To change to a different unit of measurement go to the “Document Preference” under the Edit menu.

In this example the “Document Preference” is being changed without a document being open. The changes made here will effect all new created documents.

In this example the “Document Preference” is being changed with a document open. The changes made here will only effect this open document.
You change the Units of Measurement under the “General” tab window. Both the Horizontal and Vertical Measure must be change if you want to measure with the same measurement in both directions.
There are five standard shapes of both text boxes and picture boxes. They are Rectangle, Round-Corner, Concave-Corner, Beveled-Corner, and Oval boxes. (The Bezier and Freehand Boxes are advanced operations and will be talked about later).
When you draw a box an outline appears on the screen with eight handles: one in each corner and one in the middle of the sides, top and bottom. These handles indicate that the box is active and allows you to resize the box.
Five Standard Text and Picture Box Shapes

To create a perfect square and perfect circle hold down the shift key while drawing your box.

Text boxes do not have the “X” in them. When a text box is activated a blinking cursor appears.

Picture boxes have a “X” in them.
Changing the Box Corner Size

To change the size of the corners on the special cornered boxes go to the “Item” menu to the “Modify” selection to the “Box” tab. At the bottom of the “Modify Box” window you can change the “Corner Radius”.

When you “cut” or “copy” an item it is placed in the Clipboard, which is a temporary storage place in the computer’s memory. When you then use the paste command whatever is in the Clipboard will be placed on the page. The Clipboard can hold only one item at a time. The next time you cut or copy an item, the contents of the Clipboard is replaced by the new item. But until you replace it with a new item or quit the program it will remain in the Clipboard and can be pasted as many times as need.

Deleted or Cleared items are not placed into the clipboard.

To display the Clipboard go to the “Edit” menu then select “Show Clipboard.”