

OmniGraffle 6 for Mac



Copyright © 2001-2013, The Omni Group. All Rights Reserved

OmniGraffle, the OmniGraffle icon/logo, and the Omni logo are trademarks of The Omni Group.
Apple, the Apple logo, Mac, the Mac logo, and Multi-Touch are trademarks of Apple Inc.

Contents

What's New in OmniGraffle 6	9
What's Extra in Pro?	11
Getting to Know OmniGraffle	13
The Resource Browser	16
The Toolbar	18
The Tool Palette	20
Persistent Tool Activation	22
Quick Access to Tools	22
Customizing the Toolbar	23
Using the Tools	25
Selecting, Moving, and Editing Objects with the Selection Tool	25
Selecting Objects	25
Moving Objects	26
Resizing Objects	26
Editing Points	28
Creating Shapes with the Shape Tool	30
Connecting Objects with the Line Tool	31
Creating and Editing Text with the Text Tool	32
Drawing Shapes with the Pen Tool	33
Expando-Collapso Technology	34
Rapidly Creating Structure with the Diagram Tool	35
Replicating Styles with the Style Brush Tool	36
Duplicating Objects with the Rubber Stamp Tool	37

Adding and Adjusting Connections with the Magnet Tool	38
Getting a Closer Look at the Canvas with the Zoom Tool	40
Moving the Canvas Around with the Hand Tool	41
Activating Scripted Objects with the Action Browse Tool	42
The Sidebar	44
Canvases	45
Creating and Positioning Guides on the Canvas	47
Working With Layers	48
Sharing Layers with Multiple Canvases (Pro)	51
Contents	52
List View	53
The Outline Editor	54
The Selection Matrix	56
Using the Canvas	59
Using Diagram Styles	60
The Inspectors—The Other Sidebar	64
Using the Inspectors	65
Object Inspectors	66
Coloring Shapes with the Fill Inspector	66
The Stroke Inspector	67
Making Objects Cast Shadows with the Shadow Inspector	68
The Shapes Inspector	69
The Lines Inspector	70
Placing Graphics Inside a Shape with the Image Inspector	71
Changing Object Position and Size with the Geometry Inspector	72
Positioning Objects Neatly with the Alignment Inspector	74
Type Inspectors	76

The Font Inspector	76
Positioning and Styling Text with the Text Inspector	76
The Offsets Inspector (Pro)	77
Properties Inspectors (Pro)	78
Changing the Way Objects Connect with the Connections Inspector (Pro)	78
Adding Data to Objects with the Note Inspector (Pro)	80
Making Objects Interactive with the Action Inspector (Pro)	81
Canvas Inspectors	82
Changing the Canvas Size and Scale with the Canvas Size Inspector	82
The Canvas Fill Inspector	84
The Background Image Inspector	84
The Units Inspector	84
Setting up a Grid with the Grid Inspector	86
The Canvas Data Inspector (Pro)	88
Automatically Arranging Objects with the Diagram Layout Inspector	88
Document Inspectors	91
The Format Inspector	91
The Margins Inspector	92
Storing Information About your Document in the Data Inspector	92
Using Stencils to Keep and Share Commonly Used Objects	93
Using the Style Tray	95
Rulers and the Inspector Bar	96
Presentation Mode (Pro)	98
Creating and Managing Templates	99
Preferences	101
General Preferences	101

Drawing Tools	104
Presentation Preferences	106
Update Preferences	107
Drawing Basics	109
Creating Shapes	109
Selecting, Resizing, and Moving Objects	110
Connecting Objects with Lines	113
Editing Objects	115
Tables (Pro)	117
Subgraphs (Pro)	119
Smart Arrows	120
A Quick Tutorial	121
Tutorial 0: Let's Get Started!	121
Tutorial 1: Creating Objects with the Outline View	123
Tutorial 2: Outline Hierarchy	125
Tutorial 3: Line Labels	128
Tutorial 4: Making More Connections	129
Tutorial 5: Styling Objects	131
Tutorial 6: Style Proliferation	136
Tutorial 7: More Selecting and Styling	137
Tutorial 8: Layers	139
Tutorial 9: Styling Lines and Labels	142
Tutorial 10: Adding a Title	146
Tutorial 11: Adding Text to a Curve	147
Reference	153
Exporting to Different Formats	153
Importing from Other Applications	155
AppleScript Support (Pro)	157

LinkBack	157
Licensing	158
Regular Expression Syntax	161
Every Single Menu Command	164
The OmniGraffle Menu	164
The File Menu	165
The Edit Menu	168
The View Menu	181
The Format Menu	185
The Arrange Menu	188
The Window Menu	192
The Help Menu	193
Getting Help	195
The OmniGraffle Website	195
Forums	195
Email Support	195
Release Notes	195

What's New in OmniGraffle 6

OmniGraffle 6 has new and re-designed features to make graffling even easier. If you've been a long-time OmniGraffle user, it won't take long before you notice some changes.

We've polished the interface and have integrated the sidebars, inspectors, and the Stencil Library so OmniGraffle works better on different screen sizes, especially in full screen mode, taking full advantage of your Retina display.

Some additional changes we've made include (but certainly aren't limited to):

- OmniGraffle 6 offers a complete user interface redesign from the ground up.
- Easily find your latest projects, access stencils, templates, and any styles you may have saved with the new **Resource Browser**.
- OmniGraffle now runs in a Sandboxed environment, which means your resources, such as Templates and Stencils, can now be fully managed from within the app.
- Improved and powerful controls have been added to edit and mask images placed directly on the canvas.
- New artistic Fill and Stroke styles, such as Freehand, Stipple, and Marker.
- Combined shapes can now be uncombined into their starting component shapes.

- **(Pro)** New controls have been added to specify which edge or center of an object is reflected in the Geometry Inspector, along with the ability to set the X and Y coordinates of a selected vertex point.
- Layers can now be shared between canvases.
- A new and powerful Font Inspector.
- **(Pro)** The Notes and Data Inspector now lets you assign unique naming to individual objects.
- **(Pro)** You can now set the display zoom level of 100 percent to reflect one Apple point, one screen pixel, or one PostScript point for work on Retina displays and true WYSIWYG work.
- Speaking of which, zoom levels have been increased to 6400 percent!
- The color and position of manual Guides can now be set by hand, and dragged from one canvas to another.
- View your Stencils using the new List Mode in the refined Stencils Library.
- **(Pro)** Export OmniGraffle layers to Photoshop layers.
- Line labels can be set to follow the path of a line, including Bézier curves.
- **(Pro)** Import and export Visio® files.

These new features, combined with file synchronization with OmniPresence and Omni Sync Server, make this an incredible update worthy of a whole number.

What's Extra in Pro?

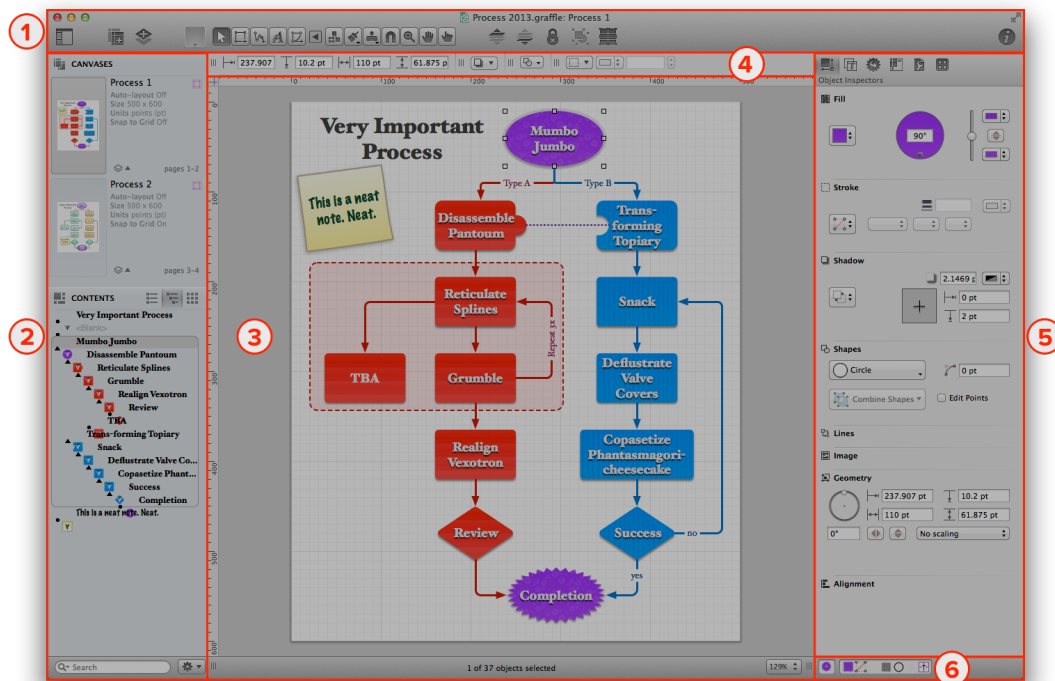
OmniGraffle 6 Pro, available via In-App Purchase includes a lot of advanced features that might not be needed by everyone. OmniGraffle 6 Professional features include:

- AppleScript support
- Geometry left-center-right
- Vertex Point Geometry
- Note tooltip preferences
- Canvas zoom options
- Import Xcode projects
- Share layers between canvases
- Combine shapes
- Add Notes and custom data
- Create tables
- Multiple editing windows
- Subgraph support
- Visio® Support
- Presentation Mode
- Pro export options

Throughout this guide, we'll call attention to the features exclusive to OmniGraffle 6 Pro in a little box like this one. All of the other features are available in both the Standard and the Professional editions of OmniGraffle.

Getting to Know OmniGraffle

Sure, it's still the same great chart-drawing, prototyping, wireframing app you've grown to love and adore, but we've pulled out the stops with OmniGraffle 6. The biggest change you'll notice is a new unified user interface, so let's dive in with a quick overview.



1. The **toolbar** provides easy access to the controls of your choosing. Choose **View > Customize Toolbar** (or **Control-click**) on the toolbar to arrange your favorite tools. Most importantly, the toolbar is home to the Tool Palette which you'll use to create diagrams and such. To hide or show the toolbar, choose **View > Hide Toolbar** or **View > Show Toolbar**, respectively.
2. The **sidebar** combines the Canvases and Outline sidebars from OmniGraffle 5 into a single sidebar with **Canvases** at the top and the **Contents** viewer below. You can resize these panes to suit your

needs, and the benefit for you is more space within the **Canvas** so you can focus on your work.

3. In the middle of the interface is the **Canvas**, which is where you do all of your drawing. You can use the drawing tools to create shapes, connect them with lines, drag and group objects, create tables, and do way more stuff than we can mention here in this quick list of features.
4. Just above the Canvas is the **Inspector Bar**, which reveals all kinds of details about an object you've selected on the Canvas.
5. One of the more notable changes for OmniGraffle 6 is the absence of the floating inspector palettes. Tired of searching for the Stencils Library or wondering where you put that **Type** inspector? We've combined the Inspectors and the Stencil Library into an ultra-handly **Inspectors** sidebar to the right of the canvas.
6. Beneath the Inspector sidebar at the lower-right, you'll find the **Style Tray**. Much like the Inspector Bar, the Style Tray gives you a graphical representation of all of the styles you've applied to an object you've selected on the Canvas. To the left of the Style Tray, you'll see a **Style Chit** which combines all of the styles for the selected object. You can drag and drop a Style Chit on other objects to quickly apply a batch of styles in your project.

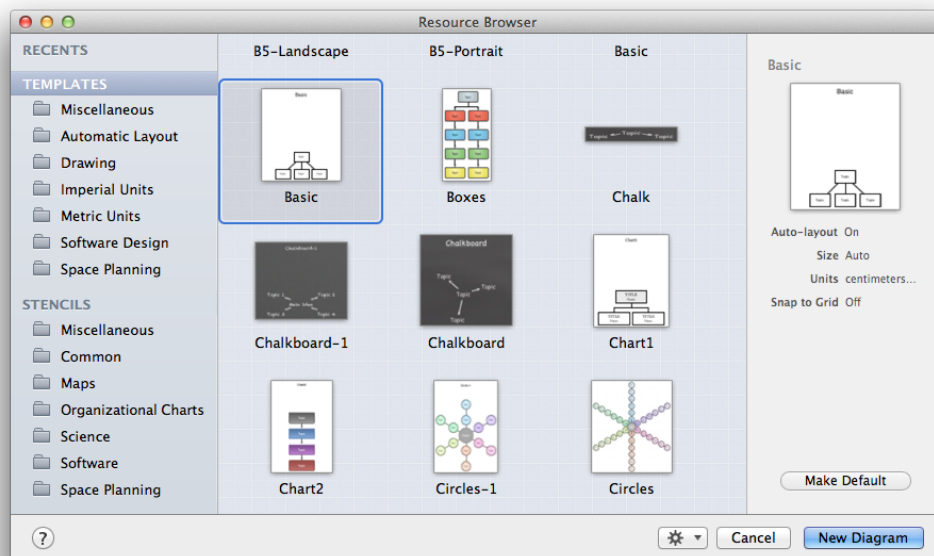
This self-contained approach to the interface makes it even easier for you to jump to Full Screen mode without having to later gather all of your windows and reorient yourself. One window. One vision. One OmniGraffle.

Now that you have a better understanding of how OmniGraffle is organized visually, let's dive in deeper and look at everything OmniGraffle


has to offer. If you haven't launched OmniGraffle yet, now might be a good time to do that.

The Resource Browser

Depending on how you've set up your preferences, the first thing you'll see when you launch OmniGraffle is the new **Resource Browser**. The Resource Browser (**File > Resource Browser** or **Shift-⌘-N**) makes it easy for you to start out with a **Template**, load and edit one of the **Stencils**, or you can choose from one of the **Diagram Styles**.



The sidebar on the left makes it easy for you to find **Templates** and **Stencils** to use in your next project. At the very top, we've included a **Recents** section, which remembers the **Diagrams**, **Templates**, and **Stencils** you've used or created recently. When you select an item, the sidebar on the right displays all kinds of details about the file you've selected, including its name, size, the units of measurement, and whether auto-layout and snap to grid are enabled.

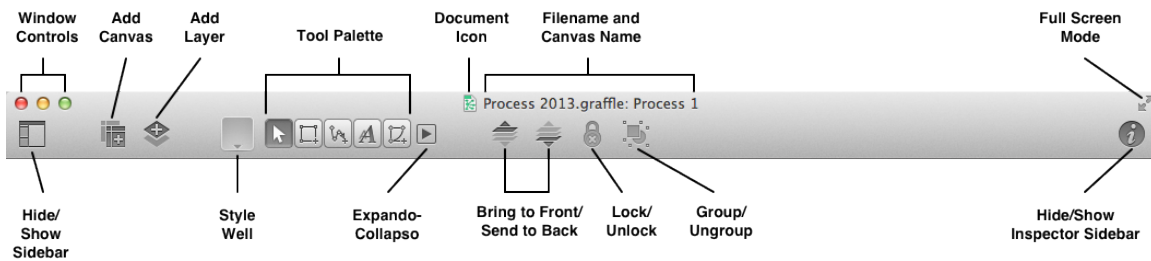
Use the **Action** menu (the little gear ) to open or create new files, templates, and stencils, reveal where a particular resource lives on your Mac in the Finder, move an object to Trash, or set a particular template

that you're fond of as the default. If you have used OmniGraffle in the past, you can use the **Restore** option in the Action menu to restore older templates and stencils on your Mac so they work with OmniGraffle 6.

The Resource Browser also has a **Help** button () , which you can click to access the very same Help documentation you're reading right now.

The Toolbar

Along the top of OmniGraffle's window is the **Toolbar**. Packed with buttons and a customizable Tool Palette featuring Expando-Collapse Technology, the toolbar is where you'll go for all your drawing needs.



As you can see, the toolbar is packed with the controls you need to help you get your job done. From buttons to add new layers to a canvas—or an entirely new canvas—to the tools you need for drawing and connecting objects together.

On opposing ends of the toolbar you'll find controls for hiding and showing the left and right sidebars. On the left is the **Canvases and Contents** sidebar, while on the right is the **Inspectors** sidebar which also includes the **Stencils Library**. Above those, you'll find the standard OS X window controls for Closing, Hiding, and Expanding the window, and for popping into Full Screen mode.

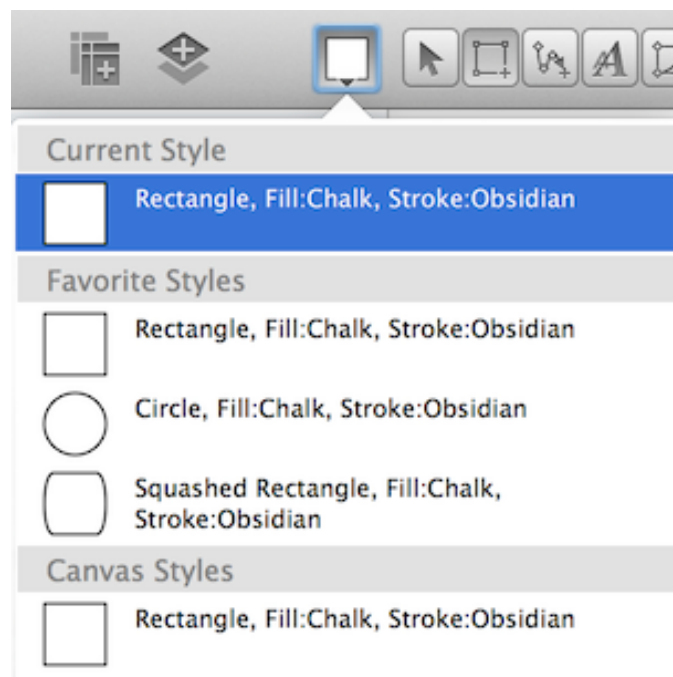
At the center of the toolbar along the top, you'll see a **Document Icon** which you might assume does nothing other than tell you what type of file this is. But if you hold down the Command key (⌘) and click that icon, you'll get a contextual menu that shows you where the file is stored on your Mac. This is sometimes handy for when you're working on duplicated files and you can't remember where you saved the last revision. Next to that is the filename, and if your OmniGraffle file has more than one Canvas, the filename is appended by a colon (:) followed by the name of the canvas you're presently working on.

Beneath the Document icon and filename are buttons that let you interact and control the behavior of the objects on the canvas. You can flip objects to the back or bring them to the front, lock them in place (which is really, really handy), and for grouping and ungrouping objects.

But the big tools are coming up next: the Style Well and the Tool Palette.

The Style Well

With the Shape, Line, Text, or Pen tool selected, a style menu for the applicable tool becomes available from the button to the left of the Selection tool. It contains various styles that you can apply to the tool itself.



The very top item in the menu, **Current Style**, is the last style you set. Other sections you may see include:

- **Canvas Styles**, which is dependent upon the tool you have selected in the Tool Palette, shows related styles for that object type for everything on the canvas. For example, if you have selected the Line

tool in the Tool Palette, the Canvas Styles section shows you the different styles for all of the lines you've drawn on your canvas.

To use one of the Canvas Styles — First select one of the tools in the Tool Palette, and then click the Style Well and choose one of the available styles in the Canvas Styles section. The style you have selected now becomes the default style for that drawing tool.

- **Favorite Styles**, available with the upgrade to OmniGraffle Pro, is your personalized list of styles you intend to reuse from one project to another.

To create a Favorite Style, Control-click an object on the canvas and select **Add to Favorite Shape Styles** from the contextual menu. To remove a style from the Favorite Styles list, select any object on the canvas, click on the Style Well icon in the toolbar, and then Control-click on the style you would like to remove and select **Remove from Favorites** from the contextual menu.

The Tool Palette

The **Tool Palette** contains all of the tools that you need to draw and interact with objects on the Canvas. In its default state, the Tool Palette contains the following tools:



Selection Tool (Arrow)

Used for selecting objects on the Canvas.

Shape Tool

Used for drawing shapes, such as squares, rectangles, and circles.

Line Tool

Used for drawing lines between objects on the Canvas.

Text Tool

Used for entering text labels to a Line or for adding a random blob of text on the Canvas.

Pen Tool

Used for creating custom shapes.

Expando-Collapso

Click this button to expand the Tool Palette to reveal even more awesome tools...



Diagram

Used to rapidly create new objects on the canvas.

Style Brush

Used for copying the style of an object (including its shape, stroke, text style, and so on) so you can “paint” the style on other objects.

Rubber Stamp

Used for rapidly copying and pasting objects on the Canvas. To select a different object when the Rubber Stamp is in Persistent Tool mode, hold down the Option key and then click another object on the Canvas.

Magnet

Used to relocate the magnets that connect lines to objects.

Zoom Tool

Used to zoom in on the Canvas. When the Zoom Tool is in Persistent Tool mode, hold down the Option key and click on the canvas to zoom out.

Hand

Used to drag the canvas around.

Action Browse Tool (**Pro**)

Used to interact with an object if an **Action** has been set in the **Properties** inspector.

See Using the Tools for in-depth coverage on each of the tools in the Tool Palette.

Persistent Tool Activation



By default, clicking a tool once activates it for a single use; after that one use the **Selection** tool becomes active again. When you select a tool in the toolbar, the button takes on a light gray background to indicate that the tool is active.



However, if you double-click on a tool, it becomes the permanently active tool until you switch to another tool. The tool button takes on a dark gray background to indicate that the tool is persistent.

You can change this behavior in the **Drawing Tools** preferences, so that tools are always (or never) activated persistently.

Quick Access to Tools

With the mouse pointer hovering over the Canvas, you can quickly activate any tool in the Tool Palette using a Hot Key. For example, if you press and hold **t**, the mouse pointer changes to a text insertion tool; just click on the

Canvas and start entering some text. When you let go of the Hot Key, the mouse pointer changes back to the Selection tool.

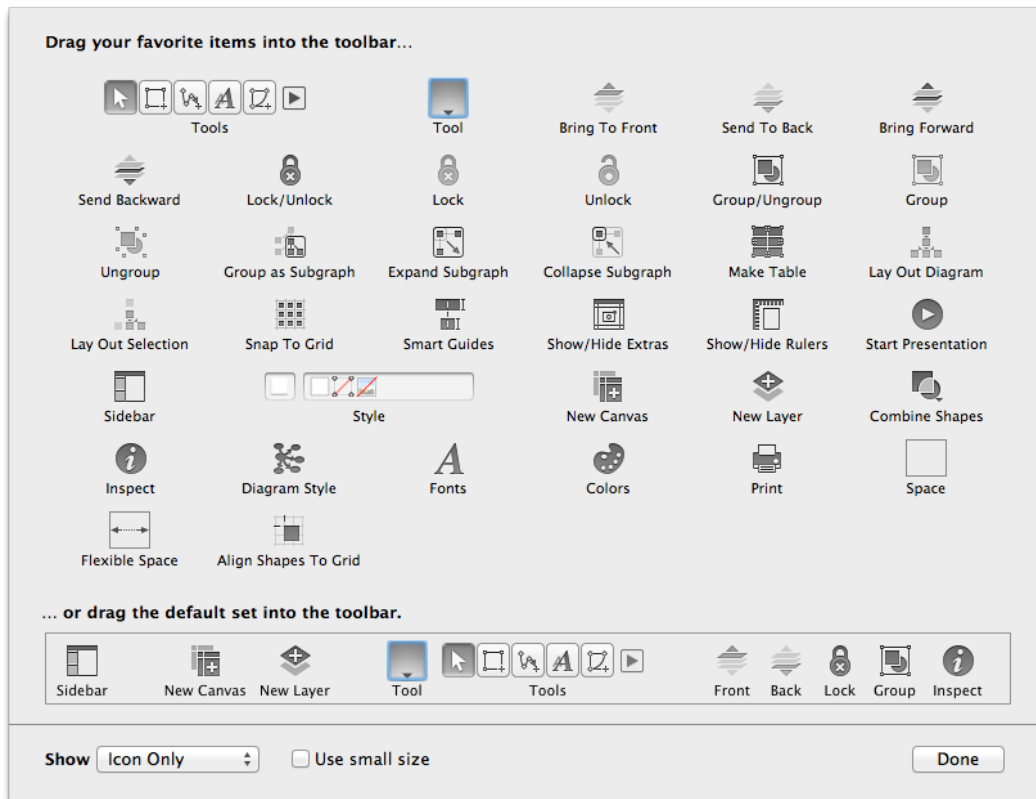
Similarly, you can press the number keys to activate tools. Each key from 1 to 0 corresponds to a tool in the palette, from left to right. (The only exceptions are the Hand and Action Browse Tool, which don't have a number assigned; instead, use the **Space Bar** or **b** key, respectively.) Pressing a number key twice makes that particular tool persistent.

You can configure each tool's Hot Key in the **Drawing Tools** preferences.

Customizing the Toolbar

As noted earlier, the Toolbar comes packed with a variety of tools by default. However, you can customize the toolbar by adding additional buttons or rearranging their order, to suit your needs.

To customize the toolbar, choose **View > Customize Toolbar** or **Control-click** on the toolbar and select **Customize Toolbar**. When you do, a sheet slides down from under the toolbar, revealing a slew of function-related buttons that you can drag up to the toolbar. For example, you could add the **Make Table** or **Start Presentation** buttons to the toolbar if you've purchased OmniGraffle 6 Professional.




If you don't like the changes you've made, or if you ever want to reset the toolbar to its default state, all you need to do is drag the bottom row up to the toolbar. When you've finished making changes to the toolbar, click **Done**.

Using the Tools

As you discovered, the **Tool Palette** has a lot to offer, and we brushed over them pretty lightly to just give you a glimpse of what was possible. Here we'll go into a bit more depth and walk through each of the buttons in the Tool Palette so you can find the right tool for the job.

Selecting, Moving, and Editing Objects with the Selection Tool

 The selection tool is the most basic tool; it looks just like the ordinary OS X mouse pointer.

Selecting Objects

Click an object on the canvas to select it.

When you select an object on the Canvas, the inspector sidebar switches over to the **Object** inspector automatically. From there, you can use the inspectors to change anything about the selected object.

To select several objects at once, click in an empty area of the canvas and drag a box around the objects. If you hold **Option**, only objects entirely inside the rectangle are selected. You can also **⌘**- or **Shift-click** an object to add it to or remove it from the selection.

To select a member of a group, table, or subgraph, click once to select the group as a whole, then click again to select the member. The rest of the canvas dims to show that you are in group editing mode. Click anywhere outside the group to leave group editing mode.

Moving Objects

To move an object, use the Selection tool to click-and-drag the object to a new location. If you want to move a line, you might have to detach its end points from any objects they're attached to. To move an object horizontally or vertically, hold **Shift** as you drag. To rotate an object, **⌘-drag** one of its selection handles; you can also hold **Shift** to restrict the rotation to 15-degree increments.

If you're using a Mac with a touch-sensitive trackpad, you can use the rotate gesture with two fingers to rotate the selected objects (be sure that Multi-Touch gestures are enabled in **OmniGraffle > Preferences > General > Multi-Touch**).

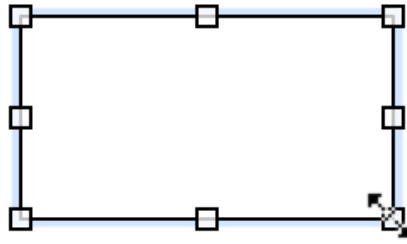
To move the selected object very precisely, press the Arrow keys. Hold **Option** or **Shift** to move by larger steps.

With **Smart Guides** enabled (**Arrange > Guides > Smart Alignment Guides** and **Smart Distance Guides**), you can line up objects and space them on the Canvas precisely. Hold **⌘** after you start dragging to temporarily enable or disable Smart Guides.

To drag a copy of an object instead of the object itself, hold **Option** as you drag.

Resizing Objects

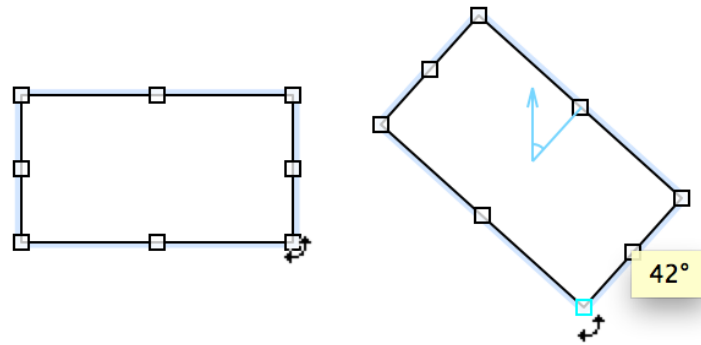
Any object (or group of objects) that can be resized has eight selection handles.



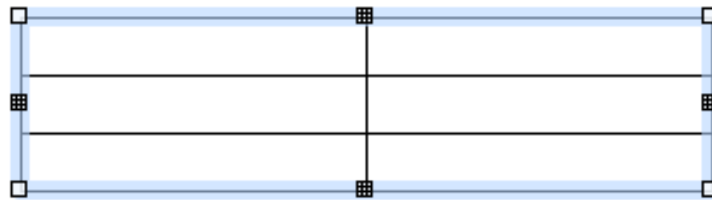
To change the shape's size, use the Selection tool to click and drag one of the resize controls. As you click and drag on one of the handles, you'll notice that the object is anchored by the opposing handle, and the object resizes in the direction you are moving the mouse.

The following keys provide additional functionality when interacting with the resizing handles:

- Hold **Shift** while resizing to maintain the aspect ratio of the original object.
- Hold **Option** to resize an object with its center point being anchored.
- Hold **Shift-Option** while resizing to maintain the aspect ratio and resize the object based on its center point.
- Hold **⌘**, and the resize control changes to a rotate control so you can rotate the object.



If you select a table, the edge handles look like little grids. You can drag them to change the number of rows or columns in the table. Drag the corner handles to resize the table normally.

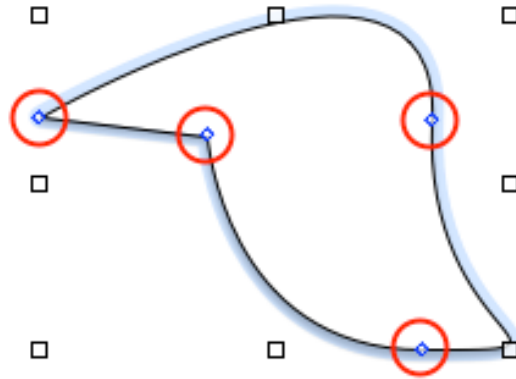


Note

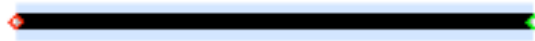
If you have Smart Guides enabled, they appear as you drag to help you size objects equally. Hold \mathbb{X} after you start dragging to temporarily enable or disable Smart Guides.

Editing Points

When you select a connection line or a custom shape, it shows the points that define its shape; these points appear as tiny blue diamonds.

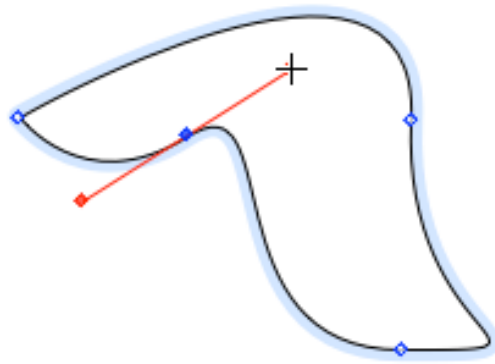


Any line (created with the Line tool) has two points: a red one at its source and a green one at its destination. A line may also pass through any number of blue midpoints. Drag one of the points to move it; by dragging the source or destination point you can make the line connect to or disconnect from other objects.



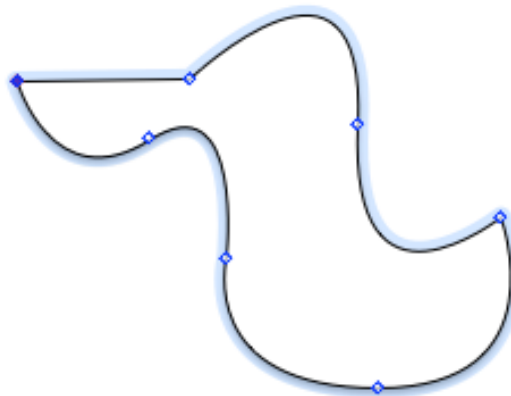
Custom shapes (created with the **Pen** tool) and Bézier-type lines have control points at each vertex. Click a control point to select it; if a control point is hiding behind a selection handle, **Option-⌘-click** to select it, or just select a different control point first to make the handles go away. If a control point has Bézier handles, they appear when you select the point:

- Drag either of the two handles to adjust both, or **Option-drag** to adjust them one at a time.
- **Shift-drag** to constrain the handle's angle to 45-degree increments.
- **⌘-drag** a point to give it handles.
- If you drag a handle close enough to the point itself, the handle disappears entirely.




The default way to add points to an existing line is to double-click the line, but this can be changed in the General preferences (**OmniGraffle > Preferences > General**).

To add a point to a custom shape, double-click somewhere along the shape's stroke.



To delete a point from a line or a custom shape, select it and then either press the **Delete** key or select **Edit > Delete** from the menu bar.

Creating Shapes with the Shape Tool

 This tool is quite simple; use it to create shape objects—squares, rectangles, circles, and so on—based on the shape you've selected in the **Shapes** object inspector.

To create a shape:

- Drag across the canvas until you get the size you want.
- Hold **Shift** while dragging to make a shape of equal width and height (a perfect square, a perfect circle, and so on).

Once you have created a shape, you can select it and change its attributes with the Object, Type, and Properties inspectors.

Connecting Objects with the Line Tool



Use the Line tool to make logical connections between objects.

Connected objects stay connected unless you disconnect them, no matter how much you move them around or change them.

To create a new line:


- Click where you would like the source of the line; this can be an object (to which the line will stay attached) or an empty spot on the canvas (so the beginning of the line remains unattached).
- Click as many empty spots on the canvas as you like to give the line midpoints.
- End the line at an object by clicking the object (to which the line will stay attached), or end the line at an empty spot on the canvas by double-clicking there; this can be changed in the Drawing Tools preferences (**OmniGraffle > Preferences > Drawing Tools > Line Editing**).

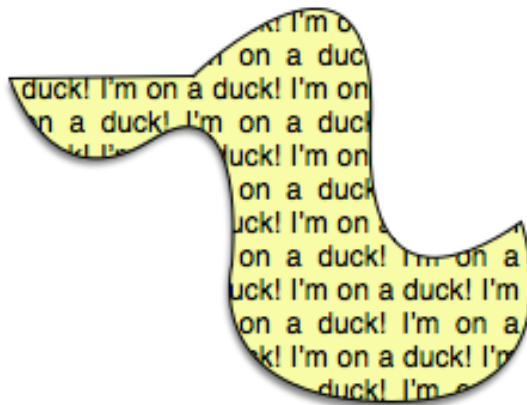
Hold **Shift** while drawing a line to constrain the next point to angles at 45-degree increments from the previous point. Hold **Option** while drawing a line to prevent it from connecting to objects.

When two objects are connected by a line, the object at the source is considered the parent of the object at the destination. This defines the objects' relationship in the outline view and when you use automatic layout.

Lines can have line labels attached to them. Click a line with the **Text tool** to create a new text label. Or, drag an existing blob of text to the line until the line is highlighted, then drop it to attach it as a label.

Creating and Editing Text with the Text Tool

 Use the text tool to add a label to an object, to edit the label on an object, or to create a new shape with text inside.



Click a shape to start editing its text. While you are in text editing mode, the top ruler becomes a text ruler, and you can use standard OS X text editing commands (for example, you can use the arrow keys to move the insertion point around).

Click or drag in an empty area of the canvas to create a new shape with settings particularly suited to containing text. A single click creates an object that expands horizontally to fit the text you enter; a drag creates an

object of a specific width. Remember that the objects you create in this way are not fundamentally different from other shapes; they just start with certain settings in the Text inspector which make them convenient for containing text.

Click a connection line to add a new label to it. This label is just like the object created when you click an empty area of the canvas, except it is attached as a line label.

Text inside objects can be found by OS X's Spotlight search feature, in case you need to find your OmniGraffle diagrams that contain certain words.

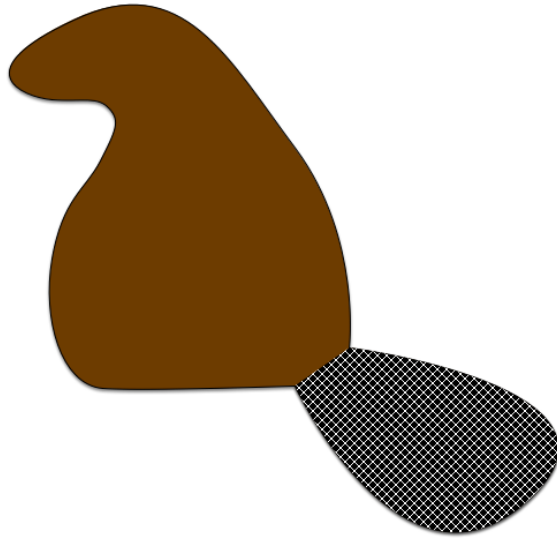
Drawing Shapes with the Pen Tool



Use this tool to create custom shapes, such as the duck shown earlier. We've included a lot of nice shapes in the Lines and Shapes inspector and on the stencils, but perhaps you would like to draw your own.

To start a new shape, click anywhere on the canvas. Each subsequent click adds a new point to the shape, until you double-click or press Return to make the final point. At any step along the way, instead of just clicking, **click and drag** to create a point with Bézier handles. While creating a shape, you can press Delete to remove the last point you added.

Bézier handles can define any shape, once you get the hang of them. Each point can have a handle facing the next point, and a handle facing the previous point. The line between two points is defined by the first point's forward-facing handle and the second point's backward-facing handle. With no handles at all, you get a perfectly straight line. With handles, the line between them is a curve that tries to compromise between the handles' length and direction. This is truly one of those things that makes a ton more sense once you try it for yourself, so please do.



Once you have created a shape, you can select it with the **Selection tool** and edit its points, adjust existing handles, add handles to points without them, or change the shape's attributes with the Object, Type, and Properties inspectors.

Expando-Collapso Technology

◀ OmniGraffle 6 includes advanced Expando-Collapso Technology. Okay, it's really just a button after the Pen tool, but you can use this to collapse the tool palette down to just a core set of tools, or click it—Expando!—to gain access to a bunch more tools. Collapso lets you save precious toolbar space for other buttons, and Expando gives you the whole enchilada.

You can move the divider in the Drawing Tools preferences to change which tools are available in the palette's collapsed state, or get rid of the Expando-Collapso button entirely.

Rapidly Creating Structure with the Diagram Tool

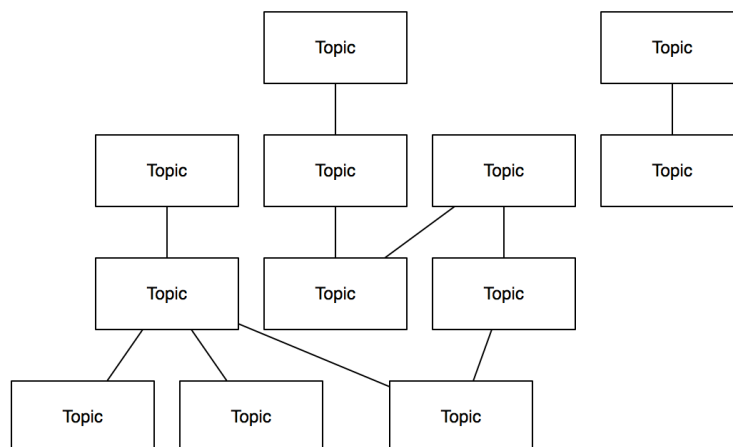


 The Diagram tool is for rapidly creating new objects on the Canvas.

This tool is especially fun if you have **Auto layout** turned on (**Canvas Inspectors > Diagram Layout**, and then make sure **Auto layout** is checked).

With nothing selected, click any empty spot on the Canvas to create a new generic shape there and select it. Once you have a shape selected, try some of these combinations:

- Click any empty spot on the canvas to create a new shape connected to the original one.
- Hold **Option** to create a sibling (connected to the same parent as the selected shape) instead.
- Hold **Shift** to add an aunt (essentially reversing the connection line of the new object).
- Hold ⌘ to create a completely disconnected shape.



If you already have an object on the Canvas, first select it with the **Selection Tool** so that you can use it as a starting point for creating more connected shapes, and then switch to the **Diagram Tool** by pressing and holding the **d** key.

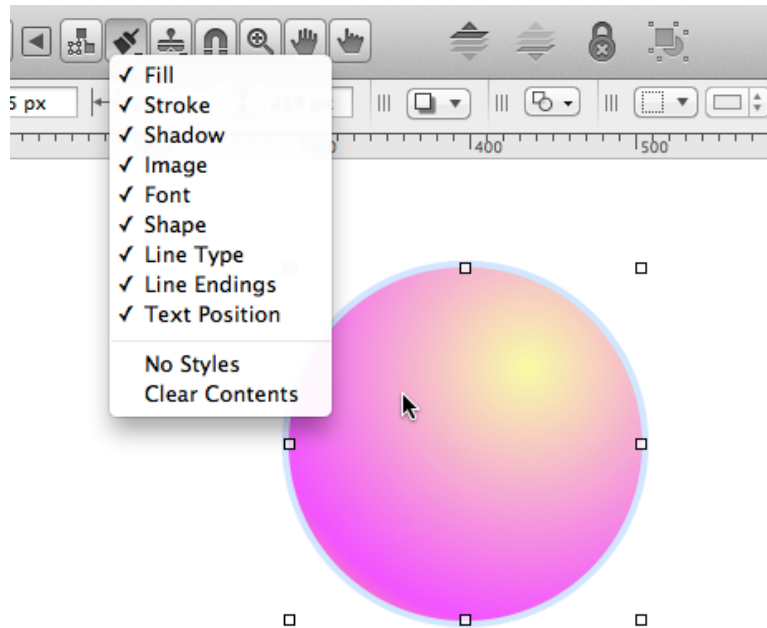
Once you get the hang of the modifier keys, you can create really complex diagrams with just a few clicks.

Replicating Styles with the Style Brush Tool



Use this tool to replicate styles. When you first open OmniGraffle, the Style Brush tool is empty, and its cursor has arrows showing that you can absorb a style. Select it and click any object on the canvas to absorb the object's style into the brush. Once the brush contains a style, you can click any object to replace the object's style with the style stored in the brush.

The tool's popup menu contains a list of styles that can be absorbed; select whichever ones you like, and the brush will only absorb or apply those styles. For example, if you only select Fill, you can apply a certain fill style to objects without affecting any of their other styles.

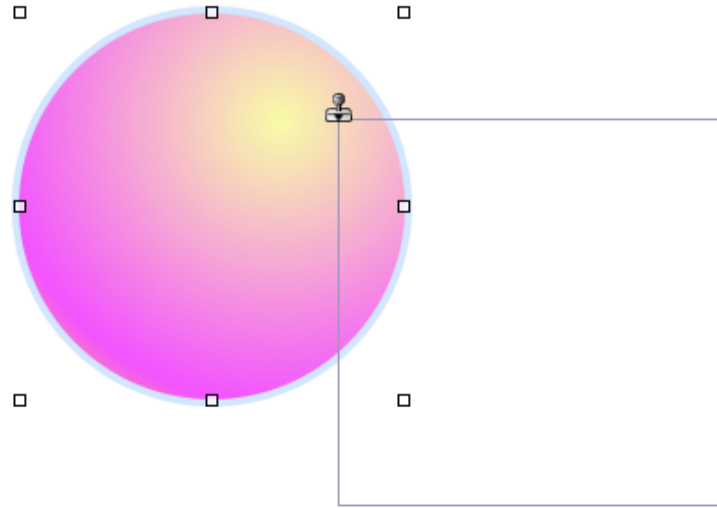


To reset the contents of the brush, select **Clear Contents** from the Brush tool's popup menu; you can then absorb a new style. You can also **Option-click** a different object to replace the brush's contents.

Duplicating Objects with the Rubber Stamp Tool




Use this tool to replicate objects. When you first open OmniGraffle, the Rubber Stamp tool is empty. Select it and click any object on the canvas to grab the object into the stamp. Once the stamp contains an object, each click on the canvas creates a new copy of the object.



If you hold the **Shift** key down, the Rubber Stamp tool will align the soon-to-be-pasted object along the centerline (either horizontally or vertically) of the original or previously pasted copy.

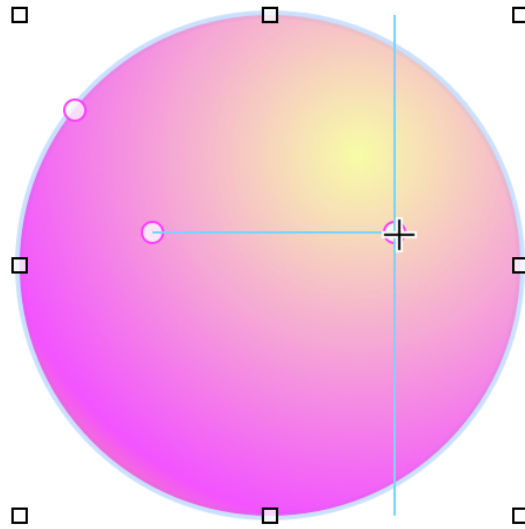
To reset the contents of the stamp, select **Clear Contents** from the tool's popup menu; you can then grab a new object. You can also **Option-click** a different object to replace the stamp's contents.

Adding and Adjusting Connections with the Magnet Tool

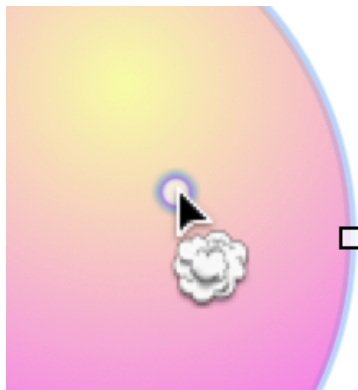
 Use this tool to add magnets to a shape or to edit a shape's existing magnets. To view the available magnets for the objects on your Canvas, choose **View > Magnets**.

Magnets are special spots on a shape that attract connection lines. If there are no magnets on a shape, all lines connect to the shape's center by default. If there is at least one magnet, each connected line is attracted to the nearest one. You can also connect lines directly to magnets, to make sure they stay connected to the same magnet regardless of how the shape is moved.


You can view the magnet presets in the **Connections inspector** (§-3). However, if you want to place magnets in very specific places on a shape, click the **Magnet Tool** and then click anywhere on the object.

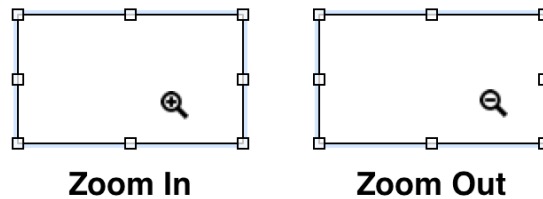


To change a magnet's position on the object, **click and drag** an existing magnet to another location. If an object has more than one magnet, Smart Guides will appear so you can align the magnets as well. To delete a magnet, **Shift-** or **Option-click** on a magnet.



Getting a Closer Look at the Canvas with the Zoom Tool

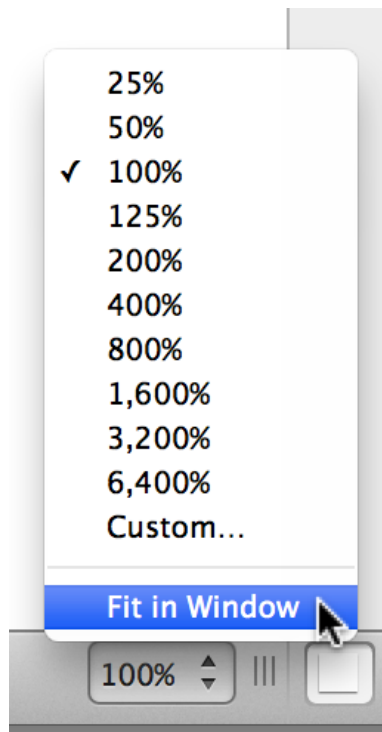
 Use the Zoom tool to get a closer (or more distant) look at the Canvas. Click anywhere on the canvas to center on that point and double the zoom percentage. **Option-click** to zoom back out.



Click and drag a box across the canvas to specify the rectangle you would like to zoom to; the shading shows the area that will be visible in the window when you let go. If you **Option-drag**, the rectangle is centered on the spot where you start dragging. While dragging, press and hold **Shift** to move the zoom selection area around instead of resizing it.


Shift-click the zoom tool in the tool palette to return to 100 percent zoom, or actual size.

You can always zoom to a specific percentage with the zoom menu in the lower-right of the canvas window.

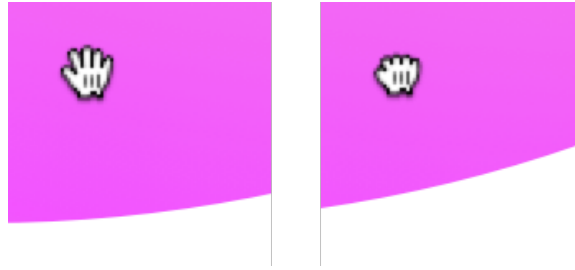


If your Mac has a Multi-Touch–capable trackpad, you can use it to change the zoom level using the pinch gesture. To enable Multi-Touch, go to **OmniGraffle > Preferences > General > Multi-Touch** and turn on **Enable Multi-Touch trackpad gestures**. Now you can pinch open to zoom in, or pinch close to zoom out. Multi-Touch zoom makes it much easier for you to zoom-in and -out on the objects on the Canvas.

Moving the Canvas Around with the Hand Tool


 Use this tool to drag your view of the canvas around, to see part of the canvas that is out of sight.


You'll mostly use the Hand tool when you're zoomed in on the canvas and want to move to a different location. For this, use the Hand tool's quick access key, the **Space Bar**, to switch the mouse pointer to a hand, and then **click and drag** to move the canvas around.



As you drag, you'll notice that the open hand changes to a clenched fist to indicate that you're grabbing onto the Canvas.

Activating Scripted Objects with the Action Browse Tool

 Use the Browse tool to work with interactive OmniGraffle documents.

The secret here is that you assign actions to objects using the **Action** properties inspector (-3), which is *only available in OmniGraffle Pro*. First create and select an object on the Canvas, then switch to the Action properties inspector. By default, an object **Does Nothing**, which means it just sits there on the canvas looking pretty. Other Actions you can bind to an object include:

- **Opens a URL** — lets you assign a URL to open; when clicked, the page opens in the user's default web browser.
- **Opens a File** — lets you assign a file to open; when clicked, the file opens in the default app based on that file type's preferences. You can also choose to open a synchronized file in an OmniPresence folder.
- **Runs a Script** — runs an AppleScript when the object is clicked.

- **Jumps Elsewhere** — lets you jump to another Canvas in the OmniGraffle project, highlight other objects, or zoom in or out on the canvas.
- **Shows or Hides Layers** — lets you show or hide specific layers in your project.

The Actions you assign to an object make it easy for you to create highly interactive presentations and even UI mockups for that killer iOS app you're designing.

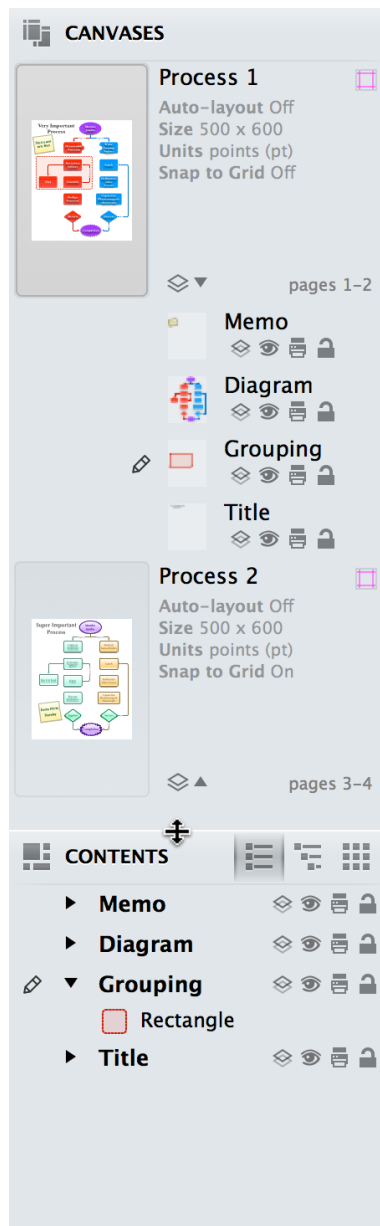
For more details, see *Making Objects Interactive with the Action Inspector*.

Note

While the Actions inspector is only available in OmniGraffle Pro, OmniGraffle Standard users can still use the Action Browse tool to interact with files created with OmniGraffle Pro.

The Sidebar

On the left side of OmniGraffle's window is the **Sidebar**. In earlier versions of OmniGraffle, there were actually two sidebars on the left: one for **Canvases** and another for **Contents**.



In OmniGraffle 6, however, these two sidebars were combined into one that's split in half with Canvases on top, and Contents below. This split-

level sidebar gives you more room to work with on the Canvas, while still giving you access to your project's canvases, layers, and the contents editors in one convenient place. Hover over the sidebar just above the **Contents** section and the pointer changes to a resize control; click and drag up or down to make one

Tip

Need more space? Just hit **Option-⌘-1** to hide the sidebar or to bring it back again.

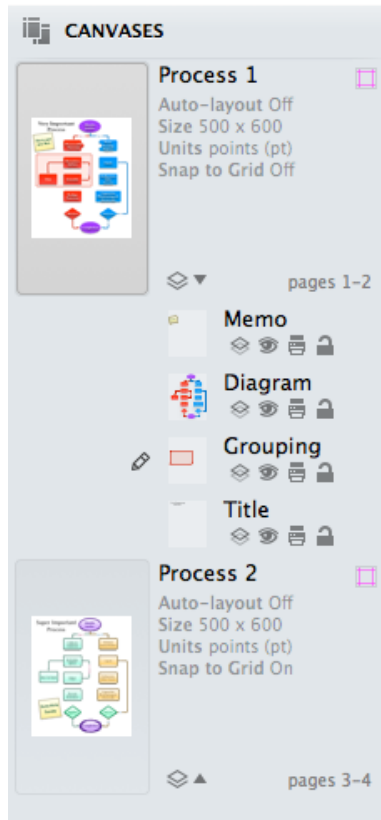
Canvases

The Canvases sidebar is open by default, and lists all of the Canvases available in your document. You have many options for hiding and showing the sidebar:

- Click the **Hide/Show Sidebar** button in the toolbar
- Choose **View > Hide/Show Sidebar** in the menu bar
- Use the **Option-⌘-1** keyboard shortcut

To work on a Canvas, select the canvas by either clicking its name or the preview icon in the sidebar. When you do, the preview icon takes on a light blue highlight, and any objects appear on the working canvas in the middle of OmniGraffle's window.

Each Canvas has a title, a disclosure triangle for showing its layers, and a preview image:



- To select a canvas, click its name or the preview image. The canvas appears in the document window, where you can add and edit objects.
- To rename a canvas, double-click its name in the sidebar.
- To create a new canvas, click the new canvas button at the bottom of the sidebar.
- To delete a canvas, select the preview image in the sidebar and then use one of the following options:
 - Press the **Delete** key
 - Choose **Edit > Canvases > Delete Canvas**

- **Control-click** on the preview icon and select **Delete Canvas** from the contextual menu
- Choose **Delete Canvas** from the **Action** menu at the bottom of the sidebar next to the Search field

Note

Any document needs at least one canvas, so you can't delete the last one.

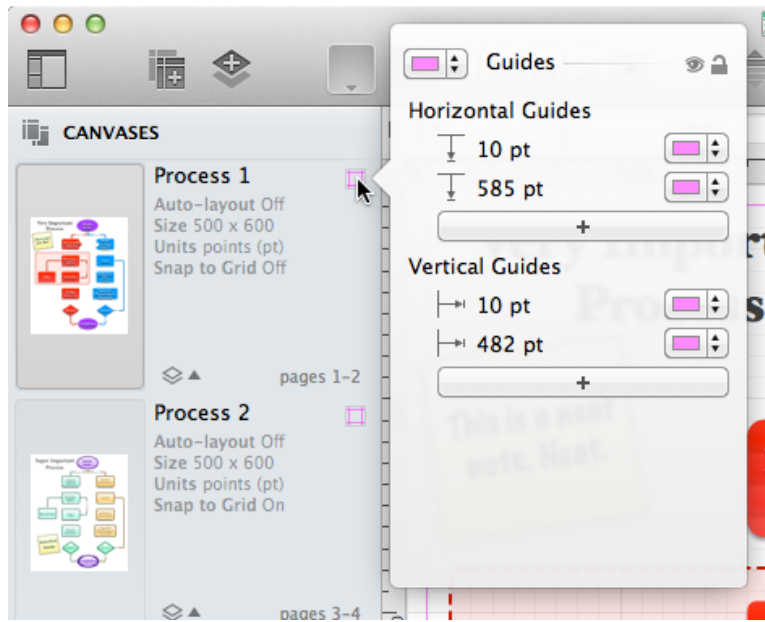
Canvases can be dragged around to rearrange their order, or to copy them between documents.

To change the style attributes of a canvas, first click its preview in the sidebar, and then use the **Canvas inspectors** (§§–4) to change its style and other attributes such as size, units, grid, and whether or not auto layout is turned on.

Creating and Positioning Guides on the Canvas

When you're working on the Canvas, one of the more common ways to align objects is to use guides. If you turn on the rulers (**View > Rulers**, or ⌘-R), you can click on either the horizontal or vertical ruler bar and drag out a guide onto the canvas. For more precise positioning, you can zoom in on the canvas for pixel-perfect positioning, which is handy when you're using OmniGraffle to prototype the user interface for an application, or even laying out the floorplan for your home or office.

If you click on the **Guides** icon (the pink square to the right of each canvas), you'll find OmniGraffle 6's new Guides pop-up. To add a new guide, just click +; new guides are spaced apart evenly, or you can enter a specific value to position the guide exactly where you need it.

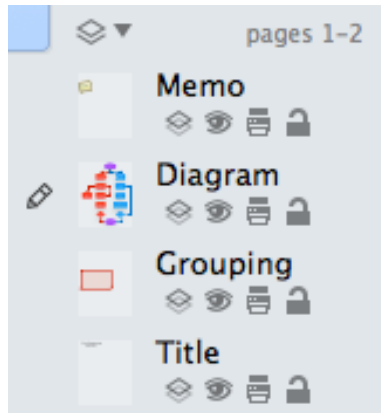


Using any of the color wells, you can choose a default color for your guides, or set their colors individually. This is particularly helpful when you have a background image with varying colors (such as a gradient) that might clash with an otherwise default guide color.

Using the icons in the upper-right corner of the Guides pop-up, you can also toggle the guides' visibility or lock them into position.

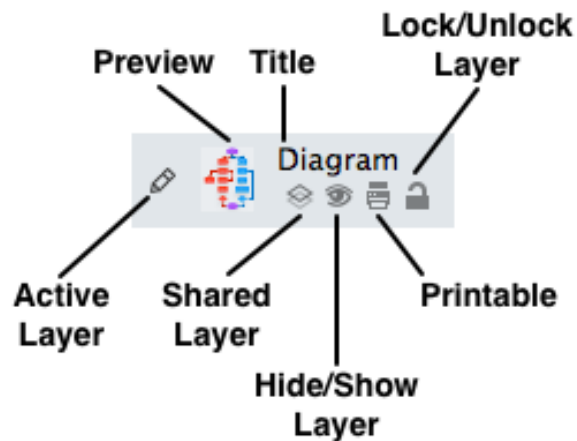
Working With Layers

Layers contain all of the fine details about your Canvases. Each Canvas starts out with one layer, but you can add as many new layers as you need to make it easy for you to keep track of certain objects or blocks of text.



By default, the layers are hidden beneath a disclosure triangle. To see all of the layers in your Canvas, click the disclosure triangle to flip it open; click it again to hide the layers.

Each layer in the list has a small **Preview icon** of its contents, a **Title**, and a row of four icons underneath the title.



The layer you are currently editing has a **Pencil icon** to its left. To edit a different layer, just click to the left of its preview and the pencil icon moves there.

To make a layer visible or invisible, click its **Eye icon**. To set whether a layer is printable, click the **Printer icon**. To lock or unlock a layer, click the **Lock icon**; locking a layer prevents its contents from being changed.

You can rearrange layers by dragging them up or down in the list. You can also drag a layer from one Canvas to another, or you can **Option-drag** a layer to copy it instead. If you drag a layer to a different OmniGraffle document, the layer is always copied.

To add a new layer:

- Click the **New Layer** button in the toolbar
- Choose **Edit > Layers > New Layer**
- Choose **New Layer** from the **Action Menu** at the bottom of the sidebar next to the Search field

To delete a layer:

- Select it and then press the **Delete** key
- Choose **Delete Layer** from the **Action Menu** at the bottom of the sidebar
- **Control-click** on a layer and select **Delete Layer** from the contextual menu
- Select the layer and choose **Edit > Delete**

And remember, if you delete a layer by accident, you can always hit **⌘-Z** to restore the layer.

Note

A canvas must have at least one layer, so you can never delete every single layer in a project.

Sharing Layers with Multiple Canvases (Pro)

You can share a layer between multiple canvases. That way, whenever you change the layer, it affects every canvas that uses that layer.

To share a layer between canvases, select the layer and then:

- Choose **Edit > Layer Settings > Shared Layer**
- Under the layer's title, click the **Shared Layer** icon

When a layer is shared, the title turns orange and an orange tint is added to the layer's preview image.



To create a new shared layer:

- Choose **New Shared Layer** from the **Action Menu** at the bottom of the canvases sidebar. 
- Choose **Edit > Layers > New Shared Layer**

After creating (or designating an existing layer as) a new shared layer:

- Add and edit objects on the layer normally.
- Any further changes you make to any copy of the layer are also applied to all other copies of it.

Objects on shared layers, the corresponding items in the list sidebar, and shared layer previews in the canvases sidebar all appear in the distinctive shared layer color, to remind you that you could be affecting many canvases if you edit them.

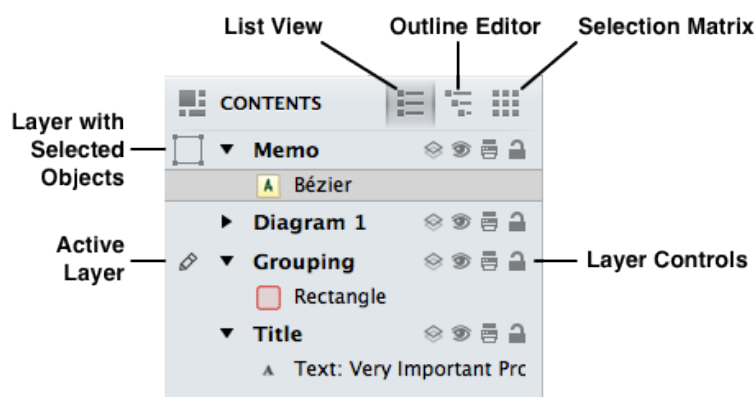
To delete a shared layer, select the shared layer and:

- Press the **Delete** key
- Choose **Edit > Delete** from the menu Bar
- **Control-click** on the shared layer and select **Delete Layer** in the contextual menu
- Select **Delete Layer** from the **Action Menu** at the bottom of the sidebar

There is also a **Delete [layer name] from All Canvases** option that, when chosen, removes that shared layer from every canvas in your project.

Contents

The Contents portion of the Sidebar offers three different ways to create, view, and edit the objects in your projects: List View, Outline Editor, and Selection Matrix.



To switch between the different sections of the Contents sidebar, you can either click on the buttons in the header row for the Contents sidebar, or:

- List View:

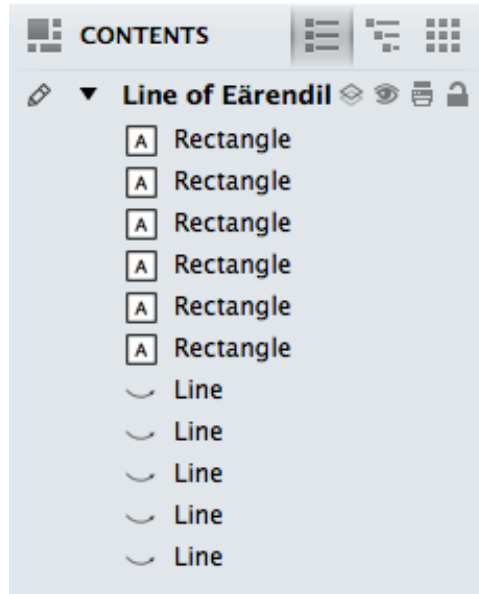
- Choose **View > Show Contents > List View**
- Use the **Option-⌘-2** keyboard shortcut
- Outline Editor:
 - Choose **View > Show Contents > Outline Editor**
 - Use the **Option-⌘-3** keyboard shortcut
- Selection Matrix:
 - Choose **View > Show Contents > Selection Matrix**
 - Use the **Option-⌘-4** keyboard shortcut

The layers in your project have like-named sections in the Contents section as well. This makes it easy for you to keep track of different elements of your project.

As you select an object in the Contents section, the Inspectors (see the Inspectors section) change accordingly. This is particularly helpful for when you are in the Selection Matrix and need to tweak the styles of similar objects (for example, changing the font size for all of your labels at once or adding a drop shadow to certain objects).

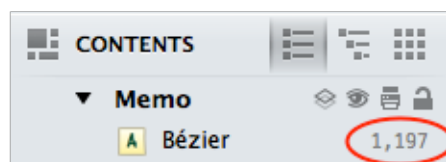
List View

List View shows you every object on every layer of the current canvas, in front to back order.



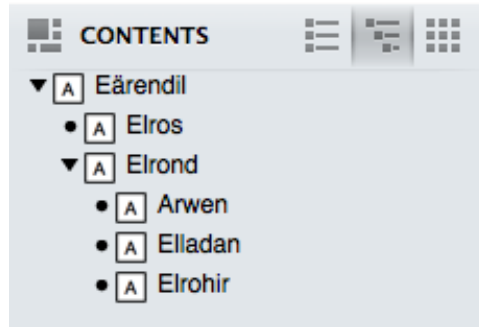
Within that list, you can drag objects into different ordering or from one layer to another.

In the General preferences, you can choose to display **Object ID Numbers** along with the items in List View, which can be useful for scripting.



The Outline Editor

The Outline Editor gives you a quick way to enter lots of data, and an alternate way to look at hierarchical diagrams. The outline shows any shapes you've created on the canvas, arranged hierarchically according to the lines that connect them. Likewise, as you enter text into the outline, shapes are automatically created and connected on the canvas with corresponding text.



To start working in the outline, just click an existing item, or double-click in an empty area to create a new item. While you work in the Outline Editor, the following keys can be used to create and arrange items:

- **Return** — creates a “peer” of the currently selected item. Peers appear on the same indentation level in the outline, and, if they are beyond the top level, have connections from the same parent object in the diagram.
- **Tab** — indents the currently selected item, making it a “child” of the item above it in the outline. A connection line is drawn in the diagram from the parent object to the child object.
- **Shift-Tab** — outdents the currently selected item, making it a peer of what used to be its parent.
- **Escape (esc)** — switches between selecting an item and editing the item’s text.

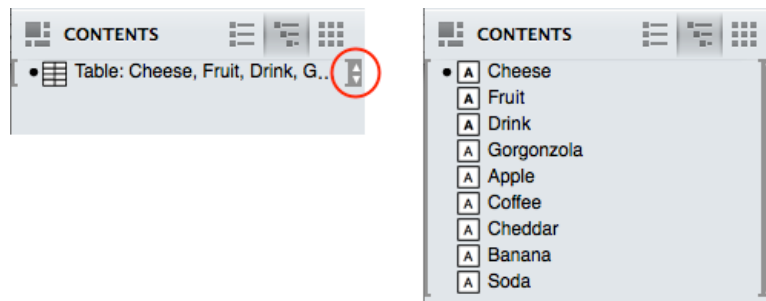
Note

Additional keyboard shortcuts for quickly building outlines can be found in **Help > Keyboard Shortcuts**.

An item can be dragged around the outline view by its handle, the dot or triangle to the left of each item. Dragging an item with children brings its children along for the ride. While you drag an item, a black line shows the

location and indentation level at which the item will be dropped when you let go of the mouse button.

A group, table, or subgraph on the canvas is shown as a single item in the outline, surrounded by brackets. Click the arrows on the right side of the item to see the objects inside and edit their text.

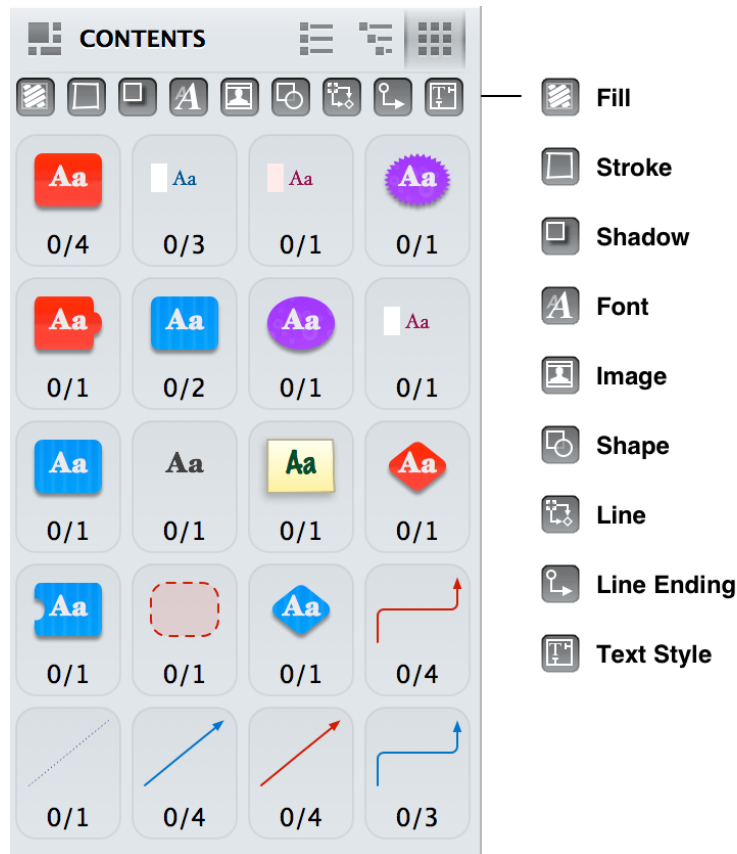


While the Outline Editor is handy for entering lots of information quickly, an outline can't always perfectly represent the relationships in a complicated diagram. Objects with more than one parent, lines connected to other lines, and circular ancestry ("I'm my own grandpa!") are all examples of the kinds of things a simple outline can't properly show. In these cases, the Outline Editor tries its best to be accurate. If your diagram is not strictly tree-like, you probably shouldn't rely too much on the Outline Editor if what you need is a quick representation of the objects' relationships.

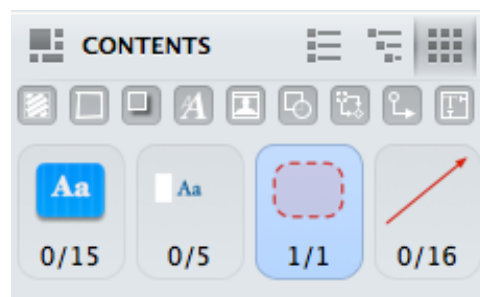
The Selection Matrix

The Selection Matrix provides an alternative organization scheme for the objects on the Canvas. Objects in the Selection Matrix are grouped together by kind based on their style properties.

Along the top of the Selection Matrix is a row of buttons that look oddly familiar. No, they're not the symbols you'd expect to see on a football coach's chalkboard during halftime, these relate to the styles you can set for the objects on the Canvas.



All of these are on by default, and this gives you the finest level of granularity when evaluating your objects. But as you turn one—or all—of them off, you'll notice that the previews in the Selection Matrix become more compact.

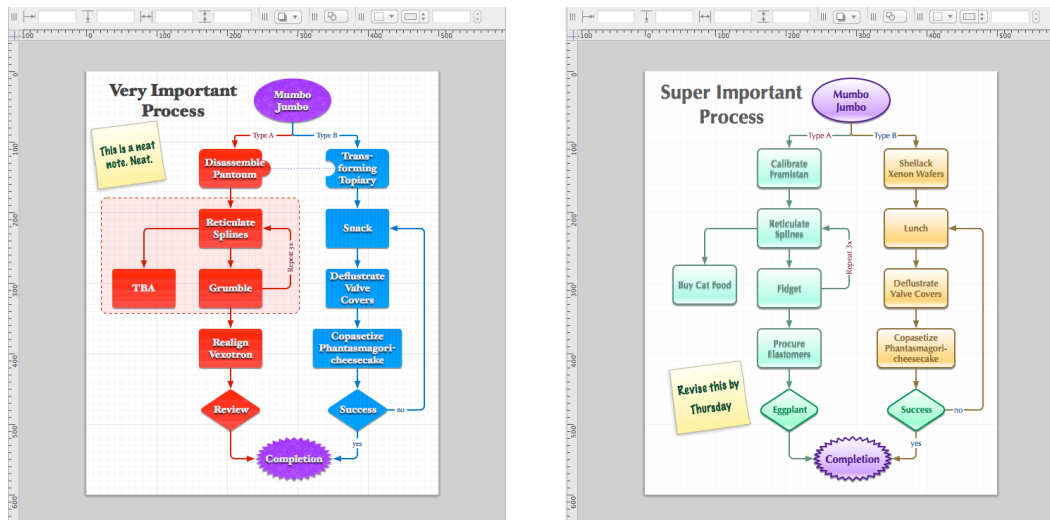


Click on a class of objects in the matrix to select them all for manipulation, or select them individually in the main view.

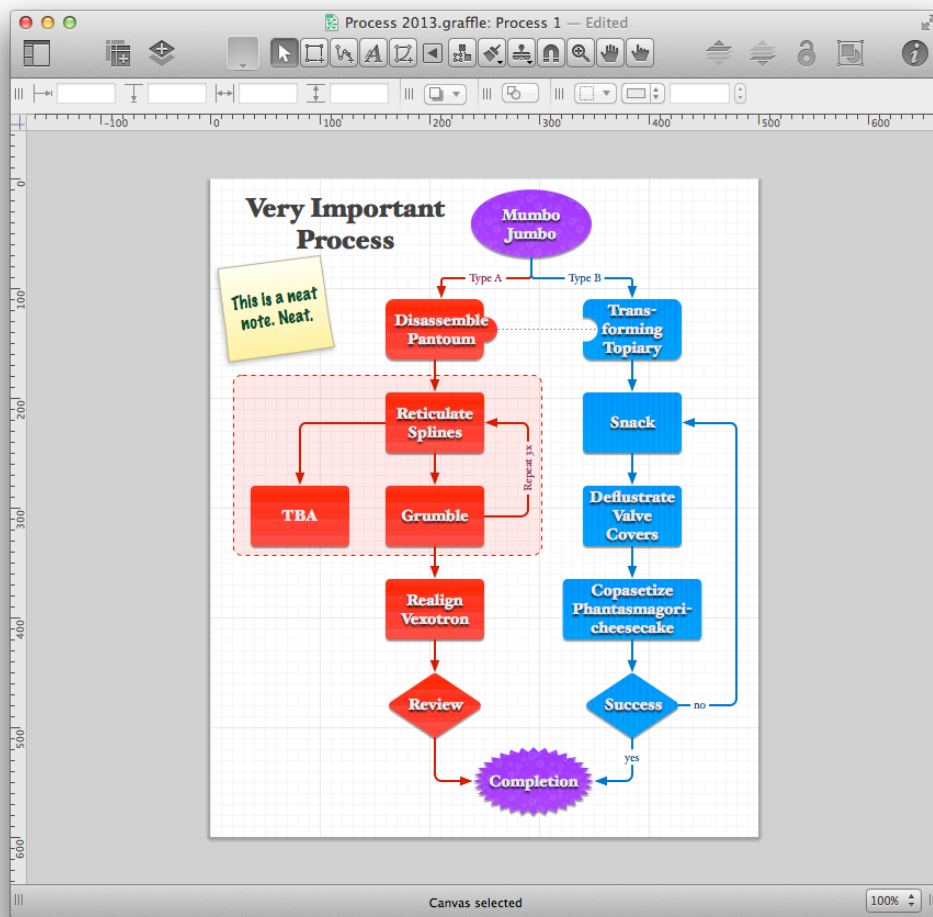
Using the Canvas

The Canvas is where you create, edit, and move objects around in your project. By default, every OmniGraffle document contains at least one canvas with one layer, and you can add as many Canvases as you'd like.

Canvases give you the flexibility to separate your work into distinct areas in the same document. Not sure if you like the style of the diagram you've been working on? Duplicate the canvas and apply a new set of styles so you can see which one you like best.



For those times when all you want is to work on the Canvas and not be distracted by the sidebars, remember that **Option-⌘-1** hides the Sidebar on the left, and **Shift-⌘-I** hides the Inspectors sidebar on the right.

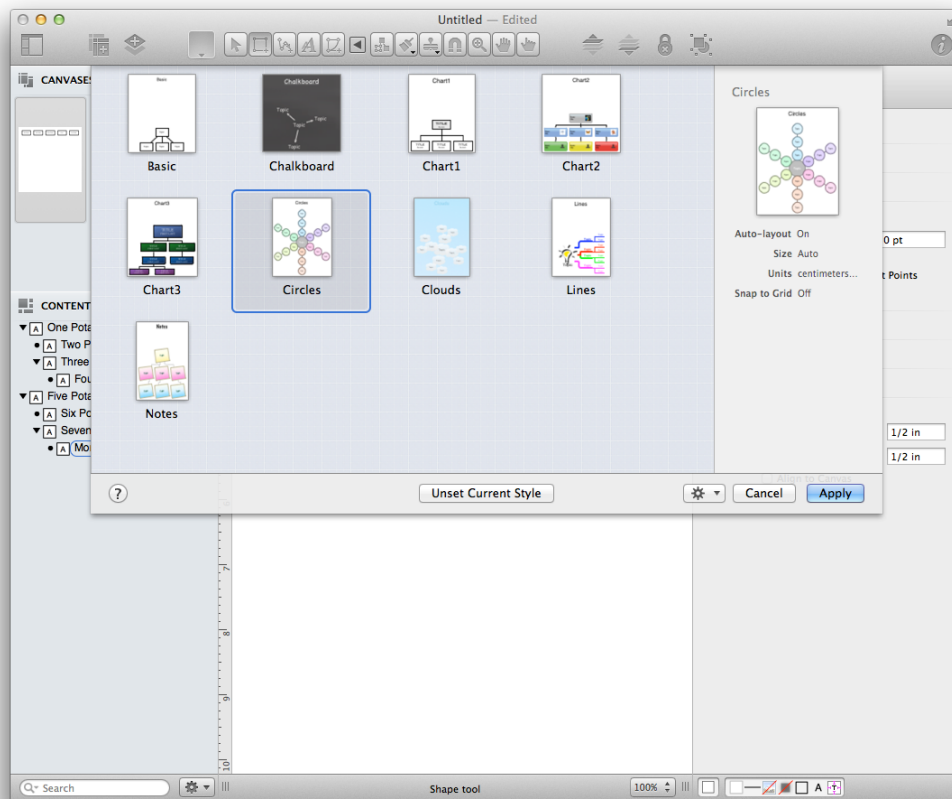


Using Diagram Styles

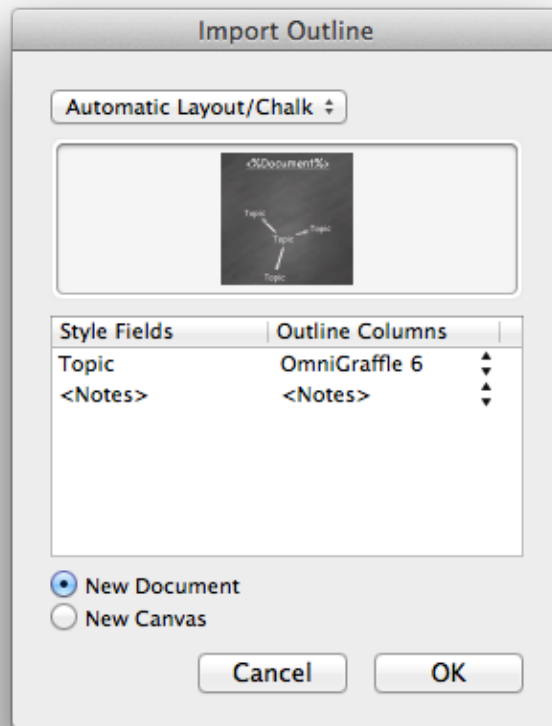
Diagram Styles are OmniGraffle documents that define an appearance which you can apply to an outline or a diagram. There are infinite ways to represent the same data; a diagram style helps you indicate just how you want the data to be represented.

Diagram styles come in handy when you're creating an outline with OmniGraffle's Outline Editor (**View > Show Contents > Outline Editor**, or **Option-⌘-3**). The Outline Editor is a great way to quickly enter information and set up relationships for the objects in a diagram. To

quickly style all of the elements, choose **Format > Choose Diagram Style** to select and apply a style set to your diagram.



You can also import an OmniOutliner file and automatically apply a Diagram Style in the Import Outline dialog. Use the pop-up menu at the top of the dialog to select which Diagram Style to apply, select either **New Document** to create a new document or **New Canvas** to add a new canvas to your current OmniGraffle document, and then click **OK**.



OmniGraffle applies the chosen Diagram Style to text imported from the OmniOutliner file and translates that text into visible objects on the canvas. When you apply a diagram style, the items of the outline are styled to match the diagram style's shapes, connection lines, and automatic layout settings. Items at each level of the outline become shape objects, matching objects at the same level of the diagram. If the outline has more levels than the diagram style, the deeper items use the styles of the deepest level of the diagram style.

Diagram Styles make it easy for you to get a visual representation of something that might otherwise just appear to be static text. For example, if you are a writer, this is a great way to map out the relationships of different characters or to visualize the story arc of that novel you've been working on. What's more, OmniGraffle comes packed with a variety of

Diagram Styles, so if you don't like one, you can always apply another by choosing **Format > Choose Diagram Style** and selecting a different style.

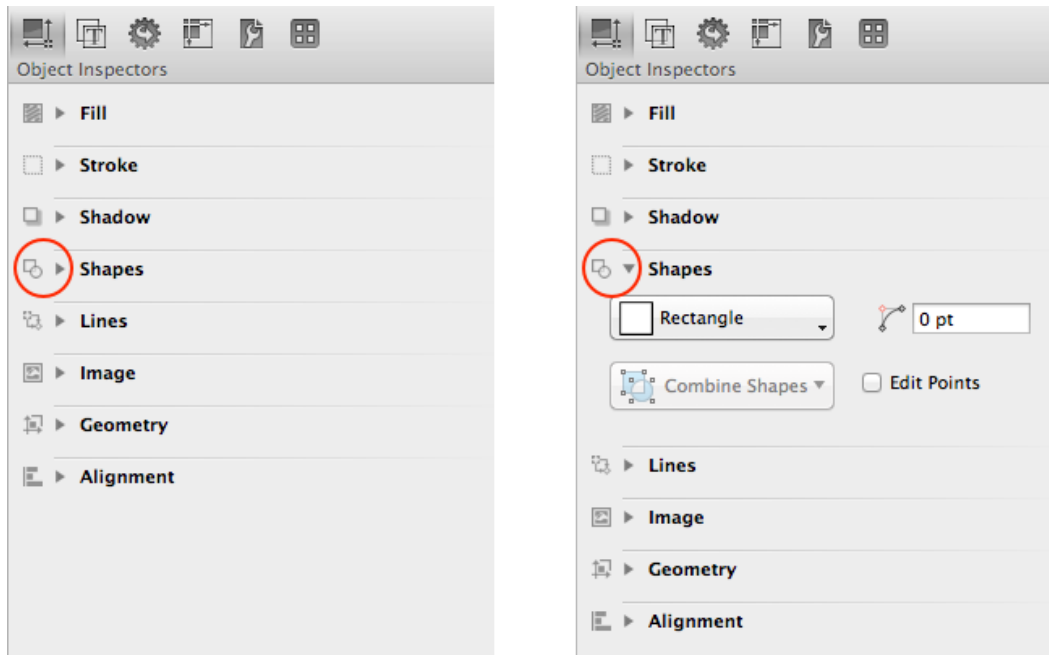
You can force manually styled objects to conform to the diagram style by selecting them and choosing **Format > Restyle Selected Objects**, or you can force all objects on the canvas to conform by choosing **Format > Reapply Diagram Style**.

The Inspectors—The Other Sidebar

Along the right side of the window, you'll find the **Inspectors** sidebar. You use the Inspectors to change the style attributes for the objects on the Canvas, or set the properties of the Canvas itself. If you don't see them, click the **Inspect** button in the toolbar, or choose **View > Show Inspectors** (**Shift-⌘-I**) from the menu bar.

The Inspectors sidebar contains five inspectors—Object, Type, Properties, Canvas, and Document—and the **Stencils Library**, which used to have its own floating palette in earlier versions of OmniGraffle. Inspectors are grouped by the type of content they govern. You can browse the various Inspector categories by clicking the icons along the top of the sidebar. Within each Inspector, you'll find multiple, collapsible inspectors for changing the properties of an object.

To open an Inspector, hover over the title with the mouse, and then click on the disclosure triangle to open and use the inspector. To open one particular inspector (for example the **Stroke** inspector) any other open inspectors, **Shift-Option-click** on the disclosure triangle. To open or close all of the inspectors, **Shift-⌘-click** on one of the disclosure triangles.



Using the Inspectors

If you find that you're using a particular Inspector section quite a bit, you can lock it in the open position. Just double-click the Inspector's button instead of single-clicking it; the button gets a green lock icon. As you show and hide other sections in the same inspector window, the locked section remains visible. When you're done, just double-click the button again and the lock icon goes away. The lock also goes away when you switch to another Inspector; for example, from a locked Object inspector to the Type inspector.

In all of the inspectors, you can click in a text field that contains a number, and then press the up or down arrow keys to increment or decrement the number. Also, once you click a circular rotation control, you can keep the mouse button held down while moving the pointer away from the control to gain more rotational precision.

Any color well can have its color dragged to an object on the canvas or to another color well. When you drag to an object, you can drop the color on the object's stroke, fill, or text.

In places where you can enter measurements, such as in the Geometry inspector, values are shown in the current ruler units, or, if there is no unit scale, in the canvas units. You can, however, enter values in any units that are available in the ruler, such as miles or kilometers. As soon as you finish entering the value, OmniGraffle converts it to the correct units automatically.

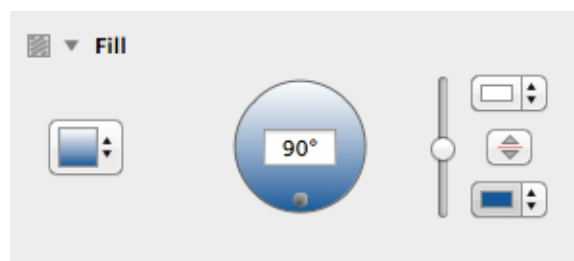
You can also perform simple arithmetic and mix units. Add (+), subtract (−), multiply (*), or divide (/) numbers right in the input fields.

Object Inspectors

Use the **Object inspectors** to view and change details about the objects on the Canvas.

Coloring Shapes with the Fill Inspector

Use the Fill inspector to choose a color or gradient to fill the inside of the selected shapes.



- Use the pop-up menu on the left side of the inspector to choose from the nine kinds of fill: Solid, Linear Blend, Radial Blend, Double Linear Blend, Double Radial Blend, Stipple, Marker, and Squiggle. No

Fill is also available as an option for objects where transparency is desired.

- The blend rotation control becomes active when you choose a linear blend; enter a number of degrees in the field or drag the circular control to set the angle of the gradient. The blend position control becomes active when you choose a radial gradient; drag its crosshair to move the gradient's center.
- Click the color well to choose the color of the fill.
- If you have chosen a two-color blend, you can click the swap button to exchange the two colors.
- If you choose a blend, two or three color wells become available. Click them to choose the colors to blend together.
- Drag the bias slider on the far right to shift a blend toward one side or the other.

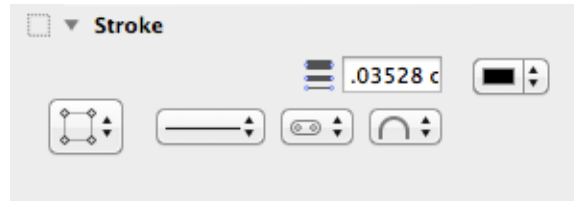
You can also edit the fill color of a canvas itself using the Canvas Fill inspector.

OmniGraffle Pro

OmniGraffle Pro offers an extra section in the Color panel for creating pattern fills.

The Stroke Inspector

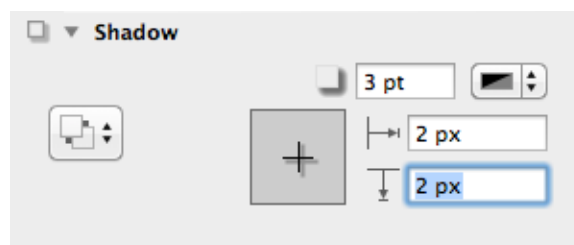
Use the Stroke inspector to change the appearance of the selected connection lines or of the line drawn around the edge of the selected shapes.



- Use the dropdown menu to choose a single stroke, double stroke, freehand stroke, or no stroke at all.
- Click the color well to choose a color for the stroke.
- Enter a number in the Thickness field or use the keyboard arrows to choose how thick the stroke should be.
- The first of the three pop-up menus determines the stroke pattern (solid, dashed, dotted, et cetera). The center pop-up menu determines how the stroke appears at its ends: The Butt option ends the line by cutting across its endpoint at an angle perpendicular to the line itself, while the Round and Square options let the line extend past its endpoint based on the stroke width. The third pop-up menu determines how the stroke appears at its corners: Miter creates a sharp corner, Round creates a soft corner, and Bevel creates a cut-off corner.

Making Objects Cast Shadows with the Shadow Inspector

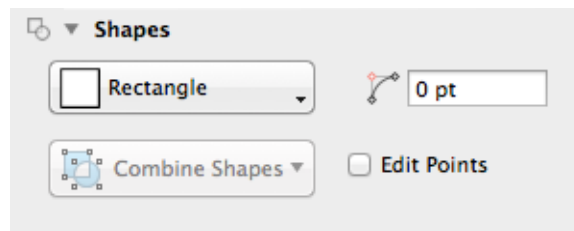
Use the Shadow inspector to drop a shadow behind the selected objects.



- Click the leftmost button to choose whether the selected object has a shadow, and if the shadow appears in front of objects or behind objects on the same layer. If you choose to let shadows appear in front of objects on the same layer, the ordering of objects matters; you can reorder objects with the Bring and Send commands in the Arrange menu.
- Enter a number in the blur field or use the keyboard arrows to choose how precise or blurry the shadow should be.
- Drag the crosshair in the offset control or enter numbers in the offset fields to set how far away from the object the shadow should fall.
- Click the color well in the upper-right to choose a color for the shadow; partially transparent black tends to work best.

The Shapes Inspector

If you have a shape object selected, use this inspector to transform it in various ways.

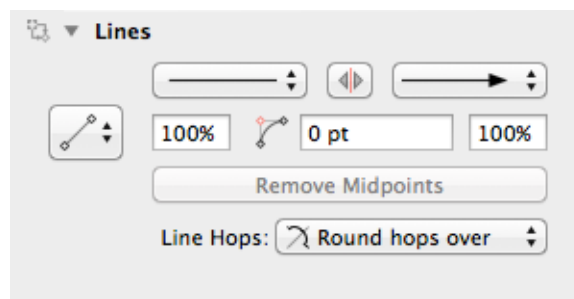


- To change the shape to another, the upper right button provides a grid containing available shapes. It includes all of OmniGraffle's built-in shapes plus all of the current canvas's custom shapes (ones created with the pen tool or shape combinations).
- Use the Corner Radius field to set how round the corners of the shape should be; enter 0 for perfectly pointy corners.

- **(Pro)** With multiple shapes selected, use the Combine Shapes button as an alternative tool for crafting custom shapes. Available actions include Unite Shapes, Intersect Shapes, Subtract Shapes, and Uncombine Shapes. OmniGraffle will do its best to preserve all data associated with the combined objects, but some (text in particular) may be lost when the Uncombine Shapes action is used.
- **(Pro)** Check the Edit Points checkbox to convert the shape to a custom object with editable Bézier points.

The Lines Inspector

Use this inspector to configure the properties of a selected line.

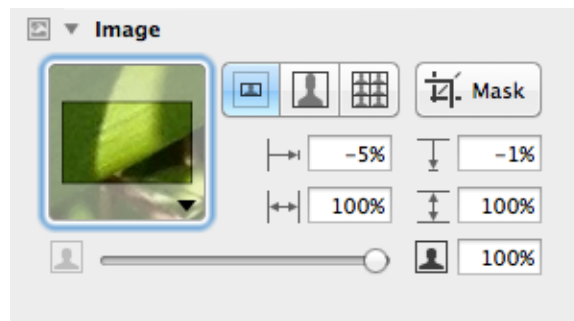


- The three pop-up menus determine the style of the tail, middle, and head of the line. Use the tail and head menus to set the line endings. Use the middle menu to set how the line travels from its source to its destination: Straight for a line that takes the shortest possible path between points, Curved for a line that turns smoothly to pass through each point, Orthogonal for a line that always travels horizontally or vertically, or Bézier for a line with control points you can adjust with the selection tool.
- Use the fields below the tail and head menus to change the line ending sizes. Click the reverse button to swap the line's source and destination points.

- Click **Remove Midpoints** to get rid of all points between the source and destination points.
- The **Line Hops** menu determines what the line should do when it crosses other lines; choose one of the hop types to make the line jump over or under other lines, or choose Ignore this line to prevent other lines from hopping over or under it. The hops depend on the ordering of the lines involved; you can reorder objects with the Bring and Send commands in the Arrange menu.

Placing Graphics Inside a Shape with the Image Inspector

You can use this inspector to position an image inside a shape. (Note that instead of creating an object and then adding an image, you could also simply drag an image file from another application straight onto the canvas.)



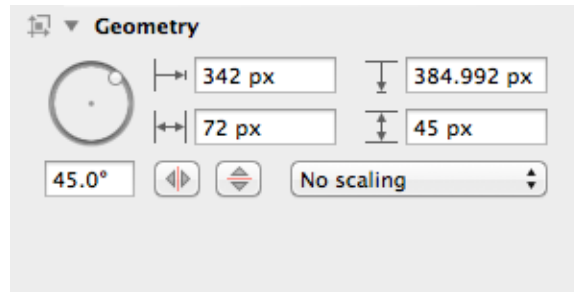
- Use the Image pop-up menu to set an image in the selected shape. Once an image is set, a Remove Image command appears in the menu.
- When you browse for an image file, you have the option of creating an alias (or “link”) to the image instead of adding the image to the OmniGraffle file itself. If you do this, the OmniGraffle document depends on the original image file; the alias will not work if you

delete the image file or open the document on a different computer. If an object's image comes from an alias, some extra commands become available in the Image pop-up menu: you can Open the original image file, Reveal the original file in the Finder, or stop using the alias and Embed a copy of the image in the OmniGraffle document.

- Another way to set an image is just to drag an image file from another application and drop it on the image well, or on the shape object itself.
- The first button displays the image at its natural aspect ratio, with a zoom level and position as set with the controls below. The second button makes the image stretch to fit inside the object. The third button makes the image tile indefinitely across the object.
- The positioning offsets are enabled if you are displaying the image at its natural aspect ratio, as set by the first of the three buttons above. You can type a positive or negative percentage, or just drag the image around in the image well to indicate the area you want.
- The zoom controls are available unless you are stretching the image to fit the shape. You can enter a zoom percentage, or just drag the slider, to make the image larger or smaller.
- You can make the image transparent and let the object's fill show through by decreasing the value of the opacity field, or by dragging the opacity slider.

Changing Object Position and Size with the Geometry Inspector

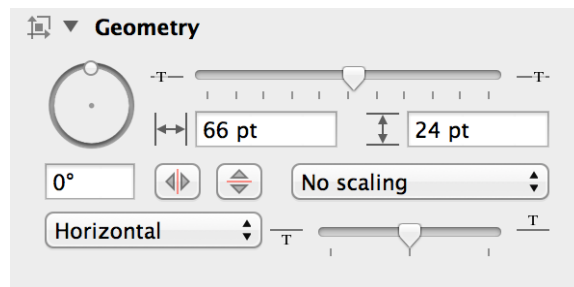
This inspector deals with an object's position and orientation.



- To rotate the object, enter a degree value in the rotation field, or drag the circular control.
- The top two fields contain the X and Y (horizontal and vertical) coordinates for the selected objects; the value represents the distance between the canvas's origin and the upper-left corner of the object (which might not be obvious if the object is rotated or flipped). If you have multiple objects selected, two hyphens (- -) appear in the fields that have different values. Enter a new X or Y value to move an object on the canvas.
- The next two fields contain the Width and Height values for the selected objects. If you have multiple objects selected, two hyphens (- -) appear in the fields that have different values. Enter a new width or height value to resize an object on the canvas.
- Click the flip buttons to reverse the object horizontally or vertically.
- Next to the flip buttons is a pop-up menu with the following options:
 - **No scaling** — by default, the objects you draw on the canvas are not scaled to any size or proportion.
 - **Maintain Aspect Ratio** — the objects you draw or resize are scaled proportionally. In addition, there are three additional aspect-related options:

- **Scale Stroke** — scales the object's stroke proportionally.
- **Scale Font** — scales any text inside the object proportionally.
- **Scale Stroke and Font** — scales the objects stroke and text proportionally.

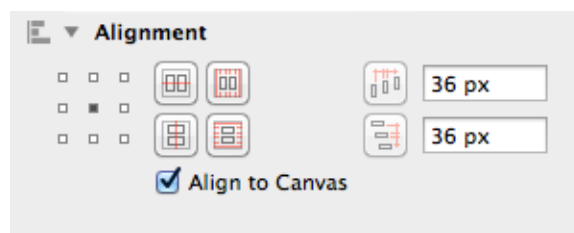
If you have selected a line label, two additional controls become active:



Use the pop-up menu to set how the label's text appears in relation to the line. Options include: Horizontal, Vertical, Parallel, Perpendicular, Independent, and Follows Path. Use the slider next to the pop-up menu to change the label's position in relation to the line.

Positioning Objects Neatly with the Alignment Inspector

Use this inspector to line up and space out objects uniformly.



- The matrix of nine buttons on the left changes how the alignment buttons work. It represents all of the combinations between vertically aligning to the top, middle, or bottom, and horizontally

aligning to the left, center, or right. If you want, for example, to align objects by their upper-right corners, click the upper-right button in the matrix.

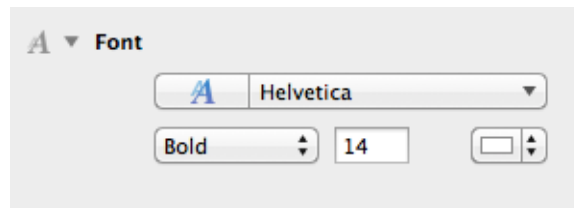
- Next to the button matrix are the align buttons. Their icons change to reflect the state of the button matrix. Click the horizontal-align button to line up the selected objects horizontally. Click the vertical-align button to line up the selected objects vertically. The first object you selected stays where it is, and the other selected objects move to align with it. These buttons are only useful when you have at least two objects selected.
- Next to the align buttons are two spread buttons. Click the horizontal spread button to distribute the selected objects evenly between the leftmost and rightmost objects. Click the vertical spread button to distribute the selected objects evenly between the top and bottom objects. These buttons are only useful when you have at least three objects selected.
- To the right are two fields and their associated spacing buttons. Enter a value in the top field and click the horizontal spacing button to put the specified amount of horizontal space between the selected objects. Enter a value in the bottom field and click the vertical spacing button to put the specified amount of vertical space between the selected objects. These buttons are only useful if you have at least two objects selected.
- If **Align to canvas** is selected, the align and spread buttons consider the canvas edges as “objects” when arranging the selected objects. This makes it so that you can align objects to a canvas edge, or space objects evenly between the canvas edges.

Type Inspectors

Manage the typography of selected objects.

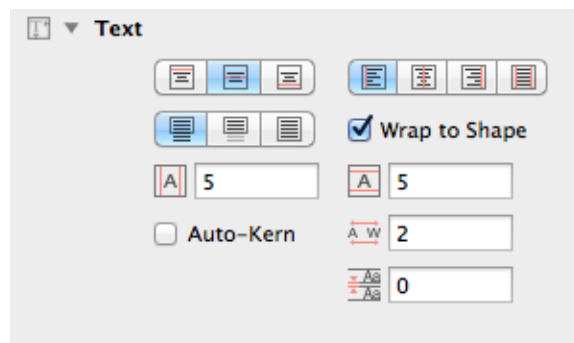
The Font Inspector

Use this inspector to modify the font properties of the selected objects, including style, size, and color.



Positioning and Styling Text with the Text Inspector

Use this inspector to control the positioning and appearance of the selected shape's text.



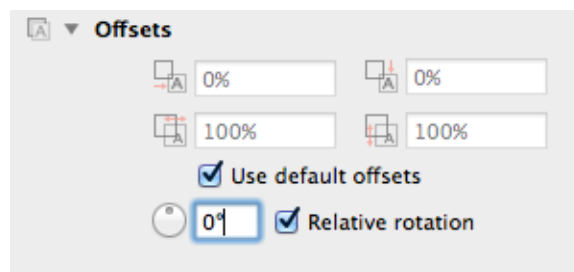
- With the horizontal alignment buttons, you can align left, center, align right, or justify the text.
- Click the color well to choose a font color.
- There are three buttons for controlling what happens when the shape contains more text than can be contained within its bounds.

You can choose to let the text overflow outside of the shape, to clip off the text that doesn't fit inside the shape, or to resize the shape to make the text fit. If you choose resize, the object will only be manually resizable in the horizontal direction; it will resize vertically according to its text. Select the Wrap to shape checkbox to limit the text's width to the limits set by the Text Offset settings below.

- There are three buttons for setting the vertical alignment of the text; choose to align to the top, middle, or bottom of the shape.
- On the right side are controls for setting the Kerning (automatic character spacing for ideal balance), Tracking (manual character spacing), Leading (distance between lines), and Margins (distance between text and the edges of the text area). These controls become enabled or disabled depending on other controls in the inspector, or the amount of text in the object.

The Offsets Inspector (Pro)

This inspector contains the Text Offset and Text Rotation controls.



By default, the **Use default offsets** option is turned on. If you uncheck this option, you can adjust the text's position using the four input fields above; these are:

Text Offset from Left

This adjusts the text's position from the left edge of the object.

Text Offset from Top

This adjusts the text's position from the top edge of the object.

Width:

This adjusts the text box's width.

Height

This adjusts the text box's height.

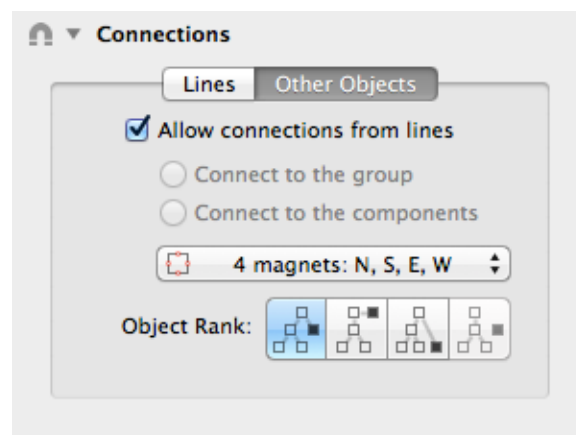
Use the text's rotation value to determine how the text appears when you rotate the object. By default, **Relative rotation** is turned on, which means that the text within an object will maintain its relative position when an object is rotated. Turn this off to set the text's rotation independent of its bounding object. You can either enter a rotation value in the field or drag the circular control to rotate the text.

Properties Inspectors (Pro)

Use the **Properties inspectors** to manage the advanced properties of selected objects.

Changing the Way Objects Connect with the Connections Inspector (Pro)

Use this inspector to control how objects connect to one another.



- Turn off **Allow connections from lines** to make it impossible for connection lines to use the selected objects as sources or destinations.
- If you have a group or a table selected, you can choose whether connection lines should be allowed to connect to objects in the group or only to the group as a whole.
- The pop-up menu contains a bunch of magnet presets you can choose for the selected shape object. Magnets are points on a shape object that attract connection lines. You can choose to have no magnets, magnets placed according to cardinal directions (North, South, East, and West), magnets on each vertex (corner), or a certain number of magnets on each side of the shape.

Note

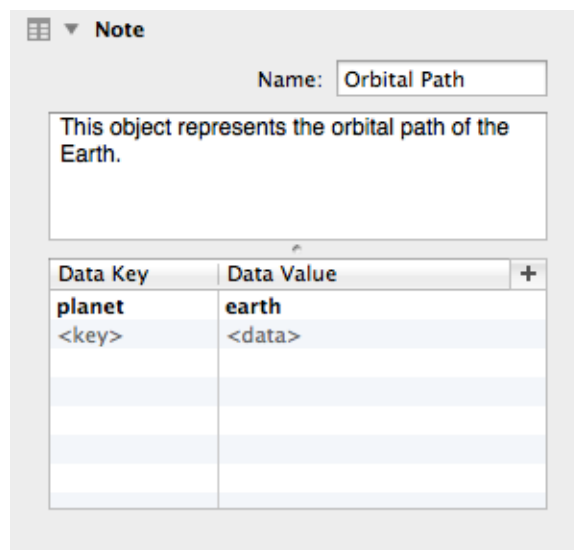
The Magnet options can be found in the **Edit** menu in the standard edition of OmniGraffle 6.

- If you select some number of magnets per side, then hold Shift while opening the pop-up menu and selecting another number, the two numbers are added together; you can get up to 10 magnets per side in this way.
- Of course, you can always use the Magnet tool to customize a shape's magnet arrangement.
- If you have a line selected, the Lines checkboxes become available. Deselect the Allow connections to other objects checkbox to make it impossible for the line to have an object as its source or destination. Deselect the Allow shapes to become labels checkbox to make it impossible to drag a shape onto the line and make it a line label; existing labels stay attached.

- Use the **Object Rank** buttons to assign a hierarchical rank to the selected objects. Default lets OmniGraffle decide the rank based on connections, Minimum puts the objects at the top of the hierarchy, Maximum puts the objects at the bottom of the hierarchy, and Same makes sure that the objects end up on the same level. These assignments don't change the directions of connection lines, so you can always select all of your objects and choose Default to return them to normal.

Adding Data to Objects with the Note Inspector (Pro)

The Note inspector contains a field for entering text to associate with the selected object, and a table of custom data.



Data Key	Data Value	
planet	earth	+
<key>	<data>	

The note can be formatted as Rich Text, which means you can use all of the different font styles and colors that you can use elsewhere in OmniGraffle. When you put the pointer over an object with a note, the note's text appears in a help tag floating over the object.


You can use the custom data table to keep your own information about the object. Custom data is stored as key/value pairs: the Key is like a label for

what type of information you are storing, and the Value is the information itself.

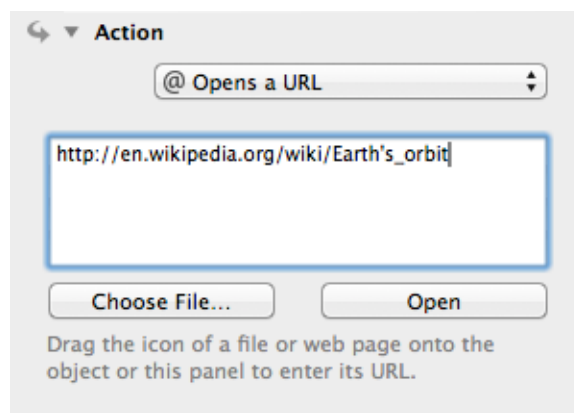
For example, imagine you have a diagram of a computer network, and you want to assign a model number to each component. Click the placeholder row or the plus button to create a new key/value pair. In the Key column, you would type Part Number, and in the Value field, you would type, say, A1181. This data doesn't have any effect on the way OmniGraffle works; it's just a way for you to store arbitrary data about objects in your diagram. To delete a row of data, click the 'x' button on the right side of the row.

Notes can be found by OS X's Spotlight search feature, in case you need to find your OmniGraffle diagrams that contain certain words.

Making Objects Interactive with the Action Inspector (Pro)

The **Action inspector** determines what should happen when someone clicks the selected object with the Action Browse Tool  in the toolbar.

The default action is Does Nothing. You can click the object all you want, and nothing happens.



If you choose **Opens a URL** or **Opens a File**, you get a text field in which you can enter a URL or file path, along with two buttons: **Choose File** and **Open**. Click **Choose File** to browse your Mac's hard drive for a file. Note

that file paths are relative: they start from the folder containing the document you're working on, not from the root of your hard drive. Click **Open** button to try opening the file or URL that you've specified. When the object is clicked, the file or URL is opened in the appropriate app.

If you choose **Runs a Script**, you get a text field for entering an AppleScript. The script that you enter is run such that `self` refers to the clicked object. Click **Check Syntax** to make sure that the AppleScript is correct, and then click **Run Script** to try it out. In Presentation Mode (**Option-⌘-P**), the script runs when an actionable object is clicked.

If you choose **Jumps Elsewhere**, you get another pop-up menu for choosing where in the current document to jump. You can jump to a specific canvas, the next or previous canvas, or a specific point or object on any canvas. Some of these options offer a tiny canvas preview, in which you can click or drag to indicate which object to highlight, which point to center on, or where to zoom.

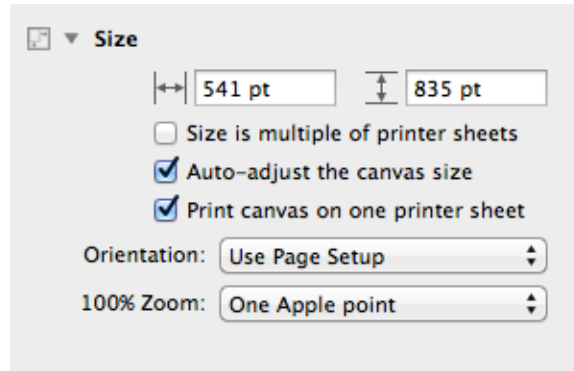
If you choose **Shows or Hides Layers**, you can indicate whether to show, hide, or toggle the visibility of any layer of the current canvas.

Canvas Inspectors

Manage the appearance and properties of the current or selected canvases.

Changing the Canvas Size and Scale with the Canvas Size Inspector

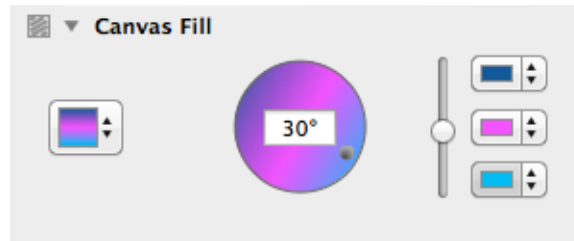
Use this inspector to change the size of the canvas, how the canvas fits onto printed pages, or what kind of measurement units to use.



- The Canvas Size fields control the width and height of the canvas. You can use any of the units available in the Ruler, or enter a number of pages.
- Select Size is multiple of printer sheets to make the edges of the canvas snap to the edges of pages. This prevents the canvas from ending in the middle of a page.
- If you select Auto-adjust the canvas size, the canvas will grow or shrink to fit the objects you create.
- When you print, if Print canvas on one printer sheet is selected, the canvas gets scaled up or down to fit a single piece of paper regardless of its size on the screen.
- The Orientation of pages can be portrait (vertical), landscape (horizontal), or can be taken from the settings in Page Setup.
- **(Pro)** Set the desired representation of one “point” as displayed on screen at 100% zoom to best fit your printing needs or screen pixel density (one Apple point is the default).

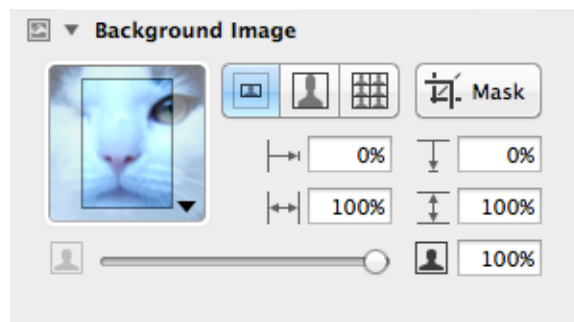
The Canvas Fill Inspector

Select a canvas by clicking its preview in the sidebar to edit its background fill properties. As with the Object Fill inspector you can choose from nine fill styles and edit various parameters of each.



The Background Image Inspector

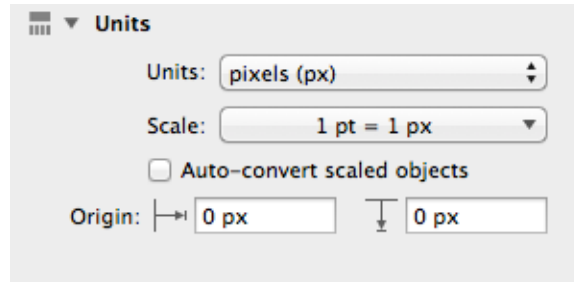
You can also add an image to a canvas. Just click the canvas in the sidebar and then use the Background Image inspector to place an image similarly to the Object Image inspector.



Use the controls to the left of the Mask button to Manually Size, Stretch, or Tile the image you've placed. Use the grid of four fields to position the image from left, from top, sized horizontally, or sized vertically. Use the slider at the bottom of the inspector to change the image's opacity.

The Units Inspector

Use the **Units inspector** to determine the unit of measure to use for the canvas and its rulers, as well as to set the scale and origin points.



Units

The **Units** pop-up menu is where you set the type of measurement units you'd like to use for the current canvas. All of OmniGraffle's supported units are listed, with their standard abbreviations.

The actual size of your diagram does not change when you change the units; it is merely measured differently. The ruler and the inspectors display measurements in whichever unit you select here.

Units marked with an asterisk (*) can be used as canvas units. This means that when you set up a **Unit Scale** (see the next section), only these units can be used on the left-side “actual size” part of the equation. Any kind of units can be used on the right-side “theoretical size” part of the scale equation.

Unit Scale

The **Unit Scale** pop-up menu can be used to interpret simple expressions of scale. By default, the scale is based on the item you choose in the **Units** pop-up. For example, if you set **Units** to **feet (ft)**, the **Scale** pop-up reads **12 in = 1 ft**.

If you choose **Custom** from the **Scale** pop-up, you can change the scale to suit the project you're currently working on. For example, if you enter **1 cm = 1 m**, 1 cm on the ruler now becomes 1 meter, objects on the canvas that were 2 cm wide are now 2 meters wide, and so on. The Units setting changes to match the second value in the equation.

You can also enter a ratio. For example, if you set a Custom Scale to 1:12, the ruler units stay the same, but objects on the canvas now claim to be 12 times larger than they were before you changed the scale.

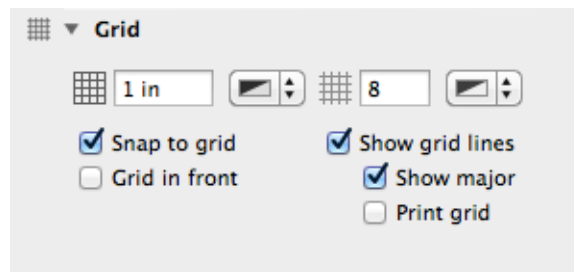
If you already have a scale set up and you convert directly to a different one, the objects change their actual size on the canvas to fit the new scale. For example, imagine you are working in 1 cm = 1 m, and then you convert the scale to 2 cm = 1 m. The marks on the ruler become twice as far apart as they were, and the objects on the canvas, staying true to the ruler, grow twice as large on the screen. You can get a new scale without resizing the objects by choosing from the Reset Scale To: section of the Unit scale pop-up menu.

Canvas Origin Points

By default, the very upper-left corner of a canvas is its origin (that is, the point where the rulers' measurements start from, where the coordinates are 0,0). To change the origin, enter values in the two Origin fields. (You can also drag the origin from the corner where the rulers meet.) The coordinates in the Geometry inspector are based on this origin point.

Setting up a Grid with the Grid Inspector

Use this inspector to set up a grid on the canvas, so you can keep objects lined up nicely.



The two fields at the top of the inspector are where you can set the values for the Major and Minor Grid spacing, respectively:

- The **Major Grid Spacing** field determines how large each square of the main grid should be. Click the color well next to it to choose a color for the major grid.
- The **Minor Grid Steps** field determines how many minor grid squares should fit across one major grid square. For example, if your major grid squares are 100 pixels across, and you have 10 minor grid steps, your minor grid squares are 10 pixels across. Click the color well next to it to choose a color for the minor grid.

The checkboxes beneath the Major and Minor Grid spacing fields provide additional control over how the grid is used and its appearance:

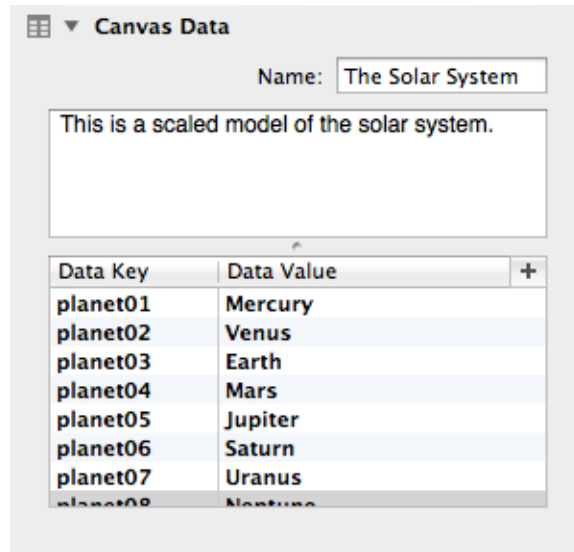
- While the **Snap to grid** checkbox is selected, all objects fit themselves to the grid as you create or move them. (If you want to snap objects already on the canvas, use the Align To Grid button below.)
- Select **Grid in front** to make the grid visible in front of objects on the canvas.
- Select **Show grid lines** to show the Minor Grid lines on the canvas.
- Select **Show major** to make the heavier Major Grid lines visible as well.
- Select **Print grid** to include the grid when printing.

Tip

Choose **Arrange > Grid > Align Objects to Grid (Option-⌘-I)** to make all of the selected objects line up to the grid right away.

The Canvas Data Inspector (Pro)

You can also edit the note and other metadata of a canvas itself. Just click the canvas in the sidebar and then use the Canvas Data inspector to add metadata for the canvas.



Data Key	Data Value	+
planet01	Mercury	
planet02	Venus	
planet03	Earth	
planet04	Mars	
planet05	Jupiter	
planet06	Saturn	
planet07	Uranus	
planet08	Neptune	

As with the data added using the Properties Note inspector, this information is used primarily for indexing and doesn't affect the appearance of your OmniGraffle document in any way.

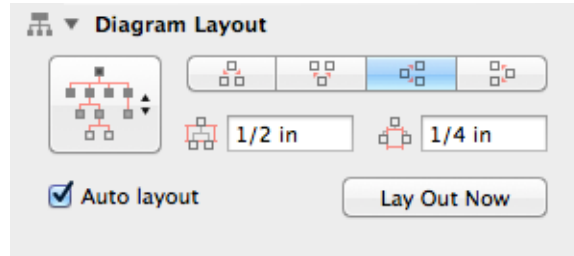
Automatically Arranging Objects with the Diagram Layout Inspector

Use this inspector to automatically lay out shapes based on the logical relationships established by the connection lines between them.

Use the **Fill Type** pop-up (the big button on the left) to select from one of four layout types: Hierarchical (the default), Force-directed, Circular, and Radial. The various controls within the Diagram Layout inspector change depending on which layout type you choose.

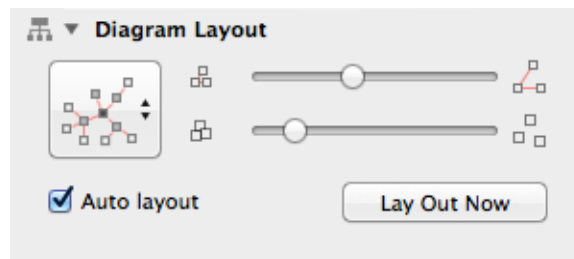
Hierarchical

The hierarchical layout creates layers of equally-ranked objects, extending in one direction.



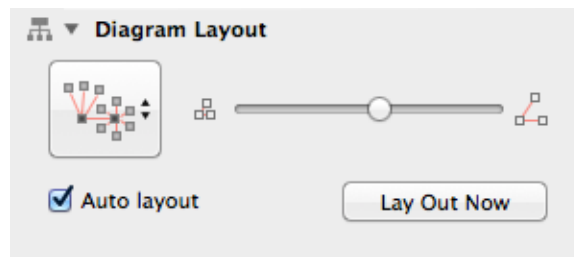
Force-directed

The force-directed layout grows in semi-random directions from the center, rather than in one particular direction from the edge.



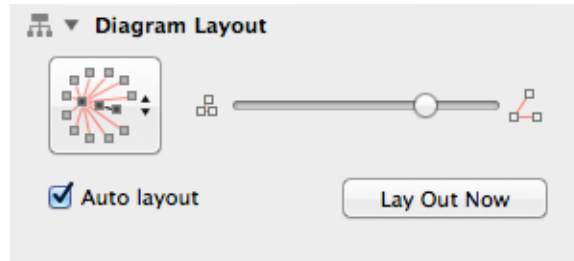
Circular

The circular layout tries to arrange sibling shapes in a circle around their parent.



Radial

The radial layout tries to arrange sibling shapes in arcs around their parent.



When you use a hierarchical layout:

- The Direction buttons change where the top level objects start, and which way to layer the lower level objects from there.
- The Rank Separation field controls how far away each level of objects should be from the next.
- The Object Separation field controls how far away each object should be from other objects on the same level.

When you use other layout methods:

- Connection lines can stretch and compress, but you can adjust their average length by dragging the Line Length slider.
- The Shape Repulsion slider determines how strongly the shapes try to avoid coming near one another. If the line length and shape repulsion are small enough, shapes can be made to overlap.

Finally, you can turn on **Auto layout** to make OmniGraffle distribute the objects on the canvas whenever the connections between them change.

Document Inspectors

Manage the properties of the document.

The Format Inspector

The pop-up menu determines whether to save your document as a **flat file** or a **file package**:

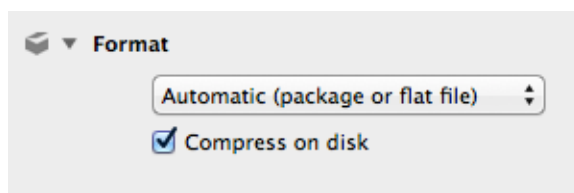
Flat file

A flat file is a single file on the disk, with all of the attached images embedded within.

File package

A file package is actually a folder disguised as a single file, with all of the attached images rattling around loose inside.

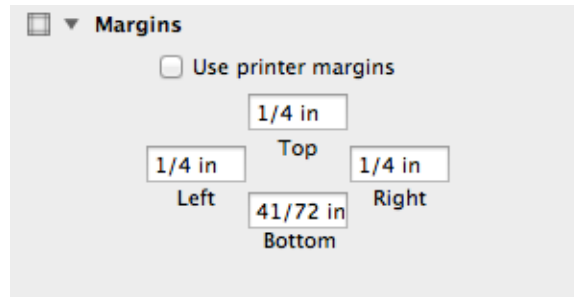
In some technical cases, it might be desirable to use one type or the other; if you don't even know why this should matter, it's safe to stick with the Automatic setting.



Normally OmniGraffle documents are “property list”-based text files. If you turn on **Compress on disk**, your file is instead saved in a binary format that takes up less space on the disk but whose innards can't be read by scripts or text editors. If you don't need to open an OmniGraffle document with a text editor, just go ahead and compress your files. This won't hurt anything; it just makes the filesize a wee bit smaller.

The Margins Inspector

Here you can specify your own page margins, or choose **Use printer margins** to default to the margins defined by your printer driver (or by any custom settings you've made in **File > Page Setup**).



Storing Information About your Document in the Data Inspector

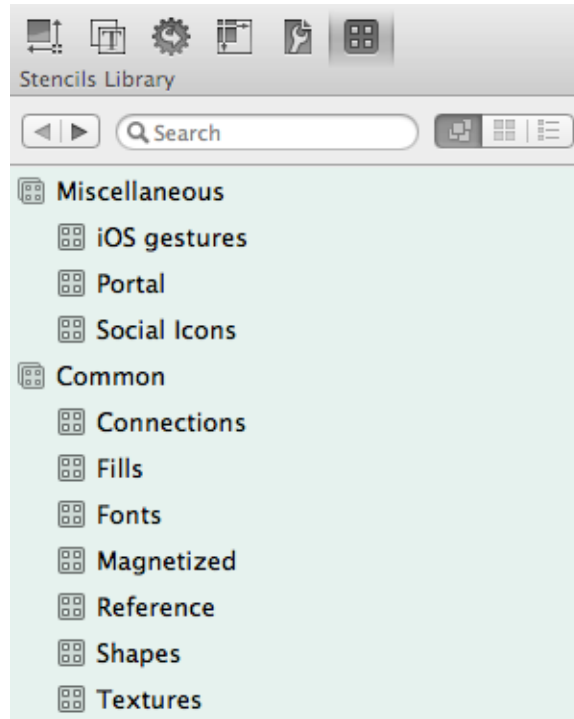
The Document Data inspector has fields for lots of information about your document, in case you care to keep track of such things. The available fields are Subject, Copyright, Version, Description, and Comments. The pop-up menu includes options for adding information about the document's Authors, Organizations, Languages, Keywords, and Projects.

The screenshot shows the 'Document Data' panel in a software application. It contains several text input fields for metadata: 'Subject' (The Solar System), 'Copyright' (The Omni Group), 'Version' (2.0), and 'Description' (Diagram of the Solar Syste). Below these is a 'Comments' section with a text area containing the text 'An orbital diagram of the planets in our solar system.' At the bottom, there is an 'Authors' dropdown menu currently showing 'OmniDocWranglers', and a list box below it with three empty rows. At the very bottom are '+' and '-' buttons for expanding or collapsing the list.

All of this data is made available to OS X's Spotlight searching feature, to help you find the diagram you're looking for.

Using Stencils to Keep and Share Commonly Used Objects

A stencil is a set of useful objects that you can drag into your diagrams. To see the available stencils—or any you've added—choose **View > Show Inspector > Stencils Library** (⌘-6), or click the rightmost button at the top of the Inspector sidebar.



- Navigate through the hierarchy of your stencil collection using the back and forward buttons.
- Enter something in the **Search** field to find stencils whose names match, or stencils containing objects whose text or notes match.
- Select a stencil in the list to see its contents; select a whole folder to see the contents of all the stencils inside.
- With a stencil or folder selected, use the three buttons to the right of the search field to change how the stencils are displayed in the sidebar: as a condensed cluster, a table, or a list with previews and metadata.
- If you don't need the entire object, but just one or all of its styles, drag a style from the style tray to an object in your document.

To use a stencil, just drag it from the Stencil Library and drop it anywhere on the canvas. A copy of the object is made and the original remains in the

Stencil Library, so take as many copies as you need. You can do the same sort of selection tricks that you can do on a canvas, such as ⌘-clicking or -dragging a rectangle to select multiple objects, or Option-dragging an object to make another copy.

To search your stencils, type in the **Search** field at the top of the Inspector sidebar. OmniGraffle sifts through your stencils to help you find the object of your desire. Stencils that match appear in the special Search Results section of the stencil list. Normally, if any object on a stencil matches, then all objects on that stencil appear in the results. When searching from within a folder or stencil, however, the search field acts as a filter that only shows objects matching the filter text.

To make a new stencil, choose **File > New Resource > New Stencil** from the menu bar. You can edit the document that appears just like you would edit a normal OmniGraffle diagram. A preview of the stencil appears in the stencil window as you work. Once the stencil looks just how you want it, choose **File > Save (⌘-S)**.

To edit a stencil, open it in the Resource Browser (**Shift-⌘-N**). Then edit and save the stencil just like a normal OmniGraffle document.

Using the Style Tray

At the bottom of the Inspector sidebar, you'll find a tray which contains style "chits" for the selected object.



The isolated chit on the left represents all of the styles applied to the selected object, while the rest of the chits represent each of the styles applied to the object, such as fill, stroke, image, shadow, shape, font, and

text position. Drag any of these chits to another object, to a group in the Selection inspector, or to a tool in the tool palette, to copy the style there.

Note

The absence of a style—such as having no stroke, no fill, or no shadow—also counts as a style. For instance, you can drag a “no fill” chit to an object to remove its fill.

If you select more than one object, only the styles that those objects have in common appear in the style tray.

Rulers and the Inspector Bar

In addition to the grid, which you can turn on in the **Grid** Canvas inspector (⌘-4), you can also turn on rulers (**View > Rulers**, or ⌘-R) to help you position objects on the canvas.

You can use a combination of ruler guides and OmniGraffle’s Smart Guides to position and perfectly align objects on the canvas. To add a ruler guide to your canvas, click and hold on either the top or left ruler bar and then drag a guide onto the canvas. The guides you drag in are bright pink, so they are easy to recognize. There’s no limit to the number of guides you can drag onto the canvas, so don’t be shy.

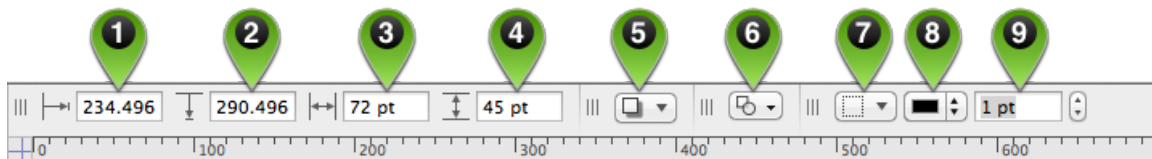
By default, the very upper-left corner of a canvas is known as its origin (that is, the point from which all ruler measurements originate, and the coordinates are 0,0). To change the origin, click and drag the origin from the corner where the rulers meet. (Alternatively, you can enter **Origin** values in the **Units** Canvas inspector.) The coordinates in the Geometry inspector are based on this origin point.



To reset the origin to the 0,0 position, just click on the origin point between the two rulers. Click the origin point again and the origin point will change to its previous position.

When editing text, tab stops appear on the ruler and text formatting controls appear above it. You can style text, change the spacing and alignment, or drag tab stops to and from the ruler.

When you aren't editing text, the area above the ruler—the Inspector Bar—contains controls for editing basic attributes of selected objects:



1. **Horizontal Object Position** — the object's position from the left origin point.
2. **Vertical Object Position** — the object's position from the top origin point.
3. **Object Width** — the object's width.
4. **Object Height** — the object's height.
5. **Shadow Casting Style** — set the shadow style for the object; for additional control over shadows, see the Shadow inspector.

6. **Shape Style** — this pop-up lets you quickly select a shape style for the selected object.
7. **Stroke** — choose a stroke style for the selected object.
8. **Stroke Color** — choose a color for the stroke.
9. **Stroke Thickness** — set the width (or thickness) for a stroke.

Presentation Mode (Pro)

For those times when you need to make a presentation, say to show off the new user interface for an app you're developing or when you're showing a client how you plan to redesign their home, OmniGraffle Professional offers Presentation mode. Available by choosing **View > Start Presentation**, OmniGraffle takes over your entire screen so you can easily show off your work to everyone in the room.

Tip

To turn presentation mode on and off quickly, use **Option-⌘-P**. To leave presentation mode, press Escape or click the **x** button that appears when you move the mouse pointer to the bottom of the screen.

Each canvas acts as a slide; use the arrow keys to move between canvases. You can also press Return or Enter, or click, to move to the next canvas. If your Presentation preferences are set to highlight an object when you click it, doing so won't advance to the next canvas; you can still click an empty area of the canvas to advance.

While in Presentation mode, you can get to the menu bar by moving your mouse to the top of the screen. The menu bar goes back into hiding when you move the mouse away. If you move the mouse to the bottom of the screen, a navigation interface appears, with buttons for going forward or back, exiting, or moving directly to a particular canvas.

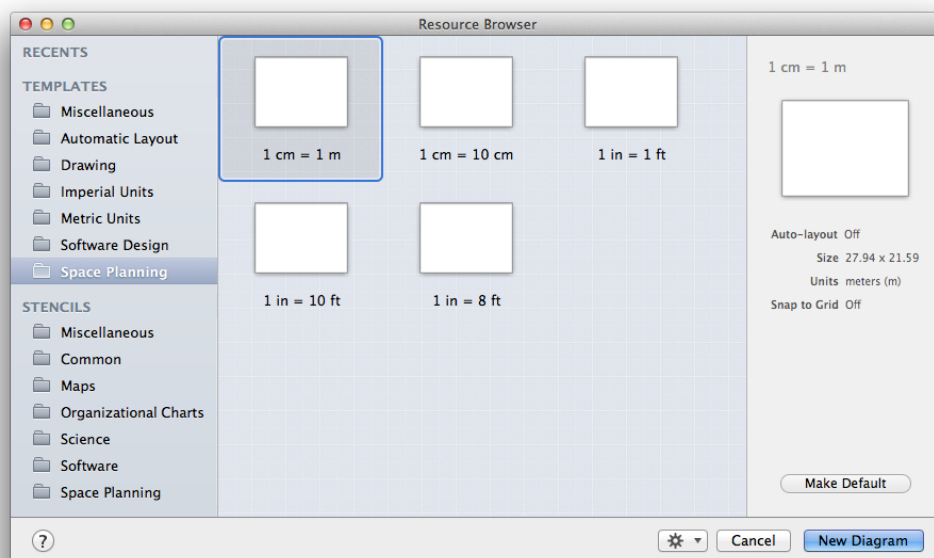
You can highlight objects to draw attention to them during the presentation. Use the Presentation preferences to control how highlighting happens.

Actions set up in the Action inspector work while in presentation mode. When you click an object that has an action assigned, it performs the action as if you had clicked it with the Browse tool.

Creating and Managing Templates

OmniGraffle comes with several templates, and you can create your own if you find that you're creating the same kind of document over and over again. A template is a document that acts as a starting point for new documents.

To open a template, choose **File > Resource Browser (Shift-⌘-N)** and select one of the available Templates.



When you select a template in the Resource Browser, you'll notice that the right side of the window reveals a little more detail about the template. If

you find that you're using a particular template often, click **Make Default** to specify the selected template as the default.

A Note About Where Templates Are Stored

Just in case you're wondering about where that Templates folder is, here's how you can find it on your Mac:

1. Open a Finder window.
2. Hold down the **Option** key and then choose **Go > Library** in the menu bar. (Library only shows up if you're holding the Option key, so make sure you've got that pressed down.)
3. The Finder window puts you in your user account's Library folder (*~/Library* for you Unix types). Now go through the following path to get to the Templates folder:

- **Containers**
- **com.omnigroup.OmniGraffle6** (or **com.omnigroup.OmniGraffle6.MacAppStore** if you've purchased OmniGraffle 6 from the Mac App Store)
- **Data**
- **Library**
- **Application Support**
- **The Omni Group**
- **OmniGraffle**
- **Templates**

And again, for the Unix folks in the audience, that path is:

- **Purchased from The Omni Group:** *~/Library/Containers/com.omnigroup.OmniGraffle6/Data/Library/Application\ Support/The\ Omni\ Group/OmniGraffle/Templates.*
- **Purchased from the Mac App Store:** *~/Library/Containers/com.omnigroup.OmniGraffle6.MacAppStore/Data/Library/Application\ Support/The\ Omni\ Group/OmniGraffle/Templates.*

All templates end with a *.gtemplate* file extension.



After you set a default template, OmniGraffle bypasses the Resource Browser and uses the default template for any new documents you create. If you don't want to use the default template, just open the Resource Browser (**Shift-⌘-N**) and choose something else.

You can also create a new template or edit a template that belongs to you. When you create an OmniGraffle template, everything about it is preserved, from the canvas size and grid layout, to layers, to visibility of extras, to the automatic layout settings.

To create a template, choose **File > New Resource > New Template** from the menu bar, and then choose an existing template to use as a starting point. Set up the document exactly the way you want it, then save it to the Templates folder that OmniGraffle has already set up on your Mac. Once saved, your template is available in the Templates section of the Resource Browser.

Preferences

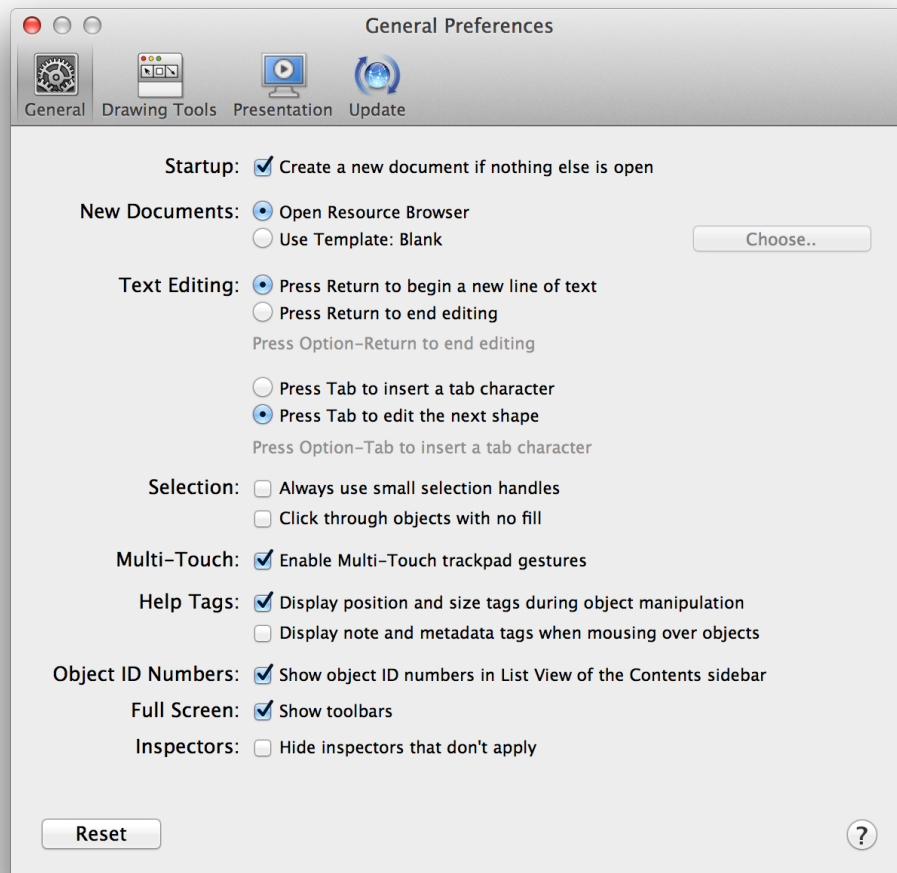
A standard feature among Mac apps, OmniGraffle's preferences can be accessed from the menu bar (**OmniGraffle > Preferences**), or with the **⌘-**, keyboard shortcut.

Two features that all of the preference panes offer are the ability to **Reset** () any changes you've made to the defaults settings, and quick access to **Help** () documentation for that pane.

General Preferences

The General preferences give you control over basic OmniGraffle settings, such as what OmniGraffle does at startup, whether new documents open with a blank canvas or you're taken to the template chooser, and things like text editing and selection behaviors. You can also turn on Multi-Touch

support for trackpad support, and opt for OmniGraffle to only show you the inspectors you need when you're working in the canvas.



Options include:

Startup

Select Create new document if nothing else is open to start with a new document when you aren't making OmniGraffle remember open documents, or if there were no open documents the last time you quit.

New Documents

Select Open Resource Browser to be presented with a window for choosing from a variety of file sources each time you create a new document. Select Use Template, and choose your default template, if you'd rather bypass the browser. Either way, you can always get to the browser with the Resource Browser command in the File menu.

Text Editing

Decide how you would like the Return and Tab keys to behave while you are editing an object's text. Whichever way you choose, you can hold Option while pressing the key to do the reverse instead.

Selection

Small objects get smaller versions of the handles that appear when you select them; if you really like the small ones, you can click Always use small selection handles to see them all the time.

When you click in the middle of a shape object that isn't filled with an image or color, you might want to select the object or you might want to select whatever is behind it. Use the Click through objects with no fill checkbox to indicate which you prefer.

Multi-Touch

If you'd like to use Multi-Touch gestures with a trackpad on a compatible MacBook Pro or other device, click the checkbox here.

Help Tags

When you move or resize an object, a little help tag appears to let you know the object's new location and size exactly. That is, unless you find it annoying and turn it off here.

(Pro) If you have OmniGraffle Pro, a second option is available for displaying the notes and metadata you've assigned to an object when you mouse over them.

Object ID Numbers

(Pro) If you're accessing OmniGraffle objects with AppleScript, or you're otherwise endeared to unique IDs, you can select Show object identification numbers to add a column to the list sidebar.

Full Screen

Choose whether to display the toolbar when in full screen mode.

Inspectors

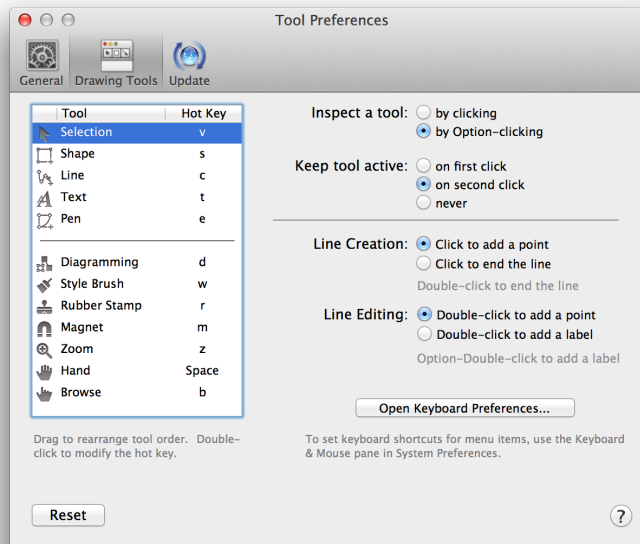
Choose whether to hide inspectors that don't apply to the currently selected object.

Preferences Reset button

Each preference pane has a Reset button in the lower left. Clicking this button returns all of the settings on the pane to their defaults. To reset all settings on all preference panes, hold Option while clicking the Reset button.

Drawing Tools

The Drawing Tools preferences provides you with another way to organize the tools you see in OmniGraffle's toolbar and set their Hot Keys. You can also define how you interact with the tools, and set the behaviors for line creation and editing.



You can drag tools around in the list to reorder them in the palette. Move the separator line to change where the expansion button appears in the toolbar; move it to the end of the list to get rid of the button entirely.

Double-click a tool's hot key to change it. A hot key activates a tool for only as long as you hold the key down; once you release the key, the previously active tool becomes active again.

Inspect a tool

By default, in order to inspect a tool you need to Option-click it. If you prefer, you can make it take just one normal click to inspect a tool.

Keep tool active

By default, it takes one click to temporarily activate a tool, and two clicks to make a tool “stick” in an active state. You can choose to make tools stick after only one click, or make it so that every tool selection is temporary.

Line Creation

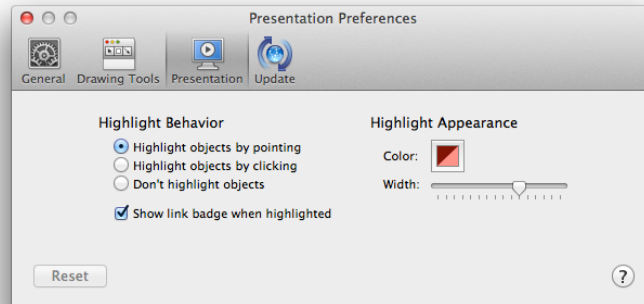
When you are creating a line, clicking an object will always connect the line to the object and end the line. If you click in an empty area of the canvas, though, you might want to end the line there or you might want just to add a point there and continue creating the line. Use this preference setting to indicate which you prefer.

Line Editing

When you double-click a line, you might prefer to add a new point to the line, or you might prefer to add a label. Choose one; Option-double-click will do the other.

Presentation Preferences

Available only in OmniGraffle Professional, use the Presentation preferences to configure your settings for making presentations.



Highlight Behavior

Choose whether to have an object become highlighted whenever you put the pointer on it, whenever you click it, or never. You can also choose to display a badge for objects that have actions set up in the Action inspector.

Highlight Appearance

Click the color well to choose a color for the highlight. Use the slider to adjust the thickness of the highlight.

Tip

To always match OS X's highlight color (set in your Mac's Appearance preferences), open the Colors palette and select the third button, **Color Palettes** in the window's toolbar. In the **Palette** pop-up, choose **Developer** and then scroll down and choose **selectedControlColor** from the list of options.

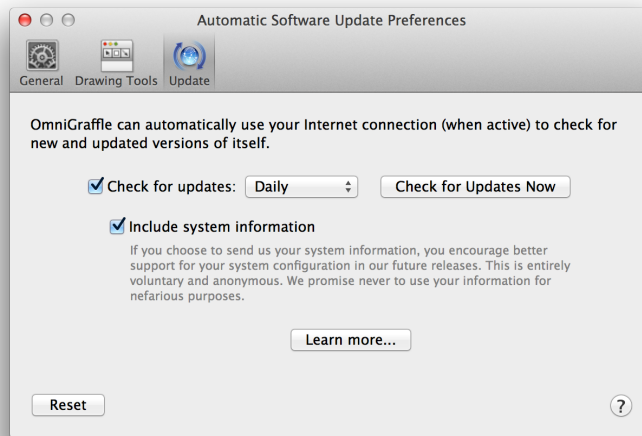
Update Preferences

If you've purchased your copy of OmniGraffle 6 (Standard or Pro) from The Omni Group's website, OmniGraffle can automatically use your Internet connection to check for new and updated versions.

Note

The Update Preferences panel doesn't exist if you've purchased OmniGraffle 6 from the Mac App Store. When there's a new version of OmniGraffle 6 available, the Mac App Store will alert you to download and install that on your Mac.

You can specify whether OmniGraffle will automatically check for updates Daily, Weekly, or Monthly, or if you're really impatient, you can click **Check for Updates Now** to see if we've issued a new release. This is particularly helpful if you have **Check for updates** set to check Monthly and you've recently heard that a new update is available.



If **Check for updates** is turned on, you will be notified when there is a new version of OmniGraffle ready for you to download and enjoy. Click **Check for Updates Now** to look for the newest version manually; you can also choose **OmniGraffle > Check for Updates** from the menu bar.

Additionally, you can opt in to **Include system information** when OmniGraffle checks for updates. This sends basic information about your system to us, which we only use to better support various systems with future releases of OmniGraffle. And, as the Update preferences pane says: “We promise to never use your information for nefarious purposes,” which means that the information we receive about your system stays with us and is only used by us as we work on future updates of OmniGraffle.

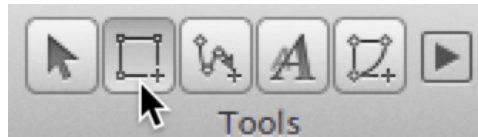
Drawing Basics

Everything you'll do in OmniGraffle involves drawing. Whether you're creating the basic shapes for an organizational chart or prototyping a user interface for your next iOS or Mac app, OmniGraffle is packed with tools to feed your creativity.

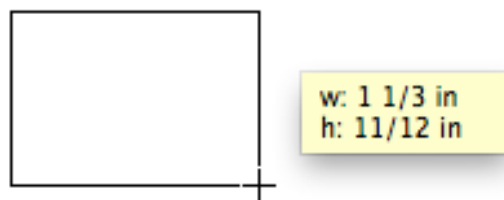
Before you dive right in, though, take some time to learn some of the basics of drawing in OmniGraffle. There are many tips and tricks here that can help you master OmniGraffle in no time.

Creating Shapes

The most basic way to create a shape is with the **Shape tool**. Select the Shape tool in the toolbar (note, this tool might look different if you have changed its style).




With the Shape tool selected, drag across the canvas until you have a shape that is the size you want. It doesn't have to be perfect right now; to set an exact size, use the **Geometry** object inspector (⌘-1).

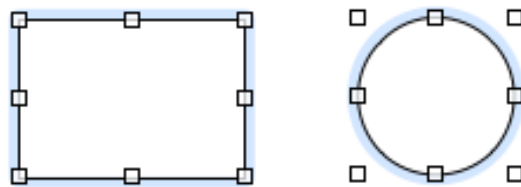


When you draw a shape, the mouse pointer changes to a set of crosshairs. The shape you draw takes on the **Current Style** in the Style Well. The default is a white-filled box with a simple black stroke. Click and drag to

draw the shape; as you do, you'll see a little box appear that gives you the dimensions of the object you're drawing. Hold down the **Shift** key while drawing to restrain the dimensions of the shape to get that perfect square or circle you've been striving for.

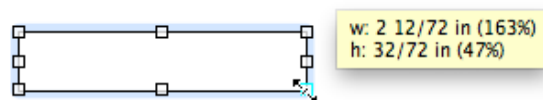
Selecting, Resizing, and Moving Objects

To select an object, first make sure you are using the **Selection** tool () , and then click the object. When the object is highlighted—and if it can be resized—you will see eight handles along its edges.

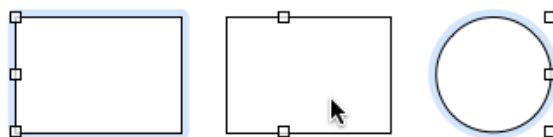


Once you have selected an object, you can modify it with the **Inspectors** or use the menu commands to alter its appearance.

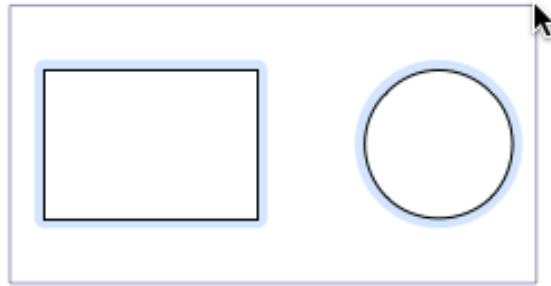
- To resize an object, first select the object and then drag one of its resizing handles until the object is the size you'd like.



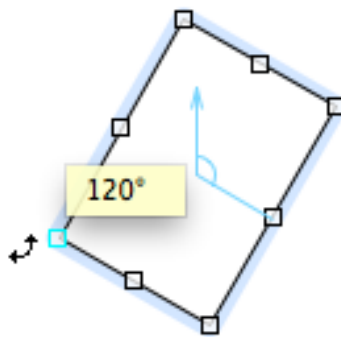
- To select or deselect more objects without losing the selection you've already made, hold **Command** as you click other objects.



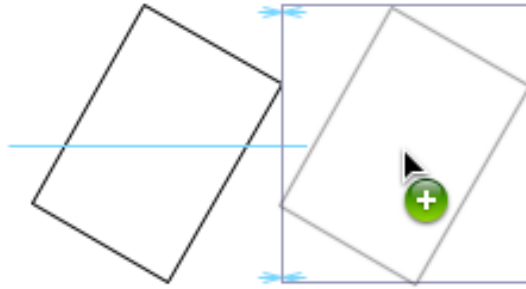
- To select several adjacent objects at once, click in an empty area of the canvas and drag a box around the objects that you want to select. If you hold down the Option key while dragging, you'll get only the objects that fit completely inside the selection rectangle.



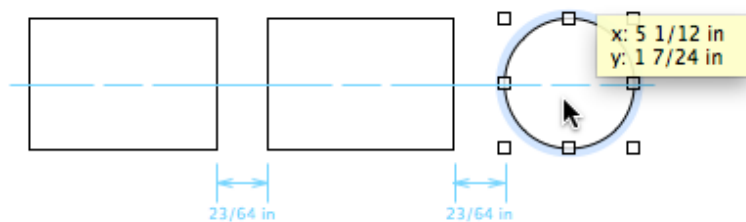
- To rotate an object, hold down the Command key while mousing over one of the eight handles. The pointer changes from a standard resizing control to a curved one. An angle control appears inside of the object, along with a helper dialog that shows the degree of the angle.



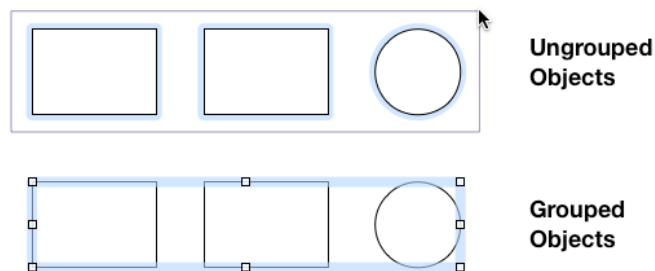
- To quickly create a copy of an object you've drawn, hold down the Option key and then click on and drag the object you would like to copy. An exact duplicate appears on the canvas; this method is much faster than using Copy and Paste from the Edit menu or their respective keyboard shortcuts.



- To move an object, use the **Selection** tool to click and hold on the object, and then drag it to its new location. **Smart Guides** (the light blue lines) appear to help you align objects to one another.



- To group several objects together so they can be moved or styled as a single unit, select all of the objects and choose **Arrange > Group** (**Shift-⌘-G**).

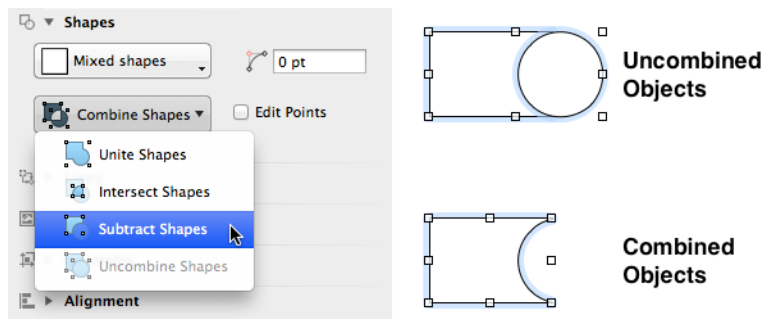


A group behaves like a single object; you can select it, move it around, resize it, use inspectors to change its style and properties, connect lines to it, and so on. Any objects can be grouped, even groups.

Click once to select the group as a whole, then click again to select an individual member of the group. You can keep clicking to select members of groups within groups.

To take a group apart, select it and choose **Arrange > Ungroup** (**Shift-⌘-U**).

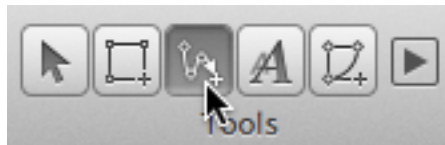
- **(Pro)** To combine two or more objects—for example, a circle that overlaps a rectangle—to create a unique shape, select the objects and then use the **Shapes** Object inspector (**⌘-1**) to combine the shapes.



Connecting Objects with Lines

You can connect any two objects with the **Line** tool (.

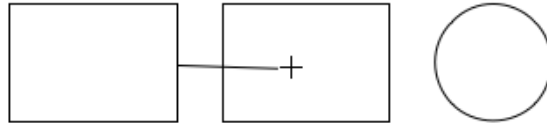
1. Select the Line tool. (Note, this tool might look different if you change its style.)



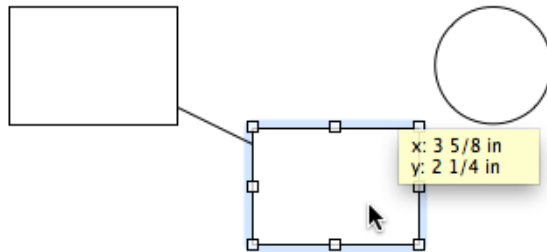
2. Click the first object you would like to connect; this object becomes the source of the line.



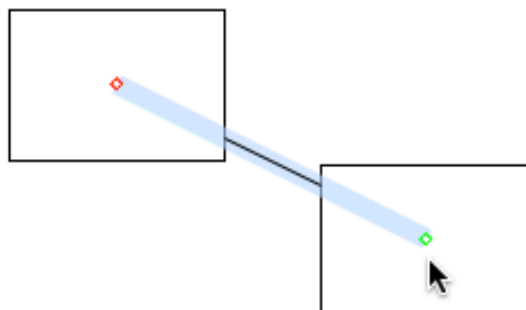
3. Click the second object you would like to connect; this object becomes the destination of the line.

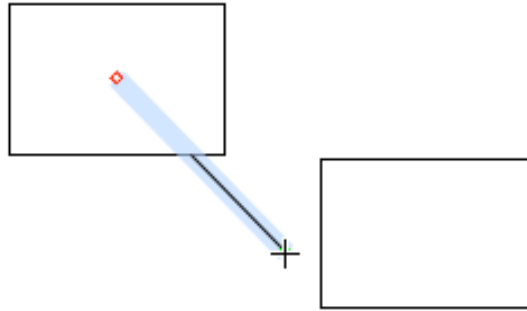


4. When the objects are connected with a line, they stay connected no matter how much you change or move them around. That means the logical integrity of your diagram is preserved regardless of how you choose to style the objects.



5. You can disconnect a line from an object by selecting the line and then dragging one of its end points. To delete the line, just select the line and hit **Delete**.



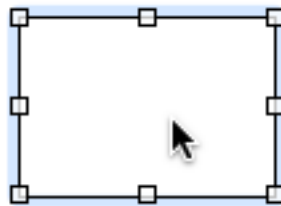


Editing Objects

Any attribute of an object can be changed using the **Object Inspectors**; its size, shape, color, position, and so on. When you select an object, the applicable Inspectors become available in the right sidebar. Use the Inspector that deals with the attribute you want to change. As you change the settings in the inspector, the object changes on the canvas.

For example, let's say that you want to change the **Fill** color inside of that boring white object you've just created:

1. Select the object on the canvas.

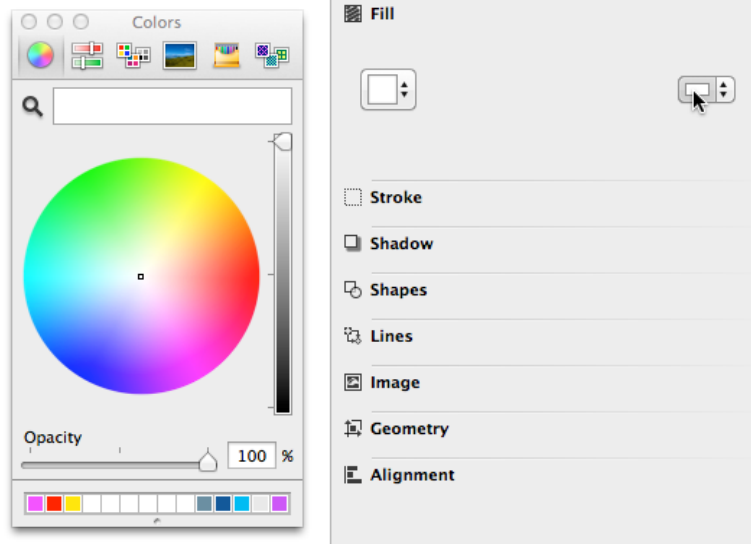


2. Select the Object Inspector (-1) in the right sidebar.

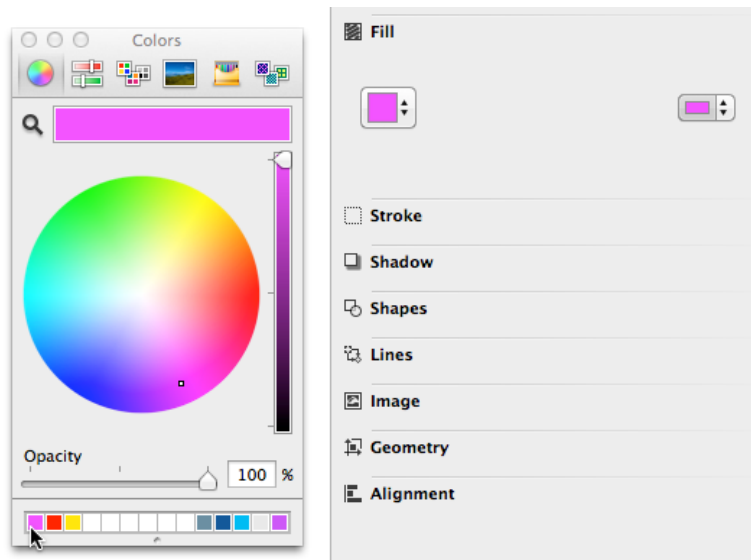


3. The **Fill** inspector has two controls: Fill type on the left, and Fill color on the right. For now, let's leave the Fill type alone, and just select a color to fill the inside of the object.

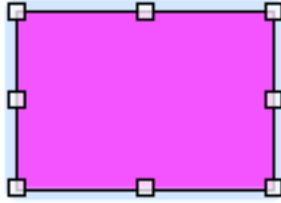
Clicking the arrows on the side of the Fill color control pops up a list of some preset colors which you can choose from. However, if you click the little square next to the little arrows, the color well pops open.



4. Use the Colors panel to choose a new fill color for the object.



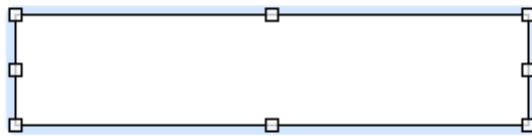
5. Your object has a new fill color! Yeah!



Tables (Pro)

A table is a special kind of group that organizes rows and columns of objects. To create a table:

1. Create a single shape object to be the first cell of your table.



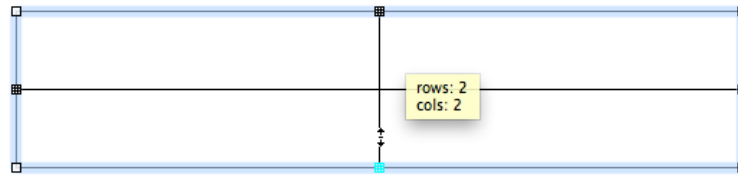
2. With the object selected, choose **Arrange > Make Table (Shift-⌘-T)**. Notice the grid-like handles on the top, bottom, left, and right sides of the object; this lets you know the object is a table.



3. Drag the right-side table handle to the right to add columns.



4. Drag the bottom table handle down to add rows.



You can also select a number of already-existing objects and then choose **Arrange > Make Table**; OmniGraffle rearranges the objects into rows and columns to the best of its ability.

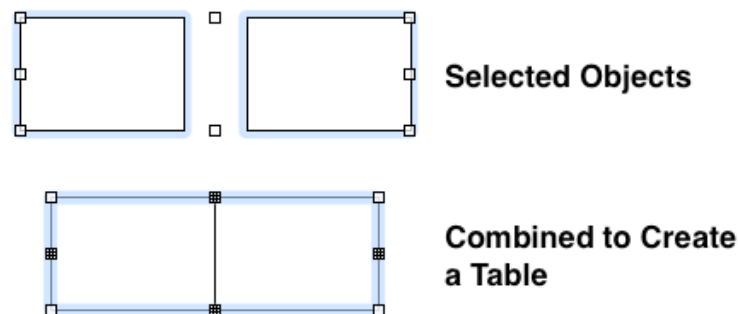


Table cells can be selected and edited just like group members. If you resize a cell, the rest of the cells in its row and column resize accordingly. When selecting cells, you can Shift-click to select everything between the cell you click and the last cell you selected.

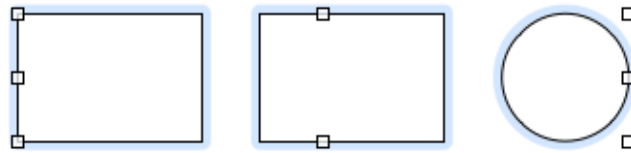
You can add or remove rows or columns at any time by dragging the table handles outward or inward. Resize the table as a whole by dragging the ordinary corner handles. Use the **Edit > Tables** commands when working within table cells to insert or select rows and cells.

To dismantle a table, select it and choose **Arrange > Ungroup** (**Shift-⌘-U**).

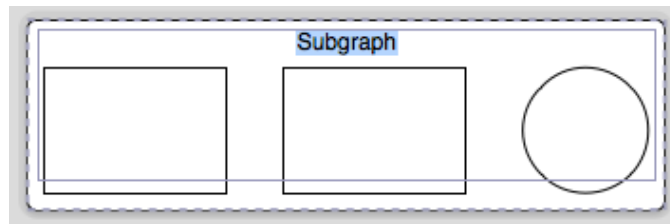
Subgraphs (Pro)

A subgraph is a special kind of group that can be expanded to show the hierarchy inside it, or collapsed to make it a single compact object. To create a subgraph:

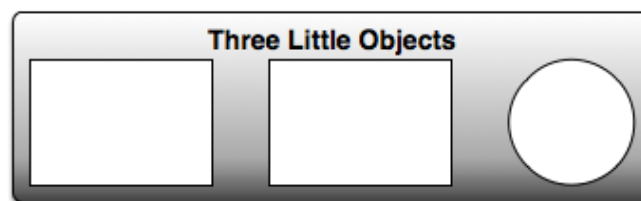
1. Select some objects on the canvas.



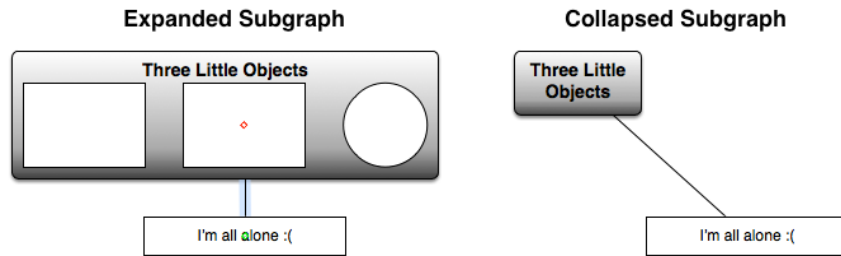
2. With the objects selected, choose **Arrange > Group as Subgraph**. Your objects are enclosed by a subgraph rectangle.



3. Style and label the enclosing rectangle however you like.



To collapse a subgraph, select it and then choose **Arrange > Collapse Subgraph** (or from the contextual menu that appears when you Control-click the subgraph). The objects contained in the subgraph are hidden away, and the subgraph becomes a single object. Any incoming or outgoing connection lines belonging to objects in the subgraph become incoming or outgoing lines of the collapsed object itself.



Subgraph members can be selected and edited just like group members: click once to select the subgraph, then click again to select a member inside.

You can resize the containing rectangle, as long as you don't make it too small to contain its member objects.

To disassemble a subgraph, select it and choose **Arrange > Ungroup** (**Shift-⌘-U**).

Smart Arrows

Finally, the various arrow shapes in OmniGraffle 6 have some smart behavior, whether they are connecting shapes or not. When you resize an arrow shape, it tries to keep its arrowheads the same size, rather than stretching them along with the rest of the shape. If you want to change the size of the arrowheads or the thickness of the stem, click the blue handle in the crook of the arrowhead and drag.

A Quick Tutorial

Now that you understand the basics of working with OmniGraffle, it's time for a quick tutorial. The purpose of this tutorial is two-fold. Our first goal is to introduce you to everything that OmniGraffle can do, but the ultimate goal of this tutorial is to help you master OmniGraffle as soon as possible.

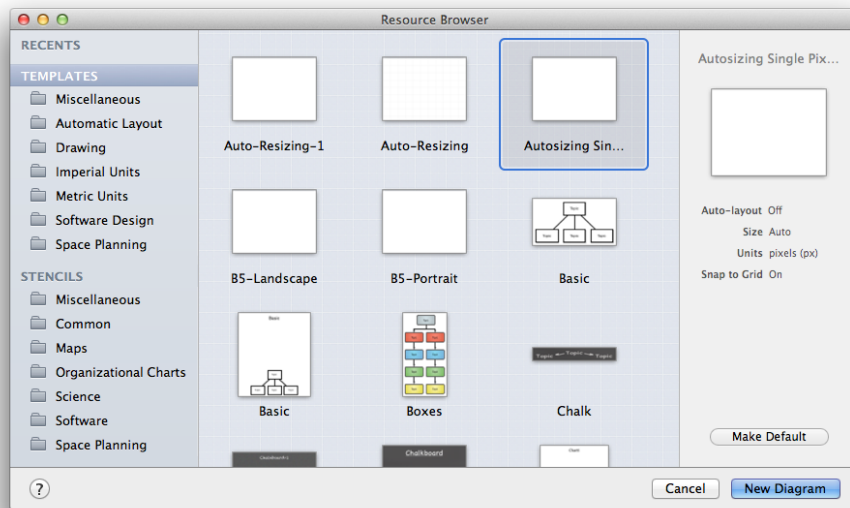
You'll learn how to do all kinds of cool things, such as using Outline mode to quickly create and connect objects, and how to make effective use of the various inspectors. You'll also learn how to use style chits to quickly replicate every style you've applied to an object to other objects, and how to create Bézier curves with text that conforms to the shape of the line. And best of all, we'll walk you through all of these steps so you can master OmniGraffle in no time.

So hang on tight, grab your favorite beverage, put on some tunes in iTunes, and let's get to work!

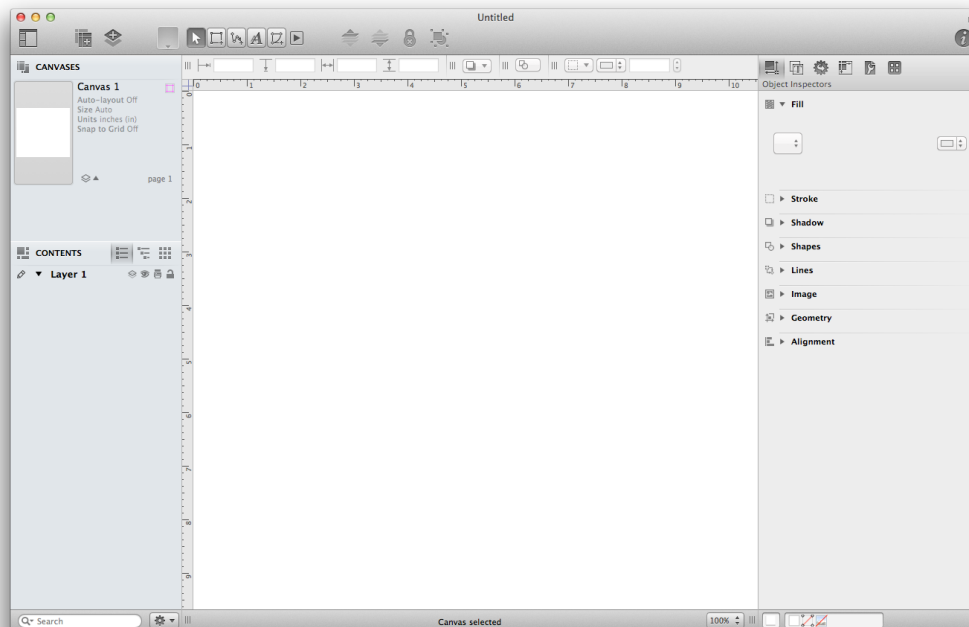
Tutorial 0: Let's Get Started!

OmniGraffle excels at clarifying complex relationships, and nothing says "complex relationships" like a Shakespeare romantic comedy. Let's try to make some sense of *Much Ado About Nothing*, and learn a bit about OmniGraffle in the process. Of course, this play is just a handy example; if there's another story you're more familiar with, you can go ahead and use it instead. *The Tale of Genji*, *Steppenwolf*, the cross-section between *Sons of Anarchy* the movie *Pacific Rim* and other movies produced and directed by Guillermo del Toro...whatever works best for you.

To get started, create a fresh document by selecting **File > Resource Browser (Shift-⌘-N)**. For this tutorial, we'll use the **Autosizing Single Pixel Grid** template, so select that and then click **New Diagram**.



Your OmniGraffle window should look like this:



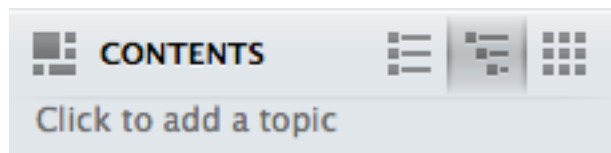
Tutorial 1: Creating Objects with the Outline View

The Drawing Basics section taught you how to create shapes and connect objects with lines. You can also use the **Outline** view (in the **Contents** sidebar on the left) to create objects on the canvas. If you’ve ever used OmniOutliner, this should be quite familiar to you; if not, you can pick this up in no time.

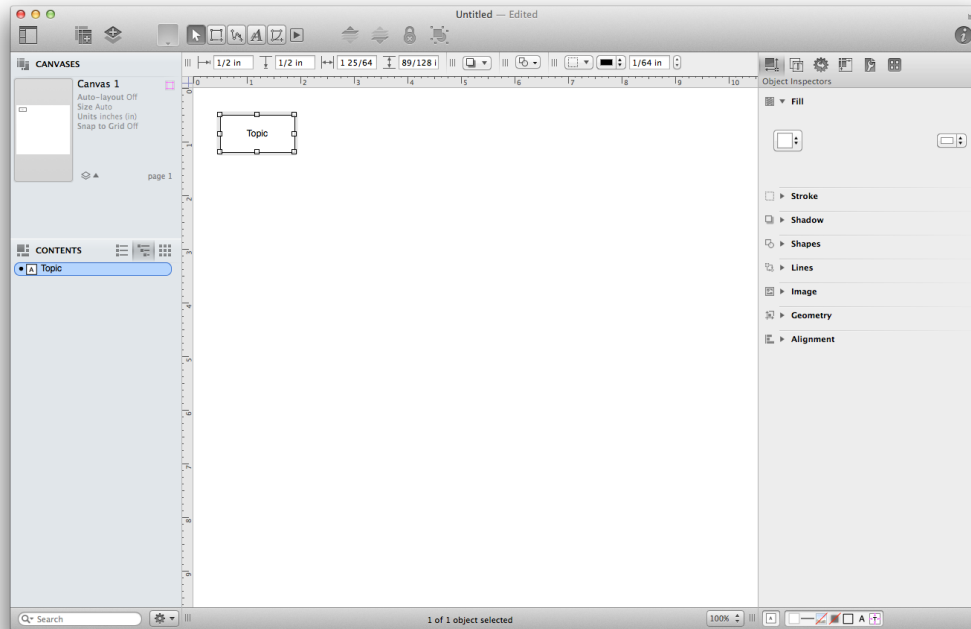
Keyboard Shortcuts for Viewing Contents

OmniGraffle has a hundred or so built-in keyboard shortcuts to help streamline your work. You can toggle between the different views of the Contents sidebar with **Option-⌘-2** for List view, **Option-⌘-3** for Outline view, and **Option-⌘-4** for Selection view.

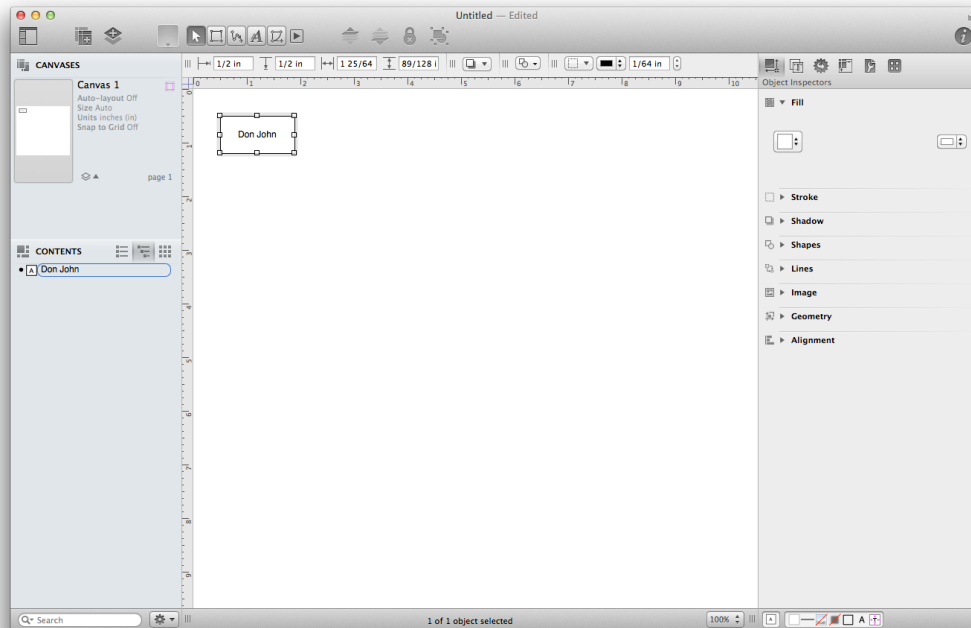
1. Use the keyboard shortcut, **Option-⌘-3**, to switch to the Outline view. In the Contents section, click on where it says “Click to add a topic” to create your first object.



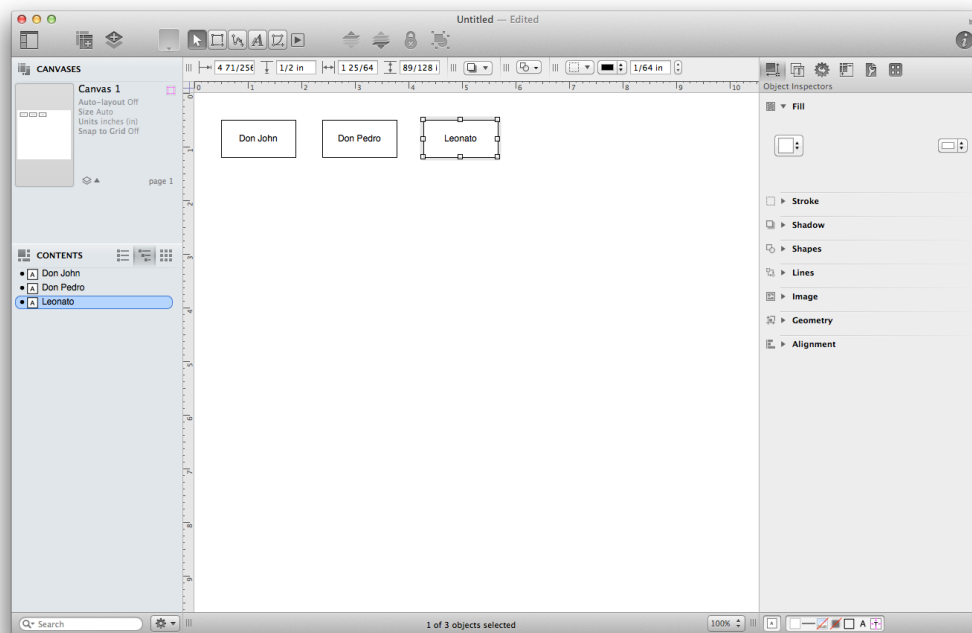
2. A **Topic** item appears in the outline, and an object labeled **Topic** appears on the canvas simultaneously.



3. The item's text is already highlighted, so you can just start typing to rename it. This item represents our first character, so enter "Don John".



4. Press **Return** to finish with this item and move on to the next one. A new item appears below the first one in the Outline view, and a new shape appears on the canvas; name this one “Don Pedro”.
5. Press **Return** once more to create a third item, and name it “Leonato”. Now you have three items in your outline and three shapes on your canvas.

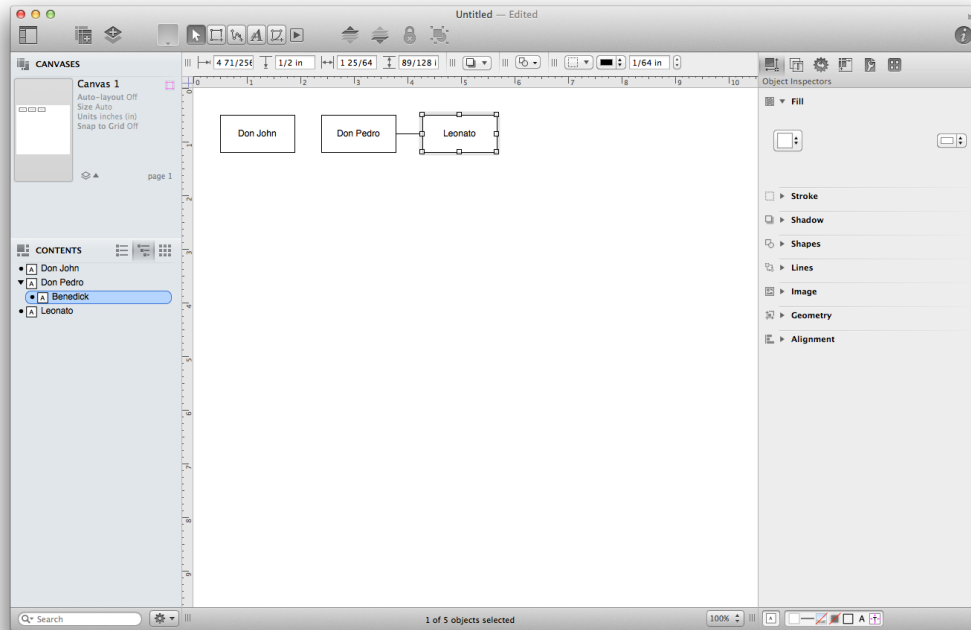


Tutorial 2: Outline Hierarchy

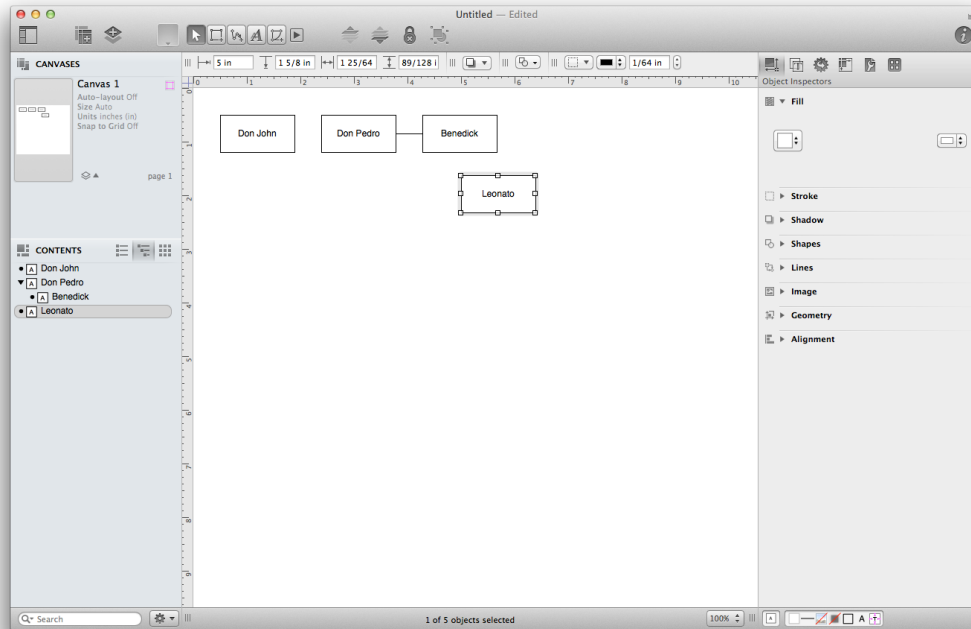
It's nice that you can create shapes quickly from the keyboard like this, but the real magic is in adding depth to the outline. All of the characters you've created so far exist on the same level, but now let's add some more characters one level below them.

1. The next two characters are soldiers who fought under Don Pedro's command, so we'll add them below him in the diagram. Click the Don Pedro item in the outline to select it, then press Return to

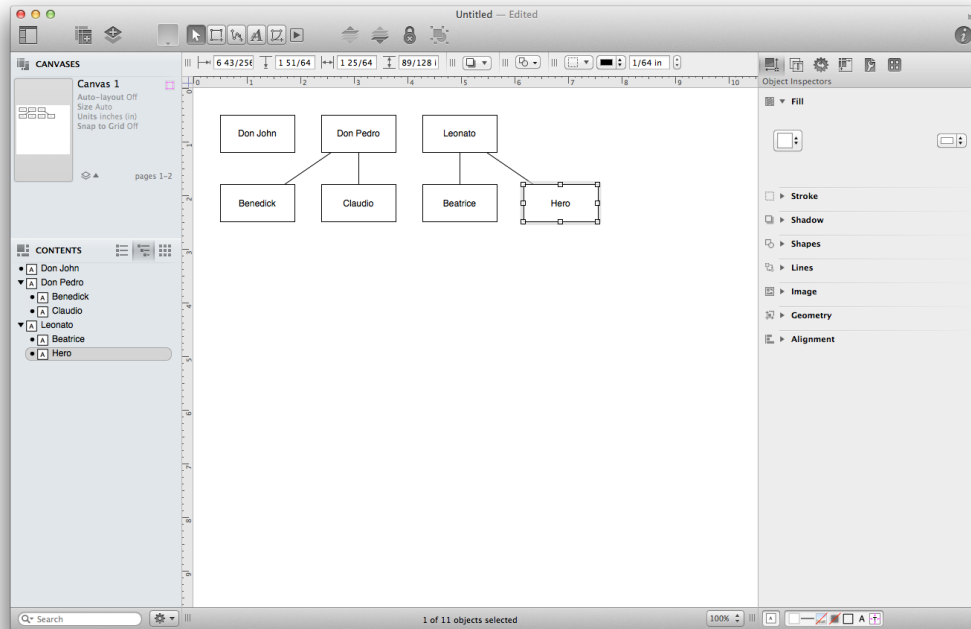
create a new item below it. Name the new item “Benedick” and press the **Tab** key. Benedick is now indented beneath Don Pedro in the outline view. However...




2. ...you'll notice that rather than inserting an object labeled “Benedick” between Don Pedro and Leonato, that it doesn't appear. Well, it is there, it's just behind the Leonato object. Select “Leonato” and drag it down and to the right a little bit so you see Benedick.



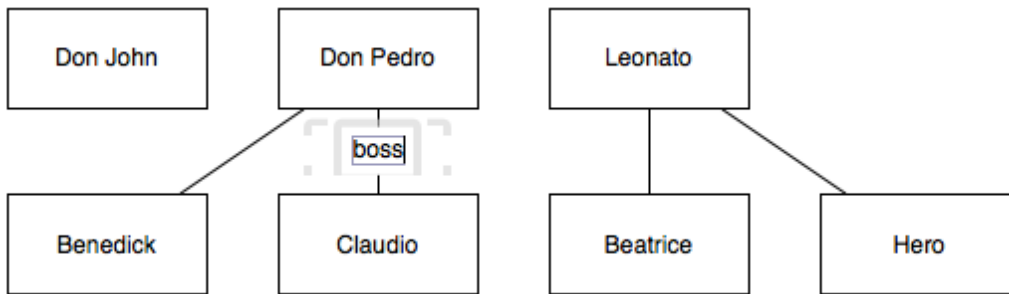
3. With Benedick still selected, press Return to create another item at the same level and name it “Claudio”. Now you have two characters who belong to Don Pedro.
4. Now use the same technique to add Beatrice and Hero underneath Leonato (they’re his niece and daughter).
5. Adjust the diagram by dragging the Benedick, Claudio, Beatrice, and Hero objects so they appear beneath the three main characters, moving Leonato back up to the top line in the process. Your diagram should appear as follows:



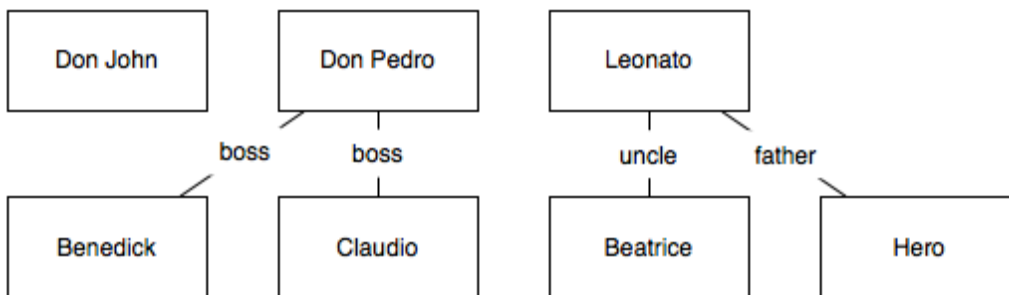
Tutorial 3: Line Labels

To clarify the relationships we have so far, let's use the **Text** tool () to add labels to the connection lines. To get started, click anywhere on the Canvas; just not on one of your objects.

1. Select the **Text** tool; it's the one with a letter **A** on it. Then click it again so that it'll stay active instead of reverting back to the selection tool after you use it.
2. Place the mouse pointer over the line between Don Pedro and Claudio so that the line glows and then click it to make a label appear. Type "boss" into the label's text to show that Claudio works for Don Pedro.



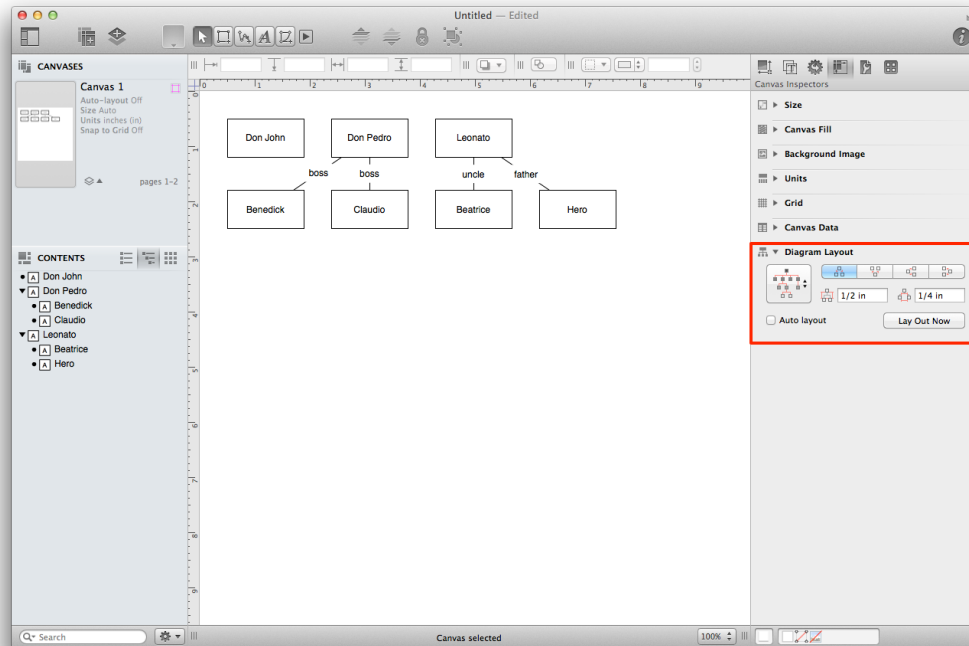
3. Add labels to the three remaining lines in the same way, indicating that Don Pedro is also Benedick’s “boss”, and that Leonato is Hero’s “father” and Beatrice’s “uncle”.



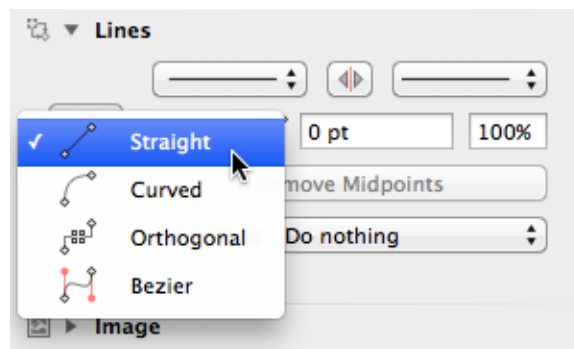
Tutorial 4: Making More Connections

By now, you’ve already got a fine diagram, but sometimes you want to diagram relationships that are not strictly tree-like. Let’s manually add some more connections.

1. Before you start connecting things together manually, it’s a good idea to turn off the automatic layout feature. Choose **View > Show Inspector > Canvas** (⌘-4), and then scroll down in the inspectors sidebar to the **Diagram Layout** section and make sure that **Auto layout** is unchecked.



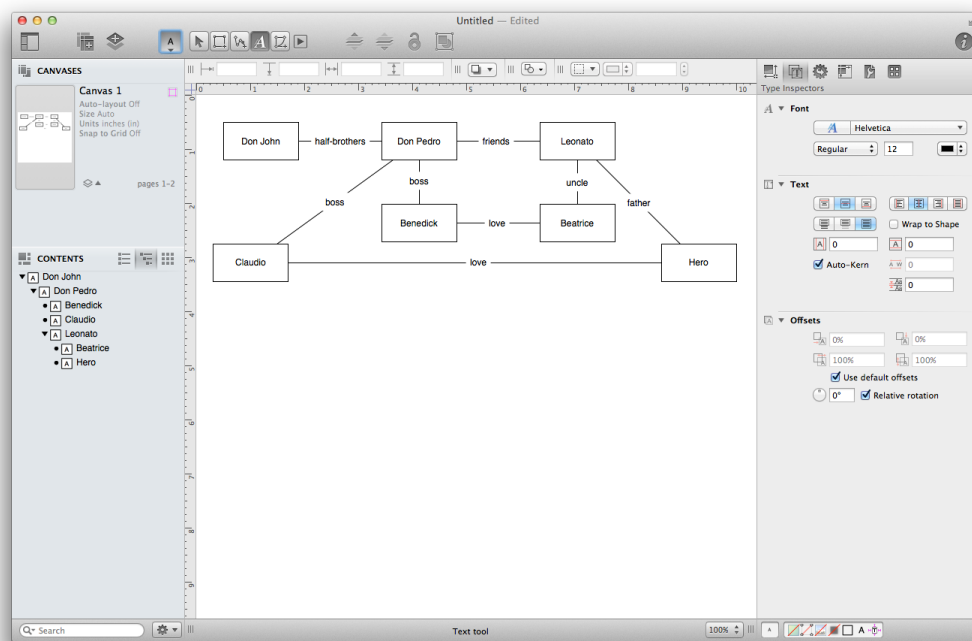
- So far, the lines we've drawn to connect the objects have been straight, so to be consistent, let's make straight lines the default. To do this, first select the Line tool, and then open the Object inspector (**View > Show Inspector > Object**, or ⌘-1). Scroll down in the inspector sidebar to the **Lines** section, and set the **Line type** to **Straight**.



- To connect two shapes, just activate the **Line** tool, click on one shape and then click on another to create a line between them. Make

connections and label them with the **Text** tool to signify the following relationships:

- Don John and Don Pedro are half-brothers
 - Don Pedro and Leonato are friends
 - Benedick and Beatrice are (eventually) in love
 - Claudio and Hero are in love
4. As you do this, feel free to use the **Selection** tool to move shapes into more comfortable locations.



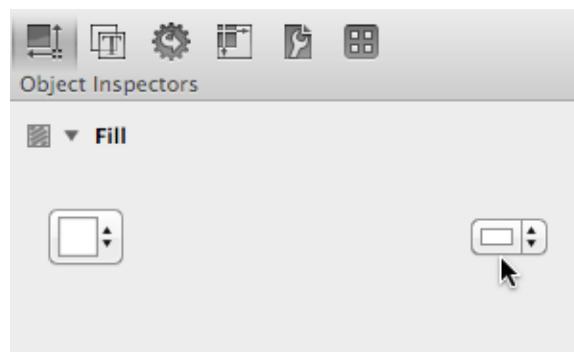
Tutorial 5: Styling Objects

Look at your work so far—no literary minutia can escape your organizational prowess! Okay, so, the diagram makes sense, but it's not

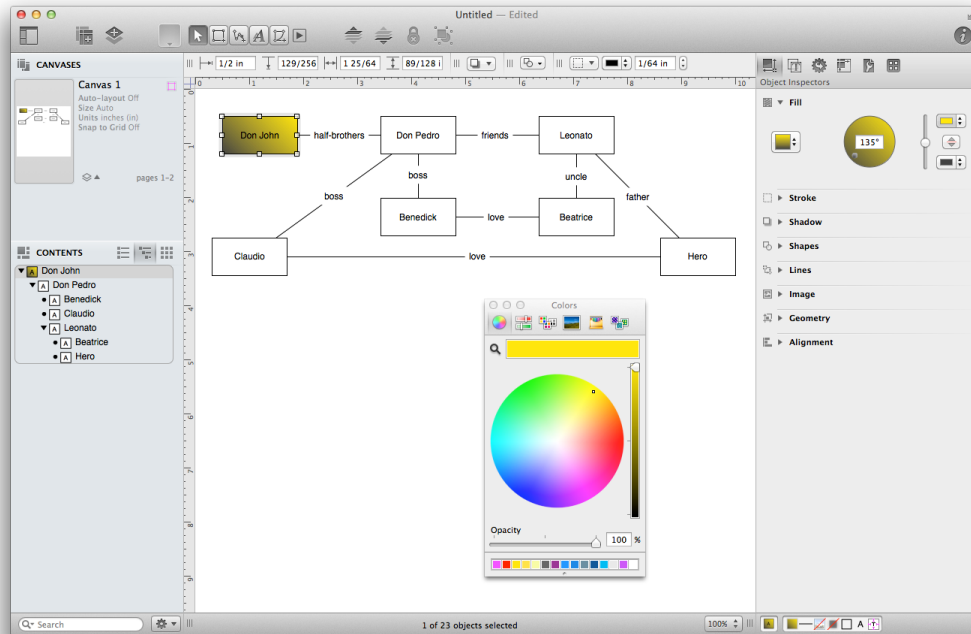
particularly attractive. Let's pretty up those objects with some style attributes.

In Tutorial 4, we introduced you to the **Diagram Layout** inspector, but now we're going to start using the inspectors in earnest. They're convenient and full of controls that you can use to modify any object on the canvas, or the canvas itself.

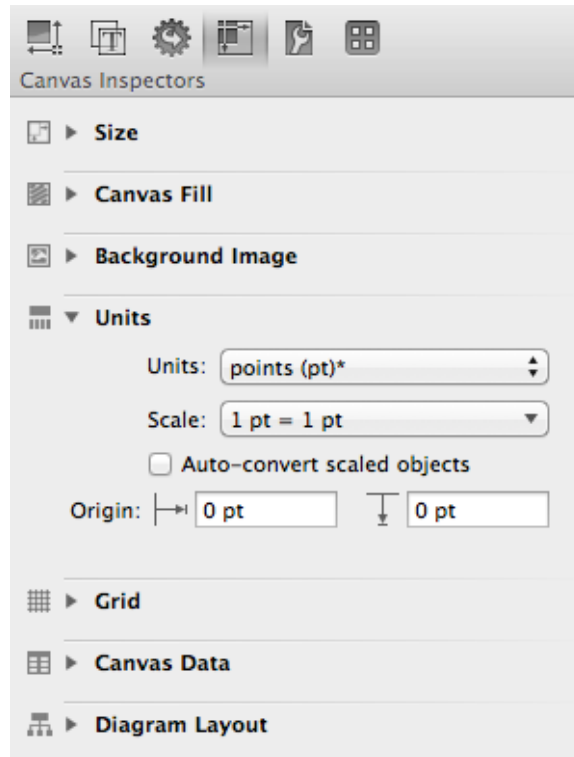
1. There are eight **Object Inspectors** (Fill, Stroke, Shadow, Shapes, Lines, Image, Geometry, and Alignment), each one of which controls a certain aspect of the selected objects' appearance. The first inspector we'll use is the **Fill** inspector; if you don't see it on your screen, choose **View > Show Inspector > Object** (⌘-1).
2. Select Don John's object on the canvas and then choose the **Fill** object inspector. You'll notice that the object has a plain white fill color; let's change that.



3. Click the **Fill Color** control on the right side of the Fill inspector (not on the little arrows). This pops open the Colors panel, which you can use to choose a new fill color. If you'd like, you can even choose a blend style using the **Fill Type** control on the left of the inspector.

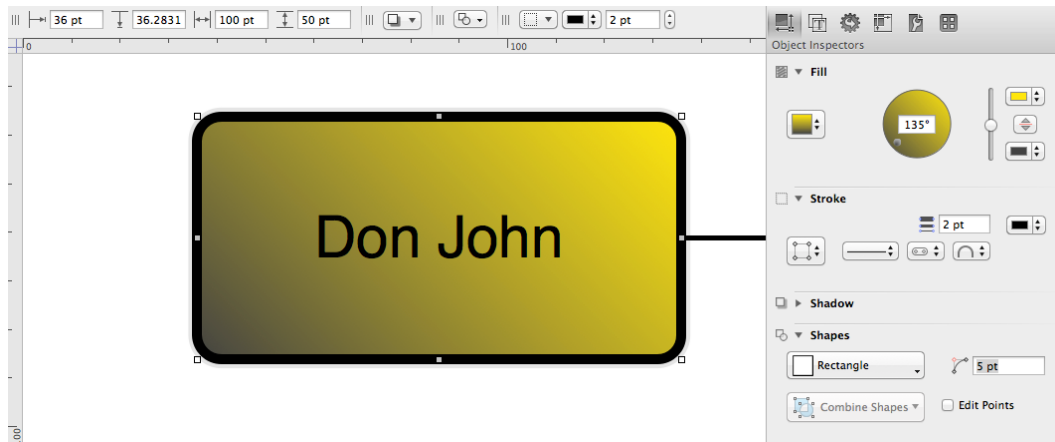


- Before moving on to the next step, let's first change the unit of measurement used from Inches to Points. Choose **View > Show Inspector > Canvas** (⌘-4), and then scroll down in the inspectors sidebar to the **Units** section; change the **Units** popup from **Inches** to **Points**.



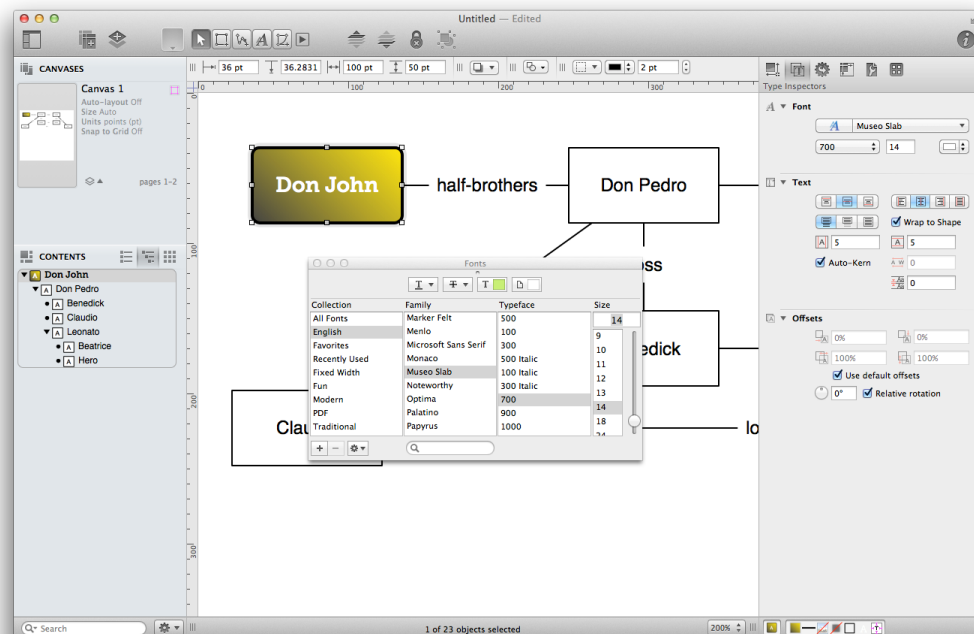
The reason why you want to switch from Inches to Points is mostly pragmatic; it's easier to think in terms of strokes or lines for this exercise in points than it is inches. If you were designing a map, however, you might opt to change the unit of measurement to miles or kilometers and then set an appropriate scale as well.

5. Now we're going to use the **Stroke** and **Shapes** inspectors to change the line drawn around the outside of the object. Switch back to the **Object** inspector (⌘-1).
 - In the **Stroke** inspector, change the thickness of the stroke to 2 pt.
 - In the **Shapes** inspector, change the radius to 5 pt.



This makes for a nice, heavy, rounded stroke around the object. You can zoom in so you can see the progress you've made!

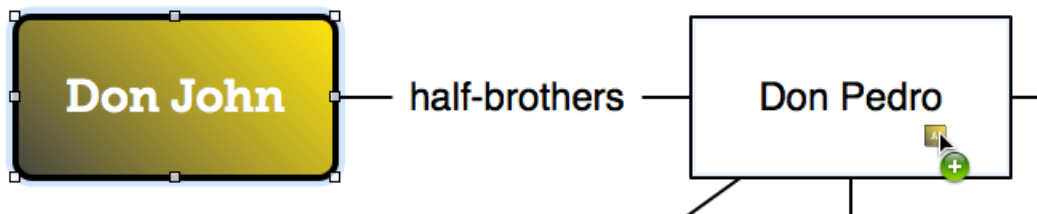
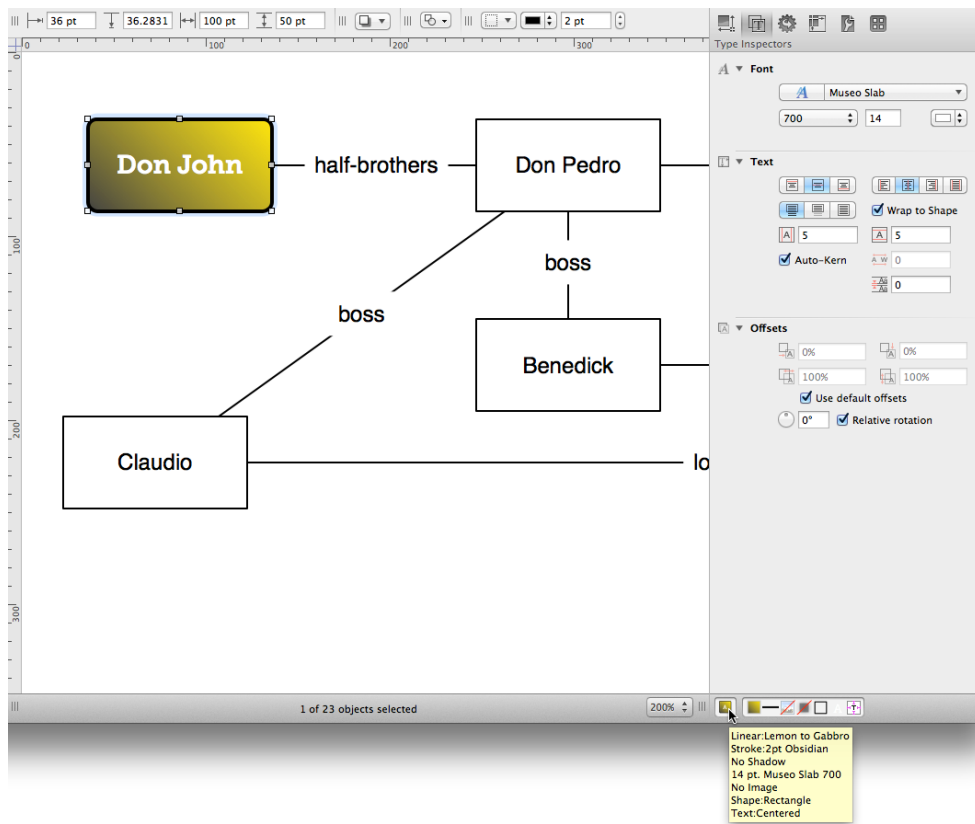
- Switch to the **Text** inspector (**View > Show Inspector > Text**, or ⌘-2), and in the **Font** section, choose a nice font, then click the color well next to the Font button and choose a color to contrast the fill. Now you should have one quite charming shape object.



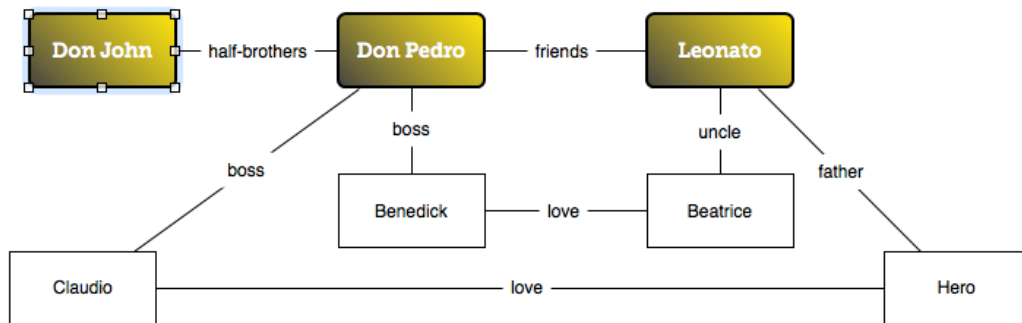
Tutorial 6: Style Proliferation

Now you can apply the same styles to your other shapes without having to repeat every step for each one.

With Don John still selected, look at the bottom of the main window for the style tray. It contains all of the style attributes for the currently selected object, each one represented by a little square “style chit”. Try dragging the “All Styles” chit (the isolated one on the far left of the style tray) and dropping it onto the Don Pedro shape in the diagram.



Whoa! That's pretty easy. Do the same thing to Leonato so that all of the elder generation characters have a consistent appearance.



Tutorial 7: More Selecting and Styling

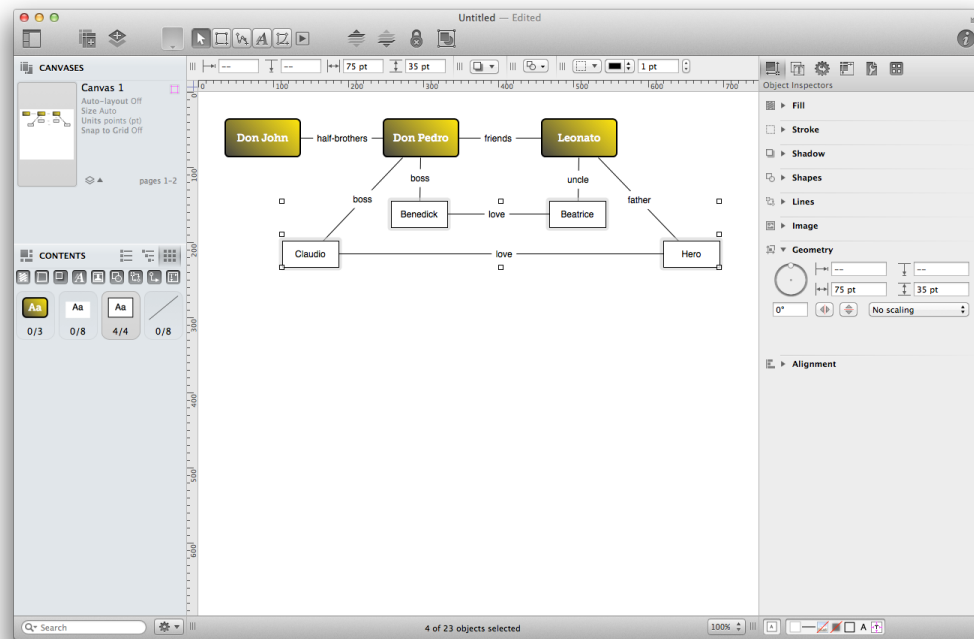
Let's style the remaining objects. A quick way to select lots of shapes at once is with the **Contents** inspector, located in the left sidebar.

The **Contents** inspector lists all of the different kinds of objects on the canvas—lines, labels, rectangles—based on their styles. At the moment, it should show that you have one out of three colored rectangles selected. There should also be an item representing the four plain white rectangles with black strokes; click it to select all four objects at once, and it changes to show that you have selected all four of those objects.

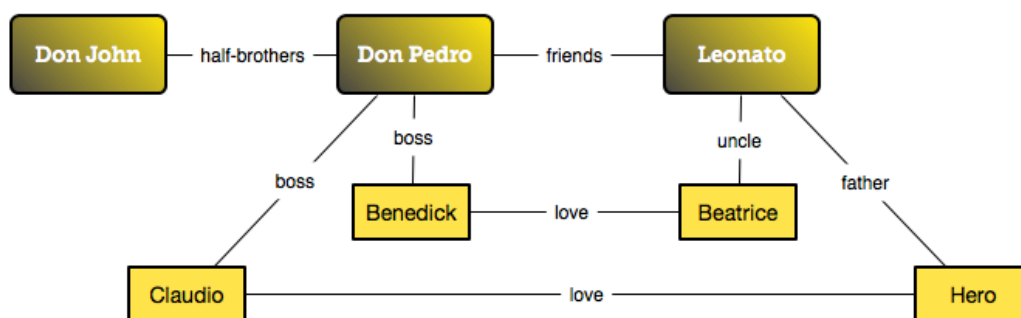


You can use the **Objects** inspectors (**View > Show Inspector > Object**, or **⌘-1**) to change various aspects of an object that are not strictly related to its visual style. Let's use the **Geometry** object inspector to change the

size of the four selected objects. In the width and height fields, enter some new values to make these shapes somewhat larger than the others.



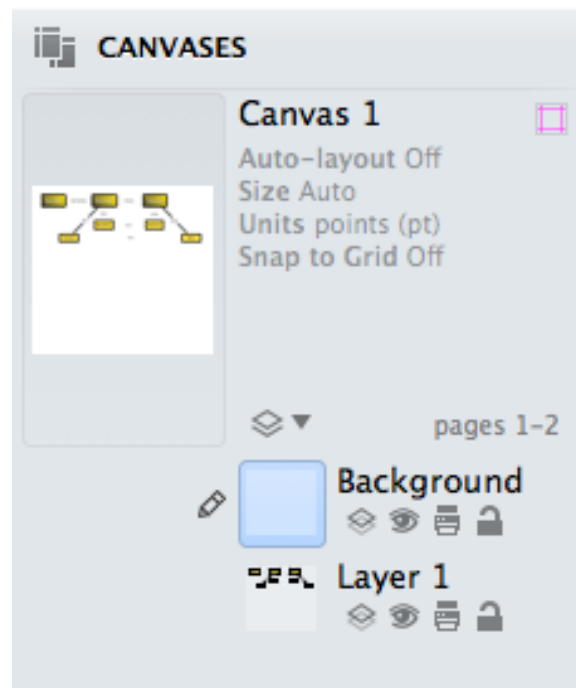
Use the Style inspectors to simultaneously style all four shapes in a way that differentiates them from the others. Here we've chosen a different color, a slightly thicker stroke, and a larger font.



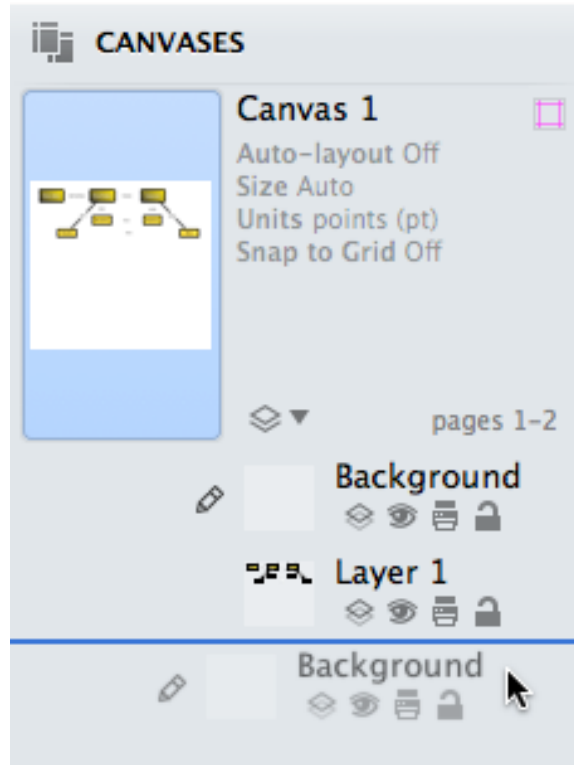
Tutorial 8: Layers

Layers contain different sets of objects on the same canvas. We'll place a background image on a new layer to keep it separate from the character diagram.

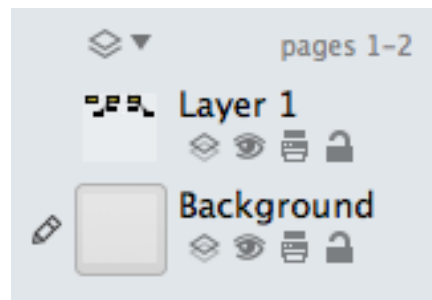
1. In the toolbar, click **New Layer** to add another one to the canvas. A new layer is born. You can name it if you like; something like “Background” should suffice.



2. The order of layers is important; stuff on higher layers appears in front of stuff on lower layers. We want the background to appear behind our relationships diagram, so drag the new layer and drop it below the other one in the list.



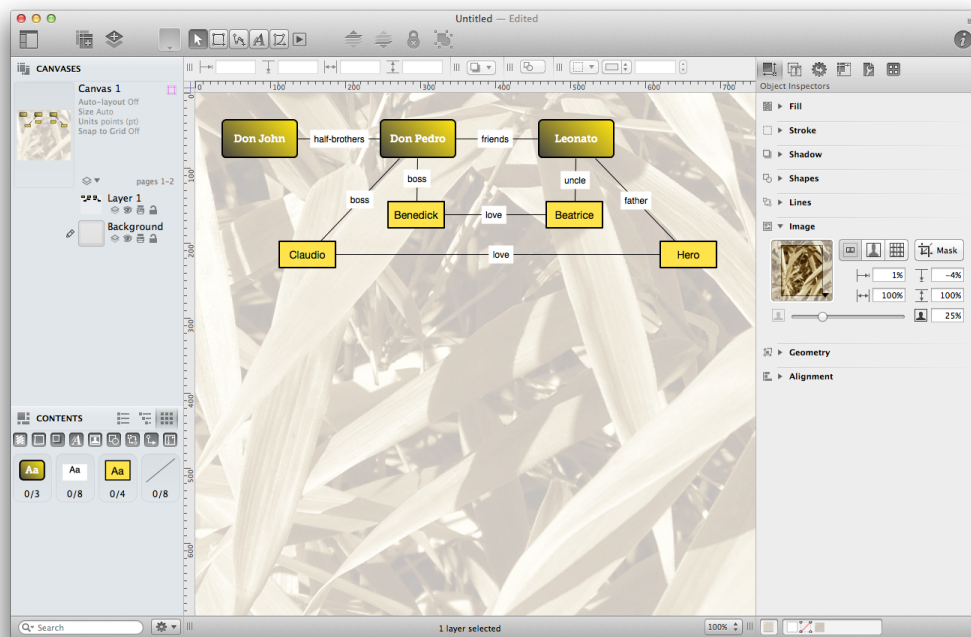
3. Let's concentrate on the background layer. The layer you're working with right now has a pencil icon to the left of its preview in the drawer. If the background layer doesn't have the pencil icon, click just to the left of the layer preview to put it there.



4. For your background, rather than using the **Background Image** canvas inspector (§4), which would place a background image on the entire canvas, you'll want to drag an image onto the layer. A new shape containing the image is created on the Background layer.



5. Use the controls in the **Image** object inspector (☞1) to change the size and scaling or the opacity of the image to suit your liking.



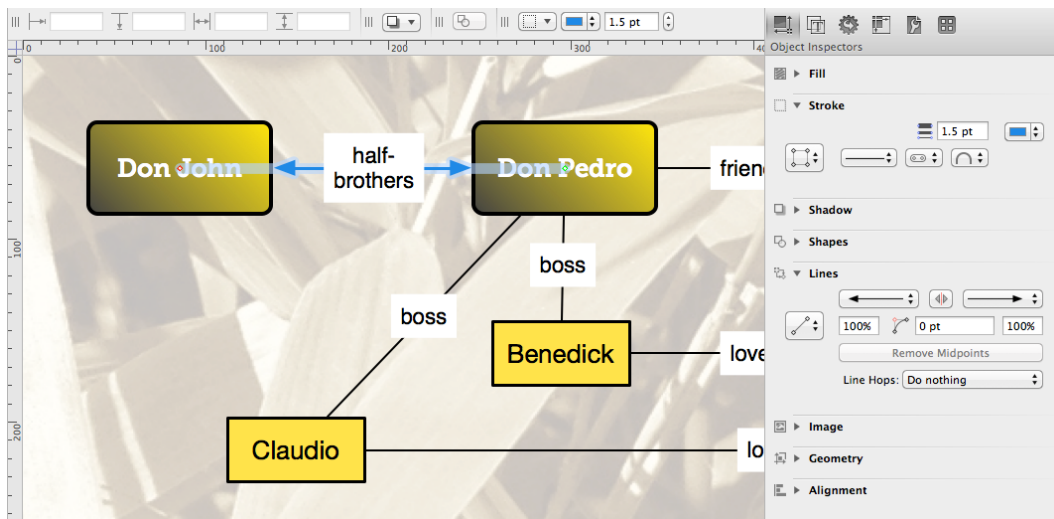
Now you have an attractive, informative diagram. You know how to use the outline view to create objects, how to label and connect them, and how to add styles. You know how to propagate styles around to many objects. You know how to use multiple layers. At this point, you're pretty much unstoppable!

Tutorial 9: Styling Lines and Labels

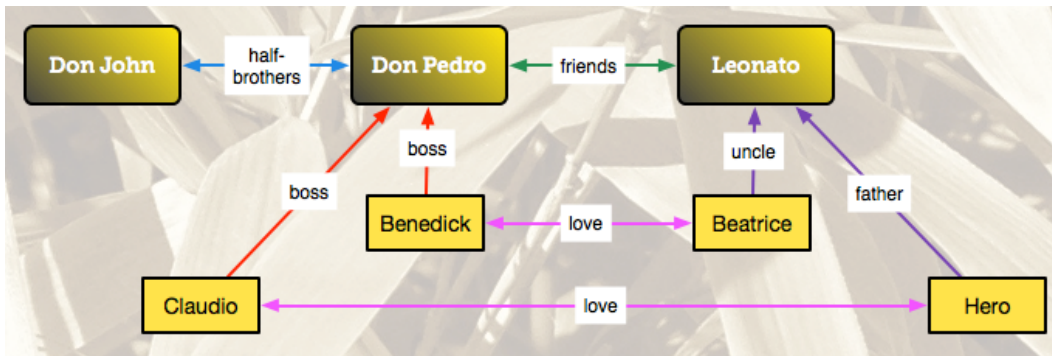
So far, we've focused on styling the object blocks and giving the diagram a nice background. But if you look at the previous image, you can see that there's still some work to do, particularly with the lines and labels.

Here we want the lines to help people visualize the relationships between the characters, and do to more than just show a simple connection. So let's address the lines first, and then you'll see how to remove the fill from a label.

1. Choose **View > Show Inspector > Object** (⌘-1) to open the Object Inspector on the right, and then open the **Stroke** and **Lines** object inspectors.
2. Select the line between Don John and Don Pedro.
3. In the **Stroke** inspector, set the stroke width to **1.5 pt**, and change the line's color to a nice shade of blue.
4. With the line still selected, go to the **Lines** inspector and give the line arrows at both the left and right sides. Your diagram and inspectors should look something like this:

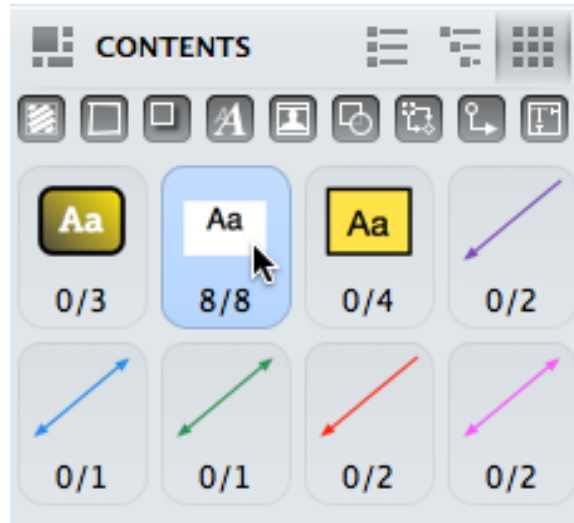


5. Use a similar approach for the other lines, as follows:
 - Create a double-headed green line between Don Pedro and Leonato
 - Create single-headed red lines that point up from Claudio and Benedick to Don Pedro
 - Create single-headed purple lines that point up from Beatrice and Hero to Leonato
 - Create double-headed pink lines between Benedick and Beatrice, and between Claudio and Hero
6. When you've finished, your diagram should look something like the following:

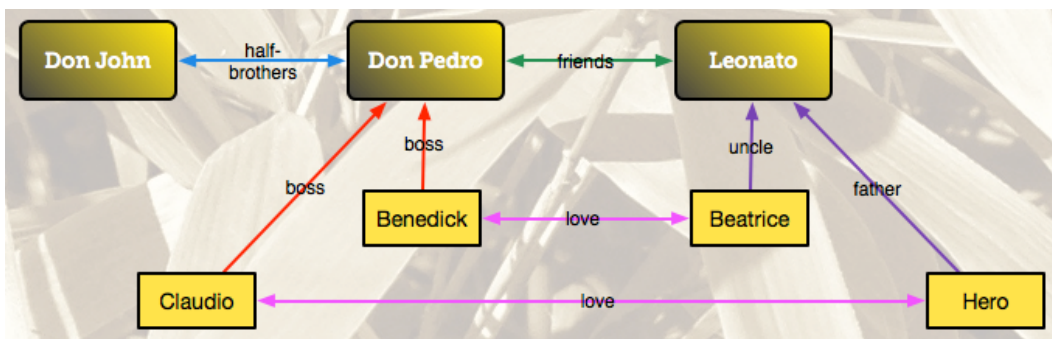


Now let's deal with the labels on the lines. As you can see, they have a white background that obscures the lines and blots out the background image. Let's fix that!

7. To help speed this process up, let's go back to our old friend, the **Contents** sidebar. Choose **View > Show Contents > Selection Matrix (Option-⌘-4)**. The Selection Matrix, if you recall from Tutorial # 7, lets you quickly select similar items in your diagram. In this case, we want to select all eight of the text labels, which you can do by clicking on the label chit.

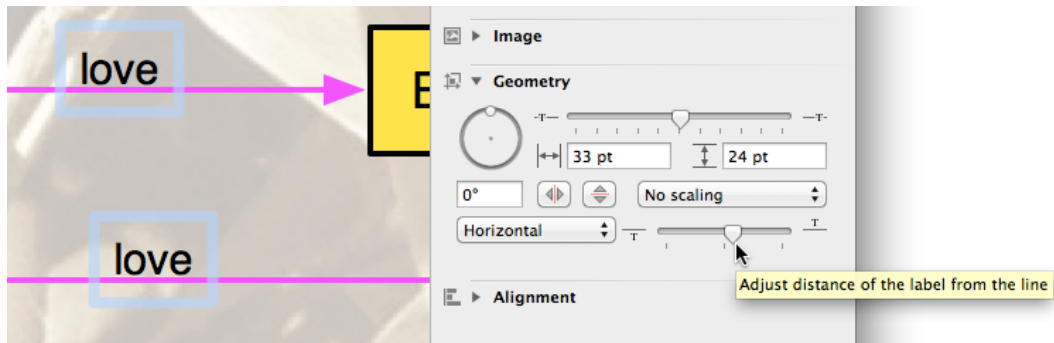


8. Choose **View > Show Inspector > Objects** (⌘-1) and set the **Fill** for the labels to **No Fill**. This removes the white box behind the labels so the lines and the background image show through.

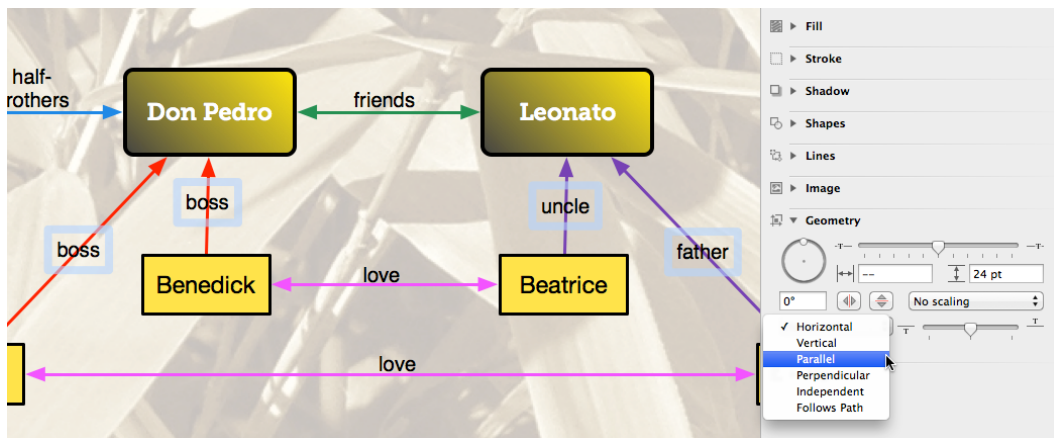


The only problem is that—with some of the labels—the text interferes with the lines. Let's fix that.

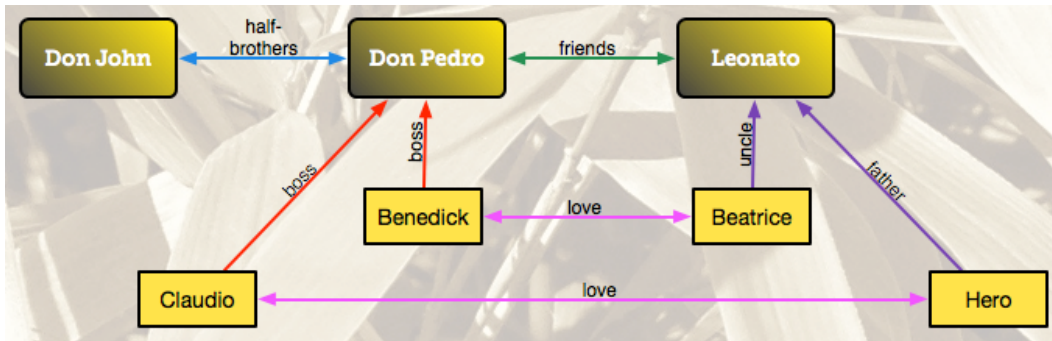
9. Let's start with the "love" labels. Select both of those by ⌘-clicking them, and then use the **Geometry** object inspector to change their positioning related to the line.



10. Select the “half-brothers” label and tap the **Up Arrow** key on your keyboard to nudge the label above the line.
11. Select the “friends” label and nudge that above the line using the **Up Arrow** key on your keyboard.
12. Use **⌘-click** to select the two “boss”, “uncle”, and “father” labels.
13. In the **Geometry** object inspector, change their orientation relative to the line from **Horizontal** to **Parallel**.



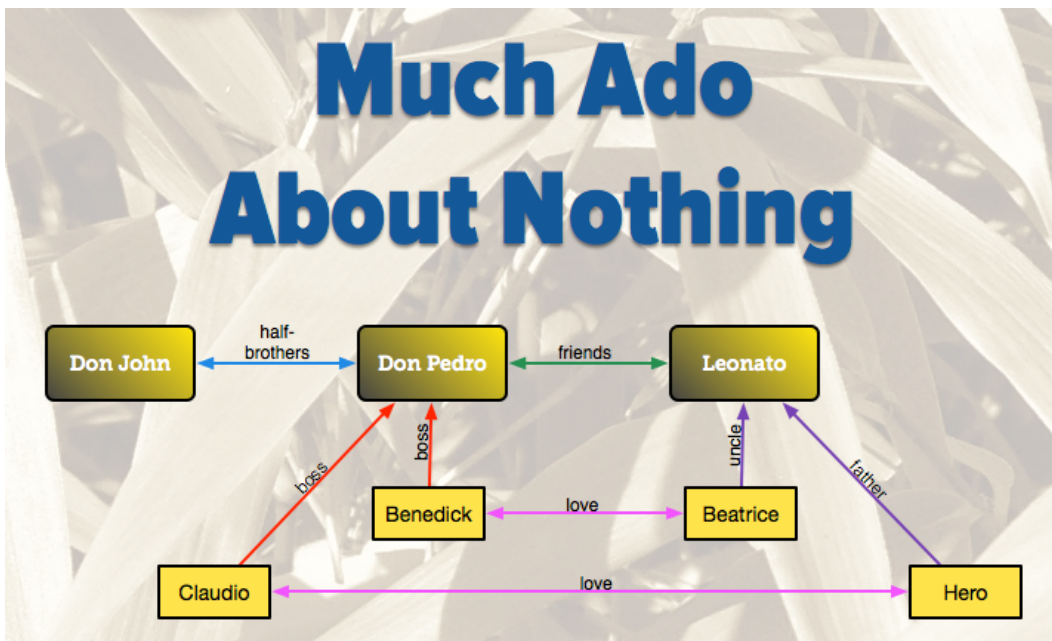
14. Finally, select each of those four labels individually to move them off the lines. Your diagram should look similar to the following:



Tutorial 10: Adding a Title

Now it's time for you to take a little bit of a breather. You've been going at this pretty hard now, so we'll make this one simple. All you need to do is add a title to the diagram. For this, you'll use the **Text** tool to place the title, *Much Ado About Nothing* along the top, and then style it however you'd like.

Use this as an opportunity to get acquainted with some of the other object inspectors that you might not have used so far. At the least, you'll use the **Type** inspectors (⌘-2) to change the **Font**, its size and style. You can also use the the **Object** inspectors (⌘-1) to change the type's appearance.

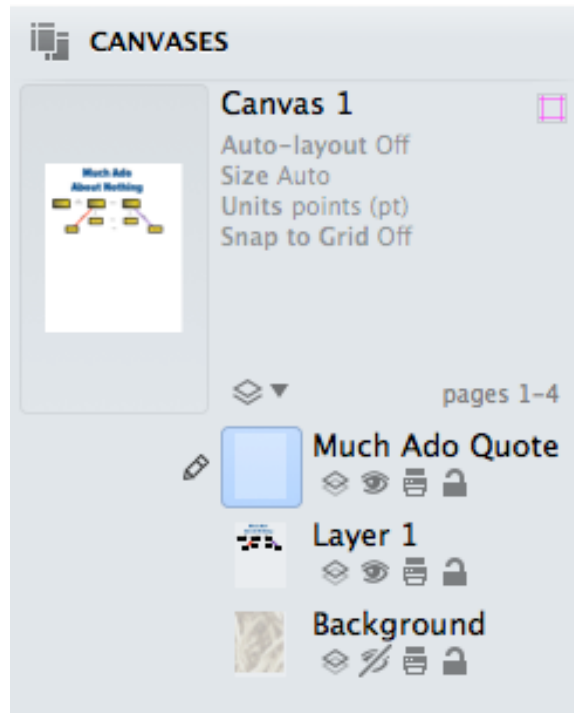


Tutorial 11: Adding Text to a Curve

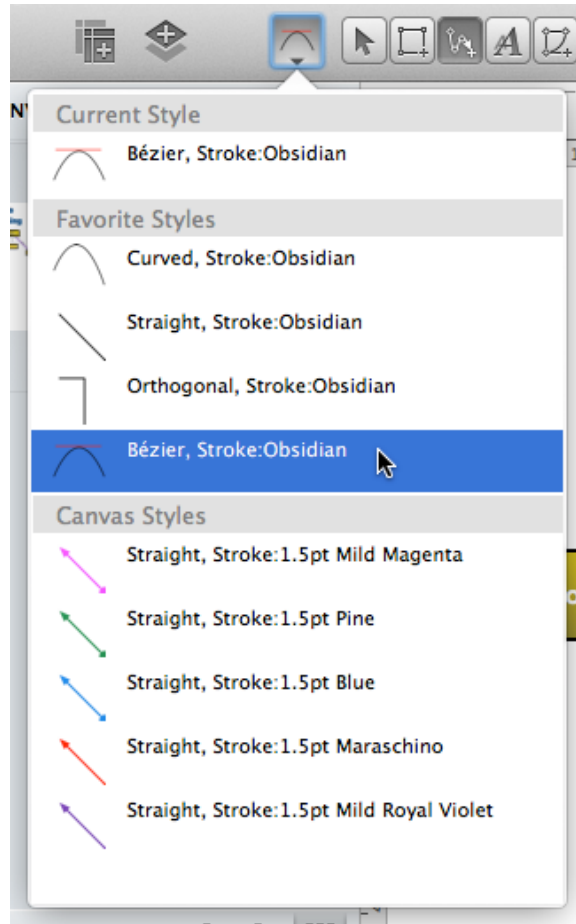
Congratulations! You’ve made it to the end of the tutorial, and you’ve done a fine job so far. You’ve learned how to use the Outline Editor (**Option-⌘-3**) to quickly add new blocks to the diagram, and how to use the Selection Matrix (**Option-⌘-4**) to quickly edit and apply styles to multiple blocks and lines simultaneously. We also showed you how to add a background image to a new layer and how to style and adjust the positioning of labels using the Object inspectors.

But now, now we’re going to show you something really cool: Adding text to a curved line. This is a new feature for OmniGraffle 6, and is something that many of you have asked for, so here goes...

1. Create a new layer by either clicking the **New Layer** button in the toolbar, or with **Edit > Layers > New Layer**).
2. Name the layer “Much Ado Quote”, and press Return to accept the name for the new layer. This new layer should be the active layer (as noted by the pencil on the left).

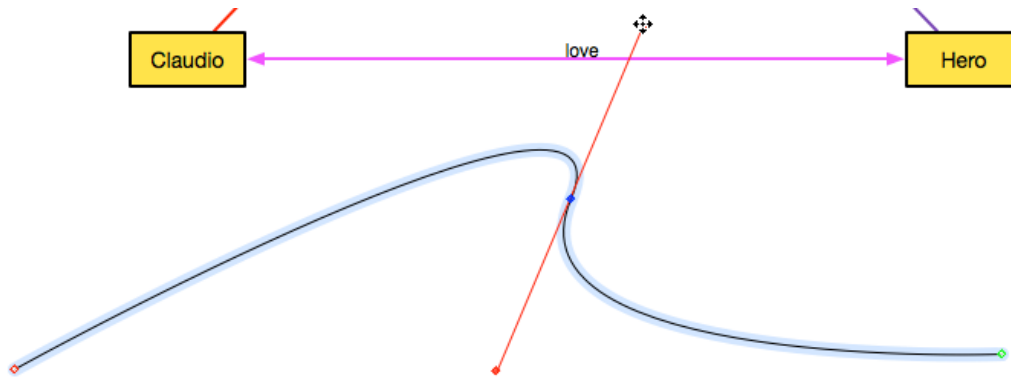


3. Next up, turn off Background layer by clicking its **Eye** icon to hide its visibility. This makes it easier for you to use the **Line** tool to draw your line.
4. In the toolbar, double-click the **Line** tool so that it remains active; the mouse pointer changes to a set of crosshairs.
5. Click the Style Well and select the Bézier, Stroke:Obsidian style.

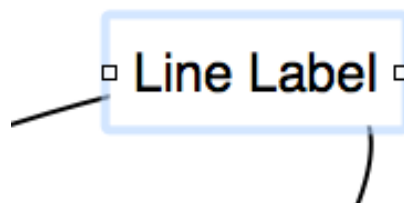


6. Click somewhere beneath the diagram and create a curved line. The easiest way to do this is to click at a starting point of your choice, and then somewhere in the middle of where you want the line, click and drag; this creates a curve at the midpoint of your line. To end the line, double-click in another location on the canvas. ⌘-double-clicking terminates the line.

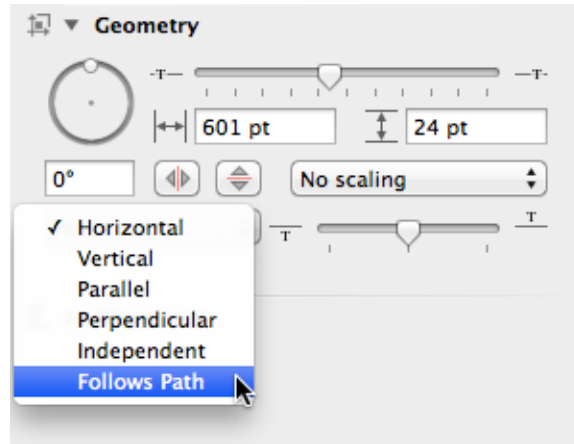
If you haven't worked with Bézier curves before, you can use the curve's handles to change the shape of the curve. Drag the handles toward the center for a sharper curve, or further out to widen the arc. You can also drag the midpoint of the curve around to adjust the line's positioning. To add another point to the curve, just click and drag anywhere on the line to add another Bézier point.



7. Next, add a label to the line you've just drawn. In the toolbar, select the **Text** tool and then click anywhere on the line.



8. Now, choose your favorite quote from *Much Ado About Nothing* and type that in as the label. For example, we'll use this line from Beatrice: *"Alas poor heart, if you spite it for my sake, I will spite it for yours, for I will never love that which my friend hates."*
9. Next, use the **Geometry** object inspector to make it so the text follows the path of the line.



10. Depending on the length of the quote you use, you may notice that some of the text doesn't appear. You'll see a light blue bounding box that clips off a portion of the text. If you see this, try dragging the handles on the box so that all of your text appears on the line.

You may need to play around with the top slider in the **Geometry** object inspector for adjusting the position of the label along the line. Moving this slider to the left moves the text toward the beginning of the line; moving the slider to the right moves the text toward the end.

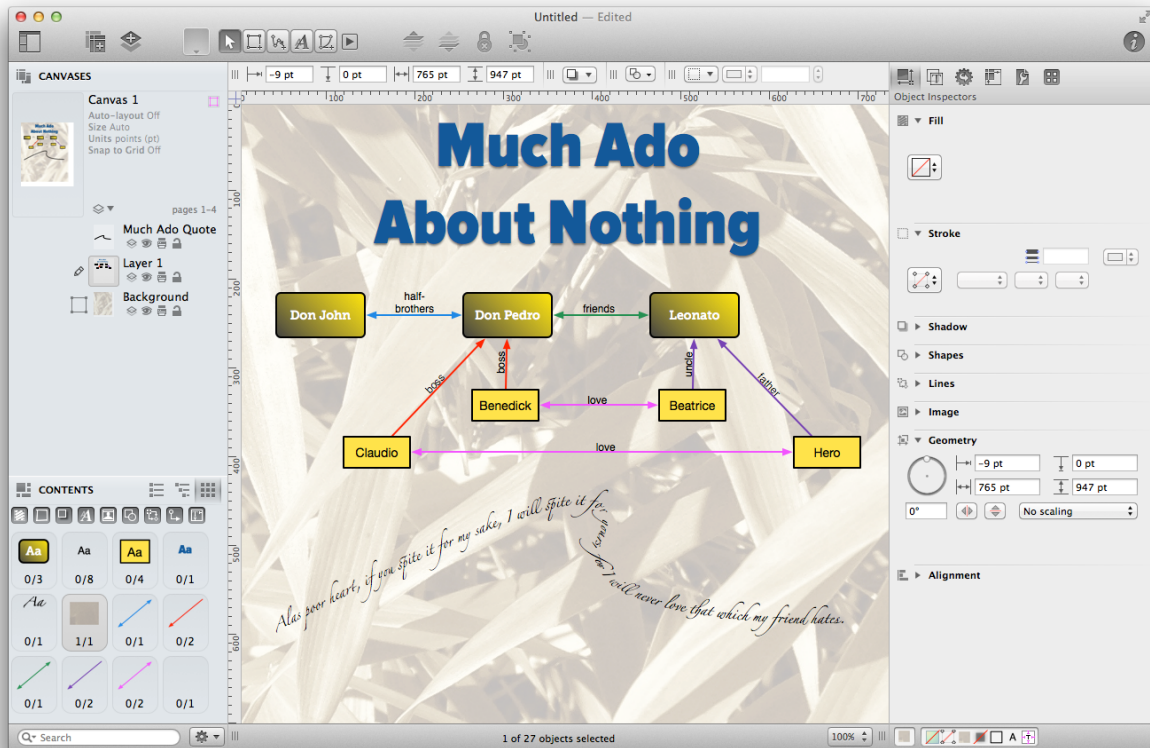
11. Once all of your text is viewable along the path, go back to the **Type** inspector (§-2) and change the **Font** from Helvetica to *Zapfino*.

Reduce the type size and readjust the text box, if necessary, so that the entire quote shows up along the path.

12. Switch to the **Object** inspector and under **Stroke**, set the stroke's width to **0 pt**, and change the stroke style to **No Stroke**. This gives you an "invisible" path that you can add text to.
13. In the **Fill** inspector, set the label's fill to **No Fill**. This clears out the white background, similar to the changes you made to the other labels earlier.

14. In the **Canvases** sidebar, go back to the Background layer and click on the **Eye** icon again to make the background layer visible.

In the end, your project should look similar to the following:



Take some time now to experiment with OmniGraffle a little more. The more you use OmniGraffle, the more comfortable you'll become with all of its abilities. Don't worry about "messing" anything up; just remember that you can always hit **⌘-Z** to undo any recent changes you've made.

Reference

Exporting to Different Formats

You can create files of several different types from your OmniGraffle diagrams. Select Export from the File menu. When you export, a new file is written to the disk, leaving your original document as it is on the screen. Of course, not all aspects of a diagram can be represented in all file formats.

The available file formats are:

- BMP bitmap image — A legacy graphics format.
- EPS vector image — Encapsulated PostScript. This is a common format in professional printing.
- GIF bitmap image — A legacy graphics format prevalent on the web.
- HTML image map — A hypertext file and a JPEG, PNG, or GIF image. URL actions in the original OmniGraffle document are coded into the image map as links so that the image can be clicked to follow them. (Note that actions on lines aren't included, but actions on line labels are)
- JPEG bitmap image — a popular compressed image format. You can lower the image quality to get a smaller file size.
- OmniGraffle Document (**Pro**) — an OmniGraffle document. You can make the file read-only (not editable), and you can choose to include linked images in the file so that they show up properly on someone else's computer.

- OmniGraffle Stencil, OmniGraffle Template — Resources for OmniGraffle.
- OmniOutliner 3 — Represent the diagram as a text outline, using the connection lines between shapes to create a hierarchy. This doesn't work as well for diagrams that don't have strictly tree-like structures.
- PDF vector image — Portable Document Format. This is a nice cross-platform format that has good support for both vector components and bitmaps.
- PNG bitmap image — Portable Network Graphics, a popular format for the Web. This format uses lossless compression to retain the details of an image while decreasing its file size. It supports transparency.
- Photoshop® image — Exports a layered .psd file that can be opened in Adobe Photoshop, or other graphics apps that can interpret a .psd file.
- SVG vector drawing (**Pro**) — An open internet standard that uses XML.
- TIFF bitmap image — Tagged Image File Format. This format supports transparency.
- Visio® XML document (**Pro**) — The XML-based file format for the Microsoft® diagramming application.

Depending on the file format you choose, you have different options. Most offer an Export Area option, with which you can choose how much of the document to export.

- Current Selection — Only export the objects that are selected right now.
- All Objects — Export all of the objects on the canvas, but not the empty areas.
- Region — Specify a precise region of the canvas to export.
- Current Canvas — Export the entire canvas.
- Whole Document — Export everything, creating one image file for each canvas.

Depending on the format you choose, you can also choose a scale for exporting smaller or larger than actual size, the resolution, the compression level, and whether to make the background transparent.

Importing from Other Applications

Several different file formats can be understood by OmniGraffle. You can import these files by opening them just as you would open a normal OmniGraffle file.

(Pro) Microsoft® Visio® documents, templates, and stencils (*.vsd*, *.vdx*, *.vst*, *.vtx*, *.vss*, *.vsx*)

Available in OmniGraffle 6 Pro-only. Documents saved by Microsoft® Visio® diagramming software in its XML-based file format (and now even in its original binary file format! Yeah!) can be read by OmniGraffle Pro. Note that while you can open the binary format, you can't export to it; you'll have to save as an OmniGraffle diagram or export to the XML format. Also note that graphics in the Microsoft® Enhanced Metafile (EMF) format can't be imported.

DOT files (*.dot*)

OmniGraffle understands a subset of the DOT language used by [Graphviz](#). This isn't a full implementation of DOT, but it can be quite useful.

Diagram! 2 documents (*.diagram2* and *.dpalette2*)

Diagram is a NeXTSTEP/OPENSTEP application similar to OmniGraffle. OmniGraffle can import the objects in a Diagram file, but not attached EPS images, sounds, or links.

OmniOutliner documents (*.oooutline* and *.oo3*)

When you open an OmniOutliner file, the items of the outline are interpreted as a diagram. A dialog appears; use it to indicate exactly how to interpret the outline:

- Use the pop-up list to choose a diagram style.
- **(Pro)** Use the table to assign objects in the diagram style to columns in the outline. If you want to show multiple columns of information for each item, use a diagram style that has grouped objects. You can also assign a column to the objects' notes.
- **(Pro)** Choose whether to put the outline in a completely new document or in a new canvas on the open document.

(Pro) Xcode projects (*.xcode*), Project Builder projects (*.pbproj*), and frameworks (*.framework*)

OmniGraffle uses the Objective-C headers to construct a diagram of the inheritance, protocol, and category relationships.

(Pro) Interface Builder nib files (*.nib*)

OmniGraffle graphs the connections in the nib file for easy visualization.

EOModeler files (*.eomodeld*)

OmniGraffle creates a diagram of the database relationships described by the file.

Folder structures

Drag a folder from the Finder and drop it on OmniGraffle's application icon to map out the folder's contents as a diagram.

AppleScript Support **(Pro)**

OmniGraffle has extensive AppleScript support, making it easy for you to automate tasks within or to create entirely new OmniGraffle projects. To find out more about how OmniGraffle's AppleScript object model and commands, launch AppleScript Editor (*/Applications/Utilities*, or use **Shift-⌘-U** while in the Finder), choose **File > Open Dictionary**, and then choose your version of OmniGraffle from the Open Dictionary dialog.

You can store AppleScripts in OmniGraffle's scripts folder, for easy access from the Scripts menu. You can also attach scripts to individual objects on a canvas, using the Action inspector. When you activate the Browse tool, then click an object with a script attached, the script runs.

If you select some objects and then choose **Edit > Copy As > AppleScript** from the menu bar, you get the exact lines of AppleScript necessary to create those objects. This is a great way to learn how OmniGraffle's AppleScript support works, or to add specific objects to your own scripts.

LinkBack

LinkBack is a way of embedding content between applications in such a way that you can always go back and edit the content with the software used to create it originally.

For lots of information about LinkBack, and a list of applications that support it, check the [LinkBack website](#).

To embed OmniGraffle content in another LinkBack application, just copy and paste the content like you would normally. The same goes for embedding other applications' content in OmniGraffle diagrams.

To embed OmniGraffle content inside a single object in OmniGraffle, select all of the objects on your canvas (**⌘-A**), choose **Edit > Copy As > PDF** from the menu bar, and then Paste (**⌘-V**). The objects you copied become a single image; double-clicking the object opens a new OmniGraffle window in which you can edit the objects to your heart's content.

To edit OmniGraffle content embedded in another application:

- Double-click the OmniGraffle content in the other application's document; an OmniGraffle window appears containing the content.
- Edit the content in the OmniGraffle window, just as you normally would.
- In OmniGraffle, choose **File > Save**; the content in the other application updates automatically.
- To edit other LinkBack applications' content embedded in an OmniGraffle diagram, just double-click it. When you save in the other application, the content in the OmniGraffle diagram updates.

Licensing

From the menu bar, choose **OmniGraffle > Licenses** to see the Licenses dialog. From here you can review and edit your OmniGraffle licenses, which verify that you've actually paid for the software. (Thanks!)

To purchase a license:

- Click **Buy Licenses** and you will find yourself magically transported to the Omni Store, where you can purchase a license for the Mac versions of our software. (Naturally, this only works if you have an Internet connection.)

To add a new license:

1. From the menu bar, choose **OmniGraffle > Licenses** to see the Licenses dialog.
2. Click Add License.
3. If you have a license key in an email message, copy and paste both the **Owner** name and the **License Key** into the appropriate fields. If you can't copy and paste the information, you'll have to type it in; make sure you copy everything exactly as it appears in your license message, including the dashes. Also, double-check that the license you're entering really is a license for OmniGraffle 6, and that it is for the correct edition (Professional or Standard); licenses for other Omni products or earlier versions of OmniGraffle won't work.
4. Use the drop-down menu to select the type of license you would like to use. (Keep reading to learn about license types.)

OmniGraffle has two different types of licenses:

- **Personal:** This license is for your personal use, and will only be available on this computer when you are logged in as the user who installed the license. You can install this license on more than one computer, but only for your personal use. You should not use the software on two different computers at the same time with this kind of license. If a personal license is available, the application will always use it.

- **Computer:** You can use this license on this computer, and so can any other user of this computer. However, you should not install this license on more than one computer. If both a network license and a computer license are available, the application will prefer the computer license.

5. Click **Save**.

To remove a license:

1. Select the license you want to remove.
2. Click **Delete License**.

To move a license from one Mac to another:

1. First, find the license file on the old computer. OmniGraffle license files are located in the folder *Library/Application Support/Omni Group/Software Licenses*, where *Library* is either at the top level of your system disk (for computer licenses), or in your Home folder (for personal licenses). The file you are looking for has a name such as *omnigraffle-123456.omnilicense*. Move this file to the new computer.
2. On the new computer, choose **OmniGraffle > Licenses** from the menu bar and then click **Add License**.
3. On the sheet that appears, click **Import License File**.
4. Locate and select the license file that you want to import.
5. Click **Open**. If the license file is compatible—meaning, it is for the same version of OmniGraffle—the license will be added to OmniGraffle on your other system.

Again, the thing to remember here is that license keys are version-specific; the license key you have for OmniGraffle 5 is not compatible with OmniGraffle 6 (and vice versa).

Note

You can disregard the *Licensing* section if you've purchased your copy of OmniGraffle (Standard or Pro) from the Mac App Store. Licensing is only an issue if you've purchased your copy of OmniGraffle direct from The Omni Group's website.

Regular Expression Syntax

OmniGraffle's Find dialog supports the use of some simple regular expressions. A regular expression is a single string that represents a whole set of strings. The following syntax is used:

- **a*** — zero or more instances of **a** (matches the longest string possible)
- **a*?** — zero or more instances of **a** (matches the shortest string possible)
- **a+** — one or more instances of **a** (matches the longest string possible)
- **a+?** — one or more instances of **a** (matches the shortest string possible)
- **a?** — zero or one instance of **a**
- **^** — beginning of a line
- **\$** — end of a line
- **.** — any character

- **[a-z]** — all characters between **a** and **z**
- **[abc-]** — **a**, **b**, **c**, or **-**
- **(abc)** — matches **abc** and stores it as a group. Use the **Select or Replace** pop-up menu in the Find dialog to select or replace only one of these groups rather than the whole expression.
- **\1** — text of first matched group
- **a|b** — **a** or **b**
- **\n** — newline
- **\r** — carriage return
- **\t** — tab character
- **\d** — digit
- **\D** — non-digit
- **\w** — word character (alphanumeric or underscore)
- **\W** — non-word character
- **\s** — whitespace
- **\S** — non-whitespace
- **** — escape the next character

Regular expressions are very popular, so you should be able to find plenty of information about them on the internet or in a good library or bookstore. Here are a few examples to get you started:

- **\s*\$** — matches whitespace at the end of a line.

- `<.*?>` — matches strings that begin with `<` and end with `>`, such as HTML or XML tags.
- `\S+@\S+` — very liberally matches things that resemble email addresses (*anything@anything*).
- `(19|20)\d\d-\d\d?-\d\d?` — matches dates in the format YYYY-MM-DD, between 1900 and 2099

Every Single Menu Command

Now, you could spend the next couple hours, kicked back in your comfy chair cruising through all of the menus in OmniGraffle to see what's new or where your favorite command went to. Or, you could just read through this section and see everything in one convenient—and easy to search—place.

The OmniGraffle Menu

About OmniGraffle

Find out about the particular version of OmniGraffle you are using.

Check for Updates

Normally, OmniGraffle checks for updated versions of itself regularly based on the Update preferences. Use this command to check once right now. If there is an updated version of the software, you are prompted to download it.

Preferences (⌘-,)

Open OmniGraffle's preferences window; you can use it to customize the application's behavior to your liking.

Licenses

Show the Licenses dialog, where you can review your OmniGraffle software licenses. For more information about how licenses work, check Licensing section.

Services

The Services menu is a collection of system-wide services offered by other apps on your Mac. OmniGraffle plays rather well with OS X, so you should be able to use your standard services from within the application.

Hide OmniGraffle (⌘-H)

Leave OmniGraffle open, but temporarily put away its windows while you work in another application.

Hide Others (Option-⌘-H)

Hide all windows of other applications you have open, so that you can concentrate on OmniGraffle.

Show All

Show all of the windows in all applications you've hidden using the Hide commands.

Quit OmniGraffle (⌘-Q)

Choose this if you really must part with OmniGraffle for now. If you have unsaved documents open, you are prompted to save or discard your changes.

Note

The **Check for Updates** and **Licenses** menu options are not available on versions of OmniGraffle purchased through the Mac App Store. Those menu options only pertain to direct purchases of OmniGraffle from The Omni Group's website.

The File Menu

New (⌘-N)

If you have a default template, this creates a new document based on it. If you don't have a default template, this opens the template chooser.

New Resource

Create a new OmniGraffle stencil, template, or diagram style, starting from the template of your choice.

Resource Browser (**Shift-⌘-N**)

Open the new Resource Browser, where you can pick which template you'd like to use for a new document.

Open (⌘-O)

Browse for a document to open. You can open any OmniGraffle document, or a file in one of the formats OmniGraffle knows how to import.

Open Recent

Open a document you've recently worked on. Choose **Clear Menu** to remove the list of recent documents, so no one knows you've been working on *Surprise Party Invitation.graffle*.

Close (⌘-W)

Close the frontmost window you have open. If you have unsaved changes, you are prompted to save or discard them.

Save (⌘-S)

Write all of your hard work in the frontmost document onto the disk for safekeeping. If you have already saved the document once, the new version replaces the old one. If it's the first time you're saving this document, you are prompted to browse to a location on the disk and enter a file name.

Duplicate (**Shift-⌘-S**)

Make a duplicate copy of the current document. The duplicated file uses the same filename as the file you're working on, but tacks on copy to the filename so you know which one is the clone.

Note

The **Duplicate** command changes to **Save As** when you hold down the Option key while in the File menu. You can also quickly invoke Save As with the **Option-Shift-⌘-S** keyboard shortcut. Save As is sort of like Duplicate, except you have the option to rename the file immediately after issuing the command, whereas with Duplicate, you have to explicitly rename the file afterward.

Rename

Whether you have used **File > Duplicate (Shift-⌘-S)** to make a copy of a file, or if you've decided that you don't like the filename you've given to your current project, select this menu item to rename the current file.

Move To

Move the file to another location on your Mac's hard drive.

Move to Trash

Be careful with this one; it moves the file you are currently working on into the Trash. This comes in particularly handy when you're working on multiple duplicated files as you tweak and compare styles. With the dupes you don't want, just choose **File > Move to Trash** and then close the window (⌘-W).

Revert To

When revisions don't really work out like you had planned, choose this to go back to the version of the file that's on the disk; it's kind of like a mass-Undo. If you open a file that had some changes in an automatic backup, you can choose this command to go back to the last explicitly saved version.

Place Image

Browse for an image file; a shape containing the image is created on the canvas at the last place you clicked with the Selection tool.

Export (Option-⌘-E)

This creates a new file, in a file type of your choice, from some portion of the data in your OmniGraffle document. Exported files are approximations of the OmniGraffle document in a different format, not perfect replicas. Check the exporting section for more information.

Page Setup (Shift-⌘-P)

Show the standard OS X Page Setup sheet. This sheet contains several panes of settings for how to represent your document on pages.

Print (⌘-P)

Show the standard OS X Print sheet. In addition to the settings in Page Setup, you have a lot of printing-specific options you can set here.

Print Canvas(es)

Show the Print sheet, but only include the selected canvases.

The Edit Menu

Undo (⌘-Z)

OmniGraffle remembers a list of changes you make to a document. Choose this command to move one step backwards in the list, as if you hadn't done the last thing in the list. Keep choosing it to keep stepping backwards in time.

Redo (Shift-⌘-Z)

If the last thing you did was to Undo something, you can step forward and do it again, effectively Undoing the Undo.

Cut (⌘-X)

Remove the current selection and put it on the clipboard, so you can paste it somewhere else.

Copy (⌘-C)

Copy the current selection to the clipboard.

Copy As

Copy the current selection as one of the following file types and place it on the clipboard:

PDF

Put a PDF copy of the current selection on the clipboard for pasting into any app that accepts PDF files for viewing, editing, or sending. If the app you paste into also supports LinkBack (this includes OmniGraffle itself), you can even go back and edit the pasted content in OmniGraffle.

PNG

Put a PNG copy of the current selection on the clipboard for pasting into any app that accepts PNG image files.

TIFF

Put a TIFF copy of the current selection on the clipboard for pasting into any app that accepts TIFF image files.

AppleScript (**Pro**)

Put an AppleScript representation of the selected objects on the clipboard. You can paste the result into AppleScript Editor (*/Applications/Utilities*) or into the Action inspector of another object to make a script that recreates the objects. The output is also useful just for studying how OmniGraffle's AppleScript support works.

Paste (⌘-V)

Place the contents of the clipboard on the canvas, at the last place you clicked with the Selection tool. (Or insert text from the clipboard if you are editing an object's text.) If there is an image or some text in the clipboard, a new shape object containing the image or text is created.

Paste in Place (Shift-⌘-V)

If you copy an item on your canvas with ⌘-C and then use Paste in Place (**Shift-⌘-V**), you will paste in the contents of the clipboard directly on top of the item you copied. This is particularly helpful when you want to copy an item on one layer and then paste in another copy on another layer that's higher up in the stack.

Paste and Match Style (Option-Shift-⌘-V)

When you are editing text, you can use this command to paste in some text without bringing along the style it had in the application you copied it from. Instead, it matches the style of the text you already have, as if you had typed it there yourself.

Duplicate Selection (⌘-D)

Make a copy of the current selection and place it on the canvas, without using the clipboard. This command has a special feature:

- Select something on the canvas and Duplicate it.
- Use the Selection tool to move the copy; OmniGraffle learns the distance and direction of the copy in relation to the original.
- Duplicate again as many times as you like; each new copy is the same distance and direction from the previous copy.

Delete

Obliterate the current selection, forever banishing it from this plane of existence (unless you Undo).

Select All (⌘-A)

Select everything selectable on the canvas. Remember that objects on locked layers can't be selected. If you are editing the text of an object, this instead selects all of the object's text.

Select

This menu offers you different options for selecting objects, either based on their style, how they're connected, and based on their relationships:

Similar Objects

Select all of the objects on the canvas that have the same style attributes as the currently selected objects.

Connected Objects

Select all shapes that are directly or indirectly connected by lines to the currently selected objects, and all of the lines between.

Ancestor

Select all of the ancestors of the currently selected objects, based on the hierarchy established by connection lines.

Descendants

Select all of the descendants of the currently selected objects, based on the hierarchy established by connection lines.

Outlining

These commands are only available when you are working in the **Outline Editor (Option-⌘-3)**:

- Add Child (⌘-})
- Add Sibling (Option-⌘-')
- Add Aunt (⌘-{})
- Add Parent (Option-⌘-;)
- Add Spouse (Option-⌘-/)
- Indent
- Outdent

Navigation(**Standard**)

Mouseless Editing (**Pro**)

These commands are most useful when you invoke their keyboard shortcuts; you can do a whole lot without even touching the mouse:

- Select Shape Left (⌘-Left Arrow)
- Select Shape Right (⌘-Right Arrow)
- Select Shape Above (⌘-Up Arrow)
- Select Shape Below (⌘-Down Arrow)
- (**Pro**) Create Connected Shape Left (Control-⌘-Left Arrow)
- (**Pro**) Create Connected Shape Right (Control-⌘-Right Arrow)
- (**Pro**) Create Connected Shape Above (Control-⌘-Up Arrow)
- (**Pro**) Create Connected Shape Below (Control-⌘-Down Arrow)

Canvases

Commands for working on the canvas:

New Canvas (**Option-⌘-N**)

Add a new canvas to the document.

Duplicate Canvas

Add a new canvas, identical to the current canvas, to the document.

Delete Canvas

Get rid of the current canvas completely.

Layers

Commands for working with layers:

New Layer

Add a new layer to the current canvas.

New Shared Layer

Add a new shared layer to the current canvas.

Duplicate Layer

Add a new layer, identical to the selected layer, to the canvas.

Merge Layer Down

Move everything on the selected layer to the next layer down, then delete the selected layer.

Delete Layer

Get rid of the current layer completely. You can't delete the last layer in a canvas.

Delete All Copies

This command is only available when you select a shared layer. It deletes all instances of the shared layer on any canvas throughout the document.

Layer Settings

Commands for adjusting a layer's settings:

Visible

shows or hides objects on the layer

Printable

controls whether objects on the layer should be included when printing

Unlocked

controls whether objects on the layer can be selected or edited

Shared Layer

specifies a layer that can be shared with other layers

Select All in Layer

Select all of the objects on the selected layer.

Move Selection to Layer

Move all selected objects to the selected layer.

Tables (**Pro**)

Commands for working with tables:

Insert Row (**⌘-Return**)

When you have one cell of a table selected, choose this command to add a new row of cells to the table. The new row appears immediately before the row containing the selected cell.

Insert Column (**Option-⌘-Return**)

When you have one cell of a table selected, choose this command to add a new column of cells to the table. The new row appears immediately before the row containing the selected cell.

Select Row

When you have one cell of a table selected, choose this command to select the entire row that contains the cell.

Select Column

When you have one cell of a table selected, choose this command to select the entire column that contains the cell.

Magnets

Commands for setting magnets on an object:

Copy Magnets

Put the magnet arrangement of the selected object onto the clipboard, so that you can paste them to a different object.

Paste Magnets

If there is a magnet arrangement on the clipboard, apply it to the selected object. Any existing magnets are replaced by the new ones.

Delete Magnets

Get rid of all the magnets on the selected objects.

Positions

In addition to these options, magnet positions can also be set in the **Connections** properties inspector (⌘-3) in the **Other Connections** tab:

- No Magnets
- Cardinal Points:

- 4 Magnets: N, S, E, W
- 2 Magnets: N, S
- 2 Magnets: E, W
- 4 Magnets: NE, NW, SE, SW
- 8 Magnets
- Per Segment:
 - On Each Vertex
 - 1 Magnet Per Side
 - 2 Magnets Per Side
 - 3 Magnets Per Side
 - 4 Magnets Per Side
 - 5 Magnets Per Side

Shapes (**Pro**)

Commands for working with shapes:

Unite Shapes

Combine two or more selected shapes, eliminating internal lines to make a single, solid shape.

Intersect Shapes

Create a shape from the overlapping areas of the selected shapes.

Subtract Shapes

Take the selected shapes and use the front shapes to punch a hole in the back-most shape. You can reorder shapes with the Bring/Send commands in the Arrange menu.

Uncombine Shapes

Separates combined shapes, restoring them to their original state.

Make editable/uneditable

Toggles whether a shape can or cannot be edited.

Find

Commands for searching within your project:

Find (⌘-F)

This summons OmniGraffle's Find panel. You can search for a specific string of text, or you can use a regular expression to match a whole class of strings. When searching for a specific string, select Ignore Case to match letters regardless of whether they are uppercase or lowercase; select Whole Word to avoid matching portions of a word. If you use groups in a regular expression, you might want to select (or replace) the whole expression, or just one of the groups; use the pop-up menu to indicate which.

Find Next (⌘-G)

Choose this to find the next occurrence of the text you last entered in the Find panel, as if you had just clicked its Next button.

Find Previous (Shift-⌘-D)

Choose this to find the previous occurrence of the string you last entered in the Find panel, as if you had just clicked its Previous button.

Enter Selection (⌘-E)

Select some text in an object, then choose this command to put the selected text into the Find panel, replacing whatever was there before. Then you can use the Find Next and Find Previous commands to search for other occurrences of the text.

Scroll to Selection (⌘-J)

Move the view so that the selected objects are visible.

Note

For the purposes of Previous and Next, OmniGraffle considers objects in left-to-right, top-to-bottom order.

Spelling and Grammar

Commands for checking and correcting the spelling and grammar within your project:

Show Spelling and Grammar (⌘-:)

Opens the Spelling and Grammar dialog. Since the colon (:) is on the upper part of semicolon (;) key, you will also need to use the Shift key to option this dialog (**Shift-⌘-;**).

Check Document Now (⌘-;)

Checks the spelling in your current document and stops at the first misspelled word it finds.

Check Spelling While Typing

This option is enabled by default, but can be turned off by selecting this option in the menu.

Check Grammar With Spelling

This option also checks your grammar as it checks spelling. This option comes in particularly handy when you're entering a lot of text.

Note

For the purposes of Previous and Next, OmniGraffle considers objects in left-to-right, top-to-bottom order.

Insert Variable

While you are editing a shape object's text, choose one of these commands to insert a special tag. When you finish editing the text, the tag changes to represent some aspect of the object itself, the canvas, the page, or the document. If the data that the tag refers to changes, the tag automatically updates itself. Some variables, such as Page Number, are useful for putting on a shared layer and then sharing that layer with every canvas.

If you are using one of the date variables, you can customize the format of the date using [Cocoa's date formatting tokens](#). For example, to get a date such as "2013 - 10 - 05 08:37", you could type this:

```
<%date %Y - %m - %d %H:%M %>
```

Canvas Name

the name of the canvas the object inhabits.

Layer Name

the name of the layer.

Document Name

the name of the document the object inhabits.

Current Date

just what it says; this option inserts the current date. This is particularly handy when you want to "stamp" a document you're printing with today's date.

Document Creation Date

the date that the document was originally created, according to OS X's filesystem.

Document Modification Date

the date that the document was last saved, according to OS X's filesystem.

Creator

the name of the user who created the file, according to OS X's filesystem.

Modifier

the name of the user who last saved the file, according to OS X's filesystem.

Page Number

the number of the page that the object inhabits, based on settings in the Canvas Size inspector and the Page Setup panel.

Total Pages

the number of pages in the whole document. Use this with the Page Number tag to get results like "Page 2 of 5".

Canvas Number

if you have multiple canvases in your project, you can reference them by number.

X Position

the object's horizontal distance from the origin, just like in the Geometry inspector.

Y Position

the object's vertical distance from the origin, just like in the Geometry inspector.

Width

the object's horizontal size, just like in the Geometry inspector.

Height

the object's vertical size, just like in the Geometry inspector.

Line Length

This tag is somewhat unique. If the shape containing the tag is a line label, it shows the line's length. It's not useful if the shape object is not attached to a line.

Edit in LinkBack App

If you have pasted LinkBack content from another app, select the object and use this command to open the content in the original app.

Start Dictation (**fn-fn**)

Press the **fn** key twice to start dictation.

Special Characters (**Option-⌘-T**)

Summon the standard OS X Character Palette.

The View Menu

Start Presentation (**Pro**) (**Option-⌘-P**)

Enter presentation mode with the frontmost document.

Zoom

These menu options let you zoom in and out on the canvas, and are helpful for when you need fine-grained control over where objects are placed:

Zoom In (**⌘->**)

Move up to the next closest zoom level, making the canvas appear larger.

Zoom Out (**⌘-<**)

Move down to the next farthest zoom level, making the canvas appear smaller.

Zoom to Actual Size (**Option-⌘-0**)

Move to 100 percent zoom, so that the canvas appears as large as it actually is according to the canvas units.

Zoom to Selection (**Option-⌘-J**)

Zoom to a level and position that fills the view with the currently selected objects.

Previous Zoom

Return to the previous zoom level you had before the current one.

Fit in Window

Zoom to a level and position that keep every object on the canvas visible as you work.

Extras

There are several things on the canvas (other than the objects themselves) that you might want to see; choose something from this list to show or hide it.

Actions

Any object with an action assigned to it in the Action inspector gets an action tag near its upper-right corner.

Grid Lines (**⌘-**)

This is the grid as defined in the Grid inspector. Note that you can snap to the grid whether it's visible or not.

Guide Lines

These are the manual guides that you set up for aligning objects on the canvas.

Magnets

Choose this to see all objects' magnets, all the time.

Notes

Any object with a note in the Note inspector gets a note tag near its upper-right corner.

Origin

This is the crosshair that represents the canvas origin.

Page Breaks

These are the lines that represent borders between pages.

Rulers (⌘-R)

The rulers help you size objects on the canvas, and include an inspector bar for common object editing.

Show/Hide Sidebar (Option-⌘-1)

Toggle the visibility of the left sidebar which contains Canvases and Contents.

Show Contents

Use these options to toggle between:

List View (Option-⌘-2)

This option provides you with a detailed list of every single item in your diagram, from boxes to lines to text labels and images—everything in your project is listed here.

Outline Editor (Option-⌘-3)

The Outline Editor makes it easy for you to quickly enter—and edit—objects in a project. This provides you with a hierarchical view of the objects in your project so you can quickly assess their relationships.

Selection Matrix (**Option-⌘-4**)

This option groups similarly-styled objects—blocks, labels, lines, images, you name it!—together so you can quickly select objects based on their style.

Show/Hide Inspectors (**⌘-I**)

Toggles the Inspectors sidebar to the right of the Canvas.

Show Inspector

Menu options for quick access to the Inspectors and the Stencils Library:

Object (**⌘-1**)

opens the Object inspector

Type (**⌘-2**)

opens the Type inspector

Properties (**⌘-3**)

opens the Properties inspector

Canvas (**⌘-4**)

opens the Canvas inspector

Document (**⌘-5**)

opens the Document inspector

Stencils (**⌘-6**)

opens the Stencils Library

Display Canvas

These options make it easy for you to switch between the different canvases in your project:

Next Canvas (**⌘-]**)

Switch to the canvas after the one you are currently editing.

Previous Canvas (⌘-[)

Switch to the canvas before the one you are currently editing.

Customize Toolbar

Conjure up a sheet of controls that you can drag to your toolbar, as in other Mac apps.

Show/Hide Toolbar

Set the visibility of the document window's toolbar.

Enter/Exit Full Screen (Control-⌘-F)

Enter full screen mode.

The Format Menu

Show Fonts (⌘-T)

Opens the standard Font panel.

Show Colors (Shift-⌘-C)

Opens the standard Color panel.

Font

Use this submenu to set a font and style to the selected text.

Bold (⌘-B)

Make the selected text **bold**.

Italic (⌘-I)

Make the selected text *italic*.

Underline (⌘-U)

Underline the selected text.

Outline

Places an outline around the selected text.

Bigger (⌘-+)

Make the selected text bigger.

Smaller (⌘--)

Make the selected text smaller.

Kern

Change the spacing between characters; options include:

- Use Default
- Use None
- Tighten
- Loosen

Ligature

Change the spacing between lines; options include:

- Use Default
- Use None
- Use All

Baseline

Alter the text's baseline; options include:

- Use Default
- Superscript
- Subscript
- Raise
- Lower

Text

These options give you control over the selected text's properties, including:

- Align Left (**Control-⌘-L**)
- Center (**Control-⌘-C**)
- Justify
- Align Right (**Control-⌘-R**)
- Align Top (**Option-⌘-T**)
- Center Vertically (**Option-⌘-V**)
- Align Bottom (**Option-⌘-B**)
- Center Horizontally & Vertically
- Allow Hyphenation

Most of the functionality here is also available in the Type inspector (**⌘-2**).

Copy Object Style (**Control-⌘-C**)

Put the styles of the selected object on the clipboard, where they can be pasted onto other objects.

Paste Object Style (**Control-⌘-V**)

If there are object styles on the clipboard, apply them to the selected objects.

Choose Diagram Style

Opens the diagram style chooser for applying a consistent style to all objects on the canvas.

Reapply Diagram Style

Applies the current diagram style again, to catch any differently-styled objects that might have shown up since the last time it was applied.

Restyle Selected Objects

Reapplies the current diagram style to just the selected objects.

The Arrange Menu

Bring to Front (**Shift-⌘-F**)

Bring Forward (**Option-⌘-F**)

Objects on the same layer have an order to them: newly created objects appear in front of objects that already existed. Choose Bring to Front to move the selected objects in front of all other objects on the layer. Hold Option to change this command to Bring Forward, which moves the selected objects forward one step in the ordering.

Send to Back (**Shift-⌘-B**)

Send Backward (**Option-⌘-B**)

Similar to **Bring to Front**, except it moves the selected objects behind all other objects on the layer. Hold Option to change this command to Send Backward, which moves the selected objects backward one step in the ordering.

Lock (**⌘-L**)

Lock the selected objects. A locked object can't be moved or edited. When you try to select a locked object, it shows X marks instead of selection handles. Basically, the only thing you can do with a locked object is unlock it; the exception is that you can change an object's label and hierarchical position in the outline view. Locking is useful for making sure you don't accidentally change something you have set up just right.

Unlock (Option-⌘-L)

Unlock the selected objects so that they can be moved or edited.

Group (Shift-⌘-G)

Use this command with at least two objects selected to turn them into a group, making them behave like a single object.

Ungroup (**Shift-⌘-U**)

Use this command with a group selected to separate it back into its component objects.

Make Table (**Pro**) (**Shift-⌘-T**)

Use this command with one object selected to turn the object into a 1×1 table, to which you can then add rows and columns.

Group as Subgraph (**Pro**)

Turn the selected objects into a self-contained subgraph that you can subsequently collapse to a single object.

Collapse Subgraph (**Pro**)

Change the selected subgraph into a single object, retaining all of the connection lines coming in or out of it.

Expand Subgraph (**Pro**)

Return a collapsed subgraph to its fully expanded majesty.

Guides

OmniGraffle offers Smart Guides and manual guides. Smart guides are little blue lines that appear as you move, resize, or rotate objects, to help you keep things aligned and spaced evenly.

Manual guides are canvas-spanning magenta lines that you place yourself; you can make as many as you like, use them to align objects, and show or hide them from the View menu.

Enable/Disable Smart Alignment Guides

These are the Smart Guides that appear to help you line up objects' edges or centers. They also help you match objects' rotation when you ⌘-drag an object's selection handles.

Enable/Disable Smart Distance Guides

These are the Smart Guides that help you space out objects evenly.

Lock/Unlock Guides

As long as the manual guides are locked, you won't be able to move them.

New Horizontal/Vertical Guide

This puts a guide across the canvas; if the guides are not locked you can use the Selection tool to drag it into position wherever you like. As you drag an object near a guide, its edges or center snap into place along the guide. You can also drag new guides out from the vertical and horizontal rulers.

Clear Manual Guides

Remove all of the manual guides from the canvas. If you just want to temporarily hide them, you can do so from the View menu.

Align

These commands replicate the functionality of buttons in the Alignment object inspector (⌘-1), lining up objects' edges and centers, or spacing objects out evenly. Options include:

- Align Left Edges
- Align Right Edges
- Align Top Edges
- Align Bottom Edges

- Align Vertical Centers
- Align Horizontal Centers
- Make Centered Row
- Make Centered Column

Grid

Snap to Grid and Align Objects to Grid work just like they do on the Grid inspector; Size Objects to Grid resizes objects to make their edges follow the nearest grid lines. Options include:

- Snap to Grid (**Option-⌘-**)
- Align Objects to Grid (**Option-⌘-[**)

Diagram Layout

These commands lay out objects, either all objects on the canvas or the selected objects, according to the settings in the Diagram Layout inspector. Options include:

- Lay Out Entire Canvas
- Lay Out Selection

Size

If you have objects of different sizes on the canvas, but would like them to be the same size, first select the object that has the dimensions you'd like the others to emulate, choose **Arrange > Size**, and then choose one of the resizing options:

- Make Same Width
- Make Same Height
- Make Same Size
- Make Natural Size

- Size to Fit Image

Make Natural Size makes an object's height and width equal. For objects with an image placed in the Image inspector, Size to Fit Image makes the object just big enough to show the whole image at its original size.

The Window Menu

Minimize (⌘-M)

Shrink the frontmost window into the Dock.

Zoom

Size the window to fit its contents, or return to the previous window size.

New Window on Document

You can look at the same document in several different windows; Zoom and scroll each window however you like.

Workspaces

Use Workspaces to set default states for the Inspectors. For example, you could create a new Workspace that opens the Canvas inspector with only the **Background Image** inspector open.

Edit Workspaces

Open the Workspaces window, where you can save your favorite arrangements of inspectors. Each workspace you save appears at the bottom of this submenu and has a function key assigned to it.

Default Workspace (F2)

This workspace returns the inspectors back to their original state. For example, in the Objects inspector, all of the object inspectors are open.

Note

Since most of the function keys (for example, F1, F2, F3, and so on) are already assigned by the system to function with your Mac hardware, you will need to press the **fn** key and then press the applicable function key. For example, for the Default Workspace, you will need to press **fn-F2**.

Bring All to Front

Put all of OmniGraffle's windows in front of all other app windows.

The Help Menu

OmniGraffle Help

This summons the onscreen help you're reading right now. Howdy! Thanks for being the kind of person who reads the documentation.

Keyboard Shortcuts

See a document that lists all of the keyboard shortcuts available in OmniGraffle 6, so that you can eschew that mouse thingy.

What's New in 6

This command opens the Help file, *What's New in OmniGraffle*, which explains all of the new features in OmniGraffle 6 along with the life-affirming benefits of OmniGraffle Professional 6.

Release Notes

This pops open a window that includes lots of information from our engineering team about the things they've fixed, updated, or have added to OmniGraffle. This document changes whenever we issue an update of OmniGraffle, so be sure to read this after updating to the latest and greatest build to see what's changed.

Send Feedback

Choose this to start an email message to the OmniGraffle support folks. This is the best way to get in touch with us; your version

number and license information are automatically entered in the subject field, which helps us help you help yourself. Or something.

Getting Help

When you're in need of help—whether you're trying to figure out how layers work, or if you're having some other issue with OmniGraffle—it's good to know that the Support Humans at The Omni Group are always available to lend you a hand.

The OmniGraffle Website

The [OmniGraffle website](#) is always a good place to find the latest information about OmniGraffle.

Forums

The Omni Group maintains [online forums](#) for all of our products, and you're invited! Come share your questions and ideas with other users and Omni staff.

Email Support

If you're stuck, if you have a good idea for the next version of OmniGraffle, or if you just want to let us know how we're doing, go ahead and send us an email. Choose **Help > Send Feedback** from the menu bar to conjure up a message addressed to us, or just [send us an email with your thoughts](#). We take support pretty seriously, so you can expect a prompt response actually typed by human hands.

Release Notes

For really meticulously detailed information about what has changed in each minor version of OmniGraffle, check out **Help > Release Notes** from the menu bar.