☗ **Broderbund**®

Software MacKiev™

the
printshop®
FOR MAC

2018 EDITION
(Version 4)

User Guide

the print shop.

FOR MAC

Version **4**

Table of Contents

Introduction

Welcome to The Print Shop 4

Welcome to The Print Shop 4 from Software MacKiev

The Print Shop is the complete and easy way to create impressive print projects. The hallmark of **The Print Shop** is how easy it is to use, with the **New Project Setup Assistant** guiding you step–by–step along the way.

The Print Shop offers a wide variety of professionally–designed project templates, spectacular photographs, scalable graphics, and easy–to–use layout and design tools — including the **Photo Workshop** photo editor. In short, everything you need to design professional–looking projects.

This macOS edition of **The Print Shop** by Software MacKiev includes many enhancements over previous Mac editions and a number of features that are simply not found in Windows editions. We hope that you enjoy using it and that you'll write to let us know what features you'd like to see in the next edition.

What's New in The Print Shop 4

Drawing Tools

Unleash your inner artist and get fully creative with our brand new set of powerful art tools. First up: three separate drawing tools — pencil, crayon, and marker — that give you the freedom to sketch and shade just as you need. Pick a tool, choose a color, set a thickness, and you're away! Create your own standalone masterpieces on a blank canvas, or just draw beards and glasses on a family photo for a greeting card that makes 'em laugh.

Painting Tools and Paint Stamps

Drag the brush to paint with rich gouache and sumptuous oils that look so thick and gooey you can almost smell them. Or select a shape and click to stamp your project with artistic embellishments from diamonds to atoms and from hearts to butterflies.

Spray Can Tool

Use the spray can tool to create your own graffiti art projects (with no risk of arrest!). Or bring a whole new meaning to "a spray of flowers" — give the can a quick blast to sprinkle your projects with colorful shapes, from stars to snowflakes and from pumpkins to pawprints. Look out for the multicolored sprays too!

3D Headlines

When 2D text falls flat it's time to round out your project with our shiny new 3D Text Tools. Choose materials from platinum to plastic, add rich metallic colors, and turn on dramatic studio lighting. All to create deliciously glossy 3D headline letters so realistic you'll think you can peel them right off the page. Yum!

What's New in The Print Shop 4, Cont.

Barcode Creator

Create barcodes of almost any type to add to your projects for business, home inventory, or any purpose you need with this brand new, easy–to–use tool. And if you think a barcode can be blemish on a carefully devised design, we know just how you feel. So we've come up with a whole gallery of craftily created graphics and shapes you can add. You're sure to find your favorite, with shapes that include a proud tiger, bellowing hippo, stalking cat, inscrutable moose, and many more. You can even make your code sheep–shape to get … a baa–code!

10,000+ Commercial Royalty–Free Art Images

The Print Shop 4 clip art and photos collection features professional designers Katy Bee, Kate Rose, Kimma Parish, Kika Esteves, Gabrielle Phillippe and photographer Karolina Grabowska. An enormous number of their works are now available royalty–free for you to use as part of your projects!

Pop–Up Cards

Surprise someone special with a greeting to remember from our fun–filled collection of perfect pop–up cards. Easy to assemble and with a full range of delightful designs, these are our newest project type. Just print, cut, fold and glue to make a distinctive card that'll bring a smile to almost any occasion. Who needs pop art when you can have pop–up art!?

Minimum System Requirements and Specifications

System: Mac OS X 10.6.8 or later (including macOS High Sierra 10.13.2)

Processor: Any Intel-based Mac

Memory: 1 GB RAM (2 GB recommended)

Hard Disk Space: 5.4 GB hard disk space

Display: 1024 x 768, millions of colors

Printer: Any macOS-compatible printer

Paper Size Support: All US sizes and International sizes (A4, A3, JB5)

Label Stock Size: US Letter, 4x6-inch paper, A4

CD/DVD Label Stock Supported: Avery™, CD Stomper™, NEATO®, Memorex™

Registration and Updates

How to Register Your Copy

You will be given a chance to register your copy of **The Print Shop 4** right after completing installation if you are online. Or you can register later by choosing **The Print Shop Registration** from **The Print Shop 4** application menu. Just follow the onscreen instructions that appear.
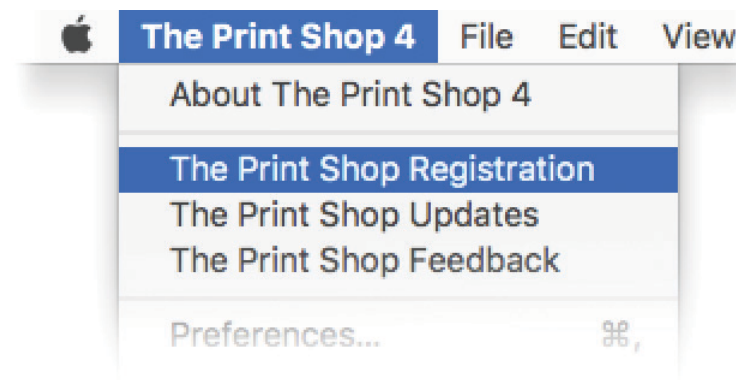
Why Register?

At Software MacKiev, you'll find that we like to keep our products up to date. When you register, you can choose to be notified whenever we post a free update or have a discounted upgrade available for a new edition. You may also choose to be notified when we publish free holiday templates or add support for new label types.

Checking for Free Updates

To see if there are any free updates available, just go to the main Software MacKiev Web site (*www.mackiev.com*) and follow the links to **Support**. There you'll see **The Print Shop** icon — click that and you'll see a list of the latest updates that are available. You may also select **The Print Shop Updates** from **The Print Shop 4** application menu.

Privacy Statement. We have a really simple policy for the information you provide when you register or fill out any forms on our Web site: "Information you provide to us will never, ever be used for any other purpose than to send you the information you have requested. We will never give your information to anyone outside our company for any reason."

Contact Information

Technical Support

See the *Getting Technical Support* section of this User Guide for information on contacting our technical support experts.

Feedback

We'd love to hear what you think about our products, and we'd be especially interested in any ideas you might have for making improvements in future editions. Just choose **The Print Shop Feedback** from **The Print Shop 4** application menu and fill out the feedback form on the Web page that appears.

Education Licenses

If you are interested in educational licenses for your school, just go to our main Software MacKiev web site (*www.mackiev.com*), and click on the graduation cap link at the bottom of the home page. For education–related questions other than about pricing for school licenses, send an email to education@mackiev.com.

Other Questions

If you have questions that do not fit one of the categories above, please send an email to info@mackiev.com and we'll get it to the right place.

Getting Technical Support

Step One: Get the Latest Update

If you are experiencing problems with **The Print Shop 4**, the first thing to do is to make sure you have installed the latest free update. Just go to the main Software MacKiev Web site (*www.mackiev.com*), follow the links to **Support**, and click **The Print Shop** icon.

Software MacKiev's Technical Support Home Page

Getting Technical Support, Cont.

Step Two: Check the Help Menu

Many common questions can be answered right away by consulting built-in Help. While running the product, have a look in the **Help** menu. You will see menu items for built-in Help, the User Guide, and a link to our online Technical Support site. See *How to Use the Help System* on page 23, for more information.
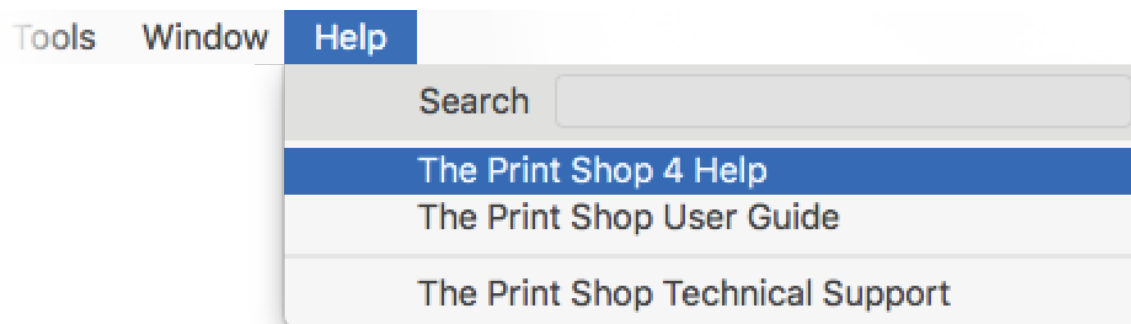
Step Three: Contact Technical Support

If you cannot solve your problem using steps 1 and 2 above, you can send your problem to our technical support experts. Go to the main Software MacKiev Web site (*www.mackiev.com*), follow the links to **Support**, and click **The Print Shop** icon. On the page that opens, scroll to the bottom and click the link to "Technical Support Request". Our goal is to answer all technical support questions within 24 – 48 hours, even on weekends.

Chapter 1

Getting Started

Photo "Girl with Yellow Flowers" from The Print Shop collection, cropped using the square crop shape in Photo Workshop. Hue, brightness, and contrast enhanced using Photo Workshop.

Installation Instructions

To install The Print Shop 4:

1. Double–click icon of mounted The Print Shop 4 disk to open it.

2. Double–click **The Print Shop 4 Installer** icon and follow the onscreen instructions.

3. During installation you will be presented with an option to enable Direct–CD printing. If you have an HP®, EPSON®, Canon®, Microboards®, or Primera® printer with "Direct–CD" printing capabilities (the ability to print directly on the surface of CDs and DVDs), you can install the necessary software components using this option. See page 185 for more information on Direct–CD Printing.

Reinstallation Instructions

If you need to reinstall The Print Shop, or if you decide later that you want to add Direct–CD Printing capabilities, just launch the installer again and click **Continue**.

Install Direct-CD Printing Support only
Installs all components required for Direct-CD printing with supported printers.

The Print Shop 4 is already installed.
You may install Direct-CD printing support for your printer or reinstall the application.

Install Direct-CD Printing Support Only

Add CD templates to print directly on printable CDs and DVDs using HP, Epson, Canon, Primera or Microboards printers that have CD-Trays.

Erase and Reinstall

Completely replace The Print Shop application. Your preference settings will be saved but updates and any additional templates may need to be reinstalled.

Go Back   Continue

Erase and Reinstall
Completely replaces the application. Your preferences will be saved but you may need to reinstall updates and additional templates you have installed.

How to Use the Help System

Whenever you use **The Print Shop 4**, help is always just a click away. If you have questions or need more detailed steps, you can get the answers you need from the built-in onscreen Help system.

Accessing Help

The onscreen Help system can be accessed in two ways:

- **From the Help menu** – You can open Help at any time by selecting **The Print Shop 4 Help** from the **Help** menu. The **Help** home page opens.
- **Using the Help button** ❓ – The **Help** button appears in the lower-left corner of most windows. It not only opens Help, it also takes you directly to the right Help page for the part of the application you're using.
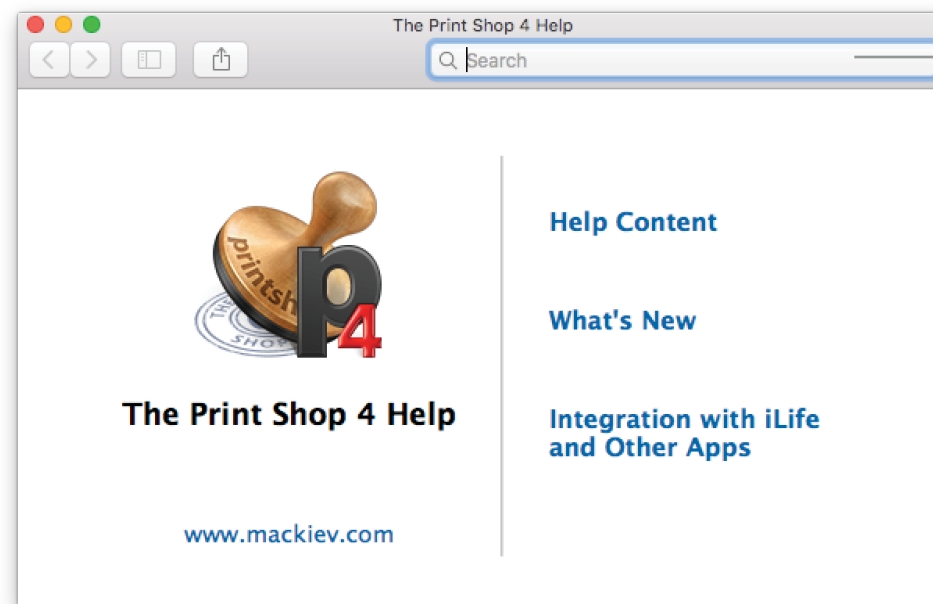
Onscreen Help Home Page

Searching Help

To perform a search for a particular subject, enter a keyword or phrase in the search field of **The Print Shop 4 Help** window. Press the **Enter** key or **Return** key and then click the name of the topic you are looking for in the **Help Topics** list that appears.

Setting Preferences

Using **The Print Shop Preferences**, you can customize **The Print Shop** so it better suits your needs.

To open The Print Shop Preferences:
Choose **Preferences** from **The Print Shop 4** application menu.
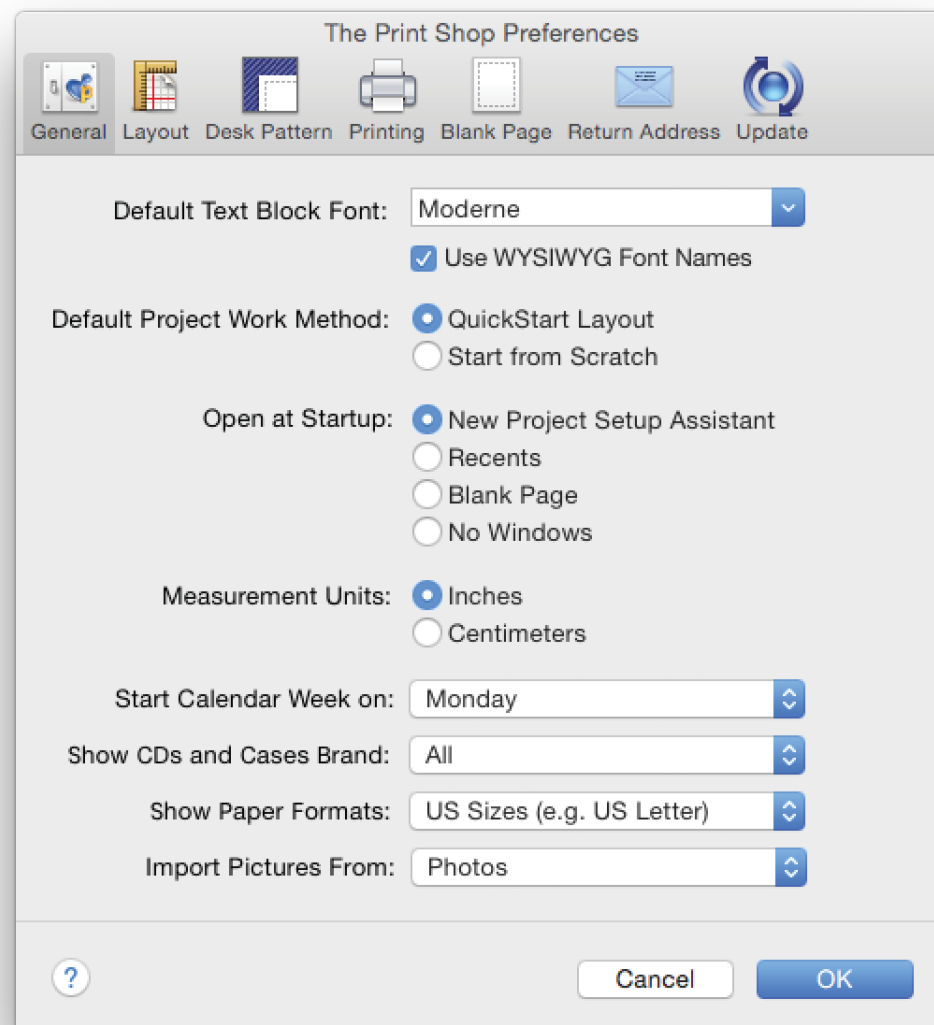
General Pane of The Print Shop Preferences

Setting Preferences, Cont.

General Settings Pane

Default Text Block Font: This is the font that will appear when you place a new Text Block in your project. (See *Working with Text*, page 97.)

WYSIWYG font names: Check the box to have font names appear with the typeface you will see in your project.

Default Project Work Method: Select the option that describes how you usually begin a project. The option you choose here will be selected by default in the **Select a Method** step of the **New Project Setup Assistant**. (See *Selecting a Method*, page 41.)

Open at Startup: Indicate what you'd like to see by default when you launch **The Print Shop 4**: **The New Project Setup Assistant**, a blank page, the **Recent** pane of the your **Gallery**, or no windows at all (just **The Print Shop 4** menu bar and palettes).

Measurement Units: Select either **Inches** or **Centimeters**. This determines the units for rulers, Precision Print Adjustment, and other measurement settings used in the application.

Start Calendar Week On: Set the day of the week for the first column in your Calendars projects (usually Sunday in the US and Monday in Europe).

Show CDs and Cases Brand: If you use a particular brand of CD label stock, you can select it to appear by default in the **Select a Format** step of the **New Project Setup Assistant**.

Show Paper Formats: If you live outside the US, you can have only International format templates appear by default.

Import Pictures From: (Available on OS X 10.10.3 and later only.) Choose which application you want to use for importing pictures directly into The Print Shop 4: iPhoto or Photos.

Setting Preferences, Cont.

Layout Settings Pane
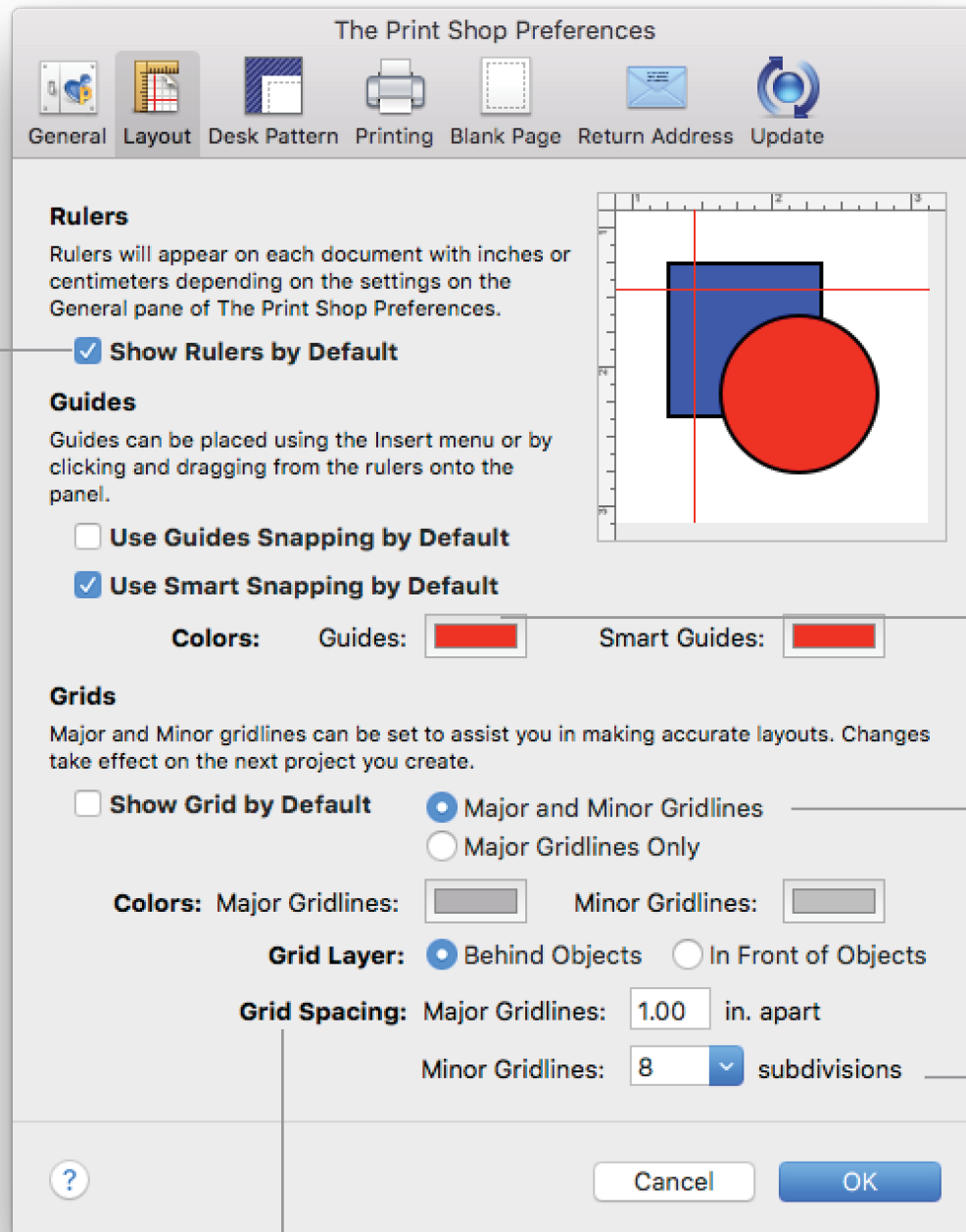
Show Rulers by Default
Check to have rulers appear on each new project.

Guides Color
Change the color of all guides or leave the default (red).

Gridline Settings
Have major and/or minor gridlines shown on new projects, select their colors, and have them appear in front or behind all other objects.

Gridline Spacing
Change the interval between gridlines.

The Print Shop Preferences

General Layout Desk Pattern Printing Blank Page Return Address Update

Rulers
Rulers will appear on each document with inches or centimeters depending on the settings on the General pane of The Print Shop Preferences.

☑ Show Rulers by Default

Guides
Guides can be placed using the Insert menu or by clicking and dragging from the rulers onto the panel.

☐ Use Guides Snapping by Default

☑ Use Smart Snapping by Default

Colors: Guides: [ ]   Smart Guides: [ ]

Grids
Major and Minor gridlines can be set to assist you in making accurate layouts. Changes take effect on the next project you create.

☐ Show Grid by Default   ⦿ Major and Minor Gridlines
                          ○ Major Gridlines Only

Colors: Major Gridlines: [ ]   Minor Gridlines: [ ]

Grid Layer: ⦿ Behind Objects   ○ In Front of Objects

Grid Spacing: Major Gridlines: [1.00] in. apart

              Minor Gridlines: [8 ▾] subdivisions

?   Cancel   OK

Setting Preferences, Cont.

Design Desk Pattern Settings Pane

This edition of **The Print Shop** allows you to choose from 21 custom patterns or "looks" for your **Design Desk**. Choose the one you want from the list. Applewood is the default.
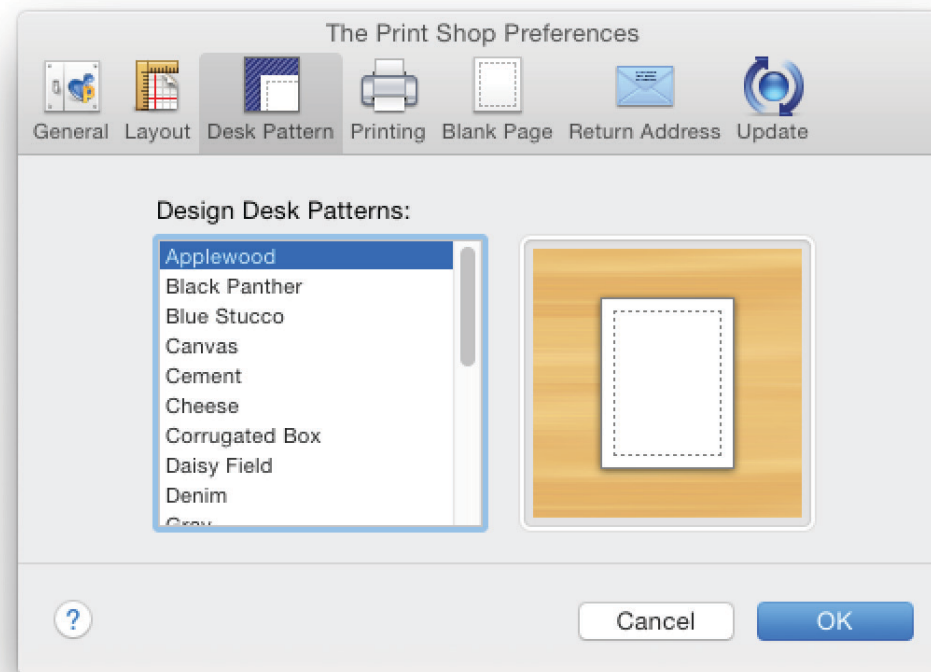
Cheese	*Daisy Field*	*Oakwood*	*Green Desk Matt*	*Leather*	*Blue Stucco*	*Canvas*
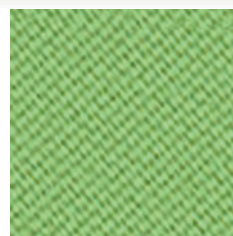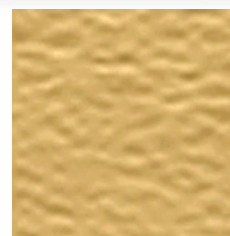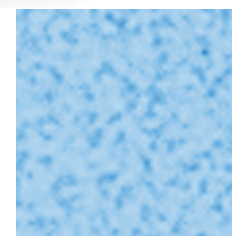
Papyrus	*The Print Shop Blue*	*Corrugated Box*	*Metal*	*Stucco*	*Wool*	*Denim*
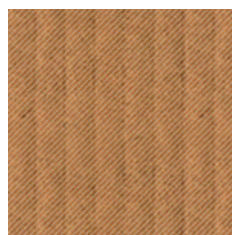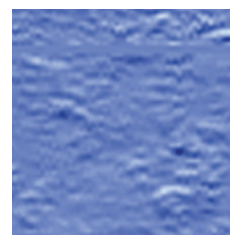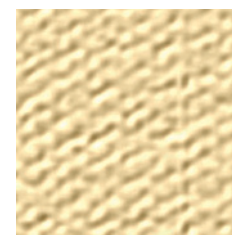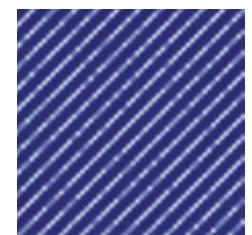
Setting Preferences, Cont.

Printing Settings Pane

Default Print Resolution: Select **High**, **Medium**, or **Low**. High is the default and should not be changed unless you are experiencing performance problems when printing.

Use Fast Bitmap Printing: Converting your project to a bitmap before printing can prevent performance problems on some printers. The three options are:

- **Only if needed.** This is the best option in most cases, and it is selected by default. With this setting, **The Print Shop** will decide when to convert your project into a bitmap and when not to.

- **Always.** If you are experiencing performance problems, this setting may reduce print times, especially with transparent effects, clipped photos, rotated images, or textures.

- **Never.** This is the best setting if your projects usually contain only text and vector graphics. In this case, not converting to a bitmap may improve quality and lead to faster printing.
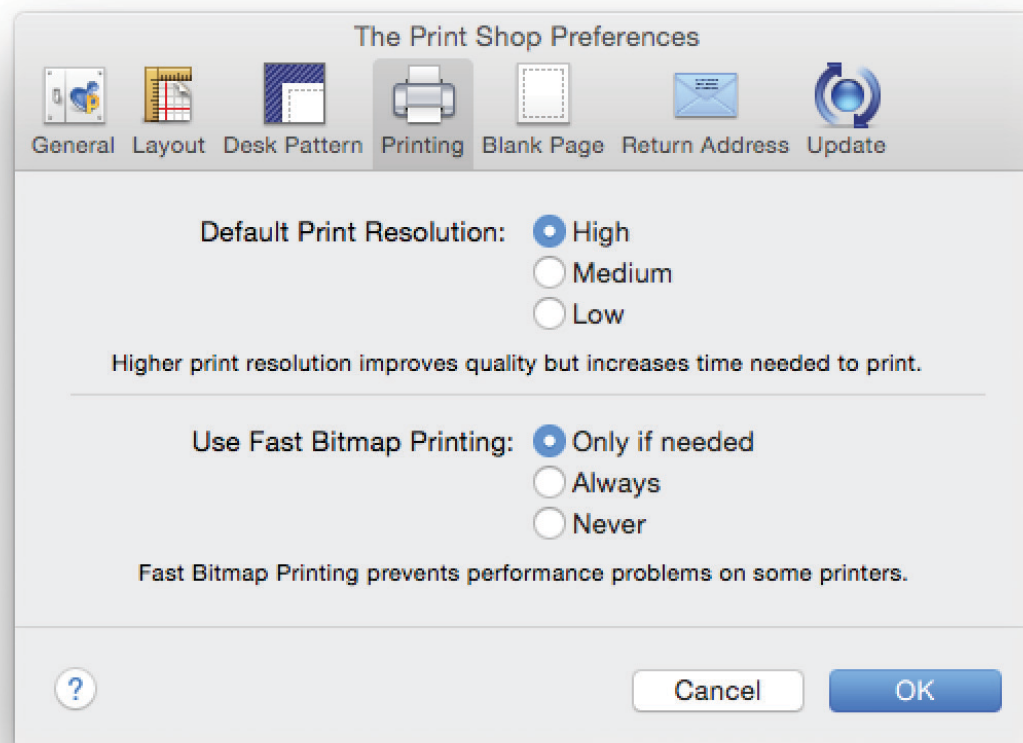
Printing Pane of The Print Shop Preferences

Setting Preferences, Cont.

Blank Page Settings Pane

The **Blank Page** pane of **The Print Shop Preferences** dialog allows you to set preferences for blank pages you open using the **New Blank Page** command in the **File** menu or which open when you launch the application (see *General Settings Pane* on page 25).

Page Orientation: Select either **Tall (Portrait)** or **Wide (Landscape)** as the orientation for all new blank pages.

Paper Size: Choose the paper size you use most often.

Note: The list of the paper sizes in the pop–up menu depends on the paper format type chosen in the **Show Paper Formats** pop–up menu in the **General** pane.
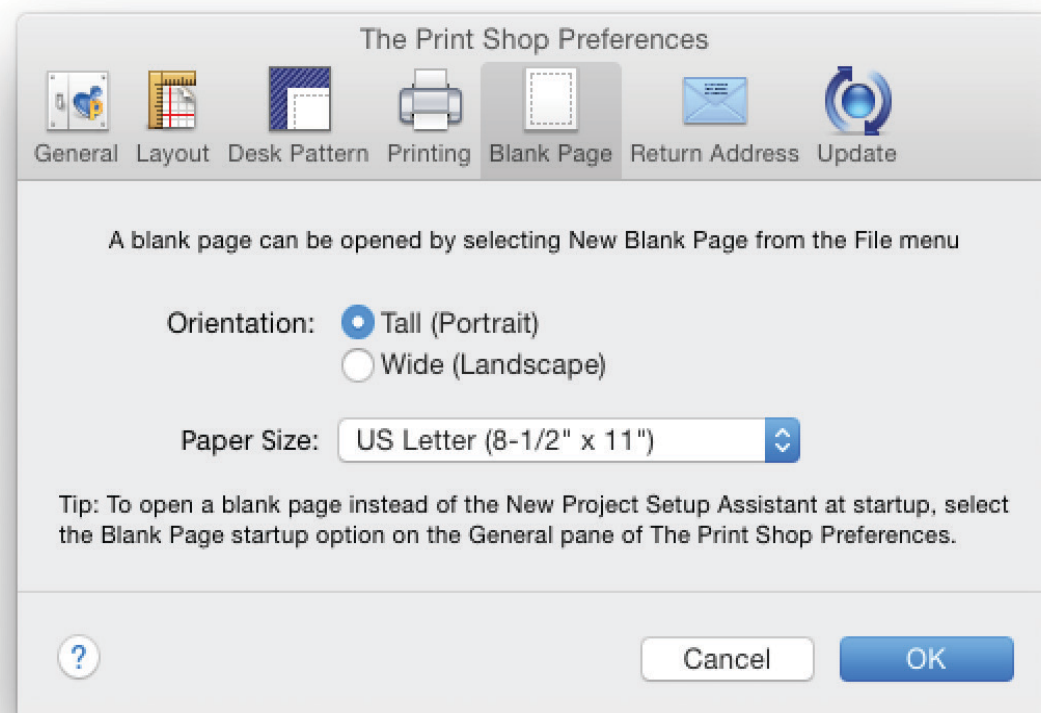
Blank Page Pane of The Print Shop Preferences

Setting Preferences, Cont.
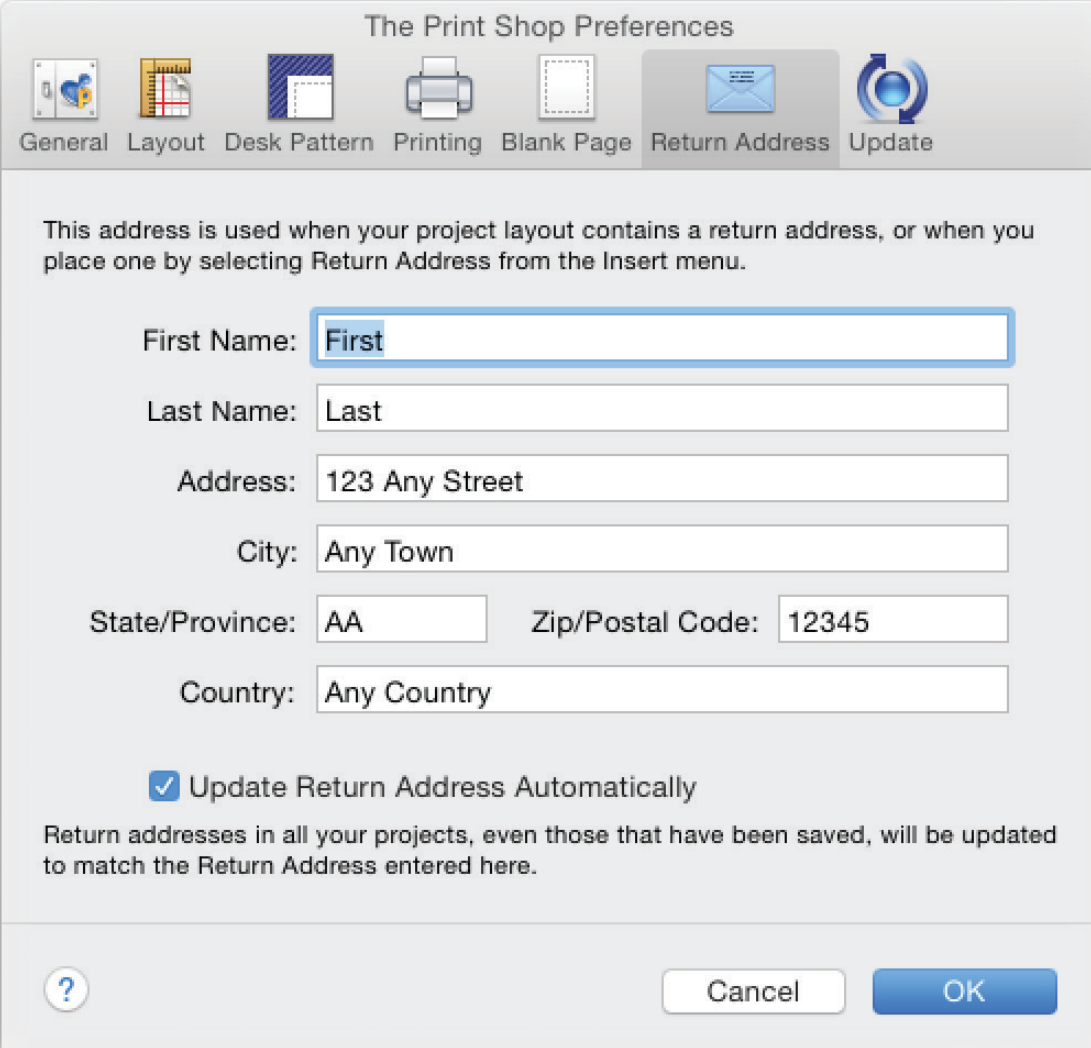
Return Address Settings Pane

When you are working with a **QuickStart Layout** that contains a return address object, the information you enter in the **Return Address** pane will be automatically displayed in the object. You can also insert your return address in a project yourself by choosing **Return Address** from the **Insert** menu.

Note: If you leave the fields in the Return Address pane unchanged, the default address — as shown in the screenshot below — will appear in your project whenever a return address object is used.

Update Return Address Automatically: If this box is checked, all return address objects, even those in projects you have saved, will be updated when you change any information in this pane. For example, if you move and enter your new address in this pane, all your saved stationery will be automatically updated to show the new address.

Return Address Pane of The Print Shop Preferences

Setting Preferences, Cont.

Update Settings Pane

Check for product updates automatically: Select this option if you want to be notified when an update for The Print Shop 4 is available. The Print Shop checks for updates when you launch it (if you are online) and invites you to download and install them.

Check Now: Click the **Check Now** button to check for updates immediately.
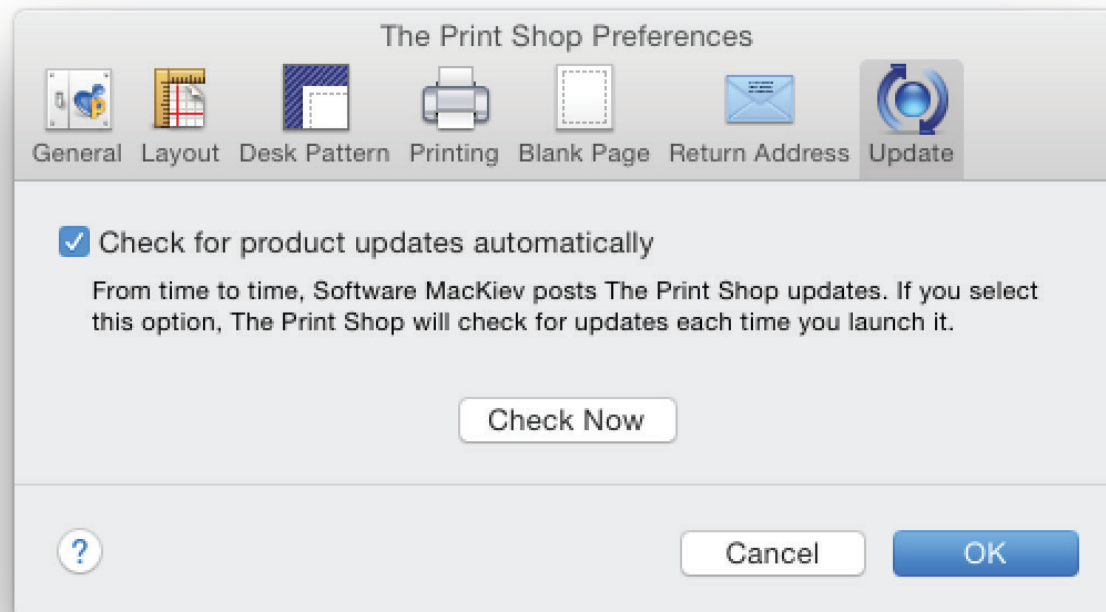
Update Pane of The Print Shop Preferences

Happy Birthday

Chapter 2

Creating Projects

More than a dozen new Crop Shapes are available in Photo Workshop!
Make your crafts with the new Print Shop projects and hundreds of amazing new textures.

Starting New Projects

The Print Shop 4 guides you step by step to make professional–looking projects. When you launch **The Print Shop 4**, the **New Project Setup Assistant** appears by default* to take you through the process. Here are the steps you will use for most projects:

1. Select a **New Project**.
2. Select a **Method**. (QuickStart Layout or Start from Scratch.)
3. Select a **Format**. (Usually Paper Size, but in some cases special paper stock for labels.)
4. Depending on the creation method, select a ready–made template or get a blank template.

It's as easy as that.

*Tip: You can choose in **Preferences** to have your recent projects, a blank page, or nothing at all appear instead of the **New Project Setup Assistant** when you launch **The Print Shop 4**. See *General Settings Pane*, page 25.

Step #1: Select a New Project

The first screen of the **New Project Setup Assistant** is the **Select a New Project** step. You will notice that it's divided into four categories in four rows: **Celebrations**, **Stationery**, **News**, and **Projects**. Select a project in one of the categories to get started. If the **New Project Setup Assistant** window is not open, after launching The Print Shop 4, open it by selecting **New Project** from the **File** menu.

Project Types
Click the project type you want to get started on a new project.

Help
Opens The Print Shop Help. See page 23.

Gallery
Opens your gallery with templates and projects you have saved. See page 45.

Open
Provides a window for you to navigate to a saved project file.

Blank Page
Click this button and select a paper size and orientation to open a new blank page ready for you to design.

Project Types: Celebration Projects

Greeting Cards

Greeting Cards projects can be used to pass on your congratulations, joy, or sympathy, or just to let someone know you are thinking of them. You can also make invitations for your events and announcement cards to pass on your latest news. A wide variety of sizes and formats are available. See *Working with Greeting Cards*, page 144.
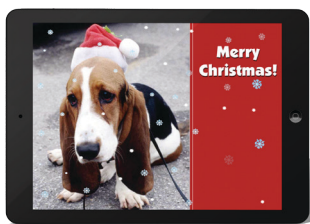
Online Greetings

Online Greetings are one-sided, wide projects that you can customize to mark any occasion and then send via email or share on the Internet. Your greeting can be sent as an attachment or exported as an HTML page.

Gift Tags & Tickets

Gift Tags are small cards that can have a hole punched in one corner and then be tied with a ribbon to a gift.

Banners

You can use Banners for a wide range of decorative and informational projects. These are long projects bearing greetings, directions, warnings, or advertisements. For more information, see page 159.
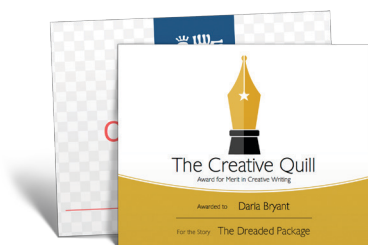
Certificates

You can use the Certificates project to create awards beautiful enough to frame. They are useful for social, school, and business functions.

Project Types: Stationery Projects

Letterheads

Letterheads let you design full-page or half-page stationery sheets that you can then print to write on by hand or type on directly using your computer. The Letterheads project type also includes Fax Covers and Notepads.

Envelopes

The Print Shop provides you with dozens of envelope format types. You can print addresses and graphics 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.

Business Cards

Business Cards are wallet-sized cards in tall or wide orientation that are used to give contact information. Includes formats for double-sided cards. For many Business Card designs you can print matching Letterheads, Envelopes, and Postcards.

Labels

You can create address labels or labels for files and folders, name badges, and any other project for which you can obtain label stock. There are even Avery label templates for making T-shirts. (see *Printing on a T-Shirt*, page 183).

Post-it® Notes

You can create your own Post-it® Notes to leave special messages in your own unique style. Most local print houses can make Post-it® Notes for you from your design and many Internet sites including 3M.com accept orders for customized Post-it® Notes online.

Project Types: News Projects

Signs

You can use the Signs project to create posters and mailers. Signs can be warnings, directions, or advertisements, or they can deliver short informative messages. You can also print a Sign as a transfer for a T–shirt.

Postcards

Postcards are printed on two sides of a single sheet of paper or Avery Postcard stock with two or four postcards to a page. Not only can you mail them, but they are also great for recipes, birth announcements, moving notices, and more.

Newsletters

The Newsletters project is a double–sided, single-sheet presentation of graphics and text in tall or wide orientation. Newsletter templates are useful for schools, families, and businesses.
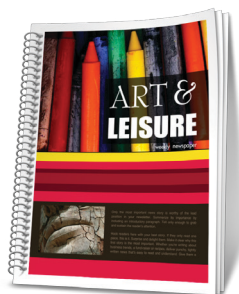
Booklets

Booklets are multipage projects that are great for making professional–looking presentations such as theatre programs, travel brochures, church bulletins, and restaurant menus. They can be in tall or wide orientation and be joined together in one of three ways: Coil Bound, Saddle Stitch, or Perfect Bound.

Pamphlets

The Pamphlets project is a one–sheet, double–sided, three–panel presentation of graphics and text designed to be mailed or distributed to convey personal, professional, or organizational information. Pamphlets can be useful for announcements, schedules, business brochures, advertising materials, and more.

Project Types: Projects

CDs and Cases

Create CD or DVD face labels and case inserts. Import your iTunes® playlists to save typing. See *Importing Playlists From iTunes* on page 172. Print directly onto CDs if your printer supports that, or use Avery, Memorex, CD Stomper, or NEATO CD Label stock. See *Direct-CD Printing*, page 185.
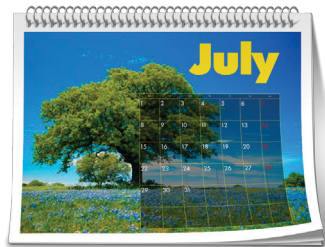
Calendars

Calendars are a great way to post events for both home and organizational use. You can make them in the form of a poster, a multipage wall calendar, or a diary–type daily planner. And it's easy to import all the events from your Calendar application (iCal®), so you should never forget a birthday again. See *Working with Multiple Page Projects*, page 152, and *Importing Calendar Events*, page 173.

Quick Prints

The quick way to print multiple copies of a single photo on a page in a variety of sizes, from wallet size to 5x7's.

Photo Pages

The perfect scrapbook starter, Photo Pages projects use your own photos to make Album Pages, Photo Collages, and Photo Novelties. It's easy to import your photos from Photos or iPhoto. See *Getting Images from Photos or iPhoto* on page 170 to learn how.

Pop–Ups & Crafts

Create your own pop–up greeting cards, personalized party paraphernalia, door signs, and just about any other papercraft project you can think of. Projects are designed for cutting, folding, and in some cases gluing. Fun to make and fun to use!

Project Types: Blank Page

Click the **Blank Page** button to start with an empty sheet. Just choose the orientation and paper size that you want. The default Blank Page size is set in **Preferences**. See *Blank Page Settings Pane*, page 29.

Blank Page
Click to create a project from a single blank page.

Step #2: Selecting a Method

After you select a project type, the **New Project Setup Assistant** presents you with the **Select a Method** screen, where you can select one of two design methods.

QuickStart Layout
*Just choose a professional-
looking project template,
customize the text, and print.*

Start from Scratch
*Choose a project format, paper
size, and orientation, and a blank
template appears.*

Creating a Project Using a QuickStart Layout

After selecting the QuickStart method, you may be asked to choose a format and/or theme for your project before selecting a QuickStart Layout that matches that format and/or theme.

Select a Format. The format can be the number of folds in a page and the orientation (e.g., Quarter–Fold Tall), or it can be a manufacturer's stock number (e.g., Avery 3260).

Select a Theme. Themes vary by project type and include categories such as School, Home, and Business. If you're not sure which theme is right for your project, select the "All" icon.

Select a Theme Step

Creating a Project Using a QuickStart Layout, Cont.

Select a Layout. After selecting a theme, the **Select a QuickStart Layout** step appears with templates that match the theme you selected. Move the pointer slowly over a thumbnail to see other pages or panels of the project. Click a layout to select it, check off any matching projects you'd like from the **Matching Projects** list, and then click **Open**. That's all there is to it — your project is ready for you to customize and print.

Available Layouts
QuickStart Layouts that match the theme you selected in the previous step.

Matching Projects
Click to see a list of project types with layouts that match the QuickStart Layout you've selected.

Thumbnail Size
Drag to make thumbnails larger or smaller.

Select Matching Projects. Many QuickStart templates have matching layouts for other project types. For example, if you select a **QuickStart Layout** for a **Business Card** and then click the **Open Matching Projects** button, you might be given options to open matching Letterhead, Envelope, and Pamphlet project templates.

Creating a Project Using Start from Scratch

To design your own project from scratch, select the **Start from Scratch** method.

Select a Method Step

Select a Format. For most **Start from Scratch** projects, you will be asked to select a format and paper size, after which a blank template will open on the **Design Desk**.

Creating Your Gallery

As you browse through the different project templates and formats, you can add ones you like or will use often to your favorites list. Just select the template you want and click the **Add to Favorites** button in the top–right corner of the window.

When you are working with a project, you can save it to **My Projects** by selecting **Save to My Projects** from the **File** menu.

You can view your favorite templates and recent and stored projects in the **Gallery**, which you can access by clicking the corresponding button in the bottom–left corner of the window when you open the **New Project Setup Assistant**.

Search
Type the keywords for the project or template you want to find.

Favorites
Click to view your favorite templates.

Remove from Favorites/My Projects
Click to remove a selected template or project from your Gallery.

Recent
Click to view projects you recently worked with.

My Projects
Click to view projects you have chosen to keep.

Templates Thumbnails
Double-click a thumbnail to open a template.

Adjust Scale
Move the slider to change the size of the thumbnails.

Exporting Projects in Different Formats

After creating a project in **The Print Shop 4**, you may want to export it so you can send it to a professional printer or anyone else who does not have **The Print Shop 4** on their computers.

To export your project:

1. IMPORTANT: Save a copy of your project in **The Print Shop** format so you can edit it in the future. Choose **Save As** from the **File** menu, or choose **Save to My Projects** from the **File** menu to add your project to the **Gallery**. Most of the formats for exported files are not editable.

2. Select **Export** from the **File** menu and select an export format from the **Format** pop–up menu:

BMP	– Windows Bitmap	**PICT**	– Macintosh Picture
JPEG	– Joint Photo Experts Group	**PNG**	– Portable Network Graphic
PDF	– Portable Document Format	**TIFF**	– Tagged Image File Format

3. Click the **Options** button if available to further customize your export settings.

4. Select a **Resolution**. (See *Exporting for a professional printing company*, below.)

5. For PNG and TIFF formats, you can make white background transparent when exporting.

6. Click **Export**.

To export a project to HTML format, choose **Export to HTML** from the **File** menu.

Exporting for a professional printing company

If you are sending your exported file to a printing company, a 300 dpi file in PDF format will usually be ideal. Check with the print company first to be sure.

Exporting your entire project to a single PDF file

To create a single PDF file from a project that contains several pages or panels:

1. Choose **Export** from the **File** menu.

2. Type a file name in the **Export As** field and specify the location where the document will be saved.

3. From the **Format** pop–up menu, choose **PDF (Portable Document Format)**.

4. Select the **Export All Pages** option to export all the pages or panels in the project, and then click **Export**.

Importing Projects and Lists from Other Editions

If you have used another edition of **The Print Shop** on a Mac or Windows computer, in most cases you can start by opening or transferring your old projects and lists.

Opening projects made with other Mac editions

The Print Shop 4 can open projects created with these three editions:

- The Print Shop Deluxe 1.1.3
- The Print Shop 1.0 for Mac OS X (2003)
- The Print Shop 2.0 for Mac OS X (2005)
- The Print Shop 3 for Mac OS X (2013)

Opening projects made with Windows editions

The Print Shop 4 can open most projects created with **The Print Shop for Windows** version 6 and later, but with some limitations. While a majority of elements will appear intact, in most cases you will still need to do some rearranging of your layout. A few Windows–specific elements such as embedded tables, Word documents, and custom borders may not appear at all.

Importing Lists from other editions

You can import **Address Lists** and **Custom Lists** created in The Print Shop 1 for Mac OS X, The Print Shop 2 for Mac OS X, The Print Shop 3 for Mac OS X, The Print Shop 7 for Mac "Classic", and The Print Shop 6 for Windows. You can also import Address Lists from Windows versions 10 and later. Here's how:

1. While running **The Print Shop 4**, select **Address List** or **Custom List** from the **Tools** menu. The corresponding List dialog appears.

2. Click the **Import List** button and navigate to the list you want to import.

3. Click the **Import** button and your old Address List or Custom List will be imported.

Chapter 3

Using Resources and Tools

Photo "Bathing Buddies" from The Print Shop collection. Photo Frame "Lifesaver Fish" and custom drop shadow.

Introducing the Design Desk

The **Design Desk** is the main working area of **The Print Shop 4**. Here you have access to all the resources and tools you need to design your projects.

Project Window
The work area for designing your project. See page 51.

Tools Palette
Provides quick access to insert common objects including graphics, Headlines, Text Blocks, borders, QR codes, and backgrounds. See page 52.

The Print Shop 4 Palettes
Provide quick access to all the basic editing and layout options of The Print Shop 4 as well as allowing you to apply effects and manage objects.

Tip: If you can't find the palette you want on the **Design Desk**, it is possible that you have closed it. You can open it again by choosing the appropriate item from the **Palettes** menu on the bottom toolbar.

Project Window

The area where your design takes shape is called the **Project Window**. It consists of a main **Project Panel** and a textured overflow area where you can assemble objects for your design.

Project Panel
This white area is the "surface" on which your project is designed.

Rulers
Use to position objects precisely. Shown by default on new projects. Click the Rulers button on the Layout palette to hide them.

Guides
Click on a ruler and drag into the Project Panel to add a guide. See page 62.

Sidebar
Use to switch between pages or panels in multipage or multipanel projects. See "Viewing Panels on Greeting Cards" on page 145.
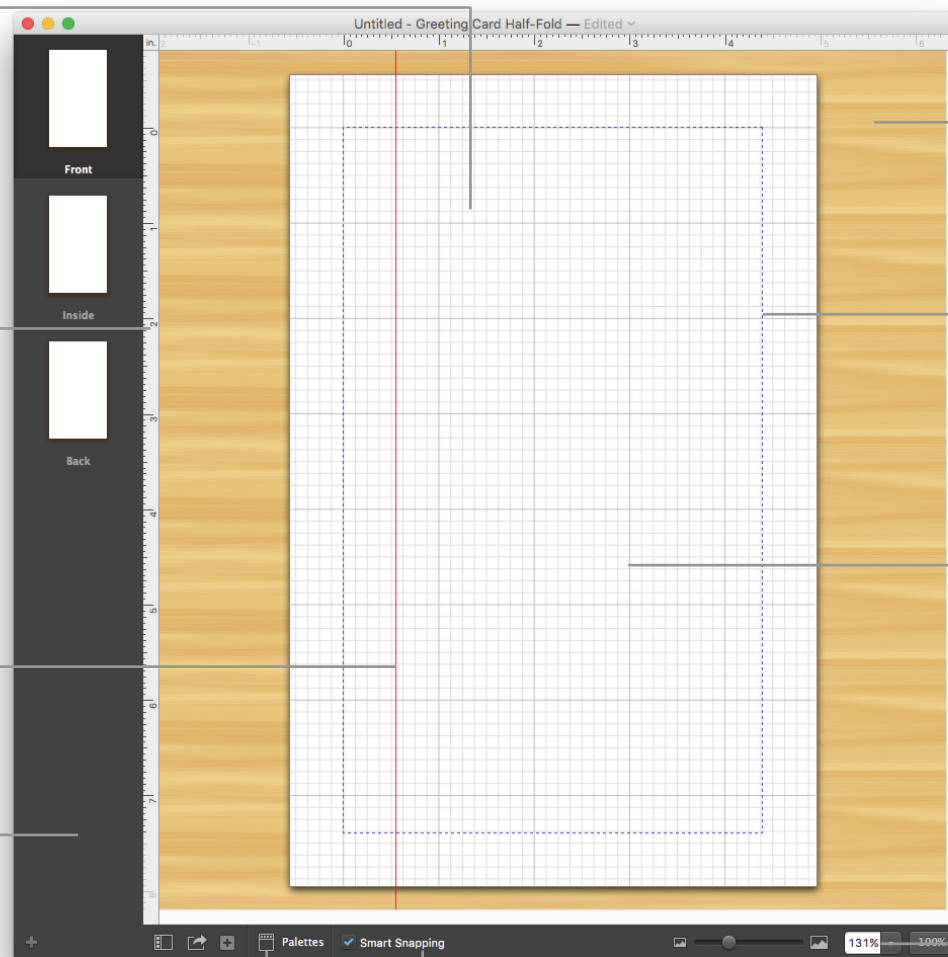
Palettes
Use this button to quickly access all the main palettes.

Smart Snapping
Select the checkbox to turn on smart snapping in the current project.

Design Desk Pattern
Choose from 21 different Design Desk Patterns in Preferences, with textures ranging from wood to leather. See page 27.

Print Boundary Line
This dashed line is the edge of the printable area. Anything placed outside it will not be printed.

Gridlines
Click the Grid button on the Layout palette to get a "graph paper" pattern on the Project Panel, helping you place objects with precision. See page 61.

Zoom Level
Set the zoom level from 25% to 400%. Drag the slider, click the triangle, or enter a zoom percent and press the **Return** key.

Tip: To have the dashed line on the Project Panel show the maximum printable area for your printer, open the **Page Setup** dialog from the **File** menu and select your printer.

Tools Palette

The **Tools** palette provides an easy way to insert common objects such as Graphics, Text Blocks, and Headlines into your project. Select **Show Tools Palette** from the **Window** menu to open it.

Insert Graphic
The Print Shop contains thousands of graphics and photographs. Click to open the Select a Graphic window and choose a graphic, a photo, or a fine art image. See "Inserting Graphics", page 82.

Insert Text Block
Click to add a Text Block to your project. See "Inserting and Editing a Text Block", page 97.

Use Art Tools
Click to draw, paint, or spray paint freehand in your project. See "Drawing, Painting, and Spraying", page 106.

Panel Background
The Panel Background occupies the bottommost layer in your project. It is not selectable like the other objects in The Print Shop. See "Working with Panel Backgrounds", page 111.

Insert Photo Frame
The Print Shop has a large collection of Photo Frames. Click to open the Photo Frame pane of the Backdrops and Borders dialog. See "Working with Photo Frames", page 116.

Insert QR Code
The Print Shop allows you to create custom QR codes that reveal encoded information after they are scanned with a mobile device. See "Working with QR Codes", page 124.
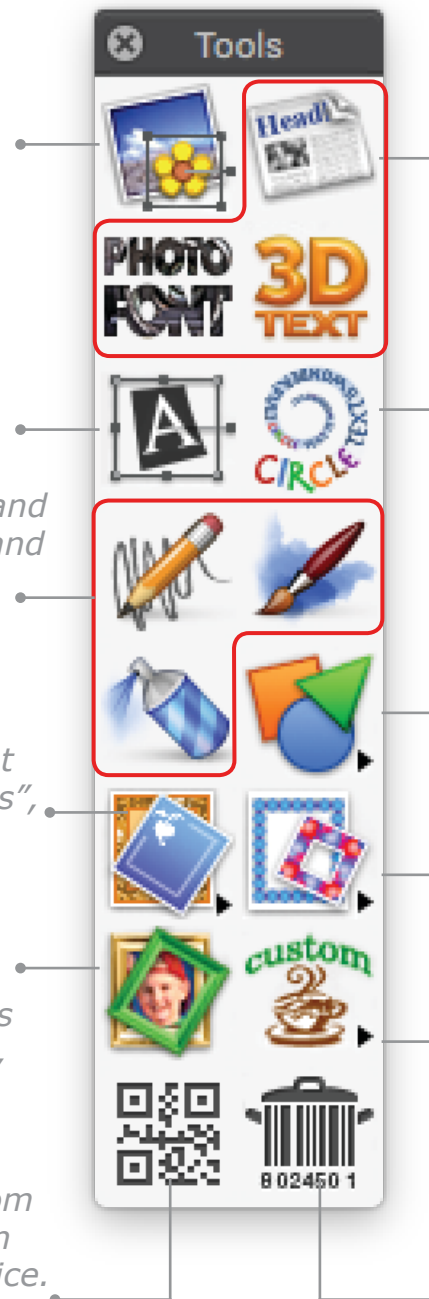
Insert Headline
Headlines are colorful, rich text objects to which you can apply a variety of fill, shape, and depth options. See "Working with Headlines", page 89.

Insert Circle Text
Click to add a Circle Text Block and make your text go round in circles or in a spiral. See page 98.

Insert Shape
Click to add a square, circle, simple line, custom shape, or custom line to your project. See "Working with Lines and Shapes", page 109.

Insert Border/Line
Click to add or change a Full Panel Border, a Decorative Mini-Border, or a Decorative Line. See "Working with Borders and Lines", page 114.

Create a Custom Graphic
Click to create and insert a Custom Graphic. See "Working with Custom Graphics", page 117.

Insert Barcode
Codes in the form of parallel lines of different widths, representing numbers or letters that identify a product or object. See "Working with Barcodes", page 128.

Text Palette

The **Text** palette contains tools that let you format and edit the text in your project. Select **Show Text Palette** from the **Text** menu to open it. Most buttons on the **Text** palette have corresponding commands in the **Text** menu on **The Print Shop** menu bar.

Font Filter
Choose what types of fonts should be displayed:
All, Sans-Serif, Serif, or Artistic.

Font Style
Change font settings like face, size, kerning, style, and color.

Circle Text
Make the text in a Circle Text Block go in circles or in a spiral and read clockwise or counterclockwise.

Wrap Text
Make the text you enter wrap around objects.
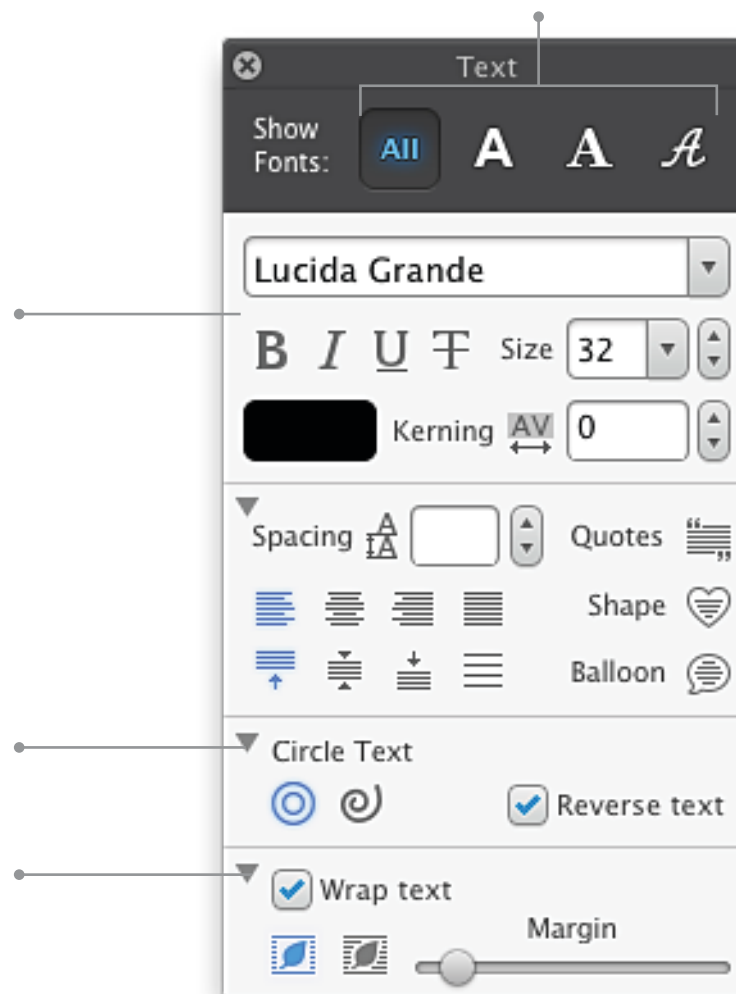
Paragraph Settings
Change the text's vertical and horizontal alignment and line spacing. Add quotes and verses, and apply a shape or word balloons to a selected Text Block.

Tip: If you type a custom font size in the **Size** field, be sure to press the **Return** key to apply that size to the selected text. You can also adjust the font size by clicking the up/down arrow controls.

Layout Palette

The **Layout** palette contains all the tools you need to arrange the objects in your project such as Shapes, Frames, Graphics, Text Blocks, and Headlines. Select **Show Layout Palette** from the **Window** menu to open it. Most buttons on the **Layout** palette have corresponding commands in the **View** and **Arrange** menus.

Switch Grid Layer
Move the grid in front of or behind the objects in your project.

Show Guides
Show (or hide) all guides. Available when at least one guide is placed. See "Guides", page 62.

Show Grid Lines
Turn the grid on and off, or click and hold to choose the grid settings from the menu. See "Grids", page 61.

Show Rulers
Show (or hide) the rulers. See "Rulers", page 61.

Layer
Move selected objects one layer back, one layer forward, to the front, or to the back.

Align
For a single object, centers it or moves it to the dashed line at the edge of the printable area of the panel. For several selected objects, aligns them relative to each other. See "Aligning Objects", page 70.

Stretch
Stretch a selected object to fit the whole panel.

Center on Panel
Places a selected object in the center of the panel.

Flip
Flip a selected object horizontally or vertically.

Rotate
Rotate any object to the angle you specify. See "Rotating Objects", page 71.

Transform
Resize a selected object by entering values for the width and height either in inches or as a percentage.

Keep Ratio
Select to keep the original proportions of an object when you resize it.

Effects Palette

The **Effects** palette is used to apply color, drop shadow, glow, and other effects to objects in your project, as well as to set tint and opacity levels.

Color
Change the color of most solid objects or add a color or texture behind an object. See "Changing Color", page 58.

Drop Shadow
Apply different shadow effects to objects. See "Drop Shadow", page 75.

Radiant Glow
Apply different glow effects to objects. See "Radiant Glow", page 76.

Opacity
Change a selected object's opacity. Drag the slider, or enter an exact percentage.

Special Effects
Apply special edges and transparent effects to objects. See "Applying Special Effects", page 78.

Tint
Change a selected object's tint.

Photo Effects
Access the Photo Workshop dialog, where you can crop images, fix flaws, apply artistic effects, and more. See page 132.

Scrapbook

The **Scrapbook** allows you to store frequently used objects, including text and graphics. The objects remain there for you to use until you delete them. To open the Scrapbook, select **Show Scrapbook** from the **Tools** menu. To add a selected object to the Scrapbook, select **Add to Scrapbook** from the **Edit** menu or press **Option – K.**

Place
Click to add the object that is currently selected in the Scrapbook to the Design Desk.

Search
Hide or reveal the search field.

Get
Click to add the object or objects that are selected on the Design Desk to the Scrapbook.

Delete
Click to delete the currently selected object from the Scrapbook.

Search Field
Type the name of the object you are looking for.

Object Thumbnails
View the objects stored in the Scrapbook.

Objects List View
Choose how the object thumbnails are displayed.
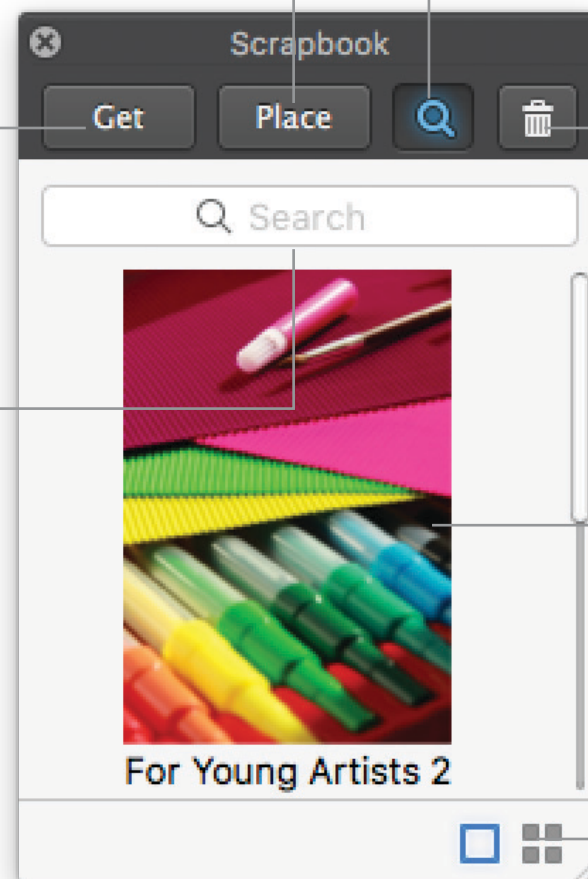
Object Browser

The **Object Browser** allows you to manage all the objects you are using in your current project. You can group, merge, flatten, lock, and delete objects. You can also manage their front–to–back order using the Layer options.

Flatten
Click to make selected objects a part of your project's background.

Group
Click to group several selected objects together as one. The grouped object will appear in the Object Browser with a disclosure triangle and its component objects underneath.

Lock
Click this button to lock selected objects. This prevents them from being moved or edited.

Merge
Click to combine several objects in your project into a single object, which will appear as an image in the Object Browser. A merged object cannot be separated into its component parts again.

Delete
Click to remove selected objects from your project.

Layer Options
Select one or more objects and then click a Layer button to move them one layer backward or forward, to the front, or to the back.

Objects List
A list of all the objects used in your project. You can select several objects by holding down the Command key on your keyboard as you click them.
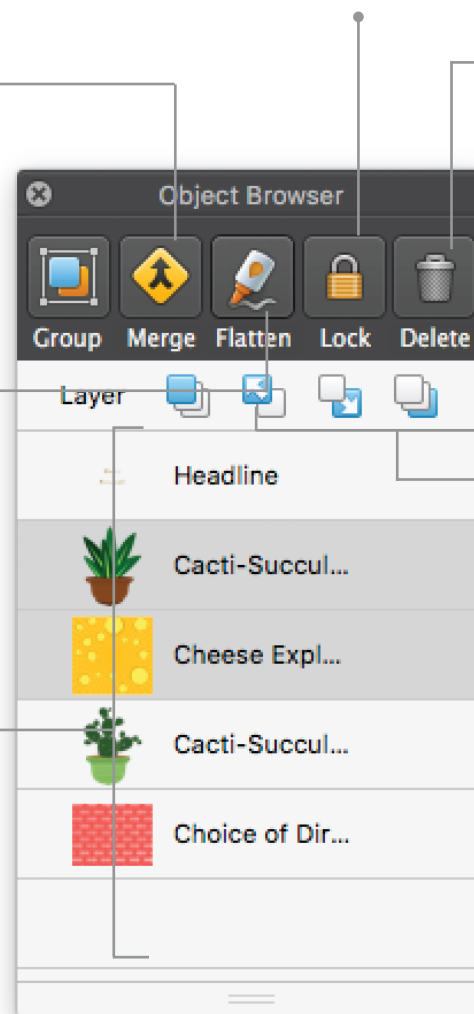
Changing Color

You can change the color of a selected object (including text) by clicking the **Color** tab on the **Effects** palette (see *Effects Palette*, page 55). You will see a basic set of colors and textures in this pane — you can get more by clicking the **Color** wells to open the macOS **Colors** palette with additional The Print Shop–specific **Texture** and **Blend Colors** panes.

None
Removes the color from the selected object (or from behind it), turning the object or the fill area transparent.

Blend Style
Click to choose the style of blend.

Blend Results
Select the blend result you want to apply.

Colors
Select a color.
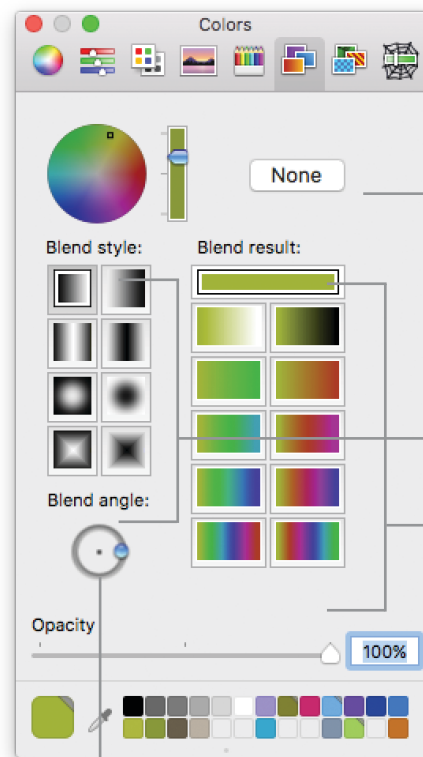
Blend Angle
Drag the dial to change the blend angle.

Applying Textures

You can apply professionally designed textures to your objects and backgrounds using the **Color** pane of the **Effects** palette.

When you click the **Panel Background** button on the **Tools** palette and choose **Color and Texture** from the submenu, the **Color** pane of the **Effects** palette will open with the basic set of colors and textures. To choose from many more textures, click the appropriate **Color** well and go to the **Textures** pane in the **Colors** palette that appears (just click the rightmost tab).

Current Selection
Shows the currently selected texture.

Textures
Scroll through the available texture patterns. Click the one you like to select it.

Opacity
Drag the slider or enter an exact percentage to change the opacity of the textures.

Tint
Adjust the tint of the textures by dragging the slider or entering an exact percentage.
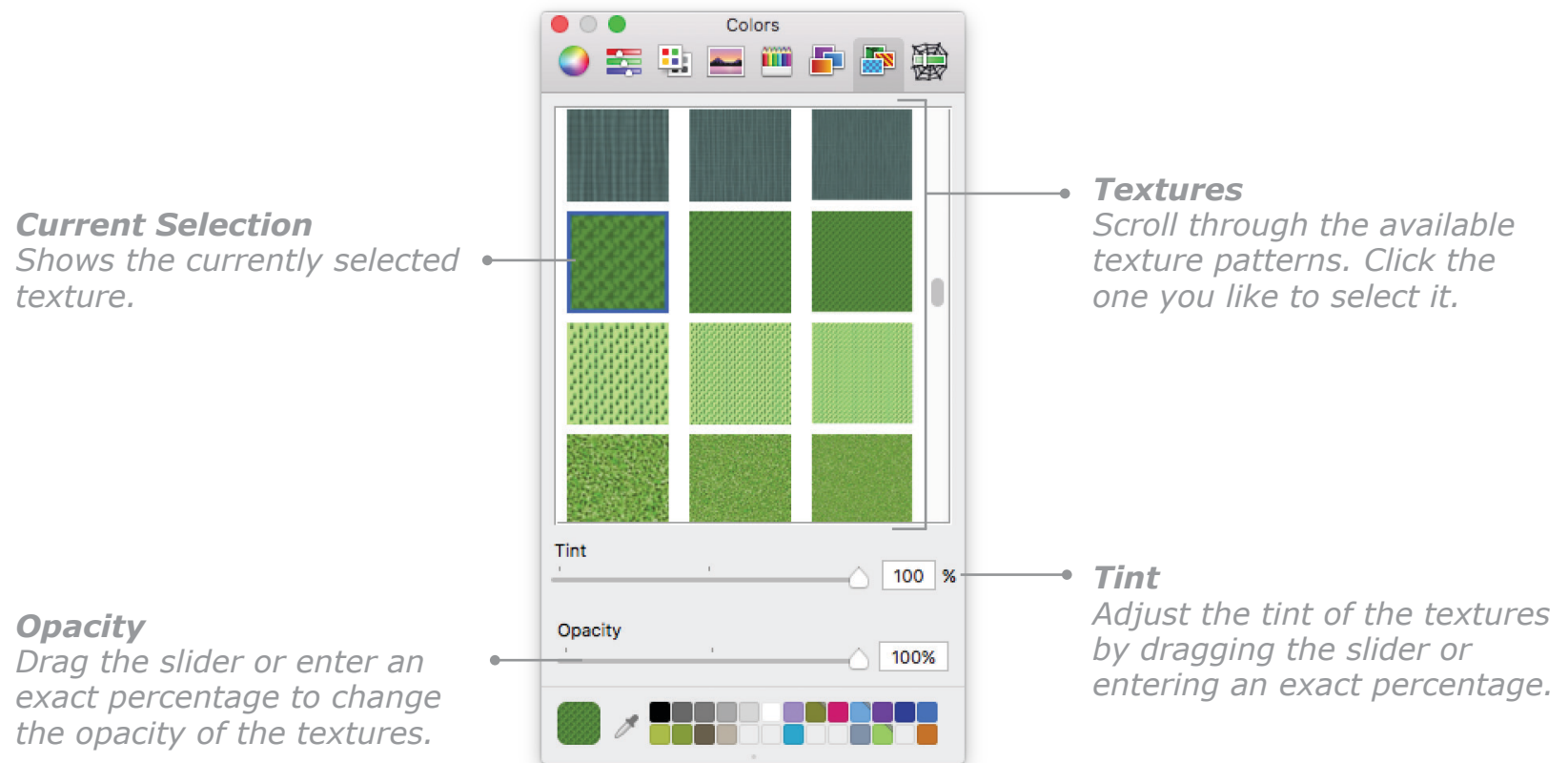
Working with the Rulers, Grids, and Guides

With **The Print Shop** you can work with the objects in your projects in a professional way. Use the rulers, grids, and guides to position objects precisely. When you start a new project in **The Print Shop**, the rulers are shown by default.

Rulers
Use to position objects precisely. Shown by default on new projects. Click the Rulers button on the Layout palette to hide them.

Grids
Click the Grid button on the Layout palette to get a "graph paper" pattern on the Project Panel to help place objects with precision.

Guides
Click on a ruler and drag into the Project Panel to add guides.
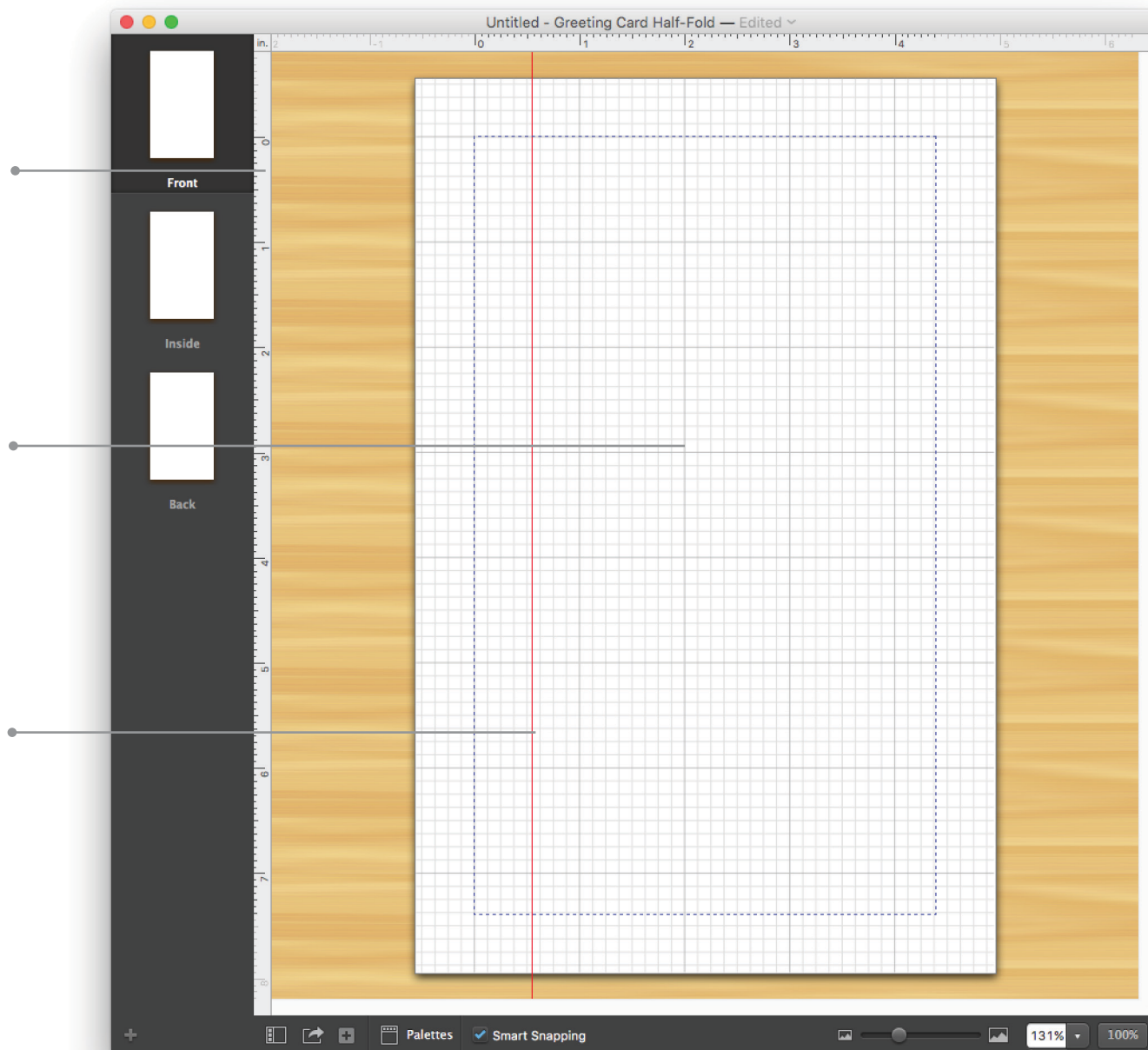
Working with the Rulers, Grids, and Guides, Cont.

Rulers

Rulers are shown by default on all new projects. If the rulers are not visible, select **Show Rulers** from the **View** menu or click the **Rulers** button on the **Layout** palette. You can show rulers in inches or centimeters by changing the **Measurement Units** option in **The Print Shop Preferences** (see *General Settings Pane*, page 25).
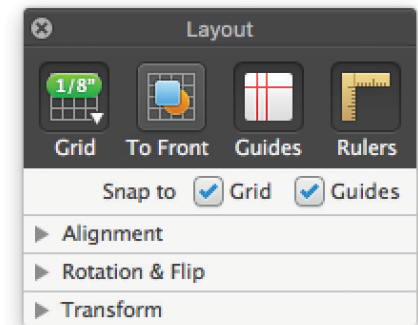
Grids

Grids are like electronic graph paper that help you position objects precisely in your project. To see a default grid, click the **Grid** button on the **Layout** palette. If you want to change the grid settings, choose **Edit Grid Appearance** from the **View** menu. To use those same options on all future projects, click the **Use As Default** button on the **Custom Gridline Appearance** sheet.

You can also customize the grid appearance for all future projects by changing the default settings in the **Layout** pane of **The Print Shop Preferences**.

To align your objects to the grid automatically, choose **Snap Objects to Grid** from the **Arrange** menu or select the **Snap to Grid** checkbox on the **Layout** palette. The **Snap to** command and checkbox are available only if the grid is visible on the Design Desk.
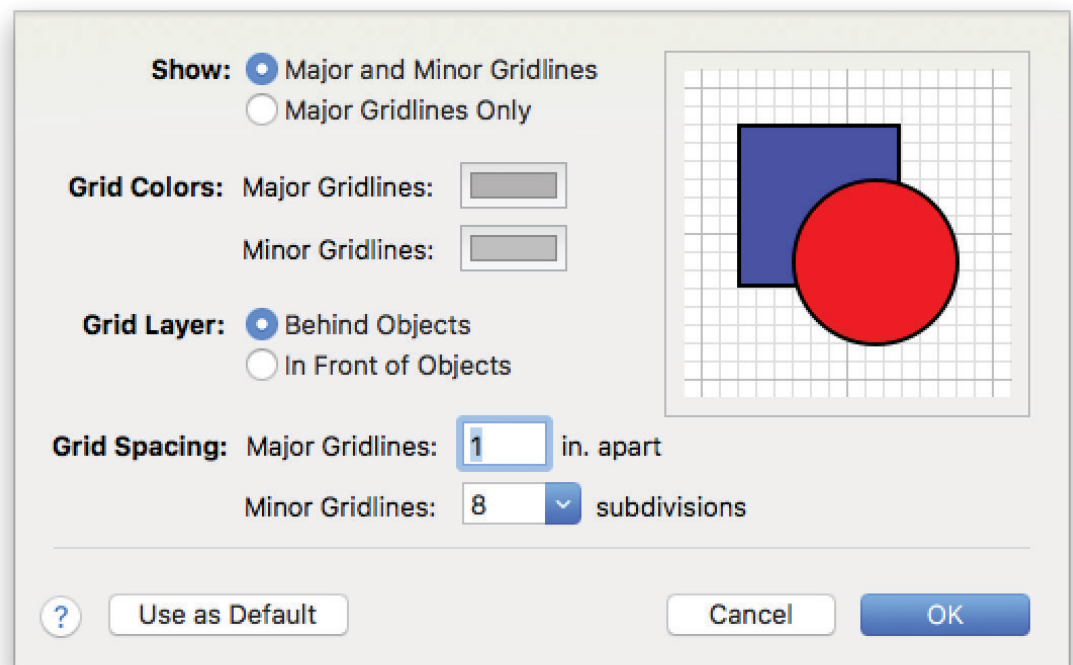
Custom Gridline Appearance Sheet

Working with the Rulers, Grids, and Guides, Cont.

Guides

Guides are brightly colored horizontal or vertical lines that you place in your project to help you line up objects. By default guides are red, but you can change the color in the **Layout** pane of **The Print Shop Preferences** (see page 26). To show guides if they are not visible, click the **Guides** button on the **Layout** palette or select **Show Guides** from the **View** menu.

To place a guide:

To add a guide, position your pointer on the horizontal or vertical ruler on the **Design Desk,** hold down the mouse button, and drag towards the center of the Project Panel. Alternatively, you can select **Add Horizontal Guide** or **Add Vertical Guide** from the **Insert** menu.

To move a guide:

To move a guide, just place your pointer over it and drag it to the position you need. You can also use the **Distribute Horizontal Guides** and **Distribute Vertical Guides** commands from the **View** menu to split the design area into equal parts.

To lock guides:

If you don't want your guides to move, you can lock them in your current project by selecting **Lock Guides** from the **View** menu.

To remove guides:

To remove a single guide, just drag it back to the ruler. To remove all guides from a project, select **Clear Guides** from the **View** menu.

To snap objects to guides:

You can align your objects most easily by placing a guide and then using the "Snap to" function to have them snap into place when you drag them close to the guide. Just select **Snap Objects to Guides** from the **Arrange** menu or select the **Snap to Guides** checkbox on the **Layout** palette. This command and checkbox are available only when guides are visible on the **Design Desk.**

Chapter 4

The Print Shop Basics

Photo "Alesund" from The Print Shop collection. "Tilt-Shift" effect was applied using the Artistic Effects pane of Photo Workshop.

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**.

The Print Shop uses the following types of objects:

- **Graphics.** A picture, photo, drawing, or design. Graphics from three sources can be added to your projects using the **Select a Graphic** dialog:

  - **The Print Shop Graphics Collection:** About 27,000 graphics from clip art and nostalgic fine art to extraordinary JPEG photos.

  - **Photos/iPhoto Images:** Photographs from your Photos/iPhoto albums, either imported or copied into your project. See *Getting Images from Photos/iPhoto*, page 171.

  - **Imported Images:** You can import graphics stored on your computer's hard disk.

- **Headlines.** A special type of text object that you can use for large headings, for example, on signs, newsletters, and brochures. See *Working with Headlines*, page 89.

- **Text Block.** An object in which text can be entered. See *Working with Text*, page 97.

- **Circle Text Block**. A text block where text is entered in the form of a circle or a spiral.

- **Lines and Shapes.** Everything from simple lines to complex custom shapes. See *Working with Lines and Shapes*, page 109.

- **Backdrops.** A Backdrop serves as the background for your project. Backdrops are the bottommost layer and cannot be selected or moved like other objects. See page 111.

- **Watermark.** A background that gives your project the appearance of being printed on water-marked paper. See *Watermarks*, page 112.

- **Borders.** Full Panel or Decorative Mini-Borders. See *Working with Borders*, page 114.

- **Decorative Lines.** Simple to ornate lines you can insert. See *Decorative Lines*, page 115.

- **Photo Frame.** A decorative border for your photos. See *Using Photo Frames*, page 116.

- **Custom Graphics.** Graphics to create and personalize: Logos, Initial Caps, Numbers, Seals, Timepieces, and Signatures. See *Working with Custom Graphics*, page 117.

- **QR Codes.** Generated graphics that store encoded information — from simple text and telephone numbers to event details and geo-locations. See *Working with QR Codes*, page 124.

- **Barcodes.** A code in the form of numbers and/or parallel lines of different thickness, identifying a product or object. See *Working with Barcodes,* page 128.

Working with Objects, Cont.

Selecting and Editing Objects

It's easy to select objects using **The Print Shop**.

To select a single object:

Place the pointer over an object and click to select it. A box identifies the selected object.

To select multiple objects:

Not Selected   *Selected*

1. Click the first object to select it.

2. Hold down the **Shift** key and click additional objects to add them to the selection.

Alternatively, you can click and drag across the Project Panel. All objects that you touch while dragging will be added to the selected items. If you drag too far and select too many items, you can drag back again and objects will be deselected as you move the pointer away from them.

Editing Selected Objects

You can enter the appropriate edit mode for any selected object by double-clicking it. For most objects, pressing the **Return** key when the object is selected will produce the same result.

Editing Objects on Lower Layers

Object Browser. The simplest way to select an object that is behind other objects is to click it in the **Object Browser**. You can also double-click the object to edit it**.**

Tab Key. Press the **Tab** key to rotate through the objects in your project, selecting them one by one. Once the object you want to edit is selected, press the **Return** key to open the correct editor.

Command-Click. To select an object that is hidden behind another, click the top object to select it, then hold down the **Command** key (⌘) and click it again — the object under it will be selected. You can then press the **Return** key to open the correct editor.

Grouping Objects

You can group two or more objects together. The grouped objects can then be scaled, moved, rotated, and flipped as one object.

Working with Objects, Cont.

To group objects:

Select the objects you want to group and click the **Group** button in the **Object Browser** or choose **Group** from the **Arrange** menu. The objects are now grouped. Note that you cannot group objects with a Full Panel Border.

To ungroup objects:

Select the grouped object you want to split into its component objects and click the **Ungroup** button in the **Object Browser** or choose **Ungroup** from the **Arrange** menu.

Moving and Copying Objects

It's easy to move and copy objects in **The Print Shop.**

To move an object or objects:

Select the object and drag it to another position in the work area, or press the arrow keys on your keyboard.

To drag copy an object:

In addition to using copy/paste commands, you can make a copy of any object by holding down the **Option** key and dragging the object to a new location. Pressing both the **Shift** and **Option** keys while dragging will snap the object horizontally or vertically. Release the mouse button to place the copy.

To drag copy from another window:

If you drag an object from iPhoto or from another window of The Print Shop into your project window, a copy of the object will be placed when you release the mouse button.

Ungrouped Objects

Grouped Objects
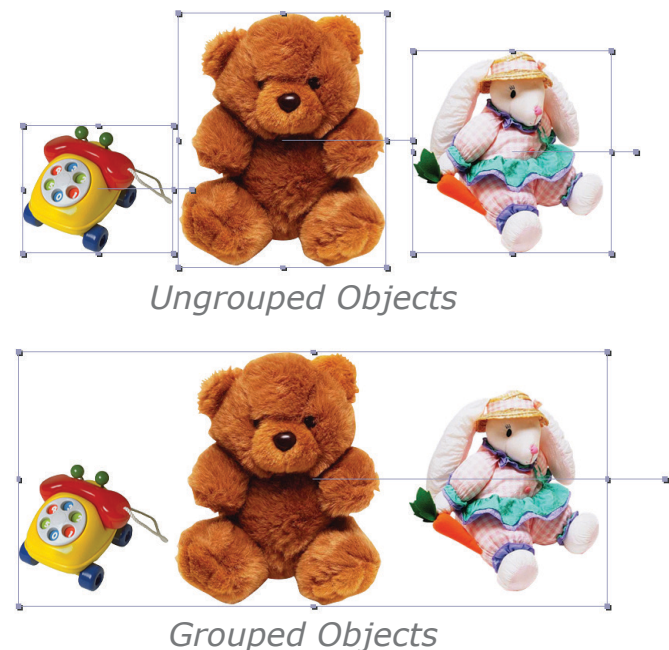
Working with Objects, Cont.

Resizing Objects

To resize an object:

Click an object to select it and drag one of the selection handles to resize it. You can also resize objects more precisely using the **Layout** palette (see *Scaling by Percent*, below).
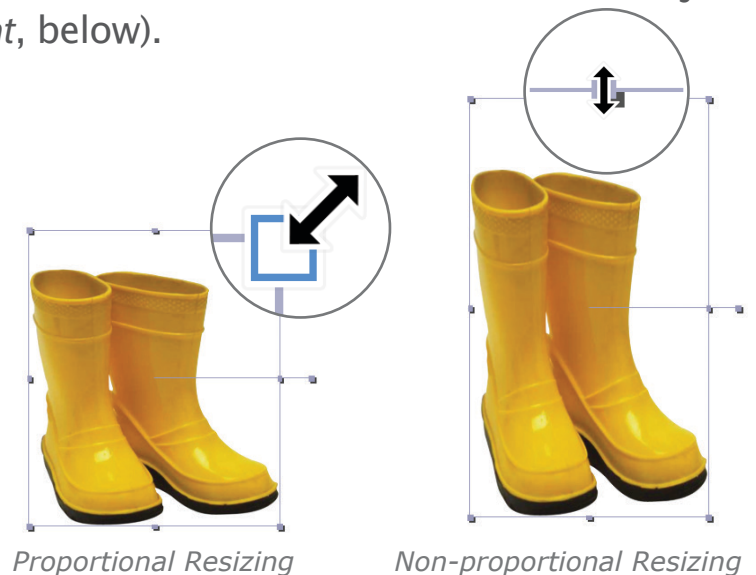
To resize proportionally:

Proportional Drag Pointer

You can resize most graphic objects proportionally by dragging one of the corner selection handles. When proportional resizing is available, you will see the pointer change into an arrow with a square at one end.

To proportionally resize Text Blocks, Headlines, and Decorative Mini–Borders, you will need to hold down the **Option** key while resizing.

Proportional Resizing   *Non-proportional Resizing*

To resize non–proportionally:

Dragging a middle–section handle of most objects changes only the object's width or height. If the proportional resize pointer appears when dragging a corner handle, you can change to non–proportional resizing by pressing the **Option** key.

Scaling by Percent

You can resize objects by a precise percentage using the **Layout** palette or the **Scale** dialog.

How to scale objects:

Select an object or several objects, go to the **Layout** palette, and open the **Transform** section. In the **W** and **H** fields, enter new values for the width and height respectively either in inches or centimeters or as a percentage. Leave the **Keep Ratio** option selected if you want to resize objects proportionally.

Alternatively, you can choose **Scale** from the **Arrange** menu and use the **Scale** dialog.

Tip: Choose **Size to Panel** from the **Arrange** menu or click the **Stretch** button in the **Alignment** section of the **Layout** palette to quickly enlarge your object to the size of the entire panel.

Working with Objects, Cont.

Aligning Objects

You can use the **Align** buttons on the **Layout** palette to align objects in your project.

To align objects using the Layout palette:

1. Select the object or objects you want to align.
2. Choose **Show Layout Palette** from the **Window** menu to open the **Layout** palette.
3. Use the **Align Vertical** and **Align Horizontal** buttons on the **Layout** palette to align the selected object(s) relative to the Project Panel or to each other.

Aligning a single object

When a single object is selected, it will be aligned relative to the edges of the printable area of the panel rather than to other objects.

Align Vertical
Click an option to align a single object vertically to the panel or several objects vertically to each other. The Distribute (rightmost) option is available if at least three objects are selected.
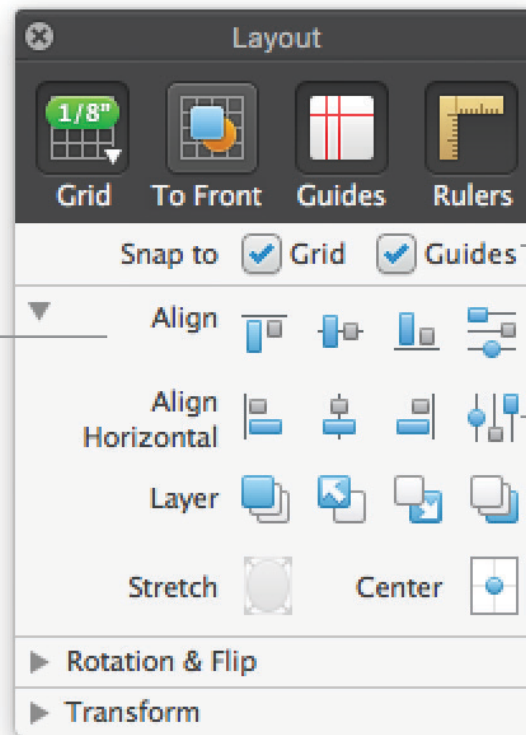
Snap To
Select Grid, Guides, or both of these options to snap objects to the grid and guides when you move them.

Align Horizontal
Click an option to align a single object horizontally to the panel on several objects horizontally to each other. The Distribute (rightmost) option is available if at least three objects are selected.

Layout Palette
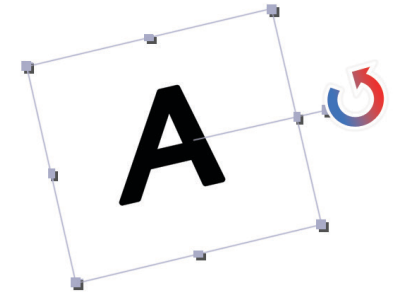
Working with Objects, Cont.

Rotating Objects

To rotate an object using the rotate handle:

Rotate Pointer

1. Move your pointer near the rotate handle of a selected object. The pointer changes into a curved rotation arrow when it gets close to the rotate handle.

2. Hold down the mouse button and drag the mouse to rotate the object.

3. Release the mouse button when the object is rotated to the point you want.

Angle Pointer

To rotate in 15° and 45° increments:

If you hold down the **Option** key when rotating a selected object, it will snap to the nearest 15° angle. If you hold down the **Shift** key, it will snap to 45° angles. When you hold down either modifier key, a special rotate pointer with an angle symbol inside it appears.

To rotate multiple selected objects:

You can rotate a group of selected objects by dragging the rotate handle of any one of them. The rotation is performed around the center of the group of objects.

> **Tip:** When dragging your pointer to rotate an object, try dragging the pointer away from the object. The rotate handle will get longer, allowing more precise rotation.

To rotate to an exact angle:

1. Click an object to select it.
2. Open the **Rotation & Flip** section of the **Layout** palette.
3. Specify the angle to which you want to rotate your object in the rotation field.
4. Click the appropriate rotation button depending on whether you want to rotate the object clockwise or counter–clockwise.

You can also rotate an object 90° to the left or right by choosing the corresponding command from the **Arrange** menu.

Working with Objects, Cont.

Locking Objects

You can lock a selected object so that it cannot be moved or deleted. Locked objects also cannot change layers or be rotated, flipped, resized, aligned, or grouped. Locked objects may, however, still be edited by double-clicking them to open the appropriate editor, and may have all effects applied other than Special Effects.

To lock an object:

1. Click an object to select it.
2. Click the **Lock** button in the **Object Browser** or choose **Lock** from the **Arrange** menu.

The corner drag handles on a locked object change from gray to white (hollow).

To unlock objects:

1. Select the locked object or objects.
2. Click the **Unlock** button in the **Object Browser** or choose **Unlock** from the **Arrange** menu.

*Locked
Object*

*Unlocked
Object*
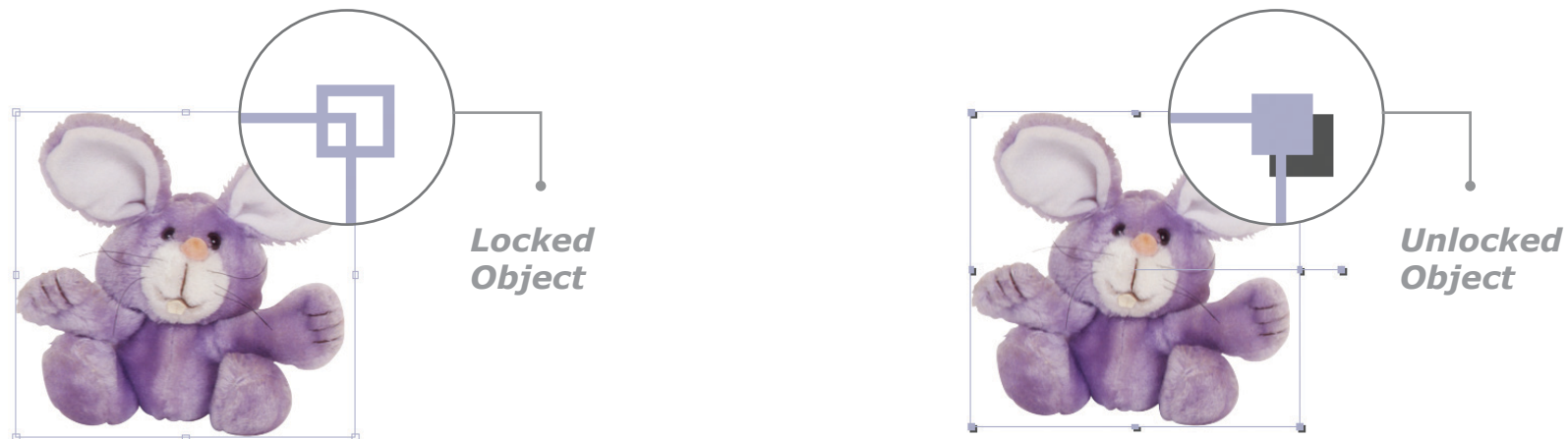
Flattening Objects

The Print Shop objects can be flattened so that they become part of the background. Flattened objects will stay where they are and you can add other objects on top and draw or paint on them using the Art Tools. To flatten an object, select it, and then click the **Flatten** button in the Object Browser. You can also choose **Flatten** from the **Arrange** menu and then choose to flatten only selected objects or all the objects on the current page, whether selected or not.

Working with Objects, Cont.

Flipping Objects

The **Flip** command in the **Arrange** menu and the **Flip** buttons on the **Layout** palette allow you to flip selected objects on the panel. As long as they are not locked, you can flip the following object types: all graphics, Text Blocks, Decorative Mini–Borders, Photo Frames, Custom Graphics, Shapes, Decorative Lines, and Headlines.

It is not possible to flip Panel Backgrounds or Full Panel Borders.

To flip an object:

1. Click an object to select it.
2. Click one or both of the **Flip** buttons on the **Layout** palette, or choose **Flip** from the **Arrange** menu and then choose a command from the submenu: **Horizontal**, **Vertical**, or **Both**.

Original Graphic   *Flipped Horizontally*

Working with Objects, Cont.

Changing the Order of Objects

The Layer submenu in the Arrange menu and the Layer buttons on the Layout palette and on the Object Browser allow you to change the front–to–back order of objects on the panel. You can place any unlocked object in front of or behind any other object, with the following exceptions:

- Backdrops and Watermarks are always on the bottom layer.
- A Full Panel Border is always on the top layer.

To change the order of objects:

1. Click an object to select it.
2. Click one of the **Layer** buttons on the **Layout** palette, or choose one of corresponding commands from the **Layer** submenu in the **Arrange** menu:

   - **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.

Before   *After*

Effects for Objects

You can apply different effects to your objects by selecting Drop Shadow, Radiant Glow, Box, Special Effects, or Photo Workshop effects. A choice of variations for each effect lets you give your objects a truly unique visual impact.
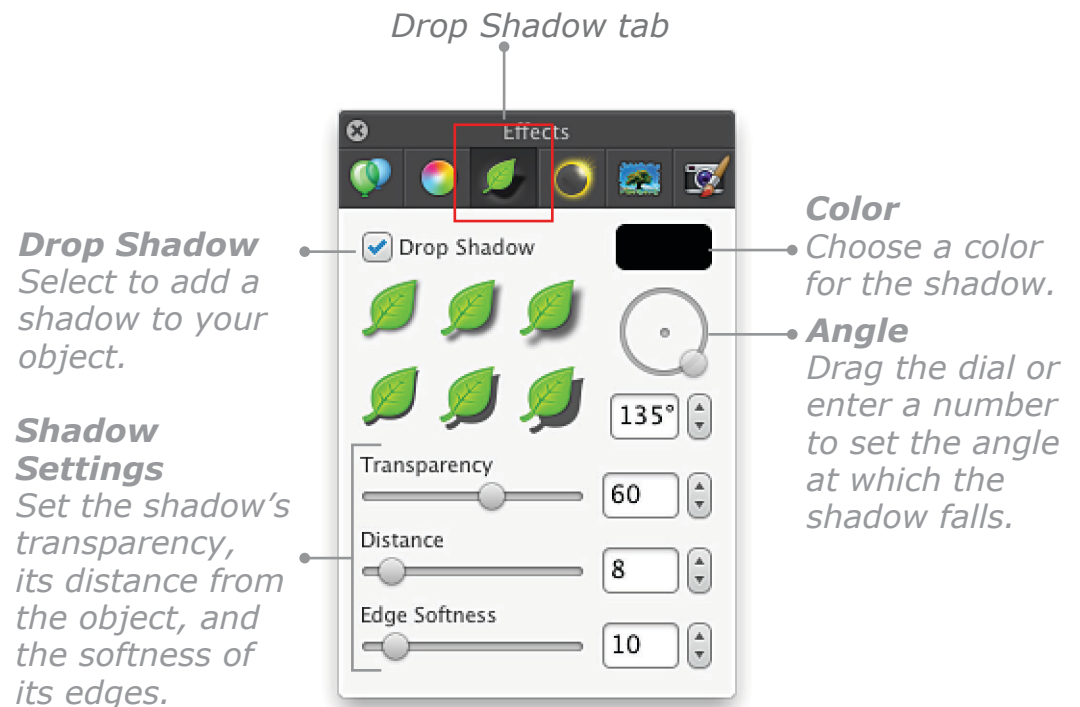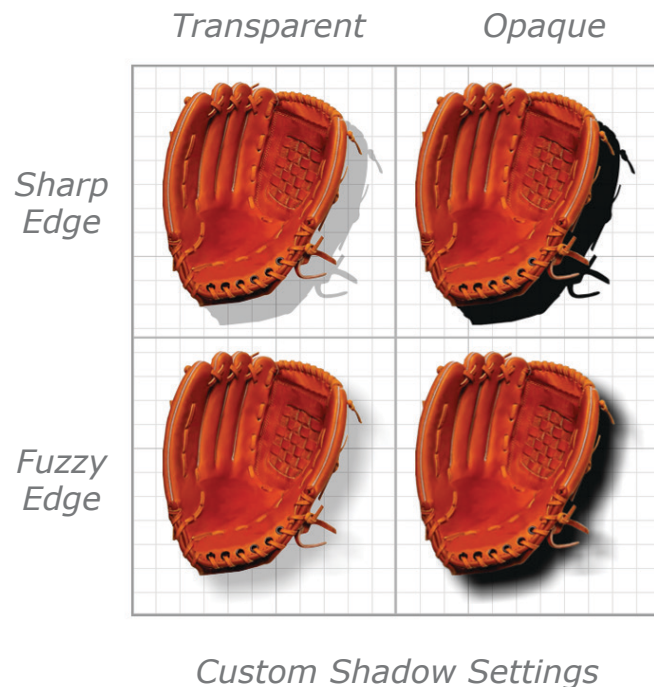
Drop Shadow

Drop shadow can be applied to all objects in **The Print Shop** except Full Panel Borders and grouped objects.

To add a shadow:

1. Select an object or objects.
2. Choose **Drop Shadow** from the **Effects** menu or click the **Drop Shadow** tab on the **Effects** palette. The **Drop Shadow** pane opens.
3. Select the **Drop Shadow** checkbox.
4. Select one of the presets or specify the shadow's color, angle, transparency, distance from the object, and edge softness (which determines how sharp or fuzzy the shadow will be).

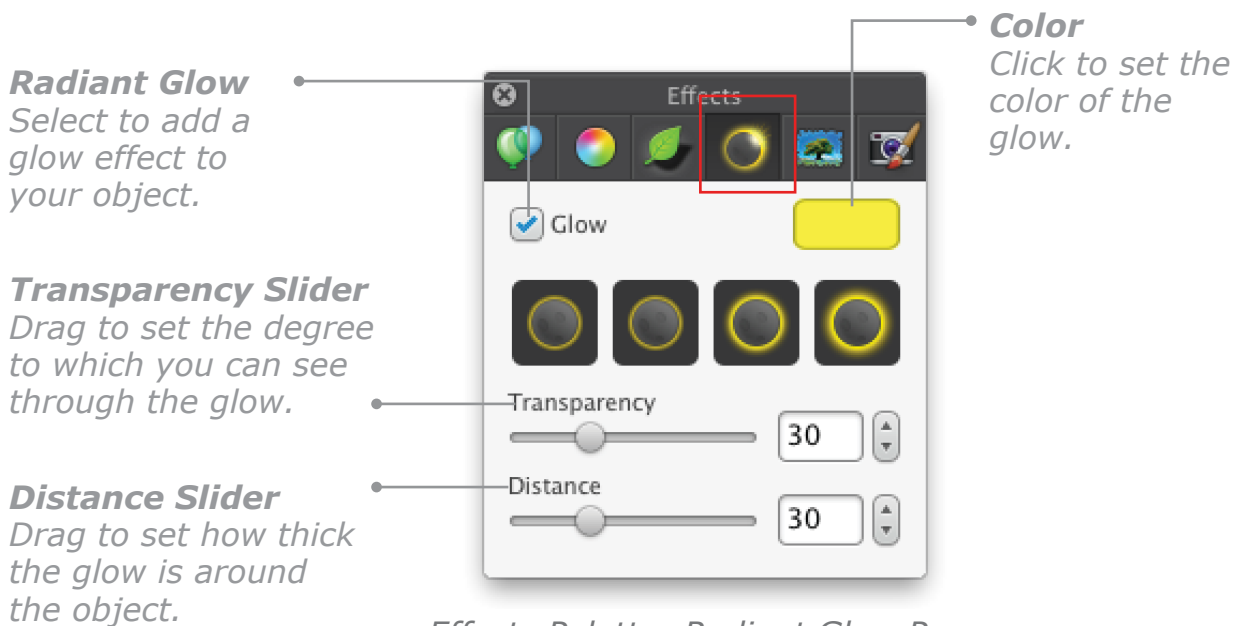All changes will be applied "live" to the object or objects in your project.

Transparent   *Opaque*   *Drop Shadow tab*

Sharp Edge

Fuzzy Edge

Custom Shadow Settings

Drop Shadow
Select to add a shadow to your object.

Shadow Settings
Set the shadow's transparency, its distance from the object, and the softness of its edges.

Color
Choose a color for the shadow.

Angle
Drag the dial or enter a number to set the angle at which the shadow falls.

Effects for Objects, Cont.

Radiant Glow

A radiant glow can really make an object stand out, giving it a lit–from–behind or halo effect. Glow can be applied to all objects in **The Print Shop** except Full Panel Borders and grouped objects.

To add a radiant glow:

1. Select an object or objects and choose **Radiant Glow** from the **Effects** menu or click the **Radiant Glow** tab on the **Effects** palette. The **Radiant Glow** pane opens.

Color
Click to set the color of the glow.

Radiant Glow
Select to add a glow effect to your object.

Transparency Slider
Drag to set the degree to which you can see through the glow.

Distance Slider
Drag to set how thick the glow is around the object.

Effects Palette: Radiant Glow Pane

2. Select the **Glow** checkbox.
3. Set the color, transparency, and thickness of the glow.

All changes will be applied "live" to the object or objects in your project.

Effects for Objects, Cont.

Placing a Box Around an Object

You can place a box around any object except a Shape, Mini-Border, Full Panel Border, or a Simple or Decorative Line.

To add a box:

1. Click an object to select it.

2. Click the **Special Effects** tab on the **Effects** palette, or choose **Box** from the **Effects** menu, and then open the **Box Style** section.

3. Select the **Box Style** checkbox, select a box style and set its color. All changes will be applied "live" to the object in your project.

Add Box
Check to add a box to a selected object.

Box Styles
Select a box style.
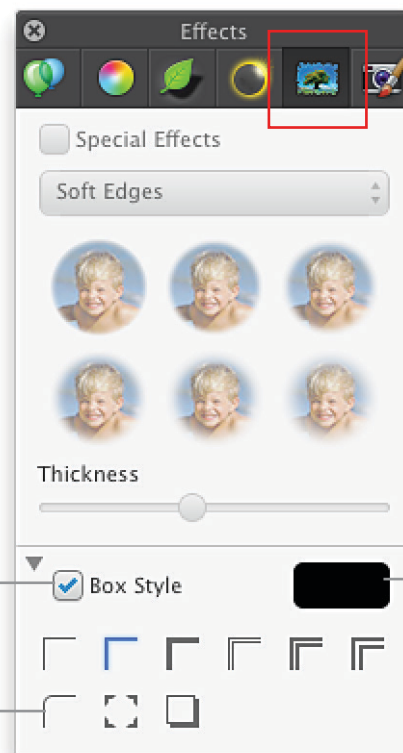
Color
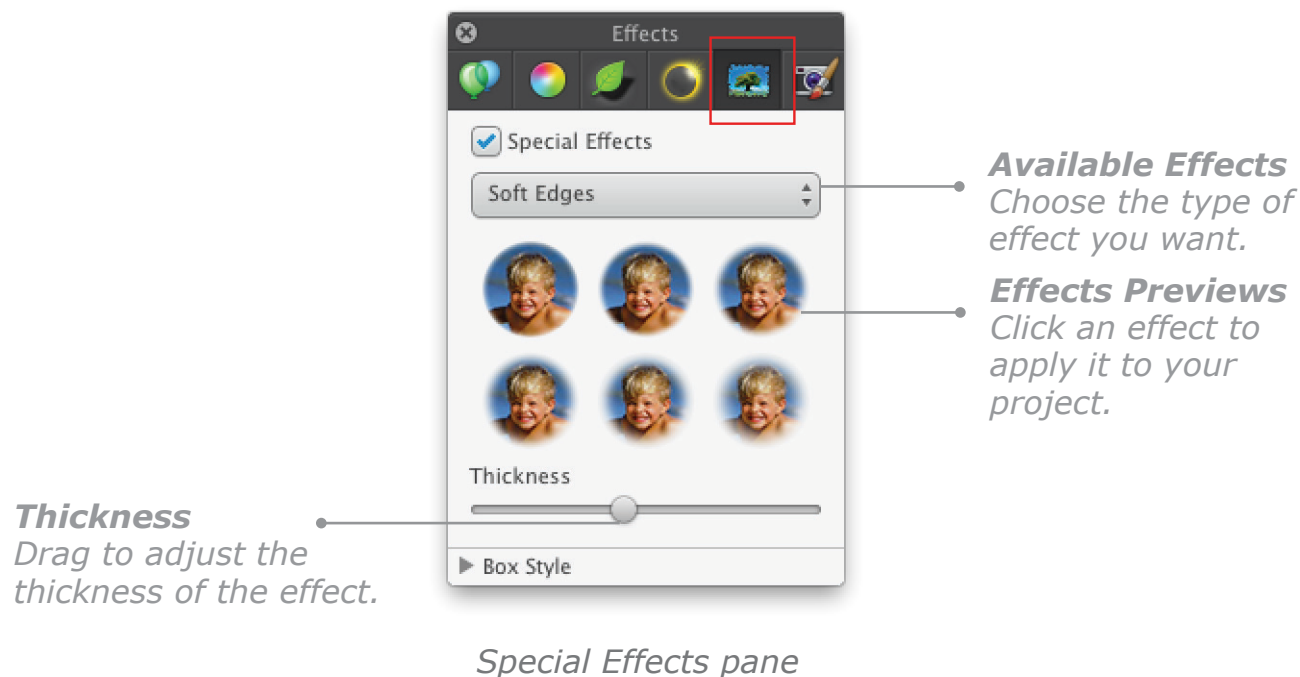*Click to open the Colors palette and select a color.*
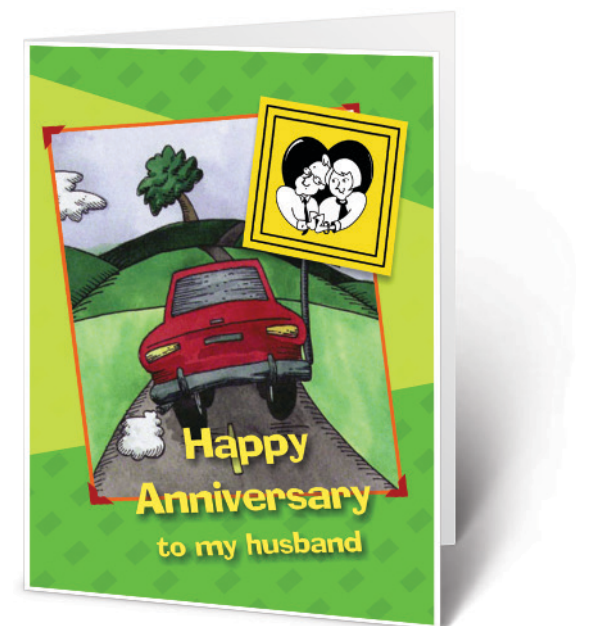
Applying Special Effects

The Print Shop has four kinds of Special Effects you can apply to most graphics. There are three sets of edge effects (Soft Edges, Outline Edges, and Special Edges), and one set of transparent effects.

To apply a Special Effect:

1. Select an object, and then click the **Special Effects** tab on the **Effects** palette (or choose one of the effects from the **Special Effects** submenu in the **Effects** menu).
2. Select the **Special Effects** checkbox, and then choose **Soft Edges**, **Special Edges**, **Outline Edges**, or **Transparent Effects** from the pop-up menu.
3. Select the effect you want from the gallery that appears.
4. Set any other available options. All changes will be applied "live" to the object in your project.

Available Effects
Choose the type of effect you want.

Effects Previews
Click an effect to apply it to your project.

Thickness
Drag to adjust the thickness of the effect.

Special Effects pane

Exceptions: Not all Special Effects can be applied to all objects. If an effect cannot be applied it will be dimmed in the pop-up menu. You can use Special Effects with most objects you can select except Headlines, Text Blocks, Decorative Mini-Borders and Lines, and Custom Graphics.

Tip: Only one Special Effect can be applied to each object. If you apply a second Special Effect to an object, the previous one will be removed.

Applying Special Effects, Cont.

Soft Edges

Different levels of soft or "blurred" edges to apply to objects. Some examples:

Examples of Soft Edges Effects

Outline Edges

Applies a colored outline around the contours of an object. This effect can be applied only to photos, fine art graphics, imported images, and Photo Frames. Some examples:

Examples of Outline Edges Effects

Applying Special Effects, Cont.

Special Edges

Twenty–eight creative edge effects for graphics in your project. Some examples:

Torn	*Flower*	*Grass*	*Texture*
Letters	*Pixelate*	*Splat*	*Film*
Crystallize	*Puzzle*	*Fall*	*Negative*

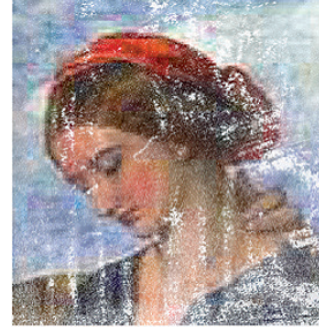## Applying Special Effects, Cont.

Transparent Effects

Twenty–four interesting artistic overlay effects for graphics. A few examples:
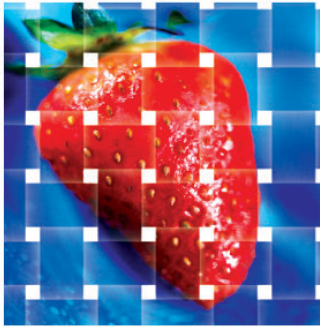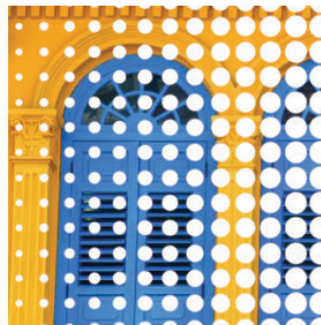
Mat

Flower

Canvas

Artistic Stroke

Reflect
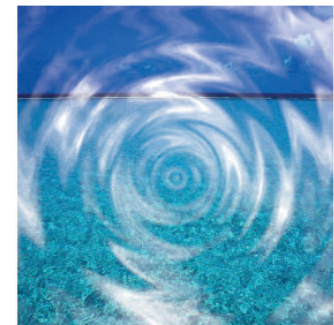
Bricks

Scribble

*Torn Paper*

Stone Wall

Color Halftone

Chrome

Ripple

Working with Graphics

The Print Shop contains thousands of graphics and photographs that you can use as integral elements in your project.

Adding Graphics from the Print Shop Library

Click the **Insert Graphic** button on the **Tools** palette, or choose **Graphic/Image** and then **All Types** from the **Insert** menu, to open the **Select a Graphic** dialog showing graphics of all types.
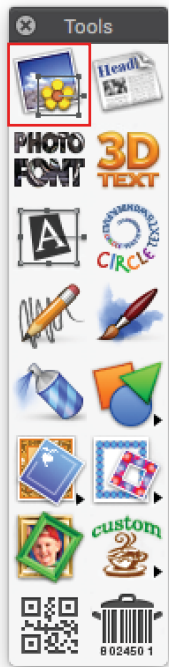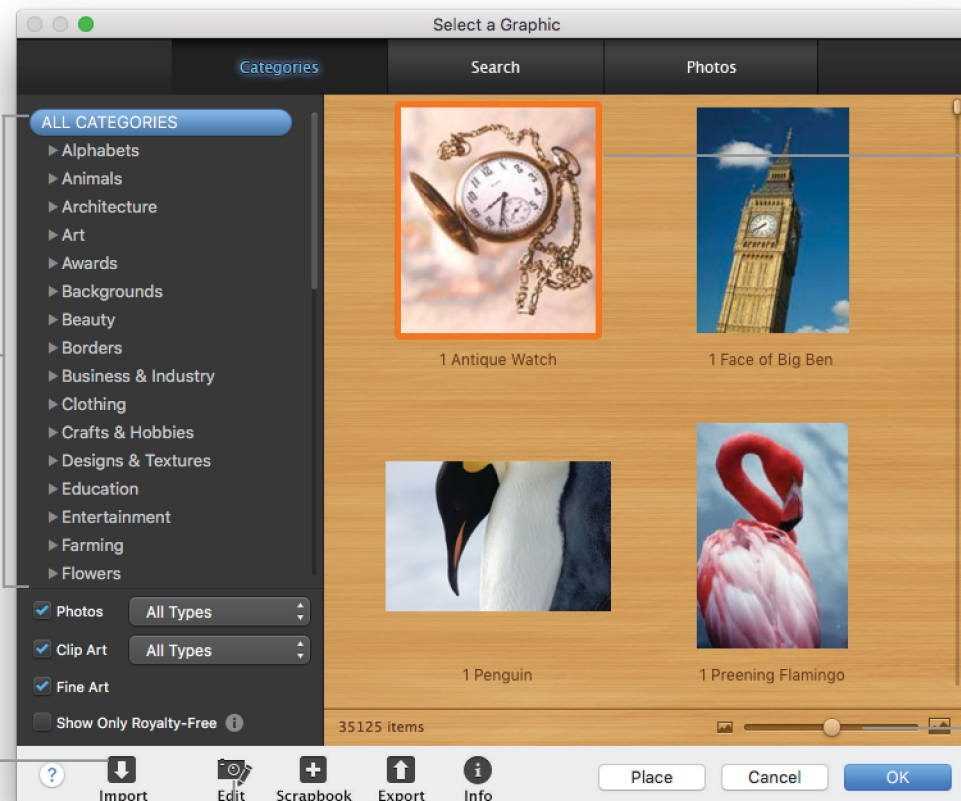
Tools Palette

Categories
Select a category to view.

Import
Click to access the Open dialog and add a picture of your own.

Graphics Collection
Browse the list of graphics available in the selected category.

Gallery View
Adjust the size and number of the graphic previews — from one large to 154 at a time view.

Edit
Opens the currently selected image in Photo Workshop.

Scrapbook
Adds the currently selected image to the Scrapbook.

Export
Click to export the currently selected image in a different format.

Working with Graphics, Cont.

Royalty-Free Images

Some of the images in The Print Shop collection are *royalty-free images*. Royalty-free images are protected by copyright. You can use them in your personal and commercial projects free of charge, but you cannot share the images with other users, nor transfer or gift them to anyone. You cannot resell or redistribute these images as they are; they may only be used as parts of an integral design. Also, the royalty-free images cannot be used as part of any trademark, design mark, or logo.

RF Royalty-free images are marked with a special icon. If you want to view only royalty-free images, make sure the **Show Only Royalty-Free** checkbox is selected.

Graphic Types

The Print Shop collection contains graphics of five types: **Square**, **Row**, **Column**, **Photos**, and **Fine Art**. You can narrow or widen your search for a suitable image in the **Select a Graphic** dialog by selecting or deselecting the **Photos**, **Clip Art**, and **Fine Art** checkboxes. For **Photos** and **Clip Art** you can refine your search even further — choose to view only black-and-white or color photos, or only those with a white or transparent background, or only **Square**, **Row**, or **Column Graphics**.
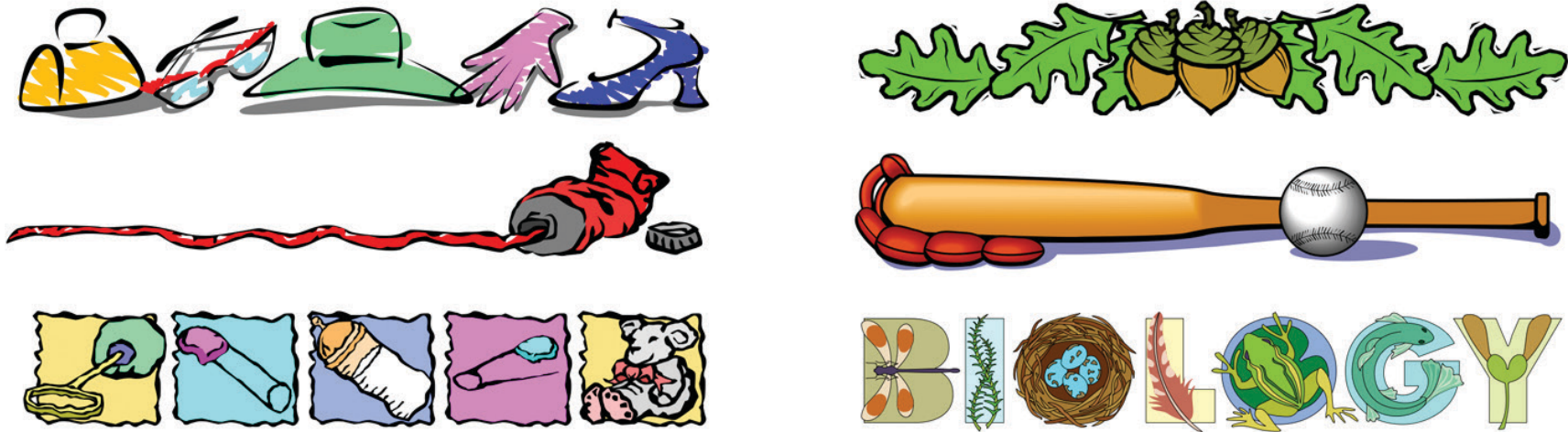
Square Graphics

Square graphics are either square in shape or fit into a square space. They are useful as design elements in corners or anywhere a square shape can be used. Here are a few examples:
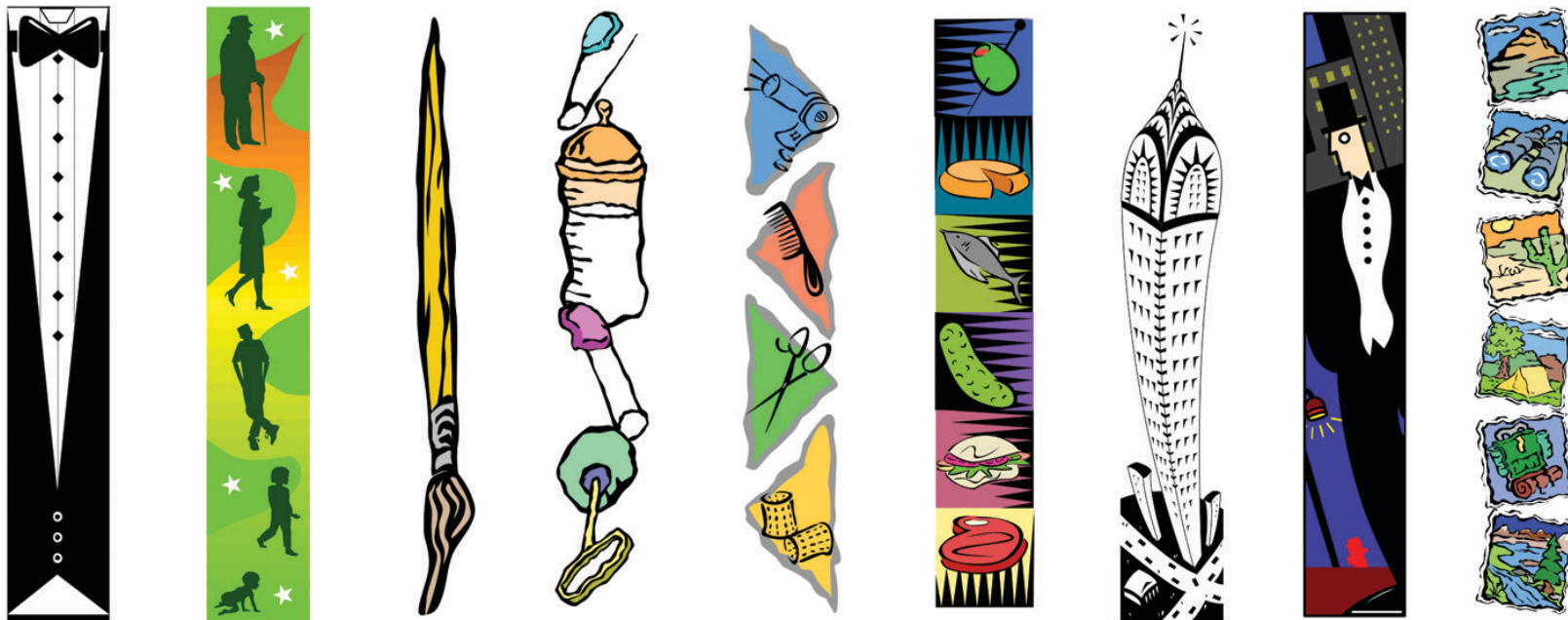
Working with Graphics, Cont.

Row Graphics

Row graphics are horizontally oriented and rectangular in shape. Row graphics are particularly useful as design elements between Text Blocks and as mastheads. Some examples:

Column Graphics

Column graphics are vertically oriented and rectangular in shape. Column graphics are great design elements to place between Text Blocks or to use as borders. Some examples:

Working with Graphics, Cont.

Photos

The Print Shop contains more than 17,000 professional-quality photos for you to use in your projects. Here are just a few:

Fine Art

The Print Shop's Fine Art collection includes a wide range of high-quality images from classical paintings to modern art. A few examples:

Classical   *Nostalgia*   *Modern*

Working with Graphics, Cont.

Importing Graphics

You can import a wide variety of graphic types into **The Print Shop**. Supported types include:

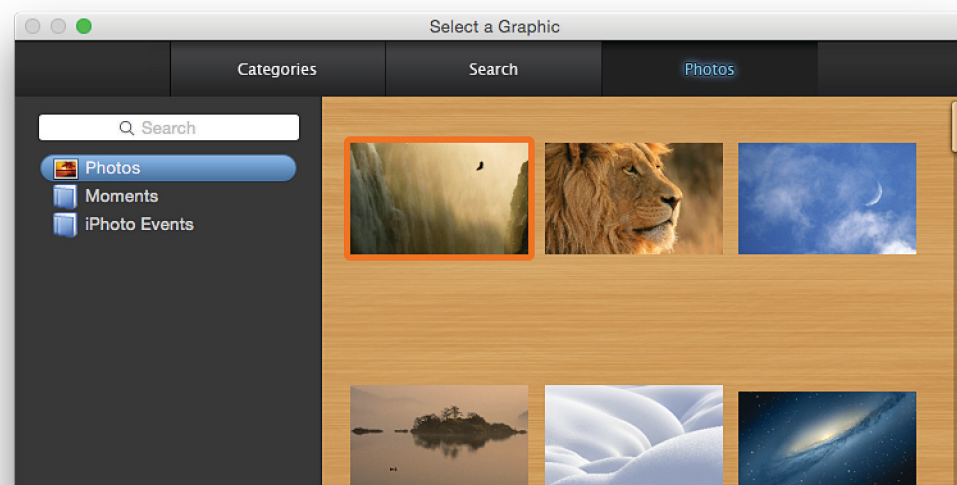|				
BMP	– Windows Bitmap		**PNG**	– Portable Network Graphic
JPEG	– Joint Photo Experts Group		**TIFF**	– Tagged Image File Format
PDF	– Portable Document Format		**TGA**	– Tagged Graphic
PICT	– Macintosh Picture		**MAC**	– MacPaint
GIF	– Graphics Interchange Format		**SGI**	– Silicon Graphics Format
WMF	– Windows Metafile		**EPS**	– Encapsulated Postscript
PSD	– Photoshop			

To import a graphic:

1. Click the **Import** button on the bottom toolbar of the **Select a Graphic** dialog, and then navigate to a file on your computer or network.
2. Select the file you want to import and click **Open**.

Tip: You can drag and drop supported graphics files from your hard disk right into your project.

Importing from Photos/iPhoto

You can import your own photos using the **Photos** or **iPhoto** pane of the **Select a Graphic** dialog. See *Importing Photos/iPhoto Images*, page 171 and *General Settings Pane*, page 25.

Select a Graphic Dialog: Photos or iPhoto Pane

Working with Graphics, Cont.

Exporting Graphics

You can export graphics from **The Print Shop** collection in a variety of formats:

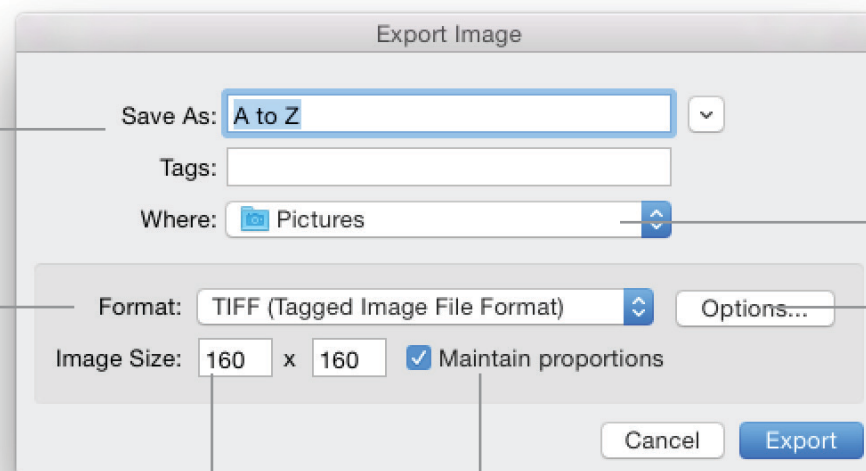|				
BMP	– Windows Bitmap	**PNG**	– Portable Network Graphic
JPEG	– Joint Photo Experts Group	**TIFF**	– Tagged Image File Format
PDF	– Portable Document Format	**PICT**	– Macintosh Picture

To export a graphic:

1. Select the image you want to export in the **Select a Graphic** dialog.

2. Click the **Export** button at the bottom of the dialog to open the **Export Image** dialog, enter a name for the file you are exporting, and navigate to the location where you want to save the file.

3. Select the file type you want from the **Format** pop–up menu and click the **Options** button (if available) to set advanced quality parameters.

4. Set the dimensions in pixels if you are exporting clip art, you can either maintain proportions or not.

5. Click **Export**.

File Name
Enter a name for the exported file.

File Location
Navigate to the place where you want to save the exported file.

Format
Select a file format for the exported file.

Options
Click to access advanced export settings. Not available for PDF files.

Image Size
You may change the dimensions of most images except Photos, Fine Art, and Photo Frames. Shown as Width x Height in pixels.

Maintain Proportions
If the image size can be changed, this checkbox will be active.

Working with Graphics, Cont.

Searching for a Graphic

Find the perfect graphic for your project by performing a search in the **Select a Graphic** dialog.

To search for a graphic:

1. Click the **Search** tab on the **Select a Graphic** dialog and enter a search term. You can specify whether you want to search by keyword or by name – just click the small triangle next to the magnifying glass icon in the search field and make your choice.

2. If you wish, select the category of image you want and specify additional search options. The search results will change dynamically as you modify the search criteria.

3. When you have found the image you want, select it and click **OK** to add it to your project and close the dialog, or click **Place** to add it and search for another image.

Search Field
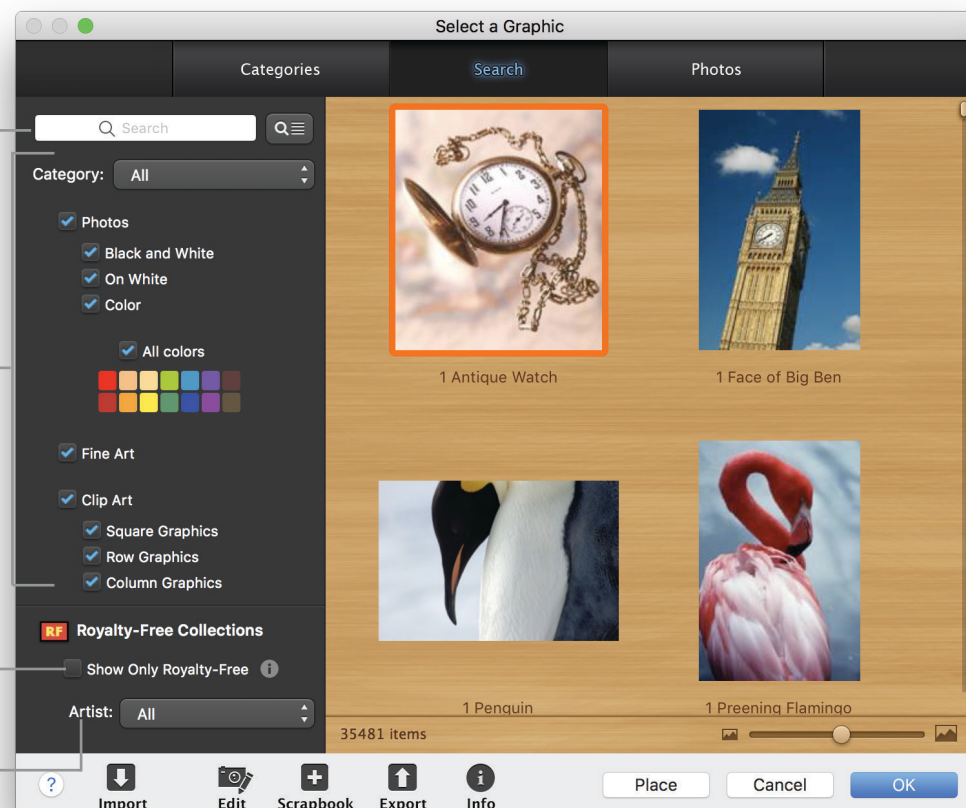*Enter an image name or a keyword.*

Search Criteria
Select additional options to narrow your search.

Show Only Royalty-Free
Select to view only royalty-free images. See page 83.

Author
Select to view only images created by certain author.

Select a Graphic Dialog: Search Pane

Working with Headlines

Headlines are a special kind of text object that are useful for exactly what their name implies: putting a few words in a large size font in a prominent place in a project, such as at the top of a newsletter or a sign. Headlines can contain up to three lines of text.

Differences vs. Text Blocks

You can set many more attributes for Headline text objects than you can for ordinary Text Blocks. For example, you can adjust the depth to provide a 3D–look, or add a special outline around each character, and fill the Headline lettering with textures, color, gradients, or even photos. Another difference: when you stretch a Headline the text grows with the selection box, whereas a Text Block's font size remains unchanged.

Ready-Made vs. Customized Headlines

There are dozens of preset, professionally designed Headline styles that are ready–made for you to apply to your text with a single click. Alternatively, you can make your own customized Headline style, specifying a variety of attributes to get exactly the look you want.

Examples of Ready-Made Headlines

Here are some of the preset styles you'll find in the gallery of ready–made Headlines:
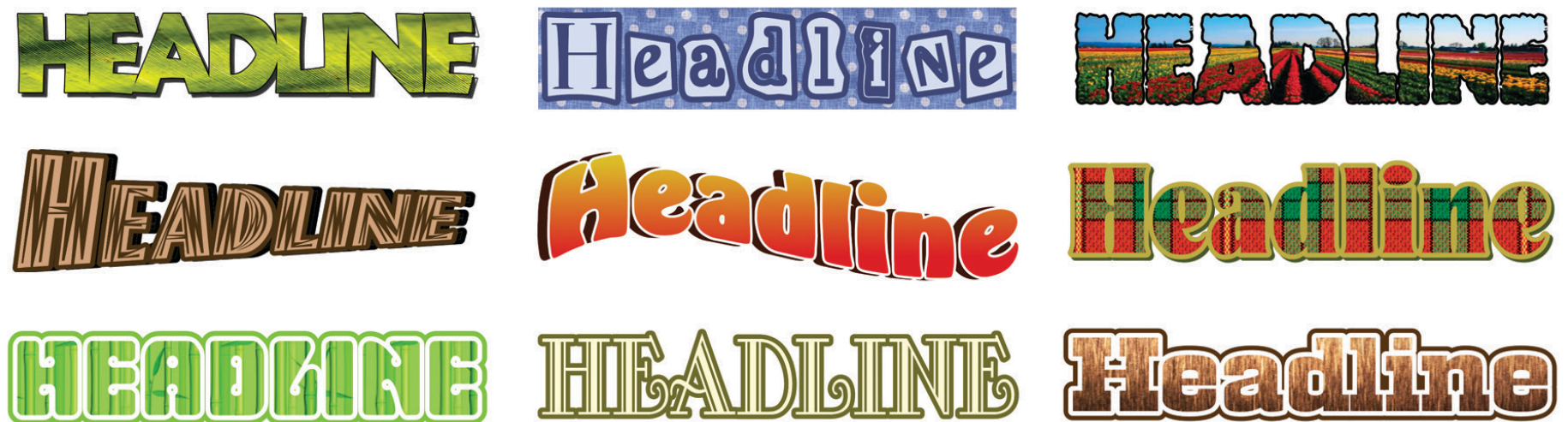
Working with Headlines, Cont.
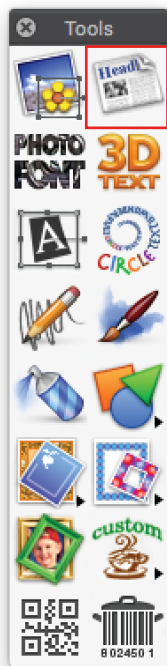
To insert a ready-made Headline:

1. Click the **Insert Headline** button on the **Tools** palette or choose **Headline** from the **Insert** menu. The **Headline** dialog appears.

2. Enter your text in the **Headline** text field. For more than one line of text, type the first line, click the **Plus** button next to it to add another field, and then type the second line. You can have up to three lines of text.

3. Select one of the Headline styles in the **Gallery** pane.

4. Click **Done** to place the Headline in your project.

Headline Text
Enter the words you want to appear in the Headline in the text field above the preview.

Ready-Made Style Gallery
Select a Headline style from the gallery to apply to your text.

Scrapbook
Adds the headline to the Scrapbook.

Headline: Gallery Pane

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

Working with Headlines, Cont.

To customize the style of a Headline:

1. Open the **Create a Headline** dialog and enter your Headline text. (See page 90.)

2. Select a font and a text alignment option (flush left, centered, flush right, or justified).

3. Click any of the seven tabs next to the **Gallery** tab (**Face**, **Shape**, **Position**, **Outline**, **Depth**, **Photo Font**, and **3D Text**) and begin customizing your Headline.

4. When you have finished customizing the style of your Headline, click **Done** to place it in your project.

Headline Text
Enter the text of your Headline. You can add up to two more lines by clicking the "+" buttons.

Proportion
Change the relative size of the lines of text in two- and three-line Headlines.
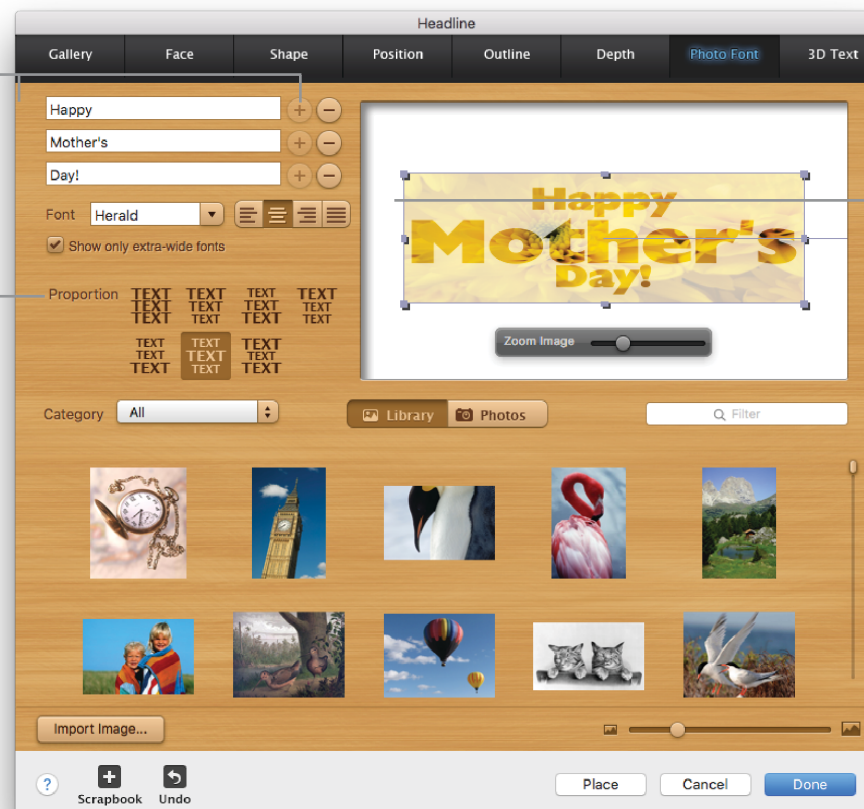
Font Face and Alignment
Enter a font name (or choose one from the pop-up menu), and select an alignment option.

Headline: Three-Line Headline

Working with Headlines, Cont.

Customization Options

Face Pane

Options for blend style, color, and texture. Some examples:

Shape Pane

Options to change the shape of the Headline, show a shaped background, and change to a vertical orientation. In the the **Warp Text** pane you can stretch the font to fill a selected shape. In the Line Text pane you can give your Headline a simple curved shape or make it into any shape you like using the **Custom Shape** option. See *Customizing the Headline Shape* on page 95.

Position Pane

Options to adjust the space between characters, and choose whether to have them in a straight line or "bouncing" up and down. Note that changes made in the **Position** pane may affect settings you have made in the **Shape** pane.

Working with Headlines, Cont.

Outline Pane

Options to set thickness and color for a variety of single and double outlines, plus an emboss and deboss option, and an option to add a colored glow.

Depth Pane

Options to add a variety of shadow styles, including an angle control to adjust the "light direction".

Working with Headlines, Cont.

Customizing the Headline Shape

Not only can you choose from a number of predefined warped text shapes, you also can sculpture the flow of your Headline into almost any shape you want.

To customize a headline shape:

1. In the **Shape** pane, click the **Line Text** tab.
2. Click the **Custom Shape** button and make changes you want.

Control Point
The control points define the general shape of the path along which the text flows. Drag the control points within the editing area to arrange them into the shape you need.

Add Point
Click to add a new control point between a selected control point and the next one along the path.

Preview
All your changes are displayed in the preview area.

Control Handle
Drag the control handles to change how the Headline shape flows at the control points.

Selected Control Point
Click a control point to select it. You can then add a new control point or delete the one you've selected.

Headline: Shape Pane

Working with Headlines, Cont.

Photo Font Pane

You can fill your Headline with an image from The Print Shop Library, your iPhoto or Photos Library, or a location on your computer.

Headline Preview
Drag and zoom the image to find the best position for it in your Headline text.

Library, Photos, or iPhoto Preview
Select a picture from either The Print Shop Library, Photos, or iPhoto.

Import Image
Click to access Open dialog and choose a photo of your own.

Headline: Photo Font Pane

Working with Headlines, Cont.

3D Text Pane

The Print Shop 4 lets you add Headlines with sumptuous 3D effects to your projects. Choose from the gallery of ready–made 3D Headlines or create your own to present your audience with even more catching Headline.

Crown Shape
Select a rounded or angled profile for the crown of the characters in your 3D Headline. Drag the Depth slider to make the embossed relief effect more or less pronounced. The preview directly above the slider shows a cross-section of your Headline text.

Materials
Specify surface reflection for the characters in your Headline.

Color
Select one of the color presets for your Headline or click the color well to pick any color.

Texture
Select a surface texture for the characters in your headline.

Select to see how your 3D Headline looks against a black background.

Lighting
Select a lighting option for your 3D Headline. Different combinations of lighting angles, colors, and strengths are available.

Headline: 3D Text Pane

Working with Text

Inserting and Editing a Text Block
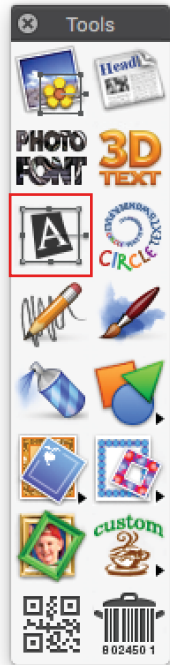
Text Blocks are, as you would expect, objects that contains text. They come in two types—regular for usual straight–line text, and Circle Text Boxes for curved or spiral text. Like most objects, Text Blocks can be resized, moved, and rotated. You can change the font, size, style, color, line spacing, and alignment of the text in a Text Block. You can also place text in a shape or balloon, create a bulleted list, turn hyphenation on or off, and wrap text around a graphic.

The Print Shop can display text in most languages.

To add a regular Text Block:

1. Click the **Insert Text Block** button in the **Tools** palette or choose **Text Block** from the **Insert** menu. A Text Block appears in the center of the Project Panel.

2. Double–click inside the Text Block (the default text will then be highlighted) and start typing.

3. When you have finished entering text, click outside the Text Block to leave edit mode.

To edit a Text Block:

1. Double–click the Text Block to enter edit mode. An insertion point appears, waiting for your input.

2. When you have finished editing the text, click outside the Text Block to leave edit mode.

Text overflow indicators

If the text you have entered exceeds what will fit in the Text Block, overflow arrows appear indicating this when you are in edit mode. Click the overflow arrows to scroll the text. The text that is outside the visible area appears in a gray area at the bottom of the Text Block. You can add another Text Block and link the two to split the text between them, delete some text or reduce the font size, or just resize the Text Block until all the text fits in the visible area.
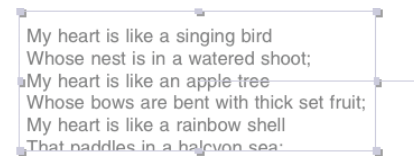
Text Block with the last few lines of text cut off.
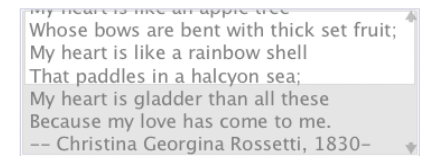
Text Block in edit mode with overflow arrows showing.

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Working with Text, Cont.

Linking Text Blocks

The Print Shop 4 allows you to link regular Text Blocks to one another. This way you can automatically split your text between several Text Blocks, which can even be on different pages of your project.

To create linked Text Blocks:

1. Create a Text Block and enter some text in it.

2. Click the link icon ⊡ at the top or bottom of the Text Block.

3. Click another Text Block or an empty part of the same page to add a new, linked Text Block. The link icon will change to the "linked" state ⊠▶, showing that the Text Blocks are linked.

Linked Text Blocks

Note: If you delete a Text Block or click the "X" icon next to the link icon, the link will break and all text will be placed in the first Text Block. If you delete one of several linked Text Blocks, all the text from it will be moved to the other blocks it was linked to.
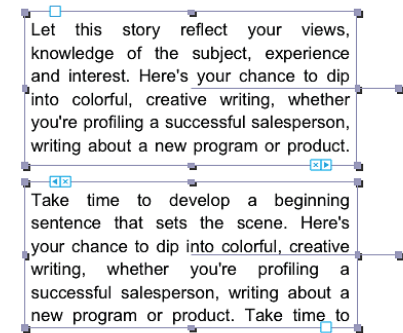
Adding Circle Text

Click the **Circle Text** button on the **Tools** palette or choose **Circle Text** from the **Insert** menu. A Text Block will appear, with default text arranged in circle. When a Circle Text Block is selected, the **Circle Text** tools on the **Text** palette become available.
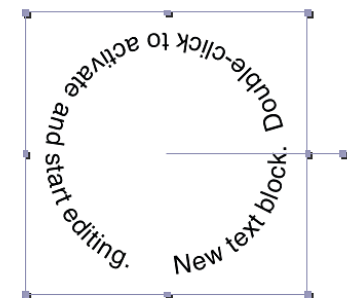
Circle Text Block

Formatting Text

To change all the text in a Text Block at once:

1. Click once on the Text Block to select it.

2. Use the **Text** palette to change the text attributes.

Tip: To find a suitable font for your text more quickly, select the text in the Text Block, open the **Text** palette, and click one of the Show **Fonts** options (**All**, **Sans–Serif**, **Serif**, or **Artistic**). Only the corresponding fonts will be shown in the **Font** pop–up menu.

Working with Text, Cont.

To change selected text in a Text Block:

1. Double–click the Text Block to enter edit mode.
2. Select the text you want to format by dragging the pointer across it.
3. Use the **Text** palette to change the text font, size, color, style, kerning, alignment, and line spacing settings.

To make spiral text:

1. Add a Circle Text Block.
2. Open the **Circle Text** section of the **Text** palette.
3. Click the **Spiral Text** button.

Spiral Text

> **Tip**: Deselect the **Reverse text** checkbox to make the text read clockwise in a selected Circle Text Block.

To set the font size:

1. While in edit mode, select text in the Text Block.
2. On the **Text** palette, enter a font size from 2 to 999 in the Size field.
3. If you have typed the size in the field, press the **Return** key to apply it.

Using Bullets

Use bullets to create lists in a Text Block.

To apply bullets within a Text Block:

1. Select the Text Block or the paragraphs within it that you want to make into a bulleted list.
2. Choose **Turn Bullets On** from the **Text** menu. The selected paragraphs become a bulleted list with a bullet preceding each paragraph.

To turn bullets off:

Select the Text Block or paragraphs in it and choose **Turn Bullets Off** from the **Text** menu.

Hyphenation

To turn hyphenation on within a Text Block:

1. Select the Text Block you want to hyphenate.
2. Choose **Turn Hyphenation On** from the **Text** menu.

To turn hyphenation off:

Select the Text Block and choose **Turn Hyphenation Off** from the **Text** menu.

Working with Text, Cont.

Checking Spelling

The **Spell Check** function of **The Print Shop** can check spelling in Text Blocks, Headlines, Signatures, Seals, and Logos. You can check a single text element or an entire document.

To use Spell Check:

1. Select the object or objects you want to check.
2. Choose **Spell Check** from the **Edit** menu. If any misspelled or unknown words are found, the **Spell Check** dialog appears.
3. The **Spell Check** dialog closes after you have checked the last misspelled word. You can also close the **Spell Check** dialog by clicking the **Close** button.

Note: If Spell Check cannot find a particular word in either the main dictionary or your personal dictionary, the word appears in the **Not Found** field in the **Spell Check** dialog.

Not Found
Misspelled or unknown word.

Replace With
Make a correction or click an Alternative.

Alternatives
Suggestions for replacing the word in the Not Found field.

Add to Dictionary
Click to add the word to your personal dictionary (such as a name that you plan to use again).
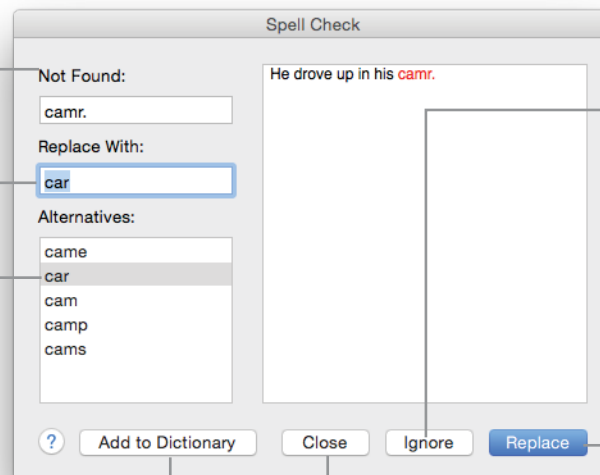
Ignore
Skips the current word in Not Found and continues the spelling check.

Replace
Click to replace the misspelled word with the word indicated in the Replace With field.

Close
Terminates the spelling check.

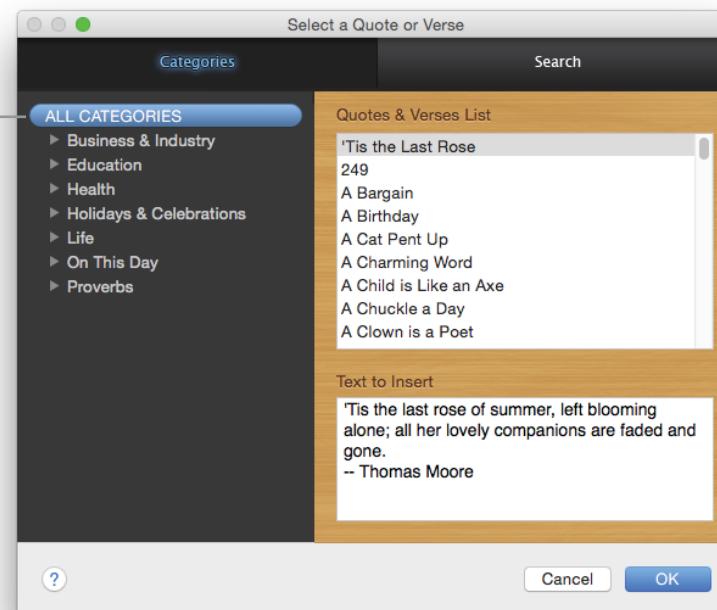## Working with Text, Cont.

Inserting Quotes and Verses

The Print Shop contains a large collection of quotes and verses that you can add to Text Blocks.

To insert a quote or verse in a Text Block:

1. Double-click the Text Block to enter edit mode.
2. Click the place in the text where you want to insert the quote or verse.
3. Choose **Quotes and Verses** from the **Insert** menu or click the **Quotes** button in the **Text** palette. The **Select a Quote or Verse** dialog appears.
4. Select a category. A list of quotes and verses in that category appears.
5. Select a quote or verse in the list to preview the text.
6. Click **OK** when you have selected the quote or verse you want to insert.

Categories
Select a category of quotes and verses.

List of Quotes and Verses
List of all quotations and verses in the selected category. Click any item to preview the text.

Text to Insert
Preview the full text of the quote or verse before inserting it.

Select a Quote or Verse Dialog

Working with Text, Cont.

Searching for Quotes and Verses

The Print Shop lets you search for a specific quote or verse that will be just right for your project.

To perform a keyword search:

1. In the **Select a Quote or Verse** dialog, click the **Search** tab.

2. In the search field, enter one or more keywords related to the quote or verse you want to find, separated by spaces or commas. Then select the categories you want to search in from the **Search in Categories** list.

3. The search will be performed automatically. Select a quote or verse from the resulting list to preview the text.

4. Click **OK** to insert the quote or verse in your Text Block.

Enter Keywords
Enter one or more keywords to search for. For multiple keywords, put commas or spaces between them.
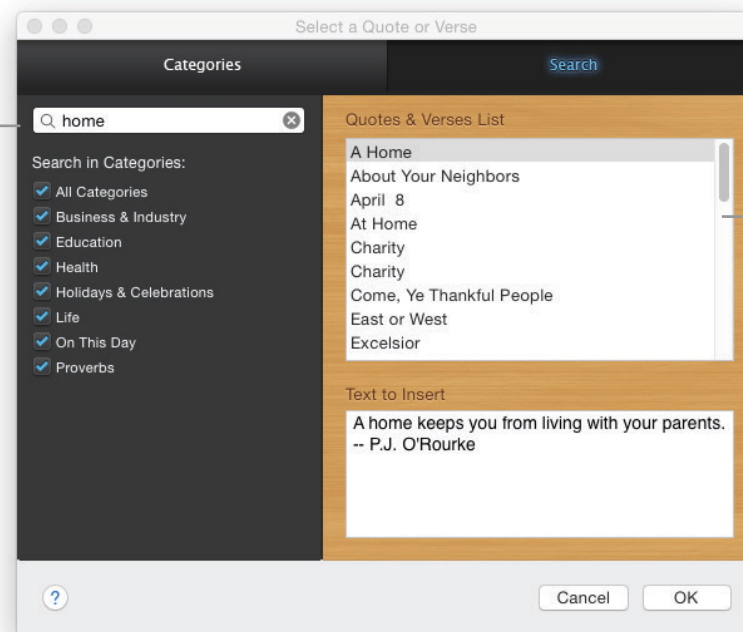
Search Results
A list of quotes and verses that match the keywords entered. Select one to preview the text.

Select a Quote or Verse Dialog: Search Pane

Working with Text, Cont.

Placing Text in Shapes

To give a Text Block a different shape:

1. Click a Text Block to select it and choose **Text Block Shape** from the **Text** menu or click the **Text Block Shape** button on the **Text** palette. The **Text Block Shape** dialog appears with the **Shapes** pane active, where you can select a shape and colors.

2. When the preview looks the way you want it to, click **OK** to apply the shape to your Text Block.

Shape
Click a shape in the gallery to see it in the preview area.

Shape Color
Click to open the Colors palette and change the background color and the outline color of the Text Block shape. You can uncheck both the Outline and Background checkboxes to make the shape invisible.

Flip
Select the checkboxes to flip the shape.
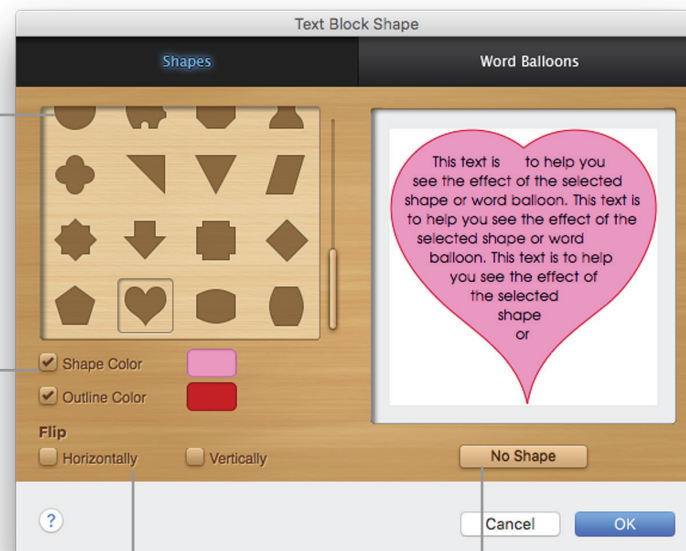
No Shape
Click to remove a shape that has been applied to a Text Block.

Tip: The more text you have in a Text Block, the better it fills the shape or word balloon. You might need to reduce the font size to better fit your text to the contours of the shape.

Working with Text, Cont.

Word Balloons look like "speech bubbles" or "thought bubbles" in comic strips and are useful for informal and humorous projects.

To make a Text Block into a Word Balloon:

1. Click a Text Block to select it.

2. Choose **Word Balloon** from the **Text** menu or click the **Balloon** button on the **Text** palette. The **Text Block Shape** dialog appears with the **Word Balloons** pane active.

3. Select a Word Balloon shape and decide on colors for the background and outline (set by default to white and gray respectively).

4. Click **OK** to apply the balloon shape to your Text Block.

Balloons Gallery
Select a balloon to place the text in.

Outline and Background
Change the colors or uncheck the boxes to remove them.

Flip Options
Flip the shape horizontally, vertically, or both.

No Balloon
Click to remove a balloon shape that has been applied to a Text Block.
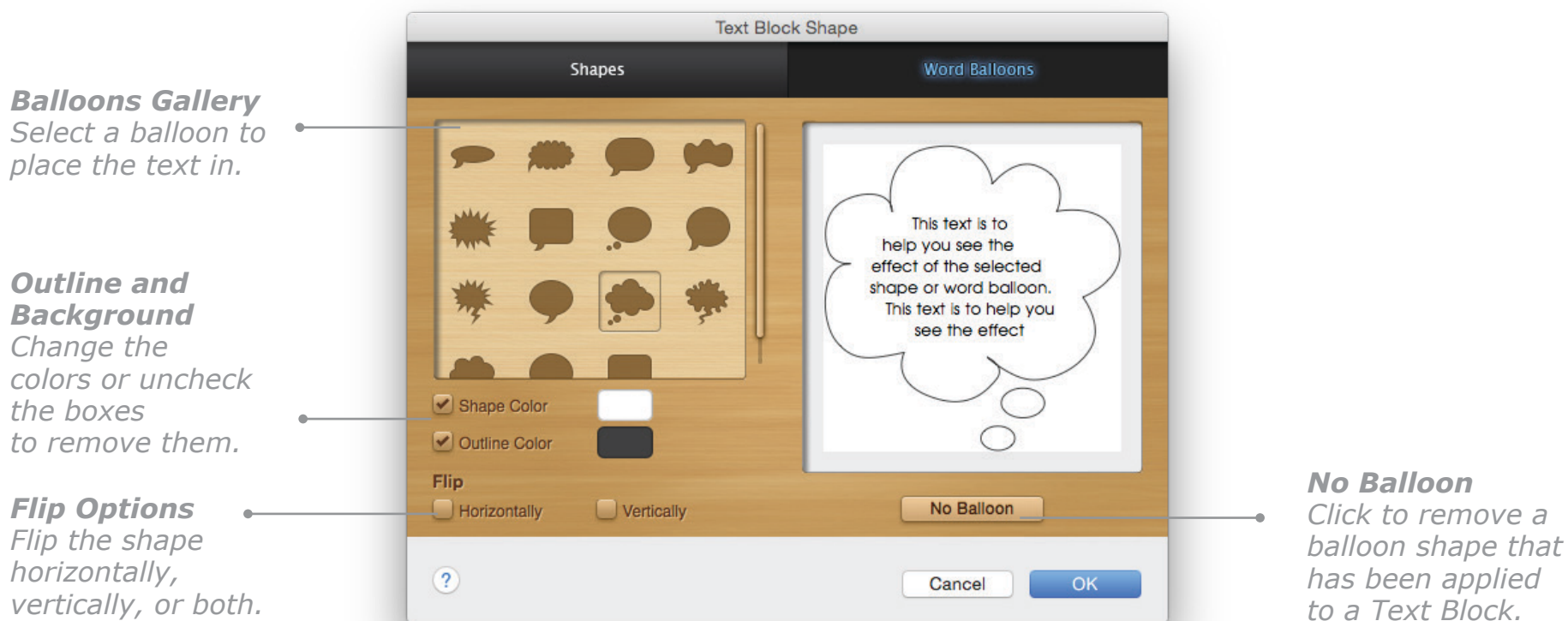
Text Block Shape Dialog: Word Balloon Pane

Working with Text, Cont.

Wrapping Text Around Graphics

Wrapping text around graphic objects helps make professional-looking documents.

To wrap text around an object:

1. Make sure that the Text Block is on a "lower" level than the object.

2. Select the Text Block.

3. Open the **Wrap Text** section of the **Text** palette, select the **Wrap text** option, and then select text wrap attributes. You may need to choose **Text Around Graphics** from the **Text** menu to open the palette.

Wrap Around the Border

Wrap Around the Contours
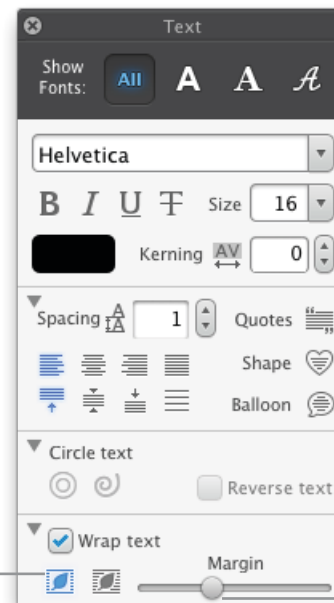
Text Wrap
Determine how you want the text to flow around the object: around the border or around the contours.

Margin
Specify how tightly you want the text to wrap around the object.

Drawing, Painting, and Spraying
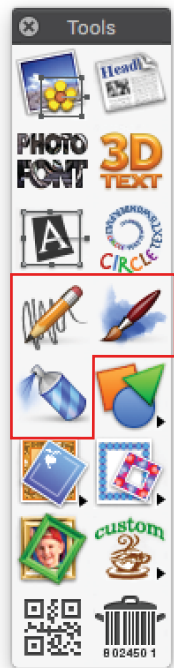

Tools Palette

Even with the vast amount of high-quality art available in The Print Shop, you may want to add a personal or handcrafted touch to your project or even create something truly unique from scratch. With just that in mind we've incorporated three powerful and versatile new art tools in this edition, with which you can freely draw, paint, and spray patterns on your projects. The creative possibilities are literally limitless.

To use the art tools:

1. Click the tool you want to use on the **Tools** palette (or choose **Art Tools** from the **Insert** menu, and then choose **Pencil**, **Paintbrush**, or **Spray Can** from the submenu.) The **Art Tools** palette appears with the corresponding pane active.

2. Select the color and other options you want for the tool.

3. Start creating your art. Click the project background to "dab" with the tool and drag for bolder strokes.

Tool Selection
Choose what do you want to do.

Select a drawing tool
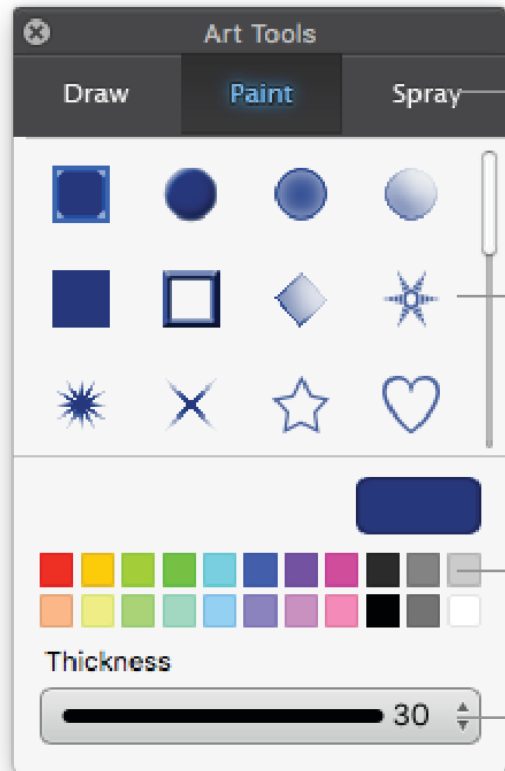You can draw with a pencil, a crayon, or a marker. Each tool draws in a different style.
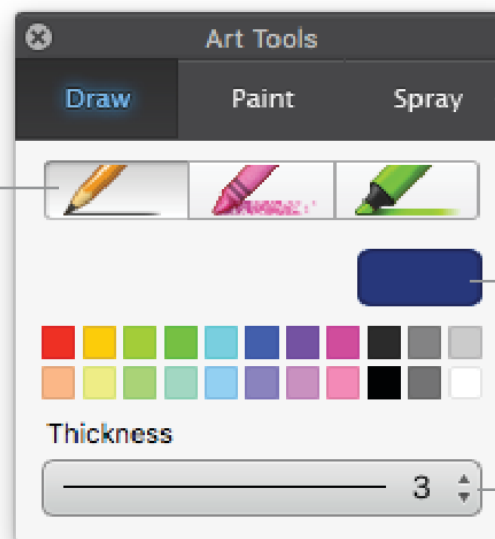
Color
Select a preset color or click the color well for more options.

Thickness
Specify the width of the selected drawing tool's tip.

Drawing tools

Drawing, Painting, and Spraying, Cont.

Tool Selection
Choose what do you want to do.

Shape
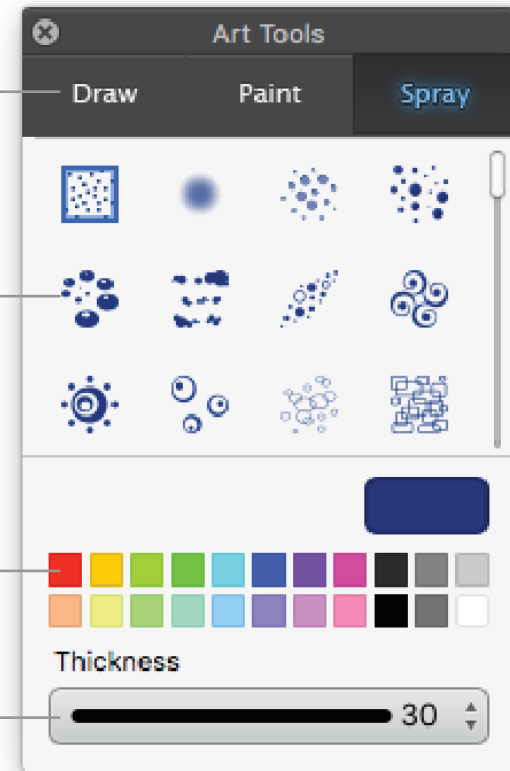*Select the paint effect or shape that the brush or spray can will produce.*

Color
Select a preset color or click the color well for more options.

Thickness
Specify the size of the brush or spray can nozzle.

Painting tools

Spraying tools

Drawing, Painting, and Spraying, Cont.

Examples of Art Tools

Here are some examples of what you can draw, paint, and spray with Art Tools:
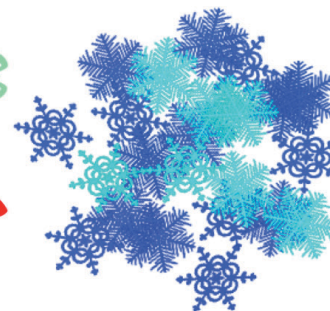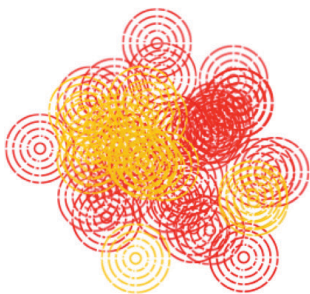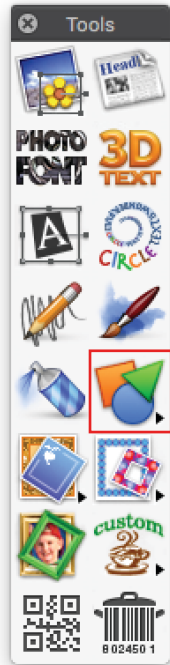
Drawing Tools

Pencil

Crayon

Marker

Painting Brushes

Spray Paint Shapes
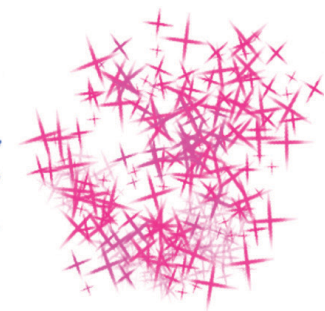
Working with Lines and Shapes

Tools palette

Simple Lines and Shapes

It's easy to add Simple Lines and Shapes to your project to separate distinct parts of your design or serve as area backgrounds.

To add a line, square, or circle to your project:

1. Click the **Insert Shape** button on the **Tools** palette (or choose **Shapes** from the **Insert** menu).
2. Choose **Square**, **Circle**, or **Line** from the submenu to place one of these.

Editing Simple Lines and Shapes

If the look of the Line or Shape you have placed is not what you had in mind, you can change it by double-clicking on it or, while it is selected, just press the **Return** key on your keyboard. The **Shapes and Lines** palette will appear, allowing you to change the shape or attributes such as line color and thickness.
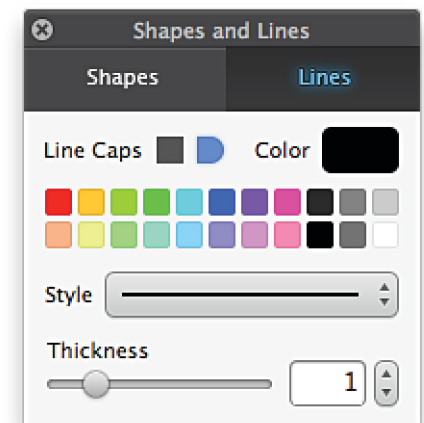
Custom Lines

To add a Custom Line:

1. Click the **Insert Shape** button on the **Tools** palette (or choose **Shapes** from the **Insert** menu).
2. Choose **Custom Line** from the submenu to open the **Lines** pane of the **Shapes and Lines** palette.
3. Set the color, line style, end cap shape, and thickness of your Custom Line.

Editing Custom Lines

To change a Custom Line after you have set it up, just double-click on it to open the **Lines** pane of the **Shapes and Lines** palette and choose different options.


Line Options

Working with Lines and Shapes, Cont.

Custom Shapes

To add a Custom Shape to your project:

1. Click the **Insert Shape** button on the **Tools** palette (or choose **Shapes** from the **Insert** menu), and choose **Custom Shape** from the submenu.

2. Choose **Custom Shape** from the submenu. A default square shape will be placed on the canvas, and the **Shapes and Lines** palette will appear.

3. Click the shape you want and set the fill and outline options to modify it.
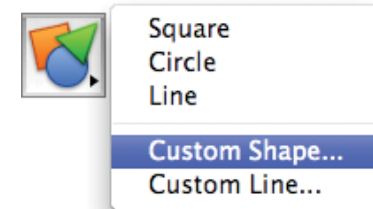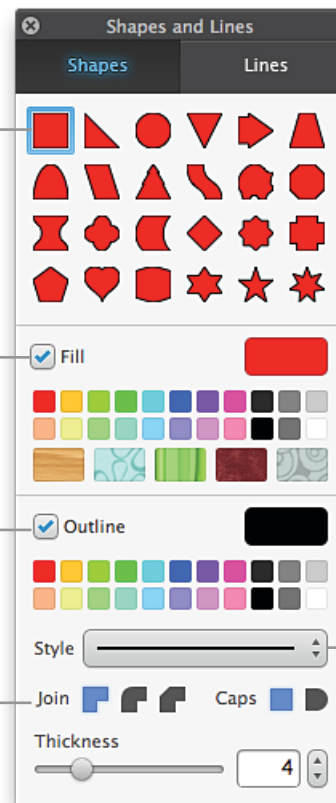
Shape
Select a shape from the gallery.

Fill Color
Select a color or texture.

Outline Color
Select an outline color.

Join Style
Join is where the shape edges meet: choose Round, Square, or Mitre joins.

Outline Style
Select a solid, dotted, or dashed outline style.

Editing Custom Shapes

To modify a Custom Shape you have already made, double-click it or select **Change Shape** from the **Edit** menu. The **Shapes and Lines** palette will open, and you can make any changes you need.
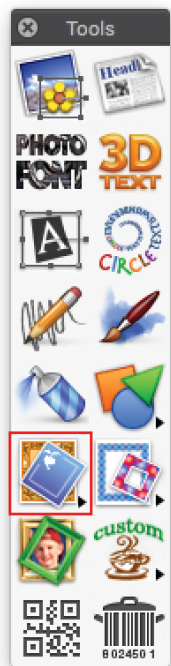
Working with Panel Backgrounds

A Panel Background is always the bottommost layer of any project that has one. It is not selectable like most other objects. There are three types of Panel Backgrounds:

- Backdrop
- Watermark
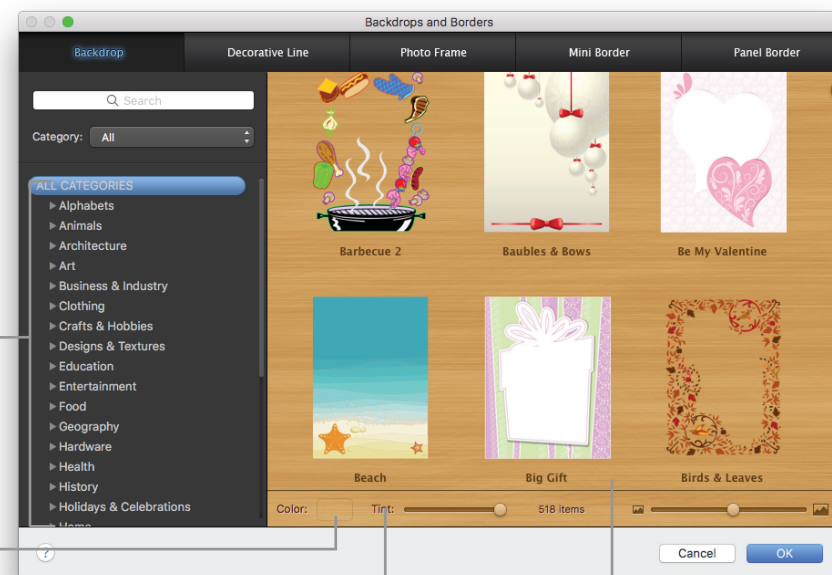- Color/Texture

Backdrops

To add a Backdrop:

1. Click the **Panel Background** button on the **Tools** palette (or choose **Panel Background** from the **Insert** menu), and then choose **Backdrop** from the submenu.
2. In the **Backdrops and Borders** dialog, select a backdrop, set the color and tint, and click **OK**.

Tools Palette

Backdrop Categories
Choose from various categories from Alphabets to Holidays to Transportation.

Backdrop Color
Can be changed only if the Backdrop is a single, solid color (monochrome).

Backdrop Tint
A lighter tint can make the Backdrop less distracting.

Backdrop Gallery
Select a Backdrop for your project.

To remove a Backdrop:

Click the **Panel Background** button on the **Tools** palette (or choose **Panel Background** from the **Insert** menu), and then choose **Remove Backdrop/Watermark** from the submenu.

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Working with Panel Backgrounds, Cont.

Watermarks

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

To add a Watermark:

1. Click the **Panel Background** button on the **Tools** palette (or choose **Panel Background** from the **Insert** menu), and then choose **Watermark** from the submenu.

2. In the **Create a Watermark** dialog, enter your Watermark text and set the font style, color, tint, and text angle.

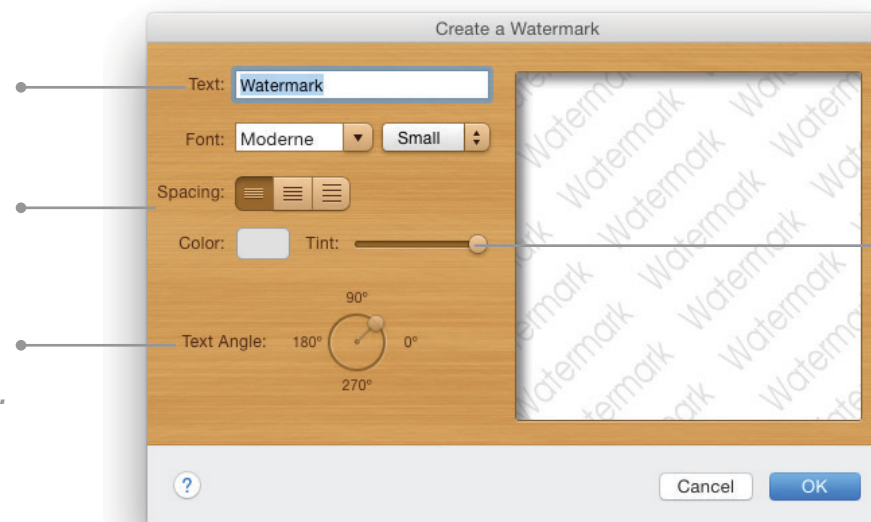3. Click **OK** to place the Watermark.

Watermark Text
Enter text for your Watermark.

Texts Spacing
Set the density of the text.

Text Angle
Drag the dial to change the angle of the Watermark text.

Tint Slider
Make the text even lighter for a more subtle Watermark.

Create a Watermark Dialog

To remove a Watermark:

Click the **Panel Background** button on the **Tools** palette (or choose **Panel Background** from the **Insert** menu), and then choose **Remove Backdrop/Watermark** from the submenu.
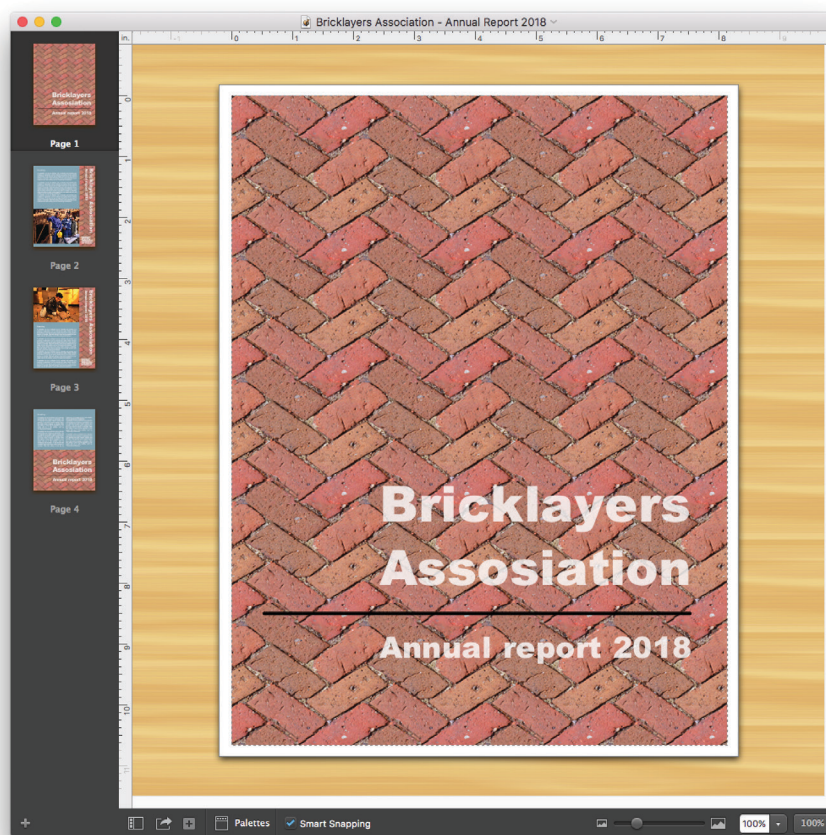
Working with Panel Backgrounds, Cont.

Panel Color or Texture

You can apply a color or texture to the entire panel to serve as your background.

To set a panel color or texture:

1. Click the **Panel Background** button on the **Tools** palette (or choose **Panel Background** from the **Insert** menu), and then choose **Color and Texture** from the submenu.
2. In the **Color** pane of the **Effects** palette, select the **Background** checkbox and apply any of the basic colors and textures or click the **Color** well to open the **Colors** palette with more color and texture options.

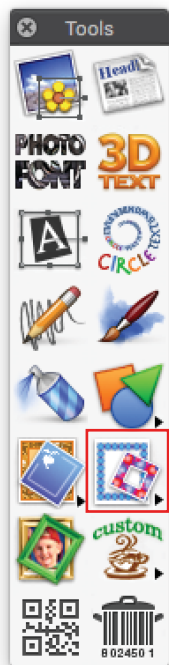Your changes will be applied to the panel "live" as you make them.

Panel Textures can make effective Backgrounds.

Working with Borders and Lines

Full Panel Border

A Full Panel Border appears around the outer edge of the entire project panel. You can only apply one Full Panel Border at a time to a panel and you cannot move or resize it. Full Panel Borders always occupy the top layer of the page.
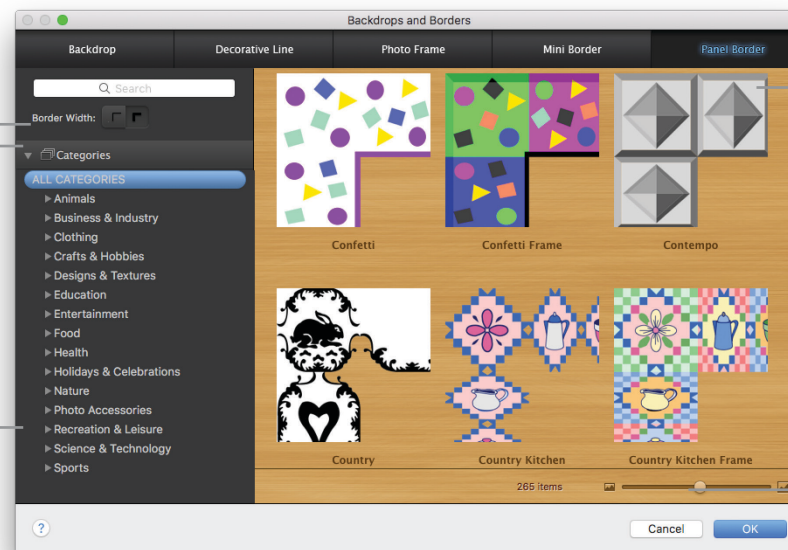
To apply a Full Panel Border:

1. Click the **Insert Border/Line** button on the **Tools** palette (or choose **Borders/Lines** from the **Insert** menu), and then choose **Full Panel Border** from the submenu.

2. In the **Panel Border** pane of the **Backdrops and Borders** dialog, select a border and set its width.

3. Click **OK** to place the Full Panel Border in your project.

Tools Palette

Border Width
Select a wide border (set by default) or a narrower one that is half the width.

Border Categories
Choose from fifteen different categories from Animals to Sports.

Border Gallery
Select a Border for your project.

Gallery View
Adjust the view to see from 1 to 147 Full Panel Border previews at a time.

Backdrops and Boders Dialog: Panel Border Pane

To remove a Full Panel Border:

Click the Full Panel Border to select it, and then press the **Delete** key on your keyboard.

To change to another Full Panel Border:

Click the border and select **Change Border** from the **Edit** menu to reopen the **Panel Border** pane.

Working with Borders and Lines, Cont.

Decorative Mini-Borders

Decorative Mini–Borders are much like Full Panel Borders, except that instead of an unmovable border around the panel, a smaller version of the border that you can move and resize appears in the center of the panel.

To insert a Decorative Mini-Border:

1. Click the **Insert Border/Line** button on the **Tools** palette (or choose **Borders/Lines** from the **Insert** menu), and select **Decorative Mini-Border** from the submenu.
2. Choose a border, set the border width, and then click **OK**.
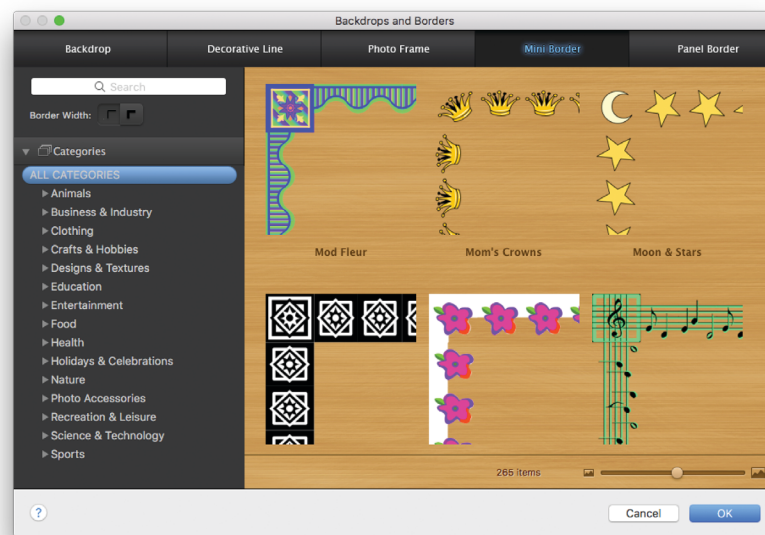
Backdrops and Boders Dialog: Mini Border Pane

Decorative Lines

Decorative Lines can be used to separate areas of your project in an elegant way.

To insert a Decorative Line:

1. Click the **Insert Border/Line** button on the **Tools** palette (or choose **Borders/Lines** from the **Insert** menu), and select **Decorative Line** from the submenu.
2. In the **Decorative Line** pane of the **Backdrop and Borders** dialog, select the orientation you want, choose a line, and then click **OK**.

Working with Photo Frames

Tools Palette

Using Photo Frames

If you are creating a photo album, a photo collage, or a scrapbook project with your own photos, you can add an artistic touch with Photo Frames from the **Backdrops and Borders** dialog.

To add a Photo Frame:

Click the **Insert Photo Frame** button on the **Tools** palette (or choose **Photo Frame** from the **Insert** menu). In the **Photo Frame** pane of the **Backdrops and Borders** dialog that appears, select a frame and click **OK**.
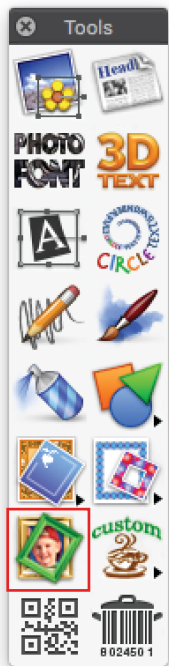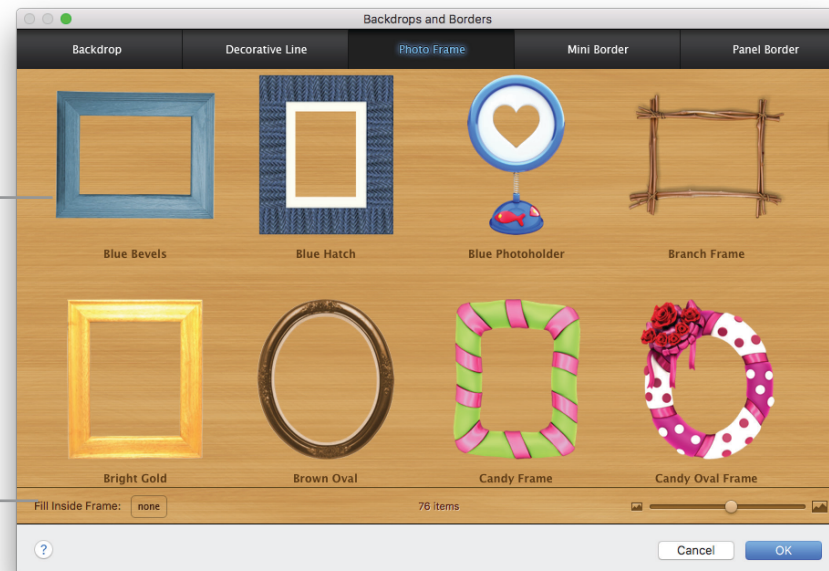
Photo Frames
Select a Photo Frame that matches your project from the gallery.

Fill Inside Frame
You can fill the inside of any Photo Frame with a color, blend, or texture if your photo is not going to reach to the inside edge of the frame.

*Backdrops and Borders Dialog: Photo Frame Pane*

Working with Custom Graphics

Custom Graphics are used for a variety of purposes, but they all combine text and graphics in ways that will enhance your project with a professional–looking design element. The six types of Custom Graphics are Logos, Initial Caps, Numbers, Seals, Timepieces, and Signatures.

To add a Custom Graphic to your project:

Click the **Create a Custom Graphic** button on the **Tools** palette (or choose **Custom Graphics** from the **Insert** menu), and then choose **Logo**, **Initial Cap**, **Number**, **Seal**, **Timepiece**, or **Signature** from the submenu. The **Custom Graphics Creator** dialog appears.
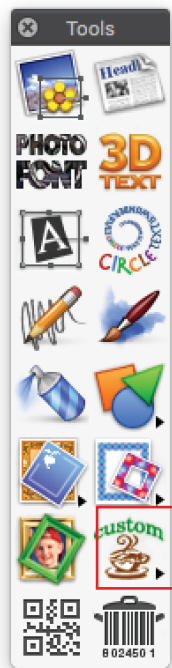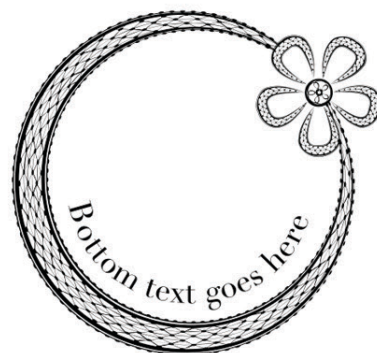
Tools Palette

Logos
See page 118.

Initial Caps
See page 119.

Numbers
See page 120.

My Logo

Seals
See page 121.

Bottom text goes here

Timepieces
See page 122.

Peter Pan

Signatures
See page 123.

Working with Custom Graphics, Cont.

Logos

Design your own custom Logo to use on stationery or your team's baseball caps. Or make a Logo for a family reunion and put it on everything from invitations to T-shirts and posters for the event.

To create a Logo:

Click the **Create a Custom Graphic** button on the **Tools** palette (or choose **Custom Graphics** from the **Insert** menu), and then choose **Logo** from the submenu. The **Logo** pane of the **Custom Graphics Creator** opens. Select a graphic and add text to create a Logo and click **Done**.

Graphics Gallery
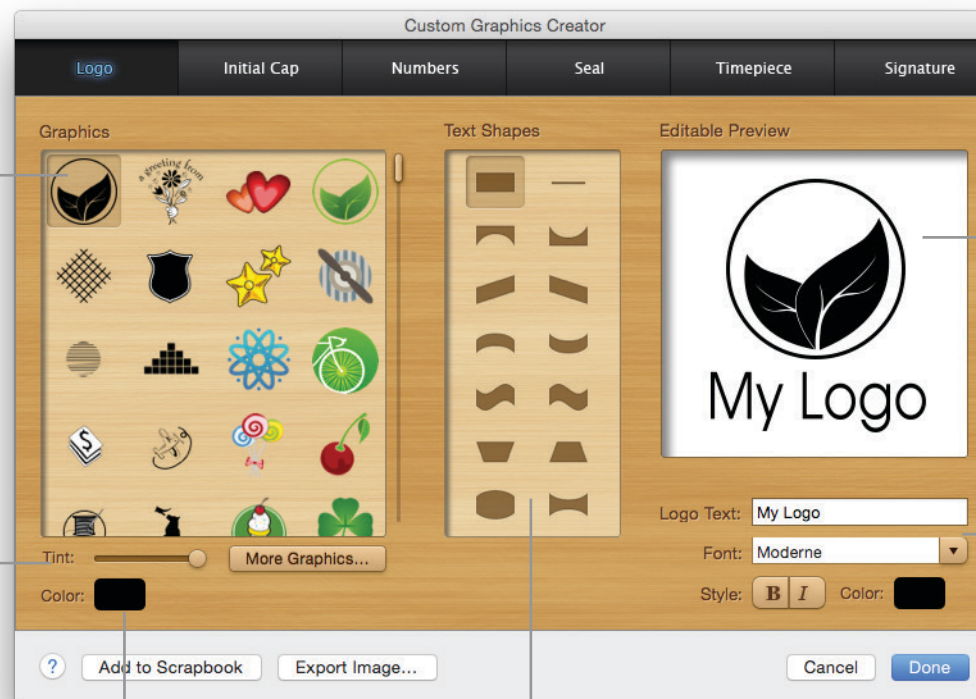*Select one of the graphics from the gallery or click More Graphics to search the 4600+ square graphics in The Print Shop Library for just the right look.*

Tint
Reduce the tint level of your graphic to make the Logo text stand out.

Change Color
You can change the color of graphics that are one solid color.

Editable Preview
Click to select the Logo text and graphic, then move, rotate, or resize them.

Text Settings
Enter the text for your Logo and set the font, style, and text color.

Text Shapes
Select a shape for your Logo text.

Working with Custom Graphics, Cont.

Initial Caps

You can put an Initial Cap graphic as the first letter in your text to provide a sophisticated look for newsletters, a poem in a greeting card, a certificate, or the first letter of each menu heading.

To create an Initial Cap:

Click the **Create a Custom Graphic** button on the **Tools** palette (or choose **Custom Graphics** from the **Insert** menu), and then choose **Initial Cap** from the submenu. The **Initial Cap** pane of the **Custom Graphics Creator** opens. Select a graphic and an effect and color for the Initial Cap letter and click **Done**.
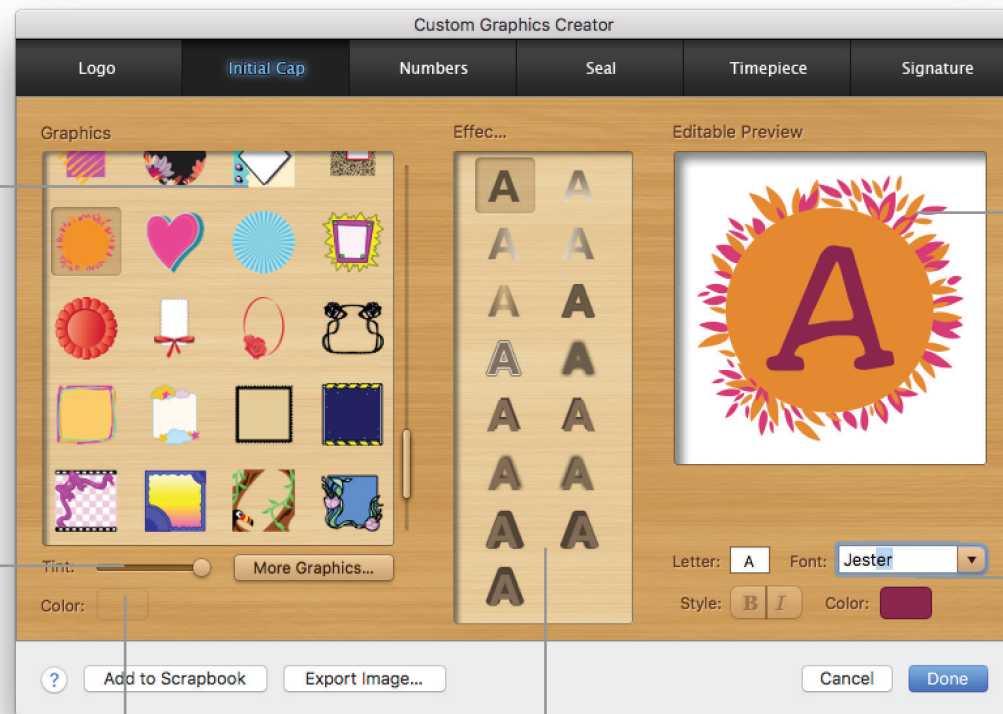
Graphics Choices
Select one of the graphics from the gallery or click More Graphics to search the 4600+ Square graphics in The Print Shop Library for just the right look.

Tint
Reduce the tint level of your graphic to make the letter text stand out.

Change Color
You can change the color of graphics that are one solid color.

Editable Preview
Click to select the Initial Cap letter, and then move, rotate, or resize it.

Text Settings
Enter the letter for your Initial Cap (upper or lower case) and set the font, style, and text color.

Letter Effects
Select an effect for the letter.

Working with Custom Graphics, Cont.

Numbers

Number Custom Graphics are great for projects that mark a date, such as an 11th anniversary celebration. Or, for example, you can use a series of number graphics for the pages in a booklet.

To create a Number graphic:

Click the **Create a Custom Graphic** button on the **Tools** palette (or choose **Custom Graphics** from the **Insert** menu), and then choose **Number** from the submenu. In the **Number** pane of the **Custom Graphics Creator**, select a graphic, effect, and color for your number and click **Done**.
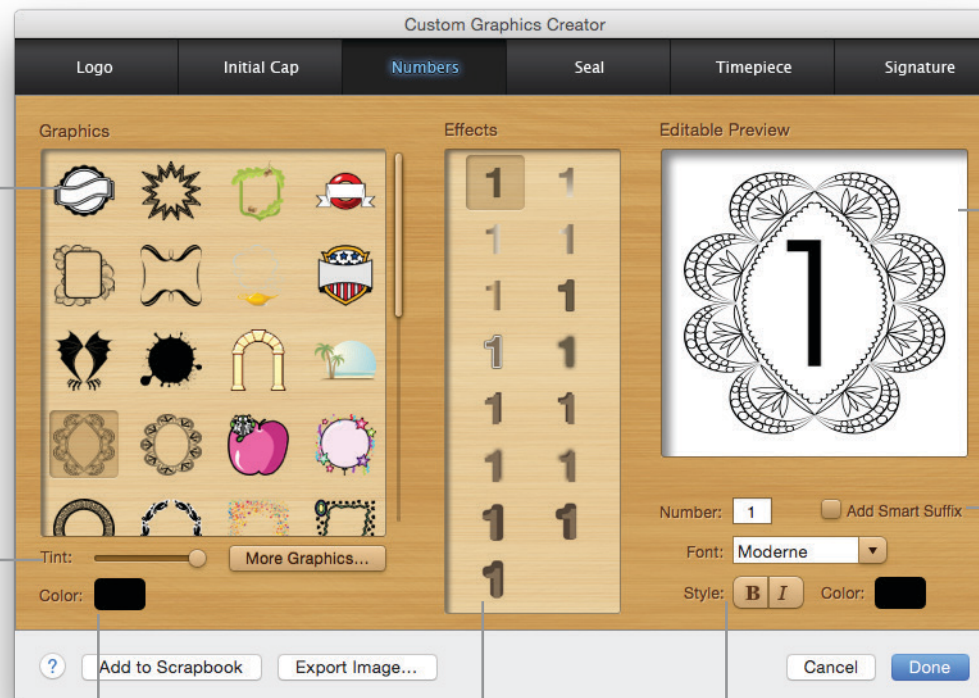
Graphics Choices
Select one of the graphics from the gallery or click More Graphics to search the 4600+ square graphics in The Print Shop Library for just the right look.

Tint
Reduce the tint level of your graphic to make the number text stand out.

Change Color
You can change the color of graphics that are one solid color.

Number Effects
Select an effect for the number.

Text Settings
Enter a number and set the font, style, and color.

Editable Preview
Click to select the number, and then move, rotate, or resize it.

Smart Suffix
Select the checkbox to add a suffix to your number. For example "11" becomes "11th".

Working with Custom Graphics, Cont.

Seals

Seals are perfect for putting a flourish on certificates or stationery. It's easy to create a seal for any organization using an appropriate graphic and the group's motto.

To create a Seal:

Click the **Create a Custom Graphic** button on the **Tools** palette (or choose Custom Graphics from the Insert menu), and then choose **Seal** from the submenu. The **Seal** pane of the **Custom Graphics Creator** opens. Create your Seal and click **Done**.

Center and Edge Graphic
Select graphics from the gallery.

Change Color
You can change the color of graphics that are one solid color.

Preview
See how your Seal looks before you add it to your project.

Text Settings
Enter the text for the top and bottom lines and set the font, style, and text color.

Show Bullets Between Lines
Select this option to have bullets between top and bottom lines.

Working with Custom Graphics, Cont.

Timepieces

Perfect for an invitation to any event that starts at a particular time, Timepieces graphically display the time in whimsical ways.

To create a Timepiece:

Click the **Create a Custom Graphic** button on the **Tools** palette (or choose **Custom Graphics** from the **Insert** menu), and then choose **Timepiece** from the submenu. The **Timepiece** pane of the **Custom Graphics Creator** opens. Choose a graphic, set the time, and click **Done**.


Graphic
Select a graphic from the gallery.

Time
Set the time you want to be shown.

Working with Custom Graphics, Cont.

Signatures

Dozens of famous signatures are provided, from George Washington to the Good Tooth Fairy and everything in between. Combine with famous quotes for the perfect greeting card.

To create a Signature:

Click the **Create a Custom Graphic** button on the **Tools** palette and choose **Signature** from the submenu. In the **Create a Signature** pane of the **Custom Graphics Creator**, select a signature, adjust the colors, and click **Done**.
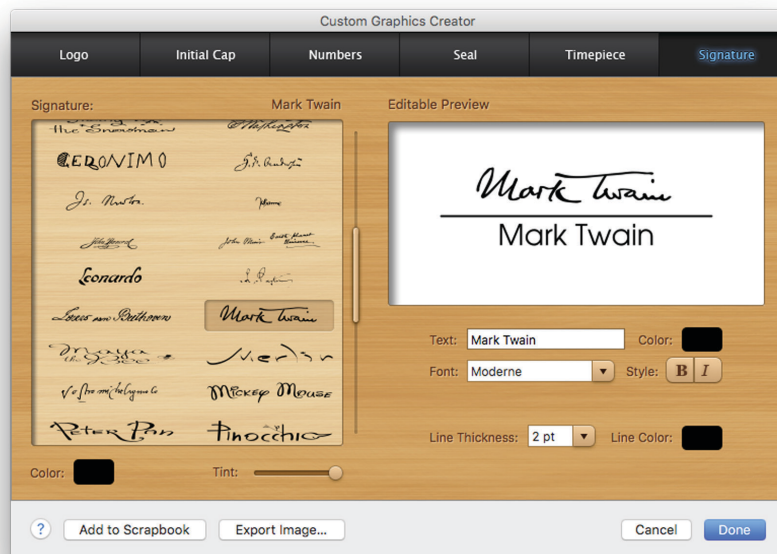

Combining a quote from Mark Twain with his signature makes a perfect card.
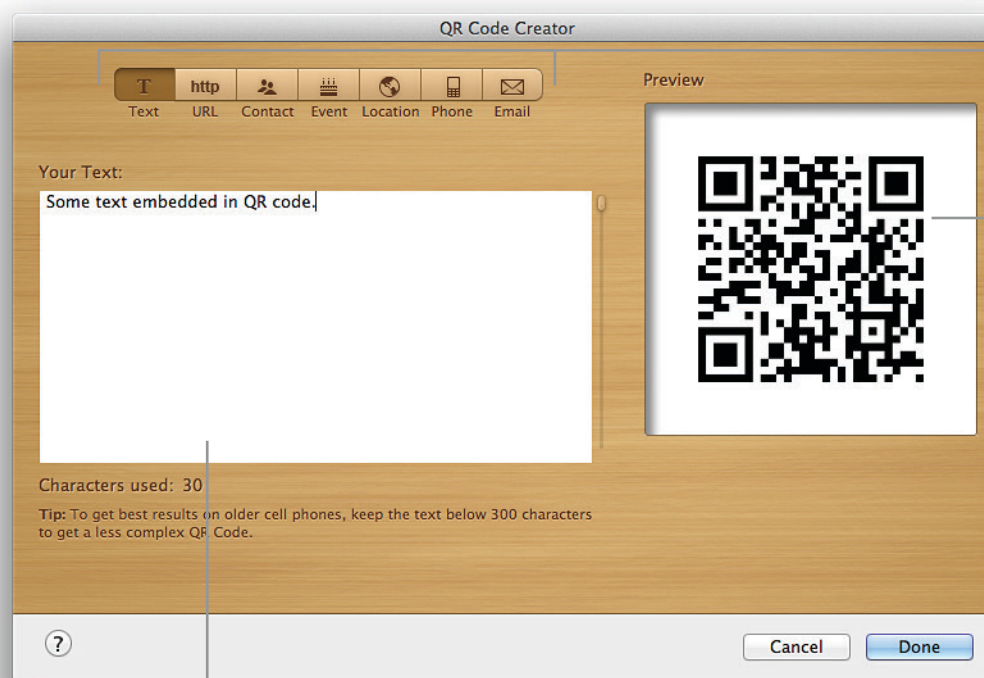
Working with QR Codes

QR (Quick Response) codes let people load, view, and store data on their mobile devices in a couple of seconds. And now you can create your own QR codes with information you want to share and include them in your projects. The QR codes you make in The Print Shop can contain simple text, URL (an Internet link), contact information, the date and details of an event, a location's geodata, a phone number, or an email address. Anyone with a mobile device and a QR code scanning app can then view the encoded data.
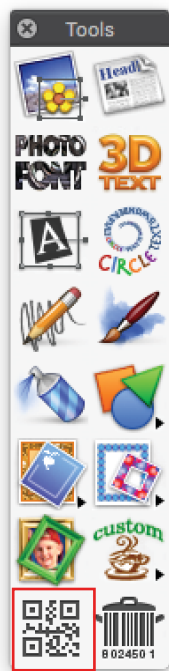
Tools Palette

QR code types
Select the type of QR code you want to create.

Preview
See how your QR code changes as you enter data.

Data fields
Enter your data in the field or fields provided.

Working with QR Codes, Cont.

T

Text

Encode a text. When this QR code is scanned with a mobile device, the text will be displayed.

Your Text:

Some text embedded in QR code.

Characters used: 30

Tip: To get best results on older cell phones, keep the text below 300 characters to get a less complex QR Code.

http

URL

Encode the address of a Web page. After you scan this code, the page will open automatically on your mobile device.

Your URL:

http://www.mackiev.com

Characters used: 22

Tip: You can use Link Maker to create links for the iTunes Store, the App Store, the iBookstore, and the Mac App Store.

Contact

Stores the contact information you enter. After scanning, the information can be added to the mobile device's contacts app.

First Name	Last Name
John	Smith
Phone	Email
123456	jsmith@mackiev.com
City	Country
New York	USA
State	Postal Code
New York	04567
Street Address 1	Street Address 2
Rose Road 79	Street Address 2
Job Title	Organization
Teacher	West Point School

Working with QR Codes, Cont.

Event

Encode information about an event to tell people when, where, and what is going to be happening. After scanning, the event can be added to the mobile device's calendar app.

Location

Encode a geotagged location that will open automatically in Google Maps or other map services. Select the **Encode as Google Maps™ link** checkbox if you want to have the location shown on the Google Maps Web site after the QR code is scanned. Otherwise, the location will open in the mobile device's default map service.

Phone

Encode a phone number. When you scan this code with a cell phone, the phone number can be added to your phone's address book.

Working with QR Codes, Cont.

Encode an email address. When this code is scanned, the mobile device's mailing app will open with the email address pasted in the "To" field.

Email

Email: printshop@mackiev.com

Designing your QR code

After you have generated your unique QR code and placed it in your project, you can apply effects to it in the same way you can with other objects in The Print Shop — you can change its color, apply a texture, and add a shadow or a glow.

When customizing the look of your QR code, make sure that it's big enough to be picked up by a QR code scanner and is clearly visible against the background. This will help ensure that the code is easily readable.

QR Code with various effects applied

Working with Barcodes

Tools Palette

Barcodes have been around for over four decades now. These ever-present, stripy rectangles have become almost iconic of the modern age. Barcodes are in fact a simple but ingenious way of storing and conveying data about the objects on which they reside, and their versatility has granted them widespread usage in the retail trade, storage facilities, and postal services, to name just a few of their applications. And now you can generate your own barcodes to add to your projects in The Print Shop, whether that be for use in your business, for creating a home inventory, or just to see how you and your friends' names look when represented as bars! You can even choose from a gallery of doodles to decorate your barcodes and brighten up their look.
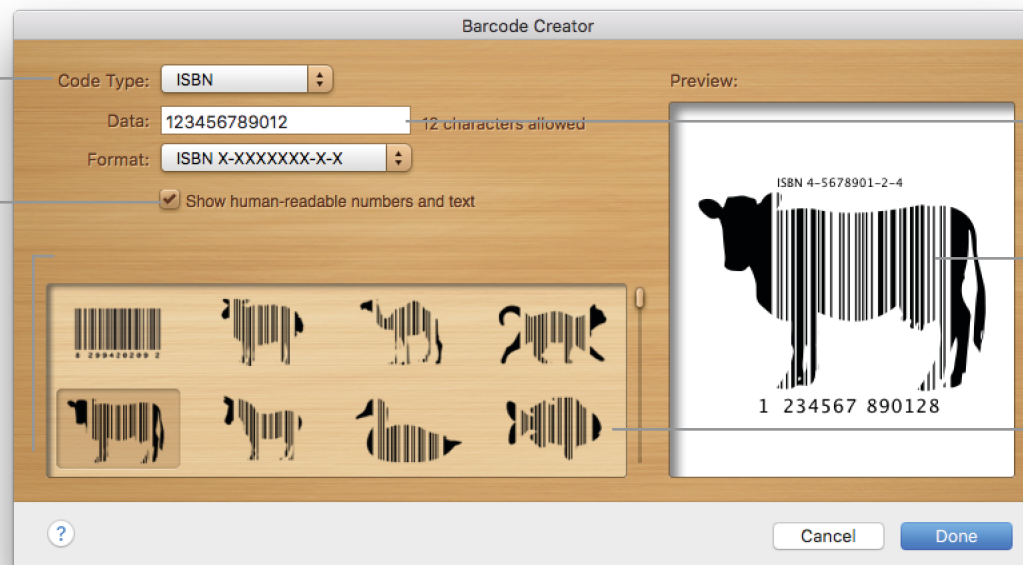
To create a barcode:

1. Click the **Create a Barcode** button on the **Tools** palette or choose **Barcode** from the **Insert** menu. The **Barcode Creator** dialog .

2. Choose the type of code you want to create and enter the necessary data. If you have chosen the ISBN code type, you should also choose a format.

3. For some code types, you can also specify the code bar height.

4. If you would like to add a decoration, select one from the gallery.

Code Type
Choose a type of barcode to create.

Human-Readable Data
Select to display numbers and/or text along with the bars.

Data
Enter the data you want to encode.

Preview
Barcode preview.

Decoration
Select a barcode decoration.

Working with Barcodes, Cont.

Here are some examples of barcodes that you can create:

Chapter 5

Photo Workshop

Photo "Lonely Tree" from The Print Shop collection. Color adjustment and "Reflection"and "Spotlight" Artistic Effects were applied in Photo Workshop.
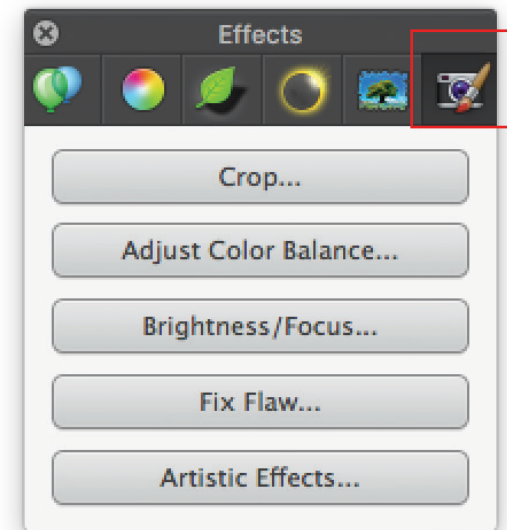
Working with Photo Workshop

Photo Workshop is an advanced photo editor built into **The Print Shop** that enables you to crop, enhance, and repair images. It can be used with photos and fine art images from **The Print Shop** collection as well as with your own imported images.

To edit an image in Photo Workshop:

1. Select an 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 five **Photo Workshop** areas from the list:
   - Crop
   - Adjust Color Balance
   - Brightness/Focus
   - Fix Flaw
   - Artistic Effects

> **Tip:** You can open **Photo Workshop** to edit an image before placing it in your project by clicking the **Edit** button in the **Select a Graphic** dialog. See *Working with Graphics*, page 82.

Effects Palette: Photo Workshop Pane

Common Photo Workshop Controls

There are four controls that appear on every pane of the **Photo Workshop** dialog:

Revert to Initial State
Until you leave the **Photo Workshop** dialog, you can remove all changes that you have made to an image by clicking the **Revert to Initial State** button. Once you click **Done** and place the edited image, you cannot revert to the original image by reopening it in **Photo Workshop**. You can, however, undo cropping (see page 133). Note that when you alter an image from The Print Shop collection with **Photo Workshop**, the original is not modified, so you can always place it again if you need it in its original state.

Add to Scrapbook
Click to add the edited image to the Scrapbook.

Share Image

If you want to use your edited picture outside The Print Shop, click the **Share Image** button. You can then choose to export the image to your hard disk in a different format or add it to your photo Library.

Undo

Click the **Undo** button if you don't like the results. You can undo all changes that you have made to the image during the current Photo Workshop session.

Cropping Images

In the **Crop** pane of **Photo Workshop** you can crop your image in interesting shapes or use the **Freehand** and **Lasso** tools to precisely crop part of an image.

To crop using Shapes:

Click the **Shapes** button and select one of the 24 crop shapes that appear. Drag the crop area and adjust it using the drag handles. Click the **Crop It** button and click **Done** to place the cropped image.

Shape, Freehand, and Lasso tools
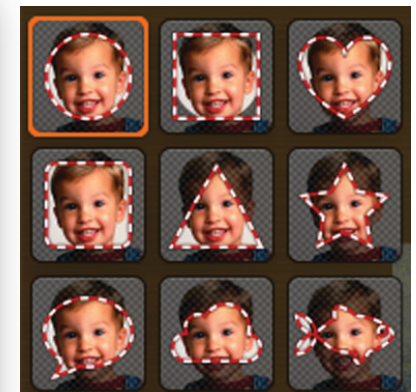*Click to reveal crop shape choices, create a crop path, or select an area of a certain color.*

Add/Remove Selection
Create an additional crop area or remove the selected one.

Invert Crop
Select to remove the area inside the selection frame rather than outside it.

Some of the 24 Crop Shape Choices

Zoom
Zooming in can help with precise cropping.

133

Cropping Images, Cont.

To crop using the Freehand tools:

Click the **Freehand** button, select the **Scissors** tool, and then click to place points in a path around the area you want to crop. After you close the path by double-clicking near the first point you placed, you can drag each point in the path to adjust the crop area precisely.

Click the **Freehand** button, select the **Pencil** tool, and then place the pointer where you want to begin the crop path. Hold down the mouse button and drag to draw a path around the area that you want to crop. To complete the crop, release the mouse button. The beginning and the end of the path will be joined with a straight line and the path will close.

To crop using the Lasso tools:

Click the **Lasso** button, select the **Lasso** tool, and then place the pointer outside the area you want to crop and drag to encircle that area. The color of the point at which you have started determines the background color. Areas of this color will not be selected. The crop path snaps to select the rest of the encircled area.

Click the **Lasso** button, select the **Expanding Area** tool, and then click inside the area that you want to crop. Pixels matching the color of the clicked pixel and the intensity setting will be selected.

Use the **Intensity** slider to increase or decrease the selection tolerance. With the **Lasso** tool, the further you move the slider to the right, the more pixels will be selected. With the **Expanding Area** tool, moving the slider to the right makes the selection criteria stricter.

> **Tip:** If you cannot see an important area of an image because of the **Intensity** slider, click its name and drag the whole slider to a place where it will not interfere with your work.

When you have finished making adjustments, click **Crop It** and then click **Done** to place the cropped image in your project.

Cropping Images, Cont.

Tips for making crops

The **Freehand** and **Lasso** crop tools can provide very precise cropping. Here are some tips to help you get the best results:

- Choose objects with clear edges to crop. The simpler the shape, the easier it will be to crop.

- With the **Scissors** tool, as you click along the line you want to crop, square dots called **control points** appear. The more control points you place along the path, the more accurate the crop will be.

- Zooming in will help you place the crop path or select a color for the **Lasso** tools more accurately.

- The **Lasso** tools are more effective when used on pictures with solid colored backgrounds. Adjusting the intensity will sometimes allow you to select some hard–to–select areas of the picture.

- If the object you want to crop is on a solid background, you don't need to drag the **Lasso** tool around it neatly; it will contract to find the edges of the object.

- You can move the crop area by dragging it or by pressing the arrow keys on your keyboard.

Zooming in will help you place control points more precisely.
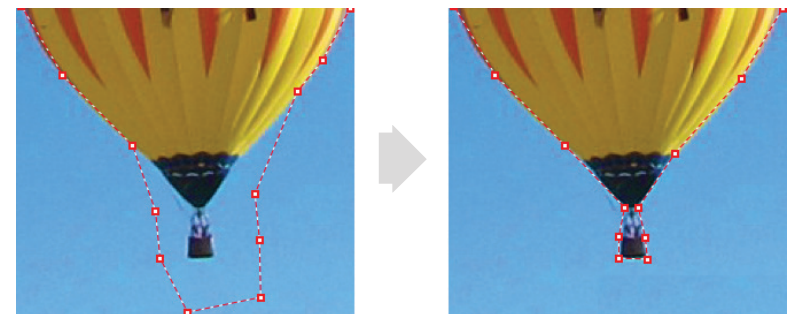
Before adjusting the control points to match the outline.

After moving the control points to the right places.

Adjusting Color

In the **Adjust Color** pane of Photo Workshop, you can make remarkable changes to the overall color of photos, fine art images, and imported pictures. You will find it especially useful to color–correct scanned images, old photographs, and other discolored images.

Color Buttons
To adjust the color, click one of the six color buttons. You can click the same button several times to increase the effect and click other color buttons as needed until the image looks the way you want it. You can also experiment by dragging the selection circle around the color picker to see the effect of different colors and shades.

Temperature
Drag to make colors colder or warmer.

Saturation
Drag to make colors more or less vibrant.

Avoid saturating skin tones
Filter out skintone colors when adjusting saturation.

Black & White
Click to make the image black and white.

Antique
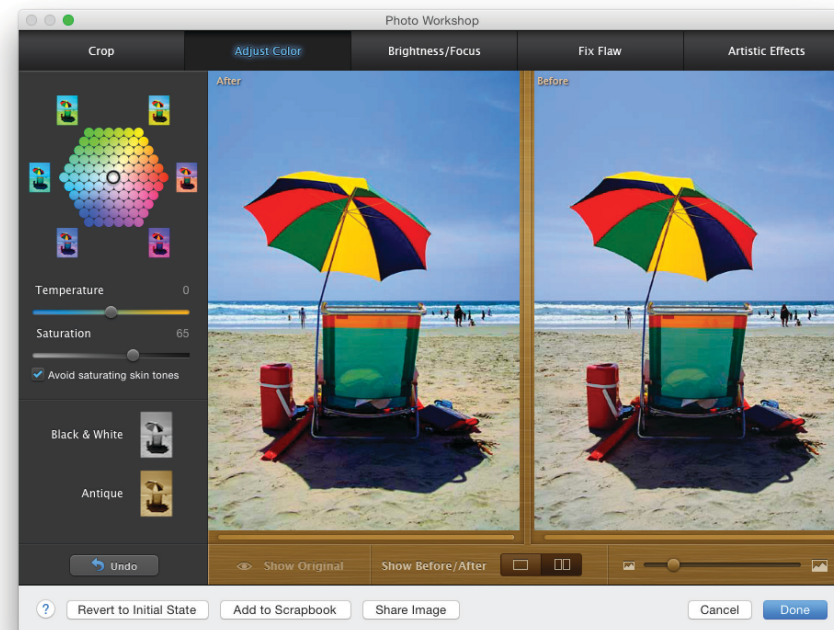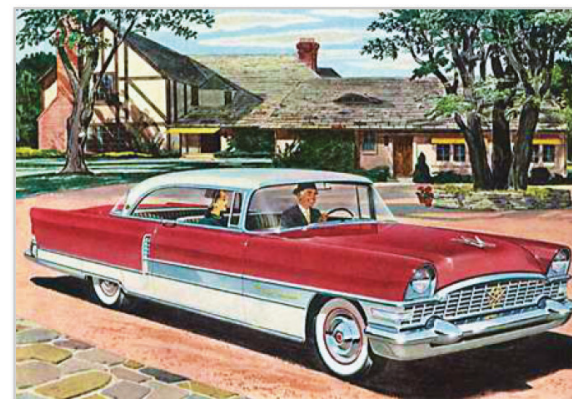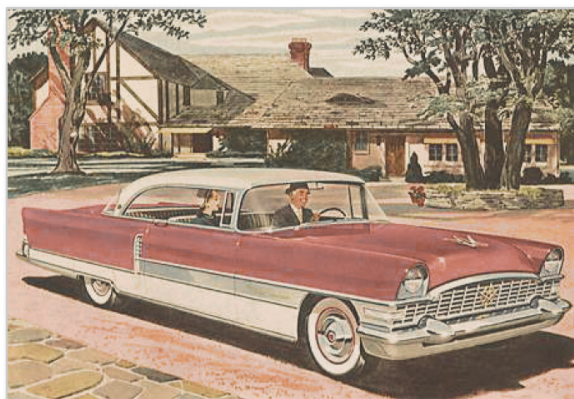*Click to give the image a vintage sepia tone.*

Photo Workshop Dialog: Adjust Color Pane

Yellowed, tired-looking images such as the one on the left can be improved by applying Cyan, Blue, and Magenta.

Adjusting Brightness, Contrast, and Sharpness

The **Brightness**/**Focus** pane of Photo Workshop is the heart of the photo editor. Here you can make ordinary photographs look extraordinary and correct faded, underexposed, or overexposed images.

Brightness
Increases or decreases the amount of white in all colors to lighten or darken the photo or image.

Contrast
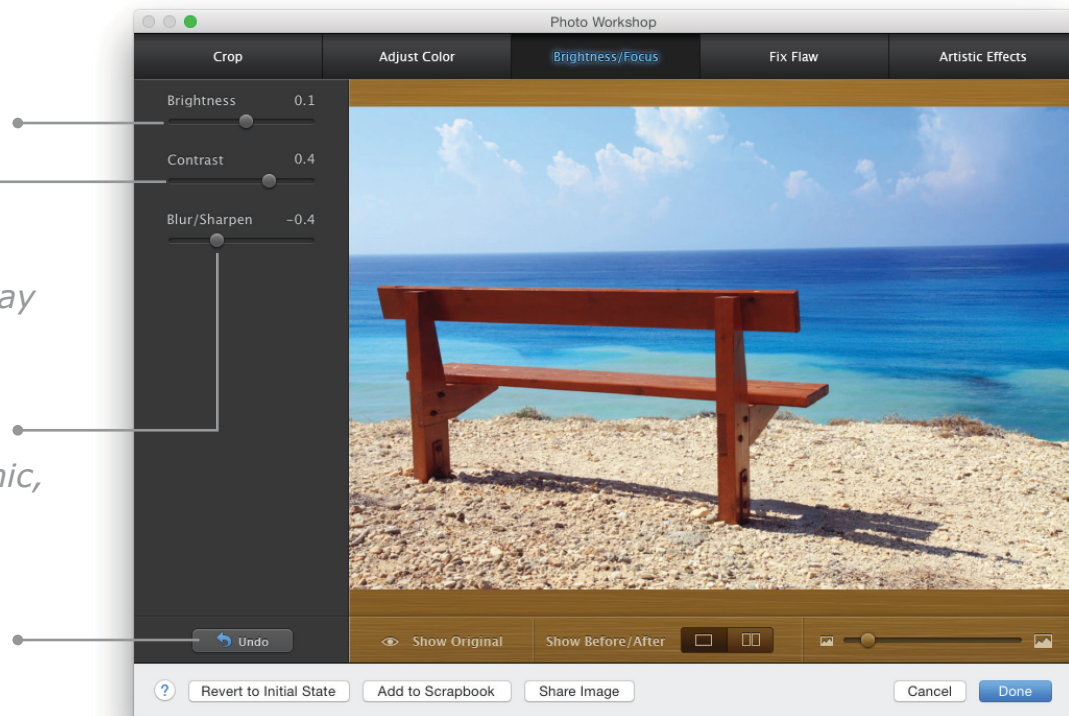*Increases or decreases the difference between adjacent colors or shades of gray in the photo or image.*

Blur/Sharpen
Blur softens the look of a photo or graphic, while Sharpen makes it look crisper.

Undo
Click if you don't like the results.

Original Fine Art Graphic: *Too light and a bit yellow.*

Better: *Brightness decreased and Contrast increased.*

Best: *Cyan and Blue added to correct the color (see page 131).*

Repairing Flaws

You can fix a number of common flaws in photographs using the tools on the **Fix Flaw** pane. Click the tool you want and set the "brush size" using the **Effect Area** slider. Then click as many times as needed over the affected area until the flaw is fixed.

Red Eye
Flash photography sometimes leaves red dots in the center of each eye. Click the Red Eye button to fix the problem.

Pet Eye
Similar to red eye, using a flash sometimes leaves a colored dot on the eyes of your pet. Click the Pet Eye button to fix the problem.

Dust and Scratch
Dust or scratches on an old photograph that has been scanned can ruin the picture. Click the Dust & Scratch button to repair the damage.

Shiny Face
Too much glare on outdoor photos can cause a face to look too shiny. Click the Shiny Face button to apply "makeup" to cover the shine.
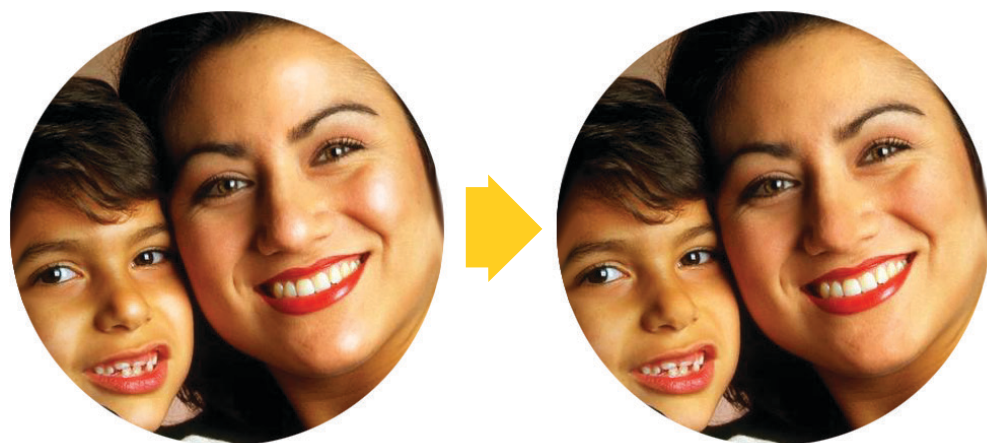
Stamp
Duplicate a part of a photograph to hide a defect. See page 139 for more information.

Teeth Whitener
Remove coloration from a person's teeth to leave them looking snow-white.

Fix Flaw pane with Shiny Face tool selected.

Before
Faces are shiny

After
Shine is gone

Using the Stamp tool

The Stamp tool paints one part of a photograph over another part. This can be done to hide a defect in the photo or just to provide an interesting effect.

To use the Stamp tool:

1. Select the **Stamp** tool, and then drag the **Effect Area** slider to set the stamp size.
2. Hold down the **Option** key and click the center of the part of the image that you want to use as a stamp.
3. Release the **Option** key and click in the center of the area where you want to place the stamp.

Applying Artistic Effects

There are a number of interesting artistic enhancements you can apply to photos, fine art images, and imported pictures on the **Artistic Effects** pane.

Artistic Effects Gallery
You can adjust most effects using the Intensity slider. Some of the effects, like Tilt-Shift or Reflection, may have one or more additional adjustment options you can play with until you get the desired result.

Apply Effect
Click to apply the selected effect to the image. You can then select and apply other effects.

Add to Favorites
Select an effect that you use often and click this button. The effect will be added to the Favorites category at the top of the list of effects.

> **Tip:** If you cannot see an important area of an image because of the Intensity slider, grab the translucent area around the slider and drag it anywhere you want in the window.
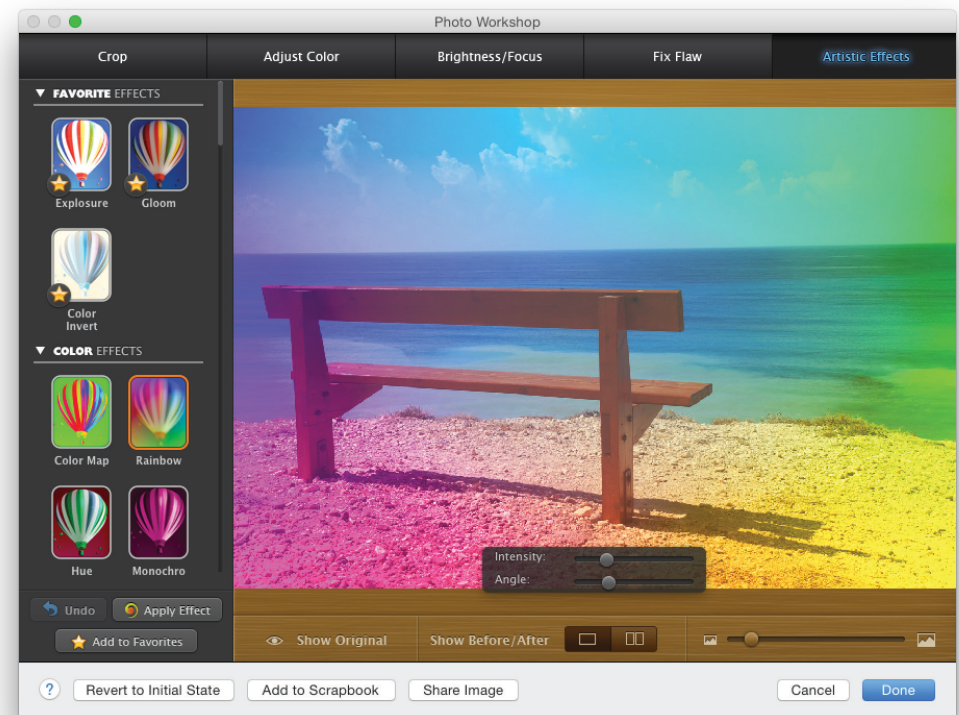

Photo Workshop: Artistic Effects Pane
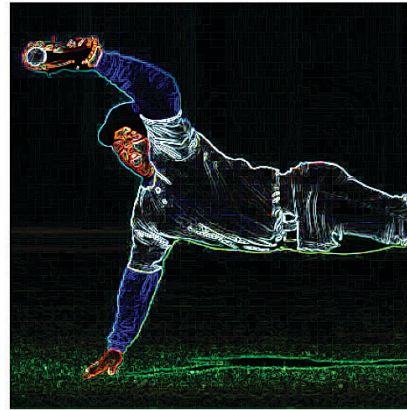
Applying Artistic Effects, Cont.

Examples of Artistic Effects

Original

Bump

Electric Edges

Zoom Blur

Original

Kaleidoscope

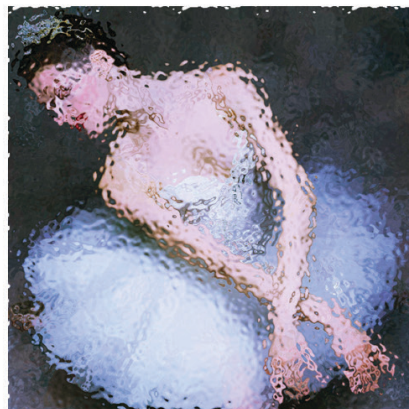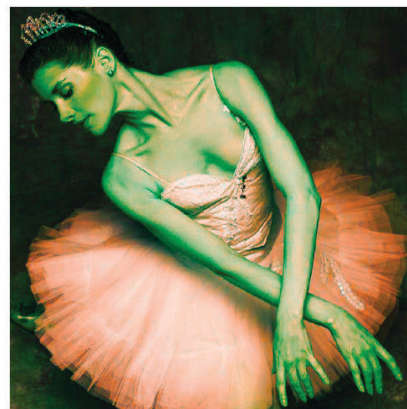Clamp

Crystallize

Original

Glass

Hue

Bloom

Chapter 6

Advanced Project Notes

Fill your Headlines with images from The Print Shop collection, your photo Library, or anywhere on your computer.

Working with Greeting Cards

Greeting Cards are perhaps the most common project made with **The Print Shop**. This section contains some details that will help you get the most out of working with this project type.

Cards with Three Panels

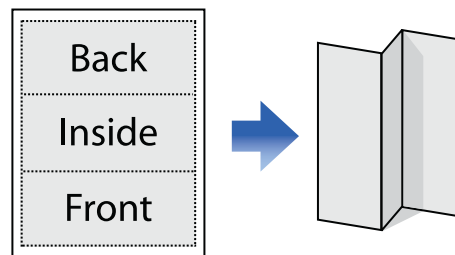The most popular Greeting Cards have three panels: Front, Back, and Inside. Here are some examples:

Half–Fold Card
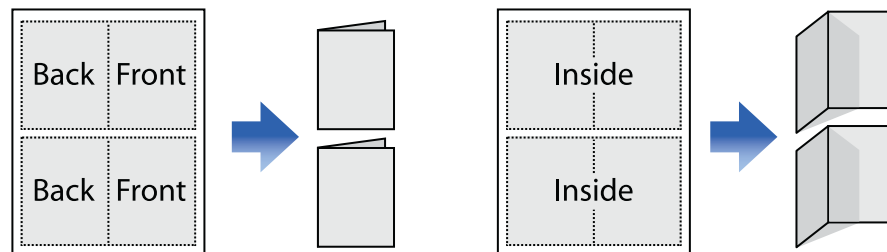Printed on two sides of a single sheet of paper, which is then folded in half.
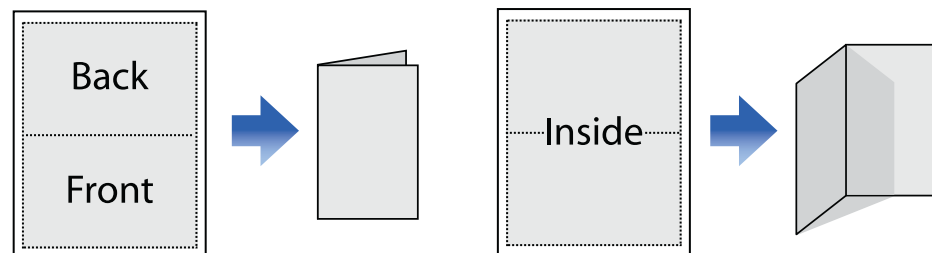
Tri–Fold Card
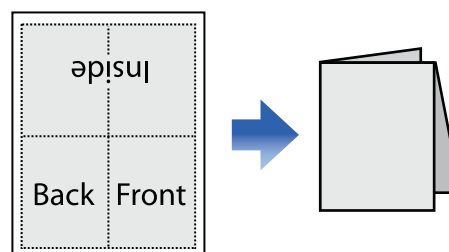Printed on one side of a single sheet of paper, which is then folded in thirds.

Notecard
Printed on two sides of a single sheet of paper. You can choose to print one or two per sheet.

Quarter–Fold Card
Printed on one side of a single sheet of paper, which is then folded in quarters.

Viewing Panels on Greeting Cards

When a project has more than one panel, like a Greeting Card does, page previews are displayed in the sidebar to the left of the canvas. Clicking a panel thumbnail opens the corresponding panel.

Setting the Area Inside a Greeting Card

For many Greeting Card templates, you will be given a choice on how to use the inside of the card. The first time you open the inside panel, the **Select Area Inside** dialog appears. You can choose to use the entire inside area or just the default half.
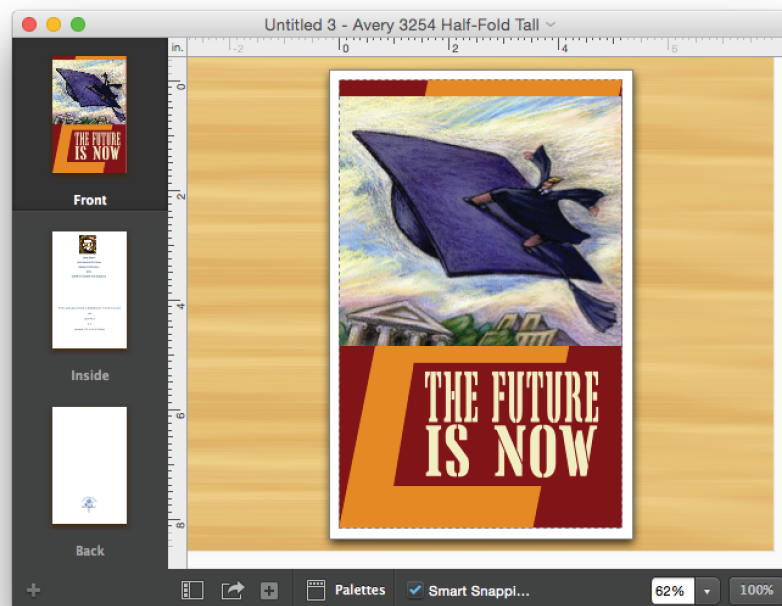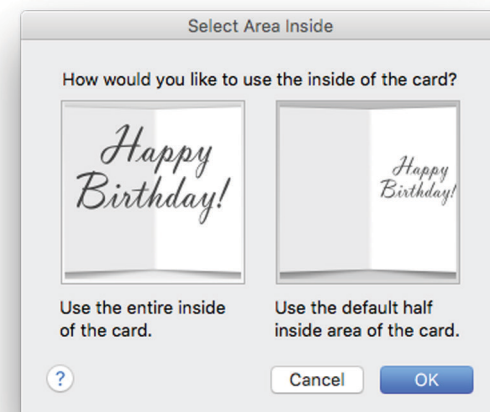
Choose how to use the inside of the card.

Select the inside panel.

Using Avery Greeting Cards

While you can make great-looking cards using any high-quality printer paper, you can get an even more professional look by using Avery® Greeting Card stock, which is available at most office supply stores. You select Avery cards by stock number on the **Select a Format** step of the **New Project Setup Assistant**. For a list of Avery stock you can use in **The Print Shop 4**, visit our Web site: *http://www.mackiev.com/printshop4/ projects_matching_us.html*.

Working with Calendars

Whether it's creating a single-page calendar you can put on the refrigerator to keep your family organized or preparing a multiple-page corporate-style calendar for the whole year to represent your business, The Print Shop 4 has got you covered.

Setting options when creating a Calendar

In the **New Project Setup Assistant** you can set some of the attributes of your Calendar while you are creating it, including the type of Calendar (yearly, monthly, weekly, or daily) and the range of dates.

Calendar Type
Select a yearly, monthly, weekly, or daily Calendar.

Calendar Range
Select the range of dates or times to be included. Choices depend on the Calendar Type selected.

Include Calendar Events
Check this box to select the events you want to import into your Calendar project on the next screen.

Calendar Format
Choose whether to make a Poster, Wall, or Planner Calendar.

Calendar Orientation
Select either Portrait or Landscape orientation.

Paper Size
Set the paper size. Choices depend on the Show Paper Formats settings in The Print Shop Preferences. (See page 24.)

Daily Calendar Setup in the Select a Calendar Type Dialog

Importing Calendar Events

For monthly, weekly, and daily Calendars you can import events you have already entered in the Calendar application (iCal) without typing them in again. Do this right away by clicking the **Include Calendar Events** checkbox on the **Select a Calendar Type** step of the **New Project Setup Assistant**, or import events later by selecting **Import Calendar Events** from the **Edit** menu. To learn more, see *Importing Calendar Events*, page 173.
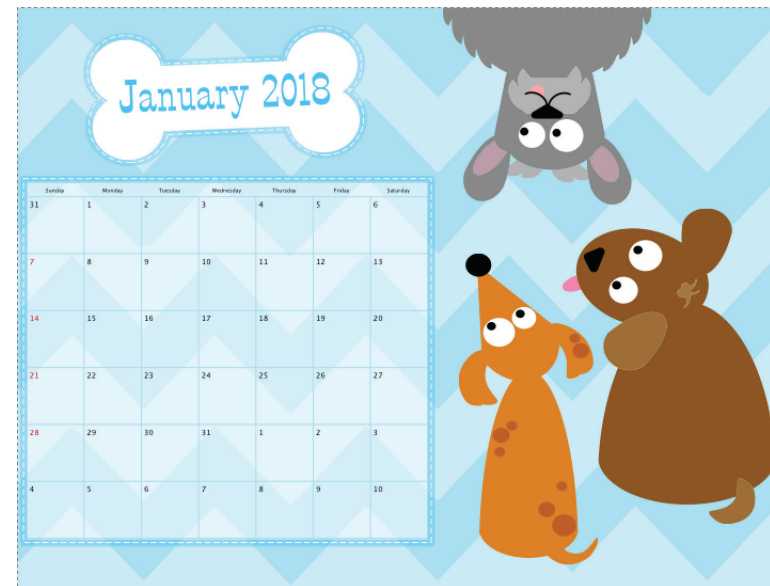
Working with Calendars, Cont.

Calendar Types

You can create yearly, monthly, weekly, or daily calendars using **The Print Shop**. Here are some examples of Poster Calendars:

Yearly Calendar

Monthly Calendar

Weekly Calendar

Daily Calendar

Working with Calendars, Cont.

Calendar Formats

You can create Poster, Wall, and Planner Calendars.

- **Poster Calendars** are simple one-sided projects that can consist of as many pages as you wish. Just print them out and stick them up. Any type of Calendar may be created and printed in this format.
- **Wall Calendars** are double-sided, multipage projects with front and back covers, bound so they can be hung and flipped.
- **Planner Calendars** are monthly, weekly, or daily personal organizers for desk, purse, briefcase, or backpack. You can choose to have an empty page for notes for each month, week, or day.

Planner Calendar

Poster Calendar

Wall Calendar

Working with Calendars, Cont.

Editing Calendars

You can change the time frame of your calendar using the **Calendar Date** pane of the **Calendar Grid Style** dialog. You can also go to the **Grid Style** pane and the **Cell Style** pane to change the appearance of the calendar grid lines and dates. And to enter or change your own notes in calendar cells, you just need to open the **Edit Day** or **Edit Hour** dialog.
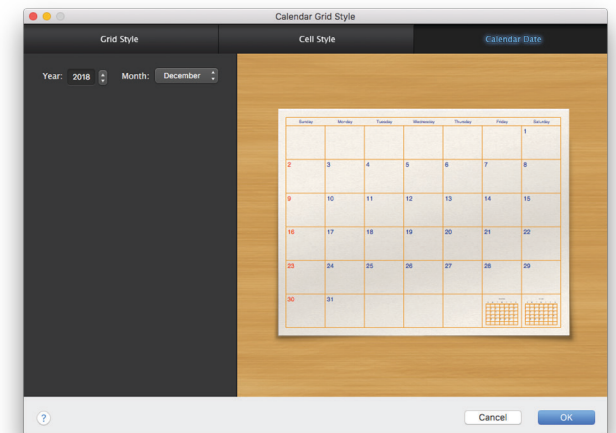
Changing the Calendar time frame

For all Calendar types, you can change the time frame. For example, to change the date shown on a Monthly Calendar, select **Change Month** from the **Edit** menu— the **Calendar Date** pane of the **Calendar Grid Style**

Monthly Calendar with Class Photo

Changing the Calendar Date

dialog appears. Similarly, select **Change Day**, **Change Month**, or **Change Year** for other types of Calendars. When you make changes in the time frame of an existing Calendar, a dialog appears warning you that text or graphics may change position as a result. You can force these items to remain in the same position, to remain on the same times or dates, or to be erased.

Changing the starting day of the week

In the US, Sunday is usually in the first column of calendars, but in Europe Monday is the first day. You can set the starting day on the **General** pane of **The Print Shop Preferences**.

Working with Calendars, Cont.

Editing Calendar Grids

You can make a number of changes in your Calendar grid's appearance, including the color of the grid lines and the size and color of the numbers.

To change the Calendar grid style:

Open the **Calendar Grid Style** dialog either by selecting it from the **Edit** menu or by double-clicking an edge of the Calendar grid. The **Calendar Grid Style** dialog appears, and you can select the options you want.
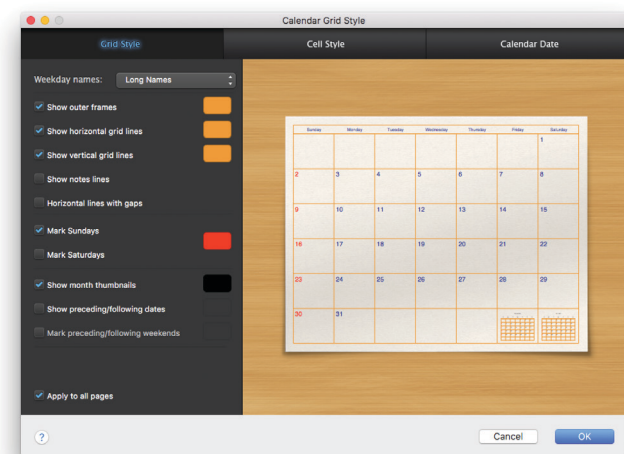
Calendar Grid Style options

For all Calendar types, you can change the color of the grid lines and the style of the grid headings using the **Calendar Grid Style** dialog. All other options are only available for certain Calendar types (see chart of Calendar Grid Options on this page).

Sample Calendar showing marked Sundays, monthly thumbnails, and preceding dates.

Calendar Grid Options	Yearly	Monthly	Weekly	Daily
Font Face, Style, and Color	✓	✓	✓	✓
Grid Lines and Color	✓	✓	✓	✓
Mark Sundays/Mark Saturdays	✓	✓	✓	
Date Size and Placement		✓		
Month Thumbnails		✓		
Preceding/Following Days		✓		
Select 12 or 24 Hour Clock				✓
Notes Lines in Planners		✓	✓	✓
Horizontal Lines with Gaps		✓		

Calendar Grid Style Dialog

Working with Calendars, Cont.

Editing Calendar Cells

To make special events easy to spot, you can add text and graphics to monthly, weekly, and daily Calendar cells.

To edit a Calendar cell:

Double–click any cell or choose **Edit Hour** or **Edit Day in Month**/**in Week** from the **Edit** menu. In the dialog that appears, enter or edit event information such as the event text, choose a photo from Photos Faces or iPhoto Faces or an image from The Print Shop Library, and then click **Done**. Note that only one calendar cell can be edited at a time.

Photos Faces or iPhoto Faces
Select a photo from Photos Faces or iPhoto Faces to highlight the birthdays of family and friends.

Graphics Choices
Select one of the 24 preset graphics or click More Graphics to search the 26000+ graphics in The Print Shop collection for just the right look.

Change Opacity
Make the date or time stand out by changing the graphic's opacity.

Day/Hour Comments
Enter a note for the day or hour.

Circle Date
Select to put a circle around a special date.

Text Settings
*Set a font, size, style, and color for the text in the cell.*

Working with Multiple Page Projects

The Print Shop 4 has three multiple page projects that can be bound after printing: Booklets, Wall Calendars, and Planner Calendars. Many professional printing businesses offer binding services if you don't have the equipment to do it yourself.

Wall and Planner Calendars are designed to be coil bound. With Booklets, when you are setting up your project you can choose from three different binding methods, each available in both Tall and Wide format.

Coil Bound
The project pages are printed two to a sheet, one page per side. The printed sheets are stacked one onto another, punched, and bound at the top or left side with a spiral coil.
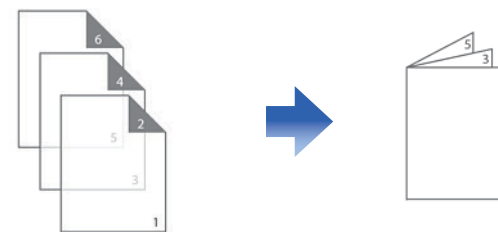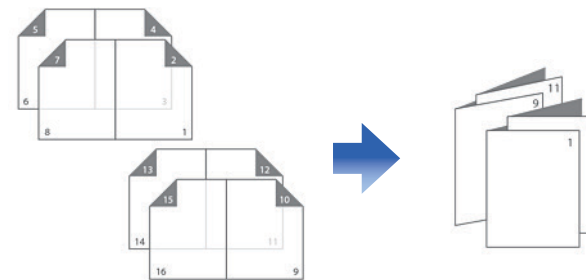
Saddle Stitch
The project pages are printed four to a sheet, with two pages on each side. The printed sheets are then folded in half, nested one into another, and stapled through the fold line.
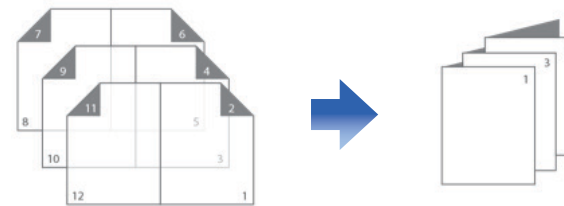
Perfect Bound
The project pages are printed in sections, four to a sheet, with two pages on each side. The sheets in each section (two sheets per section) are folded in half and nested one into the other. Then the sections are stacked one on top of another and the whole booklet is bound, usually with an adhesive.

Tip: When creating a Saddle Stitch or Perfect Bound project, remember that the sheets of the printed booklet will be folded in half, so you should choose a paper size that is twice as big as you want the finished document to be.

Working with Multiple Page Projects, Cont.

Printing Multiple Page Projects

For Saddle Stitch and Perfect Bound booklet types, it is important to remember that two pages will be printed on each side of the paper and that the pages are printed in a special sequence so that they will be in the right order when the booklet is assembled. Coil Bound booklets are printed one page per side in numerical order.

Each type of project has its own limitations:

- Coil Bound – from 2 to 100 sheets (2 to 200 pages).
- Perfect Bound – from 2 to 100 sheets (8 to 400 pages).
- Saddle Stitch – from 2 to 25 sheets (8 to 100 pages).
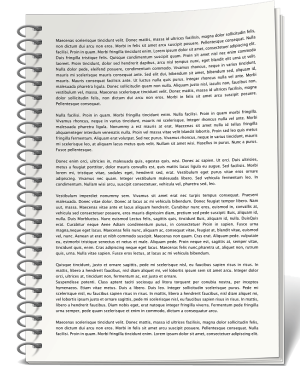
Coil Bound

To add sheets to your multiple page project:

1. Choose **Add Sheets** from the **Edit** menu.
2. In the **Add Sheets** dialog, enter the number of sheets to you want to add, specify where you want to add them and the content they will have, and click **OK**.

You can add a single sheet by clicking the **Plus** button at the bottom of the sidebar in the project window. Keep in mind that adding one sheet will add two pages to a Coil Bound project and four pages to a Saddle Stitch or Perfect Bound project.

Perfect Bound

Adding Page Numbers

You can insert a special block to number each page of a multiple page project. The page numbers will be updated automatically if you add, move, or delete pages, and any changes you make to the appearance or position of a page number on one page will be applied to the numbers on all other pages.

To add page numbers:

1. Choose **Page Numbers** from the **Insert** menu.
2. In the dialog that appears, select the **Enable Page Numbers** checkbox, change the **Initial Number** if necessary, and click **OK**.

Saddle Stitch

Working with Crafts

Crafts are a new addition to the large list of projects already present in The Print Shop. The idea of Crafts is not just to create and print colorful designs, but to make fun objects out of them, from gift boxes and party hats to garlands and windmills. You may want to start with one of the simpler projects, like bookmarks or cut–out envelopes.

Once you print out your project, you will quickly get the idea of where you need to cut and where you need to fold or glue the paper to form the finished item.

Working with Crafts, Cont.

Customizing a Craft Project

Craft projects have a specially made white top layer that acts as a "mask". So, before you apply changes of any kind to these projects, you first need to remove the mask.

To make changes to a Craft project:

1. With your project open on the **Design Desk**, choose **Show Object Browser** from the **Window** menu (if the **Object Browser** is not already open).
2. In the **Object Browser**, find the object named "Image", select it, unlock it if it is locked, and click the **Send to Back** button in the **Layer** options.
3. Make any changes you want to the objects in the project.
   Note: If some of the objects are grouped, you will need to ungroup them before you can edit them individually.
4. Once you are finished, move the "Image" object back to its original layer.

You can now save your customized project, print it, and then cut, fold, and glue where needed to create the object.
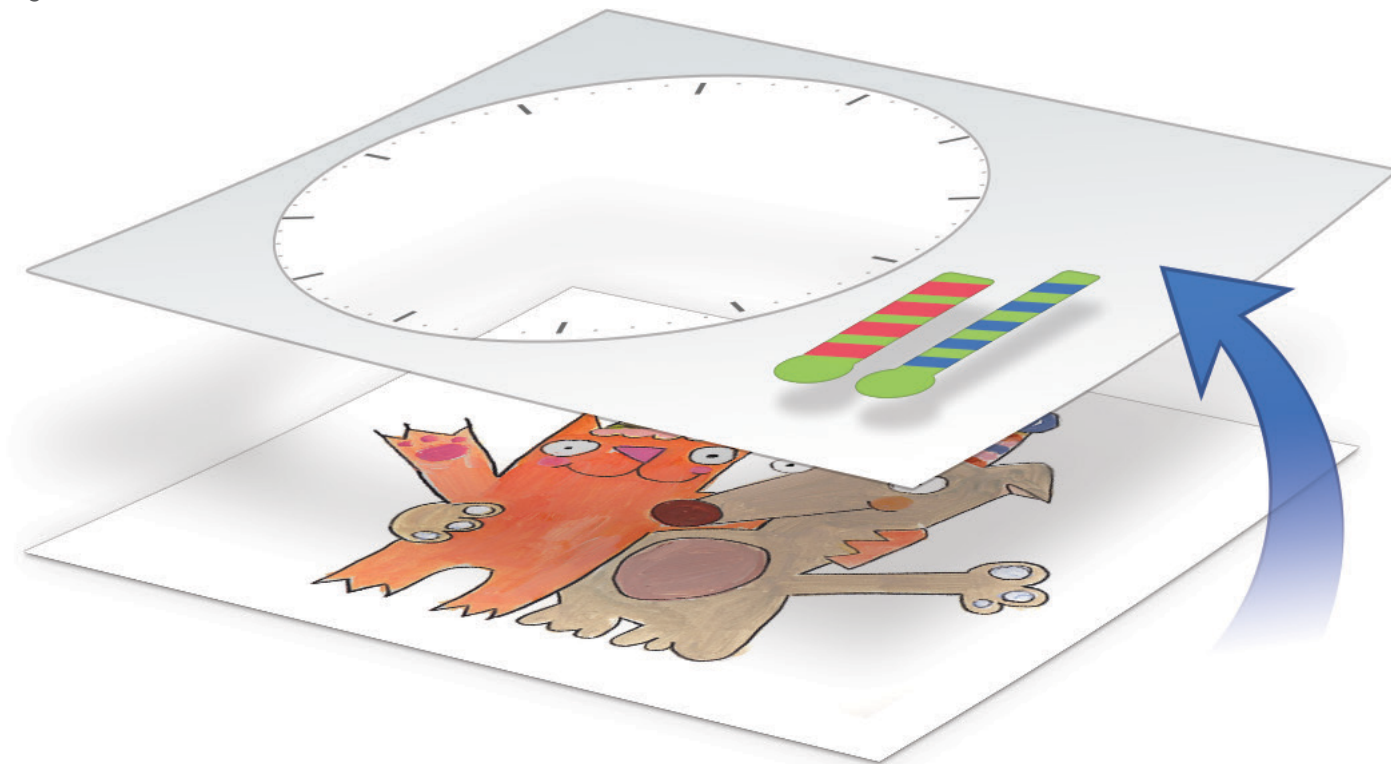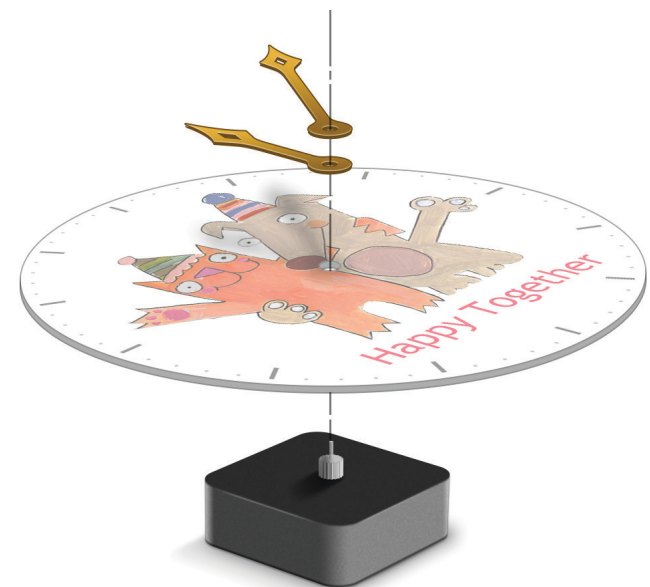
Working with Crafts, Cont.

Paper Clock Projects

Among the many different projects in Crafts, you will find Paper Clocks. These templates consist of a clock face and hands, and you can use them in two ways:

Demonstrate the time. Either as a fun way to teach youngsters to read a clock, or as an adjustable announcement of when an event starts. Just select one of the templates, make any changes you need, and print it out. Then cut out and assemble the paper clock as shown in the illustration below.

Create you own custom clocks. A great gift idea! Make real working clocks by combining Paper Clock projects with clock movement kits, which you can purchase online or at retail stores. You can personalize your clock by using a favorite photo, your team's logo, or any other image together with the empty clock template. Print out your project and assemble it together with the clock movement kit as shown on the right.
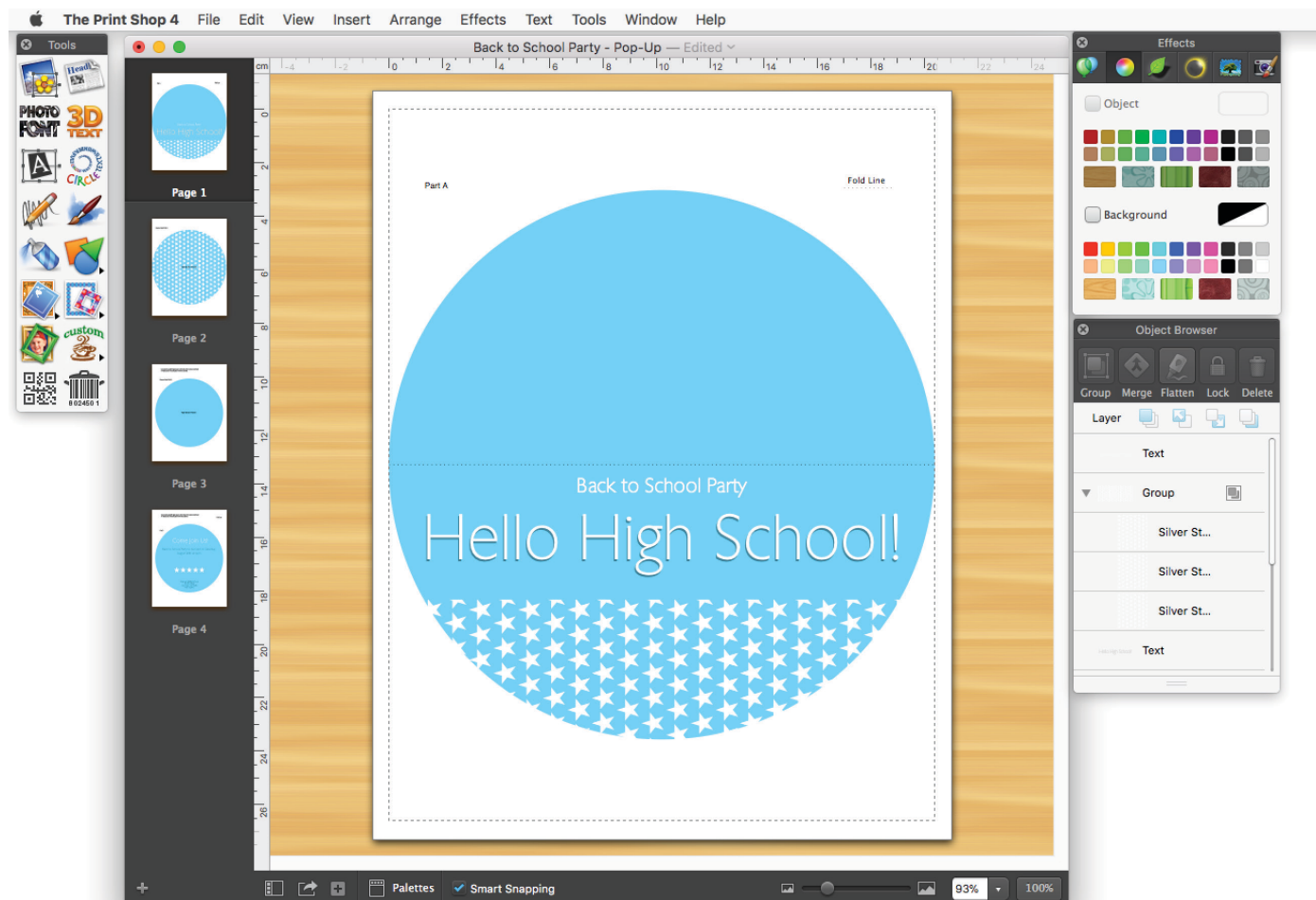
Working with Crafts, Cont.

Pop-Up Projects

Pop-up projects differ from other projects by having moving parts in them. When a pop-up greeting card is opened, the pop-up element rises up to surprise the recipient.

To make a pop-up card, you will need scissors and glue. A utility knife may also come in handy for cutting internal parts. After printing the pop-up project on card stock, you should cut out and put together the various parts according to the directions supplied. There are a few different types of pop-up, and all of them require some cutting, folding, and gluing. Some of the cards also have separate pop-up elements with flaps, which should be glued to the places marked with the corresponding letters on the cards.

Working with Crafts, Cont.

Important: Pop–up projects are designed to be printed on both sides of card stock. To get your card printed, cut out, and assembled correctly, make sure two–sided printing is turned on in your printer's settings; otherwise, you will need to turn the sheets manually.

Here's a couple of hints on working with pop–up projects. Just cut, fold, and glue carefully!
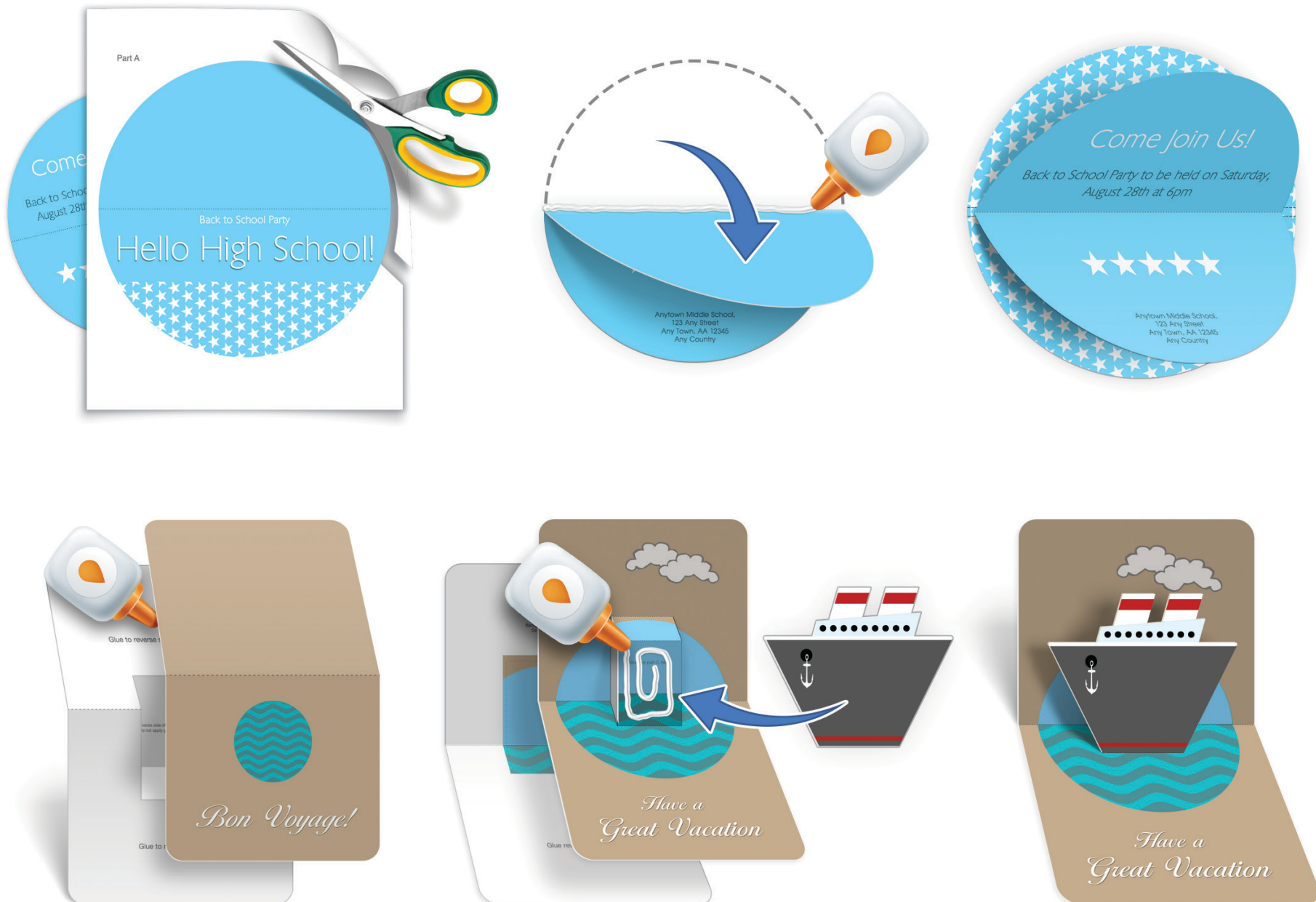
Working with Banners

A Banner printed across several sheets of paper is the perfect way to announce a birthday or some other special event ("Family Picnic BBQ"). If your printer supports it, you can also print your Banner project on special continuous banner paper. The banner length is set by default by the length of the Banner Headline which appears in every Banner. Alternatively, you can specify the Banner length in the **Banner Layout** dialog (select **Banner Layout** from the **Edit** menu).

Leading Space
Enter a number from 0 to 40 inches to add space in front of the banner text.

Trailing Space
Enter a number from 0 to 40 inches to add space after the banner text.

Banner Length
Select this option and enter a number from 2 to 35 to set a fixed number of pages for the Banner.

Banner Layout

Headline Placement

Set the distance that the headline appears from the beginning (leading space) and end (trailing space) of the banner.

Leading space: 1.00 in.

Trailing space: 1.00 in.

Banner Length

Choose to have the banner length calculated automatically or specify a fixed length.

�’ Automatic banner length

The banner will expand or contract according to the length of the headline.

◯ Fixed banner length: 2 pages

The banner will have a fixed length regardless of the length of the headline and the size of the leading and trailing spaces.

Cancel   OK

Banner Layout Dialog

Tip: All Banners created using the Start from Scratch method have a special default headline that cannot be moved or resized. However, you can remove the default headline from your project and then add your own. To remove the headline, just click it to select it, choose **Unlock** from the **Arrange** menu (or click the **Unlock** button in the **Object Browser**), and then press the **Delete** key on your keyboard. Now you can simply insert your own headline, which you will be able to move and resize as you wish, by choosing **Headline** from the **Insert** menu.

Chapter 7

Personalizing Your Project for Multiple Recipients

Photo "Holding a Bird" from The Print Shop collection. "Strong Antique" Artistic Effect from Photo Workshop and "Faded" effect from the Special Edges gallery on the Special Effects pane of the Effects palette were applied.

Personalizing Your Projects for Multiple Recipients

The Print Shop makes it easy for you to personalize projects you might want to send to more than one person, such as Greeting Cards, invitations, or Post Card announcements. To do this, you make your project with special placeholder fields and then merge–print with contact information from your **Address Book** application (**Contacts** on OS X 10.8 and later) or with records you enter in an **Address List**.

You can also create personalized projects with information other than addresses by making a **Custom List**. For example, you could make table cards for a wedding reception by making a simple **Custom List** with just two fields: the name of each person attending and their table number.
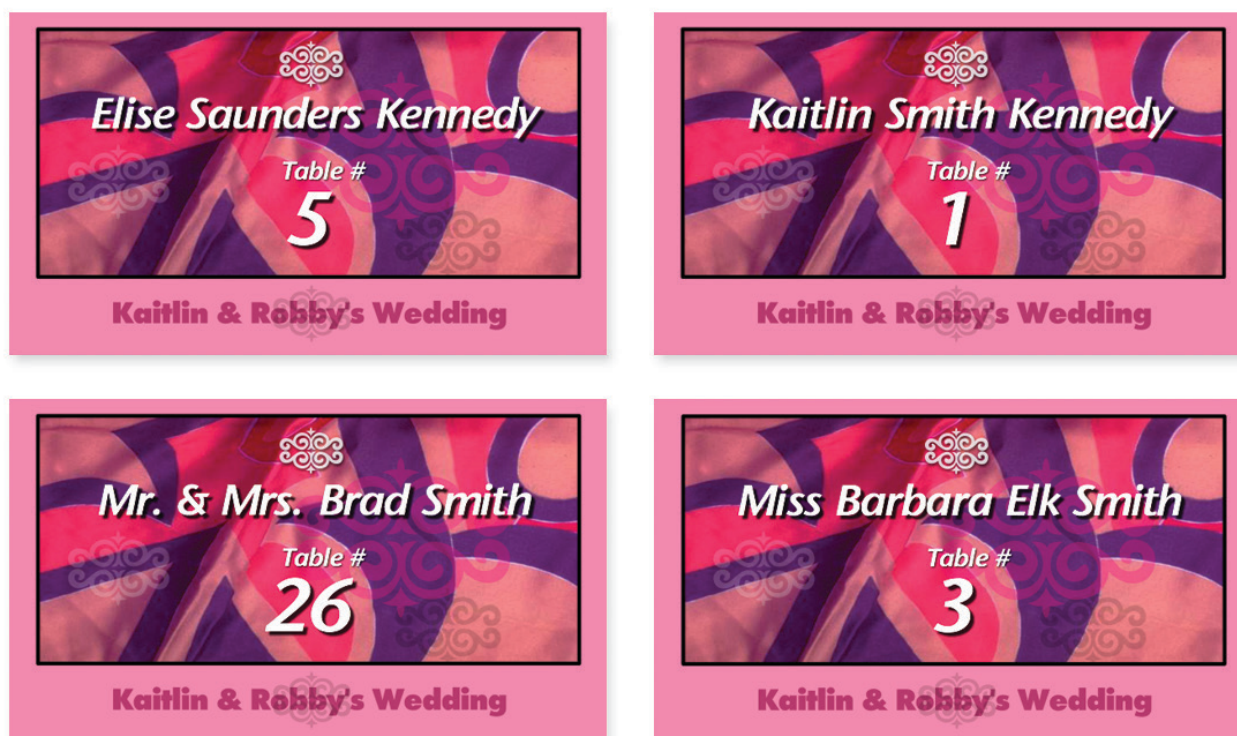
Wedding table cards made by merge-printing a Custom List.

Integration with Apple's Address Book

You can personalize projects using the records you have already entered in **Address Book** (or **Contacts**). To learn how, see *Merge-Printing With Address Book Records*, page 167.

Creating Address Lists

As an alternative to using the records in your **Address Book** for merge–printing, you can create a contact database called an **Address List** to use instead.

To create an Address List:

1. Choose **Address List** from the **Tools** menu. The **Address List** dialog appears.
2. Click the **New List** button, enter a list name, and begin filling in the address fields.
3. Click the **Plus** button to add each new record.
4. Click the **Done** button when you have finished adding records.

Current List
Choose the list you want to view or edit.

Records
Select a record to fill in or edit information for it.

Create or Remove Records
Click the Plus button to add a new record, or select a record and click the Minus button to remove it.

Contact Information
Fill in all the fields you want to use for merge-printing.

Import List
Click to import old Address Lists (see below and page 47).

Address List Dialog

Importing Old Address Lists

One reason to use Address Lists instead of **Apple Address Book** records is if you have already created one or more Address Lists in a previous edition of The Print Shop. In this case you can import your old Address Lists and use them in **The Print Shop 4** (see page 47).

Creating Custom Lists

If you want to personalize a project with information that does not match the preset fields of an Address List, you can create a **Custom List** instead with any number of fields of your choice. You can create a completely new Custom List — perfect for merge–printing wedding table cards, for example or adapt one of the ready–made ones, which are designed to help you compile commonly used lists for home and school, including cataloging projects such as making labels for movie collection.

To create a Custom List:

1. Choose **Custom List** from the **Tools** menu to open the **Custom List** dialog.

2. Create your list:
   - To use a ready–made list, choose the one that suits your needs from the **Current List** pop–up menu, click **Edit List**, and then click **Duplicate** in the message that appears.
   - To create a list from scratch, click the **New List** button.

3. In the dialog that opens, edit or enter the list name and field names. You can add extra fields by clicking the **Plus** button.

4. Click **OK** or **Create List** to return to the **Custom List** dialog. You can now add and edit records and enter information in the fields for each record.
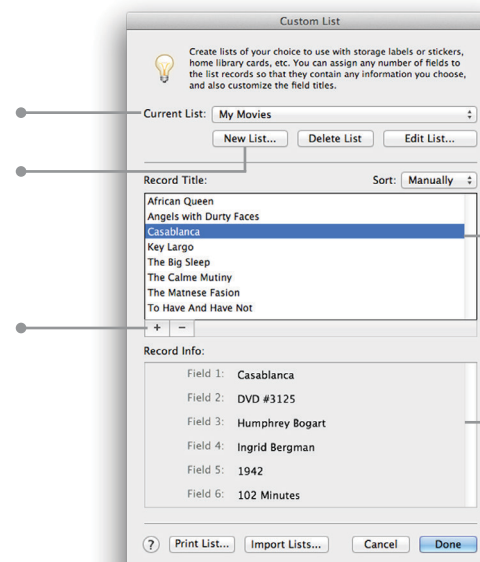
5. When you have finished, click **Done**.

Current List
Choose the list you want to use and click Edit List.

New List
Click to create a list from scratch.

Create/Remove Record
Click the Plus button to add a new record. Select a record and click the Minus button to remove it.

Records
Select a record in the list to view or edit the data in its fields. Double-click the record to edit its name.

Custom Fields
Double-click next to a field name to enter the information you want to print.

Custom List Dialog

Inserting a List in a Project

**To insert list field placeholders in a project:**

1. Add a Text Block (choose **Text Block** from the **Insert** menu) and double click–it, or double–click an existing Text Block and click the point in the text where you want the field to be placed.

2. Choose **Address Field** or **Custom List Field** from the Insert menu.

   In the dialog that appears, select the field or fields you want to insert and click **OK**. (In the Insert **Custom List Field** dialog, you should choose the list you want to merge–print from the **Current List** pop–up menu first.) A placeholder for each field you have selected appears in the Text Block.

Note: Each project can only have one list type. If you have inserted an Address List Field in your project, you cannot insert a Custom List Field and vice versa.
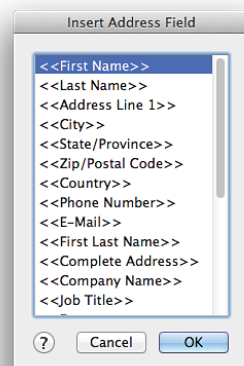
Insert Address Field Dialog
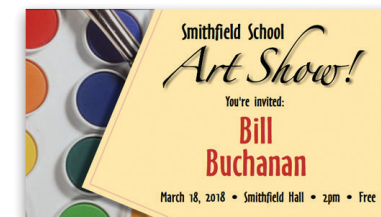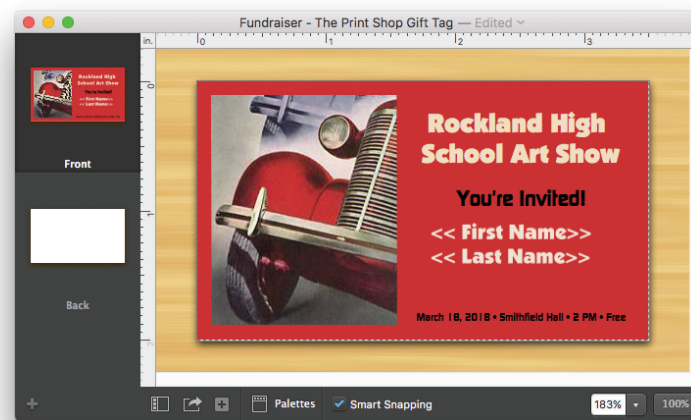
Personalized invitations made using Address List Fields.

Tip: You can insert all the fields needed for a mailing address by selecting **Complete Address** in the **Insert Address Field** dialog.
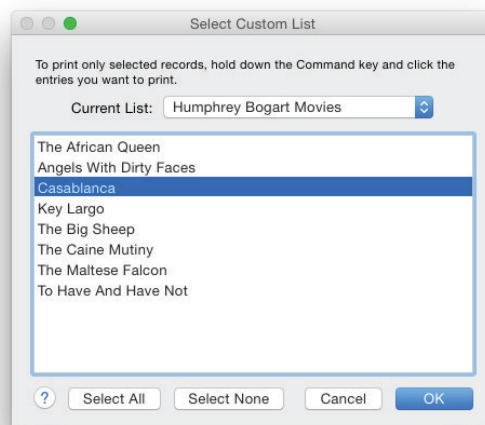
Merge-Printing with Lists

For merge–printing to work, you need to have inserted at least one **Address List Field** or **Custom List Field** in your project before opening the **Print Project** dialog. When you are ready to print your project, you will then select the particular list and records you want to print and the merging will take place automatically.

To merge print with an Address List or Custom List:

1. Make sure your project contains at least one **Address List Field** or **Custom List Field** and that all the records you want to merge have been added to your list.

2. Select **Print** from the **File** menu.

3. In the **Print Project** dialog that appears, go to the **List Merge** section and click the **Select List** button.

4. Depending on the list type, the **Select Address Records** dialog or the **Select Custom List** dialog appears. Select records to merge print:

   For Address Lists: Select an Address Group or Address List in the **Lists** area. By default, all records for that group or list are printed. To print only a few records, hold down the **Command** key and click the ones you want to select them in the right part of the dialog.

   For Custom Lists: The Custom List that you have entered fields for in your project is selected automatically in the **Current List** pop-up menu. Select the records to print by holding down the **Command** key and clicking them, or click **Select All** to print all records.

Apple Address Book Groups

The Print Shop Address Lists
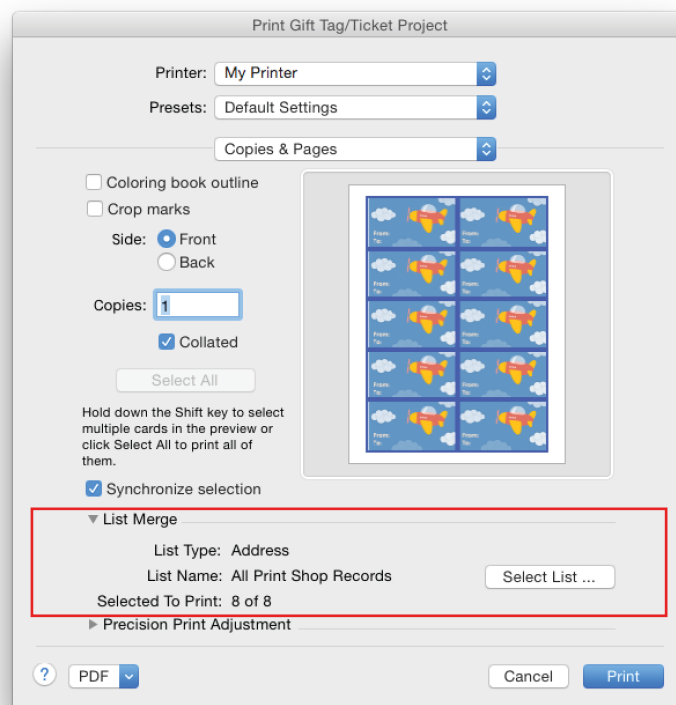*Select a list to merge print.*

Select Custom List Dialog
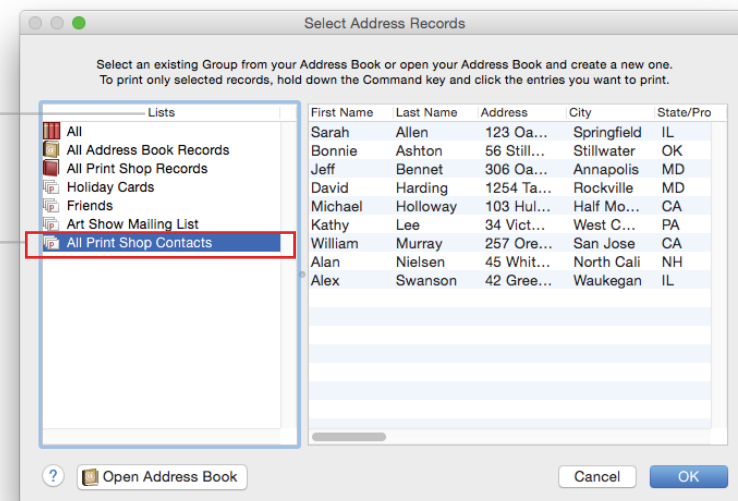
Select Address Records Dialog

Merge-Printing with Lists, Cont.

5. When you have finished selecting records, click **OK**. The list type, list name, and number of selected records appear in the **List Merge** area of the **Print Project** dialog.

6. Click **Print**. Each selected record is printed on a new copy of the project.

List Merge Area of the Print Project Dialog

Tip: Before you print your project, you can check that your records have been merged correctly in the preview area of the Print Project dialog. If the preview is too small to see clearly, you can click the **PDF** button in the bottom–left corner of the dialog, choose **Save as PDF** from the pop–up menu, save the project, and then open it and check it in the Preview application.
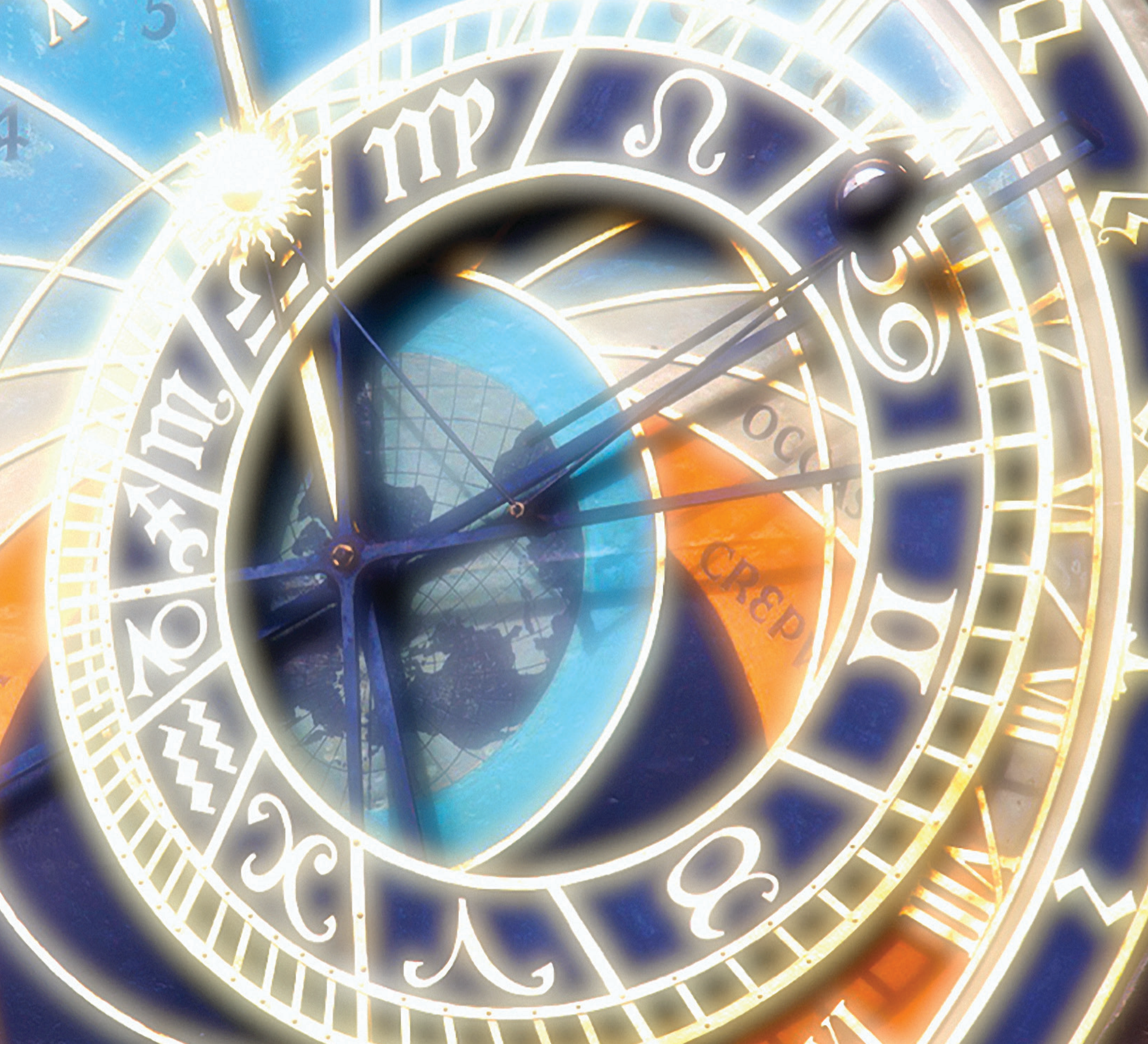
Chapter 8

Integration with iLife and Other Apple Applications

Photo "Prague Astronomical Clock" from The Print Shop collection, cropped in Photo Workshop, with "Bloom" and "Explosure" Artistic Effects applied. Design on the DVD disc on the right created using "Kaleidoscope" Artistic Effect.

Integration with iLife

One of the award-winning features of Software MacKiev's editions of **The Print Shop** is the seamless integration with the powerful applications that come with every new Macintosh computer. This includes the iLife suite (iTunes, Photos or iPhoto, and iDVD) as well as the built-in Calendar and Contacts applications (iCal and Address Book on Mac OS X 10.7 and earlier).

Getting Images from Photos or iPhoto

Drag Your Photos Straight from iPhoto

It's easy as pie to use pictures from your iPhoto digital photo albums in your projects. Just select the ones you want in iPhoto and drag them onto your design. Simple as that.

Drag directly from iPhoto into your project templates.

Getting Images from Photos or iPhoto, Cont

Importing Photos or iPhoto Images

Click the **Photos** or **iPhoto** tab in the **Select a Graphic** dialog. Select a photo and click **Place** to add it to your project.

Image Category
Select Photos or Faces.

Photo Library
These are your photos, exactly as they appear in your photo libraries, including whatever names you have given them.

Import
Click to import an image from your computer.

Edit Image
Click to open the selected photo in Photo Workshop.

Export
Click to export the selected image.

Gallery View
Adjust the image preview size.

Importing Playlists from iTunes

You can design CD and DVD labels, case inserts, and booklets with **The Print Shop 4** and then import playlist and album information from **iTunes**.

To import an iTunes playlist:

1. Select the **CDs and Cases** project type in the **New Project Setup Assistant**, select a design method, and proceed to the **Select a Format** step.

2. In the **Select a Format** step, select the **Use iTunes Playlist** checkbox to open the **Import from iTunes** dialog just before you open your new project on the **Design Desk**. Otherwise, choose **Import from iTunes** from the **Edit** menu after the project has been created. The **Import from iTunes** dialog appears. Select the importing options you want and click **OK**. The data will be automatically added to your project.

Source List
Select a library or playlist.

Data Import
Select the data to add to your label.

Artist
Select an artist.

Album
Select an album.

Label Setup
Select the layout of the elements on your label.

Preserve Layout
Select this checkbox to keep your original label layout.

Import from iTunes Dialog

Tip: You can drag-and-drop the Album Artwork from iTunes directly into your project.

Importing Calendar Events

With a few clicks you can import events already in the Calendar application (or iCal), including start times, directly into daily, weekly, or monthly calendar projects.
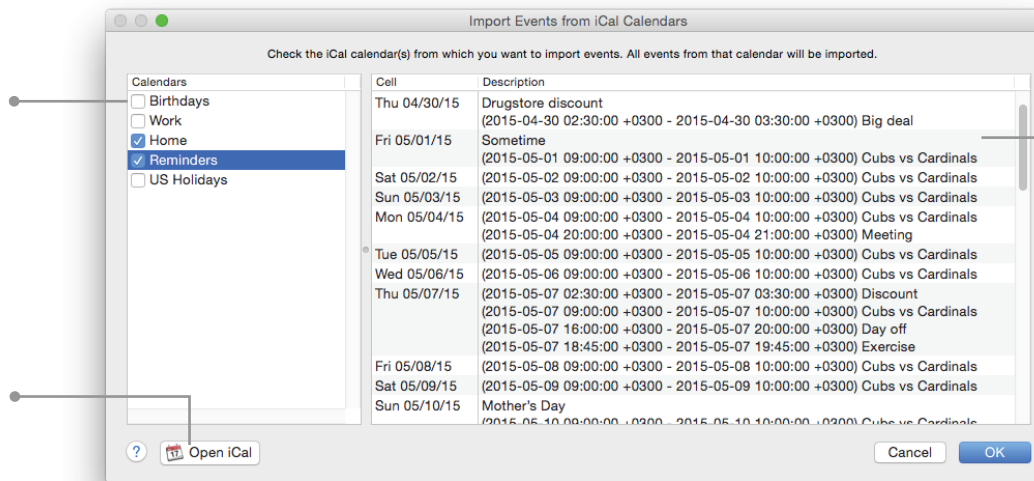
To import events from Calendar (iCal):

Choose **Import iCal Events** from the **Edit** menu. The **Import Events from iCal Calendars** dialog appears. Select the calendars you want to import and click **OK**. .

Calendars
Select calendars to import events from.

Events
Events from selected calendars.

Open iCal
Click to modify your calendars before importing.

Import Events from iCal Calendars Dialog

Tip: You can have the **Import Events from iCal Calendars** dialog open automatically when you create a Calendar in **The Print Shop**. Just select the **Include Calendar Events** checkbox in the **Select a Calendar Type** step of the **New Project Setup Assistant**.
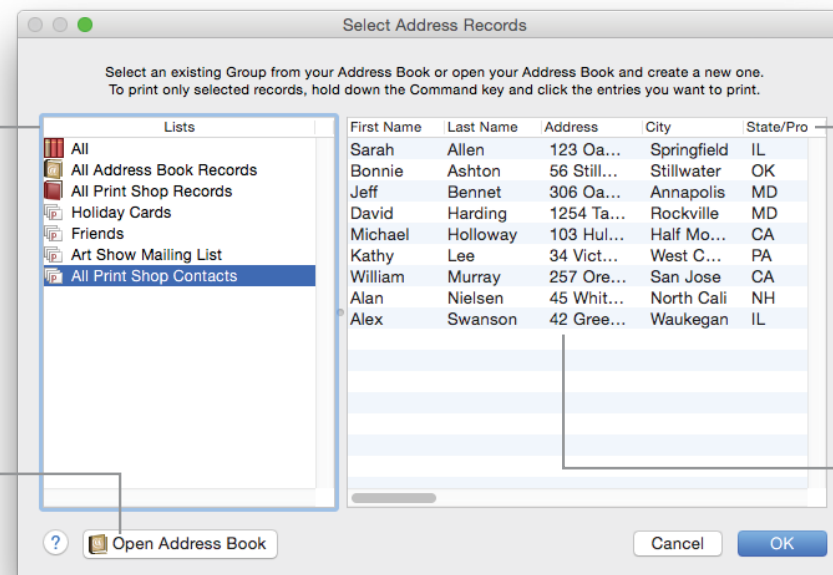
Merge-Printing with Address Book Records

You can use the contact information already stored in your Mac's **Address Book** (**Contacts** in OS X 10.8 and later) for merge-printing your projects. For merge printing to work, you need to have inserted at least one **Address List Field** in your project before opening the **Print Project** dialog. When you are ready to print your project, you can select the records you want to print and the merging will take place automatically.

To merge-print with Address Book records:

1. Make sure you have placed one or more **Address List Fields** in your project. See *Inserting a List in a Project*, page 165, for instructions on inserting **Address List Fields**.

2. Select **Print** from the **File** menu and, in the **Print Project** dialog that appears, click the **List Merge** disclosure triangle.

3. Click the **Select List** button. The **Select Address Records** dialog appears.

Lists
Select the list you want to print.

Open Address Book
Click to change Address Book records before merge-printing them.

Column Headings
Click to sort the records.

Records to Select
*Select the records you want to merge-print. Hold down the **Command** key to select multiple records.*

Select Address Records Dialog

Merge-Printing with Address Book Records, Cont.

4. Select an **Address Book Group** in the **Lists** area. By default, all records for that group are printed. To print only a few records, hold down the **Command** key to select them.

5. If records selected from your **Address Book** contain more than one field, you can select which one to use. When there is more than one field, a double–arrow will appear. Click the double–arrow to reveal the choices available, and select the one you want.

6. You can sort address columns just by clicking the control at the top of each column. For example, sort all the records by **Last Name** by clicking the **Last Name** control at the top of that column.

7. Click **OK** to return to the **Print Project** dialog. **Selected to Print** shows you the number of records you have selected.

8. Click the **Print** button to print your project.

Birthday Mommy! Happy Birthday Mommy! Happy Birthday Mommy! Happy Birthday Mommy! Happy Birthday Mommy! Happy Birthday Mommy! Happy Birthday Mommy! Happy Birthday Mommy! Happy Birthday Mommy! Happy Birthday Mommy! Happy Birthday Mommy! Happy Birthday Mommy! Happy Birthday Mommy!

BACHELORETTE PARTY • BACHELORETTE PARTY

Happy Mother's Day! Happy Mother's Day!

BOBBY SMITH BOBBY SMITH BOBBY SMITH BOBBY SMITH BOBBY SMITH BOBBY SMITH WHO SITS HERE?

Love you Daddy! Love you Daddy! Love you Daddy! Love you Daddy! Love you Daddy! Love you Daddy!

Chapter 9

Printing

Spin a word spiral with our new Circle Text tool...it's so much fun, you might never type in a straight line again.

Printing Options

When you have finished your design and are ready to print, choose **Print** from the **File** menu. Options in the **Print Project** dialog vary depending on the project type. The following options may be available:

- **Preview area.** Displays the project (or its panels) as it will be printed on paper.
- **Poster Size.** Specify the number of sheets (1x1, 2x2, 3x3, or 4x4) you want your project to be printed on. By default your project will be printed on one sheet.
- **Coloring Book Outline.** Select 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 Outline cannot be used with photos and fine art graphics. Special effects applied to objects are not shown when printing in this mode.
- **Mirror Image.** This option is available for Signs. Select this option to print the project in reverse (flipped horizontally).
- **Crop Marks.** Select this option to print crop marks to guide you when you cut out such projects as Postcards, Gift Tags, Business Cards, and Post–It® Notes.
- **Synchronize Selection.** Available for double–sided projects that have several panels or items per page. Select this option to ensure that the selected panels or items on both sides of the sheet correspond to each other correctly.
- **Collated.** Select this option to print all the pages of the document before the next copy prints. (This is useful for multipage documents.)
- **Select All.** Click this button to select all the copies of your project (or panels of multipanel projects) in the preview area for printing.
- **List Type.** Displays the type of the currently selected list: All, Address Book Group, The Print Shop Group, or Custom Group.
- **List Name.** Displays the name of the currently selected list.
- **Selected to Print.** Displays the number of selected records in the selected list.

Tip on printing: By default, The Print Shop sets the highest print resolution for your project to take advantage of today's high–quality printers. However, in some cases, especially with large files or high resolution printers, this can lead to slow printing or even no printing at all. See *Printing Settings Pane* on page 28 for instructions on changing the print resolution.

## Printing Several Items on a Sheet

If you are printing page or business card stock that has multiple labels or cards on each sheet, you can choose to print just one label or card, or choose several of them to print. By default all labels (or cards) on the sheet are selected for printing.

To select just one item to be printed:

In the preview area that shows the sheet of labels or cards, click the one you want to print. A blue selection border appears around it, indicating that only that item will be printed.

To select more items on the same sheet:

After selecting one item to print, you can select more items by holding down the **Shift** key and clicking other labels or cards. All of the ones you've chosen will then have blue selection borders, and those are the ones that will print.
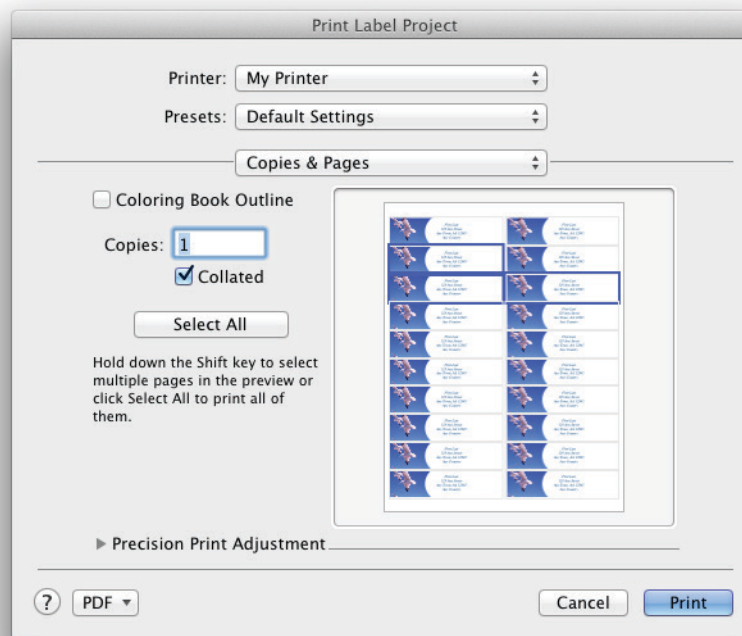
Print Label Project Dialog

Creating Custom Paper Sizes

You can create different paper sizes for your project using the **Custom Page Sizes** dialog. You can also set smaller margins or even zero margins to take advantage of your printer's capability to print to the edge of the paper (borderless printing).

Note: You can set custom paper sizes for Greeting Cards (except Avery Cards and Notecards), Signs, Pamphlets, Banners, Letterheads, Calendars, Certificates, and Blank Pages projects. You cannot do this for Labels, Photo Pages, Post-It Notes, Business Cards, Envelopes, Gift Tags, CDs and Cases, Quick Prints, or Postcards projects.

To set a custom paper format for an open project:

1. Choose **Page Setup** from the **File** menu. The **Page Setup** dialog appears.
2. Choose **Manage Custom Sizes** from the **Paper Size** pop-up menu.
3. In the **Custom Paper Sizes** dialog that appears, click the **Plus** button and enter a name for your new paper size.
4. Enter the dimensions of the paper you want to use in the **Width** and **Height** fields.
5. From the **Non-Printable Area** pop-up menu, choose your printer to use its default margins, or set your own by choosing **User Defined** and enter the values you want in the fields below. To print borderless, set the margins to zero. Click **OK**.
6. Choose your new custom size from the **Paper Size** pop-up menu in the **Page Setup** dialog and click **OK**.

Custom Paper Sizes Dialog

Nudge Printing

Most printers produce printouts without shifting, but sometimes you may need to adjust the position of your project on the sheet to get the results you want.

To adjust the printing position:

1. When the **Print Project** dialog opens, click the **Precision Print Adjustment** disclosure triangle.

2. Change the printing position of your project on the sheet by clicking the up and down arrows next to **Horizontal** and **Vertical Move**. You can move the printing position up to 2 inches or about 5 cm in any direction (up or down, right or left).

▼ Precision Print Adjustment

Use this window to nudge your project into the right place for your printer if needed.

Horizontal: Move `0.00` in. ● Left   ○ Right

Vertical: Move `0.00` in. ● Up   ○ Down

Save as Default for This Project Type

Make Default
Click this button to save the printing adjustment settings for the project type you are currently printing.

Before   *After*

Duplex Printing

Some projects need to be printed on both sides of the paper. These projects are CD and DVD booklets, Postcards, Booklets, Greeting Cards (except the quarter–fold and tri–fold formats), Newsletters, Pamphlets, Wall and Planner Calendars, and some Business Cards and Gift Tags formats.

You can take advantage of duplex printing if your printer has this capability.

To print a project in duplex mode:

Choose **Layout** from the main pop–up menu in the **Print Project** dialog, and then select the appropriate **Two–Sided** option (**Long–Edge binding** or **Short–Edge binding**).

Note: If the **Two–Sided** printing option is dimmed in the **Print Project** dialog, you may find it in another printing pane specific to your printer.
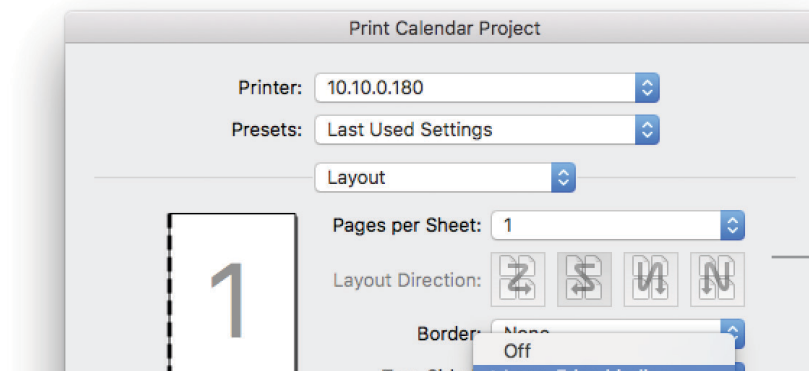
Binding
During project printing, your printer will turn over the project pages along the side you have selected.

Two Sides of a Postcard

Printing on a T-Shirt

You can make transfers using Avery T–Shirt Transfer sheets (available at most large office supply stores), or with any other kind of transfer stock.

To make a transfer with Avery T–Shirt Transfer sheets:

1. Begin a new **Labels** project and select either **QuickStart Layout** or **Start from Scratch**.
2. In the **Select a Format** step, click the **Other** button at the top, and then select the **Avery T–Shirt** format in the list.
3. Create your T–shirt design.
4. Print your design on an Avery T–Shirt Transfer sheet.

T-Shirt Transfer
Select this format if you have Avery T-Shirt Transfer sheets.

Other
Select this category to see special label formats, including T-shirt transfers.

Select a Format Step

To make a transfer with any other kind of transfer stock:

If you do not have Avery T–Shirt Transfer sheets, you need to print the image in reverse on transfer stock. You can do this by creating and designing a **Signs** project and then, when it is ready to print, selecting the **Mirror Image** checkbox in the **Print Project** dialog.

Special Printing

Printing Banners

Banners projects are printed across several sheets of paper. You can print your Banners on a series of single sheets or on special continuous banner paper. If your printer supports continuous banner paper, choose **Page Setup** from the **File** menu, and then select the special banner paper format. Your Banners project will be formatted for this special paper and you can use it when printing. Consult your printer manual to find out if your printer can use banner paper.

Printing Labels

Labels projects require special label stock. You may want to do a test print on plain paper to check your project before printing it on the label sheets.

The **Print Label Project** dialog previews the entire sheet of labels.

By default, all labels are selected for printing. See page 179 to learn how to print only certain labels on each sheet.

If you are merging a list, select the list and the records you want to merge. See *Merge-Printing with Lists*, page 166.

Printing CDs and Cases

When you create a CDs and Cases project, a range of Avery, Memorex, Fellowes®/NEATO, Microboards, and CD Stomper templates is available.

The default option is set to print all CD labels on a sheet. To print only one label, click it in the preview area. A blue box appears around it, showing that only that label will be printed. To select several labels to print at a time, hold down the **Shift** key and click the labels you want in the preview area. See *Printing Several Items on a Sheet*, page 179.

Special Printing, Cont.

Direct-CD Printing

If you have a printer equipped with a CD printing tray, you can take advantage of the "label–free" printing feature built into **The Print Shop 4** and print your CD and DVD face art directly onto special printable CD and DVD blanks.

To create a Direct–CD project:

1. In the **New Project Setup Assistant**, select the **CDs and Cases** project.

2. Select a design method and in the **Select a Format** step and select a format (choices can be found in the table below) from the **Brand** pop–up menu. If the brand or format you want does not appear, see *Step 3 of the Installation Instructions* on page 21 to learn how to add Direct–CD components for your printer using **The Print Shop 4 Installer**.

Brand	Format Choices	Comments
HP	HP Direct–CD Printing	Standard CD size
	HP Direct–CD Printing (mini CD)	Mini CDs only
EPSON	EPSON Direct–CD Printing (EPSON Stylus® Photo 900)	EPSON Photo 900 only
	EPSON Direct–CD Printing	All other EPSON printers
Canon	Canon Direct–CD Printing (CD–R Tray B, C, D, E, F, G, H, J, and K)	Canon PIXMA printers. Hold the mouse pointer over a project format preview to see a list of printers which support the particular format.
	Canon Direct–CD Printing (CD–R Tray A and Aa)	Canon Bubble Jet printers
Microboards	Microboards Direct–CD Printing (PF–3 and G–series)	Hold the mouse pointer over a project format preview to see a list of printers which support the particular format.
	Microboards Direct–CD Printing (PF–Pro)	
Primera	Primera Bravo SE Direct–CD Printing	

3. Complete the steps of the **New Project Setup Assistant** and click **Done** to place the CD/DVD template on the **Design Desk**.

Special Printing, Cont.

To print directly on a CD:

1. Set the inner and outer diameters of the printable CD/DVD blanks by selecting **Change Diameters** from the **Edit** menu and selecting the brand of blanks you are using from the **Media Type** pop-up menu. Presets are available for HP, Memorex, Maxell®, Verbatim®, and TDK®. If your brand is not listed, select **Custom** from the **Media Type** popup menu and set the dimensions manually.

2. When you are ready to print, open the **Print CD/Case Project** dialog by selecting **Print** from the **File** menu.

3. For HP printers, choose the **Paper Type/Quality** pane, and choose **HP Inkjet-printable CD/DVD** or **Other Inkjet-printable CD/DVD** from the **Paper Type** pop-up menu. For EPSON printers, open the **Print Setting** pane and choose **CD/DVD** from the **Media Type** pop-up menu. For Canon printers, open the **Quality & Media** pane and choose **Printable Disc** from the **Media Type** pop-up menu.

4. Make the rest of your print settings and click **Print**.

Note: Do not change settings in the **Page Setup** dialog when using Direct-CD printing. Some of the Direct-CD templates may even be set to A4 format. Do not change this setting even if you have a US printer and usually use US Letter paper. Consult your printer's user guide for more information.

> **Tip:** If you are going to create a number of Direct-CD projects, choose **Direct-CD Printing** from the **Show CDs and Cases Brand** pop-up menu on the **General** pane of **The Print Shop Preferences**. Then only your CD/DVD brand will be shown by default in the **Select a Format** step of the **New Project Setup Assistant**.

Printing Business Cards and Gift Tags & Tickets

You can print Business Cards and Gift Tags on Avery Business Card stock. Alternatively, you can save your project as a PDF file and send it to a printing company. When you choose **Print** from the **File** menu, all cards, tags, or tickets are set to print by default. If you want to print only certain cards, see *Printing Several Items on a Sheet*, page 179.

Special Printing, Cont.

Printing Postcards

The **Print Postcard Project** dialog contains most of the standard printing options and a few more that are needed to print postcards:

* **Side: Front/Back** – Preview the front or the back of the postcard. 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 the front and back sides in the preview area.
* **Crop Marks** – Select this option to print crop marks on the page. Crop marks can help you to cut out the printed postcards accurately.

Printing Envelopes

You can select the number of copies you want and print in Coloring Book Outline mode. Envelopes projects may require special paper.

It is a good idea to test the printing of your envelope on a standard sheet of paper before printing onto envelope stock. If your envelope is not printed correctly, click the **Change Position** button, which opens the **Change Position** dialog.

In this dialog you can rotate your envelope 180 degrees, shift the print area up or down, and specify which side of your envelope is fed into the printer. The blue arrow in this dialog shows the feeding direction of the envelope you are going to print.

Change Position Dialog

Note: The **Envelope Print Feed Position** options will be available only if you selected either **US Letter** or **A4** from the **Paper Size** pop-up menu in the **Select a Format** step of the **New Project Setup Assistant**. The last three print feed positions are not available for some envelope formats, and the **Change Position** option is not available for **The Print Shop Cut-Out Envelopes**.

Index

Photo with transparent background "Waiting for Their Time to Come", rotated using the Layout palette and superimposed on Fine Art image "Colorful Trees". Both images from The Print Shop collection.

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Credits

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