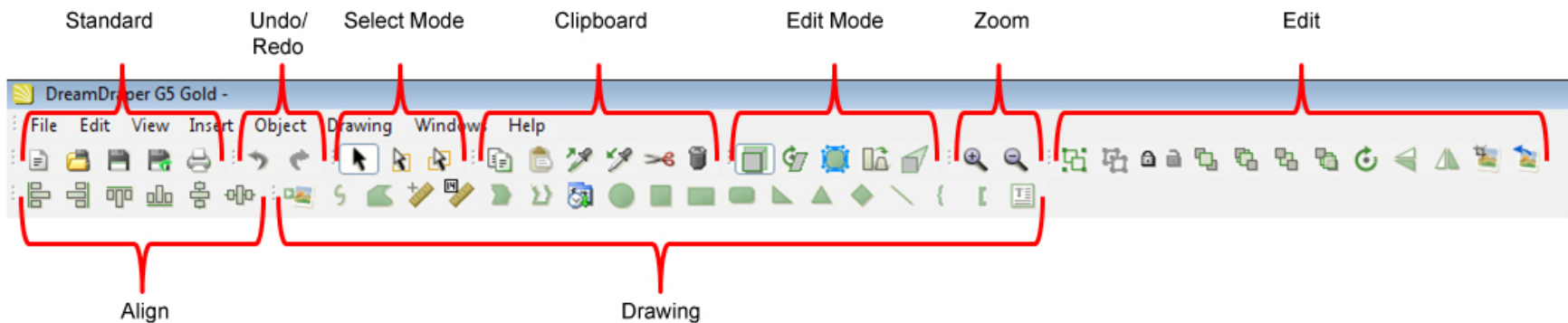


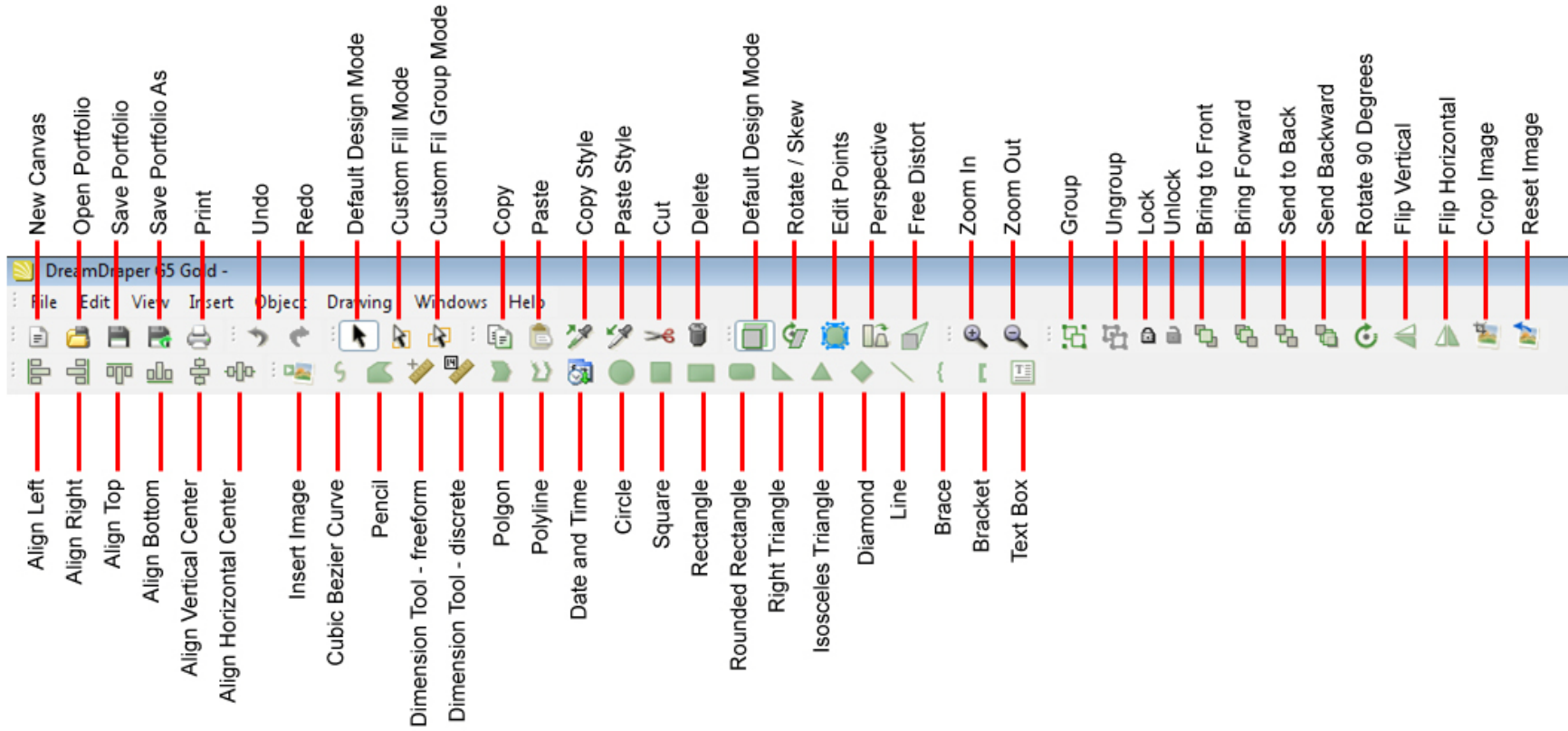
Guide to Toolbar Icons and Commands

This guide is a *quick reference document* to help you familiarize yourself with the various DreamDraper tools and icons. It is divided into three sections: **Toolbar Icons**, **Common Commands**, and the **Keyboard Shortcuts**.






TOOLBARS





Toolbar Icons



Standard

-  **New:** Creates a new canvas within the DreamDraper file (called a Portfolio).
-  **Open:** Opens an existing file.
-  **Save:** Saves an open file (DreamDraper files have an extension of “ddf”).
-  **Save As:** Allows you to save the file with a different name (such as when creating a backup file).
-  **Print:** Prints the active canvas and enables you to change Size, Source, Margins, and Orientation of paper.


Undo / Redo


-  **Undo:** Negates last action performed, returns to previous state.
-  **Redo:** Redoes last undone action performed.

Select Mode

-  **Default Design Mode:** Selects an object on your canvas. In the Default Design Mode, you can perform most

tasks such as scaling (sizing) your designs, adding color and fabric to the designs, grouping, rotating, etc.


 **Custom Fill Mode:** Select direct. Selects an object within a grouped item. Use this to do detail work, where you can apply fabric and textures to parts of a design without having to ungroup the design.


 **Custom Fill Group Mode:** Select Direct Group. Selects a grouped object within a grouped item. Use this for detail work to apply color or textures to a design such as the panes in a window. All the panes will be filled at one time.


HINT: Whenever you change arrows, do the click-away before continuing, i.e, click anywhere on the blank canvas so that nothing is highlighted or selected. (This is also called deselecting.) Just remember: change arrows, do the click away so that nothing is highlighted, then you can click on your object.

Clipboard

 **Copy:** Temporarily stores selection for “Paste”.

 **Paste:** Pastes a selection that was previously selected for “Cut” or Copy”.

 **Copy Style Eyedropper:** Copies the style of an object – its fill (complete fabric print or color), stroke (color and thickness), and transparency. If working on a grouped object, use the 2nd arrow (Custom Fill Mode). The Copy Style Eyedropper icon has the arrow that points up, indicating that the style is being placed up on the clipboard.

 **Paste Style Eyedropper:** Pastes the style of an object – its fill (complete fabric print or color), stroke (color and


thickness), and transparency to a new object on the canvas. If working on a grouped object, use the 2nd arrow (Custom Fill Mode). You must first use the Copy Style Eyedropper before using the Paste Style Eyedropper. The Paste Style Eyedropper icon has the arrow that points downward, indicating that the style is being placed down onto the canvas into your selected object.


NOTE: The Style Eyedroppers differ from the eyedroppers that are found in the Properties window in that they are more powerful. The Properties eyedropper will only capture a color, whereas the Style Eyedroppers will copy the complete fabric print or color, the stroke color and thickness, as well as the transparency of the object.


 **Cut:** Cuts selected object from canvas, and temporarily stores for “Paste”.

 **Delete:** Deletes a selected object from the canvas.

Edit Mode


 **Default Design Mode:** Normal default design mode, where you can perform most tasks such as scaling (sizing) your designs, adding color and fabric to the designs, grouping, rotating, etc.


 **Rotate/Skew:** Rotates or skews a design to any angle. To rotate, place your mouse over one of the corner arrows. To skew, place your mouse over one of the side arrows. To rotate an object by a specific amount, click on Object-Rotate-Arbitrary and enter a positive number (representing degrees) to rotate clockwise, or a negative number (degrees) to rotate counter-clockwise.

 **Edit Points:** Customize the shape of a design using its edit points. Turn a straight line segment into a curved segment, or vice versa, and control the angle of corners by pulling on the edit points themselves or the edit


points handles.


- To add a point, keep the CTRL key depressed and left-click on the mouse over a line segment when your cursor changes to a plus sign.
- To delete a point, keep the CTRL key depressed and left-click on the mouse over an edit point when your cursor changes to a minus sign.

 **Perspective:** Turn a design into a perfect perspective to fit a bay or corner window. Move your mouse over one of the side arrows — you can simultaneously move your mouse up/down and left/right to control the degree of turn or angle. This is a symmetric tool, as all four sides of the object are affected.


 **Free Distort:** Turn a design into a perspective view to fit a bay or corner window. This tool allows you to asymmetrically distort your design, by changing only a single side of the design.


Zoom

 **Zoom In:** Zooms in on canvas view. Acts like a magnifying glass. The design size doesn't change, but you can see a close-up of the detail.


 **Zoom Out:** Zooms out on canvas view (design is smaller in appearance only). The actual design size doesn't change, but you zoom out to see more of the design.


Edit


 **Group:** Select the desired objects on the canvas. Hold down the “Shift” key to select multiple objects with your mouse, or “lasso” them by clicking and dragging on the canvas, enveloping all the objects with the action of your mouse. Grouping multiple objects allows you to treat them as a single object.


 **Ungroup:** Select the desired object and then select the “Ungroup” icon. This command will only work on an object that has already been grouped.


HINT: After you Ungroup, click anywhere on the blank canvas before you start detail designing. This ensures that you select only the object(s) that you wish to manipulate. This is known as the click-away, or deselecting.


 **Lock:** Lock an object on the canvas to prevent it from being accidentally moved, especially when working with multiple layered objects (such as designing on a photo).


 **Unlock:** Unlock an object on the canvas that was previously locked.

 **Order – Bring to Front:** Move selected object(s) to the top level.


 **Order – Bring Forward:** Move selected object(s) up one level.


 **Order – Send to Back:** Move selected object(s) to the bottom level.

 **Order – Send Backward:** Move selected object(s) back one layer.


 **Rotate/90 degrees:** Rotates selected object(s) 90 degrees clockwise. For more rotation options, click on Object-Rotate, or use the Rotate/Skew tool.

 **Flip/Vertical:** Flip selected object(s) vertically.


 **Flip/Horizontal:** Flip selected object(s) horizontally. This is often used to create a mirror object, for example taking a left cascade and turning it into a right cascade.


 **Crop Image:** This tool allows you to crop a photo, for example you can cut furniture out of an image. To use:

- Insert a photo onto the canvas. Make sure that it is not grouped to any other object.
- Use a Drawing tool (e.g., Cubic Bezier, Polyline, etc.) to trace the object that you want to crop out (such as a chair). To stop tracing, double-click with your mouse.
- Select both the photo and your trace (keep your finger depressed on the Shift key as you select both objects), and then your Photo Crop icon will become enabled and you can click on the icon to crop.


 **Reset Image:** This tool will reset your photo back to its original state, before it was cropped (like Edit Undo).

Align

 **Align – Left:** All objects that are selected will have their left sides aligned along the left.

 **Align – Right:** All objects that are selected will have their right sides aligned along the right.

 **Align – Top:** All objects that are selected will have their tops aligned along the top.


 **Align – Bottom:** All objects that are selected will have their bottoms aligned along the bottom.


 **Align – Vertical Center:** All objects that are selected will be aligned vertically along their center midpoints.


 **Align – Horizontal Center:** All objects that are selected will be aligned horizontally along their midpoints.


HINT: More than one object must be selected for the Align icons to be active. If aligning objects along their tops, they will be aligned according to the topmost object on the canvas. If aligning objects along their bottoms, they will be aligned according to the bottommost object, and so on.

Drawing

 **Insert Image:** Enables you to insert an image (such as a photo, logo, or a picture of furniture) onto the canvas.

 **Cubic Bezier Curve:** Drawing tool to create freeform shapes that can be completely modified via edit points to transform straight line segments into curved line segments. Click on the canvas with your mouse to start drawing. Double click on the mouse to end drawing.

 **Pencil:** Drawing tool to create freeform shapes. Click on the canvas with mouse to start drawing. You can also keep the mouse depressed and draw like a pencil. Double click on the mouse to end drawing.

 **Dimension Tool – freeform:** Drag and draw, use this tool to measure the dimension of an object that is on the canvas.

- Draw left to right and the dimension will appear on the bottom of the line.
- Draw right to left and the dimension will appear on the top of the line.
- Draw top to bottom and the dimension will appear to the left of the line.
- Draw bottom to top and the dimension will appear to the right of the line.

- Keep the Shift key depressed to draw a completely horizontal, vertical, or 45 degree angle line.
- To hide the dimension numbers, click on the Properties tab and move the Fill Opacity slider bar to the left (towards zero).



Dimension Tool – discrete: Specify exact measurement. Click on the icon, then click on the canvas and a pop-up window will appear that will let you input the exact dimension that you require. The other discrete Dimension Tool attributes (e.g., drawing left to right, using the Shift key, etc.) are identical to the freeform Dimension Tool.



Polygon: Select the icon, then click-and-drag across canvas to draw a polygon, where each click of the mouse creates a corner on the polygon. To end drawing, double-click. The shape will automatically become a “closed path” and fill with the default color.



Polyline: Select the icon, then click-and-drag across canvas to draw a polyline, where each click of the mouse creates a corner on the polyline. To end drawing, double-click. The polyline does not automatically fill with color.



Date and Time: Inserts Date and Time stamp onto canvas.




Circle: Select the icon, then click-and-drag across canvas to draw a circle (or an elliptical shape). The circle can be completely reshaped asymmetrically by going into Edit Points mode and using the edit points handles.





Square: Select the icon, then click-and-drag across canvas to draw a square.





Rectangle: Select the icon, then click-and-drag across canvas to draw a rectangle.


-  **Rounded Rectangle:** Select the icon, then click-and-drag across canvas to draw a rounded rectangle. The rounded corners can be further modified and made more round by going into Edit Points mode and using the edit points handles.


-  **Right Triangle:** Select the icon, then click-and-drag across canvas to draw a right triangle.


-  **Isosceles Triangle:** Select the icon, then click-and-drag across canvas to draw an isosceles triangle.

-  **Diamond:** Select the icon, then click-and-drag across canvas to draw a diamond.

-  **Line:** Select the icon, then click-and-drag across canvas to draw a line. Keep the Shift key depressed while drawing to draw a completely horizontal, vertical, or 45 degree angle line.

-  **Brace:** Select the icon, then click-and-drag across canvas to draw a brace. Keep the Shift key depressed while drawing to draw a completely horizontal, vertical, or 45 degree angle brace.

-  **Bracket:** Select the icon, then click-and-drag across canvas to draw a bracket. Keep the Shift key depressed while drawing to draw a completely horizontal, vertical, or 45 degree angle brace.

-  **Text Box:** Select the icon and click on the canvas. Write your text in the dialog box. To edit the text or modify font style, font size, font color, or font opacity, open the Properties window.

Other Common Commands

File – Export: Exports the contents of the canvas as a large JPG image, suitable for presentation purposes (emailing or printing).

File – Open Recent File: Provides quick access to the previous recently opened DreamDraper files (DreamDraper files have an extension of “ddf”).

File – Exit: Closes the DreamDraper program.

Edit – Select All: Selects (highlights) all objects on the canvas. This is commonly used if you want to group all objects, or to delete all objects on the canvas, or to copy and paste all objects onto another canvas.

Edit – Canvas Resize: Often used if you want to print your design to an exact scale. To print to an exact ¼” scale, resize to width=480 and height=360. To print to an exact ½” scale, resize to width=240 and height=180. When you go to print, you will see a Print Preview window. Make sure to click on PAGE SETUP and set all four margins to a half inch (.5).

NOTE: The default canvas size will accommodate a design (elevation or floor plan) that is up to 333” wide by 250” (approximately 27’ by 20’).


Edit – Preferences: This area allows you to define the program default settings for items such as text font, size, or color; dimension settings (e.g., metric or English); drawing tool fill colors, stroke colors, stroke width, etc., so that every time you open the program, DreamDraper will remember your preferences.


View – Grid: Turn the grid on or off. These settings are also conveniently located in the Properties window, or you can turn on/off the grid via the right-click feature.

View – Toolbars: Turn on or off (show or hide) the toolbar icons.

Object – Scale: Size your objects to exact measurements. To maintain an object's proportions, check the Maintain Aspect Ratio box and you will only need to enter the dimensions for one side (width or height) and the computer will automatically calculate the other side.

 **Drawing – Path Operations – Union:** Merges the selected objects into a single shape.

 **Drawing – Path Operations – Subtraction:** Cuts the underlying shape with the shape to the topmost object, i.e., the bottommost object will be cut based on where it was overlapped by the topmost object.

 **Drawing – Path Operations – Intersection:** Creates a shape that results from the overlay of two shapes. Only the portion where the two objects intersect will remain, all other portions of the objects will be deleted.

HINT: For a Path Operation to work, two objects on the canvas must be selected.



Help – About DreamDraper: Your unique 24-character key that you used to activate the DreamDraper program will be displayed at the bottom of the About window. The About window will also display the version of DreamDraper that is installed on your computer in the lower right corner.

Help – Update: If you click on this command, the Update window will notify you if an update is available (either a program update, or an upgrade, or a design package). In order to detect if an update is available, you must be online and connected to the internet.

Help – Reinstall Packages: If you ordered one of our optional design packages and you need to reinstall the designs into the Design Library, just click on this command. You must be online and connected to the internet, as the designs will be downloaded from our server.



Keyboard Shortcuts

DreamDraper® includes Keyboard Shortcuts for the most commonly used functions to save you time while designing.

Function	Shortcut
New Portfolio	Ctrl + N
Open Portfolio	Ctrl + O
Close Portfolio	Ctrl + Q
Save Portfolio	Ctrl + S
Save Portfolio As	Ctrl +Alt + S
Export Canvas	Ctrl + E
Print Canvas	Ctrl + P
Exit DreamDraper	Escape Key
Undo	Ctrl + Z
Redo	Ctrl + Y
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Delete Object	Delete
Select All	Ctrl + A
Deselect All	Ctrl + D

Function	Shortcut
Group	Ctrl + G
Ungroup	Ctrl + U
Align Left	Shift + Left Arrow
Align Right	Shift + Right Arrow
Align Top	Shift + Up Arrow
Align Bottom	Shift + Down Arrow
Align Center	Shift + C
Bring to Front	Shift + Ctrl + Up
Bring Forward	Shift + Ctrl + Down
Send to Back	Ctrl + Up
Send Backward	Ctrl + Down
Open File Menu	Alt + F
Open Edit Menu	Alt + E
Zoom In	+
Zoom Out	-



Keyboard Shortcuts

ⁱ More detailed instructions and examples are available by reviewing the step-by-step video tutorials, which can be found on the DreamDraper website www.dreamdraper.com.