TopDraw Quick Reference Card
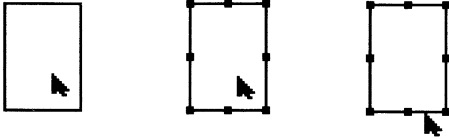
Commands and Keyboard Equivalents

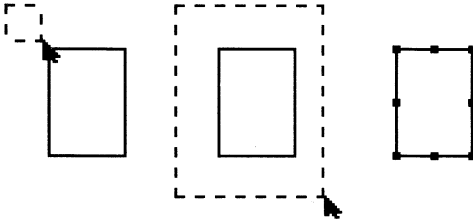| Command	Keyboard Equivalent	Function
■ File Menu		
New		Creates a new, empty document.
Open...	⌘O	Opens an existing document.
Close	⌘K	Closes current document.
Save	⌘S	Saves document with current filename.
Save As...		Saves by specified filename.
Revert		Returns drawing to most recently saved form.
Load Picture		Loads bit-mapped picture.
Choose Printer		Allows user to choose printer.
Page Setup...		Lets user set page preferences.
Print Normal...		Prints in normal scale.
Print Scaled...		Prints in current scale.
Quit	⌘Q	Exits TopDraw.
■ Edit Menu		
Undo	⌘Z	Reverses effects of last operation.
Cut	⌘X	Cuts selected objects to Clipboard.
Copy	⌘C	Puts copy of selected objects on Clipboard.
Paste	⌘V	Pastes Clipboard contents into document.
Clear		Clears selected objects from document.
Duplicate	⌘D	Creates exact copy of selected object(s).
Select All	⌘A	Selects all objects in document.
Edit Polygon Points	⌘E	Allows editing of polygons.
Edit Arc Angles	⌘J	Allows editing of arcs.
Smooth Polygon	⌘(	Smooths selected polygon(s).
Unsmooth Polygon	⌘)	Unsmooths selected polygon(s).
Corner Radius...		Allows editing of corner curvature of rectangles.
Line Size...		Allows creation of custom line sizes.
■ View Menu		
Set View	⌘Y	Lets user specify custom view scale.
Reduce to Fit	⌘F	Reduces view of document to fit in document window.
Reduce	⌘<	Reduces view scale by a factor of two.
Normal Scale	⌘N	Returns view scale to default setting.
Enlarge	⌘>	Enlarges view scale by a factor of two.
Maximum Enlargement	⌘M	Increases view to maximum enlargement.
Document Size...		Lets user set number of pages in document.
■ Arrange Menu		
Bring to Front	⌘+	Moves selected object(s) in front of all other objects.
Send to Back	⌘-	Moves selected object(s) behind all other objects.
Shuffle Up	⌘↑	Moves selected object(s) up an object level.
Shuffle Down	⌘↓	Moves selected object(s) down one level.

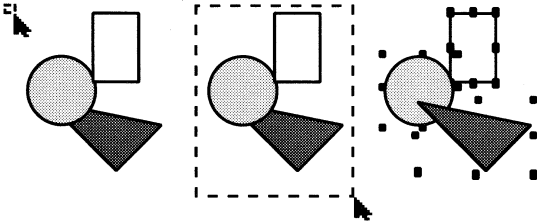| Command	Keyboard Equivalent	Function
■ Arrange Menu (continued)		
Rotate Left	⌘←	Rotates selected object(s) 90° to the left.
Rotate Right	⌘→	Rotates selected object(s) 90° to the right.
Flip Horizontal	⌘H	Flips selected object(s) to horizontal mirror image.
Flip Vertical	⌘I	Flips selected object(s) to vertical mirror image.
Group	⌘G	Binds selected objects into one object.
Ungroup	⌘U	Removes effects of Group command.
Lock	⌘[	Binds selected object(s) to drawing surface.
Unlock	⌘]	Removes effect of Lock command.
Align to Grid	⌘*	Aligns selected object(s) to current grid.
Align Objects...	⌘@	Aligns selected object(s) to each other.
■ Options Menu		
Edit Colors...		Lets user edit screen colors.
Edit Patterns...		Allows user to edit current patterns.
Edit Rulers...		Allows user to edit current rulers.
Show Rulers	⌘R	Displays rulers in document window.
Hide Rulers	⌘R	Removes rulers from document window.
Show Ruler Lines		Displays rulers lines in document.
Hide Ruler Lines		Removes ruler lines from document.
Show Page Breaks		Displays page breaks in document.
Hide Page Breaks		Removes page breaks from document.
Show Dimensions	⌘"	Displays object dimensions as they're drawn.
Hide Dimensions	⌘"	Turns off object dimension display.
Show Document Info	⌘?	Displays document information.
Hide Document Info	⌘?	Turns off document information display.
Turn Grid On	⌘#	Turns on invisible grid.
Turn Grid Off	⌘#	Turns off invisible grid.
Enable Auto Select		Leaves objects selected after they're created. Changes tool to arrow tool.
Disable Auto Select		Turns off auto select. Leaves current tool selected.
Restore Defaults		Restores option settings to default values.
Save Defaults		Allows user to save current settings as program defaults.
■ Windows Menu		
Show Tools	⌘T	Displays tool palette if it's hidden.
Hide Tools	⌘T	Hides tool palette if it's displayed.
Show Lines	⌘L	Displays line palette if it's hidden.
Hide Lines	⌘L	Hides line palette if it's displayed.
Show Patterns	⌘P	Displays pattern palette if it's hidden.
Hide Patterns	⌘P	Hides pattern palette if it's displayed.
Clean Up Windows	⌘W	Restores palettes to their default locations on the screen.

Selecting Objects

To select an object, click anywhere inside the object or anywhere on its border. If an object has None as its fill pattern (no fill pattern), click on its border.
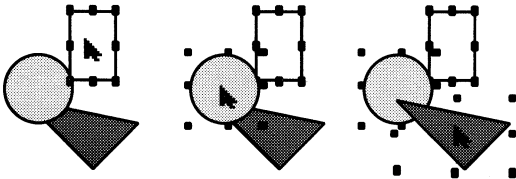

You can also select an object by drawing a **selection box** around the object to be selected. Click above or below the object, and hold down the mouse button as you drag the pointer over the object until it's surrounded by the selection box. Release the mouse button.

To select a group of objects, draw a **selection box** around the objects to be selected. Click above or below the objects, and hold down the mouse button as you drag the pointer over the objects until they're surrounded by the selection box. Release the mouse button.

You can also select a group of objects by holding down the *shift* key and clicking on each object that you want to select.

TopDraw Palettes

Tool Palette

The **arrow pointer tool** lets you select, reshape, and drag objects.

The **horizontal/vertical line tool** lets you create lines parallel to the horizontal and vertical edges of the document window.

The **rectangle tool** lets you create rectangular objects (hold down *shift* to draw squares).

The **oval tool** lets you create round objects (hold down *shift* to draw circles).

The **polygon tool** lets you create polygons (hold down *shift* to constrain the lines of the polygon to 45° or 90°).
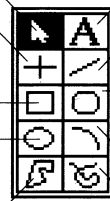
The **text tool** lets you place text in documents by creating text objects.

The **line tool** lets you draw straight lines at any angle (hold down *shift* to constrain lines to 45° or 90°).

The **rounded rectangle tool** lets you create rectangular objects with rounded corners (hold down *shift* to draw rounded squares).

The **arc tool** lets you create arcs (hold down *shift* to draw 90° arcs).

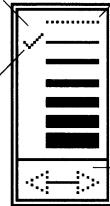The **freehand shape tool** lets you create free-form objects.

Line Palette

You can select different **line sizes** for lines and for the borders of other objects by clicking on one of the lines in the line palette.

The **check mark** appears beside the currently selected line size.

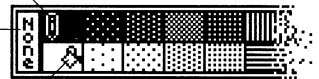Clicking the dotted line will produce invisible lines and object borders.

The **arrowhead selection box** lets you add arrowheads to lines and to the lines of any open object.

Pattern Palette

To choose a line pattern, drag the **pen icon** to the desired pattern OR click on the left side of the desired pattern.

Click **None** to create objects with no fill pattern.

To choose a fill pattern, drag the **paint bucket icon** to the desired pattern OR click on the right side of the desired pattern.