

MACROMEDIA FREEHAND 10

Macromedia Freehand is application software which is developed by Macromedia Corporation, U.S.A. It is especially used in graphic designing, in the market user generally use this application for magazine, newsletter, book, advertisement, Pam-plate and many different types of hand designing or publishing. We can get different up-grade versions in the market.

How to load?

- ☞ Click on **start** menu and Choose **program**.
- ☞ Click on **Freehand**



- ☞ Again click on **Freehand 10.0**
 - ☞ Click on **new**.
- We will get and new freehand screen.

Toolbox.

Pointer Tool: - This tool is used to Select, move, or resize objects.

- ☞ Click on **pointer tool**.
- ☞ Drag the mouse in the required bitmap image front.



Eyedropper Tool: - This tool is used to pick the color one figure to another.

- ☞ Click on **eyedropper tool**.
- ☞ Click on any-one figure front.



Text Tool: - Use the Text tool to insert a text block.

- ☞ Click on **text tool**.
- ☞ Drag the mouse from any one place.
We can write any-one text or document.



Rectangular Tool: - Draw rectangles or squares.

- ☞ Click on **rectangular tool**.
- ☞ Drag the mouse in the required place.



Polygon Tool: Draw polygons or stars. (Polygons and stars are ungrouped, freeform paths.)

- ☞ Click on **polygon tool**.
- ☞ Drag the mouse in the required place.



Ellipse: With a rectangle or an ellipse selected, the Object inspector displays information about the dimensions of the object.

- ☞ Click **ellipse tool**.
- ☞ Drag the mouse in the required place.



Spiral Tool: This tool is used to make the spiral in the required place.

- ☞ Click on **spiral tool**.
- ☞ Drag the mouse in the required place.



Line Tool: Draw a line segment, which is an ungrouped path consisting of two points.

- ☞ Click on **line tool**.
- ☞ Drag the mouse in the required place.



Freehand Tool: Draw lines, which are converted into ungrouped, freeform paths. When drawing a curved line, Freehand converts it to a Bezier curve.

- ☞ Click on **freehand tool**.
- ☞ Drag the mouse in the required place.




Pen Tool: Draw paths by placing curve, corner, and connector points, adjusting them as you draw. The Pen tool draws a curved path as a Bezier curve.

- ☞ Click on **pen tool**.
- ☞ Click on one place to another.




Bezigon Tool: Draw straight lines and arcs by placing curve, corner, and connector points.


- ☞ Click on **bezigon tool**.
- ☞ Click on one place to another.

 **Knife Tool:** Cut a selected, ungrouped path, yielding either open or closed paths. Select a path and drag the Knife tool across the path.

- ☞ Select the required figure.
- ☞ Click on **knife tool**.
- ☞ Drag the mouse one corner to another.

 **Freeform Tool:** Push or pull any part of the path. The freeform tool automatically adds points, deletes points, or changes point type along the path as you edit the path.


- ☞ Select the required figure.
- ☞ Click on **freeform tool**.
- ☞ Drag the mouse in the required figure front.

 **Rotate Tool:** Use the Transform panel to rotate an object at a precise angle.

- ☞ Select the required figure.
- ☞ Click on **rotate tool**.
- ☞ Press down the button from any-one point.

 **Reflects Tool:** Use the Transform panel to reflect an object to an exact angle.


- ☞ Click on **reflect tool**
- ☞ Press down the button from any-one point.

 **Scale Tool:** Use the Transform panel to scale an object by an exact percentage.


- ☞ Select the required figure.
- ☞ Click on **scale tool**.
- ☞ Drag the mouse in the required figure front.

 **Skew Tool:** Use the Transform panel to skew an object at a precise angle.


- ☞ Select the required figure.
- ☞ Click on **skew tool**
- ☞ Press down the button from any-one point.

 **Trace Tool:** Trace any type of object that can appear on screen in a freehand document. The Trace tool automatically traces graphics according to the settings in the Trace tool dialog box.

- ☞ Select the text or figure.
- ☞ Click on **trace tool**.
- ☞ Press down the button from any-one point.


 **Perspective Tool:** Use the Perspective tool to attach an object to the perspective grid to give it a three-dimensional appearance.

- ☞ Show the perspective gridlines.
- ☞ Click on **perspective tool**.
- ☞ Press down the button from any-one point.

 **Page Tool:** Add, modify, duplicate and delete pages.

- ☞ Click on **page tool**.

- ☞ Drag the mouse in the required cursor page.

 **Zoom Tool:** - The zoom tool lets you magnify or reduce the display of any area in your publication. You can also double-click the tool to jump to Actual Size, or press Alt as you double-click the tool to go to Fit in Window view.

- ☞ Click on **zoom tool**.
- ☞ Click-click on any-one text or document.

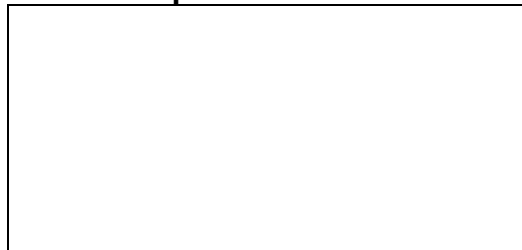
File menu

Revert: Erases all changes made to the document since the last save. You cannot undo the Revert command.

- ☞ Click on **file menu** and click on **revert**.
- ☞ Click on **ok**.

Import: This command is used to import the text or document. Which is exported from another program.

- ☞ Click on **file menu** and click on **import**.



- ☞ Choose your required file name.
- ☞ Click on **open**.
- ☞ Click on any-one place

Export: This command is used to export the required text or document, one program to another.

- ☞ Click on **file menu** and click on **export**.
- ☞ Type the file name in the file name box.
- ☞ Click on **save**.

Report: This command is used to view the report option in the required file.

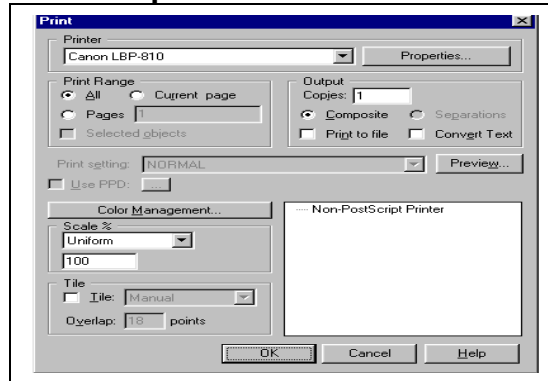
- ☞ Click on file and click on **report**.
- ☞ Click on **ok**.
- ☞ Type the file name in the filename box.
- ☞ Click on cancel.

Collect for output: The Collect for Output command gathers components needed to print the current document and copies those components to a common location.

- ☞ Click on **file menu** and click on **collect for output**.
- ☞ Choose default option.
- ☞ Click on Ok.

Print: Printing from Freehand is straightforward, even when you require high-resolution, professional quality output. Powerful, prepress capabilities include the following:

- ☞ Click on **file menu** and click on **print**.



- ☞ Set the available Option.
- ☞ Click on **ok**.

Publish to HTML: Use Free Hand's Publish as HTML feature to instantly convert your FreeHand document to a web page.

- ☞ Click on **file menu** and click on **publish to HTML**.
- ☞ Type the file name and click on **save as HTML**.
- ☞ Click on **close**.

Preference: This command is used to set the different type option in the freehand program.

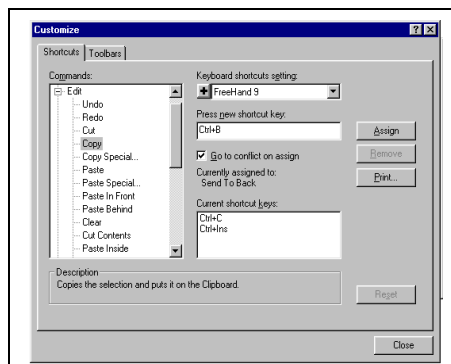
- ☞ Click on **file menu** and click on Preference.
- ☞ Set the available option.
- ☞ Click on **ok**.

Customize toolbar: The form, location, and contents of all toolbars are customizable. The Status bar is customizable only in Windows.

- ☞ Click on **file menu** and select on customize.
- ☞ Click on **toolbar**.
- ☞ Choose the any one-toolbar command.
- ☞ Click on **ok**.

Shortcuts: Use the Shortcuts panel in the Customize dialog box to change current keyboard shortcuts or to assign shortcuts to commands that have no shortcuts. types of commands.

- ☞ Click on **file menu** and click on **customize**.
- ☞ Click on **shortcuts**.



- ☞ Set the available short cut Key.
 - ☞ Click on **assign**.
 - ☞ Click on **Close**
- We can see the different types of shortcut.

Edit Menu

Copy Special: Makes a copy of selected objects and stores it on the FreeHand Clipboard in the specified format.

- ☞ Type the text or document.
- ☞ Select it.
- ☞ Click on **edit menu** and
- ☞ Click on **Copy special**.
- ☞ Choose your required program.
- ☞ Click on **ok**.

Paste Special: Places objects stored on the Clipboard into the active document in the format you select. This is useful for controlling the format in which items from other applications are pasted into FreeHand.

- ☞ Click on **Edit Menu** and
- ☞ Click on **Paste special**.
- ☞ Choose any one program.
- ☞ Click on **ok**.

Paste in front: Pastes an object stored on the FreeHand Clipboard directly in front of a selected object in the stacking order.

- ☞ Click on **Edit Menu** and click on **paste in front**.

Paste Behind: Pastes an object stored on the FreeHand Clipboard directly behind a selected object in the stacking order.

- ☞ Click on **Edit Menu** and click on **paste behind**.

Paste inside: - Use Paste Inside to crop or mask an object within a closed path. Which is copied.

- ☞ Select the any-one figure.
- ☞ Click on **Edit Menu** and click on **paste inside**.

Attributes: Copies the attributes of the selected objects or text to a special Attributes Only Clipboard during the current FreeHand session until Copy Attributes is performed again.

- ☞ Select the required figure.
- ☞ Click on **Edit Menu** and click on **Copy on attributes**.
- ☞ Select the logo.
- ☞ Click on **Edit Menu** and click on **paste on attributes**.

Paste On attributes: This command is used to paste the required color. Which is copy on attributed.

- ☞ Select the required logo.
- ☞ Click **Edit Menu** click on Paste on **attributes**.

Duplicate: This command is used to duplicate in the text or document. Which is selected.

- ☞ Make the text or document and select it.

- ☞ Click on **Edit Menu** and click on **duplicate**.

Clone: Creates an exact copy of the selected object and positions it directly on top of the original.

- ☞ Make the text or document and select it.
- ☞ Click on **Edit Menu** and click on **clone**.

Select:

All: This command is used to select the whole text or document.

- ☞ Click on **Edit Menu** and select on **select**.
- ☞ Click on **all**.

All in Document: This command is used to select the whole the text or document.

- ☞ Click on **Edit Menu** and select on **select**.
- ☞ Click on **all in document**.

None: This command is used to deselect the whole text or document. Which is selected.

- ☞ Click on **Edit Menu** and click on **select**.
- ☞ Click on **none**.

Invert Selection: This command is used to reselect the whole text or document. Which is deselected.

- ☞ Click on **Edit Menu** and select on **select**.
- ☞ Click on **invert selection**.

Find and Replace:

Text: - This command is used to find the text.

- ☞ Place the courser in the beginning text.
- ☞ Click on **edit** and click on **find and replace**.
- ☞ Click on **text**.
- ☞ Type the fended text.
- ☞ Click on **find**.
- ☞ Click on **ok**.

Graphic: - This command is used to change the required color one figure to another figure.

- ☞ Click on **edit** and click on **find and replace**.
- ☞ Click on **graphic**.
- ☞ Choose the require color and click on **change**.
- ☞ Click on **close**.

External editor: This command is used to view the required file. Which is imported.

- ☞ Click on **Edit Menu** and select on **external editor**.
- ☞ Click on **close**.

Links: This command is used to view the required file information. Which are imported files.

- ☞ Click on **Edit Menu** and click on **links**.
- ☞ Click on **ok**.

View Menu

Fit all: Changes the view so all pages fit inside the document window.

- ☞ Click on **view menu**.

☞ Click on **fit all**.

Fit Selection: Changes the view so all selected objects fit inside the document window.

☞ Click on **view menu** and click on **fit selection**.

Fit to Page: Changes the view so the entire active page fits inside the document window.

☞ Click on **view menu** and click on **fit selection**.

Magnification: Reduces or enlarges the document view at preset or custom percentages.

To adjust magnification, choose a percentage from the magnification pop-up at the lower-left corner of the document window, or enter a value between 6 and 256,000.

☞ Click on **view** and click on **magnification**.

☞ Choose any one percentage number style.

Preview:

Fast mode: Fast Mode when the document is set to Preview switches it to Fast Preview.

☞ Click on **view menu**.

☞ Click on fast mode.

Flash anti-lassies: This command is used to view the color from different type of color in the required text or document.

☞ Click on **view menu** and click on any one option. (Like preview, fast mode, flash anti-lassies).

Hide Selection: - o hides specific objects, select them and then choose View > Hide Selection.

☞ Click on **view menu** and click on **hide selection**.

Show All: To show all hidden objects,

☞ Click on **view menu** and click on **show all**.

Toolbar: This command is used to hide the whole toolbar in the freehand screen.

☞ Click on **view menu** and click on **toolbar**.

Panels: Shows or hides all panels except the Toolbox.

☞ Click on **view menu** and click on **panels**.

Page Ruler: Shows or hides the horizontal and vertical rulers in the document window.

☞ Click on **view menu** and click on **Page ruler**.

Text Ruler: Shows or hides text rulers on the top of text blocks.

☞ Click on **view menu** and click on **text ruler**.

Grid:

Show: Shows or hides a non-printing grid. Choose View > Grid > Edit to alter the size of the grid and to turn on the Relative Grid

☞ Click on **View Menu**

☞ Select **grid**.

☞ Click on **Show**.

Edit: This command is used to increase to decrease the grid lines.

- ☞ Click on **view menu** and click on **show**.
- ☞ Click on **edit**.
- ☞ Set the grid number in the grid box.
- ☞ Click on **ok**.

Guides

Show: This command is used to show the guides lines.

- ☞ Click on **view menu** and click on guides.
- ☞ Click on **show**.

Luck: This command is used to lock the whole guidelines. Which is inserted.

- ☞ Go **view menu** and click on guides.
- ☞ Click on **luck**.

Edit: This command is used to count the required guides lines. Which is inserted.

- ☞ Click on **view menu** and click on guides.
- ☞ Click on **edit**.
- ☞ Click on **ok**.

Snap to Point: Snaps objects to the nearest point to close, connect, and align path points with precision.

- ☞ Click on **View Menu**
- ☞ Click on **Snap to point**.

Snap to Guides: Snaps objects to the nearest point to close, connect, and align path points with precision.

- ☞ Click on **View Menu**
- ☞ Click on **Snap to Guides**.

Snap to Grid - This command is used to break the figure in the required point, guides, and gridlines.

- ☞ Click on **View Menu**
- ☞ Click on **snap to grid**.

Modify Menu

Object: The Object inspector provides feedback for a selected object. The type of object selected affects the information displayed. Enter data into the Object inspector's entry fields and press Enter to apply changes to a selected object.

The Object inspector displays different information for each of the following object types:

- ☞ Make the figure and select it.
- ☞ Click on **modify menu** and click on **object**.



- ☞ Set the height and width in the W and H box.
- ☞ Press enter.

Stroke: - Displays stroke attributes for a selected path, text character, or text block.

To display the Stroke inspector when it is behind other panels, click its

- ☞ Select the required stroke/line.
- ☞ Click on modify and click on **stroke/line**.
- ☞ Choose any stroke style in the width box.

Fill: Displays fill attributes for a selected path, text character, or text block.

To display the Fill inspector when it is behind other panels, click its tab to bring the panel to the front. The type of fill selected determines the options displayed in the Fill inspector.

A fill applied to closed, open, or composite paths appears on screen.

Fill Basic: Choose Basic from the Fill inspector pop-up to apply a solid color fill to a selected path.

- ☞ Make the figure and select it.
- ☞ Click on **modify menu**
- ☞ Click on **fill**.
- ☞ Click on **Basic**

Custom fill: Choose Custom from the Fill inspector pop-up to fill a selected path with 1 of 10 preset PostScript patterns.

- ☞ Make the figure and select it.
- ☞ Click on **modify menu**
- ☞ Click on **fill**.
- ☞ Click on **Custom fill**.

Gradient fill: Choose Gradient from the Fill inspector pop-up to apply a multi-color fill to a selected path.

- ☞ Make the figure and select it.
- ☞ Click on **modify menu**
- ☞ Click on **fill**.
- ☞ Click on **Gradient fill**.

Pattern fill: Choose Pattern from the Fill inspector pop-up to fill a selected path with a bitmap pattern.

- ☞ Make the figure and select it.
- ☞ Click on **modify menu**
- ☞ Click on **fill**.
- ☞ Click on **Pattern fill**

PostScript fill: Choose PostScript from the Stroke inspector pop-up and enter PostScript code in the entry field to apply a pattern to a selected path.

- ☞ Make the figure and select it.
- ☞ Click on **modify menu**
- ☞ Click on **fill**.
- ☞ Click on **postscript fill**.

Textured fill: Choose Textured from the Fill inspector pop-up to fill the selected path with a preset, non-editable **PostScript pattern**.

- ☞ Make the figure and select it.
- ☞ Click on **modify Menu** and click on **fill**.
- ☞ Click on **textured fill**.

Tiled fill: To create a tiled fill with space between its repeating tiles, draw a rectangle with a stroke and fill of None around the tile, and paste them in together.

- ☞ Make the figure and select it.
- ☞ Type the text and select it.
- ☞ Click on **edit menu** and click on **copy**.
- ☞ Click on modify and click on fill.
- ☞ Click on **tiled fill**.
- ☞ Click on **paste in**.

Inspector text

Character: The Character sub panel contains the most frequently used text functions.

Click an element below for more information:

- ☞ Type the text and select it.
- ☞ Click on **modify menu** and click on **text**.
- ☞ Chose the any on font style. (Bold, italic etc.)

Paragraph: The Paragraph sub panel of the Text inspector contains controls for paragraph spacing, paragraph indents, and hyphenation.

- ☞ Type the text and select it.
- ☞ Click on **modify menu** and click on **text**.
- ☞ Click on **Paragraph sign**.
- ☞ Now type the paragraph number.
- ☞ Press Enter.

Spacing: The Spacing sub panel contains controls for character scaling, spacing, and grouping.

- ☞ Type the text and select it.
- ☞ Click on **modify menu** and click on **text**.
- ☞ Click on spacing.
- ☞ Now type the spacing number.
- ☞ Press Enter.

Columns and Rows: The Columns and Rows sub panel contains controls for setting the height, spacing, and rules of columns and rows.

- ☞ Type the text and select it.
- ☞ Click on **modify menu** and click on **text**.
- ☞ Click on columns and rows sign.
- ☞ Now type the column and rows number.
- ☞ Press Enter.

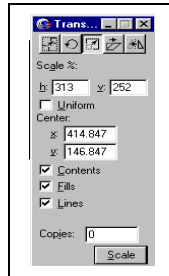
Document: Display the Document inspector.

- ☞ Click on **modify menu** and click on document.
- ☞ Choose any-one page style. (Like a4 size)
- ☞ Click on **ok**.

Transform:

Scale: Use the Transform panel to scale an object by an exact percentage. Select the object, enter settings in the Transform panel, and click Apply.

- ☞ Make the figure and select it.
- ☞ Click on **modify menu** and select on **transform**.



- ☞ Click on **scale**.
- ☞ Type the scale number in the scale box.
- ☞ Press enter.

Move: Move objects by precise distances, as entered in the Transform panel.

- ☞ Make the figure and select it.
- ☞ Click on **Modify Menu** and select on **transform**.
- ☞ Click on **move**.
- ☞ Type the move number in the x-axis and y-axis box.
- ☞ Press enter.

Rotate: Rotate a selected object around a fixed point.

- ☞ Make the required figure and select it.
- ☞ Click on **Modify Menu** and click on **transform**.
- ☞ Type the round number in the rot onion angle box.
- ☞ Press enter.

Reflect: Flip a selected object horizontally or vertically.

- ☞ Make the required figure and select it.
- ☞ Click on **Modify Menu** and click on **transform**.
- ☞ Now type the Reflect number
- ☞ Press enter.

Active handles: This command is used to round the different style in the required figure.

- ☞ Make the figure and select it.
- ☞ Click on **Modify Menu** and select on **transform**.
- ☞ Click on active handles.
- ☞ Drag the mouse in the required figure front.

Envelopes: - This command is used to given by the different type of save in the required text or document.

- ☞ Type the text and select it.
- ☞ Click on **Modify Menu** select on **envelops**.
We can use it.

Arrange.

Bring to front: Moves selected objects to the front of any overlapping objects. Unavailable if no objects are selected, or no publication is open.

- ☞ Select the back logo.
- ☞ Click on **Modify Menu** and select on **arrange**.
- ☞ Click on **bring to front**.

Bring Forward: Moves selected objects to the back of any overlapping objects. Unavailable if no objects are selected, or no publication is open.

- ☞ Select the back logo.
- ☞ Click on **Modify Menu**
- ☞ Select **arrange**.
- ☞ Click on **Send to back**.

Send to Back: Moves selected objects to the back of any overlapping objects. Unavailable if no objects are selected, or no publication is open.

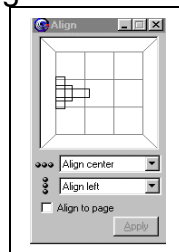
- ☞ Select the front logo.
- ☞ Click on **Modify Menu**
- ☞ Select on **arrange**.
- ☞ Click on **move to backward**.

Send Backward: Moves selected objects up one level in a stack of overlapping objects. Unavailable if no objects are selected, or no publication is open.

- ☞ Select the front logo.
- ☞ Click on **Modify Menu** and select on **arrange**.
- ☞ Click on **move backward**.

Align: Show or hide the Align panel, which aligns and distributes objects or points in relation to one another or in relation to the page.

- ☞ Select the text or document.
- ☞ Click on **Modify Menu** and click on align.



- ☞ Choose the any align style.
- ☞ Click on **apply**.

Join: Link two or more paths or connects two endpoints.

- ☞ Select corners.
- ☞ Click on **modify menu** and click on **join**.

Split: Split an object into smaller or component paths. Which is selected the join document.

- ☞ Click on **Modify Menu** and click on **split**.

Combine:

Blend: Create a number of intermediate steps between two paths, composite paths, or groups.

- ☞ Select the more figure.
- ☞ Click on **Modify Menu** and select **combine**.
- ☞ Click on **blend**.

Join blend to path: Use Join Blend to Path to attach a blend to a path.

- ☞ Select the more figure.
- ☞ Click on **Modify Menu** and select **combine**.
- ☞ Click on **join blend to path**.

Union: Create a single path from two or more selected, closed paths. Use Union to combine two overlapping paths and remove portions of the paths that cross over each other.

- ☞ Select the more figure.
- ☞ Click on **Modify Menu** and select **combine**.
- ☞ Click on **Union**

Intersect: Intersect creates a single path from the portions of selected paths that overlap, removing the remaining portions of the paths. The intersection you create inherits the stroke and fill of the backmost, selected path.

- ☞ Select the more figure.
- ☞ Click on **Modify Menu** and select **combine**.
- ☞ Click on **intersect**.

Pinch: Creates a hole in selected closed paths, through which other objects are visible.

- ☞ Select the more figure.
- ☞ Click on **Modify Menu** and select **combine**.
- ☞ Click on **intersect**.

Crop: Crop operates like a cookie cutter on the selected objects. This feature takes two or more objects and crops the bottom paths to the shape of the topmost path in the stacking order.

- ☞ Select the more figure.
- ☞ Click on **Modify Menu** and select **combine**.
- ☞ Click on **intersect**.

Transparence: Using Transparency creates the effect that an object placed over another object is transparent.

- ☞ Make two-logo and select it.
- ☞ Click on **Modify Menu** and select on **combine**.
- ☞ Click on **Transparence**

Alter path

Correct direction: When used on composite paths, Correct Direction attempts to ensure that paths inside composite paths run in opposite directions, so the object appears correct if Even / odd fill are unchecked in the Object inspector.

- ☞ Click on **Modify menu**.
- ☞ Select **Alter path**.
- ☞ Click on **Correct direction**.

Reverse Direction: Reverses the direction of one or more selected paths. Reversing the direction of the path does not alter the shape of a path.

- ☞ Click on **Modify menu**.
- ☞ Select **Alter path**.
- ☞ Click on **reverse direction**.

Remove Overlap: Removes redundant portions of a selected, closed path that crosses itself.

- ☞ Click on **Modify menu**.
- ☞ Select **Alter path**.
- ☞ Click on **Remove Overlap**

Simplify: Removes or adds points to a path to maintain the same shape using the optimum number of points for efficient editing and printing.

- ☞ Click on **Modify menu**.
- ☞ Select **Alter path**.
- ☞ Click on **simplify**.
- ☞ Now type the simplify amount.
- ☞ Click on **Apply** and click on **Ok**

Expend Stroke: Converts the perimeter of a specified stroke of a selected path into a closed path.

- ☞ Click on **Modify menu**.
- ☞ Select **Alter path**.
- ☞ Click on **expend stroke**
- ☞ Now type the expand stoke
- ☞ Click on **Ok**

Inset path: Create a second path with the same contours inside or outside the original path. Positive values yield paths inset from the original; negative values yield paths outlining the original.

- ☞ Click on **Modify menu**.
- ☞ Select **Alter path**.
- ☞ Click on **expend stoke**
- ☞ Now type the step and insect no.
- ☞ Click on **Ok**

Rasterizing: When FreeHand graphics require conversion to bitmap images, rasterizing them directly in FreeHand. The rasterized objects become an embedded TIFF file residing in the FreeHand document.

- ☞ Select the bled logo.
- ☞ Click on **modify** and click on **Rasterizing**.
- ☞ Type the resolution and anti-alias and anti-arising number.
- ☞ Click on **ok**.

Lock: Locks selected objects in place on a layer to prevent accidentally moving, modifying, cutting, or deleting them.

- ☞ Select the text or document.
- ☞ Click on **modify Menu** and click on **lock**.

Unlock: Unlocks a selected, locked object.

- ☞ Select the lock logo.
- ☞ Click on **modify Menu** and click on **unlock**.

Group: Freezes two or more selected objects or path points in relation to one another. When modifying groups, they act as a single unit, while each object within the group retains its individual attributes.

- ☞ Make the logos and select them.
- ☞ Click on modify and click on **group**.

Ungroup: Separates a group into individual objects. Ungrouped objects can be individually modified. Ungroup objects created with the Rectangle and Ellipse tools in order to modify their path points. With groups selected, you can also click on the Main toolbar to ungroup objects.

- ☞ Select the group logo.
- ☞ Click on modify and click on **ungroup**.

Symbol:

Convert to symbol: This command is used to convert the text or document from symbol.

- ☞ Type the text and make the document.
- ☞ Select it.
- ☞ Click on modify and click on **symbol**.
- ☞ Click on **convert symbol**.

Cursor distance: Enter a value in the Arrow Key field to specify the distance selected objects move when you press an arrow key on the keyboard. Values are related to the unit of measurement currently selected. Enter a value in the Shift + Arrow Key field to specify the incremental distance selected objects move when you press an arrow key while holding the Shift key on the keyboard.

- ☞ Click on **modify** and click on **cursor distance**.
- ☞ Set the cursor distance number in the arrow key distance box.
- ☞ Click on **ok**.

Constrain: Set the angle of the invisible axis for drawing with the Rectangle, Ellipse, and Spiral tools. The default angle is 0 (zero). If you change the constrain angle, the Rectangle, Ellipse, or Spiral tool draws objects on the new axis.

- ☞ Click on **Modify Menu** and click on **constrains**.



- ☞ Type the constrain number in the angle box.
- ☞ Click on **ok**.

Text menu

Font: Lets you select the font for a selected range of text, a default for a single publication, a default for all future publications or the next text you place or type in.

- ☞ Type the text and select it.
- ☞ Click on text and click on **font**.

☞ Choose any one-font style.

Size: Lets you specify text font size in points for a selected range of text as a default for a single publication, or as a default for all future publications. Use the Other command to specify text font size from 4 to 650 points in 0.1 point increments.

☞ Type the text or document.

☞ Click on text and click on **size**.

☞ Choose any one-size style.

Type Style:

Bold:

Italic

Plan

Bold Italic

This command is used to change the text from different style.

☞ Type the text and select it.

☞ Click on text and click on **type style**.

☞ Choose any-one command.

Effect:

Highlight: Surround the selected text with a gray box.

☞ Type the text and select it.

☞ Click on text and click on type style.

☞ Click on **highlight**.

Inline: Draw an outline around each letter of the selected text, similar to the effect of Inset Path.

☞ Type the text and select it.

☞ Click on text and click on **effect**.

☞ Choose **Inline**.

Shadow: Create a gray shadow behind the selected text.

☞ Type the text and select it.

☞ Click on text and click on **effect**.

☞ Choose **shadow**.

Strikethrough: Draw a line through the middle of the selected text.

☞ Type the text and select it.

☞ Click on text and click on **effect**.

☞ Click on **Strikethrough**

Underline: Draw a line below the selected text.

☞ Type the text and select it.

☞ Click on text and click on **effect**.

☞ Click on **underline**.

Zoom: Apply a 3D effect on selected text.

☞ Type the text and select it.

☞ Click on text and click on **effect**.

☞ Click on **underline**.

Align: This command is used to set the different type of place in the required text from whole command.

- ☞ Type the text and select it.
- ☞ Click on type and click on **align**.
- ☞ Choose any one align style.

Leading: - Leading in FreeHand is calculated from the baseline of one line of text to the baseline of the next. When assigning leading from the Text menu,

- ☞ Type the text and select it.
- ☞ Click on text and click on **leading**.
- ☞ Choose any one leading style. (Other, Solid)

Convert Case: - Case is the condition of a letter pertaining to whether it is uppercase (capital letters) or lowercase (small letters). Choose from five options for applying to selected text a case format from the Text > Convert Case menu. Letters entered after a case format is applied do not conform to the format.

- ☞ Type the text and select it.
- ☞ Click on text and click on **convert case**.
- ☞ Choose any one case style.

Editor: Use the Text Editor to enter text into a dialog box instead of into a text block, especially when working with text at small point sizes, large amounts of text, or text attached to a path.

- ☞ Click on text and click on **editor**.
- ☞ Type the text and click on **apply**.
- ☞ Click on **ok**.

Spelling: This command is used to check the spelling and grammar in the required text.

- ☞ Type the text.
- ☞ Place the cursor in the **beginning text**.
- ☞ Click on text and click on **spelling**.
- ☞ Click on **start**.
- ☞ Choose any one suggestion.
- ☞ Click on **change**.
- ☞ Click on **close**.

Round Around Selection: This command is used to insert the bitmap image form round around selection style. (Like wrapping command)

- ☞ Select the figure.
- ☞ Click on text and click on **round around selection**.



- ☞ Choose any one round around selection style.
- ☞ Click on **ok**.

Flow Inside Path: This command is used to flow the text from figure inside.

- ☞ Type the text and make the figure.
- ☞ Select them.
- ☞ Click on text and click on **flow inside path**.

Detach From Path: This command is used to bring the old position. Which is flow inside pony/notched to pony.

- ☞ Select the flow inside path/notched to path logo.
- ☞ Click on text and click on **detach from path**.

Attach To Path: This command is used to convert the text forms the required figure.

- ☞ Type the text and make the figure.
- ☞ Select them.
- ☞ Click on text and click on **attached to path**.

Remove Transform: - As done as detach from pony command.

Convert To Path: - Changes the selected text into editable vector objects.

- ☞ Type the text and select it.
- ☞ Click on text and click on **convert to path**.

Extras Menu

Extras Manger: This command is used to view the different types of command from option command.

- ☞ Click on extras and click on **extras manager**.
- ☞ Click on **close**.

Chart: This command is used to editing the required chart. Which is creating by extra menu.

- ☞ Click on **extras menu**
- ☞ Select on **chart**.
- ☞ Click on **edit**.
- ☞ We can editing your chart.
- ☞ Click on close.

Cleanup: -

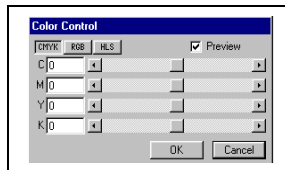
Correct direction
Reverse direction
Remove overlap
Simplify



As done as modify menu from alter pony command.

Color: This command is used to increase to decrease in the different types of color in the required figure from whole command. Which is inserted.

- ☞ Select the required figure.
- ☞ Click on **extras menu**.
- ☞ Click on **color**.
- ☞ Choose any one-color style.



- ☞ Set the color **position**.
- ☞ Click on **ok**.

Create: -
Blend
Emboss
Trap



Booth is it modify menu from combine command.

Distort: -

Add Point: - This command is a used to add nodes in the required figure.

- ☞ Select the required figure.
- ☞ Click on **extras** and click on **distort**.
- ☞ Click on **add point**.

Fertilize: This command is a used to given by the different types of safe in the required figure.

- ☞ Make the figure.
- ☞ Select it.
- ☞ Click on **extras** and click on **factorize**.

Other

Set Note: - This command is a used to write the different types of message in the required file.

- ☞ Click on extras and click on **set note**.
- ☞ Type the different types of message in the set note box.
- ☞ Click on **close**.

Path Operations: -

Crop
Divide
Expand Stroke
Insect Pinch
Insect
Pinch
Union
Transparence



Booth are same form modify command combine command

Windows Menu

New windows: - This command is a used to crone the new window screen.

- ☞ Click on windows menu and click on new window.
- We will get new window screen.

Toolbars: This command is a used to hide and display the different types of toolbar.

- ☞ Click on window and click on toolbar.



- ☞ Choose any one-toolbar option.

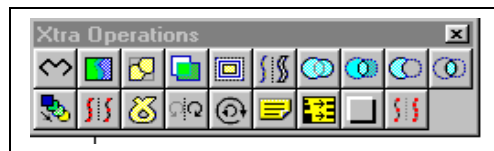
Extra Tool: - This command is a used given by the different types of safe from whole command.

- ☞ Click on windows and click on extra tool



Operation Tool: - This command is used to given by the different types of save from whole command.

- ☞ Click on windows and click on tool.
- Click on operation.



Inspectors
Object
Stroke
Fill
Text
Document

As done as modify form it's command.

Panels: - This command is a used to hide and display the different types of panels from freehand screen.

- ☞ Click on window and click on **panels**
- ☞ Choose required panel.

Case code
Tile Horizontal
Tile Vertical
Arrange Icon

More details information

Polygon Setting

- ☞ Double click on polygon tool
- ☞ Set the Polygon position.
- ☞ Click on ok.

Spiral Setting

Author: Anil Ghemosu

- ☞ Double click on spiral tool.
- ☞ Set the spiral setting number in the rotation box.
- ☞ Click on ok.

To reverse text

Type the text.

Make the rectangular in the text front and select it.

Press Alt+Ctrl+F

Press L

Press Tab

Press I.