



## USER'S MANUAL



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# Getting Started

Welcome to **Nick-O-Matic Design Factory™!**

To use **Nick-O-Matic Design Factory** here's what you need:

## System Requirements

### WINDOWS® CD-ROM\*

Windows 95 or Windows 98

100MHz Pentium® processor or faster

16MB RAM; 32MB RAM recommended

90MB hard disk space

2X CD-ROM drive or faster

800X600 display; High Color (True Color supported)

Printer support: Works with most popular printers (monochrome and color) supported by Windows.

Modem and Online Service Provider required for the Online Card Project.\*\*

\*System Configuration: May require minor adjustments to the configuration of your operating system and/or updates to the hardware component drivers.

\*\*The user is responsible for all Internet access fees and phone charges.

## To Install

1. Begin at the Windows desktop.
2. Insert the CD-ROM into your CD-ROM drive. The **Nick-O-Matic Design Factory** startup window will appear.
3. Click the **Install** button and follow the on-screen instructions to install the program.

If the **Nick-O-Matic Design Factory** startup window does not appear automatically on screen, you can install the program manually:



1. Click the **Start** button on the taskbar and choose **Run**.
2. Type **D:\SETUP.EXE** in the line labeled **Open**. (If your CD-ROM drive uses a letter other than **D**, substitute that letter for **D**.)
3. Click **OK** and follow the on-screen instructions to install the program.

### To Run

1. Begin at the Windows desktop.
2. Click the **Start** button, point to **Programs**, point to **Mattel Media**, point to **Nick-O-Matic Design Factory**, and then click **Nick-O-Matic Design Factory 1.0**.

### To Remove

If you need to remove **Nick-O-Matic Design Factory**, begin at the Windows desktop. Click the **Start** button, point to **Programs**, point to **Mattel Media**, point to **Nick-O-Matic Design Factory**, and then click **Uninstall Nick-O-Matic Design Factory 1.0**.

## Registering Your Software

Don't forget to register your software today! Once you are registered, you will automatically receive:

- ◆ Free technical support (normal phone charges apply)
- ◆ Information on upcoming offers

### Registering Electronically

If you have a modem, you can register by email. After installation, a dialog box asks you to register electronically or by mail.

1. If you are registering electronically, click the **Next** button.

2. Follow the instructions that appear.
3. After you enter your information, send your registration toll-free by modem (in the United States and Canada only).

If you don't want to register your program right now, click the **Register Later** button. You can also register electronically at another time. To do this, click the **Start** button, point to **Programs**, point to **Mattel Media**, then **Nick-O-Matic Design Factory**, and then click **Register Your Software**.

## Registering By Mail

You can also register your software by completing the registration form included in the box.

## Starting Your Application

### Getting Started Making a Project in Nick-O-Matic Design Factory

**Select a New Project** is the first screen that you see when using **Nick-O-Matic Design Factory**. Click the icon for the project type that you want, and the **Select a Way to Make Your Project** dialog box appears.



## Pick a Project

**Nick-O-Matic Design Factory** gives you two ways to create a project:

- ◆ Customize a ReadyMade project : A variety of predesigned Nickelodeon projects you can use as they are or you can customize.
- ◆ Start from Scratch: Just select a project type and tell us how you want to do it. You get a blank panel to begin an original project on the Design Desk.

## How to Use a ReadyMade Project

On the **Select a New Project** screen, pick the project you'd like to create and the **Select a Way to Make Your Project** screen appears. Here's an example:

1. In the **Select a New Project** screen, click **Greeting Cards**.
2. Click **Customize a ReadyMade Project**, then click **Next** to display the **Select a Project Theme** screen.
3. Select a theme, and click **Next** to select a ReadyMade project.
4. Click a **ReadyMade Project**. If you want to create a matching envelope, select the **Select Matching Projects** check box at the bottom left of the screen.
5. Click **OK** to display the selected project on the Design Desk.

You can now edit the individual graphics to make a Nickelodeon project of your very own.

## The Types of Projects in Nick-O-Matic Design Factory

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**Greeting Cards:** A variety of cards to use for all kinds of occasions.

**Signs:** A variety of sign projects as well as door hangers, giftwrap and place mats.

**Birthday Kits:** A project area where you pick your favorite character to make a Birthday Kit containing a place mat, a place card, a birthday invitation, envelopes, a banner, and gift wrap!

**Banners:** A variety of banners for all occasions and growth charts to measure your height!

**Photo Fun:** These projects include photo frames and photo album pages designed for you to use with your own photos.



**Postcards:** Create a postcard to send special announcements.

**Calendars:** Make a yearly or monthly calendar.

**Envelopes:** All greeting cards and letterhead come with a matching envelope.

**Trading Cards:** A variety of projects fall under this category including place cards, character cards, and ID cards.

**Stationery:** Pick a letterhead, diary page, or fax page to write or type in your own text.

**Crafts:** Fun projects you can make yourself including paper airplanes, puzzles, mazes, fortune-tellers, shadow boxes, mobiles, T-shirts, necklaces, tattoos, window decals, masks, and keychains. Crafts that require assembly open with instructions and a list of the materials needed. Additional supplies are needed for the construction of most craft projects. Adult assistance may be required.

**Online Cards:** Send your greeting message over the Internet. Online Cards are a one-sided, wide project that you can decorate for any occasion and send as a JPEG attachment. (See “Sending Online Cards” on pages p. 21.)

**Certificates:** Create award certificates for all types of great achievements. They are always fun to give to kids, parents, and teachers.

**Stickers:** Create stickers with characters and text for decorations, addresses, videos, name badges, and whatever else you can think of.

**Blank Page:** Start from scratch with a blank page project.



## Stock Labels and Numbers to Use for Crafts, Stickers, Trading Cards, and Postcard Projects

Avery Dennison makes paper and labels for your printer that are just the right size and type for your projects. Below are the Avery® identification (stock) numbers for each type of paper or label to help you purchase the ones that you need.

Big Round Stickers character	3113	Shrink Sheets jewelry and keychains	3152
Small Round Stickers props	3112	T-shirt Transfer Sheets Postcards	3271 3611
Square Stickers photo	3111	Video Cassette labels Video Cassette labels	5199 (face) 5199 (spine)
Rectangle Stickers return address, name	3110	Business Cards trading cards, place cards, ID cards	5371
Clear Decal Sheets tattoos, window decals	3164		

Note: You can purchase Avery creative products at a store near you or from the following website: [www.printeverything.com](http://www.printeverything.com). If you need more information regarding Avery products, you can call 1-800-GO-AVERY (1-800-462-8379).

### Exiting Nick-O-Matic Design Factory

When you exit, **Nick-O-Matic Design Factory** prompts you to save any changes to your open projects, closes any open documents, and then exits the program.

#### To Exit Nick-O-Matic Design Factory:

Click **Exit** on the **File** menu, or click the **Close** box in the upper-right corner of the application window.



# How to Work with the Nick-O-Matic Object Toolbar at the Design Desk

**Nick-O-Matic Design Factory** offers all the easy-to-use tools you need to make print projects with Nickelodeon characters. The following directions will show you how to combine text, graphics, and photos to design and create your own unique Nickelodeon projects.

**Nick-O-Matic Design Factory** provides these types of objects which can be easily selected from the Object toolbar on the left side of the Design Desk:



- ◆ Graphics – A selection of **Nick-O-Matic Design Factory** clip art.
- ◆ Headlines – A special text block for typing big, striking-looking text.
- ◆ Text Block – A box that contains the text you type. You can place the text block anywhere on the page. (The box itself is invisible on the printed page.)
- ◆ Background Effects – A selection of Nickelodeon backdrops or lots of background colors to choose from.
- ◆ Borders/Lines/Frames – A full panel border or photo frame and a variety of lines that you can insert anywhere in your project.
- ◆ Imported Images – A graphic or photo that you obtain from another source, such as a CD-ROM, digital camera, scanner, or the Internet. By clicking the Photo Toolbox button you can import images.

## Working with Nick-O-Matic Graphics

**Nick-O-Matic Design Factory** contains more than 2,000 graphics that you can choose from to design your projects.

It's easy to insert one of the **Nick-O-Matic Design Factory** graphics or one of your photographs into a project. All you have to do is:

1. Click the **Insert Graphic** button on the **Object** toolbar. The **Select a Graphic** dialog box lets you view and select graphics from your favorite Nickelodeon shows. You can also select a preview size for viewing the selected graphics. Import graphic or photographic files by clicking the Import tab.
2. When you find the graphic you want, click it then click **OK**, or double-click the graphic. The graphic appears centered in your panel.

See page 14 for information on working with graphic images.



## Working with Headlines

Headlines are a special kind of text that you can change in many exciting ways. Headlines can contain up to two lines of text. Use headlines primarily for short, attention-getting statements.

### Using a ReadyMade Headline

1. Click the **Insert Headline** button on the **Object** toolbar.
2. Click the ReadyMade headline style of your choice.
3. Type your headline. You can view your selection in the Headline preview area. You can change the font, style, or color in the dialog box as well.
4. Click OK to add your headline to your project.

## Text Tools in Nick-O-Matic Design Factory

### Inserting Text Blocks in Your Project

To insert a text block, click the **Insert Text Block** button on the **Object** toolbar. A text placeholder appears in the center of the project panel. Each time you click the **Insert Text Block** button, you add another text block to the panel.



### Adding and Editing Text

After you add a text block to the project, a message prompts you to double-click to open in the text block to start typing. When you are ready to edit what you have typed, double-click to highlight the text. As you type your edits, the highlighted text is replaced with your corrections. While you are entering or editing text, the pointer changes to an I-beam, meaning that you are now ready to enter or edit the actual text. Also, you'll notice that all the tools in the **Text** toolbar become active. If you move the pointer outside the text block, the pointer becomes the arrow pointer, but a blinking text insertion point remains to show you where you left off. When you are done entering or editing text, click anywhere outside the text block.



### Changing the Look of Your Text

When working in a text box, you can change the look of your text by highlighting it and clicking any of the buttons on the **Text** toolbar.

### Word Balloons

In order to activate the word balloons, you must have a text block already placed on your desktop and it must be opened. You can then click the **Word Balloons** button on the **Text** toolbar and select from a variety of word balloon shapes to type text in.

**Nick-O-Matic Design Factory** and text tools allow you perform a Spell Check and use a Thesaurus. These commands are located on the **Tools** menu.

## Inserting Background Effects

You can add a backdrop or change a panel color in your project.

### Selecting or Changing Backdrops

To apply or change a backdrop:

1. Select **Background Effects** from the **Object** toolbar and click **Backdrop** from the choices that appear to display the **Select a Backdrop** dialog box.
2. Select a backdrop to add to your design, or to replace the existing one.
3. Click **OK** when your design is set. You can also double-click a background to add it to a page.



To remove a backdrop, select **Background Effects** from the **Object** toolbar and click **Remove Backdrop** from the choices that appear.

### Selecting a Background Color

You can add or change a background color, and select the blend style. Select **Background Effects** from the **Object** toolbar and click **Background Color**. The extended Color Palette appears, giving you a variety of color choices and blend styles.

## Adding Borders, Lines, and Photo Frames

To choose a full panel border, decorative line, or photo frame:

Select **Insert Border/Line/Frame** from the **Object** toolbar and click one of the options.

## Importing a Photo

With **Nick-O-Matic Design Factory** it's easy to bring in your own photos to use in your projects. You can import photos in these formats: BMP, TIFF, WMF, JPEG, FlashPix, PNG, and Photo CD.

NOTE: **Nick-O-Matic Design Factory** can import TIFF images, but not ones using the LZW compression.

### To import a photo:

1. Select **Photo Toolbox** from the **Object** toolbar and click **Import** from the choices displayed.
2. Select a graphic file format from the **File of Type** list, if needed.
3. Scroll to the directory that has the image you want to import.
4. Click an image file name. If available, a preview appears in the preview area.
5. Click **OK** to import the image. The image appears centered on your panel.
6. Move and resize the image to where you want it on the page.

### TWAIN

If your scanner or camera is TWAIN compliant, you can import an image directly into your project by clicking the **Acquire** command on the **File** menu. This will open your scanner or camera's imaging software. Once you have completed the imaging operation you will be returned to the Design Desk and your image will be placed in your project. (If you have more than one imaging device hooked up to your computer, first select the desired device by using the **Select Image Source** command on the **File** menu.)

- ◆ After importing a photo, click the **Photo Toolbox** button on the **Object** toolbar, and then choose the desired effect.

- ◆ When you click the desired effect, the corresponding dialog box is displayed.
- ◆ Most special effects also work on Nick-O-Matic graphics, headlines, and text blocks. Select the object by clicking on it to make the special effects available.

NOTE: Changes you make to an image in the Photo Toolbox will not affect the original image on disk or CD-ROM.

## Working with Objects

**Nick-O-Matic Design Factory** offers different types of features that allow you to design and edit your project just the way you want it.

### Selecting Objects

- ◆ Move the arrow pointer over an object and click it. A frame and resizing handles should appear. If they don't appear, make sure you are clicking directly on the desired object.
- ◆ To select multiple objects, click the first object to select it, then press the **Shift** key and click additional objects.

### Moving Objects

To move an object:

- ◆ Click the object and drag it to another place in the work area.
- ◆ You can also use the arrow keys on the keyboard. Each time an arrow key is pressed, the selected object moves in the designated direction.
- ◆ Undo a move immediately by clicking the red **Undo** arrow on the **Standard** toolbar.

### Changing the Size and Proportion of Objects

To change the size of an object:

- ◆ Click the resizing handle on the object's corner and drag it outward to make the object proportionately bigger, or drag it inward to make the object proportionately smaller.

To change the proportion of an object:

- ◆ Click the resizing handle on the object's top or bottom and drag to make the object longer or shorter.
- ◆ Click the resizing handle on the object's side and drag it inward to make the object narrower, or outward to make it wider.
- ◆ For text blocks, hold down the **Ctrl** key as you drag the corner handles to maintain the proportion.

## Rotating Objects

It's easy and quick to rotate an object.

1. Click the object to select it, then click the rotate handle (on the outside of the object).
2. Rotate the handle in the direction you want the object to go.

You can rotate a group of objects by selecting all those you want to group and dragging the rotate handle of any selected objects.

*or . . .*

1. Click an object to select it.
2. Click **Rotate** on the **Arrange** menu and select one of the options.

## Flipping Objects

The **Flip** command on the **Arrange** menu lets you flip all object types except backgrounds and borders.

To flip an object on a panel:

1. Click an object to select it.
2. Click the **Flip** command on the **Arrange** menu and select one of the options.

## Changing the Order of Objects

Place any object on top of or behind another object. The exceptions are the backdrop (it's always the bottom layer), and the border (it's always the top layer).

To change the order of objects on a panel:

1. Click an object to select it.
2. Click the **Layer** command on the **Arrange** menu and select one of the options:
  - ◆ Bring Forward – to bring the selected object one level forward.
  - ◆ Bring to Front – to bring the selected object to the top layer.
  - ◆ Send Backward – to send the selected object one level backward.
  - ◆ Send to Back – to send the selected object to the bottom layer.

The ability to change the object order is very useful for photo album projects. You can place a photo frame graphic over your photographic image, or layer your photos in a collage style.

## Locking Objects

If you want to keep a selected object in place, use the **Lock** command to stop it from getting rotated, flipped, scaled, resized, moved, deleted, or ordered.

### To lock an object:

1. Click on an object to select it.
2. Click **Lock** on the **Arrange** menu. The control handles on a locked object change from black to white (hollow).



**3.** To unlock an object, select it and click **Unlock** on the **Arrange** menu.

## Placing a Box or Frame Around an Object

You can place a box or frame around most objects (except a border or a line).

To add a box or frame around an object:

- 1.** Click an object to select it.
- 2.** Select **Photo Toolbox** on the **Object** toolbar and click the **Apply Box** button from the choices that appear.
- 3.** Click a frame style.
- 4.** Click the **Color** button to display the Color Palette and make color changes.
- 5.** Click **OK**.

## Photo Toolbox and Special Effects for Objects

You can apply special effects around your objects, including a drop shadow, a radiant glow, or special edge effects. Your object must first be selected before you can access these effects. Click the **Photo Toolbox** button on the **Object** toolbar and choose the desired effect.



## Stickers

**Nick-O-Matic Design Factory** allows you to print different stickers on a single page. When working on a sticker project, you will see the sticker you are working on at the left side of the Design Desk and a preview of the entire page on the right side of the Design Desk. If you select another sticker in the preview, that sticker will appear on the left side of the Design Desk.

To copy stickers:

- 1.** Click on the sticker you would like to copy.

2. Click the **Copy** button in the preview area.
  3. Click on the area of the page in the preview where you would like to copy the sticker.
  4. Click the **Paste** button in the preview area. If you will be pasting over an existing sticker, a warning box will appear. Click **OK** if you want to erase your old sticker and paste the new one.
- ◆ If you would like to create a page where every sticker is of the same design, click on the sticker you would like to copy, then click the **Copy to All** button. Note that this operation will copy over any other stickers you have on the page.
  - ◆ If you would like to erase an individual sticker, click on it to select it, then click the **Remove** button.
  - ◆ When printing stickers, click **Print** on the **File** menu to open the **Print** dialog box. By default all stickers will print. If you wish to print only a few of the stickers, click those stickers in the preview while holding down the **Ctrl** key.

## Printing in *Nick-O-Matic Design Factory*

When you are ready to print your project,

- ◆ Click **Print** on the **File** menu.

The **Print** dialog box appears listing all printing options.

- ◆ Select the right one for your project, then click the **Print** button to start printing.

In all the **Print** dialog boxes, you will find:

- ◆ **Printer Name:** A drop-down list of available printers.
- ◆ **Properties button:** Displays the selected printer's **Properties** dialog box.
- ◆ **Preview area:** Displays your project as it will print on paper.
- ◆ **Number of Copies spin box:** Enter the number of copies you want to print, up to 200.

Various types of projects will have additional printing options in the **Print** dialog box:

## Printing Signs

Poster Size: The options are 1 by 1, 2 by 2, 3 by 3, and 4 by 4. This will give you the option to print your design over multiple pages. You can then put them together to make a poster.

## Printing Postcards

Postcards require printing on both sides of the paper. After you print one side, you are then prompted to print the other side. Depending on your printer, you may need to reinsert the paper to print the other side. You should do a practice print first to familiarize yourself with how your particular printer operates.

The **Postcard Print** dialog box contains many of the standard attributes, and a few more that are necessary to print postcards.

- ◆ **Crop Marks** – Select this check box to print crop marks on the page. If you're printing on plain paper, you may want to print crop marks so you know where to trim the postcards.
- ◆ **Front and Back buttons** – Specify whether to print the front or the back side of the postcard.
- ◆ If you want to print only one of the postcards on the sheet, click on the one you want to print in the preview area.

NOTE: When using postcard stock, it's always best to do a test print on regular paper.

## Printing Stickers

By default, the entire page of stickers will print.

You can also print one or a selected number of stickers. Click one of the stickers, or hold down the **Ctrl** key and click to select several of the stickers in the preview area, and then click **Print**.

## Printing Trading Cards

Trading cards print 10 to a sheet. You can print the cards directly onto business card stock or print them on plain paper and cut them out. You can print one or a selected number of cards. Click one of the cards, or hold down the **Ctrl** key and click to select several of the cards in the preview area, and then click **Print**.

## Printing an Envelope

**Nick-O-Matic Design Factory** selects appropriate settings for your printer. Test the printing for your envelope on a piece of paper. If your envelope is not printing correctly, click the **Change Position** button to display the **Change Position** dialog box where you can specify how the printer will accept envelopes as indicated in the diagrams:

Lengthwise – left, center, or right

Widthwise – left, center, or right

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## Printing Crafts

### T-shirts

Make sure the **Mirror Image** check box is selected. This will allow your project to be printed in reverse so that when you use the T-shirt transfer paper, any words or graphics will look correct. Be sure to follow the instructions that come with the T-shirt transfer paper.

### Tattoos, Decals, Keychains, Necklaces, and Bracelets

These projects use special Avery creative products included with this product. **Nick-O-Matic Design Factory** selects appropriate settings for your printer. Test the printing for your craft on a piece of plain paper. If your craft is not printing correctly, click the **Change Position** button to display the **Change Position** dialog box where you can specify how the printer will accept the paper stock as indicated in the diagrams: left, center, or right.

## Sending Online Cards

Once you have finished designing your online card, click the **Send** command on the **File** menu to display the **Prepare Your Message** dialog box.

Fill in the following information:

- ◆ **To:** Type in the email address of the person you want to send it to.
- ◆ **List box:** Lists all the email addresses entered. You can enter up to 100 addresses.
- ◆ **Add button:** The addresses currently in the **To** field are moved to the **List** box.
- ◆ **Delete button:** Deletes the currently selected address in the List box.
- ◆ **Subject:** Type the subject of your Online Card.
- ◆ **Message box:** Type a message in this box.
- ◆ **Send button:** Sends your message and Online Card to the address(es) you indicate. The recipient will receive your card as a JPEG attachment.
- ◆ **Configure:** Lets you enter or edit information about your Internet access.

## How to Contact Technical Support

If you have questions about **Nick-O-Matic Design Factory**, please refer to the Troubleshooting Section of the ReadMe file.

If you do not find an answer to your question, The Learning Company has provided a wide variety of Technical Support and Customer Support options. It will be very helpful if you can tell us your computer make and model. If possible, be positioned in front of the computer and have the computer turned on when you call. Please also be prepared to give us a detailed description of what happens when you try to run the program. You can contact us in any of the following ways:

- ◆ Internet – You can submit an online support request form through our World Wide Web site at <http://www.learningco.com> and click on Support.
- ◆ Email – [support@learningco.com](mailto:support@learningco.com)
- ◆ Phone – (319) 247-3333 Monday through Friday, 9:00AM to 9:00PM, Eastern Time
- ◆ Fax – (319) 395-9600, 24 hours a day
- ◆ Mail - Send correspondence to: The Learning Company, 1700 Progress Drive, Hiawatha, IA 52233-0100, Attn: Nick-O-Matic Design Factory

# Credits

## **Technical Design**

Suzanne Stammer  
Brad Nelson  
Don Dusich

## **Producers**

Suzanne Stammer  
Nancy Nilsen

## **Executive Producer**

Lisa Linnenkohl

## **Lead Engineers**

Brad Nelson  
Don Dusich

## **UI Art Director**

Michelle Graham

## **UI Artist**

Susan Adams

## **Content Art Director**

Annie Danberg

## **General Manager, Learning Division**

Laurie Strand

## **Director of Engineering**

Allan Young

## **Vice President, Product Development**

Michelle Bushneff

## **Production Artists**

Diane Garcia  
Gretchen Schomp  
Amy Swanson  
Harlen Mallis

## **Graphic Technicians**

Harlen Mallis  
Michele Mendes

## **Post Production Art**

James Byers

## **Content Writer**

Lorraine Duffy Merkl

## **Content Writer Editor**

Syma Sambar

## **Quality Assurance**

### **Lead Technician**

Don Tyler

### **Quality Assurance Team**

Tammy Ross – Beta Breakers  
Ben McElroy – Beta Breakers  
Karla Simon – Beta Breakers

**Manual Writers**

Suzanne Stammer  
Nancy Nilsen  
Don Tyler

**Manual Design**

Kara Adanalian, Acme Graphics

**Technical Editors**

Barbara Patterson  
George Marsh

**Director of Marketing**

Karen Davidson

**Senior Marketing Manager**

Ann Earp

**Associate Marketing Manager**

Tanya Schornack

**Marketing Services Consultants**

Pam Wise  
Irene Steslow

**The Print Shop 6.0 Team**

Greg Beddow  
Michael Kelson  
John Fleischhauer  
Rich Grenfell  
Bob Gotsch  
Mike Houle  
Brad Nelson

Mike Taber  
Eric Van Helene  
Lance Wilson  
Lisa Wu

**Print Shop 6.0 Design**

Richard Whittaker

**Package Design**

Laura Klein  
BD Fox & Friends, Inc.

**Nickelodeon****Nickelodeon Software**

Syma Sambar, Senior Producer/  
Product Manager  
Erika Ortiz, Coordinator  
Stephen Youngwood, Director

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Chris Thompson  
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Tom Stammer  
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Jeff Stammer

Larry Nilsen  
Kyra Leigh Nilsen  
Oran Donohue  
Carol Nass  
Stephen Nass  
Calvin Swanson  
Roe Tyler  
Freedra LaFierce  
Alfred  
...and Seri