

Using PrintMaster Gold

Screen Layout

The following section is provided to improve your familiarity with the various features and tools of PrintMaster Gold that make it easy for you to modify your choice of printing projects.

Like all Windows applications, PrintMaster Gold has a **Menu bar** located just below the title bar at the top of the screen. The Menu bar provides access to all PrintMaster Gold command features.

Use your mouse (or the a key) to pull down these menus in order to gain access to their contents. (See the section entitled: *Mouse and Keyboard Conventions* later on in this chapter for more details)

The **Toolbar** which is displayed across the top of the layout area provides quick mouse access to some of the most commonly used PrintMaster Gold commands, such as File Open, Cut, Print, etc. To hide or display the *Toolbar*, click on the Toolbar item in the View menu.

New — Click this button to start a new project.

Open — Click this button to open a template or saved project.

Save — Click this button to save the current project. If you have not already provided a file name for your project, you will be prompted to do so at this point.

Undo — Click this button to quickly reverse changes in editing, formatting, and other actions. To quickly reverse multiple actions, click this button more than once.

Redo — Click this button to redo or repeat the last change you made in your project. Use this button to also reverse changes made using the Undo button.

Cut — Click this button to remove the selected text and/or graphic to the Clipboard.

Copy — Click this button to copy the selected text and/or graphic to the Clipboard.

Paste — Click this button to insert a copy of the Clipboard contents into your project.

Print — Click this button to send your project to your printer.

Enable/Disable Audio Guide — Click this button to turn the PrintMaster Gold *Audio Guide* on or off. (See the chapter entitled: *Audio Guide*.)

Insert Picture — Click this button to add a new picture to your document.

Insert Shape — Click this button to add a new shape to your document.

Insert Text — Click this button to add a new text box to your document.

Insert Title Text — Click this button to add a new title text box to your document.

Help — Click this button to access the PrintMaster Gold help screen.

Help About... — Click this button to change your mouse pointer into a help pointer. Then click on the menu item or button you wish to obtain help on.

The **Sidebar** is displayed on the left-hand side of the application window and lists project features and design options.

When projects, pictures, page layouts, fonts, and colors are displayed, the *Sidebar* identifies the current activity choices such as *Select a Project*, *Edit Text*, etc. To hide or display the *Sidebar*, click on the Sidebar item in the View menu.

The **Layout Area** displays your project as you compose and edit it. Use the arrow keys and your mouse to position text and pictures within the *Layout Area*. Your project's working margins are also displayed here as a gray box on the inner part of the page.

The **Audio Guide** buttons allow you to control the PrintMaster Gold audio help system. (*See the chapter entitled: **Audio Guide** for more information.*)

The **Status Bar** is displayed at the bottom of the PrintMaster Gold window. The left area of the *Status Bar* describes actions of menu items as you use the arrow keys to navigate through menus. This area similarly shows messages that describe the actions of toolbar buttons as you depress them.

The right section of the Status Bar indicates which of the following keys are latched down: **CAP** (The Caps Lock key is latched down), **NUM** (The Num Lock key is latched down), **SCRL** (The Scroll Lock key is latched down).

To hide or display the *Status Bar*, click on the Status Bar item in the View menu.

Mouse and Keyboard Conventions

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

[UP] arrow or **[DOWN]** arrow

Use these keys to select (highlight) a desired item within the currently active menu.

[TAB]

Use this key to move to the next menu or command button.

[SHIFT]+[TAB]

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

[ESC]

Use this key to return to a prior menu.

[ENTER]

Use this key to confirm the current selection or command.

[ALT]

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

[F1]

Use this key to display help information about the current menu items.

Changing the Layout View

PrintMaster Gold makes it easy to alter the layout view to suit your editing needs. By choosing one of the options listed below you can zoom-in to see the smallest details of your project, or zoom-out to see your entire project display on screen.

Layout viewing options can be easily accessed from the **View** menu with your mouse, or by pressing **[ALT]+[V]**. Use **[UP]** or **[DOWN]** to highlight the appropriate option, and press **[ENTER]**.

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

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

Fit to Window Width — Choose this option to adjust the layout view to fit the page width of your project. Press **[ALT]+[V]**, **[W]** to select this option.

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

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

1. Press **[ALT]+[V]**, **[Z]** to select this option.
2. Position the magnifying glass to the left and above of the object you want to magnify and hold down the left mouse button.
3. Drag the magnifying glass across and down the layout screen until the item of focus is enclosed in a box, and then release the mouse button.

Use Templates For A Fast Start

PrintMaster Gold comes with dozens of pre-made templates which you can quickly customize for your particular needs.

Before starting a project, check the list of existing templates and see if one of them is close to what you want. You can save a lot of time by making a few changes to an existing document instead of starting from scratch. As you create projects of your own, those saved documents will also become templates which can be easily changed and used for future occasions. Working with PrintMaster Gold templates is also a great way to learn some of the advanced techniques such as shadowing and picture overlapping used by the designers at MicroLogic Software.

A Sample Project

The following is a sample of the kind of unique projects you can create with PrintMaster Gold. To begin a project, start PrintMaster Gold as follows.

1. Start PrintMaster Gold by clicking on its icon. Press **e** or click **OK** to proceed past the title screen.
2. Click the **Posters** tab located on the right side of the *Project Album*. To create a new project, click the **Make Your Own Poster** button.
3. Press **[ENTER]** or click **OK** to choose the Poster Size **Tall**.
4. Click the **Select Pictures** button and choose **Add a New Picture...**

5. Click the tab labeled: **More** and then click on **Shapes**.
6. Press the **Next** button until you reach the page with the picture **Splat.cgm**.
7. Choose the picture: **Splat.cgm** and press **[ENTER]** or click **Open**.
8. Click the **Position** button located on the *Sidebar*.
9. Next, click on **Standard Position** and choose **Biggest Centered**. Click **OK**.
10. To change the picture color click the **Color** button and highlight **09-Red**. Press **[ENTER]** or click **OK**. Click on **Done with Picture**.
11. To add text to your project, click the **Select Text** button and choose **Add a New Text Box**. Now click the **Type and Edit Text** button.
12. Type in the word: **WET**, press **[ENTER]**, and then type in the word: **PAINT!**.
13. To highlight your text, click the **Select All Text** button.
14. Click the **Choose Font** button and select the font : **Burlesque**. Click **OK**.
15. To center your text horizontally, pull down the **Horizontal** menu located on the *Sidebar* and choose **Center Aligned**.
16. To center the text vertically, pull down the **Vertical** menu located on the *Sidebar* and choose **Middle Aligned**.
17. Stretch the text to fit within the text box by clicking on **Stretching** located on the *Sidebar*.
18. Exit this section by clicking on **Done Editing Text** and then **Done with Text Box**.
19. To printout your new poster, click the **Print Poster** button ,and then choose **Print**.

Audio Guide

PrintMaster Gold includes an *Audio Guide* that “talks you through” your projects with friendly verbal instructions for each menu and command. And as you get more familiar with the various choices and commands, PrintMaster gradually lets you work on your own.

Sound Buttons

The sound buttons are located near the button of each menu and provide you with manual control of the PrintMaster Audio Guide.

Stop

Click this button, or press **[CTRL]+[Q]**, to stop playing the current sound.

Play

Click this button, or press **[CTRL]+[R]**, to play the instructions for the current menu.

Explain

To get an explanation of a button or menu item, click this button, or press **[CTRL]+[I]**, and then click on the item you want to know more about.

Enable/Disable Sounds

The sound button located on the tool bar enables or disables the *Audio Guide*. Click this button to turn the audio assistance “off”. Click this button again to turn the audio assistance “on”.

Sound Preferences

To change the level of assistance offered by the PrintMaster Audio Guide click on the File menu with your mouse, select *Preferences*, and then choose **Sound**.

The two selections **On & Off**, enable or disable the Audio Guide. The third selection, **Always Brief**, instructs PrintMaster to always use the shortest version of a menu or button explanation, ignoring the current *Level of Assistance*.

Level of Assistance

Most menus in PrintMaster Gold have two audio tracks, a long version and a short version. When you first start using PrintMaster you will hear the long version of each voice track. As you gain more experience with individual features, the Audio Guide will switch over to the short version of the voice track.

The Audio Guide uses the sound preferences level to determine when you are ready for the short version of each learned feature. Use the scroll bar to adjust the level of assistance offered by the PrintMaster Gold Audio Guide, or click the **Reset Assistance for New User** button to return the Audio Guide to its original setting.