Printing a Project

No matter how good your project looks on the screen, the final printout on paper is what really counts. PrintMaster Gold pulls out all the stops to make sure your printed project will look its best.

Full 24-bit rendering that supports more that 16 million colors or shades of gray means your pictures will look spectacular. And since all text and pictures are fully scaleable, you'll always get crisp razor-sharp output. Plus, PrintMaster Gold lets you print your project at any sizefrom a miniature greeting card to a gigantic garage door poster.

This section provides step-by-step instructions for printing your project and optimizing your printing setup.

Print Project in the Workspace

To print your project, proceed as follows:

1. Click the **Print** button on the Global toolbar (or under the File menu). The Print dialog will appear as shown below.
2. Confirm that the current settings are correct. For more information, see the next section entitled *Print Settings*.
3. Click **Print** to start the printing process.

Print Settings

The Print dialog allows you to easily choose and configure your Windows printer, select the output size and print options for your project, and set number of copies to print. This section provides detailed instructions for each of the Print dialog options.

Printer

The name and port of the selected Windows printer is displayed next to this item. To change printer, proceed as follows:

1. Click the **Setup** button in the Print Dialog. The standard Windows Print Setup dialog is displayed.
2. Select the desired printer and options.

   PrintMaster performs full 24-bit rendering of pictures before sending the data to the printer. In addition, any intensity controls supported by the driver will probably have no effect on the output from PrintMaster Gold.

Print Quality

Most printers support a number of different print quality choices. Click on the Print Quality list box to make your selection. Generally, a low resolution or low quality setting will result in faster printing timesuseful for printing a quick rough draft or a very large project that will be viewed from a distance. A high resolution or high quality setting will give you the best output, but will probably take longer to printuse high quality for your final printout.

Copies

Use this item to select the number of copies you want to print. Simply enter the desired number into the box next to the word **Copies**. The number of copies is

reset to 1 after each printout.

Check the **Collate Copies** item in order to print one complete group of your project before printing the next copy.

Fill-in Fields...

Use this option to merge fields from your Address Book onto your printed projects. This time saving features enables you to print out envelopes, labels, invitations or other projects with the names and addresses of family, friends, or business associates. (See the chapter entitled: Address Book .)

Output Size...

PrintMaster Gold lets you take any project and print it at any size, from as small as a postage stamp to as large as a garage door.

1. Click the **Output Size** button. The Custom Print Size dialog will appear as shown.
2. Enter the desired output size into the dialog fields. A project whose output size is larger than a single sheet of paper will be printed on multiple sheetseach sheet is called a tile. As you select the output size, click the **Show** button or press **ALT+O** to display a preview of the tile pattern making up the final printout. When your project has finished printing, assemble the tiles to create the final printout.

   There are five items you can change in the Custom Print Size dialog. Note that all sizes must be proportional to the project size. If you change the height, then the width is automatically adjusted and vice versa.

   Inches Wide specifies the output width in inches.
   Inches Tall specifies the output height in inches.
   Sheets Wide specifies the output width in multiple sheets of paper. (Most commonly used to print posters and banners).
   Sheets Tall specifies the output height in multiple sheets of paper. (Most commonly used to print posters and banners).
3. Click **OK** to confirm your selections, or click **Cancel** to return to the Print dialog without changing the output size.

The output size of each printed project is reset to 100% after each printout.

Which Tiles...

   For small printouts that fit onto a single tile (sheet of paper), the button is disabled. For large printouts that require multiple tiles, use this option to individually select the tiles to be printed.

1. Click the **Which Tiles...** button. The Tiles to Print dialog will appear as shown below.
2. Select the tiles you want to print from the preview windows. Click on a tile to select it, and click on a selected tile to deselect it.
   Click **Turn All On** to select all tiles.
   Click **Turn All Off** to deselect all tiles.
3. Click **OK** to confirm your selections, or click **Cancel** to return to the Print dialog without changing the tile selections.

The selected tiles item in each printed project resets to "all tiles" after each printout.

Coloring Book

PrintMaster lets you print certain types of pictures as they would look in a coloring book: only the picture outline is printed and all color fills are printed as white. The coloring book option can be set on a per picture basis. Selecting the Coloring Book option in the Print Dialog overrides these individual settings as follows:

None turns off all coloring book printing regardless of the individual picture settings.

As Selected (the default) performs coloring book printing according to the individual picture settings.

All turns on coloring book printing for all appropriate pictures.

Only certain types of pictures can be printed with the coloring book feature. This includes all the pictures provided by PrintMaster and the Clip Art Library, or any other picture in the CGM and WMF graphics formats. For other formats such as TIF or PCX, the coloring book option will have no effect.

Smoothing

Use the smoothing option to soften the roughness of low resolution bitmapped graphics on your printouts. To turn smoothing on and off, simply click in the checkbox next to the word **Smoothing**.

In general, only pictures in bitmapped graphics format such as TIF or PCX are effected by the smoothing option. Smoothing has no effect on the pictures provided by PrintMaster, or any other picture in the CGM graphics format.

Advanced...

Click the Advanced... button to display the Advanced Settings dialog.

Use the **Outline Picture Contrast** slider to adjust the lightness or darkness of printed outline pictures such as CGM and WMF graphics. Use the **Bitmap Picture Contrast** slider to adjust the lightness or darkness of printed bitmap pictures such as graphics in the TIF, PCX or BMP formats.

Picture Contrast does not effect text or other items such as Calendar lines. If pictures are printing too dark, adjust the slider to the left, towards the word **Light**. If pictures are printing too light, adjust the slider to the right, towards the word **Dark**. A setting of 1000 will cause PrintMaster to send pictures to the printer without any contrast adjustments.

Dot matrix and HP DeskJet printers can sometimes print too dark or too light. Use the Picture Contrast controls to lighten or darken the printout.

Printing Labels

To print your Labels, proceed as follows:

1. Click the **Print** button on the Global toolbar (or under File).

These instructions may also be applied to the printing of Business Cards.

2. Click **Print** to start the printing process.

Starting Label...

Use this item to specify the starting label on any printout. This feature is useful when printing to a page containing only a partial number of labels. On printouts consisting of multiple pages, this feature will only apply to the first page. Any additional pages will start printing on the first label.

1. Click **Starting Label...** button.
2. Choose the starting label and click **OK**.

Note: The "Number of Labels" defaults to the number of labels printed on one page (not the number of pages printed).

Printing Envelopes

To print your Envelope, proceed as follows:

1. Click the **Print** button on the Global toolbar (or under the File menu).
2. Click **Print** to start the printing process.

Envelope Feed...

Use this item to indicate the position of your envelope as it is inserted into the paper tray.

> **Tall/Wide** indicates which edge of the envelope is fed first into the printer.
>
> **Left/Center/Right** indicates the positioning of the envelope along the paper feed path.
>
> **Flap Up/Flap Down** indicates which way the envelope flap faces when it is fed into the printer.
>
> **Rotated** changes the orientation of the envelope feed by 180 degrees.
>
> **Reverse Landscape** switches the envelope orientation by rotating the envelope by 180 degrees and switching the envelope feed to the other side of the tray. Use this option only if your printer seems to be printing opposite of were the envelope is actually being fed.

Printing Project Previews from the Ready Made Gallery

You can print project previews directly from the Ready Made Gallery. This can be useful when you want to show different examples to others before finalizing your project.

To print our Project previews,

1. Open the Project Gallery by clicking on the **Ready Made** button in the Workspace or in the Hub.
2. Select **Print** in the **File** menu of the Ready Made Gallery. The Print Project dialog will appear.

> **Print Selected Project** will print out only the preview selected (that is, the preview surrounded by a gray box in the preview area).
>
> **Print Current Page** will print the previews showing in the preview area.
>
> **Print All Projects** will print all previews selected according to your search criteria.
>
> **Number Per Page** will print the number of thumbnail previews you select

per page, sizing each preview to as large as possible on the page within those settings.

3. Click **Print** to print your Ready Made previews.

Printer Alignment

PrintMaster Gold includes several sophisticated routines to align and print your project correctly on the page. However, it is possible your project may not be properly aligned on the paper, printing too far to one side.

Use the **Print Alignment** feature to correct the problem:

1. Make sure your printer is ready to print with a clean sheet of paper, either in the paper tray or the manual feed tray.
2. Select **Print Alignment** under the **File** menu.
3. In the dialog, choose the type of printout you want to correctly align.
4. Print the Print Alignment Test Page by clicking the **Print Test Page** button.
5. On the printed test page, measure the items requested in the dialog box and enter the values (in inches) into the corresponding boxes.
6. Click **OK**. PrintMaster Gold will realign its settings so your project will now print correctly.

Click **Reset** to return to your printer's default settings.

Print Picture Catalog...

PrintMaster Gold allows you to print out a catalog of your favorite pictures on your hard disk or graphic CDs.

1. Click **Print Picture Catalog...** under the File menu. A dialog box will appear.
2. Locate the pictures you want to print.
3. Select the picture or pictures you want to print, then select **Print.**

Preferences and Window Arrangement

Preferences

PrintMaster Gold offers you several ways to customize your working environment.

Sound Effects

To turn on or off the sound effects that accompany many mouse clicks,

1. Select the Sound Effects tab at the top of the Preferences dialog.
2. Select **On** or **Off**.
   Note: The Sound settings can also be changed from the Sound menu.

Welcome Dialogs

To turn the PrintMaster Gold voiceover dialogs off as you enter each new area,

1. Select the Welcome Dialog tab at the top of the Preferences dialog.

2. Select **Sounds On** or **Sounds Off**.

If you have turned off some of the Welcome Dialog boxes by clicking the "Don't Show This Again" radio box (at the bottom of each Welcome Dialog) and want to turn them all back on, click the **Reenable all Dialogs** button.

Workspace Preferences

Since your hard disk is faster than your CD-ROM player, PrintMaster Gold improves performance by using a file on your hard disk to store the most frequently used information. This hard disk file is called the *workspace file*.

To change the workspace size click on the File menu with your mouse, select **Preferences**, and choose the **Workspace** tab.

Use your mouse to change this value or press **ALT+W** and type in a new workspace size.

A **larger** workspace uses more hard disk space but enables you to access fonts and graphics far more quickly.

A **smaller** workspace uses less hard disk space but takes longer to access the fonts and graphics.

Window Arrangement

PrintMaster Gold allows you to work on several projects at once in the Workspace. This can be beneficial if you want to trade graphics back and forth between projects, or view a letterhead design as you work on its matching envelope.

To change the window views while in the Workspace, select the **Windows** menu, or press **ALT W**.

Cascade overlaps the different windows so you can see a portion of each.

Tile moves each window side by side and reduces it accordingly to fit in the Workspace.

Arrange Icons If you have minimized several windows (by clicking on the Minimize button at the top right of the Windows screen), you can arrange them side-by-side by clicking this button.

Appendix A: Key Combinations

Mouse and Keyboard Conventions

PrintMaster Gold supports the standard Microsoft Windows mouse and keyboard command conventions. Use your mouse and the following keys to select menu items or to confirm commands.

Up Arrow or **Down Arrow**   Use these keys to select (highlight) a desired item within the currently active menu.

Tab   Use this

key to move to the next menu or command button.

Shift+Tab Use this key combination to move to the previous menu or command button.

ESC Use this key to return to a prior menu.

ENTER Use this key to confirm the current selection or command.

ALT Use this key in combination with the highlighted key of any menu name or command button to move directly to the menu or to immediately execute the button command. For example, press **ALT+F** to move to the File menu.

F1 Use this key to display help information.

Changing the Layout View

PrintMaster Gold makes it easy to alter the layout view to suit your editing needs. By choosing one of the options listed below you can zoom in to see the smallest details of your project, or zoom-out to see your entire project display on screen. Layout viewing options can be easily accessed from the **View** menu with your mouse, or by pressing **ALT+V**. Use the **Up Arrow** or **Down Arrow** to highlight the appropriate option, and press **ENTER** to select.

Percent View This option allows you to increase or decrease the layout view level by fixed percentages. Press **ALT+V, P** to choose one of the following view levels: **25%, 50%, 100%** (*normal*), **200%,** and **400%**.

Fit in Window This option allows you to adjust the layout view to fit your project page. Press **ALT+V, F** to select this option.

Fit to Window Height Select this option to adjust the layout view to fit the page height of your project page. Press **ALT+V, H** to select this option.

Zoom In/Zoom Out This option allows you to zoom in or out by a defined percentage. This option is also accessible from the status bar.

Zoom Area This option allows you to select the focus to zoom into.

1. Select this option and position the magnifying glass to the left and above 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.

General Editing Key Combinations

Ctrl-A	Edit/Select All
Ctrl-X	Edit/Cut
Ctrl-C	Edit/Copy
Ctrl-V	Edit/Paste

Shift-Del	Edit/Cut
Ctrl-Ins	Edit/Copy
Shift-Ins	Edit/Paste
Ctrl-N	File/New
Ctrl-O	File/Open
Ctrl-S	File/Save
Ctrl-P	File/Print
Del	Edit/Delete
Alt-Backspace Edit/Undo	
Ctrl-Z	Edit/Undo
Ctrl-Y	Edit/Redo
"+" key on numeric keyboard	Zoom in
"-"key on numeric keyboard	Zoom out
F1	Help
Shift-F1	Context help
F6	Next window
Shift-F6	Previous window

When object is selected:

Left arrow	Move object 1 pixel left
Right arrow	Move object 1 pixel right
Up arrow	Move object 1 pixel up
Down arrow	Move object 1 pixel down

Address Book

Ins	Add New Name
Del	Delete Current Name
Home	First Name
End	Last Name
PgUp	Previous Name
PgDn	Next Name

Text Editing

Ctrl-B	Toggle bold text
Ctrl-I	Toggle italic text
Ctrl-U	Toggle underline text
Left arrow	Move cursor left (*)
Right arrow	Move cursor right (*)
Up arrow	Move cursor up (*)
Down arrow	Move cursor down (*)
Ctrl-left arrow	Left a word (*)
Ctrl-right arrow	Right a word (*)
Home	Beginning of line (*)
End	End of line (*)
Ctrl-Home	Beginning of text (*)
Ctrl-End	End of text (*)

(*) hold shift to create/extend selection