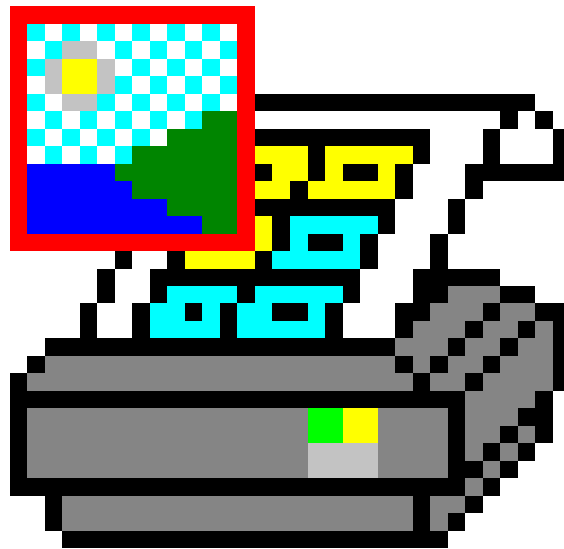




Symbol for Windows

Paper Chart Maker

(Version 3.1)



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Introduction

The Paper Chart Maker allows you to create symbol charts, which can be printed on paper.

Symbol charts are often used as a means of communication, or as an overlay for a communication device.

Every *cell* (a field) on the chart can contain one or more symbols, imported images and texts, plus two captions.

You can make every chart look different, by changing the size of:

- the area with the cells
- the cells (by choosing a number of cells, horizontal and vertical)
- the margin around the area with the cells
- the margins between the cells
- the width of the lines around the cells.

You can also decide for:

- text in the border around the chart
- the color of each cell and of the line around each cell
- the fonts (and size, style and color) for the texts in the cells.

As from version 1.5 you can also merge cells and split merged cells, and you can color the border of individual cells.

As from version 2 each cell can contain several symbols and/or imported images and/or texts instead of just one symbol, image or text.

You can change a number of drawing options per symbol and per image.

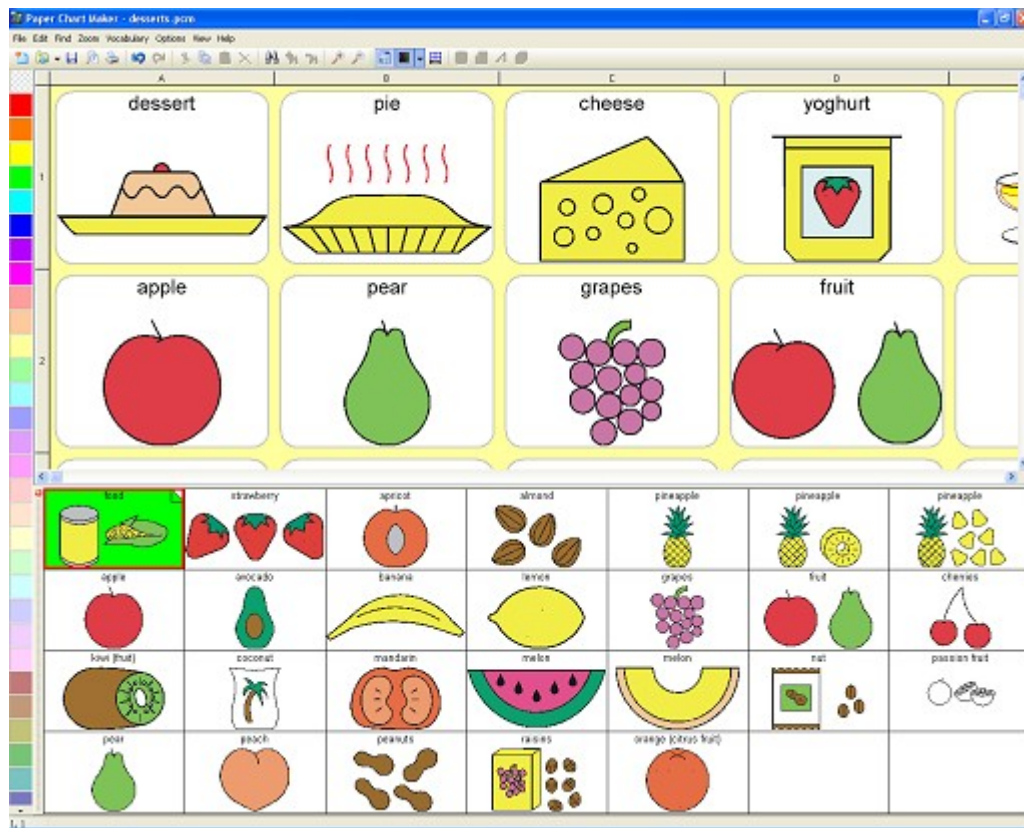
Symbol for Windows

The Paper Chart Maker is a Symbol for Windows program. Programs in these series give direct and easy access to different symbol databases like PCS and Pictogram (provided that the user has a license for these databases).

This manual

This manual will tell you how the Paper Chart Maker works. First an overview of the program is given. Then a detailed description is given of each step in the making of a chart.

1.Window of the Paper Chart Maker



The Paper Chart Maker window contains the following elements.

- At the top you can see the caption. The caption is the blue topmost bar with the title of the window and some Windows buttons.
- Below the caption stands the menu that gives access to all functions in the program.
- Beneath the menu a Toolbar is found, with buttons providing access to the most commonly used functions of the program.
- The Colorbar is a tool to set background colors of individual cells. Here it is located to the left of the chart, but its can also be attached to the right, bottom or top.
- The graphic menu - here below the chart - gives access to symbols in a symbol database (provided the user has a license to use the database) or in a user vocabulary or to images or sounds in files on the computer. The window can be made bigger or smaller and it can be closed. It can 'float' over the chart or you can dock it on the lower half of the screen or to the left of the chart.
- The remainder of the window shows the chart you are working on.

Each of these parts will be described below.

Focus

When working with the Paper Chart Maker, your keystrokes will be send to either the chart view, or the Vocabulary, or the Colorbar. The exceptions are the [Alt] +<letter> combinations of the menu. You can always see which part of the window will receive the keystrokes you make, because that part will have one of its boxes or cells highlighted with a gray border. In the picture above you can see that the chart view will respond to your actions, because the top-left cell on the chart has a gray border.

Using the keyboard

Pressing the Tab key will shift the focus to another part. Press Tab until the part you want to work with has the input focus. Use the arrow keys until the item you want to select becomes focused, press Enter to select the item.

Using the mouse

With the mouse you can click on any item in the window. That item will get the input focus (if it knows about keystrokes).

The mouse is, in this respect, much more direct than the keyboard: point and click does the same as Tab + cursor keys + Enter with the keyboard. But the Keyboard has great advantage when entering text, such as the 'type + place' method of placing symbols on your chart.


1.1 Caption and menu




















































At the top of the window you are the caption of the window, and a menu.



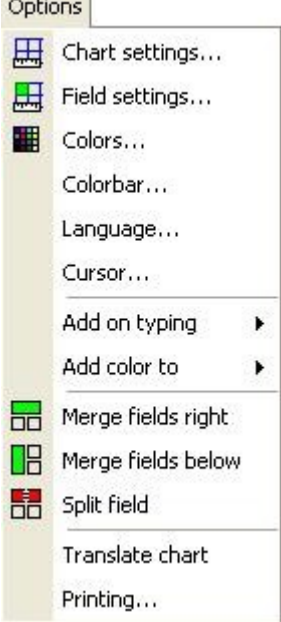
Through the menu you can control the program. If some option or command is not available at a time, it is disabled: it looks dimmed. For example if you are placing a symbol, you must first complete that action. Most of the options in the menu will be disabled.


If an option in the menu has a keyboard shortcut (a special key combination you can press to perform the command), it is shown right next to the command in the menu.

The menu contains the following options:

	<p>In the menu File you can find the options to create a new chart, save, load and print existing charts etc.</p> <ul style="list-style-type: none">• New - abandon current chart, create a new one.• Open - read a chart from disk.• Reopen – open one of the 5 most recently opened files again• Save - save current chart to disk. If a chart was read from disk, it will overwrite the old version. If the chart in memory is a new chart, you will be prompted to enter a filename.• Save As... - save current chart to disk. You will be prompted to enter a filename.• Preview - show a preview of the printout. If your chart will print over multiple pages, you can see how the pages are laid out.• Printer setup... - change the printer settings• Print... - print your chart. You can select only some pages or print the entire chart.• Exit – close the Paper Chart Maker.
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<p>Edit</p> <table border="1"> <tbody> <tr> <td></td> <td>Undo</td> <td>Ctrl+Z</td> </tr> <tr> <td></td> <td>Redo</td> <td>Shift+Ctrl+Z</td> </tr> <tr> <td></td> <td>Cut</td> <td>Ctrl+X</td> </tr> <tr> <td></td> <td>Copy</td> <td>Ctrl+C</td> </tr> <tr> <td></td> <td>Copy settings</td> <td>Ctrl+Alt+C</td> </tr> <tr> <td></td> <td>Paste</td> <td>Ctrl+V</td> </tr> <tr> <td></td> <td>Delete</td> <td>Del</td> </tr> <tr> <td></td> <td>Select Symbol...</td> <td>Ctrl+H</td> </tr> <tr> <td></td> <td>Import Picture...</td> <td>Ctrl+I</td> </tr> <tr> <td></td> <td>Text...</td> <td>Ctrl+T</td> </tr> <tr> <td></td> <td>Field graphics...</td> <td>Ctrl+M</td> </tr> <tr> <td></td> <td>Background color</td> <td></td> </tr> <tr> <td></td> <td>Border color</td> <td></td> </tr> <tr> <td></td> <td>Next image synonym</td> <td>F5</td> </tr> <tr> <td></td> <td>Previous image synonym</td> <td>F6</td> </tr> <tr> <td></td> <td>Next label synonym</td> <td>F7</td> </tr> <tr> <td></td> <td>Previous label synonym</td> <td>F8</td> </tr> <tr> <td></td> <td>Draw options</td> <td>Ctrl+D</td> </tr> </tbody> </table>		Undo	Ctrl+Z		Redo	Shift+Ctrl+Z		Cut	Ctrl+X		Copy	Ctrl+C		Copy settings	Ctrl+Alt+C		Paste	Ctrl+V		Delete	Del		Select Symbol...	Ctrl+H		Import Picture...	Ctrl+I		Text...	Ctrl+T		Field graphics...	Ctrl+M		Background color			Border color			Next image synonym	F5		Previous image synonym	F6		Next label synonym	F7		Previous label synonym	F8		Draw options	Ctrl+D	<p>The menu Edit contains the following commands:</p> <ul style="list-style-type: none"> • Undo – undo the last action • Redo – redo the last action • Cut - cut the selection and put in on the clipboard • Copy – copy the selection to the clipboard • Copy settings – copy the layout settings from the selected field • Paste – paste the contents of the clipboard • Delete - delete cell contents • Select Symbol... - find and place a symbol from one of the available databases. • Import picture... - read an image from a file (.BMP, .WMF, .EMF, .ICO, .JPG or .JPEG format) • Text... - set the text to use for a cell. • Field graphics – edit the graphical content of a cell • Background color – change the field's background color • Border color – change the field's border color • Next image synonym – change the symbol to the next synonym (symbol with the same meaning in the same database) • Previous image synonym – change the symbol to the previous synonym (symbol with the same meaning in the same database) • Next label synonym – change the label to the next word synonym • Previous label synonym – change the label to the previous word synonym • Draw options – set the drawing options for the currently selected symbol
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	Find...	Ctrl+F																																																					
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<p>Zoom</p> <table border="1"> <tbody> <tr> <td></td> <td>Out</td> <td>F2</td> </tr> <tr> <td></td> <td>In</td> <td>F3</td> </tr> <tr> <td></td> <td>Min</td> <td></td> </tr> <tr> <td></td> <td>Half</td> <td></td> </tr> <tr> <td></td> <td>Max</td> <td></td> </tr> <tr> <td></td> <td>Field...</td> <td>F4</td> </tr> </tbody> </table>		Out	F2		In	F3		Min			Half			Max			Field...	F4	<p>The menu Zoom controls how much detail / how many cells you can see on your screen. Zoom in on one symbol only is another possibility (the last command).</p> <ul style="list-style-type: none"> • Zoom in – show more detail, less cells • Zoom out - show less detail • Min – show least amount of detail – maximum overview • Half - set zoom level to halfway, usually a good compromise between detail and overview. • Max – show in detail – minimum overview • Field – display a large view of the currently 																																				
	Out	F2																																																					
	In	F3																																																					
	Min																																																						
	Half																																																						
	Max																																																						
	Field...	F4																																																					

 <p>The screenshot shows the 'Vocabulary' menu with the following options: Load vocabulary..., Close vocabulary, Display, Settings, User vocabulary (checked), Explore folder, Concept browser, Vocabulary settings..., Explore folder, and Concept browser.</p>	<p>selected symbol.</p> <p>The menu Vocabulary lists the Vocabulary options.</p> <ul style="list-style-type: none"> • Load vocabulary – select the Vocabulary you want to use • Close vocabulary • Display – use the vocabulary window to display a user vocabulary, a folder on the computer or a symbol database (concept browser). • Settings <ul style="list-style-type: none"> Vocabulary settings... – change the height of the Vocabulary (when docked) and show or hide the symbol names Explore folder - change the settings that the source vocabulary window uses when exploring a folder Concept browser - change the settings that the source vocabulary window uses when browsing concepts.
 <p>The screenshot shows the 'View' menu with the following options: Vocabulary, Colorbar, and Toolbar.</p>	<p>The menu View contains commands to alter the view on screen.</p> <ul style="list-style-type: none"> • Vocabulary - show or hide the Vocabulary. • Colorbar - displays or hides the color selection bar, so you can set the cell colors. • Toolbar (with sub-menu) - set the location of the toolbar (at the left, top, right or bottom side of the window) or hide it.
 <p>The screenshot shows the 'Options' menu with the following options: Chart settings..., Field settings..., Colors..., Colorbar..., Language..., Cursor..., Add on typing, Add color to, Merge fields right, Merge fields below, Split field, Translate chart, and Printing...</p>	<p>The menu Options contains commands to set various options.</p> <ul style="list-style-type: none"> • Chart settings... - to set the size of the chart, the margins, font etc. • Field settings... - change the field color, border color and the shape of the border; changed settings can be copied to the row, column or grid. • Colors... - define colors • Colorbar... – Set the options for the Colorbar • Language... – select a primary and a secondary language • Cursor... – choose a shape for the cursor: Frame, Led or Hatched. • Add on typing – choose to add either symbols or text, when typing. • Add color to (Background or Border) – choose which part of the cell is colored when using the Colorbar • Merge fields right – merge the cell with a number of the cells to the right of it • Merge fields below - merge the cell with a number of the cells below it • Split field – split the merged field • Translate chart – translate symbols from one or more databases into symbols from a chosen database

	<ul style="list-style-type: none"> • Printing... - alternative for printers that go wrong on Bliss symbols <p>The menu Help contains the following commands:</p> <ul style="list-style-type: none"> • Contents (only if there is a Help file) – open the Help file on the Contents page • Index (only if there is a Help file) – open the Help file on the Index page • Manual – open the manual in Word • About – display information about the Paper Chart Maker. The version and the serial number of your license are shown here.
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Pop-up menus

Besides the main menu, there is also a menu that pops up when you press the right mouse button on the chart view area. This pop-up menu contains the same items as the Edit menu, minus Undo and Redo, plus the merge/split commands.








A smaller menu will pop up when the right mouse button is pressed on the Vocabulary. This pop-up menu offers the possibility to copy a symbol (to paste it on the chart), find a symbol, or zoom in on a symbol. You can also move to another page in the Vocabulary; click **Go to page...** and select the page you want to open.















1.2 Toolbar

The Toolbar is located at the top of your window by default. You can also move it to any other side of the window by selecting one of the **View - Toolbar** - (side) commands in the menu. You can also hide the Toolbar. This is useful if you want to have more of the chart visible on your screen.

The Toolbar contains buttons, which perform an action with one click of the mouse. All of the buttons on the toolbar are equivalent to one command from the menu. If some Toolbar button is not available at a time, it is disabled. For example if you are placing a symbol, you must first complete that action. This is the same as for the commands in the menu.

The Toolbar buttons can only be used with a mouse (or equivalent pointing device), not with the keyboard. There are keyboard shortcuts for many commands. These are displayed in the menu right next to the commands.

	New chart. Create a new chart (see 'File - New' from the menu)
	Open chart. Read a chart from disk (see 'File - Open' from the menu)
	Save chart. Save the chart in memory (see 'File - Save' from the menu)
	Print preview. Shows a preview of how your chart will be printed. You can see how many pages are needed to print your chart if your chart is larger then one sheet of paper.
	Print chart. Print the chart. See chapter 6 for details
	Cut. Puts the contents of the currently selected cell on the program's clipboard and clears the contents of the cell.
	Copy. Puts the contents of the currently selected cell on the program's

	clipboard, leaving the currently selected cell unchanged.
	Paste. Pastes the contents of the program's clipboard in the currently selected cell.
	Delete. Clears the contents of the currently selected cell on the chart.
	Find. To find a symbol by name in the Vocabulary. If the symbol exists, the Vocabulary will display the page that contains the symbol.
	Find Next. If the symbol, symbol name or file name occurs more than once in the Vocabulary, this function will bring you to the next match.
	Find Previous. This function brings you to the previous match.
	Zoom in. Shows more detail of the symbols on your chart. Because the cells are larger on screen, you will get less overview of your chart.
	Zoom out. Shows less detail of the symbols on your chart, provides more overview of the chart.
	Show/hide Vocabulary. Displays or hides the Vocabulary.
	Show/hide Colorbar. Displays or hides the color palette.
	Change chart settings. Sets the sizes of the chart.
	Select symbol. Opens the database browser and places the chosen symbol.
	Import picture. Imports an image from a file into the selected cell. This image can be a BMP (Bitmap), EMF, WMF (Windows MetaFile), ICO (icon), JPG or JPEG.
	Edit text. Changes the texts of the currently selected cell on the chart.
	Field content. Place, move or remove several symbols, images and/or texts in a cell.

1.3 Colorbar

The Colorbar provides an efficient way to set background colors or border colors of your cells. You can also use the small arrow next to the toolbar button Color.

Every cell can have its own background color and border color.

The Paper Chart Maker lets you choose out of 64 colors. Of those 64, 48 can't be changed, but you can choose the other 16 colors.



Whether the Colorbar is visible, is set in the Options (see paragraph 1.3.1, Options). To hide or show the Colorbar quickly, you can click the toolbar button **Color** or choose **View - Colorbar**, in the menu.

1.3.1 Options

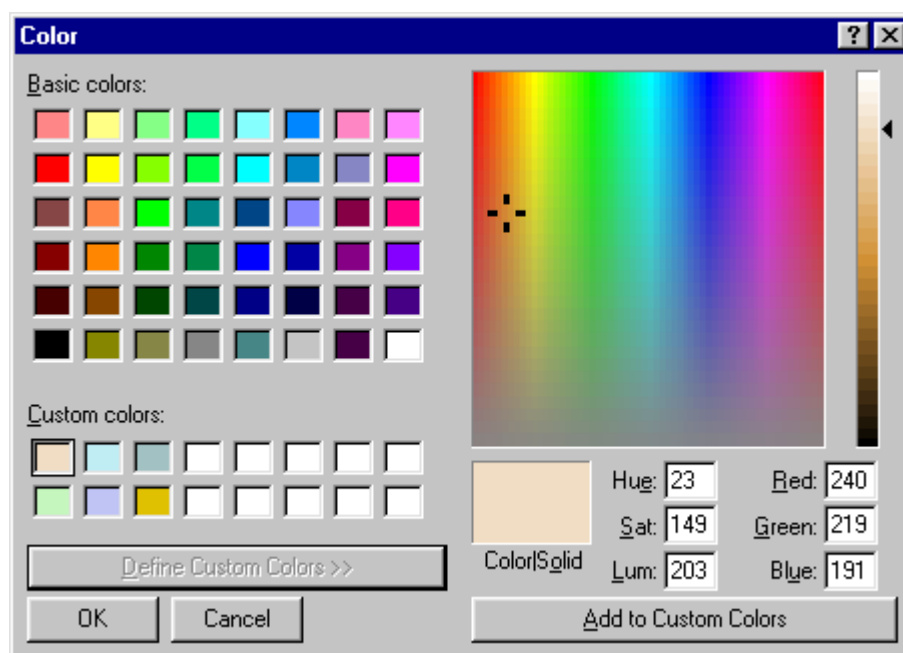
Via the menu: **Options - Add color to...** you choose if you want to color the border or the background of a cell when you click on a cell. (This only works when the Colorbar is visible and a color has been activated.)

Choose **Options - Colorbar**, in the menu, to change the settings for the Colorbar. You will see a dialog with which you can:

- hide or show the Colorbar
- place the Colorbar at the top, left, bottom or right
- choose the number of bars in the Colorbar (1 to 5)
- change the size of the fields in the Colorbar (16 to 100 pixels).

1.3.2 Choose custom colors

Of the 64 colors that can be used in this program, 48 are fixed. But you can choose the other 16 colors. Choose **Options - Color...** in the menu. This is the default Windows color dialog:



Select one of the fields below the label 'Custom colors'. Then select a color (at the right) and click on **Add to custom colors**. The chosen color fills the chosen field. After you have clicked on **OK** it will also be shown in the Colorbar and in the color palette under the arrow that belongs to the toolbar button Color.

1.4 Vocabulary

The Vocabulary (also called a **selection set**) can give the user access to:

- A *standard vocabulary* with all symbols in one symbol database (presuming he has a license for it). The symbols are arranged according to the standard Symbol for Windows category structure. **Tip!** The Image Manager can build a vocabulary for each new database that you make with the Image Manager.
- A special *user vocabulary*.
- *files* (such as images and sounds) on the computer, possibly only files in one folder.

1.4.1 Open and close Vocabularies

Open a Vocabulary

Choose **Vocabulary - Display** and select **Concept browser**. The COMPIC database will be opened; symbols arranged according to the Symbol for Windows category structure.

If you want the Concept browser to start with another database by default, right-click on a field in the vocabulary and choose **Viewer Properties**. Now you can select a database from a list.

If you want to open a user vocabulary, choose **Vocabulary - Load Vocabulary**, from the menu.

Vocabulary files have the extension .mnu. Select a Vocabulary and click **OK** or press Enter.

Only one vocabulary can be visible at a time.

You can use all databases for which you have a license, as Vocabulary (one at a time).

Close the Vocabulary

When hidden, the Vocabulary remains present in the random access memory of the computer. Via the menu, **Vocabulary – Close Vocabulary**, you can remove the Vocabulary from the computer's memory. This can make the program run a bit faster. But if you only want to free up some space on the screen, it is better to just hide the Vocabulary.

Hiding and showing the Vocabulary

You can hide the Vocabulary and make it visible again

- by clicking on the toolbar button **Vocabulary**
- via the menu **View**



1.4.2 Create or change a Vocabulary

Creating a User Vocabulary with the Vocabulary Maker

In the Vocabulary Maker you can drag-and-drop symbols, images (or image files) and entire pages or sets of pages from a vocabulary to the User Vocabulary. You can also print the Vocabulary.

When you have made a user vocabulary, it can be applied to Document Maker. Click on the menu item **Vocabulary – Load...** and select the file that you have made for the user.

Creating or editing a User Vocabulary in the Paper Chart Maker

In the Paper Chart Maker it is not possible to fill the user vocabulary using another vocabulary, but it is very well possible to make or edit a vocabulary.

First, click on **Vocabulary** in the menu and then on **Allow editing**.

Right-click on the vocabulary to edit it.

Tip: You can open the manual 'How to make a selection set' directly from the Paper Chart Maker. Right-click on the vocabulary and choose **Vocabulary – Help**. Alternatively, you can also find the manual (Menu.doc and Menu.pdf) in the directory ProgramFiles/Handicom/SymforWin/Manuals and open it with Word or with the Adobe Acrobat Reader.

1.4.3 Show/hide symbol names in the Vocabulary and choose font

You can show or hide the names in the Vocabulary and choose a font for these names.

This can only be done via the Vocabulary Settings dialog; choose **Vocabulary – Settings - Vocabulary settings** from the menu. Check the option 'Special font for names' and then click on the button *Font*. Choose a font and click on OK.

The chosen font will be used for all fields in the Vocabulary.

1.4.4 View (image) files instead of a vocabulary

Choose **Display** in the menu **Vocabulary** and click on **Explore folder**.

The graphic menu will show the contents (usually images) of one folder on the computer. By default this is the folder C:\Program Files\Handicom\Symforwin\Images.

But you can also choose another folder if you want, changing the *content properties* of the viewer properties.

You can also change how the folders are shown: how many (rows and columns) at a time, with what background colour, etcetera. To do this, change the *layout properties* of the viewer.

A subfolder field has a folded corner. The field will show the first two images that are present in the underlying folder. If you want the folder to be represented by another image, you have to place an image called **Folder.xxx** (xxx being a valid graphical extension: BMP, GIF, JPG, JPEG, WMF or EMF) in the underlying folder.

Viewer properties: content

First switch to **Explore folder (Vocabulary – Display)**.

Right-click on a field in the graphic menu and choose **Viewer properties** from the pop-up menu.

In the window that appears you can choose:

- which folder will be shown first
- If the user is allowed to view subfolders as well
- The highest folder level that the user can look in.
- If only images should be shown or only files with a certain extension
- What other information becomes visible: name of the folder, file name, extension.

Finally click on OK.

Viewer properties: layout

Before you can change the viewer properties, you have to switch to **Explore folder (Vocabulary – Display)**.

First make sure that the graphic menu is editable. Right-click on a field in the graphic menu and choose **Editable** in the pop-up menu.

Then right-click on a field in the graphic menu and choose **Page properties** from the menu.

You can now change a number of settings.

On the tab menu Page:

- The number of rows and columns
- The background colour of the page; this will only be visible when there is a space between the fields
- The space between the fields
- The colour and the width of the borders around the fields
- The background colour of the fields that refer to another folder.

On the tab menu Field:

- The background colour of the fields
- Font, placing and scaling of the label (this is the file name)
- Scaling of the image.

Finally click on OK.

The 'page' settings determine the way all folders look. It is not possible to make different layouts for different folders.

Notes:

- The settings will be saved and will be used even the next time you run the Paper Chart Maker.
- Switch users who work with an individual vocabulary need a field in their user vocabulary to be able to switch to the 'folder explorer'. With the Vocabulary Maker (or even with the Document Maker or Personal Communicator) you can make a field in the user vocabulary refer to the folder explorer. Choose 'Switch to folder explorer' as the link type of the field.

1.4.5 Move, dock and resize the Vocabulary

The Vocabulary can have its own window that floats above the chart. You can resize this window and move it, like all other windows.

The Vocabulary window can also be docked on the left side or the lower half of the screen.

There are two possible ways to make the Vocabulary window float or dock it at a side.

1. With the mouse

To **dock** the Vocabulary when it is floating, you have to move the Vocabulary window to one of the edges of the window until the gray rectangular shape that shows each move, gets shaped differently. Then release the mouse button.

To **undock** it, left-click on the ribbed part of the docked window (below the x) and move the mouse a little, before releasing the mouse button.

2. Via the menu

Choose **Vocabulary – Vocabulary settings**, in the menu.

Under **Position**, tick **Floating** or **Bottom docked**, **Left docked**, **Top docked** or **Right docked**.

How to resize the docked Vocabulary

There are two ways to resize the Vocabulary when it is docked.

1. Use the Splitter

The Splitter is the gray border between the Vocabulary and the chart. Left-click on it and keep the mouse button pressed down and move the mouse to make the Vocabulary bigger or smaller. Release the mouse button when you are satisfied with the new size.

2. Use the menu

Choose **Vocabulary - Vocabulary settings** from the menu.

Set the height of the Vocabulary by entering a new value (max. 75 percent).

1.4.6 Browse the Vocabulary

The Vocabulary is structured like a grid of boxes. Each box in the grid can have three states:

1. It can be empty
2. It can hold one or more symbols, images and texts. When the Vocabulary window is used to view a directory on the computer, each box shows only one image or sound file.
3. It can hold a reference to another page (sub-menu) with symbols or to another directory on the computer.

The boxes with a reference to another page are colored and have a folded edge like a paper page, or they have a corner cut off (at the top right).

When you click on a field that links to another page in the vocabulary, the other page is shown. When the field has a folded corner, the content of the field will not be placed in the chart. If the field has one corner cut off, it's content will be added to the chart *and* the page that the field links to will be shown.

In submenu's, the box in the top left corner returns you to the previous menu.

In the main menu of the concept browser and the folder explorer, the top left box refers to the user vocabulary, if a user vocabulary is opened.

You can select a box by clicking with the mouse on it, or by using the cursor keys and pressing [Enter]. If you have selected a box with a reference to another page, the other page will be displayed.

1.5 Chart view

In the remaining part of the window you can see the chart you are creating.

You can enlarge this view by hiding e.g. the Toolbar, the Colorbar or the Vocabulary. You can also zoom in (use the menu, the toolbar button or press F5) and zoom out (use the menu, the toolbar button or press F6). Depending on the zoom level, the number of cells and the size of the chart area you can see all or only some of the cells on your chart. You can click with your mouse to activate a cell, or use the arrow keys. If only a part of your chart is visible, you can use the arrow keys to see other parts. Scrolling of the view is done automatically with the arrow keys. With the mouse you can use the scroll-bars to scroll the view.

2. Chart settings

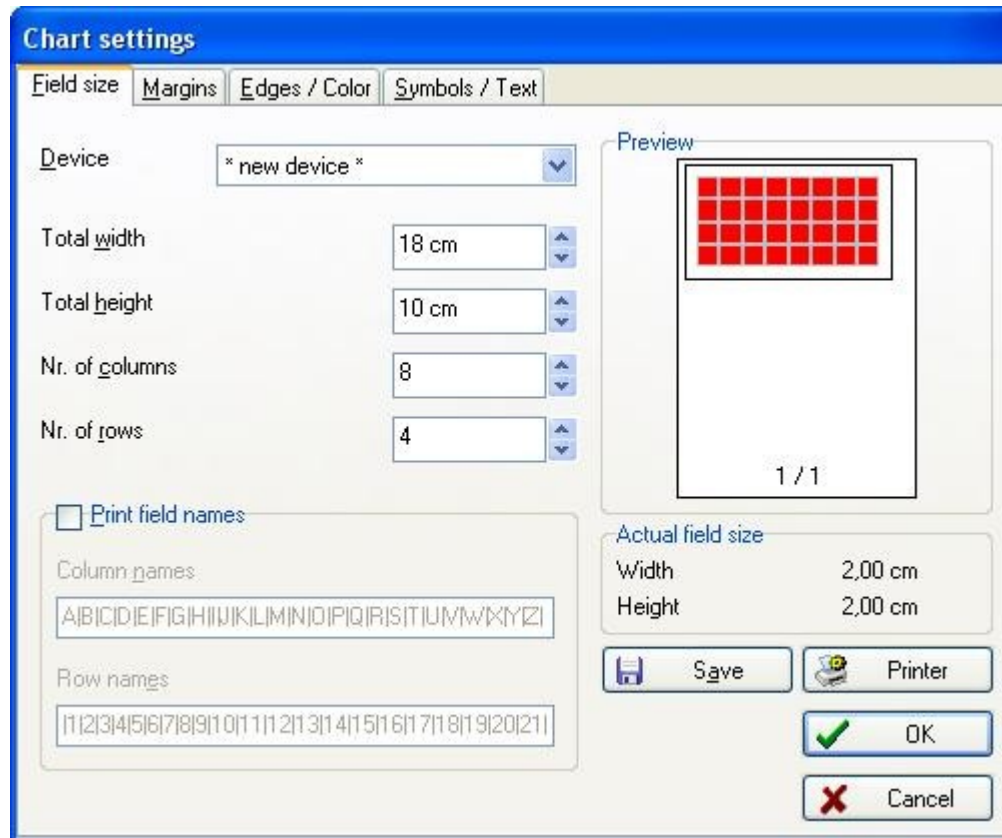
When you want to create a chart, you usually will have an application of the chart in mind. Will the chart be used as an overlay for a communication-aid, is it a page in a booklet, etc.

Setting the dimensions is done in a special dialog:



- select **Options – Chart settings...** from the menu, or
- click on the toolbar button **Chart Settings**.

The following dialog will appear:



This dialog contains four tab cards where you can set the various options for dimensioning your chart. You can select a tab card by clicking on the tab at the top, or pressing the [Alt] + letter shortcut, where letter is the letter with the underscore on the tab.

Each tab card has the following layout:

- on the left are controls, here you set the options
- on the right is an example box, giving a preview of how your chart will look, and information about the actual cell size
- on the bottom right the buttons are found.

These are the available tab cards:

1. Field size - choose a device or set the chart size and number of cells
2. Margins - set margins around and between cells
3. Edges - set the chart color and the edge and corner type of the cells
4. Symbol/Text - set cell characteristics, such as the symbol size, text fonts and other text properties.

Each of these tab cards will be described in the following paragraphs. When you have set the dimensions of the chart, click **OK**. The changes will be visible in the chart view on the main window. When you want to cancel any changes you've made, click **Cancel**.

Notes:

1. You can enter the values by typing in the edit boxes, or by clicking the up and down arrows next to the edit boxes. If you click on the up and down arrows, the values change by certain increments. If you enter values by typing, you can add a value with higher precision. This is especially useful for e.g. spacing between cells, where 1 or 2 mm makes a real difference.
2. The values you enter are assumed to be in cm (centimeter). You can also enter values in inches or millimeter. To do this, add the unit to the number, like 1.5i or 1.5" for inches, or 12 mm for millimeters. The Paper Chart Maker converts the values you enter to cm. Internal precision is 0.1 mm.
3. The example box shows an example where you can see the effects of your changes. For the chart settings, it shows the first page of your chart, with the area, which will change by the settings on this page in a highlighted color. At the bottom line you see e.g. 1 / 2, meaning that the example shows page one of a total of 2 pages. For the cell settings, the example shows the contents of one cell.

2.1 Setting chart dimensions

Chart dimensions are set on the first two tab cards of the dialog. On the first tab card, you can load and save sets of dimensions, and set the size of the cell area, data concerning the cells themselves. On the second tab chart you can set the margins outside the cells.

2.1.1 Load dimensions

For a number of popular communication devices the dimensions are pre-defined. Select the name of the device (followed by the number of rows and columns) in the 'device' box. You can also define your own sets of dimensions, see below.

2.1.2 Width and height

The total width and height is the total chart size: the area that the cells occupy plus the margins between and around the cells.

The margins are set on the second tab card.

2.1.3 Number of rows and columns

Set the number of rows and columns needed on your chart.

The actual cell dimensions are determined by

- height and width
- number of cells
- margin between cells (see second tab card)

Note that there are a few restrictions about cell dimensions:

- Each cell must be at least 1 by 1 cm
- Maximum number of cells is 50 rows by 50 columns
- Maximum cell dimension is what fits on one page. This depends on the paper size you use and your printer. Laser printers usually can print very close to the edges (5 mm); inkjet printers usually cannot print the bottom 1.5 cm of a page.

As you can see you will usually not notice these limitations. If you set a value somewhere, which violates these limitations, the value you've entered will be set to a valid value.

The most common 'strange' thing to happen because of these limitations is that values you've just entered change 'mysteriously'. An example: the current chart is large, e.g. 40x16 cm, 20x8 cells, and you want to change this to a small chart, e.g. 15x8 cm, 4x2 cells. If you enter 15 in the 'Width' box and press Tab, the value you've just entered will change in '20', because there are 20 cells and each cell must be at least 1 cm wide. To work around this, enter the 'number of columns' value first.

2.1.4 Adding text borders around the chart

To add text borders all around a chart, use the checkbox. You do not need to specify the width and height of these borders because the program determines them. The program determines the size of the text within the borders as well.

The program will use default values for the text in these borders, e.g. A, B, C, etc. for the horizontal borders (top and bottom), and 1, 2, 3, etc. for the vertical ones (left and right). If you want to use other values, you must keep the following in mind:

- use a '|' character for the separation of the fields
- the corner cells are part of the row names
- the maximum length of every name string is 255 characters.

If you want the top corner cells to be empty, make sure the string with row names starts with a '|' (pipe symbol, usually above the \ (slash) on the keyboard).

If the bottom corner cells must be empty, you can use one of the following methods (e.g. for a chart with 8 rows):

- remove everything past the last row name; ...|6|7|8 or ...|6|7|8|
- remove only the name of the row following the last one of the chart; ...|6|7|8||10...
- insert an extra separator behind the last row name of the chart; ...|6|7|8|9|10...

If there are more row- and/or column names specified then there are rows and/or columns in the chart, these extra names are simply not used.

2.1.5 Saving and loading dimension settings

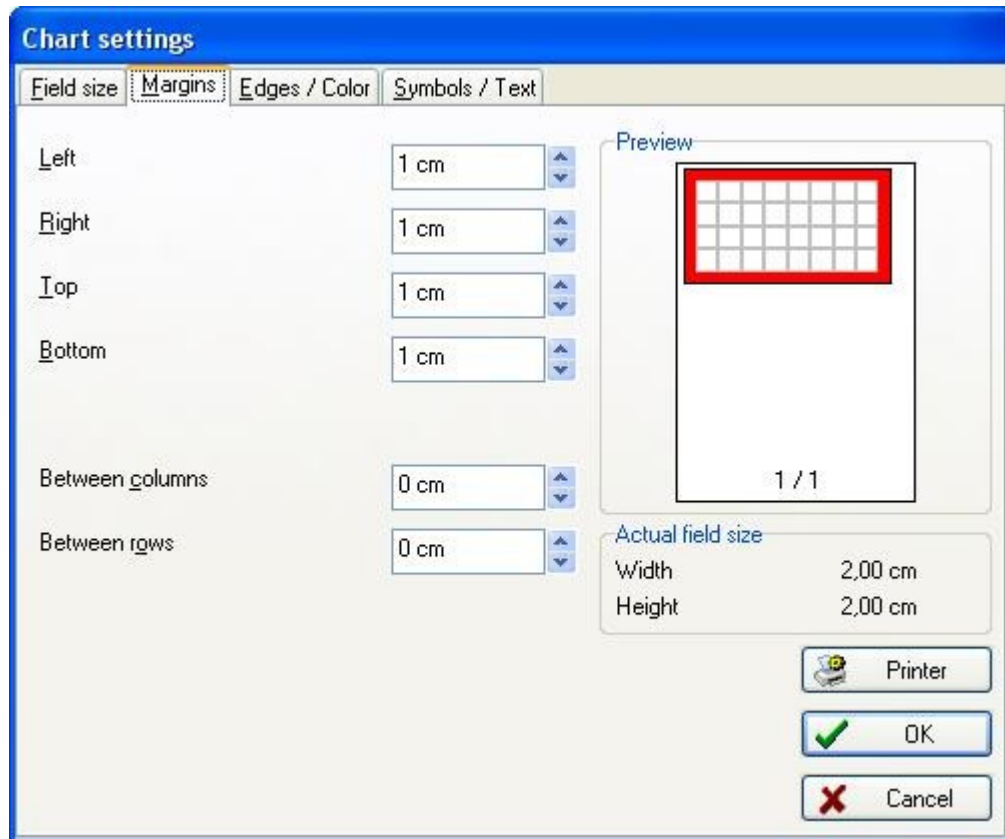
This tab sheet also allows you to load and store the settings. If you are satisfied with the dimension settings, press the save button to save these. You are asked to enter a name for your settings. Often these settings are used for communication devices, but you can also define your settings for other purposes. Enter any name describing your application of the chart, e.g. 'Traveler's guide' or 'Placemat'. The number of rows and columns will be appended to the name you've entered, e.g. Traveler's guide (10x15).

For many popular communication devices, there are pre-defined dimensions saved. If you select any of the pre-defined devices, all dimensions will be set for you.

But if you feel that for instance a cell corner should be square, you can still use the pre-defined settings: you can adjust everything to your liking. The pre-defined sets will not be changed, unless you save your settings with the same name.

Note: Saving and loading dimensions includes all settings in this dialog, except chart color, symbol size, text options and fonts.

2.2 Setting margins



With the second tab card of the Chart Settings dialog (see the introduction of this chapter) you can set the margins around the block of cells (Top, Bottom, Left, Right) and between the cells.

2.2.1 Outer margins

The first four boxes set the outer margins, outside the block of cells on a chart. The outer margins are measured from the edge of the cells to the edge of the chart.

2.2.2 Inner margins

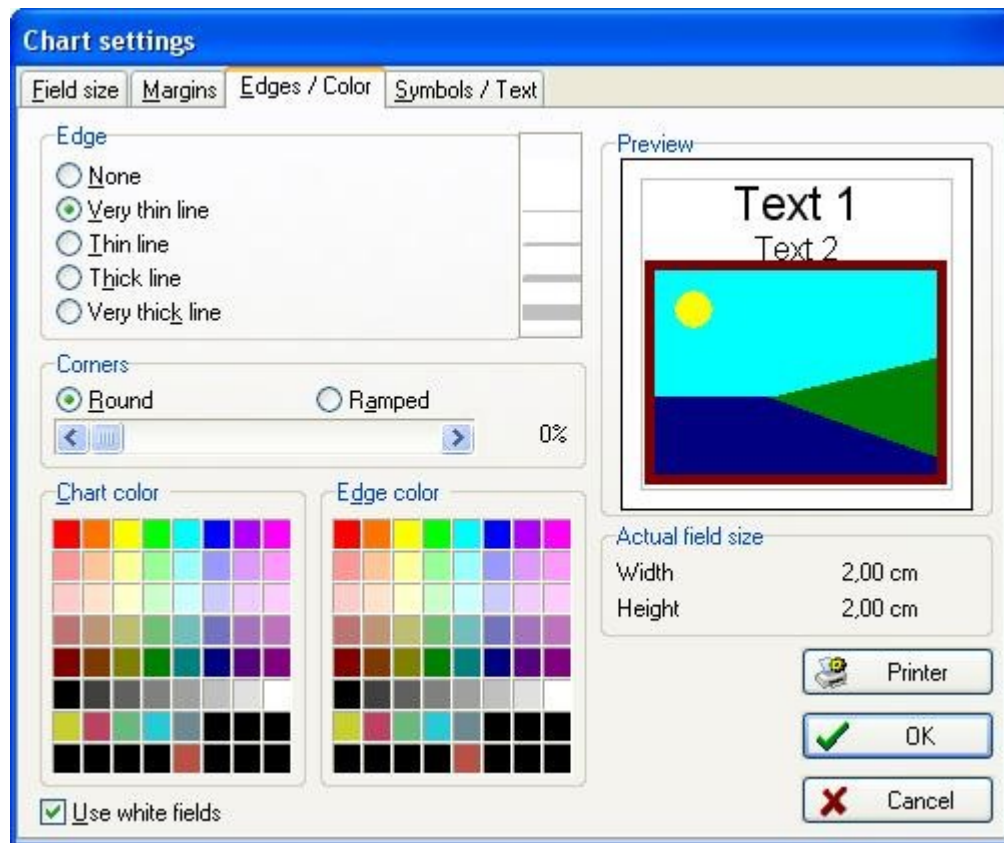
The inner margins are the spacing between the cells. Two boxes set the margins (between rows and between columns). Set these values to 0 if you want the cells to be adjacent.

Note that when you change the margins between the cells, the actual cell dimensions change.

2.3 Setting edges and chart color

With the third tab card of the Chart Settings dialog (see the introduction of this chapter) you can set the cell's edges and the chart color.

You can also change these settings per cell and from there per row or column; see paragraph 4.1, Edges and backgroundcolor of cells.



2.3.1 Chart color

To set a chart color, select one of the colors in the box. The selected color shows with a cross in it. If you do not want to have a chart color, make sure that none of the colors is selected: if a color is selected, click on it to make the cross disappear.

2.3.2 Cell border: edge type and corner style

Edge type

You can choose whether you want a border around the cells or not. If you do want them to have borders, you can choose out of four border types:

- very thin border
- thin border
- thick border
- very thick border.

Corner style

The cell corners can be 'rounded' or 'ramped'. Select the corner type and drag the scrollbar to set the amount of rounding you want.

- Left = 0% = no rounding, corners are square,
- Right = 100% = maximum rounding, cells will be like circles or diamonds.

Often, 20 - 30% rounding gives the best results.

2.3.3 Cell border color

The cell borders can be colored individually (see paragraph 4.1, Edges and backgroundcolor of cells) but you can also change the default color. The default color is black.

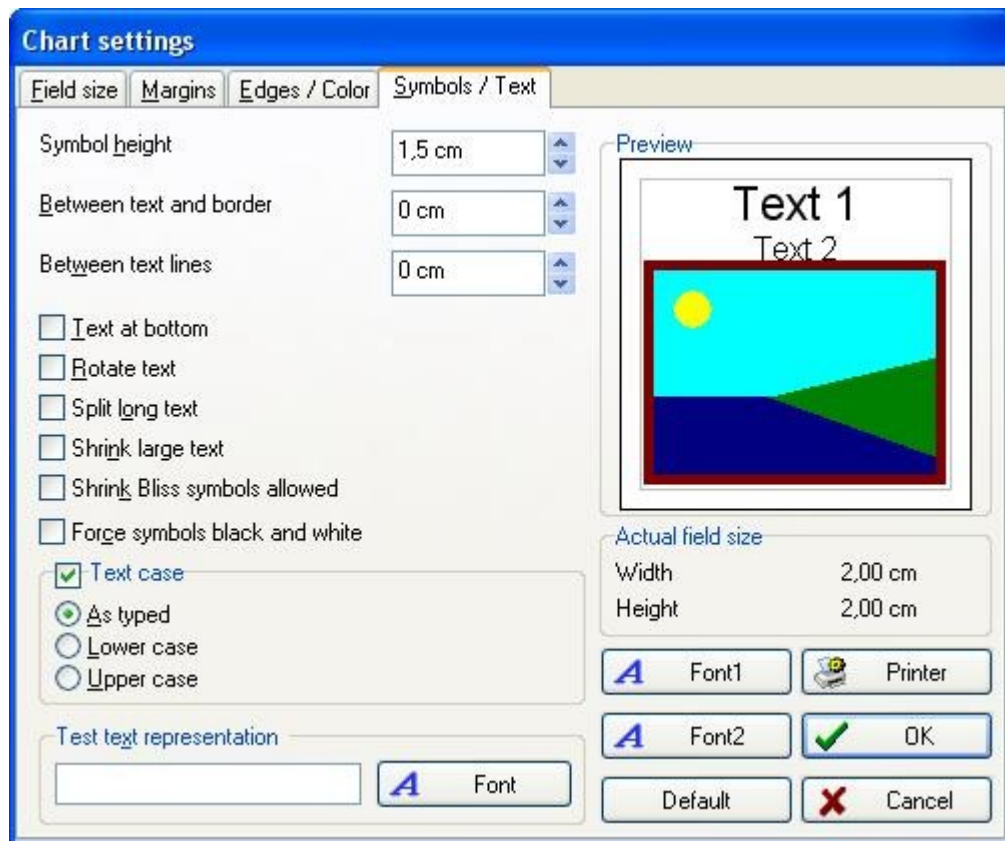
To set a border color, select one of the colors in the box. The selected color shows with a cross in it. If you do not want to choose a color for the cell borders, make sure that none of the colors is selected: if a color is selected, click on it to make the cross disappear.

2.3.4 White or transparent fields

Fields are usually white; the option Use white fields is checked by default. If you want transparent fields instead, uncheck the option Use white fields.

2.4 Setting symbol and text properties

On the fourth tab card of the Chart Settings dialog (see the introduction of this chapter) you determine the appearance of the contents of the cell. Each cell can contain one or more symbols, and/or imported images and/or texts, and one or two captions. The actual contents of each cell (which image, what text, and what color) are set in the main window; here you set how the cells will look in general.



The **Default** button sets all options for the cell's interior to reasonable values. You can use this button to quickly get useful values. If you don't like these defaults, you can always change the options again.

2.4.1 Cell layout

The symbol height and the spacing between the different elements determine the cell layout.

The **Symbol Height** determines the size of the symbol. You only set the height; the symbol width is calculated from this. The example box shows one cell.

Note: images are always centered in the cells, until one or two captions are typed.

Between text and border is the extra distance between the first text line and the cell edge (the top, or the bottom if the text is put at the bottom). If set to 0, the text will be close to the edge.

Between text lines is the extra distance between the two text lines. If there is only one text line, this item is not used.

2.4.2 Other settings for symbols

Shrink Bliss symbols allowed. If a Bliss symbol is too wide to be completely visible inside a cell at the normal drawing scale (e.g. a crocodile), it will be drawn at a smaller scale. This option has only effect on Bliss symbols; symbols from other databases and imported images are always scaled to fit.

Force symbols black and white. Every color is converted into either black or white. Only in some photo files gray tones will be used to avoid solid black pictures.

2.4.3 Fonts and other text settings

Fonts of the captions

By pressing the **Font1** and **Font2** buttons you can select a font for the captions. You can set the typeface, style, size and color of the font. Font1 is used for the first text line, Font2 for the second text line.

Font of the text representation

A text representation is a text that comes in the same place as a symbol (see 3.4, Text and captions).

Press the button **Font** to select the typeface, style, size and color of the text representation.

Type a text in the edit field left of this button, to get an impression of how this will look.

Note: You can't enter a text representation here; you can only set and select the font for this type of text.

Text at bottom. If this option is checked, the caption(s) will be placed at the bottom of each cell, not on top of the symbol.

Rotate text. If checked, the text will be drawn 'upside down'. This is useful when creating charts for personal communication, but you may find other uses for it.

Split long text. If the text of the text representation is too long, it will be divided over more lines.

If the first caption is too long, it will be split into two parts. This doesn't work if there are two languages in use, and it will not be helpful if there already is a second caption.

Shrink large text. If the text of the text representation is too long, it will be made smaller. If the text of either caption is too long, the size of the font will be reduced. If this size has reached its minimum value (6) and the text is still too long, the text that fits within the cell will be shown and printed; the rest of the text will be cut off.

Text case

Text 'as typed' shows one upper case at the beginning of the line; the rest of the text is in lower case. Text in 'lower case' has no upper cases at all, while text in 'upper case' has no lower cases at all.

When you type your own text, the Paper Chart Maker won't change the use of lower and upper case.

The text case option does not effect the text representation.

2.5 Language settings

Default language

On top (or at the bottom) of each symbol there is room for two texts. The first line contains the name of the placed symbol. The default language for the symbol names is English; instead of English, another language can be chosen to be the default language.

To change the default language, choose **Options - Language** from the menu.

Or click on the button **Language** on the dialog Select symbol (see paragraph 3.1, How to use the Select Symbol dialog).

Select the preferred language from the list.

Two default languages

It is also possible to choose two languages. This can be useful when a symbol chart user lives in a bilingual environment. When there are two default languages, Paper Chart Maker fills both texts automatically. The first line contains the symbol name in the first language; the second line gives the name of the symbol in the second language. If you want to use two languages, check the option 'Use a second language' and then select the second language from the list below the checkbox.

3.Placing symbols and text

The actual creation of a chart is simple. There are many ways to fill the cells, we will describe them all below.



While placing symbols on a chart, you can always zoom in or out on you chart, and scroll the chart. You can use the Zoom menu to change the zoom level, or the 'Zoom in' and 'Zoom out' buttons on the toolbar, or the [+] and [-] keys of your numeric keypad.



If the Colorbar is visible, and one of its boxes shows a cross, the cell color will be set to the active color in the Colorbar each time you place a symbol. If you do not want this, either click again on the active color (the cross in the Colorbar box will disappear) or hide the Colorbar. If there is no active color, the last color in the color bar will be assigned to each cell. Usually this is white, resulting in 'no color'.



If you've made a mistake, you can undo what you did, whatever that was. You can undo fifty actions at most. Click the button **Undo** or choose **Edit - Undo** from the menu. When Undo wasn't the right choice, you can perform the deleted action again by choosing **Edit - Redo** or clicking the button **Redo**.

3.1How to use the Select Symbol dialog

3.1.1One dialog for all symbol databases

There are several ways to enter the dialog that gives access to all available databases:

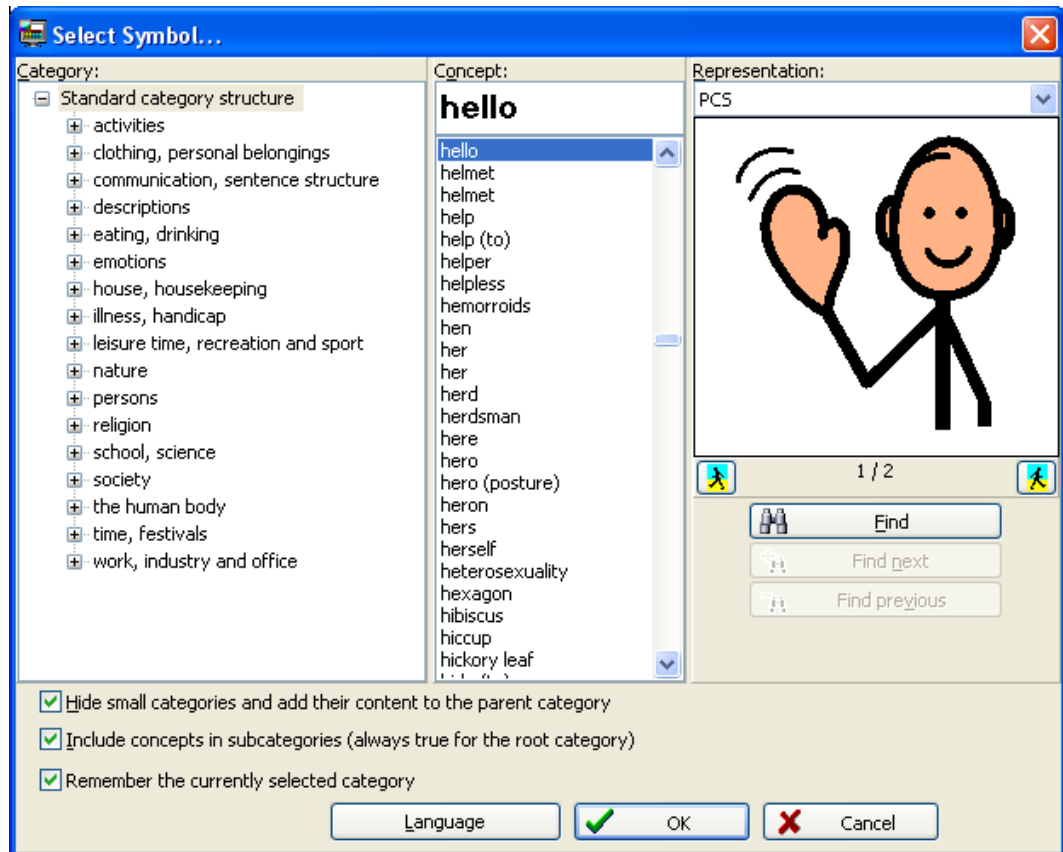
- right-click on one of the chart's fields, and choose **Select Symbol** from the pop-up menu, or
- choose **Edit - Select Symbol**, from the menu, or
- click the toolbar button **Select Symbol**, or
- start typing the name of a symbol. (Choose **Options - Add on typing - Symbol**, to make this work.)



Note: With the last two methods, the cursor will move one field to the right after the selection of a symbol. With the other methods, the cursor stays in the field.



Tip! If you don't want the new symbol to replace the content of the cell (so, if you want to *add* it to the cell) you can drag the symbol from the vocabulary, keeping the Ctrl key pressed down. You can also use the dialog Field Graphics; see paragraph 3.5, Changing a cell's content using the dialog Field Graphics.



The dialog remembers which database was selected when you last closed it. If you would like to see e.g. the PCS database first, you have to make sure that that database is the last one you select before clicking OK or Cancel. If you did so, the next time you start typing, the dialog opens with the PCS database selected.

Concept names and synonyms

The list in the middle contains not symbol names but concepts instead. Of one database, several symbols can be linked to one concept. For instance, if there are several symbols for the concept 'house', they are all linked to the concept 'house'.

When you click on a concept name in the list in the middle, only the first symbol that is linked to the concept is shown in the preview box to the right. If there are more symbols available for the chosen concept, the buttons Show Previous Synonym and Show New Synonym will be enabled, indicating the synonym number and the total number of synonyms available for this concept.



Databases

On the right, a list shows which database is currently selected. You can choose another database, selecting one from the list that unfolds when you click the small arrow key at the right of the list. The list will only show names of databases that are available for you.

Categories

On the left you see the Symbol for Windows category structure. When you click on the name of a category, the list in the middle is filled with all concepts that occur in that category and in the chosen database.

A [+] placed before the name of a category means that there are sub-categories. Click with the left mouse button on the [+] to unfold a category. Now you can select one of the sub-categories to be able to browse a smaller selection.

Below the category structure you will find some options that can make searching easier:

1. If the first option is activated, the category structure functions as follows. When you click on the name of a category that contains subcategories, the list in the middle will

be filled with all concepts, which occur in the chosen database as well as in the chosen category, *and in all its sub-categories*. (This is *always* the case when you click on the main category, whether this option is activated or not.)

2. When a symbol database doesn't contain too many symbols, many categories and sub-categories will be empty or almost empty. Check this option to remove the empty categories from the category structure and to place the contents of very small sub-categories in their 'parent'-category. When you choose another symbol database, the category structure will be adapted to that database.
3. The option 'Remember current category' makes the dialog remember which category was open when the dialog is closed. Next time you open the dialog, it will open with the same category.

Place a symbol

Select a concept name (and if necessary, a synonym) and press [Enter] or click OK to place it in the field; click Cancel or press [Esc] to return to the chart. The name of the symbol will be used as label of the field.

3.1.2 Finding symbols

You can browse the list in the middle very quickly by typing the first letters of the concept/symbol you look for. First click in the list or in the box on top of that list, then start typing.

Find buttons

You could also use the buttons **Find**, **Find Next** and **Find Previous** to look for a word, part of a word or even a character. The (part of the) word is looked for in all categories. If a name is found in which the (part of the) word occurs, the category-list shows to which category it belongs, adding a gray background to the name of that category.

Note!

Keep in mind that the names of concepts can differ from the original symbol names that are used within each database.

And, if you are looking for a particular symbol, don't forget to check synonyms!

3.2 How to use the Vocabulary

3.2.1 Place symbols using a Vocabulary



If there's no Vocabulary visible, you can make it visible by clicking the button **Vocabulary** on the toolbar, or by loading a Vocabulary (see paragraph 1.4.1, Open and close Vocabularies).

With the keyboard

Use the arrow keys to move the cursor to the symbol and press [Enter] to place it in the chart. The cursor on the chart will move one field to the right (or to the first field in the next row).

Note: make sure that the chart has the focus; you may need the [Tab] key to do this.

With the mouse, you can simply drag the symbol to the cell. Left-click on the symbol, keep the left mouse button down and move the mouse to the cell on the chart before you release the mouse button.

Note: *If you keep the Ctrl-button pressed down as well, the symbol will not replace the content of the field, but it will be added to the field's content.*

You can also use the **Copy and Paste**-method with either the mouse or the keyboard:

1. Move the arrow keys to a symbol in the Vocabulary or right-click on it
2. Choose **Copy** from the menu **Edit** or from the pop-up menu
3. Select a field in the chart or right-click on it
4. Choose **Paste** from the menu **Edit** or from the pop-up menu.

3.2.2 Finding symbols in the Vocabulary

If you don't know where in the Vocabulary you can find the symbol that you want to place, you can browse the Vocabulary. How to browse the Vocabulary is described in paragraph 1.4.6, Browse the Vocabulary.



Tip! There is an easy way to go quickly to another page in the Vocabulary: click with the right mousebutton on a field in the Vocabulary. **Choose Go to page...** from the pop-up menu. Or choose **Find – Go to page...** in the menu. Now you see a list of all *page names*. Select a page and click on OK.



To look directly for one symbol in the Vocabulary, you can use the Find function. Select **Find - Find** from the menu, or press [Ctrl] + F on your keyboard, or click on the toolbar button **Find**. With the dialog that appears you can look for symbols in three different ways.

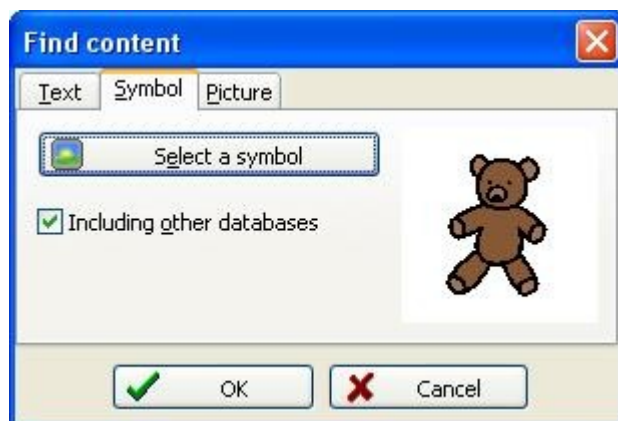
1 Type a name

On the first tab card you can type the name of the symbol you are looking for.



2 Look for a symbol

When you press the button with the text 'Select a symbol' the Select Symbol dialog will be opened. The use of this dialog is explained in paragraph 3.1, How to use the Select Symbol dialog.



3 Look for a certain file

Individual Vocabularies might contain imported symbols. You can look for such symbols if you know the file name. Type the name of the file or use the browse button to look on the hard disk, a floppy or a CD.



When you press [Enter] or click OK, the dialog disappears and the Vocabulary displays the first page that contains a symbol with the given name (method 1), the selected symbol (method 2) or the given file name (method 3).



Find next, Find previous

The symbol, symbol name or file name may occur in the Vocabulary more than once, on different pages. If the Find next-function is enabled you can choose **Find – Find next** from the menu, or press Ctrl + L on the keyboard, or click on the toolbar button **Find next**. The Vocabulary will display the next match, etc.

The **Find Previous** function brings you back to the previous match.



3.2.3 Zoom in on a symbol

You can zoom in on the symbols in the Vocabulary:

- press [F4], or
- right-click on it and choose **Zoom picture** from the pop-up menu or
- select a symbol and choose **Field** from the menu **Zoom**.

A window pops up with an enlarged view of the symbol. You can re-size this window to see the symbol even larger.

Clicking the mouse or pressing any key will remove the pop-up.

3.3 Importing symbols from files

This paragraph describes how to place images from files on your charts. You can use the vocabulary, or import it, or use the Field Graphics dialog.



Tip! If you don't want the imported image to replace the content of the cell (so, if you want to *add* it to the cell) then you can drag the symbol from the vocabulary, keeping the Ctrl key pressed down. You can also use the dialog Field Graphics, see paragraph 3.5, Changing a cell's content using the dialog Field Graphics.

Place the image using the Vocabulary

This method is the quickest, especially if there are several images in files on the computer that you want to place in the chart.

1. First make sure that the Vocabulary shows the files in a folder on the computer. Choose **Display** in the menu **Vocabulary** and click on **Explore folder**. Paragraph xxx explains how to change which file type(s) and which folder become visible and which folders can be browsed as well.
2. Select the cell on the chart that you want to fill with the file.
3. Click on the image in the Vocabulary to place it in the cell.

You can also drag the image from the Vocabulary to the cell.

Keep the Ctrl key pressed down as well if the cell isn't empty and if you want to add the image to the current content of the cell instead of replacing the content of the cell.

Import an image

1. select the cell on the chart where you want to place the image.

2. select the import image function:

- Select **Import picture** from the **Edit** menu, or
- Click the toolbar button **Import picture**, or
- Press [Ctrl] + I on the keyboard, or
- Right-click on the cell on the chart, and select **Import picture** from the pop-up menu.



3. In the **Open file** dialog, you can enter the filename or select the file containing the image or symbol. Note that you can only select *.BMP files (Bitmaps), *.WMF or *.EMF files (Windows Metafiles), *.JPG or *.JPEG files and *.ICO files (icons).

Notes:

1. Imported pictures can have their own background color that you may not be able to change. In fact, BMP files always have their own background.
2. Imported pictures can cause difficulties when copying the chart to other computers, because the imported pictures are not stored in the chart file itself. If you want to copy these charts, you must make sure that the imported pictures exist on the other computer too. See chapter 6 paragraph 4 for details.

3.4 Text and captions

Each cell can contain three texts. The first two texts are captions. Caption 1 and caption 2 are placed on top or at the bottom of a symbol. The third text is called a Text Representation; it comes in the place of a symbol.



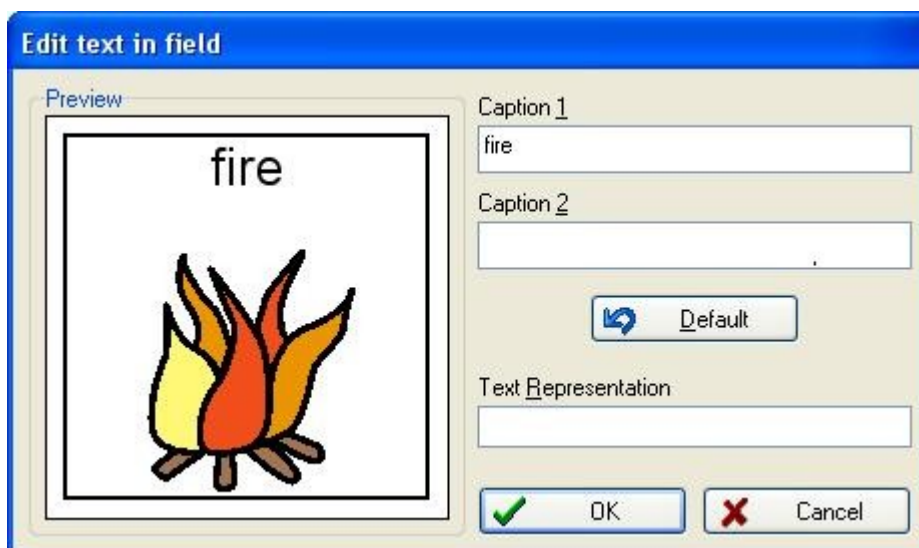
Note: the font, font size etc. of the texts in the cell can only be set for the whole chart, not per cell. In paragraph 2.4.3, Fonts and other text settings you can read how to set different fonts etc. for the text.

A

You can change the text of each cell. Select the cell, and select the 'Change Text' option:

- select **Edit - Change text** from the menu, or
- press the keys [Ctrl] + T, or
- select the button **Text** from the toolbar, or
- right-click on a cell, and select **Text** from the pop-up menu.
- start typing (choose **Options – Add on typing – Text**, to make this work).

A window will appear where you can set the text to use with or instead of the symbol:



Captions

You can make captions as long as you want, but the minimum font size is 6.

You can return to the word or name of the symbol stored in the database by pressing the 'Default' button.

Text Representation

The text typed in the text representation field comes in the place of a symbol. This text can also be as long as you want.



Note! If you don't want the Text representation to replace the content of a cell (so, if you want to *add* it to the cell) you must use the dialog Field Graphics, see paragraph 3.5, Changing a cell's content using the dialog Field Graphics.

Notes:

1. If only the option 'Shrink large text' is active (see paragraph 2.4.3, Fonts and other text settings), the font of a text that is too long will be made smaller until the text fits in the cell, or until the minimum font size has been reached.
If the option 'Split long text' is active (see 2.4.3, Fonts and other text settings), the program will try to divide the text over more lines.
If the text is still too long to fit in the cell, the program will show as much text per line as it fits in the cell.
2. You cannot set the font or the orientation of the texts here. These options are equal for all cells and must be changed through the menu item **Options – Chart settings**.
3. Exotic fonts might not be installed on other computers. If you want to use the chart on another computer, and that computer can not find the font, the program will replace the font by another one.

3.5 Changing a cell's content using the dialog Field Graphics

As from version 2, one cell can hold *several* symbols, images and/or texts.

Apart from the other methods described in this chapter, there is one dialog with which you can do it all: the dialog Field Graphics.

You can open the dialog Field Graphics in a few different ways:

- Select a cell and click on the toolbar button **Field graphics**.
- Select a cell and choose **Edit – Field graphics**, in the menu
- Right-click on the cell and choose **Field graphics** from the pop-up menu.

3.5.1 Place several symbols, images and/or texts

In this dialog you see three buttons to place symbols, images and/or texts:

1. **Add symbol from database...**– with this button you open the dialog Select symbol (see paragraph 3.1, How to use the Select Symbol dialog).
2. **Import image...**– use this button if you want to import an image (see paragraph 3.3, Importing symbols from files).
3. **Add text...**– with this button you open a dialog to enter text (see paragraph 3.4, Text and captions).

The symbols, images and text that you place using this dialog, will be added to the cell's content, instead of replacing the cell's content.

3.5.2 Change the order of elements in a cell

When there are more symbols, imported images and/or texts in a cell, you can change the order of these elements. You can do this via the dialog Field Graphics.

Open the dialog (see the introduction of this paragraph). Select the symbol, image or text that you want to move. Then click on the button **Right** or **Left**, to move the selected symbol, image or text one step to the right or the left.

3.5.3 Delete part of a cell's content

When there are more symbols, imported images and/or texts in a cell, you can remove one symbol, imported image and/or piece of text from it with the dialog Field Graphics. Open the dialog (see the introduction of this paragraph) and select the symbol, image or text that you want to remove. Then click the button **Remove**.

3.6 Delete a cell's content



If you want to delete the complete content of a cell, select the cell and:

- Press the [Del] key on the keyboard, or
- select **Edit - Delete** from the menu, or
- click on the toolbar button **Delete**, or
- right-click on a cell and choose **Delete** from the pop-up menu, or
- open the dialog Field Graphics (see the previous paragraph) and click the button **Delete** to clear the selected cell.

4.Formatting cells

The contents and the color of a cell are entered when you enter symbols. You can change the color, the symbol and the text of each cell individually. You can also move symbols or clear cells if you don't want to use them.

If you've made a mistake, remember you can undo up to fifty actions. Choose Edit - Undo from the menu. And when undoing wasn't the right choice, you can perform the same action again by choosing Edit - Redo.

4.1 Edges and backgroundcolor of cells

Per cell you can set the backgroundcolor and the width and the color of the edge. You can even change the settings per part of the edge; in that case, use the pop-up menu.

About the color palette

The Paper Chart Maker offers a choice of colors from a palette of 64 colors. Sixteen of those can be chosen by the user (see 1.3.2, Choose custom colors).

You can give the background or the border of a cell any of these 64 colors, using the toolbar or the Colorbar.

Background color or edge color?

First you have to choose whether you want to color the background or the border of cells. You can set this in the menu **Options - Add color to...** (click on 'Border' or 'Background').

Colorbar

If the Colorbar is not visible, select **View - Colorbar** from the menu or click the toolbar button **Color**.



Activate a color, by clicking on it with the left mousebutton. The active color will be marked with a cross.

Clicking on the cells in the chart will now change the background or border color of the cell to the active color. When you place new symbols on a chart, the cell's border or background will change to the active color automatically.

To de-activate the color, click on the same or on another color.

When you are ready coloring cells, it is best to hide the Colorbar, or to deactivate the color (no cross visible in the Colorbar). If you don't, the color of the border or the background of a cell will change when you click on a cell or place a symbol or image in it.

For more information about the Colorbar, see paragraph 1.3, Colorbar.

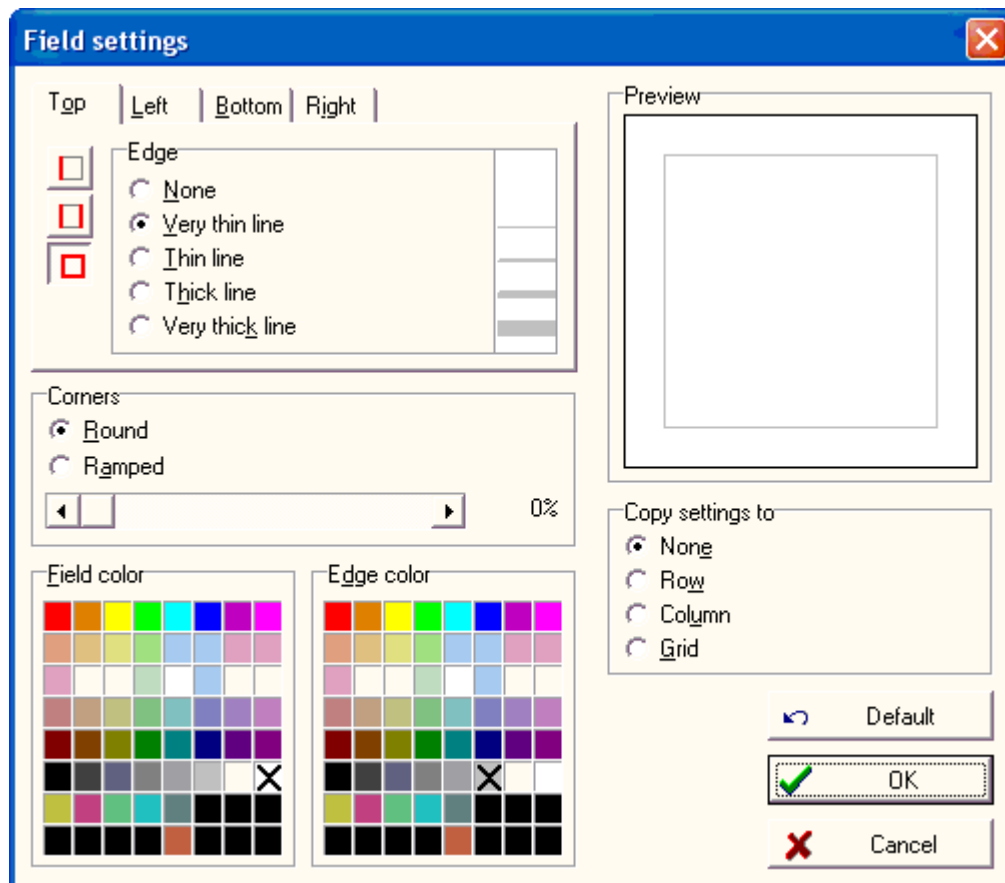
Toolbar

Click on the small arrow, which is found next to the toolbar button **Color**. The grid that appears contains the same colors as the Colorbar. When you select a color, the chosen color fills the background or the border of the current cell and the grid disappears.

Via the (pop-up) menu

Click on the cell and choose Options – Field settings from the menu.

Or right-click on the cell and choose Field settings from the pop-up menu.



In the dialog Field Settings you can select a color for the background of a cell in the square at the left, or for the edge of a cell in the square next to that.

It is very easy to change the width of the edge; click on the width that you want. By default the whole edge will be colored or made thicker or thinner.



If you only want to change one side of the edge, click on the topmost one of the small buttons. Then choose the tab menu: Left, Bottom, Right (the tab menu Top always becomes visible first when you open the dialog).



You can also change two opposite sides of the edge at the same time. Click on the button in the middle of the small buttons and choose a tab menu. When you choose Left, the right side of the edge will change as well; when you choose Top, the bottom of the edge will be changed as well.

Copy settings to row, column or entire chart

Using the radio buttons at the right you can copy the settings to the current row or column or even to the entire chart.

Notes:

- You can set a default color for the cell borders (see paragraph 2.3.3, Cell border color).
- External symbols (BMP or WMF images) may have their own background color. You may not be able to change the color of that background. In fact, BMP files always have their own background.
- On paper, Bliss symbols and text are always either black or white; this depends on the backgroundcolor.

4.2 Drawing options per symbol or image

There are some drawing options to be set per symbol or image.

You can

- change the size of the symbol, image or photo
- convert a colored symbol to a black-and-white symbol
- add an 'opposite' indicator.

Right-click on a cell. From the pop-up menu that appears, choose **Drawing options**.

Or click on a cell and choose **Drawing options** from the **Edit** menu.



Note: when there is more than one item (symbol, image or text) in a cell, you must use the dialog Field Graphics, if you want to set the drawing options of one item in the cell. Open this dialog (see paragraph 3.5, Changing a cell's content using the dialog Field Graphics), select the item and click on the button Options.

Size

The size and shape of a symbol or photo can change if you choose 'Stretch'. By default, every image in a cell keeps its own aspect ratio.

Color

An originally colored symbol can be drawn in black-and-white.

The opposite is not possible (draw a black-and-white symbol with colors).

Opposite indicator

By adding a white, red or black cross or line to the image or symbol, you can make the symbol or image express the opposite meaning.

4.3 Merging and splitting cells

As from version 1.5 it is possible to merge cells and to split merged cells.

4.3.1 Merge cells

Select the cell that will come in the left upper corner of the new cell, or right-click on it. Then choose **Merge fields right** or **Merge fields below** from the **Options** menu or the pop-up menu. Choose the number of rows or columns that you want to merge in the cell and click on OK.

Remark

You can extend a merged cell with all other single cells to the right or below the cell; however, you *can't* extend a merged cell with other merged cells.

4.3.2 Split merged cells

Select the merged cell or right-click on it. Then choose **Split fields** from the menu **Options** or from the pop-up menu.

4.4 Moving or copying cells

In fact it is impossible to move cells; however it is possible to move or copy the content and/or settings of one cell to another cell in one go.

Drag-and-drop

Using the mouse is the easiest way. Press the left mouse button while pointing at a cell, and hold it while moving the pointer to another cell; then release the mouse button.

The content and settings of the cells will be exchanged.



Note: If you also keep the **[Ctrl]** key pressed down while dragging, the content of the cell where you started dragging, will be *copied* and *added* to the cell where you drop it.

Cut-and-paste or copy-and-paste

Alternatively, if the cell you want to move to is not visible on screen, you can use the cut-and-paste method or copy-and-paste method:

1. Select a cell and choose **Cut** or **Copy** from the **Edit** menu. Or right-click on a cell and choose **Cut** or **Copy** from the popup menu.
2. Select the cell where you want to move or copy the content of the first cell to and choose **Paste** from the **Edit** menu. Or right-click on that cell and choose **Paste** from the popup menu.

Notes:

1. When moving/copying the content of a cell, you move the text, the background color and the border color as well.
2. When using the **Paste** function, the contents of the two cells are *not* exchanged. The pasted content will replace the content of the cell.

4.4.1 Copy settings

You can copy the *settings* of a cell, without moving or copying the content. The settings include merging information, border color and background color.

1. Select a cell and choose **Copy Settings** from the **Edit** menu.
2. Select the cell where you want to copy the settings of the first cell to and choose **Paste** from the **Edit** menu.

Note:

Pasting the settings in a cell has no effect on the content of the cell.

5. Creating, saving and opening charts

Creating, saving and opening charts is done the same way as in most other Windows programs.

5.1 Creating a new chart



Select **File – New** from the menu to create a new chart. If the current chart in the Paper Chart Maker has changed, you will be asked if you want to save these changes. Alternatively you can press [Ctrl] + N on the keyboard or click on the toolbar button **New**.

5.2 Opening a saved chart



Select **File - Open** from the menu to open an existing chart. If the current chart in the Paper Chart Maker has changed, you will be asked if you want to save these changes. Locate the file containing the chart you want to open. Alternatively you can press [Ctrl] + O on the keyboard or click on the toolbar button **Open**.

5.3 Saving a chart



Select **File - Save** or **File - Save as...** from the menu to save the current chart in the Paper Chart Maker. The first (Save) saves the chart under the same name, overwriting the existing file. If you are editing a new chart, the Save- function automatically does Save as. The Save as function saves the chart, but allows you to enter a new name. Select the directory you want to save your file in, enter a filename for your chart, and click OK.

As an alternative for the Save function you can press [Ctrl] + S on the keyboard or click on the toolbar button **Save**.

While working on your chart, we advise you to save your work regularly. Press [Ctrl] + S as a convenient way to quickly save your chart.

5.4 Saving: details

When a chart is saved, in the chart file all the settings of the chart, the colors of the cells, the texts in the cells and a *reference* to the symbol are stored. The symbols themselves are *not* stored in the chart file! One of the reasons for this is that storing the images in the chart file itself would result in very large files.

For symbols from databases, which are integrated in Paper Chart Maker, only a reference to the symbol (a certain number) is stored in the chart.

For external symbols (imported symbols), only the filename is stored, including a directory name.

Note:

Don't delete or rename the file containing an imported image and don't move it to another directory! If you do, the program won't be able to find the file. When reading a chart, the Paper Chart Maker checks every symbol. If it cannot find one of the symbols, it will warn you that some cells will remain empty. It is only a warning, you can perfectly use that chart, only some cells will not show a symbol. Chart dimensions, cell colors etc. will work, only the symbol is missing.

5.4.1 Using charts on another computer

If a chart contains only (default) symbols from Symbol for Windows databases, you can copy the chart to other computers without any problems, provided that the Paper Chart Maker and the databases are available on the other computer too.

If you use your own new symbols (such as Bliss symbols, created with the Bliss Editor), you can only copy charts to other computers without any problems if you have the same library on that computer.

Rare fonts might not be installed on the other computer. If the Paper Chart Maker cannot find a font, the program uses another font.

Charts containing external symbols (images in files)

Charts that contain imported images have to be copied to the other computer together with the files containing the imported images. The file name has to remain exactly the same and in most cases the directory name must be the same too, but there are exceptions - see below.



Tip: If you want to import an image, first place the image file in the program directory - the directory where the program executable is located (usually this is C:\program files\common files\handicom\symforwin). Do this *before you import the image!* Then import the image. When you want to use the chart to another computer, you only have to find out in which directory the program executable is located; copy the image files that you used into that directory. Now the program will certainly be able to find the files.

Note: If you didn't place a file in the program directory before importing the image, the most important thing is to remember where it was located at the moment you imported the image.

Example

You want use a chart on another computer. You have imported the image of a tent; the file containing the image is called TENT.BMP.

On your own computer, the program is found in the directory C:\PROGRAM FILES\HANDICOM\SYMFORWIN\ and on the other computer the program is in the directory C:\PROGS\.

Four situations can occur.

1. On your computer, the imported file was in the **program directory**. The file TENT.BMP is found in the directory C:\PROGRAM FILES\HANDICOM\SYMFORWIN\ . In this case the file has to be located in the program directory on the other computer as well. So the file TENT.BMP should be placed in the directory C:\PROGS\.

2. On your computer, the file was located in a **subdirectory** (for instance, 'Images') of the program directory.

On the other computer, the name of the *subdirectory* has to be exactly the same. So, the file TENT.BMP should be placed in the directory C:\PROGS\IMAGES\ . If no such directory exists, you will have to add it.

3. The file was not in the program directory, not in a subdirectory of the program directory, but in a completely **different directory**. Its name was for instance C:\DATA\IMAGES\TENT.BMP.

The name of the file and the directory names must be exactly the same on the other computer, so the file TENT.BMP should be placed in the directory C:\DATA\IMAGES\ . If no such directory exists, you will have to add it.

4. The file was on **floppy** (or CD-rom) and its name was A:\TENT.BMP.

On the other computer, the file has to be present on floppy (or CD-rom) as well: A:\TENT.

6. Printing

This chapter describes how you can print your entire chart, or only some pages of the chart.

Before you start printing, check the printer settings. Select **File - Printer settings** from the menu to open the standard printer setup dialog or click on the button **Printer settings** on one of the tabcards of the dialog Chart settings (see chapter 2, Chart settings).

Check the selected printer, paper orientation and paper size. If you have a color printer, it is often also important to check the printer options settings.

If you never change the printer settings in any program, you can skip this step.

6.1 Print preview



You can preview your print. This option gives a good impression how your printed chart will look. If you have a large chart, you can see here how many pages your chart will print on.

Choose **File – Preview** or click on the toolbar button **Preview**.

On top of the preview window you can see four buttons:

- A small buttons to change the printer settings
- Print all – to print the entire chart
- Print page – to print the selected page only
- Close– to close the preview window and return to normal view.

Alternatively, to print one page only, you can right-click on the page in the preview and select **Print page** from the pop-up menu. You can also select **File – Print** and enter the pages you want to print in the 'pages' box (see the next paragraph).

6.2 Printing your chart



To print your chart, select the print command:

- Select **File - Print** from the menu, or
- Press [Ctrl] + P on the keyboard, or
- Click on the toolbar button **Print**, or
- Preview your print (see above), and select **Print all** or **Print page**.

Any of these commands will show a window where you can select what you want to print (entire chart, or only some pages), and the printing quality.

- To print the entire chart, select **All pages**.
- To print only some pages, enter a range of pages. If you want to print page 2 and 3 only, enter 2 in the From: box, 3 in the To: box. If you want to print only page 2, enter 2 in both boxes.

Note: You can only set which pages to print if your chart has more than one page.

The page numbers are counted from left to right, top to bottom. A chart printing on 3 pages wide by 2 pages high will be numbered like this:

1	2	3
4	5	6

7. Overview of keyboard shortcuts

The following keys or key combinations have a special meaning for the Paper Chart Maker:

Key (combination)	Meaning
[Ctrl] + F	Find
[Ctrl] + H	Place
[Ctrl] + I	Import picture
[Ctrl] + L	Find next
[Ctrl] + [Alt] + L	Find Previous
[Ctrl] + N	New
[Ctrl] + O	Open
[Ctrl] + P	Print
[Ctrl] + S	Save
[Ctrl] + T	Edit text
[Ctrl] + Z	Undo
[Ctrl] + Y	Redo
[Alt] + [BkSp]	Undo
[Shift] + [Alt] + [BkSp]	Redo
[Ctrl] + X	Cut
[Ctrl] + C	Copy
[Ctrl] + V	Paste
[Shift] + [Del]	Cut
[Ctrl] + [Ins]	Copy
[Shift] + [Ins]	Paste
[Del]	Delete
F5	Zoom in (chart view)
F6	Zoom out (chart view)
F4	Zoom picture