

Working with Objects

Introduction

Whenever you need to enter text, to place pictures or create graphic elements you will need to create objects. Objects may be modified after they are created, their form, position, type, color and other object properties can all be modified.

This chapter will show you how to create and modify objects. Even if you are familiar with other illustration or layout programs we advise you to read this chapter carefully since it will give you in-depth information on the sometimes unique possibilities of Viva products.

The Toolbar

Through the Toolbar you are able to create new or modify existing objects. The following tools are available from the Toolbar:

- Rectangle tool (Text, Picture and Graphic Objects)
- Ellipse tool (Text, Picture and Graphic Objects)
- Polygon tool (Text, Picture and Graphic Objects)
- Line tool
- Orthogonal Line tool
- Multiple line tool

Other objects like for instance Bézier objects or Bézier curves, circular objects etc. can be created through the modification of other objects.

All objects can either be modified interactively or by means of the available menu or keyboard commands. How this is done is described in the following sections.

Creating objects

To create an object, select the appropriate **Object Tool** from the **Toolbar**. We see a difference between closed objects (rectangle, oval or polygon) and line objects as well as between original and **Alias** objects. To learn how to create and work with Alias objects, please refer to the section **Working with Alias Objects**.

Objects can be created on the document page or on the pasteboard beside the page. Objects can also be created over several pages in **Facing Page Mode**.

While creating an object the application gives you feedback about the size and form of the object through a dotted imaginary line, which shows you the object's appearance when you release the mouse button. The **Ruler** and the **Module Palette** also give information about the size and position of the object created.

TIP:

- *Objects that touch the edge of the page should run over between 3 and 5 mm into the clipboard area (**bleed**).*
- *When creating objects, check the information in the Ruler and in the Module Palette.*
- *Refer to the sections **Objects with predefined settings** and **Create Alias Objects**.*

Creating closed objects

To create a rectangle/square, an oval/circle or a polygon, select the appropriate tool from the **Toolbar**.

Create a rectangle or square interactively:

1. Choose a tool for a rectangular object from the **Toolbar**:
 - Choose **Rectangular Graphic Object** to create a rectangular graphic object.
 - Choose **Rectangular Text Object (Type 1)** to create a rectangular text object with text running from left to right.
 - Choose **Rectangular Text Object (Type 2)** to create a rectangular text object with text running from right to left (e.g. for Arabic, Hebrew, etc.).
 - Choose **Rectangular Text Object (Type 3)** to create a rectangular text object with text running from top to bottom (e.g. for Chinese, etc.).
 - Choose **Rectangular Picture Object** to create a rectangular picture object.
2. Click in the document window on the position where the object should be created and hold down the mouse button.
3. Keep the mouse button held down and move the mouse in any direction.
 - Hold down the Shift key as well if you want to create a square.
4. Release the mouse button when the object has the desired size.

As well as the interactive creation of a rectangle or square with the mouse, a rectangle or square may be created automatically. No object should already be selected since it would be modified.

Create a rectangle/square automatically:

1. Choose one of the following options to create a graphic object:
 - Press the shortcut keys **Ctrl + Shift + G** (Windows/Linux) or **Command-Shift + G** (Mac).
 - Select the menu command **Object › Content › Graphic**.
2. Choose one of the following options to create a text object:
 - Press the shortcut keys **Ctrl + Shift + T** (Windows/Linux) or **Command-Shift + T** (Mac).
 - Select the menu command **Object › Content › Text**.
3. Select one of the following options to create a picture object:
 - Press the shortcut keys **Ctrl + Shift + B** (Windows/Linux) or **Command-Shift + B** (Mac).
 - Select the menu command **Object › Content › Picture**.

The object will now be created at the upper left sector of the document page and selected. With an additional option you can modify the radius of the angle.

Create a curved rectangle:

1. Create a rectangle.
2. Select one of the following options:
 - Enter a value in the **Radius** field of the **Frame** section of the **Object Settings** dialog or choose a value from the popup menu.
 - Enter a value in the **Radius** field of the **Module palette** or choose a value from the popup menu

Reference:

*With the rectangle tool you can also create derivative forms such as parallelograms. Please refer to the section **Skew objects**.*

Create an oval/circle interactively:

1. Choose a tool for an oval object from the **Toolbar**:
 - Choose **Oval Graphic Object** to create a oval graphic object.
 - Choose **Oval Text Object (Type 1)** to create a oval text object with text running from left to right.
 - Choose **Oval Text Object (Type 2)** to create a oval text object with text running from right to left (e.g. for Arabic, Hebrew, etc.).
 - Choose **Oval Text Object (Type 3)** to create a oval text object with text running from top to bottom (e.g. for Chinese, etc.).
 - Choose **Oval Picture Object** to create a oval picture object.
2. Click in the document window on the position where the object should be created and hold down the mouse button.
3. Keep the mouse button held down and move the mouse in any direction.
 - Hold down the **Shift** key as well if you want to create a circle.

4. Release the mouse button when the object has the desired size.

Reference:

*With the oval tool you can also create derivative forms such as half circles. Please refer to the section **Delete handles**.*

Create a polygon:

1. Choose a tool for an polygon object from the Toolbar:
 - Choose **Polygonal Graphic Object** to create a polygonal graphic object.
 - Choose **Polygonal Text Object (Type 1)** to create a polygonal text object with text running from left to right.
 - Choose **Polygonal Text Object (Type 2)** to create a polygonal text object with text running from right to left (e.g. for Arabic, Hebrew, etc.).
 - Choose **Polygonal Text Object (Type 3)** to create a polygonal text object with text running from top to bottom (e.g. for Chinese, etc.).
 - Choose **Polygonal Picture Object** to create a polygonal picture object.
2. Click in the document window on the position where the object should be created and hold down the mouse button.
3. Keep the mouse button held down and move the mouse in any direction.
 - Hold down the **Shift** key as well if you want to draw a line segment at an angle of 0 (zero) or 90 degrees.
4. Click the mouse button once to complete a line segment and move the graphic object pointer in any direction to create the next line segment.
5. Repeat this for every line segment.
6. Double-click to complete and close the drawing process. The line segments will be connected automatically.

Reference:

*With the **Polygon** tool you can also create **Bézier** objects.*

Create line objects

The program makes three tools available to you which allow you to draw lines. The application differs between the tools for drawing a

- straight line with any angle,
- an orthogonal straight line and
- a multiple line consisting of several line segments.

Create a simple straight line:

1. Select the **Line** tool from the Toolbar.
2. Click on the document page in the document window and hold down the mouse button.
3. Move the mouse in any direction while holding down the mouse button.

- Hold down the **Shift** key to draw an orthogonal straight line with an angle of 0 (zero), 45 or 90 degrees.
4. Release the mouse button when your line is of the required length.

Create an orthogonal line:

1. Choose the **Orthogonal Line** tool from the Toolbar.
2. Click on the document page in the document window and hold down the mouse button.
3. Move the mouse in any direction while holding down the mouse button. The orthogonal line follows the horizontal or vertical position of the mouse pointer. The orthogonal line will however change its direction by 45 degrees when the angle between the line and the mouse pointer is greater than 22,5 degrees.
 - Hold down the **Shift** key to draw a straight line with any angle.
4. Release the mouse button when your line is of the required length.

TIP:

To make an angled line from an orthogonal line and vice versa, hold down the Shift key when editing or drawing.

Create a multiple line:

1. Choose the **Multiple Line** tool from the Toolbar.
2. Click the mouse pointer in the document window on the position where the object should be displayed and hold down the mouse button.
3. Move the mouse in any direction while holding down the mouse button.
 - Hold down the **Shift** key when a line segment with an angle of 0 (zero) or 90 degrees should be drawn.
4. Click the mouse button once to complete a line segment and move the mouse pointer in any direction to create the next line segment.
5. Repeat this for every additional line segment.
6. Double-click to complete and close the drawing process.

Summary Creating Objects

- Rectangles are created with a Rectangle tool in the Toolbar. By holding down the Shift key a square will be created.
- To create a rectangle automatically, select the appropriate object type in the Object menu or use the corresponding shortcut keys:
 - Graphic object: **Ctrl + Shift + G** (Windows/Linux) or **Command + Shift + G** (Mac)
 - Text object: **Ctrl + Shift + T** (Windows/Linux) or **Command + Shift + T** (Mac)
 - Picture object: **Ctrl + Shift + B** (Windows/Linux) or **Command + Shift + B** (Mac)
- Make sure no object is already selected before using the command.
- Rectangles with rounded corners can be created with the help of the Radius option in the Module palette or the Object Settings dialog.
- Ellipses/Ovals are created with an Oval tool in the Toolbar. Holding down the Shift key while drawing automatically creates circles.
- Simple straight lines are created through the Line tool in the Tool-bar. Holding down the Shift key while drawing automatically creates vertical or horizontal orthogonal lines.
- Orthogonal lines are drawn through the Orthogonal Line tool in the Toolbar. Holding down the Shift key while drawing automatically creates diagonal lines.
- Multiple lines are drawn through the Multiple Line tool in the Tool-bar. Holding down the Shift key while drawing automatically creates only horizontal or vertical line segments. A double-click completes the creation of a multiple line.
- Polygons are drawn through the Polygon tool in the Toolbar. Holding down the Shift key while drawing automatically creates only horizontal or vertical line segments. A double-click completes the creation of a polygon and the first and last line segments will be connected.
- Open curves are created by converting multiple lines. Position the mouse pointer on the sizing handle of a multiple line and hold the Ctrl key (Windows/Linux/Mac) and the mouse button down, stretch the handle by moving the mouse. The corresponding mouse pointer will be displayed.
- Closed curves are created by converting a polygon. Position the mouse pointer on a sizing handle of the polygon and hold the Ctrl key (Windows/Linux/Mac) and the mouse button down, stretch the handle by moving the mouse. The corresponding mouse pointer will be displayed.
- A newly created object will have the same graphic properties as a previously created object if the previously created object is selected before the appropriate object tool is activated in the Toolbar.
- One or more Alias objects can be created from any original object.
- One or more Alias objects can also be created from any Alias object.

Selecting objects

As soon as the mouse pointer is positioned on top of a graphic object or its frame the **Object pointer** is displayed. This mouse pointer shows you that the object can be selected by means of a mouse-click. The same is true if you move the mouse pointer to the frame of a text or picture object, and here there is an additional feature: As soon as you move the mouse over the **surface** of a text or picture object, the mouse pointer will change into an I-beam (text) or grabber hand (picture), while a gray selection button appears in the middle of the object. If you move the mouse over the button, the mouse pointer will change into the **Object pointer**.

After the mouse-click the **selection handles** are shown. The term selection handles describes the **sizing handles** and control handles of an object. Lines and polygons have selection handles at every corner point. Ellipses/ovals and rectangles always have eight selection points. As well as the display of the selection handles, the attributes applied to the object appear in the **Object Palette (Module Palette in Object mode)**. If the Object Palette is visible, its co-ordinates are displayed.

Select objects with a mouse-click:

1. Choose one of the following options:
 - Position the mouse pointer on a closed graphic object or a line.
 - Position the mouse pointer on the object frame of a picture or text object.
 - Position the mouse pointer on the picture or text object and hold down the **Ctrl** key (Windows/Linux) or the **Command** key (Mac).
 - Position the mouse pointer on the gray selection button in the middle of the picture or text object.
2. Click the mouse button as soon as the **Object pointer** is shown.
3. To select several objects, repeat points 1 and 2 while holding down the Shift key.
4. To select a hidden object that is completely covered by other objects, hold down the keys **Ctrl + Alt + Windows + Shift** (Windows/Linux) or **Ctrl + Alt + Command + Shift** (Mac) and click the mouse button repeatedly until the required object is selected. This procedure may be repeated as often as you like. All objects whose surface is under the mouse pointer position will be found.

Objects can also be selected by dragging an imaginary rectangle over them.

Select objects through dragging:

1. Position the mouse pointer somewhere on the page where there is no object.
2. Hold down the mouse button and drag the selection rectangle in the direction of the objects you want to select.
3. Release the mouse button when the selection rectangle covers all the objects you wanted to select.

Select all objects:

Choose one of the following options:

- Select the menu command **Edit > Select All** from the menu.
- Press the shortcut keys **Ctrl + A** (Windows/Linux) or **Command + A** (Mac).

In single page mode all objects on the page and on the pasteboard area will be selected. In facing page mode, all the objects on the left and right hand page and also on the pasteboard area will be selected.

REFERENCE:

*The program offers the possibility of steering the selection of certain objects (e.g. Guide objects, Alias objects, etc.). If one or more objects cannot be selected, please refer to the sections **Working with Guide Objects** and **Working with Alias Objects**.*

The program offers several possibilities for deselecting an object:

Deselect all selected objects:

Choose one of the following options:

- Position the mouse pointer somewhere on the page where there is no object and click the mouse button.
- Hold down the **Shift** key and click the frame of the object to be deselected or use the dragging method.
- Hold down the **Shift** key and click the gray selection button in the middle of a picture or text object.
- Select another object.

Summary Selecting objects

- Objects are selected through the Object pointer.
- In Single Page Mode, only objects on the current page and the Pasteboard area are selectable.
- In Facing Page Mode all objects on both left and right hand pages as well as on the Pasteboard area are selectable.
- All objects on the current page can be selected with the command **Edit > Select All** or with the shortcut keys **Ctrl + A** (Windows/Linux) or **Command + A** (Mac).
- When the mouse pointer is over a text or picture object the **Ctrl key** (Windows/Linux) or **Command key** (Mac) must be pressed to select the object if you do not want to position the mouse pointer exactly on the frames of these objects.
- Selection handles of original objects are filled blue square points (sizing handles) and round points (control handles).
- Selection handles of Alias objects are filled light blue points and their control handles are filled light blue round points.
- Multiple objects can be selected by dragging the selection rectangle in the direction of the objects you want to select. or by holding down the the key and clicking each object with the mouse. If the objects are text or picture objects, then the **Ctrl key** (Windows/Linux) or **Command key** (Mac) must also be held down.
- To select hidden objects, the **Ctrl + Alt + Windows-Shift** (Windows/Linux) or **Ctrl + Option + Command + Shift** (Mac) shortcut keys and the mouse button must be pressed until the selection handles of the object are shown.

Positioning objects

The program provides many options for the positioning of objects. You can move, align or distribute objects.

Move objects

In selecting objects you have already met the graphic mouse pointer whose arrowheads point in all four directions. This pointer is also used for moving objects.

Move object with the mouse:

1. Select one or more objects.
2. Hold down the mouse button AND the **Ctrl** key (Windows/Linux) or the **Command** key (Mac) and move the mouse in the preferred direction.
 - While moving the objects with the mouse, hold down the **Shift** key to move the objects only horizontally or vertically.

When the Object palette is active the current position of the object is shown exactly as soon as you release the mouse button.

Move/nudge object with the keyboard:

1. Select one or more objects.
2. Use the **arrow nudge keys** on the keyboard to move or nudge objects one screen pixel at a time in the appropriate zoom factor:
 - Press the **Nudge-Right** key or the **Nudge-Left** key to move/nudge objects horizontally.
 - Press the **Nudge-Up** key or the **Nudge-Down** key to move/nudge objects vertically.

During object dragging the outer dimension of the object is shown. You can now move the object around on the current page or to other pages. When the ruler is active the position of the active object is indicated by means of unconnected lines in the ruler display area, so that a relatively exact positioning is possible.

When the Object palette is active the current position of the object is shown exactly.

Apart from the interactive positioning of objects it is also possible to do this in a precise manner through various commands. We will differentiate between absolute and relative positioning.

- Absolute positioning means the selected objects are moved to a specific position. The application offers you two ways to do this : through the **Object Settings** dialog or through the Object palette.
- Relative moving means the selected objects will be moved with a specified factor.

Move objects with the Module palette:

1. Select one or more objects.
2. Enter the required co-ordinates in the entry field **X** or **Y** of the **Module palette**:
 - Replace the values in the entry fields to position the objects absolutely.

- Enter a factor (e.g. +10) to move the objects relatively. Positive values move the objects to the right or downwards. Negative values move the objects to the left or upwards.
3. As an extra option you can select the reference point for the X and Y co-ordinates. The default reference point is **Top Left**. The default reference point for lines and orthogonal lines is **Start**.

Move objects with the Object Settings dialog:

1. Select one or more objects.
2. Choose one of the following options:
 - Double-click one of the selected objects (graphic objects).
 - Double-click the frame of one of the selected text or picture objects.
 - Double-click the gray selection button in the middle of one of the selected text or picture objects.
 - Press the shortcut keys **Ctrl + M** (Windows/Linux) or **Command + M** (Mac).
 - Choose the menu command **Object > General**.
 - Choose the command **General** in the Context menu with the mouse over the frame or the gray selection button in the middle of one of the selected text or picture objects, or over the frame **or** surface of a selected graphic object .
3. Enter the required co-ordinates in the fields **Horizontal Offset** and/or **Vertical Offset** for closed objects:
 - Replace the values in the entry fields to position the objects absolutely.
 - Enter a factor (e.g. +10) to move the objects relatively, providing they all have the same co-ordinates. Positive values move the objects to the right or downwards. Negative values move the objects to the left or upwards.
4. Click **OK** to close the dialog

Changing object hierarchy

Objects are assigned to a certain layer in the order in which they are created. This can be shown by the fact that a newly created object will be drawn on top of the other object. In practice it will seldom happen as you will create objects in exactly the same sequence you will use them later.

The commands **Send to Front**, **Send Forward**, **Send Backward** and **Send to Back** in the **Object** menu and in the Context menu for Objects as well as their shortcuts allow you to lay objects over or under one another in any sequence.

Change object hierarchy:

1. Select one or more objects.
2. Choose one of the following options to bring the selected objects in the hierarchy to the front:

- Press the shortcut keys **Ctrl + Plus** (Windows/Linux) or **Command + Plus** (Mac).
 - Choose the menu command **Object > Send to Front**.
 - Choose the command **Send to Front** in the Context menu.
3. Choose one of the following options to send the selected objects in the hierarchy to the back:
- Press the shortcut keys **Ctrl + Minus** (Windows/Linux) or **Command + Minus** (Mac).
 - Choose the menu command **Object > Send to Back**.
 - Choose the command **Send to Back** in the Context menu.
4. Choose one of the following options to send the selected objects in the hierarchy one level forward:
- Press the shortcut keys **Ctrl + Alt + Plus** (Windows/Linux) or **Command + Alt + Plus** (Mac).
 - Choose the menu command **Object > Send Forward**.
 - Choose the command **Send Forward** in the Context menu.
5. Choose one of the following options to send the selected objects in the hierarchy one level backwards:
- Press the shortcut keys **Ctrl + Alt + Minus** (Windows/Linux) or **Command + Alt + Minus** (Mac).
 - Choose the menu command **Object > Send Backward**.
 - Choose the command **Send Backward** in the Context menu.

Object alignment

Another option to change the position of objects is through the **Alignment** command. This is especially useful if several objects have to be positioned in a certain way relative to another.

Align objects with menu commands:

1. Select at least two objects.
2. Choose one of the following options:
 - Select the menu command **Object > Alignment**.
 - Select the command **Alignment** in the Context menu.
3. Choose a corresponding option from the popup menu:
 - Choose the command **Left Edge** to align all selected objects on the left edge of the selected object whose left edge is furthest to the left.
 - Choose the command **Center horizontally** to center all selected objects on the horizontal center axis of the object selection.
 - Choose the command **Right Edge** to align all selected objects on the right edge of the selected object whose right edge is furthest to the right.
 - Choose the command **Center** to align all selected objects on both the horizontal and vertical center axes of the object selection.

- Choose the command **Top Edge** to align all selected objects on the top edge of the selected object whose top edge is the furthest up the page.
- Choose the command **Center vertically** to center all selected objects on the vertical center axis of the object selection.
- Choose the command **Bottom Edge** to align all selected objects on the bottom edge of the selected object whose bottom edge is the furthest down the page.

You can also align Objects with the menu command **Align/Distribute**. The dialog displays a preview of how the selected objects will be aligned.

Align objects with the Align/Distribute dialog:

1. Select at least two objects.
2. Choose one of the following options:
 - Press the shortcut keys **Ctrl + Comma** (Windows/Linux) or **Command + Comma** (Mac).
 - Select the menu command **Object > Alignment > Align/Distribute**.
 - Select the command **Alignment > Align/Distribute** in the Context menu.
3. Choose one or more of the following options:
 - Choose the option **Horizontal** and **Spacing** as well as the option **Left Edge** in the popup menu **Between** to align all selected objects on the left edge of the selected object whose left edge is furthest to the left.
 - Choose the option **Horizontal** and **Spacing** as well as the option **Center** in the popup menu **Between** to center all selected objects on the horizontal center axis of the object selection.
 - Choose the option **Horizontal** and **Spacing** as well as the option **Right Edge** in the popup menu **Between** to align all selected objects on the right edge of the selected object whose right edge is furthest to the right.
 - Choose the option **Vertical** and **Spacing** as well as the option **Top Edge** in the popup menu **Between** to align all selected objects on the top edge of the selected object whose top edge is the furthest up the page.
 - Choose the option **Vertical** and **Spacing** as well as the option **Center** in the popup menu **Between** to center all selected objects on the horizontal center axis of the object selection.
 - Choose the option **Vertical** and **Spacing** as well as the option **Bottom Edge** in the popup menu **Between** to align all selected objects on the bottom edge of the selected object whose bottom edge is the furthest up the page.
4. Click **OK** to close the dialog.

Several objects selected together may also be aligned using the Object palette or the Object Settings.

Align objects with the Module palette:

1. Select at least two objects.
2. Enter appropriate values in the Module Palette:
 - Enter a value in the entry field **X** to align the selected objects horizontally. If a left reference point is selected in the Module Palette, the objects will be aligned left on this point. If a right reference point is selected, objects will be aligned right on this point. If a center point is selected in the Module Palette, the objects will be centered horizontally on this point.
 - Enter a value in the entry field **Y** to align the selected objects vertically. If a top reference point is selected in the Module Palette, the objects will be top aligned on this point. If a bottom reference point is selected, objects will be bottom aligned on this point. If a center point is selected in the Module Palette, the objects will be centered vertically on this point.

Align objects with the Object Settings dialog:

1. Select at least two objects.
2. Choose one of the following options:

Double-click the selected objects and at the same time hold down the **Ctrl key** (Windows/Linux) or the **Command key** (Mac), when among the selected objects is a text object or a picture object.

- Press the shortcut keys **Ctrl + M** (Windows/Linux) or **Command + M** (Mac).
 - Choose the menu command **Object > General**
 - Choose the command General in the Context menu. Hold down the **Ctrl key** (Windows/Linux) or the **Command key** (Mac), when among the selected objects is a text object or a picture object.
3. Select one or more of the following options:
 - Enter a value in the entry field **Horizontal Offset** to align the selected objects horizontally.
 - Enter a value in the entry field **Vertical Offset** to align the selected objects vertically.
 4. Click **OK** to close the dialog.

Rotate and Mirror

The commands **Rotate** and **Mirror** allow modification of objects and their position.

Rotate and **Mirror** are two related commands. While a rotation is only specified through its rotation angle, the mirroring function will additionally also set the **Mirror** property. For this reason the two functions will be explained here together. As in the case of the positioning of objects the application differentiates between interactive versus precise and absolute versus relative rotation and mirroring.

Through the **Rotate** tool and the **Mirror** tool in the Toolbar objects can be rotated and mirrored interactively.

To rotate or mirror an object in a precise way the application allows you to enter precise values in the Object Settings dialog box or the Object palette.

Rotate or mirror an object Interactively:

1. Select an object.
2. Choose a tool from the **Toolbar**:
 - Select the **Rotate** tool. The **Rotate** pointer will appear.
 - Select the **Mirror** tool. The **Mirror** pointer will appear.
3. Do one of the following:
 - Click the **Rotate** pointer near the object, hold down the mouse button, and move the mouse along the preferred rotation angle. The point at which you click is the rotation point, so it is advisable to click as near as possible to one of the object selection points. The application will show you the original and current angle of rotation interactively. By lengthening the rotation axis you will get a more precise preview. Release the mouse button to confirm the setting. The **Rotation Angle** will be displaced in the **Module palette** with an accuracy of three decimal places.
 - Click the **Mirror** pointer near the horizontal object axis (top, middle or bottom) on which the mirroring should take place. The object is mirrored horizontally, which means that the top is now the bottom. For a “vertical” mirroring, you now need to rotate the object by 180 degrees.

*Please note that if you apply the **Mirror** tool again, the mirroring of the object will be undone. If you wish to change the rotation angle interactively with the help of the mouse but still wish to retain the mirroring, the **Rotate** tool must be used.*

Rotate/Mirror object precisely with Object Settings:

1. Select an object.
2. Select one of the following options:
 - Press the shortcut keys **Ctrl + M** (Windows/Linux) or **Command + M** (Mac).
 - Select the menu command **Object > General**.
 - Select the command **Object > General** in the Context menu.
3. In the **Rotation Angle** entry field enter a value between + 360 or - 360 degrees to rotate the object.
4. Select the **Mirrored** option if the object is to be mirrored along its horizontal axis.
 - If you want the object to be mirrored and rotated at the same time select the **Mirrored** option and enter a **Rotation Angle**.
5. Click **OK** to close the dialog.

Rotate and mirror objects precisely with the palette:

1. Select an object.
2. Set the **Reference Point** of the object to **Center**.

3. Click the **Rotate** entry field in the **Object palette** and enter a value in the range between -360 and +360 degrees.
4. Click the checkbox **Mirrored** to mirror the object horizontally.
5. Confirm by pressing the **Tab**, **Return** or **Enter** key.

Through the commands described an absolute rotation angle has been set for an object.

Skew objects

Another option to modify the position of an object is through the **Skew Angle** setting. Either a positive or negative angle may be entered in this entry field. Modification of the Skew Angle will transform the object. This can be applied to all closed objects.

If the Skew Angle is specified for text or picture objects the content of these objects will also be transformed. Please note that there are additional options for skewing text passages and images, which will be described in the appropriate chapters and which take a cumulative effect.

Skew Object with Module Palette:

1. Select an object.
2. Enter a value in the **Skew Angle** data entry field. Values between +1 and +75 give a skew to the left, values between -1 and -75 give a skew to the right.
 - You can click the **arrow buttons** to increase or decrease the angle by one degree at a time. Hold down the mouse button to scroll through the settings.

Skew Object with Object Settings dialog:

1. Select an object.
2. Choose one of the following options:
 - Double-click the selected object.
 - Press the shortcut keys **Ctrl + M** (Windows/Linux) or **Command + M** (Mac).
 - Select the menu command **Object > General**.
 - Select the command **General** in the Context menu.
3. Enter a value in the **Skew Angle** data entry field. Values between +1 and +75 give a skew to the left, values between -1 and -75 give a skew to the right.
4. Click **OK** to close the dialog.

As well as original objects, Alias objects may also be rotated and skewed.

Basic commands

Delete objects

Selected objects can be deleted by using the **Delete** command.

Delete objects:

1. Select one or more objects.
2. Choose one of the following options:
 - Press the **Del** key.
 - Press the **Backspace** key.
 - Choose the menu command **Edit > Delete**.

Tip:

If an original object is deleted that possesses Alias Objects that are not selected, a warning will appear that allows the user to cancel his command. Please refer to the section **Working with Alias Objects**.

Reference:

Section Pasting objects

Section Undo

Section Working with Alias Objects

Cut objects

Cutting objects is similar in its function to deleting objects. Objects which are cut disappear, but they are copied to the clipboard and reappear again with the command **Paste**.

Cut objects:

1. Select one or several objects.
2. Choose one of the following options:
 - Press the shortcut keys **Ctrl + X** (Windows/Linux) or **Command + X** (Mac).
 - Choose the menu command **Edit > Cut**.
 - Choose the command **Cut** in the Context menu.

Tip:

When an object which has connected Alias objects is cut, a dialog will prompt you to confirm or cancel the operation. Please refer to the section **Working with Alias Objects**.

Reference:

Pasting Objects

Working with Alias Objects

Copy objects

When you need the same object more than once you can create a copy of one or more existing objects. The selected objects are copied to the clipboard, and can be pasted back in the document with the command **Paste**.

Copy objects:

1. Select one or more objects.
2. Choose one of the following options:
 - Press the shortcut keys **Ctrl + C** (Windows/Linux) or **Command + C** (Mac).
 - Choose the menu command **Edit > Copy**.
 - Choose the command **Copy** in the Context menu.

Tip:

When the original object should be copied that has unselected Alias objects a warning dialog will appear prompting the user to reverse his decision. Please see the section [Working with Alias objects](#) for further details.

Reference:

Section **Pasting Objects**

Section **Duplicating Objects**

Section **Working with Alias Objects**

Pasting Objects

When you have cut or copied objects to the clipboard these can be pasted through the **Paste** command.

Paste objects:

1. Select the document page on which the cut or copied objects are to be pasted.
2. Choose one of the following options:
 - Press the shortcut keys **Ctrl + V** (Windows/Linux) or **Command + V** (Mac).
 - Choose the menu command **Edit > Paste**.
 - Choose the command **Paste** in the Context menu.

Tip:

- The paste offset can be specified in the **Preferences** dialog (**Pages & Objects** Tab) through the menu command **Edit > Preferences**.
- When the objects have connected Alias objects these will automatically also be pasted. If there are insufficient pages available in the document to paste the Alias objects to they will only be pasted to the pages which are available in the document.

Reference:

Section **Working with Alias Objects**

Section **Preferences**

Duplicate objects

The **Duplicate** command is similar to the **Copy** command. The main difference is that the **Copy** command makes only one copy of the object, which can be pasted into the document with a predefined offset. The **Duplicate** command allows you to make multiple copies of objects. Objects can also be copied automatically to following pages with this command.

Duplicate objects:

1. Select one or several objects.
2. Choose one of the following options:
 - Press the shortcut keys **Ctrl + D** (Windows/Linux) or **Command + D** (Mac).
 - Select the menu command **Object > Duplicate**.
3. Enter a value in the field **Duplications** in the **Number** section.
4. Enter in the fields **Horizontal Offset** and **Vertical Offset** the offset that should be applied to each duplicate. If you enter the value 0 in both cases, all duplicates will be placed on top of each other.
5. Define the object type:
 - Choose the option **Copy**, if independent duplicates are to be created.
 - Choose the option **Alias**, if dependent duplicates are to be created.
6. Define the page:
 - Choose the option **Current Page**, if the duplicates should be placed on the current page.
 - Choose **Duplicate on Following Page(s)**, if the duplicates are to be placed on following pages, whereby you can choose one of the options **Left Pages**, **Right Pages** or **Left and Right Pages**. In this case one duplicate will be placed on each following page.
7. Select the option **Link to Text Chain** when the original object is a text object and you want the text to flow into the duplicate objects.
8. Click **OK** to close the dialog.

Split objects

Another elegant option to create new objects is through the **Split** command. All object types can be split, whether they are Graphic, Picture or Text objects. However the following objects can not be split : objects which are part of a text chain, locked or protected objects, Alias objects and original objects with connected Alias objects.

Split objects:

1. Select one or more objects.
2. Select one of the following options:
 - Press the shortcut keys **Ctrl + Alt + Shift + T** (Windows/Linux) or **Command + Option + Shift + T** (Mac).
 - Select the menu command **Object > Split**.
3. Enter the number of sections in the fields **Horizontal** and/or **Vertical**. As an option, you can also enter a horizontal and/or a vertical offset in the fields on the right hand side of the dialog.
4. Define the object type in the **Create** section:
 - Select the option **Copy**, if independent duplicates are to be created.

- Select the option **Alias**, if dependent duplicates are to be created. In this case the original object will be located in the top left corner. All other objects are Alias objects derived from it.
5. Select the option **Link to Text Chain** when the original object is a text object and the new objects are to be part of the text chain.
 6. Click **OK** to close the dialog.

Lock objects

With the command **Lock** you prevent the interactive repositioning and resizing of objects (by mistake).

If the mouse pointer is moved over the frame of a locked object the lock pointer will be displayed. The lock pointer for objects, consisting of a lock and an object pointer, shows that the object concerned is locked and therefore cannot be moved.

Lock objects:

1. Select one or more objects.
2. Choose one of the following options:
 - Press the shortcut keys **Ctrl + Shift + L** (Windows/Linux) or **Command + Shift + L** (Mac).
 - Choose the menu command **Object > Lock**.

Unlock objects:

1. Select one or more locked objects.
2. Choose one of the following options:
 - Press the shortcut keys **Ctrl + Alt + Shift + L** (Windows/Linux) or **Command- Option + Shift + L** (Mac).
 - Select the menu command **Object > Unlock**.

TIP:

As well as original objects, it is also possible to lock Alias objects. Please note, however, that the locking of Alias objects is under certain circumstances only of a temporary nature. This is the case when the original object is resized - the Alias object will change accordingly. In this case the locked Alias objects must be unlocked automatically, because the connection between original and Alias Objects is absolute.

Reference:

Section **Paste objects**

Section **Duplicate Objects**

Section **Working with Alias Objects**

Protect objects

With the command **Protection** you prevent the content of certain objects from being altered.

If the mouse pointer is moved over a protected object, the lock pointer will be displayed. The lock pointer for text objects consists of a lock and an I-beam pointer. The lock pointer for picture objects consists of a lock and a grabber pointer. Both show that the content of the object is protected and can therefore not be edited.

Protect objects:

1. Select one or more objects.
2. Choose one of the following options:
 - Press the shortcut keys **Ctrl + Shift + H** (Windows/Linux) or **Command -Shift + H** (Mac).
 - Choose the menu command **Object > Protection**.

Cancel protection:

1. Select one or more protected objects.
2. Choose one of the following options:
 - Press the shortcut keys **Ctrl + Shift + H** (Windows/Linux) or **Command-Shift + H** (Mac).
 - Choose the menu command **Object > Cancel Protection**.

Modifying object properties

Resizing objects interactively

The program provides many options to define the size and form of objects interactively or with the help of palettes and dialogs.

When an object is selected, its selection handles will appear as described in the section **Selecting Objects**. The selection handles show that the object may be modified. The selection handles are displayed in the selection color and are not printed.

Selection handles are either sizing handles or control handles. Rectangles, ovals, polygons, lines and orthogonal lines all have sizing handles that are displayed as a rectangle. Bézier curves and closed Bézier objects also have control handles, which are displayed as points. A sizing handle may have one or two tangents at whose end points control handles are displayed.

To resize an object, position the mouse pointer exactly on one of the sizing handles. The mouse pointer will be positioned exactly on a sizing handle when the sizing pointer is displayed. If you now hold down the mouse button and drag the mouse in the required direction, the object will be resized.

During the resizing operation, you will see the same imaginary frame or the same imaginary line that you already know from the creation of a new object.

Resize/scale rectangle and oval interactively:

1. Create a rectangle or an oval.
2. Change the size and form of the rectangle or oval using the eight sizing handles:
 - Position the mouse pointer on one of the four middle sizing handles if you only want to resize the object's height or width.
 - Position the mouse pointer on one of the four sizing handles at the object corners if you want to resize the object's height and width simultaneously.
3. Hold down the mouse button.
4. Keeping the mouse button held down, move the mouse in any direction.
 - Hold down the **Shift key** as well if you want to resize the object proportionally.
 - Hold down the **Ctrl key** as well as the **Shift key** if you have selected a corner sizing handle and also want to resize the image content proportionally with the picture object.
 - Hold down just the **Ctrl key** if you have selected a corner sizing handle and also want to resize the image content unproportionally with the picture object.
5. Release the mouse button when the object has the desired form and size.

Resize polygons and lines interactively:

1. Create a polygon, a line, an orthogonal line or a multiple line.
2. Position the mouse pointer on a sizing handle and hold down the mouse button.
3. Keeping the mouse button held down, move the mouse in any direction.
 - When resizing a polygon or a multiple line, hold down the **Shift key** if a line segment should be displayed as an orthogonal line.
 - When resizing a line, hold down the **Shift key** if the line should be displayed as an orthogonal line.
 - When resizing an orthogonal line, hold down the **Shift key** if the orthogonal line should be displayed as a line with any angle.
4. Release the mouse button when the object has the desired form and size.

Resize curves and Bézier objects:

1. Create a curve, an orthogonal line or a multiple line.
2. Position the mouse pointer on a sizing handle if the curve is to be resized symmetrically and hold down the mouse button.
3. Position the mouse pointer on a control handle if the curve is to be resized asymmetrically and hold down the mouse button:
 - Keeping the mouse button held down, move the mouse in any direction to lengthen the tangent.
 - When resizing the curve, hold down the **Ctrl key** as well if you want to keep both tangents the same size.

- Keeping the mouse button held down, move the mouse in any direction and hold down the **Shift** and **Ctrl** keys as well to break the tangent.
4. Release the mouse button when the object has the desired form and size.

Delete sizing handles

With multiple lines, polygons, open and closed curves the application allows you to delete one of the object's selection handles. Move the mouse pointer over the sizing handle or control handle which is to be deleted.

The sizing pointer will now appear. If you now press the **Alt + Shift** (Windows/Linux) or the **Option + Shift** shortcut keys (Mac), the sizing pointer will be displayed with a minus sign. Now you can delete the point by clicking the mouse button. When a sizing handle is deleted, its control handles will automatically be deleted with it.

Delete sizing and control handles:

1. Position the mouse on a sizing handle or control handle, hold down the **Alt + Shift** (Windows/Linux) or **Option + Shift** shortcut keys (Mac).
2. When the sizing pointer with the minus sign appears, click the mouse button.

Create a half-circle:

1. Create a circular object.
2. Select the menu command **Object > Form > Convert to Polygon**.
3. Delete the central sizing handle from the bottom edge of the object by holding down the **Alt + Shift** (Windows/Linux) or **Option + Shift** shortcut keys (Mac) and clicking the mouse button.
4. Delete the bottom two control handles from the left and right sides of the object holding down the **Alt + Shift** (Windows/Linux) or **Option + Shift** shortcut keys (Mac) and clicking the mouse button, so that the bottom sizing points of the object left and right only possess one tangent.

Add sizing handles

As well as the deleting of both sizing handles and control handles, the application also allows you to add sizing handles. The new sizing handle will appear on top of the original sizing handle you were modifying and will still have to be positioned.

Add a sizing handle:

1. Select a polygon object.
2. Position the mouse pointer on one of the sizing handles. The sizing pointer will now appear.
3. Hold down the **Alt** key (Windows/Linux) or the **Option** key (Mac). The sizing pointer will be displayed with a plus sign. Now click with the mouse to create the new handle.
4. Release the **Alt** key (Windows/Linux) or the **Option** key (Mac), but hold down the mouse button again and move the sizing pointer in any direction to position the new sizing handle.
5. Release the mouse button once you have achieved the desired shape.

Automatic Scaling

As you have already learned in the section **Sizing objects interactively**, the image content of rectangles and ovals may also be scaled interactively with the object.

In practice it often occurs that not just one object but a whole group of objects should be displayed in a smaller or larger form. For example, when you need to scale down a page from A4 paper size to A5 paper size you would normally have to change all the objects interactively or numerically with the help of the object measurement settings. This would only change the frame size but not the content of the frame, which you would have to scale down separately.

To solve this problem quickly and elegantly the application offers you the **Scaling** command in the **Object** menu.

Scale objects and groups proportionally with the dialog:

1. Select a single object or a group of objects. Please refer to the section **Working with groups** to see how to create a group.
2. Choose the menu command **Object > Scaling**.
3. In the section **New Size**, define the scaling or the new size of the object or group:
 - Enter a value between 1% and 1000% in the **Scaling** field to make a relative scaling. While with the entry 100% nothing will change in the object measurements, the entry 120% will mean that the object is enlarged by a factor of 1.20. The value 50% will reduce the object to half its original size. After the scale factor is entered, the new width and height settings will be computed automatically.
 - Alternatively, enter values in the **Width** and **Height** entry fields to give an absolute scaling. Since the **Scaling** command only scales objects and object groups proportionally, the values in the field Width change whenever the values in the Height field are changed. This is also true the other way around.
4. Define in the section **Scaling Attributes** whether and which object and content attributes should be scaled:
 - Select the option **Line Width** if the line or frame width should be scaled proportionally.
 - Choose the option **Picture Attributes**, if the scaling of the image content and its positioning in the object should be scaled proportionally.
 - Choose the option **Text Attributes**, if text attributes such as font size, text indents or line spacing should be scaled proportionally.
 - Choose the option **Text Object Indent** if the special indent settings of the text object should be scaled proportionally.
 - Choose the option **Column Gutter** if the gutter in a text object with several columns should be scaled proportionally.
5. Click **OK** to close the dialog.

Summary Resizing objects

- Sizing handles control object size.
- Control handles control the curvature of a line.
- Sizing handles and control handles can be moved in any direction.
- The two control handles of a sizing handle can be at different distances from it.
- The slope control of one tangent line can be split into two tangent lines by holding down the **Ctrl + Shift** (Windows/Linux) or the **Command + Shift** shortcut keys (Mac).
- Sizing handles and control handles can be deleted by holding down the **Alt + Shift** (Windows/Linux) or **Option + Shift** shortcut keys (Mac), and clicking the points to be deleted.
- The deletion of a sizing handle will automatically delete its control handles.
- Sizing handles can be added by pressing the **Alt** key (Windows/Linux) or **Option** key (Mac) and clicking the mouse with the sizing pointer over an existing sizing handle.
- Multiple objects can be resized proportionally using the command **Scale**.
- Object scaling can be relative or absolute.
- As well as the object size, its content can be scaled.

Object fill

Fill Color, Density, Transparency

The following properties may be changed either through the **Module palette** or with the settings in the **Object Settings** dialog. With new documents the program provides a set of standard colors. To learn how to create new colors and blends, to edit and delete them, please refer to the section **Working with Colors**.

Change fill color with the Module palette:

1. Create or select a closed object.
2. Select a color or blend from the popup menu **Color** in the **Fill** section in the **Module Palette**.
3. Define the color shade in the **Shade** field:
 - Enter a value between 0% and 100%, or select an entry from the popup menu to define the fill color shade.
 - Enter the value **-1** or **Transparent**, or select the entry **Transparent** from the popup menu to switch off the fill color.
4. Define the opacity/transparency of the fill color in the **Opacity** field:
 - Enter a value between 0% and 100%, or select an entry from the popup menu.
5. Enter a value in the field **Color Blend Angle** if the fill color is a blend.

Change fill color with the Object Settings:

1. Create or select a closed object.
2. Choose one of the following options:
 - Press the shortcut keys **Ctrl + M** (Windows/Linux) or **Command + M** (Mac).
 - Choose the menu command **Object > General**.
 - Select the command **General** in the Context menu.
 - Double-click the selected object.
3. Choose a color or blend from the popup menu **Color** in the **Fill Color** section.
4. In the **Shade** field of the **Fill Color** section, define the density or transparency of the color:
 - Enter a value between 0% and 100%, or select an entry from the popup menu to define the fill color shade.
 - Enter the value **-1** or **Transparent**, or select the entry **Transparent** from the popup menu to switch off the fill color.
5. Enter a value in the field **Color Blend Angle** if the fill color is a blend.
6. Define the opacity/transparency of the **Fill Color** in the **Opacity** field:
 - Enter a value between 0% and 100%, or select an entry from the popup menu.
7. Click **OK** to close the dialog.

Lines and Frames

Line Color, Shade, Transparency

With new documents the program provides a set of standard colors. To learn how to create new colors and blends, to edit and delete them, please refer to the section **Working with Colors**.

Change Line color with the Module palette:

1. Create or select an object.
2. Choose a color from the popup menu **Line Color** in the **Line/Frame** section in the **Module Palette**.
3. Define the line color shade in the **Line Shade** field:
 - Enter a value between 0% and 100%, or select an entry from the popup menu to define the color shade.
 - Enter the value **-1** or **Transparent**, or select the entry **Transparent** from the popup menu to switch off the line or frame color.
4. Define the opacity/transparency of the frame or line in the field **Opacity (Line/Frame)** in the **Line/Frame** section in the **Module Palette**:
 - Enter a value between 0% and 100%, or select an entry from the popup menu.

Change Line Color with the Object Settings:

1. Create or select an object.
2. Choose one of the following options:
 - Press the shortcut keys **Ctrl + M** (Windows/Linux) or **Command + M** (Mac).
 - Choose the menu command **Object > General**.
 - Select the command **General** in the Context menu.
 - Double-click the selected object.
3. Select a color from the popup menu **Color** in the **Frame** section.
4. In the **Shade** field of the **Frame** section, define the density or transparency of the color:
 - Enter a value between 0% and 100%, or select an entry from the popup menu to define the line/frame color shade.
 - Enter the value **-1**, or select the entry **Transparent** from the popup menu to switch off the line/frame color.
5. Define the opacity/transparency of the **Frame** in the **Opacity** section:
 - Enter a value between 0% and 100%, or select an entry from the popup menu. This entry is valid for lines and frames.
6. Click **OK** to close the dialog.

Change Line/Frame Width

The line width of a line object or object frame can be modified through the Object palette or the Object Settings. When using the line width there are several aspects to be noted:

- Because object coordinates are absolute the line widths of closed objects will always be drawn on the inside of an object. With line objects the line width will be equally applied to both sides of the object.
- When a graphic object is converted to a text object the line width is automatically set to 0.
- When a line width is applied to a text object, the text in this object will have the same size as the line width setting.
- When a line width is applied to criss-cross polygons, this can for mathematical reasons lead to incorrect results.

Change Line Width with the Module palette:

1. Create or select several objects.
2. Choose one of the following options to define the line or frame width:
 - Enter a value in the **Line Width** field of the **Module Palette**.
 - Choose an entry from the popup menu.

Change Line width with the Object Settings:

1. Create or select several objects.
2. Choose one of the following options:
 - Press the shortcut keys **Ctrl + M** (Windows/Linux) or **Command + M** (Mac).
 - Choose the menu command **Object > General**.
 - Select the command **General** in the Context menu.
 - Double-click the selected object.
3. Choose one of the following options to define the line or frame width:
 - Enter a value in the **Width** field of the **Frame** section.
 - Select an entry from the popup menu.
4. Click **OK** to close the dialog.

Change Frame type

A frame type can be defined in the **Module palette** (in Object Mode) or with the **Object Settings**. When using line types there are several aspects to be noted:

- When applying frame types, the program always applies the frame in relation to the line width, so that the frame always meets at closed object corners and that line objects always have neat ends.
- The spaces between line segments remain transparent, irrelevant of which color and shade has been selected for the frame.

Change Line Style with the Module palette:

1. Create or select an object.
2. Choose an entry from the popup menu **Line Style** in the **Module Palette**.

Change Line type with the Object Settings:

1. Create or select an object.
2. Select one of the following options:
 - Press the shortcut keys **Ctrl + M** (Windows/Linux) or **Command + M** (Mac).
 - Choose the menu command **Object > General**.
 - Choose the context menu command **General**.
 - Double-click the selected object.
3. Choose an entry from the popup menu **Line Style** in the **Frame** section.
4. Click **OK** to close the dialog.

Change Line ends

The line ends of a line object can be modified through the **Module palette** (in Object Mode) or the **Object Settings**. When using the line ends there are several aspects to be noted:

- When applying line ends you should be aware that the program always applies the end form in relation to the line width.
- It is also important to note that lines with differing ends may be printed differently, although they possess the same co-ordinates.

Change Line ends with the Module palette:

1. Create or select a line.
2. Select an entry from the popup menu **Line Start** and/or **Line End** in the **Module Palette** for one or both ends of the line.

Change Line ends with the Object Settings:

1. Create or select a line.
2. Choose one of the following options:
 - Press the shortcut keys **Ctrl + M** (Windows/Linux) or **Command + M** (Mac).
 - Choose the menu command **Object > General**.
 - Choose the command **General** in the Context menu .
 - Double-click the selected object.
 - Select an entry from the popup menus **Line Ends** in the **Frame** section for one or both ends of the line.
3. Click **OK** to close the dialog.

Change Radius

The corner radius of a rectangular object can be modified through the **Module palette** (in Object Mode) or the **Object Settings**. When using the radius there are several aspects to be noted:

- The radius is only applied to rectangles or squares. It has no effect on other objects.
- When a radius is applied to text objects the text at the object corners is automatically indented according to these settings.

Change radius with the Module palette:

1. Create or select a rectangle or square.
2. Choose one of the following options to define the radius:
 - Enter a value in the **Radius** field of the **Module palette**.
 - Choose an entry from the popup menu **Radius**.

Change radius with the Object Settings:

1. Create or select a rectangle or square.
2. Choose one of the following options:
 - Press the shortcut keys **Ctrl + M** (Windows/Linux) or **Command + M** (Mac).
 - Choose the menu command **Object > General**.
 - Choose the command **General** in the Context menu.
 - Double-click the selected object.
3. Choose one of the following options to define the radius:
 - Enter a value in the **Radius** field in the **Frame** section of the dialog.
 - Select an entry from the popup menu **Radius**.
4. Click **OK** to close the dialog.

Using Guide Objects

Guide objects are objects which have “magnetic” properties. Guide objects will “attract” other objects during creation, moving and resizing in a magnet-like way. Guide objects simplify the positioning of objects in your document since they will automatically align objects for you with their magnetic characteristics.

Any object regardless of the form and type can be a Guide object which “attracts” other objects. Therefore all Guide objects may be assigned the same commands as objects that are not Guide objects. Among these are the exact positioning as well as the changing of the display.

Guide objects can be created automatically and manually, and shown or hidden with a key-stroke.

There are seven ways to specify Guide object settings :

- The option **Guide Object** in the **Object Settings** dialog in the menu **Object > General**.
- The option **Guide Object** in the **Object** section in the **Object palette**.
- The option **Guide Objects Magnetic** in the **View** menu.
- The **Snap to Distance** option in the **Preferences** dialog (Tab **Pages & Objects**).
- The menu command **View > Guide Objects selectable**.
- The menu command **View > Show/Hide Guide Objects**.
- The option **Grid: Behind/Front** in the **Preferences** dialog (Tab **Program > General, Options** section).

Reference:

Align Objects

Document Setup (Grid)

Create Guide Objects automatically

The program offers two options to create Guide objects automatically:

1. The automatic creation of Guide objects with the **Grid** option in the **Document Setup** dialog.
2. The creation of Guide objects with the **Ruler**.
 - In the first case the program creates horizontal and vertical Guide objects on the first Alias page.
 - In the second case the user creates Guide objects interactively by dragging lines from the Ruler.

Create Guide object with Ruler:

1. Ensure that the Ruler is shown. If this is not the case,
 - press the shortcut keys **Ctrl + R** (Windows/Linux) or **Command + R** (Mac).
 - choose the menu command **View > Show Ruler**.
2. Ensure that the Guide objects are visible. If this is not the case,
 - press the shortcut keys **Ctrl + Alt + G** (Windows/Linux) or **Command-Option + G** (Mac).
 - choose the menu command **View > Show Guide Objects**.
3. Ensure that the Guide objects are selectable so that you can position your Guide objects later. If this is not the case,
 - press the shortcut keys **Ctrl + Alt + Shift + G** (Windows/Linux) or **Command + Option + Shift + G** (Mac).
 - choose the menu command **View > Guide Objects Selectable**.
4. Position the mouse pointer in the horizontal or vertical ruler to create a horizontal or vertical line with the Guide object property.
5. Hold down the mouse button and drag a line onto the document page. An imaginary line will be shown.
6. Release the mouse button at the position of your choice.

The object stays selected and it can be positioned exactly with the **Object palette** or the **Object Settings**.

If you now select the **Object Settings** dialog, you will see that the **Guide object** option is activated. At the same time the program assumes that you need the automatically created Guide objects to position other objects. therefore the option **Print** is de-activated, but you can change this at any time. further, the object is automatically assigned the default color **[Guide Objects]**. The color **[Guide Objects]** is predefined in the program as fluorescent green, but may be changed at any time. For further information on this subject please refer to the chapter **Working with Colors**.

Create Guide Objects manually

Any object regardless of the form and type can be a Guide object which “attracts” other objects magnetically.

Create Guide object manually:

1. Ensure that the Guide objects are visible. If this is not the case,
 - Press the shortcut keys **Ctrl + Alt + G** (Windows/Linux) or **Command + Option + G** (Mac).
 - Choose the menu command **View > Show Guide Objects**.
2. Select one or more objects.
3. Choose one of the following options:
 - Open the Object Settings and choose the option **Guide Object**.
 - Choose the option **Guide Object** in the **Object** section of the **Module** palette.
4. If the Guide object is not to be output, as with the automatically created Guide objects, deactivate the option **Print**, in the **Object Settings** or **Printable** in the **Object** section of the **Module** palette.

Select Guide Objects

Guide objects generally serve as position guides for other objects. This is particularly true of those Guide objects that are created automatically with the Ruler and are not printed. So that Guide objects are not selected by mistake, their selectability may be switched on or off for the whole document.

Guide Objects Selectable On/Off:

Choose one of the following options:

- Press the shortcut keys **Ctrl + Alt + Shift + G** (Windows/Linux) or **Command + Option + Shift + G** (Mac).
- Select the menu command **View > Guide Objects Selectable**.

If in front of the command a tick or checkmark is shown, Guide objects are selectable. If no checkmark is shown they are not selectable. The command is similar to the commands Lock and Protection in practice, but is much quicker to use.

Show Guide objects

The Grid of Guide objects created through the Document Setup dialog is helpful for exact positioning. The grid lines themselves are not part of the document layout. In fact in practice most Guide objects displayed as lines are only useful in positioning.

In order to view the layout of your document you may want to hide all Guide objects which are not really a part of the basic layout.

Hide/Show Guide objects:

Choose one of the following options:

- Press the shortcut keys **Ctrl + Alt + G** (Windows/Linux) or **Command + Option + G** (Mac).
- Select the menu command **View > Show Guide Objects**.

Note:

Please note that Guide objects still possess their “magnetic” properties also when they are hidden. Guide objects which are hidden can not be selected.

You are also able to make use of the fact that you are able to show and hide Guide objects in the following situation. When you need to focus on something specific while using a large magnification factor you can temporarily hide objects by first assigning them the guided object status and then hide them. When you have finished you can zoom out to original size and disable the guided object and hide status.

Magnetism

If objects are moved or resized in the direction of a Guide Object they will automatically snap to that Guide Object like a magnet. Whether and at which distance Objects are attracted depends on the magnetism being activated and the setting for the Snap to distance.

Guide objects are magnetic as default. In the creation of a document it may make sense to disable the magnetism for all Guide objects.

Guide Objects Magnetic On/Off:

Select the menu command **View > Guide Objects Magnetic**.

If a tick or checkmark appears in front of this command, Guide objects are magnetic. Otherwise they are not magnetic.

The distance from which an object is attracted magnetically depends on the Snap to distance. The value for the **Snap to distance** is entered in screen pixels and as a default is entered as 10 pixels. This value is independent of the scaling factor in which the document is displayed.

This means that Guide objects will apply their magnetic attraction already at quite a small distance when the zoom factor is below 100%. By contrast, Guide objects attract other objects at a relatively great distance when for example the zoom factor is above 200%. The standard value for the Snap to distance may be changed at any time.

Change Snap to Distance for Guide objects:

1. Choose the menu command **Edit > Preferences** (Windows/Linux) or **VivaDesigner > Preferences** (Mac).
2. Choose the Tab **Pages & Objects**.
3. Enter the value 20 in the field **Snap to Distance**. This means that magnetic objects will already attract other objects when they are resized or moved and the distance between the objects is less than 21 screen pixels.

Summary Using Guide Objects

- Any object, regardless of its type or form, can be a Guide object.
- Guide objects can be created with the option **Guide Object** in the **Object Settings** dialog.
- Guide objects can be created as Guides by dragging them from the **Ruler**.
- Guide objects can be created automatically through the **Grid** option in the **Document Setup** dialog in the menu **File > Document Setup**.
- Guide objects created through the **Ruler** or through the **Grid** option in the **Document Setup** dialog are by default non-printable. This can however be modified by the user at any time.
- Guide objects will be drawn like normal objects in front of other objects if the **Grid** option in the Program Preferences dialog opened with the menu command **Edit > Preferences** (Windows/Linux) or **VivaDesigner > Preferences** (Mac) was not changed to **Behind**.
- Any change in the hierarchy of Guide objects using the option **Behind** in the **Preferences > Program** dialog will only be applied to newly created Guide objects and not to existing ones.
- The “magnetic” snap property of Guide objects can be enabled and disabled with the menu command **View > Guide Objects Magnetic**.
- The **Snap to Distance** setting specifies the screen pixel range in which the Guide object will “attract” objects.
- The **Snap to Distance** setting is defined in the **Objects** tab in the **Preferences > Pages & Objects** dialog, menu command **Edit > Preferences** (Windows/Linux) or **VivaDesigner > Preferences** (Mac). This setting is independent of the magnification factor chosen.
- Guide objects can either be selectable or non-selectable. This can be specified with the menu command **View > Guide Objects selectable**. The shortcut keys for this command are **Ctrl + Alt + Shift + G** (Windows/Linux) or **Command + Alt + Shift + G** (Mac).
- Guide objects can be hidden or shown with the menu command **View > Show Guide Objects**. The shortcut keys for this command are **Ctrl + Alt + G** (Windows/Linux) or **Command + Option + G** (Mac).

Working with Alias Objects

Creating Alias objects

In the section **Create objects**, we noted that there is a difference between original and Alias objects. Since an Alias object is a copy of an original object, there is no Alias without an original. To create an Alias object, select an object on your document page and choose the menu command **Object > Alias > Create Alias** or use the appropriate shortcut keys. The object you select may be an Alias object itself, which saves you time trying to find the original object, which could well be on another page.

Create an Alias object:

1. Choose one of the following options:
 - Create a new object of any type.
 - Select an existing object.
2. Choose one of the following options:
 - Press the shortcut keys **Ctrl + x** (multiplication) or **Ctrl + Shift + *** (Windows/Linux) or **Command + *** (Mac).
 - Choose the menu command **Object > Alias > Create Alias**.

An Alias object will now appear below and to the right of the original object. The original object will be deselected and the newly created Alias object will be selected. The settings for the horizontal and vertical offset from the original object are defined in the **Pages & Objects** section of the **Preferences** and are the same as those used for pasting objects.

3. Now select the original object and make some changes to it, such as fill or frame color/shade/opacity. The Alias object you have created takes over the changes automatically.

Another way to create Alias objects is to use the options with the **Duplicate** and **New Document Page(s)** commands. These commands not only allow you to create Alias objects on the same page but also on other pages.

Duplicate objects as Alias objects onto following pages:

1. Create a document with two or more pages.
2. Create an object of your choice on the first page of the document.
3. Duplicate the object using the command **Duplicate** as described in the section **Duplicate objects**:
 - Choose the number of duplicates according to the number of following pages in the document, i.e. if your document has two pages, create only one duplicate.
 - Choose the **Alias** option.
 - Choose **Duplicate on Following Page(s)** and **Left and Right Pages**. One duplicate will be placed on each following page.
4. Click **OK** to confirm your definition.

Duplicate objects as Alias objects by inserting pages:

1. Create a document with one page.
2. Create an object of your choice on the (first) page of the document.
3. Add one or more document pages to the document:
 - Choose the command **Document › Create Pages › New Document Page(s)**.
 - Click the page in the **Page** palette and select the command **New Document Page(s)** in the Context menu.
4. Click the checkbox **Take over Objects** at the top right of the dialog.
5. Choose the option **Take over as an Alias**:
 - Choose the default option **All Objects on Page** if you want to create Alias objects of all the objects on the first page.
 - If you have several objects on the first page and only want to create Alias objects from one object, select this object first and then in the dialog choose the option **All Selected Objects**.
6. Click **OK** to confirm your definition.

A further method of creating Alias objects is to split a single object into identical sections using the command **Object › Split** as described in the section **Split objects**.

In this chapter you have already been introduced to the features and behavior of objects. Many commands can be applied to both original and Alias objects. There are also commands which are exclusively applied to Alias objects and their connection with original objects. Through these commands you are able to accomplish very complicated tasks.

Find Original

The original object has to be selected before any modification can take place. When there are many Alias objects on different pages in a document, finding the original object may be hard.

This is where the **Find Original** command comes in.

Find Original:

1. Create a document with at least two pages.
2. Create an object of your choice.
3. Use the **Duplicate** command to create an Alias object on the following page(s).
4. Go to the following page. Select the Alias object and choose the command **Object › Alias › Find Original**.

The program jumps to the original object and selects it automatically.

Obviously this function works just as well if all your objects are on one page, overlay one another, and so on.

Change Alias into a Copy

When using many objects you may feel the need to modify the content or appearance of an Alias object directly, which can normally only be done through modifying the original object. This can be done by converting the Alias to a copy of the original object, and then modifying it. After the object is converted from an Alias to a copy it is not connected any more to the original object, so it will not inherit any changes to the original object.

Change Alias into a Copy:

1. Create an object of your choice, and then create an Alias Object from it as described above.
2. Select the Alias object.
3. Choose the command **Object > Alias > Change into a Copy**. The appearance of the sizing handles will change to show you that the object is now an original and can be modified accordingly.

Flexible Alias Content

In the previous section the link between the original object and the Alias object was deleted by changing the Alias into a copy of the object so as to be able to modify the content or the appearance of this copy. When only the object content has to be modified and not the graphic properties such as frame, fill, shade etc. there is an alternative to the **Change into a Copy** command.

Especially for this purpose the program allows you to define that the original text or picture object has a flexible content. If you then create an Alias of this object, the Alias object will still inherit the graphic properties from the original object but unlike standard Alias objects it will allow you to modify its content.

Create a Flexible Alias Text and/or Picture Object:

1. Create a text object and/or a picture object.
2. Choose one of the following options to open the **Special Settings** Object dialog:
 - Press the shortcut keys or **Ctrl + Alt + M** (Windows/Linux) or **Command + Option + M** (Mac).
 - Choose the menu command **Object > Special**.
 - Choose the command **Special** from the Context menu.
3. Click the checkbox **Individual Alias Content** and confirm with **OK**.
4. Create an Alias Object from each of the objects as previously described.
5. Check the success of your command by typing some text into the original OR the Alias text object or by importing an image into the original OR the Alias picture object. If you now change the graphic attributes of the original objects, these changes will still be taken over in their respective Alias objects.

The same principle applies if you want to use the commands **Duplicate** or **Split** to create your objects.

Cancel the flexible content of an Alias Object:

1. Select an original object that has a Flexible Alias Object.
2. Choose one of the following options to open the **Special Settings** Object dialog:
 - Press the shortcut keys or **Ctrl + Alt + M** (Windows/Linux) or **Command + Option + M** (Mac).
 - Choose the menu command **Object > Special**.
 - Choose the command **Special** from the Context menu.
3. Click the checkbox **Individual Alias Content** off.
4. Click **OK** to confirm your command.

You will now see that the Alias Object has taken over the properties of the original and that its content cannot be changed. You can change the setting back to individual content again at any time, and then make content changes in the Alias object.

Summary Alias Objects

- Alias objects are virtual copies of their originals. All attributes including content (for text and picture objects) are taken over in the Alias Objects.
- Alias Objects of Text or Picture Objects may have an individual content if the original object has the option **Individual Alias Content** activated in the **Special Settings** dialog.
- Alias objects may be created
 - manually using shortcut keys, menu or Context menu commands
 - automatically with the **Duplicate** command
 - automatically using the **Split** command
 - automatically using the command **New Document Page(s)**
- Individual Alias Objects can be changed into a copy and thereafter edited.
- An Alias object can be a Guide object independently of the original object. Alias objects inherit the Guide object status automatically if the original object is a Guide object. If an original object with connected Alias objects is transformed into a Guide object, the Alias objects will not inherit this property automatically.
- The command **Find Original** can be used to find the original object in larger documents.

Object Grouping

The application allows you to Group a number of objects on one page. This is particularly helpful if a group of several different objects are to be treated as one object.

Create and recognize a Group

You can use the **Group** command whenever there are more than two objects selected. The application also supports hierarchical grouping. This means a group may be part of another group. There is no upper limit to the number of groups.

Create a Group:

1. Select at least two objects.
2. Choose one of the following options:
 - Press the shortcut keys **Ctrl + G** (Windows/Linux) or **Command + G** (Mac).
 - Choose the menu command **Object > Group**.

A group has been created successfully when the selected objects are deselected and a rectangular frame is shown around these objects.

Creating a Group Hierarchy:

1. Select both the group you created in the previous example and an additional object.
2. Choose one of the following options:
 - Press the shortcut keys **Ctrl + G** (Windows/Linux) or **Command + G** (Mac).
 - Choose the menu command **Object > Group**.

An Alias object can also be part of a group. Changes made to the original object will still be inherited by the Alias object.

Create a Group with an Alias object:

1. Select at least two objects.
2. Create Alias objects of both objects and place them on the page below their original objects.
3. Select the first original object and the second Alias object.
4. Choose one of the following options:
 - Press the shortcut keys **Ctrl + G** (Windows/Linux) or **Command + G** (Mac).
 - Select the menu command **Object > Group**.

If the second original object in the upper row is selected and modified, the changes will of course be reflected in the Alias object in the group. You can also create an Alias of a group.

Create Alias of a Group:

1. Select the group from the previous example.
2. Choose one of the following options:

- Press the shortcut keys **Ctrl + x** (multiplication) or **Ctrl + Shift + *** (Windows/Linux) or **Command + *** (Mac).
- Choose the menu command **Object > Alias > Create Alias**.

REFERENCE

Section Working with Alias Objects

Select objects in a group

It frequently happens that you need to modify an object which is part of a group. You do not need to ungroup the whole group first; you can select and edit single objects in the group directly.

Select object in a group:

1. Select an object group.
2. Choose one of the following options to deactivate the group mode:
 - Press the shortcut keys **Ctrl + Alt + U** (Windows/Linux) or **Command + Option + U** (Mac).
 - Choose the menu command **Object > Group Mode Active**.
3. Select the desired object in the group and make some modifications to the attributes (e.g. object size/position, fill color/density or frame color/density) as already described.
4. Choose one of the following options to reactivate the group mode:
 - Press the shortcut keys **Ctrl + Alt + U** (Windows/Linux) or **Command + Option + U** (Mac).
 - Choose the menu command **Object > Group Mode Active**.

Ungroup

This command enables you to disable the group feature and display the elements in their original state. Since the program works with hierarchic groups, there may be groups within groups. This hierarchy is retained when ungrouping. Therefore you may need to repeat the Ungroup command several times to ungroup the group completely.

Ungroup:

1. Select the group.
2. Choose one of the following options to deactivate the group mode:
 - Press the shortcut keys **Ctrl + Alt + U** (Windows/Linux) or **Command + Option + U** (Mac).

Note:

Please note that Alias objects are virtual copies of their original objects. If a group of grouped objects which has a corresponding Alias group is ungrouped, the Alias group will completely disappear since it can not be broken down into singular objects.

Summary Object Grouping

- Objects can be grouped with the menu command **Object › Group** or by using the shortcut keys **Ctrl + G** (Windows/Linux) or **Command + G** (Mac).
- Alias objects can be part of a group. The original object does not have to be part of that group.
- Objects in a group may be edited individually without the group being ungrouped by pressing the shortcut keys **Ctrl + Alt + U** (Windows/Linux) or **Command + Option + U** (Mac).
- The content of grouped objects can only be edited when the group mode is deactivated.
- Pressing the shortcut keys **Ctrl + Alt + U** (Windows/Linux) or **Command + Option + U** (Mac) again reactivates the group mode.
- Groups are ungrouped with the menu command **Object › Ungroup** or by using the shortcut keys **Ctrl + U** (Windows/Linux) or **Command + U** (Mac).
- An Alias object of a group of original objects will completely disappear if the original objects are ungrouped. A Warning dialog will be displayed in this case.