The Print Shop Deluxe Companion Help Index

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Introduction

Welcome to The Print Shop Deluxe Companion.   This powerful program creates Certificates, Business Cards, Envelopes, and Post Cards.   In addition to these, there is a Name List feature which allows you to create and keep a name list to merge into mailings and other printed materials.   A new Smart Graphic   feature lets you create custom-designed initial caps, numerals, and timepieces.   A Utilities feature lets you create your own borders, and merge and edit graphics libraries.

The Print Shop Deluxe Companion has a variety of layouts specially designed to work with the existing graphics to save you time.   Also included are layouts specifically designed to work with preprinted certificate, envelope, business card, and post card papers available on the market.

The Print Shop Deluxe Companion allows you to create the printed materials you need in the quantities you want.   You'll be delighted at how much time and money you'll save by using this program.   It will quickly become a part of your life in the business world and your personal life.

How to...

Selecting a Project

The Select a Project dialog lets you choose a project type to create with The Print Shop Deluxe Companion.   It also allows you to open a saved project or exit the program.

Click on a project type for more help:

Certificate

Business Card

Post Card

Envelope

Three features that appear on the Select a Project dialog are Name List , Smart Graphics, and Utilities.

Certificates

The Print Shop Deluxe Companion lets you create impressive certificates and awards recognizing accomplishment and awarding achievement.   Personalize the certificate with the recipient's name, and use the unique Watermarked Text backdrop feature for a completely customized design.

You can choose a tall (portrait) or wide (landscape) design, then choose from many different backdrops and layouts.   To make creating a certificate even easier, select from one of the many ready mades available.

Business Cards

Business Card projects let you design and print business cards quickly and easily.   You can create cards for your business, part time work, volunteer acitivities, or just for fun.   You can also use the Business Card project in conjunction with the Name List to create name tags.

Post Cards

Design and print post cards for quick correspondence or informal invitations.   Use them in your business or organization for direct mail response cards, announcements, or reminders.   Use the layouts for the back of the post card that conform with USPS requirements for mailing, or use the regular layouts for hand delivering.   You can use the Name List feature to automatically insert names and addresses in your post cards to print a series with one design.

If you choose the 4-per-page option for printing post cards, the cards will fit into the Print Shop size envelopes you can create with the Envelope project.

Envelopes

Design and print great looking Print Shop (greeting card size) or Business size envelopes for your personal and business correspondence.   Use the layouts that conform with USPS requirements for mailing, or use the regular layouts for hand delivering.   You can use the Name List feature to automatically insert names and addresses on your envelopes to print a series with one design.

Print Shop size envelope designs can be printed onto the envelopes, or onto 8.5" x 11" paper that you then can cut, fold, and glue together.   Business envelope designs can be printed directly onto a business envelope, or as an aerogram which will print the envelope design on 8.5" x 11" paper.   You can then print or write a messsage on the other side of the paper, fold, seal, and it's ready to mail.

Creating a Certificate
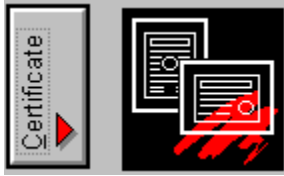
To create a Certificate:

1. From the Select a Project dialog, click on the **Certificate** button.

2. The <u>Certificate Orientation</u> dialog will appear. Click on the Tall or Wide orientation button. If you want to use a ready made certificate, click the <u>Ready Made</u> button and select the ready made certificate you want from the list that appears.

3. From the <u>Select a Backdrop</u> dialog, choose a backdrop from the list, or select the <u>Preprinted Paper</u> option or <u>Watermarked Text</u> option. If you select Watermarked Text, the <u>Watermarked Text</u> dialog will appear.

4. Click the OK button.

5. After selecting a backdrop, the <u>Select a Layout</u> dialog will appear. Choose a layout from the list, or select No Layout to create your own layout.

6. Click the OK button.

7. Each gray box represents a placeholder for a <u>Text Block</u>, <u>Title Block</u>, <u>Signature Block</u> , <u>Headline</u> or <u>Graphic</u> object. Double-click on any of the placeholders in the main window to add text or graphics to your project.

8. Once you have filled in all the boxes with text or graphics for the certificate, select <u>Save</u> from the <u>File Menu</u> .

9. Once you have saved your file, select <u>Print</u> from the <u>File Menu</u>

If you wish to create a certificate for different recipients, you can use the <u>Name List</u> feature to merge the names.

Watermarked Text Dialog

To add Watermarked Text to your certificate:

1. Click on the Watermarked Text button in the Certificate Backdrop dialog.

2. Type in the text that you want in the text entry area.

3. Choose the font for your text in the Font list box.

4. Choose the size of the text in the Size list box.

5. Use the <u>Rotation</u> list box   to select an angle for the text to print on the page, or type in your own angle you want by choosing Other.   The <u>Rotate </u>dialog   will appear.

6. Use the <u>Line Spacing</u> list box to select the spacing between the lines.

7.   Click OK when you are done.

Rotation List Box

The Rotation list box allows you to choose from 0, 10, 15, 25, 33, and 45 degree angles for your watermarked text.   If you select Other, the Rotation dialog will appear, letting you choose your own rotation.

Line Spacing List Box

The Line Spacing list box allows you to choose how many spaces to put between the lines of watermarked text.   Your choices are Single, Double, and Triple.

Certificate Orientation

Select a page orientation for your certificate.

Tall certificates have vertical, or portrait orientation.

Wide certificates have horizontal, or landscape orientation.

Ready Made Certificates

Ready made certificates allow you to produce great-looking certificates in no time. They come completely designed with graphics and text in place. All you need to do is modify the certificate by choosing different graphics, entering different text, or adding any objects you want.

Creating a Business Card
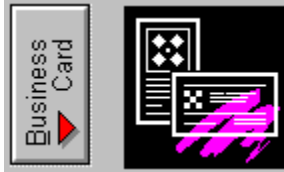
To create a Business Card:

1. From the Select a Project dialog, click on the **Business Card** button.

2. The <u>Business Card Orientation</u>   dialog will appear. Click on the Tall or Wide orientation button.

3. From the <u>Select a Backdrop</u>   dialog, choose a backdrop from the list, or select the <u>Preprinted Paper</u>   option.

4. Click the OK button.

5. After selecting a backdrop, the <u>Select a Layout</u>   dialog will appear. Choose a layout from the list.

6. Click the OK button.

7. Each gray box represents a placeholder for a <u>Text</u> , <u>Headline</u> , or <u>Graphic</u>   object. Double-click on any gray box in the main window to add text or graphics to your project.

8. Once you have filled in all the gray boxes with text or graphics for the business card, select <u>Save</u> from the <u>File Menu</u> .

9. Once you have saved your file, select <u>Print</u>   from the <u>File Menu</u> .

Business Card Orientation

Select an orientation for your business card.

Tall business cards have a vertical, or portrait orientation.

Wide business cards have a horizontal, or landscape orientation.

Creating a Post Card

To create a Post Card:

1. From the Select a Project dialog, click on the **Post Card** button.

2. The Post Card Orientation   dialog will appear for the front of the post card. Click on the Tall or Wide button.

3. From the Select a Backdrop   dialog, choose a backdrop from the list, or select the Preprinted Paper   option.

4. Click the OK button.

5. After selecting a backdrop, the Select a Layout   dialog will appear. Choose a layout from the list.

6. Click the OK button.

7. Each gray box represents a placeholder for a Text , Headline , or Graphic   object. Double-click on any gray box in the main window to add text or graphics to your project.

8. Once you have filled in all the gray boxes with text or graphics for the front of the post card, click on the   Navigation Tool   at the bottom right of the screen.

9. From the Select a Layout   dialog, choose either a Regular layout   or a USPS layout   from the list.

10. Once you have filled in all the gray boxes with text or graphics for the back of the post card, select Save from the File Menu .

11. Once you have saved your file, select Print   from the File Menu   .

Post Card Orientation

Select an orientation for your post card.

Tall post cards have a vertical, or portrait orientation for the front of the post card.

Wide post cards have a horizontal, or landscape orientation for the front of the post card.

The back of the post card, which is where the address is placed, will always be a landscape orientation.

Regular layouts

These layouts are used only if you plan to hand deliver your post card or envelope, or if you want to use the back of the post card for something other than the address.   The layouts do not meet the U.S. Postal Service requirements for the placement of the address and return address.

USPS layouts

These layouts are used if you plan to mail your post card or envelope.   USPS layouts meet the U.S. Postal Service requirements for the placement of the address and return address.   The address and return address placeholders cannot be moved.   Use the <u>Return Address</u>   feature from the <u>Goodies Menu</u>   to add or change your return address.

Creating an Envelope

To create an Envelope:

1. From the Select a Project dialog, click on the **Envelope** button.

2. The Envelope Size dialog will appear. Click on the **Print Shop** or **Business** button.

3. From the Select a Backdrop dialog, choose a backdrop from the list, or select the Preprinted Paper option.   The Preprinted Paper checkbox will only be available for Business size envelopes; it will be dimmed for Print Shop size envelopes.

4. Click the OK button.

5. From the Select a Layout dialog, choose either a Regular layout or USPS layout from the list.

6. Click the OK button.

7. Each gray box represents a placeholder for a Text , Headline , or Graphic object. Double-click on any gray box in the main window to add text or graphics to your project.

8. Once you have filled in all the gray boxes with text or graphics, select Save from the File Menu .

9. Once you have saved your file, select Print from the File Menu   .

Saving a Project

You can save your project and use it again whenever you want.   To save, type in a file name up to eight characters long in the **Filename** field.

Use the **Description** field to save a brief description of your project to help you identify it later.

Select the directory location from the Directories list.   To change directories, double-click on the desired directory.   Click on the "[..]" symbol in the Directories list to move back one directory level.   If you want to save a project to a different Drive, double-click on the drive letter from the bottom of the Directories list.

Click on one of the following for more help:

Full Save Mode

Fast Save Mode

Full Save Mode

Full save mode is used when you want to move a file to a different computer.

Reminder: Full Saves will take up more disk space than Fast Saves.

Fast Save Mode

Fast save mode saves your project with references to the graphic information.   Fast save conserves disk space but does not retain all graphic information when loading the project on a computer that does not have the same installed graphics.   If you plan to open your project on a different computer, use the Full Save Mode.

Envelope Size

Select the type of envelope you wish to print.

You can print Print Shop size envelope designs on Print Shop size envelopes, or you can print to a sheet of paper and then cut it out, fold it, and glue it to produce the envelope.

You can print Business size envelope designs onto a standard #10 business envelope, or you can print them to a sheet of paper, print or write a message on the other side, then fold and seal.

Creating a Name List

To create a Name List:

1. From the Select a Project dialog, click on the **Name List** button or select Name List from the Goodies Menu .

2. The Name List dialog will appear.

3. Type the information in the appropriate boxes.   Press the Tab key to move from one box to another.

4. When you have entered all the information for the current record, and you wish to create a new one, click the **Create New Record** button. This will bring up a blank form where you can add the next record.   Continue adding entries to the name list until you are done.

5. When you have finished adding records, click the **Save** button and type the filename in the Save a Name List File dialog.   Then click OK.

To create a new name list, click on the **New** button in the Name List dialog and follow the procedure above.

Unprintable Names

Some of the selected names are too long to fit in the text block.   You can either resize the text block or change the font size of the text and print again, selecting only those names that were skipped.

Adding or Changing a Backdrop

When creating any new project, The Print Shop Deluxe Companion will prompt you to select a backdrop.   Full-color backdrops have been created for each type of Print Shop Deluxe Companion project.   When creating a new project, layouts specifically designed for the selected backdrop will become available once you make your backdrop choice.   For certificates you have the   Watermarked Text   option that you may choose.   If you instead want to use preprinted paper, click the Preprinted Paper   checkbox.   Make your selection.

Click on a topic for more help on selecting a backdrop:

Modifying a Backdrop
Selecting a Different Library
Changing a Backdrop

Modifying a Backdrop

You can modify a backdrop by changing its color if it is monochrome, its color intensity if it is multi-color, and the page color.

To modify the color for the page, select "Page" from the Item Selector   in the tool palette and then select the color you want from the Color Selector   in the tool palette.

Item Selector

The Item Selector allows you to choose an object to which you can apply color or shading.   Click on the item selector to see a list of the items from which to choose.

Color Selector

The Color Selector allows you to apply color to the item displayed in the Item Selector.   A color spectrum represents an object which has multiple colors.   While you can change the shading of a multi-color graphic, you cannot change its color.

Selecting Backdrops, Layouts and Artwork

Backdrops provide attractive backgrounds to be used along with additional graphics and type. Artwork refers to Graphics, Title Blocks, Signature Blocks, Seals, Borders, Mini-borders, Ruled Lines, New Print Shop Graphics, and Imported Graphics.

Choose a topic for more help:

Adding or Changing a Backdrop

Selecting or Changing a Layout

Selecting a Graphic

Title Blocks

Signature Blocks

Seals

Selecting or Changing a Layout

When creating any new project, The Print Shop Deluxe Companion will prompt you to select a layout. The available layout choices are based on the previously selected backdrop. Selecting "Blank Page" when choosing a backdrop will list all the layouts for the orientation on which you are working.

Click on a topic for more help on selecting a layout:

Layout Icon Guide
Changing a Layout

NOTE: If you choose the **Lighten Backdrop** option, you will not only see the layouts designed specifically for the selected backdrop, but all the other layouts for the orientation on which you are working. This gives you access to a wide variety of designs and can create quite a striking effect.

Layout Icon Guide

Square graphic placeholder

Row graphic placeholder

Column graphic placeholder
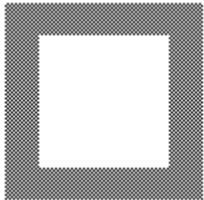
Text block placeholder

Headline placeholder

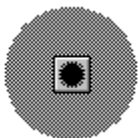Horizontal ruled line placeholder

Vertical ruled line placeholder

Border placeholder

Seal placeholder

Title Block placeholder

_____

_____

_____
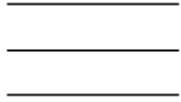
Signature Block placeholder

New Print Shop graphic placeholder
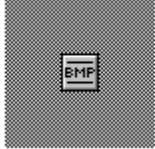
Windows Bitmap placeholder

Windows Metafile placeholder
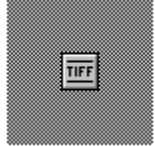
TIFF placeholder

EPS placeholder

Preprinted Paper

Preprinted paper is paper available from Paper Direct and other paper suppliers to use instead of using a backdrop for your project.   Beautiful designs that are preprinted on the paper make great certificates, business cards, envelopes, and post cards.

Watermarked Text

This option allows you to create a pattern of repeating text that makes your certificate look like it was printed on watermarked paper.   You can enter the name of your organization, for example, to give your certificate an extra level of customization.

Menu Commands

[File Menu](#)

[Edit Menu](#)

[Object Menu](#)

[Project Menu](#)

[View Menu](#)

[Goodies Menu](#)

[Help Menu](#)

File Menu

New...

Open...

Save

Save as...

Revert to Saved

Preferences...

Printer Setup...

Print...

Exit

New...

Creates a new project.

Use this menu command to start a new project.

Selecting this command will bring up the Select a Project dialog.

NOTE: If you select New while working on a project which has not yet been saved, you will be prompted to save your current project before a new project can be created.

Open...

Opens a previously saved project.

Use this menu command to load a saved project.

Selecting this command will bring up the File Open dialog.

NOTE: If you select Open while working on a project which has not yet been saved, you will be prompted to save your current project before a new project can be created.

For more information on opening a file, click on the following:

Opening a Saved File

Opening a Saved File

To open a file, navigate to the drive, directory and file name, or type this information in the Filename section.   Then click OK.

Save

Saves the current project.

Use this menu command to save a project.

If the project has never been saved, selecting this command will bring up the File Save As dialog. If the project has previously been saved, selecting this command will save the project with the current modifications.

NOTE: If a project has not been saved, the title "The Print Shop Deluxe Companion: Untitled" appears in the title bar at the top of the window. Once you save a project, the word "Untitled" will be replaced with your saved name.

Save as...

Saves your work under another name.

Use this menu command to save a project under a different name.

NOTE: If a project has not been saved, the title "The Print Shop Deluxe Companion: Untitled" appears in the title bar at the top of the window.   Once you save a project, the word "Untitled" will be replaced with your saved name.

Revert to Saved

Returns you to the last saved version of your project, prompting you that you will lose any work done since the last save.

Use this menu command to retrieve your last saved version of your project.

Preferences...

Sets the color mode, default font, if you want fast bitmap printing, and printout reduction percentage.

Selecting this command will bring up the Preferences dialog.

Use this menu command to change the color mode to work in, the default font, if you want fast bitmap printing, and the percentage amount by which to shrink the output (you need to use this only if your printouts are cut off; otherwise, you can ignore this item).

NOTE: The changes you make in Preferences will stay the same until you change them. This means that exiting and restarting the program will not change them back.

Printer Setup...

Lets you specify a printer and configure the printer settings.

Selecting this command will bring up the Printer Setup dialog.

Use this menu command to select a printer from the list of installed printers and adjust settings for the printer if necessary.

Print...

Prints the currently open project.

Selecting this command will bring up the Print dialog.

Use this menu command for all projects to print the currently open project and to set the number of copies, or select a name list to merge into your project.   **Test Print** allows you to test to see if the printer settings are correct.

For more information on printing, click on the following:

Selecting names to print on projects

Printing Envelopes

Printing Post Cards

Printing Business Cards

Select Names...

To add names and/or addresses to print on your projects:

1. After you have selected the lines you wish to merge into your project from the Edit Text dialog and are ready to print, at the Print dialog click on Select Names...

2. Choose the names you want to print.   Click on All Names to have a project print out for each name.

3. Click OK.

4. Click OK at the Print dialog.

Printing Envelopes

When selecting Print from the File Menu, you will have a section in the Print dialog titled Position. Use the area in the column on the left to indicate how the printer feeds envelopes (left, center, right or wide) or to print an Aerogram.   If you are printing a Print Shop size envelope on plain paper, you can choose to have cut out marks print on the paper in order for you to cut the envelope out.   In the column on the right,choose Top or Bottom.   For most printers that feed envelopes Left, Right, or Center, Bottom will work best.   For most printers that feed envelopes Wide, Top will work best. **Test Print** allows you to test to see if the printer settings are correct.

For more information on printing, click on the following:

Selecting names to print on projects

Printing Post Cards

When selecting Print from the File Menu, you will have a section in the Print dialog titled Position. Use this area to indicate whether you are using preperfed paper and what type (4 per page or 2 per page) or if you are using plain paper.   You may also have crop marks print on plain paper on the front or the back to show you where to cut the paper.   **Test Print** allows you to test to see if the printer settings are correct.

For more information on printing, click on the following:

Selecting names to print on projects

Printing Business Cards

When selecting Print from the File Menu, you will have an area in the Print dialog to have crop marks print on your plain paper. Crop marks can print on the front to show you where to cut the paper.   **Test Print** allows you to test to see if the printer settings are correct.

Exit

Exits The Print Shop Deluxe Companion and returns to the Windows Program Manager.

Use this menu command to close your Print Shop Deluxe Companion document and quit the program. If you have created a new project that has not yet been saved, a dialog will appear asking you if you want to save the project.

Edit Menu

[Undo](#)

[Cut](#)

[Copy](#)

[Paste](#)

[Delete](#)

[Duplicate](#)

[Select All](#)

Undo

Undoes your last action.

Use this menu command immediately after you make a mistake or change your mind about an action. You can Redo changes if Undo was chosen by mistake.

Cut

Removes the selected object(s) and places it on the Clipboard.

Use this menu command to move the selected objects from your project to the Clipboard.

NOTE: Whatever was previously on the clipboard is replaced when Cut is selected.

Copy

Makes a copy of the selected object(s) and puts it on the Clipboard.

Use this menu command to copy the selected object(s) from your project to the Clipboard.

NOTE: Whatever was previously on the Clipboard is replaced when Copy is chosen.

Paste

Takes a copy of what is on the Clipboard and places it onto the currently open project.

Use this menu command after choosing <u>Cut</u> or <u>Copy</u> to place the contents of the Clipboard onto your project.

Delete

Removes any selected object(s) from the project without placing it on the clipboard.

Use this menu command to delete any selected object(s). Selecting an object and pressing the DELETE key has the same effect.

Duplicate

Makes a copy of the selected object(s) and pastes it on top of the current object(s).

Use this menu command to create a copy of the selected object(s) and paste it in one quick step.

Select All

Selects all objects in the currently displayed section of a project.

Use this menu command to quickly select all the currently displayed objects in a section of a project. This can be easier than selecting each object individually.

Object Menu

Add

Edit...

Shadow

Frame

Order

Scale...

Rotate

Flip

Lock

Unlock

Align...

Adding a Graphic

Click on a topic for more information:

Title Block

Signature Block

Seal

Square Graphic

Row Graphic

Column Graphic

Text

Headline

Horizontal Ruled Line

Vertical Ruled Line

Mini-border Graphic

Border Graphic

New Print Shop Graphic

Windows Bitmap Graphic

Windows Metafile Graphic

TIFF Graphic

EPS Graphic

Selecting a Graphic

A wide variety of square, row, and column graphics are available for your Print Shop Deluxe Companion projects.   Row graphics are long horizontal graphics.   Column graphics are long vertical graphics.   Ruled line graphics are straight-lined graphics.   Make a selection from the list in the dialog by using the mouse to click on a name to highlight.   Click on the down arrow to the right of the list to see more items.   You may also use the HOME, END, PG UP, and PG DN keys to navigate through the list.

For more information on graphics, click on the following:

Adding a Graphic

Title Block

Title blocks are special text blocks specifically designed for certificates.   They allow you to create a Title Line   and Secondary Lines   all at once.

For more information on Title Blocks, click on the following:

Adding a Title Block

Adding a Title Block

To add a Title Block to your certificate:

1. Click on the <u>New Object</u> tool or <u>Add</u>   from the <u>Object Menu</u>   and select the <u>Title Block</u> option.

2. Double-click on the Title Block placeholder or press ENTER.

3. Type the text you want in the <u>Title Line</u> .   Choose the shape, font, and effect you want.

4. Type up to two lines of text for the <u>Secondary Lines</u>   in the text entry area.   Choose the font and style you want.

5. Click the OK button.

Title Line

The Title Line is the first line of text in a Title Block.   It is a single line that can be shaped and styled just as regular headline text can.

Secondary Lines

The Secondary Lines are the second and third lines of text in a Title Block.   You can set the font, color, and style(s) for the secondary lines.

Signature Block

Signature blocks provide a quick and easy way to add signature lines with text placed underneath to your certificate.   In the Edit Signature Block dialog, you can also choose from a list of autographs of famous people including Geronimo, Ben Franklin, and Abraham Lincoln to print on the signature lines. The signature block lines can be arranged in various ways.   From the Signature Type   dialog, choose the arrangement you want and it will appear on your certificate.

For more information on Signature Blocks, click on the following:

Adding a Signature Block

Adding a Signature Block

To add a Signature Block to your certificate:

1. Click on the <u>New Object</u>   tool   in the tool palette or select <u>Add</u> from the <u>Object Menu</u> .   Then select <u>Signature Block</u>.   Select the arrangement you want from the <u>Signature Type</u>   dialog that appears on your project by double-clicking on the arrangement or by clicking once on it and then clicking the OK button.

2. Double-click on the Signature Block placeholder or press ENTER.   This will bring up the <u>Edit Signature Block</u>   dialog.   Make your choices and click on the OK button.

Signature Type

When you add a signature block to your certificate, the Signature Type dialog appears allowing you to select the signature block arrangement.   You have a total of seven arrangements from which to choose.   You can have up to four signature lines in a signature block.   After clicking on the desired arrangement, click OK.   When you double-click on the signature block, the Edit Signature Block dialog will appear.

Edit Signature Block

The Edit Signature block dialog allows you to enter and edit text for each of the signature lines in the signature block.   The text you type for each of the fields in the Text section of the Edit Signature Block dialog will be entered below each of the lines.   Enter either the name or title of the person who will sign on the line, or any other text you desire.   Click an Autograph field to select a famous signature.   The autograph(s) you select will appear on the signature line(s) in your project.   Choose "None" if you wish to leave the signature line(s) blank.   You can select a text color for the Text section which will color the lines and the text below the lines; and a color for the Autographs section.   You can also select a font, the size, and the justification of the text in the Text section.

Seals

Seals give your certificate an official look.   You can select the edge and a center graphic, and add one or two lines of text between the graphic and the edge.

For more information on Seals, click on the following:

Adding a Seal

Adding a Seal

To add a Seal to your certificate:

1. Click on the <u>New Object</u> tool or <u>Add</u> from the <u>Object Menu</u> and select the Seal option.

2. Double-click on the seal graphic placeholder or press ENTER.

3. Select a graphic for the center of the seal by clicking on the **Center** button and choosing a graphic.

4. Click the OK button.

5. Select an edge for the seal by clicking on the **Edge** button and choosing a corresponding edge to the center graphic, or choosing a different edge.

6. Enter seal text in the fields at the top left of the dialog.

7. Check the **Bullets** checkbox if you want bullets separating the top and bottom lines of seal text.

8. Click the **Preview Text** button for a preview of how the text will appear in the seal.

9. Use the color control to set the color for any monochrome portions of the seal.

10. Click the OK button when you are done.

Square Graphic

To add a square graphic:

1. Click on the <u>New Object</u>   tool or select <u>Add</u> from the <u>Object Menu</u>   and select the Square Graphic option.

2. Double-click on the square graphic placeholder or press ENTER.

3. Select a graphic from the list by clicking on the name. A preview of the highlighted graphic will appear to the right.

4. Click the OK button.

For more information, click on the following:

<u>Selecting a Different Library</u>

Row Graphic

To add a row graphic:

1. Click on the <u>New Object</u>   tool or select <u>Add</u>   from the <u>Object Menu</u>   and select the Row Graphic option.

2. Double-click on the row graphic placeholder or press ENTER.

3. Select a graphic from the list by clicking on the name. A preview of each highlighted graphic will appear to the right.

4. Click the OK button.

For more information, click on the following:

<u>Selecting a Different Library</u>

Column Graphic

To add a column graphic:

1. Click on the <u>New Object</u> tool or select <u>Add</u> from the <u>Object Menu</u> and select the Column Graphic option.

2. Double-click on the column graphic placeholder or press ENTER.

3. Select a graphic from the list by clicking on the name. A preview of the highlighted graphic will appear to the right.

4. Click the OK button.

For more information, click on the following:

<u>Selecting a Different Library</u>

Selecting a Different Library

Backdrops, layouts, and graphics are stored in libraries.   A list of available files will appear in the Files list.

If you want a library from another directory, double-click on the desired directory or double-click on the "[..]" symbol in the **Directories** list to move back one directory level.

If you want a library from another **Drive**, double-click on the drive letter from the bottom of the Directories list.

If you have problems loading a library, refer to The Print Shop Deluxe Companion Reference Manual.

Text Block

Text blocks are spaces where you can enter text for your project.   You can modify the text on a character-by-character basis and use different fonts, sizes, styles, and colors.   You can resize the text block to accommodate more text.

For more information on text blocks please click on one of the following:

Adding a Text Block

Editing Text

Adding a Text Block

To add a text block:

1. Click on the <u>New Object</u> tool or select <u>Add</u> from the <u>Object Menu</u> and select the Text option.

2. Double-click on the text block placeholder or press ENTER to bring up the <u>Edit Text</u> dialog.

3. Type in the text in the text entry area. Preview your text by clicking on the **Preview** button.

4. Click on the <u>Name Merge</u> button to insert a name into your project if you desire.

5. Click the OK button.

6. If you selected Name Merge in Step 4 above, the first entry in the current <u>Name List</u> will appear in place of the merged lines when the text block draws on your project.

Name Merge

Click on this button if you want to insert a name and/or address to automatically print onto your certificates, business cards, post cards, and envelopes.   Select which lines you want printed on the project by highlighting the lines, or selecting All Lines.   Clicking on Preview will show you information for the lines you requested for the first entry in your Name List.

Editing Text

You can make changes to all of the text or to a specific section of text which is highlighted.   To highlight text, click and hold the left mouse button down while dragging the cursor over the text you wish to change.   On the keyboard, use the arrow keys to move the cursor to the left or right of the text section you want.   Hold down the SHIFT key and use the left or right arrow key to highlight the text.   Additional shortcuts for highlighting text are pressing the SHIFT and HOME or SHIFT and END keys to highlight from the cursor position to the beginning or end of the current line.   Press CTRL-SHIFT-HOME or CTRL-SHIFT-END keys to highlight all text from the current cursor position to the beginning or end of the text entry field.

Once the text is highlighted, its font, size, style, color, and justification can be changed.

NOTE: Although you can set attributes for merged text, you must set the same attributes for an entire line.

Headline

Headline text lets you apply special effects to one or two lines of text.   Headline text fills the entire block, expanding or contracting as necessary but always extending to the outermost boundaries of the block.   The text can be squeezed, arched, slanted, stretched, and otherwise manipulated to produce dramatic, eye-catching results.

NOTE: Justify options are only available when two lines of text are entered.

For more information on Headlines, please click on one of the following:

Entering Headline Text

Customizing Headline Text

Adding a Headline

To add a headline to your project:

1. Click on the New Object tool or select Add from the Object Menu   and select the Headline option.

2. Double-click on the headline placeholder or press ENTER.

3. Type in your text in the text entry area of the Headline dialog. You may enter one or two lines of text by typing in the first line, pressing ENTER, and typing in the second line.

4. Change the headline attributes if you wish.

5. Customize the text if you want. Then click the OK button.

For more information on headlines, please click on one of the following:

Customizing Headline Text

Headline Text Attributes

Customizing Headline Text

To customize your headline text:

1. In the headline dialog, click on the **Customize** button.   The Custom Effect dialog will appear.

2. In the Effect list box choose the <u>Text Effect</u>   you want.

3. Select the type of <u>Fill</u>   you want for the text.

4. In the Shadow list box choose the type of <u>Shadow Effect</u>   you want.

In the Text section of the dialog:

Effect options allow the specification of outlines.   Fill options provide various fill effects.

In the Shadow section of the dialog:

Effect options allow the specification of shadow types.   Position options determine the location of the shadow.   Fill options provide various shadow fill effects. Select a different shadow effect option by clicking on the effect name.

5. Select the <u>Shadow Position</u> of the drop or block shadow.

6. Select the type of fill for the silhouette shadow.

7. Select colors for the different areas of your headline.

8. Click OK.

Shadow Effect

You can choose from four types of shadows to place behind your headline text.   They are:

No Shadow: No shadow behind text

Drop Shadow: Places a drop shadow in the position you select

Block Shadow: Places a block shadow in the position you select

Silhouette: Places a panel behind the headline text the same shape as the text

Shadow Position

For drop and block shadows, you can specify the position for the shadow.   Your choices are:

Upper Left: Places the shadow to the upper left of the text

Upper Right: Places the shadow to the upper right of the text

Lower Left: Places the shadow to the lower left of the text

Lower Right: Places the shadow to the lower right of the text

Text Effect

The text effect sets the outlining style of the text.   You have four choices:

Plain: No outline

Thin outline: Thin outline around the text

Thick outline: Thick outline around the text

Highlight: Thin outline around the text; white highlight between the text and the outline.

Fill

Fill refers to the way the text or shadow is filled in with color.   You have five choices:

Solid: No blend (color)

Blend Across: Blends from left (text or shadow color) to right (text or shadow blend color)

Blend Down: Blends from top (text or shadow color) to bottom (text or shadow blend color)

Double Blend: Blends from top and bottom (text or shadow color) to middle (text or shadow blend color)

Radiant Blend: Radiates from the center (text or shadow blend color) to outer edges (text or shadow color)

Headline Text Attributes

To change headline text attributes, just open the list box for the attribute you wish to change.   You can change the font, the shape, and the justification for your headline text. You can also select from a library of styling effects, or choose <u>Customize</u>   to make your own styling effects.

Horizontal Ruled Line

To add a horizontal ruled line graphic:

1. Click on the <u>New Object tool</u>   or <u>Add</u> from the <u>Object Menu</u>   and select the Horizontal Ruled Line option.

2. Double-click on the horizontal ruled line placeholder or press ENTER.

3. Select a graphic from the list by clicking on the name. A preview of the highlighted horizontal ruled line will appear to the right.

4. Click the OK button.

Select a topic for more help on adding a horizontal ruled line:

<u>Selecting a Different Library</u>

Vertical Ruled Line

To add a vertical ruled line:

1. Click on the <u>New Object tool</u>   or <u>Add</u>   from the <u>Object Menu</u>   and select the Vertical Ruled Line option.

2. Double-click on the vertical ruled line placeholder or press ENTER.

3. Select a graphic from the list by clicking on the name. A preview of the highlighted vertical ruled line will appear to the right.

4. Click the OK button.

For more information, click on the following:

<u>Selecting a Different Library</u>

Mini-border

To add a mini-border graphic:

1. Click on the <u>New Object tool</u> or select <u>Add</u> from the <u>Object Menu</u> and select the Mini-border option.

2. Double-click on the mini-border graphic placeholder or press ENTER.

3. Select a graphic from the list by clicking on the name. A preview of the highlighted graphic will appear to the right.

4. Click the OK button.

For more information, click on the following:

<u>Selecting a Different Library</u>

Border

To add a border graphic:

1. Click on the <u>New Object tool</u>   or select <u>Add</u>   from the <u>Object Menu</u>   and select the Border option.

2. Double-click on the border placeholder or press ENTER.

3. Select a graphic from the list by clicking on the name. A preview of the highlighted graphic will appear to the right.

4. Click the OK button.

For more information, click on the following:

<u>Selecting a Different Library</u>

New Print Shop Graphic

To add a New Print Shop graphic:

 1. Click on the <u>New Object tool</u>   or select <u>Add</u>   from the <u>Object Menu</u>   and select the New Print Shop Graphic option.

 2. Choose from Small, Medium, or Large.

 3. Double-click on the New Print Shop Graphic placeholder or press ENTER.

 4. Select a graphic from the list by clicking on the name. A preview of the highlighted graphic will appear to the right.

 5. Click the OK button.

For more information, click on the following:

<u>Selecting a Different Library</u>

Windows Bitmap Graphic

To add a Windows Bitmap graphic:

    1. Click on the <u>New Object tool</u>   or select <u>Add</u> from the <u>Object Menu</u> and select the Windows Bitmap option.

    2. Double-click on the Windows Bitmap placeholder or press ENTER.

    3. Select a graphic from the list by clicking on the name.   A preview of the highlighted graphic will appear to the right.

    4.   Click the OK button.

For more information, click on the following:

  <u>Selecting a Different Library</u>

Windows Metafile Graphic

To add a Windows Metafile graphic:

      1. Click on the <u>New Object tool</u>   or select <u>Add</u> from the <u>Object Menu</u> and select the Windows Metafile option.

      2. Double-click on the Windows Metafile placeholder and press ENTER.

      3. Select a graphic from the list by clicking on the name.

      4.   Click the OK button.

For more information, click on the following:

<u>Selecting a Different Library</u>

TIFF Graphic

To add a TIFF graphic:

      1. Click on the <u>New Object tool</u>   or select <u>Add</u> from the <u>Object Menu</u>   and select the TIFF Bitmap option.

    2. Double-click on the TIFF Bitmap placeholder or press ENTER.

    3. Select a graphic from the list by clicking on the name.   A preview of the highlighted graphic will appear to the right.

    4.   Click the OK button.

For more information, click on the following:

  <u>Selecting a Different Library</u>

EPS Graphic

To add an EPS graphic:

1. Click on the <u>New Object tool</u> or select <u>Add</u> from the <u>Object Menu</u> and select the EPS Graphic option.

2. Double-click on the EPS Graphic placeholder or press ENTER.

3. Select a graphic from the list by clicking on the name.   If the EPS graphic has a TIFF preview attached, a preview of the highlighted graphic will appear to the right.

4.   Click the OK button.

For more information, click on the following:

<u>Selecting a Different Library</u>

Edit

Brings up the editing or selection dialog for the selected object.

Use this menu command to edit text or select a graphic. Pressing ENTER on the keyboard has the same effect.

NOTE: The Edit command is only available when only one object type is selected.

Shadow

Places a gray shadow behind the selected graphic object(s).

Use this menu command to add a shadow to a graphic object.

NOTE: The Shadow command works only with graphic objects and adds a shadow behind the graphic itself, not behind the graphic box.

Frame

Places a frame around each selected object.

Use this menu command to add a thin, thick, double line or drop shadow frame around each selected object.

Order

Lets you move the current object forward or backward in relation to other objects.

Use this menu command to change the order in which objects appear or to find a hidden object.

Bring Forward - Moves selected object(s) one layer towards the front.
Bring to Front - Moves selected object(s) to the front.
Send Backward - Moves selected object(s) one layer towards the back.
Send to Back - Moves selected object(s) to the back.

NOTE: The backdrop will always remain the bottom most layer and the border the top most layer in your design. You are not able to use the Order command to place anything behind a backdrop or in front of a border.

Scale

Lets you change the size of the selected object(s) while maintaining the aspect ratio.

Use this menu command to make an object larger or smaller while maintaining the same aspect ratio.

Selecting this command will bring up the Scale dialog .

Scale Dialog

The Scale dialog allows you to select a specific percentage to scale a graphic object.   Type in the desired percentage or click on the up or down arrow to select the scaling percentage.

Rotate

Lets you rotate any selected object(s) any degree.

Use this menu command to rotate any objects clockwise or counter-clockwise a specified number of degrees.

Selecting this command will bring up the Rotate dialog .

NOTE: Borders, New Print Shop graphics, Windows Bitmaps, Windows Metafiles, TIFF Bitmap graphics, EPS graphics, Signature Blocks, and Seals cannot be rotated.

Rotate Dialog

The Rotate dialog allows you to select a specific degree of rotation for your object or text.   Type in the desired degree or move the rotation arrow to the desired spot.

Flip

Lets you flip objects horizontally, vertically, or both.

Use this menu command to flip objects relative to the horizontal, vertical or both axes.

Horizontal - Flips selected object(s) relative to the vertical axis.
Vertical - Flips selected object(s) relative to the horizontal axis.
Both - Flips selected object(s) relative to both the horizontal and vertical axes.

Note: Windows Metafiles, Text Blocks, Headlines, Title Blocks, Signature Blocks, and Seals cannot be flipped.

Lock

Prevents the resizing and movement of objects.

Use this menu command to avoid accidental modification of an object.

NOTE: While a locked object's contents can be edited or changed, the object cannot be moved, resized, or scaled.

Unlock

Unlocks previously locked objects.

Use this menu command after choosing the Lock command to regain the ability to move, resize, or scale a previously locked object.

Align...

Aligns two or more selected objects.

Selecting this command will bring up the <u>Align</u>   dialog.

Use this menu command to align objects relative to the position of   another object.

NOTE: To select multiple objects, hold down the shift key while clicking on the object.

Aligning

You can align objects in a number of ways.   To adjust objects so that they are positioned in a specified location relative to one another, select the align button that displays the desired position.
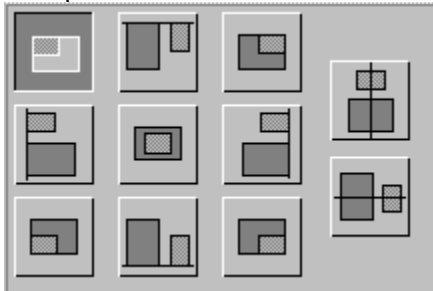
Project Menu

Change Backdrop

Change Layout

Page Blend

NOTE: For Post Cards, the following menu item(s) will be added to the Project menu.

Front of Post Card

Back of Post Card

Change Backdrop

Lets you select a backdrop for your project.

Selecting this command will bring up the Select a Backdrop dialog.
Use this menu command to add or change a backdrop for your project.

Change Layout

Lets you select a layout for your project.

Selecting this command will bring up the <u>Select a Layout</u> dialog.
Use this menu command to use or change a layout for your project.

Page Blend

Page Blend from the <u>Project Menu</u> provides seven options for blending two colors across the entire page.

Solid: No blend (page color)

Blend Across: Blends from left (page color) to right (page blend color)

Blend Down: Blends from top (page color) to bottom (page blend color)

Double Blend: Blends from top and bottom (page color) to middle (page blend color)

Radiant Blend: Radiates from the center (page blend color) to out edges (page color)

Diagonal Blend ->:   Blends from the upper left of the page (page color) to the lower right (page blend color)

Diagonal Blend <-:   Blends from the upper right of the page (page color) to the lower left (page blend color)

Choose the colors for the Page and Page Blend from the Color Control Panel.

Front of Post Card

Lets you view and edit the front of your post card.

Selecting this command will bring up the front of the post card.

Back of Post Card

Lets you view and edit the back of your post card. Backdrops are not available because the area is reserved for a message, the address, and other mailing information.   You can use <u>Regular layouts</u> or <u>USPS layouts</u>   for your post card.

▪

Selecting this command will bring up the back of the post card.

View Menu

Zoom In

Zoom Out

25%

50%

Actual Size

150%

200%

Preview

Hide Backdrop

Hide Placeholders

Hide Tools

Zoom In

Magnifies the view of the project.

Use this menu command to see your project in greater detail.

Zoom Out

Makes the view of the project smaller.

Use this menu command to see more of the overall project appearance and less project detail.

Fit to Window

Fits the entire page of the project into the current program window size.

Use this menu command to see more of the overall project appearance.

25%

Makes the view of the project a quarter of the actual size.

Use this menu command to see more of the overall project appearance and less project detail.

50%

Makes the view of the project half of the actual size.

Use this menu command to see more of the overall project appearance and less project detail.

Actual Size

Views the document at the actual printed size.

150%

Makes the view of the project one and a half times the actual size.

Use this menu command to see more of the project detail and less of the overall project appearance.

200%

Makes the view of the project twice the actual size.

Use this menu command to see more of the project detail and less of the overall project appearance.

Preview

Provides a full-screen view of how your project looks.

Use this menu command to view the overall project appearance.

Hide Backdrop

Hides the backdrop.

Use this menu command to remove the backdrop from view. Allows you to work on certain parts of the document without having to view the backdrop.

NOTE: Selecting   "Hide Backdrop" will change the title of this menu command to "Show Backdrop." Select the "Show Backdrop" menu command to display the placeholders.

Hide Placeholders

Hides the object placeholders that have not yet been filled.

Use this menu command to remove the gray object placeholders from view. Allows you to work on certain parts of the document without having to view the placeholders.

NOTE: Selecting   "Hide Placeholders" will change the title of this menu command to "Show Placeholders." Select the "Show Placeholders" menu command to display the placeholders.

Hide Tools

Hides the Tool Palette.

Use this menu command to remove the tool palette from view. Allows you to work on certain parts of the document without having to view the tool palette.

NOTE: Selecting   "Hide Tools" will change the title of this menu command to "Show Tools." Select the "Show Tools" menu command to display the placeholders.

Goodies Menu

[Smart Graphics](#)

[Utilities](#)

[Name List](#)

[Return Address](#)

Smart Graphics

The Smart Graphic feature allows you to create custom square graphics for use in your projects. The three types of smart graphics are: <u>Initial Caps</u> , <u>Numbers</u> , and <u>Timepieces</u>.

Click on one of the following for more information:

<u>Initial Caps</u>

<u>Numbers</u>

<u>Timepieces</u>

Initial Caps

Initial Caps can be used as lead characters for paragraphs of text or as monograms for stationery.

Numbers

Numbers are great for birthday invitations, anniversary cards, and awards.

Timepieces

Timepieces are the perfect touch for "be right back" signs, an invitation that shows the starting time of a party, or any "timely" project you're creating.

Designing an Initial Cap

To design an initial cap:

1. At the <u>Select a Project</u> dialog, choose <u>Smart Graphic</u> .   Or, from the main window, select Smart Graphics from the <u>Goodies Menu</u> .

2. Select Initial Caps.

3. Type in the letter you want to design in the text area on the left side of the Initial Caps dialog.

4. To place a graphic behind the letter, click the **Graphic** button above the preview area and select a graphic from the dialog that displays.

5. In the text area, choose the effect, shape, and font.   In the shadow area, choose the shadow effect and position.   In the color area, select colors for each area of the letter.

6. Move, scale, and stretch the letter to fit with the graphic you have chosen.

7.   Click on <u>Save</u> to save your design.

Designing a Number

1. At the Select a Project   dialog, choose Smart Graphic .   Or, from the main window, select Smart Graphics from the Goodies Menu .

2. Select Numbers.

3. Type in the number you want to design in the text area on the left side of the Number Maker dialog, up to three digits.

4. Uncheck Suffix if you do not want a suffix.

5. To place a graphic behind the number, click the **Graphic** button above the preview area.   Select a graphic from the dialog that displays.

6. In the text area, choose the effect, shape, and font.   In the shadow area, choose the shadow effect and position.   In the color area, select colors for each area of the number.

7. Move, scale, and stretch the number to fit with the graphic you have chosen.

8.   Click on Save to save your design.

Designing a Timepiece

1. At the <u>Select a Project</u> dialog, choose <u>Smart Graphic</u> .   Or, from the main window, select Smart Graphics from the <u>Goodies Menu</u> .

2. Select Timepieces from the Smart Graphic dialog.

3. Select a Timepiece graphic from the selection on the left.

4. Type in the time you want displayed in the time entry area at the top left of the Select a Timepiece dialog.

5. Click on <u>Save</u> to save your design.

Select an Initial Cap Graphic

When you click on the **Graphic** button in the Create an Initial Cap dialog, the Select a Graphic dialog will appear.   A list of square graphics in the current library will appear. Select the graphic you want for the initial cap you are creating.

For more information, click on the following:

Selecting a Different Library

Select a Number Graphic

When you click on the **Graphic** button in the Create a Number dialog, the Select a Graphic dialog will appear.   A list of square graphics in the current library will appear. Select the graphic you want for the number you are creating.

For more information, click on the following:

Selecting a Different Library

Select a Timepiece Graphic

When you click on the **Graphic** button in the Create a Timepiece dialog, the Select a Graphic dialog will appear.   A list of square graphics in the current library will appear. Select the graphic you want for the timepiece you are creating.

For more information, click on the following:

Selecting a Different Library

Saving a Graphic

To save your created graphic or border:

1. Type the library name where you want to save your graphic in the Library Name section.

2. If you want to save your graphic in a library that is in a different directory or drive, use the **Directories** list box at the bottom right to change directories.

3. Type the name of the graphic in the Graphic Name section.

4. Click OK.

Utilities

The Utilities feature allows you to create your own borders, mini-borders, and certificate borders, and also to merge and edit graphic libraries.
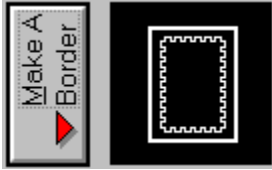
Click on one of the following for more information about the utilities:

Make a Border

Merge Library

Modify Library

Creating a Border

To create a border or mini-border:

1. Select <u>Utilities</u> at the <u>Select a Project</u> dialog. Or, from the main window, select Utilities from the <u>Goodies Menu</u> .

2. Select Make a Border.

3. Choose the border type.

4. The <u>Make a Border</u> dialog will appear. Choose the <u>Border Arrangement</u> you wish to use.

5. Click on each **Graphic** button to choose a graphic for the various parts of the border you select.

6. To save your border design, click on <u>Save</u> .

For more information, click on one of the following:

<u>Mirror Corners</u>

<u>Mirror Rails</u>

<u>Certificate Border</u>

Selecting Graphics

For more information, click on the following:

Border Graphics

Seal Graphics

Initial Cap Graphics

Number Graphics

Selecting a Seal Graphic

For Seals, when you click on the Center button in the Seal   dialog, the Select a Seal Center dialog will appear.   A list of seal graphics in the current library will appear.   Select the seal graphic you want.   When you click on the Edge button, the Select a Seal Edge dialog will appear.   A list of edge graphics (some that match the seal graphics) will appear.   Select the edge graphic you want going around the seal graphic you have chosen.

For more information, click on the following:

Selecting a Different Library

Selecting a Border Graphic

For Borders, when you click on the **Graphic** button(s) in the Make a Border dialog, the Select a Border Graphic dialog will appear. A list of square graphics in the current library will appear. Select the graphic you want for the border you are creating. Repeat this procedure for each of the Graphic buttons.

Make a Border Dialog

At the Make a Border dialog, select the Border Arrangement you want to use.   Once you have selected an arrangement, up to five Graphic buttons will appear in the next section of the dialog, depending on your border arrangement selection.   Click on each **Graphic** button   to select a square graphic for that part of your border.   Click on the Mirror Corners or Mirror Rails checkboxes if you wish to have the corners and/or rails mirror each other.

Border Arrangement

If you select Border/Mini-border you will have a choice of four arrangements: <u>Single Piece Repeating</u>, <u>Corners and Rails</u> , <u>Alternating Rails</u> , and <u>Rails withCenterpieces</u> .   For <u>Certificate Borders</u>, you will have a choice of either Single Piece Repeating or Corners and Rails.

Single Piece Repeating

Repeats the same graphic for the entire border.

Corners and Rails

Allows you to select a graphic for the corners, a graphic for the top and bottom rails, and a graphic for the side rails.

Alternating Rails

Allows you to select a graphic for the corners, alternating graphics for the top and bottom rails, and alternating graphics for the side rails.

Rails with Centerpieces

Allows you to select a graphic for the corners, a graphic for the center of the top and bottom rails, a graphic for the rest of the top and bottom rails, a graphic for the center of the side rails, and a graphic for the rest of the side rails.

Mirror Corners

Click on the Mirror Corners box to have corner graphics mirror each other.

Mirror Rails

Click on the Mirror Rails box to have rail graphics mirror each other.

Certificate Borders

Certificate borders are wider than regular borders and have fewer arrangement selections.

Merge Library

To merge graphics libraries:

1. Select Utilities at the <u>Select a Project</u> dialog. Or, at the main window, select Utilities under the <u>Goodies Menu</u>.

2. Select Merge Library.

3. Select the type of graphics you wish to merge from the bottom left of the Merge Library dialog.

4. Move the files to the Merge Libraries section on the right side of the Merge Library dialog by either highlighting the file and clicking the **Add** button, or by double-clicking on the file name.

5. If you want to delete a library from your Merge Libraries list, highlight the library and click on the **Delete** button.

6. Click on the **Merge** button when you have finished selecting the files you want to merge.

7. Type the name of your new merged library.

Modify Library

To modify a user created library:

1. Select Utilities at the <u>Select a Project</u>   dialog.   Or, at the main window, select Utilities under the <u>Goodies Menu</u>.

2. Select Modify Library.

3. Select the user created library you wish to modify from the top left of the Modify Library dialog.

4. Highlight the graphic you wish to delete or rename.

5.   Click the **Delete** button to delete the highlighted graphic from that library.

6.   Click the **Rename** button to rename the highlighted graphic.   Then type in the new name.

7. Repeat the above steps for as many graphics as you want to change.

8. Click Done when you have finished modifying the library.

NOTE: Print Shop Deluxe libraries cannot be modified.   Only user created libraries can be modified.

Naming Graphics and Graphic Libraries

To name a merged library:

1. Select the graphic libraries you want to merge.
2. Click on the Merge button.
3. Type the name of the newly merged library.

Name List

The Name List feature allows you to create lists containing name, address, and other information to merge into your projects.   It's great for mailings, certificates, business cards, and name tags.   You can create as many name lists as you want for all of your personal and business needs.

Click on the following for more information:

Creating a Name List

Return Address

Use this feature to automatically add your return address when using a USPS layout. Choose Return Address from the Goodies Menu, then type your address in the dialog that appears and click OK. Then, every time you select any USPS layout, your return address will automatically appear.   To change your return address, select Return Address from the Goodies Menu.   If you want to change the address temporarily, double-click on the return address and type the information you want in the Edit Text dialog.

Help Menu

Index

Using Help

About...

Index

Displays an index of help topics.

Use this menu command to view the help topic index of The Print Shop Deluxe Companion.

Using Help

Displays help on using help.

Use this menu command to view help on using the help system.

About...

Displays information about The Print Shop Deluxe Companion.

Tools

Pointer Tool

New Object Tool
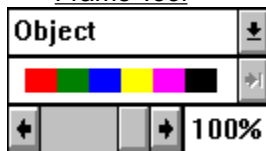

Hand Tool

Zoom Tool

Delete Tool

Rotate Tool

Flip Tool

Frame Tool

Color Control Panel

Navigation Tool

Pointer Tool

Selects, resizes, and moves objects. Hold down the SHIFT key while clicking the mouse to select multiple objects.

New Object Tool

Adds new objects to a project. An object is a Graphic, Text, Title block, Seal, Signature block or Headline placeholder. Select an object from the pop-up list. To add multiple objects, hold the Control key down while selecting an object from the pop-up list.

Hand Tool

Moves the view of your document around in the window when the project is larger than the window. Provides an alternative to using scroll bars.

Zoom Tool

Zooms the view of the project in or out. From the pop-up list, select a view or choose "Zoom In" or "Zoom Out".

Delete Tool

Deletes the selected object(s). If you accidentally delete an object, select Undo from the Edit menu.

Rotate Tool

Rotates selected object(s). Hold down the SHIFT key while clicking the mouse to select multiple objects for rotation.

Flip Tool

Flips the selected object(s) horizontally, vertically or both. Select a direction from the pop-up list.

Frame Tool

Places a frame around the selected object(s). Select a frame type from the pop-up list.

Color Control Panel

Lets you select colors for various parts of the design.   A multi-colored bar indicates that the item is multi-colored and the color cannot be changed.

Navigation Tool

The navigation tool lets you choose a different section of the project to work on and is present for greeting cards only.

Keyboard Guide

Global Keys

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Ctrl+A	Select All
Ctrl+B	Send an object backward
Ctrl+C	Copy
Ctrl+D	Duplicate
Ctrl+F	Bring an object forward
Ctrl+K	Scale an object
Ctrl+L	Lock an object
Ctrl+N	New
Ctrl+O	Open
Ctrl+P	Print
Ctrl+R	Rotate an object
Ctrl+S	Save
Ctrl+U	Unlock an object
Ctrl+V	Paste
Ctrl+X	Cut
Ctrl+ +	Zoom In
Ctrl+ -	Zoom Out
F1	Help
F3	Stop object redraw
Alt+F4	Exit
Alt+Backspace	Undo
Del	Delete
Enter	Edit an Object

Dialog Box Keys

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Page Up	Scroll up one screen.
Page Down	Scroll down one screen.
An arrow key	Moves the cursor left, right, up or down within a list or text box.
Home	Moves cursor to the beginning of the current line in a text box or to the first item in a list.
End	Moves cursor to the end of the current line in a text box or to the first item in a list.
Tab	Moves the focus point from option to option.
Shift+Tab	Moves the focus point from option to option in reverse order.
Alt+Down Arrow	Displays a pop-up list.
Esc	Close a dialog box without completing the command.