

Welcome

Welcome to the Graphic World of Print Artist, the ideal creative tool for every home and business. Print Artist will help you design and print a wide spectrum of projects ranging from business cards to creative crafts. Almost anything you can imagine (that will print on a piece of paper) can be created with Print Artist.

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Getting Started

Print Artist is so easy to use, the best way to learn the program is to simply open it and start designing. To create a document, click on the File menu and click Select Document Type. A dialog box appears on your screen. Use the mouse cursor to move through the document types as well as the New, Open, Quit, and Help buttons. Once you have highlighted your selection, you can press the Enter or N key for New, or the Spacebar or O key for Open.

New

1. Select a document type and click the New button.
2. Scroll through the Category and Layout lists and click your choice.

Note: If you select the Greeting Card or Calendar documents you will also need to select the greeting card fold, or calendar month and year.

Open

To open a saved document:

1. Select the type of document.
2. Click the Open button.
3. Highlight the document name.
4. Double-click the name, click OK or press Enter.

Quit

This button allows you to save your current document and quit the Print Artist program. You can also choose Exit from the File menu.

Help

No matter where you are in the program, Print Artist's On-Line Help is only a button away. To access the On-Line Help, choose the Help command or, the Help button in a dialog box or, press F1 anytime. We suggest you browse or scroll through Print Artist's help topics to get familiar with the program. Select a topic, click its name or press enter.

Note: Additional changes made after this manual's publication may be found in the Read Me information.

The Desktop

Instead of using a piece of paper or an easel within Print Artist, you'll use your monitor to create and modify your projects. This is known as the desktop environment. There are six major components in the Print Artist environment.

Menu Bar: Includes several pull-down menus that allow specific functions to create your design. You can choose menu commands using either the mouse or the keyboard.

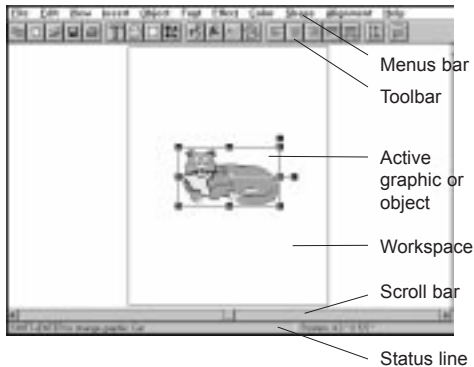
Toolbar: Provides shortcuts to commonly-used commands.

Desktop/Workspace Area:

This is your work area where you'll design and edit your projects.

Active graphic or object:

This shows you your current location on the screen.

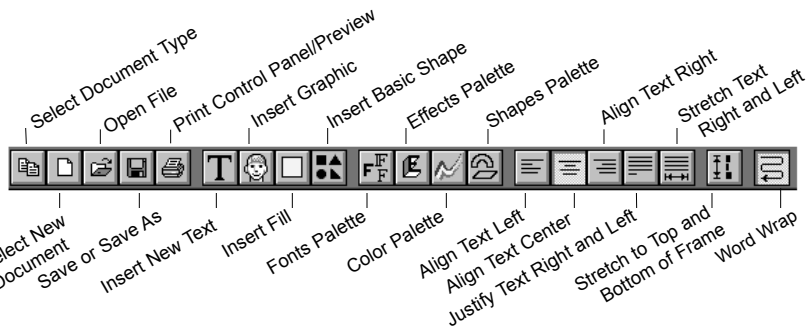


Scroll Bars: These let you move your document around on the desktop up and down, side to side.

Status Line: Left side indicates name of active graphic or object. The right side indicates dimensions of the object and how much it is rotated and skewed.

The Toolbar

The Toolbar is your speedy access to text, graphics and effects. Each of the function buttons is simple, just click the appropriate button with the mouse to use the design function you need for your project.



The Mouse

The pointer changes appearance as you move it around the screen with the mouse. Each of the different forms, or “icons,” represents a different function in Print Artist.



Text Function



Resizing Function



Rotation Function



Skew Function



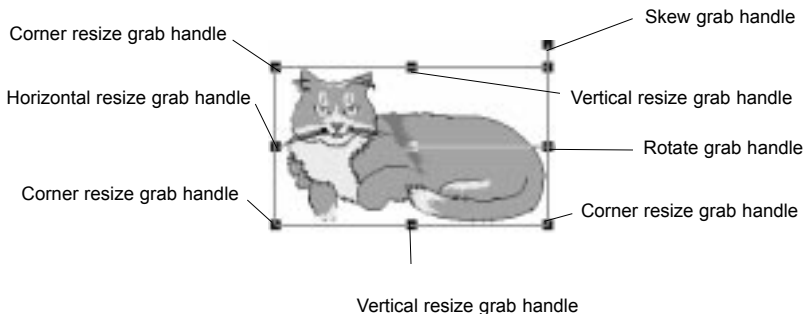
Moving Function



Clock

Frames

Learning to work with frames is the key to using Print Artist. All of the essential functions for manipulating text and graphics are done with frames. Every object in a document is surrounded by a frame (although you only see the frame, when the object is selected). To move, reshape or edit the contents of a frame, the frame must be “active” or selected and visible on the screen. To activate a frame, click somewhere within it or press the Spacebar. To activate each succeeding frame, press Tab.



Frame Functions

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

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

Moving allows you to drag the active frame around the document and onto the Desktop. Nothing within the frame changes when you move it. To move the frame on a straight horizontal or vertical path, press Shift while moving the frame.

Corner Resizing lets you change the height and width of the frame. To keep Text, Fills, and Basic Shapes inserted from the Insert menu proportional, press Shift while resizing. **Vertical Resizing** lets you increase and decrease the height of the frame while keeping the width constant. **Horizontal Resizing** allows you to increase and decrease the width of the frame while keeping its height constant. Pressing Shift while executing either of these functions will constrain the change in frame height (width for horizontal resizing) to 8 point increments on an invisible grid.

Resizing Around The Center comes in handy when you have centered an object on your document and want to resize it without having to recenter it when you're done. To activate this function press the Alt key while resizing, or choose Resize Around Center from the View menu.

Rotation lets you tilt the frame to any angle. **Skewing** lets you “bend” your text or graphic to the side. Pressing Shift while executing either of these functions will constrain rotation to 15-degree increments.

Note: After resizing, sometimes the frame is larger than the text block or graphic. You can make the frame fit the object again by selecting Shrink to Fit from the Object menu. If the border of the frame extends off the screen, use the View commands or the scroll bars on the right and lower edges of the screen to see them.

The effect of the skewing tool does not preview on the screen, so you may make a change that you didn't intend to do. If so, use the **Undo** command on the Edit menu (Ctrl + Z) immediately after skewing. This will allow you to manually return the skewed object to its original orientation. The **Revert** command on the File menu takes you back to the last saved version of the document you're currently working with and can also be used to correct unintended skews.

Palettes

The Color, Effect, Font and Shape menus offer many choices. Choosing More (Palette)...opens a palette that lists all the choices available under that menu. These palettes are also different from the other menus in Print Artist because they can be dragged to any part of the Desktop for quick reference at any time.

To open a palette use the More...option from the corresponding menu or push the corresponding buttons on the Toolbar.

To close a palette, click its close box or push its toggle button on the Toolbar.

To move a palette, place the pointer in the title bar and hold down the left mouse button while dragging the palette to the part of your screen where you want it.

To activate a palette left open on screen, click anywhere in it.

Saving, Naming & Deleting Documents

Saving a New Document

1. Choose the Save command from the File menu.
2. Type in a descriptive name, up to 32 characters, and press Enter. Print Artist will make up a DOS filename based on the descriptive name. You can change this name to anything you wish, up to 8 characters. (DOS names must not contain certain special number or symbol characters reserved for use by DOS.)
3. Decide on the drive and subdirectory in which to save the document.
4. Click OK.

Note: It's a good idea to get in the habit of saving often (just in case there is a program or computer failure). As you modify a project, if you're not happy with the changes then you can go back to your saved version.

Note: You must enter a new DOS filename to save the document as a new document.

Saving An Existing Document

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

Renaming Documents

1. Choose the Save As...command from the File menu.
2. Highlight the name you wish to change by clicking the box with the mouse.
3. Type the new name and click OK to confirm (or press Enter).

Deleting Saved Documents

1. Open the File menu and choose Delete Files.
2. Click the descriptive name of the document you want to delete.
3. Click delete.

Graphics, Fills, Shapes and Symbols

Inserting a new graphic:

1. Choose Graphic... from the Insert menu, or press the Graphic button on the toolbar.
2. Scroll through the Categories, or Keywords, or type a graphics keyword until the desired category is visible. Click the category to highlight it.
3. Scroll through the Graphics list using the scroll bar. Click the desired name to highlight it and display the graphic on the preview screen.
4. Double-click the preview screen or the highlighted name, or press Enter.

Replacing an existing graphic:

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

Inserting Fills and Basic Shapes:

To insert Fills and Basic Shapes directly into your document you can:

- a. Use the Fill and Basic Shape commands from the Insert menu,
- b. Select the Fill button or Basic Shape button on the Toolbar, or
- c. Insert Basic Shapes from the Graphics Grabber™ using the Graphic command from the Insert menu.

Inserting Backgrounds and Borders

Backgrounds and borders can be inserted in the standard default frame size or already sized to fit your entire document.

1. To insert at default size, Use the Graphic...command from the Insert menu.
2. To insert to fit your entire document, open the Insert menu and select the Background...or Border...command. Double-click the chosen background or border, or click it once and press Enter or OK.

Cropping Graphics on the Desktop

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

Duplicating (Edit Menu)

Duplicate makes a copy of the selected object and puts the copy on top so it overlaps but does not cover the original document.

Ctrl + D is a shortcut command, allowing for quick copying and placement of objects you want to repeat in your document. You can still resize and reposition all of the objects as you like, using the frame grab handles.



Using the duplicate command to create a design.

Overlaying objects (Object menu)

Many layouts in this program consist of carefully arranged overlays of Graphics, Symbols, Shapes, Fills, and text blocks. The Object menu has four commands designed to help control the overlay of objects in your document:

Note: If you ever “lose” an object it’s probably covered by a larger object in front. Select the larger object and use Send to Back to put it in the background; the smaller object will appear.

Bring To Front takes the selected object and places it in front of all other objects in a document.

Send to Back takes the selected object and places it behind all other objects in the document.

Bring Forward (Alt + Grey Plus sign) and **Send Backward** (Alt + Grey Minus sign) move the selected object forward or backward one level. (The “grey” mathematical signs are those on the keypad.)

Using Shapes (Shape menu and palette)

The Shape commands offer two sets of choices. One set gives you a choice of three basic frame shapes, while the other set contains choices which allow you to distort the contents of the frame. The best way to see what these options can do is to simply try them.

Applying Effects

You can change the look of graphics in two main ways: by recoloring or reshaping them. You can use all of the effects on Shapes, Symbols, and Fills as well as on text, but only the Flipped effect can be applied to graphics.

To apply an effect

1. Select an object and choose one of the Effects commands.
2. Try out several effects and combinations of effects on the same object - you'll be surprised at the variety of results possible.

Customizing effects

The Customize option in the Effects menu and palette allows you to choose the orientation, depth, and number of areas of the selected object. The choices available to you depend on the effect you have applied to the object. Each effect will preview above as you scroll through the various possibilities. To confirm your selections, click OK or press Enter.

Using Color

Print artist gives you three different ways to create in color:

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

Customizing color on a graphic

1. Change the graphic colors to standard color choice from the Color menu (if a color graphic is used).
2. Choose Customize...from the Color menu
3. Change the colors of each surface of the object, one by one, by either:
 - a. Clicking the object's designation on the Surface list and then clicking the color you want to assign it, or
 - b. Double-clicking a surface name and watching the preview screen.
The color of that area will briefly flash a different color to indicate the area's location.

Text

Inserting and manipulating text is easy. First insert the text and then apply effects and colors. You can resize, reshape and recolor text in any way you like.

The frame is the real border of a text block. Each text block contains: a face, face outline, frame, and background.



The face is the visual part of the letter or numeral. You won't see the background and outlines when you first insert text, because the default color for both background and outlines is transparent.

Note: Push Quote button to access over 1,000 quotes.

Inserting Text

1. Choose Text...from the Insert menu, or push the Text insertion button on the Toolbar.
2. Type in the text.
3. Click OK on the Change Text or Insert Text dialog box to end your text entry session.

Editing Text

1. Activate a text frame by double-clicking the text or choosing the Edit Text command from the Edit menu.
2. Make the changes to the text.
 - a. If you want to delete parts of the text, highlight the section with the mouse and press Delete.
 - b. To add text to the existing text block, position the cursor at the appropriate place and type in new text.
3. Press Ctrl + Enter. You will now see your text changes.

There are six ways to change the appearance of Print Artist text: change font, change type style, change shape, change the text alignment, change the color, and apply effects.

To specify the point size of a text block:

1. Choose Point Size from the Font menu.
2. Click on the radio button next to “Fit frame to letter.” The numbers indicating point size become highlighted.
3. Change the point size by clicking the scroll arrows to increase or decrease the point size, or typing in the new point size.
 - To **resize and reposition a text block**, use the frame grabhandles to drag the frame until it has reached the size you want. Release the mouse button.
 - To change the **color of text**, use the Color menu, palette or Customize Color option.
 - To change the **font width** select the Width command on the Font menu.
 - To change **font and type styles**, use the Font menu or palette.

Note: If you have set a point size and later try to resize the frame using the frame handles, the height of the frame will “snap back” to your specified point size. You must change the frame’s width.

Aligning Text

Text alignment refers to the placement of text in the frame; centered, flush with the right or left edge of the frame, justified, running vertically down the page, etc. When you first insert text in Print Artist, it is placed horizontally and vertically centered in the text frame, with Word Wrap on. Choose commands from the Alignment menu to change alignment within the frame.

Note: The commands on the Alignment menu refer to alignment of an object within the frame only, not to alignment within the document.

Note: The Arc commands bend and reshape the frame contents. Select the commands from the lower portion of the palette or from the list portion of the menu.

Word Wrap (Alignment menu)

Turned on, Word Wrap automatically moves text to the next line when it comes to the right edge of the frame. When Word Wrap is turned off, all of the text in a block will be placed on one line, in the vertical center of the frame.

Vertical text (Alignment menu)

To create vertical text (right-side-up letters running vertically up and down the page), insert text in the usual way, and then choose the Vertical command. The maximum number of characters for the vertical text is 225.

Shaping Text (Shape menu)

The Shape command offers three frame shape choices: Rectangle, Clockwise Arc and Counterclockwise Arc.

Justifying text (Alignment menu)

Justified text means all lines of the text are flush with the specified margins. You can choose Letter Justified text (which evenly spaces all the letters across the frame) or Word Justified text (this adds to the spacing between words to make the line flush with the left and right margins).

Other Spacing Commands:

Left

Right

Horizontally Stretched

Vertically Stretched

Horizontally Centered

Vertically Centered

Top

Bottom

Extra letter spacing

Extra line spacing



THIS IS
LETTER
JUSTIFIED.



VERTICALLY
JUSTIFIED



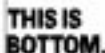
THIS IS
TOP.



THIS IS
WORD
JUSTIFIED.



VERTICALLY
STRETCHED



THIS IS
BOTTOM.



THIS IS
HORIZONTALLY
STRETCHED.



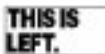
VERTICALLY
CENTERED



THIS IS
RIGHT.



THIS IS
HORIZONTALLY
CENTERED.



THIS IS
LEFT.

Documents

Templates

If you have never designed a document before, using a template is a quick and easy way to learn some of the basics of good design. Each template is already formatted with “Guideframes” sized and placed so you can quickly create a well-designed document. Empty rectangles represent text blocks. Rectangles that are crosscut with an “X”, represent graphics.

To select a template, open the File menu, click Select Document Type, select the document you would like to design and then click New. Click on Templates in the Categories box, a list of all the templates will appear in the Layout box.

16 To open a template, select the desired template, and double-click it or press Enter. If you double-click a graphics item, the Graphics library will open, if you double-click a text item, the Change text dialog box will open.

Advantages of using a template:

- You don't have to reposition or resize your objects.
- Anything you insert will automatically be sized to fit into the guideframe.
- You are not bound by the layout given to you in a template. You can delete the empty guideframes just as you delete any object, and you can move and resize inserted text blocks and graphics in any way.

Using view commands

Snap to Grid and Precision Placement (View menu)

Normally within Print Artist you can slide your objects around as freely as you want. However, when you turn on Snap to Grid, objects can only be moved in 1/8" increments on an invisible grid. Snap to Grid allows you to align two or more frames more precisely. It's very useful when you are using a number of frames and want them aligned on the same margin.

Wire Frame Preview (View menu)

This command shows all of the objects except the currently active frame(s) as outlined frames only. These "wire frames" look the same on your screen as the blank Guideframes in templates. Working with Wire Frame Preview lets you concentrate on the look and placement of a particular frame, work more easily with small or hard-to-grab frames, and significantly speeds up Print Artist's operation. To move between frames, just click the frame or press Tab.

Note: Using the Wire Frame Preview is a good idea if you are having trouble grabbing and manipulating the frames of a small object that falls in the field of a larger one. Only the current active frame handles are available, so you won't accidentally grab the wrong one.

Hiding selections (View menu)

If Wire Frame Preview isn't enough, you can completely hide objects with the Hide Selection command.

Linking and Grouping

Linking frames allows you to perform the same command simultaneously on separate frames. The frames are still treated as separate and will still rotate, skew and resize around its own center, not the center of the linked frames.

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

To link a frame:

1. Choose one of the Select All commands from the Edit menu, or
2. Press Shift while selecting each object with the left mouse button.

To unlink frames:

1. Click once anywhere in your document (except within a frame) or on the Desktop.

To unlink frames selectively:

1. Press Shift while you click once with the left mouse button on the frame(s) you want to unlink, or
2. Click the frame(s) you want to unlink with the right button.

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

Importing, Exporting & Printing

Importing Graphics

To import a graphic, you must first have a document open. Open the File menu and select Import. A dialog box will open that allows you to browse through directories and specify the format to import. Because the Copy and Paste functions are standard in Windows, you may also want to import graphics and text from other Windows applications. Importable formats are: JPEG, Metafile, TIFF, EPS, PCX and BMP.

Exporting Graphics

You must first insert a graphic into a document in order to export it. To export a graphic, make it active in a document, open the File menu and select Export.... A dialog box will open so you can give the graphic a file name, and specify in what format you want the graphic exported. You can export files in the following formats: TIFF (tif.), bitmap (bmp.), Encapsulated PostScript (.eps), and Windows Metafile (.wmf).

Printing (File Menu)

When the Print command is selected, the Print Control Panel/Preview dialog box opens. The document you want to print will display oriented just as it will appear on the printed page. Pink lines crossing the image indicates that the document will printout on more than one page.

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

Print Setup (File menu)

On this screen you choose the default printer or select an alternative printer from the Specific Printer pull down menu. The paper orientation can be set to portrait (vertical) or landscape (horizontal), and the desired paper size and source are also setup in this screen.

Print Options (File menu...Print Options)

Coloring Book prints only an outline of your text and graphics.

Mirror Image prints the mirror image of the selected document. This command is automatically turned off again once you leave the print dialog screen.

Tile repeats small images (such as business cards) on the page so you can print multiples of a single image to maximize print output. The number of tiled images is dependent on the image size.

Stretch to Page stretches the image to the print boundaries of the page.

Thin Outlines ensures that lines are drawn only once regardless of their thickness.

Show Crop Marks lets you print crop marks for business cards and postcards.

The three **Margins** settings determine how a document is laid out on the page.

Symmetrical sets the horizontal margins to the same value and the vertical margins to the same value. Values used are the larger of the two. This is the optimal setting for greeting cards. **Minimal** prints as large an image on a page as possible.

Equal sets all four margins to the largest of the four values in the offset boxes.

Note: Envelopes are the exception to this rule.

The **Rotation** settings determine whether or not your document is rotated on the page. Automatically Rotate keeps the document at 100% size on the fewest number of pages. If additional pages are not required, it will rotate the document.

*Note: Selecting **Never** prevents your document from being rotated. Selecting **Always** rotates the document while printing. All rotating settings are saved with the document.*

Technical Support

Contact Sierra On-Line Technical Support if you have any problem with the installation of Print Artist or if you experience difficulties with the program due to incompatibility or Windows error messages. Sierra On-Line Technical Support provides assistance through a number of avenues.

Note: Faxing or using a modem to send questions to Technical Support are often the fastest ways to resolve a problem.

Before calling Sierra On-Line's Technical Support please access the READ ME file included on the Print Artist CD for a list of troubleshooting tips.

Note: Before contacting Sierra On-Line's Technical Support regarding printing problems, contact your printer manufacturer for the latest drivers.

Automated Technical Support Line

(206) 644-4343

Technical Support - United States

Sierra On-Line	Main: (206) 644-4343
Technical Support	Fax: (206) 644-7697
P.O. Box 85006	8:15 a.m. - 4:45 p.m. PST,
Bellevue, WA 98015-8506	Monday-Friday

Technical Support - United Kingdom

Sierra On-Line Limited	Main: (0118)-920-9111
2 Beacontree Plaza	(Monday through Friday
Gillette Way,	9:00AM-5:00PM)
Reading, Berkshire	Fax: (0118)-987-5603
RG2 OBS United Kingdom	

Support Technique - France

Parc Tertiaire de Meudon	Phone: 01-46-01-46-50
Immeuble "Le Newton"	(7 jours sur 7 de 9h à 21h)
25 rue Jeanne Braconnier	Fax: 01-46-30-00-65
92366 Meudon La Forêt Cedex	
France	

Technical Support - Germany

Sierra Coktel Deutschland	Main: 0-6103-99 40 40
Robert-Bosch-Str. 32	(Montag bis Freitag
D-63303 Dreieich	von 9-19h)
Germany	Fax: 0-6103-99 40 35
	Mailbox: 0-6103-99 40 41

Technical Support - Italy

Contact your local distributor or vendor

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10,000 Graphics

300 Fonts

1,500 Layouts

600 Photos



*When ordering, please refer to source code PACLUP.