Creating an Envelope

The Envelope project can add style and a professional flair to all your business letters and personal documents.

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 an Envelope

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

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

   a.   Start a *new* Envelope project.

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

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

To create a new Envelope:

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

2. When creating a new Envelope, you will be prompted to select a specific **Envelope Size**. From the list provided, choose an envelope size and click **OK** or press **[ENTER]** to begin editing.

To open an existing Envelope:

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

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

A larger sample of an Envelope project 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 Envelope 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 an Envelope by clicking on its name in the File Name list—a preview of the highlighted Envelope will appear to the right.

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

Envelope 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 Envelope 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 Background - Click this button to begin working on your Envelope's **Background**.

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

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

After confirming your selection, the sidebar will change to display the design elements available for editing your background, text, or pictures.

Save Envelope

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

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

   To save an existing Envelope 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 Envelope project, PrintMaster Gold will prompt you for a unique file name. Type in the new **File Name** into the box provided.

3. Your Envelope 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 Envelope 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 Envelope project.

Save Picture Files in Project

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

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 Envelope

This option brings up the Print dialog enabling you to print your Envelope 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 Envelope** button to display the Print dialog box.

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

Done with Envelope

This option closes the Envelope 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 Envelope** button to exit and return to the main menu. If you have not already saved your Envelope, you will be prompted to do so at this point.