



**Spectrum2 Designer
User's Guide**

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Introduction (Getting Started)

The Spectrum2™ Designer labeling software is the link between label designs created by users and their CDs in the Spectrum2 printer. Designer enables users to arrange graphics, text, and serial numbers into customized CD surfaces. The image on the screen is transferred to the Spectrum2 printer, which prints the image directly onto CD-R or DVD-R disks.

Installing the Applications

- Spectrum2 Designer
- Printer Driver

Spectrum2 Designer

Spectrum2 Designer is a Windows based application, so Windows must be running in order for the program to operate. Spectrum2 Designer is compatible with MS-Windows 95, MS-Windows 98 and MS-Windows NT 4.0. If one of these operating systems is not already installed on your computer, you will need to load one of them before installing Spectrum2 Designer.

- **If you have MS-Windows 95 or MS-Windows NT 4.0**
 - ✓ Exit Windows programs.
 - ✓ Load the first Spectrum2 Designer disk.
 - ✓ Select **Start** from the taskbar.
 - ✓ Scroll to **Settings** and choose **Control Panel** from the Settings menu.
 - ✓ Double-click on **Add/Remove Programs** icon in the Settings box.
 - ✓ Directions appear on your screen.
 - ✓ Press **next** to move through the installation process. To return to a previous screen, click **back**.
 - ✓ When the installation process is complete, a shortcut will appear on your desktop.

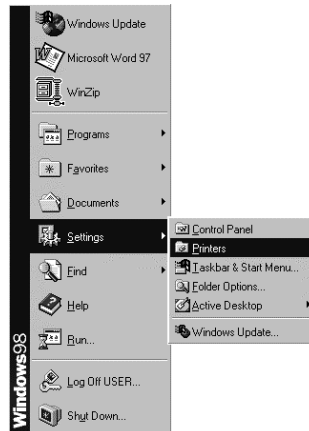
■ If you have MS-Windows 98


- ✓ Exit all Windows Programs.
- ✓ Load the first Spectrum2 Designer installation disk.
- ✓ Select **Start** from the taskbar and scroll to Settings.
- ✓ Choose **Control Panel** from the **Settings** menu.
- ✓ Double-click on **Add/Remove Programs**.
- ✓ Choose **Install**.
- ✓ Follow the instructions that appear on your screen.
- ✓ You will be prompted to **restart** Windows before using the program.
- ✓ Before restarting your computer, remove the installation disk.
- ✓ A shortcut to Spectrum2 Designer will appear on your desktop after the program is loaded.

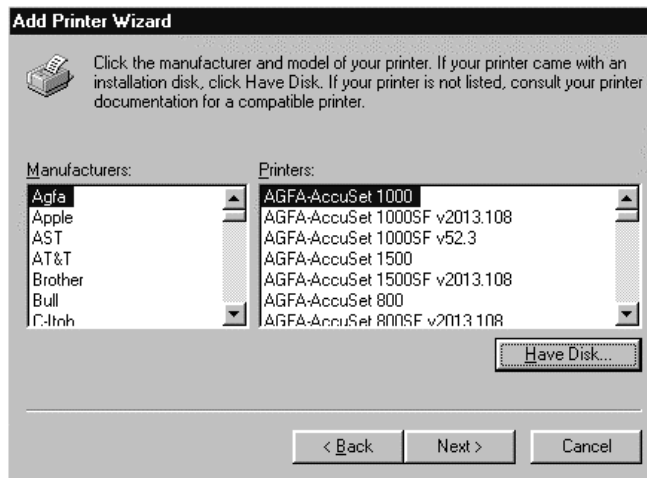
Printer Driver

The MF Digital Spectrum2 printer requires that the printer driver is installed on the PC to allow the PC to communicate with the Spectrum2 printer. The printer driver file (pwrpro.inf) is supplied on the floppy diskette labeled **Spectrum2 Driver**.

- Insert MF Digital Spectrum2 Software Driver disk into your PC's floppy drive. The following instructions assume the A:\ drive is utilized to load the printer driver.
- Choose **Start** from the taskbar.
- Select the **Settings** Menu.
- Click the **Printer** option.



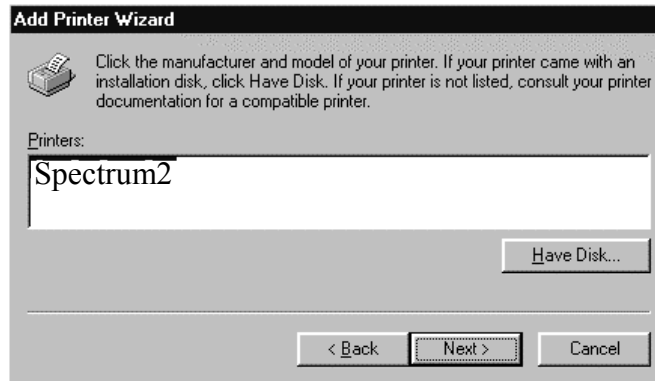
- The Printer Window will display.
- Choose  from the window.
Add Printer
- You will be prompted to install the MF Digital Spectrum2 printer driver.
 - ✓ Select **Next**
 - ✓ Select **Local Printer**
 - ✓ Select **Next**
 - ✓ Select **Have Disk**



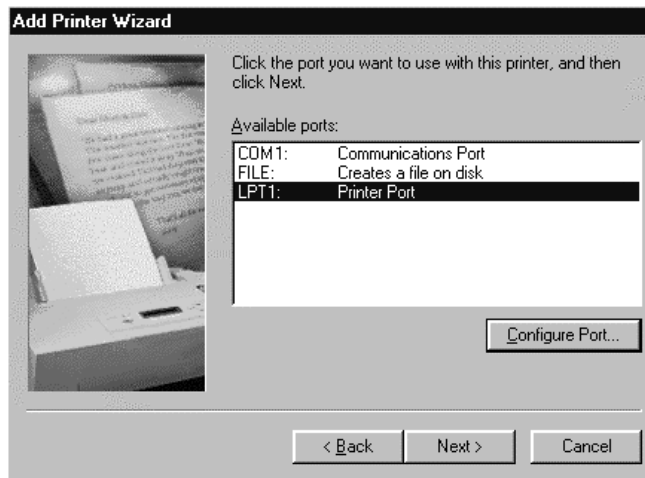
- ✓ Make sure the printer driver diskette is in the floppy drive.
- ✓ Select **A:** from List box.



- ✓ If A:\ is not shown, select 'Browse', and select Drive A:\
- ✓ Select **OK**.
- ✓ Select **Next**.

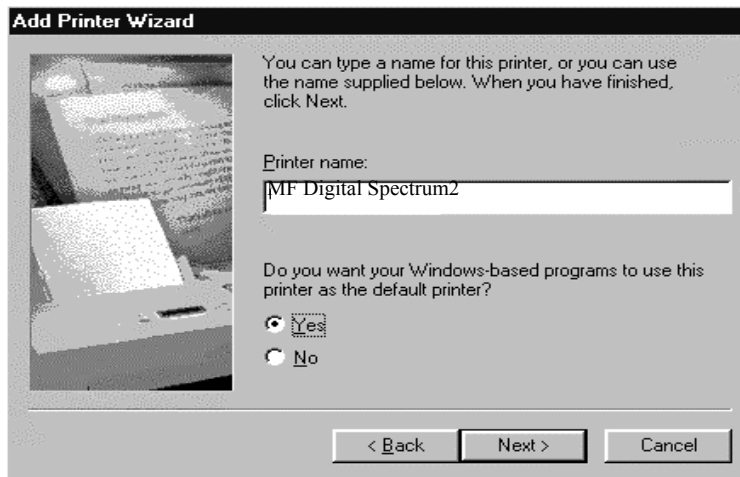


- Select **LPT Port**. It is typically listed as: **LPT1:Printer Port**.



- Click **Next** to move forward in the installation process.

- MF Digital Spectrum2 will appear in the Printer name window. If you wish to give the Spectrum2 a different name on your computer, type the preferred name in the box.
- You have the option to set the Spectrum2 printer as your default printer. Click **Yes** to set it as the default, or leave the box checked **No** if you do not want the Spectrum2 printer to be the default printer on your PC.
- Click **Next** to move forward in the installation process.

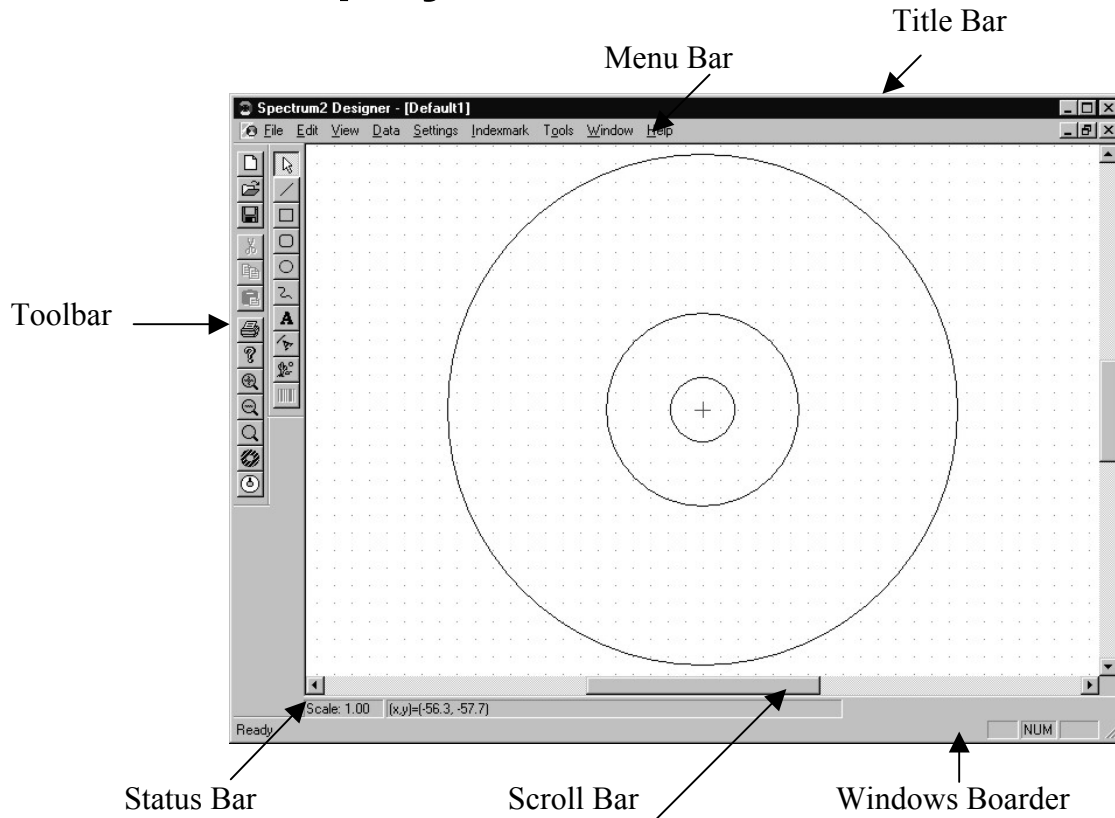


- The next window will advise you to print a test page. If you do not want to print a test page, click **No**.
- If the system displays a message warning that an **Older Version** of a file is about to be copied to your computer, select the choice that keeps the **Newer Version** of the file on your computer.
- Select **Finish**. The system will copy printer driver files to the PC. The installation process is finished and the Spectrum2 printer icon appears in the Printers Window.

Basic Features

The template appears as soon as you open the program. Graphic and text tools are contained vertically down the toolbar on the left side of the screen and horizontally along the menu at the top of the design window.

The Display



■ Desktop and CD-R template

The template represents the disk in the printer and remains on the desktop at all times.

■ Title Bar

The name of the file you are working on is displayed in the title bar at the top of the window. Options in the right corner allow you to reduce Spectrum2 Designer to an icon, reduce or enlarge the window containing the program, or close it altogether.

■ Windows Border

You can shrink or enlarge the view box by clicking on the outer border of the window. Reducing the size of the window allows you to work on several labels simultaneously and operate other Windows applications at the same time.

■ Menu Bar

The complete menu bar appears across the top of the screen when you open a file. When you click a menu option, commands appear on a vertical scroll. Printing commands, file operations, and display changes can be made using the menu bar. Options in the right corner of the menu bar allow you to reduce the size of the file window, reduce or enlarge the size of the window, or close the file.

■ Toolbar

Common tools for designing your label are displayed in the toolbar. They are arranged in two vertical columns down the left side of the screen, but can be rearranged horizontally or vertically and placed anywhere on the screen. The tools are usable as soon as you open a file.

■ Scroll Bars

A vertical scroll bar on the right side of the window allows you to move the label template up and down on the screen. A scroll bar along the bottom of the window allows you to move the label template left or right. The scroll bars are handy when using the zoom feature.

■ Status Bar

The status bar provides reference to the scale you are working on. If the template on the screen is full size, the status bar will read 1.00. The scale reading changes when the template is made bigger or smaller with zoom controls and scale option in the toolbar.

Adjusting the Display

Adjusting Image Size

If you wish to make the template larger or smaller, you can adjust the display size by selecting the scale icon from the tool bar. The display can be enhanced up to 500% of the actual label size and reduced to 10%. Only the display on the screen is affected. The print size of the label will remain the same.


Zooming In and Out

You can zoom in or out on the entire label by choosing the zoom icons in the toolbar. While items will grow larger or smaller on the display, they will remain their original size on the printed label.

Hiding the Display

The Status Bar in the lower right hand corner indicates the scale of the display. It can be hidden by clicking on the Status Bar in the View menu. The Status Bar will reappear when you click on it again. The left column of the toolbar can also be hidden and retrieved by clicking the toolbar in the View menu. The tools in the right column will remain on the screen so you can continue to enter graphics and text on the label.

Print Preview

To view what will show up on your label when printed on the Spectrum2 printer, select  or **Print Preview** from the File menu. Any part of a graphic or text item outside the CD-R template will disappear. If you chose **Print Preview** from the File menu, the menu bar and toolbar disappear, but you retain the zoom and print options. Selecting **Close** in the top right corner will return you to the main screen.

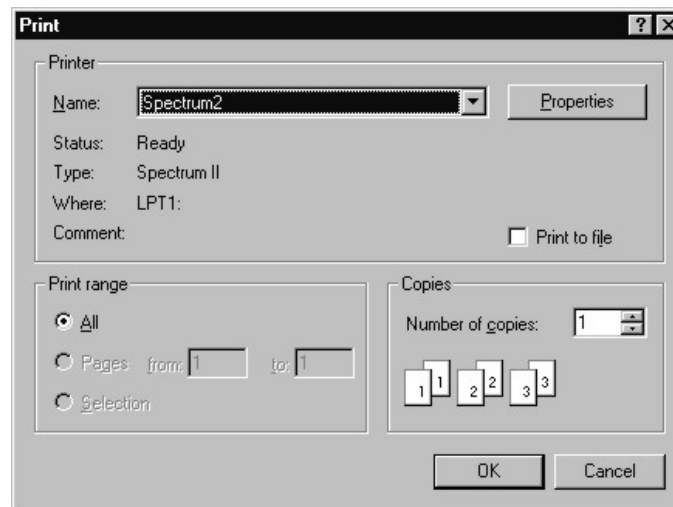
Printing

■ Printing from a Standard Printer

Before you are ready to print your label onto disks in the Spectrum2 printer, you may want to print a copy of the image on paper. This can be done on a standard printer. To print a copy of your label on a standard printer, simply follow the commands you would to print any other windows document on your standard printer.

■ Printing from the Spectrum2

- ✓ Select **Print** from the File menu.
- ✓ The Print dialogue box appears.
- ✓ Select the Spectrum2 printer by using the arrow to the right of Name.

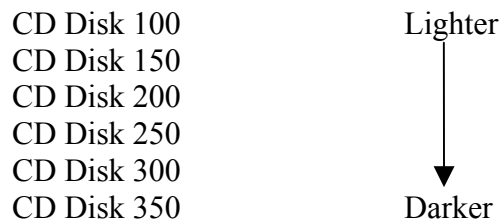


- ✓ Choose the number of copies you wish to print by using the arrows in the bottom right corner of the dialogue box.
- ✓ Click **OK**.

Adjusting the Printout

Label printouts are made lighter or darker by changing the setting within the Spectrum2 properties dialogue box. You can lighten the printout by selecting a lower number than the one currently displayed, and you can darken the printout by selecting a number higher than the one displayed.

- Click **Start** on the taskbar.
- Select **Settings**.
- Choose **Printer** in the menu that appears by placing the pointer on the arrow next to Settings by clicking once.
- The Printer Window appears with all printers installed on your PC.
- Choose the **Spectrum2 printer** by clicking once.
- Select **Properties** from the Printer menu.
- Select **Paper** from the Spectrum2 Properties dialogue box.
- Use the arrows to the left of media choice to find the tone value you wish to use.
- Select the value by clicking on it once with the mouse.
- After making your change, click **OK** to save properties changes.




- **To Make the Printout Lighter**
Select a number smaller than the one displayed in the Media Choice box.
- **To Make the Printout Darker**
Select a number greater than the one displayed in the Media Choice box.


Creating and Operating a Label File

File Functions


Opening New Files

- ✓ Select **New** from the file menu or  from the toolbar.
- ✓ You can begin working with text, graphics, and serial numbers instantly.


Opening Existing Files

- ✓ Choose **Open** from the File menu, or click .
- ✓ Select the drive and directory the label was saved in.
- ✓ Highlight the file name.
- ✓ Click **OK**.

Saving Label Files

- ✓ Chose **Save** from the file menu or click .
- ✓ Enter a file name and directory at the prompt.
- ✓ Click **Okay**.

Closing Label Files

- ✓ **Save** changes if you wish to keep them.
- ✓ Select **Close** from the file menu or  from the Menu bar.

Exiting Spectrum2 Designer

- ✓ Select **Exit** from the file menu or click  from the Title bar.

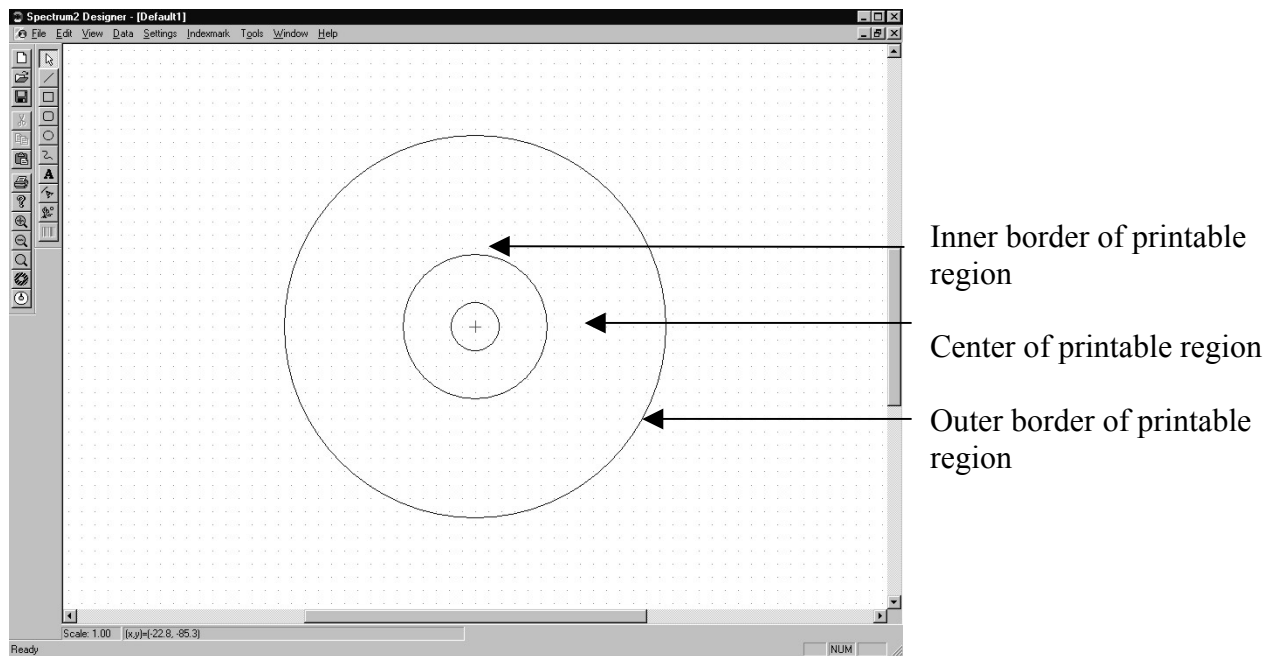
Designing a Label

When you open a label, the template appears in the center of the display window. Only objects entered on the template will appear on printed versions of the label, but text and graphics can be entered anywhere in the display window. This gives you extra workspace.



■ Defining Label Size

- ✓ Select the appropriate type of media from the **Settings / CD Template** menu.
- ✓ Enter a new radius if your CDs are **not** standard size.

The printer will print CDs of minimum size 7.5 mm inner radius and 50 mm outer radius. If you select a radius smaller than that, you will be prompted to select one within the printable region. You can change the default setting to a customized size by clicking the default box. The modified size will automatically be saved for the label you are working on when you save. New labels will go back to standard size for the next file if the default box is not checked.




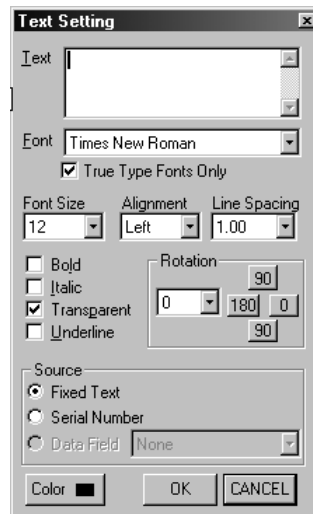
Text

- Standard Text 
- Circular Text 

Entering Standard Text

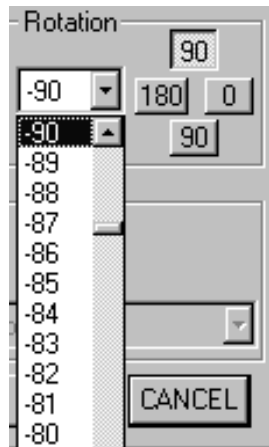
Standard text is best for creating straight lines of text, and must be used for serial numbers. The standard text option allows the user to write left to right, top to bottom, or bottom to top. Additionally, standard text can be pivoted vertically at a 90° angle or flipped 180° and read from the “outside” of the disk. Font style, size, and color are adjustable, as is line spacing.

- Choose  from the toolbar or **Text** from the Tools menu.
- **Click** the mouse in the exact place you wish to enter the text.
- The **Text Setting** dialogue box appears.



- Enter text in the box entitled Text at the top of the dialogue box. The text will appear on the screen as it is entered. You must press **Enter** on your keyboard to move to the next line.

- Font style is changed by checking the boxes to the left of the styles. All styles can be used alone or in combination. The transparent option removes the white box that surrounds text objects. This box is invisible when text is printed on a clear or white label, but is visible on most color backgrounds. When the transparent option is selected, text appears to be written directly onto the background color or graphic.
- Font type is changed by clicking the arrow to the right of the box. The default is set at Times New Roman, but you can select any true-type font.
- Font size is modified using the arrow at the right side of the Font Size box.
- Alignment controls the placement of text in relation to cursor on the template. The default is set to left alignment, and text will move rightward from the spot the text cursor was initially clicked on the template. Alignment can be modified by selecting Center or Right from the Alignment menu within the dialogue box.
- Line Spacing can be changed to any distance between .30 and 5.00.
- Rotation options allow you to create vertical text reading from either top to bottom, or bottom to top; horizontal text facing outward; and text rotated to a customized angle within -180° and 180° .




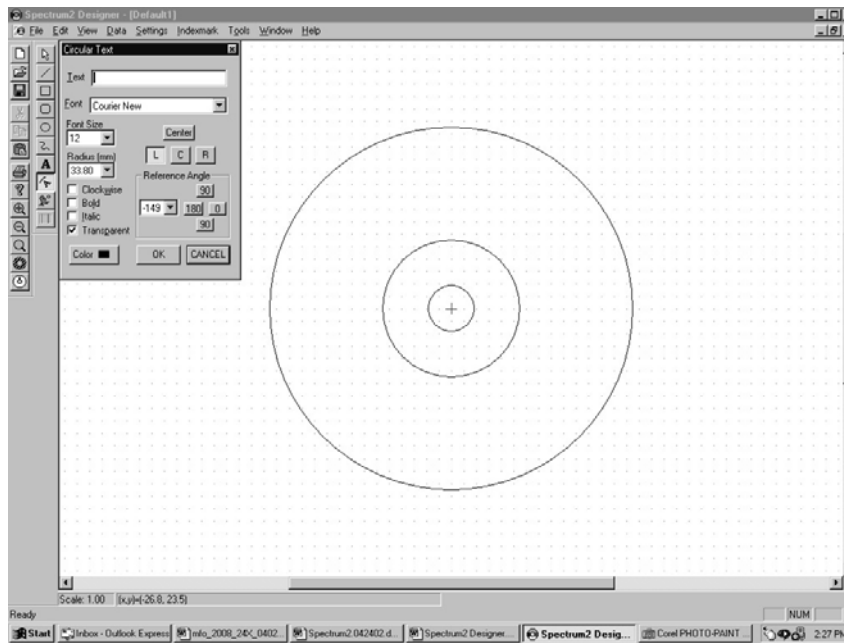
- ✓ To turn text upside down, chose 180.
- ✓ To rotate text vertically at a -90° angle facing rightward, select the box reading 90 at the top of the window. The text will read from bottom to top.
- ✓ To rotate text vertically at a 90° angle facing leftward, select the bottom 90 box toward the bottom. The text will read from top to bottom.
- ✓ Vertical and horizontal text facing any direction can be set at whole number degrees between -180 and 180 by clicking the arrow in the Rotation box.

- Color is selected by clicking the color box. An array of basic and custom color options appear, and you may also define a color by selecting Custom Color at the bottom of the Color dialogue box.
- Press Okay at the bottom of the Text dialogue box when you have completed your text entry. If you do not press Okay before closing the dialogue box, your entry will be lost.
- Commands for editing text after it has been entered are on page 19.

Entering Circular Text

Text entered using the arc feature rotates around the label in a fashion mirroring the shape of the disk. Spacing is automatically standardized as the user enters text, and options make it simple to create labels with many lines of text in a wide selection of sizes, directions, and styles.

- Choose  from the toolbar or **Circular Text** from the Tools menu.
- Click the cursor in the exact place you wish to enter the text.
- The **Circular Text** dialogue box appears.



- Enter text in the box entitled Text at the top of the dialogue box. The text will appear on the screen as it is entered.
- Font type is chosen by clicking the arrow to the right of the Font box and selecting and clicking a choice. The font selection is composed of all fonts installed on your system.
- Font size can be modified using the arrow at the right side of the Font Size box.
- Radius controls the number of millimeters from the center of the disk that text is placed. Text moves in an even arc around the disk according to the selected distance of the radius. Keep in mind that the printable region of the disk is between 58 and 22mm from the inner edge of the disk. If a radius greater than 58 mm or less than 22 mm is selected, the text entered will not appear on the printed label.
- **Font style is changed by clicking the box to the left of the choice.**
 - ✓ The **bold** and *italics* options may be used singly or in combination.
 - ✓ The transparent option is valuable when using a background color or design because it removes the white box that otherwise surrounds text objects.
 - ✓ You also have a clockwise option that modifies the direction of the text. Regular text moves counterclockwise and faces the outside of the disk template. When the clockwise option is activated, text is entered leftward from the origin, and faces the inside of the disk.
- Reference Angle gauges the exact angle on the template you are working on. You can change the reference angle by clicking on the arrow to the right of the reference angle reading, and selecting an angle. The program will allow you to choose any whole number degree between -180° and 180° . Additional choices to the right of the reading allow you to reset the reference angle to 0° , -90° , 180° , or 90° instantly. The reference angle is helpful for making objects on the label symmetrical.
- Center refers to the alignment of entered text in relation to the reference angle. The default is set on left alignment and text will move leftward from the reference angle unless the **C** or **R** is clicked under the Center box. When **C** is chosen, the text is centered on the reference angle. When **R** is chosen, text is aligned on the right, and the text moves rightward from the reference angle as it is entered.
- Color is added the same way as it is with standard text. Click on Color at the bottom of the Circular Text dialogue box. An array of basic and color options appear, and you may also define a custom color by selecting Custom Color.

Editing Standard and Circular Text

Tools for editing text on your label design are the same for standard and circular text except for the Move command. Editing tools are found in the toolbar and menu bar, and you can return to the Text dialogue boxes at any time by double clicking on the block of text, or by using the right click on your mouse. The shortcut menu contains several commonly used editing tools including quick access to the text dialogue box as well as the ability to cut, paste, delete, and move text objects.

Moving Standard Text

- Select the text object you wish to move by right clicking the mouse.
- Choose **Move** from the shortcut menu.
- You can now move the text freely around the label.
- When you are finished moving the text, press the left mouse key and the text will become stationary again.
- **Another Option:** You can move text using just the mouse, but the mouse button must be depressed during the operation.
 - ✓ Place the mouse pointer on the piece of text until the four-directional arrow appears.
 - ✓ Click the mouse. The text object is mobile as long as the button is depressed.
 - ✓ Release the mouse button when you are done moving the object.

Moving Circular Text

- Right click the mouse on the piece of text you wish to edit.
- Chose **Edit** from the shortcut menu.
- The **Circular Text** dialogue Box appears.
- Change the Radius to move text closer or farther from the center of the label.
- Change the Reference Angle to move the text to another angle on the label.
- Center commands are also useful for movement operations.

Returning to the Text dialogue boxes

- Double click on the block of text.
- **Another Option:** You can also return to the dialogue box by right-clicking the mouse on the block of text and choosing **Edit** from the shortcut menu.

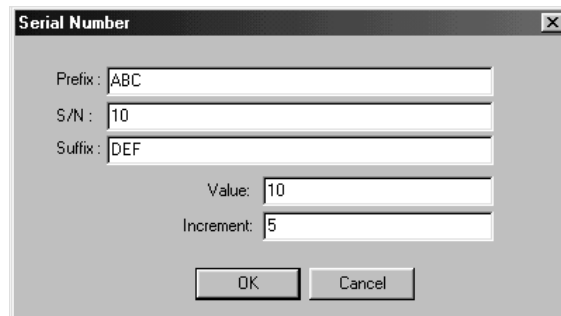
Changing or Deleting Text

- Return to the dialogue box.
- The cursor is already in the Text box, and the block of text you have entered is highlighted.
- Left-click the mouse, and you can change the text.
- When you have finished your changes, press **OK** so your changes are not lost.
- You can also delete text by putting the cursor on it, right-clicking, and selecting **Cut** from the shortcut menu.

Serial Numbers


Serial numbers incorporating letters and or numbers are easy to create using Spectrum2 Designer. You can create series up to 10 digits, and incorporate prefixes and suffixes into your serial numbers.

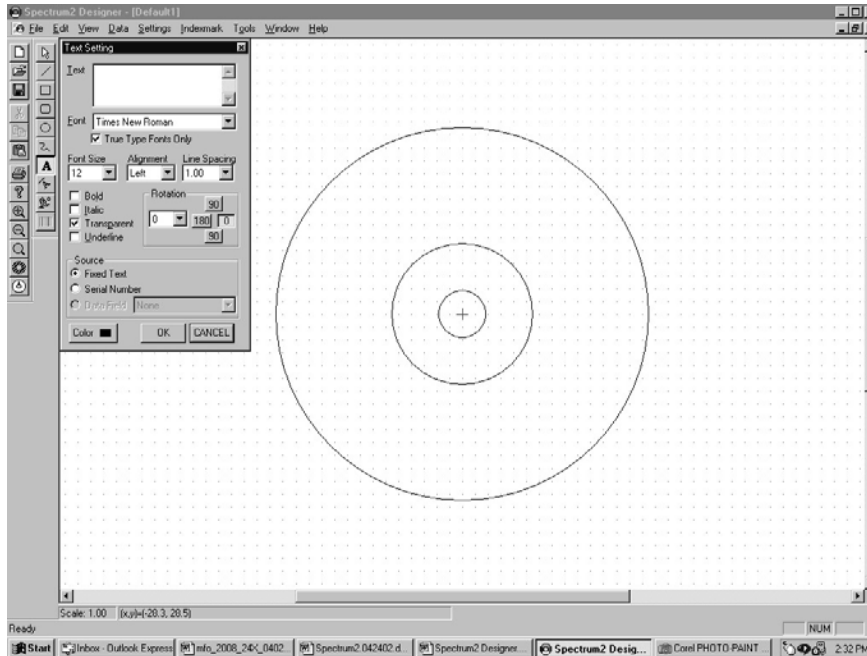
- Select **Serial Number** from the Data menu.
- The **Serial Number** dialogue box appears.



The image shows a dialog box titled "Serial Number" with a close button in the top right corner. It contains five input fields: "Prefix:" with the text "ABC", "S/N:" with the text "10", "Suffix:" with the text "DEF", "Value:" with the text "10", and "Increment:" with the text "5". At the bottom of the dialog are two buttons: "OK" and "Cancel".

- Enter a **Prefix**. The prefix is a set of unchanging characters that will precede your serial number. It is not set for a particular length, and you can enter as many numbers and or letters as you wish. If you do not wish to have a prefix, simply leave the prefix line blank. The prefix is ABC in the example above.
- Enter a **Serial Number**. This is the number that will change. Serial numbers must be set between 1 and 4294967292. If a number outside this range is selected, you will be prompted to choose one within the range. Here, the serial number is set at 10.
- Enter a **Suffix**. The suffix, like the prefix, is a set of numbers and or letters that will be the same on each label. It follows the Serial number. You do not have to enter a suffix for the serial number operation to function. The suffix is DEF in the example.
- Enter a **Value**. The value is the Serial number you wish to start with on the first label.
- Enter an **Increment**. The increment is the number by which serial numbers will increase. For example, if the value is set at 10 and the increment is 5, the first label will have a serial number reading 10, the serial number on the second label will be 15, and the serial number on the third label will be 20.
- Choose **OK** when you are finished entering the data.

- Select  from the toolbar or Text from the Tools menu.
- Click the cursor in the location you want the serial number to appear on the label.
- The **Standard Text** dialogue box appears.



- Select **Serial Number** from the Source box.
- Make any format changes as you would with standard text.
- Click **OK**.

Graphics





You can create your own graphics or import images on your label with the design tools located in the right column of the toolbar and in the Tools menu. Ellipses, circles, ovals, rectangles, squares and lines can be created instantly with the options. The shapes can then be customized easily using the mouse pointer to define the dimensions of the shape. The freehand option gives you full reign of your design, and you can draw your own graphic on the screen. Graphics imported onto the label from other files can be left as is, or their size and quality can be altered using the Spectrum2 Designer graphics tools. Text objects are completely compatible with the graphics both created and imported onto the label, and the two can overlap to create label designs with text written on a background image.

Types of graphics

- **Basic Shapes**
- **Freehand**
- **File Art**

Working With Basic Shapes

Entering Basic Shapes

- Choose the line, rectangle, or ellipse from the toolbar or the Tools menu and then click the point on the disk you wish to place the shape.
- Keeping the left mouse button depressed, move the cursor in the direction you want to extend the shape.
 -  The rectangle makes squares and rectangles.
 -  The ellipse makes circles, ellipses, and ovals.
 -  The rounded rectangle makes rounded rectangles.
 -  The line is used to create straight lines in any direction.
- The shape will remain hinged in the spot on the template chosen with the mouse pointer, but the image can be extended in any direction to customize size and shape.

- Release the cursor when you are satisfied with the shape.

Reshaping and Re-sizing Basic Shapes

- **To turn a square into a rounded rectangle or circle**
 - ✓ Put the mouse pointer on the corner of a square, or rounded rectangle until the pointer changes into a two-sided arrow.
 - ✓ Hold down the **Shift** key and the left mouse button simultaneously.
 - ✓ Re-figure the square into a rounded rectangle or circle by maneuvering the mouse.
- **To turn a rounded rectangle into a circle**
 - ✓ Put the pointer tool on the corner of the rounded rectangle.
 - ✓ Hold down the **Shift** key and the left mouse button simultaneously.
 - ✓ The rounded rectangle is transformed into a circle by maneuvering the mouse.

Fill Patterns

Fill patterns including stripes and checkerboards can be added to the shape in black and white or color.

- Place the mouse pointer on any part of the shape's border and right click.
- The Fill Properties dialogue box appears, and you can select a pattern by clicking on your choice.
- You can select a color for the fill pattern by choosing Color. The color dialogue box appears and you can select a basic or custom color.


Editing

Shape properties and placement on the template can be edited at any point. See page 26.



Working With Freehand

The freehand options allows you to use the mouse pointer as a pen or paint brush to design images and alter basic shapes or imported images. Freehand images can be made in color or black and white.


- Choose  or **Freehand** from the tools menu.
- Click the mouse pointer at the location on the template you want to start drawing. This can be on a blank spot or one where an image already exists.
- Holding down the mouse pointer, draw your graphic.
- Release the mouse only when you are finished drawing the image.



Working With Imported Graphics

Graphics stored on a disk or on your hard-drive can be imported to the label easily. The imported graphics can then be altered using Spectrum2 Designer tools for the purpose of your label while maintaining the integrity of your file art.

Import the Graphic

- Select the  or **Picture** from the Tools menu.
- The Open Picture File dialogue box appears.
- Select the drive and directory in which your picture file is located. Only graphics files will appear in the window. Select the correct file.
- The file graphic will appear in the Window on the right side of the dialogue box if the Preview option in the bottom corner of the dialogue box is checked.
- Press **Open**.
- The image will appear at the center of the disk and you can move it to any spot on the template.
- Move the image to the preferred spot by clicking anywhere on the template. The four-sided arrow appears, and you can move the image by dragging it with the mouse.
- Imported graphics are moved and edited with the same commands as other objects.

Images and Text

Text and other images can be added over the graphic. Simply use the commands for creating text and graphics on any other surfaces. Make sure that the color font you are using is visible over the graphics behind it.

Editing Label Graphics

You can continue to work on graphics and text objects after they are entered using the editing commands. Editing options range from basic Windows tools like cut and paste to specialized functions allowing objects to be layered or “hidden” one behind the other.

Moving objects

One at a time:

- Place the mouse pointer on the object until the four-sided arrow appears.
- Click the mouse and keep the cursor depressed.

- The object is mobile as long as you hold down the left mouse button. **Or**,
- Right-click on the border of the object.
- Select **Move** from the shortcut menu.
- You can now move the object freely with the mouse.
- Press the left mouse button when you are done moving the object.

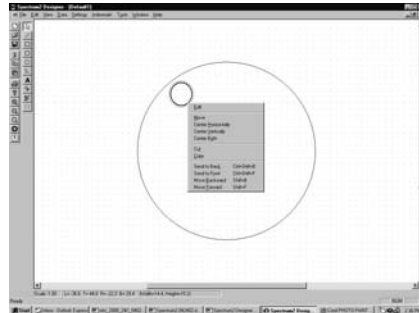
Simultaneously:

- Press the **Shift** button and keep it depressed.
- Select each item you wish to move by clicking on it once with the mouse.
- Each object selected is surrounded by a perforated border.
- Release the Shift key.
- **Right click** on the border of one of the selected objects.
- The shortcut menu appears.
- Choose **Move**.
- The objects become mobile. Move the mouse to position them.
- When they are positioned, click the mouse to make them stationary again.

Overlaying Objects

If objects are entered where others already exist, the new object will be placed on top, or in front, of the other objects.

You can change object positioning by right-clicking on one of the objects and using the following commands:



Send to Back moves the selected object to the very back of the stack of objects.

Send to Front moves the selected object to the very front of the stack.

Move Backward moves the selected object one place back in the stack.

Move Forward moves the selected object one place forward in the stack.

Changing Object Size

- Move the cursor along the border of the object until the two-sided arrow appears. It appears in all four corners of rectangles and rounded rectangles, sides of ellipses, and at either end of lines.
- When the arrow appears, click the cursor and the object will stretch or retract. Objects remain hinged at an angle unique to each of the shapes.
 - ✓ Lines remain hinged at the opposite end of the one selected with the two-sided arrow.
 - ✓ Rectangles and squares are hinged at the corner diagonal to the one selected.
 - ✓ Ellipses, circles, and ovals are hinged at the center point.
- When you are finished changing the object shape, left-click and the object will become stationary again.


Changing Object Properties

- Select the border of the object by right-clicking the mouse.
- The shortcut menu appears.
- Choose **Edit**.
- The Figure Properties dialogue box appears.
- Pen thickness can be changed from .1 pixel to a choice between 0 and 10 pixels.
- One of the eight patterns will be added to the interior of the shape or design by selecting one of the choices. Just one pattern can be used at a time, so if one of the patterns is already in use, it will be changed when a new selection is made.
- Pattern color is changed by choosing fill color and then clicking on another color.
- Press **Okay** when you are finished to save edits.

Using Cut and Paste




To **copy** an image

- ✓ Press  or choose **Copy** from the Edit menu.
- ✓ The original image will remain on the screen.




To **cut** an image

- ✓ Press  or choose **Cut** from the Edit menu.
- ✓ The image will disappear from the screen.



To **paste** the cut or copied image in the same place on another label

- ✓ Click the pointer tool on the label you wish to duplicate the image.
- ✓ Press  or select **Paste** from the Edit menu.
- ✓ If you want to move an image to a different location on the same label, follow the directions on page 26 for moving objects.

Deleting Objects

- If you are not sure whether or not you want to delete the object, it is better to use Cut and Paste which allows you to return the object to your screen if you are unsatisfied with the removal.
 - ✓ Select the object with the left-click.
 - ✓ Choose **Cut** from the Edit menu.
 - ✓ If you wish the graphic to return to the screen, simply chose Paste from the Edit menu before cutting another object.

- If you are certain you wish to delete the object, right-click.
- Choose **Delete** from the shortcut menu.
- The object will be deleted instantly from your screen.

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