

1 Introduction



Your ideas brought to life

MyDraw is a versatile software for creating various types of diagrams, including flowcharts, network diagrams, org charts, mind maps, UML diagrams, floorplans, infographics, and more.

With 510+ shape libraries, featuring high-quality clip-art and smart shapes, as well as 490+ pre-made templates, MyDraw empowers you to quickly and easily create a wide range of diagrams.

Available in versions for the Web, Windows, and macOS, MyDraw is a cross-platform solution that offers flexibility, accessibility, and a consistent user experience across different platforms, reducing compatibility issues and simplifying maintenance.

Designed with user-friendliness in mind, MyDraw allows you to create complex diagrams with just a few clicks and drag-and-drop functionality. Additionally, the MyDraw User Interface is available in multiple languages, including Arabic, Bulgarian, Chinese, English, German, Spanish, Portuguese, Russian, and Turkish, enhancing accessibility for users worldwide.

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3 License and Account Management

MyDraw is a subscription-based product designed for both individual and team use. For a comprehensive overview of the licensing terms, please refer to the [License Agreement](#) topic.

This topic provides details on how to manage the service licenses (or simply licenses) you've purchased, as well as other account-related aspects, including the digital wallet and team management.

Account and Users

Upon creating an account on the MyDraw website, you are automatically designated as the Primary Account User. The Primary Account User is the sole person authorized to manage the Service Licenses, Digital Wallet, and Team, as described below.

Service Licenses

When you purchase MyDraw licenses, they are automatically associated with your account. The Primary Account User can oversee these licenses through the Service Licenses section on the My Account page, which is presented as follows:

Service Licenses

This page shows the Service Licenses associated with your account.

☒ Assign Service Licenses Automatically

No.	Product	Assigned to User	Expiration Date	Days Remaining	Auto Renewal
1	MyDraw Subscription - 12 Months	Unassigned	Wednesday, October 23, 2024	366	<input checked="" type="checkbox"/>
2	MyDraw Subscription - 12 Months	peter@mydraw.com	Wednesday, October 23, 2024	366	<input checked="" type="checkbox"/>
4	MyDraw Subscription - 12 Months	Unassigned	Thursday, October 17, 2024	360	<input checked="" type="checkbox"/>
5	MyDraw Subscription - 3 Months	alex@mydraw.com	Tuesday, January 16, 2024	85	<input checked="" type="checkbox"/>

APPLY

In the example account above, you can see that there are four MyDraw licenses associated with the account. Two of these licenses are assigned to users named Peter and Alex, while two remain unassigned.

When a user logs into the MyDraw application, whether it's the web version, Windows, or Mac, MyDraw will automatically attempt to assign an unassigned license to that user if the **Assign Service Licenses Automatically** option is enabled.

Additionally, you have the option to manually assign licenses to users by selecting the user for each license and clicking the **Apply** button. It's important to note that each user can be assigned to only one license. If you wish to change the license assignment for a user, you must first unassign them from the old license and then assign them to the new one.

When your licenses expire, MyDraw will try to renew them automatically, provided that the **Auto Renewal** option is enabled. Auto-Renewal will attempt to charge the **Default Payment Method** in your **Digital Wallet** (see below) for the same product. For example, if you've purchased a **MyDraw Subscription - 12 Months**, upon its expiration, MyDraw will automatically check for the **Auto Renewal** option. If this option is checked, it will attempt to renew the expired subscription by purchasing another **MyDraw Subscription - 12 Months**.

Digital Wallet

The Digital Wallet (also referred to as the Wallet) section on the Account page enables you to manage the payment

methods you've stored in your MyDraw Account for future use. The secure storage of actual Credit Cards and other Payment Method information is handled by our partner, Authorize.NET. Within your Wallet, only one payment method can be marked as the Default Payment Method, which is the one used for automatic license renewals.

Team

The Team section on the Account page enables you to manage the members of your team that are associated with your Account. This section is visible only to the Primary Account User.

To add new users to your team, enter their email addresses separated by coma and click the Invite Users button.

They will receive an invitation email, which contains a confirmation link. The invited users need to click on that link, to confirm that they want to be a part of your team.

To remove a user from your team, click the Delete button next to the user's name.

4 Version History

Version 7.0

- Added support for Layers
- Improved Microsoft Visio Import-Export of VSDX (Drawings) and VSSX (Stencils) formats
- Improved import of Microsoft Visio 2003-2010 VSD (Drawings) and VSX (Stencils) formats
- Improved Family Tree diagrams

Version 6.0 (April 2024)

- MyDraw is available in the Browser!
- Rich text improvements
- UI improvements
- Support for SVG images
- Improved SVG export
- Improved Microsoft Visio Import-Export of VSD and VSX files
- Family Tree diagrams improvements

Version 5.4 (December 2022)

- Improved family tree shapes and drawing templates.
- New drawing templates category with dozens of new drawing templates: Education.
- Visio import and export improvements.
- French language translation of the UI.

Version 5.3 (July 2022)

- Improved high DPI support - MyDraw is now per monitor DPI aware and will automatically switch the rendering resolution of all UI elements depending on the current monitor's DPI.
- Visio import and export improvements:
 - Import and export of shape tooltips.
 - Various minor bug fixes and improvements.
- AutoCAD import and export improvements
 - Import of dimension entities.
 - Insert entities import improvements.
 - Improved import speed and memory usage.
 - Various other minor bug fixes.
- Improved PDF export.
- Localization improvements.
- New family tree shapes settings - the family tree diagram extension now provides 2 settings for family tree shapes: date format (show dates as 4-digit years or as full dates) and whether to show photos or not.

Version 5.0.2 (May 2021)

- Hardware accelerated rendering - greatly improves MyDraw rendering speed and responsiveness, especially when working with large diagrams.
- Visio import and export improvements.
- Image processing improvements.

Version 5.0.1 (December 2020)

- MyDraw native file formats improvements and optimizations.
- Performance and memory usage improvements.
- UI improvements and bug fixes.
- Ability to [troubleshoot startup issues](#) related to system fonts and GPU drivers.

Version 5.0.0 (November 2020)

- Windows 10 theme.
- Redesigned library browser.
- 300+ new libraries.
- Thousands of new shapes.
- [Shape hyperlinks](#).
- 20% faster startup of MyDraw.
- AutoCAD import and export improvements.
- Visio import and export improvements.
- Turkish language translation of the UI.

Version 4.3.0 (January 2020)

- AutoCAD Drawing Interchange (DXF) import.
- Visio import and export improvements.
- UI improvements and bug fixes.

Version 4.2.0 (November 2019)

- New drawing templates: Invoices, Scorecards, Scientific and Mind Maps.
- Unit selection dialog when opening a template.
- Visio import and export improvements.
- Enhanced Metafile (EMF) image support improvements.
- Ribbon interface and other UI improvements.
- Improved table shapes.

Version 4.1.2 (October 2019)

- UI improvements and bug fixes.

Version 4.1.1 (September 2019)

- Performance and stability improvements.

Version 4.1.0 (August 2019)

- UI improvements and bug fixes.
- Improved Mac printing.

Version 4.0.0 (July 2019)

- Diagram improvements:

- Support for shape shadows.
- Visio import and export improvements:
 - Support for shape shadow import and export.
 - Export of tables as grouped shapes in Visio.
 - Various bug fixes and small improvements.
- UI improvements:
 - Quick access toolbar added to the ribbon with option to customize the items in the toolbar.
 - The palette color picker in color dialogs replaced with a more user friendly hexagon color picker.
 - Color pickers across the UI replaced with theme color pickers, so that changing the theme of the page can affect the coloring of the shapes.
 - Sidebar added at the right side of MyDraw window to allow users quickly style shapes.
 - Improved image export dialogs – they now include a preview of the exported drawing page and let the user select an area of the page to export both by entering its exact size or by dragging and dropping the export bounds borders.
- Localization improvements:
 - Improved UI translations.
 - Localization dictionaries now include a setting for the desired font size and for the Chinese and Japanese languages a larger font is used to make them more readable.
- Mac specific improvements:
 - Support for multiple MyDraw windows – users can now right click MyDraw's icon in the dock and open a new window. This will allow them to have multiple drawings open at the same time with an option to drag and drop, copy and paste shapes between MyDraw windows.
 - List of recent documents added to MyDraw's start screen and „File“ menu.

Version 3.9.0 (February 2019)

- Import Flowchart from Excel sheet.
- Import Organizational diagram from Excel sheet.
- Visio import and export improvements.
- New shapes and drawing templates.
- UI improvements and bug fixes.

Version 3.0.0 (September 2018)

- [Drawing themes and shape styles](#)
- Import of vector images in Windows Metafile (WMF) and Enhanced Metafile (EMF) format
- Visio import and export improvements
- Family shapes in [family tree diagrams](#) are now filled differently based on the family status: not married (green), married (blue) and divorced (red)
- A lot of new shape libraries and drawing templates
- UI improvements and bug fixes
- Support for tables
 - Row and column master cells, cell merge and split
 - Text orientation - horizontal, vertical
 - Per cell fill and border
 - Collapsed and expanded cells margins support
 - Row and column resizing
 - Table columns with percentage, fixed and automatic width
 - In place editing of tables
 - Automatic ports generation (table cell, grid, column or rows only)
 - Collapsible Borders
 - Different table resize modes
 - Auto table sizing

- Find and replace text in tables
- Multi-range selection of table cells, rows and columns.

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

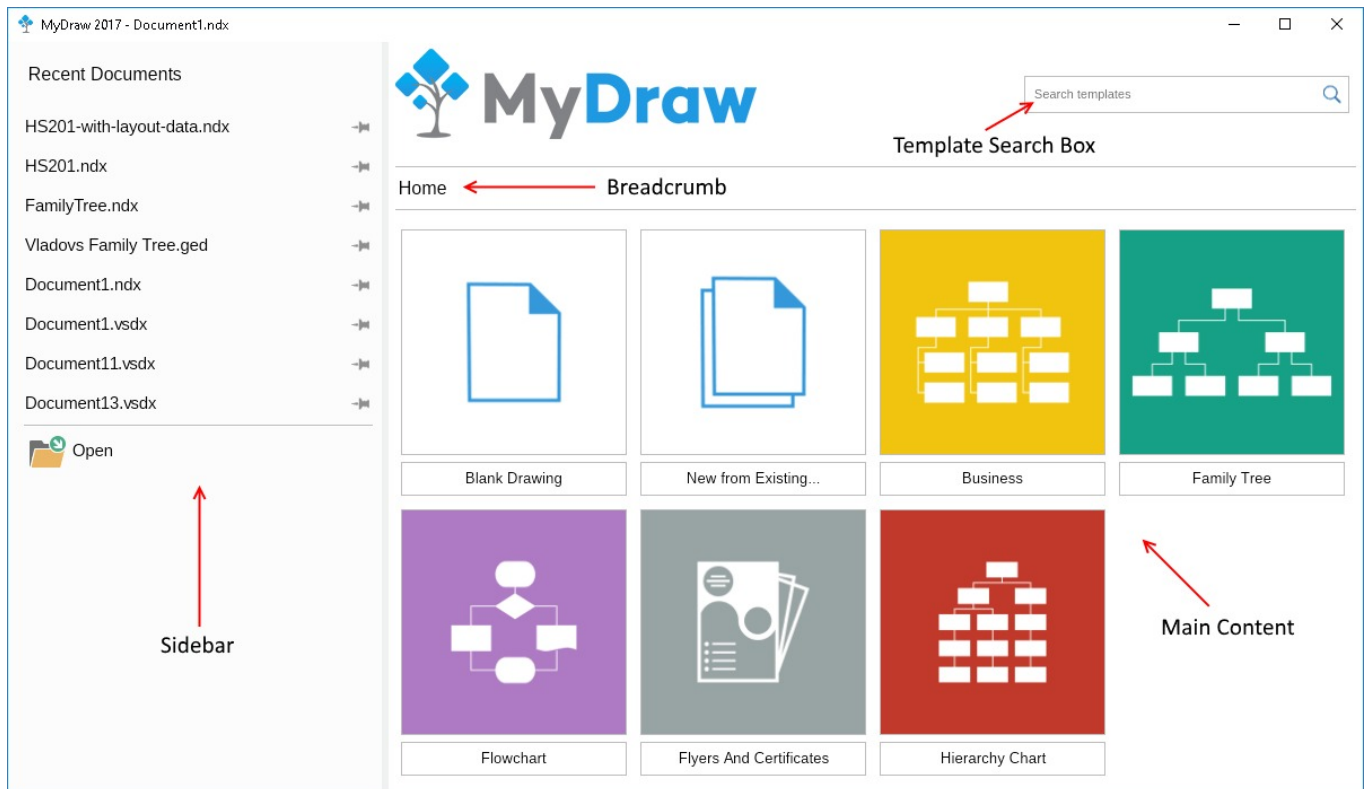
Version 1.0.0 (May 2017)

- First version of MyDraw

5 User Interface

5.1 Templates and New Drawings

The Start screen consists of two main parts - the sidebar and the Main Content:



Main Content

The main content of the Start screen 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 templates in the list, click 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, you can 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 existing one. The other items in the template picker are template categories. If clicked, the category will open, and you will see its templates and subcategories.

Sidebar

The sidebar is placed at the left side of the Start screen and lets you open one of the recently opened drawings. You can 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.

5.2 Ribbon

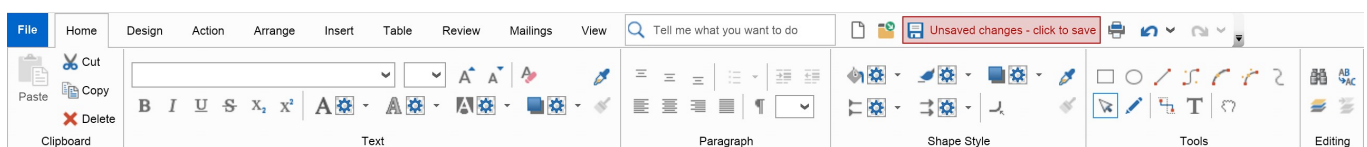
The ribbon contains a set of buttons, menus, combo boxes, and other command controls organized logically in groups and tabs that allows you to manipulate the diagram, add, arrange, and style shapes, and access nearly all controls of MyDraw. Each text tab at the top of the ribbon opens up a different set of clickable commands.



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.

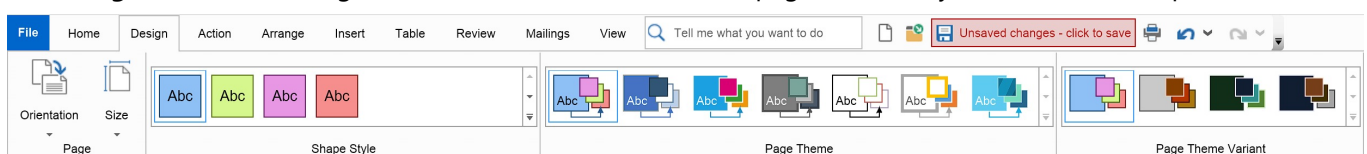


The **Home** tab lists common commands for working with the document:

- **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.
- **Text** - 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.
- **Shape Style** - 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** - contains text search commands that allow you to find and replace text in all shapes inside the current page. Also contains commands for editing the current page layers, as well as assign shapes to layers.

Design Tab Page

The **Design** tab allows configuration of the theme of the active page and the style of individual shapes.



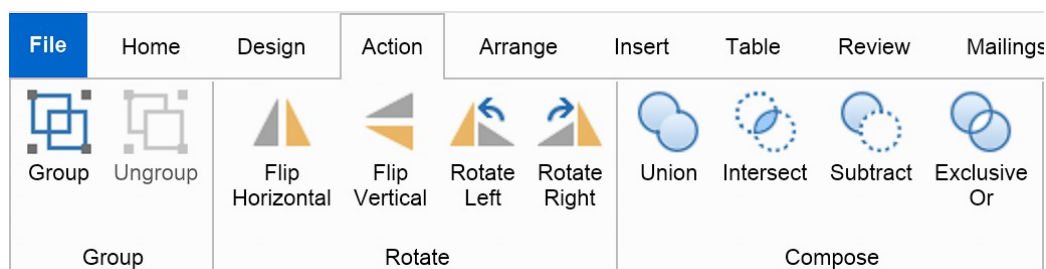
The **Design** tab page consists of the following ribbon groups:

- **Page** - lets you configure the orientation and the size of the active page.
- **Shape Style** - lets you quickly style a shape using a shape style from the currently selected page theme and variant.
- **Page Theme** - lets you quickly change the look of all shapes in a page by changing the theme of the page.
- **Page Theme Variant** - can be used to apply a variant of the currently selected theme to the active page.

For more information about the drawing themes and shape styles, check out the [Themes and Styles](#) documentation topic.

Action Tab Page

The **Action** tab lets you manipulate the currently selected shape/shapes.

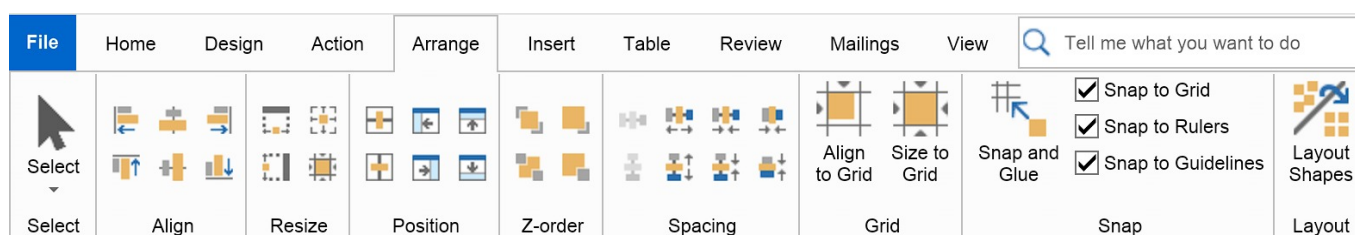


The **Action** tab consists of the following ribbon groups:

- **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 lets you position, size and align your shapes:

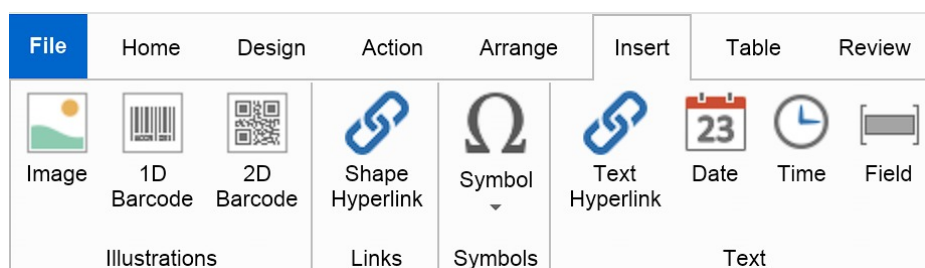


The **Arrange** tab page consists of the following ribbon groups:

- **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 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 lets you perform a spell check of the texts of a drawing.



The **Review** tab 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.

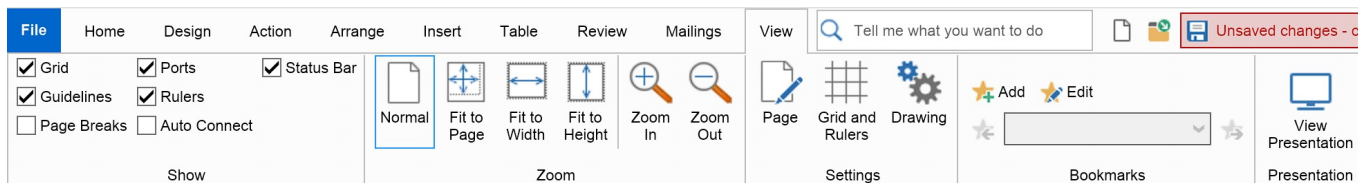
Mailings Tab Page

The **Mailings** tab lets you configure and perform a mail merge operation.

For more information, check out the [Mail Merge topic](#).

View Tab Page

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

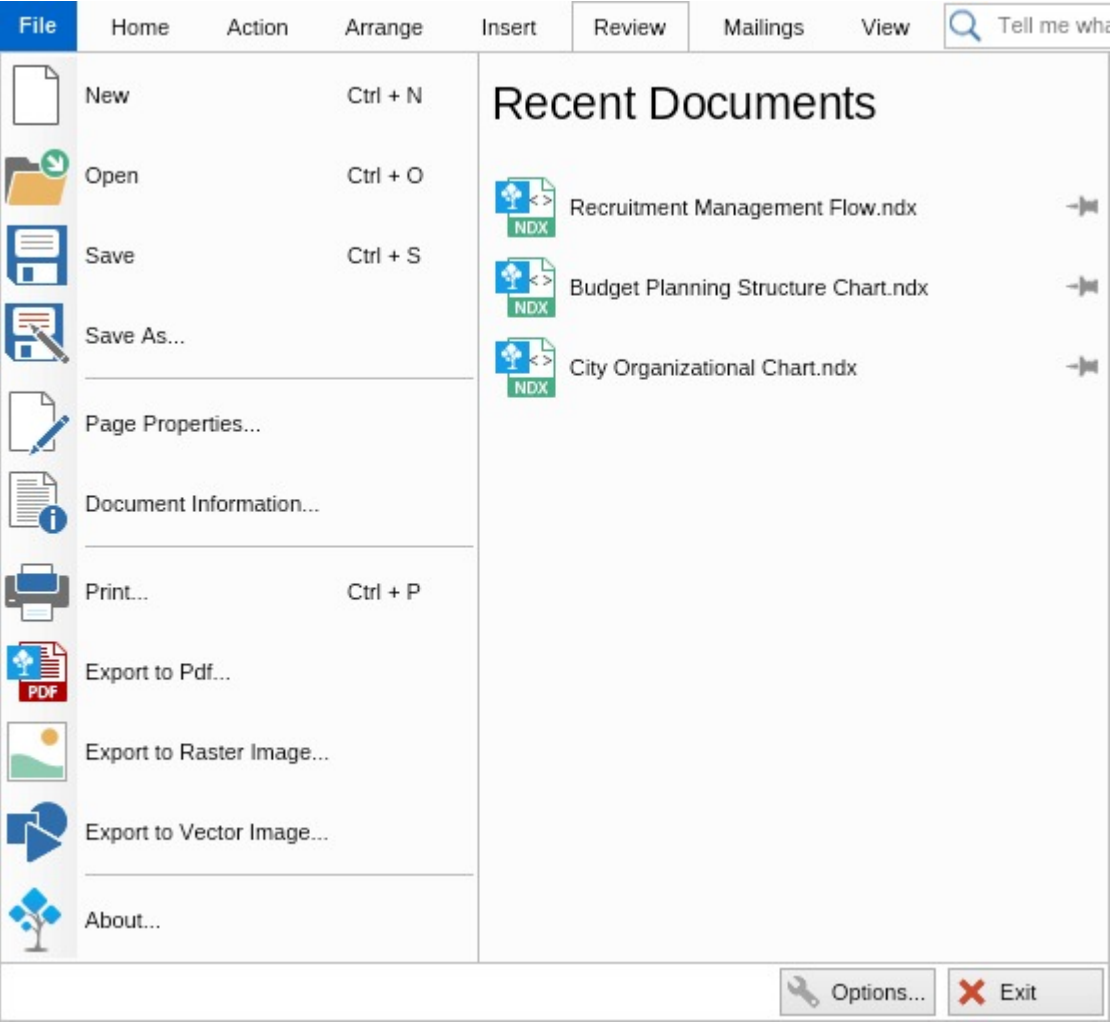


For more information, check out the [Drawing View topic](#).

Application Menu

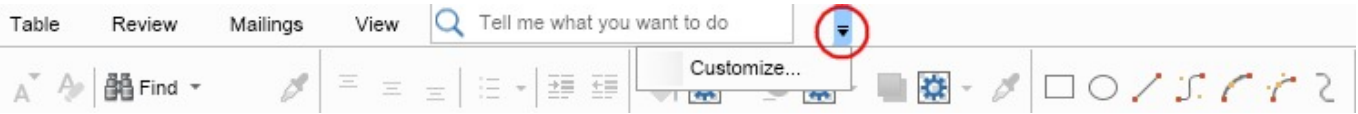
The application menu is shown when you click on **File**. It contains menu items for saving the diagram or loading a diagram from a file, for printing and export and so on. It also contains the menu item for showing the **About** dialog and the button that shows the **Options** dialog, which you can 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 **Start screen**.

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



5.3 Quick Access Toolbar

The Quick Access Toolbar allows you to quickly add often-used commands to always be available within reach.



To add icons to the custom toolbar, click on the down arrow, and then "Customize" in the drop down menu.

Then, click on the command you wish to add to the Quick Access Toolbar, and click the add button in the center of the box. The command will shift to the right side of the box, signifying that it will be shown on the toolbar. As the bar is horizontal, the topmost icon will be shown the furthest left on the toolbar. Arrow buttons on the right side of the dialog can change the order of the commands on the right side.

The **Toolbar Preview** at the bottom of the dialog shows the current selection of the toolbar icons. To accept all changes, click OK.

5.4 Library Browser

Library Browser Overview

The library browser is a visual component that helps you use, manage and create libraries of shapes. It is organized as a vertically arranged collection of sections. The following picture illustrates the main elements of the library browser:

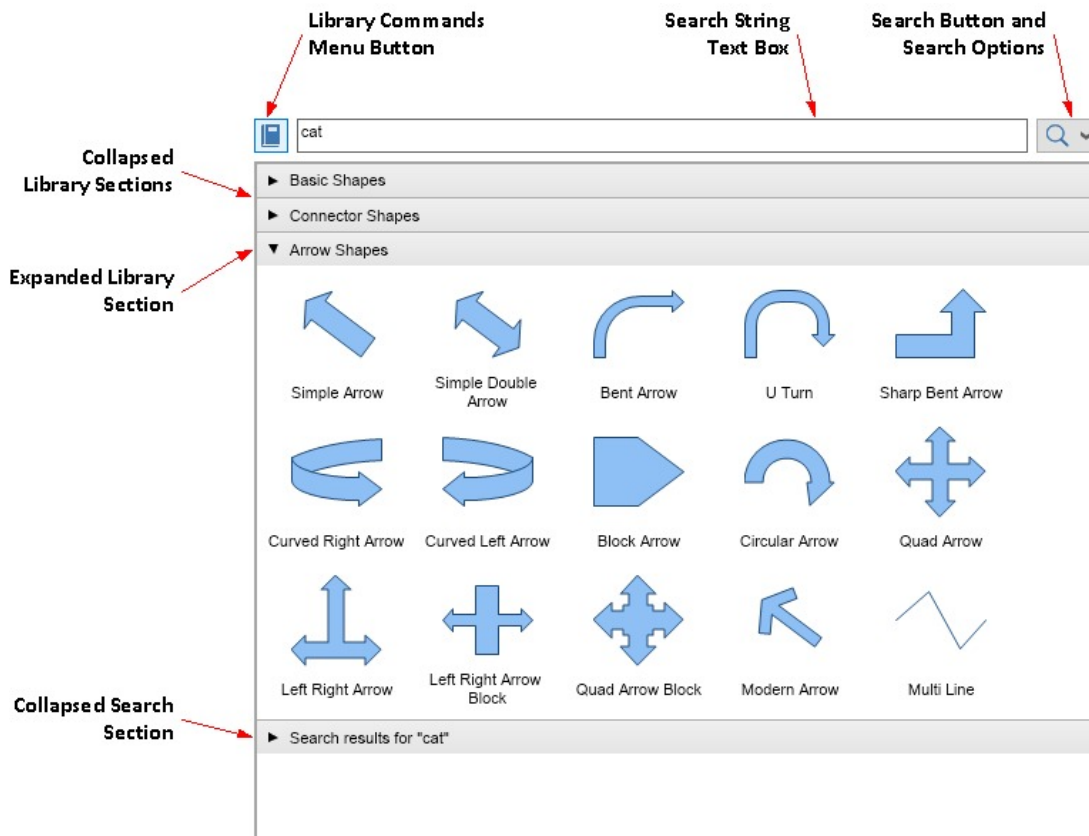


fig. 1 - Library Browser Elements

There are two types of sections that can reside in the library browser:

1. **Library Section** - this type section is associated with a single library of shapes that you open either from a file on your system, or from the set of predefined libraries that come along with MyDraw. In fig. 1 the Basis Shapes, Connector Shapes and Arrow Shapes are library sections. You can drag and drop shapes from expanded library section onto the drawing - in our case from the Arrow Shapes library section.
2. **Search Section** - this type section is created from each search that you perform from the search bar (see Searching for Shapes below). You can drag and drop shapes from search sections onto the drawing and also open the libraries in which these shapes are found in separate library sections.

Library Commands Menu and Context Menu

When clicked **Library Commands Menu Button** shows the following menu, the commands of which are explained below:

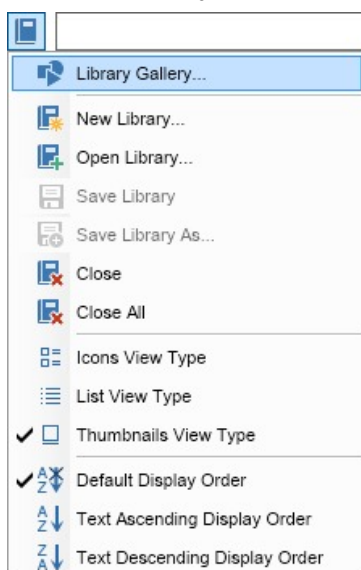


fig. 2 - Library Commands Menu















General Commands

- **Library Gallery** - opens the **Library Gallery Dialog**. The dialog allows browsing and opening a large number of shape libraries that come along with MyDraw.
- **New Library** - creates a new library and opens it in the library browser. You can add shapes to this new library, by dragging and dropping shapes from the drawing view to the library.
- **Open Library** - shows the **Select File Dialog**, that lets you select a library file to be opened in the library browser. You can open libraries in MyDraw (.nlx, .nlb) or Visio (.vssx) format.
- **Save Library** - saves the expanded library to the file from which it was originally opened.
- **Save Library As** - saves the expanded library to the file that you select from the **Select File Dialog**.
- **Close** - closes the currently expanded section.
- **Close All** - closes all sections of the library browser.

View Type Commands

- **Icons View Type** - switches the view type of all sections to **Icons**.
- **List View Type** - switches the view type of all sections to **List**.
- **Thumbnails View Type** - switches the view type of all sections to **List**.

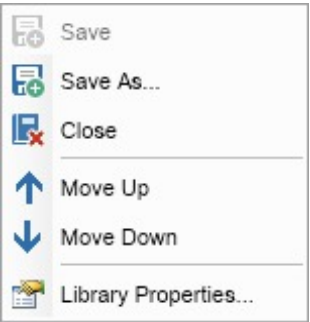
the following table demonstrates the different view types:

Icons	List	Thumbnails
 Rectangle	 Rectangle	
 Square	 Square	
 Ellipse	 Ellipse	Rectangle
 Circle	 Circle	Square
 Rounded Rectangle	 Rounded Rectangle	
 Triangle	 Triangle	

Display Order Commands

- **Default Display Order** - switches the order of all sections to Default.
- **Text Ascending Display Order** - switches the order of all sections to Text Ascending (A to Z order).
- **Text Descending Display Order** - switches the order of all sections to Text Descending (Z to A order).

When you right click on a Library Section, MyDraw will open the following context menu, the commands of which are explained below:



- **Save** - save the library to the file from which it was opened.
- **Saves As** - saves the library to the file that you select from the **Select File Dialog**.
- **Move Up** - moves the library section up in the **Library Browser**.
- **Move Down** - moves the library section down in the **Library Browser**.
- **Library Properties** - shows the Library Properties Dialog from which you can edit the library title, author etc.

Library Gallery Dialog

The **Library Gallery Dialog** is opened from the **Library Gallery...** command, which is the first command inside the **Library Commands Menu**. It helps you browse through the set of libraries that come installed with MyDraw and open them inside the **Library Browser**. The following image illustrates the library gallery and its elements:

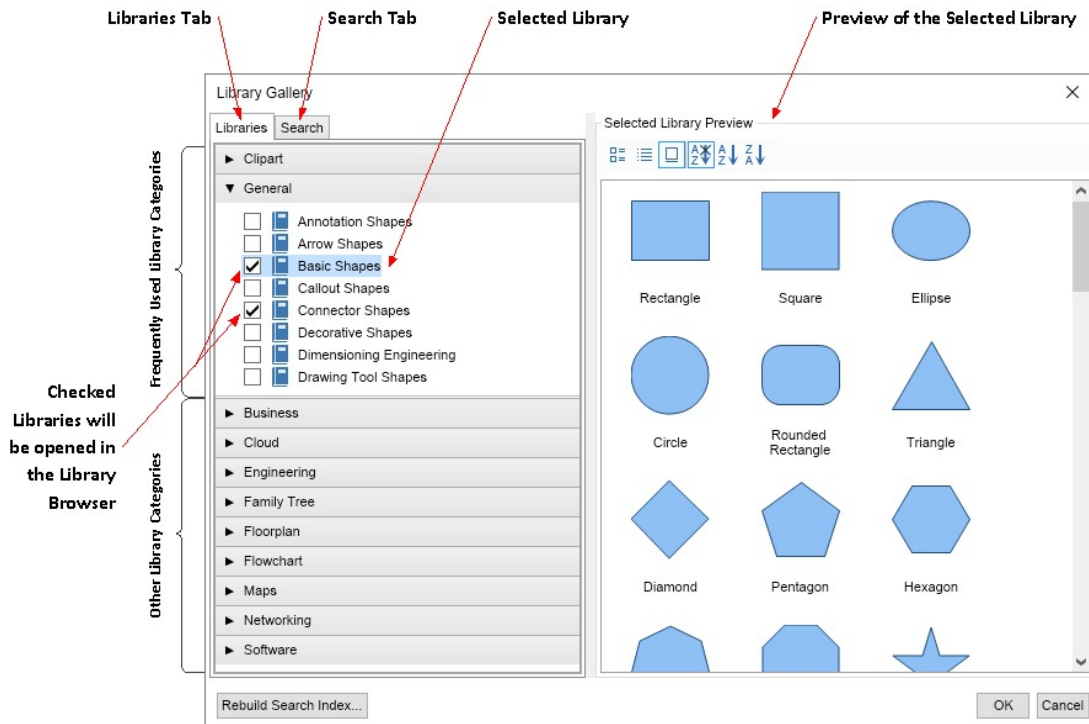


fig 3. Library Gallery Dialog

On the left side you can see two tabs:

1. **Libraries Tab** - from this tab you can browse the shape libraries that come installed with MyDraw. The libraries are organized in categories, like Clipart, General, Business etc. Libraries, whose check is checked will be opened in the **Library Browser**, when the **Library Gallery Dialog** is closed. The selected library inside this tab is previewed inside the **Selected Library Preview** located on the right side of the dialog.
2. **Search Tab** - from this tab you can search for shapes and shape libraries, which is explained below.

Searching for Shapes

There are two ways in which you can search for shapes - from the **Search Box** in the **Library Browser** and from the **Search Tab** in the **Library Gallery**

1. Searching via the Search Box in the Library Browser

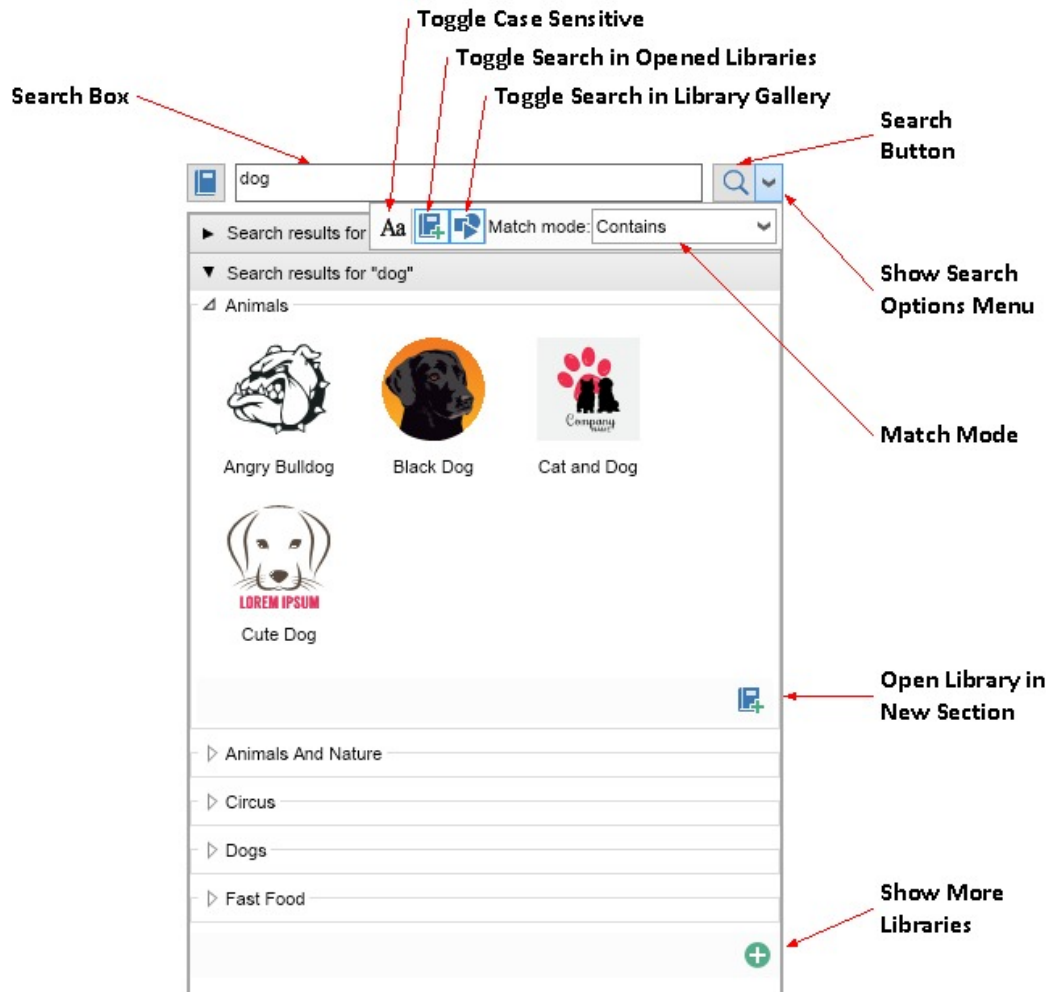


fig. 4 Searching using the Search Box.

The **Search Box** helps you search for shapes inside the **Opened Libraries** inside the **Library Browser** and/or the libraries from the **Library Gallery**. To perform the search you need to:

1. Type the text you want to search for inside the **Search Box** - in fig. 4 this string is **dog**.
2. Click on the **Search Button**. The results of the search will be opened in a new section - in fig. 4 this is the **Search results for "dog"** section.

The options of the search are controlled by the controls inside the **Search Options Menu**, which is shown when you click on the **Show Search Options Menu** button. The options for the search are:

- **Case Sensitive** - whether the search should distinguish between lower and upper letters.
- **Search in Opened Libraries** - when checked, the search will look for shapes inside the libraries that are opened in the Library Browser.
- **Search in Library Gallery** - when checked, the search will look for shapes inside all libraries that are available in the Library Browser.
- **Match Mode** - specifies the mode in which the string matching is performed (see below).

The libraries, which contain shapes that match the search criteria are opened in collapsible groups - in fig. 4 these are Animals, Animals and Nature, Circus etc. Only the shapes that match are shown inside these libraries. You can drag and drop the matching shapes on the drawing view. You can also open the library that contains the matching shapes in a separate library section by clicking on the **Open Library in New Section** button. Initially the search will shown only the first 5 libraries that contain matching shapes, you can show the next 5 by clicking on the **Show More Libraries** button, which is automatically disabled when there are no more libraries to be shown.

12. Searching via the Search Tab in the Library Gallery

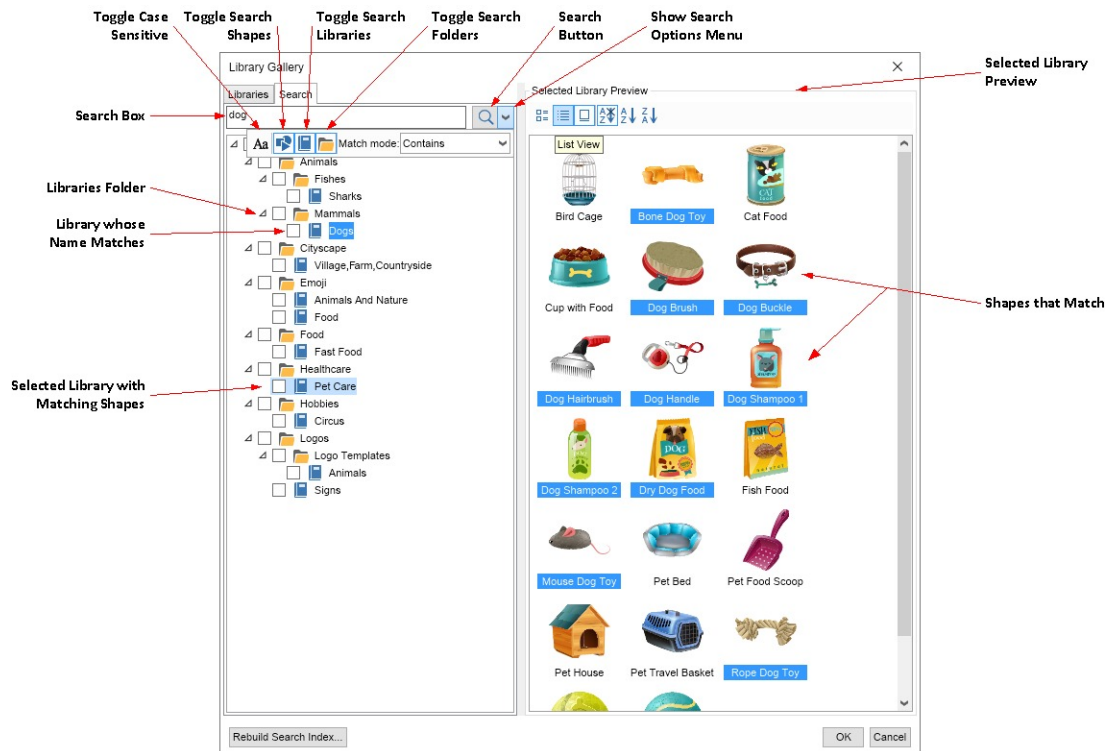


fig. 5 - Searching using the Search Tab

The **Search Tab** helps you search for shapes, libraries and folders inside the **Library Gallery**. To perform the search you need to:

1. Type the text you want to search for inside the **Search Box** - in fig. 5 this string is **dog**.
2. Click on the **Search Button**. The results of the search will be displayed as a tree-view in the search tab.

The options of the search are controlled by the controls inside the **Search Options Menu**, which is shown when you click on the **Show Search Options Menu** button. The options for the search are:

- **Case Sensitive** - whether the search should distinguish between lower and upper letters.
- **Search for Shapes** - when checked, the search will look for shapes inside the libraries that are available in the Library Browser.
- **Search for Libraries** - when checked, the search will look for libraries, whose names match.
- **Search for Folders** - when checked, the search will look for folders, whose names match.
- **Match Mode** - specifies the mode in which the string matching is performed (see below).

- **Match Mode** - this search option controls the conditions under which a certain text string matches the characters that you entered. The following match modes are available:

- **Contains**: matches when the string contains the entered characters
- **Starts with**: matches when the string starts with the entered characters
- **Word Starts with**: matches when the string contains a word that starts with the entered characters
- **Ends with**: matches when the string ends with the entered characters
- **Word Ends with**: matches when the string contains a word that ends with the entered characters
- **Contains Any Word**: matches when the string 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 when the string contains all of the entered words

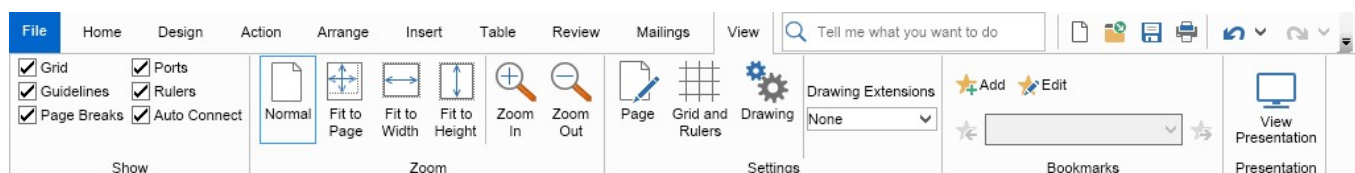
5.5 Drawing View

The drawing view is the main center pane of MyDraw. This is the area where the project you are currently working on is shown, and where you will manipulate shapes, colors, and text. There are optional rulers on the top and left side of the drawing area, and a status bar at the bottom, with the ability to add additional pages to the current project. The drawing area can be right-clicked for a context menu at any time.

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.

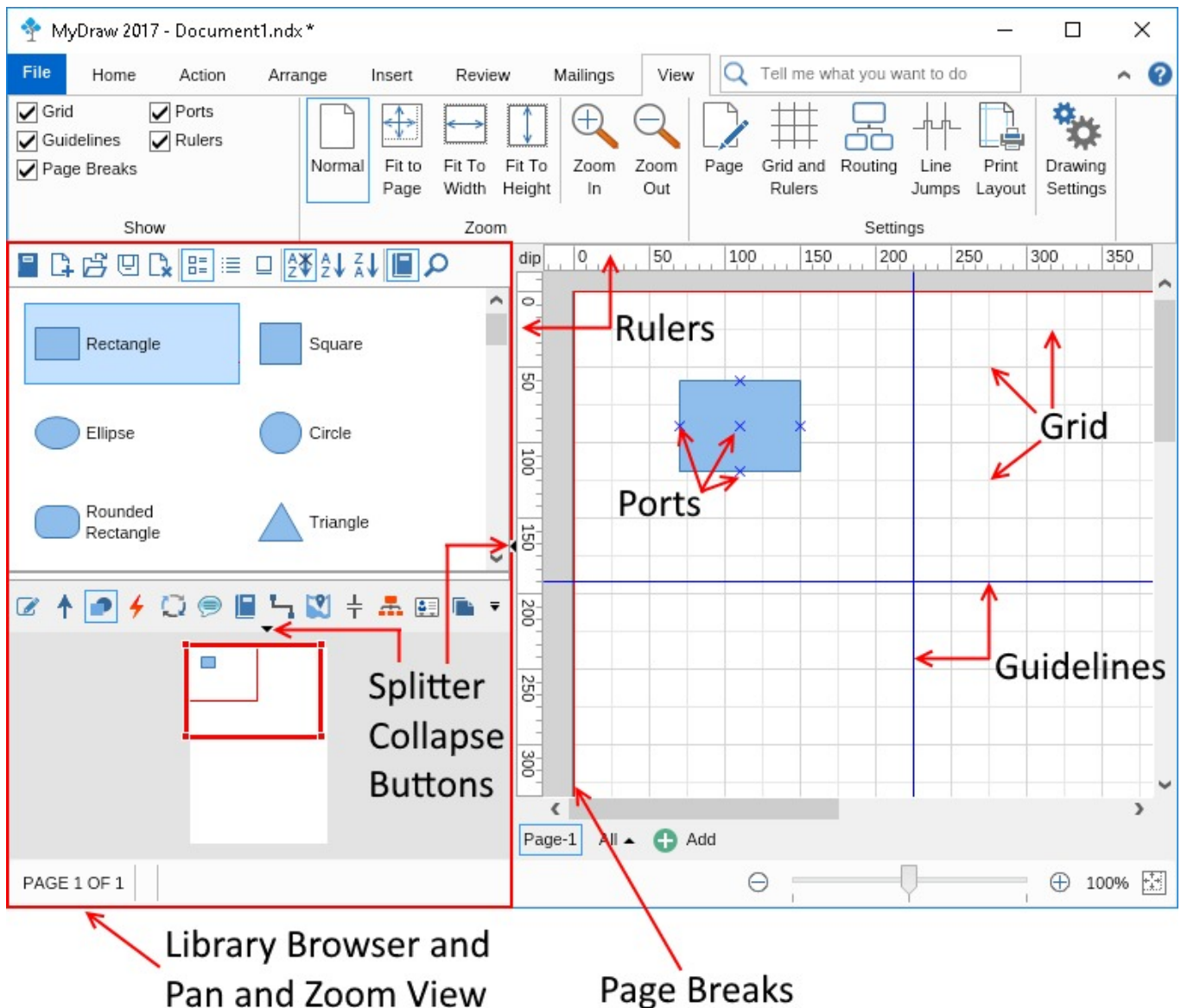
Guidelines are vertical or horizontal lines you can use to align shapes to. Dragging the horizontal or vertical ruler toward the drawing creates a guideline. The guideline can be centered automatically by using the **Center in Page** for more precious results. The command is accessible by right click on the drawing view.

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 toggles 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 out 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 of 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

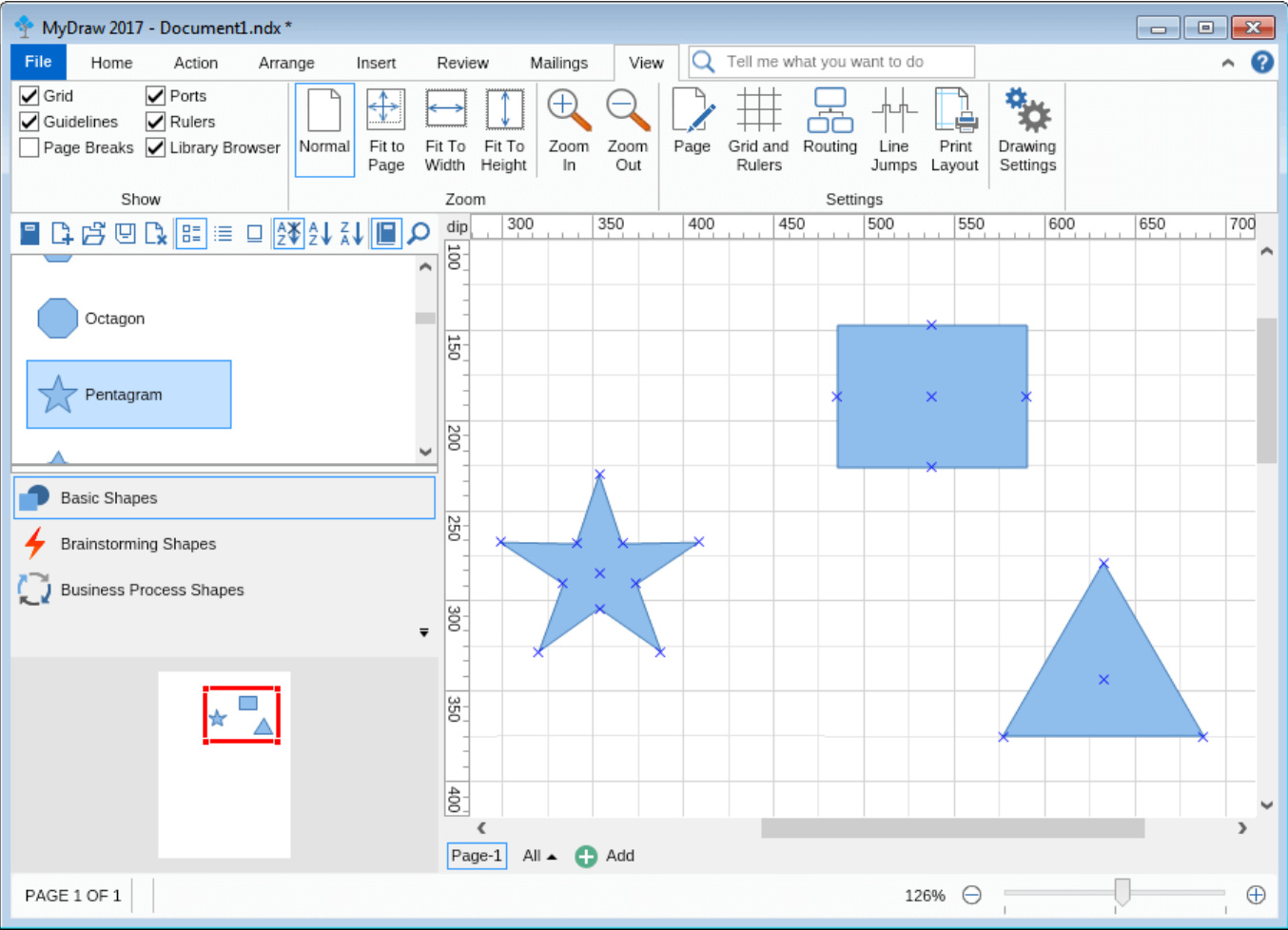
The **Settings** ribbon group contains 5 buttons. When clicked each of them displays a dialog for editing the properties of the object it's associated with:

- **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 settings of the whole drawing view, for example the appearance of the selection, whether to center selection on zoom, the copy/paste offset, the trackers appearance and many more.

5.6 Pan and Zoom View

The Pan and Zoom view allows you to move the active window to a different location of the drawing view or to zoom 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 the red rectangle of the **Pan and Zoom View**. Changing the size of the drawing area will be reflected in the Pan and Zoom view.



5.7 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. To navigate to any page, click on the button with its name. The **All** expandable menu is a listing of all pages in the document, again clickable to navigate to the 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 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. Page properties include settings such as page orientation, page size, page selection mode, page border and background fill, the coordinate system, layout and routing, and the print layout options.

6 User Guide

6.1 Drawings

Create a new drawing

MyDraw by default opens with the Start screen, to create a new blank drawing or a drawing based on a template. You can also click **File** at any time, then **New**, to start a new diagram. The shortcut for New Drawing is **Ctrl + N**.

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 automatically.

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 always save it to a native MyDraw format first if you plan to edit it later.

6.2 Drawing Templates

MyDraw has many drawing templates you can use to create diagrams quickly. The predefined templates are displayed in the Start Screen dialog, which opens when you start MyDraw or click the **New** menu item from MyDraw's application **File** menu

Loading a predefined template

To load one of the predefined templates, select it in the Start Screen 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 [Start Screen](#) topic.

Custom templates

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

1. Create a drawing as usual.
2. If you wish, you can use the **Predefined Libraries** button of the [library browser](#) to close the unneeded predefined shape libraries and leave only the ones related to your template. To do this, click the **Uncheck All** button placed below the list of shape libraries, check the ones you will use in your drawing and 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 will appear in the **New from Existing** option of the [Start Screen](#) to be able to create a new drawing based on your custom template.

6.3 Drawing Tools

MyDraw comes equipped with a set of Drawing Tools, found in the Home ribbon tab in the Tools section. These tools allow the user to quickly create shapes and connectors without using pre-defined library shapes.

Rectangle Tool

The **Rectangle** tool allows you to create free-form rectangles in the drawing area. Select it by choosing the **Rectangle** tool button.

Hint: Hold the Shift button using the Rectangle tool to draw a square.

Shortcut: Ctrl + 2

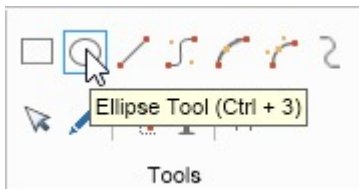


Ellipse Tool

The **Ellipse** tool allows you to create free-form ellipses (including circles) in the drawing area. Select it by choosing the **Ellipse** tool button.

Hint: Hold the Shift button using the Rectangle tool to draw a circle.

Shortcut: Ctrl + 3

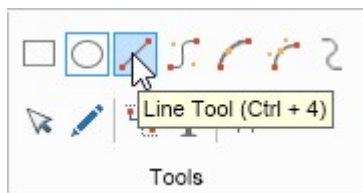


Line Tool

The **Line** tool allows you to create a straight line from one point to another. This is the most basic type of connector line.

Hint: Hold the Shift button using the Line tool to draw a straight line.

Shortcut: Ctrl + 4

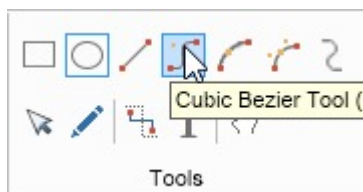


Cubic Bezier Tool

The **Cubic Bezier** tool allows you to create a line which has a double curve bend in the middle. for more flexibility in your diagram shape placement and subsequent connections.

Hint: Hold the Shift button using the Line tool to draw a straight line.

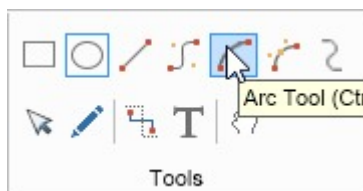
Shortcut: Ctrl + 5



Arc Tool

The **Arc** tool creates a 1D object, usable as a connector as well, which is a half-circle arc. The depth of the arc can be modified by adjusting the Modify Arc Bow box after the arc has been drawn.

Shortcut: Ctrl + 6



Elliptical Arc Tool

The **Elliptical Arc** tool creates a 1D object, usable as a connector as well, which is a half-circle arc. The depth of the arc can be modified by adjusting the Modify Arc Bow box after the arc has been drawn.

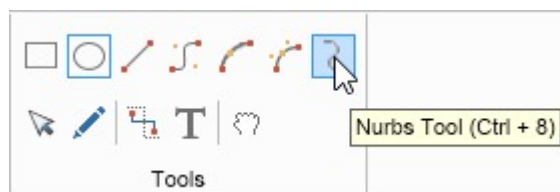
Shortcut: Ctrl + 7



Nurbs Tool

The **Nurbs** tool is a freehand line drawing tool, also used to make connections

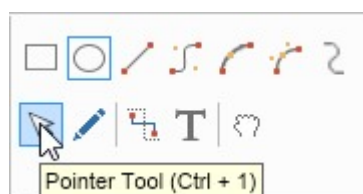
Shortcut: Ctrl + 8



Pointer Tool

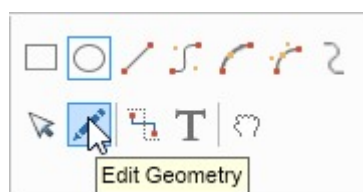
The **Pointer** tool is used for selecting shapes and other objects.

Shortcut: Ctrl + 1



Edit Geometry

The **Edit Geometry** tool is used to edit the geometry of drawn shapes, for example, to reposition key points in a freehand drawn Nurbs tool line.



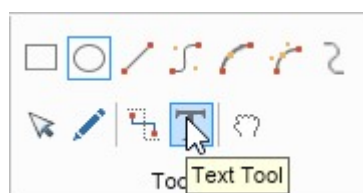
Connector Tool

The Connector tool allows the user to connect to a port on a shape, and draw a horizontal line with a 90 degree vertical bend in it to connect to another shape.



Text Tool

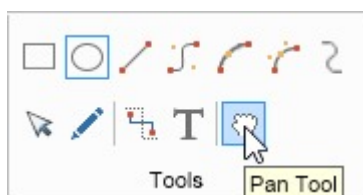
The **Text** tool allows the user to create a text box.



Pan Tool

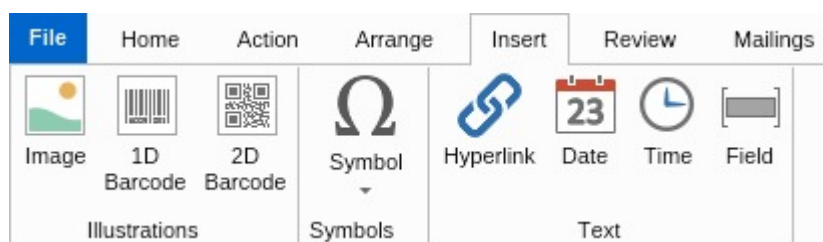
The **Pan** tool is used for moving the drawing area in the visible frame with the mouse, rather than with the frame

sliders.



6.4 Inserting Images

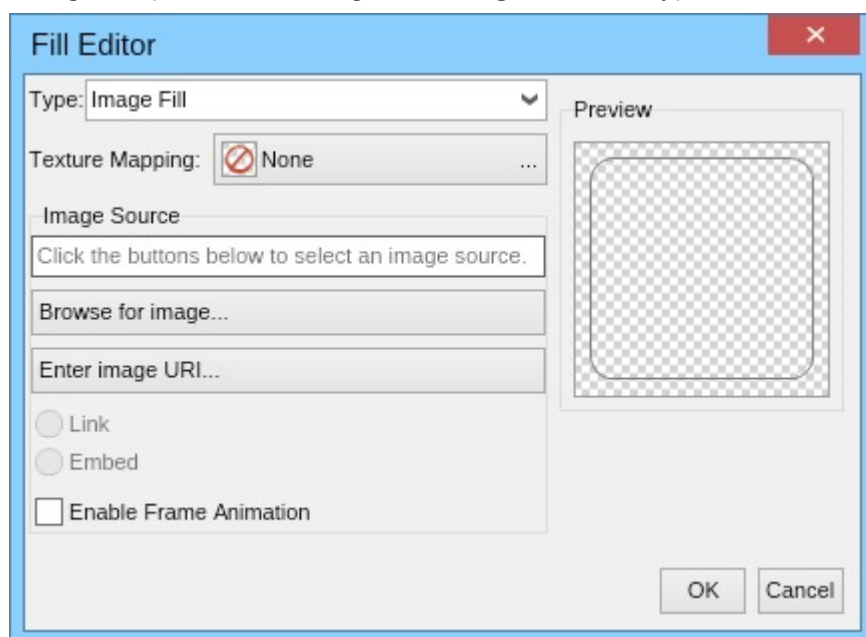
The **Insert** tab page of MyDraw's ribbon allows for image import.



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)**


Alternately, you can insert images in your drawing by filling 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, 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, tiled, or aligned to a specific side or corner.

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 are source independent. In this way, MyDraw drawings are self-contained and do not have reference dependencies.

6.5 Application Options

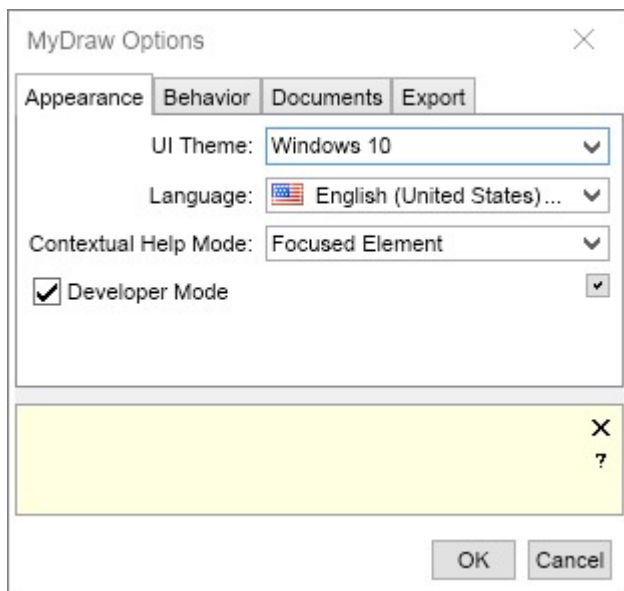
You can configure various aspects of MyDraw's appearance and behavior. To access the application's options, open the **File** menu and click the **Options** button. The application options dialog will open:

MyDraw's application settings are organized into 3 tab pages:

Appearance 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.



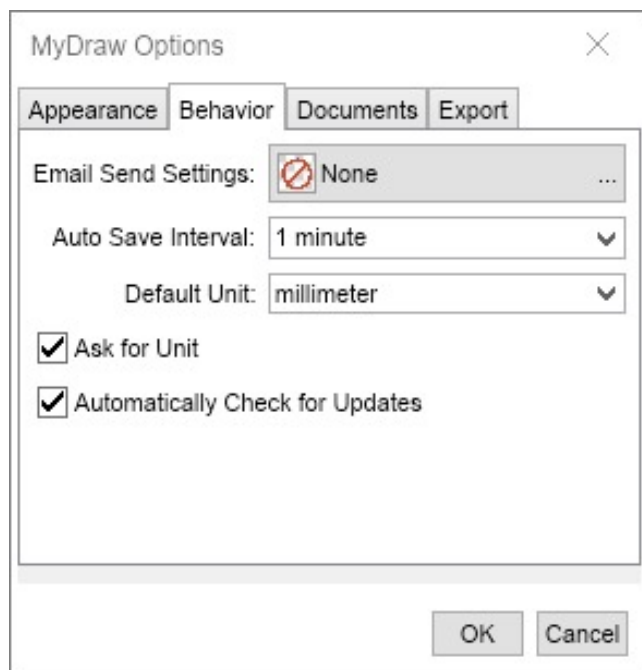
Behavior Settings

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

- **Email Send Settings:** lets you configure the email send settings MyDraw uses when sending e-mail messages as a result of a [mail merge operation](#).
- **Auto Save Interval:** defines the time interval for auto-saving the currently opened document. By default it is

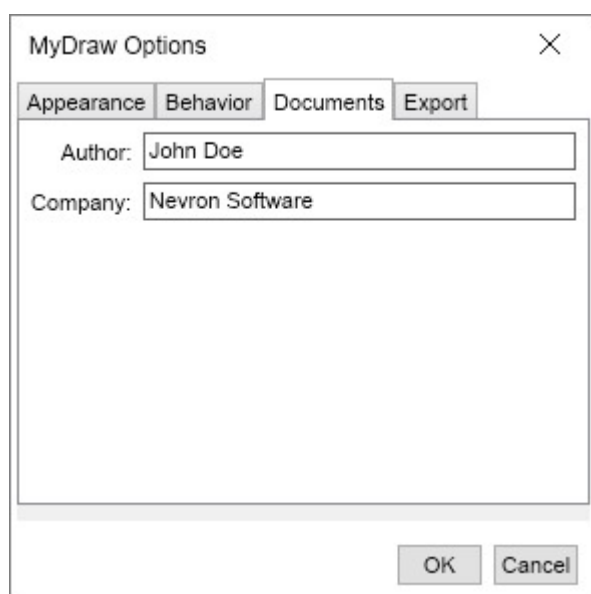
set to 1 minute, which means that MyDraw will save any unsaved changes to your document every minute and offer document recovery in case of an unexpected shut down or crash. To change the auto-save interval simply select the desired time from the drop down list. To disable the auto-save feature select **Not Defined**.

- **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.
- **Automatically Check for Updates:** specifies whether MyDraw should automatically check for updates.
- **Ask for Unit** - specifies whether to ask for a unit.



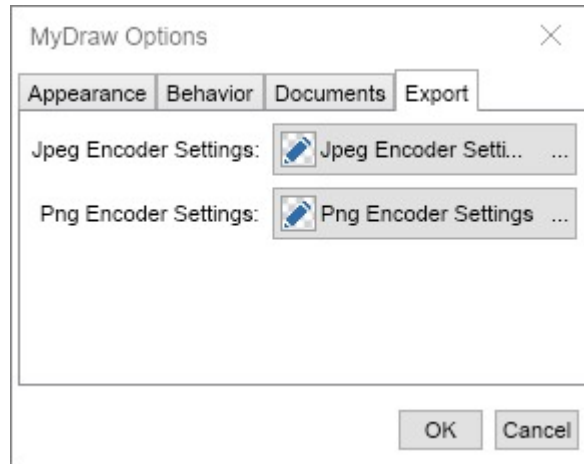
Documents Settings

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



Export Settings

Before exporting graphic formats - PNG and JPEG, you can configure a few settings for a flawless result. The **Export Settings** are available in the **MyDraw Options** dialog -> **Export tab**. There you will get some options depending on the graphic format's capabilities.



JPEG Encoder Setting - allows configuration of the the JPEG quality settings. The quality can vary in the range between 0 - 100. The higher the range number, the higher the image's quality and size.

PNG Encoder Settings - allows configuration of the PNG quality settings. The **Color Type** determines how many colors are supported, as the options are: *Greyscale*, *Greyscale with Alpha*, *True Color*, *Indexed Color*, *True Color with Alpha*. The **Compression Level** defines the compression level to encode the PNG image. By default is set to medium compression.

6.6 Pages

6.6.1 Page Settings

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

To change the size of the current page, right click somewhere in it and from the context menu that appears, select **Page Properties**. In the **General Tab**, there is a **Size group** section where you can select from the most often used predefined **Page sizes** or input width and height manually.

The screenshot shows the 'Page Setup' dialog box with the 'General' tab selected. The 'Title' field contains 'Page-1'. The 'Size' section is highlighted in yellow and includes a 'Page Size' dropdown set to 'A4' (210mm x 297mm), and 'Height' (1122.52) and 'Width' (793.70) input fields. The 'Page Selection' section includes 'Alignment Anchor Mode' (Last), 'Format Anchor Mode' (Last), and 'Mode' (Multiple). The 'Zoom Mode' is set to 'Normal', and 'Zoom Step' is 0.10. 'Min Zoom Factor' is 0.10 and 'Max Zoom Factor' is 10.00. 'OK' and 'Cancel' buttons are at the bottom right.

Tab
General
Background
Coordinate System
Layout and Routing
Interaction
Print Layout
Extensions

Title: Page-1

Size

Page Size: A4 210mm x 297mm

Height: 1122.52

Width: 793.70

Page Selection

Alignment Anchor Mode: Last

Format Anchor Mode: Last

Mode: Multiple

Zoom Mode: Normal

Zoom Step: 0.10

Min Zoom Factor: 0.10

Max Zoom Factor: 10.00

OK Cancel

Page View Mode and Zooming

There are four types of page view modes available. Pages modes will automatically change their values based upon the printable page value set for the project (i.e., Letter, A4, A3, Legal).

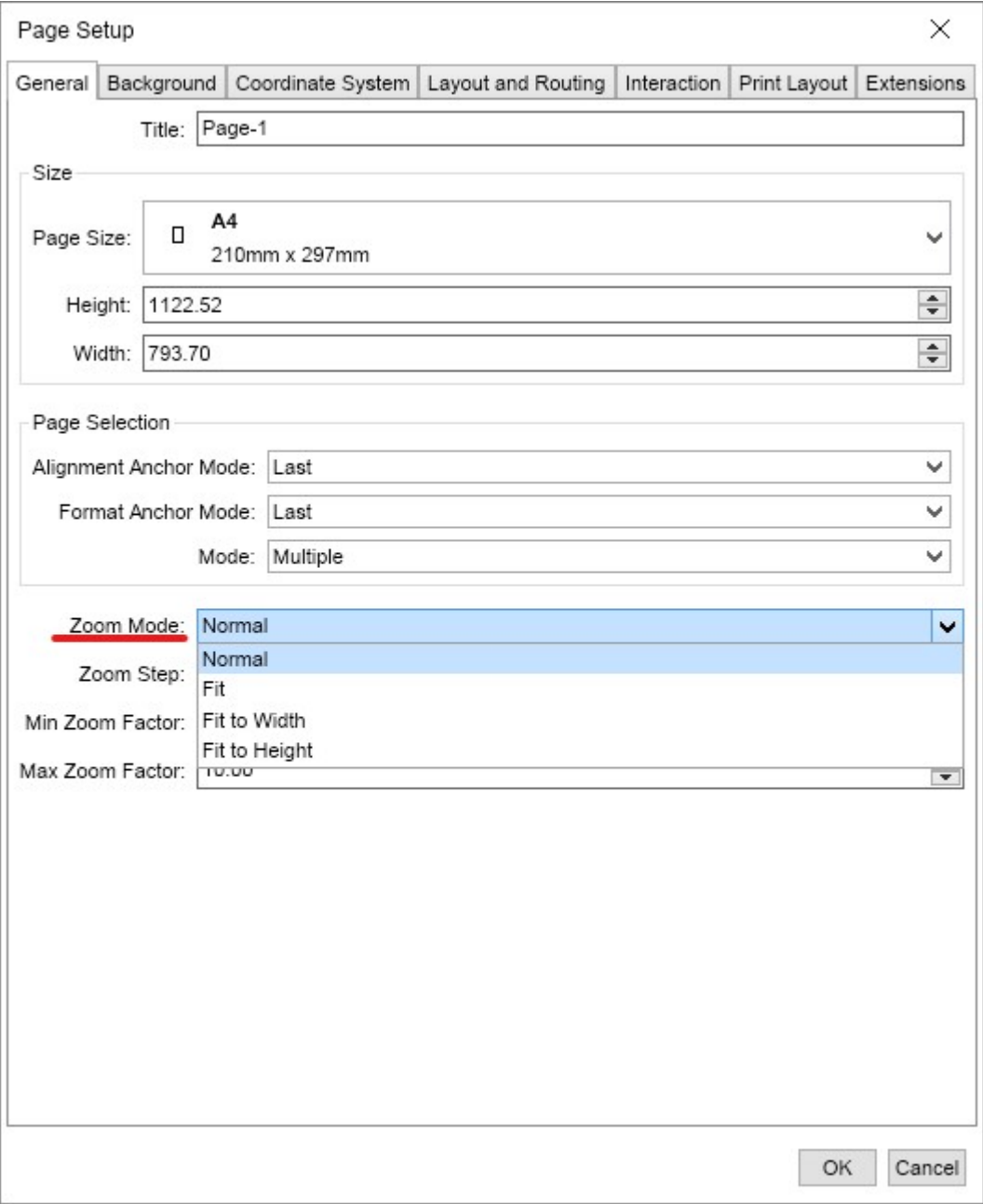
Normal: This mode shows the drawing area at the default settings.

Fit to Page: This mode will show the area of a full printed page in the drawing area.

Fit to Width: Fit to Width will show the area of the width of a printed page in the drawing area, disregarding the height.

Fit to Height: Fit to Height will show the area of the height of a printed page in the drawing area, disregarding the width.

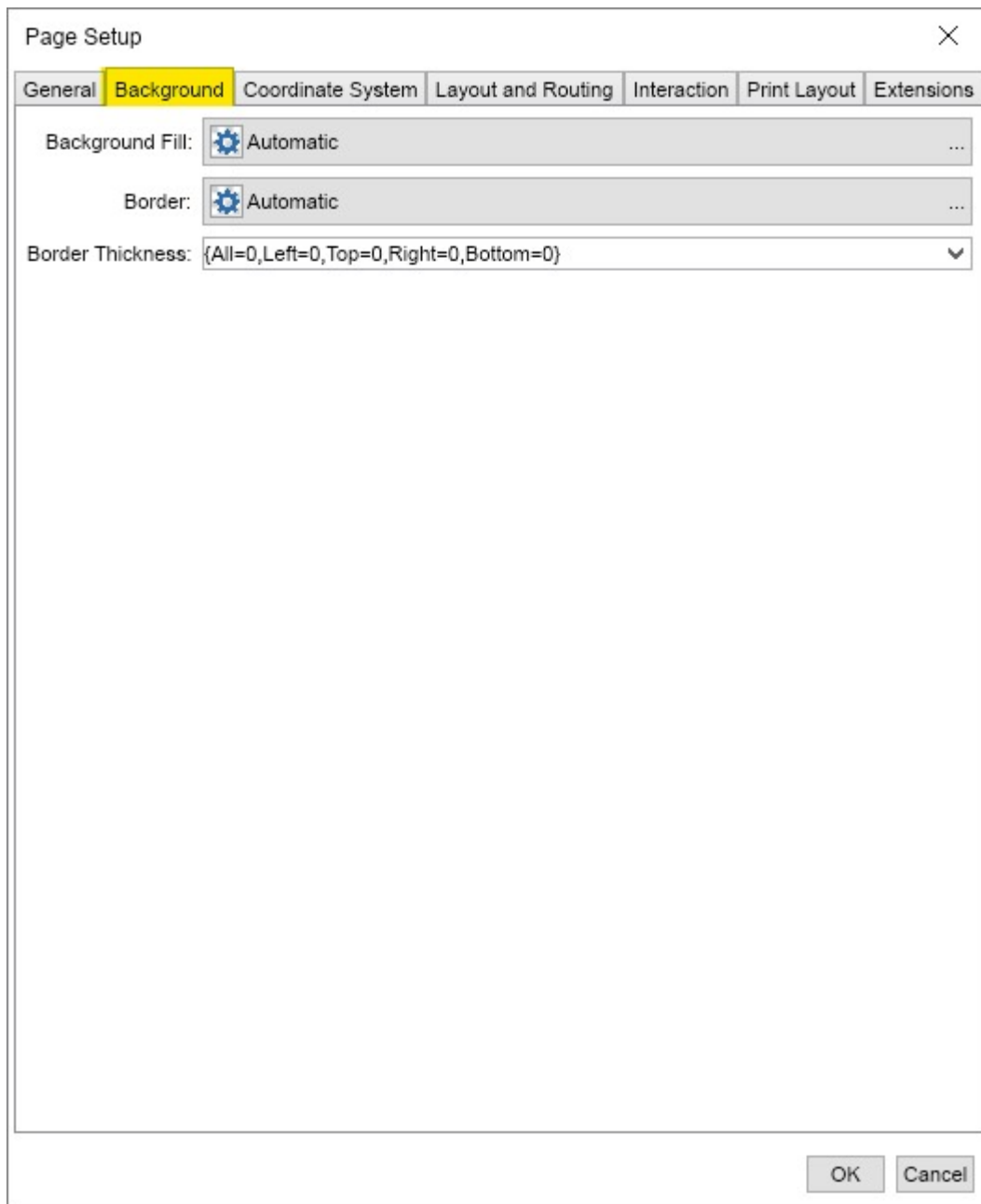
To change the Page View, go to the **Page Setup - General Tab**. There, you will find the Zoom mode drop-down with all four predefined modes.



Change page background and border

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.



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 **Coordinate System** tab of the Page Setup 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.

Page Setup

General

Background

Coordinate System

Layout and Routing

Interaction

Print Layout

Extensions

Drawing Scale

Select Drawing Scale...

Display Length: 1.00 mm

Logical Length: 1.00 mm

1 millimeter = 1 millimeter

Origin

X: 0.00

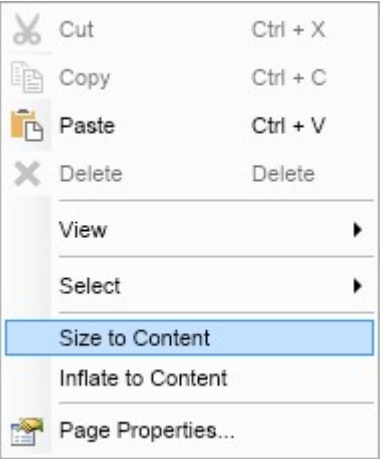
Y: 0.00

OK

Cancel

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**.



Layout and Routing

Page Setup

General

Background

Coordinate System

Layout and Routing

Interaction

Print Layout

Extensions

Routing

☒ Enabled

☒ Avoid Invisible Obstacles

Obstacle Interior Deflate: 9.00

Obstacle Padding: {All=10,Left=10,Top=10,Right=10,Bottom=10}

Max Avoided Obstacles: 146

Change Direction Cost: 8.00

Line Jumps

☒ Enabled

Max Connectors: 100

Line Jumps Shape: Arc

Line Jumps Length: 5.00

Line Jumps Bow: 5.00

Line Jumps Target: Self and Other

Layout

Content Padding: {All=20,Left=20,Top=20,Right=20,Bottom=20}

Horizontal Spacing: 50.00

Vertical Spacing: 50.00

OK

Cancel

Routing:

- Enable**- specifies wheather the routing manager is enabled. Setting this property to false will globally disable automating routitng.
- Avoid Invisible Obstacles** - Indicates whether invisible obstacles should be avoided by routes.
- Obstacle Interior Deflate** - Specifies the deflate of the non intersectable obstacles (2D shapes) interior.
- Obstacle Padding** - Specifies the padding applied to the obstacles (2D shape) bounds.
- Max Avoided Obstacles** - Controls the maximum count of obstacles (2D shapes) for which grid routing must be performed.

Change Direction Cost - Specifies the cost for making a turn (change direction). The settings is applicable for a grid routing only.

Line Jumps:

Enabled - Specifies whether the bridge manager is enabled. Setting this property to false will globally disable line jumps.

Max Connectors - Specifies the shape of the bridges that the connector displays.

Line Jumps Shape - Specifies the shape of the bridges that the connector displays.

Line Jumps Length - Specifies the length of the bridges that the connector displays.

Line Jumps Bow - Specifies the bow of the bridges that the connector displays.

Line Jumps Target - Specifies the target for the bridge generations.

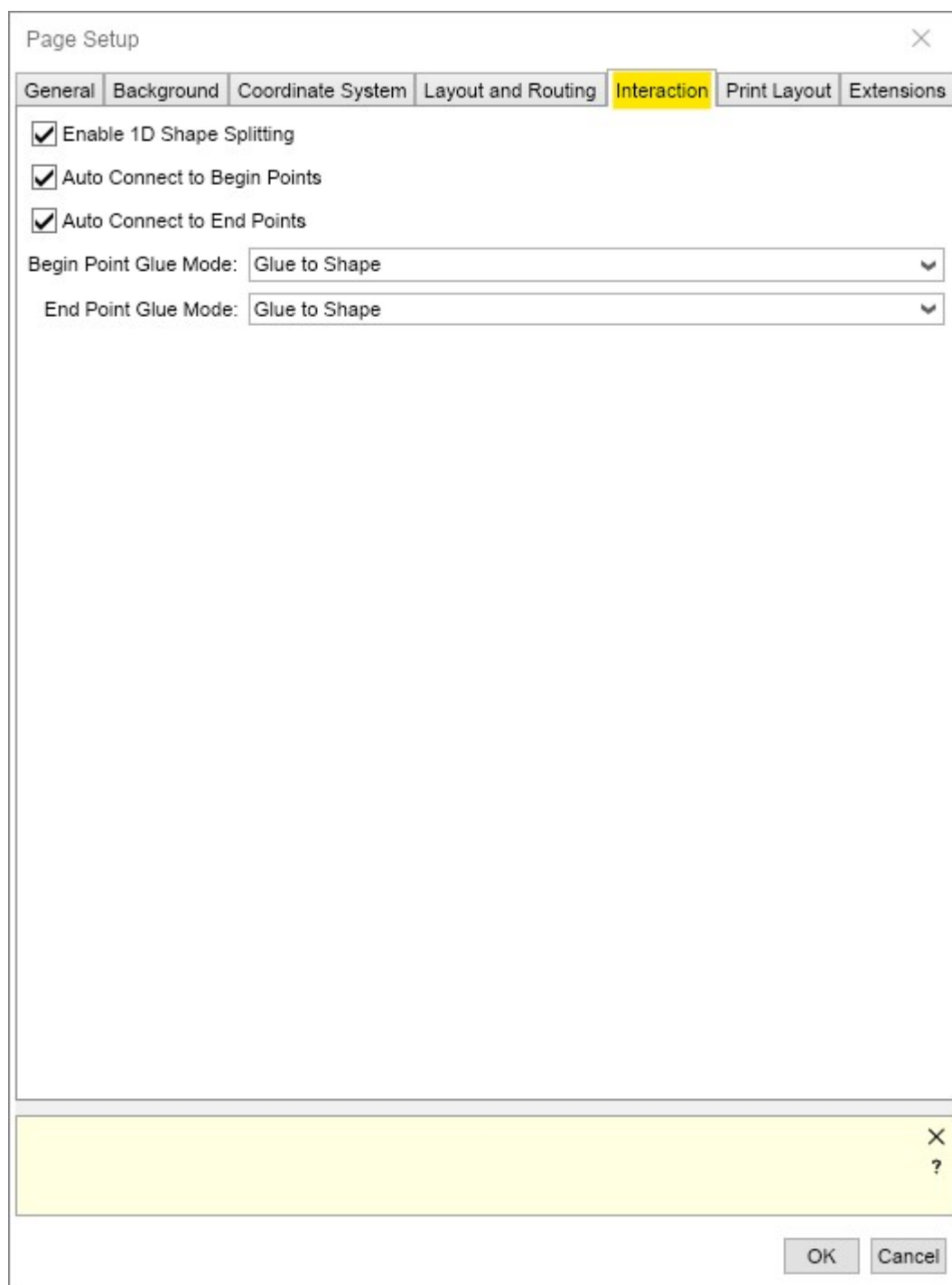
Layout:

Current Padding - Specifies the padding, which are applied to the content when the surface is sized to it.

Horizontal Spacing - Specifies the horizontal spacing of the page layout.

Vertical Spacing - Specifies the vertical spacing of the page layout.

Interaction



Enable 1D Shape Splitting - Specifies whether moved or dropped 2D shapes are allowed to split 1D shapes.

Auto Connect to Begin Points - Specifies whether moved or dropped 2D shapes are allowed to connect to the begin points of 1D shape.

Auto Connect to the End Points - Specifies whether moved or dropped 2D shapes are allowed to connect to the end points of 1D shapes.

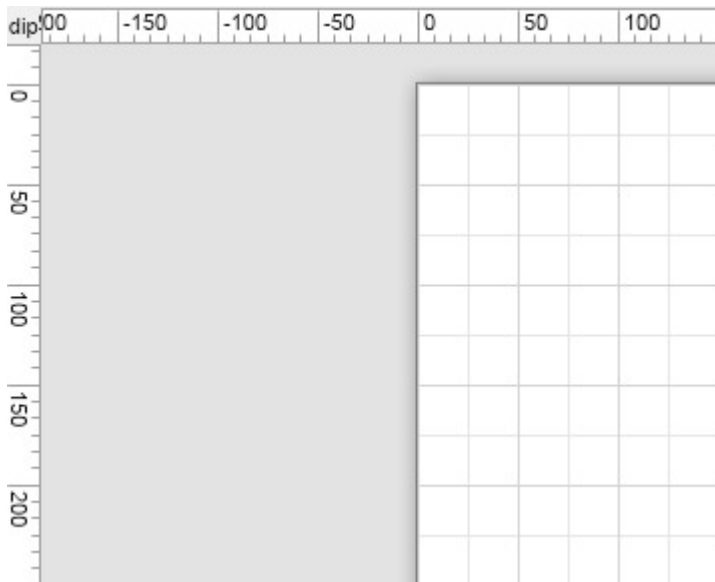
Begin Point Glue Mode - Specifies the mode in which begin-points of splitted or extended 1D shapes are connected to 2D shapes.

End Point Glue Mode - Specifies the mode in which end-points of splitted or extended 1D shapes are connected to 2D shapes.

6.6.2 Grid, Rulers and Guidelines

Gridlines and Rulers

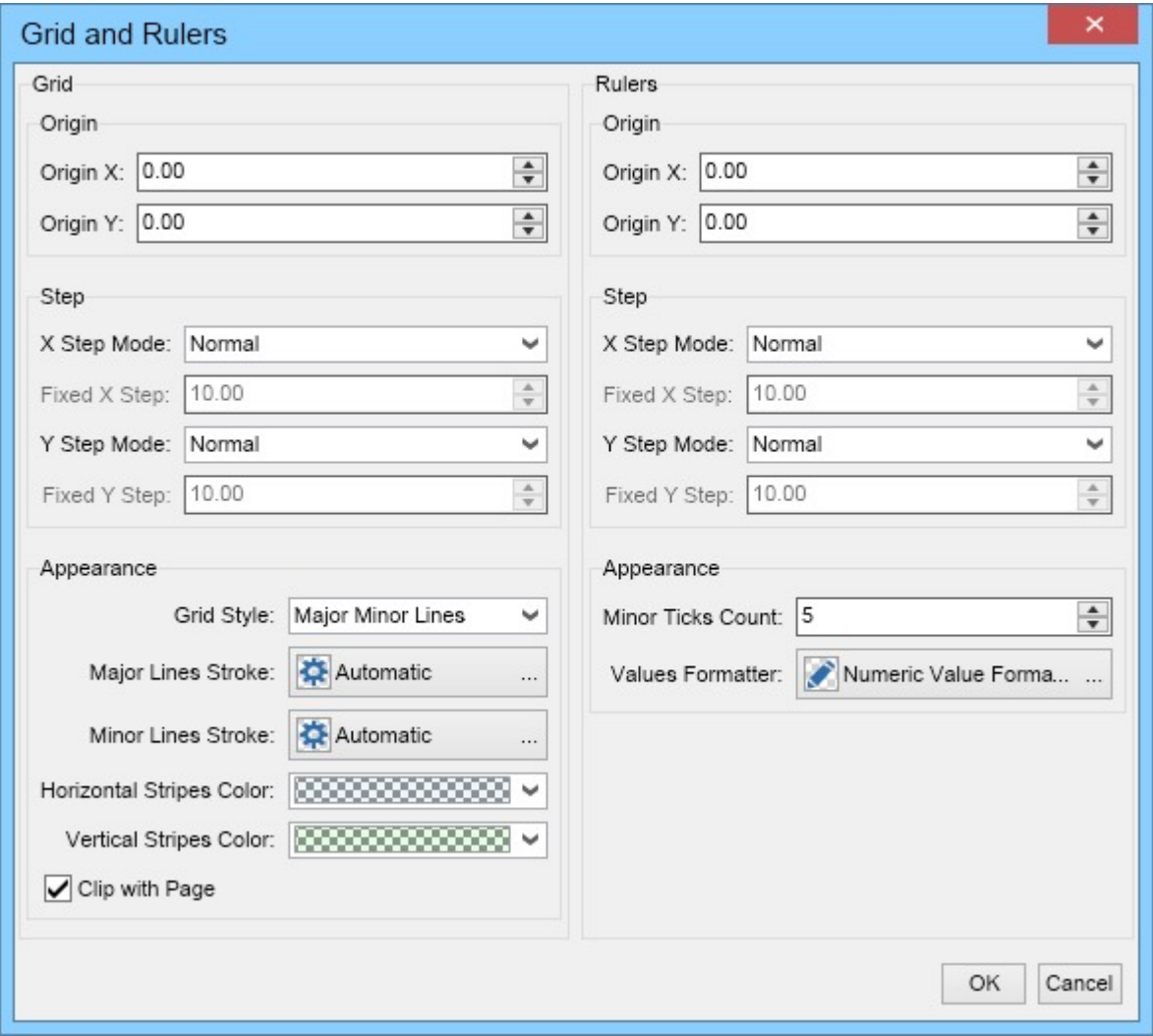
MyDraw drawings are equipped with a grid pattern by default, which is aligned to the horizontal and vertical rulers on the page. Not only does this allow for precise sizing and alignment, this function also enables the [Snap and Glue](#) functions to help you align a drawing's shapes perfectly.



To change the units and drawing scale, see the **Drawing Scale (on-line documentation)** topic. To zoom in or out, which will either decrease the step size of the ruler and simultaneously increase the perceived grid size, hold **Cntl+Scroll Up**, and to increase the step size and decrease the grid size hold **Cntl+Scroll Down**.

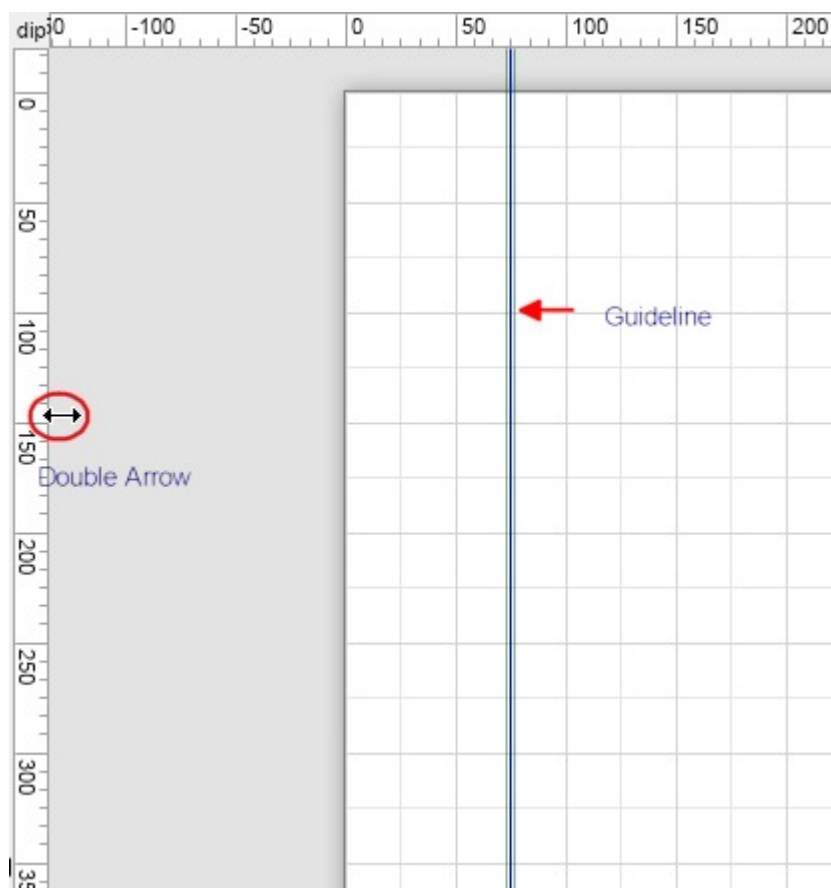
Alternately, you can go to the **View** ribbon tab and choose your zoom factor from the **Zoom** area.

To manipulate the grid to your exact specifications, go to the **View** ribbon tab and click on the **Grids and Rulers** button. This will open up the **Grids and Rulers** editor.



Guidelines

Guidelines are an important part of precision shape placement in MyDraw. Guidelines are Grid and Ruler independent, allowing the user to add arbitrary (yet unprinted in the final product) gridlines for alignment and snapping purposes. To add a Guideline, hover the mouse over either the horizontal or the vertical ruler. The cursor will shift to a double arrow. Click, hold and drag to place a guideline in the drawing area.



You can right click on each individual guideline to change their properties, including adding a name, choosing the exact pixel position, appearance aspects, and change it's protection properties, for example making it unselectable and therefore unmoveable, allowing the guideline to be printed, removing the ability to delete it, and removing a context menu for the item.

6.6.3 Printing Diagrams

To print a drawing, go to the File menu and click **Print** or press the keyboard shortcut **Ctrl+P**.

The right side of the Print menu shows a preview of the output. The left side of the dialog provides many customization options - page orientation, print range mode, margins, and print layout. If you change some of the properties on the left side, the output on the right side will be updated.

You may need to change the **Preview modes** for specific diagrams to visualize the output better before printing. In these cases, you can switch between the **Preview modes** available at the bottom of the right side of the dialog - *Normal*, *Fit*, *Fit to Width*, and *Fit to Height*. You can also use the slider to zoom up to 500% to ensure everything is

settled correctly before printing.

The **Show Page Number** button will show or hide the page numbering.



6.6.4 Layers

Layers provide a powerful way to organize and manage the visibility and editing of different page items within a page. They allow you to segregate page items into different categories, which is particularly useful for handling complex diagrams. Each layer can be independently shown or hidden and locked or unlocked, giving you granular control over the page items you want to work with and enabling you to focus on specific parts of your page without affecting others.

Creating and Managing Layers

Layers are created and managed by the **Layers Dialog**, which is invoked by the **Layers Properties...** command, located at the [Ribbon Home Tab - Editing](#) group. The **Layers Dialog** looks like this:

Name	Visible	Print	Active	Locked	Snap	Glue	Highlight	Color
Red	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Green	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Blue	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

OK Cancel

As seen from the picture above, the **Layers Dialog** allows you to perform the following actions:

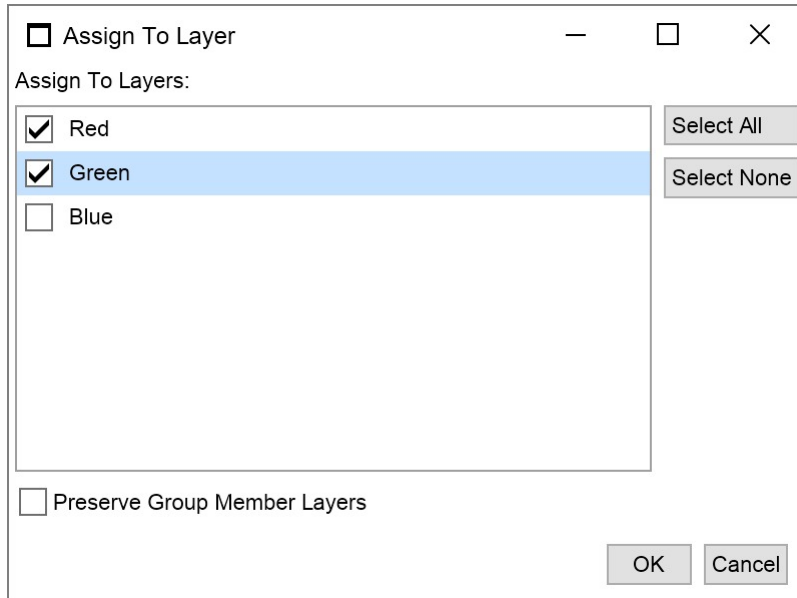
- **Add Layer** - adds a new layer with an automatic name.
- **Delete Layer** - the delete button deletes the currently selected layers.
- **Move Layer Up/Down** - moves the current layer up or down in the layers collection list.

Additionally you can modify the properties of each layer, which are summarized by the following table:

Property	Description
Name	Specifies the name of the layer. Must be a non-empty string that is unique for the page.
Visible	Controls the visibility of the page items (shapes, guidelines etc.) assigned to the layer. In order for a page item to be displayed it must belong to at least one visible layer.
Print	Controls the visibility of the page items when it is printed or exported. In order for a page item to be printed or exported it must belong to at least one printable layer.
Active	Determines whether the layer is considered active. Active layers are automatically assigned to shapes that are dropped on the page, created by tools, or pasted.
Locked	Determines whether the layer is considered locked. Locked layers prevent modification and selection of the items belonging to them. A page item is considered locked (non-editable), if it belongs to at least one locked layer.
Snap	Controls whether moved objects can be snapped to page items belonging to this layer. You can for example split the guidelines of a page to several layers and dynamically control to which set of guidelines the moved objects are snapped to.
Glue	Controls whether the user can glue to page items belonging to this layer.
Highlight	Controls whether the page items belonging to the layer must be highlighted. If set to true, the associated page items are rendered in a layer specific color, so that the user can easily identify them.
Color	Gets or sets the color used to highlight the page items belonging to the layer. By default set to DarkGray.

Assigning Page Items To Layers

Each page item can belong to multiple layers. Because of that, layers do not control the Z-Order of the page items. You can assign the currently selected page items to layers, through the **Assign To Layers Dialog**, which is invoked by the **Assign To Layers...** command, located at the [Ribbon Home Tab - Editing](#) group. The Assign To Layers Dialog looks like this:



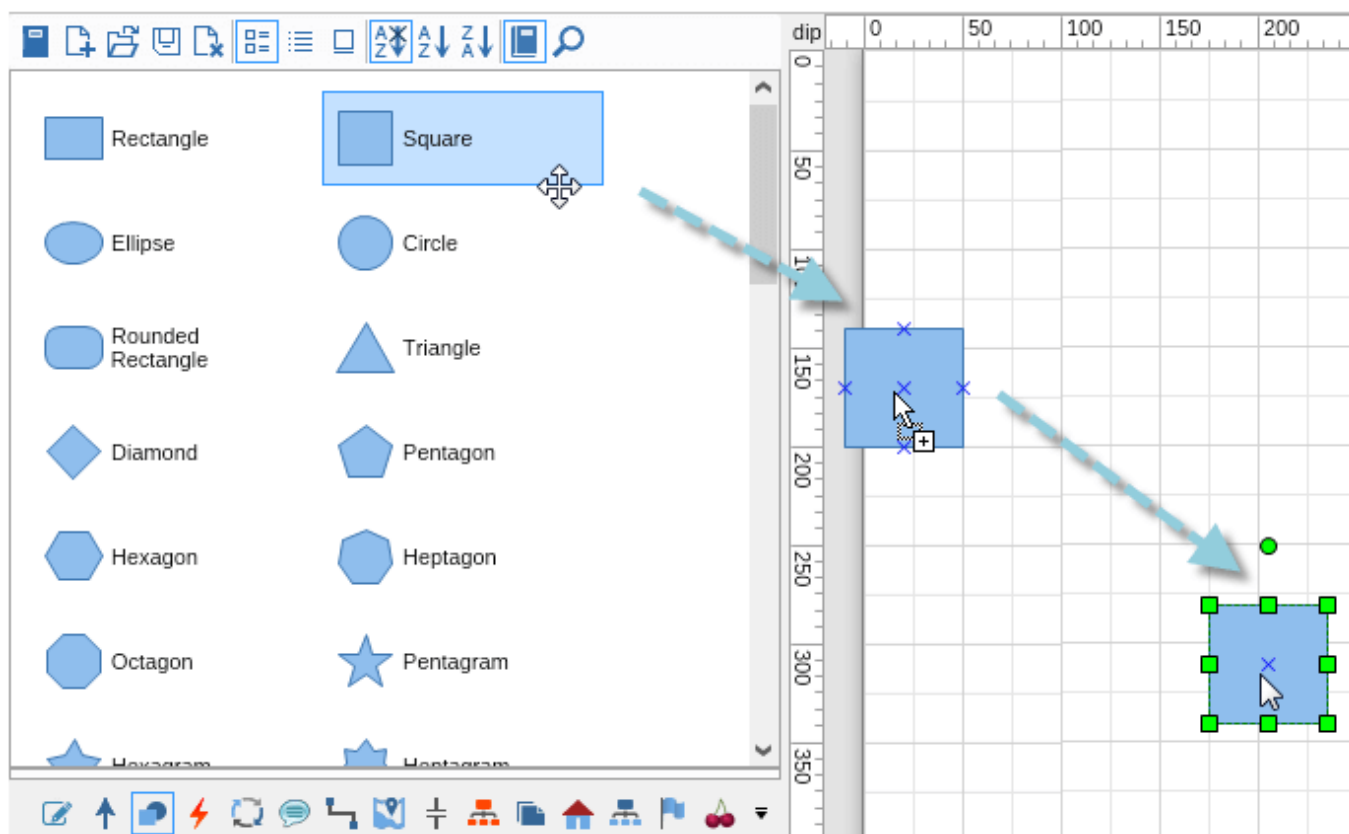
The **Preserve Group Member Layers** option ensures that individual shapes within a group retain their original layer assignments. This allows the group to be assigned to a new layer without altering the layers of individual shapes, maintaining their original visibility and behavior settings. It simplifies managing complex diagrams by preserving layer-based organization even when shapes are grouped.

6.7 Shapes

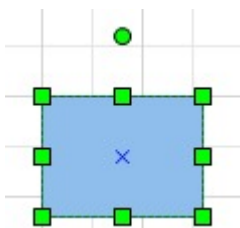
6.7.1 Shapes Overview

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 it 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, 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.

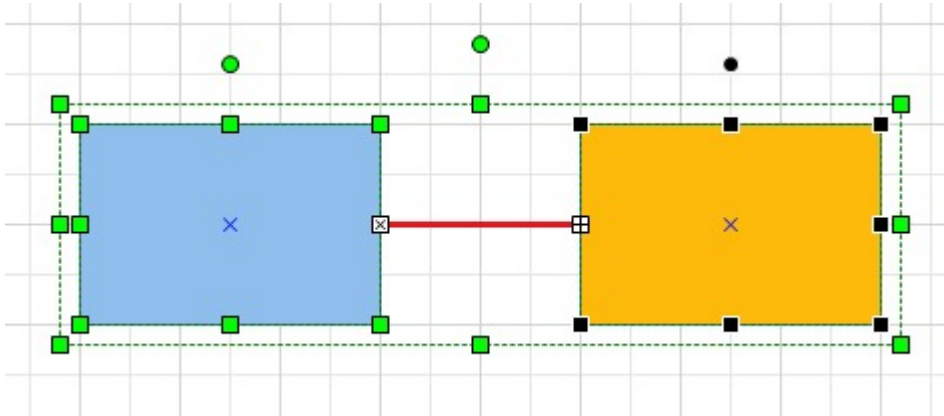
Multi selection and anchor shapes

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 alignment commands will use. The trackers of the alignment anchor are filled in black.
- Format anchor - the shape that formatting commands will use. 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:

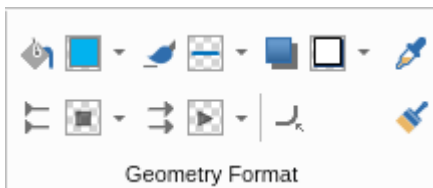


In this case, the red line is the format anchor, and the orange rectangle is the alignment anchor.

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

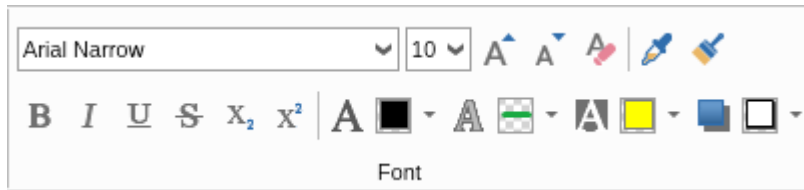
To add text to a shape, activate the **Pointer tool** (the one that looks like an arrow) and double click the shape or directly start typing. An in-place rich text editor for entering/modifying the text of the shape will open. You can use the buttons in the **Font** and **Paragraph** ribbon groups to 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.

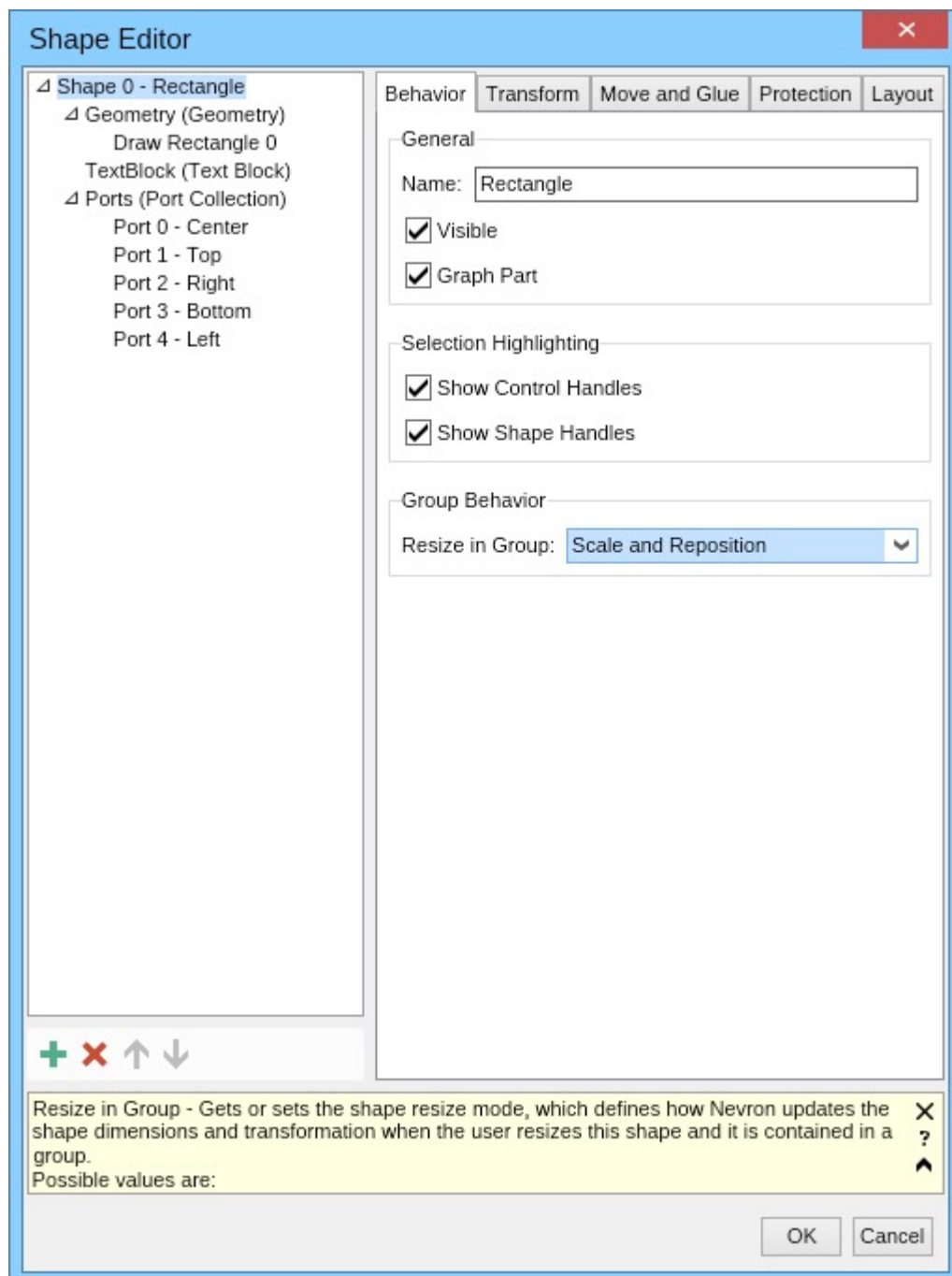


To format only parts of the shape's text, you should double click the shape in order to enter in in-place edit mode. You should then select the text you want to style and use the controls from the ribbon to apply the desired formatting to the selected text. You can then select another piece of the text 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.

6.7.2 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 MyDraw's drawing tools or want to add more ports to your shape, you should right-click the shape and select Shape Properties. The following dialog will open:



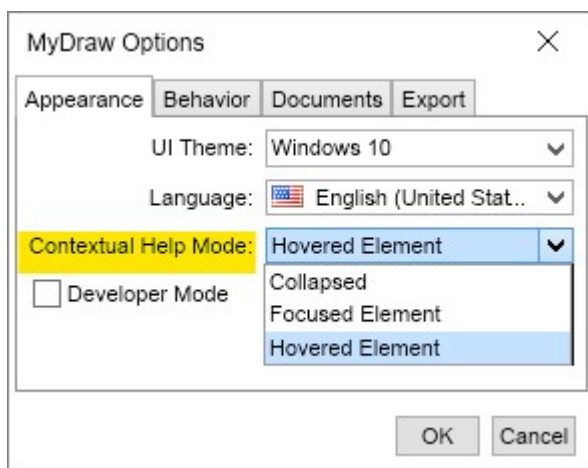
The tree view at the left side of the dialog shows the shape children, and the controls at the right side let you edit the properties of the item currently selected in the tree view.

Info panel

The info panel at the bottom of the dialog shows information about the currently edited (focused) property. For example, 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 property description, it displays an arrowhead pointing upwards, as shown on the screenshot. Click it to expand the info panel and see the full 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 you don't need contextual help in property editors, 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 () in the toolbar placed below the tree view. In the dialog that opens, select Ports (Port Collection) for the child type, and a port 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.

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 shape's bounding box, you should set X to 1 and Y to 0.5.

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

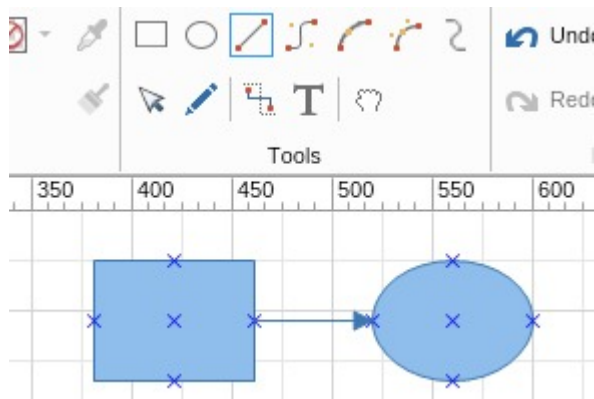
6.7.3 Connectors

Connect two shapes

To connect two 2D shapes you can use the **Line** or the **Connector** tool. These tools are in the Home tab of the Ribbon. 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 highlight in red, indicating a valid point for the

start/end of the connector. The following image shows the result of using the **Line** tool to connect a rectangle and an ellipse.

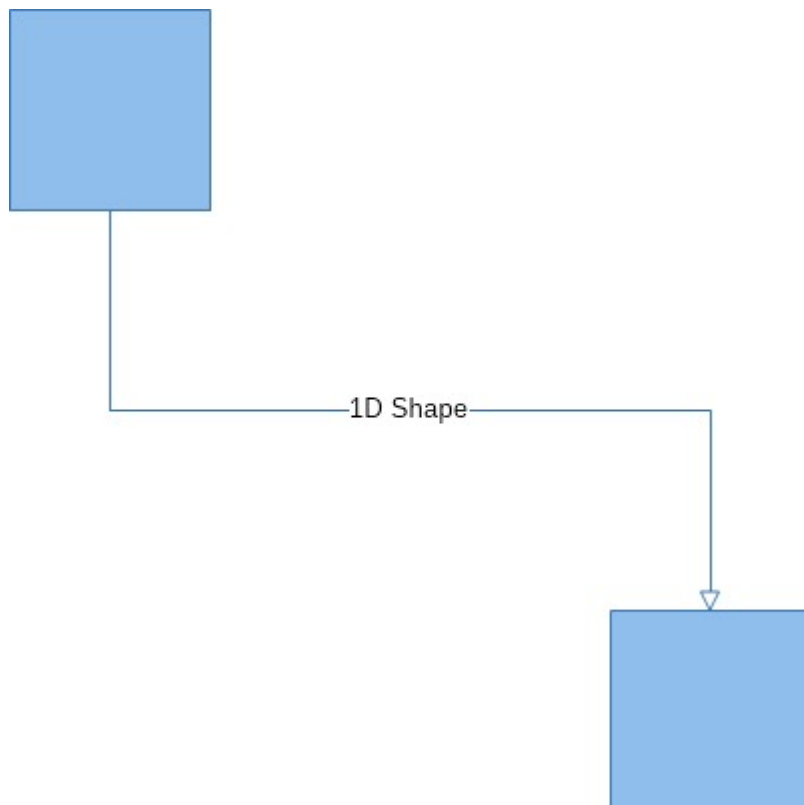


Connector splitting

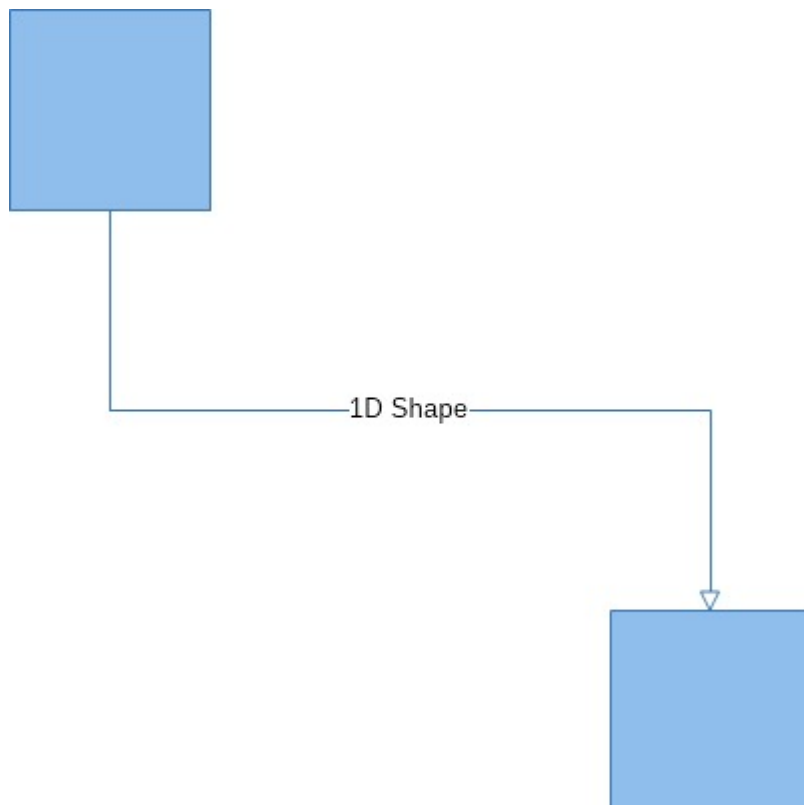
You can split a connector into multiple parts when moving an existing or dropping a new 2D shape over a 1D shape or end-point. The result of the operation is visually highlighted so that the user knows whether connector splitting or automatic connection to the end-points will occur.

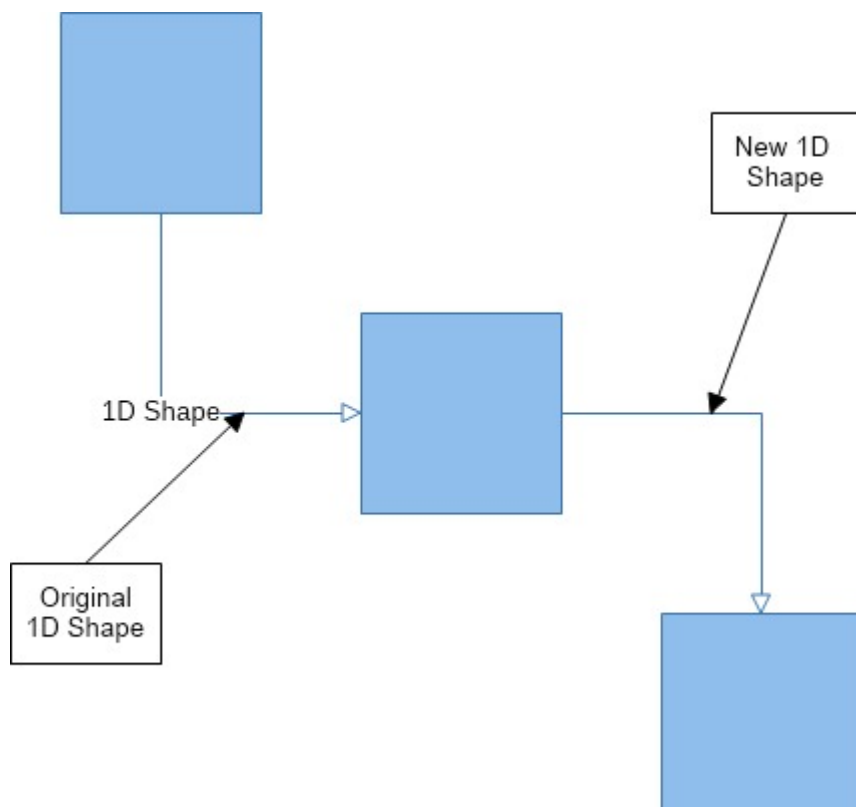
The following images illustrate 1D Shape splitting:

Before splitting:



After 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 to be split splitting needs to have its **Splittable** property set to true.
3. Both the begin and end points of the 1D shape need to be outside of the moved 2D shape bounds.

The **CanSplit** and **Splittable** properties can be modified from the shape properties – layout tab.

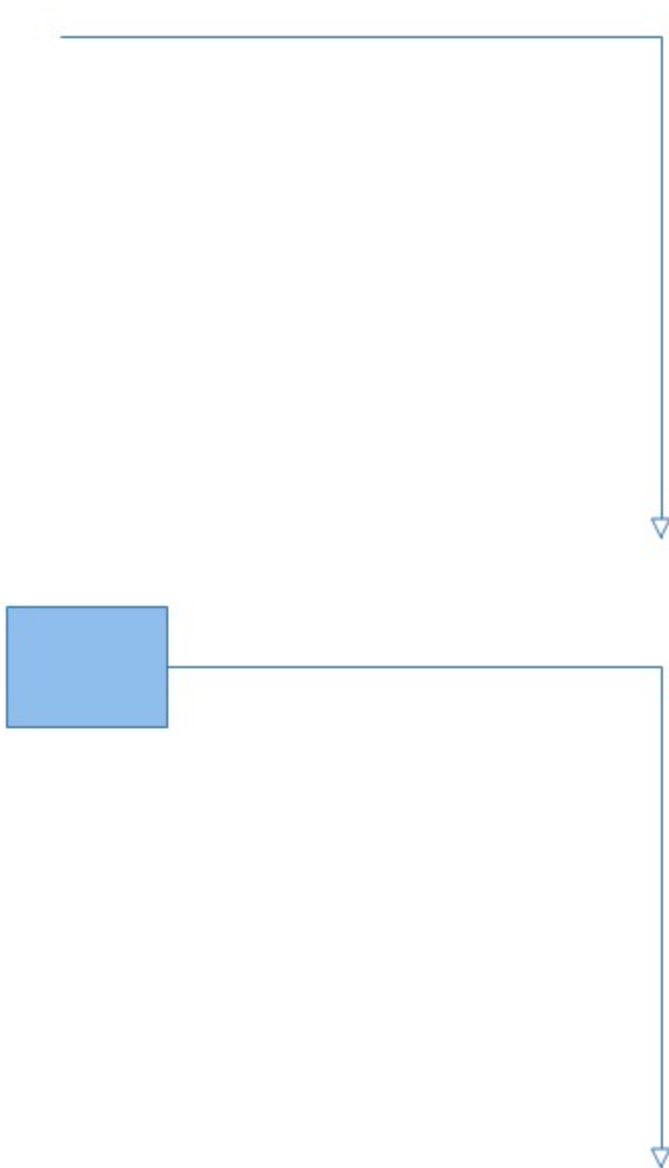
1D Shape splitting can be globally disabled by the Page – Interaction – **Enable 1D Shape Splitting** setting. By default, 1D Shape splitting is enabled.

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:



Automatic connection to 1D Shape end-points automatically glues the connector's begin point 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 to the 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.

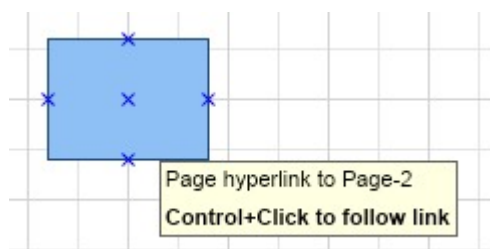
6.7.4 Shape Hyperlinks

MyDraw makes it easy to create shape hyperlinks. When you Ctrl + Click (Cmd + Click on Mac) a shape with a shape hyperlink, this link the shape's hyperlink points to will open.

The following list describes how to insert, edit and delete shape hyperlinks:

- To insert a shape hyperlink, right-click a shape and select **Insert Shape Hyperlink** from the context menu or select the shape, open the **Insert** ribbon tab and click **Shape Hyperlink**. Configure the shape hyperlink properties in the dialog that opens and click **OK**.
- To edit a shape hyperlink, right-click a shape with a shape hyperlink and select **Edit Shape Hyperlink** from the context menu.
- To delete a shape hyperlink, right-click a shape with a shape hyperlink and select **Delete Shape Hyperlink** from the context menu.

The tooltip (mouse-over text) of the shape hyperlink is, by default, automatically determined by the type of hyperlink. Still, you can override it by setting the Description field of the shape hyperlink. The following image shows the default tooltip of a shape hyperlink to a page.



MyDraw supports the following types of shape hyperlinks:

Hyperlink to URL

The URL hyperlink points to an URL web address:

Insert Shape Hyperlink

Type: Url

Url:

Description:

OK

Cancel

Hyperlink to File

The file hyperlink points to a local file:

Insert Shape Hyperlink

Type: File

Url:

...

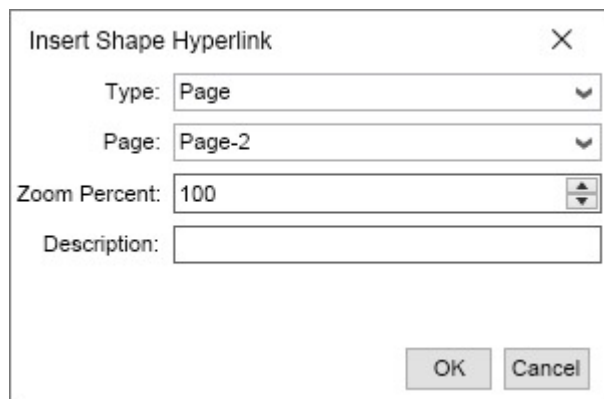
Description:

OK

Cancel

Hyperlink to Page

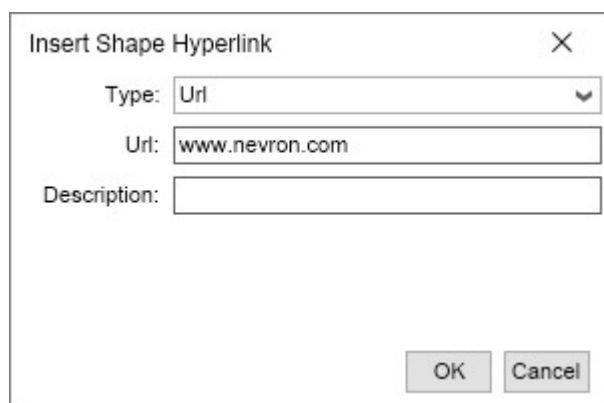
The page hyperlink points to a page in the same document. You can use the **Zoom Percent** field to specify the zoom percent to apply when opening the linked page:



The dialog box titled "Insert Shape Hyperlink" has a close button (X) in the top right corner. It contains four fields: "Type" is a dropdown menu set to "Page"; "Page" is a dropdown menu set to "Page-2"; "Zoom Percent" is a numeric input field set to "100" with up and down arrow buttons; and "Description" is an empty text box. At the bottom right are "OK" and "Cancel" buttons.

Hyperlink to Shape

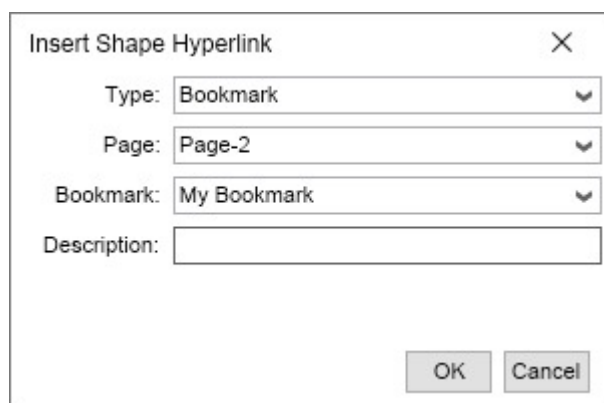
The shape hyperlink points to a page in the same document. You can use the **Zoom Percent** field to specify the zoom percent to apply when opening the page of the linked shape:



The dialog box titled "Insert Shape Hyperlink" has a close button (X) in the top right corner. It contains three fields: "Type" is a dropdown menu set to "Url"; "Url" is a text box containing "www.nevron.com"; and "Description" is an empty text box. At the bottom right are "OK" and "Cancel" buttons.

Hyperlink to Bookmark

The bookmark hyperlink points to a bookmark in the same document.



The dialog box titled "Insert Shape Hyperlink" has a close button (X) in the top right corner. It contains four fields: "Type" is a dropdown menu set to "Bookmark"; "Page" is a dropdown menu set to "Page-2"; "Bookmark" is a dropdown menu set to "My Bookmark"; and "Description" is an empty text box. At the bottom right are "OK" and "Cancel" buttons.

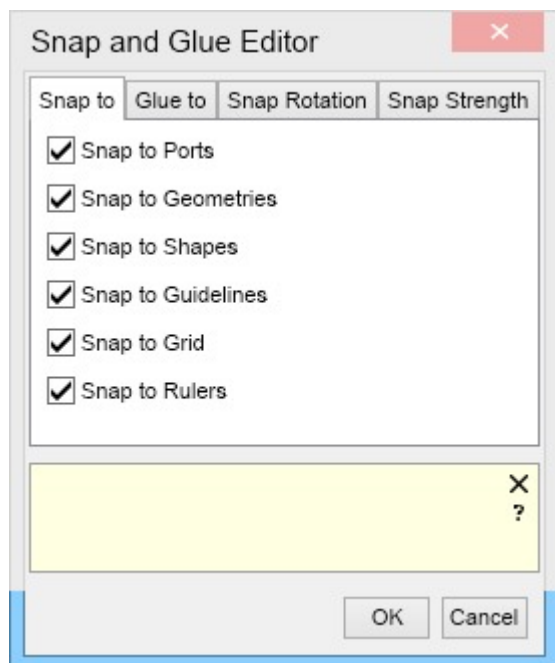
Check out the [Bookmarks](#) topic for more information about creating and using bookmarks.

6.7.5 Snap and Glue

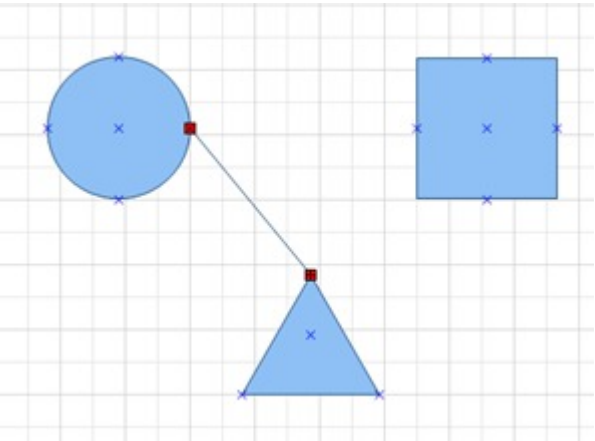
MyDraw includes a number of “snap to” settings so when you move or resize shapes or connectors, the selected object(s) will automatically snap to grids, guides or other objects. The snap settings are available in the Arrange tab, including **Snap and Glue**, **Snap to Grid**, **Snap to Rulers** and **Snap to Guidelines**.



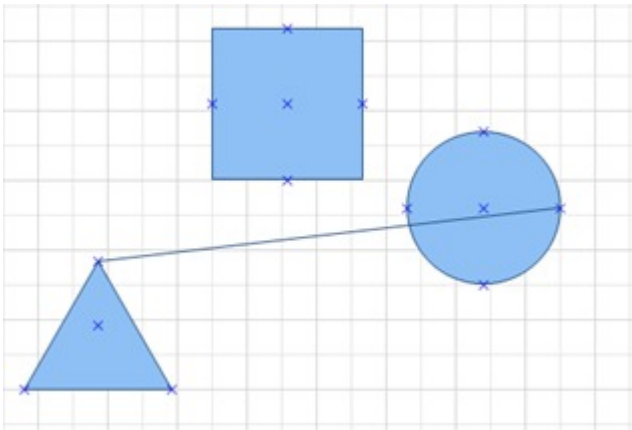
When selecting the **Snap and Glue** option, the **Snap and Glue Editor** window will appear, allowing you to customize the **Snap and Glue** settings to your preferences.



The glue options will keep your shapes and connectors attached. When moving a shape, the connectors will automatically reconfigure themselves and their paths to accommodate the new shape positions without necessitating reattaching connectors.



Example 1



Example 2

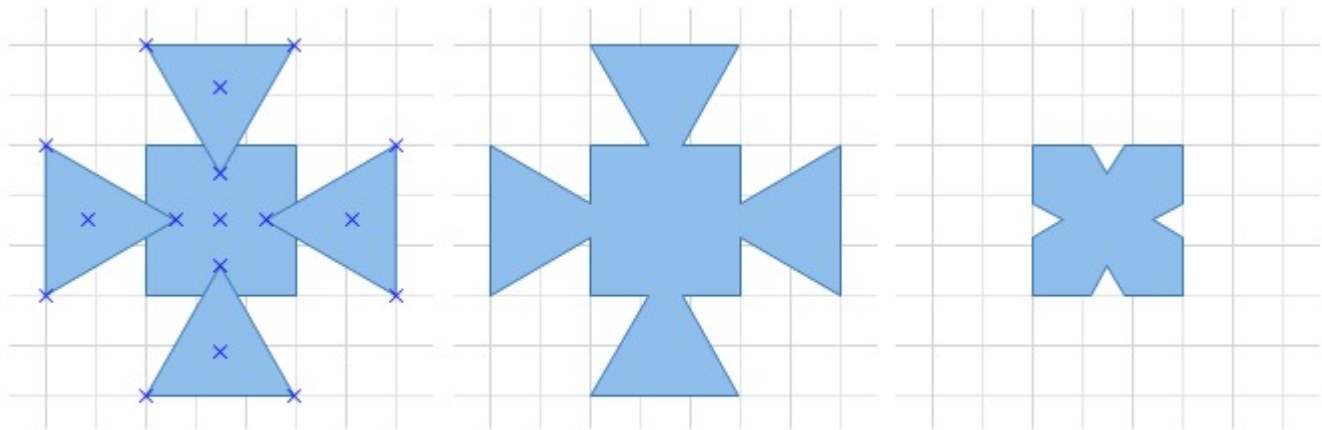
In *Example 1*, the connector line is glued to the circle and triangle ports. When the circle is moved - *Example 2*, the connector line automatically moves to accommodate the new object configuration.

6.7.6 Custom Shapes

MyDraw comes with an extensive library of predefined shapes. If none of them is suitable for your diagram, you can create a custom shape that suits your needs. MyDraw provides several methods for creating custom shapes:

Generating Custom Shapes

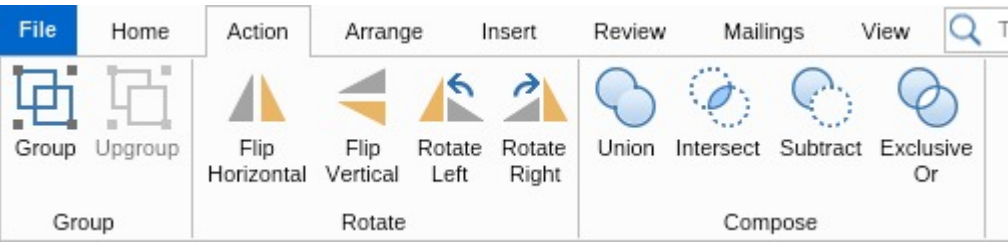
Shape composition is the process of combining the geometry of two or more shapes into one. To compose a complex shape, create and position two or more shapes, and select them either by **Crtl+Clicking** or rectangular selection. Then use one of the buttons in the **Compose** ribbon group of the **Action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



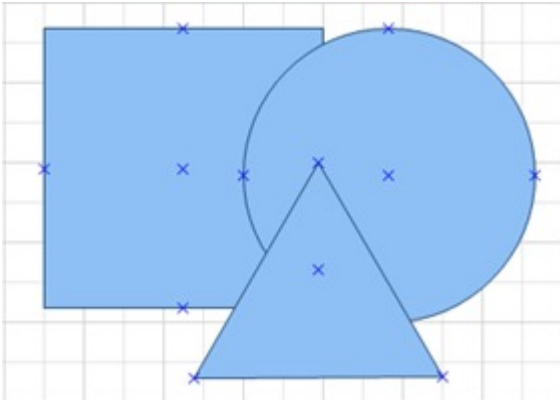
Shapes

Union

Subtract

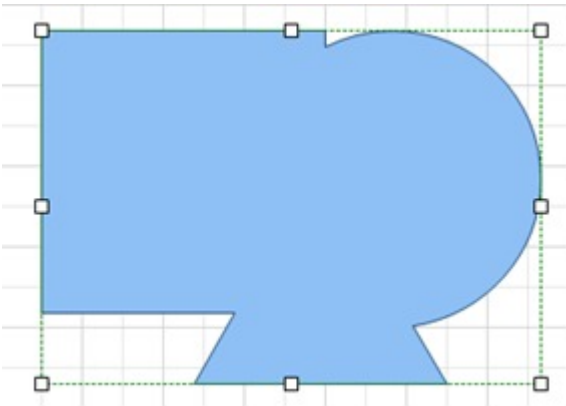


The following image is a base image before set operations have been used on the shapes contained therein:

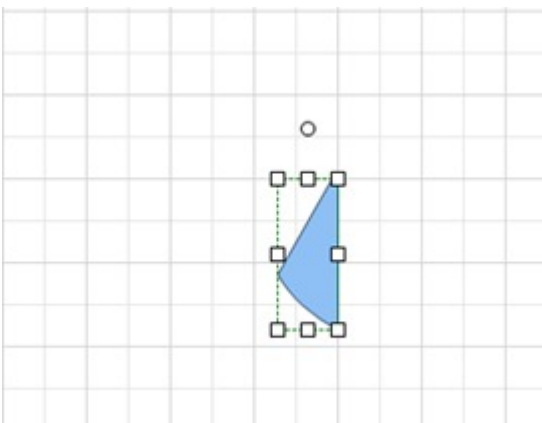


Set operation options include four options, including:

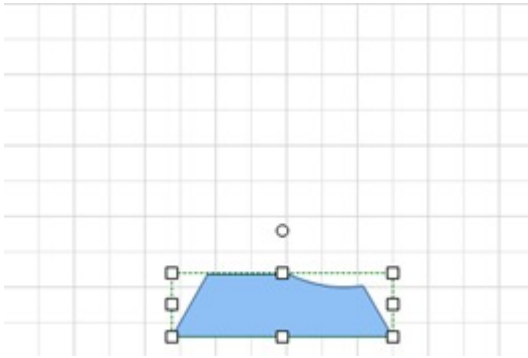
Union: This option merges all shapes together into one shape with one contiguous outline. For all intents and purposes, including settings and usage scenarios, it is one shape.



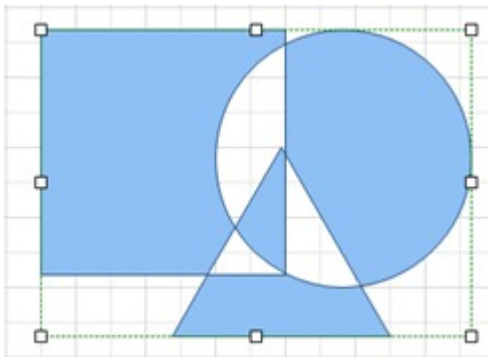
Intersect: Intersect will leave only the area that each shape of those selected overlapped each other.



Subtract: This option will subtract all shapes from the topmost shape in the group. In our example, as the triangle was on top, only pieces of it are left. For stacking order, refer to Z-Order.



Exclusive Or: Exclusive or will remove areas of overlap in the case of an even number of objects overlapping an area, i.e. 2, 4 or more object areas overlapping. In the case of an odd number of overlapping object areas, such as 3, the overlapped area will be preserved.



Drawing Shapes

MyDraw lets you draw shapes using lines, cubic beziers, arcs, or freehand drawing - **Nurbs tool**. Select one of these drawing tools to draw a custom shape 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 close a geometry at any given point, a tooltip **Close Geometry** will appear 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 to modify the control points of the geometry primitives in order to change the outline of the shape.

6.7.7 Arranging Shapes

6.7.7.1 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

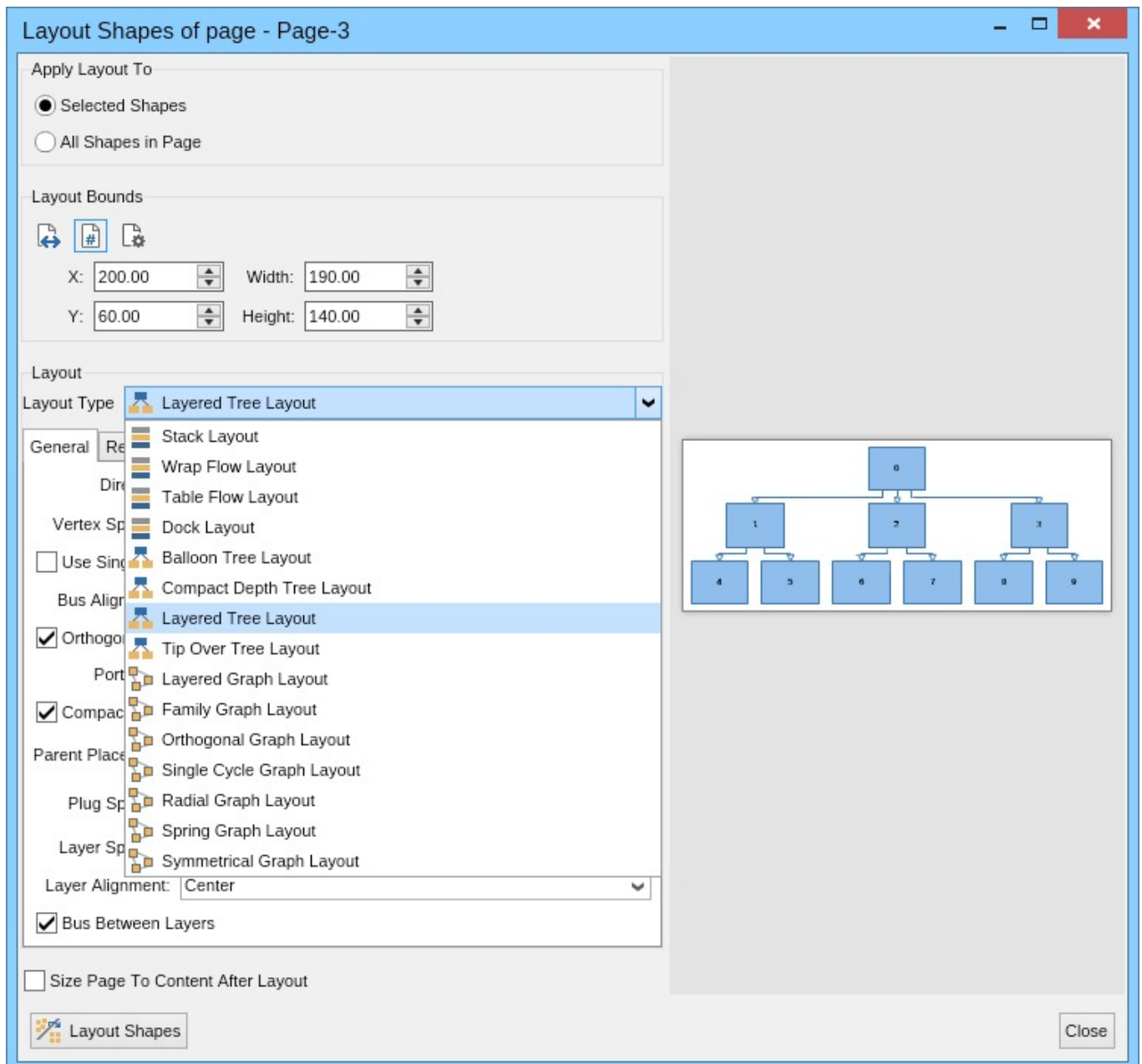
MyDraw provides three main types of automatic layouts:

- **Box layouts** - arrange only the 2D shapes of a diagram without taking into account the connectors. Useful 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:

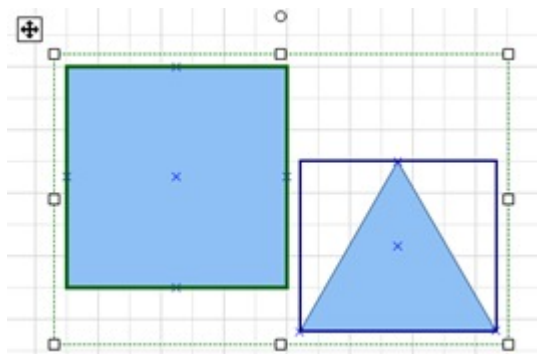


You can choose the layout you want to apply from the "Layout Type" combo box. When you select a layout a preview will open to the right, so that you can get an idea how the layout will arrange your shapes. You can change the settings of the layout from the controls that appear in the "General" tab page.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

6.7.7.2 Arranging, Moving, Duplicating And Resizing Shapes

As MyDraw's primary drawing area is made of shapes and connectors, arranging shapes is integral to the program's usage. In the Arrange tab of the ribbon bar, you will find options for alignment, resizing, positioning, Z-order, spacing, grid alignment, snapping, and shape layout.

For all shape alignments and comparative resizing, the last shape selected is the shape that will stay static, i.e., the other shapes will be moved to align with it. The shape which will be aligned to (the last one selected, which is static) will be outlined with a thick black border, while alignment shapes will have thinner, blue borders.



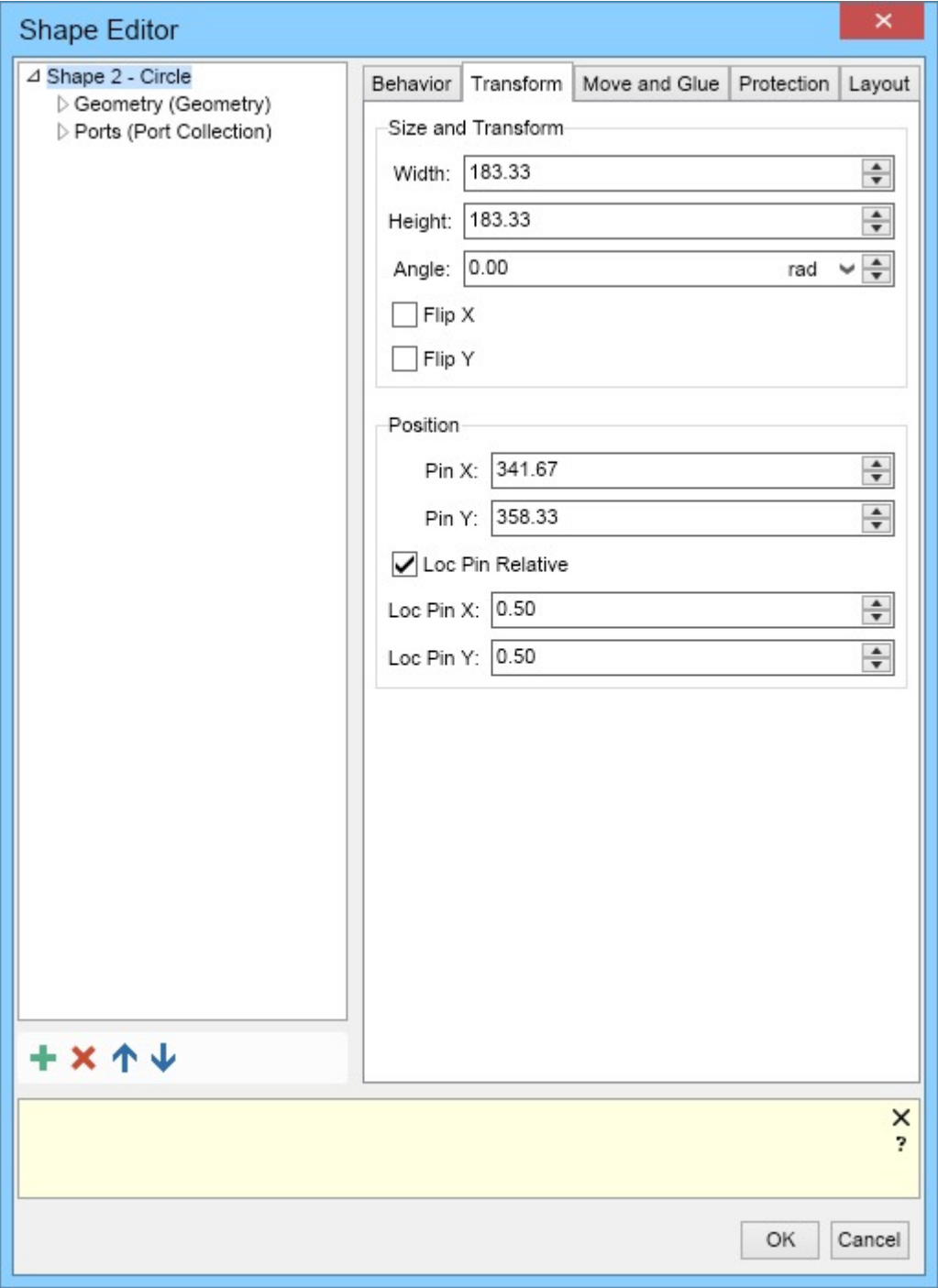
Moving and Duplicating Shapes

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

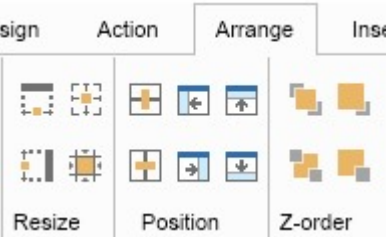
To duplicate a shape, select it, hold down the shift key and drag the duplicate shape to your desired location. You can also right-click on any shape to access the context menu and copy, then right-click somewhere else and paste the shape(s). Alternately, Ctrl+c will copy the selected shape(s), and Ctrl+v will paste them underneath the cursor.

Resizing Shapes

To resize a shape, drag one of its tracker points in any direction. For more precise resizing, right-click on the shape, and choose **Shape Properties** from the context menu. The Shape Editor dialog will appear. Click on the **Transform** tab at the top right to access the settings with more precise controls.



To resize a shape in relation to another shape, go to the Arrange ribbon tab and the Resize group.



There are four options available, including:

- **Make Same Width:** This will make two or more shapes the same width as the last selected shape.
- **Make Same Height:** This will make two or more shapes the same height as the last selected shape.

- **Make Same Size:** This will make two or more shapes take up the same amount of grid square area that the last selected shape occupies. MyDraw calculates a grid square shape area by taking the furthest left, right, bottom, and top pixels of an object and creating a rectangular box out of them. The shape area grid space can clearly be seen with the object outlines appearing when selected.
- **Size to Grid:** This will make the shape size itself to the nearest grid lines. Note that specific shapes will have a locked aspect ratio, which requires permission to use this function.

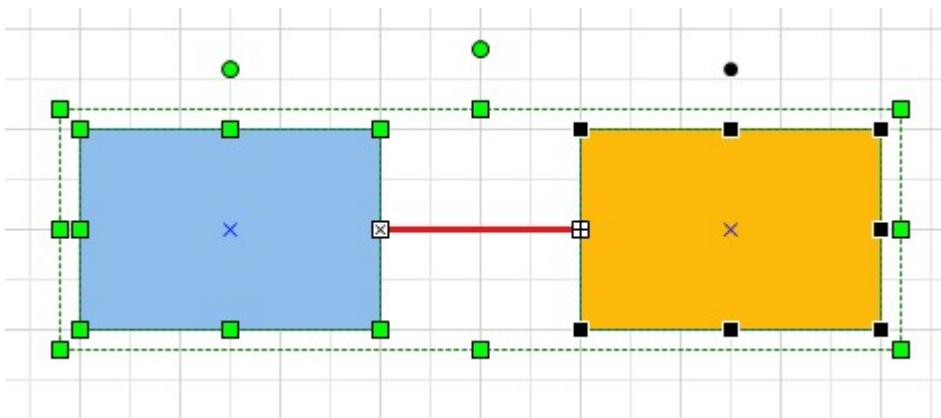
6.7.7.3 Selection and Anchor Shapes

When two or more shapes are selected, MyDraw 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 has two types of anchor shapes:

- **Alignment anchor** - the shape that alignment commands will use. The trackers of the alignment anchor are filled in black.
- **Format anchor** - the shape that formatting commands will use. 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.

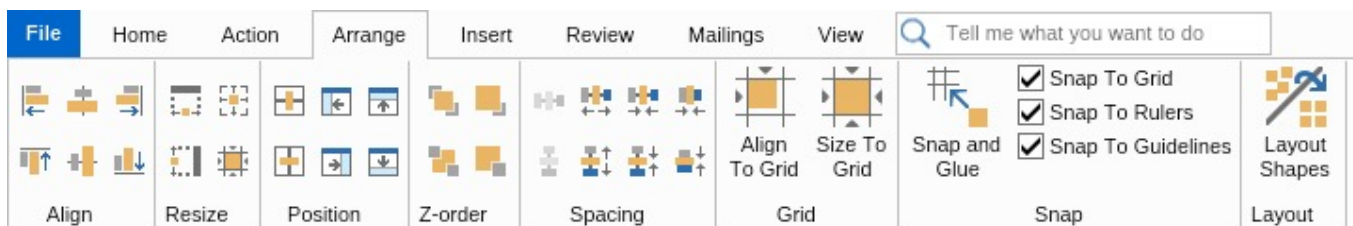
The following image shows how a selection with a different alignment and format anchor looks:



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

Aligning Shapes

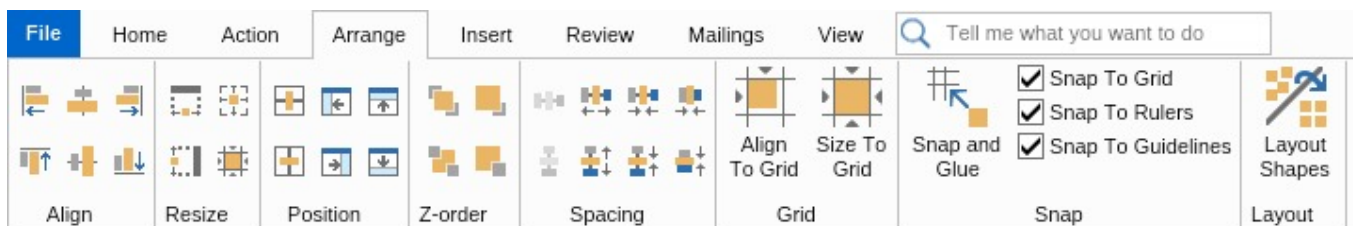
To align your shape, first select the two or more shapes you need to align. Go to the **Arrange ribbon** to the **Align group**. There are six options:



- **Align lefts:** This option will align the leftmost pixel of both shapes along the same vertical line.
- **Align centers:** This option will align the rightmost pixel of both shapes along the same vertical line.
- **Align rights:** This option will align the center pixel of both shapes along the same vertical line.
- **Align tops:** This option will align the topmost pixel of both shapes along the same horizontal line.
- **Align middles:** This option will align the exact middle of both shapes along the same horizontal line.
- **Align bottoms:** This option will align the bottommost pixel of both shapes along the same horizontal line.

Z-Order

Z-Order is the order of precedence that the shapes in the drawing area have over one another. This basically means which shape is on top, the shape below it, and which is on bottom. The Z-Order area of the Arrange ribbon tab has four options:



- **Bring to Front:** This option will move a selected shape to the front of the Z-Order (on top of all other objects)
- **Send to Back:** This option will move a selected shape to the back of the Z-Order (behind all other objects)
- **Bring Forward:** This option will send the shape one level up in the Z-order
- **Send Backward:** This option will send the shape one level down in the Z-order

Grouping and Ungrouping Shapes

Grouping and ungrouping shapes allow the user to create a grouping of shapes so that their location and connectors may be manipulated together rather than individually. Groups support drill-down selection, which means you can select a shape within the group by first clicking on the group to select the group and then to click on the particular shape within the group to select it.

To create a group of two or more shapes, select them with a selection box, or **Ctrl-Click** on each one in succession, and click on the **Group** button from the **Action** ribbon tab or use the shortcut **Ctrl+Shift+G**. You can group not only shapes but also multiple groups. When a set of shapes are grouped, they will act as one shape, allowing for resizing and rotation.

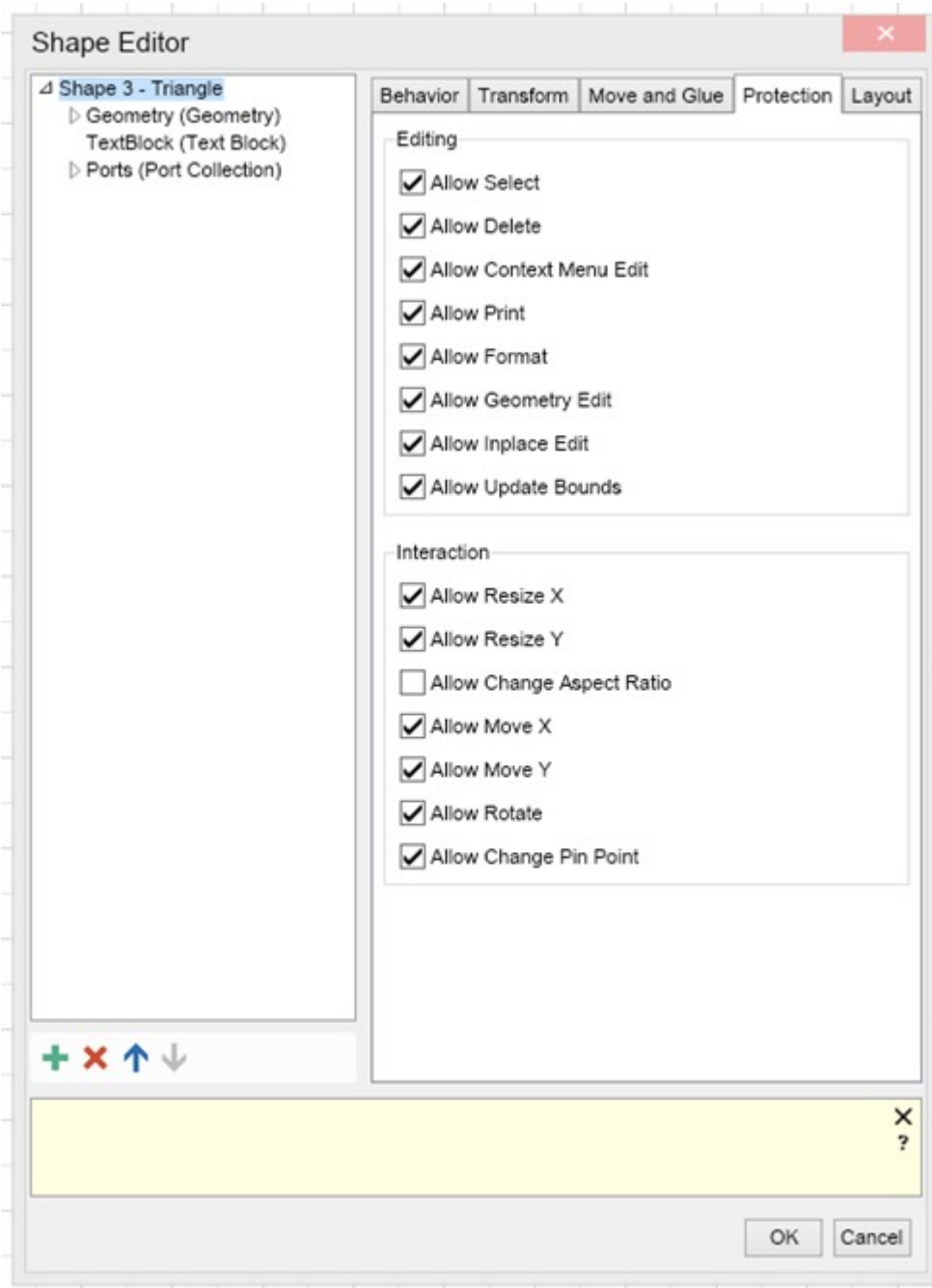
To ungroup a set of shapes, or groups, click the **Ungroup** button from the **Action** ribbon tab or press **Ctrl+Shift+U** from the keyboard.

6.7.7.4 Shape Protections

Most shapes in MyDraw can be extensively manipulated. If you wish to keep an aspect about a shape from being able to be modified, or all aspects, shape protections can be applied.

To get to shape protection settings, right-click on any shape, and choose **Shape Properties**.

The shape editor window will appear. Click on the **Protection** tab to access the **Shape Protections** settings.



6.7.7.5 Auto Connect Tool

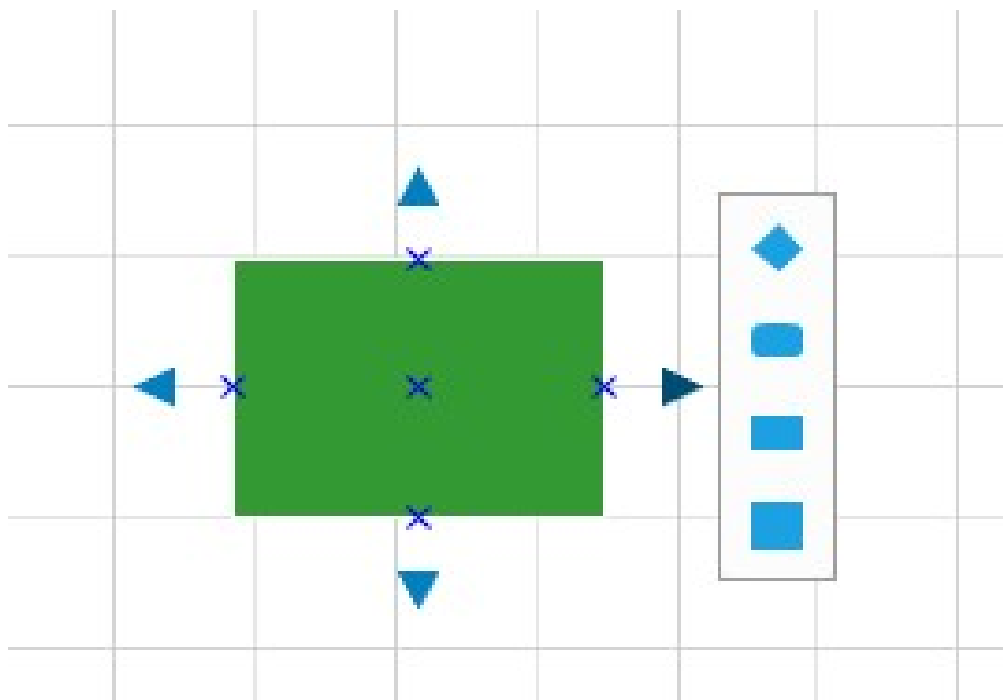
The **Auto Connect** tool makes creating a diagram exceptionally quick and easy. The available shapes in the **Mini Toolbar** are entirely customizable, making **Auto Connect** an excellent tool for any diagram.

Automatically connect a shape

One way to connect shapes is to let MyDraw connect them automatically when you add a shape to a page. This is especially convenient when you are creating a flowchart.

1. Make sure that AutoConnect is turned on. On the **View** tab -> **Show** ribbon, verify that Auto Connect is checked.
2. Drag a shape from the Shape Library to the drawing view.

3. Hold the pointer over the shape until Auto Connect arrows appear around the shape.



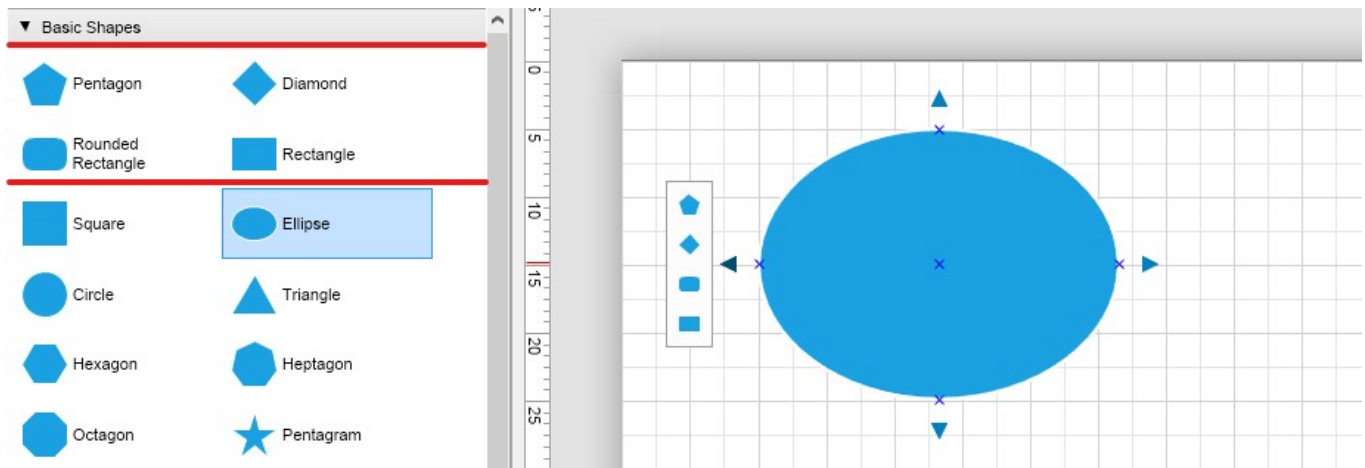
4. Click on the shape that you want to add.

5. If you want to continue, point to an Auto Connect arrow on a newly added shape to add another shape that will also be automatically connected.

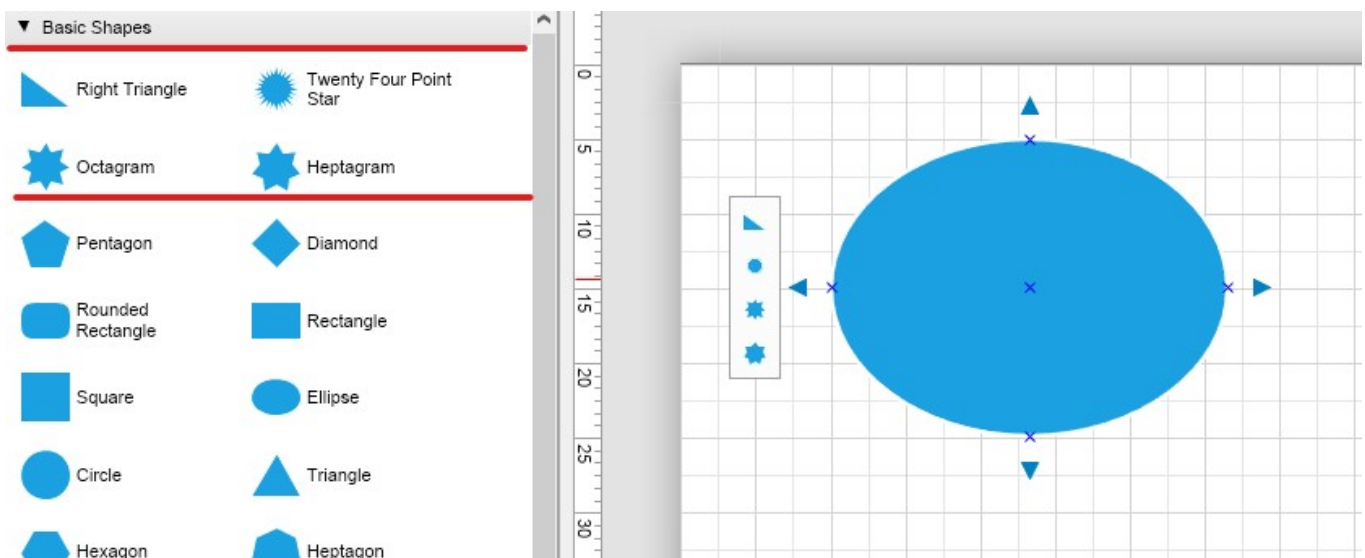
Change the shapes in the Auto Connect Mini toolbar

The shapes on the **Mini toolbar** come from the **Shape Library** of a diagram. The **Mini toolbar** displays up to four shapes. You can customize the shapes that appear on the **Mini toolbar**. The following procedure uses the **Basic Shapes** as an example:

1. By default, the shapes in the mini toolbar are the first four in the library that immediately follows the **Quick Shapes** library. For example, these are the first four shapes in the **Basic Shapes** library: Pentagon, Diamond, Rounded Rectangle and Rectangle.



2. To display different shapes in the **Mini toolbar** for a library, you can reorder them by dragging them to the top of the library:



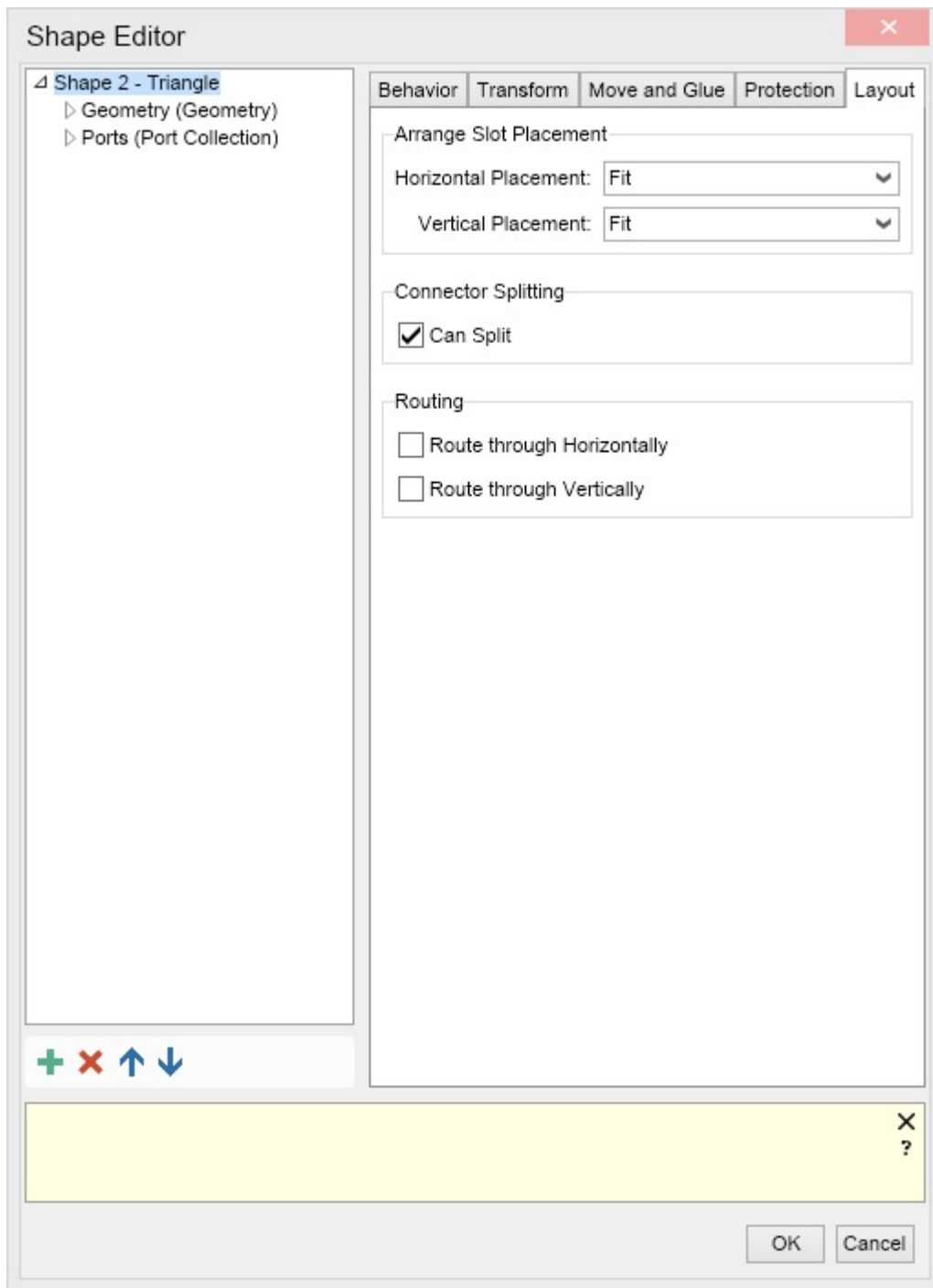
6.7.8 Formatting Shapes

6.7.8.1 Formatting Shapes Overview

Each shape in MyDraw can be formatted to add styles, geometry changes, add text blocks, outlines, shadows, etc. There is a high level of customization options available for each shape, some more than others.

Editing Geometry

To edit the geometry of a shape, right-click on the shape and choose **Shape Properties** and the Shape editor dialog will appear.



There are five settings tabs in the shape editor, including:

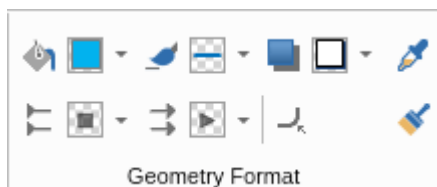
- **Behavior** - Here, you can name the shape and choose how the shape behaves within the program.
- **Transform** - Here, you can manipulate the size, x and y-axis, position, and relative location settings.
- **Move and Glue** - The area to choose the default shape glue settings and slave shape settings.
- **Protection** - This tab allows you to restrict editing options on the shape, including the ability to change the aspect ratio.
- **Arrange** - Slot placement and connector splitting options, including routing options.

To the left side of the tabs are sub-menus gives additional options for the geometry and port options.

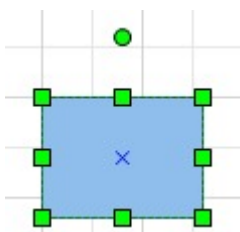
Formatting Geometry

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).



Shape Size, Position and Rotation



To select a shape either click it or click and click and hold outside of the shape and drag to trigger the rectangular selection tool, then drag it to cover and select the shape. When the shape is selected, a set of trackers will appear around it as shown in the picture to the left.

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.

Themes

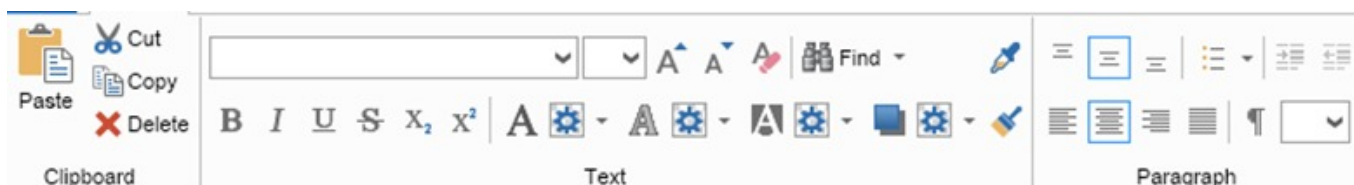
On the Design tab, you can choose the Page Theme and Page Theme Variants. Themes apply to a whole drawing page. They consist of a set of shape styles with fill, stroke and text styles that blend well with each other. Choosing a page theme will change, and nearly all visual aspects of the page and shapes, excluding shape geometry. The default theme is MyDraw Nature, Variant 1.

For more information check out the [Themes And Shape Styles topic](#).

Formatting Text Blocks

To create a text block, choose the T button from the home tab, and click, hold and drag anywhere in the drawing area.

Double click in the text box that appears, and type your text. On Home tab, you can find options for font, bold, italic, underline, etc.



In addition to the normal options, there are four additional option menus. You can access them either from the text section of the home menu, or right click anywhere in the box and hover over the "Format Text Block" menu to show the options available.

The options are:

- **Text Fill:** A dialogue window will appear, allowing you to choose the different types of text fill
- **Text Background Fill:** This menu allow you to choose the style and color of the text background filler
- **Text Stroke:** A menu to allow you to select the stroke options
- **Text Shadow:** Options for text shadow.

6.7.8.2 Themes and Shape Styles

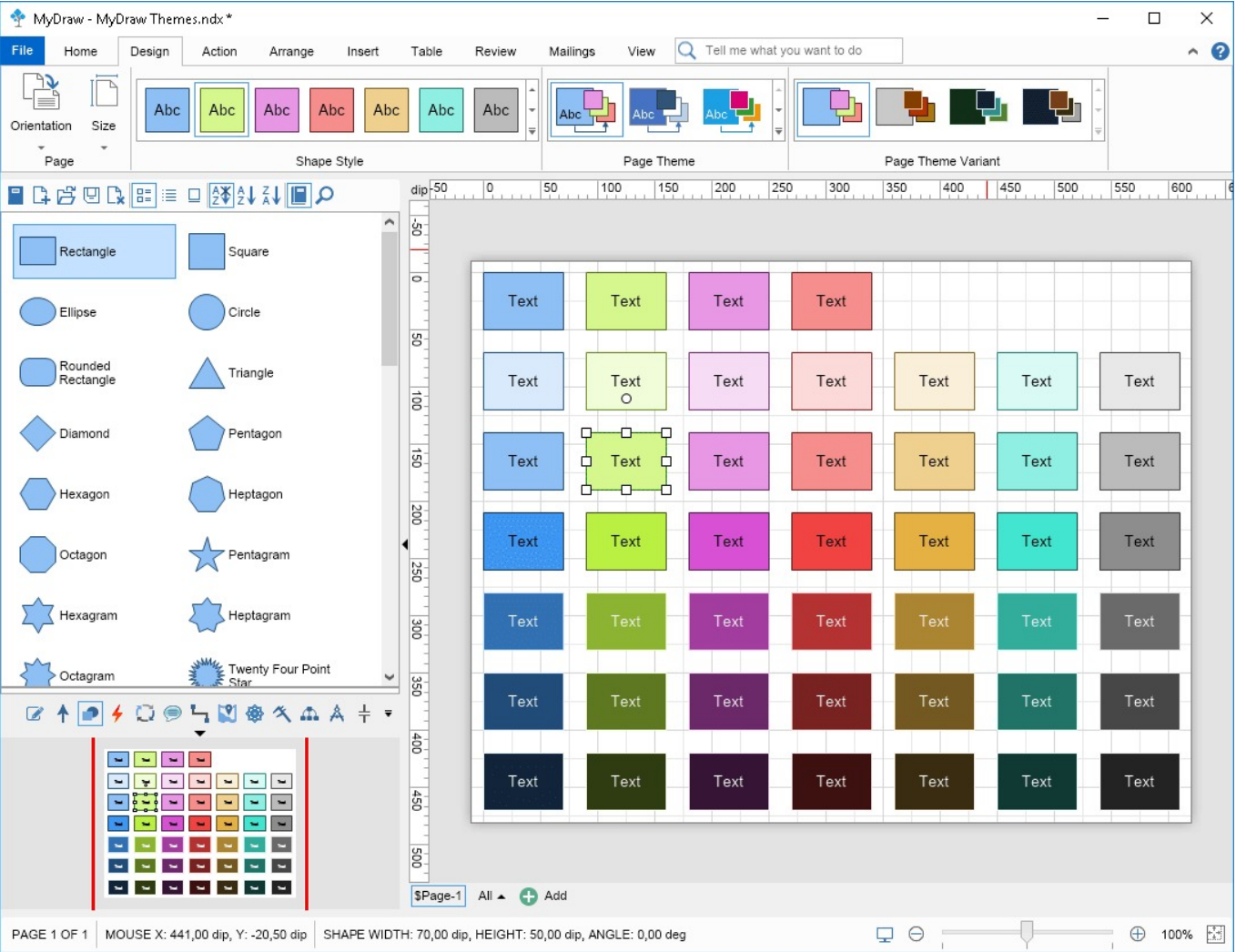
MyDraw themes and styles make it easy to quickly change the appearance of your shapes and even the whole drawing page.

Themes

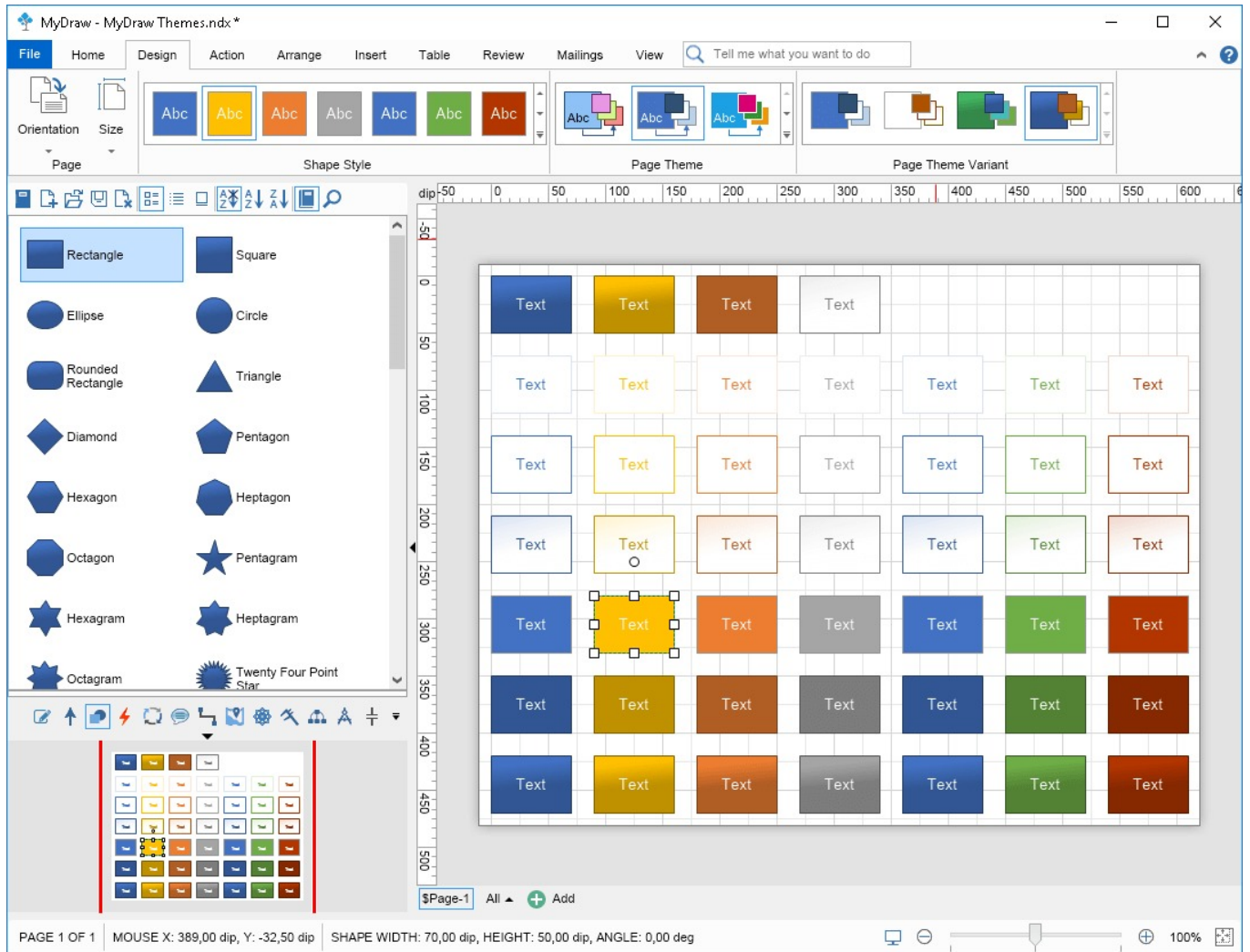
Themes apply to a whole drawing page. They consist of a set of shape styles with fill, stroke and text styles that blend well with each other. This allows you to quickly style your diagram with a polished and professional look.

To change the theme of a drawing page, click it in the page navigator to make it the active page and then open the **Design** ribbon tab.

The image below shows all styles in the "MyDraw Nature" theme, which is the default theme applied to new documents in MyDraw.



If you select the Office theme and then select it's fourth variant, you will get the following:

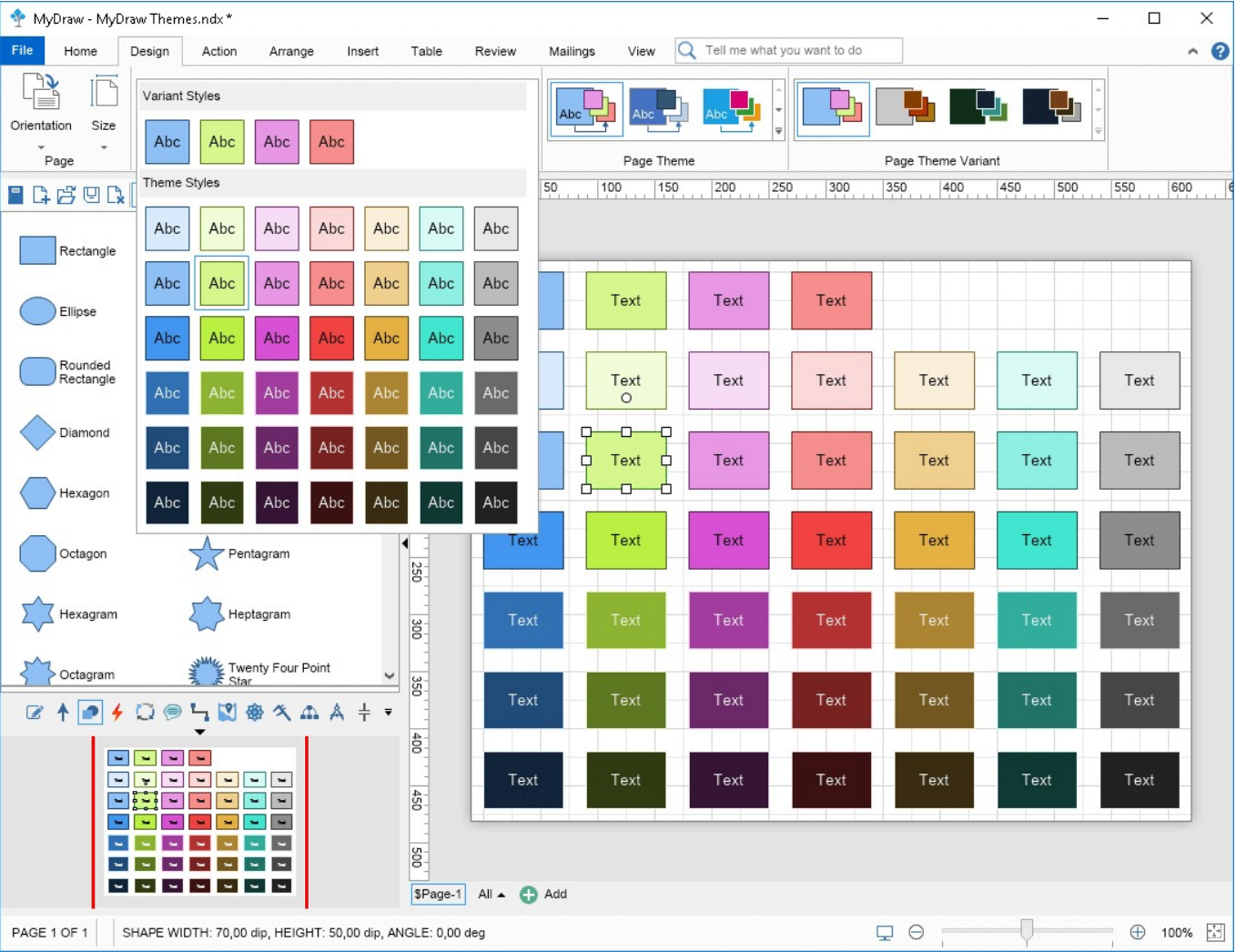


As you can see, themes and their variants change the appearance of all shapes on the page. If you want to change the style of specific shapes, then you should use shape styles.

Styles

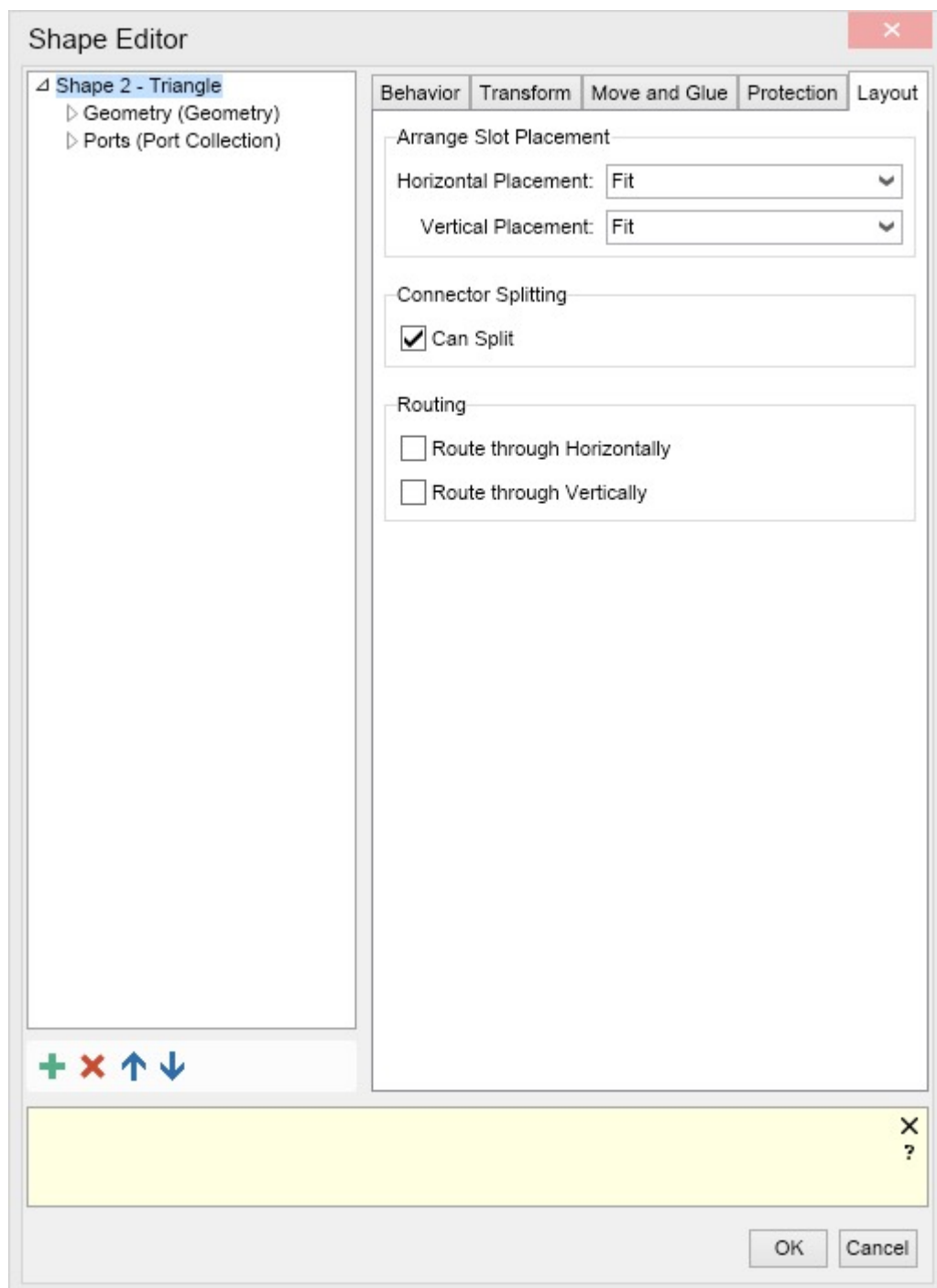
After you select a theme and a variant for the page, you can style individual shapes with a shape style. Shape styles for the currently selected theme and variant are accessible from the **Design** tab of the ribbon. Select one or more shapes and then click a shape style from the ribbon to style them with this shape style. The selected shapes will then be styled with the selected shape style. If you change the theme and/or the theme variant of the page, then all shapes styles will be automatically updated to reflect the newly selected theme and variant.

The screenshot below shows how the shape style ribbon gallery looks:



6.7.8.3 Shape Properties

To edit the geometry of a shape, right click on the shape and choose **Shape Properties** - the Shape editor dialog will appear.



There are five settings tabs in the shape editor, including:

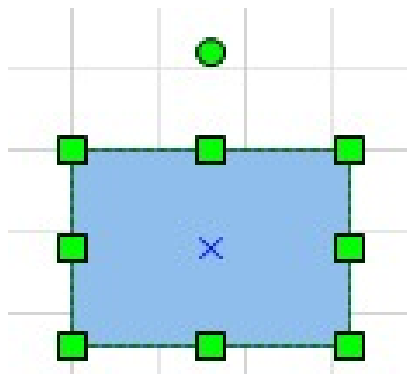
- **Behavior** - Here, you can name the shape and choose how the shape behaves within the program.
- **Transform** - Here, you can manipulate the size, x and y-axis, position, and relative location settings.

- **Move and Glue** - The area to choose the default shape glue settings, and slave shape settings.
- **Protection** - This tab allows you to restrict editing options on the shape, including the ability to change the aspect ratio
- **Arrange** - Slot placement and connector splitting options, including routing options

To the left side of the tabs are sub-menus, which give additional options for the geometry and port options.

6.7.8.4 Shape Size, Position and Rotation

To select a shape either click it or click and click and hold outside of the shape and drag to trigger the rectangular selection tool, then drag it to cover and select the shape. When the shape is selected, a set of trackers will appear around it as shown in the picture to the left.



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. Each shape could be align with the help of the alignment guides like grid, rulers and guidelines - [Grid, Rulers and Guidelines](#).

6.8 Text

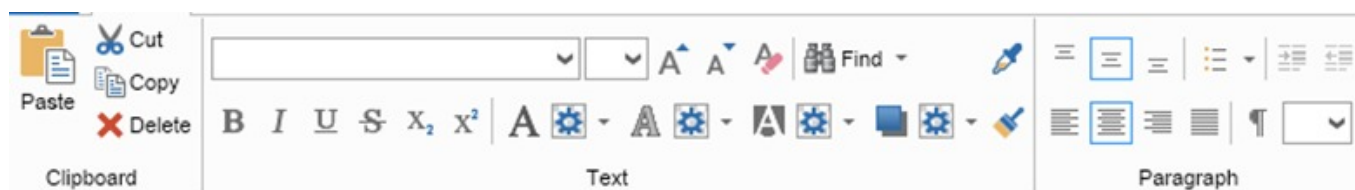
6.8.1 Rich Text Formatting

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 appear. The buttons in the Font and Paragraph ribbon controls are 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.

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

To 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 inside this text area and enter your text.

To format the entire text of a shape at once, select the shape and use the controls in the **Font** and **Paragraph** ribbon groups.

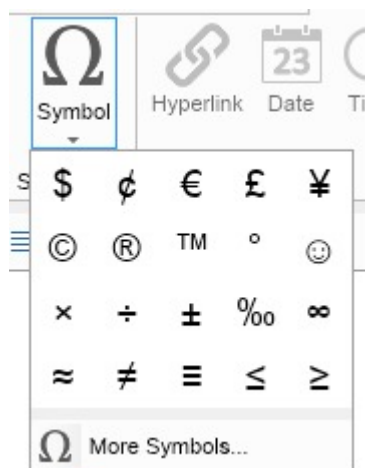


To format only parts of a shape's text, double click the shape in order to enter in-place edit mode. Then, select the text to style and use the controls from the ribbon to apply the desired formatting to the selected text.

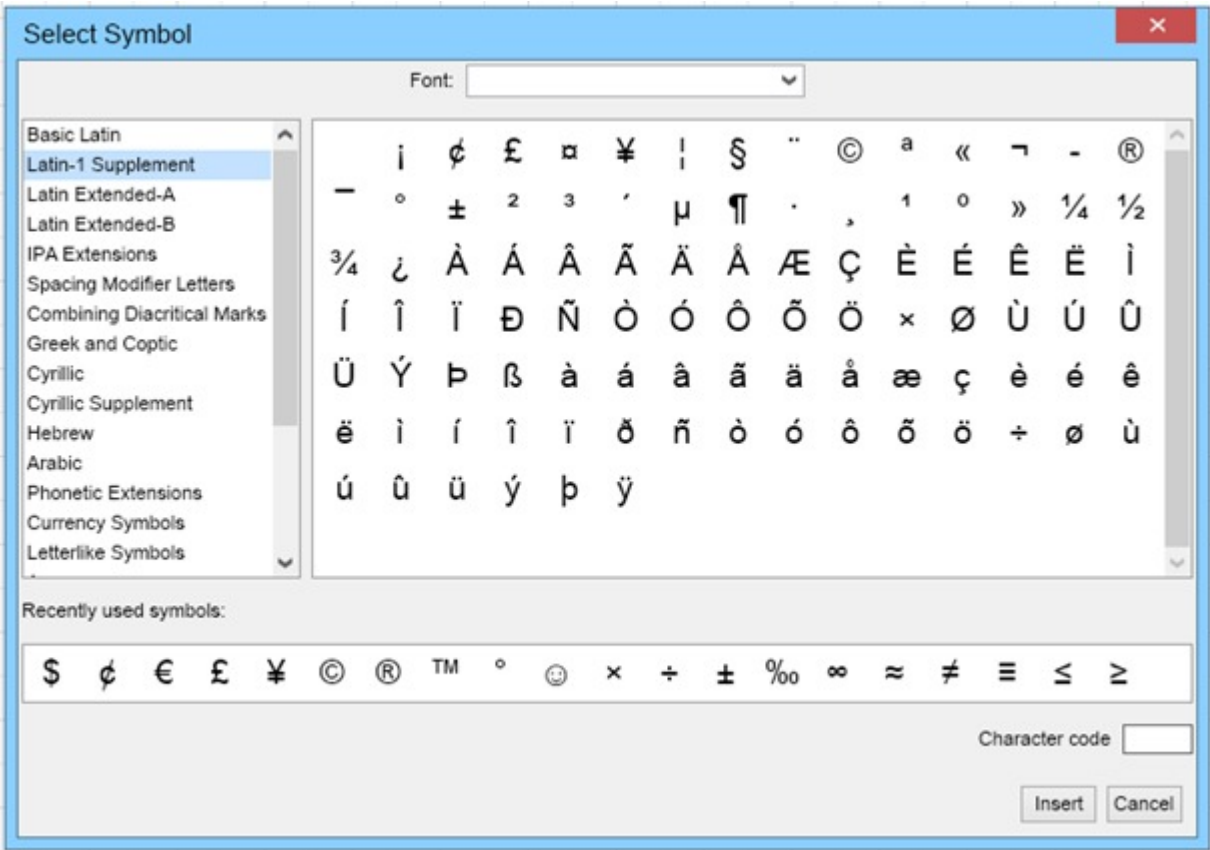
You can use the copy (the pipette), and apply (the brush), text formatting buttons to copy the text formatting of a shape and apply it to one or more shapes in the same way as for shape geometry.

6.8.2 Inserting Symbols

To insert a symbol into a text field or table, click on the Symbol button in the Insert ribbon tab. It will open up a drop down menu showing the most commonly used symbols, which will repopulate over time to reflect the users most popularly used symbols.



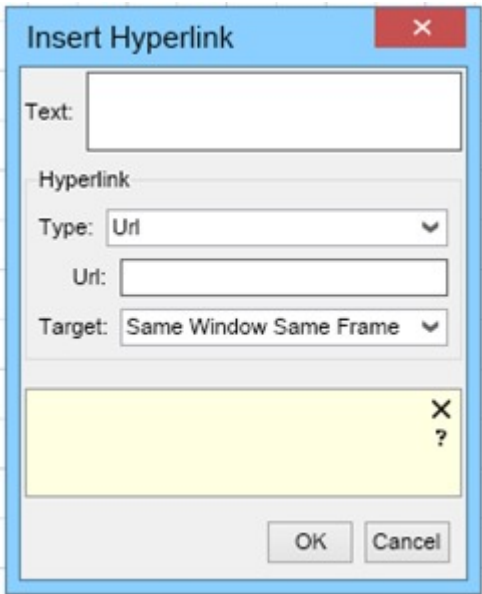
To access the symbol library, click on the More Symbols... button from the drop down menu. This will open up the Symbol Library, which is broken down into selectable categories on the left, and a recently used symbols bar on the bottom. You can select the font you wish the symbol to appear in, if available, from the top Font box.



6.8.3 Automatic Text Fields

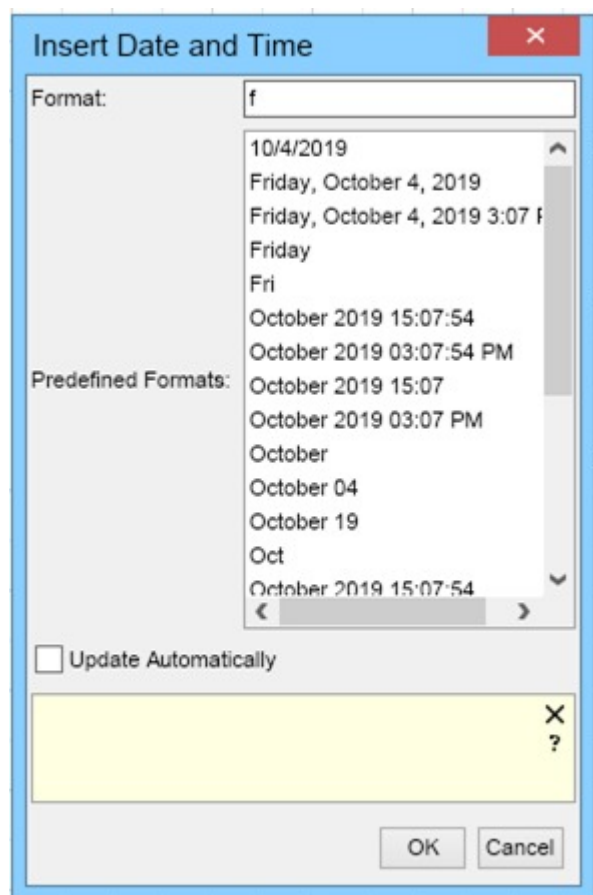
There are four automatic text fields available for insert in a text box. They are -

Hyperlink: Allows the user to insert a hyperlink into the text field, including the hyperlink text, url, and target frame when clicked.

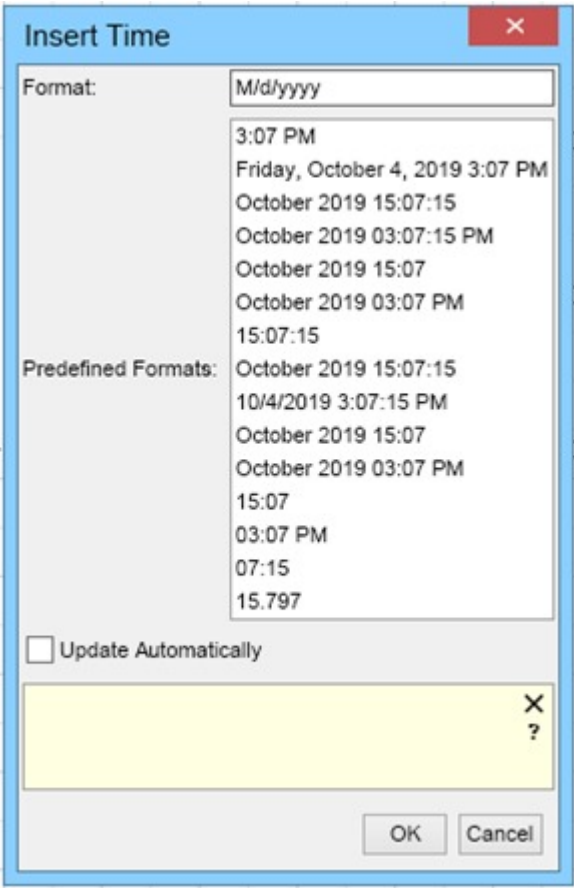


Date: The Insert Date and Time dialogue window box will pop up, giving the user a list of date and time formats to insert. The checkbox near the bottom of the dialogue window box Update Automatically will have MyDraw update

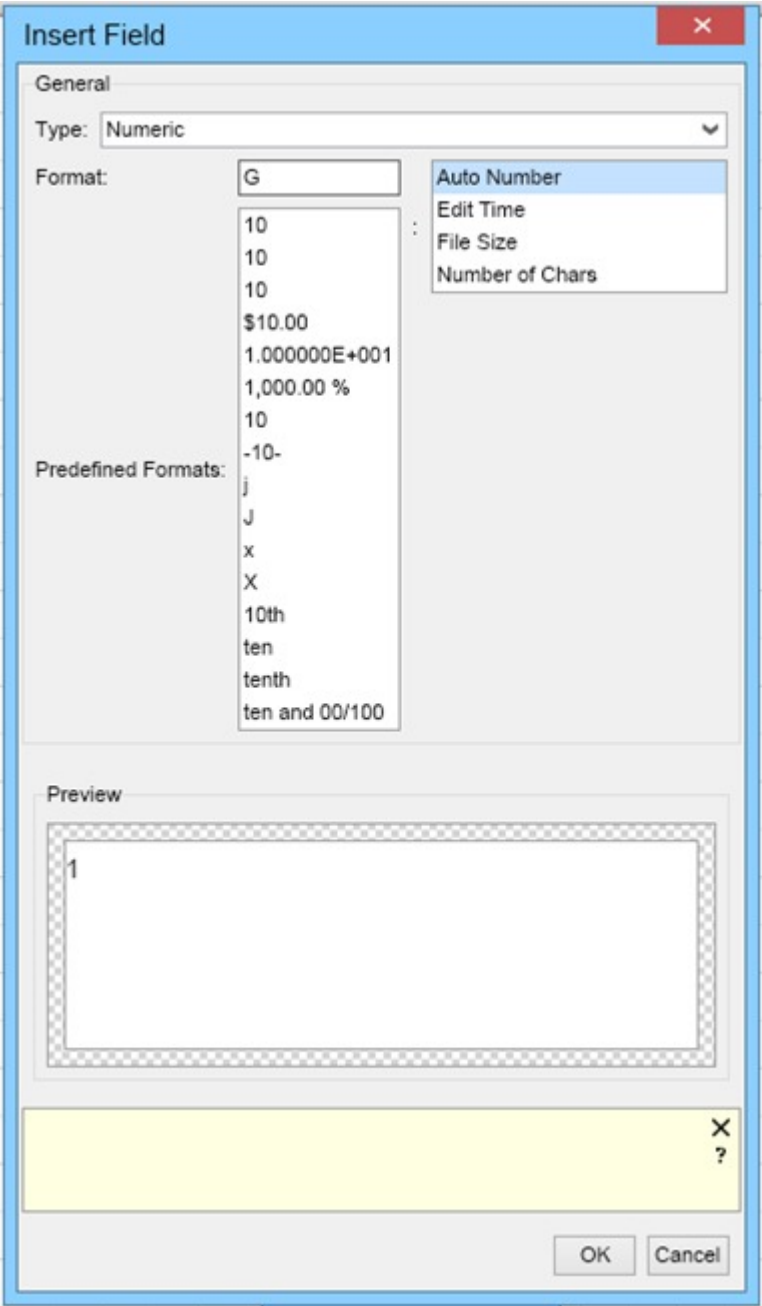
the date and/or time in this field automatically.



Time - The Insert Time dialogue window box will appear giving the user a list of time formats to insert. The checkbox near the bottom of the dialogue window box Update Automatically will have MyDraw update the time in this field automatically.



Field - Allows the user to create an advanced field variable area within a text box. The Insert Field dialogue window box will appear with a choice of field type, the format for the type, predefined formats per type, a preview pane, and an explanation box below.



6.8.4 Text Review and Spell Check

Text review is available under the **Review** ribbon tab. To check your written text in your project, click on the **Spell Check** button. To change your review language, click on the **Language** button, and choose the language you wish to proof with in the Language dialog window.



6.9 Tables

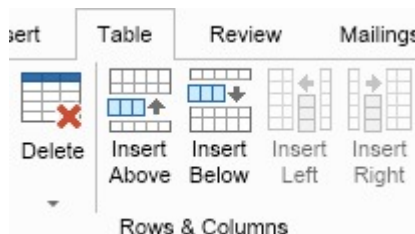
6.9.1 Inserting Tables

To insert a table, click on the Insert button on the far left of the Table ribbon bar. A grid box will pop up below the button, allowing you to use the mouse to choose how many rows and columns the table you would like to insert will be. A numerical value will appear at the top of the grid for quick understanding of the number of rows and columns currently chosen. When have the right numbers of rows and columns you wish your table to be, click on the box where the mouse is located at present, and the table will appear in the center of the drawing area.



Inserting and Removing Rows and Columns

To insert a row in your table, use one of the four insert buttons in the Rows & Columns area of the Table ribbon bar. These will insert a column or row in the direction you wish, based on what column or row you have selected in your table. Alternately, you can right click on the table, and in the context menu hover over insert, and choose from the same option list.

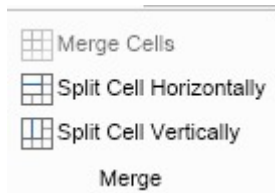


To remove a column, use the **Delete** button the Rows & Columns area. A drop down menu will allow you to choose to delete a row, column, or the entire table. You may also choose these options in the right click context menu under the Delete drop down menu.

Merging and Splitting Cells

To merge two or more cells, simply click, hold and drag to select more than one cell, and click on the Merge Cells button to make one larger cell. A cell may only be split after it has already been merged. If multiple cell rows and

columns have been merged, the option to split them horizontally or vertically will be selectable in the Merge area of the Table ribbon tab.

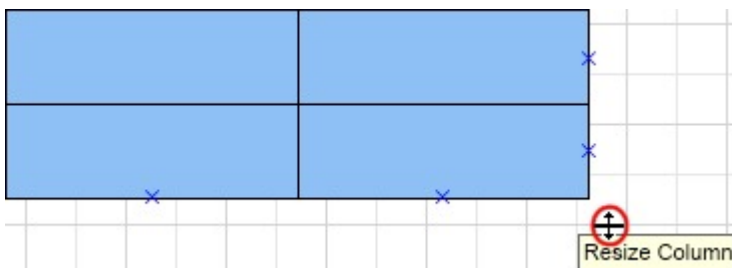


Specifying Column Size

To specify your column width, click on the Columns Width button in the Table area. A drop down menu will offer three choices, including:

- **Fixed:** This will keep each row the width it currently has, and allows you to customize the table column width to your liking using the mouse.
- **Percentage:** This option will keep each row as an equal percentage of the width of the table
- **Fit to Content:** This option will automatically change the table columns width based on the size of the text and/or shapes within the table cells

To manually change the width of a column, hover the mouse cursor over any table border line, and a line with a small arrow on either side will appear. Click and hold, and drag the border line to your desired sizing



6.9.2 Table Ports Mode

The Table Ports mode determines how you can link your table to other shapes within MyDraw. When you click on the Table Ports Mode button in the Table area of the Table ribbon tab, there are 5 options to choose from:

None: This will remove the connectable ports from the table

Grid: Creates ports equally spaced around the borders of the table based upon its size

Cell: Creates a port for each cell

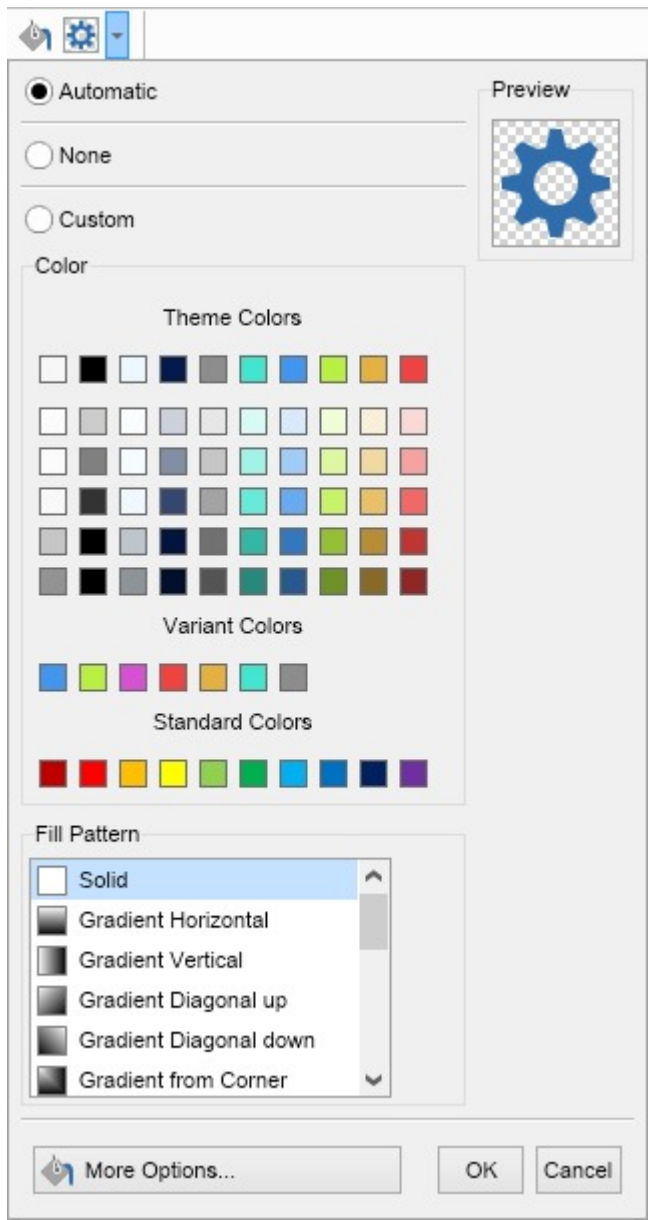
Rows Only: Creates a port on either side of rows, but not columns

Columns Only: Creates a port on either side of columns, but not rows

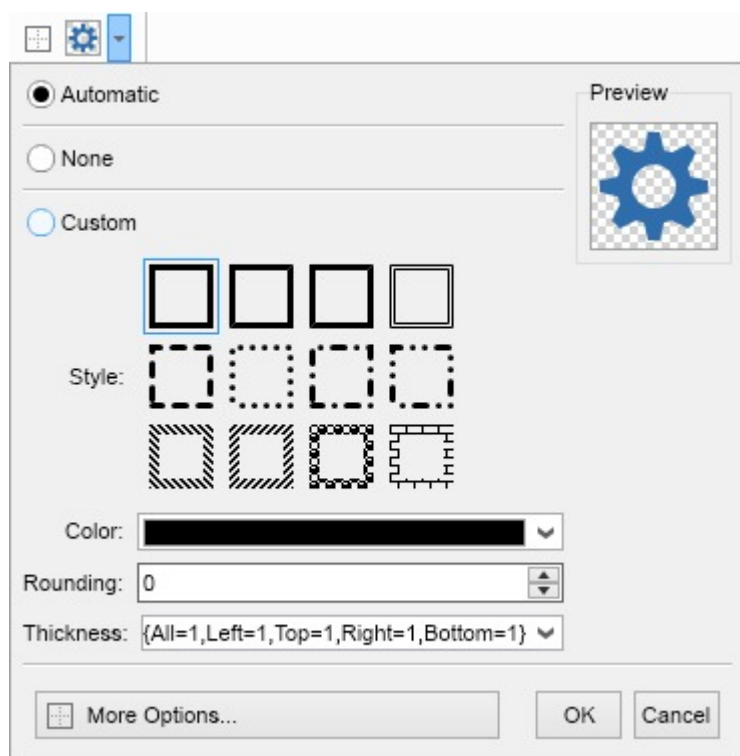
6.9.3 Table Style

When creating a table in MyDraw, it appears with the default cell borders, fill, and line thickness. These can all be changed with the table styles group under the **Table Style** group in the **Table** ribbon tab.

The **Cell Background Fill** drop down menu adds options for the fill color and pattern. By choosing **More Options...** you can access the **Fill Style Editor**, where you can choose more precise colors and fill transparency.



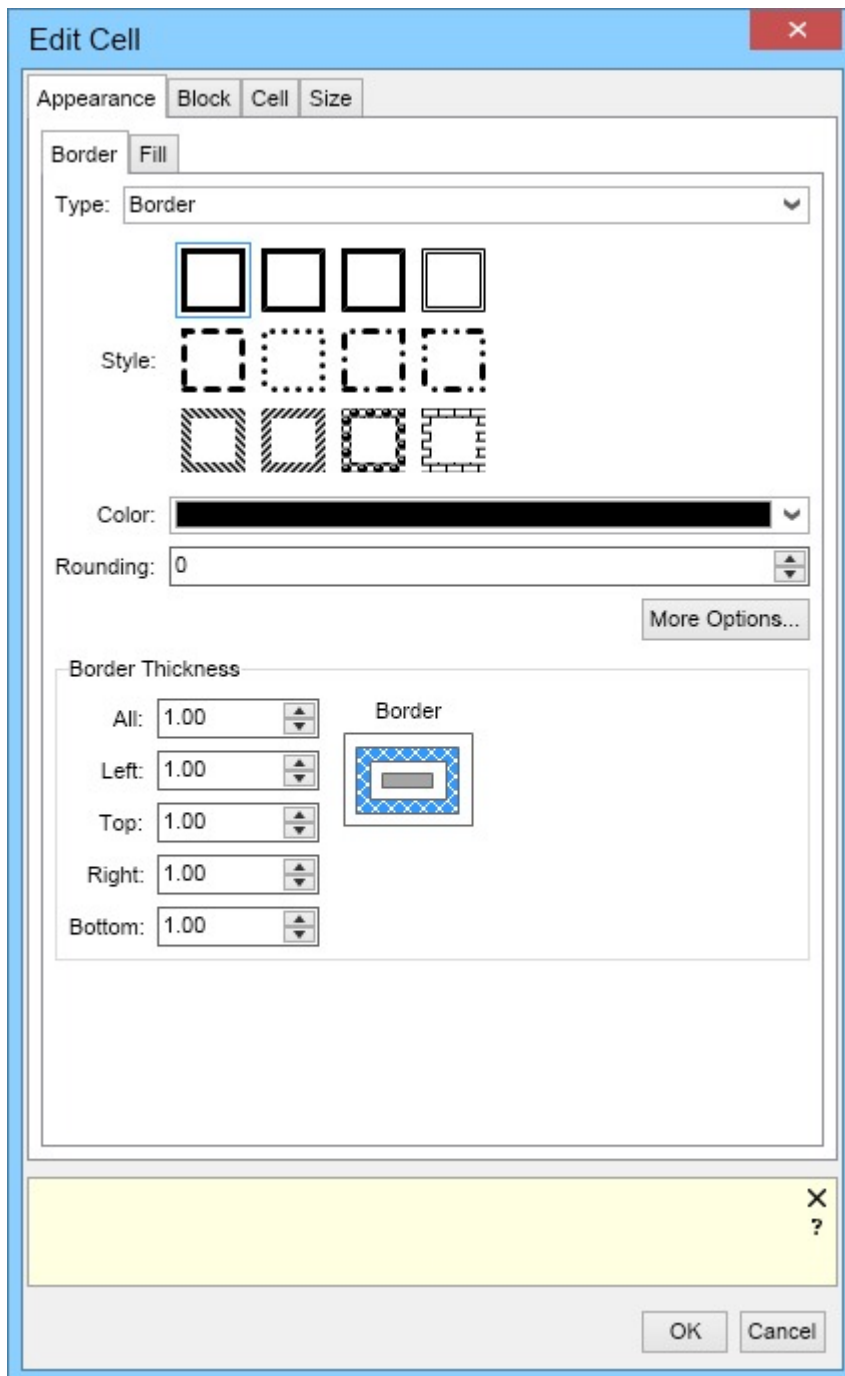
The **Cell Borders and Thickness** drop down menu allows the user to choose a border style and thickness for each cell, or a range of cells. The **More Options** button opens the **Cell Border and Thickness Editor** for even more customization.



6.9.4 Formatting Cells

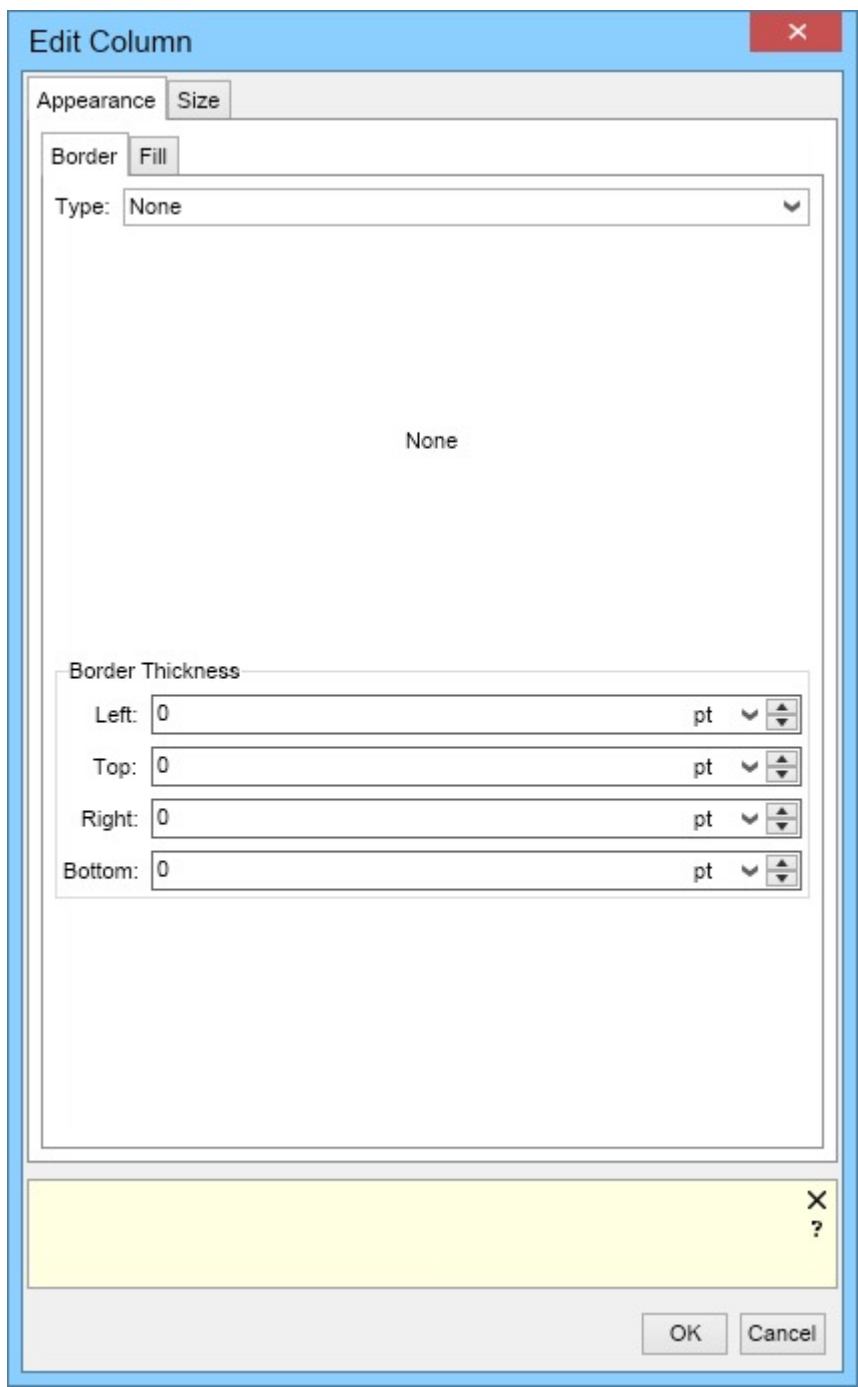
Formatting Cells

You can format each individual cell in a table inserted into MyDraw. To do so, right click on any cell and choose **Edit Cell**. The **Edit Cell** dialogue window will appear. You can control the cell border and fill styles, color and rounding, and the border thickness. From the **Block** tab, you can control the margins and padding of the cell. The **Cell** tab allows you to choose how many columns and rows a cell spans, and is another way to **Merge** cells. The size tab allows you to choose your width and the minimum width of the cell. These values are in relation to sizes of the other cells in the table.



Editing Columns and Rows

You can also edit individual columns and rows in MyDraw tables. when right clicking on any cell, choose either Edit Column or Edit Row, based on your preference. The Edit Column/Row dialogue box will appear, allowing you to choose a border for the entire column or row, fill properties, border thickness, and size properties.



 Note that individual cell formatting will take precedence over row or column formatting.

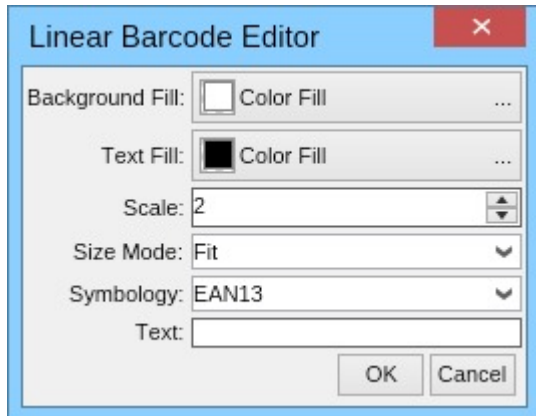
6.10 Barcodes

6.10.1 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:



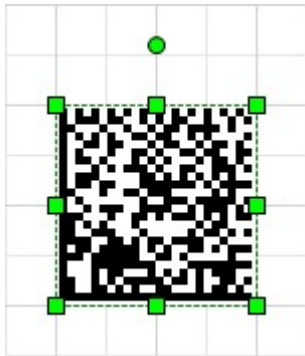
Insert a 2D barcode

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:

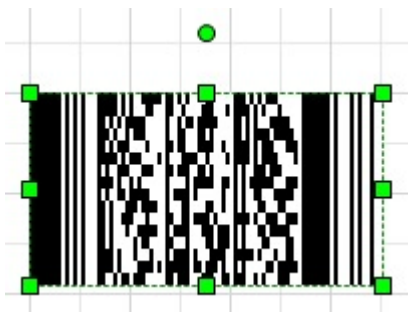
- QR code



- **Data Matrix**



- **PDF 417**



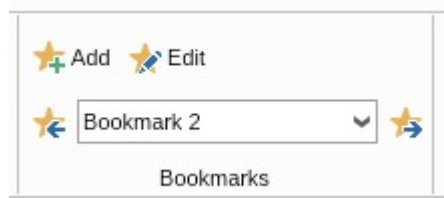
6.11 Presentations

6.11.1 Bookmarks


When working with large drawings you may need to visit some parts of the drawing 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:

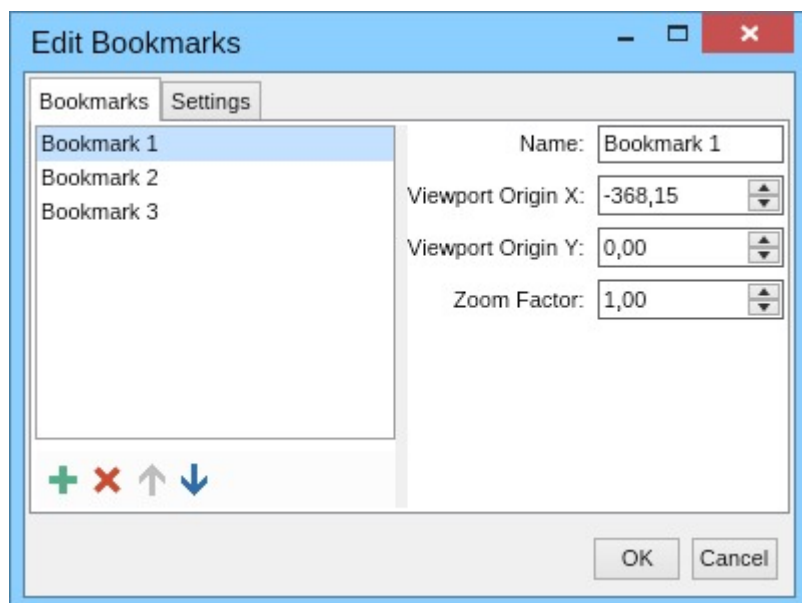


After you click the **Add** button, enter a name for the new bookmark and click **OK**. MyDraw will then store the current position in the drawing and the current zoom factor and create a bookmark with the given name. To navigate through the bookmarks for the active page select a bookmark from the combo 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.

6.11.2 Presentations

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

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



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:

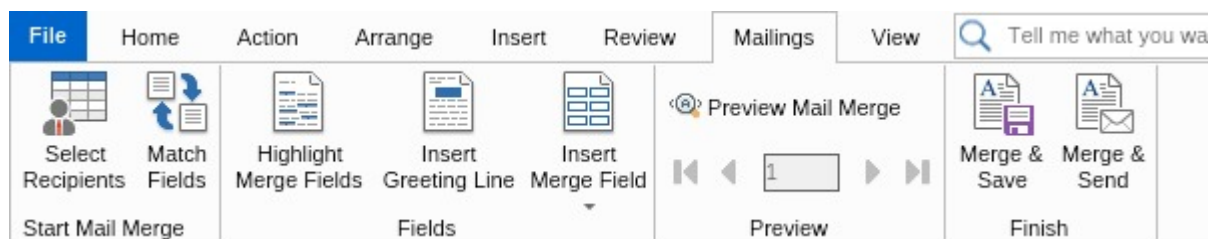
- **Timeline** - shows the timeline of the presentation. All pages and bookmarks of your drawing are shown as points on this timeline. The timeline is filled from its beginning to the currently shown point to indicate the progress of the presentation. You can click any of the points or navigate using 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.

6.12 Mail Merge

6.12.1 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.

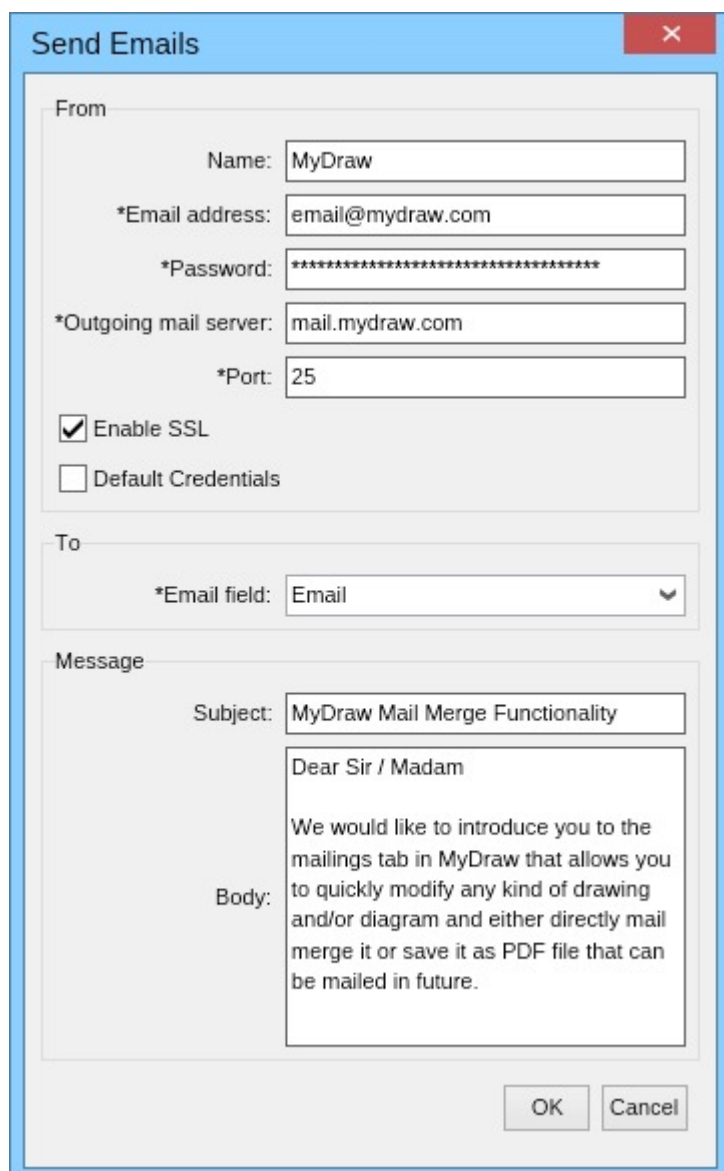
After you have selected a mail merge data source you can start inserting mail merge fields into the texts of the shapes. Using the **Preview Mail Merge** button you can see the results of the mail merge for the current record. To see the mail merge result for a different record, simply use the mail merge 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:



The 'Send Emails' dialog box is shown with a blue title bar and a red close button. It contains three main sections: 'From', 'To', and 'Message'. The 'From' section includes fields for Name (MyDraw), Email address (email@mydraw.com), Password (masked with asterisks), Outgoing mail server (mail.mydraw.com), and Port (25). There are checkboxes for 'Enable SSL' (checked) and 'Default Credentials' (unchecked). The 'To' section has an 'Email field' dropdown menu set to 'Email'. The 'Message' section includes a 'Subject' field with 'MyDraw Mail Merge Functionality' and a 'Body' text area containing a greeting and a paragraph about the mail merge functionality. At the bottom are 'OK' and 'Cancel' buttons.

Send Emails

From

Name: MyDraw

*Email address: email@mydraw.com

*Password: *****

*Outgoing mail server: mail.mydraw.com

*Port: 25

☒ Enable SSL

☐ Default Credentials

To

*Email field: Email

Message

Subject: MyDraw Mail Merge Functionality

Body:

Dear Sir / Madam

We would like to introduce you to the mailings tab in MyDraw that allows you to quickly modify any kind of drawing and/or diagram and either directly mail merge it or save it as PDF file that can be mailed in future.

OK Cancel

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.

6.13 Data Import

6.13.1 Generating Org Charts from Excel

MyDraw provides support for importing Organizational Charts from Excel. To import an Org Chart in MyDraw, click **File -> Import -> Organizational Chart**. In the **Organizational Chart Editor** window that opens, select the org chart, then the sheet within the org chart. The **Id** box is the row which uniquely identifies the person, as the **Name** box is the name of the person. The **Reports to** box is the row which identifies the person's manager. Fill in the other optional information if necessary, and check the Load Images box if you wish to load the images from the excel file. Also you will need to map the name of the images with some of the columns in the data source file, for example Employee Name. When you are ready, click **OK**.

Organization Chart Editor

File Name:

Select Sheet:

Id:

Name:

Reports to:

Position (optional):

☐ Load Images

Images:

Add

Remove

Match Pictures Based on:

Select the sheet name where the data is located. If nothing is selected all sheets will be tracked.

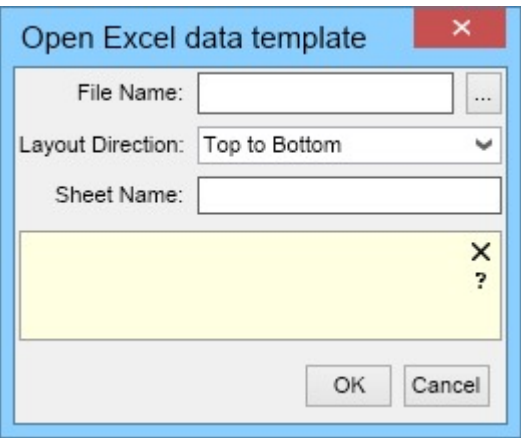
OK Cancel

Here is an example of an Excel Org data chart:

	A	B	C	D	E
1	Employee name	Unique identifier	Whom the employee reports to	Position	
2	Jack Dowson	1		Executive	
3	Monica Mayer	2		1 Manager	
4	John Daniels	3		2 Assistant	
5	William Wallker	4		1 Manager	
6	Mike Gordon	5		4 Consultant	
7	George Jordan	6		1 Manager	
8					
9					
10					
11					
12					


6.13.2 Generating Flowcharts from Excel





MyDraw provides support for importing flowcharts from Excel. To import a flowchat into MyDraw, click **File -> Import -> Flowchart**. In the **Open Excel Data Template** window that opens, select the excel flowchart, then the layout direction. The **Sheet Name** specifies the value of the sheet property. When you are ready, click **OK**.



Each row of the following table represents a single flowchart shape.
To be able to load the 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"	

6.14 Family Trees

6.14.1 Family Tree Diagrams

MyDraw lets you create family tree diagrams with ease. You can either start with one of the included family tree drawing templates or create a new blank drawing and drop a family tree 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** - a rectangular shape that consists of 3 parts: photo (or gender based icon if photo is not specified), name and dates. The person shapes are filled differently based on the gender of the person:
 - Blue - male
 - Pink - female
- **Relationship shape** - a 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. The family shapes are filled differently based on the status of the family:
 - Green - the spouses live together without being married.
 - Blue - the spouses are married. The year of the marriage (if known) is shown in the center of the shape. For example: "2009".
 - Red - the spouses are divorced. The years of the marriage and the divorce (if known) are shown with a dash in the center of the shape, for example: "2009-2015".

Editing Shapes and Events

To edit a person or a relationship shape double click it and a dialog for editing its data will open. For a person shape you can edit the person's names, photo, gender, birth and death events and for a relationship shape you can edit its marriage and divorce events. Alternatively you can edit a person or a relationship shape by right-clicking it and selecting **Person Properties** or **Relationship Properties** respectively from the context menu.

MyDraw supports incomplete dates for events (e.g. birth, marriage, etc.). You can enter only the year or the year and the month of the exact date of an event is not known.

Adding Shapes

To add a spouse to a person shape, right click it and select the **Add Spouse** menu option. A spouse will 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.

Family Tree Settings

All MyDraw family tree templates have the Family Tree diagram extension included. This diagram extension adds a **Family Tree** tab to the ribbon. Click the **Settings** button in this ribbon tab to modify the following family tree settings for the whole drawing:

- **Date Format** - the date format for family tree shape events. Can be **Year 4 Digit** (only the 4 digits of the dates year are shown, this is the default value) or **Date** (the full dates are shown).
- **Show Photos** - determines whether to show person photos/icons or not. By default set to **true**.

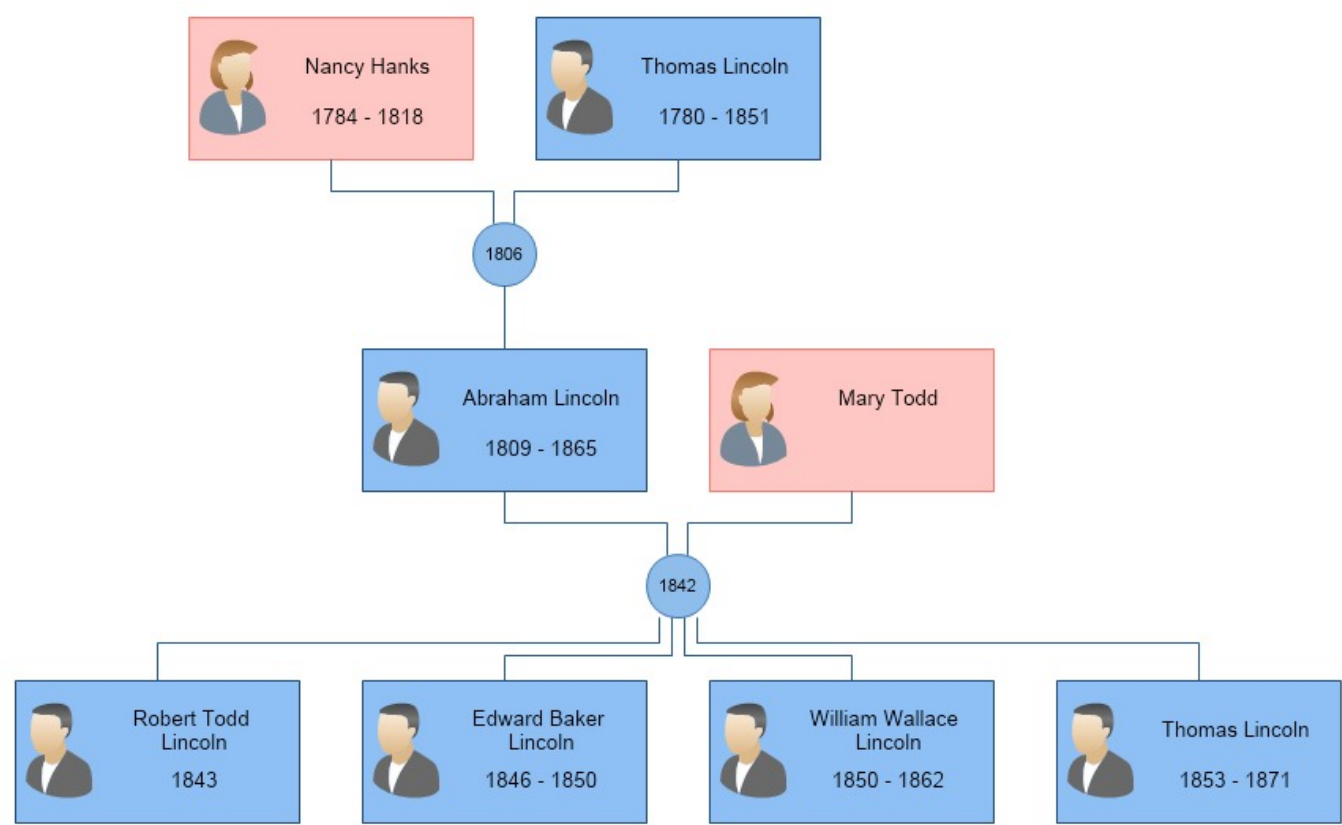
GEDCOM Import and Export

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](#).

6.14.2 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 arrange them by right-clicking a person or a relationship shape and selecting **Arrange Family Tree** from the context menu. A dialog with different layout options, including the layout direction (e.g. "left to right", "top to bottom", etc.) will open. Change the options you want and when ready click the **Arrange Shapes** button of the dialog to arrange the family tree.

The following image shows a part of the family tree diagram of the US President Abraham Lincoln with an automatic layout, created with MyDraw:



7 File Formats

7.1 File Formats Overview

Drawings

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

File Format	Load	Save	Notes
MyDraw XML Drawing (NDX)	✓	✓	The default native MyDraw format. Preserves all formatting and information.
MyDraw Binary Drawing (NDB)	✓	✓	Native MyDraw format. Preserves all formatting and information.
MyDraw XML Drawing Template (NDTX)	✓	✓	Native MyDraw format. Preserves all formatting and information. Used as a template for new documents.
Visio Drawing (VSDX)	✓	✓	The drawing format used in Visio 2013 and newer.
Visio 2003-2010 Drawing (VSD)	✓	✗	The drawing format used in Visio 2010 and older. MyDraw does not support drawings created with Visio 2002 and older.
Visio 2003-2010 XML Drawing (VDX)	✓	✓	A XML based drawing format used in Visio 2010 and older. MyDraw does not support drawings created with Visio 2002 and older.
AutoCAD Drawing Interchange (DXF)	✓	✓	Imports the AutoCAD drawing in a shape with the default AutoCAD dark gray background. Exports only the active page of the drawing.
Enhanced Metafile (EMF and EMF+)	✓	✓	Exports only the active page of the drawing.
ESRI Shapefile (SHP)	✓	✗	A popular file format that contains vector map data commonly used by geographic information system (GIS) software.
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.
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.
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.

Libraries (Stencils)

MyDraw can load and save libraries (stencils) in many popular file formats. The following table illustrates the library file formats currently supported by MyDraw and whether they can be used to load libraries, to save libraries or both.

File Format	Load	Save	Notes
MyDraw XML Library (NLX)	✓	✓	The default native MyDraw library format. Preserves all formatting and information.
MyDraw Binary Library (NLB)	✓	✓	Native MyDraw library format. Preserves all formatting and information..
Visio Stencil (VSSX)	✓	✓	The library (stencil) format used in Visio 2013 and newer.
Visio 2003-2010 Stencil (VSS)	✓	✗	The library (stencil) format used in Visio 2010 and older. MyDraw does not support stencils created with Visio 2002 and older.
Visio 2003-2010 Xml Stencil (VSX)	✓	✓	A XML based library (stencil) format used in Visio 2010 and older. MyDraw does not support stencils created with Visio 2002 and older.

7.2 Visio Drawing

MyDraw provides support for both importing and exporting drawings to the most popular 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.

Alternatively you can click **File -> Open** and open the desired 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.



MyDraw can open only drawings created with Visio 2003 and newer. Drawings created by Visio 2002 and older are not supported.

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.

Alternatively you can click **File -> Save As**, select "Visio Drawing" for file type and save your drawing to a Visio Drawing format.

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.

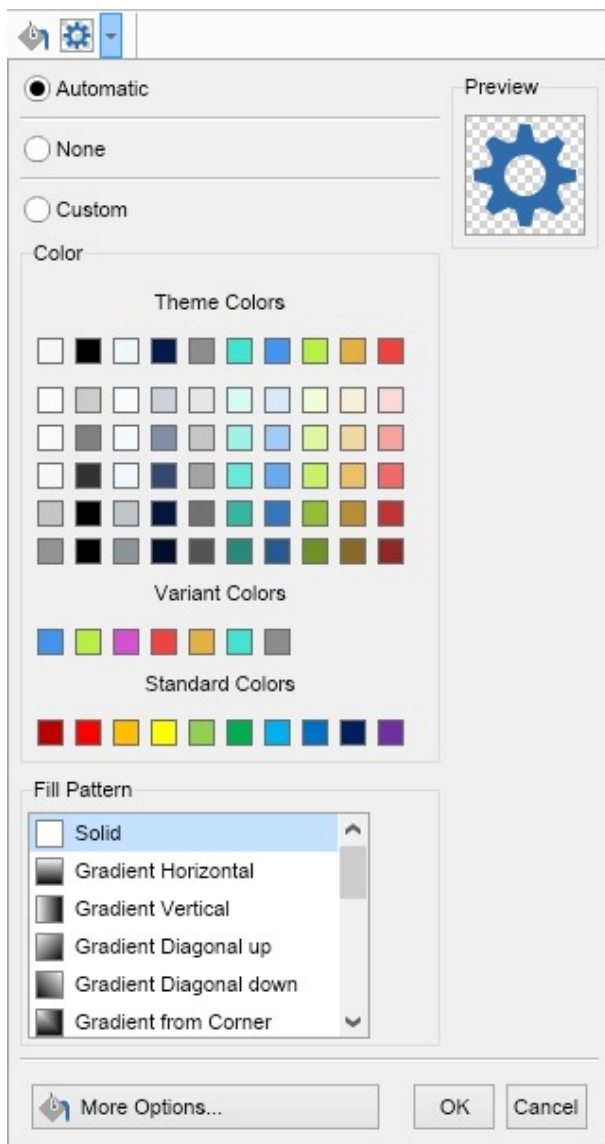
7.3 AutoCAD Drawing Interchange

AutoCAD Import

MyDraw lets you import AutoCAD Drawings in DXF format in two ways:

- As an image - to import an AutoCAD Drawing Interchange (DXF) file as an image open the **Insert** ribbon tab of MyDraw and click **Image**.
- As a document - to open an AutoCAD Drawing Interchange (DXF) file as a new document click **File -> Import -> AutoCAD Drawing Interchange (DXF)**.

In both cases the AutoCAD drawing will be imported in the image block of a shape with dark gray background - the default background of AutoCAD. If you want to change the background color of the shape, select the shape, click the drop down of the fill button (the one with a bucket) in the "Shape Style" ribbon group and select a new color or "None" if you do not want the shape with the imported AutoCAD Drawing to have a background:

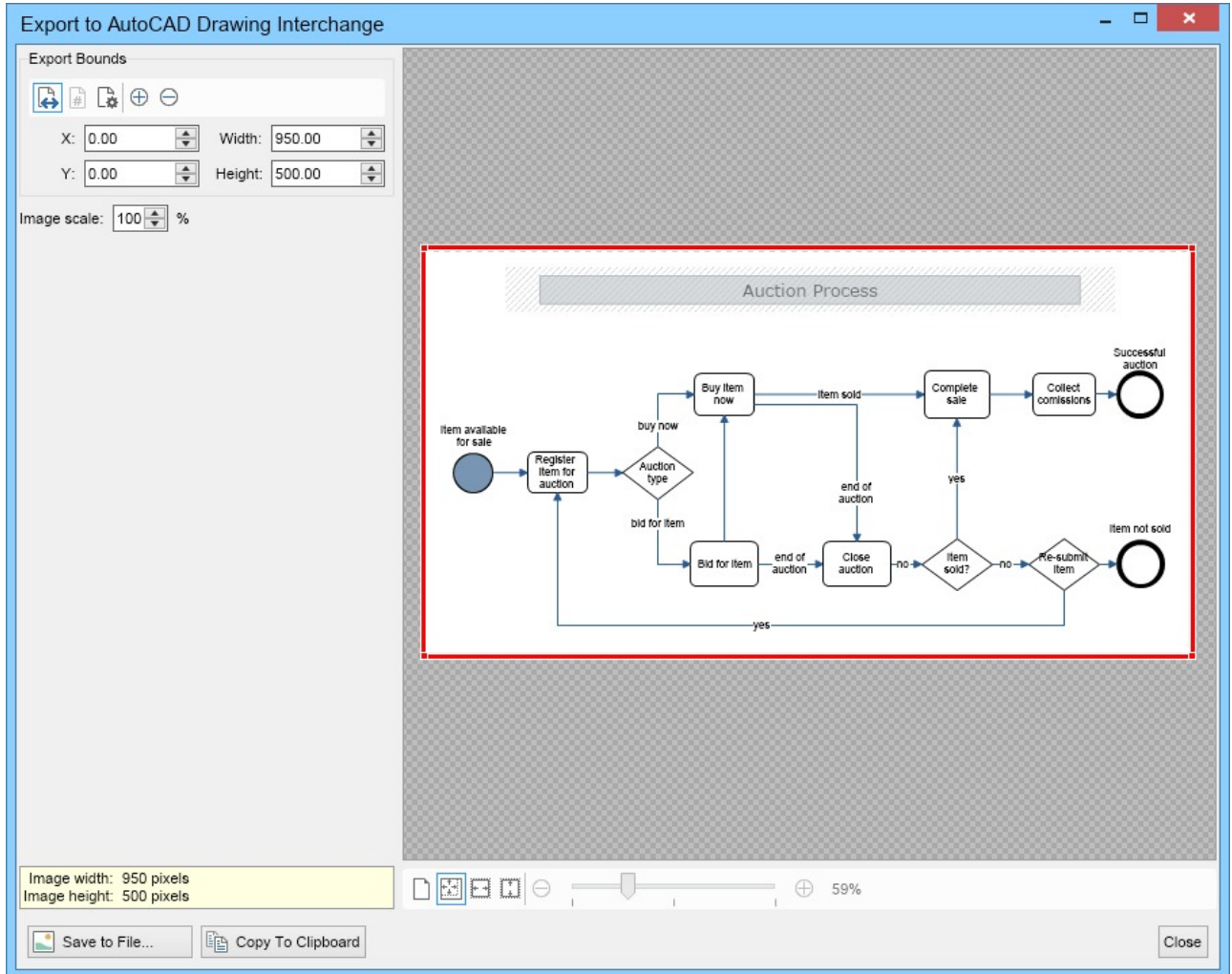


AutoCAD Export

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

so in two ways:

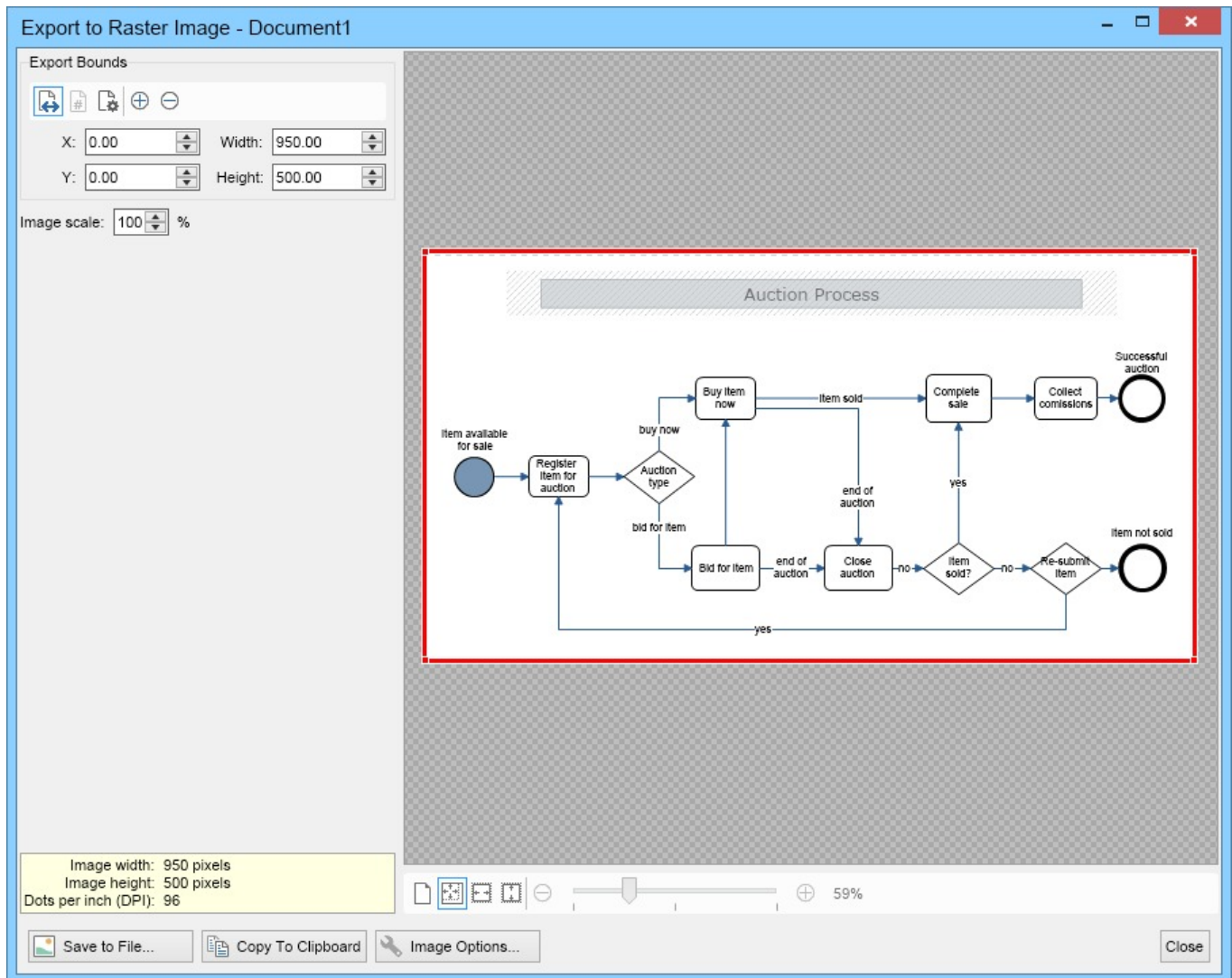
- Click **File -> Export -> AutoCAD Drawing Interchange (DXF)**. The file dialog shown below will open. In it you can configure whether the whole active page of your drawing or only a specific part of it should be exported. When ready, click the **Save to File** button to save the selected area to AutoCAD Drawing Interchange (DXF) format.



- Click **File -> Save As** and select "AutoCAD Drawing Interchange (*.dxf)" for file format. Then select the file to save your drawing to and click **Save**. A dialog similar to the one above will open. Configure whether you want the whole active page or only a part of it to be exported and click **OK**.

7.4 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:

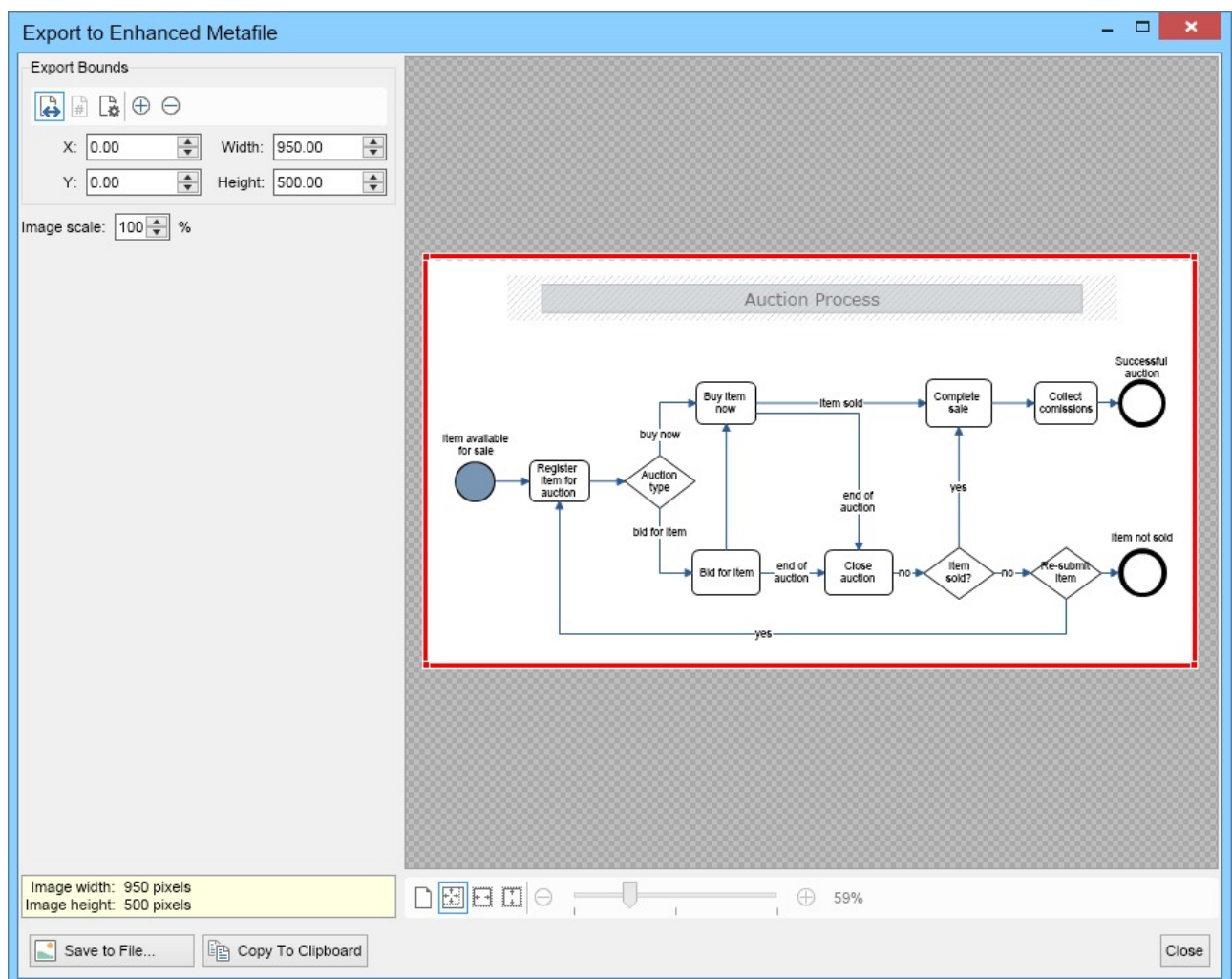


In this dialog you can specify whether the whole page or only a part of it should be exported as well as the resolution of the generated image in dots per inch. Note that the part of the active page that is going to be exported to image will be highlighted, so that you can easily see what's going to be exported and what's not. When ready, click the **Save to File** 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.

7.5 Enhanced Metafile (EMF)

MyDraw lets you easily export the active page of any drawing to Enhanced Metafile vector image format (EMF). You can do so in two ways:

- Click **File -> Export -> Enhanced Metafile (EMF)**. The file dialog shown below will open. In it you can configure whether the whole active page of your drawing or only a specific part of it should be exported. When ready, click the **Save to File** button to save the selected area to **Enhanced Metafile (EMF)** format.

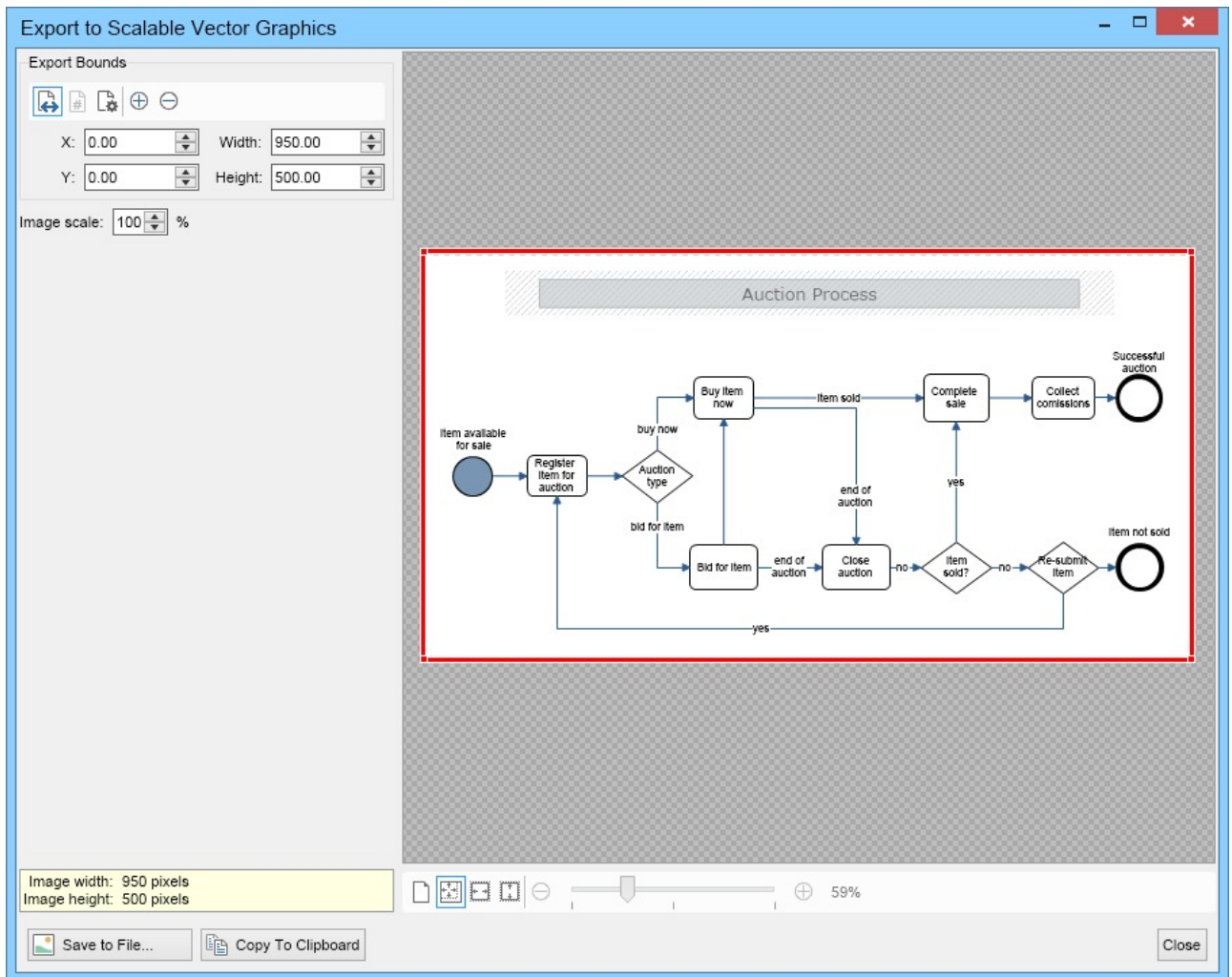


- Click **File -> Save As** and select **Enhanced Metafile (*.emf)** for file format. Then select the file to save your drawing to and click **Save**. A dialog similar to the one above will open. Configure whether you want the whole active page or only a part of it to be exported and click **OK**.

7.6 Scalable Vector Graphics (SVG)

MyDraw lets you easily export the active page of any drawing to Scalable Vector Graphics vector image format (SVG). You can do so in two ways:

- Click **File -> Export -> Scalable Vector Graphics (SVG)**. The file dialog shown below will open. In it you can configure whether the whole active page of your drawing or only a specific part of it should be exported. When ready, click the **Save to File** button to save the selected area to Scalable Vector Graphics (SVG) format.



- Click **File -> Save As** and select "Scalable Vector Graphics (*.svg)" for file format. Then select the file to save your drawing to and click **Save**. A dialog similar to the one above will open. Configure whether you want the whole active page or only a part of it to be exported and click **OK**.

7.7 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 embed 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 distribute or share, because you only have to copy/send a single HTML file.

[Shape hyperlinks](#) also get exported to HTML, so your links to another page or an URL will work fine in the generated HTML file.

7.8 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 **Export**
3. Click **Family Tree**
4. Select the file you want to save to and click the **Save** button

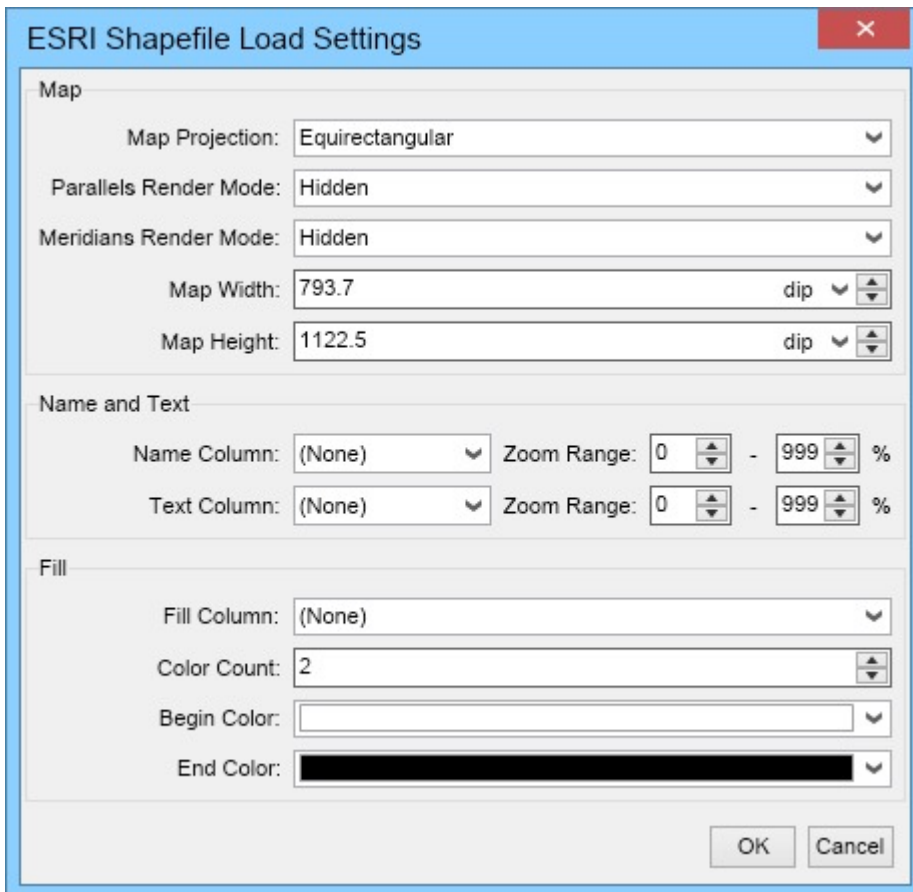


Note that when exporting a diagram to GEDCOM format only the information contained in family tree shapes will be exported. You will lose all other shapes and all formatting and positioning. If you want to preserve the diagram with all of its shapes and formatting then please also save it to one of the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

7.9 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:



The dialog box is titled "ESRI Shapefile Load Settings" and has a red close button in the top right corner. It is divided into three main sections: "Map", "Name and Text", and "Fill".

- Map**: Contains settings for the map's appearance and dimensions.
 - Map Projection: A dropdown menu set to "Equiarectangular".
 - Parallels Render Mode: A dropdown menu set to "Hidden".
 - Meridians Render Mode: A dropdown menu set to "Hidden".
 - Map Width: A text input field with "793.7" and a "dip" unit selector.
 - Map Height: A text input field with "1122.5" and a "dip" unit selector.
- Name and Text**: Contains settings for naming and zooming.
 - Name Column: A dropdown menu set to "(None)".
 - Text Column: A dropdown menu set to "(None)".
 - Zoom Range: Two sets of zoom range controls, each with a "0" input, a range selector, and a "999" input, followed by a "%" sign.
- Fill**: Contains settings for coloring the shapes.
 - Fill Column: A dropdown menu set to "(None)".
 - Color Count: A text input field with "2".
 - Begin Color: A color selection field.
 - End Color: A color selection field showing a dark color.

At the bottom right, there are "OK" and "Cancel" buttons.

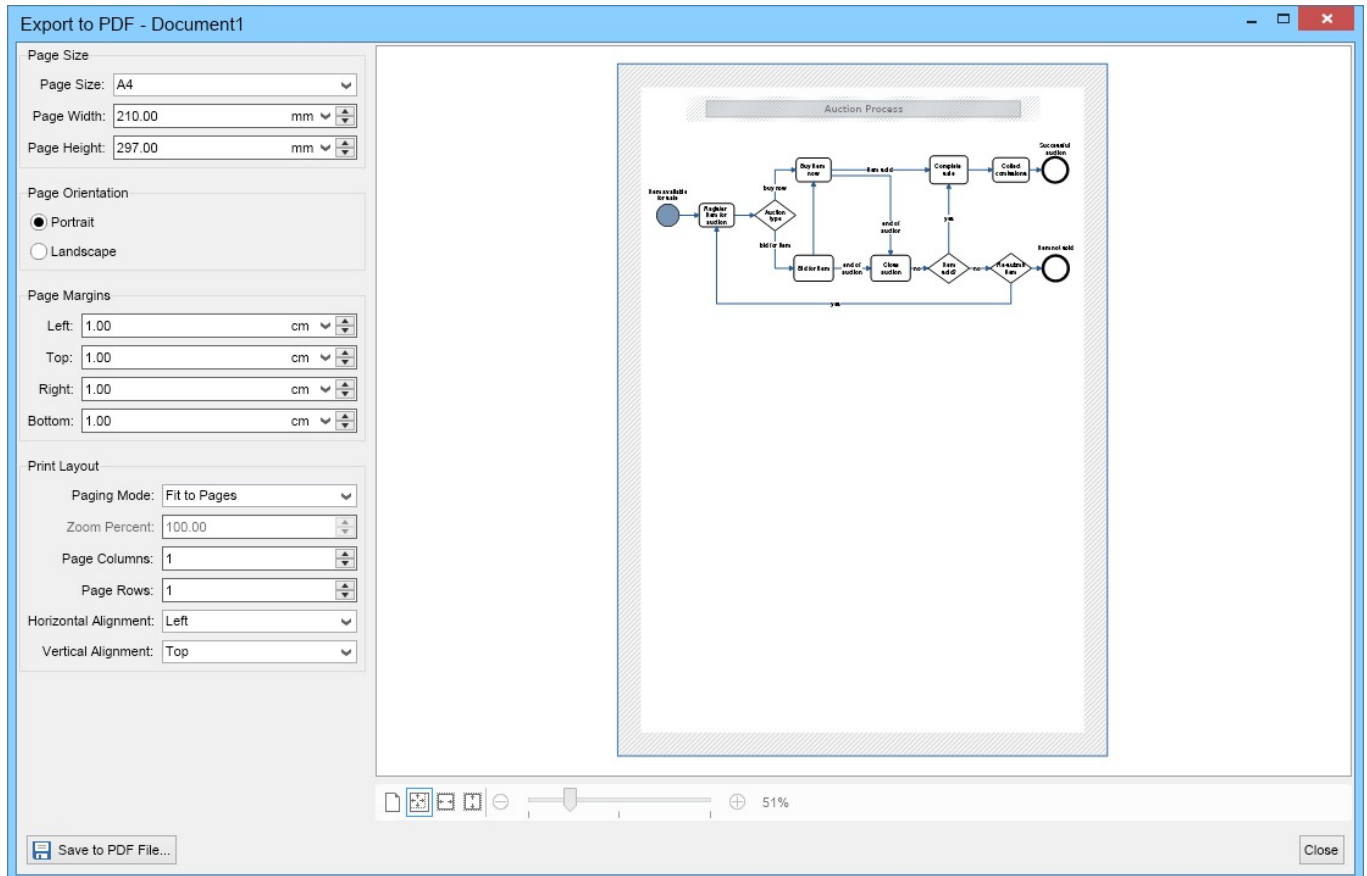
This dialog lets you configure how the data from the DBF file should be used when importing the map in MyDraw.

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 as 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.

7.10 PDF

MyDraw supports native export of 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, orientation 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 spread over. For example if you want the diagram to fit on 1 page, set page columns and page rows to 1. If you want the diagram to span 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.

8 Troubleshooting

This documentation topic provides some suggestions that may help you fix issues with MyDraw startup, performance, or graphics. For example, if MyDraw closes right after you have opened it, try the settings below depending on whether you are using Windows or macOS.

Launch Settings Overview

MyDraw can load and apply some settings before the software is launched. These settings should be defined in a file named **LaunchSettings.ini**. The settings file consists of lines of text, each one representing a key/value pair, separated by an equals ("=") sign. The following settings are currently supported:

- **EnableGpuRendering** - enables or disables hardware graphics acceleration. By default set to **true**. Set it to **false** to disable hardware graphics acceleration if MyDraw fails to start or you notice unusual graphical artifacts or glitches.
- **EnableSystemFonts** - enables or disables the loading of system fonts. By default set to **true**. Set it to **false** to disable loading of system fonts.
- **EnablePaintCache** - enables or disables paint cache. By default set to **true**.
- **EnableMultithreadedPainting** - enables or disables multithreaded painting. By default set to **true**.

Launch Settings on Windows

The **LaunchSettings.ini** file for MyDraw for Windows must be placed in the folder **%appdata%\MyDraw**. To open this folder copy and paste this folder path (**%appdata%\MyDraw**) into the address bar of Windows Explorer and press **Enter**. Then right click into an empty area in the folder and select **New -> Text Document** to create a new text document. Rename it to **LaunchSettings.ini**, then open it with a text editor of your choice (for example Notepad) and add the settings you want.

Most commonly on Windows, you will need an INI file that disables hardware graphics acceleration (GPU rendering):

```
LaunchSettings.ini
EnableGpuRendering=false
```

To download the file above [click here](#).

Launch Settings on macOS

The **LaunchSettings.ini** file of MyDraw for Mac must be placed in the MyDraw's package subfolder **Contents/Resources**. To create this file right-click the **MyDraw.app** package and select **Show Package Contents**. Then open or create **Contents/Resources/LaunchSettings.ini** with a text editor of your choice (for example TextEdit) and add the settings you want.

Most commonly on macOS, you will need an INI file that disables system fonts:

```
LaunchSettings.ini
EnableSystemFonts=false
```

To download the file above [click here](#).