

# Working with Pictures

Nothing attracts a reader's attention like a great picture. You can use pictures in your PrintMaster Gold documents to draw the reader's attention to your messages. PrintMaster Gold comes with hundreds of gorgeous clip-art images and dozens of unique shapes, perfect for every occasion. PLUS, PrintMaster Gold works with all popular graphic formats: PCX, TIF, GIF, CGM, WMF, BMP, DIB, and Kodak Photo CD. PrintMaster Gold even lets you use your own scanned images!

This chapter provides instructions for working with pictures and shapes in PrintMaster Gold: adding them to your projects, positioning and sizing them, rotating them, layering them, changing their color, and even combining separate pictures into groups.

## Pictures & Shapes

PrintMaster Gold makes it extremely easy to add pictures and shapes to your projects. You can have as many pictures or shapes as you like, and they can be resized or arranged anywhere you want on the page. The pictures and shapes included with PrintMaster can be stretched, rotated, and scaled up to 6 feet with no loss of detail.

PrintMaster displays your pictures and shapes on screen so you can easily tell what your page will look like when printed. When you select a picture or shape to work on, PrintMaster places a frame around it to indicate its exact position and size.

*A picture or shape **must** be selected before it can be resized, positioned, or otherwise edited.*

The dots located at the corners and middle of each frame are called *handles*. Handles are used to resize, position, and rotate a picture by clicking and dragging with your mouse.

In the following sections, you'll see how easy it is to size, position, and customize the picture elements in your projects until you get everything looking just right!

## Selecting, Adding, Removing Pictures & Shapes

You'll often want to change the appearance, size, or position of an existing picture or shape. The easiest way is to select the item you want to change by simply clicking on it with your left mouse button. The selected picture or shape will be highlighted with a frame and the Edit sidebar will activate with options for editing and positioning.

**Selection Tip:** If the item you want to select is covered by other pictures, shapes, or text boxes, hold down the **[SHIFT]** key as you click with the left mouse button and PrintMaster will select successively "deeper" items until you reach the one you want.

You can also select from a list of existing pictures or shapes, add a new picture, add a new shape, or remove a picture or shape by using the Select Pictures command as follows.

1. Click the **Select Pictures** button in the Design Choices sidebar to bring up the Select Pictures dialog box. The list box displays the names of the pictures and shapes currently being used in your project.
2. Select a picture or shape by clicking on its name. PrintMaster will indicate the selection by placing a frame around its image in the project layout area. Confirm your choice by clicking **OK**.
3. Clicking **Remove** in the Select Pictures dialog will remove the currently highlighted pictures or shapes from your project.

*You can also remove a picture or shape from your project by selecting it in the project layout with your*

*left mouse button, pressing m, and then clicking Yes.*

## **Adding a New Picture**

1. To begin working with Pictures, click the **Select Pictures** button located on the *Sidebar*.
2. To add a new picture to your project click the **Add a New Picture...** button.

You can also add a new Picture to your project by pulling down the **Pictures** menu with your mouse and clicking **Add a New Picture...**, or by pressing **[ALT]+[P]**, **[N]** on your keyboard.

3. Choose a picture category from the **Picture Album** by clicking on its tab. To view additional categories, click the tab labeled: **More**.
4. Highlight a picture by clicking on its preview. To see other pictures within the same category click the **Next** button on the bottom right section of the album.

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

## **Opening pictures from another location**

Besides providing a large collection of pictures from which to choose from PrintMaster Gold allows you to select pictures from another drive or directory.

1. To open a picture from another location pull down the **File** menu and select the **Open From Disk...** item.
2. Choose the picture location by selecting the drive and directory. Select a picture by clicking on its name in the File Name list—a preview of the highlighted picture will appear to the right.
3. Click the **Open** button or press **[ENTER]** to open the selected picture.

## **Save Copy of File in Document**

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

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.

## **Adding a New Shape**

1. To begin working with Shapes, click the **Select Pictures** button located on the *Sidebar*.
2. To add a new shape to your project click the **Add a New Shape...** button.

You can also add a new Shape to your project by pulling down the **Pictures** menu with your mouse and clicking **Add a New Shape...**, or by pressing **[ALT]+[P]**, **[N]** on your keyboard.

3. Use your mouse to highlight a desired shape on the provided list. Click on **OK** to begin editing your shape.

## **Editing Pictures & Shapes**

PrintMaster makes it easy to reposition a picture or shape, change its size or edit its appearance. Select

the picture or shape you want to edit (usually by clicking on it) and then choose the appropriate edit command or option. For your convenience, picture and shape edit commands are available in three places:

### **Edit Picture sidebar**

One of the easiest ways to edit a selected picture is to use the options located in the Edit Picture sidebar. Choose an option by clicking on the appropriate button.

### **Edit Shape sidebar**

One of the easiest ways to edit a selected shape is to use the options located in the Edit Shape sidebar. Choose an option by clicking on the appropriate button.

### **Windows menu bar**

Instead of using the Edit Picture or Edit Shape sidebar, you can also edit the selected picture or shape using the commands listed under the **Pictures** item on the Windows menu bar displayed across the top of the screen. Click **Pictures** and select the desired option by clicking on the appropriate line in the drop down menu.

### **Pop-up menu**

The quickest way to edit a picture or shape is to click on it using the *right* mouse button. The picture will be selected and a small menu will pop up containing the available editing commands. Select the command you want by clicking on the appropriate line in the pop-up menu.

## **Editing Picture and Shape Commands**

PrintMaster makes it easy to reposition a picture, change its size, or edit its appearance. Simply select the picture you want to edit (usually by clicking on it) and then choose the appropriate edit command or option. The following sections provide easy step-by-step instructions for using each of the picture editing commands.

### **Positioning & Sizing a Picture or Shape**

The most natural way to position (and size) a picture is to click on the picture with the left mouse button and, while holding the button down, drag the picture to the desired location. Release the mouse button when the picture has been properly positioned.

You can also move and size a picture to a standard position by clicking the **Position** button on the sidebar.

This command will bring up the Position menu containing options for placing the currently selected picture in predefined locations.

The following positioning (and sizing) options are available:

- **Standard** allows you to select the picture position and size from a standard list. Select a position by clicking on its name. A preview of the new picture size and location will appear to the right.

Click **OK** to confirm your selection.

Click **Reset** to return a modified picture to its last position and size on your page.

- **Position** lets you set the horizontal and vertical positioning independent of each other. Choose a standard horizontal or vertical position, or type in a specific position. Click **OK** to confirm.

Click **Reset** to return a modified picture to its last position and size on your page.

- **Size** lets you set the horizontal and vertical size independent of each other. Choose a standard horizontal or vertical size, or type in a specific size.

Click **OK** to confirm.

You can quickly size a picture by clicking on one of its frame handles with the left mouse and, while holding the button down, drag the handle to the desired location. Release the mouse button when the picture has the proper size and shape. The picture will expand or shrink to fit the new frame size.

**Sizing Tip #1:** Hold down the **[SHIFT]** key while dragging to make the new size proportional to the original picture size. Hold down the **[CTRL]** key while resizing in order to keep the new size proportional to the current picture size.

**Sizing Tip #2:** To cut off part of a picture (this is called *cropping*), use another picture (e.g., a white square) to cover the portion of the picture you want to eliminate. See the next section entitled *Picture Layer* for instructions on placing one picture behind another.

## Rotating a Picture or Shape

You can quickly rotate a picture by clicking on its rotation handle with the left mouse and, while holding the button down, drag the handle to the desired location. Release the mouse button when the picture is in the proper orientation. The mouse arrow pointer will change to a curved arrow when you are rotating a picture. *Note that this feature is only available to certain image types.*

**Rotation Tip #1:** Hold down the **[SHIFT]** key while dragging to limit rotation to increments of 45°.

## Picture Layer

Text and picture elements in a PrintMaster project are like a deck of playing cards, each element has its own position or *layer* in the deck and each element can hide the elements under it, or be hidden by the elements above. PrintMaster allows you to “shuffle” the layering order of your text boxes and pictures to move selected elements in front of or behind others. Individual text boxes can be placed in front, back, or anywhere in between. Use layering to add a 3D feel to your projects and create interesting effects where one picture can “peek through” another.

*A background, if any, is always in the backmost layer. Text boxes and pictures cannot be moved behind a background.*

To change the layer of the selected picture, click **Layer** in the Edit Picture sidebar.

- **Bring to Front** moves the selected picture to the first layer, in front of all other text boxes and pictures.
- **Forward One Layer** moves the selected picture forward a layer.
- **Back One Layer** moves the selected picture back a layer.
- **Send to Back** moves the selected picture to the last layer, in back of all other text boxes and pictures (except a background).
- **Done with Layer** returns to the Edit Picture menu.

*Any Layer options that do not apply to the selected picture will be disabled. For example, if the selected picture is already at the front, then **Bring to Front** will be “grayed out”.*

## Picture Color

The color of the currently selected picture can be changed by clicking **Color** in the Edit Picture sidebar. The Choose a Color dialog will appear.

Select a color by clicking on its name. A preview of the highlighted color will appear to the right. PrintMaster includes 84 predefined standard colors designed to print well across a variety of printers. Each of the standard colors is assigned a number for quick selection. For example, to move to color 45 (Sea Green), press **[4]** to move to color 40. Then use the **k** key to move down to color 45. **More Colors...** lets you pick colors from the Windows Color dialog or define your own custom colors.

Most of the pictures included with PrintMaster Gold contain many different colors. What happens when you change the “color” of these pictures?

The answer is that PrintMaster will change all the black parts of the picture to the selected color. The other colors in the picture may get lighter, darker, or change hue depending on the original picture color and the color to which the picture is changing. Only pictures which are all black will completely change to the selected color.

**Color Tip #1:** Selecting the color *black* restores a picture to its original color.

**Color Tip #2:** To “lighten” a picture without changing its original color, select one of the gray scale percentages (colors 65 to 84). This is a good way to reduce the print density when you use a dot matrix printer. It also allows you to lighten any picture for use as a softer background. A picture with fine lines or details may appear less sharp whenever you change its color or lighten it with a gray shade.

**Color Tip #3:** Colors may look different on the screen than they do when printed. Make a Poster project using the colors you’re interested in, then print it out and keep it as a reference chart.

## Flipping Pictures

Select the **Mirror Left to Right** command to flip the selected picture horizontally.

Select the **Flip Top to Bottom** command to flip the selected picture vertically.

## Replace Picture

Use the **Replace Picture** command to change selected picture. Other properties of the selected picture such as the color, center position, and flipping are not changed.

1. Select the picture you want to replace (the baseball player). Click the **Replace Picture** button and the Picture Album will appear.
2. Choose the new picture from the Picture Album and click **Open** or press **[ENTER]**.

PrintMaster will return to the Edit Picture sidebar menu with the new picture on your page.

## Duplicate Picture

The **Duplicate Picture** option is a quick and easy way to make a copy of an existing picture. To make a duplicate of an existing picture, proceed as follows:

1. Select the picture you want to duplicate. When the picture is properly selected, the Edit Picture sidebar menu will be displayed.
2. Click the **Duplicate Picture** button in the Edit Picture sidebar. The Choose Position dialog will appear listing the standard duplication positions.
3. Select the duplication position you want to use by clicking on its name. A preview of the duplication pattern will appear to the right.

The initial selection, (**Single duplicate**), will create a single duplicate of the selected picture. Other duplication positions create multiple copies of the selected picture which are collected into a group.

4. Click **OK** or press **[ENTER]** to confirm your selection. PrintMaster returns to the Edit Picture menu with the duplicate picture selected.

## Remove Picture

Click on the **Remove Picture** button to remove the currently selected picture.

## Done with Picture

Click on the **Done with Picture** button to exit the Edit Picture sidebar and return to the Design Choices sidebar.

## Picture Attributes

The **Attributes...** editing command is used to change the printing attributes of the currently selected picture. This option is *only* available under the **Picture** item on the Windows menu bar, or on the pop up menu which is activated with the right mouse button. This option is *not* available on the Edit Picture sidebar. See *Editing Pictures* for more information on using these menus. Selecting **Attributes...** brings up the Picture Attributes dialog.

The *Render Method* and *Coloring Book* options can be selected in this dialog. Some options may not be available for certain types of pictures in which case they will be “grayed out”. In general, the Render Method option applies to pictures in a bitmapped format such as TIF or PCX. The coloring book option is available for CGM pictures.

Use **Render Method** to adjust the way PrintMaster combines colored dots to simulate color shading and gray tones in bitmapped graphics. Most bitmapped graphics have more colors or grays than the output device (screen or printer) is capable of showing. PrintMaster Gold uses two methods to

approximate those colors as well as possible on an output device. For example, consider an image with 256 colors on a printer that supports only 16 colors. PrintMaster makes the 256 colors appear by mixing the 16 colors available.

The general name for processing an image for the screen or printer is “rendering”. The specific rendering methods available in PrintMaster Gold are **Ordered Dither** and **Error Diffusion**.

An **Ordered Dither** uses a fixed set of patterns to blend colors. Each color or gray in the image changes to a pattern of colors on the output device. The appearance of the resulting image is very regular.

**Error Diffusion** on the other hand, is a dynamic process. It creates patterns “on-the-fly”, and the resulting patterns tend to be more dense and unique. Images often look better with Error Diffusion, though the patterns look very unusual when viewed up close. Also, because Error Diffusion patterns are more dense, the image tends to darken due to bleeding of ink or toner when the image is printed. This means that if you use Error Diffusion, you will probably also need to adjust your printer contrast to lighten the image.

Select **Coloring Book** to print only the outline of the selected picture, with the color fills printed as white. The final printout can be colored using crayons or pens.

## Shape Attributes

The **Attributes** command is used to change the attributes of the selected shape. This option is available on the Edit Shape sidebar, under the **Picture** menu on the Windows menu bar, or on the pop up menu which is activated with the right mouse button.

- Click the down arrow button on **Fill Color** to choose a color to apply to the selected shape from a predefined palette. Click **More...** to pick a color from the Windows Color dialog or define your own custom colors.
- Click the down arrow button on **Border Width** to modify the outline thickness of the selected shape. Click **More...** to create your own custom line width. The up and down arrows on the **Line Width** dialog allow you to adjust the custom border width.
- The **Border Color** option enables you to change the outline color of the current shape. Click **More...** to pick a color from the Windows Color dialog or define your own custom colors.
- The **Shadow Color** feature lets you apply a colored shadow to your selected shape. Click **More...** to pick a color from the Windows Color dialog or define your own custom colors.

## Grouping Text Boxes and Pictures

Sometimes you'll have a combination of pictures and/or text boxes that need to remain positioned relative to each other. The Grouping option makes it easy for you to manage multiple text boxes and pictures that are related by combining them in a single group. In this way, you can flip, duplicate, and move all of them at the *same* time. To make a group containing pictures and/or text boxes, proceed as follows:

1. Use your mouse to select the pictures and text boxes you want to group together while holding down the **[SHIFT]** key. Clicking with the **[SHIFT]** key down allows you to select multiple objects at the same time.

*You can also select multiple objects using the **Select Pictures** and **Select Text** dialogs by highlighting multiple entries in the list box. Hold down the **[CTRL]** key while clicking in the list box to select or deselect an entry.*

2. Click the **Group** button in the Multiple sidebar.
3. To ungroup them, simply select any member of the group and click the **Ungroup** button in the Multiple sidebar.