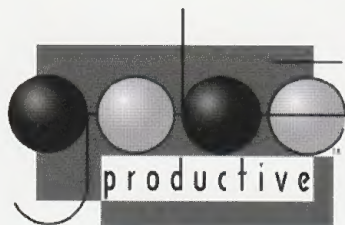


# Getting Started Guide

Version 2.0

Serial #: 9002570002538



## Gobe Productive, Version 2.0

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## Conventions Used in this Manual

<b>Bold</b>	The names of screen objects, such as menu choices, window names, field names, and items in lists.
<i>Italics</i>	Italics are used for emphasis or to highlight an important word or concept.
Monospaced	Pathnames, filenames, and code are shown in monospaced font.
<b>Monospaced Bold</b>	Values you must type in are shown in monospaced, bold font.
<i>Monospaced Italics</i>	Variables, such as a server name, are shown in monospaced, italic font. These are usually enclosed in angled brackets <code>&lt;servername&gt;</code> as well.
[Inside Brackets]	Keyboard keys, such as [ENTER] or [Page Up] are shown inside brackets.



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# I

# Introduction

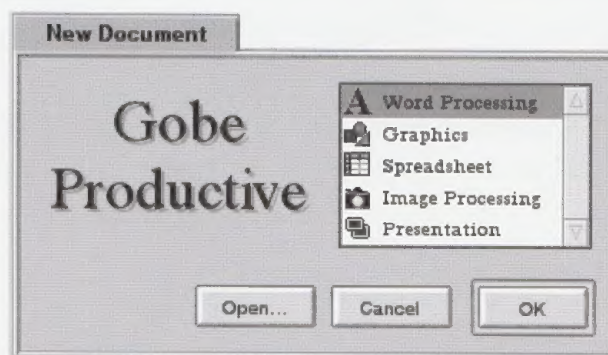
Thank you for using Gobe Productive from Gobe Software. If this is your first time using Gobe Productive, this guide introduces the basic components of the Productive suite.

Gobe Productive is a powerful, fully integrated suite of office and graphics tools designed exclusively for BeOS. At the core of Gobe Productive is a flexible and easy to use document-centric design. Modular plug-in components, called *parts*, make adding new features and capabilities simple and flexible.

Using different frames, you can place graphics, text, images and spreadsheets all within a single document. Each frame behaves like a graphic object. For example, a spreadsheet frame can be rotated 90 degrees and layered on top of a rectangle graphic to create a unique design for your document. Furthermore, this spreadsheet frame is also a fully functioning, floating environment capable of being directly edited.

## Gobe Productive Parts

Five types of documents comprise the “top level” of the Gobe Productive Suite: Graphics, Word Processing, Spreadsheet, Image Processing, and Presentation. This section introduces these documents. For detailed instructions on how to use the different document types, and for specific questions, see Section IV “For More Help” on page 33.

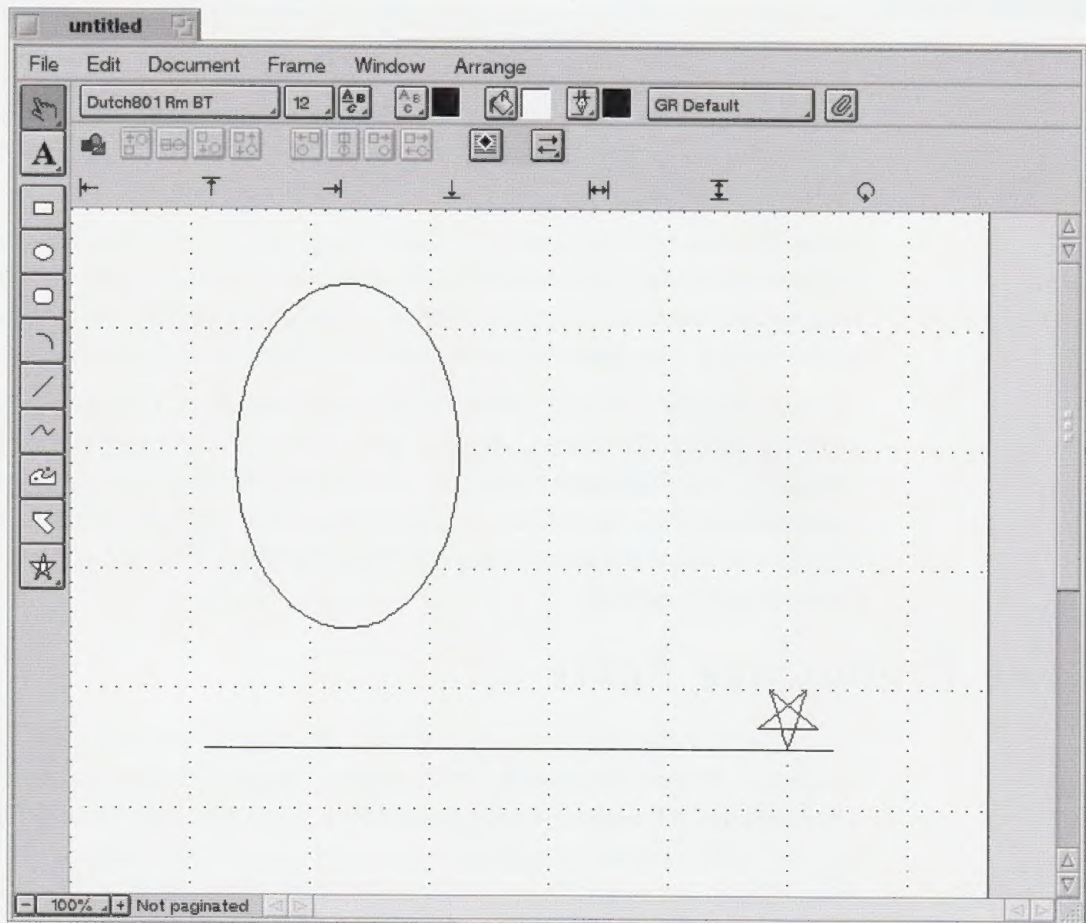


*Figure 1 — The New Document dialog box with the five types of documents you can create in Gobe Productive.*



# Graphics

The graphics environment is tuned for the design and layout of graphic objects. The environment includes tools for drawing lines, curves, shapes, and other graphic items.



*Figure 2 —Graphics document example.*

Graphic documents are ideal for laying out many different types of frames. For example, if you wish to create a graphically rich newsletter which contains text, pictures, and a spreadsheet table, a graphics document is the best environment to use.

# Word Processing

A word processing document is a text-based environment. Word processing documents are ideal for letters, reports, books, proposals and anything where a lot of text is used.

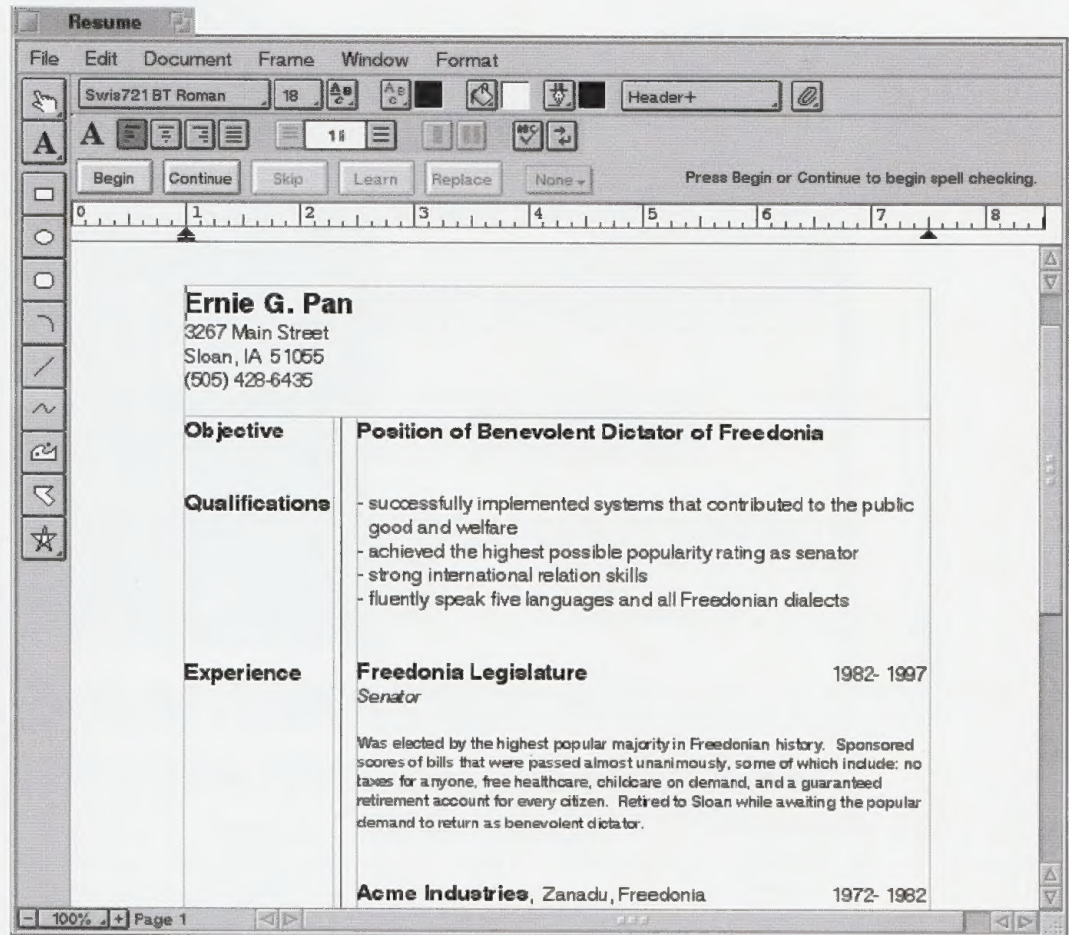


Figure 3 – Example of a word processing document.

Although the word processing document is specially designed for writing text, you can easily integrate graphics, charts, and spreadsheets into the text flow.



# Spreadsheet

A spreadsheet document is a cell-based environment. It is the best place for number crunching and data organization. Spreadsheet documents can also create colorful charts and graphs.

**TransDimensional Widgets, Inc.**

Part #	Description	Price	Weight	Quantity	Total
1002	Hyper Cadmium Cell	\$99.95	8.5	2	\$199.90
1004	Deluxe Widget	\$23.99	.9	4	\$95.96
4933	Micro Lineator	\$10.24	.5	8	\$81.92

Sales Tax Rate:	7.25%	SubTotal:	\$377.78
Shipping / kg:	\$1.25	Shipping:	\$12.38
Total Weight	9.9	Sales Tax:	\$27.39
<b>Grand Total:</b>			<b>\$417.54</b>

Figure 4 – Spreadsheet example.

The Gobe Productive spreadsheet recognizes many different kinds of data: numbers, currency, scientific notation, text, dates, times, true/false, and formulas. Over 100 built-in mathematical, scientific, and financial functions make calculations easy.

Spreadsheets are also great for organizing information. For example, you can use a spreadsheet to alphabetize a list of names. In this way, a Gobe Productive spreadsheet functions as a simple database. Use it to store information about inventories, contacts, and investments.



## Image Processing

Image Processing is a digital image environment ideal for touching up and editing image files and digital photographs.



*Figure 5 – Example of an Image Processing document.*

For example, if you have a digital image, you can copy it to your system and edit the picture for use in other documents. Gobe Productive supports many standard graphics formats such as TIF, TGA, and JPG.

## Presentation

A Presentation document is a graphics-based environment with the ability to create and display slide shows.

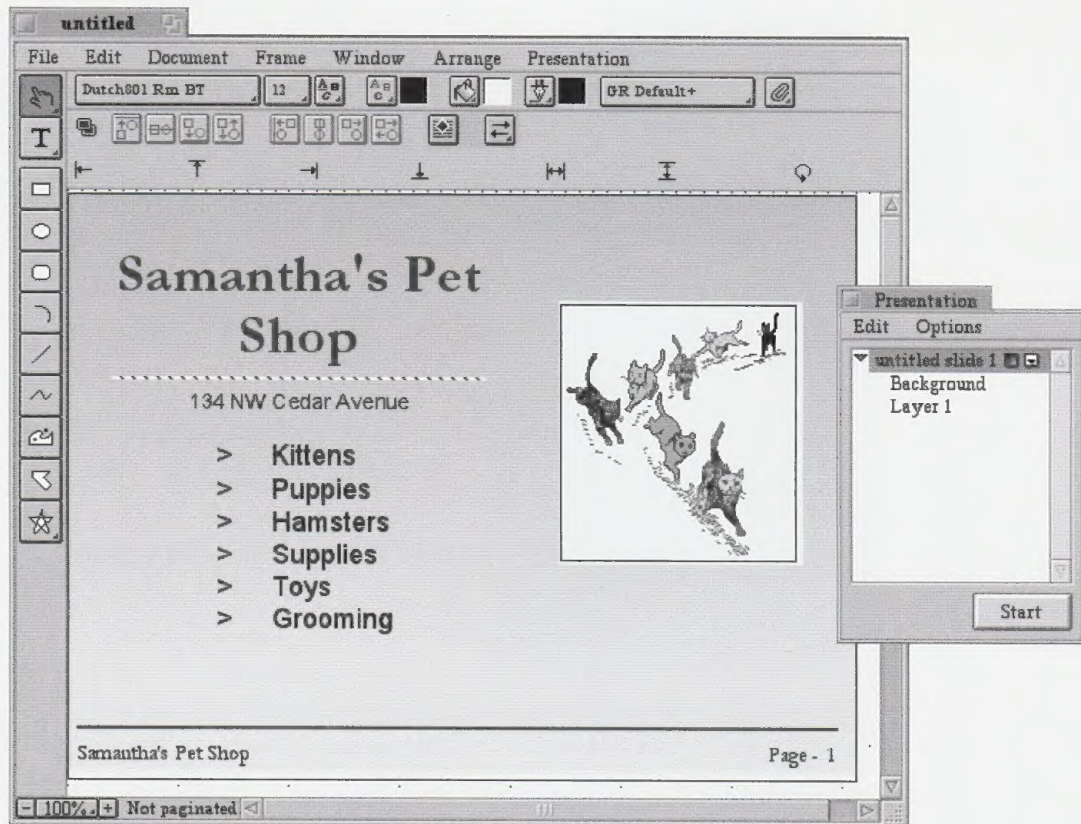


Figure 6 – Example of a Presentation.

The Presentation environment has a sophisticated layering system for constructing slide shows. For example, you can create a presentation that reuses the same elements many times without having to copy and paste those items from slide to slide. Moreover, you can create multiple backgrounds or “master slides.”

## Environments

All documents and frames in Gobe Productive have an *environment*. An environment is a set of tools and features available for a frame or document type. Gobe Productive dynamically changes the environment to reflect the currently active document or frame. For example, if you are working on a word processing document, the word processing environment is active. If you then activate a spreadsheet frame within that word processing document, the spreadsheet environment becomes active. The Environment Icon indicates which environment is currently active.

Throughout this manual and the on-line help, the term *environment* is used to refer both to a document and a single frame.



# II

# Installing Gobe Productive

This section describes the requirements and instructions for installing Gobe Productive on your system.

## Pre-Installation Considerations

Before you install Gobe Productive please consider these requirements.

- **Operating System:** BeOS Release 4.5 or better.
- **Memory:** Minimum of 32 MB required, 64 MB recommended.
- **Hard Drive Space:** 20 MB free.

## Installation Instructions

1. Insert the Gobe Productive CD into your CD-ROM drive.
2. Double-click the Gobe Productive CD icon to open the CD.

---

**Note:** If the Gobe Productive CD icon does not appear automatically, click and hold your mouse on the desktop. Select **Mount** from the desktop context menu, and then select **Gobe Productive** from the displayed sub-menu.

---

3. Once inside the CD folder, double-click **Install Gobe Productive**.
4. Follow the on-screen installation instructions.
5. The Gobe Productive setup is complete.

---

**Note:** When you update Gobe Productive, install the new version of the software in the same directory as the old version. If asked whether to replace a file, select **Replace All**, and click **OK**. The new files overwrite the old files, and the new updated version is installed.

---

## Uninstalling Gobe Productive

To uninstall Gobe Productive, move the folder or directory where Gobe Productive is installed to the trash and then empty the trash.





# III

## User Interface Overview

This section contains the basic concepts on how to use the Gobe Productive suite effectively.

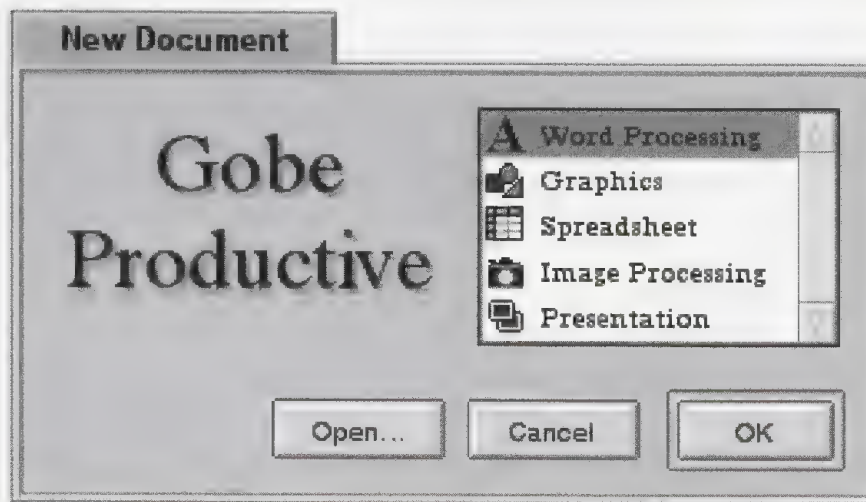
### Running Gobe Productive

Gobe Productive is a fully integrated suite of tools. Only one application is required to access all the tools and power of Gobe Productive.

There are two ways to start Gobe Productive:

1. Double-click the **Gobe Productive** desktop icon linked to the Gobe Productive application
2. Click the main **Be** menu. From the **Applications** folder, select **Gobe Productive**.

Once opened, the New Document dialog box is displayed. If you wish to start a new file, select the type of document you wish to create and click **OK**. If you wish to open an existing file, click **Open**.



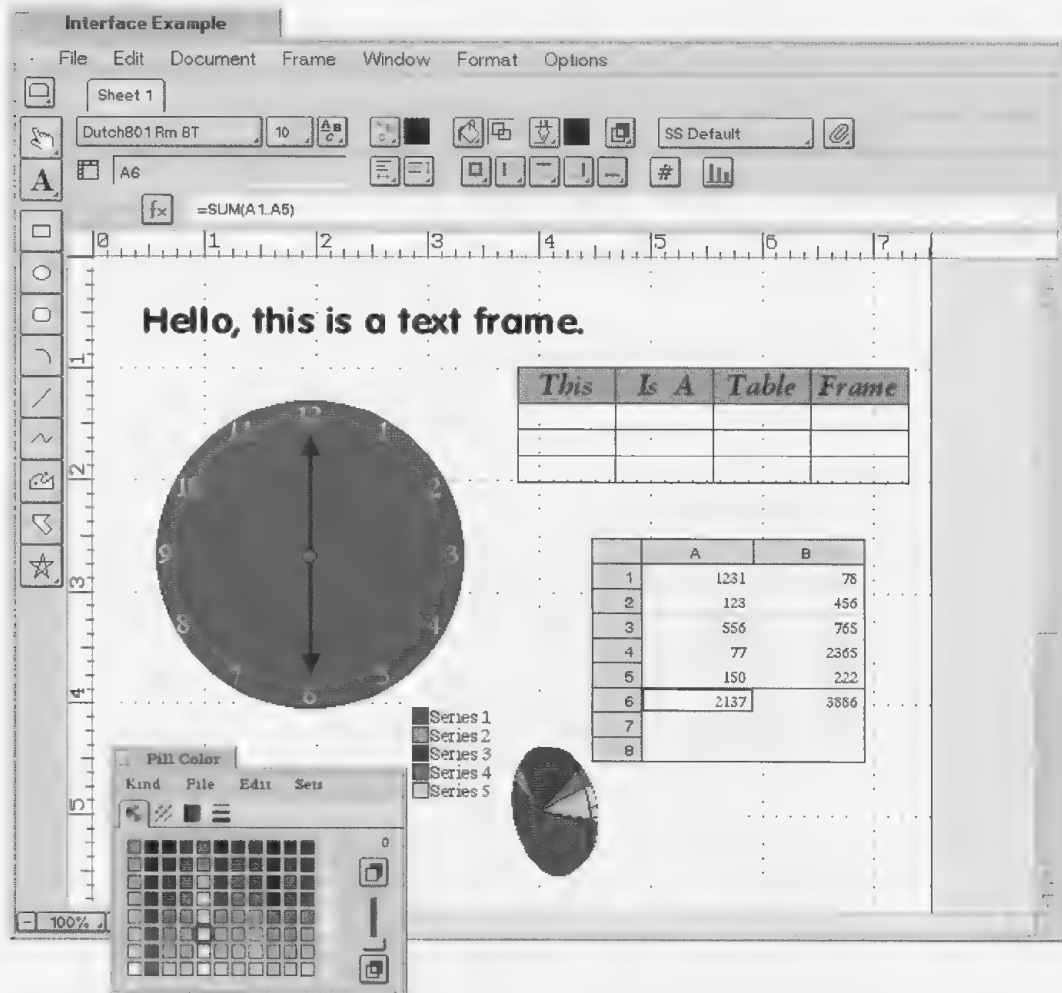
*Figure 7 — The New Document dialog box with the five types of documents you can create in Gobe Productive.*

If you are opening an existing file, a standard BeOS Open File dialog box is displayed. Locate the file you wish to open and click **Open**.

# The Gobe Productive Interface

At the heart of Gobe Productive is a dynamic and powerful graphics-oriented user interface. The buttons, toolbars, and menus are simple, intuitive, and consistent.

As you switch between different frames in a document, the interface dynamically changes to reflect the capabilities of the currently selected frame. For example, if you are working in a word processing document the toolbars at the top of the screen display tools specifically for the word processing environment. If you switch to a graphics frame, the toolbars and menus change to display commands only applicable to the graphics environment.



*Figure 8 — This sample contains text (word processing), spreadsheet and graphic frames, all within a single document. The spreadsheet frame is currently active, thus the interface displays only those toolbars and menus applicable to the spreadsheet environment. Also, the Fill Tool has been “torn-off” and is displayed as a floating palette.*









Icon	Environment / Document Type
	Graphics
	Word Processing
	Spreadsheet
	Table Frame
	Presentation
	Image Processing

Figure 9 - The Gobe Productive Environments.

As seen in Figure 9, the Gobe Productive interface can be divided into six sections: Graphics, Word Processing, Spreadsheet, Table, Presentation, and Image Processing.

## An Intelligent and Simple Interface

There are some common interface items in Gobe Productive that help you work smarter. In the middle of the Productive window is the workspace. This is where you type text, draw graphics, and do all your work. The environment icon in the left corner tells you which environment is currently active. The remaining interface items are consistent with the look and feel of BeOS. Scroll bars, resize tools, and the window tab all work the same as in any other BeOS application.

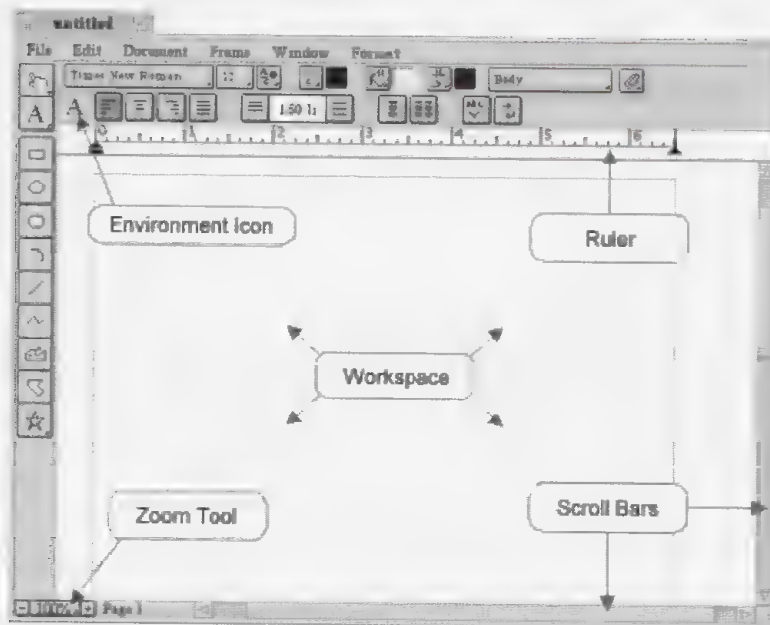


Figure 10 - The Gobe Productive interface.

**Environment Icon:** Indicates which type of environment is currently active. In the example above, the Word Processing environment is active.

**Workspace:** The workspace is the main working area. The Gobe Productive suite is a *What You See Is What You Get* (WYSIWYG) environment. Items on the screen appear the same as in a printed document. The workspace also changes to reflect the currently active environment. For a spreadsheet, the workspace contains rows and columns of cells, for graphics it contains a grid, and so forth.

**Scroll Bars:** Use the scroll bars to move up and down or side to side in the workspace. The scroll bars are only displayed when the contents of the workspace do not fit within the window.

**Zoom Tool:** Click the plus button (+) to zoom in, click the minus (-) button to zoom out. You can also tear-off the zoom tool to display a handy slider bar for controlling the zoom. Right-clicking on the + and - buttons increments the zoom by 1% rather than the defined intervals. Also, single-clicking the zoom percentage reverts the zoom to 100%.

## Gobe Productive Bars

There are four types of bars in Gobe Productive: the Menu Bar, the Format Bar, the Part Bar, and the Tool Bar. Bars display the Gobe Productive commands and can contain buttons, menus, or a combination of both. This section describes the basics of the different bars within Gobe Productive.

### The Menu Bar

At the very top of the Gobe Productive document window is the MenuBar. The Menu Bar displays the appropriate menus for the currently active environment. Each document type has its own special menu items. However, the first five menu items in the Menu Bar are common to all Gobe Productive documents.

#### Common Menus

**File:** Contains commands for opening, saving, and printing documents. This menu also accesses the application preferences and information areas of Gobe Productive.

**Edit:** Contains commands (such as copying and pasting) for manipulating objects in Gobe Productive documents.

**Document:** Contains menu commands that perform actions to the entire document.

**Frame:** Contains commands for inserting and working with frames.

**Window:** Contains commands and controls for the Gobe Productive window. Contains commands for displaying or hiding interface items such as the Tool Bar, Part Bar, or Sheet Bar.



## Graphics Environment Menu Bar

**Arrange:** Contains commands that alter the layer qualities of frames and graphic items. This menu also contains commands to alter the rotation, scale, and layout of frames and graphics.

## Word Processing Environment Menu Bar

**Format:** Contains commands for formatting text and inserting special document fields such as page numbers.

## Spreadsheet Environment Menu Bar

**Format:** Contains commands for formatting cells including cell height and width.

**Options:** Contains commands specific to a spreadsheet, such as sorting, filling, and calculating cells.

## Image Processing Environment Menu Bar

**Plugins:** Contains the image retouching tools installed for your copy of Gobe Productive. Image retouching tools are categorized by the type of modifications they make to an image.

## Presentation Environment Menu Bar

**Arrange:** Contains commands that alter the layer qualities of frames and graphic items. This menu also contains commands to alter the rotation, scale, and layout of frames and graphic items.





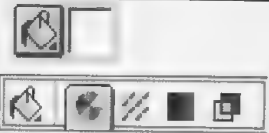
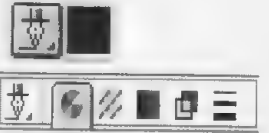


**Presentation:** Contains commands specific to running a slide show presentation.

## The Format Bar

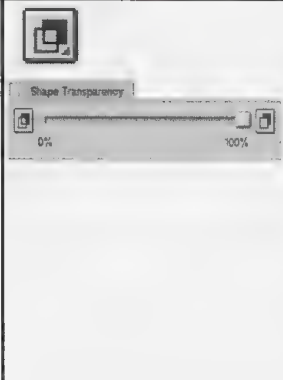
The Format Bar is located right below the Menu Bar. It allows you to change the basic textual and graphical properties of a currently selected item. The Format Bar contains buttons that alter the color, fill, and text of various objects. From this toolbar you can also access stylesheets and name items in your document.



Following is a description of the Format Bar buttons. All the buttons on the Format Bar can “tear away” to its own floating control palette. This option allows you to keep the tool open while you work. See page 31 for more information about the tear-off tools.

Icon	Description
	The <i>font tool</i> sets the type of font to use for text. This button has no effect on graphic items.
	The <i>text size tool</i> sets the size of the selected text. This button has no effect on graphic items.
	The <i>text type tool</i> sets the format for selected text (bold, underline, etc.). This button has no effect on graphic items.
	The <i>text color tool</i> (top image) sets the color for the selected text. When selected, the tool expands and displays a menu bar (lower image) for selecting the text color (solid, pattern, or gradient). The default text color for new text is black. This button has no effect on graphic items.
	The <i>fill tool</i> (top image) sets the color and transparency for filling a graphic or spreadsheet cell. When selected, the tool displays a popup menu bar (lower image) for selecting the color (solid, pattern, or gradient) as well as the transparency. The default fill color for new items is white. This button has no effect on text.
	The <i>pen tool</i> (top image) sets the color, pattern, weight, and style of the lines in a graphic. When selected, the tool displays a popup menu bar (lower image) for selecting the color (solid, pattern, or gradient) as well as the transparency, line size, and line style. The default pen color for new items is black. This button has no effect on text or spreadsheet cells.
	The <i>style tool</i> applies a style to a selected item. You can create styles that define properties for a graphic item, cells in a spreadsheet, or text. The tool displays the style applicable for any selected item or text.
	The <i>name selection tool</i> allows you to set or select named items. You can select any graphic, group of cells, or text, and give the selection a name. Using this button, you can select a named selection, edit the name, or create a new named selection.







	<p>The <i>Shape Transparency tool</i> sets the opacity or transparency of a selected frame or drawing object. When selected, the tool displays a popup box from which you can select a transparency percentage. 100% represents full opacity, 0% denotes total transparency. The shape transparency box can be torn-off to display a slider bar (lower image), which you can also use to choose the transparency of the selected object or frame. For more information about transparency, see the Transparency topic in the graphic section.</p>
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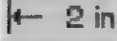

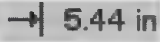




## The Part Bar

The Part Bar is the most dynamic element of the Gobe Productive suite. Located between the Format Bar and the Workspace, the Part Bar changes to display the applicable tools for the current environment.

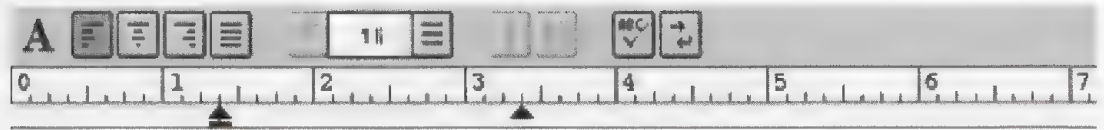
### Graphics Part Bar



Icon	Description
	<p><b>Environment Icon:</b> Indicates the type of environment or document that is currently active. This icon indicates that one or more graphic items are selected or that you are working in a graphics document. The graphics Part Bar is displayed when a frame is selected.</p>
	<p><b>Alignment Buttons:</b> These buttons are enabled when more than one item is selected. Use the buttons to align multiple objects. The button icons represent each type of alignment available. You can align the objects to the top, bottom, right, and left, as well as distribute the objects horizontally or vertically. You can also align the centers of the objects vertically or horizontally.</p>
	<p><b>Text Wrap:</b> This button controls how text wraps around a frame or drawing object. When selected, a Text Wrap dialog box is displayed.</p>
	<p><b>Arrow Head Style:</b> Use this button (left image) to select arrow head styles for the Arc, Line, Freehand, Bezigon or Polygon Tools. Click on the Arrow Head Style button to display a popup menu (right image) from which you can select an arrow head style.</p>

Icon	Description
 2 in	<b>Left Position:</b> This tool indicates the position of an item relative to the left side of the page. Click the number to activate the field. Once active you can manually enter a new left position value. You can change the units of measurement (inches shown) using the <b>Preferences</b> options from the <b>File</b> menu.
 1.28 in	<b>Top Position:</b> This tool indicates the position of an item relative to the top of the page. Click the number to activate the field. Once active you can manually enter a new top position value. You can change the units of measurement (inches shown) using the <b>Preferences</b> options from the <b>File</b> menu.
 5.44 in	<b>Right Position:</b> This tool indicates the position of an item relative to the right side of the page. Click the number to activate the field. Once active you can manually enter a new right position value. You can change the units of measurement (inches shown) using the <b>Preferences</b> options from the <b>File</b> menu.
 2.83 in	<b>Bottom Position:</b> This tool indicates the position of an item relative to the bottom of the page. Click the number to activate the field. Once active you can manually enter a new bottom position value. You can change the units of measurement (inches shown) using the <b>Preferences</b> options from the <b>File</b> menu.
 3.44 in	<b>Width:</b> This tool indicates the width of a graphic item. Click the number to activate the field. Once active you can manually enter a new width value. You can change the units of measurement (inches shown) using the <b>Preferences</b> options from the <b>File</b> menu.
 1.56 in	<b>Height:</b> This tool indicates the height of a graphic item. Click the number to activate the field. Once active you can manually enter a new height value. You can change the units of measurement (inches shown) using the <b>Preferences</b> options from the <b>File</b> menu.
 0°	<b>Rotation:</b> This tool indicates the rotation angle of a graphic item. Click the number to activate the field. Once active you can manually enter a new rotation angle.

## Word Processing Part Bar



Icon	Description
	<b>Environment Icon:</b> Indicates the type of environment or document that is currently active. This icon indicates that a word processing frame is active or that you are working in a word processing document.
	<b>Alignment Buttons:</b> These buttons control the alignment of the text (left, center, right, justified).
	<b>Line Spacing:</b> These increment/decrement buttons increase and decrease the spacing between lines of text. Click the increase button (right) to increase the line spacing one-half line at a time. Click the decrease button (left) to decrease the line spacing one-half line at a time.
	<b>Show/Hide Invisibles:</b> Toggles the display of non-printing characters such as tab, paragraph, and space marks.
	<b>Spell Check Button:</b> This button starts the spell checker, and displays the SpellBar. The SpellBar is a special addition to the PartBar exclusively used for spell checking.
	<b>Columns:</b> These buttons add (right button) or remove (left button) columns in the document.



## Spreadsheet Part Bar












Icon	Description
	<b>Environment Icon:</b> Indicates the type of environment or document that is currently active. This icon indicates that a spreadsheet frame is active or that you are working in a spreadsheet document.
	<b>Selected Cells:</b> Displays the cells currently selected. If a named selection is selected, the name is displayed here.
	<b>Alignment Tools:</b> These tools control the horizontal and vertical text/number alignment of the selected cells. The left button is horizontal, the right vertical. When selected, a popup menu displays the different alignment choices.
	<b>Border Tools:</b> These tools allow you to control the appearance of cell borders. Simply select a range of cells and use the buttons to create, remove, and color the borders. When selected, a popup menu bar displays (lower image). Use the popup menu bar to select the color or the transparency of the border.
	<b>Number Format:</b> This button displays the Number Format dialog box. Using this dialog box you can set the number format for the selected cells.
	<b>Create Chart:</b> Places a new chart into the spreadsheet.
	<b>Confirm and Cancel:</b> Use these buttons to confirm or cancel the entry of values into a cell. These buttons are active only when you are using the Entry field to modify the contents of a cell.
	<b>Functions:</b> This button displays the Paste Function dialog box. Use this dialog box to select and paste one of the numerous functions provided.
	<b>Entry Field:</b> This field is used to directly modify or enter text, numbers, or formulas into a cell.

Chart Part Bar



Icon	Description
	<b>Environment Icon:</b> Indicates the type of environment or document that is currently active. This icon indicates that a charting frame is active.
	<b>Alignment Buttons:</b> These buttons are enabled when more than one item is selected. Use the buttons to align multiple objects. The button icons represent each type of alignment available. You can align the objects to the top, bottom, right, and left, as well as distribute the objects horizontally or vertically. You can also align the centers of the objects vertically or horizontally.

Presentation Part Bar













The presentation environment uses the same bar as the graphics environment. See page 19 for more information.

Image Processing Part Bar



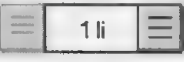









Icon	Description
	<b>Environment Icon:</b> Indicates the type of environment or document that is currently active. This icon indicates that an image processing frame is active or that you are working in an image processing document.
	<b>Color Picker:</b> This button allows you to select the foreground and background colors for image retouching. In this image the foreground color is black, and the background color is white. These colors are the default for the Color Picker. To select a different color, right click on the button to display the color palette. To create a new color, left click on the Color Picker. This displays a New Color dialog box where you can use sliders to select the Hue, Lightness and Saturation of the new color. Click on the arrow to switch the foreground and background colors.

Icon	Description
	<b>Marquee Tool:</b> The Marquee Tool is used to select a certain area of an image. When the cursor changes to display a crosshair, draw out the area of the image you want to select. Once selected, any command such as copy, delete, etc. applies to the selected area and not the entire image. To create multiple, non-congruous selections, click and hold [SHIFT] while you draw out each selection.
	<b>Lasso Tool:</b> This tool allows you to make a freeform selection of an image.
	<b>Magic Wand Tool:</b> This tool selects areas of an image by similarities in color and hue. Click on an area in an image using this tool and all congruous sections with alike color are selected.
	<b>Magnify Tool:</b> This tool increases the magnification level of the image. To zoom in, click the image with the primary mouse button. This increases the magnification factor by one level.
	<b>Find Color Tool:</b> Use this tool to select all areas in an image that contain the foreground color (as displayed in the Color Picker). To deselect the area, click on the tool again.
	<b>Pencil:</b> Use the pencil to draw freehand over the image. The pencil uses the foreground color displayed in Color Picker. To mask your drawing area, use the Marquee Tool to select an area first.
	<b>Eraser Tool:</b> Use this tool to erase parts or the whole image. The erased portion will have the background color you selected.
	<b>Eye Dropper Tool:</b> Use the Eye Dropper Tool to pick up an active color from the image. This tool allows you to get an exact match from a color in an image.
	<b>Bucket Tool:</b> Use this tool to fill an area with the foreground color. Place the black lip of the bucket on the area you want filled and click the mouse. The current foreground color is filled into all areas with congruous colors. To mask the fill area, use the Marquee Tool to select an area first.
	<b>Air Brush Tool:</b> This tool simulates painting with an airbrush or spray can. When you click the tool, a dialog box is displayed where you can configure the type of brush, opacity, etc. To mask the airbrush area, use the Marquee Tool to select an area first.



## Table Part Bar

Icon	Description
	<b>Environment Icon:</b> Indicates the type of environment or document that is currently active. This icon indicates that table frame is active.
	<b>Alignment Buttons:</b> These buttons control the alignment of text (left, center, right, justified).
	<b>Line Spacing:</b> The side buttons increase and decrease the spacing between lines. Click the middle button to display detailed options.
	<b>Check Spelling:</b> This button starts the spell checker, and displays the Spell Bar. The Spell Bar is a special addition to the Part Bar exclusively used for spell checking. For more information, please see the Spell Checking topic in the Gobe Productive On-Line help.
	<b>Show/Hide Invisibles:</b> Toggles the display of non-printing characters such as tab, paragraph, and space marks.
	<b>Vertical Alignment:</b> This tool controls the vertical text/number alignment of the selected cells. When selected, a popup menu displays the different alignment choices: Align Top, Align Center, Align Bottom.
	<b>Insert Column:</b> This tool inserts a column in a table. The new column is inserted to the left of the currently selected column. This feature is also available from the <b>Insert Column</b> menu item on the <b>Table</b> menu.
	<b>Insert Row:</b> This tool inserts a row in a table. The new row is inserted above the currently selected row. This feature is also available from the <b>Insert Row</b> menu item on the <b>Table</b> menu.
	<b>Merge Cells:</b> This tool merges one or more cells into a single, larger cell. You can select cells from a row, from a column, or from both. This feature is also available from the <b>Merge Cells</b> menu item on the <b>Table</b> menu.
	<b>Split Cells:</b> Use this tool to split a cell into one or more child cells. You can select one or more multiple cells from rows or columns or both to split. This feature is also available from the <b>Split Cells</b> menu item on the <b>Table</b> menu.

## The Tool Bar

The Tool Bar is primarily for drawing and formatting graphic shapes. The Tool Bar is usually visible. If it is not visible, select **View ToolBar** from the **Window** menu.

The Tool Bar contains the following tools.



### Selection Tool

Use this tool to change the selection mode of the document. Click on the bottom right corner of the button to display a popup menu with these three selection tool options:

Icon	Tool	Description
	Normal	Use the normal selection pointer to select, move, and activate items in the workspace.
	Rotate	When positioned at the corners of a selected frame or graphic item, the rotation pointer allows you to freely rotate an item or frame. This pointer works like a normal pointer when not positioned at the corner of a frame or item.
	Reshape	When positioned over the handle of a graphic item, this point allows you to freely reshape an item. This is especially useful for graphic items with many handles, such as a curve or Beizer Curve. This pointer works like a normal pointer when not positioned at the handles of an item.












### Frame Tool

Use this tool to “draw” a new frame in the current workspace. To draw a new frame click the tool and select the type of frame you want to create from the popup menu. The cursor changes to a cross hair (+). Proceed to “draw” the new frame in the workspace.

## Graphic Tools

Use these tools for drawing graphic shapes.

- Click once on the tool to draw a single graphic. When finished drawing the graphic item, the cursor returns to the selection tool.
- Double-click the tool for continuous drawing of that type of item. The cursor does not return to a selection tool when finished drawing. To unlock the continuous drawing mode, click the tool once.

Icon	Tool	Description
	Square/Rectangle Tool	Draws a square or rectangle.
	Circle Tool	Draws a circle or oval.
	Rounded Rectangle Tool	Draws a rectangle with rounded corners.
	Curve Tool	Draws a curve.
	Line Tool	Draws a line.
	Freehand Tool	Draws a free hand shape.
	Beizer Curve Tool	Draws a Beizer curve.
	Polygon Tool	Draws a polygon shape.
	Predefined Shape Tool	Draws any number of pre-defined shapes.

## Frames and Graphic Items

Graphics are a fundamental aspect of the Gobe Productive suite. Frames, like a spreadsheet or word processing frame, behave the same as graphic items. You can apply borders, fill colors, even rotate a frame in the same way you can manipulate a box, oval, or line.

Unlike graphic items, frames have content inside them. A frame is essentially a floating version of an environment. If you insert a word processing frame into a graphics document, the word processing functions are all fully available when the frame is active. This introduces the important concept of *selecting* and *activating* in the Gobe Productive suite.



# Table Frames

The Table frame is an easy way to create table layouts in all environments. This tool is especially useful for making tables in word processing documents.

While the table frame does share some characteristics with the spreadsheet, it is not a true spreadsheet environment. Rather, it is a specialized frame that gives you the flexibility to layout text, images, or even other tables.

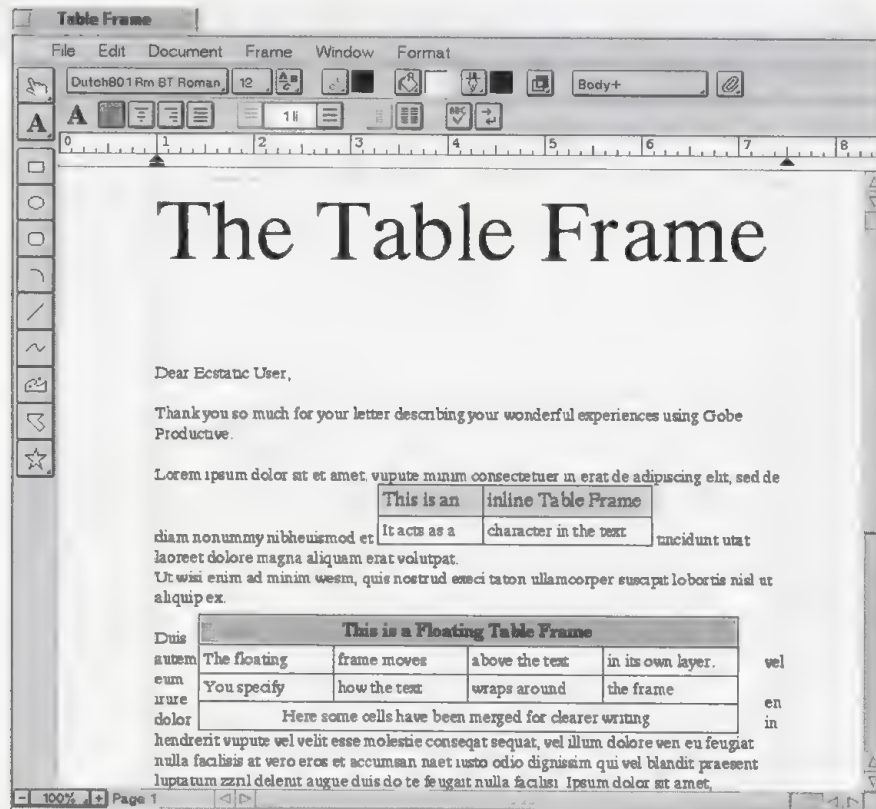


Figure 11 – Example of a Table Frame.

Table frames can be both in-line or floating. You can also insert rows and columns as well as merge and split cells.

For more information on Tables, please refer to our documentation.

# Transparency

Transparency allows you to set how background colors “bleed” into a foreground image. All graphic objects possess a transparency or opacity property. Transparency allows you to have colors, patterns, etc. from the background “show through” in an image or layered graphic.



Figure 12 — *Transparency Examples.*

In the first example, there is no transparency on the star, thus none of the background color shows through. In the second example, a partial transparency allows a little of the background to bleed into the star. In the last example, the star is fully transparent and thus the background shows through entirely.

Transparency can be set two ways. You can use the Text Color, Fill, or Pen Tools or use the Transparency Tool on the Format Bar.

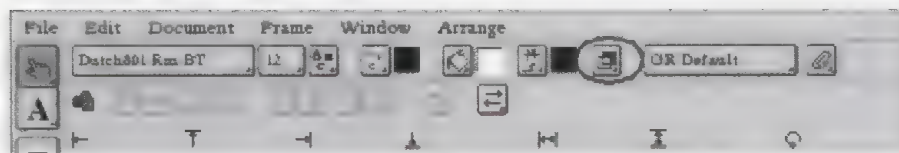


Figure 13 — *Format Bar with Transparency tool highlighted.*

For more detailed information, see the Graphics section of the Gobe Productive On-Line help.

## Selecting and Activating

Selection in the word processing and spreadsheet environment is the process of highlighting cells or text. To select text, you position the cursor in the text flow, hold down the mouse button, move the mouse, and highlight the text you want to select. Selecting cells in a spreadsheet works in the same way.

However, when you are working with frames and graphic items (in any environment), selection works slightly different than selecting text in a text flow or cells on a spreadsheet. When you select a frame or graphic item, small “handles” appear on the edges of the item. Since all frames behave like graphic items, when a frame is selected, it can be resized, rotated, etc.

If you want to work on the content inside a frame, though, it must be *activated*. To activate a frame, you must double-click anywhere in the frame. The Gobe Productive interface then changes to display the tools and menus applicable for the activated frame. For example, while working in a word processing document, if you insert a spreadsheet frame, the interface changes to display tools and menus applicable for the spreadsheet environment.

# Sheets

In addition to having many different frames within a document, the Gobe Productive suite also allows multiple sheets within a single document file. Sheets are basically “sub-documents”. For example, you can create a single Gobe Productive file with a word processing sheet, a spreadsheet sheet, a presentation sheet, and an image processing sheet. You could contain all your important documents for a particular report, project, or presentation inside one document file.

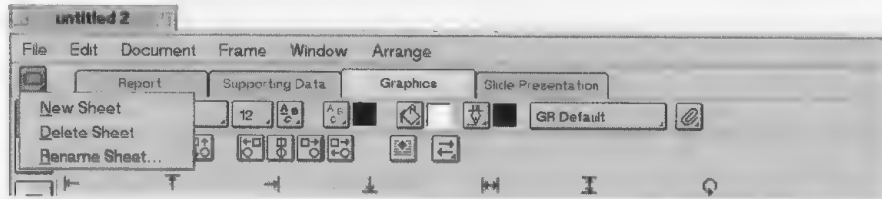


Figure 14— Example of sheets within a document.

For example, the document in Figure 14 has four sheets: *Report*, *Supporting Data*, *Graphics* and *Slide Presentation*. Each sheet is essentially a whole new document, yet contained within a single document file.

The Sheet Bar that displays the different sheets within a document is by default hidden. So you must select “Show Sheet Bar” from the **Window** menu to display this toolbar. To add, delete or rename sheets, select the Sheet Tool on the left of the Sheet Bar (open in the example).

## Footnotes/Endnotes

Footnotes and Endnotes allow you to comment on text with call-out text at the bottom of a page or end of a document.

Footnotes appear at the end of each page in a document. Endnotes appear at the end of a document. You can have both footnotes and endnotes in the same document. For example, you can use footnotes for detailed comments and then use endnotes for the citation of sources.

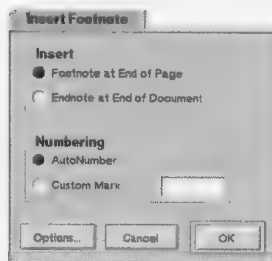


Figure 15 — Footnotes dialog box.

A footnote or endnote consists of two linked parts: the note reference mark and the corresponding note text. Gobe Productive can automatically number the note reference marks, or you can create your own custom marks. If you add, delete, or move a footnote or endnote, Gobe Productive automatically rennumbers them. You can format note text in any way, including adding graphics.



# Tear-Off Tools

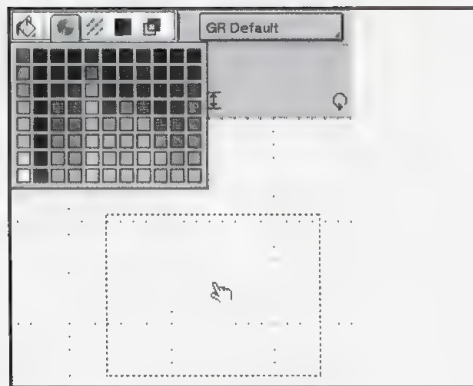
Tear-off tool palettes are an alternative way to use some of the tools in the Gobe Productive suite. Many tools on the Format Bar and Part Bar can be “torn-off” to create a floating palette that displays all the commands and features available for the tool. This is useful if you use a particular tool frequently.

## To Tear-Off a Floating Tool Palette

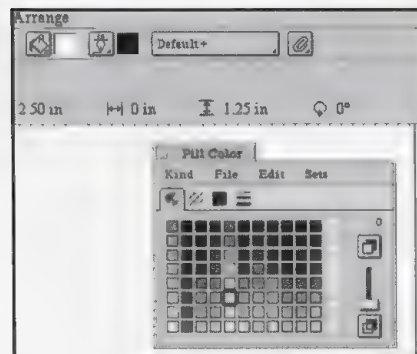
1. Use your mouse and position the cursor over a tool. This example is tearing off the Fill tool.



2. Click and hold on the tool. The popup menu for the tool appears.
3. Drag the cursor into the workspace or until the outlined box appears. Keep holding the mouse button down.



4. Position the outlined box where you want the floating palette to appear.



5. Release the mouse button to “drop” the palette. The palette appears.
- You can always move the palette again. Simply “grab” the window tab and move it wherever you want.
  - To close a palette, click the close button in the window tab.



# IV

## For More Help

We hope you have enjoyed this Getting Started Guide. For additional help using the specific components of Gobe Productive, please refer to the following resources.

### Gobe Productive On-Line Help

The Gobe Productive On-Line Help provides detailed instructions for using Gobe Productive. There are three ways to access the on-line help.

#### ***From the Gobe Productive Suite***

1. Open **Gobe Productive**.
2. Click on the **File** menu.
3. Select **Help**.

#### ***From the Gobe Directory***

1. Open the directory where you installed **Gobe Productive**.
2. Open the **Help** directory.
3. Double-click on **Index.html**.

#### ***From the Gobe Software Website***

1. Go to: <http://www.gobe.com/support/helpGP2-0/index.html>.

### Technical Support

Gobe Productive technical and software support is available on the web at <http://www.gobe.com>. It is also available via e-mail at [support@gobe.com](mailto:support@gobe.com).

New features and updates are always being developed. For the latest updates and plug-ins drop by the Gobe Software website at <http://www.gobe.com>.





# Keyboard Shortcuts

## General

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<b>New Document</b>	ALT+N
<b>Open File</b>	ALT+O
<b>Close</b>	ALT+W
<b>Save</b>	ALT+S
<b>Save As</b>	SHIFT+ALT+S
<b>Print</b>	ALT+P
<b>Help</b>	ALT+?
<b>Quit/Exit</b>	ALT+Q
<b>Undo</b>	ALT+Z
<b>Redo</b>	SHIFT+ALT+Z
<b>Cut</b>	ALT+X
<b>Copy</b>	ALT+C
<b>Paste</b>	ALT+V
<b>Copy Format</b>	SHIFT+ALT+C
<b>Paste Format</b>	SHIFT+ALT+V
<b>Select All</b>	ALT+A
<b>Duplicate</b>	ALT+D
<b>Spell Check</b>	ALT+=
<b>Show Spell Bar</b>	SHIFT+ALT+=
<b>Find/Replace</b>	ALT+F
<b>Find Again</b>	ALT+G
<b>Find Selection</b>	SHIFT+ALT+F
<b>Find Again</b>	SHIFT+ALT+G
<b>Cycle Windows</b>	ALT+,
<b>Show ToolBar</b>	SHIFT+ALT+T

## Image Processing

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<b>Deselect</b>	SHIFT+ALT+A
<b>Unfloat Selection</b>	SHIFT+ALT+F
<b>Invert Selection</b>	ALT+I
<b>Previous Plug-In</b>	SHIFT+ALT+P

## Graphics

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<b>Bring to Front</b>	SHIFT+ALT+ →
<b>Send to Back</b>	SHIFT+ALT+ ←
<b>Move Forwards</b>	ALT+ →
<b>Move Backwards</b>	ALT+ ←
<b>Align to Grid</b>	ALT+K
<b>Rotate</b>	ALT+R
<b>Reshape</b>	SHIFT+ALT+R
<b>Group</b>	ALT+J
<b>Ungroup</b>	SHIFT+ALT+J
<b>Lock</b>	ALT+L
<b>Unlock</b>	SHIFT+ALT+L
<b>AutoGrid</b>	ALT+Y

## Spreadsheet

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<b>Lock Cells</b>	ALT+L
<b>Unlock Cells</b>	SHIFT+ALT+L
<b>Fill Down</b>	ALT+D
<b>Fill Right</b>	ALT+R
<b>Insert Cells</b>	SHIFT+ALT+I
<b>Delete Cells</b>	SHIFT+ALT+K
<b>Sort Cells</b>	ALT+J
<b>Calculate Now</b>	ALT+E

## Table

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<b>Select Row</b>	OPT+ALT+R
<b>Select Column</b>	OPT+ALT+C

## Word Processing

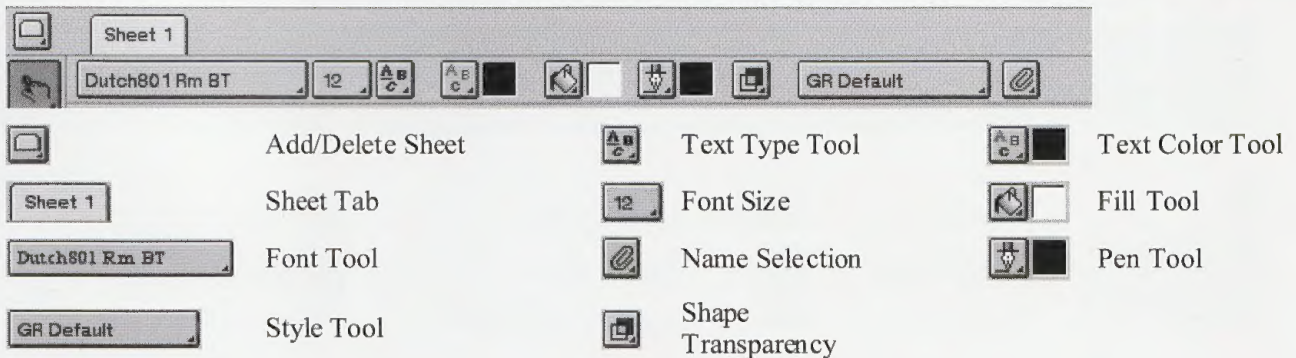
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<b>Insert Frame Break</b>	ALT+ENTER
<b>Insert Page Break</b>	SHIFT+ALT+ ENTER
<b>Show Invisibles</b>	ATL+;

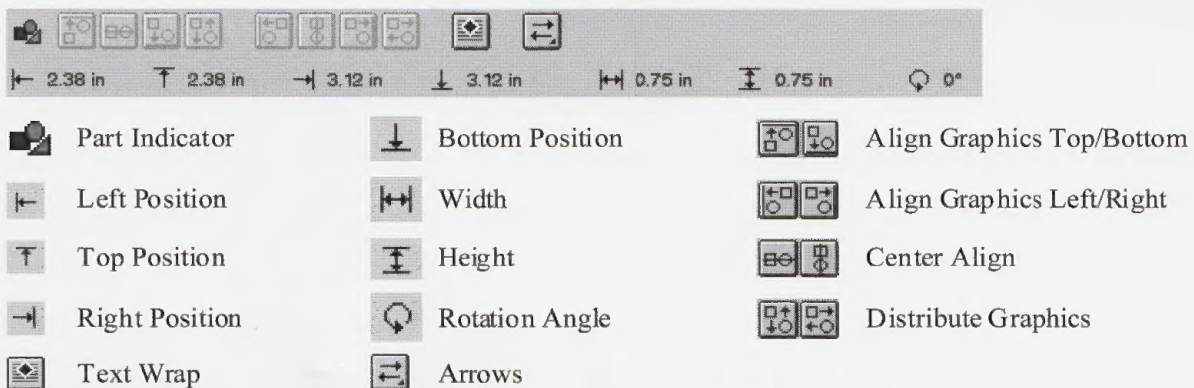


# Quick Reference

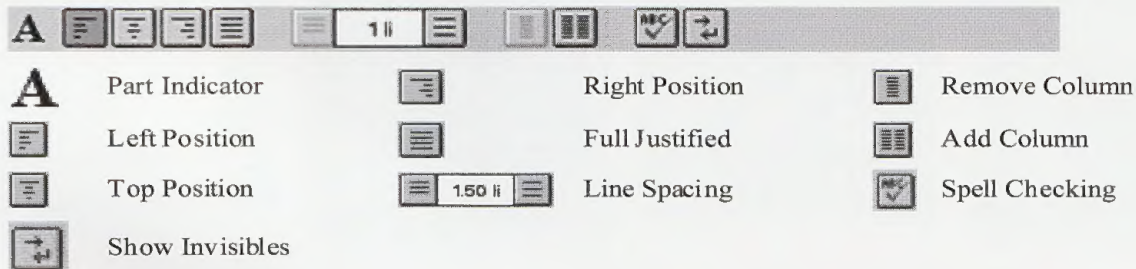
## Format and Sheet Bars



## Graphics Part Bar



## Word Processing Part Bar

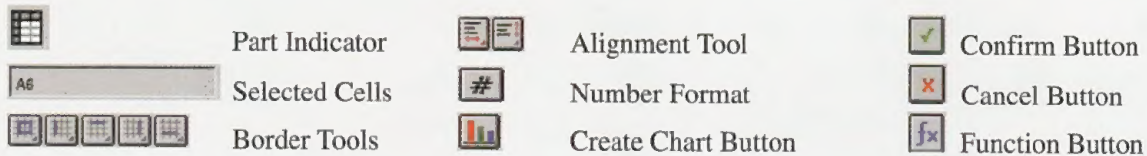
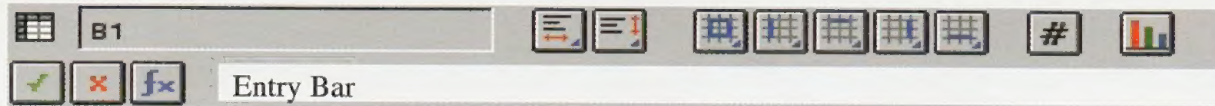




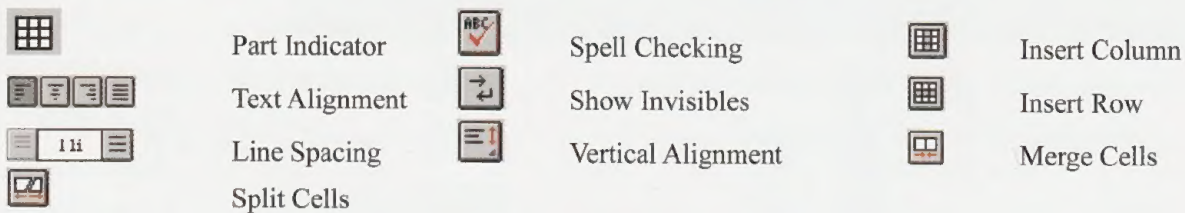
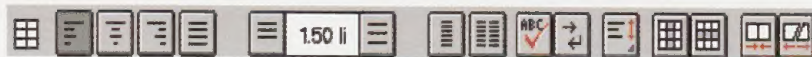


# Quick Reference

## Spreadsheet Part Bar



## Table Part Bar



## Color Selector

Color Selection



Pattern Selection



Gradient Selection

