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Basic terms in Instant Artist

Document

Anything you create using Instant Artist, whether it contains graphics and fills only, text only, or a combination.

Document type

One of eight kinds of documents you can create: sign, banner, business card, envelope, greeting card, letterhead, postcard, or certificate.

Fill

A fully colored-in rectangle used to fill in space in a document and set off graphics and text.

Graphic

An illustration included in Instant Artist's Graphics library.

Layout

Fully formatted and designed, ready-to-print document included in Instant Artist. Nearly 400 professionally designed layouts are included. Layouts and the layout library are discussed in more detail later in this chapter.

Object

Text block, fill, or graphic that has been inserted into an Instant Artist document.

Symbol

A special kind of graphic to which effects can be applied.

Text block

A group of words or letters that has been inserted in a document.

The mouse in Instant Artist

The pointer changes appearance as you move it around the screen with the mouse. Each of the different forms, or "icons," represents a different function in Instant Artist. These icons types are shown in the User Guide.

To get access to the function you want, move the mouse until the correct icon appears and then keep the mouse in that area until you've begun using the function.

If you are unfamiliar with Windows conventions and using the mouse, you should take the time to work through the tutorials provided with Windows. These will give you a basic idea of how to navigate in Windows and how to maneuver with the mouse.

Screen conventions

As in most Windows applications, the two basic screen displays in Instant Artist are the Workspace screen or Desktop and the Instant Artist dialog box.

The Select Document Type dialog box into which the program opens differs from all other dialog boxes in Instant Artist; instead of Categories and Selections lists, it has a document type area above the preview screen and command buttons for selecting the type of document you wish to create or open.

Dialog boxes

The main difference between Instant Artist dialog boxes and dialog boxes in other Windows programs is the addition of the Preview screen, which allows you to see what you are selecting before you confirm the selection.

Each part of the dialog box has a particular function:

1. The Screen title bar shows the dialog box you are currently working with.
2. The Categories list includes the categories of layouts or documents available to choose from.
3. The Selections list contains the descriptive names of all layouts or documents in the currently highlighted category.
4. The Preview screen shows the document type or document currently highlighted on the screen.
5. The Command buttons execute commands available within a dialog box. These may change as you enter different dialog boxes.

Note:

The preview screens for Greeting Cards and Postcards have list boxes which allow you to preview the fronts and backs of both types of cards, and both sides of the Greeting Card interior, for each layout in these document types.

Creating new documents in Instant Artist

You can create a document in any one of four ways:

1. Creating your own document from scratch using a "blank"
2. Beginning with a template, which is a special kind of blank
3. Beginning with one of the document layouts from Instant Artist
4. Beginning with a document you earlier created and saved

First choose a document type from the Select Document Type dialog box or the File menu.

To choose a document type:

1. Press or click its button in the Document type area.
2. Click the **New** button. This activates a screen whose title matches the type of document you just chose.

Note:

Greeting cards have an intermediate screen that asks you to choose a card fold pattern. Once you have done this, you will see the dialog box, New Greeting Card.

Next, decide whether you want to work with a blank, template, or layout by clicking to highlight **Blank**, **Template**, or the category from which you wish to choose a layout.

To choose a layout, template, or blank format:

1. Scroll using the scroll bar on the right side of the list, and click your choice.
2. Click **OK** or double-click the preview screen or the highlighted name when your choice is visible.

Once you have chosen either a blank, template, or layout, you will see Instant Artist's main Workspace, from which you can call up the Graphics library, insert text in one of many different fonts, and apply effects, shapes, and colors.

If you wish to close your current document and open another in the same document type, choose **New** from the File menu or press **CTRL + N**. This returns you to the Select New... screen. To open a different document type from the Workspace screen, choose **Document Type** from the File menu.

Note:

The Select Document screen also gives you a choice of viewing the document you select in monochrome. This is especially helpful if you have a color monitor but are going to print on a monochrome printer. This choice is also available for graphics, as discussed in the "Effects and color" section.

Saving and naming new documents

When you are ready to save your document, you need to assign two names to it—a "descriptive name" and a standard DOS "filename."

Related Topics:

[Descriptive names versus DOS filenames](#)

[Saving a new document](#)

[Saving an existing document and renaming files](#)

[Suggestions about naming files](#)

Descriptive names versus DOS filenames

The "descriptive name" is for your personal use and should remind you of the document's contents. When you later open your document, Instant Artist will show you an alphabetical list of all the documents you have created in that document type—for example, a list of all the business cards you have created—so they are available for preview and selection.

DOS filenames, on the other hand, are for the computer's use and follow normal DOS conventions: they can have a maximum of eight characters and must not contain certain special characters reserved for use by DOS. For more information, consult your DOS documentation.

Instant Artist automatically assigns the following file extensions to the DOS filenames that you choose:

.SGN sign
.BC business card
.LTH letterhead
.ENV envelope
.BAN banner
.CER certificate
.PC postcard
.GC greeting card

Even if you add a different file extension, the program will overwrite it with the correct extension for that document type. This allows the program to list your saved files in the correct document type when you choose the Open command from the Select Document Type dialog box.

Saving a new document

To save a new document:

1. Choose the **Save** command from the File menu.
2. Type in a descriptive name of up to 40 characters, and press **ENTER**.
3. Type in a DOS filename.
4. Decide on the drive and subdirectory in which to save the document. Your Instant Artist subdirectory is the default storage directory—if you do nothing at this point, Instant Artist will use this subdirectory for storing your document. If you want to change the storage location, follow these steps:
 - 4a. Click the arrow beside the Drives list to display a list of available drives.
 - 4b. Select the desired drive from among those listed.
 - 4c. Select the desired directory from the Directories list.
 - 4d. Confirm your choices by clicking OK or pressing Enter.

Saving an existing document and renaming files

You can save an existing document just like you do a new one—by pressing **CTRL + S** or choosing **Save** from the File menu. This saves the document under the same descriptive name and filename that it had before.

It's a good idea to get in the habit of saving often, as this will prevent loss of work in case of program or hardware failure. It will also make it more worthwhile to revert to the most recent version if you're not satisfied with the changes you've made to your document.

To rename your file:

1. Choose the **Save As...** command from the File menu or press **F12**. The Save As dialog box will open, listing the document's current names.
2. Highlight the name you wish to change by double-clicking the box with the mouse.
3. Type the new name and click **OK** or press **ENTER** to confirm.

Note:

You must enter a new DOS filename to save the document as a new document. Changing the descriptive name only will not create a new file in your Instant Artist subdirectory.

Suggestions about naming files

Once you have started to accumulate Instant Artist files, it will become more important to be able to tell them apart by their names. You can incorporate quite a bit of information into both the descriptive name and the filename to help you.

For example:

Indicate which version of the file you have stored. You may want to save successive drafts of a document if you're not sure which one you'll ultimately use. If you are making a birthday card for your mother and have two designs you like, save both of them with descriptive names of MOTHER CARD 1 and MOTHER CARD 2, and with DOS filenames of MOTHER1.GC and MOTHER2.GC.

Opening saved documents

To open a saved document from the Select Document Type dialog box:

1. Select the type of document by clicking the appropriate button.
2. Click the **Open** button.

A dialog box will then open that lists all of your saved files by descriptive name. Your saved files will preview just as Instant Artist's own layouts do. If you wish to open a saved file in a different document type, pull down the list in the lower right area of the Open screen and scroll to choose a different document type.

3. Highlight the descriptive name.
4. Double-click the name, click **OK**, or press **ENTER**.

To open a saved document from the Workspace:

1. Select **Open** from the File menu.

A dialog box will then open that lists all of your saved files by descriptive name. Your saved files will preview just as Instant Artist's own layouts do. If you wish to open a saved file in a different document type, pull down the list in the lower right area of the Open screen and scroll to choose a different document type.

2. Highlight the descriptive name
3. Double-click the name, click **OK**, or press **ENTER**.

Deleting saved documents

Instant Artist allows you to delete any of your saved documents from within the program.

To delete a saved document:

1. Open the File menu and choose **Delete Files...**

The Delete Files dialog box will automatically open with any documents you have saved in the current document type listed. If the file you wish to delete is another document type, click the down arrow next to the box displaying the current document type to drop down a list of files by type, and then click to choose the desired document type.

If your documents are stored on another drive, click the scroll arrow to pull down the Drives list and choose the correct drive. If they are stored in another directory, use the scroll bar next to the Directories list to view the available directories and click to choose the correct one.

2. Click the descriptive name of the document you wish to delete. It will preview in the preview screen.

3. Click **Delete**.

Exiting the program

To exit the program and return to the Windows Program Manager:

1. Return to the Desktop if you are not already there by pressing **ESC**.
2. Save the document on which you are currently working.
3. Choose **Exit** from the File menu.

If you forgot to save your document, Instant Artist will ask if you would like to do that before quitting. If you want to save, click **Yes** or press **ENTER**. If your document is not yet named, the Save As... dialog box will open, and you should proceed with the steps outlined above for saving a new document.

If it is already named, the program will save the document and quit without further prompting. Press **Esc** to cancel the whole operation and return to the Instant Artist screen in which you were working.

Avoiding mistakes and changing your mind

The following methods allow you to back up, prevent errors, or alter what you have done:

ESC

Pressing Esc lets you "escape" from a menu, dialog box, or incomplete command sequence without changing anything. You may use either the **ESC** key or the **Cancel** command button.

Undo

This command reverses the last move, edit, or command. To undo an action, press **CTRL + Z** or choose **Undo** from the Edit menu.

Undo can reverse only the last change. If you have taken some action after the one you want to change, Undo will have no effect on the earlier one. To undo earlier changes, use the Revert command.

Note:

If you haven't initiated any commands, Undo is grayed out on the Edit menu (and pressing **CTRL + Z** has no effect).

Lock

The Lock command protects you from accidentally moving or resizing objects in your document. When you lock an object, the only actions which affect that object are color commands and Del. To lock an object, press Ctrl + L or choose the Lock command from the Object menu. To turn off the Lock command, press Ctrl + K or choose the Unlock command from the Object menu. For more information on the Lock command, see Chapter 4.

Note:

Once an object is locked, it remains so until you turn the Lock command off. If it is locked when you save and close the document, it will still be locked when you open the document again.

Revert

This command allows you to return to the last saved version of your document. Any changes you have made since the document was last saved are thrown away. For best use of Revert, save your document often; then, if you make a change that you don't like and want the most recent version back again, you will not have lost a lot of other changes that you do like. To revert to the most recently saved version, choose **Revert** from the File menu.

Warning: *Once you choose Revert, the version of the document currently on your screen will be lost forever. Use Revert only if you are sure that you do not want to save what is currently visible on your screen.*

Frames

Learning to use the frame is the key to using Instant Artist—all the essential functions for manipulating text and graphics are found there.

Every object in a document is surrounded by a frame, although you see the frame only when the object is selected. You cannot move, reshape, or edit the contents of a frame unless the frame itself is "active"—that is, selected and visible on the screen. Activate a frame by clicking somewhere within the frame, or press **SPACEBAR**, which activates one frame in your document, and then press **TAB** to activate each succeeding frame one at a time.

Changes you make to the frame affect everything within the frame in the same way. Usually, only one frame is active at a time, but there are ways to link and group frames. No two objects ever occupy the same frame.

Related Topics:

[The frame functions](#)

The frame functions

The boxes that appear on the frame outline and in the center are "grab handles." Each grab handle has a particular function. To move, resize, rotate, or skew an object, grab one of these handles with the mouse and drag it. Releasing the mouse button completes the action.

Note:

When you use the moving, resizing, and rotating frame functions, Instant Artist keeps the proportions of a graphic constant so there will be no distortion. If you want to distort a graphic, use the skewing function or the Alignment and Shape functions.

Moving Function

Allows you to drag the active frame around the document and onto the Desktop as well. Nothing within the frame changes when you move the frame. You can click the center grab handle in the frame or click anywhere in the interior of the frame. If you want to move the frame on a straight horizontal or vertical path, press **SHIFT** while moving the frame or, if you have a three-button mouse, use the center mouse button to move the frame. (For best results in this case, grab the center handle of the frame.)

Corner Resizing Arrow

Allows you to change the height and width of the frame. To keep text, fills, and basic shapes inserted from the Object menu proportional, press **SHIFT** while resizing or use the center button of a three-button mouse.

Vertical Resizing Arrow

Allows you to increase and decrease the height of the frame while keeping the width constant. Pressing **SHIFT** or using the center button of a three-button mouse while executing this function will constrain the change in frame height to specific increments (8 points) on an invisible grid.

Horizontal Resizing Arrow

Allows you to increase and decrease the width of the frame while keeping its height constant. Pressing **SHIFT** or using the center button of a three-button mouse while executing this function will constrain the change in frame width to specific increments (8 points) on an invisible grid.

Note:

Instant Artist's default is to resize objects around the "opposite handle"—that is, the grab handle opposite the one you are using for resizing remains anchored during resizing. However, you have the option of resizing around the center of the frame. To resize around center, press the **ALT** key while resizing. This toggle comes in especially handy when you have centered an object on your document and want to resize it without having to center it again when you're finished.

Rotation function

Lets you tilt the frame to any angle. The contents of the frame do not alter, only their angle. The frame rotates around its center, not the center of the document. The handle in the center of the frame shows where the center of rotation for that frame is. Pressing **SHIFT** or using the center button of a three-button mouse while executing this function will constrain rotation to 15-degree increments.

Skewing function

Lets you "bend" your text or graphic to the side. As with rotating, pressing **SHIFT** or using the center button of a three-button mouse while executing this function will constrain skew rotation to 15-degree increments. The effect of the skewing tool does not preview on the screen, so you may make a change with it that you didn't intend. If so, use the **Undo** command on the Edit menu (**CTRL + Z**) immediately after skewing, or the **SHIFT** plus left mouse button constraint which will allow you to manually return the skewed object to its original orientation. The **Revert** command on the File menu takes you back to the last saved version of the document you are currently working on and can also be used to correct unintended skews. Remember, the more frequently you save your work, the more likely you are to be able to recover from mistakes or experiments that didn't work out without redoing a lot of work.

Note:

Because Instant Artist keeps the proportions of your graphic constant when you use the frame functions, sometimes the frame is larger than the text block or graphic after you have resized. In that case, you can make the frame fit the object again by using the frame functions to shrink the frame size. If the border of the frame extends off the screen, use the View commands or the scroll bars on the right and lower edges of the screen to see them.

The Desktop

When you push bits of drawings and pieces of type off a sheet of paper, you can store them on the desktop until you know exactly where you will put them. Likewise, in Instant Artist, text blocks or graphics that you move from your document onto the background Desktop do not disappear but remain there until you delete them or drag them back onto your document.

If you save a particular document, whatever is left on the Desktop is also saved and will still be there when you open that document again. And just as with items on the document itself, any item on the Desktop must have its frame activated before you can perform any actions on it.

Tip:

Some document types, such as Sign, give you a working "sheet of paper" on the screen that covers most of the Desktop when you start. If you want more Desktop space, you can make the document (the "sheet of paper") seem smaller by using various viewing options.

Program menus

At the top of the Desktop is the Menu Title bar, which lists all the menus available to you within the Desktop(see Figure 3.15, below). The menu titles are dark when available and grayed out when unavailable.

If you enter a blank document or a template, most menus will be grayed out until you insert an object. The Font, Effect, Color, and Shape menus open the same as any other menu in Instant Artist. However, because the choices available in these menus are too numerous to list in a regular Windows menu, only a few of the choices appear when you open these menus, with an option for More... at the end of the list. Choosing More... opens a palette which lists all the choices available for that option.

Note:

Because most effects cannot be applied to graphics, only a partial Effect menu will open if a graphic (or nothing) is currently selected on your document. The More option is not available in this list.

The palettes

The Color, Effect, Font, and Shape palettes are different from the menus in Instant Artist in that they can be dragged to any part of the Desktop for quick reference any time you need them and, if moved away from the Toolbar, they will remain open on screen until you close them (by double-clicking their control boxes or pushing their toggle buttons on the Toolbar). Also unlike menus, palettes have a scrolling area where their many options are listed.

To move a palette, place the pointer in the title bar and hold down the left mouse button while dragging the palette to the part of your screen where you want it. Instant Artist will save your palette placements, even when you exit the program, unless you turn off the Save Palette Placement function on the View menu. To activate a palette that has been left open on screen, click anywhere in the palette.

Palettes may be opened using the More... option from the corresponding menus, or by pushing the buttons on the Toolbar. Palettes contain all the options (except More...) available on the menus, as well as the added choices available in the lists.

Note:

Palettes left in place under the Toolbar will close once you have chosen an item from them, just as menus do.

The Toolbar

Certain often-used functions are also available on buttons on the Toolbar below the Menu Title Bar. The Toolbar is hidden when you first enter Instant Artist. To display the Toolbar, choose the **Button Bar** command from the **View** menu.

To use these functions, simply click the appropriate button with the mouse. The following list describes the buttons and their functions in Instant Artist.

Document Type

Opens the Select Document Type dialog box.

New

Opens the Select New... dialog box in the document type currently open on the Desktop.

Open

Allows you to open a previously saved document of the type currently open on the Desktop.

Save

Saves the current document.

Print

Opens the Print Control Panel/Preview dialog box.

Text

Opens the Insert New Text dialog box for text entry.

Graphic

Opens the Insert New Graphic dialog box for the insertion of graphics into a document.

Fill

Inserts a fill into the document.

Basic Shapes

Opens the graphics dialog box with the Basic Shapes category already open.

Fonts

Displays the palette of fonts available for use in Instant Artist.

Effect

Displays the palette of effects which may be applied to text, fills, basic shapes, and symbols in Instant Artist.

Color

Displays the Color palette.

Shapes

Displays the palette of shapes which may be applied to frames in Instant Artist.

Left align

Aligns text in a selected text block to the left frame border.

Center align

Centers lines of text in a selected text block in its frame.

Right align

Aligns text in a selected text block to the right frame border.

Letter justify

Justifies text in a selected text block to the left and right borders within a frame by adding or removing spaces between letters.

Word justify

Justifies text in a selected text block to the left and right borders within a frame by adding or removing spaces between words.

Horizontal stretch

"Stretches" a selected object to fill its frame between the left and right borders.

Center object

Centers a selected object between the top and bottom borders of its frame.

Vertical stretch

"Stretches" a selected object to fill its frame between the top and bottom borders.

Word Wrap

Toggles Word Wrap ON and OFF.

Turning commands on and off: Toggles

Toggles are a special category of command that are either on or off, like a light switch. Choosing the command "flips the switch" and reverses the setting of the command. Examples of toggles in Instant Artist are Snap to Grid, Save Palette Placements, and Word Wrap.

Toggles often set the parameters of your working environment within the Desktop or within a frame in the Desktop.

Some toggles, like Snap to Grid, have keyboard shortcuts; others have buttons on the Toolbar.

The Layout library

Instant Artist includes over 400 layouts ready for your use. These layouts have been created by professional artists and graphic designers to be attractive and effective designs. Each has been created with the graphics from Instant Artist's Graphics library.

You can select any one of these layouts as a basis for a new creation of your own. Once you choose a layout from the Layout list, a copy of the layout will appear on the Desktop, ready to be edited according to your instructions.

Even if you would rather create your own documents from scratch, the layouts illustrate what the program does and can give you new ideas. They can also help you learn how to use Instant Artist's commands; you can select a layout you like, open it, and figure out what commands the artist has used to create it by pulling down the menus and opening the tool palettes. The menus record the commands applied to each graphic or text box with a check mark, the palettes with a highlight.

Each different document type contains its own Layout library. The layouts have been designed to meet the most common needs users have, and the library is divided into categories based on these needs.

The Graphics library

The Graphics library is divided into categories, based on the subject matter of the illustration. It includes various backgrounds and borders, basic shapes, a large number of international symbols, a selection of nation symbols, illustrations of people and animals, and zodiac signs, for a total of over 700 illustrations. To ease your browsing, the All category shows (in alphabetical order by name) all illustrations in all categories.

Some graphics are monochrome only and others are available in both monochrome and color, but you can always convert color graphics to monochrome and apply colors to monochrome graphics. The color version of a graphic will automatically preview in color, unless you have clicked the box next to View Monochrome at the bottom of the Select New Graphic dialog box.

Instant imagination's index shows all the illustrations in the Graphics library by category, as well as selected layouts and all the program's fonts.

The Quotation library

The Quotation library contains a variety of quotations ready to be inserted into your document with the click of a button. The Quotation library may be accessed from the Change Message Text dialog box. Quotes are listed alphabetically by category and author.

What are graphics, fills, shapes, and symbols?

Besides text, there are four other kinds of objects you can use to create your documents: graphics, fills, shapes, and symbols. Graphics are fully crafted illustrations, some in monochrome values, others with artists' preset colorsets assigned to them. Fills are rectangles "filled in" with color; they are often used to set off text and graphics, and to fill in white space in documents. Shapes are basic geometric shapes "filled in" with color; they may be inserted straight from the Object menu as well as from the Graphics library. Symbols are representational shapes "filled in" with color; they include nation symbols, which are found in the Places category in the Graphics library.

The crucial difference between graphics and fills, shapes, and symbols within Instant Artist is that fills, shapes, and symbols are treated much like text. This means you can apply almost the full range of Effect commands to them. However, you can apply only the Flipped command to graphics.

Related Topics:

[Graphics](#)

[Fill, shape, and symbol characteristics](#)

Graphics

You can assign a new frame shape to graphics, twist their shape within frames, change their alignments within frames, and change the colors applied to their surfaces, but you cannot actually edit anything within their frames.

When you choose a graphic, only a copy of the program original is inserted—all of Instant Artist's graphics, like all its layouts, are stored separately from your saved documents. Nothing you do to a graphic within a document affects the original.

See the section later in this chapter for more information on reshaping graphics and "cropping" them with fill overlays or by moving parts of them onto the desktop to give them a new look.

Related Topics:

[The Graphics library](#)

The Graphics library

Every time you enter Instant Artist's Workspace, you have access to its full Graphics library. The library is organized alphabetically by topical category. Each category is then organized alphabetically by each illustration's descriptive name. For example, the first category, Animals, contains illustrations of animals ranging from Bald Eagle to Tyrannosaurus Rex.

The category All contains all 700+ graphics organized alphabetically by descriptive name. This allows you quick access to a graphic whose name you already know, and also allows you to browse through the library online in one easy scroll.

The index of the Graphics library in Instant imagination displays and lists the name of each Instant Artist graphic by category (excluding the All category). Graphics with artist-applied colorsets are listed in boldface type, monochrome graphics in regular type.

Browsing through the Graphics library

You browse through the Graphics library in the same way you move through all lists in Instant Artist, by using the scroll bar to the right side of the list.

For speedier passage down lists, press **PAGE UP** or **PAGE DOWN**, or press the first letter in a graphic's descriptive name.

For example, if you want to preview a tiger from the Animals category:

1. Highlight the **Animal** category.
2. Click the Graphics list.
3. Press **t**.

This will take you directly to the "t" section of the list. Pressing **t** again will take you to the next object in the category whose name begins with that letter.

Fill, shape, and symbol characteristics

All fills, shapes, and symbols have four components, but only some of them are visible when a fill, shape, or symbol is inserted:

Face (the visible object—for example, an arrow or a circle)

Face outline

Frame background

Background outline

All fills, shapes, and symbols have default insertion colors assigned to them. You can change these colors by choosing a color from the Color menu or palette, or by using the Customize Color option. You can also apply colors individually to any fill and symbol sections.

Related Topics:

[Fills](#)

[Basic Shapes](#)

[Symbols](#)

Fills

Three commands insert fills directly from the Insert menu.

1. The Fill command inserts a solid-colored square, which is the fill's visible face. All other sections are colored "transparent."
2. The Background Fill command inserts a fill sized to fit the document and automatically places it behind other objects in the document.
3. The Frame command inserts a fill with the face set to transparent and the face outline set to black.

Fills are invaluable for setting off both graphics and text, as well as for filling in white space. They often define a document's look, as the placement of a fill can subtly direct the viewer's eye and can dramatically change the impact of a graphic or text block. Using fills is one way to give visual structure to a document without detracting or distracting from the really important graphics or text blocks.

Basic Shapes

The Basic Shapes category contains simple geometric shapes like circle and octagon.

You can access this category directly from the Insert menu, as well as from the Graphics library. Selecting Basic Shapes from the Insert menu places you directly in this category in the Select Graphic dialog box.

Note:

Basic Shapes inserted from the Insert menu, or by pushing the Basic Shapes button on the Toolbar, may be reshaped with the resizing functions—unlike graphics, which will remain proportional when resized. When inserted from the Graphics library, they will not be distorted when resized unless the Horizontal Stretch or Vertical Stretch command from the Alignment menu has been selected.

Symbols

Symbols may be found in two categories in the Graphics library.

The Symbols category contains items like the recycle and handicap symbols.

Nation symbols are found in the Places category.

Like fills and basic shapes, symbols may have many of the program's effects applied to them.

Inserting graphics, fills, shapes, and symbols

Inserting and replacing graphics

Inserting fills and shapes

Insertion points for graphics, symbols, and fills

Inserting backgrounds and borders

Inserting and replacing graphics

To insert a new graphic:

1. Choose Graphic from the Insert menu, or press the Graphic button on the Toolbar.
2. Scroll through the categories of graphics until the desired category is visible, and then click the Category to highlight it.
3. Scroll through the Graphics list using the scroll bar. Click the desired name to highlight it and display the graphic on the preview screen.
4. Double-click the preview screen or the highlighted name, or press ENTER.

To replace a graphic already in your document:

1. Activate the frame around the unwanted graphic by clicking the frame, and then double-click. You will be returned to the point in the Graphics library where the original graphic came from.
2. If you want to replace the original graphic with one from the same category, use steps 3 and 4 from the previous list. If you want to replace the original graphic with one from a different category, return to the Category list and choose the category you want, and then use steps 3 and 4.

Replacement graphics will be inserted at the same frame size and orientation as the original graphic. With templates, there are additional ways to insert graphics. For a discussion of templates, see the section on "Documents."

Once you have inserted a graphic in a document, the graphic's category and its descriptive name will remain highlighted to remind you of your choice. The next time you look at the Graphics library, you will see your previous selection on the preview screen (unless you are working with a template or as noted above).

Inserting fills and shapes

You can insert fills and basic shapes directly into your document using the fill and basic shapes commands from the Insert menu or the Fill button or Basic Shapes button on the Toolbar.

You can also insert basic shapes from the Graphics library using the Graphic command from the Insert menu.

Insertion points for graphics, symbols, and fills

Instant Artist automatically inserts all graphics, symbols, and fills in the horizontal and vertical center of the Desktop. This default cannot be changed. Remember, however, that the center of the Desktop is not necessarily the same as the center of your document. If you want to insert a new object in another location, use the View commands or the Desktop scroll bars to change the location of the center of the Desktop, and then insert your graphic or text block.

Inserting backgrounds and borders

If you insert backgrounds and borders as you do other graphics, using the Graphic command from the Insert menu, they will be inserted in the standard default frame size. However, you can also insert them already sized to fit your entire document by using the special Background Graphic and Border Graphic commands on the Insert menu.

To insert a background or border at full document size:

1. Open the Insert menu and choose the **Background Graphic** or **Border Graphic** command.
2. The Graphics library automatically opens, with either the Background or the Border category selected. Browse through in the usual way (see the section on browsing,) to select a background or a border.
3. Double-click the chosen background or border or click it once and press **ENTER**.

Manipulating graphics, fills, shapes, and symbols

Using the Desktop to "crop" graphics

Duplicating and complementing (Edit menu)

Overlaying objects (Object menu)

Locking objects (Object menu)

Graphics and alignment commands

Using shapes (Shape menu and palette)

Using the Desktop to "crop" graphics

While you cannot edit anything within a graphic, you can position and resize graphics so that portions you don't want are "pushed off" your document and onto the Desktop. These unwanted portions will be invisible on your screen and will not print, although they are still there, waiting to be pulled back onto the page if you want them in your document again.

Duplicating and complementing (Edit menu)

Two commands on the **Edit** menu, **Duplicate** and **Complement**, are particularly useful when working with graphics.

Duplicate makes a copy of the selected object and puts the copy on top so that it overlaps but doesn't cover the original object.

Complement (which can be chosen only from the Edit menu) makes a copy of the selected object and complements whatever shape, arc orientation, or rotation has been applied to the object, and places the copy so that it forms a complete figure, like a circle or a square, with the original.

These are shortcut commands, allowing for quick copying and placement of objects you want to repeat in your document. You can still resize and reposition all of the objects as you like, using the frame grab handles.

Tip:

Repetition of a visual element (though perhaps with minor variations, like differences in color) can give visual coherence and a striking look to a document. Use Duplicate and Complement to experiment with these possibilities. You also may want to make duplicates of a graphic to try out different shapes and colors; then compare them and choose which you prefer.

Overlaying objects (Object menu)

Many layouts in the program consist of carefully arranged overlays of graphics, symbols, shapes, fills, and text blocks. Fills and shapes especially are often placed behind all the other elements of a document to give it visual coherence and unity.

The Bring to Front, Send to Back, Move Up and Move Back commands on the Object menu are designed to help control the overlays of objects in your document.

The **Send to Back** command will take the selected object and place it behind all other objects in the document.

The **Bring to Front** command takes the selected object and places it in front of all other objects in the document.

The **Move Up** (ALT + GREY +) and **Move Back** (ALT + GREY -) commands are useful when you have several levels of objects placed on your document. These commands move the selected object forward or backward one level.

Levels of objects in Instant Artist are defined by the order in which the objects are originally placed on the document, not by the objects' relationship to one another on the document. If you use the Move Back command, for example, and it does not produce the expected results, it is probably because the objects you are trying to affect were actually placed several levels apart from one another.

You can create complex overlays using these four commands, and easily experiment with different layout possibilities.

Note:

If you ever "lose" an object while using these commands, it's probably covered by a larger object in front. Select the larger object and use Send to Back to put it in the background; then the smaller object will appear again. The Hide Selection command can also help in this situation.

Locking objects (Object menu)

Locking an object's frame insures the object can't be moved or changed.

To lock an individual frame, select the frame and choose **Lock** from the Object menu.

To unlock an individual frame, select the frame and choose **Unlock** from the Object menu.

For a discussion of linking objects so you can lock more than one frame at a time, see the section on "Documents."

Graphics and alignment commands

Most of the frame alignment commands will have no visible effect on a graphic unless you assign it a new shape from the Shape menu. Only the Horizontal Stretch and Vertical Stretch commands will affect a graphic in a rectangle frame and shape. (The Center and Align commands from the Object menu, however, work on graphics just as they do on other objects.)

Using shapes (Shape menu and palette)

You can change the look of graphics in two main ways: by recoloring them and reshaping them.

The shape commands offer two sets of choices. One set gives you a choice of three basic frame shapes, while the other set contains choices which allow you to distort the contents of the frame.

The best way to see what these options do is simply to try them out.

So see for yourself: Select a graphic and preview various shapes, experiment with your own documents, and analyze the layouts in the Layout library. The advanced tutorial at the end of Chapter 6 in the Reference Guide also introduces you to some shape commands.

The real contents of objects and frames

To understand how the Effect and Color commands allow you to change and customize the look of objects, you must first understand how objects are constructed in Instant Artist.

Related Topics:

[Graphics](#)

Graphics

Graphics are made up of surfaces. A surface is an area of a graphic to which an artist applied colors or shades of gray when creating its finished appearance. A graphic can have up to 17 surfaces. The simpler the graphic, the fewer the surfaces. The minimum number of surfaces for a graphic is two. Basic shapes and symbols have a single surface if no effect has been applied.

When you customize the color of a graphic using the Customize command, the number of surfaces available to you depends on the number of surfaces in the artists' original graphic. When you change a color graphic to a standard color choice in order to customize it, that graphic may have fewer surfaces than the colored original.

Note:

The more complex a graphic, the longer its screen redraw time. If you are making extensive changes in a document that contains complex graphics, using one of the View commands will speed your way.

How effects change your objects

You can use all the effects discussed in this section on shapes, symbols, and fills as well as on text, but only the Flipped effect can be applied to non-symbol graphics.

In the Effect palette, Group A commands add areas to objects, or increase the number of faces or outlines. Group B effects both add areas and change object perspectives. In essence, Group B commands add shapes to some of the Group A effects.

Applying any of these effects increases the number of areas to which you can apply custom colors.

To apply an effect, select an object and choose one of the effect commands. Try out several effects and combinations of effects on the same object—you'll be surprised at the variety of results possible.

Note:

Three commands on the Effect palette appear only when text is selected: Multi-Color, Touching, and Blended.

Two commands, Balloon and Anchored Shadow, appear for all text, shapes, and symbols but are available for fills only from the Customize Effect dialog box.

Related Topics:

[Layers, shades, strata, and shadows](#)

[Increasing the number of faces in a block of text](#)

[Zooms, ladders, and other perspective effects](#)

[Increasing the number of outlines](#)

[Customizing effects](#)

Layers, shades, strata, and shadows

You can add four kinds of areas to objects: layers, shades, strata, and shadows. Layering and shading are both techniques for giving two-dimensional objects a three-dimensional appearance; strata only increase the number of colors present on an object's face. Shadows appear as shadows behind or in front of objects.

Layer commands copy the face of a selected object and overlap these faces one on top of the other. The face outlines of these layers are set to transparent, so only the original surface face is outlined. You can choose a 2-, 3-, or 7-layer object directly from the Effect palette. In addition, you can choose a 19-layer effect from the Customize Effect dialog box, which also allows you to change the orientation and depth (or thickness) of the object. You can assign each layer a different color using the colorsets or the Customize option from the Color menu, and you can color the outlines of the layers as well.

The Block command creates a shaded "block" that appears solid because the layers are stacked directly on top of one another. This gives the object a three-dimensional appearance. The 2-, 6-, and 18-Shade Block commands create a block background that has 2, 6, or 18 different shades of color. You can give each shade a different color using the Customize option from the Color menu. You can also change the orientation and depth of the block in the Customize Effect dialog box.

Strata commands create contiguous bands of color across the face of the object. The strata commands from the menu give you a choice of three strata orientations: Horizontal, Vertical, or Box.

Shadow commands insert a shadow (either anchored or floating) behind your object. An anchored shadow is attached to one edge of the object's face, while a floating shadow "floats" detached from the object's face. You can change the color of a shadow using the Customize option from the Color menu. You can also change the angle of the shadow and the number of shades it has by using the Customize Effect option. With 1- and 2-shade shadows, the color is applied to the face. For shadows with more shades, the color is applied to the shadow.

Increasing the number of faces in a block of text

Although every text block is entered in the default color cyan, Instant Artist enables you to apply one of up to eighteen different colors in sequence to each letter with its Multi-Color effect. When you apply this effect to a block of text, it gives each letter one of a sequence of up to six different colors (depending on the number of letters/digits in the text block). In essence, the Multi-Color effect increases the number of faces available for custom colorization from one to up to eighteen. (Options for 1, 2, and 18 colors are available in the Customize Effect dialog box. The default from the Effect menu is 6 colors.)

Zooms, ladders, and other perspective effects

Zoom effects make objects appear as if they are "zooming" into the foreground by adding perspective lines (segments) that recede from the object's face. The Zoom Vanishing command zooms from a single point in the background, while the other three zoom commands zoom up from a reduced image of the object's face. Up to eighteen segments can be used to create this zoom effect with choices available in the Customize Effect dialog box; each one can be assigned a different color using the Customize Color option.

The **vanishing, perspective, twist**, and **spiral options** are combined not only with zooms but also other effects. Each is a different way to create an impression of action and drama. Each adds shades or layers to your object that can be individually colored using the Customize Color option.

The **Ladder commands** make several layers of the object's face and connect them to that face with extended rods, just as the rungs of a ladder connect its sides. The Ladder Perspective command gives the object a receding perspective, while the Ladder Twist gives it a receding perspective with a twist. All seven layers are outlined. You can recolor the outlines along with the rungs using the Customize Color option, but only as a set; individual outlines or rungs cannot be colored separately. You can recolor each of the seven background layers individually. **Ladder Vanishing** and **Ladder Spiral** effects are available in the Customize Effect dialog box, as well as choices for 2, 3, 7, and 19 layers.

Increasing the number of outlines

The Multi-Outline, Touching, and Blended effects all increase the number of outlines around an object from one to seven. You can also increase the number of outlines around your object in a range anywhere from one to eight in the Customize Effect dialog box.

Note:

Touching and Blended effects can be applied only to text.

Customizing effects

The Customize option in the Effect menu and palette allows you to choose the orientation, depth, and number of areas of the selected object. The choices available to you depend on the effect you have applied to the object. If no effects have been applied when you choose the Customize option, the dialog box will show only the standard effects list. After you have chosen one of these standard effects, other variations will become available.

Each effect will preview above as you scroll through the various possibilities. To confirm your selections, click **OK** or press **ENTER**.

Using color

Instant Artist gives you three different ways to create in color:

1. Artist-colored layouts and graphics, ready to use as is
2. A Color menu and palette which allow you to apply standard preset colors to text and
3. A Customize option which allows you to apply colors of your own choice to text and graphics.

All layouts and graphics in Instant Artist have been created in monochrome, and some have been colored especially for color printing. However, all layouts and graphics can be colored using the choices on the Color menu or palette.

Graphics available in color are listed in boldface type in the graphics index in Instant imagination; monochrome graphics are listed in plain type. If you have a color system, all graphics available in color will automatically be inserted in color unless you choose the View Monochrome option from the Insert New Graphic dialog box.

The graphics available in color were been colored with special artists' colorsets. These colorsets appear on the middle portion of the Color menu. The number of colorsets available varies from graphic to graphic. For example, the paintbrush graphic has five colorset choices so you can choose one of four colors for the paint on the brush, or have no paint appear. You cannot customize artists' colorsets, although you can change any color graphic to a standard color choice and then customize the color. Graphics colored with artists' custom colorsets may lose some complexity of shading when converted to monochrome or standard color values, and this cannot be recaptured even if you recolor them with the Custom Color palette. You can always reapply the artists' colorset from the Color menu.

Related Topics:

[View Monochrome](#)

[Customizing color](#)

[Creating monochrome documents](#)

View Monochrome

Because certain colors translate to the same shade of gray when converted to monochrome, monochrome versions of all layouts and graphics exist in Instant Artist's libraries.

The View Monochrome option that appears in the Select New Document and Insert New Graphic dialog boxes allows you to open a color layout or place a color graphic in their monochrome versions. This enables you to create documents which will print better on monochrome printers than color layouts or graphics which have been converted to monochrome with choices from the Color menu.

Customizing color

The advantage of customizing colors over choosing standard colors from the Color menu or palette is that you can apply color separately to different areas of the object within the frame. This includes applying specific colors to the background of the frame and to the outlines of objects.

The Custom Color palette available in the Customize Color dialog box offers you 242 colors, including 15 shades of gray, 4 gray tones, black, white, and transparent. The transparent setting will erase any color, so objects or surfaces behind the transparent area will show through.

To customize color on a graphic:

1. Change the graphic colors to a standard color choice (if a color graphic is used).
2. Choose **Customize** from the Color menu. A dialog box appears with a custom color palette, a list of special commands you can apply to colors, and a color preview screen.
3. Change the colors of each surface of the object, one by one, using one of the following methods.
 - 3a. If you already know which area of your object you want to change, click its designation on the Surfaces list to select it, and then click the color you want to assign it. (Any grayed-out surfaces are not used in the graphic.) Then, click the next area you want to recolor, and repeat the above procedure. Do not press Enter until you have finished recoloring the entire object, as that would record your choices and return you to the Desktop. Using the Color Preview screen can help when you can't easily tell where an area listed on the Surfaces list appears on your object
 - 3b. To find out where an area is located on your object, double-click a surface name and watch the Color Preview screen. The color of that area will briefly flash a different color to indicate the area's location. Once you've located the area you want to recolor, click the new color on the Color palette. Double-click the Surfaces list again until you find the next area you want to recolor. Repeat the above procedure. Do not press **ENTER** until you have finished recoloring the entire object, as this would record your choices and return you to the Desktop.

Remember that a color graphic changed to a standard color choice from the Color palette in order to be customized may lose subtleties of shading.

Related Topics:

[Options](#)

[Effect palette choices and customizing color](#)

[Reverting to original artists' colors](#)

Options

In the upper left side of the Customize Color dialog box is a list of option buttons available to you for further customization.

The **Blend option** automatically generates a gradation of colors between the color in the Gray #1 surface and the color in the Gray #15 surface for graphics. For objects to which effects have been applied, the Blend option generates a gradation of colors between the first and last layers, shades, outlines, faces, or strata in the object. There must be a logical path between the chosen colors for the program to perform this function. If there is no path, the Blend button will be grayed out. The original white and original black surfaces in graphics are not affected by this option.

The **Reverse option** reverses the order in which colors are applied to the surfaces; for example, if the Surfaces list originally goes from yellow to violet, the reverse function will apply the colors in the opposite order—from violet to yellow. The function is useful for multi-layered and strata effects. The original black and original white surfaces in graphics are not affected by this option in the Customize Color dialog box, although they are affected if you choose this option from the Color menu.

The **Rotate option** rotates the colors through the surfaces a step at a time. Original white and original black are not included in the rotation.

The **Invert option** changes colors to their complements—that is, from white to black, blue to yellow, etc. Lighten lightens the colors currently in use in the object.

Monochrome translates colors in a graphic to their corresponding monochrome values. This is different from using the View Monochrome option in the Select New Graphic dialog box, which places the monochrome version of the graphic in your document.

Reverse and **Lighten** are also available in the Color menu and the Color palette.

Effect palette choices and customizing color

The number of areas you can color when you choose the Customize Color option depends on earlier changes you have made using Effects commands. The number of areas you can color in a graphic, however, is determined by the number of surfaces it contains and cannot be changed.

If you want to color a greater number of areas than appear in the dialog box, exit the Customize Color dialog box, apply the effect you want, and then return to the Customize Color dialog box.

For more information on these topics, read the sections above on how effects change objects.

Reverting to original artists' colors

If you are not satisfied with the look of your graphic after assigning your own colors, you can revert to the artists' colorsets by choosing whichever Preset artists' colorset is listed on the Color menu.

Creating monochrome documents

If you have a monochrome printer, you can easily create documents in monochrome by choosing the View Monochrome command in the Select New Document or Insert New Graphic dialog boxes. Many color layouts and graphics print better on a monochrome printer if created with this setting rather than color graphics converted to monochrome values. And while the Custom Color palette offers a range of grays, white, and black as color options, many color printers do not print true black and may not render grays as well as monochrome printers do. See the section on "Printing," for more information about true black and the color printing process.

All color options remain available when the View Monochrome option has been selected. You can still color monochrome graphics and place graphics in color (the View Monochrome command must be selected for each new graphic placed). Text will be placed in color, but can be changed to one of the monochrome options on the Color menu.

Document templates

While every project has unique elements, every document type also presents design problems that repeat from project to project. For example, business cards present the challenge of how to fit a lot of information in a small space. Banners require you to catch a viewer's eye at a distance. Letterheads often must integrate a logo or other graphic at a size that doesn't detract from the body of a letter, but still conveys the company's image effectively. Greeting cards need to smoothly integrate the message text with graphics. Templates present conventional solutions to the recurrent design problems of a given document type.

A template is a design guide for creating your own document. It's already formatted, with empty "Guideframes" sized and placed so you can quickly create a well-designed document. The empty rectangles represent text blocks; the rectangles crosscut with an "X" represent graphics.

Related Topics:

[Why use templates?](#)

[Opening and using a template](#)

Why use templates?

If you have never designed a document before, using templates can be a quick way to learn some of the basics of good design. Looking at the relative placement and sizing of text and graphics Guideframes can start you thinking about what makes good layouts. Placing the same elements in different templates can quickly demonstrate what a difference layout makes to the overall look and impact of a document. For example, look at the two business cards in Figures 7.2 and 7.3. They both use the same text and graphic, but Card 1 was made with the Solo Graphic w/Text template, while Card 2 was made with the Text w/Graphics, Wide template. Nothing has been moved or resized.

The templates included in each document type vary a great deal, and it's a good idea to look through them all to become familiar with them. The descriptive names are just that—a "corporate" template may be just the thing for your personal business card. The names are meant only to suggest the most likely use for the template.

Opening and using a template

You open a template in the same way you open a layout or a blank: Select the desired template, and double-click it or press **ENTER**. If you double-click a graphics Guideframe, the Graphics library will open; if you double-click a text Guideframe, the Change Text dialog box will open.

If you enter text and graphics in this way, anything you insert will automatically be sized to fit into the Guideframe. This is the great advantage to using templates—you don't have to reposition and resize your objects.

Note:

If you place objects using the Insert menu, they will not be inserted into the Guideframes. They will be inserted in the default position, horizontally and vertically centered on your screen, and at the default size.

You are not bound by the layout given to you in a template; the text and graphics blocks defined for you are merely guides. You can delete the empty Guideframes just as you delete any object, and you can move and resize inserted text blocks and graphics in any way.

While a template is a useful guide when you begin designing a document, it may turn out to be inappropriate for your particular project. Maybe you need to include more text than really looks good with that layout. Maybe you want the graphic to be in the lower corner and not the upper corner. Templates are not meant to be rigid guides. Only you know what your document needs to communicate your message, and who its audience will be. Only you can determine when your document looks right for the job.

Using view commands (View menu)

View commands do just what their name suggests: they change your view of the document on your screen. It's like having a microscope in your computer that allows you to see a document at various distances. Just as a blood cell doesn't change size as a scientist adjusts the microscope, your document remains the same size as you zoom in and out with View commands.

There are four major situations in which you would want to use View commands:

Working with small graphics or text blocks. Close views (Zoom In and Zoom On Selection) enable you to position and size your objects more precisely.

Working on document layout and design. Distant views (Zoom Out, Zoom 100% for smaller documents, and Fit to Screen) enable you to better evaluate spatial relations between objects, and the overall shape of the design.

Working with frames that travel off the page of your document. Distant views (Zoom Out) enable you to spot and grab frame handles more easily.

Working with very large documents such as banners or multi-page signs. Closer views (Zoom 100% and Zoom In) allow you to see better how objects will actually look printed on the page.

Related Topics:

[Viewing choices](#)

[Moving your document on the Desktop](#)

[Snap to Grid for precision placement \(View menu\)](#)

[Wireframe Preview \(View menu\)](#)

[Hiding selections \(View menu\)](#)

Viewing choices

The following commands are all on the **View menu**:

Fit in Window (CTRL + W)

Zoom 100% (CTRL + 1)

Zoom In (CTRL + GREY +)

Zoom Out (CTRL + GREY -)

Zoom On Selection (active frame(s))(CTRL + U)

Fit in Window is the default view in Instant Artist, but you can choose to work with any view you like. Zoom In and Zoom Out change the magnification in increments of approximately 15% of the current view.

There is also a way to zoom to the position of the mouse cursor on your document. To do this, hold down **CTRL** while double-clicking the area you want to zoom in on. You can repeat this as many times as is needed to get the view you want.

Related Topics:

[Using close views to insert small objects](#)

Using close views to insert small objects

Unless you are using template guide frames, Instant Artist always inserts graphics and text at the same default size relative to your screen. However, if you zoom in on your document and then insert the objects, this will make inserted text and graphics smaller relative to your document. You might find using close views in this way faster and more precise than using frame functions when you want to insert type in a small point size, or want to shrink a graphic.

Note:

Zooming out from the Fit in Window view will not increase the size of inserted objects relative to your document. The default insertion size at Fit in Window view (CTRL + W) is the largest insertion size of objects in Instant Artist (with the exception of Backgrounds and Borders placed from the Object menu).

Moving your document on the Desktop

You can move your document around on the Desktop—up and down, and side to side—by using the scroll bars at the right and bottom edges of the window. This is especially useful when you're working at close view, and want to see another portion of your document without zooming out and zooming in again. You can move your document in this way regardless of the view you're currently using.

This is like panning with a video camera across a landscape; the magnification stays the same, but the piece of the whole that you see changes.

Snap to Grid for precision placement (View menu)

Imagine that the background of your document is a piece of graph paper, and all your text and graphics are positioned on top of that paper. Normally within Instant Artist, you can slide your objects around as freely as you want, just as if you were sliding them around on top of a piece of paper. However, when you turn on Snap to Grid, the movements of your objects are constrained by 1/8" increments on an invisible grid. It's just as if you were aligning objects in your document with the grid lines of graph paper, and were only sliding a frame from one blue line to another. The objects appear to "snap" into place along the lines of the grid.

Snap to Grid allows you to align two or more frames more precisely than if you placed them freehand. It's especially useful when you have a number of frames you want aligned on the same margin.

Snap to Grid is a toggle, and can be turned on and off as needed while you work on your document. To turn it on and off, choose the command in the View menu.

Wireframe Preview (View menu)

The Wireframe Preview command, also a toggle on the View menu, shows all of your objects except the currently active frame(s) as outlined frames only. These "wireframes" look the same on your screen as the blank Guideframes in templates.

As you begin to create more complicated graphics with many layers and elements, you'll soon see one of the uses of this command: It significantly speeds up the operation of the program, because redrawing the items on the screen takes less time as you make changes. This is particularly useful if you are working with more than a paragraph of text, or with complicated graphics.

Working with Wireframe Preview turned on also allows you to concentrate on the look and placement of the particular frame you are working on, without being distracted by other elements of your document. And sometimes you can better see the relationship of your active frame to the other objects when they are reduced to abstract forms.

Using Wireframe Preview is also one of the ways (discussed in detail in the section below) to work more easily with small or hard-to-grab frames.

When Wireframe Preview is turned on, you can still tell the difference between text blocks and graphics because, just as with the templates, text wireframes are empty rectangles while graphics wireframes are marked with a diagonal criss-cross. You move between frames in the usual way, clicking or pressing **TAB** to activate a new frame.

It's easy to turn Wireframe Preview on and off as you are working: Simply choose it from the View menu.

Hiding selections (View menu)

If Wireframe Preview isn't enough, you can completely hide objects with the Hide Selection command. This makes it easier to work with many overlapping objects by concealing the objects you don't need to see or work on at the moment. Hiding will also speed the screen redraw time. A hidden object is not visible on the screen in any way (not even an outline), but it is still included in your document.

To hide a selection, choose **Hide Selection** from the View menu. You can hide as many selections as you want at a time. Hidden selections cannot be deleted or changed in any way, so hiding objects can be a good way to prevent accidents.

To reveal a hidden object (or objects) again, choose **Show All** from the View menu. As the name suggests, Show All reveals all hidden objects at once. Hidden objects cannot be selectively revealed.

Note: Unlike Locked objects, objects that are hidden when you save and exit a document will not be hidden when you reopen the document.

Working with overlapping frames

Sometimes your document will contain a number of overlapping elements.

If you are having trouble grabbing and manipulating the frame of a small object that falls in the field of a larger one, using Wireframe Preview might be a good solution. The frame handles are unavailable for all except the currently active frame, so you can't accidentally grab the wrong frame handles.

Another way of ensuring that you grab the right frame, once one frame on the document is active, is to press **TAB** until the frame you want to work on is activated. Then hold down **CTRL** while manipulating the frame with the mouse. As long as you continue to press **CTRL**, focus will remain on the active frame.

If your object is either very small or very large, using the appropriate View commands might make working with its frame easier. See the section on View commands above for more information.

Linking and group functions

Sometimes you want to work on more than one object at once. You may want to resize everything to better fit your page, or you may want to tilt or rotate two separate text blocks. Or perhaps you have positioned a fill as a background for a graphic, and you want to lock them together to ensure they stay in place and in the same relation to one another. Instant Artist allows you to select and affect more than one frame at a time.

Linking frames allows you to perform the same command simultaneously on separate frames. The frames are still treated as separate objects rather than as a group; that is, each frame still rotates, skews, and resizes around its own center, not the center of the group of linked frames.

Grouping frames goes one step further; the center of the group of linked frames becomes the center. This allows you to resize and rotate groups of objects while maintaining their relationship with one another.

The best way to understand the difference between these functions is to link a few frames and try some commands. If you rotate or skew linked frames, you can see clearly how each frame is affected separately. To see the difference between linked resizing and grouped resizing, you might want to insert two objects and duplicate each of them. Then, link each set of two. Resize one using the frame functions, and resize the other using the group function. Try this with rotating also to see the difference.

Related Topics:

[Linking frames](#)

[Unlinking frames](#)

[Group resizing](#)

[Group rotating](#)

Linking frames

There are a number of ways to link frames in Instant Artist:

1. Choose one of the four Select All commands from the Edit menu.
2. Click each object you want to select with the center mouse button on the frames(s) you want to link.
3. Press **SHIFT** while you click each object you want to select with the center button of a three-button mouse.

Draw a box around them ("marquee-select" them). Imagine the size of a box that would include all the objects. Position the pointer at one of the corners of this box and press the left mouse button while dragging the pointer diagonally across the screen. Drag until you have included all the items in the box. The box needs to be large enough to encompass every part of each frame you want to link. Once you see that the box is big enough, release the mouse button. The box will disappear, and in its place, you will see outlined frames on the screen.

Note: The starting point for marquee-selection must be outside of any object's frame. If you have a background in place in your document, you may have to zoom out and start your marquee-selection on the Desktop.

Whichever method you use, the result will be the same: Every command that you initiate will affect all the linked frames (until you unlink them).

Note: Only one frame will have visible handles when you link frames. This frame's center will be the default center for performing linked actions. Group actions are performed around the calculated center of the group.

Related Topics:

[Commands you can apply to linked frames](#)

Commands you can apply to linked frames

The range of commands you can apply to linked frames depends on the contents of the frames. If your linked frames contain only text blocks, all commands and options available for a single text block may be used. If you have graphics in any of your linked frames, only the commands and options available for graphics will be available for the objects in your linked frames. The following commands are those that are generally available for linked frames containing at least one graphic:

1. Moving; you can move all linked frames by dragging them with the mouse or using the arrow keys.
2. Lock and Unlock
3. Flipped
4. Most of the Alignment menu commands

Warning: Delete also works with linked frames. Make sure to save your document before linking to prevent unhappy accidents. While the Undo command will work if Delete was the last command you entered, saving your document is always the best way to prevent losing your work.

Unlinking frames

To unlink all the frames at once, simply click once anywhere in your document (except within a frame) or on the Desktop.

Linking is a toggle, so to unlink frames selectively, use the same methods you used to link them:

Press **SHIFT** while you click once with the **left** mouse button on the frames(s) you want to unlink.

Click the frame(s) you want to unlink with the center button of a three-button mouse.

Group resizing

To resize all the frames in a group at the same time, press **CTRL** while simultaneously using **LEFT ARROW** (to shrink) or **RIGHT ARROW** (to enlarge).

Group resizing will maintain the same relative spacing between objects.

Group rotating

To rotate all the frames in a group of objects around a group center, hold the **CTRL** key while using **PAGE UP** (counterclockwise) or **PAGE DOWN** (clockwise). Unlike linked rotating, group rotating maintains the objects' relationship to one another.

Moving elements between documents

While Instant Artist does not allow you to work on more than one document at a time, you can use the Clipboard and one set of Edit commands to move and copy elements of one document to another. This enables you to create matching documents easily. For example, you could create a matching letterhead and envelope set by copying and pasting a customized graphic from a newly created letterhead onto a blank envelope.

To copy an object or linked set of objects from one document to another:

1. Select or link the objects to be copied.
2. Choose **Copy** from the Edit menu or press **CTRL + C**.
Your screen will not look any different, as the copy has been placed on the Clipboard.
3. Open the document into which the copy will be pasted. Depending on the type of document you want to create, this may require returning to the Select Document Type dialog box, choosing a new document type, and then opening a document.
4. Choose **Paste** from the Edit menu or press **CTRL + V**.
5. Position the pasting cursor where you want to place the copied objects and click once with the left mouse button.

The copied object(s) should now appear. You have completed the copy and paste. If the pasted object is not exactly where you want it in the new document, move it there as you would any other object.

Since the copied object(s) are still on the Clipboard, you can paste them into other documents as well. Just open the new document and choose Paste again.

You can cut an object from one document and paste it into another by following the same procedures, substituting the Cut command for the Copy command. Remember, however, if you save the first document after cutting an object from it, the object is gone from that document.

If you want a copied or cut object to be pasted into a frame that you have selected in a document, use the Paste Into command. The newly inserted object will replace the current object in the frame. You can undo this command with the Undo command.

Note:

You can also use the Cut, Copy, Paste, and Paste Into commands within one document. They are different from the Duplicate and Complement commands, which do not place copies on the Clipboard and so cannot be used to copy to other documents.

Importing from other programs

Because the Cut and Paste functions are standard in Windows, they may also be used to import graphics and text from other Windows applications. This enables you to create vector-based graphics in other programs, cut them to the Clipboard, and paste them into Instant Artist documents. Vector graphics will be affected in the same ways Instant Artist's graphics are: you will be able to reshape, resize, and rotate them. Raster or bitmap graphics may not be imported into Instant Artist.

Exporting to other programs

The Export command, from the File menu (CTRL + E) creates files which can be imported into many different software programs. This command might be used, for example, if you had a graphic you wished to use in a newsletter or other document created in a desktop publishing or word-processing program.

You can export files in the following formats:

.TIF	TIFF
.BMP	bitmap
.EPS	Encapsulated Postscript
.WMF	Windows Metafile
.GFX	Instant Artist Native format .

Notes on document types

Signs

Banners

Greeting cards

Business cards

Letterheads

Envelopes

Postcards

Signs

You can choose a number of blanks and templates set to a default size of two pages. If you later decide to reduce the size of your sign, you can always adjust the actual image size sent to the printer, and thus the number of pages your document fills, by using the Percent (of original) Size command in the Print dialog box. For instructions on how to change the image size, see Chapter 8 of the Reference Guide.

Banners

There is one banner-specific menu command: Change banner length... on the Edit menu. If you initiate this command, a dialog box will open that tells you the length (in inches) of your current banner and allows you to change that length by increments of one inch. Maximum size is 127".

Instant Artist assumes that you want banners to be large, and so all layouts you choose open at a default size larger than one page. As always, you can change the page size of your document by specifying the image size you want sent to the printer using the Percent Size command.

If your printer uses cut sheets of paper, you will need to tape together banners that are longer than one page.

Greeting cards

When you choose Greeting Card as a new document type, you are presented with a dialog box which does not appear for any of the other document types. It offers you four styles of card, each with a different fold pattern. You must choose a card style before the Select New Greeting Card dialog box opens.

The preview screen in the Select New or Open Greeting Card dialog boxes has list box which allows you to see all the sides of the previewing document. Choose the appropriate face setting to change the face that is currently previewing.

Once you are working in the greeting card Workspace, you can change your mind about the type of greeting card fold you want without exiting this Workspace. Choose the **Change Card Fold...** command at the bottom of the Edit menu, and you will be prompted to choose a new fold pattern.

If you have any objects placed on your document, you will be limited in your choice of fold patterns. If you started with a tall card, you will be limited to tall cards; if you began with a wide card, you will only be able to choose from the wide fold orientations.

Another special command on the Edit menu is the Change Face... command, which returns you to the Layout Preview screen and allows you to replace the layout currently placed on the face of your card.

Each greeting card orientation has a different layout library, because some layouts are designed to fit in one direction or the other. Some layouts not available as "New" cards can be found in this manner.

The other special commands added to the greeting card Workspace are all contained at the bottom of the View menu. Here you can choose which of the four parts of the card you want to see on the Desktop:

The front cover, each of the inside pages, or the back cover. Greeting cards always open with the front cover on view.

Business cards

When you print a business card, Instant Artist will place as many copies of the card on one sheet as will fit, at an image size as close to 100% as your printer will receive.

How many copies Instant Artist will be able to fit on a page depends on:

1. The type of printer you have and the image size it will receive
2. The default paper size you have chosen

If you have set a different printing image size, this will override the Instant Artist default, and will determine the number of cards that fit on one page.

Each page of cards will print with crop marks to indicate where the paper should be cut to make properly sized cards.

Letterheads

Some printers force a print image size of less than 100%, and so will not print your letterhead on the far edges of the page.

Envelopes

If you have configured your printer properly, Instant Artist will automatically position the image sent to the printer in the correct way for your machine. You have a choice of creating and printing standard or business envelopes; how each size feeds will depend on your particular printer. You can tell by looking at the orientation of your document on the Print Preview screen how you will need to feed the envelope into the printer.

Postcards

As with greeting cards, the preview screen in the Select New and Open Postcards dialog boxes has a list box which allows you to view the two different sides of the currently previewing document. A single click changes the side showing in the preview screen.

There are three postcard-specific menu commands: Change Face... on the Edit menu; and Front and Back on the View menu. Change Face... allows you to replace the current face layout. You can undo this command. The Front and Back commands allow you to move between the front and back of the postcard. Two full copies of the postcard usually fit on one 8.5" x 11" sheet of paper. If you would like to print out four images of a front instead of two fronts and two backs, design the front as you would like it, link all the frames, and copy the entire front. Then choose the **Back** command from the View menu and press **CTRL + V** to paste a copy of the front image onto the back.

Postcards, like business cards, are printed to fit as many copies of the card on one sheet as is possible with your particular printer.

How many copies Instant Artist will be able to fit on one page depends on:

1. The type of printer you have and the image size it will receive
2. The default paper size you have chosen

If you have set a different printing image size, this will override the Instant Artist default and will determine the number of cards that fit on one page.

The front and back of the postcard will both print face up as two complementary sides, ready to be folded to make one postcard of the chosen size after cutting and cropping. Each page of cards will print with crop marks to indicate where the paper should be cut to make a properly sized card.

The Print dialog box and printer settings

When you choose the **Print** command, the Print Control Panel/Preview dialog box opens. The document you've selected to print will preview oriented just as it will appear printed on the page. If the document will print on more than one page, this will be indicated by lines across the document image.

Note:

If you have a color monitor but are printing on a monochrome printer, the image in the Print Preview screen will appear in color, even though it will be printed in monochrome.

To print the document as it appears, all you need to do is to click **OK** or press **ENTER**. However, you may want to change some of your printing settings before printing your document. The sections below discuss each of the Print dialog box commands that allow you to alter your printer settings.

Setting Printing Options

These commands allow you to select which pages of a multi-page document will print and the number of copies to be printed. There is also a special command, Mirror Image, that will create a mirror image of your original document for printing.

The default settings are for one copy of all pages to print.

To change the pages to be printed from All to a specified set:

1. Click the radio button **Selection**.
2. In the preview screen, click the page you want to print.
 - 2a. If you want to print a series of pages, hold **SHIFT** while clicking the first and last pages of the series of pages with the left mouse button, or click the first and last pages with the center button of a three-button mouse.
 - 2b. If you want to print selected pages that are not in a series, hold the **CTRL** and **SHIFT** keys while clicking each page you want to print with the left mouse button, or hold the **CTRL** key while clicking each page you want to print with the center button of a three-button mouse.

To change the number of copies printed:

1. Click the entry box next to **Copies**.
2. Type the number of copies you want to print.

To choose the Mirror Image command:

1. Click the checkbox next to the command. To turn it off, click the checkbox next to the command again.

The mirror image will preview on the preview screen of the Print dialog box.

Choosing the Mirror Image command does not affect your saved document; it only alters the image as it will print for this particular printing. The command is automatically turned off again once you leave the Print dialog box.

Printer Setup

Instant Artist prints automatically to your Windows default printer, which will be listed in the upper left corner of the Printer Control Panel/Preview dialog box. You can change printers by clicking the Setup button in the command line to open the Print Setup dialog box. The drop-down list of printers will show all of the printers to which you are currently connected through Windows. To choose one of these printers, highlight its name in the list and click **OK**.

The Print Setup box also allows you to change page orientation (portrait or landscape), and paper size and source. The options available depend on the printer you have selected.

The Options button in the Print Setup dialog box command line allows you to access the more detailed print options available in Windows, such as resolution, print darkness or intensity, and color. For more information, see your Windows documentation or the documentation for the specific printer you have selected.

Note:

To change the port to which your printer is connected, it will be necessary to exit Instant Artist and open Windows Print Manager. You can then choose **Printer Setup...** from the Options menu to change printer ports. See your Windows documentation for more information.

Percent Size

The Percent Size command allows you to change the size of your printed document, no matter what the original size of the layout, template, or blank. This command affects only the size of the image Instant Artist sends to the printer. It does not change either the size of the original document as it is saved or any of your printer settings.

Size is expressed as a percentage, where 100% is the full size of the original document. For example, if you chose a two-page sign template, your original is a two-page document when at 100% image size; at 50% it would print on one page. If you created a business card, your original may be a single-page document containing eight or ten copies of the business card when at 100% image size.

To change document size:

1. Click the **UP ARROW** or **DOWN ARROW** next to the box showing **Percent** (of Document) **Size** in the Printer Settings list. The percentage of image size will change in preset increments, depending on the type of document and the size of the original, or you can type in the desired percentage.

The size of the document as it will appear printed previews on the right, and is noted in the height and width boxes above the setting box.

You can also set your image to print at a particular height or width by highlighting the dimension you wish to change and typing in the desired dimension. The other dimension will change automatically to keep the document proportional.

Creating a print file with Instant Artist

To create a print file in Instant Artist, you must have the driver for the specific printer loaded in Windows. This may be done either in the Printers option in the Control panel or by using the Printer Setup command in Windows Print Manager.

To create a print file (for Windows 3.1 users):

1. In Windows Print Manager, open the Options menu and choose Printer Setup. You may also open the Printers dialog box in Windows Control Panel. If you do not already have the driver loaded for the specific printer to which you wish to print, do so now.
2. Once the driver has been loaded, click the Connect button.
3. In the Ports list, scroll until **FILE** is highlighted. Click **OK**.
4. Click **Close**.
5. Exit Print Manager or Control Panel.
6. If you now open a document in Instant Artist and go to print, you will find that the printer output in the upper left corner of the Print Control Panel will show the printer outputting to FILE. Click **OK** to print as usual.
7. Instant Artist will ask you for an Output File Name for your print file. Type in a filename and click **OK**.

Warning: *Do not assign your document's complete DOS filename, including the three-letter extension, to your print file; this will corrupt your document file. You can assign the same eight-character DOS name if you assign an extension that is not one of Instant Artist's default file extensions. While .PRN is a standard file extension for a print file, you may want to assign another extension.*

Instant Artist will begin printing. Rather than printing to a machine, however, the program will create a print file with the assigned name in the same directory your documents are saved in.

If you want to copy the print files to a diskette, use the change directories in the Print dialog box.

Note:

If you are using Windows 3.0, printing to a file is a complex task. Information on creating a print file can be found in the WIN.INI file, or in the Windows 3.0 documentation. Any questions regarding creating a print file in Windows 3.0 should be directed to Microsoft's Technical Support department.

File Menu

Create a new document
Open an existing file
Select document type
Save to a disk file
Save to a different file name
Delete a file
Revert to last saved version of document
Print the current document
Change the printer settings
Import a graphic
Export document to alternate format
Setup file paths
Exit the application

Create a new document

FILE MENU - NEW ...

The New command returns you to the Select New... dialog box for the current document type. From there you can start a new document using a Blank, a Template, or one of the pre-designed Layouts included with Instant Artist.

Click to select a blank, template, or layout, and then click **OK** or press **ENTER** to open the document onto the Desktop.

Open an existing file

FILE MENU - OPEN

This command lets you open your saved files in the current document type. Saved documents will be listed in the Open File dialog box and will preview just as Instant Artist's own layouts do. Click to select the document you wish to open, and then click **OK** or press **ENTER** to open the document onto the Desktop.

Select document type

FILE MENU - SELECT DOCUMENT TYPE

This command returns you to the Select Document Type dialog box, from which you can open a new or saved document in any of the program's eight document types. Click the button for the desired document type, and then click **New** or **Open** to enter the Select New Document or Open File dialog box.

Save to a disk file

FILE MENU - SAVE

This command saves changes to an already named document under the existing descriptive name and filename. If you execute this command on a new document, it will open the Save As dialog box, which prompts for a descriptive name and filename under which to save the new document.

Save to a different file name

FILE MENU - SAVE AS

The command opens the Save As dialog box, where you can change the descriptive name and/or filename of an already saved document, or assign names to a new document in order to save it.

Delete a file

FILE MENU - DELETE FILES

Use this command to open the Delete Files dialog box. This enables you to delete any of your saved documents from within the program. The Delete Files dialog box will automatically open with any saved files in the current document type listed. To delete documents of another document type, choose that type from the List of Files by Type to bring up the list of saved documents in that document type.

Revert to last saved version of document

FILE MENU - REVERT

Revert returns you to the last saved version of your current document, deleting any changes made to that document since the last time it was saved.

Use this command **only** if you don't wish to keep any changes made since your most recent save.

Print the current document

FILE MENU - PRINT

The Print command opens the Print Control Panel/Preview dialog box, where you can print the document as it appears in the preview screen by clicking **OK** or pressing **ENTER**, or change a number of printing settings before printing your document.

You can also access the Print Setup dialog box from the Print Control Panel, as well as from the menu.

Change the printer settings

FILE MENU - PRINT SETUP

Places you directly in the Print Setup dialog box, where you can change printers, paper orientation, and paper size and source before printing your document. The Options command button allows you to access the more detailed print options available in Windows, such as resolution, print darkness or intensity, and color.

Import a graphic

FILE MENU - IMPORT

This command enables you to import graphics in the Windows Metafile format into an Instant Artist document. Imported graphics may be resized, skewed, rotated, and colored (with limitations) in much the same way as Instant Artist's own graphics can. Choosing the Import command places you in the Import Graphic dialog box, where you can access the directories in which your Windows Metafiles are stored.

Export document to alternate format

FILE MENU - EXPORT

Use this command to export Instant Artist graphics in one of four different formats: TIFF (.tif), bitmap (.bmp), Encapsulated PostScript (.eps), or Windows Metafile (.wmf). These may then be used in other applications which accept the chosen format.

Setup file paths

FILE MENU - SET DIRECTORIES

The Set Directories command brings up the Set Directories dialog box, where you tell Instant Artist where to search for the program's graphics, layouts, and fonts, and your PostScript fonts, and where to store your saved documents.

Exit the application

FILE MENU - EXIT

Use the Exit command to quit Instant Artist. If you have made changes to your current document without saving, Instant Artist gives you the option of saving your changes before it returns you to Windows Program Manager.

Edit Menu

Undo and Redo
Cut current selection to Clipboard
Copy current selection to Clipboard
Paste current contents of Clipboard to document
Remove current selection
Paste current contents of Clipboard into selection
Duplicate current selection
Create a complementary object
Edit the current selection
Select options from the Edit Menu
Change greeting card/post card face
Change greeting card fold
Change banner length

Undo and Redo

EDIT MENU - UNDO / REDO

Undo reverses the last move, edit, or command. **Redo** recovers from a previous undo by restoring your work to the state it was in prior to issuing the undo. Redo only appears on the menu if an Undo was the last action performed.

Cut current selection to Clipboard

EDIT MENU - CUT

Cut removes the currently selected object from a document and places it on the Clipboard. It may then be pasted into another Instant Artist document, or into a document in another Windows application.

Copy current selection to Clipboard

EDIT MENU - COPY

Copy makes a copy of the currently selected object and places it on the Clipboard. The copy may then be pasted into another Instant Artist document, or into a document in another Windows application.

Paste current contents of Clipboard to document

EDIT MENU - PASTE

Paste places the current contents of the Clipboard into the current document. Objects from the Clipboard that can be pasted into Instant Artist include anything from within Instant Artist and text and vector-based graphics from any other Windows application.

Remove current selection

EDIT MENU - DELETE

Delete removes the currently selected object(s) from the current document.

Paste current contents of Clipboard into selection

EDIT MENU - PASTE INTO

Use the Paste Into command to paste an item from the Clipboard into the frame occupied by another object.

Duplicate current selection

EDIT MENU - DUPLICATE

Duplicate makes a copy of a selected object and places it on the current document just below the original.

Create a complementary object

EDIT MENU - COMPLEMENT

Complement makes a copy of a selected object and complements whatever shape, arc orientation, or rotation has been applied to the object, and places the copy on the current document so that it forms a complete figure, like a circle or a square, with the original. If no shape, arc, or rotation has been applied to the original, the Complement command places the copy on the document below the original.

Edit the current selection

EDIT MENU - EDIT

The Edit command places you in the Change Text dialog box if the currently selected object is a text block, or in the Select Graphic dialog box if the currently selected object is a graphic.

Select options from the Edit Menu

Text to explain the side pull-down menu for **select**.

Related Topics:

[Select all objects](#)

[Select all text objects](#)

[Select all graphics objects](#)

[Select all fill objects](#)

Select all objects

EDIT MENU - SELECT ALL

Select All selects all the objects on the current document and makes them available for changes.

Select all text objects

EDIT MENU - SELECT TEXT

Select Text selects all the text objects on the current document and makes them available for changes.
Any changes made will be applied to all the text on the document.

Select all graphics objects

EDIT MENU - SELECT GRAPHICS

Select Graphics selects all the graphics on the current document and makes them available for change.

Select all fill objects

EDIT MENU - SELECT FILLS

Select Fills selects all the fills placed on the current document and makes them available for change.

Change greeting card/post card face

EDIT MENU - CHANGE CARD FACE

This command returns you to the Layout Preview dialog box and allows you to replace the layout currently placed on the face of your card. Because some layouts are designed to fit either the tall or wide orientations of the card, each orientation has a different layout library. Some layouts not available as "New" cards can be found using this command.

Change greeting card fold

EDIT MENU - CHANGE CARD FOLD

This command allows you to change the fold of the greeting card you are currently working with without having to exit the Workspace. If you have not yet placed anything on your greeting card, you will be able to change both the orientation of the card (tall or wide) and the type of opening (side or top). If you have already placed objects on your document, your choice will be limited to the type of opening.

Change banner length

EDIT MENU - CHANGE BANNER LENGTH

This command allows you to change the length of a banner by one-inch increments. Maximum banner length is 127 inches.

View Menu

Adjust document size to fill window
Zoom to actual size
Zoom in on the document
Zoom out from the document
Zoom in on a selection
Hide the current selection
Display all hidden objects
Display all but current selection as wireframe
Turn on Grid Snap
Resize Around Center
Toggle display of Button Bar - ON/OFF
Toggle display of Status Bar - ON/OFF
Save the current palette locations
Return all palettes to their default positions
Direct the Instant Artist screen to redraw itself
Choose Monochrome Defaults
View Front
View Inside Left/Top
View Inside Right/Bottom
View Back

Adjust document size to fill window

VIEW MENU - FIT IN WINDOW

Fit in Window adjusts the document size so that the document fills, as much as possible, the Desktop. The percentage size of the document at Fit in Window view depends upon its actual size and the screen resolution.

Zoom to actual size

VIEW MENU - ZOOM 100%

Zoom 100% lets you view the document at the actual (default) size it will be printed.

Zoom in on the document

VIEW MENU - ZOOM IN

Zoom In magnifies the document in increments of approximately 15% of current size.

Zoom out from the document

VIEW MENU - ZOOM OUT

Zoom Out zooms out from the document in increments of approximately 15% of current size.

Zoom in on a selection

VIEW MENU - ZOOM ON SELECTION

Zoom On Selection zooms to the currently selected object on the document.

Hide the current selection

VIEW MENU - **HIDE SELECTION**

Hide Selection conceals the currently selected object from view, making it unavailable for editing as well as invisible. Hide Selection does not change the hidden object's relationship with other objects on the document.

Display all hidden objects

VIEW MENU - SHOW ALL

Show All displays all hidden objects.

Display all but current selection as wireframe

VIEW MENU - WIREFRAME PREVIEW

Wireframe Preview shows all objects except the currently selected object as outlined frames only. Text wireframes are empty frames, while graphics wireframes are crossed. Choose this command to toggle Wireframe Preview on and off.

Turn on Grid Snap

VIEW MENU - SNAP TO GRID

Snap to Grid restricts the movement of objects to 1/8" increments on an invisible grid. Choose this command to toggle Snap to Grid on and off.

Resize Around Center

VIEW MENU - RESIZE AROUND CENTER

This command allows you to change the way in which objects are resized—from resizing around the opposite handle to resizing around the center, or vice versa. When you resize around the opposite handle, the handle opposite the one you are using for resizing remains anchored. When you resize around the center, the center handle remains anchored while the sides of the object frame are affected by the resizing. The command toggles between these two options.

Toggle display of Button Bar - ON/OFF

VIEW MENU - BUTTON BAR

The Button Bar command allows you to display or hide the Toolbar at the top of the Desktop. Turning the Toolbar off increases the usable workspace in the Desktop.

Toggle display of Status Bar - ON/OFF

VIEW MENU - STATUS BAR

The Status Bar command allows you to display or hide the Status Bar at the bottom of the Desktop. Turning the Status Bar off increases the usable workspace in the Desktop.

Save the current palette locations

VIEW MENU - SAVE PALETTE PLACEMENTS

The Save Palette Placements command lets you save your palette placements between sessions. When this toggle is turned on, the palettes will remain where you place them on the Desktop when you exit Instant Artist, and be there when you start the program again. When this toggle is turned off, the palettes return to their places under the Toolbar when you exit Instant Artist.

Return all palettes to their default positions

VIEW MENU - RESET PALETTES

The Reset Palettes command returns all palettes that have been moved on the Desktop to their default positions under the Toolbar.

Direct the Instant Artist screen to redraw itself

VIEW MENU - REDRAW NOW

Redraw Now causes Instant Artist to redraw everything currently placed on your document.

Choose Monochrome Defaults

VIEW MENU - MONOCHROME DEFAULTS
--

Choosing this option prior to opening a document will cause the document to display as it would probably appear if printed to a monochrome printer. Also, with this option active, any text, fills, layouts, or graphics that are placed will appear in monochrome. This option will not affect anything already placed on the screen. You can, however, save your existing work and open it again after choosing monochrome defaults to facilitate that function.

View Front

VIEW MENU - FRONT

This command lets you work on the front face of a greeting card or postcard.

View Inside Left/Top

VIEW MENU - INSIDE LEFT/TOP

This command lets you work on the inside left or top face of a greeting card.

View Inside Right/Bottom

VIEW MENU - INSIDE RIGHT/BOTTOM
--

This command lets you work on the inside right or bottom face of a greeting card.

View Back

VIEW MENU - BACK

This command lets you work on the back face of a greeting card or postcard.

Insert Menu

Insert a text object

Insert a graphic object in the foreground

Insert a background graphic

Insert a border graphic

Insert a fill object in the foreground

Insert a background fill

Insert a hollow rectangle

Insert a basic shape (circle, ring, line..)

Insert a text object

INSERT MENU - TEXT

The Text command opens the Insert New Text dialog box for the placement of a new text block in the current document.

Insert a graphic object in the foreground

INSERT MENU - GRAPHIC

The Graphic command opens the Insert New Graphic dialog box for the placement of a new graphic in the current document.

Insert a background graphic

INSERT MENU - BACKGROUND GRAPHIC

This command opens the Insert Graphic dialog box with the Backgrounds category previewing. If you place a background using this command, it will be inserted sized to fit the document and placed behind any other objects already in place on the document.

Insert a border graphic

INSERT MENU - BORDER GRAPHIC

This command opens the Insert Graphic dialog box with the Borders category previewing. If you place a border using this command, it will be inserted sized to fit the document and placed behind any other objects (except a background) already in place on the document.

Insert a fill object in the foreground

INSERT MENU - FILL

The Fill command inserts a "fill" (a solid-colored square) in the document.

Insert a background fill

INSERT MENU - BACKGROUND FILL

The Background Fill command inserts a fill sized to fit the document and automatically places it behind other objects in the document.

Insert a hollow rectangle

INSERT MENU - FRAME

The Frame command inserts a fill with the face set to transparent and the face outline set to black. This command does not refer to the frames around objects which have the resizing, rotating, skewing, and moving handles.

Insert a basic shape (circle, ring, line..)

INSERT MENU - BASIC SHAPES

This command opens the Insert Graphic dialog box with the Basic Shapes category previewing. If you place a basic shape using this command, it may be reshaped with the resizing functions, unlike graphics, which remain proportional when resized.

Object Menu

Bring selection to front of document
Send selection to back of document
Move selection one step to front of document
Move selection one step to back of document
Make the selected item as big as the document
Center the object horizontally on page
Center the object vertically on page
Align the object horizontally to a column
Align the object vertically to a row
Lock an unlocked object
Unlock a locked object

Bring selection to front of document

OBJECT MENU - BRING TO FRONT

The Bring to Front command places a selected object in front of all other objects in the document.

Send selection to back of document

OBJECT MENU - SEND TO BACK

The Send to Back command places a selected object behind all other objects in the document.

Move selection one step to front of document

OBJECT MENU - MOVE UP

The Move Up command moves a selected object forward one level. Levels are based on the order in which objects are placed on the document. For more information, see Chapter 4 in the Instant Artist User's guide.

Move selection one step to back of document

OBJECT MENU - MOVE BACK

The Move Back command moves a selected object backward one level. Levels are based on the order in which objects are placed on the document. For more information, see Chapter 4 in the Instant Artist User's guide.

Make the selected item as big as the document

OBJECT MENU - MAXIMIZE

The Maximize command resizes a selected object to fit the entire document. This command does not distort objects and will not resize the object's frame beyond the borders of the document.

Center the object horizontally on page

OBJECT MENU - CENTER HORIZONTALLY

The Center Horizontally command places the center of a selected object's frame in the horizontal center of the document, without changing its vertical orientation. Linked objects will all be moved on a horizontal path so that the centers of their frames are in the horizontal center of the document.

Center the object vertically on page

OBJECT MENU - CENTER VERTICALLY

The Center Vertically command places the center of a selected object's frame in the vertical center of the document, without changing its horizontal orientation. Linked objects will all be moved on a vertical path so that the centers of their frames are in the vertical center of the document.

Align the object horizontally to a column

OBJECT MENU - ALIGN HORIZONTALLY

The Align Horizontally command aligns the center of any objects selected after the first (primary) selection to the horizontal center of the primary selection (first item selected in the group) without changing its vertical orientation.

Align the object vertically to a row

OBJECT MENU - ALIGN VERTICALLY

The Align Vertically command aligns the center of any objects selected after the first (primary) selection to the vertical center of the primary selection (first item selected in the group) without changing its horizontal orientation.

Lock an unlocked object

OBJECT MENU - LOCK

The Lock command locks a selected object's frame so that the object cannot be moved on the document.

Unlock a locked object

OBJECT MENU - UNLOCK

The Unlock command releases a locked object so that it can be moved about the document.

Font Menu

[Point Size](#)

[Font Width](#)

[Plain](#)

[Italic](#)

[Tilted](#)

[Wacky](#)

[Staggered](#)

[List of fonts](#)

[The Font Palette](#)

Point Size

FONT MENU - POINT SIZE

The Point Size command opens the Select Point Size dialog box, where you can set a specific point size for a selected text block.

Font Width

FONT MENU - FONT WIDTH

The Font Width command opens the Select Font Width dialog box, where you can set the width of a text block as a percentage of the normal width for the chosen font.

Plain

FONT MENU - PLAIN

The Plain command sets the type style of a selected text block to the "plain," or default, format for the chosen font.

Italic

FONT MENU - ITALIC

The Italic command sets the style of a selected text block so that the letters are slanted to the right.

Tilted

FONT MENU - TILTED

The Tilted command tilts each individual letter of a selected text block to the right.

Wacky

FONT MENU - WACKY

The Wacky command tilts the individual letters of a selected text block randomly to the left and right.

Staggered

FONT MENU - STAGGERED

The Staggered command changes the vertical orientation of a line of text so that the individual letters are alternately slightly above or slightly below the center of the text line.

List of fonts

FONT MENU - LIST OF FONTS

Choosing a font type from the list of fonts tells Instant Artist to use that font on a selected text block and any subsequently inserted text blocks. Any text blocks placed prior to the font change will not be affected unless they are selected when the font is chosen.

The Font Palette

FONT MENU - MORE (PALETTE)

The Font palette is different from the Font menu in Instant Artist in that it can be dragged to any part of the Desktop for quick reference any time you need it and, if moved away from the Toolbar, it will remain open on screen until you close it (by double-clicking the control box or pushing the toggle button on the Toolbar). Also unlike menus, palettes have a scrolling area where their many options are listed.

To move a palette, place the pointer in the title bar and hold down the left mouse button while dragging the palette to the part of your screen where you want it. Instant Artist will save your palette placements, even when you exit the program, unless you turn off the Save Palette Placement function on the View menu. To activate a palette that has been left open on screen, click anywhere in the palette.

Palettes may be opened using the More... option from the corresponding menus, or by pushing the buttons on the Toolbar. Palettes contain all the options (except More...) available on the menus, as well as the added choices available in the lists.

Note:

Palettes left in place under the Toolbar will close once you have chosen an item from them, just as menus do.

Effect Menu

Customize

Effect Modifiers

The Effect Palette

Using effects on objects

Customize

EFFECT MENU - CUSTOMIZE

The Customize option in the Effect menu and palette opens the Customize Effect dialog box, where you can choose the orientation, depth, and number of areas of the selected object.

The choices available to you depend on the effect you have applied to the object.

If no effects have been applied when you choose the Customize option, the dialog box will show only the standard effects list. After you have chosen one of these standard effects, other variations will become available.

Each effect will preview above as you scroll through the various possibilities. To confirm your selections, click **OK** or press **ENTER**.

Effect Modifiers

Thick Outlines

Thicker Outlines

Cutout

Keep In Frame

Flip the object on it's axis

Thick Outlines

EFFECT MENU - THICK OUTLINES

Thick Outlines doubles the width of the outline around the face of a selected object.

Thicker Outlines

EFFECT MENU - THICKER OUTLINES

Thicker Outlines triples the width of the outline around the face of a selected object.

Cutout

EFFECT MENU - CUTOUT

Cuts the face of a selected object out of a rectangular "fill" sized to fit the object. In the case of text, this effect is applied individually to each letter in a selected text block.

Keep In Frame

EFFECT MENU - KEEP IN FRAME

Keep in Frame affects effects which normally "spill" outside a selected object's frame. It restricts the effect to within the object's frame.

Flip the object on it's axis

EFFECT MENU - FLIP

Flip horizontally flips a selected object.

The Effect Palette

EFFECT MENU - MORE (PALETTE)

The Effect palette is different from the Effect menu in Instant Artist in that it can be dragged to any part of the Desktop for quick reference any time you need it and, if moved away from the Toolbar, it will remain open on screen until you close it (by double-clicking the control box or pushing the toggle button on the Toolbar). Also unlike menus, palettes have a scrolling area where their many options are listed.

To move a palette, place the pointer in the title bar and hold down the left mouse button while dragging the palette to the part of your screen where you want it. Instant Artist will save your palette placements, even when you exit the program, unless you turn off the Save Palette Placement function on the View menu. To activate a palette that has been left open on screen, click anywhere in the palette.

Palettes may be opened using the More... option from the corresponding menus, or by pushing the buttons on the Toolbar. Palettes contain all the options (except More...) available on the menus, as well as the added choices available in the lists.

Note:

Palettes left in place under the Toolbar will close once you have chosen an item from them, just as menus do.

Using effects on objects

Effects increase the number of areas of selected objects and may add dimension as well. All effects are available for text, and most effects can be used on fills, basic shapes, and symbols, but only the Flipped effect will be available for graphics.

Color Menu

Customize

Color attributes

The Color Palette

Choosing a color

Customize

COLOR MENU - CUSTOMIZE

The Customize option on the Color menu and palette opens the Customize color dialog box, which has, along with a number of special options, a Custom Color palette consisting of 242 colors, including 15 shades of gray, 4 gray tones, black, white, and transparent. Customizing the color of an object gives you greater opportunity to craft your document to suit your needs.

Color attributes

Background

Reverse

Lighten

Background

COLOR MENU - BACKGROUND

The Background command applies a preset color that is designed to complement the color of the selected object to the background of the object. The background color can be changed in the Customize Color dialog box.

Reverse

COLOR MENU - REVERSE

The Reverse option reverses the order in which colors are applied to the surfaces of the selected object. For more information about object surfaces and coloring objects, see Chapter 6 in the Instant Artist User's guide.

Lighten

COLOR MENU - LIGHTEN

The Lighten option lightens the colors currently in use in the selected object.

The Color Palette

COLOR MENU - MORE (PALETTE)

The Color palette is different from the Color menu in Instant Artist in that it can be dragged to any part of the Desktop for quick reference any time you need it and, if moved away from the Toolbar, it will remain open on screen until you close it (by double-clicking the control box or pushing the toggle button on the Toolbar). Also unlike menus, palettes have a scrolling area where their many options are listed.

To move a palette, place the pointer in the title bar and hold down the left mouse button while dragging the palette to the part of your screen where you want it. Instant Artist will save your palette placements, even when you exit the program, unless you turn off the Save Palette Placement function on the View menu. To activate a palette that has been left open on screen, click anywhere in the palette.

Palettes may be opened using the More... option from the corresponding menus, or by pushing the buttons on the Toolbar. Palettes contain all the options (except More...) available on the menus, as well as the added choices available in the lists.

Note:

Palettes left in place under the Toolbar will close once you have chosen an item from them, just as menus do.

Choosing a color

When you choose a color from the Color menu or palette, it is applied to the surfaces of the selected object. For more information about coloring objects in Instant Artist, see Chapter 6 in the Instant Artist User's guide.

Shape Menu

Rectangular Frame

Clockwise Arc

Counter-Clockwise Arc

Object Shapes

The Shape Palette

Rectangular Frame

SHAPE MENU - RECTANGULAR FRAME

There are three frame shape choices in Instant Artist: Rectangular, which is the default frame shape, clockwise, and counterclockwise. These choices change the shape of the frame around the selected object.

Clockwise Arc

SHAPE MENU - CLOCKWISE ARC

There are three frame shape choices in Instant Artist: Rectangular, which is the default frame shape, clockwise, and counterclockwise. These choices change the shape of the frame around the selected object.

Counter-Clockwise Arc

SHAPE MENU - COUNTER-CLOCKWISE ARC

There are three frame shape choices in Instant Artist: Rectangular, which is the default frame shape, clockwise, and counterclockwise. These choices change the shape of the frame around the selected object.

Object Shapes

SHAPE MENU - (LIST OF SHAPES ON MENU)
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The Object shapes listed in the menu and the palette affect the shape of the objects themselves within the frames. Whether or not the shape applied affects the selected object may depend upon whether either (or both) of the two "stretched" alignment commands has been applied to the object.

The Shape Palette

SHAPE MENU - MORE (PALETTE)

The Shape palette is different from the Shape menu in Instant Artist in that it can be dragged to any part of the Desktop for quick reference any time you need it and, if moved away from the Toolbar, it will remain open on screen until you close it (by double-clicking the control box or pushing the toggle button on the Toolbar). Also unlike menus, palettes have a scrolling area where their many options are listed.

To move a palette, place the pointer in the title bar and hold down the left mouse button while dragging the palette to the part of your screen where you want it. Instant Artist will save your palette placements, even when you exit the program, unless you turn off the Save Palette Placement function on the View menu. To activate a palette that has been left open on screen, click anywhere in the palette.

Palettes may be opened using the More... option from the corresponding menus, or by pushing the buttons on the Toolbar. Palettes contain all the options (except More...) available on the menus, as well as the added choices available in the lists.

Note:

Palettes left in place under the Toolbar will close once you have chosen an item from them, just as menus do.

Alignment Menu

Align object to left border
Center object horizontally within site
Align object to right border
Justify letters within site
Justify words within site
Stretch selection horizontally to fill site
Align selection to top border
Center selection vertically within site
Align selection to bottom border
Justify selection vertically
Stretch selection vertically
Turn word wrap feature ON/OFF
Add or remove 1/4 spaces between letters
Add or remove 1/2 spaces between letters
Add or remove 1/2 line spaces between words
Turn vertical orientation feature ON/OFF

Align object to left border

ALIGNMENT MENU - LEFT

The Left commands aligns the selected object to the left frame border.

Center object horizontally within site

ALIGNMENT MENU - CENTER

The Center command places the selected object in the horizontal center of its frame. If the selected object is a text block with several lines of text, each line will be centered within the frame.

Align object to right border

ALIGNMENT MENU - RIGHT

The Right command aligns the selected object to the right frame border.

Justify letters within site

ALIGNMENT MENU - LETTER JUSTIFIED

The Letter Justified command evenly spaces all the letters in a selected text block so that the edges of the text are flush with the left and right borders of the frame. This function is affected by Word Wrap.

Justify words within site

ALIGNMENT MENU - WORD JUSTIFIED

The Word Justified command evenly spaces all the words in a selected text block so that the edges of the text are flush with the left and right borders of the frame. This function is affected by Word Wrap.

Stretch selection horizontally to fill site

ALIGNMENT MENU - STRETCHED

The Stretched command stretches the selected object so that it horizontally fills its frame. In the case of text, each letter in a selected text block will be stretched. When this command is applied to a graphic, it may not become apparent until an Object shape from the Shape menu is applied.

Align selection to top border

ALIGNMENT MENU - TOP

The Top command aligns the selected object to the top frame border.

Center selection vertically within site

ALIGNMENT MENU - MIDDLE

The Middle command places the selected object in the vertical center of its frame.

Align selection to bottom border

ALIGNMENT MENU - BOTTOM

The Bottom command aligns the selected object to the bottom frame border.

Justify selection vertically

ALIGNMENT MENU - VERTICALLY JUSTIFIED

The Vertically Justified arranges lines of text in a selected text block so that they are flush with the top and bottom borders of the frame.

Stretch selection vertically

<i>ALIGNMENT MENU - VERTICALLY STRETCHED</i>

The Vertically Stretched command stretches the selected object so that it vertically fills its frame. In the case of text, each letter in a selected text block will be stretched. When this command is applied to a graphic, it may not become apparent until an Object shape from the Shape menu is applied.

Turn word wrap feature ON/OFF

ALIGNMENT MENU - WORD WRAP

Word Wrap is a toggle that affects how text is placed in a text block. When Word Wrap is on, the text automatically moves to the next line when it comes to the right edge of the frame. When Word Wrap is off, all of the text in a selected text block will be placed on one line, in the vertical center of the frame, unless you have inserted manual returns.

Add or remove 1/4 spaces between letters

ALIGNMENT MENU - EXTRA LETTER SPACING (1/4 SPACE)

Extra Letter Spacing (1/4 space) adds one-fourth of a normal space between each letter in a selected text block.

Add or remove 1/2 spaces between letters

ALIGNMENT MENU - EXTRA LETTER SPACING (1/2 SPACE)

Extra Letter Spacing (1/2 space) adds one-half of a normal space between each letter in a selected text block.

Add or remove 1/2 line spaces between words

ALIGNMENT MENU - EXTRA WORD SPACING (1/2 LINE)

Extra Word Spacing (1/2 line) adds one-half of a normal line between each line of text in a selected text block.

Turn vertical orientation feature ON/OFF

ALIGNMENT MENU - VERTICAL

The Vertical command creates vertical lines of text in the selected text block; that is, the letters flow from top to bottom instead of from left to right within the frame. Letters remain right-side-up.

