

# CD FACE SOFTWARE MANUAL



**DESIGN**

ON ANY COMPUTER

**PRINT**

ON LASER OR INKJET

**APPLY**

PRECISELY AND INSTANTLY

**NEAT**  <sup>TM</sup>  
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**Welcome to NEATO CD-Face**

Welcome to CD-Face™, NEATO™ software for PCs and Macintosh computers that's easy to install and easy to learn. CD-Face provides a fast way to create attractive label art for CD-ROMs and accurately print labels, jewel case inserts, and tray liners on NEATO stock.

Your NEATO CD-Face CD contains all the tools you'll need for creating label art:

- Software for designing and printing labels, jewel case inserts, and tray liners.
- 66 images that make great backgrounds for your label and jewel case inserts art.
- Pre-defined templates for each type of NEATO label, tray liner and jewel case insert
- This User's Guide (PC and Macintosh versions)
- Online Help (PC version only)
- ReadMe file (Macintosh version only)

**About this Guide**

Whenever you need help using CD-Face to design and print your label art on a PC, refer to the PC section of this Guide and the Online Help. See the Macintosh section of the Guide and the ReadMe file in the NEATO folder if you use a Macintosh. You'll find tutorials that lead you through simple procedures for working with documents and printing labels, useful tips for taking advantage of various CD-Face features, and a "reference" section that describes in detail each menu, command, and dialog box setting.

**Printing this Guide**

If you'd like to print a hard copy of this Acrobat™ file for your own use and reference, feel free to do so. Print it as you would any other Acrobat file from your desktop. If you're printing to 8 1/2 by 11 paper, just be sure you choose "shrink to fit" in the printing dialog box, as this document is larger than 8 1/2 by 11. As this is a rather lengthy guide, it would be a good idea to print a test page or two in advance of printing the whole document to be sure it's printing properly.

**Register with NEATO**

Please complete and return the registration card. Then we can:

- Let you know about low-cost upgrades, updates and downloads.
- Let you know about other special offers.
- Let you know about development of new products.

*If you've misplaced your card, call us at (800) 984-9800 or email us at [info@neato.com](mailto:info@neato.com).*

**Contact us**

If you have any questions about using NEATO, need technical support, or want to order more labels or jewel case inserts, call us at (800) 984-9800 or (203) 466-5170. If you're calling from the UK or Europe, reach us at +44 (0)990 561571. We can also be reached by email at [info@neato.com](mailto:info@neato.com), and you can visit us on the web at: <http://www.neato.com>. Our web site has plenty of information about using NEATO, with details about some of the most famous users of NEATO, plus tips on how to get the most out of your software.

***Installing CD-Face Software***

To get started using CD-Face, first install the software by following these simple instructions:

1. Insert the NEATO CD into the CD drive. If the setup program automatically runs, follow the instructions on your screen. Otherwise, proceed to step 2.
2. Go to the Explorer (Windows 95) or the File Manager (Windows 3.x).
3. Select the CD-ROM drive containing the NEATO CD.
4. Open the CD-Face folder and select the setup (Windows 95) or setup.exe (3.x) file.
5. Double-click on the setup icon and follow the instructions on your screen.

***Starting CD-Face***

To start CD-Face (Windows 95), click the Windows Start button, choose Programs from the Start menu, choose NEATO from the Programs sub menu, then click the CD-Face 32 icon.

To start CD-Face from the Program Manager (Windows 3.x) , locate the NEATO CD-Face icon and double-click on it. The CD-Face Window appears on the screen, ready for you to open a layout document and start work.



### ***Designing Your Labels***

You design labels by placing text and picture fields onto a label in a CD-Face layout document. When you complete and save a design, the layout document is saved to a file.

Here's a quick tutorial that will take you through the process of creating a label with text and background art, then printing the finished layout.

### ***Open a Layout Document***

As this is presumably your first time using CD-Face, we'll start by opening a new layout document. Choose New from the File menu (or press Ctrl-n), then, from the drop-down list, select one of the templates that we've set up for each type of NEATO stock, and click OK.

Hint: Use templates beginning with "US" for 8.5 by 11 inch stock, and those beginning with "A4" if you're using metric A4 stock. For this exercise, choose a template that contains label layouts (with "3UP" or "2UP" in the name) matching your label stock, rather than a jewel case booklet or tray liner.

When the document opens, if you want a larger work area you can increase the window size by dragging the edges of the page or clicking the Maximize button.

### ***Select a Label***

Now select the label you want to work on in the document by clicking inside it (or press F7, or choose Next Label from the Field menu). A dotted outline surrounds the selected label.

### ***Add Some Text***

Next, let's add some basic text, perhaps a title, to the label. Go to the Field menu and choose Add Text to CD Label 1, (or position the cursor inside the label, click the right mouse button to display a drop-down list, and choose Add Text to Label 1) to display the Text Field Properties Sheet.

The General Properties page should appear on your screen (if not, click the "General" tab now to display it). Type a title for your CD into the box labeled "Text" and click OK. Your title appears on the label, enclosed by a striped rectangle with black squares (the text field positioning box). Congratulations! You have successfully added a text field to the label.

### ***Move the Text***

Try dragging the title to a different place on the label. Move the mouse until the cursor is inside the text field positioning box (if the box has disappeared, click the text to select it again). When the cursor changes to a four-pointed arrow, click and hold down the left mouse button, then drag the text to a new place on the label. Release the mouse button when you're satisfied with the positioning.

Tip: Instead of using the mouse to drag the text, you can use the arrow keys. Use Shift+Arrow to move the text faster.

### ***Change the Text's Appearance***

Maybe the text size is smaller than you'd like for a title, or you want to see how it will look in a different font. First, with the text field selected (if it is not selected, click on the title or press F8 to select it again), choose Field Properties from the Field menu (or click the right mouse button on the text field and choose Field Properties from the drop-down list) to display the Text Field Properties Sheet again.

This time, click the "Format" tab to display the next page of the properties sheet. Look at the box labeled "Font"; your text looks just as it does on the label. Click the Change Font button to display the Font dialog box. Here you can experiment with different fonts, change the text size, its color, and the style. The sample text shows each change you make. When the sample text looks the way you want, click OK until you leave the Text Field Properties Sheet. Your title now appears on the label with the changes you made.

### ***Add Background Art to the Label***

Your label will be more interesting with some artwork added. You'll see that adding a picture is just as easy as adding text. For this tutorial, we'll use a picture from the Images folder that came with your CD-Face software. These images are printed on the Background Art brochure provided with your software.

Once again, click on the same label to select it (if it isn't already selected). Choose Add Picture to CD Label 1 from the Field menu (or position the cursor inside the label, click the right mouse button to display a drop-down list, and choose Add Picture to CD Label 1). This time, you'll see an Open dialog box on your screen, prompting you to open a file containing the image you're going to use. Locate the Images folders on your PC (if you haven't copied the images to your PC, you can open them from the NEATO CD). Choose the folder containing images with the resolution—72 dpi or 150 dpi—that you prefer, then select or type the name of the image file to add to the label. Click OK to open the file.

### ***Place the Picture on the Label***

The Picture Field Properties Sheet appears. Here, you see information about the picture itself and its name (which you can change), but we're going to continue on by making some changes in the Options page, so click the "Options" tab to display the page. Look at the different ways you can place the image on your label. For now, choose "Center in label (keep size)." Look at how the image is fitted into the label at its original size.

There are two ways to save the picture in the label layout document. For this practice session, just leave the Saving options set to "Link." CD-Face will remember the location of the picture file and open it whenever you open the layout document again.

*Click OK to return to your layout document. That's all it takes to add a picture!*

### ***Display the Title in Front***

You have a little more to do, however, to finish the label design. You may have noticed that when

the picture appeared on the label, your title disappeared. No need to worry that it was erased; it's still there, but the picture was placed over it. To show the title again, just click on the picture in the label to select it, and choose Move Back or Send to Back from the Field menu (or press F4 or Shift-F4) to move the picture under the text.

### ***Run a Test Print***

We're now ready to print the label. First, however, it is a wise practice to run a test print with regular paper in the printer to make sure the text is correctly aligned. Choose Calibrate Printer from the File menu, then click Test Print. Take a look at how your output prints in relation to the label boundary that CD-Face draws around the text.

Did your text print exactly within the label, or does it run off the edge? If it needs some adjustment, use the Printer Calibrate command in the File menu to move the text in the desired direction. Shift the text horizontally or vertically by entering values in one thousandths of one inch, or stretch or shrink it until the test label looks accurate. (See the [Printer Calibration](#) section for more detailed instructions.)

### ***Print the Label***

When you're satisfied with the calibration, you can try printing on your regular label stock. Feed one page into the printer. From the File menu, select "Print." This displays the Print dialog box. Make sure you have the correct printer selected, then click OK. Just one page will print.

*Take a well-earned break, then try creating a jewel case booklet and tray liner.*

### ***Creating a Jewel Case Booklet***

Now that you understand the basics of creating a label, designing a jewel case booklet for your CD is just as easy. As with a label, you use a template, so choose New from the File menu, and open one of the templates named "book." Look at the layout document that appears. It is divided into two booklet pages. For this tutorial, we'll create a front cover (using the right page in the layout) and a back cover (on the left page).

### ***Add Text to the Front and Back Covers***

To begin, let's add some text to the front cover. First, choose Add Text to Book 1 from the Field menu. Then, go through the same steps (use the Text Field Properties Sheet) to set the text's font, style, color, position and so on, just as you did when you designed the title for your CD label.

Move between the two booklet pages in the layout document by clicking the mouse. Click inside the left page to select it, then add some more text to the back cover.

### ***Add Some Artwork***

When you're satisfied with the appearance of the text, you can place a picture on each cover. Again, do this exactly the same way as you did to create the label. Use a picture from the CD-

Face Images folder, or use one of your own images. Make sure you don't cover the text when you place the picture (use the Move Back or Send to Back command to move the picture behind the text again).

### ***Creating a Tray Liner***

Designing tray liners is just as straightforward as creating labels or jewel case inserts. Again, choose New from the File menu to open a template (open a file with "tray" in its name). This time you'll see that, unlike labels or jewel case booklets, the layout for a tray has two thin fields along the left and right edges of the tray. These fields are where you enter text for the spines.

### ***Add Text and Artwork to the Tray Liner***

Click the square in the middle of the layout to select it, then add text and background art to the tray liner using the same methods as you did on the label and jewel case booklet.

### ***Add Text to the Spines***

The spines of the tray liner are the narrow fields at the left and right edges of the layout document. To add text along the spines, follow the same basic steps you're familiar with by now. First, click inside the left spine to select it. Choose Add Text to Left Edge 1 from the Field menu, type some text that will run along the spine, and select the font, size, color, and so on for the text.

Hint: Be sure to choose a True Type font, otherwise CD-Face will not angle the text. Also, be sure to choose a text size that will fit inside the spine.

Up to now, all the text you've created has been "flat;" that is, it runs horizontally from left to right. However, you need to position text vertically in a tray liner spine, and we've provided a formatting option that allows you to do exactly that.

Click the Style button in the Text Field Properties Sheet, and click the Angled button. Tell CD-Face the angle for the text. Enter a number in degrees—type 90 degrees to position the text vertically. Click OK till you exit the Properties Sheet and return to the layout document, which now shows your text running the length of the left spine. Drag the selected text field with the mouse to place it exactly where you want it along the spine.

Return to the Text Properties Sheet by clicking on the text to select it again (if it is not selected), then choosing Field Properties from the Field menu. From the Style page, now try entering 270 degrees, which is the second way to position angled text vertically. Click OK to return to the document, where you'll see that the text now runs in the opposite direction.

Click to select the spine on the right edge of the document and add some text. When you enter the text angle this time, you can ensure that the text runs in the opposite direction by entering the "negative" of the angle used for the left spine. In other words, if the text in the left spine is at a 90 degree angle, set the text angle for the right spine to -90. Click OK to return to the document and view the results.

### ***Handy Tips and Shortcuts***

CD-Face allows for considerable flexibility in how you can add and place text and pictures in layout documents. Here are a few tips and shortcuts to try after you become familiar with the basic processes.

### ***Positioning Text Fields***

More than one method is available for positioning text fields. You can use the Align Left, Align Center, and Align Right commands in the Field menu to position a text field horizontally within its label. If you prefer, simply drag a selected text field manually using the mouse. Click and hold down the left mouse button and drag the text to a new position. Or, use the arrow keys on your keyboard to move the field (be sure to select the field first). To move a field more quickly, hold down the Shift key as well as the arrow key.

Make a text field larger or smaller by clicking the text to select the field. Then, drag the grab handles (the black boxes on the positioning box) in the desired direction.

### ***Entering Measurements***

When you use CD-Face, you'll occasionally be asked to enter a measurement (for instance, the distance for the Radius to Text center when you set up curved text). CD-Face recognizes measurement units of inches, millimeters, and points, and the Ruler in the window always displays the currently selected units. The default measurement unit is set in the Page Properties dialog box; however, you can override the default when you enter a value into a dialog box. Just add a space and the unit's abbreviation ( "in" for inches, "mm" for millimeters, and "pt" for points). For example, the following two entries are exactly equivalent: "1.0 in" and "25.4 mm."

Note: Regardless which measurement units you use, CD-Face works in tenths of a millimeter (0.1 mm) internally when it processes your settings. As a result, when you enter values in other units than metric, you may see some minor differences due to the conversions. The conversion values are:

1 inch = 25.4 mm (source: Handbook of Chemistry and Physics, 55th Ed. 1974-1975)

1 point = 0.013837 inch (source: Win32 SDK, Graphics Device Interface, Fonts and Text, About Fonts)

### ***Working with Several Documents at Once***

Although you can open more than one open layout document at a time, CD-Face runs faster and more efficiently when a single page layout document is open. If you would like to work with a second document and make only minor modifications, save the document under a different name.

### ***Working with Curved Text***

Unlike flat text, which you can drag to a new position in a layout document, curved text cannot be dragged. Instead, use the Rotate Clockwise, Rotate Counter Clockwise, or Field Properties commands to move curved text to a different place.



### ***Picture Size***

For working most efficiently with graphic images in a layout document, the smaller the size of the image file, the better. If you plan to add many pictures to one layout page, consider working with files that are not too large. Unless you save the pictures as links to files on your computer, the entire picture is stored within the document. If you embed the picture instead of saving a link, remember that RGB format is less memory intensive than CMYK. The resolution of the image also affects the size of a layout document. If you are working with a printer that prints at 300 dpi, there's no advantage in working with images saved at 720 dpi. Smaller files take less time to open and less time to edit.

### ***Importing Pictures Smaller than the Label***

When you use pictures (such as company logos) that are not meant to completely fill the label, make sure you select "None" in the Picture Field Properties Sheet's Options Page. The image is dropped onto the label as is, at its current size. If the image needs further re-sizing, grab one of the square black handles with the mouse and drag the handle until the image is the size you want.

### ***Using Databases***

When you create label art, you have quite a bit of flexibility in the types of text you can enter; you're not restricted to simply typing text into layout documents through the Text Field Properties Sheet. One way CD-Face does this is to take information already saved in a database and turn it into text. You can easily set this up by using special text fields that take information from a database and add it to a label. The text that is displayed (and printed) is not the text you enter, but information from a database.

To step through the process of creating a Database link, see the next section, [Database Tutorial](#).

### ***Database Tutorial***

Note: CD-Face accesses databases using Open DataBase Connectivity (ODBC). If you don't have ODBC installed on your PC, the "Database Field" option is unavailable. See [Using Databases](#) and [Database Tutorial](#) for an overview of using databases with CD-Face.

This tutorial shows you how to use database information as text on labels. To step through the exercise exactly as it's described here, first set up a small database with the same name, tables, and field as the Sales Information database in the example. If you already have a database to practice with, just enter the names of your database, table, and field instead of using the example. If you prefer not to actually use a database yet, just read over the tutorial to get a quick idea of how databases are used.

Suppose you want to print some personalized CD labels for your customers from a database called Sales Information. In that database is a Customers table with fields for customer names, addresses, phone numbers, and contacts. The Customers table looks like this:

<b>CustName</b>	<b>CustAddress</b>	<b>CustPhone</b>	<b>CustContact</b>
Acme	123 Main Street	800-555-4111	Jane Acme
Ajax	North Avenue	800-555-1111	John Doe
NEATO	250 Dodge Ave	203-466-5170	Anthony Bussio
CCC	PO Box 502	203-481-6940	Matt Sanchez
US Widgits	Front Street	800-555-9999	Mary Smith

On each label, you want to print the name of a customer. Here's how.

(By the way as you follow this tutorial, if you need to refresh your memory about opening documents and creating text fields, refer to [Designing Your Labels](#), earlier in the Guide).

### **Open a Layout Document**

Open a new or existing label layout document, then create a text field and set up the text's font, size, style, color and so on, just as you've done before.

### **Link the Text Field to a Database**

Now you're ready to set up a database link. From the Text Field Properties Sheet, click the tab marked "Special" to display the Special Properties Page. Under Computed Text, you see several buttons. Click the button marked Database Field to display the Select a Database Field dialog box, where you'll identify the database and field to link to.

### **Choose a Database**

The Databases list box lists all the databases available. Find and select the Sales Information database from the list. You'll immediately see the names of the database tables in the Tables list box, including the table you want, Customers.

### **Choose a Table**

From the Tables list box, select Customers. As soon as you select the Customers table, the names of all the fields (in other words, information about your customers) appear in the Fields list box, including the field you want, CustName.

### **Choose a Database Field**

From the Fields list box, find and select the field named CustName, which is the field you plan to display as text. CD-Face will take a customer name and place it on each label that has a similar text field. Leave the dialog box and Properties Sheet by clicking OK.

### **Check the Customer Name on the Label**

Now that the layout document is visible again, look at the text field you just created on the label. You'll see the name of the first customer in the Customers table. You're almost done - that's all it takes to link a database to a text field!

### **Link the other Labels in the Document**

To have a customer name print on every label, duplicate the text field on the labels in the template you're using. Each time CD-Face prints a label, the next customer name appears on the label

### ***Printing Labels with Database Links***

When you're ready to print (using the Print command or the Test Print button in the Printer Calibration dialog box), CD-Face automatically figures out how many pages will be needed to print a label for every entry in the database table.

### ***Print Every Label at One Time***

First, CD-Face calculates the number of pages to print, based on the number of customers (table entries) and the number of labels on the template (remember to duplicate the text field on each label on the layout document). Our sample table has five customers, so if you are using a 3-UP template with three labels, two pages will print. For a two-label template (2-UP), the five labels will print on three pages.

### ***Print a Few Labels at a Time***

You don't have to print labels for every table entry at once. Instead, you can print just a few pages at a time. This is helpful when you are working with large databases that require printing many labels. CD-Face keeps track of the labels that should be printed on which pages.

If you are using 2-UP labels and you select All for the page range (in the Print dialog box), three sheets print. On the first sheet are labels for the first two customers, Acme and Ajax. The second sheet prints NEATO and CCC labels, and US Widgets appears on the last sheet. If you only want page two to print, select 2 to 2 as the page range in the Print dialog box. CD-Face knows you started on the second page, so it prints only the labels for NEATO and CCC.

### ***Using Number Sequences***

You can add another type of special text, a Number Sequence, to labels. This is a number that CD-Face tracks, increasing it by one in each label that contains the same sequence. You'll find this very useful for printing labels that use a series of unique numbers such as serial numbers and other types of counters.

A number sequence has two parts, its name and its starting number (set by you). The starting number prints on the first text field containing the number sequence. Each time a label is printed with the same the number sequence, CD-Face increases the number by one.

If the template you are using has more than one label, there is one item you need to be very careful about. If you want the first number of the sequence to print the first label, and the second number in the sequence to print on the next label in the template, make sure the text field uses the same *sequence name* on both labels. Remember, CD-Face uses the Sequence Name to link the text field to a particular number. If you make a mistake, use the Number Sequence dialog box to view the sequence names and to make your corrections.

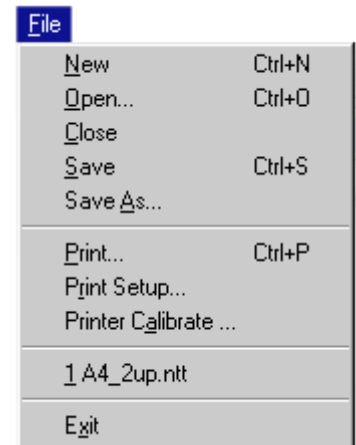


### File Menu

Use the File menu commands to open and close your CD-Face layout documents, to calibrate and test the printer for accurate printing of label art, and to print your design on NEATO stock.

#### New

Choose New from the File menu (or press Ctrl-n) to create and open a new CD-Face layout document. The Select Template dialog box appears, displaying a list of ready-to-use templates for each type of NEATO label stock.



File Menu

From the template drop-down list, select a template that matches your NEATO stock. Templates beginning with “US” are for 8.5 by 11 inch stock, and those beginning with “A4” are for metric A4 stock. CD-Face opens your selection in a new window.

#### Open

Choose Open from the File menu (or press Ctrl-o) to open an existing CD-Face layout document. The Open dialog box appears, where you find and select the directory and name of the file to open.

Hint: Instead of using Open to open a file you recently closed, you can select the file from the File menu (if it appears there). CD-Face immediately opens the file in a new window.

#### Open Dialog Box

**Look in:** Select the location (directory, drive, folder etc.) of the CD-Face layout document to open.

**File name:** Type the name of the file into the box (you can also double-click a filename in the list box).

**Files of type:** The names of all files in the “Look In” directory with this extension appear in the list box. You can display CD-Face layout documents (\*.ntp) or every file in the directory (\*.\*). Note: Even if you choose All Files, you can only open CD-Face documents in the CD-Face application.



Open Dialog Box

**Tip:** You can open and work on more than one layout document at a time. Use the Window menu to switch among the documents. See [Window 1, 2, ...](#) .

**Close**

Choose Close from the File menu (or click the Close icon on the document window) to close a window containing an active layout document. If you made changes to the document since it was last saved, you'll be prompted to save it before closing.

**Save**

Choose Save from the File menu (or press Ctrl-s) to save a layout document to its current directory, with the same filename.

When you save a layout document for the first time, the Save As dialog always appears so you can name the file and tell CD-Face where to store it. CD-Face saves the document with an extension of .NTP (for **NeaTo Page**).

**Save As**

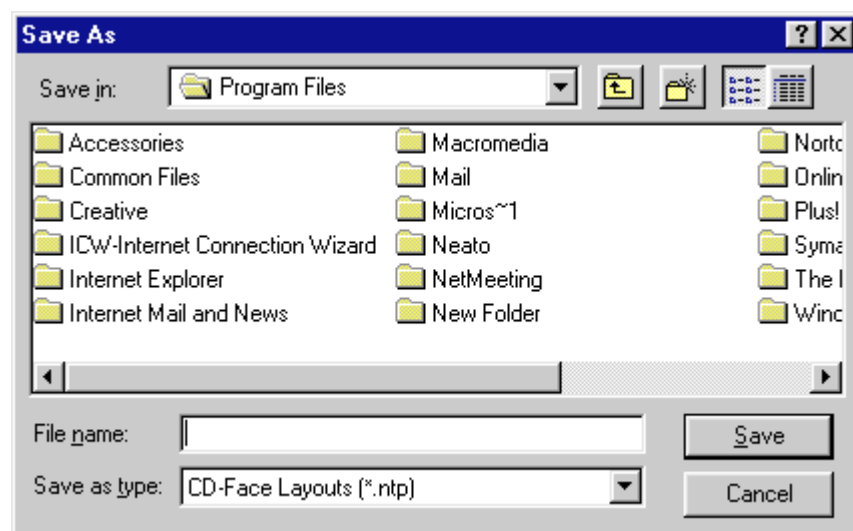
Choose Save As to save and name a layout document. The Save As dialog box appears so you can rename the file and/or save it in a different location.

**Save As Dialog Box**

**Save in:** Select a directory if you want to store the file in a new location.

**File name:** Type a new name for the file if you want to save it under a new name.

**Save as type:** Shows the file type. ".ntp" is the extension NEATO uses for CD-Face layout documents.



Save As Dialog Box

**Print**

Choose Print from the File menu (or press Ctrl-p) to print the current document. A standard Print dialog box appears. Choose the printer, the range of pages and number of copies to print, then click OK to start printing. Click Print to file to print the document to a file instead of a printer.

**Print Setup**

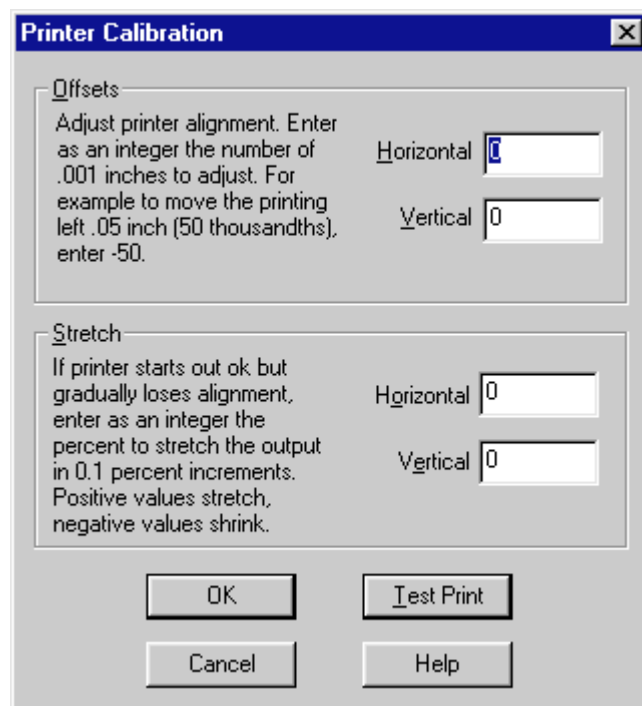
Choose Print Setup when you want to change settings for your printer. A standard Print Setup dialog box appears. Choose the printer, paper size, which paper tray to use, the page orientation, then click OK to complete the setup.

**Printer Calibrate**

Choose Printer Calibrate to calibrate and test the printer until you know the layout will print exactly on NEATO stock.

**Printer Calibration Dialog Box**

Offsets (Horizontal; Vertical): Enter the amount (measured in thousandths of one inch) to slightly shift your label art horizontally and vertically until it fits exactly in the stock. To shift the printed out put right by 50 thousandths of one inch (.05"), enter 50 in the Horizontal Offset box; to shift it left, enter -50. To move the output down the sheet, enter a positive number into the Vertical Offset box; enter a negative number to move the output further up the sheet.



The dialog box is titled "Printer Calibration" and contains two main sections: "Offsets" and "Stretch".

**Offsets:** A text box explains: "Adjust printer alignment. Enter as an integer the number of .001 inches to adjust. For example to move the printing left .05 inch (50 thousandths), enter -50." There are two input fields: "Horizontal" (containing 0) and "Vertical" (containing 0).

**Stretch:** A text box explains: "If printer starts out ok but gradually loses alignment, enter as an integer the percent to stretch the output in 0.1 percent increments. Positive values stretch, negative values shrink." There are two input fields: "Horizontal" (containing 0) and "Vertical" (containing 0).

At the bottom are four buttons: "OK", "Test Print", "Cancel", and "Help".

Printer Calibration Dialog Box

Stretch (Horizontal; Vertical): Enter an amount into the Horizontal Stretch box to slightly expand or shrink your printed output horizontally in 0.1 percent increments until it fits the stock. Use Stretch if your printed output lines up correctly on the left side of the label stock, but progressively becomes unaligned towards the right side. Enter an amount into the Vertical Stretch box to make vertical adjustments in 0.1 percent increments. Use this setting if the output lines up correctly at the top of the sheet, but progressively becomes unaligned towards the bottom.

Test Print: Click this button to print a test page on regular paper so you can see how your output lines up before you print on NEATO stock. CD-Face draws a box or a circle around the outside margin of each label so you can check your printer 's calibration. Readjust the calibration until you're satisfied that the output will print exactly.

**1, 2, 3, 4**

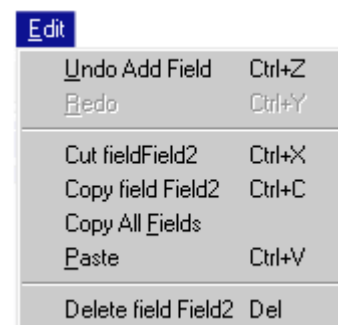
The names of up to four CD-Face layout documents that you most recently closed always appear at the bottom of the File menu. Open one of these files by selecting the entry.

**Exit**

Choose Exit from the File menu (or double-click the Control menu button or press Alt-F4) to end your CD-Face session. If you were working on any documents with unsaved changes, the Save As dialog appears before closing.

**Edit Menu**

Use Edit menu commands to cut, copy, and paste text, shapes, and pictures and to undo or redo editing actions.



The Edit menu is shown with the following items and keyboard shortcuts:

Undo Add Field	Ctrl+Z
Redo	Ctrl+Y
Cut fieldField2	Ctrl+X
Copy field Field2	Ctrl+C
Copy All Fields	
Paste	Ctrl+V
Delete field Field2	Del

Edit Menu

***Undo***

Choose Undo from the Edit menu (or click the Toolbar icon or press Ctrl-z or Alt-Backspace) to reverse your last editing action.

***Redo***

Choose Redo from the Edit menu (or press Ctrl-y) to redo the effects of the last Undo command.

***Cut field***

Choose Cut field from the Edit menu (or click the Toolbar icon or press Ctrl-x) to remove a selected field from the layout document and place it in the clipboard, replacing the previous contents of the clipboard. Cut field is available only when a field is selected.

***Copy field***

Choose Copy field from the Edit menu (or click the Toolbar icon or press Ctrl-c) to copy a selected field from the document to the clipboard, replacing the previous contents of the clipboard. Copy is available only when a field is selected.

***Copy All Fields***

Choose Copy All Fields to copy all fields from the current label to the clipboard, replacing the previous contents of the clipboard. Copy All Fields is available only when a label is selected.

***Paste***

Choose Paste (or click the Toolbar icon or press Ctrl-v) to insert the clipboard contents into the current label. Paste is unavailable if the clipboard is empty.

***Delete field***

Choose Delete (or press the Delete key) to remove a selected field from the current label. Delete is available only when a field is selected.

***Field Menu***

Use the Field menu commands to work with text, picture, and shape fields in a layout document.

***Add Text to...***

Choose Add Text to... from the Field menu (or click inside the current label using the right mouse button, or click the Toolbar icon) to add a new text field to the current label. The Text Field Properties Sheet appears, where you type in text and set the “look” of the text.

### Text Field Properties Sheet

Use the Text Field Properties Sheet to add text to a text field and set the format, style, and special options for the text. Click on the General, Format, Style, and Special tabs to move between the four text property pages and set up the text field.

#### Text General Properties Page

Text: Type into this box the text you want on the label. The amount of text you can enter in the box is not limited to the visible area, so continue typing if you have more to add. Note:

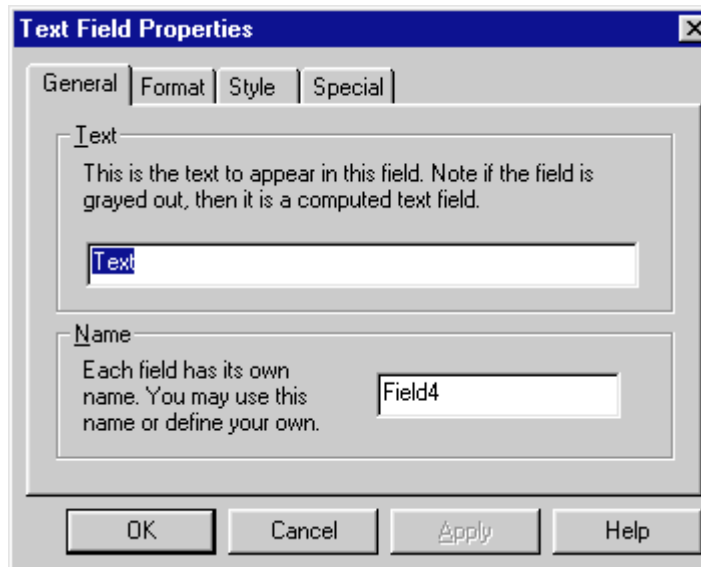
CD-Face ignores this text if you use Special Text (see [Text Special Properties Page](#)).

Name: This is simply a name for the text field. You can use the name already provided, or enter another. CD-Face uses this name for reference only, so you don't need to follow normal naming conventions, other than it should be a unique name.

#### Text Format Properties Page

Background: Sets a background color for the text on your screen. "Same as Page" paints the same color background for the text and page—white is the default. (To change the color of the page background, use the Page Property Sheet.) "Transparent" provides no background color at all. (This is the best selection for when you use curved text or when your text sits on top of a picture.) "Custom Color" paints a color you choose for the background. Select Custom Color, then click the Colors button to display a standard Color dialog box and choose a background color.

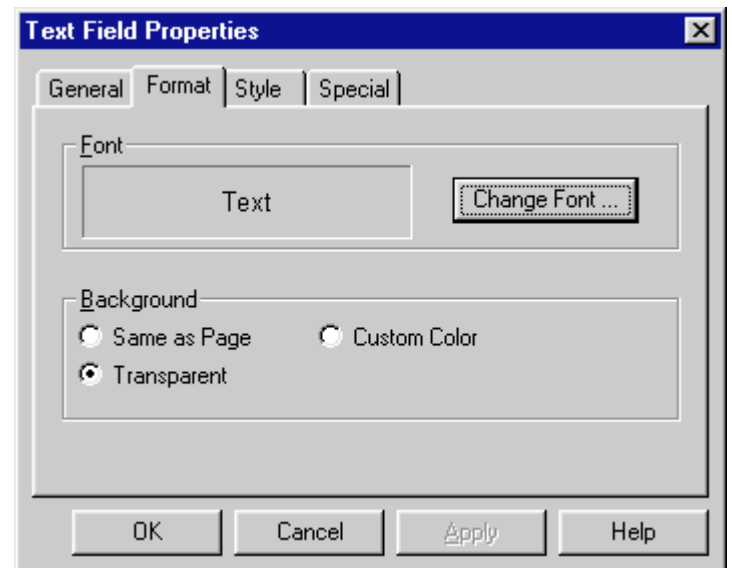
Change Font: Click this button to display the Font dialog box and set the font, style, size, color, and effects for the text. CD-Face supports all the fonts installed in your Windows system.



Text General Properties Page



Text Field Properties Sheet



Text Format Properties Page

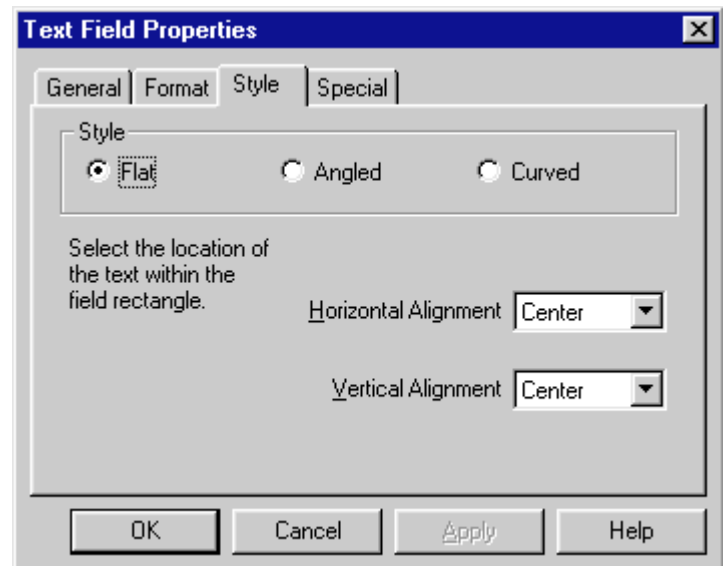
Note: Some text properties only work with certain fonts. For example, if you select the Angled or Curved style for the text, be certain you've selected a TrueType font. A TrueType font is a font with the TT symbol.

### **Text Style Properties Page**

**Flat:** Click Flat to create text that is not drawn at an angle on the label. You can drag flat text anywhere in the label using the mouse.

Use the “Alignment” settings to position flat text within its positioning box (the striped rectangle on your screen) as follows.

**Horizontal Alignment:** Positions flat text horizontally in the positioning box. Choose Left to place the start of the text at the left margin of the box; choose Center to center the text horizontally in the box, choose Right to align the text exactly on the right margin.



*Text Style Properties Page*

**Vertical Alignment:** Positions flat text vertically in the positioning box. Choose Top to position the text flush with the top edge of the box, choose Center to center the text vertically in the box, and choose Bottom to align the text flush with the bottom of the positioning box.

**Angled:** Click Angled to draw text at an angle on the label. Use the “Angle” setting to specify the angle. You can drag angled text anywhere in the label using the mouse. Note: Angled text is always centered within its positioning box (the striped rectangle).

**Angle:** The text's angle. Enter a value (in one degree increments) between -359 and 359. At 0 degrees, the text runs horizontally left to right and appears flat. At 90 degrees, the text runs bottom to top. At 180 degrees, the text is upside down.

**Curved:** Curved text curves around the label in an imaginary circle whose center is in the middle of the label.

**Radius to Text Center:** The distance from the centerpoint of the label to the centerline of the curved text.

**Angle:** The angle from the label's centerpoint to the midpoint of the line of text. The default angle is 90 degrees. At this setting, the curved text is above the label's center, and the text is equally spaced on either side of an imaginary vertical line through the label's center.



**Character Spacing:** The distance between each text character. The default is zero (no extra spacing is added). Hint: Because, depending on the font, the appearance of the text sometimes improves with additional spacing, you should experiment to see what looks best.

**Inverted:** When selected, each character prints upside-down, and the order of the characters is reversed. This is useful for placing curved text at the bottom of a CD label so it is readable without rotating the CD.

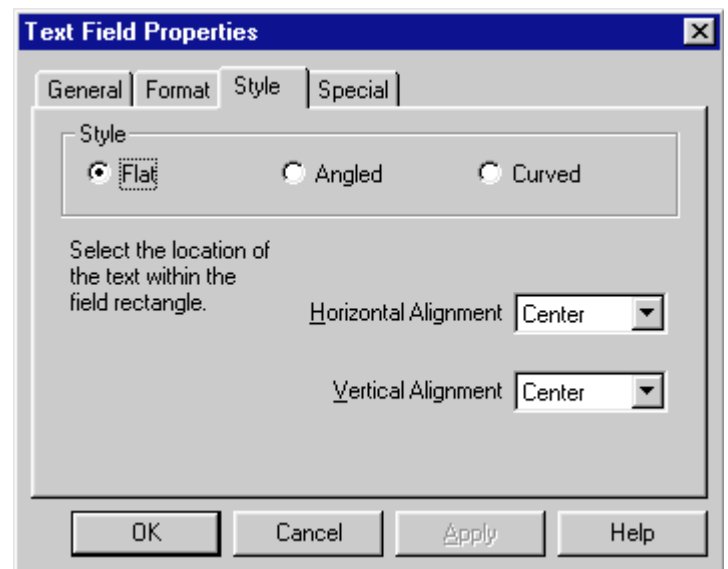
### **Text Special Properties Page**

CD-Face can generate “computed” text for text fields to create a date, run a number sequence that increases by one each time you print, or use data from a database.

**None:** CD-Face uses the text you type into the Text General Properties Page. “None” is the default setting.

**Date:** A date is created for the text field on the label. Choose the date type as follows:

**Date Format:** From the drop-down list, select a format for the date that will appear on the label. The default format is “month, year” (for example, January, 1997).



*Text Special Properties Page*

**Use today's Date:** Check the box to display today's date on the label.

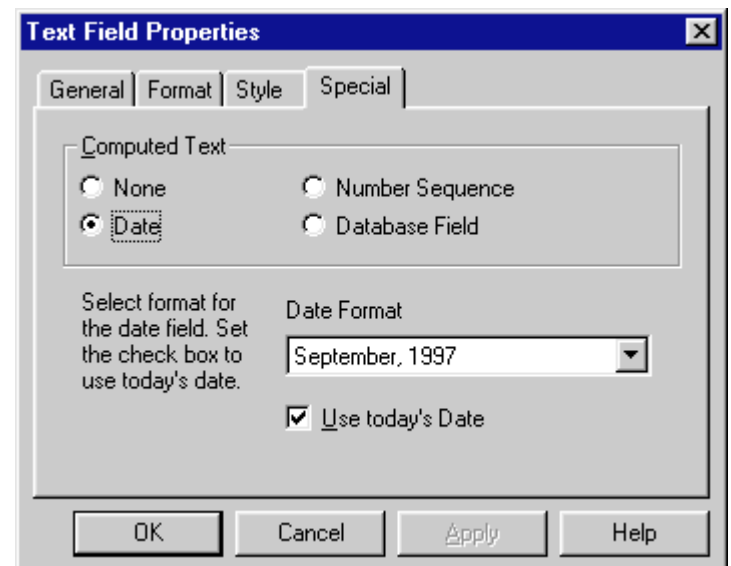
**Date:** Available only when Use today's Date is not checked. Click to display the Set Date dialog box and enter a date you want to appear on your labels.

### **Set Date Dialog Box**

Use the Set Date dialog box to enter a date as the text field.

Type the number of the month, the day of the month, and the year. For January 23 1997, you'd type 1, 23, and 1997.

**Number Sequence:** Select Number Sequence to create a number sequence as the text field. The Number sequence dialog box appears for you to set up the sequence. (The dialog box



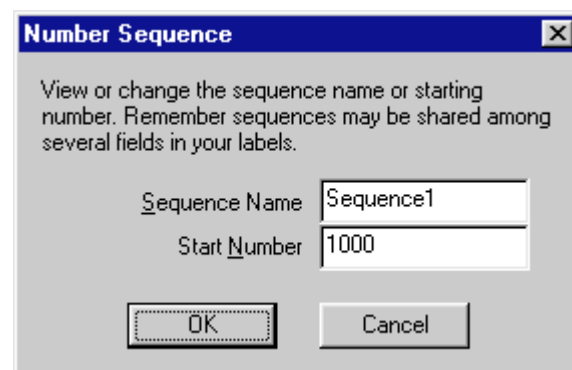
*Set Date Dialog Box*

also appears when you open the Text Field Properties Sheet for an existing number sequence. Click the Select button to display the dialog box and make any changes to the information in it.) For more information on using number sequences, see [Using Number Sequences](#). Specify the sequence as follows:

### **Number Sequence Dialog Box**

**Sequence Name:** The name of the number sequence. CD-Face uses this name to identify and display the sequence with the correct numbers.

**Start Number:** The starting number for the sequence. Each time you print a label with a text field that contains this number sequence, the number automatically increases by one. For instance, if the starting number is 1000 and you print two labels containing the same number sequence, “1000” appears on the first label, and “1001” on the second label.



*Set Date Dialog Box*

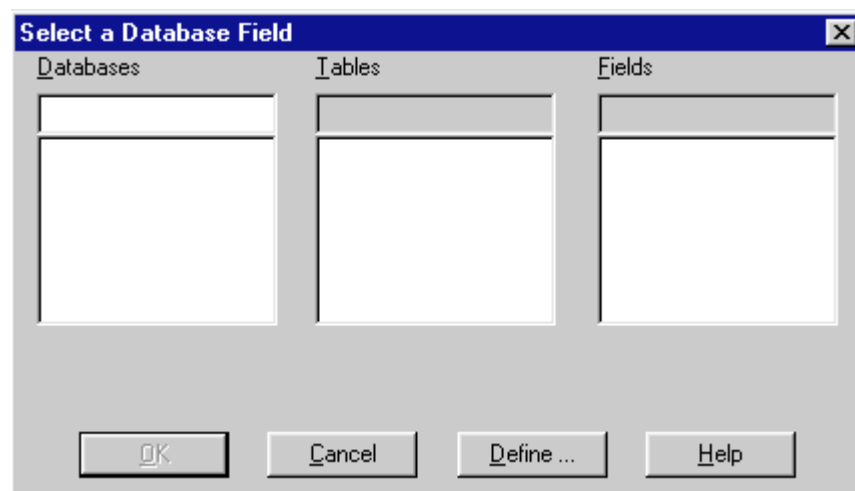
**Database Field:** Use a field from a database as the text field. When selected, the Select a Database Field dialog box appears.

**Note:** CD-Face accesses databases using Open DataBase Connectivity (ODBC). If you don't have ODBC installed on your PC, the “Database Field” option is unavailable. See [Using Databases](#) and [Database Tutorial](#) for an overview of using databases with CD-Face.

### **Select a Database Field Dialog Box**

Use the Select a Database Field dialog box to tell CD-Face to use a field in a database as a text field.

**Databases:** Lists the available data bases on your computer. Select a database containing information to use as a text field. CD-Face immediately connects to the database, reads the names of tables in the data base, and displays the table names in the Tables list box.



*Database Field Dialog Box*

**Tables:** Lists the available tables in the selected database. Select the table containing the field to use. When you select a table, CD-Face queries the database for the names of all fields (columns) in the table, then displays the field names in the Fields list box.



**Fields:** Lists the available fields in the selected table. Select the field whose contents you want to use as text in your label layout.

**Define:** Click this button to define a new database “on the fly.” When you successfully define a new database, the database name appears in the Databases window. Be careful using “Define” unless you are comfortable configuring databases for ODBC.

**OK:** Click OK to confirm your selection and close the Select Database dialog box. This button is available only after you have selected a Database, a Table, and a Field. Click Cancel to leave the dialog box without making a selection.

### **Add Picture to...**

Choose Add Picture to... (or click the Toolbar icon) to add a new picture field to the current label. Select a picture file and open it from the Open dialog box. The Picture Field Properties Sheet appears.

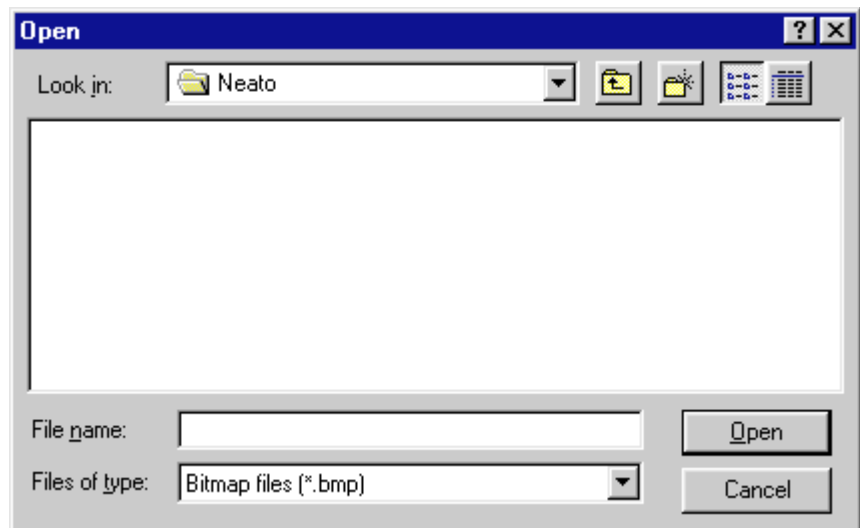
**Note:** CD-Face does not support every picture format. For example, the Compuserve GIF format is not supported by CD-Face due to licensing restrictions. If you see an error message, it usually means that CD-Face does not recognize the file format.

### **Picture Field Properties Sheet**

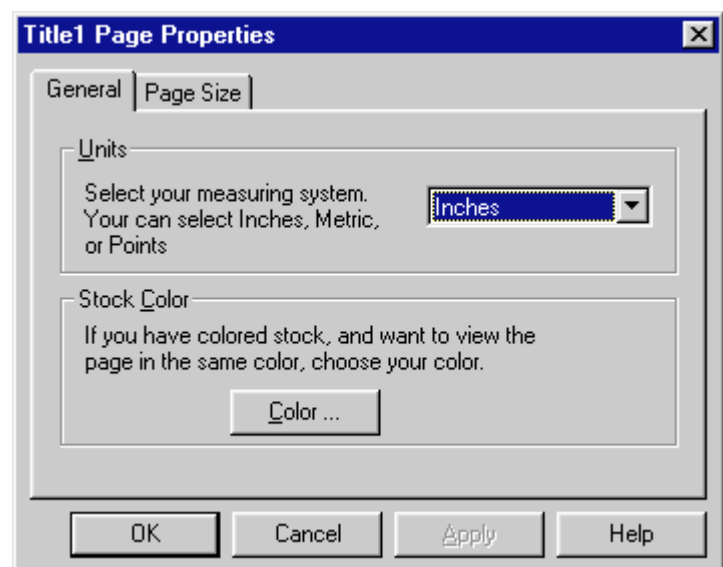
Use the Picture Field Properties Sheet to view information about the picture field and set field options. Click on the tabs to move between the General Properties and Options Properties Pages.

### **Picture General Properties Page**

The General Properties Page provides information about the picture field—the path and file name of the picture file, the picture’s dimensions in pixels, the color resolution of the image (bits per pixel), and a field name assigned by CD-Face. Enter a different name for the field if you prefer.



Picture Field Properties Sheet

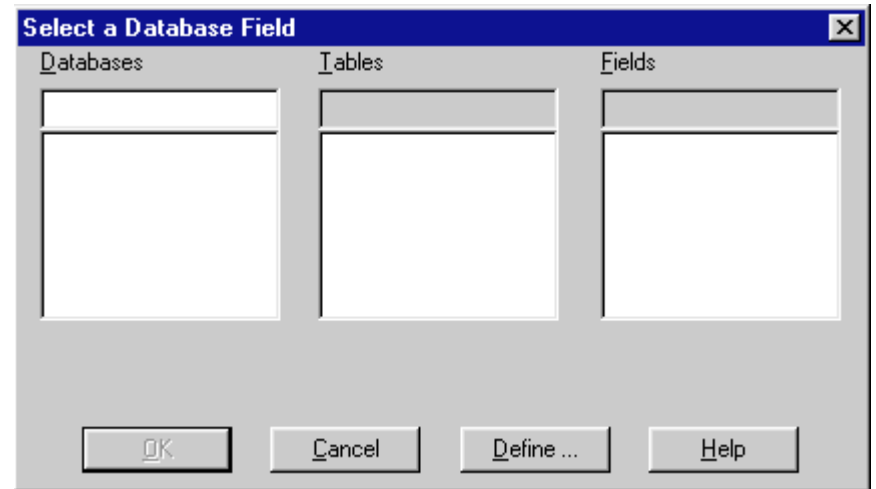


Picture General Properties Page

**Picture Options Properties Page**

Use the Picture Options Properties Page to position the picture field on the label, and to save the picture.

**Positioning:** Select “None” to drop the picture into the label at its current size. The “None” setting is most useful if you’ve created a CD-size image using another program, or if you are working with a small picture. The image may need further re-sizing to fit.



*Picture Options Properties Page*

Choose “Size to exactly fill the label” (the default setting) to import standard pictures. CD-Face ‘knocks out’ the part of the picture that will not appear on the label and sizes it to cover the full label.

When “Center in label” is the choice, CD-Face adds the picture at its full size, but places it in the center of the image rather than the top left hand corner of the label (which the None option does).

**Saving:** Choose “Embed” to save the actual image in the page layout document. This creates a larger page layout file than if you select “Link,” but it is a more reliable option because CD-Face does not have to search for the picture file when it opens a layout document. Saving the picture in the document also lets you easily transfer the page layout to other CD-Face users.

Choose “Link” to save the path to the picture instead of embedding the actual image in the document. This method uses less disk space than when the picture is embedded in the page layout. If you select “Link,” however, be cautious! If you subsequently move the picture file, or if a remote user opens the layout document, CD-Face will not be able to locate the linked picture file. Make sure you keep accurate records of the locations of linked files for ease of future use.

**New Shape Field**

Choose New Shape Field and choose a shape from the sub menu (or click a shape icon on the Palette Bar) to add a shape to the selected label. You can add these shapes:

**Solid Line**

**Open Rectangle:** The center of the rectangle is transparent.

**Open Ellipse:** The center of the ellipse is transparent

**Open Rounded Rectangle:** The center of the rounded rectangle is transparent.

**Filled Rectangle:** The center of the rectangle is solid.

**Filled Ellipse:** The center of the ellipse is solid.

**Filled Rounded Rectangle:** The center of the rounded rectangle is solid.

Use the Palette Bar to change the line color and thickness and the shape's solid color. For details about using the Palette Bar, see [Palette Bar](#). See also information about the Drawing Shape Properties Sheet in [Field Properties](#).

### ***Align Left***

Choose Align Left (or click the Toolbar) to move a selected text or shape field horizontally so it is flush with the left edge of the label.

### ***Align Center***

Choose Align Center (or click the Toolbar) to move a selected text or shape field horizontally so it is centered within the label.

### ***Align Right***

Choose Align Right (or click the Toolbar) to move a selected text or shape field horizontally so it is flush with the right edge of the label.

### ***Move Forward***

Choose Move Forward (or press F3 or click the Toolbar) to move a field forward one layer. Moving fields forward uncovers them from overlapping layers and makes them visible.

### ***Move Back***

Choose Move Back (or press F4 or click the Toolbar icon) to move a field backward one layer. Moving fields backward may make other fields visible.

### ***Bring to Front***

Choose Bring to Front (or press Shift-F3 or click the Toolbar icon) to make the selected field the uppermost layer.

### ***Send to Back***

Choose Send to Back (or press Shift-F4 or click the Toolbar icon) to make the selected field the bottom-most layer.

### ***Rotate Counter Clockwise***

Choose Rotate Counter Clockwise (or click the Toolbar icon) to rotate Flat and Angled text counter clockwise by 10 degrees. Curved Text will be rotated around the label, maintaining its Radius to Center.

### ***Rotate Clockwise***

Choose Rotate Clockwise (or click the Toolbar icon) to rotate Flat Text and Angled Text

clockwise by 10 degrees. Curved Text will be rotated around the label, maintaining its Radius to Center.

### **Snap to Fit**

Choose Snap to Fit (or press F5) to exactly fit the selected text field to the label boundaries. Note that this command affects only Flat Text and Angled Text. It has no effect upon Curved Text or Picture Fields.

### **Next Label**

Choose Next Label (or press F7) to select the next label in the layout document

### **Next Field**

Choose Next Field (or click F8) to select the field closest to the currently selected field. Use this command repetitively to find hidden or lost fields in your label.

### **Field Properties**

Choose Field Properties to display the field property sheet for a selected text, picture, or shape field.

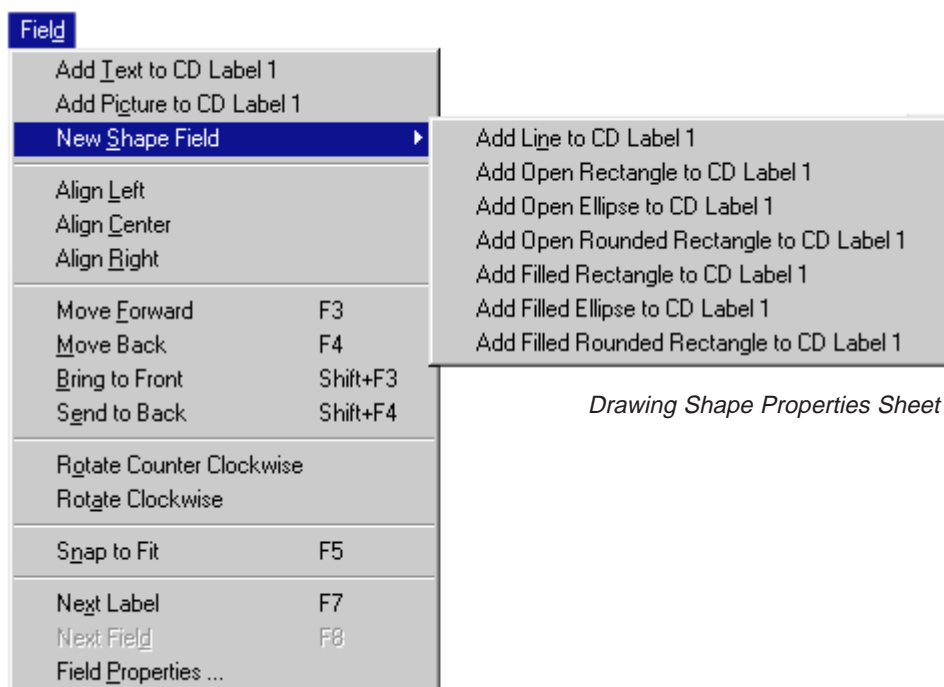
For information about the Text Field Properties Sheet, see [Add Text to](#).

For information about the Picture Field Properties Sheet, see [Add Picture to](#).

### **Drawing Shape Properties Sheet**

Choose Drawing Shape Properties Sheet from the Field Properties sub menu of the Field menu.

The sheet consists of a General property page that describes the type of shape for the selected field and names the field. You can keep the default shape field name, or enter another name, and you can change the selected field to a different shape by selecting a new shape type from the drop-down list.



*Drawing Shape Properties Sheet*

**Page Menu**

Use the Page Properties command in the Page menu to set up the page for the current layout document.

**Page Properties**

Choose Page Properties to display the Page Properties Sheet

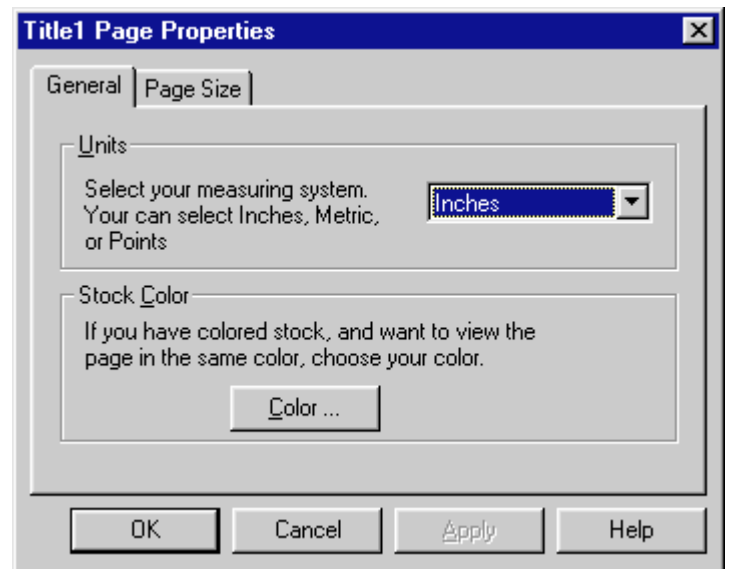
**Page Properties Sheet**

The Page Properties Sheet shows the current settings and other options for your layout document. The sheet contains separate pages for general properties and page size properties.

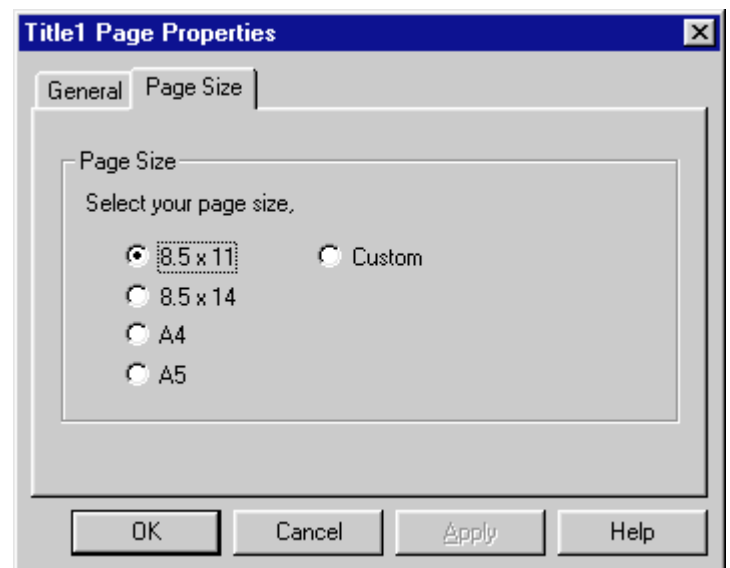
**General Properties Page**

**Units:** Choose the measuring unit you want CD-Face to use—inches, millimeters, or points. This is the unit of measure displayed on the rulers. It is also used for measurements in fields (such as the Radius to Circle value for curved text).

**Color:** Click Color to display the Select Stock Color dialog box and select a stock color that matches your NEATO label stock. This color will NOT print; it's simply to help you compare color matches on screen when you select colors for your design.

**Page Size Properties Page**

**Page Size:** Select the page size for your layout document. Match the size to your NEATO label stock's page size. If you select Custom, enter the custom width and height of the page.



**View Menu**

Use the View menu to change how you view your document.

**Zoom In**

Choose Zoom In (or press +) to increase the magnification of the view by 20 percent.

**Zoom Out**

Choose Zoom Out (or press -) to decrease the magnification of the view by 20 percent.

**Fit Height**

Choose Fit Height to adjust the magnification of the view to fit the entire height of the layout page into the window.

**Fit Width**

Choose Fit Width to adjust the magnification of the view to fit the entire width of the layout page into the window. This is the default setting.

**Toolbar**

Use this command to display and hide the Toolbar.

The toolbar is displayed across the top of the application window, below the menu bar. It provides quick mouse access to many of the commands used in NEATO CD-Face.

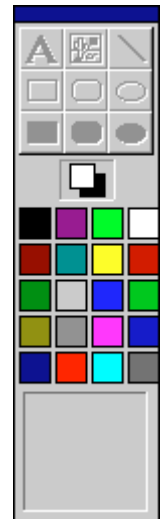
To hide or display the Toolbar, choose Toolbar from the View menu (or press Alt-v+t). A

check mark appears next to the Toolbar menu item when the Toolbar is displayed. Here's a list of the available Toolbar items:

- Open a new document
- Open an existing document
- Save the active document with its current name
- Print the active document
- Cut selected data from the document to the clipboard
- Copy the selection to the clipboard
- Paste the contents of the clipboard at the insertion point
- Undo the last editing. Note: You cannot undo some actions
- Move the selected field forward, in front of the next field
- Move the selected field back, behind the next field
- Rotate the selected text 10 degrees counter clockwise
- Rotate the selected text 10 degrees clockwise
- Align the selected field flush with the left side of the label



View Menu



Toolbar



- Align the selected field horizontally in the center of the label
- Align the selected field flush with the right side of the label
- Increase the magnification by 20 percent
- Decrease the magnification by 20 percent
- Display the CD-Face About dialog box
- Enter context-sensitive Help mode

### **Status Bar**

Use this command to display and hide the Status Bar.

The status bar appears at the bottom of the NEATO CD-Face window. It describes the actions performed by selected menu items or toolbar buttons, and provides some details. To display or hide the status bar, use the Status Bar command in the View menu. A check mark appears next to the Status Bar menu item when the Status Bar is displayed.

The left area of the status bar describes the actions of menu items as you use the arrow keys to navigate through menus. This area also describes the actions of each toolbar button as you press it. If you decide not to use the command, release the mouse button while the pointer is off the toolbar button.

The right areas of the status bar indicate when the Caps Lock key is latched down, and show the cursor's position relative to the left and right edges of the page.

### **Palette Bar**

Use this command to display or hide the Palette Bar, which provides shortcuts and tools for working with fields. The Palette bar is displayed as a separate, moveable window. A check mark appears next to the menu item when the Palette Bar is displayed.

The Palette Bar has three main sections. The top section provides a quick way to add text, pictures, and shapes to the current label. You can:

- Add a text field. Shortcut for the Add Text menu command.
- Add a picture field. Shortcut for the Add Picture menu command.
- Add a line. Shortcut for the Add Line menu command.
- Add an open rectangle. Shortcut for the Add Open Rectangle menu command.
- Add an open rounded rectangle field. Shortcut for the Add Open Rounded Rectangle menu command.
- Add an open ellipse field. Shortcut for the Add Open Ellipse menu command.
- Add a filled rectangle field. Shortcut for the Add Filled Rectangle menu command.
- Add a filled rounded rectangle field. Shortcut for the Add Filled Rounded Rectangle menu command.
- Add a filled ellipse field. Shortcut for the Add Filled Ellipse menu command.

Use the middle section of the Palette Bar as a quick way to change colors in a selected text or shape field. The two overlaid boxes display the current colors in the field. To change the

color of the upper box, click on a new color using the left mouse button. To change the color of the lower box, click on a new color using the right mouse button. The effect of the colors depends upon the type of field.

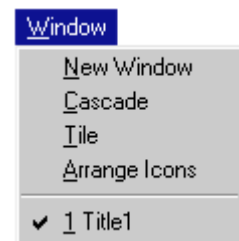
For text fields, the upper box shows the text's color, and the lower box displays the background color. Note that the background color does not display if you selected Transparent for the background in the Format page of the Text Field Property Sheet.

For lines, the upper box shows the line color (the lower box is not used). For rectangles and ellipses, the upper box shows the color of the outline, and the lower box displays the solid color of a filled shape.

The bottom section of the Palette bar provides a quick way to adjust the line widths on lines, rectangles and ellipses. Click a line to select a new width.

### **Window Menu**

Use the Window menu commands to arrange your view of several open documents in the software window.



*Window Menu*

#### **New Window**

Choose New Window to create a new window containing a second copy of the current document window.

#### **Cascade**

Choose Cascade to arrange multiple open windows so they overlap on the screen.

#### **Tile**

Choose Tile to arrange multiple open windows in a non-overlapped fashion.

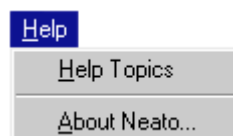
Choose Arrange Icons to arrange the icons for minimized windows at the bottom of the main window. If an open document window covers the bottom of the main window, the icons may not be visible because they will be underneath this document window.

#### **Window 1, 2, ...**

All open document windows are listed at the bottom of the Window menu. A check mark appears in front of the document name of the active window. Choose a document from this list to make its window active.

### **Help Menu**

Use the Help menu to get online help.



*Help Menu*

#### **Help Topics**

Choose Help Topics to display the CD-Face Help Index. From the opening screen, you can jump to step-by-step instructions for using CD-Face and also look up various types of reference information about menus, commands, and dialog boxes. Click the Contents button to return to the Index. Select Exit to return to CD-Face.



**About NEATO**

Use this command to display the copyright notice and version number of your copy of NEATO CD-Face, and to find how to contact us at NEATO.

**Glossary**

**Angled text:** Text that is straight, but lies at some angle to horizontal on the label.

**Computed text:** Text that CD-Face automatically creates as a text field. Computed text can be a date, a number sequence, or data from a database field. Also called Special Text.

**Curved text:** Text that lies on an imaginary circle that is centered on the label.

**Field properties:** Information about a text field, picture field, or shape field. Used by CD-Face to draw and position the field in a layout document.

**Flat text:** Straight text that lies horizontally on a label, jewel case insert, or tray liner.

**Layout document:** A file opened from a CD-Face template, where you add designs for CDlabels, jewel case inserts, and tray liners. Layout documents contain outlines for all of NEATO's label stock.

**Number sequence:** A special text field containing a number such as a serial number that increases by one each time a new label is printed.

**ODBC:** Open DataBase Connectivity, a standard method for accessing databases of different kinds and from different vendors.

**Palette Bar:** A separate, moveable window that provides a quick way to add text, pictures, and shapes to a layout document and to choose their colors.

**Picture field:** A picture used as label art. Picture fields may be embedded directly into the layout, or CD-Face can save a link to their location.

**Positioning box:** The rectangle surrounding a selected field. The positioning box has square black "grab" handles that you can drag to adjust the field's size and shape.

**Radius to Center:** The distance from the center of a label to the center of each character in a curved text field. Applies to Curved Text only.

**Ruler Bar:** Appears at the top of the document window. Provides a guide for measuring the dimensions of objects in a layout document.

**Scroll Bars:** Appear at the right and bottom edges of the document window. The scroll boxes inside the scroll bars indicate your vertical and horizontal location in the document. Use the mouse to scroll up and down the document.

**Shape field:** A geometric shape (line, rectangle, or ellipse) placed on layouts for labels, jewel case inserts, and tray liners.

**Special Text:** Text that is automatically created as a text field. It may be a date, a number sequence, or data from a database field. Also called Computed Text.

**Status Bar:** Appears at the bottom of the CD-Face window. Describes the actions performed by menu items or toolbar buttons.

**Template:** A ready-to-use layout document that contains outlines of labels, jewel case inserts, and tray liners matching NEATO stock. A copy of a template is opened each time the New command is selected from the File menu.

**Text field:** Text placed on labels, jewel case inserts, and tray liners in layout documents.

**Title Bar:** Appears along the top of a window. Contains the names of the software and the current open document. To move the window, drag the title bar.

**Toolbar:** Appears across the top of the CD-Face window, below the menu bar. Provides quick mouse access to the most used CD-Face commands.

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### ***System Requirements***

CD-Face will run optimally on Macintosh computers with at least a 68040 processor and System 7.1 or later, with 8MB of RAM. CD-Face will NOT run if AppleScript is turned off. Consult your extensions manager to determine if you have AppleScript on.

Note: Use your extensions manager to disable all non-Mac OS extensions if you experience frequent system “crashes” while using CD-Face software. To determine which extension is causing a conflict with the CD-Face software, enable one extension at a time until the problem recurs. This extension should remain disabled when using the CD-Face software.

There are a number of options for creating label art for the NEATO™ CD labeler on your Macintosh.

### ***Use Your Favorite Layout Program***

You can design labels for the NEATO CD labeler in any of the popular page layout and illustration programs. If you'll be designing labels in Photoshop™, Illustrator™, or Quark Express™, drag the templates folder onto your hard drive. In addition to these label templates, we have provided eps and pict formats for all of our stock. If you would like to work in a graphics program other than the ones we've provided templates for, import these files into your application. Your application's user manual will tell you how to import and manage these files.

### ***NEATO CD-Face™ for Macintosh***

CD-Face is NEATO's software for creating CD Labels, jewel case inserts and tray liner cards that's easy to install and easy to learn. CD-Face provides a simple, efficient and fast way to create attractive art on your Macintosh for CD-ROM labels, jewel case inserts, and tray liners and accurately print them all on NEATO stock.

### ***Installing CD-Face Software***

To get started using CD-Face, first install it by following these simple instructions:

1. Insert the NEATO CD in the CD drive.
2. Drag the CD-Face folder onto your hard drive. (Running the application from the hard drive is better because it allows you to change the memory assigned to the application if necessary).
3. Drag the Shareware folder onto your hard drive. This folder contains two shareware graphics editing programs that make CD-Face easier to use. If you do use these applications, remember they are shareware. Support shareware!
4. Double click on the CD-Face icon to get started. **IMPORTANT!** Read the CD-Face Read Me file. Just about everything you need to know regarding the use of CD-Face is in there. CD-Face uses standard Macintosh menus and processes.

### ***The IMAGES Folder***

We have included 66 images that make great backgrounds for your CD labels. How you use them will depend, of course, on what application you are working in. You'll find specific directions for working with images below, and they've been included in the CD-Face Read Me file on the NEATO CD.

### ***Using the CD-Face Viewer***

Use the CD-Face Viewer to look at the images and choose an image for your CD label by following these simple instructions:

1. With the CD-Face CD in the CD drive, open the CD-Face Viewer folder ON THE CD.
2. The Viewer should be run from the CD. (It may not run properly if copied to a hard drive because of the way that it searches for and finds files. At 22.9 MB, it's also quite large).
3. Double-click on the CD-Face Viewer icon. CD-Face Viewer allows you to preview the entire portfolio of images without opening them individually. You can view them in groups, individually, or in a slide show format (by choosing "slide show" in the File menu).
4. Choose an image by viewing it. When viewing by group, you'll see a group of thumbnail images. You can see a larger version and the name/number of any thumbnail by double clicking on it. After you've found an image you'd like to use, write down the name/number to remember it.
5. To use the image you've selected, follow the instructions below or in the CD-Face Read Me for working with images.

Note: If you do not have a CD drive, you will not be able to make full use of all the software we provide. The CD-Face software, the shareware, and the templates are available on floppy disc for a nominal fee.

### ***Starting CD-Face***

To start CD-Face, find the NEATO CD-Face icon and double-click on it. The CD-Face Window appears on the screen, with an open default document ready to start work.

### ***Designing Your Labels***

You design labels by placing text and images onto a label in a CD-Face layout document. When you complete and save a design, the layout document is saved to a file that you name like any other file you save on your Mac.

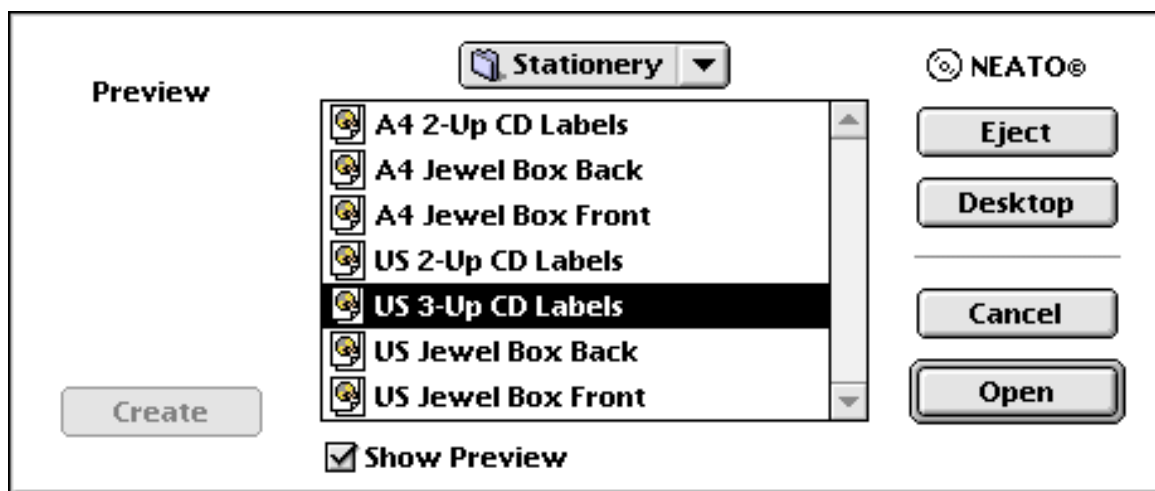
Here's a quick tutorial that will take you through the process of creating a label with text and background art, then printing the finished layout.



### Open a Layout Document

If this is your first time using CD-Face, start by using the default document opened when you started up CD-Face. The default document is a US 3-Up CD label. You can also choose a different layout by going to the File menu, choose “Open”, and navigate to the CD-Face folder on your hard drive. In the CD-Face folder you’ll find a folder called “Stationery” with templates for every style of NEATO stock. Choose the template you’d like to use from the menu.

Hint: Use templates beginning with “US” for 8.5 by 11 inch stock, and those beginning with “A4” if you’re using metric A4 stock. For this exercise, be sure choose a template that contains label layouts (with “3UP” or “2UP” in the name) matching your label stock, rather than a jewel case booklet or tray liner.



Open a Layout Document

When the document opens, if you want a larger work area, just increase the window size by dragging the lower right corner of the document window, or by clicking the full screen square in the upper right hand corner of the window.

### Open the Tool Bar

Go to the Labels menu and choose Show Tools. This will show you the tool bar. You’ll use these tools to design your label.

### Select a Label

Go to the tool bar and click on the arrow. Then select the label you want to work on in the document by clicking inside it. The arrow will turn to a little hand and grab the label to select it. You’ll know it’s selected by the 8 dots which appear and show you the outside edges of the label field area.



Tool Bar Menu

### Add Some Text

Next, let’s add some basic text, perhaps a title, to the label. Go to the tool bar, and click on the “A”. “A” lets you draw a text box. Place the cursor in the upper left hand corner of the place you want to add a text box and draw the box. If the box is the wrong size or shape, just cut it (⌘ X, or choose “Cut” from the edit menu) and try again. Once you have the correct size box, select your box with the hand (or by double clicking on the box). Once selected, you’ll see a flashing cursor in the top line of the box. Type your text right into the box.



### Change the Text's Appearance

Use the Text menu to change the font, style, size, or color of your text. The text commands are the same as those in most common word processor programs. You can control the appearance of the text two ways. The first way is to choose the type characteristics you want from the text menu before you type the text in. You must have the text box drawn, and a blinking cursor to have your selections apply to the text you type in. The second way is to change it after you've typed it. Select the "A" tool and highlight the text. Make changes to the appearance of the text from the same pull down text menu. Remember, to get the changes made in the pull down text menu (at the top of your screen) to apply after the text is typed, you must have the text highlighted.



*Add Some Text*

*Nice work. You've successfully added text to the label. And it looks good, too!*



*Change the Text's Appearance*

### Move the Text

If you'd like to move the text, drag the text box containing the title to a different place on the label. Move the mouse until the cursor turns into a little hand over the text box (if the box has disappeared, click the text twice to select it again). Click and hold down the mouse button, then drag the text to a new place on the label. Release the mouse button when you're pleased with the positioning.

### Add Background Art to the Label

Your label will be more interesting with some artwork added. You'll see that adding a picture is just as easy as adding text.

### Background Art Options

There are two ways to add background art to your label. Open Pict files can be dragged from third party applications or directly from the scrapbook and dropped onto the area where you would like to place them if your System is Drag/Drop savvy. ( You'll know it's working because the selected area will appear to be outlined with a thicker than normal gray line).

Art items may also be copied to the clipboard and pasted into a selected CD-Face area. You can also copy and paste, and drag images from one area on the label to another.



*Add Background Art to the Label*

**REMEMBER:** Images are shaped to fit the area into which they are being imported. Full CD labels will have their centers automatically knocked out.

*Tip:* The clarity of your image will depend on the starting size of the image. If you import a very small image into a large field it will be enlarged to fit the size of the field and the image quality will suffer. The absolute pixel size (information provided with scrapbook images) will give you a good indication of how well the image will import. The images in the IMAGES folder on the software CD have been saved at 120 square millimeters. These Images fit the CD label at their actual size.

Let's add a background image. We'll use a picture from the Images folder that came with your CD-Face software. Once again, click on the same label to select it (if it isn't already selected).

### **Select an Image**

Use the Viewer to choose an image from the NEATO CD. Drag the icon of that image to your hard drive. Double click on it, and it will open in Graphic Converter. (Be sure to register and support shareware if you use this program regularly).

### **Place the Picture on the Label**

With the image open, use the Select All command from Graphic converter, then use the Copy command to place the entire image on your clipboard. You can then Paste the image directly into the label you've selected, or Copy the image to your scrapbook for use at a later time.

That's all it takes to add a picture! If you're not sure whether or not a certain image is what you want, try it out. Remember the center of the images will be "knocked out" when pasted into the CD label in CD-Face, creating quite a difference in how they appear when printed.

### **Display the Title in Front**

The Macintosh version of CD-Face automatically displays text in front.

### **Multiple Images on the Label**

You can have more than one image on your label by using the Pointer, Rectangle, Oval or Circle tools to draw areas for image importation. The image will be constrained to fit the area that you've drawn with the tool you're using.

When you've used a tool to create an image importation area, it's time to choose an image to import. Once again you can import from the clipboard or Scrapbook, or choose an image from the NEATO CD. To use an image from the NEATO CD, with the image open in Graphic Converter, follow the process above for importing art. You can then Paste the image directly into the area you've selected.

*You now have text and image(s) on your label, and you're ready to see it on paper.*

### **Run a Test Print**

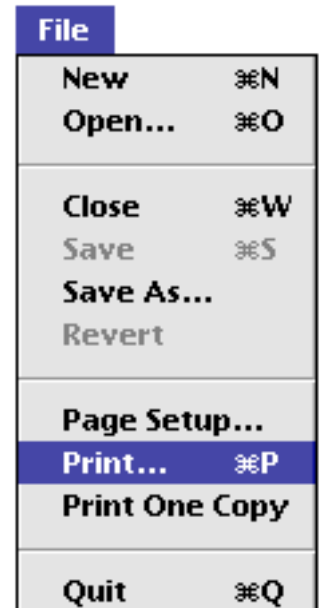
When you're satisfied that you have all the graphics and text in place where you want them, you're ready to print the label. First, however, it's a good idea to run a test print with regular paper in the printer to make sure the text and background art will be correctly aligned. There's a label template for test printing included in the NEATO CD Labeler package. Just photocopy this page and place it in your printer tray. Choose "Print" or "Print One Copy" from the File menu, then click Print. Take a

look at how your label prints in relation to the label boundary on the paper.

Did your art print exactly within the label, or did it “run off the edge”? If it needs some adjustment, use offset printing by selecting the Preferences dialog box under the Labels menu. Enter the offset printing values. Make sure that your printer is configured for offset printing. The units of measure in the preferences dialog are pixels, set to 72 dpi.

### **Print the Label**

When you're satisfied with the alignment, try printing one on your NEATO label stock. Feed one page into the printer. From the File menu, select “Print”. This displays the Print Dialog box. Make sure you have the correct printer selected, select the stock source (tray or manual feed), then click OK. Just one page will be printed. When you're satisfied that everything is as you'd like it, select “Print” from the file menu. Enter the number of copies you'd like, select the stock source (tray or manual feed), and click OK.



*Run a Test Print*

*Take a well-earned break, then try creating a jewel case booklet and tray liner.*

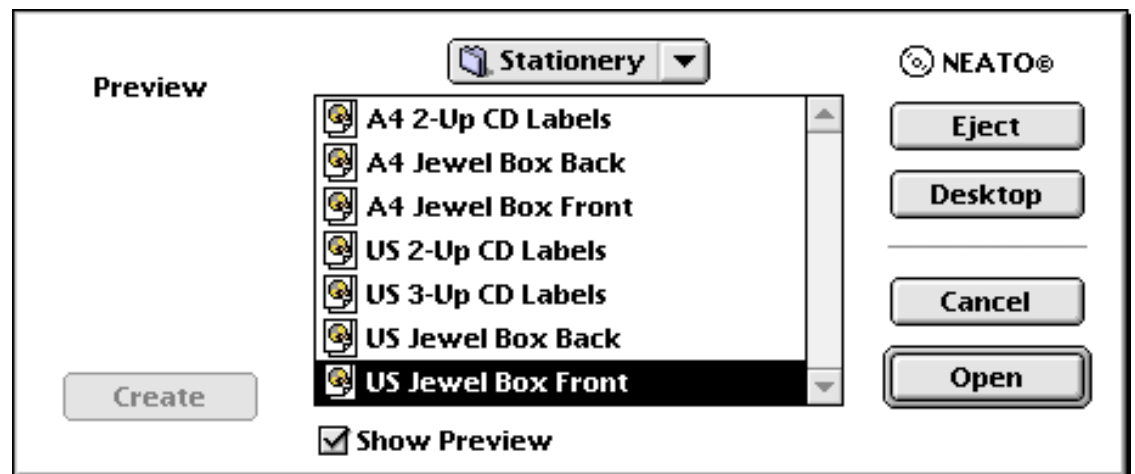
### **Creating a Jewel Case Booklet**

Now that you understand the basics of creating a label, designing a jewel case booklet for your CD is just as easy. As with a label, you use a template, so choose Open from the File menu, navigate to the “Stationery” folder on your hard drive or CD and double click on the template named “US Jewel Box Front” to open it. Look at the layout document that appears. It is divided into two booklet pages. For this tutorial, we'll create a front cover (using the right page in the layout) and a back cover (on the left page).

### **Add Text to the Front and Back Covers**

To begin, let's add some text to the front cover. This is the area on the right side. Go to the tool bar, and click on the “A” and draw a text box just as you did for the CD label, above. Then go through the same steps to set the text's font, style, color, position and so on.

Move between the two booklet pages in the layout document by double-clicking with the mouse. To add text to the back, click inside the left page to select it, then add some more text.



*Creating a Jewel Case Booklet*

### **Add Some Artwork**

When you're satisfied with the appearance of the text, you can place a picture or multiple images on each cover. Again, do this exactly the same way as when you created the label. Use a picture from the CD-Face Images folder, or use one of your own images. Paste into the entire cover by selecting it and pasting in the image, or describe the area to be pasted into by using one of the tools in the tool bar.

### **Print the Jewel Case Booklet**

When you're ready to print, follow the same process you did for the Label to be sure your Jewel Case Booklet stock is aligned perfectly. When you're satisfied with the alignment, try printing on plain paper first, then print one on your NEATO Jewel Case Booklet stock. Feed one page into the printer. From the File menu, select "Print". This displays the Print Dialog box. Make sure you have the correct printer selected, then click OK. Just one page will be printed. When you're satisfied that everything is as you'd like it, select "Print" from the file menu. Enter the number of copies you'd like, select the stock source (tray or manual feed), and click OK.



*Add Some Artwork*

### **Creating a Tray Liner**

Designing tray liners is just as straightforward as creating labels or jewel case inserts. Choose Open from the File menu, navigate to the "Stationery" folder on your hard drive or CD and open the template named "US Jewel Box Back". This time you'll see that, unlike labels or jewel case booklets, the layout for a tray liner has two thin fields along the left and right edges of the tray. These fields are where you enter text for the spines.

### **Adding Text and Artwork to the Tray Liner**

Click the square in the middle of the layout to select it, then add text and background art to the tray liner using the same methods as you did on the label and jewel case booklet.

### **Adding Text to the Spines**

The spines of the tray liner are the narrow fields running vertically along the left and right edges of the layout document. Although CD-Face does not currently offer the ability to place text vertically in a Macintosh layout document, you can easily create and format vertical text using other graphics or word processing software, then cut and paste the text from that application into the spine fields in your CD-Face layout document.



*Adding Text and Artwork to the Tray Liner*



***Handy Tips and Shortcuts***

CD-Face allows for considerable flexibility in how you can add and place text and pictures in layout documents. Here are a few tips and shortcuts to try after you become familiar with the basic processes.

***Positioning Text***

Position the text horizontally within the text box by using the Align Left, Align Center, and Align Right commands in the Text menu under Justify. You can also drag a selected text box manually using the mouse. Click and hold down the mouse button and simply drag the text to a new position. Make a text field larger or smaller by clicking the text to select the field. Then, drag the grab handles (the black boxes on the positioning box) in the desired direction.

***Working with Several Documents at Once***

Although you can open more than one open layout document at a time, CD-Face runs faster and more efficiently when a single page layout document is open. If you would like to work with a second document and make only minor modifications, use “Save As” under the File menu to save the document under a different name.

***Picture Size***

For working most efficiently with graphic images in a layout document, the smaller the size of the image file, the better. If you plan to add a number of pictures to one layout page, consider working with smaller files. The entire picture is stored within the document. Remember that RGB format is less memory intensive than CMYK. The resolution of the image also affects the size of a layout document. If you are working with a printer that prints at 300 dpi, there’s no advantage in working with images saved at 720 dpi. Smaller files take less time to open and less time to edit.

***Importing Pictures Smaller than the Label***

When you use pictures (such as company logos) that are not meant to completely fill the label, make sure you draw an appropriate size area for importation with one of the tools from the tool bar. If the image needs further re-sizing, grab one of the square black handles with the mouse and drag the handle until the image is the size and shape you want.

**File Menu****New**

creates a new document with the default style, either the US 3 UP label or the A4 2 UP label.

**Open**

allows you to open either a saved document or one of the other CD-Face styles. To open one of the other styles or form templates, select the CD-Face Folder, open the “Stationary” Folder, select the template or form by double clicking on it, or by highlighting it and pressing <return> on your keyboard.

**Close**

allows you to close the current open document. If you have made modifications since the last save, you’ll be asked if you want to save your work.

**Save**

saves the current document.

**Save As**

allows you save your document under a different name or in a different place. Choose the location by navigating in the dialog box. Change the name by typing it into the box under “Save this document as:”

**Page Setup**

Your printer and print driver will determine the details of this dialog box. We highly recommend that if you have a “larger print area” option available as part of your page set up, that you select it. You can see the printable area of your document by selecting the ‘Show Page Break’ Option under the Label Menu. When working with US 2 Up or any A4 stock, *you must* change the view to landscape or you will not be able to edit the entire page.

**Print**

is the standard printing option. The print dialog box will appear and you can print one or multiple copies of your document. If you have multiple documents open, only the one that you are currently working on will print. All pages of your document will print unless you specify otherwise.

**Print one copy**

automatically spools one copy (all pages) of the open document to the printer. The print dialog box will not appear.

**Notes on Printing**

Always save your document before printing. Occasionally, the print dialog box will cause the image on the screen to appear distorted. Double click the Title Bar (or Window Shade button if applicable) to refresh the document. Your work will not be affected.

File	
New	⌘N
Open...	⌘O
Close	⌘W
Save	⌘S
Save As...	
Revert	
Page Setup...	
Print...	⌘P
Print One Copy	
Quit	⌘Q

File Menu



**Edit Menu****Undo (⌘ Z)**

will undo your most recent action.

**Redo (⌘ R)**

This will redo an undo command. Not all undone commands may be redone. If redo is not available it will be shaded to indicate that it is disabled.

**Cut (⌘ X)**

This will cut the object you have selected. If you have no object selected, nothing will be cut.

**Copy (⌘ C)**

This will copy the selected object to the clipboard. Only one object may be copied and pasted at a time.

**Show Clipboard**

will show the most recent object on the clipboard. You can import images and art into the application from the clipboard as well as the scrapbook. If you were working in another application previously, the object most recently copied onto the clipboard will appear.

Edit	
Undo	⌘Z
Redo	⌘R
Cut	⌘X
Copy	⌘C
Paste	⌘V
Clear	
Select All	⌘A
Show Clipboard	

Edit Menu

**Labels Menu****Add Page**

will add a page to your document.

**Delete Page**

will delete the last page of the document you have open and in the foreground. You cannot Undo "Delete Page". Do not select *delete page* if you only have one page open. (It will delete your only page).

**Next page (⌘ ])**

will take you to the next page in the document.

**Previous Page (⌘ [)**

will take you to the previous page in the document-

**Go to Page...**

will ask you to "Enter Page", then take you to that page in the current document .

Labels	
Add Page	
Delete Page	
Next Page	⌘]
Previous Page	⌘[
First Page	
Last Page	
Go To Page...	
Background Color	▶
Show Tools	⌘1
Show Info	⌘2
Show Page Breaks	
Preferences...	⌘3

Labels Menu

**Background Color**

lets you choose white, gold or silver from the pre-formatted background, or any color from the color palette. This helps you see what your image will look like on various color labels and is for editing purposes only. The background color will not print.

**Show Tools**

shows the tool bar. Use the tools to design your label. There are five tools:

**Pointer**

Use the pointer to select objects.

**Rectangle**

lets you draw a rectangular box for image importation (see *image importation*). The image will be constrained to fit the defined area.

**Oval**

lets you draw an oval shape for image importation (see *image importation*). The image will be constrained to fit the defined area.

**Circle**

lets you draw a circle for image importation (see *image importation*). The image will be constrained to fit the defined area.

**A**

lets you draw a text box. Place the cursor in the upper left hand corner of the place you want to add a text box and draw the box. If the box is the wrong size or shape, just cut it (⌘ X, or choose “Cut” from the edit menu) and try again. Once you have the correct size box, select it with the hand. Once selected, you’ll see a flashing cursor. Type in your text. Use the Text menu to change the font, style, size, or color of your text. The text commands are the same as those in most common word processor programs. To edit text options, you must either highlight the text or select the text box with the hand (above) so the blinking cursor is showing. To get changes made in the pull down text menu (at the top of your screen) to apply, you must click on the text box or have the text highlighted.

**Show Page Breaks**

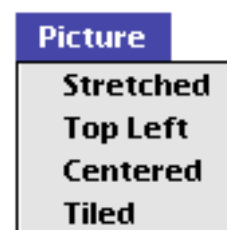
We strongly recommended that you work with this option on. The dashed lines show the actual printable area .

**Preferences**

If you are offset printing select the preferences dialog box and enter the offset printing values. Make sure that your printer is configured for offset printing. Always run a test print on plain paper to avoid wasting label stock. The units of measure in the preferences dialog are pixels, set to 72 dpi.

**Picture Menu***Notes on Image importation*

Open Pict files can be dragged from third party applications or directly from the scrapbook and dropped onto the area where you would like to place them if your System is Drag/Drop savvy. The selected area will appear to be outlined with a thicker than normal gray line. Items may also be pasted from the clipboard, or dragged from one area to another. Images are shaped to fit the area into which they are being imported. Full CD labels will have their centers automatically knocked out.

*Picture Menu***Stretch**

will stretch an image which does not cover the entire area.

**Top Left**

aligns the image in the top left hand corner of the area in which it's been placed.

**Center**

moves the image to the center of the area. Remember that the center of the CD label is knocked out when printing, so be careful not to place images that you want to see printed in the center of the CD label.

**Tile**

lets you create a repeating but smaller pattern of the image. Usually four images are created.

*Tip:* The clarity of your image will depend on the starting size. If you import a very small image into a large field it will be enlarged to fit the size of the field and the image quality will suffer. The absolute pixel size (information provided with scrapbook images) will give you a good indication of how well the image will import. The images in the IMAGES folder on the software CD have been saved at 120 square millimeters. These Images fit the CD label at their actual size.

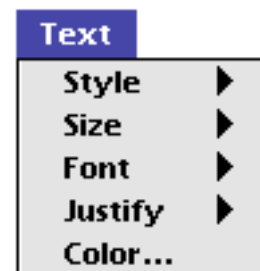
**Text Menu**

The Text Menu allows you to change the appearance of the type on your label. The type must be highlighted within a text box for changes to take effect.

**Style**

under the text menu give you the options of making your type

Plain,  
**Bold**,  
*Italic*,  
underlined,  
 outlined,  
 shadow,  
 Condense and  
 Extended

*Picture Menu*

*Each of these allows you to stylize the look of your label.*

**Size**

lets you specify the size of your type by points, or by growing the selected type (⌘ =) or shrinking the selected type (⌘ -).

**Font**

lets you choose your font from fonts installed in your system.

**Justify**

lets you align type left, right or center within a selected text box.

**Color**

lets you select a new text color for color printing. The two boxes in the upper right hand corner compares the original and new type colors. The boxes in the center right allow you to specify the hue angle and color saturation. Enter numerical values or using the up and down arrows next to each box to increase or decrease the values. Finally, you can specify lightness by moving the sliding bar below the color wheel, by entering a percentage in the box in the lower right, or by using the up and down arrows next to that box to increase or decrease the lightness until you're satisfied with how it looks.

**Memory Management**

The size and quality of the images that you work with in CD-Face will be largely dependent on the amount of RAM you have available. Many images have been included on the NEATO Software CD, but some may be too large to work with on computers with lesser amounts of RAM. Proper memory management, as always, will increase the functionality of the CD-Face software.

**Setting Your Memory For CD-Face**

CD-Face has a suggested memory size of 2MB. On computers with 8MB of RAM, we recommend that you not increase the memory requirement. For computers with 16 MB of RAM you should be able to run CD-Face at the preferred size of 8MB. For those computers with 24 MB of Ram, the application can be run at 12MB. On those computers with 32 MB or more of RAM you may want to set the preferred size as high as 16 MB. As always, turning off unnecessary extensions in the systems manager will increase the amount of RAM available. The only time you need to change these settings if you plan to work with large graphics files.

**Resolving Resolution**

If you save your graphics at a lower resolution, you may sacrifice some image quality, but you also make the graphics smaller and easier to work with. Text created with CD-Face will remain sharp regardless of the resolution of the background images. Naturally, the clarity and sharpness of images and text printed to your labels will depend on the capabilities your printer.

**Importing Images from the Scrapbook & Clipboard**

CD-Face can accept images directly from the scrapbook, as well as pasted from the clipboard. Images will be shaped to fit the field into which they are imported (full CD labels will have their centers knocked out).

***Importing Images Using JPEG View & GIF Converter***

CD-Face does not have a built-in import function, so we have included two shareware applications: JPEG View 3.3.1 and Graphic Converter 2.4. Each of these applications comes with its own documentation and on-line, which you can use for greater flexibility in working with images.

These shareware applications can help you use CD-Face two ways:

- 1) Opening Images. You can open images (such as those in the IMAGES folder) with either application. Then just copy them onto the clipboard, and paste them directly into CD-Face.
- 2) Converting images from other formats into PICT files. To do this, open an image, select Save As from the File Menu, and then PICT under File Type. This PICT file may then be dragged either directly into the Scrapbook or your CD-Face document. The benefit of working from the Scrapbook is that you can create labels using several different images at once without tying up RAM by using the clipboard. The quality of images converted from other formats into PICT files may vary.

***If memory constraints are a concern,***

use this process to paste images directly into CD-Face:

- 1) Before opening CD-Face, open the image editing application that you're going to use to open the image (or simply drag the image onto the application icon if your system supports "drag and drop").
- 2) Copy the image to the clipboard, then close the application. The image will remain on the clipboard.
- 3) Open CD-Face and paste to your selected field.

You may paste the same image repetitively into selected areas in a CD-Face document. Creating a label page this way uses less memory than creating a label page with three separate full CD label images.

***Printing***

We strongly suggest that you set your printer to print to the largest area allowed, especially when working with the US 3 UP labels. Most Macintosh and Macintosh-compatible printers have options available in the Page Set Up menu which allow you to select between different print area options. For information on the specifications of your printer, please consult your printer's user manual. NEATO does offer US 2 UP label stock for those users in the United States who can't print on the entire area of the US 3 UP label. Call 800.984.9800 for details.

*Remember*, you can set CD-Face to show you the printable area by turning on the Show Page Break option in the Labels Menu.

NOTE: When printing US 2 Up and A4 labels, open Page Setup and select the 'landscape' mode.

In most Page Setup Menus, the landscape mode is a button which shows a person standing side-wise on a piece of paper. **Layout document:** A file opened from a CD-Face template, where you add designs for CD labels, jewel case inserts, and tray liners. Layout documents contain outlines for all of NEATO's label stock.

**Image:** A picture used as label art.

**Positioning box:** The rectangle surrounding a selected field. The positioning box has square black "grab" handles that you can drag to adjust the field's size and shape.

**Ruler Bar:** Appears at the top of the document window. Provides a guide for measuring the dimensions of objects in a layout document.

**Scroll Bars:** Appear at the right and bottom edges of the document window. The scroll boxes inside the scroll bars indicate your vertical and horizontal location in the document. Use the mouse to scroll up and down the document.

**Status Bar:** Appears at the bottom of the CD-Face window. Describes the actions performed by menu items or toolbar buttons.

**Template:** A ready-to-use layout document that contains outlines of labels, jewel case inserts, and tray liners matching NEATO label stock. A copy of a template is opened each time the New command is selected from the File menu.

**Title Bar :** Appears along the top of a window. Contains the names of the software and the current open document. To move the window, drag the title bar.

**Toolbar:** Appears across the top of the CD-Face window, below the menu bar. Provides quick mouse access to the most used CD-Face commands.

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# CD FACE SOFTWARE MANUAL



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