

Working With Pictures

PrintMaster Gold makes it easy to add pictures and shapes to your projects. You can have as many pictures or shapes as you like, and they can be resized or arranged anywhere you want on the page. Most pictures and shapes included with PrintMaster Gold can be stretched, rotated, and scaled up to 6 feet with no loss of detail.

Note: PrintMaster Gold works with all popular graphic formats: PCX, TIF, GIF, JPG, CGM, WMF, BMP, DIB, and Kodak Photo CD.

Selecting and Adding Pictures & Shapes

You'll often want to change the appearance, size, or position of an existing picture or shape. The easiest way is to select the item you want to change by simply clicking on it with your left mouse button. The selected picture or shape will then be highlighted with a frame and handles.

The squares located at the corners and to the right of each frame are called *handles*. Handles are used to resize, position, and rotate a picture by clicking and dragging with your mouse.

Picking by opacity: When you click on a picture, make sure you click on an opaque section of the image. If you click on a clear or transparent part of the image, you will most likely select the object underneath it.

Adding a New Picture

1. Add a new picture to your project by clicking the **Art Gallery** button on the **Add** toolbar in the Workspace.

Or, from the Hub screen, click on the **Art Gallery** button.

2. Choose a **Category**, **Tone**, **Style**, or **Media** of picture you want. Or, type in a keyword and let PrintMaster Gold search for all the pictures that match your request.

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

Bright Idea: Layering and overlapping elements with care can enhance your design's dimensionality.

3. Highlight a picture by clicking on its preview. Scroll down the preview area to see more pictures that fit your criteria.
A larger sample of a highlighted preview can be seen by selecting **View Medium** or **View Larger** from the View Size window popup, or by pressing **ALT+V, M** (Medium) or **L** (Large) on your keyboard.
To return to the standard preview click **View Small** on the Size window popup, or press **ALT+V, S**.
4. Choose a picture by clicking on it. Confirm your choice by clicking **Select** (or, double-click on the preview).

Bright Idea: By stretching, rotating, and overlapping standard design

elements such as circles, rectangles and lines, you can easily create unique shapes and patterns.

Opening pictures from another location

Besides providing a large collection of pictures from which to choose, PrintMaster Gold allows you to select pictures from another drive or directory.

1. To open a picture from another location while in the Art Gallery, pull down the **File** (on the Art Gallery menu bar) and select **Open From Disk....**
2. Choose the picture location by selecting the drive and directory. Select a picture by clicking on its name in the File Name list; a preview of the highlighted picture will appear to the right.
3. Click the **OK** button or press **ENTER** to open the selected picture.

Note: PrintMaster Gold can import many different types of graphic formats, including CGM, TIFF, PSD, JPG, PCX, GIF, WMF, BMP, and Kodak Photo CD.

Picture Properties

Periodically, it can be useful to know the name, file format, and keywords associated with a picture in the Art Gallery or a preview in the Ready Made Gallery.

To get more information on pictures in Art Gallery,

1. Select the picture
2. Select **Properties** in the Art Gallery File menu, or right-click on the picture.

To get more information on the Ready Made preview in the Ready Made Gallery,

1. Select the preview.
2. select **Properties** in the Ready Made Gallery File menu, or right-click on the picture.

File Name the name and file format of the preview or picture

Description the title of the preview or picture

Keywords the keywords associated with the preview or picture

Save Copy of File in Document

This function embeds a copy of the picture files used in your project within the document itself so that the original picture file is not required the next time you open your project.

This feature is particularly useful when using pictures that are selected from a floppy disk or CD-ROM. When selected PrintMaster Gold will not require you to insert the floppy disk or CD-ROM containing the picture(s) used each time you open your project.

Adding a New Shape

1. To add a shape to your project, click the **Shape** button in the **Add** toolbar.
2. Use your mouse or arrow keys to highlight a desired shape on the provided list.
3. Click on your desired shape. Your cursor will turn into a cross-hair.
4. Click the cross-hair cursor anywhere on your project and the shape will appear. Or, drag the cross hairs across your project and the shape will be drawn to the width and height of your mouse drag.

Resizing a Picture

You can quickly size a picture by clicking on one of its frame handles with the left mouse and, while holding the button down, drag the handle to the desired location. The mouse arrow pointer will change to a double arrow when you are resizing a picture. Release the mouse button when the picture has the proper size and shape. The picture will expand or shrink to fit the new frame size.

Sizing Tip #1: Hold down the **Shift** key while dragging to make the new size proportional to the original picture size. Hold down the **CTRL** key while resizing in order to keep the new size proportional to the current picture size.

Replacing Pictures

You can easily replace a picture on your project with another in the Art Gallery or from another location. When you replace the picture, other properties of the selected picture such as the color, center position, and flipping are not changed.

1. Select the picture you want to replace. Click **Replace Picture...** under the Edit menu and the Art Gallery will appear.
2. Choose the new picture from the Art Gallery and click **Select** or press **ENTER**.

PrintMaster will return to the Workspace with the new picture on your page.

Picture Attributes

The Attributes editing command is used to change the printing attributes of the currently selected picture. This option is available from the Format menu, or on the pop up menu which is activated with the right mouse button.

Selecting **Attributes** brings up the Picture Attributes dialog.

The *Render Method* and *Coloring Book* options can be selected in this dialog. Some options may not be available for certain types of pictures in which case they will be "grayed out". In general, the Render Method option applies to pictures in a bitmapped format such as TIF or PCX. The coloring book option is available for CGM pictures.

Use **Render Method** to adjust the way PrintMaster combines colored dots to simulate color shading and gray tones in bitmapped graphics. Most bitmapped graphics have more colors or grays than the output device (screen or printer) is capable of showing. PrintMaster Gold uses two methods to approximate those colors as well as possible on an output device. For example, consider an image with 256 colors on a printer that supports only 16 colors. PrintMaster makes the 256 colors appear by mixing the 16 colors available.

The general name for processing an image for the screen or printer is "rendering". The specific rendering methods available in PrintMaster Gold are **Ordered Dither** and **Error Diffusion**.

An **Ordered Dither** uses a fixed set of patterns to blend colors. Each color or gray in the image changes to a pattern of colors on the output device. The appearance of the resulting image is very regular.

Error Diffusion on the other hand, is a dynamic process. It creates patterns "on-the-fly", and the resulting patterns tend to be more dense and unique. Images often look better with Error Diffusion, though the patterns look very unusual when

viewed up close. Also, because Error Diffusion patterns are more dense, the image tends to darken due to bleeding of ink or toner when the image is printed. This means that if you use Error Diffusion, you will probably also need to adjust your printer contrast to lighten the image.

Select **Coloring Book** to print only the outline of the selected picture, with the color fills printed as white. The final printout can be colored using crayons or pens.

Picture Color

The color of a selected picture can be changed by clicking **Attributes** under the Format menu, or by right clicking on the picture and selecting **Attributes....**

Select a color by clicking on its name. **More...** lets you pick colors from the Windows Color dialog or define your own custom colors.

Most of the pictures included with PrintMaster Gold contain many different colors. What happens when you change the "color" of these pictures? The answer is that PrintMaster will change all the black parts of the picture to the selected color. The other colors in the picture may get lighter, darker, or change hue depending on the original picture color and the color to which the picture is changing. Only pictures which are all black will completely change to the selected color.

Color Tip #1: Selecting the color black restores a picture to its original color.

Color Tip #2: To "lighten" a picture without changing its original color, select one of the gray scale percentages (colors 65 to 84). This is a good way to reduce the print density when you use a dot matrix printer. It also allows you to lighten any picture for use as a softer background. A picture with fine lines or details may appear less sharp whenever you change its color or lighten it with a gray shade.

Color Tip #3: Colors may look different on the screen than they do when printed. Make a Poster project using the colors you're interested in, then print it out and keep it as a reference chart.

Tip: Soft, muted colors are an important way to achieve subtle feelings in a design. They can soothe, warm, soften, add elegance and emotion, and be a welcome departure from the bright, jarring images of the day. Pete Russitano - PrintMaster designer

Positioning and Grouping Text and Pictures

This chapter provides instructions on the PrintMaster features that apply to both text *and* pictures, like rotating, moving, positioning, layering, grouping, ungrouping, flipping, and duplicating.

Rotating Text Boxes and Pictures

You can quickly rotate a text box or picture by clicking on its rotation handle with the left mouse and, while holding the button down, drag the handle to the desired location. Release the mouse button when the text or picture is in the proper orientation. The mouse arrow pointer will change to a curved arrow when you are rotating.

Rotation Tip: Hold down the Shift key while dragging to restrict the rotation to increments of 45°.

Note: The rotation feature is only available for some graphics.

Positioning a Text Box or Picture

Using the Mouse: The most natural way to position a text box or picture is to click on the text box or picture between the handles (on the frame) and, while holding the button down, drag the frame to the desired location. Release the mouse button when the frame has been properly positioned.

Note: The cursor will change into cross hairs when positioned correctly.

Using the Position menu: You can also move and size a text box or picture to a standard position by using the Position menu. Access the Position menu by

Right-clicking on the picture, then selecting **Position**, or

Go to the Arrange menu and choose **Position (Alt+R, P)**, or

Click the **Position** popup window at the bottom of Workspace screen

This command will bring up the Position menu containing options for placing the currently selected text box in predefined locations.

The following positioning (and sizing) options are available:

Center on Page centers the selected text box or picture both horizontally and vertically on your project page.

Center Horizontally centers the selected text box or picture width (left to right) of the project page.

Center Vertically centers the selected text box or picture to height (top to bottom) of the project page.

Full Page resizes the selected text box or picture to the full height and width of the project page.

More... brings up the Position dialog, which lets you set the horizontal and vertical positioning independent of each other as well as width and height. Choose a standard horizontal or vertical position, or type in a specific position. A preview will appear to the right.

Click **Reset** to return a modified text box to its last position and size on your project page.

Size lets you set the width and height independent of each other. Choose a standard width or height, or type in a specific size. A preview will appear to the right.

Click **Reset** to return a modified text box or picture to its last position and size on your project page.

Click **OK** to confirm.

Flipping Text Boxes and Pictures

Select the **Mirror** button in the Place toolbar to flip the selected text box or picture horizontally as shown below.

Select the **Flip** button on the Place toolbar to flip the selected picture vertically as shown below.

Tip: If the item you want to select is covered by other pictures, shapes, or text boxes, hold down the Shift key as you click with the left mouse button and PrintMaster will select successively "deeper" items until you reach the one you want.

Duplicating Text Boxes and Pictures

The Duplicate option is a quick and easy way to make a copy of an existing text box or picture. To make a duplicate of an existing text box or picture, proceed as follows:

1. Select the text box or picture to be duplicated by simply clicking on it.
2. Click **Duplicate** under the Edit menu.
3. Select the duplication position you want to use by clicking on its name. A preview of the duplication pattern will appear to the right.

The initial selection, (**Single duplicate**), will create a single duplicate of the selected picture or shape. Other duplication positions create multiple copies of the selected picture or shape which are collected into a group.

4. Click **OK** or press **ENTER** to confirm your selection. PrintMaster returns to the Edit Picture menu with the duplicate picture selected.

Layers

Text box and picture elements in a PrintMaster project are like a deck of playing cards, each element has its own position or layer in the deck and each element can hide the elements under it, or be hidden by the elements above. PrintMaster allows you to "shuffle" the layering order of your text boxes and pictures to move selected elements in front of or behind others. Individual text boxes can be placed in front, back, or anywhere in between.

To change the layer of the selected text box or picture, use the following buttons in the Place toolbar:

The **Send to Front** button moves the selected text box or picture to the first layer, in front of all other text boxes and pictures.

The **Forward One** button moves the selected text box or picture forward a layer.

The **Back One** button moves the selected text box or picture back a layer.

The **Send to Back** button moves the selected text box or picture to the last layer, in back of all other text boxes and pictures.

Any Layer options that do not apply to the selected text box or picture will be disabled. For example, if a selected text box is already at the front, then Bring to Front will be "grayed out".

Grouping Text Boxes and Pictures

Sometimes you'll have a combination of text boxes and pictures that need to remain positioned relative to each other. The Grouping option makes it easy for you to manage multiple text boxes and pictures that are related by combining them in a single group. In this way, you can flip, duplicate, and move all of them at the same time.

1. Use your mouse to select the text boxes and pictures you want to group together while holding down the **Shift** key.
2. Click the **Group** button in **Place** toolbar.
3. To ungroup, simply select any member of the group and click the **Ungroup** button in the **Place** toolbar.

*Tip: You can also drag your mouse over the objects you wish to group, making them "active" (handles showing), then select **Group** from the Place toolbar.*