

¹CRAFT ROBO 102

Using the Drawing Tools

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A. What are the drawing tools and why do I want to use them?

- There are 10 icons on the left side of the screen which comprise the drawing tools
- These tools can be used for tracing imported images and for free-hand design
- Suggested applications for these tools include:
 - Perfectly Sized Mats for a Photos
 - Tracing images, both straight and curved edges
 - Journaling Blocks
 - Greeting Card Bases
 - Frames for Photos
 - CD Labels
 - Custom Design Film Strips
 - Custom Design Slide Mounts
 - Covering Chip Board Shapes such as flowers and letters
 - Custom Pockets
 - Coin Envelopes
 - Custom Quilting Pieces
 - Custom Blocking Templates
 - Boxed Letter Titles
 - Windows for Greeting Cards
 - Basic Shapes for Tracing Dies

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B. Preparing the page

- Select the New File icon (first on the left of the task bar) and select the size and orientation you desire. Turn off the Print and Cut hash marks by clicking on the Registration Mark Settings icon at the top and unchecking the box next to Use Registration Marks.
- The grid is usually very useful when using the drawing tools, so turn it on by selecting View>View Grid. Turn it off by selecting again.
- To change the grid spacing, select Edit>Grid Settings and type the desired spacing into the field. Note that you can change from lines to dots which can be easier on the eye while designing.
- If you know your vector points will always align with the grid, then you can turn on “Snap to Grid” in that same window where you change the grid spacing.
- Check for the Status Bar by noting if there are numbers appearing at the bottom of the screen as you move the mouse. If not, then turn on the Status Bar at the bottom of the page by selecting View>Status Bar. This will show you both the dimensions of objects you create and their location on the screen. Note that bottom left is 0,0.

C. How to use each tool:

Click on the given tool once to “highlight” it. At this point, you can select the type, color, and thickness of the drawing line by clicking on the pencil icon at the bottom (Line Settings). Note that selecting a dashed line is for the screen only. When you get ready to cut, you must change that particular line color to dashed in the Output Settings windows if you want a perforated line cut.

Once the tool is selected, click once in the main screen to start an anchor point. The descriptions below explain how each tool is used. Note that the Esc key can be used at any time to “undo” the last click and you can continue to hit the Esc key to back up your drawing.

- Line: After clicking on a given point on the screen extend line to given length to another point on the screen and click once. You can then move the mouse to a different location to create another

line. If your line must be vertical, horizontal, or drawn at a 45 degree angle, then hold the Shift key while drawing and the line will be automatically adjust to one of those three depending on the closest it resembles.

- Polyline: Use this to create adjoining line segments. Click each time to create an anchor point. This is useful when tracing templates like envelopes, fold-up bags and boxes, etc. Double click to end the Polyline.
- Spline: Similar to Polyline tool except line segments are rounded. This is useful when tracing objects with curves. Again, click to create anchor points and double click to end.
- Arc: Use this to create a portion of a circle. Note that it's a bit different from the other tools and difficult to judge how accurately you're creating the arc you need. But adjustments can be made after creating it, so don't panic. 😊

Begin at the approximate location for the arc, click once and then extend outwards until the approximate size of the arc is reach and click once. You will now be able to make the arc as long as you wish by simply extending into a circle. Again, don't worry about being too exact since it's easy to edit the points. Once the approximate length of the arc is reached, click again to end.

- Rectangle: Click once and then draw in any direction to create a rectangle. Click again when the desired dimensions are reached.
- Rounded Rectangle: Similar to the Rectangle but with rounded corners. A green dot will appear inside the rectangle you draw. Move this green dot to change the "roundness" of the corners.
- Polygon: Click once and extend to polygon side length. Then click again and movements after this will begin to create a triangle. After the next click, you will begin to create a four-sided object. When the desired number of sides is reached, double-click to end. Adjust side lengths and angles as needed.
- Circle: Click once and then move in any direction to create circle. Click again when desired diameter is reach.
- Ellipse: Similar to a Circle but an oval is created which can be thinner or rounder as desired. A second click ends the creation of the ellipse and the dimensions can then be adjusted.

- Closed Spline: Similar to the Polygon but with rounded edges. This tool is VERY useful when tracing an image that has curved edges all the way around. See notes in Craft Robo 103.

D. Changing the Objects:

To highlight an object, click on Select at top left of screen.

- **Moving**: Simply highlight any of the created objects and move the mouse over the object until the hand icon appears. Then the object can be moved to a different position on the screen.
- **Resizing**: When highlighted, an object will show corner and midsection points which can be used to change the dimension by simply dragging with the mouse.
- **Mirror Imaging**: While highlighted, select Edit>Mirror and then select either Horizontal Mirror or Vertical Mirror to immediately mirror the image.
- **Rotating**: While object is highlighted, click once on a corner to change to a round arrow icon. The object can now be rotated either clockwise or counter clockwise as desired.
- **Editing Points**: While object is highlighted, click on Edit Points on the left menu. The individual points used to create this object will appear. (Note: first make sure the object is NOT grouped).
 - o To move a point, place the cursor over the point until a cross appears. Then drag that point to a new location.
 - o To delete a point, place the cursor over the point until a cross appears. Then right click and select delete point.
 - o Similarly points can be added by placing the cursor along any existing path, right clicking, and selecting add anchor point.

E. Exact Sizing and Positioning

- Highlight the object and then select Draw>Position Settings. Within this screen, the exact dimensions, location on the screen, and angle of rotation can be set.

- You can also have your objects “snap to grid” inside Edit>Grid Settings. Further, the grid size can be altered here and changed from lines to dots and from 0.5” to a different length.

F. Coloring Objects

- For outside lines, select Draw>Line Settings or click on pencil/line icon at the bottom of the screen. This is where the color, line thickness, and type of line can be changed.
- For closed shapes, the interior can be filled with a color, either solid or a color gradient. Highlight the object, and select the paint can icon at the bottom. From there the color types and choices can be made.

G. Additional Points to Note

- Use the Zoom button (+ icon on top task bar) to magnify the objects and ensure that lines match up, as needed. The – icon zooms out.
- Use the Move button (hand icon on top task bar) to move around on the screen while magnified.
- Use the Fit button (icon with 4 arrows pointed outwards on top task bar) to immediately change screen to show entire document.