

# **The Print Shop<sup>®</sup> 6.0**

## **User's Manual**

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# Getting Started

## Welcome to The Print Shop 6.0

*The Print Shop®* is the most comprehensive and complete desktop publishing package you can get. Using it you can create almost any document you can think of—notes, greeting cards, newsletters, Web sites, and more—all enhanced by beautiful graphics and photos. *The Print Shop* provides you with templates and ready-made, predesigned QuickStart Layouts so that you can begin creating signs, banners, certificates, labels, and many other documents. You can also create your own original designs by starting from scratch on a blank screen.

## The Print Shop

*The Print Shop* is the premier home and business publishing tool. You can easily create, edit, print, and send high-quality personal and business correspondence and documents. And now you can use the Photo Workshop to edit and enhance your imported photos.

## PressWriter

*PressWriter* has a set of unique features that make it the quickest, easiest way to create professional quality documents for business, home, community, and school. You can create newsletters, brochures, reports, booklets, letters, resumes, and flyers with beautiful text formats, as well as custom designed documents.

## The Print Shop 6.0 System Requirements

To use *The Print Shop 6.0*, you must have the following:

- Windows® CD-ROM  
System Configuration: May require minor adjustments to the configuration of your operating system and/or updates to the hardware component drivers.
- Windows 95 required
- 90MHz Pentium® processor or faster
- 16MB RAM; 32MB RAM recommended
- 115MB hard disk space
- 2X CD-ROM drive or faster
- 640X480 monitor, 256 colors; High and True Color supported
- Printer support: Works with most popular printers (monochrome and color) supported by Windows
- Modem (optional)  
The user is responsible for all Internet access fees and phone charges.
- Windows compatible sound device

## Installing the Software

You received three CDs with *The Print Shop 6.0*. The first is used for installation.

### **To install The Print Shop 6.0:**

- ◆ Begin at the Windows 95 desktop.
- ◆ Insert *The Print Shop 6.0 Install* CD into your CD-ROM drive.  
**The Print Shop 6.0** startup window appears.
- ◆ Click the **Install** button and follow the on-screen instructions to install *The Print Shop 6.0*.

If **The Print Shop 6.0** startup window does not appear automatically on screen, install the program manually:

- ◆ Click the **Start** button on the taskbar and choose **Run**.
- ◆ Type **D:\SETUP.EXE** in the line labeled **Open**. (If your CD-ROM drive uses a letter other than **D**, substitute that letter for **D**.)
- ◆ Click **OK** and follow the on-screen instructions to install *The Print Shop 6.0*.

**To Run The Print Shop 6.0:**

After successfully installing the program, click the **Run** button at the startup window to start the program. The startup window usually appears each time the *The Print Shop 6.0* CD is inserted into the CD-ROM drive.

If *The Print Shop 6.0* startup window does not appear automatically:

- ◆ Begin at the Windows 95 desktop.
- ◆ Click **Start**, point to **Programs**, and then click **The Print Shop 6.0**.
- ◆ Click **The Print Shop 6.0** to start the program.

**Important** After you have installed *The Print Shop*, you will want to run *The Print Shop* and *PressWriter*, with the product CD in your CD-ROM drive to ensure access to the graphics, photos, and other elements that make up the programs. However, if you want to work with QuickStart Layouts in *PressWriter*, start the program with the Install CD in the CD-ROM drive. After you open the QuickStart Layout you want to work with, you can then switch to the product CD. To access additional ClickArt images, you will need to work with the Install CD.

### To Remove The Print Shop 6.0:

If you need to remove *The Print Shop 6.0*, begin at the Windows 95 desktop. Click the **Start** button, point to **Settings** and click **Control Panel**. Double-click the **Add/Remove Programs** icon. Click the Install/Uninstall tab, and select **The Print Shop 6.0** from the list of programs. Click the **Add/Remove** button and then click **Yes** to remove the program. Click **OK** to clear the screen.

## Registering Your Software

Be sure to register your software so that you can take advantage of the offers listed below. As a registered owner you will receive:

- Free technical support
- Notification of and discounts on new versions of *The Print Shop 6.0*.
- Special offers on new products in *The Print Shop* family of software
- Special offers on other Brøderbund products

Register today so that you won't miss out on any of these valuable benefits!

### Registering Electronically

*The Print Shop* lets you register your software by modem. After installation, a dialog box asks you to register electronically or by mail.

To electronically register your copy:

- 1 Click the **Register By Modem** button.

If you do not have a modem or you do not want to register by modem, click the **Register by Mail** button or click the **Cancel** button.

- 2 Follow the instructions that appear.

- 3 Click the **i** button to find out more about CMN.

For a limited time, Brøderbund software will make a donation to a Children's Miracle Network (CMN) hospital near you.

- 4 After you enter your information, send your registration toll-free by modem (in the United States and Canada only).

**Note** If your business phone system requires a prefix number to reach an outside line, click the **Dial Out Prefix** button, and enter the number in the space provided.

To register at a later time, click the **Cancel** button. To register electronically later, click the **Start** button, point to **Programs**, click **The Print Shop 6.0**, and then click **Register Your Software**.

## Registering By Mail

If you do not have a modem or you do not want to register by modem, click the **Register by Mail** button and register your software by completing the registration form included in the box.

## About This Manual

You can use this manual as a reference guide by scanning the table of contents for main topics, or you can consult the index for specific information. Each application is described in its own section of the manual.

- “Getting Started” gives you the information you need to understand how to use the *The Print Shop* suite of products together. It also gives you an introduction to some of the basic concepts of working with your desktop publishing set. An extensive section devoted to the *The Print Shop* Help system is also provided.
- “The Print Shop 6.0” is your introduction to the latest edition of *The Print Shop*. It describes how to create projects such as greeting cards, signs, photo pages, banners, and more.
- “PressWriter” shows you how to use the features of the *PressWriter*. It describes how to create documents such as newsletters, reports, brochures, and more.

## Starting Your Application

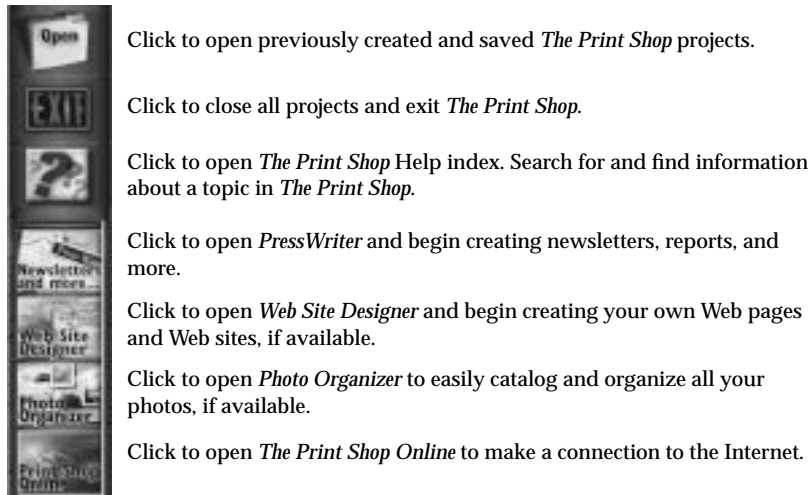
To begin *The Print Shop*, click the **Start** button on the Windows 95 taskbar, highlight **Programs**, and point to **The Print Shop 6.0**. Click **The Print Shop 6.0** menu item to launch the program. You can launch each application from this location as well.

When you start *The Print Shop*, the **Select a New Project** screen appears—this is your gateway to all *The Print Shop* projects and applications. You can select from any of the project types displayed to open and begin creating a project.

You can also go to *The Print Shop* Online and access the World Wide Web, or open the **Help** menu to get more information about any topic you need.



*Select a New Project* screen



For more information about each of the project types, see the individual project in the next chapter, “The Print Shop 6.0.”

## How to Use The Print Shop 6.0 Help System

As you use any of *The Print Shop* applications, Help is always just a click away. If you have questions or problems, or simply need more information about a procedure, you can get the answers you need in several easy-to-use ways:

- On-Screen Help – You can get on-screen assistance throughout the program. On-screen help is available on the **Help** menu and by using the **Help** button in many dialog boxes.
- **Help** Button – This button appears in most dialog boxes and takes you directly to the on-screen help information for that dialog box.
- Active Help Description – As you move the pointer over a toolbar button or menu item, a description appears in the Active Help field at the bottom of your screen.
- ToolTips – Short, informative names that appear when you place your pointer over most elements of the Design Desk.

For more information about where to located Help on the Design Desk, see “Introducing the Design Desk” on page PS-20.

## Help Menu

The commands in the **Help** menu lead you to the different types of on-screen help available in *The Print Shop*.

- Click **Help** in the menu bar to display the **Help** menu.



## Using Easy Steps

Easy Steps are short, step-by-step on-screen instructions that describe how to perform a variety of procedures within *The Print Shop*, the *Presswriter*, and the *Web Site Designer*. Easy Steps are available on the **Help** menu on the Design Desk.

- 1 Click **Easy Steps** on the **Help** menu.

A list of topics appears (depending on the application you are using) that will take you to Easy Steps topics. Examples are: Working With Text, Working With Objects, Working With Documents, and Working With Additional Features.



- 2 Click a main topic.  
When you select a main subject, a comprehensive list of topics concerning the main subject appears for you to choose from.
- 3 Click a topic.  
Easy step-by-step instructions appear to lead you through the topic that you selected.

## The Contents Command

The **Contents** command on the **Help** menu opens **The Print Shop Help Contents** menu, which organizes the Help information into major groupings. You can get more specific information by selecting a topic within the group.

- Using Help – Gives you important information about using *The Print Shop* Help system. If you have never used Help, this is a good place to begin so that you can direct your search towards the answers you need quickly.
- The Basics – Covers selecting a project, the Design Desk, design options, and more.
- Toolbars and Menus – Tells you about the Standard toolbar, the Object toolbar, the Text toolbar, and the Color toolbar. Gives you information about all *The Print Shop* menus, their commands, and submenus.
- Working With Graphics – Gives you a list of help topics concerning working with graphics, such as adding, moving, and resizing.
- Working With Headlines and Text – Gives you a list of help topics concerning working with headlines and text, such as formatting and inserting special characters.
- Additional Features – Covers important information such as printing, keyboard shortcuts, and preferences.

## Using Help

The **Using Help** command on the **Help** menu offers assistance in searching for a topic in on-screen help. Choose the appropriate **Using Help** command to get information about:

- How to Use the Help System
- Navigating the Help System
- Finding Specific Help Topics
- Using the Find Setup Wizard

## How to Contact Technical Support

If, after using the help available, you still need assistance, contact Brøderbund Technical Support using the options listed below. If you are calling by telephone, have available your computer make and model and the brand names of the video card and the sound card that you are using. If possible, have the computer positioned near your phone and turned on. Be prepared to give a detailed description of what happens when you try to run the program.

When contacting Brøderbund by email or regular mail, be sure to include the above information.

You can contact us in any of the following ways:

- Internet – Online support is available through our World Wide Web site at <http://www.broderbund.com/support>
- America Online® – Use the Keyword: BRODERBUND.
- Mail – Send your questions to Brøderbund Technical Correspondence, P.O. Box 6125, Novato, California 94948-6125.
- Telephone – Call us at (415) 382-4750 from Monday through Friday between the hours of 6:00 a.m. and 5:00 p.m., Pacific Time.

## Introduction to Desktop Publishing

Using the *The Print Shop* family of products, you have all the tools you need to use your computer to design and create distinctive documents that combine text, graphics, and photos in your own unique style. The following sections introduce you to the basic desktop publishing components available to you when you use *The Print Shop* products.

For information about where to find the tool bars and the dialog boxes described, see “Introducing the Design Desk” on page PS-20.

## Working with The Print Shop Graphics

*The Print Shop* contains more than 35,000 graphics and photographs, which are an important part of your projects. Clicking the **Insert Graphic** button opens the **Select a Graphic** dialog box, in which you can search for a graphic by category or keyword and by graphic type.

### Graphic Types

By default, *The Print Shop* displays all graphic types. However, you can always select the type of graphic you want for your project. The types available are:

- Square – The standard square-shaped graphic.
- Column – A vertical, rectangle-shaped graphic.
- Row – A horizontal, rectangle-shaped graphic.
- Photo – *The Print Shop* premium photographs.
- Fine Art – Elegant art that is perfect for greeting cards.
- Import/ClickArt – Import any image, graphic, or your own personal photo to use in your project, or access the ClickArt images that are included with *The Print Shop*.

### Inserting Graphics into Your Project

You can easily insert one of *The Print Shop* premium graphics and photographs into your project by:

- Clicking the **Insert Graphic** button on the Object toolbar
- Clicking **Graphic** on the **Insert** menu

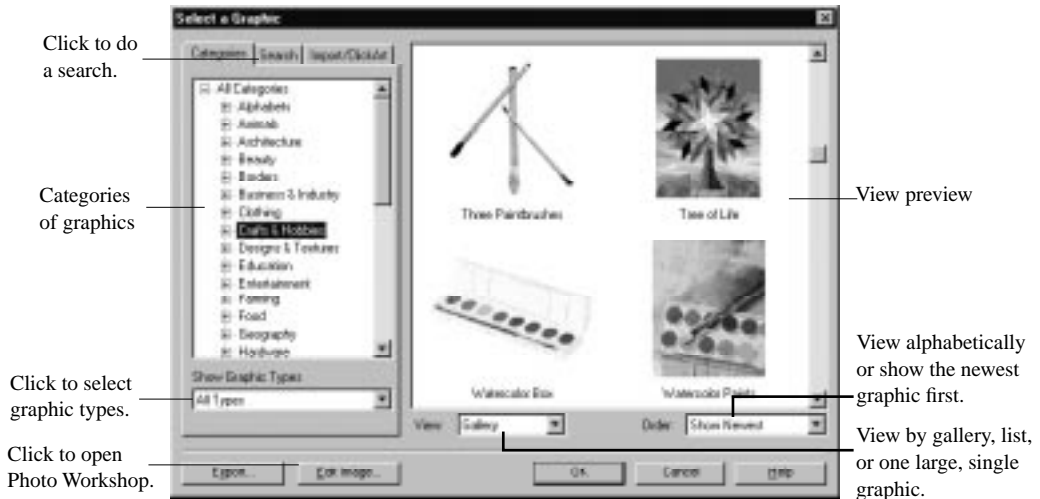
The **Select a Graphic** dialog box lets you view and select graphics by category. You can also perform a search for a graphic using a keyword search and import a graphic from another source. You can select a graphic type of Square, Column, Row, Photo, Fine Art, or All Types. You can also select a preview size for how you want to view the selected graphics.

**Note** Depending on the type of content that you want to access, you might need to have one of the three *The Print Shop* 6.0 CDs in the CD-ROM drive.

To add a graphic to your project:



- 1 Click the **Insert Graphic** button on the Object toolbar or click **Graphic** on the **Insert** menu to open the **Select a Graphic** dialog box.



*Select a Graphic dialog box: Categories tab*

- 2 Select a graphic type of Square, Row, Column, Photos, Fine Art, or All Types.
- 3 Navigate through the categories list to view the graphics in the preview area.
- 4 When you find the graphic you want, click on it to select it and click **OK**; or double-click the graphic.

The graphic appears selected and centered in your panel.

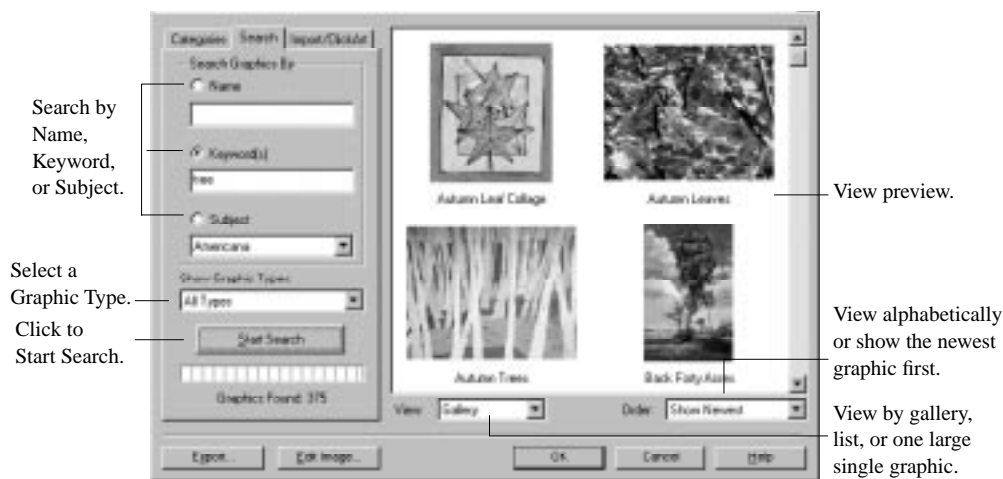
You can also click the **Edit Image** button to open the Photo Workshop and edit a photo. See “Photo Workshop” on page PS-45.

## Searching for a Graphic

You can also find a specific graphic from *The Print Shop* by doing a search in the **Select a Graphic** dialog box. You can search by name, keyword, or theme.

To search for a graphic using the Search tab:

- 1 Click the Search tab in the **Select a Graphic** dialog box.



*Select a Graphic dialog box: Keywords tab*

- 2 In the **Keyword(s)** field, type in one or more keywords related to the graphic that you want to find.
- 3 Click **Start Search**.  
**Start Search** changes to **Stop Search** so that you can stop the search at any time. When the search is complete, all the graphics that match the search criteria appear in the preview area.
- 4 Scroll through the list to view the graphics that were found.  
You can also scroll through the list using the keyboard—for example, typing **G** will scroll the list window to graphics that begin with the letter **G**.
- 5 When you find the graphic you want, click on it to select it and click **OK**; or double-click the graphic.

The graphic appears centered on the panel where you can move or edit it.

## Exporting a Graphic

To export a selected graphic in the **Select a Graphic** dialog box:

- 1 Click the **Export** button to display the **Export As** dialog box.
- 2 Type a name in the **File Name** field.
- 3 Select a file type from the drop-down list: Bitmap, JPEG, TIFF, FlashPix (.fpx), or WMF.
- 4 Select a different directory path and drive as needed.
- 5 Click **Save** to save the file in the format selected.

The graphic is exported and the **Select a Graphic** dialog box reappears.

**Note** When using these images in other applications, refer to that application's documentation.

## Working with Objects

*The Print Shop* provides a number of ways to edit objects so that you can get just the look that you want. This section shows you how to work with objects on the Design Desk.

### Adding Objects

*The Print Shop* provides the following types of objects:

- Text Block – An object in which you can type text.
- Headline – A special type of text block that you can use for big, striking text.
- Graphics – A picture, drawing, or design.
- Photographs – Photo images in JPEG format included with *The Print Shop*.
- Imported Images – A graphic or photo that you obtain from another source, such as from a CD, digital camera, or scanner; or from the Internet.
- Lines – Lines that you insert anywhere in your project.
- Border/Decorative Mini-Border – A decorative frame. (Available only in *The Print Shop*.)

## Selecting Objects

The arrow pointer is the default cursor in *The Print Shop*. Use it to select objects. Move the arrow pointer over an object and click it. A frame and resizing handles appear, indicating that the object is selected.

To select multiple objects, click the first object to select it and then press the **Shift** key and click on additional objects to add them to the selection.

## Moving Objects

Moving objects on a page is simple in *The Print Shop*. Move an object by:

- Clicking the object and using the Move pointer to drag the object to another position in the work area.
- Using the arrow keys on the keyboard. Each time an arrow is pressed, the selected object moves in the designated direction.

You can undo a move immediately by clicking **Undo Move** on the **Edit** menu.

## Scaling Objects

You can also scale objects using the **Scale** dialog box to get an exact resizing. When you scale an object, the aspect ratio (the ratio of height to width) is maintained. You have the option of scaling in all directions or horizontally or vertically only.

To scale an object:

- 1 Click an object (or multiple objects) to select it.
- 2 Click **Scale** on the **Arrange** menu to display the **Scale** dialog box.
- 3 Type the scaling percentage in the **Scale %** box or use the arrow controls to scale up or down in increments of one.

The default size of the object is 100%. You can scale between 10% and 400%.

**Note** You can also use the slider to change the scale.



4 Click an option for how you want the scale to affect the image:

- All Directions
- Horizontal only
- Vertical only

5 Click **OK** to scale the object to the percentage.

**Note** In *The Print Shop*, an option is available to size the object to fill the panel.

## Rotating Objects

You can rotate objects easily and quickly by dragging the pointer on the rotate handle that extends to the right of the selected object. The pointer changes to a curved arrow. You can also rotate a group of selected objects by dragging on the rotate handle of any of the selected objects. The rotation is made from the center of the group of objects.

You can also rotate an object using the **Rotate** command and the **Rotate** dialog box.

To rotate an object:

1 Click an object to select it.

2 Click **Rotate** on the **Arrange** menu and select:

- **Left 90°** – to rotate the selected object to the left 90 degrees
- **Right 90°** – to rotate the selected object to the right 90 degrees

The selected object rotates left or right.

If you click **Other**, the **Rotate** dialog box appears. Type the number of degrees to rotate the object, or use the arrow controls to change the number up or down in increments of one. Click **OK** to accept the rotation.

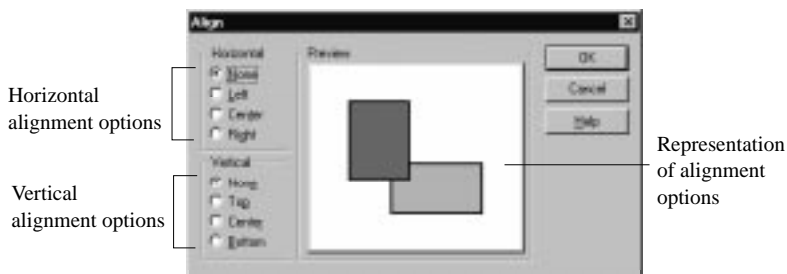
## Aligning Multiple Objects

Use the **Align** command on the **Arrange** menu to align several objects on a panel.

To align several objects on a panel:

1 Select two or more objects on a page by holding down either the **Ctrl** key or the **Shift** key while you click on each object.

- 2 Click the **Align** command on the **Arrange** menu to display the **Align** dialog box.



*Align dialog box*

- 3 Click the option button that describes how you want to align the objects.  
Objects are aligned horizontally or vertically along the edge or center you select.
- 4 Click **OK** to align the objects on the panel.

## Flipping Objects

The **Flip** command on the **Effects** menu lets you flip the selected objects on a panel. You can flip the following object types: text blocks, squares, rows, columns, *The Print Shop* photographs, ruled lines, imported graphics, and headlines—by choosing an option on the submenu.

To flip an object on a panel:

- 1 Click an object to select it.
- 2 Click the **Flip** command on the **Effects** menu and select one of the options on the menu:
  - Horizontal
  - Vertical
  - Both

The object is flipped in the way you select.

## Changing the Order of Objects

The **Layer** command on the **Arrange** menu lets you change the order of objects on a panel. Place any object on top of or behind any other object by choosing an option on the submenu. The exceptions are:

- The backdrop is always the bottom layer.
- A border is always the top layer.

To change the order of objects on a panel:

- 1 Click an object to select it.
- 2 Click the **Layer** command on the **Arrange** menu and select:
  - **Bring Forward** – Bring the selected object one level forward.
  - **Bring to Front** – Bring the selected object to the front.
  - **Send Backward** – Send the selected object one level backward.
  - **Send to Back** – Send the selected object to the back.

The selected object changes, as directed.

## Locking Objects

Using the **Lock** command, you can lock a selected object so that it cannot be moved. This is helpful when you want to secure an object in place. Click **Lock** on the **Arrange** menu. The control handles on a locked object change from black to white (hollow). To unlock an object, select it and click **Unlock** on the **Arrange** menu.

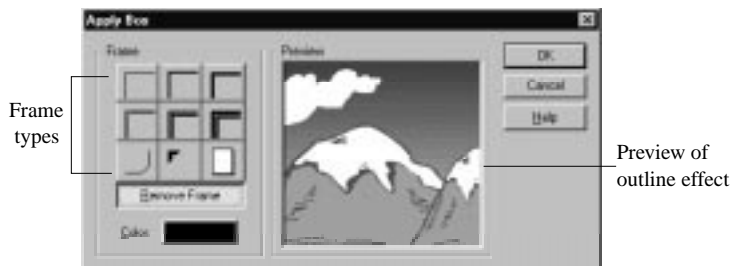
A locked object cannot be rotated, flipped, scaled, resized, moved, deleted, or ordered.

## Placing a Box or Frame Around an Object

You can add a box or frame around almost any object (except a mini-border, a border, a ruled line, a signature block, or a seal). The outline stays with the object wherever you move it.

To add a box or frame around an object:

- 1 Click an object to select it.
- 2 Click the **Apply Box** command on the **Effects** menu to display the **Apply Box** dialog box.



*Apply Box dialog box*

- 3 Click a frame style.  
Click the **Color** button to display the **Color Palette** to make color changes.
- 4 Click **OK**.  
The highlighted box appears around the selected object in your project.

## Removing a Box or Frame

To remove a box or frame from an object:

- 1 Click an object with the outline you want to remove.
- 2 Click the **Apply Box** command on the **Effects** menu to display the **Apply Box** dialog box.
- 3 Click the **Remove Frame** button.
- 4 Click **OK**.

# Importing Images

With *The Print Shop*, it's easy to bring in your own images to use in your projects. You can import images in these formats: BMP, TIFF, WMF, JPEG, FlashPix, PNG, and Photo CD.

**Note** *The Print Shop* can import TIFF images, but be aware that several variations of the TIFF format are in use today. *The Print Shop* does not import TIFF images using the LZW compression scheme. Also, *The Print Shop* does not import GIF images, because they use the LZW compression scheme. If you want to import an image that is in GIF format, you can cut and paste or export as BMP from another application or system utility.

This feature lets you import images obtained from other sources. You do not need to import the photo images included with *The Print Shop*; these are easily accessible using the **Insert Graphic** button. (See “Working with The Print Shop Graphics” on page PS-12.)

You can also import photos using the Photo Workshop options. (For more information, see “Photo Workshop” on page PS-45.)

To import an image:

- 1 In the **Select a Graphic** dialog box, click the Import/ClickArt tab.



*Select a Graphic dialog box: Import/ClickArt tab*

- 2 Select a graphic file format from the **File of Type** list, if needed.
- 3 Navigate to the directory that has the image you want to import.
- 4 Click an image file name.  
If available, a preview appears in the preview area.
- 5 Click **OK** to import the image.  
The image appears centered on your panel.
- 6 Move and resize the image to where you want to place it on the page.

You can also click the **Edit Image** button to open the Photo Workshop and edit a photo. (For more information, see “Photo Workshop” on page PS-45.)

## Working with Headlines

Headlines are a special kind of text that you can manipulate in many exciting ways. Unlike regular text in a text block, the size of a headline is adjusted by the size of the headline box. To make the headline larger or smaller, resize the headline box according to your needs and the headline text will conform to the new size.

Headlines can contain up to a maximum of three lines of text. Use headlines primarily for short, attention-getting statements. Using the **Create a Headline** dialog box you can type and edit headlines and add effects.

## Using a ReadyMade Headline

Click the **Insert Headline** button on the Object toolbar to display the **Create a Headline** dialog box. The **ReadyMade** option is already selected.



*Create a Headline dialog box: ReadyMade view*

You can select from a series of ReadyMade headlines. When you select a ReadyMade headline, the effects of that headline are applied to the text that you enter and appear in the preview area. This is a quick way to achieve great-looking headline effects.

To use a ReadyMade headline in your project:

- 1 Click in the text field, and then type the word or words that you want for the headline text.

For more than one line of text, type the first line, press **Enter** or **Return**, and then type the second line. You can have up to three lines of text, with 100 characters per line.

**Tip** Keep headline text short for the best display of effects and optimum readability.

The preview area displays the text that you type with the effects of the selected ReadyMade headline applied.

**2** Scroll through the list of ReadyMade headlines.

**3** Click the ReadyMade headline that you want.

Your headline text appears in the preview area with the effects of the selected ReadyMade headline.

**4** Click **OK**.

Your headline with the selected effects appears on the panel.

## Customizing a Headline

To customize any part of the headline, open the **Create a Headline** dialog box and click **Customize** to display the Customize options. The Customize options let you change the font settings as well as the headline features.

Experiment with the different styles for your headline. Each tab of this dialog box gives you new style choices to apply to your headline and make it unique. The preview area shows you the effect immediately, so that you can continue making changes until you get what you want for your project.



## Face Tab

When you click **Customize**, the Customize options appear with the Face tab selected. The options in the Face tab let you change the color and blend style of the headline characters.



*Create a Headline dialog box: Customize options Face tab*

You can apply color to outlines, shadows, extrusions, and glow effects. You can apply color textures to the Face and Silhouette of a headline. A Texture tab appears with the **Color Palette**.

## Shape Tab

Click the Shape tab to change the overall shape of the headline. You select Style (warp/non-warp) and Orientation, which then displays a set of options.

- Select the **Warp Text** check box (default) to present headline shapes that will let the headline text distort the characters to fit the selected shape.
- Select the **Non-warp** check box to present headline shapes that force the headline text to follow the designated path without allowing distortion of the characters.
- Orientation lets you select a vertical or horizontal placement.

## Position Tab

Click the Position tab to change the position of the characters in the headline. The style you selected in the Shape tab affects the choices available in the Position tab.

## Outline Tab

Click the Outline tab to change the outline of the headline text. Click the **Color** button to open the standard **Color Palette** and change the outline color.

## Depth Tab

Click the Depth tab to add or change the 3-D effect of the headline. Use the Depth Angle dial to control the light direction. Use the **Color** button to change the color of the depth shadow.

## Proportion Tab

Click the Proportion tab to change the proportional relationships of individual lines of headline text to one another. The style selection you made in the Shape tab affects the proportion options that are available to you.

# Inserting Panel Effects

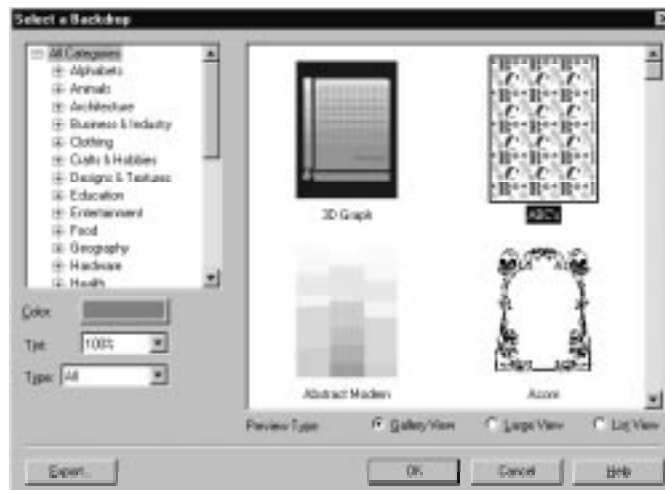
You can add effects that enhance the look of your panel by using the **Panel Effects** command on the **Insert** menu.

## Selecting or Changing Backdrops

Although you can select a backdrop when you create your project, you can also add a backdrop or change the one you have later.

To apply or change a backdrop:

- 1 Click **Panel Effects** on the **Insert** menu and click **Backdrop** on the submenu to display the **Select a Backdrop** dialog box.



*Select a Backdrop dialog box*

- 2 Select a backdrop to add to your design or to change the one already in place.
- 3 Click **OK** when your design is set.

You can also double-click a background to add it to a page.

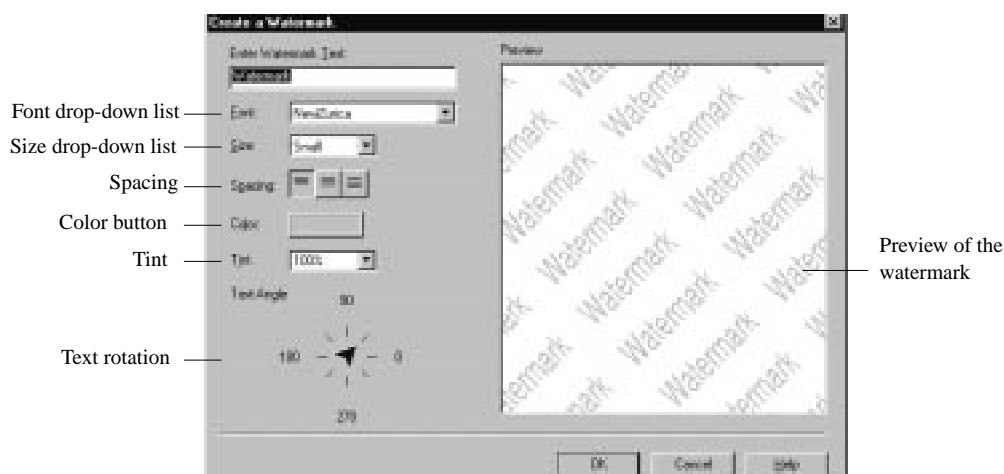
## Using Watermarks

A watermark is a repeated line of light text that appears on each page of your project. It gives your project the look of being printed on watermarked paper.

**Note** Watermarks are available only in *The Print Shop*.

To apply a watermark:

- 1 Click **Panel Effects** on the **Insert** menu and click **Watermark** on the submenu.



*Create a Watermark dialog box*

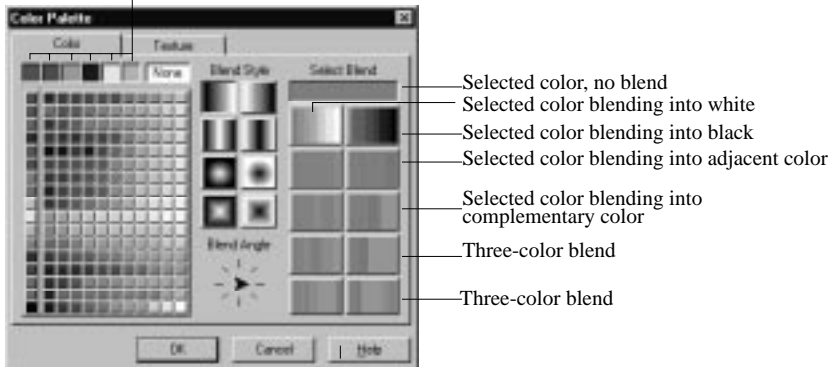
- 2 In the Text field, type the word or words that you want to make up the watermark. Watermarks contain only one line of text with a maximum of 64 characters.
- 3 Click **OK** to place the watermark text on the panel.

You can also change the font of the watermark using the **Font** and **Font Size** drop-down lists, and you can select spacing for your text. Click the **Color** button to display the **Color Palette** to modify the watermark text color. Use the Rotation spin boxes to adjust the angle at which the watermark text is placed on the panel.

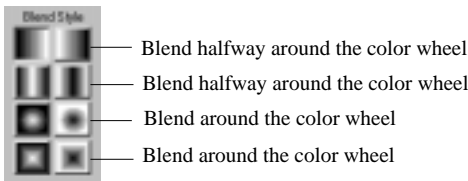
# Setting the Panel Color

When you select **Panel Colors** and **Texture** on the **Panel Effects** submenu, the extended **Color Palette** appears. You can add or change a panel color, and select the blend style.

You can select one of six most recently used colors.



## Extended Color Palette



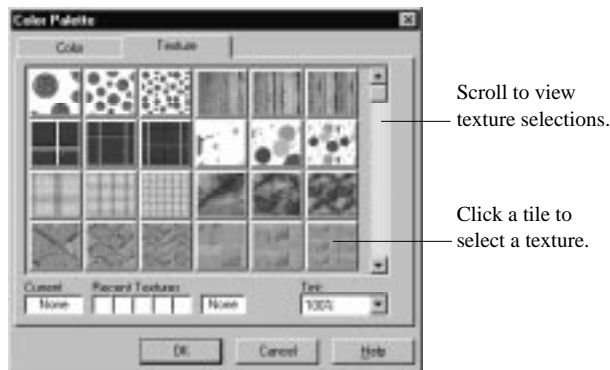
## Color blends

You can select a blend style of linear, radial, or square burst to give an added design look to the color. You can also select from 11 blend swatch samples and set a blend angle.

When you click **OK**, the color and blend are applied to the project panel on the Design Desk.

You can also click the **Texture** tab to display an assortment of textures that you can select to give your background a unique look.

**Note** Textures are available only in *The Print Shop*.



*Color Palette: Texture tab*

## Adding Borders and Lines

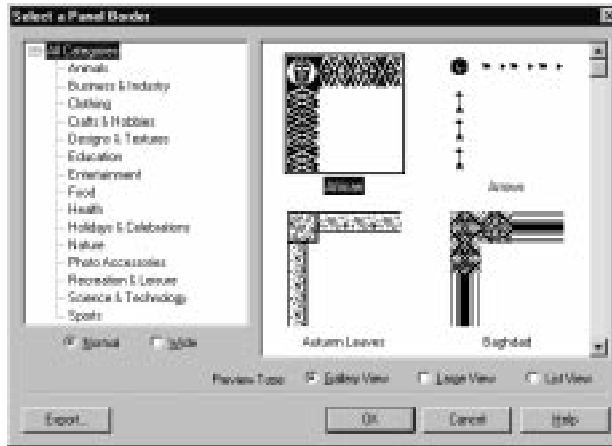
To select a full panel border, a decorative mini-border, or decorative line, click **Borders/Lines** on the **Insert** menu and select one of the submenu options. The dialog box for the type you selected appears.

**Note** Borders and mini-borders are available only in *The Print Shop*.

## Adding Borders

Click **Borders/Lines** on the **Insert** menu, and then click **Full Panel Border** from the submenu. The **Select a Panel Border** dialog box appears; it is similar to the **Select a Graphic** dialog box. The border you select appears around the entire page. You can apply one border at a time to a panel and you cannot move or resize them. Borders always occupy the front layer of the page.

You apply a new border to replace the old one.



*Select a Panel Border dialog box*

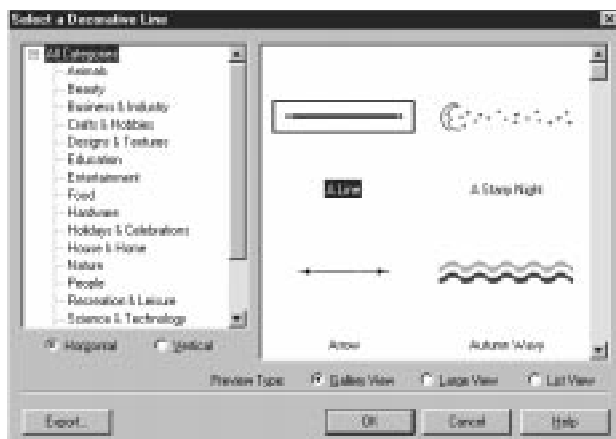
## Adding Decorative Mini-Borders

Click **Borders/Lines** on the **Insert** menu. Click **Decorative Mini-Border** on the submenu. The **Select a Decorative Mini-Border** dialog box appears. It looks and functions in the same way as the **Select a Panel Border** dialog box. However, instead of a border around your entire page, a smaller version of the border appears centered on your page. You can apply a decorative border several times to the panel and you can reposition, scale, and rotate the borders on the panel.

## Adding Decorative Lines

Click **Borders/Lines** on the **Insert** menu. Click **Decorative Line** on the submenu. The **Select a Decorative Line** dialog box looks and function in the same way as the **Select a Border** dialog box. Select a line category and either Horizontal or Vertical. The line object appears in the panel.

**Note** Decorative lines are available only in *The Print Shop* and the *Web Site Designer*.



*Select a Decorative Line dialog box selections*

## Text Tools in The Print Shop

The **Tools** menu provides three tools that you can use when working with text. You can work with Quotes and Verses, perform a Spell Check, use a Thesaurus, and edit a custom or address list.

### Inserting Quotes and Verses

*The Print Shop* provides a large selection of quotations that you can add to a text block.

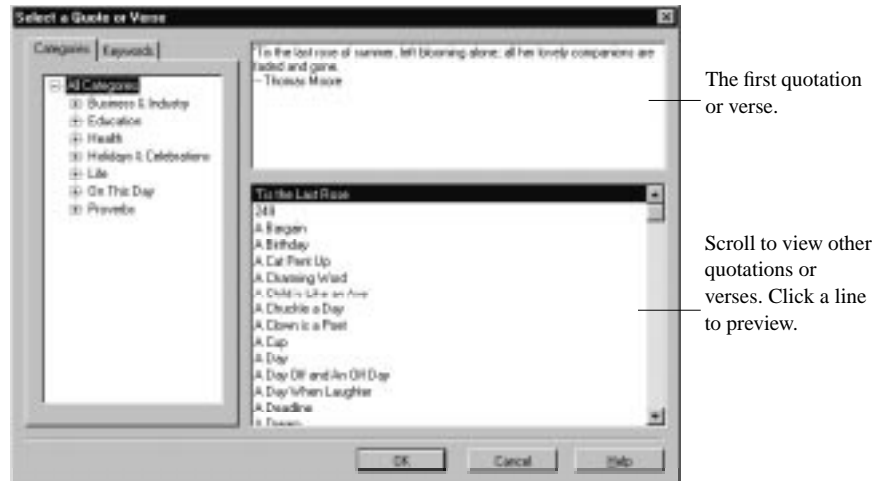
To insert a quotation into a text block:

- 1 Double-click in the text block where you want to insert the quotation.
- 2 Click the **Quotes and Verses** button on the **Text** toolbar, or click the **Quotes and Verses** command on the **Text** menu.





The **Select a Quote or Verse** dialog box Categories tab appears with the first quotation in the preview area.



*Select Quote or Verse dialog box*

- 3 Pick a category to view a list of quotations in that category.
- 4 Select a quotation or verse from the list window to preview the entire quotation.
- 5 Click **OK** when you've selected the quotation that you want.

The quotation appears in the selected text block on the Design Desk.

## Searching for a Quote or Verse

*The Print Shop* lets you search for the exact quote or verse that fits the content and tone of your project. Use the Keywords tab to search for a list of quotations that match the keywords that you select.

To do a keyword search:

- 1 In the **Select a Quote or Verse** dialog box, click the Keywords tab.
- 2 In the **Search for these Keyword(s)** field, type one or more keywords related to the verse or quote that you want to find.  
You can also choose from the list of Suggested Keywords.
- 3 Click the **Start Search** button to produce a list of quotes or verses that matches the keywords you typed.

## Performing a Spell Check

*The Print Shop* provides a valuable tool to check the spelling of text in your document—Spell Check. You can spell check a word or phrase, a text block, multiple text blocks, or the entire document. In *PressWriter* and *Web Site Designer*, you can spell check multiple text blocks or the entire document.

To use Spell Check:

- 1 Click in the text block that you want to spell check, or highlight the text that you want to spell check.
- 2 Click **Spell Check** on the **Tools** menu.  
If there are any misspelled words in your document, the **Spell Check** dialog box appears.  
Spell Check goes through the document highlighting misspelled words.
- 3 You can:
  - Click the **Ignore** button to continue searching.
  - Click **Replace** to replace the misspelled word with the word indicated in the **Replace With** field.
  - Choose from the Alternatives list of suggested words.
  - Correct the word by typing a replacement in the **Replace With** field.

- Add the word to your personal dictionary by clicking **Add**. Add words, such as names, that you will be using again in any of your documents.

**Note** A word appears in the **Not Found** field when Spell Check does not find it in either the main dictionary or your personal dictionary. You can still click **Ignore** or replace the word with a replacement that you type in the **Replace With** field.

- 4 Click **Done** to exit Spell Check.

## Using the Thesaurus

Use the thesaurus when you want to find synonyms and related words for a single, highlighted word or a word that you type in the dialog box.

To find similar words for a specific word:

- 1 Highlight a word in your text for which you want to find a related word.
- 2 Click **Thesaurus** on the **Tools** menu to display the **Thesaurus** dialog box.

The word appears in the **Selected word** field, a list of synonyms appears, and a list of meanings appears in the **Definition** box.

As you click on different entries in the **Synonyms** box, the meanings in the **Definition** box change.

- 3 Click the **Look Up** button to perform a search on the selected word.
- 4 Click **Replace** to replace the word.

or

Click **Cancel** to close the dialog box and cancel the replace procedure.

## Exiting The Print Shop

When you exit, *The Print Shop* prompts you to save any changes to your open projects, closes any open documents, and then exits the program.

To exit *The Print Shop*:

- Click **Exit** on the **File** menu, or click the **Close** box in the upper-right corner of the application window.





# The Print Shop 6.0

## Welcome to The Print Shop 6.0

*The Print Shop 6.0* is a versatile, easy-to-use desktop publishing tool. In addition, *The Print Shop* has a set of unique features that make it the quickest, easiest way to create professional quality documents for:

- Home
- Business
- School
- Community

You can create: greeting cards, signs, photo projects, pamphlets, certificates, banners, calendars, letterhead, business cards, envelopes, postcards, labels, Post-it® Notes, and pamphlets, as well as electronic greetings to send online.

## Starting The Print Shop

To start *The Print Shop* after successful installation:

- 1 At the Windows 95 desktop, click **Programs** on the **Start** menu.

The **Programs** menu appears.

- 2 Select **The Print Shop 6.0** option.

- 3 Click **The Print Shop 6.0** in the submenu.

The **Select a New Project** window appears and you can begin using *The Print Shop*.

## Selecting a Project

**Select a New Project** is the first screen that you see when using *The Print Shop*.



*Select a New Project dialog box*

Click the icon for the project type that you want, and the **Select a Method** dialog box appears.

## Selecting a Design Method

*The Print Shop* gives you three ways to create a project:

- Personalize a QuickStart Layout – An assortment of professionally designed sample projects that you can use immediately or personalize to suit your needs. This method provides you with both quality graphics and skilled graphic placement in your project.

- **Help Me Design** – Specify some of the basic design elements of a project. After selecting a project type and orientation, select a backdrop and layout. When the Design Desk appears, these elements are in place for you to begin customizing the project. Help Me Design offers ideas for the arrangement of objects, but gives you the flexibility to select your own content.
- **Start from Scratch** – All you do is select a project type and specify an orientation; a blank panel is presented for you to begin your own original project on the Design Desk.

## Creating a Project Using a QuickStart Layout

When you customize a QuickStart Layout, you'll see how easy it is to use *The Print Shop* and how quickly you can produce your own professional-looking documents.

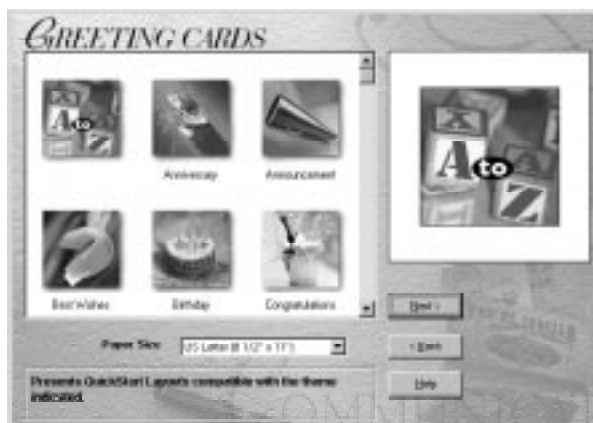
- 1 In the **Select a New Project** dialog box, click **Greeting Cards**.

The **Select a Method** dialog box appears.



*Select a Method dialog box*

- 2 Click **Personalize a QuickStart Layout**, and then click the **Next** button to display the **Select a Theme** dialog box.



Select a theme to see a series of QuickStart Layouts related to the theme.

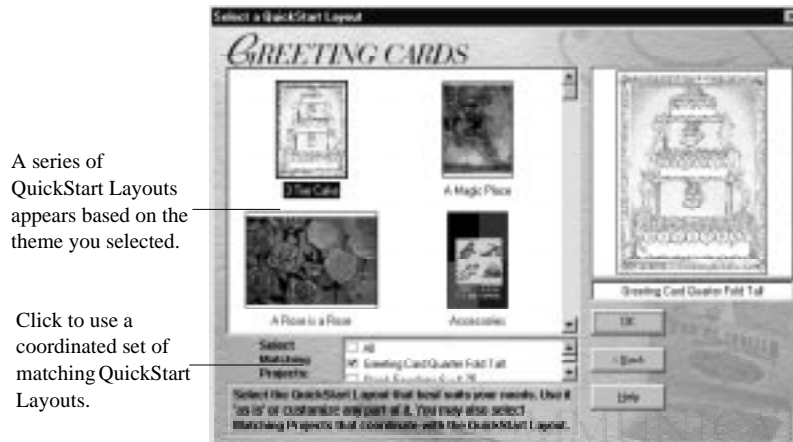
*Select a Theme dialog box*

- 3 Select a theme, and click **Next** to display the **Select a QuickStart Layout** dialog box.

**Note** You must insert the product CD to have access to the QuickStart Layouts.



You see a range of possible looks and ideas for your project, based on the theme you selected.



*Select a QuickStart Layout dialog box*

- 4 Click a QuickStart Layout.
- 5 Review the check boxes for the matching projects and select the ones you want.
- 6 Click **OK** to display the selected project on the Design Desk.

The Design Desk shows the project panel with the selected QuickStart Layout project. You can now edit the individual objects to create a design to suit your needs.

## Working with Coordinated Sets

A coordinated set is a group of matching QuickStart Layouts designed to work together. For example, if you select a QuickStart Layout for a business card, you might get an option to open matching projects: a letterhead, an envelope, and a pamphlet that have been designed to match.

In the **Select a QuickStart Layout** dialog box, click the **All** button. A set of documents opens to let you customize each document of the set at the same time.

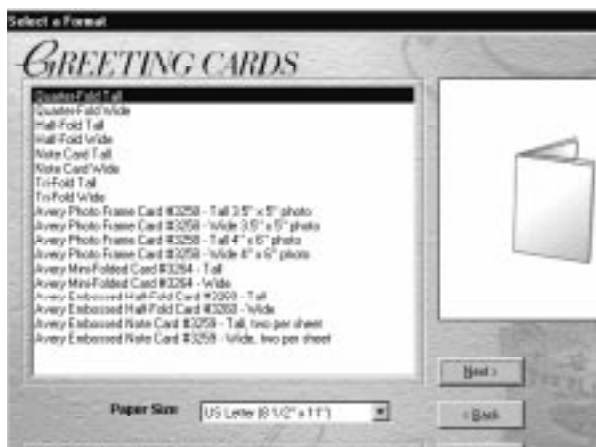
## Creating a Project Using Help Me Design

When you choose the Help Me Design method, *The Print Shop* guides you step-by-step to the Design Desk.

To set up your Help Me Design project:

- 1 In the **Select a New Project** dialog box, click **Greeting Cards** to display the **Select a Method** dialog box.
- 2 Click the **Help Me Design** button, and click **Next**.

The **Select a Format** dialog box appears.

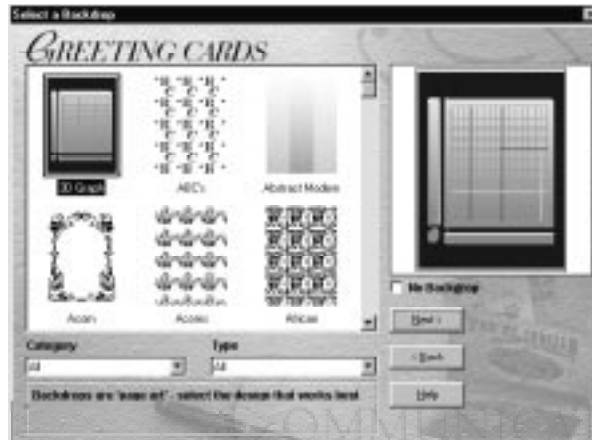


*Select a Format dialog box*

- 3 Select one of the greeting card types.

**Note** You can also select a different paper size.

- 4 Click **Next** to accept the format and paper size and display the **Select a Backdrop** dialog box.



*Select a Backdrop dialog box*

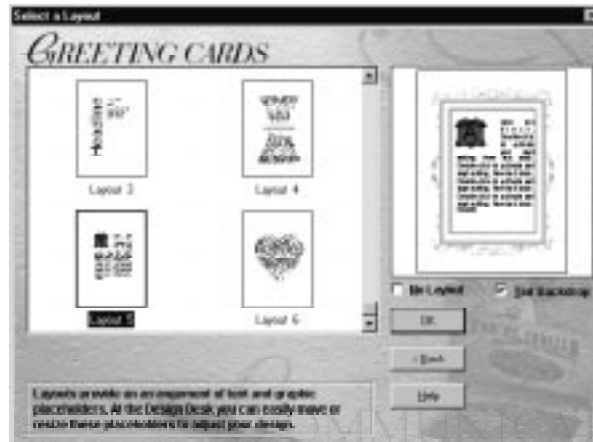
Backdrops are page designs that occupy the bottom layer of the project panel.

- 5 Select a backdrop design from the scrolling gallery.

You can select a specific category from the **Category** drop-down list and a type from the **Type** drop-down list.

**Note** You can select the **No Backdrop** check box to have no backdrop in your design.

- 6 Click **Next** to accept the selected backdrop and display the **Select a Layout** dialog box.



*Select a Layout dialog box*

A layout is a selection of text and graphic placeholders. The layouts that appear are customized to work well with the selected backdrop.

**Note** Select the **No Layout** check box to have no layout in your design.

The layout appears superimposed over the selected backdrop in the preview area.

- 7 Click **OK** or double-click the layout you want.

The selected layout and background appear on the Design Desk.

The Design Desk appears showing the project panel filled with the backdrop and layout selections. You can now edit the individual placeholder objects to create a design to suit your needs.

## Creating a Project Using Start from Scratch

To create your own design from scratch, choose the Start from Scratch method to go to the **Select a Format** dialog box and then to a blank panel on the Design Desk.

To set up your Start from Scratch project:

- 1 Click **Business Cards** from the **Select a New Project** dialog box.  
The **Select a Method** dialog box opens.
- 2 Click the **Start from Scratch** button and then click **Next** to display the **Select a Format** dialog box.
- 3 Select a format and paper size for the project type.
- 4 Click **OK** to display the Design Desk.

The Design Desk appears, and you now have a blank canvas to begin creating your own original design.

## The Print Shop Projects

*The Print Shop* projects are predesigned documents such as labels, photo pages, pamphlets, and signs that let you add your own text, graphics, and photos, and then print and publish personal greetings, business stationery needs, and more.

### Greeting Cards



Use the Greeting Cards project to create announcements of special occasions or to create a personal message to someone. A greeting card is a folded message that is illustrated or decorated and contains a special message, greeting, or announcement. You can also create a Photo Frame Card.

Use the commands in the **View** menu to view the panels of a greeting card. You can view the Front Panel, the Inside Panel, or the Back Panel, depending on the option that you choose.

You can create greeting cards in several orientations:

- Wide with a top fold
- Tall with a side fold

and shapes:

- Quarter Fold: three panels (front, inside, and back) printed on one side. It uses a single piece of paper folded in fourths.
- Half Fold: three panels (front, inside, and back) printed on two sides. It uses a single piece of paper folded in half.
- Note Card: three panels (front, inside, and back) printed on two sides of specialty paper. You can have two on a single 8.5 by 11 inch sheet or one on a 5.5 by 8.5 inch sheet.
- Tri-Fold: three panels (first, second, and last) printed on one side. It uses a single piece of paper folded in thirds.
- Avery Photo Frame Card: a card frame to enclose your photo (two sizes: 3.5 by 5 and 4 by 6 inches).
- Avery Mini-Folded Card: three panels (front, inside, and back) printed on two sides. It uses a single piece of paper folded in half.
- Avery Embossed Half-Fold Card: three panels (front, inside, and back) printed on two sides. It uses a single piece of paper folded in half. An embossed outline appears on the front panel.
- Avery Embossed Note Card: three panels (front, inside, and back) printed on two sides of specialty paper. An embossed outline appears on the front panel.

## Signs



Signs are the most versatile project type. These can be in tall or wide orientation on 8.5 by 11 inch paper, or you can use larger, poster-size formats. You can use the Sign project to create posters and mailers and even simple newsletters. Signs can be warnings, directions, or advertisements, or they can deliver short informational messages.

## Pamphlets



A pamphlet is a one-sheet, three-panel presentation of graphics and text designed to be mailed or distributed to express personal, professional, or organizational information. You can use either the tall or wide orientation to create your pamphlet.

Use the commands in the **View** menu to view the panels of a pamphlet project. You can view the Front Panel, Inside Panel, or the Back Panel, depending on the option that you choose.

## Banners

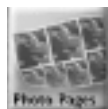


Use banners for a wide range of decorative and informational projects. These are long, multipage projects bearing greetings, directions, warnings, or advertisements. You can create birthday decorations, sale announcements, and announcements for church functions and sporting events.

The size of the banner text is determined by the banner length, unless you specify a length using the **Banner Length** command. Print a banner just like other projects: it prints across several sheets of paper (as many as needed or as many as you specify) to print the entire message. You can then put the sheets together with tape or glue.

For information about printing and banner length, see “Banner Length” on page PS-52.

## Photo Pages



You can import or place photographs into *The Print Shop* as objects. You can then edit and alter your photos and use them with Photo Pages to create projects specific to using photos. *The Print Shop* provides four types of Photo Pages themes (all are one page):

- Quick Prints – The quick way to print multiple copies of a single photo on a page. (Behaves like the label project.)
- Photo Album Pages – Designed to be printed and placed in a photo album.

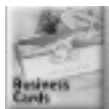
- Photo Collages – An arrangement of one or more photo placeholders, along with other decorative elements. Collages are one or more photos that can be a mix of orientation, ratios, and sizes.
- Photo Novelties – These are fun projects for you to create personalized items such as magazine covers, peek-throughs, and photo posters.

## Letterhead



Letterhead lets you create two types of stationery. You can create full- or half-page stationery sheets, which you can then print out to handwrite text, or you can type a letter on the stationery using your computer.

## Business Cards



Business cards are wallet-sized cards used to give business information or as gift tags. They can have tall or wide orientation and are created as ten panels on one sheet of paper.

## Envelopes



You can create and print envelopes for both business and organization use and for personal use. *The Print Shop* provides you with several format options. You can print addresses directly onto stock envelopes, or you can create a cutout envelope using a standard sheet of paper that can be folded to fit a quarter-fold greeting card.

## Calendars



Calendars are a great way to create records both for home and organizational use. You can create school or club calendars, retail sale calendars, and personal calendars.

You can create a tall or wide calendar for any length of time: days, weeks, months, or for an entire year. You can personalize calendars using your own notes, graphics, photographs, and highlighted dates. Calendars are printed on one side of a single sheet of paper.



The calendar consists of a grid, grid text, and a cell in which you can add graphics and text. When you click anywhere in the title area or on the grid lines, the entire grid is selected. When you click in a cell, only the cell is selected.

For more information, see “Working with the Calendar Project” on page PS-16.

**Note** You can copy and paste a calendar grid and all its contents into other projects and applications.

## Postcards



Like letters, you can use postcards for business, school, community, and home. Postcards can be created in both tall and wide orientations. Postcards are made of two sides of a single sheet of paper. You can print postcards two or four to a page. Not only can you mail them, but they are great for recipes, birth announcements, moving notices, and more.

When you print a postcard, you can choose which side to print. The default is to print the front of the post card. A prompt automatically appears when the other side is ready to print. Click **OK** to print the backside.

Use the commands in the **View** menu to view the panels of a postcard project. You can view the Front Panel or the Back Panel, depending on the option that you choose.

## Post-it® Notes



Post-it® Notes are standard around the office and are becoming popular at home as well. You can create professional-looking messages on specialized paper that sticks and yet is easy to peel off. Each note contains adhesive that sticks to a surface after you remove the liner strip.

You can print the notes in tall or wide orientation, with six panels to one side of paper. Use the specially designed Post-it® Notes stock for inkjet and laser printers with this project. You can find Post-it® Notes for printers at most office supply and stationery stores.

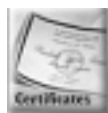
## Online Greetings



Using the Online Greetings project, you can distribute your message electronically over the Internet. Online Greetings are a one-sided, wide project that you can decorate for any occasion. The greeting is sent as a JPEG attachment.

To learn about sending your greeting, see “Sending Online Greetings” on page PS-55.

## Certificates



Certificates are similar to signs in that they are single-panel projects. You can use Certificates to create awards and recognize accomplishments. They are useful for social, school, and business functions.

## Labels



You can use labels in different ways for many occasions and purposes. You can create labels for addresses, video and audio tapes, computer disks, files and folders, name badges—and whatever else you can think of.

With labels, you have a wide selection of sizes—each based on a corresponding Avery paper label number that you can use with your printer. For example, you select label number 4062 to create labels to print on Avery label #4062. A single panel appears for you to create the label. When you choose to print, a preview of the label sheet appears with the correct number of panels for that size; the information appears in each panel.

## Blank Pages



Press the **Blank Pages** button to start a project from an empty page. You select a paper size (Tall or Wide and Paper Size) in the **Select a Format** dialog box, and the Design Desk appears ready for you to begin your original project.

## Stock Labels and Numbers to Use with Your Projects

The Avery number listed corresponds to the Avery paper company number for that size sheet.

Avery #/ Description	Avery Stock #	Measurements	Compatible Avery (Laser) Stock #s	Compatible Avery (Inkjet) Stock #s
Photo Frame Card and Envelope	3258	5 x 7		
Embossed Note Card and Envelope	3259	4 1/4 x 5 1/2		
Embossed Half Fold Card and Envelope	3260	5 1/2 x 8 1/2		
Large and Small Labels, Full Bleed	3261	1/14 x 3 3/4, 1 1/4 x 2 3/8		
4-up Postcards	3263	4 1/4 x 5 1/2		8387
Mini Fold Card	3264	2 x 3 1/2		
Pinfeed Address Labels	4030	3 1/2 x 15/16		
Pinfeed Address Labels	4031	3 1/2 15/16		
Pinfeed Labels	4060	3 1/2 x 1 7/16		
Pinfeed Address Labels	4061	3 1/2 x 1 7/16		
Pinfeed Address Labels	4062	3 1/2 x 1 7/16		
Pinfeed Address Labels	4065	4 x 15/16		
Pinfeed Address Labels	4067	4 x 15/16		
Pinfeed Address/Shipping	4088	4 1/4 x 2 15/16		
Pinfeed Address Labels	4143	4 x 15/16	4066	
Pinfeed Address Labels	4145	3 1/2 x 15/16	4177, 4018, 4013, R-4013, 4162, 4163, 4178, 4249, 4251, 4601	
Pinfeed Labels	4240	4 11/16 x 1 1/4		
Pinfeed 3.5 Disk Address	4241	2 3/4 x 2 3/4		
Address	5160	1 x 2 5/8	5260, 5960, 6460	8160, 8460, 8660, 8920, 8930
Address	5161	1 x 4	5261, 5961	8161
Address	5162	1 1/3 x 4	5262, 5962	8162, 8462, 8662, 8922, 8932
Address/Shipping	5163	2 x 4	5263, 5963	8163, 8463, 8663, 8923"

Avery #/ Description	Avery Stock #	Measurements	Compatible Avery (Laser) Stock #s	Compatible Avery (Inkjet) Stock #s
Address/Shipping	5164	3 1/3 x 4	5264, 6464	8164
3.5" Disk	5196	2 3/4 x 2 3/4	5096, 5896	8196
5.25" Disk	5197	1 1/2 x 4		
Audio Cassette	5198	1 5/8 x 3 1/2		
Video Cassette	5199 (face)	3 1/16 x 1 5/8		
Video Cassette	5199 (spine)	2/3 x 5 13/16		
Return Address	5267	1/2 x 1 3/4	5167	8167, 8667, 8927
Name Badge	5361	2 x 3 1/4		
Business Card	5371	2 x 3 1/2	5372, 5376, 5377, 5911	8371, 8372, 8376, 8377
Rotary Card	5386	3 x 5		
2-up Postcards	5389	4 x 6		
Name Badge	5390	2 1/16 x 3 1/2	5383	
Name Badge	5395	2 1/3 x 3 3/8		
CD	5824	4 1/2 dia		

## Working with the Calendar Project

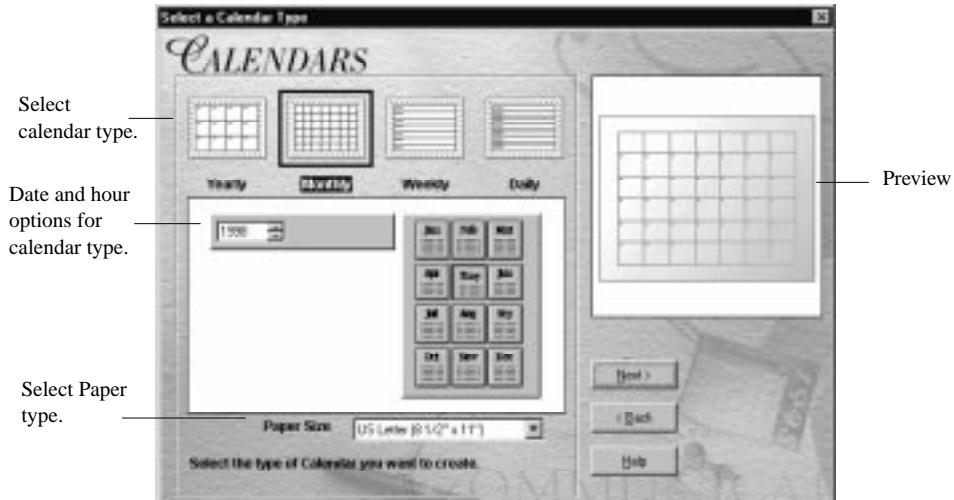
The following procedure takes you through personalizing a QuickStart Layout. If you choose a Help Me Design, you select a calendar type, a format, a backdrop, and a layout from the selections that appear.

To select a calendar type:



- 1 Click the **New** command on the **File** menu.
- 2 Click the **Calendars** icon in the **Select a New Project** dialog box to display the **Select a Method** dialog box.
- 3 Click the **Personalize a QuickStart** layout icon.

- 4 Click **Next** to display the **Select a Calendar Type** dialog box.



*Select a Calendar Type dialog box: Monthly*

- 5 Click the icon for the calendar type that you want to preview, or double-click the icon to proceed to the next dialog box.
- 6 Click **Next** to display the **Select a QuickStart Layout** dialog box.
- 7 Select a layout.
- 8 Click **OK** to display the calendar on the Design Desk.

## Calendar Grid Attributes

In the Calendar project, you can change the attributes of the calendar grid using the **Calendar Grid Style** dialog box. Double-click in the Title area of the calendar or on a grid line to display the **Calendar Grid Style** dialog box for the selected calendar type.



*Calendar Grid Style dialog box: Weekly Calendar type*

For all calendar types you can change the color of the grid lines and label text, the label text font, and you can apply bold or italic formatting to the text.

For specific calendar types, you have the following options:

- Yearly – Red Sundays (on or off)
- Monthly – Large Date Size, Month Thumbnails, Preceding/Following Days, and Red Sundays
- Weekly – Shown above
- Daily – Select a 12 hr. or 24 hr. clock.

## Editing Calendar Grid Cells

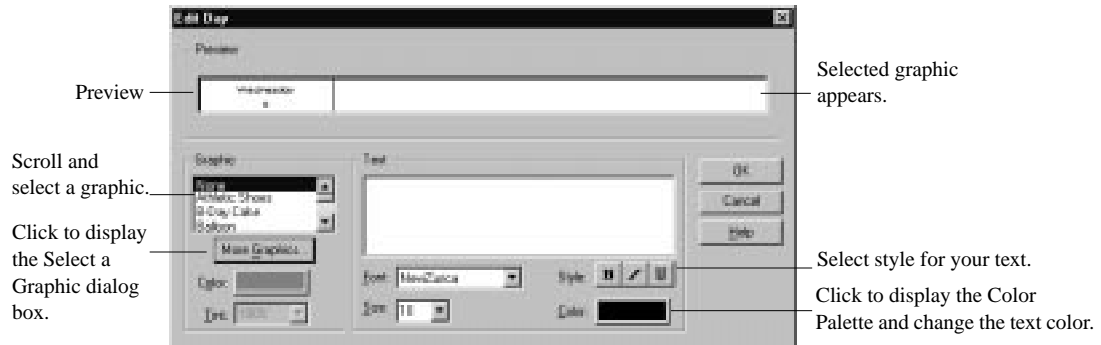
Click within a calendar cell to select the cell (a visible border surrounds the selected cell).

When a single calendar cell is selected, you can:

- Copy or cut cell contents.
- Paste contents from another cell.
- Clear cell contents (delete).

- Set color behind the cell.
- Edit cell contents.

Double-click a calendar cell to display the **Edit Time** or **Edit Day** dialog box, depending on the type of calendar you have.



### *Edit Day dialog box*

Use the options in this dialog box to edit cell text contents (text, format, color) and add a graphic to the cell. You can choose from a list of graphics or open the **Select a Graphic** dialog box and search for other graphics.

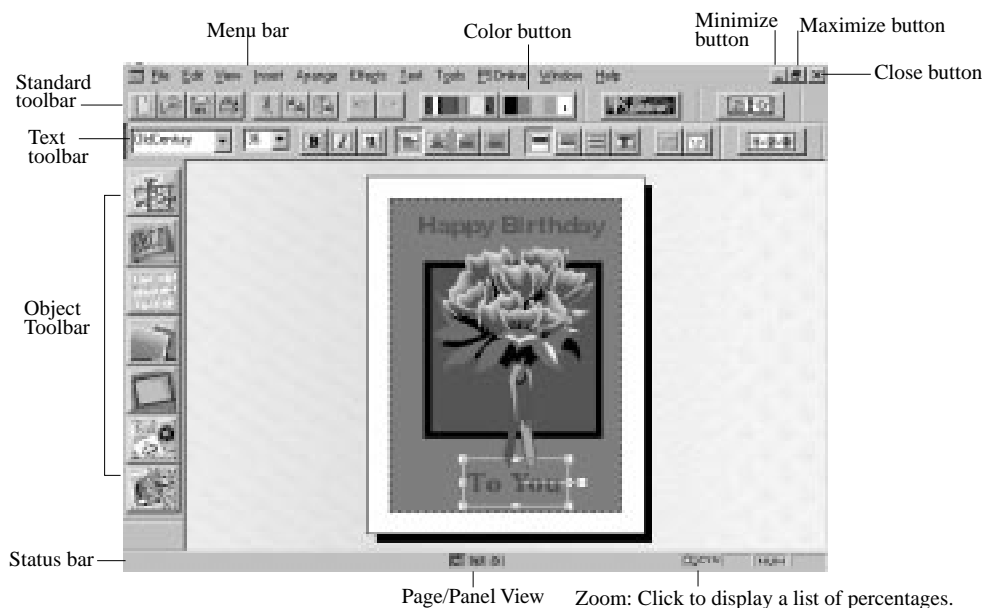
## Changing Calendar Dates

The calendar is set to the clock on your system, but you can change the year, month, week, or day by clicking the **Change Year** (or **Month**, **Week**, or **Day**) command on the **Edit** menu. The choice that you see depends on the type of calendar that you created. (This is available only for the Calendar project.)

When you select a different date, the calendar headline object that contains the date will show the new date setting.

## Introducing the Design Desk

The Design Desk is the main working area of *The Print Shop*. Whether you are customizing a QuickStart Layout or creating a Start from Scratch project, you do your work on the Design Desk. All the necessary text and layout tools are available, and your project appears in the center of the Design Desk.



### *Elements of the Design Desk*

The panel is the section within the work area that represents the project's printable area. The project panel can be equal to a full page (signs, certificates, and so on). However, many projects use several panels per page. A greeting card requires a front, inside, and back panel; business cards print out ten panels per page; and so on. Note that when you use a backdrop, it covers the project panel.



## The Design Desk Toolbars

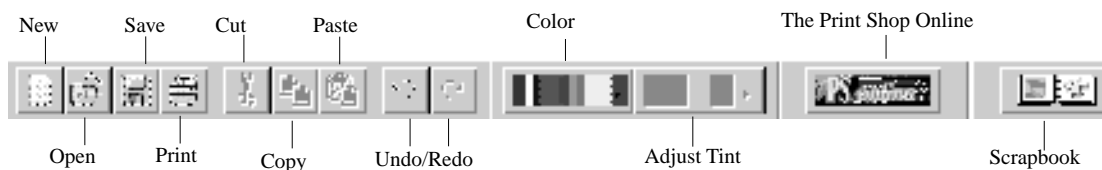
The Design Desk has four toolbars that let you access tools and commands easily and quickly by just clicking an icon: the Standard toolbar, the Color toolbar, the Text toolbar, and the Object toolbar.

### The Standard Toolbar

The Standard toolbar appears at the top of the Design Desk, just under the menus. All the buttons and drop-down lists on the Standard toolbar have corresponding commands in the menus across the top of the Design Desk.

**ToolTip** – A small popup label that provides descriptive text for toolbar buttons.

**Active Help** – A short description of the action you can take. It appears in the status bar.



#### *Standard toolbar*

You can make changes to your project using the Standard toolbar as explained below.

- **New** button – Click to start a new project.
- **Open** button – Click to open a saved project. Choose the project that you want from the drop-down list.
- **Save** button – Click to save the current project changes. The first time you save a project the **Save As** dialog box appears, letting you name the project.
- **Print** button – Click to print the current project immediately—without opening the **Print** dialog box. The default settings or the last settings selected are used.
- **Cut** button – Click to cut a selected object from the Design Desk and place it on the Clipboard (Ctrl+X).
- **Copy** button – Click to copy a selected object to the Clipboard (Ctrl+C).

- **Paste** button – Click to paste the contents of the Clipboard in your project. The contents are pasted in the center of the project window. Text is pasted into the selected text block (Ctrl+V).
- **Undo** button – Click to reverse your last action.
- **Redo** button – Click to restore your last action.
- **Scrapbook** – Click to display the Scrapbook—a simple way to store your favorite object to use later. Select one or more objects from your project to drag and drop into the Scrapbook. Later, you can drag-and-drop items that you saved to any *Print Shop* project. The object remains in the Scrapbook until you delete it.



If the selected object is a graphic (or text and a graphic), the following buttons appear:

- **Color Object** button – Click to apply color to a selected object or behind an object.
- **Tint** button – Click to view a drop-down list of tint percentages that lets you control the color intensity of the selected object.
- **The Print Shop Online** – Connects you to *The Print Shop* Online Home page at the Brøderbund Web site.

## Using the Color Palette

You can change the color of a selected object by clicking the **Color** button on the Standard toolbar. You then click a color from the expanded **Color Palette**.

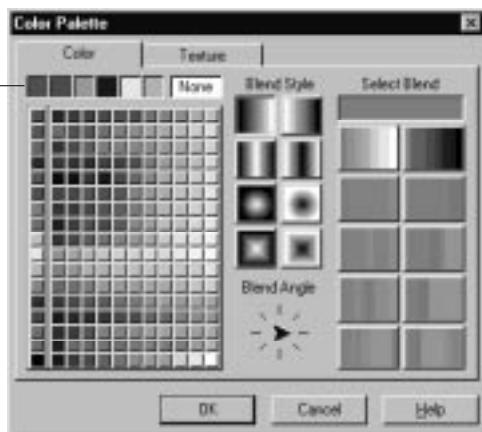
**Note** You cannot add color to multicolored graphics.

To change the color of or add color to an object or behind an object:

- 1 Select an object.
- 2 Click the **Color** button on the Standard toolbar.
- 3 On the submenu: click **Object**, to color the object, or click **Behind Object** to add color behind the selected object.

The **Color Palette** appears.

Choose one of the  
six most recently  
used colors.



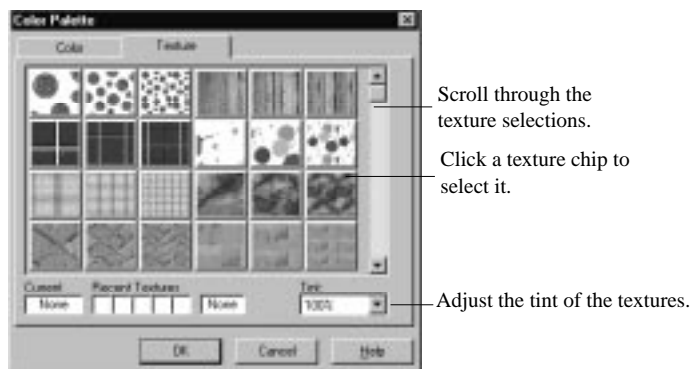
*Extended Color Palette*

- 4 Move your pointer over the palette.  
As your pointer passes over each color, the color chip (the square of color) under the pointer enlarges.
- 5 Click once on the color that you want to apply.
- 6 Click **OK** to apply the selected color.

For more information about the **Color Palette** and the **Blend** buttons, see “Setting the Panel Color” on page GS-29.

## Texture Palette

Click the Texture tab of the extended **Color Palette** to view a selection of texture patterns that you can apply to your object. You can also adjust the tint of your selection.



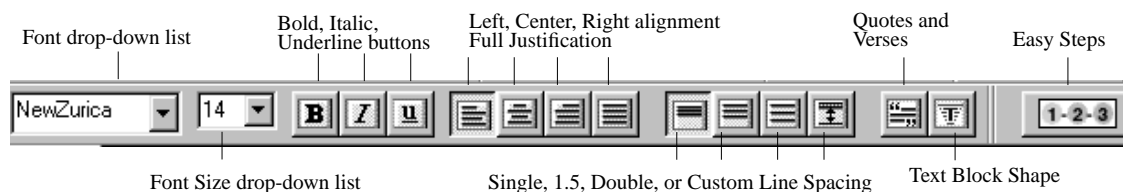
*Color Palette: Texture tab*

Click **OK** to apply the texture to your document.

## The Text Toolbar

The Text toolbar appears at the top of the Design Desk, just under the Standard toolbar. It contains many easy-to-access tools that let you format and edit the text in your project. Its buttons are active anytime you are working with text (that is, entering or editing text).

All the buttons and drop-down lists on the Text toolbar have corresponding commands in the menus at the top of the Design Desk. Each button and menu also has a ToolTip.



*Text toolbar*

The Text toolbar displays the font and formatting used in the paragraph where the pointer is currently positioned. You can make changes to your text using the Text toolbar buttons.

- **Font** drop-down list – Shows the name of the font being used. Click for a drop-down list of all font names. The font name appears in the actual font (this feature can be deselected in Preferences).
- **Font Size** drop-down list – Shows the font size being used. Click for a drop-down list of the range of sizes for each font.
- **Bold, Italic, Underline** buttons – Select text and click these buttons to bold, italicize, or underline text. Click the button again to remove the bold, italic, or underline.
- **Left, Center, Right Alignment, and Full Justification** buttons – Click a button to apply alignment or justification to the selected text.
- **Single, 1.5, Double, or Custom Line Spacing** buttons – Click a button to change the line spacing of the text.
- **Quotes and Verses** button – Click to display the **Select a Quote or Verse** dialog box.
- **Text Block Shape** button – Click to display the **Text Block Shape** dialog box to select a text block shape or a Word Balloon shape.

## The Object Toolbar

The Object toolbar appears down the left side of the Design Desk. It contains easy-to-access tools that put all *The Print Shop* design elements at your fingertips with a click of the mouse. These tools let you add and modify your design elements. Corresponding commands for the tools appear in the **Insert** or **Effects** menu at the top of the Design Desk.

The tools on the Object toolbar include:



- **Insert Graphic** button – Click to open the **Select a Graphic** dialog box and select a square, row, or column graphic, or a photograph. You can also search for an image in the Search tab or import an image using the Import tab.



- **Insert Headline** button – Click to open the **Create a Headline** dialog box.



- **Insert Text Block** button – Click to insert a text block in the center of the panel.



- **Panel Effects** button – Click to display a menu of effects: Backdrop, Watermark, Panel Color, and Remove Backdrops/Watermark.



- **Border/Line** button – Click to display a menu of options: Full Panel Border, Decorative Mini-border, and Decorative Line.



- **Create a Custom Graphic** button – Click to display a menu of graphic options: Logo, Initial Cap, Number, Seal, Timepiece, and Signature.



- **Photo Workshop** button – Click to display a menu: Apply drop shadow, apply radiant glow, apply special effects, crop/orientation, adjust color, brightness/focus, fix flaws, artistic effects, import your photo, acquire from scanner or digital camera, select image source.

## Working with Headlines



Headlines are a special kind of text that you can manipulate in many exciting ways. Unlike regular text in a text block, the size of a headline is adjusted by the size of the headline box. To make the headline larger or smaller, resize the headline box according to your needs and the headline text will conform to the new size.

Headlines can contain up to a maximum of three lines of text. You use Headlines primarily for short, attention-getting statements. Using the **Create a Headline** dialog box you can type and edit headlines and add effects.

For more information about headlines, see “Working with Headlines” on page GS-22.

# Working with Text Blocks

To work with text in your projects, insert a text block using the **Insert Text Block** button on the Object toolbar and then begin entering and editing your text.

## Inserting Text Blocks in Your Project



To add a text block, click the **Insert Text Block** button on the Object toolbar. A text placeholder appears in the center of the project panel. Each time you click the **Insert Text Block** button, you add another text block to the panel.

## Editing a Text Block

When you add a text block to the project, a message prompts you to double-click in the text block to begin entering text. The first time you double-click, the text is highlighted. As you type, the highlighted text is replaced with your new text. Whenever you double-click again, the pointer appears at the end of the text block, ready for you to begin typing.

While you are entering or editing text, the pointer changes to an I-beam, meaning that you are now ready to edit the actual text. Also, all the tools in the Text toolbar become active. If you move the pointer outside the text block, the pointer becomes the arrow pointer, but a blinking text insertion point remains. When you are done editing, click anywhere outside the text block.

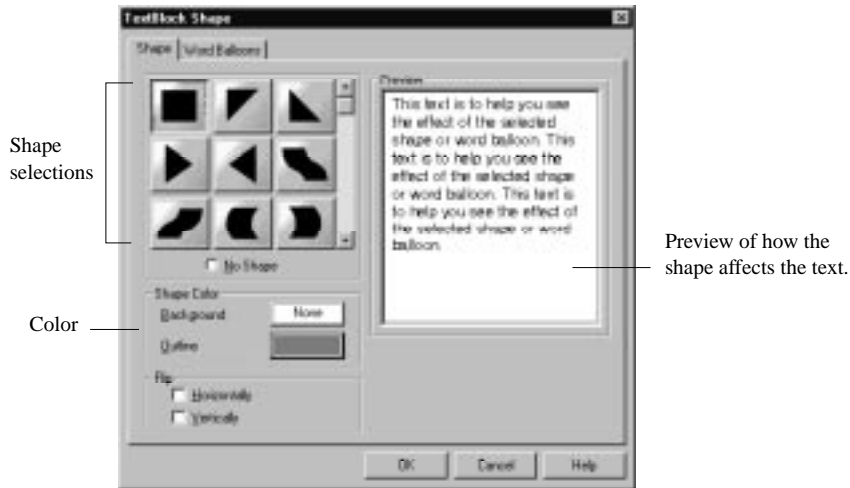
## Text Block Shape and Word Balloons

Using the **Text Block Shape** dialog box, you can select a text block shape or a word balloon for text.

To change the shape of your text block:

- 1 Select a text block by clicking it once on your panel.

- 2 Click **Text Block Shape** on the **Text** menu to display the dialog box.



*TextBlock Shape dialog box: Shape tab*

- 3 Click on a shape to see it in the preview area.
- 4 Click **OK** when the preview looks the way you want it.

The color behind the text defaults to white and the outline defaults to black.

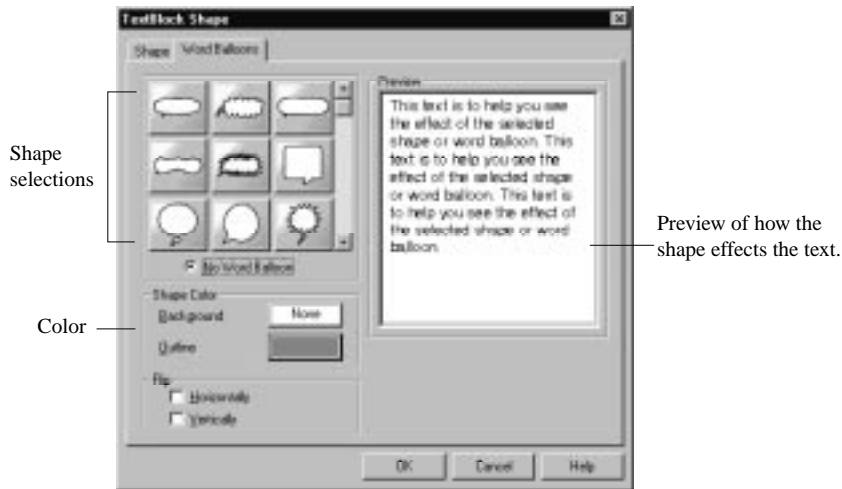
You can click the **Background** button to change a color for the silhouette or outline of the text block shape. Click the **Outline** button to display the **Color Palette**. Click **None** to turn off the outline of the text block shape.

**Tip** The more text that you have in a text block the better the text fills the shape. You might need to reduce the font size to better conform to the contours of the shape.



To create a word balloon shape:

- 1 Select a text block by clicking it once on your panel.
- 2 Click **Word Balloons** on the **Text** menu to display the **Text Block Shape** dialog box.



*TextBlock Shape dialog box: Word Balloons tab*

- 3 Click on a word balloon shape to see it in the preview area.  
The balloon appears with a white background and black outline.
- 4 Optional: Change the balloon background and outline colors by clicking the **Background** button for each.
- 5 Click **OK** when the preview looks the way you want it.

## Text Around Graphics

Use the **Text Around Graphic** feature to determine how you want text to wrap around an object in your document. Use this when text and graphics are displacing each other.

To wrap text around an object that is placed on top of the text block:

- 1 Click on the text block that you want to edit.
- 2 Click **Text Around Graphic** on the **Text** menu to display the dialog box.

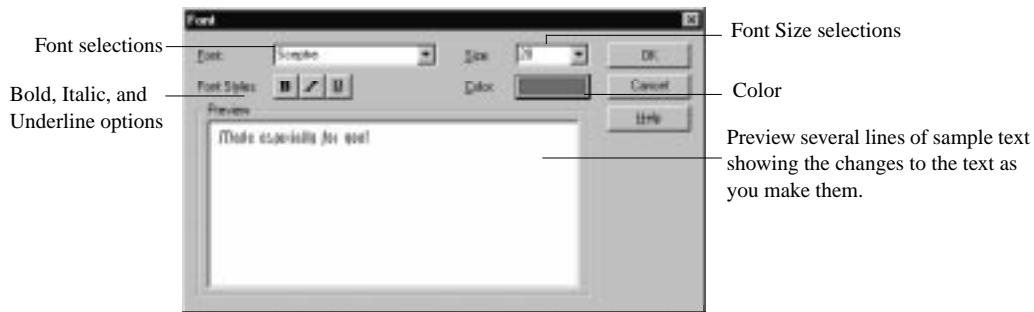
- 3 Click one of the Text Wrap options to determine how you want text to flow around a graphic in the text block:
  - **Wrap text around the border of the graphic** – Text aligns to the rectangular border of the graphic.
  - **Wrap text around the contours of the graphic** – Text aligns to the exact contours of the graphic.
  - **Text ignores the graphic** – Graphic appears right over the text.
- 4 Click an option to determine the how tightly you want the text to wrap around the graphic: Tight, Medium, or Loose.
- 5 Click **OK** to accept the attribute.

## Working with Text

### Changing Text Font and Color

To change the font of text within a text block:

- 1 Highlight the text that you want to format (drag the pointer through the text with your mouse).
- 2 Click **Font** on the **Text** menu to display the **Font** dialog box.



*Font dialog box*

- 3 Select a font from the **Font** drop-down list.

- 4 Select a font size from the **Font Size** drop-down list.  
The list gives you a choice of popular sizes, or you can enter any number between 4 and 144 (depending on the project type).
- 5 Click the **Color** button.  
The **Color Palette** appears. The top of the **Color Palette** shows the six most recently used colors. You can select one of them, or choose another color from the palette.
- 6 Click once on the color that you want to apply.  
The text appears in your project with the color applied. You can also apply color to a portion of the text block by highlighting only the words that you want to color.
- 7 Click **OK** to accept the changes and return to the Design Desk.

## Using Bullets

Use the bullet feature to create lists in a text block.

To apply bullets within a text block:

- 1 Select a text block that you want to use as a bulleted list.
- 2 Click **Turn Bullets On** from the **Text** menu.  
The text block will now be a bulleted list; each paragraph is one bullet.

To turn off bullets within a text block, click **Turn Bullets Off** from the **Text** menu.

## Hyphenation

You can choose to hyphenate or not hyphenate words within a text block.

To hyphenate words within a text block:

- 1 Select a text block that you want to hyphenate.
- 2 Click **Turn Hyphenation On** from the **Text** menu.  
The text in the text block will now use hyphenation as needed.

To turn off hyphenation within a text block, click **Turn Hyphenation Off** on the **Text** menu.

## Inserting Symbols

*The Print Shop* provides a variety of symbols in a symbol palette for you to insert into your text block.

- 1 Place your pointer where you want to insert a symbol in the text by double-clicking in the text block.
- 2 Click the **Insert Symbol** command on the **Text** menu to display the **Insert Symbol** dialog box.
- 3 Select a symbol and click **Insert** or double-click the symbol to insert it into the text at the pointer location.

## Edit List

The List feature in *The Print Shop* lets you maintain one or more simple databases of names and addresses or other information. You can then use these lists with the **Insert List** command on the **Text** menu to import the information into a text block.

## Converting Older Lists

*The Print Shop* will convert any previous address or custom list to the new format. If you select an older list file, you are prompted to convert it to a Print Shop Deluxe list. If you click No, the operation is canceled. If you click Yes, a **File Save** dialog box lets you select a new name and location for the file, and the file is converted. (You cannot overwrite the existing file.) The selected list will be the new default list for *The Print Shop*.

## Edit Address List

To create or edit an address list:

- 1 Click **Edit Address List** on the **Tools** menu.  
The currently opened list file name appears or, if this is a new list, Edit Address List appears.
- 2 Review the names in the **Select Entry** drop-down list to select a list name.  
The information for the name you selected appears in the file. If this is a new address list, all the fields will be empty.

- 3 Click the **Add Entry** button to add the name to the list.

All fields go blank for the next entry. The list is alphabetized automatically.

To delete the current entry, click **Delete Entry**. A prompt appears verifying that you want to delete the information.

- 4 Click the **New List** button to save the current address list and create a new empty list ready for you to begin adding names.

## Edit Custom List

The custom list feature lets you create your own fields of information. It is used typically to create items such as VCR or audio cassette labels. Enter, delete, add, and save information in the same way as you do for the address list.

- 1 Click **Edit Custom List** on the **Tools** menu.

The currently opened list file name appears or, if this is a new entry, **Select Custom List** appears.

- 2 Enter the information in the blank fields provided.

## Inserting a List into a Project

*The Print Shop* lets you insert information from either an address list or a custom list into a text block. Use this feature to print multiple copies of one project quickly.

To insert a list into a project:

- 1 Double-click in a text block into which you want to insert a list field.
- 2 Click in the text where you want the field to be inserted.
- 3 Click **Insert Address/List Field** on the **Text** menu to display the **Select List Type** dialog box.
- 4 Click either the **Address List** or the **Custom List** button and click **OK**.

The appropriate **Select List Field** dialog box appears. Once you insert a Custom list or an Address list, the dialog box for that type always appears.

- 5 Select a field to insert into your project.

A placeholder for the field appears in the text block. For example, “Hello <first name>! You’re invited to...”

## Merging List Information When Printing

When you are ready to print a project, select the list that you want to work with and select the entries that you want to print. The **Print** dialog box displays a **Change List** button that becomes active if the project that you are printing contains any list fields. Click the **List** button to display the **List** dialog box.

The entries of the most recently edited list appear. At first all entries are highlighted. You can scroll through and select or deselect entries. To use a different list or to open a list that was created in an earlier version of *The Print Shop*, click **Open Another List** and navigate to the list you want.

When all the entries that you want are selected, click **OK** to print. A new entry is printed in place of the field placeholder. Each entry from the list is printed on a project until all the entries have been printed.

## Create a Custom Graphic

Custom graphics provide you with a set of special graphic types to include in your project. You can customize each type in its own dialog box. To view a custom graphic dialog box, click **Custom Graphics** on the **Insert** menu and select a graphic type. The dialog box for the type you selected appears.

### Logos

Using the Logo custom graphic, you can construct simple headline and graphic combinations. *The Print Shop* provides a selection of graphics designed especially to use when making a logo.

To create a logo:



- 1 Click **Custom Graphics** on the **Insert** menu and select **Logo** to display the **Create a Logo** dialog box.

A list of square logo graphics

Click to display the Select a Graphic dialog box.

Click to display the Color Palette to change the graphic color.



Preview of logo text and graphic; you can edit these here.

Type your logo text.

*Create a Logo dialog box*

- 2 Type your logo message in the **Enter Logo Text** field.
- 3 Select a graphic on the Logo Graphics list and the graphic appears in the preview area.

**Note** If the selected graphic is multicolored, the **Color** button is inactive.

- 4 Select a font on the Logo Text Styles list.

The preview area displays your logo text with the effects of the style you selected.

- 5 Select a different font on the drop-down list to change the font of the headline.

- 6 Click the **Color** button to display the basic **Color Palette** to change the color of the text face.

- 7 Click **OK** to place the custom logo graphic on the panel.

## Creating a Colophon

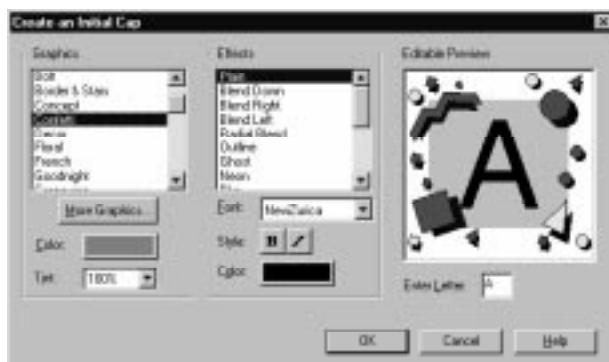
You can use the logo graphic to design your own colophon and uniquely personalize the cards you create. Use the first sample logo, A Greeting, as a fun way to identify yourself on cards you create for family and friends. After you design your colophon, use it as an imprint on your cards to announce a product made by you!

## Initial Caps

The Initial Cap graphic lets you construct decorative, custom initial capital letters by combining a square graphic background with a single headline letter.

To create an initial cap:

- 1 Click **Create a Custom Graphics** on the **Insert** menu and select **Initial Cap** to display the **Create an Initial Cap** dialog box.



*Create an Initial Cap dialog box*

- 2 Type one letter in the **Enter Letter** box.
- 3 Select a graphic from the initial cap **Graphics** list, and the graphic with the letter appears in the preview area of the dialog box.

Click the **More Graphics** button to display the **Select a Graphic** dialog box showing the square graphics available. Select any of these to use in your initial cap.



- 4 Click the **Color** button to display the **Color Palette** to change the color of a monochrome graphic.  
If the selected graphic is multicolored, the **Color** button is inactive (grayed).
- 5 Select an item on the initial cap **Effects** list.  
The preview area displays your initial cap text with the effects of the style you selected.
- 6 Select a different font from the drop-down list to change the font of the headline.
- 7 Click the **Color** button to display the basic **Color Palette** to change the color of the text face.
- 8 Click **OK** to place the initial cap in your document.

## Numbers

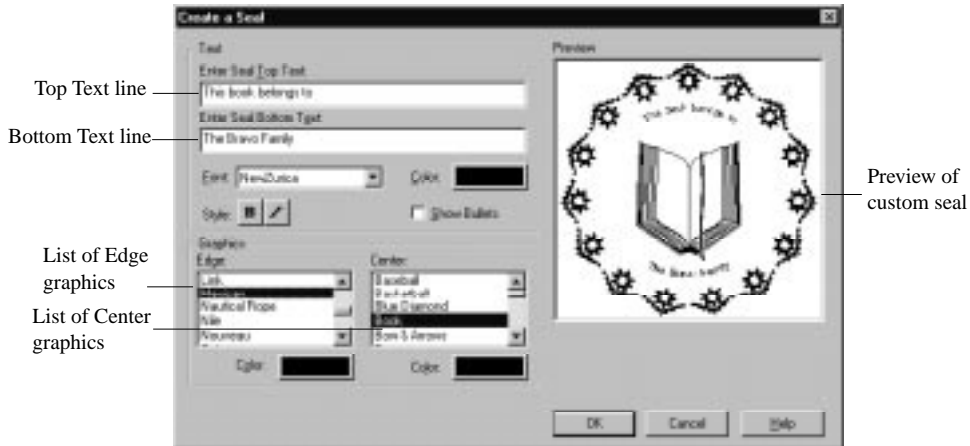
The Number custom graphic lets you combine a headline number with a square graphic background. The **Create a Number** dialog box works exactly the same way as the **Create an Initial Cap** dialog box described above. In the **Number** dialog box, three characters are allowed. You can automatically add a suffix such as “th” to create an ordinal number, by selecting the **Smart Suffix** check box.

## Seals

Seals are a great addition to certificates that you create. Seals are circular graphics made up of decorative center graphics, edge graphics, and one or two lines of text (top and bottom) placed between the center and the edge.

To create a seal:

- 1 Click **Custom Graphics** on the **Insert** menu, and click **Seal** on the submenu to display the **Create a Seal** dialog box.



*Create a Seal dialog box*

- 2 In the **Top Text** field, type text (up to 65 characters) that will appear in the top portion of your seal.
- 3 In the **Bottom Text** field, type text (up to 65 characters) that will appear in the bottom portion of your seal.
- 4 Choose a font on the drop-down list of fonts to select or change the font of the text.
- 5 Select the **Show Bullets** check box to show bullets separating the top and bottom text.
- 6 Click the **Color** button to display the basic **Color Palette** to change the color of the text face.
- 7 Select a graphic on the **Seals Edge** graphic list and the graphic appears on the outer edge of the seal in the preview area.
- 8 Select a graphic on the **Seals Center** graphic list and the graphic appears in the center of the seal in the preview area.

- 9 Click the **Color** button to display the **Color Palette** to change the color of a monochrome graphic.

If the selected graphic is multicolored, the **Color** button is inactive.

- 10 Click **OK** to place the custom seal on the panel.

## Timepieces

Using the **Create a Timepiece** dialog box you can create a timepiece graphic and set an exact time within it. The preview shows the timepiece graphic with your computer's current time.

To create a timepiece:

- 1 Click **Custom Graphics** on the **Insert** menu, and click **Timepiece** on the submenu to display the **Create a Timepiece** dialog box.



*Create a Timepiece dialog box*

- 2 Select a time using the **Hour** and **Minute** spin boxes.  
You can also enter a number from 00 to 23 in the **Hour** box and from 00 to 59 in the **Minute** box.
- 3 Select a graphic on the graphics list and the graphic appears in the preview area.
- 4 Click **OK** to place the custom timepiece graphic on the panel.

## Signatures

Signatures provide a line of subtext to make it easy to create authorizations for certificates and other official documents. A signature is a custom graphic containing a line, subtext, and an optional autograph. *The Print Shop* provides a fun set of autographs of famous people to use with your signature.

To create a signature:

- 1 Click **Custom Graphics** on the **Insert** menu, and click **Signature** on the submenu to display the **Create a Signature** dialog box.



*Create a Signature dialog box*

- 2 Type the text (up to 50 characters) that will appear below the Signature line in the **Text Below Signature** field.  
To change the font of the text, select another font on the **Font** drop-down list and, if needed, a different font size: small, medium, or large.
- 3 Click the **Color** button to change the color of the signature text.
- 4 Optional: Select a famous signature on the scrolling list to add above the Signature line.  
Click the **Color** button to change the color of a famous signature.
- 5 Click **OK** to place the signature custom graphic on the panel.

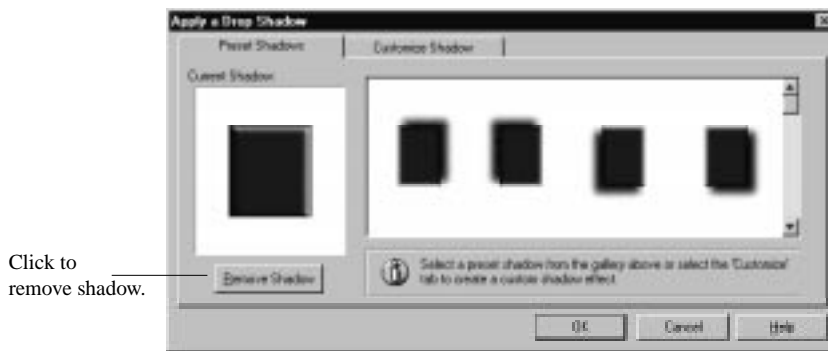
## Special Effects for Objects

You can apply special effects to your objects by selecting a shadow, a glow, or an edge effect. You have a choice of variations of each effect that let you create truly unique effects around your objects.

### Apply Drop Shadow

You can apply preset drop shadows to a selected object or you can customize a drop shadow to your own settings and color.

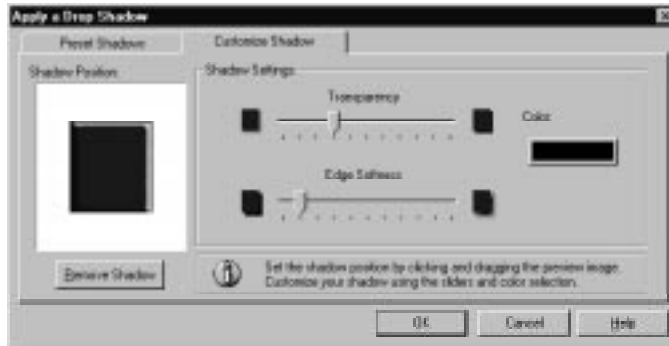
- 1 Select the object to which you want to add a drop shadow effect.
- 2 On the **Effects** menu, click **Apply Drop Shadow** to display the dialog box.



*Apply a Drop Shadow dialog box: Preset Shadows tab*

- 3 Click to select one of the samples.
- 4 Click **OK** and the shadow is applied to the object.

Click the Customize Shadow tab to customize and create your own shadow effect.



*Apply a Drop Shadow dialog box: Customize Shadow tab*

You can set the shadow and change the shadow coloring for your own special shadows.

## Apply Radiant Glow

Applying and customizing a radiant glow works the same way as applying a drop shadow, except that a glow instead of a shadow appears around your object. You can apply preset Radiant Glows to a selected object or you can customize a Radiant Glow to your own settings and color.

- 1 Select the object to which you want to add a Radiant Glow effect.
- 2 On the **Effects** menu, click **Apply Radiant Glow** to display the dialog box.
- 3 Click to select one of the samples.
- 4 Click **OK** and the glow is applied to the object.

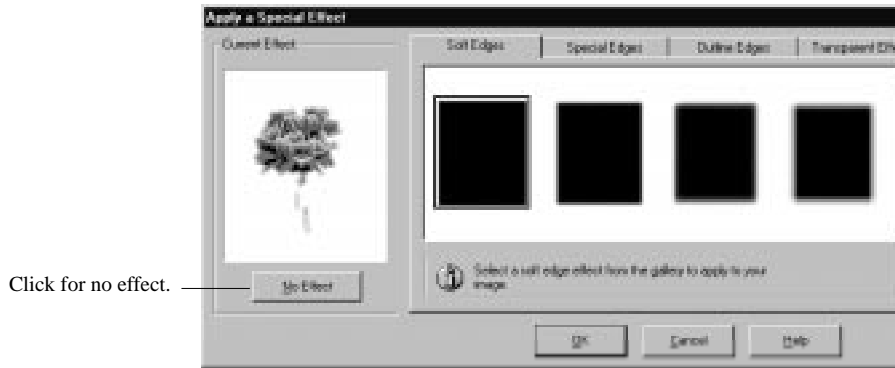
Click the Customize Glow tab to customize and create your own radiant glow effect.

## Apply Special Effects

*The Print Shop* provides three special effects for the edges of an object and a transparent effect for the overall look of the object.

- 1 Select the object to which you want to add a special effect.

- 2 On the **Effects** menu, click **Apply Special Effect** to display the dialog box.

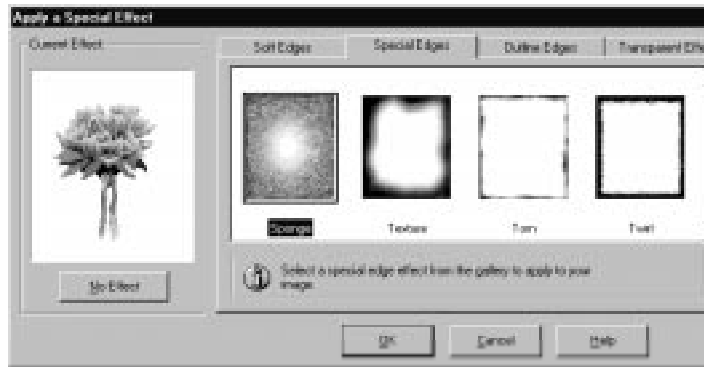


*Apply a Special Effect dialog box: Soft Edges tab*

- 3 Click to select one of the soft edge options.
- 4 Click **OK** and the soft edge is applied to the object.

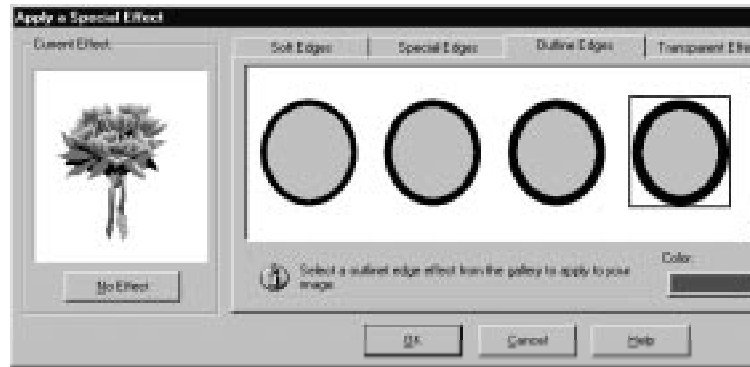
Click the other tabs in this dialog box to give your object a whole range of special effects.

- Click the Special Edges tab to apply a special edge design to your object.



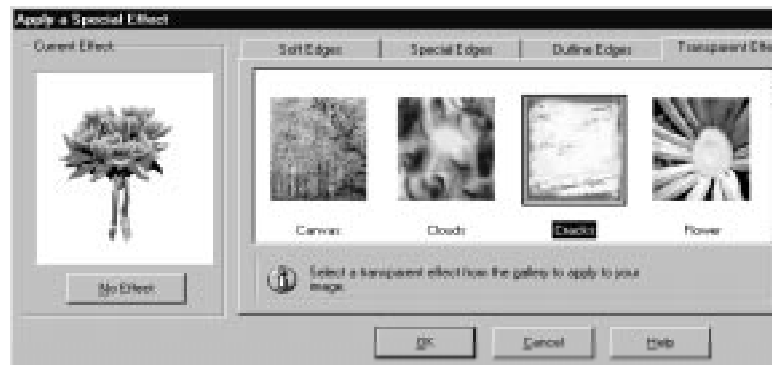
*Apply a Special Effect dialog box: Special Edges tab*

- Click the Outline Edges tab to apply an outline edge design to your object.



*Apply a Special Effect dialog box: Outline Edges tab*

- Click the Transparent Effects tab to apply an overall transparent effect to your object.



*Apply a Special Effect dialog box: Transparent Effects tab*



## Photo Workshop

The Photo Workshop lets you make modifications to a selected photo or fine art image in a project using photo editing and enhancement tools. This is a full-function, yet easy-to-use, editing program that lets you edit and clean up your photos. All the functions are available when you have a photo selected and click the **Photo Workshop** button on the Object toolbar.

**Note** Your original image on disk or CD is not modified.

You have an **Undo** button on every screen to step back through your actions in that tab. If you click **OK** or go to another tab, the changes you made to the image become permanent. To recover the image before the last entry into Photo Workshop, click the **Revert** button or click **Undo** at the Design Desk.

**Note** You can also click the **Edit Image** button in the Import tab of the **Select a Graphic** dialog box to view the Photo Workshop.

To edit photo:

- 1 Select a photo that appears in your project on the Design Desk.
- 2 Click the **Photo Workshop** button on the Object toolbar.
- 3 Click one of the options that appears in the submenu.

The following sections describe each tab of the Photo Workshop.



- Click **Crop/Orientation** to crop and rotate your photo.



*Photo Workshop dialog box: Crop/Orientation*

The **Save As** button is available in every tab of the Photo Workshop. Click **Save As** to save a copy of the photo or art that you are editing in any of these formats: BMP, JPEG, TIFF, FlashPix, and WMF.

**Note** This does not save your project, only the photo you are editing.

- Click **Adjust Color** on the **Photo Workshop** submenu to open the tab and begin adjusting the color of your photo or converting a color photo to black and white.

You can also click the Adjust Color tab whenever the Photo Workshop is open to display these options.



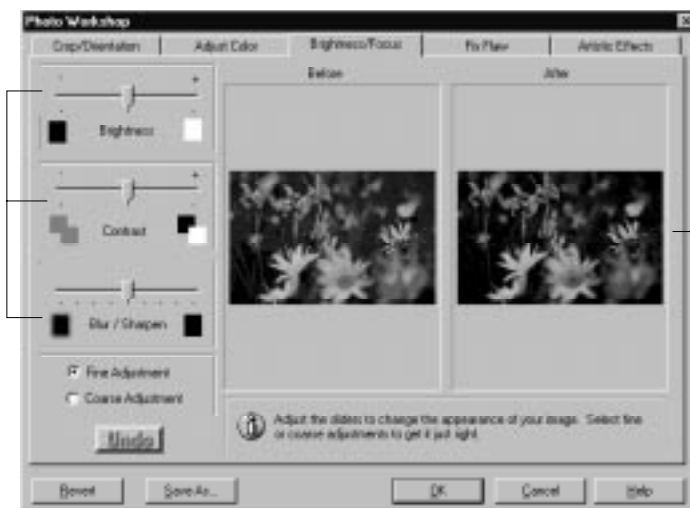
*Photo Workshop dialog box: Adjust Color*

A double panel shows you the photo “Before,” as it appears when you open Photo Workshop, and “After,” showing all the adjustments you make.

- Click **Brightness/Focus** on the **Photo Workshop** submenu to open the tab and begin adjusting the brightness and /or the focus of your photo.

You can also click the Brightness/Focus tab whenever the Photo Workshop is open to display these options.

Use the sliders to adjust the brightness and contrast, and to blur or sharpen your photo.



Before and After panels

*Photo Workshop dialog box: Brightness/Focus*

A double panel shows you the photo “Before,” as it appears when you open Photo Workshop, and “After,” showing all the adjustments you make.

- Click **Fix Flaw** on the **Photo Workshop** submenu to open the tab and begin fixing any flaws (red eye, shiny face, and more) in your photo.

You can also click the Fix Flaw tab whenever the Photo Workshop is open to display these options.

Click one of the tools to display a series of brush sizes. Use the appropriate brush for the flaw you want to fix.

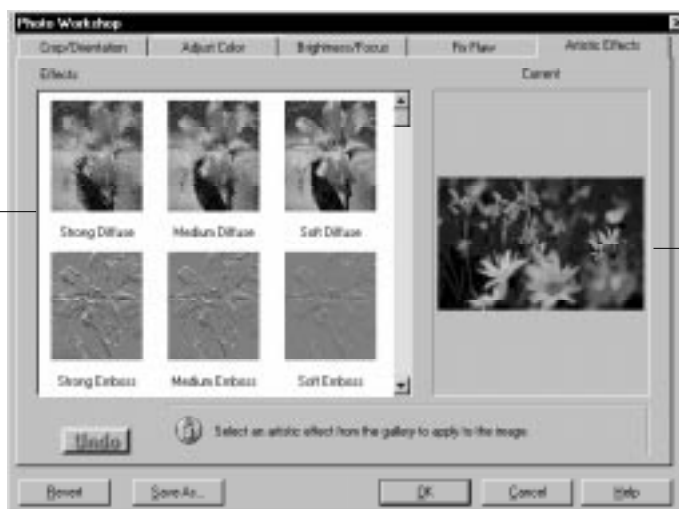


*Photo Workshop dialog box: Fix Flaw*

- Click **Artistic Effects** on the **Photo Workshop** submenu to open the tab and begin applying effects to your photo.

You can also click the Artistic Effects tab whenever the Photo Workshop is open to display these options.

Scroll through the sample effects, and click the one you want to apply to your photo.



The Current area displays your photo with the effect applied.

*Photo Workshop dialog box: Artistic Effects*

The artistic effects let you diffuse color, emboss, pixelate, posterize, add a sepia tone, and more to the selected photo. You can try out the effect on your photo, and the result will appear immediately in the Current photo area.

## Printing

When you are ready to print your project, click **Print** on the **File** menu. The **Print** dialog box appears with the option for the particular project you are printing. After you make your selection, click the **Print** button to start printing.

This **Print** dialog box specifies the attributes that you need for printing signs. These specifications appear in other Print dialog boxes, but the Page Setup attributes are for Sign projects only.

The following describes the **Print** dialog box:

- **Printer Name** – A drop-down list of available printer names.
- **Properties** – Displays the selected printer's properties dialog box.
- **Total List Entries** – Displays the number of selected entries on the selected list.
- **Total in List** – Displays the total number of entries in the selected List File.
- **Current List File** – Displays the name of the selected list.
- **Preview area** – Displays the panel as it will print on paper.

In addition to the standard print attributes, the dialog box also displays a Page Setup for the specific project you are printing. The Sign project has the following attributes:

- **Number of Copies** spin box – Enter the number of copies you want to print. The default is one copy and the maximum is 200.
- **Coloring Book Outline** – Select this check box to print all objects with black outlines only.
- **Mirror Image** – This appears only for Sign projects. Select this check box to cause all objects on the Sign project to be reversed on the page.
- **Scale** menu – The options are 2 sheets by 2 sheets, 3 by 3, and 4 by 4.

## Coloring Book Mode

Select the **Coloring Book** mode check box to print all objects in black outline form only. Using Coloring Book mode saves printing ink and toner, as well as printing time. Coloring Book mode is useful for printing a proof of your project without using a lot of ink or toner.

## Special Printing

### Banner Length

Use the **Banner Length** command specifically for printing banners. Usually, the banner will extend in proportion to the number of characters in the banner headline. The **Banner Length** dialog box lets you set a fixed length for the banner or specify leading and trailing space for the banner headline, making the banner longer.

- 1 Click the **Banner Length** command on the **Edit** menu.
- 2 Enter a **Leading** and **Trailing Space** between 0 and 40.  
This adds extra space before or after the banner headline.
- 3 Enter a number between 2 and 35 in the **Banner Length** field to set the number of pages for the banner.
- 4 Click **OK**.

### Two-sided Printing

Some projects require printing on both sides of the paper. Postcards and 1/2 fold greeting cards are examples of this. After you print one side, you are then prompted to print the other side. Depending on your printer, you may need to re-insert the paper to print the other side. You should do a practice print first to familiarize yourself with how your particular printer operates.

### Printing Postcards

Another example of a Page Setup is the **Postcard Print** dialog box. It contains many of the standard attributes and a few more that are necessary to print postcards.

- **Front** and **Back** buttons – Specify whether to print the front or the back side of the postcard.
- **Select All** – Selects all panels to print.
- **Crop Marks** – Select this check box to cause crop marks to print on the page. Crop marks can help you to accurately cut the printed postcards. If one of the perforated buttons is selected, the check box is inactive.



## Printing Labels

You can print up to 33 labels to a sheet, depending on the paper stock you are using. The **Print** dialog box previews the page. You can also print just one or a selected number of labels. Click one of the labels or select several of the labels in the preview area and then click **Print**. To print the entire page of labels, click **Select All**. All the labels are selected and printed.

If you are merging a list, choose the list and the list entries you want to merge. *The Print Shop* prints one label for each selected item on the list.

## Printing Business Cards

Business cards print 10 to a sheet (or on some printers, 8 to a sheet). You can print the cards directly onto card stock or make one copy and use a photocopy machine to produce additional sheets.

You can also print just one or a selected number of cards. Click one of the cards or select several of the cards in the preview area and then click **Print**. To print the entire page of cards, click **Select All**. All the cards are selected and printed.

## Printing an Envelope

Another project with special attributes is the Envelope project. You can select the number of copies and Coloring Book Outline, and you can also select Feed position, which is important for printing an envelope correctly. *The Print Shop* selects appropriate settings for your printer. Test the printing for your envelope on a piece of paper.

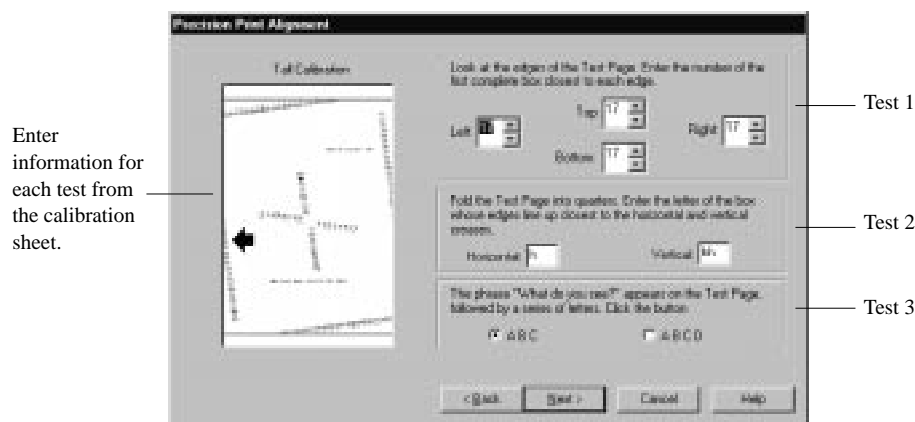
If your envelope is not printing correctly, use these controls to make adjustments.

- **Feed** position – Click a button to specify how the printer will accept envelopes:
  - lengthwise – left, center, or right
  - widthwise – left, center, or right
- **Qtr Page Card** – Prints to an 8.5 x 11 inch sheet of paper in the middle of the page, and provides cutout marks so that you can cut and fold the paper to accommodate a Quarter Page greeting card.

## Precision Print Alignment

On the **File** menu, click **Precision Print Alignment** to display the **Precision Print Alignment** dialog box with calibration results. The test sheet will show whether *The Print Shop* has the correct information regarding the printable area for the printer.

You answer questions about your printer and paper size, and then *The Print Shop* displays the results for **Tall** and **Wide Calibration**.



*Precision Print Alignment dialog box: Tall Calibration*

The printed calibration sheet gives you accurate information about the printer to update. Using the results from the printed calibration sheet, enter the requested information in the **Calibration Results** dialog box.

Several calibration tests are run and the results appear on the sheet. These are:

- Test 1 – Gives you the exact printable area for the selected printer. Enter a value for **Top**, **Bottom**, **Right**, and **Left** sides. Review the series of squares along each side and enter the lowest value square that printed with all four sides visible.
- Test 2 – Lets you determine the precise center of the page. Fold the sheet into quarters and indicate the squares that lie within the crease of the page.
- Test 3 – Asks you to indicate what is on their sheet—ABC or ABCD. You can detect whether the printer handles transparent bitmaps correctly and whether you have a problem with text running across page boundaries.

# Internet Access

## Sending Online Greetings

Once you have finished designing your greeting, click the **Send** command on the **File** menu to display the **Prepare Your Message** dialog box.

Fill in the following information:

- **Subject:** Type a subject heading.
- **To:** Type the recipient's email address.
- **Recipient Address List** box: Lists all the email addresses entered. You can enter up to 100 addresses. After one address is entered, the **Send** button becomes active.
- **List Merge** button: Click to display the List selection window. Select email addresses from an address list.
- **Add** button: The address currently in the **To** field is moved to the **Address List** box.
- **Delete** button: Deletes the currently selected address in the **Address List** box.
- **Message** box: Type a message in this box.
- **Send** button: Sends your message and greeting to the address you indicate.
- **Configure:** Lets you enter or edit information about your Internet access.

## Exiting The Print Shop

When you exit, *The Print Shop* prompts you to save any changes to your open projects, closes any open documents, and then exits the program.

To exit *The Print Shop*:

- Click **Exit** from the **File** menu, or click the **Close** box in the upper-right corner of the application window.



# PressWriter

## Welcome to PressWriter

*PressWriter* is a versatile, easy-to-use desktop publishing tool. In addition, *PressWriter* has a set of unique features that make it the quickest, easiest way to create professional-quality documents for business, home, community, and school. You can create newsletters, brochures, reports, booklets, letters, resumes, and flyers, as well as custom-designed documents.

## Starting PressWriter

To start *PressWriter*:

- 1 On the Windows 95 desktop, click the **Start** button on the taskbar.
- 2 Click **Programs** from the submenu and then click **The Print Shop 6.0**.
- 3 Click **PressWriter 2.0** to open the *PressWriter* immediately.

Or, to have access to the entire suite of *The Print Shop* products, click **The Print Shop 6.0**.

The **Select a New Project** dialog box appears.

- 4 Click the **PressWriter** button on the applications toolbar.



The **Select a Project** dialog box appears and you can begin using the *PressWriter*.



*The Select a Project dialog box*

## Selecting a Design Method

You can create a project in two ways:

- **Customize a QuickStart Layout** – *PressWriter* provides you with numerous predesigned layouts that you can use to create your own project. All the elements of coordinating text and graphics are in place. Open a layout and customize the text and graphics that appear. You can quickly produce personalized documents.
- **Start from Scratch** – Open a blank document and begin creating your own original document by adding text and graphics. You can select a project and use the layout for that document type.

You can also click the **Custom** button to create a document with your own custom layout.

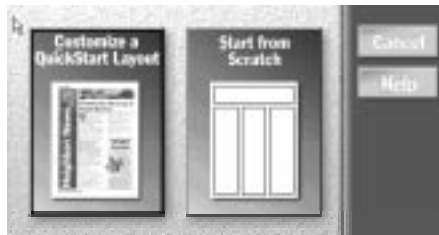
## Customizing a QuickStart Layout

This section explains how to customize a QuickStart Layout. It's easy to do, and you can quickly produce your own, professional-looking documents.

To begin a project by customizing a QuickStart Layout:

- 1 Open the *PressWriter* to display the **Select a Project** dialog box.
- 2 Click the type of document that you want: Newsletters, Brochures, Flyers, Reports, Letters and Resumes, Booklets, or a Custom document.

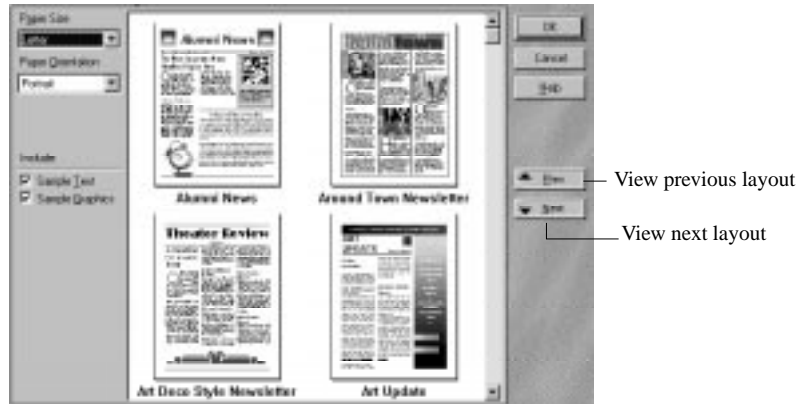
The **Select a Path** dialog box appears.



*Select a Path dialog box: Newsletters*

- 3 Click **Customize a QuickStart Layout**.

The **Customize a QuickStart Layout** dialog box appears displaying QuickStart Layouts for your document.



*Customize a QuickStart Layout dialog box: Newsletters*

- 4 Click the **Next** or **Prev** (previous) button to scroll through the layouts available. The preview area will scroll to show you four layouts at a time.
- 5 Select a Paper Size from the drop-down list.
- 6 Select **Portrait** or **Landscape** from the **Orientation** drop-down list.
- 7 Click to **Include Sample Text** and/or **Sample Graphics**. Text and graphics are from the selected layout.
- 8 Click the QuickStart Layout that you want as the basis for your document.
- 9 Click **OK**.

The Design Desk appears displaying the first page of your document. You are ready to begin to replace the sample text and graphics with your own.

The **Include Text** and **Include Graphics** check boxes are selected to include text and graphics when you open the document. This means that the text and graphics used in the document appear on your screen. If you clear these check boxes, empty text blocks and graphic placeholders appear in your document. This is useful when you want to use a saved document as a layout template for a new document.



## Replacing Text

After you select a QuickStart Layout, you can begin to add or replace text with your own text immediately.

To replace text in your document:

- 1 Double-click in the text blocks where you want to add text.

The document view automatically zooms to Page Width to allow you to easily see the text that you are typing. Your pointer changes to a blinking I-beam.

**Note** To turn off this feature, clear the **Automatic Zoom for Text Editing** check box in the **Preferences** dialog box (from the **File** menu).

- 2 Highlight the existing text and begin typing.  
Your text replaces the existing text.

## Replacing a Graphic

You can add or replace a graphic immediately.

To replace a graphic in your document:

- 1 Double-click the graphic that you want to change.  
The **Select a Graphic** dialog box appears.
- 2 Find and select the graphic that you want, and click **OK**.  
The new graphic appears in place of the old one.

## Changing Margins

Margins are visual guides for column width and height that affect the size and shape of your text block columns. Each layout appears with the margins that are best suited to the project you want to create. However, you can make adjustments to your margins.

To change margins in a layout:

- 1 Click **Page Margins** on the **Document** menu to display the **Margins** window.

**Note** The measurement used, either inches or centimeters, is set in the **Preferences** dialog box on the **File** menu.

- 2 Use the **Top**, **Bottom**, **Left**, and **Right** spin boxes to set margins for your document.  
The measurements will appear in the preview of your document.
- 3 Click **OK** to display your new document margins on the Design Desk.

## Start from Scratch

You have two ways to get to the **Document Setup** window to begin designing your Start from Scratch document.

To Start from Scratch by selecting a project type:

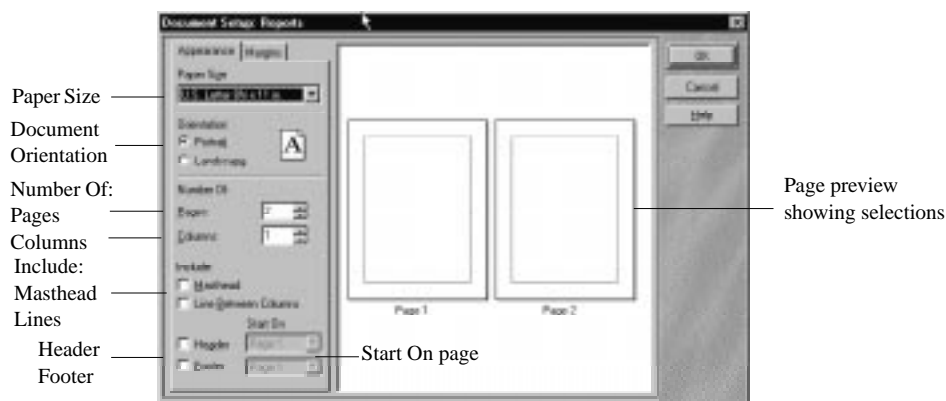
- 1 Click **New Document** on the **File** menu to display the **Select a Project** dialog box.
- 2 Click on one of the project types.  
The **Select a Path** dialog box appears.
- 3 Click **Start from Scratch**.  
The **Document Setup** window appears, showing defaults for the specific type of document you selected.
- 4 Modify the defaults to how you want your document to look.  
The preview area displays your choices.
- 5 Click **OK** to display the Design Desk and begin creating your project.

To Start from Scratch by clicking the **Custom** button:

- 1 Click **New** on the File menu to display the **Select a Project** dialog box.
- 2 Click the **Custom** button.  
The **Document Setup** window appears showing some general defaults.
- 3 Modify the defaults to how you want your document to look.  
See the next section, “The Document Setup Window,” for more information.
- 4 Click **OK** to display the Design Desk and begin creating your project.

## The Document Setup Window

In the **Document Setup** window, you can customize a layout (page size, orientation, margins, and so on) for your document. The default values are based on the document type that you selected. For example, you would see defaults of three columns and a masthead if you selected Newsletters as your document type.



*Document Setup window: Appearance tab*

Make selections that set the appearance of your original document. As you make selections, the results are reflected in the preview area.

You can select:

- **Paper Size** – Choose U.S. Letter, U.S. Legal, or A4.
- **Orientation** – Click **Portrait** or **Landscape**.
- **Number Of Pages** – Enter the number of pages that you want to begin creating your document. You can add more pages later, as needed.
- **Number of Columns** – Enter the number of columns that you want to appear on each page. The maximum number of columns is four.
- **Include Masthead** – Select this check box to include a masthead for your document. A masthead is a special text block that appears on the front page of your newsletter.
- **Include Line Between Columns** – Select this check box to include a line between each column of text.

- Include Header or Footer – Select one or both of these check boxes to include a header and/or footer.

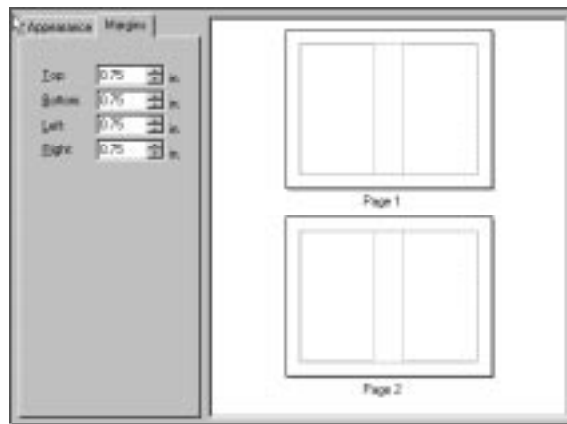
Select Page 1 or Page 2 on the **Start On** submenu for the page on which the header or footer will first appear.

## Setting Margins

Margins are visual guides for column width and height that affect the size and shape of your text block columns.

To set margins in the **Document Setup** window:

- 1 Click the Margins tab to display the **Margins** dialog box.



*Margins dialog box*

**Note** The measurement used, either inches or centimeters, is set in the **Preferences** dialog box on the **File** menu.

- 2 Use the **Top**, **Bottom**, **Left**, and **Right** spin boxes to set margins for your document. The measurements will appear in the preview of your document.
- 3 Click **OK** to display your new layout on the Design Desk. You can now add your text and graphics.

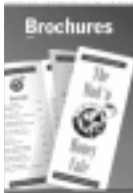
# PressWriter Projects

*PressWriter* provides you with six document types or projects. When you select one of the types, *PressWriter* also lets you choose to start creating a document from scratch or to customize a QuickStart Layout. The QuickStart Layout opens a predesigned document that contains sample text and sample graphics, which you replace with your own text and graphics—a quick way to create a document.



## Newsletters

Use the Newsletters project to present information about your business, club, school, church, or family. Use a masthead to display the name of your newsletter. Newsletters are one-, or multipage documents, single-sided or double-sided, that are typically printed in one to four columns.



## Brochures

Use the Brochures project to print information about a service or product, or information about an activity at your club or school. Brochures are presented as a single-sheet document that can be single- or double-sided. Usually these are folded into three or four panels, in landscape orientation.



## Flyers

Use the Flyers project to create one-page, single-sided documents to promote or announce an event, or to advertise an item for sale. You can use flyers to announce sporting events for school and gatherings such as reunions.



## Reports

Use the Reports project to present a formal, multipage document, such as a term paper, a proposal, or a business report. You can include graphs, charts, tables, and other visual information.



## Letters and Resumés

Create letters for personal or for business use. Create a resumé as a unique document that highlights all your achievements. You can also use this project to create a fax cover sheet. Letters and resumés can be one- or multipage documents, single-sided, and presented in portrait orientation.



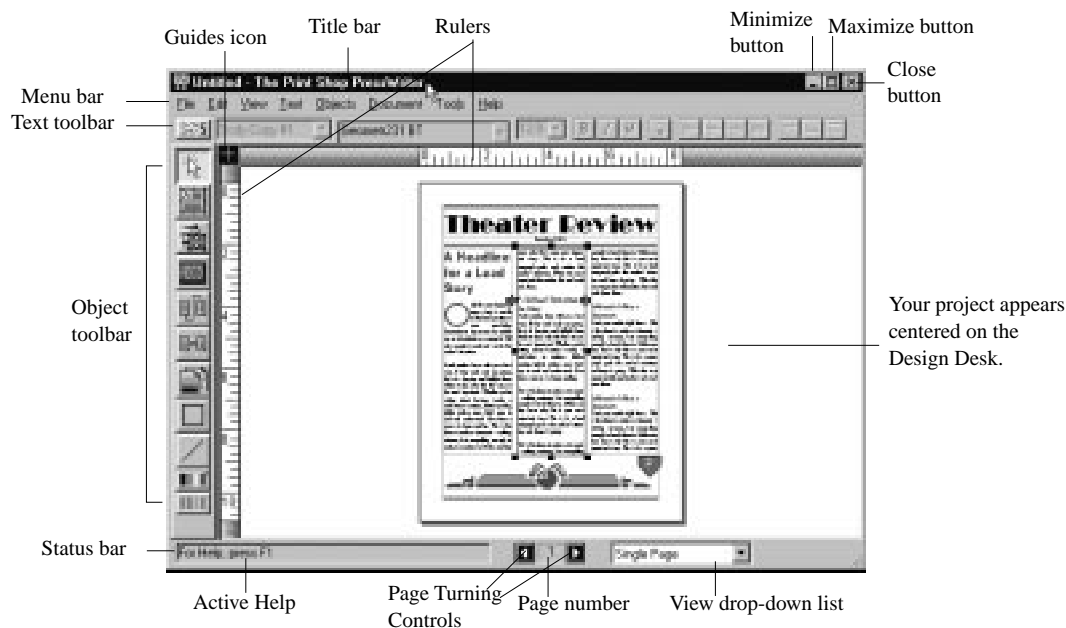
## Booklets

Use the Booklets project to create programs for events or workshops. You can also produce a short collection of poems or prose. Booklets are usually two or more pages that are double-sided, and folded in half down the middle of the page.

# Introducing the Design Desk

The Design Desk is the main working window when using *PressWriter*. Whether you are customizing a QuickStart Layout or creating a Start from Scratch document, you accomplish work on the Design Desk. All the necessary text and layout tools are available in this window.

Your document appears in the center of the Design Desk.



*Elements of the Design Desk*

## The Object Toolbar

The Object toolbar appears down the left side of the Design Desk. It contains easy-to-access tools for modifying your document's layout. These tools have corresponding commands in the **Objects** menu at the top of the Design Desk. Each button has a ToolTip—a small, pop-up label that shows the name of the button when you pass the pointer over it. At the same time, an Active Help description appears in the status bar at the bottom of your screen.

The tools on the Object toolbar include:



- **Selection** tool – Click this pointer to use it to select objects.
- **Text Box Drawing** tool – To add a text box, click this tool. Move the pointer over to the document until it becomes a cross-hair cursor. Click and drag to draw out a text box.
- **Add Graphic** tool – To add a square, row, column, photo, and fine art graphic, click this tool to display graphic choices.
- **Add Headline** tool – Click to open the **Create a Headline** dialog box.
- **Connect Text Boxes** tool – Click to connect text boxes. The pointer becomes a connect indicator. Click the “from” text box, and then click in the “to” text box.
- **Disconnect Text Boxes** tool – Click to disconnect text boxes. The pointer becomes a disconnect indicator. Click the first text box, and then click the second text box.
- **Panel Effects** tool – Click to add a backdrop or a page color.
- **Draw a Box** tool – Click to draw a box and select a box style. Move the pointer over to the document until it becomes a cross-hair cursor. Click and drag to draw out a box.
- **Draw a Line** tool – To draw a line, click this tool and select a line style. Move the pointer over to the document until it becomes a cross-hair cursor. Click and drag to draw a line.
- **Color** tool – Click to color a selected object. Select a color from the **Color Palette** that appears. To color behind a selected object, click and select a color from the **Color Palette**.
- **Tint Selector** tool – To tint a selected object, click this tool and select a tint percentage.

## The Text Toolbar

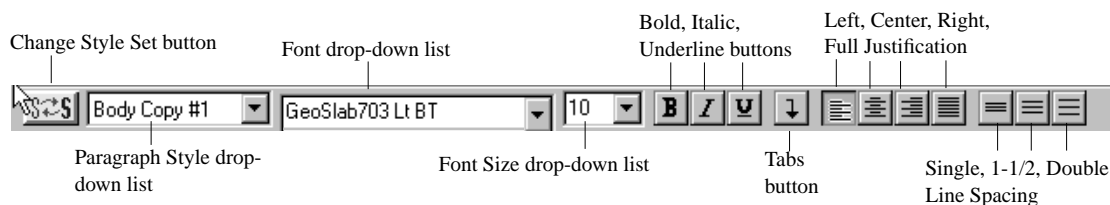
The Text toolbar appears at the top of the Design Desk, just under the menus. It contains many easy-to-access tools that let you format and edit the text in your document. Its buttons are active anytime you are working with text (that is, entering or editing text).



All the buttons and drop-down lists on the Text toolbar have corresponding commands in the menus at the top of the Design Desk.

ToolTip – A small popup label that provides descriptive text for toolbar buttons.

Active Help – A short description of the action you can take. It appears in the status bar.



### Text Toolbar

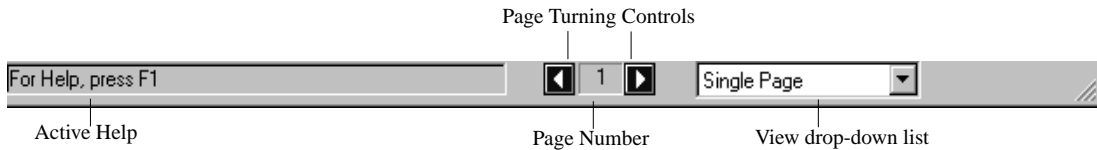
The Text toolbar displays the font, paragraph style, and formatting used in the paragraph where the pointer is positioned. You can make changes to your text using the Text toolbar as explained below.



- **Change Style Set** button – Click to open the **Change Style Set** dialog box. Change Style Set is a one-step way to change the look and feel of your entire document.
- **Paragraph Style** drop-down list – Shows the name of the paragraph style for the current paragraph. Click for a drop-down list of all available paragraph style names. Any change applies to the entire paragraph.
- **Font** drop-down list – Shows the name of the font being used. Click for a drop-down list of all font names.
- **Font Size** drop-down list – Shows the font size being used. Click for a drop-down list of commonly used font sizes. You can also type in a specific font size between 4 and 400.
- **Bold, Italic, Underline** buttons – Select text and click these buttons to bold, italicize, or underline text. Click the button again to remove the bold, italic, or underlining.
- **Tabs** button – Click to open the **Tabs** dialog box.
- **Left, Center, Right, Full Justification** buttons – Click a button to apply justification to the current paragraph or highlighted paragraphs.
- **Single, 1-1/2, Double Line Spacing** – Click a button to apply line spacing to the current paragraph or highlighted paragraphs.

## The Status Bar

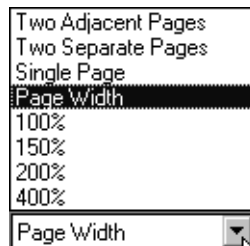
The status bar appears at the bottom of the Design Desk.



### *Status bar*

The status bar provides the following information:

- **Active Help** – As you move the pointer over a toolbar button or menu item, a description of the item appears in the Active Help field.
- **Page Turning controls** – Previous page and Next page arrows let you turn to other pages in your document.
- **Page number** – Indicates the page in your document that appears in the window. Click the number to display the **Go To** dialog box to go to a specific page.
- **View drop-down list** – Indicates the current document view and lets you change the view on a pop-up menu of other views: Two Adjacent Pages, Two Separate Pages, Single Page, Page Width, 100%, 150%, 200%, and 400%.



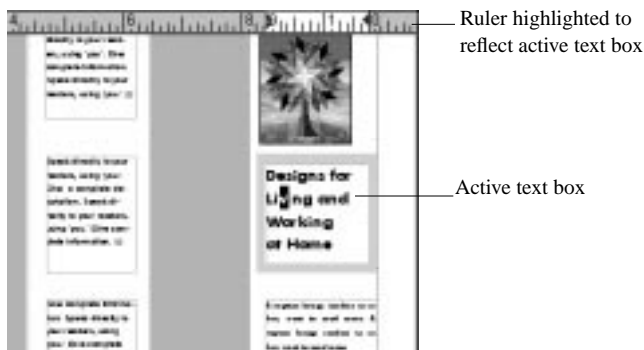
## Design Desk Rulers

The Design Desk provides two rulers, horizontal and vertical, across the top and down the left side of your window, which appear in all views. (In a double-page view, a horizontal ruler appears for each page.) When you are moving objects and creating text boxes, the rulers let you align objects with precision. When you are working with text, you can see how your text box aligns.

**Note** You can set the Ruler units of measurement (inches or centimeters) in the **Preferences** dialog box (look in the **File** menu).

When you change the page view, the ruler scales to fit the new page view. A hairline on each ruler indicates the pointer position. When you are adding and moving objects on a page, the entire ruler is highlighted over the active page.

When you are working with text, a portion of the horizontal ruler is highlighted to reflect the width and height of the active text box. The highlighted portion of the ruler displays tabs and indents for the active text.



*Pointer position reflected on the ruler*

## Layout Guides on the Design Desk

Layout guides are nonprinting, thin blue lines (horizontal and vertical) that you use to align objects. You can drag and move layout guides to wherever you want them to appear on your page, and you can move the horizontal and vertical guide independently. Each page can have its own unique set of layout guides.

To create layout guides on your page:



- Click the **Layout Guides** icon in the left corner of the horizontal ruler, and drag the guides out over the Design Desk.

**Note** If the rulers are hidden, the **Layout Guides** icon does not appear.

To display or hide the layout guides on your page:

- 1 Click **Guides** on the **View** menu to show the guides. (A check mark indicates that the Guides are on.)
- 2 Click **Guides** on the **View** menu once more to hide the guides—the check mark disappears.

In the double-page view, if you drag a layout guide onto a page, then that page becomes the active page.

To remove the layout guides from your page:

- Drag the guide completely off the page.

## Snap To Guides

Snap To Guides affects how you can move and place objects. When Snap To Guides is on and an object is dragged near the guide, it automatically aligns with the guide.

To turn on Snap To Guides:

- Click **Snap To Guides** on the **View** menu.  
A check mark appears. Click again to turn off the snap-to effect.

**Note** Turning on or turning off Snap To Guides or moving a layout guide does not reposition the object on your page.

## Working with Text

Always double-click in a text box to begin working with text in your document. While you are working with text, the Design Desk enables the text tools and commands. For example, the Text toolbar becomes active, the pointer becomes a blinking I-beam, and the **Text** menu commands become active.

### Adding Text to Your Document

To begin working with text in your document, double-click in a text box. While you are working with text, you'll see the following occur on the Design Desk:

- The Text toolbar becomes active.
- The pointer becomes a blinking I-beam.
- The **Text** menu commands become active.
- The resizing handles on objects disappear.
- Graphics in the selected text box become cross-hatch marks, depending on the order or text wrap.
- The background of the selected text box becomes opaque until you exit working with text.

### Applying a Paragraph Style

Applying a paragraph style to each paragraph in your document is a fast and easy way to apply consistent characteristics to sections of your document. Each paragraph is a predefined combination of text formatting options, such as font, bold, italic, justification, and so on. For example, you might apply Heading #1 to all the headings and Subhead #1 to all the subheads in your document. Finally, you might apply Body Copy #1 to all body text in your document.

To apply a paragraph style:

- 1 Click in a paragraph, and then click the **Paragraph Style** drop-down list in the Text toolbar.

A menu appears showing the available paragraph styles.

Paragraph Style Name	Purpose/Use
Billboard	Attracts attention to important text in a flyer
Masthead	Newsletter or other document title
Heading #1	Main section heading
Heading #2	Secondary section heading
Subhead #1	Subhead within a section
Subhead #2	Secondary subhead within a section
Body Copy #1	Text
Body Copy #2	Alternative style for your text
Quotes	Use for quotations from Quotes and Verses
Captions	Text to describe a graphic

- 2 Choose the style that best describes the selected paragraph.

For example, choose Body Copy #1 for a paragraph of text; choose Heading #1 for a heading.

- 3 Choose a paragraph style for each type of paragraph.

Your document will now have a consistent look throughout.

## Manually Formatting Text

You've learned that a fast and easy way to format a paragraph is to apply a paragraph style. However, you can also manually format individual text using the following procedure.

### Changing Font Characteristics

Use the **Font** dialog box to change the font of your text.

To change the font of your text:

- 1 Highlight the text that you want to format (drag through the text with your mouse).

- 2 Click **Font** on the **Text** menu to display the **Font** dialog box.



*Font dialog box*

- 3 Select a font on the **Font** drop-down list.
- 4 Select a font size on the **Size** drop-down list.

The list gives you a choice of popular sizes, or you can enter any number between 4 and 400.
- 5 Click the **Color** button and select a text color from the **Color Palette**.

The text appears in your document with the color applied.
- 6 Change the **Letter Spacing** to **Tight**, **Medium** (default), or **Loose**.
- 7 Select one or more of the check boxes in the **Font Styles** list to change the font style.

The **Plain** style is the default.
- 8 Click **OK** to accept the changes and return to the Design Desk.

## Changing Paragraph Characteristics

You've learned that a fast and easy way to format a paragraph is to use a paragraph style. You should apply a paragraph style to every paragraph in your document. If you want, you can then make specific style changes for a paragraph using the **Paragraph Settings** dialog box.

To manually format a paragraph:

- 1 Click in a paragraph.
- 2 Click **Paragraph** on the **Text** menu to display the **Paragraph Settings** dialog box.



Preview a sample paragraph, showing the changes to the text as you make them.

*Paragraph Settings dialog box*

- 3 Add the **Left**, **First Line**, or **Right** indents for the paragraph using the arrows on the vertical spin box, or enter a specific measurement.

An indent is the distance from the right or left side of a column to the beginning of the text. You can set an indent for a width up to the width of the current text box. The indents apply to either the paragraph where the pointer is currently positioned or to all the paragraphs that you highlight.

- 4 Click a **Justification** option button to change the text margin justification of a paragraph:
  - **Left** – All text aligns to the left margin.
  - **Center** – All text is centered.
  - **Right** – All text aligns to the right margin.
  - **Full** – Text is aligned flush to the left and right margins.
- 5 Click a **Line Spacing** option button to change the spacing between lines:
  - **Single** space (default)
  - **One and 1/2** spaces
  - **Double** space



- **buttonCustom** (Enter the additional line spacing you want in the **Custom** spin box. This additional spacing is added to the basic line spacing.)
- 6 Click **OK** to accept the changes and return to the Design Desk.

## Creating Tabs

Use tabs to align text at certain measurements within a paragraph, for example, to align text and to align columns of numbers. Use the **Tabs** dialog box to create tabs and then apply them to the paragraph. Every tab has three characteristics: Tab Position, Tab Type, and Leader. Make selections, and then click **Set** to create the tab.

To create tabs:

- 1 Click in the paragraph.
- 2 Click **Tabs** on the **Text** menu to display the **Tabs** dialog box.



Lists tab settings  
as they are created



Leader options

The ruler reflects  
the tab settings.

*Tabs dialog box*

- 3 In the **Tab Position** field, type a ruler position (for example, 2.0").  
This is where the tab will appear on the ruler.
- 4 Click a **Tab Type** option button:
  - **Left** (default) – Aligns the left side of text with the tab.
  - **Centered** – Text is centered at the tab.
  - **Right** – Aligns the right side of text with the tab.
  - **Decimal** – Aligns a decimal point in the text with the tab. If you don't have a decimal, the right side of text aligns with the tab.

- 5 Click a **Leader** option button: **None** (default), **Dot**, **Dash**, or **Line**.

To lead your eye across the page, a leader creates a line of the symbol you select— as leader dots in a table of contents connect a heading to a page number.

**Note** To establish a new default tab setting, scroll up or down in the **Default Tabs** spin box to increase or decrease the tab measurement. Default tabs are initially set at every half inch.

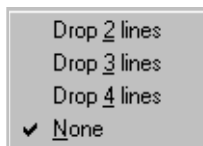
- 6 Click **Set** to create the tab and continue to create more tabs.  
Tabs that you set in this dialog box appear on the Design Desk Ruler.
- 7 Click **OK** to accept the changes and return to the Design Desk.

## Adding Drop Caps

The Drop Cap feature sets off the first letter of a paragraph by enlarging and “dropping” it for a great design effect.

To apply a drop cap:

- 1 Click in the paragraph where you want to have the drop cap.
- 2 Click **Drop Cap** on the **Text** menu to display the **Drop Cap** submenu.

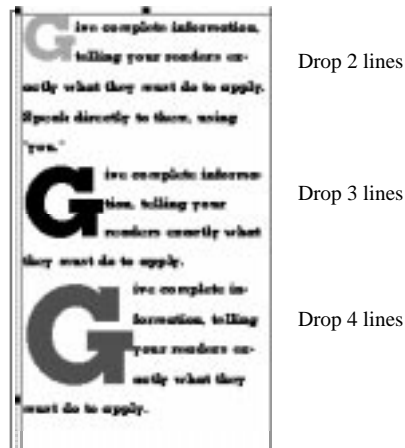


*Drop Cap submenu*

**Note** None is the default. Click **None** to remove an existing drop cap.

- 3 Select one of the options for the number of lines a letter will “drop.”

Your choice is applied to the first letter of the first line of the paragraph or of the highlighted paragraphs.



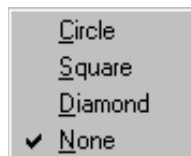
*Drop Cap text sample*

## Adding Bulleted Lists

In many of your documents, you will want to use lists. To make an important list stand out, emphasize each list item by using a bullet format. *PressWriter* makes it easy to apply bullets with its bulleted list feature.

To apply bullets to a list:

- 1 Highlight the items in the list that you want to bullet.
- 2 Click **Bulleted List** on the **Text** menu to display the **Bulleted List** submenu.
- 3 Select one of the three bullet choices: **Circle**, **Square**, or **Diamond**.



- 4 Click **OK** to apply the bullet to your list.

You return to the Design Desk with your bulleted list displayed.

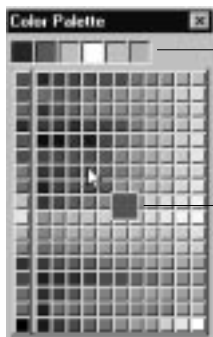
**Note** Click **None** to remove a highlighted bulleted list.

## Applying Color to Text

Another element of design that you can add to your text is color. You can apply color to an entire text box, or you can select a string of text and apply a color using the Color tools.

To apply color to a string of text:

- 1 Double-click in the text box.
- 2 Highlight the text that you want to color.
- 3 Click the **Color** tool on the Objects toolbar.
- 4 Click the active button to display the **Color Palette**.



The six most recently used colors. Select one, or choose another color from the palette.

Current color enlarged as the pointer passes over it.

*The Color Palette*

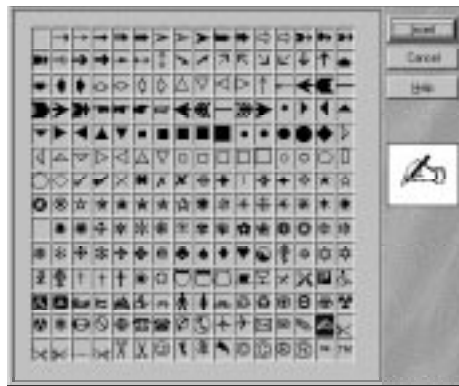
- 5 Move your pointer over the palette.  
As your pointer passes over each color, the color chip (the square of color) under the pointer enlarges.
- 6 Click once on the color that you want to apply.  
The selected color is applied, and the **Color Palette** disappears.

## Inserting Special Characters into Text

*PressWriter* lets you insert several types of characters into your document. Insert page numbers and the current date with a click. You can also insert symbols or separator lines between paragraphs. The item appears where your pointer is placed in your document.

To insert special characters into your document:

- 1 Click in a text box to place your pointer where you want to insert the special character.
- 2 Click **Insert Into Text** on the **Text** menu.
- 3 Click one of the following to insert from the drop-down list that appears:
  - **Page #** – Inserts a page number. You can insert a page number into any text box including headers and footers. Page numbers are updated automatically as you add and delete pages.
  - **Date** – Inserts the current date in the default date format. You can select a different format in the **Preferences** dialog box on the **File** menu.
  - **Symbol** – The **Insert Symbol** dialog box appears.



*Insert Symbol dialog box*

Click on any symbol; it appears in the preview area. Click **Insert** to insert it at the pointer position in your document.

- **Separator Line** – Inserts a horizontal line to separate paragraphs at your pointer position. You have three choices: Thin, Medium, or Thick.

- 4 After you make a choice, the special character appears at the pointer position.

## Importing Text

*PressWriter* lets you import text into your document from other applications. (You can import \*.rtf and \*.txt files.)

To import text into your document:

- 1 Click in the text box where you want to insert the imported text.
- 2 Click the **Import Text** command on the **Text** menu to display the **Import** dialog box. From this dialog box, you can search for and choose the document that you want to import.
- 3 Double-click the text document you want, or click **Open** to import the selected document.

If the text that you import does not fit into the text box (or connected text boxes), you will see an overflow indicator when the text box is selected.

## Handling Overflow Text

You can enter as much text as you want into a text box. *PressWriter* alerts you when you have overflow text (too much text to appear in the text box). If you enter more text than can fit in the text box, an overflow indicator will appear at the end of the story when the text box is selected, and you click the **Connect Text Boxes** tool. (The text is not lost—it is simply not visible.)



*Text box showing an overflow indicator*

When text overflow occurs, several actions are available. You can:

- Delete text from the box until the remaining text fits.
- Reduce the font size of the text in the box.
- Resize the text box to make it bigger.
- Connect the text box to another text box, which automatically flows extra text into the connecting box.
- Add a page and automatically flow the text by clicking the Overflow indicator. The **Overflow Text** dialog box appears for you to add a page and link your story.



*Overflow Text dialog box*

## Connecting Text Boxes

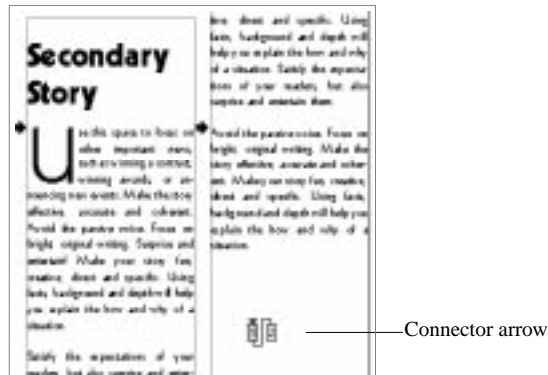
You can create a new text box and connect it to the text box with the overflow text to automatically flow the extra text into the connecting text box.

To connect two text boxes:



- 1 Click the **Connect Text Boxes** tool on the **Object** toolbar.  
The pointer changes to the **Connect** tool.
- 2 Click the text box from which the overflow text will flow.
- 3 Click the text box into which you want the text to flow.

A connector arrow appears between the two connected text boxes showing how the text flows into the second text box.



*Connector arrow and text flow*

When a text box on screen is connected to a text box that does not appear on screen, the connect indicator changes into a Page turn “chevron” displaying the number of the page to which it is connected. Click the Page turn chevron to display that page.

## Disconnecting Text Boxes

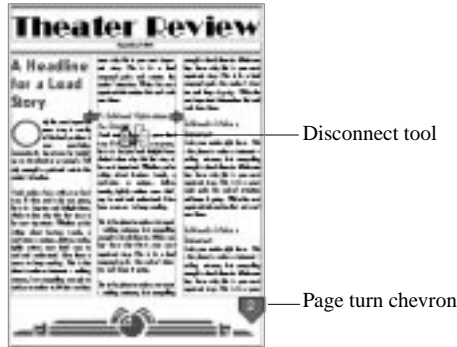
To disconnect two text boxes:



- 1 Click the **Disconnect Text Boxes** tool on the **Object** toolbar.



The pointer changes to the **Disconnect** tool.



*Disconnect tool*

- 2 Click the first text box.
- 3 Click the second text box.

The connector arrow disappears. The text stays within the first text box.

## Exiting Text Editing

You have several ways to move easily from working with text to working with objects—that is, to exit text editing:

- Click outside of any text box.
- Click on an object.
- Click the **Exit Text Editing** command on the **Text** menu.
- Press the keyboard shortcut **Ctrl+E**.

## Working With Objects

Always single-click on an object (or outside of the text box) to begin working with objects in your document. While you are working with the objects in the layout of your document, the Design Desk enables the tools and commands for working with objects. For example, resizing handles appear around the selected object and the **Objects** menu commands become active.

A layout is an arrangement of objects (graphics, photographs, text boxes, imported images, frames, lines, and boxes) that comprises the look of a given page. Always click an object (or outside of any text box) to begin working with objects in the layout of your document.

While you are working with objects, you'll see the following occur on the Design Desk:

- Resizing handles appear around the selected object.
- The **Objects** menu commands become active.
- The **Text** menu commands become inactive (are grayed out).

The Object toolbar provides fast, easy access to the most commonly used functions on the **Object** menu.

## Adding Objects

*PressWriter* provides the following types of objects:

- Text Boxes – An object in which you can type text; for example, a text column is an object.
- Graphics – A picture, photo, drawing, or design (over 5,000 are included with *PressWriter*).
- Imported Images – A graphic or photo that you obtain from another source, such as from a CD or from the Internet.
- Frames – Frames that you place around an object that move with the object.
- Lines – Lines that you draw anywhere in your document.
- Boxes – Boxes that you draw around another object for emphasis; these boxes do not move with the object.

## Adding Text Boxes

In your document, you must be in a text box to type text. A text box lets you type text wherever you need to place it. For example, your newsletter columns are text boxes, as is your masthead. These text boxes are predefined when you open a QuickStart Layout. You can also create them in **Document Setup** or draw them in your document.

You can add text boxes to create sidebars (to call attention to important information) or as callouts (to describe an item in a graphic with text and an arrow pointing to it).

To add a text box:



- 1 Click the **Text Box Drawing** tool in the Object toolbar.
- 2 Move your pointer over your document to where you want to position the text box.  
The pointer changes to a cross-hair cursor.
- 3 Hold down the mouse button and drag to draw your text box—release the mouse button when you have the box you want.

## Drawing Lines

If you press the Ctrl key while choosing the **Draw a Line** tool, the cross-hair drawing tool remains active (so that you can immediately draw another line) until you click the **Selection** tool, use another tool, or click another menu function.

To draw a line:



- 1 Click the **Draw a Line** tool in the Object toolbar.  
or  
Click the **Add Line** command on the **Objects** menu to display a submenu of line styles.
- 2 Click on the line style that you want on the submenu.
- 3 Move the pointer over the page.  
The pointer becomes a cross-hair drawing tool.
- 4 Hold down the mouse button and drag to draw a vertical or horizontal line in your document.
- 5 Move and resize the line, as needed.

## Modifying a Line

You can also modify a line style after you draw it.

To modify an existing line:

- 1 Double-click on the line that you want to modify.

The **Modify Line** dialog box appears.



*Modify Line dialog box*

- 2 Click a new line style.
- 3 Click **OK**.

The selected line changes to the new selection.

## Drawing Boxes

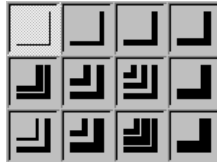
A box is a design object that you use to emphasize an area of your document. For example, you can draw a box around two text boxes to set them off from the rest of the page.

To draw a box:



- 1 Click the **Draw a Box** tool on the Object toolbar.  
or

Click the **Add Box** command on the **Objects** menu to display a submenu of box styles.



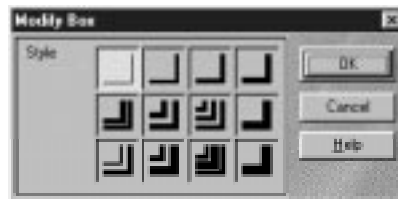
*Draw a Box submenu*

- 2 Click on the box style that you want on the submenu.  
The current selection is highlighted.
- 3 Move the pointer over the page.  
The pointer becomes a cross-hair drawing tool.
- 4 Hold down the mouse button and drag to draw a box in your document.
- 5 Move and resize the box, as needed.

## Modifying a Box

You can also modify a box style after you draw it.

- 1 Double-click on the box that you want to modify.  
The **Modify Box** dialog box appears.



*Modify Box dialog box*

- 2 Click a new box style.
- 3 Click **OK**.  
The selected box changes to the new selection.

## Importing Images

You can import images to use in your document from a variety of other formats, including BMP, TIF, PCX, PCD, WMF, JPEG, and others.

In addition, *PressWriter* has available 200 professional photographs to import into your documents. You can find these photographs by clicking the **Import Image** command on the **Objects** menu, navigating to *The Print Shop Product CD*, and then to a directory called **Photos**.

For more information, see “Importing Images” on page GS-21.

## Applying Color to Objects

You can add color to your graphic objects (boxes, frames, and lines) and to black-and-white graphics. You can also use the Tint feature to tint graphics. Apply color using the **Color** tools on the Object toolbar or by using the **Color** command on the **Objects** menu.

To add color to an object:

- 1 Click on the object (or multiple objects) that you want to color.
- 2 Click the **Color** button on the Object toolbar, and then click the appropriate **Color** button.



- **Color Object** – Color is applied to the selected object.
- **Color Behind Object** – Color is applied behind the selected object.
- **Color Frame** – Color is applied to the object's frame.

The **Color Palette** appears. The top of the **Color Palette** shows the six most recently used colors. You can click on these to reuse them—or on any other color.

- 3 Move your pointer over the palette.  
As your pointer passes over each color, the color chip (the square of color) under the pointer enlarges.
- 4 Click once on the color that you want to apply.

The color is applied to your object and the **Color Palette** disappears.

## Tinting a Graphic

You can tint a graphic using the **Tint Selector** tool on the Object toolbar.

To tint a graphic:



1 Click on the graphic that you want to tint.

2 Click the **Tint Selector** tool on the Object toolbar.

A list of tint percentages that range from 100% to 10% appears. The currently selected tint percentage is indicated by a check mark.

3 Select the percentage that you want to apply.

- 10% is almost white.
- 50% is midway between the color of the graphic and white.
- 100% means full color.

Your graphic is tinted by the percentage that you select.

## Selecting Objects



The **Selection** tool is the default pointer. Use it to select objects. Move the arrow over an object and click on it. Resizing handles appear, indicating that the object is selected.

**Note** To select multiple objects, click on the first or primary object to select it and then Shift-click on additional objects to add them to the selection.

## Moving Objects

You have three ways to move an object:

- Clicking on the object and using the mouse to drag it to another position on the page or, in a two-page view, dragging it onto another page of a document.
- Using the arrow keys on the keyboard. Each time an arrow is pressed, the selected object moves in the designated direction.

- Changing the position and size of an object more precisely using the **Object Position** dialog box. (See the following procedure.)

You can undo a move immediately by clicking **Undo Move** on the **Edit** menu.

## Moving Objects with the Object Position Dialog Box

To move an object using the **Object Position** dialog box:

- 1 Click on an object to select it.
- 2 Click the **Object Position** command on the **Objects** menu to display the **Object Position** dialog box.
- 3 Make selections in the **Object Location** spin boxes to change the position of the selected object.  
  
As you enter a value in one spin box, the corresponding spin box values also change. For example, when you enter a value in the **From Top** box, the corresponding **From Bottom** box is updated.
- 4 Make selections in the **Object Size** spin boxes to change the horizontal and vertical size of the selected object.  
  
The **Location** spin box values update accordingly.
- 5 Click **OK** to accept the change.

*PressWriter* moves the object to the specified position on the document page.

## Changing the Order of Objects

The **Order** command on the **Objects** menu lets you order objects on a page. You can place any object on top of or behind any other object.

**Note** Headers and footers are always behind all other objects.

To change the order of objects on a page:

- 1 Click an object to select it.
- 2 Click the **Order** command on the **Objects** menu and select:
  - **Bring Forward** – Bring the selected object one level forward.
  - **Bring to Front** – Bring the selected object to the front.



- **Send Backward** – Send the selected object one level backward.
- **Send to Back** – Send the selected object to the back.

The selected object changes, as directed.

## Resizing Objects Using the Object Position Dialog Box

You can resize or move objects with great precision using the **Object Position** dialog box. The dialog box spin boxes let you change the size (or location) of an object horizontally and vertically.

To resize an object:

- 1 Click on an object to select it.
- 2 Click the **Object Position** command on the **Objects** menu.
- 3 Use the spin controls to change the size of the selected object or position it in your document.

The preview shows you the effect of your changes.

- 4 Click **OK** to accept the change.

## Aligning Multiple Objects

Use the **Align** command to align several objects on a page. You can also align objects using layout guides.

To align several objects on a page:

- 1 Select two or more objects on a page by holding down the **Shift** key while you click on each object.
- 2 Click the **Align** command on the **Objects** menu to display the **Align** dialog box.
- 3 Click the option button that describes how you want to align the objects:
  - **Tops** – Aligns objects along their top edges.
  - **Left Edges** – Aligns objects along their left edges.
  - **Vertical Centers** – Aligns objects along their vertical centers.
  - **Bottoms** – Aligns objects along their bottom edges.

- **Right Edges** – Aligns objects along their right edges.
  - **Horizontal Centers** – Aligns objects along their horizontal centers.
- 4 Click **OK** to align the objects on the page.

## Scaling Objects

You can proportionally change the size of a selected object using the **Scale** command. (To change the size of a selected object nonproportionally, use the **Object Size** spin boxes in the **Object Position** dialog box on the **Objects** menu.)

To scale an object:

- 1 Click on an object to select it.
- 2 Click the **Scale** command on the **Objects** menu to display the **Scale** dialog box.
- 3 Select a scaling percentage using the vertical spin box or enter a percentage.  
You can enlarge or reduce an object's size.
- 4 Click **OK** to scale the object to the percentage.

## Text Around Graphics

In *PressWriter* you can use a very nice design technique of wrapping text around a graphic on the page. The default is to automatically wrap text to the graphic. You can change this to have the text wrap to the border of the graphic or have the text appear right over the graphic.

**Note** If the selected object has a box, the text will wrap to the edge of the box.

For more information, see “Text Around Graphics” on page PS-29.

## Changing Style Sets

You can change how your entire document will look with one click of a button by changing the Style Set. A Style Set is a coordinated set of predefined paragraph styles identified by a single name. *PressWriter* provides you with a variety of professionally designed Style Sets that quickly give a different look and feel to your document.

To change a Style Set:



- 1 Click the **Change Style Set** button on the Text toolbar to display the dialog box, or click **Change Style Set** on the **Document** menu.
- 2 Select (default) or clear the **Retain Manual Changes** check box.
  - Checked: New styles are not applied to text that you have changed manually. For example, if you italicized a selection of text, it will remain italicized even when the new Style Set is applied.
  - Cleared: All new styles are applied to text; this overrides any manual changes that you made.

You will see the first page of your document in the preview area in the current Style Set.

**Note** Click **View a Sample Document**. Click through the Style Sets. The preview shows how the sample document looks in each Style Set.

- 3 Select a Style Set by clicking one of the Style Set names.

The page in the preview area changes to show how the new Style Set affects your document.
- 4 Scroll the list of Style Sets by clicking the **Next** or **Prev** (previous) button.

The Style Set in the list previews how the document will look in that style. Each time you select a Style Set, it is reflected in the preview area.
- 5 Click **OK** to apply the selected Style Set to your document.

## Customizing a Style Set

The **Customize Style Set** dialog box lets you make changes to an existing Style Set and save the changes as a new Style Set.

To customize a Style Set:



- 1 Click the **Change Style Set** button.

The **Change Style Set** dialog box appears.
- 2 Click the **Customize Style Set** button.

The **Customize Style Set** dialog box appears. It has two tabs: Font and Paragraph. The first tab shows the font for the Paragraph Style of the current Style Set.



*Customize Style Set dialog box: Font tab*

- 3 Click the Paragraph tab to display the paragraph settings of the currently selected Paragraph Style.



*Customize Style Set dialog box: Paragraph tab*

- 4 Make changes in the Font and Paragraph tabs. The changes are reflected in the preview area.

- 5 Click **Save** (or click **Save As** to create a new Style Set).  
The **Save Style Set As** dialog box appears.
- 6 Type a name in the **New Style Set Name** field and click **OK**.  
The new Style Set name appears alphabetically in the list of all Style Sets.

## Deleting a Custom Style Set

You can delete a Style Set that you created, using the **Delete** button.

To delete a Style Set:

- 1 Select a Style Set in the **Change Style Set** dialog box.
- 2 Click the **Customize Style Set** button to display the **Customize Style Set** dialog box.
- 3 Click the **Delete** button to delete the selected Style Set.

**Note** You cannot delete the Style Sets that came with *PressWriter*.

## Using the Overflow Indicator to Add Pages

When a text box contains more text than it can display, you'll see an Overflow indicator when the text box is selected. You can use the Overflow indicator to add a page to your document.

To add a page using the Overflow indicator:

- 1 Click on the text box that has overflow text.  
Resizing handles appear.
- 2 Click the Overflow indicator at the bottom of the text box.  
The **Overflow Text** dialog box appears.



*Overflow Text dialog box*

You are asked whether you would like to add a page and link it to the story.

- 3 Click **Yes** to add a page and link it to the other pages, and click **OK**.

The **Add Page** dialog box appears.

- 4 Select the number of pages to add and in which layout style.

- 5 Click **OK**.

A new page (or pages) is added to your document immediately following the current page. The new page appears showing the overflow text.

**Note** When text flows onto a page that is not displayed, the Page turn chevron displays the connected page's number. Click on the number to display the page itself.

## Deleting Pages

You can delete one page or a range of pages in your document using the **Delete Page** dialog box. When you delete a page, you also delete its contents.

To delete a page:

- 1 Click **Delete Page** on the **Document** menu to display the **Delete Page** dialog box.

- 2 Click a button to:

- **Delete Current Page** – The page in which your pointer is placed.
- **Delete Range of Pages** – Enter a range of pages “from and to.”

An Alert box appears asking whether you are sure you want to delete the pages.

- 3 Click **OK** to delete the pages or **Cancel** to not delete the pages.

## Inserting/Deleting Headers and Footers

Headers and footers are identical text boxes that can appear at the top and/or bottom of every page of your document. You can insert and delete a header and/or footer by toggling the **Insert/Delete** commands on the **Document** menu or by adding a header/footer in **Document Setup** when you are creating a document.

**Note** Headers and footers are not available for all projects, because for certain types of documents you would not use headers and footers.

You can use headers and footers to add titles, page numbers, dates, and other information that you want to appear on every page. The information that you enter is repeated on every page. Headers and footers are a fixed size and remain in place.

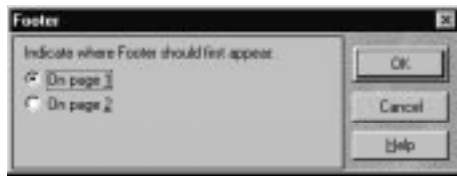
To insert a header or footer:

- 1 Click **Insert Header** or **Insert Footer** on the **Document** menu.

The appropriate dialog box appears.



*Header dialog box*



*Footer dialog box*

- 2 Click an option button to determine where the header or footer should appear first: **On page 1** or **On page 2**.
- 3 Click **OK** to add the header or footer.

The header or footer appears on page 1 or page 2 and on subsequent pages in your document.
- 4 Double-click in the header or footer and type the text that you want to appear on every page.

To delete a header or footer, click the **Delete Header** or **Delete Footer** command on the **Document** menu.

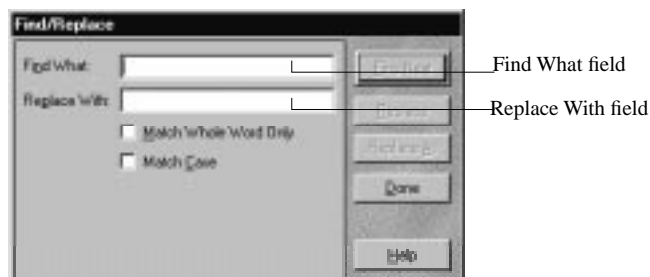
## Finding and Replacing Text

Using the **Find/Replace** command, you can search for text and replace it with new text. You can locate a word or words that you specify in the **Find What** field and then replace it with another word or words that you type in the **Replace With** field. You can also choose to replace all occurrences of a word globally—or you can confirm each replacement.

To find and replace text:

- 1 Click the **Find/Replace** command on the **Edit** menu.  
You must be in Edit Text mode to use the **Find/Replace** command.
- 2 From the submenu, choose:
  - **Current Story** – The selected set of connected text boxes.
  - **Entire Document** – All the text in your document.
  - **Selected Text** – Text you have highlighted.

The **Find/Replace** dialog box appears.



*Find/Replace dialog box*

- 3 Type text that you want to find in the **Find What** field.
- 4 Type text that you want to replace it with in the **Replace With** field.  
This field is optional. You do not always have to replace text for which you are searching.



- 5 Optional. Click the search option that you want:
  - **Match Whole Word Only** – Match the text that you want to find with only entire words.
  - **Match Case** – Match the text upper- and lowercase letters with the search text upper- and lowercase letters.
- 6 Click **Find Next** to search for the text in the **Find What** field.

The searched-for word is highlighted in the text as it is located.

or

Click **Replace All** to replace every instance of the searched-for text.

This automatically replaces all occurrences of the selected text in the document without confirming each instance.
- 7 Click **Replace** to replace each single instance only.
- 8 Click **Done** to accept the changes and close the dialog box.

## Setting Preferences

The **Preferences** dialog box lets you set some basic information for all your documents. You can set the date format, default Style Set, and unit of measure to use.

To set the preferences for all your documents:

- 1 At the Design Desk, click **Preferences** on the **File** menu to display the **Preferences** dialog box
- 2 Select a format from the **Date Format** drop-down list to show how you want all dates to appear in your document.

The System Default is from your Windows 95 Control Panel (Regional settings).
- 3 Select from a list of Style Sets in the **Default Style Set** drop-down list.

This is the default Style Set used each time you create a document.
- 4 Click either the **Inches** or **Centimeters Measurement Unit** button for how you want measurements to appear in your document (for example, in your ruler).

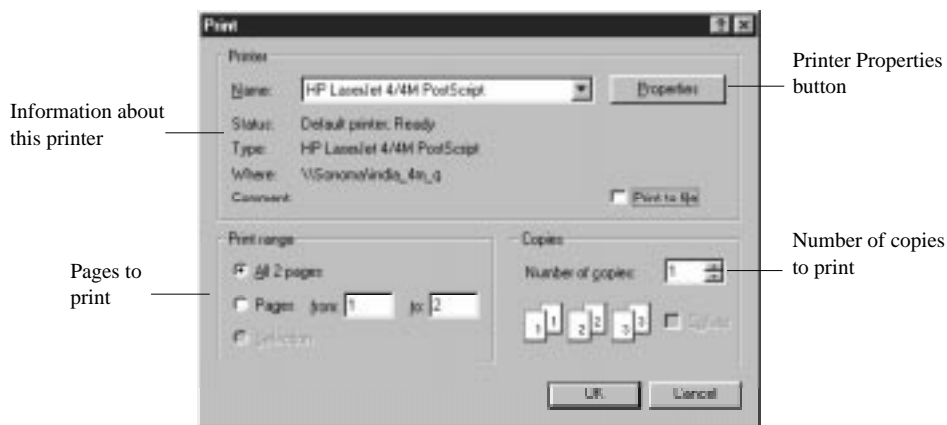
- 5 The **Automatically Zoom In for Text Editing** check box is selected.  
Click the check box to clear it.  
When checked, your page is automatically at Page Width view whenever you are typing or editing text.
- 6 Click **OK** when you are done making your selections, or click **Cancel** to close the dialog box and ignore any changes.  
You return to the Design Desk.

## Printing a Document

Printing your document is an easy process using *PressWriter*. You select a printer, choose the number of pages that you want to print, and how many copies—then print.

To print a document:

- 1 Open the document that you want to print.
- 2 Click **Print** on the **File** menu to display the **Print** dialog box.



*Print dialog box*

The default printer name appears in the **Printer Name** field.

- 3 In the **Print range** section, click either:
  - **All** – To print all the pages in your document.
  - **Pages** – Enter a “from” and “to” range of pages to print from your document.
- 4 Select a number from the **Number of copies** vertical spin box.
- 5 Click **OK** to print the document.

## Internet Access

You now have one-button access to the World Wide Web (WWW) from within *PressWriter*. When you first click the **Internet Connection** command on the **Help** menu, a series of dialog boxes helps you to configure your access to the Internet.

Once you're on the WWW, you can go to **The Print Shop Connection** Home page where you can get information about *PressWriter* and the entire family of *Print Shop* products, as well as free graphics and special offers.



To set up Internet access:

- 1 Click **Internet Connection** on the **Help** menu, or click the **Internet Connection** button in the **Select a New Project** dialog box.
- 2 Read the description and click either the **One Step**, **Two Step**, **America Online**, or **Compuserve** button. (You must subscribe to America Online or Compuserve to use these buttons.)
  - If you click the **One Step** button, you go directly to the **Find and Select Your Web Browser** dialog box. Navigate through the Windows directory tree to locate the application that you use to access the World Wide Web.
  - If you click the **Two Step** button, you choose a connection from the Choose a Dial-Up Networking Connection, and then click **OK** to display the **Find and Select Your Web Browser** dialog box. Navigate through the Windows directory tree to locate the application that you use to access the World Wide Web.
  - If you click **America Online** or **Compuserve**, *PressWriter* takes you to your sign-on page. From there you can navigate to your Web browser and type in **The Print Shop Connection** URL address: <http://www.broderbund.com/printshop>
- 3 Navigate through the Windows directory tree to locate the application that you use to access the World Wide Web.

# Exiting PressWriter

When you exit, *PressWriter* prompts you to save any changes to your open projects, closes any open documents, and then exits the program.

To exit *PressWriter*:

- Click **Exit** from the **File** menu, or click the **Close** box in the upper-right corner of the application window.

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