1   Introduction

MyDraw is a powerful, yet easy to use diagram software. It provides a large selection of shapes, formula based engine like in Microsoft Visio, a lot of automatic layout algorithms and many other features. The following list outlines the main features of MyDraw in more details:

- **UI**
  - Library browser
  - Pan and zoom view
  - Drawing view with different view modes
  - Rulers
  - Guidelines
  - Predefined UI themes:
    - Windows 8
    - Windows 7 Aero
    - Windows XP
    - Mac OS El Capitan
    - Mac OS Lion
    - Nevron Light
    - Several windows classic themes
  - A "New Drawing" dialog with a large set of drawing templates to choose from
- **Document**
  - Multiple pages
  - Large number of predefined shapes
  - Grouping and ungrouping of shapes
  - 1D and 2D barcodes
  - Measurement units and scaling
  - Formulas
- **Interaction**
  - Rotation, scaling and moving of shapes and groups
  - Many tools such as pointer tool, rectangle tool, ellipse tool, geometry tool, pan tool, etc.
  - Snap and glue
  - Spacing and positioning of shapes
  - Automatic layouts and routing
  - Shape protections
  - In place editing and formatting of texts
  - Tooltips and clickable hyperlinks for shapes and groups
- **Printing**
  - Print dialog with settings for page size, margins and layout mode
  - Ability to exclude certain shapes and groups from printing
- **Formats**
  - Native MyDraw XML and binary based formats
  - Native MyDraw XML template format

- Visio Drawing (VSDX) import and export
- Import of map data from ESRI shapefiles (SHP)
- Import and export of genealogical data in GEDCOM format (GED), for example: family trees
- Raster image export: bitmap (BMP), JPEG, PNG
- Vector image export: SVG
- PDF export

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2   Licensing

Online Activation

Activate MyDraw Product Licenses

If you have purchased a license for MyDraw, you can activate it as follows:

1. Launch MyDraw and create a new blank drawing
2. Click the **File** menu and then **About**
3. Enter the username (e-mail) and password of your MyDraw account
4. Click the **Activate** button to activate the software
5. Restart MyDraw for changes to take effect

Revoke or Transfer MyDraw Licenses

At any time you can transfer you license to another computer by deactivating it first on your current computer and then activating the license on the new computer following the above procedure. To deactivate your license on your current computer, do the following:

1. Launch MyDraw and create a new blank drawing
2. Click the **File** menu and then **About**
3. Enter the username (e-mail) and password of your MyDraw account
4. Click the **Deactivate** button to deactivate the software
5. Restart MyDraw for changes to take effect

After deactivating a license on one computer, you will be able to activate it on another computer.

Local Activation

If the computer you have installed MyDraw on doesn't have an Internet connection, you can activate MyDraw locally by doing the following:

1. Click the **File** menu in MyDraw's ribbon and then click **About**.
2. Click the **Local License** button
3. Click the **License** button and you'll be redirected to the purchase page from where you can purchase a license.
4. Use the **Copy Machine Id** button of the About dialog to copy your machine ID. Then paste it in an email, send it to sales@mydraw.com and we'll respond with a license key.

After you receive a registration code click **File** -> **About** -> **Local License** and in the dialog that opens, perform these steps:

1. Press the **Add…** key.
2. Enter (or copy / paste) the license key you obtained from Nevron.
3. Press **OK**.
4. Press **Close**.

That's it, you have successfully applied the license key to MyDraw.

3   Version History

Version 2.3.1 (May 2018)

- Visio export improvements
- UI improvements and bug fixes

Version 2.3.0 (May 2018)

- All non-native file formats moved to **Import** and **Export** menu items
- Visio import and export improvements
- Import of flowcharts from Excel data
- UI improvements and bug fixes

Version 2.2.0 (April 2018)

- Bookmarks of drawing view position and zoom level
- Presentation mode
- Check for updates and auto update
- Tagged Image File Format (TIFF)

Version 2.1.1 (March 2018)

- Bug fixes and stability improvements

Version 2.1.0 (March 2018)

- Improved print preview and printing
- Support for connector splitting when dropping a 2D shape on a connector
- Drawing documents now store which libraries were opened when they were last saved
- Visio export improvements
- Added German translation of the user interface

Version 2.0.3 (February 2018)

- Contextual help in property editors
- Improved support for high resolution displays (WQHD, 4K Ultra HD, etc.)
- Improved support for multi-monitor environments

Version 2.0.2 (January 2018)

- Support for Windows XP (.NET Framework 3.5 should be installed)
- Visio import improvements
- UI improvements and bug fixes

Version 2.0.1 (December 2017)

- Mini toolbar added to context menu
- Bug fixes

Version 2.0.0 (November 2017)

- New file formats:
  - AutoCAD (DXF) export
  - Visio 2003-2010 Drawings (VSD, VDX)
  - Visio Stencils (VSSX)
  - Visio 2003-2010 Stencils (VSS, VSX)
  - Enhanced Metafiles (EMF)

- New shape libraries
- New drawing templates
- Autosave
- Multi-monitor support
- UI improvements and bug fixes

Version 1.0.1 (June 2017)
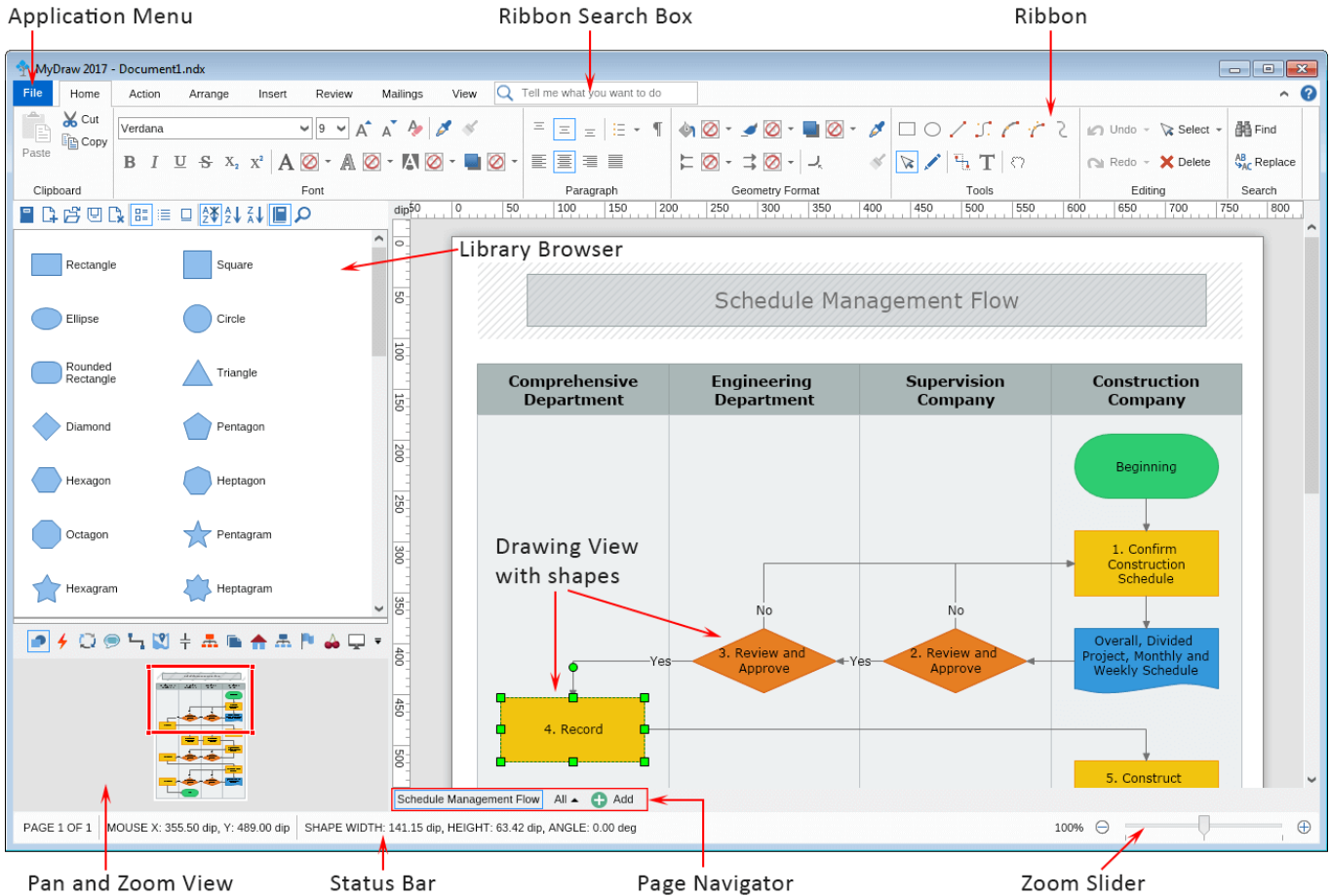
- UI, stability and performance improvements
- Bug fixes

Version 1.0.0 (May 2017)

- First version of MyDraw

4 User Interface

4.1 UI Overview

The following image shows the main parts of MyDraw's user interface (UI):

- **Drawing View** - this is the area in which you can create your diagrams
- **Library Browser** - lets you quickly insert shapes into the drawing view using drag and drop
- **Pan and Zoom View** - presents a small preview of the drawing document and can be used to quickly move to another area of the document
- **Ribbon** - contains a set of buttons, menus, combo boxes and other command controls organized logically in groups and tabs that let you manipulate the diagram, add, arrange and style shapes and so on
- **Ribbon Search Box** - lets you quckly search for and execute a command
- **Page Navigator** - lets you add more pages to your drawing document, name, delete or edit them and switch between them
- **Zoom Slider** - lets you quickly zoom in and out the drawing view
- **Status Bar** - shows useful information about the current selection and the mouse pointer location

4.2   New Drawing Dialog

The New Drawing dialog is shown when you start MyDraw and lets you quickly create a blank new drawing or create a drawing based on a drawing template.
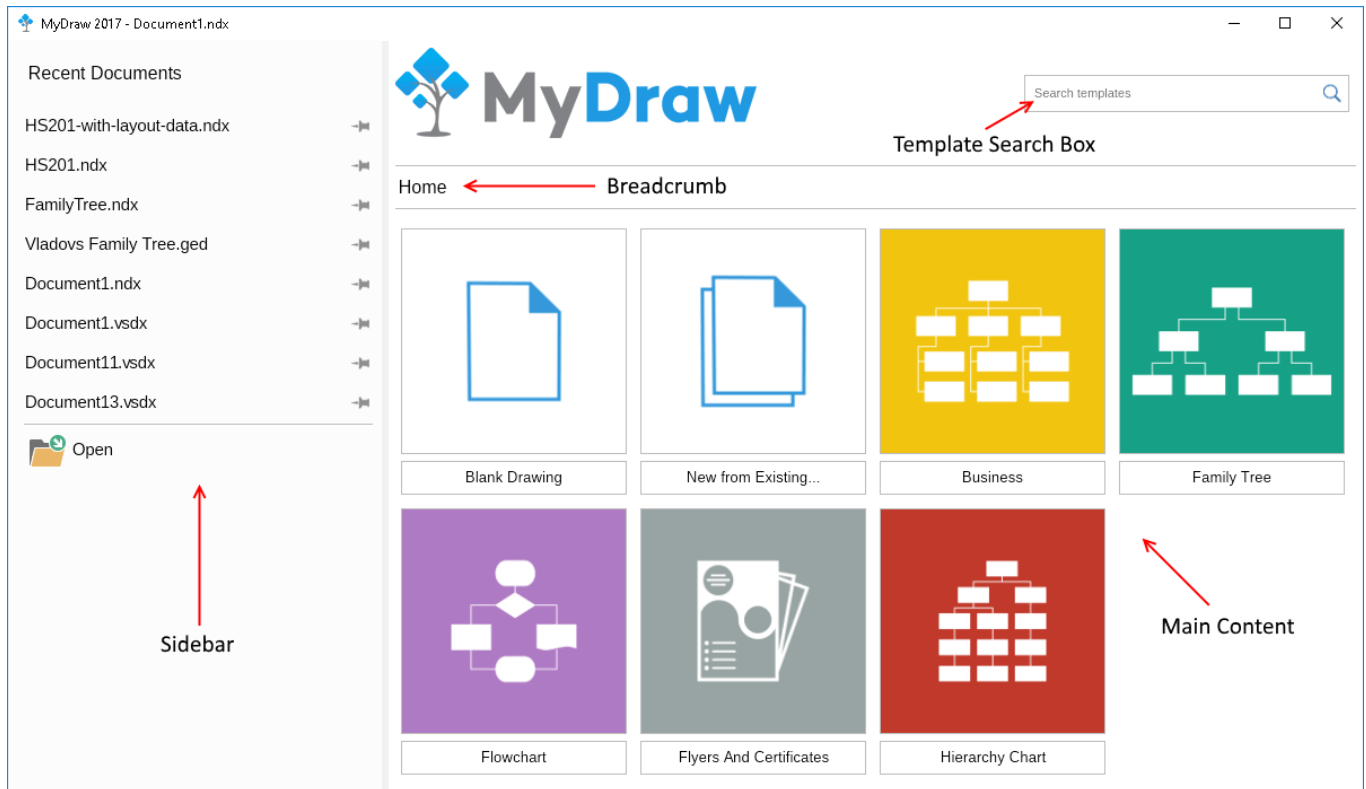
The dialog consists of two main parts:

Sidebar

The sidebar is placed at the left side of the New Drawing dialog and lets you open one of the recently opened drawings. You can also pin/unpin and remove drawings from the recent documents list. Below the list of recent documents you will find an **Open** button that lets you browse to a drawing of your choice and open it in MyDraw.

Main Content

The main content of the New Drawing dialog lets you create a blank new drawing or create a drawing based on a template and consists of the following widgets:

- **Template Search Box** - lets you search for a drawing template by name. Simply start typing in the search box and you will see a list of matching templates. To open any the templates in the list, click it with the left mouse button or select it with the arrow keys and press **Enter**.
- **Breadcrumb** - lets you go back to a parent category in the list of templates.
- **Template Picker** - lets you select a drawing template to open in MyDraw. At the root level of the template selector you can also select the "Blank Drawing" option to create a blank new drawing or the "New from Existing..." option to create a new drawing based on an exsiting one. The other items in the template picker are template categores. If you click any of them, the category will open and you will see its templates and sub categories.

4.3   Drawing View

The drawing view is the area in which you create your diagrams. To help you position shapes more precisely it shows a grid and rulers by default. The view also aids you by providing snapping behavior to grids, rulers and guidelines.

Guidelines are vertical or horizontal lines you can use to align shapes to. To create a guideline simply drag the horizontal or the vertical ruler towards the drawing view. If you want to center the guideline in the page, right click it and select **Center in Page**.

You can show and hide different elements of the drawing view as well as to control its zooming mode through the **View** tab page of MyDraw's ribbon:
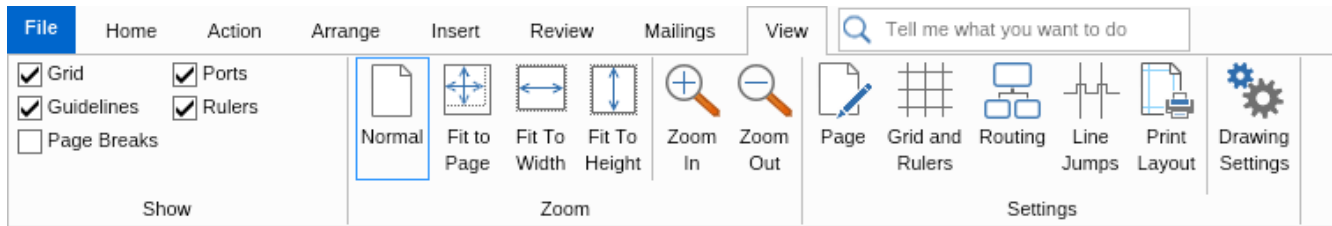
Show Ribbon Group

The **Show** ribbon group lets you toggle the visibility of the different elements such as grid, guidelines, ports, rulers, etc. The following image illustrates the elements you can show or hide using the check boxes of the **Show** ribbon group:
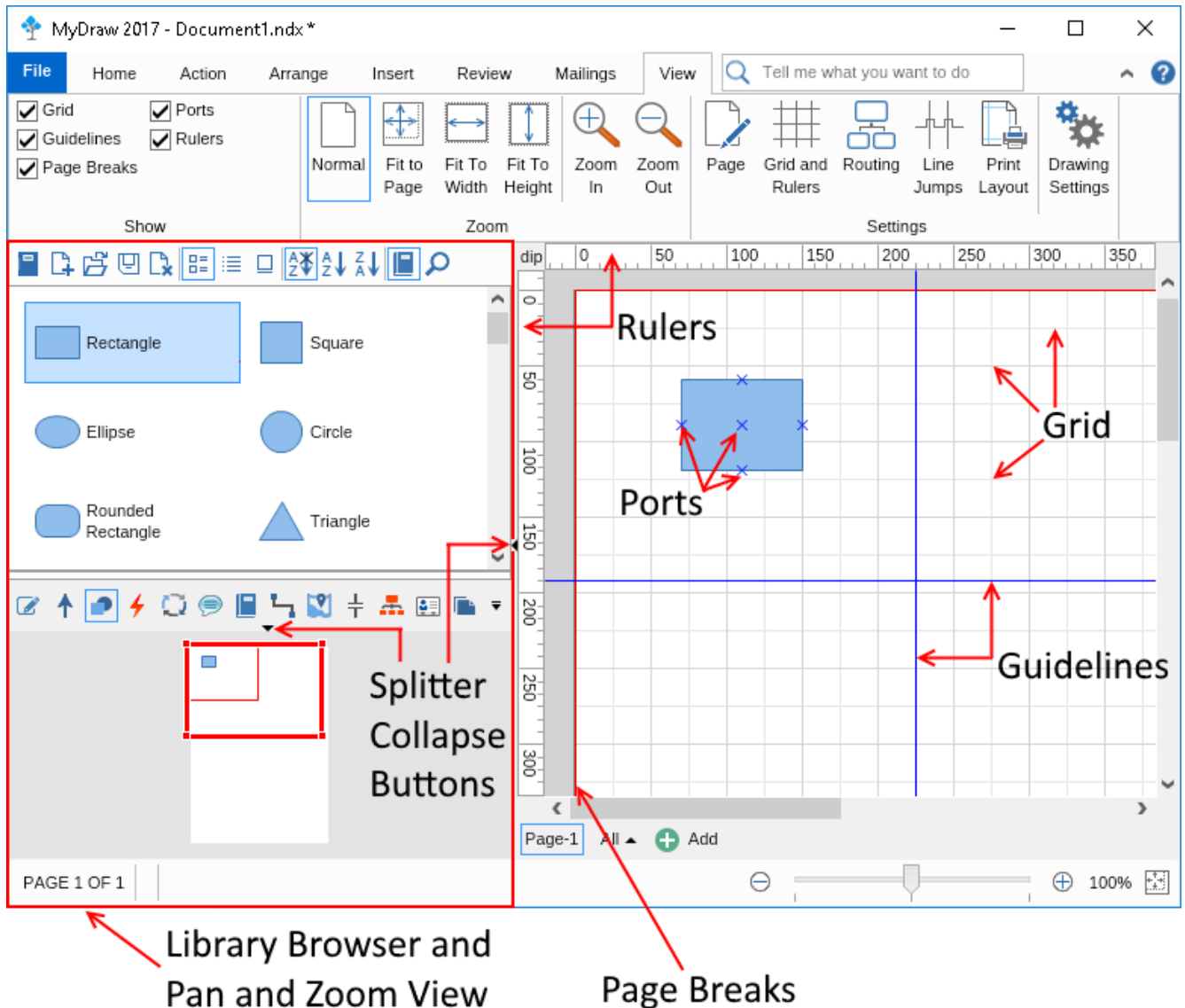
You can use the Splitter collapse buttons to collapse and expand the splitter pane and the library. MyDraw saves these settings, so the splitter positions you set will be applied again the next time you start MyDraw.

Zoom Ribbon Group

The **Zoom** ribbon group lets you change the zoom mode of the drawing view to one of the following:

- **Normal** - in this mode the drawing view zoom factor is not automatically calculated
- **Fit to Page** - the drawing view is automatically zoomed in or our so that a whole page is shown in the available area
- **Fit to Width** - the drawing view is zoomed so that the whole width of the current page is visible
- **Fit to Height** - the drawing view is zoomed so that the whole height if the current page is visible

You can use the **Zoom In** and **Zoom Out** buttons to zoom in and out the drawing view respectively. Alternatively you can use the mouse wheel while holding with the **Ctrl** keyboard button or the following keyboard shortcuts:

- **Zoom In** - Ctrl + "+"
- **Zoom Out** - Ctrl + "-"
- **Zoom to 100%** - Ctrl + "0"

The keyboard shortcuts for zooming are identical to those of most modern web browsers, which makes them easy to remember.

Settings Ribbon Group

The **Settings** ribbon group contains 5 buttons. When clicked each of them displays a dialog for editing the properties of the object it's associated with:

- **Page** - edits the properties of the active page. For more information check out the Page Settings topic.
- **Grid and Rulers** - edits the properties of the grid and the rulers.
- **Routing** - configures the routing manager and the routing settings.
- **Line Jumps** - edits the line jumps settings.
- **Print Layout** - edits the print layout settings.
- **Drawing Settings** - configures the whole drawing.

4.4 Library Browser

The library browser is a navigation bar which contains several sets of shapes, called libraries. You can drag and drop any shape from the library browser to the drawing view in order to add shapes to the diagram and vice versa - you can drag and drop shapes from the drawing view area to the currently selected library to add them to that library to reuse them later on. Once you've dropped the desired shape in the drawing view of MyDraw you can then customize it using the ribbon, or the context menu. To show the shapes of another library simply click its icon in the library browser.

Library Browser Parts

The following image illustrates the parts of MyDraw's library browser.
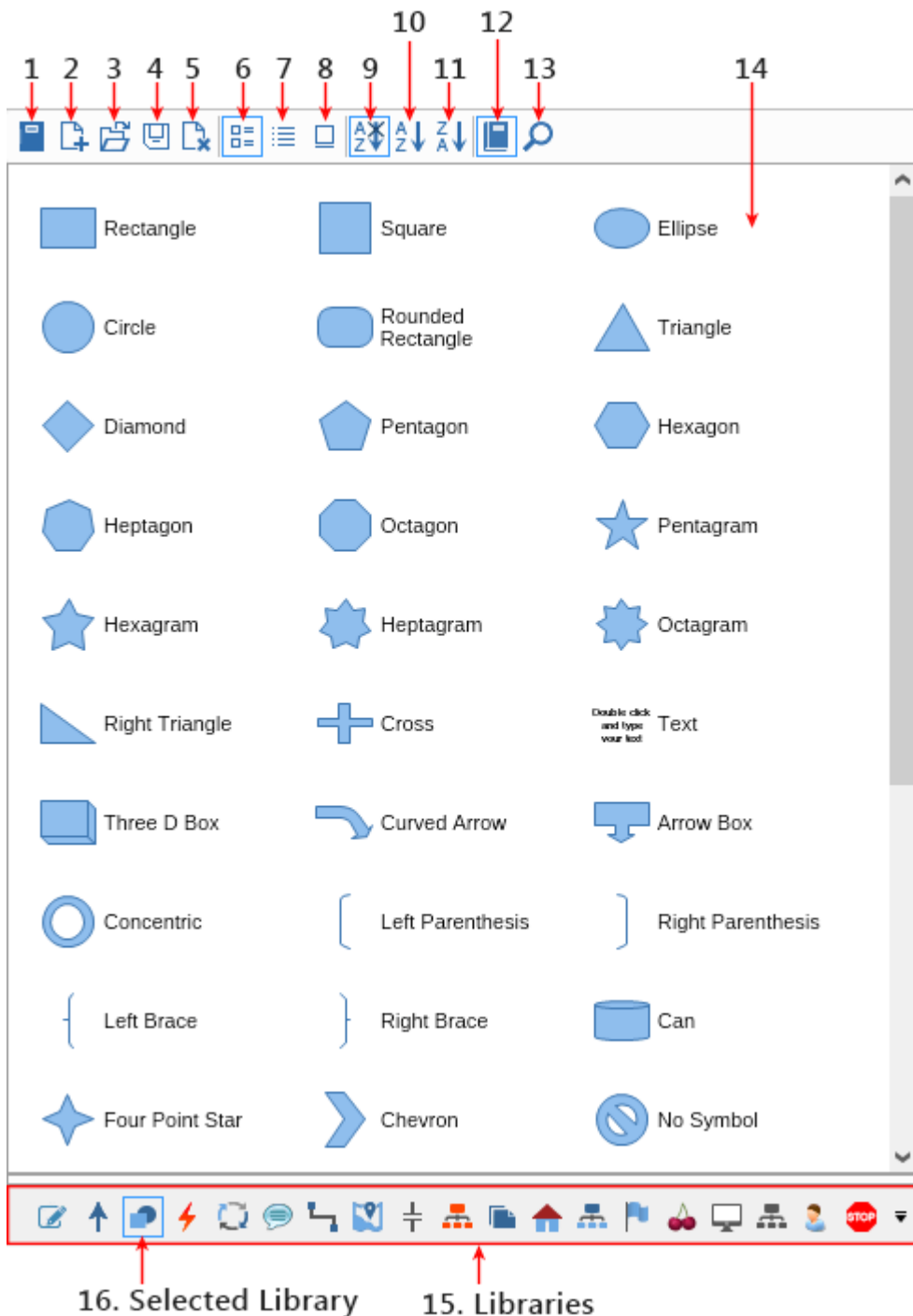
The numbered parts are the following:

1. **Predefined Libraries** button - lets you quickly open and close one or more of the predefined libraries
2. **New Library** button - lets you create a library of your own. When you click this button, a dialog in which you can enter the name and the author of the new library will open. When ready click **OK** and a new library will be added to the library browser. You can drag and drop any shape from the drawing view to this new library view and it will be added to it. You can use buttons 3 and 4 in the toolbar of the library browser to load and save libraries.
3. **Open Library** button - opens an existing library from file.
4. **Save Library** button - saves the currently selected library to file.
5. **Close Library** button - closes the currently selected library.
6. **Icons View** button - switches the library browser to icons view.

7. **List View** button - switches the library browser to list view.
8. **Thumbnails View** button- switches the library browser to thumbnails view.
9. **Default Display Order** button - shows the library shapes in the order they are defined in the library.
10. **Text Ascending Display Order** button - sorts the library shapes by their text in ascending order.
11. **Text Descending Display Order** button - sorts the library shapes by their text in descending order.
12. **View Libraries** button - switches the library browser to library view mode.
13. **Library Search** button - switches the library browser to library search mode. In this mode you can enter one or more characters and the library browser will show you all shapes that match them. You can also configure the type of the search using the "Match Mode" combo box and the "Case Sensitive" check box.
14. **Library View** - contains the shapes of the currently selected library.
15. **Libraries** toolbar - contains the currently opened libraries. The names of the the libraries are shown as a tooltip when you hold the mouse cursor for a short time over the icon of a library.
16. **Selected Library** - indicates the currently selected library.

Predefined Libraries
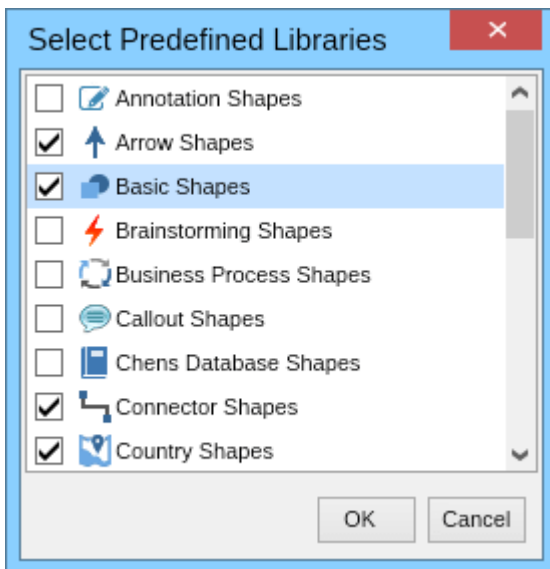
Most of the drawing templates come with several opened predefined libraries. If you want to open or close more of the predefined libraries, click the **Predefined Libraries** button (item 1 in the "Library Browser Parts" section). A dialog with all available predefined libraries will open (see the screenshot on the left).

Check the predefined libraries you want to be opened, uncheck the ones you want to be closed and when ready click the **OK** button.

Search Shapes
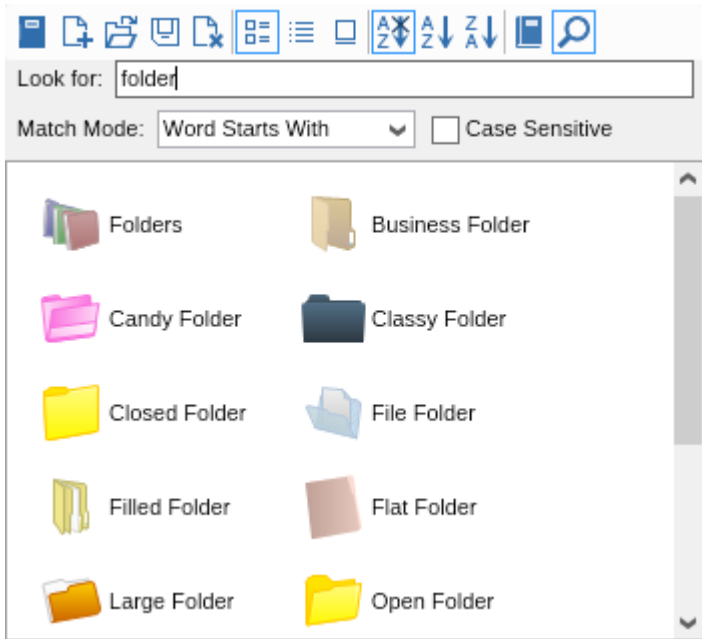
The **Library Search** button (item 13 in the "Library Browser Parts" section) switches the library browser to library search mode. Enter several characters in the "Look for" text box and MyDraw will show you all shapes from the currently opened libraries whose names contain these characters. If you want the check to be case sensitive, check the **Case Sensitive** check box.

You can also choose between one of the following matching modes:

- **Contains** - matches all shapes whose name contains the entered characters
- **Starts with** - matches all shapes whose name starts with the entered characters
- **Word Starts with** - matches all shapes whose name contains a word that starts with the entered characters
- **Ends with** - matches all shapes whose name ends with the entered characters
- **Word Ends with** - matches all shapes whose name contains a word that ends with the entered characters
- **Contains Any Word** - matches all shapes whose name contains a word starting with one of the words of a given substring and orders the matched shapes by the number of matched words
- **Contains All Words** - matches all shapes whose name contains all of the entered words

4.5   Pan and Zoom View

You can use the Pan and Zoom view to jump to a different location of the drawing view or to zoom it in or out. To move across the drawing view simply drag the pan and zoom view rectangle with the left mouse button. If you resize this rectangle using the tracers at its corners, then the drawing view will zoom in or out.

The following image demonstrates how to use the **Pan and Zoom View** to set the visible area of the drawing view. Note how the visible area of the drawing view matches exactly the red rectangle of the **Pan and Zoom View**.
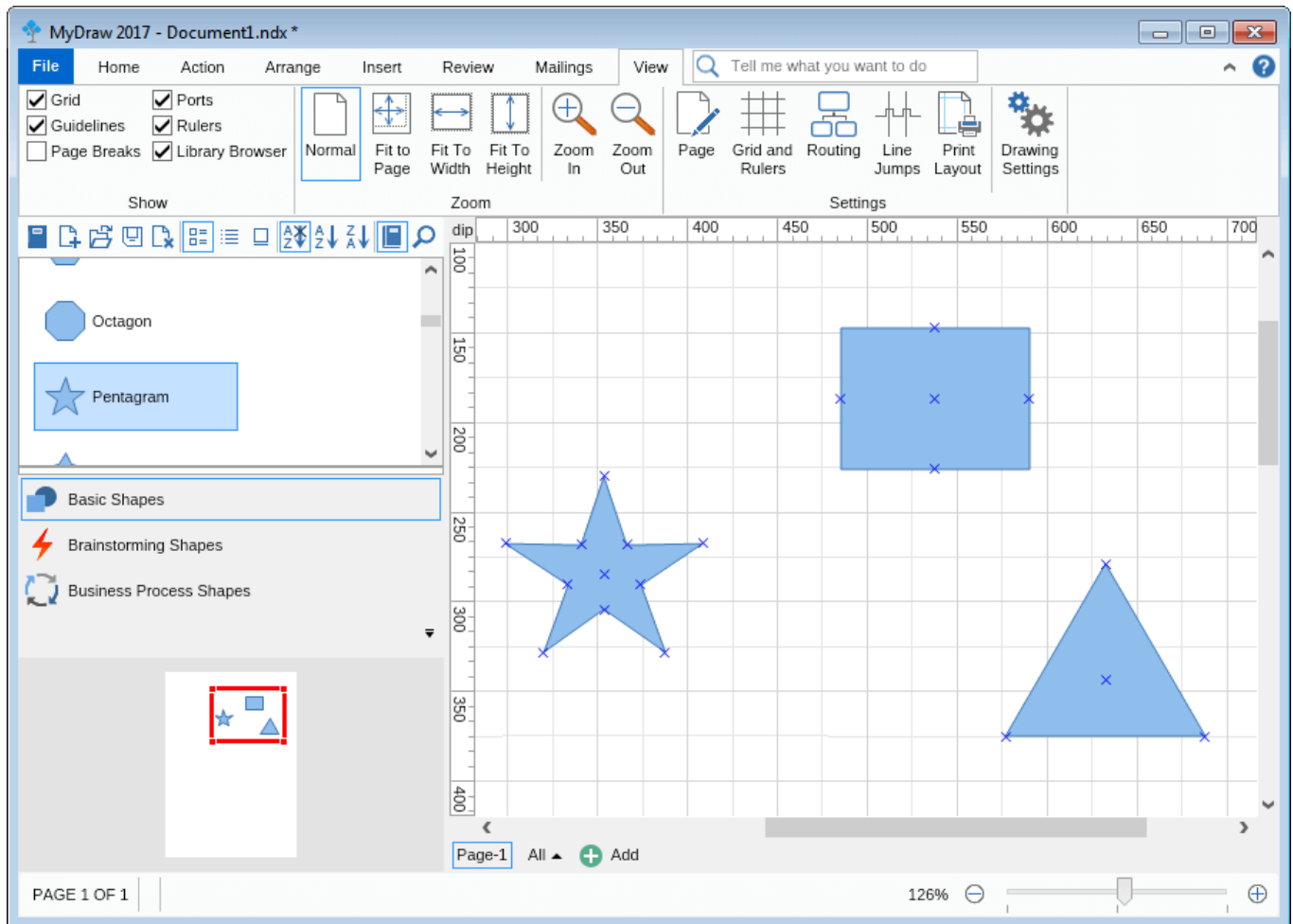
4.6   Page Navigator

The page navigator lets you add, remove, rename and edit pages to your diagram documents and navigate through these pages.
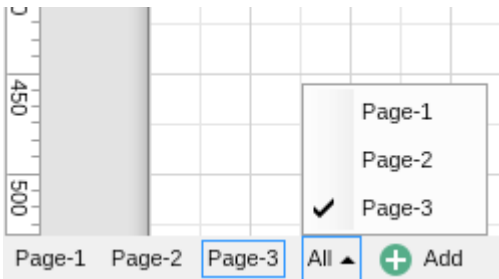
To add a page, click the **Add** button. You can then click on the button associated with a given page to navigate to it. The button **All** shows a menu with all pages of the current document, so you can easily switch to the desired page.

To rename a page, right click it and select **Rename** from the context menu.

To delete a page, right click it and select **Delete** from the context menu.

To create a duplicate (i.e. an exact clone) of a page, right click it and select **Duplicate** from the context menu.

To edit the properties of a page, right click it and select **Page Properties** from the context menu.

The button **All** shows a menu with all pages of the current document, so you can easily switch to the desired page.
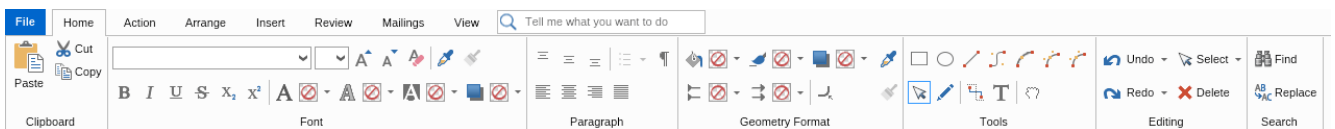
4.7   Ribbon

- **Home Tab Page**
- **Action Tab Page**
- **Arrange Tab Page**
- **Insert Tab Page**
- **Review Tab Page**
- **Mailings Tab Page**
- **View Tab Page**
- **Application Menu**

💡 Each command item in the ribbon has a tooltip, which contains information about the command and its keyboard shortcut (if any), so when in doubt about what a given command does, simply move the mouse pointer over it and wait a second for the tooltip to show up.

Home Tab Page

The **Home** tab page is the default page of the diagram ribbon.

As the image above shows the **Home** tab page is organized into the following ribbon groups:

- **Clipboard** - lets you cut or copy the currently selected shapes. When there are compatible objects in the clipboard you can also use the **Paste** button to paste them in your diagram.
- **Font** - lets you control the font, size and appearance of the text of the currently selected shape.
- **Paragraph** - lets you specify the text alignment of the currently selected shape.
- **Geometry Format** - lets you control the fill, stroke, shadow and corner rounding of the currently selected shape. For 1D shape (i.e. connectors) you can also specify the begin and end arrowhead styles.
- **Tools** - contains a set of tools that you can activate in order to create custom shapes, edit the geometry of a shape, insert text, pan the diagram or simply to go back to the default tool as shown on the above image - the pointer tool.
- **Editing** - lets you undo/redo the recently made changes to your diagram, as well as to select all shapes, all 1D shapes or all 2D shapes.
- **Search** - contains buttons for finding and replacing texts in shapes

Action Tab Page

The **Action** tab page lets you manipulate the currently selected shape/shapes.
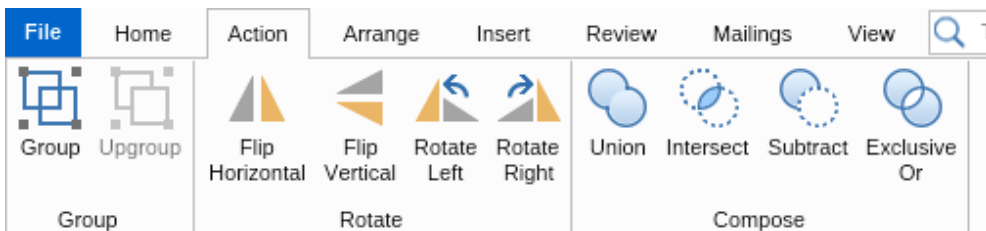
The **Action** tab page consists of the following ribbon groups:

- **Group** - lets you group and ungroup a set of shapes.
- **Rotate** - lets you flip or rotate a shape.
- **Compose** - lets you create a complex geometry shape by performing a geometry operation to a set of shapes.

Arrange Tab Page

The **Arrange** tab page lets you position, size and align your shapes:
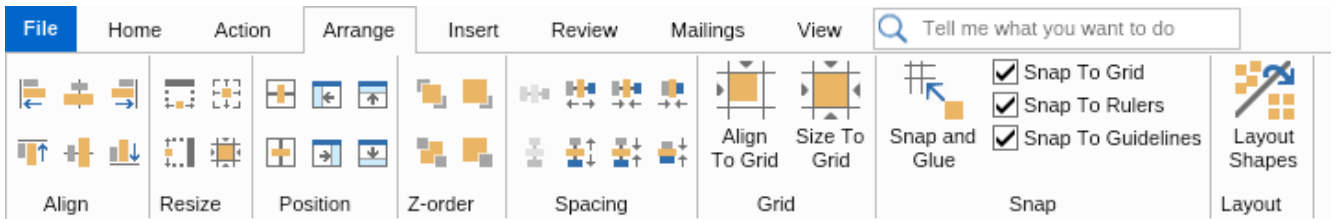
The **Arrange** tab page consists of the following ribbon groups:

- **Align** - lets you align two or more shapes.
- **Resize** - lets you size one or more shapes to another shape.
- **Position** - lets you position a shape within the page.
- **Z-order** - lets you bring a shape above or below other shapes.
- **Spacing** - lets you configure the spacing between two or more shapes.
- **Grid** - lets you align or size shapes to grid.
- **Snap** - lets you configure the snapping behavior of MyDraw.
- **Layout** - contains a **Layout Shapes** button, which when clicked opens a dialog for selecting, configuring and applying an automatic layout to the selected or all shapes of your diagram.

Insert Tab Page

The **Insert** tab page lets you insert an object into the document.
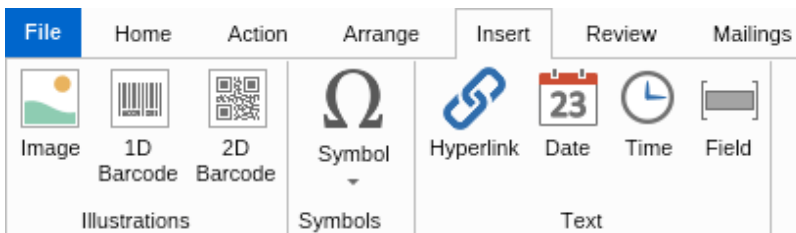
The **Insert** tab page currently has the following ribbon groups:

- **Illustrations** - lets you easily insert an image or a 1D/2D barcode to your diagram. If you insert a barcode, you can then right click it to modify its properties.
- **Symbols** - lets you insert special text characters and symbols into the text block of a shape
- **Text** - lets you insert hyperlinks and different text fields into the text block of a shape

Review Tab Page

The **Review** tab page lets you perform a spell check of the texts of a drawing.

The **Review** tab page currently has the following ribbon buttons:

- **Spell Check** - a toggle button that enables or disables the spell checking for the whole document.
- **Symbols** - lets you select the spell check dictionary to use. You can use any of the included spell check dictionaries or load a different spell check dictionary using the **Browse** button. MyDraw is compatible with Open Office spell check dictionaries.
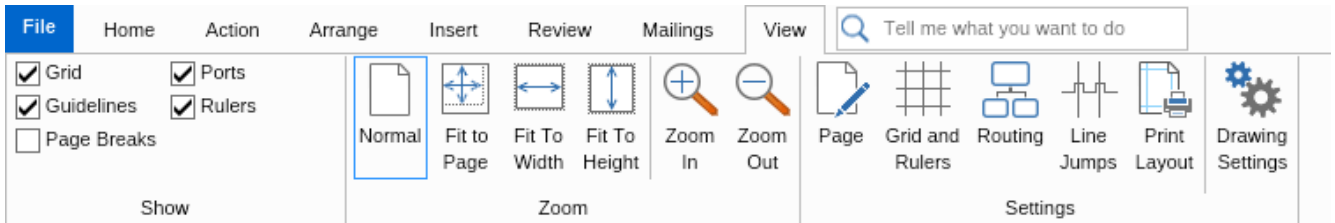
Mailings Tab Page

The **Mailings** tab page lets you configure and perform a mail merge operation.
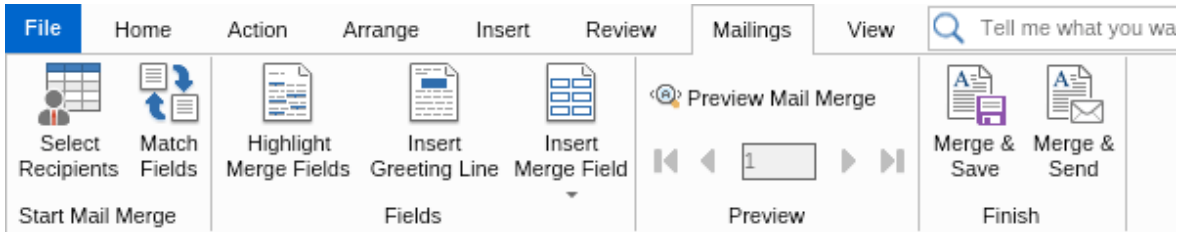
For more information, check out the Mail Merge topic.

View Tab Page

The **View** tab page lets you control the visibility, the behavior and the settings of various elements of the drawing view.

For more information, check out the Drawing View topic.

Application Menu

The application menu is shown when you click on **File**. It contains menu items for saving the diagram or loading a diagram from a file, for printing and export and so on. It also contains the menu item for showing the **About** dialog and the button that shows the **Options** dialog, which you can use to switch the current UI theme, or switch to traditional command bar UI. It also lets you switch the user interface to another language. The application menu also contains a **New** menu option that opens the New Drawing Dialog.

The right side of the application menu shows the recently opened/saved documents with the ability to pin the ones you find more important.

File	Home	Action	Arrange	Insert	Review	Mailings	View

Tell me wha

New   Ctrl + N

Open   Ctrl + O

Save   Ctrl + S

Save As...

Page Properties...

Document Information...

Print...   Ctrl + P

Export to Pdf...

Export to Raster Image...

Export to Vector Image...

About...

Recent Documents

Recruitment Management Flow.ndx

Budget Planning Structure Chart.ndx

City Organizational Chart.ndx

Options...   Exit
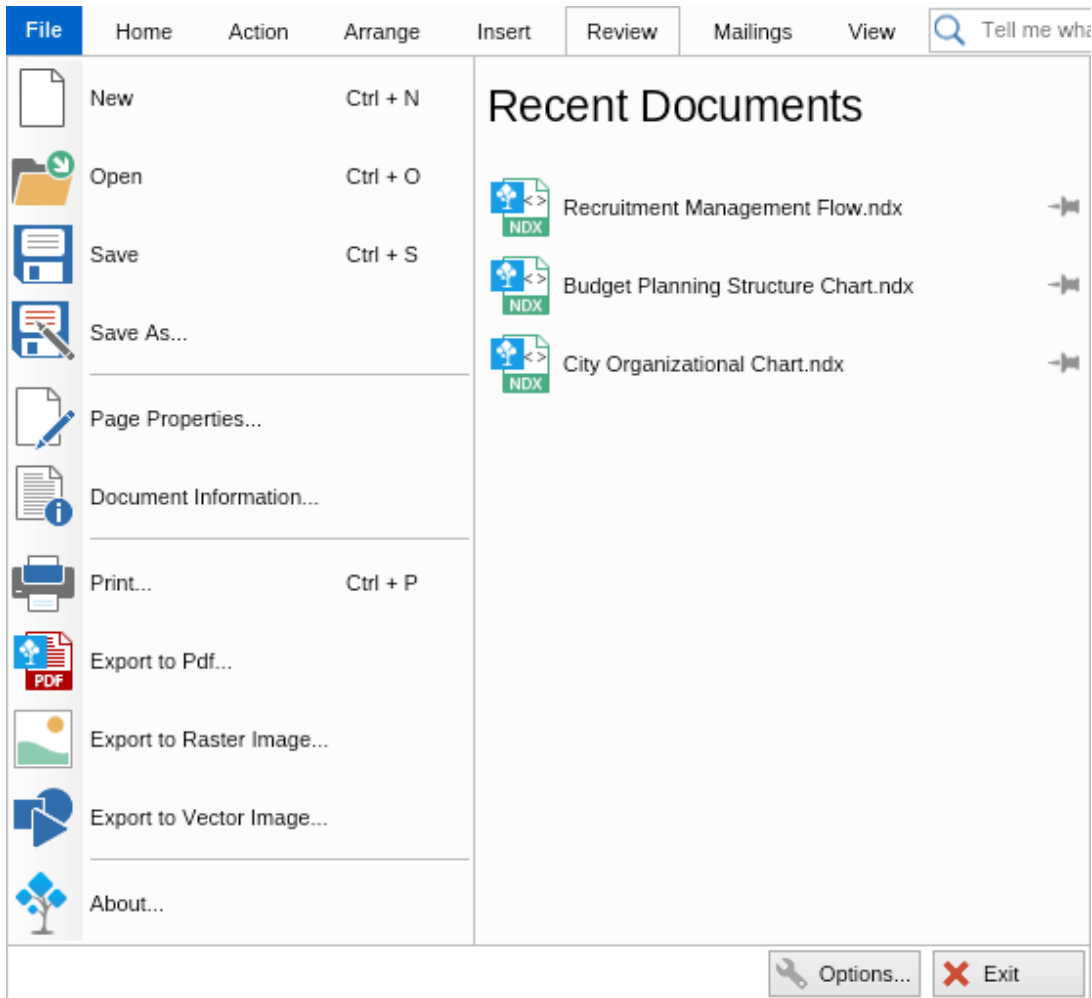
5   Basic Tasks

5.1   Working with Drawings

This topic explains how to perform the following operations:

- **Create a new drawing**
- **Open a drawing**
- **Save a drawing**

Create a new drawing

MyDraw by default starts with the New Drawing dialog, which lets you quickly create a new blank drawing or a drawing based on a drawing template. At any time you can also click **File** and then **New** (or press **Ctrl+N**) to start a new diagram.

Open a drawing

To open a drawing click **File** and then **Open** or press **Ctrl+O** from the keyboard. An "Open File" dialog will open in which you can select the file you want to open. You can also drag and drop a compatible file format to the drawing view of MyDraw and it will open.

For your convenience MyDraw also maintains a list of the recently used drawing documents at the right side of the application menu. You can click any of the documents there to open it. You can also use the pin buttons next to each recent document to pin it to/unpin it from the recent documents menu.

For a full list of the file formats supported by MyDraw, check out the File Formats Overview documentation topic.

Save a drawing

To save a drawing click **File** and then **Save** or press **Ctrl+S** from the keyboard. When you save your document for the first time in this way, a Save File dialog will open in which you can specify the name and the type of the file MyDraw should save your diagram to. If you want to save your drawing as a template, select the MyDraw XML Drawing Template format.

The **Save As** menu item always shows the Save File dialog and lets you choose a file name and type. The **Save As** menu item also provides a submenu of commonly used file types that lets you quickly choose a file format to save your document in.

For a full list of the file formats supported by MyDraw, check out the File Formats Overview documentation topic.

> Note that if you want to preserve all features and formatting of your drawings, you should always save them in one of the MyDraw native formats (NDX or NDB). If you need a drawing in another format, you can then save it to another format, too, but it is recommended that you awlays save it to a native MyDraw format first if you plan to edit it later.

5.2   Working with Shapes

This topic explains how to perform the following operations:

- **Add a shape**
- **Select, move, resize and rotate a shape**
- **Multi selection and anchor shapes**
- **Format shape's geometry**
- **Add text to a shape or to the page**
- **Format shape's text**

Add a shape

Adding a shape in MyDraw is very easy - simply drag and drop any shape you like to add to your diagram from the library browser to the drawing area of MyDraw as shown in the following image:
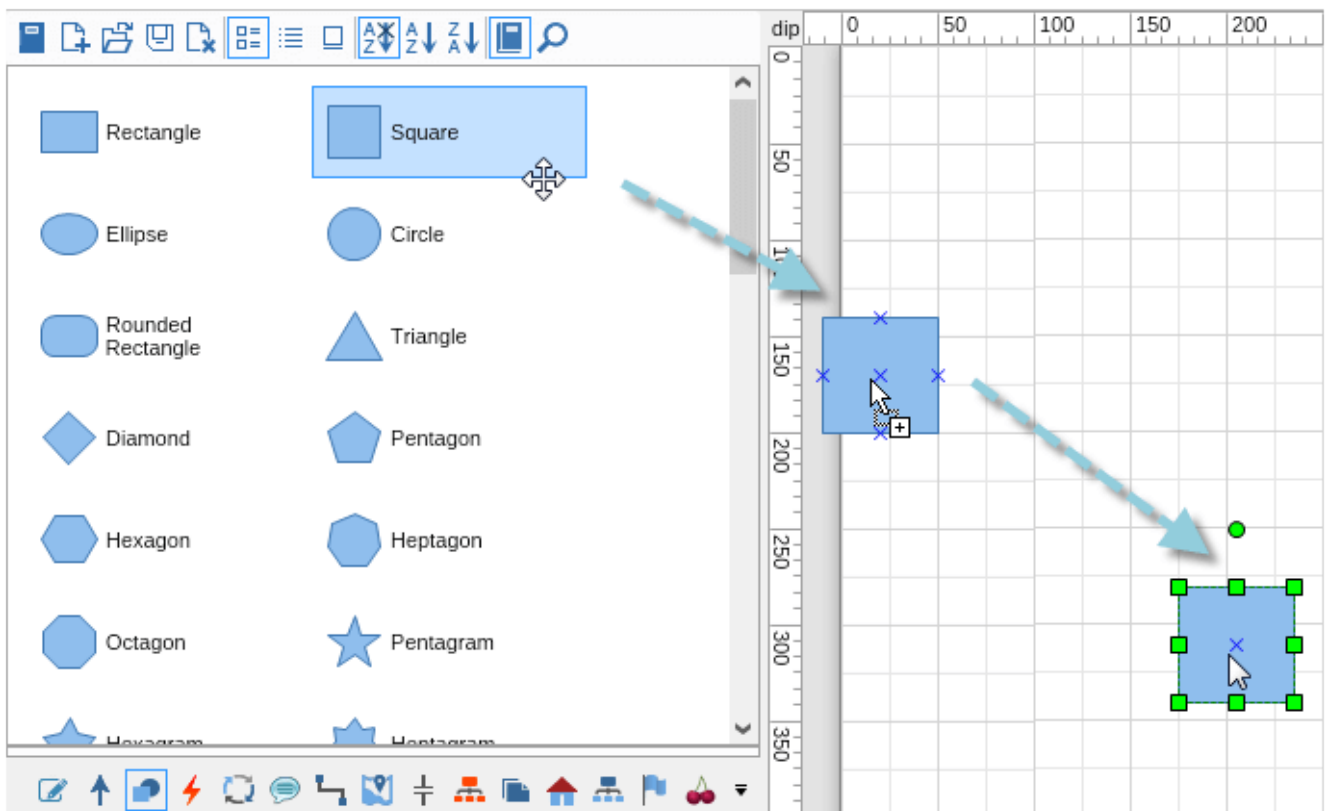
Select, move, resize and rotate a shape
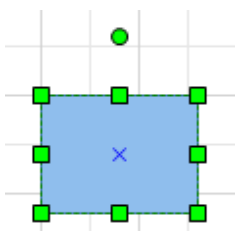
To select a shape either click it or click and hold somewhere outside of it and then drag to trigger the rectangular selection tool and select it. When the shape is selected a set of trackers will appear around it as shown in the picture to the left.

To move a shape simply select it and drag it across the drawing area until you reach the desired location.

To resize a shape, drag one of its corner trackers.

To rotate a shape use the circular tracker above the shape. You can also use the buttons in the **Rotate** ribbon group of the **Action** tab from the ribbon.

Multi selection and anchor shapes

When two or more shapes are selected MyDraw it becomes ambiguous on which shape some commands should work, for example the align lefts command. To visualize which shape will be used for such commands, MyDraw introduces two types of anchor shapes:

- Alignment anchor - the shape that will be used by alignment commands. The trackers of the alignment anchor are filled in black.
- Format anchor - the shape that will be used by formatting commands. The trackers of the format anchor are filled in white.

If a shape in multi selection is both alignment and a format anchor, then its trackers are filled in white, i.e. the coloring of the format anchor takes precedence.

The following image shows how a selection with a different alignment and format anchor looks:
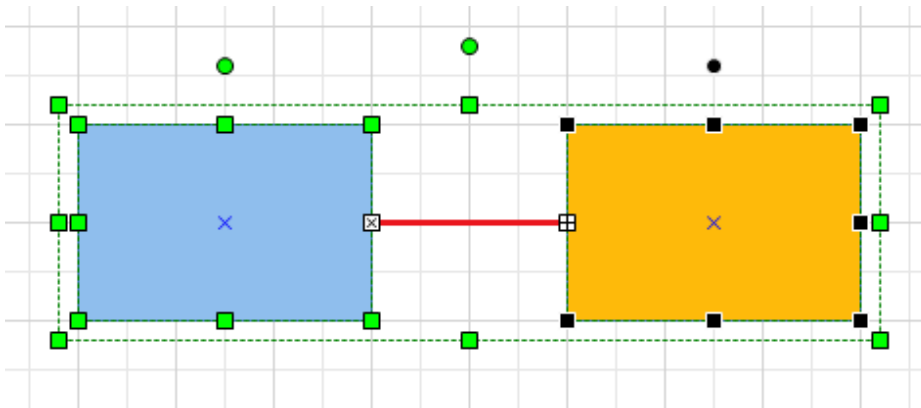

In this case the red line is the format anchor and the orange rectangle is the alignment anchor.

Format shape's geometry

To change the appearance of a shape use the split buttons in the **Geometry Format** ribbon group of the **Home** tab. They will let you change the fill, stroke and shadow of a shape, as well as its corner rounding. If the selected shape is a 1D shape (i.e. a connector) you can also change its start and end arrowheads.

To pick the geometry formatting of the selected shape or the format anchor shape in case of multiple selected shapes, click the copy geometry formatting button (the rightmost pipette on the image below). Then select one or more shapes and click the apply geometry formatting button (the rightmost brush on the image below).
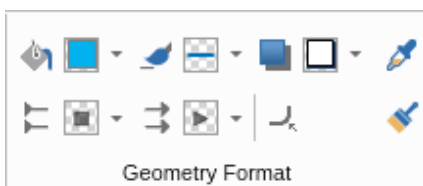
Add text to a shape or to the page

To add text to a shape, activate the **Pointer tool** (the one that looks like an arrow) and double click the shape or directly start typing. An in-place rich text editor for entering/modifying the text of the shape will open. You can use the buttons in the **Font** and **Paragraph** ribbon groups to format and style the text of the shape. Note that in text edit mode the text formatting ribbon commands act on the text selected in the rich text editor, but if you have simply selected the shape and you have not entered in text edit mode, the text formatting ribbon commands modify the formatting of the whole text of the shape.

When you have finished entering text press **Escape** from the clipboard or click outside of the shape to apply the text change. If you want to cancel the text change and revert to the previous text of the shape press **Shift + Escape** from the keyboard.

If you want to simply add some text to the page, then activate the **Text tool** (the one that looks like the letter "T"), click and hold somewhere in the page and drag to create a text area. Then double click this text area and enter your

text.

Format shape's text

If you want to format the whole text of a shape at once you can simply select the shape and use the controls in the
Font and **Paragraph** ribbon groups.
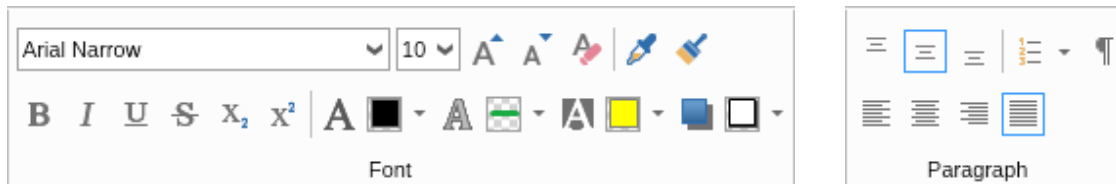
To format only parts of the shape's text, you should double click the shape in order to enter in in-place edit mode.
You should then select the text you want to style and use the controls from the ribbon to apply the desired
formatting to the selected text. You can then select another piece of the text and format it differently and so on.

You can use the copy (the pipette) and apply (the brush) text formatting buttons to copy the text formatting of a
shape and then apply it to one or more shapes in the same way you do for shape geometry.

5.3 Working with Connectors

Connect two shapes

To connect two 2D shapes you can use the **Line** or the **Connector** tool. You can find these tools in the Home tab of the Ribbon. To activate any of them simply select the desired one. Once you've selected the connector type you would like to use click on a port of the shape you want the connector to start from, then drag the mouse cursor to a port of the shape you want the connector to end at.

When the mouse is over a port or the contour of a shape, it will get highlighted in red, this indicates that you can start/end the connector there. The following image shows the result of using the **Line** tool to connect a rectangle and an ellipse.
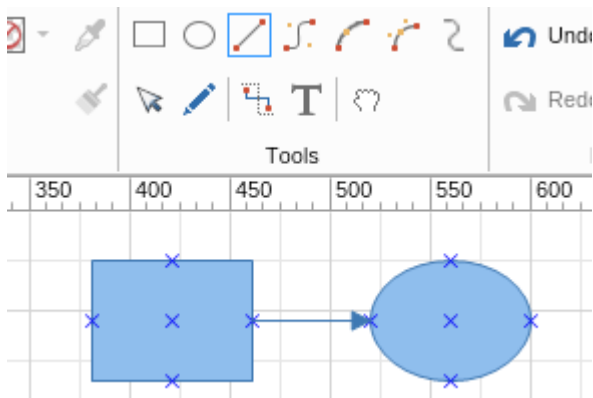
Connector splitting

This feature of NOV Diagram is observed when you move an existing or drop a new 2D shape over a 1D shape geometry or end-points. The result of the operation is visually highlighted, so that the user knows whether connector splitting or automatic connection to end-points will occur.

The following images illustrate the 1D Shape splitting:

Before splitting: After splitting:
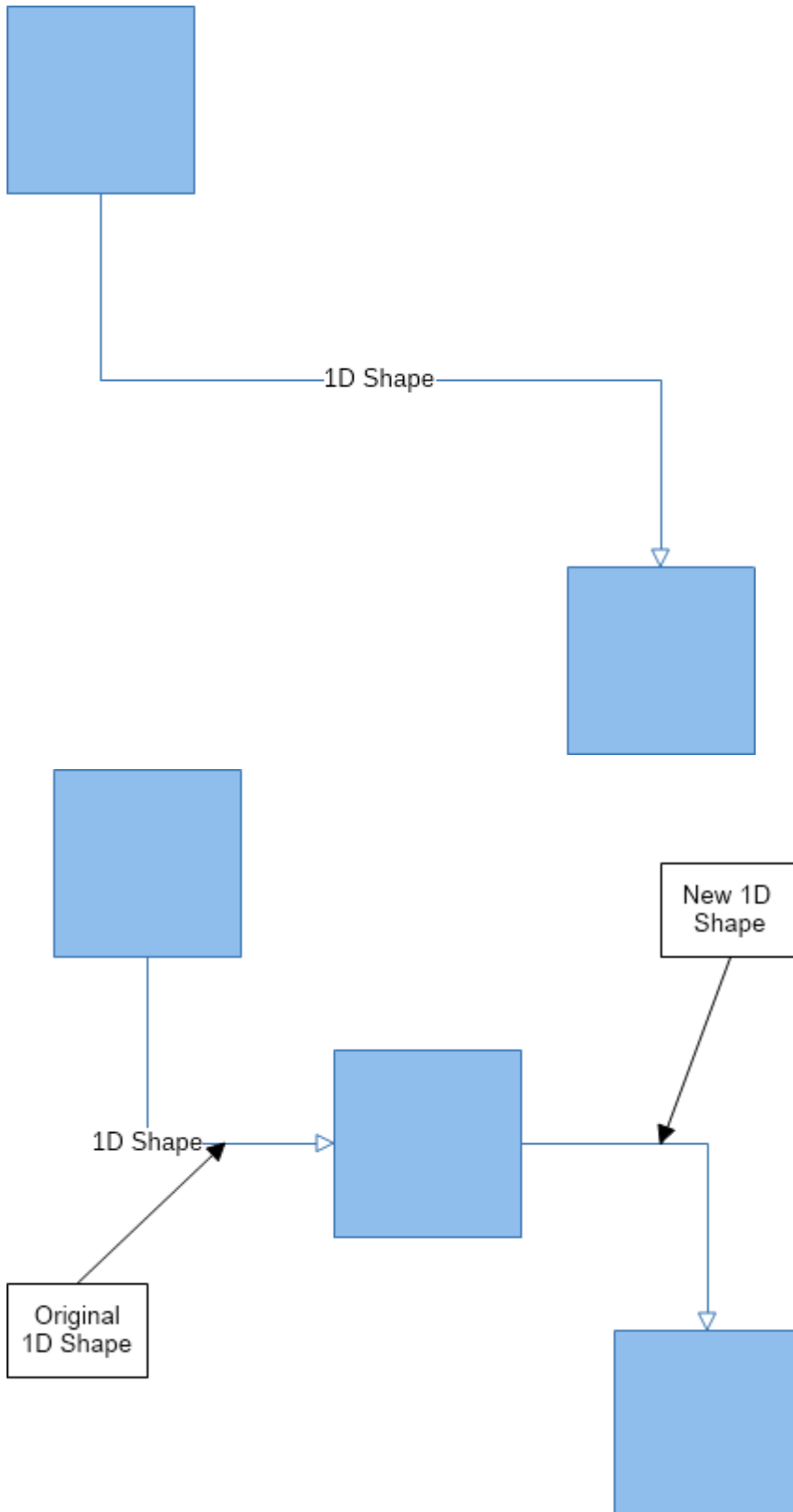
As can be seen from the Before and After images, the connector splitting operation adds a new 1D shape, that is a cloning of the original 1D shape, with its text removed. The Original 1D Shape begin point is connected to the dropped 2D shape.

The New 1D Shape end-point is by default connected to where the Original 1D Shape end-point was connected, while its begin point is connected to the dropped 2D shape. To the user the operation looks like as if the original 1D shape has been split in two, hence this operation is called 1D shape splitting.

For 1D Shape splitting to occur the following conditions must be met:

1. The moved 2D shape **CanSplit** property needs to be set to true (which is the default)
2. The target 1D shape for splitting needs to have its **Splittable** property set to true.
3. Both the begin and end point of the 1D shape need to be outside the moved 2D shape bounds.

The **CanSplit** and **Splittable** properties can be modified from the shape properties – layout tab.
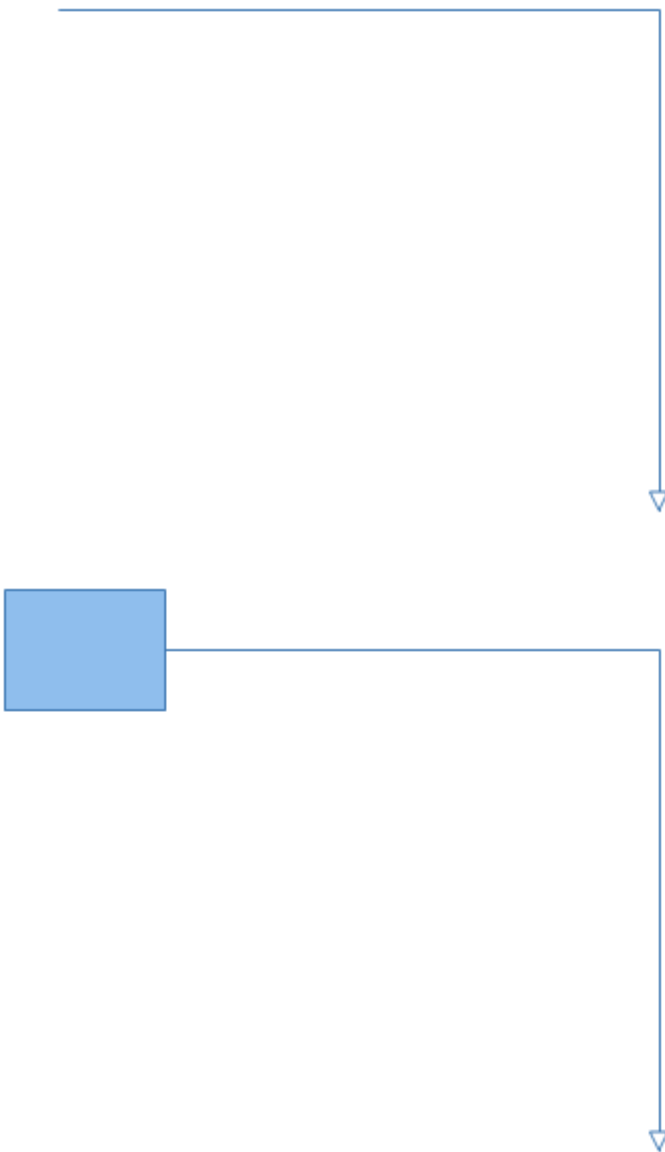1D Shape splitting can be globally disabled by the Page – Interaction – **Enable 1D Shape Splitting** setting. By default 1D Shape splitting is enabled.

Automatic connection to 1D Shape end-points

The following images illustrate the automatic connection to 1D Shape end-points:

Before automatic connection: After automatic connection:

As can be seen from the Before and After images, the automatic connection to 1D Shape end-points, has automatically glued the begin point of the connector to the dropped 2D shape.

For automatic connection to 1D Shape end-points to occur the following conditions must be met:

1. The moved 2D shape must be over one of the end points
2. The respective property in the Page – Interaction (i.e. Enable Connect Begin Points or Enable Connect End Points must be set to true).
3. The target 1D shape needs to have its **Splittable** property set to **true**.

The automatic connection to 1D Shape end-points feature can be globally disabled by the Page – Interaction – **Auto Connect To Begin Points** and **Auto Connect To End Points** settings.

5.4   Working with Groups

In MyDraw groups are a special kind of shapes that can aggregate other shapes. For example the following is a group that aggregates 3 shapes - a square, a circle and a triangle:
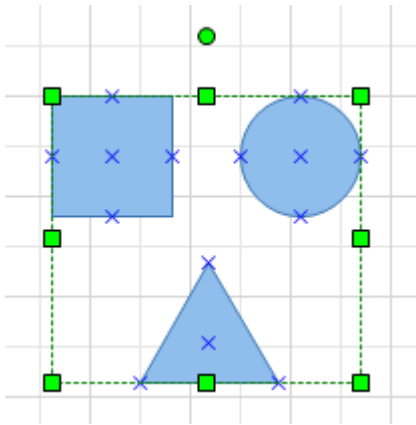
Groups support drill down selection, which means that you can select a shape within the group by first clicking on the group to select the group and then clicking on the particular shape within the group to select it.

Group shapes together

To group two or more shapes together, you should select them and then click on the **Group** button from the **Action** ribbon tab or press **Ctrl+Shift+G** from the keyboard. You can group not only shapes but other groups as well. When a set of shapes are grouped together they will act as one shape, which means that you will be able to easily rotate and/or resize all of them at once.

Ungroup a group of shapes

If you want to ungroup a group of shapes, click the group to select it and then click the **Ungroup** button from the **Action** ribbon tab or press **Ctrl+Shift+U** from the keyboard.

5.5 Working with Pages

Each MyDraw drawing can have one or more pages. You can easily add, remove and rename pages using the Page Navigator. You can also use the page navigator to switch to a different page.

The sections below describe how to perform some common tasks on the current page.

Change page size and margins

To change the size of the current page, right click somewhere in it and from the context menu that appears, select **Page Properties...** The page properties dialog will open. In it, take a look at the "Size" group box in the "General" tab page and use the "Page Size" and "Page Orientation" combo boxes to set the size and the orientation of the current page, respectively. The "General" tab page also lets you change the page margins.

Change page background and border

To modify the appearance of the page, right click somewhere in it and from the context menu that appears, select **Page Properties...** In the page properties dialog, select the "Appearance" tab and use the property editors in it to modify the background, the border and the border thickness of the page.

Change page drawing scale

MyDraw uses a special measurement unit for all display related measures, which is the DIP (device independent pixel that is 1/96 of an inch). By default the drawing scale is configured so 1 DIP equals 1 DIP (identity scale).

Some drawings, however, require to display either too small or too large scenes, which are impossible to visualize without a drawing scale. In order to visualize them in a comfortable for you manner you can use the drawing scale options.

The **drawing scale** is a user defined ratio between the logical unit and the display unit. For example, 1 meter = 1 mm is a commonly used Metric drawing scale. This means that 1 mm of your drawing represents 1 meter of the real world space.

You can change the page drawing scale from the "General" tab of the page properties dialog, or you can simply right click one of the drawing view rulers and select **Change Drawing Scale** from the context menu. Then in the dialog that appears you can either enter the drawing scale manually from the measure up-down buttons or click the **Load Drawing Scale** button to select one of the predefined drawing scales. Changing the drawing scale will also change the measurement units of the ruler and the measurements of the currently selected diagram item, which are shown in the status bar.

5.6   Page Settings

To edit the settings of a page, right click it in the page navigator and select **Page Properties**. Alternatively, you can right click somewhere in the page and select **Page Properties** from the context menu. As most property editors in MyDraw, the page property editor is organized in tabs.
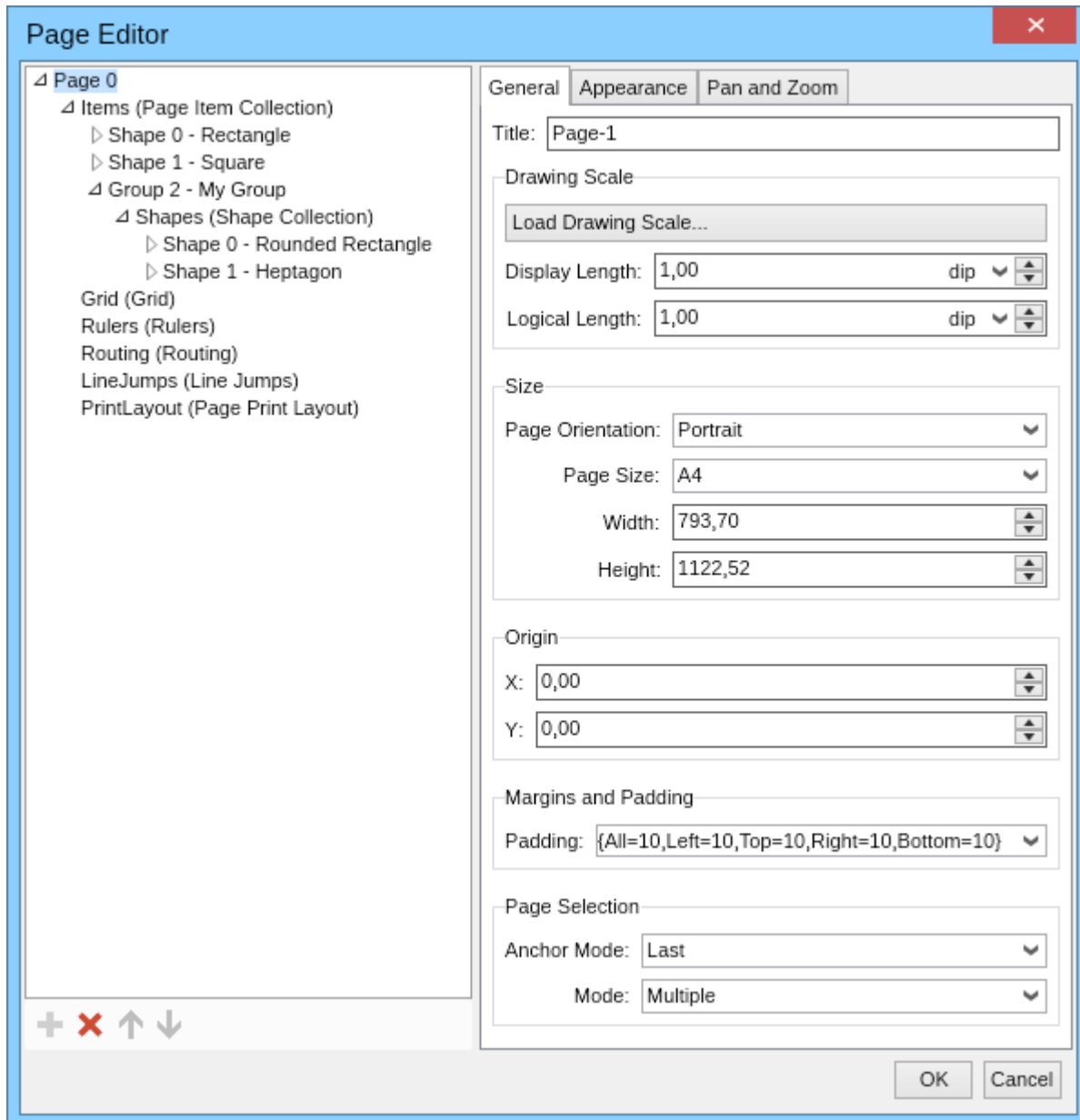
Size and Scale

MyDraw's default page size is A4 portrait. The first two settings in the page property editor are the Drawing Scale and Size. Depending on your needs you can modify the drawing scale or the size of the page.

Padding

Page padding is the spacing applied to the page when you size it to its content by right-clicking somewhere in the page and selecting **Size to Content**.

Appearance

To change the background color and border of the page of your diagram, go to the **Appearance** tab. To edit the main color, select **Background** and choose the type of fill you'd like to use. You will find plenty of opportunities including Color Fill, Stock, Linear, Radial, or Advanced Gradient Fill, Hatch or Image Fill. Each of those fill types can be additionally modified to achieve the result you're looking for.

To edit the border of your page, click the Border button and choose the type, color, and rounding of the border. Don't forget to also specify border thickness. With MyDraw you can choose to have a border on all sides of your drawing area or on specific sides only.

Page Items

The tree view on the left side of the dialog shows the page hierarchy. Of special interest is the **Items** collection. It contains all items that are placed in the page, for example shapes, groups, guide lines, etc. You can see the items by expanding the **Items** collection and you can click any of the items to inspect and modify its properties.

5.7   Inserting Images

The **Insert** tab page of MyDraw's ribbon lets you easily insert images.
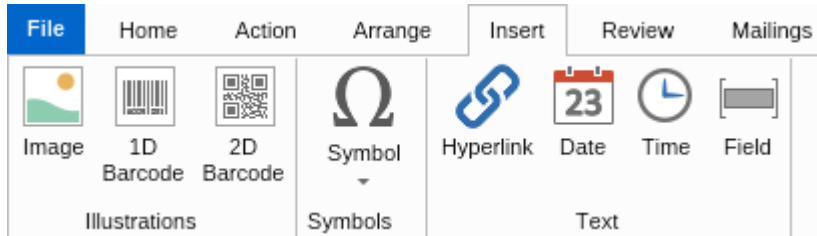
To insert an image click the **Image** button of the **Insert** tab. A file dialog for selecting an image file will open. MyDraw currently supports the following image formats:

- Bitmap
- GIF, including animated GIFs
- JPEG
- PNG
- Nevron Raster Image (NRI)

Another way to insert images in your drawing is to fill a shape with an image. To do so, right click a shape, choose **Format Geometry** from the context menu and from the submenu select **Geometry Fill**. The fill editor dialog will open. In that dialog select **Image Fill** for fill type as shown on the following screenshot:
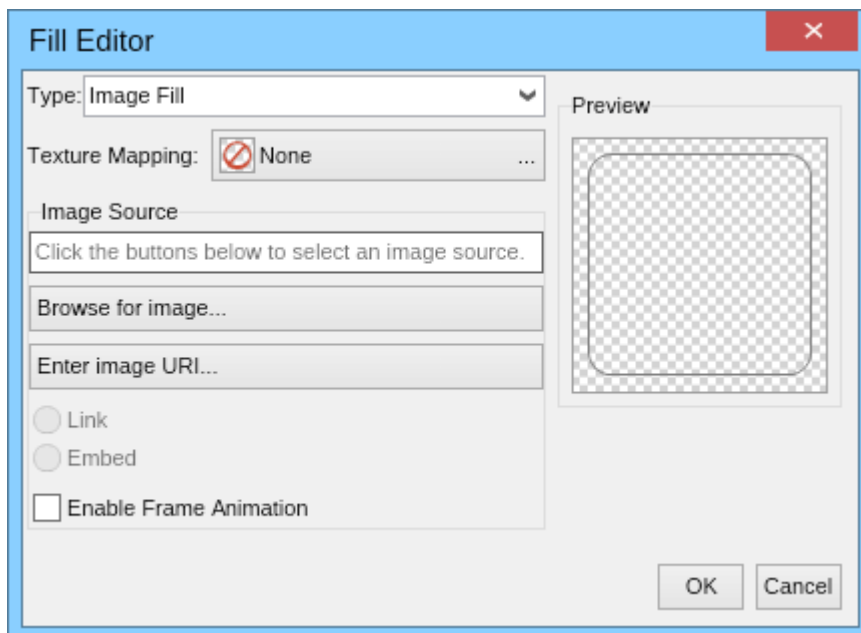
Click the **Browse for image** button to select an image to fill the shape with. If the image is an animated GIF, you can check the **Enable Frame Animation** check box to insert it as an animated image.

Using the **Texture Mapping** button you can specify how the selected image should fill the shape - centered, stretched, aligned to a specific side or corner or tiled.

The **Enter image URL** button lets you load an image from the Web.

> All images inserted in MyDraw are embedded in your drawings, which means that they do not depend on the file they were loaded from. This makes MyDraw drawings fully portable as you do not need to distribute any additional files with them.

5.8 Keyboard Shortcuts

MyDraw comes with extensive support for keyboard navigation and keyboard shortcuts for executing commonly used diagram commands. The sections bellow describe the supported keyboard shortcuts divided in different sections based on their action.

> Note that most keyboard shortcuts for Windows use the **Ctrl** modifier key, while the equivalent ones for Mac use the **Command** modifier key instead.

File Commands

- **Ctrl / Command + N** - creates new drawing
- **Ctrl / Command + O** - shows a dialog for selecting a drawing and opens it
- **Ctrl / Command + S** - saves the current drawing to file
- **Ctrl / Command + P** - prints the current drawing

Edit Commands

- **Ctrl / Command + X** - cuts the selection
- **Ctrl / Command + C** - copies the selection
- **Ctrl / Command + V** - pastes the contents of the clipboard
- **Delete** - deletes the selected shapes
- **Ctrl / Command + A** - selects all shapes
- **Escape** - deselects the selected shapes

Arrange and Transform Commands

- **Arrow Keys** - move selected shapes
- **Ctrl / Command + H** - flip horizontal
- **Ctrl / Command + J** - flip vertical
- **Ctrl / Command + L** - rotate left
- **Ctrl / Command + R** - rotate right

View Commands

- **Ctrl / Command + [+]** - zoom in, you can also use **Ctrl / Command + Mouse Wheel**
- **Ctrl / Command + [-]** - zoom out, you can also use **Ctrl / Command + Mouse Wheel**
- **Ctrl / Command + 0** - zoom to 100%
- **Ctrl / Command + G** - show/hide grid
- **Ctrl / Command + B** - show/hide page breaks
- **Ctrl / Command + R** - show/hide rulers
- **Ctrl / Command + L** - show/hide guidelines
- **Ctrl / Command + Alt + P** - show/hide ports

Tools Commands

The shortcuts below activate one of the drawing tools:

- **Ctrl / Command + 1** - activates the pointer tool
- **Ctrl / Command + 2** - activates the draw rectangle tool
- **Ctrl / Command + 3** - activates the draw ellipse tool
- **Ctrl / Command + 4** - activates the draw line tool

- **Ctrl / Command + 5** - activates the draw cubic bezier tool
- **Ctrl / Command + 6** - activates the draw arc tool
- **Ctrl / Command + 7** - activates the draw elliptical arc tool
- **Ctrl / Command + 8** - activates the draw connector tool
- **Ctrl / Command + 9** - activates the create text tool

5.9   Application Options

MyDraw lets you configure various aspects of its appearance and behavior. To access the application options open the **File** menu and click the **Options** button. The application options dialog will open:
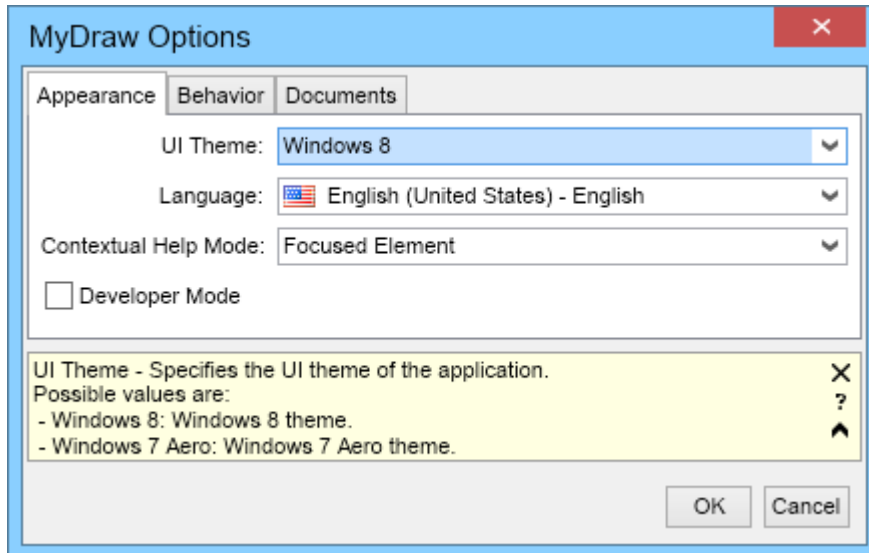
MyDraw's application settings are organized in 3 tab pages:

Application Settings

The application settings lets you configure the following:

- **UI Theme** - specifies the UI theme to use.
- **Language** - specifies MyDraw's display language.
- **Contextual Help Mode** - specifies the contextual help mode used in property editors. Can be one of the following:
  - **Collapsed** - contextual help is not shown.
  - **Focused Element** - contextual help for the focused element is shown. This is the default value
  - **Hovered Element** - contextual help for the element the mouse is over is shown.
- **Developer Mode** - if checked MyDraw will run in developer more showing you more settings and option to set expressions to the properties shown in most dialogs.

Behavior Settings

The **General** tab lets you configure the following:

- **Auto Save Interval** - defines the time interval for auto-saving the currently opened document. By default set to 1 minute, which means that MyDraw will save any unsaved changes to your document every minute and offer you to recover your document in case of an unexpected shut down or crash. To change the auto-save interval simply select the desired item from the drop down list. If you want to disable the auto-save feature (not recommended), select "Not Defined".
- **Email Send Settings** - lets you configure the email send settings MyDraw should use when sending e-mail messages result of mail merge operation.
- **Automatically Check for Updates** - specifies whether MyDraw should automatically check for updates.
- **Warn When Saving to Non Native Format** - if checked MyDraw will show a warning message that saving to a document format other than the native MyDraw document formats (NDX and NDB) may lead to loss of information and formatting.

Documents Settings

The **Documents** tab lets you configure the Author and Company name that will be set to each new drawing you create with MyDraw.

6   File Formats

6.1   File Formats Overview

MyDraw can save and load drawings in many popular file formats. The following table illustrates the file formats currently supported by MyDraw and whether they can be used to load drawings, to save drawings or both. The file formats are ordered alphabetically.

| File Format	Load	Save	Notes
AutoCAD Drawing Interchange (DXF)	✘	✔	Exports only the active page of the drawing.
Enhanced Metafile (EMF and EMF+)	✔	✔	Exports only the active page of the drawing.
ESRI Shapefile (SHP)	✔	✘	
Genealogical Data Communication (GEDCOM)	✔	✔	Creates an empty file if no family tree shapes are present in the diagram. For more information check out the Family Tree Diagrams topic.
MyDraw Binary Drawing (NDB)	✔	✔	Native MyDraw format. Preserves all formatting and information.
MyDraw XML Drawing (NDX)	✔	✔	Native MyDraw format. Preserves all formatting and information.
MyDraw XML Drawing Template (NDTX)	✔	✔	Native MyDraw format. Preserves all formatting and information.
Portable Document Format (PDF)	✘	✔	Exports only the active page of the drawing.
Raster Images (BMP, PNG, JPG, GIF, TIFF)	✘	✔	Diagrams cannot be loaded from raster images, but raster images can be inserted in a diagram by opening the **Insert** ribbon tab and clicking the **Image** button or by configuring the fill style of a geometry to be of type image fill. **Save** exports only the active page of the drawing.
Scalable Vector Graphics (SVG)	✘	✔	Exports only the active page of the drawing.
Visio 2003-2010 Drawing (VSD)	✔	✘	
Visio 2003-2010 XML Drawing (VDX)	✔	✔	
Visio Drawing (VSDX)	✔	✔	
Web Page (HTML)	✘	✔	Exports the whole diagram to a single HTML page. If the diagram has multiple pages, tab navigation is added to the resulting HTML page.

6.2 AutoCAD Drawing Interchange

MyDraw lets you easily export the active page of any drawing to AutoCAD Drawing Interchange format (DXF). You can do so in two ways:

Vector Image Export

You can export the active page to AutoCAD Drawing Interchange format (DXF) via the Vector Image Export dialog. To open it, click **File -> Export ->Vector Image.** The following dialog will open:
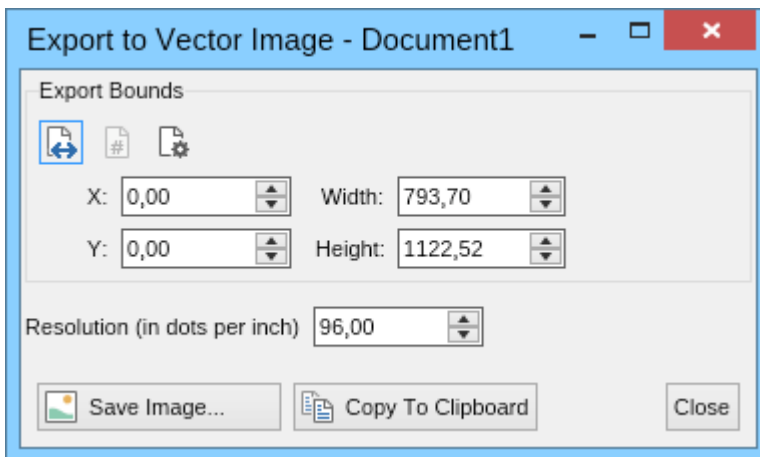
Click the **Save Image** button and select "AutoCAD Drawing Interchange" for file type. For more information about the Vector Image Export dialog, check out the Image Export documentation topic.

Direct export

To directly save the active page of the currently opened dialog to AutoCAD Drawing Interchange format (DXF), click **File -> Export -> AutoCAD Drawing Interchange** . In the save dialog that opens select file name and click **Save**.

6.3 ESRI Shapefile

MyDraw provides support for importing of geographical map data from the popular ESRI shapefile format (".shp"). To import a map in MyDraw, click **File -> Import -> Map**. In the open file dialog that opens, select the shapefile to import and click **Open**.

If the shapefile you want to open has an accompanying data file (i.e. a file with the same name, but with a different extension - ".dbf"), the following dialog will open:
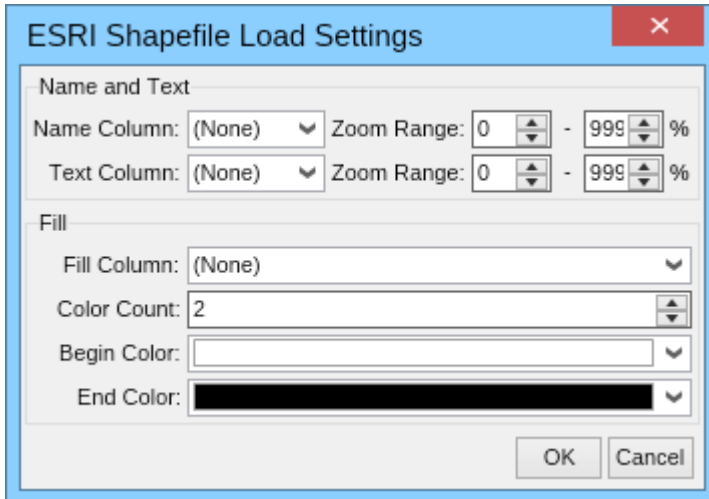
This dialog lets you configure how the data from the DBF file should be used when importing the map in MyDraw.

The "Name and Text" group box lets you select the columns that should provide the names and the texts of the imported shapes, as well at in what zoom range the shapes and their text should be visible.

The "Fill" group box lets you select a column, whose values should be used for filling. The filling is defined by the selected number of colors, begin and end color. MyDraw will automatically create color shades starting from the selected begin color and ending at the end color. This lets you easily color a map by a data column defined in the data file. For example, you can color the countries in a world map based on their population. The countries with small population - white, the ones with more population - light green, those with large population - green and the countries with most population - dark green.

6.4   Genealogical Data Communication

MyDraw comes with full support for importing and exporting family tree diagrams to the popular Genealogical Data Communication (GEDCOM) format. GEDCOM is the standard for exchanging genealogical data (like family trees) between different genealogical software. It is commonly used for creating family tree diagrams.

GEDCOM Import

To import a GEDCOM file in MyDraw:

1. Click the **File** menu
2. Click **Import**
3. Click **Family Tree**
4. Select the GEDCOM file you want to open and click the **Open** button

GEDCOM Export

To export a GEDCOM file in MyDraw:

1. Click the **File** menu
2. Click **Exoprt**
3. Click **Family Tree**
4. Select the file you want to save to and click the **Save** button

> Note that when exporting a diagram to GEDCOM format only the information contained in family tree shapes will be exported. You will loose all other shapes and all formating and positioning. If you want to preserve the diagram with all of its shapes and formatting then please also save it in one of the native MyDraw formats - NDX or NDB.

6.5   Image Export

Export a Drawing to Raster Image

MyDraw supports exporting of drawing to a set of popular raster image formats like bitmap (BMP), PNG, JPEG and TIFF. To export a drawing to a raster image, click **File -> Export -> Raster Image...** The following dialog will open:
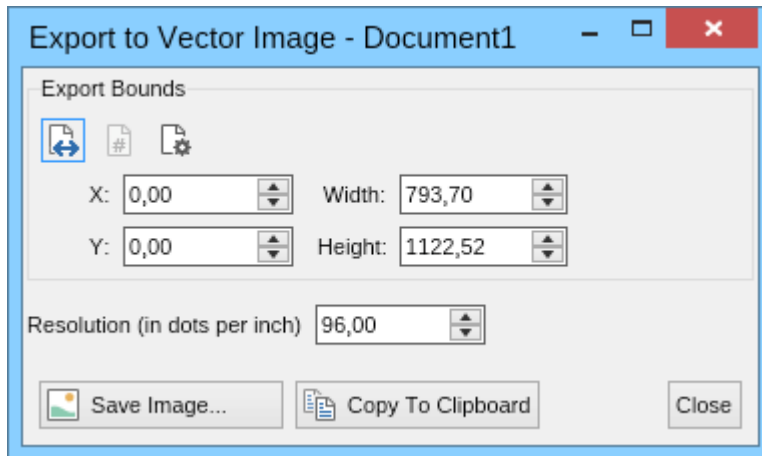

In this dialog you can specify whether the whole page or only a part of it should be exported as well as the resolution of the generated image in dots per inch. Note that the part of the active page that is going to be exported to image will be highlighted, so that you can easily see what's going to be exported and what's not. When ready, click the **Save Image** button to save the image to a file or use the **Copy To Clipboard** button to copy it to system's clipboard, so that you can paste it easily in other programs for further processing.

Export a Drawing to Vector Image

MyDraw can export a drawing to a vector image. The following vector image formats are currently supported:

- Enhanced Metafile (EMF)
- Scalable Vector Graphics (SVG)
- AutoCAD Drawing Interchange (DXF)

To export the active page of a drawing to a vector image, click **File** -> **Export -> Vector Image...** A dialog similar to the one for exporting to raster images (it is shown above) will open:

In this dialog you can specify whether the whole page or only a part of it should be exported as well as the resolution of the generated image in dots per inch. When ready, click the **Save Image** button to save the image to a file. If you click the **Copy To Clipboard** button, the source code of the resulting **SVG** will be copied to the clipboard.

6.6   PDF

MyDraw makes it easy to export any drawing to **PDF**. To do so click **File -> Export -> PDF.** The following dialog will open:
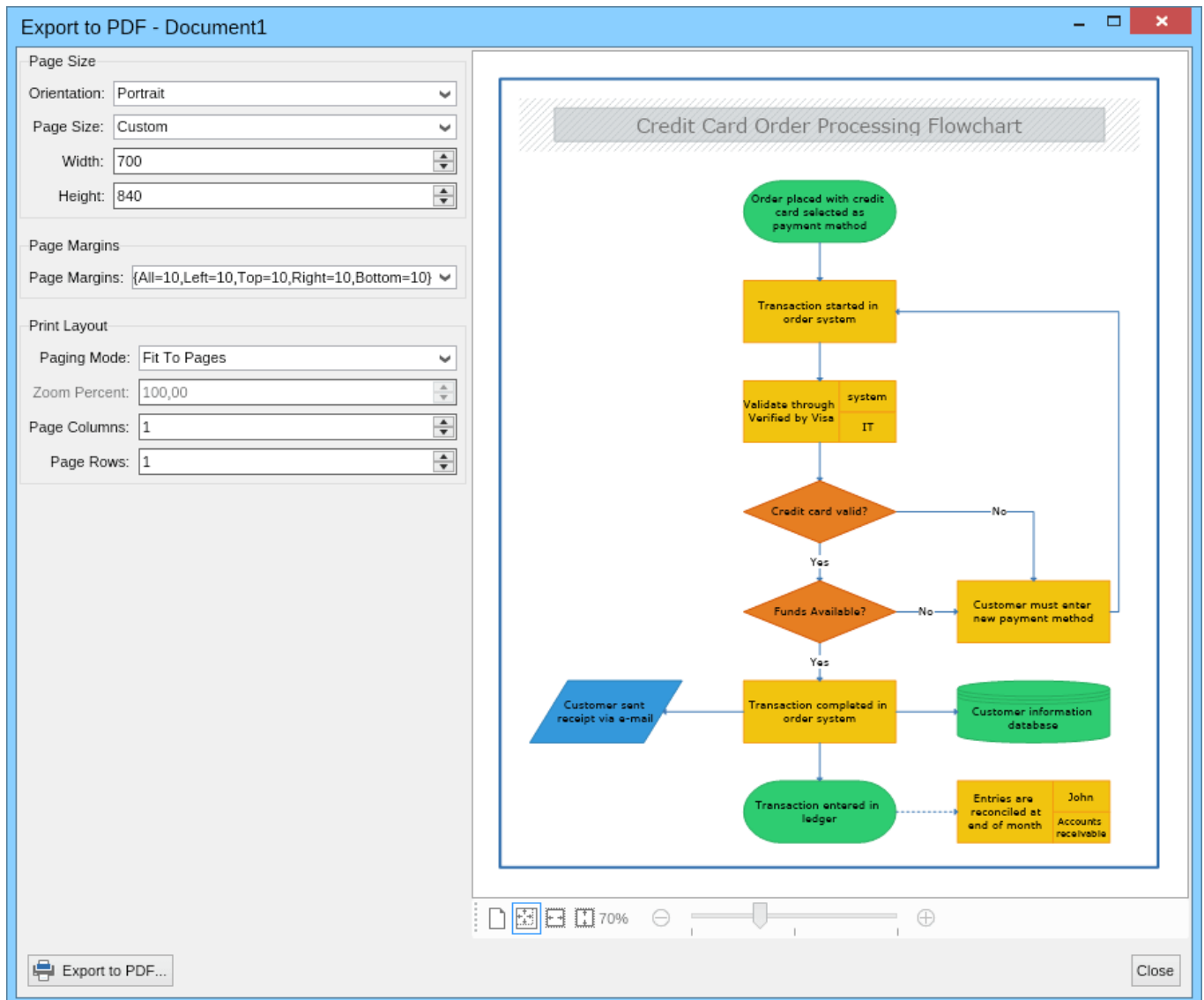
The PDF export dialog lets you configure the page size and page margins and shows a preview of the export. You can also specify the print layout that determines the zoom mode of the diagram. If the paging mode is set to "Fit To Pages", you can specify on how many pages the diagram should be fitted. For example if you want the diagram to be fitted on 1 page, set page columns and page rows to 1. If you want the diagram to be fitted on 6 pages, set the page columns to 3 and page rows to 2 and so on. When ready, click the **Export to PDF** button to export the diagram to a PDF file.

6.7 Web Page

MyDraw makes it easy to export any drawing to an HTML Web Page. To do so, click **File -> Export -> Web Page**.

If the drawing document contains multiple pages, MyDraw will automatically embeds tab navigation in the resulting HTML web page and each tab page in the HTML document will show a page from your original drawing. Pages are exported in Scalable Vector Graphics (SVG) format and are directly embedded in the resulting web page. This makes it very easy to disribute or share, because you only have to copy/send a single HTML file.

6.8   Visio Drawing

MyDraw provides support for both importing and exporting drawing to the most widely used diagramming document format - Visio Drawing (VSDX) format. Import of drawings in the older Visio 2003-2010 drawing format (VSD) is also supported.

Visio Drawing Import

To import a Visio Drawing in MyDraw:

1. Click the **File** menu
2. Click **Import**
3. Click **Visio Drawing**
4. Select the Visio drawing you want to open and click the **Open** button

MyDraw will then import the selected Visio Drawing.

If a given Visio Drawing does not open properly in MyDraw, please send it to us at support@mydraw.com. This will help us analyze it and fix any issues with it for the next version of MyDraw.

Visio Drawing Export

To export a MyDraw drawing to a Visio Drawing:

1. Click the **File** menu
2. Click **Export**
3. Click **Visio Drawing**
4. Enter the file name of the Visio Drawing you want to save to and click the **Save** button

MyDraw will then export the currently opened drawing as Visio Drawing.

If a given drawing does not export properly to Visio Drawing, please save it as a Nevron XML Drawing and send it to us at support@mydraw.com. This will help us analyze it and fix any issues with it for the next version of MyDraw.

> Importing and exporting of drawings in the older Visio format "Visio 2003-2010 Drawing (VSD)" under Mac requires an active Internet connection. Under Windows there isn't such requirement.

7 Special Diagram Types

7.1 Family Tree Diagrams

MyDraw lets you create family diagram with ease. You can either start with one of the included family tree diagram templates or create a new blank drawing and drop a family tree person shape from the family tree shapes library.

Family Tree Shapes and Events

MyDraw comes with two special shapes that you can use to create family tree diagrams:

- **Person shape** - rectangular shape that consists of 3 parts: photo (or gender based icon if photo is not specified), name and dates.
- **Family shape -** circular shape that is connected to the spouses and their children and contains the year of the spouses marriage and the year of the divorce if they are divorced. When you place and hold the mouse pointer over a family shape, a tooltip with the exact date and place of the marriage and the divorce (if any) will be shown.

Family tree events are entities that include a date and a place. They are used in family tree shapes to describe events, for example birth and death for a person shape and marriage and divorce for a family shape.

Editing Shapes and Events

To edit a person or a family shape double click it and a dialog for editing its data will open. For a person shape you can edit the person's names, gender and birth and death events and for a family shape you can edit its marriage and divorce events.

By default events are not set and are labeled as **Automatic** in the dialog. To create a new event click the **Automatic** button next to the event, select **Family Tree Event** for type and set the date and place of the event. If you want to delete an event, click it and select **Automatic** or **None** for event type.

Adding Shapes

To add a spouse to a person shape, right click it and select the **Add Spouse** menu option. A spouse with be added next to the selected person shape and a family shape will be placed below the spouses and connected to each of them. You can then click the family shape to add children to the family.

In case you need to build your tree in the other direction, too (i.e. from children to parents) you can right click a person shape and select the **Add Parents** menu option from the context menu.

Arranging Family Tree Diagrams

Family tree diagrams are automatically arranged when you add a person shape through the context menu options, but you can also layout them by executing the **Family Graph Layout** from the **Layout Shapes** dialog (it can be launched from the **Arrange** ribbon tab). In this way you can configure the different layout options, including the layout direction (e.g. "left to right", "top to bottom", etc.).

The following image shows a part of the family tree diagram of the US President Abraham Lincoln, created with MyDraw:
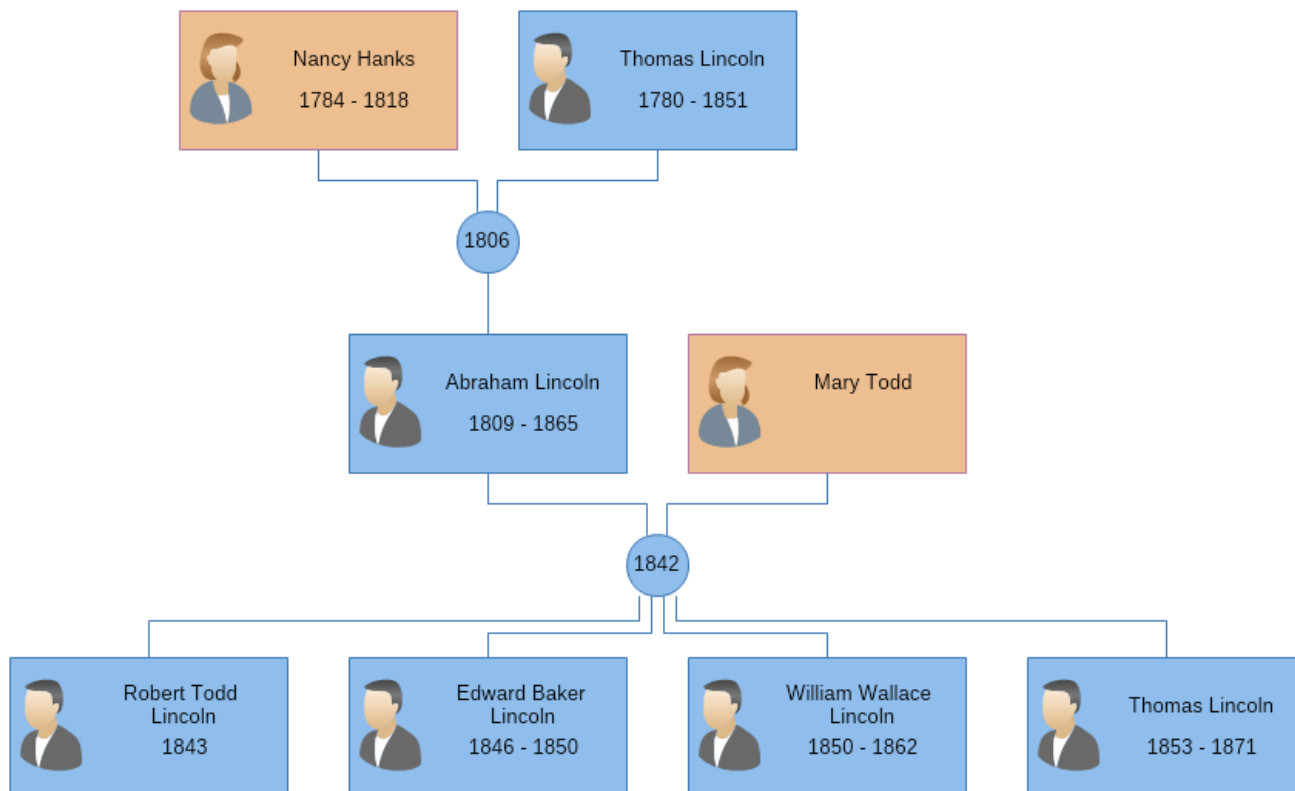
GEDCOM Import and Export

MyDraw comes with full support for importing and exporting family tree diagrams to the popular Genealogical Data Communication (GEDCOM) format. For more information check out the GEDCOM Import and Export topic.

8   Advanced Tasks

8.1   Editing Shapes

Shapes dropped to the drawing view from the library browser by default contain one or more ports, so you can easily attach connectors to them. If you create a shape using the MyDraw's drawing tools or you simply want to add more ports to your shape, you should right click the shape and select **Shape Properties...** The following dialog will open:
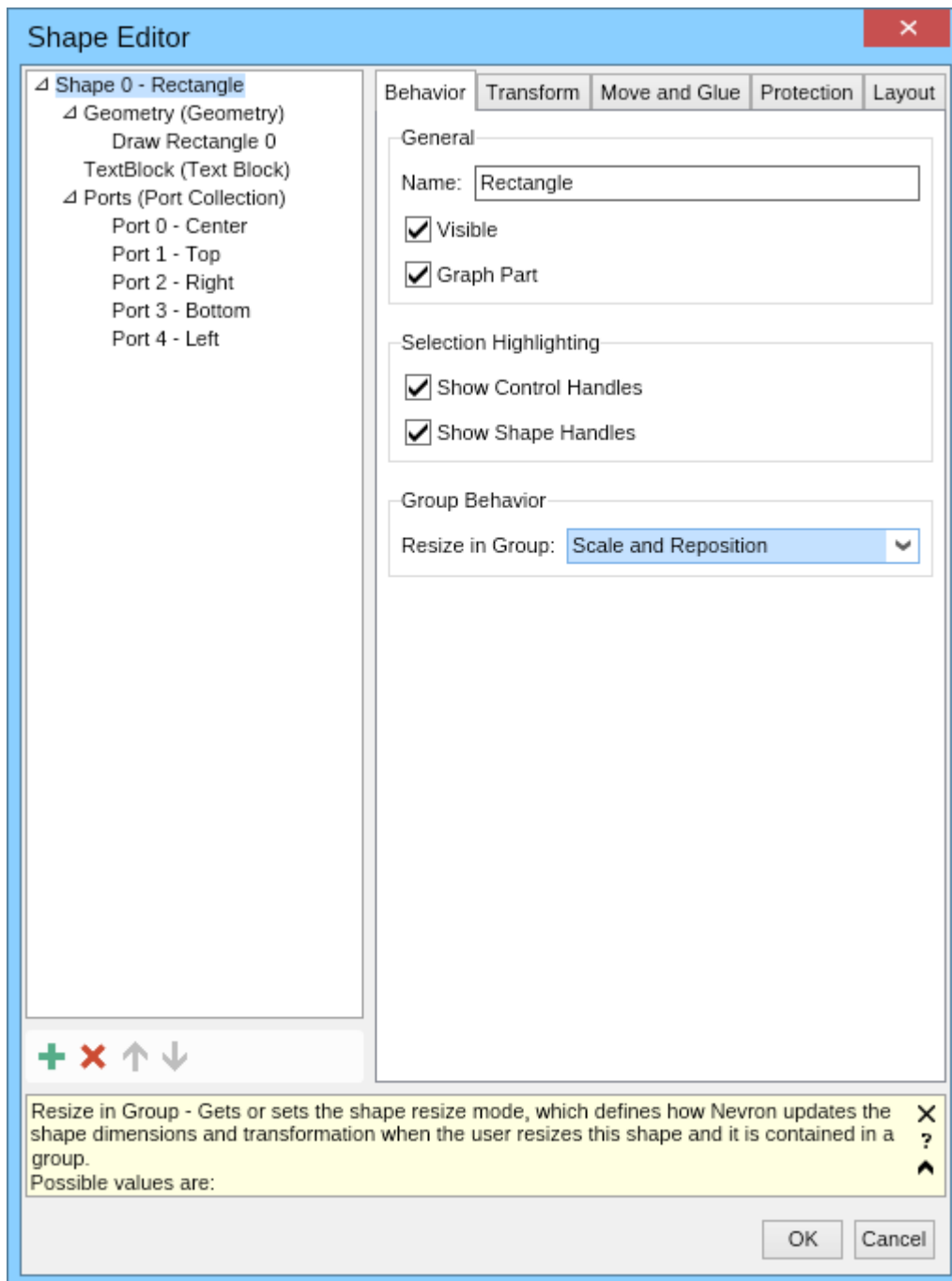
The tree view at the left side of the dialog shows the shape children and the controls at the right side lets you edit the properties of the item currently selected in the tree view.

Info panel

The info panel at the bottom of the dialog shows information about the currently edited (focused) property. For example at the screenshot above it shows information about the "Resize in Group" property of the shape. When the property info panel is not large enough to show the description of the property, it displays an arrowhead pointing upwards as shown on the screenshot. Click it to expand the info panel and see the whole description for the currently edited property.

To switch the contextual help mode of the application and show information not for the currently edited property but for the property the mouse cursor is over, click the question mark button of the info panel. Click it again to switch back to focused element contextual help mode.

If don't need contextual help in property editors then click the **Close** (the 'X') of the info panel to close it. You can later enable the info panel again from the "General" tab of the program options (File -> Options).

Add and remove ports

If the shape does not have any ports, the ports collection may not be present, too and you will have to create it. To do so, select the shape in the tree view and click the **Add** button (the green plus) in the toolbar placed below the tree view. In the dialog that open select **Ports (Port Collection)** for child type and a ports collection will be added for the shape. Then select the ports collection in the tree view and use the **Add** button to add one or more ports to it.

When you add a port, the easiest way to configure its location is to select the "Relative" check box to make its position relative to the shape bounds and then set the **X** and **Y** fields in the **Location** group box to values from 0 to 1, where (0, 0) denotes the top left corner of the shape's bounding box and (1, 1) denotes its bottom right corner. For example, to create a port at the center of the right side of the shapes bounding box, you should set **X** to 1 and **Y** to 0.5.

To remove a port, select it in the tree view and click the **Delete** button (the red "X") from the toolbar or press the **Delete** key from the keyboard.

8.2   Custom Shapes

MyDraw comes with a large library of predefined shapes, but if none of them is suitable for your latest diagram, don't worry, because it's easy to create a custom shape that suits your needs. MyDraw provides several methods for creating custom shapes:

Composing shapes

Shape composition is the process of combining the geometry of two or more shapes into one. To compose a complex shape, create and position two or more shapes, select them either by Crtl+Click all of them or by rectangular selection and then use one of the buttons in the **Compose** ribbon group of the **Action** tab page. The image below demonstrates the result of different shape composition operations on a square and 4 triangles.

Shapes   Union   Subtract
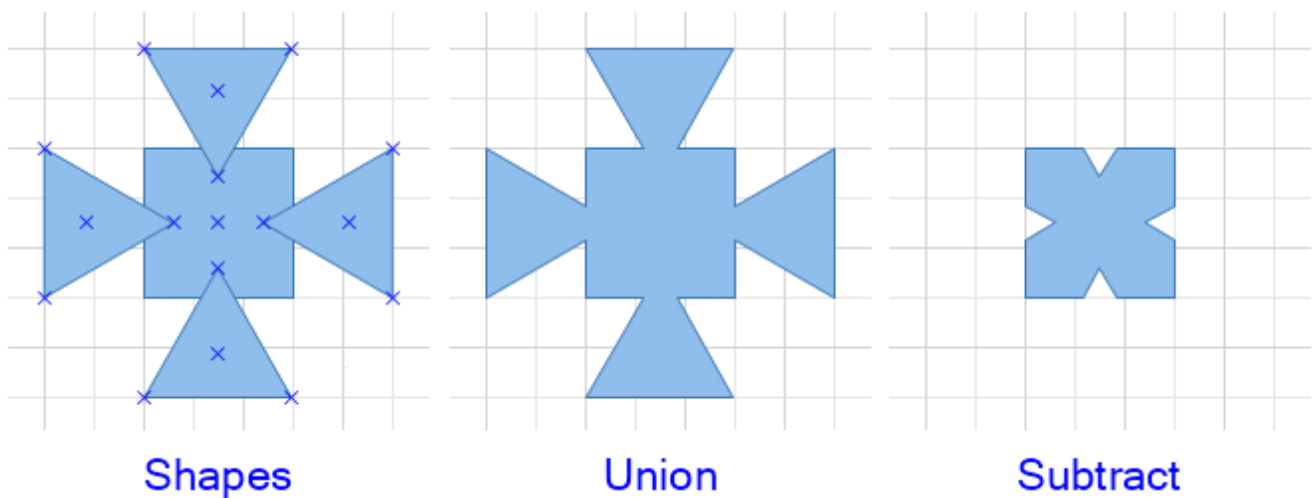
Drawing shapes

MyDraw also lets you draw shapes using lines, cubic beziers, arcs or freehand drawing (Nurbs tool). To draw a custom shape, select one of these draw tools and start creating primitives (lines, curves, arcs, etc.) or create a freehand drawing using the Nurbs tool. Each time you place the mouse cursor over the start or the end of a primitive MyDraw will show a tooltip to remind you that you can extend the current geometry from this point. If a primitive you are drawing closes a geometry at given point a tooltip "Close Geometry" will show to inform you that at this point the geometry will be closed and a 2D shape will be produced.

You can use the "Edit Geometry" tool (the pencil) to modify the control points of the geometry primitives in order to change the outline of the shape.

8.3   Automatic Layouts

MyDraw comes with many automatic layouts that can help you arrange the shapes and connectors of your drawing automatically in order to get esthetically pleasing results and more compact diagrams.
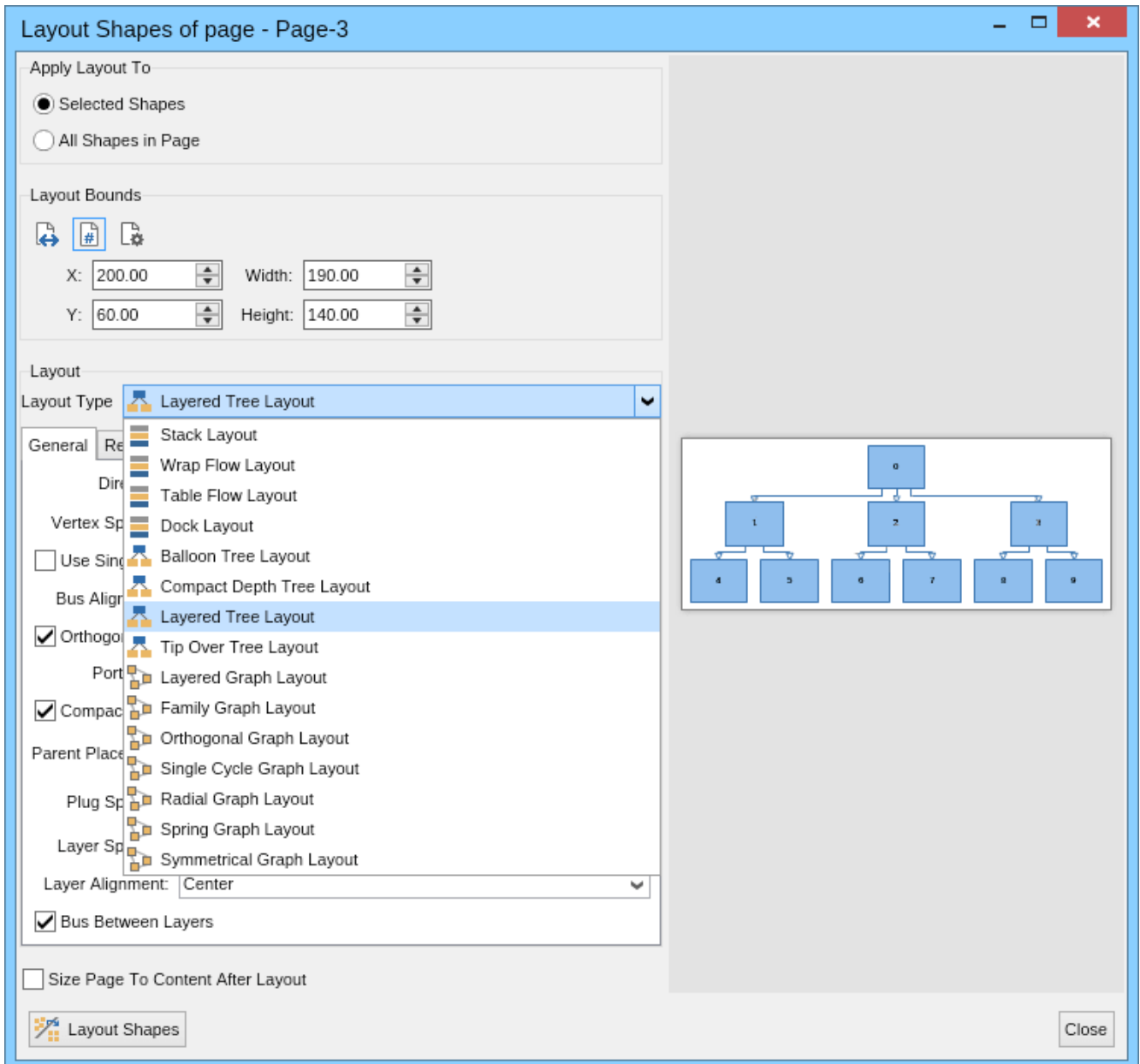
Layout types

MyDraw provides three main types of automatic layouts:

- **Box layouts** - arrange only the 2D shapes of a diagram without taking into account the connectors. Usefull when you want to order a bunch of not connected shapes in a tabular manner for example.
- **Graph layouts** - arrange both the 2D shapes and the 1D shapes (connectors) of a diagram. Useful for wide range of diagrams. Handles well and produces nice drawing of all kinds of connected diagrams.
- **Tree layouts** - arrange both the 2D shapes and the 1D shapes (connectors) of a diagram. Can be regarded as a special case of the graph layouts optimized for tree diagrams, i.e. diagrams in which each shape has only one parent, except for the root shape, which does not have a parent shape.

The main type of the layout is indicated by its icon in the "Layout Type" combo box as shown in the image in the next section.

Apply a layout

To apply an automatic layout to the selected shapes or to all shapes in the active page of your drawing click the **Layout** button from the **Arrange** ribbon group of the **Home** tab. The following dialog will open:

You can choose the layout you want to apply from the "Layout Type" combo box. When you select a layout a preview will open to the right, so that you can get an idea how the layout will arrange your shapes. You can change the settings of the layout from the controls that appear in the "General" tab page. All setting changes will immediately reflect in the preview so you can easily see their effect on the layout.

8.4   Drawing Templates

MyDraw comes with a large number of drawing templates, which you can use to quickly create nice diagrams. The predefined templates are displayed in the "New Drawing" dialog, which opens when you start MyDraw or when you click the **New** menu item from the MyDraw's application (File) menu.

Load a predefined template

To load one of the predefined template select it in the "New Drawing" dialog. At the root level of the dialog you can also select the options "Blank Drawing", to create a new blank drawing and "New from Existing...", to create a new drawing from an existing one. For more information about this dialog, check out the New Drawing Dialog topic.

Custom templates

If you want to create a custom MyDrawing template, you should do the following:

1. Create a drawing as usual.
2. If you want, you can use the **Predefined Libraries** button of the library browser to close some of the predefined shape libraries and leave only the ones related to your template opened. To do this, click the **Uncheck All** button placed below the list of shape libraries, check the ones you want to use in your drawing and then click **OK**.
3. Finally click the **Save As...** menu item from the MyDraw's application (File) menu and save the drawing as "Nevron XML Drawing Template (*.ndtx)".

Thus your drawing template will be created and at any time you will be able to use the "New from Existing..." option of the New Drawing Dialog to create a new drawing based on your custom template.
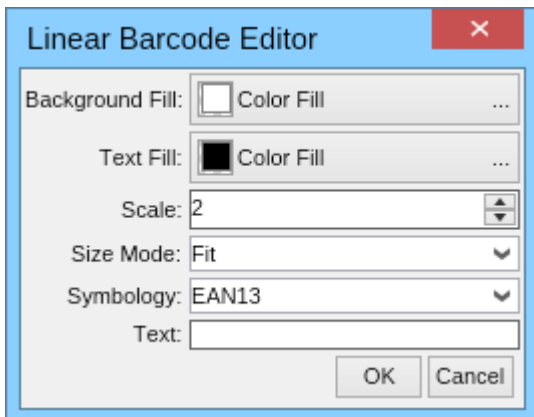
8.5   Inserting Barcodes

The **Insert** tab page of MyDraw's ribbon lets you easily insert 1D and 2D barcodes.

Insert a 1D barcode

To insert a 1D (a.k.a. linear) barcode, click the **1D Barcode** button of the **Insert** tab. The following dialog will open:

In this dialog you can configure the scale and the size mode of the barcode, its background and text fill, its symbology and text. Note that some symbologies have strict requirement on the text of the barcode, for example an EAN13 barcode can only have 13 digits (12 digits + 1 check digit).

If you enter "0123456789012" in the dialog above, the following 1D barcode will be created:

Insert a 2D barcode

To insert a 2D (a.k.a. matrix) barcode, click the **2D Barcode** button of the **Insert** tab. A dialog similar to the one for 1D barcode will open. It will let you configure the scale and size mode of the barcode, its background and text fill, its symbology and text. MyDraw currently supports the following 2D barcode symbologies:

- **QR code**

- **Data Matrix**
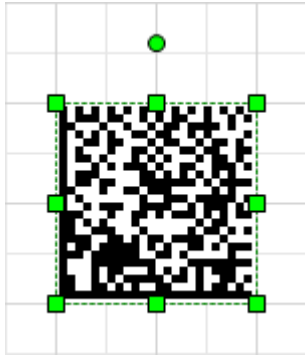
- **PDF 417**
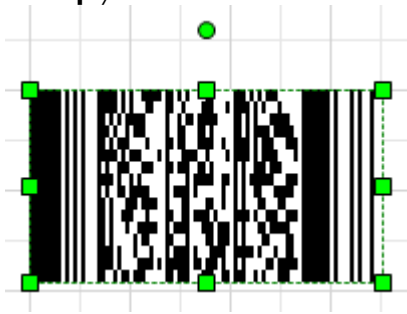
8.6   Bookmarks

When working with large drawings you may need to visit some parts of the drawing much more frequently than others. In these cases you can take advantage of the MyDraw's bookmark feature. Bookmarks store a location and a zoom factor and can be used to quickly move the viewport to a given location and zoom in or out the diagram.

Creating and navigating through bookmarks

To create a bookmark open the **View** tab of the ribbon and click the **Add** button from the **Bookmarks** ribbon group:

After you click the **Add** button, enter a name for the new bookmark and click **OK**. MyDraw will then store the current position in the drawing and the current zoom factor and create a bookmark with the given name. To navigate through the bookmarks for the active page select a bookmark from the combo box or use the **Previous Bookmark** and the **Next Bookmark** buttons. MyDraw will then start an animation and move to the selected bookmark.

> Note that bookmarks are stored on a per page basis. The ribbon shows the bookmarks for the active page.

Editing bookmarks

To edit individual bookmarks or the whole bookmarks collection of the active page, click the **Edit** button. The following dialog will open:
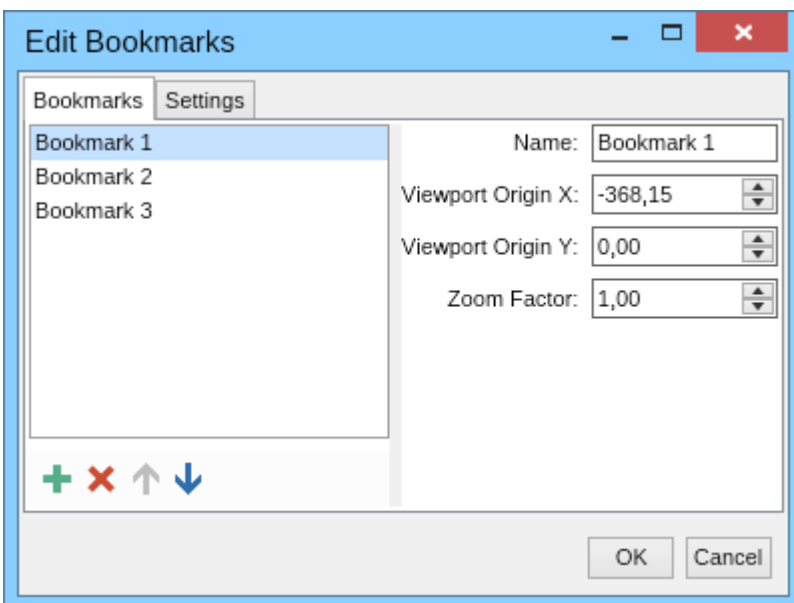
In this dialog you can use the buttons from the toolbar below the list box on the left to add, remove or reorder the bookmarks. If you select a bookmark from the list box, you will see its properties on the right and you can change them if you want.

The **Settings** tab lets you change the transition duration for moving to the selected bookmark in milliseconds (ms). It is by default set to 2000 ms, which is equal to 2 seconds.

Finally click **OK** to apply the changes or **Cancel** to cancel them.

8.7   Presentations

MyDraw lets you easily make presentations by switching to presentation mode. MyDraw presentation lets you show each page and bookmark of your drawing with animated transitions between them.

To start a presentation on the current drawing click the **View Presentation** button in the status bar:


The "View Presentation" button

Alternatively, you can start a presentation by opening the **View** ribbon tab and then clicking the **View Presentation** button. Either way, the presentation window will open and show your drawing in full screen.

At the bottom of the presentation window you will see the following widgets:

- **Timeline** - shows the timeline of the presentation. All pages and bookmarks of your drawing are shown as points on this timeline. The timeline is filled from its beginning to the currently shown point to indicate the progress of the presentation. You can click any of the points or navigate using the following keyboard keys:
    - **Spacebar** - navigates to the next point on the timeline.
    - **Left arrow** - navigates to the previous point on the timeline.
    - **Right arrow** - navigates to the next point on the timeline.
    - **Escape** - closes the presentation window.
- **Page Navigator** - switches between the pages of your drawing. Visible only if your drawing has more than one page.
- **Bookmark Navigator** - navigates through the bookmarks in the current page. Visible only if the current page has any bookmarks. For more information about bookmarks check out the Bookmarks topic.
- **Zoom Slider** - zooms in or out the current page.
- **Close button** - closes the presentation view and returns to the MyDraw application window. You can also press the **Escape** key from the keyboard to close the presentation view.

8.8   Mail Merge

MyDraw makes it easy to perform mail merge in order to create many documents out of one template document. You can either save the result of the mail merge to disk as different files or you can send the files by e-mail to different recipients. The mail merge commands of MyDraw are placed in the **Mailings** ribbon tab:
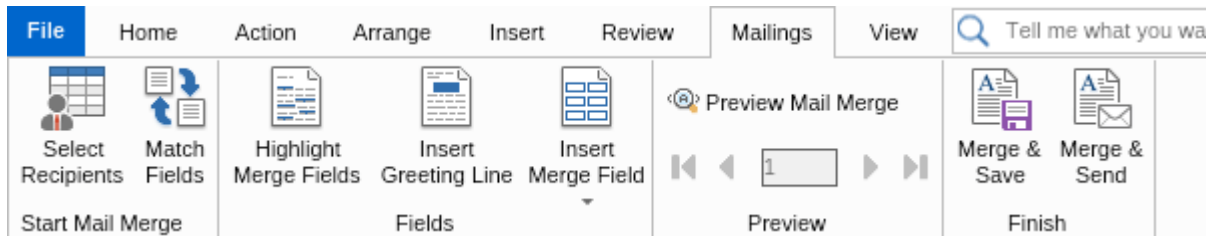
Configuring Mail Merge

You should start by selecting a mail merge source, for example an Excel file. To do this, open the **Mailings** ribbon tab and click the **Select Recipients** button. In the wizard that opens follow the steps to select and configure a mail merge data source.
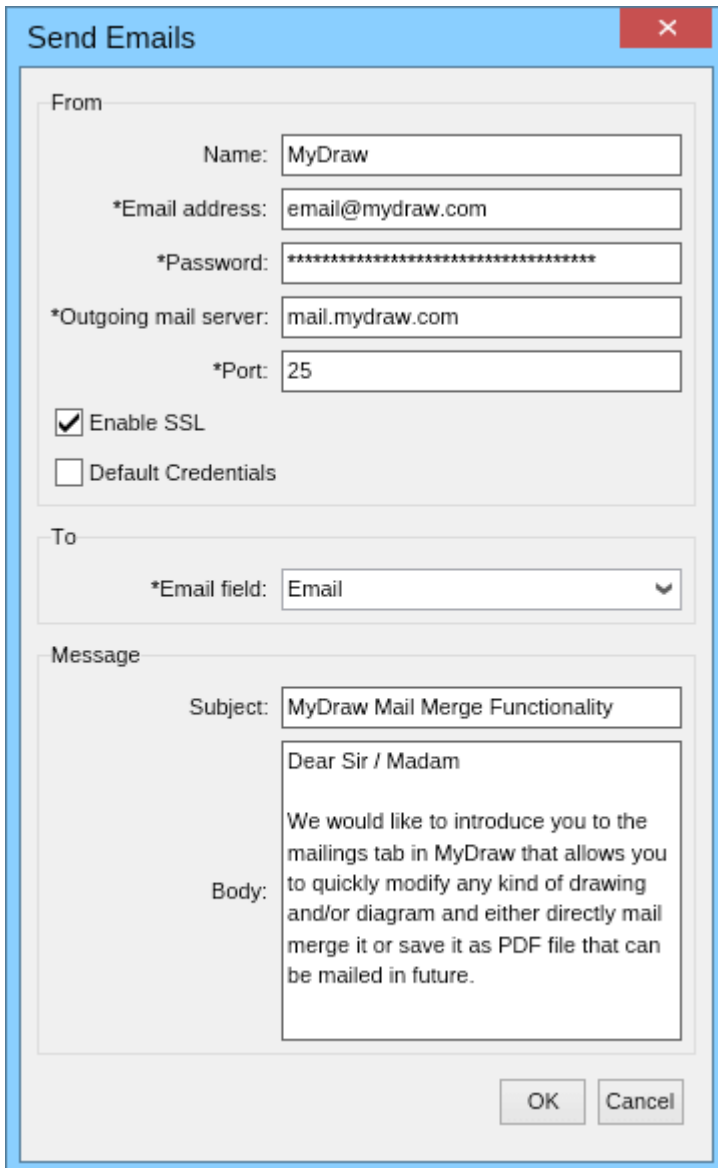
After you have selected a mail merge data source you can start inserting mail merge fields into the texts of the shapes. Using the **Preview Mail Merge** button you can see the results of the mail merge for the current record. To see the mail merge result for a different record, simply use the mail merge record navigator that is placed below the **Preview Mail Merge** button.

Merge and Save

The **Merge & Save** ribbon button executes the mail merge operation, creates a set of resulting documents and saves them to disk in a file format of your choice. When you click this button a save file dialog opens and you can select the template file name to save to, for example "MailMerge.pdf". Then all generated documents will be saved in the folder of this file with a suffix showing the one-based record index of the resulting document - "MailMerge_1.pdf", "MailMerge_2.pdf", etc.

Merge and Send

The **Merge & Send** ribbon button executes the mail merge operation, creates a set of resulting documents and sends them as attached files to e-mail messages to a set of recipients. When you click this button, a dialog for configuring e-mail send options opens:

Note that the mandatory fields are marked with an asterisk symbol. When you enter your e-mail sending options, select the mail merge field that contains the e-mail addresses of the recipients and click the **OK** button. MyDraw will then start generating and sending the e-mail messages displaying a progress dialog while they are being sent.

8.9   Importing Flowcharts from Excel

Importing flowchart diagram allows you to build a flowchart diagram based on table data loaded from Excel file.

Each row of that table represents a single flowchart shape.

To be able to load data successfully, the Excel table must have the follwoing columns:

Process Step ID - An unique integer value which identifies the shape.

Process Step Description - A string which will be shown as a text in the shape.

Next Step ID - The ID value of the next shape in the sequence. If there is a branching each ID must be separated by comma. This field is not mandatory.

Connector label - The text that will be displayed on the connector that connect current shape with the next one. If there is a branching each text must be separated by comma.

Shape Type - String which represents the shape type. The names of the most used shapes are shown in the table below. However you can put the name of all flowcharting shapes which are present in Flowcharting Shapes library.

Shape name	Shape
"Start" / "Stop"	
"Process"	
"Subprocess"	
"Document"	
"Decision"	

To import flowchart diagram from Excel file you need to select **File** -> **Import** -> **Flowchart**. In the displayed dialog the user should set the location of the excel file, how the diagram should be laid out and the name of the sheet where the table resides.