

User Guide

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Getting Started

Welcome to The Print Shop for Mac

The Print Shop is a comprehensive and complete desktop publishing package. You can create almost any document you can think of — notes, greeting cards, calendars, postcards, and more — all enhanced by beautiful graphics and photos. *The Print Shop* provides you with templates and ready-made, predesigned QuickStart Layouts so that you can begin creating signs, banners, certificates, labels, and many other documents. You can also create your own original designs by starting from scratch on a blank page.

The Print Shop is the premier school and home publishing tool. You can create, edit, print, and send high-quality personal correspondence and documents. And now you can use the Photo Workshop to edit and enhance your imported photos.

The Print Shop System Requirements

Minimum System Requirements:

- Mac OS v. 10.1.5 or Mac OS v. 10.2.3 and later
- Any Macintosh computer (including iMacs and iBooks) with G3-350 MHz processor or faster
- 192 MB RAM (256 MB recommended)
- 150 MB hard disk space (750 MB with image collections installed)
- 800 x 600 display, thousands of colors
- CD-ROM drive
- Printer Support: Works with most popular color and black and white printers
- An email application is required to send online greetings
- An Internet browser is required to access The Print Shop Registration, The Print Shop Technical Support, and The Print Shop Updates sites.

In the interest of product improvement, information and specifications represented here are subject to change without notice.

Installing the Software

To install The Print Shop for Mac

- Insert the CD into the drive, then double-click The Print Shop for Mac CD icon.
- Double-click the The Print Shop Installer icon and follow the on-screen instructions.

About This User Guide

You can use this User Guide as a reference guide by reviewing the table of contents for main topics, or by consulting the index for specific information.

- **Getting Started** gives you an introduction to some of the basic concepts of working with your desktop publishing set. A section devoted to *The Print Shop* Help system is also provided.
- **Using The Print Shop** is your introduction to this edition of *The Print Shop*. It describes how to create projects such as greeting cards, signs, photo pages, banners, and more.

Starting Your Application

1. Open the folder into which you have installed *The Print Shop*. If you have not moved the application, it is in the main Applications folder of your hard disk.
2. Double-click **The Print Shop** application icon. This will launch the application.

When you start *The Print Shop*, the **Select a New Project** step of the **New Project Setup Assistant** appears - this is your gateway to all *The Print Shop* projects. You can select from any of the project types displayed to open and begin creating a project.



The Print Shop projects. Click a button to begin creating a project

Select a New Project step

How to Use The Print Shop Help System

As you use *The Print Shop*, Help is always just a click away. If you have questions or problems, or simply need more information about a procedure, you can get the answers you need in several easy-to-use ways:



- **Onscreen Help** – You can get onscreen assistance throughout the application. Onscreen help is available in the **Help** menu and by using the **Help** button in many dialogs.
- **Help Button** – This button appears in most dialogs and takes you directly to the onscreen Help information for that dialog.

For more information about where to find Help on the Design Desk, see *Introducing the Design Desk*.

Help Menu

The **Help** menu leads you to the onscreen help available in *The Print Shop*.

The **Print Shop Help Contents** window appears. The Help information is divided into major groupings. You can get more specific information by selecting a topic within a group.

- **Using Help** - Teaches you how to use the Help system.
- **What's New** - Tells you about new features in The Print Shop for Mac.
- **The Basics** – Covers selecting a project, the Design Desk, design options, and more.
- **Toolbars and Menus** – Tells you about toolbars and palettes and gives you information about all *The Print Shop* menus, the menu commands, and submenus.
- **Working with Graphics** – Gives you a list of help topics for working with graphics, such as adding, moving, and editing.
- **Working with Headlines & Text** – Gives you a list of help topics for working with headlines and text, such as formatting.
- **Photo Features** – Explains how you can edit and manipulate images in a wide variety of ways.
- **Integration with iApplications** - Explains how to interact with four Apple's "iApplications".
- **Printing** - Discusses printing options, setting printing preferences, and printing specific project types.
- **Hot Tips** – Covers additional information such as keyboard shortcuts, list merge, and so on.

Contacting Technical Support and Other Online Services

Contacting Technical Support

If you experience any problems using The Print Shop, choose Technical Support from The Print Shop application menu. Your web browser will take you to The Print Shop technical support page. If you cannot launch The Print Shop, you can go to The Software MacKiev Technical Support website by copying the following address into your web browser <http://www.mackiev.com/support.html>.

Providing Feedback

If you want to share with us your thoughts about The Print Shop and send any suggestions for future versions, choose The Print Shop Feedback command from The Print Shop application menu and fill the feedback form on the web page that appears.

Introduction to Desktop Publishing

Within *The Print Shop* family of products, you have all the tools you need to use your computer to design and create distinctive documents combining text, graphics, and photos in your own unique style. The following sections introduce you to the basic desktop publishing components available to you when you use *The Print Shop* products.

For information about where to find the toolbars, palettes, and dialogs described, see *Introducing the Design Desk*.

Working with The Print Shop Graphics

The Print Shop contains thousands of graphics and photographs, which can form an integral part of your project. Click the **Insert Graphic** button or choose **Graphic/Image** from the **Insert** menu and then choose the appropriate graphic type from the submenu to open the **Select a Graphic** dialog.

Graphic Types

By default, *The Print Shop* displays all graphic types. However, you can always select the type of graphic you want for your project. The following types are available:

- Square – A standard square-shaped graphic.
- Row – A horizontal, rectangle-shaped graphic.
- Column – A vertical, rectangle-shaped graphic.
- Photos – *The Print Shop* premium photographs.
- Fine Art – Elegant illustrations that are perfect for greeting cards.

Additionally you can import any image, graphic, or your own personal photo to use in your project from your iPhoto library, hard disk, or a remote location.

Inserting Graphics into Your Project

You can easily insert graphics and photographs into your project by

- clicking the **Insert Graphic** button in the Objects toolbar.
- choosing **Graphic/Image** from the **Insert** menu and then choosing the appropriate graphic type from the submenu.

The **Select a Graphic** dialog lets you view and select graphics by category. You can also search for a graphic using keywords. You can select a graphic type of Square, Row, Column, Photos, Fine Art, or All Types. You can also select a preview size for how you want to view the selected graphics.

To add a graphic to your project, follow these steps:

1. Click the **Insert Graphic** button in the Objects toolbar  or choose **Graphic/Image** from the **Insert** menu, and choose **All Types** to open the **Select a Graphic** dialog showing graphics of all types.



Select a Graphic dialog: Categories pane

2. Navigate through the categories list to view the graphics in the preview area.
3. To refine your search, choose a graphic type of Square, Row, Column, Photos, Fine Art, or All Types. All Types is automatically selected, giving you the widest selection of graphics.
4. When you find the graphic you want, click it to select it and then click **OK**, or simply double-click the graphic. The graphic appears selected and centered in your project.

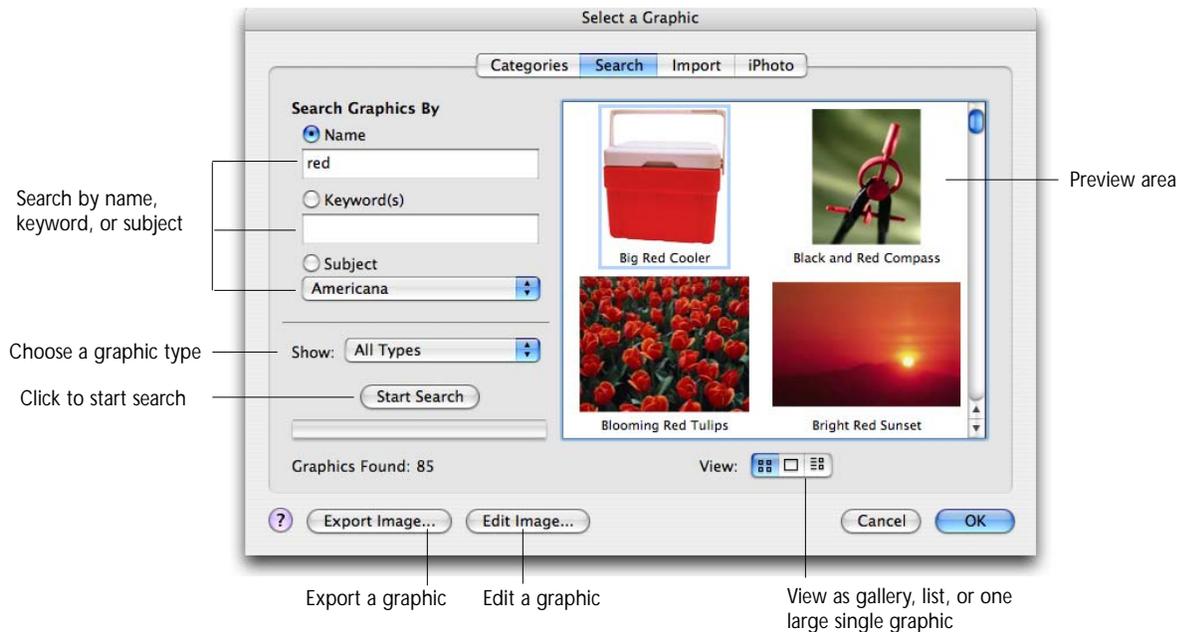
The *Print Shop's* integrated **Photo Workshop** tool lets you customize a graphic to suit your needs. For example, you can remove unnecessary parts of your image (crop it), adjust color, brightness, focus, remove red eye, and apply special effects. Start editing your image on the Design Desk by selecting the image and choosing the **Photo Workshop** command from the **Effects** menu. You may also want to edit your image before inserting it into the Design Desk. To do this, select the image you want in the **Select a Graphic** dialog and click the **Edit Image** button. For more information about editing images, see *Photo Workshop* (p.64).

Searching for a Graphic

You can also find a specific graphic from *The Print Shop* collection by performing a search in the **Select a Graphic** dialog. You can search by name, keyword, or subject.

To search for a graphic using the Search pane of the Select a Graphic dialog, follow these steps:

1. Click the **Search** tab in the **Select a Graphic** dialog or choose **Graphic/Image** from the **Insert** menu and then choose **Search for Graphics** from the submenu.



Select a Graphic dialog: Search pane

2. Select the **Name**, **Keyword(s)**, or **Subject** option to specify your search criteria. Then type in a graphic name or one or more keywords related to the graphic that you want to find if you have selected the **Name** or **Keyword(s)** option respectively, or choose a subject for search if you have selected the **Subject** option.
3. Click **Start Search**.
Start Search changes to **Stop Search** so that you can stop the search at any time. When the search is complete, all the graphics that match the search criteria appear in the preview area.
4. Scroll through the list to view the graphics that were found.
You can also scroll through the list using the keyboard — for example, pressing **G** will scroll the list window to graphics that begin with the letter **G**.
5. When you find the graphic you want, click it to select it and then click **OK**, or double-click the graphic. The graphic appears centered on the panel where you can move and edit it.

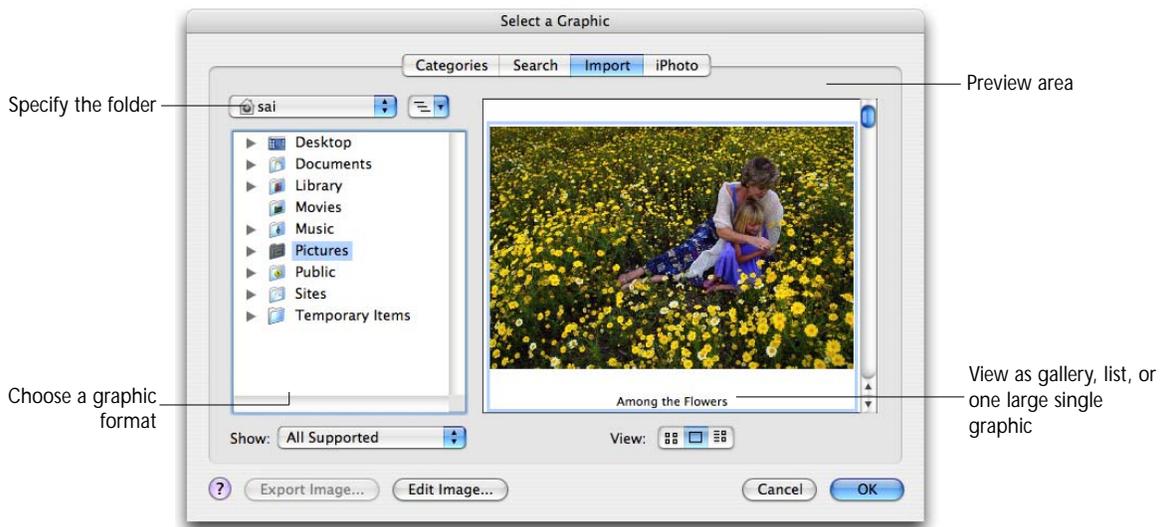
Importing a Graphic

To import an image from your hard disk, follow these steps:

1. Click the **Import** tab in the **Select a Graphic** dialog or choose **Imported Image** from the **Insert** menu. The **Select a Graphic** dialog appears with the **Import** pane active.

The following file formats are supported: PDF, JPEG, TIFF, PICT, WMF, PNG, BMP.

2. You can navigate to folders on your hard disks, remote connected servers, or your CD-ROM disc to find, preview, and import graphics using this dialog.



Select a Graphic dialog: Import pane

To import a photo from the iPhoto application, follow these steps:

1. Click the **iPhoto** tab in the **Select a Graphic** dialog or choose **iPhoto Image** from the **Insert** menu. The **Select a Graphic** dialog appears with the **iPhoto** pane active.
2. Select Photo Library, Last Import, or one of your iPhoto albums in the left part of the window. Use the **Open iPhoto** button to open the **iPhoto** application if needed.
3. Double-click the image you want to import, or select it and click **OK**.

For more information about importing images from iPhoto, see *Importing Images from iPhoto* in the *Using The Print Shop* section.

Exporting a Graphic

To export a selected graphic from the **Select a Graphic** dialog, follow these steps:

1. Click the **Export Image** button to open the **Export Image** dialog.
2. Type a name in the **Save As** field or leave the proposed one as it is.
3. Choose a folder to export to from the **Where** pop-up menu.

4. Specify the image size. Make sure that you deselect the **Maintain proportions** option if you want to change the proportions of your image.
5. Choose the desired file format from the **Format** pop-up menu. The following file formats are supported: PICT, BMP, JPEG, PNG, TIFF, PDF. You can use additional export settings by clicking the **Options** button.
6. Click **Save** to save the file in the format selected. The graphic is exported and the **Select a Graphic** dialog appears again.

Note: When using these images in other applications, refer to that application's documentation.

Working with Objects

The Print Shop provides a number of ways of working with objects to get the look you want. This section shows you how to work with objects on the Design Desk.

Adding Objects

The Print Shop provides the following types of objects:

- Backdrop – A backdrop serves as the background for your project. Backdrops are the bottom-most layer and cannot be selected or moved like other objects.
- Border – A full panel border or a decorative mini-border.
- Custom Graphics – Graphics that can be personalized.
- Decorative Line – A line that you can insert anywhere in your project.
- Frame – A photo frame.
- Graphics – A picture, drawing, or design.
- Headline – A special type of text block that you can use for large, striking text.
- Imported Images – A graphic or photo that you obtain from another source, such as a CD, digital camera, or scanner, or from the Internet. Photos from your iPhoto albums also belong to this category.
- Photographs – Photo images in JPEG format included with *The Print Shop*.
- Shapes - Simple shapes like lines, circles or squares, or custom shapes.
- Text Block – An object in which you can type text.
- Watermark - Panel background that gives your project the appearance of being printed on watermarked paper.

Selecting Objects

The arrow is the default pointer in *The Print Shop*. Use it to select objects. Move the arrow pointer over an object and click it. A frame and resizing handles appear, indicating that the object is selected. To select multiple objects, click the first object to select it and then press the **Shift** key and click additional objects to add them to the selection.

If you have many objects in your project, use the Tab key to select each object in succession.

Moving Objects

Moving objects on a page is simple in *The Print Shop*. Move an object by

- clicking the object and using the pointer to drag the object to another position in the work area.
- using the arrow keys. Each time an arrow key is pressed, the selected object moves in the designated direction. If you hold the Control key when moving the object with the arrow keys, your object moves with larger increment.

You can undo a move immediately by choosing **Undo Move Component** from the **Edit** menu.

Resizing Objects

The easiest way to resize an object is to select it, then drag one of the corner selection handles to reduce or enlarge the object. Dragging the corner selection handles will change both the object's width and height proportionally (except for text blocks and headlines). Dragging the middle section handles will change only the object's width or height. Dragging the corner selection handle with the Option key pressed resizes the object (except for text blocks and headlines) without preserving proportion. Text blocks and headlines can be resized proportionally or without preserving proportion by doing these operations in the opposite manner.

You can also resize objects using the **Scale** dialog to get an exact resizing. When you scale an object, the aspect ratio (the ratio of height to width) is maintained. You have the option of scaling in all directions or horizontally or vertically only.

To scale an object, follow these steps:

1. Click an object (or multiple objects) to select it, then choose **Scale** from the **Arrange** menu. The **Scale** dialog appears.
2. Type the scaling percentage in the Percentage box or use the arrow controls to scale up or down in increments of one.

The preset size of the object is 100%. You can scale between 10% and 400%.

Note: You can also drag the slider to change the scale value.

3. Select an option for how you want the scale to affect the image:
 - All Directions
 - Horizontal only
 - Vertical only
4. Click **OK** to scale the object to the percentage shown.

*Note: In *The Print Shop*, a command to size the object to the panel can be found in the **Arrange** menu.*

Rotating Objects

You can rotate objects easily and quickly by dragging the rotate handle that extends to the right of the selected object. The pointer changes to a curved arrow. You can also rotate a group of selected objects by dragging the rotate handle of any of the selected objects. The rotation is performed around the center of the group of objects.

You can also rotate an object using the **Rotate** command in the **Arrange** menu.

To rotate an object, follow these steps:

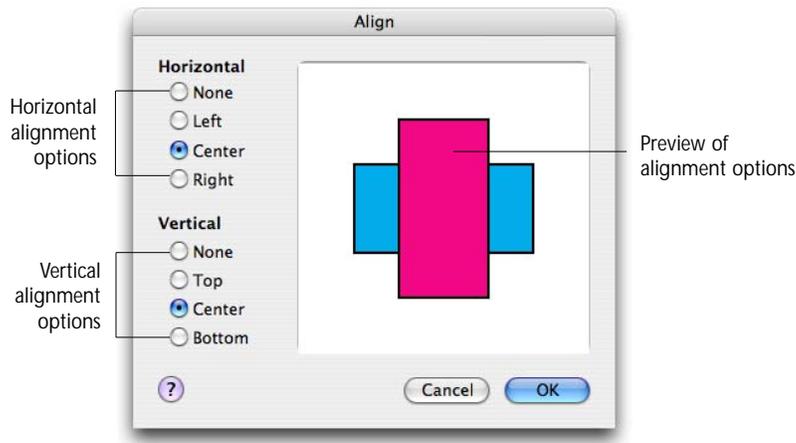
1. Click an object to select it.
2. Choose **Rotate** from the **Arrange** menu and then choose one of the following from the submenu:
 - **Left 90 Degrees** – to rotate the selected object counter-clockwise 90 degrees.
 - **Right 90 Degrees** – to rotate the selected object clockwise 90 degrees.
 - **Other** – if you choose **Other**, the **Rotate** dialog appears. Type the number of degrees you want to rotate the object, or use the arrow controls to make the number larger or smaller in increments of one, or use the dial to rotate an object. Click **OK** to accept the rotation.

Aligning Multiple Objects

Use the **Align** command in the **Arrange** menu to align several objects on a panel.

To align several objects on a panel, follow these steps:

1. Select two or more objects on a page by holding down the **Shift** key while you click each object.
2. Choose **Align** from the **Arrange** menu; the **Align** dialog appears.



Align dialog

3. Select the option that describes how you want to align the objects.
Objects are aligned horizontally or vertically along the edge or center you select.
4. Click **OK** to align the objects on the panel.

Flipping Objects

The **Flip** command in the **Arrange** menu lets you flip the selected objects on a panel. You can flip the following object types: text blocks, all graphics, mini-borders, photo frames, custom graphics, shapes, decorative lines, and headlines.

To flip an object on the panel, follow these steps:

1. Click an object to select it.
2. Choose **Flip** from the **Arrange** menu and then choose one of the following from the submenu:
 - Horizontal
 - Vertical
 - Both

The object is flipped in the way you have chosen.

Changing the Order of Objects

The **Layer** command in the **Arrange** menu lets you change the order of objects on a panel. Place any object on top of or behind any other object by choosing the appropriate command from the submenu. The exceptions are these:

- The backdrop is always the bottom layer.
- The panel border is always the top layer.

To change the order of objects on a panel:

1. Click an object to select it.
2. Choose **Layer** from the **Arrange** menu and then choose one of the active commands from the submenu:
 - **Bring Forward** – Bring the selected object one level forward.
 - **Bring to Front** – Bring the selected object to the front.
 - **Send Backward** – Send the selected object one level backward.
 - **Send to Back** – Send the selected object to the back.

The selected object changes level as directed.

Locking Objects

Using the **Lock** command, you can lock a selected object so that it cannot be moved or deleted. This is helpful when you want to secure an object in place. Choose **Lock** from the **Arrange** menu. The control handles on a locked object change from gray to white (hollow). To unlock an object, select it and choose **Unlock** from the **Arrange** menu.

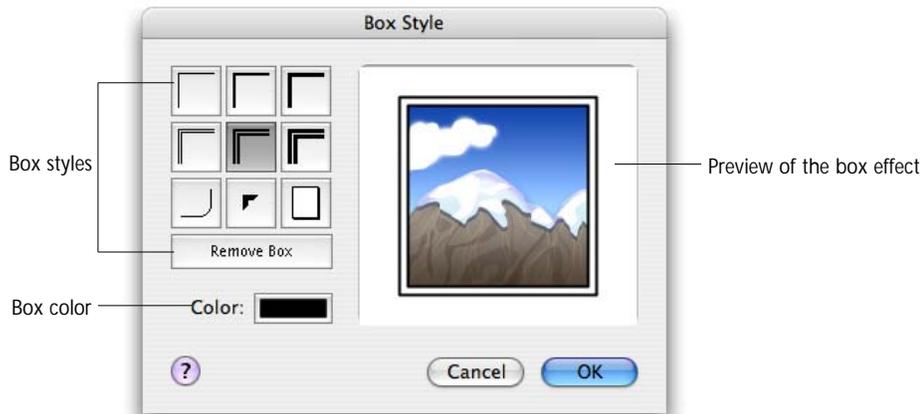
A locked object cannot be rotated, flipped, scaled, resized, moved, deleted, or re-layered.

Placing a Box Around an Object

You can add a box around almost any object (except a mini-border, full panel border, shape, or simple or decorative line). The box stays with the object wherever you move it.

To add a box around an object, follow these steps:

1. Click an object to select it.
2. Choose **Box** from the **Effects** menu; the **Box Style** dialog appears.



Box Style dialog

3. Select a box style. Click the **Color** button to change color.
4. Click **OK**. The box appears around the selected object in your project.

Removing a Box

To remove a box from an object, do the following:

1. Click the object with the box you want to remove.
2. Choose **Box** from the **Effects** menu; the **Box Style** dialog appears.
3. Click the **Remove Box** button.
4. Click **OK**. The box is removed from the object.

Working with Headlines

Headlines are a special kind of text that you can manipulate in many exciting ways. Unlike regular text in a text block, the size of a headline is adjusted according to the size of the headline box. To make the headline larger or smaller, resize the headline box according to your needs and the headline text will conform to the new size.

Headlines can contain up to three lines of text. Use headlines primarily for short, attention-getting statements. Using the **Create a Headline** dialog you can type and edit headlines and add effects.

Using a ReadyMade Headline



Click the **Insert Headline** button in the Objects toolbar or choose **Headline** from the **Insert** menu; the **Create a Headline** dialog appears. The **ReadyMade** option is already selected.



Create a Headline dialog: ReadyMade view

You can select from a series of ReadyMade headlines. When you select a ReadyMade headline, the effects of that headline are applied to the text that you enter and appear in the preview area. This is a quick way to achieve great-looking headline effects.

To use a ReadyMade headline in your project, follow these steps:

1. In the **Enter Headline Text Here** field, type the word or words that you want for the headline text.

For more than one line of text, type the first line, press **Return**, and then type the second line. You can have up to three lines of text, with a maximum of 100 characters per line.

Tip: Keep headline text short for the best display of effects and optimum readability.

2. Scroll through the list of ReadyMade headlines.
3. Click the ReadyMade headline style that you want.
Your headline text appears in the preview area with the effects of the selected ReadyMade headline.
4. Click **OK**.

Your headline with the selected effects appears on the panel.

Customizing a Headline

To customize a headline, open the **Create a Headline** dialog and click **Customize** to display the Customize options. The Customize options let you change the font settings as well as many other headline features.

Experiment with different styles for your headline. Each pane of this dialog gives you new style choices to apply to your headline and make it unique. The preview area shows you the effect immediately, so that you can continue making changes until you get what you want for your project.

Face Pane

When you click **Customize**, the Customize options appear with the Face pane active. The options in the Face pane let you change the font, color, alignment, and blend style of the headline characters.



Create a Headline dialog: customize the headline's face

You can apply color to outlines, shadows, and glow effects with the Color Picker. You can also apply color and texture to the face and shape of a headline with the **Color and Texture** dialog.

Shape Pane

Click the **Shape** tab to change the overall shape of the headline.

- The **Warp Text** option (selected by default) presents a set of options that will distort the characters of the headline text to fit the selected shape.
- The **Orientation** options let you select a vertical or horizontal orientation.

Position Pane

Click the **Position** tab to change the position of the characters in the headline. The style you selected in the Position pane may affect the choice you made in the Shape pane.

Outline Pane

Click the **Outline** tab to change the outline of the headline text. You can change the outline color and add a glow effect to your headline.

Depth Pane

Click the **Depth** tab to add or change the 3-D effect of the headline. Use the **Angle** dial to control the light direction. Use the **Color** button to change the color of the shadow effect.

Proportion Pane

Click the **Proportion** tab to change the proportional relationships of individual lines of headline text to one another. The **Warp Text** option you can select in the Shape pane affects the proportion options that are available to you.

Inserting Panel Background



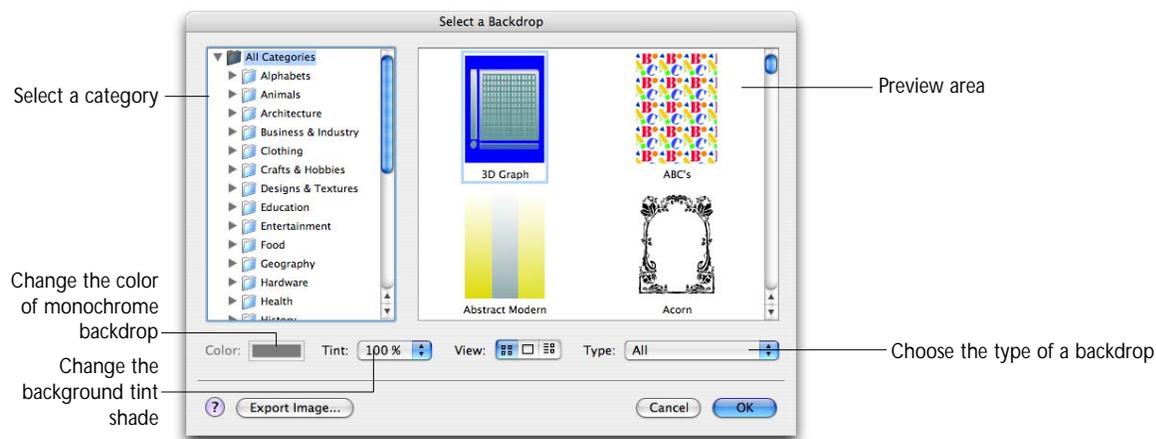
You can add a background to your panel by using the **Panel Background** button in the **Objects** toolbar or choosing the **Panel Background** command from the **Insert** menu. The panel background is the bottom-most layer in the project. It is not selectable like the other *Print Shop* objects. There are three types of panel backgrounds: backdrop, watermark, and color or texture.

Adding or Changing a Backdrop

Although you can select a backdrop when you create your project — if you opted for the Help Me Design path — you can also add a backdrop or change the one you have later on.

To apply or change a backdrop, follow these steps:

1. Choose **Panel Background** from the **Insert** menu or click the **Panel Background** button, and then choose **Backdrop** from the submenu. The **Select a Backdrop** dialog appears.



Select a Backdrop dialog

2. Select a backdrop to add to your design or to replace the existing one.
3. Click the **Color** button to change the color of a monochrome backdrop.
4. Choose the tint shade for you backdrop from the **Tint** pop-up menu.
5. Click **OK** or just double-click a backdrop to add it to your page.

Removing a Backdrop

To remove a Backdrop, follow these steps:

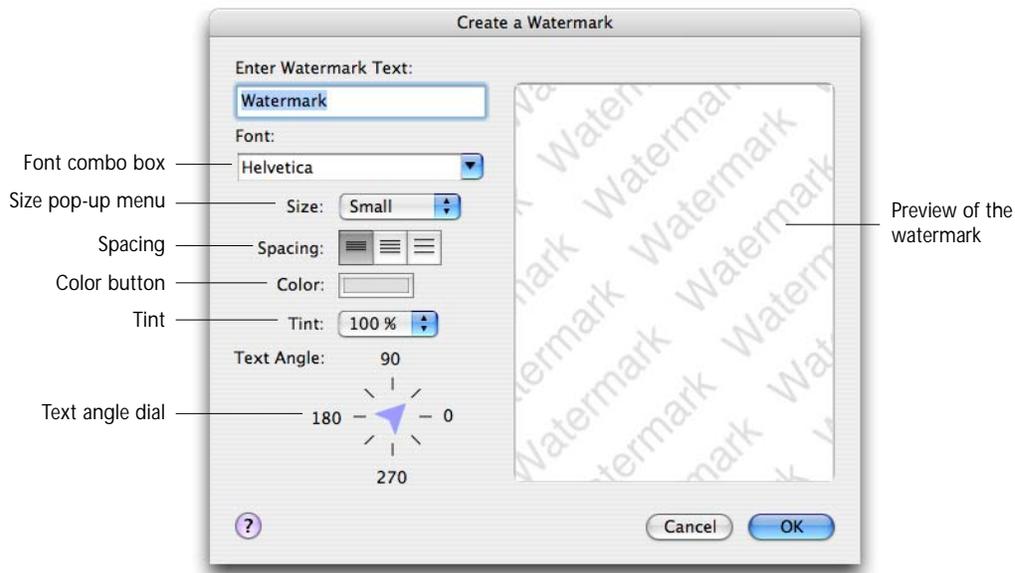
1. Click the **Panel Background** button in the **Objects** toolbar or choose **Panel Background** from the **Insert** menu.
2. Choose **Remove Backdrop/Watermark**.

Using Watermarks

A watermark is a repeated line of light text that appears as a background of your project. It gives your project the look of being printed on watermarked paper.

To apply a watermark, follow these steps:

1. Choose **Panel Background** from the **Insert** menu and then choose **Watermark** from the submenu.



Create a Watermark dialog

2. In the **Enter Watermark Text** field, type the word or words that you want to make up the watermark.

Watermarks contain only one line of text with a maximum of 64 characters.

3. Click **OK** to place the watermark text on the panel.

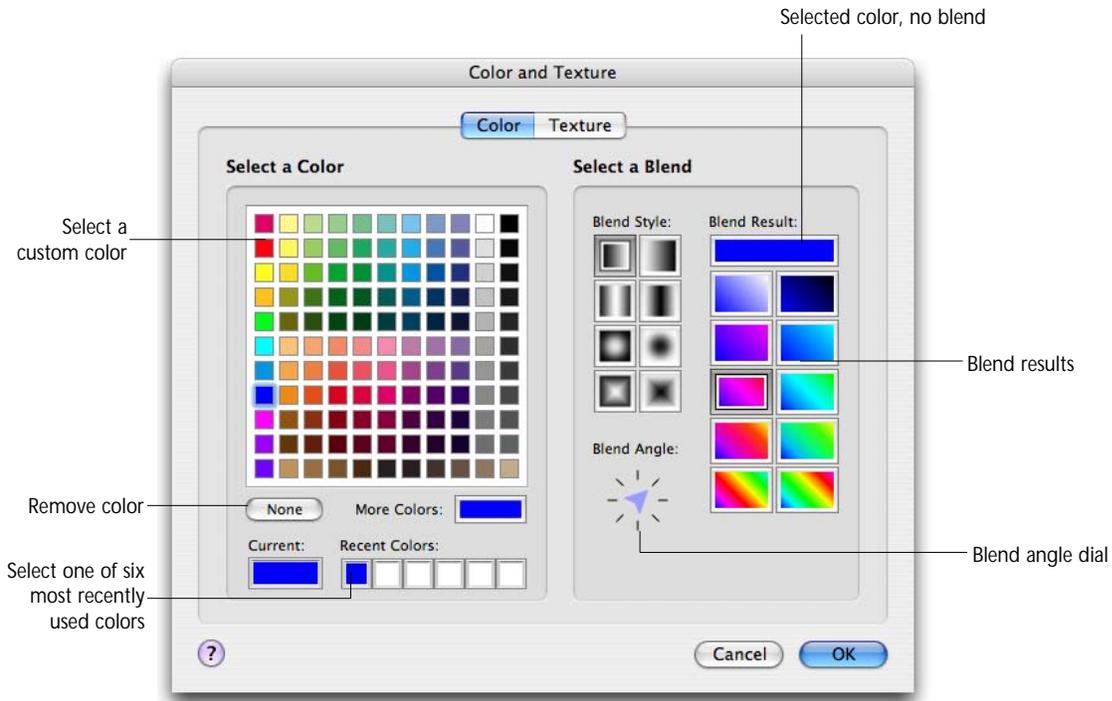
You can change the font of the watermark using the **Font** combo box and **Size** pop-up menu. You can also select spacing for your text. Click the **Color** button to display the **Color Palette** and modify the watermark text color. Use the **Text Angle** rotate dial to adjust the angle at which the watermark text is placed on the panel.

To remove a watermark, follow these steps:

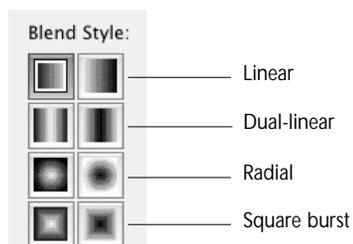
1. Click the **Panel Background** button in the Objects toolbar or choose **Panel Background** from the **Insert** menu.
2. Choose **Remove Backdrop/Watermark** from the submenu.

Setting the Panel Color and Texture

When you choose **Color and Texture** from the **Panel Background** submenu of the **Insert** menu, or using the **Panel Background** button, the **Color and Texture** dialog appears. You can add or change a panel color and texture, and select a blend style.



Color and Texture dialog: Color pane

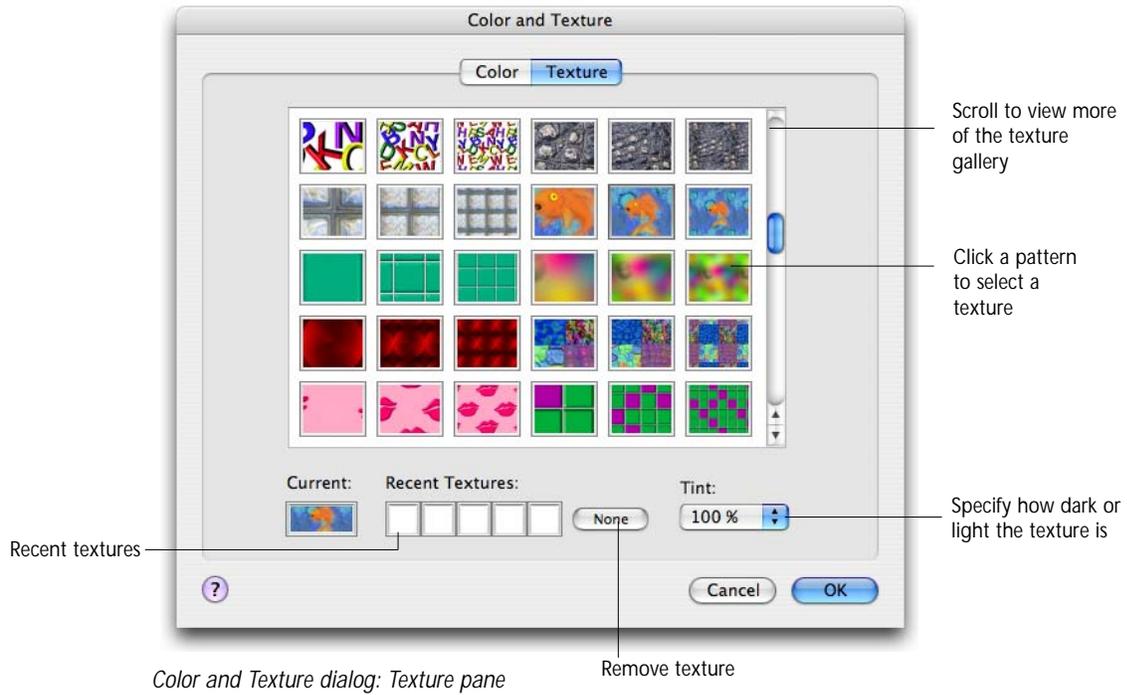


Color blends

You can select a blend style of linear, dual-linear, radial, or square burst to give an added design look to the color. You can also select from 10 blend swatch samples and set a blend angle.

When you click **OK**, the color and blend are applied to the project panel on the Design Desk.

You can also click the **Texture** tab to display an assortment of textures that you can select from to give your background a unique look.



Adding Borders and Lines

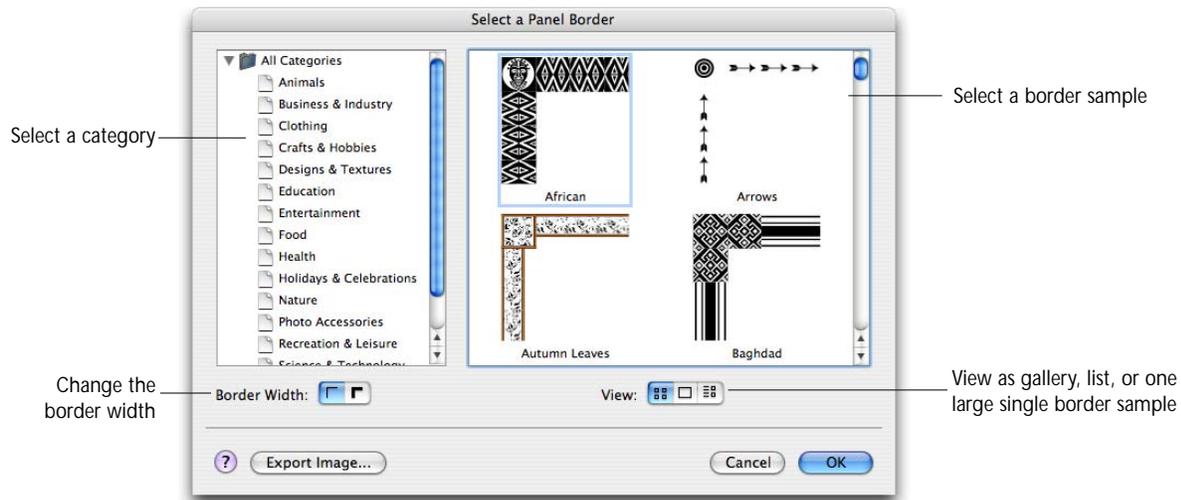


To select a full panel border, a decorative mini-border, or decorative line, choose **Borders/Lines** from the **Insert** menu, or click the **Insert Border/Line** button. Then choose the command you want from the submenu. The appropriate dialog appears.

Adding Full Panel Borders

Choose **Borders/Lines** from the **Insert** menu, and then choose **Full Panel Border** from the submenu. The **Select a Panel Border** dialog appears; it is similar to the **Select a Graphic** dialog. The border you select appears around the entire page. You can only apply one border at a time to a panel and you cannot move or resize it. Borders always occupy the top layer of the page.

Apply a new border to replace an old one. To delete a border, select it and press the Delete key.



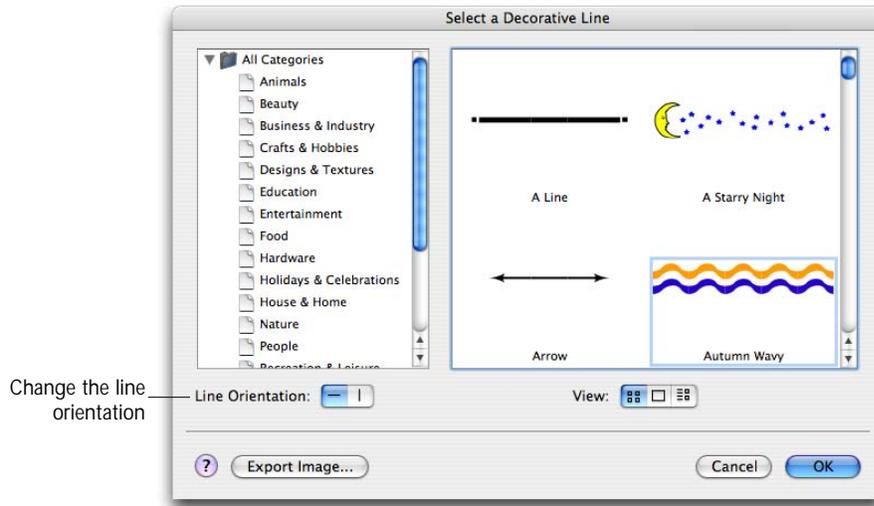
Select a Panel Border dialog

Adding Decorative Mini-Borders

Choose **Borders/Lines** from the **Insert** menu, then choose **Decorative Mini-Border** from the submenu. The **Select a Decorative Mini-Border** dialog appears. It looks like and functions in the same way as the **Select a Panel Border** dialog. However, instead of a border around your entire page, a smaller version of the border appears centered on page. You can apply several decorative borders to a panel and can move, scale, and rotate them on the panel.

Adding Decorative Lines

Choose **Borders/Lines** from the **Insert** menu, then choose **Decorative Line** from the submenu. The **Select a Decorative Line** dialog looks like and functions in the same way as the **Select a Panel Border** dialog. Select a line and either the horizontal or vertical **Line Orientation** option and then click **OK**. The decorative line object appears in your project.



Select a Decorative Line dialog

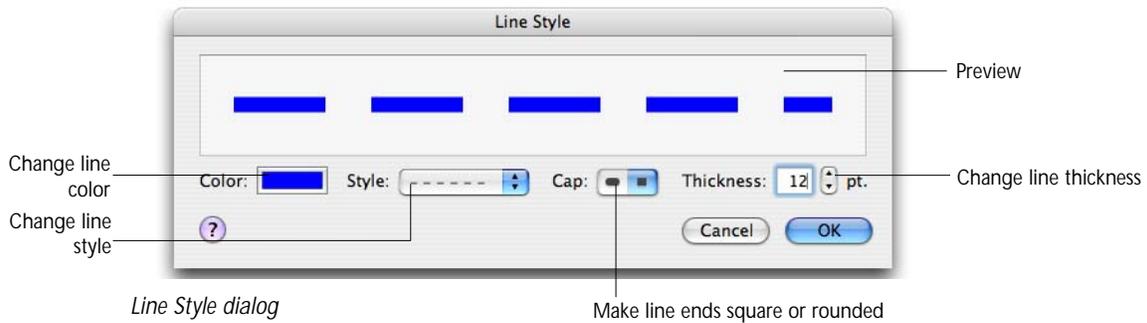
Adding Shapes

You can choose from a variety of shapes to add to your project. A shape can be a simple line, square, circle, or a custom line or shape.

Adding Simple and Custom Lines

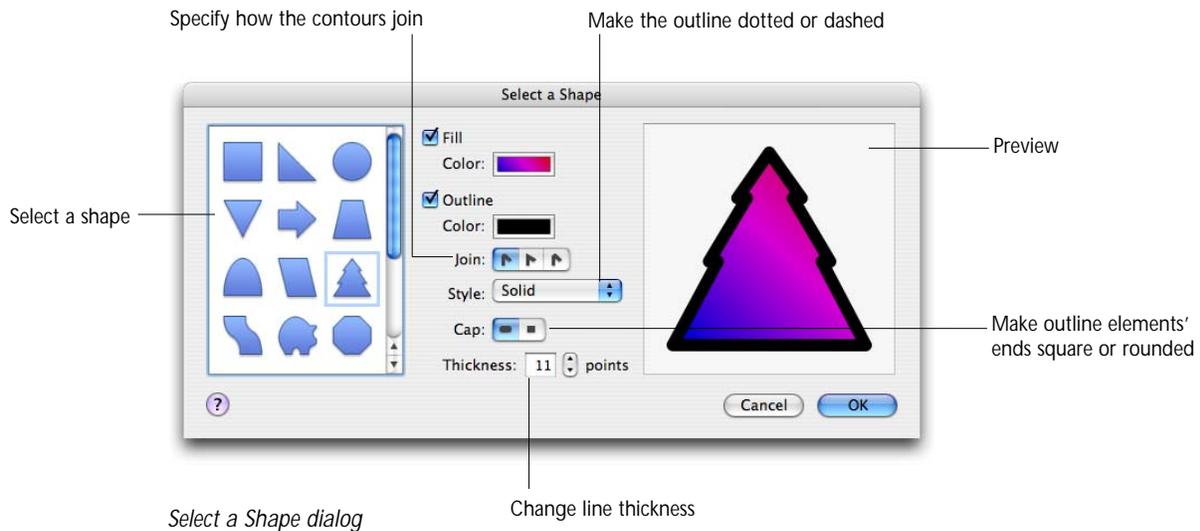
To add a simple or custom line to your project, choose **Shapes** from the **Insert** menu or click the **Insert Shape** button on the **Objects** toolbar, and then choose **Line** or **Custom Line** from the submenu. A simple line appears in your project or a **Line Style** dialog appears respectively.

You can always change the style of a line in your project by double-clicking a line or by choosing the **Change Line** command from the **Edit** menu.



Adding Custom Shapes

Choose **Shapes** from the **Insert** menu or click the **Insert Shape** button on the **Objects** toolbar, and then choose **Custom Shape** from the submenu. The **Select a Shape** dialog appears, allowing you to select a custom shape and specify a fill color and outline style for it.



Text Tools in The Print Shop

The Print Shop provides helpful tools that you can use when working with text. You can work with Quotes and Verses, perform a Spell Check, and edit a custom or address list.

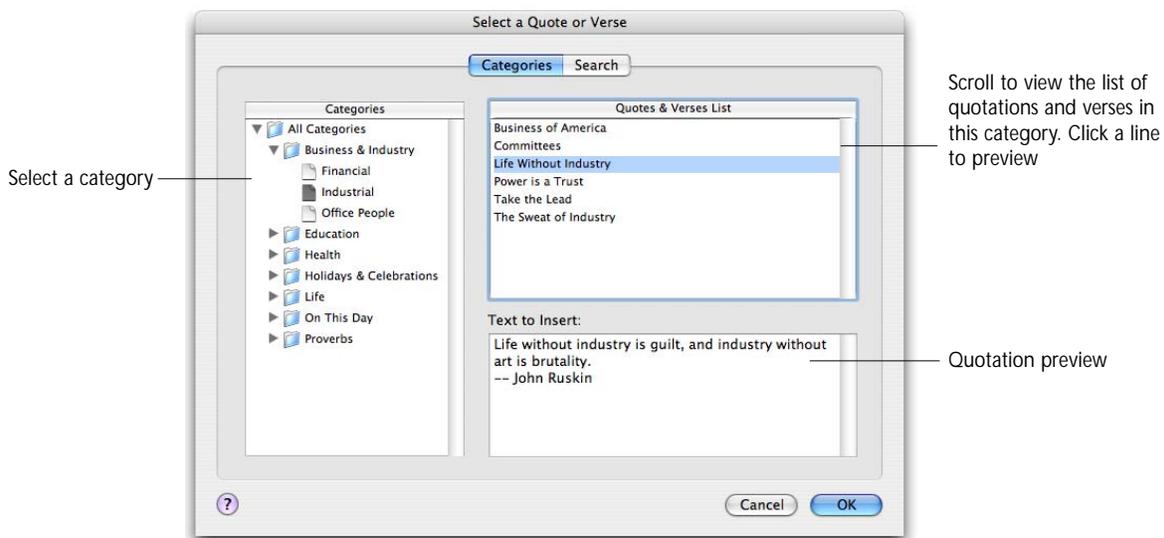
Inserting Quotes and Verses

The Print Shop provides a large selection of quotes and verses that you can add to a text block.

To insert a quote or verse into a text block, follow these steps:

1. Double-click the text block where you want to insert the quote or verse.
2. Click in the text to specify the place where a quote or verse will be inserted.
3. Choose **Quotes and Verses** from the **Insert** menu or click the **Quotes and Verses** button in the Text palette.

The **Select a Quote or Verse** dialog appears with the first quotation in the preview area.



Select a Quote or Verse dialog

4. Pick a category to view a list of quotes and verses in that category.
5. Select a quote or verse from the list window to preview the entire quote or verse.
6. Click **OK** when you have selected the quote or verse that you want.

The selected quote or verse appears in the selected place inside the text block on the Design Desk.

Searching for a Quote or Verse

The Print Shop lets you search for the exact quote or verse that suits the content and tone of your project. Use the **Search** tab to search for a list of quotes and verses that match the keywords that you select.

To perform a keyword search, follow these steps:

1. In the **Select a Quote or Verse** dialog, click the **Search** tab.
2. In the **Search for these Keyword(s)** field, type one or more keywords related to the verse or quote that you want to find and select categories you want to search in from the **Search in Categories** list.
3. Click the **Start Search** button to produce a list of quotes or verses that matches the keywords you have typed.

Performing a Spell Check

The Print Shop provides a valuable tool to check the spelling of text in your document — **Spell Check**. You can check the spelling in a text block, multiple text blocks, or the entire document.

To use Spell Check, do the following:

1. Select the text block(s) that you want to check the spelling of. If there are no selected text blocks, the spelling will be checked for the entire document.
2. Choose **Spell Check** from the **Edit** menu. If there are any misspelled words found, the **Spell Check** dialog appears. Spell Check goes through, highlighting misspelled words.
3. You can:
 - Click the **Ignore** button to continue searching or click **Replace** to replace the misspelled word with the word indicated in the **Replace With** field.
 - Choose from the **Alternatives** list of suggested words.
 - Correct the word by typing a replacement in the **Replace With** field.
 - Add the word to your personal dictionary by clicking **Add to Dictionary**. Add words such as names that you will be using again in any of your documents.

Note: A word appears in the **Not Found** field when **Spell Check** does not find it in either the main dictionary or your personal dictionary. You can still click **Ignore** or replace the word with a replacement that you type in the **Replace With** field.

4. The **Spell Check** dialog will close after you have checked the last misspelled word or you can close the **Spell Check** dialog manually by clicking the **Close** button.

Quitting The Print Shop

When you quit, *The Print Shop* prompts you to save any changes to your open projects, closes any open documents, and then closes the application.

To quit *The Print Shop* choose **Quit The Print Shop** from **The Print Shop** application menu. You can also use the **Command-Q** keyboard shortcut.

Using The Print Shop

Welcome to The Print Shop for Mac

The Print Shop is a versatile, easy-to-use desktop publishing tool. In addition, *The Print Shop* has a set of unique features that make it the quickest, easiest way to create professional quality documents for

- home
- school
- community
- business.

You can create: greeting cards, signs, pamphlets, banners, photo pages, letterheads, notepads, fax covers, business cards, envelopes, calendars, postcards, Post-it® notes, online greetings, certificates, and labels.

Starting The Print Shop

To start *The Print Shop* after successful installation, follow these steps:

1. Locate the folder into which you have installed *The Print Shop*. If you have not moved the application, it is in the main Applications folder of your hard disk.
2. Double-click **The Print Shop** application icon.
3. **The Print Shop** starts up and the **New Project Setup Assistant** opens to the **Select a New Project** step.

The Print Shop Projects

The Print Shop projects are predesigned documents such as labels, photo pages, pamphlets, and signs that let you add your own text, graphics, and photos to produce original personal greetings, business stationery, and more.

Greeting Cards



Use the Greeting Cards project to mark a special occasion or send a personal message to someone special. A greeting card is a folded sheet that is illustrated or decorated and contains a message, greeting, or announcement. You can also create a Photo Frame Card and an Embossed Card with this project.

Use the commands in the **View** menu or appropriate icons in the Status Bar to view the panels of a greeting card. You can view the front panel, the inside panel, or the back panel, depending on the option you choose. See *Introducing the Design Desk* for more information on Panel View icons.

You can create greeting cards in two different orientations:

- Wide with a top fold
- Tall with a side fold

You can create greeting cards of several types:

- Quarter-Fold: three panels (front, inside, and back) printed on one side. This uses a single piece of paper folded in quarters.
- Half-Fold: three panels (front, inside, and back) printed on two sides. This uses a single piece of paper folded in half.
- Notecard: three panels (front, inside, and back) printed on two sides of specialty paper. You can fit two on a single 8.5-by-11-inch sheet.
- Tri-Fold: three panels (front, inside, and back) printed on one side. This uses a single piece of paper folded in thirds.
- Avery® Photo Frame Card: Use Avery stock number 3258 to create a card frame to enclose a photograph (two sizes: 3.5-by-5 and 4-by-6 inches).
- Avery® Embossed Half-Fold Card: three panels (front, inside, and back) printed on two sides. This uses a single piece of paper folded in half. An embossed outline appears on the front panel.
- Avery® Embossed Note Card: three panels (front, inside, and back) printed on two sides of specialty paper. An embossed outline appears on the front panel.

Note: See pp. 39-40 for a list of supported Avery Greeting Cards.

Signs



Signs are the most versatile project type. They can be in tall or wide orientation on 8.5-by-11-inch paper, or you can use other paper formats. You can use the Signs project to create posters and mailers and even simple newsletters. Signs can be warnings, directions, or advertisements, or they can deliver short informative messages.

Pamphlets



A pamphlet is a one-sheet, three-panel presentation of graphics and text designed to be mailed or distributed to convey personal, professional, or organizational information. They can be booklets, announcements, tickets, schedules, theater programs, restaurant menus, promotions, recipes, invitations, and more. You can use either the tall or wide orientation to create your pamphlet.

Use the commands in the **View** menu or icons in the Status Bar to view the panels of a pamphlet project. You can view the front panel, inside panel, or the back panel. See *Introducing the Design Desk* for more information on Panel View icons.

Banners



You can use banners for a wide range of decorative and informational projects. These are long projects bearing greetings, directions, warnings, or advertisements.

The size of the banner text is determined by the banner length, unless you specify a length using the **Banner Layout** command in the **Edit** menu. Print a banner just like other projects: it prints across several sheets of paper (as many as needed or as many as you specify) to print the entire message. You can then fix the sheets together with tape or glue. Some printers support the usage of a special continuous banner paper. Consult with your printer manual to find out if your printer supports such paper.

For information about printing and banner layout, see *Banner Layout*.

Note: A banner opens with a headline. Should you wish to “hide” the banner headline, double-click it to open the *Create a Headline* dialog. Click the **Face** tab, then the **Color** button, and select **None**.

Photo Pages



You can import or place photographs into *The Print Shop*. You can then edit and alter your photos and use them with Photo Pages to create photo-specific projects. *The Print Shop* provides four types of Photo Pages project (all are one page):

- Quick Prints – The quick way to print multiple copies of a single photo on a page, including a variety of sizes and orientations.
- Photo Album Pages – Designed to be printed and placed in a photo album.
- Photo Collages – An arrangement of one or more photo placeholders, along with other decorative elements. Collages include one or more photos that can be a mix of orientation, ratios, and sizes.
- Photo Novelties – These are fun projects for you to create personalized items such as magazine covers, peek-throughs, and photo posters.

Letterheads



Letterhead lets you create two types of stationery. You can design full- or half-page stationery sheets that you can then print for handwritten letters and fax covers or type on directly using your computer. Full-page QuickStart Layouts also include Fax Covers. Half-page sheets are Notepads.

Business Cards



Business cards are wallet-sized cards used to give business information or as gift tags, tickets, bookmarks, or car wash punch cards. They can have tall or wide orientation.

The Print Shop provides matching designs for letterheads, envelopes, and postcards for many business card designs.

Envelopes



You can create and print envelopes for both business and personal use. *The Print Shop* provides you with several format options. You can print addresses directly onto stock envelopes, or you can create a cut-out envelope using a standard sheet of paper that can be folded to hold a quarter-fold greeting card.

Check your printer's manual to see if it can print stock envelopes and to determine if there are any restrictions on the type or size of envelope it will print.

Calendars



Calendars are a great way to create records for both home and organizational use. You can design school or club calendars, retail sales calendars, and personal calendars.

You can make a tall or wide calendar for any length of time: a day, week, month, or for an entire year. You can personalize calendars using your own notes, graphics, photographs, and highlighted dates. You also can import events from iCal to Monthly, Weekly, and Daily Calendar projects. Calendars can be printed on one side of a single sheet of paper or posterized.

The calendar consists of a grid, grid text, and cells in which you can add graphics and text. When you click anywhere in the title area or on the grid lines, the entire grid is selected. When you click in a cell, only that cell is selected.

For more information, see *Working with the Calendar Project*.

Postcards



Like letters, you can use postcards for business, school, community, and home. Postcards can be created in both tall and wide orientations. Postcards are made of two sides of a single sheet of paper. You can print two or four postcards to a page. Not only can you mail them, but they are great for recipes, birth announcements, moving notices, and more.

When you print a postcard, you can choose which side to print first. The default is to print the front of the postcard. A prompt automatically appears when the other side is ready to print. Turn the paper, reinsert it into the printer and click **OK** to print the other side.

Use the commands in the **View** menu or icons in the Status Bar to view the panels of a postcard project. You can view the front panel or the back panel, depending on the view type that you choose.

Note: See pp. 39-40 for a list of supported Avery Postcards.

Post-it® Notes



Post-it® Notes are standard around the office and are becoming popular at home as well. You can create professional-looking stationery on specialized paper that sticks, yet is easy to peel off. Each note has adhesive that sticks to a surface after you remove the liner strip.

You can print the notes in tall or wide orientation, with six panels to one side of paper. You need to use the specially designed 3M™ Personalized Note Kit with this project. You can find Post-it® Notes for printers at most office supply and stationery stores.

Online Greetings



Using the Online Greetings project, you can distribute your message via email. Online Greetings are one-sided, wide projects that you can customize to mark any occasion. The greeting is sent as a JPEG attachment.

To learn about sending your greeting, see *Sending Online Greetings*.

Certificates



Certificates are similar to signs in that they are single-panel projects. You can use certificates to create awards and recognize accomplishments. They are useful for social, school, and business functions.

Labels



You can use labels in different ways for a variety of purposes. You can create labels for addresses, video and audio tapes, CD and DVD discs, jewel cases, files and folders, name badges, and whatever else you can think of. You can import information from iTunes into your CD label projects.

With labels, you have a wide selection of sizes — each based on a corresponding number of Avery® paper label that you can use with your printer. For example, select label number 8931 to create labels to print on Avery® label #8931. A single panel appears for you to design your label. When you choose to print, a preview of the label sheet appears with the correct number of panels for that size; the same information appears in each panel.

Note: See pp. 39-40 for a list of supported Avery Labels.

Blank Pages



Select the Blank Pages project type to start a project from an empty page. Select a paper size and orientation (Tall or Wide) in the **Select a Format** step of the **New Project Setup Assistant**, and the Design Desk appears ready for you to begin your original project.

Selecting a Project

New Project Setup Assistant is the first dialog that you see when using *The Print Shop*.



Select a New Project step

Open your saved projects

Click the project type you want and then click the **Continue** button, or simply double-click the icon of the project type that you want, and the **Select a Method** step appears.

*Note: If you are working on a Photo Pages project, the next step after the **Select a New Project** step will be the **Select a Photo Pages Project** step.*

Selecting a Design Method

The Print Shop presents you with three ways to create a project:

- **QuickStart Layout** – An assortment of professionally designed sample projects that you can use immediately or customize to suit your needs. This method provides you with both quality graphics and professional layouts for your project.
- **Help Me Design** – With this method, you can specify some of the basic design elements of a project. After selecting a project type, specify an orientation, paper size, backdrop and layout. When the Design Desk appears, these elements are in place for you to begin customizing the project. Help Me Design offers ideas for the arrangement of objects, but gives you the flexibility to select your own content.
- **Start from Scratch** – All you do is select a project type and specify a paper size and orientation; a blank panel appears for you to begin your own original project on the Design Desk.

Creating a Project Using a QuickStart Layout

When you customize a QuickStart Layout, you will see how easy it is to use *The Print Shop* and how quickly you can produce your own professional-looking documents.

1. In the **New Project Setup Assistant**, click any project type. For example, let it be the Greeting Cards project type. Click the **Continue** button.

The **Select a Method** step appears.

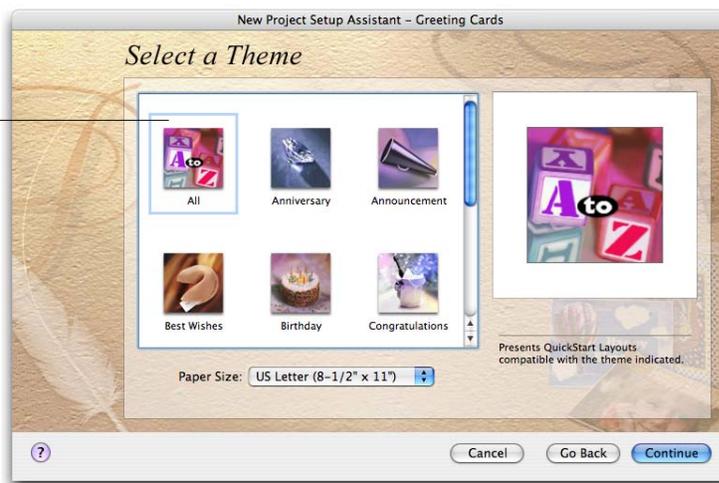


Select a Method step

Note: When working on the Photo Pages project the next step will be the Select a Photo Pages Project.

2. The **QuickStart Layout** method is selected by default. Click the **Continue** button to proceed to the **Select a Theme** step.

Select a theme to see a series of QuickStart Layouts related to the theme



Select a Theme step

3. Select a theme and paper size you want, and click **Continue** to proceed to the **Select a QuickStart Layout** step.

You see a range of possible looks and ideas for your project, based on the theme you selected.



Select a QuickStart Layout step

4. Select the QuickStart Layout you want.
5. Click **Done** to open the selected project on the Design Desk.

The Design Desk shows the project panel with the selected QuickStart Layout project. You can now edit the individual objects to create a design to suit your needs.

Working with Matching Projects

A coordinated set of matching projects is a group of QuickStart Layouts designed to work together. For example, if you select a QuickStart Layout for a business card, you might see an option to open matching projects: a letterhead, an envelope, and a pamphlet that have been designed to match.

Click the **All** checkbox in the **Select Matching Project** list at the bottom of the **Select a QuickStart Layout** step window. A set of projects opens to let you customize each project of the set at the same time. Not all QuickStart Layouts have matching projects.

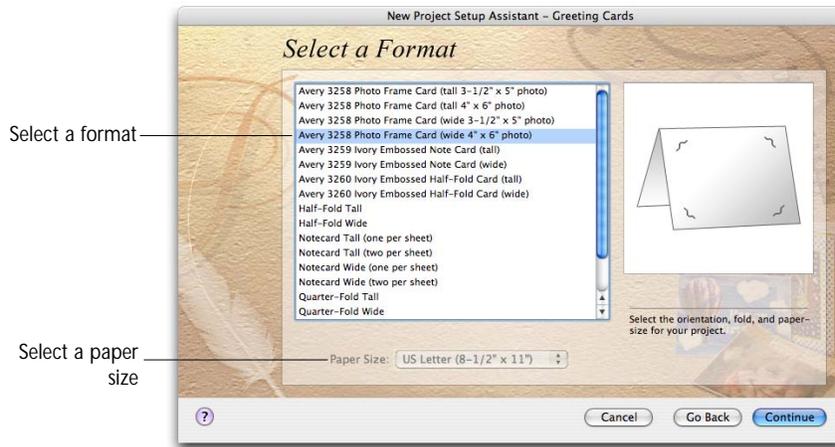
Creating a Project Using Help Me Design

When you select the Help Me Design method, *The Print Shop* guides you step-by-step to the Design Desk.

To set up your Help Me Design project, follow these steps:

1. In the **New Project Setup Assistant**, select any project, for example, **Greeting Cards**, and click **Continue** to open the **Select a Method** dialog.
2. Select **Help Me Design** and click **Continue**.

The **Select a Format** step appears.

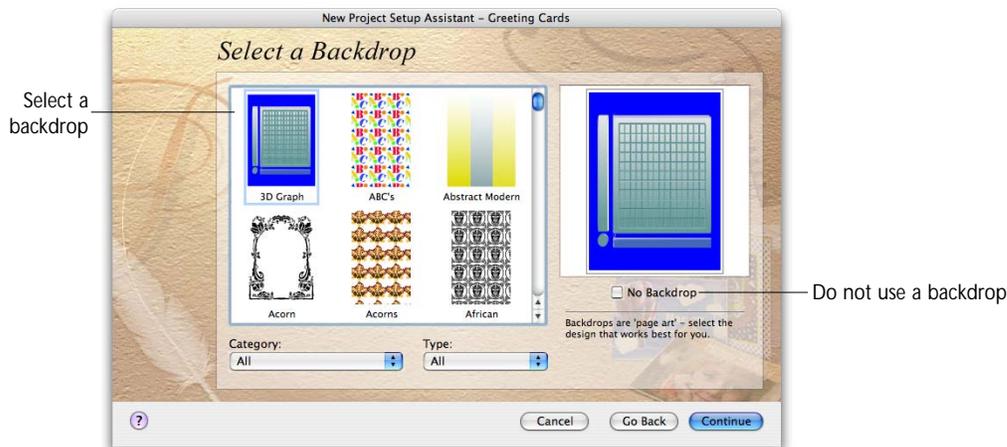


Select a Format step

3. Select one of the greeting card types.

Note: You can also select a different paper size for some greeting cards types.

4. Click **Continue** to accept the format and paper size and proceed to the **Select a Backdrop** step.



Select a Backdrop step

Backdrops are page designs that occupy the bottom layer of the project panel.

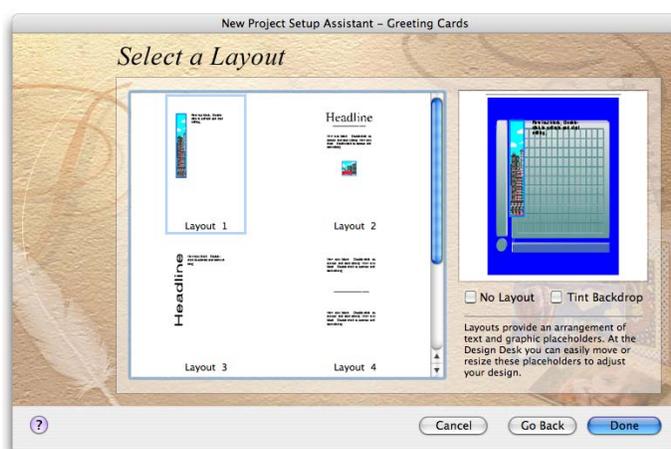
5. Scroll through the gallery to find the design you want, then select it.

You can choose a specific category of backdrops from the **Category** pop-up menu and a type from the **Type** pop-up menu.

*Note: You can select the **No Backdrop** option to have no backdrop in your design.*

6. Click **Continue** to accept the selected backdrop and proceed to the **Select a Layout** step.

Note: Some projects do not have the Select a Backdrop step.



Select a Layout step

A layout is a selection of text and graphic placeholders. The layouts that appear are designed to work well with the selected backdrop.

The layout appears superimposed over the selected backdrop in the preview area. Select the **No Layout** option to create a project without element placeholders. Select the **Tint Backdrop** option to make a backdrop color less intensive.

7. Select a layout and click **Done**, or double-click the layout you want.

The Design Desk appears showing the project panel filled with the backdrop and layout selections. You can now edit the individual placeholder objects to create a design that meets your needs.

Note: Some projects do not have predesigned layouts.

Creating a Project Using Start from Scratch

To create your own design from scratch, select the **Start from Scratch** method to select a format and paper size only and open a blank panel on the Design Desk.

To set up your **Start from Scratch** project, follow these steps:

1. Select a project type in the **New Project Setup Assistant** and click **Continue** to proceed to the **Select a Method** step.
2. Click **Start from Scratch** and then click **Continue** to proceed to the **Select a Format** step.
3. Select a format and paper size for your project and click **Done**.

The Design Desk appears. You now have a blank canvas on which you can begin creating your own original design.

Saving The Print Shop Projects in Different Formats

After creating a project in *The Print Shop*, you may want to save it in a format that can be opened on computers where *The Print Shop* is not installed. *The Print Shop* includes several export options to allow the project files to be saved in file formats that can be opened by other programs.

Note: Once a project has been exported from The Print Shop, the exported file can no longer be opened as editable project in The Print Shop. To allow future editing of the project, first save your project as The Print Shop document.

To save a currently open project in another format:

1. Choose **Export** from the **File** menu.
2. By **Save As**, type a name for the file.
3. Choose the desired file format from the Format pop-up menu. *The Print Shop* project can be saved in these file formats: Portable Document Format (PDF), TIFF Uncompressed (TIF), Joint Photo Experts Group (JPEG), Portable Network Graphic (PNG), PICT Format, Bitmap Uncompressed (BMP), HTML File.
4. Click the **Options** button to set options specific to the file type you have selected if available.
5. Choose the appropriate resolution from the **Resolution** pop-up menu.
6. Click **Save**. The project will be saved with the options selected above.

Stock Avery Projects and Numbers to Use with Your Projects

Description	Avery Stock #	Measurements	Compatible Avery (Laser) Stock #s	Compatible Avery (Inkjet) Stock #s
Photo Frame Card and Envelope	3258	3 -1/2 x 5 and 4 x 6		
Ivory Embossed Note Card and Envelope	3259	4-1/4 x 5-1/2	5315	3256, 3268, 8315, 8317
Ivory Embossed Half-Fold Card and Envelope	3260	5-1/2 x 8-1/2		3200, 3251, 3252, 3265, 3269, 8316
Ivory Label Small Inkjet	3261	1/14 x 3-3/4,		
Ivory Label Large Inkjet	3261	1-1/4 x 2-3/8		
Return Address Inkjet	3261	2-1/4 x 3/4	6870	8257, 8760, 8985, 8986, 8987
4-up Postcards	3263	4-1/4 x 5-1/2		8387
Address Laser	5160	1 x 2-5/8	5260, 5520, 5960, 5972, 6460, 15160	8160, 8250, 8460, 8660, 18160, 18660
Address Laser	5161	1 x 4	5261, 5961	8161, 8461
Address Laser	5162	1-1/3 x 4	5262, 5522, 5962, 15162	8162, 8252, 8462, 8662, 18162, 18662
Shipping Laser	5163	2 x 4	5263, 5523, 5963, 15163	8163, 8253, 8463, 8663, 8763, 8923, 18163
Shipping Laser	5164	3-1/3 x 4	5264, 5524, 5664, 6464	8164, 8254, 8464
3.5" Diskette Laser	5196	2-3/4 x 2-3/4	5096, 5896, 5996	8196
Audio Tape Laser	5198	1-2/3 x 3-1/2	5998	
Videotape Laser	5199 (face)	3-1/16 x 1-5/8	5997	
Videotape Laser	5199 (spine)	2/3 x 5-13/16	5997	
Address Laser	5261	1 x 4	5161, 5961	8161, 8461
Address Laser	5262	1-1/3 x 4	5162, 5522, 5962, 15162	8162, 8252, 8462, 8662, 18162, 18662
Return Address Laser	5267	1/2 x 1-3/4	5167, 5667, 15267	8167, 8667, 18167
Laminated Laser ID Card	5361	2 x 3-1/4	5362	
Laser Small Rotary Card	5385	2-1/6 x 4		8385
Laser Large Rotary Card	5386	3 x 5		
2-up Postcards	5389	4 x 6		
Laser Name Tag Refill	5390	3-1/2 x 2-1/7	74461, 74549, 74556	5383
Laser Name Badge	5395	2-1/3 x 3-3/8		8395
Clear Return Address Laser	5667	1/2 x 1-3/4	5167, 5267, 15267	8167, 8667, 18167
Address Laser	5810	1 x 2-5/8		
CD-Recordable Laser	5824	4-1/2	5691, 5692, 5694, 5931, 6691, 6692, 6693	8931, 8694, 8693, 8692
Zip Disk Laser	5925 (face)			8925
Zip Disk Laser	5925 (top spine)			8925
Zip Disk Laser	5925 (bottom spine)			8925
CD/DVD Laser	5931 (face)		5692, 5698, 6692	8931, 8692, 8699, 8942, 8691
CD/DVD Laser	5931 (spines)		5692, 5698, 6692	8931, 8692, 8699, 8942, 8691

Description	Avery Stock #	Measurements	Compatible Avery (Laser) Stock #s	Compatible Avery (Inkjet) Stock #s
Fluorescent Laser Assorted	5979	1 x 2-5/8	5970, 5971, 5972, 5980	
Removable Laser	6460	1 x 2-5/8	5160, 5260, 5520, 5960, 5972, 15160	8160, 8250, 8460, 8660, 18160, 18660
Removable Laser	6464	3-1/3 x 4	5164, 5264, 5524, 5664	8164, 8254, 8464
Removable Laser	6467	1/2 x 1-3/4		
Address Inkjet	8161	1 x 4	5161, 5261, 5961	8461
Address Inkjet	8162	1-1/3 x 4	5162, 5262, 5522, 5962, 15162	8252, 8462, 8662, 18162, 18662
Address/Shipping Inkjet	8164	3-1/3 x 4	5164, 5264, 5524, 5664, 6464	8254, 8464
Return Address Inkjet	8167	1/2 x 1-3/4	5167, 5267, 5667, 15267	8667, 18167
3.5" Diskette Inkjet	8196		5096, 5896, 5196, 5996	
Color Inkjet Printing	8250	1 x 2-5/8	5160, 5260, 5520, 5960, 5972, 6460, 15160	8160, 8460, 8660, 18160, 18660
Color Inkjet Printing	8252	1-1/3 x 4	5162, 5262, 5522, 5962, 15162	8162, 8462, 8662, 18162, 18662
Color Inkjet Printing	8253	2 x 4	5163, 5263, 5523, 5963, 15163	8163, 8463, 8663, 8763, 18163
Color Inkjet Printing	8254	3-1/3 x 4	5164, 5264, 5524, 5664, 6464	8164, 8464
Address/Shipping Inkjet	8463	2 x 4	5163, 5263, 5523, 5963, 15163	8163, 8253, 8663, 8763, 18163
CD/DVD Inkjet	8692 (face, spine)		5931, 5691, 5692, 5698, 6691, 6692, 6693	8931, 8941, 8942, 8943, 8691, 8693, 8699
Glossy Photo Quality	8763	2 x 4	5163, 5263, 5523, 5963, 15163	8163, 8253, 8463, 8663, 18163
Zip Disk Inkjet	8925 (bottom spine)		5925	
Zip Disk Inkjet	8925 (face)		5925	
Zip Disk Inkjet	8925 (top spine)		5925	
CD/DVD Inkjet Case Insert	8931 (cover)		5691, 5693, 6691, 6693	8941, 8943, 8693, 8698
CD/DVD Inkjet Case Insert	8931 (tray)		5691, 5693, 6691, 6693	8941, 8943, 8693, 8698
CD/DVD Inkjet	8931 (face)		5931, 5691, 5692, 5698, 6691, 6692, 6693	8941, 8942, 8943, 8691, 8692, 8693, 8699
CD/DVD Inkjet	8931 (spines)		5931, 5691, 5692, 5698, 6691, 6692, 6693	8941, 8942, 8943, 8691, 8692, 8693, 8699

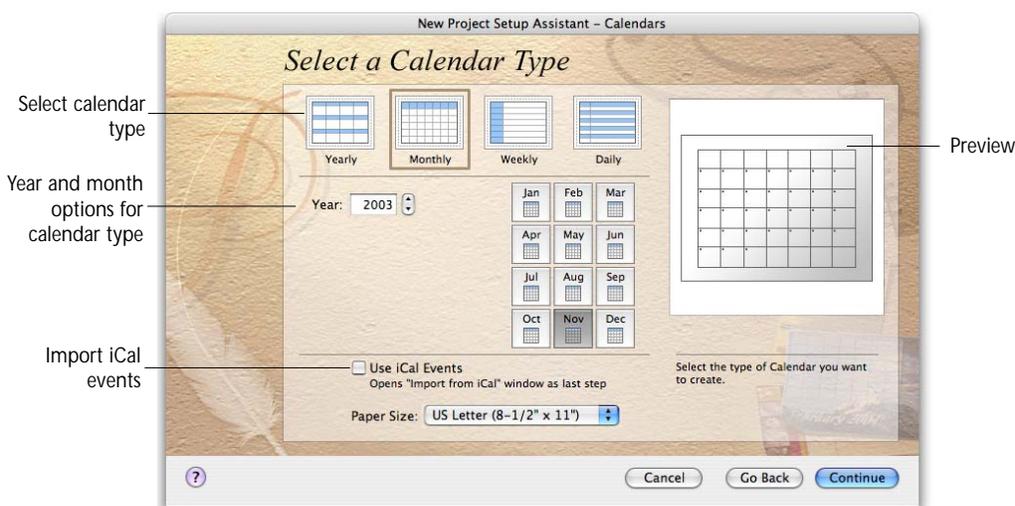
Note: Stock numbers and specifications may be changed or eliminated without notice.

Working with the Calendar Project

This procedure takes you through personalizing a QuickStart Layout. However, if you choose Help Me Design, you can select a calendar type, format, backdrop, and layout from the options that appear.

To create a calendar project, follow these steps:

1. Choose **New Project** from the **File** menu.
2. Click **Calendars** in the **Select a New Project** step and click **Continue** to proceed to the **Select a Method** step.
3. The **QuickStart Layout** method is selected by default.
4. Click **Continue** to proceed to the **Select a Calendar Type** step.



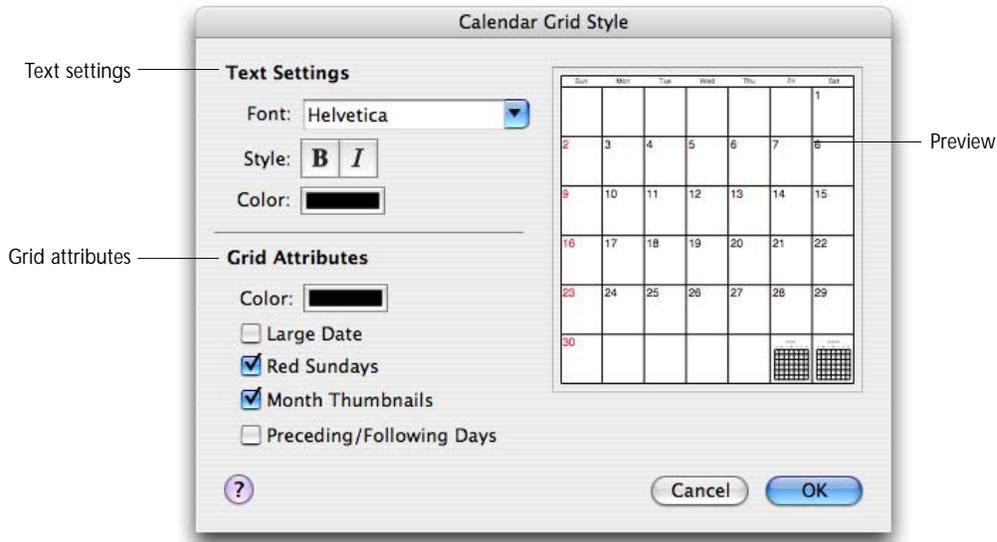
Select a Calendar Type step

5. Click the icon for the calendar type that you want to use, set the calendar options, and click **Continue**, or double-click the icon to proceed to the **Select a QuickStart Layout** step.
6. Select a layout.
7. Click **Done** to display the calendar on the Design Desk. If you have selected the **Use iCal Events** option, the **Import Events from iCal Calendars** dialog appears, allowing you to import events from iCal calendars into your calendar project.

Note: You can import iCal events only if you are running Mac OS v. 10.2.3 or later. iCal events can be imported to the Monthly, Weekly, and Daily calendars.

Calendar Grid Attributes

In the Calendar project you can change the attributes of the calendar grid using the **Calendar Grid Style** dialog. Choose **Calendar Grid Style** from the **Edit** menu or double-click the calendar grid.



Calendar Grid Style dialog: Monthly Calendar type

For all calendar types you can change the color of the grid lines and label text, the label text font, and apply bold or italic formatting to the text.

For specific calendar types, you have the following options:

- Yearly – Red Sundays.
- Monthly – Large Date, Red Sundays, Month Thumbnails, and Preceding/Following Days.
- Weekly – Red Sundays
- Daily – Select a 12 hr. or 24 hr. clock

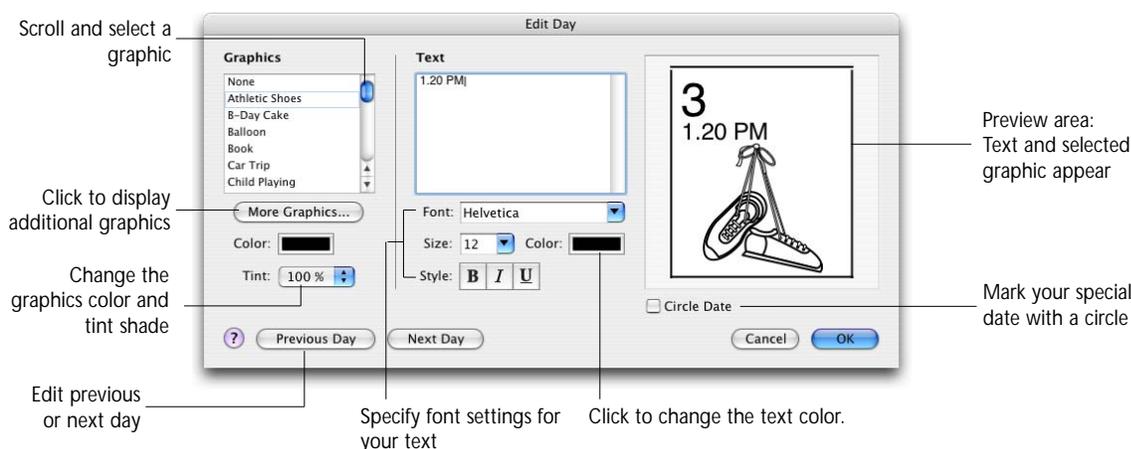
Editing Calendar Cells

Click within a calendar cell to select the cell (a visible border surrounds the selected cell).

When a single calendar cell is selected, you can

- copy or cut cell contents
- paste contents from another cell
- clear cell contents (delete)
- edit cell contents.

Double-click a calendar cell to open the **Edit Hour** or **Edit Day** dialog, depending on the type of calendar you have created.



Edit Day dialog: Monthly Calendar type

Use the options in this dialog to edit cell text contents (text, style, color) and add a graphic to the cell. You can select a graphic from the list of graphics or open the **Select a Graphic** dialog by clicking the **More Graphics** button and search for additional graphics.

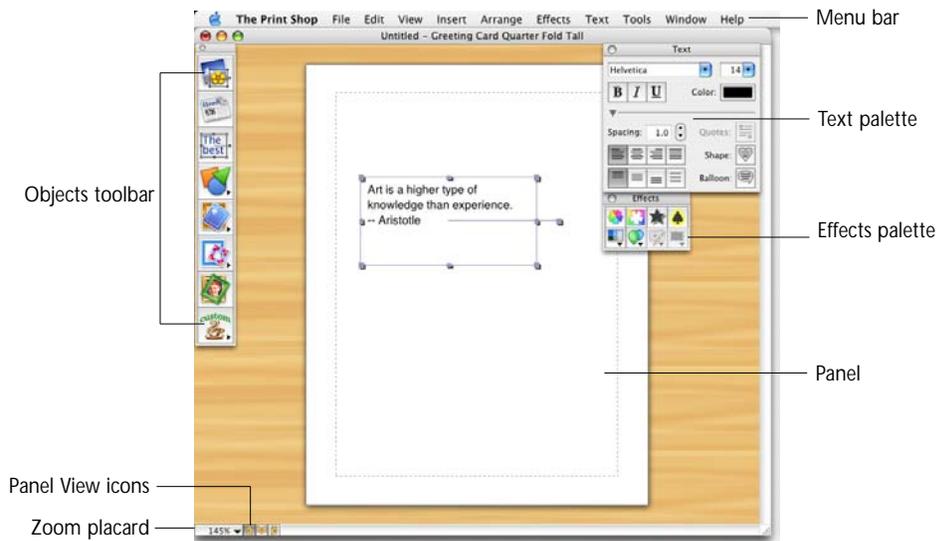
Changing Calendar Dates

The calendar is set to the clock on your computer, but you can change the year, month, week, or day by choosing the **Change Year (Month, Week, or Day)** command from the **Edit** menu. The choice that you see depends on the type of calendar that you have created. (This is available only for the Calendar project.)

When you select a different date, the calendar headline that contains the date will show the new date setting. The grid will also be updated.

Introducing the Design Desk

The Design Desk is the main working area of *The Print Shop*. Whether you are customizing a QuickStart Layout or creating a Start from Scratch project, you do your work on the Design Desk. All the necessary text and layout tools are available, and your project appears in the center of the Design Desk on the panel.



Elements of the Design Desk

The panel is the section within the work area that represents the project's printable area. The project panel can be equal to a full page (for signs, certificates, and so on). However, many projects use several panels per page: a pamphlet requires a front, inside, and back panel; business cards print out ten panels per page; and so on. Note that when you use a panel background, it fills the project panel.

If your project has more than one panel, the panel view icons appear near the zoom placard. You can move from one panel to another by clicking the appropriate panel view icon or by choosing the name of the panel you want from the **View** menu.

The dashed line on the panel represents the maximum printable area. An object extending past the dashed line will be cut off when printed.

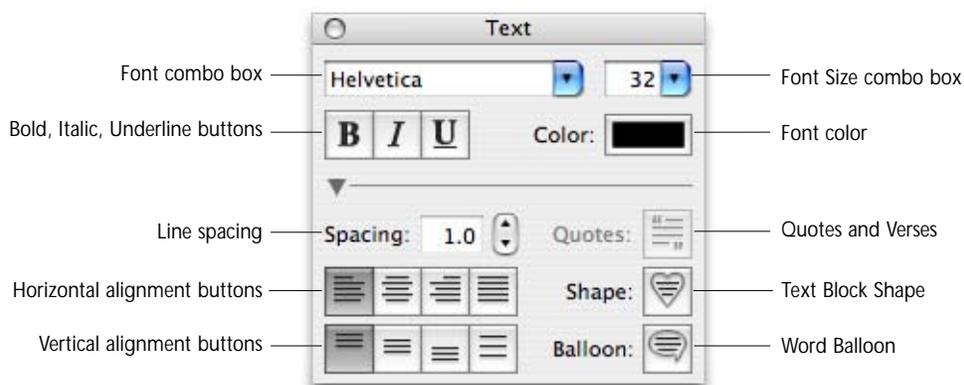
The margins that surround a project are designated by the software of the printer (printer driver). *The Print Shop* Design Desk displays the margins determined by the printer which is currently selected in the **Page Setup** dialog for currently open project. Once you choose another printer in **Page Setup**, the margins may change on the Design Desk and the objects in your project may scale to fit the new printable area.

The Design Desk Toolbar and Palettes

The Design Desk includes the **Objects** toolbar and the **Text** and **Effects** palettes that let you access tools and commands easily and quickly by simply clicking a button.

The Text Palette

The **Text** palette appears at the right of the Design Desk. It contains many easy-to-access tools that let you format and edit the text in your project. Its buttons are active anytime you are working with text blocks. Most buttons on the **Text** palette have corresponding commands in the menus at the top of the Design Desk. Choose the **Format Text** command from the **Text** menu to show or hide the **Text** palette.



Text Palette

The **Text** palette displays the font and formatting used in the paragraph where the pointer is currently positioned. You can make changes to your text using the **Text** palette buttons.

- **Font** combo box – Shows the name of the font being used. Use it to change the font.
- **Font Size** combo box – Shows the font size being used. Use it to change the font size.
- **Bold, Italic, Underline** buttons – Click these buttons to make your text bold, italic, or underlined. Click the buttons again to remove the bold, italic, or underline style.
- **Font Color** – Change the color of the text in a text block.
- **Line Spacing** control – Change the line spacing of the text in a text block.
- **Quotes and Verses** button – Click to open the **Select a Quote or Verse** dialog (some text should be selected).
- **Horizontal alignment** buttons – Click to change the horizontal alignment of the selected text (left, centered, right, or full).
- **Text Block Shape** button – Click to open the **Text Block Shape** dialog and add a text block shape.
- **Vertical alignment** buttons – Click to change the vertical alignment of the selected text (top, middle, bottom, or full).
- **Word Balloon** button – Click to open the **Text Block Shape** dialog and add a word balloon shape.

The Objects Toolbar

The **Objects** toolbar appears on the left side of the Design Desk. It contains easy-to-access controls that put all *The Print Shop* design elements at your fingertips with a click. Using these controls, you can add and modify design elements. Corresponding commands for the controls appear in the **Insert** menu.

The controls in the **Objects** toolbar include:



Insert Graphic button – Click to open the **Select a Graphic** dialog and select a square, row, or column graphic, a photo, or a fine art image. You can also search for and import graphics.

Insert Headline button – Click to open the **Create a Headline** dialog.

Insert Text Block button – Click to insert a text block into your project.

Insert Shape button - Click to insert a square, circle, simple line, custom shape, or a custom line into your project.

Panel Background button – Click to choose one of the following backgrounds: backdrop, watermark, panel color and texture, or remove backdrop/watermark.

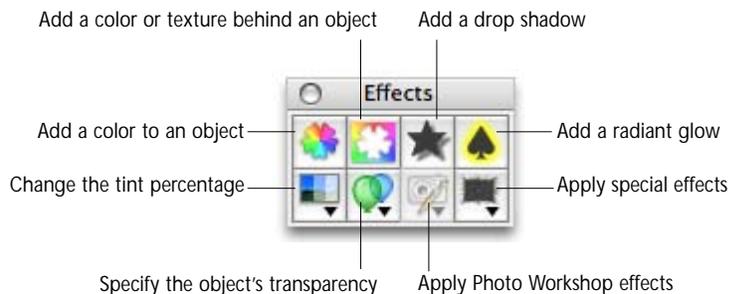
Insert Border/Line button – Click to apply any of the following: a full panel border, decorative mini-border, and decorative line.

Insert Photo Frame button - Click to open the **Select a Frame** dialog.

Create a Custom Graphic button – Click to create and insert custom graphics: logo, initial cap, number, seal, timepiece, and signature.

The Effects Palette

The Effects palette is located below the **Text** palette. You can apply color and various effects to objects in your project using the **Effects** palette buttons.



Using Color and Texture

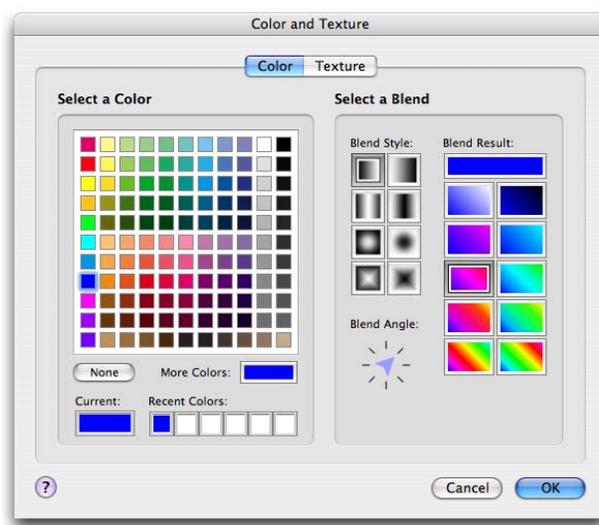
You can change the color settings of a selected object (including text) by clicking the **Color Object** or **Color Behind Object** button in the **Effects** palette. In most cases the standard Mac OS X color picker will appear. When you work with headline face and shape, add a color or texture to the panel, or apply a color behind an object or fill inside a photo frame, the **Color and Texture** dialog will open.

Note: You cannot add color to multicolored objects.

To add color to an object or behind an object, or to change color, follow these steps:

1. Select an object.
2. Click the **Color Object** button in the **Effects** palette to color the object or click the **Color Behind Object** button to add color behind the selected object.

In most cases the standard Mac OS X **Color Picker** appears, allowing you to change the object's color. The **Color and Texture** dialog appears when you change the color behind the object.



Color and Texture dialog: Color pane



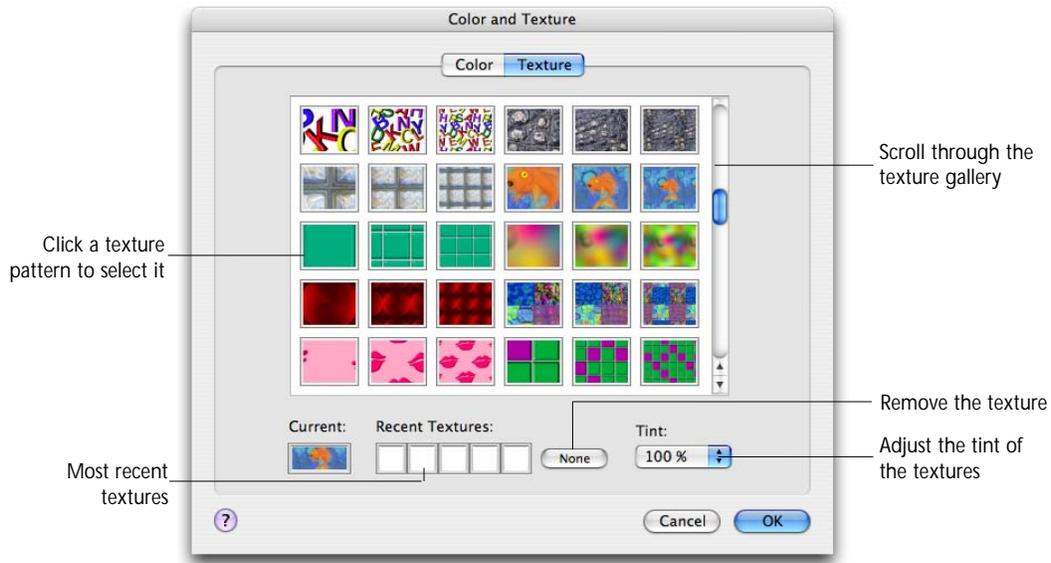
Color Picker

3. Click the color that you want to apply. Within the **Color and Texture** dialog you can click the **More Colors** button to choose your own color.
4. Click **OK** to apply the selected color.

For more information about the **Color and Texture** dialog and the **Blend Style** buttons, see *Setting the Panel Color and Texture* in the Getting Started Section.

Texture Pane

Click the **Texture** tab in the **Color and Texture** dialog to view a gallery of texture patterns that you can apply behind the selected object. You can also adjust the tint of your selection.

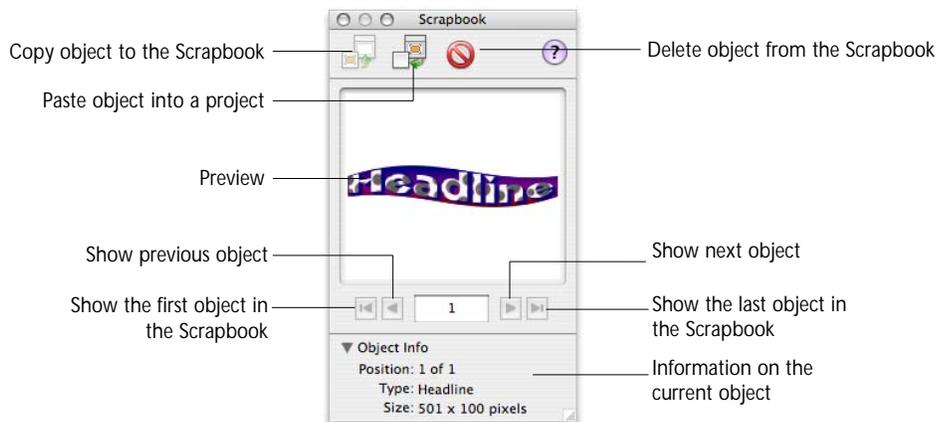


Color and Texture dialog: Texture pane

1. Select the object behind which you want to apply a texture and click the **Color Behind Object** button in the **Effects** palette. The **Color and Texture** dialog appears.
2. Click the **Texture** tab.
3. Scroll through the texture gallery. Select a texture you want to use.
4. At this point, you can also choose the tint shade for the texture from the **Tint** pop-up menu.
5. Click **OK** to apply the selected texture or click **Cancel** to leave the dialog without any changes.

Using the Scrapbook

The Scrapbook that allows you to store frequently used objects can be run from the **Tools** menu.



Working with Headlines



Headlines are a special kind of text that you can manipulate in many exciting ways.

Unlike regular text in a text block, the size of a headline can be adjusted by changing the size of the headline box. To make the headline larger or smaller, resize the headline box to suit your needs and the headline text will change size accordingly.

Headlines can contain a maximum of three lines of text. They are used primarily for short, attention-getting statements. Using the **Create a Headline** dialog you can type and edit headlines and add effects.

For more information about headlines, see *Working with Headlines* in the Getting Started section.

Working with Text Blocks



A text block is an object containing text. This object can be resized, moved, and rotated. You can change the font, font size, color, and alignment of the text in a text block. To work with text in your projects, insert a text block using the **Insert Text Block** button in the **Objects** toolbar, double-click the text block to enter the editable mode and then begin typing and editing your text.

Inserting Text Blocks in Your Project

To add a text block, click the **Insert Text Block** button in the **Objects** toolbar or choose the appropriate command from the **Insert** menu. A text placeholder appears in the center of the project panel. Each time you click the **Insert Text Block** button, you add another text block to the panel.

Editing a Text Block

When you have added a text block to your project, you can double-click it to begin typing text. The first time you double-click a text block, the whole text is selected. As you type, the selected text is replaced with your new text. Whenever you subsequently double-click the text block, the insertion point is set in the text block, waiting for your input.

While you are typing or editing text, the pointer changes to an I-beam, meaning that you can now work with the actual text. Also, all the tools in the **Text** palette become active. If you move the pointer outside the text block, the pointer becomes the arrow pointer, but a blinking text insertion point remains.

To change the font size or font type, type the exact size or font name in the corresponding combo box on the **Text** palette and press the Return key or simply choose the font size or font name you want.

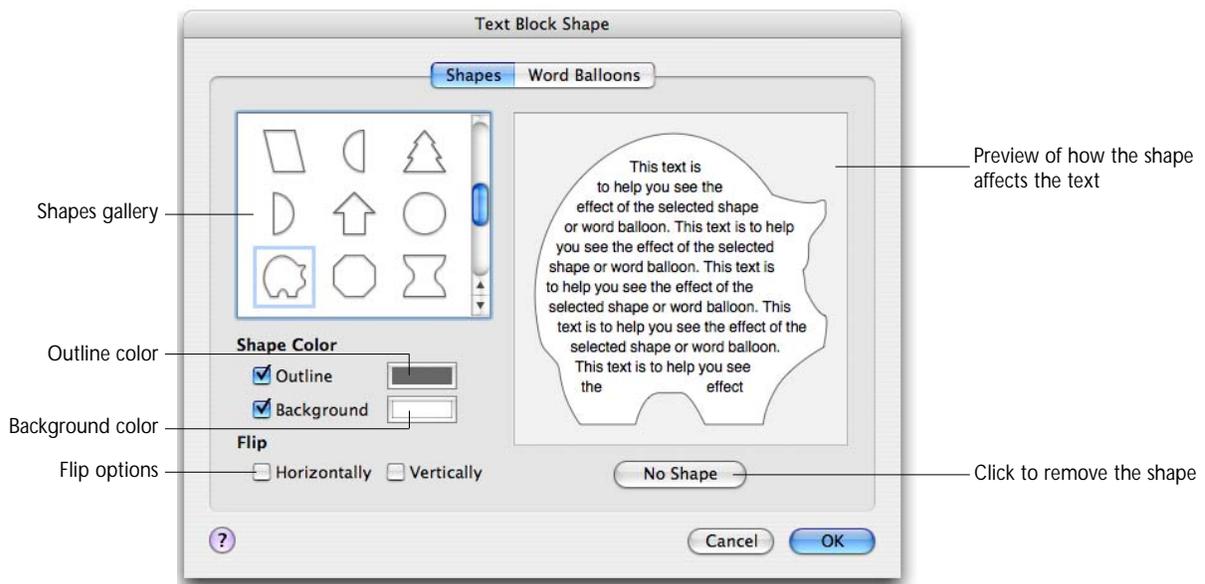
When you have finished editing, click anywhere outside the text block to leave the editable mode.

Text Block Shapes and Word Balloons

Using the **Text Block Shape** dialog, you can apply a shape or a word balloon to a text block.

To add or change the shape of your text block, follow these steps:

1. Select a text block by clicking it.
2. Choose **Text Block Shape** from the **Text** menu or click the **Text Block Shape** button in the **Text** palette to open the dialog.



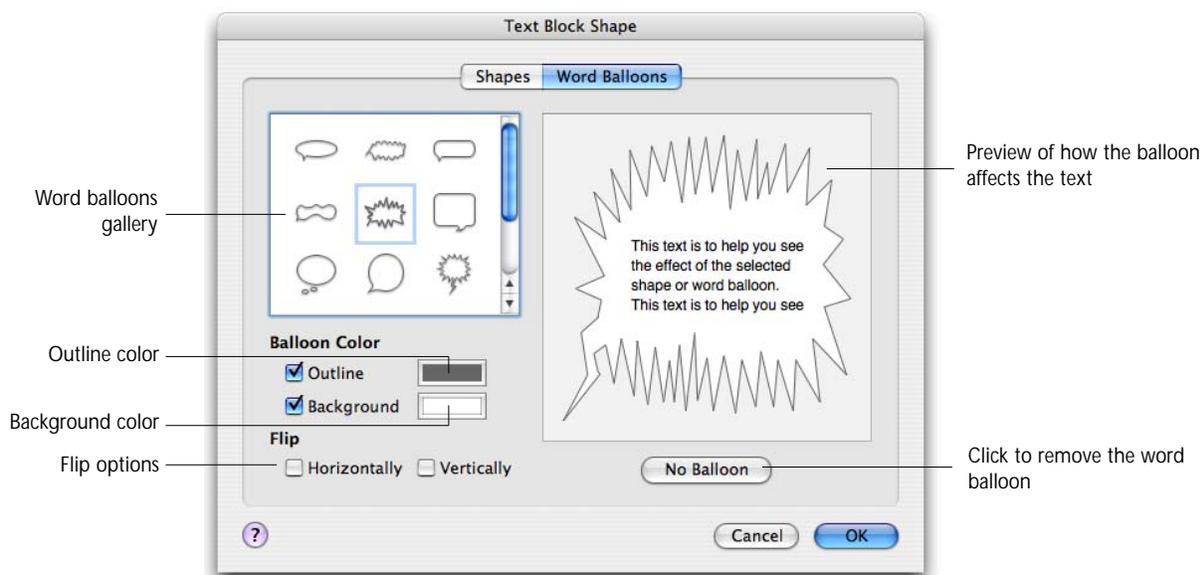
Text Block Shape dialog: Shapes pane

3. Click a shape in the gallery to see it in the preview area.
4. By default the shape background is white, and the outline color is gray. You can click the **Background** button to open the **Color Picker** and change the background color of the text block shape. Click the **Outline** button to change the outline color. Deselect both the **Outline** and **Background** options to make the shape invisible.
5. When the preview looks the way you want it to, click **OK** to apply it to your project.

Tip: The more text you have in a text block, the better the text fills the shape. You might need to reduce the font size to better fit your text to the contours of the shape.

To add or change a word balloon shape, follow these steps:

1. Select a text block by clicking it, then choose **Word Balloon** from the **Text** menu or click the **Word Balloon** button on the **Text** palette to open the **Text Block Shape** dialog with the **Word Balloons** pane active.



Text Block Shape dialog: Word Balloons pane

2. Select a word balloon shape to see it in the preview area. By default the **Outline** color is set to gray, and the **Background** color is set to white.
3. You can change the balloon background and outline colors by clicking the **Color** button for each.

Text Around Graphics

Use the **Text Around Graphics** dialog to wrap text around an object in your document. You can use this feature if you have a text block and another object overlapping it. The text block should be on a lower level than the object.

To wrap text around an object, follow these steps:

1. Select the text block.
2. Choose **Layer** from the **Arrange** menu, then choose **Send to Back** (if available). If the **Send to Back** command is unavailable, proceed to the next step.

3. Choose **Text Around Graphics** from the **Text** menu to open the dialog.
4. Select one of the **Text Wrap** options to determine how you want a text to flow around an object:
 - **Around the border** – Text aligns to the rectangular border around the object.
 - **Around the contours** – Text aligns to the exact contours of the object.
 - **Ignore** – The object appears right over the text.
5. Specify how tightly you want the text to wrap around the object by choosing the appropriate **Wrap Fit** option: tight, medium, or loose.
6. Click **OK** to accept the attributes.

Working with Text

Formatting Text

To change the text settings within a text block, follow these steps:

1. Select the text that you want to format by dragging the pointer through the text.
2. Use the controls on the **Text** palette to change the text settings you want.

You can change the font face, size, color, and style, and apply alignment.

The **Text** palette gives you a choice of popular text font sizes, or you can type in any number between 2 and 999.

Using Bullets

Use the bullet feature to create lists in a text block.

To apply bullets within a text block, follow these steps:

1. Select the text block that you want to use as a bulleted list.
2. Choose **Turn Bullets On** from the **Text** menu.

The text block will now be a bulleted list; each paragraph has one bullet.

To turn bullets off within a text block, choose **Turn Bullets Off** from the **Text** menu.

Hyphenation

You can choose to hyphenate or not to hyphenate words within a text block.

1. Select a text block that you want to hyphenate.
2. Choose **Turn Hyphenation On** from the **Text** menu.

The text in the text block will now use hyphenation as appropriate.

To turn hyphenation off within a text block, choose **Turn Hyphenation Off** from the **Text** menu.

Inserting Symbols

The Print Shop provides a variety of symbols for you to insert into your text block.

1. Place the insertion point in the text by double-clicking in the text block and then clicking in the place where you want the symbol to be.
2. Choose **Symbol** from the **Insert** menu to open the **Insert Symbol** dialog.
3. Select any symbol and click **Insert** to place it in the text at the location of the insertion point.

Address Lists and Custom Lists

The Print Shop lets you maintain one or more simple databases of names and addresses or other information. You can then use these lists with the **Address Field** or **Custom List Field** command in the **Insert** menu to place the information in a text block. Then you can personalize the project to many recipients by using the **List Merge** feature in the **Print Project** dialog (see *Merging List when Printing*).

*Note: If you are running Mac OS v. 10.2.3 and later, you can merge records from the system Address Book instead of creating Address Lists with *The Print Shop*.*

Address List

To create a new list of address records (for example, mailing list contacts):

1. Choose **Address List** from the **Tools** menu.
2. If you have no previously created lists of records, click the **New List** button, provide a name for the new list and begin filling in the information fields as necessary.
3. Click the **New Record** button to add each new record.
4. Click the **Done** button when you have finished.

To edit an existing list:

1. Choose **Address List** from the **Tools** menu.
2. If the list that you wish to edit is displayed as the current list, you can modify existing records, add new records, or delete records. You can edit a different list by choosing the list you want from the **Current List** pop-up menu.

Custom List

The Custom List feature lets you create your own fields of information. It is typically used to create items such as VCR or audio cassette labels. Enter, delete, add, and save information in the same way you do for the address list. Custom lists can be edited in the same way as address lists.

1. Choose **Custom List** from the **Tools** menu. Choose the list you want to edit or create a new list by clicking the **New List** button.
2. Type the information in the blank fields provided.
3. Click the **New Record** button to add new records.
4. Click the **Done** button when you have finished.

Inserting a List into a Project

The Print Shop lets you insert information from either an Address List or a Custom List into a text block.

To insert a list into a project, follow these steps:

1. Double-click the text block into which you want to insert a list field.
2. Click in the text where you want the field to be inserted.
3. Choose **Address Field** or **Custom List Field** from the **Insert** menu. The appropriate dialog appears.
4. Select a field to insert into your project.

A placeholder for the field appears in the text block.

For example, "Hello <<First Name>>! You're invited to..."

Merging Lists When Printing

To have list merge working, make sure you have placed Address or Custom List fields in your project before opening the **Print Project** dialog (refer to the *Inserting a List into a Project* for more information). When you are ready to print a project, select the list that you want to work with and the records you want to print.

To personalize your project to many recipients, follow these steps:

1. If the project you are going to print contains any list fields, a **Select List** button is active in the **Print Project** dialog (if you are running Mac OS v. 10.2.3 and later, you should click the disclosure triangle near the words **List Merge** to see this button).
2. Click the **Select List** button to open the **Select Custom List** dialog if you are merging records from a **Custom List**, or the **Select Address Records** dialog (Mac OS v. 10.2.3 and later) or **Select Address List** dialog (Mac OS v. 10.1.5) if you are merging records from an **Address List**.
3. Select the list and entries from your list which should be used when printing and click **OK**. The list name and the number of records selected to print will be shown in the **List Merge** section of the **Print Project** dialog.
4. When you are ready to print, click **Print**. A record value is printed in place of the field placeholder. Each and every selected record from your list is printed on your project.

Creating a Custom Graphic



The Print Shop provides you with a set of special graphic types to include in your project. You can customize each type in its own dialog. To get started, choose **Custom Graphics** from the **Insert** menu or click the **Create a Custom Graphic** button on the **Objects** toolbar, and choose a graphic type from the submenu. The dialog for the type you have selected appears.

Logos

Using the **Logo** custom graphic, you can construct simple headline and graphic combinations. *The Print Shop* provides a selection of graphics especially designed for use in logos.

To create a logo, follow these steps:

1. Choose **Custom Graphics** from the **Insert** menu, then choose **Logo** from the submenu to open the **Create a Logo** dialog.



2. Type your logo text in the **Enter Logo Text** field.
3. Select a graphic from the **Graphics** list and it appears in the preview area.
4. Click the **Color** button to change the color of a graphic. This button will be inactive if you work with a multicolored graphic.
5. Choose the tint shade you want for your graphic from the **Tint** pop-up menu.
6. Select a text effect from the **Logo Text Styles** list. The preview area displays your logo text with the effect you have selected.
7. Select a different font to apply to your logo text if you wish using the **Font** combo box.

8. Click the **Color** button to change the color of the text.
9. Click **OK** to add the logo to your project.

Creating a Colophon

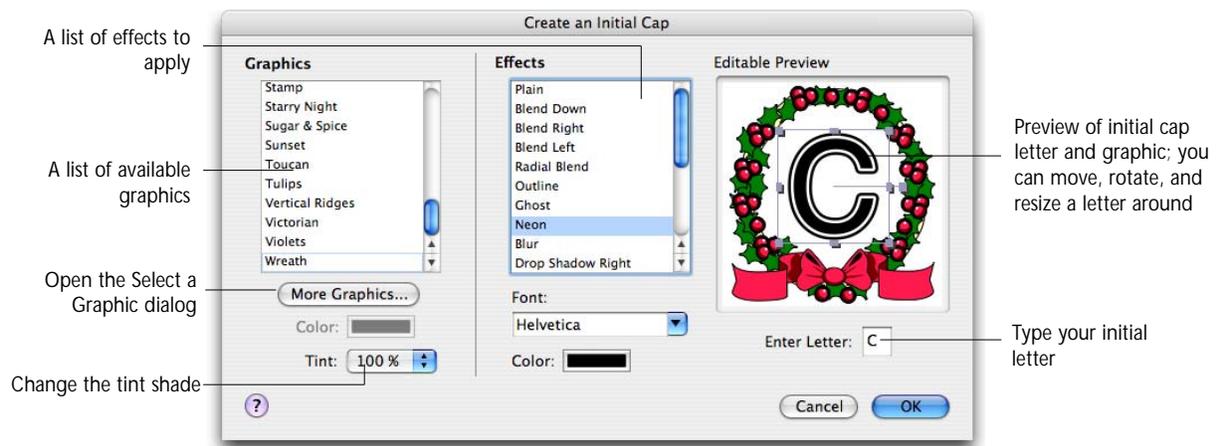
You can use a logo graphic to design your own colophon and uniquely personalize the projects you create. For example, use the first sample logo, *A Greeting*, as a fun way to identify yourself on greeting cards you produce for family and friends. After you designed your colophon, use it as an imprint on any project to distinguish a product made by you!

Initial Caps

The **Initial Cap** graphic lets you construct decorative, custom initial capital letters by combining a square graphic background with a single headline letter.

To create an initial cap, follow these steps:

1. Choose **Custom Graphics** from the **Insert** menu, then choose **Initial Cap** from the submenu to open the **Create an Initial Cap** dialog.



Create an Initial Cap dialog

2. Type a letter you want in the **Enter Letter** field.
3. Select a graphic from the **Graphics** list, and it appears with the letter in the preview area of the dialog. Click the **More Graphics** button to open the **Select a Graphic** dialog showing the square graphics available. Select any of these to use in your initial cap.
4. Click the **Color** button to change the color of a monochrome graphic.

Note: If the selected graphic is multicolored, the **Color** button is inactive (dimmed).

5. Select an effect from the **Effects** list. The preview area displays your initial cap with the effects you have selected.
6. Choose a font from the **Font** combo box to change the font of the initial cap letter.
7. Click the **Color** button to change the color of the initial cap letter.

8. You can adjust the position and size of the letter in the preview area. Click the letter object in the preview area, and then move, resize, or rotate it.
9. Click **OK** to place the initial cap in your project.

Numbers

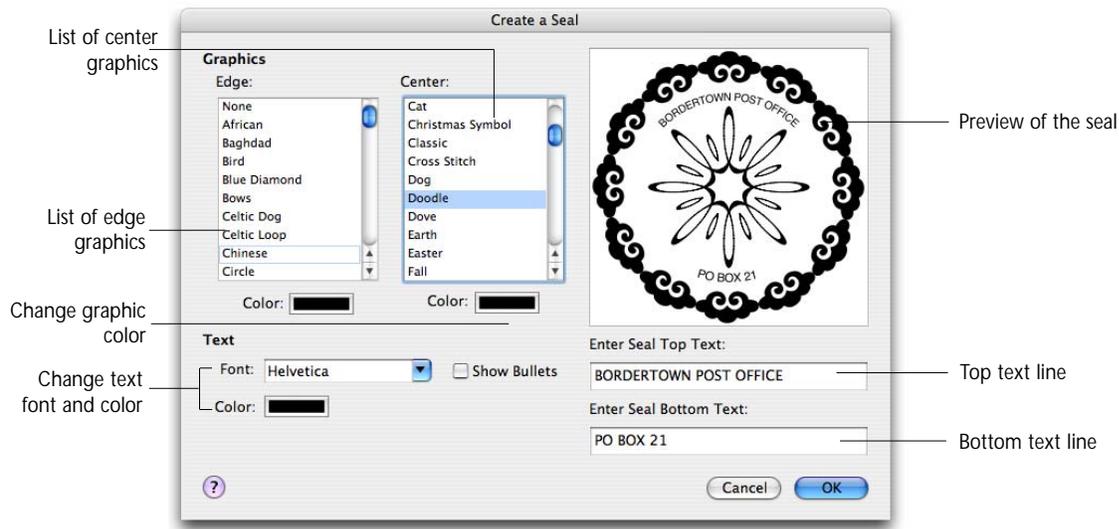
The **Number** custom graphic lets you combine a headline number with a square graphic background. The **Create a Number** dialog works exactly the same way as the **Create an Initial Cap** dialog described above. In the **Create a Number** dialog, up to three digits are allowed. You can also add a suffix such as "th" to create an ordinal number by selecting the **Smart Suffix** option.

Seals

Seals are a great addition to certificates that you create. Seals are circular graphics made up of decorative center graphics, edge graphics, and one or two lines of text (top and bottom) placed between the center and the edge.

To create a seal, follow these steps:

1. Choose **Custom Graphics** from the **Insert** menu, then choose **Seal** from the submenu to open the **Create a Seal** dialog.



Create a Seal dialog

2. In the **Enter Seal Top Text** field, type text (up to 65 characters) that will appear in the top portion of your seal.
3. In the **Enter Seal Bottom Text** field, type text (up to 65 characters) that will appear in the bottom portion of your seal.

4. Change the font of the text lines using the **Font** combo box.
5. Select the **Show Bullets** option to show bullets separating the top and bottom text lines.
6. Click the **Color** button to change the color of the text.
7. Select a graphic from the **Edge** graphic list and it appears on the outer edge of the seal in the preview area.
8. Select a graphic from the **Center** graphic list and it appears in the center of the seal in the preview area.
9. Click the appropriate **Color** button to change the color of monochrome edge and center graphics.

*Note: If the selected graphic is multicolored, the **Color** button is inactive.*

10. Click **OK** to place the custom seal on the panel.

Timepieces

You can create a timepiece to use as a decorative element or time reminder in your project. A timepiece is a graphic that shows a time. Using the **Create a Timepiece** dialog you can create a timepiece graphic and set the exact time within it. The preview in the just open dialog shows the timepiece graphic with your computer's current time.

To create a timepiece

1. Choose **Custom Graphics** from the **Insert** menu, then choose **Timepiece** from the submenu to open the **Create a Timepiece** dialog.



Create a Timepiece dialog

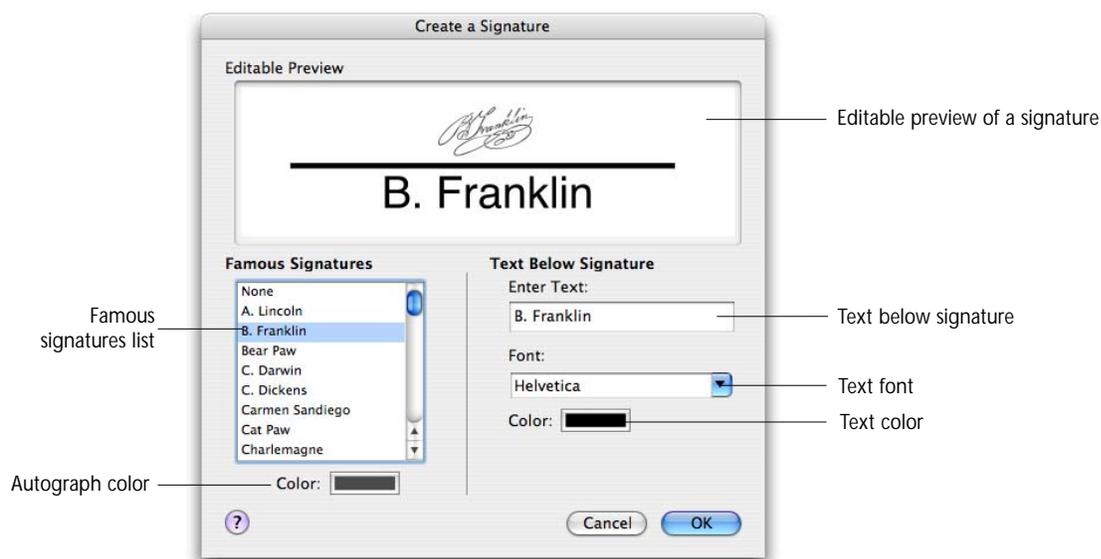
2. Specify the time using the **Hour/Minute** control.
You can enter a number from 1 to 12 AM/PM, 00 to 11 AM/PM, or from 00 to 23 (depending on your System Preferences time settings) in the **Hour** portion of the text entry field and from 00 to 59 in the **Minute** portion of the text entry field.
3. Select a graphic from the graphics list and it appears in the preview area.
4. Click **OK** to place the timepiece in your project.

Signatures

Signatures make it easy to create authorizations for certificates and other official documents. A signature is a custom graphic containing a line and subtext. *The Print Shop* also provides a fun set of autographs of famous people and animal paw prints.

To create a signature

1. Choose **Custom Graphics** from the **Insert** menu, then choose **Signature** from the submenu to open the **Create a Signature** dialog.



Create a Signature dialog

2. Type the text (up to 50 characters) that you want to appear below the signature line in the **Enter Text** field of the **Text Below Signature** section.
3. Specify a font using the **Font** combo box.
4. Click the **Color** button to change the color of the signature text.

Optional: select a famous signature from the scrolling list to add an autograph above the signature line. You can change the color of the autograph added from the **Famous signatures** list with the **Color** button below.

5. Click **OK** to place the signature custom graphic on the panel.

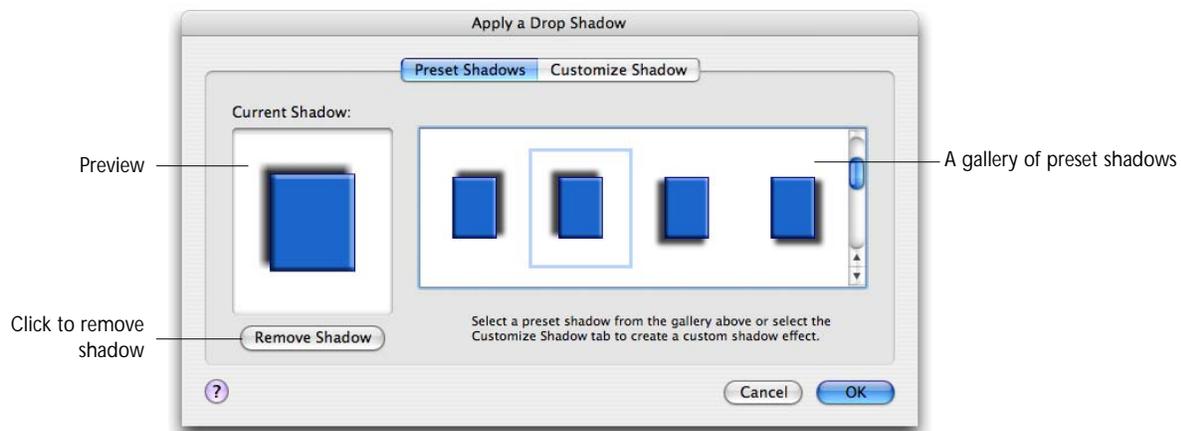
Effects for Objects

You can apply different effects to your objects by selecting box, shadow, glow, special effects, or Photo Workshop effects. A choice of variations for each effect lets you give your objects a truly unique visual impact. For more information about the box effect, see *Placing a Box Around an Object* in the *Getting Started* section.

Drop Shadow

You can apply a preset drop shadow to a selected object or you can customize a drop shadow effect with your own settings.

1. Select the object to which you want to add a drop shadow effect.
2. Choose **Drop Shadow** from the **Effects** menu or click the **Drop Shadow** button on the **Effects** palette to open the **Apply a Drop Shadow** dialog.

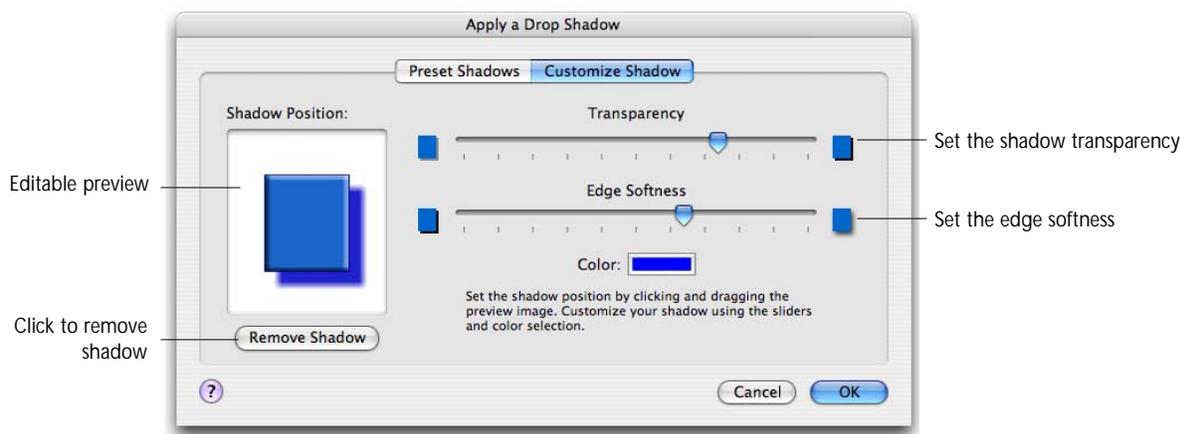


Apply a Drop Shadow dialog: Preset Shadows pane

3. Click to select one of the samples from the gallery.
4. Click **OK** and the shadow will be applied to the object.

If you want to remove a drop shadow effect, reopen the **Apply a Drop Shadow** dialog and click the **Remove Shadow** button.

Click the **Customize Shadow** tab to create and customize your own shadow effect.



Apply a Drop Shadow dialog: Customize Shadow pane

You can set edge softness, transparency, and change the color of your shadow. By dragging the preview image in the preview area, you can adjust the position of the shadow.

Radiant Glow

Applying and customizing a radiant glow works the same way as applying a drop shadow, except that a glow instead of a shadow appears around your object. You can apply preset radiant glows to selected objects or you can customize a radiant glow to your own settings and color.

1. Select the object to which you want to add a radiant glow effect.
2. Choose **Radiant Glow** from the **Effects** menu or click the **Radiant Glow** button on the **Effects** palette to open the **Apply a Radiant Glow** dialog.
3. Click to select one of the samples.
4. Click **OK** and the glow effect will be applied to the object.

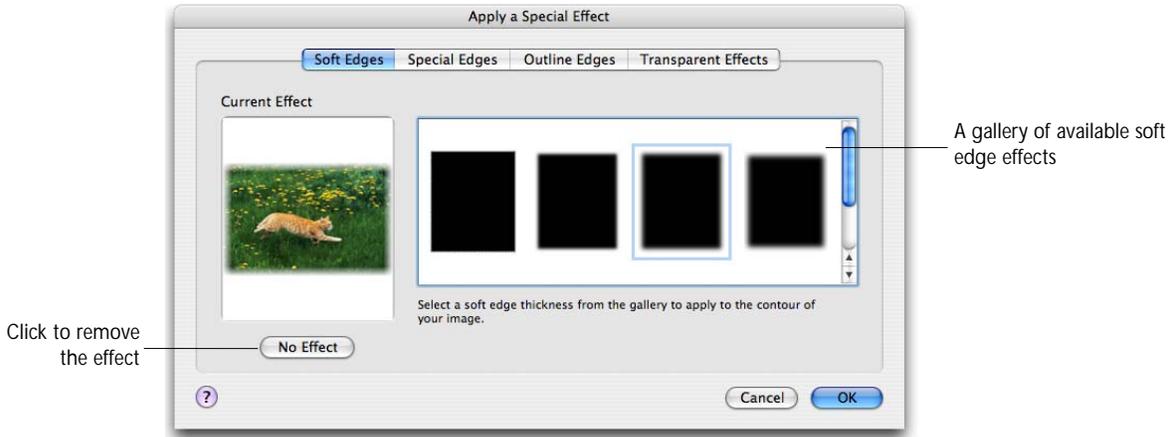
Click the **Customize Glow** tab to create or customize your radiant glow effect by changing its color, thickness and transparency level.

Special Effects

The Print Shop provides special effects for the edges of an object and transparent effects for the overall look of the object. Not all special effects can be applied to all objects. You cannot use these effects with headlines, text blocks, panel backgrounds, full panel borders, decorative mini-borders, decorative lines, and custom graphics.

Note: Only one special effect can be applied to an object.

1. Select the object to which you want to add a special effect.
2. Choose **Special Effects** from the **Effects** menu and choose any effect from the submenu. If, for example, you choose **Soft Edges**, the **Apply a Special Effect** dialog appears with the **Soft Edges** pane active.



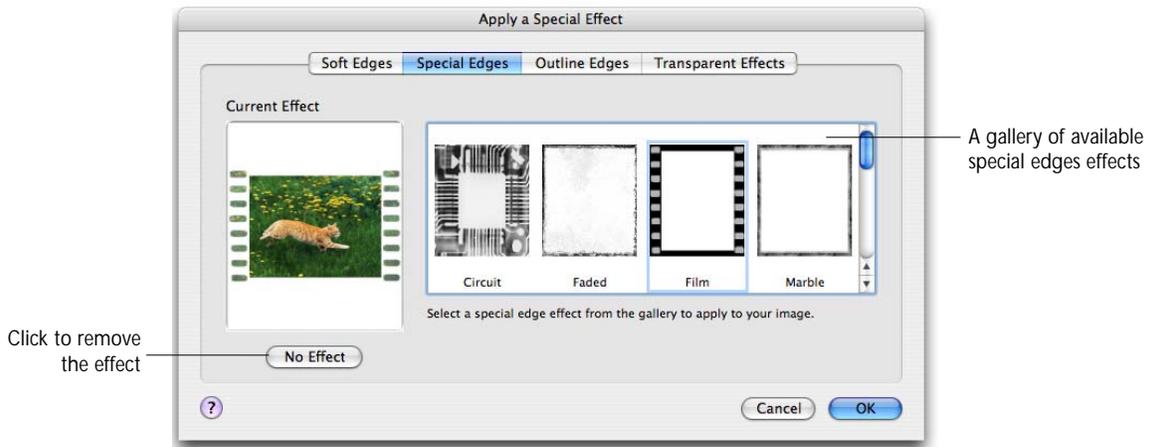
Apply a Special Effect dialog: Soft Edges pane

3. Click to select one of the soft edges samples.
4. Click **OK** and the soft edges effect is applied to the object.

Note: The soft edges effect is the only effect which can be applied to a simple and custom line object.

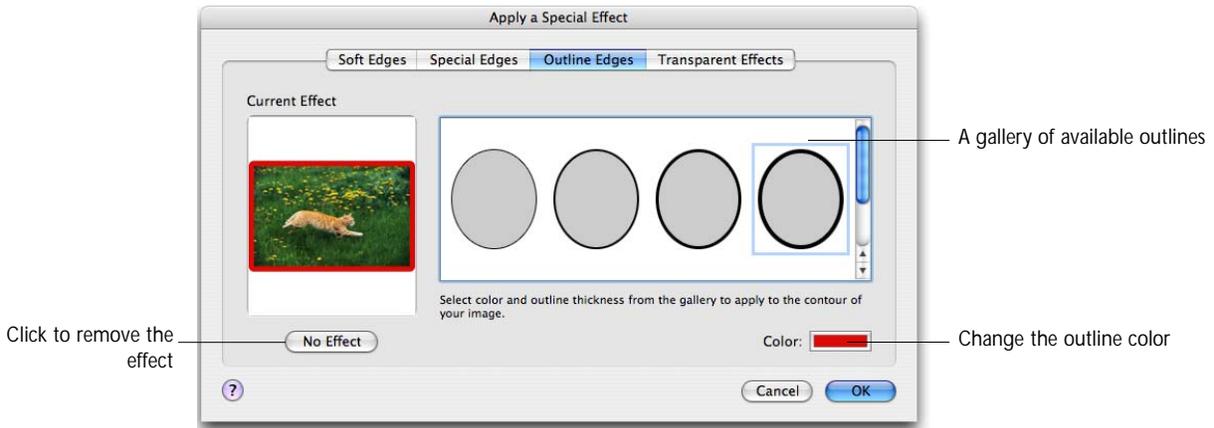
Click the other tabs in this dialog to choose another available effect to apply to your object.

- Click the **Special Edges** tab to apply a special edge design to your object.



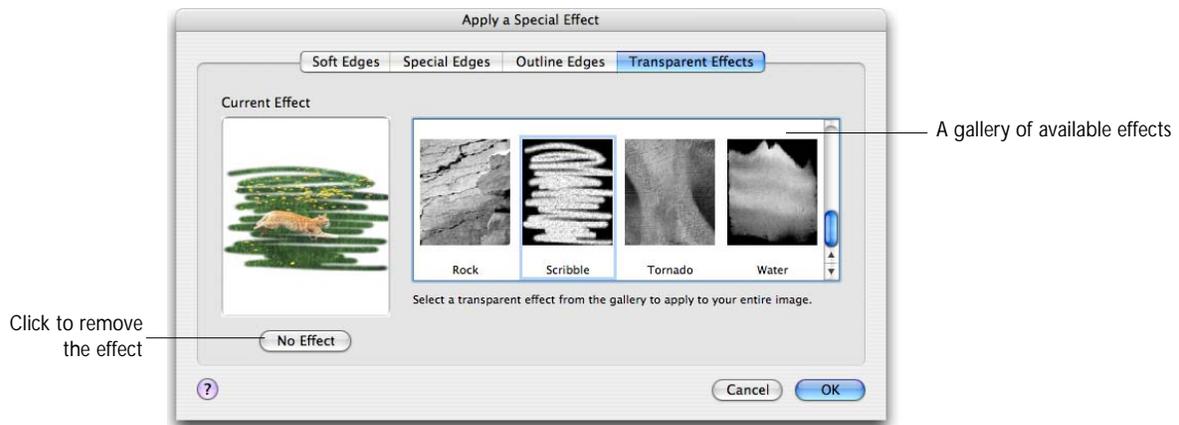
Apply a Special Effect dialog: Special Edges pane

- Click the **Outline Edges** tab to apply an outline edges effect to your object. This effect can be applied only to photos, fine art graphics, and photo frames.



Apply a Special Effect dialog: Outline Edges pane

- Click the **Transparent Effects** tab to apply an overall transparent effect to your object.



Apply a Special Effect dialog: Transparent Effects pane

Note: You can always use the **Undo Change Special Effect** command from the **Edit** menu or the **No Effect** button in the **Apply a Special Effect** dialog to remove the effect applied to your object.

Photo Workshop

Photo Workshop lets you make modifications to a photo or fine art image in a project using photo editing and enhancement tools. This is a full-function, yet easy-to-use, editing tool that lets you edit and clean up your images. All the functions are available from the submenu when you have a photo or fine art selected and click the **Photo Workshop** button on the **Effects** palette or choose the **Photo Workshop** command from the **Effects** menu.

Note: Your original image on disk or CD is not modified.

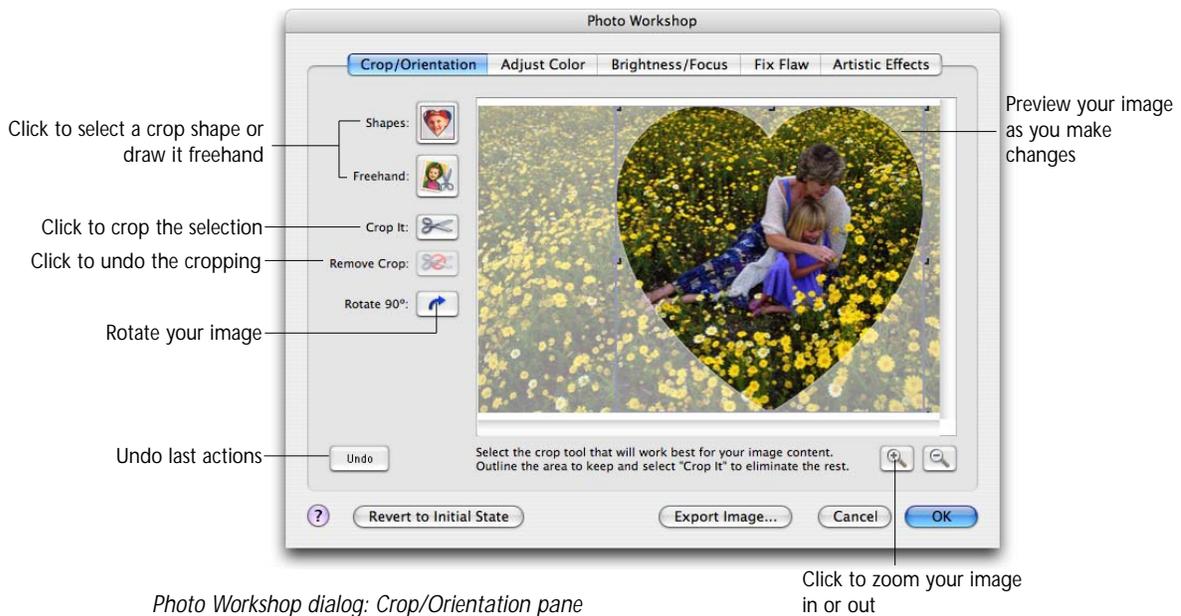
There is the **Undo** button in each pane of the **Photo Workshop** dialog that lets you step back through your last ten actions in that pane. You also can use the **Revert to Initial State** button to recover your original image. If you click **OK**, the changes you made to the image are fully applied. After this the only way to recover the original image is to choose the **Undo Change Image** command from the **Edit** menu.

To edit a photo or fine art image, follow these steps:

1. Select a photo or fine art image in your project.
2. Click the **Photo Workshop** button on the **Effects** palette or choose **Photo Workshop** from the **Effects** menu.
3. Choose one of the available commands from the submenu.

The following sections describe each pane of the **Photo Workshop** dialog.

- Choose **Crop/Orientation** to crop and rotate your image.



The **Export Image** button is available in every pane of the **Photo Workshop** dialog. Click **Export Image** to save a copy of the image that you are editing onto the hard disk in a range of formats with all the changes you have made. You can access additional saving settings using the **Options** button.

Note: This does not save your project, only the photo you are editing.

- Choose **Adjust Color Balance** to open the **Photo Workshop** dialog with the **Adjust Color** pane active and begin adjusting the color of your image or converting a color one to black and white.

You can also click the **Adjust Color** tab whenever the **Photo Workshop** is open to display these options.



Photo Workshop dialog: Adjust Color pane

The preview areas show you the image before and after your changes, displaying the color adjustments you make.

- Choose **Brightness/Focus** to open the dialog with the appropriate pane active and begin adjusting the brightness and/or focus of your image.

You can also click the **Brightness/Focus** tab whenever the **Photo Workshop** is open to display these options.

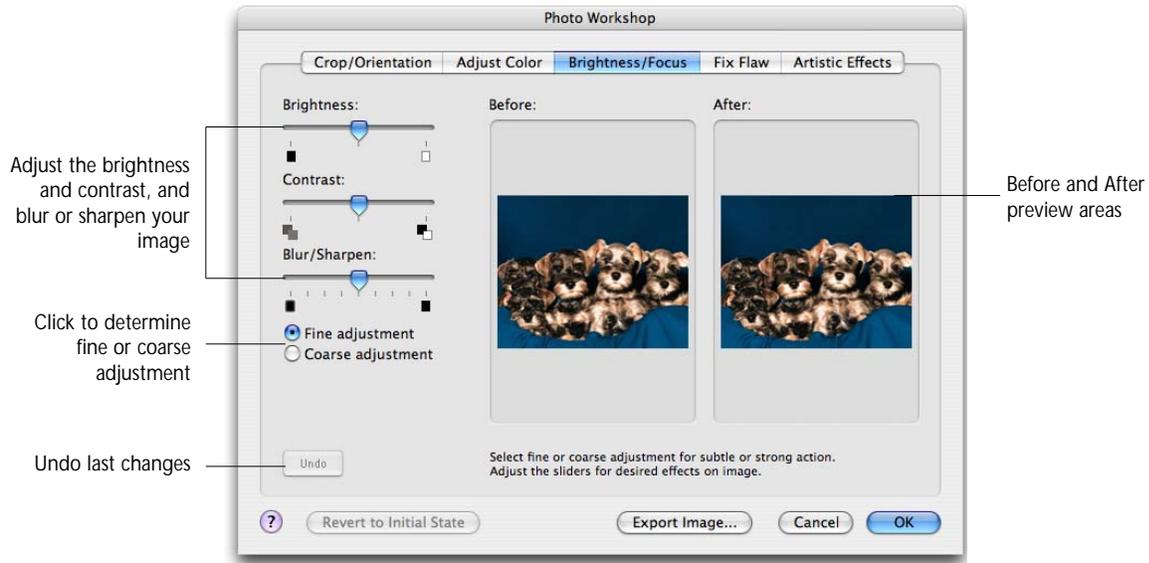


Photo Workshop dialog: Brightness/Focus pane

- Choose **Fix Flaw** to open the dialog with the appropriate pane active and begin fixing flaws (red eye, pet eye, shiny face, dust and scratches) on your image.

You can also click the **Fix Flaw** tab whenever the **Photo Workshop** is open to display these options.



Photo Workshop dialog: Fix Flaw pane

Click one of the tools, then select a brush size. Use the appropriate brush for the flaw you want to fix.

- Choose **Artistic Effects** to open the dialog and begin applying effects to your image.
You can also click the **Artistic Effects** tab whenever the **Photo Workshop** is open to display these options.

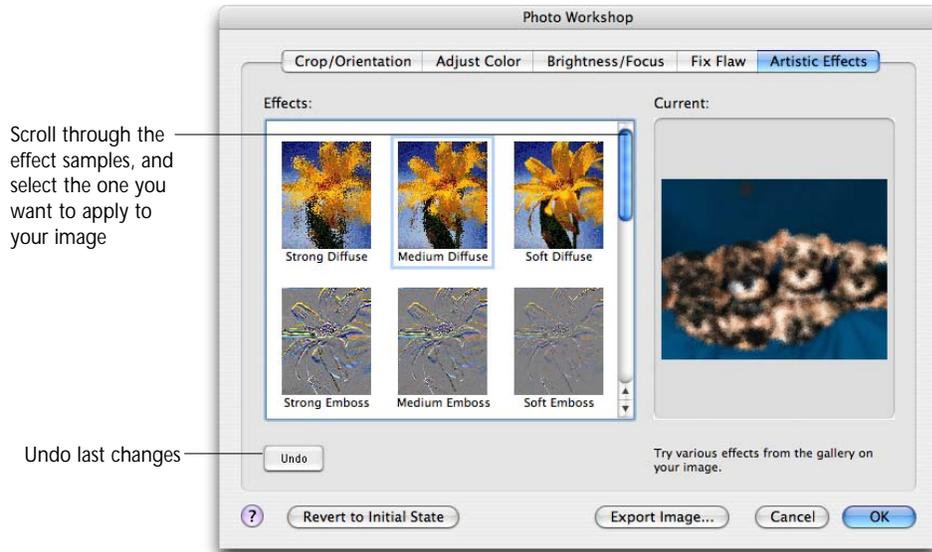


Photo Workshop dialog: Artistic Effects pane

The artistic effects let you diffuse, emboss, pixelate, add noise, sepia tone, and more to the selected image. You can try out the effect on your image and the result will appear immediately in the **Current** preview area.

Printing

You specify the attributes that you may need for printing in the **Page Setup** and **Print Project** dialogs. Options in **Print** dialog will vary depending on the project type. The following options may be available:

- **List Name** – Displays the name of the currently selected list (located in the **List Merge** group).
- **Selected to Print** – Displays the number of selected records in the selected list (located in the **List Merge** group).
- **Preview area** – Displays the panel as it will be printed on paper.
- **Coloring Book Outline** – Select this option to print objects with black outlines only.
- **Poster Size** – Specify the number of sheets (1 by 1, 2 by 2, 3 by 3, 4 by 4) you want your project to be printed on. By default your project will be printed on one sheet.
- **Mirror Image** – This appears only for Sign and Online Greeting projects. Select this option to cause all objects in the project to be reversed laterally on the page.
- **Crop Marks** – Print crops marks to guide you when you cut out postcards, business cards, and Post-It® notes (only for A4 sheet).

For more information about printing with **List Merge** see *Merging Lists when Printing* in the *Using The Print Shop* section.

Coloring Book Outline Mode

Select the **Coloring Book Outline** mode to print objects in black outline form only. Coloring Book Outline mode is useful for printing a proof of your project without using a lot of ink or toner and saves printing time.

Note: Coloring Book Mode cannot be used with photos and fine art graphics. Special effects applied to objects are not shown when printing in this mode.

Special Printing

Printing Banners

Banner project prints across several sheets of paper (as many as needed or as many as you specify). You can then fix the sheets together with tape or glue. Some printers support printing on a special continuous banner paper. Consult with your printer manual to find out if it supports such paper.

Banner Layout

Usually, the banner will be extended in proportion to the number of characters in the banner headline. The Banner Layout dialog lets you set a fixed length for the banner and specify leading and trailing space for the banner headline, making the banner longer.

1. Choose **Banner Layout** from the **Edit** menu. This command is available only when you work with a banner project.
2. Enter a **Leading** and **Trailing Space** between 0 and 40 inches in the **Headline Placement** section. This adds extra space before or after the banner headline.
3. In the **Banner Length** section select the **Automatic Banner Length** option (this option is selected by default) to let *The Print Shop* define the number of pages your banner will be printed on automatically, or select the **Fixed Banner Length** option and enter a number between 2 and 35 to set a fixed number of pages for the banner.
4. Click **OK** to apply the changes.
5. When you are ready to print, choose **Print** from the **File** menu.

Two-Sided Printing

Some projects require to be printed on both sides of the paper. These projects are postcards and greeting cards (except quarter-fold and tri-fold formats). When one side of a project has been printed, a message appears prompting you to turn the paper over and reinsert it into the printer. Reinsert the paper and click **OK** to proceed. You should make a trial print first to familiarize yourself with how your particular printer operates.

Printing Postcards

The **Print Postcard Project** dialog contains most of the standard print attributes and a few more that are necessary to print postcards.

- **Side: Front/Back** – View the front or the back side of the postcard on preview. Your choice will affect the order in which the postcard sides are printed. The selected side of the postcard will be printed first.
- **Select All** – Selects all cards to print. If you want to print fewer than all postcards, select them in the preview area.
- **Crop Marks** – Select this option to print crop marks on the page. Crop marks can help you to accurately cut out the printed postcards.

Test the printing of your postcard on a plain paper before printing on specialty paper.

The above-listed options are available not only for postcard project. They can be used when printing some other projects.

Printing Labels

Labels project may require special paper (such as Avery Label stock). You may want to do a test print on plain paper to check your project.

The **Print Label Project** dialog previews the entire page. By default, all labels are selected for printing. You can select just one or several labels for printing by holding down the Shift key and clicking the labels you need in the preview area.

If you are merging a list, choose the list and the list entries you want to merge. *The Print Shop* prints one label for each selected item on the list.

Printing Business Cards

The Print Shop can print a business card project (10 cards per sheet) that can be cut up or sent as a .pdf to a printer who will then print multiple copies and cut them for you professionally. To print cards onto Avery card stock that has pre-perforated cards, you will need to use Avery Business Cards project, that should be additionally installed. Avery business cards can be printed with the number of cards per sheet that differs from ten.

You can also print just one card or a selected number of cards. In the **Print Business Card Project** dialog, click one of the cards or select several cards holding the Shift key in the preview area and then click **Print**. To print the entire page of cards, click **Select All**. All cards are then selected to print.

Printing Envelopes

Another project with special attributes is the Envelope project. You can select the number of copies and print in the Coloring Book Outline mode. Test the printing of your envelope on a piece of paper before printing onto envelopes stock.

If your envelope is not printed correctly, click the **Change Position** button which will open the **Change Position** dialog. Within this dialog you can rotate your envelope 180 degrees, shift the print area up or down, or specify which side your envelope is fed into printer. The last three print feed positions are not available for some envelope formats.

Note: The Change Position option is not available for Print Shop Cut-out envelopes.

Sending Online Greetings

Once you have finished designing your online greeting, choose **Send Online Greeting** from the **File** menu to launch your email application. The greeting will be sent as a JPEG attachment to the email recipient.

Integration with iApps

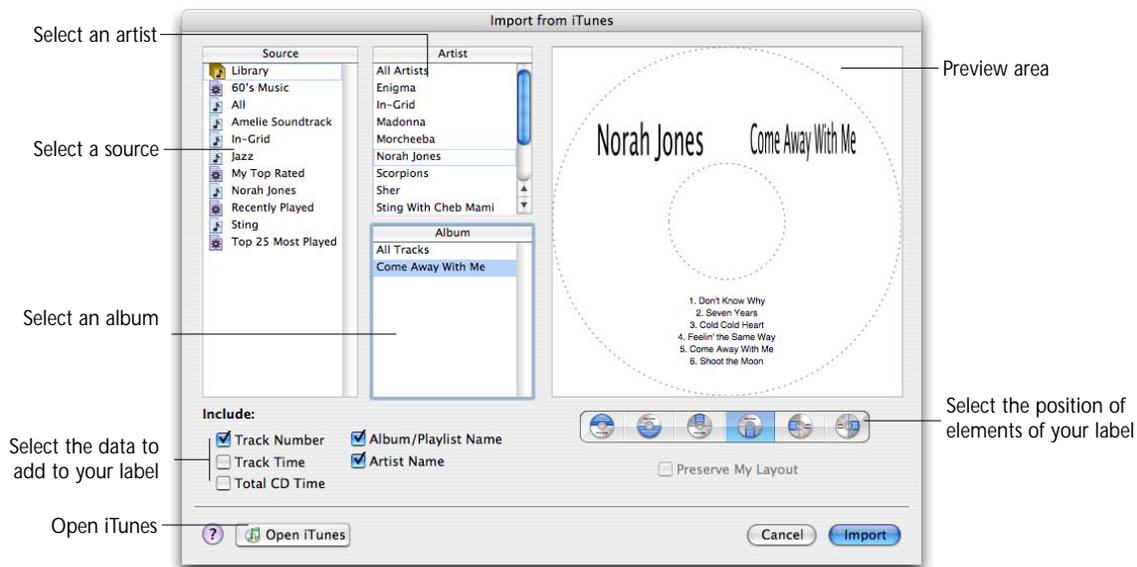
The Print Shop allows easy interaction with four "iApplications" that come with the Mac OS X system: *iTunes* (digital music player), *iPhoto* (photo organizer), *iCal* (calendar), and *Address Book* (contact organizer).

Importing Data from iTunes

Now you can create CD labels with *The Print Shop* and import data from iTunes easily. iTunes version 3 or higher is required to use this functionality.

To import playlists and albums from the iTunes library, follow these steps:

1. Create a CD label project by selecting the **Labels** project type in the **Project Picker** and the CD format category.
2. Choose **Import from iTunes** from the **Edit** menu. The **Import from iTunes** dialog appears. You will see a preview of changes you make in the preview area.



Import from iTunes dialog

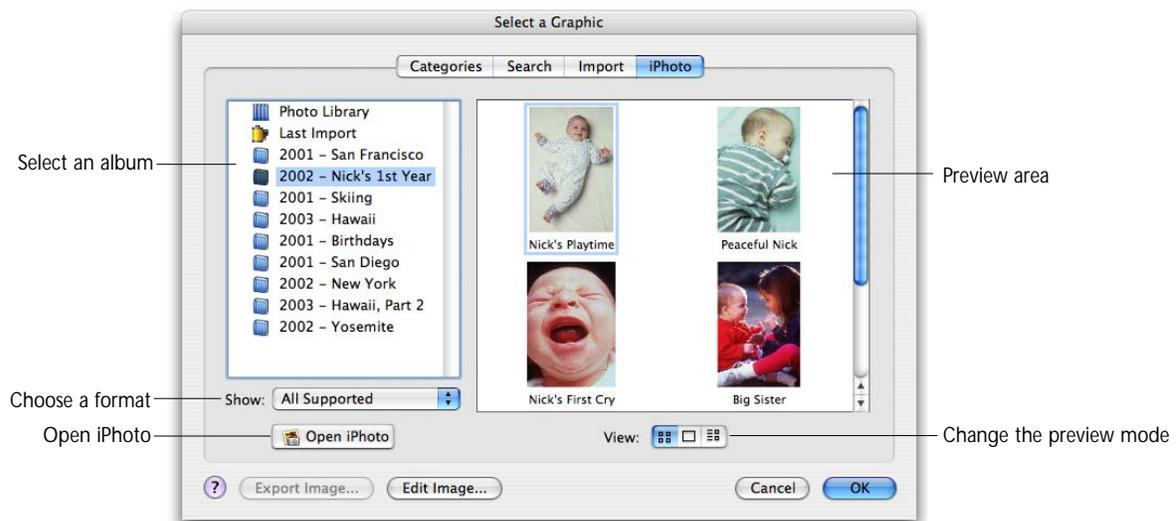
3. Select the library in the **Source** list, and then select an album and artist, or select one of your playlists from the **Source** list.
4. Select **Track Number**, **Track Time**, **Total CD Time**, **Album/Playlist Name**, and/or **Artist Name** from the **Include** options. Some of these options are not available when you are creating a spine label.
5. Specify how text on your label will be positioned.
6. When the **Preserve my Layout** option is selected, the style and position of label elements remain unchanged as you modify their content.
7. Click **Import** to apply changes to your project. The data will be imported into your project.

Importing Images from iPhoto

The Print Shop allows you to browse your iPhoto digital photo albums, making it very easy, for example, to use family photos taken with a digital camera in your projects.

To add a photo from the iPhoto application to your project, follow these steps:

1. Choose **iPhoto Image** from the **Insert** menu. The **Select a Graphic** dialog appears with the **iPhoto** pane active.



Select a Graphic dialog: iPhoto pane

2. Select **Photo Library**, **Last Import**, or one of your iPhoto albums in the left part of the window.

Note: *Last Import* and *Photo Library* are available if you use iPhoto version 2. If you use iPhoto version 1, you should have at least one album created with the iPhoto.

3. You can preview the contents of the selected album in the right part of the window.
4. When you see the photo you want to use, click it to select it.
5. Click the **Edit Image** button to edit your image in the **Photo Workshop** dialog.
6. You can change the arrangement of the preview area in the **Select a Graphic** dialog by selecting one of the **View** options. You can change the preview mode at any time.
7. Click **OK** to import the photo to your project, or click **Cancel** to leave this dialog without making any changes.

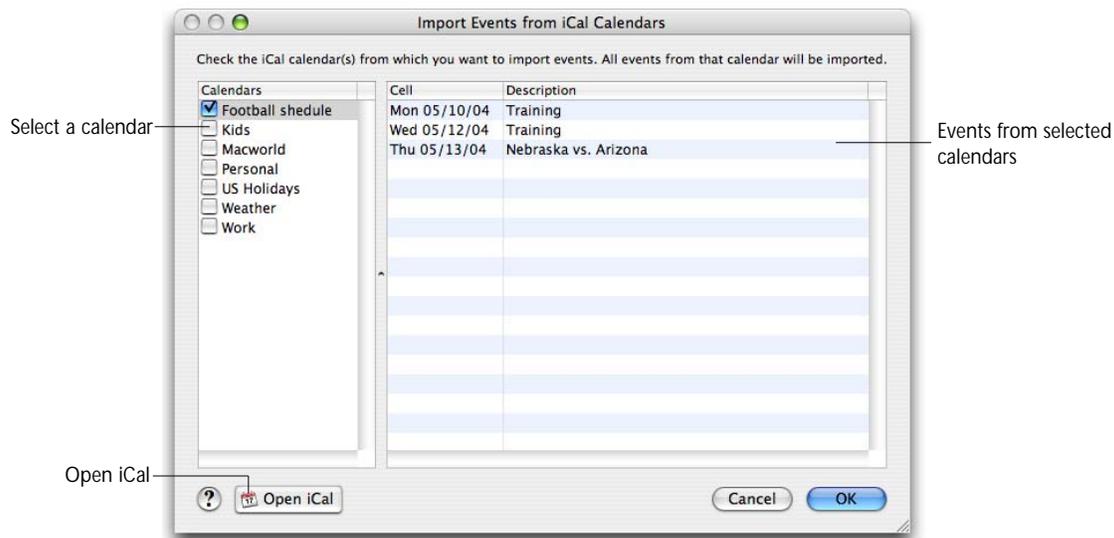
Importing the iCal Events

While working with a calendar project in *The Print Shop*, you can import your iCal events into the calendar. Your iCal events can be imported into daily, weekly, or monthly calendar project.

The Print Shop allows you to import iCal events into your calendar projects by using the appropriate command from the **Edit** menu. You can also select the **Use iCal events** option in the **Select a Calendar Type** step of the **New Project Setup Assistant**. The **Import Events from iCal Calendars** dialog will appear after you have specified all settings using the **New Project Setup Assistant** and clicked the **OK** button.

To import events from the iCal application, follow these steps:

1. Choose **Import iCal Events** from the **Edit** menu. The **Import Events from iCal Calendars** dialog appears.



Import Events from iCal Calendars dialog

2. If you want to modify calendars in iCal before importing, click the **Open iCal** button and the iCal application will open for you to make changes.
3. Select calendar(s) from which you want to import events. Click **OK** and all events from that calendar(s) will be imported to your calendar.

Note: You can use this feature only if you are running Mac OS v. 10.2.3 or later.

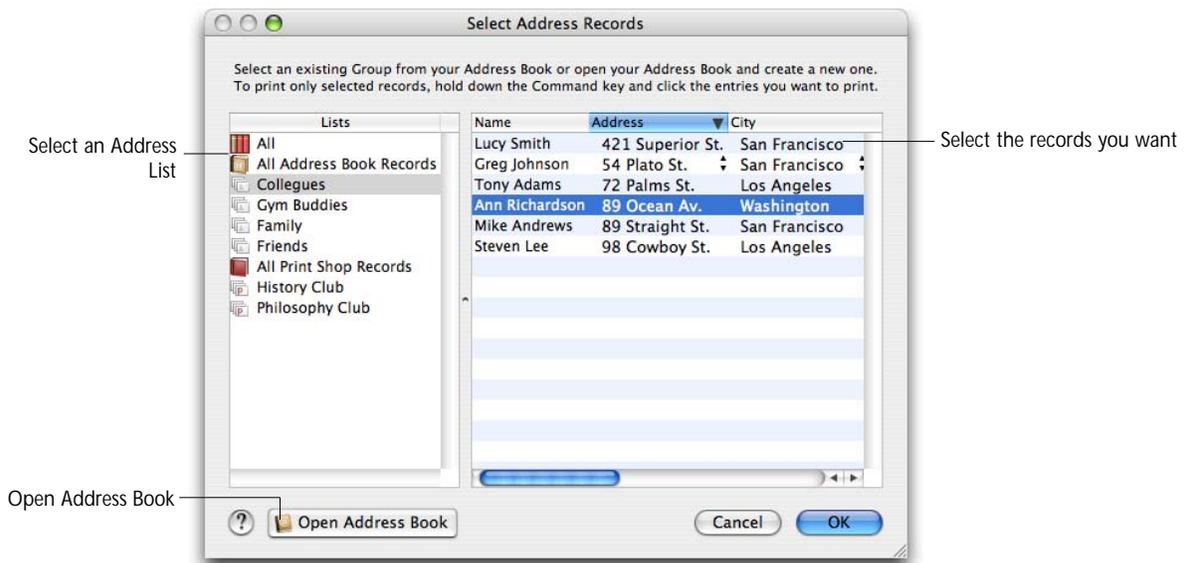
Importing Address Book Records

You can use contact information stored in your Address Book to merge with The Print Shop projects at printing time.

Before printing with address records, you will need to place address fields (placeholders where your addresses will appear) in your project. Refer to *Inserting a List into a Project* for more information.

When you are ready to print your project, select the address records:

1. Choose **Print** from the **File** menu.
2. Click the disclosure triangle next to **List Merge** in the **Print Project** dialog.
3. Click the **Select List** button. The **Select Address Records** dialog appears (the **Select Address List** if you are running MacOS v. 10.1.5. In this case you cannot import the Address Book records).



Select Address Records dialog

4. Select the group you want to print. By default, all records from this group will be printed.
5. To print only some of the records, hold down the Command button and click the records you want.
6. Mac OS v. 10.2.3 and later users can select which address or phone number field to print if records selected from the system Address Book contain more than one address or phone number. If there is more than one address or number, a double-arrow will appear. Click the double-arrow to reveal the choices.

Tip: Select the address field you want when you click the double-arrow. *The Print Shop* will change other fields related to this address accordingly.

7. Click the **Open Address Book** button if you want to change records before using them.
8. Click **OK** to go back to the **Print Project** dialog. **Selected to Print** will show you the number of records you have selected.
9. Click the **Print** button to print your project.

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