PrintArtist™

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Contents

1 Getting Started

Welcome to Print Artist 12.0! Print Artist unleashes the creative side of you. Featuring unparalleled creative tools and a new easy-to-use interface, anyone can produce professional-looking greeting cards, banners, crafts, calendars, and much more.

This section explains how to:

- Get information from the manual, online help, and the SierraHome Web site
- Install and register Print Artist
- Start Print Artist
- Use the Print Artist tutorial

Print Artist 12.0 Features

With Print Artist, you get:

- **Thousands of high-quality images.** No other home printing product offers as many. You can resize or recolor graphics to customize them for your use. Includes hundreds of original, high-quality art images.

- **Thousands of professionally designed layouts.** Print Artist provides professionally designed cards, banners, signs, crafts, calendars, brochures, and more.

- **Thousands of quotes.** Select quotes and sentiments from Print Artist's library of quotes, card sentiments, and literary references. Or, create your own sentiment.

- **New intuitive interface.** New interface makes creating projects easy. Features right-click shortcuts to Print Artist features and drag-and-drop capability.

- **Font selection.** Print Artist includes over 300 high-quality Agfa fonts.

- **Graphic import and cataloging.** Import your own pictures, scanned graphics, and other graphic files. Add the graphics to existing categories or create your own categories and keywords. Then, use the graphics in other projects. Use the Collections Manager to display only the graphics collections you want to see!

About This Guide

Use this manual to guide you through Print Artist's features and screens and help you create your own inventive projects.

Use the following table to find information about Print Artist.

To learn about…	See this manual section…
Installing and starting Print Artist	Getting Started
Creating new projects, opening existing projects, saving projects, and exiting Print Artist	Print Artist Basics
Elements of the Print Artist workspace, including toolbars, menus, right-mouse button options, and rulers and guides	Using the Print Artist Workspace
Printing cards, labels and other projects	Printing
Emailing Print Artist projects and electronic cards	Emailing Projects
Inserting, formatting, and spell checking text	Working with Text
Finding graphics	Inserting Graphics, Shapes, Symbols, and Lines
Inserting all types of graphic objects	Inserting Graphics, Shapes, Symbols, and Lines
Moving, duplicating, aligning, and overlapping graphic objects	Working with Graphics, Shapes, Symbols, and Lines

Changing the appearance of graphic objects   Working with Graphic Effects

Maintaining important information in the   Using the Address Book
Print Artist Address Book

...And Other Resources

If you're looking for more information or have questions about the program, here
are some additional resources:

Online Help

Print Artist comes with an online Help system. You can find help using the Help
Table of Contents, search for help for a particular topic, or get help for a selected
dialog box or field.

To see the Help Table of Contents:
1   From the Help menu, click Search For Help On, and click the Contents tab.

2   Double-click a book to display its topics. Or, select a book and click Open.

3   Double-click a topic to display it. Or, click a topic, and click Display.

To search for help on a particular topic:
1   From the Help menu, click Search For Help On, and click the Index tab.

2   Type all or part of a word.
    Keywords matching the typed text are displayed.

3   Double-click a displayed keyword to view the associated topic. Or, click the
    keyword, and click Display.

To get help for a dialog box:
•   With the dialog box displayed, click Help.

To get help for a single field:
1   From the title bar, click the question mark.
    The pointer changes to a question mark.

2   Click a field or screen area in the dialog box.

SierraHome Web Site

You can access the SierraHome Web site at www.SierraHome.com. Check the Web site for online Help, query the knowledge base, and get information about other SierraHome products and services.

Installing Print Artist

When you install Print Artist, a folder for Print Artist programs is created, and files are copied to your hard disk. A program group titled Sierra, containing a program listing named Print Artist 12.0, is also added to your program list. The Print Artist 12.0 listing contains icons for Print Artist programs.

Print Artist is installed using the Sierra Launcher. Installation starts automatically if AutoPlay is enabled on your computer. If AutoPlay is disabled, see alternative instructions in this manual.

Before You Install

Print Artist CDs

If you choose a Minimal installation, only the Print Artist programs and standard fonts and graphics are copied to your hard disk to save space. You can later access additional fonts and graphics from the graphics CDs using the Graphics Grabber™. Print Artist does not use all the CDs that are shipped with the program during a Minimal installation.

If you prefer to copy all Print Artist fonts and graphics to your hard disk instead, choose Custom installation. During a Custom installation, Print Artist shows you how much disk space is required for each CD when you select it for installation.

If You Are Upgrading from Print Artist 8.0

If you are upgrading from Print Artist 8.0 and have imported graphics, the graphics can be included in the Print Artist 12.0 graphics list. You will be asked if you want to include imported graphics during installation.

Selecting an Installation Option

During installation, you'll be asked to select a Minimal, Recommended, or Custom installation. The following table describes each option.

Installation Option	Description
Minimal	Installs only the required program files and a standard collection of layouts, graphics, and fonts. • Requires approximately 315 MB of hard disk space. • Print Artist CDs are needed to browse for and select additional graphics included with the program. • Limited selection of Print Artist fonts.
Recommended	Installs the required program files and a standard collection of layouts, graphics, and fonts, plus the Graphics Grabber™ catalog. • Requirements vary with the Print Artist version, from about 350 MB to 485 MB of hard disk space. • Print Artist CDs are not necessary to browse additional graphics but are required if you want to insert one into a project. • Limited selection of Print Artist fonts.
Custom	Installs the required program files and a standard collection of layouts, graphics, and fonts, plus the options you select. • Hard disk space requirements vary with the options you select. • If you install the Graphics Grabber™ catalog, you will not need to use CDs to browse additional graphics; however, you will need to use the CDs to insert additional graphics into your projects. • If you install a graphics collection, you will not need to use the collection's CD to browse its graphics or insert the graphics into your projects. • You can install and access all Print Artist fonts. *Note: If you are considering a custom install, see* "*Working with Print Artist CDs*" *first. This section tells you more about the contents of Print Artist CDs and how you'll use the CDs after installation.*

To install Print Artist:

1   Insert the Print Artist application CD into the CD-ROM drive.

2   If AutoPlay is activated, the Launcher starts when you insert the CD into the drive.

3   Select Print Artist v12.0 from the list at the left side of the screen, and then click Install.

4   Follow the instructions on the screen. When the installation is complete, you can begin using Print Artist.

Note: If you start the launcher and select an already-installed program, the Install button changes to Run so you can start the program.

To install Print Artist if AutoPlay is disabled:

1   Close all other applications.

2   Insert the Print Artist CD into the CD-ROM drive.

3   Click the Start button at the bottom left of the screen.

4   Click Run.

5   In the Run dialog box, click in the Open box, type X:\PA12\SETUP (where "X" is the drive letter for the CD-ROM drive), and press ENTER.

6   Follow the instructions on the screen. When the installation is complete, you can begin using Print Artist.

Some versions of Print Artist are shipped with other software products, such as E-Card Express.

To install another Print Artist product:

1   Insert the Print Artist application CD into the CD-ROM drive.

2   If AutoPlay is activated, the launcher starts when you insert the CD-ROM into the drive.

3   Select the product from the list at the left side of the screen and then click Install.

4   Follow the instructions on the screen.

Registering Print Artist

You can register Print Artist to get technical support and find out about upgrades and additional Sierra products. Choose your registration method based on where you live and modem availability:

*   If you have an Internet connection, you can register on the World Wide Web.

*   If you live in the United States or Canada and have a modem, you can register electronically. After installing Print Artist, follow the instructions on your screen.

*   If you have a printer, you can register by mail or fax. Print the registration form, then mail or fax the completed form to us.

Starting Print Artist

Print Artist installation allows you to place a Print Artist icon on the Windows desktop. If you placed an icon on the desktop, double-click the icon. Or, from the Start menu, point to Programs, Sierra, Print Artist 12.0, and then click Print Artist 12.0. Print Artist starts and the Select Project screen appears.

Note: If you place the Print Artist CD in the drive and AutoPlay is enabled on your computer, the launcher will start the program. If Print Artist is installed, you can select Print Artist, and then click Run to start the program.

About the Print Artist Select Project Screen

The Print Artist Select Project screen makes it easy to select and work with your Print Artist projects. Use the Select Project screen to:

- Learn about Print Artist by running the Print Artist Getting Started tutorial

- Browse the Print Artist Web site

- Begin new cards, crafts, posters, and many other projects, starting with projects that have been predesigned

- Begin new projects, starting with a blank template

- Open projects you've saved in the past

Using the Print Artist Getting Started Tutorial

You can run the Print Artist Getting Started tutorial at any time to learn the basics of working with the Print Artist program. The tutorial teaches you to:

- Work with the Select Project screen and project workspace

- Work with text and graphics

- Use the Graphics Grabber™ and Effects Gallery

To start the Print Artist tutorial:

- From the Help menu, click Tutorial. Or, from the Print Artist Home tab, click Getting Started Tutorial.

   Print Artist starts the tutorial and displays tutorial topics.

2 **Print Artist Basics**

Use this section of the manual to become familiar with Print Artist's basic functions.

This section explains how to:
*   Select a project from the thousands of projects available in Print Artist

*   Save a project and reopen a saved project

*   Avoid mistakes and undo errors

Creating a New Project

Print Artist lets you create a variety of cards, banners, scrapbooks, and other projects. You can select from several project categories and refine your selection to include specific size and layout information. Use the Pre-Designed Projects tab on the Select Project screen to preview and select from the thousands of predesigned project layouts included with Print Artist.

To select a project:
1   Click a project type from the left side of the Pre-Designed Projects tab.

- The center of the screen lists the major categories within the selected project type.

- The right side of the screen displays samples that match the selected project type and category.

2   Optionally, select another category or subcategory from the center of the screen.

3   When you see a sample you like, click it and then click Open Project.
    The selected layout is opened and placed in the Print Artist workspace.

Using the Category Tree

The category list displays project categories in a tree format. For each project type, such as Cards, a list of categories appears. You can click a category to see only the projects in the category.

If a category has subcategories, you can select the subcategory to see only the projects in the subcategory. Plus and minus symbols in the tree indicate that the category has subcategories that are available for viewing and selection.

Symbol	Function
+	The listing can be expanded to show subcategories.
-	The listing can be collapsed to hide subcategories.

To show project subcategories:

• Click the plus symbol.

To hide project subcategories:

• Click the minus symbol.

Tips for Selecting a Project

- With Print Artist, you can easily change almost any aspect of a project. Select a predesigned project as a starting point, and then modify the project to express your own creative ideas.

- Browse among related categories to find additional layouts. For example, cards for a brother might work equally well for a son.

Saving and Naming Projects

Use the following procedures to save and name your Print Artist projects.

To save a new project:

1   From the File menu, click Save. Or, click the Save button on the Standard toolbar.

2   Type a name for the project file.

3   Click Save to create the project file in the default location. Or, select a different drive or folder for the file, and then click Save.

You should periodically save your project as you work. That way, a recent version of the project is saved if you lose power or make a mistake.

Note: Projects with unsaved changes are indicated with an asterisk to the right of the project name in the title bar.

To periodically save a project:

•   From the File menu, click Save. Or, click the Save button on the Standard toolbar. The project is saved to the name and location you originally selected.

You might sometimes want to save a project with a different name or to a different location. For example, you have created a banner you like but want to create and save a modified version for a different occasion.

To save a project with a new name:

1   From the File menu, click Save As.

2   Type a new name for the project file.

3   Click Save to create the new project file in the default location. Or, select a different drive or folder for the file, and then click Save.

To export a project as a JPEG or HTML file:

1   From the File menu, click Export Project.

2   Type a new name for the file.

3   Select a format for the project file.

4   Click Save to create the new project file in the default location. Or, select a different drive or folder for the file, and then click Save.

Note: If you are opening a Print Artist 8.0 document, you must save the document with a new name.

Opening Saved Projects

You can open previously saved projects from the Saved Projects tab on the Select Project screen or from the project workspace.

To open project files from the Saved Projects tab:
1   From the Select Project screen, click Saved Projects.

2   Select a project, and then click Open. Or, click Browse to select projects from another location on the hard disk.

To open project files from the workspace:
1   From the File menu, click Open. Or, click the Open button on the Standard toolbar.
    The Open Project dialog box appears.

2   Optionally, select a different drive or folder to display its contents.

3   Optionally, select Open A Copy.
    This copies all the information in the project to a new, untitled project.

4   Double-click the file to open it. Or, click the file to open, and then click Open. Or, type the file name in the File Name box, and click Open.

    The project (or an untitled copy, if you selected Open A Copy) is opened and displayed on the workspace.

Note: A list of recently opened projects appears at the bottom of the File menu. If your project has been recently opened, just select it from the list to open it again. Or, from the Standard toolbar, click the Open down arrow to see the list. Then select it from the list to open it again.

Avoiding Mistakes and Changing Your Mind

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

ESC

You can press the ESC button to exit from a menu, dialog box, or incomplete command sequence, without changing anything.

Undo

This command reverses the last move, edit, or command. To undo an action, select Undo from the Edit menu. Use Undo more than once to cycle through previous steps.
Note: If you haven't initiated any commands, Undo is unavailable.

Revert

This command allows you to return to the last saved version of your project. Any changes you have made since the project was last saved are lost. To best use Revert, save your project 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 other changes that you want to keep. To revert to the most recently saved version, select Revert from the File menu.

Warning: Once you choose Revert, the version of the project currently on your screen is deleted. Use Revert only if you are sure that you do not want to save the project version that is currently active.

Open a Copy

If you want to start with a copy of a saved project, click Open A Copy. Working with a copy is a great way to make sure that you don't lose information that you have already saved. The Open A Copy command copies all the information in the project into a new, untitled project. Any changes you make to this copy will not be saved in place of the original project. With Open A Copy, you can create a base project and use it as a template for other similar projects. Use Open A Copy to leave the original project intact.

Exiting Print Artist

Use the following procedure to end a Print Artist session. Print Artist helps you exit safely by prompting you to save changes and close all open projects before exiting.

To exit Print Artist:
• From the File menu, click Exit.
  If you have unsaved changes in any project, Print Artist prompts you to save them.
  After all projects are closed, Print Artist closes.

3   Using the Print Artist Workspace

When you start a new project or open a previously saved project, the project is placed on the Print Artist workspace.

This section introduces you to the important areas and functions of the workspace. In this section, you'll learn how to:

*   Customize Print Artist by changing startup and default settings

*   Work with the program menus and keyboard shortcuts

*   Use the Print Artist Effects dialog box

*   Use the toolbars and status bar

*   Use rulers and guides

*   Add, delete, and number pages

*   Work with multiple projects

*   Use right mouse button commands

*   Change project dimensions

Setting Options

Print Artist lets you customize many of its startup and default settings. Use the options to set the following preferences:

- Whether Print Artist opens a specific project at startup or whether you have to choose a project from the Select Project screen

- Default font for text

- Default unit of measurement for projects, screens, objects, and print settings

- Whether to add imported graphics to the Graphics Grabber™ so that they can be used in other projects

To select a default project option at startup:
1   From the Tools menu, click Options.
     The Options dialog box appears.

2   Click the Startup tab.

3   Select the appropriate startup option.

4   If you select the Start With A Default Project Automatically Opened For You option, select a project from the Default Startup Project list.

5   Click OK.

To set a default font and unit of measurement:
1   From the Tools menu, click Options.

2   Click the General tab.

3   Click the Default Font down arrow, and select the default font.

4   Click the Units Of Measurement down arrow, and select the default unit of measurement.

5   Click OK.

To set a default for dragged and dropped, pasted, or scanned graphics:

1   From the Tools menu, click Options.

2   Click the Importing tab.

3   Select Create Graphic(s) In Project Only or Create Graphic(s) In Project And Import To The Graphics Grabber™.

4   Optionally, select a different location for imported graphics.

5   Click OK.

Note: Print Artist establishes links to imported graphic files in a specific location on the hard disk. If you move an imported graphic, you will break the link, and Print Artist won't be able to retrieve the graphic for use in your projects.

Program Menus

At the top of the workspace is the menu bar, which displays all of the available menus within the workspace. Menu commands are dimmed when unavailable. If you start a new project, most menus and menu commands will be unavailable until you insert an object.

The following table describes the Print Artist menus.

Menu Name	Description
File	Used to open, save, and print your Print Artist projects. You can also export and e-mail projects, print graphics and font catalogs, and exit Print Artist.
Edit	Used to undo mistakes, cut and copy objects to the Clipboard, paste from the Clipboard, and delete objects. You can also add or delete pages, select and edit text and graphics, and change calendar dates.
View	Used to zoom in or out on a project and show or hide objects, toolbars, rulers, and guide lines. You can also place the Effects Gallery options on the Print Artist workspace.

Insert   Used to insert text, graphics, shapes, and lines into your project. You can also insert special graphics such as borders, frames, backgrounds, and symbols. Use other Insert options to add mail merge fields and pages to your project.

Format   Used to change the appearance of text in your project. You can change the font, create tabs, and align text vertically and horizontally. You can enable and disable word wrap. Use the Body/Title Text Effects option to display the Effects Gallery with the Text tab selected.

Object   Used to export and align the objects in your project. You can also change the order in which objects are displayed and create multiple object layers. You can show the Effects Gallery with the selected tab displayed. Use other Object options to group or ungroup multiple objects.

Navigation   Used to move through pages in your multipage project. If the project is a card, you can move through card panels. If the project includes multiple stickers or labels, you can move through the stickers or labels.

Tools   Used to check spelling, update the Address Book, and work with Mail Merge. You can also work with document dimensions and page numbering, and select graphics to view in the Graphics Grabber™. Use other options to set Snap settings and user preferences.

Window   Used to arrange project windows and select the active project.

Help   Used to start the Print Artist online Help system and display the table of contents or index. You can also access the Sierra Web site, view the Print Artist keyboard shortcuts, and start the Print Artist tutorial using Help menu options.

Keyboard Reference Chart

Print Artist lets you perform almost all its functions using either the keyboard or mouse. Use the keyboard to:

- Activate and select menu options

- Change views

- Move among projects

- Move and resize objects

Use the following key combinations to work with Print Artist using the keyboard:

Project Command	Shortcut
Activate menu bar	ALT key
Move across menu bar	RIGHT and LEFT ARROWS
File menu	ALT+F
Edit menu	ALT+E
View menu	ALT+V
Insert menu	ALT+I
Format menu	ALT+R
Object menu	ALT+O
Navigation menu	ALT+N
Tools menu	ALT+T
Window menu	ALT+W
Help menu	ALT+H
Move through Options	UP and DOWN ARROWS

File Command	Shortcut
New	CTRL+N
Open	CTRL+O
Close	CTRL+F4
Save	CTRL+S
Save As	F12
Print	CTRL+P
Exit Print Artist	ALT+F4

Edit Command	Shortcut
Undo Last Action	CTRL+Z
Redo	CTRL+Y
Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V
Paste Into	INSERT
Duplicate Object	CTRL+D
Delete Selection	DELETE
Select All	CTRL+A
Edit Text/Change Graphic	SHIFT+ENTER

View Command	Shortcut
Fit in Window	CTRL+W
Actual Size 100%	CTRL+I
Zoom On Selection	CTRL+Q
Zoom In	CTRL and the plus sign (+) on the numeric keypad
Zoom Out	CTRL and the minus sign (–) on the numeric keypad
Hide Selection	CTRL+H
Show All	CTRL+J
Redraw Now	CTRL+R

Insert Command	Shortcut
Insert Body Text	CTRL+T
Insert Title Text	CTRL+SHIFT+T
Insert Graphic	CTRL+G
Insert Rectangle	CTRL+F
Insert Background	CTRL+B

Object Command	Shortcut
Export Object	CTRL+E
Bring Forward	ALT and the plus sign (+) on the numeric keypad

Send Backward	ALT and the minus sign (–) on the numeric keypad
Maximize	CTRL+M
Group Active Objects	CTRL+I
Ungroup Active Object	CTRL+U
Rotate Active Objects	CTRL+RIGHT ARROW or CTRL+LEFT ARROW
Resize Active Objects	CTRL+UP ARROW or CTRL+DOWN ARROW
Move Object Left, Right, Up, or Down	LEFT, RIGHT, UP, or DOWN ARROW
Cycle through selecting every object	TAB

Navigation Command	Shortcut
First	HOME
Previous	PAGE UP
Go To Page	CTRL+HOME
Next	PAGE DOWN
Last	END

Tools Command	Shortcut
Spelling	F7

Windows Command	Shortcut
Next Window	F6
Previous Window	SHIFT+F6

Help Command	Shortcut
Help	F1
What's This? Help Mode	SHIFT + F1

Mouse + Keyboard Commands

Command	Combination Shortcut
Resize horizontally and vertically (corner grab handles) around center.	Click and press CTRL
Maintain aspect ratio when resizing graphics with a corner grab handle. Without this command, resizing does not maintain object aspect ratio.	Click and press SHIFT

Move object along its previous X   Click and press SHIFT
and Y planes.

When working in a dialog box:
*   The TAB key moves from one option or list to another in a specific dialog box.
    Arrow keys move through any list in that box.

Workspace Tips

*   Text blocks or graphics that you move from your project panel onto the
    workspace remain there until you delete them or drag them back onto your
    project.

*   If you save a project, objects on the workspace are also saved and will still be
    there when you open that project again. Remember, any item on the workspace
    must have its frame activated before you can perform any actions on it.

*   Some project types, such as Banner, give you a working panel on the screen that
    covers most of the workspace when you start. If you need more workspace
    space, you can make the panel seem smaller on the workspace by zooming out
    with the view options.

*   Print Artist supports multiple open projects. To see open projects, move from
    project to project, or display multiple projects on the workspace, use the options
    on the Window menu.

Using the Print Artist Effects Gallery

The Text, Special, Color, and Shape tabs on the Effects Gallery are used to
customize objects on the Print Artist workspace. The gallery can be dragged to any
part of the workspace for quick reference any time you need it. The gallery remains
open on screen until you close it.

To display the Effects Gallery:
*   From the View menu, click Effects Gallery.

To display the Effects Gallery with a selected tab:

• From the Object menu, click an effect option. Or, click one of the buttons on the Effects toolbar.

   The gallery appears on the workspace with the selected tab displayed.

To move the Effects Gallery:

1 Place the pointer on the title bar.

2 Hold down the left mouse button while dragging the gallery to another part of the screen.
   Print Artist saves gallery placements, even when you exit the program. To activate a gallery that has been left open on screen, click anywhere in the gallery.

You can easily preview how colors and effects will look when applied to an object in your project.

To preview colors or other effects:

1 Select the object, and then display the Effects Gallery as described above.

2 Select a special effect, color, or shape effect from the scrolling lists.

3 Move through the color or effects lists using the arrow keys.
   Each color or effect you select is immediately applied to the selected object.

Using the Toolbars

Many often-used functions are also available as buttons on the Print Artist toolbars. The Print Artist screen has five toolbars.

Standard toolbar — Used to open, save, and print your Print Artist projects. You can also email projects, cut/copy/paste objects, and undo and redo actions. Use this toolbar to access the SierraHome Web site and launch online Help. The Standard toolbar looks like this.

Text Formatting toolbar — Used to change text fonts and size. You can also add text effects such as bold, italic, and underline. Use this toolbar to change text alignment and word wrap. The Text Formatting toolbar looks like this.

Insert Object toolbar — Used to insert text, quotes, and fields for mail merge. You can also insert graphics from the Graphics Grabber, a graphics file, or by using a TWAIN scanner or other TWAIN device. Use this toolbar to insert common shapes, such as lines, squares and rectangles, and circles and ellipses. The Insert Object toolbar looks like this.

Effects toolbar — Used to show the Effects Gallery with the selected tab displayed. *Note: The options on the selected Effects Gallery tab are only available when an object is selected. The Effects toolbar looks like this.*

Navigation toolbar — Used to move through pages in your multipanel project. You can also add or delete project pages (if the project type allows this) and view or change the project's magnification on the screen. The Navigation toolbar looks like this.

To use these buttons, click the appropriate button with the mouse. The following table describes the individual buttons and their functions in Print Artist.

Standard Toolbar

New — Opens the Select Project screen. Used to begin a new project, open a previously saved project, view the Print Artist Getting Started tutorial, or access the SierraHome Web site.

Open — Displays the Open Document dialog box. Click the arrow to the right of the button to select recently opened projects.

Save — Saves the current project.

Print — Opens the Print dialog box.

Send Mail — Sends a Print Artist project or reformats the project and sends as an email greeting.

Cut — Removes the selected object from the active project and places it on the Clipboard.

Copy — Makes a duplicate of the selected object and places it on the Clipboard.

Paste — Copies the contents of the Clipboard to the active project.

Undo — Undoes a Print Artist action. Undo can also restore an object you deleted by mistake.

Redo — Redoes a Print Artist action that was just undone.

Internet — Starts your Web browser and accesses the SierraHome Web site.

Help — Starts help and displays a list of topics for the Print Artist workspace.

Text Formatting Toolbar

Verdana

Font — Chooses the font for the selected text.

18
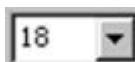
Size — Changes the point size for the selected text.

B

Bold — Makes the selected text bold.

I

Italic — Makes the selected text italic.

U

Underline — Underlines the selected text.

Left — Left justifies the selected text.

Center — Centers the selected text.

Right — Right justifies the selected text.

Word — Evenly spaces the words in a text object so that the edges of the text extend to the edges of the frame.

Letter — Evenly spaces the letters in a text object so that the edges of the text extend to the edges of the frame.

Wrap — (Title text only) Wraps the words in a text object to use multiple lines.

Insert Object Toolbar

T

Body Text — Inserts a body text object into the active project. Body text can be individually selected and formatted. Body text objects can be linked, so that text can flow between objects.

AB

Title Text — Inserts a title text object into the active project. You can apply shape and special effects to title text objects to create numerous graphical effects.

Quote — Inserts a quote from the Print Artist library of quotes.

Merge Field — Inserts a field to use with Print Artist's mail merge.

Graphic — Inserts a graphic object into the active project using the Graphics Grabber™.

Import Graphic — Imports a graphic from a file into the active project.

Import from Camera/Scanner — Inserts a graphic from scanner or digital camera.

Line — Inserts a straight line into the active project.

Rectangle — Inserts a square or rectangle into the active project.

Ellipse — Inserts a circle or ellipse into the active project.

Shapes — Inserts a basic shape into the active project by opening the Graphics Grabber™ with the Basic Shapes category selected. Click the arrow under the button to select from a display of common shapes.

Effects Toolbar

Text — Used to show the Effects Gallery with the Text tab displayed or to display the Text tab if the Effects Gallery is already visible. Controls vary with the selected text type (body or title text).

Special — Used to apply custom effects to selected text or graphic objects, including flipping and rotating objects.

Color — Used to change the color of selected text or graphic objects. Select from the listed colors or create and apply custom colors.

Shape — Used to change the shape of selected text or graphic objects.

Navigation Toolbar

First — Displays the first panel of a greeting card, postcard, label in a sheet of labels, or other multipanel project.

Prev — Displays the previous panel of a greeting card, postcard, label in a sheet of labels, or other multipanel project.

Front ▾ **Go To** — Displays your current position in the greeting card, postcard, label in a sheet of labels, or other multipanel project. Click to select a panel for display from a multipanel project. The button's appearance and description varies with the project type.

Next — Displays the next panel of a greeting card, postcard, label in a sheet of labels, or other multipanel project.

Last — Displays the last panel of a greeting card, postcard, label in a sheet of labels, or other multipanel project.

Add — Adds a page to a project.

Del — Deletes the displayed page and its contents from a project.
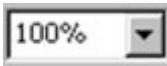
100% ▾ **Zoom** — Displays the current screen magnification and lets you select other magnifications.

The following document types activate the Navigation toolbar:
• Cards
• Scrapbooks
• Booklets
• Brochures
• Newsletters
• Stickers
• Labels
• Business Cards
• Postcards

The following document types can be multipage:
• Crafts
• Calendars

- Scrapbooks
- Certificates
- Signs
- Booklets
- Newsletters
- Letterhead

Customizing the Toolbar

You can customize the appearance of the toolbars. For each toolbar, you can show or hide text that explains the tools' functions. If you display tool text, you can display the text immediately below or to the right of the tools.

To show or hide the toolbars:

1   From the View menu, click Toolbars.
    Commands appear for each toolbar. By default, all toolbars are selected. Selected toolbars are shown with a check mark.

2   Select or clear the toolbar name to show or hide the toolbar.

To customize the toolbar displays:

1   From the View menu, click Toolbars and then click Customize.

2   Select a toolbar to customize.

3   Select or clear Display Toolbar check box to show or hide the selected toolbar.

4   For each toolbar, select Display Text Label to show toolbar text near each toolbar icon. Or, clear to show only the toolbar icon.

5   For each toolbar, select Text Label On Right to show toolbar text to the right of each toolbar icon. Or, select Text Label On Bottom to show text below each icon.

6   Repeat steps 2 through 5 for each toolbar. When finished, click OK.

Using the Status Bar

The status bar displays important information about the selected object. Use the status bar to see the following:

- **Name of the selected object.** When an object is selected, rotated or skewed, the status bar displays the object's name and type. If the object is text, the status bar displays the name of the font being used.

- **Object position.** When an object is selected, the status bar displays how far the center of an active object is from the zero points of the ruler.

- **Object size.** When an object is selected, rotated or skewed, the status bar displays the object's dimensions.

- **Object rotation.** When the rotation grab handle is selected, the status bar shows the object's rotation.

- **Object skew.** When the skew grab handle is selected, the status bar shows the object's skew. A positive skew value means that the object is tilted toward the right. A negative skew value means the object is tilted toward the left.

When no object is selected, the status bar shows the pointer position.

Note: The length and width dimensions of an object do not change when an object is skewed or rotated.

Using Rulers and Guides

You can show or hide vertical and horizontal rulers along the edge of the project. Black lines mark the location of the mouse pointer on the rulers. You change the ruler zero point and drag guide lines from the rulers onto your project.

To show rulers:
- From the View menu, click Rulers and Guides.
  Rulers appear along the edge of the project.

You may want to use the rulers to measure from a point other than the top left corner of the workspace — the paper's margin or the edge of an object, for example.

To change the rulers' zero point:
1   Show the rulers as described previously.

2   Place the mouse pointer over the box at the intersection of the vertical and horizontal rulers.

3   Click and hold the mouse button while dragging the guide to the new zero point.
    The zero measurements on the rulers follow the pointer until you release the mouse button. This becomes the new zero point for the rulers and the counters on the status bar.

You can drag guide lines and drop them on the project workspace. Guide lines can help you draw and place objects in your project, and you can snap objects to the guide lines.

To draw guide lines:
1   Show the rulers as described above.

2   Place the pointer over either ruler.

3   Click and hold the mouse button while dragging the guide to the location you want.
    The guide line becomes visible as soon as it is over the workspace.

To move guide lines:
1   Move the mouse pointer over the guide line, at the point at which it intersects the ruler.
    The pointer changes to a two-headed arrow.

2   Drag the guide line to the new location.

Note: To remove a guide line, drag it back to its ruler.

To snap objects to guide lines:
1   From the Tools menu, click Snap Objects To Ruler Guides.

2   Insert text or graphic objects close to the guide lines.
    Objects are automatically aligned to the nearest guide.

Changing Views

Use the view options to change your view of project pages and objects. You can change views in situations like the following:

- When placing or 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.

- When working on project layout and design. Distant views (Zoom Out, Zoom 100% for smaller projects, and Fit In Window) enable you to better evaluate spatial relations between objects, and the overall shape of the design.

- When working with frames that extend off the page of your project. Distant views (Zoom Out) enable you to spot and grab frame handles more easily.

Print Artist's view options let you:
- Select a magnification

- Zoom in or out in increments

- Select a pre-defined view that fits in the display or approximates the printed page

To select a zoom magnification:
1   From the View menu, select Zoom. Or, on the Navigation toolbar, click the arrow to the right of the selected magnification.

2   Click a magnification.

Note: To fine-tune the magnification, click directly on the selected magnification on the Navigation toolbar and type the exact magnification you want.

To zoom in or out in increments:
- From the View menu, select Zoom In or Zoom Out.

Note: To zoom in on a selected object, select an object on the workspace and select Zoom on Selection from the View menu.

To select a predefined view:
- From the View menu, select Fit In Window to display the entire project face in the workspace. Or, select Actual Size 100% to display the project in a view that approximates the printed page.

Working with Project Pages

You can add or delete one or more pages from a Print Artist project. You can place page numbers in a variety of positions on the page. You can easily move among project pages using menu commands and the Navigation toolbar.

Note: Not all projects are designed to have additional pages. If a project is not designed to have additional pages, the Add Pages options are not active for the project.

To add project pages:

1   From the Insert menu, click Page. Or, click the Add button on the Navigation toolbar.
    The Add Pages dialog box appears.

2   Select Add Blank Page(s) to add one or more blank pages. Or, select Add Duplicates Of Page to add one or more copies of the selected page.

3   If adding duplicate pages, select a page to duplicate.

4   In the Number Of Pages To Add box, type the number or click the arrows to select the number of pages to add.

5   Click OK.
    Blank or duplicate pages are added to the end of the project.

To delete project pages:

1   From the Edit menu, click Delete Page. Or, click the Delete button on the Navigation toolbar, and then click Multiple Pages.

2   Click a page to delete. Or, to delete multiple pages, press and hold CTRL and click each page to delete.

3   Click OK to delete the selected pages.

Shortcuts for Adding and Deleting Pages
Print Artist provides several quick methods for adding and deleting pages.

To quickly add a single blank page:
•   From the Insert menu, click Blank Page. Or, click the Add button on the Navigation toolbar, and click Blank.

To quickly add a duplicate of the displayed page:
• Click the Add button on the Navigation toolbar, and click Duplicate.

To quickly delete the current page:
• Click the Del button on the Navigation toolbar and click Current.

Numbering Pages

To add page numbering to a project:

1   From the Tools menu, select Page Number Settings.

2   Select Display Page Numbers to enable page numbering.

3   Select a vertical location on the page (header, footer, or alternating) for the page numbers.

4   Select a horizontal location on the page (left, center, right, or alternating) for the page numbers.

5   Click OK to display page numbers in the selected location and create a header or footer document layer.

Note: Print Artist uses the default font in page numbering. You can change the default font using the General tab in the Options dialog box.

The Navigation Toolbar

When you are working with cards, postcards, labels or other multipanel projects, the Navigation toolbar at the top of the workspace is active. The appearance of the toolbar varies slightly according to the active project. When working with labels, for example, each label is shown as an item. Smaller versions of the toolbar appear in many of Print Artist's dialog boxes and preview screens. For details about working with toolbars, see "Using the Toolbars."

Display Options for Multiple Projects

Print Artist lets you open, display, and modify multiple projects at the same time. You have complete control over the projects on your workspace. You can overlap open project windows, or you can vertically or horizontally arrange open projects by splitting the workspace space among them. You can also minimize some projects while you work on others.

To cascade (overlap) open projects:

- From the Window menu, click Cascade.
  Open project windows are overlapped so that you can see each project's title.

To tile open projects:

- From the Window menu, click Tile Vertically or Tile Horizontally.
  Open project windows are arranged so that they share the workspace, either one above the other or side by side.

Note: Minimized projects are not affected by the Cascade or Tile Horizontally/Vertically commands.

After working with your open projects for some time, you might find that you have minimized projects (displayed as small title bars) in several areas of the workspace. The minimized projects might be hidden behind open project windows.
You can move all minimized project icons to the bottom of the Print Artist workspace.

To arrange minimized project icons:

- From the Window menu, click Arrange Minimized.
  Minimized project windows are arranged in order at the bottom of the Print Artist workspace.

Note: Open project windows are not affected by the Arrange Minimized command.

Multiple Project Tips

Hidden Projects

When working with multiple projects, some project windows that are minimized or covered by other project windows can be hidden on the workspace. Print Artist provides a list of all open project windows, even if they are minimized or covered by other projects.

To see a list of all open projects:

- Open the Window menu.
  All open projects are listed below the menu commands. The currently active project displays a check mark to the left of the project name. To make another project the active project, click its name on the list.

Moving Objects Between Projects

Cut-and-paste and drag-and-drop operations can be used with more than one project. If you are creating projects with common text, objects, or artwork, use cut-and-paste and drag-and-drop to copy objects or object groups from one project to another. You can tile multiple projects to make this even easier!

Using the Right Mouse Button

Print Artist has right-button functions for most of the objects in your projects and for many of the areas in the workspace. By right-clicking on a project object or workspace area, you can see shortcuts to options that are appropriate for the selection. For example, if you right-click a text object, you will see options that let you edit the text, check spelling, work with text color, and align the text. In addition, you can cut, copy, replace, or delete the text.

Right-button options are available for the following objects in your project and areas of the Print Artist workspace:

• Images

• Graphics, ellipses, shapes, and symbols

• Grouped objects

• Lines

• Body and title text objects

• Project workspace

• Layer tabs

• Graphic thumbnails (in Graphics Grabber™)

Working with Project Dimensions

Print Artist lets you change the dimensions and margins for projects. If the project includes stickers or labels, you can also group the stickers and labels and adjust the spacing between them.

Hint: If your printer isn't printing your stickers, tags, or labels exactly as it should, use the Edit Dimensions features to refine your label settings.

The Edit Dimensions dialog boxes contain preview areas. Changes to dimensions, margins, and sticker or label groupings are immediately reflected in the Preview area.

To edit dimensions for cards:

1   Open a card project.

2   From the Tools menu, click Edit Dimensions.
    The Edit Item Dimensions dialog box appears.
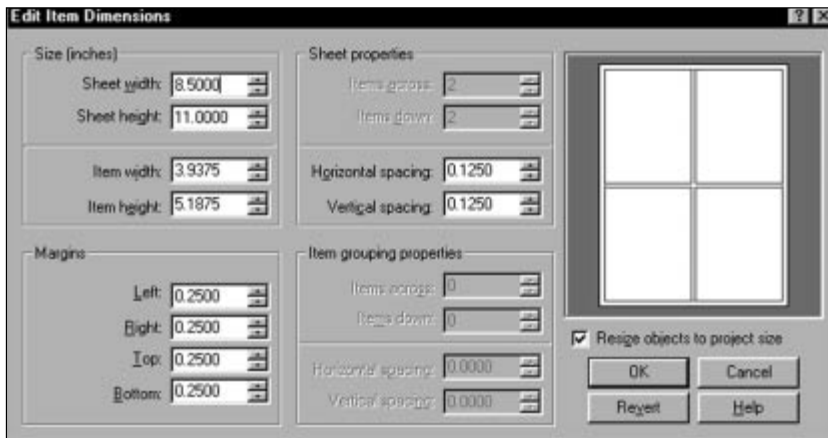
3   In the Sheet Width box and Sheet Height box, type or click the arrows to select the new width and height for the card.

4   In the Item Width box and Item Height box, type or click the arrows to select new width and height dimensions for card panels.

5   In the Margins group box, type or click the arrows to select new left, right, top, and bottom margins for the card.

6   In the Sheet Properties group box, type or click the arrows in the Vertical and Horizontal Spacing boxes to select the spacing between card panels.

7   Select Resize Objects To Project Size to resize objects when you make dimension changes. When objects are resized, they maintain their height to width ratio.

8   Click OK to change dimensions. Or, click Revert to undo changes to height, width, and margins and reset all dimensions to the previously saved values.

To edit dimensions for signs, envelopes, letterhead, certificates, banners, crafts, and party sets:

1   Open one of the projects listed above.

2   From the Tools menu, click Edit Dimensions.
    The Edit Dimensions dialog box appears.
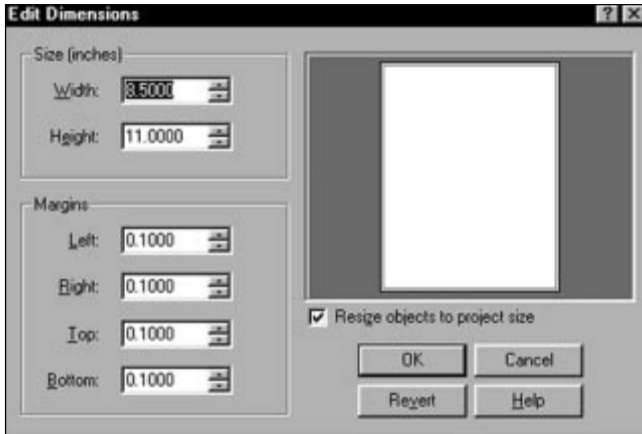
3   Type the new width or click the arrows to select the new width for the page.

4   Type the new height or click the arrows to select the new height for the page.

5   Type or click the arrows to select new left, right, top, and bottom margins for the page.

6   Select Resize Objects To Project Size to resize objects on your project when you make dimension changes. When objects are resized, they maintain their height to width ratio.

7   Click OK to change project dimensions. Or, click Revert to undo changes to height, width, and margins and reset all dimensions to the previously saved values.

To edit dimensions for stickers, business cards, and labels:

1   Open a sticker or label project type.

2   From the Tools menu, click Edit Dimensions.
    The Edit Item Dimensions dialog box appears.
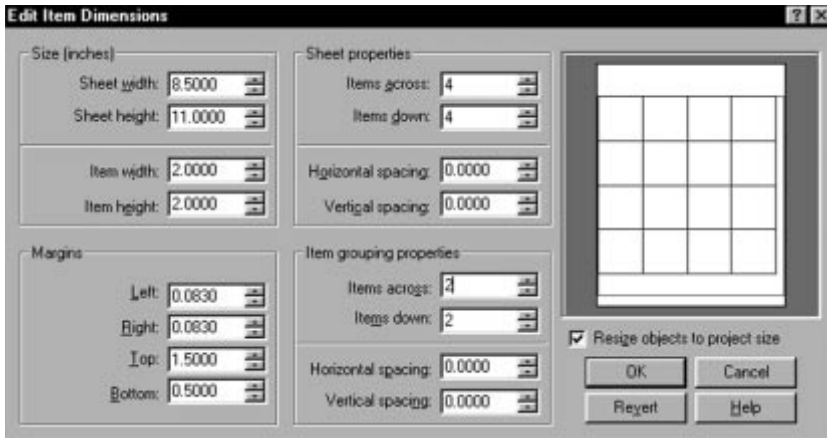
3   In the Sheet Width box and Sheet Height box, type or click the arrows to select the new width and height for the sticker or label sheet.

4   In the Item Width box and Item Height box, type or click the arrows to select new width and height dimensions for individual stickers or labels.

5   In the Margins group box, type or click the arrows to select new left, right, top and bottom margins for the sticker or label sheet.

6   In the Sheet Properties group box, type or click the arrows in the Items Across and Items Down boxes to select the number of items across and down on each sticker or label sheet.

7   In the Sheet Properties group box, type or click the arrows in the Vertical and Horizontal Spacing boxes to select the spacing between labels.

8   In the Item Grouping Properties group box, type or click the arrows in the Items Across box and Items Down box to select the number of items across and down in each group on the page.
(Used when stickers and labels are not evenly placed, but arranged in groups with greater spacing between label groups than between individual labels in a group.)

9   In the Item Grouping Properties group box, type or click the arrows in the Vertical Spacing box and Horizontal Spacing box to select the spacing between groups.
The spacing entered here is in addition to the vertical and horizontal spacing entered in the Sheet Properties group box.

10 Select Resize Objects To Project Size to resize objects on your stickers or labels when you make dimension changes. When objects are resized, they maintain their height to width ratios.

11 Click OK to change dimensions. Or, click Revert to undo changes to height, width, and margins and reset all dimensions to the previously saved values.

4 | **Printing**

This section explains how to:

*   Preview and print a project

*   Change project size and orientation before printing

*   Select a starting row and column for stickers, labels and similar projects

*   Use special print options

If you are sure about the appearance of your Print Artist project, you can send the project directly to the printer. Print Artist also lets you view a document before printing and adjust document size and orientation.

To print a project:

1   From the File menu, click Print. Or, click the Print button on the Standard toolbar.

2   Optionally, select another printer for the project.

3   Print all pages or select a range of pages.

4   In the Print What box, select the Print Artist project or the color swatch. Color swatches are samples of the colors available on the Regular and Special Colors tabs of the Customize Color dialog box. Use color swatches to select colors for your projects and to see how colors look with your printer.

5   Select Print To File to save the project as a file instead of printing it to paper. If you do not select this option, the document will be printed.

6   Select the number of copies of the document (or selected document pages) to print.

7   Select Collate to print all pages of the printed document in order. If you do not select this option, all copies of the first page will be printed, then all copies of the second page, and so forth until the printing is complete.

8   Click OK to begin printing.

Note: If you change your mind about previewing the document before printing, click Control Panel/Preview.

Changing Size and Orientation

By default, Print Artist prints a project at 100 percent and rotates it if necessary to fit on the currently selected page orientation.

You can change the project scaling when you print the project. You can also change the project's orientation on the page.

To change project size and orientation:

1   From the File menu, click Print Preview. Or, from the Print dialog box, choose Control Panel/Preview.
     The Print Preview dialog box appears.

2   Type a new project width to manually change the width of the document selected for printing. When you change the width, the height, number of pages, and percent sizes are automatically updated.

3   Type a new project height to manually change the height of the document selected for printing. When you change the height, the width, number of pages and percent sizes are automatically updated.

4   Type a new percentage or click the arrows to change the dimensions of the printed project. When you change the document's dimensions, the preview area changes, and the new measurements are shown in the Height and Width boxes.

Note: These changes are for printing purposes only and do not change the original dimensions of the project.

5   Select Fit To Page(s) to stretch the project to the boundaries of the page (disables Width, Height, and Zoom Controls).

6   Select Overlap Printing to overlap pages when printing multipage projects.

7   Select one of the following page orientations:
     Portrait — Print the document taller than it is wide.
     Landscape — Print the document wider than it is tall.
     Rotate — Print the document rotated 90 degrees.

Note: Print Artist automatically rotates your project if necessary to print on the page. If rotated, this option appears selected. Select or clear to override this setting.

The results of your changes appear in the Preview area. The Page count is updated if your selections change the number of pages in the project.

8   Click Print to begin printing.

Selecting a Starting Row and Column

You can select a starting row and column for documents such as stickers, labels, and Avery business cards. This feature lets you begin printing on a partial sheet of blank labels. After the first sheet, stickers and labels begin printing on row one, column one.

To select a starting row and column:

1   From the File menu, click Print Preview. Or, from the Print dialog box, click Control Panel/Preview.
     The Print Preview dialog box appears.

2   Click the Page Setup tab.

3   Type a new starting column or click the arrows to select a starting column number.

4   Type a new starting row or click the arrows to select a starting row number.

5   Click Print to begin printing.

Working with Special Options

Print Artist includes additional options for customizing the appearance of a document before you print. You can print projects in outline form, flip projects, tile projects, and print crop marks.

To select special options:

1   From the File menu, click Print Preview. Or, from the Print dialog box, click Control Panel/Preview.
     The Print Preview dialog box appears.

2   Click the Special Options tab.

3   Select one or more of the following options:

Coloring Book — Prints only the outlines of the text or graphics in the document currently selected for printing. Can be used to create coloring books, conserve toner, or print to plotter, which normally has trouble filling in large areas with color.

Note: Bitmap graphics cannot be shown in outlines; they will print in grayscale.

Mirror Image — Flips the document being printed. Used when printing on material that can directly transfer an image to T-shirts.
Tile — Prints multiple images smaller than a full page on one piece of paper. Useful for business cards and postcards.
Print Crop Marks — Prints small crop marks at the edges of each project.

4   Click Print to begin printing.

Printing the Graphics Catalog

You can print thumbnails of selected graphics categories or all categories for reference.

To print a graphics catalog:

1   From the File menu, click Print Graphics Catalog.

2   In the Categories to Print list, select a graphic category to print.
    You can select a contiguous range of categories by using SHIFT or select noncontiguous categories using CTRL.
    Selected graphics appear in the Preview area.

3   Optionally, use the navigation buttons to review the graphics to be printed. A page display above the buttons shows the number of the pages being displayed.

4   Click Print to begin printing.

Printing the Fonts Catalog

You can print a catalog of selected fonts or all available fonts.

To print a fonts catalog:

1   From the File menu, click Print Fonts Catalog.

2   In the Catalog Type list, select More Detail to see a more complete list of characters for each font. Select Less Detail to see only the font names in each font.

3   Optionally, use the navigation buttons to review the fonts to be printed. A page display above the buttons shows the number of the page being displayed.

4   Click Print to begin printing.

5 | Emailing Projects

You can send your projects using email. You can send the project without changing its file format if the recipient also has Print Artist. Or, you can convert the project to a GIF file so it can be viewed without Print Artist.

To email a project:

1   From the File menu, click Send. Or, click the Send Mail button on the Standard toolbar.

2   Select Email Greeting to automatically convert your project to a GIF file before mailing. Or, Select Print Artist Project to email the project without converting. If the Print Artist Address Book contains contacts, the Select Address Book Contacts dialog box appears.

3   In the Select Address Book Contacts dialog box, select the recipients to include. Or, click Send to launch your email application.

   •   If you selected Email Greeting, the active project is automatically converted and inserted into a new email message as a file attachment.

   •   If you selected Print Artist Project, the active project is inserted into a new email message as a file attachment without conversion.

   •   If you selected contacts from the Print Artist Address Book, they are placed in the recipient list.

4   Optionally, add more recipients using your email application.

5   Click Send.

6 Working with Text

This section explains how to:
*   Insert text, quotes, and symbols into a Print Artist project

*   Edit text

*   Change text font, alignment, and size

*   Change text color

*   Check spelling

About Print Artist Text

Print Artist uses two kinds of text:

Body text — Body text is typically used for large amounts of text. Body text lets you tab and indent text from the edge of the text frame. You can select and change individual words and characters in body text objects. You can also link body text objects to make text flow between columns and to create text effects.

Title text — Title text is typically used for headlines, banner text, and other places in which the text is a title or graphical element in your project. Title text allows you to apply special effects, such as layering, shadows, and zoom effects, from the Effects Gallery.

Title text and body text have some common capabilities; you can edit, align, color, and check spelling with both text types.

Working with Body Text

Inserting Body Text
Use the following procedure to add body text to a project.

To add body text:
1   From the Insert menu, click Body Text. Or, click the Body Text button on the Insert Object toolbar.

An empty body text frame is inserted into the object and is selected.

2   Type body text into the selected body text frame. The text is assigned the
default font.

3   When finished, click outside the body text frame. Or, use the Text Formatting
toolbar to change the font, size, and horizontal alignment for the text. Or, use
the Text tab in the Effects Gallery to change the margins and vertical alignment.

Working with Overflow Text

Print Artist lets you enter more text into a body text object than can actually be
displayed. Print Artist displays all text in the text object until the text object is full.
When the text object is full, you can use the grab handles to temporarily enlarge
the object. When you are done typing, use the grab handles again to reduce the
text object to its original size. The overflow text is available for display when you
change the object's size or link objects.

*Note: Overflow text can be displayed in linked body text objects. For more information,
see "Linking Body Text Objects."*

Inserting Body Text Symbols

Use the following procedure to select one or more special characters and insert
them into a project as a body text object.

To select special characters:

1   From the Insert menu, click Special Character.

2   Optionally, click the Previous Page/Next Page buttons to see all available
characters for a font.

3   Move the mouse pointer over a special character to see an enlarged version,
and then click a character to select it. Repeat to select additional characters.
Selected characters appear in the text area at the top of the dialog box.

4   Optionally, click in the text area and type additional characters or delete
characters.

5   Click OK.
The text is assigned the default font; use the Text Formatting toolbar to change
the font, size, and horizontal alignment for the text.

Editing Body Text

To edit body text:

1   Select a body text object.

2   From the Edit menu, click Edit Text/Change Graphic. Or, right-click the text
     region, and click Edit Text. Or, double-click the body text object.

3   Edit the body text.

*Note: The body text area works much like a word processor. You can select individual
letters or words by highlighting them. Once text is highlighted, you can change font and
font size for the selected text, or begin typing to replace selected text. Use BACKSPACE
or DELETE to delete text.*

4   When finished, click outside the body text frame.

Changing Alignment

To change horizontal alignment:

1   Select the text object to change, and then select one or more text paragraphs.

2   Click one of the following alignment buttons on the Text Formatting toolbar:

       Aligns the text to the left side of the frame.

       Aligns the text to the center of the frame.

       Aligns the text to the right side of the frame.

       Justifies text by word. If there are not enough words to fill a line, the
                           text is aligned to the left side of the frame.

To change vertical alignment for body text:

1   Select the text object to change.

2   On the Effects Gallery Text tab, select one of the vertical alignment options:

       Aligns the text to the top of the frame.

       Aligns the text to the vertical center of the frame.

       Aligns the text to the bottom of the frame.

Changing Body Text Size

To change body text size:

1   Select the text object to change.

2   From the Edit menu, click Edit Text/Change Graphic. Or, right-click the text region, and click Edit Text. Or, double-click the body text object.

3   Select individual letters or words.

4   In the Text Formatting toolbar, type a new point size or click the arrows to select a new point size for the text.

Linking Body Text Objects

You can link two body text objects together. When linked, text that can't fit in the first object flows into the second. Use this feature to create two columns, wrap text around graphics, or create other exciting text effects!

To link body text objects:

1   Click the Link/Unlink button at the base of the first body text object.
    The Link/Unlink button looks like this.

The Link Body Text Boxes Together dialog box appears. The left side of the dialog box lists the pages in the project, in tree format. The right side of the dialog box shows the body text objects on the selected page.

2   From the page list, click a page to see the body text objects on the page.

3   Click the plus sign to the left of the page number to see a listing of the body text objects on the page. Or, double-click the page number to see the listing.

4   From the list of objects, click the object to link. The object is shaded and outlined in the preview area.

5   Click Link.
    The body text objects are linked. Overflow text from the first object flows into the second. Text in the second text object appears after any overflow text in the first object. Arrows appear at the base of the linked body text objects. The arrows allow you to move between linked body text objects.

Note: If you select the first body text object to link to, in effect linking the object to itself, the Link button is dimmed.

To unlink body text objects:
• Click the Link/Unlink button at the base is of a linked body text object. The link between the body text objects is broken. Overflow text is removed from the second text object and placed in the original text object as overflow text. (To see the overflow text, you can temporarily increase the size of the body text object.)

Working with Title Text

Use title text for headlines, banner text, and other places in which the text is a title or graphic in your project. With title text, you can create text that looks like this.

Inserting Title Text

To insert title text:
1 From the Insert menu, click Title Text. Or, click the Title Text button on the Insert Object toolbar.

2 Use the Enter Text area to type and edit text.
   If you have selected special characters, they appear in the Enter Text area and can also be edited before you place them in the project.

3   Click OK to insert the text into the project as a title text object.
The text appears in the default font; use the Text Formatting toolbar to change the font, size, and horizontal alignment for the text. Or, use the Text tab in the Effects Gallery to change spacing and add letter effects.

Inserting Title Text Symbols

To insert special characters:

1   From the Insert menu, click Title Text and then click Special Characters. Or, click the Title Text button on the Insert Object toolbar and then click Special Characters.

2   Optionally, click the Previous Page/Next Page buttons to see all available characters for a font.

3   Move the mouse pointer over a special character to see an enlarged version, and then click a character to select it. Repeat to select additional characters. Selected characters appear in the text area at the top of the dialog box.

4   Optionally, click in the text area, and type additional characters or delete characters.

5   Click OK.
The Insert Title Text dialog appears with the selected characters displayed.

6   Edit the special characters if necessary, and then click OK to insert the characters into the project as a title text object.
The text appears in the default font; use the Text Formatting toolbar to change the font, size, and horizontal alignment for the text. Or, use the Text tab in the Effects Gallery to change spacing and add letter effects.

Editing Title Text

To edit title text:

1   Select a title text object.

2   From the Edit menu, click Edit Text/Change Graphic. Or, double-click a text object.
The Edit Title Text dialog box appears with the text displayed.

3   Edit the text. When finished, click OK.
The edited text is inserted into the text object.

Changing Title Text Fonts

To change title text fonts:

1   Select the text object to change. (You cannot change fonts for individual title text characters. Use multiple title text objects or body text to change fonts for individual characters.)

2   Click the Font down arrow on the Text Formatting toolbar. Use the scroll bar to view additional fonts.

Hint: Move the pointer over a font before clicking it to see it applied to the selected text.

3   Click a font to apply it to the selected text object.

Changing Alignment and Word Wrap

To change horizontal alignment and wrap text:

1   Select the text object to change.

2   From the Object menu, click Body/Title Text Effects. Or, click the Text button on the Effects toolbar.

3   Select Fixed To Point Size.
    If you select Stretched To Frame, the text occupies the entire frame.

4   Click one of the following alignment buttons on the Text Formatting toolbar:

   Aligns the text to the left side of the frame.

   Aligns the text to the center of the frame.

   Aligns the text to the right side of the frame.

   Justifies text by word. If there are not enough words to fill a line, the text is aligned to the left side of the frame.

   Justifies text by letter. If there are not enough letters to fill a line, the letters are spaced to fill the frame from left to right.

5   By default, text automatically wraps in its frame (button appears indented). Click the Text Wrap button to disable word wrap (button is not indented).

To change vertical alignment and character/line spacing for title text:

1   Select the text object to change.

2   On the Effects Gallery Text tab, select one of the vertical alignment options:
    Top — Aligns the text to the top of the frame.
    Center — Aligns the text to the vertical center of the frame.
    Bottom — Aligns the text to the bottom of the frame.

3   Type a new character spacing or click the arrows to select the amount of space between individual characters in the text object.

4   Type a new line spacing or click the arrows to select the amount of space between lines of text.

Changing Title Text Size

To change title text size:

1   Select the text object to change. (You cannot change the size of individual title text characters. Use multiple title text objects or body text to change text size for individual characters.)

2   From the Object menu, click Body/Title Text Effects. Or, click the Text button on the Effects toolbar.

3   Click one of the following Frame options:
    Stretched To Frame—Resizes the text to make it fit the size of the surrounding frame.
    Fixed To Point Size—Text size remains the same.

4   (Fixed To Point Size only) In the Text Formatting box, type a new point size or click the down arrow to select a new point size for the text.
    If you change text size this way and the text was Stretched to Frame, Print Artist automatically changes it to Fixed to Point Size.

5   (Fixed To Point Size only) Type a new width or click the arrows to select a new width for the text.
    When the width is set at 100% (the maximum), the width of the characters is exactly as the font was designed. When the width is less than 100%, the characters appear thinner and closer together.

Applying Title Text Effects

To apply effects to title text:

1 Select the text object to change.

2 Click one or more of the following buttons on the Text Formatting toolbar:

B   Makes text in the selected text object bold.

I   Slants text in the selected text object to the right.

<u>U</u>   Underlines text in the selected text object.

3 On the Effects Gallery Text tab, click any of the following effects:
Tilted — Tilts each individual letter of selected text to the right.
Wacky — Tilts the individual letters of selected text randomly to the left and right.
Staggered — 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.
Vertical — Changes text so that the letters run from top to bottom instead of from left to right within the frame. Letters remain right-side-up.

Note: You can also apply a variety of special graphical effects to title text objects. To learn about applying graphical effects to title text, see "Applying Special Effects."

Changing Text Color

To change text color:

1 Select the text object to change. Optionally, select text within the text object (body text only) to change only the selected text.

2 From the Object menu, click Color Effects. Or, click the Color button on the Effects toolbar.

3 Move the dialog box to a convenient place on the workspace.

4 Click a color to apply it to the selected text object.

5 Select Background to display the object's background color.

6 Select Reversed to reverse the order in which colors are applied to the surfaces of the text object. (Not available for body text.)

7   Move the Lighter/Darker slider to the left to change to a lighter version of the selected color. Move the slider to the right to change to a darker version of the selected color. (Not available for body text.)

To apply custom colors, click the Customize button. For more information, see "Customizing Color."

Inserting Quotes

Print Artist contains a collection of quotes from famous people, card sentiments, and literary and miscellaneous references. Quotes can be added as body or title text.

To select and enter a quote:
1   Click the Quote button on the Insert Object toolbar.

2   In the Search box, select Occasion to search for quotes by event, and then select an occasion to search. Or, in the Search box, select Theme to search for quotes by theme, and then select a theme. Or, in the Search box, select Author to search for quotes by author, and then select an author.
Quotes matching the occasion, theme, or author search criteria appear in the Quotes Found display.

3   Use the scroll bar to view all matching quotes.

4   Click a quote to select it, and then click Insert As Title Text or Insert As Body Text.
The text is inserted into the project as a title or body text object and is assigned the default font. Use the Text Formatting toolbar to change the font, size, and horizontal alignment for the text.

Using the Spell Checker

You can spell check selected text in a text object (body text only), all text in a text object, or the entire active project.

To check spelling:

1 Select text within the text object (body text only). Or, select a text object. Or, don't select any text to check the entire project.

2 From the Tools menu, click Spelling.
The Spell Checker begins checking the specified text.
If the Spell Checker detects a word not in the dictionary, the Spelling dialog box appears.
The word is shown in the Not Found In Dictionary box, and suggested and alternative replacements are listed.

3 To change the word, use the suggested replacement text, select one of the alternatives, or type your own replacement text. Then click Replace or Replace All.

4 To retain the word, click Ignore or Ignore all. Or, click Add To Dictionary so that the Spell Checker will recognize the word next time.

5 Repeat steps 3 through 4 for each misspelling the spell checker finds.

6 When the Spell Checker is finished, a message to close Spell Checker appears. Click OK.

7   Graphics, Shapes, Symbols, and Lines

This section covers graphics, shapes, symbols and line object types and explains how to work with the frames that surround all graphic objects.

What are Graphics, Shapes, Symbols, and Lines?

Besides text, there are four other kinds of objects that you can use to create your projects: graphics, shapes, symbols, and lines.

- **Graphics** are fully crafted illustrations with preset color sets assigned to them.

- **Shapes** are basic geometric shapes that can be filled in with color; they can be inserted straight from the Insert menu or from the Graphics Grabber™. Rectangles are square or rectangular shapes that are often used to set off text and graphics or to fill in white space in projects. Ellipses are round or elliptical shapes that can be used to set off text and graphics, and to fill in white space in projects.

- **Symbols** are representational shapes that may be filled in with color.

- **Lines** are a single line graphic that can be rotated to any angle and sized to any length.

Like text, you can apply almost the full range of special effects to shapes, symbols, and lines.

About Graphics

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

When you choose a graphic, only a copy of the original graphic is inserted. All Print Artist graphics are stored separately from your saved projects. Nothing you do to a graphic within a project affects the original.

Learning about Graphic Frames

Every object in a project 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.
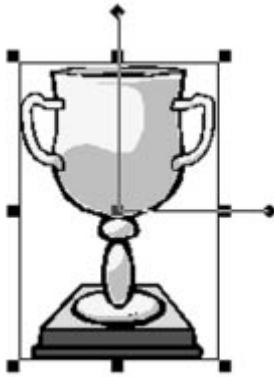
To select a frame:
- Click the frame.

To select an object that is behind another object:
1   Click an object in the project.
    The object is selected.

2   Press TAB to cycle through the objects until you select the object underneath.

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

The Frame Functions

The boxes that appear on the frame outline and in the center are referred to as *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.

Moving Frames

You can drag the active frame around the project and onto the workspace. Nothing in the frame changes when you move the frame. You can click the center grab handle in the frame or click anywhere in the frame. If you want to move the frame on a straight horizontal or vertical path, press SHIFT while moving the frame. (For best results in this case, grab the center handle of the frame.)

Corner Re-sizing Arrow

You can use this arrow to change the height and width of the frame. To change frame size while maintaining aspect ratio, press SHIFT while resizing.

Vertical Re-sizing Arrow

You can use this arrow to increase and decrease the height of the frame while keeping the width constant.

Horizontal Re-sizing Arrow

You can use this arrow to increase and decrease the width of the frame while keeping the height constant.

Note: When resizing objects, by default 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 do this, press CTRL while resizing. This toggle comes in especially handy when you have centered an object on your project and want to resize it without having to center it again when you're finished.

Rotation

You can rotate a 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 project. The handle in the center of the frame shows where the center of rotation for that frame is. You can also type or select a specific rotation value in the Special tab of the Effects Gallery.

Skewing

You can skew, or bend, your text or graphic to the side. You can also type or select a specific skew value in the Special tab of the Effects Gallery.

8 | Inserting Graphics, Shapes, Symbols, and Lines

This section explains how to:

- Use the Graphics Grabber to find graphics for your projects

- Choose the graphics collections to view

- Import graphics into Print Artist projects and the Graphics Grabber

- Insert graphics, shapes, symbols, and lines into a Print Artist project

- Export graphics for use in other programs

Working with the Graphics Grabber™

The Graphics Grabber™ is a multipurpose dialog box that lets you:

- Insert graphics from the Print Artist Graphics catalog

- Import graphics into a Print Artist project and optionally add the graphic to the Graphics Grabber™ catalog for later use

- Move or delete imported graphics

To open the Graphics Grabber™:

- From the Insert menu, click Graphic, and then click From Graphics Grabber™. Or, click the Graphic button on the Insert Object toolbar.

Note: When you insert a shape, symbol, border or background the Graphics Grabber™ dialog box appears with the appropriate category selected. You'll also open the Graphics Grabber™ when replacing graphics.

Using the Graphics Grabber™ Dialog Box

The Graphics Grabber™ lets you search for graphics by category or keyword.

- Select Category to conduct a general search and browse through larger numbers of graphics.

- Select Keyword to search for specific objects and see smaller numbers of graphics.

Thumbnails matching the selected category or keyword are displayed in the Graphics Grabber™ viewing area in alphabetical order. This aids you in finding graphics you've seen listed in the Print Artist Graphics catalog.

Category search tips:
- You can browse quickly through categories using the scroll bar or by pressing PAGE UP or PAGE DOWN.

- Some categories overlap, so check several categories to find the perfect graphic.

Keyword search tips:
- If you don't find the graphic you want, enter a broader search term. For example, if you enter the search term "Beagle" and you don't get a match, then try using the term "Dogs." Then, browse the list of results for the specific graphic or graphics you want.

- Try to search with nouns such as "Cat" or "Dog" rather than descriptive terms such as "Bright" or "Blue."

You can customize the appearance of the Graphics Grabber™ dialog box to show more graphic thumbnails or categories and keywords.

To show more graphic thumbnails, categories, and keywords:
1   With the Graphics Grabber™ dialog box displayed, move the pointer over the top or bottom edge of the dialog box.
    The pointer changes to a double-headed arrow.

2   Press and hold the left mouse button, and then drag the edge of the dialog box outward to expand it.

Note: You can also expand the Graphics Grabber™ dialog box to the side. This will show more graphic thumbnails but not categories or keywords.

To insert a graphic:
- Click the graphic, and then click Insert. Or, double-click the graphic. Or, select the graphic and drag it to the workspace.

Note: The Graphics Grabber™ can be used to drag and drop graphics into other SierraHome programs. Use the Graphics Grabber™ as your personal image cataloging device!

To learn more about adding graphics to your projects, see "Inserting Graphics." For details on importing graphic files and adding them to the Graphics Grabber™ catalog, see "Importing Graphics."

Working with Print Artist CDs

Print Artist includes a program CD and several graphics CDs. Print Artist uses the graphics CDs to browse the Print Artist graphics collections and to insert graphics into your projects.

Each Print Artist graphics CD contains a large number of graphics. To make browsing quicker, each CD also contains an index to all the graphics on the CD. (A graphic index contains a thumbnail of each graphic, plus the CD location for the graphic.) Print Artist graphics CD #2 contains indexes to *all* the Print Artist graphics.

Print Artist lets you selectively view graphics CDs so that you can narrow your Graphics Grabber™ previews, for example, to purchased collections or to the graphics CDs you typically use. For more information on selecting the graphics collections to view, see "Including and Excluding Graphic Collections."

Print Artist Installation and the Graphics CDs
During Print Artist installation, you'll be given the option to:
- Install only the required program files and a standard collection of layouts, graphics, and fonts (Minimal installation)

- Install required program files and a standard collection of layouts, graphics, and fonts, plus the Graphics Grabber™ Catalog contained on Print Artist graphics CD #2 (Recommended installation)

- Install required program files and a standard collection of layouts, graphics, and fonts, plus selected graphics CDs (Custom installation)

Whichever installation you choose, you can still get to all Print Artist graphics.

- If you choose a Minimal installation, you will need to use CDs to browse for and select graphics outside the standard graphic selection.

- If you choose a Recommended installation, you will not need to use CDs to browse any graphics collection, but you will need to the use CDs to insert the graphics into your projects. This is because all graphic thumbnails and CD locations have been copied to the hard disk, but not the graphics themselves.

• If you choose a Custom installation, you will not need to use the CD to browse or insert graphics from any installed graphics CD. Both the graphic thumbnail catalog and the graphics for the CD will be copied to the hard disk. You can install any combination of Print Artist graphics CDs.

Including and Excluding Graphic Collections

The Print Artist Collections Manager lets you select the graphic collections to preview in the Graphics Grabber™. Use the Collections Manager to include or exclude:

• Standard graphic content

• Print Artist graphics CDs

• Imported graphics

• Purchased graphics collections

Note: The selections you make using the Collections Manager do not affect where Print Artist graphics are located; graphic location is determined by your Print Artist installation selections.

If you installed a graphics collection to the hard disk, Print Artist will automatically search for the graphics there. If you did not install one or more graphics collections to the hard disk, Print Artist automatically requests the correct CD when you browse or select graphics. For more information on graphic location, see "Print Artist Installation and the Graphics CDs."

To select graphics collections to view:

1   From the Tools menu, click Collections Manager. Or, click Collections Manager on the Pre-Designed Projects tab, the Blank Projects tab, or the Graphics Grabber™ dialog box.

2   Click the check box to the left of the collections to view in the Graphics Grabber.

3   Click OK to exit the Collections Manager and view graphics in the selected collections.

Importing Graphics

You can import graphics from other sources into a Print Artist project and optionally add graphics to the Graphics Grabber™ catalog for later use. You can import graphics in BMP, DIB, EMF, JPEG, PCX, PNG, TGA, TIFF, and WMF formats.

To import a graphic into Print Artist:
1   From the Insert menu, click Graphic, and then click From File. Or, click the Import button on the Insert Object toolbar.

2   To display files in a different area of the disk, select a different drive or folder in the Look In box.

3   In the Files Of Type list, select a type of graphic file to search for.

4   Click a file name to select the file for import. (To import multiple files, CTRL+click each file name.)
    The file name appears in the File Name box, and the graphic is displayed in the Preview area.

5   Click Insert to import the graphic into the active project. Or, click the Import To Graphics Grabber™ check box and follow the procedure below to insert the graphic and add it to the Graphics Grabber™ catalog.

To add an imported file to the Graphics Grabber™:
1   Select a file, and click Import To Graphics Grabber™.
    The keyword text box and a list of graphics categories are displayed.

2   Type keywords for each graphic, separated by commas. Choose meaningful keywords so that you can easily find the graphic later during Graphics Grabber™ searches.

3   Click each of the categories in which you want the graphic to appear during Graphics Grabber™ category searches.
    By default, all new graphics are assigned the Imported Graphics category.

4   Optionally, click New Category, and type the category name to add a new search category to the list.

5   Click Insert to import the graphic into the active project and add it to the Graphics Grabber™.

Importing Graphics from a Digital Camera or Scanner

You can import graphics from a digital camera or scanner and optionally add the graphics to the Graphics Grabber™ catalog for later use. When you select this option, Print Artist starts your camera or scanner software. You'll acquire the graphic using these programs. When you've selected or scanned the graphic, Print Artist inserts it into the document and optionally adds it to the Graphics Grabber™ catalog.

To import graphics from a digital camera or scanner:

1   From the Insert menu, select Graphic, and then select From Camera Or Scanner. Or, from the Insert Object toolbar, click TWAIN Acquire. Print Artist prompts you for the graphic source, and then the camera or scanner software starts.

2   Select or scan the graphic you want, and then exit the camera or scanner software.

3   The graphic is inserted into the Print Artist project. You can also add the graphic to the Graphics Grabber™ catalog.

Note: To learn about automatically adding graphics to the Graphics Grabber™ catalog, see "Setting Options."

Inserting Graphics

Use the following procedure to search for and insert graphics from the Print Artist graphics catalog.

To insert graphics into your project:

1   From the Insert menu, click Graphic, and then click From Graphics Grabber™. Or, click the Graphic button on the Insert Object toolbar.

2   Select a search method. To conduct a general search and browse through larger numbers of graphics, select Category. To search for specific graphics, select Keyword.

3   If you selected a Category search, select a category. Or, if you selected a
    Keyword search, type or select a keyword.
    Graphics matching the search criteria are shown in the Preview area.

4   Click the graphic you want to insert, and then click Insert. Or, double-click the
    graphic. Or, select the graphic and drag it to the workspace.

Inserting Squares and Rectangles

Use the following procedure to insert squares and rectangles into a project. Squares
and rectangles can be used to emphasize text and graphics and to fill in extra white
space.

To insert a square or rectangle:
•   From the Insert menu, click Rectangle. Or, click the Rectangle button on the
    Insert Object toolbar.
    A rectangle is inserted into the active Print Artist project.

Inserting Border Graphics

Use the following procedure to search for and insert border graphics from the Print
Artist graphics catalog. This dialog box functions just like the standard Graphics
Grabber™ dialog box, but the Border category is predefined.

To insert a border graphic into your project:
1   From the Insert menu, click Border.
    The Graphics Grabber™ dialog box appears. The Border category is
    preselected. Available borders are displayed in the Preview area.

2   Click a border, and then click Insert. Or, double-click the border. Or, select the
    border, and drag it to the workspace.
    The selected border graphic is inserted into the active Print Artist project. It is
    sized to the edge of the project.

Inserting Background Rectangles

Use the following procedure to insert background rectangles into your project. Background rectangles are filled with color and automatically sized to the active project panel. Background rectangles are placed below other graphics in the project. Once the background rectangle is inserted, you can change its color or add effects.

To insert a background rectangle:
*   From the Insert menu, click Background Rectangle.
    The rectangle is inserted, placed at the bottom level, and sized to fill the displayed project panel.

Inserting Basic Shapes and Graphic Symbols

Use the following procedure to search for and insert basic shapes and graphic symbols into your project. Basic shapes include squares, rectangles, triangles, and diamonds. Graphic symbols include arrows, crosses, signs, and musical symbols. This dialog box functions just like the standard Graphics Grabber™ dialog box, but the Basic Shapes and Basic Symbols are the only available categories.

To insert a basic shape into your project:
1   From the Insert menu, click Shape Or Symbol. Or, click the Shapes button on the Insert Object toolbar.

2   Select the Basic Shapes category to search for shapes. Or, select the Basic Symbols category to search for symbols.

3   Click a shape or symbol, and then click Insert. Or, double-click the shape or symbol. Or, select the shape or symbol, and drag it to the workspace.
    The selected graphic is inserted into the active Print Artist project.

Note: You can quickly select a simple shape by clicking on the arrow next to the Shape button and selecting a shape from the graphic display.

Inserting Frames

Use the following procedure to insert frames (rectangular graphic objects with transparent fill color) into your project. Frames are ideal for framing other graphics.

Note: This section does not discuss the frames that surround all graphic objects and are used to select, move, and resize objects. For information about this type of frame, see "Learning About Graphic Frames."

To insert a frame into your project:

*   From the Insert menu, click Frame.
    A frame is inserted into the active project.

Inserting Lines

Use the following procedure to insert straight lines into your project.

To insert a line into your project:

1   From the Insert menu, click Line. Or, click the Line button on the Insert Object toolbar.
    A line is inserted into the active project.

2   To change the line's length, thickness, or direction, use the line object's grab handles.

Inserting Double Arc Title Text

Use the following procedure to insert two arced title text objects into your project. You can type text, select quotes, or insert special characters. When inserted, the text objects are placed one above the other (both with the same text). The top one has the clockwise arc effect and the bottom one has the counter-clockwise arc effect, forming a circle.

The two arcs can be individually selected, moved, and resized.

To insert double arc text into your project:

1   From the Insert menu, click Double Arc Title.
    The Insert Title Text dialog box appears.

2   Type text to be inserted as a double arc. Or, click Special Characters to insert
    text symbols as a double arc.

3   When text is entered or selected, click OK.
    The text is formatted as a double arc and inserted into the project as two title
    text objects.

Exporting Graphics

You can export Print Artist graphics and save them as graphics files. These may
then be used in other applications that accept the selected format.

To export a graphic to a file:

1   Select a graphic in the active Print Artist project.

2   From the Object menu, click Export Object.

3   To display files in a different area of the disk, select a different drive or folder in
    the Export box.

4   In the File Name box, enter or select a file name for the graphic.

5   In the Save As Type list, select a type of graphic file to save as.
    Only files of the selected type are displayed.

6   If active, select a subtype for the selected file format.

7   If the file is a JPEG, move the Image Quality slider to select graphic resolution.
    Move the slider to the left to create a graphic file with lower resolution and
    smaller size. Move the slider to the right to create a graphic file with higher
    resolution and larger size.

8   Click Save to save the graphic as a file.

*Tip: You can export more than one graphic object at a time. To export multiple objects,
select all the objects before selecting the Export option.*

This section explains how to:

- Replace one graphic with another

- Crop graphics using the edge of the workspace

- Align graphic objects on the page

- Link and group graphic objects

- Overlap graphics and use project layers

Replacing Graphics

You can quickly replace graphic objects in your projects with other graphics from the Graphics Grabber™ catalog.

To replace a graphic:

1   Double-click the graphic.
    The Graphics Grabber™ appears.

2   Select a graphics category or keyword match, select a graphic and then click Replace.

3   The replacement graphic is inserted in place of the original, at the same frame size and orientation.

To learn about replacing or updating text objects, see "Editing Body Text" or "Editing Title Text."

Using the Workspace to Crop Graphics

You can change the shape of a graphic's frame, but you cannot directly edit the contents of a graphic image. If you want to use part but not all of a graphic, try moving the unwanted portion of the graphic off the edge of the project. Though still part of the graphic, the unwanted portion will be hidden and will not print. The rest of the graphic can be pulled back onto the page if you want it in your project again.

Tip: You can also cover part of a graphic with a rectangle of the same color as the graphic's background. Place the rectangle over the unwanted portions of the graphic.

Duplicating Graphic Objects

It's easy to duplicate objects with Print Artist's Duplicate Object command. Use this command to make a copy of the selected object and put the copy on top so that it overlaps but doesn't completely cover the original object.

The Duplicate Object command allows quick copying and placement of objects that you want to repeat in your project. 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 project. Use Duplicate Object to experiment with these possibilities. You also might want to make duplicates of a graphic to try out different shapes and colors. Then, compare them and choose which you prefer.

To duplicate a graphic object:

1   Select the object in the workspace.

2   From the Edit menu, click Duplicate Object.
    A duplicate object is created and placed in the project, overlapping the original object.

3   Repeat step 2 to create additional duplicate objects.

Overlaying Graphic Objects

Projects in Print Artist can consist of carefully arranged overlays of graphics, symbols, shapes, lines, and text blocks. Shapes especially are often placed behind all the other elements of a project to give it visual balance.

The Bring To Front, Send To Back, Bring Forward, and Send Backward commands on the Object menu are designed to help control the overlays of objects in your project.

The Send To Back command places the selected object behind all other objects in the project.

The Bring To Front command places the selected object in front of all other objects in the project.

The Bring Forward and Send Backward commands are useful when you have several overlapping objects placed on your project. These commands move the selected object forward or backward one level.

Object order is defined by the order in which the objects are originally placed on the project, not by the objects' relationship to one another on the project. 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 move 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.

To change an object's order:
1   Select the object to change.

2   From the Object menu, select Bring To Front, Send To Back, Bring Forward or Send Backward.

Note: If you ever "lose" an object while using these commands, it might be covered by a larger object. Select the larger object and use Send To Back to put it in the background; then the smaller object will appear again. You can also hide objects with the Hide Selection command while you work with other objects.

Working with Overlapping Objects

You can place, select, and manipulate overlapping text and graphic objects on a project page.

Using Close Views

Graphics and text are inserted at the default size relative to your screen. However, if you zoom in on your project and then insert the objects, this will make inserted text and graphics smaller relative to your project. You might find using close views in this way faster and more precise when you want to insert type in a small point size, shrink a graphic, or select an object from a group of closely placed objects.

Hiding Graphic Objects

Use the following procedure to hide objects you don't need to see or work with at the moment. You can hide any number of objects. However, hidden objects cannot be edited or deleted.

To hide graphic objects:

1   Select one or more text or graphic objects.

2   From the View menu, select Hide Selection.
      The selected objects disappear from view.

To show hidden objects:

•   From the View menu, select Show All, and then select Objects or an object type.

Selecting Objects with TAB Key

If you are having trouble selecting objects with the mouse, try using the TAB key. The TAB key cycles through objects on the workspace.

To select an object with TAB Key:

1   Select any object on the workspace.

2   Press TAB until the object you want is selected.

Note: The name of the currently selected object is displayed on the status bar.

Centering and Aligning Graphic Objects

Use the following procedures to center and align objects on a project page.

Centering Graphic Objects

You can use centering commands to locate one or more objects at the vertical or horizontal center of a project page. You can center objects vertically, horizontally, or both. If more than one object is selected, centering is individually performed on all selected objects.

Note: Centering multiple objects can cause objects to overlap or larger objects to cover smaller objects. For hints on displaying, selecting and reordering overlapping or covered objects, see "Working with Overlapping Objects."

To center graphic objects:
1   Select one or more objects in the project page.

2   Select one of the following options:

To…	Do this…
Center objects horizontally (left to right) on a project page	From the Object menu, click Center, and then click Horizontally.
Center objects vertically (top to bottom) on a project page	From the Object menu, click Center, and then click Vertically.
Center objects both vertically (top to bottom) and horizontally (left to right) on a project page	From the Object menu, click Center, and then click Both.

Selected objects are moved to the new location.

Aligning Graphic Objects

Aligning commands are used to align multiple objects on a vertical or horizontal plane. When you choose an aligning command, the centers of all selected objects are aligned to the center of the first object you selected. Because the aligning commands work with multiple objects, at least two objects must be selected for the commands to be available.

To align graphic objects:

1 Select two or more objects in the project page.

2 From the Object menu, click Align Horizontally.
Objects are aligned on a horizontal plane, using the first selected object's center.
Or, from the Object menu, click Align Vertically.
Objects are aligned on a vertical plane, using the first selected object's center.
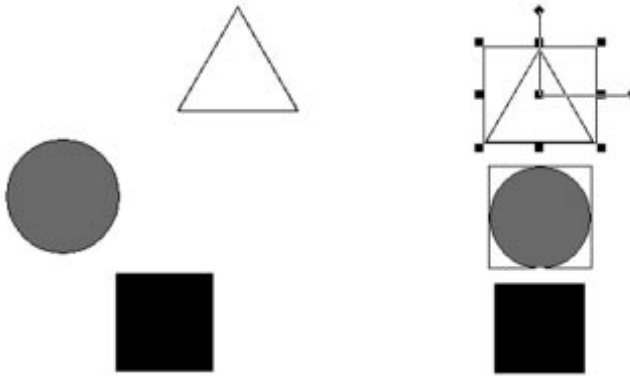
Multiple Selection and Grouping Functions

You can use multiple selection and grouping functions to work on more than one object at once. You might want to resize everything to better fit on your page, or tilt or rotate two separate text blocks. With multiple selection and grouping, you can select and work with more than one frame at a time.

Multiple Selection

Multiple selection lets you perform commands simultaneously on separate frames. The frames are still treated as separate objects rather than as a group. Each frame still rotates, skews, and re-sizes around its own center, not the center of the group of selected frames.

There are several ways to select multiple frames: click one of the Select commands from the Edit menu, press and hold SHIFT while selecting frames, or use marquee selection.

To select multiple objects using marquee selection, position the pointer at one of the corners of the workspace. Then, click and drag the pointer diagonally until you have included all the items you want to select. A selection box will appear. When the box surrounds all the items you want to select, release the mouse button. The selection box disappears, and selection handles appear around each selected frame.

To select multiple frames:

• From the Edit menu, click one of the Select commands. Or, press and hold SHIFT while you select each object. Or, drag the pointer around the objects you want (marquee selection).

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

Every command that you initiate affects all the connected frames (until you unselect them).

To unselect all connected frames:

• Click anywhere on your project (outside the frame) or on the workspace.

To unselect individual connected frames:

• Press SHIFT while you click each object you want to unselect.

Grouping

By grouping frames, you can perform commands simultaneously on multiple frames. The center of the group of connected frames is used as the center point around which objects are sized and rotated. This allows you to resize and rotate groups of objects while maintaining their relationship with one another.

Note: You can't group body text objects, but you can select multiple objects, including body text objects, and move them together. See "Multiple Selection" for more information.

To group frames:

1 Select two or more objects on the workspace. (Press SHIFT while you click each object you want to select with the left mouse button, or press CTRL+A to select all objects.)

2 From the Object menu, select Group.

To ungroup frames:
• From the Object menu, select Ungroup.

Working with Multiple Selected and Grouped Frames

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

• Moving commands (You can move all frames by dragging them with the mouse or using the arrow keys.)

• Flipping commands

• Most Alignment commands

• Resizing commands

• Rotating commands

To resize multiple selected or grouped frames:
• Press CTRL while pressing the DOWN ARROW (to shrink) or UP ARROW (to enlarge).

To rotate multiple selected or grouped frames:
• Hold CTRL while pressing the LEFT ARROW (clockwise) or RIGHT ARROW (counterclockwise).

Warning: If you delete a frame that is part of a group or multiple selection, all of the frames will be deleted. Make sure to save your project before selecting to prevent mistakes.

Moving Objects Between Projects

You can move objects from one project to another or duplicate objects in another project. Print Artist lets you use cut-and-paste or drag-and-drop operations to move or duplicate objects.

To move an object:

1   In the source project, select the object(s) to move.

2   From the Edit menu, click Cut. Or, click the Cut button on the Standard toolbar.
    The object is removed from the source project and placed on the Clipboard.

3   Open or activate the target project, and display the project panel into which you want to paste.

4   From the Edit menu, click Paste. Or, click the Paste button on the Standard toolbar.
    The object is placed in the new project.

To copy an object:

1   In the source project, select the object(s) to move.

2   From the Edit menu, click Copy. Or, click the Copy button on the Standard toolbar.
    A duplicate of the object is placed on the Clipboard.

3   Open or activate the target project, and display the project into which you want to paste.

4   From the Edit menu, click Paste. Or, click the Paste button on the Standard toolbar.
    The object is placed in the new project.

To drag and drop an object:

1   Open both the source and target projects, and display both projects on the workspace.
    You can use one of the Tile commands under the Window menu to display the projects.

2   In the source project, click the object(s) to move, and hold down the mouse button. (Press CTRL+click the object to copy the object rather than move it.)

3   Drag the selected object from its original location to its location in the new project, and release the mouse button.
    The object is placed in the new project.

Advanced Layering

Advanced layering techniques are used to create and work with multiple editing layers in a project. Each editing layer can contain its own text and graphic objects. You can edit all layers or select a particular layer for editing. Layers are placed one on top of another, just as objects are. Objects in higher layers are placed over objects in lower layers. You can lock layers so that they cannot be edited.

Each project panel can have its own set of editing layers. For example, a greeting card's front panel could have four layers while its inside panel has only one.

Note: Changes in the Layer Properties dialog box are reflected immediately on the workspace.

To insert a new layer into a project panel:

1   From the Object menu, click Layers, and then click Layer Properties.
    The Layer Properties dialog box appears.

2   Click Add.
    The new layer is added to the layers for the project panel.

3   By default, new layers are:
    Visible — Displayed on the Print Artist workspace.
    Printable — Printed when the project is printed.
    Not Locked — You can add, edit, or delete objects.

4   Click Close to close the Layer Properties dialog box.

You can also quickly insert a new layer using the default layer settings.

To insert a new layer with default settings:

•   From the Object menu, click Layers, and then click Add Layer.
    A new layer is added to the project panel.

To edit the layer, click Layers, and then click Layer Properties.

To delete a layer:

1   From the Object menu, click Layers, and then click Layer Properties.
    The Layer Properties dialog box appears.

2   Select a layer, and click Remove.
    The layer (and all the objects on the layer) is deleted from the project.

3   Click Close to close the Layer Properties dialog box.

To rename a layer:
1   From the Object menu, click Layers, and then click Layer Properties.

2   Select a layer, and click Rename.

3   Type a new name for the layer, and click OK.

4   Click Close to close the Layer Properties dialog box.

To select a different layer for editing:
1   From the Object menu, click Layers, and then click Layer Properties.
     The Layer Properties dialog box appears.

2   Click to the left of the layer to edit.
     An arrow appears in the Current Layer column to the left of the layer.

3   Click Close to close the Layer Properties dialog box.

To select a different layer from the workspace:
•   Click a layer tab at the bottom of the workspace.

Note: The above procedure is for selecting the active layer to work with on the workspace. To change the layer name or move or delete a layer, click the layer name, and then click a command button. To change a Visible/Printable/Locked setting, click the check box for the setting.

To select objects from any layer on the workspace:
•   From the Object menu, click Layers, and then click Edit All Layers. Objects in higher layers can cover those in lower layers. You can move layers forward or backward, just as you can move individual objects.

To move a layer and its objects forward or backward:
1   From the Object menu, click Layers, and then click Layer Properties.
     The Layer Properties dialog box appears.

2   Select a layer to move.

3   Click the Move Layer Up or Move Layer Down buttons.
     The layer is moved up or down the list of layers.

4   Click Close to close the Layer Properties dialog box.

You can also quickly move the active layer forward or back one level.

To move an object forward or backward a layer:
*   From the Object menu, click Layers, and then click Move Forward One Layer.
     Or, from the Object menu, click Layers and then click Move Back One Layer.

When working with a multilayer project, you might want to place all objects on the same layer so that you can move all objects without cutting and pasting or changing object order.

To place all objects in a single layer:
1   From the Object menu, click Layers, and then click Layer Properties.
     The Layer Properties dialog box appears.

2   Verify that the correct layer is selected. All objects will be placed on the selected layer.
     The selected layer is marked with a black arrow.

3   Click Move All Objects To Current Layer.

4   Click Close to close the Layer Properties dialog box.

Note: Objects retain their order when placed in the selected layer. Also, objects in higher layers are placed over objects in lower layers. All layers other than the selected layer are deleted.

10 Working with Graphic Effects

This section explains how to:

- Use shapes to create effects in your Print Artist project

- Work with the many effects that can be applied to graphic objects

- Create and apply custom effects and custom colors

Note: You can apply most special effects to title text objects. Body text objects can be rotated and flipped. You can change the colors of body text.

About Special Graphic Effects

Some effects add areas to objects, or increase the number of faces or outlines. The custom variations for different effects both add areas and change object perspectives. Applying 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. Graphic effects are applied using the Special tab on the Effects Gallery. Activate the Effects Gallery by selecting Special Effects on the Object menu or clicking the Special button on the Effects toolbar. Try out several effects and combinations of effects on the same object — you'll be surprised at the variety of results possible.

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 commands only increase the number of colors present on an object's face. Shadows appear 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 that only the original surface face is outlined. You can choose a 2-, 3-, or 7-layer object directly from the Effects Gallery. In addition, you can choose a 19-layer effect from the

Customize Special Effects 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 color sets or the Customize Color option from the Color menu. You can also color the outlines of the layers.

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 Color option from the Color menu. You can also change the orientation and depth of the block in the Customize Special Effects dialog box.

Strata commands create contiguous bands of color across the face of the object. You have 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 is detached from the object's face. You can change the color of a shadow using the Customize Color 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 Special Effects 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 Text Block

Although every text block is entered in the default color black, Print Artist enables you to apply 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 or shades (depending on the number of letters/digits in the text block). In essence, the Multi-Color effect allows up to 18 faces for custom colorization.

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 18 segments can be used to create this zoom effect with choices available in the Customize Special Effects 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 option can create an different 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 connects 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.

Increasing the Number of Outlines

The Multi-Outline, Touching, and Blended effects all allow you to add up to seven outlines around an object. You can also add one to eight outlines around your object in the Customize Special Effects dialog box.

Applying Special Effects

Use the following procedure to apply special effects to selected title text or graphic objects.

Using the Special tab in the Effects Gallery, you can select effects from the effects list and from the options in the lower portion of the dialog box. Use the Customize Special Effects button to apply custom parameters to selected effects.

Note: Not all effects are available for all object types. If an effect cannot be applied to the selected object, it cannot be selected in the scrolling Effects list. If the effect is listed in the lower portion of the dialog box, it will appear dimmed.

To apply special effects to objects:

1   Select one or more objects.

2   From the Object menu, click Special Effects. Or, click the Special button on the Effects toolbar.

3   Move the dialog box to a convenient place on the workspace.

4   In the scrolling list of effects, select an effect.
    The effect is immediately applied to the selected graphic. You can use the arrow
    keys to scroll through and preview effects.

5   Select a line/outline thickness for the object.
    If the effect is applied to a shape or text object, it changes the object's outline.
    If the effect is applied to a line, it changes the line thickness.

6   Click one or more of the following options:
    Cutout effect — Cuts the face of a selected object out of a rectangle sized to
    fit the object. In the case of text, this effect is applied individually to each letter
    in a selected text block.
    Keep effect in frame — Keeps any effects applied to the object within the
    object's frame.
    Outline thickness — Creates an outline of the selected thickness for the
    object.
    Flip — Horizontally or vertically reverses the object.

7   Type a new rotation angle or click the arrows to select a rotation angle.

8   Type a new skew angle or click the arrows to select a skew angle.

9   Click Customize Special Effects to apply custom parameters to the selected
    effect.
    For details on applying custom parameters, see "Customizing Special Effects".

Applying Color Effects

Use the following procedure to apply colors to selected body text, title text, or
graphic objects.

Using the Color tab in the Effects Gallery, you can select colors from the colors list
and color effects from the options in the lower portion of the dialog box. Use the
Customize Color button to select from additional color palettes or create and apply
custom colors to selected objects.

To apply colors to objects:
1   Select one or more objects.
    If you are applying colors to body text, you can select individual letters or words.

2   From the Object menu, click Color Effects. Or, click the Color button on the Effects toolbar.

3   Move the dialog box to a convenient place on the workspace.

4   In the scrolling list of colors, select a color.
     The color is immediately applied to the selected graphic.

5   Select Background to apply a preset background color to the background of the object.

6   Select Reversed to reverse the order in which colors are applied to the surfaces of the text object. (Not available for body text.)

7   Move the Lighter/Darker slider to the left to change to a lighter version of the selected color. Move the slider to the right to change to a darker version of the selected color. (Not available for body text.)

8   Click Customize Color to select colors from additional palettes, select custom colors, and apply colors to selected object surfaces.
     For details on applying custom colors, see "Customizing Color".

Applying Shape Effects

Using the Shape tab in the Effects Gallery, you can select shape effects for objects from the scrolling list of shapes. Select effects for object frames in the lower portion of the dialog box. You can apply both object and frame effects to the same object.

To apply shapes to objects:
1   Select one or more objects.

2   From the Object menu, click Shape Effects. Or, click the Shape button on the Effects toolbar.

3   Move the dialog box to a convenient place on the workspace.

4   In the scrolling list of shape effects, select a shape.
     The shape effect is immediately applied to the selected graphic.

5   Select one of the following frame shapes:
     Rectangle frame — Changes the frame to a rectangular shape. Object frames are created with this shape by default.

Clockwise arc — Changes the frame shape to a clockwise arc.
Counterclockwise arc — Changes the frame shape to a counterclockwise arc.

Customizing Special Effects

Use the Customize Special Effects option in the Special tab of the Effects Gallery to choose the orientation, depth, and number of areas for the selected object and effect. The available choices 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 selected an effect, other variations will become available.

Each effect will be previewed as you scroll through the various possibilities.

To customize object effects:
1   From the Special tab in the Effects Gallery, click Customize Special Effects.
    The Customizing Special Effect dialog box appears.

2   Select an effect from the list of effects.
    Parameters for the effect appear in the Options group box.

3   Make parameter selections to customize the effect.
    The results of your selections appear in the preview area. You can select other parameters to see the effects before making a final selection.

4   When finished, click OK.

Customizing Color

Use the Customize Color dialog box to apply colors and color effects to selected objects or object surfaces. This dialog box expands the capabilities of the Effects Gallery Color tab by letting you select from a larger color palette, work with selected surfaces, and apply additional effects. The Custom tab contains an RGB (red, green, blue) color picker for selecting a specific custom color.

Applying Custom Color

In Print Artist, all objects have one or more surfaces. Each surface can have color applied to it. Each surface is listed in the Surface List portion of the Customize Color dialog box. More complex objects have more surfaces.

Note: Complex graphics can have so many surfaces that when a graphic is selected, the Surface List contains only its individual colors, not individual surfaces.

To apply custom colors, you'll select an object color or surface and then select a color to apply to the surface.

To apply a custom color using the Regular Colors or Special tabs:

1   From the Color tab in the Effects Gallery, click Customize Color.
    The Customize Color dialog box appears.

2   Select an object surface from the color/surface list.

3   Click the Regular Colors or Special tabs to show tab palettes.

4   Select a color for the color/surface.
    The color name and a larger color sample appear in the Selected Colors group box.
    The color is applied to the selected object surface.

5   Repeat steps 2 through 4 to apply custom colors to additional object surfaces.

6   When finished, click OK.

To apply a custom color using the Custom tab:

1   From the Color tab in the Effects Gallery, click Customize Color.
    The Customize Color dialog box appears.

2   Select an object surface from the surface list.

3   Click the Custom tab to show the color picker and RGB values.

4   Click an area of the color spectrum picker (the smaller colored area in the top left portion of the dialog box) to define the base color for selection.

5   Click an area of the gradient color picker (the larger colored area in the top left portion of the dialog box) to select the exact color.
    The name Custom Color and a larger color sample appear in the Selected Color group box.
    The color is applied to the selected object surface.

6   Repeat steps 2 through 5 to apply custom colors to additional object surfaces.

7   When finished, click OK.

Notes:

•   When you click in the gradient color picker, a circle appears. You can drag the circle to preview the colors.

•   If you know the RGB values for a color, select the color by entering the values in the fields below the color pickers.

11 Using the Address Book

Use the Print Artist Address Book to keep important information about your friends, relatives, and correspondents on line. With the Print Artist Address Book, you can maintain:

• Names and addresses

• Email addresses

• Phone numbers

• Lists of relatives

• Special occasions and notes

Address book information is available to be merged into your Print Artist projects, so it's easy to add addresses to your envelopes and labels.

To start the Address Book:
• From the Tools menu, click Address Book.
  The Address Book dialog box appears.

Adding an Individual to the Address Book

To add an individual to your Address Book:
1 From the Address Book dialog box, click Add Entry.

2 Type the first name, middle names, last name, and email address for the individual.
   You can use the TAB key to move from field to field.

3 Click in the Address text area and type the individual's street address.

4 Click Save to store the individual's information and return to the Address Book.
   Or, click the Family, Occasions, Phone numbers, or Notes tabs to add more information.

You can list an individual's relatives and indicate the relatives' relationships to the individual.

To add a relative for an individual:

1   In the Address Book dialog box, display the individual using the alphabetical or filtered listings.

2   Click the individual's listing and then click Edit Entry. Or, double-click the individual's listing.

3   Click the Family tab, and then click Add.

4   Type the first name, middle names, and last name for the relative.
    You can use the TAB key to move from field to field.

5   Select the relative's relationship to the individual from the list box.

6   Click OK to store the relative's information and exit the Family Member dialog box.

You can also make a relative an individual entry. Changing relatives to individuals allows you to maintain more information, including separate addresses, phone numbers, and special occasions.

To change a relative to an individual:

1   In the Address Book dialog box, display the individual using the alphabetical or filtered listings.

2   Click the existing individual's listing and then click Edit Entry. Or, double-click the individual's listing.

3   Click the Family tab.

4   Select the relative, and then click Make Entry.

5   If necessary, update the first name, middle names, and last name for the relative.
    You can use the TAB key to move from field to field.

6   Click in the Address text area, and type the new individual's street address.

7   Click Save to store the individual's information and exit the Edit Entry dialog box. Or, click the Family, Occasions, Phone numbers, or Notes tabs to add more information.

You can add special occasions such as birthdays and anniversaries for an individual.

To add an occasion for an individual:

1   In the Address Book dialog box, display the individual using the alphabetical or filtered listings.

2   Click the individual's listing and then click Edit Entry. Or, double-click the individual's listing.

3   Click the Occasions tab, and then click Add.

4   Type the name of the occasion, for example, a birthday.

5   Select the month and day for the occasion, and then type the year.

6   Click OK to store the occasion information and exit the Occasion dialog box.

You can add home, office, fax, and other numbers for an individual.

To add a phone number for an individual:

1   In the Address Book dialog box, display the individual using the alphabetical or filtered listings.

2   Click the individual's listing and then click Edit Entry. Or, double-click the individual's listing.

3   Click the Phone Numbers tab, and then click Add.

4   Type the phone number, and then select the phone number type—for example, Business.

5   Click OK to store the phone number and type and close the Phone dialog box.

You can keep special notes for an individual. For example, if an individual always goes on vacation during the first two weeks of July, you can add that in a note.

To add a note for an individual:

1   In the Address Book dialog box, display the individual using the alphabetical or filtered listings.

2   Click the individual's listing and then click Edit Entry. Or, double-click the individual's listing.

3   Click the Notes tab, and then click in the Notes text area.

4   Type personal notes for the individual.

5   Click Save to store the notes and close the Edit Entry dialog box.

Viewing an Address Book Entry

The Address Book has two views. In the default view, Address Book entries are sorted alphabetically by last name. Click the letter tabs to see individuals whose last names begin with the selected letter. The filtered view lets you use filtering criteria to display selected records. This view is useful, for example, when you can't remember an individual's last name or the exact spelling.

To view an Address Book entry (sorted by last name):

1   If necessary, select Sorted By Last Name at the bottom of the Address Book dialog box.

2   Click the tab that matches the first letter of the individual's last name.

3   Click the individual's listing and then click Edit Entry. Or, double-click the individual's listing.

To view an Address Book entry (filtered):

1   If necessary, select Filtered at the bottom of the Address Book dialog box.

2   Make selections in the Field, Criteria, and Value boxes, and then click Find. For example, to find listings for an individual whose last name might be spelled Smith, Smithe, or Smythe, you might use the following filter criteria:

Field	Criteria	Value
Last name	Begins with	Sm

3   Click the individual's listing and then click Edit Entry. Or, double-click the individual's listing.

Note: To see all Address Book entries in filtered view, click List All.

Editing an Individual's Information

If an individual changes names, addresses, email addresses, or other information, it's easy to update the individual's listing in the Print Artist Address Book.

To update an individual's name, address, or email address:

1   From the Address Book dialog box, display the individual using the alphabetical or filtered listings.

2   Click the individual's listing and then click Edit Entry. Or, double-click the individual's listing.

3   Update the first name, middle names, last name, and email address for the individual.
    You can use the TAB key to move from field to field.

4   Click in the Address text area, and update the individual's street address.

5   Click Save to store the individual's updated information and return to the Address Book. Or, click the Family, Occasions, Phone Numbers, or Notes tabs to update more information.

To update a relative's information:
1   In the Address Book dialog box, display the individual using the alphabetical or filtered listings.

2   Click the individual's listing and then click Edit Entry. Or, double-click the individual's listing.

3   Click the Family tab.

4   Select the relative to edit, and then click Edit.

5   Update the first name, middle names, and last name for the relative.
    You can use the TAB key to move from field to field.

6   Click OK to store the relative's updated information and close the Family Member dialog box.

To update an occasion:
1   In the Address Book dialog box, display the individual using the alphabetical or filtered listings.

2   Click the individual's listing and then click Edit Entry. Or, double-click the individual's listing.

3   Click the Occasions tab.

4   Select the occasion to edit, and then click Edit.

5   Update the name of the occasion.

6   Update the month, day, and year for the occasion.

7   Click OK to store the updated occasion information and exit the Occasion dialog box.

To update a phone number for an individual:

1   In the Address Book dialog box, display the individual using the alphabetical or filtered listings.

2   Click the individual's listing and then click Edit Entry. Or, double-click the individual's listing.

3   Click the Phone Numbers tab.

4   Select the phone number to edit, and then click Edit.

5   Type the updated phone number, and select a new phone number type.

6   Click OK to store the updated phone number and type and exit the Phone dialog box.

To update a note for an individual:

1   In the Address Book dialog box, display the individual using the alphabetical or filtered listings.

2   Click the individual's listing and then click Edit Entry. Or, double-click the individual's listing.

3   Click the Notes tab, and then click in the Notes text area.

4   Type new or updated notes for the individual.

5   Click Save to store the notes and exit the Edit Entry dialog box.

Deleting an Individual's Information

You can delete Address Book entries you no longer need. Or, you can delete some or all the information associated with an individual.

To delete individuals from the Address Book:

1   In the Address Book dialog box, display the individuals using the alphabetical or filtered listings.

2   Click each individual's listing, and then click Delete Entry. A confirmation message appears.

3   Click Delete to remove the entry from the Address Book.

To delete a relative entry:

1   In the Address Book dialog box, display the individual using the alphabetical or filtered listings.

2   Click the individual's listing and then click Edit Entry. Or, double-click the individual's listing.

3   Click the Family tab.

4   Select the relative to delete, and then click Delete.

To delete an occasion:

1   In the Address Book dialog box, display the individual using the alphabetical or filtered listings.

2   Click the individual's listing and then click Edit Entry. Or, double-click the individual's listing.

3   Click the Occasions tab.

4   Select the occasion to delete, and then click Delete.

To delete a phone number:

1   In the Address Book dialog box, display the individual using the alphabetical or filtered listings.

2   Click the individual's listing and then click Edit Entry. Or, double-click the individual's listing.

3   Click the Phone Number tab.

4   Select the phone number to delete, and then click Delete.

To delete addresses or notes:

1   In the Address Book dialog box, display the individual using the alphabetical or filtered listings.

2   Click the individual's listing and then click Edit Entry. Or, double-click the individual's listing.

3   Click the Address or Notes tab.

4   Select text using the mouse pointer, and then press DELETE to delete the selected text. Or, click at the end of the text, and then press BACKSPACE to delete single characters from the end of the text. Or, click at the beginning of the text, and then press DELETE to delete single characters from the beginning of the text.

5   When you are finished, click Save to store changes and close the Edit Entry
    dialog box.

Printing the Address Book

You can print Address Book entries at any time. The Address Book printout includes
all individual information, including addresses, phone numbers, occasions, and so on.

To print the Address Book:
*   From the Address Book dialog box, click Print.

*Note: All entries are printed, even if you are using the Address Book's filtering features to
display only selected entries in the Address Book dialog box.*

Importing and Exporting Address Book Data

You can use the Address Book to:
*   Import name, address, phone, and other information into the Print Artist
    Address Book

*   Export Address Book information to a text file for use in other programs.

Importing Address Book Data

To import data from another source, you must do the following:
*   Create a comma- or tab-separated text file containing the data to import.

*   Select the file for importing.

*   Check the Address Book import program's mapping choices, and manually map
    any other fields you want imported.

*   Import file information.

Creating a Data Source File
The data source file contains the information that you merge into the Address
Book. The source is made up of data fields, such as a person's name, and data
records, such as all the information on a person.

Here's an example of a data field: NAME
                                           John Smith

Here's an example of a data record:

NAME	ADDRESS	CITY	STATE	ZIP
John Smith	123 Maple	Seattle	WA	98122

Each field must be separated from other fields with a comma or tab.
Each record must be separated from other records with a carriage return.
You can create the data source using whatever method is most convenient. If you keep name and address information in a word processor document or spreadsheet, for example, you can save it in a text file format.

Hint: Other "address book" programs can save name and address information as a text file. If the text file contains information that you don't want to import into the Print Artist Address Book, select only the fields you want to include before importing.

Selecting a File and Importing File Information
To select a file for import:
1   From the Address Book dialog box, click Import.
    The Import Address Book dialog box appears.

2   Select the character used to separate the fields in the file.

3   Type the folder and name of the file to import. Or, use the Browse button to locate the file.

When you select the file to import, the Address Book import program lists the fields in the Address Book. The program automatically maps the fields in the Address Book to identically named fields in the import file.

Because not all fields are identically named, the import program lets you manually map fields. For example, you might map the Street Address field in the text file to the Address field in the Address Book. You can also remap (or not include) fields if you or the import program makes a mapping error.

To map fields and import file data:

1   For each Address Book field, click the text field from the Text Fields column.

    A list box appears.
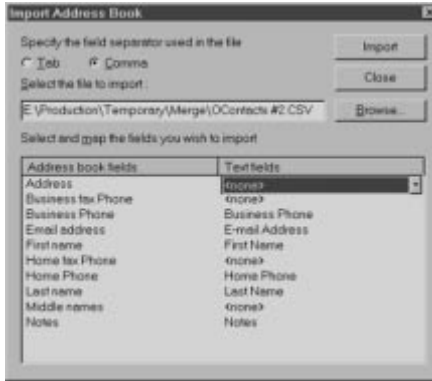
2   Select the import file field to map.
    Or, click None to map no text file field to the Address Book field.

    The mapped field name (or None, if you selected this option) for the file
    appears in the Text Fields column.

3   When you've mapped all fields, click Import.
    The file information is imported, and the new information appears in the Print
    Artist Address Book.

Exporting Address Book Data

To export Address Book data to a text file:

1   In the Address Book dialog box, click Export.
    The Export Address Book dialog box appears. By default, all information in the
    Address Book is included in the export file.

2   Click the check box to the left of any field to clear it.

3   Select either a comma or tab character as the separator between fields in the
    export file.

4   Type the folder and name of the export file. Or, use the Browse button to
    locate an existing file.

5   Click Export to create the export file with the selected fields.

12 Working with Mail Merge

The Print Artist Mail Merge feature lets you automatically merge name, address, or other information into Print Artist label and postcard projects.

To use Mail Merge, you must do the following:
1   Create a data source. The data source can be:

 • The Print Artist Address Book

 • A text file

 • Information that has been copied to the Clipboard

2   Insert merge fields into your Print Artist label.

3   Run the Mail Merge Wizard. Use the Mail Merge Wizard to do the following:

 • Select a data source for merge

 • Associate fields in your data source with the fields you defined in the label

 • Select individual records to include in the merge

 • Merge the data into the labels

Note: If your data source is a text file or information that has been copied to the Clipboard, it should have the following format:

 • Each field must be separated from other fields with a comma or tab.

 • Each record must be separated from other records with a carriage return.

For more information on text file structure, see "Creating a Data Source File." This topic is found in the "Importing and Exporting Address Book Data" section of the manual.

Inserting Mail Merge Fields

Mail Merge fields act as placeholders for information to be inserted from your data source. If you are merging information from the Print Artist Address Book, you'll use Address Book field names. If you are merging information from a file or from the Clipboard, you'll be asked to give each field a name. This will allow you to identify that field in the Mail Merge Wizard.

When you run the Mail Merge Wizard, you'll associate each field with the information in the data source.

To insert a field from the Address Book:

1   Select a title or body text object.

2   Click the Mail Merge Field button on the Insert Object toolbar.

3   If necessary, select The Print Artist Address Book.

4   In the Select Address Book Field box, click a field name and then click Add. Or, double-click a field name.
    To select multiple fields, press CTRL and click each field, and then click Add.

5   When all fields are added, click Insert.
    The fields are displayed in the Insert Text editing area, surrounded by double brackets.

6   Click OK to insert the fields.

To insert a field from a text file or the Clipboard:

1   Select a title or body text object.

2   Click the Mail Merge Field button on the Insert Object toolbar.

3   Select A Text File or From Text on the Clipboard.

4   Type names for each of the fields you plan to merge. Separate field names with a space. Do not include spaces within field names. For example:

    NAME ADDRESS CITY STATE ZIP

5   When all fields are typed, click Insert.
    Fields are placed in the Insert Text editing area.

6   Click OK to insert the fields.

Note: Mail Merge uses a single label design only. Label projects include multiple labels per sheet, but when you perform a mail merge, only the label you are currently viewing is merged with the data source. When you run the Mail Merge Wizard, Print Artist creates a "virtual label" for each record you select, but all "virtual labels" are based on the currently displayed label.

Using the Mail Merge Wizard

The Mail Merge Wizard lets you select a data source as well as select records to print from the records available in the data source. If you are merging information from a text file or from the Clipboard, you'll need to associate fields in your data source with fields in your project.

Before you run the Mail Merge Wizard, be sure you have set up a data source and placed data fields on a Print Artist label.

To run the Mail Merge Wizard from the Address Book:
1   From the Tools menu, click Mail Merge.
     The first Mail Merge Wizard screen appears.
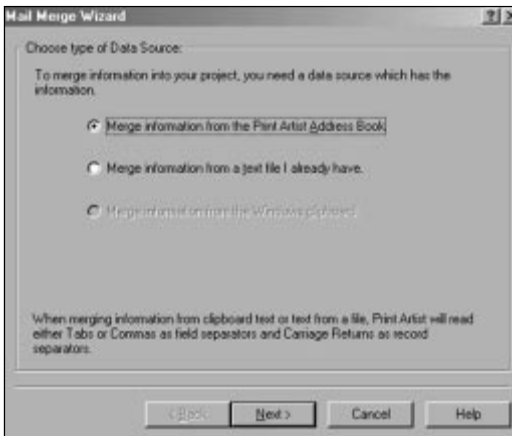
2   Select Merge Information From The Print Artist Address Book and click Next.

3 Click each record to include it in the merge. You can select any combination of records or click Select All to include every record in the data source. When all the records you want to include are selected, click Finish.
The Print dialog box appears.

4 Click OK to print a label for each selected record. Or, click Control Panel/Preview to see the merged labels before printing.

To run the Mail Merge Wizard from a text file or from the Clipboard:

1 From the Tools menu, click Mail Merge.
The first Mail Merge Wizard screen appears.

2 Select Merge Information From A Text File I Already Have, and click Next to merge information from a selected data file. Or, select Merge Information From The Windows Clipboard, and click Next to get merge information from the Clipboard.

3 (File data source only) Double-click the file to open. Or, click the file to open, and then click Open. Or, type the file name in the File Name box and click Open.

4 (File data source only) Verify that you have selected the correct file, and then click Next. Or, click Change File to select a new source file, and then click Next.

The next Mail Merge Wizard screen appears. This screen displays the fields you have set up in your label as well as the data in the first record of the selected data source.
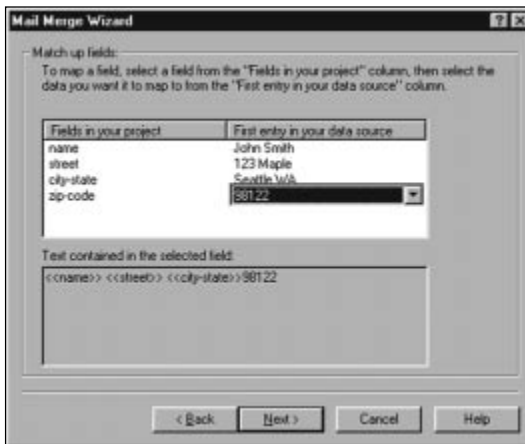
5   Click each field in the Print Artist label, and then click the list box field to associate with the label.

For example, click ADDRESS in the label fields, then select 123 Maple Street in the list box. Repeat for each field. When all fields in the label are associated with data, click Next.

The next Mail Merge Wizard screen appears. This screen displays the available records in the data source.
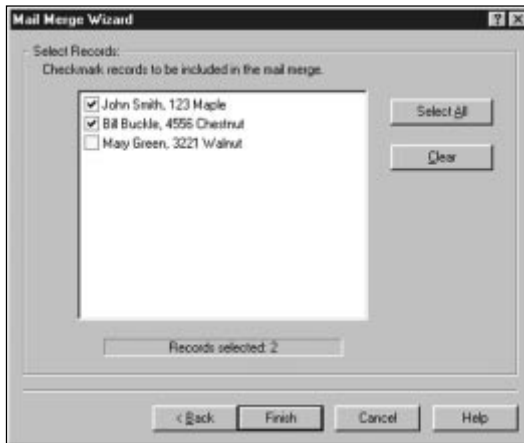
6   Click each record to include it in the merge. You can select any combination of records or click Select All to include every record in the data source. When all fields you want to include are selected, click Finish.
The Print dialog box appears.

7   Click OK to print a label for each selected record. Or, click Control Panel/Preview to see the merged labels before printing.

Glossary

The following is a list of the most commonly used terms in Print Artist programs and projects.

Catalog
The list of graphics you can find and insert into your projects using the Graphics Grabber. The Graphics Grabber graphics catalog is made up of the thousands of images shipped with Print Artist, plus any graphics you have imported.

Clipboard
A temporary, invisible storage area in Windows that retains the last cut or copied object (or linked set of objects).

Color Palette
An area of the Customize Color dialog box that displays the colors available for use in Print Artist.

Dialog Box
A box that appears on your screen when you choose a menu command that requires you to type or select information.

Export
To save selected objects in a format that can be used by other software programs.

Face
A two-dimensional surface of a rectangle, ellipse, symbol, shape, or text object. Color can be applied to each face in an object. Special graphic effects might add faces to an object.

Font
A complete set of characters, numbers, and symbols for a given typeface; a style of typeface.

Frame
Frames are the borders surrounding every graphic object. They are used to select, move, size, and apply effects to an object. Frames are only visible when an object is selected.

Grab Handle
A small box that appears in or on the edge of a frame, and indicates that a function will be activated by grabbing it with the mouse.

Graphic
An illustration from the Print Artist art catalog or imported into Print Artist.

Group
A linked set of objects. Grouping lets you perform commands simultaneously on all objects in the group. The center of the group of linked frames is used as the center point around which objects are sized and rotated. This allows you to resize and rotate groups of objects while maintaining their relationship with one another.

Guide Line
A vertical or horizontal line on the workspace used to help in the placement of text or graphic objects. To place guide lines, drag them from the vertical or horizontal ruler.

Import
Lets you bring graphics into your project that are not in the Graphics Grabber catalog. Optionally, graphics can be added to the Graphics Grabber catalog when they are imported. When a graphic is added to the Graphics Grabber catalog, it can be located by category or keyword and used in other projects.

Layout
A fully formatted and designed card, poster, or other project included in Print Artist. Layouts are available for every project type. You can select and print layouts as designed or use them as a starting point for your own creations.

Object
A text block or graphic that has been inserted into a Print Artist project. Objects are surrounded by frames, which are used to select, move, size, and apply effects to an object.

Panel
A face or page of a project, displayed as a light-colored work area in the Print Artist workspace. Postcards, for example, have two panels; most cards have four.

Point
A measure used to indicate the height of type or thickness of a line. One point equals 1/72 inch.

Project
Anything you create using Print Artist. Your project can include graphics, text, or a combination of both. (Note: The fully formatted and designed projects that come with Print Artist are called *layouts.*)

Rectangle
A square or rectangular shape. Rectangles can be used without color or filled in with color to enhance your project's design.

Symbol
A special kind of graphic to which effects can be applied. Symbols include rectangles, ellipses, basic shapes, symbols, and line objects. Symbols can have special effects applied to them while all other graphics can only have vertical and horizontal flip effects applied.

Text Block
A group of words or letters that have been inserted in a project.

Toggle
A command that can be turned on or off using the same method.

Workspace
The screen background on which your project appears. The background functions as a worktable.

Zoom
A way of changing how to view a project on screen, either magnified or reduced.

Font Catalog

impact on your project design. Some are very professional looking while others are more whimsical and fun. Picking the correct one for your design is important.

These fonts will automatically install.

American Classic Bold
Aa Bb Cc 1234

AnzeigenGroT
Aa Bb Cc 1234

ASHLEY CRAWFORD
AA BB CC 1234

BlippoBlaD
Aa Bb Cc 1234

BlizzardD
Aa Bb Cc 1234

Carmine Tango
Aa Bb Cc 1234

Coronetl
Aa Bb Cc 1234

EwieD
Aa Bb Cc 12 34

Greeting Monotone
Aa Bb Cc 1234

Hogarth ScrD
Aa Bb Cc 1234

IceAgeD
Aa Bb Cc 1234

Isabella
Aa Bb Cc 1234

IsonormD
Aa Bb Cc 1234

LatinWidD
Aa Bb Cc 1234

MicrogrammaDMedExt
Aa Bb Cc 1234

MotterFemD
Aa Bb Cc 1234

NeilsonCasD
Aa Bb Cc 1234

NicolasCocTReg
Aa Bb Cc 1234

PaletteD
Aa Bb Cc 1234

Poster Bodoni
Aa Bb Cc 1234

Quill
Aa Bb Cc 1234

RomanSctD
Aa Bb Cc 1234

SCHNEIDLERMEDSCTREG
AA BB CC 1234

SerpentineDBol
Aa Bb Cc 1234

Symphony
Aa Bb Cc 1234

TimelessTLig
Aa Bb Cc 1234

URWAntiquaTExtBol
Aa Bb Cc 1234

URWEgyptienneTMed
Aa Bb Cc 1234

URWLatinoT
Aa Bb Cc 1234

VAGRundschriftD
Aa Bb Cc 1234

VladimirSerD
Aa Bb Cc 1234

You may choose from these fonts for custom installation.

Aeolus
Aa Bb Cc 1234

ALDOUS VERTICAL
AA BB CC 1234

American Classic
Aa Bb Cc 1234

American Classic Extra Bold
Aa Bb Cc 1234

American Classic Italic
Aa Bb Cc 1234

American Inc1ni0
Aa Bb Cc 1234

ArabBruD
Aa Bb Cc 1234

Artistik
Aa Bb Cc 1234

ASHLEY INLINE
AA BB CC 1234

Aura
Aa Bb Cc 1234

BALLOONDEXTBOL
AA BB CC 1234

BALLOONDROSHAD
AA BB CC 1234

BankSerD
Aa Bb Cc 1234

Barclay Open
Aa Bb Cc 1234

BaskervilleOldFacSCD
Aa Bb Cc 1234

BaskervilleT
Aa Bb Cc 1234

BaskervilleT Italic
Aa Bb Cc 1234

BaskervilleTMed
Aa Bb Cc 1234

BaskervilleT Med Italic
Aa Bb Cc 1234

Basque
Aa Bb Cc 1234

Bernhard Modern
Aa Bb Cc 1234

BernhardAntDBolCon
Aa Bb Cc 1234

BernhardFasD
Aa Bb Cc 1234

BinnerD
Aa Bb Cc 1234

BINNEROUTP
AA BB CC 1234

BINNERSCD
AA BB CC 1234

BlacklightD
Aa Bb Cc 1234

BlippoBlaOutP
Aa Bb Cc 1234

Bodoni Bold
Aa Bb Cc 1234

BodoniDBla
Aa Bb Cc 1234

BodoniDBla Italic
Aa Bb Cc 1234

BOXED IN
AA B CC 1234

Branding Iron
Aa Bb Cc 1234

BritannicTLig
Aa Bb Cc 1234

BRITANNICCOMDMED
AA BB CC 1234

BritannicTBol
Aa Bb Cc 1234

BROADWAYCOMD
AA BB CC 1234

BroadwayEngD
Aa Bb Cc 1234

BroadwayOutD
Aa Bb Cc 1234

BroadwayP
Aa Bb Cc 1234

BredyD
Aa Bb Cc 1234

BrushScrD
Aa Bb Cc 1234

BOXOMD
AA BB CC 1234

camelliad
aa bb cc 1234

CargoD
Aa Bb Cc 1234

CaslonAntT
Aa Bb Cc 1234

CASLONGRACOMD
AA BB CC 1234

CaslonGraD
Aa Bb Cc 1234

CaslonNo540D Italic
Aa Bb Cc 1234

CaslonNo540SwaD Italic
Aa Bb Cc 1234

CaslonSteD
Aa Bb Cc 1234

CastleT Bold
Aa Bb Cc 1234

CastleTLig
Aa Bb Cc 1234

CheltenhamOldStyT
Aa Bb Cc 1234

ChesterfieldAntD
Aa Bb Cc 1234

CHEVALIEROPESCD
AA BB CC 1234

CHEVALIERSTRSCD
AA BB CC 1234

ChiselD
Aa Bb Cc 1234

ChiselUniD
Aa Bb Cc 1234

ChurchwardBruDReg
Aa Bb Cc 1234

ChurchwardBruDReg Italic
Aa Bb Cc 1234

drded
aa bb cc 1234

Collage
Aa Bb Cc 1234

Collage Bold
Aa Bb Cc 1234

Collage Bold Italic
Aa Bb Cc 1234

Collage Italic
Aa Bb Cc 1234

COLUMNAONLSHAD
AA BB CC 1234

ColumnaSolSCD
AA BB CC 1234

CommercialScrD
Aa Bb Cc 1234

COMPUTER
AA BB CC 1234

CongressT
Aa Bb Cc 1234

CooperBlaD
Aa Bb Cc 1234

CooperBlaD Italic
Aa Bb Cc 1234

CopperplateTBol
Aa Bb Cc 1234

CopperplateTBolCon
Aa Bb Cc 1234

CopperplateTLig
Aa Bb Cc 1234

CopperplateTLigCon
Aa Bb Cc 1234

CopperplateTMed
Aa Bb Cc 1234

CopperplateTMedCon
Aa Bb Cc 1234

CourierM
Aa Bb Cc 1234

CourierM Bold
Aa Bb Cc 1234

DAVIDAD
AA BB CC 1234

DAVIDAINID
AA BB CC 1234

DeVinneOrn
Aa Bb Cc 1234

DEXGOTHICD
AA BB CC 1234

DEXGOTHICSOLD
AA BB CC 1234

DEXTORD
AA BB CC 1234

DEXTOROUTD
AA BB CC 1234

DomCasualD
Aa Bb Cc 1234

DomCasualD Bold
Aa Bb Cc 1234

Dynamo
Aa Bb Cc 1234

ECCENTRIC
AA BB CC 1234

Elante
Aa Bb Cc 1234

Elante Bold
Aa Bb Cc 1234

Elante Bold Italic
Aa Bb Cc 1234

Elante Italic
Aa Bb Cc 1234

Emblem
Aa Bb Cc 1234

EnglischeSchT
Aa Bb Cc 1234

EnglischeSchT Bold
Aa Bb Cc 1234

ENGRAVERSD
AA BB Cc 1234

ENGRAVERSD BOLD
AA BB Cc 1234

EON AGE ATT
AA BB CC 1234

EurostileTBlaExt
Aa Bb Cc 1234

FlashDBol
Aa Bb Cc 1234

FlashDLig
Aa Bb Cc 1234

FlashOutPBol
Aa Bb Cc 1234

GALAXY RUN
AA BB CC 1234

GALLIA
AA BB CC 1234

Garamond Antiqua
Aa Bb Cc 1234

Garamond Halbfett
Aa Bb Cc 1234

Garamond Kursiv
Aa Bb Cc 1234

Garamond Kursiv Halbfett
Aa Bb Cc 1234

GilliesGotDBol
Aa Bb Cc 1234

GilliesGotDExtBol
Aa Bb Cc 1234

GilliesGotDLig
Aa Bb Cc 1234

GilliesGotSheD
Aa Bb Cc 1234

GLASERSTED
AA BB CC 123-4

GOTHIC HEAVY
AA BB Cc 1234

GOTHICOUTTITD
AA BB CC 1234

GOUDYCATSCTREG
AA BB Cc 1234

GoudyHanD
Aa Bb Cc 1234

GoudyHeaD
Aa Bb Cc 1234

GoudyOldStyT
Aa Bb Cc 1234

GoudyOldStyT Bold
Aa Bb Cc 1234

GoudyOldStyT Italic
Aa Bb Cc 1234

GoudyOldStyT Italic
Aa Bb Cc 1234

GoudyOldStyTExtBol
Aa Bb Cc 1234

GrotesqueNo9T
Aa Bb Cc 1234

HANDELGOTCOMDLIG
AA BB CC 1234

HandelGotDBol
Aa Bb Cc 1234

HandelGotOnlShaDLig
Aa Bb Cc 1234

Hobo Medium
Aa Bb Cc 1234

HORNDOND
AA BB CC 1234

LargoD
Aa Bb Cc 1234

LATINCOMD
AA BB CC 1234

LEGERD
AA Bb Cc 1234

LetterGotLBol
Aa Bb Cc 1234

LetterGotLMed
Aa Bb Cc 1234

LIBERTYD
AA BB CC 1234

LIBERTYSCD
AA BB CC 1234

LIGHT ROMAN
AA BB CC 1234

Lisbon Cursive
Aa Bb Cc 1234

Logan
Aa Bb Cc 1234

MANDARINSCD
AA BB CC 1234

MariageD
Aa Bb Cc 1234

METROPOLITAINESD
AA BB CC 1234

MicrogrammaDBolExt
Aa Bb Cc 1234

Microstyle Extended Bold
Aa Bb Cc 1234

MinisterT Bold
Aa Bb Cc 1234

MinisterTLig
Aa Bb Cc 1234

MinisterTLig Italic
Aa Bb Cc 1234

Murray Bold
Aa Bb Cc 1234

Nashville Bold
Aa Bb Cc 1234

Nashville Bold Italic
Aa Bb Cc 1234

Nashville Light
Aa Bb Cc 1234

Nashville Light Italic
Aa Bb Cc 1234

Nashville Medium
Aa Bb Cc 1234

Nashville Medium Italic
Aa Bb Cc 1234

NicolasCocTBla
Aa Bb Cc 1234

NicolasCocTReg Italic
Aa Bb Cc 1234

NimbusMonL
Aa Bb Cc 1234

NimbusMonL Bold
Aa Bb Cc 1234

NimbusRomD
Aa Bb Cc 1234

NimbusRomD Bold
Aa Bb Cc 1234

NimbusRomD Bold Italic
Aa Bb Cc 1234

NimbusRomD Italic
Aa Bb Cc 1234

NimbusSanT
Aa Bb Cc 1234

NimbusSanT Bold
Aa Bb Cc 1234

NimbusSanT Bold Italic
Aa Bb Cc 1234

NimbusSanT Italic
Aa Bb Cc 1234

NimbusSanTBla
Aa Bb Cc 1234

NimbusSanTBlaExt
Aa Bb Cc 1234

NimbusSanTCon
Aa Bb Cc 1234

NimbusSanTCon Bold
Aa Bb Cc 1234

NimbusSanTExt
Aa Bb Cc 1234

NimbusSanTExt Bold
Aa Bb Cc 1234

OCRAM
Aa Bb Cc 1234

OCRBLetM
Aa Bb Cc 1234

OkayD
Aa Bb Cc 1234

OldEnglishD
Aa Bb Cc 1234

ParkAveD
Aa Bb Cc 1234

PICCADILLYD
AA BB CC 1234

PlaybillD
Aa Bb Cc 1234

Raphael
Aa Bb Cc 1234

**RomanaT Bold
Aa Bb Cc 1234**

RomanaTLig
Aa Bb Cc 1234

**RomanaTMed
Aa Bb Cc 1234**

*SchneidlerAmaTBla Italic
Aa Bb Cc 1234*

*SchneidlerAmaTLig Italic
Aa Bb Cc 1234*

*SchneidlerAmaTMed Italic
Aa Bb Cc 1234*

**SchneidlerMedTBla
Aa Bb Cc 1234**

SchneidlerMedTLig
Aa Bb Cc 1234

SchneidlerMedTMed
Aa Bb Cc 1234

SERPENTINEDMDBOL
AA BB CC 1234

***SerpentineDBol Italic
Aa Bb Cc 1234***

**Shannon Bold
Aa Bb Cc 1234**

Shannon Book
Aa Bb Cc 1234

**Shannon Extra Bold
Aa Bb Cc 1234**

*SkideosD
Aa Bb Cc 1234*

*SloganD
Aa Bb Cc 1234*

Solid Antique Roman
Aa Bb Cc 1234

**SouvenirGotAntDDem
Aa Bb Cc 1234**

**SpringfieldD
Aa Bb Cc 1234**

**STENCILCOMD
AA BB CC 1234**

**STENCILD
AA BB CC 1234**

*StenturT
Aa Bb Cc 1234*

**STOPD
AA BB CC 1234**

STYMIESCTREG
AA BB CC 1234

StymieT
Aa Bb Cc 1234

StymieTBla
Aa Bb Cc 1234

StymieTLig
Aa Bb Cc 1234

Symphony Black
Aa Bb Cc 1234

Symphony Bold
Aa Bb Cc 1234

Symphony Italic
Aa Bb Cc 1234

Symphony Ultra Black
Aa Bb Cc 1234

SYSTEM X3
AA BB CC 1234

ThorowgoodDReg
Aa Bb Cc 1234

ThorowgoodDReg Italic
Aa Bb Cc 1234

THUNDERBIRDEXTCON
AA BB CC 1234

THUNDERBIRDDREG
AA BB CC 1234

TimelessTLig Italic
Aa Bb Cc 1234

TimeScrDBol
Aa Bb Cc 1234

TimeScrDLig
Aa Bb Cc 1234

TimeScrDMed
Aa Bb Cc 1234

Trekker
Aa Bb Cc 1234

Triumvirate Compressed
Aa Bb Cc 1234

Triumvirate Extra Compressed
Aa Bb Cc 1234

Uncial
Aa Bb Cc 1234

URWAlcuinT
Aa Bb Cc 1234

URWAlcuinT Bold
Aa Bb Cc 1234

URWAlcuinTExtBol
Aa Bb Cc 1234

URWAlcuinTLig
Aa Bb Cc 1234

URWAntiquaT
Aa Bb Cc 1234

URWAntiquaT Italic
Aa Bb Cc 1234

URWEgyptienneT
Aa Bb Cc 1234

URWEgyptienneT Bold
Aa Bb Cc 1234

URWEgyptienneTExtLig
Aa Bb Cc 1234

URWEgyptienneTLig
Aa Bb Cc 1234

URWImperialT
Aa Bb Cc 1234

URWImperialT Oblique
Aa Bb Cc 1234

URWImperialTExtBol
Aa Bb Cc 1234

URWImperialTExtBol Oblique
Aa Bb Cc 1234

URWLatinoT Italic
Aa Bb Cc 1234

URWLatinoTBla
Aa Bb Cc 1234

URWLatinoTMed
Aa Bb Cc 1234

URWLatinoTMed Italic
Aa Bb Cc 1234

URWOKLAHOMAD
AA BB CC 1234

URWPalladioT
Aa Bb Cc 1234

URWPalladioT Bold
Aa Bb Cc 1234

URWPalladioT Bold Italic
Aa Bb Cc 1234

URWPalladioT Italic
Aa Bb Cc 1234

URWTypewriterT
Aa Bb Cc 1234

URWTypewriterT Bold
Aa Bb Cc 1234

URWTypewriterTLig
Aa Bb Cc 1234

URWTypewriterTMed
Aa Bb Cc 1234

URWWOODTYPD
AA BB CC 1234

VendomeT
Aa Bb Cc 1234

VendomeT Bold
Aa Bb Cc 1234

VendomeTMed
Aa Bb Cc 1234

VoltaSteDBol
Aa Bb Cc 1234

VoltaT
Aa Bb Cc 1234

VoltaT Bold
Aa Bb Cc 1234

Wedding Text
Aa Bb Cc 1234

WeissRunD
Aa Bb Cc 1234

WILDSTYLE
AA BB CC 1234

WindsorAntDBol
Aa Bb Cc 1234

WindsorEloD
Aa Bb Cc 1234

WorcesterRouT
Aa Bb Cc 1234

WorcesterRouT Bold
Aa Bb Cc 1234

WorcesterRouT Italic
Aa Bb Cc 1234

YardmasterD
Aa Bb Cc 1234

YEARBOOK SOLID
AA BB CC 1234

These fonts are new to PA 12.0:

Captian Spandex
Aa Bb Cc 1234

Edible Pet
Aa Bb Cc 1234

ENCHILADA
AA BB CC 1234

MiGHTY TOMATO
A B C 1234

MONKEYBOY
A B C

SPACE PONTiff
AA BB CC

SQUEEZY CHEEZE
AA BB CC

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