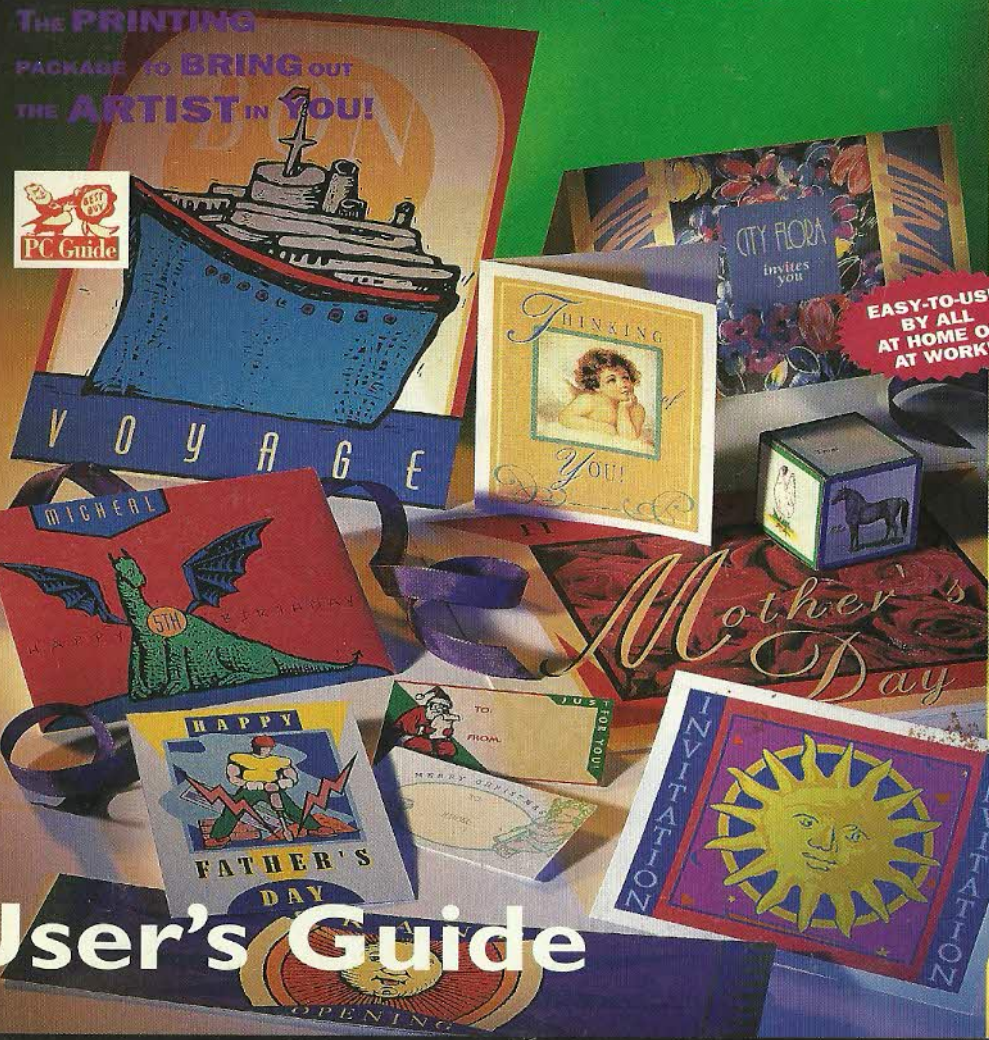


PRINT *Artist*™

4

THE PRINTING
PACKAGE TO BRING OUT
THE ARTIST IN YOU!



Create
your...

Greeting cards

•
Invitations

•
Stationery

•
Signs

•
Posters

•
Banners

•
Calendars

•
Crafts...

With
over...

1,800
ready-to-print
layouts

10,000
cliparts

1,400
photos

300
fonts

1,000
quotes

and
so much
more...

User's Guide



Sierra Home

PC
CD-ROM
WIN 3.1
WIN 95

Table of Contents

Introduction	Install	3
	Welcome	4
<hr/>		
Desktop	Print Artist Desktop Environment	6
	Keyboard Reference Chart	7
	Toolbar	8
	Basic Terms	10
	Saving, Naming and Exiting	12
	Frames	15
	Importing and Exporting	19
	Rulers	19
	Palettes	20
	Fills, Graphics, Shapes & Symbols	21
	Inserting Graphics	23
	Templates	26
	Zoom	28
	Scanning	29
	Text	29
	Editing	31
	Type	32
	Printing	35
<hr/>		
Design Suggestions		38
<hr/>		
Tutorials	<i>Tutorial A</i>	
	Creating a Custom Calendar	42
	<i>Tutorial B</i>	
	Creating a 1/4 Fold Greeting Card	43
	<i>Tutorial C</i>	
	Creating a Label	45
<hr/>		
Troubleshooting		47
<hr/>		
Graphic Library		55

Introduction

Installing Print Artist

To install Print Artist on your system:

For Windows 3.1 or 3.11, Print Artist must be installed from the Windows Program Manager.
For Windows 95, use the Start button on the task bar.

1. Insert the Print Artist CD into your CD-ROM drive.
2. For Windows 3.1 or 3.11, select Run from the file menu of the Program Manager. (Windows 95 will automatically ask you to run the install program when CD is inserted. Please refer to your Windows 95 manual if you wish to disable the Autorun feature.)
3. If your CD-ROM drive is D, type "D:SETUP" in the Command Line of the Run dialog box. If your CD-ROM drive is some other drive, use that letter instead of "D".
4. If you have never installed a Sierra product before, click on the install button to begin the process of testing your system to see if it meets the minimum system requirements for Print Artist.

** Please Note: If your system meets or exceeds these requirements, the installation program will offer an initial drive and path for Print Artist and the opportunity to change them. We recommend you install Print Artist to the default drive and path.*

5. When you are satisfied with the initial drive and path, click Continue to start the installation.

Special Note:

Answer the questions as they appear in the installation dialog boxes. A progress bar will display the installation process. The program will also ask what installation option you prefer; Small, Medium or Large. With a Small or Medium installation, less hard drive space is used and not all of Print Artist's picture files are loaded on your computer. If you choose either of these options you must insert the CD before starting the program. A large installation will load all the files and it won't be necessary to use the CD.

6. When installation is complete, the program will return to the Program Manager. Exit from Startup and then Print Artist is ready to run.

Font Installation

During Print Artist's installation the program will ask you to select a Small, Medium or Large Font installation. A Small Font installation will load 22 fonts, a Medium Font installation includes 150 fonts and a Large Font installation loads all 300 fonts.

Special Note: *The greater number of fonts installed on your system increases the amount of time it takes to start Windows.*

Please Note:

Installation will take a little while, so this is a great time to fill out the registration card, your ticket to:

- A FREE one-year subscription to Sierra's InterAction magazine, filled with information about Sierra products and fun contests.
- Technical Support.
- Informational mailings on Sierra's latest products. (Remember you can also register electronically.)

To run Print Artist:

Once it's installed, Print Artist is ready to run.

1. Start from Windows.
2. For a Small or Medium installation insert the Print Artist CD in the CD-ROM drive.
3. Double-click on the Print Artist icon in the Sierra Group or for Win 95 click on the Start button, Programs and select Print Artist from the Sierra Program group.

Welcome to the Graphic World of Print Artist

Print Artist is the ideal creative tool for every home and business. It allows you and your family to instantly and easily create and produce professional-looking projects every time. Whether it's a car wash banner for the Scouts or a Certificate of Distinction for work well done, make every occasion meaningful, fun and special with Print Artist.

Print Artist will help you design and print a wide spectrum of projects including:

- Signs
- Stationery
 - Letterheads
 - Business Cards
 - Envelopes
 - Postcards
- Certificates
- Greeting cards
 - 1/2 Fold Cards
 - 1/4 Fold Cards
- Banners
- Calendars
 - Monthly
 - Yearly
- Crafts
- Labels

and almost anything else you can image that will print on a piece of paper.



Select your project from the Select Document Type dialog box.

1/2 fold Cards

In addition to 1/4 fold cards, Print Artist now offers you the option of creating 1/2 fold cards. Simply click on cards in the Select Document Type Screen. Next click on 1/2 cards and pick the folding option that works best for the type of card you need.

About This Guide

Print Artist is so easy to use, the best way to learn the program is to simply open it and start designing. The program dialog boxes display the basic commands for available options and the document workspace gives you easy access to all the commands you need to create documents and manage your files.

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

Windows Questions

Instructions for installing and using Windows do not appear in this manual. Please review your Microsoft Windows ® User's Guide for further instructions.

On-Line 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.

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 venues.

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

Before calling Sierra On-Line's Technical Support please read the Troubleshooting Tips on page 51 of this manual, and access the READ ME file included on the Print Artist CD for a list of trouble-shooting tips.

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

Desktop

Print Artist 4.0 Desktop Environment

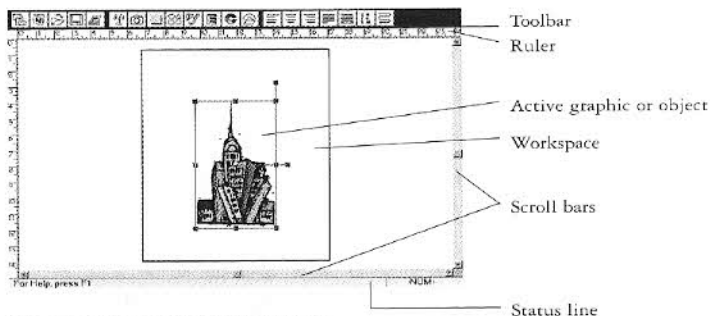
Instead of using a piece of paper or an easel within Print Artist, you'll use your monitor to create and modify your projects. This is known as the desktop environment. Here we will show and briefly explain the major components of the Print Artist environment.

- **Desktop/Workspace Area:**
This is your work area where you'll design and edit your projects.
- **Pull-Down Menus Bars:**
These allow specific functions to create your design.
- **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.

Toolbar

Provides shortcuts to commonly-used commands.

*Print Artist 4.0
Desktop Environment
dialog box.*



Choosing Commands from Menus

You can choose menu commands using either the mouse or the keyboard. Commands are organized in menus above the desktop/workspace area.

Using the Mouse

To open a menu using the mouse, click on the menu name using the left mouse button. When the menu drops down, click on the command you want.

Using the Keyboard

See the next page for a complete listing of keyboard shortcuts.

Keyboard Reference Chart

Accessing the dialog boxes with the keyboard is fast and easy with this handy chart. A dialog box serves as an instruction guide to help you through the various stages of your project.

Select Document Type dialog box

Under these dialog boxes use the Tab key 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.

Greeting Card Fold dialog box

Highlight the OK button and use the arrow keys to select a fold type. The Tab key moves through OK, Cancel and Help.

For all other dialog boxes

The Tab key moves from one option or list to another in a specific dialog box. Arrow keys moves through any list in that box.

Use the Return or Enter keys to make a selection.

When in a document

Activate menu bar	Alt key
Move across menu bar	← and →
File Menu	Alt+F
Edit Menu	Alt+E
View Menu	Alt+V
Insert Menu	Alt+I
Object Menu	Alt+O
Font Menu	Alt+N
Effect Menu	Alt+T
Color Menu	Alt+C
Shape Menu	Alt+S
Alignment Menu	Alt+A
Help Menu	Alt+H
Move through Options	↓ and ↑

Insert Command

Insert Text	Ctrl+T
Insert Graphic	Ctrl+G
Insert Fill	Ctrl+F
Insert Background	Ctrl+B

File Commands

New Document	Ctrl+N
Open Document	Ctrl+O
Save	Ctrl+S
Save As	F12
Print	Ctrl+P
Export	Ctrl+E
Exit Print Artist	Alt+F4

Edit Commands

Undo Last Action	Ctrl+Z
Cut Active Frame	Ctrl+X
Copy Active Frame	Ctrl+C
Paste a Cut or Copied Frame	Ctrl+V
Delete Active Frame	Delete
Insert A Cut or Copied Frame	Insert
Duplicate Active Frame	Ctrl+D
Edit Active Object	Shift+Enter
Select All	Ctrl+A

Object Commands

Bring Active Object Forward
Send Active Object Backward
Group Active Objects
Maximize
Ungroup Active Object
Rotate Grouped Objects
Resize Grouped Objects
Zoom in on Point at Mouse Cursor
Show All
Zoom out on Point at Mouse Cursor

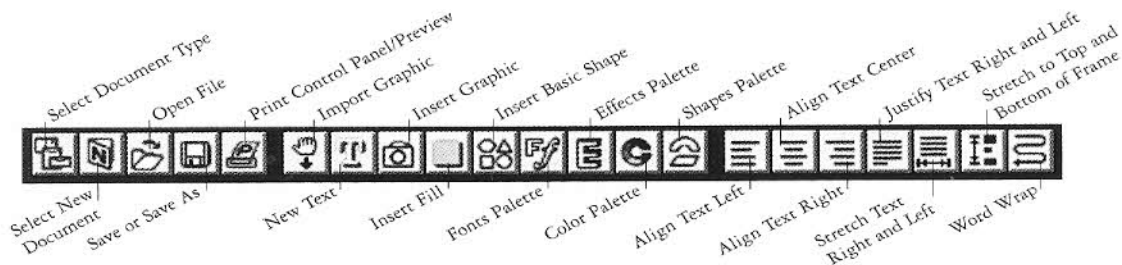
Help

View Commands

Fit in Window
Zoom 100%
Zoom In
Zoom On Selection
Hide Selection
Show All
Redraw Now

Alt "+" on the number pad
Alt "-" on the number pad
Ctrl+Y
Ctrl+M
Ctrl+U
Ctrl + → (Ctrl+ ←)
Ctrl + ↑ (Ctrl+↓)
Ctrl + Dbl. click L. Button
Ctrl+J
Ctrl+Dbl. Click+Dbl. click R. Button or
Shift + Ctrl+Dbl. click L. Button
F1






















Ctrl+W
Ctrl+l
Ctrl "+" on the number pad
Ctrl "-" on the number pad
Ctrl+H
Ctrl+J
Ctrl+R



The Toolbar

The Toolbar is your speedy access to text, graphics and effects. Accessing it is easy, just go to the View menu and choose the Toolbar command and it will be displayed.

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.

	Document Type	Opens the Select Document Type dialog box.
	New	Opens The Select New...dialog box in the document type currently open on the Desktop.
	Open	Allows you to open a previously saved document of the type currently open on the Desktop.
	Save	Saves the current document.
	Print	Opens the Print Control Panel/Preview dialog box
	Import	Import graphics.
	Text	Opens the Insert Text dialog box for text entry.
	Graphic	Opens the Insert New Graphic dialog box for the insertion of graphics into a document.
	Fill	Inserts a fill into a document.
	Basic Shapes	Opens the graphics dialog box with the Basics Shapes category already open.
	Fonts	Displays the palette of fonts available for use in Print Artist.
	Effect	Displays the palette of effects which may be applied to text, fill, basic shapes, and symbols in Print Artist.
	Color	Displays the Color palette.
	Shapes	Displays the palette of shapes which may be applied to frames in Print Artist.
	Left align	Aligns text in a selected text block to the left frame border.
	Center align	Centers lines of text in a selected text block in its frame.
	Right align	Aligns text in a selected text block to the right frame border.
	Word justify	Justifies text in a selected text block to the left and right borders within a frame by adding or removing spaces between words.
	Horizontal stretch	"Stretches" a selected object between the left and right borders of its frame.
	Vertical stretch	"Stretches" a selected object to fill its frame between the top and bottom borders.
	Word Wrap	Toggles Word Wrap on and off.

