



Learn and be inspired.

Multiple Openings: 123

Alignment Using Guides

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Multiple Openings: 123 Alignment Using Guides

In Course 121 on Aligning and Spacing Openings, there are several projects that show the Alignment buttons in action. Guides are another tool for alignment.

They are always available and easy to use. Plus, you may be familiar with them from other programs. Let's explore what they are, how they work, and how they can help us.

Introduction to Guides

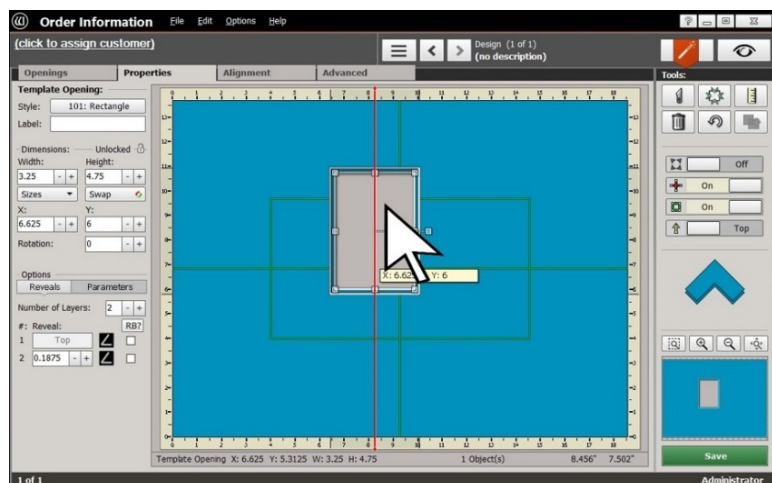
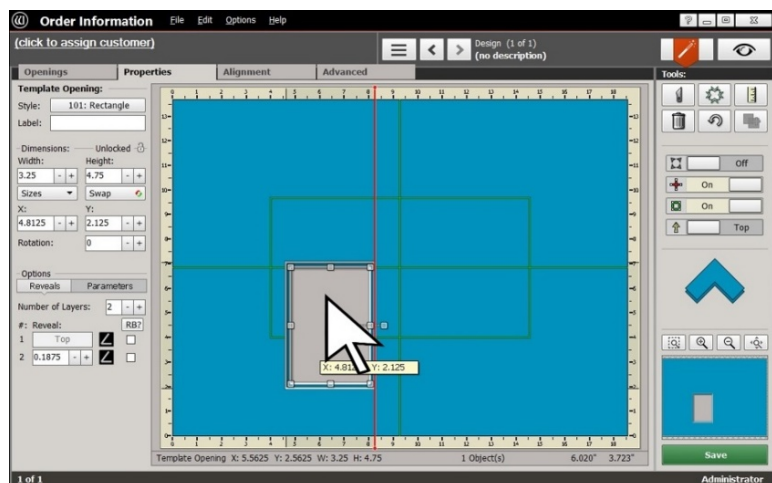
What are Guides, and What Do They Do?

Guides are moveable snap points. The red line in the illustration is a vertical guide.

As we move an opening in the work area, the edges and the center of the opening snap to the guide.

The first illustration shows the left edge of the opening snapped to the guide.

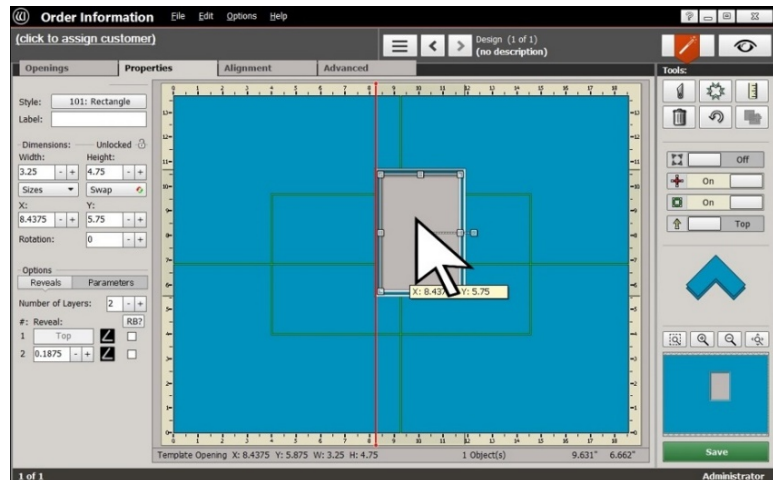
The second illustration shows the center of the opening snapped to the guide.





The third illustration shows the right edge of the opening snapped to the guide.

Horizontal guides work the same. The top, center and bottom of an opening snap to the guide.



Aligning Using Guides

As we proceed in the exploration of Guides, always remember that the key to using guides is putting them exactly where they are needed. To this end, the next 3 sections are about adding guides, moving guides, and adding guides relative to an item in the design.

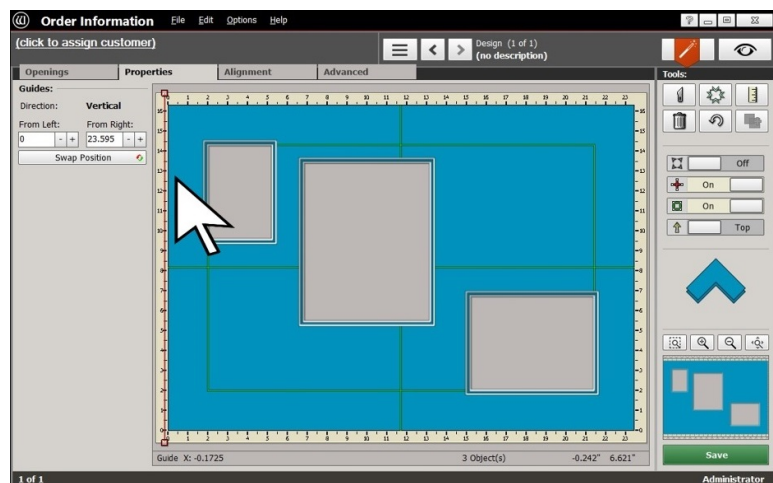
Adding Guides

There are several ways to bring guides into the work area.

Dragging Guides in from the Edges

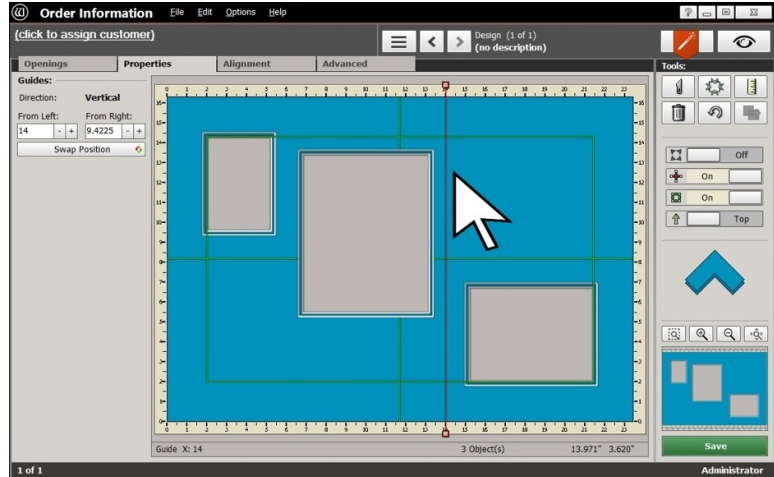
The simplest way is to pull them in from any edge of the mat.

- ▶ Move the cursor to the ruler at the edge of the mat and it turns into a cross of white arrows.
- ▶ Click, and a red guide will appear.





- ▶ Keep the mouse button depressed.
- ▶ Drag the guide into the work area.
- ▶ When the guide is where you want it, release the mouse button.
- ▶ Drag in as many vertical and horizontal guides from the top, bottom, left, and right as you like.



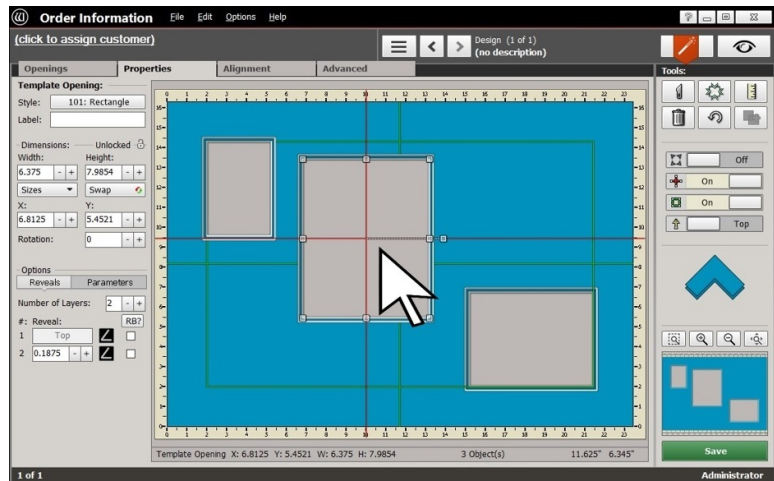
Crosshairs

Another method for bringing in guides creates crosshairs on an item in the design.

- ▶ Hold the **Alt** key on the keyboard.
- ▶ Click on an item in the design.

A vertical guide and a horizontal guide appear at the center of the item.

Note: this is handy if you need to move an item temporarily, then return it to its original position. The crosshair guides serve as a reference.





Moving Guides

In the previous illustrations, it is clear that you can drag guides to move them as you please. But there are more accurate—that is, useful—ways to move guides.

The Arrow Keys

- ▶ Click on a guide to select it. Red boxes appear at each end.
- ▶ Use the arrow keys on the keyboard and the guide will move a sixteenth of an inch with each click (1mm in metric).
- ▶ Hold the **Control** key on the keyboard, and it moves a quarter inch with each click (5mm in metric).
- ▶ Hold the **Alt** key, and the guide will move 0.01 inch per click (0.2mm in metric).

Specifying the Guide's Position

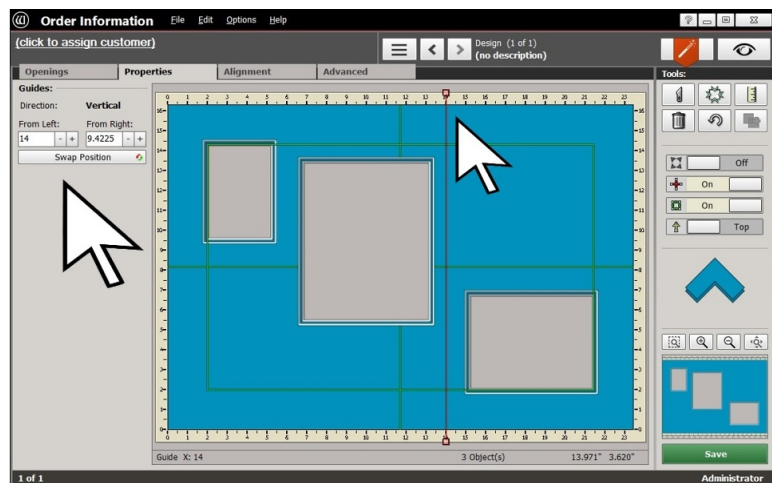
With the guide selected, click the **Properties** tab.

At the left, there will be **Position** fields.

With vertical guides, there is a field that displays the distance from the left, and another field that displays the distance from the right.

With horizontal guides, there is a field that displays the distance from the top, and another field that displays the distance from the bottom.

You are able to click the **Plus** and **Minus** buttons beside the fields to move the guides.



*Remember the **Control** and **Alt** keys to move the guides different increments with each click. You are also able to enter new values into the fields to move the guides.*



Snapping Guides to Openings

Not only do openings snap to guides, but as you move them around, guides snap to openings too.

- ▶ Move a guide. Drag the cursor right through one of the openings in the design.

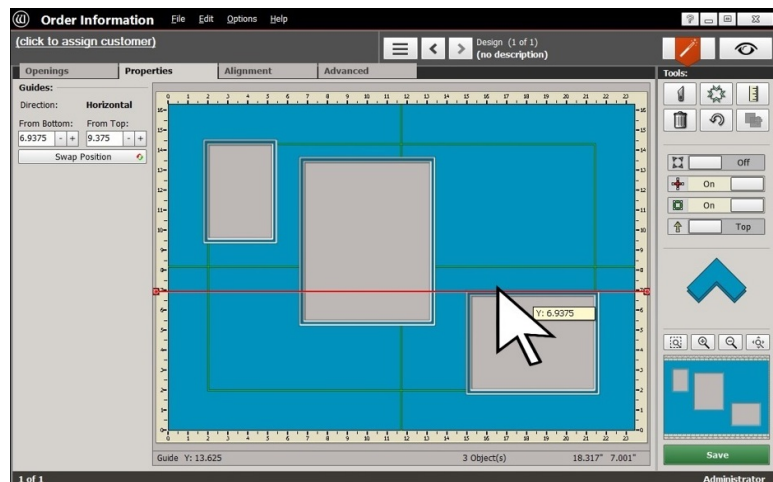
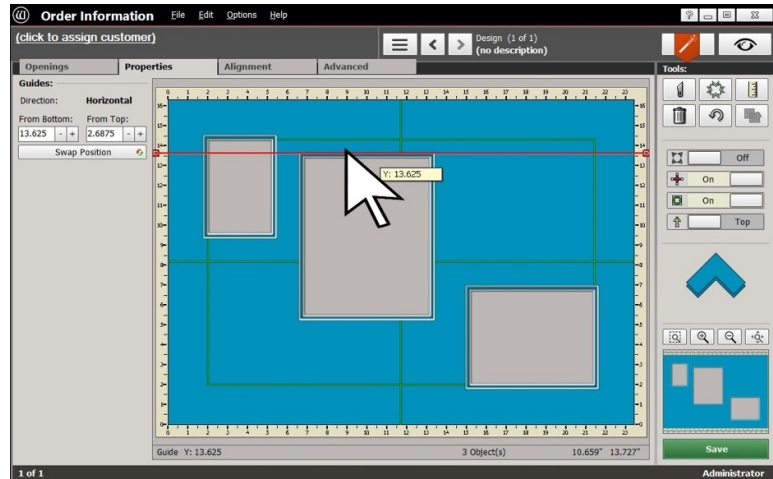
Notice that the guide snaps to the outsides and to the middle of that particular opening.

Feel it jump, and remain momentarily locked, to the edges and middle of that opening.

Note: the guide ignores the edges and middles of all the other openings in its path.

- ▶ Now move that same guide, but drag the cursor through a different opening.

The guide will now snap to the outsides and to the middle of the second opening—ignoring the edges and middles of all the other openings in its new path.

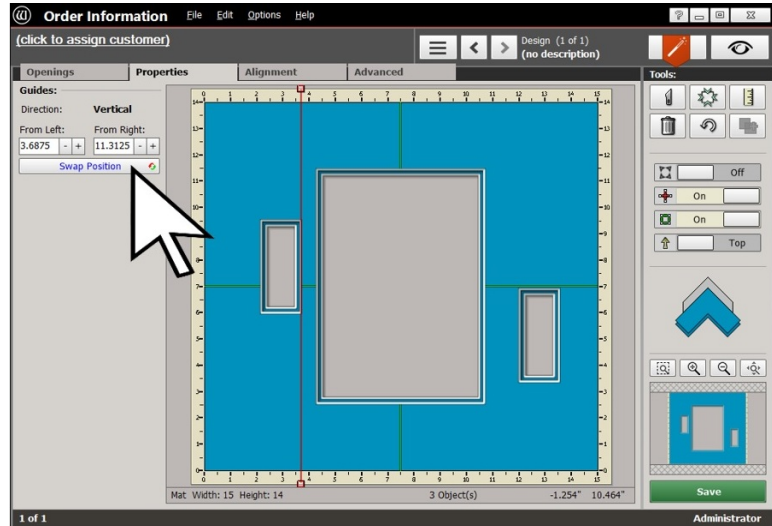




Moving a Guide to the Opposite Side of a Mat

Symmetry is important in arrangements. In this example the large opening is centered in the work area. There are 2 small openings that need to be spaced evenly on the sides of the large opening.

- ▶ When the guide is selected, click on the **Properties** tab.
- ▶ Look at the column on the left.

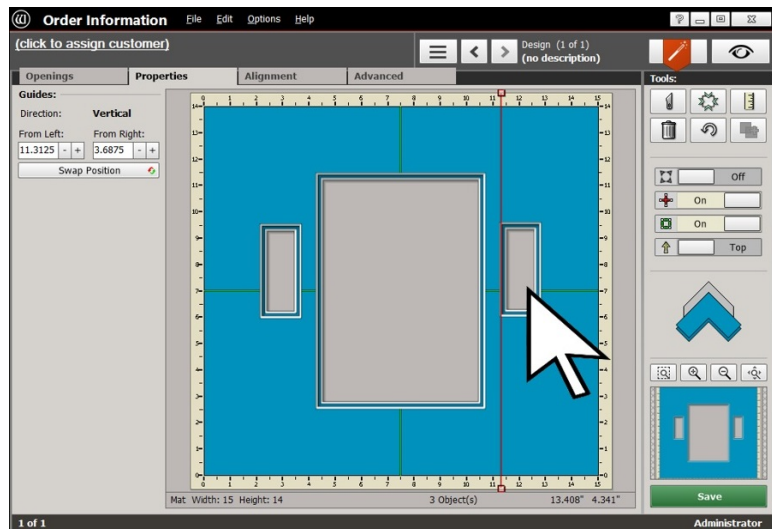


A surprisingly handy tool for symmetry is the **Swap Position** button.

- ▶ Click it and the numbers in the **Position** fields swap.

The guide moves to the equivalent position on the other side of the mat.

The small opening on the right can then be snapped into position on the right side of the large opening. Everyone knows how to do this with the alignment buttons, but it is important to be aware of all the aspects of a tool.



Note: there will be future projects where the **Swap Position** button for guides will be the ideal tool.



Adding Guides Relative to an Opening

Guides are most useful when they are known distances from a reference opening. Another opening can then be snapped into place along the guide—and the openings will be automatically spaced correctly with respect to the reference opening.

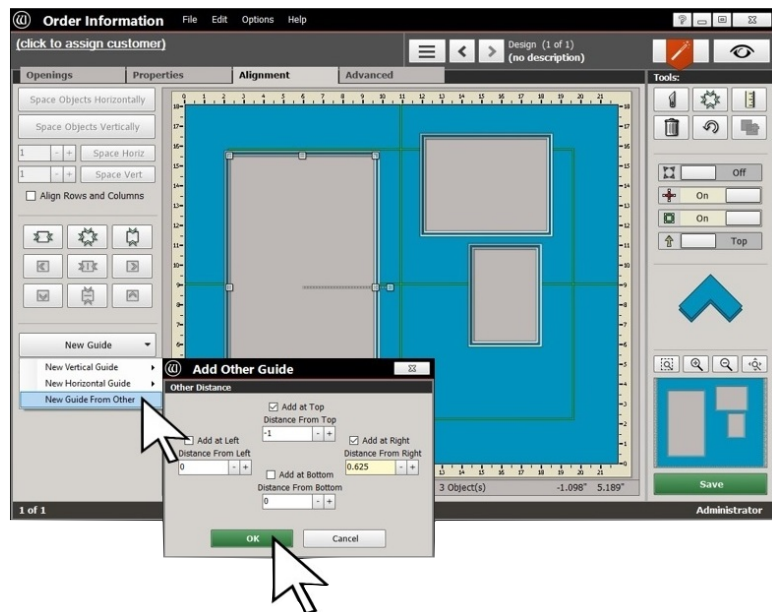
The best way to present all the options of this method is with a project.

The middle-sized opening at the top right will be 0.625 inch to the right of the large opening.

The middle-sized opening's top will be 1 inch lower than the top of the large opening.

The small opening at the lower right will be 0.625 inch below and centered under the middle-sized opening.

- ▶ Select the large opening and click the **Alignment** tab.
- ▶ Click **New Guide** at the bottom left. A list of choices will appear.
- ▶ Select **New Guide From Other** and the **Add Other Guide** dialog box will appear.



In this example, the **Distance From Top** is negative 1 (1 inch down from the top) and the **Distance From Right** is 0.625 inch.

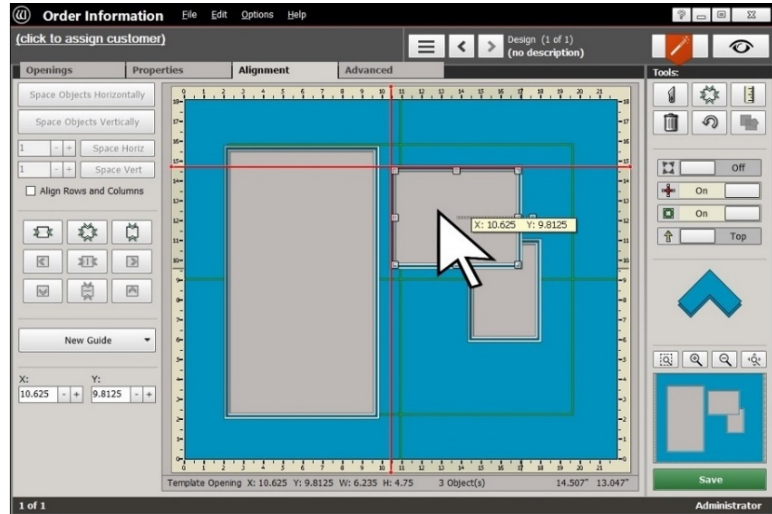
- ▶ Click **OK** and the specified guides will appear.



Snapping the Middle-Sized Opening into Place

The middle-sized opening can now be snapped into position with its top against the horizontal guide and its left against the vertical guide.

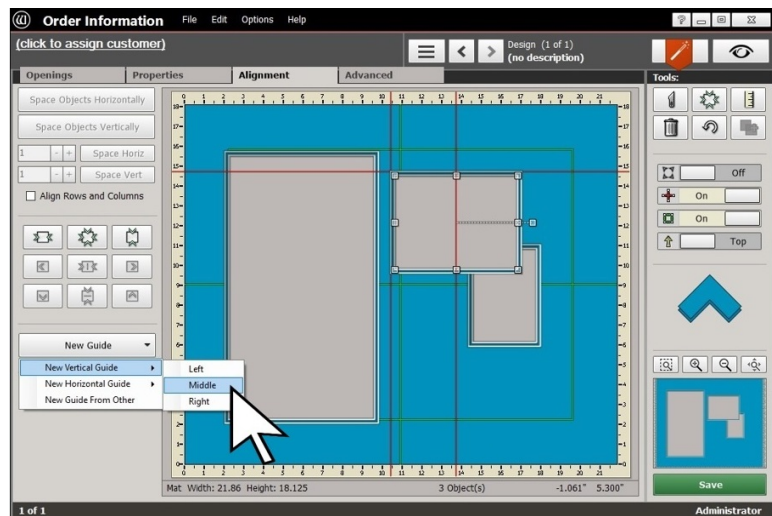
The large opening and the middle-sized opening are now in their final positions.



Positioning the Small Opening

- ▶ Select the middle-sized opening and click the **Alignment** tab.
- ▶ Click **New Guide** at the bottom left.
- ▶ Select **New Vertical Guide** from the choices that appear.
- ▶ Then select **Middle**.

A vertical guide will appear down the middle of the middle-sized opening.





The middle-sized opening is still selected and the **Alignment** tab is still active.

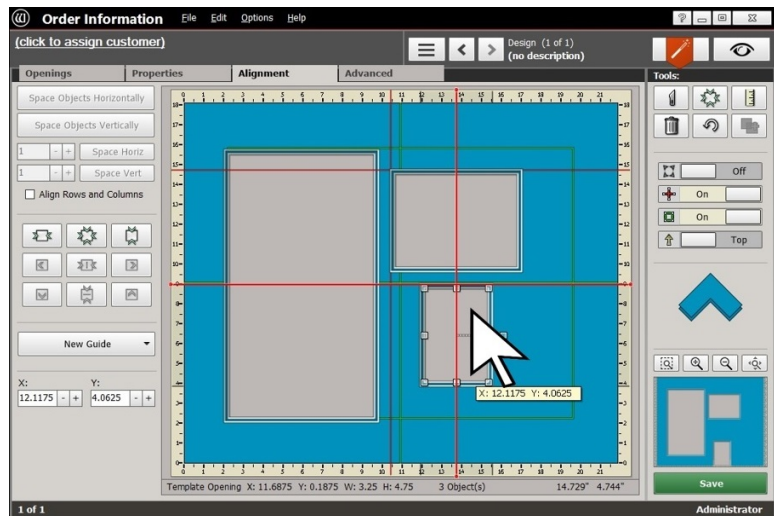
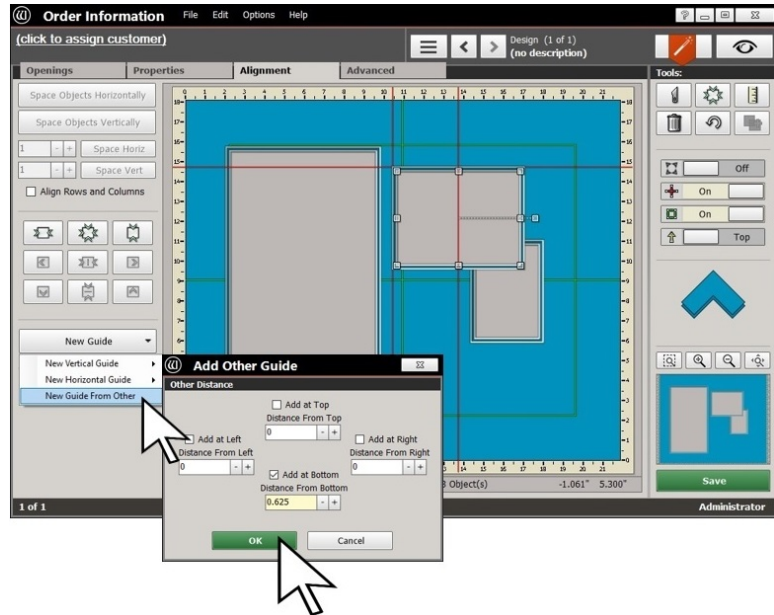
- ▶ Click **New Guide** at the bottom left.
- ▶ Select **New Guide From Other** and the **Add Other Guide** dialog box will appear just as before.

This time, we want to add a guide 0.625 inch from the bottom of the middle-sized opening.

- ▶ Enter 0.625 inch in the **Distance From Bottom** field.
- ▶ Click **OK** and the new horizontal guide will appear 0.625 inch from the bottom of the middle-sized opening.

Note: the small opening can now be snapped into position with its top against the new horizontal guide and its center against the new vertical guide.

All 3 openings are now positioned correctly with respect to each other.



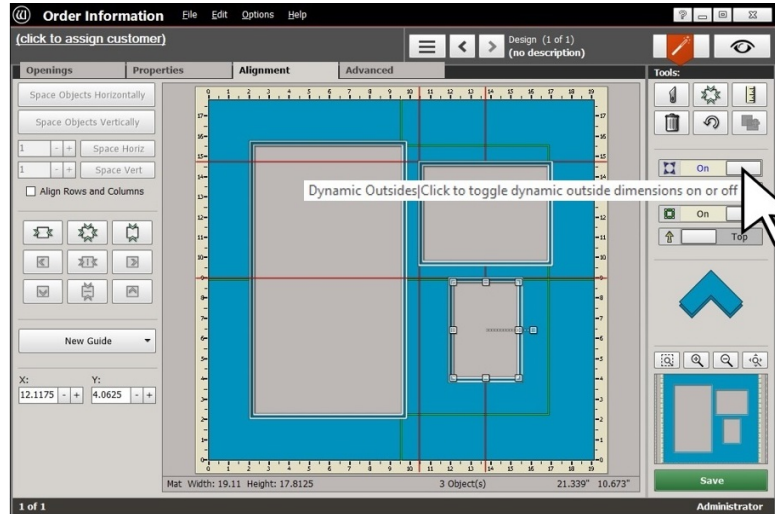


Setting the Outside Size

During this design process, **Dynamic Outsides** has been inactive. As openings have been moved, the outside size has remained constant.

- ▶ If the **Borders** are set as you want them, activate **Dynamic Outsides**.

The outside size will be set, and the design will be ready to cut.



Things to Remember

Guides are portable snap points. The key to using them is putting them exactly where they are needed.

- ★ Read over how to add guides, how to move them around, and how to look at their **Properties**. Understand, too, that guides' usefulness stems from the fact that you decide which opening moves and which remains stationary.
- ★ The project showing how to add guides relative to an opening is the most important. The ability to call in guides relative to an opening using the **Add Guide From Other** table is the key to doing this instantly. So many alignment situations become much easier. Many framers tell us that once they discovered guides, no other alignment tool is necessary.

