# *Creating a Banner*

Nothing grabs attention like a PrintMaster Gold Banner! You can celebrate special occasions in style. Your message will get across in a big way.

*All PrintMaster Gold projects are arranged in an on screen album for easy access. Click the project tab located on the right side of the album to select a project category.*

## Beginning a Banner

The following instructions describe how to create a new Banner project, open an existing Banner project (or template), save a Banner project, and print a Banner project.

1. Click on the **Banners** tab located on the PrintMaster Gold project album to:

    a. Start a *new* Banner project.

    b. Open an *existing* Banner project (or template).

PrintMaster Gold provides many different categories of Banners from which you may choose from. To browse a category, simply click on its tab located on the project album.

## To create a new Banner:

1. Click the **Make Your Own Banner** button to start a new Banner project.

2. Click **OK** or press **[ENTER]** to start editing your Banner.

## To open an existing Banner:

1. Choose the category to open by clicking on its tab. To open your own saved Banner projects, click the tab labeled: **Your Own**.

2. Highlight a Banner project by clicking on its preview. To see other Banner projects within the same category click the **Next** button on the bottom right section of the album.

A larger sample can be viewed by selecting the **Big Previews** item located just below the project album. To return to the standard preview mode click the Big Previews item again.

3. Click the **Open** button or press **[ENTER]** to open the selected Banner project.

### Opening projects from another disk

1. To open a project from a floppy disk, pull down the **File** menu and select the **Open From Disk...** item.

2. Select a Banner by clicking on its name in the File Name list—a preview of the highlighted Banner will appear to the right.

3. Click the **Open** button or press **[ENTER]** to open the selected Banner project.

# Banner Design Choices

The Design Choices menu provides a list of key design elements and commands you can work with to create, print, and save your own customized Banner projects. Additional commands and editing features may be accessed from the toolbar or menus at the top of the PrintMaster Gold screen.

Choose a design option by clicking on the corresponding sidebar button.

**Select Text -** Click this button to begin working on **Text** for your Banner.

**Select Pictures -** Click this button to begin working on **Pictures** for your Banner.

After confirming your selection, the sidebar will change to display the design elements available for editing your background, text, or pictures. See the command reference sections later on in this guide for a complete description of working with backgrounds, text and pictures.

# Save Banner

This command will enable you to save your Banner project with a unique name and description that you provide.

1. Click the **Save Banner** button located on the sidebar menu.

   To save an existing Banner project under a new name and description, select **Save As...** from the **File** menu. PrintMaster Gold will then prompt you to type in a new file name and description.

2. If you are saving a new Banner project, PrintMaster Gold will prompt you for a unique file name. Type in the new **File Name** into the box provided.

3. Your Banner project will be saved under the category as displayed. To select a different category click on the **Category** box and click the desired category from the drop-down menu.

4. You may also attach a short description to your Banner project by typing it into the **Description** box.

5. To change the default drive and/or directory that your project will be saved to click **Change...** and select the new destination.

6. Click **OK** or press **[ENTER]** to save your Banner project.

### Save Picture Files in Project

This function embeds a copy of the picture files used in your Banner within the document itself so that the original picture file is not required the next time you open your Banner.

This feature is particularly useful when using pictures that are selected from a floppy disk or CD. When selected PrintMaster Gold will not require you to insert the floppy disk or CD containing the picture(s) used each time you open your project.

## Print Banner

This option brings up the Print dialog enabling you to print your Banner project. From this dialog you can also choose the number of printed copies, the print quality, and other features. See the chapter entitled: *Printing a Project* for more details.

1.  Click the **Print Banner** button to display the Print dialog box.

2.  Click **Print** to begin printing your project.

## Done with Banner

This option closes the Banner project screen and returns you to the main PrintMaster Gold screen. From the main screen you can select other project types (*i.e., Banner, Calendar, etc.*) or exit the program.

1.  Click the **Done with Banner** button to exit and return to the main menu. If you have not already saved your Banner, you will be prompted to do so at this point.