

By the end of this task I will know...

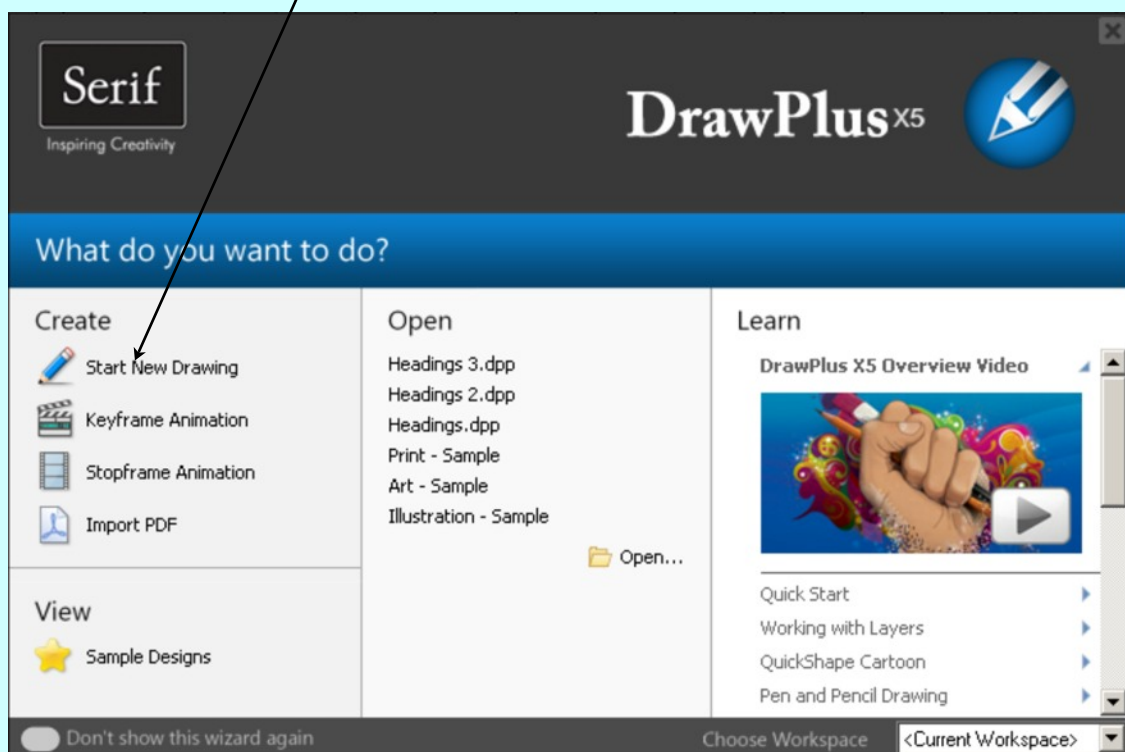
- 1) how to open or start a new drawing
- 2) how to set the size of page
- 3) how to change the page orientation to landscape
- 4) view pages different ways using the zoom function.

Starting a New Drawing Document

Step 1 Open the Serif DrawPlus application.

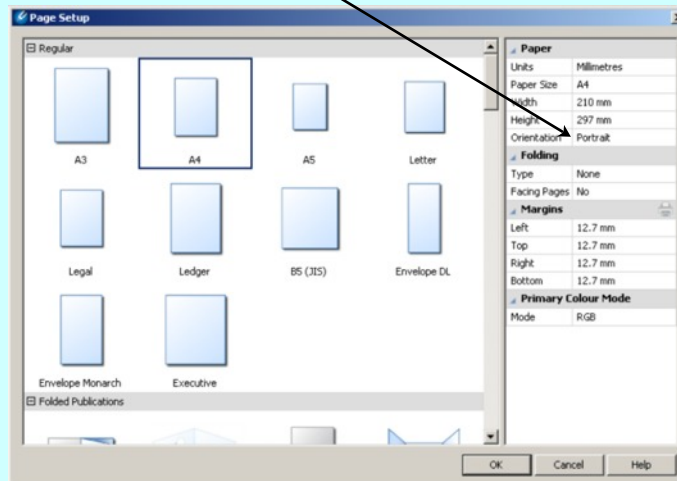
This can be done by clicking on the *Start* menu followed by *All Programs* then *Serif Applications*.

Step 2 Click on the *Start New Drawing* option




Selecting and changing Page Size and Orientation

- Step 1** This window is used to select your page size from A3 (which could be used for small posters) to A5 (used for small drawings). The orientation of your page may be set to landscape or portrait.



Try - Select A4 and Landscape.

- Step 2** If you have started a new drawing but wish to change the page size later you can do this using the  **Page Setup** button.

Try - Change your new drawing to A3 and portrait.

Using Zoom

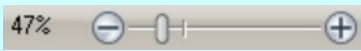
- Step 1** When you are creating or editing a graphic it is common to zoom in close to the part you are drawing or changing.

This can be done two ways:

- 1) Click on the  button.

If you now left click on the blank page you will *zoom in* closer.

If you right click you will *zoom out*.

- 2) The slider,  can be used to set the percentage of zoom you wish.

Remember - set zoom to 100% to see drawings in their actual size.

Try - Find out how to set the zoom so that the whole drawing page fits the screen.