set a resolution of image exported be between 1 to 1200.
Color Mode	Select either RGB Color or Grayscale. For GIF, Indexed Color or Grayscale.
Interpolation	Select one from the following: • Bilinear • Triangle • Bell • BSpline • Bicubic • Lanczos • Mitchell
Antialiasing	Select this checkbox to apply antialiasing that makes the edges of rendered vector objects and text objects smoother.
Transparency	This checkbox is available for PNG, TIF, or WebP. Select this checkbox to make areas that are not occupied by pixels or objects transparent in exported images.

WEBP Export Options

Option	Description

General	• **Export range**: Set the range of pages from the following:
	  • All pages
	  • Current page
	  • Selected objects
	• **Skip hidden pages**: Skips any pages that have been hidden.
	• **Use objects' bounds**: Uses the object's boundaries for the export boundaries.
	• **Create a folder**: Creates a new folder for the exported file.

Render	• **Compression**: Select between **Lossless** and **Lossy** compression quality.
	• Optimized for:
	  • Default
	  • Picture
	  • Photo
	  • Drawing
	  • Icon
	  • Text
	• **Quality**: Set the slider for the export quality between **Draft** and **Best**.
	• **Antialiasing**: Smooths jagged edges along the boundaries of objects by blending edge pixels with the background.
	• **Transparency**: Defines the opacity of an image or object, allowing background elements or underlying layers to be partially or fully visible through it.

PDF Export Options

Option	Description
General	• **Export Layers (PDF 1.5)** • **Render Entire Page** • **Specific Page Ranges** • **Export range**: Entire Document, Selected Object, Current Page, or Specify Pages.

Option	Description
Output	• **Transparency**: PDF transparency (1.5), Render transparency. • **Rendering area**: Select between Smallest and Complete. (This option becomes available when Transparency is set to Render transparency). • **Render resolution**: 72, 96, 144, 300, 600 • **Font Embedding**: Embed subset or Convert to paths • **Export printable hidden layers**: Select this checkbox to include layers that are hidden in the workspace but designated as printable in their layer properties.

Security	• **Require password to open document**: Let's you set a primary password to access the document.
	• **Use password to set restrictions**: Let's you set a different password to restrict access to functionality of the document.
	  • **Printing Allowed**: None, Low resolution (150 dpi), High resolution
	  • **Changes allowed**: None, Inserting, rotating, and deleting pages, Commenting, Any except extracting pages.
	  • **Enable copying of content**: Select this checkbox to allow users to highlight, select, and copy text or graphics from the PDF into other applications.
	  • **Enable text access for accessibility**: Select this checkbox to allow screen readers and assistive technology to parse and read the document text. This ensures the PDF remains accessible to visually impaired users, even if **Enable content copying** is deselected.

Metafile Options (EMF/WMF)

When exporting a Windows Metafile, you can choose to **Save vector objects** (to keep them scalable in apps like Microsoft Office) or **Save as image** (to render them at a fixed resolution of 96, 300, or custom DPI).

The application remembers your **Export Options** settings for the duration of your current session.

Option	Description

General	• **Export range**: Set the range of pages to be exported.
	  ◦ All pages
	  ◦ Current page
	  ◦ Selected objects
	• **Skip hidden pages**: Skips any pages that have been hidden.
	• **Use objects' bounds**: Uses the object's boundaries for the export boundaries.
	• **Create a folder**: Creates a new folder for the exported file.

EMF/WMF	• **Save as**: Select either **Save Vector object(s)** or **Save as image** radio buttons.
	• **Resolution**: When Save as image is selected the following options can be enabled:
	  ◦ Screen/96 dpi
	  ◦ Print/300 dpi
	  ◦ Other Resolution
	• **Antialiasing**: Select this checkbox to apply antialiasing that makes the edges of rendered vector objects and text objects smoother.

SVG/SVGZ Export Options

Option	Description

General	• **Export range**: Set the range of pages to be exported.
	  ◦ All pages
	  ◦ Current page
	  ◦ Selected objects
	• **Skip hidden pages**: Skips any pages that have been hidden.
	• **Use objects' bounds**: Uses the object's boundaries for the export boundaries.
	• **Create a folder**: Creates a new folder for the exported file.
	• **All pages in one file**: Saves all pages of your current project to a single file.

Option	Description

Image	• **Image Format**: Set the image format.
	  • PNG
	  • JPEG
	• **JPEG Quality** (If Image Format set to JPEG): Set the JPEG image quality.
	  • Best
	  • Fine
	  • Good
	  • Draft
	• **Antialiasing**: Smooths jagged edges along the boundaries of objects by blending edge pixels with the background.
	• **Image location**: Choose where to output the image.
	  • Put in the same folder as SVG file
	  • Put in subfolder
	  • Embed images in SVG file

Chapter 6: Using ACDSee VectraDraw

Selecting Objects

Before performing operations on objects—such as shapes, text, images, or groups—you must first select them.

Basic Selection Methods

To select objects, first activate the **Select** tool ( ) from the **Home** or **Draw** tabs, or the **Status bar**.

- **Single Object:** Click directly on an object. The pointer changes to ( ) when hovering over a selectable item.
- **Multiple Objects: Shift** + click additional objects, or drag a marquee box to enclose multiple items.
- **Touch Selection: Ctrl** + drag to select any objects fully enclosed by the selection marquee.
- **Select All:** Press **Ctrl + A** or choose **Select All** from the **Select** drop-down menu in the Home tab.
- **Invert Selection**: Press **Ctrl + Shift + I** to invert the selected area with the rest of the canvas.

To deselect a single item within a group selection, **Shift** + click it. To deselect everything, press **Esc** or click a blank area of the canvas.

Advanced Selection Techniques

Selecting Across Layers

By default, selection is limited to the active layer. To select items on any visible layer:

1. In the **Home** tab, click the **Select** drop-down menu.
2. Enable **Select Across Visible Layers** (indicated by a checkmark ✔).

You can temporarily select across layers without changing this setting by holding the **Tab** key while clicking an object.

Overlapped Objects

To select an object hidden behind another:

1. Select the front-most object.
2. Press **Tab** and click again to "reach through" to the object behind it. Repeat as necessary.

This method does not apply to overlapping objects within a **Group**. To enable direct clicking of overlapped objects without the Tab key, go to **File | Options | Selection and editing**.

Invert Selection

1. Select the objects you wish to **exclude** from the final selection.
2. In the **Home** tab, click the **Select** drop-down and choose **Invert Selection** or press **Ctrl + Shift + I**.

Selection Indicators and Handles

VectraDraw indicates selection with a bounding box and **handles** (small circles). The **Status bar** displays the type or number of selected objects.

The Key Object

The first object selected is the **Key Object**, indicated by solid gray handles. Subsequent objects in a multi-selection display white handles. The Key Object acts as the anchor for alignment and distribution commands.

- **To change the Key Object: Right-click** a selected object and choose **Make Key Object**.
- **To add and set as Key: Shift + Right-click** an unselected object and choose **Make Key Object**.

Selection Preferences

Navigate to **File | Options | Selection and editing** to customize the following:

- **Handle Size:** Choose between Small, Medium, or Large handles.
- **High-Volume Selection:** Toggle **Show bounding boxes for selections over 1000 objects**. When disabled, a single large boundary is shown for performance.

Rotating Objects

When an object is selected, you can rotate it on the canvas by using the Rotation tool.

1. Select the object to be rotated.
2. Click on the circle just above the object, and drag to rotate the object.

When hovering over the circle, your mouse cursor will change to rotating arrow cursor.

The circle will remain above the "top" of the object relative to it's rotation. For example, if the object has been rotated 180°, the circle will appear "below" the object.

Grouping Multiple Objects

Grouping allows you to treat two or more objects as a single unit. This is ideal for maintaining the relative layout of multiple items when moving, resizing, or rotating them. You can group individual objects as well as existing groups (nesting).

To Group Objects

1. Select two or more objects.
2. Do one of the following:
    - Click the **Group** button in the **Transform** panel of the **Home** or **Draw** tabs.
    - Right-click the selection and choose **Group**.
    - Press **Ctrl + G**.

Grouping is based on the stacking order of the back-most object in the selection. Other objects in the group may shift down in the stacking order relative to objects outside the group.

To Ungroup Objects

1. Select one or more group objects.
2. Do one of the following:
    - Click the **Group** drop-down menu and select **Ungroup**.
    - Right-click and select **Ungroup**.
    - Press **Ctrl + Shift + G**.
3. If the objects are nested (groups within groups), repeat the command to break down the inner groups.

Editing Objects Within a Group

You can select and edit individual items without ungrouping the entire unit.

1. Click the group to select it. (The group bounding box appears with handles).
2. Click an individual object within that group. (The group boundary remains visible as a blue rectangle without handles, while the specific object shows its own selection state).
3. **Shift + click** to select additional objects within the group.

To select a nested group as a single unit within a larger group, you must first **Lock Contents** of the nested group before grouping it with other objects.

Locking and Unlocking Group Contents

Locking group contents prevents accidental movement or selection of individual items within a group while still allowing you to move the group as a whole.

1. Select the group object.
2. Click the **Group** drop-down menu in the **Transform** panel (Home or Draw tabs).
3. Select **Lock Contents in Group** or **Unlock Group Content**.

Copying, Cutting, and Pasting Objects

You can use standard clipboard commands to move or duplicate objects. The system clipboard stores your selection until you replace it with a new **Cut** or **Copy** command, including data copied from external applications.

Basic Clipboard Commands

1. Select the object(s), text, or vector segments you want to copy or cut.
2. Use one of the following methods:
    - **Copy:** Click **Copy** in the **Home** tab or press **Ctrl + C**.
    - **Cut:** Click **Cut** in the **Home** tab or press **Ctrl + X**.
3. To **Paste**, click the **Paste** button found in the **Home** ribbon, or press **Ctrl + V**. The object is placed in the center of the current view.

Advanced Paste Options

Click the **Paste** drop-down menu button to access specialized placement and formatting options:

Command	Function
Paste in Place	Places the object at the exact same coordinates as the original, ideal for copying items between pages. (**Ctrl + Shift + V**)
Paste Front / Behind	Positions the clipboard content immediately above or below the currently selected object in the stacking order.
Paste Image	Converts the clipboard content (including vectors or text) into a flattened bitmap image upon pasting.
Paste Formatted Text	Pastes text while preserving RTF attributes (font, color, etc.) into a text object.
Paste Text	Strips all formatting and pastes as plain text.
Paste MetaObject	Pastes data from external applications as a MetaObject at the center of the screen.

Copying Parts of Objects

Beyond entire objects, you can copy specific components:

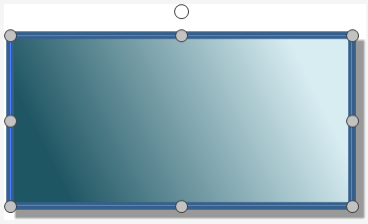
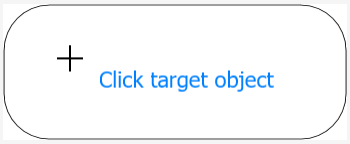
- **Text Segments:** Highlight specific characters within a text object to copy just that string.
- **Vector Segments:** In **Path Edit** mode, select specific anchor points or paths. When pasted, these segments form a new, independent vector object.

Using the Format Painter

The **Format Painter** allows you to quickly transfer visual attributes—such as color, line styles, and font settings—from a source object to one or more target objects. This ensures visual consistency across your project without manual adjustments.

To Use the Format Painter

1. Select the **Source object** (the one with the styling you want to copy).
2. Click the **Format Painter** icon in the **Home** tab.
3. Click the **Target object** to apply the styles.

Source Object	Target Object	Result
		

4. When you have applied the styling to all desired objects, press **Esc** to stop using the **Format Painter**.

Supported Attributes

Object Type	Transferable Attributes
Vector Objects	Fill ink, outline color/weight, dash patterns, arrowheads, and shape effects.
Text Objects	Font family, size, style (bold/italic), color, and text effects.

Cross-Object Behavior

When painting between different object types, the attributes are mapped to the most logical destination. For example, painting from a Vector to a Text object applies the style to the text frame background.

The Format Painter cannot transfer attributes to flattened Images or MetaObjects.

Using the Inks Pane

You can do the following using the **Inks Pane**:

- Apply inks to objects.
- Add inks to the presets.
- Edit ink presets.
- Load inks from the current document.
- Save and load ink presets.

To Open the Inks Pane

In the **View** tab of the Ribbon, select the **Inks** checkbox in the **Panes** panel.

To Apply an Ink to Objects

1. Select the vector object or objects.
2. Select an ink type: Solid Colors, Gradients, or Hatches.
3. Select a target: Fill, Outline, or Text.
4. Click an ink tile to apply it.

Applicable Inks

	Fill	Outline	Text
Solid Colors	O	O	O
Gradients	O	X	X
Hatches	O	X	X

To Add a Solid Color

1. Select the Solid Colors  icon.
2. Click the Add  icon.
3. In the color picker, select the color you want to add.
4. Click **Add**.

Color Options

Standard	Description
Color preset tiles	Click a tile to apply a color or grayscale preset.
Custom	**Description**
Color spectrum window	Select a color to update the associated values. • Use the **Left** or **Right Arrow** keys to adjust Hue and RGB values. • Use the **Up** or **Down Arrow** keys to adjust Saturation and RGB values.
Luminosity slider	Drag the slider to the right of the Color spectrum window to adjust brightness, or use the **Up** or **Down Arrow** keys. • Adjusting the slider updates the Luminosity and RGB values.
Hue, Sat, Lum edit boxes	Enter specific numeric values for Hue, Saturation, and Luminosity to precisely define the color.
Red, Green, Blue edit boxes	Enter specific numeric values for Red, Green, and Blue to precisely define the color in the RGB color space.
New preview	Displays the newly defined color. The preview updates in real time as you adjust color values or select from the spectrum.
Current preview	Displays the current color of the selected object or preset. The associated color values are automatically populated when a selection is made.
Select (Eyedropper)	Use the Eyedropper to sample and select a color from any pixel displayed on the screen.
Add	Adds the newly defined color to the Inks list. This button becomes active once a new color is specified.
Cancel	Closes the dialog box and discards any changes without updating the color selection.

To Add a Gradient

1. Select the Gradients  icon.
2. Click the Add  icon.
3. Select a gradient type.
4. Add gradient stops.
5. Select a gradient stop to set the color, position, and brightness.
6. Repeat this process for all gradient stops.
7. Click **Add**.

Gradient Options

Option	Description
Type	Specifies the gradient geometry. Select **Linear** or **Elliptical** from the drop-down list.
Direction	Select a directional preset from the drop-down list. The available presets depend on the selected gradient type: • **Linear**: 8 directional presets. • **Elliptical**: 5 positional presets.
Angle	Sets the angle of the linear gradient. This option is only available when the gradient type is set to **Linear**.
Gradient stops	Click the gradient bar to add a new gradient stop at the selected position.
Add stop icon	Adds a new gradient stop to the gradient bar. Drag existing stops to reposition them along the transition.
Delete stop icon	Removes the selected gradient stop from the gradient bar.
Stop Color	Defines the color for the selected gradient stop.
Stop Position	Specifies the numerical position of the selected gradient stop. Values range from 0% (starting point) to 100% (ending point).

Stop Brightness	Adjusts the brightness level of the selected gradient stop. Values range from 0% (Darkest) to 100% (Brightest).
New preview	Displays a real-time preview of the gradient. This field updates automatically as types, angles, or stops are modified.
Current preview	Displays the gradient currently applied to the selected object or tile. Selecting an object automatically populates all gradient settings within the dialog box.
Select (Eyedropper)	Use the Eyedropper to sample and select a color from any pixel displayed on the screen.
Add	Adds the newly defined gradient to the Inks list. This button becomes active once a new gradient is specified.
Cancel	Close the dialog box without adding a new gradient.

To Add a Hatch

1. Select the Hatches  icon.
2. Click the Add  icon.
3. Create a hatch that you want to add.
4. Add layers if needed.
5. Select one of the layers and set the line weight, angle, origin, offset, dash type, and color.
6. Do the same for all layers.
7. Set the backdrop color if needed.
8. Click **Add**.

Hatch Options

Option	Description
Layer drop-down list	Lists all layers currently defined within the hatch pattern. Select a layer from the list to modify its individual properties.
Add	Appends a new layer to the hatch pattern. Each layer can be configured with unique line and spacing properties.
Clear	Removes the currently selected layer from the hatch pattern.

Line weight	Specifies the thickness of the lines for the selected layer.
Line angle	Sets the angle of the lines for the selected layer. Values range from 0 to 360 degrees.
Line origin	Defines the starting coordinate for the lines in the selected layer. This value determines the anchor point from which the hatch pattern is generated.
Line offset	Determines the perpendicular distance between lines within the selected layer.
Dash type	Specifies the dash pattern for the selected layer. Select a pattern to convert solid lines into dashed or dotted sequences.
Line color	Defines the color for the lines in the selected layer. Use the color picker to assign a specific stroke color.
Backdrop color	Specifies the background color for the entire hatch pattern. The backdrop remains transparent unless a color is assigned.
New preview	Displays a real-time preview of the hatch pattern. This visualization updates automatically as layers, angles, offsets, or colors are modified.
Current preview	Displays the hatch pattern currently applied to the selected object or tile. Selecting an object automatically populates the dialog box with its existing hatch settings.
Select (Eyedropper)	Displays the hatch pattern currently applied to the selected object or tile. Selecting an object automatically populates the dialog box with its existing hatch settings.
Add	Commits the current hatch configuration to the Inks list for project-wide use. This button is enabled only after a unique hatch pattern has been defined.
Cancel	Closes the dialog box and discards any unapplied changes to the hatch pattern configuration.

To Add an Ink Adjusting the Selected Ink

When you want to add an ink adjusting the existing ink, you can do one of the following first and then add an ink. The selected ink will be loaded as the Current settings to the Add dialog box.

Do one of the following:

- Select an object that has the ink from which you want to use to create a new ink.
- Select an ink tile from which you want to use to create a new ink in the Inks pane.

Ink Type	Maximum Inks

Solid Colors	100
Gradients	50
Hatches	50

To Delete Inks

1. Select an ink type of which you want to delete inks: Solid Colors, Gradients, or Hatches.
2. Select an ink or inks that you want to delete in the Inks list.
    - Sequential selection: Click the 1st ink and **Shift**-click the last ink that you want to delete.
    - Random selection: Click the 1st ink and **Ctrl**-click each ink subsequently.
3. Do one of the following:
    - Click the pop-up menu  icon.
    - **Right**-click in the Inks list.
4. Select **Delete Colors**, **Delete Gradients**, or **Delete Hatches**.

When you want to delete all inks from the Inks list, you can select **Clear All Colors**, **Clear All Gradient Inks**, or **Clear All Hatch Inks**.

To Edit an Ink

1. Select an ink type of which you want to edit an ink: Solid Colors, Gradients, or Hatches
2. Select an ink that you want to edit in the Inks list.
3. Do one of the following:
    - Click the pop-up menu  icon.
    - **Right**-click in the Inks list.
4. Select **Edit Color**, **Edit Gradient**, or **Edit Hatch**.
5. The settings of the current ink will be loaded to the Edit dialog box. Edit the settings.
6. Click **Update**.

To Arrange the Order of Ink Tiles

1. Select an ink type of which you want to arrange the ink tiles: Solid Colors, Gradients, or Hatches.
2. Select an ink or inks of which you want to arrange the order in the Inks list.
    - Sequential selection: Click the 1st ink and **Shift**-click the last ink that you want to delete.
    - Random selection: Click the 1st ink and **Ctrl**-click each ink subsequently.
3. Drag the selection to a new position.

Changing the ink tiles in the Inks pane will be reflected to the Preset Inks of the pop-up ink palette.

To Save an Ink Set

1. Select an ink type of which you want to save the ink set: Solid Colors, Gradients, or Hatches.
2. Do one of the following:
    - Click the pop-up menu  icon.
    - **Right**-click in the Inks list.
3. Select **Save Color Set**, **Save Gradient Ink Set**, or **Save Hatch Ink Set**.
4. Navigate to a folder in which you want to save the ink set in the **Save Ink** dialog box.
5. Type a file name in the **File Name** field.
6. Click **Save**.

To Load an Ink Set

1. Select the ink type of which you want to load an ink set: Solid Colors, Gradients, or Hatches.
2. Do one of the following:
    - Click the pop-up menu  icon.
    - **Right**-click in the Inks list.
3. Select **Load Color Set**, **Load Gradient Ink Set**, or **Load Hatch Ink Set**.
4. Click **Yes** or **No** in the warning dialog box. When Yes is selected, you can save the current set before loading a new set.
5. Navigate to a folder in which you want to load the ink set in the **Open** dialog box.

6. Select an ink set file.
7. Click **Open**.

The current ink set will be replaced with the new ink set in the Inks list.

To Append an Ink Set

1. Select the ink type of which you want to append an ink set: Solid Colors, Gradients, or Hatches.
2. Do one of the following:
   - Click the pop-up menu  icon.
   - **Right**-click in the Inks list.
3. Select **Append Color Set**, **Append Gradient Ink Set**, or **Append Hatch Ink Set**.
4. Navigate to a folder in which you want to append the ink set in the **Open** dialog box.
5. Select an ink set file.
6. Click **Open**.
7. Click **OK** in the warning dialog box when the warning message is displayed.

The new ink set will be added after the current ink set in the Inks list.

For solid colors, you can append the color used from the Recent Colors list to the Solid Color Ink list by selecting **Append from Recent Colors**.

To Load Inks from a Document

1. Open a document from which you want to load inks.
2. Select the ink type of which you want to load inks: Solid Colors, Gradients, or Hatches.
3. Do one of the following:
   - Click the pop-up menu  icon.
   - **Right**-click in the Inks list.
4. Select **Load Document Colors**, **Append Document Gradient Inks**, or **Append Document Hatch Inks**.
5. Click **Yes** or **No** in the warning dialog box. When Yes is selected, you can save the current set before loading a new set.

The current ink set will be replaced with the document ink set in the Inks list.

To Append Inks from a Document

1. Open a document from which you want to append inks.
2. Select the ink type of which you want to append inks: Solid Colors, Gradients, or Hatches.
3. Do one of the following:
    - Click the pop-up menu  icon.
    - **Right**-click in the Inks list.
4. Select **Append Document Colors**, **Append Document Gradient Inks**, or **Append Document Hatch Inks**.
5. Click **OK** in the warning dialog box when the warning message is displayed.

The document ink set will be added after the current ink set in the Inks list.

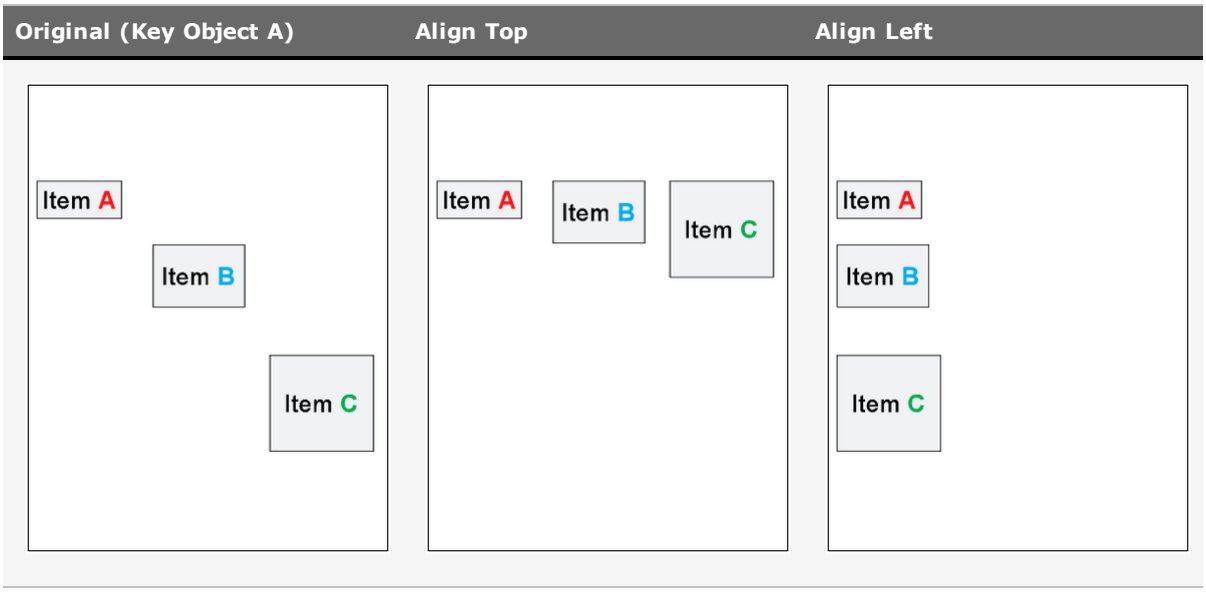
Chapter 7: Using ACDSee VectraDraw - Aligning Objects

Aligning Objects

Use the **Align** and **Distribute** commands to precisely position multiple objects relative to each other or to the page boundaries.

To Align Objects

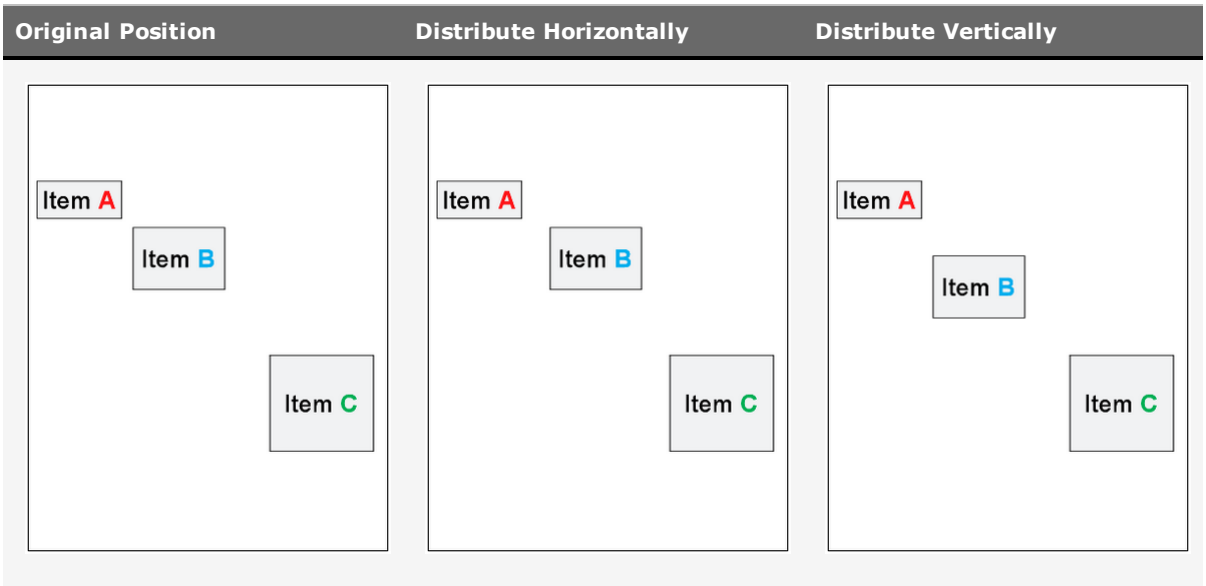
1. Select the objects you wish to align.
    - **To the Page:** Select a single object.
    - **To each other:** Select multiple objects. The first object selected acts as the **Key Object** and remains stationary.
2. Access the Align commands via one of the following:
    - **Home tab:** Use the **Align** panel icons.
    - **Draw tab:** Select from the **Align** drop-down menu.
    - **Context Menu:** Right-click the selection and choose **Align**.



Alignment is performed based on the **Key Object**. For more information on selection order, see Key Object.

To Distribute Space Between Objects

Distribution evens the spacing between three or more selected objects. The objects at the extreme ends of the selection remain in place while the objects between them are shifted.



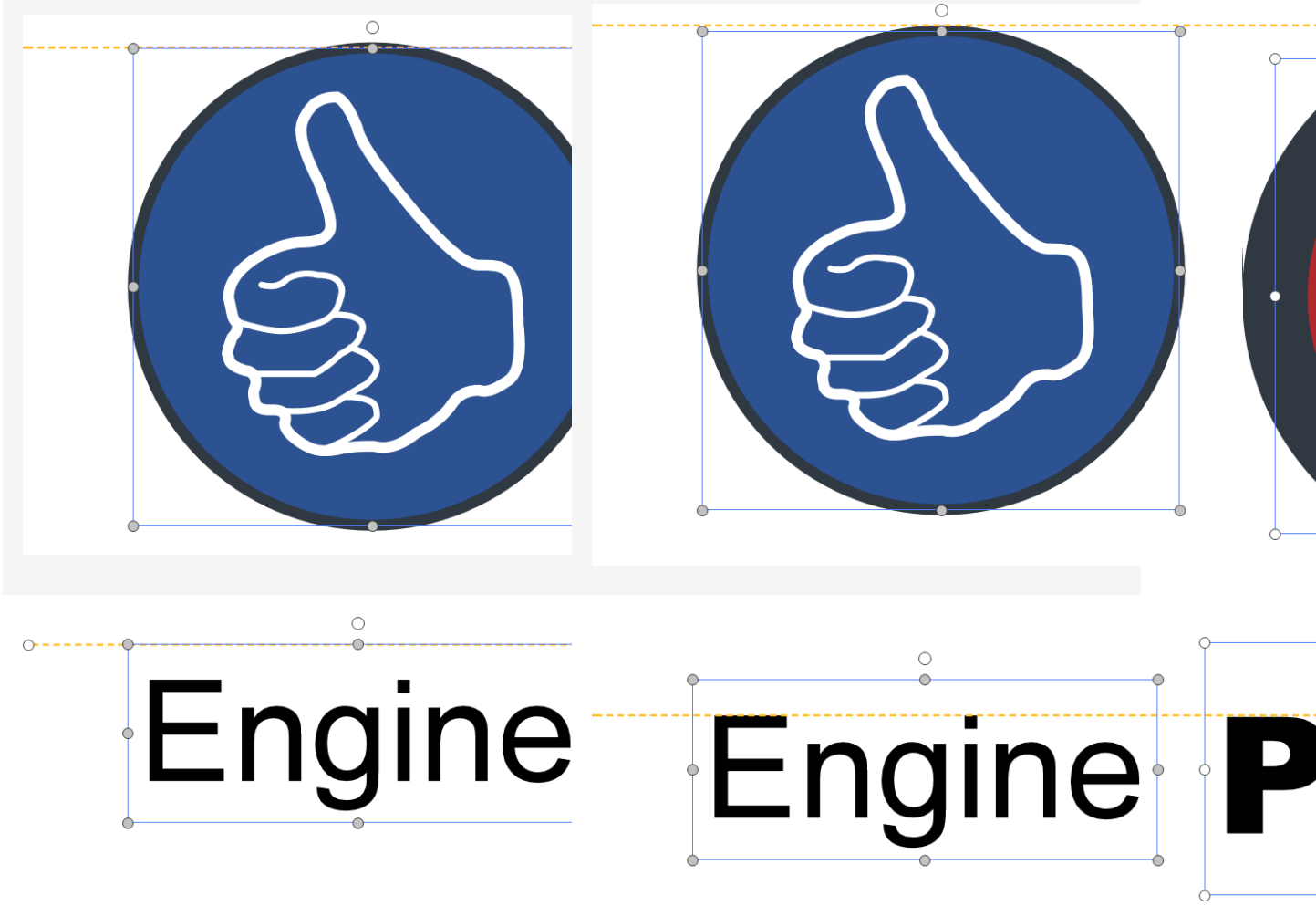
Distribute Vertical Inside and **Distribute Horizontal Inside** are only available when selecting three or more objects.

Aligning by Outlines and Font Glyphs

By default, objects align based on their **Bounding Boxes** (the rectangular area encompassing the object). If your objects have thick outlines or text with large margins, you can align based on the visual "ink" instead.

1. Select your objects.
2. In the **Draw** tab, click **Align Bounding Box** to deselect it.
3. Apply your **Align** or **Distribute** command.

Align Bounding Box (On)	Align Outlines/Glyphs (Off)



Arranging Objects in the Stacking Order

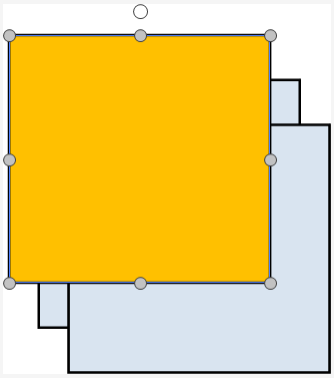
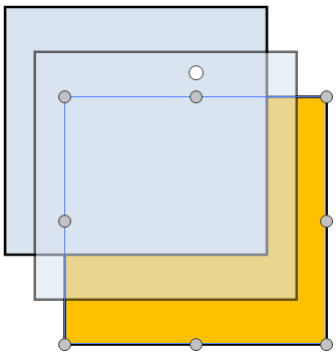
Every object in a layer occupies a specific position in the **Stacking Order** (also known as **Z-Order**). By default, the most recently created or pasted objects appear at the front of the stack, while older objects remain in the back.

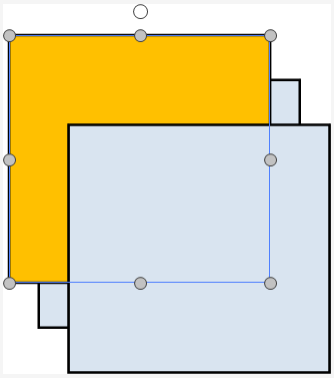
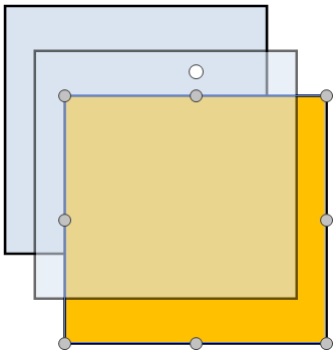
To Change the Stacking Order

1. Select the object(s) you want to rearrange.
2. Access the **Arrange** commands via one of the following:
    - **Home or Draw tab:** Click the **Arrange** drop-down menu.
    - **Context Menu:** Right-click the selection and choose one of the following.

- **Bring to Front**: Brings the selection to the front of the stack.
- **Send to Back**: Sends the selection to the back of the stack.
- **Bring Forward**: Brings the selection one step forward.
- **Send Backward**: Sends the selection one step back.
- **Smart Forward**: Jumps the object above the nearest overlapping neighbor.
- **Smart Backward**: Jumps the object below the nearest overlapping neighbor.

- **Keyboard Shortcuts:** Use **Ctrl + Shift + J** to use **Smart Forward**, and **Ctrl + J** to use **Smart Backward**.

Command	Description	Visual Result
Bring to Front	Moves the selection to the absolute top of the stack.	
Send to Back	Moves the selection to the absolute bottom of the stack.	

Command	Description	Visual Result
Bring Forward	Moves the selection one step toward the front.	
Send Backward	Moves the selection one step toward the back.	

Smart Arrange Commands

Standard "Forward" and "Backward" commands move an object through the entire stack, including objects that do not physically overlap the selection. This can require multiple clicks to see a visual change.

Smart commands ignore non-overlapping objects and only move the selection relative to the nearest object it actually touches.

Command	Shortcut	Behavior
Smart Forward	`Ctrl + Shift+J`	Jumps the object above the nearest overlapping neighbor.
Smart Backward	`Ctrl+J`	Jumps the object below the nearest overlapping neighbor.

Using the Alignment Grid

The Alignment Grid provides a visual framework of horizontal and vertical lines to assist with object placement. When **Snap to Grid** is enabled, objects automatically align with the nearest grid line or

snap point during movement or resizing.


Grid settings are configured on a per-page basis.

Showing or Hiding the Grid

Use one of the following methods to toggle grid visibility:

- **Layout Tab:** In the **Grid & Guides** panel, select or deselect **Show Grid**.
- **View Tab:** In the **Show & Enable** panel, select or deselect **Grid**.
- **Keyboard Shortcut:** Press `Shift` + `F7`.


Grid visibility is independent of snapping behavior. Objects will only snap to the grid if **Snap to Grid** is explicitly enabled.

Using Snap to Grid

To enable or disable snapping, press `F7` or toggle the **Snap To Grid** checkbox in the **Layout** tab.

When active, snapping affects the following actions:

- Drawing or resizing objects.
- Moving and aligning objects.
- Editing vector paths and nodes.


To temporarily bypass snapping while dragging an object, hold the `Tab` key.

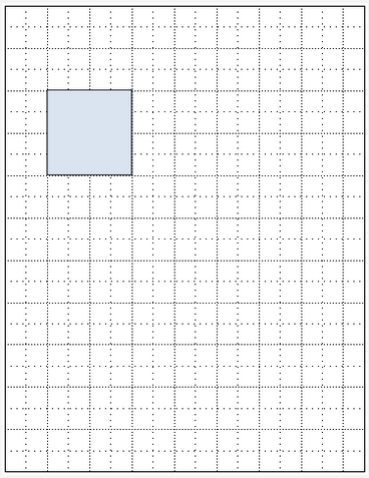
Grid Options and Snap Factors

To customize the grid, click **Set Up Grid & Guides** in the **Layout** tab.

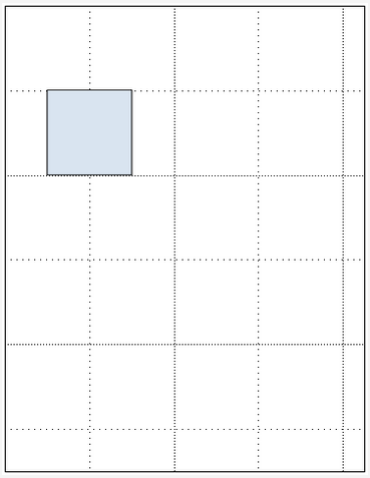
Option	Description
Snap to	Determines if objects snap to **Both** (X and Y), or only **X** (vertical lines) or **Y** (horizontal lines).
Spacing	Sets the physical distance between the visible major gridlines.
Snap Factor (X/Y)	Defines invisible subdivisions between major gridlines. For example, a Snap Factor of 0.25 allows objects to snap to four points within a single grid square.

Optimizing Visibility

Snap Factors allow you to maintain high precision without cluttering the workspace with too many visible lines. As shown below, different visual densities can result in identical snapping behavior:



High Density: 1" Spacing with 1.0 Snap Factor.



Low Density: 4" Spacing with 0.25 Snap Factor.

In both examples, the object snaps at 1" increments, but the right-hand example provides a cleaner workspace.

Using Alignment Guides

Alignment guides are custom vertical and horizontal lines used to position objects precisely on a page. When **Snap to Guides** is active, objects will "stick" to these lines when dragged within a certain distance.

Like the grid, guide settings are configured per page.

Creating and Removing Guides

You can manage guides directly using the rulers at the edge of the workspace.

Action	Instruction
Add Horizontal	Click the **Top Ruler** and drag downward onto the page.
Add Vertical	Click the **Left Ruler** and drag to the right onto the page.
Remove Guide	Drag an existing guide back onto its respective ruler.

To clear all guides simultaneously, right-click an empty area of the page and select **Remove All Guides**.

Precise Guide Positioning

For mathematical accuracy, you can manually define a guide's coordinates.

1. Double-click an existing guide to open the **Edit Guide** dialog.
2. Use the **Guide type** drop-down to select between Vertical and Horizontal guides.
3. Enter a value in the **Guide position** field.
4. To create a duplicate at the new position instead of moving the current one, select **Keep the original guide**.
5. Click **OK**.


You can perform basic math in the position field. For example, typing "5.00+3.00" will place a guide at the 8.00 mark.

Toggling Visibility and Snapping

Guides and their snapping behavior can be controlled independently via the **Layout** or **View** tabs, or via keyboard shortcuts.

Feature	Shortcut	Note
Show/Hide Guides	`Shift` + `F8`	Toggles visual lines on or off.
Snap to Guides	`F8`	Works even if guides are hidden.


To temporarily disable snapping while dragging an object or guide, hold the `Tab` key.

Guide Options

Access **Set Up Grid & Guides** in the **Layout** tab to customize the following:

- **Guideline Color:** Change the color of the lines for better contrast against your project.
- **Snap Distance:** Adjust how close an object must be (in pixels/units) before it snaps to a guide.

Using Smart Snaps

Smart Snaps provide dynamic visual cues (magenta guides) that appear automatically to help you align, center, and size objects relative to the page or other objects in your project.


Smart Snap settings apply to each instance of VectraDraw rather than per page.

Enabling and Disabling Smart Snaps

You can toggle Smart Snaps using any of the following methods:

- **Ribbon (Layout):** Click **Enable Smart Snaps** in the **Smart Snaps** panel.
- **Ribbon (View):** Select the **Smart Snaps** checkbox in the **Show & Enable** panel.
- **Keyboard:** Press `F4`.

To temporarily bypass Smart Snaps while dragging an object, press and hold the `Tab` key.

Smart Snap Behaviors

Feature	Visual Indicator
Page Alignment	Magenta lines appear when an object aligns with the page edges or the exact vertical/horizontal center of the page.
Object Alignment	Guides appear when the edges or centers of two or more objects align.
Equidistance	Spacing indicators appear when an object is positioned at an equal distance between other existing objects.
Relative Sizing	Indicators appear when you resize an object to match the exact height or width of another object on the page.

Smart Snap Options

1. In the **Layout** tab, click **Set Up Smart Snaps**.
2. In the dialog box, configure the following:
    - **Guideline Color:** Choose a color for the dynamic guides (default is magenta).
    - **Visible Object Only:** Deselect this to allow hidden objects on the page to trigger snaps.
    - **Include Group Objects:** Select this to enable snapping to individual components within a group.
3. Click **OK**.

In complex projects with many overlapping objects, Smart Snaps may become cluttered. In these cases, use the **Align** and **Distribute** tools for more controlled positioning.

Using the Smart Mouse

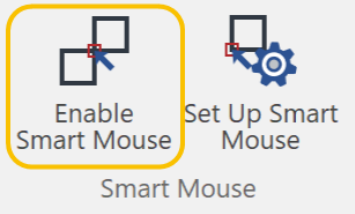
Smart Mouse is a drawing aid that can help the cursor precisely snap to a point on another object when you are drawing, editing, or aligning objects.

Smart Mouse can be turned on or off per instance of VectraDraw.

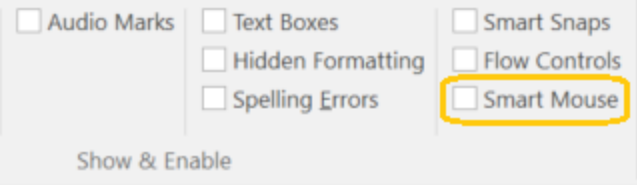
When Smart Mouse and Snap to Grid are turned on, Smart Mouse will be suppressed automatically and will not work.

To Use Smart Mouse

1. Do one of the following:
    - Click **Enable Smart Mouse** from the **Smart Mouse** panel in the **Layout** tab of the Ribbon.



    - Select the **Smart Mouse** checkbox from the **Show & Enable** panel in the **View** tab of the Ribbon.



    - Press **F9**.
2. Drag an object or an anchor point in the path edit mode toward the target constraints to which you want to snap it.
3. Release the mouse button when the target constraint that you want to snap it to is shown up.

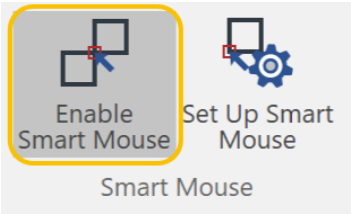
If you release the object as soon as the indicator appears, the object will snap to the detected point.

When you want to ignore Smart Mouse temporarily, after you start dragging, press the **Tab** key to continue to drag.

To Disable Smart Snaps

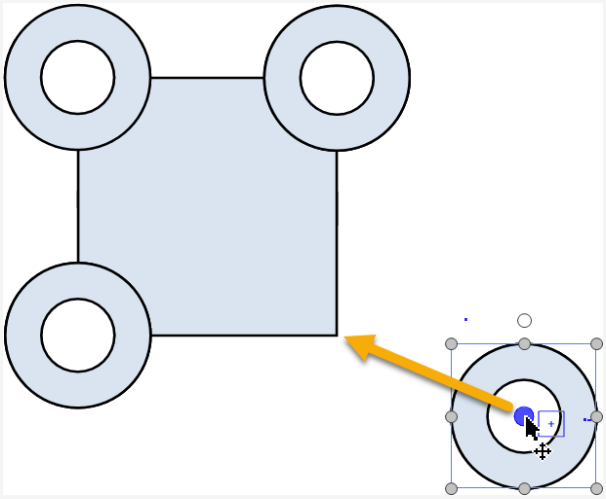
Do one of the following:

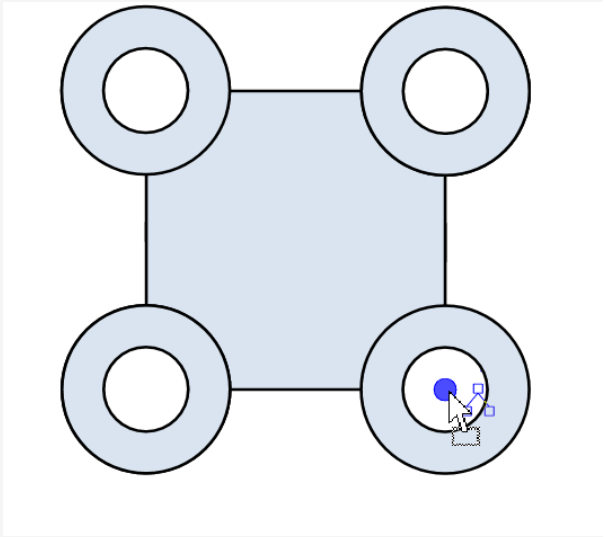
- Click **Enable Smart Mouse** (highlighted in gray) from the **Smart Mouse** panel in the **Layout** tab of the Ribbon.



- Deselect the **Smart Mouse** checkbox from the **Show & Enable** panel in the **View** tab of the Ribbon.
- Press **F4** while Smart Mouse is enabled.

Example of Smart Mouse

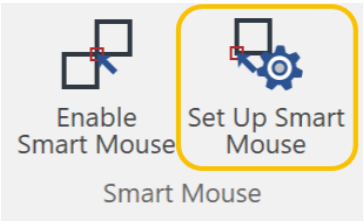




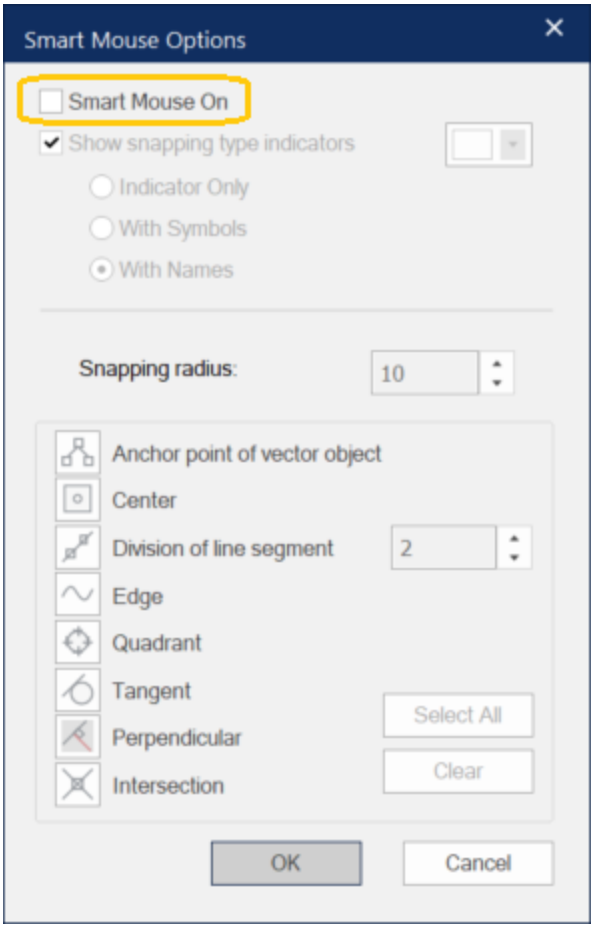
Anchor point of vector object and **Center** are selected for the snapping types. Detect the center of the object that you want to move and drag it toward the right lower anchor point of the square.	When the anchor point is detected, release the mouse button. The circular object's center will snap to it.

To Set the Smart Mouse Options

1. Click **Set Up Smart Mouse** from the **Smart Mouse** panel in the **Layout** tab of the Ribbon.



2. Select the **Smart Mouse On** checkbox in the Smart Mouse Options dialog box.



3. Set other options as needed.
4. Click **OK**.

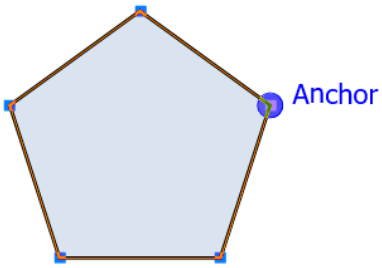
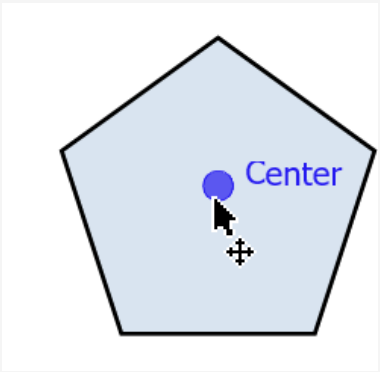
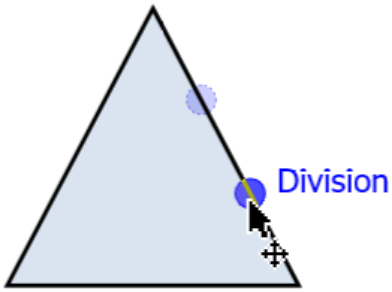
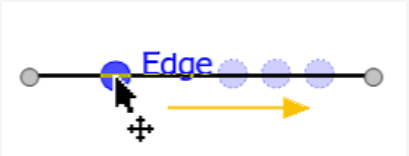
The most effective use of Smart Mouse is to turn on as few snapping types as possible to achieve your desired operation

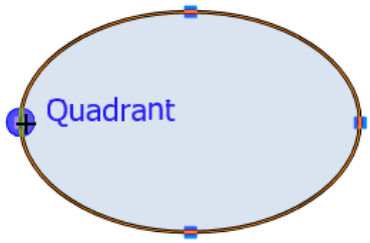
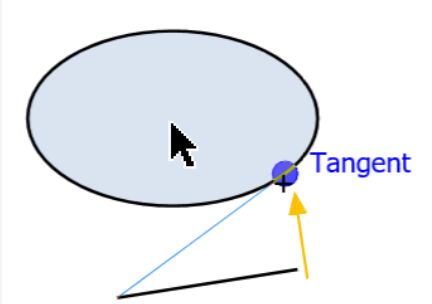
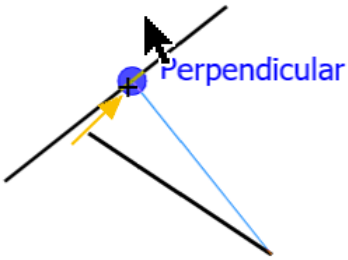
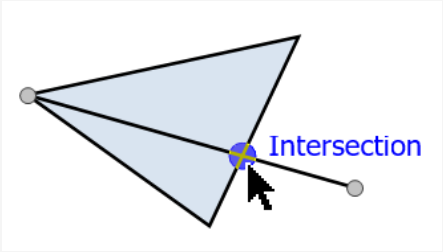
Smart Mouse Options

Options	Description
Smart Mouse On	Select this checkbox to enable Smart Mouse. Deselect this to disable Smart Mouse. When this checkbox is selected, the following options can be changed.
Show snapping type indicators	Select this checkbox when you want to see the indicators at the snapping points as you hover over the object. When this checkbox is selected, the related options get enabled.
Indicator color	Select a color of indicators from the pop-up color palette.
Indicator type	Select one from the following:
	Indicator Only – a small circle of the selected indicator color will be displayed. 
	With Symbols – a small circle of the selected indicator color will be displayed with a snapping type symbol. 
	With Names – a small circle of the selected indicator color will be displayed with a snapping type name. 
Snapping radius	Set the number of pixels between 1 and 36 how close the mouse pointer approaches to an object before snapping points can be detected.
Snapping types	Click each icon to toggle it on or off. When **Division of line segment** is turned on, set the number of divisions between 2 and 10.
Select All	Click this button to enable all constraints.
Clear	Click this button to disable all constraints.

Snapping Types

Type	Snaps to:

Anchor point of vector object	Any anchor points on vector objects including starting and ending points of open paths.	
Center	The center of a line or object.	
Division of line segment	Path segments as divided by the value in the number field. e.g. With a value of 3, the pointer will snap to each 1/3 point of a path segment.	
Edge	Any edge or path of a vector object.	

Quadrant	The four points of a circle, oval, or arc: 0°, 90°, 180°, and 270°.	
Tangent	The edge of a circle, oval, arc, or Bezier curve that a line will touch, but not intersect.	
Perpendicular	The 90° angle of a line segment.	
Intersection	The geometric intersection of path segments.	

By default, Smart Mouse will only detect snapping points on the current layer. If you want Smart Mouse to detect snapping points across layers, enable **Select Across Visible Layers** in **Select** drop-down list from the **Navigate** panel in the **Home** tab of the Ribbon.

Chapter 8: Using ACDSee VectraDraw - Inserting to Documents

Using the Symbols Pane

The **Symbols** pane is a central repository for shapes, Smart Shapes, symbols, and clipart. You can also save your own custom illustrations as symbols to reuse in future projects.

Opening the Symbols Pane

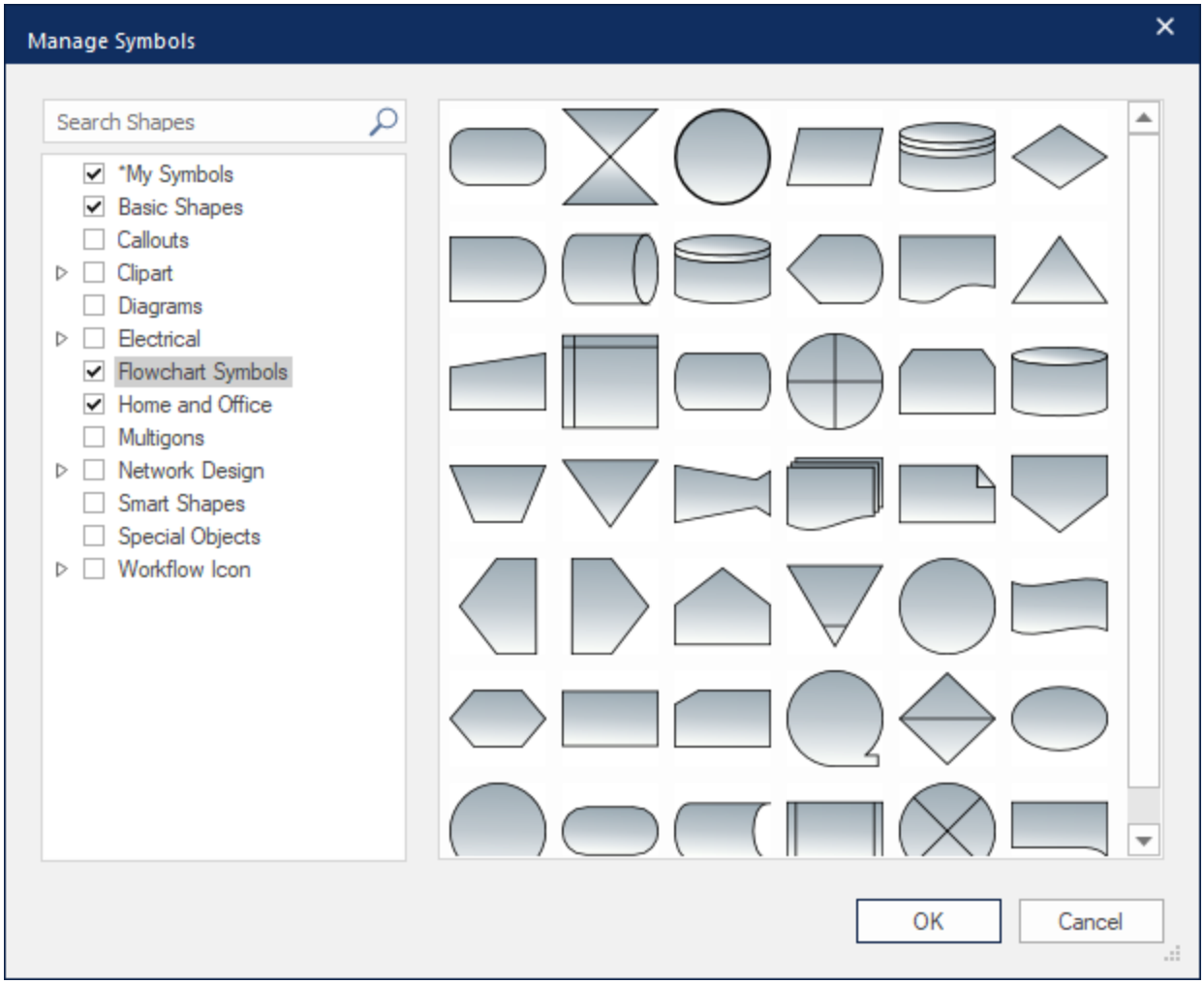
To open the pane, perform one of the following:

- On the **Home** tab, in the **Place & Draw** group, click **Symbols**.
- On the **View** tab, in the **Panes** group, select the **Symbols** checkbox.

Managing Symbol Categories

Use the **Manage Symbols** dialog to add or remove categories from your active pane.

1. In the Symbols pane, click **Manage Symbols**.



2. In the left pane, expand the categories.
3. Select a category name to view its thumbnails in the right pane.

   Parent categories (e.g., “Clipart”) may not display thumbnails if they do not contain individual symbols.

4. Select the checkbox next to the category name to add it to your Symbols pane.
5. Click **OK**.

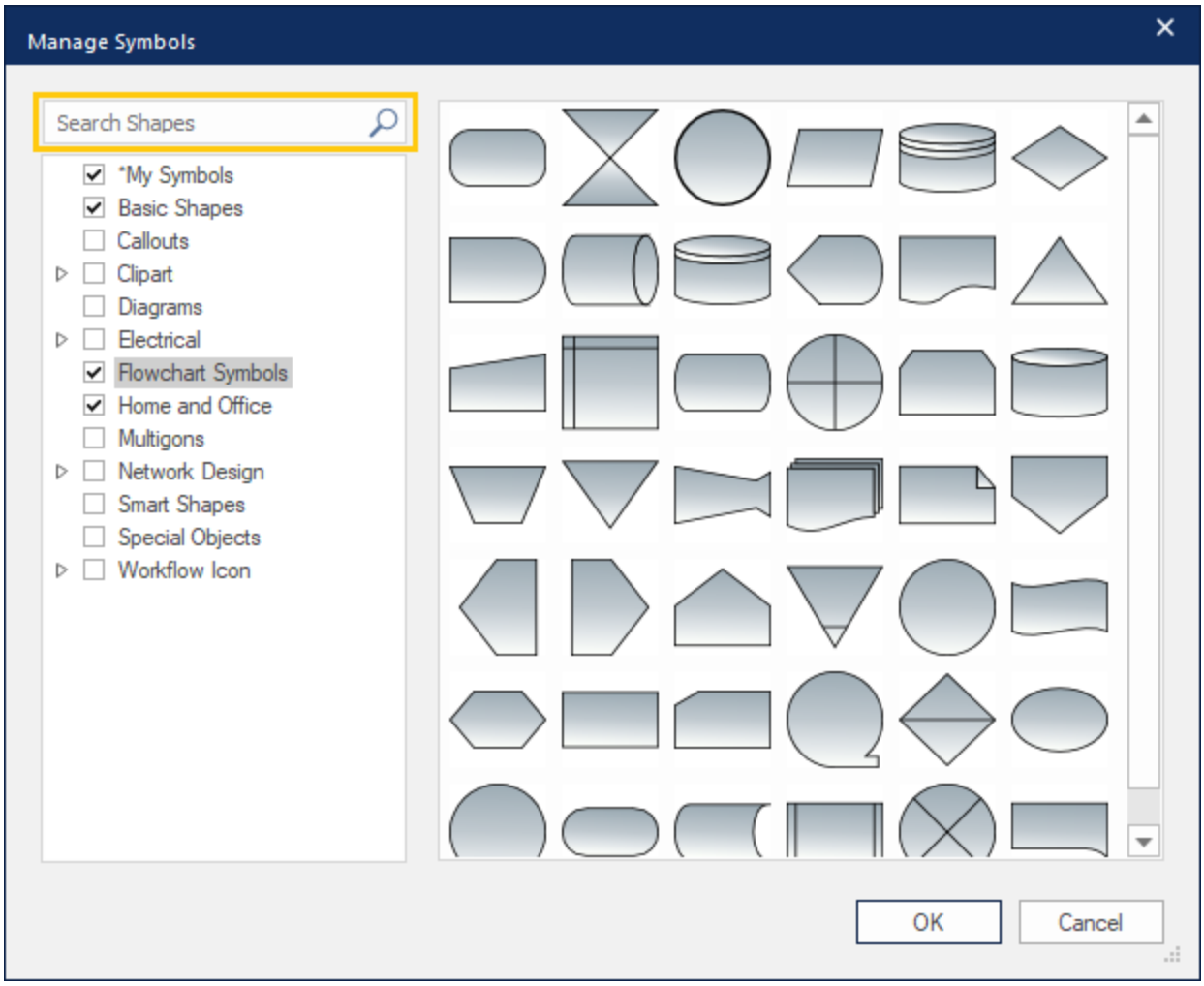
To maintain performance, only add categories required for your current project.

To include a specific symbol in the **My Symbols** category, right-click the item within the **Symbols Pane** and select **Add to My Symbols**.

Finding and Sorting Symbols

Searching for Symbols

1. In the **Manage Symbols** search field, type a keyword (e.g., “network”) and press **Enter**.



2. Click a thumbnail in the results to automatically select its parent category in the list.
3. Click **OK** to add that category to your pane.

Changing Thumbnail Display

Right-click in the thumbnail area of either the **Manage Symbols** dialog or the **Symbols** pane to:

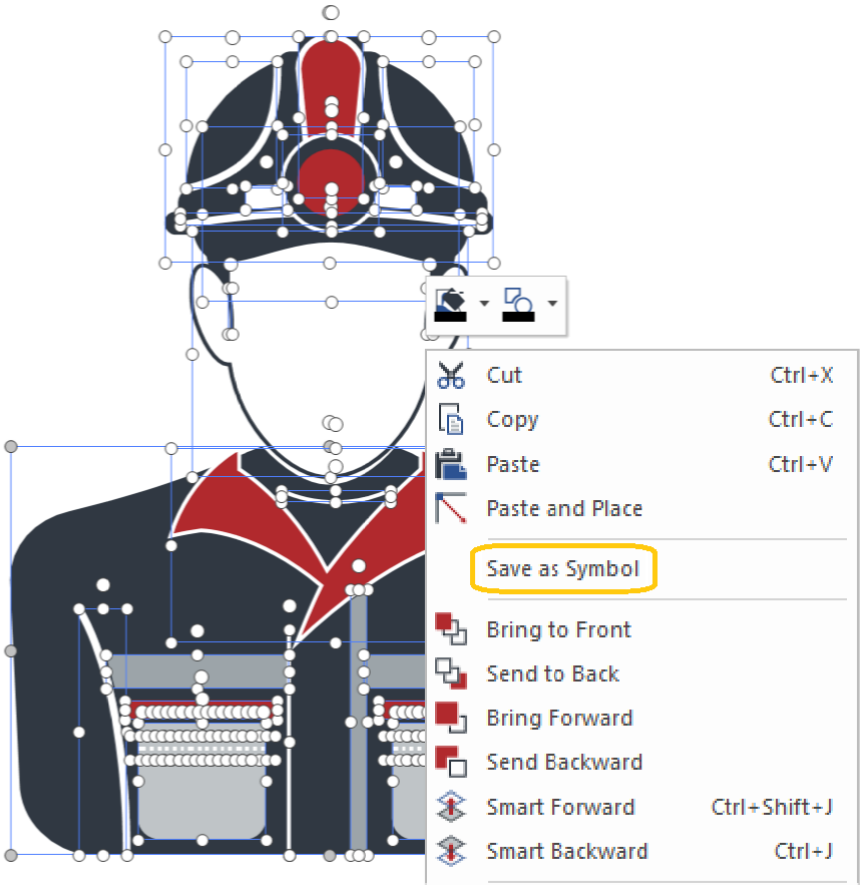
- **Adjust Size:** Select Small, Medium, or Large.
- **Sort Order:** Select Alphabetical Ascending or Descending.

Working with "My Symbols"

You can create and store custom symbols in the **My Symbols** category.

To Save Vector Objects or Images as Symbols

1. Create your illustration using vector objects on the canvas, or import an image to the canvas.
2. Select all objects you wish to include in the symbol.
3. **Right-click** the selection and select **Save as Symbol** from the context menu.



4. In the **Save As** dialog box, navigate to the folder where you want to store the symbol.
5. Enter a name in the **File Name** field.
6. Click **Save**.

The selection is saved as a symbol in the **VDOBJ** format.

Do not change the default save folder; otherwise, the symbol will not appear in the **My Symbols** category.

If the new thumbnail does not appear immediately, click the **Refresh** icon in the top-right of the Symbols pane.

Deleting Custom Symbols

Symbols can be deleted in either the Symbols pane, or within the Manage Symbols dialog.

To Delete Symbols in the Symbols Pane

1. With My Symbols visible, open the My Symbols drop-down.
2. Right-click the target symbol and select **Delete**.

To Delete Symbols in the Manage Symbols Dialog

1. Open Manage Symbols, and click on **My Symbols**.
2. Right-click the target symbol and select **Delete**.

Application-standard symbols in other categories cannot be deleted.

Placing Shapes, Smart Shapes, Symbols, or Clipart

Assets from the **Symbols** pane can be placed on the **Page Layout** area and resized as needed. These assets can be reused across multiple projects.

Placement Methods

Place at Original Size

1. In the Symbols pane, click the symbol you want to use.
2. Click once on the **Page Layout** area to place the asset at its default dimensions.

Place with Custom Dimensions

1. In the Symbols pane, click the symbol you want to use.
2. Click and drag diagonally on the **Page Layout** area to define the size.

Hold **Shift** while dragging to maintain the original aspect ratio and prevent distortion.

Finding Assets

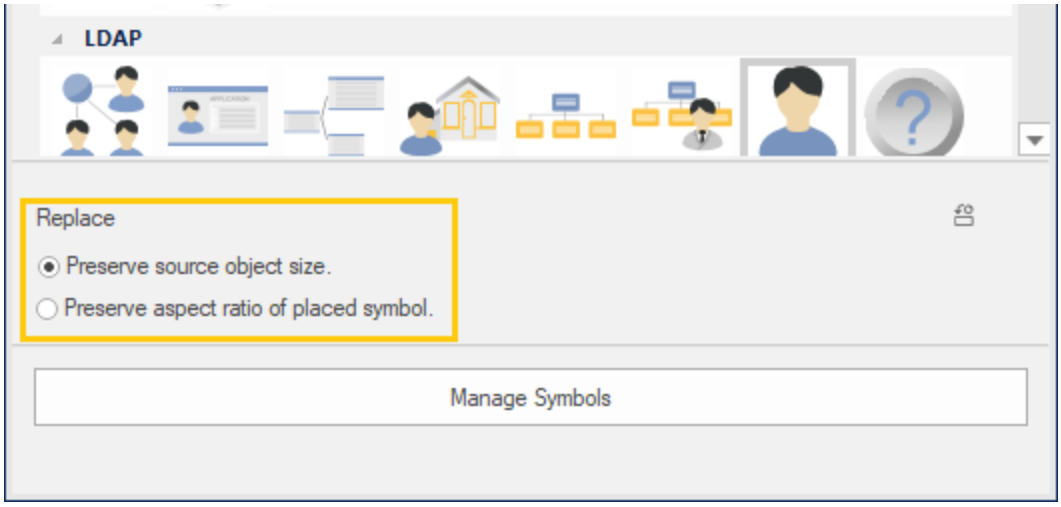
1. Enter a partial file name in the **Search** field and press **Enter**.
2. To clear the search and return to the full list, click the **X** icon.

3. You can also place an asset by dragging it directly from the pane onto the canvas.

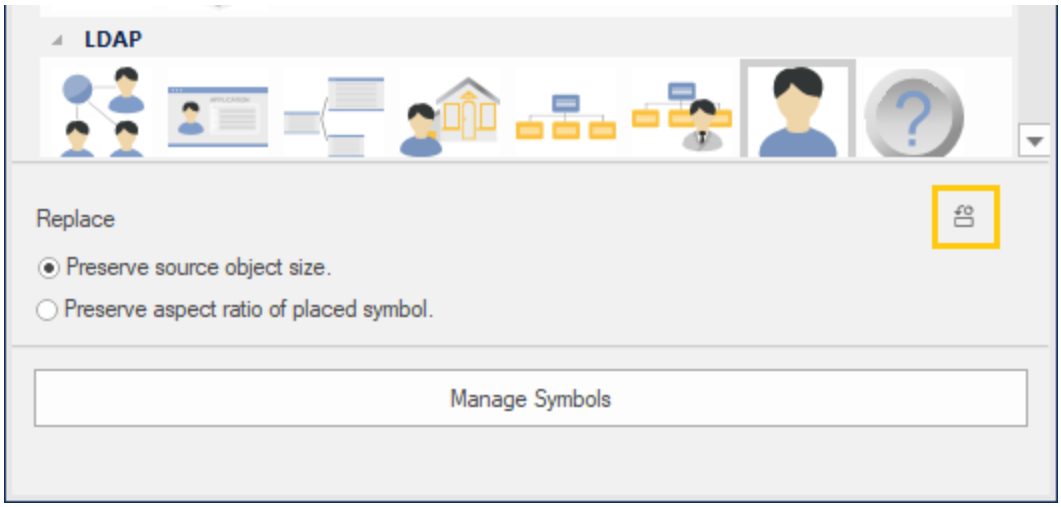
Replacing Selected Objects

You can quickly swap an existing object on your page with a different symbol from the pane.

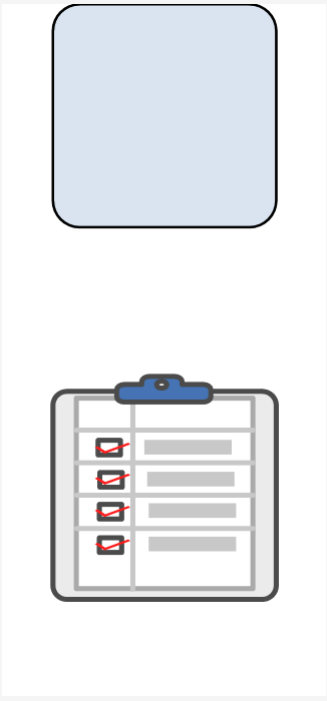
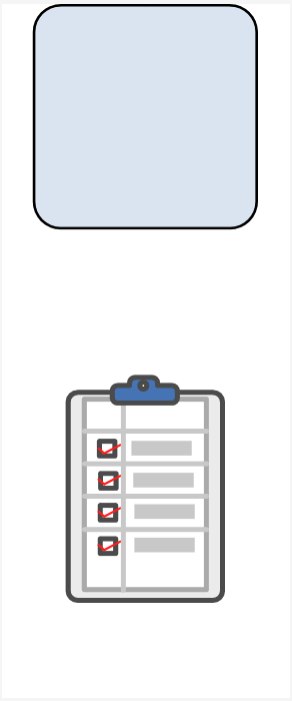
1. Select one or more objects on the current page.
2. In the **Symbols** pane, select the replacement symbol.
3. In the **Replace** section, choose a scaling option:
    - **Preserve source object size:** Forces the new symbol into the dimensions of the old object.
    - **Preserve aspect ratio of placed symbol:** Resizes the new symbol to fit within the old object's bounds without stretching.



4. Click **Replace** at the top of the Symbols pane.



Example: Replacement Modes

Initial Selection	Preserve Source Size	Preserve Aspect Ratio
		
Top: Original Object **Bottom:** Replacement Symbol	Symbol stretched to match source dimensions.	Symbol resized proportionally to fit source area.

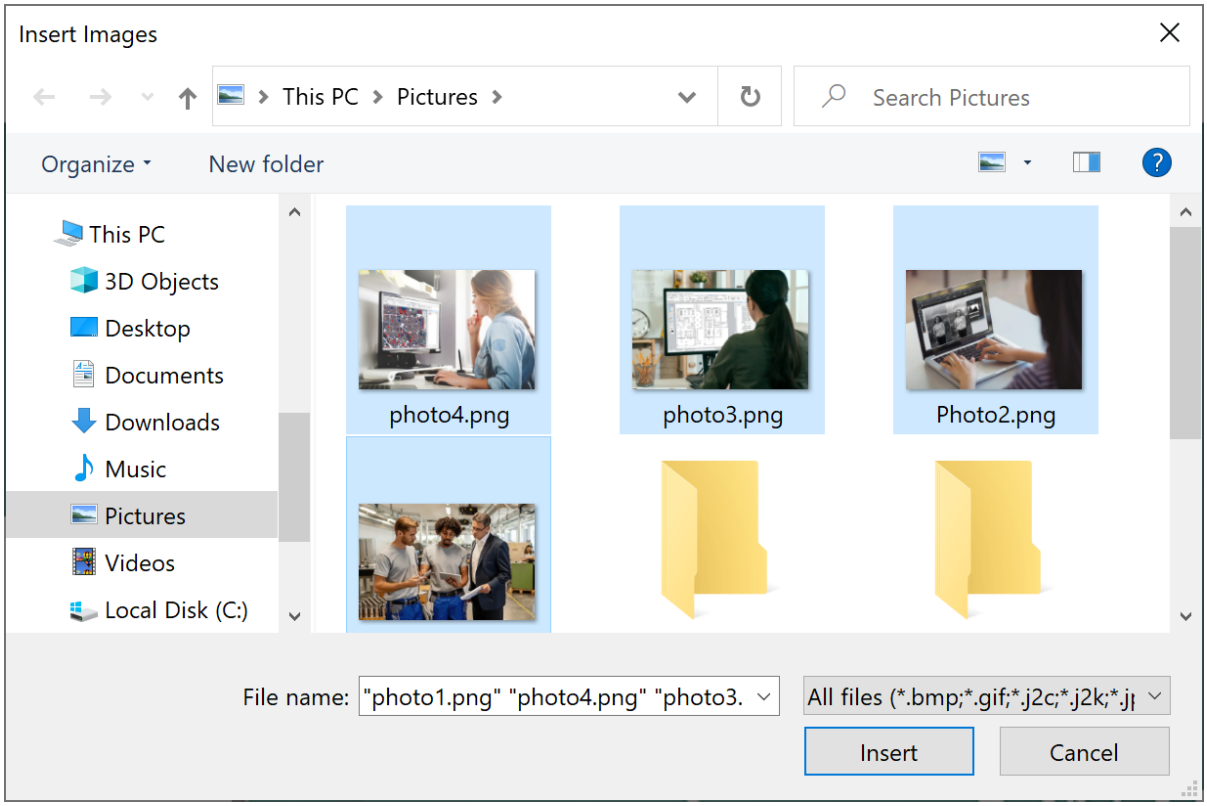
Placing Images

Imported images are placed at the center of the current page. The software supports various raster formats, including:

- **BMP** - Bitmap (*.bmp)
- **GIF** - GIF Graphic (*.gif)
- **JP2/JPC/J2K/J2C** - JPEG 2000 (*.jp2;*.jpc;*.j2k;*.j2c)
- **JPG** - JPEG Graphic (*.jpg*.jpeg)
- **JPX** - JPEG 2000 extensions (*.jpx)
- **PNG** - Portable Network Graphic (*.png)
- **PSD** - Adobe Photoshop (*.psd)
- **TIFF** - TIFF Image (*.tif,*.tiff)
- **WEBP** - WebP Image (*.webp)

To Place Images

1. Navigate to the page where you want to insert the images.
2. To open the **Insert Image** dialog, do one of the following:
    - On the **Home** tab, in the **Place & Draw** group, click **Images**.
    - On the **Draw** tab, in the **Items** group, click **Images**.
3. Navigate to the folder containing your images.
4. Select one or more images.
5. Click **Insert**.



Images are placed based on their order in the **Insert Image** dialog box. For example, if you change the sort order from descending to ascending in the dialog, the placement order on the page will be reversed accordingly.

Placing Supported Vector Drawings

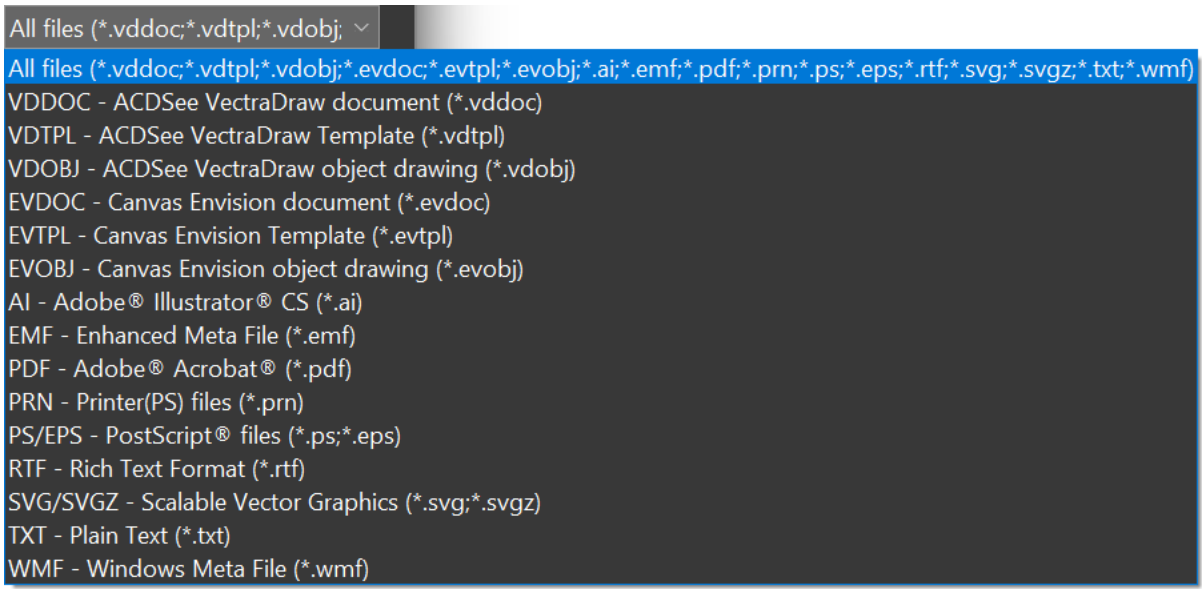
You can import and place vector files in several industry-standard formats. Some formats provide additional import options for handling text, layers, and precision.

Supported Vector Formats

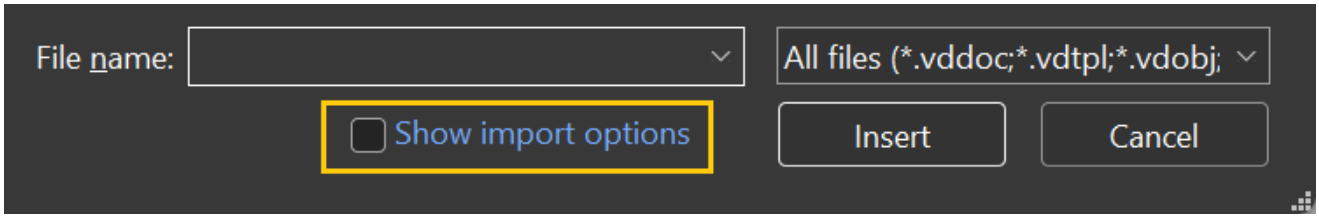
File Format	Extension	Import Options
ACDSee VectraDraw Document	.vddoc	No
ACDSee VectraDraw Template	.vdtpl	No
ACDSee VectraDraw Object	.vdobj	No
Canvas Envision Document	.evdoc	No
Canvas Envision Template	.evtpl	No
Canvas Envision Object	.evobj	No
Adobe® Illustrator CS	.ai	No
Enhanced Meta File	.emf	No
Adobe® Acrobat® (PDF)	.pdf	**Yes**
Printer(PS) files	.prn	No
PostScript® / EPS	.ps, .eps	**Yes**
Scalable Vector Graphics	.svg, .svgz	No
TXT - Plain Text	.txt	No
WMF - Windows Metafile	.wmf	No

To Place a Vector Drawing

1. On the **Insert** tab, in the **Items** group, click **Vector Drawing**.
2. In the **Insert Vector Drawing** dialog, select the desired file format from the drop-down list.



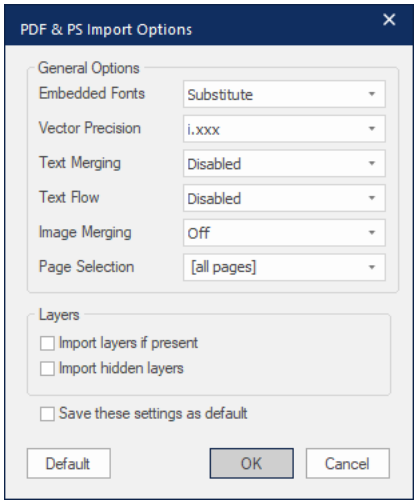
3. Navigate to and select your file.
4. If the format supports advanced settings, select the **Show Import Options** checkbox.



5. Click **Insert**.
6. Configure the options (detailed below) and click **OK**.

When inserting a multi-page document, all pages may be placed as a single grouped object. Use the Ungroup command to separate and manage individual pages.

PDF & PS Import Options



Option	Description
Embedded Fonts	Choose to either **Substitute** missing fonts or **Convert to paths** (preserving the exact look but making text uneditable).
Vector Precision	Set the level of mathematical accuracy from one to three decimal points.
Text Merging	Controls how individual characters are combined into text strings: • **Disabled:** No merging occurs. • **Precise:** Merges characters immediately adjacent to each other. • **Tight:** Ignores small gaps (up to ~2 points). • **Loose:** Aggressively merges text blocks where logical.
Text Flow	Controls how line breaks are handled: • **Hard Returns:** Preserves existing line breaks. • **Continuous Flow:** Ignores existing line breaks for a single continuous text block.
Image Merging	Select **On** to allow the application to merge adjacent image tiles/strips from right to left, layer by layer.
Page Selection	Specify which pages to import (e.g., "1, 3, 5-7"). Default is **[all pages]**.
Layer Controls	Choose to **Import layers if present** or **Import hidden layers**. If disabled, all objects are flattened into a single default layer.

Inserting Tables

You can use the Insert Table feature to quickly create tables.

To Insert a Table

1. Click the Table drop-down list from the **Table** panel in the **Insert** tab of the Ribbon.
2. Click the tile you want to define a matrix in the pop-up **Insert Table**.


The defined table will be created in the default size at the top area on the current page.

To Create a Table Larger than 10x8

1. Click the Table drop-down list from the **Table** panel in the **Insert** tab of the Ribbon.
2. Select **Insert Table** at the bottom of the pop-up Insert Table.
3. Set the options.


The maximum number of cells and rows allowed is 100.

4. Click **OK**.

To Add a Row or Column

1. Select a cell that you want to edit based on.
2. Click the **Table** contextual tab.
3. Click one of the following from the **Rows & Columns** panel:

Insert Above	Adds a row above the current cursor position or the selection.
Insert Below	Adds a row below the current cursor position or the selection.
Insert Left	Adds a column to the left of the current cursor position or the selection.
Insert Right	Adds a column to the right of the current cursor position or the selection.


When you click on text in a cell, it enters Text edit mode instead of selecting the cell. In order to select the cell, click on any empty space inside of it.

To Select Specific Areas of a Table

1. Select a table or select a cell in the table.
2. Select one from the **Select Even/Odd** drop-down list in the **Table** panel.

To Show Gridlines for No Borders

1. Select a table with no borders.
2. Click Show Gridlines in the Table panel.

To Select Multiple Cells

Do one of the following:

- Click the 1st cell and drag it horizontally, vertically, or diagonally.
- Click the 1st cell and the last cell in the selection you want to make.

To Delete Rows, Columns or a Table

1. Select a cell or cells that you want to edit based on.
2. Click the **Table** contextual tab.
3. Click the Delete drop-down list from the **Rows & Columns** panel.
4. Click one of the following:

Delete Rows	Deletes a row at the current cursor position or rows of the vertical selection.
Delete Columns	Deletes a column at the current cursor position or columns of the horizontal selection.
Delete Table	Deletes the current table.

To Merge or Split Cells

1. Select the cell(s) you want to merge or split.
2. Click the **Table** contextual tab.
3. Click **Merge Cells** or **Split Cells** from the **Merge & Split** panel.

To Set Cell Width and Cell Height Numerically

1. Select a cell, cells, or a table that you want to adjust.
2. Click the **Table** contextual tab.
3. Type a value in the **Cell Width** and **Cell Height** edit boxes in the **Cell Size** panel.
4. Press the **Enter** key.

To Distribute Rows

1. Select a table or cells vertically that you want to distribute rows.
2. Click the **Table** contextual tab.
3. Click **Distribute Rows** in the **Cell Size** panel.

To Distribute Columns

1. Select a table or cells horizontally that you want to distribute columns.
2. Click the **Table** contextual tab.
3. Click **Distribute Columns** in the **Cell Size** panel.

To Apply a Fill Color to Cells

1. Select a cell, cells, or a table to which you want to apply a fill color.
2. Click the **Table** contextual tab.
3. Click the **Fill** drop-down list from the **Fill & Borders** panel.
4. Select an ink.

To Edit Cell Borders

1. Select a cell, cells, or a table of which you want to edit the cell borders.
2. Click the **Table** contextual tab.
3. Click the **Borders** drop-down list from the **Fill & Borders** panel.
4. Select a preset.
5. Select a line color and weight from the **Line** drop-down list.

To Change Cell Margins

1. Select a cell, cells, or a table of which you want to edit the cell margins.
2. Click the **Table** contextual tab.
3. Click the **Cell Margins** drop-down list from the **Alignment** panel.
4. Select a preset or **Custom Margins**.
5. If Custom Margins is selected, set the values and click OK.


You cannot make rows narrower than the text font size plus the margins.

To Sort Data

1. Select the area where you want to sort data.
2. Click the **Table** contextual tab.
3. Click **Sort Data** from the **Sort** panel.
4. Set the options in the **Sort Cells** dialog box and click **OK**.

Sort Cells Options

Option	Description
Add Level	Click this button in order to sort additional columns.
Delete Level	Click this button to remove the last column level.
Column	Select a column from the drop-down list. Sorting is performed from the top.
Order	Select a sorting method (Smallest to Largest, Largest to Smallest).
Data Has Headers	Select to exclude the header row from sorting.
Case Sensitive	Lower case letters will be listed before capitalized values.

To Copy Data to Spreadsheet

Regular copy and paste may lose the data matrix. Use **Copy Data to Spreadsheet** to preserve formatting.

1. Select the cells from which you want to copy data.
2. Click the **Table** contextual tab.
3. Open the target application and paste.

Chapter 9: Using ACDSee VectraDraw - Combining Objects

Combining Objects and Composites

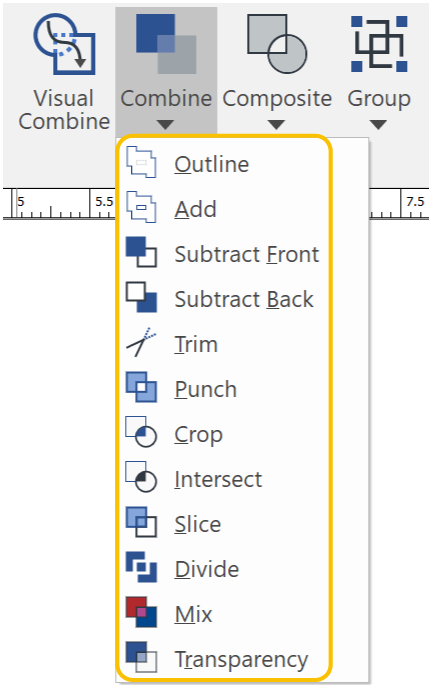
VectraDraw provides two ways to join objects: **Combine** methods, which merge vector paths to create entirely new shapes, and **Composite** commands, which create structured assemblies of multiple objects.

Combining Objects to Create New Shapes

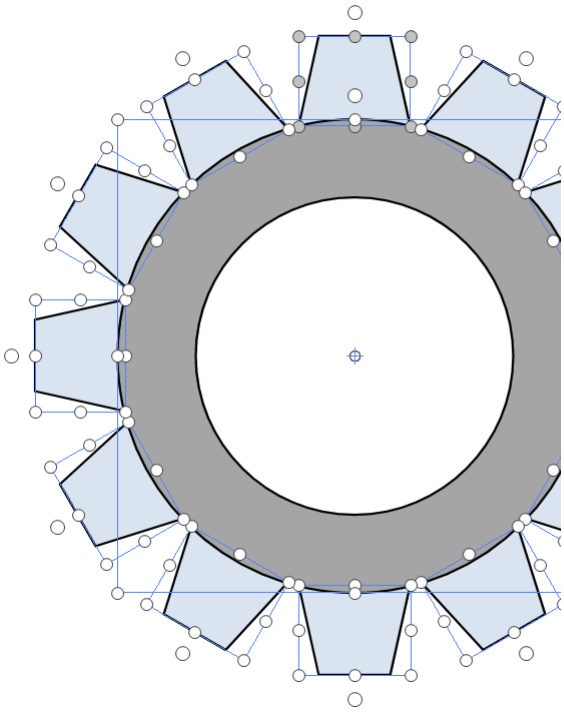
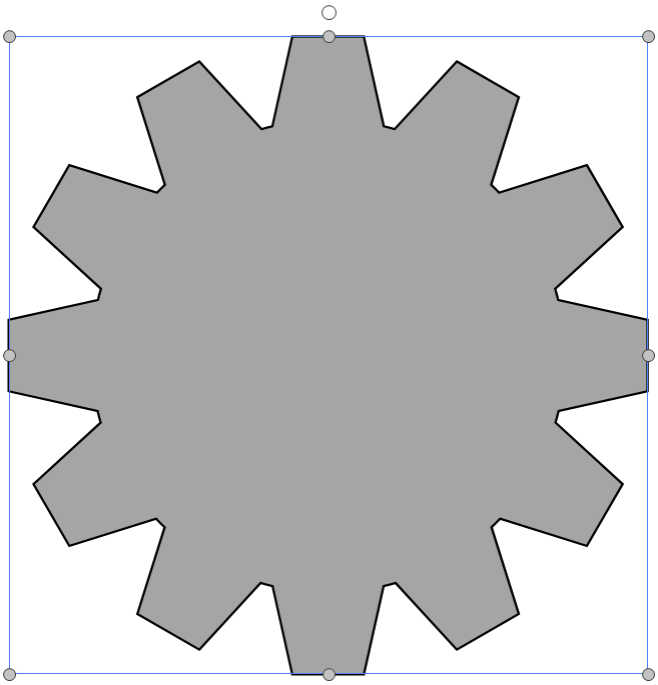
The Combine commands allow you to create new objects from the intersection of two or more vector objects. To use a combine method, each selected object must overlap at least one other selected object.

To Combine Objects:

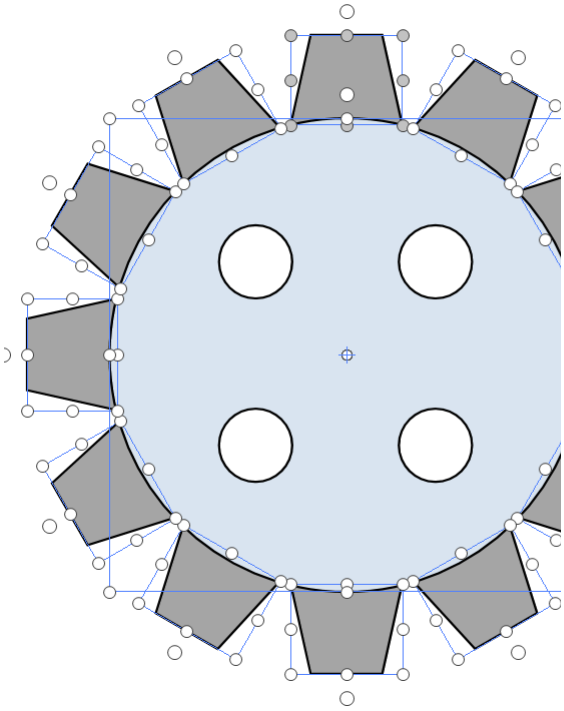
1. Select two or more overlapping vector objects.
2. On the **Home** or **Draw** tab, in the **Transform** group, click **Combine**.
3. Select a method from the drop-down list:

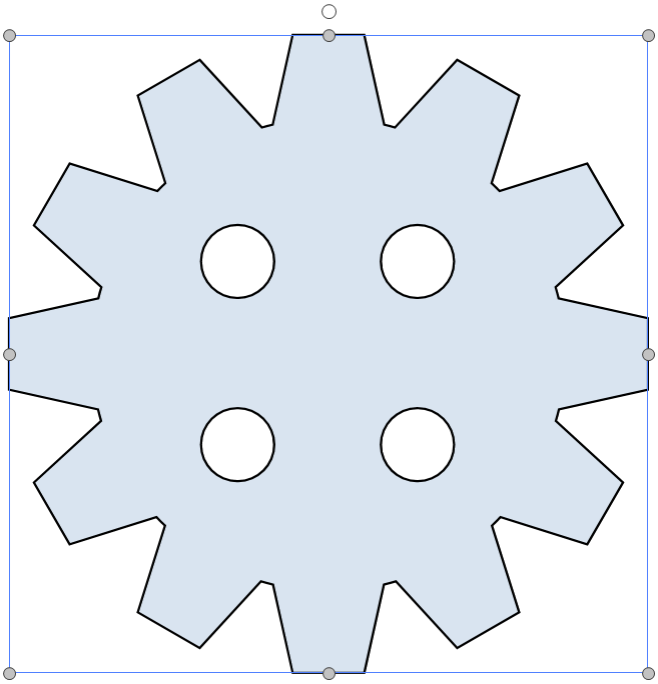


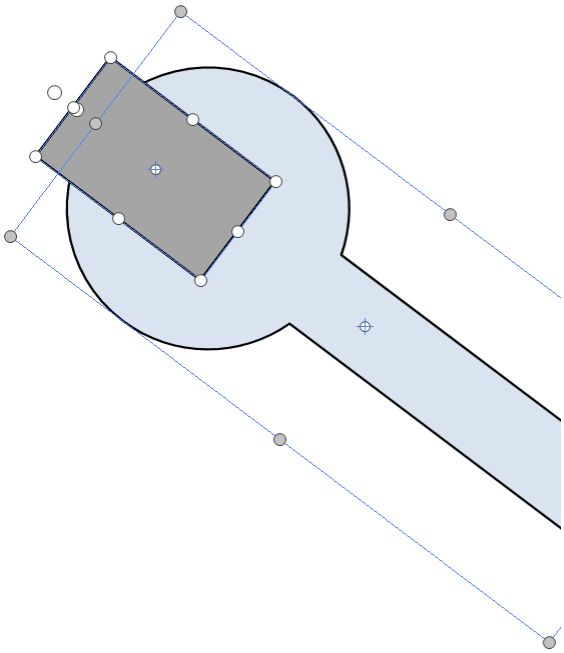
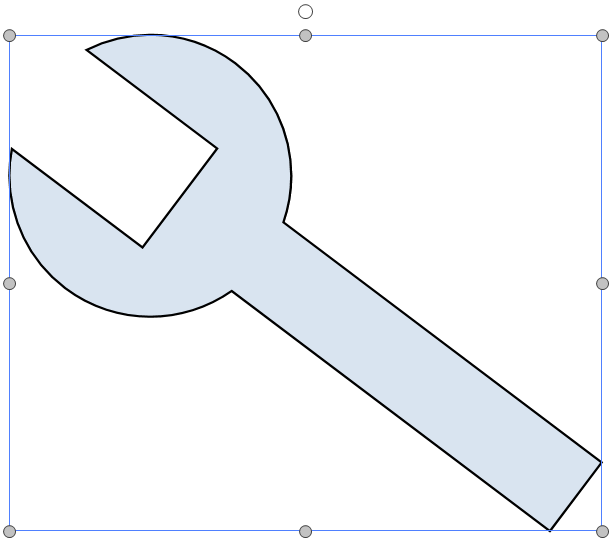
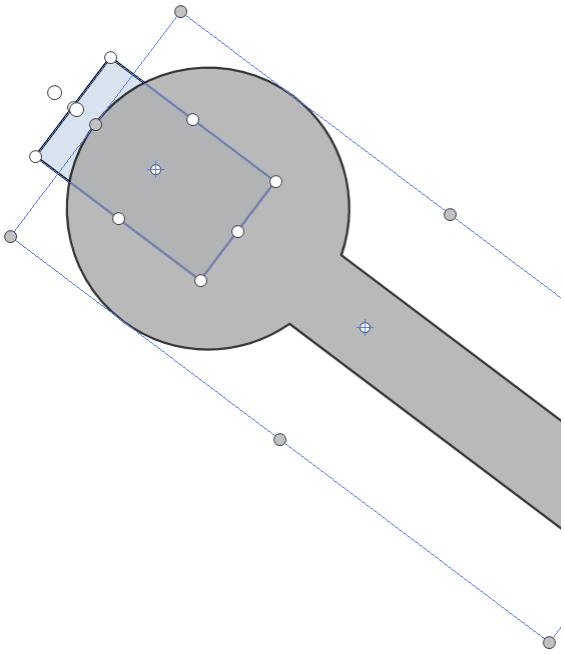
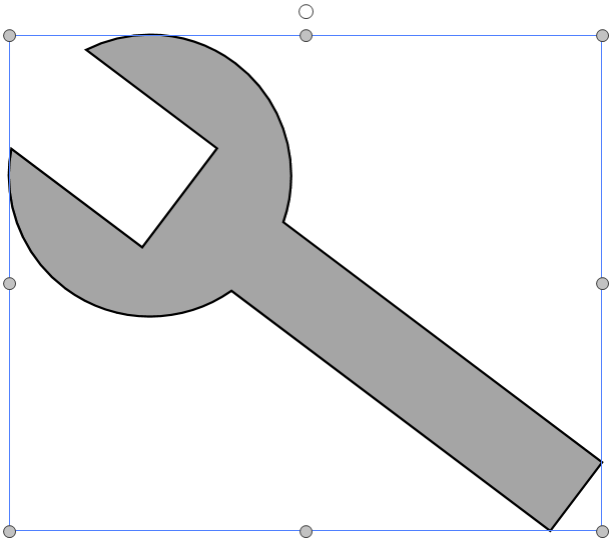
Outline	Before	After

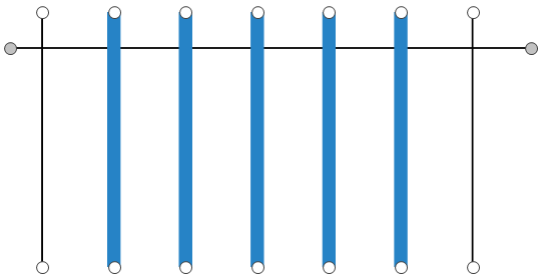
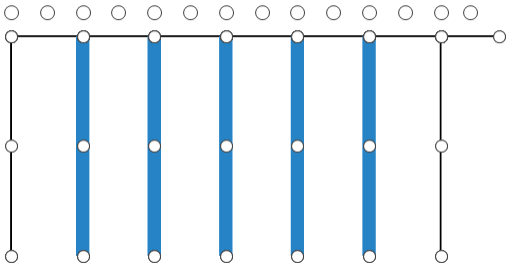
Add	Before	After
Creates one path around the selected objects and fills the interior of the new shape with the ink of the front object. Transparency will be lost.		

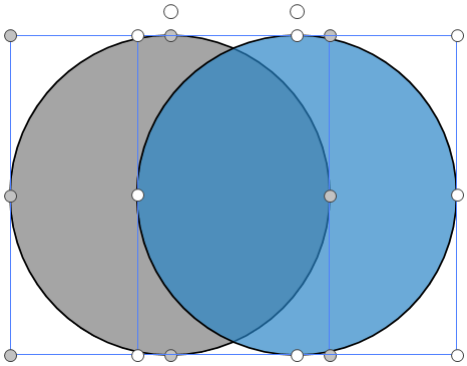
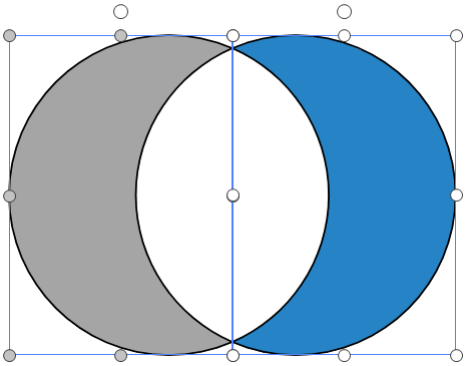
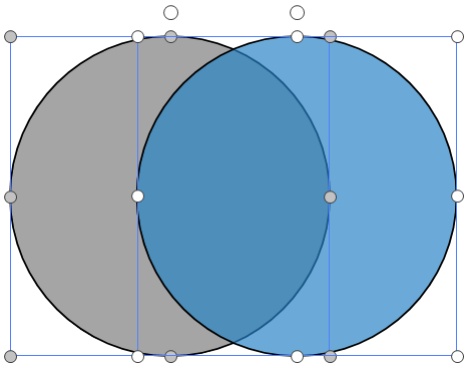
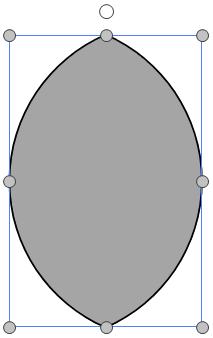
Joins multiple objects where they overlap to create a compound path and fills the new shape with the ink of the front object. Compound paths can include multiple closed shapes that have holes in them, unlike objects created with the Outline method. Transparency will be lost.		
Subtract Front	Before	After

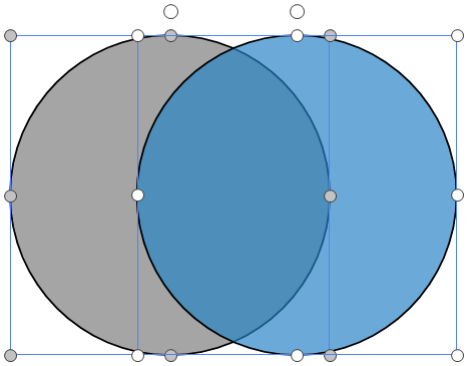
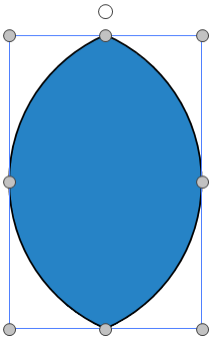
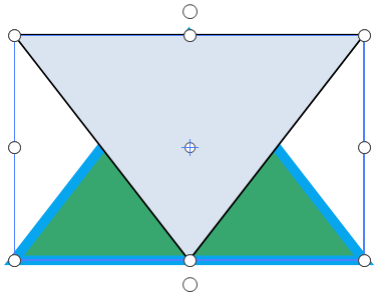
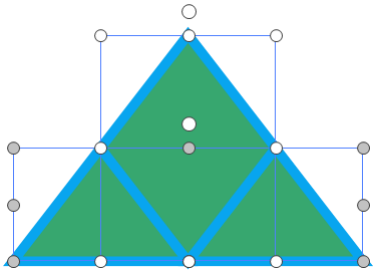


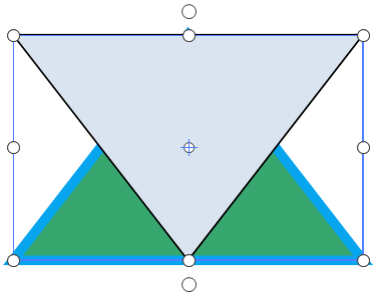
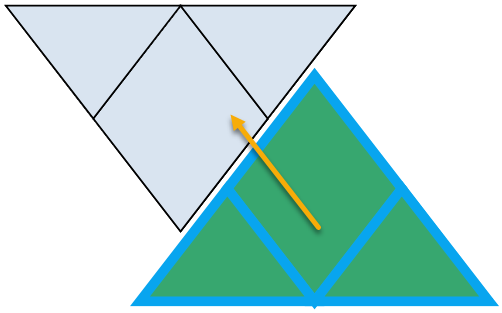


Removes from the back object the areas of overlapping objects in front. The back object retains its ink attributes. Transparency will be lost.		
Subtract Back	Before	After
Removes from the front object the areas of overlapping objects behind it. The front object retains its ink attributes. Transparency will be lost.		
Trim	Before	After

Trims the shorter segments of the intersecting lines and arcs until they meet at a vertex. Trimmed lines and arcs remain separate and retain their attributes. Trim also trims lines or arcs where they intersect closed vector objects. The vector objects do not change.		
Punch	Before	After

Removes the area where selected objects intersect. Each object retains its ink attributes. Transparency will be lost.		
Crop	Before	After
Removes the areas where selected objects do not intersect and fills the new shape with the ink of the back object. Transparency will be lost.		
Intersect	Before	After

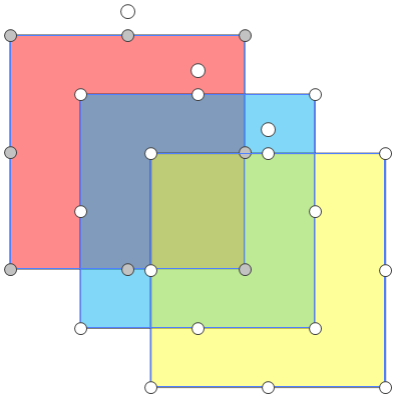
Removes the areas where selected objects do not intersect and fills the new shape with the ink of the front object. Transparency will be lost.		
Slice	**Before** – 2 objects	**After** – 3 objects
Divides the path of each object in the selection with the path of the object at the top in the selection. The top object used for Slice will be removed. Transparency will be lost.		
Divide	**Before** – 2 objects	**After** – 6 objects

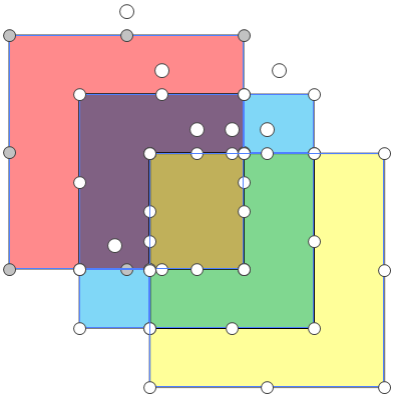
Divides the path of each object in the selection with the area where all in the selection intersect. Each object retains its ink attributes. Transparency will be lost.		
Mix	**Before** – 3 objects	**After** – 7 objects

Divides all objects in the selection into the pieces of overlapping and not overlapping areas. It calculates the mixed color of the back object and the front objects in CMYK values and applies to the areas which were overlapping one another. Transparency of non-overlapping areas retains.		
Transparency	**Before** – 3 objects	**After** – 7 objects

Divides all objects in the selection into the pieces of overlapping and not overlapping areas.

You can set a transparency. It calculates the mixed color of the back object and the front objects in that transparency and applies to the areas which were overlapping one another.





Transparency of non-overlapping areas retains.

Working with Composite Objects

A Composite object is a structured assembly of multiple objects. Unlike standard groups, composites allow you to lock the internal relationship of components to prevent accidental movement during complex illustrations.

To Create or Manage a Composite:

1. Select the objects you wish to include in the assembly.
2. On the **Home** tab, in the **Transform** group, click the **Composite** drop-down.
3. Choose one of the following commands:
    - **Make Composite:** Converts the selected objects into a single composite assembly.
    - **Break Composite:** Returns a selected composite assembly back into individual objects.
    - **Lock Composite Components:** Prevents the individual parts of a composite from being moved or edited independently while the assembly is active.
    - **Unlock Composite Components:** Allows for the internal editing of a composite's individual parts.


Combining objects is a destructive process that creates a new path. Creating a Composite is non-destructive, as it preserves the individual identity of each component within the assembly.

Using the Visual Combine Tool

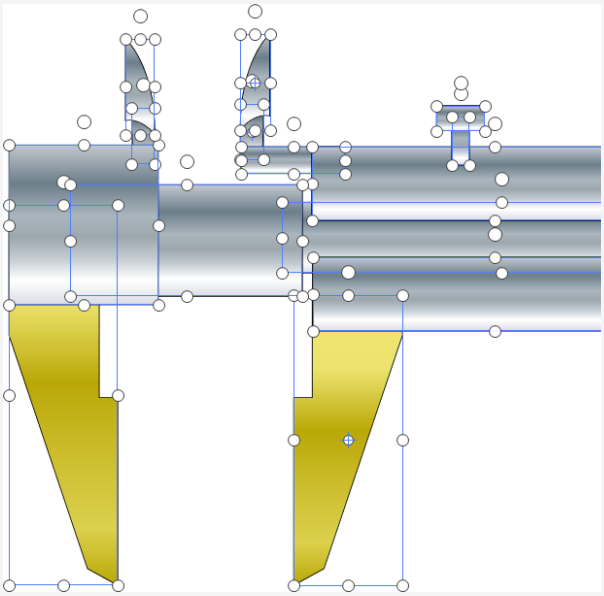
The Visual Combine tool allows you to combine the common areas of vector objects.

To Combine Objects Using the Visual Combine Tool

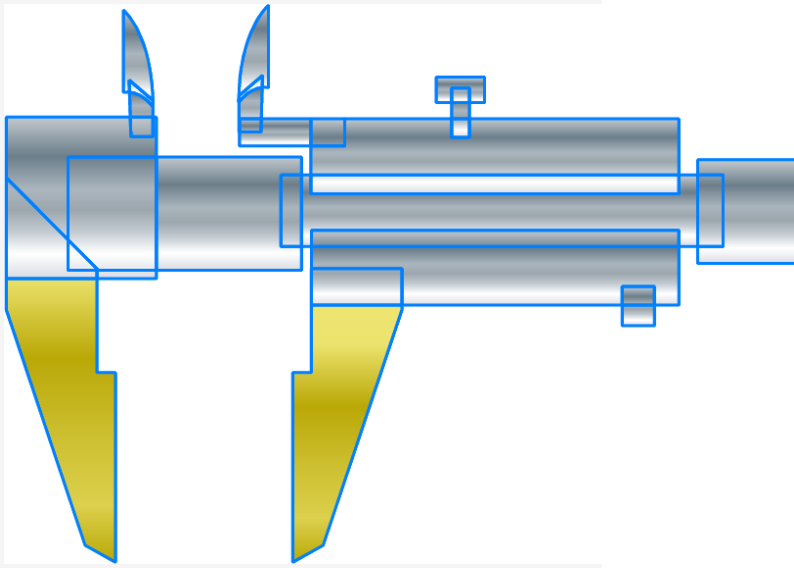
1. Select two or more overlapping closed vector objects.
2. Select Visual Combine from the Transform panel in the Home or Draw tab of the Ribbon.
3. Click on an area to start merging from and drag to the overlapping areas to combine.
4. Release the mouse button when you are ready to merge them.
5. Ctrl-click to remove the area.
6. Ctrl+Z to undo the operation, and Shift+Ctrl+Z to redo it.
7. When you are ready to exit the edit mode, double-click or press the Esc key.


The combined area will take on the attributes of the area from which you began to drag.

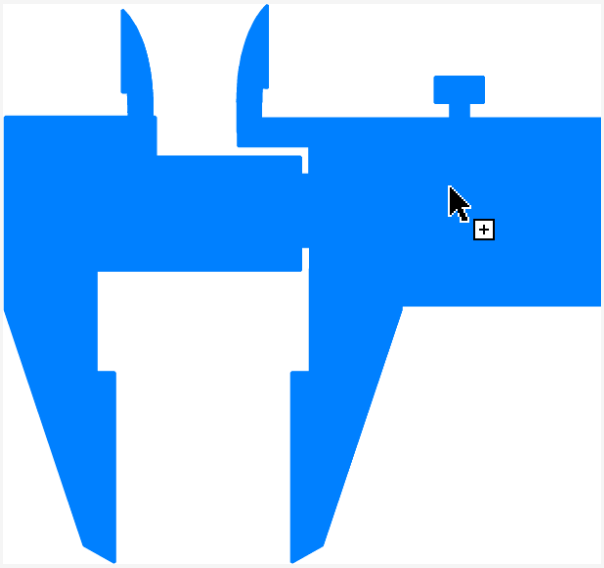
Example



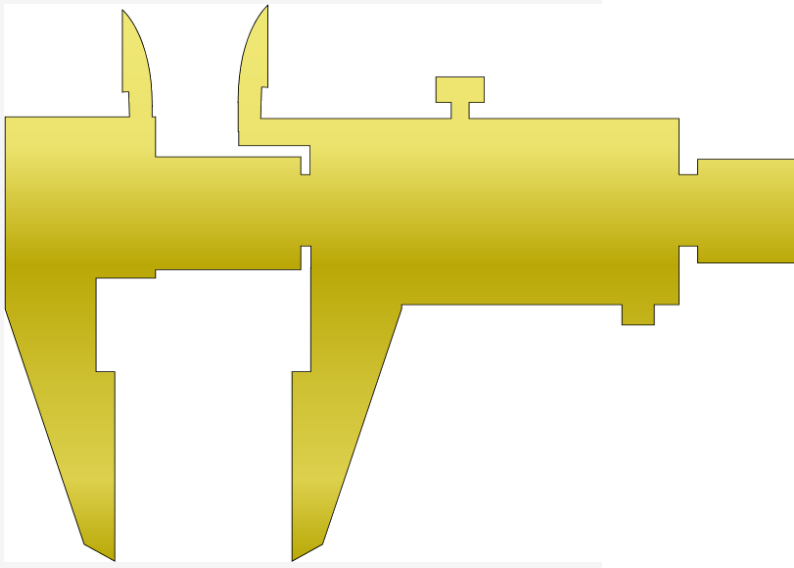
The objects are selected.



Visual Combine is clicked.



The regions to be combined are set.



The combine is executed.

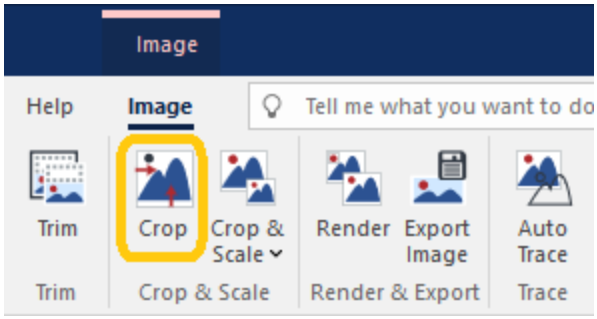
Chapter 10: Using ACDSee VectraDraw - Implementing Images

Cropping Images

You can adjust the overall size of an image by cropping or removing unwanted areas, such as excessive background. Additionally, you can crop an image and scale it to a specified size simultaneously.

To Crop an Image

1. Select an image.
2. Select the **Image** contextual tab of the Ribbon.
3. Click **Crop** from the **Crop & Scale** panel.



4. Blue bounds with small handles appear on the edges of the selected image.
5. Adjust the cropping area by dragging the sides of the cropping bounds.
6. Move the cropping bounds if necessary.
7. When you are ready to crop, click inside the cropping bounds.

Mouse Pointer	Operation
	Pointer is outside the cropping bounds. No action can be taken.
	Pointer is at a corner handle. Drag to resize the cropping bounds.

Mouse Pointer	Operation
	Pointer is on a side of the bounds. Drag to move the cropping area.
	Cropping mode indicator. Click inside the bounds to execute the crop.

When an image is selected, **Crop** is also available in the context menu via **Right-click**.

To Add White or Transparent Pixels to an Image

1. Select an image.
2. Select the **Image** contextual tab of the Ribbon.
3. Click **Crop** from the **Crop & Scale** panel.
4. Drag the sides of the cropping bounds outward to expand the frame area.
5. Click inside the cropping bounds to apply the changes.

For PNG, TIF, or WebP files with transparency masks, transparent pixels are added. To use white pixels instead, click **Remove Transparency** in the **Mask** panel of the **Image** contextual tab.

To Crop & Scale an Image

1. Select an image.
2. Select the **Image** contextual tab of the Ribbon.
3. Click **Crop & Scale** from the **Crop & Scale** panel.
4. Adjust the cropping area by dragging one of the corner handles. The image scales automatically to the selected bounds.
5. Click inside the cropping bounds to execute the crop.

Presets are available for cropping. The cropped area can be adjusted once selected.

To Trim the One-Color Frame from an Image

1. Select an image containing a solid-color frame.
2. Select the **Image** contextual tab of the Ribbon.
3. Click **Trim** from the **Trim** panel.

To Crop an Image with a Shape

1. Select an image.
2. Draw the shape you wish to use to trim the image.
3. Position the shape over the image area you want to keep.
4. Go to the **Draw** tab of the Ribbon.
5. Select **Trim to Path** from the **Clipping Path** drop-down menu.

This operation is permanent and cannot be undone later. For a non-destructive alternative, please refer to **Using Clipping Path**.

Editing Pixels

The **Edit Pixels** contextual ribbon provides tools for manipulating image data at the pixel level. This ribbon is accessed by selecting an image and clicking the **Edit Pixels** button within the **Image** contextual ribbon.

The Edit Pixels ribbon is organized into four sections: **Paint Tools**, **Selection Tools**, **Adjustments & Filters**, and **Exit**.

Paint Tools

Use Paint Tools to apply color or textures directly to the image pixels.

- **Paint Color**: Select a color from the dropdown grid, use the **More Colors** option for advanced selection, or use the **Eyedropper** to sample a color from the page. This option is active when a paint tool is selected.
- **Tools**: Select from the **Paint Brush**, **Air Brush**, **Marker**, **Pencil**, **Eraser**, **Bucket**, or **Rubber Stamp**.
- **Thickness/Weight**: When using the Paint Brush, Air Brush, Marker, Eraser, or Rubber Stamp, use the dropdown options to adjust the tool thickness.

Selection Tools

Use Selection Tools to isolate specific areas of an image for editing.

- **Basic Selections**: Choose from **Column**, **Row**, **Marquee**, **Oval Marquee**, **Lasso**, **Polygon Lasso**, or **Wand**.
- **Tool Options**: The Marquee, Oval Marquee, Lasso, Polygon Lasso, and Wand tools include a dropdown to access their respective **Tool Options**.
- **Background Color**: Select a fill color to be used when deleting pixels from images that do not contain transparency masks.

Adjustments & Filters

Apply non-destructive adjustments or stylistic filters to the selected pixels.

- **Exposure**: Modify **Brightness/Contrast**, **Levels**, and **Tone Curves**.
- **Color**: Modify **Hue/Saturation**, **Color Equalization**, **Color Balance**, **Posterize**, **Threshold**, **Desaturate**, or **Invert**.
- **Details**: Apply filters including **Sharpen Edges**, **Unsharp Mask**, **Gaussian Blur**, **Motion Blur**, **Radial Blur**, **Zoom Blur**, **Add Noise**, **Despeckle**, and **Dust and Scratches**.

Exiting Edit Pixel Mode

To exit Edit Pixel mode and return to the standard workspace:

- In the **Exit** section, click **Exit Mode**.

Alternatively, press **Esc** once to leave **Edit Pixel** mode. Pressing **Esc** a second time will exit the **Image** contextual ribbon entirely.

Making Pixels Transparent in Images

You can make pixels of similar colors transparent to remove backgrounds or isolate specific subjects within an image.

The background sky is selected, indicated by a moving dashed border (marching ants).

The selected pixels are removed, allowing the background to show through the transparent areas.

Example of the transparent image placed over a new background element.

To Make Pixels Transparent

1. Select the image.
2. **Tip:** Move the image to the Pasteboard or place a colored object behind it to make transparency results easier to see.
3. On the **Image** contextual tab, in the **Mask** panel, click **Pixel Remover**.
4. Click a pixel of the color you want to make transparent. The selection is indicated by a moving dashed border.
5. Refine the selection:
    - **Shift + Click**: Add pixels to the selection.
    - **Ctrl + Click**: Subtract pixels from the selection.
    - **Esc**: Clear the current selection.
6. Adjust **Tolerance** or **Feathering** in the **Tool Defaults** pane if necessary to improve the selection edge.
7. Press **Delete** to remove the selected pixels.
8. Press **Esc** once to exit **Edit Pixels** mode.

If you have not applied a removal, you will need to press **Esc** two times to back out of **Pixel Remover**, and then **Edit Pixels** mode.

To Modify Selections

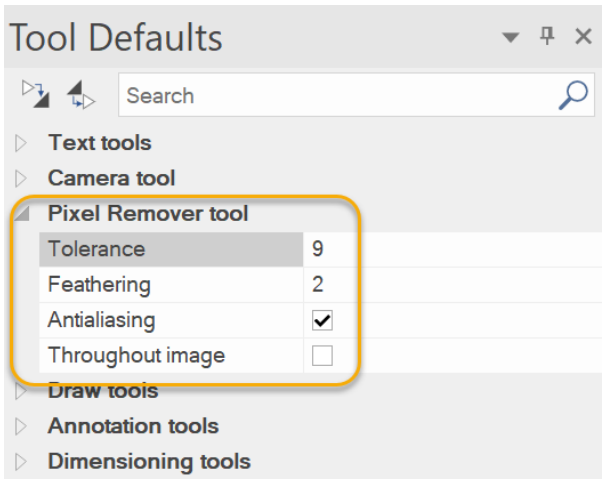
Use the context menu to quickly adjust an active pixel selection.

1. With the **Pixel Remover** tool active and a selection made, **right-click** the image.
2. Select one of the following commands:

Command	Description
Invert	Reverses the selection so that all unselected pixels become selected.
Expand	Increases the selection area by 2 pixels.
Contract	Decreases the selection area by 2 pixels.

Pixel Remover Settings

Adjust these settings in the **Tool Defaults** pane (**View** | **Panes** | **Tool Defaults**) to control the precision of the Pixel Remover tool.



Option	Description
Tolerance	Determines how closely a pixel color must match the sampled color (0–1000). A setting of 0 selects only the exact color clicked.

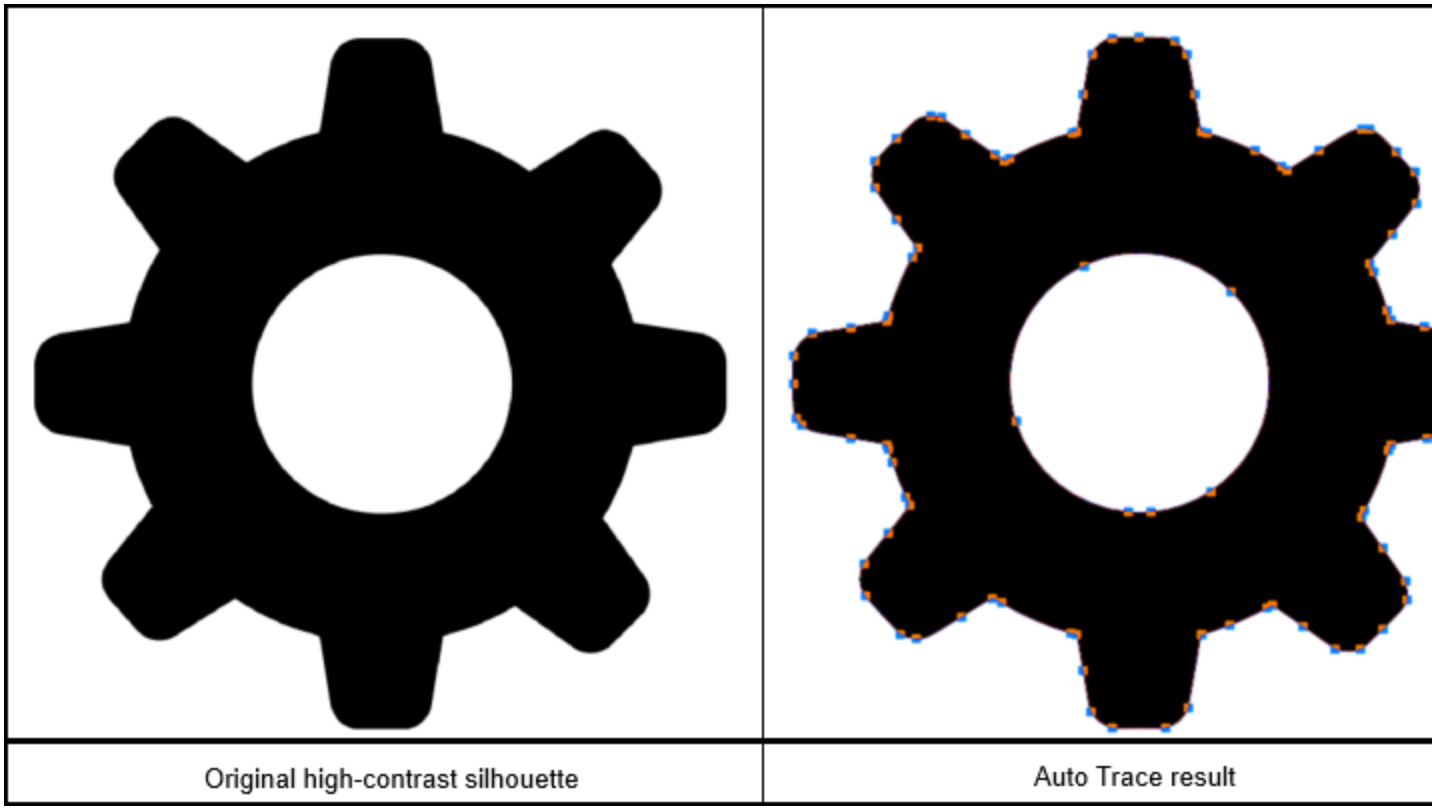
Option	Description
Feathering	Softens the edges of the selection (0–1000) to create a smoother transition between the image and the background.
Antialiasing	Smooths jagged edges along the selection boundary.
Throughout Image	When selected, the tool samples all matching pixels in the image. When cleared, it only selects contiguous areas of the same color.

Using Auto Trace

The Auto Trace command creates vector objects from an image. It is most effective with high-contrast images, such as black and white silhouettes or posterized images with limited color palettes.

Auto-tracing is significantly faster than manually tracing an image with drawing tools like the Polygon or Bézier Curve tool.

Auto Trace performs better with large, high-resolution images. Small, low-resolution images may produce jagged paths that require manual vector editing to refine.

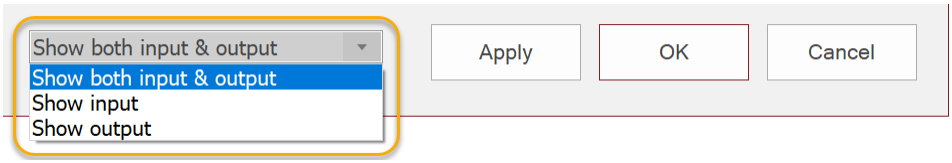


Original high-contrast silhouette | Auto Trace result

To Create a Vector Object from an Image

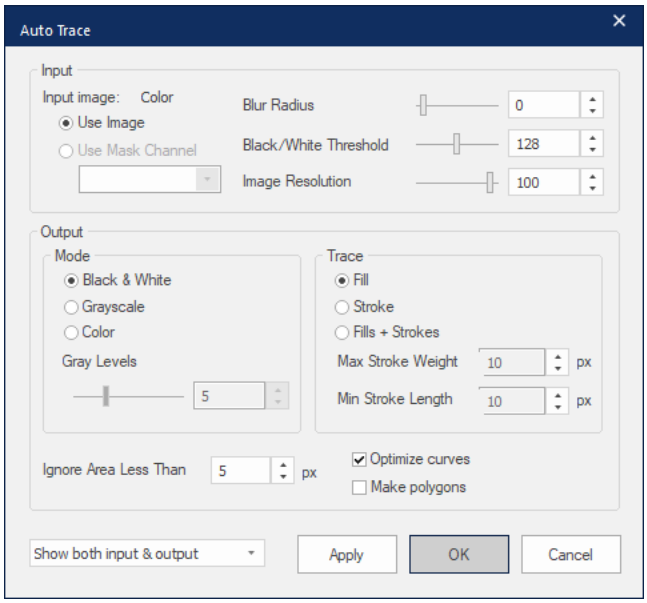
1. Select an image.
2. Select the **Image** contextual tab of the Ribbon.
3. Click **Auto Trace** from the **Trace** panel.
4. Configure the settings in the **Auto Trace** dialog box.
5. Perform one of the following:
    - Click **Apply** to preview the result without closing the dialog box.
    - Click **OK** to complete the operation and close the dialog box.
    - Click **Cancel** to discard the operation.

In the **Auto Trace** dialog box, you can use the drop-down list in the lower-left corner to display Input and Output, Input Only, or Output Only in the **Page Layout** area.



Selecting a display option will only affect the preview. Regardless of which option is selected, both the image and traced object will be visible once the **Auto Trace** has completed.

Auto Trace Options



Input Options

Input options define how the source image is processed before tracing.

Option	Description
Channels	Select **Use Image** or **Use Mask Channel**. This is disabled for grayscale or black & white images.
Blur	Applies a blur radius to the input image to reduce noise and artifacts.
Threshold	Enabled when converting grayscale/color input to black & white output. This determines the point at which pixels become black or white.
Resolution	Adjusts the resolution used for the tracing process. The **Intermediate Preview** shows the effect of blur and threshold settings.

Output Options

Output options define the properties of the resulting vector objects.

Option	Description
Mode	Sets the output to **Black & White**, **Grayscale**, or **Color**.
Trace	Choose **Fill** (outlines), **Stroke** (centerlines), or **Fill+Stroke**. Stroke is only available in Black & White mode.
Ignore Area Less Than	Acts as a despeckle filter. Small pixel groups below this threshold will not be converted to vector objects.
Detail/Gray Levels	Determines the number of shades in Grayscale mode or the level of detail distinction in Color mode.
Optimize curves	Reduces the number of nodes in a path while maintaining the general shape. Disabled if **Make polygons** is active.
Make polygons	Creates straight-edged polygons instead of curved Bézier paths.

Chapter 11: Using ACDSee VectraDraw - Implementing Text

Adding Text

Use the Text tool to create new text objects, type text into a page, and edit existing text.

To Add Text

1. Do one of the following to select the tool:
    - Select **Text** from the **Place & Draw** panel in the **Home** tab.
    - Select **Text** from the **Text** panel in the **Insert** tab.
2. Configure the font settings (font, size, style, and color) from the **Font** panel in the **Home** tab.
3. Click in the Page Layout area and begin typing.
4. If the **Retain tool** is enabled in the Tool Defaults, you can click elsewhere to immediately start a new text object. Otherwise, re-select the **Text** tool to add more text.

While in Text Edit mode, press **Esc** once to select the text object. Press **Esc** again to deselect the object and exit edit mode.

To Add Text by Defining Text Box Size

1. Select the **Text** tool.
2. Click and drag diagonally on the page to define the dimensions of the text box.
3. Release the mouse and begin typing.

To Show or Hide Text Box Outlines

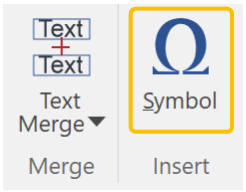
By default, text box boundaries are hidden unless the object is selected or in Edit mode. You can toggle their visibility for layout purposes.

1. Click the **View** tab.
2. In the **Show & Enable** panel, select or deselect the **Text Boxes** checkbox.

Company Name: Company Address: Company Phone Numb Company Website:	Company Name: Company Address: Company Phone Number: Company Website:
Text objects unselected (Outlines hidden).	Text boxes visible (shown in light gray).

To Insert Special Characters

1. Double-click a text object to place the cursor (I-beam) where you want the character.
2. On the **Text** contextual tab, click **Symbol** in the **Insert** panel.

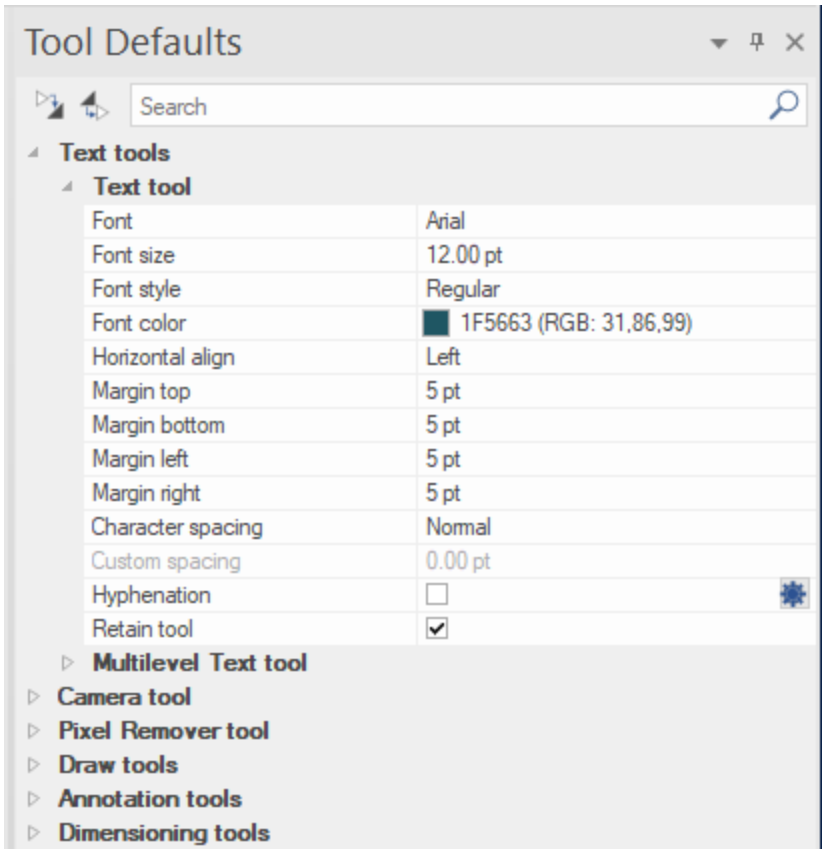


3. In the **Symbol** dialog box, select the desired character.
4. Click **Insert**.
5. Repeat as needed, then click **Close**.

To Set Default Settings for the Text Tool

1. Open the **Tool Defaults** pane (**View** | **Panes** | **Tool Defaults**).
2. Configure the default options in the **Text** section of the pane.

Text Tool Options



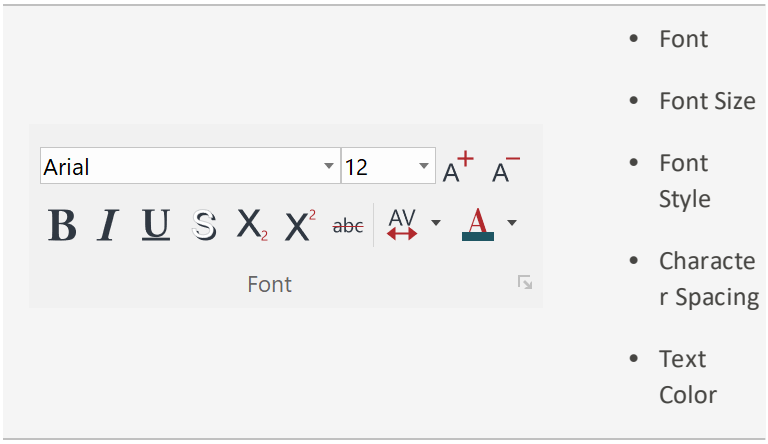
Option	Description
Font / Size / Style / Color	Sets the default typeface, point size, font style, and color for new text objects.
Horizontal Align	Sets alignment to **Left**, **Center**, **Right**, or **Justified**.
Margins	Defines the internal padding (top, bottom, left, and right) for the text box.
Character spacing	Adjusts the tracking between characters (e.g., Tight, Normal, Loose, or Custom.) Choose **Custom spacing** to modify the **Custom spacing field** and set the distance in points).
Hyphenation	Enables automatic word breaking. Click the ( ) icon for detailed settings. See: "To Set Hyphenation Options" on page 143.
Retain tool	When selected, the Text tool remains active after creating an object, allowing you to create multiple text objects consecutively.

Changing Text and Text Box Attributes

You can modify text and text box attributes at any time after creating a Text object.

To Change Basic Text Attributes

1. Do one of the following:
    - To change the attributes of specific text within a Text object, select the text while in Text Edit mode.
    - To change the attributes of all text within a Text object, select the object itself.
2. Change the following from the **Font** panel in the **Home** tab of the Ribbon.



- Font
- Font Size
- Font Style
- Character Spacing
- Text Color

Text Options

You can apply different text options to change the look and feel of your text.

- **Bold**: Applies a bold weight to the selected text.
- **Italic**: Applies an italic slant to the text.
- **Underline**: Places a horizontal line beneath the text.
- **Text Shadow**: Enables a shadow effect behind the text.
- **Subscript**: Shrinks and positions text slightly below the standard line of type.
- **Superscript**: Shrinks and positions text slightly above the standard line of type.
- **Strikethrough**: Places a horizontal line through the center of the text.

You can also change basic text attributes in the **Text** contextual tab of the Ribbon as well as more advanced settings there.

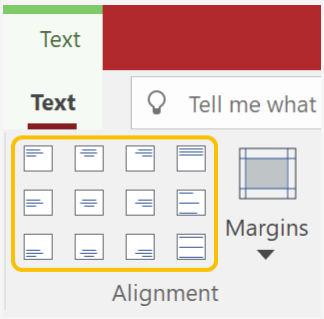
You can remove all of the Font Styles applied to Text object at once by clicking **Clear All Formatting** from the **Text Style** panel in the **Text** contextual tab.

To Change Character Spacing

1. Select the text or Text objects you want to adjust.
2. Click the **Character Spacing** icon in the **Font** panel of the **Home** tab of the Ribbon.
3. Select a preset or set your own **Custom** options.
4. When **Custom** is selected, the section of the **Character Spacing** will expand in the **Format Object** pane.
5. Type a value in the edit box.

To Change Text Alignment

1. Select the Text object or objects you want to adjust the text alignment for.
2. Click the **Text** contextual tab of the Ribbon.
3. Click one of the **Alignment** icons from the **Alignment** panel.



Top-Left	Top-Center	Top-Right	Horizontal Justification
Middle-Left	Middle-Center	Middle-Right	Vertical Justification
Bottom-Left	Bottom-Center	Bottom-Right	Both Justifications

To Change Text Box Margins

1. Select the Text objects whose margins you want to modify.
2. Click the **Text** contextual tab of the Ribbon.
3. Click the **Margins** drop-down list from the **Alignment** panel.
4. Select a preset or **Custom Margins**.
5. When **Custom Margins** is selected, the section of the **Margins** will expand in the **Format Object** pane.
6. Set the values for the 4 margins. Press the **Tab** key to move down.

You cannot make a Text object smaller than the text font size plus the margins.

All margins: 10 pt

All margins: 0 pt

To Change Line Spacing

1. Select the Text object or objects for which you want to adjust line spacing.
2. Click the **Text** contextual tab of the Ribbon.
3. In the **Leading** panel, click the **Line Space** drop-down menu
4. Select a preset or **Line Spacing Options**.
5. When **Line Spacing Options** is selected, the **Spacing** section expands in the **Format Object** pane.
6. In the Line Spacing drop-down list, select **Exactly**.
7. Select either **Percentage** or **pt** from the units drop-down list.
8. Enter a value in the field based on the unit selected above.

To Change the Space Before or After Paragraphs

1. Select the paragraph(s) or Text object(s) for which you want to adjust the paragraph spacing.
2. Click the **Text** contextual tab of the Ribbon.
3. In the **Leading** panel, click the **Line Space** drop-down list.
4. Select **Line Spacing Options**.
5. Enter a value in the **Before Paragraph** or **After Paragraph** fields.
6. Press **Enter**.

Pressing Enter inserts a carriage return, which defines the end of a paragraph.

To Show or Hide Text Formatting Symbols

1. Click the **View** tab on the Ribbon.
2. Select or deselect the **Hidden Formatting** checkbox to show or hide formatting symbols.

To Change the Background of Text Objects

1. Select the Text object or objects for which you want to change the background.
2. Click the **Home** or **Draw** tab of the Ribbon.
3. In the **Shape Styles** panel, apply a **Fill** ink, and, if necessary, apply an **Outline**.

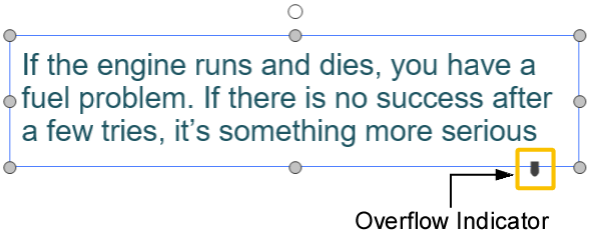
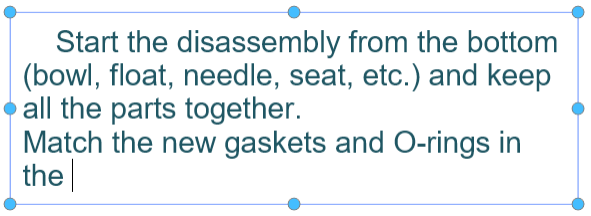
Steps for Repairing Transmission

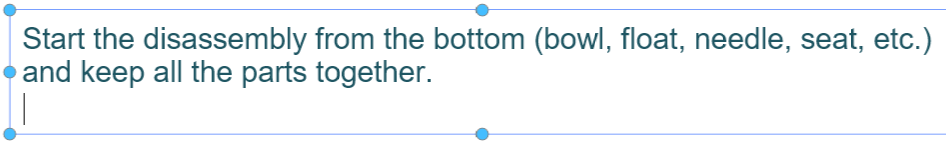
To Change Text Box Type

1. Select the Text object or objects for which you want to change the type.
2. Click the **Text** contextual tab of the Ribbon.
3. In the **Text Box Type** panel, select an option from the **Auto Size** drop-down list.

When the selected Text objects share the same Text Box type, the corresponding icon is highlighted.

Type	Description

No Auto Size	When click and drag with the Text tool to define a Text Box size or past text with a carriage return, this type of Text Box will be created. • When a line reaches the right side of the Text Box, the line flows to the next line. • When the lines reach the bottom of the Text Box, the text will overflow and show the overflow indicator at the bottom right. 	• Increase the height, width, or both of the Text Box to show the hidden text. • Make the entire text box smaller.
Height Only	When paste formatted text, this type of Text Box will be created. • When a line reaches the right side of the Text Box, the line flows to the next line. • The width of the Text Box will not get adjusted automatically. • The more you type text in lines, the more the height of the Text Box increases accordingly. 	The width of the Text Box is fixed.

Width and Height	When click and type text with the Text tool or past text without any carriage return, this type of Text Box will be created. • The more text you type, the wider the Text Box becomes until you press the Enter key. • When the Enter key is pressed, the I-beam moves to the next line. • The more text you type in lines, the more the height of the Text Box increases accordingly.	 The width of the Text Box will get adjusted to the longest line with a carriage return.

Merging Text Boxes

The **Text Merge** feature allows you to combine multiple independent text boxes into a single, unified Text object. This is particularly useful for consolidating fragmented text elements or reformatting imported documentation within a layout.

The **Text Merge** command is located on the **Layout** tab of the Ribbon. The individual text boxes and their respective contents will be combined into one complete text box. The formatting of the primary box is typically maintained across the newly merged text.

To Merge Text Boxes with Auto Merge:

1. Select a text box and drag it toward the text box you wish to merge it with.
2. Align the boxes closely to ensure the desired reading order.
3. With the boxes positioned, click **Text Merge** on the **Layout** ribbon.

If you do not select any text boxes, then click **Text Merge on Page**, it will perform an **Auto Merge**. Auto Merge will combine any text boxes on the page that are close to each other.

To Merge Text Boxes with Merge Selection:

1. Select a text box and drag it toward the text box you wish to merge it with.
2. Align the boxes closely to ensure the desired reading order.
3. With the boxes positioned, select the boxes to merge then click **Text Merge** on the **Layout** ribbon.

If you select text boxes, then click Text Merge on Page, it will perform a **Merge Selection**. Merge Selection will combine only the selected text boxes on the page.

To Set Indents

1. Select the paragraph(s) or Text object(s) for which you want to adjust indents.
2. Click the **Home** tab or **Text** contextual tab of the Ribbon.
3. Click the **Dialog Box Launcher** from the **Font** panel.
4. In the **Format Object** pane, expand the **Indents** section.
5. Configure the indent options as necessary.

Indent Options

Option	Description
First line	Specify a different indent for the first line of a paragraph, enter the distance in the First Line edit box. The 1st line will be indented from the left border of the text box by the specified distance.
Left	Specify the distance between the left border of a text box and the left indent of a paragraph in the Left edit box.
Right	Specify the distance between the right border of a text box and the right indent of a paragraph in the Right edit box.

To Set Hyphenation Options

1. Select the Text object or objects for which you want to adjust hyphenation.
2. Click the **Home** tab or **Text** contextual tab of the Ribbon.
3. Click the **Dialog Box Launcher** in the **Font** panel.
4. In the **Format Object** pane, expand the **Hyphenation** section.
5. Configure the hyphenation options as necessary.

Hyphenation Options

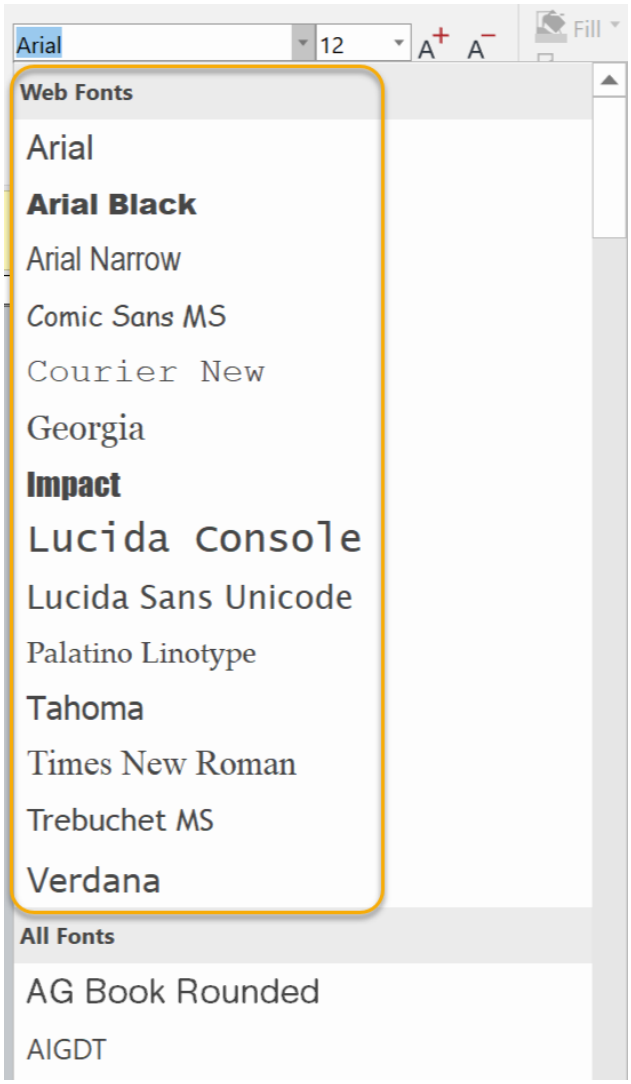
Option	Description
Hyphenation on	Select this checkbox to enable the hyphenation. Deselect this to disable the hyphenation.
After word beginning	Specify the minimum number of letters that must precede a hyphen.

Before word ending	Specify the minimum number of letters that must follow a hyphen.
Shortest word	Specify the minimum number of letters that a word must have to be hyphenated.
Consecutive line	Specify the number of consecutive lines that can end in hyphens, e.g., if four consecutive lines could end in hyphens but the limit is three, the last word of the fourth line will not be hyphenated.
Skip Capitalized words	Select this checkbox to prevent proper names and other words beginning with a capital letter from being hyphenated.

Setting Fonts as Web Fonts

Except for some limited (web-safe) fonts that are commonly available for anyone, fonts that you use in VDDOCs may not be properly rendered for all viewers on other machines.

The web-safe fonts are listed at the top in the **Font** drop-down list.



If you want to use specific fonts, you can set them as a "Web Font" as long as you know the download URLs for them.

You need physical fonts installed on your machine to create VDDOCs with the fonts. You also need the download URLs of the fonts to share your VDDOCs with others who may not have the fonts installed locally.

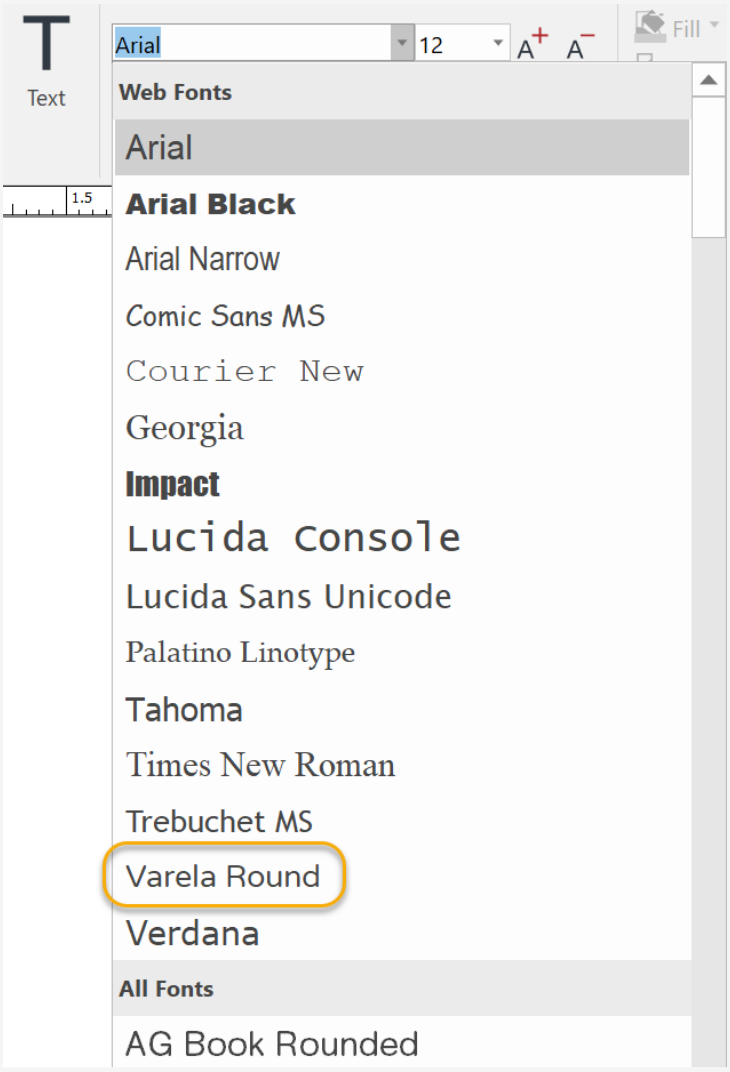
As long as viewers of your VDDOCs have all fonts that are used in them on their machines, text will be rendered properly.

To Set a Font as a Web Font

1. Install the web font that you want to use on your local machine.
2. Start ACDSee VectraDraw.

3. Create a new document or open a VDDOC.
4. Click the **Font** drop-down list from the **Font** pane in the **Home** tab of the Ribbon.
5. Look for the web font that you installed in the **Font** drop-down list.
6. Right-click the web font name.
7. Select **Set as Web Font** from the context menu.
8. Type the download URL of the web font in the **Font URL** field of the **Set as Web Font** dialog box.
9. Click **OK**.

Example



Varela Round is displayed under the **Web Fonts** section of the **Font** drop-down list.

Please be aware that if the download Font URLs are not valid, the web fonts will not be rendered properly on other machines.

To Remove a Font from Web Fonts

1. Right-click a web font that you want to remove from the **Web Fonts** section in the **Font** drop-down list.
2. Select **Remove from the List** from the context menu.

Chapter 12: Using ACDSee VectraDraw - Personalizing Presentations

Creating Page Actions

Use **Page and Layer Actions** to add an interactive element to your presentations. You can assign actions to objects that allow interacting with them to change the page or layer currently being viewed.

Layer Actions are not available when exporting files.

The **Action** ribbon contains five buttons organized into three sections: **Page Action**, **Layer Action**, and **Remove**.

To Set a Page Action

1. Select an object on the page.
2. In the **Page Action** section, click **Set Page Action**.
3. In the **Action - Navigate to Page** dialog, configure the following options:
    - **Select a Page**: Choose a specific page in the dropdown menu, or select **First Page**, **Next Page**, **Previous Page**, or **Last Page**.
    - **Override default tooltip text**: Select this checkbox to enable the text box below it. Enter custom text to define the tooltip that appears when mousing over the object.
4. Click **OK** to apply the action.

To Remove a Page Action

Select an object on the page and perform one of the following:

- Click **Remove Page Action** in the **Page Action** section of the ribbon.
- Click **Set Page Action**, and click the **Remove** button at the bottom of the dialog.

To Set a Layer Action

1. Select an object on the page.
2. In the **Layer Action** section of the ribbon, click **Set Layer Action**.

3. In the **Action - Show/Hide Layers** dialog, use the checkboxes to set layer visibility:
    - Select a checkbox to ensure the layer is visible when the object is clicked.
    - Deselect a checkbox to hide the layer when the object is clicked.
4. Optionally, select **Override default tooltip text** to enter a custom tooltip.
5. Click **OK**.

To Remove a Layer Action

1. Select the object with the layer action applied.
2. In the **Layer Action** section of the ribbon, click **Remove Layer Action**.

To Clear All Actions

In the **Remove** section, click **Clear All Actions**. This removes every Page and Layer action from all objects on the currently selected page.

Presentation and Slideshow Management

The **Presentation** tab provides tools for configuring and launching full-screen slideshows of your document pages. This is used for technical reviews, assembly walk-throughs, or training demonstrations.

Start Presentation

These tools initiate the slideshow based on your current project position.

- **From Beginning:** Launches the presentation starting from the first page within your defined Play Range.
- **From Current Page:** Starts the slideshow from the page currently active in the workspace.
- **Auto Play:** Automatically advances through the pages based on the interval defined in the **Loop** section.

Play Range and Looping

Define which pages are included in the presentation and how they transition.

Play Range

- **All Pages:** Includes every page in the document in the presentation sequence.
- **From [X] To [Y]:** Limits the presentation to a specific numerical range of pages.

Loop and Timing

- **Loop:** When enabled, the presentation will automatically restart from the first page after reaching the end of the range.
- **Advance Delay:** Sets the duration (in seconds) that each page remains on screen during **Auto Play** mode.

Presentation Options

Option	Function
Pointer	Select your pointer style from the drop-down menu.
Auto Play Animation	When enabled, any object animations assigned to the page will trigger automatically during an Auto Play sequence.
Page Advance by Click	When enabled, clicking anywhere on the screen advances to the next page. Disable this to restrict navigation to the timed Auto Play interval.

Screen and Display Settings

- **Monitor:** Select the specific display output for the presentation.
- **Background:** Defines the solid color that fills the screen area not occupied by the document page.

Ensure all interactive elements are finalized before launching the presentation, as behaviors may be affected by the **Auto Play Animation** setting.

Working with Audio

Audio files can be inserted into any canvas to enhance presentations or provide interactive feedback. Audio can be attached directly to a specific object by selecting that object before insertion, or it can be placed independently as a standalone audio element represented by a speaker icon. Once an audio file is inserted or selected, the **Audio** ribbon becomes available and focused.

Using Audio Tools

The Audio ribbon provides tools for managing audio data, controlling playback for testing purposes, and defining how audio triggers during a presentation.

Updates

- **Update Audios**: Synchronizes audio data if the source file has been edited externally. Use this to reload the new data or select a new file path if the original file has been moved.

Controls

The Controls section is used to test and verify audio playback while building the canvas.

- **Play**: Plays the inserted audio.
- **Pause**: Pauses the audio. Click **Play** to resume playback from the same position.
- **Stop**: Stops playback and automatically rewinds the audio to the beginning.
- **Volume**: Sets the general output volume for the audio. Select from **Low**, **Medium**, **High**, or **Mute**.

When previewing audio with **Play**, the **Edit Index**, **Remove Audio**, and **Update Audios** buttons are disabled until playback is stopped, or you click on something other than the audio object.

Audio Play Options

These options define the behavior and visibility of the audio during a presentation.

- **Trigger**: Determines how playback is initiated via a dropdown menu:
  - **By Click**: Playback starts when the audio element or its attached object is clicked.
  - **Click in Indexed Sequence**: Playback starts when the user clicks anywhere on the page, following the order set in the Index.
  - **Automatically**: Audio files play sequentially on their own when a presentation starts.
- **Play to the end**: When enabled, the audio file will play its full duration.
- **Loop until stopped**: When enabled, the audio file will repeat continuously until manually stopped.
- **Hide during presentation**: When enabled, the audio element or speaker icon remains invisible while the document is in presentation mode.
- **Rewind after playing**: When enabled, the audio automatically returns to the beginning of the file once playback is finished.

Index

Use **Edit Index** to open the **Edit Multimedia Index** dialog box to reassign index numbers. These numbers determine the specific sequence in which audio files play during a presentation.

While editing the multimedia index, you can click on the index number in the dialog box to change the number manually.

By default, multimedia items are listed numerically by **Index**. To change this, click the **Index**, **Layer**, or **Path** headers. An arrow will be shown to indicate the sort direction: **up** for ascending and **down** for descending.

You can also click on a multimedia item, and then click the up or down arrows to move the item through the list.

To reset the index numbers, click on the red circular arrow icon. This will retain the current index order and reset the indexes to a sequence starting from 1 (or 0, if present).

Removing Audio

Use **Remove Audio** to delete the audio from the selected object or the standalone audio placeholder, removing it from the canvas page.

When deleting audio from a standalone audio placeholder, the placeholder will also be deleted.

Chapter 13: Using ACDSee VectraDraw - Working with Tools

Annotation Tools

The **Annotation Tools** group in the **Insert** tab provides specialized callouts for technical documentation and labeling. These tools anchor to specific points on an object and maintain their connection during layout adjustments.

Standard Annotation Types

Select an annotation tool from the ribbon to begin labeling your illustration. Each tool automatically handles sequencing or text placement based on its type.

Tool	Description
Numbering	Applies sequential numeric callouts (1, 2, 3...).
Alphabets - Capital	Applies sequential uppercase letter callouts (A, B, C...).
Alphabets - Small	Applies sequential lowercase letter callouts (a, b, c...).
Custom Texts	Allows for manual entry of specific technical labels.
Multi-Notes	Connects multiple different notes to a single source point.
Multi-Sources	Connects a single note to multiple source points.
Lens	Creates a magnification area for highlighting technical details.

Lens Contextual Ribbon

When the **Lens** tool is selected, a contextual ribbon provides specialized controls for magnification and resolution.

Magnification

- **Magnification Factor:** Enter a numerical value to set the zoom level.
- **Magnified View:** Select **Below Lens** to show only the area immediately under the lens, or **All in Region** to include surrounding context.

Lens View

- **Absolute/Relative:** Toggle whether the lens view follows the object (Relative) or stays fixed to a coordinate (Absolute).

- **Set View:** Fine-tune the focal point of the magnification independently of the leader line.
- **Reset View:** Restores the magnified view to its default position.

View Area and Resolution

- **Create View Area:** Toggles a dotted outline around the specific area being magnified.
- **Snapshot Lens:** Captures a static image of the current lens view.
- **Resolution (ppi):** Define a custom numerical value for the snapshot resolution.

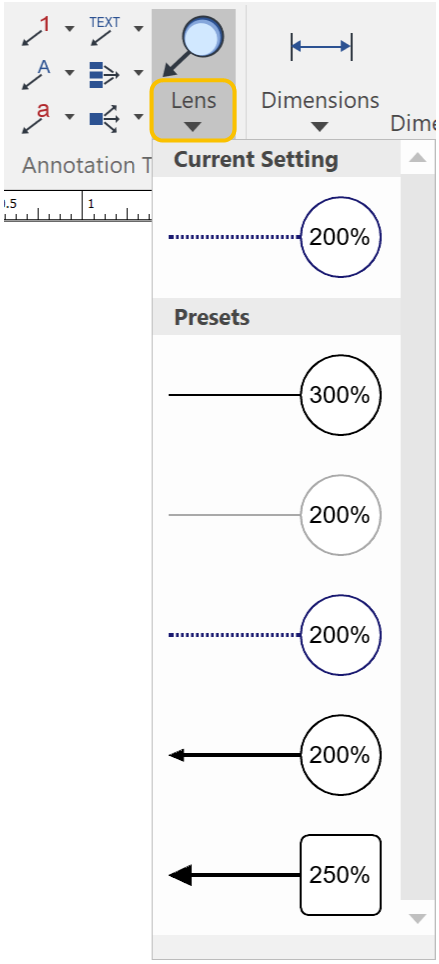
To configure default styles or sequence resets, click the **Open Annotation Tool Options** launcher in the **Annotation Tools** ribbon group.

Adding Lens Annotations

Use the **Annotation Lens** tool to magnify and call out specific areas of your objects.

To Add a Lens Annotation

1. On the **Insert** tab, in the **Annotation Tools** group, click the **Lens** drop-down arrow.

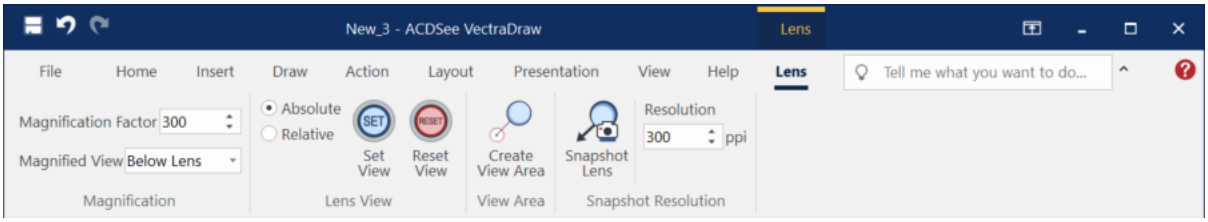


2. Select a style preset.
3. Click the center point of interest on your object and drag outward to place the lens.
4. Press **Esc** to exit the tool.

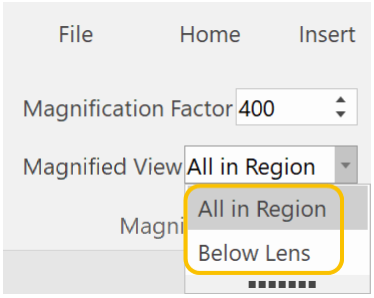
To use the current style (the first item in the list), click the **Lens** button.

Adjusting Lens Magnification and View

1. Select the Lens object to reveal the **Lens** contextual tab.



2. In the **Magnification Factor** box, type a percentage (0% to 4800%).
3. In the **Magnified View** drop-down, select:
    - **Below Lens:** Only magnifies objects physically layered underneath the lens.
    - **All in Region:** Magnifies all objects within the lens area, regardless of layer order.



Lens View Modes: Absolute vs. Relative

Choose how the lens behaves when moved:

Mode	Behavior
Absolute	Retains the initial view even if the lens is moved to a different part of the canvas.
Relative	Updates the view based on the lens's current position on the canvas.

Adding Labels to Smart Lines

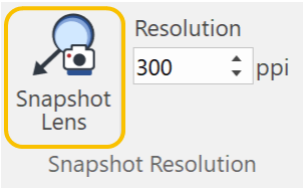
Double-click on a **Smart Line** to create a **Label**. Double-click on the newly created **Label** to edit the text.

Snapshot Lens

Use **Snapshot Lens** to "freeze" the current view. This is useful if you need to move or delete the target object without losing the annotation's content.

1. Select the Lens and open the **Lens** contextual tab.
2. Set the desired **Resolution**.

3. Click **Snapshot Lens**. The button highlights when active.



If you delete the target object while Snapshot is **Off**, the lens will appear blank.

Annotation Lens Tool Options

Annotation Lens Tool Options can be found within the **Tool Defaults** pane by clicking the **Lens** button on the **Insert** ribbon.

Annotation Lens Tool Options

Options	Description
Magnification	Set the lens magnification factor in percentage from 0% to 1000%.
Magnified view	Select either Magnify All in Region or Magnify Below Lens
Lens shape	Select either Rectangle, Rounded Rectangle, or Oval.
Lens width	Set the width of the Lens object. You can type a value with 2-letter unit like “2 in”. However, the value will be displayed in point.
Lens height	Set the height of the Lens object. You can type a value with 2-letter unit like “2 in”. However, the value will be displayed in point.
Lens frame color	Set the color of the outline of the selected lens shape from the pop-up color palette.
Lens frame weight	Type a weight value of the outline of the selected lens shape.
Lens frame dash	Set the dash of the outline of the selected lens shape from the drop-down list.
Connector color	Set the color of the Smart Line connector from the pop-up color palette.
Connector weight	Type a weight value of the Smart Line connector.

Options	Description
Connector arrow	Set the arrowheads of the Smart Line connector from the drop-down list.
Connector dash	Set the dash of the Smart Line connector from the drop-down list.
Preset	• Type a preset name and click  to add the current setting as a preset. • Select one of the presets from the drop-down list and click  to delete it.
Retain tool	When you want to use this tool repeatedly, select this checkbox. Press the Esc key to exit the mode anytime.

Draw Tools

The Draw Tools section of the Draw ribbon contains the primary functions for creating vector objects and paths. These tools allow for the creation of simple geometric shapes or complex, custom-drawn illustrations.

Using Draw Tools

To use a tool in the **Draw Tools** section, click the tool's icon in the **Draw** ribbon. The cursor will change to indicate the active tool. Click or drag on the canvas to create the object. To finish a multi-point path, such as with the Bezier or Auto Curve tools, right-click or press **Esc**.

By default, the software reverts to the **Selection Tool** after an object is created. To create multiple objects in succession, enable the **Retain Tool** option.

Tools

- **Line Tool**: Creates a straight line segment. Click to set the start point and drag to the end point. Holding shift will anchor the line to the nearest 45 degree angle.
- **Arc Tool**: Draws a curved line segment based on a radius. The **Arc Tool** requires three clicks. The first click determines the central point, the second determines the start of the arc, and the third determines the end point.
- **Oval Tool**: Creates an ellipse. Hold **Ctrl** then drag to create an oval from it's center point. Hold **Shift** then drag to create a perfect circle. Hold **Ctrl + Shift** then drag to create a perfect circle from it's center point.
- **Rectangle Tool**: Creates a four-sided shape with 90-degree corners. Hold **Ctrl** then drag to create a rectangle from it's center point. Hold **Shift** then drag to create a perfect square. Hold **Ctrl + Shift** then drag to create a perfect square from it's center point.

- **Rounded Rectangle Tool**: Draws a rectangle with pre-applied corner radii. Hold **Ctrl** then drag to create a rounded rectangle from it's center point. Hold **Shift** then drag to create a perfect rounded square. Hold **Ctrl + Shift** then drag to create a perfect square from it's center point.
- **Polygon Tool**: Creates a multi-sided geometric shape with equal sides.
- **Smooth Polygon Tool**: Draws a closed polygon where the vertices are automatically smoothed into curves.
- **Auto Curve Tool**: Automatically calculates smooth curves between each point you click.
- **Bezier Curve Tool**: Enables precise path creation. Click to place a node, or click and drag to adjust the curve handles.
- **Freehand Tool**: Draws a path that follows the movement of your cursor.
- **Multigon Tool**: Creates complex multi-sided shapes and stars. Hold **Ctrl** then drag to create a multigon from it's center point. Hold **Shift** then drag to create a perfectly uniform multigon. Hold **Ctrl + Shift** then drag to create a perfectly uniform multigon from it's center point.
- **Vector Brush Tool**: Draws paths using artistic strokes. Use the dropdown menu to select different **brush style presets**.
- **Retain Tool**: Toggles the ability to keep the current drawing tool active after an object is completed. The **Retain Tool** can be found in **Draw Tools** on the **Draw Ribbon**, or within the **Draw tools** section of the **Tool Defaults** pane.
- **Edit as Path**: Converts a selected geometric primitive into a standard vector path for node-level editing. The **Edit as Path** option can be found in **Draw Tools** on the **Draw Ribbon**.

Effect Tools

VectraDraw provides a suite of non-destructive effects and structural tools in the **Home** tab. These allow you to modify the appearance and relationship of objects without altering their underlying geometry.

Visual Effects

The **Effects** group contains presets for common visual styles. For granular control, select the **Options...** command at the bottom of any effect menu to open the **Properties** pane.

Effect	Description
Shadow	Adds a drop shadow to the object. Use **Shadow Options...** to set the transparency, blur, angle, distance, and color.
Reflection	Adds a mirrored reflection below the object. Use **Reflection Options...** to set the transparency, size, blur, and distance.
Glow	Adds a soft glow around the object. Use **Glow Options...** to set the color, size, and transparency.

Effect	Description
Soft Edge	Blurs the edges of the object. Use **Soft Edge Options...** to set the size.
Hue	Changes the color of the object. Use **Hue Options...** to set the hue, saturation, and lightness.
Halo	Adds a solid border around the object. Use **Halo Options...** to set the width and color.

Global Color Adjustments

The **Hue Saturation** tool applies color modifications to the entire selected object. These sliders adjust the object's appearance globally:

- **Hue:** Shifts the entire color spectrum of the object.
- **Saturation:** Increases or decreases the intensity of all colors.
- **Lightness:** Adjusts the overall brightness of the object.

Removing Effects

To remove an applied effect, select the object and choose **None** from the **Effect** drop-down menu.

To remove all applied effects at once, click the **Remove All Effects** button at the bottom of the **Effects** drop-down menu.

Flowcharts and Smart Lines

The **Flowchart & Smart Lines** group in the **Insert** tab provides a dual-system for diagramming: an automated **Flowchart** panel for rapid construction and a suite of **Smart Line** tools for manual connectivity. Both systems utilize dynamic anchor points to maintain connections during layout modifications.

The Flowchart Panel

Click the **Flowchart** button in the **Insert** ribbon to open the Flowchart pane. This pane automates symbol placement and line routing.

Directional Construction

- **Add Symbol:** Automatically places a symbol (Left, Right, Up, or Down) and draws a connecting line from the current selection.
- **Split Path:** Diverges the flowchart path. Enable the **Use Kinked Connector** checkbox to maintain 90-degree routing.
- **Reverse Arrows:** Swaps the start and end points of all connectors in the selection.
- **Selection Tools:** Use **Select Same Lines** or **Select Same Symbols** for batch modifications.

Flowchart Settings and Line Jumps

The **Settings** section at the bottom of the panel controls the behavior of the flowchart environment:

- **Display action buttons on symbols:** Toggles directional arrows directly on symbols for quick-click placement.
- **Shift other symbols when inserting between:** Automatically repositions downstream symbols to accommodate a new insertion.
- **Add Line Jumps to:** Select **No Line Jumps**, **Vertical**, or **Horizontal** to manage overlapping lines.
- **Line Jump Style:** Choose from **Arc**, **Gap**, **Square**, **2 Sides**, or **3 Sides**.

Flowchart Default Options

Click **Set Default Options** at the bottom of the panel to configure global parameters for new diagram elements:

- **Symbol Size:** Toggle **Place in Original Size** or define custom **Width** and **Height** with an optional **Lock Aspect Ratio**.
- **Distance:** Set the numerical gap between standard symbols and split path symbols.
- **Line Attributes:** Set default **Style**, **Color**, and **Weight**. Use **Mimic Pen** to inherit attributes from the active Pen.
- **Arrowheads:** Define **Begin** and **End** arrow types with respective **Mimic Pen** (Size/Color) settings.

Manual Smart Line Tools

VectraDraw provides several distinct Smart Line geometries for manual placement. These can be selected from the **Insert** ribbon or the **Manual Tools** section of the Flowchart panel.

Tool	Description
Straight Smart Line	A direct, linear path between two connection points.
Kinked Smart Line	Routes using 90-degree angles to avoid overlapping objects.
Smooth Kinked Smart Line	Applies a radius to the corners of a kinked path for a rounded appearance.
Polygon Smart Line	Custom multi-point routing with sharp angled vertices.
Smooth Polygon Smart Line	Multi-point path using curved segments for fluid routing.
Dog Leg Smart Line	A multi-segmented line with a configurable numerical **Tab Length**.

Exiting Edit Mode While Using Polygon Smart Lines

When using the **Polygon Smart Line**, or **Smooth Polygon Smart Line** tools, you will enter into **Edit Mode**. To exit edit mode, you can either press the **ESC** key, or **Ctrl + E**.

Smart Line Contextual Ribbon

Selecting a Straight, Kinked, Smooth Kinked, or Dog Leg line opens a contextual ribbon:

- **Types**: Switch between **Straight**, **Kinked**, **Smooth Kinked**, and **Dog Leg** smart lines from the ribbon.
- **Start / End Direction**: Sets entry/exit angles to **Auto**, **Vertical**, or **Horizontal**.
- **Tab Length**: A numerical field to adjust the lead-in length for Dog Leg lines.
- **Reverse Arrow**: Swaps the start and end points of the arrow.

Adding Labels to Smart Lines

Double-click on a **Smart Line** to create a **Label**. Double-click on the newly created **Label** to edit the text.

Connection Point Management

Use the **Connection Point Tools** to customize anchor locations on an object's boundary:

- **Add / Delete / Move Connection Point:** Tools to define, remove, or reposition anchor sites.
- **Selection Tool:** Isolates existing points for modification without moving the parent object.

Measurement and Dimensioning Tools

VectraDraw provides precise measurement tools to document the scale and geometry of objects. These tools are located in the **Measurement** group of the **Insert** tab.

Manual Dimensions

Manual dimension tools allow you to define specific measurement points on or between objects. Select a tool and click the target points on the canvas to place the dimension line.

Each measurement tool is accompanied by it's own contextual ribbon which includes slightly different options for more fine-tuning.

Tool	Measurement Type
Linear / Chain / Baseline	Measures distances between two points. **Chain** and **Baseline** are used for continuous or cumulative measurements.
Perpendicular / Object Side	Measures the height, width, or specific side lengths of an object.
Angle	Calculates the degree of the angle between two intersecting lines or points.
Diameter / Radius	Measures the specific dimensions of circular or curved geometry.
Center Mark	Places a technical crosshair at the exact center of a circle or arc.
Area / Perimeter	Calculates the total surface area or the outer boundary length of a closed shape.

Auto Dimensioning

Auto Dimensioning allows for rapid labeling by automatically detecting the geometry of a selected object. This eliminates the need to manually select endpoints or vertices.

Using Auto Dimensioning

1. Select the object you wish to measure.
2. In the **Measurement** group, select the **Auto Dimensioning** tool.
3. Choose a dimension type from the dropdown list to automatically generate the labels.

Auto Type	Detected Dimensions
All	Calculates and displays all applicable measurements for the object.
Linear / Angle	Detects straight-line distances or interior/exterior angles.
Area / Perimeter	Calculates overall scale values.
Radius / Diameter	Detects circular data with **Horizontal** or **Vertical** orientation options.

Using the Tool Defaults pane

You can set the default settings for various tools in the Tool Defaults pane.

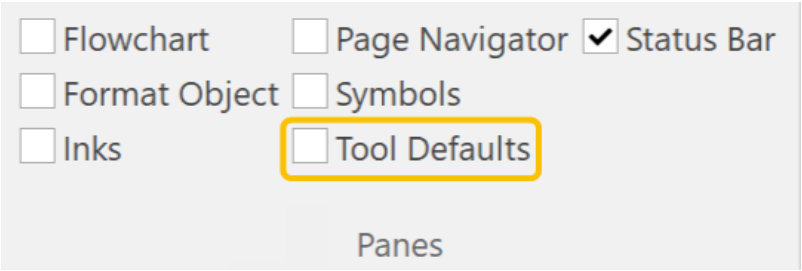
For example, if you want to add text in Times New Roman, 12 pt, and dark gray, you can set the default settings of the Text tool accordingly.

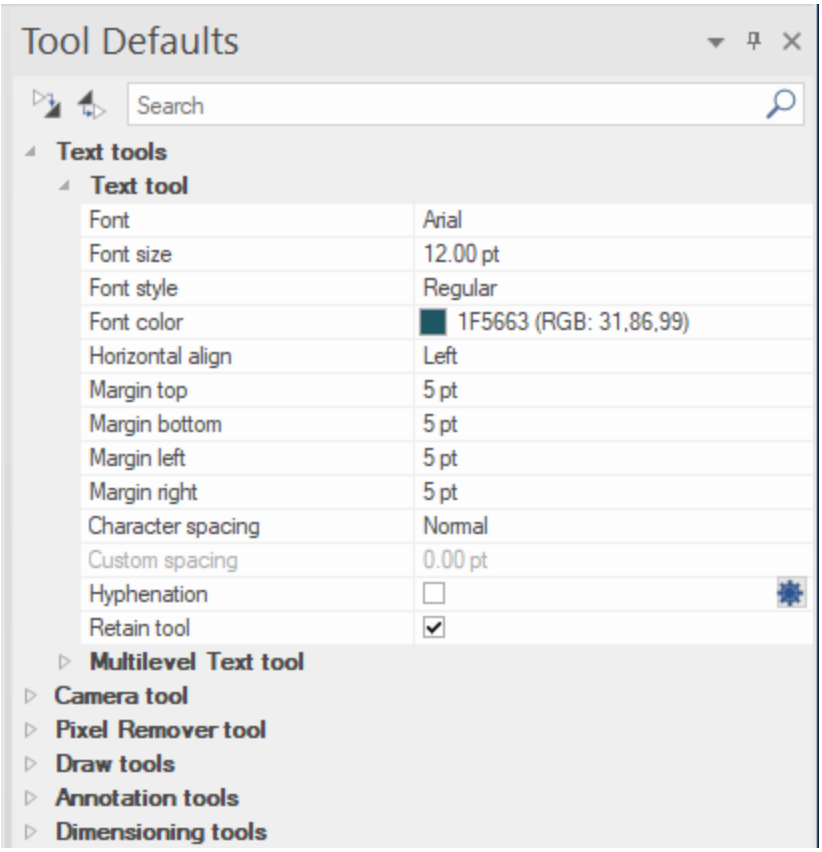
There are six categories:

- Text tools
- Camera tool
- Pixel Remover tool
- Draw tools
- Annotation tools
- Dimensioning tools

To Open the Tool Defaults Pane

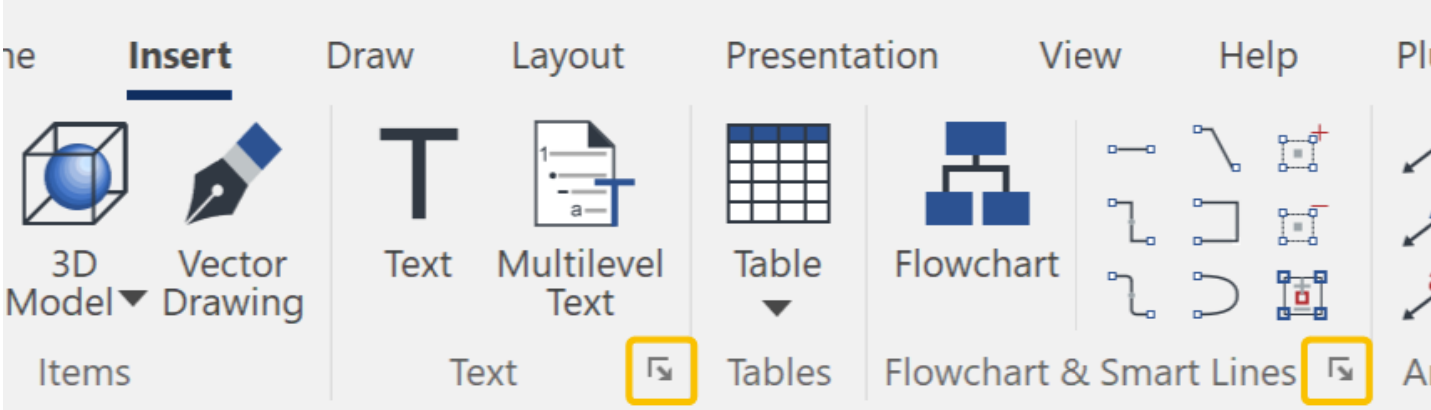
- Select the **Tool Defaults** checkbox from the **Panes** panel in the **View** tab of the Ribbon.





Click the Launch button on tool panels that have categories in the Tool Defaults pane to open that specific category.

Example



To Set the Default Settings

1. Expand the category you want to configure by clicking the icon.
2. Expand the specific tool section.
3. Set the desired options.

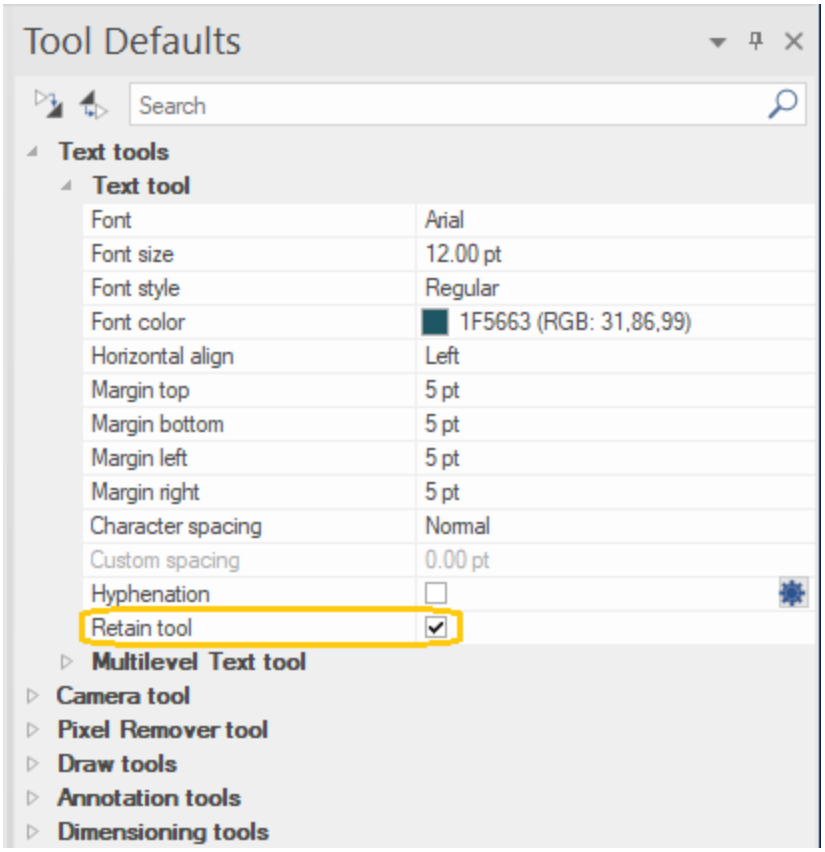
When you use the tool, these settings will be applied until they are changed again.

For details on the settings of each tool, please refer to the specific section for that tool.

When the Tool Defaults pane is open and you select a tool that has default settings, that tool's section will expand automatically in the pane.
For instance, if you click the **Linear Dimensioning** tool, the section for that tool expands in the Tool Defaults pane.

To Use the Same Tool Continuously

- Select the **Retain tool** check box if it is available.



For instance, when you select **Retain tool** for the Text tool, you can click and type repeatedly to add multiple text objects without reselecting the tool.

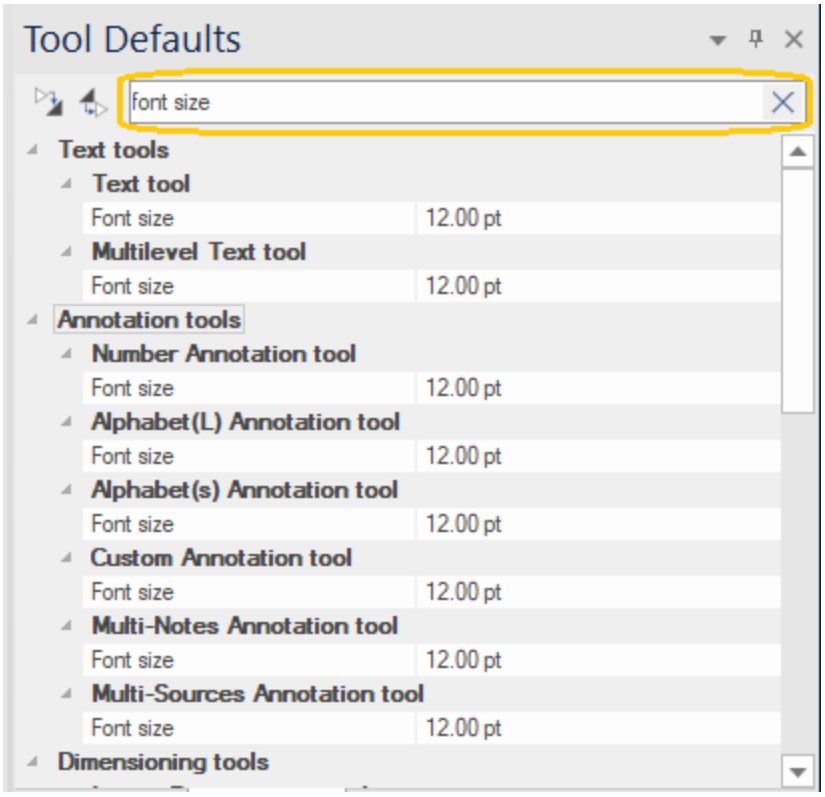
When this is not selected, clicking another position in the Page Layout area after typing will exit Text edit mode, and the **Selection** tool will be automatically selected.

To Expand or Collapse All Categories and Sections

- Click the  icon to expand.
- Click the  icon to collapse.

To Show Specific Properties Only

- Type a keyword in the Search field.



- Click the **X** icon to clear the search and show all properties.

Chapter 14: Shortcuts

Keyboard Shortcuts


Some keyboard shortcuts may be taken by some application residing in your system. In that case, those keyboard shortcuts won't work on your system.


Keyboard shortcuts can be also indicated in the tooltips and the context menus.

Function	Keyboard Shortcut
Select All	Ctrl + A
Combine - Add	Ctrl + Shift + A
Font Style - Bold	Ctrl + B
Cut	Ctrl + X Shift + Delete
Copy	Ctrl + C Ctrl + Insert
Paste	Ctrl + V Shift + Insert
Paste in Place	Ctrl + Shift + V
Ink/Outline Selection tool	Ctrl + Shift + C
Duplicate	Ctrl + D
Edit as Path	Ctrl + E
Find/Replace	Ctrl + F
Group	Ctrl + G
Ungroup	Ctrl + Shift + G
Hide Selection	Ctrl + H
Show All Hidden Objects	Ctrl + Shift + H

Font Style - Italic	Ctrl + I
Invert Selection	Ctrl + Shift + I
Smart Backward	Ctrl + J
Smart Forward	Ctrl + Shift + J
Convert to Paths	Ctrl + K
Convert to Beziers	Ctrl + Shift + K
Lock	Ctrl + L
Unlock	Ctrl + Shift + L
Zoom tool	Ctrl + M
Zoom dialog box	Ctrl + Shift + M
Open	Ctrl + O
New	Ctrl + N
Combine - Outline	Ctrl + Shift + O
Print	Ctrl + P
Select tool	Ctrl + Q
Rotate Right 90	Ctrl + R
Rotate Left 90	Ctrl + Shift + R
Save	Ctrl + S
Save As	Ctrl + Shift + S
Text tool	Ctrl + T
Show/Hide Text Boxes	Ctrl + Shift + T
Hyperlink Option dialog box (With object selected)	Ctrl + U
Remove Hyperlink	Ctrl + Shift + U
Flip Vertical	Ctrl + W
Flip Horizontal	Ctrl + Shift + W

Camera tool	Ctrl + Y + –
Zoom In	Ctrl + =
Zoom Out	Ctrl + -
Render Page with Options	Ctrl + Shift + Y
Undo	Ctrl + Z Alt + Backspace
Redo	Ctrl + Shift + Z
Font Size - Increase	Ctrl + [
Font Size - Decrease	Ctrl +]
Open Online Help	F1
Show/Hide Symbols pane	Shift + F1
Show/Hide Flow Controls	F2
Insert Image	Shift + F2
Fit to Window	F3
Show/Hide Smart Snaps	F4
Insert Vector Drawing	Shift + F4
Refresh	F5
Append	Shift + F5
Save as Symbol (With object selected)	F6
Snap to Grid On/Off	F7
Show/Hide Grid	Shift + F7
Snap to Guides On/Off	F8
Show/Hide Guides	Shift + F8
Smart Mouse On/Off	F9
Smart Mouse dialog box	Shift + F9

Show/Hide Key Tips	F10
Export Image (With object selected)	F11
Set as Default Shape	F12
Show/Hide Markups	Shift + F12