RFFlow 5

Professional Flowcharting — User's Guide

RFF Electronics

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1
Getting Started

RFFlow is a graphics program that allows you to easily draw flowcharts, organization charts, and many other kinds of diagrams. You will quickly create professional-looking charts for documents, presentations, or the Web. Sample charts and more information about RFFlow can be found at the Web site **www.rff.com**.

Registering RFFlow

To register as an RFFlow user, go to **www.rff.com/register**. If you need to reinstall RFFlow, you can put a check mark in the box at the bottom of the form. We will send you an e-mail with the instructions to download the software. The information you give when you register is used solely by RFF Electronics and is never released or sold to others. You can see our statement on privacy and security at **www.rff.com/privacy.htm**.

System Requirements

RFFlow Version 5 requires that your system is running a recent version of Microsoft Windows, like Windows XP, Windows 7, Windows 10, or any more recent version of Windows. A mouse or similar pointing device is needed. All printers and plotters supported by Windows will work with RFFlow.

Free Technical Support

Technical support for RFFlow is free and unlimited. It is available weekdays during regular business hours. If you have any questions about RFFlow or need assistance, please contact RFF Electronics by one of these methods:

Telephone:	970-663-5767
E-mail:	help@rff.com

Installing RFFlow

When you purchase RFFlow, we provide you with the instructions to download the software. If, at a later time, you need to install it again, email help@rff.com and we will reply with the most recent download information. You only purchase RFFlow once and can download it as needed by contacting us.

To uninstall RFFlow on Windows 7, run the **Control Panel**. Then double-click the **Programs and Features** icon or **Uninstall a program**. Find RFFlow in the list and click on it. Then click the button to uninstall it. RFFlow setup will run and you can choose the option to remove RFFlow from your computer.

To uninstall RFFlow on Windows 10, click the Windows Button, **Settings** icon, and **Apps** icon. Find RFFlow in the list and click on it. Then click **uninstall**. RFFlow setup will run and you can choose the option to remove RFFlow from your computer.

Running RFFlow

In Windows 7, click the Start button, All Programs, find RFFlow in the list and click it.

In Windows 10, click the Windows button, find RFFlow in the list and click it.

If you let the RFFlow setup program put a shortcut to RFFlow on your desktop, you can

just double-click the RFFlow icon to run the program.

Using RFFlow Help

RFFlow has a complete in-program reference manual, RFFlow Help. It contains the most complete and current information about RFFlow. Click **Help** in the main menu and **RFFlow Help** in the drop-down menu. The dialog box that appears has three tabs:

Contents
When you click the **Contents** tab you see the major topics covered in RFFlow Help. Each major topic is in a book. Double-click a book to see the subtopics. Click a subtopic to display the information.

Index
The **Index** tab lists all the keywords in RFFlow Help. These keywords will assist you in finding the information you need. You can type the first few letters of the word you are looking for, or you can scroll through the alphabetical list of keywords. Once you have found the word, click the **Display** button at the bottom to read the information.

Search
If you cannot find the information you are looking for using the Index tab, then click the **Search** tab. Type in a word or phrase and click the **List Topics** button. RFFlow will search for every occurrence of the word in RFFlow Help.

There is also a **Help** item at the bottom of each drop-down menu, and a **Help** button
Help in each dialog box. These take you directly to a Help topic.

The prompt line 💡, located beneath the toolbars, is helpful to remind you what to do next as you are drawing charts.

Tutorial

For step-by-step instructions on drawing a chart, see the tutorial inside RFFlow Help. Click **Help** in the main menu of RFFlow and **RFFlow Help**. Then click the **Contents** tab and double-click either **Tutorial: Drawing a Flowchart** or **Tutorial: Drawing an Organization Chart**. Click **Step 1**. The bottom of each step has a link to the next step. The Help text is displayed on the right side of the screen so you can click on the RFFlow buttons and try things out as you read each step.

Free Upgrades

Users of RFFlow 5 can upgrade to the most recent version of RFFlow 5 for free by downloading the upgrade from **www.rff.com/upgrade.htm**. For example, if you purchased RFFlow 5.00, you can upgrade to 5.01, 5.02, etc. from our Web site as these upgrades become available. The upgrades require that RFFlow 5 is already installed on your hard disk. Large version upgrades (e.g. from Version 5 to Version 6, when it is released) can be purchased at a special upgrade price.

www.rff.com

RFF Electronics' Web site, **www.rff.com,** provides extensive and up-to-date information about the RFFlow software including sample charts you can download and modify, free upgrades, additional shapes, and instructional material on drawing different kinds of charts and diagrams. You can view and print the RFFlow documentation at **www.rff.com/documentation**.

2
Setting Up Stencils

A Stencil is a group of related shapes, lines, curves, and stand-alone text used in drawing charts. Stencils appear on the left side of the RFFlow window. All of the objects included in the RFFlow program can be viewed by clicking the **More Shapes** button

![More Shapes] . They are also illustrated in *RFFlow 5 Stencils and Shapes* that can be viewed and printed from **www.rff.com/documentation**. You can also click on **Search** in the top menu at www.rff.com and search for a shape on the rff.com website.

This chapter explains how stencils and their shapes are set up in RFFlow.
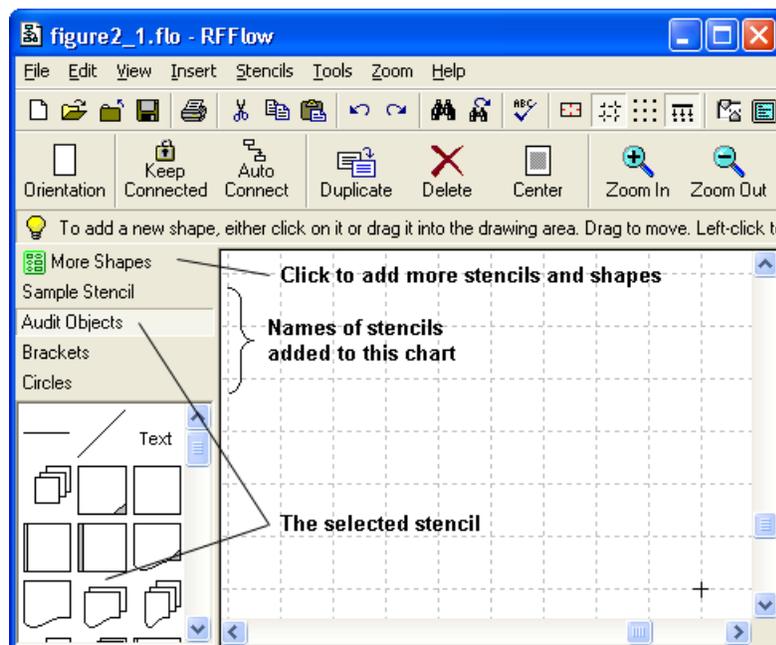

Figure 2-1. The stencils added to an RFFlow chart show up on the left side of the RFFlow window.

Adding Stencils and Shapes to a Chart

Click the **More Shapes** button [🔲 More Shapes] to add stencils and shapes to your chart. It is located at the top of the list of stencils. See Figure 2-1. You can also click **Stencils** in the main menu and **Add Stencils and Shapes**. Both commands cause the Stencils and Shapes dialog box to appear as shown in Figure 2-2.
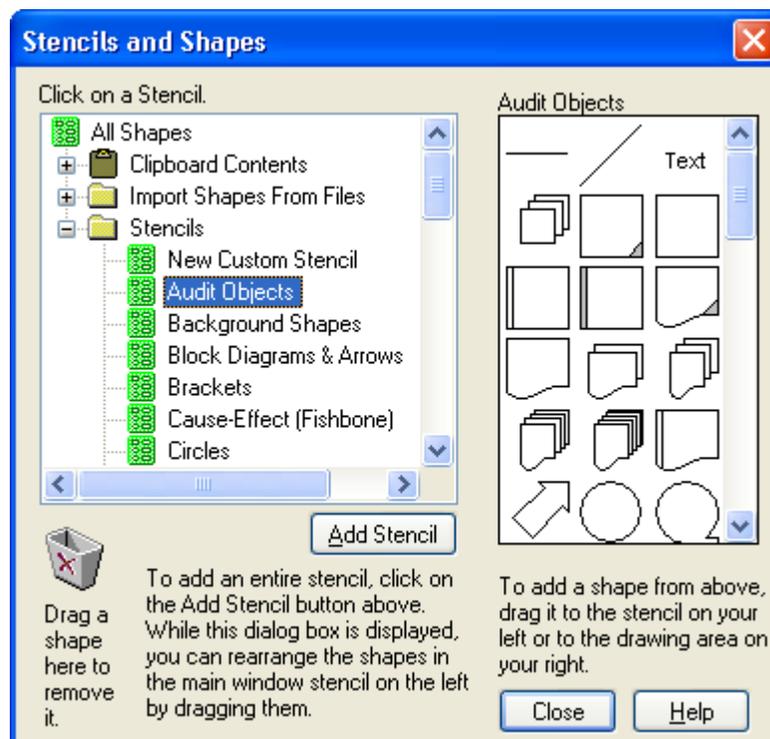
Figure 2-2. The Stencils and Shapes dialog box.

First, scroll through the list of stencils on the left to find the name of the stencil or category you want. Items that can be expanded have a plus sign in the box to their left. A minus sign indicates the contents are being displayed. For example, for transistor shapes, click the plus next to **Electrical/Electronics** to see the **Transistor/Diodes** stencil. Once you find the stencil you want, click on it and the shapes in that stencil will appear on the right. In Figure 2-2 above, we clicked on **Audit Objects** and the shapes in the **Audit Objects** stencil are displayed. Lines with arrows are in the **Lines** category.

The next step is to add the entire stencil or just some of its shapes to your chart.

•   To add the entire stencil, click the **Add Stencil** button. The stencil being displayed will be added to the stencils in the main window of RFFlow.

•   To add just one shape or line from a stencil, drag it from the stencil on the right in the Stencils and Shapes dialog box to the stencil on the left in the main window of RFFlow. See Figure 2-3. The shape is added to the stencil in the main window and that stencil becomes a custom stencil. If you are only going to use a shape or line once, just drag it from the Stencils and Shapes dialog box to your chart on the right. See Figure 2-3.
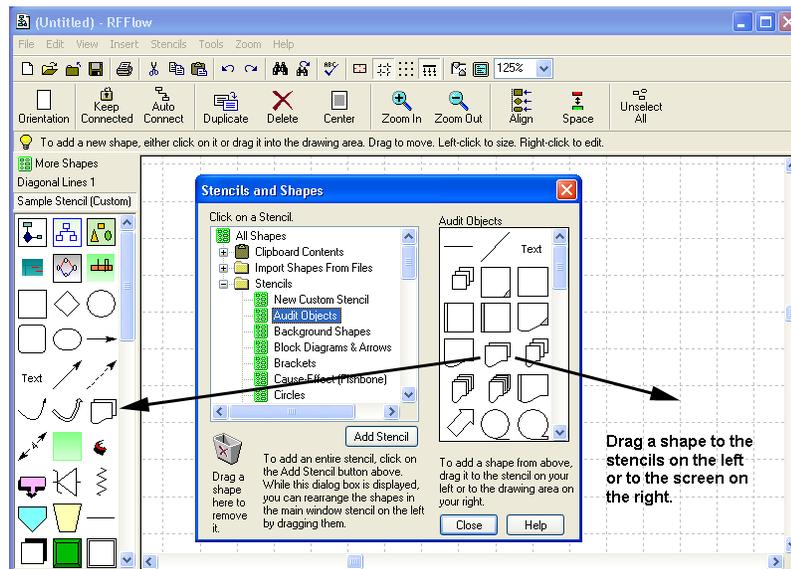

Figure 2-3. Adding one shape to a stencil or to the screen.

The stencils and shapes you add to your chart become part of that RFFlow file. After adding the stencils or shapes you want, click the **Close** button.

Changing the Properties of the Shapes in a Stencil

You can easily change the line width, color, or other properties of shapes in a stencil. To change the properties of one shape in a stencil, right-click on the shape, left-click **Properties** in the menu that appears, and make the change. Each time that shape is used in your chart, it will have the new properties.

To change the properties of all the shapes in a stencil, right-click on the stencil name and then click **Properties** from the menu that appears. Alternatively, you could left-click on the stencil name to make that stencil the selected stencil, click **Stencils** in the main menu, and **Properties of Selected Stencil**. These properties include line color, line width, line style (dotted, dashed, etc.), text color, text background, interior fill color, and others. See Chapter 5 for more information about the properties of a shape.

Adding Text of a Certain Font to a Stencil

Most of the stencils have a Text object that is used to add stand-alone text to your chart. You click on the word Text in the Stencil, enter your text, and click the **OK** button. The default font for this object is the main font. If you use another font often, you can add that font to a stencil. This is useful for setting up large fonts used for titles, or small fonts used for notes.

Suppose you have set the main font to Arial 10-point and you want to type text in Times New Roman 20-point bold for several titles in your chart. Follow these steps:

1. Right-click on the word Text in a stencil and left-click **Duplicate** in the menu that appears. You have now added a new Text object to your stencil.

2. Right-click on the new Text object in your stencil and left-click **Edit Text**.

3. The Edit Text dialog box will now be shown. See Figure 4.1.

4. To describe how this text will be used, change the word "Text" to "Title."

5. Select the characters you have typed and then change the font and font size to Times New Roman 20-point. Make the word bold.

6. Click the **OK** button in the Edit Text dialog box or press CTRL + ENTER.

Now, each time you click on the new Title object, you will be typing in Times New Roman 20-point bold text.

You can also use this method to set up the font that will be used when you click on a line or shape.

Making a Shape in a Stencil a Fixed Size

If you want to click on a shape in a stencil and have it always be a fixed size, regardless of the amount of text entered, follow these steps:

1. Right-click on the shape in the stencil and left-click **Properties** in the menu that appears. The Shape Properties dialog box will be displayed.

2. Go to the **Shape** tab and click **Display the shape in a fixed size**.

3. Click on the **Width** and **Height** up-down controls to choose the size you want. Each unit is one grid point or the average width of a character in the main font.

4. If you want to enter text into this shape each time you click on it, make sure there is a check mark on **Show the Edit Text dialog box**.

5. Click the **OK** button.

Now when you click on this shape, or drag it into your chart, it will always remain the size you set up. You can only set the size of shapes to be fixed, not lines or curves.

Deleting Stencils and Shapes

To delete a stencil from your chart, right-click on its name and left-click **Delete this Stencil** in the menu that appears. Figure 2-1 shows where the names of the stencils in the RFFlow window are located. You can delete all the stencils at once by clicking on **Stencils** in the main menu and **Delete All Stencils**. Deleting stencils removes them from your RFFlow file.

To delete an individual shape from a stencil, right-click on the shape and choose **Delete** in the pop-up menu.

If you just want to hide your stencils temporarily, click **Stencils** in the main menu and remove the check mark from **Show Stencil Window**. You can also press the F10 key.

Rearranging Shapes in a Stencil

To rearrange shapes in a stencil, click the **More Shapes** button ![More Shapes] to bring up the Stencils and Shapes dialog box. You can only move shapes around in stencils with this dialog box displayed. Just drag the shapes to move them around in the stencil. There is no way to rearrange the order of the stencil names, short of deleting them and adding them in a certain order.

Making a Custom Stencil

To make a custom stencil, first click the **More Shapes** button ![More Shapes]. The Stencils and Shapes dialog box shown in Figure 2-2 will appear. Click **New Custom Stencil** at the top of the list of stencils and then click the **Add Stencil** button. You will be asked to give your stencil a name. Now you can add shapes and lines to your stencil. If you want a circle in your custom stencil, click the **Circles** stencil and drag a circle from the right side of the Stencils and Shapes dialog box to your new stencil on the left of the RFFlow window. You can add any of the RFFlow shapes to your new stencil. You can also add clip art from the Windows Clipboard or from files. The shapes can be rearranged in your custom stencil by dragging them to a new position. Click **Close** in the Stencils and Shapes dialog box when you have loaded all the shapes and lines you need.

Pasting Clip Art into an RFFlow Stencil

If you want to include a clip art picture in RFFlow from another Windows application, first copy the artwork to the Windows Clipboard in the other application. This is usually done by selecting the picture and clicking **Edit** and **Copy**. Now, if you want the picture to be part of your chart, and don't need to use it over and over, you can just paste it into your chart. Simply click **Edit** and **Paste** in RFFlow. However, if you are going to use the picture often, you should put it into a stencil. First click on the stencil's name to make it the selected stencil. Then click the **More Shapes** button ![More Shapes]. The Stencils and Shapes dialog box shown in Figure 2-2 will appear. Double-click **Clipboard Contents**. Finally, click **Bitmap**, **Metafile Picture**, or **Text**, depending on which form you want the Clipboard data. The clip art will show up in the right side of the Stencils and Shapes dialog box. Drag it into your stencil on the left of the RFFlow window. Figure 2-4 shows where the clip art will appear and where you will drag it. Inserting a picture file, as explained in the next two paragraphs, results in smaller RFFlow files than using the Clipboard and is the recommended procedure.

Adding Pictures from Files to a Stencil

Picture files in several formats can be added to a stencil. RFFlow imports JPEG, GIF, BMP, PNG, ICO, TIFF, WMF, and EMF files. First click the **More Shapes** button ▤ More Shapes . In the Stencils and Shapes dialog box that appears, double-click **Import Shapes From Files** and click **All Pictures (.bmp, .gif, .jpeg, .wmf, etc.)**. Next you will be shown the Open dialog box that allows you to browse and find the file you want. After finding the file, click the **Open** button. The contents of the picture file will be displayed in the right side of the Stencils and Shapes dialog box. Drag the shape into your stencil on the left of the RFFlow window. If you are adding several pictures, one after the other, you have to click the **Reset** item ▤ Reset between each picture. See Figure 2-4.
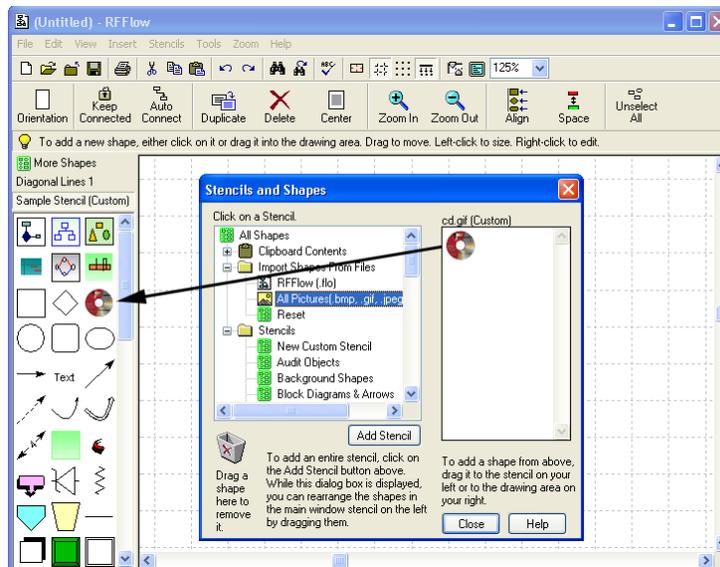
Figure 2-4. Adding clip art or a picture to a stencil.

Another way to add pictures is to click **Insert** in the main menu of RFFlow and **Picture From File**. You will be asked if you want the picture placed in a stencil or in your chart. If you put it into a stencil, it will end up at the bottom of the selected stencil.

The Web is an enormous source of pictures. Google allows you to search through all the images on the Web. Once you find the picture, right-click on it and choose **Save Image As**. Then in RFFlow choose **Insert** in the main menu and **Picture from File**.

Adding a Stencil from another RFFlow File to a Chart

If you want to take a stencil from an RFFlow file and add it to your chart, click the **More Shapes** button [More Shapes]. Then double-click **Import Shapes From Files** and click **RFFlow (.flo)**. The Open dialog box will appear and you can browse to find the RFFlow file that has the stencil you want. After finding the file, click the **Open** button and select the stencil. Clicking the **OK** button loads the stencil to the Stencils and Shapes dialog box. To add it to your chart, click the **Add Stencil** button. If you are adding several stencils from another RFFlow file, you have to click the **Reset** item [Reset] between each stencil added.

Temporarily Hiding the Stencil Window

Since the stencils take up space on the left side of the screen, you may want to hide them momentarily to view more of your chart. You can do this by clicking **Stencils** in the main menu and removing the check mark from **Show Stencil Window**. You can also press the F10 key to show or hide the stencil window.

Changing the Number of Columns in the Stencil Window

When you first run RFFlow, it will display stencils with three columns of shapes. You may want only one column if your stencil only has a few shapes. Click **Stencils** in the main menu and **Change Number of Columns Displayed**.

Loading a Default Set of Stencils

You can choose which stencils are displayed when RFFlow runs. First, you need to set up the stencils the way you want them. The stencils are saved with every RFFlow file so you may be able to open an existing file to get the desired stencils. Or, you can follow the instructions in this chapter for adding stencils to your chart. When you have your stencils set up, click **Stencils** in the main menu and **Make the Current Stencils the Default Stencils for New Charts**. Every time RFFlow runs or after clicking on **File** and **Close**, these stencils will be loaded. You can also load these default stencils by clicking **Stencils** in the main menu and **Load the Default Stencils**. Doing this will overwrite your current stencils.

Renaming a Stencil

The names of the stencils you are using are listed on the left of the RFFlow window. See Figure 2-1. To change the name, right-click on the stencil name and then click **Rename this Stencil**.

3
Drawing Objects

The word *object* is the collective name for any shape, line, curve, or stand-alone text. All the RFFlow objects are organized in stencils. The previous chapter explains how to set up the stencils. This chapter tells you how to use the stencils to add objects to your chart.

Drawing Shapes

It is very easy to add shapes to your chart. You can click on shapes or drag them into your chart. The prompt line 💡 tells you what to do at each step.

Clicking:

1. Click on the shape in a stencil.
2. Type your text in the Edit Text dialog box and click **OK**.
3. The shape will appear in the center of the screen and will be selected. Drag it to move it. Click outside any shape to unselect all shapes.

Dragging:

1. Drag a shape from the stencil to the drawing area.
2. Type your text in the Edit Text dialog box and click **OK**.
3. Drag the shape to a new location if needed. Click outside any shape to unselect them all.

You may want to enter text in some objects and not in others. You can change the property of an object that controls whether the Edit Text dialog box appears by right-clicking on the object in the stencil. Click **Properties** in the pop-up menu. The Shape Properties dialog box will appear. At the bottom left of the **Shape** tab, there are three check boxes that control how a shape acts when you click on it in a stencil. The **Show the Edit Text dialog box** check box determines if the Edit Text dialog box appears. In general, it pays to set up the shapes in your stencils with the properties you want before starting a chart.

The Shape Properties dialog box has other tabs that allow you to change the characteristics of objects. These are discussed in Chapter 5.

Adding Stand-alone Text

Each stencil includes a text object near the top shown with the word Text. It is used for adding text to your chart that is not inside any shape. Just click on Text, type your words, and click **OK**. This text can be placed anywhere on the chart. It can even overlap other objects.

Drawing Lines

In RFFlow, straight lines that are horizontal or vertical are represented in a stencil by a

horizontal line   . Diagonal lines are represented in a stencil by a diagonal line

. To draw a line, you can either click on the line or drag it.

Clicking:

1. Click on the line in a stencil.
2. Move the mouse pointer to where you want the line to start in your chart and press down on the left mouse button.
3. Drag the mouse pointer to the end of the line and release the left mouse button.
4. Repeat steps 2 and 3 to draw more lines.
5. When you are finished drawing lines, click the button **Click here when you are finished drawing lines**.

Dragging:

1. Drag the line from the stencil into your chart.
2. For straight lines that are vertical or horizontal, you decide the direction of the line by clicking in the picture that appears. For diagonal lines, drag the handles to change the direction.
3. Drag the handles to change the line's length. Drag the center of the line to move it.

Clicking on a line in a stencil puts you into line drawing mode, so you can keep drawing a lot of lines. If you choose to draw lines this way it is advantageous to place all your shapes first, and then draw all the lines at once. Dragging lets you add just one line at a time, but allows for quick editing of the line. With dragging, you can draw a shape and then a line, and so forth. The prompt line 💡 beneath the toolbars will remind you what to do next.

Normally, the grid will be enabled so that the starting and ending points of the line will jump to the nearest grid point. This makes it easier to draw lines, since you don't have to point the cursor precisely. You just have to be within a grid point away. Click **Zoom In** to make the objects and grid distance appear larger. If you need to shorten or lengthen a line, get out of line drawing mode and left-click on the line. Then drag the handles to change the line's length. The length of the line in grid units is displayed in the prompt line. You can move a line by dragging the center of the line to a new position.

To add text to a line or change its properties, right-click on the line. If you find yourself changing the properties of lines often, you should right-click on the line in the stencil and change the properties there.

RFFlow includes many lines with different arrow styles. These are located in the **Lines** stencils. Click the **More Shapes** button and then scroll and open the **Lines** item. The stencils are arranged in alphabetical order.

Drawing Curves

Clicking:

1. Click on the curve in a stencil.
2. The curve appears in the center of the screen. Drag the middle of the curve to move it. Drag the handles to change the curvature or length of the curve.

Dragging:

1. Drag the curve from the stencil to where you want it in your chart.
2. Drag the center of the curve to move it. Drag the handles to change the curvature or length of the curve.

To change the curvature or length of a curve, left-click on it and drag the handles. To move a curve, drag the middle of the curve to a new position. To edit the properties of a curve or to add text to the curve, right-click on it. If you find yourself changing the properties of curves often, you should right-click on the curve in the stencil and change the properties there.

Automatically Connecting Two Shapes

Instead of drawing lines yourself, you can have the RFFlow program automatically connect two shapes.

1. Click the **Auto Connect** button . The Auto Connection dialog box will appear at the top of the screen. Leave this dialog box displayed as you click on the shapes to connect them.
2. Make sure that **Shape to Shape** is chosen.
3. Click on the first shape. It will be selected.
4. Click on the second shape. A line will be drawn to connect the two shapes.
5. Repeat steps 3 and 4 until all shapes are connected.
6. Close the Auto Connection dialog box.

Basically, once you have clicked the **Auto Connect** button, you can click on any two shapes and they will be connected. This is a fast way to draw a flowchart.

With **Shape to Shape** checked, you can click anywhere inside the shapes. The program will determine the route the line takes. This is handy for flowcharts, but sometimes you need to have more control over where the lines start and end. If you choose **Side to Side** in the Auto Connection dialog box, then you can click where the line should start on the first shape and where the line should end on the second shape. Of course, you can always draw your own lines and that gives you the most control.

Changing the Auto Connector

Before connecting two shapes automatically, you may want to change the automatic connector. Click **Tools** in the main menu, **Auto Connect**, and **Change the Auto Connector**. The Select a New Line or Curve dialog box appears. Click on a stencil, click on a line or curve, and click **OK**. You will then see another dialog box where you can choose the line's color, width, and style. This line will now be used in auto connection. You can also change the auto connector by clicking the **Change Auto Connector** button in the Auto Connection dialog box. You can have only one automatic connector at a time. It can be any line or curve. The auto connector is saved with the file. After changing the auto connector, you have the opportunity to make the new auto connector the default auto connector when RFFlow first runs.

Drawing Custom Shapes

There are two ways to make custom shapes for RFFlow. One way is to use the RFShape program to draw a shape that can be filled and rotated. For more information

about RFShape, click **Help** in the main menu of RFFlow and **RFFlow Help**. Choose the **Index** tab, type in RFShape, and click **Display**.

The second way to make a custom shape is to combine the shapes, lines, and curves of RFFlow. Follow these steps:

1. Draw the shape using the shapes, lines, and curves in RFFlow. If you need to draw lines and curves that do not end on grid points, disable **Snap to Grid** .
2. Select the objects you have drawn. Either click **Edit**, **Select All** or drag the mouse drawing a selection rectangle around the objects.
3. Right-click on any of the selected objects. In the pop-up menu that appears, click on **Group** or **Add to Stencil**. Group makes the selected shapes one shape. Add to Stencil makes them one shape and adds them to the selected stencil.
4. A dialog box will ask you to name your custom shape.
5. After typing the shape's name, click the **OK** button and the shape will appear at the bottom of the currently selected stencil.
6. You can now click on your custom shape or drag the custom shape to your chart. Click outside of any object to unselect the custom shape.

Stencils are always saved with an RFFlow file. If you want this stencil with the custom shape to show up when RFFlow first runs, click **Stencils** in the main menu and **Make the Current Stencils the Default Stencils for New Charts** in the drop-down menu.

4
Adding Text

In RFFlow, all text is entered and edited through the Edit Text dialog box. This dialog box functions like a word processor. It allows you to choose fonts, change character formatting (bold, italic, underline, subscript, superscript, tabs, text color), use special characters, align lines of text, check spelling, and do Clipboard operations. This chapter explains how to use the Edit Text dialog box.
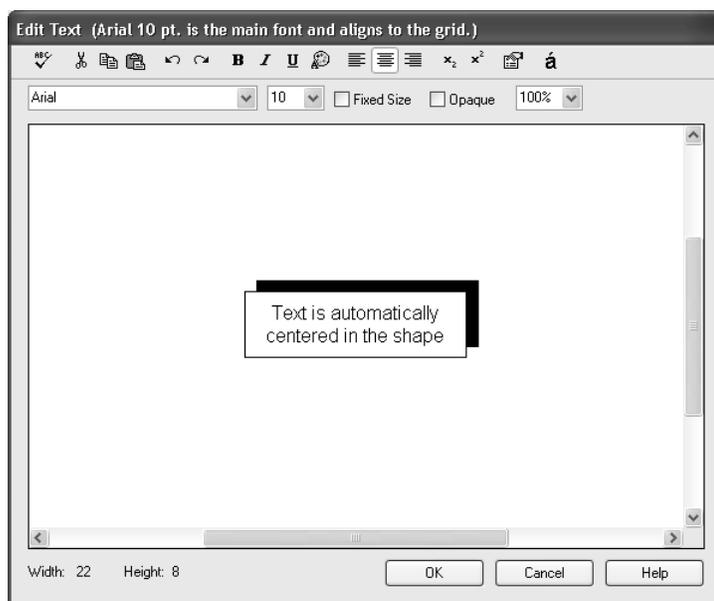
Figure 4-1. The Edit Text dialog box.

There are three ways to display the Edit Text dialog box:
- Right-click on an object and choose **Edit Text** in the pop-up menu.
- Double-click on an object.
- Click on any object in a stencil. In this case, the Edit Text dialog box is only displayed if the shape in the stencil has the **Show the Edit Text dialog box** item checked in the **Shape** tab of its Shape Properties dialog box. You can change the

properties of a shape by clicking on it with the right mouse button and choosing **Properties**. The Shape Properties dialog box is discussed in the next chapter.

When the Edit Text dialog box appears, simply type your text and click the **OK** button. Pressing CTRL + ENTER is equivalent to clicking the **OK** button. As you type the text, the shape is redrawn around the text and the text is centered in the shape. Numerous editing capabilities are possible and are explained in the following sections.

Selecting Text

To change the properties of text, you must first select it. Selected text is shown in inverse video.

The sky is blue.
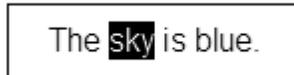
The word sky is selected.

Ways to select text:

- SHIFT + arrow keys to select characters
- Drag the mouse over the text
- Click the mouse to the left of a line of text to select the line
- Drag the mouse to the left of some lines to select those lines
- Double-click on a word to select the word
- SHIFT + END to select the text from the cursor to the end of the line
- SHIFT + HOME to select the text from the cursor to the start of the line

Fonts and Font Size

Edit Text (Arial 10 pt. is the main font and aligns to the grid.)

Arial   10   Fixed Size   Opaque   100%

In the upper left of the Edit Text dialog box, a drop-down list box lists all of the TrueType fonts installed in Windows. The Edit Text dialog box works like a word processor. To change the font you have already typed, first select the text and then click on another font. To start typing in a different font, first click on that font. To

the right of the font list is a drop-down list box with point sizes. Point sizes are changed in the same way as fonts.

Each chart you draw has one main font. The main font is noted in the very top line of the Edit Text dialog box. The width of this main font determines the size of the grid in RFFlow and the size of the entire chart. If your main font is a 10-point font and you change it to 20-point, the entire chart will double in size. To change the main font, click **Tools**, **Font**, and **Change Main Font**. You cannot change the main font in the Edit Text dialog box. The main font is the only font that aligns to the grid. You should use the main font if you want to draw lines pointing to your text.

Fixed Size

As shapes size around the text being entered, they increase in fixed units. These units are roughly the width of one character in the main font. The width of this character determines the grid. A shape will always be an integral number of grid units high or wide. The width and height of a shape is displayed in the lower left corner of the Edit Text dialog box. See Figure 4-1.

When you type more text into a shape, the shape gets bigger. If you want a shape to remain a certain size and no longer increase in size, click the **Fixed Size** check box. Now when you type more text, the shape will not increase in size.

It is possible to adjust the properties of a shape in a stencil so that when you click on it, it will always be a fixed size. First, right-click on the shape in a stencil and click **Properties** in the pop-up menu. Go to the **Shape** tab. Click **Display the shape in a fixed size** so it has a check mark. Then click on the **Width** and **Height** to set the width and height of this shape. Click **OK**. Now when you click on this shape, it will always be the size you set up.

If you are drawing a lot of charts that use fixed size objects, it pays to spend the time to set up the stencils first. This saves you from repeating the same steps over and over.

Opaque

Edit Text (Arial 10 pt. is the main font and aligns to the grid.)

Arial | 10 | ☐ Fixed Size | ☐ Opaque | 100%

If the **Opaque** item is checked, then the area between characters of text is filled with a white color. If the **Opaque** item is not checked, then the area between characters of text is transparent and shows whatever is behind it. Opaque text is usually used in drawing lines as shown in the example below. This property affects the entire text in the object.

——Opaque——➤   ——Transparent——➤

Check Spelling

Edit Text (Arial 10 pt. is the main font and aligns to the grid.)

Arial | 10 | ☐ Fixed Size | ☐ Opaque | 100%

After typing the text in your object, you can check the spelling by clicking the **Spelling** button . If there are any spelling errors, a dialog box will appear to help you correct the spelling. All the text inside this object is checked. To check the spelling of the entire chart, you need to get out of the Edit Text dialog box and click **Tools** in the main menu, **Spelling**, and **Check Spelling**. Or, click the **Spelling** button in the main screen toolbar. To select spelling options, click **Tools** in the main menu, **Spelling**, and **Spelling Options**.

Clipboard Cut, Copy, and Paste

The RFFlow Edit Text dialog box supports the basic Clipboard operations of cut, copy, and paste. You may have typed several lines and want to copy them instead of typing them again. Or, you may wish to move text from your object into a word processor document. To copy text, first select it either with the mouse or SHIFT + arrow keys.

Then click **Copy** . The text is placed on the Windows Clipboard. Then move the

cursor to the destination location and click the **Paste** button . The text will be

pasted into the new location. **Cut** works like copy except the text is removed from one place and added to another.

You can use these commands to copy text from your word processor and paste it into a shape. However, the formatting of your word processor will not be transferred. RFFlow takes only ASCII text from the Clipboard and you will need to format it again.

Undo and Redo

If you want to go back to the way the text was before you edited it, click the **Undo**

button . You can undo the last five changes. If you decide to make the changes

again, click the **Redo** button . Undo moves you back through your changes. Redo moves you forward.

Bold, Italic, and Underline

The Edit Text dialog box has three buttons that control the bold, italic, and underline properties of the text. To change these properties in text you have already typed, select

the text either with the mouse or SHIFT + arrow keys. Then click **Bold** **B** , **Italic**

I , or **Underline** **U** and the text will change. You can also use CTRL + B for bold, CTRL + I for italic and CTRL + U for underline. To assign these properties to new text, click the buttons before typing the text. These buttons are depressed when enabled, so you can see if they are turned on or not.

Text Color

In RFFlow, you can make words or characters different colors. You can click the

Text Color button and choose a color before typing your text, or you can select existing text and click the **Text Color** button. See **Choosing Colors** in Chapter 5 of this user's guide. After changing the color of selected text, you need to click on the text to unselect it and then you will see the color.

Left Aligned, Centered, and Right Aligned Text

Text can be left aligned, centered, or right aligned. Text alignment applies to the entire line of text. To change the alignment of text already typed, first click to the left of the line to select it. To select multiple lines of text, drag the mouse to the left of all the lines. Then click on one of the buttons to set the alignment. To designate alignment for text that you will type, click on one of the buttons first. The following picture shows the different alignment possibilities.

left

centered

right

Text alignment

Subscripts and Superscripts

It is easy to add subscripts and superscripts in RFFlow. In an expression you have already typed, select the character you want to subscript or superscript and click on the appropriate button. If you prefer, you can first click the **Subscript** or **Superscript** button. Then the next character you type will be in subscript or superscript.

Shape Properties

While you are entering and editing text through the Edit Text dialog box, you may want to change the properties of the object. Clicking the **Shape Properties** button brings up the Shape Properties dialog box. Through it you can change the line width, line style (dotted or dashed), line color, interior fill color, etc. of the object. Chapter 5 covers changing the properties of a shape.

Zoom

If the text you are typing is difficult to see, you can change the zoom. Either click on the zoom box, type a number, and press ENTER on the keyboard, or choose one of the percentages in the drop-down list. Zooming is useful when you are working with very small or very large text.

Special Characters

To type a degree symbol, copyright symbol, or some other special character, click the

 button. All the characters in the font you are currently using will be displayed in
the dialog box that appears. Click on the character you want and click the **Add
Character** button. The special character will be added to the right of the cursor. To
see the characters of a different font, click on the font list box, choose a different font,
and then click on the character set button. The Symbol font and Wingdings font have a
variety of bullets and pictures that you may find useful.

Tabs

You can use tabs to make columns of words in your shape. First make the text left-
aligned. Each tab is about two characters in width and cannot be changed.

```
Tabs help in aligning columns
   A        step 1    text
   B        step 2    text
   C        step 3    text
```

5

Changing Shape Properties

Line color, fill color, line thickness, rotation, etc. are all properties of a shape. This chapter explains how to change the properties of shapes, lines, and curves. It goes through each tab in the Shape Properties dialog box. This dialog box is displayed when you right-click on a shape or a group of selected shapes and left-click **Properties**.

Shape Tab

Right-click on a shape or group of selected shapes, left-click **Properties** in the pop-up menu, and the Shape Properties dialog box will appear. The leftmost tab is the **Shape** tab.
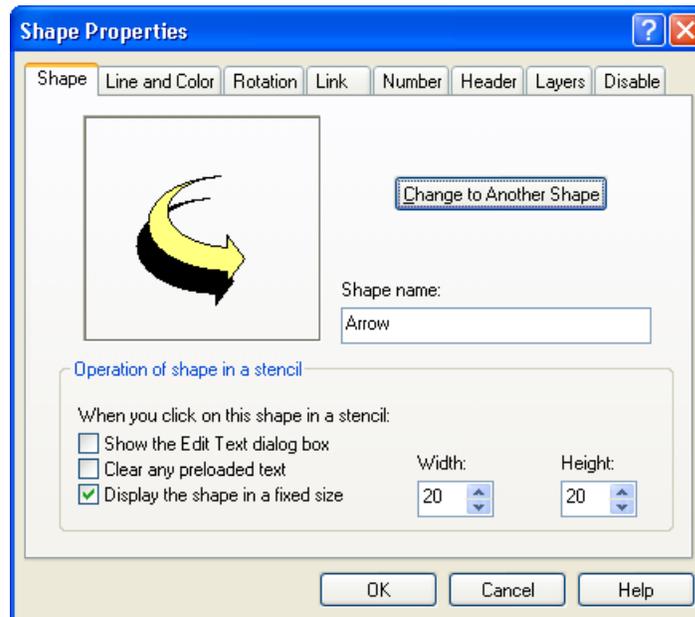
Figure 5-1. The Shape tab of the Shape Properties dialog box.

To change a shape into another shape, click the **Change to Another Shape** button. To give a shape a different tooltip name, type the new name in the text box beneath the words **Shape name:**.

The **Shape** tab of the Shape Properties dialog box allows you to control how a shape acts when you click on it in a stencil. There are three items in the **Operation of shape in a stencil** section of this dialog box:

Show the Edit Text dialog box

If you want to click on a shape in a stencil and add text to that shape, the **Show the Edit Text dialog box** item should be checked. This item should be unchecked if you do not want to add text to a shape when you click on it in a stencil. For example, an electronic shape of a transistor would be used without adding text.

Clear any preloaded text

A shape in a stencil can contain text. You may or may not want that text to remain in the shape when it is placed in your chart. For example, you could set up a circle in a stencil that contains the word "Process" and you want this word to remain in the shape when you place the shape in your chart. The **Clear any preloaded text** item would be unchecked. When this item is checked, the text would be cleared when the shape is put into a chart. There are many instances where you may want this. You may have set up a rectangle with left-aligned text in a stencil and put the word "left" inside this rectangle to remind you that this rectangle is set up for left-aligned text. If **Clear any preloaded text** is checked, then when you click on this rectangle in the stencil, the word "left" is removed and the text you enter will be left-aligned. As another example, most stencils in RFFlow have a Text object that you click on to type stand-alone text. This object has a check mark on **Clear any preloaded text** so that when you click on the object Text in a stencil, the word "Text" is cleared for you to type your stand-alone text.

Display the shape in a fixed size

To set up a shape in a stencil to be a fixed size, check the **Display the shape in a fixed size** item. Then click on the **Width** and **Height** up-down controls to set the size of the shape. Each unit is one grid point or the average width of a character in the main font. Each time the fixed size shape is used in your chart, it will be the same size regardless of what text is entered into the shape.

Line and Color Tab

To change the lines and colors of a shape or group of selected shapes, right-click on the shape, choose **Properties** in the pop-up menu, and click the **Line and Color** tab.
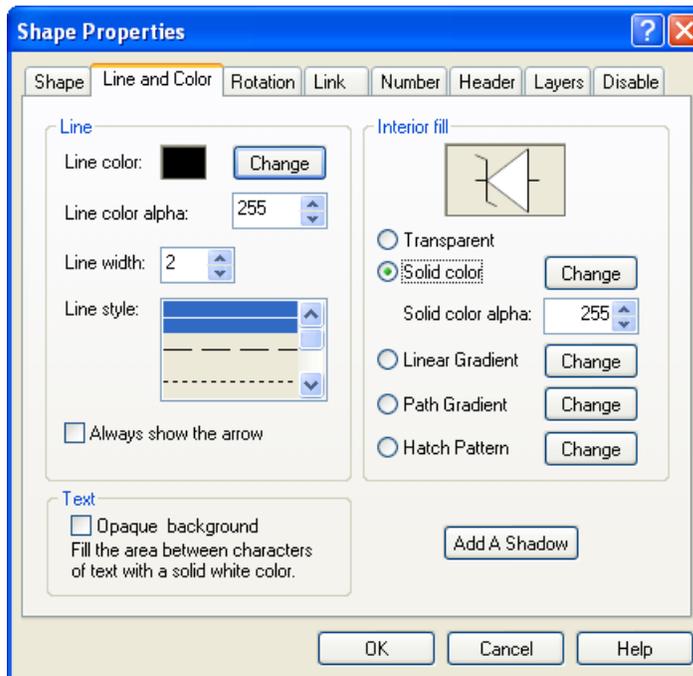
Figure 5-2. The Line and Color tab of the Shape Properties dialog box.

The **Line** section of this tab, shown in Figure 5-2, allows you to specify the color, width, and style of the lines in objects. The default width is 2 and the units are in .1 millimeters. A printed line of width 2 would be .2 mm wide. This line width looks good when printed on laser printers. It is best to print a few lines of different widths on your printer to determine the optimum width.
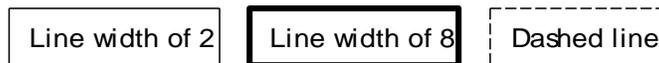
A basic rectangle using different line widths and styles.

On the right side of the **Line and Color** tab in Figure 5-2 is the **Interior fill**. Shapes can be transparent, filled with a solid color, filled with a gradient color, or filled with several hatched patterns.

Shapes filled with a solid color allow you to stack them so they appear to be in front of each other. Transparent shapes let the background show through.
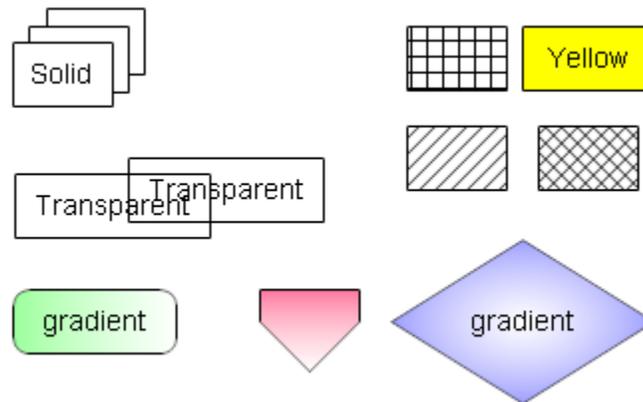
Rectangles with different fills.

The lower left item in Figure 5-2 controls whether the space between characters of text in your shape is transparent or opaque. This is important for putting text on top of lines. A check mark on **Opaque background** means the space between characters is opaque and the line behind the text will not show through. The color of the opaque area is white.

In drawing a flowchart, you can connect the shapes with line segments. RFFlow automatically removes the arrowhead from all but the last line segment. This is enabled in **Tools**, **Miscellaneous**, and **Remove All but Last Arrowhead**. If you have a line whose arrowhead has been removed, but you want it to show, put a check mark in **Always show the arrow** in the Line and Color tab of the Shape Properties dialog box. See the left side of Figure 5-2.

Associated with each color is an alpha value that can range from 0 to 255. An alpha of 255 is a solid color. An alpha of 0 is a completely transparent color. The values between 0 and 255 result in different amounts of transparency.

Choosing Colors

Figure 5-3. The Color dialog box.

Choosing a new line color, interior fill color, or text color brings up the Color dialog box shown in Figure 5-3. You simply click on the color you want and click the **OK** button.

You can create your own custom colors and shades of gray. Click the **Define Custom Colors** button and the dialog box of Figure 5-3 will expand. You can move the two cursors to make a custom color. Then click the **Add to Custom Colors** button. In this way you can make up 16 custom colors in addition to the 48 basic colors. You can also type in the numbers directly if you know which numbers are needed for a specific color. The custom colors you make are saved so each time you run RFFlow they will still be present.

Rotation Tab

Right-click on a shape or group of selected shapes, choose **Properties** in the pop-up menu, and the Shape Properties dialog box will appear. The **Rotation** tab shown below allows you to rotate and flip a shape.
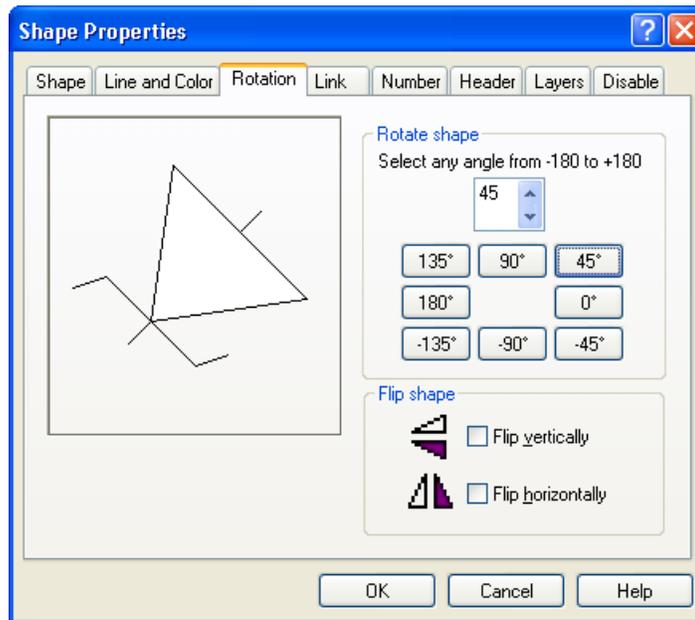
Figure 5-4. The Rotation tab of the Shape Properties dialog box.

To rotate a shape, you can choose any angle by clicking on the up-down control in the dialog box in Figure 5-4. Angles range from −180 to +180 degrees. You can also click on one of the buttons if the angle you want is a multiple of 45 degrees. To flip a shape, check the **Flip vertically** or **Flip horizontally** items.

Shapes can also be rotated on the drawing area. Left-click on a shape and the handles will be shown. The upper right handle allows you to rotate a shape. The rotation angle is displayed in the prompt line.
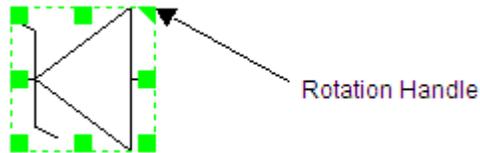
Drag the rotation handle to rotate a shape.

Link Tab

Right-click on a shape, choose **Properties** in the pop-up menu, and the Shape Properties dialog box appears. The **Link** tab shown in Figure 5-5 lets you link a shape to a file or Web page. Then when you click on this shape, it will bring up another chart, document, or Web page.
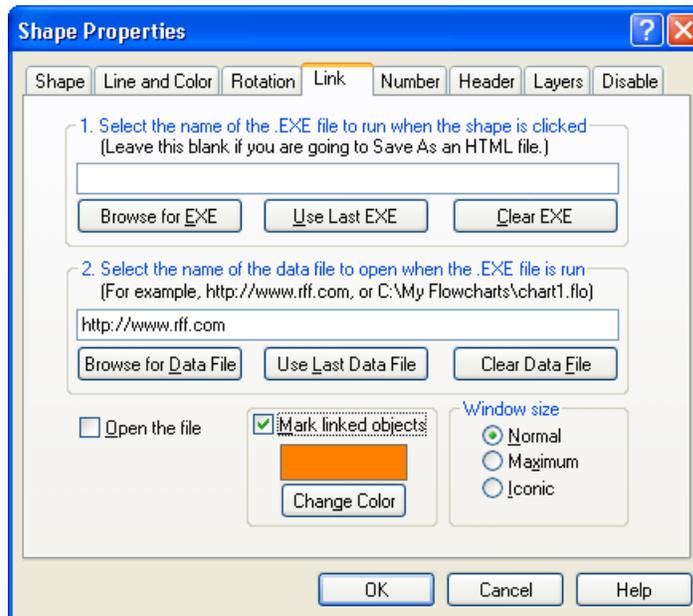
Figure 5-5. The Link tab of Shape Properties.

Link to File

Each shape can be connected to another chart that has more details of your design. This allows you to build a design hierarchy where more and more details are available. Another use of linking is to have a large amount of text associated with each shape. In that case, you would probably link to Microsoft Word or Notepad. Each shape in RFFlow can be connected to a Windows application and a data file. The Windows application to which you connect a shape can be RFFlow or any other Windows application. The data file must be a file the application understands. When linking a shape to RFFlow, the data file will be a .flo file. If you link to Notepad, then the data file will be a .txt file.

To link a shape to a file, you have to specify the name of the Windows application and the data file. The Windows application is the .exe file. For example, suppose you have a rectangle in a chart that has the text "Fill out order form." You can link this rectangle to the flowchart that illustrates the steps taken in filling out an order form. Suppose this flowchart is in the file C:\My Flowcharts\Fill Order Form.flo. And suppose RFFlow is installed in C:\Program Files (x86)\RFFlow\RFFlow.exe. Box **1** in the dialog box of Figure 5-5 would then read:

<div align="center">C:\Program Files (x86)\RFFlow\RFFlow.exe</div>

In box **2**, you would type:

<div align="center">C:\My Flowcharts\Fill Order Form.flo</div>

To avoid typing, you can click the **Browse** button and search for the application you want to run and the data file you want to open. If you have already linked a shape to a file and want to use the last values, there are buttons to use the last executable and last data file.

What you are doing is choosing two files, the executable that you want to run when the shape is clicked on, and the data file which this executable must load when the shape is clicked. You can set up this link while you are creating the shape or later when you edit the shape. If you linked a shape to a text file in Windows Notepad, the executable file would be Notepad.exe and the data file could be Somefile.txt.

You can specify only the executable if you want it to run and not load any data file. You can also specify only the data file, like D:\My Documents\Somefile.doc and let Windows figure out which executable to run.

Making Web Pages with Hyperlinks

1.   Leave the top box **1** blank because you cannot predict what browser someone will use to view your Web pages.

2.   Type the full URL or an HTML file name into box **2**. For example, you could type https://www.rff.com or yourfilename.htm into box **2**.

3.   Do this for every shape in your chart that you want to link to some Web page. Then click **File** and **Save As** in RFFlow and choose HTML. This will create both an HTML file and a picture file. The picture file can be a PNG, GIF, or JPEG.

4.   Upload the HTML and picture file to your Web site. For more information, click **Help** in the main menu of RFFlow and **RFFlow Help**. Search for .htm in the **Index** tab of the RFFlow in-program help.

Window Size

You can also specify how the application window should appear when the linked shape is clicked. When you click on a linked shape, the sub-chart can show up as a full screen, partial screen, or as an icon. Click **Normal**, **Maximum**, or **Iconic** in the **Window size** group box of Figure 5-5.

Marking Linked Objects

You can mark which shapes have linked files by clicking the **Mark linked objects** box. Each linked shape will then have a colored letter L for link in its upper left corner. The color used can be specified by clicking the **Change Color** button. This colored L shows on the display, but is not printed. All the linked shapes will have the same link color. Even if you don't mark the linked object, the L will show up when you left-click on the object. A marked shape is shown next.
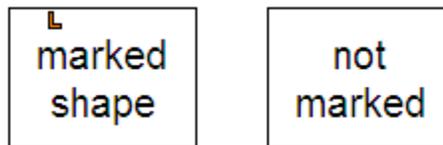
Opening the Linked File

When the cursor moves over the L in a marked shape, it will change to a hand 🖑 . If you left-click on the L, the new file or Web page will be opened. If you don't mark the linked shape so the L is not displayed, you have to click on the object to show the L.

The last item in the **Link** tab of the Shapes Properties dialog box is the **Open the file** check box. If this is checked, the linked file will be opened immediately after you click the **OK** button.

Numbering Shapes

RFFlow can automatically number shapes in your chart as you draw them. You can choose the font and position of the numbers and decide whether each shape will show its number. The next two sections give details about numbering shapes in your chart.

Shape Numbers for the Entire Chart

To set properties that apply to all the numbered shapes that appear in your chart, you click **Tools** in the main window of RFFlow and **Number Shapes**. The dialog box of Figure 5-6 will appear.
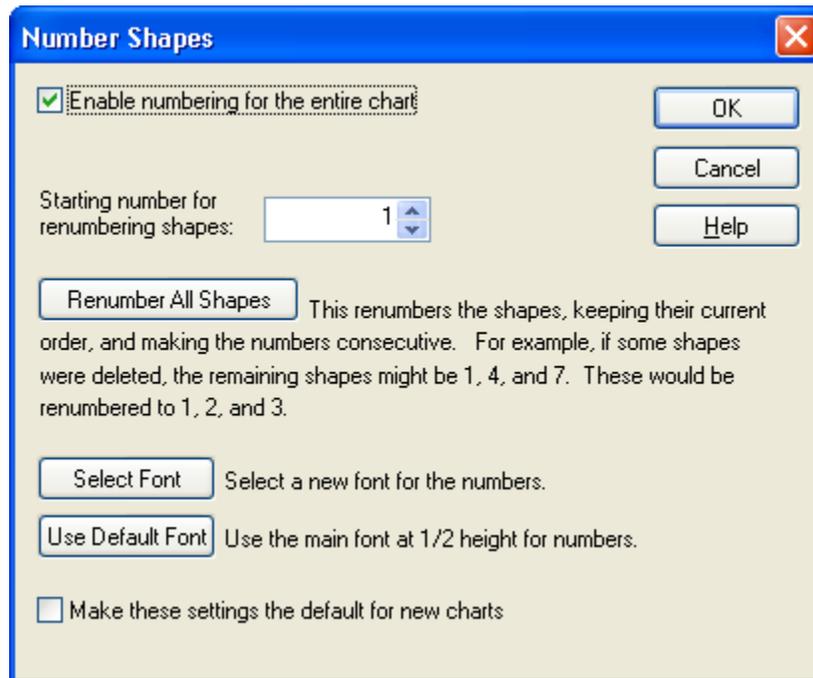
Figure 5-6. The Number Shapes dialog box.

This dialog box allows you to set the starting number, renumber the shapes, and choose the font used to display the numbers.

There must be a check mark in **Enable numbering for the entire chart** for numbers to be displayed. This check box enables or disables the numbering feature. This value is saved in each file. To have numbers enabled when RFFlow first runs, check this item and click **Make these settings the default for new charts**.

If you click the **Renumber All Shapes** button, the shapes will be renumbered starting at the starting number specified in this dialog box. The order of numbering is unchanged. This is helpful to eliminate unused numbers. Suppose you have only three remaining shapes numbered 1, 4, and 7. If you renumber them, with a starting number of 1, the shapes would be numbered 1, 2, and 3.

You can choose the font that will be used for the numbers in your shapes by clicking the **Select Font** button. The font you choose is saved in the file with the chart. To establish a default font, you need to click **Make these settings the default for new charts**.

Number Tab

The Number tab in the Shape Properties dialog box lets you choose the properties of a number in a single shape. Click on a shape with the right mouse button and click **Properties.** In the Shape Properties dialog box that appears, click the **Number** tab as shown in Figure 5-7.
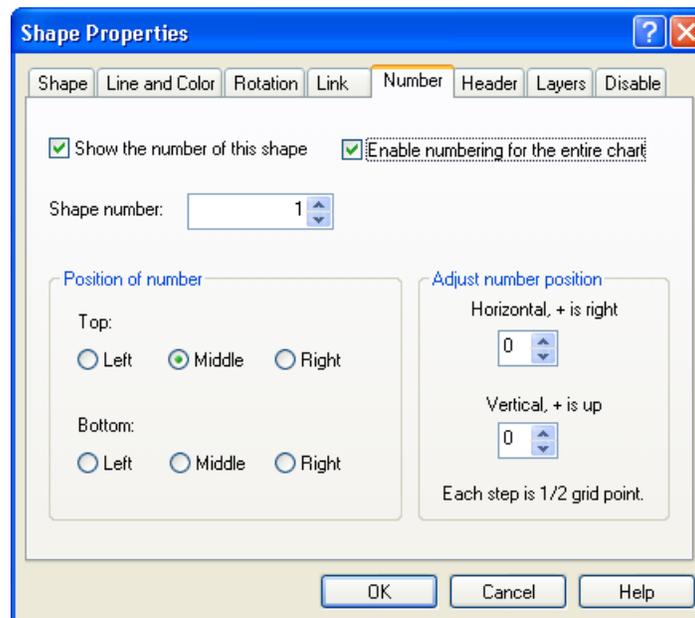
Figure 5-7. The Number tab of the Shape Properties dialog box.

To be able to show numbers on any of the shapes in your chart, you must have a check mark in **Enable numbering for the entire chart**. If this item is not checked, no shapes will have numbers. This value is saved in the file.

Once you have turned on the showing of numbers, you can decide on a shape-by-shape basis whether a shape should show its number. To show a number in a shape, put a check mark in **Show the number of this shape**.

The number that will be assigned to a shape is displayed to the right of the words **Shape number:**. Each shape is assigned a number one greater than the last number used. You can change this value and choose any number you want. There is no checking, so you can have two shapes with the same number if you start modifying numbers.

You can display the number in different parts of the shape.

1 top left	2 top middle	3 top right
bottom left 4	bottom middle 5	bottom right 6
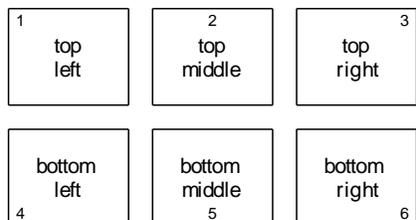
For some shapes, you will need to offset the number slightly. This is done in the **Adjust number position** box. It lets you move the number small increments horizontally or vertically.

The other way to number shapes is just to type them in yourself like any other text. If you need to have special formatted numbers, like 2.1.2, then you should just enter the numbers as you enter the text. You can make the numbers a smaller font and position them anywhere in the shape.

Header Tab

The **Header** tab of the Shapes Properties dialog box lets you make any object or group of selected objects in RFFlow a header or footer. The header/footer object can be placed anywhere on page 1 of your chart. Since RFFlow does not differentiate between headers and footers, the word "header" is used in the instructions below.

Any shape, line, or curve in RFFlow can be a header. To make an object a header, right-click on the object on page 1 of your chart, click **Properties** in the pop-up menu, and go to the **Header** tab in the Shape Properties dialog box. See Figure 5-8. Then put a check mark in **Make this object a header/footer**.
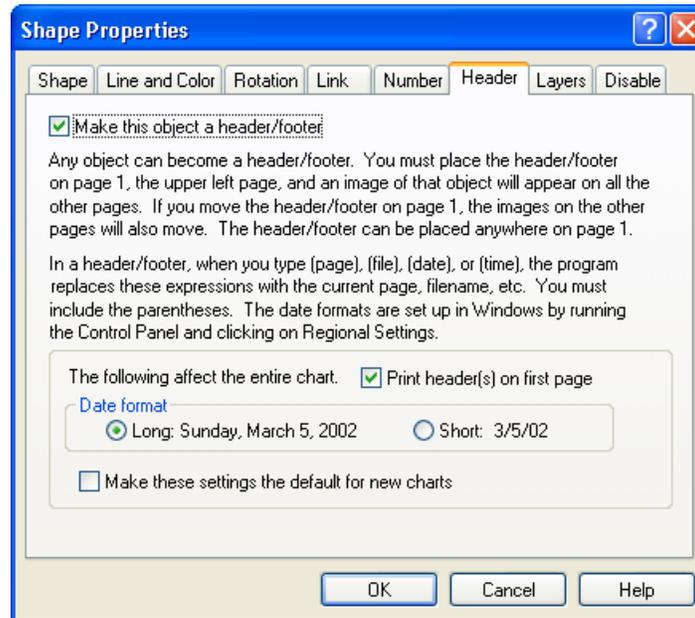
Figure 5-8. The Header tab of the Shape Properties dialog box.

The object that you make a header must be on page 1. Page 1 is the upper left page of a multi-page file. As soon as an object becomes a header on page 1, an image of that object is drawn on all the other pages. Figure 5-9 shows this. When you move the object on page 1, the images move too. You can only edit the header object on page 1. The images on the other pages cannot be edited.
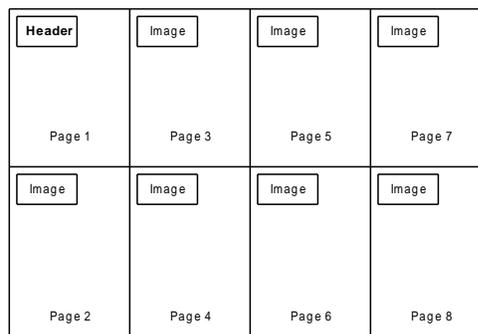
Figure 5-9. Only a header on page 1 can be edited.

Since lines as well as shapes can be headers, you can create your own templates that will be reproduced on each page. You can have as many headers as you like.

The text in header objects has some special features. If you type (date), including the parentheses, the phrase (date) will be replaced with the current date. Here are examples of the five words in parentheses that behave this way:

(date)	becomes	Monday, September 20, 2007
(file)	becomes	Flowchart.flo
(time)	becomes	12:38 PM
(page)	becomes	3
(filedate)	becomes	the date the file was last modified

You must type the words in lower case and include the parentheses. The replacement is only made when the object is displayed on the drawing area or printed.

You can choose to have the header printed on the first page or not. You can display the date in a long format or short format. See Figure 5-8. Windows controls the actual style of the long or short date format. You can change it by running the **Control Panel** and choosing **Regional Settings** or **Regional and Language Options**.

The date format in your chart is saved in each file. If you want RFFlow to start with a certain date format, click **Make these settings the default for new charts** in the **Header** tab. See Figure 5-8.

Layers

Some drawings require shapes to be drawn on separate layers. Then you can show each layer individually or together with other layers. For example, in an industrial drawing, you could assign the structure to one layer, the electrical wiring to a second layer, and the plumbing to a third layer. Then if you want to show the structure with just the electrical wiring, you can enable just the first and second layers. The Layers feature allows you to show some objects and not others.

Layers for the Entire Chart

In the main window of RFFlow, click **View** and **Layers**. The dialog box shown in Figure 5-10 will appear.
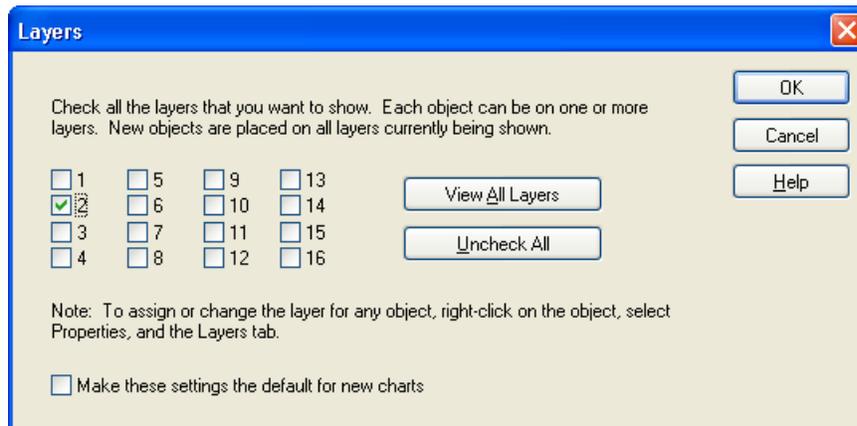
Figure 5-10. The Layers dialog box.

The **Layers** dialog box allows you to choose which layers should be displayed and printed in your chart. If box **2** is checked, then objects on layer 2 will be displayed and printed. When you draw new objects, they are placed on all the checked layers.

Layers has nothing to do with objects being in front or behind other objects. The section on stacking order gives information about that. Layers only controls whether objects are displayed and printed or not.

The layers being displayed are saved in each file. If you want RFFlow to start up with designated layers being displayed, click **Make these settings the default for new charts** in the Layers dialog box of Figure 5-10.

Assigning Objects to Layers

To choose on which layers a shape or group of selected shapes will be appear, right-click on the shape and left-click **Properties**. In the Shape Properties dialog box, click the **Layers** tab. In the top part of the **Layers** tab, check the layer(s) on which you want the object to be displayed. See Figure 5-11.
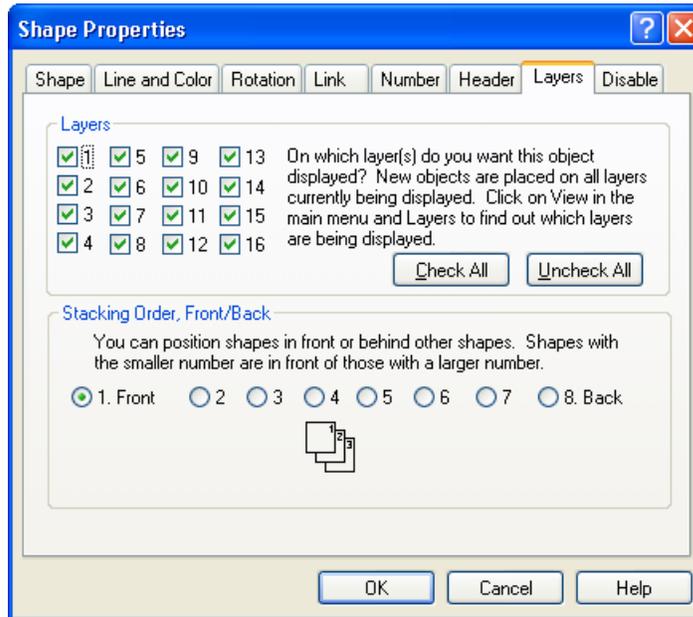
Figure 5-11. The Layers tab of Shape Properties.

When you add a new object to your chart, it is placed on all the layers that are currently being displayed. The layers being displayed is set up by clicking **View** in the main menu and **Layers**.

Stacking Order

Positioning Objects in Front or Back of Others

RFFlow allows you to overlap shapes by positioning shapes in front or behind other shapes. Stacking shapes only applies to shapes that are filled with an interior color. With transparent shapes, it doesn't matter which is in front since you can see through them. To fill a shape with an interior color, right-click on the shape, left-click **Properties** in the pop-up menu, and go to the **Line and Color** tab of the Shape Properties dialog box. Choose an interior color and choose a solid pattern. Now the shape can be stacked.

One way to stack one shape in front of another is to move or edit it. It will be displayed and printed in front of the other objects in the chart. The last object moved or edited shows up in front.

If you want to make sure that certain objects stay in front of others, you need to set their stacking order. Click on a shape or group of selected shapes with the right mouse button and choose **Properties** in the pop-up menu. In the Shape Properties dialog box that appears, click the **Layers** tab. The bottom part of this dialog box, shown in Figure 5-11, controls the stacking order. To change it, simply click on one of the round buttons numbered from 1 to 8. Objects with stacking order 1 are in front. Objects with stacking order 8 are in the very back. The other numbers lie in between.

For example, if you have three objects, A, B, and C, and you want A in front, B next, and C behind them all, choose stacking order **1** for A, **2** for B, and **3** for C.
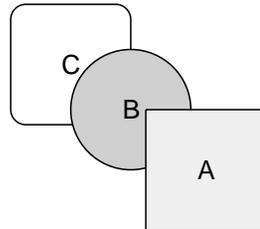
Disable Selecting or Printing

At times it is helpful to disable selecting and moving of an object or disable printing of certain objects.

Background Shapes

You may want to make a large background rectangle filled with color and then draw a chart on top of that rectangle. The large background rectangle should be placed on a stacking order of 8 so it is behind all other objects. This works fine until you try to draw a selection rectangle around some shapes. When you click down in the background rectangle to draw the selection rectangle, you end up moving the background rectangle. To avoid this, move the background rectangle into position, then right-click on it, click **Properties** in the pop-up menu, and go to the **Disable** tab. See Figure 5-12. Check **Disable selecting and moving of this object**. Now you can draw a selection rectangle around shapes without moving the background rectangle. If you need to edit the large background rectangle later, right-click on it and remove the checkmark.

Guidelines

You can draw long vertical or horizontal lines on your chart to help in aligning objects. These guidelines are usually made a unique color and style that distinguishes them from the lines in your chart. Guidelines can also be diagonal lines or shapes. You can create as many guidelines as you want. They are like custom grid lines. Guidelines remain in place and cannot be moved the way you move other shapes and lines. They are not printed. To create a guideline, follow these steps:

1. Draw the line.
2. Adjust its position and length.
3. Right-click on the line and click **Properties** to show the Shape Properties dialog box and choose the **Line and Color** tab. Make the line a unique color and style.
4. Switch to the **Disable** tab and click **Disable selecting and moving of this object** and **Disable printing of this object**. See Figure 5-12.
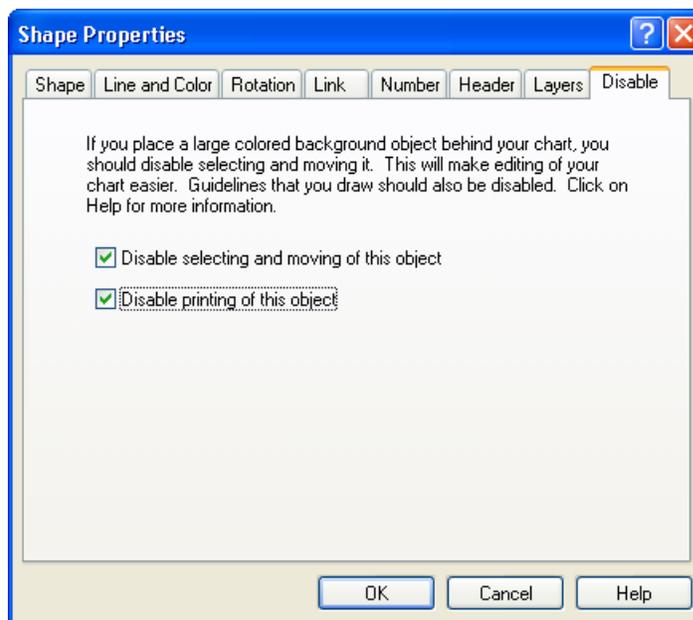
Figure 5-12. Disabling moving or printing.

If you need to temporarily edit a guideline, right-click on it, click **Properties** and go to the **Disable** tab. Remove the check marks.

6
Viewing Your Chart

You can show, hide, or customize the components of the RFFlow window. This is done in the **View** menu of RFFlow.

RFFlow Window Appearance
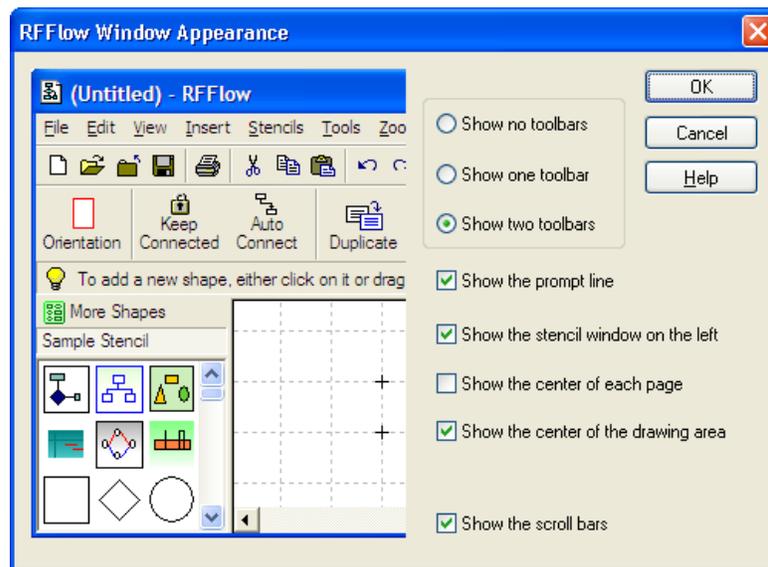
Figure 6-1. The RFFlow Window Appearance dialog box.

The RFFlow Window Appearance dialog box, shown in Figure 6-1, allows you to quickly show or hide many screen elements. This dialog box is displayed by clicking **View** and **RFFlow Window Appearance**. Checking or unchecking the items will show or hide the toolbars, prompt line, stencil window, center of the page cross, center of the drawing cross, and scroll bars.

Grids and Alignment Marks

To change alignment marks or grids, click **View** in the main menu and **Grids and Alignment Marks**.

Alignment Marks

Alignment marks are small red lines on the left, right, top, and bottom of a shape. These marks aid in positioning shapes and lines. They show you the midpoint of each side of a shape. The small marks appear only on the screen and are never printed.

| With Alignment Marks | Without Alignment Marks |

You can also turn alignment marks on or off with the **Alignment Marks** button ▦.

Grid Lines

You can display a grid of dotted lines on the drawing area to help you line objects up as you draw a chart. Click **View** in the main menu and **Grids and Alignment Marks**. Put a check mark next to **Show a grid of lines**. You can specify the spacing of the lines and the color. Your choice of color will depend on the color of the lines in your chart and the background window color. In general, you want the grid lines to be a light or muted color so they don't stand out too much. A white screen with light gray grid lines works well. Once you have set up the color and spacing of the grid lines, you can quickly turn

them on or off by clicking the **Grid Lines** button ▦ in the toolbar.

Grid Points

Instead of grid lines, you can display grid points to help you align objects as you draw a chart. Click **View** in the main menu and **Grids and Alignment Marks**. Then click the **Show a grid of points** check box. You can specify the spacing between the points that are displayed. This command makes all or some of the grid points visible. When drawing a line in RFFlow, the start and end of the line will always lie on the nearest grid point, even if that grid point is not displayed. The only time this is not the case is when you have disabled **Snap to Grid** that is discussed in the next section. You can also choose the color of the grid points. Once you have set up the grid point spacing and

color, you can turn the grid on and off by clicking the **Grid Points** button ⠿ in the toolbar.

Snap to Grid

To have everything you draw jump to the nearest grid point, click **View** in the main menu and **Grids and Alignment Marks**. Then check **Snap to Grid** at the bottom of that

dialog box. You can also click the **Snap to Grid** button ⊞ to enable or disable this item. When drawing charts with the RFFlow shapes, it's best to have Snap to Grid enabled as it makes it easier to line things up. Also, it makes lines connect to objects precisely, even if you are a little off when drawing them. For these reasons, Snap to Grid is usually enabled.

The distance between grid points is about the width of a character in the main font. You may want to disable Snap to Grid to terminate lines or curves between grid points. For example, with Snap to Grid on, you can only connect to a circle precisely in four points: the top, bottom, left, and right. With Snap to Grid off, you can end a line anywhere on the circle. If you are drawing with Snap to Grid off, then you must zoom in and carefully adjust your lines so they touch shapes at the highest magnification. This will assure that they will touch when printed. If you are drawing your own objects, you may also want to disable Snap to Grid so you can draw lines anywhere.
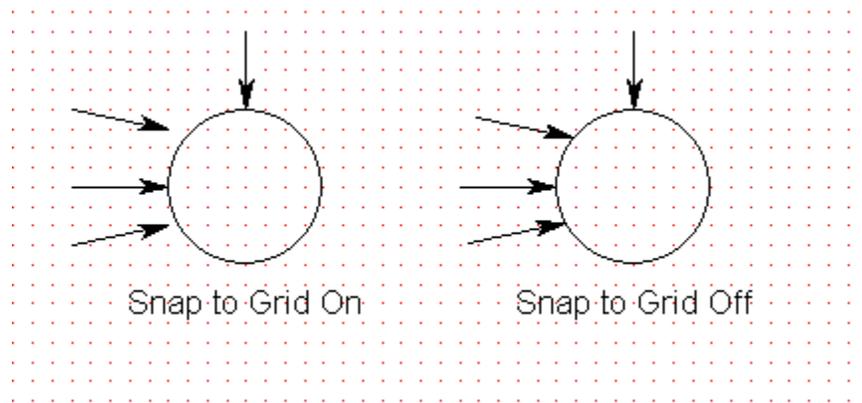
Pages

To set up the number of pages displayed, change the page orientation, or display margins, click **View** in the main menu and **Pages**. You could also click **File**, **Page Setup**. The Page Setup dialog box will appear. It has three tabs: Number of Pages, Orientation, and Margins.

Page Boundaries and Number of Pages

To show the page boundaries, check the box near the words **Show page boundaries** in the Page Setup dialog box. Displaying the page boundaries lets you see whether your chart will fit on one page or not. If you are trying to fit a chart on one page, and the chart is too large, click **Tools**, **Size**, **Size Entire Chart,** and **Fit Chart to Page**. For a large chart that is on several pages, displaying page boundaries will tell you where the breaks between pages occur so you can avoid placing an object in a margin. You should not place shapes or text in the margins. It is OK to draw lines that cross a margin and go from one page to the next. When you display page boundaries, only objects inside the pages are printed.

Choose the number of pages in the horizontal direction and the number of pages in the vertical direction. The pages are printed from the top left page going down in columns. After the left-most column is printed the next column to the right is printed. To use the No Page Break feature of some printers in portrait orientation, you would want one page horizontally and multiple pages vertically. In landscape orientation, you would set up one page vertically and multiple pages horizontally. The total number of pages that will be displayed is shown at the bottom of the dialog box.

Orientation

To choose the page orientation, click the **Orientation** tab in the Page Setup dialog box and click either the **Portrait** or **Landscape** buttons.

Margins

The Margins tab in the Page Setup dialog box lets you set your own margins. These margin rectangles are never printed.

If **Show page boundaries** is checked and after clicking **OK**, rectangles will be shown on the screen. You may have to zoom out to see them. The outer rectangle defines the edges of the paper and the inner rectangle defines the margin.

You can specify the size of the margins in the Margins tab of the Page Setup dialog box. For example, to draw a chart that is 4 inches wide by 6 inches high on 8.5 by 11 inch paper, set the left and right margins to 2.25 inches and set the top and bottom margins to 2.5 inches. For the maximum drawing space, margins would be set to 0. However, since most printers can't print near the edge of the paper, there will still be a small margin around your paper.

Ruler

To display a ruler on the screen, click **View** in the main menu and **Ruler** in the drop-down menu. The Set Up a Ruler dialog box will appear. Click the check box near the words **Show the Ruler**. You can choose units of millimeters, centimeters, inches, or grid units and you can choose the spacing between numbers. The **Reference** group box refers to whether the ruler starts counting at the center of the drawing area or at the top left corner of each page. Once the ruler has been set up, it can be enabled or disabled by

clicking the **Ruler** button in the toolbar.

Toolbars

To enable, disable, or customize the toolbars, click **View** in the main menu of RFFlow and **Toolbars**. The Toolbars dialog box will be displayed. This dialog box can also be displayed by right-clicking on a toolbar. For information on how this dialog box is used, click the **Help** button inside the dialog box.

Show Path and Filename in the Title

RFFlow shows the name of the file you are working on at the top of the RFFlow window. For example, if you were working on the file chart1.flo, RFFlow would display:

<div align="center">Chart1.flo – RFFlow</div>

If you click **View** and **Show Path and Filename in the Title**, then RFFlow would display:

<div align="center">C:\My Flowcharts\Chart1.flo - RFFlow</div>

Full Screen

If the **Full Screen** item in the **View** menu is checked, the toolbars, prompt line, and stencils are hidden. This allows you to view more of the drawing area. Press the Escape key on your keyboard to return to the normal screen. You can also activate Full Screen

by clicking the **Full Screen** button or toggling the F9 key on the keyboard. The F10 key shows or hides only the stencils.

7
Editing Your Chart

Selecting Objects

To move, duplicate, edit, or delete a group of objects all at the same time, you first select them. You do not need to select single objects to edit them.

There are two ways to select a group of objects:

- Click down on an empty part of the drawing area with the left mouse button and drag the mouse diagonally, drawing a selection rectangle around the objects.

- Or, hold down the SHIFT key or the CTRL key while left-clicking on objects.

If you have several objects selected and want to remove the selection from one of them, hold down the SHIFT or CTRL key and left-click on the object.

You can combine the two methods. First draw a selection rectangle around some shapes. Then use SHIFT + left-click to add or remove shapes. You can also press SHIFT or CTRL while drawing the selection rectangle and add to the selection.

To select all the shapes in your chart, click **Edit**, **Select All**. To unselect all the shapes, left-click on an empty part of the drawing or click the **Unselect All** button

.
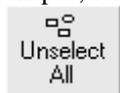
You can also modify a selection to remove lines, curves, etc., by right-clicking on a selected object and clicking **Modify Selection**.

Once you have selected some objects, you can move them as a group by dragging any one of the selected objects. Right-click on any one of the selected objects to change the properties of all of them at once.

Moving Objects

To move one object, simply drag it to a new location. If you want to move several objects at once, first select them. Then drag any of the selected objects to a new location and all of them will move. If the object has handles, click down in the center of the object (not near the handles) when moving it.

If you want to move objects and keep them connected, the **Keep Connected** button

must be depressed before doing the move. The lines connecting objects will stretch or shrink like rubber bands. You can move either shapes or lines.

For example, in Figure 7-1 we moved rectangle A with the **Keep Connected** button enabled. When we moved rectangle A to the right, the lines connected to it stretched.
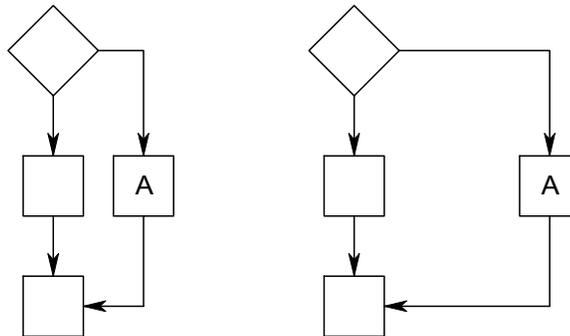
Figure 7-1. Rectangle A was moved to the right with Keep Connected on.

You can also select a group of objects and move the entire group with **Keep Connected** active. In this case the selected objects move together and any lines connecting the group will stretch.

A common use for the Keep Connected feature is to squeeze a chart together so it takes up less space.

Duplicating Objects

To make a copy of one object, right-click on it, and click **Duplicate** in the pop-up menu. If you want to copy several objects at once, select them, right-click on any of the selected objects, and click **Duplicate** in the pop-up menu. You can also duplicate

objects by selecting them and clicking the **Duplicate** button Duplicate . The copies
made are positioned down and to the right of the original object. Yet another way to
duplicate an object is to hold the CTRL key down while dragging the object.

The **Duplicate** command is used to copy objects inside your chart. To copy objects to
the Windows Clipboard and paste them into other applications, select the objects and
click the **Copy** button or click **Edit** and **Copy**. You could use Edit and Copy for
copying objects inside RFFlow, but it involves more steps than using Duplicate.

Deleting Objects

To delete one object, right-click on it, and click **Delete** in the pop-up menu. If you
want to delete several objects at once, select them, right-click on any of the selected
objects, and click **Delete** in the pop-up menu. You can also delete objects by selecting
them and clicking the **Delete** button Delete or pressing the DELETE key on the
keyboard.

Zooming In and Out

To zoom in, click the **Zoom In** button Zoom In , press CTRL + Q on the keyboard,
or move the cursor to an empty part of the screen and hold the right mouse button
down while clicking the left mouse button. To zoom out, click the **Zoom Out** button
Zoom Out , press CTRL + D on the keyboard, or move the cursor to an empty part of
the screen and hold the left mouse button down while clicking the right mouse button.
There is a zoom box 125% in the top toolbar that allows you to zoom to any
percent by typing in a number and then pressing ENTER. You can also zoom so the
entire chart fits on the screen, or zoom so the page you are viewing fits on the screen.

Scrolling the Screen

There are five ways to scroll the screen: using the right mouse button, using the scroll bars, using the arrow keys on the keyboard, auto-scrolling, and using a Microsoft Intellimouse. Three of the methods are described below.

Scrolling with the Right Mouse Button

To scroll with the right mouse button, you position the cursor anywhere on the chart, press the right mouse button and hold it down. The cursor changes to four arrows. Move the cursor to a new position and then release the right mouse button. The chart is redrawn when you release the right mouse button and it has moved the same distance and direction that you moved the cursor. It is as if you are grabbing the paper and moving it in the direction you move the cursor. Using the right mouse button is an easy method of scrolling. With the right mouse button you can move the chart diagonally in one motion.

Auto Scrolling

Certain operations, like moving objects, will automatically scroll the screen when you drag an object and hold it near the inside edge of the RFFlow window. This allows you to continue moving the object without having to scroll. This feature is normally turned on and is enabled or disabled by clicking **View**, **Scroll Bars**, and **Enable Auto Scrolling at Edge of Window**. You can see where this auto scrolling region is by clicking **View**, **Scroll Bars**, and **Show the Auto Scrolling Region**.

Scrolling with the Microsoft Intellimouse

If you have a Microsoft Intellimouse, the roller will scroll vertically and CTRL + the roller will scroll horizontally.

Centering the Chart

The fastest way to center your chart is to click the **Center** button . If you are working on a one-page chart, the chart will be centered on that page. If you are working on a multi-page chart, you will be prompted to draw a selection rectangle around the shapes you want centered and then you need to click the **Center** button again. The center of the selected shapes determines what page the selection will be centered on.

To center everything in your drawing with respect to the center of the drawing area, click **Tools** in the main menu, **Center**, and **Center Chart on Drawing Area**. The drawing area is an area of about 10 feet by 10 feet and a small black cross denotes the center. This command ignores pages and centers everything in the drawing area.

Find the Chart and Center it on the Screen

If you scroll away from your chart and cannot find it, click **Tools**, **Center**, and **Find the Chart**. This does not move the chart on the paper. It simply does an automatic scroll so your chart appears on the screen again.

The Undo and Redo Commands

The Undo command gives you the ability to reverse the last changes you made to your chart. Click **Edit** and **Undo**, or click the **Undo** button in the toolbar. The Redo command restores the changes. Click **Edit** and **Redo**, or click the **Redo** button. Click **Tools**, **Miscellaneous**, **Undo Levels** to set the number of undoes from 1 to 16.

Find and Replace

RFFlow will search for a word or phrase and show you each place it is used in your chart. You can also have the program find each occurrence of some word or phrase and then replace it with something else. RFFlow will only match phrases that are on one line.

To find a word or phrase, click **Edit** in the main menu of RFFlow and **Find**, or click the **Find** button. To find and replace a word or phrase, click **Edit** and **Replace**, or click the **Find** button. There are several ways to repeat the last search. If a dialog box is displayed, click the **Find Next** button. Otherwise, click **F3**, or click the **Repeat the last find** button. For more information, click the **Help** button in the Find or Replace dialog boxes.

Spelling

To check the spelling of words in your entire chart, click **Tools**, **Spelling**, and **Check Spelling** or click the **Spelling** button. The Check Spelling dialog box appears if a word requiring your attention is detected. Click the **Help** button in the Check Spelling dialog box for information on how to use this dialog box.

Alignment

Follow these steps to align shapes you have drawn in your chart:

1. Vertical alignment is made to the top shape, so you may want to move the top shape into position first. Then click on it to select it. Horizontal alignment is made to the leftmost shape.
2. Select the other shapes you want to align to the top or leftmost shape by holding down the SHIFT key or CTRL key and clicking on them. Only the selected shapes will be aligned.

3. Click the **Align** button , or click **Tools**, **Align**, and **Align Existing Shapes**.
4. In the Align Shapes dialog box that appears, click how you want the shapes aligned and click **OK**.

RFFlow also provides several ways to automatically align new objects in your chart. To align new shapes as you place them, click **Tools**, **Align**, and **Align New Shapes**. Click the **Help** button in the dialog box that appears for more information.

Spacing

RFFlow will uniformly space the shapes you have drawn in your chart. Vertical spacing is relative to the top object and horizontal spacing is relative to the leftmost object. They will not move. Follow these steps:

1. First, select the objects. You can select objects by drawing a selection rectangle around them, or holding down SHIFT or CTRL and clicking on them.

2. Click the **Space** button , or click **Tools**, **Space**, and **Space Existing Shapes.**
3. In the Spacing Shapes dialog box that appears, choose the spacing in grid units and choose either horizontal or vertical spacing. Then click **OK**.

RFFlow also supports spacing objects when you first place them on the screen. Click **Tools**, **Space**, and **Space New Shapes**. Click the **Help** button in the dialog box that appears for more information.

Sizing Individual Shapes

In RFFlow, shapes automatically size around the text. This automatic sizing ensures that the shapes are large enough for the text inside them. RFFlow also allows you to modify the size of shapes independently of the text.

One way to size a shape is to click on it with the left mouse button. Then drag the handles to make the shape larger or smaller. This will size the shape symmetrically. If you want to size it asymmetrically, hold down the SHIFT key as you drag a handle.

Another way to size a shape is to right-click on it, choose **Properties** in the pop-up menu, and click on the **Shape** tab in the Shape Properties dialog box. Then adjust the width and height of the object in the **Shape** tab. This method always sizes symmetrically.

Whenever you size a shape, the **Fixed** box will automatically be checked and this shape will no longer size around the text. It is a fixed size. You can switch the object back to sizing around the text by double-clicking on the shape and removing the check mark beside the word **Fixed** in the Edit Text dialog box.

Adjusting the Connecting Lines when a Shape is Sized

If you change the size of a shape, either by dragging the handles, or by adding more text to the shape, RFFlow will adjust the lines connecting to the shape so they continue to touch the edge of the newly sized shape. This is a useful feature and is normally left enabled in **Tools**, **Size**, and **Adjust Connecting Lines when Shape is Sized**.

Sizing the Entire Chart

To change the size of your entire chart, click **Tools**, **Size**, and **Size Entire Chart**. The Size Entire Chart dialog box that appears shows you the current width and height of your chart and allows you to increase or decrease the chart's size. There is also a **Fit Chart to Page(s)** button. Clicking this button will automatically fit the chart to a page or pages. If you are displaying one page, RFFlow sizes your chart to fit on that page. If you are drawing a chart that spans multiple pages, then the entire chart will be sized to fit on the pages displayed.

Global Changes

The items in this section describe changes you can make to a group of selected objects in your chart or changes you can make to the chart as a whole.

Add Crossovers

A crossover is a little bump in a line that shows that intersecting lines do not connect. Crossovers only work on lines that are perpendicular. The program will not add crossovers to curves or diagonal lines.
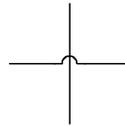
crossover

First draw the lines in your chart in the usual way without crossovers. Then you can add crossovers to intersections that you select, or you can add crossovers to your entire chart.

To add crossovers to certain lines in your chart, first select them by pressing the SHIFT or CTRL key down and left-clicking on all the intersecting lines, or draw a selection rectangle around an area of your chart. Both intersecting lines must be selected for the crossover to be added. Next, click **Tools**, **Global Changes**, and **Add Crossovers**. The Add Crossovers dialog box will appear. Choose **Selected lines** and click the **Add Crossovers** button. RFFlow will add a crossover to the intersection of all lines that were selected.

To add crossovers to all the lines in your chart, click **Tools**, **Global Changes**, and **Add Crossovers**. The Add Crossovers dialog box will appear. Choose the **All lines** option and then click the **Add Crossovers** button.

Crossovers are often used to show wires that are not connected. To show that intersecting wires are definitely connected, you can place a small black dot on each intersection. This object is located in the **Circles** stencils and its tooltip is "Connector."

Add Rounded Corners

You can change the corners of lines in your chart to be rounded instead of sharp. First draw your chart with regular sharp corners. Then click **Tools**, **Global Changes**, and **Add Rounded Corners**. The Add Rounded Corners dialog box will appear. You can choose to have this command apply to all lines or only lines that you have selected. Simply click the **Add Rounded Corners** button and the sharp corners will be replaced with rounded ones. This command affects only horizontal and vertical lines and does not change diagonal lines.

Change Properties

Just as you can right-click on a shape and change its properties, you can also select a group of shapes, right-click on any of them, and change the properties of all the shapes in the group.

1. Select a group of shapes by drawing a selection rectangle around them or holding down SHIFT and clicking on them. Click **Edit**, **Select All** to select the entire chart.
2. Right-click on any of the selected shapes and click **Properties** in the pop-up menu. The Change Properties of the Selected Shapes dialog box appears.
3. Go to the appropriate tab and make your changes. The changes will be made to all the selected shapes.

Tools, Miscellaneous Menu

Remove All but the Last Arrowhead

When drawing a line that turns corners, you are really drawing two or more line segments. Since in most cases you would want an arrow only at the end of the last segment, the default in RFFlow removes the arrows from all but the last line segment. Keeping this feature enabled speeds up the drawing of charts. This command can be turned on or off by clicking **Tools**, **Miscellaneous**, and **Remove All but Last Arrowhead**. The picture below shows line segments drawn with this command unchecked and checked.
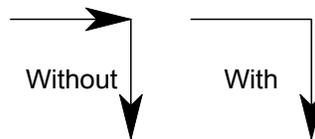
Without   With

Lines drawn without and with the Remove All but Last Arrowhead command enabled.

If the arrowhead has been removed from a line and you want it to show, right-click the line, click **Properties**, **Line and Color** tab, and check **Always show the arrow**.

Undo Levels

The Undo capability will undo the last changes to your chart. If you want to use less memory, you can make the Undo buffer smaller. To adjust the number of Undo buffers, click **Tools**, **Miscellaneous**, and **Undo Levels**.

8
Using RFFlow with Other Applications

RFFlow has several export and import capabilities. You can copy your chart into any Windows application like Microsoft Word or PowerPoint. You can save your RFFlow chart as a picture in numerous file formats. You can put your chart on the World Wide Web or e-mail it to others. You can import photographs and clip art pictures into your chart.

Copying Your Chart into Another Windows Application

Follow these steps to copy your chart into another Windows application:

1. Select the shapes you want to copy by drawing a selection rectangle around them or pressing the SHIFT key and clicking on them. To select the entire chart, click **Edit** and **Select All**.

2. Click **Edit** and **Copy**, or click the **Copy** button in RFFlow.

3. Switch to the destination application and click **Edit** and **Paste**, or click the **Paste** button . You can paste into any Windows application including another instance of RFFlow. To copy all or part of a chart from one RFFlow file to another, just run RFFlow twice and copy and paste between charts.

4. To edit the chart inside the destination application simply double-click it. RFFlow will open for you to do the editing.

Another way to copy your chart into another Windows application is to select part or all of the chart in RFFlow, hold down the CTRL key, and drag it into the destination application. If you just drag the chart without pressing the CTRL key, then you are moving the chart instead of copying it.

Besides copying a chart from RFFlow into another Windows application, you can start drawing a chart when you are in that other Windows application. For example, suppose you are running Microsoft Word and want to create a new chart to be a part of your document. Move the cursor in Word to the point where you want the chart to

appear. In Word, click **Insert** in the main menu and **Object** in the drop-down menu. The Object dialog box will appear. Scroll until you find the words **RFFlow Chart** and click on those words. Then click **OK**. RFFlow will run and you can draw the chart. When you exit RFFlow you go back to Word with the chart being a part of Microsoft Word. To edit the chart, double-click on it in Word. RFFlow will run for you to do the editing.

RFFlow supports OLE, Object Linking and Embedding, as an OLE server. The Windows application into which you paste RFFlow is called the client. The client is often a word processor, but can be any other Windows application.

So far, we have talked about embedding. Copying and pasting, or dragging, or starting to draw a chart in a client application, embeds your chart into that client application. For example, if you paste a chart into Microsoft Word, the chart is now embedded in Word and is part of the Word file.

Besides embedding, you can also link a chart to a client document. With embedding, the document file will contain all the information needed to display and edit that chart. Essentially, the RFFlow file becomes part of the document file. With object linking, the information needed to edit the chart stays in the RFFlow file. The document file only contains the name and location of the RFFlow file that has been linked and enough information to display the chart. You can edit both embedded and linked RFFlow charts by double-clicking on the chart in the document.

The significant feature of linking is that it allows several client documents to refer to the same RFFlow chart. Any changes in the linked chart will result in changes to the chart in all the linked documents. You could have several Microsoft Word documents all containing the same chart. If you change the chart, it will change in all these documents automatically. The only downside to object linking is that the documents become less portable because the chart is not part of the document file. If you move the documents to another computer, you also have to move the RFFlow file to be able to edit the chart. If you do not move the RFFlow file, the chart will still appear in the documents, but it cannot be edited.

To link a chart into Microsoft Word:

1.   The RFFlow chart must have a filename. Click **File** and **Save As** to name your chart.

2.   Select all or part of your chart in RFFlow. See Chapter 7 for information about selecting objects.

3.   Click **Edit** and **Copy**, or click the **Copy** button in RFFlow.

4.   Switch to Microsoft Word and click the **Home** tab, **Paste** and then **Paste Special**. In older Word versions, click **Edit**, **Paste Special**.

5.   Click **Paste Link:** and **RFFlow Chart Object**. Click **OK**.

You can link to other Windows applications with the same procedure. To edit the chart, double-click on it in the client application.

More information about linking and embedding with specific applications like Word 2010, 2013, or 2016, RFFlow Help. For example, click **Help** in the main menu of RFFlow, **RFFlow Help**, **Index** tab, type in "Word 2016", and click the **Display** button.

Saving Your Chart as a Picture

You can save your RFFlow chart as a picture in many different file formats. These include .bmp, .gif, .jpeg, .png, .tif, .wmf, .emf, .jpg, .html, .htm, .eps, and .plt. More formats will be added in the future. To save your chart as a picture, follow these steps:

1.   Click **File** and **Save As**.

2.   In the Save As dialog box, choose the type of file in **Save as type:**.

3.   Type in the new filename near the words **File name:**.

4.   Click the **Save** button.

If you want to save only part of your chart as a picture, select that part and then follow the steps above. To save as .eps or .plt, click on **Help** in the main menu of RFFlow, **RFFlow Help**, **Index** tab, click .eps or .plt, and click **Display**.

You can save RFFlow charts to Adobe PDF files. This requires that you have Adobe Acrobat 6 or higher running on your computer. You simply open a chart in RFFlow and print the chart to the Adobe PDF printer. See the RFFlow in-program Help for more information.

Putting RFFlow Charts on the Web

To save your chart as a Web page, you would save as .html or .htm. For complete instructions, click **Help** in the main menu of RFFlow, **RFFlow Help,** the **Index** tab, and click .html. Then click the **Display** button. The help information can be printed by clicking **Options** and **Print Topic**.

E-mailing Your Charts

You can e-mail your RFFlow charts by attaching the .flo files. The recipients simply double-click the attached flowcharts to open the files if they have RFFlow. If the recipients are not RFFlow users, they can download the free trial version of RFFlow from www.rff.com. It works as a free viewer. The trial will open any size chart and has no time limit. Another way to e-mail your RFFlow charts is to save your charts as PNG or GIF files and attach them to the e-mail. All computers can open PNGs. Another way is to copy and paste your chart into Word and attach the Word .doc file to your e-mail. If you have Adobe Acrobat, you can print the RFFlow chart to the Adobe PDF printer and then attach the PDF file to your e-mail.

Inserting or Pasting Pictures into RFFlow

If you have a picture saved as a file, you can easily add it to your RFFlow chart. An example would be inserting a photograph taken with a digital camera. Click **Insert** in the main menu of RFFlow and **Picture From File**. RFFlow will allow you to insert file extensions of .gif, .ico, .jpeg, .jpg, .png, .tif, .bmp, .emf, .wmf, and more.

The World Wide Web has an enormous number of pictures that may be useful in your charts. Just right-click on a picture and left-click **Copy**. Switch to RFFlow and click **Edit**, **Paste**. However, it should be noted that your RFFlow files will be smaller if you use **Insert**, **Picture From File** rather than **Paste**.

You can also paste pictures into your RFFlow charts from clip art programs, from other Windows drawing programs like Paint, or from the clip art that comes with Microsoft Office. Basically, select the picture and click **Edit**, **Copy**. Then switch to RFFlow and

click **Edit**, **Paste**, or click the **Paste** button . With Microsoft Office clip art, first insert the picture into Word. Then right-click on it and left-click **Copy**.

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Printing Your Chart

To set up or choose a printer, click **File** in the main menu of RFFlow and **Print Setup** in the drop-down menu.

You can choose the paper orientation for the chart you are printing by clicking the **Orientation** button in the main screen. This button shows you the current orientation.

To print your chart, click **File** in the main menu and **Print** in the drop-down menu, or click the **Print** button in the toolbar. After choosing the parameters you want, click **Print** in the dialog box and the print preview screen will appear.

The print preview screen allows you to make the following adjustments:

- Click **Center Chart** to center the chart on the page. If you need to center the chart on a page-by-page basis, do that in the main screen and not in print preview.

- Drag the chart to a new location if you want to move it on the paper.

- Click on the pages you do not want to print. Clicking once removes the page from printing. Clicking again will add the page back in. Blank pages are not printed.

Click **OK** in the print preview screen to print your chart. Pages are printed from top to bottom, starting with the upper left page.

For information about printing to a file, click **Help**, **RFFlow Help**, and the **Index** tab. Type in "print to file" and click **Display**.

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Keyboard Shortcuts

Main Screen

Copy	CTRL + C
Cut	CTRL + X
Delete	Select objects and press the DELETE key
Duplicate objects	CTRL + drag object or objects
Find	CTRL + F
Full Screen	F9, ESCAPE restores the toolbars
Gridlines, show or hide	CTRL + G
Help	F1
New	CTRL + N
Open	CTRL + O
Paste	CTRL + V
Print	CTRL + P
Redo	CTRL + Y
Refresh	F5
Repeat Last Find	F3
Replace	CTRL + K
Save	CTRL + S
Selecting Objects	SHIFT + left-click or CTRL + left-click
Select All	CTRL + A
Shape Properties	F8
Stencils, show or hide	F10
Undo	CTRL + Z
Zoom In	CTRL + Q or hold the right button down and left-click
Zoom Out	CTRL + D or hold the left button down and right-click

Entering Text

Align text left	CTRL + L
Align text right	CTRL + R
Bold	CTRL + B
Center Text	CTRL + E
Help	F1
Italic	CTRL + I

OK button	CTRL + ENTER
Tab	TAB
Underline	CTRL + U

Moving the Cursor

Move cursor down one line	ENTER
Move cursor to left of line	HOME
Move cursor to end of line	END
Move cursor to start of text	CTRL + HOME
Move cursor to end of text	CTRL + END

Selecting Text

- SHIFT + arrow keys to select characters
- Drag the mouse over the text
- Click the mouse to the left of a line of text to select the line
- Drag the mouse to the left of some lines to select those lines
- Double-click on a word to select the word
- SHIFT + END to select the text from the cursor to the end of the line
- SHIFT + HOME to select the text from the cursor to the start of the line

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