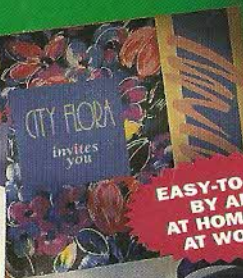


PRINT Artist™

4

THE PRINTING
PACKAGE TO BRING OUT
THE ARTIST IN YOU!



EASY-TO-USE
BY ALL
AT HOME OR
AT WORK!



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

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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 | • Certificates | • Banners |
| • Stationery | • Greeting cards | • Calendars |
| Letterheads | 1/2 Fold Cards | Monthly |
| Business Cards | 1/4 Fold Cards | Yearly |
| Envelopes | | • Crafts |
| Postcards | | • 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

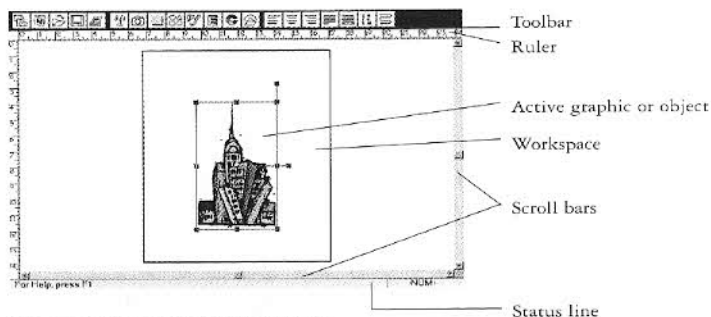
Instead of using a piece of paper or an easel within Print Artist, you'll use your monitor to create and modify your projects. This is known as the desktop environment. Here we will show and briefly explain the major components of the Print Artist environment.

- **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

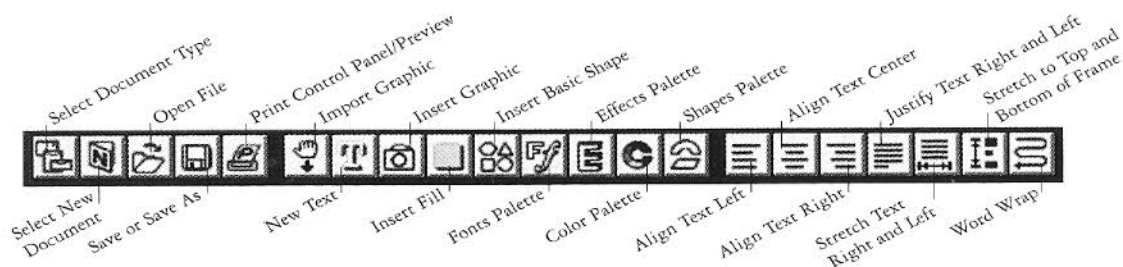
Help

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+I
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.

Print Artist Basic Terms

Here are some of the most frequently used terms throughout the Print Artist program. We've listed them so you can become familiar with them and better understand what you're working with.

Active Frame	A frame that has been selected indicating that the next command chosen will apply to it.
Clipboard	A temporary, invisible storage area in the program that retains the last cut or copied object (or linked set of objects) until it's pasted in another document.
Color Palette	An area of the Customized Color dialog box that displays the colors available for use in Print Artist. To open the dialog box, chose the Customize...command from the Color menu. Click on it.
Desktop	The screen background on which your document appears. The Desktop functions as a worktable.
Dialog Box	A box that appears on your screen when you choose a menu command that requires you to make an additional choice.
Document	Anything you create using Print Artist. It may include graphics, text or a combination of both.
Document Type	One of the twelve kinds of documents you can create with Print Artist: sign, banner, business card, calendar, craft, envelope, 1/4 greeting card, letterhead, postcard, certificate, label or 1/2 sized card.
Edit	Changes or modifies. Editing includes such actions as cutting, pasting, copying, resizing or applying colors and effects to objects.
Export	Saving a document in Print Artist in a file format that can be used in another software program.
Fill	A full colored-in rectangle used to fill in space in a document and to set off graphics and text.
Font	A complete set of characters, numbers, and symbols for a given typeface.
Grab Handle	A small box that appears in or on the edge of a frame, and indicates that a function will be activated by "grabbing" it with the mouse.

Graphic	An illustration from the Print Artist's Graphic Library.
Guideframe	Empty frames in a template for the insertion of text blocks or graphics.
Layout	Fully formatted and designed, ready-to-print document included in Print Artist. 1,500 are available in Print Artist.
Object	Text block, fill, or graphic that has been inserted into a Print Artist document.
Point	A measure of type used by printers that indicate the height of type on a page.
Snap to Grid	A command that limits the movement of objects within a pre-defined, invisible grid. This command allows you to align two or more frames more precisely than just dropping them in.
Symbol	A special kind of graphic to which effects can be applied.
Template	A blank document with guideframes representing text blocks and graphics already laid out. A template gives a standard design solution for common document types.
Toggle	A command that turns on or off another command
Text block	A group of words or letters that have been inserted in a document.
Zoom	A way of changing how to view a document on screen. It can be seen as magnified or reduced.

Saving A New Document

When you are ready to save your document, you'll need to assign it two names a "descriptive name" and a standard DOS "filename."

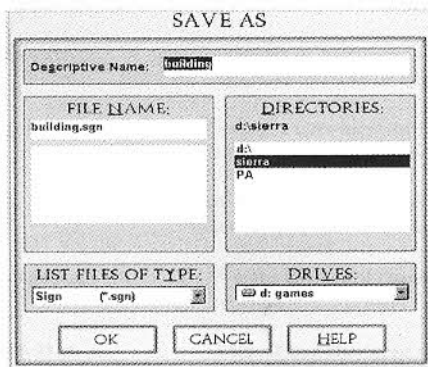
A descriptive name will give you an idea of what the project is and can include up to 32 characters. Print Artist will show you an alphabetical list of all the documents you have created in that specific document type for example all the greeting cards you have created for easy preview and selection.

DOS filenames are used by the computer so it can properly store your saved projects on the hard drive or a floppy disk. They can have a maximum of 8 letter characters and must not contain certain special number or symbol characters reserved for use by DOS.

Print Artist automatically assigns the following file extensions to the DOS filenames that you choose:

- .SGN sign
- .BC business card
- .CAL calendar
- .CRF crafts
- .LTH letterhead
- .ENV envelope
- .BAN banner
- .CER certificate
- .PC postcard
- .GC greeting card
- .LBL labels

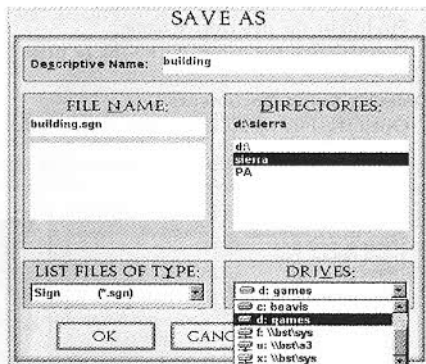
Save your work from the Save dialog box.



1. Choose the Save command from the file menu (or use the keyboard shortcut Ctrl + S).
2. Type in a descriptive name of to 32 characters, and press Enter.
3. Print Artist will make up a DOS filename based on the descriptive name. Because this name may conflict with other documents, you can change it to anything you wish, up to 8 characters.

4. Decide on the drive and subdirectory in which to save the document. Your Print Artist subdirectory is the default storage directory if you do nothing at this point. Print Artist will use this subdirectory for storing your document. If you want to change the storage location of your file (say to floppy disk), follow these steps:

- Click the arrow beside the Drives list to display a list of available drives.
- Select the desired drive from among those listed.
- Click in the Directories list and use the arrows to move through those listed.
- Select the desired directory from the list.
- Confirm your choice by clicking OK or pressing Enter.



*Save As dialog box
with drive list open.*

Saving An Existing Document and/or Renaming It

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.

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 and start again. But if you do have to rename your file, here are the steps to follow:

1. Choose the Save As...command from the File menu or press F12
The Save As dialog box will open, listing the document's current names.
2. Highlight the name you wish to change with your mouse.
3. Type the new name and click OK to confirm (or Press Enter).

Note: You must enter a new DOS filename to save the document as a new document. Changing the descriptive name only will not create a new file in your Print Artist subdirectory.

Opening Saved Documents

To open a saved document from the Select Document Type dialog box

1. Select the type of document by clicking the appropriate button.
2. Click the Open button.
3. A dialog box will open that lists all of your saved files by descriptive name.
4. Highlight the descriptive name.
5. Double-click the name, click OK or press Enter.

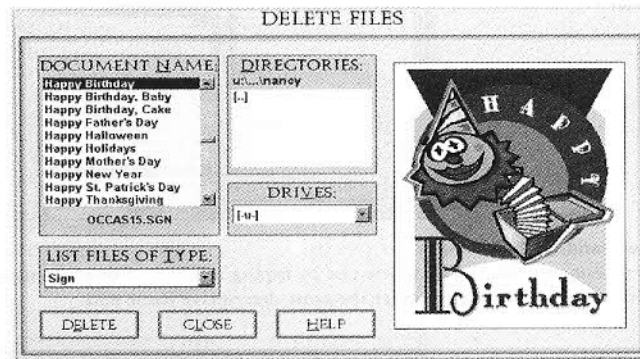
To open a saved document from the Workspace

1. Select Open from the File menu.
2. Highlight the descriptive name.
3. Double-click the name, click OK, or press Enter.

Deleting Saved Documents

1. Open the File menu and choose Delete Files.

Open the Delete Files dialog box to delete a file.



This will open the Delete Files dialog box as shown. The Delete Files dialog box will automatically open with any documents you have saved in the current document type box (greeting cards) listed. If you wish to delete a file from another document type (i.e. business cards), click the down arrow next to the box displaying the current document type to drop down a list of files by type. Then click to choose the desired document type.

If your document is stored on another drive, click the arrow to pull down the Drives list and choose the correct drive. If they are stored in another directory, click the Directories list to choose the correct one.

2. Click the descriptive name of the document you want to delete. It's shown in the preview screen.
3. Click delete.

Exiting Print Artist

1. Return to the Print Artist Desktop if you are not already there by pressing Esc.
2. Save your current document.
3. Choose Exit from the File menu.

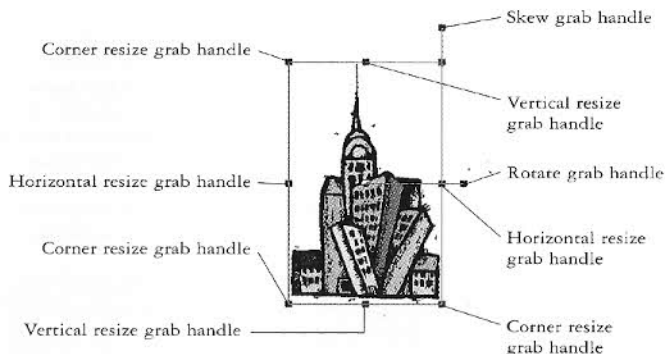
Frames

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). You cannot move, reshape or edit the contents of a frame unless the frame is "active" or selected and visible on the screen. Activate a frame by clicking somewhere within it or press the Spacebar, which activates one frame in your document. Next press Tab to activate each succeeding frame, one at a time.

Changes you make to the frame affect everything within the frame in the same way. Only one frame is active at a time, but there are ways to link and group frames. No two objects can ever occupy the same frame.

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.



Moving Function

This function allows you to drag the active frame around the document and onto the Desktop. Nothing within the frame changes when you move it. If you want to move the frame on a straight horizontal or vertical path, press Shift while moving the frame. For best results in this case, grab the center handle of the frame by moving the cursor over the center handle. The frame can be moved when the cursor changes to a hand.

Corner Resizing

This arrow 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

This arrow lets you increase and decrease the height of the frame while keeping the width constant. Pressing Shift while executing this function will constrain the change in frame height to specific increments (8 points) on an invisible grid.

Horizontal Resizing

This arrow allows you to increase and decrease the width of the frame while keeping its height constant. Pressing Shift while executing this function will constrain the change in frame width to 8 point increments on an invisible grid.

Resizing Around The Center

Print Artist's default is to resize around the "opposite handle" (the grab handle opposite the one you are using for resizing). However, you have the option of resizing around the center of the frame. Press the Alt key while resizing, or choose Resize Around Center from the View menu. This toggle 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.

Rotation

This function lets you tilt the frame to any angle. The contents of the frame aren't altered, only their angle. The frame rotates around its center, not the center of the document. The handle in the center of the frame shows the center for the rotation for that frame. Pressing Shift while executing this function will constrain rotation to 15-degree increments.

Skewing

This function lets you "bend" your text or graphic to the side. As with rotating, pressing Shift while executing this function will constrain skew rotation to 15-degree increments.

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.

Note: Because Print Artist keeps the proportions of your graphic constant when you use the frame functions, sometimes the frame is larger than the text block or graphic after you have resized. You can make the frame fit the object again by using the frame functions to shrink the frame size. 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.

Snap to Grid and Precision Placement

Normally within Print Artist you can slide your objects around as freely as you want. However, when you turn on Snap to Grid (under the View menu), objects can only be moved in 1/8" increments on an invisible grid. It's just as if you were aligning objects in your document with the grid lines of graph paper, and were sliding a frame from one blue line to another. The objects appear to "snap" into place along the grid lines.

Or use the Tab key to move through the frames until you activate the one you want. Then hold down the Ctrl key while manipulating the frame with the mouse.

Linking and grouping functions

Print Artist allows you to select and affect more than one frame at a time under the Linking frames function. Linking frames allows you to perform the same command simultaneously on separate frames. The frames are still treated as separate objects and not as a group. Each frame will still rotate, skew and resize around its own center, not the center of the linked frames.

Left: Linked "Party" graphics.

Right: Unlinked "Party" graphics may now be inserted simultaneously.



There are a number of ways to link frames in Print Artist:

- Choose one of the four Select All commands from the Edit menu
- Press Shift while you click each object you want selected with the left mouse button
- Draw a box around them ("marquee-select"). Imagine the size of a box that would include all the objects. Position the pointer at one of the corners of this box and press the left mouse button while dragging the pointer diagonally across the screen. Drag until you have included all the items in the box. The box needs to be big enough to include every part of each frame you want to link. Once it's big enough, release the mouse button. You'll see outlined frames on the screen.

Grouping 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.

The best way to understand the difference is to link a few frames and try some commands. If you rotate or skew linked frames, you can see how each frame is affected separately. To see the difference between linked resizing and group resizing, we suggest you insert two objects and duplicate each of them. Then link each set of two. Resize one using the frame functions and resize the other using the group functions.

Note: Only one frame will have sizable 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.

Unlinking Frames

To unlink all frames at once, simply click once anywhere in your document (except within a frame) or on the Desktop.

Linkage is a toggle, so to unlink frames selectively, use the same method you used to link them:

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

Importing Graphics from other documents

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.

Importable formats are: Photo CD, JPEG, Metafile, TIFF, EPS, PCX and BMP.

Exporting to other documents

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.

Print Artist allows you to export files in the following formats: TIFF (tif.), bitmap (bmp.), Encapsulated PostScript (.eps), and Windows Metafile (.wmf).

Cutting and Pasting

Because the Cut and Paste functions are standard in Windows, you may also want to import graphics and text from other Windows applications.

Rulers

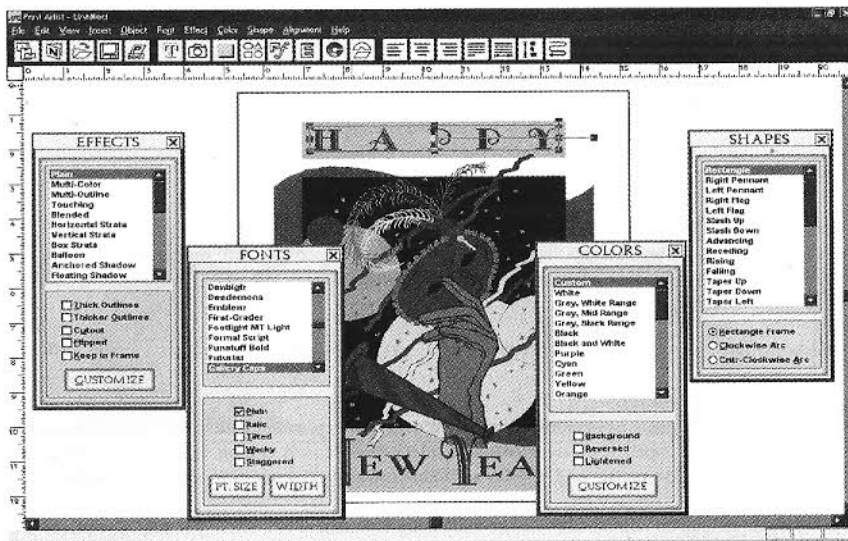
Sometimes you might find that an on-screen ruler would be useful when working on a project. If you want the ruler showing on your screen (or if you would like to turn it off), go to the view menu. Click on it to bring down the options and click on the ruler to turn it on or off.



Workspace with view menu list and rulers highlighted.

Palettes

The Palettes are your creativity tools.



At the top of the Desktop is the Main Menu title bar that lists all the menus available to you within the Desktop. The choices within the menus are dark when available and gray when not. If you open a blank document or template, most menu selections will be gray until you insert an object.

The Font, Effect, Color and Shape menus offer many choices. Since there are too many to list in a standard Windows menu, only a few of the choices appear when you first open these menus. However they do offer you an option entitled More (Palette)...at the end of the list. Choosing More (Palette)... opens a palette that lists all the choices available under that menu.

The Color, Effect, Font and Shape palettes are 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. If moved away from the Toolbar, they will remain open on-screen until you close them (by double-clicking their control boxes or pushing their toggle buttons on the Toolbar). Unlike the other menus, palettes have a scroll box where their many options are listed.

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. Print Artist saves your palette placements (even when you exit the program), unless you turn off the Save Palette Placements function on the View menu. To activate a palette left open on screen, click anywhere in it.

Palettes may be opened using the More...option from the corresponding menus, or by pushing the buttons on the Toolbar. Palettes contain all the options available on the menus as well as the added choices available in the lists.

Graphics, Fills, Shapes and Symbols

What are they and how can they make your project look better? Graphics are fully crafted illustrations. Fills are rectangles “filled in” with color. They are often used to set off text and graphics and to fill in white space in documents. Shapes are basic geometric shapes “filled in” with color. They may be inserted from the Insert menu as well as the Graphics library. Symbols are representational shapes “filled in” with color, and include nation symbols. They are found in the Places category in the Graphics library.

The important difference between graphics and fills, shapes and symbols within Print Artist is that fills, shapes and symbols are treated much like text. You can apply almost the full range of Effect commands to them, unlike graphics where you can only use the Flipped command.

Graphics

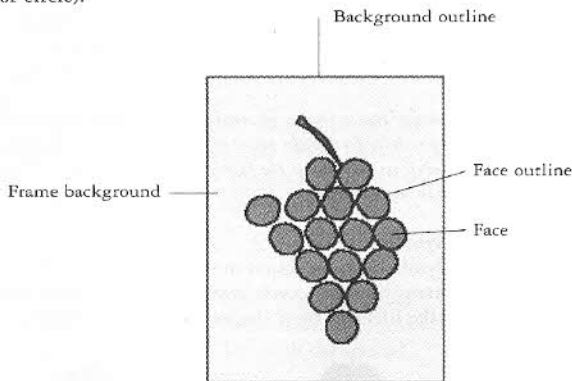
When inserting a graphic you can assign a new frame shape, twist the shape within the frame, change its alignment within a frame and change the color applied to its surfaces, but you cannot actually edit anything within the frame.

When you choose a graphic, only a copy of Print Artist's original is inserted. Nothing you do to a graphic within a document affects the original.

Fill, Shape and Symbol Characteristics

All fills, shapes and symbols have four components (but only some of them are visible when a fill, shape or symbol is inserted):

- Face (the visible object for example an arrow or circle).
- Face outline
- Frame background
- Background outline



All text blocks, plain fills, basic shapes and symbols are inserted with the frame background outline, frame background and face outline set to the color choice “transparent.”

All fills, shapes, and symbols have default insertion colors assigned to them. You can change these colors by choosing a color from the Color menu or palette, or by using the Customize Color option. You can also apply colors individually to any fill and symbol sections.

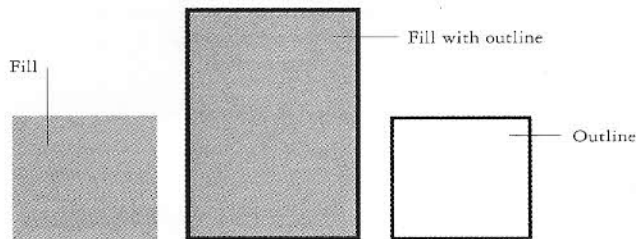
Fills

Three commands insert fills directly from the Insert menu. The Fill command inserts a solid-colored square, which is the fill's visible face. All other sections are transparent.

The Background Fill command inserts a fill sized to fit the document and automatically places it behind other objects in the document.

The Frame command inserts a fill with the face set to transparent and the face outline set to black.

Fills are invaluable for enhancing both graphics and text, as well as filling in white space. They often define a document's look and using fills is one way to give visual structure to a document without detracting from the main graphic or text blocks.



Basic Shapes

This category contains simple geometric shapes like the circle and octagon. You can access this category directly from the Insert menu, as well as the Graphics library. Selecting Basic Shape...from the Insert menu highlights this category in the Select Graphic dialog box.

Note: Basic Shapes inserted from the Insert menu, or by pushing the Basic Shapes button on the Toolbar, may be reshaped with the resizing function. When inserted from the Graphics library, they will not be distorted when resized unless the Horizontally Stretched or Vertically Stretched command from the Alignment menu has been selected.

Symbols

Symbols can be found in two categories in the Graphics library. The symbols category contains items like the recycle symbol shown. Nation symbols are found in the Places categories. Like fills and basic shapes, symbols may have many of Print Artist's effects applied to them.



Inserting Graphics, Fills, Shapes, and Symbols

Insert 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 frame, 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 and choose the category you want and then follow steps 3 and 4.

Replacement graphics will be inserted at the same frame size and orientation as the original graphic. Once you have inserted a graphic in a document, the graphic's category and its descriptive name will remain highlighted. The next time you look at the Graphics Grabber, you will see your previous selection on the preview screen (unless you are working with a template).

Show The Toolbar Buttons

Insert fills and basic shapes directly into your document using the Fill and Basic Shape commands from the Insert menu or the Fill button or Basic Shape button on the Toolbar. You can also insert basic shapes from the Graphics Grabber using the Graphic command from the Insert menu.

Insertion Points for graphics, symbols and fills

Print Artist automatically inserts all graphics, symbols and fills in the horizontal and vertical center of the Desktop. This default cannot be changed. Remember, the center of the Desktop is not necessarily the same as the center of your document. If you want to insert a new object in another location, use the View commands or the Desktop scroll bars to change the location of the center the Desktop and then insert your graphic or text block.

Inserting backgrounds and borders

Backgrounds and borders can be inserted two ways. One, as you would other graphics, using the Graphic command from the Insert menu. They will appear in the standard default frame size. You can also insert them already sized to fit your entire document by using the special Background graphic and Border Graphic commands on the Insert menu.

To insert a background or border at full document size:

Inserting a background



1. Open the Insert menu and choose the Background...or Border...command.

The Graphics Grabber automatically opens, with either the Background or the Border category selected.. Browse through to find the appropriate background or border.

2. Double-click the chosen background or border or click it once and press Enter.

Enlarged background border.



Our original graphic cropped.

Cropping Graphics on the Desktop

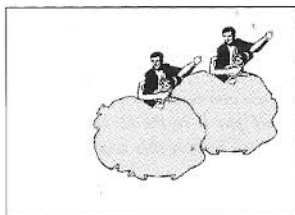
While you cannot edit anything within a graphic, you can position and resize graphics so portions you don't want are "pushed off" your document and onto the Desktop. These unwanted portions will be invisible on the screen and will not print, but they are still there and can be pulled back onto the page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

The layout on the left is an example. The original graphic was enlarged with the frame grab handles and then the Flipped command was used.

Duplicating

The Duplicate command on the Edit menu is very useful when working with graphics. Duplicate makes a copy of the selected object and puts the copy on top so it overlaps but does not cover the original document. This 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.

The example here shows a possibility of the Duplicate command.



Using the duplicate command to create a design.

Overlaying objects (Object menu)

Many layouts in Print Artist consist of carefully arranged overlays of graphics, symbols, shapes, fills and text blocks. Fills and shapes are often behind all the other elements to give a document a visual coherence and unity.

The Bring to Front, Send to Back, Forward and Send Backward commands on the Object menu are designed to help control the overlay of objects in your document.

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

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



The object menu.



Left: Notice the triangle is behind the eye.

Right: Using the Bring Forward command the triangle is now in front of the eye.

The Bring Forward (Alt + Grey Plus sign) and Send Backward (Alt + Grey Minus sign) commands are useful when you have several levels of objects placed on a document. (The "grey" mathematical signs are those on the keypad.) These commands move the selected object forward or backward one level as shown here.



It's easy to use the Send Backward command.

Levels of objects in Print Artist are defined by the order in which the objects are originally placed on the document. If you use the Send Backward command, and it does not produce the expected results, it is probably because the objects you are trying to affect were actually placed several levels apart from one another.

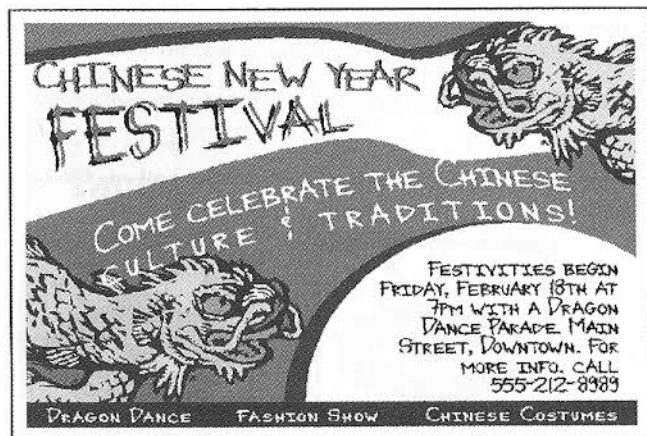
Note: If you ever "lose" an object while using these commands, it's probably covered by a larger object in front. Select the larger object and use Send to Back put it in the background; then the smaller object will appear again. The Hide Selection command can also help in this situation.

Using Shapes (Shape menu and palette)

You can change the look of graphics in two main ways: by recoloring or reshaping them.

The Shape commands offer two sets of choices. One set gives you a choice of three basic frame shapes, Rectangular, Clockwise Arc, and CounterClockwise Arc (CCW), while the other set contains choices which allow you to distort the contents of the frame.

A design with different shapes.

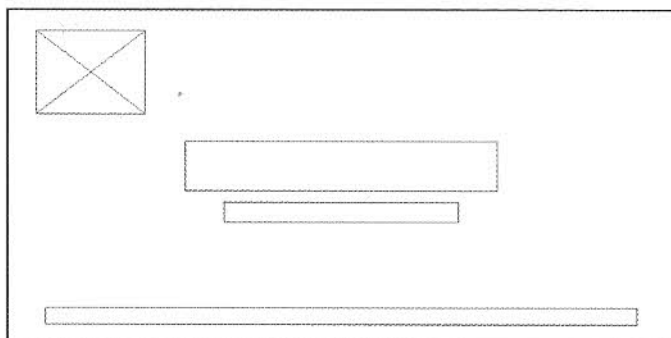


The best way to see what these options can do is to simply try them. In addition, the layout above shows you some of what the shape commands can do.

Document Templates

Templates can help you get started with a project. Each template is already formatted with "Guideframes" sized and placed so you can quickly create a well-designed document. The empty rectangles represent text blocks, the rectangles crosscut with an "X" represent graphics.

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. Looking at the relative placement and sizing of text and graphics Guideframes can start you thinking about what makes good layout.



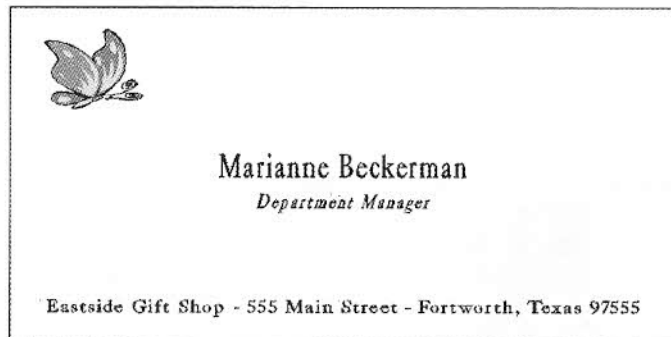
A document template.

The templates included in each document type vary a great deal. The descriptive names are meant only to suggest the most likely use for the template.

You open a template in the same way you open a layout or a blank: Select the desired template, and double-click it or press Enter. If you double-click a graphics Guideframe, the Graphics library will open, if you double-click a text Guideframe, the Change text dialog box will open.

If you enter text and graphics in this way, anything you insert will automatically be sized to fit into the Guideframe. This is one of the advantages to using a template, you don't have to reposition or resize your objects.

You are not bound by the layout given to you in a template. The text and graphic blocks defined for you are merely guides. 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.



A document template with graphics inserted.

Zoom

Using View Commands (View Menu)

View commands change your view of the document on the screen. When Advanced Menus is checked on the View menu, you have access to all of the advanced functions and commands of Print Artist.

There are four major situations in which you would want to use the View Commands:

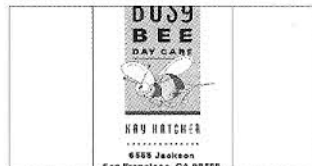
- Working with small graphics or text blocks. Close views (Zoom In and Zoom On Selection) enable you to position and size objects more precisely.
- Working on document and layout design. Distant views (Zoom Out, Zoom 100% for smaller documents, and Fit in Window) enable you to better evaluate spatial relations between objects and the overall shape of their design.
- Working with frames that travel off the page of your document. Distant views (Zoom Out) lets you see and grab frame handles more easily.
- Working with very large documents like banners or multi-page signs. Closer views (Zoom 100% and Zoom In) allow you to see the final the printed document

The following commands are all on the View menu

Fit in Window (Ctrl + W)



Zoom 100% (Ctrl + 1)



Zoom In (Ctrl + Grey Plus sign)



Zoom Out (Ctrl + Grey Minus sign)



Zoom On Selection (active frame(s)) (Ctrl + Q)



Moving Elements between Documents

With Print Artist you can use the Clipboard and Edit commands to move and copy elements from one document to another. This way you can create matching documents more easily. For example, you could create a matching letterhead and envelope set by copying and pasting a customized graphic from the letterhead to the envelope.

To copy an object or linked set of objects from one document to another:

1. Select or link the objects to be copied.
2. Choose Copy from the Edit menu or press Ctrl + C.
3. Open the document you're placing the object in. Depending on the type of document you want to create, this may require returning to the Select Document Type dialog box, choosing a new document type, and then opening a document.
4. Choose Paste from the Edit menu or press Ctrl + V.

That's it. The copied object should now appear. If it's not exactly where you want it in the new document, move it as you would any other object.

You can cut an object from one document and paste it into another by following the same commands, using cut (Ctrl + X) instead of the Copy command.

Scanning

Select Source

This optional is located under the file menu. It allows you to select the scanner software installed on your system. Print Artist will search the system and find any software that is 100% Twain compatible.

Acquire

Acquire is located in the File menu. After you have selected your scanner software in Select Source, you'll need to acquire it. Your scanner software takes over and should prompt you to begin scanning after you have made your selections.

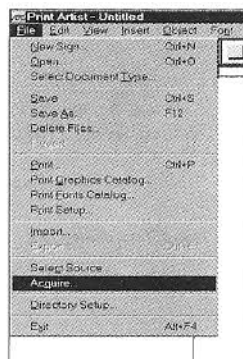
Text

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:

- Face
- Face Outline
- Frame background
- Background outline

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.



The Acquire command is highlighted as shown here.

When text is first inserted, it will always be:

- Plain Claren font style. You can change this by choosing a new font from the Font menu or palette.
- 100% width. The normal width for the font. Change text width by using the Width command on the Font menu.
- Rectangle frame and shape.
- Horizontal orientation.



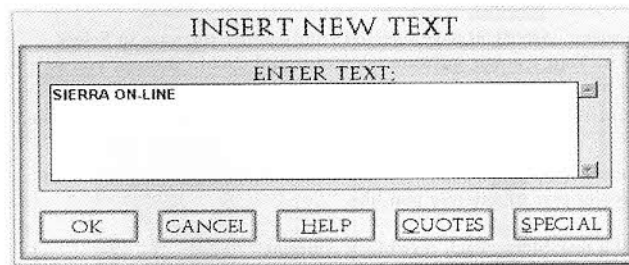
All of these default characteristics can be changed at any time.

Inserted text is always black until you change it. Text added to an existing text block will automatically be assigned the colors of the existing text. To change the color of text, use the Color menu, palette or Customize Color Option.

Inserting Text

1. Choose Text...from the Insert menu, or push the Text Insertion button on the Toolbar.

Insert Text dialog box.



2. Type in the text, including whatever special characters you may want.
3. Click OK on the Change Text or Insert Text dialog boxes to end your text entry session.
4. When you finish entering text, click OK or press Ctrl + Enter.

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

Editing Text

To edit an existing text block

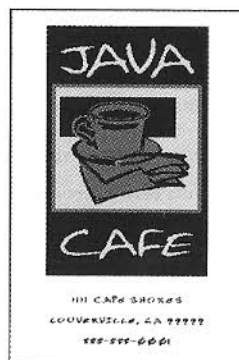
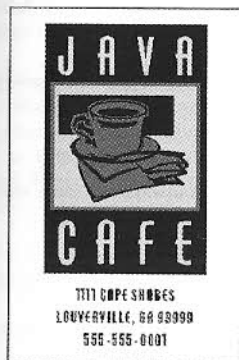
1. Activate its frame and double-click the frame or choose the Edit Text...command from the Edit menu.
2. Make the changes to the text.
 - a. If you want to delete parts of the text, highlight the section with the mouse and press Del.
 - b. To add text to the existing text block, position the cursor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

Six ways to change the appearance of Print Artist text:

- Change font
- Change type style
- Change shape
- Change the text alignment
- Change the color
- Apply effects

Typefaces

"Typeface" refers to the shape or outline of letters, numbers or other printed symbols.



The same message in three different typefaces.

Point Size

"Point size" refers to the height of type on the page. A "point" equals about 1/72 of an inch.

Fonts

A font is a complete alphabet for a given typeface. The words type and font are often used interchangeably. Print Artist contains 300 fonts. Fonts have a big impact on your project design. Some are very professional looking while others are more whimsical and fun. Picking the correct one for your design is important. See Design suggestions on page 41.

Type Style

Type style refers to the orientation of your type with reference to an imaginary horizontal frame across a page. Plain type, the default style in Print Artist, is vertically upright and at normal width for that typeface. In italic style, the letters are all slanted to the right, while boldface is heavier and darker.

Choose type styles and fonts from the Font palette. To open the Font palette, choose More... from the Font menu or push the Font button on the Toolbar. Preview fonts by scrolling through the choices. Each will preview in the currently selected type style.

Choose fonts and type styles by clicking your choice from the Font palette.

The Font Palette menu.



Sizing text

Print Artist inserts text to fit the default text insertion frame, which is always the same size on the screen. Use the frame grab handles to resize and reposition a text block.

Using frame handles to resize text:

1. Move the pointer until the icon for the function you want to use appears.
2. Drag the frame until it has reached the size you want.
3. Release the mouse button.

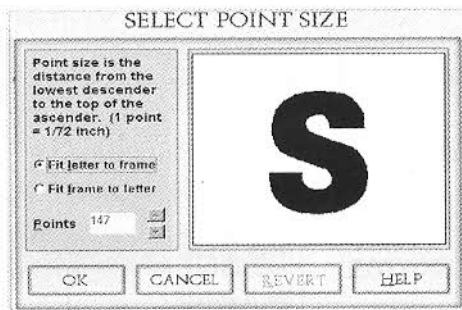
Print Artist will then make the best possible fit. Because the proportions are kept constant, sometimes your text may no longer fill the frame after resizing.

Specifying point size using the Font menu

To specify the point size of a text block:

1. Click on the radio button next to "Fit frame to letter." The numbers indicating point size become highlighted.
2. Change the point size by:
 - a. Clicking the scroll arrows to increase or decrease the point size, or
 - b. Typing in the new point size.

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. The skewing, rotation and moving handles won’t be affected. To turn on the vertical resize handles again, re-enter the Select Point Size dialog box and select Fit letter to Frame.



Change letter point size with the Select Point size dialog box.

Changing text width

1. Select the text block and then chose Width...from the Font menu. A Select Font Width dialog box appears.

- Click the scroll arrows which will increase or decrease the text width setting, or
- Type the desired 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.

To change the alignment of the entire frame within the document, use the frame handles.

Word Wrap

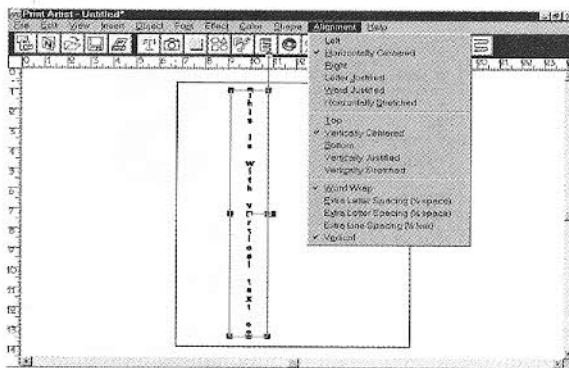


Word Wrap is a toggle command under the Alignment menu. Turn it on by choosing Word Wrap from the menu or clicking the Word Wrap button on the Toolbar. Turned on, Word Wrap automatically moves text to the next line when it comes to the right edge of the frame. When Word Wrap is turned off, all of the text in a block will be placed on one line, in the vertical center of the frame.

Vertical text

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

Text repositioned under the vertical command.



Justifying text

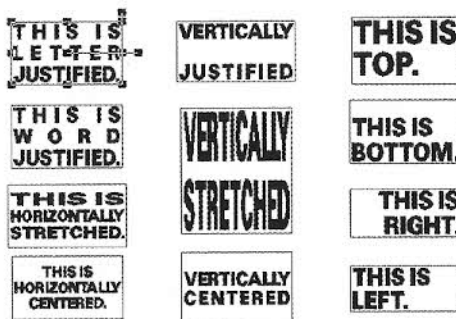


Justified text means all lines of the text are flush with the specified margins. You can choose "letter-justified" text (which evenly spaces all the letters across the frame) or "word-justified" text (this adds to the spacing between words to make the line flush with the left and right margins). These functions will be influenced if the Word Wrap function is on or not. The Vertical Justified command will arrange the lines in a text block so it's flushed with the top and bottom margins of the frame.

Other Spacing Commands

- | | |
|------------------------|--|
| Left | Aligns the text to the left frame border. |
| Horizontally Centered | Places the text in the horizontal center of the frame. |
| Right | Aligns the text to the right frame border. |
| Horizontally Stretched | Stretches each letter so the text is horizontally framed, which results in some distortion and thickens the original font. |
| Top | Aligns the text with the top frame border. |
| Vertically Centered | Places the text in the vertical center of the frame. |

Bottom	Aligns the text with the bottom frame border.
Vertically Stretched	Stretches all the letters in the vertical direction.
Extra letter spacing	Adds extra spaces between each letter in a selected text block.
Extra line spacing	Increases the space between each line in a selected text block.



Different spacing commands.

Shaping Text

The Shape command offers three frame shape choices: Rectangle (the default setting), Clockwise Arc and Counterclockwise (CCW) Arc. The Arc commands twist and reshape the frame contents. Select the commands from the lower portion of the menu or from the list portion of the palette.

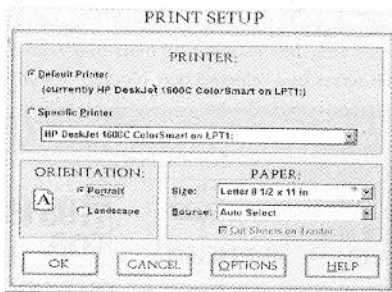
Print

When you choose the Print command from the File menu, the Print Control Panel/Preview dialog box opens, as shown below. 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.

Special 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.

Select your printing choices from this dialog box.

Print Setup

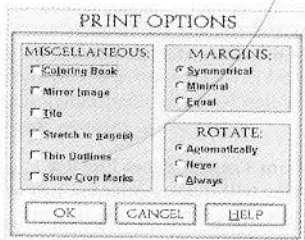


You'll find this option very similar to your Windows Printer Setup. On this screen you choose the default printer or select an alternative printer from the specific printer pull down menu. The paper orientation can be set to portrait (vertical) or landscape (horizontal), and the desired paper size and source are also setup in this screen.

The Options button will list the different printer options available on your printer driver. Every printer driver has different options, so you'll need to consult your printer manual for more information.

Print Options

Print Option dialog box.



Coloring Book

When you select this option only an outline of your text and graphics are printed.

Mirror Image

This option prints the mirror image of the selected document on the Print Control Panel/Preview screen. This command is automatically turned off again once you leave the print dialog screen.

Title

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 on the Print Control Panel/Preview screen to the print boundaries of the page.

Thin Outlines

Normally when drawing a line or outline, Print Artist will draw a line whose thickness is proportional to the rest of the graphic or object. However, this means that on devices such as plotters, a line is drawn repeatedly and offset a little each time. This option ensures that lines are drawn only once regardless of their thickness.

Show Crop Marks

Allows you to print crop marks for business cards and postcards.

Margins

These settings determine how a document is laid out on the page. Symmetrically set 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 will print as large an image on a page as possible. All printing is done to the limits set in the Printable Area offset boxes. Equal sets all four margins to the largest of the four values in the offset boxes. This option has the smallest available printing area.

Rotation

These settings will determine whether or not your document is rotated on the page. It automatically will keep the document at 100% size on the fewest number of pages. It will rotate the document, if additional pages are not required.

Note: Envelopes are the exception to this rule.

"Never" prevents your document from being rotated. "Always" rotates the document while printing. All rotating settings are saved with the document.

Design Suggestions

Simple Design Suggestions or Graphic Design 101

Creating projects in Print Artist is a wonderful way to communicate to friends and neighbors, as well as to develop and showcase your own creative energy and talent. There are no real rules for designing these projects, but there are guidelines that you can keep in mind to ensure that your layout receives the kind of attention it needs to communicate your message effectively.

Make The Most Of Your Message.

Before beginning your project, think about your audience and the kind of message you are trying to convey. Consider the appropriateness of the graphics images, color palette and the overall "feel" you intend to communicate. Simpler is better; the less information clustered together on a page, the more direct and more powerful the images that you have selected will appear.

Consider Composition Carefully.

The artistic arrangement of objects and words on a page will get your message across, and make you look good at the same time. Organizing your layout around one dominant element will most successfully communicate your message. A cluttered layout is not inviting to the reader.

Balance.

It brings harmony and proportion to your design. For example, too many objects at the top of your page will make it look "heavy." Look at your work from a distance, and give it the "squint test." If it looks unbalanced when you squint at it, make a few changes and squint again.

Scale.

Try not to have too many objects or lines of type that are equal in size or prominence. Decide on your most important graphic, word or color, and let it speak the loudest.

White Space.

While not necessarily always white, it is important to give your eye some relief from a page full of words or pictures. Good use of white space will make people want to read more. White space provides a background that emphasizes whatever it surrounds, and will focus the reader's attention on your message.

Use of color.

There are many ways you can use color to give your work pizzazz. For a banner, garage sale sign, announcement or flyer, choose colors that get noticed from a distance; for example, black type against a yellow background, or white type against red. For an invitation, however, you may want to choose colors that are in the same family to create a more subtle message. Choose colors that reflect the message you are sending. Bright colors indicate excitement, while subdued colors lend a sophisticated look. Remember, less is more; color gains impact when used selectively.

Readability.

Simply put, anything that is difficult to read will simply not be read. Use Print Artist's incredible type special effects or a larger type size to emphasize important ideas or for outrageous headlines, but make your text as easy on the eyes as possible. Or, use a larger type size to emphasize important ideas, and a smaller text for the body copy.

Eye path.

Another part of readability. If your sign is too jumbled with graphics or text, your reader may get confused and lose interest in what you have to say. Imagine your readers navigating from one headline or image to the next. Can they find their way easily?

Try new papers for a special look.

Experiment, experiment, experiment! You can find a huge variety of special paper colors and textures at your local paper store. Try them out, and you may be very surprised at the difference you see. A brown paper bag can make a letterhead look earthy and serious, while a lovely off-white will make it look sophisticated. Bright white or solid colors will create a more fun and exciting look. Printing one design on a sampling of paper styles can make a dramatic difference in the type of message you send.

Type styles.

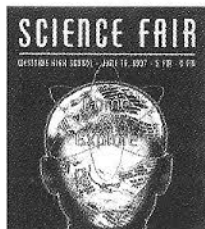
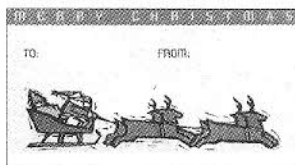
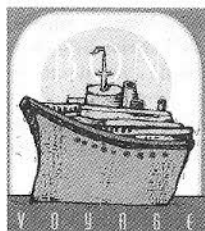
Each typestyle has its own unique personality. You can utilize the 300 different type faces in Print Artist 4.0 to represent the message and flavor of your design. The typefaces you select for headlines and text affect the way a reader experiences your layout.

Some type faces are formal.

Some type faces are casual.

Some type faces are fun and playful.

Some examples of
projects you can
create in Print Artist.



Notes

Tutorials

Tutorial A

Creating a Custom Calendar

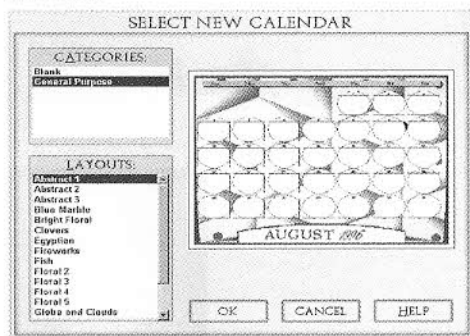
Now that we've covered these design principles, it's time to have fun with the thousands of graphics, designs, fonts and special effects available in Print Artist! Now we will apply some of the tips and tricks you have learned and create a special project—a personalized calendar.

Choose from one of the many pre-designed calendar themes in Print Artist, or create one yourself! Here's how:

Under New Calendar Categories, select Blank. You can easily change all the squares at once to another graphic using Select All Date Graphics from the Edit menu, then Change Graphic, also from the Edit Menu. You can remove the text-wire frames while you are working on your calendar by activating them, then selecting Cut from the Edit menus. Put them back in by choosing Text from the Insert menu.

Stretch the Text window vertically to add activities that happen on the same day each week by selecting Vertical from the alignment window. For activities that cover several days in a row, stretch the text window horizontally across those days. Adjust alignment and Word Wrap as desired.

Select New Calendar dialog box to get started.



The step-by-step process makes it easy.

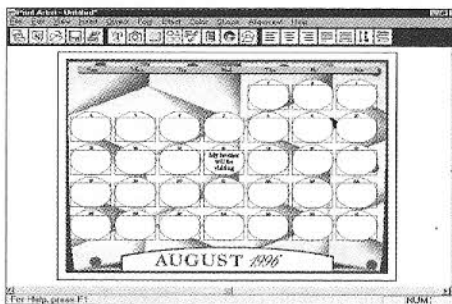
Step-by-Step Calendar Creation

1. Under Select Document type, double-click Calendar. This brings you to the Select Calendar Date box, where you will see the current month and year. Select any month and year between 1901 and 2099, then click OK. This brings you to the Select Calendar dialog box.
2. Select yearly or monthly Calendar.
3. Click General Purpose in the categories list, and Abstract 1 in the Layouts list, then click OK. Note that each "day" consists of an oval, a small text object for the date, plus the wire frame of a text box (which will not print). This layout also has a Diamond border.

Note: To see each day more clearly, simply choose Zoom In from the View menu, or press Ctrl and the + key on your keyboard until things are big enough for you.

4. Double-click the text frame to open the Change Text window. Type Fred and Ethyl's Anniversary, then click the OK button. The text becomes a "note" reminding you to send them a card (perhaps a card you made with Print Artist!)
5. Double-click the text frame on the third Wednesday of the month to open the Change Text window. Type My brother will be visiting for these two days! and click OK. The text squeezes into the one day. Use your mouse to grab the horizontal resizing handle on the right side of the frame. When your mouse pointer turns into a two-headed arrow pointing left and right, stretch the text window to cover both days. Now you won't accidentally schedule something else during those two days.

Note: Be sure to save you calendar frequently. If you change the Calendar date (month) under the Change Calendar Date dialog box while in progress, any unsaved work will be lost. Now, you're ready to make your own calendar, as simple or complex as you'd like. You can give each day of the year it's own graphic, and each date can also have its own block of text.



Add copy to your calendar.

Tutorial B:

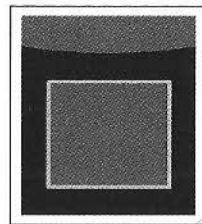
Creating a 1/4 fold greeting card

Open a new document.

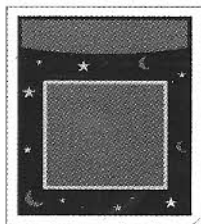
1. From the Select Document Type dialog box, click Greeting Card.
2. Choose the Tall, Side-Open Card Option.
3. Choose the Blank option and click ok.

Place a fill.

1. From the insert menu or the toolbar, choose fill.
2. Using the side center resizing arrows, stretch the fill so that all sides are expanded beyond the border.
3. From the color menu, choose Blue 1 for the face.



1/4 fold greeting card - start with fills.



Insert moon and star graphic.

Place a second fill.

1. From the insert menu or the toolbar, choose fill.
2. Using the corner resizing arrows and holding down the shift key, stretch the fill to a 2.75 square.
3. Move the fill down so that it is approximately 1 inch from the bottom.
4. While the object is still selected, choose center horizontally from the object menu.
5. With the object still selected, click thick outline from the effects menu.
6. From the color menu, choose Violet 3 for the face and Amber 2 for the face outline.

Insert a third fill.

1. From the insert menu or the toolbar, choose fill.
2. Using side center resizing arrows, stretch fill into a rectangular shape. The width should bleed out to the border of the greeting card on both sides. The height should be approximately 1 inch.
3. Align fill at the top border of the card.
4. From the shape menu, choose convex down.
5. Change the fill color to Violet 3.

Insert border.

1. Click the Basic Shapes button and select Square Frame.
2. Using corner resizing arrows, expand the square frame until it fits around the edge in the printable area of the card.
3. From the color menu, choose Blue 1 for the face.

Insert Star graphics.

1. Choose graphic...from the Insert menu or click the Graphic button on the toolbar.
2. From the Symbols category, choose Star, 5 point.
3. Reduce the size of the star by holding down the shift key and using the corner arrows.
4. With the star still selected, choose Duplicate from the Edit menu.
5. Resizing duplicated star.
6. Repeat steps 4 and 5 until there are about 8 stars total. All stars should be different sizes and they need to be randomly placed in the blue area around the violet square.
7. Select one star at a time to change colors. Use Amber 1, Amber 2, and Amber 3.



Add text and sun graphics.

Change star graphic to a moon graphic.

1. Select any one of the stars and select duplicate from the edit menu.
2. Double-click the star. The select graphic dialog box opens, with the Symbols category, star already selected in the preview window. Select crescent from the symbols category to replace the star. Double-click your selection.
3. Select crescent and choose duplicate from the edit menu. Repeat one more time.
4. Resize crescent to different sizes by dragging the corner arrows while holding down the shift key.
5. Spread out crescents among the stars.
6. Select all the crescents by clicking on the first one and then holding down the shift key to select the other two.
7. With all the crescents selected, choose Violet 3 from the color menu.

Insert the sun.

1. Insert the Sun with Face from the Proart 3 category.
2. Resize it to be a little bigger than the Violet fill box in the center of the card.
3. Center the sun with the box.

Insert text.

1. Click New Text from the menu bar.
2. Type Congratulations in all CAPS.
3. Click OK or Ctrl+ to insert text.
4. With the type still selected, choose Protege from the font menu.
5. With the type still selected, click double convex from the shapes menu.
6. Use corner arrows to size the text into the Violet shape on the upper portion of the card.
7. To enhance the text, go to the effects menu and select customize. Then choose block for effect list, lower right for variation 1 list, shallow for variation 2 list, solid for variation 3 list.
8. From the color menu, select Amber 2 for text face and Blue 1 for sides.

Place objects inside greeting card.

1. Select some of the stars and crescents from the Graphics Grabber by clicking control + G.
2. Then use the command Ctrl+C to copy.
3. From the View menu, choose inside right.
4. Next, use the command Ctrl+V to paste the stars and crescents.
5. Select each one and arrange randomly.
6. For the text, select the text tool from the toolbar. Then type in a personal message.
7. Next, use the font menu to change the text to Protege to match the front.
8. Resize by using the corner arrows.
9. From the color menu, choose Blue 1 for text color.



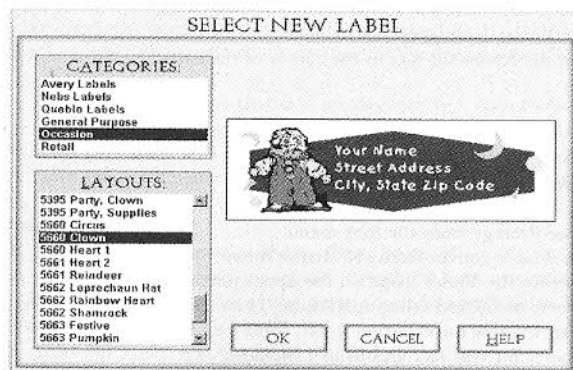
Place objects and text inside greeting card.

Tutorial C

Creating a Label

Open Select Document Type

1. From the Select Document Type dialog box, double click on Labels.
2. Select Label Category. (Choose from Avery Labels, Nebs Labels or Queblo Labels.)
3. Scroll through Layouts. Select one and click OK.
4. When the pre-made Label appears on the screen click on the text to change or add to the text.
5. When you're done inserting copy, click OK.
6. Print like any other document.



When the dialog box appears for the first time, there is one blank record shown. It will be under the text box in the lower left hand corner. It will be listed as Record 1 of 1. See the screen shot. The toolbar buttons will allow you to move between a number of labels. A similar toolbar appears on the desktop so you can navigate as you are creating your labels.

Label Tools



This button creates a new data record before the current one and moves the record pointer to it. The record counter will show a different total count, and the text entry area will be cleared to represent the new record. The Ins key on the arrow keypad is the same as pressing this button.



This button will delete the current record and position the record pointer to the previous record, or to the next record if the first record is being deleted. The record counter will show a different current and total count, and the text entry area will show the content of the previous or next record. If there is only one record, then the contents are cleared but the record is not deleted. The Del key on the arrow keypad is the same as pressing this button, as long as there is no text in the current record.



These buttons move the record pointer to the previous or next record. The PageUp and PageDown keys on the arrow keypad are the same as pressing these buttons.



This button moves the record pointer to the first record. There is no keyboard equivalent.



This button moves the record pointer to the last record. There is no keyboard equivalent.

Note: To insert a list of text from another database simply copy it and then paste it into your document. The text will automatically be added to the labels. Refer to On-line help for additional information.

Troubleshooting

Troubleshooting

Troubleshooting

Common Graphics Problems & Questions

"Print Artist does not support some data in this graphic file."

Print Artist cannot work with graphics which are stored in CMYK TIFF 24-bit. Also, TIFF graphics of any resolution that are stored with LZW compression cannot be read because of legal constraints. If you try to use these you will get a display of an empty graphic wire frame.

Graphics saved in a document are gone.

The graphic you place in a document is not stored in the document. It has a marker for where the graphic is located on your system and places it in there when you bring the document up. If you have changed the directory where the graphic is or have deleted it off your system, then it cannot bring it up.

The handle I want is way out of reach.

If the handles for the graphics box are outside of the main screen or hidden, then use the Zoom Out command and this should allow you to see the handles to resize it. Ctrl + W or Zoom In will allow you to return to the previous size view screen.

Monochrome

If you are getting black and white outlines of your graphics, check to make sure that the Color Book option is not checked in the Print Options button of the Print Control Panel/Preview screen. Also check under View to make sure Monochrome is not selected.

How can I use more than one drive or directory for Print Artist Graphics at one time?

Set up two Print Artist graphic directories by starting any new document and clicking on file, then on Directory Setup. The first two items in the Graphics Directory are for Print Artist GFX graphics. If you have GFX graphics in another directory or on a CD-ROM, change the line for "more Print Artist (.GFX):" to list that other directory or CD drive.

If you have GFX graphics in another directory or on a CD-ROM, change the line for "More Print Artist (*.GFX):" to list that other directory or CD drive. For example???

"Too many Print Artist graphics" message comes up when the Graphic Grabber is inserting graphics.

Exit out of Print Artist. Hold down the Shift and Control keys on your keyboard at the same time. (SHIFT and CTRL). Do not let up on these two keys. Start Print Artist again. The Graphics Grabber will grab, add, and count all the graphics it can access on your system. Once the Grabber is finished updating, release the Shift and Control keys. If this does not stop the message from appearing, create a subdirectory on your "C" drive. Move some .GFX files from the Print Artist directory to the new subdirectory. Be sure to set the Print Artist directory setup to read the new location.

When you try to import an EPS or WMF graphic file, you get the message

"Graphic is too complex to be imported into Print Artist."

Scaleable graphics composed of objects like EPS and WMF graphics cannot be imported if they are too complex. Complexity refers to the file size or the composition of the objects in the file itself. Check the size of the problem graphic file. If it is too big, there are two options. Either

edit the graphic in a drawing program and make it smaller, or export the original graphic from a drawing program in a bitmap format such as TIF, PCX, or BMP and import the bitmap file instead.

When you export a Print Artist Graphic GFX graphic as a WMF graphic file and then try to import it back into Print Artist, you receive the message..."Graphic is too complex to be imported into Print Artist." When Print Artist exports a scaleable graphic in the Windows Metafile (WMF) format, it must convert bezier curves and ellipses to the polygon and polylines used by the WMF format. Print Artist also converts text fonts to complete polygons. The resulting file can easily be much larger or more complete than the original GFX graphic or text and cannot be imported back into Print Artist. You can export a scaleable WMF file from Print Artist so it can be re-imported. Reduce the size of the original GFX graphic so it is smaller on the Print Artist page BEFORE you export the file. If you want to export several Print Artist graphics to be used together in a single composition, try exporting them separately. The last option is to export the original GFX graphic as a TIF or BMP file instead.

Print Artist Graphics directory setup takes too long to update.

Print Artist provides GFX graphics in two locations, yet it only allows the user to set path access for only one of those third party sources at a time. Switching between third party sources is extremely inconvenient, confusing, and time consuming. The Graphics Grabber rebuilds the graphics database each time users switch graphic sources or change the number of graphics. This update process takes minutes on fast machines and more than half an hour on a slow 486. The problem compounds if the user upgrades from an older version or if the user buys additional Print Artist Graphics CDs from the User Club. Due to these conditions, there is no solution to speed up this process.

The Graphics Grabber dialog box is too big for the screen. Opening boxes may also be truncated.

This usually happens with alternate Windows desktops like Norton Desktop, Dashboard, Navigator or Tabworks. Disabling the desktop and using Program Manager instead should correct the problem. If this does not help, then the Windows system fonts have been overwritten or deleted. Reinstall the Windows fonts from your original Windows diskettes to correct this.

You receive a Graphics Grabber update failure or an installation failure.

This is caused by not enough virtual memory in Windows 3.1. Follow these steps to access and change the Windows swap file:

1. Close all Windows applications.
2. Open the "Main" folder on your Windows desktop.
3. Double-click on the "Control Panel" icon.
4. Double-click on the "386 Enhanced" icon.
5. Click on the "Virtual Memory..." button.
6. Click on the "Change>>" button.
7. Type "12 000" in the "New Size" selection box, under the "New Settings" heading.
8. Select "Permanent" from the "Type" pull down combination box, if it is available. If "Permanent" is not available, select "Temporary."
9. If "32-bit File Access" is checked, uncheck it. This should remain turned off. If you have a "32-bit Disk Access" option, leave it checked.
10. Click the "OK" button.
11. Click the "Restart Now" button.

Windows will restart and take you back to the main Windows desktop. This procedure should correct the Print Artist errors.

Print Artist locks up while the Graphics Grabber is running.

Make sure that the Directory Setup for Print Artist Graphics is pointing to the correct directory and subdirectory to find your additional graphics. Additionally, if you are using a Cirrus Logic VLB video card, change your Windows video driver to the SVGA 256 color driver for Windows 3.11. If you are using Windows 95, check with your video card manufacturer for the correct updated video driver. We recommend running Windows in 16 million colors. Be sure to check your video card manufacturer documentation *before* changing your Windows settings.

Common Printer Problems and Questions

What printers work with Print Artist for Windows?

Print Artist will work with any graphics printer driver installed in Windows (including plotter drivers). Occasionally, the printer manufacturer's most recent driver may be needed for best printing performance. Print Artist cannot work with the old "daisy wheel" printers, printers that cannot print graphics, or some industrial output devices like stencil cutters.

The colors on the Print Artist screen look different when printed on paper.

This occurs because the colors on the Print Artist program screen are "transmitted" colors using the monitor as the only light source, while printed colors are reflected off the paper and use the pigments in the ink and room light for viewing. To adjust for this, most printer drivers allow you to lighten or darken the overall printout with controls in the Control panel's Printer setup. You can print the sample palette from the Print Artist using your color printer, and use the printed palette as a reference sheet when you select colors. Then, check the settings for your printer in the Windows Control Panel. There may be a slider control to adjust for lighter or darker output. Adjust this density and print the swatch again, adjusting and printing until you get the colors you want. Comparing the palette with Print Artist's sample palette will help you make accurate color adjustments.

Greeting cards do not fit on the page correctly.

Greeting card adjustment is a balance of starting at the correct position and adjusting the output size. The upper left corner of the printout is fixed by setting the top and left margins. Adjust the percent output size so the top and left margins are smaller than the right and bottom margins. Increase the top or left margins to shift the overall image until the opposite margins are even. If you need to enlarge the overall output, reduce the top and left margins first, and then increase the percentage size. After printing, you may want to reset the print area values to their defaults. Go to the Setup in the Print Artist Print Control Panel. Select your printer driver. Click on OK and go to Print Options/Configuration and reset Margins to Symmetrical. When you click on the OK, the Percent size should reset itself.

Print Artist takes several minutes longer to print each page than your word processor does.

This is normal for graphics printing. Depending on your printer type, between 150 KB and 4 MB of information may be sent to your printer for each black and white page printed in graphics mode. Each color page printed requires 2 to 5 times more information. In addition, 600 DPI (dots per inch) printing requires four times as much information than 300 DPI printing. It can take many minutes to send a full page of information to the printer at 600 DPI.

Print Artist takes longer than half an hour to print each page.

Extremely long graphics print times can occur if Windows 3.1 is not using memory efficiently. Open the Help menu in Program Manager and click on "About Program Manager." Make sure that Windows is running in 386 Enhanced Mode and that it has at least 8 MB of memory available. If these settings check out, try the following steps:

1. Turn off the Windows Print Manager.
2. Make sure you have at least 10 MB of free hard drive space.
3. If you have DOS 6.0 or above, run the DOS DEFRAG utility to fix fragmented program files and free up large blocks of hard disk space.
4. Check the Windows task list to see if anything else is active in Windows. To do this, hold down the CONTROL key (CTRL) and the ESCAPE key (ESC) at the same time. If anything other than Program Manager is listed there, highlight and click once on the program name, then click once on END TASK. Do this for all programs until only Program Manager remains.
5. Update your printer driver from your printer manufacturer.
6. If these steps make no difference in print times, please call Sierra Technical Support while you are at your computer so we can help you examine your computer system further.

Your word processor prints sharper text characters than Print Artist does.

Printers run in either character mode or graphics mode. Character mode is similar to typewriter printing. It uses solid color text and fixed font sizes for maximum sharpness and speed. By contrast, Print Artist uses graphics mode printing for greater custom control and color support. Print Artist creates the original page in your computer and sends it to your printer in rows or strips of information. Your printer duplicates the strips of information as dot patterns that look like text or pictures on paper. With Print Artist, text can print at any size in any position at any angle, not just line by line. The sharpness of specially designed fixed fonts is sacrificed for precise control and the freedom of customized layout.

On your dot matrix printer, the printed page has thick horizontal gaps as though the printer only printed every other line.

Choose a different printer driver. This usually occurs when a 24 pin printer driver is used with a 9 pin printer, or when a color driver is used with a black and white printer. Check your printer manual for the name of the correct driver of a "compatible" printer driver.

Small ASCII text characters appear randomly with the regular graphics printing on the page.

This occurs when information being sent to the printer becomes corrupted. The most likely cause of this corruption is a bad or intermittent printer cable connection. Many printer cables have 24 pin connectors but only 9 or 13 actual wires running through the cable. This works fine for most text printing and graphic font printing, however, if your printer supports "handshaking" communication between the printer and the program, then a full 24 wire printer cable may be necessary for graphics printing.

If you already have a 24 pin cable, try disabling Print Manager. You should also make sure that no print switching device is attached to the printer cable. Both electronic and mechanical switches can cause problems with graphics printing.

Each printed line on your document has a white hairline gap.

If you have a dot matrix printer, you may need a new ribbon, or you may need to increase platen pressure on the print head. If you are using a tractor feed, you can often eliminate this problem by using friction feed (or vice versa). If you have a deskjet or bubblejet printer, you may be running low on ink, or one of the holes in the print head may be clogged. Check your printer manual for the correct maintenance procedures.

Your printer prints a few lines at the top of the page and either stops or ejects the paper.

This occurs when the communication "handshaking" between the program and the printer breaks down. This can be caused by using the wrong printer driver, a bad printer cable, or the use of a print switcher. Since text printing does not require handshaking and graphics printing does, problems of this type can exist for a long time, but not show up until a program like Print Artist is used for printing. You should bypass any print switchers and try a new or different printer cable. You should also make sure that the printer cable has 24 wires in the cable.

Your color dot matrix printer will not print in draft mode. It prints a few lines of garbage and locks up the computer.

Since most color dot matrix printers cannot print in draft mode, use the high quality mode instead. Also, make sure your printer driver can support the micro-linefeeds used for color graphics printing, and that your printer cable has all 24 wires.

Your laser printer prints half the sign on one page and the other half on a second page. Or, you get a print overrun error message.

Both of these are printer memory problems. When the printer's memory fills up, it will print only part of a page at a time. To test for a memory problem, reprint the page at 150 DPI. If the full page prints, you may need to add more memory to your printer. This problem could also occur if the printer memory is filled with downloaded fonts. Restarting the printer to clear its memory of the fonts should solve the problem. When you receive a print overrun message, first, make sure that there are no other active programs running in Windows, including screen savers, reminder programs, and Print Manager. Then, turn on Page Protection in Windows Printer Setup. Make sure your printer setup correctly identifies how much memory your printer contains. Finally, contact the printer manufacturer to ensure that your printer driver is the latest Windows printer driver available.

Why is the Percent Size setting not 100%? Should I adjust it?

Print Artist allows you to print your work on any printer supported by Windows, and calculates how a page should be arranged, setting this as its base. Your printer is then compared to this base. This means the default Percent Size setting for your printer will most likely be between 90% and 110%. Changing this percentage may lead to printing problems. If you have more than one printer hooked up to your computer, Print Artist will adjust the Percent Size accordingly if you change printers.

Print Area Settings.

This function allows you to make minor adjustments. It is recommended to use the default settings, however, this does allow you another option in setting the print area. Keep in mind that your printer has preset areas that will not allow you to print on them. For these measurements, check your printer documentation. The Print Artist Test will show you the allowable size area in which you can print. Even if you adjust the Margin Settings, this area will not change. This is the area in which your printer will not allow you to print.

Greeting cards have a large top margin.

Check your printer documentation for information on disabling Automatic Paper Advancement. Also, check to make sure you're using the most current printer driver.

When printing banners, you have large gaps or you get 1/2 inch sections that are double-printed on each printed page.

This is perforation skipping, and can be overcome on many dot matrix printers by changing settings in Print Artist Printer Control. For most dot matrix printers, change the following settings: Under Print Area, make sure no items are checked. Under Print Options, make sure that Margins are set to Minimal, Rotation set to Automatic, and that no miscellaneous items are marked. If these settings are not enough, under Print Setup, choose Cut Sheet on Tractor in the Paper Source area.

Envelopes will not print correctly on your Desktop printer.

For best results, keep your paper size set to Letter instead of Envelope in the Windows Control panel. This will give you greater flexibility to position the letter in the printer. In the Print Artist Printer Control Panel, use the Print Options to set rotation to Never or Always depending on the orientation you need. Adjust the percent output size so that the image fits comfortably on a single sheet of paper. If necessary, use your mouse to drag the image area to the left, center, or right positions to match your printer's envelope feed. Try a test print on an envelope and adjust the percent size again to allow the print area to be as large as needed on the envelope.

My printer works just fine with all my Windows programs except Print Artist.

Print Artist and the Windows Paintbrush program print graphics in exactly the same way, so you can use Windows Paintbrush to verify your Windows Graphics Printer Setup. Start Paintbrush by double-clicking the Paintbrush icon (usually located in the accessories group). Paint a Picture and try to print it. If it does not print, then you may need to reinstall the drivers for your printer or contact your printer manufacturer for an updated driver. If it prints okay, then try reinstalling the Print Artist program. Pay particular attention to Windows memory (looking for 8 MB or more) and make sure other programs, such as screen savers or virus protection, are not running in the background during installation.

You cannot print multiple copies while using a Canon BJC 600.

The most common Windows 3.1 printer driver for the Canon BJC 600 has a problem that prevents it from printing more than one copy of a graphics page at a time. To bypass the problem, exit Print Artist. Go to the Main group and open Control Panel. Open printers and choose setup for the Cannon BJC 600. Change Media Type from Plain Paper to Other paper. Click on OK and close the Control Panel. Print Artist should then print correctly. You may also want to call the printer manufacturer and get the latest Windows printer drivers.

How To Use This Graphics Catalog

The images in this catalog can be found in Print Artist by using the Graphics Grabber. To find an image you like, simply enter the category name in the Graphics Grabber, then locate the specific graphic name.

Note: Due to scheduling difficulties and last second changes there is possibility that some graphics listed in this catalog may not be in the final version of Print Artist.

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Small Business

Small Business



Banner 1



Border 3



Border 6



Border 11



Border 16



Border 22



Border 35



Border 36



Border 37



Border 38



Border 39



Border 40



Border 42



Border 43



Border 44



Border 45



Border 46



Border 47



Border 48



Border 49



Border 50



Circle 6



Circle 7



Circle 1



Circle 2



Circle 3



Circle 4



Circle 5



Circle 6



Circle 7



Circle 1



Circle 2



Circle 3



Circle 4



Design 4



Design 5



Design 6



Design 7



Design 8



Design 9



Design 10



Design 11



Design 12



Design 13



Design 14



Design 15



Design 16



Design 17



Design 18



Design 19



Design 20



Design 21



Design 22



Design 23



Design 24

Small Business



Design 25



Design 26



Design 27



Dots



Eagle 2



Envelope 2



Fish 2



Fish 3



Fish 5



Fish 7



Flourish 21



Guitars 2



Label 1



Label 2



Label 3



Label 4



Label 5



Label 6



Label 8



Label 9



Label 10



Label 11



Label 12



Label 13



Label 15



Musical Instruments



Native Birds



Open Books



Point Splatters



Photographs



Pool Table 1



Rectangles & Circles



Rectangles 1



Shapes



Sound Waves



Speakers



Squares 2



Squares 3



Squares 4



Scallops 1



Scallops 2



Stars & Stripes 1



Triangles 2



Triangles 3



Triangles 4



Tubes



Wine Bottle Opener



Small Business 2

Small Business



Baby Carriages 1



Barn 1



Border 20



Border 21



Border 41



Calculator 1



Cameras



Music 2



Native American 1



Native American 2



Native American 3



Native American 4



Nuts & Screws



Chairs 3



Chairs 6



Clacks



Cups of Coffee



Deco 1



Deco 2



Deco 3



Deco 4



Deco 5



Electricity



Film



Flourish 22



Gardening



Gears 2



Hands 2



Hearts 1



Hearts 2



Hourglasses



Label 16



Moving



Music 1



Ornate 2



Ornate 3



Pencils



Pens



Plant 1

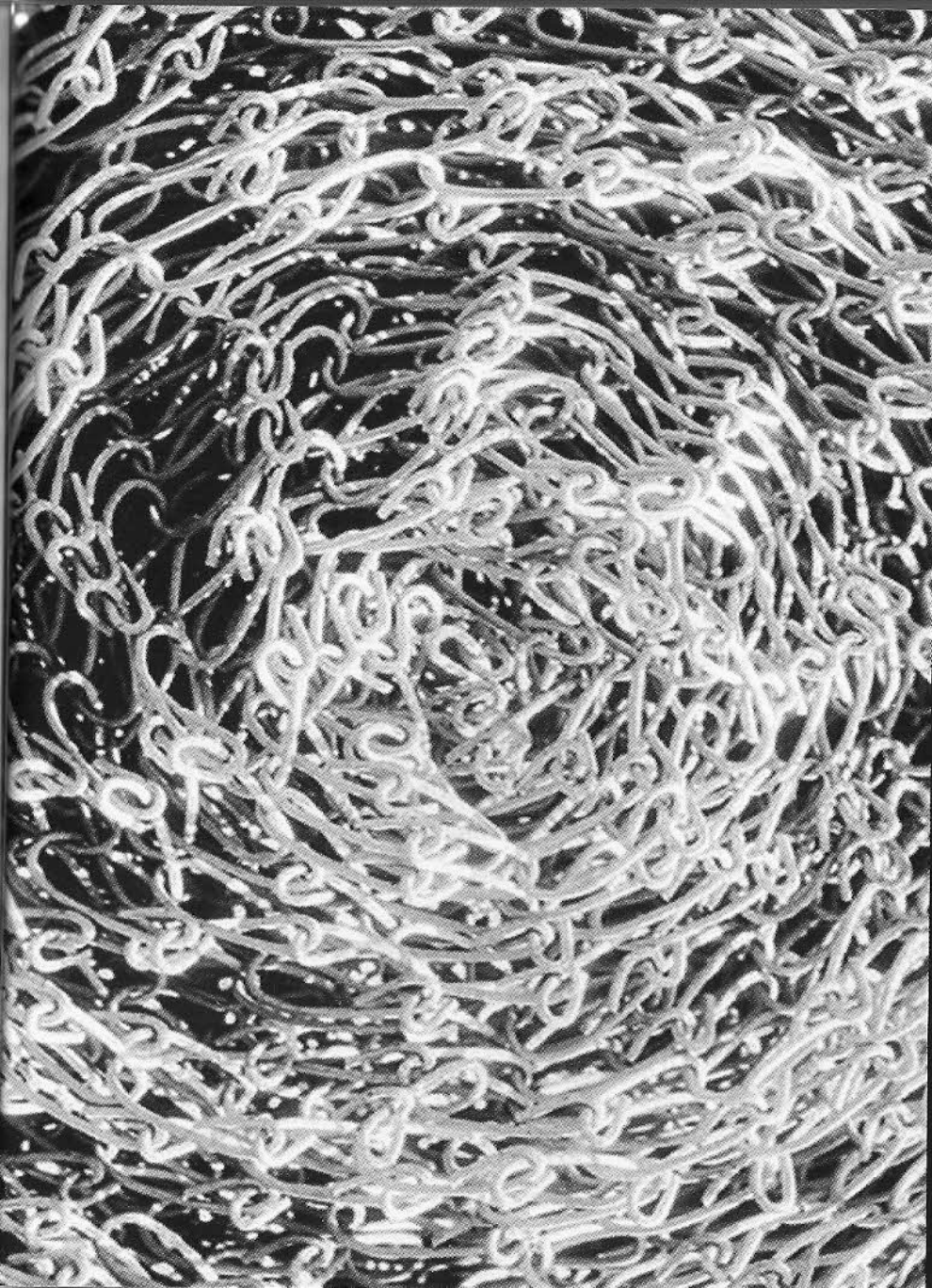


JPEG Photos



JPEG Photos





Fonts

Fonts

1. 22 Font Install:

Casque

Civic

Emblem

First Grader

Formal Script

Funstuff Bold

Futurist

GALLERY CAPS

Grail Light

GRANTSHAND

Hansonshand

JuliusCondensed

LetterGothic

Marlboro

Murphy Script

Palisade

Plover

Protege

Technical

Trekker

Typist

UniversalBlack

2. 150 Font Install. In addition to the 22 base fonts, these include:

ALEXSHAND

AmbersHand

Angelashand

ArchiesHand

Averlyshand

Bethanyshand

Bettyshand

Bobbieshand

BrendensHand

CasqueCondensed Bold

CasqueOpenFace

©CHRISTMAS©TREE

ClearlyRoman

COASTER

Cocktail

COMIXHIGHLIGHT ITALIC

Compass

Cornet

Crystalshand

CURRENCYOUTLINE

CutiesHand

Dahelin

Fonts

DeBeviDeCo

debevicircular

DIGIFACE

DIGIFACEWIDE

✱✱✱✱✱✱✱

④⑨⑦②①④③

Draconian

DUSTINE

DUSTINESOLID

Elisa

ElisaCondensed

ElisaInline

Elmore

ENCINO CAPS

ErgoeLight

ErgoeMediumCondensed

Ergoe

ErinsHand

Eurose

Eurose Bold

EYECHART

EYECHART BOLD

Facet

FacetLight

Fastrac Fashion

Fernando

Fifties

FiftiesHollow

FlourishScript

FlintStand

Florence

Florentine

ForrestsHand

Foster

FOSTERSHAND

FOX TROT

Freelance Script

Fritz

Frankfurt

Future Face

FuturistFixedWidth

FUTURISTSTENCIL

FUTURISTSTENCIL ITALIC

Gatsby

GiffordsHand

Gilde

Gilde Bold

GrailNew

GrailNewCondensed

GRAVERPLATE

GRAVERPLATENARROW

Griffon

HammerThin

High Noon

Hobby Headline

Institution

JOLT

Julius Black

JURASSIC

Kabob

KEETHSHAND

KaffeeWide

KylestHand

Ladybug

Marylshand

ModaerneLight

Monarch

MonarchEngraved

Monicashand

Montague

Nellyshand

NOUVEAUASTA

Palatia

Parade

Parkplace

Pen Tip

Phinster

PRAWN HANDWRITE

PYXID

RobinsHand

Romaneste

Saffronshand

SassyScript

SheerBeauty

SheerElegance

SHOT SHELL OPEN CAPS

Slicker

SOCRATES

STENCIL

StencilSans

Stars and Stripes

SubwayLondon

SwissCheese

Terryshand

Universal

UniversalLight

Univcrsity

Vagabond

VagabondOutlines

ValerieSHand

WANTED POSTER CAPS

Wendyshand

Xpressive

Agatha

Aladdin

AlbertaExtralight

Fonts

3. 300 Font Install. In addition to the 22 base fonts and the 150 fonts, these include:

Amphion

ANASTASIA

Arcane

ArcaneWide

Arena Condensed

Aristocrat

ASTUTE CAPS

Avian

Avian Bold

BaccusExpanded

Berber

Basset

BEDROCK

Bleucher

Blimp

Bookplate

Bordeaux Light

BordeauxLight Italic

Boston

BrandyScript

Brush Dom Regular

Brush Flair

Buckingham

Bulletin

Casque Bold

Cassia

Chancery Cursive

Chisel

Clearly Gothic Light

Columbo

COMIX REGULAR CAPS

Cookie

Cressida

Cricket

Daniela

Dicotheque

Duo Line

Halibut

Katarina

Kristin

Krone

LaplandLight

Lavissa

LETTERMAN

LIDDIE

LINOLETTERCUT

Linus Script

Lithe

LOGASH

 Maraca Extras

Marking Pen

MarkingPenThin

Marquee

MarqueeFlash

Fonts

Second Grade

ZonkerHand

Tolkien

Domaígn

Maraca

Ignacious Regular

 Borderbats Geo

Shatter

Ramona

QUARKNEON

Preston Script

NEW MEXICO

NEWELL

NevilleScript

Needlepoint

LIMOLETTERCHTRAGGED

Ghouly Solid

FOSSIL

DINNER TIME

CURRENCY

AmphionOutline

Cow-Spots

CookieHollow Italic

Clearly Gothic

Ghouly Caps

GECKO REGULAR CAPS

XXXXXXXXXX

CUSTOMER SERVICES

Customer Service / Technical Support and 'Fax-back' service

Tel: (0118) 920 9111

Fax: (0118) 987 5603

Lines open 24 hrs, 365 days a year, using our automated technical support attendant. This system includes answers to all commonly posed questions and problems with our new and major titles. It is set up in a friendly and easy to use menu system that you navigate through using a touch tone telephone. This service will also allow you

to automatically receive by fax technical troubleshooting documents about the games you are having trouble with, even in the middle of the night! If the answer to your question is not in our automated system, then you will be transferred to a technician between the hours of **9am and 5pm Monday to Friday.**

Here are some key-presses that will allow you to navigate through our automated attendant. Note that these are the standard letter assignments that are given to UK telephones so if your phone has letters on the keypad, please use them instead:

2: A, B, C	3: D, E, F	4: G, H, I	5: J, K, L	6: M, N, O	7: P, R, S	8: T, U, V	9: W, X, Y	0: Q, Z
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Before you call our technical support lines, please check that you have read the Readme file included on the game disk #1. You may well find a very quick answer to the problem that you are facing as these files contain answers to most common problems. If the answer is not here, make sure you have precise details of any error message that you receive, and details regarding the specifications of your computer before you call us, as this will help us in giving you a faster and more efficient service.

If you would prefer to write to us, please send your mail to the following address:

SIERRA ON-LINE LTD

Customer Services / Mail Order / Tech Support Department

2 Beacontree Plaza

Gillette Way

Reading • Berkshire

RG2 0BS

United Kingdom

Sierra UK Web site

<http://www.sierra-online.co.uk>

UK Website includes technical support, mail order, chat rooms, product information, game demos and much, much more.

New Hintline (UK callers only)

(0891) 660 660

24 hrs. Automated service requires a touch tone phone. Calls cost 45p/min. cheap rate and 50p/min. at other times. Max call length 7.5 minutes. Max call charge at cheap rate £3.38, £3.75 at other times.

Older Games Hintline

(0118) 9304 004

24 hrs. Automated service requires a touch tone telephone.
Calls charged at normal telephone rates.

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