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Welcome to ConceptDraw DIAGRAM 18 for macOS

Computer Systems Odessa Corporation introduces you ConceptDraw DIAGRAM - a world-class diagramming software that lets you display, communicate, and present dynamically on Mac and PC platforms.. ConceptDraw DIAGRAM is powerful enough to draw everything from basic flowcharts to complex engineering schematics.

World-Class Diagramming

Benefits

ConceptDraw Maintenance Assurance

Technical Support

World-Class Diagramming

ConceptDraw DIAGRAM is a diagramming tool that lets you easily create diagrams in minutes to support any business communication process. You can create simple or complex drawings to communicate status or condition to your audience.

ConceptDraw DIAGRAM creates drawings, diagrams and charts with great visual appeal. It is simple to express ideas to share with others that quickly convey what you are thinking when using ConceptDraw DIAGRAM. ConceptDraw DIAGRAM is a spectacular, easy-to-use tool for preparing presentations and business documentation, describing structures and processes, making schematic diagrams, and drawing technical sketches.

ConceptDraw DIAGRAM is powerful enough to be the standard-bearer business graphic tool for organizations of any size, producing rich visual documents that convey meaning and support company's internal and external communication needs. Graphic company communications include dashboards displaying key performance indicators and depiction of processes based on company data. From simple to complex, ConceptDraw DIAGRAM fills every niche.

Your Benefits

Simplifies and enhances presentation generation with flexible slide construction, automated processes, and Live Object technology for displaying external data. Contains an extensive library of over 20,000 ready-to-use objects, with hundreds of templates and examples to get you started quickly. ConceptDraw DIAGRAM also supports dynamic presentations that contain live content and can be edited on the fly to reflect input from collaboration or feedback. Presentations can be exported to numerous graphical formats or emailed as a slide show. ConceptDraw DIAGRAM presentations can be displayed in full-screen, automated playback mode, or using dual monitors — display on one, edit on the other — for team collaboration.

ConceptDraw Maintenance Assurance

We have developed an innovative maintenance program that makes sure you stay up to date. At the time of your buy a ConceptDraw product, you are able to purchase ConceptDraw Maintenance Assurance

Technical Support

We offer unlimited free technical support to our users.

To send us a problem report or feature request, submit the <u>ticket</u> form in the Help Desk section on our Web site.

Replies are normally sent within one business day. We are always happy to answer your questions and hear your feedback.

Toolbars



The ConceptDraw DIAGRAM tools are grouped on toolbars based on the type of task you perform with them:

Main Toolbar

The ConceptDraw DIAGRAM Main Toolbar provides quick access to functions that are commonly performed within the application.

Tools Toolbar

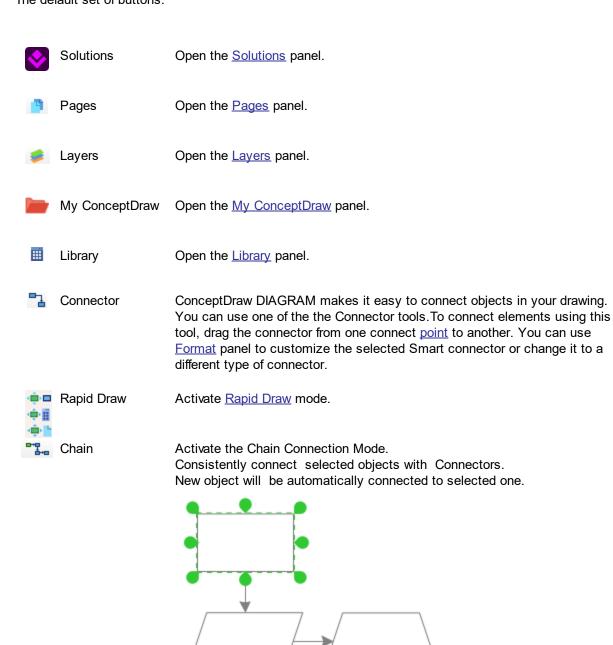
The Tools Toolbar contains all of the drawing tools you need to draw and edit your custom drawings.

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Main Toolbar

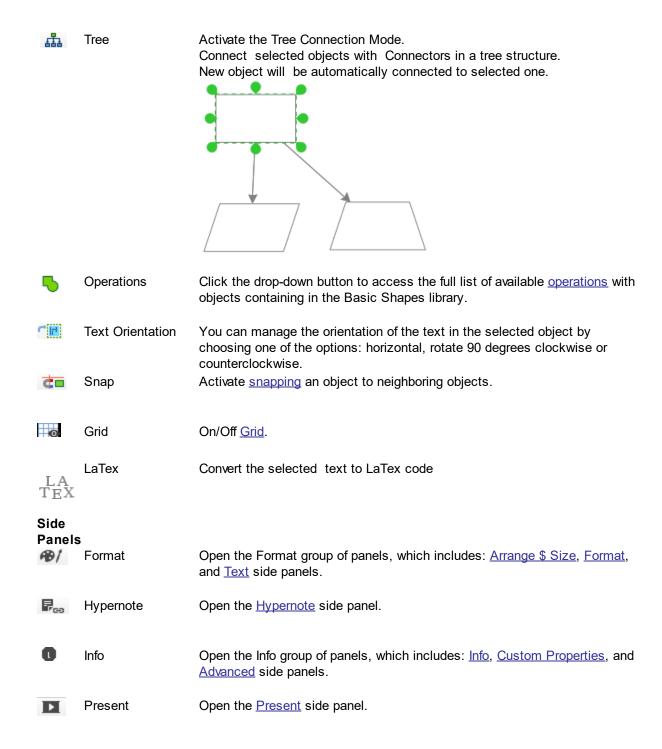


This toolbar contains all buttons for comfortable work with ConceptDraw. The default set of buttons:



Toolbars Main Toolbar

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You can add some extra buttons to the toolbar or to the default set of buttons using the <u>Customize Toolbar...</u> dialog.

Rapid Draw



Rapid Draw functionality enables you creating diagram with just the keyboard. Use the combination Ctrl+Arrow keys to select the direction.

Then, continue to press the same keys until the appropriate object is selected and press Enter.

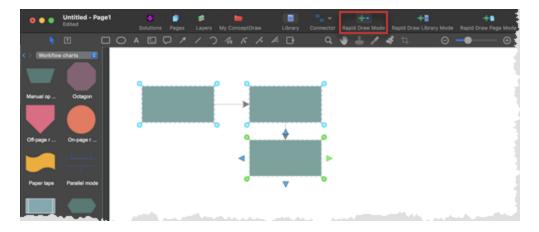
Rapid Draw allows you to create professional diagrams in a few simple steps.

- 1. Open the desired library.
- 2. Add the needed object to the document. This will be the starting point for your diagram.
- 3. Activate Rapid Draw mode using one of the Rapid Draw buttons.
- 4. Click one of the small blue arrows that appear to add the next object in the proper direction. The object appears and the connection is automatic.
- 5. Deselect objects in the current Rapid Draw object chain to disable quick drawing mode.

Use the Rapid Draw mode that is most suitable for your objectives.

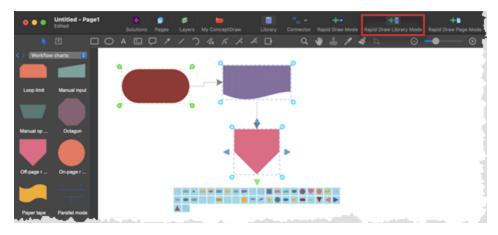


Rapid Draw mode is better to use when building a diagram consisting of identical objects. You can create your diagram with just the keyboard.



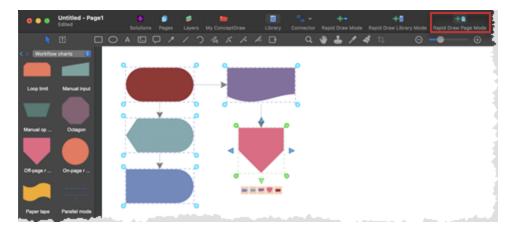


Rapid Draw Library mode helps you to quickly build a diagram from the active library.





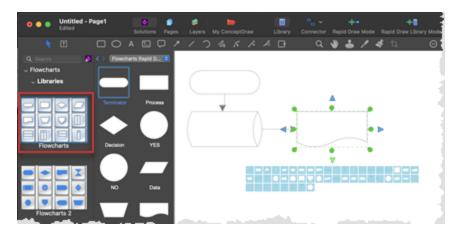
Select Rapid Draw Page mode to use only objects already added to the document page.



Toolbars Main Toolbar Rapid Draw

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Some ConceptDraw DIAGRAM libraries have built-in Rapid Draw features for their objects For example, the Flowchart Rapid Draw library.



Engage Rapid Draw object from a library and then hover your mouse over an object at a drawing page. Directional arrows surround the selected object. Select the appropriate direction for your diagram. Then, select the object you want to add. You can create your diagram with just the keyboard. Use the combination Ctrl+Arrow keys to select the direction. Then, continue to press the same keys until the appropriate object is selected and press Enter.

Toolbars Main Toolbar Operations

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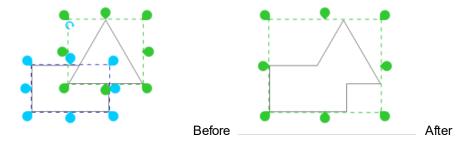
Operations

Operations

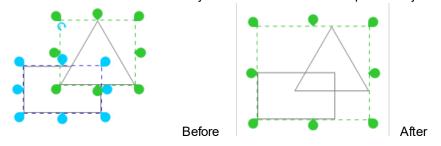
The commands from this menu allow you to combine several shapes in one or separate shapes to individual segments.



Union: Create an object from the perimeter of multiple overlapping objects.



Combine: Combine the selected objects into a solid multi-component object.



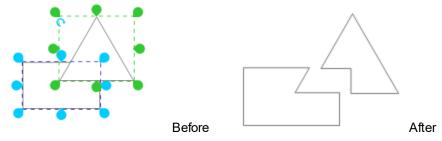
Toolbars Main Toolbar Operations

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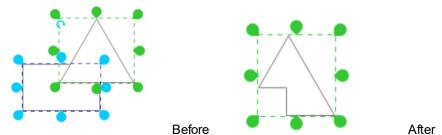
Fragment: Cut out the overlapping portions of multiple shapes based on intersecting lines with <u>primary</u> shape in multiple selection.



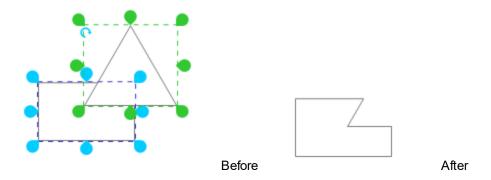
Difference: Divide multiple objects into smaller parts based on intersecting lines or overlap and cut out the overlapping portions.



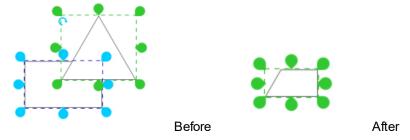
Subtract: Create an object by subtracting from the <u>primary</u> selected object the areas where subsequent selected objects overlap.



Extract: Create an object by subtracting from subsequent selected objects the areas where the <u>primary</u> selected object overlap.

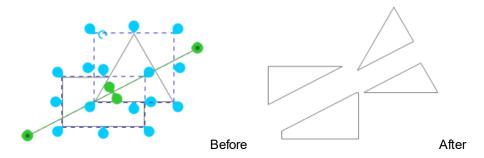


Intersect: Create shapes from the areas where multiple shapes overlap with the primary selected shape.



Separate: Separate combined objects.

Section: Create multiple shapes by cutting the selected shapes along the cut line created with the <u>Line tool</u>. The Line should be a primary object in the selection.



Join: Join selected objects into a single shape, if they are unclosed figures. For example lines, arcs e.t.c. If they are closed figures such as rectangle or circle, this command will act the same as the Combine command.



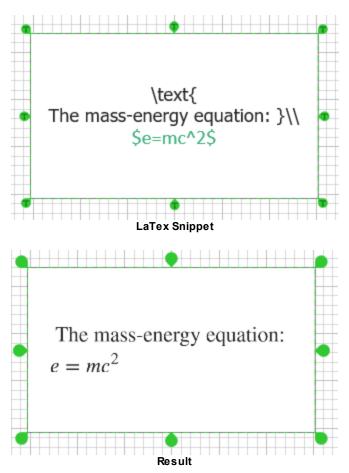
Convert to LaTex



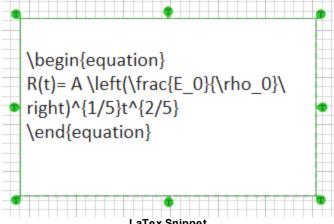
If you want to enter mathematical notation, you can use an embedded LaTex plugin. LaTeX is a markup language and typesetting system designed for typesetting scientific texts.

- 1. Select an object.
- 2. Insert a LaTeX snippet.
- 3. Exit the text edit mode and activate the selection mode.
- 4. Click "Convert to LaTex".

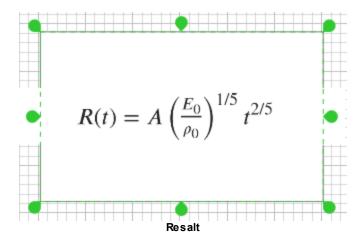
You can insert an inline formula by typing the equation inside \$..\$ For example:



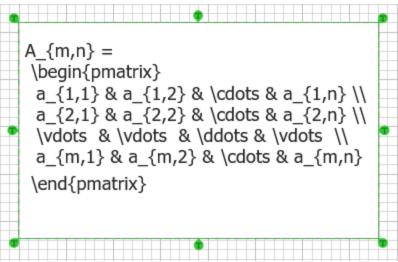
To obtain a numbered formula you need to use the {equation} environment. For example:



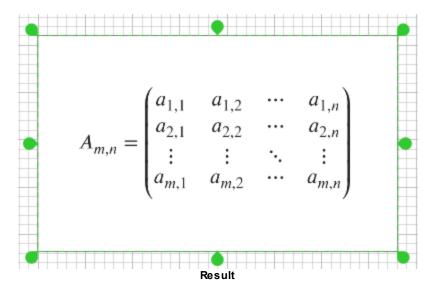
LaTex Snippet



A matrix can be created using the matrix environment. For example:



LaTex Snippet



Detailed information about LaTeX syntax can be found here: https://en.wikibooks.org/wiki/LaTeX/Mathematics

Toolbars Tools Toolbar

Tools Toolbar

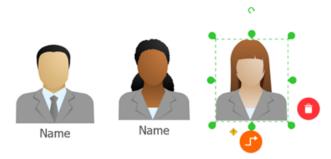


This toolbar contains the main drawing tools.



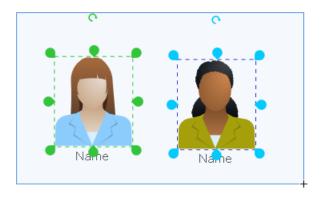
▶ Selection tool

Select, move and, resize object. Selection Tool is active by default. To select a single shape, point the Selection tool to the object. When the pointer turns into a four-headed arrow, click the object. Green handles and the shape functional buttons appear on the shape when you select it providing you with quick access to some operations that can be carried out with the selected object. The yellow control handle is intended for the object's text shifting. Some complex objects are supplied with additional control handles used for changing the positions of parts of objects relative to each other.



When you want to change a number of objects, you can select multiple objects to work with them all at once.

Point Selection tool to the object. Place the pointer above and to the left of the objects you want to select, and then drag to create a selection area around the objects. After you select the shapes, you'll see green selection handles around the primary object. Other objects will have blue selection handles.



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Text Selection Tool

Activate the Text Selection tool when you need to edit a text in ConceptDraw DIAGRAM document. Click the mouse once to activate the edit mode. Double-click to select the entire word.



Drawing Tools



Rectangle tool

Click in the upper left corner of where you want to place your rectangle and drag to the lower right corner to define the rectangle.

To draw a square, hold the Shift key down while dragging down and across the screen. Activates the **Rectangle** tool mode and lets you draw rectangle boxes, and also move and resize shapes.



Ellipse tool

Click in the upper left corner of where you want to place your ellipse and drag to the lower right corner to define the ellipse.

To draw a circle, hold the Shift key down while dragging down and across the screen.



Text Box Tool

Text Box (Ctrl+2) - Insert, remove and resize text. Double-Click to start text edits



Title Text Box

Add pre-formatted titles and headings.



Click in the upper left corner of where you want to place your callout and drag to the lower right corner to define its shape.

To draw a square, hold the Shift key down while dragging down and across the screen. Use Action Menu to hide all callouts

To show all callouts, go to the <u>Layers</u> panel and switch on the "Comments" layer visibility.



■ Direct Connector tool

Draw Direct Connector between objects

Click on the object you want to connect and drag to other object to connect it.



Line Tool

Draw line.



Arc Connector tool

Draw Arc Connector between objects

Click on the object you want to connect and drag to other object to connect it.

Toolbars Tools Toolbar

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Pen Tool

Draw a freeform line.



Edit Vertex

Activate this tool to see the vertices of the object. You can change the form of object by dragging the vertex. Drag the vertex where you want it and then release the mouse button.



Vertex Tool

Insert Vertex to the selected segment.



Cut Edge

Cut the object's geometry. Lets you customize the shape by cutting the its edges.



Connection Point tool

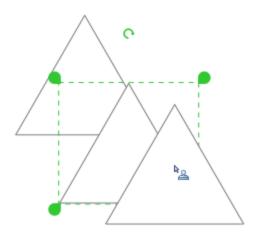
Activate the Connection Point tool to insert and manipulate connection points.

- Activates the **Zoom box** mode.
- Activates the Scroll Hand mode.

L Clone Tool

If there is a shape selected in the document or in the library, you can insert this shape into the document by a single click on the page.







Activates the Eyedropper tool.



Activates the Format painter tool.

You can apply the style of the particular shape to other shapes in the drawing.

To get started:

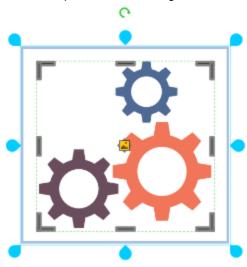
- 1. Select shape with the style you want to copy
- 2. Copy it to clipboard
- 3. Click the Format Painter icon
- 4. Select the shape(s) you want to apply the style

If you need to apply the copied style to multiple objects, just hold the Shift key down.



Activates the Crop tool.

You can crop the inserted image to remove any unwanted areas.

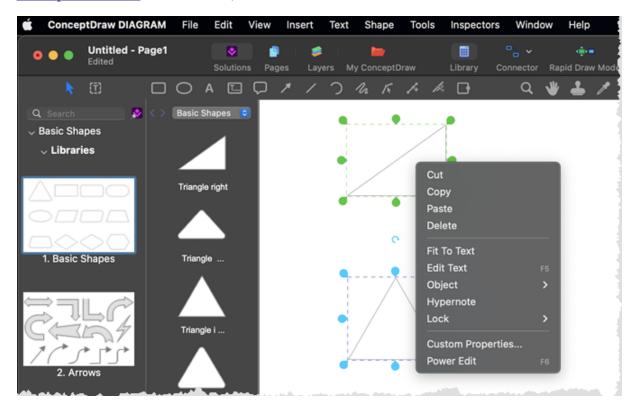




Zoom Slider - Move the slider to zoom in or zoom out a document page.

Menus

ConceptDraw has the <u>Main Menu</u> and a number of <u>Context Menus</u>, which depend on what the user is doing at the moment, and in which window the user is working - in the document window, or <u>ConceptDraw Basic</u> editor window, etc. The main menu also looks different in different views.



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Main Menu

The Main Menu bar at the top of the screen displays the top-level menus in ConceptDraw DIAGRAM. These menus include standard menus provided by the macOS system, as well as custom menus the application defines.



When working with the ConceptDraw DIAGRAM document window, the main menu bar looks as follows:

ConceptDraw DIAGRAM menu

File menu

Edit menu

View menu

Insert menu

Text menu

Shape menu

Tools menu

<u>Inspectors</u>

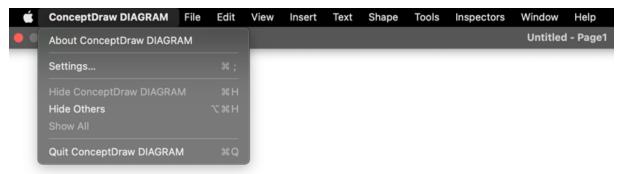
Window menu

Help menu

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ConceptDraw Menu

ConceptDraw DIAGRAM menu contains commands of the application



About ConceptDraw DIAGRAM

Opens the About window, where you can see the information about the application version and developers.

Settings...

Opens the Settings dialog. It allows you to change default application settings that will be applied to all new documents created in ConceptDraw DIAGRAM.

Hide ConceptDraw DIAGRAM

Hides the ConceptDraw window to the dock.

Hide Others

Hides all other windows except the active ConceptDraw window.

Show All

Opens all hidden windows from the dock.

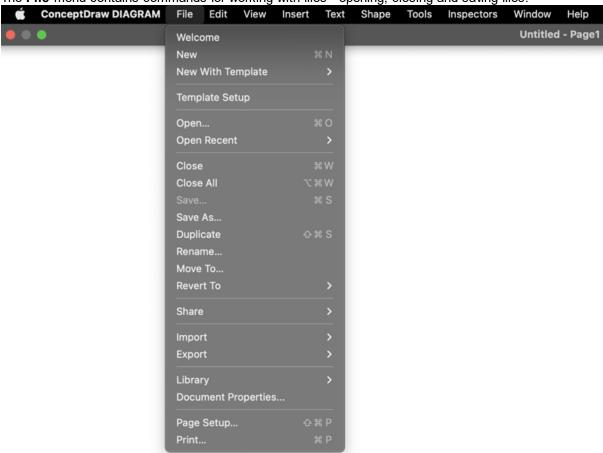
Quit ConceptDraw

Quits the application. Changes to Quit and Keep Windows when the Option key is pressed.

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File Menu

The File menu contains commands for working with files - opening, closing and saving files.



Welcome

Opens CDDZ document containing short demo animations on how to get started with ConceptDraw DIAGRAM.

New

Creates a new ConceptDraw document.

New With Template - Creates a new ConceptDraw DIAGRAM document with the page size properties selected.

Template Setup

Opens the Template Setup dialog which will help you start using ConceptDraw DIAGRAM.

Open

Opens a file.

Open Recent...

Lets you open a file from the list of recently opened ConceptDraw DIAGRAM documents.

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Close Window

Close the currently open application window

Close All

Closes all opened documents.

Save

Saves the document in the selected format.

Save As...

Saves the document in the selected format under a new name.

Duplicate

Create a copy of the active document instantly, in the same location as the original file.

Rename...

Rename the active document.

Move To...

Move the active document to another location.

Revert to

Lets you immediately revert ConceptDraw DIAGRAM document back to the saved versions of that file.

Share

Share the active document using the options listed in macOs embedded Share menu.

Import

Opens a file in a format, different than ConceptDraw DIAGRAM.

Import -> Graphic File

Import data from graphic formats (emf, wmf, pct, pict, bmp, dib, gif, jpeg, jpg, png, tif, tiff).

Import -> Microsoft Visio Drawings (VSD, VSDX, VDX)

Import data from Microsoft Visio 2003-2010 and 2013-1016 Drawings

Import -> Microsoft Visio Stencils (VSS, VSSX)

Import data from Microsoft Visio 2003-2010 and 2013-1016 Stencils

Import -> Microsoft PowerPoint (PPTX)

Import data from Microsoft PowerPoint 2007 and newer (.pptx) Documents

Import -> PDF as image

Import a PDF document as a set of high-resolution images, ensuring better image quality.

Import > SVG

Import a Scalable Vector Graphics format

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Export

Exports the current document to a format, different than ConceptDraw.

Export -> Flash...

Saves the document in Macromedia Flash format.

Export -> Graphic File...

Saves the document in a graphic file.

Export -> HTML...

Saves the document as HTML files. You can choose the export parameters using HTML Export Wizard.

Export -> Microsoft PowerPoint (PPTX)

Saves the document as a Microsoft Office PowerPoint Document (pptx, .ppt)

Export -> Microsoft Visio 2010 (VDX).

Saves the document in Microsoft Visio 2003-2010 Drawing (.vdx)

Export -> Microsoft Visio 2013 (VSDX).

Saves the document in Microsoft Visio Drawing (.vsdx)

Export -> PDF.

Saves the document in Adobe Acrobat PDF format

Export -> SVG...

Saves the document in the SVG format.

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Library

The menu for working with libraries.

Library -> New...

Creates a new library.

Library -> Open...

Opens a library.

Library -> Close

Closes the active library.

Library -> Close All

Closes all open libraries.

Library -> Save

Saves the active library.

Library -> Save as...

Saves the active library under a new name.

Library -> Properties...

Changes the properties of the library in the Library Properties dialog.

Document Properties...

Contains options allowing you to configure the parameters of the particular document in the <u>Document Properties</u> dialog.

Page Setup...

Allows to set the printer page parameters in the <a>Page <a>Setup dialog.

Print...

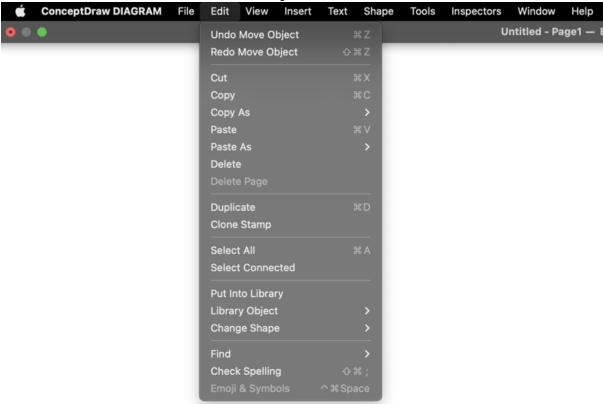
Opens the Print dialog.

Menus Main Menu Edit Menu

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Edit Menu

This menu contains various commands for editing documents.



Undo

Cancels the most recent action. The name of the last action is displayed in the menu item.

Redo

Cancels the last Undo operation. The name of the last action is displayed in the menu item. For more information see Shapes - Operations on Shapes - Undo and Redo.

Cut

Cuts selected text or shapes and copies them onto the Clipboard.

Copy

Copies selected shapes or text onto the Clipboard.

Copy As

Copies selected shapes or text in any of the following formats:

Menus Main Menu Edit Menu

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Paste

Inserts the contents of the Clipboard into the document.

Paste as

Inserts the contents of the Clipboard into the document in any of the following formats:

Delete

Deletes selected shapes.

Delete Page

Deletes selected pages.

Duplicate

Creates a copy of the selected shape.

Clone Stamp

Activates the Clone tool. Lets you create a resized copies of the selected object.

Select All

Selects all shapes in the document.

Select Connected

Selects all shapes, connected to the selected shape with connectors.

If the shapes, connected to the selected shape also have shapes, connected to them, these shapes are selected as well.

Put into Library

Adds selected shape(s) into the active library.

Menus Main Menu Edit Menu

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Library Object

The menu for working with shapes in the active library. This menu is enabled when there is an open library.

Library Object -> Cut

Cuts the selected library shape and copies it onto the Clipboard.

Library Object -> Copy

Copies the library shape onto the Clipboard.

Library Object -> Paste

Pastes the shape from the Clipboard into the library.

Library Object -> Remove

Removes a shape from the library.

Library Object -> Replace

Replaces the selected shape in the library with the selected shape in the document without changing the icon.

Library Object -> Change Icon

Changes the icon of a library shape.

Library Object -> Properties

Edits properties of the library shape.

Change Shape

Change the selected objects using one of the listed options.

Find

Opens the Find&Replace Text dialog to search / replace text in the shapes in the document.

Check Spelling

Opens the Spelling dialog. Allows to check spelling during typing

Start Dictation

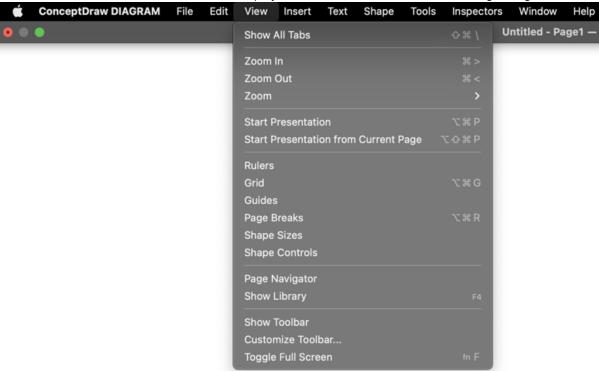
With Apple's Dictation feature, you can use your voice instead of typing text.

Emoji & Symbols

Allows adding special characters in the text.

View Menu

This menu controls how the document is displayed, whether to show toolbars, floating dialogs and more.



Show All Tabs

The embedded macOS functionality. A fast way to open a new window in an app as well as navigate between opened windows.

Zoom In

Increases magnification.

Zoom Out

Decreases magnification.

Zoom

Lets you choose various zoom settings.

Zoom -> Actual Size

Displays the document at its actual size (100 % zoom).

Zoom -> Whole Page

Sets the zoom level so that the entire page fits in the window.

Zoom -> To Page Width

Sets the zoom level so that the page width fits in the document window.

Zoom -> Fit To All Objects

Sets the zoom level so that the all the shapes on the page fit in the document window.

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Start Presentation

Show slide <u>presentation</u> from current document. Slides will be created from document's pages. Click at bottom of screen to access the presentation control panel.

Start Presentation from Current Page

Start slide show from the current page.

Rulers

Shows/hides the rulers.

Grid

Shows/hides the grid.

Guides

Show/Hide Guidelines.

Page Breaks

Lets you choose to show/hide the page breaks for the documents. (Page breaks are gray lines which mark the non-printable areas and show the borders of the print pages).

Shape Sizes

Show/hide the object dimensions

Shape Controls

A set of function buttons becomes available when you select an object. These buttons provide quick access to <u>some operations</u> that can be carried out with the selected object.

Page Navigator

This menu is used to display and hide the Page Navigator window.

Hide/Show Library

This menu is used to display, hide and change the appearance of the library window.

Hide/Show Toolbar

Show/hide the main toolbar.

Customize Toolbar...

Open the **Customize** dialog where you can set the view of toolbars.

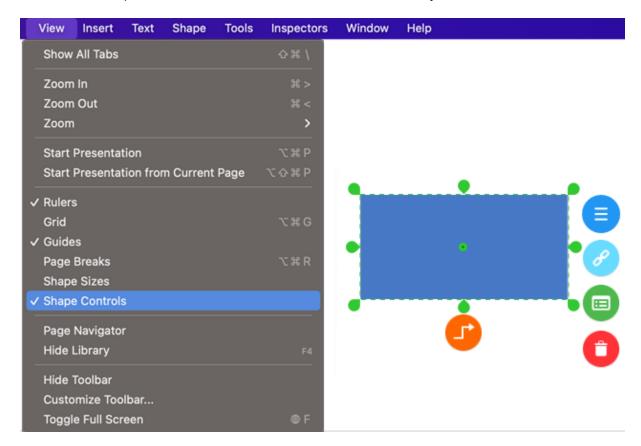
Toggle Full Screen

This command will work to flip in and out of full screen mode.

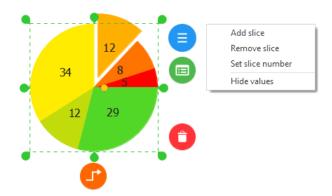
30

Functional Buttons

A set of function buttons becomes available when you select an object. These buttons provide quick access to some operations that can be carried out with the selected object.



Some objects supplied in the DIAGRAM libraries can change their appearance, or behavior, thanks to predefined actions. Such objects can be edited by using the menu which is called by clicking the Action Button.



The Hypernote button

Activate the Hypernote side panel to manage text notes and hyperlinks added to the object.

The Custom Properties button .



Activate the <u>Custom Properties</u> side panel to view and edit the object's custom data.

The Smart Connector button



Activate Smart Connector. To connect objects using this tool, drag the connector a connect point of another object. You can change the connector's type using the options provided in the Format side panel.

The Delete button

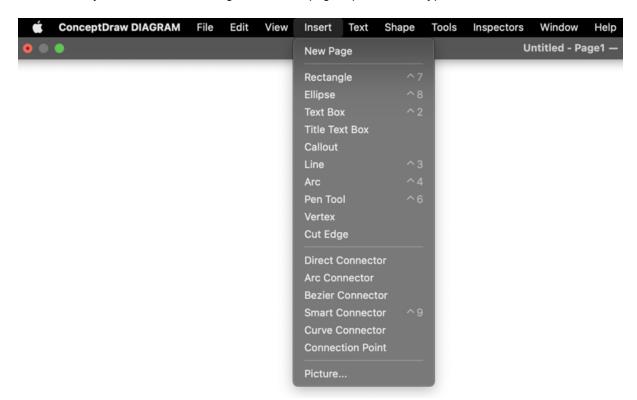


Use this button to remove the selected object from a document page.

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Insert Menu

In this menu you can choose drawing tools, insert pages, picture and hyperlinks.



New Page

Inserts a new page to the document. You will see it in the Page Navigator window.

Drawing Tools section

This section contains commands that activate tools you need to draw and edit your custom drawings.

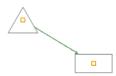
Connectors

This section contains command that activate tools enable you to draw connectors between objects to display a relationship between them, show the flow of the operation, procedure or logic.

ConceptDraw DIAGRAM provides a variety of tools for drawing connections between library objects.

Direct Connector

Activates the **Direct Connector** tool mode and lets you insert the direct connectors between objects.



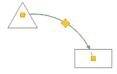
Direct Connectors are straight lines from the point of origin to the point of contact. Smart , Arc, Bezier and Curve Connectors are drawn very similarly to Direct Connectors. However, they can automatically route around objects already placed in your drawing.

Menus Main Menu Insert Menu

33

Arc Connector

Activates the Arc Connector tool mode and lets you insert the arc connectors between objects.



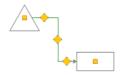
Bezier Connector

Activates the Bezier Connector tool mode and lets you insert the spline connectors between objects.



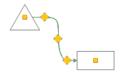
Smart Connector

Activates the Smart Connector tool.



Curve Connector

Activates the Curve Connector tool.



Use <u>Format</u> panel to customize any selected connector by changing the line type, weight, and endpoint type

Connection Point

Activates the **Connection Point** tool mode which lets you insert and manipulate connection points of shapes.

Picture...

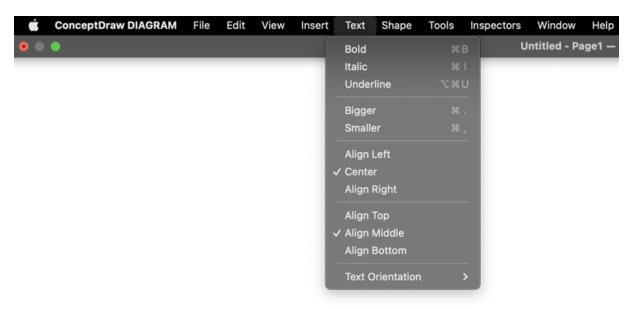
Activates a dialog box allowing you to import an image into a document.

Menus Main Menu Text Menu

34

Text Menu

This menu contains basic commands for operating with selected text. An expanded set of commands can be found on the <u>Text</u> panel.



Bold

Makes the text font bold.

Italic

Makes the text font italic.

Underline

Makes the text underlined.

Bigger

Increases the text font size.

Smaller

Decreases the text font size.

Align Left

Set the left alignment for the selected text.

Center

Set the center alignment for the selected text.

Align Right

Set the right alignment for the selected text.

Align Top

Set the top alignment for the selected text.

Align Middle

Set the middle alignment for the selected text.

Align Bottom

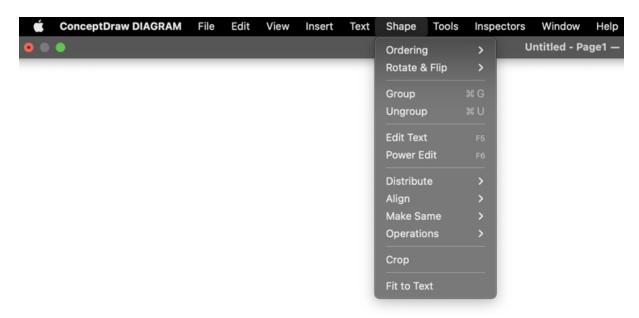
Set the bottom alignment for the selected text.

Text Orientation

The text orientation buttons allow you to change the location of text with relation to an object. You can shift and rotate a shape's text block.

Shape Menu

The commands in this menu allow you to group shapes, change their display order and make various operations on them. Most popular commands of this menu are also presented in the <u>Arrange & Size</u> panel and <u>Main Toolbar</u> to make them more easy to access.



Ordering

This menu determines the display order of shapes in the document.

Ordering -> Bring to Front

Puts the selected shapes above all other shapes.

Ordering -> Send to Back

Puts the selected shapes behind all other shapes.

Ordering -> Bring Forward

Positions selected shapes one step higher in the order list.

Ordering -> Send Backward

Positions selected shapes one step lower in the order list.

Rotate & Flip

This menu contains commands for rotating and flipping shapes.

Rotate & Flip -> Rotate Left(90°)

Rotates selected shapes by 90° counterclockwise.

Rotate & Flip -> Rotate Right(90°)

Rotates selected shapes by 90° clockwise.

Rotate & Flip -> Flip Vertical

Replaces the selected shape with its vertically mirrored copy.

Rotate & Flip -> Flip Horizontal

Replaces the selected shape with its horizontally mirrored copy.

Group

Groups selected shapes.

Ungroup

Ungroups selected shapes.

Menus Main Menu Shape Menu

36

Edit Text

Edits text of the selected shape.

Power Edit

Edit the **Shape Parameters** table.

Distribute

This menu allows you to create equal spacing between selected shapes.

Distribute -> Horizontal Spacing

Creates uniform horizontal spacing between the alignment boxes of the selected shapes.

Distribute -> Left Edges

Creates uniform spacing between the left edges of the alignment boxes of the selected shapes.

Distribute -> Centers

Creates uniform horizontal spacing between the centers of the alignment boxes of the selected shapes.

Distribute -> Right Edges

Creates uniform spacing between the right edges of the alignment boxes of the selected shapes.

Distribute -> Vertical Spacing

Creates uniform vertical spacing between the alignment boxes of the selected shapes.

Distribute -> Top Edges

Creates uniform spacing between the top edges of the alignment boxes of the selected shapes.

Distribute -> Middle

Creates uniform vertical spacing between the centers of the alignment boxes of the selected shapes.

Distribute -> Bottom Edges

Creates uniform spacing between the bottom edges of the alignment boxes of the selected shapes.

Align

This menu contains commands for aligning two or more selected shapes.

Align -> Left

Aligns selected shapes on the left sides relative to the primary selected shape.

Align -> Center

Aligns selected shapes horizontally on the centers relative to the primary selected shape.

Align -> Right

Aligns selected shapes on the right sides relative to the primary selected shape.

Align -> Top

Aligns selected shapes on the top sides relative to the primary selected shape.

Align -> Middle

Aligns selected shapes vertically on the centers relative to the primary selected shape.

Align -> Bottom

Aligns selected shapes on the bottom sides relative to the primary selected shape.

Menus Main Menu Shape Menu

37

Make Same

Makes some attributes of shapes the same as the attributes of the primary selected shape.

Make Same -> Width

Makes the selected shapes the same width as the primary selected shape.

Make Same -> Height

Makes the selected shapes the same height as the primary selected shape.

Make Same -> Size

Makes the selected shapes the same size as the primary selected shape.

Make Same -> Line Properties

Makes the selected shapes contour properties the same as the primary selected shape has.

Make Same -> Fill Properties

Makes the selected shapes fill the same as the primary selected shape has.

Make Same -> Text Properties

Makes the selected shapes text properties the same as the primary selected shape has.

Make Same -> Visual Attributes

Makes all of the selected shapes visual attributes the same as the primary selected shape has.

Operations

Click the drop-down button to access the full list of available <u>operations</u> with objects containing in the Basic Shapes library.

Crop

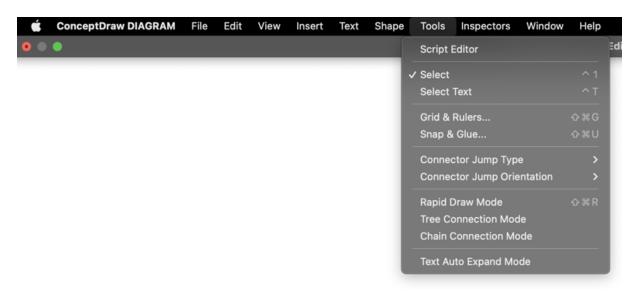
You can crop the inserted image to remove any unwanted areas.

Fit to text

Resizes the selected shapes according to the dimensions of the text they contain.

Tools Menu

This menu contains various tools.



Script Editor

Opens Script Editor for editing ConceptDraw Basic scripts.

Select

Activates the Select tool mode.

Select Text

Activates the Text Selection tool when you need to edit a text in ConceptDraw DIAGRAM document. Click the mouse once to activate the edit mode. Double-click to select the entire word.



Grid & Rules...

Calls the **Grid & Rulers** dialog, where you can change the parameters for the grid and rulers. For more information see **Dialogs - Modal Dialogs -** <u>Grid & Rulers</u>.

Snap & Glue...

Allows to modify snapping and gluing parameters for shapes.

For more information see Dialogs - Modal Dialogs - Snap & Glue,

Menus Main Menu Tools Menu

39

Connector Jump Type

This menu specifies how the points in which smart connectors cross look like.

Connector Jump Type -> Square

Displays a square crossing.

Connector Jump Type -> Arc

Displays an arc crossing.

Connector Jump Type -> 2 Sides

Displays a crossing made up of two lines.

Connector Jump Type -> 3 Sides

Displays a crossing made up of three lines.

Connector Jump Type -> Gap

Displays a gap on crossing.

Connector Jump Orientation

Specifies the orientation of line crossings.

Connector Jump Orientation -> Horizontal Jumps

The line crossings will be displayed on the horizontal lines.

Connector Jump Orientation -> Vertical Jumps

The line crossings will be displayed on the vertical lines.

Connector Jump Orientation -> No Jumps

No line jumps are displayed.

Menus Main Menu Tools Menu

40

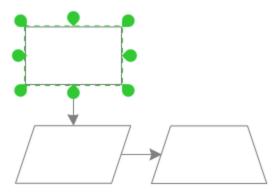
Rapid Draw Mode

Activate Rapid Draw mode for selected object(s).

Tree Connection Mode

Activate the Tree Connection Mode.

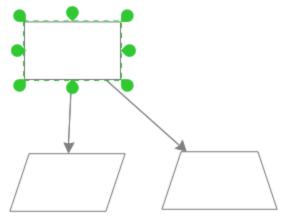
Connect selected objects with Connectors in a tree structure. New object will be automatically connected to selected one.



Chain Connection Mode

Activate the Chain Connection Mode.

Consistently connect selected objects with Connectors. New object will be automatically connected to selected one.

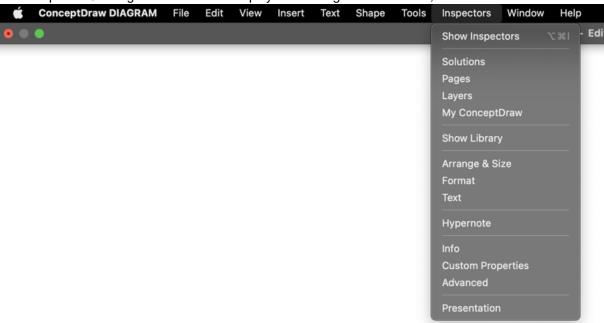


Text Auto Expand Mode

Activates the **Text Auto Expand** mode in which any shape is resized automatically when you add text to it.

Inspectors Menu

This menu controls which inspectors are displayed. The check mark \checkmark besides the menu items indicates that the floating dialog is active and is displayed either as a <u>side panels</u>, or as a tab in one of the side panel. Clicking on a menu item displays the dialog if it was hidden, or hides it if it was visible.



Show/Hide Inspectors

Enables you show the latest active panels, or hide the currently opened panels.

Solutions

Shows/hides the **Solutions** panel.

For more information see Dialogs - Side Panels - Solutions

Pages

Shows/hides the Pages panel.

For more information see Dialogs - Side Panels - Pages

My ConceptDraw

Shows/hides the My ConceptDraw panel.

For more information see Dialogs - Side Panels - My ConceptDraw

Layers

Shows/hides the **Layers** panel.

For more information see Dialogs - Side Panels - Layers.

Show/Hide Library

Shows/hides the Library panel.

For more information see Dialogs - Side Panels - Library

Arrange & Size

Shows/hides the **Arrange & Size** panel.

For more information see Dialogs - Side Panels - <u>Arrange & Size</u>

Menus Main Menu Inspectors Menu

42

Format

Shows/hides the **Format** panel.

For more information see Dialogs - Side Panels - Format

Text

Shows/hides the Text panel.

For more information see Dialogs - Side Panels - <u>Text</u>

Hypernote

Shows/hides the **Hypernote** panel.

For more information see Dialogs - Side Panels - <u>Hypernote</u>

Info

Shows/hides the Info panel.

For more information see Dialogs - Side Panels - Info

Custom Properties

Shows/hides the Custom Properties panel.

For more information see Dialogs - Side Panels - <u>Custom Properties</u>

Advanced

Shows/hides the **Advanced** panel.

For more information see Dialogs - Side Panels - Advanced

Presentation

Shows/hides the Present panel.

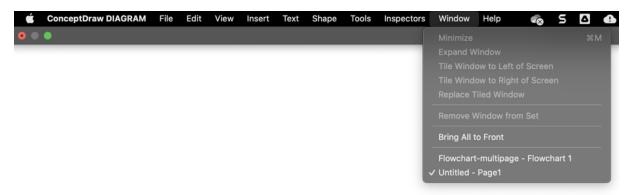
For more information see Dialogs - Side Panels - Presentation

Menus Main Menu Window Menu

43

Window Menu

This menu contains commands for manipulating windows, and shows the list of open windows



Minimize

Minimizes the active window to the Dock. Changes to Minimize All when the Option key is pressed.

Expand Window

Expands the active window.

Tile Window to Left of Screen Tile Window to Right of Screen

Arrange tiled windows in Split View (macOS Catalina and higher) to the left or right side.

Replace Tiled Window

Allows you to use a different app on one side (since macOS Monterey) when using the Split View.

Remove Window from Set

Featured by macOS Ventura's Stage Manager: if multiple windows are open on your current stage, you can use the 'Remove Window from Set' command to return it to the strip.

Bring All to Front

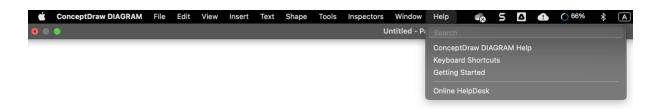
Brings all ConceptDraw DIAGRAM windows to front, maintaining their onscreen location, size, and layering order. Changes to Arrange in Front when the Option key is pressed. In the bottom section of this menu the windows list is located.

Menus Main Menu Help Menu

44

Help Menu

From this menu you can get reference information.



Search

Lets you search through menu items

Send Feedback to Apple

You can submit a ConceptDraw DIAGRAM feedback to Apple

ConceptDraw DIAGRAM Help

Calls the ConceptDraw DIAGRAM Help System. It opens in a separate window where you can see a number of articles containing information on how to use the product. You can read or print the articles, search them for the needed information.

Keyboard Shortcuts

Calls the ConceptDraw DIAGRAM keyboard shortcuts description.

Getting Started

Open the Getting Started guide in the PDF format

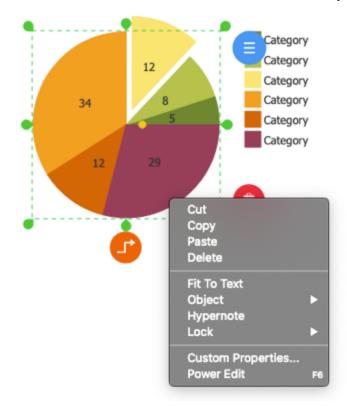
Online Help Desk

Access the ConceptDraw Help Desk web pages.

Menus

Context Menu

Context menus offer the set of choices that are available in the current state, of the application. Usually the available choices are actions related to the selected object.



ConceptDraw DIAGRAM provides a set of context menus related to different objects:

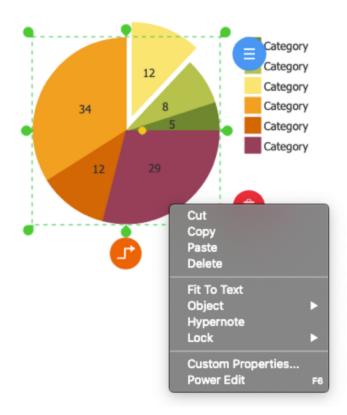
Object context menu Text context menu Toolbar context menu Library context menu <u>Library Item</u> context menu Pages context menu Table context menu

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Object Context Menu

The appearance of the context menu of the document may vary depending on where you call it - on a shape, or on an empty area in the document window. When you right-click on a shape, the context menu will look as follows:

Context Menu



When you right-click on an empty area, the context menu will look as follows:

Cut

Cuts selected text or shapes and copies them onto the Clipboard.

Copy

Copies selected shapes or text onto the Clipboard.

Paste

Inserts the contents of the Clipboard into the document.

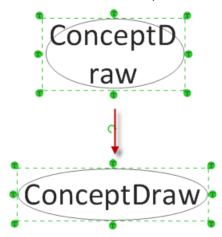
Delete

Deletes selected shapes.

Context Menu

Fit To Text

Resizes the selected shapes according to the dimensions of the text they contain.



Object

This menu is used to change position of shapes in the document.



Send To Back: Puts the selected shapes behind all other shapes. **Bring To Front:** Puts the selected shapes above all other shapes. **Rotate Left(90°):** Rotate selected shapes by 90° counterclockwise. **Rotate Right(90°):** Rotate selected shapes by 90° clockwise.

Flip Horizontal: Replace the selected shape with its horizontally mirrored copy.

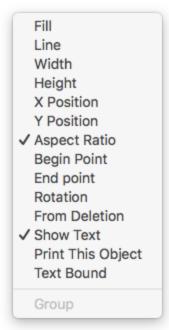
Flip Vertical: Replace the selected shape with its vertically mirrored copy.

Edit Text: Edit text of the selected shape.

Group: Group selected shapes. **Ungroup:** Ungroup selected shapes.

Hypernote: Opens the <u>Hypernote</u> Inspector

Lock: Allows to lock some of the shape parameters.



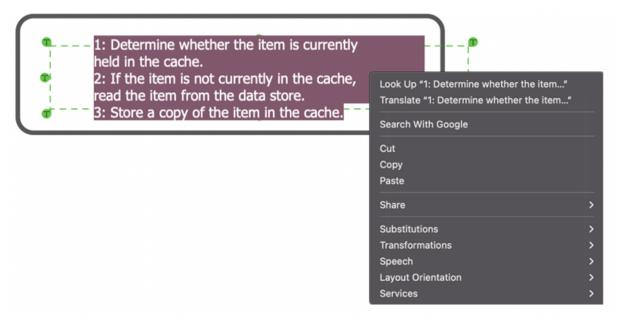
Custom Properties: Opens Custom Properties panel

Power Edit: Opens the Shape Table View .

Menus Context Menu Text Context Menu

Text Context Menu

ConceptDraw DIAGRAM allows you to access the most frequently used operations with text via the context menu. There are different ways to select a text. You can select a desired piece of text using the Text Selection Tool, or you can select the entire text using the Edit Text command from the Object context menu.



Look Up

Look up the selected text in Thesaurus and Dictionary.

Translate

You can translate text a macOS system translation feature.

Search with Google

Search the selected text in Google.

Cut, Copy, Paste

You can perform the common operations with a selected text the same as with object.

Share

Item is embedded in macOS system. Displays the list of available sharing services. Provides users a convenient way to share content with other entities, such as social sharing websites or upload services.

Substitutions

With Apple's standard Substitutions feature, you can automatically replace text and punctuation. For example, you can automatically replace a double-space with a period and a space, or replace straight quotes with "curly" quotes (called smart quotes). You can also have Internet addresses (URLs) converted to clickable links (called smart links).

Transformation

With Apple's standard Transformation feature, you can perform a certain text transformations.

Speech

With Apple's standard Speech feature you can use your voice to enter text on your Mac.

Layout Orientation

With Apple's standard Layout Orientation feature you can change layout of the text.

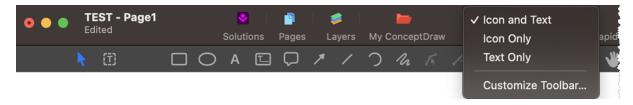
Services

Customizable Apple System Menu. Access it through System Preferences> Keyboard> Shortcuts> Services.

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Toolbar Context Menu

When you right-click on the toolbar, the context menu will look as follows:



Icon&Text

Both icons and text will be displayed on the toolbar.

Icon Only

Display only toolbar buttons icons.

Text Only

Display only toolbar buttons text labels

Use Small Size

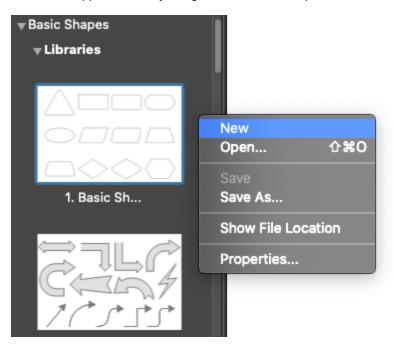
The buttons icons size will be decreased.

Customize Toolbar

Calls the **Customize Toolbar** dialog where you can add or remove the buttons from the toolbar. For more information see **Dialogs - Modal Dialogs -** <u>Customize Toolbar</u>.

Library Context Menu

This menu appears when you right-click on a free space in the library window on the Solutions panel.



New

Create a new library.

Open

Open an existing library from Finder.

Save

Save changes.

Save As

Save changes as another library.

Show File Location

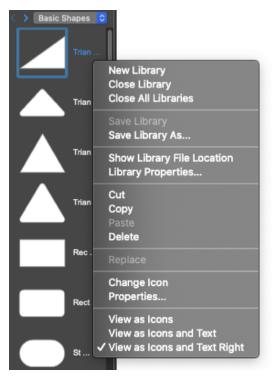
Reveal the selected library in Finder.

Properties

Open the Library Properties dialog.

Library Item Context Menu

This menu appears when you right-click on a shape in the library window.



New Library

Create a new empty library.

Close Library

Close the currently opened library.

Close All Libraries

Close all libraries.

Save Library

Save changes in the existing library using the Save As dialog.

Save Library as

Save a new library using the Save As dialog.

Show Library File Location

Show where the library is stored on the disk

Library Properties

Open the Library Properties dialog

Cut

Cuts the selected library shape and copies it onto the Clipboard.

Copy

Copies the library shape onto the Clipboard.

Paste

Pastes the shape from the Clipboard into the library.

Delete

Removes a shape from the library.

Replace

Replaces the selected shape in the library with the selected shape in the document without changing the icon.

Change Icon

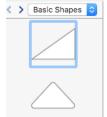
Opens Finder window to select graphic file to replace the icon of a library shape.

Properties

Opens the Library Item Properties dialog.

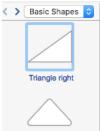
View as Icons

Shows shapes in the library window as icons.



View as Icons and Text

Shows both the names and the icons of the shapes in the library window.



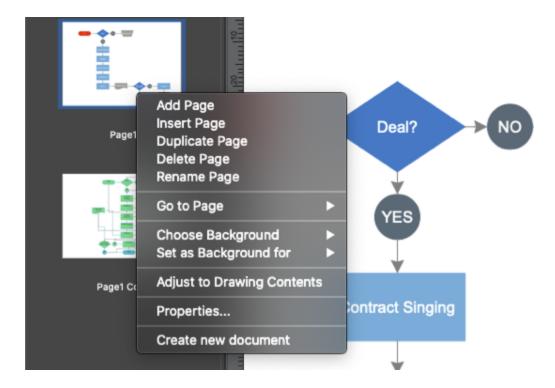
View as Icons and Text Right

Show both the names and the icons of the shapes in the library window on the right.



Pages Context Menu

This menu appears when you right-click on a free space in the library window or on the page navigator arrows in the left bottom corner of the document window.



Add Page

Addt a blank page at the end of a document.

Insert Page

Insert a blank page after the currently selected page.

Duplicate Page

Insert a copy of the currently selected page.

Delete Page

Delete the selected pages.

Rename Page

Rename the selected page.

Go to Page

Open the Pages list to instantly switch to the selected page.

Choose Background

Choose a page to be a background for the selected page.

Set as Background for

Set the selected page as background for other pages in a document.

Adjust to Drawing Content

Make the page fitting to content.

Properties

Open the Page Properties dialog.

Create New Document

Copy selected page to a new document

Views

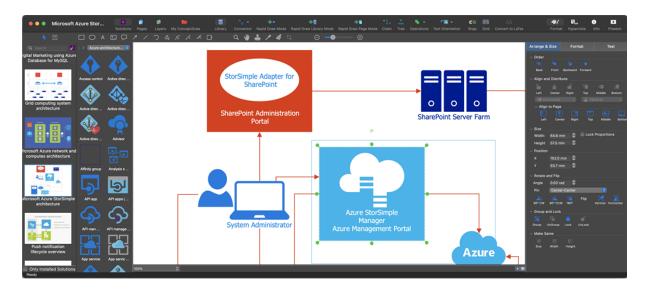
You can process a ConceptDraw DIAGRAM document using the **Document** window, **Library** windows and **Pages** view.

You also have the option of viewing and editing objects' properties using **Basic Script Editor**, or **Shape Parameters Table** view. **Presentation** view shows the slide presentation from current document. Slides will be created from document's pages.

Document
Library
Pages
Basic Script Editor
Shape Parameters Table
Presentation

Views Document

Document



This window is used for working with the document.

The default document window looks as follows: On the left side there are <u>Solutions</u> and <u>Library</u> panels. On the left and top sides of the window you can see the rulers. The grid helps to position shapes more precisely.

On the right side, you can see the Side Panels. These panels are the main means of communication between the application and the user. You can use them to set various components and properties of the application's functions. The side panels also provide information.

You can change the appearance of the document window. You can display or hide the grid and rulers. The grid and rulers parameters are set in the <u>Grid & Rulers</u> dialog, which you can call from the <u>Tools</u> menu.

To display/hide the rulers, the guide lines and the grid, use the View menu. To show/hide the rulers, use the View / Rulers menu; to show/hide the grid use the View / Grid menu, to show/hide the guide lines use the View / Guides menu. Sometimes a document can be larger than one printer page. In this case the program will break the document down and arrange it on several printer pages. To view the page breaks, enable the Page Breaks option in the View menu.

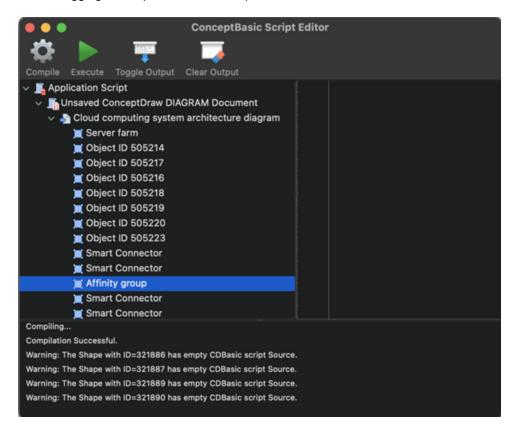
For for easy editing you can zoom in or out on the document by using the View / Zoom menu, the **Zoom** slider below the main toolbar, or the **Zoom** toolbar.

When you right-click somewhere in the window, the context menu appears. It contains various commands for working with shapes. For more information about this menu see Menus - Document context menu.

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Basic Script Editor

Each ConceptDraw graphical object has a set of properties that define its view and functionality in the application. ConceptDraw offers 3 ways to access properties of objects: a Shape Parameters Table, the ConceptDraw Basic script and XML. Open Basic Script Editor using menu Tools/Script Editor. ConceptDraw Basic Script helps to interact with other applications (command line running, invocation of the custom functions from external libraries). The ConceptDraw Basic Editor window is used for writing and debugging ConceptDraw Basic scripts.



It represents a simple text editor that allows to copy and paste text. Additionally, it allows to include source codes into the scripts (by using the #include statement). To **compile** and **execute** the script use corresponding buttons from the toolbar. To open the **Output** window press the button *Toggle Output*.

You can click on the lines to select them and copy the lines onto the Clipboard. This window is helpful for finding syntax errors in the source code. Just double-click on the error in the output window, and the program will open the editor window, with the cursor placed on the line which caused the error.

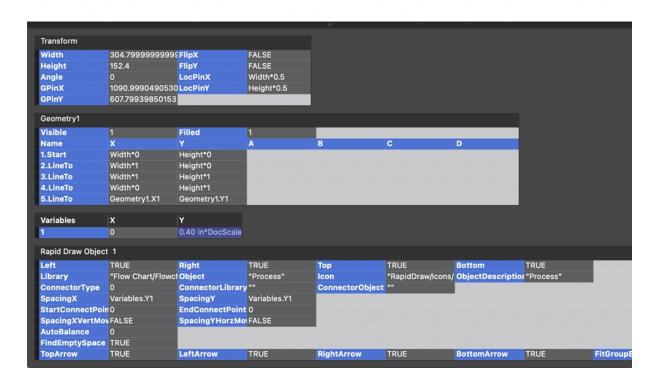
Shape Parameters Table

Each ConceptDraw graphical object has a set of properties that define its view and functionality in the application. With the help of Shape Parameters table you can define the logic of the objects' behavior, apply them the arbitrary appearance and set the connection between the appearances of different objects as well as create complex objects.

You can open the Shape Parameters table using the from the Shape / Power Edit menu.

The object properties table gives the opportunity to work with the already defined set of parameters and properties of an object. It is designed to manage the limited (including large) set of properties.





At the top of the table there's the input field where you can enter or alter the parameters in the cells. All parameters are grouped in sections. By double-clicking a section title you can collapse it to one row. When you click a cell in a section, its content is displayed in the input field where you can edit it. Also you can make changes using the Table context menu.

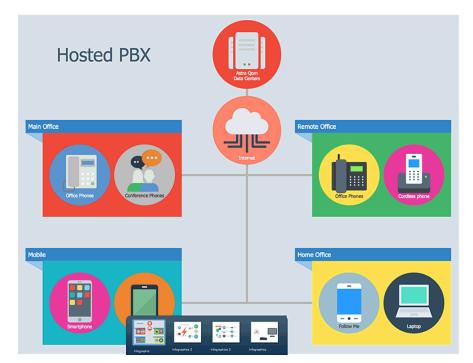
For more complex objects, objects with a variable number of child elements and custom properties, as well as a predetermined behavior <u>ConceptDraw Basic</u> script is recommended.

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Presentation

This window is used for previewing the document as a slide-show. Slides will be created from document's pages. Use <u>Present</u> panel to conduct the presentation. Click the <u>button</u> button on the Main Toolbar.

Presentation view shows the *slide presentation* from current document. Slides will be created from document's pages.





The document page will be stretched to fit the window.

In the bottom part of the view there is page navigator window. To open it hold the mouse cursor in the bottom part of the window for several seconds. You can move between pages by pressing **Space** key, clicking arrows or pages icons.

To quit the view press **Esc** key.

Dialogs

Dialogs are the main means of communication between the program and the user. They are used to set various components and properties of the program. The dialogs also provide information. ConceptDraw has two types of dialogs:

Modal Dialogs Side Panels

Modal Dialogs

Modal dialogs are mostly called from the menus, or by using the keyboard shortcuts. When this dialog is open, you can't work with other tools.

Document Properties

Preferences

Spell Check

Color

Find&Replace Text

Library Item Properties

Library Properties

HTML Export Dialog

Flash Export (SWF) Dialog

Graphic File Export

Page Setup

Print

Grid&Rulers

Snap & Glue

Customize Toolbar

Page Properties

Document Properties Dialog

This dialog is used to set the parameters of the current document. To call it choose **Document Properties...** from the **File** menu. The dialog contains several tabs, which control various groups of settings:

Print Setup - contains information that describes the document.

<u>Page Size</u> - sets the size and orientation of the document pages.

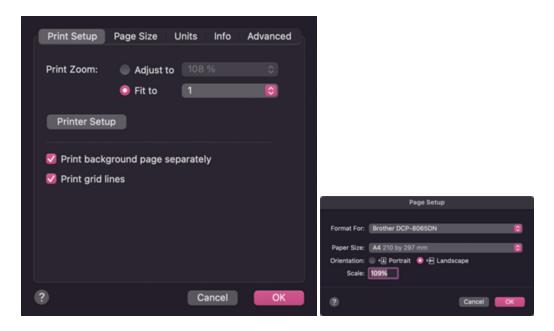
Units - sets the scale, units of measure, etc.

<u>Info</u> - contains information that describes the document.

<u>Advanced</u> - allows to protect the document by restricting access to it.

Print Setup

The Print Setup settings allow you to set options for the default printer and its default settings.



Printer Setup - opens the system printer settings dialog.

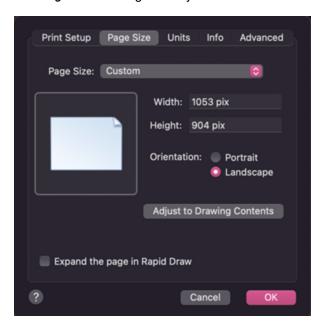
Print Zoom - lets you adjust the document pages to the printer pages.

Print background pages separately - lets you print the background pages of the document as separate pages.

Print grid lines - lets you hide or show grid lines on the printed page.

Page Size

The Page Size settings allow you to choose the size of the document page.



Select the different Page Size to see more page size options. You can choose one of the pre-defined sizes from the drop-down list or set Custom page size. Using the pre-defined sizes you can only change the paper orientation. Also you can set exact size of paper.

Width - specifies the page width

Height - specifies the page height

The *Orientation* setting specifies the orientation of the document page: *Portrait* - the page is taller than it's wide. *Landscape* - the page is wider than it's tall.

Adjust to Drawing Contents - the page size is set enough to fit all shapes in the drawing. If the document contains several pages, the biggest value is used. If you want to print the background page separately mark the corresponding option.

Expand the page in Rapid Draw - Sometimes, when you create charts using Rapid Draw, not all objects can be placed on a given page size. This option allows you to enable automatic expansion of the page.

Units

The Units settings allow you to choose the units of measurements for a page's dimensions, margins, drawing size, and drawing scale. The units you choose determine whether new, blank drawings open with metric or U.S. units.



Units - allows to choose the unit of measure from the drop-down list.

Angle - sets whether to display the angles in degrees or radians.

The *Scale* setting determines the scale of the document. The following options are available: *No scale* (1:1) - the 1:1 scale.

Pre-defined scale - allows to choose a scale from the list. The scale is set with the help of two drop-down lists. The first one allows to choose the type of the drawing:

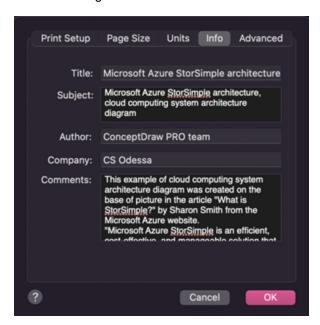
- Metric
- Civil Engineering
- Mechanical Engineering
- Architectural

Depending on the chosen option you can choose a pre-defined scale in the second drop-down list. If the *Civil Engineering* or *Architectural* options are chosen, non-metric (imperial) units of measure are set automatically in the *Units of measure* field. You can change the units of measure manually if needed.

Custom scale - sets a user-defined scale. You can use different units of measure by specifying the appropriate suffix after the value (for example, 1 ft = 1 in).

Info

The Info settings contain the current document meta description and author info.



Title - contains the title of the document

Subject - contains the subject of the document

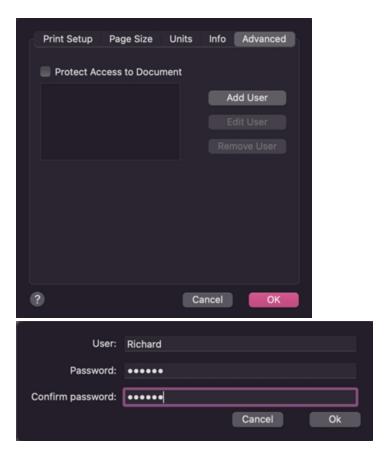
Author - contains the name of the author

Company - contains the name of the company

Comments - a detailed description of the document

Advanced

The Advanced settings allow you to manage access to the current ConceptDraw DIAGRAM document.



Protect Access to Document - It allows you to restrict access to your ConceptDraw document. You can create a list of users who are allowed to access the document. You can manage the access list using the "Add User", "Edit User" and "Remove User" buttons.

Settings Dialog

This dialog controls the application settings. It allows you to change default application settings that will be applied to all new documents created in ConceptDraw DIAGRAM.

To call the dialog, choose **Preferences** from the **Application** menu.

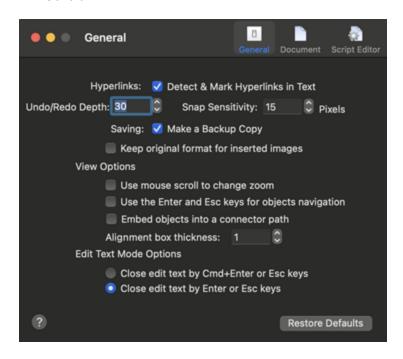
The dialog contains several tabs, where various settings are grouped:

General - contains the default settings for new documents,

<u>Document</u> - specifies paths to various components of the application,

Script Editor - determines the appearance of some components of the application,

The General tab:



If you want to mark hyperlinks in text use the Detect & Mark Hyperlinks in Text option.

Undo Depth - The Undo command reverses recent changes, the amount of which is determined by the *Undo Depth* option.

Snap sensitivity - sets the distance at which snapping and gluing are activated. This distance is set in pixels and does not depend on the scale or magnification. The default value is 15 pixels.

Make a Backup Copy - mark this option to enable auto saving.

Keep original format for inserted images - enable to insert images keeping their original format.

View Options:

Use mouse scroll to change zoom - enable using mouse to change zoom.

Use the Enter and Esc keys for objects navigation - Navigate from object to object using keys in addition to using the mouse.

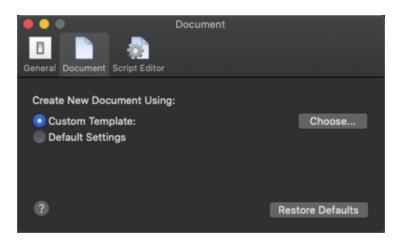
Embed objects into a connector path - enable to insert an object directly in the connector path.

Alignment box thickness - lets you adjust the thickness of the selection box. It may be important for object alignment.

Edit Text Mode Options:

You can set the operation which will be perform by the Enter key in the Text Edit mode.

The *Document* tab:



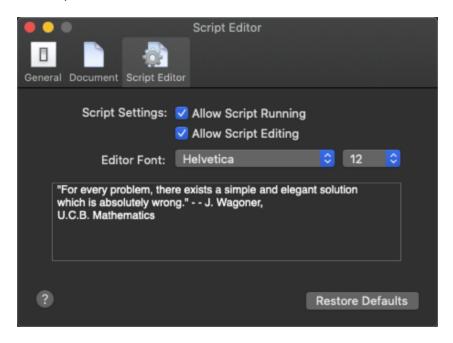
This tab describes the parameters of the documents, created with the **New** command. You can choose whether to base a new document on the default settings or on a default template file:

Create New Document Using:

Custom Template- allows to choose a template file, on which every new document will be based. Use the Browse button to choose the file, or specify the path in the edit field.

Default Settings - indicates, that the document is created with the default parameters, listed in the <u>Template Setup</u> dialog.

The Script Editor tab:



The Script Editor tab specifies how the CDBasic Editor window looks and works.

The *Script Settings* section sets how ConceptDraw Basic scripts will be treated by ConceptDraw: *Allow Script Running* - allows the program to run scripts automatically,

Allow Script Editing - allows to edit scripts.

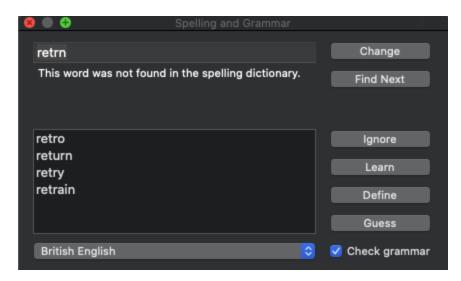
You can choose the font and font size, and preview them in the area below.

Spell Check Dialog

You can use the Spell Check dialog to find mistakes in the shapes text.

You can call this dialog from the Edit menu.

When you call the dialog, the Spell Check engine checks all objects in your document at all pages. You will see the results of the check in the next dialog.

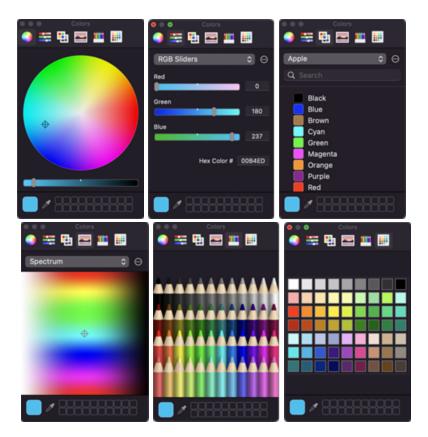


The mistakes are marked red and underlined. You can select one of the words from the internal dictionary and correct a mistake by pressing the Guess button.

You can find out what selected word means by using the Define button.

Color Dialog

This dialog is used to set color for a shape, its text or other attributes. You can call this dialog by pressing one of the buttons located in the **Color** drop-down list from the appropriate toolbar button menu.



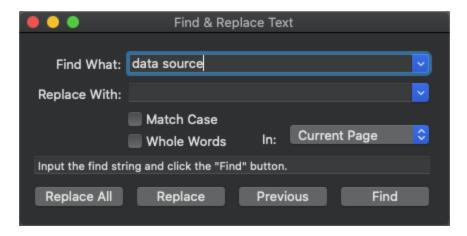
This is a standard macOS system color dialog where you choose a color, adjust its brightness. To choose the needed color, click on it with the mouse. You can add the chosen color to the custom colors area in the bottom part of the dialog by dragging it from the sample area in the upper part of the dialog. It works on any tab of the dialog.

Dialogs Modal Dialogs Find/Replace Dialog

Find/Replace Dialog

This dialog allows you to search for and replace text in ConceptDraw shapes. The search can be performed either in the current document, or in the documents on disk (including folders and subfolders). You can edit the document without closing this dialog - it remains floating over the document, and you can always return to it and search for the next match. You can call the dialog from the **Edit\Find\Find...** menu or by using the keyboard: **Cmd + F**

The Find&Replace dialog:



Find What - here you can specify the string to be found. You can either type the text, or select one of the previously searched strings.

Replace With - a string with which the found string will be replaced.

Match Case - specifies whether to differentiate capital and small letters in the search.

Whole Words - search only complete words. For instance, if "leg" is being searched, the "leg" world will be found, and "legion" or "legend" will be ignored.

In: - drop-down list with search location options.

Replace All - replaces all matches with the string in Replace With.

Replace - replaces the found string with the string in Replace With.

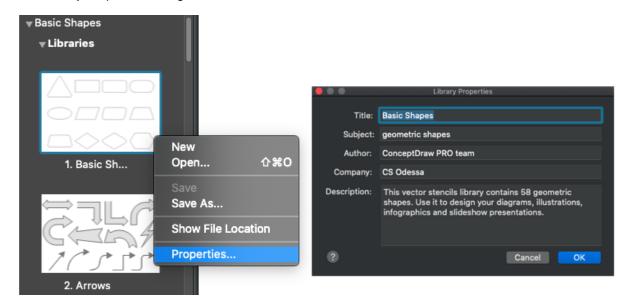
Previous - returns to the previous match.

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Library Properties

This dialog is used to view and set library properties.

You can call this dialog from **File\Library\Properties** or from the context menu in the library window. The *Library Properties* dialog:



Title - the name of the library.

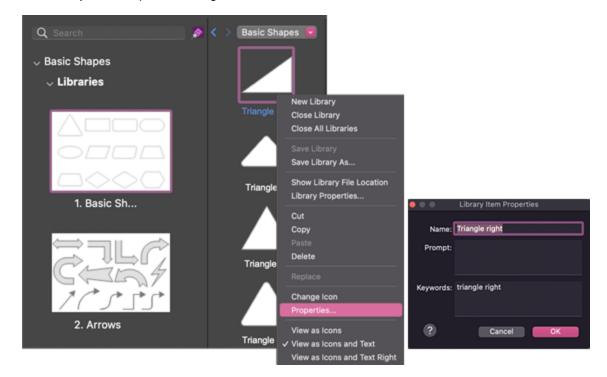
Subject - the brief description of the library.

Author and Company - information about the creators of the library.

Description - additional information about the library.

Library Item Properties

This dialog is used to view and set the properties of library shapes. You can call this dialog from the library item context menu in the library window. The *Library Item Properties* dialog:



Item name - sets the name of the library shape.

Item prompt - sets a brief description of the library shape.

Item Keywords: - Here you can enter keywords regarding the library object

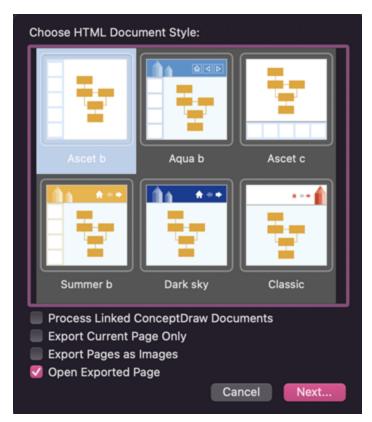
These properties are displayed when you position the mouse pointer over a shape in the library. The *Item name* appears as a tip over the shape, and the *Item prompt* is shown in the status bar.

Dialogs Modal Dialogs HTML Export Dialog

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HTML Export Dialog

This dialog is used to set exporting parameters for HTML.



There is a gallery of templates in the top part of the dialog. To choose a template make a click on its icon. To export the current document with the default settings make a double-click on chosen template icon.

Process Linked ConceptDraw Documents - process all linked ConceptDraw documents like the current document, so you will be able to open them as regular HTML files from the exported HTML file. Export Current Page Only - export only current page of the document.

Export pages as images - export the content of ConceptDraw document as *.png image inserted into html page.

Open Exported Page - open exported HTML file after export using default Web-browser.

Dialogs Modal Dialogs Flash Export Dialog

Flash Export Dialog

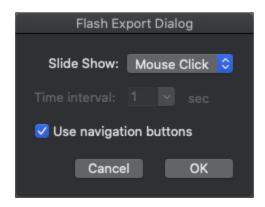
This dialog is used to configure the parameters of the resulting .swf file when exporting the document to Macromedia Flash format.

This dialog is called from the menu File / Export / Flash.

The Flash Export Settings dialog: The Slide Show setting specifies when the next page of a multi-page document will be displayed:

None - only the first page is displayed.

Mouse Click - the next page will be displayed on a mouse-click.



Use Navigation Buttons the following navigation buttons will be inserted into the Flash file:



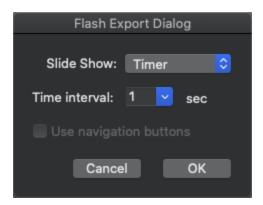
Go to first page

Go to previous page

Go to next page

Go to last page

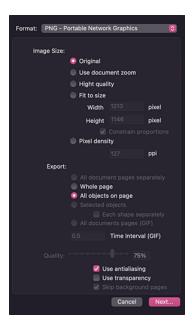
Timer - the next page will be displayed in the specified time interval (in seconds).



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Graphic File Export

This dialog is used to configure the parameters of the resulting .graphic file (PNG, JPEG, GIF, TIF, BMP, PCT) file when exporting the ConceptDraw document to graphic format. This dialog is called from the menu **File / Export / Graphic file.**



In the Image Size section, you can choose one of these options:

Original - the shapes will be exported in their original size, regardless of the current zoom level.

Use document zoom - the shapes in the graphic file will be of the same size as they appear on screen (at the current zoom level).

High Quality - choosing this option, you'll get the best quality image. Please note, that the size of the file would increase. We recommend to use the option for printing.

Fit to size - this option lets you assign custom dimensions to the picture - specify the width and height in pixels.

Pixel density - this option lets you change a pixel density (PPI).

In the Export section, you specify which shapes will form the image in the graphic file:

All document pages separately - create a separate graphic file for each page of the document.

Whole page - to export the entire page with all the shapes which are within the page.

All objects on page - all the shapes which are on the page and outside it. The image size will be large enough to fit for all shapes.

Selected objects - only the selected shapes from the active page. The image size will be equal to the total bound of all selected shapes.

All document pages - select when export to animated GIF.

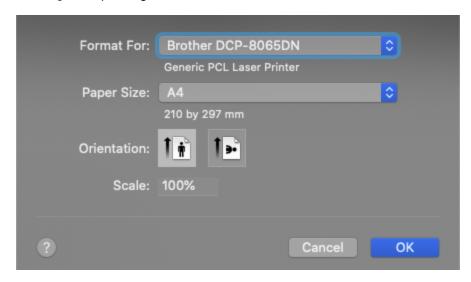
Time interval (GIF) - set the time interval to show the animated GIF slides.

Quality - for JPEG format you can also specify image quality: by using the slide bar, you can set the quality within the range of 1% to 100%. Note that better quality increases the file size.

Page Setup Dialog

This is a standard system dialog which is used to configure the printer page settings.

You can call the dialog from the **File\Page Setup** menu or by using the keyboard: **Cmd + Shift + P**The *Page Setup* dialog:



Format for - allows to choose the printer to adjust the page for.

Paper Size - sets the page size.

Orientation - sets the page orientation.

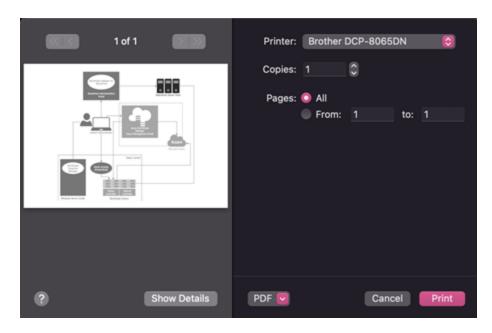
Scale - sets print scale.

Dialogs Modal Dialogs Print Dialog

Print Dialog

The **Print** dialog is a system dialog, which allows you to specify the printer, the range of pages to be printed, the number of copies, and some other settings.

You can call this dialog from the File\Print menu or by using the keyboard: Cmd + P The *Print* dialog:



Printer - allows to choose a printer from the list.

Copies - number of copies.

The Pages section sets the print range.

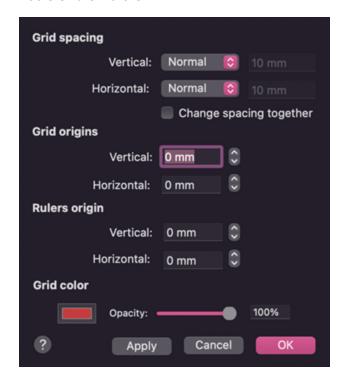
PDF - You can share the document with others by saving it as a Portable Document Format (PDF), PostScript file, cloud storage, or emailing it.

Show Details/Hide Details - Display all print options/simplify the display of commonly used options.



Grid Settings Dialog

This dialog is used to configure the view of the *grid* and the *rulers*. This dialog can be called from the **Tools\Grid & Rulers...** menu.



The **Grid Spacing** section specifies the size of the grid cells.

Horizontal - sets the width of the grid cells:

Normal

Fine

Coarse

Fixed

The Fixed option allows to input a custom value within the 0 mm to 320 mm range.

Vertical - sets the height of the grid cells:

Normal

Fine

Coarse

Fixed

The Fixed option allows to input a custom value within the 0 mm to 320 mm range.

The *Grid Origins* -sets the starting point (*origin*) for the grid lines. The origin represents the horizontal and vertical offset relative to the upper left corner of the page.

Horizontal - horizontal offset. The possible range is -320 mm to +320 mm.

Vertical - vertical offset. The possible range is -320 mm to +320 mm.

The **Rulers Origins** -sets the starting point (*origin*) for the rulers. The origin represents the horizontal and vertical offset relative to the upper left corner of the page.

Horizontal - horizontal offset. The possible range is -320 mm to +320 mm.

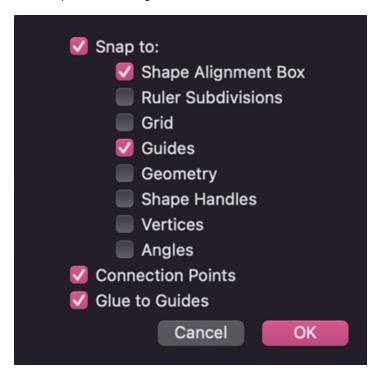
Vertical - vertical offset. The possible range is -320 mm to +320 mm.

The *Grid Color* section specifies the grid color and alpha channel settings of the grid.

The alpha channel controls the opacity of a grid. You can change the transparency of the grid using the opacity option in the range from 0 to 100%

Snap and Glue Settings Dialog

This dialog is used to configure the snapping and gluing settings. You can call this dialog from the **Tools\Snap & Glue...** menu The *Snap & Glue* dialog:

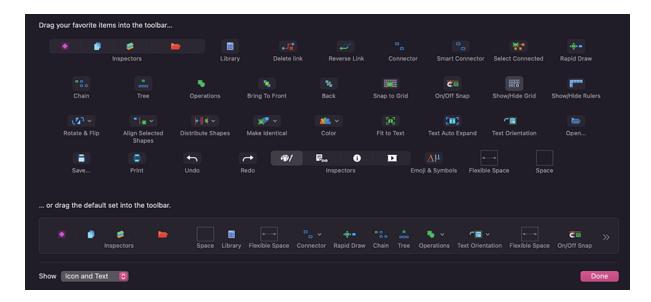


If Snap to is enabled, you can specify the conditions when snapping will be activated.

Customize dialog

This dialog is used for customizing the user interface of the program (menu commands, toolbars, keyboard shortcuts).

This dialog is called from the **View\Customize Toolbar...** menu of from the context menu, called on the toolbar.



You can drag the buttons or toolbar elements such as Separator, Flexible Space or Space from the list to the toolbar with the mouse.

To delete a command from a menu or a toolbar, grab it with the mouse and drag back onto the dialog window.

Also you can drag the whole default set of the buttons instead of the customized toolbar.

Show - defines the style of the buttons on the toolbar.

- o Icon&Text shows both icons and text
- o Icons only shows only buttons images
- o Text only shows only buttons signs

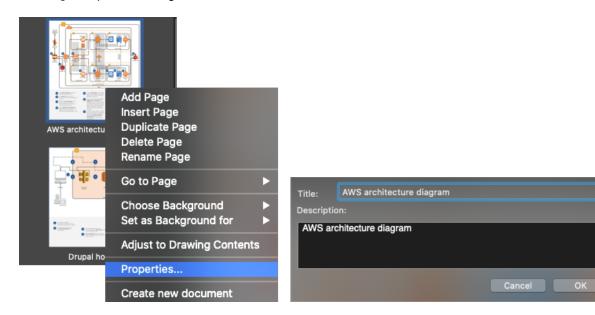
Use Small Size - mark this option if you want to decrease the size of the toolbar buttons icons Press *Done* to finish customizing.

Page Properties Dialog

This dialog is used to view and the page properties.

You can call this dialog from the Pages inspector context menu.

The Page Properties dialog:



Title - the name of the Page Description - Short description of the page content.

Template Setup Dialog

This tab contains settings of the default template. Starting with the New document and selecting the Default document option, you get the workspace corresponding to these settings. Enables you to set properties of a new document. Template setup includes two steps:

Step 1: Setup a page and printer paper properties.



Step 2 Enables set a Grid and Snap properties.



Template settings will be automatically applied when choosing Custom Settings option in the **Preferences'** <u>Document</u> tab.

Side Panels

Some tools and features in ConceptDraw DIAGRAM are accessible from the side panels. You may find here particular tools and resources that you might need while working with graphic documents. Click the Inspectors menu to find a needed panel.

Solutions

Pages

Layers

Show/Hide Library

Arrange&Size

<u>Format</u>

Text

Hypernote

<u>Info</u>

Custom Properties

Advanced

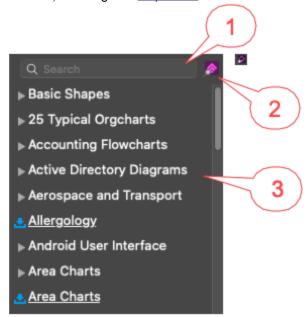
Presentation

Dialogs Side Panels Solutions

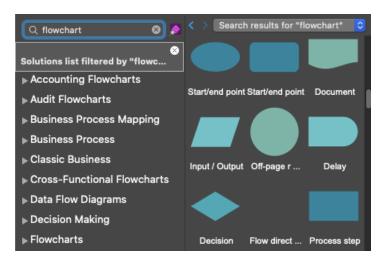
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Solutions

ConceptDraw DIAGRAM provides an access to an online service that delivers additional product extensions. This is a time saving assistant for generating business documents and presentations. ConceptDraw Solution Park is an online collection of visual solutions for ConceptDraw products. It contains many subject areas for professional applications. Solutions panel provides the list of available solutions in alphabetical order. You can activate Solutions inspector by clicking the button on the toolbar, or using the Inspectors menu.



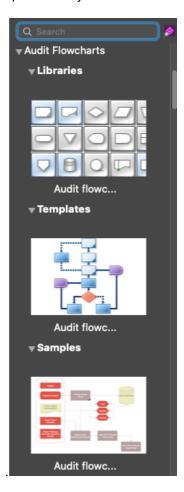
1. Search window. You can search for library objects. Enter a keyword or an object name in the search field. The object will be found and displayed in the <u>Library</u> panel, also solutions displayed in the Solutions panel will be filtered according to the keyword.



Dialogs Side Panels Solutions

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- 2. **Search in ConceptDraw Store.** You can run the ConceptDraw Store application to search for the the proper solution in Solution Park.
- 3. **Solution section.** This section contains the list of available solutions in alphabetical order. Use the drop-down button to preview Libraries, Templates and Samples contained in the certain solution. You can open them by click.



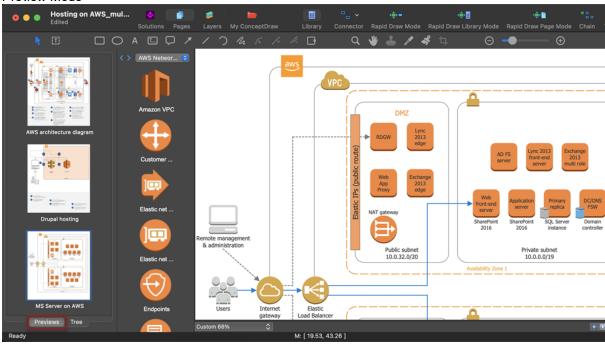
Dialogs Side Panels Pages

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Pages

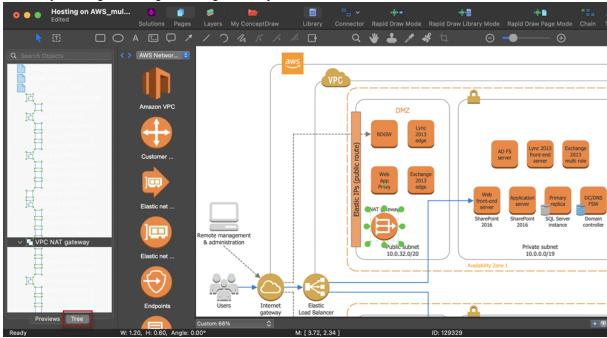
The Pages panel enables you to operate with pages of a current document. You can activate Pages inspector by clicking the button on the toolbar, using the <u>Inspectors</u> menu, or the **Page Navigator** command from the menu <u>View</u>. There are two page viewing modes. To switch between modes, use the tabs at the bottom of the Page panel. To add or delete a page open the <u>context menu</u> by making the right mouse click on the page.

Preview Mode



Tree Mode

The Tree view of the page shows the diagram as a hierarchical list of objects. Moving the cursor through the list, you navigate through the diagram's objects.



The pages of your ConceptDraw DIAGRAM document displayed as icons with previews, so you can easily navigate through your document.

The active page preview.



Double-click name to rename page. To reorder pages use drag & drop. If the page has background, it is marked with a background icon.

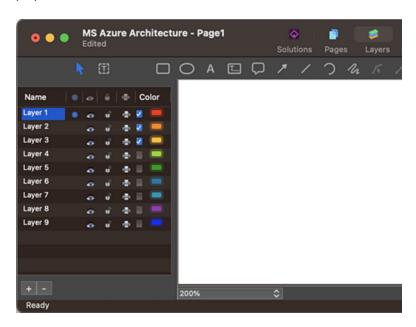


Preview of the page, that is assigned to be a background page.



Layers

You can activate Layers inspector by clicking the button on the toolbar or using the <u>Inspectors</u> menu. This inspector is used for working with layers. It contains the list of existing layers and their properties.



The table contains six columns: Name, $Active(\)$, $Visible(\)$, $Lock(\)$, $Printable(\)$ and Color. Name - indicates the name of the layer. The active layer is displayed in blue, the selected layer (which is being edited) is highlighted. To select another layer, click on its name with the mouse. Double-clicking on the name (or pressing F2) let you edit the name of the layer.

Active - specifies whether the layer is active. The active layer is the layer on which new shapes are placed. The active layer is marked with the sign. Only one layer can be active at a time.

Visible - specifies whether the layer is visible. The eye sign $^{\infty}(^{\bigcirc})$, indicates that the layer is visible (invisible), that is, the shapes on the layer are visible (invisible).

Lock - specifies whether the layer is locked against changes. The padlock sign $^{\textcircled{6}}$ ($^{\textcircled{6}}$) indicates that the layer is locked (unlocked). You can't edit shapes on a locked layer.

Printable - specifies whether the layer is printable. The printer sign [△] indicates that the layer is printable and the shapes on it will be printed.

Color - specifies the color of the shapes on the layer. If the check mark \checkmark is set, the line color of all shapes on the layer will be the same as the color of the color box near the check mark. Otherwise the shapes have their original line color.

Add + - adds a new layer to the document. The new layer gets default settings: not active, visible, unlocked, printable, without color.

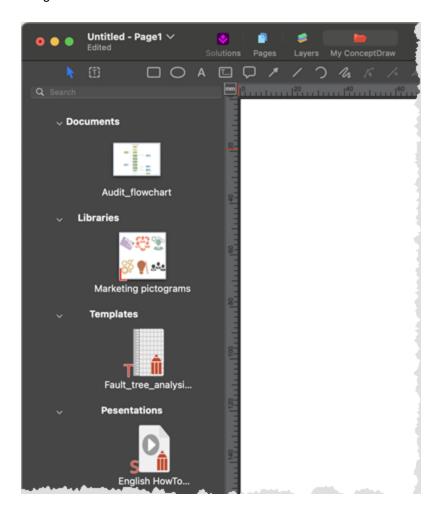
Delete - deletes the selected layer. All shapes that are on the deleted layer are automatically placed on the active layer. You can delete the active layer, and there's always at least one layer in the document.

My ConceptDraw

My ConceptDraw panel displays DIAGRAM's stuff stored in the My ConceptDraw folder on the user's computer.

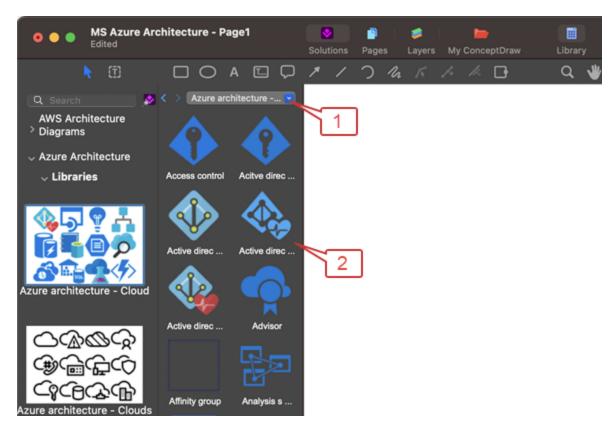
- Document files in CDD and CDDZ format;
- Library files in CDL format;
- Template files in CDT format;
- Slide presentations in CDS and CDSZ format.

Subfolders are also displayed if they contain these formats of documents. Create a shortcut to any folder using Windows Explorer, place it in the My ConceptDraw folder and it will also be displayed on the My ConceptDraw panel as a subfolder. You can drag documents between folders. You can drag documents between folders. Access the panel from the Main Toolbar. When you hover over a document icon, a tooltip appears that contains a preview and document metadata. The context menu allows you to create a new document, delete a document, adjust the preview size, sort previews by name or date, and show the location of the document (folder with the document in Finder). The search bar makes it easy to navigate folder's content.



Library

To open the library window click the button on the toolbar, use the <u>Inspectors</u> menu, or the Show/Hide Library command from the menu <u>View</u>. Wide collections of shapes and Clip arts help you create a different types of diagrams, as well as various sorts of technical drawings.



1. **Libraries section** displays the opened libraries. You can cause a list of opened libraries by using the drop-down button. Press the navigation arrows to navigate through libraries.

You can manage the libraries using the context menu and Library Properties Dialog.

- 2. **Objects section** displays objects containing in the active library. There are a few different methods for placing an object into your drawing:
- Click on an object and then click on the document, at the place you want the object to be inserted.
- Perform a drag-and-drop from the library to your document.
- Double click on an object's icon in the library to place an object in the center of your document.

You can manage library objects using the <u>context</u> menu and <u>Library Item Properties</u> dialog. You can change the fill color of the object, the line type, add a shadow, or apply other formatting options using the <u>Format</u> panel.

Some of ConceptDraw libraries contain objects, identified by a blue tile in the library preview. Such objects can be edited by using the Action button menu. To open the menu select an object and click the action button in the upper right corner of the object.



Some ConceptDraw DIAGRAM objects are assigned embedded <u>Rapid Draw</u> features. Rapid Draw allows you to build diagram quickly. Select a Rapid Draw featured object.



You can add the next object by clicking on its icon from the Rapid Draw arrows that pop up when you bring the mouse cursor over the object.



Rapid Draw will automatically draw and connect the next object in your drawing.



Arrange & Size

Arrange & Size panel is included to the Format group of control panels. Activate it using button on the main toolbar, or the <u>Inspectors</u> menu.

ConceptDraw DIAGRAM provides tools to help ensure the shapes in your diagram are aligned and spaced well. That helps make your drawing as clear as possible and give it a professional look. Access the Arrange inspector from the Inspectors menu.



Order

Here are object order tools. They help you control the placement of overlapping objects.

· Align and Distribute

Align shapes without changing their spacing using the **Left**, **Central**, **Right** controls to set a horizontal alignment and **Top**, **Middle** and **Bottom** controls to set a vertical alignment.

Distribute the space between object's control frames using the **Vertical** and **Horizontal** distribution.

Align to Page

Align selected objects relative to the edges of the page.

Size

Set the size of the object in the units specified in the <u>Preferences</u>.

• Position

Set the position of the object in the coordinate system.

Rotate and Flip

You can rotate objects rotated clockwise and counterclockwise in 90 and 180 degrees . You can flip them vertically, flip them horizontally, or rotate using the **Angle** and **Pin**.

Group and Lock

You can group **Group** and **Ungroup** selected objects. The Edit group button allows you to change objects within group using a special window for edits..

Make Same

You can make the certain properties of selected objects identical.

Dialogs Side Panels Format

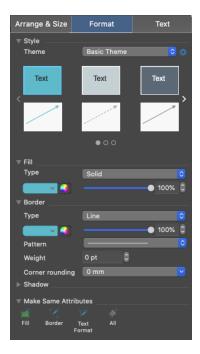
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Format

ConceptDraw DIAGRAM provides tools to help ensure the selected objects in your diagram are aligned and spaced well. That helps make your drawing as clear as possible and give it a professional look.

You can activate the Format panel by clicking the button on the toolbar or using the <u>Inspectors</u> menu.

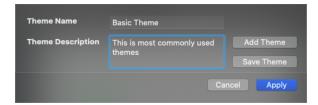
Format Panel for a Library Object



• Style

You can apply pre-designed formatting to your drawing with one click. The embedded style themes can be applied to an entire object (fill, line and text) or to object's elements, such as line, and text. You can create your own style containing custom colors, effects and text formatting by choosing one of the embedded styles and modifying it. You can save a new style in your current ConceptDraw DIAGRAM document, or save it on your local computer to be used with other ConceptDraw DIAGRAM documents.

Use the ricon to save , or load custom themes.



Fill

Change the fill color of selected object.

Border

Change line color and line pattern.

• Shadow

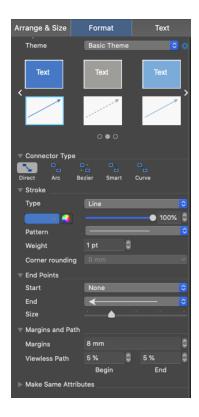
Select shadow style and color.

Make Same Attributes

Dialogs Side Panels Format

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Format Panel for Connector



Style

Built-in style themes can be applied to connectors as well as to entire objects (fill, line, and text). Using the **Style** section for connectors is the same as for the 2D objects described above.

• Connector Type

Change the type of connector.

Stroke

Change the type of the stroke of the selected connector.

End Points

Change the form and size of the arrowheads of the selected connectors.

• Margins and Path

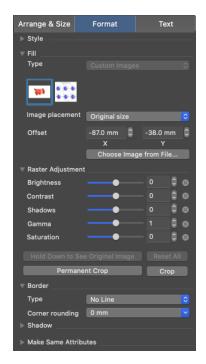
You can create connectors that do not have a visible connection to the objects by adding two-sided margins, or one-sided indents - path.

Make Same Attributes

Make certain properties of selected objects identical.

Dialogs Side Panels Format

Format Panel for a Raster Image



• Brightness

You can adjust the brightness of all colors and the difference between the light and dark parts of an object.

Contrast

You can change the contrast of the color of a bitmap while preserving shadow and highlight detail.

Gamma

The Gamma effect enables picking up details in a low contrast image without significantly affecting the shadows or highlights.

Saturation

You can adjust the colors and their intensity by changing the percentage of white in the image.

Dialogs Side Panels Text

Text

Text panel is included to the Format group of control panels. Activate it using button on the main toolbar, or the <u>Inspectors</u> menu.

ConceptDraw DIAGRAM provides tools to set or modify various attributes of the shape's text.. You can change the format of text in a selected shape using text formatting options. Access the Text inspector from the Inspectors menu.



1. Font

Font - allows you to choose a font from the list of installed fonts and define the font size in points. 1 point = 1/72 inch.

Upper color selector - sets the text color. You can choose a color from the color palette, or set a custom color.

Upper opacity slider - sets the text transparency.

Lower color selector - sets the text background color. You can choose a color from the color palette, or set a custom color.

Lower opacity slider - sets the text background transparency. You can apply any style to font: Bold, Italic, Underline, etc.



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2. Alignment:

The *Horizontal Alignment* section describes how the paragraph is aligned relative to the shape's text box. The following alignment types are available:

Left - to the left side of the text box,

Centered - the lines are justified with respect to the center of the text box.

Right - to the right side of the text box.

Top - moves the text to the top of the text box,

Middle - centers the text in the middle of the text box,

Bottom - moves the text to the bottom of box.

Text auto expand mode - If the object should contain a lot of text, this mode allows you to automatically increase the width and height to accommodate the text in full.



Text auto expand mode "OFF"

Text auto expand mode "ON"

3. Indents

First Line - defines the left indent of the first line in paragraph.

From Left - defines the left indent of all paragraph lines.

From Right - defines the right indent of all paragraph lines.

4. Spacing

In the *Spacing* section you can set the distance between the lines of text. The distance is specified in points (though you can use other units of measure too). A positive value increases the distance, a negative value - decreases the distance.

Character - specifies by how much to increase or decrease the distance between characters (in points). Enter 0 for normal spacing, a positive number - to increase spacing, a negative number - to decrease spacing.

Line - changes the distance between the lines for all selected paragraphs. When you set the value in percent (120%,150%, etc) the spacing will be based on the font size. Also, you can set a fixed value in points. The default value is 100%.

Before paragraph - changes the spacing between the current and the previous paragraphs.

After paragraph - changes the spacing between the current and the next paragraphs.

Dialogs Side Panels Text

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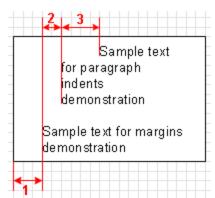
5. Margins

Top - defines the top margin.

Right - defines the right margin.

Bottom - defines the bottom margin.

Left - defines the left margin.



In the picture above: 1 - Left margin, 2 - indent From Left, 3 - First Line indent.

6. Tab settings

Tab settings section allows to modify the tab position, selected in the Tab stops table.

Tab stops - specifies the default tab position for the entire shape. By default, it's 1/2 inch.

The Alignment section specifies how text is aligned with respect to the tab position:

Left - places the left edge of the text in the specified position,

Center - places the center of the text in the specified position,

Right - places the right edge of the text in the specified position,

Decimal(.) - if there's the point separator (.) in the text, the text is aligned by the point.

Comma(,) - if there's the comma separator (,) in the text, the text is aligned by the comma.

Tab stop positions are shown with red lines.

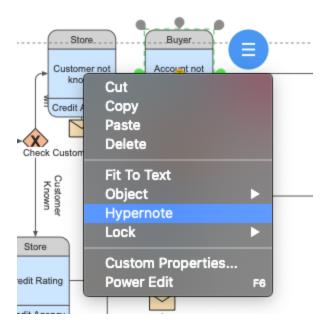
Add + - adds to the Tabs list the tab stop described in Tab Stop Position. For convenience, after you click the Add button, the setting in the Tab Stop Position area is increased by the value of Default Tab Stop. Remove - removes the tab stop position selected in the list.

Dialogs Side Panels Hypemote

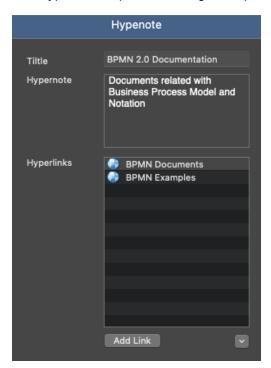
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Hypernote

Use this control panel to assign text notes and hyperlinks. You can add hyperlinks to any ConceptDraw DIAGRAM object. The hyperlinks can link to another page or object in the current document, or a Web site. Access the Hypernote inspector from the button on the toolbar, use the Inspectors menu, or context menu of the object.



Use Hypernote inspector to assign multiple hyperlinks to shapes.



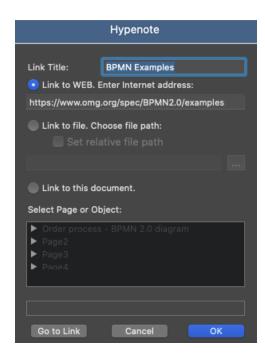
Dialogs Side Panels Hypemote

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Title - Click to enter the Title of Hypernote

Hypernote - Click to enter text comments to Hypernote.

Add Link - Click to add a hyperlink using the Set Hyperlink dialog.



Hyperlinks can be of the following types: a hyperlink to an URL to a page or an object in the current document.

Link to Web

You can add one or more hyperlinks to an Internet address. When such link is opened, the program launches the default browser and goes to that address. You can type the hyperlink address manually, or and copy and paste the link from the Internet browser.

Link to file

Allows adding hyperlink to any file on your computer, or another computer accessible via LAN and WAN. **Link to this document**

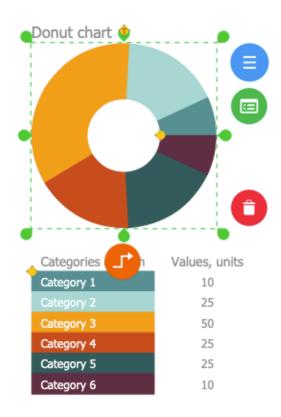
Allows adding hyperlink to another page or shape in the current document,

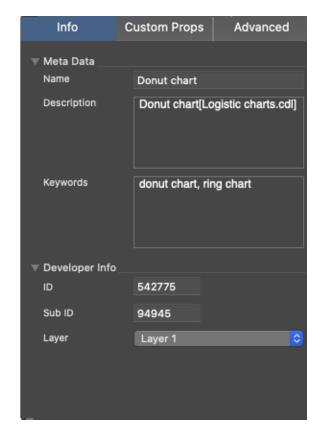
Go to Link

Enables to open the hyperlink without closing the dialog.

Info

Thecontrol panel displays basic information about the selected shape (if there's more than one shape selected - the information for primary selected shape). If there's no selected shape, the controls in the inspector are disabled. You can activate Info inspector by clicking the button on the toolbar or using the Inspectors menu.





Meta Data

Contains meta data related to an object: name, description including name of the parent library and keywords that will help to search this object.

• Developer Info

Contains: ID - the unique identification number of the object within current document;

Sub ID - the unique identification number of the object within current group;

Layer - number of Layer where object is located.

ID - indicates the unique number of the shape in the current document.

Sub ID - indicates the number of the shape in its parent group. It's used for referring to shapes inside a group.

Layer - assigns the shape to a layer. Unlike other fields of the dialog, changing layer applies to all selected shapes, not only to the primary one.

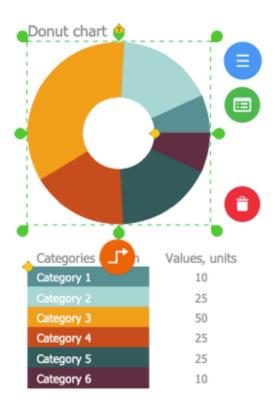
Dialogs Side Panels Custom Properties

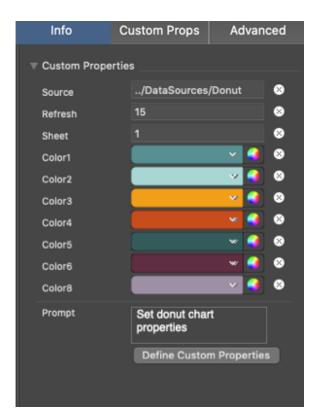
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Custom Properties

Custom Properties panel is included to the Info group of control panels. Activate it using ubutton on the main toolbar, or the Inspectors menu.

It is is used to create, modify and delete custom properties of a shape. If there are several selected shapes, the properties will be shown for the shape with primary selection (the one that displays green handles).

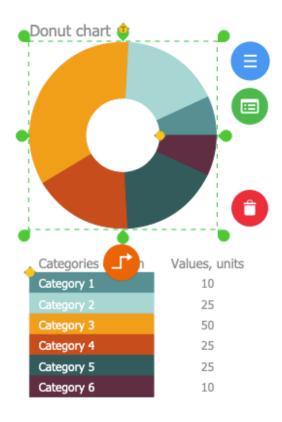


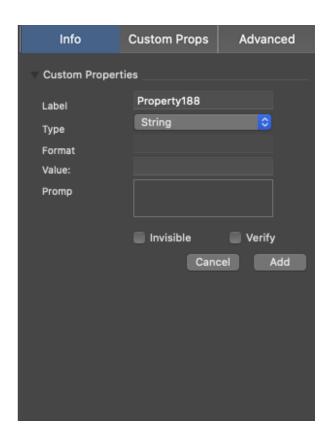


If the shape has no custom properties, you'll be offered to **Define Custom Properties**. Using this section you can assign some properties to the shape.

Dialogs Side Panels Custom Properties

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Label - the name of the property. It's used when the property is referenced to in formulas or <u>ConceptDraw Basic scripts</u>.

Type - the type of the property, can have one of the following values:

String

Number

Fixed List

Variable List

Boolean

Note: When entering values of the *Fixed List*, *Variable List* or *Boolean* types you're offered to choose one from the list. Also information about types can be used by CD Basic.

Format - contains the list of possible values for the properties that have the Fixed List or Variable List types. The values are delimited by semicolon ";". For values of other types this parameter is ignored. Value - indicates the default value,

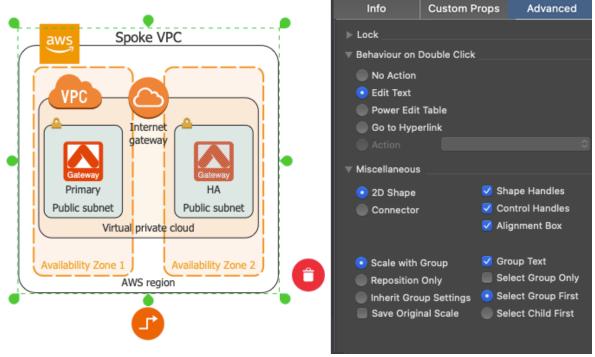
Prompt - the text of the tip,

Verify - if enabled, checks if the property has a value, and if it hasn't, the user will be asked to provide one.

Invisible - specifies whether to show this property.

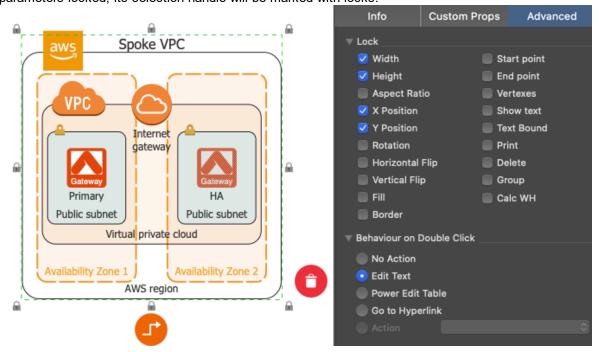
Advanced

Advanced panel is included to the Info group of control panels. Activate it using button on the main toolbar, or the Inspectors menu. Edit object behavior, protection, and double-click properties.



Lock

Define parameters of an object that should be locked from changes. If the selected object has some parameters locked, its selection handle will be marked with locks.



Dialogs Side Panels Advanced

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Behavior on Double Click

Define Double-Click actions:

No action - No actions on Double-Click;

Edit text - Edit a text of an Object;

Power Edit Table- Edit Shape Parameter Table;

Go to Hyperlink - Open hyperlink;

Action - Choose one actions, assigned to object. The assigned action will be performed continuously with Double-Click.

Miscellaneous

2D Shape - The selected object is assigned as two-dimensional. You can resize it by changing its height and width;

Connector - The selected object is assigned as one-dimensional. You can resize it by changin its height only. It can be connected to another with connecting points (the same as connector);

Scale with Group - All objects scale similarly and simultaneously around group center;

Reposition only - Group resizing will move grouped objects without resizing;

Inherit Group Settings - Apply the entire group settings while resizing individual objects from this group; Save Original Scale - if this option is on, the shape will keep its size when inserted into a document with some other scale. Otherwise, the size of the shape will be changed according to the scale settings of that document:

Shape Handles - Show/Hide handles of selected objects;

Control Handles - Show/Hide control handles of selected objects;

Alignment box - Show/Hide alignment frame around selected objects;

Hide in Presentation - Allows not to display selected objects in Presentation mode;

Group text - Enable/Disable object text editing in group;

Select group only - Enable/Disable selecting individual objects within a group;

Select Group first - The first click on the object that is included in a group will select the entire group, the next click will select this object within the group;

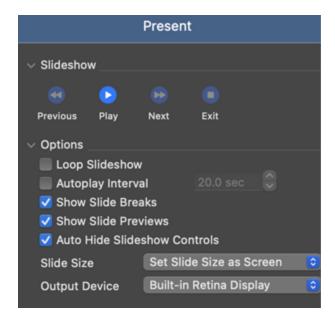
Select Child First - The first click on the object that is included in a group will select this object within the group, the next click will select the entire group.

Dialogs Side Panels Present

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Present

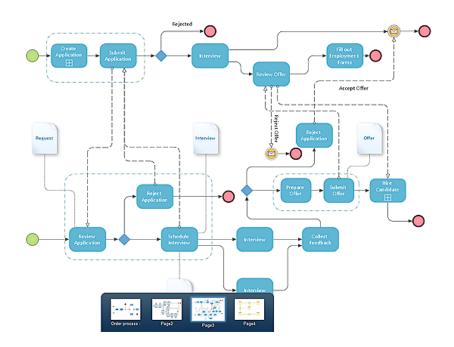
Use Presentation inspector to operate ConceptDraw DIAGRAM dynamic presentations. You can activate Present inspector by clicking the button on the toolbar or using the Inspectors menu.



Slideshow

Operate slideshow using these command buttons.

You can play a slide presentation of the current document Slides will be created from document's pages. Hover the mouse over the bottom of the screen to access the presentation control panel.

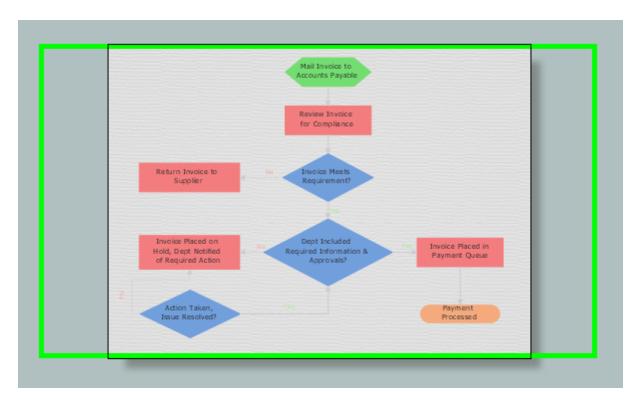


Options

Set the consecutive order of Slide Show.

Change document size to fit monitor resolution.

When the Presentation panel is active, the slide frame is highlighted in green. Thus, you can see how the size of a real page fits the dimensions of the monitor that you select for the presentation. You can change the size of the presentation slide so that it matches the dimensions of the presentation monitor. ConceptDraw DIAGRAM supports multi-monitor usage. The only limit is that ConceptDraw DIAGRAM can run only one presentation at a time. So, you can run a presentation in one monitor and have the same or a different document open for editing on the second monitor. By default every presentation is displayed on the primary monitor. To run a presentation on the secondary monitor select the monitor from Output Device drop-down list.



Keyboard Shortcuts

Keyboard / Mouse	Operation	
DOCUMENT AND WINDOWS		
Cmd + N	Create a New Document	
Cmd + Opt + N	Create a new document from a template	
Cmd + O	Open a Document	
Cmd + S	Save the active document	
Cmd + Shift + S	Save the document under a new filename	
Cmd + Opt + P	Start Presentation	
Cmd + P	Print the active document	
Cmd + Shift + P	Page Setup	
Cmd + Opt + G	Switch Grid on	
Cmd + Opt + R	Show Page breaks	
Cmd + Opt + W	Close all active windows	
Cmd + W	Close the active window	
Cmd + M	Minimize the active window	
Cmd + <window number=""></window>	Activate the certain window	
F6	Open Shape Parameter Table	
VIEW		
Cmd + "="	Zoom In	
Cmd + "-"	Zoom Out	

Cmd + Opt + Z	Activate the Zoom Box mode
Ond Copt 2	Activate the 256m Box mode
Click/ Click + Opt in Zoom Box	Zoom In/ Zoom Out
Cmd + 0	Set zoom to Whole Page
PgUp	Scroll one window space up
PgDn	Scroll one window space down
Cmd + Home	Go to the top-left corner of the page
Cmd + End	Go to the bottom-left corner of the page
Cmd + PgUp	Go to the previous page
Cmd + PgDn	Go to the next page
SELECTING SHAPES	
Select with Shift	Allows to select several shapes
Cmd + A	Select all the shapes on page
Ctrl + T	Activate Text Selection Tool
Tab/ Shift + Tab	Select the next/ previous shape
Shift	Select objects without quitting the mode
Keyboard / Mouse	Operation
HYPERLINKS	
Ctrl + Shift + E	Create / Edit hyperlink
Ctrl + Shift + H	Open hyperlink
EDITING	
Cmd + Z	Undo the last operation

Cmd + Shift + Z	Redo what was reversed by Undo
Cmd + X	Cut the selection to the Clipboard
Cmd + C	Copy the selection to the Clipboard
Cmd + V	Paste the content from the Clipboard
Cmd + F	Find
Cmd + Shift + G	Find next
Cmd + Shift:+;	Spelling
Del / Delete	Delete the selected shape(s)
Cmd + D,	Duplicate the selected object(s)
Insert Vertex with Cmd	Cut the line in this place
LIBRARIES	
Cmd + Shift + N	Create a new library
Cmd + Shift + O	Open a library
Cmd + Shift + I	Replace the library object with page object
F4	Show/Hide Library Window
SHAPES	
Cmd + Opt + B	Send to Back
Cmd + Opt + F	Bring to Front
Cmd + Shift + B	Send Backward
Cmd + Shift + F	Bring Forward
Cmd + Shift + J	Flip Vertical

Cmd + Shift+ H	Flip Horizontal	
Cmd + L	Rotate Left (90 degrees)	
Cmd + R	Rotate Right (90 degrees)	
Cmd + Left/Right	Rotate by 1 degree	
Cmd + Shift + Arrow	Rotate by 0.1 degree	
Resize with Shift	Toggle between unproportional and proportional resizing	
Keyboard / Mouse	Operation	
Arrows/ Shift + Arrows	Move the selection	
Cmd + G	Group the selected shapes	
Cmd + U	Ungroup the selected shapes	
DRAWING MODES		
Ctrl + 1	Activate Select tool	
Ctrl + 2	Activate Text tool	
Ctrl + 3	Activate Line tool	
Ctrl + 4	Activate Sector tool	
Ctrl + 5	Activate Arc tool	
Ctrl + 6	Activate Spline tool	
Ctrl + 7	Activate Rectangle tool	
Ctrl + 8	Activate Ellipse tool	
Ctrl + 9	Activate Connector tool	
Ctrl + 0	Activate Eye Dropper tool	

F5	Activate the Text Editing mode	
Shift in drawing	Constrained drawing (circle, square, etc.)	
Cmd + Shift + R	Activate Rapid Draw mode	
TEXT FORMATTING		
Cmd + B	Bold for selected text	
Cmd + I	Italic for selected text	
Alt+Cmd + U	Underline for selected text	
Cmd + L	Align on the left for selected text	
Cmd + E	Align in the center for selected text	
Cmd + R	Align on the right for selected text	
Cmd + "."	Increase font	
Cmd + ","	Decrease font	
Esc	Finish editing	
APPLICATION		
Cmd + "?"	Open ConceptDraw Help	
Cmd + ";"	Preferences (Application Settings)	
Cmd + Opt + H	Hide ConceptDraw	
Cmd + Q	Quit ConceptDraw	