The World of PrintMaster Gold

This section introduces you to the PrintMaster Gold environment. As soon as you open the program, you'll notice PrintMaster Gold has several interrelated areas, each with it's own individual purpose and look. Each area--including the Hub, Art Gallery, Sentiments Gallery, With Help Designer, and Workspace--offers you different tools to help create a unique card, calendar, or newsletter. If you are a new user, we suggest you first browse through the features in each area to get a basic understanding of the creative possibilities in PrintMaster Gold.

The Hub Screen

After you launch PrintMaster Gold, the first thing you will see is the Hub. The Hub is where you can choose the kind of help you want creating a project, choose to work on a Ready Made, View art in the Art Gallery, or launch your Internet browser and go to the PrintMaster Gold Web site.

Ready Made   Click this button to view the Ready Made Gallery of projects created by the PrintMaster team of designers.

With Help   Click this button to get step-by-step help from the PrintMaster Designer.

Brand New   Click this button to start any project from scratch.

Your Projects   Click this button to go to your own Ready Made Gallery folder where you can view all the projects you've created.

Art Gallery   Click this button to browse and choose any of the thousands of graphics, drawings, photos, and pictures in the Art Gallery.

Address Book   Click this button to go to the Address Book where you can create your personal name and address list.

Internet   Click this button to launch your Internet Browser and go to the PrintMaster Gold Web site.

Exit   Click this button to quit the program.

Once you have decided on the type of project you would like to work on, click one of the buttons above. You will then be taken to that area. You can always return to the Hub by closing the project you are working on, or clicking **Back** in the With Help windows.

The Workspace

The Workspace is your own personal drafting board, with all the text, drawing, and editing tools you'll need to make a beautiful project. Here, you can put the finishing touches on your project, add new pictures, type in your personal message, and print.

Below, we will introduce you to the main menu bar and the five toolbars the Workspace offers. We suggest you browse through them to get an idea of the possibilities, then jump right in and start designing.

Menu Bar

Like all Windows applications, PrintMaster Gold has a menu bar at the top of the screen. The menu bar provides access to all PrintMaster Gold command features, including File, Edit, View, Format, and Sound functions.

Use your mouse (or the **ALT** key) to pull down these menus to see their contents.

(See the section entitled: **Mouse and Keyboard Conventions** in Chapter 8 for more details).

The Global Toolbar

The Global toolbar, which is displayed across the top of the Workspace, provides quick mouse access to some of the most commonly used PrintMaster Gold actions such as closing the current project, going to the Ready Made Gallery, starting a With Help project, and starting a Brand New project. These buttons are also one-step alternatives to using the menu bar for saving, printing, viewing Print Preview, Cutting, Pasting, and others. To hide or display the Global toolbar, access the **View** menu, then **Tollbars/Global Bar**.

Close Click this button to return to the Hub.

Ready Made Click this button to go to the Ready Made Gallery.

With Help Click this button to go to the With Help Designer, where you will be prompted, step-by-step, to create your own personalized project.

Brand New Click this button to start a new project from scratch.

Save Click this button to save the current project. If you have not already provided a file name for your project, you will be prompted to do so at this point.

Print Click this button to send your project to your printer.

Print Preview Click this button to preview your project before printing.

Check Spelling Click this button to check the spelling of the text in your project.

Cut Click this button to remove the selected text and/or graphic to the Clipboard.

Copy Click this button to copy the selected text and/or graphic to the Clipboard.

Paste Click this button to insert a copy of the Clipboard contents into your project.

Undo Click this button to quickly undo changes in editing, formatting, and other actions. To quickly undo multiple actions, click this button more than once.

Redo Click this button to reverse changes made using the Undo button.

Select Previous Object Click this button to select the object in the previous layer.

Select Next Object Click this button to select the object in the next layer.

Text Toolbar

The Text toolbar is where you can make adjustments to the text in your project. Notice that whenever you click on text in your project, the Text toolbar will be immediately updated. You can also use this toolbar to bold, italicize, stretch, bend, or align your text. To hide or display the Text toolbar, access the **View** menu, then **Tollbars/Text Bar**.

Font   Shows the name of the font that is currently selected.

Font Size   Shows the size of the font that is currently selected.

Bold, Italic, and Underline   To make any character bold, italic, or underlined, highlight the character and click on the appropriate button.

Text Shape   Click on this button to select one of many shapes for your text. Note: your text shape selection will affect all of the text in the active text box.

Stretch Text   This option is great for large text. Click this button to have PrintMaster Gold automatically adjust the text size to fill the limits of a text box.

Flush Left Alignment   Align the text in a paragraph to the left side of the text box.

Center Alignment: Align the text in a paragraph to the center of the text box.

Flush Right Alignment: Align the text in a paragraph to the right side of the text box.

Justified Alignment: Stretch the text so it aligns to both the right and left sides of the text box.

Add Toolbar

The Add toolbar holds all the supplies you need to add graphics, sentiments, and your own art to your project. To hide or display the Add toolbar, access the **View** menu, then **Tollbars/Add Bar**.

Add A Picture   Click this button to go to the PrintMaster Art Gallery. In the Art Gallery, you can choose from thousands of graphics, pictures, photos, and borders for your project. Select or double-click a picture preview in the Art Gallery and your selection will be placed on your project in the Workspace.

Add a Sentiment   Click this button to view the thousands of fun, sentimental, warm, and serious sentiments we've gathered in the Sentiments Gallery. Search by type or keyword for the sentiment you want, then select the sentiment and it will be inserted into your project automatically.

Cartoon-O-Matic   Click this button to launch Cartoon-O-Matic, the fun way to create your own pictures. The program gives you several selections of cartoon art which you can then modify to your specific tastes. When it's just right, click OK and the picture is placed on your project. Note: Cartoon-O-Matic is only available in PrintMaster Gold Deluxe and PrintMaster Publishing Suite.

Text Box	Click this button to add text to your project. After clicking this button, your cursor will turn into a 'text' crosshair. You can then either drag (with the mouse button down) across the project to create a text box , or just click once on the project and start typing.
Line	Click this tool to draw a straight line on your project. To keep your line either horizontal, perpendicular, or at a 45 degree angle, hold down the Shift key while you drag the cursor across your project.
Rectangle	Use this tool to create a rectangle on your project. By holding down the Shift key, your box will be held to a perfect square.
Ellipse	Use this tool to create an ellipse. By holding down the Shift key, you your drawing will be held to a perfect circle.
Shape	Click on this tool to view a wide selection of shapes you can place on your project. Once you have selected a shape from the pop-up menu, drag your cursor across the project to determine its size. You can keep the shape's original proportions by holding down the Shift key while you drag.
Free Draw	This tool acts like a pencil, letting you draw any design or line you want on your project. You can modify the width of the Free Draw tool with the Line Width tool in the Modify toolbar.

Modify Toolbar

Use the Modify toolbar to make adjustments to your art and text. With these tools, you can easily change the color of text and pictures, change line widths, add shadows, and crop pictures to see only as much of it as you want. To hide or display the Modify toolbar, access the **View** menu, then **Tollbars/Modify Bar**.
Note: for owners of PrintMaster Gold Deluxe, we have included PhotoEnhancer, the easy-to-use photo manipulation program.

Color	Click on this tool to add color to your pictures and text. First select the picture or text you want to color, then select this tool. You will then see a selection of colors to choose from.
Line Width	Use this tool to change the line width of your drawing or the outside border of a shape.
Line Color	Use this tool to change color of the border line of a picture.
Shadow	Use this tool to add a shadow to your text or shapes.
Shadow Color	Use this tool to choose the color of the shadow you placed behind your text or shapes.
Crop	Use this tool to crop out the part of a picture or shape you do not want to see. Just select the picture you want to crop, click on this tool, then move the handles on the

picture to only show the part you want. Or, you can move the picture within its 'window'. The picture will still be intact, but you will only be able to see a portion of it.

Place Toolbar

The Place toolbar is a selection of automatic tools for working with all objects in PrintMaster Gold. With these tools, you can easily select pictures partially hidden behind another, group together objects you want to move as on, or flip pictures horizontally and vertically. To hide or display the Place toolbar, access the **View** menu, then **Tollbars/Place Bar**.

Forward One	Click this tool once to bring the active object up one level.
Backward One	Click this tool once to push the active object back one level.
Send to Front	Click this tool to bring the active object to the top of a stack of overlapping objects.
Send to Back	Click this tool to send the active object to the bottom of a stack of overlapping objects.
Group	Use this tool to group several objects together. First select all the pieces you want to group by clicking on them one by one while holding down the Shift key, then click on Group. The grouped objects will now act as one.
Ungroup	Click this tool to ungroup several objects you have previously grouped.
Mirror	This tool flips the active object horizontally.
Flip	This tool flips the active object vertically.
Center on Page	This tool centers the active object in the middle (half way between the top and bottom and left and right sides) of the project.

Status bar

The Status toolbar is displayed at the bottom of the PrintMaster Gold window. Use this area to change your view of your project or to check the accuracy of your measurements. To hide or display the Status toolbar, access the **View** menu, then **Tollbars/Status Bar**.

View Side	Click either the left arrow or the right arrow to see the different sides of your project. You can also click directly in the middle of the View Side window to see a pop-up menu of different views. Note: only available in cards, brochures, and newsletters.
View Percentage	Click the Plus or Minus magnifying glass to view your project closer or farther away. You can also click in the middle to view a pop-up menu of different viewing sizes. Note: You can zoom in to your project in the Workspace by typing the plus ("+") key and zoom out by typing the minus ("-") key on the number pad of your keyboard.
Zoom to Area	This option changes the cursor into a magnifying glass, allowing you to drag across just the area you want to view

close-up.

1. Select this option and position the magnifying glass to the left and above of the object you want to magnify.
2. Hold down the left mouse button and drag the magnifying glass across and down the layout screen until the item of focus is enclosed in a box. Then release the mouse button.

Location   This window shows the cursor's location on the project page. If a picture is selected, the Location window will show the graphic's upper left handle location. The first number indicates the cursor or picture's location on the top ruler, while the second number shows the cursor or picture's location on the left ruler. Click on this window for more position options.

Select Dimensions   This window shows the dimensions of the currently selected text box or picture. Click on this window for more size options.

Rotation Angle   This window displays the angle of rotation of the object selected. The number will increase or decrease as you rotate the object. Click on this window to custom rotate the object.

Ready Made Gallery

PrintMaster Gold comes with hundreds of pre-made templates, including bright, serious, colorful, and crazy Ready Mades for every occasion. Before starting a project, it's always a good idea to check the Ready Made Gallery to see if there's already one there that fits your needs. You can save a lot of time by making a few changes to an existing document instead of starting from scratch.

Project Type   Select this pop-up menu to select one of the many PrintMaster projects.

Category   Select this pop-up menu if you have a specific category of project you want to view. This menu will show you all the different categories--like Birthday, Holiday, or Graduation--that are available within that type. Many categories have subcategories so, if you want, you can view only those projects that fit your needs.

Tone   Select this menu if you want to view only those projects with a certain tone, be it humorous, sentimental, or traditional.

Style   Many Ready Made projects have been created in different artistic styles--from realistic to abstract, from cartoons to paintings. Use this menu if you want to view only one particular artistic style.

Media   PrintMaster Gold Ready Made projects are created with all types of medias: watercolors, pencil, charcoal, photos, and more. If you'd like to see only the projects created

	with one type of media, make your selection in this menu.
Keywords	You may find it easier to select the type of project you want by typing in a word in the keyword box, then clicking on **Find Now**. PrintMaster Gold will find all the projects that match your criteria. Note: use the star ("*") wildcard to find all versions of the word you are searching for. For example, "Sport*" will find not only "Sport", but "Sports" and "Sportsmen".

Art Gallery

The Art Gallery contains thousands of drawings, photos, borders, and paintings, many created specially for PrintMaster Gold. Browse through the Art Gallery to find picture you are looking for, or just browse to get ideas.

Art Collection   Use this menu to select which collection of art to view. You can view all available art, just PrintMaster Gold art, your own art you've created, or art from the PrintMaster Gold graphics CD catalog. As you add or create art in the future, the new pictures will be stored in the Your Own section.

Note: You can view the hundreds of images in the graphics CD Catalog and purchase them via modem, phone, fax or mail. They are not available for use in your projects until you receive an access code upon purchase.

Category	Use this menu to select the category of art you want-- from animal to Western images.
Tone	Use this menu to select all the pictures in the Art Gallery by tone--be it humorous, sentimental or contemporary.
Style	The PrintMaster designers have collected and created art from all types styles--from Realistic paintings to Cartoons. Use this menu if you would like to only see one style of art.
Media	Select this menu if you would like to see only one type of media, from watercolor to woodcut.
Keywords	You may find it easier to select the type of art you want by typing in a keyword in the keyword box, then clicking on Find Now. PrintMaster Gold will then find and display all the art that matches your criteria.

Sentiment Gallery

The Sentiment Gallery contains hundreds of sayings, phrases, and messages for you to choose from. Each sentiment is in two parts: the phrase that will appear on the front of the project, and the phrase that will appear on the inside of the project. After you select the appropriate sentiment, each prhase will be automatically placed on your project.

Like the Art and Ready Made Galleries, the Sentiment Gallery allows you to search by **Category** (from Anniversary to Wedding) and **Tone** (Humorous, Sentimental, Traditional, Contemporary, and Spiritual). You can also type a word in the Keyword box and PrintMaster will find all sentiments that match your

request.

Note: use the star ("") wildcard to find all versions of the word you are searching for. For example, "Birth*" will find not only "Birth", but "Birthday" and "Birthdays".*

With Help Designer

Would you like some help creating your project? The With Help Designer is ready to help you create your own beautiful, personalized project. Just click on the With Help button and the Designer will ask you a few simple questions about the type of project you want to make, its orientation, and the kind of art and text you would like.

You can always change your mind in the With Help windows. Just click on **Back**, then make your changes. View the results of your choices in the sample windows. Once you are happy with your creation, click on Finish and your project will be placed in the Workspace, where you can add additional text, make a few final changes, and print.

Brand New

If you know the kind of project you want to create or would just like to try several versions, Brand New may be the best place for you to start. After you click on **Brand New**, you will be asked a few simple questions about the type and orientation of your project. Then you'll be taken to the Workspace where you can create anything your heart desires.

Your Projects

Your Projects shows you all of the PrintMaster Gold projects you have created in the past. If you like, you can add new Keywords to each project you create so you can find them more easily in the future.

Internet

If you have an Internet connection and a World Wide Web browser, you can access our PrintMaster Gold Web site to get more information on the new upgrades, get late-breaking news, download additional graphics, or trade design tips with other PrintMaster users. When you click on the Internet button, PrintMaster Gold will search for your Internet browser and launch it. After the browser opens, follow the on-screen instructions to reach the PrintMaster Web site.