



Corporate Flow



Illustration



Image Editing



Automation



Web



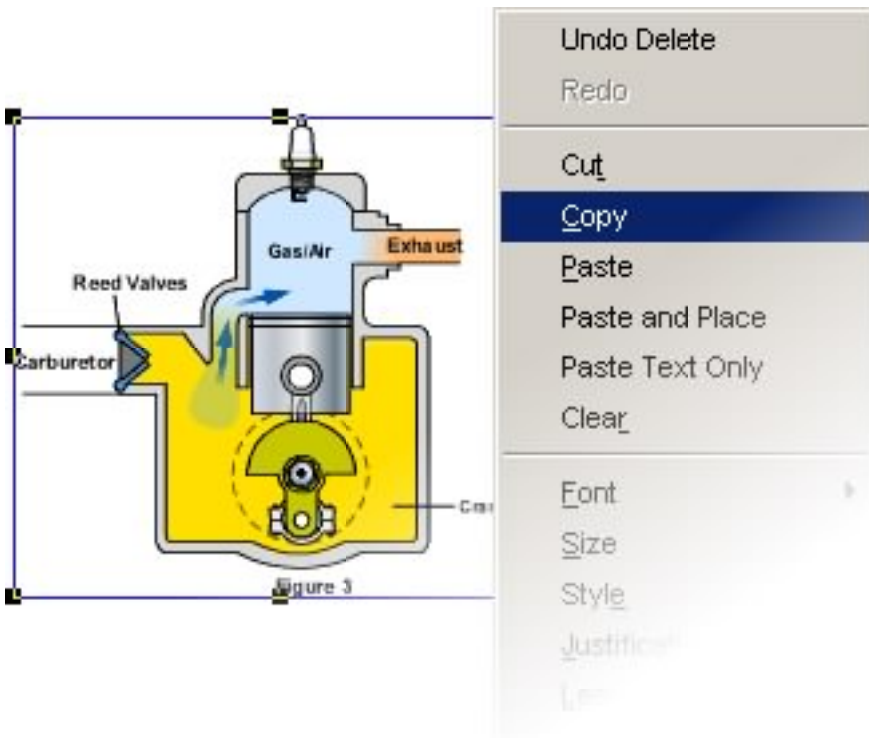
Text Effects

# Canvas Tips and Techniques



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## Using Canvas with Word

Learn how to copy and paste Canvas images and text into a Microsoft Word™ document.

Documents created for use within the educational and corporate world can be significantly enhanced when graphic elements -- drawings, illustrations, and other images -- are included within them. These visual enhancements can lend a pleasing look to a document that may otherwise be dull and unexciting. For example, an illustration created within Canvas could be an ideal design element that can be brought in to brighten a text-heavy Word document. However, what is the best method to do this? More to the point, what might be the best procedure for a specific project? This tutorial will provide details that describe some of the various methods that are available when you need to place a Canvas-created image or text object into a Word document.

## Step 1

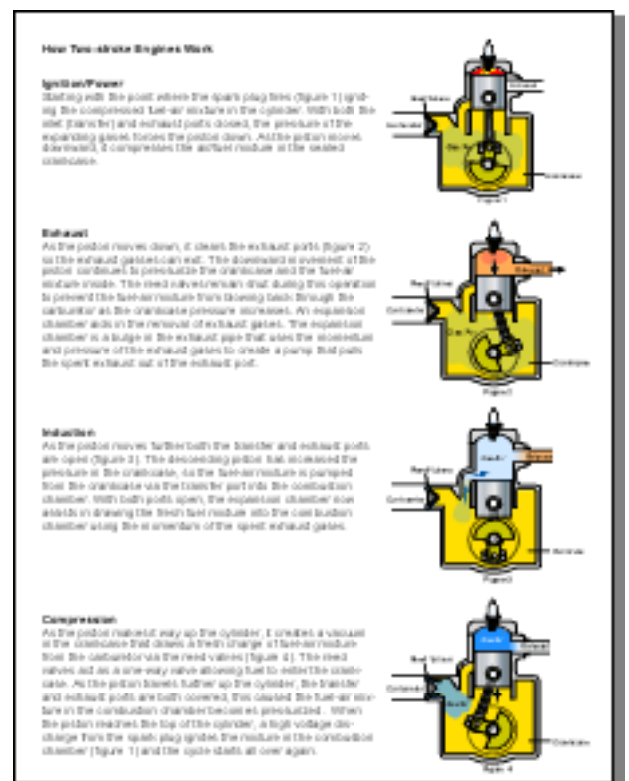
### Opening the Document

Let's begin this tutorial by converting or creating a Canvas file in preparation for export to a Word document.

If you have an existing Canvas file available, you might want to open it at this time. If you don't, choose File > New to create a new one. Any Canvas document type will work for this lesson.

In this case, we already have a Canvas file that we can use; therefore, choose File > Open to open the existing document.

The document to be exported into Word is a lesson that was created to explain the details surrounding the inner workings of a typical two-stroke engine. As you can see, this document contains both graphic illustrations and text.



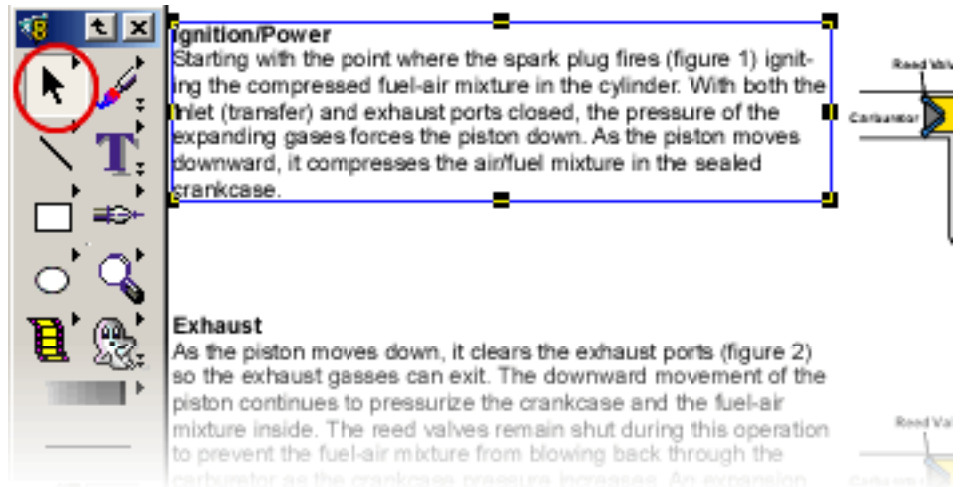
## Step 2

### Copy Text

To copy text from a Canvas document into Word, you need to use the Selection tool. Activate this tool by clicking on it (see right) and select the text that you want to copy.

Next choose File > Copy. Or, use the keyboard commands Control+C (Windows) or Command+C (Macintosh).

This procedure will place the selected text on the Clipboard of your computer. The Clipboard is a "holding place" within the system memory of your computer. Remember that images, text, and other information will remain on the clipboard until it is either replaced by other data or when your machine is turned off.

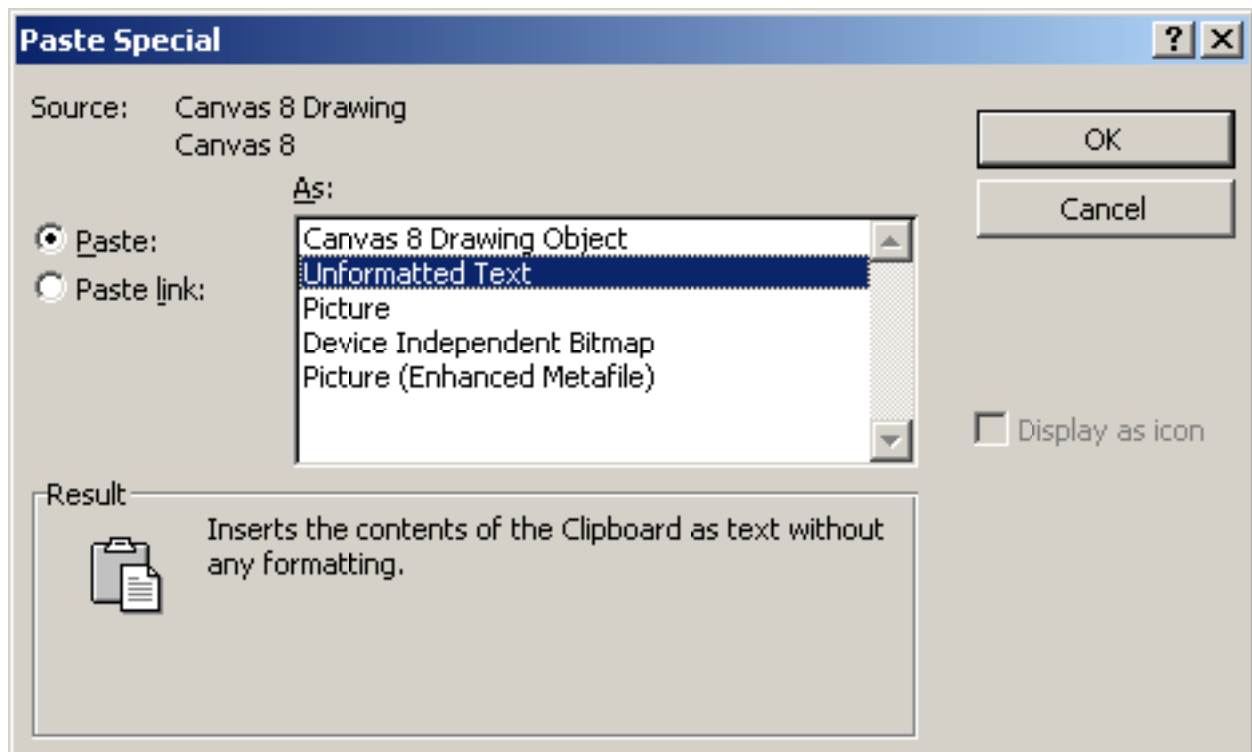


## Step 3

### Pasting Text -Windows OS

Next, open the Word document into which you wish to paste the text. Place the pointer within the document where you wish to insert your text and click. Doing so will establish an insertion point within the document. After you have established the insertion point choose Edit > Paste Special from Word's menu bar.

At this point, you will be presented with a dialog box that will offer several paste options.



(continued)

Since we wish to retain text editability after it is pasted into the Word document we will need to choose Unformatted Text. Selecting this option will insert the copied text into Word; however all text formatting settings will be removed.

**Tip:** Choosing Canvas Drawing object will paste any text that you have selected as an object. After pasting into Word, the text will appear to have been formatted; however, due to Microsoft's OLE technology (Object Linking Embedding), you will not be able to edit the text directly in Word. OLE technology mandates that unless the Unformatted Text option is selected, the text that you will paste into Word will be transformed into an object.

If you select the Canvas Drawing Object option to paste the text into Word, the text can only be edited by double-clicking the object (text) which will open the item from within Canvas. After you make changes to the text in Canvas, you must save the document so your Word file will automatically be updated.

### **Pasting Text - Macintosh OS**

Open the Word document into which you wish to paste the text. Place the pointer within the document where you wish to insert your text and click. Doing so will establish an insertion point within the document. Next, use the keyboard command, Command+V, to paste the text into your Word document.

**Note:** Within the Macintosh OS environment, text is fully editable and retains its formatting when pasted into a Word document.

In **Windows OS** your unformatted text should be similar to the example below.

#### **Ignition/Power**

Starting with the point where the sparkplug fires (figure 1) igniting the compressed fuel-air mixture in the cylinder. With both the inlet (transfer) and exhaust ports closed, the pressure of the expanding gases forces the piston down. As the piston moves downward, it compresses the air/fuel mixture in the sealed crankcase.

In **Mac OS** your text will retain its formatting.

#### **Ignition/Power**


Starting with the point where the sparkplug fires (figure 1) igniting the compressed fuel-air mixture in the cylinder. With both the inlet (transfer) and exhaust ports closed, the pressure of the expanding gases forces the piston down. As the piston moves downward, it compresses the air/fuel mixture in the sealed crankcase.

# Step 4

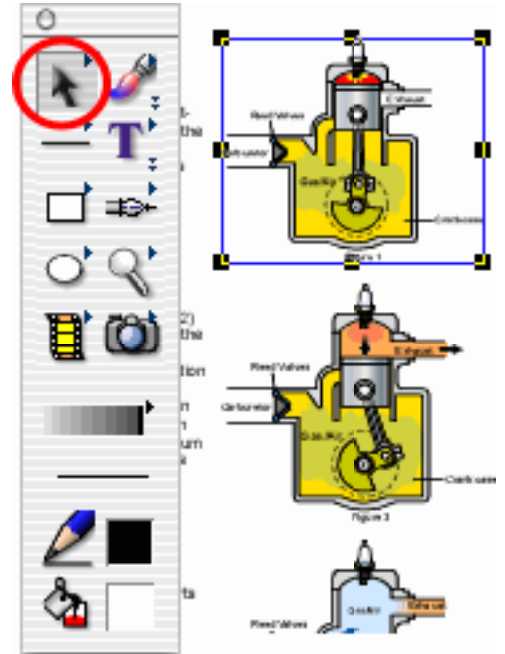
## Copying Graphics

Now that we have learned how to copy and paste text into a Word document, let's move on to graphics.

To copy images or objects to the Clipboard, first choose the Selection tool. With this tool, click on the image. To ensure smooth operation during this step, we recommend that you group the object with which you're working. To completely group the object, you need to select all of the components that make up the illustration and choose Object > Group.

 **Tip:** To select an image, you need only to activate the Selection tool and click on the object.

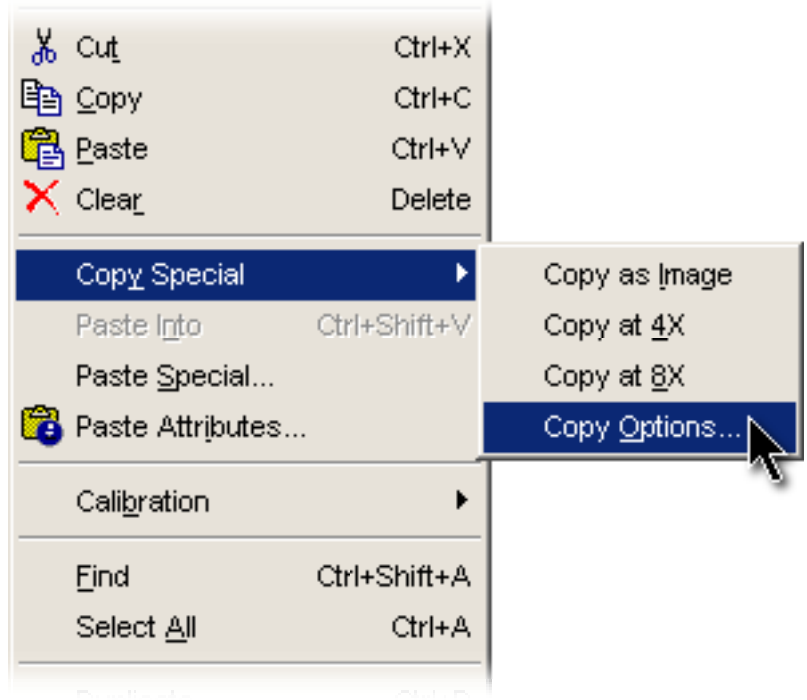
You can leave the object ungrouped; however, as you can see in the example below, doing so may lead to confusion.



With the illustration grouped, select the object and then choose Edit > Copy Special > Copy Options to open the Copy Options dialog box.

Copy Options is a highly recommended feature that you should use when you need to copy graphics to another program.

**Reminder:** This tutorial describes various methods that may be used when working with Canvas and Microsoft Word. Should you wish to use these procedures with another application, please refer to the program's documentation before attempting any of these methods.

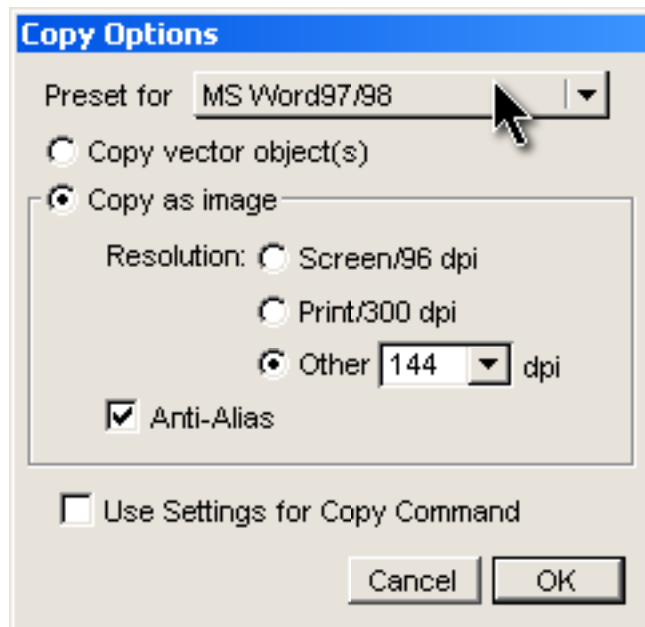


(continued)

When the Copy Options dialog box appears, open the Preset for drop-down menu and select MS Word 97/98.

**Reminder:** Although this preset states “MS Word 97/98,” this setting will function properly when working with all of the current versions of Microsoft Word.

Next, select the Anti-Alias checkbox and press OK. Doing so will lend a smooth appearance to the items. If you anticipate the need to reapply these same Copy Option settings, you may want to select the Use Settings For Copy Command checkbox. Doing so will apply the options that you have activated within this dialog box during a normal use of the “Copy” command.

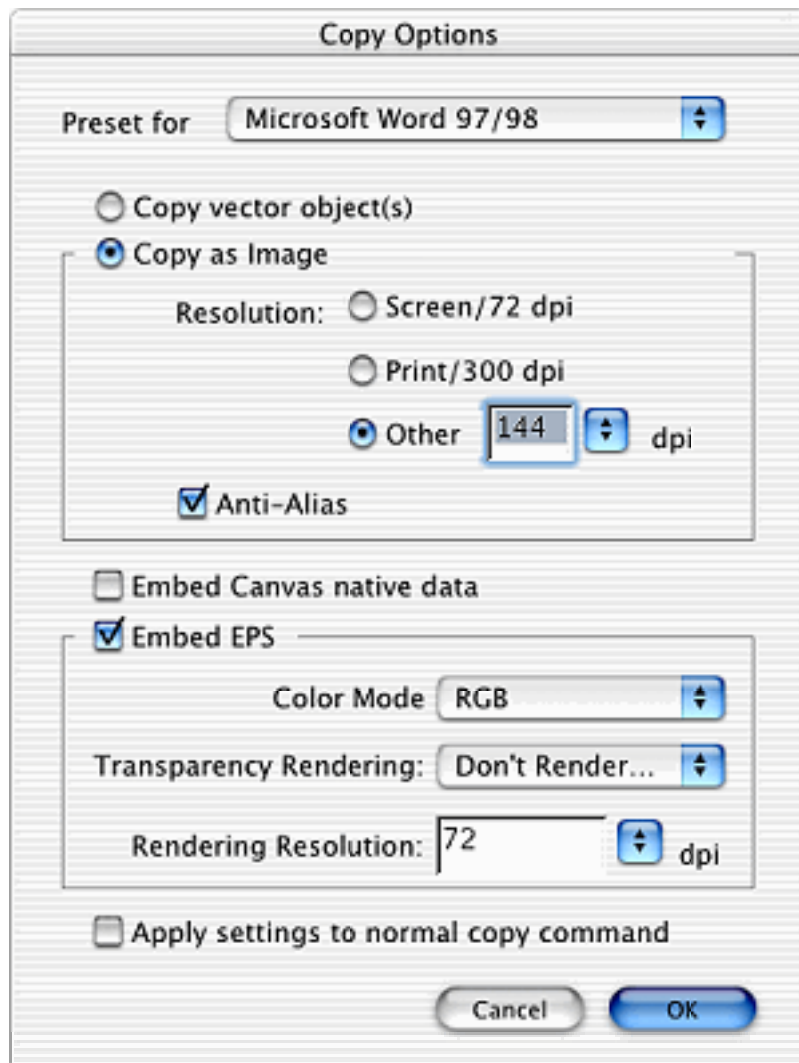


### Copy Options (Macintosh)

If you are working with a Macintosh, you will probably notice that the Copy Options dialog for the Macintosh version of Canvas 8 contains two additional options. These features are the Embed Canvas native data and Embed EPS commands. These commands are only available from within the Macintosh version of Canvas 8 Professional Edition.

Activating the Embed Canvas native data function will embed information that is unique to a Canvas object. Specifically, should you activate this feature, all data that has been assigned to a Canvas object from within the Object Properties dialog box will be retained; therefore, if you anticipate a need to retain the values specific to an illustration or drawing, select the Embed Canvas native data checkbox.

The Embed EPS function will assign PostScript information relating to an object's settings for Color Mode, Transparency Rendering, and Rendering Resolution. If your project is destined to be printed on a PostScript device, you should become familiar with these settings. Especially, if your document contains Canvas Objects that have SpriteLayers or SpriteEffects applied to them.



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The Color Mode drop-down menu allows you to specify RGB, CMYK, Black and White, or Grayscale settings.

If your document is a print project, you should select the CMYK setting. Black and White would be optimal for line art, and Grayscale would be needed when photorealistic (non-color) images are used. Selecting the RGB setting will ensure that a project destined for electronic distribution (presentation, Web, or slide show) will retain a precise color setting.

The Transparency Rendering drop-down menu will allow you to turn off all rendering. Turning off the rendering engine will significantly lower the printer spool size and, therefore, speed up the printing process.

This menu will also allow you to select Render The Entire Selection, the Complete Area, or the Smallest Area.

If you choose to render the Smallest Area, only the transparent areas of an object will be effected; therefore, the rendering process is kept to a minimum. However, some color variations may be evident where the border of the rendered material meets the unrendered object.

The Complete Area setting is the slowest but most comprehensive option. Everything within the document will be printed and unwanted borders between rendered and unrendered areas will be avoided.

From the Rendering Resolution drop-down menu, you can enter specific DPI setting that will be applied to the object when it is rendered. Remember that the Rendering Resolution should match the needs of your project. Print output will be high (150, 300 DPI, or higher), while documents destined for electronic distribution will be low (72 DPI).

## Step 5

### Pasting Graphics

To paste the graphic we just copied to the Clipboard in the previous step, reopen the Word document that we are working in and click within it to create the insertion point. (The location where you want to place the image.)

For our example, we want to have the text wrap around the illustration. To achieve this effect, we must create an insertion point in front of the text we pasted earlier.

#### **Ignition/Power**

Starting with the point where the sparkplug fires (figure 1) igniting the compressed fuel-air mixture in the cylinder. With both the inlet (transfer) and exhaust ports closed, the pressure of the expanding gases forces the piston down. As the piston moves downward, it compresses the air/fuel mixture in the sealed crankcase.

(continued)

Then, choose Edit > Paste. Or, use the keyboard command Control+V (Windows) or Command+V (Macintosh). The image should appear within the document similar to the example below.

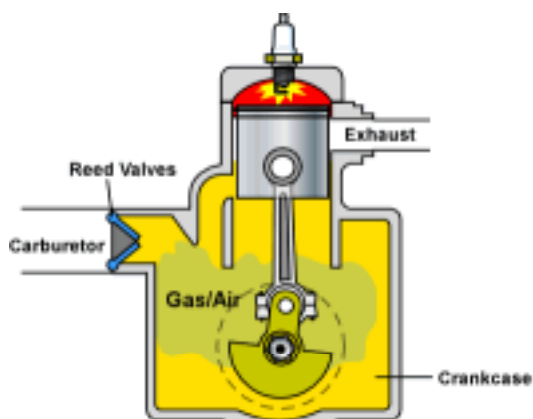


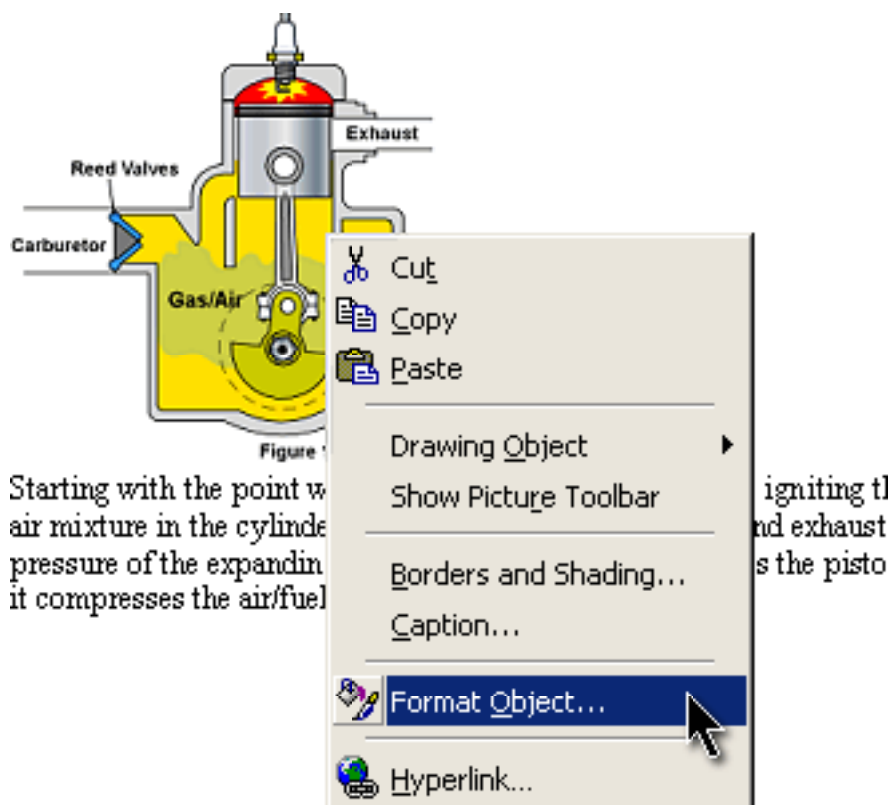
Figure 1

### Ignition/Power

Starting with the point where the sparkplug fires (figure 1) igniting the compressed fuel-air mixture in the cylinder. With both the inlet (transfer) and exhaust ports closed, the pressure of the expanding gases forces the piston down. As the piston moves downward, it compresses the air/fuel mixture in the sealed crankcase.

Now let's apply a text wrap command so that our work within the Word document will attain a professional appearance.

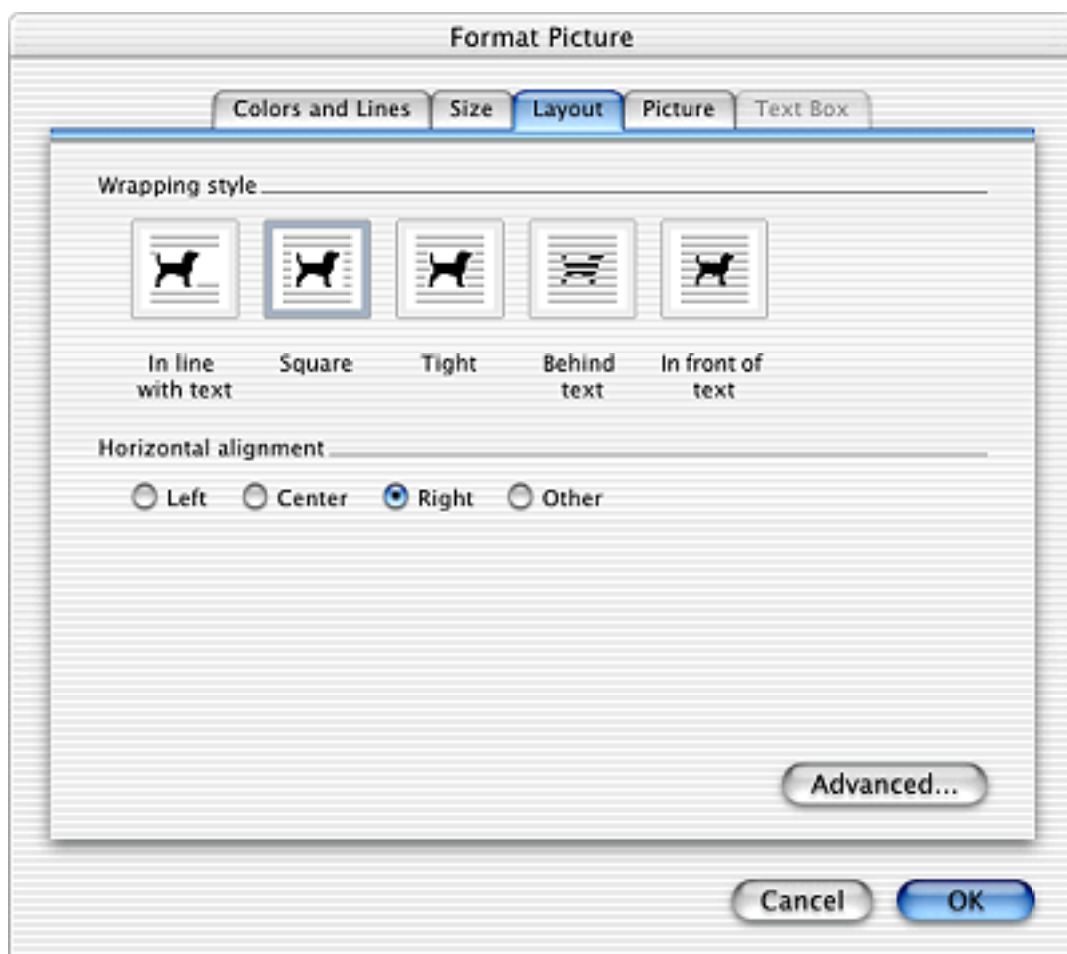
**Windows OS:** Begin by right-clicking on the image in MS Word. Doing so will bring up a submenu. From within this menu, choose Format Object.



**Mac OS:** Double-clicking on the image will bring up the Format Object dialog box.

(continued)

From the Format Object dialog box within Word, select the Layout tab. Now you will have access to a variety of text wrap choices. Choose "Square" as the Wrapping style and Horizontally align the image to the right. This setting will make the Word document appear like the original Canvas file.



If you followed the preceding steps correctly, the text and graphics should look very much like the example below.

### **Ignition/Power**

Starting with the point where the sparkplug fires (figure 1) igniting the compressed fuel-air mixture in the cylinder. With both the inlet (transfer) and exhaust ports closed, the pressure of the expanding gases forces the piston down. As the piston moves downward, it compresses the air/fuel mixture in the sealed crankcase.

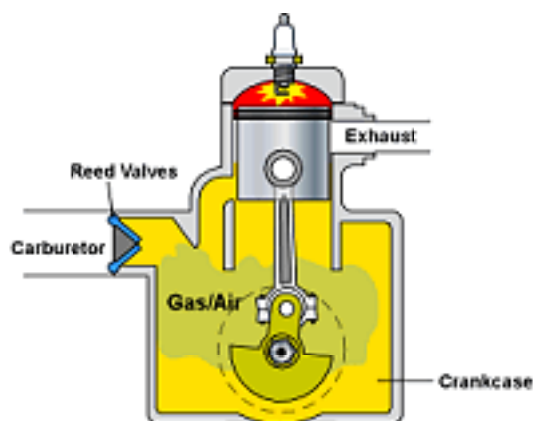


Figure 1

(continued)

Complete your document by repeating the previous steps to copy and paste the remainder of the Canvas document into Word.

Below is the completed Word document with graphics and editable text.

You might want to go through this tutorial and experiment a little bit with the different settings. Doing so will allow you to become familiar with these useful features.

[Download completed Word document](#)

The screenshot shows a Microsoft Word document titled "Two-Stroke (Two-Stroke) (Preview) - Microsoft Word". The document contains a detailed diagram of a two-stroke engine cycle, divided into four stages: Ignition/Power, Exhaust, Compression, and Induction. Each stage is accompanied by a cross-sectional diagram of the engine and a block of descriptive text.

**How Two-Stroke Engines Work**

The two-stroke engine is a very simple reciprocating engine of a simple construction. Chambers and ports in which the piston takes over and valve functions in order to obtain a power stroke with each revolution of the crankshaft. The two-stroke or two-cycle engine overlaps operations in order to reduce the part count and produce lighter, simpler and less expensive engines. There are scavenging, carburetors, etc., just the piston connected by the connecting rod to the crankshaft. They also have the potential to push about twice the power into the same space because there are twice as many power strokes per revolution giving two-stroke engines a great power-to-weight ratio.

It is easy to understand a two-stroke engine by watching each part of the cycle.

**Ignition/Power**

Starting with the piston above the sparking plug (Figure 1) opening the scavenging (inlet) port in the cylinder. With both the inlet (inlet) and exhaust ports closed, the pressure of the expanding gases forces the piston down. As the piston moves downward, it compresses the fuel-air mixture in the combustion chamber.

**Exhaust**

As the piston moves down, it clears the exhaust ports (Figure 2) so the exhaust gases can exit. The downward movement of the piston continues to compress the mixture and the fuel-air mixture needs. The scavenging mixture that during this operation to prevent the fuel-air mixture from blowing back through the exhaust as the combustion pressure increases. An expansion chamber adds to the removal of exhaust gases. The expansion chamber is a bulge in the exhaust pipe that uses the momentum and pressure of the exhaust gases to create a pump that pulls the spent exhaust out of the exhaust port.

**Induction**

As the piston moves downward to the transfer and exhaust ports are open (Figure 3). The downward piston has moved the piston in the crankcase, so the fuel-air mixture is pumped from the crankcase via the transfer port into the combustion chamber. With both ports open, the expansion chamber now starts in drawing the fresh fuel mixture into the combustion chamber using the momentum of the spent exhaust gases.

**Compression**

As the piston moves it way up the cylinder, it creates a vacuum in the crankcase that draws a fresh charge of fuel-air mixture from the crankcase via the transfer valve (Figure 4). The reed valve act as a one-way valve allowing fuel to enter the crankcase. As the piston moves further up the cylinder, the transfer and exhaust ports are both closed, this causes the fuel-air mixture in the combustion chamber become pressurized. When the piston reaches the top of the cylinder, a high voltage discharge from the sparking plug ignites the mixture in the combustion chamber (Figure 1) and the cycle starts all over again.