The Print Shop: Helpful Hints

- The Print Shop is useful in making:

  Signs   Banners
  Brochures   Calendars
  Greeting Cards   Certificates   (plus others)

- TOOLBARS: All of these options have the same basic functions. In order to access these, it will always be easier if you have toolbars to use (but not necessary). To get the "Objects Toolbar", click on "Window" in your top menu and click on "Show Objects Toolbar". To get the "Text Toolbar", click on "Text" in your top menu, and click on "Format Text".

- NEW PROJECT: When starting a new project, you should see the "New Project Setup Assistant" window when you open the program. If you don't see this window, click on "File" in your top menu, then "New Project".

- METHOD: When you "Select a Method", you should try to select "Start from Scratch". Otherwise, some pre-selected templates require the Print Shop CD to run. In addition, some graphics may require the CD as well. (We have a very limited supply of CDs and can no longer lend them out—they must be used in the lab.)

- HEADLINE: This is the title or main fancy graphic text on the page. The button looks like this ⬜. Click it once to insert headline and type in pop-up window to customize. Choose a style below under "Ready Made" or make up your own style using "Customize".
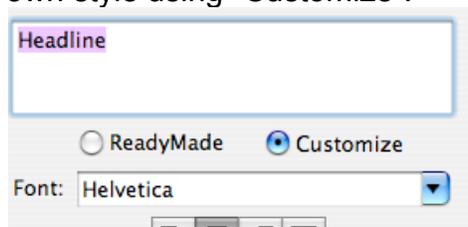
Click "OK" when you are ready to put it on your document. If you need to change it after it is on the project, just double click on it and make your changes.

- TEXT: To add a text box, click the button ⬜. Double click in the box to edit contents. To customize font, etc., highlight the entire contents and

then use the Text Toolbar (see TOOLBARS). If you click outside of the text box, you will need to double-click to get back into it before adding or making changes.

- **BORDERS & LINES:** To add a border, click the button . For a border around the whole page, choose "Full Panel Border", for a border around a specific section, choose "Decorative Mini Border". Click "OK" when you are ready to put it on your document. If you need to change it after it is on the project, just double click on it and make your changes.
- **BACKDROP & COLORED BACKGROUNDS:** To add a background image or colored background or texture, click the button . Choose the background or backdrop and click "OK". To change it, you must click back on the button again.

- **CUSTOM GRAPHICS:** For seals, signatures or logos, click the button. Create your graphic and press "OK" to add it to your document. . If you need to change it after it is on the project, just double click on it and make your changes.
- **MOVING, RESIZING OR DELETING ITEMS/ELEMENTS:** To move an item, like a text box, click on it once until you see a hand, then use the mouse to move it to desired location. To resize an item, click on the item until you see grey boxes surrounding the item. Click on one of the grey boxes and drag with your mouse to desired size. To resize proportionately, use the corner grey boxes. To delete an item, click on it and press your delete key.
- **FOR BANNERS ONLY:** Headlines cannot be moved around on the page. Sometimes you can delete the words, leaving it blank, and create a new headline elsewhere on the page to get around this glitch. To customize the layout, choose "Edit" from the top menu, and "Banner Layout". This will allow you to choose a set banner size or make sure your headline doesn't interfere with your graphic.