



Pick tool – used to select items on the screen, <Shift> click to add items to a group of items selected. Click and drag a window to select all items in that window but beware of picking up and dragging objects around the screen, you need to click a blank area of the screen when dragging a window around objects.



Zoom tool – draw a rectangle on the screen and you will zoom in to the window you draw. We tend to use the mouse wheel to zoom in and out though rather than drawing a window to zoom.



Zoom all – just fits everything in the document on your screen. We usually use the shortcut key for this – default is F4



Import memorials and designs – used to bring in templates and designs. <Ctrl> click to change the default location opened. In the top right of the pop-up window you can search the folders shown to find designs (e.g. roses)




Text editor – there is a separate section on this tool as it is one of the most commonly used tools but also one of the more complex to use. <Ctrl> click to load new fonts into the system.



Mirror - copies designs, flower containers etc to the other side of the memorial



Mirror objects – mirrors objects in situ, a similar feature is available on the top menu if you have an object selected with the pick tool 



Centralise objects – this will centre multiple objects together, objects will be centred with the last selected object (assuming you used the shift key to select multiple objects).



Centre on the stone - Place the selected objects centrally on the stone. This only works if you haven't moved the stone and doesn't usually work on memorials like books. This does not centre the objects to each other, it treats all the objects as one group and moves the group to the middle of the stone





Import vase – Imports a standard flower container, there are 4 options in total: click, <ctrl> click, <shift> click, <ctrl><shift> click. By default a “side on” view of the container is a standard click and the top down view is <ctrl> click



Import flowers – Flowers are imported on the back of the page (it makes sense if you imagine that they are being placed in a vase similar to the “Import vase” thumbnail) After loading, bring them to the front using the “to front of page” button at the top:



Import portrait – Same as import vase and flowers, you can have 4 different options by pressing the <ctrl> and <shift> keys whilst clicking this button.



Fill gold – we use this (and the fill silver) to fill lettering and straight blasted designs. You can also use it to fill flower containers but the automatic gold fill when you click the granite fills looks better as it leaves “holes” in the container lids



Fill Silver – see above



Add perspective – gives the impression of text and designs blasted into splay bases or desks



Add background – imports a background to the design layout. We use the background to include standard disclaimers and a place for customers to approve the drawings. There are 4 options for the background (accessed by pressing the <ctrl> and <shift> keys) and each option has both a vertical and horizontal layout.



Bold object – this button should be the last thing you do before sending a proof to a customer. You can <ctrl> click the button to set the amount of bold you wish to add or remove. <shift> clicking the button will reduce the weight of the letter, normal click will increase the weight of the letter. Once you have clicked this button you will not be able to edit the text using the text editor so we take a copy of the whole design and place it onto a separate page prior to increasing or decreasing weights. On that page we will annotate the text with how much we had to bold it or reduce it so we can then make changes to the lettering without having to redo it all again.



**B**



Shape tool – this tool can be used to amend the shape of objects. It's action depends on the type of object that you have selected to there is a more detailed explanation of it's use on a separate document



Drawing tool – when you click and hold this button you get a flyout menu with different tools on it, all of which are used to draw lines and shapes on the screen. We tend to use the Bezier Curve tool and the 2-point line tool to draw memorials and designs onto the screen. A more detailed explanation of this tools is found in a separate document



Rectangle tool – used for drawing rectangles, press the <ctrl> button whilst drawing rectangles to draw squares, press <shift> whilst drawing to create objects that centre on the centre on the starting point rather than having a corner on the starting point.



Granite fill picker – will fill objects in a specific colour shade that is translated to different types of granite finishes, only really used when you are creating your own memorial shapes

**A**


Text tool – we use this to annotate the drawings where necessary

# Tips and Tricks

## Order we do things

Learning any new system is a challenge so to help with the process we have tried to make the system as straight forward to use as we could. For a standard memorial layout the left hand menu will provide most if not all the tools you will require to do the layout. The menu is laid out so you work from the top to the bottom of the options and by the time you reach the add background button you will have completed the layout ready for granite fills.

There are a few things along the way that will help though:

- Always start with the memorial shape, this is the template on which you are drawing so much like you wouldn't start drawing on the table without putting a piece of paper down first, you always need a memorial shape to put your text and designs onto.
- If the memorial has a different base or kerbset added to it then do that straight away – it's easier to break apart the memorial (shortcut key is <ctrl> u [for ungroup]) at the start to remove / replace bases when there is no text on the stone. I will usually group the memorial back into one group once I have amended the base so that it is then all treated as one object.
- The last thing I do before creating the final proof would be to amend weights if required. Once you click the Bold Object button then any text is converted to curves and therefore the text editor tool cannot find the text and allow you to change it. In these situations we would copy the entire contents of the first page into a new page. It's easy to do: <ctrl> a (to select everything), <ctrl> c (to copy it into the clipboard), click the plus symbol next to the page tab at the bottom of the screen  to create a new page and then finally <ctrl>p (to paste the contents of the clipboard onto the new page). Once you have the contents on a new page you can return to the original page and amend the weights of the letters, making a note of how much you amended them by on the second page. If the customer then changes their mind on the inscription you can amend the text on page 2, take a copy of it and move it to the original page and then amend the weights as per your notes.

## How to create and break apart groups and why we use them

If you select multiple objects and then press <ctrl> g (for **g**roup) then the objects will be grouped together and can then be treated as one object. If you have a group of objects selected then you can break the group apart by pressing <ctrl> u (for **u**ngroup).

The text editor tool will only “find” text on the design that is not in a group so if you have a book with text on both sides of the pages you may find it’s easier to deal with each page separately by grouping the text on one side of the page which will then mean that the text editor will only show you the text on the other (ungrouped) side of the page.

You can drill into groups by clicking the <ctrl> button whilst clicking the object you are trying to select. This is really important in 2 specific circumstances:

- If you are wanting to amend a picture that has been “docked” into a ceramic portrait you need to click <ctrl> to drill in to select the picture and adjust it
- If you need to change the text on the background (e.g. add an order number) then <ctrl> click until just the line of text is selected and then double click that line to edit it (or click the text tool once the single object is selected **A**)