

THE Print Shop® Deluxe



■ The Print Shop® Deluxe Companion™

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Fonts provided by FontBank, Inc. and Pipeline Associates, Inc.,
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Introduction

Welcome to The Print Shop Deluxe Companion. This exciting new program lets you create a variety of stylish, professional-looking printed materials that you'll use every day in your business and personal life.

The Print Shop Deluxe Companion's main publishing projects include Certificates, Envelopes, Business Cards, and Post Cards. In addition, a Name List feature lets you create and maintain a name list to merge into mailings and other printed materials, the Smart Graphic feature lets you create a library of custom-designed Initial Caps, Numbers, and Timepieces, and Utilities let you create your own borders, and merge and edit graphics libraries. The program contains an extensive collection of high-quality scalable graphics and an array of backdrops and layouts that make designing a project remarkably quick and easy.

With all these features, The Print Shop Deluxe Companion is truly the program you've been waiting for. By allowing you to create the custom printed materials you need in the quantities you want — ten or a hundred — and giving you merge-print capability too, The Print Shop Deluxe Companion will save you time and money. You'll be amazed at how quickly and easily you can create dazzling, high-quality output.

If you own The Print Shop Deluxe, you'll get even more benefit from both products. The Print Shop Deluxe Companion provides backdrops and design elements that complement many of the designs in The Print Shop Deluxe, so you can create an entire stationery set, using business cards and envelopes from The Print Shop Deluxe Companion, and letterhead from The Print Shop Deluxe.

SPECIAL FEATURES OF THE PRINT SHOP DELUXE COMPANION

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.

Color

Most Print Shop Deluxe Companion 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 new square graphics, The Print Shop Deluxe Companion gives you horizontal row-shaped graphics and vertical column-shaped graphics that are great for decorating the top, bottom, or sides of a project. The graphics can be scaled, stretched, flipped, or rotated for a wide range of interesting effects. For Certificates, The Print Shop Deluxe Companion provides elaborate Certificate borders, plus Seal graphics that can include your custom text.

TrueType Fonts

The Print Shop Deluxe Companion includes 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 Companion layouts is like having a professional designer at your side. Closely tied to detailed backdrops or designed for use with a textured backdrop, 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 Companion provides printer support on a “resolution independent” basis. This means that your printer’s full capabilities are utilized. Whether you use a dot matrix, ink jet, or laser printer, you’ll get the highest 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 Companion. 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 Companion box and what equipment you’ll need to run the program. It also 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 Companion with step-by-step instructions for creating a certificate. By following the tutorial you’ll quickly grasp the basics of making a Print Shop Deluxe Companion project.

The Basics

Chapter 4 describes in detail the basic steps involved in creating any Print Shop Deluxe Companion 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 helpful tips for using the program’s many features.

The Projects

Chapter 5 describes each of The Print Shop Deluxe Companion publishing projects in detail. The projects include: Certificates, Business Cards, Envelopes, and Post Cards. This chapter also explains how to use the Name List feature, how to create Smart Graphics, including Initial Caps, Numbers, and Timepieces, how to create borders using the Make a Border utility, and how to merge and edit graphics libraries.

The Menus

Chapter 6 describes each of the The Print Shop Deluxe Companion commands available from the menus. The menus are File, Edit, Object, Text, Project, View, and Goodies.

Graphics Exporter

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

Troubleshooting

Chapter 8 describes some common Print Shop Deluxe Companion problems and their solutions. If you experience a problem with The Print Shop Deluxe Companion, please read this section before calling for technical assistance.

Getting Started

REQUIREMENTS

The Print Shop Deluxe Companion Includes

The Print Shop Deluxe Companion Disks

The Print Shop Deluxe Companion Reference Manual

The Print Shop Deluxe Companion Graphics Reference Booklet

What You Need

Macintosh computer with a 68020 processor or higher, or PowerPC

System 7.0 or higher

1.4MB floppy disk drive

Hard disk with at least 6MB of free space

4MB of random-access memory (RAM)

100% Macintosh-compatible monochrome or color printer

Nice To Have

The Print Shop Deluxe for Macintosh

Color printer ribbons or cartridges

Specialty paper

INSTALLING THE PRINT SHOP DELUXE COMPANION

Installing The Print Shop Deluxe Companion 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 Companion 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

Companion. This file contains valuable information about The Print Shop Deluxe Companion in general. You may want to take a moment to read the file before installing the program on your system. Insert The Print Shop Deluxe Companion Disk 1 into the floppy drive and double-click on the Read Me file icon to launch it.

Installing the Program

1. Turn off all virus detection software (if you have any on your system).
2. Insert The Print Shop Deluxe Companion Disk 1 into the floppy drive.
3. Double-click on the Installer icon.
4. The Installer will display a message reconfirming the need to turn off any virus protection software that may be running on your system. Click **OK** after you have read the message.
5. Once you are in the Installer program itself, simply click on the **Install** button to install The Print Shop Deluxe Companion on your hard drive.
6. The Installer will display a message telling you whether your system is suitably equipped to run The Print Shop Deluxe Companion. Click **Continue** after you have read the message.
7. Follow the prompts that tell you when to insert each Print Shop Deluxe Companion disk.

***NOTE:** The Installer will examine your system to see whether or not you have a Macintosh with a 68020 microprocessor or higher, or a PowerPC microprocessor. The appropriate application will be installed based on the microprocessor resident on your system.*

While you are waiting for The Print Shop Deluxe Companion 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 Companion
- Discounts on new versions of The Print Shop Deluxe Companion
- Special offers on new products in the The Print Shop Deluxe family, such as new Graphics Collections and Graphics Folios
- Free Technical Support
- Special offers on other Broderbund 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.

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

9. Drag The Print Shop Deluxe Companion 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**.

NOTE: The Print Shop Deluxe Companion will run with any TrueType font correctly installed in your System folder. Use of Type 1 fonts and System fonts shipped prior to System 7.1 requires installation of their outlines in the System folder or the use of Adobe's ATM® version 3.0 or later. We strongly recommend that you install at least one font provided with The Print Shop Deluxe Companion. Installation of the New Zurica font will insure optimum screen display and minimize font substitutions.

IMPORTANT: 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 Companion 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.

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 Companion icon.

- The Personalization dialog will appear. Enter your name and click **OK** or press **Return**.
- The Select A Project window will appear and you're ready to use The Print Shop Deluxe Companion!

Tutorial



It's easy to create a project with The Print Shop Deluxe Companion. In this quick tutorial you'll design a certificate using the program's main features. By the time you finish, you'll know the basics of designing any Print Shop Deluxe Companion project. The certificate you create will look like the certificate 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. Characters you type and keys you press are printed in boldface. This manual assumes that you are familiar with basic Macintosh techniques. If this is not the case, please first read the documentation provided 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.

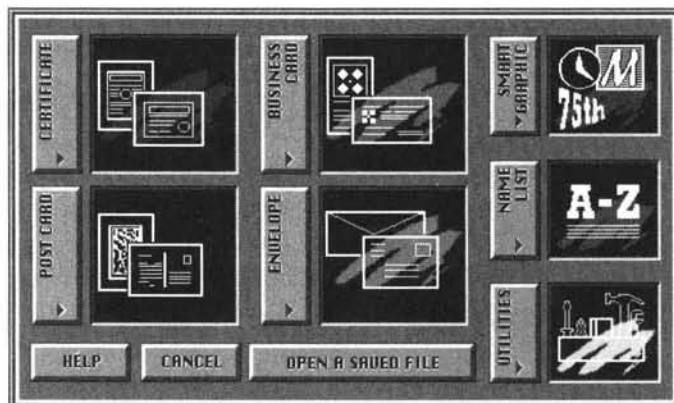
For Example:

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

CREATING THE CERTIFICATE

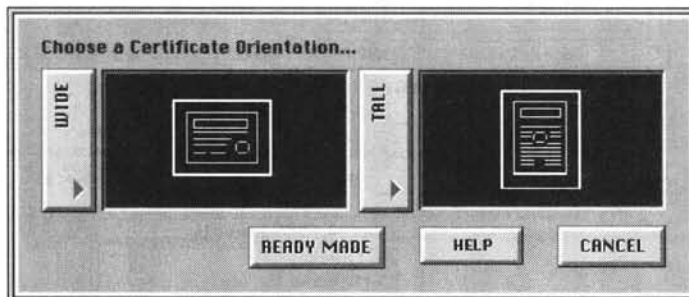
To create the certificate, you will select a backdrop, choose a layout, and fill it in.

Starting at the **Select a Project** window:



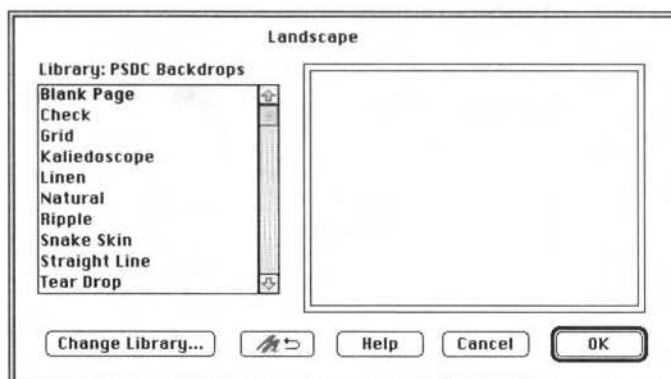
1. Select **Certificate**.
 - Click the **Certificate** button.

Now decide whether to make a Wide or Tall certificate.



2. Select a **Wide** certificate
 - Click the **Wide** button.

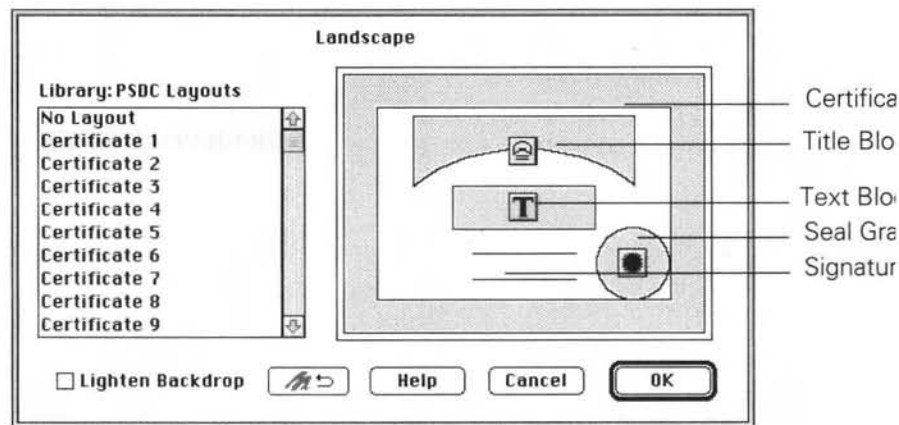
The **Select a Backdrop** dialog will appear. The names of backdrops you can choose are listed at the left. To the right is a display area which previews the selected backdrop. For this project, you'll select *Blank Page*.



3. Select the *Blank Page* from the list of available backdrops.
 - Click on *Blank Page*.
4. Leave the **Select a Backdrop** dialog
 - Click **OK**.

The **Select a Layout** dialog will appear, ready for you to select a layout.

Layouts are an important feature of The Print Shop Deluxe Companion. They provide placeholders for graphics and text, making it easy for you to produce a beautifully-designed project every time. As you move the highlight bar through the list, the highlighted layouts will appear superimposed on your certificate. Icons show what the gray layout placeholders represent.



5. Select a layout for your certificate.

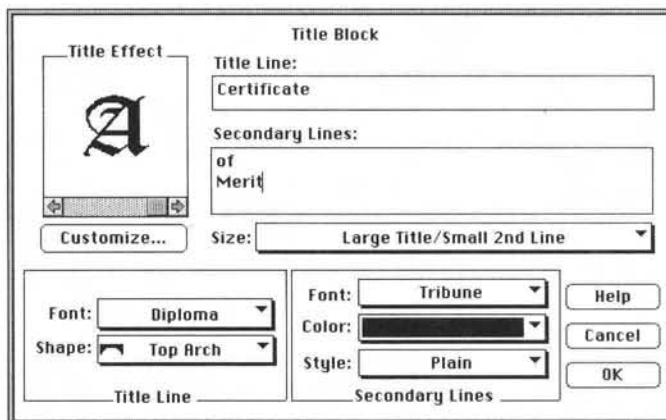
- Highlight *Certificate 1*.
- Click **OK**.

Once you have selected a layout, the document window appears. The document window has a page, a floating tool palette, and a menu bar. The title bar at the very top of the screen shows the name of the document you are working on. The layout you selected is displayed on the page. Now it's time to fill in the placeholders in the layout.

6. Fill in the Title Block.

- Double-click on the Title Block placeholder.

The Title Block dialog will appear. The Title Block is a special kind of text block available only for certificates. It consists of a Title Line and one or two Secondary Lines of text. Notice the cursor in the text box at the top of the dialog. This is where you enter the Title Line.

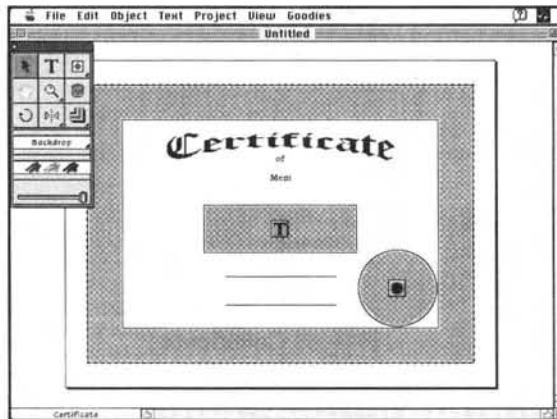


7. Enter the Title Line text.
 - Type **Certificate**
8. Change the font for the Title Line.
 - Click and hold on the *Font* popup menu in the Title Line box in the lower left of the dialog.
 - Highlight *Diploma*.

The new font will be displayed on the letter in the **Effect** box.

9. Enter the Secondary Line text.
 - Click in the Secondary Lines text box.
 - Type **of** and press **Return**.
 - Type **Merit**
10. Change the font for the Secondary Lines.
 - Click and hold on the *Font* popup menu in the Secondary lines box in the lower right of the dialog.
 - Highlight *Tribune*.
11. Change the relative size of the lines of Title Block text.
 - Click and hold on the *Size* popup menu in the center of the dialog.
 - Highlight *Large Title/Small 2nd Line*.
12. Return to the document window.
 - Click **OK**.

You will be returned to the document window. The text you typed in the Title Block dialog will appear on your project. You will notice that the secondary lines of the Title Block are automatically positioned within the open area created by the shape of the title line.



Now you're ready to fill in the text block.

13. Fill in the text block.

- Double-click on the text block placeholder.

The text block will become active with a blinking cursor. This is where you enter your text.

14. Enter three lines of text.

- Type **This award presented to** and press **Return**.
- Type **Margaret Adams** and press **Return**.
- Type **for outstanding achievement in sports**.

You can edit the text in a variety of ways using the **Text** menu on the menu bar.

15. Change the font and size for the middle line of text.

- Highlight the middle line of text by dragging the cursor over the text.
- From the **Text** menu, open the *Font* submenu and select *Diploma*.
- From the **Text** menu, open the *Size* submenu and select *Medium (36)*.

Now you're ready to work on the Signature Block which appears as a series of lines displayed on your project.

16. Fill in the Signature Block.
 - Click on the Pointer tool.
 - Double-click on the Signature Block lines.

The Edit Signature dialog will appear. On the left side of the dialog are boxes for entering names or other text to be printed beneath the signature lines.

17. Enter text.
 - In the first text field, type **President**
 - Click in the second text field or press the **Tab** key once, and type **Vice President**

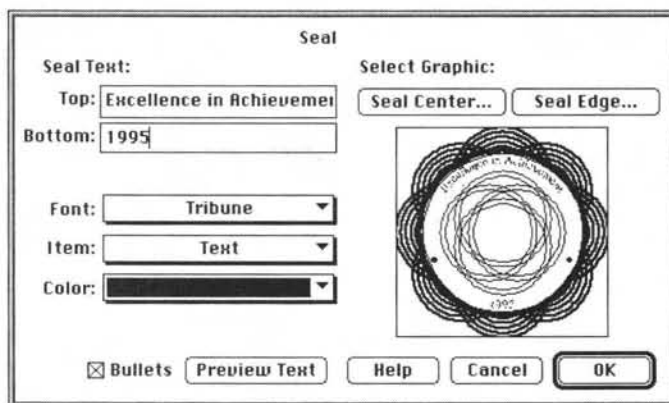
You can choose autographs of famous people to print on the signature lines. For now, though, leave the Autographs field set at *None* and continue with your certificate design.

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

The text you typed in the Signature Block dialog will appear beneath the signature lines on your project. Now proceed to fill in the Seal.

19. Fill in the seal.
 - Double-click on the seal placeholder.

The Seal dialog will appear. A Seal is a circular graphic available for certificates only. It has a decorative center, an edge, and up to two lines of text placed between the center and the edge.



20. Select a center graphic for the seal.
 - Click on the **Seal Center...** button. The Select a Seal Center dialog will appear.
 - Highlight *Classic*.
 - Click **OK**.
21. Select an edge graphic for the seal.
 - Click on the **Seal Edge...** button. The Select a Seal Edge dialog will appear.
 - Highlight *Classic*.
 - Click **OK**.
22. Enter seal text.
 - Click on the top text field.
 - Type **Excellence in Achievement**
 - Click on the bottom text field.
 - Type **1995**
23. Change the font.
 - Click on the *Font* popup menu.
 - Highlight *Tribune*.
24. Select the Bullets option.
 - Click on the **Bullets** checkbox.

25. Preview the seal text.

- Click the **Preview Text** button.

The seal text will appear on the seal in the display area, with bullets separating the top and bottom text. You could continue to work on the seal, experimenting with different centers and edges. For now, leave the seal the way it is and return to the document window.

26. Return to the document window.

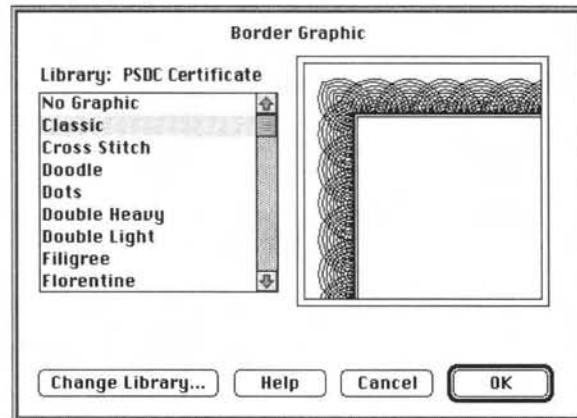
- Click **OK**.

Now you're ready to fill in the last placeholder in the layout. This is the certificate border.

27. Fill in the border.

- Double-click on the border placeholder.

The Select a Border dialog will appear.



28. Select a border.

- Highlight *Classic*.
- Click **OK** to return to the document window.

Once you've filled in the layout, you can add additional graphics or text to the certificate if you want. A square graphic would add a nice touch to this design.



29. Add a square graphic (optional).

- Click and hold down the mouse button on the **New Object** tool in the tool palette. A list of objects you can add to your project will appear.
- Highlight *Square Graphic*.
- Release the mouse button.

A square graphic placeholder will appear in the center of the page. You can move the placeholder wherever you want.

30. Move the square graphic placeholder.

- Click and hold down the mouse button on the placeholder.
- Drag the mouse to move the placeholder to the lower-left corner of the certificate.

31. Select a square graphic.

- Double-click on the square graphic placeholder. The Select a Square Graphic dialog will appear.
- Scroll down the square graphics list to *Trophy* and highlight it.
- Click **OK**.

The trophy graphic will appear on your project. If you don't like where it is placed, you can move it just as you moved the placeholder.

As you can see, it's easy to add new elements to your project. Though using layouts is the fastest way to get satisfactory results, you're not obliged to use them. By adding new objects one at a time, you can design a complete project from scratch. All of the objects listed on the **New Object** menu are available for your projects, though Title Blocks, Signature Blocks, and Seals are available only for certificates. For complete information on the design elements, see Chapter 4, The Basics.

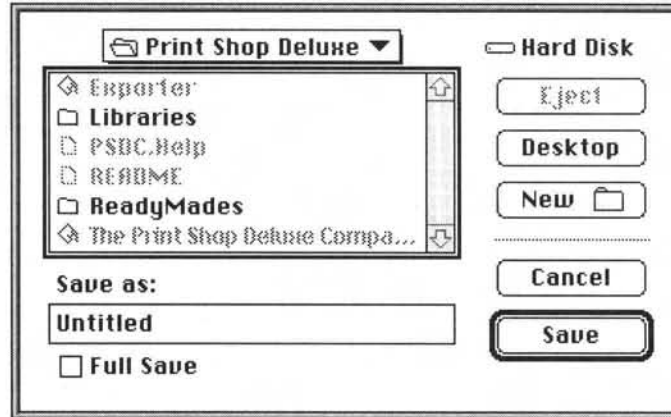
SAVING THE CERTIFICATE

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

To save the certificate:

- Select *Save* from the **File** menu. The Save dialog will appear.
- Make sure the folder and drive to which you want the project saved are currently selected. If not, navigate to the appropriate folder and drive.

- Type in a name for your project, such as **Sports**
- Click **Save**.



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

PRINTING THE CERTIFICATE

Now you're ready to print the completed certificate.

To print the certificate:

- Select *Print* from the **File** menu. The Print dialog will appear.
- Click **OK**.

Your certificate should print out on your printer. 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.



The Basics

The Print Shop Deluxe Companion contains four specialized publishing projects. They are: *Certificate*, *Envelope*, *Business Card*, and *Post Card*. The program also includes: a *Name List* feature that lets you create name lists to merge into your publishing projects; a *Smart Graphic* feature that lets you create Initial Cap, Number, and Timepiece graphics; and *Utilities* that let you create your own borders and allow you to merge and edit graphics libraries.

All of The Print Shop Deluxe Companion publishing projects work in essentially the same way. This chapter discusses the basic steps you'll follow to create any publishing project. It tells you how to make initial selections, including choosing a publishing 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 and menus. Finally, it explains how to save and print your work.

For more specific information on each publishing project as well as information on the Name List, Smart Graphic, and Utilities features, see Chapter 5, The Projects.

MAKING INITIAL SELECTIONS

Return to Project
Menu button



When you start The Print Shop Deluxe Companion program, 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 *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.

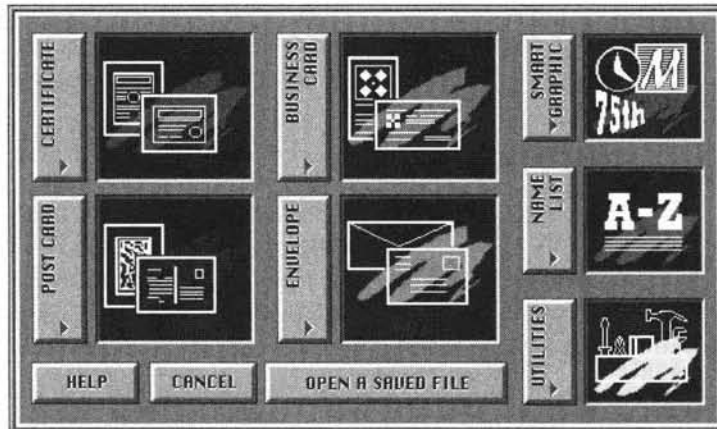
Once initial selections are made, the document window will appear with your project displayed. All the menus on the menu bar will become available and a tool palette will appear. You can then proceed to fill in the layout or add new elements. You can use the tool palette and the menus to modify the design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

Getting Help

Help is always available from within The Print Shop Deluxe Companion. To select from a list of help topics, click the **Help** button when it's available or select *Help* from the **Apple** menu. 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 TYPE

The publishing projects you can make with The Print Shop Deluxe Companion are shown in the **Select a Project** window which appears when you start the program. The publishing projects are: *Certificate*, *Envelope*, *Business Card*, and *Post Card*. (This dialog also lets you select the Name List feature, the Smart Graphic feature, and the Utilities. For information on these features, see Chapter 5, The Projects.)



To select a project:

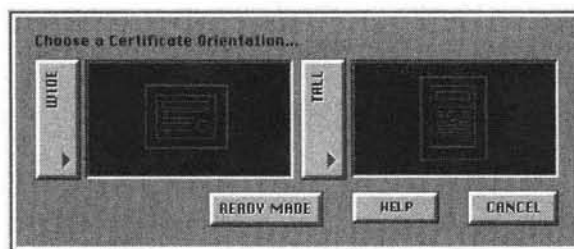
- Click the button for the project you want.

To get a saved project:

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

SELECTING AN ORIENTATION

After you select a project type, you must select a page orientation. Orientation depends on the project.



To select an orientation:

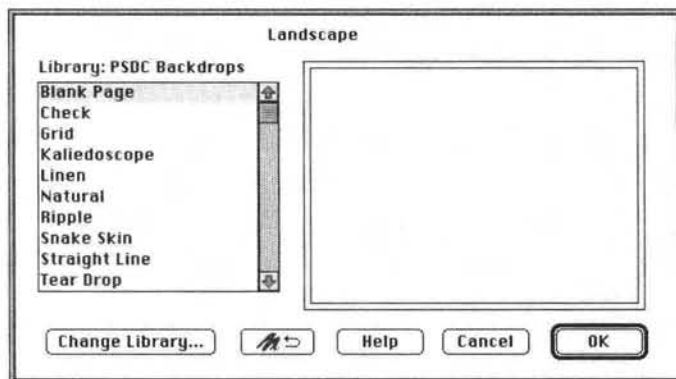
- Click the button for the orientation you want.

Note: If you are creating a certificate, this dialog will include a button for Ready Made certificates. Click the Ready Made button if you want to open a Ready Made certificate (see the Graphics Reference Booklet for the assortment of Ready Made Certificates).

For complete information on orientation and other specifications for each project, see Chapter 5, The Projects.

SELECTING A BACKDROP

When you have selected a project type and an orientation, the **Select a Backdrop** dialog will appear. The 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.



The Print Shop Deluxe Companion contains a wide variety of backdrops especially designed for each project type. 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).

To select a backdrop:

- Highlight the backdrop you want.

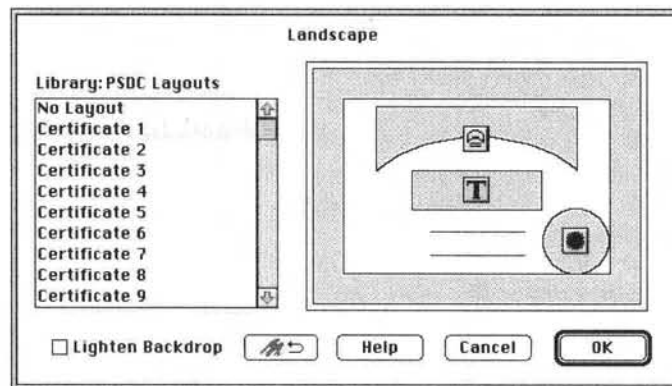
To get a backdrop from another library, click the **Change Library** button, open the Libraries folder if it's not already open, and then select the library you want from the list that appears and click **Open**.

Choose *Blank Page* if you do not want a backdrop for your project or if you want a solid-color or color-blend page. You'll have a chance to choose a page color and blend color when the tool palette and menus appear.

- Click **OK**.

SELECTING A LAYOUT

After you select a backdrop, the **Select a 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.



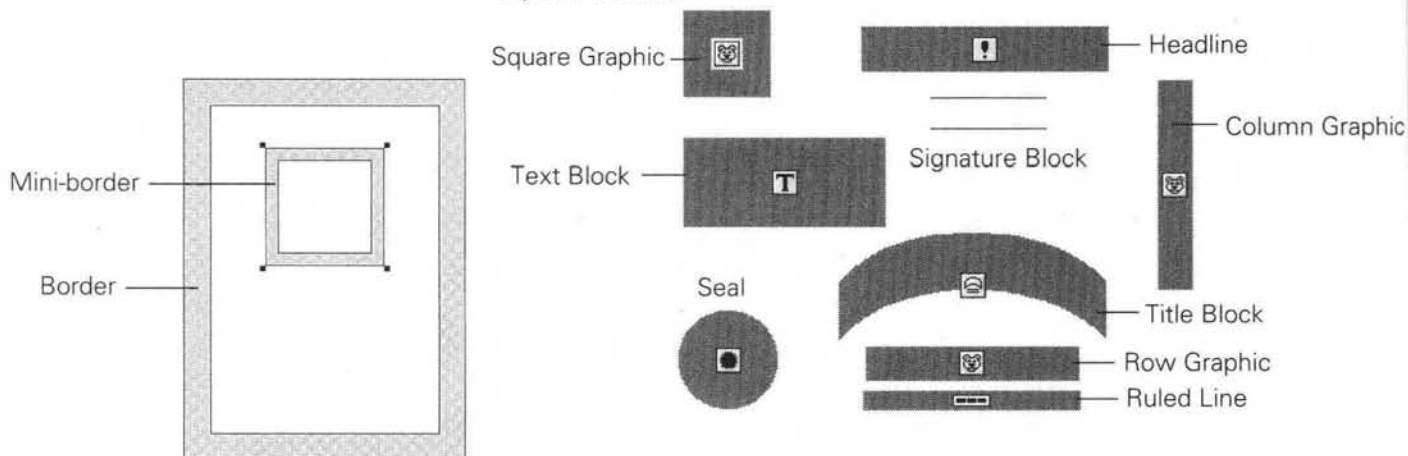
What Is a Layout?

A layout makes designing your project easy. Created by professional designers, Print Shop Deluxe Companion layouts provide spaces for graphics and text. The spaces are represented by gray object place-

holders with identifying icons. 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. Certificate projects also include: Signature Blocks, Seals, and Title Blocks, and Certificate Borders will replace Borders.



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 blank page for your project, you will see The Print Shop Deluxe Companion'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 your selection. For some backdrops the list may be as short as one or two layouts. If you have chosen a detailed backdrop and want to see the entire list of layouts, 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** checkbox again.

Viewing a layout

To view a layout, highlight the layout you want to see. The highlighted layout will appear in the display area superimposed on the backdrop.

To select a layout:

- Highlight the layout you want.

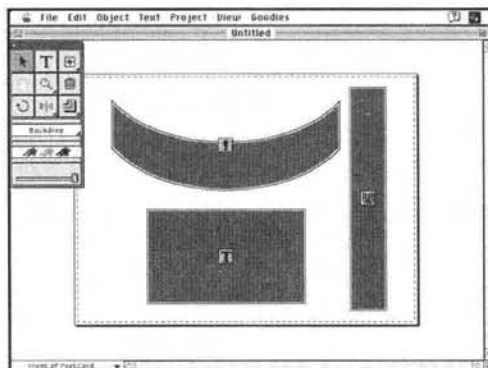
Choose *No Layout* if you do not want to use one of the pre-designed layouts for your project. If you choose *No Layout* you can use the tools and menus to add objects to your project, thus creating your own layout.

- Click **OK**.

Note: For Envelope and Post Card projects, you can choose either layouts that conform to United States Postal Service (USPS) requirements or layouts suitable for hand-delivered correspondence. USPS layouts have some special characteristics. See Chapter 5, The Projects, for details.

FILLING IN THE LAYOUT

When you have made all your initial selections, your project will be displayed in The Print Shop Deluxe Companion'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 90, 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 Companion's graphic and text objects and how to fill them in, see Design Elements, below.

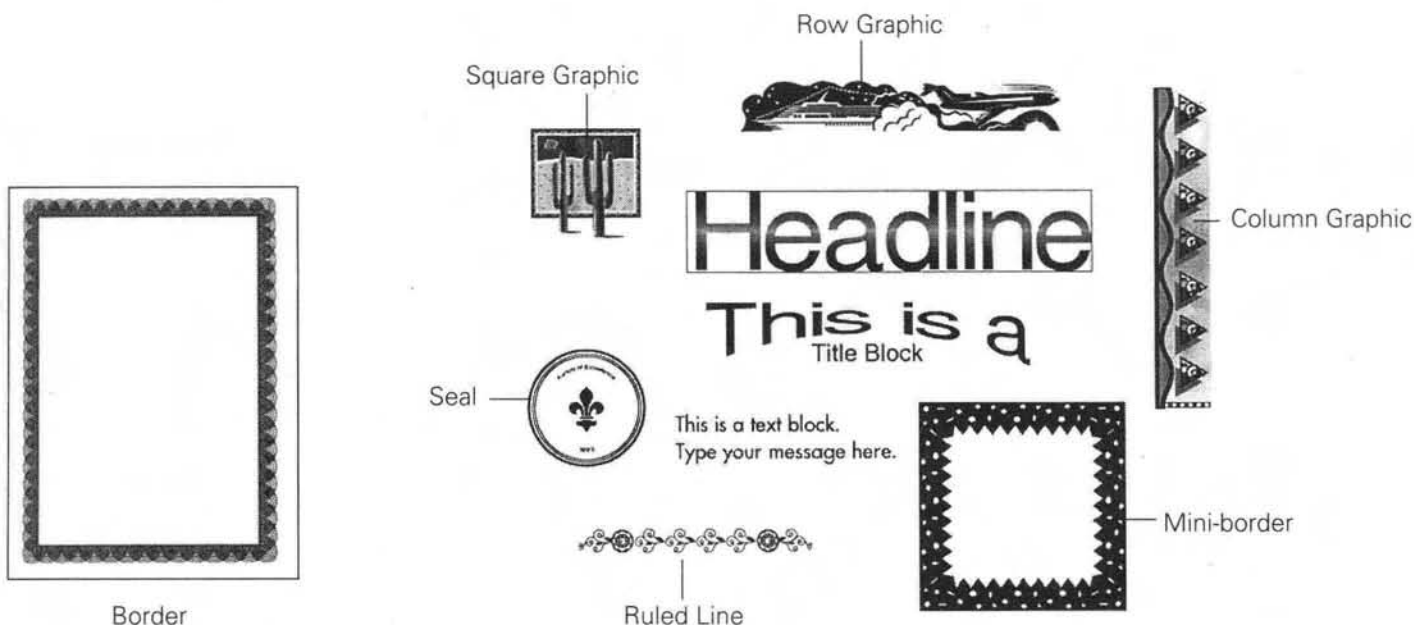
DESIGN ELEMENTS

	Square Graphic Row Graphic Column Graphic
	Text Block ¶T Headline
	Horiz Ruled Line Vert Ruled Line Mini-Border Certificate Border
	Title Block Seal Signature

The Print Shop Deluxe Companion contains many different design elements to use in your projects. These include: *Square*, *Column*, and *Row Graphics*; *Text Blocks*; *Headlines*; *Borders* and *Mini-Borders*; and *Ruled Lines*. If you are working on a certificate, three additional objects are available. These are: *Signature Blocks*, *Seals*, and *Title Blocks*; and in certificates, *Certificate Border* will replace *Border*.

The layouts use the design 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. If you prefer, you can build a project from scratch simply by adding design elements to a blank page.

Each design element has its own selection dialog. The dialogs for square, column and row graphics, and for borders, mini-borders, and ruled lines



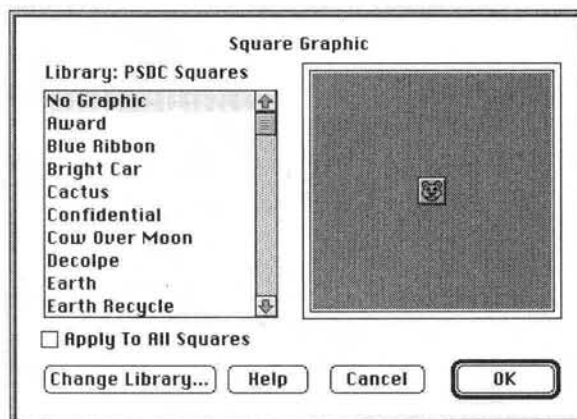
work in very similar ways. The dialogs for headlines, and for title blocks, signature blocks, and seals in the certificate project work in various ways, allowing for text entry, editing and customization. Text for text blocks is entered directly on the project in the document window and is styled via the **Text** menu.

SQUARE, COLUMN, AND ROW GRAPHICS

The Print Shop Deluxe Companion 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 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.

Note: The Print Shop Deluxe Companion includes Square graphic libraries that provide fun imitation "stamps" and "postmarks" that you can add to your hand-delivered envelopes and post cards. In addition, you can use any Smart Graphics you create in the Print Shop Deluxe Companion in any Print Shop Deluxe Companion project.



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, open the Libraries folder if it's not already open, 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 (or on the current section, in the case of post cards) click the checkbox. 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:

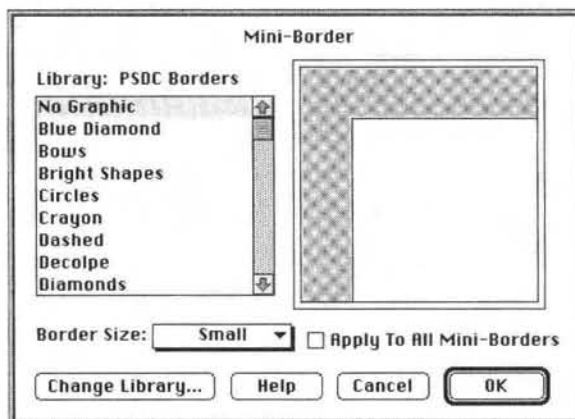
- Highlight the graphic you want.
- Click **OK** or double-click on the graphic name.

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

BORDERS AND MINI-BORDERS

The Print Shop Deluxe Companion contains many decorative 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 **Select a Border** or **Select a Mini-border** dialog will appear.



Hint: If you want to use one of the regular border designs on a Certificate project, add a mini-border and stretch it to fit the page.

As with the graphic dialogs, borders or mini-borders available from the current library are listed at the left. The currently highlighted border or mini-border is shown in the display area at 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* popup menu below the list of borders and choose *Small* or *Large*.

To apply the selected mini-border to all mini-borders on the project, check the **Apply to All Mini-borders** checkbox.

When you are satisfied with your border or mini-border selection, click **OK**.

*Note: If you are working on a Certificate project, you will see a list of borders designed especially for certificates. These borders are large and ornate. The *Size* popup menu is not available. For more information on Certificate Borders, see the *Certificate* section in Chapter 5, The Projects.*

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**



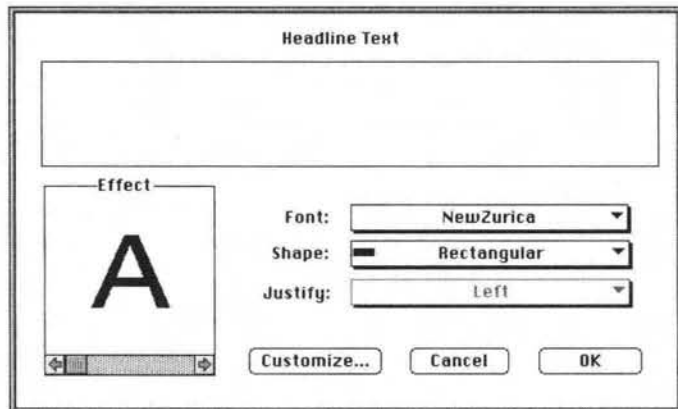
■ ■ ■ ■ ■

Line dialog will appear. This dialog works the same as the Graphics and Border dialogs. 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 Companion. 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 popup 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 **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* popup menu lets you select a font for your headline. Headlines in layouts have a default font already selected, but you can change it if you prefer. To change the font, click on the *Font* popup menu, then choose the font you want from the list that appears. The capital letter "A" from the selected font will be displayed in the **Effect** box at the left of the screen.

To see all the fonts that come with The Print Shop Deluxe Companion, see the back cover of *The Print Shop Deluxe Companion Graphics Reference Booklet*. Any other TrueType fonts that you have installed in your system will also be available.

Shape

The Print Shop Deluxe Companion has many different and exciting shapes for headlines. To change the shape, click on the *Shape* popup menu, and choose the one you want from the list that appears. A small graphic in the list gives you an idea of how each shape looks. Choose the one you want. To see how each shape looks without trying them all out, consult *The Print Shop Deluxe Companion Graphics Reference Booklet*.

Justify

If your headline has two lines of text, the *Justify* popup 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 Companion 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 an effect, click and drag the scroll bar beneath the Effect display area to scroll through the Effect library. You can also 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

DOUBLE
ARCH UP

TOP ARCH

BOTTOM ARCH

ROUND TOP

SQUEEZE

ROUND BOTTOM

Center
Justification

Left
Justification

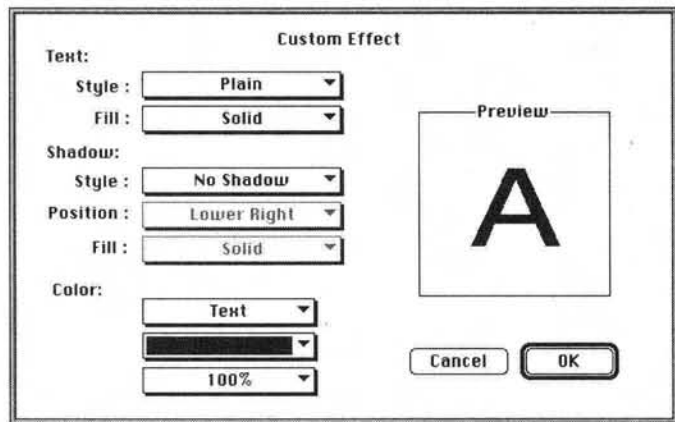
Right
Justification

Full
Justification

settings. This is a custom effect that will remain available until you quit The Print Shop Deluxe Companion, or until you design a new custom effect.

Customizing a headline effect

You can customize any of the styling effects in the Effects 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* popup 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

No Outline: 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)

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

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)

Shadow Options

Drop Shadow
Lower Right

Block Shadow
Upper Right

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: *Upper Left*, *Upper Right*, *Lower Left*, or *Lower Right*.

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 color and shading for various elements of the headline fill, shadow, and outline. The top popup 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, click on the *Color* popup menu. Choose the color you want from the color chart or list that appears. Choose a shading percentage from the last, or bottom, popup 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 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.

To enter and edit text, simply double-click on the text block placeholder. The text block will become white with a flashing cursor. 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.

When a text block is selected or when you are actively editing or typing within a text block, the **Text** menu will become active. You can use the **Text** menu to go into the Text Settings dialog change text attributes. Or you can choose font, style, size, justification, or placement, or set up a name merge by using *Name Merge* from the **Text** menu.

■ ■ ■ ■ ■

You can *use many*
different *fonts* in a **text**
block.

This is text at
18 points

This is text at
24 points

This is
text at
36 points

Text attributes

Text attributes include: font, style of font, justification, placement, size, and color. The text you type will have the currently selected attributes. To change attributes for text already entered, simply highlight the text you want to change and select new attributes for it. In this way attributes can be given to the text on a character-by-character basis. To highlight a single letter or portion of text, position the cursor to the left or right of the text and drag the mouse. To highlight an individual word, simply double-click on the word.

Font

The Print Shop Deluxe Companion comes with several TrueType fonts that 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 3.0 or a later version, the Type 1 fonts may be poorly displayed onscreen. However, they should look fine in your printout.

Important: You will not see The Print Shop Deluxe Companion fonts if you didn't drag the Font suitcase into the System folder as described in the installation instructions. Refer to the ReadMe file or page 10.

Style

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

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 with each project type and will vary from project to project. The actual point size is shown in parentheses. 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.

Note: Remember that changing the size and font will only affect text that is highlighted.

Justification

You can change the justification of all of the text you have entered. To change the justification, select *Justification* from the **Text** menu and choose the justification you want. 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. 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. Choices are: *Top*, *Center*, *Bottom*, or *Full*. If you choose *Full*, the lines will be spaced so they reach from the top to the bottom margin of the text block. Placement will not be rendered until you click outside the text block.

Color

You can change the color of the text by using the Color Bar on the tool palette. 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 that you have already entered, you must first highlight the text you want to change, select *Text* in the Item Selector 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.

Name Merge

The Print Shop Deluxe Companion's Name List feature lets you create lists of names and addresses that can be automatically added into your

projects. For example, you can print a group of post cards with a different name and address on each. Each Name List merge entry can contain up to five lines. To insert entries from the name list into a text block, double click on the text block, then place the insertion cursor where you want to merge the names. Select *Name Merge* from the **Text** menu. Select the lines you want to merge from the list that appears. Select *All Lines* to insert all of the lines.

For complete information on using the Name List feature, see the Name List section in Chapter 5, The Projects.

Title Blocks (Certificates only)

Title blocks are special text blocks designed specifically for certificates. They allow you to create a line of headline text and up to two lines of regular text all at once. This saves time and effort and helps guarantee that your certificate will be neat and professional-looking.

For complete information on title blocks, see the Certificate section in Chapter 5, The Projects.

Signature Blocks (Certificates only)

Signature blocks provide lines on which people can sign the certificates you create. The signers' names and/or titles can be printed beneath the lines. As an added fun feature, The Print Shop Deluxe Companion includes a list of autographs of famous people that can be printed on the signature lines.

For complete information on signature blocks, see the Certificate section in Chapter 5, The Projects.

Seals (Certificates only)

Seals are circular graphic objects that you can combine with one or two lines of text to decorate your certificates.

For complete information on seals, see the Certificate section in Chapter 5, The Projects.

IMPORTING GRAPHICS

You can import either EPSF or PICT graphics into The Print Shop Deluxe Companion. To import one of these graphic types into your project, use the *Import* command from the **File** menu. Select the graphic type and

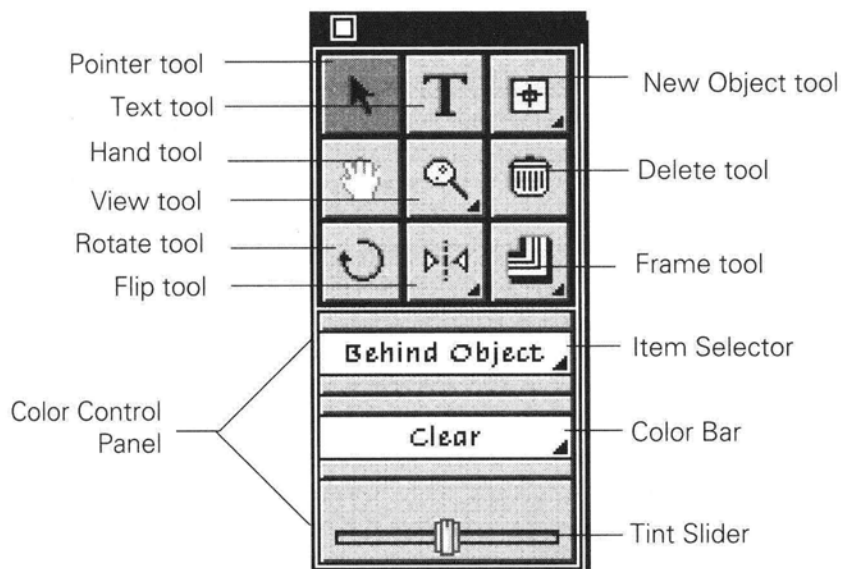
choose the file you wish to import. The image will be placed in your document and can then be resized, placed, flipped, framed, rotated in 90 degree increments, and have color added behind it.

There are some special considerations to keep in mind about EPSF graphics. EPSF stands for 'Encapsulated PostScript File' and, as its name implies, it contains special instructions for PostScript printers. You should have a PostScript printer if you plan to work with EPSF graphic files.

Most EPSF graphics also contain a PICT preview of the image for onscreen viewing. As long as the EPSF image you are importing has a PICT preview, the image will be shown in The Print Shop Deluxe Companion's document window. If the EPSF file does not contain a PICT preview, then the image cannot be displayed onscreen. Instead, a box will be placed in the document that represents your imported EPSF image.

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 Companion 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 tool deletes selected objects from your project.

You can use the drag bar at the top of the tool palette to move the tool palette 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 tool 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 seal, or a signature block, 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, text block, title block, or mini-border, the reverse is true: holding down the **Option** key as you drag maintains the aspect ratio. Ruled lines only stretch lengthwise, and borders 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 the 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. You can also use the **Text** menu to select a name merge. Use the Color Bar on the tool palette to change the color of the text. To deselect 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 for all projects are: *Square Graphic*, *Row Graphic*, *Column Graphic*, *Text Block*, *Headline*, *Horizontal Ruled Line*, *Vertical Ruled Line*, *Mini-border*, and *Border*. If you are working on a certificate project, the choices will also include: *Signature Block*, *Seal*, and *Title Block*, and *Certificate Border* will replace *Border*. Highlight the one you want. A placeholder for the object will appear on your project 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, when you select an object, 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 a new object with one action.

Hand Tool



The Hand tool lets you move your project around within the window if the project is being viewed at a size that does not fit entirely in the document 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 to Window* is the default. 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 before taking any new actions. 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 a selected object. 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 (except for borders, mini-borders, and seals) 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



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. Click and hold on the **Item Selector** (the top bar on the panel) and choose an area to color from the list that appears. The choices are: *Object (or Text)*, *Behind Object (or Text)*, *Frame*, *Backdrop*, *Page*, and *Page Blend*. If a signature block is selected, the choices *Signature Text* and *Autograph* will also appear. If no object is currently selected, then only *Page*, *Page Blend*, and *Backdrop* (if one has been selected) are available. The current color for the selected item is shown in the **Color Bar**. If the object contains more than one color, the color is represented by three color splashes or the words 'multi-colored' if you're working in a non-color mode. Although you cannot change the color of a multi-colored object, you can drag the **Tint Slider** to change its shading percentage. To change the color of a monochrome object, click the Color Bar and select a color from the color palette or the list that appears. Drag the Tint Slider, which moves in 10% increments, to change the shading percentage of the object's color.

MENUS

The Print Shop Deluxe Companion has seven 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 selecting that item will cause 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 6, 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 57.

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.

Selecting a single object

Use the Pointer tool to click on the object. Solid black handles will appear at each corner of the object. The handles tell you that the object is selected. To deselect the object, click elsewhere on the design. To move from one object to another from the keyboard, use the **Tab** key.

Selecting additional objects

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

Selecting all of the objects in the design

Choose *Select All* from the **Edit** menu. To deselect 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.

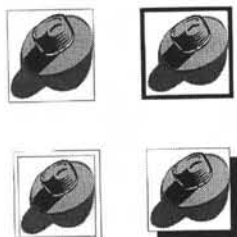
Adding Shadows

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



You can add a frame to any square, row, column, text block, headline, title block, or imported graphic. Once you've added a frame, you can change its color by using the Color Control Panel on the tool palette. The default frame color is black.

To add a frame to an object, first select the object(s), then 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.

Rotating

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.

All objects except borders, signature blocks, and seals can be rotated. (Imported graphics can only be rotated in 90 degree increments.) 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.

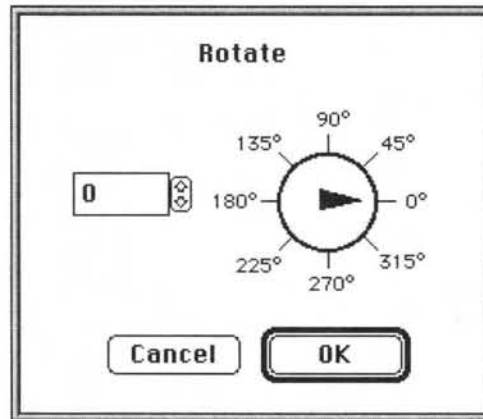


Unrotated Rotated 35° Unrotated Rotated 300°

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.



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 deselected, 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 square, row, and column graphics, ruled lines, and imported graphics can be flipped horizontally, vertically, or both. To flip an object, first select the object(s), then 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 are additional ways you can enhance your design without altering the basic layout. You can color various areas of selected objects, as well as the page and backdrop.

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

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

Note: *If the current area 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, grayscale, or color name will be shown in the Color Bar.

To change the shading percentage of the selected color, drag the Tint Slider. The bar moves in increments of 10%. The lower the percentage, the lighter the color.

You can color the entire page using a variety of color blends. To choose a color blend for the page, select *Page Blend* from the **Project** menu and then choose the type of blend you want. (This option will not be available if you have already chosen a backdrop.) Choices are: *Solid*, *Blend Across*, *Blend Down*, *Double Blend*, *Radiant Blend*, *Diagonal Blend* ->.

and *Diagonal Blend* <. Then choose the colors you want for the page and the page blend from the Color Control Panel.

<i>Solid:</i>	No blend (page color)
<i>Blend Across:</i>	Blends from left (page color) to right (page blend color)
<i>Blend Down:</i>	Blends from top (page color) to bottom (page blend color)
<i>Double Blend:</i>	Blends from top and bottom (page color) to middle (page blend color)
<i>Radiant Blend:</i>	Radiates from center (page blend color) to outer edges (page color)
<i>Diagonal Blend</i> →:	Blends from upper left corner (page color) to lower right corner (page blend color)
<i>Diagonal Blend</i> ←:	Blends from upper right corner (page color) to lower left corner (page blend color)

SCALING AND RESIZING OBJECTS

Tip: Use the scale and stretch options to make a graphic 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.

You can scale and stretch objects and resize text blocks 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.

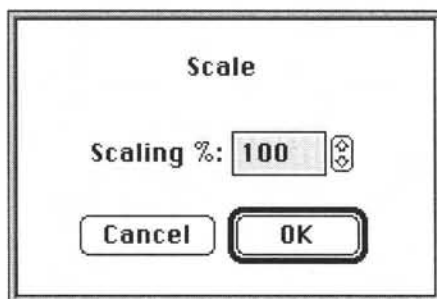
Scaling graphic objects and signature blocks

To freely scale a graphic object or signature block, 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, headlines, title blocks, and mini-borders

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

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



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.

Stretching graphic objects



Stretching 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. Headlines, title blocks, seals, signature blocks, and all graphic objects except borders can be stretched. In the case of ruled lines, however, stretching only affects the length, not the width, of the line.

To stretch a graphic object, signature block, or seal, select the Pointer tool. Position the Pointer over one of the handles of the selected object. Hold down the **Option** key and drag to stretch.

To stretch a headline, title block, or text block 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 block and then use the Pointer tool to drag one of the handles of the block.

ADDING, MOVING, AND DELETING 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 Block*, *Headline*, *Horizontal Ruled Line*, *Vertical Ruled Line*, *Mini-border*, and *Border*. If you are working on a certificate project, the list will also include: *Signature*, *Seal*, and *Title Block*. *Certificate Border* will replace *Border*. Choose the one you want. A standard-sized placeholder for the object will 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 to 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 above process.

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 click on the Delete tool in the tool palette, 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 move 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:

Bring Forward	Moves object forward one layer
Bring to Front	Moves object to the topmost layer
Send Backward	Moves object backward one layer
Send to Back	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.

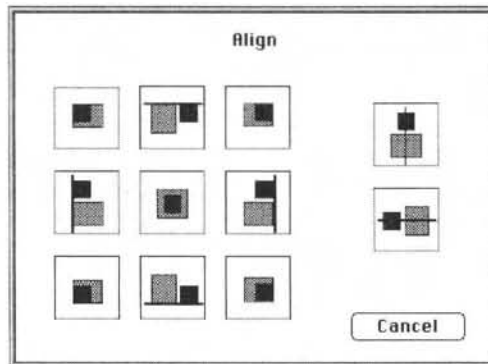
Unlocking Objects

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. For a precise description of each alignment option, see Chapter 6, The Menus.



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. (If you are working on the back of a post card, you will not be able to use a backdrop, and this command will not be available.) Select the backdrop you want.

Changing the Layout

To change the layout, select *Change Layout...* from the **Project** menu. You will be warned that changing the layout will destroy the current project and asked if you wish to continue. If you click **OK**, 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. 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, the zoom will center on the last area clicked, or if no area was clicked, then on the center of the document window.

Zoom In	Zooms in to the next zoom level
Zoom Out	Zooms out to the next zoom level
Fit to Window	Shows project sized to fit in the document window
25%	Shows the project at 25% (1/4) actual size
50%	Shows project at 50% (1/2) actual size
Actual Size	Shows project at the actual size
150%	Shows project at 150% actual size
200%	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, it 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 finished designing your project you can save it. Once a project is saved you can use it again and again, changing the text or other elements as you wish.

Full Saves and Fast Saves

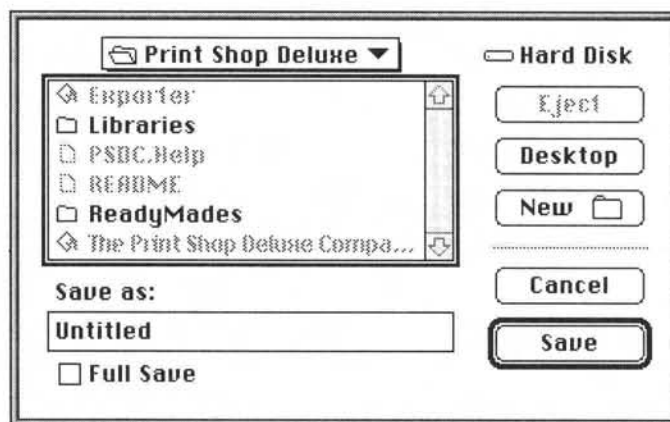
The Print Shop Deluxe Companion performs two kinds of saves: Full Saves and Fast Saves. A Full Save saves all the graphic data for the project within the project file itself. The advantage of a Full Save is that you can load the saved project without needing to have the graphics files on hand. This is handy if you create a project to give to another Print Shop Deluxe Companion owner who might not have all of the graphics that you used in your project. The disadvantage is that it takes up more room on the disk. A Fast Save, on the other hand, 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 load a project saved with a Fast Save only if all of the graphics used in the project are installed on your computer.

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.

Note: A file which contains an EPSF graphic object cannot be saved with the Full Save option. Due to the potential size of the PostScript code embedded in the EPSF graphic, files which contain these types of graphics can only be saved with the Fast Save setting.

Saving the Project

To save your project for the first time, select *Save* from the **File** menu. A Save dialog 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 to 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. As noted above, this will not be an option if the file contains an EPSF graphic.

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 certificate with the same graphics but with a different title block or message).

The *Save As...* command 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, changing the name and saving in the other format by checking the **Full Save** checkbox 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 will appear. Type in a new name. Click **OK**.

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.

Note: It's a good idea to save your project periodically whenever you've reached a satisfactory point in the design. That way you'll return to a desirable point when you use the Revert to Saved command.

PRINTING YOUR PROJECT

You should 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. 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. The selection will print a rectangular frame that shows you where your project will be placed on the page. Adjustments can be made using *Page Setup...* or the print options described below.

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.

Printing

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 in appearance and functionality depending on the printer you are using.

LaserWriter "LaserWriter IINT" 7.1.2 **Print**

Copies: **Pages:** ☒ All ☐ From: To: **Cancel**

Cover Page: ☒ No ☐ First Page ☐ Last Page

Paper Source: ☒ Paper Cassette ☐ Manual Feed

Print: ☒ Black & White ☐ Color/Grayscale

Destination: ☒ Printer ☐ PostScript® File

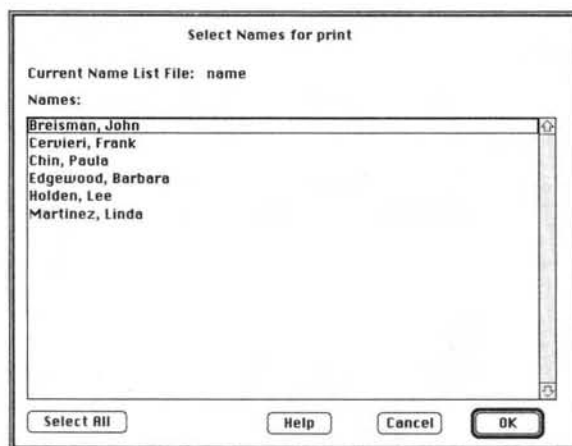
Name List ☒ All Names **Select Names** **More Options**

Number of copies

If you want to print more than one copy, highlight the number in the box and then type in the number of copies you want.

Name List

Name list options are available only if you have used the Name List feature in any text block on your project. From the Print dialog you can specify the name list to merge and which names to print. To select a different list, click the **Name List** button and choose the list you want. To print all of the names on the list, make sure the **All Names** checkbox is checked. To print only some of the names on the list, click the **Select Names** button. The **Select Names** dialog will appear with the current name list file name at the top of the dialog. All of the names on the current list are shown and by default, they are all selected. To select individual names, click on a name you want to print, then hold down the **Shift** key and click on the other names you want to select. To select all the names, click the **Select All** button. When you are done, click **OK** to return to the Print dialog.



More Options

Clicking on the **More Options** button brings up a dialog containing further print options. Print Alignment, available for all project types, lets you move your project in small increments to give you more precise control over printing. If your project is not placed properly on the page when you print it, you can "nudge" it into the correct position by using this option. Enter a number between 31 and -31 in the Horizontal or Vertical alignment boxes, or click on the up and down arrows to move the project slightly up, down, left, or right on the page. Click on the **Revert** button to return to the previously saved setting.

Your project can move as far as your printer's printable area will allow. When you reach the edge of the printable area, the numbers you enter in Print Alignment will no longer move your project.

Other print options are specific to the individual projects. For complete information on other print options available for each project type, see that project's Printing section in Chapter 5, The Projects.

QUITTING THE PROGRAM

When you are done using The Print Shop Deluxe Companion, quit the program by selecting *Quit* from the **File** menu. You will be given a chance to save your work. If you are at the Select a Project dialog, click **Cancel**, then choose *Quit* from the **File** menu.

The Projects

CERTIFICATE

The Print Shop Deluxe Companion certificates are a great way of recognizing accomplishment, awarding achievement, or simply letting someone know they're special. This project makes creating handsome, official-looking certificates quick and easy. Design an individual certificate for an important person in your life, or use the Name List feature to produce certificates for everyone on your team, or in your class, club, or office. A number of ready made certificates are available to make the task even easier. Use plain paper or special preprinted certificate paper available from paper suppliers.

Selecting a Certificate Orientation

Certificates can be created in two orientations: Tall or Wide. Click on **Certificate** in the Select a Project dialog and then choose the orientation you want from the Certificate Orientation dialog. If you want to use a ready made certificate, click the **Ready Made** button. Choose the Ready Made certificate you want from the list that appears.

Ready Made Certificates

Ready made certificates let you produce great-looking certificates in no time at all. Ready makes come completely designed with graphics and text in place.

If you choose a ready made certificate, you will go directly to the document window. You will not see the Select a Backdrop or Select a Layout dialogs described below. At the document window, you can modify the certificate, choosing different graphics, entering different text, or adding any objects you want.

Backdrops

Certificates use tiled backdrops. When you are working on a certificate project, the only backdrops that will be listed in the Select a Backdrop dialog are those that are tiled. This is true no matter what backdrop library you use. Select the tiled backdrop you want from the list. Note that if you choose *Blank Page* you will later be able to color the page with a solid color or page blend. Click **OK**, then choose a layout from the Select a Layout dialog. You will see the program's entire list of certificate layouts. Lighten the backdrop if you wish.

Design Elements

All the design elements available for other Print Shop Deluxe Companion projects are available for certificates. However, the list of borders you will see is different. In addition, Signature Blocks, Seals, and Title Blocks are available. These certificate-specific elements appear in the layouts and can be added to your project by way of the New Object tool or the **Object** menu.

Borders

The list of borders you will see when working on a certificate is different from the list for other projects. Certificate borders are larger and more ornate than regular Print Shop Deluxe Companion borders. If you want to use a regular border for your certificate, you can achieve the effect you want by adding a mini-border and stretching it to fit the page.

Title Blocks

Title blocks are special text blocks designed specifically for certificates. They allow you to create a line of headline text, called a Title Line, and up to two lines of regular text, called Secondary Lines, all at once. This saves you time and effort and helps guarantee that your certificate will be neat and professional-looking.



To enter the Title Line, type in the text you want in the text entry area. Use the *Shape* popup menu to choose a shape for the Title Line. Choices are: *Rectangular*, *Arc Up*, *Top Arch*, or *Squeeze*. Use the *Font* popup menu to choose a font. Choose the **Customize...** button to go to the Custom Effect dialog. Effects and customization are the same as for headlines.

To enter the Secondary Lines, type up to two lines of text in the text entry area. Use the *Font* popup menu to choose a font. Use the *Style* popup menu to choose between *Bold*, *Italic*, *Underline*, *Outline*, or *Shadow* if you want one or more of those styles for the text. Use the color bar to choose a color for the text. Use the *Size* popup menu to choose the relative sizes of the Title Line and Secondary Lines. When you are done entering and editing text, click **OK**.

Signature Blocks

Signature blocks provide signature lines where people can sign the certificate you create. A signer's name, title, or other information can appear beneath each signature line. The program also provides autographs of famous people, such as Abraham Lincoln, that you can choose to have printed on the signature lines.



The lines in a signature block are arranged in various configurations. When you add a signature block to your certificate, the Signature Arrangement dialog will appear. Choose the signature arrangement you want. Signature lines with that arrangement will appear on your project. If you want to add text to the lines, double-click on the signature block. The Edit Signature dialog will appear.

Edit Signature

Text Under Signature: 	Autographs: None ▼ None ▼
Color: [Color Bar] 100% ▼	Color: [Color Bar] 100% ▼
Font: Tribune ▼ Size: Medium Large (14) ▼ Justify: Center ▼	Change Arrangement Help Cancel OK

The Edit Signature dialog lets you enter and edit text for each of the signature lines. The text will be printed beneath the lines. You can enter the name and/or the title of the person who will sign the line or any other text you want. Type text in the Text fields. Use the color bar below to choose a color for the text. Use the *Font* popup menu to choose a font. Use the *Size* popup menu to choose a size. Sizes from *Extra Small* to

Extra Large are available. Point sizes are shown in parentheses. To specify a different size, choose *Other...* and type in the point size you want. Use the *Justify* popup menu to choose a justification. Choices are *Left*, *Center*, *Right*, *Full*, or *Right/Left*. If you choose *Full*, the text will stretch from one end of the signature line to the other. *Right/Left* is available only for some arrangements. If you choose *Right/Left*, the text will be left-justified for the column on the left and right-justified for the column on the right.

Use the *Autographs* popup menus to choose autographs for the signature lines if you want. To leave the area above the signature line blank, choose *None* (this is the default). If you choose an autograph without typing text in the corresponding name box, the program will automatically insert the name of the autograph you have chosen. Use the color bar below to choose a color for the autographs.

Note: *You can also change the autograph color and the signature text color from the Color Control Panel on the tool palette. These choices will appear in the Item Selector if you have a signature block selected.*

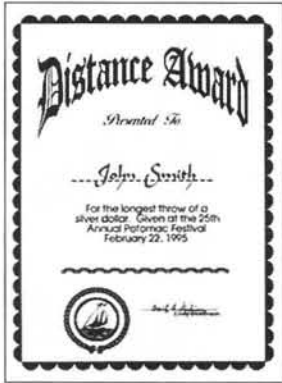
To change the arrangement of the lines within the signature block, click the **Change Arrangement** button. Select the arrangement you want from the Signature Arrangement dialog. You can change the arrangement at any time. If you choose an arrangement with fewer lines than your original signature block, you will lose lines, starting from the bottom up.

When you are done entering text and editing the signature block, click **OK**.

Note: *You do not have to add text to signature lines. If you prefer, you can simply print the certificate without going into the Edit Signature dialog. Plain signature lines in the arrangement you have chosen will be printed on your certificate. If you don't want signature lines printed, delete the signature block from the project.*

Seals

A seal consists of a decorative edge with a center graphic and a line of text between the graphic and the edge.



Double-clicking on a seal takes you to the Seal dialog. Select a graphic for the center of the seal by clicking on the **Seal Center...** button and choosing the graphic you want. Select a decorative edge for the seal by clicking on the **Seal Edge...** button and choosing the edge you want. The center and edge you have selected will be shown in the display area. If you don't like the way they work together, click the appropriate buttons again to make other choices.

Seal

Seal Text:

Top:

Bottom:

Font:

Item:

Color:

Select Graphic:

☒ **Bullets**

Enter seal text in the Top and Bottom boxes in the Seal dialog. Top text goes above the center graphic; bottom text goes below the center graphic. Use the *Font* popup menu to choose a font for the text. Click the **Bullets** checkbox to place bullets between the top and bottom text. Click again to remove the bullets. Click the **Preview Text** button to see a preview of the text on the seal.

To color either the text or monochrome graphic centers or edges, use the *Item* popup menu and select the object you wish to color. All three pieces of the seal can be colored independently.

When you are done, click **OK**. The seal will appear on your certificate exactly as you designed it. You can scale the seal if you want, making it larger or smaller by dragging one of the handles. You can stretch it by holding down the **Option** key as you drag. You can use the Color Control Panel on the tool palette to add color to the area behind the seal. Choose *Behind Object* from the Item Selector and then choose the color you want.

Using the Name List for Certificates

The Name List feature makes printing multiple certificates with different names easy. Names from a name list can be merged into certificates by

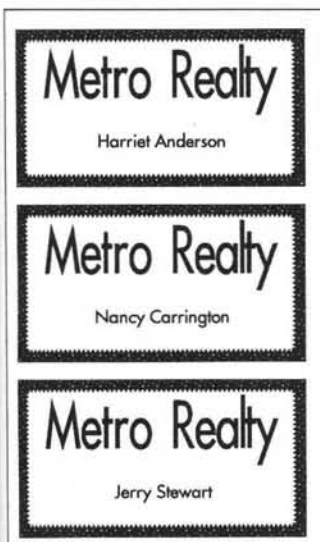
way of a text block. If the layout you have chosen does not include a text block, add one yourself using the New Object tool or the **Object** menu. For details on using the Name List feature, see page 74.

Printing a Certificate

When you are ready to print your certificate, select *Print* from the **File** menu. The Print dialog will appear. Set the number of copies you want to print. If you are merging names, choose a name list and the names you want to merge. The program will print one certificate for each selected name on the list.

Click **OK** to print.

BUSINESS CARDS



The Print Shop Deluxe Companion business card project lets you design and print business cards quickly and easily. You can create cards for all the different hats that you wear in your professional and personal life. Print as many or as few as you want whenever you need them. If you wish, you can use preprinted business card paper available from paper suppliers. The business card project can also be used to design and print name tags. Use the Name List feature to merge names for tags or cards at print time.

Selecting a Business Card Orientation

Business cards can be created in two orientations: Tall or Wide. Click on **Business Card** in the Select a Project dialog and then choose the orientation you want.

Choosing a Business Card Backdrop and Layout

Choose any backdrop you want. Note that if you choose *Blank Page* you will later be able to color the page with a solid color or page blend. Select a layout from the Select a Layout dialog. The layouts you see are designed to work well with the backdrop you selected. To see the program's complete collection of business card layouts, lighten the backdrop.

Using the Name List for Business Cards

You can insert names from a name list into any text block on a business card. This is a handy way to use the business card project to design

name tags, merge printing a different name on every tag. For details on using the Name List feature, see page 74.

Printing Business Cards

Business cards are printed 10 to a sheet (8 to a sheet on some printers that require a large “grab area” to feed in the paper). You can print your cards directly onto card stock or you can print a single copy and then use a photocopy machine to produce as many additional copies as you need.

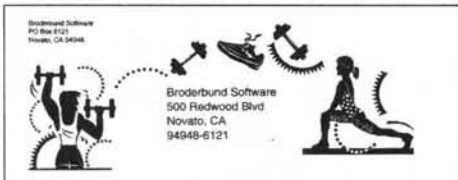
When you are ready to print, select *Print* from the **File** menu. The Print dialog will appear. Set the number of copies you want to print. If you are merging names, choose a name list and the names you want to merge. The program will print one card for each selected name on the list.

If you are printing on plain paper and would like to have crop marks printed to guide you when you cut out the business cards, click on the **More Options** button and then click on the **Crop Marks** checkbox. Preprinted business card paper comes with clean-edge perforations so you don’t need to print crop marks. Unprinted white business card paper with clean-edge perforations is also available.

You can adjust the placement of your printed business cards more precisely by using the Print Alignment feature, available when you click on **More Options**. For details on using Print Alignment, see Printing your project section in Chapter 4, the Basics.

When you have set all the specifications you want, click **OK** to print your business cards.

ENVELOPES



The envelope project lets you design great looking Print Shop Deluxe Companion envelopes for your personal and business correspondence. Design one-of-a-kind envelopes or create a variety of designs and save them for future use. The Return Address feature lets you save your return address so that it is automatically entered for USPS layouts. The Name List feature lets you merge print a name list, making it easy to put out mailings for your business or organization. You can use plain envelopes or preprinted envelopes available from paper suppliers.

Selecting an Envelope Size

Envelopes can be created in two sizes: Print Shop (4 3/8" x 5 3/4") or Business (4 1/8" x 9"). Click on **Envelope** in the Select a Project dialog

and then choose the size you want.

Choosing an Envelope Backdrop and Layout

Choose a Print Shop Deluxe Companion backdrop at the Select a Backdrop dialog. Then choose a layout at the Select a Layout dialog. If you lighten the backdrop, or if you choose a tiled backdrop or *Blank Page*, you will see the program's complete selection of layouts.

Envelope layouts come in two forms: Regular (Hand Delivery) layouts and USPS (United States Postal Service) layouts.

Regular layouts

Regular layouts include placeholders for various kinds of text and graphics, but do not necessarily conform to U.S. Postal Service requirements for the placement of address and return address.

USPS layouts

USPS layouts conform to U.S. Postal Service requirements for placement of the address and return address. USPS layouts are identified by the initials *USPS* before the layout name.

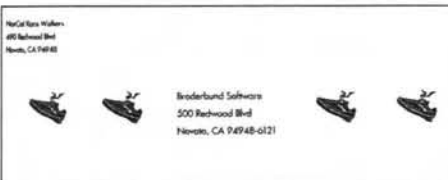
In a USPS layout, the placeholder for the return address cannot be moved. Experiment with various USPS layouts until you find one that works well with your envelope design. The arrangement of each USPS layout is somewhat different, but all conform to U.S. Postal Service requirements.

Adding Your Return Address

You can use the Return Address feature to add your return address quickly and easily to any envelope you create using a USPS layout.

Enter or edit your return address by selecting *Return Address* from the **Goodies** menu and typing new information in the Edit Your Return Address dialog. From then on, your return address will appear automatically in any USPS layout you select.

You can change your return address temporarily for the project you are currently designing by double-clicking on the return address and directly entering the information you want. Your changes will be shown on the current project, but will not permanently affect your return address



*Note: Two options in the **More Options** dialog let you specify how envelopes are fed into your printer and how the printed image is positioned. From the **Print** dialog, click **More Options**. In the box on the lower left, you'll see choices for Left, Right, Center, and Wide (you can also select aerogram printing here). You can usually determine which selection is correct for your printer just by looking at the paper guides on the printer itself; if it's not obvious, refer to your printer manual.*

The box on the lower right contains the choices "Top" and "Bottom." For most printers that feed envelopes Wide, Top will work best. Once you've selected Top or Bottom, try printing a single envelope; if a large part of the image does not print, try the other setting.

The settings you select will be the same whenever you use the program until you change them. You should always set envelope feed and position here instead of in the Page Setup dialog.

information, which can be changed only by using the **Goodies** menu as outlined above.

Using the Name List for Envelopes

You can merge an entire name list, or just those names and addresses you select. For details on using the Name List feature, see page 74.

Printing Envelopes

When you are ready to print, select *Print* from the **File** menu. The Print dialog will appear. Set the number of copies you want. If you are merging names, choose a name list and the names you want to merge. The program will print one envelope for each selected name on the list.

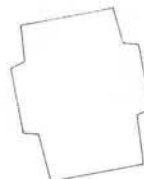
Cut Out Envelope

If you are creating a Print Shop (A2) size envelope, you have an option at print time of printing directly onto an envelope, or selecting **Cut Out Marks**. This option prints the envelope on a regular sheet of paper, with an outline showing where to cut out the flaps. You then fold and glue the envelope (refer to the diagram). This is a useful option if you have a printer that does not handle this size envelope.

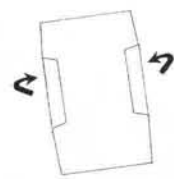
To print onto a Print Shop envelope, click on **More Options** and make sure the radio buttons that correspond to the way your printer feeds envelopes are correct. To print a Cut Out Envelope, click on **More Options** and click on the **Cut Out Marks** checkbox.



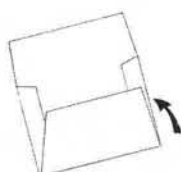
1. Cut out the envelope carefully along the outer edges.



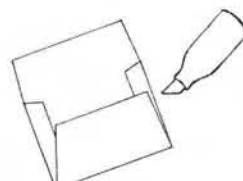
2. Turn the envelope address side down on the table.



3. Fold in left and right edges, along the lines.



4. Fold up bottom flap, along the line.



5. Glue flap where it overlaps the left and right edges.



6. Insert card and tape down top flap. Put stamp on and mail.

Aerogram

If you are creating a Business (#10) size envelope, you will have the option at print time of printing directly onto an envelope, or selecting **Aerogram**. The Aerogram prints your envelope design in the middle third of a sheet of paper. You can then print a message on the other side (for example, using the Letterhead option of The Print Shop Deluxe), or hand write a message, then fold your paper in thirds.

To print an Aerogram, click on **More Options** and then click on the **Aerogram** checkbox.

When you have set all the specifications you want, click **OK** to print. Feed envelopes into your printer, following printer instructions.

POST CARDS

Tip: Some printers that feed envelopes Wide cannot print to the right edge of envelope, and the image will not look centered. If that is the case with your printer, use an envelope without a border for best results.

Note: Some Wide feed printers have a large "grab" area required for paper feed and only a small portion of the image may be printed. If this happens, choose Manual from the Paper Source option in the Print dialog.

The Print Shop Deluxe Companion post cards have many uses. They're ideal for quick correspondence and informal invitations. Or use them in your business or organization for direct mail response cards, announcements, or reminders. As with envelopes, you can use the Name List feature to merge print a name list and the Return Address feature to add a return address to layouts that meet U.S. Postal Service requirements. Choose an attractive Print Shop Deluxe Companion backdrop for the front of the card or use preprinted post card paper available from paper suppliers.

Selecting a Post Card Orientation

The Print Shop Deluxe Companion post cards are 4 1/4" x 5 1/2". They can be created in two orientations: Tall or Wide. The back of the post card, which holds the address, will always be wide even if you choose a tall orientation. Click on **Post Card** in the Select a Project dialog and then choose the orientation you want.

Designing a Post Card

A Print Shop Deluxe Companion post card has two sides: Front and Back. The first steps in designing a post card are choosing a backdrop and layout for the front of the card. Once you have done so, you will reach the document window. From there you can proceed to fill in the layout for the front of the card, or you can use the **Project** menu or the Navigation tool at the lower-left corner of the screen to move to the back of the card. The first time you move to the back of the card, you will pass



through the layout dialog where you have the option of selecting a layout.

Front of the Post Card

Choose a backdrop for the front of the post card at the Select a Backdrop dialog. Choose a layout at the Select a Layout dialog. You will see layouts designed to work well with the backdrop you selected. To see a complete list of layouts, lighten the backdrop or choose a tiled backdrop.

Back of the Post Card

Backdrops are not available for the back of the post card. This area is reserved for a message, the address, and other mailing information. As with envelopes, two kinds of layouts are available: Regular (hand-delivery) layouts and USPS (United States Postal Service) layouts.

Regular layouts

Regular layouts include placeholders for various kinds of text and graphics, but do not conform to U.S. Postal Service requirements for the placement of address and return address.

USPS layouts

USPS layouts conform to U.S. Postal Service requirements for placement of the address and return address. USPS layouts are identified by the initials *USPS* before the layout name.

In a USPS layout, the placeholder for the return address cannot be moved. The arrangement of each USPS layout is somewhat different, but all conform to U.S. Postal Service requirements.

Adding Your Return Address

You can use the Return Address feature to add your return address quickly and easily to any post cards you create using a USPS layout.

You can enter your return address any time you want, by selecting *Return Address* from the **Goodies** menu and typing new information in the **Edit Your Return Address** dialog. From then on, your return address will appear automatically in any USPS layout you select.

You can change your return address temporarily for the project you are currently designing by double-clicking on the return address and directly

entering the information you want. Your changes will be shown on the current project, but will not permanently affect your return address information (which can be changed only by using the **Goodies** menu as outlined above).

Edit Your Return Address

First Name: Paul Last Name: Harding

Address 1: 1708 Virginia St.

Address 2:

City: Westin State: OK Zip: 84733

Buttons: Cancel, Help, OK

Using the Name List for Post Cards

Using the Name List feature makes addressing post cards for large or small mailings easy. You can merge an entire name list, or only those names and addresses you select. For details on using the Name List feature, see page 74.

Printing Post Cards

When you print post cards, you need to run your paper through the printer twice—once for the front of the card and once for the back. Post cards are generally printed four to a page. Some post card papers available on the market print two to a page. The Print Shop Deluxe Companion accommodates these papers as well. The size of the post card remains the same (4 1/4" x 5 1/2").

When you are ready to print, select *Print...* from the **File** menu. The **Print** dialog will appear. Set the number of copies you want to print. If you are merging names, choose a name list by clicking on the **Name List** button and selecting the list you want to merge. You can select individual names to merge by clicking on the **Select Names** button and choosing those you want. The program will print one card for every name, or selected name, on the list.

Click *Front* or *Back* to specify which side of the post card you want to print. Print the front of the card, then click the button for back, feed the printout back into the printer, and print the back of the card. You may want to experiment with plain paper if you're not sure which direction to

feed the paper into your printer for two-sided printing.

If you are printing on plain paper and would like to have crop marks printed to guide you when you cut out the post cards, click on the **More Options** button and then click the **Crop Marks** checkbox. Preprinted post card paper comes with clean-edge perforations so you don't need to print crop marks. Unprinted white post card paper with clean-edge perforations is also available from paper suppliers.

Click on the radio button next to the position that applies to the type of paper you are using. If you are using preperforated post card paper, click either the **Preperfed: 4 Per Page** or the **Preperfed: 2 Per Page** radio button, depending on the kind of paper you are using. If you are using regular paper, click the **Plain Paper** radio button, and choose **Crop Marks**, to print four post cards onto plain paper from either a sheet fed or dot matrix printer.

When you have set all the specifications you want, click **OK** to print your post cards on the side selected. When printing is complete, select *Print* from the **File** menu again. Then repeat the print process, selecting the other side of the card.

NAME LIST

The Name List is a useful feature of The Print Shop Deluxe Companion. It lets you create lists containing name, address, and other information that you can merge into your projects. This is perfect for certificates, announcements, mailings, and name tags. You can create as many name lists as you want to use for all your personal, organizational, and business needs.

Using the Name List feature is a three step process:

1. You create a name list by entering name, address, and other information in a dialog.
2. When you are working on a project, you use a text block to set up a name merge.
3. At print time, you select the names you want to merge.

Creating and Editing a Name List

To create a name list, click on **Name List** in the Select a Project dialog. Or select *Name List* from the **Goodies** menu. The Name List dialog will appear.

At the top of the dialog is a popup menu. It displays the first Name List Entry in the current name list. If this is the first time you are using the Name List feature, the popup will be blank since you have not yet created a name list. In the center of the dialog are boxes to enter information for the five lines of a name list entry. Information for the current name list entry, if any, will appear in the boxes. At the bottom of the dialog are two buttons: **Create New Record** starts a new record; **Delete Record** deletes the record currently displayed. To the right are buttons you click to start a **New** name list, to **Open** a name list, to **Save** a name list, and to save a name list under a different name (**Save As**). When you have completed entering information into the Name List dialog, select **Done**.

Creating a Name List

1. Type name list information in the appropriate boxes. Click to place the cursor in the box you want to use. Press the **Tab** key to move from one box to another.
2. When you have entered all your information, click the **Create New Record** button to place this record in the name list you are creating and bring up another blank form where you can add the next record.
3. Continue entering information and adding entries to the name list as

outlined above. To see the name list you are creating, click on the *Name List Entry* popup. Your entries will be listed in alphabetical order, sorted by last name. To delete an entry, select it, then click the **Delete Record** button.

4. When you are done adding names, click the **Save** button to save the name list you have created. Type a filename in the Save a Name List File dialog that appears. Then click **OK**. (This dialog will only appear the first time you save a name list file. From then on, when you click **Save**, it will update the name list file automatically. If you wish to save the name list file with a different file name, click **Save As**.)

Creating Additional Name Lists

You can have as many name lists as you want. You may want to maintain separate lists for your business and personal life, or for various clubs and organizations. You can create a new list from scratch by clicking the **New** button and then following the procedure outlined above. If you want to create an additional name list that includes many of the same names as the current list, you can save time by using the *Save As* command. Simply click the **Save As** button and then use the dialog that appears to save the current list under a new name. Add or delete names from the new list until it is the way you want it to be.

Editing a Name List

Once you have created a name list, you can add and delete names or change name and address information whenever you want. To edit a name list, select **Name List** from the Select a Project dialog or the **Goodies** menu. The Name List dialog will appear.

To add a name to the current name list, follow the procedure outlined above. (Note: To place the currently displayed entry in the name list, click **Create New Record**, which places the record you were working on in the name list and brings up a new blank record where you can add the next name and address.)

Note: The maximum number of records in a name list file is 200.

To edit or delete a name on the current name list, click on the *Name List Entry* popup at the top of the dialog and select the name you want. The name will appear at the top of the *Name List Entry* popup box; name and address information will appear below. To delete the name, click the **Delete Record** button. To change information for the entry, highlight the words or numbers you want to change and type in the new information.

To edit a different name list, click the **Open** button. Choose the name list you want from the Open a Name List File dialog.

When you are done editing a name list, click the **Save** button to save the edited name list and click **Done** to return to your project.

Opening a Name List created in another application

The Print Shop Deluxe Companion Name List feature allows you to open name lists created in other applications as long as they are saved as Tab delimited ASCII files and use the record structure described below.

There are eight fields per record; the order of the fields must match the following order, and not exceed the maximum number of characters per field:

First Name	20
Last Name	20
Address 1	60
Address 2	60
City	20
State	2
Zip	10
Other	60

The fields within each record must be separated by a Tab character, and each record must be separated by a hard carriage return (¶).

Using The Print Shop Deluxe Companion Name Lists in other applications

The Print Shop Deluxe Companion saves name list files as Tab delimited ASCII files, with a tab character separating each field within a record, and a hard carriage return (¶) separating each record. This is a very common file format which many database and file manager programs will be able to read.

Setting up a Name Merge

You can merge lines from a name list into any text block on a project. To set up a name merge, click in the text block you want to use to make it active. Enter whatever text you want in the text block. When you are

ready to merge lines from the name list, go to the **Text** menu and select *Name Merge*. Select the line(s) you want to merge from the list that appears. To merge all the lines, select *All Lines*. While you are editing the text block, the lines you merge will be represented by the words <Line 1>, <Line 2>, etc. When you click outside the text block, the first entry in the current name list will appear in place of the merged lines. You can add text before, after, or between the merged lines. However, the merged lines will always be printed as separate lines. Edit and apply whatever styling options you want to the text, including the merged lines. For details on editing text in a text block, see page 37.

Selecting Names to Print

At print time, you'll select the names you want to print for the name merge. When you're ready to print your project, select *Print* from the **File** menu. The Print dialog will appear.

Click the **Name List** button to verify that the selected list is the one you want. To select a different name list, select the name list file you want and click **Open**.

The program will print all of the names on the current name list unless you specify otherwise. To print only some of the names on the list, click the **Select Names** button. A list of names on the current name list will appear. By default all names will be selected. To select or deselect an individual name, just hold down the **Shift** key and click on it. To select multiple names hold down the **Shift** key and click on the names you want. To select all of the names on the list, click the **Select All** button. When you are done selecting names from the list, click **OK**. You will be returned to the Print dialog. Make whatever other print choices you want. When you're ready to print, click **OK**. Your project will be printed with the name entries you selected inserted in the text block.

If any of the name list entries contain text that is too long to fit in the text block, the program will skip these names at print time, and generate a list (after printing of the other names is completed) showing you which names were skipped. You can then adjust the size of the text block in your project, or change the font size, and print again, selecting just those names that were skipped.

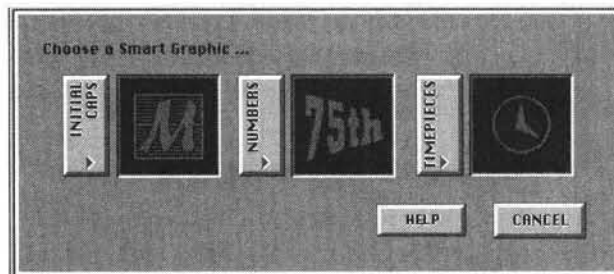
RETURN ADDRESS

You can enter your return address any time you want, by selecting *Return Address* from the **Goodies** menu and typing new information in

the Edit Your Return Address dialog. From then on, your return address will appear automatically in any USPS layout you select.

SMART GRAPHICS

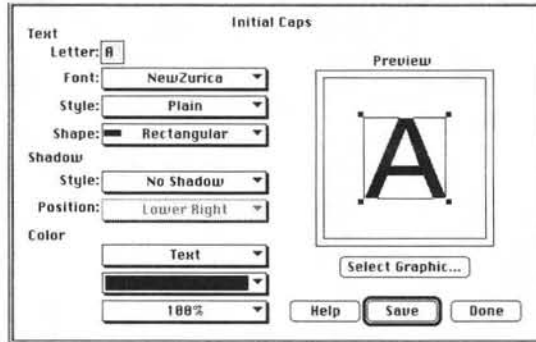
The Smart Graphic feature lets you create custom square graphics to use in your projects. There are three types of Smart Graphics: Initial Caps, Numbers, and Timepieces. You can use Initial Caps as lead characters for paragraphs of text or as monograms. Smart Graphic Numbers are ideal for announcements and award certificates. Timepieces are perfect for any communication where you want a graphic representation of time; for example, the time a party starts, or your business hours. Save the smart graphics you design in your own Smart Graphic library so they'll be available whenever you need them.



To choose a smart graphic project, click on **Smart Graphic** in the Select a Project dialog or, from the document window, select *Smart Graphic* from the **Goodies** menu. Choose the smart graphic project you want. Choices are: *Initial Caps*, *Numbers*, and *Timepieces*.

Designing an Initial Cap

Use the Initial Caps dialog to design decorative letters to use in your projects. You can design upper- or lower-case initial caps for all 26 letters of the alphabet.



The left side of the dialog lets you type in the letter you want to design and make styling choices for the following: font, text style and shape; shadow style and position; and color for each area of the letter. The letter you are designing appears within a square graphic box in the Graphic Preview at the right side of the dialog. The **Select Graphic...** button below the preview area lets you select a graphic to go behind the letter.

Making styling choices

Text

Letter

Type in the letter you want to design. You can type an upper-case or lower-case letter. The letter will appear in the Graphic Preview.

Font

Choose a font from the *Font* popup menu.

Style

Choose a text style from the popup menu. Choices are: *Plain*, *Thin Outline*, *Thick Outline*, and *Highlighted*.

Shape

Choose a shape from the *Shape* popup menu.

Shadow

Style

Choose a shadow style from the popup menu. Choices are: *No Shadow*, *Drop Shadow*, and *Silhouette*.

Position

If you have chosen a drop shadow, choose a shadow position from the popup menu. Choices are: *Upper Right*, *Upper Left*, *Lower Right*, and *Lower Left*.

Color

Use the *Text* popup menu to choose an area of the letter to color. Choices are: *Text*, *Outline*, and *Shadow*. Use the color bar to choose a color for the selected area. Use the *Shading* popup menu to change the shading of the selected color.

Selecting a graphic

Click the **Select Graphic...** button below the preview area to choose a graphic for the initial cap. Make your selection from the Select an Initial Caps Graphic dialog. The graphics listed are designed especially for smart graphics. Highlight the graphic you want and click **OK**. The graphic will appear behind the letter in the graphic preview area.

Moving, scaling, and stretching the letter

You can move and stretch the letter just as you would any square graphic. This allows you to adjust the letter so it fits with the graphic behind it.

To move the letter, position the pointer over it, click and drag. To stretch the letter, click on one of the handles and drag.

The graphic behind the letter cannot be moved, scaled, or stretched. However, once it is in place on your project the entire smart graphic can be manipulated just like any other square graphic.

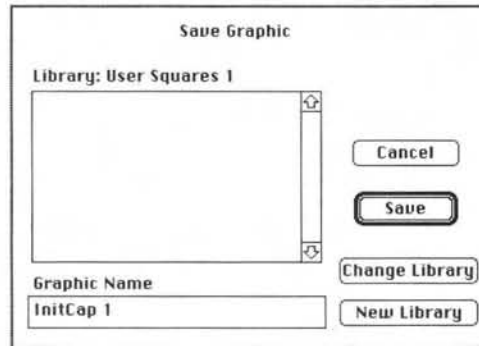
Saving

When you are done designing your initial cap, click the **Save** button to save it. The Save dialog comes up allowing you to save your initial cap in the usual way. The default library for smart graphics is called User Squares 1 and is in the Libraries folder. If you want to save your initial cap to a different library, click on the **Change Library** button. You can also use the **New Library** button to create a new library. You can change the graphic name by making sure it is selected and typing the new name into the Graphic Name box. When you are ready to save, click on the **Save** button.



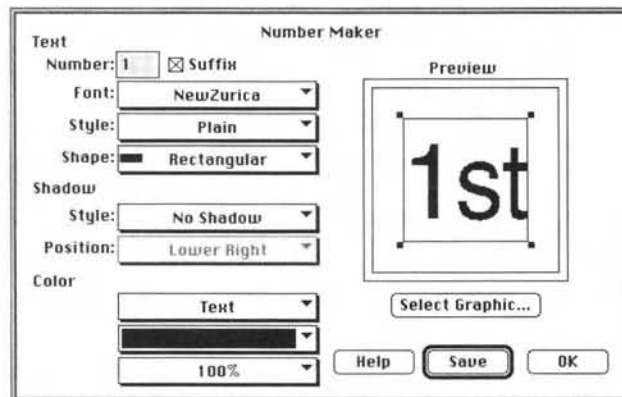
Note: If you use Fast Save to save a project, and then change the name of a graphic that is included in that project, the next time you open the project you will see a message stating that a graphic cannot be found. Just click OK in the message dialog, double-click on the empty placeholder in your project, and use the graphic selection dialog to add the graphic with the changed name.

Once a smart graphic has been saved, you can use it whenever you want by selecting it from the Square Graphic dialog. Select the library in which the smart graphic is stored and then select the graphic you want from the list that appears.



Designing a Number

Use the Number Maker dialog to design a decorative number to use in your projects. Designing a number is just like designing an initial cap except that you are working with a number rather than a letter.



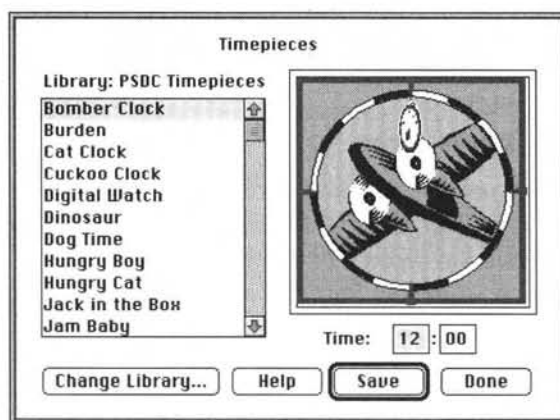
Type in the number you want. Three digit numbers are the largest you can use. If you want to add a suffix (*st*, *nd*, or *th*) to the number, click the **Suffix** checkbox. The program will add the correct suffix to the number. To delete the suffix, click the checkbox again. Proceed to design your number just as you would an initial cap. When the number is the way you want it to be, click the **Save** button to save it. You can save numbers in the same file as your initial caps, or you can create a separate file just for numbers.

Designing a Timepiece



Use the **Timepieces** dialog to design a timepiece graphic to use in your projects. The timepiece can have an analog clock face or a digital read-out.

The left side of the dialog lets you select a timepiece graphic. The right side of the dialog lets you enter a time and displays the timepiece with the time you have chosen. Some timepieces have an analog clock face; others have a digital read-out.



Select a timepiece from the list.

To enter a time, highlight the Time boxes and type in the hour and minutes you want.

When you are satisfied with your timepiece graphic, click the **Save** button to save it.

UTILITIES

The Print Shop Deluxe Companion has utilities that allow you to create your own borders, to merge libraries, and to edit libraries. Borders you create can be saved and used in your projects. The Merge Library utility lets you merge two or more libraries into one new user-created library. The Modify Library utility lets you edit a user-created library, renaming or deleting any graphics you want.

To use the utilities, click on **Utilities** in the Select a Project dialog, or from the document window, select *Utilities* from the **Goodies** menu.

Choose the utility you want. Choices are: *Make a Border*, *Merge Library*, and *Modify Library*.

Make a Border

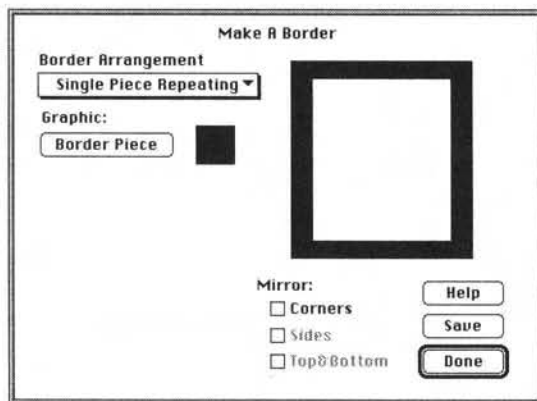
The Make a Border utility lets you create a border to be used either as a border or mini-border in your projects, or a certificate border for use just in the certificate project. The border is made up of square graphics which you select from any Print Shop Deluxe Companion or Print Shop Deluxe graphics library. The graphics can be combined in the border in various ways, making the possibilities for original border designs nearly endless.

Choosing a Border Type

There are two types of borders: Regular and Certificate. Certificate borders are wider than regular borders and have fewer arrangement choices. Other than that, the borders are created in exactly the same way. Choose the type of border you want to create from the Border Type dialog which appears when you select the Make a Border utility. The Make a Border dialog will appear.

Creating a Border

Use the Make a Border dialog to create your border. The border will be displayed as you create it on the right side of the dialog.



Selecting a border arrangement

Use the *Border Arrangement* popup menu at the top left of the dialog to select an arrangement for your border. For regular borders, the choices are: *Single Piece Repeating*, *Corners and Rails*, *Alternating Rails*, and *Rails with Centerpieces*. For certificate borders, only the first two choices are available.

Single Piece Repeating

Repeats the same graphic for the entire border.

Corners and Rails

Lets you choose a graphic for the corners, a graphic for the top/bottom rails, and a graphic for the side rails.

Alternating Rails

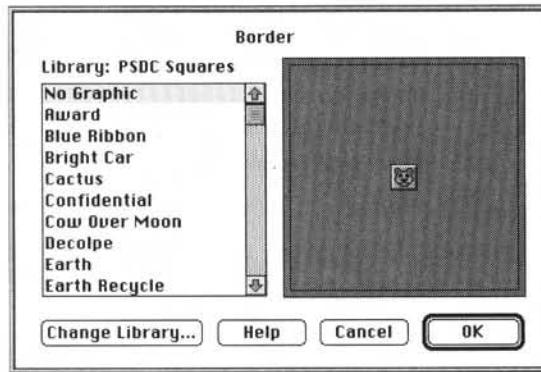
Lets you choose a graphic for the corners, alternating graphics for the top/bottom rails, and alternating graphics for the side rails.

Rails with Centerpieces

Lets you choose a graphic for the corners, a graphic for the center of the top/bottom rails, a graphic for the rest of the top/bottom rails, a graphic for the center of the side rails, and a graphic for the rest of the side rails.

Selecting graphics

Use the **Graphic** buttons to select graphics for the various parts of the border. When you click a Graphic button, the Select a Border Graphic dialog will appear. This dialog works like other graphic selection dialogs in the program. Select the graphic you want. Then click **OK**. The graphic you have chosen will be displayed in the Make a Border dialog. Continue selecting graphics for all the parts of your border.



Click the **Mirror Corners** checkbox to have corner graphics mirror each other. Click the checkbox again to turn the mirroring off.

Click the **Mirror Side Rails** checkbox to have side rails mirror each other.

Click the **Mirror Top & Bottom Rails** checkbox to have the top and bottom rails mirror each other. Click the checkbox again to turn mirroring off.

Saving

When you are done designing your border, click the **Save** button to save it. The Save dialog comes up allowing you to save your border in the usual way. The default library for borders is called User Borders 1 and is in the Libraries folder. If you want to save your border to a different library, click on the **Change Library** button. You can also use the **New Library** button to create a new library. You can change the border name by making sure it is selected and typing the new name into the Graphic Name box. When you are ready to save, click on the **Save** button.

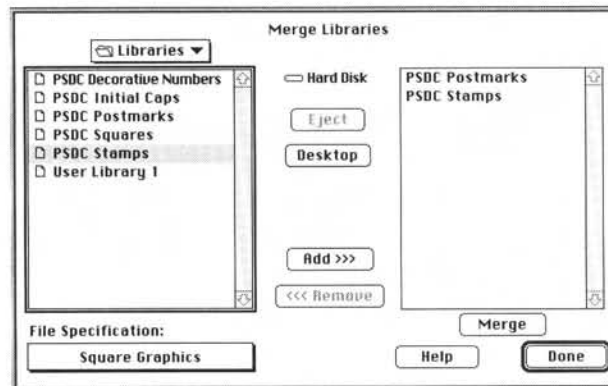
Once a border has been saved, you can use it whenever you want by selecting it from within a Border or Mini-Border dialog. Select the library in which the border is stored and then select the border you want from the list that appears.

Merge Library

The Merge Library utility lets you merge two or more libraries to create a new library. The libraries you merge can be libraries that were shipped with The Print Shop Deluxe Companion or The Print Shop Deluxe programs, or libraries you have created yourself. The resulting merged

library is a user-created library that can be edited with the Modify Library utility. The original libraries remain intact just as they were shipped with the program(s) or created by you.

Begin the merge operation by selecting *Merge Library* from the Utilities dialog or from the *Utilities* option in the **Goodies** menu. The Merge Libraries dialog will appear.



Select the libraries you wish to merge from among those listed in the window on the left side of the dialog. Graphics types available under the *File Specification* popup menu are: *Square Graphics*, *Certificate Borders*, *Borders*, *Column Graphics*, *Row Graphics*, *Ruled Lines*, *Seal Edges*, and *Seal Centers*. Choose the graphic type you want to merge, then the specific library you want to merge.

Click the **Add** button, or double-click the library name. Your selection will appear on the Merge Libraries list on the right side of the dialog. If you want to delete a library from the Merge Libraries list on the right, highlight it and click the **Remove** button.

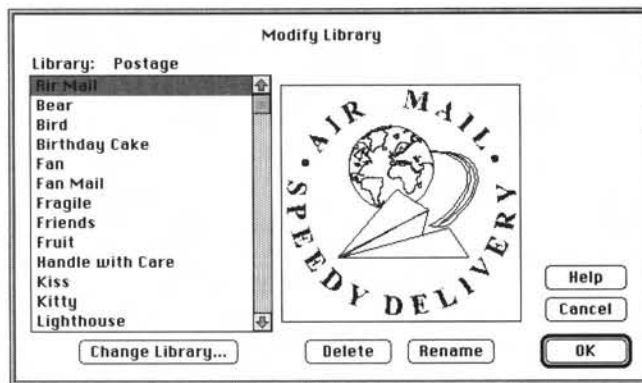
When all the libraries you want to merge are on the Merge Libraries list, click the **Merge** button. Type in a name for the merged library in the dialog that appears. Click **Save**. To exit the Merge Libraries dialog, click **Done**.

Modify Library

The Modify Library utility lets you rename or delete graphics from a user-created graphics library. The utility cannot be used to modify a library

shipped with The Print Shop Deluxe Companion. However, you can get around this limitation by using the Merge Library utility to merge two libraries into a user-created library which you can then edit.

Begin the Modify Library process by selecting *Modify Library* from the **Utilities** button from the Select a Project screen and choosing **Modify Library** or by selecting the *Utilities* popup menu under the **Goodies** menu. Select the library you want to modify from the dialog that appears. The Modify Library dialog will appear.



To modify the library

Highlight the graphic you want to delete or rename. The highlighted graphic will appear in the display area at the right side of the dialog.

To delete the graphic, click the **Delete** button. The graphic will be deleted from the list.

To rename the graphic, click the **Rename** button. Type a new name for the graphic in the dialog that appears. Click **OK**. The new graphic name will appear on the list, replacing the old graphic name.

When you are done modifying the library, click the **OK** button to leave the Modify Library utility.

The Menus

The Print Shop Deluxe Companion menus contain three types of selections:

- Plain item names represent commands that will be carried out when you select them.
- Item names followed by ellipsis (...) indicate that a dialog box or a list of items will appear. Make choices in the dialog box or select the item you want from the list.
- Item names followed by a triangle (>) indicate that a submenu will appear. Select the item you want from the submenu.

Some commands are toggles that you can turn on and off. For example, when you select *Hide Tools*, the item will toggle to *Show Tools*.

APPLE MENU

About...

Brings up a dialog that will tell you about The Print Shop Deluxe Companion, including what version you are using. Within the dialog is a **Credits** button which you can click to see the names of some of the people who have worked to make the program possible.

Help

Brings up The Print Shop Deluxe Companion Help File.

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 (⌘-W)

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 graphics into your Print Shop Deluxe Companion project. Choose between either an EPSF or PICT graphic file type and then select the particular file you want to import.

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. If you specify a different folder for your projects to be saved in, that will be the default folder from then on. 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 work 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 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. For this reason, it's a good idea to save your project periodically when you are satisfied with the work done to that point. Then, if you need to use the *Revert to Saved* command, your project will revert to the last satisfactory point of progress.

Preferences. . .

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

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 Companion program, but not all of the graphics used in the project. The default is the Fast Save. Note that if you want to use Fast 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 where the font is not set by the layout.

Skip Optional Opening Dialogs

Check this box to bypass the Select a Backdrop and Select a Layout dialogs. The next time you create a new project, you will select the type and orientation of the project and then go directly to the document window to add your own design elements.

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 and print settings.

Print. . . (⌘-P)

Lets you print your project. Most of the print options will depend on the printer that is selected. The following options are available for printing a Print Shop Deluxe Companion project:

Name List

Lets you choose a name list for merge printing.

All Names

An "X" in this checkbox indicates that all names in the selected name list are to be used in merge printing.

Select Names

Lets you select one or more names in the name list to use in merge printing.

More Options

These options vary depending on the project you want to print. For complete details on the print options available in the More Options dialog for each project, see Chapter 5, The Projects.

Quit (⌘-Q)

Lets you exit 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 from the project and places it on the Clipboard.

Copy (⌘-C)

Copies a selected object 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 on your project including placeholders. To deselect all, click anywhere on the project, or shift-click on an individual object to deselect 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. For Certificate projects you can also add: Title Blocks, Signature Blocks, and Seals. In Certificate projects, Certificate Border will replace 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 on 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)

Brings up the appropriate dialog to edit the currently selected graphic or text object.

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 remove the shadow.

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, a ruled line, a signature block, or a seal. Choose *None*, *Thin Line*, *Thick Line*, *Double Line*, or *Drop Shadow*. You can also use the Frame tool on the tool palette to place a frame around an object.

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 bottommost layer and the border is always the topmost layer. You cannot move anything behind a backdrop or in front of a border.

- Bring Forward (⌘-F)** Moves selected object(s) forward one layer
- Bring To Front (⌘-I)** Moves selected object(s) to the topmost layer
- Send Backward (⌘-B)** Moves selected object(s) backward one layer
- Send To Back (⌘-J)** Moves selected object(s) to the bottom-most 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 cannot be scaled.

Rotate (⌘-R)

Lets you rotate the selected object(s) 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. Borders, seals, and signature blocks cannot be rotated.

Flip

Lets you flip the selected object(s) horizontally, vertically, or both. You can also use the Flip tool on the tool palette to flip an object. Only square, row, and column graphics, ruled lines, and imported graphics can be flipped.

Lock (⌘-L)

Locks the selected object so it cannot be moved. When a selected 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

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 or for a selected text block. Choose: *Plain*, *Bold*, *Italic*, *Underline*, *Outline*, or *Shadow*.

Size

Lets you choose a size for highlighted text in a text block or for a selected 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*, *Right*, *Center*, or *Full*.

Placement

Lets you set the vertical placement for all of the text within a text block. Choose: *Top*, *Center*, *Bottom*, or *Full*.

Name Merge

Lets you merge names from the name list. Select the line(s) you want to merge—you can choose individual lines, a combination of lines, or all lines from the menu. The lines you merge will be placed at the location of the cursor (in the same manner as a paste command). You can add text before, after, or between the merged lines. However, the merged lines will always be printed as separate lines. Edit and apply whatever styling options you want to the text, including the merged lines.

PROJECT MENU

Change Backdrop. . .

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

Change Layout. . .

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

Page Blend

Lets you change the look of the page by adding a page color and a page blend color. For more information, see the Adding and Changing Color section in Chapter 4, the Basics.

For Post Cards Only

Front of Card	Takes you to the front of the card
Back of Card	Takes you to the back of the card

VIEW MENU

Zoom In (⌘-+)

Zooms in on the project to the next zoom level. The zoom will be centered on the currently selected object or, if no object is selected, the center of the document window.

Zoom Out (% - -)

Zooms out on the project to the next zoom level. The zoom will be centered on the currently selected object or, if no object is selected, the center of the document window.

Fit To Window	Displays at a size that fits in the document window
25%	Displays at 25% (1/4) actual size
50%	Displays at 50% (1/2) actual size
Actual Size	Displays at the actual size it will be when printed
150%	Displays at 150% actual size
200%	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. When you select *Hide Placeholders*, the layout placeholders will disappear. 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. When you select *Hide Tools*, the tool palette will disappear. You can also hide the tool palette by double-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.

GOODIES MENU

Smart Graphic

Lets you access *Initial Caps*, *Numbers*, and *Timepieces*. These features let you create custom square graphics to use in Print Shop Deluxe Companion and Print Shop Deluxe projects.



Utilities

Lets you access *Make a Border*, *Merge Library* and *Modify Library* options. These features allow you to create your own borders, merge libraries, and modify graphic libraries that you have created.

Name List

Brings up the Name List dialog. The first record in the currently selected name list will be displayed. Use the **Open** button in the file section of the dialog to open a different list.

Return Address

Brings up the Return Address dialog. The current information will be displayed.

■ The Graphics Exporter

THE PRINT SHOP DELUXE COMPANION GRAPHICS EXPORTER

The Graphics Exporter is a utility that extends the value of The Print Shop Deluxe Companion by allowing you to export Print Shop Deluxe graphics (the clip art in The Print Shop Deluxe, The Print Shop Deluxe Companion and compatible Graphics Collections and Folios) in three different file formats: EPSF (Encapsulated PostScript Format), PICT, and AI (Adobe Illustrator). A graphic exported as EPSF will also include a PICT preview, so if you use that 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.

Starting The Graphics Exporter

Open the folder containing the Exporter and double-click on the Exporter icon. The title screen for the Exporter will appear. Click **OK** to reach 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.

- Click on the **Change Library** button.
- Locate the library file containing the graphic you want by double-clicking on "Libraries".
- Highlight the library name and click **Open** or double-click on the library name.
- 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 Box will appear.

The graphic file will automatically be named with the graphic name and the file format extension. The default file format is EPSF. If you wish to export the graphic in PICT or Adobe Illustrator format, select either the **PICT** or **AI** radio button.

Use the table that follows to determine the recommended file formats when exporting graphics for use in other programs. If the application you are using is not listed here, refer to the application's manual for

compatible graphics file formats.

	EPSF	PICT	AI
Adobe Illustrator 3.2	X		X
Aldus Freehand 3.0	X		X
Aldus PageMaker 4.0	X	X	
Aldus Persuasion 2.0	X	X	
Aldus SuperPaint 3.0	X		
Claris FileMaker Pro 2.0	X	X	
Claris Works 1.1v3	X	X	
Microsoft Powerpoint 3.0	X	X	
Publish It! 1.1		X	
Canvas (as EPSF)	X	X	X
Microsoft Word		X	
Quark XPress	X	X	

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.

Troubleshooting

If you are having problems with The Print Shop Deluxe Companion, 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 Companion 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 the cable 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) the paper is properly positioned
- 7) the printer's removable top, if any, is firmly in place.

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

Hours: Monday through Thursday, 7:00 am-5:00 pm Pacific Time
Friday, 7:00 am-4:00 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 suggested size should equal the preferred 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.

PRINTING TIPS

Print Times

- The Print Shop Deluxe Companion 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 printer does not have much memory, checking "Unlimited downloadable fonts" in the Page Setup Options will help facilitate successful printing.

Centering Output

- If your printed output is not centered properly on the page, refer to the More Options section on page 60 of this manual for Print Alignment information.

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 Companion 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.

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