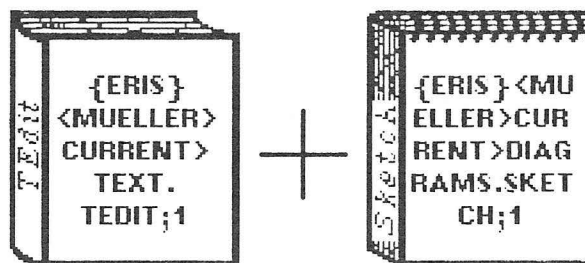


5. USING SKETCH WITH TEDIT

This chapter tells you how to use sketches to illustrate documents created with TEdit. For complete instructions on using TEdit, see the *User's Guide to TEdit* in this manual.



Putting Sketches into Documents

Finished sketches can be inserted into TEdit documents using the following methods.

- SHIFT-selection
- COPY key
- SHIFT-Snap

These are explained below. The first two methods are essentially the same using different keyboard keys to perform the same procedure.

Using SHIFT-Selection

1. Put the caret where you want the Sketch to appear in your document.
2. Press the SHIFT key and with the cursor in the Sketch window, press the left mouse button. The control points of your sketch will appear and the Sketch prompt region will display the message "Select items to COPY."
3. Select the control points until they become darkened, then release both the SHIFT key and the left mouse button. The sketch (or bitmap) will be placed in your document.

Using the COPY Key

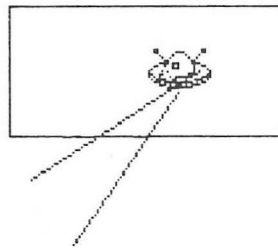
1. Put the flashing caret where you want the Sketch to appear in your document.
2. Press the COPY key and with the cursor in the Sketch window, press the left mouse button. The control points of your sketch will appear and the Sketch prompt region will display the message "Select items to COPY."

3. Select the control points until they become highlighted, then release both the COPY key and the left mouse button. The sketch (or bitmap) will be placed in your document.

Using SHIFT-Snap

This is similar to the method described in Chapter 6, Using Bitmaps in Sketches. It is particularly useful if you wish to insert a region that combines sketch elements with bitmaps.

1. Put the flashing caret where you want the Sketch to appear in your document.
2. Press the SHIFT key, and with the cursor in the screen background (not in any window), press the right mouse button. A small rectangle containing the word SNAP will appear.
3. Select the SNAP rectangle until it is highlighted, then sweep out a region of your Sketch window. When you release the SHIFT key, everything within that region will be inserted into your document. The figure below was placed in this file using the SHIFT-Snap method.



Because it contains a combination of sketch elements and a bitmap, applying the **Group** command made it easier to select for insertion. Using **Group** gives one control point to the entire figure.

Formatting Sketches in Documents

You can apply the same looks to a sketch that you would to plain TEdit text. Before you do any formatting, be sure you are thoroughly familiar with using TEdit's Paragraph Looks menu as described in *A User's Guide to TEdit*.

Changing the Size of a Sketch

Open a Sketch window onto the sketch by using the procedure described above. Reshape the Sketch window to the desired size and shape. Close the Sketch window. The sketch size will be changed to the new sketch window size. It's easier to obtain a particular shape by closing the sketch command menu first. That way, the prompted-for shape will not include the menu.

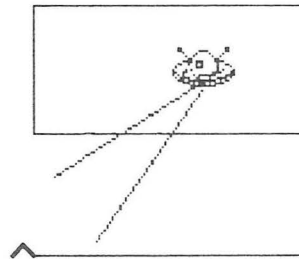
Centering a Sketch

The easiest way to center a sketch in a document is to put it in a paragraph by itself (i.e., put a carriage return immediately preceding and immediately following the sketch), and then use the TEdit Paragraph Looks menu's **Centered** command. You can also apply paragraph leading to leave white space in front of the sketch.

Paginating Sketches

Occasionally, you might wish to move a sketch to the next page of your document. You can do this by using the TEdit Paragraph Looks menu just as you would when paginating text. The following instructions tell you how to use TEdit to paginate a sketch.

1. Put the cursor into the title bar of the TEdit window and select the Expanded Menu followed by the Paragraph Formatting subcommand. This will attach the Paragraph Looks menu to the top of your TEdit window.
2. Select the sketch by placing the mouse cursor at the base of the sketch and pressing the left mouse button. When the sketch is selected, a line will appear at its base with the flashing caret as shown below.



If you place the cursor over the body of the sketch, you'll merely invoke the **Edit sketch** pop-up menu. To recover, move the cursor outside the TEdit window, and try again.

3. Once the sketch is selected, move the cursor into the Paragraph Looks menu and select **SHOW**. This will cause the current looks to be displayed.
4. When you are confident that the margins and leading characteristics are the ones you want, select **Before** until it becomes highlighted.
5. Then select the **APPLY** command, and a small grey box will appear in the left margin next to the base of the sketch. This indicates that the program will start a new page before it gets to the sketch.