

Kivio mp 2.0 Documentation

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1.0 Introduction

In business it is common to need to diagram various processes, procedures or even a physical environment. Kivio mp addresses this need by providing a large collection of pre-built 'stencil sets'. A stencil set is usually arranged by theme, for example a stencil set for 'Flowcharting' would contain the various objects associated with flowcharting such as process, decision, etc. Complex ideas can be represented quickly and easily using Kivio mp, and if you don't see what you want in the available stencil sets, then you can use the integrated vector drawing tools to create your own shapes and drawings.

1.1 About Kivio mp

The 'mp' stands for 'MultiPlatform' and Kivio runs on Linux and Windows with Mac OS X support coming soon. With Kivio mp we tried to implement things that hadn't been done in a flowcharting style application such as the generic vector drawing ability. We've also started to build 'smart' stencils which will allow a stencil to interact with the environment, such as sniffing your network and building a diagram for you automatically. Kivio is designed for the future and priced for the common man.

2.0 Installation

The Kivio mp application for any operating system is pretty much self contained. Under MS Windows we have supplied a 'zip' file, simply choose a location that you want to have the software stored in and unzip the file into that directory. You can now add the application to any program group or desktop that you wish. Under Linux we have supplied a 'tar.gz' file. Put the tarball into whatever directory you want to hold the software and execute this command:

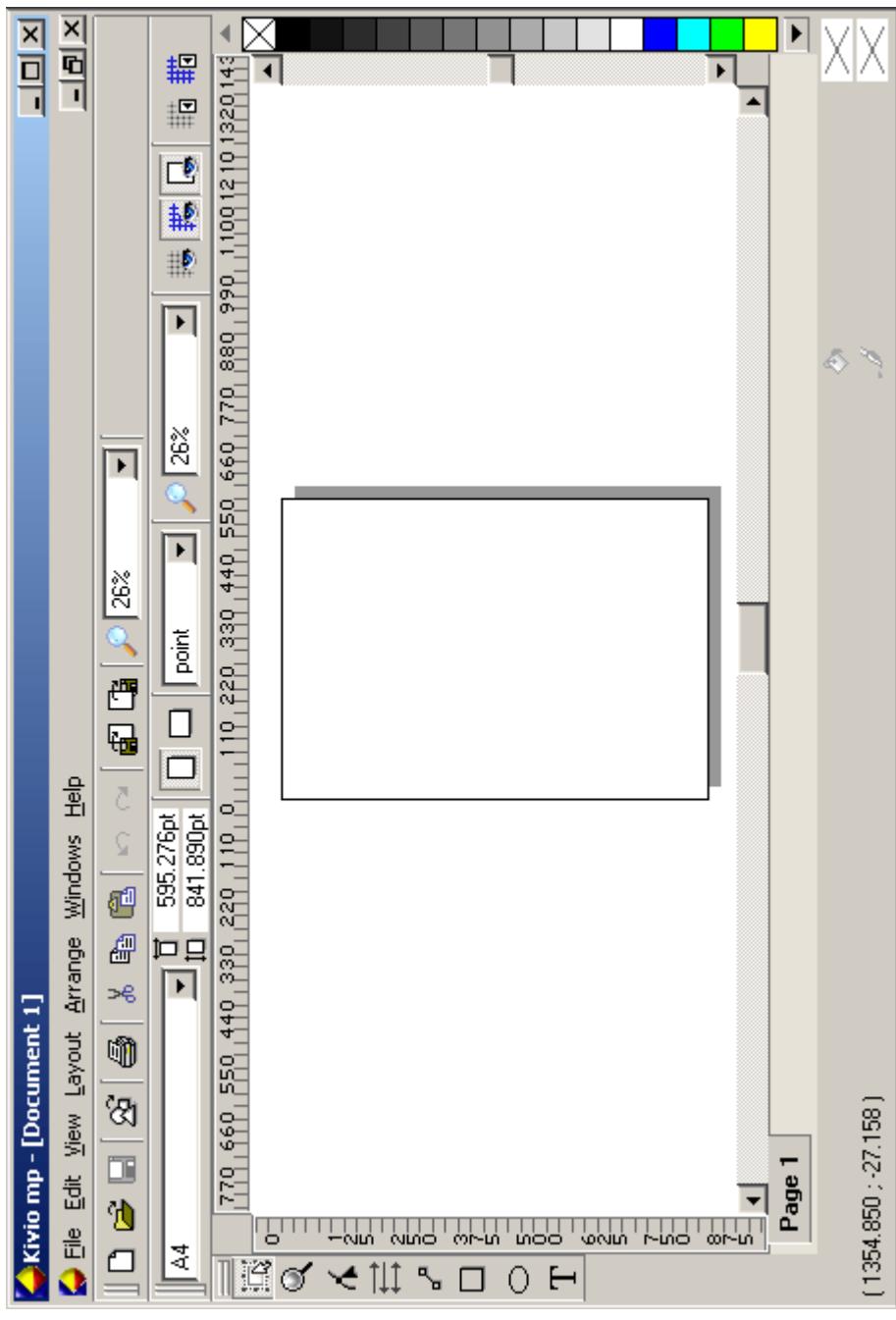
'tar zxvf kivio*.gz' and the directory structure will be created and the software installed. You can now add it to the desktop of your choice.

2.1 System Requirements

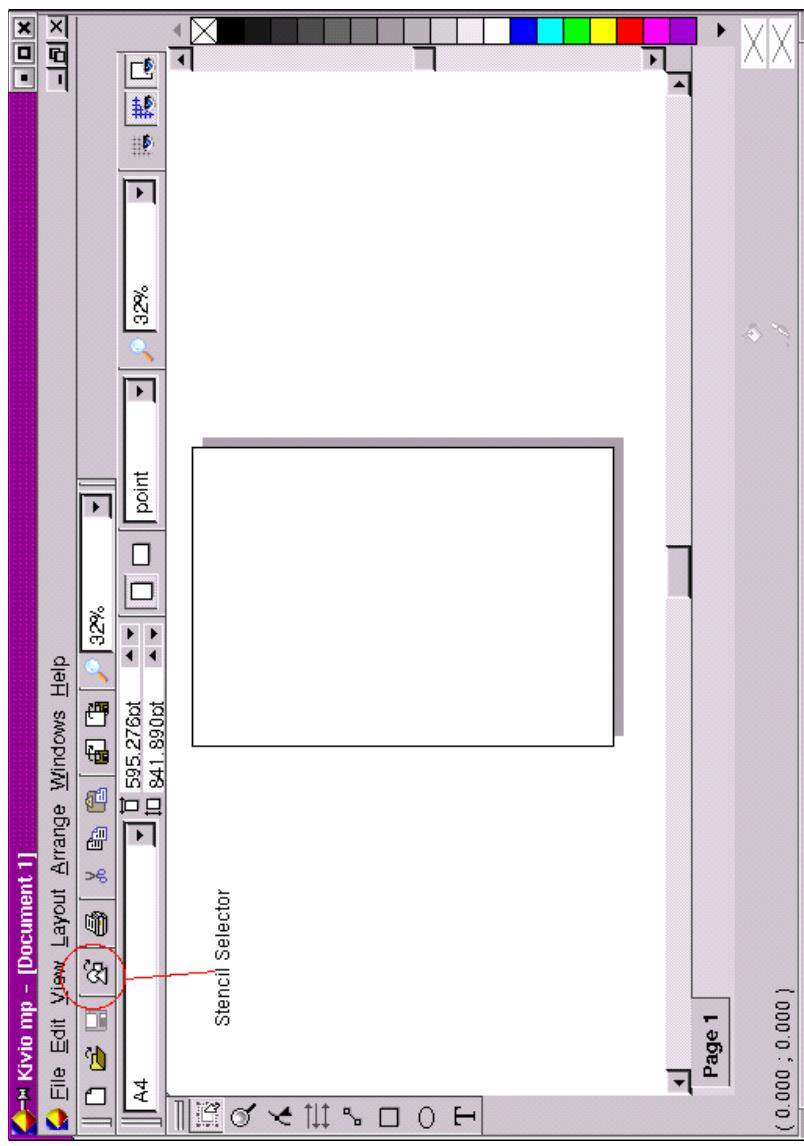
A 300mhz system with at least 64MB of RAM and about 10MB of disk space is recommended. Pretty much any Windows or Linux distribution will work. We plan to have PPC and Intel versions available.

3.0 Getting Started

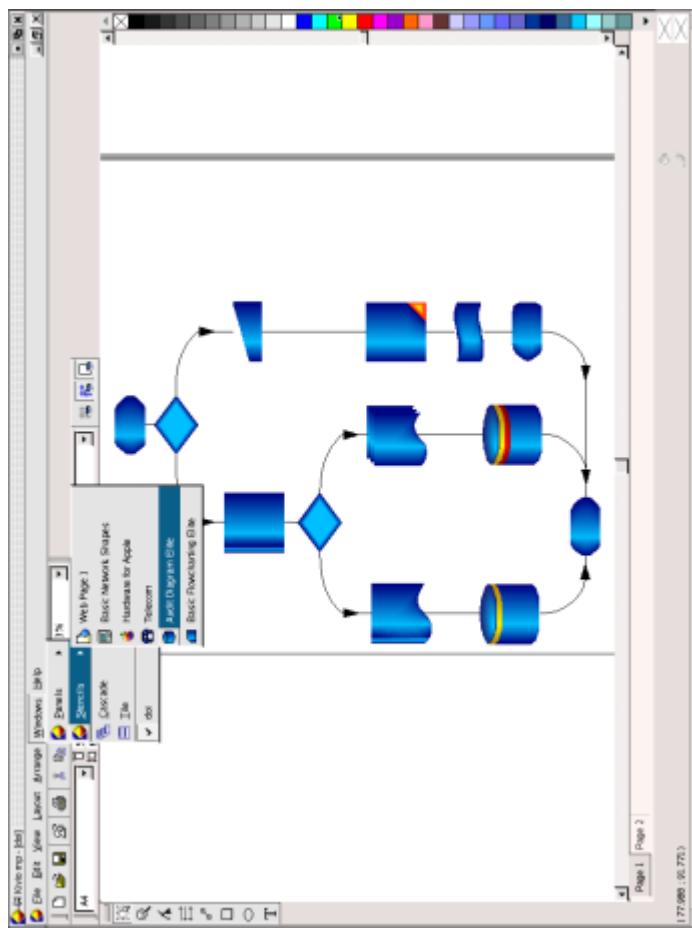
When you first run Kivio mp you will get essentially a blank screen, you will need to tell Kivio if you want to work on an existing document, or create a new document. This is easily done with the 'File' menu and selecting the appropriate option. For the first time we will select 'New', which will yield the following screen:



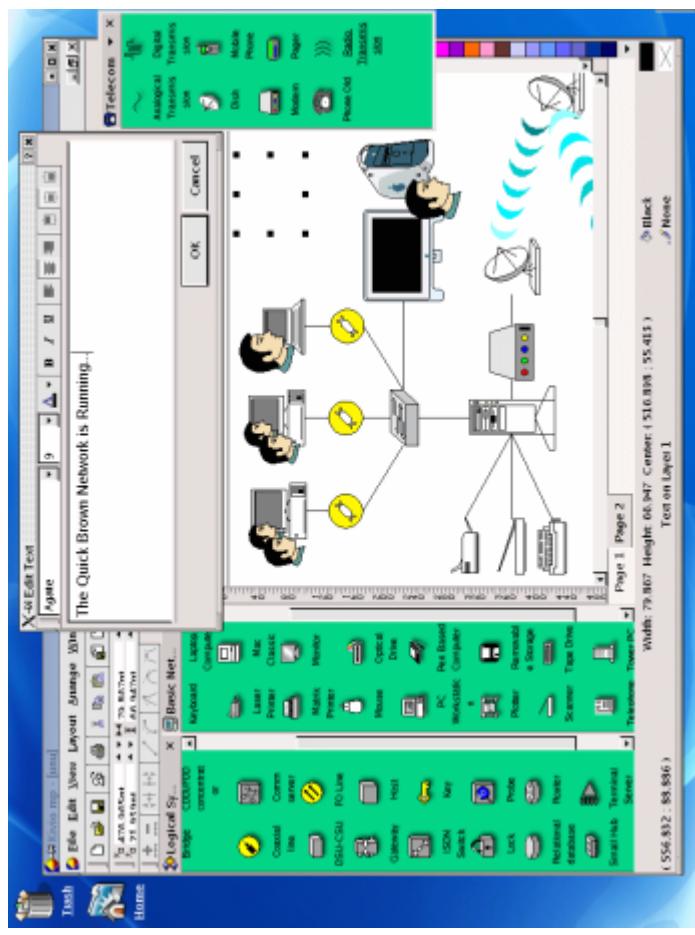
The next step is to get some stencils you can work with. This requires that you set the stencil library path so that Kivio mp knows where you have stored them, this is typically a directory called 'stencils' under the main Kivio directory where you installed the software. Look at the following example to see which icon allows you to select stencils or set the stencil directory path:



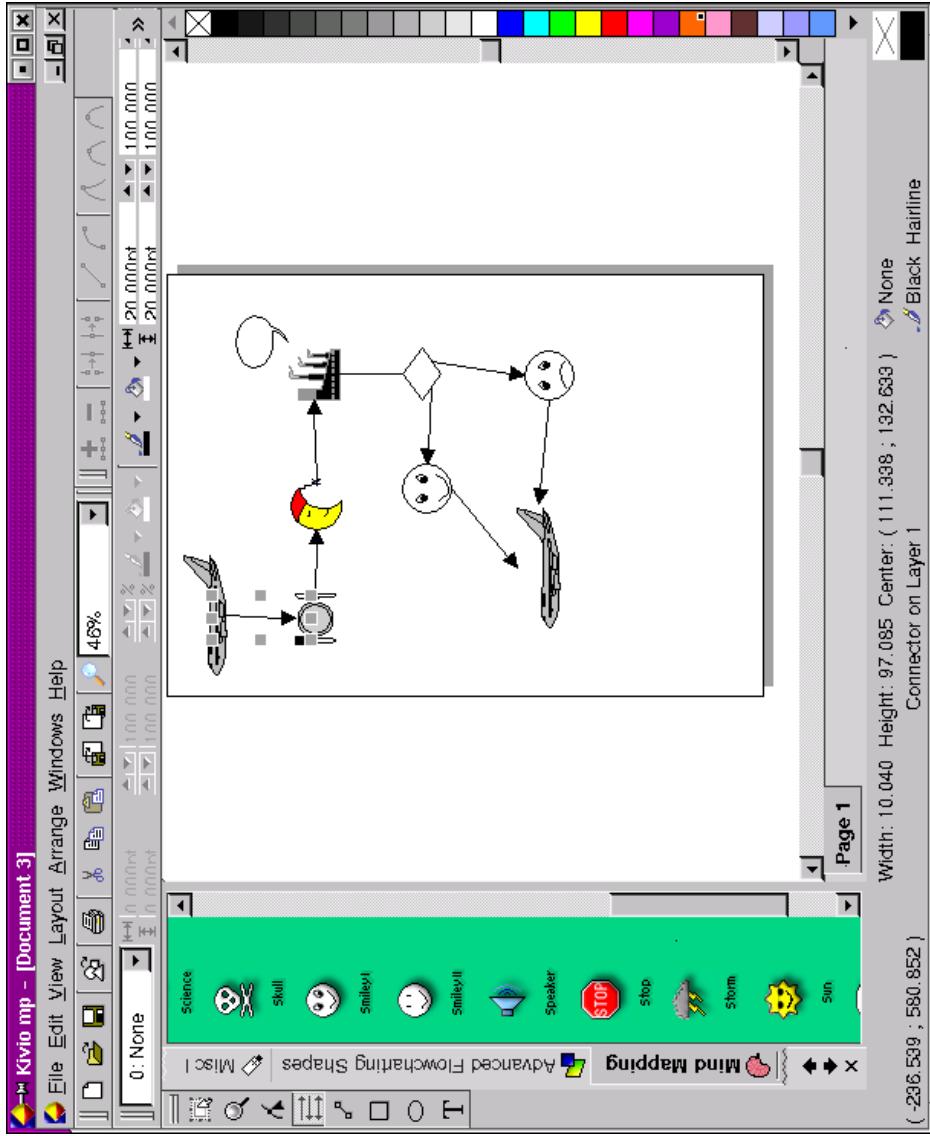
Once you've set the path, then you can add any set of stencils you are interested in for your current drawing. Now stencil panels can either be free floating, or docked around the work area, or docked into a tabbed widget. You can dismiss all the panels to give yourself more room to work on your drawing and still access them through the menu bar as seen here:



And here you see multiple stencil panels open, some docked and some floating:



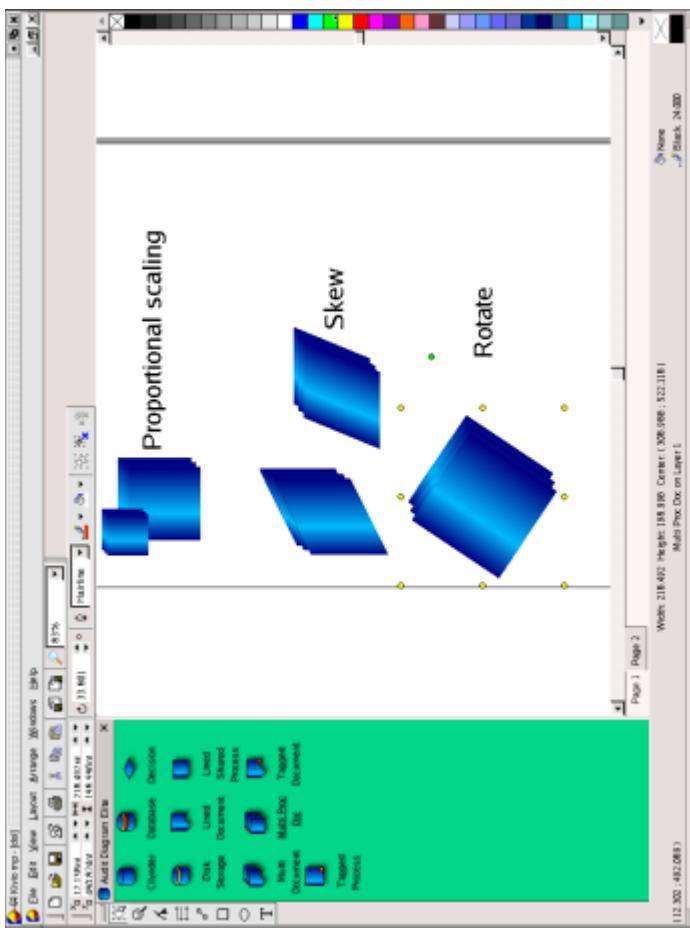
Finally here is an example of the stencils docked into a tab toolbar:



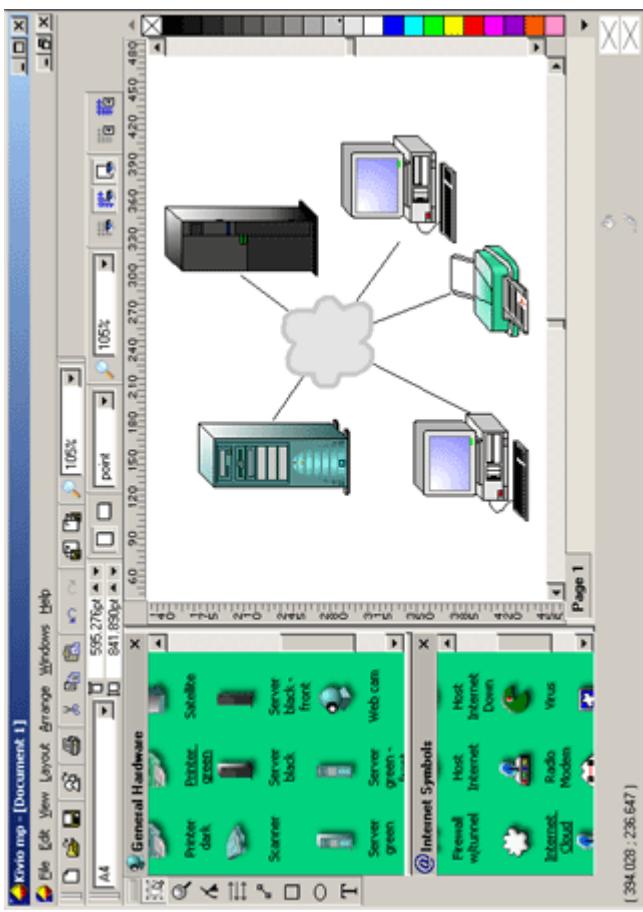
To make the dock windows tab into each other, you need to drag it so you see a small, vertical, rectangular outline in the center of the destination, then release the mouse. First you will need to have docked one of the windows to work with.

4.0 Tips and Tricks:

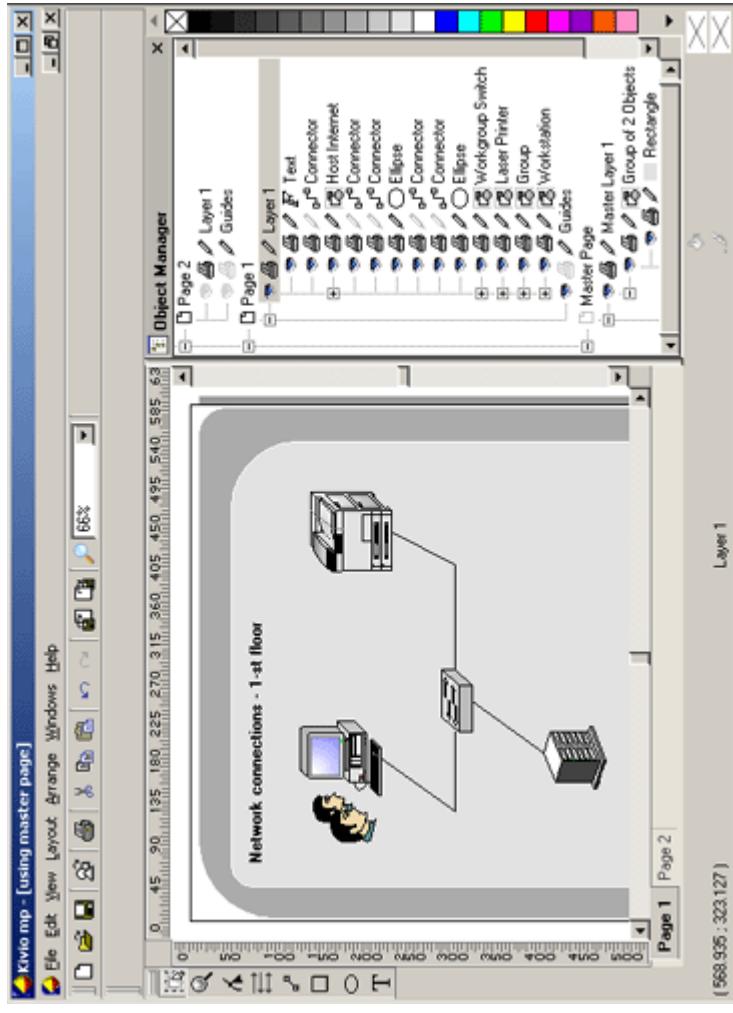
- If you have a wheel on your mouse then rolling the mouse will zoom in and out of your document.
- When you have an object selected on the drawing surface you can left click on a color in the color pallet on the right side of the screen to change the fill color of the object. If you right click on a color it will change it for the lines in the object.
- By clicking twice (not double clicking, pause for a second between clicks) on an object the handles will cycle between black squares and yellow circles. The black squares allow you to re-size the object in various dimensions, and the yellow handles allow you to rotate or skew the object along the center point axis. If you move the point in the center of the object, this will change the axis that is used. This image has a good example:



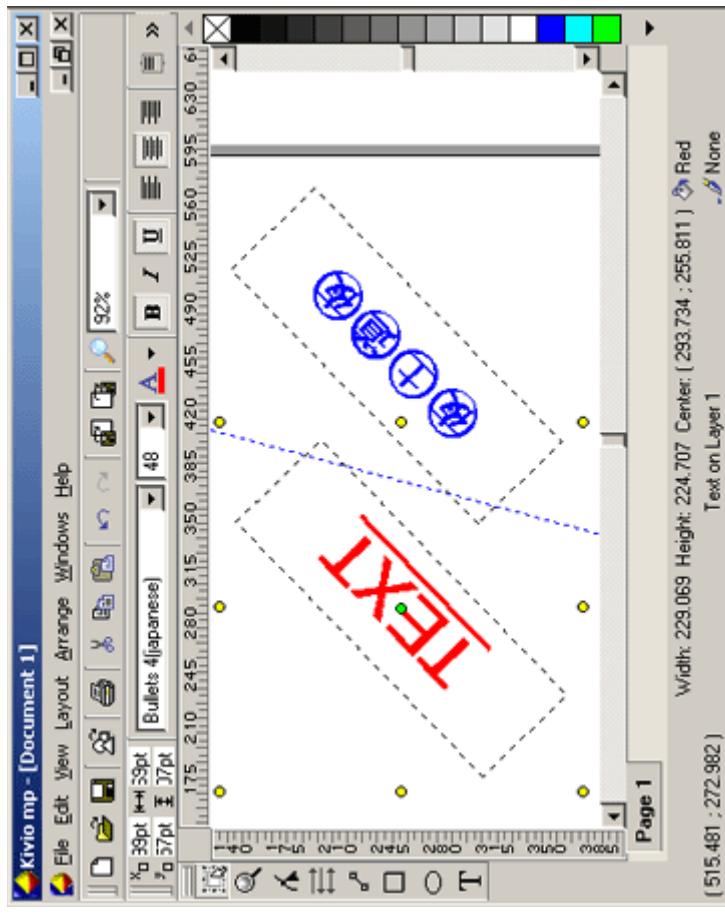
- For a 'corner' connection or 'star' connection you can use a rectangle scaled to its smallest dimension after dragging the connectors to its center.



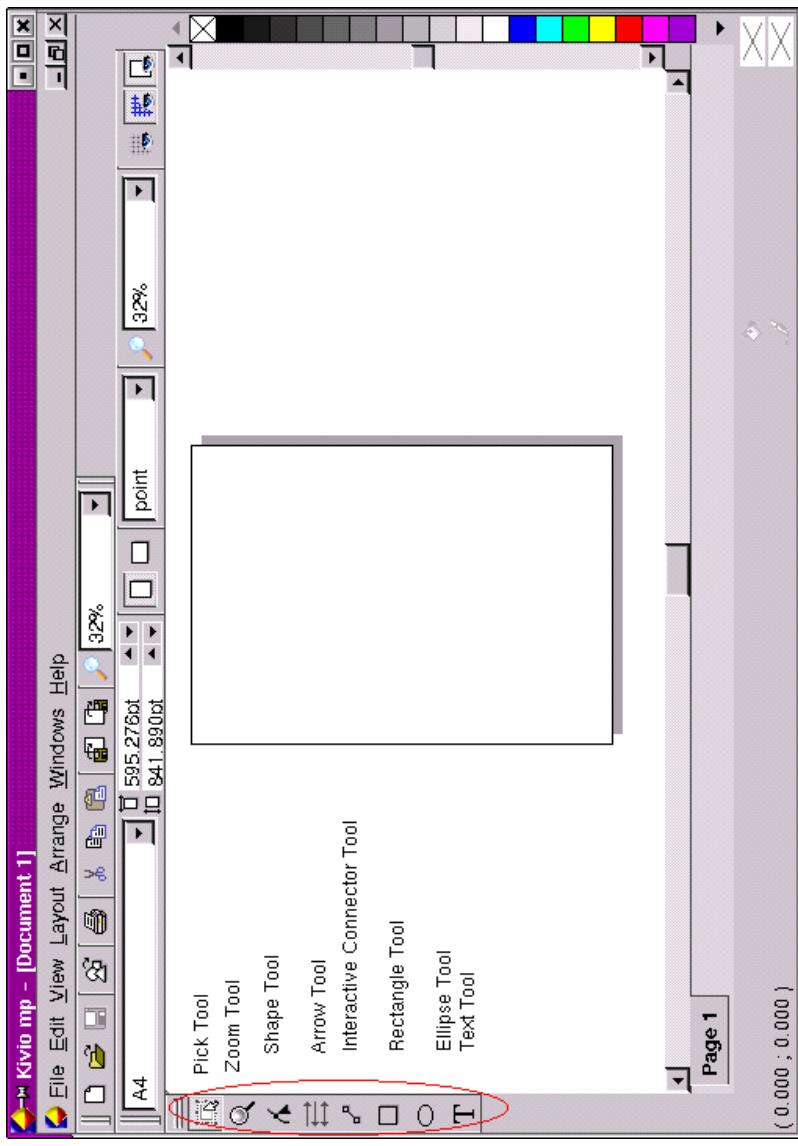
Using the master page you can give a unique background to all the pages of your Kivio diagram file. All the objects that you put in the master page will appear in the background of all the pages. You can set it and modify it in every moment of the diagram creation, and indicate if its content is printable or not.



With the text tool you can create textboxes, then edit the text without having to open a dedicated dialog. Just use the icons that appear when selecting the text tool and you can set numerically the position of the text box in the page, its dimensions on both axes, chose the font to be used, the font size and the alignment. As most of the Kivio objects, the textboxes can be rotated:



5.0 The Main Toolbar:



When you select one of the tools on the tool panel, the selection of tools above the drawing will typically change to reflect the currently available options for that tool, not all tools have extra toolbars associated with them however.

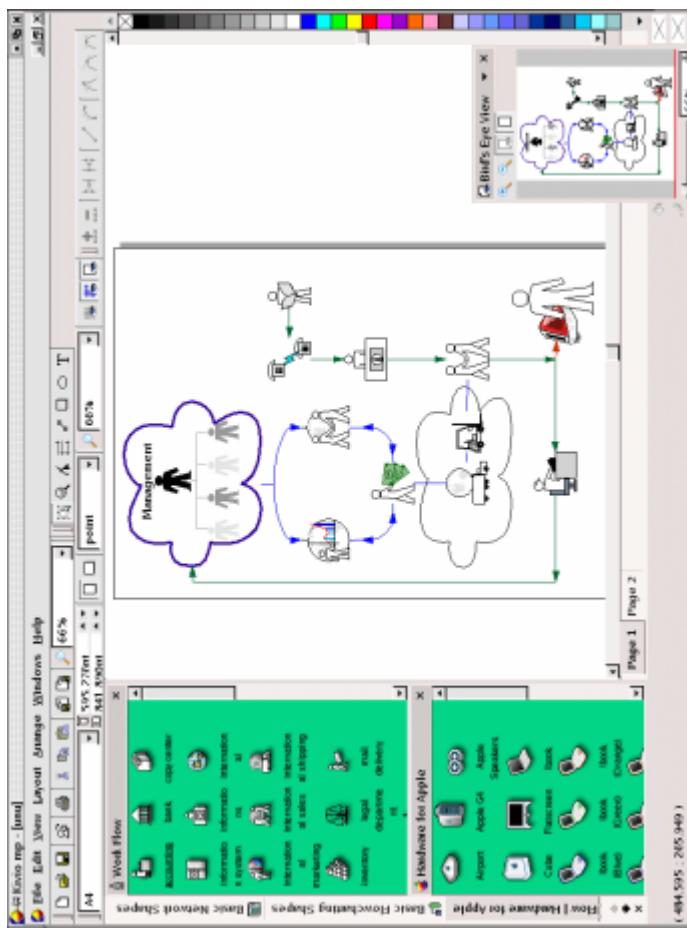
- ◆ Pick Tool: This basically just selects options and lines so that you can move them around or size them. This is the default tool that is selected and the one you will use most often. Keyboard shortcut: <spacebar>.
- ◆ Zoom Tool: There is a surprisingly large number of zooming options to help you to get in and out of your drawing quickly. We mentioned the mouse wheel zooming ability earlier. One tools that isn't on the zoom panel is the "Birds Eye View", this is selected from the menubar from Windows..Panels..Birds Eye View - an example of this, and more explanation will come after this section. Keyboard shortcut: <F2>.
- ◆ Shape Tool: This is used to manipulate features of the new vector drawing tools such as the rectangle and ellipse, which are also on this toolbar. Here is an example of how those tools can be used and how the Shape tool can modify and control them. Keyboard shortcut: <F10>.

- ♦ Arrow Tool: This allows you to select the type of arrow head you want on the end of your connector lines, if any. There are two drop down combo boxes, one at each end of the toolbar that will appear at the top of the screen. These two boxes dictate which end of the line the arrow head will appear.
- ♦ Interactive Connector Tool: This is how you actually connect objects in a drawing. Just click on the connection point for the object that you want to use, and then click on the connection point for the next object. You can now move, rotate, skew or resize the objects, and the connectors will maintain their position throughout.

- ♦ Text Tool: this allows you to add text to your drawing, either inside stencils or anywhere within the page. Keyboard shortcut: <F8>.

Birds Eye View:

This feature that we mentioned earlier is a great tool that allows you to quickly navigate around a drawing no matter what the zoom level is, take a look at this example:



See the window in the lower right corner? There is a red outline box for the currently visible image based on the zoom level. The slider at the bottom will pull you in and out of the zoom, and then you can move the red box around the image to control what area is displayed in the main work area.

What this screenshot also illustrates is a trick of using the ellipse tool with connectors to simulate more sophisticated connectors.

6.0 Menu and Toolbar Reference

Menu	Shortcut	Shortcut	Description
file			
new	Ctrl+N	Alt+F, N	Create a new Kivio file
open	Ctrl+O	Alt+FvO	Open a Kivio file
close		Alt+F, C	Close the active opened file
save	Ctrl+S	Alt+F, S	Save the current file
save as		Alt+F, A	Save the current file with a different name
import	Alt+F, I		Import files from formats other than Kivio (*.kvo) (such as .wmf files)
export	Alt+F, E		Export files in formats other than Kivio (*.kvo) (not working in this version)
Stencils set		Alt+F, T	?
print	Alt+F, P		Print the current document with the default printing settings
print setup	Alt+F, U		Print the current document with user defined settings
exit	Alt+F, X		Close Kivio
edit			
Undo	Ctrl+Z	Alt+E, U	Undo last action
Redo	Ctrl+Y	Alt+E, R	Redo last action (?)
cut	Ctrl+X	Alt+E, T	Cut the selected item and place a copy of it in the clipboard
copy	Ctrl+K	Alt+E, C	Place a copy of the selected item in the clipboard
paste	Ctrl+V	Alt+E, P	Insert the clipboard content in the document
delete	Del	Alt+E, L	Delete the selected item
duplicate	Ctrl+D	Alt+E, D	Duplicate the selected item
select all	Ctrl+A	Alt+E, A	Select all the items in the current page of the document
view			
rulers		Alt+V, R	Toggle show/hide the rulers surrounding the working area
page border		Alt+V, P	Toggle show/hide the borders of the page
grid		Alt+V, G	Toggle show/hide the grid
guide lines		Alt+V, I	Toggle show/hide the user defined guides
text frames		Alt+V, X	Toggle show/hide the frames borders of the text boxes
layout			
insert page			Add an empty page in the current document
delete page			Delete the current page of the document
arrange			
Order / To front	Shift+ PgUp	Alt+ A, O, F	Bring the selected item in front of all other objects in the page
Order / To back	Shift+ PgDn	Alt+ A, O, B	Send the selected item to the back of all other objects in the page
Order / Forward one	Ctrl+ PgUp	Alt+ A, O, O	Bring the selected item one step to the front

Order / Fack one group	Ctrl+ PgDn	Alt+ A, O, N	Bring the selected item one step to the back Group the selected items
ungroup			Split the selected group into its components (be careful, the stencils are usually groups of shapes!)
ungroup all windows			Split the selected group into its basic components
Panels / object manager			Toggle show/hide the Object Manager window
Panels / bird's eye view			Toggle show/hide the Bird's Eye View window
Stencils	Alt+W, S		Display the list of the currently opened stencils sets
Cascade	Alt+W, C		Arrange the opened documents windows in a "cascade" style
Tile	Alt+W, T		Arrange the opened documents windows in a tiled style
document list			Here you can jump between the opened documents windows
Help			Alt+ H, Alt+ A Display informations about Kivio
about Kivio mp / about			Alt+ H, Alt+ S Tell you how to get more stencil sets
about Kivio mp / stencils			The terms and conditions for using Kivio MP
about Kivio mp / License			
Toolbars	Shortcut	Shortcut	Description
standard			
New			Create a new Kivio file
Open			Open a Kivio file
Save			Save the current file
Load stencils sets			Set stencils collection path after the Kivio installation, then displays the stencils sets collection
Print			Print the current document with the default printing settings
Cut			Cut the selected item and place a copy of it in the clipboard
Copy			Place a copy of the selected item in the clipboard
Paste			Insert the clipboard content in the document
Import			Import files from formats other than Kivio (*.kvo) (such as .wmf files)
Export			Export files in formats other than Kivio (*.kvo) (not working in this version)
Zoom			Set the zoom level in the working area
shape tool			
Add node(s)			Add nodes to the selected curve at the indicated point (not working in this version)

<u>Remove node(s)</u>	Remove the selected node(s) from the curve (not working in this version)
<u>Join two nodes</u>	Join two nodes from a curve (not working in this version)
<u>Break curve</u>	Break a curve at the indicated point (not working in this version)
<u>Convert curve to line</u>	Convert the selected curve or curve segment to line (not working in this version)
<u>Convert line to curve</u>	Convert the selected line or line segment to curve (not working in this version)
<u>Make node a cusp</u>	Convert the selected node(s) to cusp node(s), the two lateral tangents at the curve in that point are not restricted at a straight line anymore (not working in this version)
<u>Make node smooth</u>	Convert the selected node(s) to smooth node(s), the two lateral tangents at the curve in that point are modified to become parts of a straight line (not working in this version)
<u>Make node symmetrical</u>	Convert the selected node(s) to smooth node(s) with equally sized tangents



tools	
<u>Pick tool</u>	Change the mouse cursor into an arrow for selecting objects in the workspace
<u>Zoom tool</u>	Change the mouse cursor into a magnifier for zooming regions of the workspace
<u>Shape tool</u>	Change the mouse cursor into a special arrow for selecting and modifying curves in the workspace
<u>Arrow style tool</u>	Change the mouse cursor into a special arrow for selecting and setting starting/ending shapes at the beginning/end of the selected curve, geometrical shape or connector.
<u>Interactive connector tool</u>	Change the mouse cursor into a “connector” arrow for setting connections between stencils or geometrical shapes in the workspace. Click on the stencils in the page too see its connection points.
<u>Rectangle tool</u>	Press the left mouse button and drag to draw a rectangle. It also draws a square if Ctrl is pressed when dragging. If you press Shift when drawing, the rectangle will have the center in the point where the mouse button was pressed. If both (Shift and Ctrl) are pressed when dragging you are obtaining a centered square.
<u>Ellipse tool</u>	Press the left mouse button and drag to draw an ellipse. It also draws a circle if Ctrl is pressed when dragging. If you press Shift when drawing, the ellipse will have the center in the point where the mouse button was pressed. If both (Shift and Ctrl) are pressed when dragging you are obtaining a centered circle.
<u>Text tool</u>	Press the left mouse button and drag to draw a text box. You will then be prompted to insert and format your text.
<u>property bar</u>	Indicates the mouse cursor position in the workspace, the width, height, the center position and the name of the selected object. It also tells the layer containing the object. In the bottom right you have the fill and border colors of the current object.

Property bar
(context-based)

With the Pick tool (or Shape tool, Interactive connector tool, Rectangle tool, Ellipse tool, Text tool) activated and no object selected



Paper type / size	Standard page format selector
Page width / height	User defined width / height for the page
Portrait	Set the page orientation to portrait
Landscape	Set the page orientation to landscape
Ruler units	Set the measurement unit
Zoom level	Set the zoom level in the workspace to predefined values or object based levels
Grid	Toggle show / hide the grid
Guides	Toggle show/hide the user defined guides
Page border	Toggle show/hide the page border
Snap to grid	With Snap To Grid enabled, the objects you are moving are snapping to the nearest grid line Note that you can rotate the whole grid lines set (in the Object Manager select "Master Page / Grid"); you now have a toolbar with the grid - specific commands
Snap to guidelines	With Snap To Guide enabled, the objects you are moving are snapping to the nearest guide line. Note that you can rotate the guide lines and align the objects along a slanted line

With the Pick tool activated and a stencil selected



Object position	Set the co-ordinates of the object's top-left corner
Object size	Set the object's width and height
Angle of rotation	Set the object's rotation angle
Outline width	Set the object's outline width
Line color	Set the object's line color
Fill color	Set the object's fill color
Group	Group the selected items
Ungroup	Split the selected group into its components (be careful, the stencils are usually groups of shapes!)
Ungroup all	Split the selected group into its basic components

With the Pick tool activated (or shape tool) and an ellipse selected



Object position	Set the co-ordinates of the object's top-left corner
Object size	Set the object's width and height

<u>Scale factor</u>	Set the object's scale factor on x and y axis separately
Center of rotation position	Set the object's center of rotation position
Angle of rotation	Set the object's rotation angle
<u>Outline width</u>	Set the object's outline width
Line color	Set the object's line color
Fill color	Set the object's fill color
Arc	Numerically transform the ellipse into an arc
Pie	Numerically transform the ellipse into a pie
<u>Ellipse</u>	Transform an ellipse segment ellipse into complete ellipse
<i>With the Pick tool activated (or shape tool) and a connector selected</i>	
	<u>Outline width</u> Set the object's outline width
	<u>Line color</u> Set the object's line color
	<u>Fill color</u> Set the object's fill color
<i>With the Pick tool activated and a textbox selected</i>	
	<u>Object position</u> Set the co-ordinates of the object's top-left corner
	<u>Object size</u> Set the object's width and height
	<u>Font list</u> Pick a font for the text in your textbox
	<u>Font size list</u> Pick a font size for the text in your textbox
	<u>Font color</u> Set the color of the text to predefined (palette) or user defined colors
	<u>Bold</u> Toggle the text weight bold / non-bold
	<u>Italic</u> Toggle the text angle italic / non-italic
	<u>Underline</u> Toggle the text underlined / non-underlined
	<u>Align left</u> Align text to the left of the frame
	<u>Align center</u> Center the text in the frame
	<u>Align right</u> Align text to the right of the frame
	<u>Align top</u> Align text to the top of the frame
	<u>Align center (vertical)</u> Center (vertical) the text in the frame
	<u>Align bottom</u> Align text to the bottom of the frame
	<u>Text frames</u> Show / hide the frame's border

Edit text

Ctrl+Shift+T

Edit the text in the selected frame

With the Zoom tool activated



Zoom in

F3

Scroll up

Increase the zoom level in the workspace

Scroll down

Decrease the zoom level in the workspace

Shift+F2

Set the zoom level so that the selected item fit in the workspace

F4

Set the zoom level so that all the selected items fit in the workspace

Shift+F4

Set the zoom level so that the page fit in the workspace

Zoom to page width

Set the zoom level so that the page width fit in the workspace

Zoom to page height

Set the zoom level so that the page height fit in the workspace

With the Arrow Style tool activated



Start arrowhead selector

Select the start arrow head shape

Object size

Set the start arrow head width and height

Scale factor

Set the start arrow head scale factor on x and y axis separately

Line color

Set the start arrow head line color

Fill color

Set the start arrow head fill color

Line color

Set the start arrow head line color

Fill color

Set the end arrow head fill color

Object size

Set the end arrow head width and height

Scale factor

Set the end arrow head scale factor on x and y axis separately

End arrowhead selector

Select the end arrow head shape

With the Interactive connector tool activated, after connecting shapes



Outline width

Set the object's outline width

Line color

Set the object's line color

Fill color

Set the object's fill color

With Rectangle tool activated, after drawing a rectangle

	37.067mm	▲ ▼ ↪ ↩	158.424mm	▲ ▼ ↪ ↩	99.027	▲ ▼ ↪ ↩	116.021mm	▲ ▼ ↪ ↩	8.000	▲ ▼ ↪ ↩	0	▲ ▼ ↪ ↩	50	▲ ▼ ↪ ↩	21
	101.329mm	▲ ▼ ↪ ↩	49.035mm	▲ ▼ ↪ ↩	99.027	▲ ▼ ↪ ↩	125.877mm	▲ ▼ ↪ ↩						▲ ▼ ↪ ↩	0

Object position Set the co-ordinates of the object's top-left corner

Object size Set the object's width and height

Scale factor Set the object's scale factor on x and y axis separately

Center of rotation position Set the object's center of rotation position

Angle of rotation Set the object's rotation angle

Outline width Set the object's outline width

Line color Set the object's line color

Fill color Set the object's fill color

Left rectangle corner roundness Set the roundness degree of the left corners of the rectangle

Right rectangle corner roundness Set the roundness degree of the right corners of the rectangle

With Ellipse tool activated, after drawing an ellipse

	39.514mm	▲ ▼ ↪ ↩	44.619mm	▲ ▼ ↪ ↩	100.000	▲ ▼ ↪ ↩	61.823mm	▲ ▼ ↪ ↩	0.000	▲ ▼ ↪ ↩	0.000	▲ ▼ ↪ ↩	360.000	▲ ▼ ↪ ↩	
	145.392mm	▲ ▼ ↪ ↩	27.748mm	▲ ▼ ↪ ↩	100.000	▲ ▼ ↪ ↩	159.266mm	▲ ▼ ↪ ↩						▲ ▼ ↪ ↩	0

Object position Set the co-ordinates of the object's top-left corner

Object size Set the object's width and height

Scale factor Set the object's scale factor on x and y axis separately

Center of rotation position Set the object's center of rotation position

Angle of rotation Set the object's rotation angle

Outline width Set the object's outline width

Line color Set the object's line color

Fill color Set the object's fill color

Arc Numerically transform the ellipse into an arc

Pie Numerically transform the ellipse into a pie

Ellipse Transform an ellipse segment into a complete ellipse

general

ruler

page numbering

color picker

Origin: the top-left corner of the page. Customizable: you can choose the units displayed on the ruler
Tabs at the bottom of the workspace. They are indicating the current page in the active document and allow you to jump thru the pages.

Always on the right side, he is presenting the standard color palette for fills and borders.

