



## **READ ME FIRST!**

### *Important Installation Note*

To install The Print Shop Deluxe CD Ensemble, please refer to the Installation Instruction Booklet inside the CD-ROM case.

If you have a previous version of The Print Shop Deluxe or The Print Shop Deluxe Companion already installed, you may be able to remove some files from your hard drive to save space. Prior to installing The Print Shop Deluxe CD Ensemble, consult the back of this card for a list of files that can be deleted.

**Note:** Minimum Installation allows you to keep many files, including the applications, on the CD-ROM disc. If you choose to keep the applications on the CD-ROM, you should delete any previously installed Print Shop Deluxe or Print Shop Deluxe Companion application files from your hard disk.

If you choose to install CD Ensemble using the "Minimum Install with Applications" option AND you are installing onto a hard disk that has a previous version of The Print Shop Deluxe or The Print Shop Deluxe Companion installed, delete the library files as instructed on the back of this card. Then, rename the Libraries folder within the Print Shop Deluxe folder on your hard disk to "Graphics." Then proceed with installation, or launching of the applications.



over

If you have a previous version of The Print Shop Deluxe or The Print Shop Deluxe Companion, you have the option to delete some files from your hard drive. These are files that could be unnecessarily taking up hard disk space after installing The Print Shop Deluxe CD Ensemble. During installation, it is recommended that you install this version into the same folder as your previous versions.

If you choose NOT to delete these files, skip the following section and consult the Installation Instruction Booklet inside the CD-ROM case.

If you choose to delete the following files, do so **BEFORE** installing The Print Shop Deluxe CD Ensemble. If you do not have both The Print Shop Deluxe and The Print Shop Deluxe Companion or any of the additional Graphics Collections installed, then not all files listed will exist on your hard disk. For more information on removing files from your hard disk, consult your Macintosh System manual.

---

From within the **Print Shop Deluxe** folder (or the folder where the applications are stored), you may delete the following files:

The Print Shop Deluxe  
Print Shop Deluxe Help  
Print Shop Deluxe.Prefs  
  
The Print Shop Deluxe  
Companion  
PSDC.Help  
  
Exporter

From within the **Libraries** folder inside the Print Shop Deluxe folder, you may delete the following files:

|                    |                          |                         |
|--------------------|--------------------------|-------------------------|
| Amazing Animals    | PSD Columns 2            | PSDC Columns            |
| Business Backdrops | PSD Cultural             | PSDC Decorative Numbers |
| Business Borders   | PSD Education            | PSDC Initial Caps       |
| Business Columns   | PSD Food & Beverage      | PSDC Layouts            |
| Business Layouts   | PSD Frames               | PSDC Postmarks          |
| Business Rows      | PSD Going Places         | PSDC Rows               |
| Business Rules     | PSD Icons                | PSDC Rules              |
| Business Squares   | PSD Icons 2              | PSDC Seal Exteriors     |
| Calendar Icons     | PSD Modern Living        | PSDC Seal Interiors     |
| Initial Caps       | PSD Nature               | PSDC Squares            |
| PSD Backdrops      | PSD People               | PSDC Stamps             |
| PSD Borders        | PSD Recreation           | PSDC Timepieces         |
| PSD Columns        | PSD Rows 2               | Sampler Backdrops       |
| PSD Layouts        | PSD Rules 2              | Sampler Borders         |
| PSD Rows           | PSD Special Occasions    | Sampler Columns         |
| PSD Rules          | PSD Symbols              | Sampler Layouts         |
| PSD Squares        | PSDC Autographs          | Sampler Rows            |
| PSD Accessories    | PSDC Backdrops           | Sampler Rules           |
| PSD Animals        | PSDC Borders             | Sampler Squares         |
| PSD Borders 2      | PSDC Certificate Borders |                         |

# THE Print Shop® Deluxe

(Macintosh version)

## ..... Printing Tips .....

### PRINT TIMES...

- ☞ The Print Shop Deluxe provides a large selection of high quality, richly detailed graphics and special text effects. On occasion, printing numerous graphics and special text effects of this complexity may require lengthy print times. Please allow sufficient time for your project to print — we think you'll find the results to be worth the wait!
- ☞ Printing will go faster if "Background Printing" is turned off. This option is found in the Chooser. If you have at least 350K allocated to the Backgrounder and prefer to regain control of your application sooner, then leave this setting on.

### PAGE SETUP TIPS...

- ☞ If your project is in landscape orientation (horizontal or wide), it may print more efficiently if you select the landscape orientation setting in the Page Setup dialog. (Be sure to reset your Page Setup orientation back to portrait for your next portrait [or "Tall"] print job.)
- ☞ If your printer doesn't have much memory, checking "Unlimited downloadable fonts" in the Page Setup Options will help facilitate successful printing.
- ☞ Deselect font substitution and graphics smoothing. These settings tell the printer to do work that can negate calculations already made by The Print Shop Deluxe.

### BLACK & WHITE VS. GRAYSCALE...

- ☞ If your printer has grayscale capabilities, grayscale printing will provide higher quality output. Printing in black and white will increase print speed and will substitute patterns for colors.

Printer and Page Setup settings can vary depending on your particular setup. It's always advisable to follow the instructions provided with your particular printer. The Print Shop Deluxe has been designed to accommodate the needs of most of the popular printers in use today. If you do discover a particular problem with your printer, try some of the optional adjustments mentioned here.

# THE Print Shop<sup>®</sup> Deluxe





# ■ The Print Shop® Deluxe

## **Programming:**

Terry Greenley, Lead Programmer  
Bob Gotsch, Lisa Wu, Greg Beddow, Herb Davis, Frankie Ford  
Additional Programming:  
Chris Jochumson, Joseph McConnell, Guy Nicholas, Jack Trainor  
Graphics Exporter: Bob Gotsch

## **Product Management:**

Wade Person, Product Manager  
Joanna Witzel, Michael Estigoy, Peggy Giampaoli, Nancy Stone, Tracy Tandy,  
Richard Whittaker, Harry Wilker

## **Graphics:**

Michelle Bushneff, Art Director   Juliana Wade, Graphics Coordinator  
Amanda Crispel, Lead Artist   Suzanne Stammer, Additional Graphics Support

## **Graphic Artists:**

Antonio Perez, Art Jagonasi, Barbara Webster, Carol Behioff, Chad Kubo, Chris Schmidt,  
Craig Aranha, Craig Diskowski, Denise Nugent, Eben Sorkin, Elizabeth Chiarolla, Evana  
Gerstman, Jack Lowry, Jack Mortensbak, John Chui, John Hartong, Julie Glavin, Kees Den  
Breejen, Kevin Thompson, Leila Joslyn, Lilia Kim, Lydia Haggerty, Manfred Geier, Michelle  
Graham, Mimi Foord, Paul Lee, Robert Cavey, Robert Voights, Ron Tanovitz, Shery Larson,  
Shirley Cochran, Wendy Johnson  
ImageBuilder Graphics: Christopher Treciokas, Gina Shipp, Patrick Blaine  
Font Editing: Jason Castle

## **Marketing:**

Marianne Mullins, Linea Rowe, Marketing Managers  
Valorie Carpenter  
John Ianziti, Marcus Badgley, Ronni Valenti, package design  
David Kessler, Nancy Bulette, Lynn Ross, Steve Dolan

## **Manual:**

Susan Meyers, Chris Bohn, Wade Person, Joyce Anderson  
Jennifer Cherk, manual design  
Claudia Bussi, manual layout  
Judy Ringseis, Graphics Reference Booklet design

## **QA:**

Cindy Holden, Lead Technician  
Harlen Mallis, Printer Coordinator  
Jeffrey Blain, Marcus Duerod, Dan Kelmenson, Jeff Pooley, Anne Sete, Michael Shea,  
Mike Taber

## **Thanks to:**

Mickey Mantle, Lori Carson, Ginny Walters, Stew Apelzin, Christopher Hartman, Sally  
Marlino, Garth Upshaw, Malcolm Lowe, Sue Albert

The work of many additional dedicated people has contributed to this software. Thanks to  
one and all.

Fonts provided by FontBank, Inc. and Pipeline Associates, Inc.,  
Modified by Brøderbund Software, Inc.

© Manual copyright 1992 - 1994 by Brøderbund Software, Inc.  
500 Redwood Blvd. Novato, CA 94948-6121

© Software copyright 1992 - 1994 by Brøderbund Software, Inc. and ImageBuilder  
Software, Inc. All rights reserved.

The Print Shop, The New Print Shop, The Print Shop Deluxe, Graphics Libraries, Graphics Collections, Graphics Folios and Brøderbund  
are registered trademarks of Brøderbund Software, Inc. All other trademarks and registered trademarks belong to their respective  
companies.

# Table of Contents

|                                                    |    |
|----------------------------------------------------|----|
| <b>1. INTRODUCTION</b>                             | 4  |
| Special Features of The Print Shop Deluxe          | 4  |
| Using This Manual                                  | 6  |
| <b>2. GETTING STARTED</b>                          | 8  |
| Requirements                                       | 8  |
| Installing The Print Shop Deluxe                   | 8  |
| Starting the Program                               | 10 |
| <b>3. TUTORIAL</b>                                 | 12 |
| Creating the Front of the Greeting Card            | 12 |
| Creating the Inside of the Greeting Card           | 16 |
| Creating the Back of the Greeting Card             | 19 |
| Saving the Card                                    | 23 |
| Printing the Card                                  | 23 |
| <b>4. THE BASICS</b>                               | 24 |
| Making Initial Selections                          | 24 |
| Selecting a Project                                | 24 |
| Selecting a Orientation                            | 25 |
| Selecting a Backdrop                               | 25 |
| Selecting a Layout                                 | 27 |
| Filling in the Layout                              | 29 |
| Design Elements                                    | 29 |
| Square, Row, and Column Graphics                   | 30 |
| Borders and Mini-Borders                           | 32 |
| Ruled Lines                                        | 32 |
| Headlines                                          | 33 |
| Text Blocks                                        | 38 |
| Importing Graphics                                 | 41 |
| Tool Palette                                       | 41 |
| Menus                                              | 44 |
| Design Operations                                  | 45 |
| Adding Shadows and Frames                          | 46 |
| Rotating and Flipping Objects                      | 46 |
| Adding and Changing Colors                         | 48 |
| Scaling and Resizing Objects                       | 49 |
| Adding, Moving and Deleting Objects                | 50 |
| Changing the Order of Objects                      | 51 |
| Locking and Unlocking Objects                      | 52 |
| Aligning Objects                                   | 52 |
| Changing the Backdrop or Layout                    | 52 |
| Changing the View                                  | 53 |
| Hiding the Backdrop, Placeholders and Tool Palette | 53 |
| Saving your Project                                | 54 |
| Printing your Project                              | 55 |
| Quitting the Program                               | 58 |

|                                       |    |
|---------------------------------------|----|
| <b>5. THE MENUS</b> .....             | 60 |
| Apple Menu .....                      | 60 |
| File Menu .....                       | 60 |
| Edit Menu .....                       | 62 |
| Object Menu.....                      | 63 |
| Text Menu .....                       | 66 |
| Project Menu .....                    | 67 |
| View Menu .....                       | 68 |
| <br><b>6. THE PROJECTS</b> .....      | 70 |
| Greeting Card .....                   | 70 |
| Sign.....                             | 72 |
| Banner .....                          | 74 |
| Letterhead .....                      | 78 |
| Calendar.....                         | 80 |
| <br><b>7. GRAPHICS EXPORTER</b> ..... | 86 |
| <br><b>8. TROUBLESHOOTING</b> .....   | 88 |
| <br><b>INDEX</b> .....                | 92 |
| <br><b>WARRANTY</b> .....             | 94 |

## PLEASE DO NOT MAKE ILLEGAL COPIES OF THIS SOFTWARE

*The software you are using was produced through the efforts of many people: designers, artists, programmers, distributors, retailers and other dedicated workers.*

*The costs of developing this and other software programs are recovered through software sales. The unauthorized duplication of personal computer software raises the cost to all legitimate users.*

*This software is protected by federal copyright law. Copying software for any reason other than to make a backup is a violation of law. Individuals who make unauthorized copies of software may be subject to civil and criminal penalties.*

*Brøderbund Software, Inc., as a member of the Software Publishers Association (SPA) supports the industry's effort to fight the illegal copying of personal computer software.*

*Report copyright violation to:  
SPA, 1730 M Street, NW,  
Washington, D.C. 20036*

# Introduction

Welcome to The Print Shop Deluxe. We think you'll be delighted with this versatile new program that lets you create professional-looking printed materials for every occasion. The Print Shop Deluxe provides great flexibility and ease-of-use plus the highest quality output possible. You'll be amazed at how quickly and easily this remarkable program turns you into an artist and your computer into a well-stocked stationery store.

The Print Shop Deluxe projects include *Greeting Cards*, *Signs*, *Letterhead*, *Banners*, and *Calendars*. But that's just the beginning. The program's rich array of features and dazzling variety of design elements allow you to use the basic projects to create a wide range of printed materials — everything from cards and announcements to menus, posters, coloring books, bookmarks, notepads, stationery, even bumper stickers and fax cover sheets!

## SPECIAL NEW FEATURES OF THE PRINT SHOP DELUXE

### Scalable Graphics

Scalable graphics can be stretched, squeezed, and scaled with no loss of quality. Make an image as large or as small as you want. The jagged edges of bit-mapped graphics are a thing of the past!

### Color

Most Print Shop Deluxe graphics are full color and print beautifully on color printers. Even the monochrome graphics can be highlighted with color accents. If you have a monochrome printer, don't worry. All the graphics have been designed to print handsomely in gray scale and patterns on monochrome printers as well.

### New Style Graphics

In addition to a wealth of exciting square graphics — everything from a slice of cherry pie to a cruise ship to a cuddly teddy bear — The Print Shop Deluxe gives you horizontal row-shaped graphics and vertical column-shaped graphics to add zip to your work. With themes such as a row of jolly pumpkins or a column of balloons, they're great for decorating the top, bottom, or sides of a project. All of these graphics can be scaled, stretched, flipped, or rotated for a wide range of interesting effects.

### Graphics Exporter

The Print Shop Deluxe Graphics Exporter, a separate utility included with the program, allows you to export graphics from The Print Shop Deluxe and the Graphics Collections to use with other paint or desktop publishing programs. With this valuable new utility at your fingertips, you'll have hundreds of wonderful new graphics available.



### **TrueType Fonts**

The Print Shop Deluxe includes 30 TrueType fonts. Like scalable graphics, they can be freely resized without losing resolution. No matter how big or how small you make it, your text remains smooth and readable.

### **Headline Text**

Special headline text lets you create eye-catching effects by adding shapes and styles to one or two lines of text. See your words arch to the margins, leap from the shadows, or balloon across the page! Stretch and scale the headline text without any loss of resolution.

### **Rich Text**

Rich text lets you alter your text on a character-by-character basis. Use different fonts, styles, sizes, or colors on whatever words or characters you choose.

### **Layouts**

Using The Print Shop Deluxe layouts is like having a professional designer at your side. Closely tied to detailed backdrops designed for each project, these layouts allow you to easily place text and graphics in the most design-effective way. You'll get top notch results in a snap even if you know nothing about design. What's more, it's easy to modify the layouts, customizing your design until it suits your purposes exactly.

### **Print Quality**

The Print Shop Deluxe provides printer support on a "resolution independent" basis. This means that your printer's full capabilities are utilized. Whether you use a dot matrix, an ink jet or a laser printer, you'll get the highest square resolution your printer can produce.

## USING THIS MANUAL

This manual is your guide to understanding and appreciating all the valuable features of The Print Shop Deluxe. It tells you everything you need to know to use the program and shows you how to produce a wide range of useful, attractive, high-quality printed materials.

### Getting Started

**Chapter 2** tells you what's in The Print Shop Deluxe box and what equipment you'll need to run the program. It tells you how to install the program on your hard disk.

### Tutorial

**Chapter 3** is a tutorial providing an overview of the main features of The Print Shop Deluxe with step-by-step instructions for creating a greeting card. By following the tutorial you'll quickly grasp the basics of making a Print Shop Deluxe project.

### The Basics

**Chapter 4** describes in detail the basic steps involved in creating any Print Shop Deluxe project. These include: selecting a project type; designing a project using backdrops, layouts, and various design elements; saving and printing the project. In this chapter you'll find basic how-to information as well as lots of helpful tips for using the program's many features.

### The Menus

**Chapter 5** describes each of the The Print Shop Deluxe commands available from the menus. The menus are: Apple, File, Edit, Object, Text, Project, and View.

### The Projects

**Chapter 6** describes each of The Print Shop Deluxe projects in detail. The projects are: *Greeting Card*, *Sign*, *Letterhead*, *Banner*, and *Calendar*. In addition to explaining the basic features of each project, this chapter gives you ideas for using the projects in new and unusual ways. It shows examples of the many different kinds of printed materials you can create to enhance your activities at home, at work, or in school.

### Graphics Exporter

**Chapter 7** describes how to use the Graphics Exporter utility program which enables you to export Print Shop Deluxe graphics to other applications.

# Getting Started

## REQUIREMENTS

### The Print Shop Deluxe for Macintosh Includes

- 1.44MB 3.5" Print Shop Deluxe Disks
- The Print Shop Deluxe Manual
- The Print Shop Deluxe Graphics Reference Booklet

### What You Need

- Macintosh computer with a 68020 processor or higher or Power PC
- System 7.0 or higher
- 1.44MB floppy drive
- Hard disk with 6.3 MB free
- 4MB of random-access memory (RAM)
- 100% Macintosh-compatible monochrome or color printer

### Nice To Have

- Adobe ATM® 2.0 or later version if you plan to use Type 1 Postscript fonts
- Color printer ribbons or cartridges
- Specialty paper

## INSTALLING THE PRINT SHOP DELUXE

Installing The Print Shop Deluxe is easy. The installation procedure outlined below lets you install the entire program in just a few simple steps.

*Note: Before installing the program, you may want to make backup copies of The Print Shop Deluxe disks. The disks are not copy protected. Once you have made copies, you can store the original disks in a safe place and use the copies to install the program.*

There is a Read Me File that ships with The Print Shop Deluxe. This file contains valuable information about The Print Shop Deluxe in general. You may want to take a moment to read the file before installing the program on your system. Double click on the Read Me file icon to launch it.

## Installing the Program

1. Turn off all virus protection software.
2. Insert the Print Shop Deluxe Disk 1 into the floppy drive.
3. Double-click on the Installer icon.
4. Click on the Install button to install The Print Shop Deluxe on your hard drive. (For instructions on Custom Installation, see page 10.)
5. Follow the prompts that tell you when to insert each Print Shop Deluxe disk.

*Note: The Installer will examine your system to see whether or not you have a Macintosh with a 68k microprocessor or a PowerPC microprocessor. The appropriate application will be installed based on the microprocessor resident on your system.*

*Note: While you're waiting for The Print Shop Deluxe to be installed, take some time to fill out the product registration card included in the box. As a registered owner you'll get:*

- Notification of new versions of The Print Shop Deluxe
- Discounts on new versions of The Print Shop Deluxe
- Special offers on new products in The Print Shop Deluxe family, such as new Graphics Collections and Graphics Folios
- Free Technical Support
- Special offers on other Brøderbund products.

Mail in the registration card today so you won't miss out on any of these valuable benefits. You'll be glad you did!

When you have completed the installation you will see a folder on your hard disk entitled 'Print Shop Deluxe'.

**IMPORTANT:** *You must now drag the Font suitcase to your system folder. If you miss this step you will see numerous font substitution messages when you try to use the program.*

6. Double-click on the Print Shop Deluxe folder to open it.

7. Drag the Print Shop Deluxe font suitcase out of the Print Shop Deluxe folder and onto the closed System folder on your hard disk. The system will ask you if it can automatically place the font suitcase in the correct folder within the System folder. Click OK.

### Notes for Custom Installation

Follow steps 1-4 above.

5. Click on the Customize... button to go to the custom installation window.

There are four choices listed allowing you to select either full or minimum installations for either a 68k-based Macintosh or a PowerPC-based Macintosh. We recommend using the full package unless you have space restrictions on your hard disk.

Don't forget to drag the font suitcase into your system folder as described above. (If you selected a minimum installation, look for the 'NewZurica.Suit' and drag that file to your system folder.)

*Note: Once you have installed the program, it is important to leave the files and folders where they have been placed in order to avoid navigation errors. The Print Shop Deluxe expects to find the graphic libraries inside the 'Libraries' folder within the 'Print Shop Deluxe' folder on your hard disk. To avoid messages asking you to locate the libraries, leave them where they have been placed by the Installer.*

*Note: The Print Shop Deluxe will run with any TrueType font correctly installed in your System folder. Use of Type1 fonts and System fonts shipped prior to System 7.1 require installation of their outlines in the System folder or the use of Adobe's ATM® version 2.0 or later. We strongly recommend that you install at least one font provided with The Print Shop Deluxe. Installation of the New Zurica font will insure optimum screen display and minimize font substitutions.*

Once The Print Shop Deluxe and fonts have been installed on your hard disk, you are ready to start the program.

### STARTING THE PROGRAM

- Double-click on The Print Shop Deluxe folder that has been created on the drive you designated.
- Double-click on The Print Shop Deluxe icon.
- The Personalization dialog will appear. Enter your name and click **OK** or press **Return**.
- The Select a Project dialog will appear. You're now ready to create beautiful cards, signs, letterheads, banners and calendars.

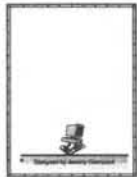


# Tutorial

Front



Inside



Back

It's easy to create a project with The Print Shop Deluxe. In this quick tutorial you'll design a greeting card using the program's main features. By the time you finish, you'll know the basics of designing any Print Shop Deluxe project. The card you'll create will look like the card in the left margin.

## Instructions

The instructions in this tutorial follow a two-step format. The numbered steps tell you what action you are going to take. The bulleted steps tell you how to take it. This manual assumes that you are familiar with basic Macintosh techniques. If you are not, please first read the documentation that came with your Macintosh before continuing with this tutorial.

If you know how to perform an action, simply perform it and ignore the bulleted steps. If you are unsure of how to perform the action, proceed through the bulleted steps one at a time.

## For Example:

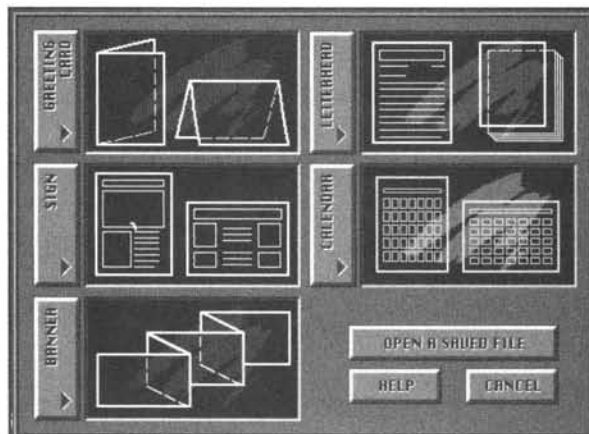
1. Start the program.
  - Open *The Print Shop Deluxe* folder.
  - Double-click on the program icon.

## CREATING THE FRONT OF THE GREETING CARD

To create the front of the card, you will select a backdrop, choose a layout, and fill it in.

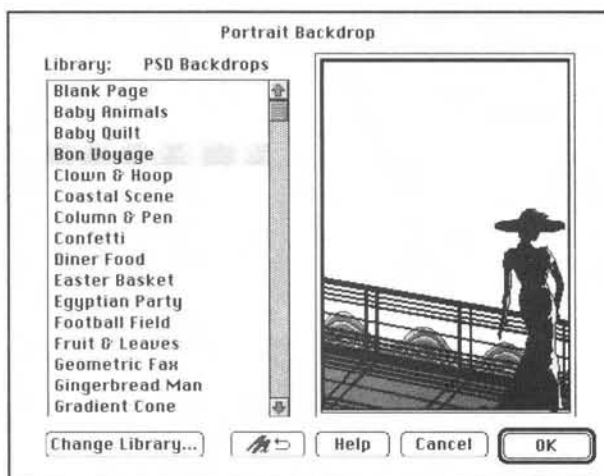
Starting at the Select a Project Menu:

1. Select *Greeting Card*.
  - Click the Greeting Card button.



A screen showing greeting card styles will appear. The styles are: Side Fold, Top Fold, Side Fold Spread, or Top Fold Spread card.

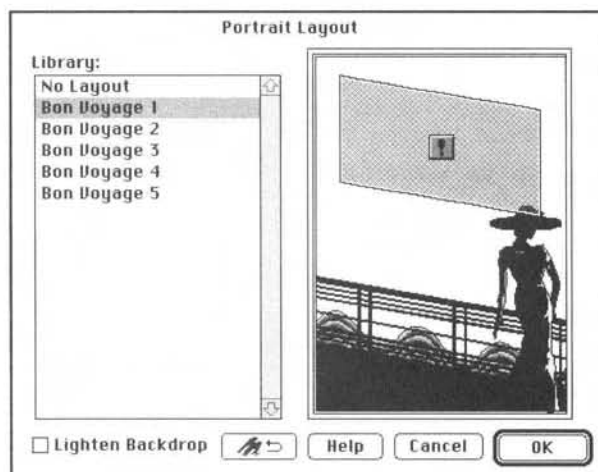
2. Select a *Side Fold Spread* card.
  - Click the Side Fold Spread button.



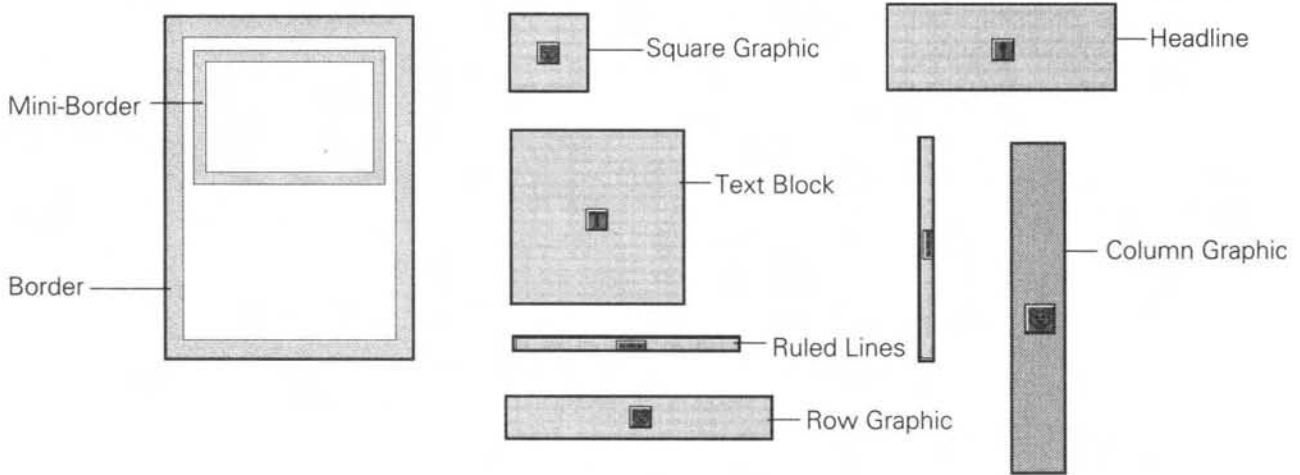
The Select a Backdrop dialog will appear. The names of backdrops you can choose are listed at left. To the right is a display area that previews the highlighted backdrop.

*Note: You do not have to wait for the current selection to finish drawing before you make a new selection. You can interrupt the process at any time by highlighting a new selection.*

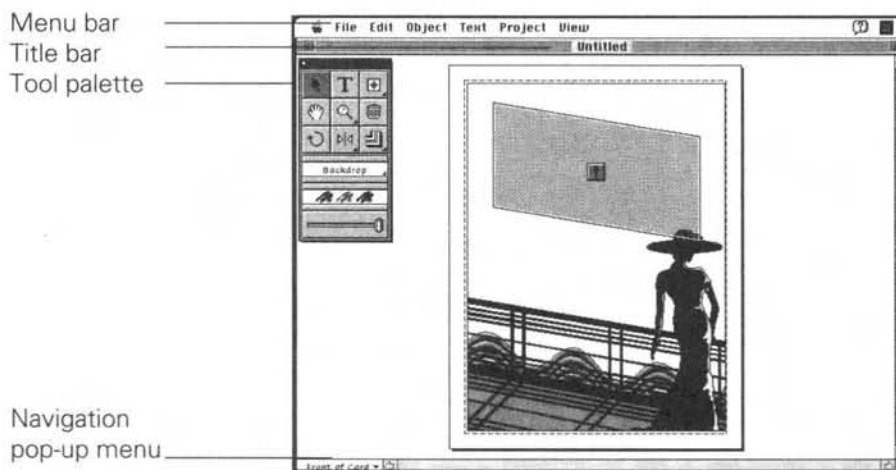
3. Select the *Bon Voyage* backdrop for the front of the card.
  - Click on *Bon Voyage*.
  - Click **OK** or double-click *Bon Voyage*.



The Layout dialog will appear. Layouts are made up of gray placeholders for text and graphics arranged in ways suited to the project. Every backdrop in The Print Shop Deluxe has its own set of layouts specially designed for it. Layouts are an important feature of The Print Shop Deluxe. Their use ensures that you'll quickly produce a beautifully-designed project every single time. In this case, the layouts listed are specially designed for the Bon Voyage backdrop. If you had picked a different backdrop, you would see a different list of layouts. As you move the highlight bar through the list, the highlighted layouts will appear superimposed on the backdrop. Icons show what the placeholders represent.



4. Select the *BonVoyage 1* layout.
  - Click on *Bon Voyage 1*.
  - Click **OK** or double-click *Bon Voyage 1*.



The document window appears. The window displays a page with the backdrop and layout you selected. The window also includes a menu bar, a title bar with the name of the current document, a floating tool palette

*Tip: There are two shortcuts built into The Print Shop Deluxe that skip unnecessary steps. Selecting a backdrop is never required, and selecting a layout is only required for Calendars and Banners. To skip the optional dialogs in the current project you are working on, select a project from the Main Menu. When the next dialog for selecting the style, orientation or type of project appears, hold down the **OPTION** key before clicking on your selection. You will go to the next required dialog or directly to the document window. To always skip these optional dialogs, choose **Preferences** from the **File** menu. Click the 'Skip Optional Opening Dialogs' check box. You will always go from the Main Menu to the next required dialog or directly to the document window. This setting will remain in effect until you re-enter the **Preferences** dialog to change it.*

and a navigation pop-up menu in the lower-left corner. The navigation pop-up menu displays the section of the project you are working on, and allows you to easily select another section to work on.

Now it's time to fill in the placeholders in the layout. In this case, there is only one placeholder—a Headline identified by an exclamation point (!).

5. Fill in the Headline.
  - Double-click on the Headline placeholder.

The Headline dialog will appear. Notice the cursor at the upper left corner of the dialog. This is where you enter the headline text.

6. Enter the headline text.
  - Type BON VOYAGE!
  - Click **OK**.

The headline will appear on the page.



Now that you've entered your headline text, you can alter its appearance in a variety of ways. Each headline placeholder has a default setting for shape, font, and style, but these can be easily changed, using the Headline dialog.

7. Open the Headline dialog.
  - Double-click on the headline.

The Headline dialog will appear with the headline text ready to be edited.

8. Change the font to *Palatia*.
  - Open the **Font** pop-up menu.
  - Select *Palatia*.

Each font has style variations, such as bold and italic.

9. Change the style to bold.
  - Open the **Font** pop-up menu.
  - Select *PalatiaBold*.

Many different headline shapes are available. By default, the selected layout uses the *Angle Down* shape, but that can be easily changed.

10. Change the shape to *Double Arch Up*.
  - Open the **Shape** pop-up menu.
  - Select *Double Arch Up*. (You may need to scroll up the menu to see *Double Arch Up*.)

In addition to these changes, you can apply many different effects to your headline text. There are several preset styles and also a custom workshop where you can add color and styling effects to the text. Later on, you'll probably want to experiment with all the effects you can achieve (see page 33 in Chapter 4, The Basics, for more details). For now, though, simply create the headline with the changes you've made.

11. Create the headline.
  - Click **OK**.

The headline you have designed appears on the page. Now you're ready to design the rest of your card.

## CREATING THE INSIDE OF THE GREETING CARD



Now you'll create the inside of the card. Since this is a Side Fold Spread card, the entire inside area of the card will be used for the design.

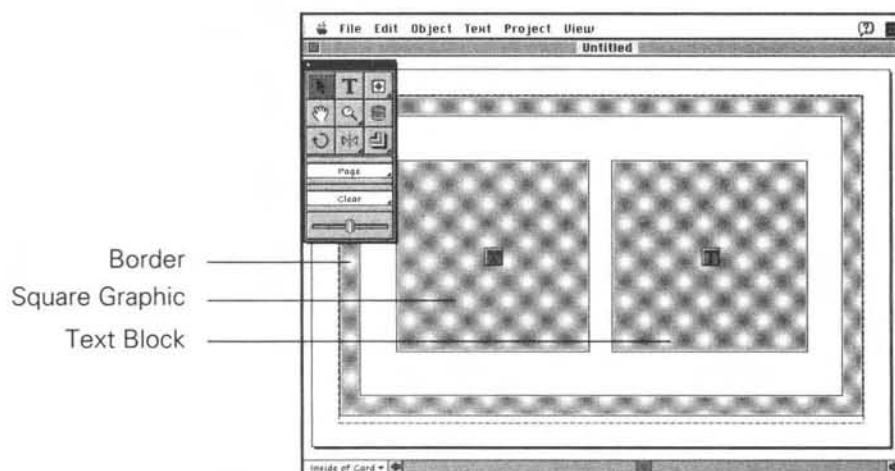
1. Go to the inside of the card.
  - Open the **Navigation** pop-up menu at the lower-left corner.
  - Select *Inside of Card*.

The Backdrop dialog will appear. For this card, we've decided to have a blank page as a backdrop for the inside of the card.

2. Select a blank page backdrop for the inside of the card.
  - Highlight *Blank Page*.
  - Click **OK** or double-click *Blank Page*.

The Layout dialog will appear. The list of layouts is larger than it would be had you chosen a backdrop. All these layouts are designed to help you produce a great-looking design for the inside of the card without the framework of a backdrop.

3. Select a layout for the inside of the card.
  - Highlight *Greeting Card 1*.
  - Click **OK** or double-click *Greeting Card 1*.



The document window will appear, and you can proceed to fill in the layout. For this layout, there are three placeholders—a border, a square graphic, and a text block.

4. Fill in the border.
  - Double-click on the border placeholder.

The Border dialog will appear. At the left is a list of available border graphics. To the right is a display area showing a section of the currently highlighted border.

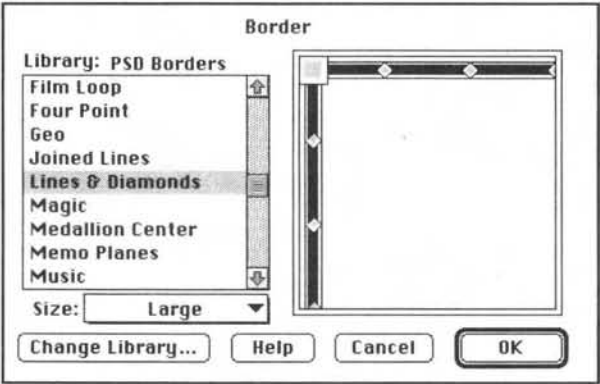
5. Select a border.
  - Highlight *Lines & Diamonds*. (You'll need to scroll down to make this selection.)

Borders come in two sizes: small and large. The default is small. To change the border size, use the **Size** menu beneath the border list.

6. Make the border large.
  - Open the **Size** pop-up menu.
  - Select *Large*.



*Tip: You can move quickly through on screen lists like the ones in the Graphic Selection dialogs in The Print Shop Deluxe. Just type the first letter of the graphic name you wish to view. The list will redraw highlighting the first entry using that letter. For example, to select the square graphic 'Cruise Ship' as suggested in the tutorial, you can type just a 'c' on the keyboard and the list will automatically scroll to 'Candy Cane' - the first graphic name in the list that starts with the letter c. 'Cruise Ship' is located just a few entries further down the list.*



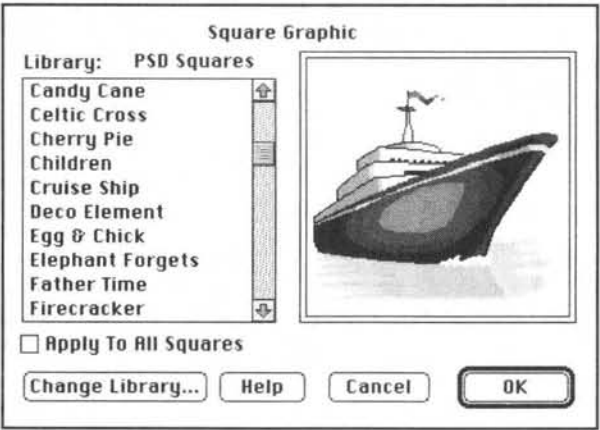
- 7. Return to the document window.
  - Click **OK**.

You will be returned to the document window. If you would like to know more about borders, see Chapter 4, The Basics, for details. For now, continue to design the inside of your card by filling in the square graphic placeholder.

- 8. Fill in the square graphic.
  - Double-click on the square graphic placeholder (identified by a picture of a bear).

The Square Graphic dialog will appear. At the left is a list of available square graphics. To the right is a display area showing the currently highlighted graphic.

- 9. Select a square graphic.
  - Click on *Cruise Ship*.
  - Click **OK**.



You will be returned to the document window. If you would like to know more about square and other-shaped graphics, see Chapter 4, The Basics, for details. For now, you're ready to fill in the text block.

10. Fill in the text block.
  - Double-click the text block placeholder identified by the letter 'T'.

The gray text block placeholder will be replaced by a white text block with a blinking cursor in the center, at the top of the text block. This is where you enter your text.

11. Enter one word of text per line.
  - Type WE'LL and press **Return**.
  - Type MISS and press **Return**.
  - Type YOU!



You can edit the text in a variety of ways using the Text menu on the menu bar and the tool palette. Text entry and editing is explained in detail in Chapter 4, The Basics. For now, however, leave the text as it is and proceed to design the back of the card. To finish editing a text block, click outside its area, or click on the **Pointer** tool on the Tool Palette.

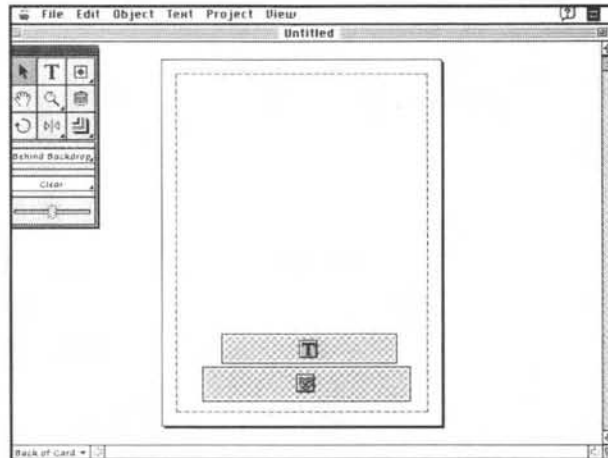
## CREATING THE BACK OF THE GREETING CARD

Now you'll design the back of the card. This is the place where you can give yourself credit for your creation.

1. Go to the back of the card.
  - Open the Navigation pop-up menu at the lower-left corner.
  - Select *Back of Card*.

The Layout dialog will appear. Backdrops are not available since the back of the card is intended primarily for credits.

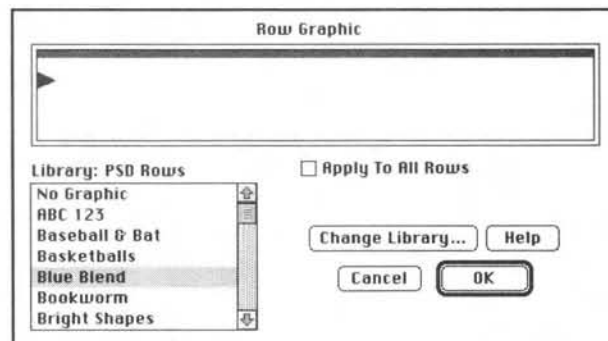
2. Select a layout.
  - Highlight *Greeting Card 1*.
  - Click **OK**.



Notice that the layout consists of a text placeholder above a row graphic placeholder at the bottom of the card.

3. Fill in the row graphic.
  - Double click on the row graphic placeholder (identified by a picture of a bear).

The Row Graphic dialog will appear. This dialog works just like the Square Graphic dialog you used when you chose a square graphic for the inside of the card.



4. Select a row graphic.
  - Highlight *Blue Blend*.
  - Click **OK** or double-click *Blue Blend*.

You will be returned to the document window.



5. Fill in the text block.
  - Double-click on the text placeholder.
  - Type **Specially created by [your name]**.

Now arrange these objects so that the text block is superimposed on the row graphic.

6. Move the text block on top of the row graphic.
  - Click the **Pointer** tool on the tool palette.
  - Position the pointer over the text block. Then drag the block on top of the row graphic.
  - Release the mouse button.



Congratulations! You've now designed a complete greeting card that you can save and print. However, you'll notice that the back of the tutorial greeting card, shown at the beginning of the Tutorial, has a few additional elements. Add them to your card now, if you want.

7. Add a border.

- Click and hold the **New Object** tool on the tool palette.  
(See below)
- Select *Border* from the sub-menu that appears.

A border placeholder will appear on the page.

8. Select a border.

- Double-click on the border placeholder. The Border dialog will appear.
- Highlight *Joined Lines*.
- Click **OK** or double-click *Joined Lines*.

9. Add a square graphic.

- Click the **New Object** tool on the tool palette.
- Select *Square Graphic* from the sub-menu that appears.

A square graphic placeholder will appear in the center of the page.

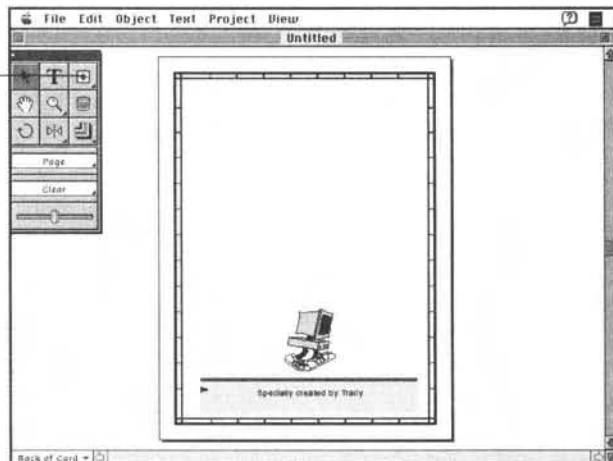
10. Move the square graphic placeholder.

- Position the pointer over the placeholder and drag it so that it is centered just above the *Blue Blend* row graphic.
- Release the mouse button.

11. Select a square graphic.

- Double click on the square graphic placeholder. The Graphic dialog will appear.
- Highlight *Running Computer*.
- Click **OK** or double-click *Running Computer*.

New Object Tool



Now the back of your card looks like the picture at the beginning of this tutorial. As you can see, adding new objects to your project is

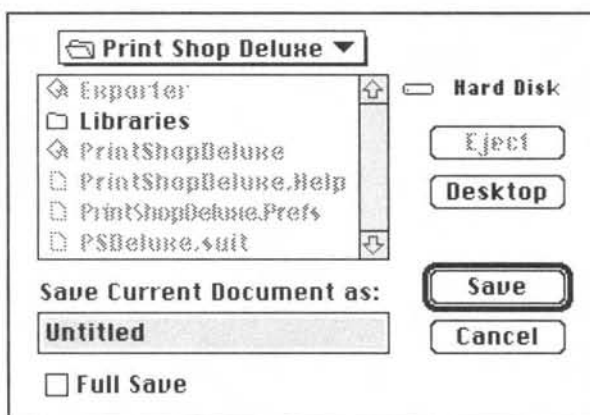
easy. In fact, you can design an entire project from scratch simply by choosing *No Layout* from the Layout dialog and then using the **New Object** tool to add whatever objects you want.

## SAVING THE CARD

Now that you've completed your card you're ready to save it.

### To save the card:

- Select **Save** from the **File** menu. The Save dialog will appear.
- Type in a name for your project.
- Click **Save**.



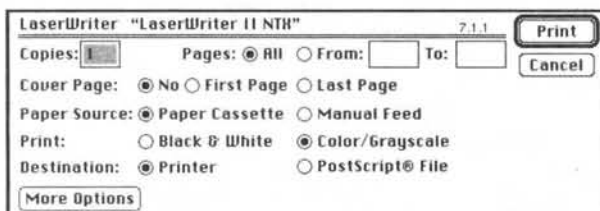
For more information on saving, see Chapter 4, The Basics.

## PRINTING THE CARD

Now you're ready to print the completed card.

### To print the card:

- Select *Page Setup* from the **File** menu.
- Verify that your settings are correct and click **OK**.
- Select *Print* from the **File** menu. The Print dialog will appear.
- Click **OK**.



Your greeting card should print out. If it does not, check to see that your printer is turned on and connected properly to your computer. If you still have problems, consult your printer manual.

*Note: Print dialogs differ in appearance and functionality depending on the type of printer selected.*

*Note: A sample greeting card has been included in The Print Shop Deluxe box to show you how to fold your greeting cards. You may want to consult this sample in order to fold the card you have just created.*

# The Basics

This chapter discusses the basic steps you'll follow to create any Print Shop Deluxe project. It tells you how to make initial selections, including choosing a project type, an orientation for the project, a backdrop, and a layout. It explains how to fill in the layout and how to design the project using the tool palette. It also explains how to save, and print your work.

For more specific information on each of The Print Shop Deluxe projects, see Chapter 6, The Projects.

## MAKING INITIAL SELECTIONS



When you start The Print Shop Deluxe, the Select a Project dialog appears. You will begin the initial selection process by choosing a project type, an orientation for the project, a backdrop, and a layout that will serve as the basis for your design. During this initial selection process only the File menu with a limited number of items, including New, Open, and Quit, is available. To go back to a previous screen, click the **Cancel** button. To return to the Select a Project dialog from the Backdrop and Layout dialogs, click the **Return to Project** menu button, or choose *New* from the **File** menu.

Once initial selections are made, the document window will appear with your project displayed. All the menus on the menu bar will become available and a tool palette will appear. You can then proceed to fill in the layout or add new elements. You can use the tool palette and the menus to modify the design of your project.

## Getting Help

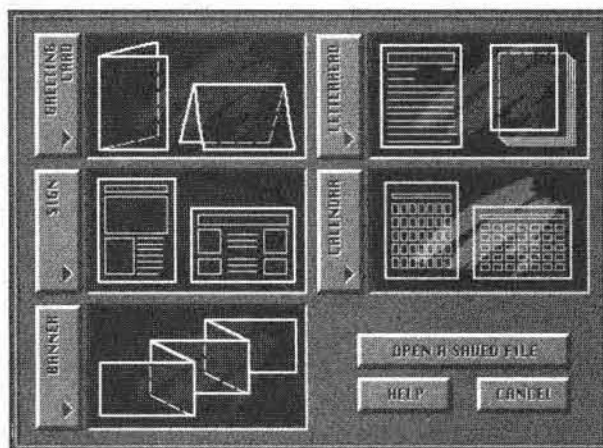


Help is always available from within The Print Shop Deluxe. To select from a list of help topics, click the **Help** button when it's available or select 'Help' from the Apple menu. If you are using System 7, additional help is available by clicking on the Balloon Help icon on the menu bar and selecting 'Show Balloons'. This will activate brief descriptions of onscreen objects when your mouse passes over them.

## SELECTING A PROJECT

The projects you can make with The Print Shop Deluxe are shown in the Select a Project dialog which appears when you start the program. The projects are: *Greeting Cards*, *Signs*, *Banners*, *Letterhead* and *Calendars*. The Select a Project dialog also lets you open a saved project.





### To start a new project

- Click the button for the project you want.

### To open a saved project

- Click **Open a Saved File**, or choose *Open* from the **File** menu.
- Choose the file that you want from the list in the dialog.

## SELECTING AN ORIENTATION

After you select a project your choices will vary. In Sign and Banner Projects, you must select a page orientation.

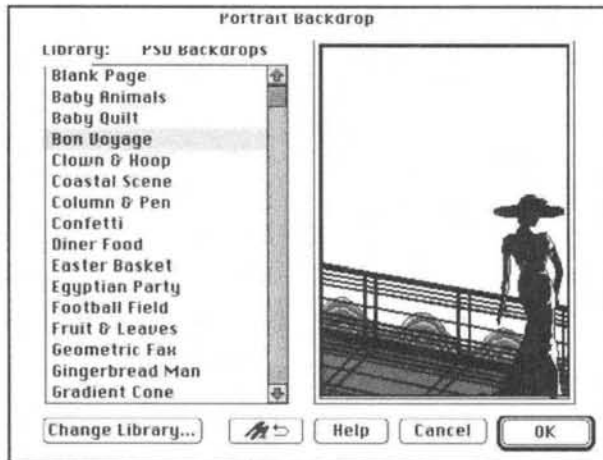
### To select an orientation

- Click the button for the orientation you want.

For Greeting Cards you will select a style. For Letterhead you will select a size. For Calendars, you will make a number of further choices. For complete information on orientation and other specifications for each project, see Chapter 6, *The Projects*.

## SELECTING A BACKDROP

When you have selected a project and an orientation or style, the **Backdrop** dialog will appear. The Backdrop dialog lists backdrops contained in the current library. The name of the library appears above the list. The currently highlighted backdrop is shown in the display area to the right of the list.



*Tip: If you are using a grayscale monitor, be sure to choose '256 Grays' in the Control Panel. This will insure that all of the interface features are correctly displayed onscreen.*

*Tip: You can move quickly through onscreen lists like the ones in the Graphic Selection dialogs in The Print Shop Deluxe. Just type the first letter of the graphic name you wish to view. The list will redraw, highlighting the first entry using that letter. For example, to select the square graphic 'Cruise Ship' as suggested in the tutorial, you can type just a 'c' on the keyboard and the list will automatically scroll to 'Candy Cane' - the first graphic name in the list that starts with the letter c. 'Cruise Ship' is located just a few entries further down the list.*

Beautifully designed backdrops are one of the most exciting features of The Print Shop Deluxe. The backdrops convey visual messages and allow space for text and additional graphics. Especially created for each project type, some backdrops are complete works of art, others are more generalized designs, while still others are attractive tiled patterns. The backdrops work in conjunction with layouts that provide spaces for graphics and text. You will see layouts for the backdrop you have chosen when you proceed to the next step (Selecting a Layout).

*Note: If you have a color monitor and a monochrome printer, you may want to work in grayscale or black and white on screen so that you can see your project as it will look when printed. To change color settings, use the Control Panel listed under the Apple menu. (From within The Print Shop Deluxe, the Apple menu is available when you are in the Document window.) For details on using the Control Panel to change colors, see your Macintosh Reference manual.*

### To select a backdrop

- Highlight the backdrop you want.

To get a backdrop from another library, click the **Change Library** button. Select the library that you want from the list that appears.

Choose *No Backdrop* if you do not want a backdrop for your project or if you want a solid-color page. You'll have a chance to choose a color for the page when the tool palette and menus appear.

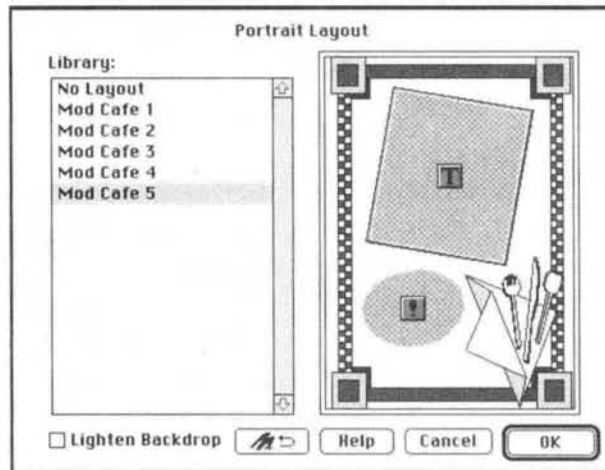
- Click **OK** or double-click on the backdrop name.

*Note: You do not have to wait for a backdrop or any other design element to finish drawing before going on. You can always*

*interrupt the drawing process by making another selection or clicking one of the buttons in the dialog.*

## SELECTING A LAYOUT

After you select a backdrop, the Layout dialog will appear. A list of available layouts is at the left of the screen. The highlighted layout, superimposed on the backdrop, is shown in the display area at the right.

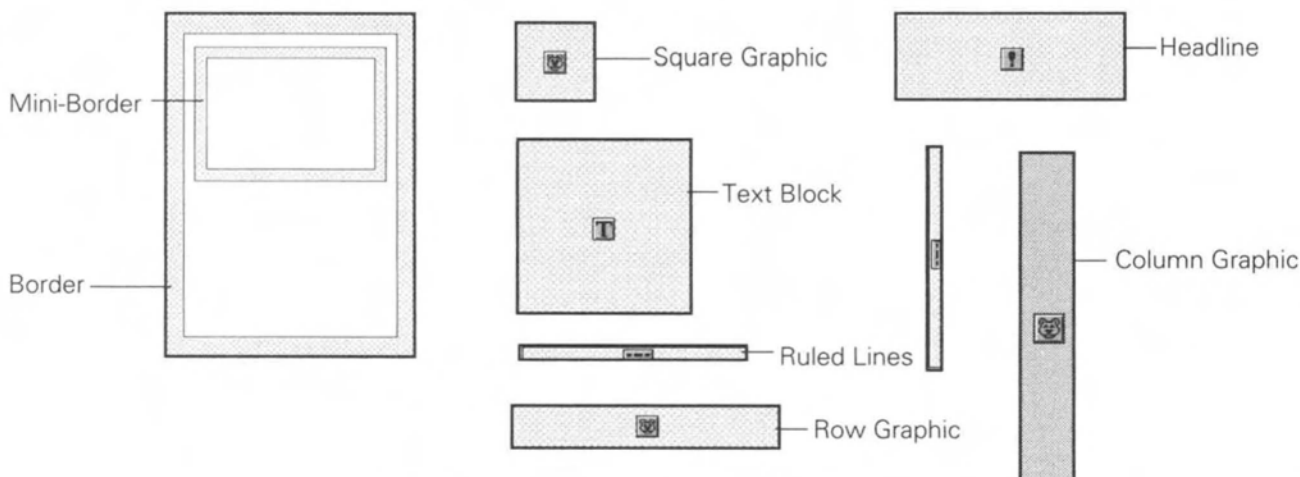


## What Is a Layout?

A layout makes designing your project easy. Created by professional designers, Print Shop Deluxe layouts provide spaces for graphics and text. The spaces are represented by gray object placeholders. These are arranged in various combinations and configurations designed to work well with the selected backdrop. All you need to do to produce an attractive, effective, and professional-looking design is to fill in the object placeholders with graphics and text of your choice.

Once you have filled in the objects in the layout, you can use the tools and menus to modify them in a variety of ways, including scaling, resizing, moving, rotating, flipping, framing, and coloring. You can also add objects or delete objects from the layout.

The graphic and text objects included in layouts are: Square, Row, and Column Graphics, Text Blocks, Headlines, Horizontal and Vertical Ruled Lines, Mini-Borders, and Borders. An icon tells what each object placeholder represents. Borders and Mini-Borders have no icons since their identity is apparent from their shape.



### Which layouts will you see?

The layouts you will see depend on the backdrop you have chosen. If you have chosen a tiled pattern or no backdrop for your project, you will see The Print Shop Deluxe's entire list of generic layouts for the current project. But if you have chosen a more specifically designed backdrop you will see only those layouts that work well with that selection. For some backdrops the list may be as short as one or two layouts. To see the entire list of layouts, no matter what backdrop you've chosen, you can lighten the backdrop. When you do this, the backdrop will fade to 40% of its original color and the entire list of generic layouts will appear, just as it would if you had chosen no backdrop.

### To lighten the backdrop

- Check the **Lighten Backdrop** box. The backdrop will be lightened and the entire selection of layouts will become available.
- To return to full color strength, click the **Lighten Backdrop** box again.

### To select a layout

- Highlight the layout you want. The highlighted layout will appear in the display area superimposed on the backdrop.

Choose *No Layout* if you do not want to use one of the pre-designed layouts for your project. If you choose *No Layout* you can use the tools and menus to add objects to your project, thus creating your own layout.

**Note:** The **No Layout** option is not available for *Banner* and *Calendar* projects.

- Click **OK** or double-click the layout name.

## FILLING IN THE LAYOUT

*Tip: It is not necessary to fill in every placeholder in a layout. If you leave some blank, the program will ignore them when you print the project. The blank placeholders will be saved when you save your project though, so you can come back later and fill them in if you want to.*

When you have made all your initial selections, your project will be displayed in The Print Shop Deluxe's document window and the tool palette will appear. You are now ready to complete your project. If you have selected a layout, you can do this quickly and easily by simply filling in the layout with graphic objects and text of your choice. If you want to spend more time, you can go back and modify your design, using whatever tools and menus you need. Or if you prefer, you can modify, add, and edit as you go.

For complete information on using the tool palette and menus and carrying out design operations, see Tool Palette, page 41, Menus, page 60, and Design Operations, page 45.

### To fill in the layout

- Double-click on the placeholder for the object you want to fill in. The appropriate dialog or edit mode will be displayed.

For information on each of the Print Shop Deluxe's graphic and text objects and how to fill them in, see Design Elements, below.

## DESIGN ELEMENTS

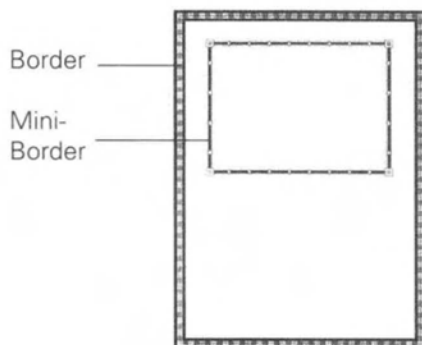
The Print Shop Deluxe contains many different design elements to use in your projects. These include: Square, Row, and Column graphics. Text Blocks, Headlines, Ruled Lines, Mini-Borders, and Borders. The layouts use these elements in various combinations and configurations. You can also add them to your projects yourself by using the **New Object** tool or selecting *Add* from the **Object** menu. In fact, using a layout is not required, except for Calendars and Banners. If you prefer, you can build a project from scratch simply by adding design elements to a blank page.



— Square Graphic

HEADLINE

— Headline



This is a text block. Type your message here.

— Text Block



— Ruled Lines



— Row Graphic



— Column Graph

Each design element has its own selection dialog. The dialogs for Square, Column and Row graphics, and for Borders and Mini-Borders, work in very similar ways. The Headline dialog allows for text entry, editing and customization. Text for text blocks is entered directly on the project in the document window and is styled via the **Text** menu.

### Square, Row and Column Graphics



Row



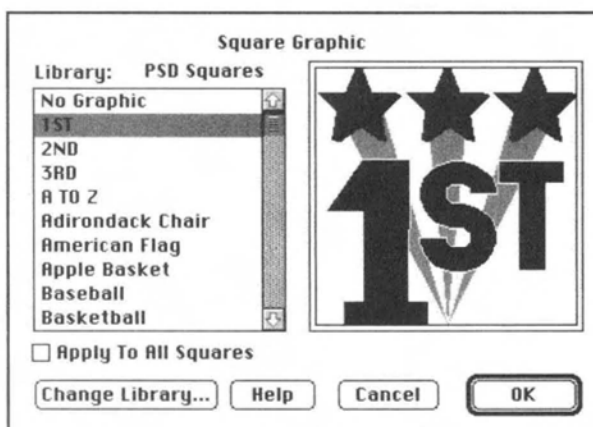
Square



Column

The Print Shop Deluxe provides a large and varied selection of graphics suitable for many occasions and needs. All of these graphics are fully scalable, which means they can be made larger or smaller, stretched or squeezed with no loss of quality. Square graphics fit within a square graphic box. Column and Row graphics fit within a rectangular box. Column graphics have a vertical orientation. Row graphics have a horizontal orientation.

To fill in one of these graphic elements, simply double-click on the placeholder. The appropriate graphic dialog will appear.



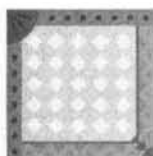
On the left side of the graphic dialog is a list of graphics available from the currently open graphics library, named above. (If you wish to change the library, click on the **Change Library** button and then choose the library you want.) On the right is a display area showing the currently highlighted graphic.

Below the list of graphics is an **Apply to All** checkbox (Squares, Columns or Rows). To have the selected graphic fill all the same type graphic placeholders on your project, check the box. This is a quick way to fill in several placeholders at once, provided, of course, that you want the same graphic for all.

### To select a graphic

- Highlight the graphic you want.
- Click **OK** or double-click on the graphic name.

You will be returned to the document window. The placeholder will be replaced by the graphic you selected.



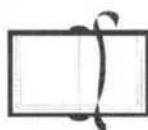
Initial Caps



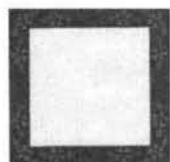
nce upon a time, there  
was a beautiful princess named



Calendar Graphics



Accessories



Frames

**Note:** There are several special types of square graphics:

#### Initial Caps

*Initial Caps are decorative graphics that can be used as a background for a single capital letter, making a dramatic effect in the first line of your document. All you have to do is scale the graphic to the size you want, add a text or headline block on top of the Initial Cap graphic, and place a single letter in it.*

#### Calendar Icons, Symbols, and Icons

*These are all simple monochrome graphics that are designed to render quickly and reproduce well in small sizes. Calendar Icons are well suited for your calendar projects but can be used anywhere. All of these graphics have simple designs that can make a dramatic effect, and since they're monochrome, you can set their color to anything you like.*

#### Frames

*Frames are an exciting new addition to The Print Shop Deluxe. You can select a frame and place it over an existing graphic or photo to create wonderful effects. It will probably be necessary to resize the frame so that it fits over the graphic you wish to frame. Check the section on scaling and stretching graphics on page 49 if you need a refresher on how to resize square graphics. Frames are just a special type of square graphic.*

#### Accessories

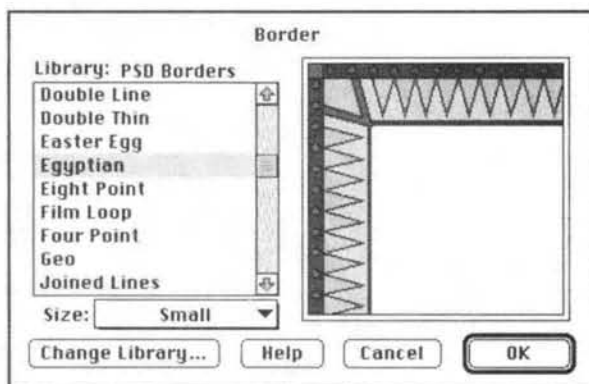
*This library of graphics contains many items which can be used to accentuate and enhance your projects or other graphics. Add a hat and glasses to an imported photo, place a speech bubble next to a graphic and then place a text block or headline within the speech bubble to create a nice effect. Be creative!*



## Borders and Mini-Borders

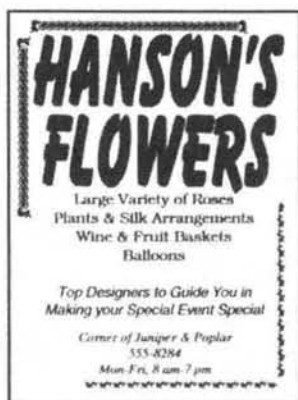
The Print Shop Deluxe contains two types of decorative borders: borders and mini-borders. Borders come in small and large widths and always occupy the outside edges of a project; they cannot be moved, scaled or stretched. Mini-Borders are decorative borders that can appear anywhere on a project. They can be rotated, scaled and stretched, and come in small and large widths. They are often used to frame graphics or text blocks.

To fill in a border or mini-border, simply double-click on its placeholder. The Border or Mini-Border dialog will appear.



As with the graphic dialogs, available borders or mini-borders are listed on the left. The currently highlighted border or mini-border is shown in the display area to the right. (To change libraries, click on the **Change Library** button, open the Libraries folder if it's not already open, and then choose the library you want.)

The size of the border or mini-border can be small or large. Large borders are wider than small borders. To change the size, click on the **Size** menu below the list of borders and choose *Small* or *Large*.



*Tip: Use horizontal and vertical ruled lines to create a decorative partial border for the corner of a page.*

## Horizontal and Vertical Ruled Lines

Ruled lines are straight line graphics. They are generally used to separate sections of a design or to add decorative touches. A varied selection of ruled lines—some businesslike, some elegant, some whimsical—is available for your projects.

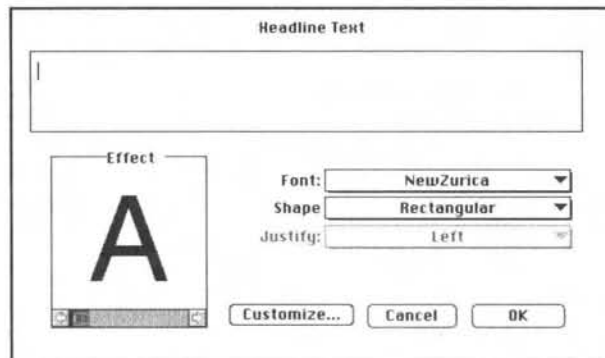
To fill in a ruled line, simply double-click on its placeholder. The Ruled Line dialog will appear. This dialog works the same as the Graphics and Border dialogs. Note that the list of available Ruled Lines is the same for both horizontal and vertical orientations. The only difference is their orientation. Ruled lines may be resized in length only (not width).



## Headlines

Headlines are one of the most striking features of The Print Shop Deluxe. They consist of one or two lines of shaped and styled text filling the entire text block. Headline text can be shaped, styled, and colored in a variety of ways to create dramatic, eye-catching headline effects.

To fill in a headline, double-click on the headline placeholder. The Headline Text dialog will appear. The Headline Text dialog consists of a text entry area, a library of styling effects, and pop-up menus from which you can select font, shape, and if you have two lines of text entered, justification.



### Entering headline text

Type in text at the cursor in the text entry area. To enter two lines of text, type in the first line, press **Return**, and type in the second line.

To delete text, position the cursor to the right or left of the text and drag to highlight it. Press the Backspace or delete key to delete the highlighted text. Or if you prefer, position the cursor to the right of the text and use the Backspace or delete key to delete the text one character at a time.

### Changing headline text attributes

To change attributes of the headline text, open the menu for the attribute you want to change and select the setting you want.

#### **Font**

The Font list lets you select a single font for your headline. Headlines in layouts have a default font already selected, but you can change it if you prefer. To change the current font, click on the **Font** pop-up menu and

choose the font you want. The capital letter "A" from the selected font will be displayed in the Effect box at the left of the screen.



### Shape

The Print Shop Deluxe has many different and exciting shapes for headlines. To change the current shape, click on the **Shape** menu. A list of available shapes will appear. A small graphic gives you an idea of how each shape looks. Choose the one you want. To get a better idea of how each shape looks, consult *The Print Shop Deluxe Graphics Reference Booklet*.

### Justify

If your headline has two lines of text, the **Justify** menu lets you change the justification for the shorter of the two lines. The choices are *Left*, *Center*, *Right*, or *Full*. If you choose *Full*, the shorter line will be sized so that it reaches from the left to right points of the longer line. If your headline is only one line, the **Justify** menu will be grayed out.

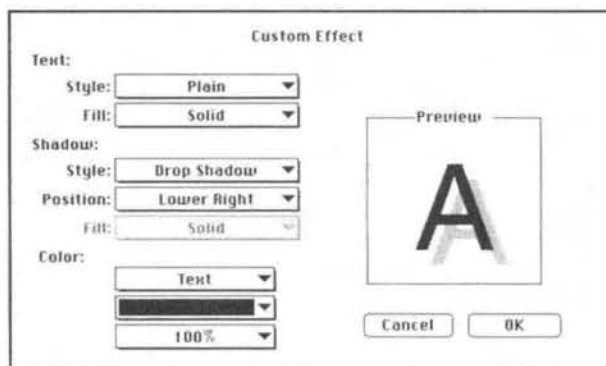
### Effect

The Print Shop Deluxe lets you create dramatically styled effects for your headline, such as adding block shadows or color blends. You can select a styling effect from a library of twenty-five pre-designed effects. You can then customize the effect if you want. To select a styling effect, click and drag the scroll bar beneath the Effect display area to scroll through the Effect library. Or click once on the arrow keys beside the scroll bar to move forward and backward slowly until you find the effect you want.

The very last selection in the Effect library will reflect your most current settings. This is a custom effect that will remain available until you quit The Print Shop Deluxe, or until you design a new custom effect.

### Customizing a headline effect

You can customize any of the styling effects in the Effect library. To customize an effect, click the **Customize** button. The **Custom Effect** dialog will appear, with the current effect displayed in the preview box to the right.



Use the **Text**, **Shadow**, and **Color** menus in the dialog to apply customizing effects. When you are done customizing, click **OK** to return to the Headline dialog. All the effects you have chosen will appear in the Effect Preview, and they will be applied to the headline in your document.

### **Text Options**

#### **Style**

The **Style** menu sets the outlining style of the text. The choices are *Plain* (no outline), *Thin Outline*, *Thick Outline*, or *Highlighted*. Highlighted places a thin outline around the text and a white highlight within the text.

No  
Outline

*Plain:* No outline around text.

Thin  
Outline

*Thin Outline:* Thin outline around text.

Thick  
Outline

*Thick Outline:* Thick outline around text.

## Highlight Outline

*Highlight:* Thin outline around text; white highlight between the text and the outline. The highlight will always be white.

### **Fill**

Refers to the way the text is filled in with color. The choices are *Solid*, *Blend Across*, *Blend Down*, *Double Blend*, or *Radiant Blend*.

## SOLID STYLE

*Solid:* No blend (text color)

## BLEND ACROSS

*Blend Across:* Blends from left (Text color) to right (Text Blend color)

## BLEND DOWN

*Blend Down:* Blends from top (Text color) to bottom (Text Blend color)

## DOUBLE BLEND

*Double Blend:* Blends from top and bottom (Text color) to middle (Text Blend color)

## RADIANT BLEND

*Radiant Blend:* Radiates from center (Text Blend color) to outer edges (Text color)

*Tip: Remember that you can change the way the blend looks by reversing your text and text blend choices. For example, if you have selected a Blend Across style for your text and are using the default colors (black for text, white for text blend), the text will blend across from black to white. If you want it to blend across from white to black, simply change the color choices. Make the text white and the text blend black.*

Black to white

White to black

Drop Shadow  
Lower Right

Block Shadow  
Upper Right

## Shadow Options

### Style

Refers to the type of shadow behind the text: *No Shadow*, *Drop Shadow*, *Block Shadow*, or *Silhouette*. *Silhouette* puts a panel behind the text in the same shape as the text.

### Position

Determines the position of a drop or block shadow. Choose: *Lower Right*, *Upper Right*, *Upper Left*, or *Lower Left*.

### Fill

Refers to the way a Silhouette shadow is filled in with color. Choose: *Solid*, *Blend Across*, *Blend Down*, *Double Blend*, or *Radiant Blend*. These are the same fill effects as for text, shown above.

### Color

Lets you choose colors and shading for various elements of the headline fill, shadow, and outline. The first pop-up menu lets you choose the area you want to color. Areas that do not apply to the current headline will be grayed out. Once you have chosen the area you want to color, open the color menu. Choose the color you want from the color chart or list that appears. Choose a shading percentage from the last, or bottom, pop-up menu.

### Text

For solid text or the first color in text blends.

### Text Blend

For the second color in text blends.

### Outline

For the text outline.

### Shadow

For solid shadows or the first color in silhouette shadow blends.

### Shadow Blend

For the second color in silhouette shadow blends.

## Creating the headline

When the headline is the way you want it, click **OK**. You will be returned to the Headline Text dialog. Click **OK** from this dialog and you will be returned to the document window. The headline will appear on your project just as you have designed it.

## Text Blocks

Text Blocks are spaces where text can be entered. The text can be modified for the entire block or on a character-by-character basis, using different fonts, styles, sizes and colors. The amount of text you can enter in a block depends on the text size and the size of the block. The entire block can be resized to accommodate more text. A text block that is part of a layout has attributes such as font, size, and style already set. But you can easily change any text attributes by using the Text menu and the tool palette.

### Entering text in a text block

To enter text, double-click on the text block placeholder. The text block will become white with a flashing cursor in the upper-left corner. The **Text** tool on the tool palette will become active. (Note that if the text block placeholder is at an angle, the text block will rotate to an upright position while you enter text and return to its original position when you are finished.)

Type in text at the cursor. If you make a typing mistake, use the **Backspace** key to delete incorrect characters to the left of the cursor. Or highlight the text you want to delete by dragging and then press the **Backspace** key, or click on the **Delete** tool on the tool palette to remove the highlighted text.

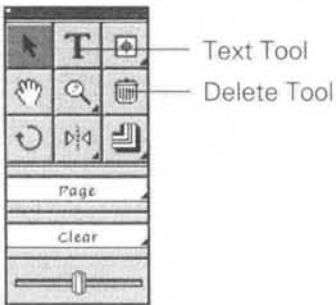
If the text overflows the text block, you will hear a single beep. You can keep on typing even though you cannot see the overflow text. Later you can change the text size or resize the block until all the text you have typed can be seen. Or if you prefer, you can interrupt your typing, change the text size or resize the block with the **Pointer** tool, and then continue with text entry. For information on resizing objects, including text blocks, see page 49.

### Changing text attributes

You can change text attributes for all of the text in the text block, or for selected portions of text.

#### To change attributes for all of the text

With the Text Block selected, open the **Text** menu on the menu bar at

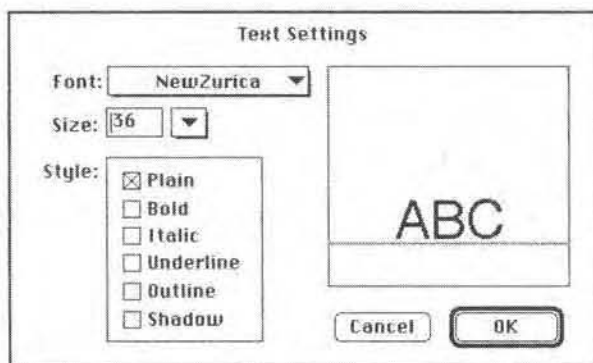


Text Tool

Delete Tool

*Tip: Text that exceeds the size of the block will not be shown. Resize your text block to see the text.*

the top of the screen. Select *Text Settings*. Use the Text Settings dialog to change the font, size, and style of the text. The attributes you select are shown on the capital ABC letters in the display area. When you are done selecting attributes, click **OK**.



You can also change the justification and the placement of the text within the text block. Simply click on the **Text** menu and select *Justification* or *Placement*. Make your choices from the menu that appears.

### To change attributes for selected text

Select the portion of text you want to change by positioning the cursor to the right or left of the text and dragging to highlight it (to highlight a single word, double-click on it). Open the **Text** menu and select the attribute—*Font*, *Style*, or *Size*—you want to change. Your changes will apply to the selected text only.

#### Text attributes

##### Font

The Print Shop Deluxe comes with thirty TrueType fonts and they will appear in the font menu. If you have TrueType fonts from other sources, or if you are using Type 1 fonts, they will also appear in the font menu. Choose the font you want to use.

*Note: If you are using Type 1 fonts, but you are not using ATM®, version 2.0 or a later version, the Type 1 fonts may be poorly displayed onscreen. However they will look fine in your printout.*

##### Style

You can apply one or more styles to your text. Style choices are: *Plain*, *Bold*, *Italic*, *Underline*, *Outline* and *Shadow*.

You can use  
**MANY**  
*different fonts*  
in a **TEXT**  
**BLOCK.**

**Heather**  
**SCRIBBLE**  
**STEAMER**  
*Signature*

This is text at 9 points

This is text  
at 18 points

This is text  
at 24 points

*Tip: Changing the text size is one way of making all the text you have typed fit in the text block. Use standard sizes (extra small to extra large) or change the size in smaller increments by selecting "Other" and typing in the point size you want.*

### Size

Sizes are expressed in points, a standard type measurement (one point equals 1/72 inch). Choose sizes ranging from *Extra Small* to *Extra Large*. The sizes have been defined to work well and vary with each project. The actual point size is shown on the left. You can increase or decrease the size one point at a time by choosing *Smaller* or *Larger*. Or choose *Other...* and type in any point size you want. If the number you type is too small or too large for the project you're working on, you will be given a message with the range of sizes you can use - from 9 to 144 points.

### Justification

You can change the justification of all of the text. To change the justification, select *Justification* from the **Text** menu and choose the justification you want. Justification choices are: *Left*, *Center*, *Right* or *Full*. If you choose *Full*, the text will be spaced so that it reaches from the left to the right margin of the text block. Note that if you choose *Full*, you will not see the justification rendered on the text until you click outside the text block. Justification settings apply to the entire Text Block, not just selected text.

### Placement

Placement allows you to change the vertical position of the text within the text block. Placement choices are: *Top*, *Center*, *Bottom* or *Full*. If you choose *Full*, the lines will be spread out from the top to the bottom margin of the text block. Full placement will not be rendered on the text until you click outside the text block.

### Changing text color

You can change the color of the text by using the **Color Bar** on the **Tool Palette** (see Tool Palette illustration below). If you select a color before you start typing, all the text that you type will be in that color. To change the color of text you have already entered, you must first highlight the text you want to change, select 'Text' in the **Item Selector Bar** above the **Color Bar** and then choose a color. To choose a color, simply click and hold on the color bar and select a color from the color palette or list that appears. Color is a great way to make your text look exciting. You can color individual words and phrases, or even individual letters.

### Resizing the text block

If the amount of text you have entered is too large or too small for the text block and you don't want to change the text size, you can simply resize the entire block. To resize the block, click on the **Pointer** tool on the **Tool Palette**. Then grab one of the handles on the text block and drag to resize. When the block is the size you want it to be, release the mouse button.



## IMPORTING GRAPHICS

*Tip: You may want to use the Scrapbook when copying and pasting graphics. Placing graphics in the Scrapbook makes them available for future use with either The Print Shop Deluxe or other applications.*

The Print Shop Deluxe now has the ability to import both EPSF and PICT file types. Use the 'Import...' command under the File menu to select the graphic you want to bring into The Print Shop Deluxe. Click the appropriate button to specify whether you want an EPSF or PICT file, then choose the file you want to import.

EPSF files consist of the PostScript code describing the image for the printer and, most often, a 'preview' image for display on the screen. If the EPSF file contains a displayable preview (PICT), it will be displayed on the screen. If the EPSF file does not contain a displayable image, a placeholder will be shown on screen. If you see the placeholder, don't worry - your image is there and will print out fine to a PostScript printer.

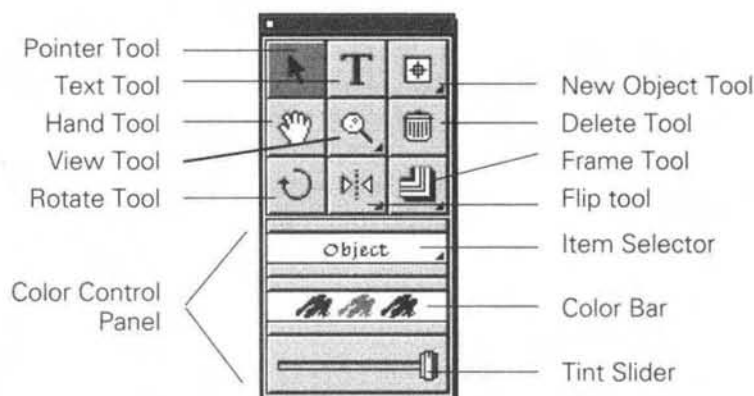
Both EPSF and PICT objects can be dragged, scaled, rotated 90°, cut/copied/pasted, flipped horizontally and/or vertically, framed, locked, ordered, deleted, and have color added behind them.

Please note that EPSF files are saved by reference only. The displayable image is retained with the saved file but the PostScript code is not. After you have saved a file containing an EPSF image and reopen it, you'll need to have the original graphic available on your system in order for the PostScript code to be referenced for printing. The PICT image contained in the EPSF file will always be displayed and saved with the file.

If an attempt is made to print a file containing an EPSF graphic to a non-PostScript printer, the PICT portion of the image will be printed. If there is no PICT preview in the file, will be printed for the EPSF object.

## TOOL PALETTE

The **Tool Palette** contains nine tools and a color control panel. You can use these tools, as well as The Print Shop Deluxe menus, to modify, add to, and edit your design in many different ways. All of your work will be done in the document window. Your changes will appear as you make them so you'll be able to evaluate your design as you go, fine tuning it until it's exactly the way you want it to be.



Select a tool by clicking on it. Some of the tools work like conventional cursor-mode tools that you may be familiar with from other programs. These include the **Pointer**, **Text**, **Hand** and **Rotate** tools. When you select these tools, the cursor changes. The tool remains active until another cursor-mode tool is selected. Other tools give you convenient access to menu commands. These include the **New Object**, **View**, **Flip** and **Frame** tools. When you select any of these tools a menu appears from which you can make choices. The **Delete Object** tool deletes selected objects from your project. You can use the drag bar at the top of the **Tool Palette** to move it to a more convenient location on the screen. To make the **Tool Palette** disappear, click the close box in the upper left corner of the palette or select *Hide Tools* from the **View** menu. To make the palette reappear, select *Show Tools*.



### Pointer Tool

The **Pointer** tool lets you select, move, and resize objects. To select an object, click on it. Handles will appear at the corners of the object to indicate it is selected. To select additional objects, hold down the **Shift** key while you click on the additional objects. To move an object, click on the object and drag it to its new location. To resize an object, drag one of the handles. If the object is a square, row, or column graphic, a horizontal or vertical ruled line, or a mini-border, the aspect ratio of the object will be maintained. To resize one of these objects without maintaining the aspect ratio, hold down the **Option** key as you drag. If the object is a headline or text block, holding down the **Option** key as you drag maintains the aspect ratio. Borders and backdrops cannot be resized.



### Text Tool

The **Text** tool lets you create text blocks, enter text, and select text to edit. To create a new text block, position the text cursor where you want the upper-left corner of the text block to be and drag. You can enter text immediately in the newly created block. To enter text in an existing block, double-click the block to change to edit mode and then enter text. To select text to edit, position the cursor and drag to highlight the text you want. Use the **Text** menu to change the attributes of the selected text, including font, style, size, justification, and placement. Use the **Color Bar** on the **Tool Palette** to change the color of the text. To de-select text, click anywhere on the text block. Note that if you are entering or editing text in a block that has been rotated, the block will return to a horizontal position while you work on the text. When you are done, the rotation will be restored automatically. Likewise, if the text block is behind another object, it will be brought to the front while you work on the text and restored to its original position when you are done.



### New Object Tool

The **New Object** tool lets you add new objects to your project. When you select this tool, an **Object** menu will appear. The choices are *Square Graphic*, *Row Graphic*, *Column Graphic*, *Text Block*, *Headline*, *Horizontal Ruled Line*, *Vertical Ruled Line*, *Mini-Border*, and *Border*. Highlight the one you want. A placeholder for the object will appear on your project (usually in the middle of the page.) You can move the placeholder by clicking on it and dragging, and you can resize it by clicking and dragging one of its handles. Double-click the placeholder to select a graphic or enter text. You can also add a new object by selecting *Add* from the **Object** menu.

If you hold down the **Option** key when you select the **New Object** tool, the behavior of the tool changes. In this case, no placeholder appears on the project. Instead, a new object cursor appears. Drag the cursor to create a placeholder for the type of object you selected. Make the placeholder as large or as small as you want. When you are done, create additional placeholders of the same type by positioning the cursor and dragging. If you want to create a placeholder for another type of object, hold down the **Option** key and select the new object tool again and choose the object type you want. Using the new object tool in this way allows you to place and size multiple new objects of the same type with one action.



### Hand Tool

The **Hand** tool lets you move your project around within the window. To use the hand tool, position the hand on the project and drag. Using the hand tool is the same as using the scroll bars.



### View Tool

The **View** tool lets you change your view of the project by zooming in or out. When you select this tool, a menu will appear. Choose *Zoom In* or *Zoom Out* or one of the specific zoom commands. *Fit in Window* is the default for most projects. It shows your project at a size that fits in the document window. *Actual Size* shows the project at the size it will be when printed out. *25%* is one-quarter actual size, *50%* is half actual size, *150%* is one and a half times actual size. *200%* is twice actual size. The zoom commands are available from the **View** menu as well.



### Delete Tool

The **Delete** tool lets you delete a selected object. If you change your mind and want the object back, select *Undo* from the **Edit** menu. You can also delete objects by selecting *Clear* from the **Edit** menu or by pressing the **Delete** key.



### Rotate Tool

The **Rotate** tool lets you freely rotate selected objects. To perform a free rotation, click on a corner of the selected object and drag in either a clockwise or counter-clockwise direction until the object is the way you want it to be. Rotate additional objects by first clicking the object to select it and then dragging as before. If you want to rotate an object by a specific number of degrees you can do so by selecting *Rotate* from the **Object** menu. A dialog will appear in which you can type or select the specific rotation you want.



### Flip Tool

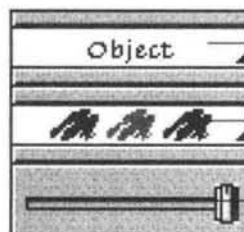
The **Flip** tool lets you flip a selected graphic object (excepting borders and mini-borders) horizontally, vertically or both. When you select this tool, a menu will appear. Choose: *Horizontal*, *Vertical*, or *Both*. You can also flip an object by selecting *Flip* from the **Object** menu.



### Frame Tool

The **Frame** tool lets you place a frame around a selected object. When you select this tool, a menu will appear. The choices are *None*, *Thin Line*, *Thick Line*, *Double Line*, or *Drop Shadow*. The current setting of the selected object is indicated by a check mark. If a number of objects with different frame settings are selected, no check mark will appear. You can also frame an object by selecting *Frame* from the **Object** menu.

### Color Control Panel



Item Selector

Color Bar

Tint Slider

The **Color Control Panel** lets you choose colors for various parts of the design. Select the object you want to color by clicking on it with the pointer tool. Then click and hold on the **Item Selector** and choose an area to color from the menu that appears. The choices are: *Object (or Text)*, *Behind the Object (or Text)*, *Frame*, *Backdrop*, and *Page*. If no object is currently selected, then only *Page* and *Backdrop* (if one has been selected) are available. The current color for the selected location is shown in the **Color Bar**. Multi-colored objects are represented by three color splashes or the words "multi-colored" if you're working in a non-color mode. The color of multi-colored objects cannot be changed. To choose a different color for the selected object, click the **Color Bar** and select a color from the color palette or list that appears. Drag the **Tint Slider** to change the shading percentage of the current color. The **Tint Slider** moves in 10% increments. Although you cannot change the color of a multi-colored object, you can use the **Tint Slider** to change its shading percentage.

### MENUS

The Print Shop Deluxe has six menus, in addition to the **Apple** menu, that work in the standard Macintosh way. You pull down a menu to see its list of commands or items, then select the command or item you want. Items that are not currently available are grayed-out. Keyboard

command equivalents are shown next to the menu commands. An ellipsis (three dots) following a menu item indicates that when you select that item a dialog box with options will appear. An arrow following a menu item indicates that a submenu will appear.

For more detailed information, see Chapter 5, The Menus.

## DESIGN OPERATIONS

You can perform all sorts of design operations on the objects in your layout using the tools and menus. You can add, move, and delete objects. You can add shadows, frames, and colors. You can scale and resize, rotate and flip, duplicate, and change the order and the alignment of the objects. You'll do all your work in the document window and see the results of your changes instantly. This allows you to experiment, trying out this or that until you come up with a design that pleases you.

If you plan to do a lot of tinkering with the design, you may want to save your project before you begin. That way, if your experimentation leads to confusion, you'll be able to get the original project back, by using the **Revert to Saved** option on the **File** menu, and start over. For details on saving your project, see page 54.

### Selecting objects

Before performing a design operation you must select the object or objects you want to change. You can select one, several, or all of the objects in the design. The changes you make will apply to whatever objects are selected.

#### To select a single object

Use the **Pointer** tool to click on the object. Solid black handles will appear at each corner of the object. If the handles appear hollow, the item is locked and cannot be changed until it is unlocked. The handles tell you that the object is selected. To de-select the object, click elsewhere on the design. To move from one object to another from the keyboard, use the **Tab** key.

#### To select additional objects

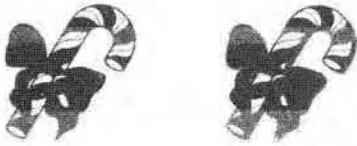
Hold down the **Shift** key as you click each additional object. To de-select the objects, click elsewhere on the design. To de-select only one of a group of selected objects, hold down the Shift key while you click on it again.

#### To select all of the objects in the design

Select *Select All* from the **Edit** menu or press **⌘A**. To de-select the objects, click elsewhere on the design. (*Select All* does not affect the current backdrop.)

## ADDING SHADOWS AND FRAMES

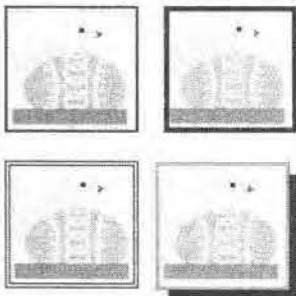
You can change the look of the objects in your design without altering the basic layout, by adding shadows and frames.



### Adding Shadows to Graphics

You can add shadows to square, row, and column graphics. The shadow falls behind the graphic itself, not behind the graphic box. Note that not all graphics look good with shadows added. Some already have shadows as part of their design, others are made up of so many small elements that a shadow may be confusing. Experiment to see whether a shadow enhances or detracts from the graphic you've chosen.

To add a shadow to a graphic, select the graphic then choose *Shadow* from the **Object** menu. Your choices are **On** or **Off**. Choose **On** to add a shadow. If you don't like the effect, you can remove the shadow immediately by selecting **Undo** from the **Edit** menu, or you can select *Shadow* again and choose **Off**.



### Adding Frames to Objects

You can add a frame to any object except a border, mini-border, or ruled line. Once you've added a frame, you can change its color by using the color bar on the tool palette. The default frame color is black.

To add a frame to an object, select the frame tool or choose *Frame* from the **Object** menu. A list of frame choices will appear. The choices are *None*, *Thin Line*, *Thick Line*, *Double Line*, or *Drop Shadow*.

## ROTATING AND FLIPPING OBJECTS

Another way you can change the look of your design without changing the basic layout is by rotating and flipping objects. All of the different object types, except borders and backdrops can be rotated or flipped.

### Rotating

All objects except borders and backdrops can be rotated. You can rotate objects in two different ways: freely, or by a specific number of degrees. Free rotation is ideal if you're not sure exactly how much rotation you want. Specific rotation lets you achieve the exact results you want without having to rely on "eyeballing" your design.

*Tip: You can use the rotate option to make row and column graphics interchangeable. This will greatly expand your choices since many of these graphics work well in either orientation. Simply select the graphic you want and rotate it 90 degrees.*





Unrotated



Rotated 30°



Unrotated

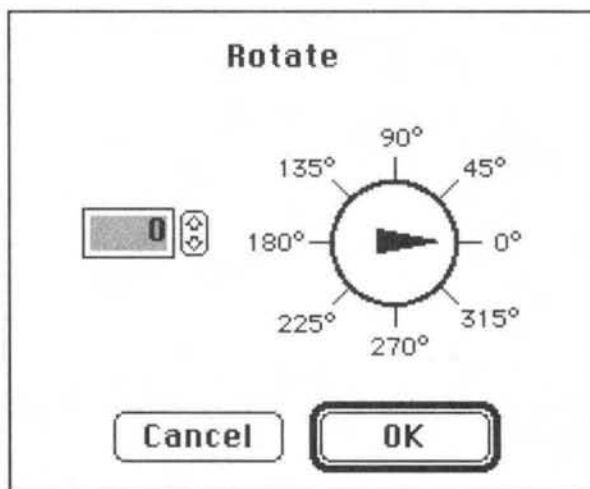


Rotated 200°

To freely rotate an object, select the **Rotate** tool. Rotate the selected object by positioning the rotate cursor on one of the handles and dragging clockwise or counter-clockwise until the object is the way you want it to be. You can rotate additional objects by clicking on the object you want to rotate and repeating the rotation procedure. If two or more objects are selected, freely rotating one will rotate the other(s) in exactly the same way.

To rotate by a specific number of degrees, choose *Rotate* from the **Object** menu. A list of rotation choices will appear. The choices are: *Left 90°*, *Right 90°*, or *Other...*. If you choose *Other...*, a dialog box will appear.

Rotated text block



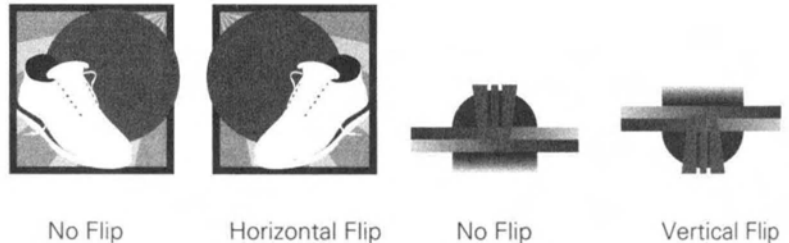
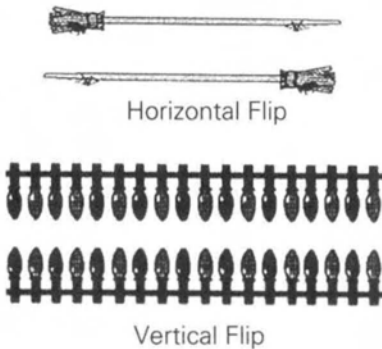
Set the specific rotation you want. You can do this by typing a number in the degree box, or by clicking the arrows to move the number in the box up or down, or by dragging the rotation dial in a clockwise or counter-clockwise direction. If you drag the dial, the degrees of rotation will be displayed in the degree box.

*Note: A rotated object retains its degree of rotation even when included in a group of objects that are selected and rotated together. For example, if an object is rotated 30 degrees, then de-selected, and later included in a group that is rotated 45*

degrees, the object in question will have a rotation of 75 degrees (30 plus 45) rather than the 45 degree rotation of the rest of the group.

## Flipping

All objects except border and backdrops, can be flipped horizontally, vertically, or both. To flip an object, select the flip tool or choose *Flip* from the *Object* menu. A list of choices will appear: *Horizontal*, *Vertical*, or *Both*. *Horizontal* flips the object horizontally along the vertical axis of the object. *Vertical* flips the object vertically along the horizontal axis of the object. *Both* flips the object both horizontally and vertically.



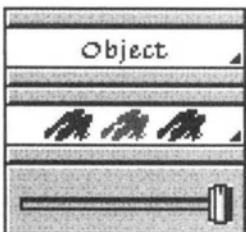
## ADDING AND CHANGING COLORS

Adding and changing colors is another way you can enhance your design without altering the basic layout. You can color various areas of selected objects, as well as the page, backdrop and text.

Use the **Color Control Panel** on the **Tool Palette** to add and change colors for the selected object. First choose the object you want to color, then choose a color and a shading percentage. The **Item Selector** shows the current object, the **Color Bar** shows the current color, and the **Tint Slider** shows the shading value.

To choose an object to color, click on the **Item Selector**. A list of areas will appear: *Object (or Text)*, *Behind Object (or Text)*, *Frame*, *Backdrop*, and *Page*.

*Note: If the currently selected object is multi-colored, the Color Bar will show three splashes of color (or will say "Multi-Colored" if working in a non-color mode). You cannot change the color of multi-colored graphics, text, or backdrops, but you can change the shading.*



To choose a color for the selected object, click on the **Color Bar**. A color palette will appear. If you are working in grayscale, the palette will show shades of gray. If you are working in black and white mode, a list of



color names, rather than color samples, will appear. You will see an enlarged square sample of the color or pattern selected in addition to the small palette square. This is done to make viewing your selection easier. Select the color, grayscale, or color name you want by dragging the highlight through the palette or list. The selected color, color name or pattern will be shown in the **Color Bar**.

To change the shading percentage of the selected color, drag the **Tint Slider**. The lower the percentage, the lighter the color.

## SCALING AND RESIZING OBJECTS

You can scale and resize objects in The Print Shop Deluxe without any loss of quality. Though their size and shape may change, the graphics and text will remain as smooth and readable as ever.

### Scaling

Scaling lets you change the size of an object without altering its aspect ratio. Squares remain square, rectangles remain rectangular with the same ratio of height to width. You can scale any of the objects except ruled lines and borders.

There are two ways of scaling an object: freely, or by a specific percentage.

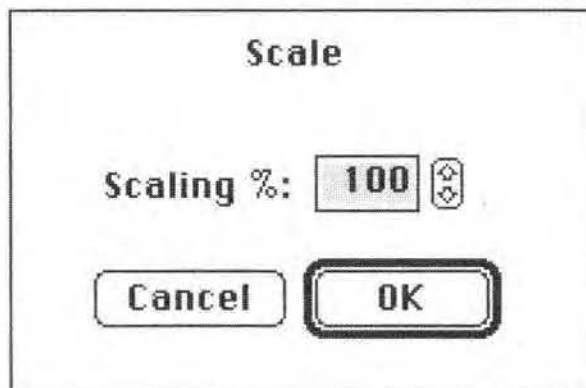
#### Scaling graphic objects

To freely scale a graphic object, select the **Pointer** tool. Position the pointer over one of the handles on the selected object and drag until the object is the size you want it to be.

#### Scaling Text blocks and headlines

To scale text blocks and headlines, hold down the **Option** key as you drag the mouse.

To scale either a graphic object or a text object by a specific percentage, choose *Scale* from the **Object** menu. A dialog box will appear.

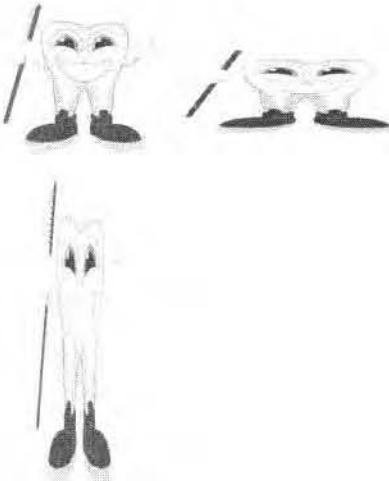


*Tip: Scale or resize a graphic to fill the entire design area. Use the graphic as a backdrop for the rest of your design. Or scale and stretch several graphics to use as a backdrop for your design.*

Type in the scaling percentage you want or click the arrows to scale up or down by increments of 10. The current size of the object is defined as 100%, so to make it twice as large you would type in 200, to make it half as large, 50, and so on.

### Resizing graphic objects

Resizing lets you change the size of an object without maintaining its aspect ratio. You can stretch the object to make it short and fat or squeeze it to make it tall and skinny. All of the graphic objects can be stretched. In the case of ruled lines, however, stretching only affects the length, not the width, of the line. To resize a graphic object, select the **Pointer** tool. Position the pointer over one of the handles on the selected object. Hold down the **Option** key and drag to resize the object. To resize a headline, drag without holding down the **Option** key.



### Resizing text blocks

Resizing is an important technique when working with text blocks. When you resize a text block, the size of the block will change but the size of the text will remain the same. This makes resizing a way to fit all the text you want into the block without changing the text attributes. To resize a text block, select the **Pointer** tool and drag one of the handles of the selected text block.

## ADDING, MOVING, DELETING AND DUPLICATING OBJECTS

You don't have to stick to the arrangement of the layout. In fact, you don't have to select a layout at all. You can create one yourself, or customize the one you selected, by adding, moving, and deleting objects.

### Adding Objects

To add an object, use the new object tool or choose *Add* from the **Object** menu. A list of objects will appear: *Square Graphic*, *Row Graphic*, *Column Graphic*, *Text*, *Headline*, *Horizontal Ruled Line*, *Vertical Ruled Line*, *Mini-Border*, and *Border*. Choose the one you want. A standard-sized placeholder for the object will usually appear in the center of the document window. Use the pointer to move the placeholder wherever you want. Scale or resize it to suit your needs.

*Note: If you hold down the Option key when you select the new object tool, the behavior of the tool changes in several ways that give you greater flexibility in adding, positioning, and sizing new objects. First, no placeholder will appear on the project. Instead, a new object cursor will appear. Drag the cursor to create a placeholder. You can make the placeholder as large or as small as you want. When you are done, create additional placeholders by positioning the cursor in other locations and dragging. To*

*create a placeholder for another type of object, you must select the new object tool again. If you hold down the Option key as you do so, you can repeat the process above.*

*Tip: Use the Duplicate option to create interesting effects. Try overlapping or repeating copies to cover the entire design area. Create "families" of graphics by making copies and then increasing or decreasing their size.*

### Moving Objects

To move an object, select the **Pointer** tool. Position the pointer over the object and drag.

### Deleting Objects

To delete an object, first select the object(s), then select the **Delete** tool, press the **Delete** key or choose *Clear* from the **Edit** menu. The selected object(s) will be deleted.

### Duplicating Objects

You can save time and achieve some interesting effects by duplicating objects. You can duplicate any object or object placeholder. To duplicate an object, choose **Duplicate** from the **Edit** menu. A duplicate of the object will appear, positioned slightly to the lower right of the original object. Use the pointer to drag the duplicate wherever you want.

## CHANGING THE ORDER OF OBJECTS

You can easily change the order of objects in your design, placing one object in front of or behind another. This means you don't need to plan out your entire design in advance.

You can change the order by moving a selected object all the way to the front or all the way to the back of other objects in the design. Or you can move it forward or backward one layer at a time. Layers are determined by the order in which objects are added to the design. Each time you add an object you create a new layer.

To change the order of an object, choose **Order** from the **Object** menu. Select the ordering you want from the list that appears. The choices are:

|                       |                                   |
|-----------------------|-----------------------------------|
| <b>Bring Forward</b>  | Moves object forward one layer    |
| <b>Bring to Front</b> | Moves object to the topmost layer |
| <b>Send Backward</b>  | Moves object backward one layer   |
| <b>Send to Back</b>   | Moves object to bottommost layer  |

*Note: You cannot use the Order command to place anything behind a backdrop or in front of a border. In the case of a border you can get around this prohibition by using a mini-border resized so that it functions as a border. Then you can place objects in front of it.*

## LOCKING AND UNLOCKING OBJECTS

You can lock a selected object in place so that it cannot be moved in any way, unless you unlock it. Once an object is locked it will retain its position in the design area as well as its order within the layers of the design. When an object is locked, it will not move even when the Select All option is in effect and the other selected objects are moved.

### Locking Objects

To lock a selected object in place, choose *Lock* from the **Object** menu. The handles on the object will change from solid to hollow to indicate that the object is locked. A locked object cannot be rotated, flipped, scaled, resized, moved, deleted, or ordered.

### Unlocking Objects

To unlock the object, choose *Unlock* from the **Object** menu. The handles on the object will change from hollow to solid.

## ALIGNING OBJECTS

You can align two or more selected objects in a variety of ways. Aligning lets you achieve the exact results you want quickly and easily without relying on “eyeballing” your design.

To align objects, select the objects you want to align. Then choose *Align* from the **Object** menu. A dialog box will appear. Select the alignment you want by clicking on the appropriate symbol. Please refer to Chapter 5, The Menus, for a precise description of each alignment option.

## CHANGING THE BACKDROP OR LAYOUT

You can change the backdrop or layout of your project any time you want. When you change the backdrop, the layout elements currently in place on the project (including all objects and object placeholders) will remain. Only the backdrop will change. When you change the layout, all the current layout elements (including any objects you may have added to the originally selected layout) will be discarded.

### Changing the Backdrop

To change the backdrop, select *Change Backdrop* from the **Project** menu. The Backdrop dialog will appear. Select the backdrop you want.

### Changing the Layout

To change the layout, select *Change Layout* from the **Project** menu. You will be warned that all current layout information will be replaced.

Select **Cancel** or **OK** to proceed. The Layout dialog will appear. Select the layout you want.

## CHANGING THE VIEW

If you want a different perspective on your work you can change the view. You can zoom in or out to see things larger or smaller. You can have your work displayed at a size to fit in the window, at the actual size it will be when printed out, or at a multiple of that size.

To change the view, select the **View** tool or open the **View** menu. A list of view choices will appear. A check marks the currently selected view, unless you're in "Fit to Window." Choose the one you want. Note that a zoom will be centered on the currently selected object, or on the center of a group of selected objects. If no object is selected, then zoom will focus on the center of the document window.

|                      |                                                      |
|----------------------|------------------------------------------------------|
| <b>Zoom In</b>       | Zooms in to the next zoom level                      |
| <b>Zooms Out</b>     | Zooms out to the next zoom level                     |
| <b>Fit to Window</b> | Shows project sized to fit in the document window    |
| <b>25%</b>           | Shows the project at 25% (1/4) actual size           |
| <b>50%</b>           | Shows project at 50% (half) actual size              |
| <b>Actual Size</b>   | Shows project at the actual size                     |
| <b>150%</b>          | Shows project at 150% (one and one-half) actual size |
| <b>200%</b>          | Shows project at 200% (twice) actual size            |

## HIDING THE BACKDROP, PLACEHOLDERS, AND TOOL PALETTE

To get a clearer view of your work, you may want to hide the backdrop, the placeholders, or the tool palette. The "hide" commands are on the **View** menu. When you select a "hide" command, the command will change to a "show" command. Select the "show" command when you want to see the hidden element again.

### Hiding the Backdrop

To hide the backdrop, choose *Hide Backdrop* from the **View** menu. The backdrop will disappear, leaving the layout in place. Select *Show Backdrop* to see the backdrop again. (While hidden backdrops are not visible on screen, they still print.)

### Hiding the Placeholders

To hide the placeholders, choose *Hide Placeholders* from the **View** menu. The placeholders will disappear, leaving the backdrop and whatever parts of the layout you have filled in, in place. Select *Show Placeholders* to see the layout again.

## Hiding the Tool Palette

To hide the **Tool Palette**, choose *Hide Tools* from the **View** menu. The tool palette will disappear. Select *Show Tools* to see the **Tool Palette** again.

## SAVING YOUR PROJECT

When you are done designing your project you can save it. Once a project is saved you can use it again and again, changing it as you wish.

### Full Saves and Fast Saves

The Print Shop Deluxe performs two kinds of saves: Full Saves and Fast Saves. A *Full Save* saves all the graphic data for the project within the project file itself. The advantage of a Full Save is that you can load the saved project onto another system. The disadvantage is that it takes up more room on the disk. A *Fast Save* saves only references to the graphics used. The advantage of a Fast Save is that it takes up less room on the disk. The disadvantage is that you can use the saved project only with your current system. Think of how you may want to use your project in the future and of how much room you have on your disk, and then make the choice that is right for you. The default is Fast Save.

To choose the type of save you want set as the default, select *Preferences* from the **File** menu. The Preferences dialog box will appear, showing the current settings. Select the Save setting you want to be the default each time you save.

### Saving the Project

Once you have determined what kind of a save you want, you are ready to save the project.

To save your project for the first time, select *Save* from the **File** menu. A Save dialog box will appear. Type in a name for the project. The project will be saved in The Print Shop Deluxe folder. If you want to save the project in a different folder, select the folder you want from the list. If you want to save the project in a different location, open the menu above the list and select the location you want. When you are ready to save the project, click **Save**.

*Note: If you are working with the default Fast Save setting, you can Full Save the current project by checking the Full Save option box that appears beneath the project name. Conversely, if you are working with Full Save as the default, you can turn it off for the current project by unchecking the box.*



### Using the 'Save As' Command

You can use the *Save As* command to save a previously saved project under a different name. This is useful if you want to design two or more versions of the same project (for example, a birthday card with the same graphics but with a different name or message).

This also provides a way to save a project in both full and fast save formats. To do this, first save in one format. Then save again using the *Save As* command, and change the name and the format by checking the **Full Save** box in the dialog as outlined above. You can then move the Full Save version of the project to another system if you want. You can delete the Full Save version from your current system to save disk space. The Fast Save version will still be available so the project won't be lost.

To save a project under a different name, select *Save As* from the **File** menu. The Save dialog box will appear. Type in a new name. Click **Save**.

### Using the 'Revert to Saved' Command

Once you've saved your project, you can continue to work on it. If you're not satisfied with the changes you make, you can use the *Revert to Saved* command to return to the last-saved version of the project and start over.

To return to the last-saved version of the project, select *Revert to Saved* from the **File** menu. You will be warned that when you revert to saved you will lose all the changes you have made to the project. If you are sure that's what you want to do, click **OK**. The project will appear in the document window, exactly as it was when you last saved it.

## PRINTING YOUR PROJECT

You should check your Page Setup before printing to make sure all the settings are correct for your system.



You should also check that the printer you are using is currently selected in the Chooser utility provided with your Macintosh. The Chooser is listed under the **Apple** menu at the top of your screen. Be sure the printer you are currently using is selected. For more information on using the Chooser, please see the Macintosh Reference manual.

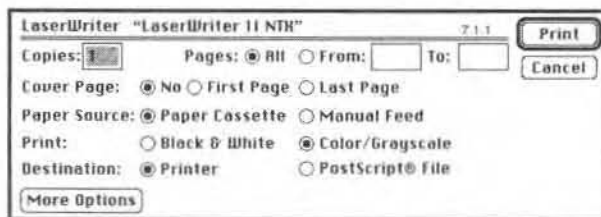
Once you have selected and turned on your printer, you can test it to be sure it is set up and working correctly. Choose *Test Printer* from the **File** menu. This selection will print a rectangular frame that shows you where your project will be placed on the page. You can make any necessary adjustments in the Chooser or to your printer or paper. If necessary, you can also use the **Print Area Adjustment** setting to reduce the size of your project. See page 57 for further details on this setting.

### Page Setup

To check the page setup, select *Page Setup* from the **File** menu. The Page Setup dialog varies, depending on the printer you are using. Choose the settings you want.

### Print

When you are ready to print your project, select *Print* from the **File** menu. The Print dialog will appear with the currently selected printer named at the top. The Print dialog varies, depending on the printer you are using. If you wish to select a different printer, use the Chooser option on the **Apple** menu. Choose the print settings you want. **More Options** will take you to a dialog of settings that are specific to The Print Shop Deluxe.



### More Options

#### Print Mode

Lets you print your project in **Coloring Book** mode. **Coloring Book** prints the following projects in outline form: Greeting Cards, Signs, and Banners. This is ideal for producing coloring books. It's also a good way to save on color ribbons when printing large projects.



**Project Size**

Available for Sign and Calendar projects. Lets you print your project in extra large sizes. If you choose one of the large sizes—2x2, 3x3, or 4x4—your project will be printed on multiple sheets of paper which you can trim and glue or tape together to produce a large sign or calendar.

**Print Area Adjustment**

Available for Banner, Sign and Calendar projects. Lets you reduce the size of your entire project on the printed page. This is useful if your printer has unusually large margins and the edges of the projects are being cut off. *Default* prints closest to the edges of your page, and, in most cases, this will be the optimum setting. *Reduction 1* and *Reduction 2* automatically scale and center the project smaller. You can test which setting is most useful to you by selecting one, and using the *Test Printer* feature under the **File** menu to print a square outline of your project on the page.

**Two Color Dither**

Available when you have an ImageWriter driver selected in the Chooser. The default setting is On, and is the appropriate setting when you are using an ImageWriter II with a color ribbon. If you are using a black ribbon, or an ImageWriter I, best results are obtained by turning this setting off. The setting will be grayed if any other driver is selected.

**Save Printer Selection**

This option has been included for users with specialized printing needs. Under normal circumstances with standard US size paper, you don't need to worry about this option. Leave it unchecked to assure that The Print Shop Deluxe automatically makes the appropriate accommodations for your printer.

If you find that your printer is not printing correctly you may need to specifically select and save your printer setting. Press Command-~ (⌘~) to access the Printer Configuration Information dialog. Select the specific printer and print size desired. Click **Save**.

Now go to the More Options dialog and check Save Printer Selection. This will allow The Print Shop Deluxe to remember your printer's unique requirements and not search through its default settings. To release this printer specification (allowing The Print Shop Deluxe to select printer configurations automatically), uncheck the Save Printer Selection box.

## QUITTING THE PROGRAM

When you are done using The Print Shop Deluxe, quit the program by selecting *Quit* from the **File** menu. You will be given a chance to save your work if you haven't already. If you are at the Select a Project dialog, click **Cancel**, then choose *Quit* from the **File** menu.

# The Menus

## MENUS

The Print Shop Deluxe menus work in the standard Macintosh way. Pull down a menu to see its list of commands or items, and sometimes submenus. The commands displayed in black can be selected; those in gray are not currently available. A ⌘ symbol followed by a letter, number or symbol displayed next to menu commands indicates a keyboard shortcut which you can also use to access the menu item. Menu items ending in a triangle indicate a hierarchical menu. When you select one of these, an attached submenu will appear. Select the item you want from the submenu. Some commands are toggles that you turn on and off. For example, when you select *Hide Tools*, the item will toggle to display *Show Tools*.

## APPLE MENU

Use the **Apple** menu to get *Help* when you are working on a project. You can also use this menu to get general information about The Print Shop Deluxe and to access standard Apple menu items.

### About PSD . . .

Gives you information about The Print Shop Deluxe, including what version you are using.

### Help (⌘?)

Double click on the topic listed for which you need help. Click the **Next** and **Previous** buttons to move forward or backward through help screens. Click the **Topics** button to see the list of topics again.



Additional help is available by clicking on the **Balloon Help** icon on the menu bar and selecting *Show Balloons*. This will activate brief descriptions of onscreen objects when your mouse passes over them. To de-activate the balloons, select *Hide Balloons* from the **Balloon Help** menu.

## FILE MENU

### New (⌘N)

Lets you start a new project. You will be returned to the Select a Project dialog to choose the type of project you want. If you have made any changes to the current project, you will be given a chance to save your work.

## Open (⌘O) . . .

Lets you open a saved project. Choose the project you want from the list in the dialog box. If you have made any changes to the current project, you will be given a chance to save your work.

## Close (⌘C)

Lets you close the current project. If you have made changes to the current project, you will be given a chance to save your work.

## Import . . .

Lets you import both EPSF and PICT file types. Click the button to specify whether you want to open an EPSF or PICT file, then select the graphic you want to bring into The Print Shop Deluxe.

## Save (⌘S)

Lets you save the current project. The first time you save the project the Save dialog will appear, allowing you to name the project. The project will be saved in The Print Shop Deluxe folder, unless you indicate that you want to save it elsewhere. You can also turn the Full Save mode on or off. For details on **Full Save** and **Fast Save**, see **Preferences** below.

## Save As . . .

Lets you save your project under another name. You can also turn the **Full Save** mode on or off.

## Revert to Saved

Returns you to the last saved version of your project. This option is useful if you have made changes to the project, but decide that you like the original version better. Any changes you have made will be discarded so you can start over again. It's a good idea to save your project whenever you are satisfied with the work done to that point. Then, if you decide to use the *Revert to Saved* command, your project will revert to a satisfactory point of progress.

## Preferences . . .

Lets you set preferences (defaults) that The Print Shop Deluxe will use when you start the program. Make selections in the **Preferences** dialog that appears. The preferences you set will remain in effect until you change them.

## Save

Choose **Fast Save** or **Full Save**. A **Fast Save** saves only references to

the graphics used. This means that to use a Fast Saved project, the computer must have all the graphics that appear in the project installed. A **Full Save** saves all the graphic data for a project within the project itself. A Full Save takes up more room, but allows you to load the saved project onto another system which has The Print Shop Deluxe program, but not all of the graphics used in the project. The default is **Fast Save**. Note that if you want to use **Full Save** for a particular project, you can change the mode temporarily in the Save dialog, and then change it back when you save subsequent projects.

### Font

Choose a default font. This font will be used for headlines and text blocks you add to a layout or project.

### Page Setup . . .

Lets you set up your page for printing. Choose the settings you want.

### Test Printer (%Y)

Lets you print a frame representing your project's placement on the printed page. This can save paper and ink and quickly indicate any adjustments you may want to make to your printer or print settings. See page 57 for more information on your printing options.

### Print . . . (%P)

Lets you print your project. Choose the print settings you want using the More Options dialog. The **Coloring Book** setting lets you print your project in outline form. For Sign and Calendar projects you can choose the **Project Size** and print on multiple sheets of paper (2x2, 3x3, 4x4) to produce extra large signs and calendars. For more information on Print Options, see page 57.

### Quit (%Q)

Lets you quit the program. You will be given a chance to save your work before quitting.

## EDIT MENU

### Undo (%Z)

Reverses your last action.

### Cut (%X)

Cuts a selected object or selected text from the project and places it on the Clipboard.

**Copy (⌘C)**

Copies a selected object or selected text to the Clipboard.

**Paste (⌘V)**

Pastes the contents of the Clipboard to the project. Contents will be pasted in the center of the document window.

**Clear**

Clears the selected object(s) from the project. The **Delete** tool performs the same function.

**Duplicate (⌘D)**

Duplicates the selected object. The duplicate will appear slightly to the lower right of the original. Use the **Pointer** tool to move the duplicate wherever you want.

**Select All (⌘A)**

Selects every object including unfilled placeholders. To de-select all, click anywhere on the project, or shift-click on an individual object to de-select it only. When you're working with text, Select All will select all the text.

**OBJECT MENU****Add**

Lets you add objects to your project. The objects you can add are: Square Graphic, Row Graphic, Column Graphic, Text Block, Headline, Horizontal Ruled Line, Vertical Ruled Line, Mini-Border, and Border.

When you add an object, a standard-size placeholder for the object will appear in the center of the document window. Use the **Pointer** tool to resize it and to move it wherever you want. Double-click the placeholder to select a graphic or to enter text. You can also use the **New Object** tool to add an object to your project.

**Edit Object . . . (⌘J)**

Allows editing of selected object(s), even those out of reach, such as under a border or Calendar block. To access objects placed beneath a border, press the **Tab** until the object you wish to edit is selected. Once the object is selected, use the *Edit Object* command to bring up the

appropriate dialog for editing the object. The **Return** and **Enter** keys perform the same function. Double-clicking on an object is a shortcut to using the command.

### Shadow

Lets you place a shadow behind the selected graphic(s). The shadow will fall behind the graphic itself, not behind the graphic box. Choose *On* to place a shadow behind the graphic. Choose *Off* to turn shadowing off.

### Frame

Lets you place a frame around the selected object(s). You can place a frame around any object except a mini-border, a border, or a ruled line. Choose: *None*, *Thin Line*, *Thick Line*, *Double Line* or *Drop Shadow*. You can also use the **Frame** Tool to place a frame around an object. The color behind a framed object defaults to white.

### Order

Lets you move the selected object(s) forward or backward through the layers of the project. Layers are established as objects are added. The backdrop is always the bottom layer and the border is always the top layer. You cannot move anything behind a backdrop or in front of a border.

|                            |                                              |
|----------------------------|----------------------------------------------|
| <b>Bring Forward (⌘F)</b>  | Moves selected object(s) forward one layer   |
| <b>Bring To Front (⌘I)</b> | Moves selected object(s) to the top layer    |
| <b>Send Backward (⌘B)</b>  | Moves selected object(s) backward one layer  |
| <b>Send To Back (⌘J)</b>   | Moves selected object(s) to the bottom layer |

### Scale . . . (⌘K)

Lets you scale the selected object(s) by a specific percentage. When you scale an object its aspect ratio (the ratio of height to width) is maintained. Type the scaling percentage you want in the dialog box that appears. Click the arrows to scale up or down by increments of 10%. Borders and backdrops cannot be scaled.

### Rotate (⌘R)

Lets you rotate the selected object(s) — except borders and backdrops — by a specific number of degrees. Choose *Left 90 degrees*, *Right 90 degrees* or *Other . . .*. If you choose *Other . . .*, a dialog box will appear. Type in the degrees you want, or click the arrows to increase or decrease the number, or drag the rotation dial. You can also rotate an object by using the **Rotate** Tool.



## Flip

Lets you flip the selected object(s) *horizontally, vertically, or both*. Borders, and mini-borders, cannot be flipped. You can also use the **Flip** tool to flip an object.

## Lock ( L)

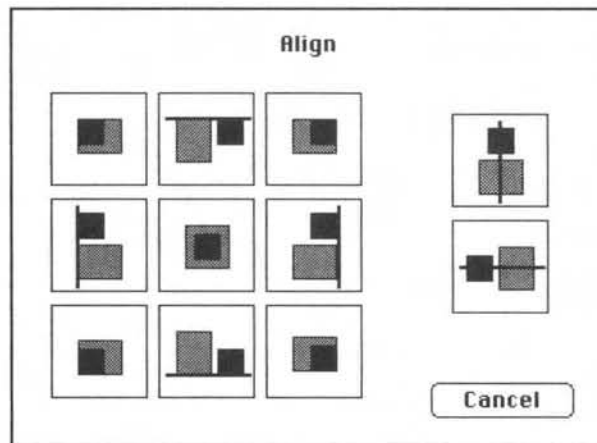
Locks the selected object so it cannot be moved. When an object is locked, the control handles change from solid to hollow. A locked object cannot be rotated, flipped, scaled, resized, moved, deleted, or ordered.

## Unlock ( M)

Unlocks a locked object. The control handles will change from hollow to solid.

## Align . . .

Lets you align two or more selected objects in a variety of ways. A dialog box displays symbolic representations of the alignment options. Select the alignment you want by clicking the appropriate symbol.



Aligns objects by upper left corners



Aligns objects by upper edges



Aligns objects by upper right corners



Aligns objects by left edges



Aligns objects by centers, vertically and horizontally



Aligns objects by right edges



Aligns objects by lower left corners



Aligns objects by lower edges



Aligns objects by lower right corners



Aligns objects along vertical midlines



Aligns objects along horizontal midlines

## TEXT MENU

### Text Settings ( T )

Lets you choose settings for text in a text block. Choose *font*, *size*, and *style* settings.

#### Font

Lets you choose a font for highlighted text in a text block, or for a selected text block.

#### Style

Lets you choose a style for highlighted text in a text block. Choose: *Plain*, *Bold*, *Italic*, *Underline*, *Outline* or *Shadow*.

#### Size

Lets you choose a size for highlighted text in a text block. Choose a size from *Extra Small* to *Extra Large* (actual point size varies, depending on the project and layout). Choose *Smaller* or *Larger* to decrease or increase the size by one point. Choose *Other...* to enter a specific point size.

**Justification**

Lets you set the justification for all of the text within a text block. Choose: *Left*, *Center*, *Right*, or *Full*. Note that if you choose *Full*, you will not see the justification rendered until you click outside the text block.

**Placement**

Lets you set the vertical placement of the text within the text block. Choose: *Top*, *Center*, *Bottom*, or *Full*. Note that if you choose *Full*, you will not see the placement rendered until you click outside the text block.

**PROJECT MENU**

The **Project** menu contains commands relating to specific project types. What you see on the **Project** menu depends on the current project.

**Change Backdrop . . .**

Lets you change the backdrop for the project without losing any other parts of the design. When you choose *Change Backdrop*, the Backdrop dialog will appear. Select the backdrop you want.

**Change Layout . . .**

Lets you change the layout for the project. All of the objects in the current layout will be discarded. When you choose *Change Layout*, a warning box will ask if you are sure you want to replace the current layout. If you answer **Yes** the Layout dialog will appear. Select the layout you want.

**For Greeting Cards Only:****Front of Card**

Takes you to the front of the card

**Inside of Card**

Takes you to the inside of the card

**Back of Card**

Takes you to the back of the card

## For Banners Only:

### Adjust Length

Lets you adjust the length of the banner without adding more text. You can add space in the area leading into or trailing the text. Choose either **Add Leading Space** or **Add Trailing Space** to specify where you want length added.

## For Calendars Only:

### Edit (Day, Hour) . . .

Lets you edit individual cells in the calendar grid for monthly, weekly, and daily calendars. A dialog will appear allowing you to add text and graphics to calendar cells.

### Change (Year, Month, Week, Day) . . .

Lets you change the year for a yearly calendar, month for a monthly calendar, week for a weekly calendar, and day for a daily calendar.

### Calendar Options . . .

Lets you change various attributes of the calendar grid including font and style. The dialog varies, depending on the type of calendar you are designing.

## VIEW MENU

The **View** menu lets you change the way you see your project.

### Zoom In (⌘+)

Zooms in on the project to the next zoom level. The zoom will be centered on the last selected area.

### Zoom Out (⌘-)

Zooms out on the project. The zoom will be centered on the last selected area.

|                      |                                                     |
|----------------------|-----------------------------------------------------|
| <b>Fit To Window</b> | Displays at a size that fits in the document window |
| <b>25%</b>           | Displays at 25% (one-quarter) actual size           |
| <b>50%</b>           | Displays at 50% (one-half) actual size              |
| <b>Actual Size</b>   | Displays at actual size it will be when printed out |
| <b>150%</b>          | Displays at 150% (one and one half) actual size     |
| <b>200%</b>          | Displays at 200% (twice) actual size                |

### Hide Backdrop/Show Backdrop

Lets you hide the backdrop. When you select *Hide Backdrop*, the backdrop will disappear, leaving layout placeholders and objects in place. The command toggles to *Show Backdrop* which you can select to see the backdrop again.

### Hide Placeholders/Show Placeholders

Lets you hide the layout placeholders. The command toggles to *Show Placeholders* which you can select to see the placeholders again.

### Hide Tools/Show Tools

Lets you hide the tool palette. You can also hide the tool palette by clicking the close box in the palette's upper left corner. When the tool palette is hidden, this command toggles to *Show Tools* which you can select to see the **Tool Palette** again.

# The Projects

## GREETING CARD

You can create great looking greeting cards with The Print Shop Deluxe. In addition to working with high quality, scalable graphics and outline fonts, you'll be able to use a dazzling array of specially-designed backdrops and layouts suitable for every occasion. If you don't find what you want in a backdrop and layout, you can easily create your own design using the program's many flexible design elements.

### Selecting a Greeting Card Type

Greeting cards come in four different types: *Side Fold*, *Side Fold Spread*, *Top Fold*, and *Top Fold Spread*. Spread-type cards let you use the entire inside area of the card for your design. Choose one of the special spread backdrops for an easy-to-achieve, high-impact effect. To select a greeting card type, first select **Greeting Card** from the Select a Project dialog and then choose the type you want.

### Designing a Greeting Card

A Print Shop Deluxe greeting card has three sections: Front, Inside, and Back. The first part that you will design is the front. After you have selected a backdrop and a layout for the front, you will reach the document window. You can then proceed to fill in the layout for the front, or you can use the navigation menu in the lower-left corner of the screen to go to the inside or back of the card. All the sections are designed in the same way, though different backdrops and layouts are available for each. The back of the card has layouts, but no backdrops. Most people use this area as a place to give themselves credit for their design.



Front



Inside



Back

### Printing a Greeting Card

When you've finished your design and are ready to print, select *Print* from the **File** menu. Choose the print options you want. An option you may want to use for your greeting card projects is **Print Mode: Coloring Book**. This lets you print your entire card in outline form so that you can

then color it in later with crayons or markers. **Coloring Book** cards are lots of fun for kids (and grown-ups, too).

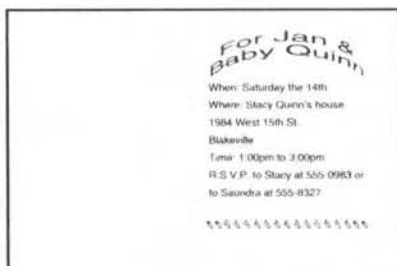
## Folding a Greeting Card

Your card will be printed on one side of a single sheet of paper. Fold the paper in half and then in half again to create the card. If you are using a dot matrix or ink jet printer, take care not to smudge the ink. You may want to wait a minute or two after printing to give the ink a chance to set.

Side Fold

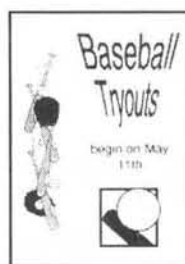


Front



Inside

Side Fold Spread



Front



Inside



Front

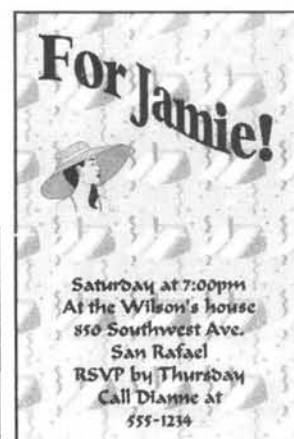


Inside

Top Fold



Front



Inside

Top Fold Spread

## SIGN

The Print Shop Deluxe makes it easy for you to create signs for a wide range of purposes — everything from advertising a garage sale to announcing a meeting. You'll find backdrops and layouts to suit your every need. Some even come with text already added. You can also use the Sign project to create other kinds of printed materials, such as giant posters, coloring books, name tags, even wrapping paper, bookmarks, and bumper stickers. The keys to all this productivity are the program's many design elements — including headlines, text blocks, and various kinds of graphics— its numerous backdrops and layouts, and its enhanced printing capabilities. As you'll discover, the potential is truly enormous.

### Selecting a Sign Orientation

Signs can be created in two orientations: *Tall* or *Wide*. Select the Sign project from the Select a Project dialog and then choose the orientation that suits your purpose.



Tall



Wide

### Designing a Sign

Designing a sign is simple. Just choose the design elements you need to achieve the results you want. For quick and easy signs use one of the specially designed backdrops and accompanying layouts. Or use your imagination to create different kinds of printed materials. For example:

*Wrapping Paper.* Use a backdrop with a tile pattern, such as "Gifts" or "Red Balloons," to create a sheet of wrapping paper.

*Bookmarks.* Use column or row graphics, scaled and stretched to create a page full of bookmarks. Design a variety of different looking bookmarks or use the *Duplicate* option on the **Edit** menu to create a page full of



identical bookmarks. for stiffer bookmarks, photocopy your printout onto card stock.

*Bumper Stickers:* Design your own bumper stickers, two to a page, by stretching graphics or headline text blocks so they fill one-half of a wide Sign. Print on peel-off label paper.

*Name Tags:* Create a page full of name tags using a graphic and a text block for each tag. You can create personalized tags for everyone in your class or club. Or design one tag and use the *Duplicate* option on the **Edit** menu to duplicate the graphic and then type in each person's name to create a page full of identical tags.

## Printing a Sign

When you've finished your design and are ready to print, select *Print* from the **File** menu. Choose the print options you want. Two options you may want to consider are **Project Size** and **Print Mode: Coloring Book**.

## Project Size

Lets you print your sign in a large size to make a poster. You can make a poster that is 2 x 2, 3 x 3, or 4 x 4 pages in size. A sign larger than one page is printed in vertical strips that you then join together. Assemble the strips on a large flat surface, being careful to line up the pages exactly.

## Coloring Book

Lets you print your sign in outline form. Signs printed this way are perfect for coloring books or place mats.

## BANNER

Print Shop Deluxe banners look great! They come in two orientations — horizontal and vertical — with backdrops and text layouts specially designed for each. Scalable graphics and outline fonts guarantee smooth, professional-looking results.

### Selecting a Banner Type

Banners come in two orientations: *Horizontal* and *Vertical*. Select the Banner project from the Select a Project dialog and then choose the orientation you want.

### Choosing a Banner Backdrop and Layout

You can choose from a variety of banner backdrops specially designed for the orientation you have chosen. Banner backdrops lengthen depending on how much text you type — the more you type, the longer the backdrop grows. Banner layouts tied to the backdrops provide room for special banner text. Banner text is an integral part of the banner and cannot be added with the **New Object** tool or from the **Object** menu. Therefore, to create a banner, you must select a layout.

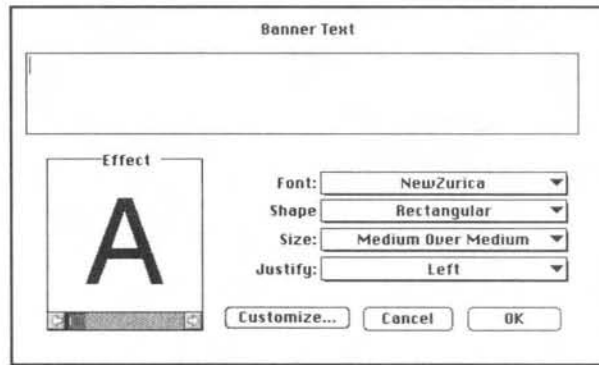
Once you have selected a layout and entered banner text, you can add additional objects, including text blocks and headlines, to your banner by using the **New Object** tool, the **Text** tool, or the **Object** menu.

Dotted lines on the banner indicate page divisions.

### Entering Banner Text

Banner text works much like headline text. You can add up to two lines of text to a horizontal banner and one line to a vertical banner. However, unlike headlines, where the text gets squeezed to fit inside the headline text block, banner text does not get squeezed. Rather, the banner text block will increase in length as you add letters. Graphic elements will shift so that they always remain in the same position relative to the text.

To enter or edit banner text, simply double-click on the text placeholder. The Banner Text dialog will appear.



*Tip: Although you can only have two lines of text in a banner text block, you can use headline text to add another two lines. Type in your banner text first; then use the **New Object** tool to add a headline that's the same length as your banner text. Note that the letters will be shaped differently between the two types of text, though, because the banner text block stretches to fit the amount of text that has been typed, but headline text gets shaped and squeezed to fit the headline that you added.*

### To enter banner text

The Banner Text dialog works much like the Headline Text dialog. You type text in the text entry area and use the menus to change text attributes. As with the Headline Text dialog, you can choose from a library of effects for your text. If you wish to customize an effect, click the **Customize** button and the Custom Effect dialog will appear. This dialog works exactly as it does for headline text (see page 33, Headlines).

### Horizontal banner options

Three of the menus in the Banner dialog are available for horizontal banners, but not for vertical ones. These are: **Shape**, **Size**, and **Justify**. The **Shape** menu lets you apply a Headline shape to your banner text. Horizontal banners can have two lines of text. The **Size** menu affects the relative sizes of two lines of text:

|                           |                                                   |
|---------------------------|---------------------------------------------------|
| <b>Single Line</b>        | One line of text that fills the banner text block |
| <b>Small Over Large</b>   | Two lines of text: top small, bottom large        |
| <b>Large Over Small</b>   | Two lines of text: top large, bottom small        |
| <b>Medium Over Medium</b> | Two lines of text of equal height                 |

The **Justify** menu lets you set the justification for the shorter of the two lines. This works the same as for two-line headlines.

### Adjusting Banner Length

The banner will increase in length as you add text. But you can also increase the length of the banner by selecting *Adjust Length* from the **Project** menu. This comes in handy when you want the banner to be longer but don't want to add any more words to your message. For instance, suppose you want a welcome home banner to stretch all the way across your garage door, but your "Welcome Home" text leaves the banner too short. Solve the problem by adjusting the length. Or maybe you want to create a birthday banner for the boss with room for everyone in the office to sign. Use the *Adjust Length* option to create all the space you need.



Vertical Banner

### To adjust banner length

Select *Adjust Length* from the **Project** menu. A dialog will appear allowing you to add space before and after the banner text. Choose either **Add Leading Space** or **Add Trailing Space** to specify where you want the length added. For "Leading Space" the length will be added in the space leading into the banner text. For "Trailing Space" the length will be added in the space trailing the banner text. Type in the number of inches you want to add, using whole numbers only.

You can change the amount of length you've added at any time by selecting **Adjust Length** again and typing in a new number of inches. The minimal length of the banner is determined by the banner text.

**Adjust Length of Banner Text Block**  
  
Add Leading Space:  inches  
Add Trailing Space:  inches  
  

CancelOK

*Note: Banner printing has been optimized for banners up to 16 pages. If your banner is longer than 16 pages, some loss of resolution may occur.*

### Printing a Banner

When you've finished designing your banner and are ready to print, select *Print* from the **File** menu. Choose the print options you want. An option you may want to use for your banner is **Print Mode: Coloring Book**. This option lets you print your banner in outline form which saves on printer ribbons. When your banner is printed, you can color it in with marking pens, pencils, or crayons.

### Printing on a dot matrix printer

Large volumes of printing can cause your printer's print head to become overheated. If your banner is long, some printers may stop printing for a minute or two to allow the print head to cool down. Printing resumes automatically. Consult your printer manual to see how your printer operates under these circumstances.

You may want to choose "No gaps between pages" in the Print dialog for best results

## Printing on an ink jet or laser printer

If you use an ink jet or laser printer, your banner will be printed on a series of single sheets. Assemble the banner by trimming one edge of each sheet and then joining the sheets together with glue or transparent tape. For best results, glue the pages together first, then tape the seams on the back.



## LETTERHEAD

With The Print Shop Deluxe it's easy to design professional-looking business letterhead, elegant personal stationery, and informal notepads to suit your every need. High-quality, scalable graphics and outline fonts make your letterhead look like it came from a professional printer. Specially-designed backdrops and layouts let you create exactly the impression you want — everything from no-nonsense formality to whimsical informality. The many available graphic and text elements give you plenty of opportunity to express your own interests, style, and personality.

### Selecting a Letterhead Type

The Print Shop Deluxe letterhead comes in two types: **Single Page** (8.5 x 11 inches) and **Notepad** (5.5 x 8.5 inches). **Notepad** is printed two to a sheet. Select the Letterhead project from the Select a Project dialog and then choose the type you want.

### Designing Letterhead

Designing Letterhead is easy. Select whatever backdrop you want, choose a layout, and then fill it in. Backdrops for **Single Page** letterhead are the same as for tall signs, and backdrops for **Notepad** are the same as for top fold spread greeting cards. These backdrops are designed to suit a wide range of business and personal needs.

*Note: Not all of the portrait and top fold spread backdrops are appropriate for letterhead or notepads. Those that are not appropriate do not appear in the list.*

Many of the layouts include mastheads using row or column graphics combined with text blocks. Use the *Order* command from the **Object** menu to position the text blocks (containing name and address information) on top of the graphics to produce great-looking mastheads.

Some layouts have large text blocks. These allow you to write a letter as you create the letterhead.

Once you have designed your letterhead, save it to use again and again. If your address or phone number changes, you can easily update your saved letterhead.

### Printing Letterhead

When you've finished your design and are ready to print, select *Print* from the **File** menu.

## Using Letterhead

One of the most convenient ways to use Print Shop Deluxe letterhead is to write letters from within the program. To do this, just choose a layout with a large text block. Design the letterhead and then type your letter in the text block using a small text size. When you're done, print it out. You'll have created letterhead and letter all at the same time! If you save this project, you can use it again. Simply delete the text of your old letter from the text block and type in a new letter.

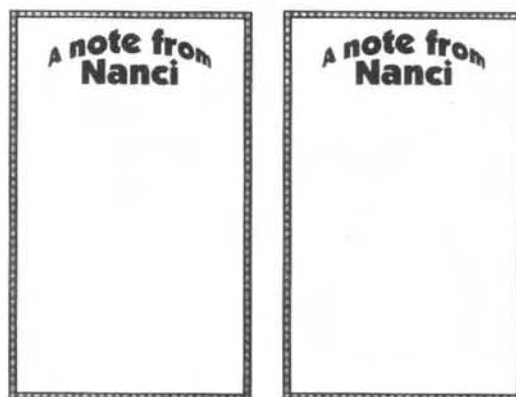
*Tip: To produce lined paper for your Letterhead or Notepad, just use the underline character and fill a text block with lines.*

You can also design Print Shop Deluxe letterhead to use with your regular word processing program. Just print out your design and feed the paper through the printer again when you're ready to print a letter. Layouts that have a masthead and lots of blank space are perfect for this kind of use.

Of course, you can also use Print Shop Deluxe letterhead in both **Notepad** and **Single Page** size for handwritten letters and notes. **Notepad** size stationery is especially useful to have on hand. Once you've created a letterhead or notepad design, you may want to take your printout to a copy shop to make a large supply of copies quickly and cheaply, or have your notepad design made into a real notepad.



Regular Letterhead



Notepad

## CALENDAR

Calendars are one of the most useful projects in The Print Shop Deluxe. The program's features let you create a calendar for every need, personalized with your own notes, graphics, and highlighted dates. Print Shop Deluxe calendars come in yearly, monthly, weekly, and daily formats and in tall and wide orientations. They're just what you need to help organize your busy life at home, school, or in the office.

### Selecting a Calendar Type

You can make a *Yearly*, *Monthly*, *Weekly*, or *Daily* calendar in either a *Tall* or *Wide* orientation. Begin by selecting the Calendar project from the Select a Project dialog. Then choose the type of calendar you want:

|                |                              |
|----------------|------------------------------|
| <b>Yearly</b>  | Shows each month of the year |
| <b>Monthly</b> | Shows each day of the month  |
| <b>Weekly</b>  | Shows each day of the week   |
| <b>Daily</b>   | Shows 10 hourly time slots   |

Next, choose the orientation you want: *Tall* or *Wide*.

### Setting the Calendar Date

After you have chosen an orientation, a dialog that allows you to set the calendar date appears. The dialog will differ depending on whether you have selected a yearly, monthly, weekly or daily calendar.

#### Yearly Calendar Dialog

Specify the year.

#### Monthly Calendar Dialog

Specify the year and the month.

#### Weekly Calendar Dialog

Specify the year, month, and starting day for the calendar week. The week may begin on any day, and continue into a new month. For example, if you want to create a weekly calendar that starts on Sunday, August 30th and ends on Saturday, September 5th, select *August* (the month in which the week begins) from the month list.

#### Daily Calendar Dialog

Select the year, month, day, and hours for the day. A calendar for the month you have selected will appear with the current day highlighted. A





daily calendar spans ten hours. The time is shown at the bottom of the dialog. Click on the **up** and **down** arrows to the right to specify the 10-hour time period you want. You can use either twelve or twenty-four hour time (twelve-hour time has AM and PM designations; twenty-four-hour time is continuous).

**Calendar Day**

Month:

Day: 

| October |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | T  | F  | S  |
|         |    |    |    |    | 1  | 2  |
| 3       | 4  | 5  | 6  | 7  | 8  | 9  |
| 10      | 11 | 12 | 13 | 14 | 15 | 16 |
| 17      | 18 | 19 | 20 | 21 | 22 | 23 |
| 24      | 25 | 26 | 27 | 28 | 29 | 30 |
| 31      |    |    |    |    |    |    |

Clock: ☒ 12 Hr. ☐ 24 Hr.

Time:

## Designing a Calendar

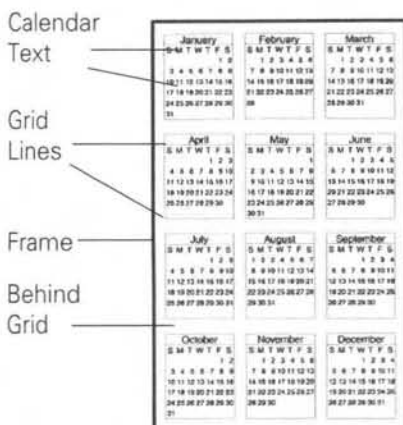
Designing a calendar is like designing any other Print Shop Deluxe project except that it involves a number of additional options relating to the calendar grid. First, you choose a backdrop. The backdrops available are the same as for tall or wide signs. (Note: Not all of the tall and wide backdrops are appropriate for calendars. Those that are not appropriate do not appear on the list.) Then you pick a layout containing the calendar grid. The calendar grid — whether for a yearly, monthly, weekly, or daily calendar — is part of the layout, so to create a calendar you must select a layout.

Once you have selected a layout, the calendar will appear in the document window. Now you can proceed to fill in the layout, and to customize the calendar grid in a variety of ways.

## Customizing a calendar grid

You can customize a calendar grid by changing the color of various parts and by adding a frame. To change the color of the grid, use the **color control panel** on the **Tool Palette**. You can choose colors for: *Grid Lines*, *Behind Grid*, *Calendar Text*, *Page*, *Backdrop* and *Frame* (if one has been added). To add a frame to the grid, use the **Frame** tool on the **Tool Palette**, or select *Frame* from the **Object** menu.

You can customize a calendar grid in a number of other ways, too. These vary depending on the type of calendar you are creating. To see



customization options for your calendar type, select *Calendar Options* from the **Project** menu. A customization dialog for the calendar type will appear.

## Yearly calendar grid

The grid for a yearly calendar shows all twelve months. The Yearly Calendar Options dialog lets you change the font and style of the text used in the grid. In addition, you can change the way the months are delineated. The choices are: *Plain*, *Underlined* and *Boxed*.

To change the year for the calendar, select *Change Year* from the **Project** menu.

Plain

| July                 | August               | September            |
|----------------------|----------------------|----------------------|
| S M T W T F S        | S M T W T F S        | S M T W T F S        |
| 1 2 3                | 1 2 3 4 5 6 7        | 1 2 3 4              |
| 4 5 6 7 8 9 10       | 8 9 10 11 12 13 14   | 5 6 7 8 9 10 11      |
| 11 12 13 14 15 16 17 | 15 16 17 18 19 20 21 | 12 13 14 15 16 17 18 |
| 18 19 20 21 22 23 24 | 22 23 24 25 26 27 28 | 19 20 21 22 23 24 25 |
| 25 26 27 28 29 30 31 | 29 30 31             | 26 27 28 29 30       |

Underlined

| April                | May                  | June                 |
|----------------------|----------------------|----------------------|
| S M T W T F S        | S M T W T F S        | S M T W T F S        |
| 1 2 3                | 1                    | 1 2 3 4 5            |
| 4 5 6 7 8 9 10       | 2 3 4 5 6 7 8        | 6 7 8 9 10 11 12     |
| 11 12 13 14 15 16 17 | 9 10 11 12 13 14 15  | 13 14 15 16 17 18 19 |
| 18 19 20 21 22 23 24 | 16 17 18 19 20 21 22 | 20 21 22 23 24 25 26 |
| 25 26 27 28 29 30    | 23 24 25 26 27 28 29 | 27 28 29 30          |
|                      | 30 31                |                      |

Boxed

| January              | February             | March                |
|----------------------|----------------------|----------------------|
| S M T W T F S        | S M T W T F S        | S M T W T F S        |
| 1 2                  | 1 2 3 4 5 6          | 1 2 3 4 5 6          |
| 3 4 5 6 7 8 9        | 7 8 9 10 11 12 13    | 7 8 9 10 11 12 13    |
| 10 11 12 13 14 15 16 | 14 15 16 17 18 19 20 | 14 15 16 17 18 19 20 |
| 17 18 19 20 21 22 23 | 21 22 23 24 25 26 27 | 21 22 23 24 25 26 27 |
| 24 25 26 27 28 29 30 | 28                   | 28 29 30 31          |
| 31                   |                      |                      |

## Monthly calendar grid

The monthly calendar grid shows all the days for the month you have selected. As with a yearly calendar, the Monthly Calendar Options let you change the font and style of the text used in the grid. The dialog also has checkboxes for: *Month Thumbnails*, *Preceding/Following Days* and *Highlight Sundays*.

### Month Thumbnails

Adds thumbnail calendars showing the preceding and following month in the last two day cells.

### Preceding/Following Days

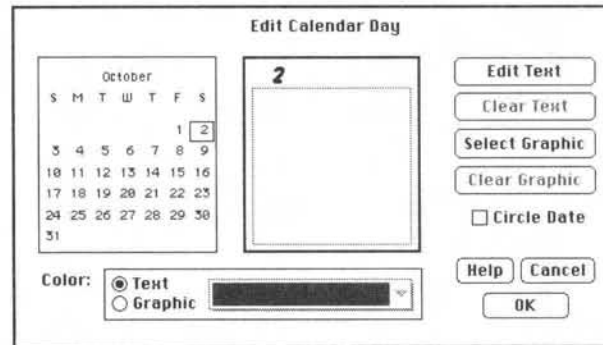
Fills in the days preceding the start of the month and those following the end of the month with the appropriate dates from the preceding and following months.

### Highlight Sundays

Makes the date for Sundays red.

### Edit Day

One of the most appealing and useful features of monthly calendars is the *Edit Day* option which lets you add text and graphics to individual cells in the calendar grid. For instance, you might want to put a note or graphic on a certain day to remind you of an appointment or an event. To add text or graphics to cells, select *Edit Day* from the **Project** menu, or double-click on the cell for the day you want to edit. The Edit Calendar Day dialog will appear. The day you have chosen to edit is shown in the display area (if you have selected *Edit Day* from the **Project** menu, then the first day of the month is shown). The calendar to the left lets you choose other days to edit without leaving the dialog. Simply click on the day you want.



To add text to the cell, click on the **Edit Text** button. The Edit Text dialog will appear. Enter text at the cursor. Use the menus and check boxes in the dialog to change the font, style, size, justification, placement, and color of the text if you want. When you are done, click **OK**.

To add a graphic to the cell, click the **Select Graphic** button. The Square Graphic dialog will appear, allowing you to select a square graphic for the cell. The square graphics listed are monochrome graphics that have been specially designed to look good at small sizes (you can change the graphic library to access other graphics, if you wish).

To put a circle around the date, use the **Circle Date** check box. This is a good way to draw attention to a special day.

To color any text or graphic you have added, use the **color control panel** at the bottom of the dialog box. Choose **Text** or **Graphic**, then open the color menu and choose the color you want from the color palette or list that appears.

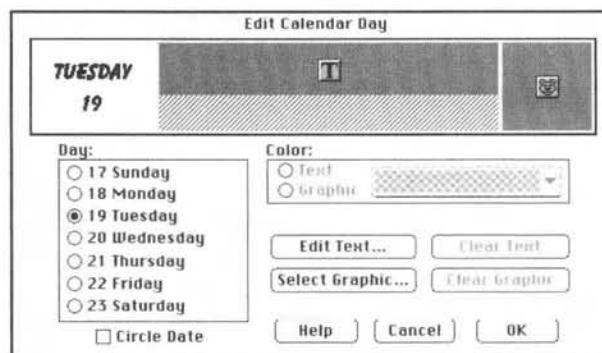
To select another day to edit, click the day you want on the calendar to the left of the display area. When you are done editing days, click **OK**.

To change the month for a monthly calendar, select *Change Month* from the **Project** menu.

### Weekly calendar grid:

The grid for a weekly calendar shows all seven days for the week you have selected. The Weekly Calendar Options dialog lets you change the font and style of the text used in the grid. The Edit Calendar Day dialog (reached by selecting *Edit Day* from the **Project** menu, or by double-clicking the day you want to edit) works like the Edit Calendar Day dialog for monthly calendars, though the appearance of the dialog box is different. You can edit text or select a graphic either by clicking the appropriate button or double-clicking the placeholder in the display area. Use the calendar at the lower-left to select a different day to edit. As

with monthly calendars, you can circle a date and add color to either text or graphic.



To change the week for a weekly calendar, select *Change Week* from the **Project** menu.

### Daily calendar grid

The grid for a daily calendar shows ten hours for the day you have selected. The Calendar Options dialog lets you change the font and style of the text used in the grid. You can also choose the kind of clock you want the calendar to use: 12 hour or 24 hour. A 12-hour clock uses AM and PM designations; a 24-hour clock is continuous. The Edit Calendar Hour dialog (reached by selecting *Edit Hour* from the **Project** menu, or by double-clicking the hour you want to edit) works like the Edit Calendar Day dialog for weekly calendars, except that you can't circle anything. Select another hour to edit from the hour list at the lower-left.

To change the day for a daily calendar, select *Change Day* from the **Project** menu.

### Printing a Calendar

When you've finished designing your calendar and are ready to print, select *Print* from the **File** menu. Choose the print options you want. You may want to consider using the **Project Size** option to print your calendar in an extra large size. Large calendars are handy for schoolrooms and offices and for scheduling a busy family's activities. You can print a calendar up to 4 x 4 pages in size. The calendar will be printed in vertical strips that you then join together.



Yearly



Monthly



Daily



Weekly

# Graphics Exporter

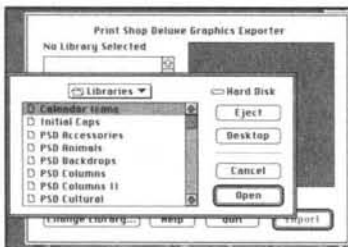
## THE PRINT SHOP DELUXE GRAPHICS EXPORTER

The Graphics Exporter is a utility that extends the value of The Print Shop Deluxe by allowing you to export Print Shop Deluxe graphics (the clip art in The Print Shop Deluxe and the Graphics Collections) in three different file formats: EPSF (Encapsulated PostScript) PICT, and AI (Adobe Illustrator). A graphic exported as EPSF will also include a PICT preview, so if you use the EPSF file in a program that can display PICT, you can preview the image. The exported graphics can then be imported into a graphics, word processing or desktop publishing program of your choice.

You can export Square, Column, and Row Graphics, plus all Backdrops except those for Banners. Borders, Mini-Borders and Ruled Lines cannot be exported.

### Starting the Graphics Exporter

Open The Print Shop Deluxe folder and double-click on the Exporter icon. The title screen for the Exporter will appear. Click **OK** to go to the Exporter's Graphic Selection Window.



### Selecting a Graphics Library To Export From

Before you can export a graphic, you must select the graphics library containing the graphic you want. All of The Print Shop Deluxe graphics were placed into a folder called "Libraries" when the program was installed.

- Click on the **Change Library** button.
- Double-click on the "Libraries" folder or click on the **Open** button.
- A list of the graphics in that library will appear on the left.

### Selecting a Graphic To Export

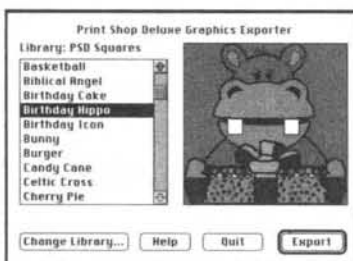
- Highlight the graphic you want.
- Click on the **Export** button.
- A Save dialog will appear.

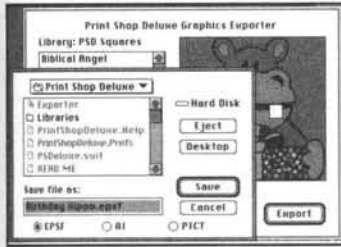
The default file format is EPSF. If you want to export the graphic in PICT or Adobe Illustrator format, click on either the PICT or AI radio button.

### Saving the Exported Graphic

Once you have selected a file format, you must save the graphic you are exporting. If you want to save the file in a different folder, select the folder you want from the list. If you want to save the file in a different location, open the menu above the list and select the location you want.

- To save the graphic file, click **Save**.





If a file with the same name exists, you will be asked whether or not you would like to replace that file with the new one. Select **OK** to overwrite the existing file. If you don't want to overwrite the existing file, select **Cancel** and rename the file you are exporting.

- To save the renamed graphic file, click **Save**.

After saving the graphic file, you can select other graphics to export or quit the program.

## Quitting the Graphics Exporter

- Click on **Quit** to quit the Exporter.

To use the exported graphic(s) with other applications, consult the manual for those applications on importing or opening graphic files.

***NOTE:** If the importing application uses a non-standard color palette, the colors of the exported graphic may appear to be different.*

# Troubleshooting

If you are having problems with The Print Shop Deluxe, select Help from the Apple menu to get Help within the program or refer to the Index for the topic you are having trouble with. If you still have problems, call The Print Shop Deluxe Technical Support Hotline. Before you do, though, read through this chapter for some possible solutions.

## Before Calling Technical Support

If you are having trouble printing, go through this list first. Make sure:

- 1) the system is properly set up
- 2) the printer cable is connected securely (push it on firmly where it connects to the printer and the computer)
- 3) the printer power switch is on
- 4) the printer is on-line (selected)
- 5) the friction feed is off, and the tractor feed is on, if you are using continuous feed paper
- 6) paper is properly positioned
- 7) check that the printer's removable top, if any, is firmly in place.

**The Print Shop Deluxe  
Technical Support Hotline  
(415) 382-4750**

Hours: Monday through Friday  
7:00 am-5:00 pm Pacific Time

## To turn off Virtual Memory and 32-Bit Addressing:

- 1) Pull down the Apple menu and select "Control Panels". A window of system control panels will appear.
- 2) Double-click on the "Memory" control panel.
- 3) Click on the Virtual Memory "OFF" button.
- 4) Click on the 32-Bit Addressing "OFF" button.
- 5) Close the "Memory" and "Control Panels" windows.
- 6) Restart your Macintosh.

## To allocate additional memory for a program running under:

### System 7.0 or 7.01

- 1) Single-click on the program icon, (be sure the program is not in use).
- 2) Pull down the Finder menu and select "Get Info".
- 3) A window will appear with two memory figures, a "Suggested size" and "Current size". Highlight the current size by double-clicking on the number.
- 4) Increase the memory by typing in a new number. The amount you increase can vary, but a good starting point would be about 500k above the suggested size.
- 5) Close the Get Info window, and start the program.



## System 7.1

- 1) Single-click on the program icon, (be sure the program is not in use).
- 2) Pull down the Finder menu and select "Get Info". A window will appear with three memory figures- a "Suggested size", "Minimum size", and "Preferred size".
- 3) The minimum size should equal the suggested size. Highlight the minimum size by double-clicking on the number, then type in the suggested size number.
- 4) The preferred size should be higher than the minimum size. The amount can vary, but a good starting point would be about 500k above the suggested size. Highlight the preferred size by double-clicking on the number, then type in a higher number.
- 5) Close the "Get Info" window, and start the program.

### To add memory to Print Monitor:

Follow instructions outlined above for allocating additional memory in System 7.0 and 7.1. The Print Monitor file is in the Extensions folder within the System folder. By default, Print Monitor is set to 80K, suggested size for avoiding memory errors is 350K.

### To set your Macintosh to 256 or more colors:

- 1) Pull down the Apple menu and select "Control Panels". A window of system control panels will appear.
- 2) Double-click on the "Monitors" control panel. A small box will display your video options- Black & White, 4, 16, and 256\*.
- 3) Select the 256 color option by clicking on that number.
- 4) Close the "Monitors" window.

\* If 256, thousands, or more colors are not listed, or shaded gray, you will need to add more video memory (VRAM) to your computer.

### Conflicts with Extensions:

If your system freezes or you receive a "bomb" error message, a system extension may be conflicting with your program. To temporarily disable your extensions, hold down the SHIFT key and Restart your Macintosh. When the message, "Welcome to Macintosh. Extensions Off" appears, release the SHIFT key.

### Performa info:

At Ease is a simplified version of the Finder consisting of two main groups, Programs and Documents. While At Ease is in operation, many of the functions needed to configure the Macintosh are unavailable.

- 1) To temporarily disable At Ease, select "Go to Finder" from the File

- menu. Since At Ease is an extension, it can also be disabled by holding down the "Shift" key and restarting the computer.
- 2) To permanently disable At Ease, select "Control Panels" from the Apple menu. Double-click on the "At Ease Setup" control panel. Click on the At Ease "Off" button. Close the "At Ease Setup" and "Control Panels" windows. Restart the computer.
  - 3) To add or delete a program from At Ease, open the "At Ease Items" folder in the system folder, and add or remove the program icon or alias.

Launcher allows users to execute their programs through a single window.

- 1) To add or delete a program from the Launcher- open the "Launcher Items" folder in the system folder, and add or remove the program icon or alias.
- 2) To disable Launcher, close the Launcher window.

The Performa always looks to the Documents folder first when attempting to retrieve files. In order to avoid extra steps to find your graphic libraries, make an alias of the Libraries folder and place it in the Documents folder.

From the Finder,

- 1) Open the Print Shop Deluxe folder and click once on Libraries.
- 2) Select 'Make Alias' from the File menu.
- 3) Drag the Libraries alias to the Documents folder.

#### **Printer info:**

The best settings for most print jobs are U.S. Letter, Portrait orientation. Go to Page Setup to verify these settings are selected.

# Index

- Add Command 63
- Adding and Changing Colors 48
- Adding Objects 50
- Adding Shadows and Frames 46
- AI format 87
- Align Command 65
- Aligning Objects 52
- Allocating Additional Memory 88
- Apple Menu 60
- Backdrops
  - Backdrop Dialog 13, 25
  - Changing the Backdrop 52
  - Lighten Backdrop 28
- Banners
  - Add Leading/ Trailing Space 68, 76
  - Adjusting Banner Length 68, 75, 76
  - Choosing a Banner Backdrop & Layout 74
  - Horizontal Banner Options 75
  - Printing a Banner 76
  - Selecting a Banner Type 74
  - Entering Banner Text 75
- Borders 32
- Calendars
  - Calendar Icons 31
  - Calendar Options 68
  - Change Year, Month, Week, Day 68
  - Circle Date 83
  - Customizing a Calendar Grid 81
  - Designing a Calendar 81
  - Edit Day, Hour 68
  - Editing Text 83
  - Highlight Sundays 82
  - Month Thumbnails 82
  - Preceding/Following Days 82
  - Printing a Calendar 84
  - Project Size 84
  - Selecting a Calendar Type 80
  - Selecting Graphics 83
  - Setting the Calendar Date 80
- Change Backdrop Command 67
- Change Layout Command 67
- Change Library 26, 31
- Changing Object Order 51
- Changing the View 53
- Clear Command 63
- Close Command 61
- Column Graphics 30
- Copy Command 63
- Cut Command 62
- Deleting Objects 51
- Design Elements 29
  - Duplicate Command 51, 63
- Edit Menu 62
- Edit Object Command 63
- EPSF 87
- Extensions 89
- File Menu 60
- Flip Command 48, 65
- Font Command 66
- Frame Command 64
- Graphic Exporter
  - Installing 86
  - Quitting 87
  - Saving the Exported Graphic 87
  - Selecting a Graphic to Export 86
  - Selecting a Library 86
  - Starting 86
- Greeting Cards
  - Designing a Greeting Card 70
  - Folding a Greeting Card 71
  - Printing a Greeting Card 70
  - Selecting a Greeting Card Type 70
  - Tutorial 12
- Headlines
  - Changing Headline Text Attributes 33
    - Headline Dialog 15
    - Headline Text 5
    - Effect 34
    - Font 33
    - Justify 34
    - Shape 34
  - Customizing a Headline Effect 34
    - Color 37
    - Shadow Fill 37
    - Shadow Position 37
    - Shadow Style 37
    - Text Fill 36
    - Text Style 35
  - Entering Headline Text 33
- Help 24, 60
- Hide Backdrop/Show Backdrop 53, 69
- Hide Placeholders/Show Placeholders 53, 69
- Hide Tools/Show Tools 54, 69
- Horizontal Ruled Lines 32
- Importing Graphics 41
- Initial Caps 31
- Installing 8
- Justification Command 67
- Layouts
  - Definition 5, 27
  - Changing the Layout 52
  - Layout Dialog 14, 27
- Letterhead
  - Designing Letterhead 78
  - Notepad 78
  - Printing Letterhead 78
  - Selecting a Letterhead Type 78
  - Single Page 78
  - Using Letterhead 79

- Lock Command 52, 65
- Mini-borders 32
- Moving Objects 51
- Navigation Pop-up 15-16, 19
- New Command 60
- New Features 4
- Object Menu 63
- Open Command 61
- Opening a Saved Project 25
- Order Command 64
- Page Setup 62
- Paste Command 63
- Performa Info 89
- PICT 87
- Placement Command 67
- Preferences
  - Fast Save 54, 61
  - Full Save 54, 61
- Printing
  - Page Setup 56
  - Print Command 62
  - Print Dialog 23, 56
  - Print Mode 56
  - Printer Selection 57
  - Printing 23, 55
  - Project Size 57
  - Two Color Dither 57
- Project Menu 67
- Quit Command 58, 62
- Requirements 8
- Resizing
  - Graphics 50
  - Text 50
- Revert to Saved Command 61
- Rotate Command 64
- Rotating 46
- Row Graphics 30
- Save Command 23, 54, 61
- Save As Command 55, 61
- Scale Command 64
- Scaling
  - Graphics 49
  - Text and Headlines 49
- Select a Project Dialog 24
- Select All Command 63
- Selecting Objects
  - Additional Objects 45
  - All Objects 45
  - Single Object 45
- Setting Monitor Colors 89
- Shadow Command 64
- Signs
  - Designing a Sign 72
  - Printing a Sign 73
  - Project Size 73
  - Selecting a Sign Orientation 72
- Size Command 66
- Square Graphics 30
- Starting the Program 10
- Style Command 66
- Technical Support 88
- Test Printer 62
- Text Blocks
  - Changing Text Attributes 38
    - Color 40
    - Fonts 39
    - Justification 40
    - Placement 40
    - Size 40
    - Style 39
  - Entering Text 38
- Text Menu 66
- Text Settings 66
- Tool Palette 41
  - Color Control Panel 44
    - Color Bar 44
    - Item Selector Bar 44
    - Tint Slider 44
  - Delete Tool 43
  - Flip Tool 44
  - Frame Tool 44
  - Hand Tool 43
  - New Object Tool 29, 43
  - Pointer Tool 42
  - Rotate Tool 44
  - Text Tool 42
  - View Tool 43
- Troubleshooting 88
- TrueType Fonts 5, 10
- Undo Command 62
- Unlock Command 52, 65
- Vertical Ruled Lines 32
- View Menu 68
- Zoom In/ Zoom Out Command 68