More Projects & Tips

Matching Sets

With Matching Sets, you can create a look for your business, organization, or event effortlessly. Matching Sets include letterhead, business cards, brochures, newsletters, and envelopes so you can put your best look forward quickly.

Design and edit your Matching Sets as you would a normal PrintMaster card, letterhead, or brochure project. For more information on using the Ready Made Gallery, Art Gallery, and Workspace, see the Card and Newsletter Project *Tutorials* above.

Note: the text and pictures in each Matching Set project are not linked to each other. So, if you make changes in one Matching Set project (an envelope, for example), those changes will not be reflected in the others (a matching letterhead, for example).

NOTE: Matching Sets are only available in PrintMaster Gold Deluxe and PrintMaster Gold PublishingSuite.

Design Tips from the Pros
To emboss a graphic shape such as a star or pencil into your letterhead, simply print out the shape of your choice and tape it to a heavier stock of paper. Using a sharp knife or scissors, cut the shape out of the heavier paper. Take the newly created stencil and secure it in the area you want to emboss on your letterhead. Then turn the paper over and use a blunt object (like a popsickle stick or spoon) to burnish a well-defined image. Karla Ebrahimi - PrintMaster designer

Brochures

The Brochure project can be used to create fliers, pamphlets, mailers, and other types of advertisement or informative literature. Just choose a two-fold, three-fold, or four-fold model, enter your information, and youÕre on your way.

Design and edit your Brochure project as you would a Newsletter project. For more information on using the Ready Made Gallery, Art Gallery, and Workspace, see the Card and Newsletter Project *Tutorials* above.

When creating a new Brochure, you will be prompted to select a page layout for your new project. Use your mouse to select the Brochure Size.

¥ The Size option **Tall** (or Portrait) prints text across the short width of the paper.
¥ The Size option **Wide** (or Landscape) prints text across the long width of the paper.

NOTE: Brochures are only avaialble in PrintMaster Gold Deluxe and PrintMaster Gold Publishing Suite.

Select a Side to Edit
Brochures are made up of two separate sides comprising the front and back surfaces of the Brochure. Each side can have its own background, text, and picture elements. You can select the Brochure side

you want to work on by selecting Front or **Back** in the **View Side** window at the bottom of the Workspace screen. Or, click one of the arrows on each side of the View Side window.

Bright Idea: Try to imagine a grid when positioning elements in your document. This will enhance the overall feeling of order in your design.

Brochures typically are printed on both sides of the paper. To get more information on configuring PrintMaster Gold so your brochure project will print correctly, see the ÒDouble-Sided PrintingÓ section in the Newsletter Tutorial above.

Design Tips from the Pros
DonÕt be afraid to stretch a photo or other design element out of the printing area and off the page. After printing, simply cut off the unprinted margin and youÕll have achieved a Òfull-bleedÓ effect. Pete Russitano - PrintMaster designer

Prioritize information in newsletters and brochures. Establish areas with current news ÔbitesÕ to highlight events or set off helpful tips. Breaking up longer, in-depth stories with shorter, fast-paced ones establishes a good information flow and helps keep the readerÕs interest. Pete Russitano - PrintMaster designer

Letterhead

The Letterhead project can add style and a professional flair to all your business letters and personal documents. Our Ready Made Gallery of designs includes many styles, colors, and type fonts for you to choose from and personalize.

For more information on using the Ready Made Gallery, Art Gallery, and Workspace, see the Card Project *Tutorial* above.

When creating a new Letterhead, you will be prompted to select a page layout for your new project. Use your mouse to select the Letterhead Size.

¥ The Size option **Tall** (or Portrait) prints text across the short width of the paper.
¥ The Size option **Wide** (or Landscape) prints text across the long width of the paper.

Design Tips from the Pros
To make a letterhead picture lighter (to ÒscreenÓ it), click on it, go to attributes, and choose a shade of gray. 30% will make a great background. Erin Donahue - PrintMaster Designer

Bright idea: To add something special to your letterhead, use specialized paper (graphite, glossy, marble, etc.)

Posters

The Poster project can be used to create page-size Posters, Fliers, Bulletins, and CertificatesÑor Signs that cover an entire wall. The Ready Made Gallery also includes several blank Invoice forms in the Posters Project Type.

For more information on using the Ready Made Gallery, Art Gallery, and Workspace, see the Card Project *Tutorial* above.

When creating a new Poster, you will be prompted to select a page layout for your new project. Use your mouse to select the Poster Size.

¥ The Size option **Tall** (or Portrait) prints text across the short width of the paper.
¥ The Size option **Wide** (or Landscape) prints text across the long width of the paper.

Enlarging your Poster

While printing, you can enlarge your poster up to 33 pages wide by 33 pages high.

1. Create your poster as usual on one 8 1/2Ó x 11Ó page.
2. When you are finished, select Print.
3. In the Print dialog, select Output Size... You will then see the Custom Print Size dialog.
4. Type in the number of pages wide or tall you want your poster to be. The text and graphics in your one-page project will be stretched to fit automatically.
5. Click **Show** to display the number of pages the project will print on.
6. Click **OK**, then **Print**. Your project will be enlarged according to your settings and sent to the printer.

Assembling Large Posters

PrintMaster Gold helps you assemble large posters by providing cutting and taping guides when you print multiple-page posters on 8 1/2Ó x 11Ó single sheets.

¥ *Cutting Guide*: along the edge (or edges) of your printed pages, you will see continuous dotted lines. Cut along these lines to remove the excess edges.
¥ *Taping Guides*: near the edge (or edges) of your printed pages, you will also see short dashes. These are Taping Guides. Once you have cut off the excess edges (following the Cutting Guides), tape the adjoining sheets of paper, aligning to the Taping Guides. Note: Place the sheets with the Taping Guides *under* the sheets with the Cutting Guides.

Design Tips from the Pros
Limit the use of color and design elements to only those that are critical to deliver your message. One or two dominant colors complimented with softer muted tones are helpful. Also, itÕs often not necessary to show all of the photos or images (if they are covered by others) to convey the desired effect. Pete Russitano - PrintMaster designer

If you are using more than one graphic image, try to pick art that is similar in style (or at least in color!). Erin Donahue - PrintMaster Designer

Banners

Nothing grabs attention like a PrintMaster Gold Banner! You can celebrate special occasions in style. WeÕve included many Ready Made banners that includes business, celebration, Welcome Home, and Grand Opening messages. Just fill in your particular information, and your words will make a big statement!

For more information on using the Ready Made Gallery, Art Gallery, and Workspace, see the Card Project *Tutorial* above.

Setting the Size of Your New Banner

When you open a new Banner project, you will be presented with one 8 1/2Ó x 11Ó page. There are three methods to add pages to your banner:

¥ *Edit Banner Text*: Under the Edit menu, select Edit Banner Text. You will then see a blinking cursor on the left side of your banner. Type in the main phrase of your Banner. Pages will be added to fit to your phrase.

¥ *Add Pictures*: PrintMaster Gold will also stretch your bannerÕs width to fit a large picture. First, place a picture on your banner. Then stretch your picture to the size you want. PrintMaster will add enough pages to your banner to fit the width of your stretched picture.

¥ *Add Text Box*. If you wish to set the size of your banner before adding text or pictures, add a text box to the banner and stretch it to the desired banner length. Once youÕve reached the desired length, delete the text box.

Enlarging your Banner

An easy way to create a large banner is to design your banner project on one page, and enlarge it during printing.

To enlarge your banner while printing:

1. Create your banner project.
2. When you are finished, select **Print**.
3. In the Print dialog, select **Output Size...** You will then see the **Custom Print Size** dialog.
4. Type in the number of pages wide or tall you want your banner to be. The text and graphics in your project will be stretched to fit automatically.
5. Click **Show** to display the number of pages the project will print on.
6. Click **OK**, then **Print**. Your project will be enlarged according to your settings and sent to the printer.

Assembling Large Banners

PrintMaster Gold helps you assemble large banners by providing cutting and taping guides when you print multiple-page posters on 8 1/2Ó x 11Ó single sheets.

> *Note: If you are using a printer that supports continuous-feed paper, you will not see (or need) Cutting and Taping guides.*

¥ *Cutting Guide*: along the edge (or edges) of your printed pages, you will see continuous dotted lines. Cut along these lines to remove the excess edges.

¥ *Taping Guides*: near the edge (or edges) of your printed pages, you will also see short dashes. These are Taping Guides. Once you have cut off the excess edges (following the Cutting Guides), tape the adjoining sheets of paper, aligning to the Taping Guides. Note: Place the sheets with the Taping Guides *under* the sheets with the Cutting Guides.

Design Tips from the Pros
Try using graduated screens in the background of your banner, it will give it a feeling of depth.   Erin Donahue - PrintMaster designer

Business Cards

PrintMaster Gold makes it easy for you to create professional-looking business cards that will impress your friends and business associates. Our Ready Made Gallery of quiet, soft, flashy, and fun business

cards makes it easy for you to get started. Just pick one, personalize it, and PrintMaster Gold will print out a page full of your cards ready to be cut and distributed.

For more information on using the Ready Made Gallery, Art Gallery, and Workspace, see the Card Project *Tutorial* above.

When creating a new Business Card, you will be prompted to select an orientation for your new project.

¥ The Size option **Tall** (or Portrait) prints text across the short width of the paper.
¥ The Size option **Wide** (or Landscape) prints text across the long width of the paper.

Note: The ÒNumber of CardsÓ defaults to the number of business cards printed on one page (not the number of pages printed).

Note: PrintMaster Gold business cards print on Avery 5371 Business Card sheets.

Certificates

The Certificate project can be used to create your own official looking awards and it is great fun for creating gift certificates. WeÕve provided many styles, including Merit Awards, Service Awards, Honorable Mentions, and fun awards for the whole family.

For more information on using the Ready Made Gallery, Art Gallery, and Workspace, see the Card Project *Tutorial* above.

When creating a new Certificate, you will be prompted to select an orientation for your new project.

¥ The Size option **Tall** (or Portrait) prints text across the short width of the paper.
¥ The Size option **Wide** (or Landscape) prints text across the long width of the paper.

Note: Certificates can be expanded during printing. See ÒEnlarging Your PosterÓ in the Poster section above.

Design Tips from the Pros
For a more coherent look, try to stick with no more than three different point sizes for type. Erin Donahue - PrintMaster designer

Envelopes

The Envelope project can add style and a professional flair to all your business letters and personal documents. Choose from several styles and sizes in the Ready Made Gallery, or create your own from scratch.

For more information on using the Ready Made Gallery, Art Gallery, and Workspace, see the Card Project *Tutorial* above.

Creating an Envelope:

When creating a new envelope, you will be prompted to select a specific envelope size. From the list provided, choose an envelope size and click OK to begin editing.

Using Fill-in Fields with Envelope projects

You can add Fill-in Fields to your envelope projects and print out each with an individualÕs name and address. For more information about Fill-in Fields, see the ÒAdding Fill-in Fields to your label projectÓ in the Label Tutorial above.

Printing Your Envelope

Before printing your envelope, be sure to select the correct Envelope Feed option for your printer:

1. Select **Print** under the **File** menu (or press **Ctrl-P**).
2. Click **Envelope Feed...** You will be presented with six options for placing your envelope in your printer. Check with your printer manual to see the proper way to insert an envelope into your printerÕs sheet feeder.
   Note: Do not select the Envelope setting for paper size in your Windows Print Setup window or in PrintMaster Gold. PrintMaster will do that for you.
   Note: If you have a Hewlett-Packard DeskJet, be sure the Reverse Landscape box is checked.
3. Click **OK**. The Envelope Feed position you chose should be showing in the Envelope Feed window.
4. Click **Print**. Your envelope should print correctly.

Fax Covers

The Fax Cover project can be used to produce your choice of attractive Fax Covers. Choose from the many styles in our Ready Made Gallery and PrintMaster Gold will insert your name, company name, and address into the design.

For more information on using the Ready Made Gallery, Art Gallery, and Workspace, see the Card Project *Tutorial* above.

When creating a new Fax Cover, you will be prompted to select an orientation for your new project.

¥ The Size option **Tall** (or Portrait) prints text across the short width of the paper.
¥ The Size option **Wide** (or Landscape) prints text across the long width of the paper.

Using Fill-in Fields with Fax Cover projects

You can add Fill-in Fields to your Fax cover projects and print out each with an individualÕs name and address. For more information about Fill-in Fields, see the ÒAdding Fill-in Fields to your label projectÓ in the Label Tutorial above.

Note Cards

Use PrintMaster Gold to create your own business Note Cards to give out to work associates, friends, or family members.

For more information on using the Ready Made Gallery, Art Gallery, and Workspace, see the Card Project *Tutorial* above.

When creating a new Note Card, you will be prompted to select a page layout for your new project.

¥ The Size option **Tall** (or Portrait) prints text across the short width of the paper.
¥ The Size option **Wide** (or Landscape) prints text across the long width of the paper.
Then, select the location of the Note Card fold.

¥ The Fold option **Side** places the Note Card fold on the left side of the Note Card.
¥ The Fold option **Top** places the Note Card fold at the top of the Note Card.

How To Fold A Note Card

With the printed side facing down, bring the top and bottom edges together and crease the fold. With the inside of the Note Card facing you, bring the left edge to the right edge (so that the Note Card front is now on top) and crease the fold.