

The Print Shop

User Guide

Unleash your imagination with The Print Shop®, the quintessential toolkit for creating thousands of amazing projects – photo greeting cards, family newsletters, scrapbook pages and much more! With an enormous library of designer templates, premium artwork and expressive fonts, producing "store-quality" creations have never been easier. Let's get started.

Using This Guide

This guide is separated into three major sections:

[Introduction](#)

This section contains information about computer system requirements and installing the software.

[Using The Print Shop](#)

This section will guide you through the steps of creating a The Print Shop project, including picking a project type, adding and editing photos and other design elements, and sharing your project.

[The Print Shop Interface Reference](#)

This section describes each menu item and toolbar icon, as well as the Ribbon Tabs on the top of the program.

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The Print Shop

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INTRODUCTION

This section will describe how to get The Print Shop set up on your computer. Please ensure that your computer meets the minimum system requirements.

Computer System Requirements

Prior to installing The Print Shop, ensure that your computer meets the following technical specifications:

Macintosh:

- OS X 10.7.5, 10.8.5, 10.9.5, 10.10
- Intel® Core™ 2 Duo 2 GHz or better (2.4 GHz recommended) processor
- 2 GB RAM (4 GB or more recommended)
- 64 MB Video RAM (256 MB video RAM recommended)
- DVD-ROM drive
- Available Hard Disk Space: Install requires about 1 GB. Downloadable clip art and templates can require up to 36 GB of hard drive space.
- Broadband Internet connection required
- Keyboard and mouse

Additional Information

- Administrator privileges are required to properly install the program on Mac® OS X.
- User is responsible for all Internet access fees and phone charges.

System Settings

- Monitor Resolution: 1152 x 864 or higher

Recommended Additional Equipment

- Printer
- Digital Camera

Installing The Print Shop

Installing The Print Shop

1. Insert The Print Shop Disc into the DVD drive of your computer.
2. The setup application should appear. If not, double-click on the DVD-ROM image on your desktop to view its contents.
3. Double-click the Setup application icon.
4. If installation does not begin, please go to <http://support.encore.com> for further assistance.
5. Allow the installation to keep the default settings and locations. If you need to do a custom installation, please read each on-screen step carefully.
6. When installation has finished, close all installation windows.

Customer Support

If questions arise while using or installing the software, don't hesitate to go to the Encore website for assistance.

Website: <http://support.encore.com>

Important Project Information

These items are important and will help you avoid serious problems with your projects.

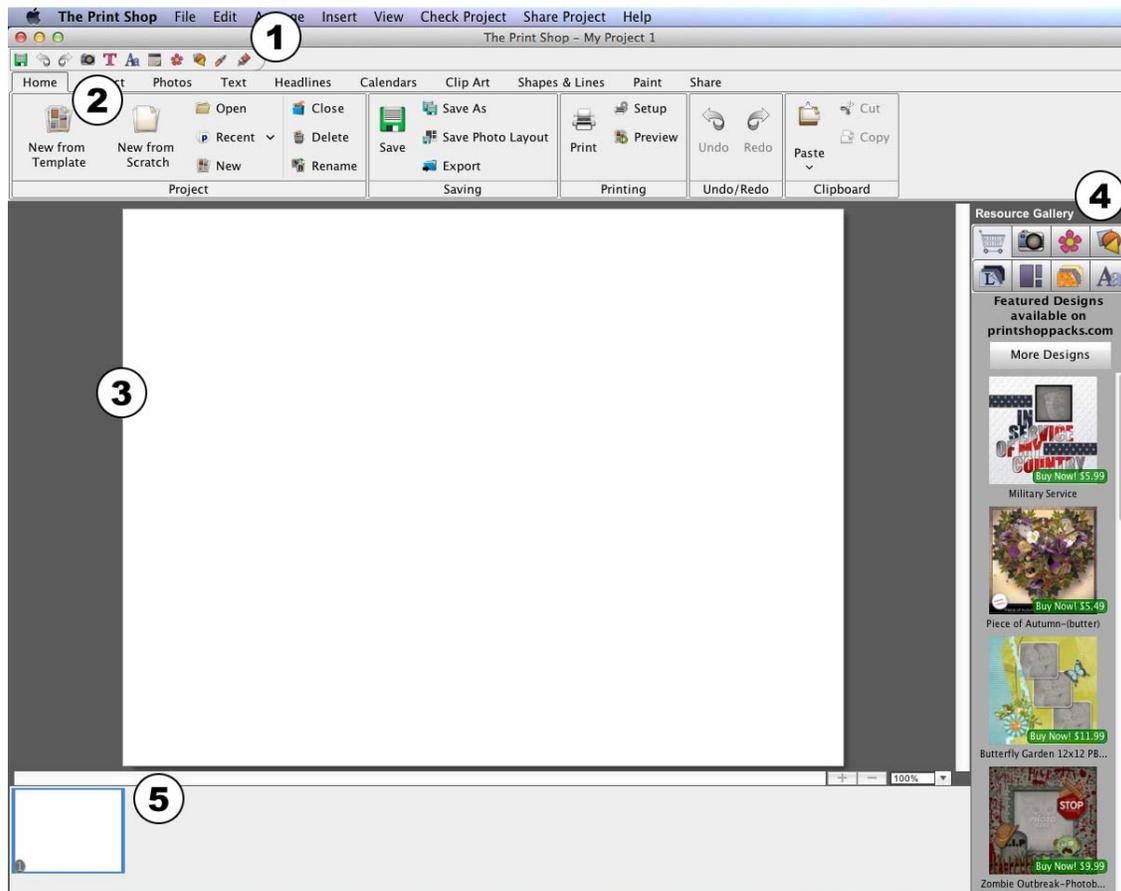
- **Read the [Project Output Preparation](#) topic.** The information about trim areas will make the difference between excellent results or problematic project output.
- **Do not delete your project files prematurely.** Keep your project and all related files on your computer's hard drive until you have created the final output (print, photo album, etc.). If you are sending or uploading the project for printing or other production, keep all files on your computer until you receive and check your shipment.
- **Follow all Check Project steps.** We highly recommend that you follow the steps in the Check Project menu before using the Share Project menu to create your project output. This will ensure the best results in the final output.
- **Always exit the software.** Always exit the software before logging off or turning off your computer to avoid corrupting your project.
- **Ensure adequate hard drive space.** The Print Shop projects require large amounts of hard drive space. Check your computer for free hard drive space on a regular basis. If you run out of space while you are building your project, you may lose some of your work.
- **Backup your projects.** To avoid losing your work, we recommend using Time Machine to backup your computer and PrintShop Projects.

USING THE PRINT SHOP

This section will help you get started quickly by giving you instructions for using the most important features of The Print Shop.

The Interface

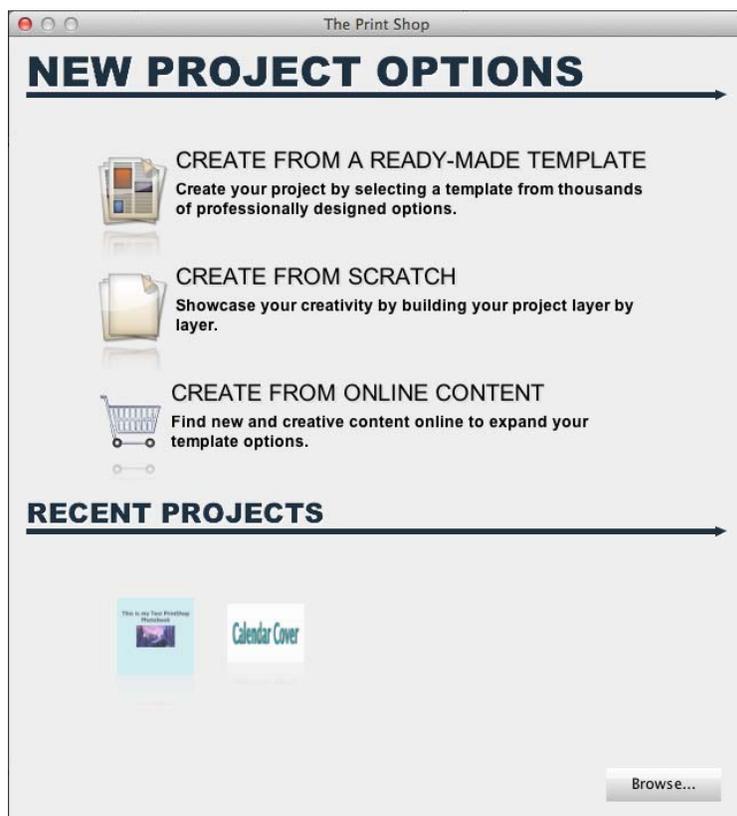
We'll start by looking at the layout of the program. The Print Shop interface can be divided into five areas, as shown below.



1. **Menus and Toolbars**—Most application functions can be accessed through this area.
2. **Ribbon Tabs**—This area gives you access to The Print Shop's editing tools.
3. **Page Canvas**—Page elements are displayed in this area. The Page Canvas is where you will create the project by adding backgrounds, photos, clip art, images, and text.
4. **Resource Gallery**—This panel provides quick access to a number of different page elements, including photos, clip art, shapes, and more. Click on an icon to select a category, and then drag and drop objects onto the page.
5. **Page Thumbnails**—The bottom area of The Print Shop displays thumbnails of your project pages and allows you to rearrange, add, and delete pages. Page changes will not be reflected in the thumbnail until you open another page or save the project.

Starting a Project

When you first open The Print Shop, a welcome screen appears.



New Project Options

There are three options when creating a new project.

CREATE FROM A READY-MADE TEMPLATE

Select this option to create a project using professionally-designed layouts with a theme of your choice. Insert your photos automatically during project creation, or add them individually. See [Using the Ready-Made Template Wizard](#) to continue with this option. Ready-Made Templates are only a starting point; you retain the full ability to add, delete, or move page objects.

CREATE FROM SCRATCH

The **CREATE FROM SCRATCH** option gives you complete control over all design decisions. Choose this to begin creating your page one element at a time. See [Creating a Project from Scratch](#) to continue with this option.

CREATE FROM ONLINE CONTENT

Click on **CREATE FROM ONLINE CONTENT** to open a website with additional templates and clip art that you can use to create projects.

Recent Projects

To continue working on an existing project, click on one of the project thumbnails. Note: Hovering the mouse cursor over a project thumbnail will display its name. See [Opening a Project](#) for more information.

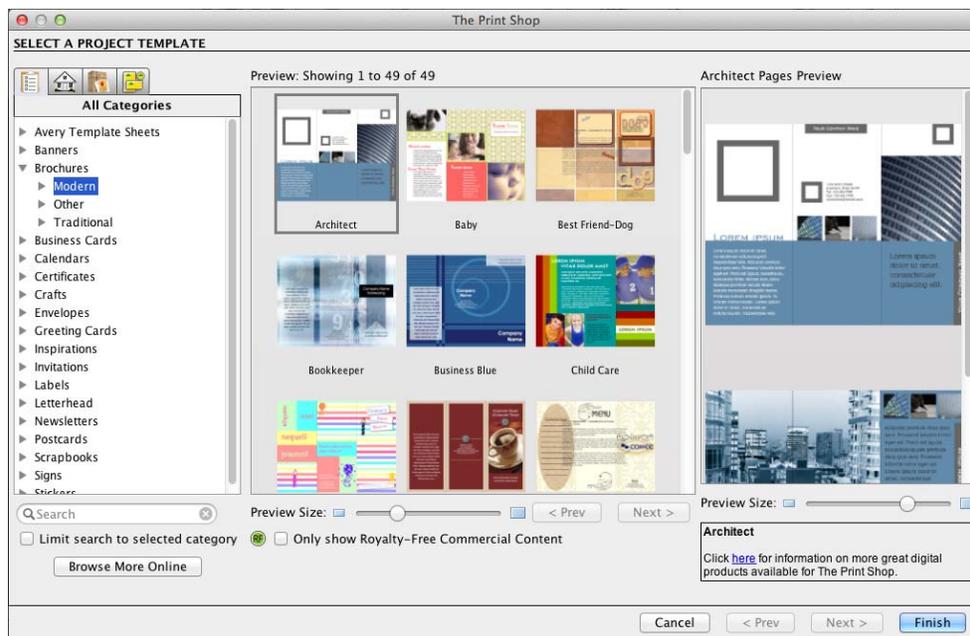
Using the Ready-Made Template Wizard

The Ready-Made Template process creates a project from professionally-designed page layouts.

If the Project Wizard is not already open, you can get to it by choosing **File > New Project** from the menu and clicking on **CREATE FROM A READY-MADE TEMPLATE**.

Selecting a Project Type and Template

In the Project Wizard you will choose the type of project and Ready-Made Template that will be the basis for your project.

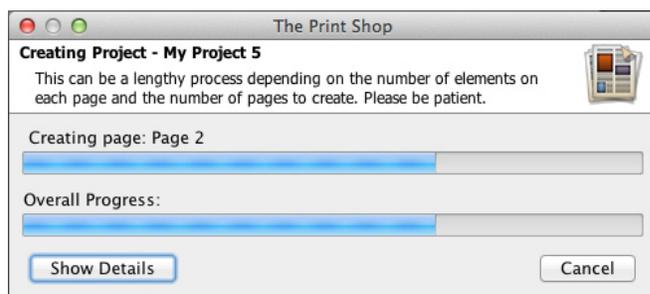


- Click on a tab at the upper left of the window to sort project templates:
 - Print at Home – All projects, grouped by type
 - Print Professionally – Projects that can be printed professionally
 - Matching Sets – Projects with coordinating design themes
 - All Categories – All projects, organized by category and subcategory
- Click on a project type from the list at the top left of the window to see available choices.

- Search for a project by typing keywords into the Search field below the project type list. This will search all templates unless the “Limit search to selected category” box is checked.
- Click on a template in the *Preview* area (middle of the window). A preview of the template will appear in the *Pages Preview* area (right side of the window).
- To get a more detailed view of the template or page previews, drag the **Preview Size** slider under the *Preview* area or *Pages Preview* area to the right. Drag the slider to the left to see more templates or pages.
- You may need to scroll down and click through multiple pages to see all of the choices available in the *Preview* or *Pages Preview* areas.
- (Matching Sets and Categories tabs) Click on the plus symbol or arrow next to a type to display subcategories of the project type.
- When you have chosen the template you would like to use, click **Finish**.

Project Creation

The Print Shop will now create the project. This process may take a few moments. When the project is complete, The Print Shop will display the project. The Page Canvas will display the first page of the project, while a preview image of all the other project pages will appear in the Page Thumbnails bar near the bottom of the screen.



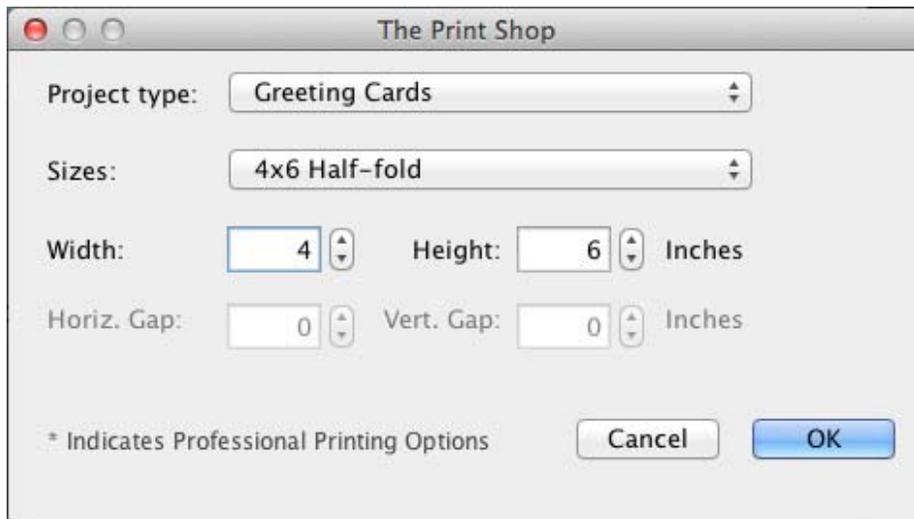
To begin editing pages and photos, see the topics starting with [Project Pages](#).

Creating a Project from Scratch

The *CREATE FROM SCRATCH* option allows you to begin working with your project immediately.

If the *New Project Options* window is not open, choose **File > New Project** from the menu and click on the **CREATE FROM SCRATCH** button.

1. In the *New Project* dialog:



- Choose an option from the *Project type* drop-down menu. This will populate the Size list with the most common sizes for the chosen type.
 - Choose a size from the *Sizes* drop-down menu or click on Custom to set your own size. Sizes that have a 2021 next to them can be uploaded to a website for professional printing.
 - To define a custom size, click on the arrows next to the numbers in the *Width* and *Height* boxes or type a number directly into the boxes.
 - Some project types allow printing many similar or identical items on a page (like business cards or mailing labels). If the project type supports it, the *Horiz. Gap* and *Vert. Gap* settings determine the amount of space that will be placed between these items when printing. Click on the arrows or type a number in the *Horiz. Gap* box to set the horizontal (side to side) space between items. Click on the arrows or type a number in the *Vert. Gap* box to set the vertical space between items.
 - When finished, click **OK**.
2. The Print Shop will now display the project. See the following topics for information on typical starting points:

[Adding Photos](#)

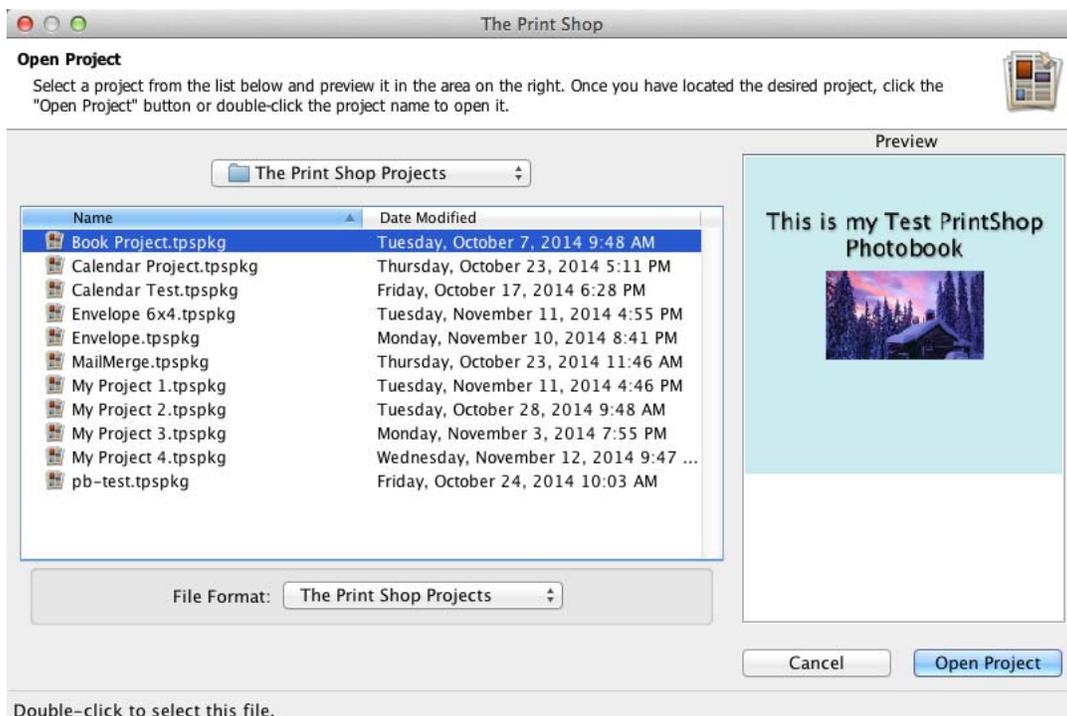
[Adding a Page](#)

Opening a Project

To return to a previously-created project, do one of the following:

Method 1: New Project Options

1. When you first open The Print Shop, the *New Project Options* window appears. Click on one of the project thumbnails in the *RECENT PROJECTS* area to open a project.
2. If the project does not appear in the *RECENT PROJECTS* area, click on the **Browse...** button.
3. In the *Open Project* window, browse to the project folder and either double-click it or click on it once and then click the **Open Project** button.

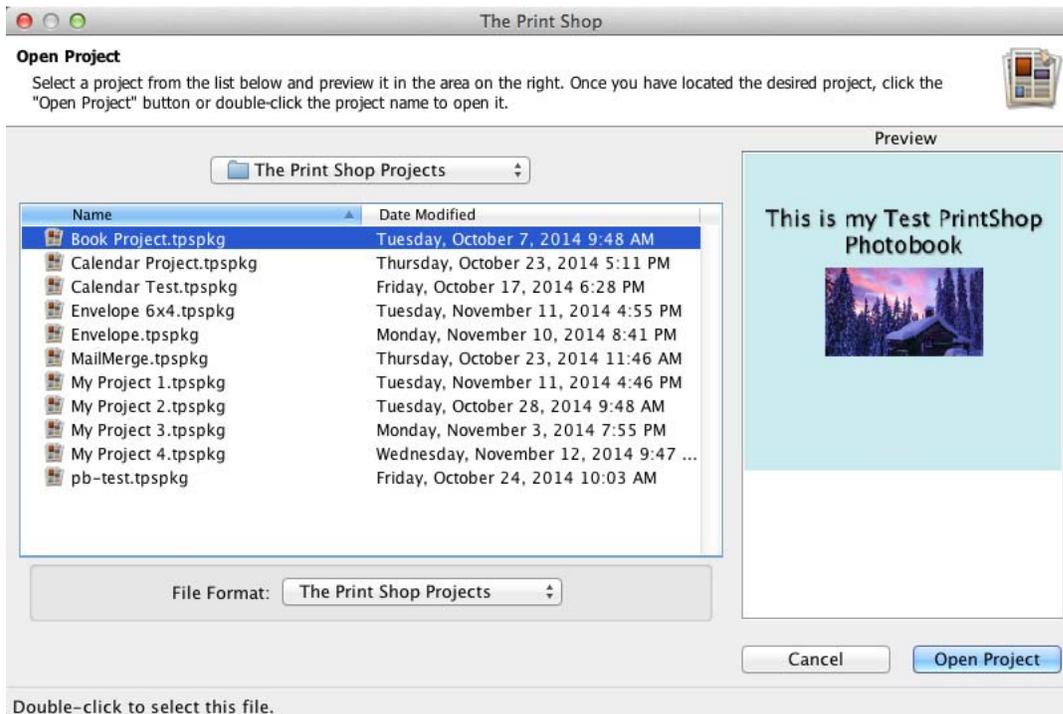


4. The Print Shop will open the project.

Method 2: File Menu

1. Choose **File > Open Project** from the menu.

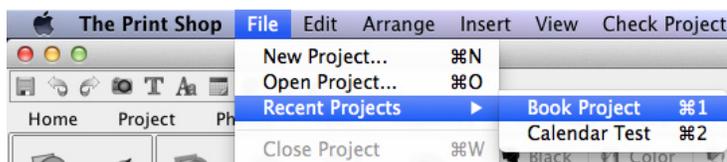
2. In the *Open Project* window, browse to the project and double-click it, or click on it once and then click the **Open Project** button in the lower right corner.



3. The Print Shop will open the project.

Method 3: Recent Projects

1. Click on the **File** menu.
2. Hover the mouse over *Recent Projects* to display the last few projects that were open in The Print Shop.



3. Click on a project name to open it.

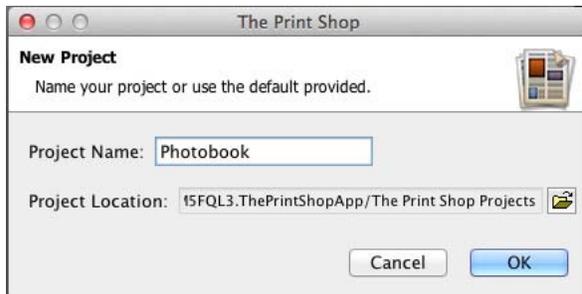
Saving a Project

Save your project often. This will ensure that you don't lose work.

After creating your project The Print Shop will prompt you to save it when you attempt to close The Print Shop or open another album.



Click **Yes** to save the project.



- Type a name in the *Project Name* box. This will be the name of the project folder. You will not be able to create two projects with the same name in the same folder.
- Click on the folder icon next to the *Project Location* field to choose a location for your project (or make a note of the default location). Browse to a folder in the *Open* dialog, select it, and click the **Select Folder** button.
- Click **OK** to save the project.

Project Pages

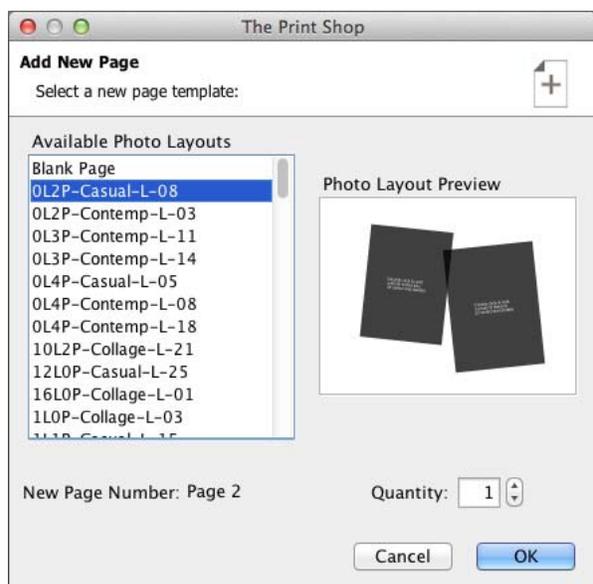
See the topics below for information about adding pages, changing a project page photo layout, changing the page background, and more.

Adding a Page

There are three ways to add a page:

- Choose **Insert > Add Page** from the menu.
- Click on the **Add Page** icon  from the Project Ribbon Tab.
- Right-click (Ctrl-click on the Mac) on a page thumbnail in the *Page Thumbnails* (bottom bar of The Print Shop). From the menu that appears, choose *Insert Page After* or *Insert Page Before*. After the page is created, it will appear either after (*Insert After*) or before (*Insert Before*) the page that you clicked on. This approach gives you the flexibility of choosing where the new page will be created.

Each of these methods will pop up the *Add New Page* window.



In the *Add New Page* window:

- Click on a photo layout option or select a blank page from the list on the left side.
- A preview of the selected photo layout will appear on the right. Dark gray boxes represent photo boxes. Once a page is created, the boxes can be deleted, if desired.
- The number preceding the ‘L’ in the layout name represents the number of landscape-oriented photo boxes, while the number preceding the ‘P’ represents the number of portrait photo boxes (e.g. 0L4P-Classic-S-18 is a layout with zero landscape photo box and four portrait photo boxes).

- Click on the up or down arrows next to *Quantity* to add more or fewer pages with the selected layout. Alternately, type a number between 1 and 10 in the box to change the quantity.
- Click on the **OK** button to add the page(s) to the project.

Adding or Changing a Background Image

There are two ways to access background choices:

Method 1: Ribbon Tabs

1. Select a page by clicking on it in the *Page Thumbnails* (bottom bar of The Print Shop).
2. Click on **Project** in the Ribbon Tabs (the top of The Print Shop) to reveal available Color, Paper, and Texture Background choices.

Method 2: Arrange Menu

1. Select a page by clicking on it in the *Page Thumbnails* (bottom bar of The Print Shop).
2. Click on the **Arrange** menu and hover the mouse over the **Change Background Paper** item. A submenu will appear with the available category choices.

After accessing the background categories:

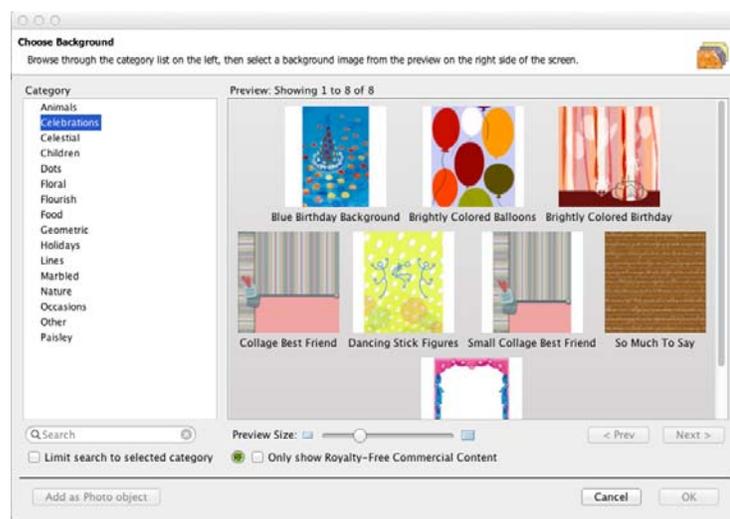
1. Click on one of the background category choices (Color, Paper, etc.).
2. The background category determines how you select the background:

Color Backgrounds:

Click on a color square from the *Swatches* tab. For more information about the other color selection tabs, see the [Choose Color](#) topic.

Paper and Texture Backgrounds:

In the *Add Background* window, click on subcategory names to display the available backgrounds.



Custom:

Click on this icon to browse to an image file on your computer. Double-click on folders to open them or use the *Look in* drop-down menu to locate a folder of images on your computer. Double-click on a thumbnail in the right side of the *Choose Background Image* window. The Print Shop will set the file that you chose as the page background. Please be aware that the image will be cropped to fit the shape of the project.

3. Click **OK** to assign the selected background to the current page.
4. You can change the background on all pages in the project to match the current page's background by clicking on the **Apply Background to All Pages** button in the Ribbon Tabs (the top of The Print Shop).

Photo Layout

To change the photo layout on a page:

1. Click on the page to change.
2. Click on the **Photo Layout** icon in the Resource Gallery (right side of The Print Shop).
3. Click on one of the available layout options and hold the mouse button down as you drag it onto the page. The Print Shop will rearrange the photos on the page to fit the new photo layout.

Notes:

Please be aware that if you choose a layout with fewer photos than the current page, The Print Shop will remove some of the photos from the page.

The Print Shop will crop photos (as needed) to make them fit the layout that you choose. For example, if the current page contains one photo in portrait orientation and one in landscape and the new layout contains two landscape photos, The Print Shop will crop the portrait photo on the current page to make it a landscape photo.

It is best, but not necessary, to choose layouts that contain the same type of photos as the current page. You may also reposition the photo within the crop area or create a new crop area (double-click on photos to open the *Crop* window).

Page Order

To reorder pages in a project:

1. Click with the mouse on a page in the *Project Thumbnails* (the bottom portion of The Print Shop) and hold the mouse button down as you drag the page to a new position, as shown below:



2. As you move the current page in the *Project Thumbnails*, the other pages will be automatically rearranged to show where the page will be placed.
3. Release the mouse button to place the page. The Print Shop will move the page to its new position.



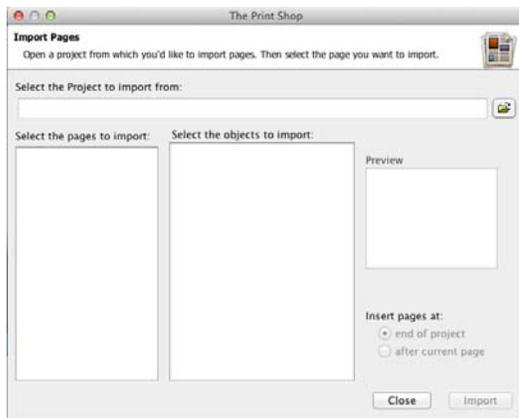
Importing Pages

Use the import function to copy a page (or pages) from another project into the current project, or to combine projects. Importing pages will also copy the pages' background images.

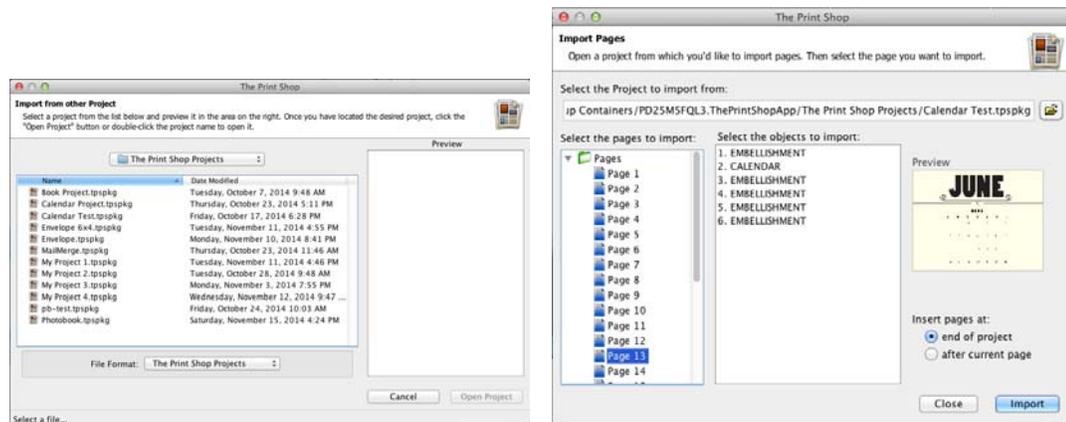
To import a page:

1. Choose **Insert > Import from My Projects** from the menu

2. In the *Import Pages* window:



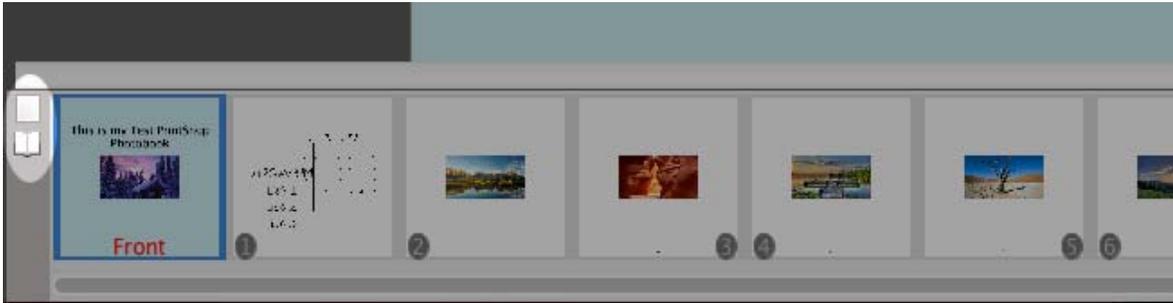
- Click on the open folder icon at the top right of the window to browse for the project containing the pages to import.
- In the *Import from other Project* window, double-click on the name of a project or click on the name of a project folder and then click on the **Open Project** button.



- The *Import Pages* window will now display all available pages in the *Select the pages to import* area. Click on a page name to select it. To select multiple pages in sequence, click on the first page and then hold the *Shift* key while clicking on the last page. Select multiple non-sequential pages by holding down the *Ctrl* key (*Command* key on the Mac) as you click on pages.
- Click on one of the placement options (*end of project*, *after current page*) to choose the initial location for the imported page(s). Pages may be moved or reordered later (see [Page Order](#)).
- When you are satisfied with your selections, click on the **Import** button. You may repeat the Import action for other pages or projects without closing the *Import Pages* window. To import from another project, simply choose another project by clicking on the open folder icon at the top of the window.
- When finished importing, click the **Close** button. The imported pages will be in the current project in the location you selected.

Page Spreads

1. Enable spread view by clicking the **Spread** icon next to the thumbnail viewer at the bottom of the canvas. (You can also enable this feature through the **View** menu.)



Notes:

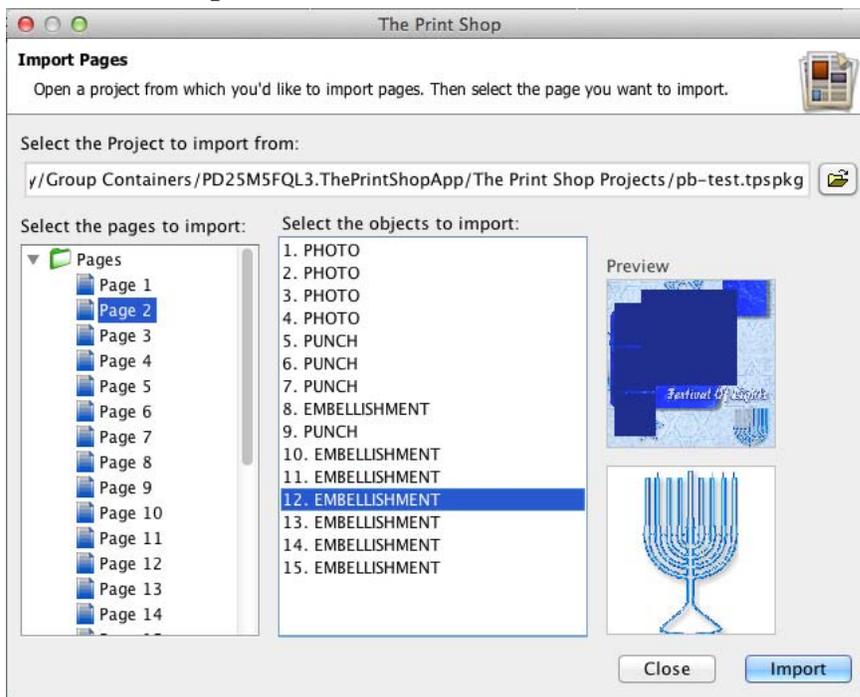
*Your project type needs to be a **Scrapbook Project** for this feature to be enabled. If you do not see the **Spread** icon next to the thumbnail viewer, then your project is not a **Scrapbook Project** and needs to be converted to use this feature.*

To Change Product Type

- Open the **Edit** menu at the top of the software.
- Choose **Change Project Type/Size**.
- Under **Project Type**, choose **Scrapbook Pages**.
- Click **Ok**.

Page Object Import

- Click on the **Insert** menu at the top of the software.
- Choose **Import from My Projects**.
- Choose an album, page, and then object to import.
- Click on **Import** at the bottom of the window.



Notes:

The album you are importing from needs to match the type and size of the album you are importing to

Working with Page Objects

A Page Object is anything that you place on a page, such as photos and text. All of these objects can be modified on the page using cut, copy, paste, and move operations. Also, click on the **Arrange** menu or right-click (Ctrl-click on the Mac) for more editing options.

Selecting Objects

In order to move or modify objects that you placed on the page (photos, text, etc.), you will need to select the object first. To select an object, click on it once.

You can select multiple objects by holding down the left mouse button and dragging a selection rectangle over the objects you would like to select.

Example of selecting multiple objects using the drag method:



The gray box is the selection rectangle. Any objects that are fully or partially inside the selection rectangle will be selected when you release the mouse button.



You may use this click-and-drag method when selecting a single object as well.

You can also select multiple objects one at a time by holding down the *Shift* key while clicking on the objects. If multiple objects are already selected, deselect a single object by clicking on the object with the left mouse button while holding down the *Shift* key.

To select all the clip art on a project page, choose **Arrange > Select All Clip Art** from the menu.

To select all of the objects on a project page, choose **Arrange > Select All** from the menu.

Cut, Copy, and Paste

To remove, duplicate, or move (between pages) a page object, use the *Cut*, *Copy*, and *Paste* functions.

Cut

1. Select the object(s) to be cut (see [Selecting Objects](#)).
2. Select the **Cut** icon  or choose **Edit > Cut** from the menu.
3. The cut object(s) is now available for pasting anywhere in the project.

Copy

1. Select the object(s) to be copied by clicking on it.
2. Select the **Copy** icon  or choose **Edit > Copy** from the menu.
3. The copied object(s) is now available for pasting anywhere in your project.

Paste

1. After cutting or copying an object, select the page where the object(s) should be pasted.
2. Either click on the **Paste** icon  or choose **Edit > Paste** from the menu. The object(s) will be slightly offset from the original position.
3. To paste objects without an offset, click on the  icon or choose **Edit > Paste in Place** from the menu at the top of The Print Shop.

Moving Objects

To move an object (on a single page):

1. Click on the object to move and hold the mouse button down.
2. While holding the mouse button and dragging, the object may be placed anywhere on the page. A light gray outline of the object will assist in placing the object properly.
3. The process for moving multiple objects simultaneously is the same. Simply select the objects to move by clicking on them while holding down the *Shift* key. You may also select all of the objects on a page by choosing **Edit > Select All** from the menu. Then move the objects as you would a single object (also, see [Grouping Objects](#)).

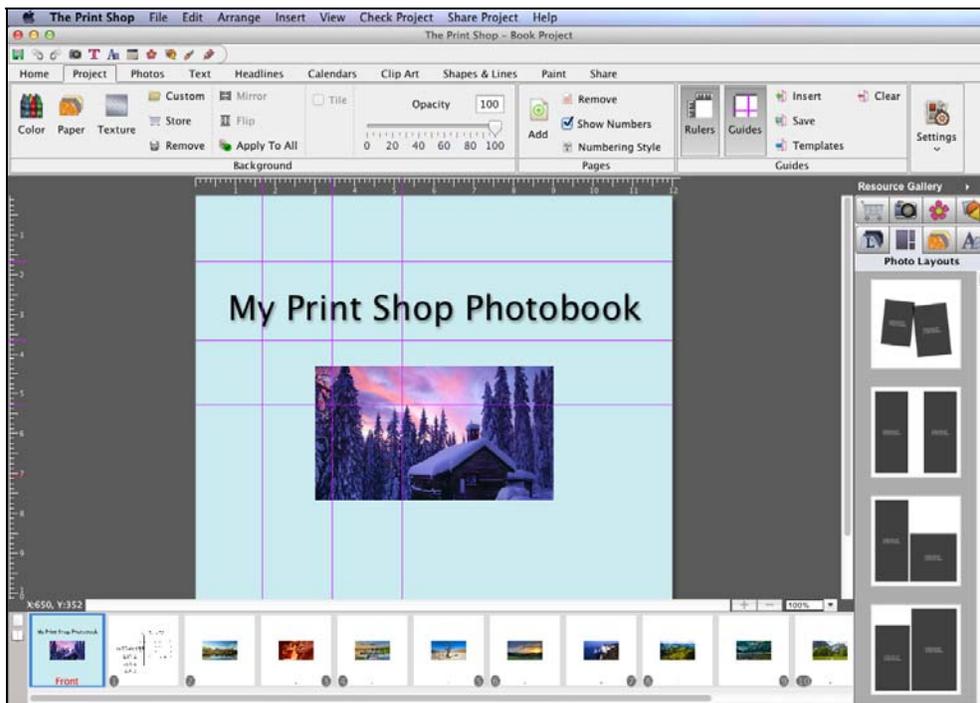
Aligning Objects

Page Guides

To ensure accuracy when aligning objects, guides can be placed on the Page Canvas

Adding Guides

- Enable Rulers, either from the View menu / Rulers or Project Tab  Rulers icon.
- Enable Guides, either from the View menu / Show Guides or Project Tab  Guides icon.
- Position your cursor over either the top or side ruler, left-click where you want to place a guide on the ruler.
- You may adjust the position of the guidelines by placing your cursor over the line on the ruler, left-click and hold, then drag the line along the ruler to the new position.
- You may also add multiple guides by left-clicking other locations along the ruler.
- To remove a guide from your page, drag it off of the ruler bar. Or disable from view / show Guides.



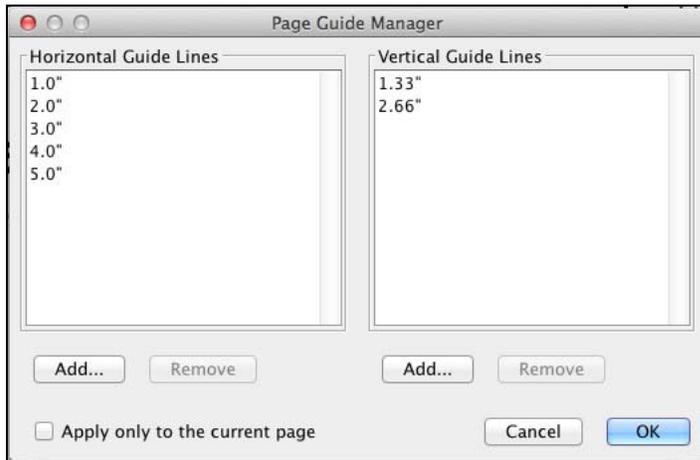
Choose **View > Snap to Guide** to have the edge of objects line up with the nearest guide when you move them.

Guide Manager

With the Guide Manager you can create guides at specific positions, distribute evenly across page, save guide layouts as a template, and apply guide templates to projects.

Creating Guides

Enable Guides by clicking the Guides icon in the Project Tab. Then click Insert. You can define Horizontal and Vertical Guides by clicking the Add button. When done click ok and the guides will be applied to the project.



Saving Guide Template

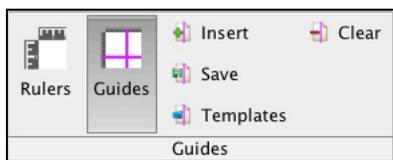
If you have created a set of guides that you want to be able to use on other projects you can save the guides as a template by clicking the Save icon.

Opening Guide Template

If you have saved guide templates you can apply them by clicking the Templates icon.

Removing Guides

To remove guides press the Clear icon



Guides will not appear in the final project output (print, JPEG output, etc.).

Align Menu

Another way to align objects on the Page Canvas is with the *Align* menu item. The first six and last two options align selected objects in reference to each other. The other two options align objects with respect to the page.

1. After selecting one or more objects, choose **Arrange > Align** from the menu (also available from the right click menu).
2. Using the submenu that appears, choose from the list of available alignment options:

- Top: Aligns all selected objects to the topmost object on the page.
- Middle: Lines up the vertical middle of each selected object.
- Bottom: Aligns all selected objects to the bottommost object on the page.
- Left: Aligns all selected objects to the leftmost object on the page.
- Center: Lines up the horizontal center of each selected object.
- Right: Aligns all selected objects to the rightmost object on the page.
- Center Vertical : Places all selected objects in the vertical center of the page.
- Center Horizontal : Places all selected objects in the horizontal center of the page.
- Space Evenly - Horizontal: Arranges the currently selected objects so that they all have the same amount of horizontal space between them.
- Space Evenly - Vertical: Arranges the currently selected objects so that they all have the same amount of vertical space between them.

Grouping Objects

Grouping objects will fix the position of objects in relation to one another so that you can edit them without changing their position relative to each other (e.g. a photo and a caption). It also makes it easy to move, rotate, and resize multiple objects at once.

To group objects:

1. Select all of the objects to be grouped (see [Selecting Objects](#)).
2. Choose **Arrange > Group** from the menu.

To edit grouped objects:

1. **Moving a Group:** Click on the group to move and hold the mouse button down. While holding the mouse button and dragging, the group may be placed anywhere on the page. A light gray outline of the object will assist in placing the group properly.
2. **Resizing a Group:** Drag one of the light gray handles (small boxes) that appear at the edge of the group. Corner handles resize the group proportionally, while side handles stretch out a single edge.
3. **Rotating a Group:** Hover the mouse above one of the corners of the group until you see a circular arrow cursor.  Click and hold down the left mouse button and then drag the mouse to rotate the group. Release the mouse to fix the rotation.
4. **Exact Editing:** Right-click on the group and choose *Edit Object*. This will open the *Object Settings* window. See the instructions for the [Edit](#) topic (p. 45) under *Editing Photos* for more information about the options in the *Object Settings* window.

To ungroup objects, click on the object group and choose **Arrange > Ungroup** from the menu.

Deleting Objects

The Print Shop provides a number of ways to remove objects from the project.

1. Select the object by clicking on it.
2. Do one of the following:
 - Choose **Edit > Delete Object** from the menu.
 - Click on the **Cut** icon. 
 - Choose **Edit > Cut** from the menu.
 - Hit the *Delete* key on your keyboard.
 - Right-click the object (*Ctrl*-click on the Mac) and choose **Delete** from the menu that appears.

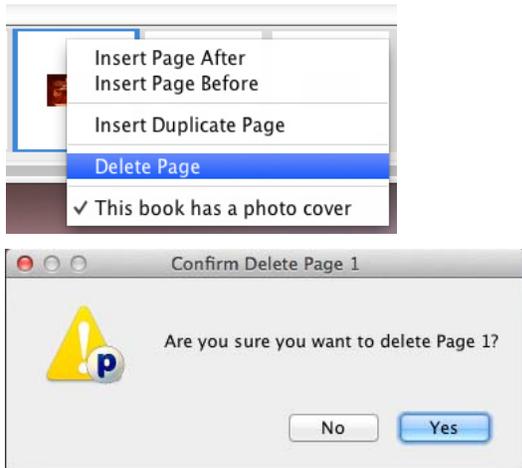
Delete Multiple Pages.

Option 1:

- Select one of the Thumbnail pages.
- Hold the Shift key to select multiple pages.
- After the pages are selected you may release the shift key.
- Right-click any selected page thumbnails, from the drop down select Delete Page.
- In the dialog box select yes.
- It will then remove the pages you have selected.

Option 2:

- Select one of the Thumbnail pages.
- Hold the Shift key to select multiple pages.
- After the pages are selected you may release the shift key.
- Open the Edit menu, from the drop down select Delete Page.
- In the dialog box select yes.
- It will then remove the pages you have selected.



Layers

The Print Shop puts each page object on its own layer. Layer order determines which objects display on top of other objects if they overlap. You can change an object's layer by clicking on the **Change object layer** icon  in the Gallery or by right-clicking on the object itself (Ctrl-click on the Mac).

General Guidelines

- The most recently placed page objects will have a higher layer order and therefore display on top of older page objects by default.
- All objects will display on top of the background image.

To adjust layers:

1. Select the object to adjust.



2. Choose **Arrange > Order** from the menu and click on the desired action or right-click on the object and select the action from the pop-up menu.



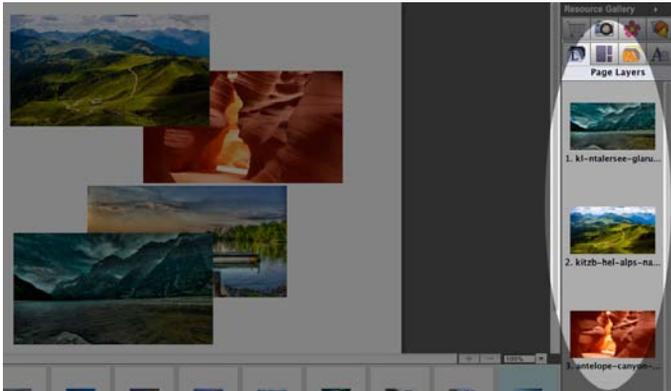
- *Bring to Front* – Places the object on top of all other objects.
- *Send to Back* – Places the object behind all other objects.
- *Bring Forward* – Moves the object up one layer.
- *Send Backward* – Pushes the object back one layer.



If you are trying to move an object above/below another object, you may need to choose an action several times before you see the desired effect, especially when there are many objects on the page.

Layers Gallery

- Click on the **Layers**  icon located in the Gallery on the right side of the software.



- From this screen, you can see all your objects and easily change the layer order.

Page Numbering

When you have a project that includes multiple pages it can be useful to include page numbers. You can enable page numbering by clicking Page Numbering from the Arrange Menu. You will be able to set location, font style, font size, font color, and starting page. To disable or change page numbers click Page Numbering from the Arrange Menu.



Objects Spanning Page Spreads

- Make sure your album is in **Spread** mode and that you have at least three pages in addition to the Front and Back Pages.
- Place an object in the middle of two pages. (Excluding the Front and Back pages)
- Right-click on the object and choose **Span Pages**.



Choose Color

A number of functions provide advanced color choices through The Print Shop's *Choose Color* dialog.

The *Choose Color* window will open when you:

- Click on the **Change Color** button in the *Text* or the *Shapes and Lines* sections of the Ribbon Tabs.
- Choose the *Color* category in the *Project Backgrounds* section of the Ribbon Tabs.
- Click on the **Change** button next to *Color* when adding a shadow to a photo, a shape, or text.
- Click on the **Change** button next to *Color* in the *Matte Properties* dialog when a shape or photo is selected.

Palette Tab

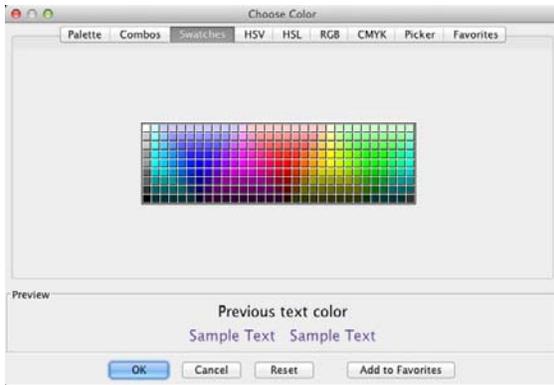
The easiest way to select colors is to click on one of the color squares on the *Palette* tab.

For this or any other method of choosing colors, the *Preview* area will show the chosen color; the color on the left or top is the original color and the color on the right or bottom is the newly selected color.



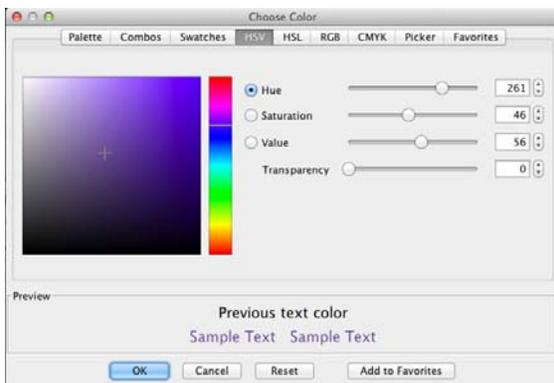
Swatches Tab

Another easy way to select colors is to click on one of the color squares on the *Swatches* tab. The Swatches tab includes varying shades of the similar colors.



HSV Tab

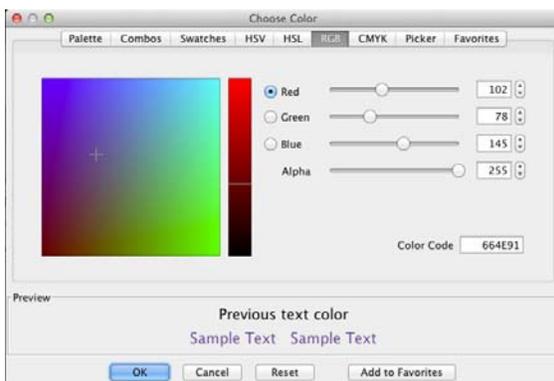
HSV (short for Hue, Saturation, and Value) is useful for adding or removing white, black, and gray in the color, as well as lightening and darkening a color.



- Move the slider next to the color bar up and down to choose the desired hue or type it into the *H* field.
- Click on the circle in the large color box and drag it around to add or remove white, black, and gray.
- You may type values directly into the *HSV* boxes, or click on the up and down arrows next to the box.

RGB Tab

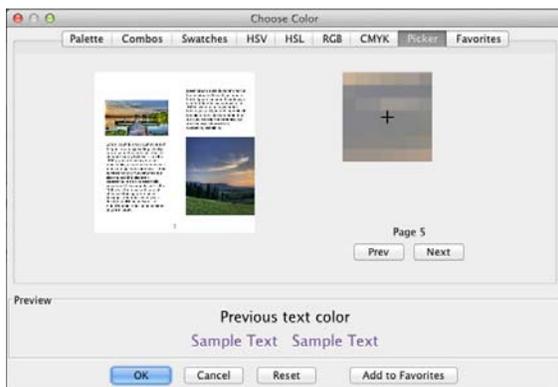
RGB (short for Red, Green, and Blue) is a standard method of choosing colors.



- Move each slider bar (*Red, Green, and Blue*) back and forth to add or reduce the amount of each color in the composite color.
- An absence of the color is 0, while 255 represents the maximum amount of that color.

Picker Tab

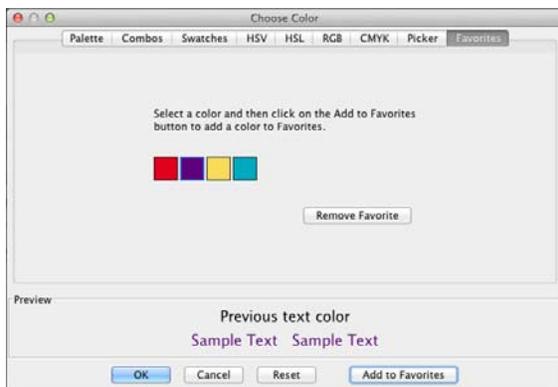
This tab allows you to pick a specific color that is on the current page.



- Move your mouse around in the page view area at the top left of the tab.
- The zoom area at the top right of the tab will show a pixel by pixel view of your cursor's position in the page view area.
- To select a color, move the mouse around in the page preview area and click (left mouse button) when the black crosshair is over the color you would like to select. The color will now appear in the *Preview* area at the bottom of the window.
- To select a different color, repeat the last step by clicking when the crosshair is over the desired color.
- If the current page does not have the color you want, click on the **Prev** or **Next** buttons to move to a different page.

Favorites Tab

The Print Shop allows you to store your favorite colors.

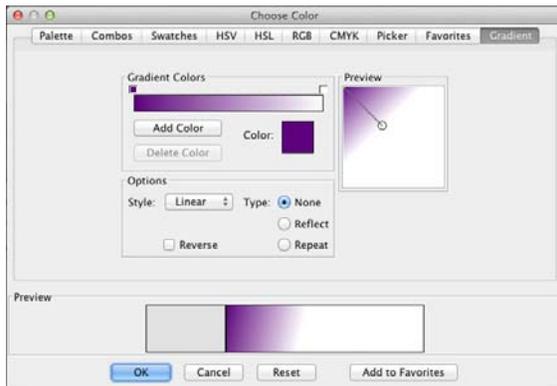


- To save a color to the *Favorites* tab, pick a color on any of the other tabs and click on the **Add to Favorites** button.

- The Print Shop will store up to 20 favorite colors. After you have used all 20 slots, the oldest color will be removed the next time you add a new color to your favorites.
- To choose a color from the *Favorites* tab, click on the color square.

Gradient Tab

Some color selections include a gradient option.

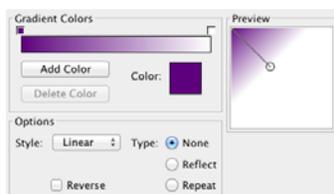


The top horizontal color bar shows the current gradient. The small squares above the bar are the gradient colors. A gradient in its simplest form is a smooth blend between 2 colors.

The gradient can be modified in the following ways:

- To change to color of the gradient, click on one of the small squares above the linear gradient representation. Then, click on the square next to *Color* to choose a new color. The options are essentially the same as the Color Chooser.
- To move the start position of colors in the gradient, click and hold on one of the small squares while dragging the mouse. This will determine where the blend of colors starts.
- Click on the **Add** or **Delete** buttons to add or delete additional colors to the gradient (the gradient can consist of many colors blending together).

In the *Options* area:



- Choose an option from the *Style* box to determine how the gradient will fill the headline text.
- Drag the small circles in the *Preview* area on the right side to determine the direction and the length of the gradient.
- The *Type* options will determine how the gradient repeats, if the gradient length is set to make it repeat. Choosing *None* will only apply the gradient in between the two circles. Choosing *Reflect* will repeat the gradient, alternating left to right and then right to left. Choosing *Repeat* will start the gradient over, working left to right every time.

- The **Reverse** checkbox will determine where the gradient effect starts.
- Click **OK** to apply the gradient.

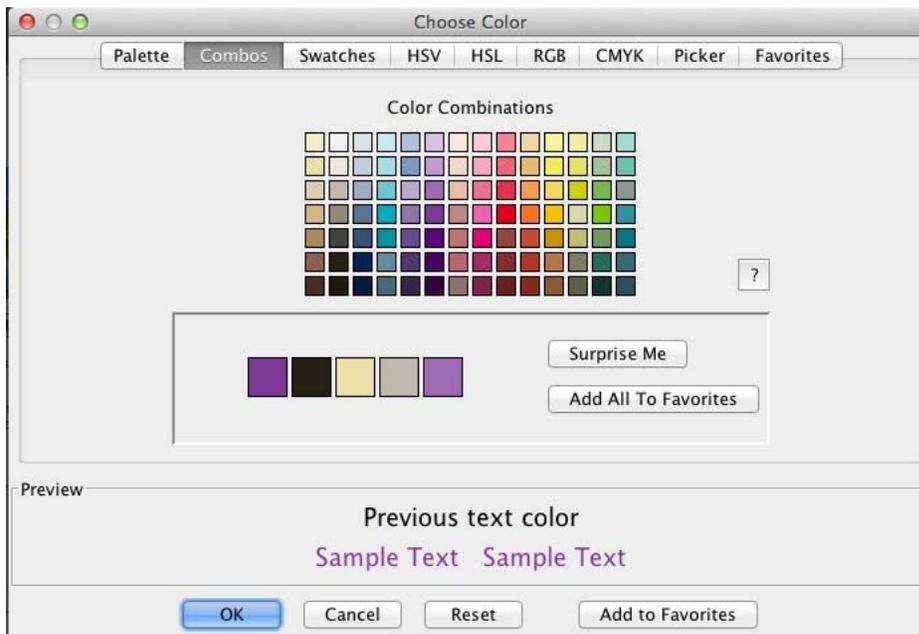
After selecting the desired color in any of the tabs, click **OK**.

Grouped Colors Palette

- Click any option that brings up the color palette (such as the **Color** option in your **Project Backgrounds** tab).
- Select a color that you would like to move and drag it to the location that you'd like.
- Drop the color into place.

Combos

- Open the color palette and click on the **Combos** tab.
- Select a color that you like. The software will pull four other designer picked colors to match.

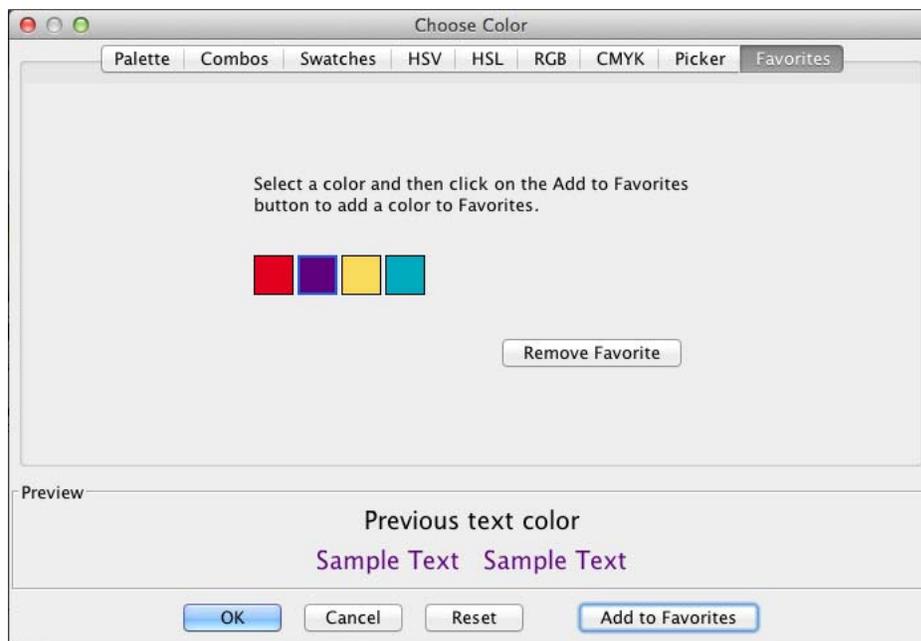


Add a Favorite Color

- Access the Choose Color dialog from Backgrounds, Text, Headlines, Calendar, Shapes and Lines, or Paint.
- Select any color from the color Palette.
- Click on the Add to Favorites button to apply it to Favorites.
- Click on the Favorites tab to access your favorite colors.

Remove Color from Favorites.

- Access the Choose Color dialog from Backgrounds, Text, Headlines, Calendar, Shapes and Lines, or Paint.
- Click on the Favorites tab at the top of the Choose Color dialog.
- Select a color in your Favorites list.
- Click the Remove Favorite Button.



Photos

Adding Photos

There are three methods for adding a photo to a page:

Photo Box Method – Use this method to replace a dark gray photo template box on a project page.

Direct Method – Use this method to add a photo directly to a page, whether the page has photo boxes or not.

FastFill – Use this method to automatically fill empty photo boxes in your project with a group of photos of your choice.

Photo File Formats and Recommendations

The Print Shop accepts most standard photo file formats (.jpg, .gif, .png, .bmp, and .tif). You can also add PSD (Photoshop) files to your projects. Please note that the layers in a PSD will be flattened.

Recommended settings:

File Format: JPEG (.jpg)
Quality: Medium to high
Size: 1600 by 1200 pixels or larger recommended

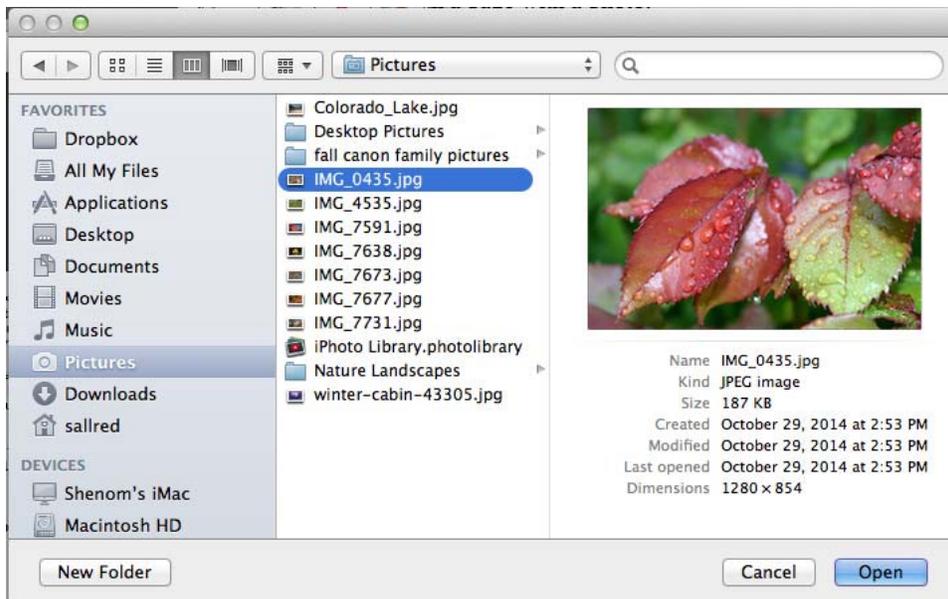
Note 1: To preserve transparency in image files, save the file in PNG format from your image editor.

Note 2: The Print Shop ignores embedded color profiles; photos with color profiles may not appear as expected in The Print Shop. Please save a copy without the color profile for use in The Print Shop.

Photo Box Method

To replace the dark gray photo box on a page with a photo:

1. Double-click on the photo box.
2. In the *Add Photo* window, use the top of the window to browse to the folder with your photos, either by double-clicking the names of folders to open them, or by clicking on the drop-down menu near the top of the window.



3. To select a photo, double-click the thumbnail of the photo on the right side of the window, or click on it once and then click the **OK** button.
4. The photo will appear in the *Photo Editor*.



Any parts of the photo that are grayed-out will not appear on the page.

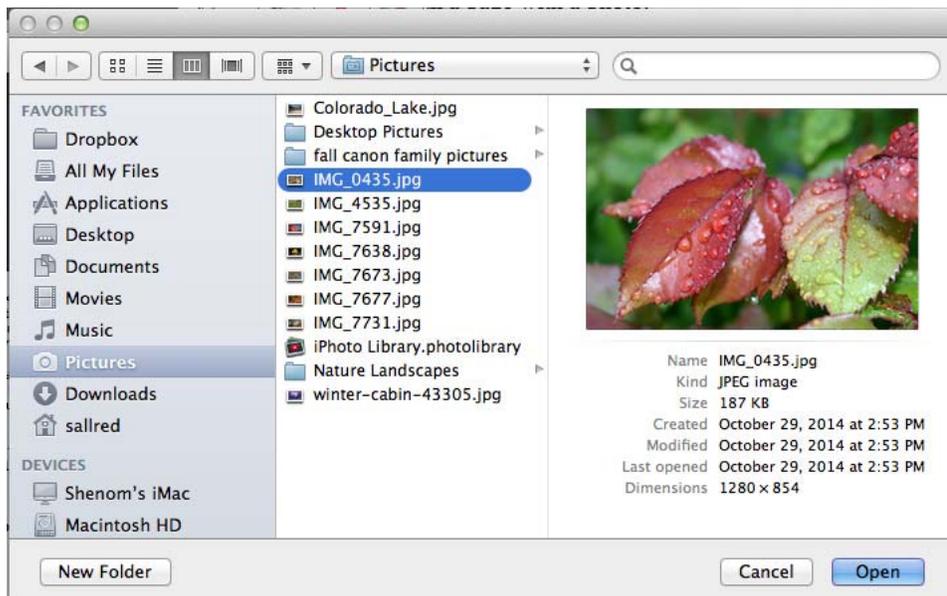
- The **Reset** button will undo any changes you make in the editor.
 - The next set of buttons will rotate the photo 90° counter-clockwise (left button) or clockwise (right button).
 - The magnifying glass icons will adjust the cropping of the photo to include more (left button) or less (right button) of the photo.
 - To change which parts of the photo will be displayed, click on the photo and hold the mouse button down while dragging the mouse around.
 - Click **OK** to place the photo.
5. The photo replaces the photo box on the page.

6. To move the photo, click on it and hold the mouse button down while dragging the photo to its new location. To resize the photo, drag one of the light gray handles (small boxes) that appears at the edge of the photo. Corner handles resize the photo proportionally, while side handles stretch out a single edge.

Direct Method

To add a photo or graphic to a blank page or to add extra photos to a template page:

1. Click on the **Add Photo** icon  or choose **Insert > Add Photo** from the menu. Alternately, drag and drop photos from the Resource Gallery. See the [Resource Gallery](#) topic on p. 113 for more information.
2. In the *Add Photos* window, use the top of the window to browse to the folder with your photos, either by double-clicking the names of folders to open them, or by clicking on the drop-down menu near the top of the window.



3. To choose a photo, double-click the thumbnail of the photo on the right side of the window, or click on it once and then click the **OK** button.
4. The photo or graphic will appear in the middle of the page. To resize it, drag one of the light gray handles (small boxes) at the edge of the photo. Corner handles resize the photo proportionally, while side handles stretch out a single edge.
5. To move the photo, click in the middle of the photo and hold the mouse button down as you drag the photo to a new location.

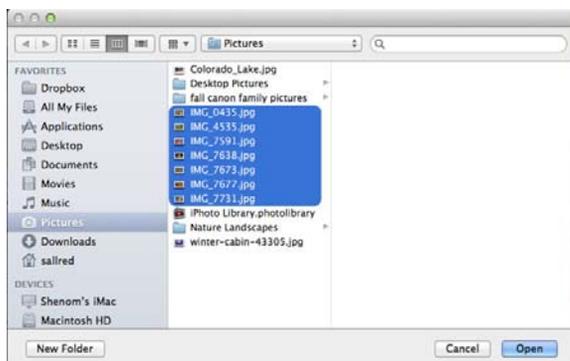
FastFill Method

The FastFill option will fill empty photo boxes in your project with a set of photos of your choice.

FastFill is available from the Insert menu (**Insert > FastFill Photos**) and as an option in the *Add Other Template Pages* function (**Insert > Add Other Template Pages** menu item).

Choosing Photos

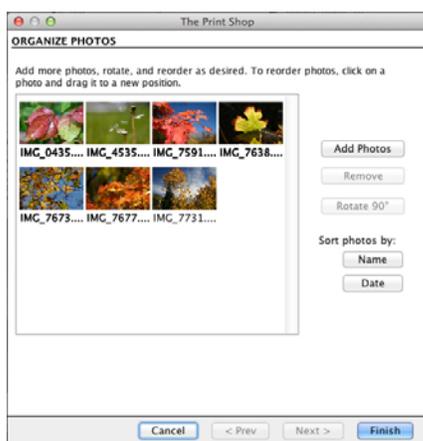
To begin the **FastFill** process, choose the photos to add to project photo boxes in the *Add Photos* window.



- Choose the folder with your photos using the top of the *Add Photos* window or from the drop-down menu at the top.
- Click on the thumbnails of your photos on the right side of the window to select them (you may select more than one) or click on the **Select All** button at the bottom of the window to select all the photos in the folder. Click on **OK** to add the photos to your album.

Organizing Photos

The *Organize Photos* window allows you to add more photos, remove, rearrange, or rotate photos.



- Click on the **Add Photos** button to add more photos.
- To remove a photo from the album, click on the photo thumbnail in the preview pane and then click on the **Remove** button.

- Photos will be placed s in the order that they appear in the preview pane. To rearrange photos, click on a photo thumbnail, hold the mouse button down, and drag the photo to a new position. A green line will show where the photo will be placed.
- If a photo is sideways, click on its thumbnail in the preview pane and then click the **Rotate 90°** button. To select and rotate multiple pictures, hold down the *Ctrl* key (*Command* key on the Mac) as you click on the thumbnails.
- To quickly sort all of the photos by the name of the photo or chronologically, click on the **Name** or **Date** button.

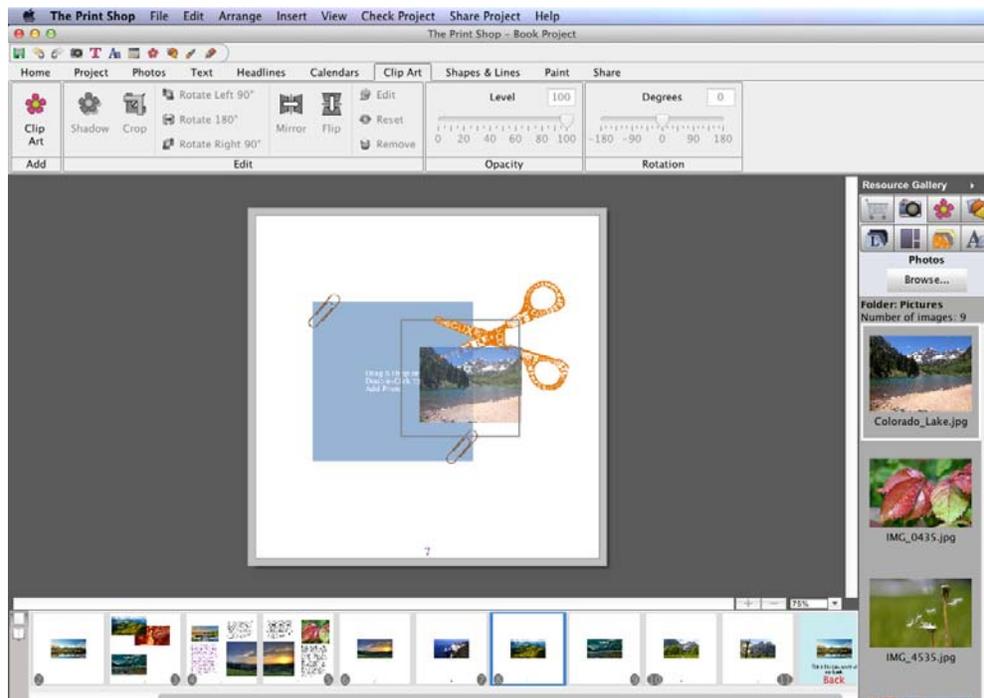
Click the **Finish** button when you have finished adding and organizing photos. The Print Shop will now add all of the photos to the project. Check each page carefully after it has completed. Some photos may require adjusting to display properly. See the [Crop](#) topic for more information.

Adding Photos to Partially Covered Boxes

Now if a photo box is behind a partially transparent Clipart object the program allows you to still fill the photo box by dragging and dropping. This is especially useful for Clipart Frames.

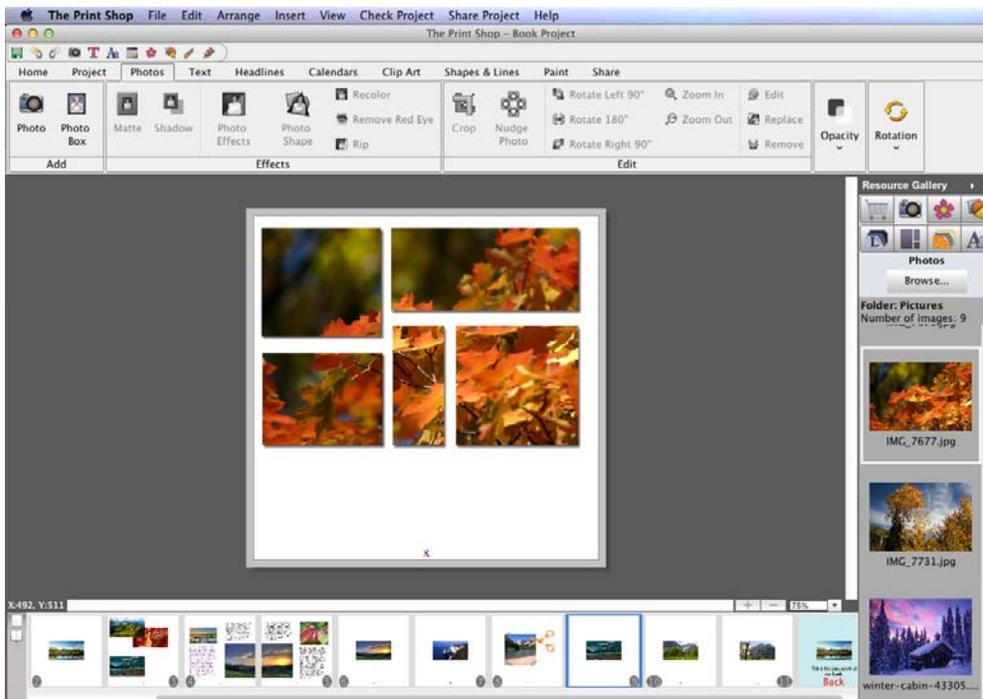
If a photo box is partially covered by an object and you cannot select it you may still add a photo to it.

1. Open the Photos tab in the Resource Gallery.
2. Left-click and hold on an image, drag and drop it onto the empty photo box, it will ignore the objects on top.



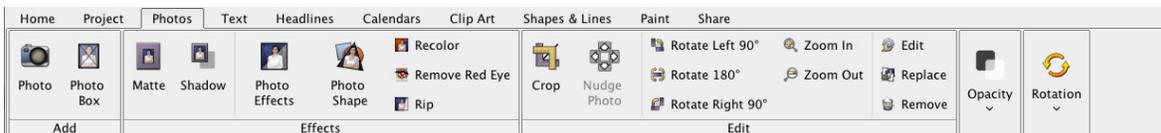
Group-fill photo boxes

- You can now place multiple photo boxes on the canvas, group them, and then fill the photo boxes with a single image. You can create very interesting effects, such as lattice window, etc.
1. Open the Photos tab under Ribbon Tabs.
 2. Click on the Add Photo Box icon to place an empty box on your page.
 3. Repeat this process, size, and position multiple boxes throughout the page.
 4. While holding the shift key, select multiple boxes with a left-click.
 5. Once all the boxes are selected right-click on any of the boxes, from the drop down select Group / Group.
 6. Open the photos tab in the Resource Gallery.
 7. Drag and drop an image from the gallery onto the grouped boxes



Editing Photos

Click on a photo to open the *Photos* section of the Ribbon Tabs:



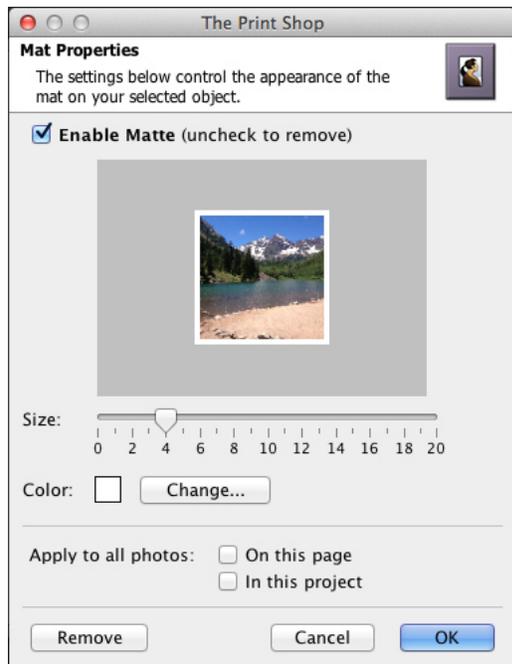
See the function descriptions below for more details.

Add Photo

Click on this icon or choose **Insert > Add Photo** from the menu to add a new photo to the current project page. See [Adding Photos](#) for more information.

Matte

Click on this button to add a matte(a border or frame around a photo) to a photo, or to edit an existing matte on the currently selected photo.



In the *Matte Properties* dialog:

- Ensure that the *Enable Matte* box is checked. Clear the check in the box to remove the matte.
- Drag the *Size* slider to change the size of the matte(the numbers represent the width of the matte in pixels).
- Click on the **Change** button next to the *Color* square to choose a color for the matte. See the [Choose Color](#) topic for more information on choosing colors.

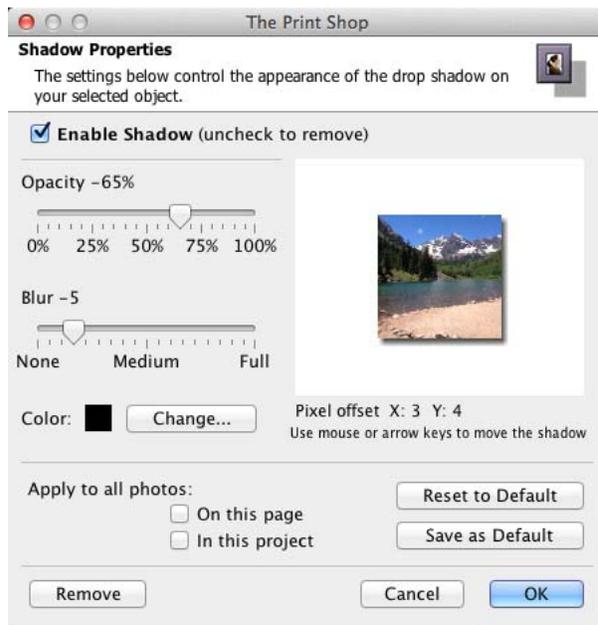
- Check the *On this page* box to add a matte with the same settings to each of the photos on the current page.
- Check the *In this project* box to add a matte with the same settings to all photos on every page in the project.
- The **Remove** button is another method for removing the matte from the selected photo. This method also allows you to remove mats from all photos in the project or all photos on the page. After clicking the **Remove** button, click on your choice in the new window that appears.



- Click **OK** to apply the matte.

Photo Drop Shadow

Click on this button to add a shadow to a photo, or to edit a photo's existing shadow. A shadow makes the photo stand out and gives it a sense of depth on the page.



In the *Shadow Properties* dialog:

- Ensure that the *Enable Shadow* box is checked. Clear the check in the box to remove the shadow.
- Use the *Opacity* slider to affect how dark or light the shadow is.
- Use the *Blur* slider to increase or decrease the sharpness of the shadow's edge.

- Click on the **Change** button next to the *Color* box to choose the shadow's color. See the [Choose Color](#) topic for more information on choosing colors.
- Click on the shadow in the area to the top right and hold the mouse button while dragging to adjust the shadow's placement. You may also use the arrow keys on the keyboard to nudge the shadow.
- Check the *On this page* box to add a shadow with the same settings to each of the photos on the current page.
- Check the *In this project* box to add a shadow with the same settings to all photos on every page in the project.
- Click on the **Reset to Default** button to clear the current settings.
- Click on the **Save as Default** button to save the current settings as the default settings for photos in The Print Shop. To clear default settings, click **The Print Shop** menu and choose **Preferences**, click on the *Shadow* tab, check the **Photos** box, and click **Reset to System Default**.
- The **Remove** button is another method for removing the shadow. This method allows you to remove shadows from all photos in the project, all photos on the page, or the selected photo. After clicking the **Remove** button, select your choice in the new window that appears.
- Click **OK** to place the shadow.

Add Photo Box

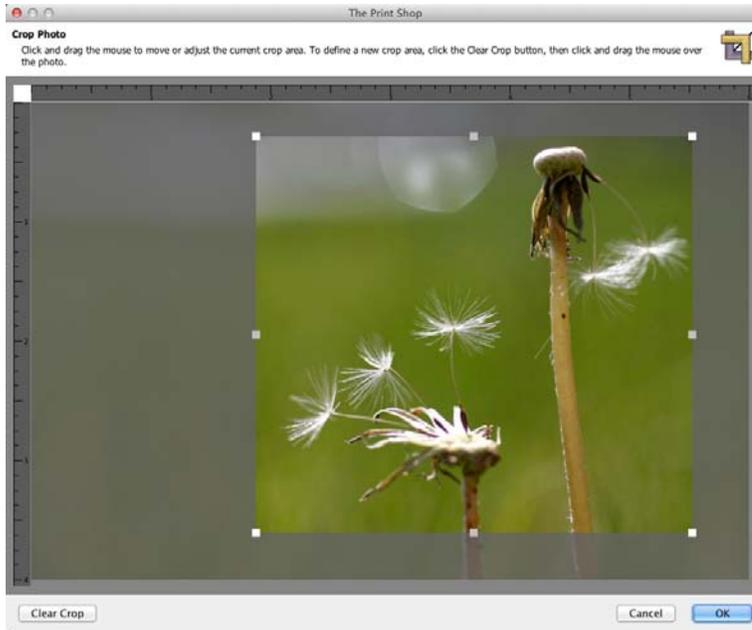
Click on this icon to add a new photo box to the page. The photo box will appear in the center of the page. You can then drag it to a new location, resize it, or fill it.

Note: The difference between this and the Add Photo function is that if you delete a photo from the page that you added by filling a photo box, the photo box will remain (allowing you to maintain the layout and fill the box with another photo). On the other hand, if you delete a photo that was added using the Add Photo function, no photo box will remain.

Crop

Use this tool to display the desired part of a photo.

1. With a photo selected, click on the **Crop** icon from *Photos* in the Ribbon Tabs. The *Crop* window opens with the photo in it.
2. If the photo is already cropped, it will show the current crop area. Skip to step 3. If the photo does not have a currently defined crop area, the mouse cursor becomes a crosshair. Position the crosshair, then click and hold the mouse button down while dragging the mouse to define the crop area, and release the mouse button.



3. You can drag the crop area around by clicking on it and holding down the mouse button as you move the mouse. You can also increase or decrease the crop area size by clicking on the box with the arrows at the bottom right corner of the crop region and holding the mouse button down as you drag the mouse.
4. To start over, or to display the entire photo, click on the **Clear Crop** button in the bottom left corner of the window.
5. When you are satisfied with your crop area selection, click on the **OK** button. The grayed out parts of the photo will not be shown on the page. Your photo will be the same size as the crop area and will not resize to fit a photo box (if originally added from a template).

Nudge Photo

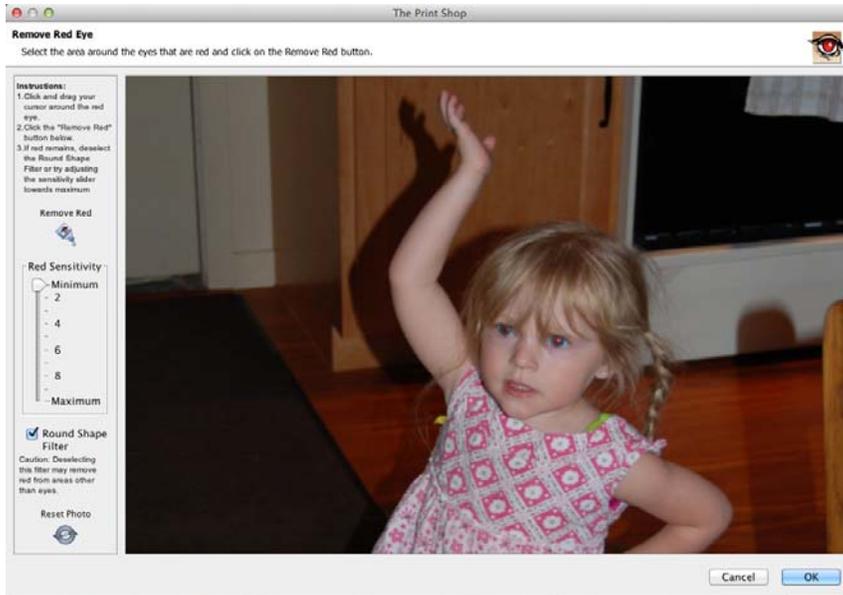
This tool allows you to adjust the position of the photo within the crop area without reopening the *Crop Photo* window. Click on an arrow to nudge the photo in the direction of the arrow. Clicking on the corners of the icon will nudge the photo diagonally.

Note: This tool will have no effect if the photo is not cropped.

Remove Red Eye

Red eye is the undesired effect that causes the irises of a person's eye to appear red in a photograph. To reduce this effect:

1. With a photo selected, click on the **Remove Red Eye** icon under the *Photos* heading in the Ribbon Tabs.
2. The red eye reduction tool will open in a new window.



3. Click on the area of the photo where the red eye appears, hold down the mouse button, and drag a rectangle over the affected area.



4. When you release the mouse button, a light gray rectangle will indicate the area you have selected. The area does not need to be exact, as long as you do not include any portion of the photo with red that you would like to keep (lips, red earrings, red shirt, etc.).
5. The **Red Sensitivity** slider determines the reduction tool's interpretation of red. The higher the slider setting, the broader the interpretation (more shades of red will be replaced). Start by using low settings (2 or 3) and increase as needed.
6. Checking the **Round Shape Filter** box will limit red replacement to circular areas (recommended). Removing the check will replace all the red in the selection area, regardless of shape.
7. The **Reset Photo** button returns the photo to its original state (before any red eye reduction).
8. After choosing your settings, click on the **Remove Red** button. It may take a few moments for The Print Shop to process the red eye reduction.



The reduction tool may be used several times while the window is open. When you are finished, click **OK** to apply the changes or **Cancel** to exit the window without keeping the changes.

Rotate 90° Left/Rotate 180°/Rotate 90° Right

This feature makes it easy to correct photos that were taken in different orientations (portrait and landscape) so that everything is right side up. The left button rotates the photo 90° counter-clockwise, the middle button flips it vertically, and the right button rotates it 90° clockwise.

Rotate (by Degrees)

To rotate a photo, drag the slider to set the angle of rotation. The number in the box at the top right will show the angle in degrees. Negative numbers represent counter-clockwise rotation. You may also type the angle of rotation in the box by clicking in the box, entering the number, and hitting *Enter/Return* on the keyboard.

Opacity

This allows you to make photos semi-transparent (the original state of the photo is 100% opaque – not transparent at all). Drag the slider to the left to make a photo more transparent or drag the slider to the right to make a photo more opaque (less transparent).

Zoom In/Zoom Out

These buttons allow you to increase or decrease the amount of the photo that is shown, while maintaining the photo's size. Click on the plus icon to make a portion of the photo larger (zoom in). Click on the minus icon to display more of the photo (zoom out).

Photo Effects

Click on this drop-down menu to select an effect for the selected photo.

- **Black & White** – Transforms a color photo into a black and white photo.

- **Sepia** – Applies a brown and white coloration to the photo like early 20th century photographs.
- **Blue** – Applies blue coloration to the photo.
- **Red** – Applies red coloration to the photo.
- **Brighten** – Moves the balance of light and dark shades in the photo more toward the light shades.
- **Darken** – Moves the balance of light and dark shades in the photo more toward the dark shades.
- **Mirror** – Turns the photo around horizontally, as if you were seeing it in a mirror.
- **Flip** – Turns the photo upside down.
- **Blur** – Softens the focus, reducing the definition of the photo.
- **Sharpen** – Increases the focus, or definition, of the photo.
- **Negative** – Reverses the colors in a photo, as if viewing a film/photo negative.
- **Gamma Correction** – Changes the brightness values of the gray tones without dramatically altering the shadows and highlights.
- **Emboss** – Makes the photo look like foil has been placed over the photo, sculpted to the photo's contours, and then colorized.
- **Sketch** – Simulates a pencil drawing of the photo.
- **Impressionist Painting** – Gives the photo an artistic, brushed look.
- **Fish Eye** – Simulates the photo through a fisheye lens, a lens that distorts photos to make the middle portion of the photo appear larger and the outer edges smaller.
- **Effect Amount** – Certain effects, such as Brighten and Darken, also include the option to choose how much of the effect to apply. Drag the slider to the right to apply more of the effect or to the left to apply less.

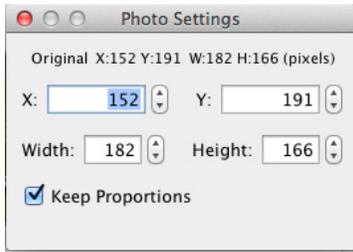
Photo Shape

By default, the *Photo Shape* is a square/rectangle. To change the *Photo Shape*, click on this icon, click on a shape icon, and click **OK**.

After selecting a photo shape, if you would like to modify the shape without affecting the photo, click on the **Crop** button (instead of using the gray boxes on the sides and corners of the photo).

Photo Edit

Clicking on this button will bring up the *Object Settings* dialog, which allows you to make exact adjustments to the size and location of the photo.



Click on the up or down arrows next to each field, or select a number and type in a new value to change the settings.

- *X* – Changes the horizontal position of the selected object.
- *Y* – Changes the vertical position of the selected object.
- *Width* – Changes the width of the selected object.
- *Height* – Changes the height of the selected object.

Keep Proportions – When checked, this option automatically adjusts the height as you change the width, and vice versa, to keep the photo from becoming distorted. Clear the check to allow stretching.

Paper Rip

- Select a photo.
- Right-click on the photo and choose **Rip Photo Edges**.



- On the next screen, check the boxes of the sides you would like to rip, and uncheck the boxes if the sides you wouldn't like to rip.

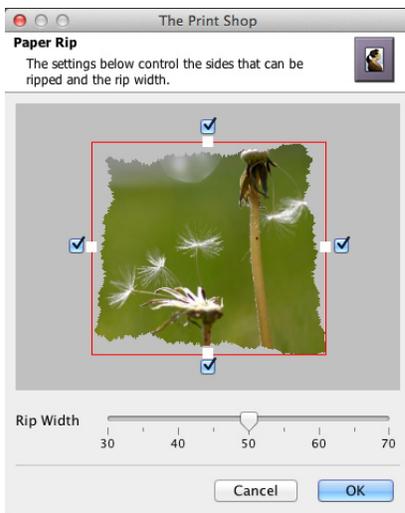


Photo Replace

Click on this button to put a different photo in the place of a current photo. See [Adding Photos](#) for instructions. The new photo will inherit the size, position, and photo shape of the current photo.

Photo Remove

Clicking on this button will delete the selected photo. If the photo was originally a photo box, the photo box will remain in place of the deleted photo. You can select the photo box and delete it also.

Text

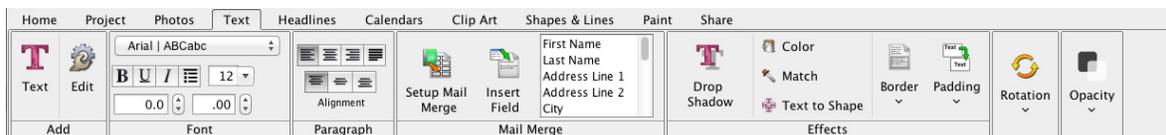
Adding Text

1. To add a photo caption or other text to a page, click on the *Text* section of the Ribbon Tabs and click on the **Add Text** button. Alternately, choose **Insert > Add Text** from the menu or click on the **Add Text** icon  on the toolbar.
2. A text box will appear in the middle of the page. For editing purposes, a light gray outline will appear around the text. This outline will not appear in the project's final output (print, JPEG images, etc.).
3. Type your text in the text box. To change style elements after typing the text, highlight the portion of the text to change (any portion may be selected and changed independently of the rest of the text) and make the desired changes.

Click and drag to move the text box. Click on one of the gray handles (small boxes) around the edges of the text box to resize the text box.

Editing Text

- To change the contents of a text box, double-click on the text box, or click on the text box to select it and then click the **Edit Text** button in the Ribbon Tabs.
- Highlight text in the text preview area by holding the mouse button down as you drag over the text to select. Change style elements of the selected text using the available options in the *Text* area of the Ribbon Tabs.
- The following options are available in the Ribbon Tabs under the *Text* heading:



Drop Shadow

1. Click on the **Drop Shadow** button to add a shadow underneath the text or to edit an existing shadow. A shadow makes the text stand out and gives it a sense of depth on the page.



2. In the *Shadow Properties* dialog:
 - Ensure that the *Enable Shadow* box is checked. Clear the check in the box to remove the shadow.
 - Drag the *Opacity* slider to adjust the transparency of the shadow. Higher values for the slider make the shadow more opaque (darker); lower values make it more transparent.
 - Click on the **Change** button next to the *Color* box to choose the shadow's color. See the [Choose Color](#) topic for more information on choosing colors.
 - Click on the shadow in the area to the top right and hold the mouse button while dragging to adjust the shadow's placement. You may also use the arrow keys on the keyboard to nudge the shadow.
 - Click on the *On this page* box to add a shadow with the same settings to all of the text on the current page.
 - Click on the *In this project* box to add a shadow with the same settings to all text on every page in the project.
 - Click on the **Reset to Default** button to clear the current settings.
 - Click on the **Save as Default** button to save the current settings as the default settings for text in The Print Shop. To clear default settings, click The Print Shop menu and choose Preferences, click on the *Shadow* tab, check the **Text** box, and click **Reset to System Default**.
 - The **Remove** button is another method for removing the shadow. This method allows you to remove shadows from all text in the project, all text on the page, or just the selected text. After clicking the **Remove** button, click on your choice in the new window that appears.
 - Click **OK** to place the shadow.

Select Font

Change the set of text characters by choosing a font from the *Select Font* drop-down list.

Size

Change how large the text characters are by choosing a number from the *Size* drop-down list. You may also type a size directly into the box (hit the Enter or Return key to apply).

Line Spacing

To change the vertical space between lines of text, click on the up or down arrows next to the number in the *Line Spacing* value. Alternately, type a number between -3 and 3 directly into the *Line Spacing* field (hit the Enter or Return key to apply).

Style

Click on the B (**bold**), U (underline), or I (*italic*) to apply the selected formatting style to the text.

Alignment

Click on an alignment icon to set the text alignment. Left alignment (the left icon) justifies the text to the top of the text box. Center alignment (the middle icon) centers the text in the middle of the text box. Right alignment (the right icon) justifies the text to the right side of the text box.

Black Text

Click on this icon to change the color of the selected text to black.

White Text

Click on this icon to change the color of the selected text to white.

Change Color

Click on the *Change Color* icon to change the text color. This opens the [Choose Color](#) window.

Match Color

Clicking on this icon opens the *Picker* tab of the *Choose Color* window. See the [Choose Color](#) topic for more information.

Opacity

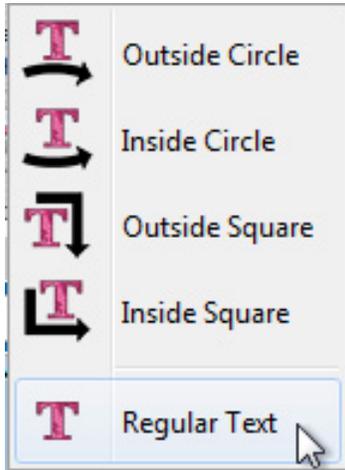
This allows you to make text semi-transparent (the original state of the text is 100% opaque – not transparent at all). Drag the slider to the left to make the text more transparent. Drag the slider to the right to make the text more opaque (less transparent).

Rotate (by Degrees)

To rotate the text, drag the slider to set the angle of rotation. The number in the box at the top right will show the angle in degrees. You may also type the angle of rotation directly into the box and hit *Enter/* on the keyboard.

Text to Shape

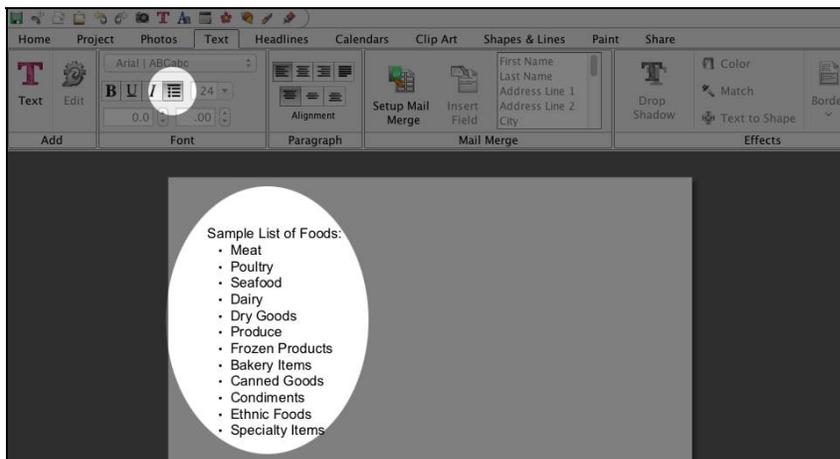
Click on the **Text to Shape** icon to set the text to follow the path of a shape (either a circle or a square). After clicking the icon, choose one of the options.



After applying an option, you may adjust the shape of the text by dragging one of the handles (small gray boxes) around the edge of the text. To remove the shape, click on the **Text to Shape** icon and choose **Regular Text**.

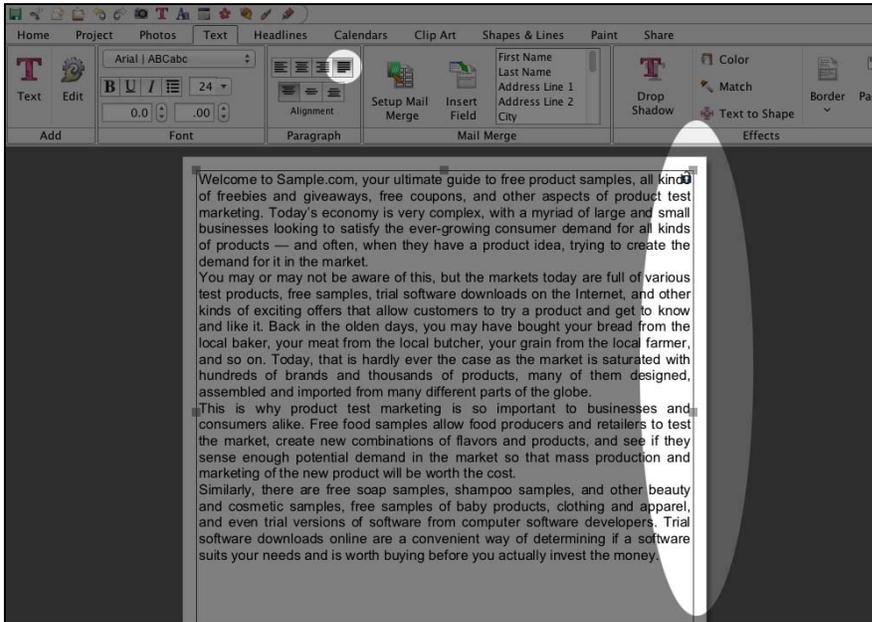
Bulleted Text

To create a bulleted list, add a Text object to the page. Enter your list of items. Select the items you wish to have bullets next to and press the Bulleted icon in the Text tab of the ribbon.



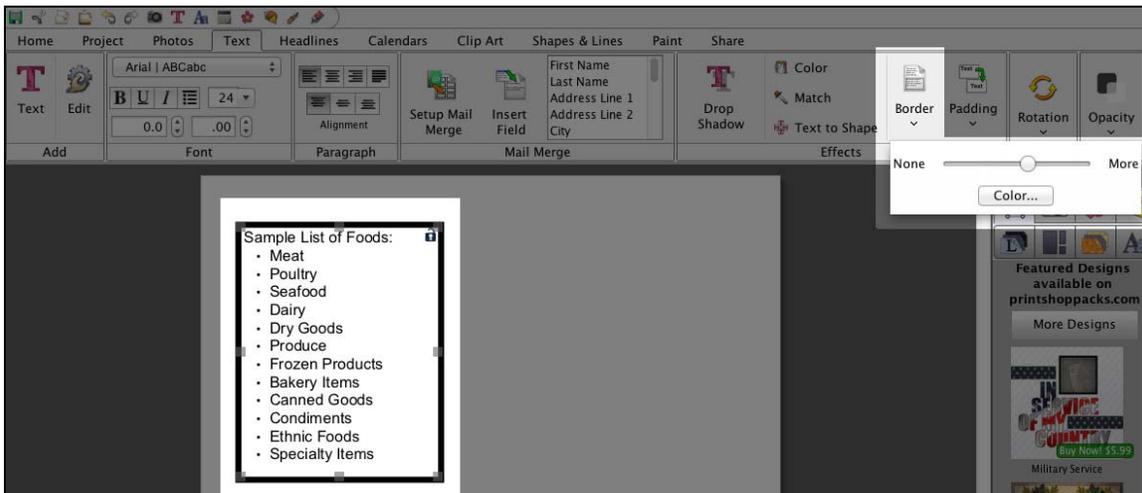
Text Full Justification

Select a text box and press the Full Justification icon in the Text tab of the ribbon to make your text fill the text box along the left and the right edge.



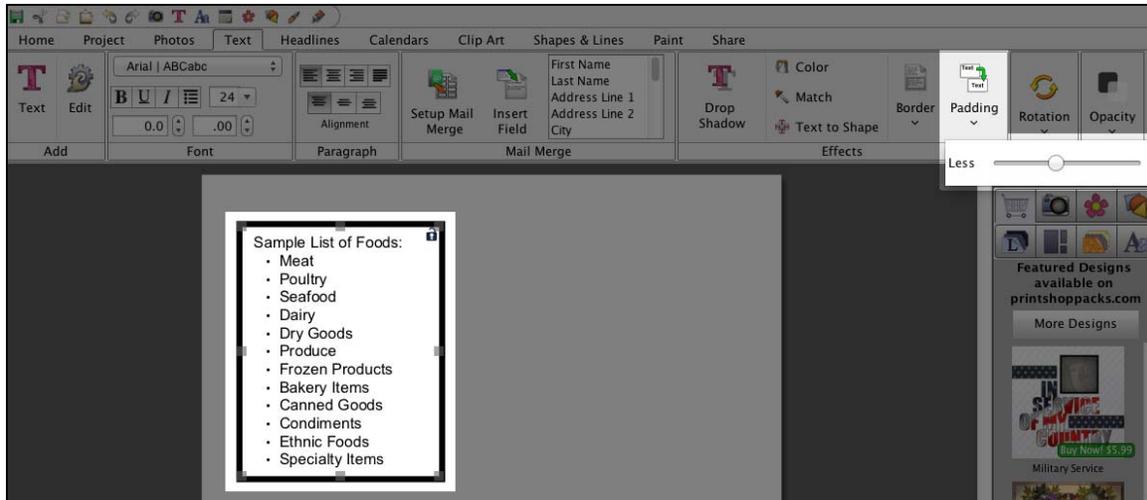
Text Border

You can apply simple border around text objects by clicking the border icon in the Text ribbon tab and adjusting the slider to provide a thick or thin border.



Text Padding

You can add padding to your text box. Click the padding icon in the Text ribbon tab and adjust the slider to define how much padding or space you want between the text and the edges of the text box.

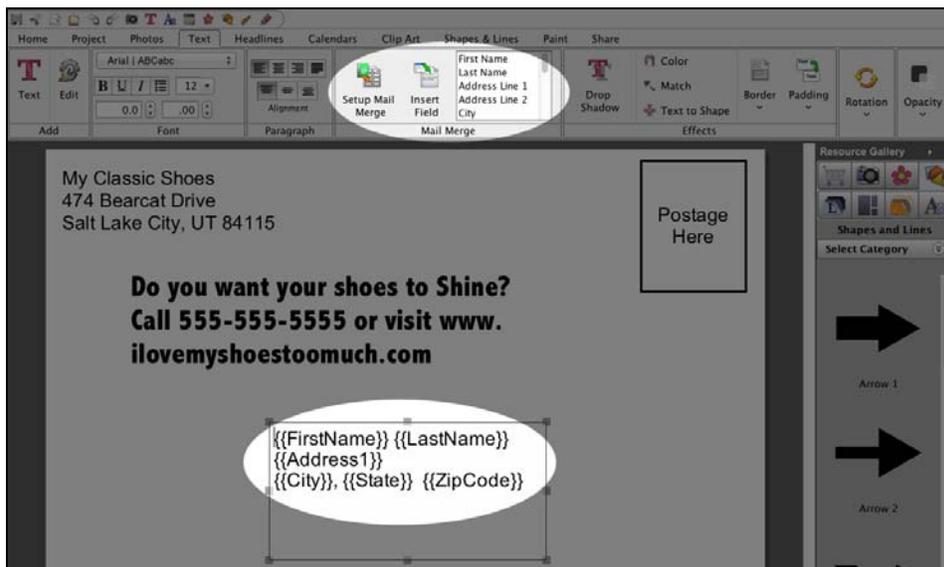


Mail Merge

With Mail Merge you can create documents that have Merge Fields, then print or export to labels, envelopes, invitations, etc. using information in your address book.

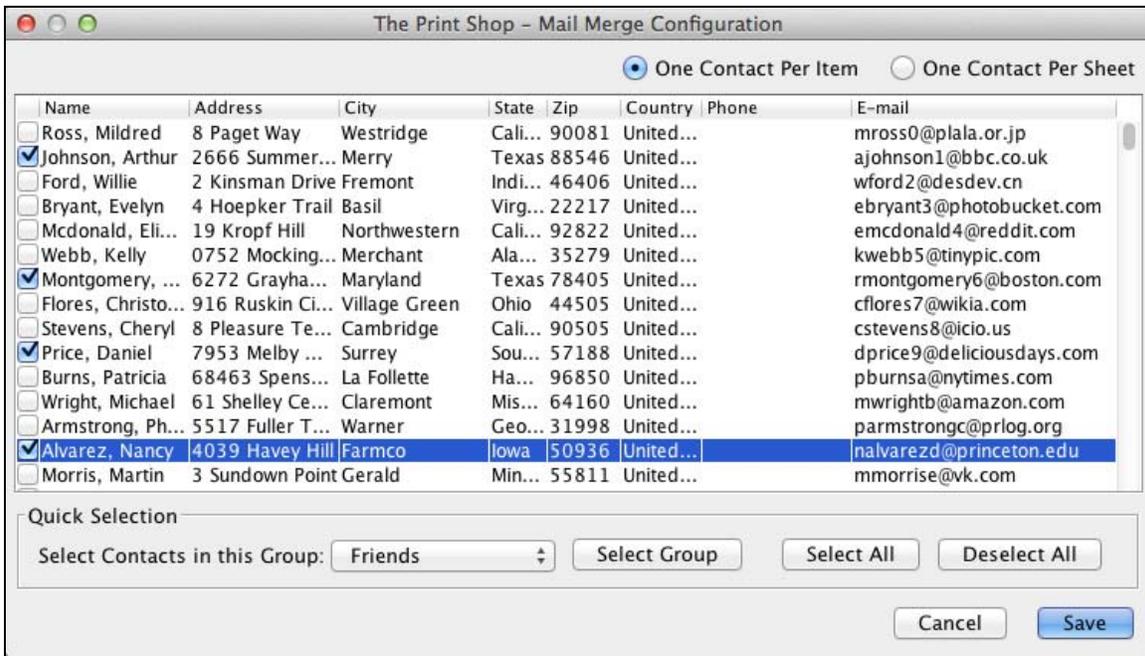
Insert Merge Fields

To insert a Merge Field create or edit a Text object. Using the Merge Field list in the Text ribbon you can add field to the text box. After adding the field click into the text box to add a space, comma, or new line depending on how you would like the text to be configured. Add more merge fields as desired.



Define Merge Contacts

Once you have your document setup with Merge Fields you will want to define your Merge Data. Click the Setup Mail Merge button to define your merge data. You can merge your entire contacts list, a group, or select individual contacts to merge by placing a check in the box next to the contact.



Print/Export Mail Merge

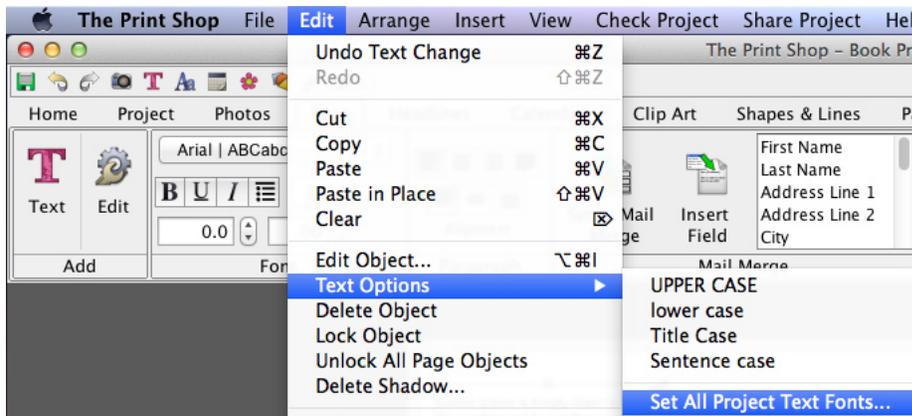
When you either Print or Export, Print Shop will detect that you have merge fields in your document and ask you if you would like to perform a mail merge. Choose yes to process your mail merge.



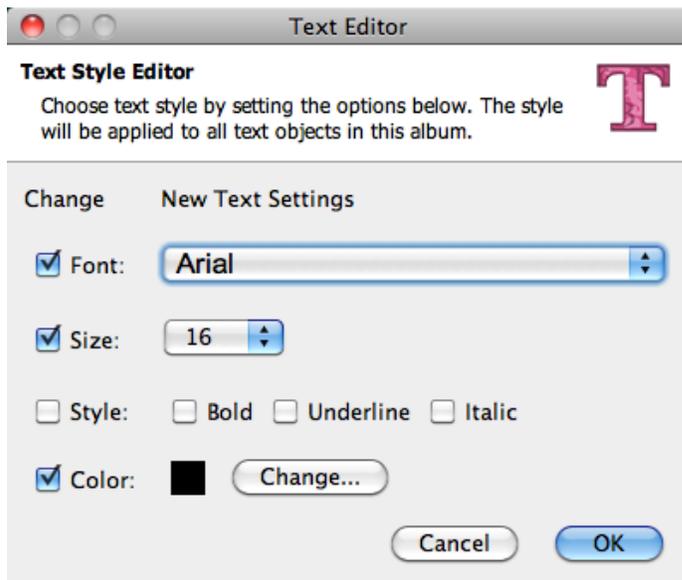
Change all project font / styles

You can now apply Fonts and Styles to all text boxes in a project.

- Open the Edit menu. Select Text Options from the drop down.
- Select Text Options from the drop down.
- Then select Set All Project Text Fonts.

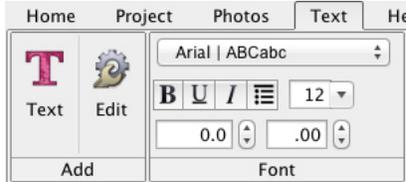


- In the Text Style Editor dialog select your new font, size, style & color.
- Click Ok to apply the change to all text within your project.



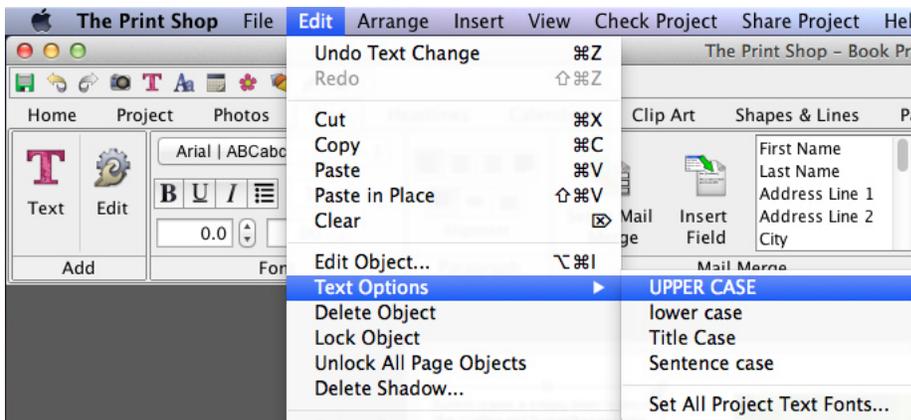
Text Tracking (Kerning)

- Select a text box with text inside of it.
Edit the text tracking by click on the up or down arrows next to **Text Tracking**, located in the **Text** tab in the Ribbon Tabs (top of The Print Shop).



Text Case Tools – Upper case, sentence case, etc

You can now change a text box to all upper, lower, sentence, or title case by selecting a Text objection then clicking the Edit menu and choosing Text Options



Change Text Case

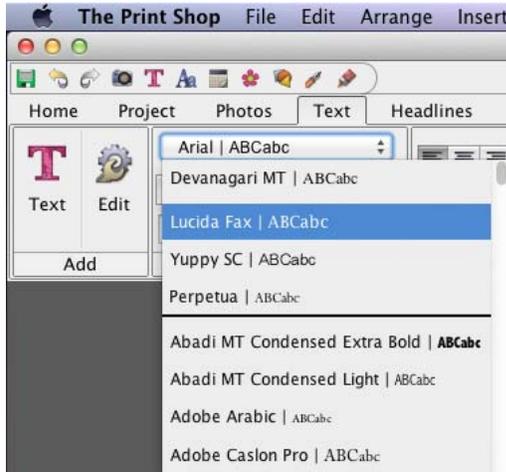
- Select the text box with a left-click
- Go to the Edit menu / Text Options
- Choose your desired Case style

Change Text Case

- Open the Text tab in Ribbon Tabs
- Click on the Add Text icon
- Enter some lines of text into your text box
- Exit the Edit Text mode by deselecting the text box
- Select the text box with a left-click
- Go to the edit menu / text Options
- Choose your desired Case style

Recently Used Fonts and Type to Select Fonts

In the Text control panel the Fonts drop down menu now supports 5 recent fonts that will automatically appear at the top of the list as you apply different fonts to Text objects. You can also click the drop down and start typing the name of the font and the menu will jump to the font, this saves time instead of having to manually scroll large font lists.



Text Remove

Clicking on this button will delete the selected text box.

Headlines

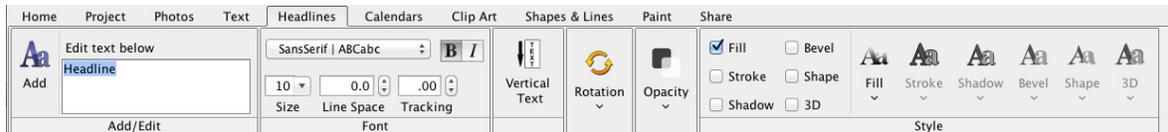
Adding Headlines

1. To add a headline to a page, click on the *Headlines* section of the Ribbon Tabs and click on the **Add Headline** button. Please note that you can also add headlines from the Resource Gallery (see [Resource Gallery](#)).
2. A headline box will appear in the middle of the page. For editing purposes, a light gray outline will appear around the text. This outline will not appear in the project's final output (print, JPEG images, etc.).
3. Type your headline in the box titled *Enter Headline text below* in the *Headlines* section of the Ribbon Tabs. The headline box will update with the new text. Please note that the text will stretch to fit the headline box.
4. Click on the headline box on the page canvas and drag it to reposition the headline. Click on one of the gray handles (small boxes) around the edges of the headline box to resize the box.

Editing Headlines

- To change the text of a headline, click on the headline to select it and then enter the new headline text in the *Enter Headline text below* box under *Headlines* in the Ribbon Tabs.

The following options are available in the Ribbon Tabs under the *Headlines* heading:



Add Headline

Click on this icon to add a new headline to the currently selected project page. See the [Adding Headlines](#) topic for more information.

Enter Headline text below

Type the text for the headline in the *Enter Headline text below* box.

Select Font

Change the set of text characters by choosing a font from the *Select Font* drop-down list.

Headline Size

Change how large the headline characters are by choosing a number from the *Size* drop-down list. You may also type a size directly into the box (hit the Enter or Return key to apply).

Line Spacing

To change the vertical space between lines of text, click on the up or down arrows next to the number in the *Line Spacing* value. Alternately, type a number between -3 and 3 directly into the *Line Spacing* field (hit the Enter or Return key to apply).

Headline Style

Click on the B (**bold**) or I (*italic*) to apply the selected formatting style to the headline.

Rotate (by Degrees)

To rotate the headline, drag the slider to set the angle of rotation. The number in the box at the top right will show the angle in degrees. You may also type the angle of rotation directly into the box and hit *Enter/Return* on the keyboard.

Headline Opacity

This allows you to make the headline semi-transparent (the original state of the text is 100% opaque – not transparent at all). Drag the slider to the left to make the headline more transparent. Drag the slider to the right to make the headline more opaque (less transparent).

Fill Tab

There are a number of ways to fill the characters in a headline: Solid Color, Gradient Color (a gradual blend between two or more colors), Image, and Texture.

- Ensure that the *Enable Fill* box is checked. Clear the check in the box to remove the fill.
- Choose an option from the *Fill Type* drop-down.
 - *Solid Color* – Click on the **Change Color** square to select a color for the fill. See the [Choose Color](#) topic for more information.
 - *Gradient Color* - Click on the **Gradient Color** square to change the gradient settings. See the [Gradient Tab](#) topic for more information.
 - *Image* – Click on the **Change Image** icon to choose an image file to fill the headline. In the *Add Photo* window, use the top of the window to browse to the folder with your photos. Double-click on a photo thumbnail on the right to select it.
 - *Texture* – Click on one of the *Texture Options* to fill the headline with that texture.
- Drag the **Fill Opacity** slider to increase or decrease the transparency of the fill.

Stroke Tab

A stroke is a colored border around the headline. The Print Shop provides the following stroke options:

- Ensure that the *Enable Stroke* box is checked. Clear the check in the box to remove the stroke.
- Choose an option from the *Stroke Style* drop-down.

- *Solid Color* – Click on the **Change Color** square to select a color for the stroke. See the [Choose Color](#) topic for more information.
- *Gradient Color* (a gradual blend between two or more colors) - Click on the **Gradient Color** square to change the gradient settings. See the [Gradient Tab](#) topic for more information.
- *Neon* – Click on the **Edge Color** icon to change the color of the outside of the glow. Click on the **Center Color** icon to change the color of the middle part of the neon effect. See the [Choose Color](#) topic for more information.
- *Glow* – Click on the **Glow Color** icon to change the color of the glow effect. See the [Choose Color](#) topic for more information.
- Drag the **Stroke Width** slider to increase or decrease the thickness of the stroke.
- Drag the **Stroke Opacity** slider to increase or decrease the transparency of the stroke.

Shadow Tab

- Ensure that the *Enable Shadow* box is checked. Clear the check in the box to remove the shadow.
- Click on the **Shadow Color** button to choose the shadow's color. See the [Choose Color](#) topic for more information on choosing colors.
- The pixel offset values (*X* and *Y*) values determine how far the shadow stretches from the headline, and to which direction. Click on the shadow in the area to the top right and hold the mouse button while dragging to adjust the shadow's placement. Increase the offset values to move the shadow further to the right (*X*) and down (*Y*).
- Use the *Shadow Blur* slider to increase or decrease the sharpness of the shadow's edge. Alternately, type a number in the box.
- Drag the *Shadow Opacity* slider to adjust the transparency of the shadow. Higher values for the slider make the shadow more opaque (darker); lower values make it more transparent. Alternately, type a number in the box.

Bevel Tab

A bevel is a slanting edge effect (it makes the headline look a bit like carved stone). The Print Shop provides the following bevel options:

- Ensure that the *Enable Bevel* box is checked. Clear the check in the box to remove the bevel.
- Choose an option from the *Bevel Shape* drop-down.
- Drag the **Bevel Height** slider to increase or decrease the 3-dimensional effect of the bevel.
- Drag the **Bevel Softness** slider to smooth out the bevel's edges (higher values) or increase their sharpness (lower values).

Shape Tab

The Shape Options allow you to bend the headline to a shape of your choosing. The Print Shop provides the following shape options:

- Ensure that the *Enable Shape* box is checked. Clear the check in the box to remove the shape.
- Click on an option under *Shape Type*. Depending on your selection, you may see the options below.
- Arc Options – Drag the *Angle* slider to intensify the curve of the arc or flatten it out (or type a number directly in the box).
- Shear Options – Drag the *X Magnitude* slider to set the horizontal slant of the shear. Drag the *Y Magnitude* slider to set the vertical slant of the shear. Alternately, type a number directly in a box to change a value.
- Wave Options – Drag the *Wave Height* slider to determine how much of a wave effect is applied.

3D Tab

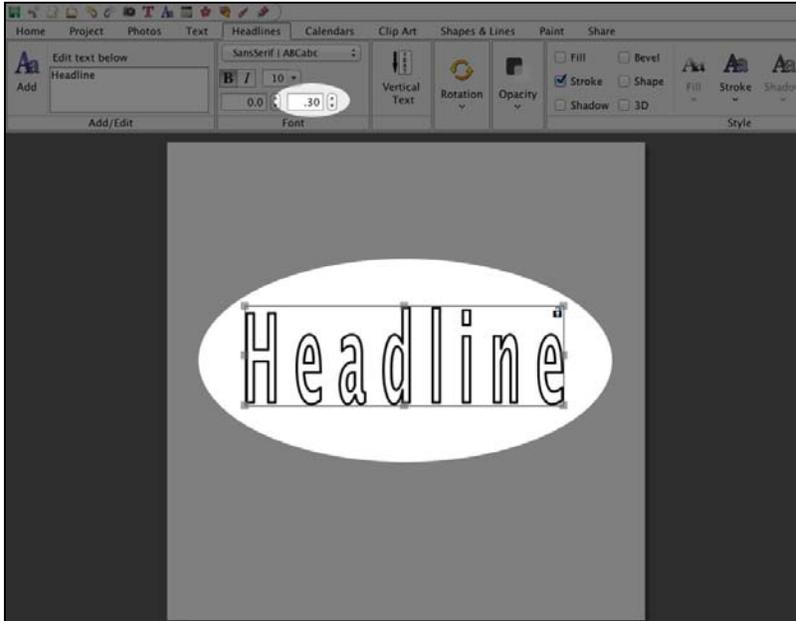
The 3D effects give the headline the appearance of thickness or depth. The Print Shop provides the following 3D options:

- Ensure that the *Enable 3D* box is checked. Clear the check in the box to remove the 3D effect.
- Click on the **Change Edge Color** button to choose the effect's color. See the [Choose Color](#) topic for more information on choosing colors.
- Drag the *Horiz-Adj* and *Vert-Adj* sliders to determine the amount of the 3D effect. *Horiz-Adj* will increase or decrease the horizontal thickness of the 3D edge. *Vert-Adj* will increase or decrease the vertical thickness of the 3D edge.

Advanced Headline

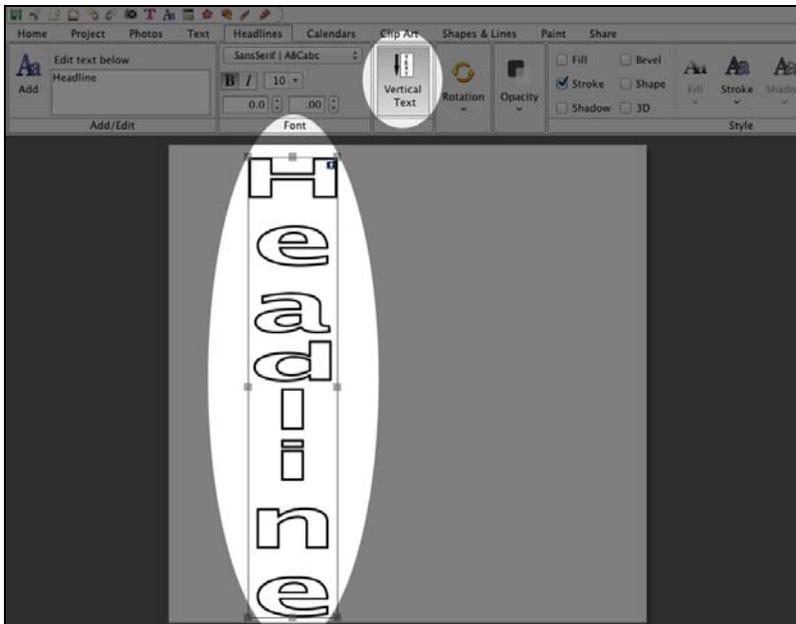
Kerning/Tracking

With a headline selected you can adjust the horizontal space between letters by either pressing the up and down arrows in the tracking field or typing in a value.



Vertical Text

With a headline selected you can press the Vertical Text icon in the Headlines tab to switch the direction of the headline to vertical. You will need to resize the bounds of the headline so the shape is vertical before the headline will once again be readable.



Calendar

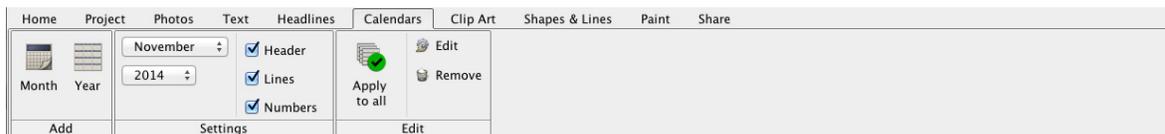
Use the Calendar function in The Print Shop to display a month or year calendar grid on the current page.

To add a calendar to a page:

1. Select a page in the *Page Thumbnails*.
2. Click on *Calendar* in the Ribbon Tabs.
3. There are two main options: a month calendar and a year calendar. The **Add Month Calendar** button will add a calendar grid for a specific month to the page, while the **Add Year Calendar** button will add a calendar for the entire year. See the topics below for more options.
4. Click on either the **Add Month Calendar** or **Add Year Calendar** button.
5. The calendar grid will appear in the middle of the page. For editing purposes, a light gray outline will appear around the text. This outline will not appear in the project's final output (print, JPEG images, etc.).
6. Click on the calendar on the page canvas and drag it to reposition the calendar. Click on one of the gray handles (small boxes) around the edges of the calendar box to resize the box.
7. To access the standard *Object Settings* box for exact control over the size and position of the calendar, right-click on the calendar and choose *Edit Object*.

Editing Calendars

To begin editing a calendar, click on it to select it. The *Calendar* section of the Ribbon Tabs will open, displaying the available functions. Refer to the description of each function below:



Month Calendar Editing Options

- Choose the month to display from the *Month* drop-down menu.
- Choose the year to display from the *Year* drop-down menu.
- To display the month, year, and day headings above the calendar grid, ensure that the *Header* box is checked. To remove the headings (to create your own custom headings, for example), clear the check in the box.
- To display the calendar grid lines, ensure that the *Lines* box is checked. To remove the lines, clear the check in the box.

- To display the calendar numbers in the calendar grid, ensure that the *Numbers* box is checked. To remove the numbers (to create your own custom numbers, for example), clear the check in the box.
- Click on the Edit button to customize a number of display settings for the calendar header, lines, and numbers: font, font size, font style, and more. See the [Calendar Settings](#) topic below.

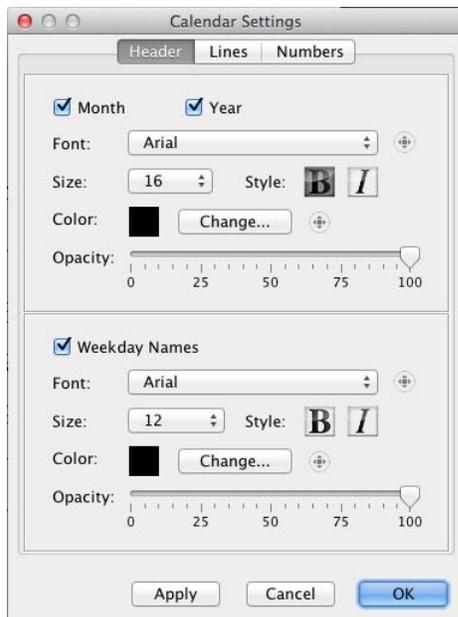
Year Calendar

- Choose the year to display from the *Year* drop-down menu.
- To display the year and day headings above the calendar grid, ensure that the *Header* box is checked. To remove the headings (to create your own custom headings, for example), clear the check in the box.
- To display the calendar grid lines, ensure that the *Lines* box is checked. To remove the lines, clear the check in the box.
- To display the calendar numbers in the calendar grid, ensure that the *Numbers* box is checked. To remove the numbers (to create your own custom numbers, for example), clear the check in the box.
- Click on the Edit button to customize a number of display settings for the calendar header, lines, and numbers: font, font size, font style, and more. See the [Calendar Settings](#) topic below.

Calendar Settings

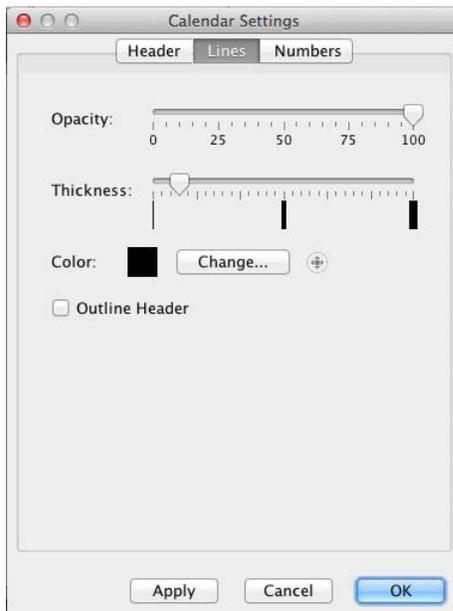
The Calendar Settings window allows you control the appearance of the calendar in great detail. See the options below:

Header Settings



- On the Header tab, the first set of options applies to the month and year display settings. The second set applies to weekday names, allowing you to customize the settings for each.
- Check the *Month* box to display the name of the month in the calendar header. Clear the checkbox to hide the month name.
- Check the *Year* box to display the year in the calendar header. Clear the checkbox to hide the year.
- Check the *Weekday Names* box to display the names of the days in the calendar header. Clear the checkbox to hide the weekday names.
- Change the set of text characters for the names by choosing a font from the *Font* drop-down list.
- Change how large the text characters are by choosing a number from the *Size* drop-down list.
- Click on B (**bold**) or I (*italic*) next to *Size* to apply the selected formatting style to the text.
- Click on the **Change** button to change the text color. This opens the [Choose Color](#) window.
- Drag the *Opacity* slider to the left to make the text more transparent. Drag the slider to the right to make the text more opaque (less transparent).
- Click **OK** to apply settings.

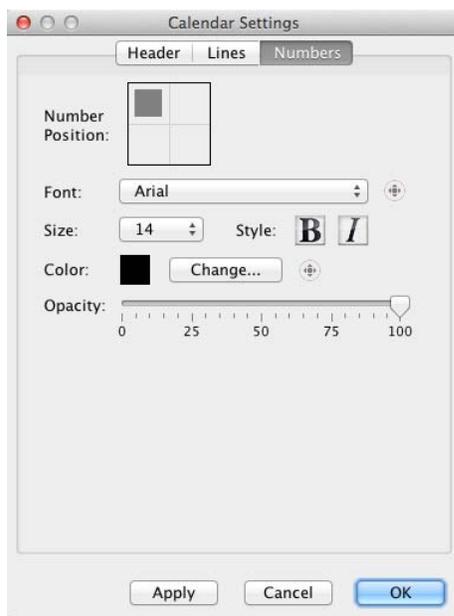
Line Settings



- Drag the *Opacity* slider to the left to make the calendar grid lines more transparent. Drag the slider to the right to make the lines more opaque (less transparent).

- Drag the Thickness slider to the right to make grid lines heavier and more visible. Drag the slider to the left to make them thinner. Please note that due to canvas scaling, very thin lines may not appear correctly on the screen, but will print out correctly.
- Click on the **Change** button to change the color of the calendar grid lines. This opens the [Choose Color](#) window.
- Check the *Outline Header* box to put a box around the header. Clear the checkbox to leave the header open.
- Click **OK** to apply settings.

Numbers Settings



- Click on an area in the *Number Position* box to choose where to display the day numbers.
- Change the set of text characters for the day numbers by choosing a font from the *Font* drop-down list.
- Change how large the text characters are by choosing a number from the *Size* drop-down list.
- Click on **B (bold)** or *I (italic)* next to *Size* to apply the selected formatting style to the day numbers.
- Click on the **Change** button to change the text color. This opens the [Choose Color](#) window.
- Drag the *Opacity* slider to the left to make the day numbers more transparent. Drag the slider to the right to make the numbers more opaque (less transparent).
- Click **OK** to apply settings.

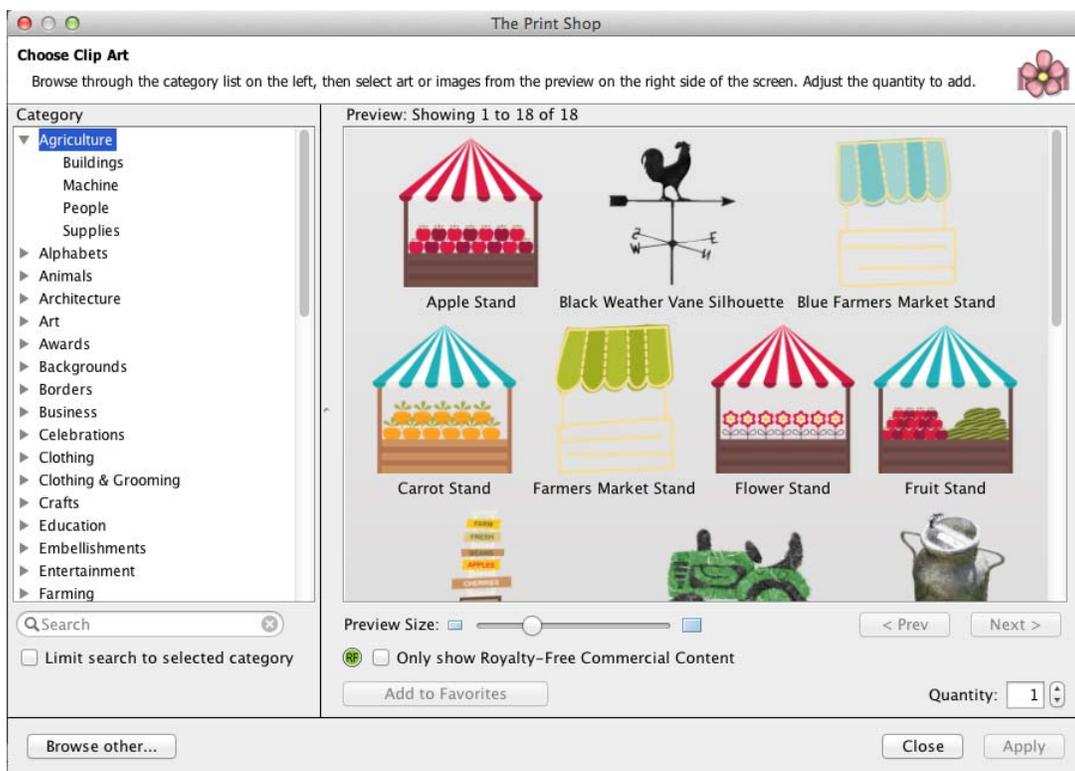
Clip Art

Clip art is a collection of graphic objects that is used for decoration on a page.

Adding Clip Art

To add clip art to a page:

1. Select a page in the *Page Thumbnails*.
2. Click on *Clip Art* in the Ribbon Tabs and click on the **Add Clip Art** icon. You may also choose **Insert > Add Clip Art** from the menu, or click on the **Add Clip Art** icon  on the toolbar to add clip art.
3. The *Choose Clip Art* window opens.

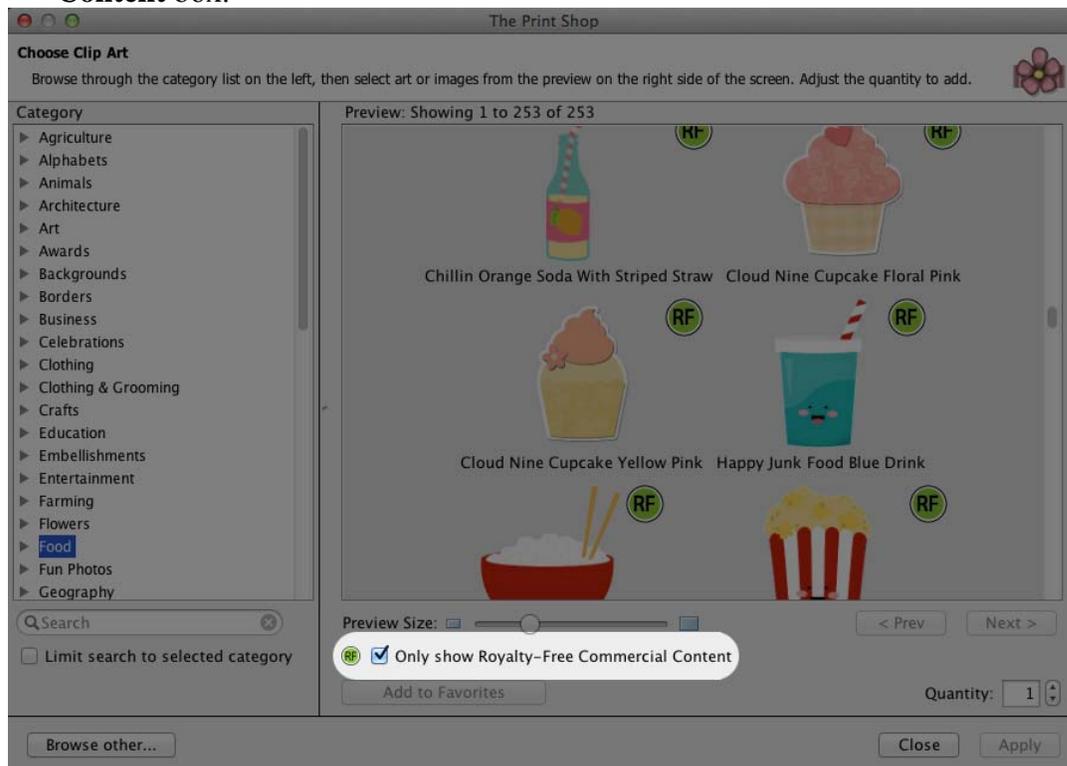


4. In the *Choose Clip Art* window:
 - Click on a category name in the left column (double-click on the category name or click on the plus sign or arrow symbol to expand categories). Available clip art will appear in the right column.
 - To get a more detailed view of the clip art, drag the **Preview Size** slider under the *Preview* area at the top right. Drag the slider to the left to see more clip art.
 - Click on an item in the right column.
 - Click on the up or down arrows next to *Quantity* to add more or fewer of that type of clip art (up to ten of one type at a time). Alternately, type a number between 1 and 10 in the box to change the quantity.

- Click on the **Add to Favorites** button to save the currently selected clip art to the *Favorites* category.
- The *Search* field allows you to find clip art by keyword or name. Check the *Search selected category only* box to limit the search to the category that you are currently viewing. Click on the *X* icon to clear the *Search* field.
- Click on the **Browse other...** button to add one of your own files to the currently selected project page as clip art. Select the file in the new window and click the **OK** button. It will be added immediately to the page, although the *Choose Clip Art* window may prevent you from seeing it until closed.
- Click on the **Apply** button to add the clip art to the page. The *Choose Clip Art* window stays open, allowing you to add more clip art.
- Click the **Close** button to close the *Choose Clip Art* window.

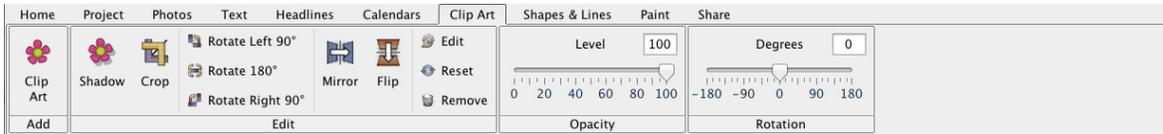
Royalty Free Commercial Use Images

- Click on the **Clip Art** tab in the Ribbon Tabs (top of The Print Shop).
- Click on the **Add Clip Art** icon.
- In the top, right-hand corner, check the **Only Show Royalty-Free Commercial Content** box.



Editing Clip Art

To begin editing clip art, click on it to select it. The *Clip Art* section of the Ribbon Tabs will open, displaying the available functions. Refer to the description of each function below:



Drop Shadow

Click on this button to add a shadow to clip art or to edit the clip art's existing shadow. A shadow makes clip art stand out and gives it a sense of depth on the page.



In the *Shadow Properties* dialog:

- Ensure that the *Enable Shadow* box is checked. Clear the check in the box to remove the shadow.
- Use the *Opacity* slider to affect how dark or light the shadow is.
- Use the *Blur* slider to increase or decrease the sharpness of the shadow's edge.
- Click on the **Change** button next to the *Color* box to choose the shadow's color. See the [Choose Color](#) topic for more information on choosing colors.
- Click on the shadow in the area to the top right and hold the mouse button while dragging to adjust the shadow's placement. You may also use the arrow keys on the keyboard to nudge the shadow.
- Check the *On this page* box to add a shadow with the same settings to each of the clip art on the current page.

- Check the *In this project* box to add a shadow with the same settings to all clip art on every page in the project.
- Click on the **Reset to Default** button to clear the current settings.
- Click on the **Save as Default** button to save the current settings as the default settings for clip art in The Print Shop. To clear default settings, click The Print Shop menu and choose Preferences, click on the *Shadow* tab, check the **Clip Art** box, and click **Reset to System Default**.
- The **Remove** button is another method for removing the shadow. This method allows you to remove shadows from all clip art in the project, all clip art on the page, or just the selected clip art. After clicking the **Remove** button, click on your choice in the new window that appears.
- Click **OK** to place the shadow.

Rotate 90° Left/Rotate 180°/Rotate 90° Right

Click on the **Rotate 90° Left** button to rotate the clip art 90° counter-clockwise, the middle button to flip it vertically, or click the **Rotate 90° Right** button to rotate it 90° clockwise.

Rotate (by Degrees)

To rotate clip art drag the slider to set the angle of rotation. The number in the box at the top right will show the angle in degrees (negative numbers represent counter-clockwise rotation). Alternately, you can type a number directly into the box at the right and hit *Enter/Return* on the keyboard.

Opacity

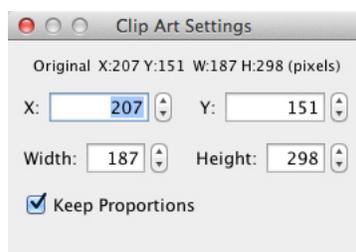
This allows you to make clip art semi-transparent (the original state of the clip art is 100% opaque – not transparent at all). Drag the slider to the left to make clip art more transparent. Drag the slider to the right to make clip art more opaque (less transparent).

Mirror/Flip

Use these buttons to turn clip art into its mirror image. Click on the left button (**Mirror**) to flip the clip art horizontally. Click on the right button (**Flip**) to flip the clip art vertically.

Edit

Clicking on this button will bring up the *Object Settings* dialog, which allows you to make exact adjustments to the size and location of the clip art.

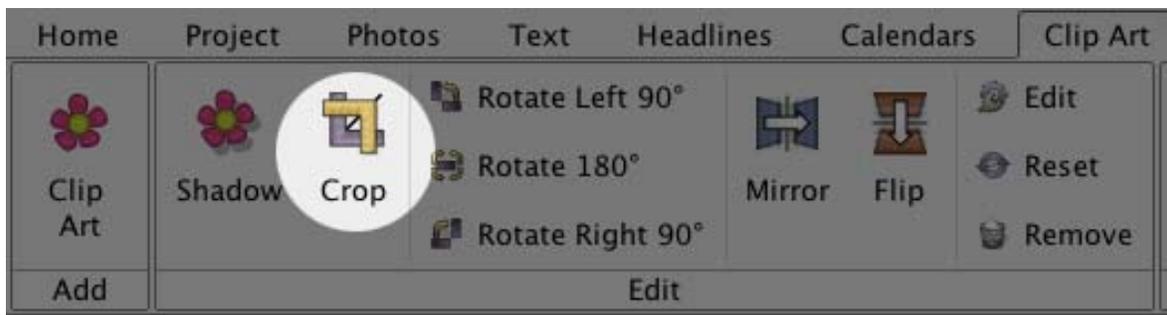


Click on the up or down arrows next to each field or select a number and type in a new value to change the settings.

- *X* – Changes the horizontal position of the selected object.
- *Y* – Changes the vertical position of the selected object.
- *Width* – Changes the width of the selected object.
- *Height* – Changes the height of the selected object.
- *Keep Proportions* – When checked, this option automatically adjusts the height as you change the width, and vice versa, to keep the clip art from becoming distorted. Clear the check to allow stretching.

Cropping Clip Art Images

- Select a clip art image.
- From the Ribbon Tabs (top of The Print Shop.) click on the **Clip Art** tab if it has not already been opened.
- Click on the **Crop** icon.
- At the bottom of that screen, click **Crop Shape...**
- Select the shape you wish to crop with and press **Apply**.
- Adjust the window to select the area you want to crop and then click **Ok**.



Clip Art Reset

Click on the **Reset** button to return the clip art to its default state.

Clip Art Remove

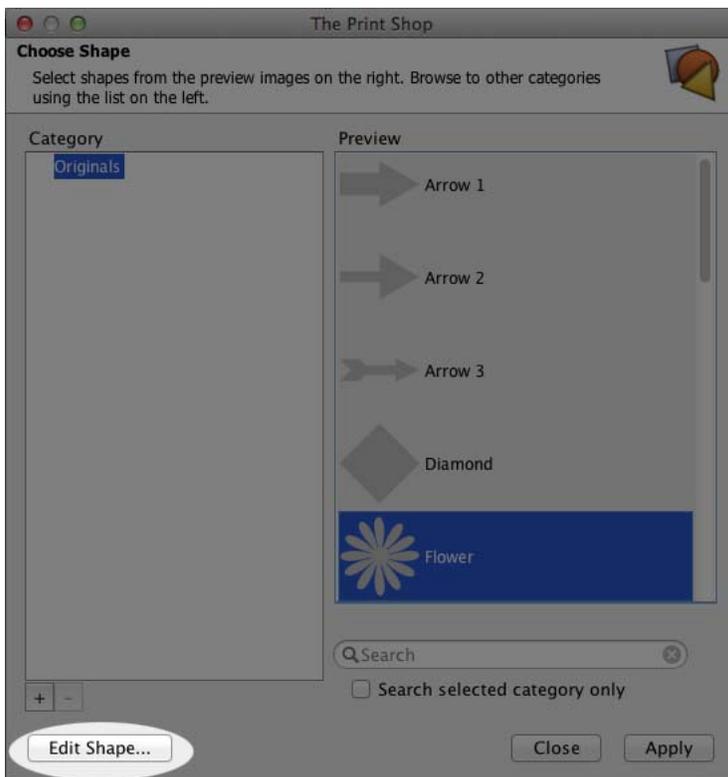
Clicking the remove button will delete the currently selected clip art.

Shapes and Lines

Shapes and lines can be used as design elements in a number of ways. Shapes behind text can make the text stand out, or various odd shapes can make the page more fun.

Adding Shapes

- To add a shape to the page canvas, click on the *Shapes and Lines* section of the Ribbon Tabs and click the **Add Shape** icon, choose **Insert > Add Shape or Line** from the menu, or click on the **Add Shape or Line** icon  on the toolbar.
- Select your desired shape.
- Click **Edit Shape**. Edit the shape by clicking on the lines or moving anchor points., to resize the shape.

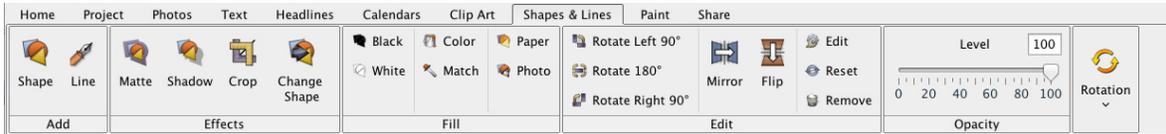


- Once you create the shape you like, click **Ok**.
- Name your new shape.

See [Editing Shapes](#) for more information on modifying shapes.

Editing Shapes

To begin editing a shape, click on it. The *Shapes and Lines* section of the Ribbon Tabs will open, showing the available functions. Refer to the description of the functions below the image:

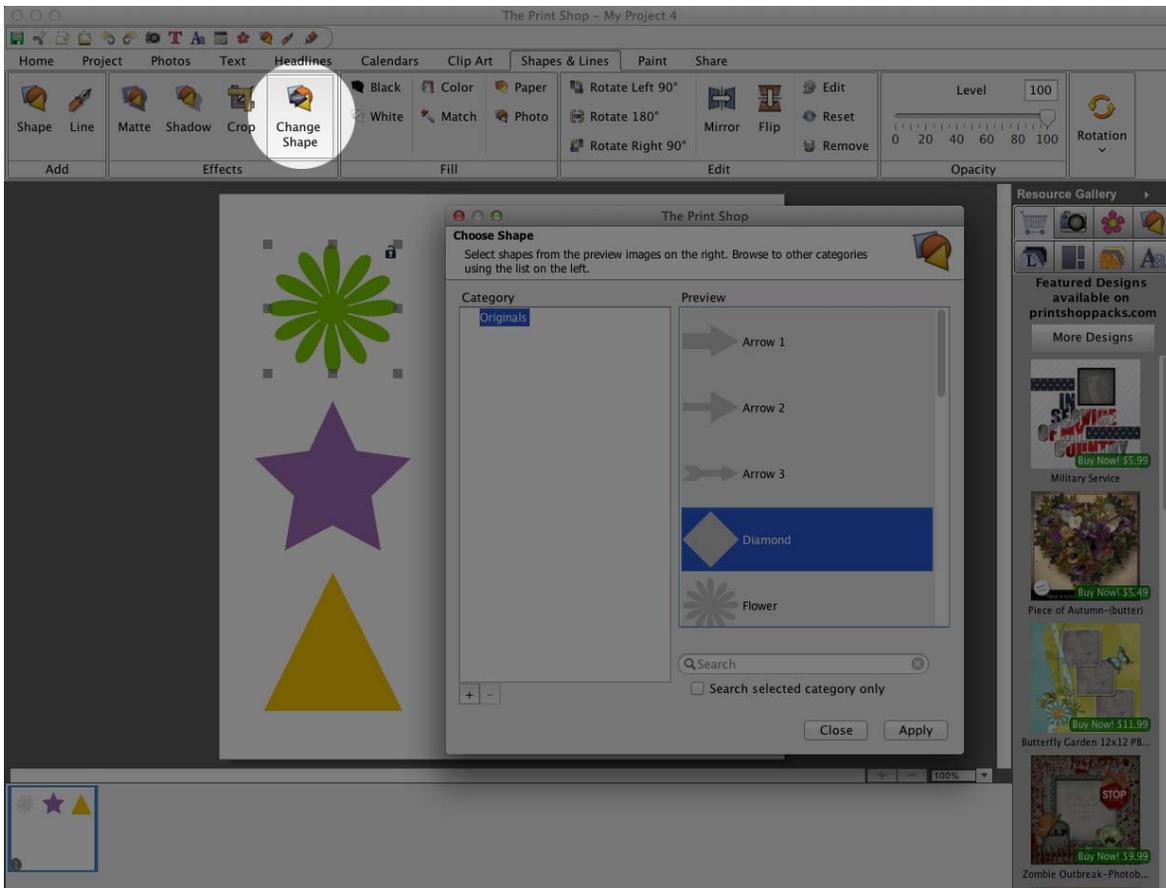


Add Shape

This is the same as choosing **Insert > Add Shape or Line** from the menu. See [Adding Shapes](#) for more information.

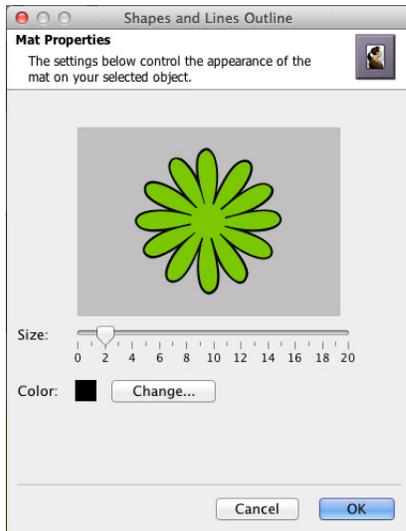
Change Shape to a Different Shape

- Select a shape on your page with a left-click.
- Under the Shapes and Lines tab in Ribbon Tabs click on the Change Shape Icon.
- In the Choose Shape Dialog, select a new shape, click Apply.



Matte

Click on this button to add a matte (a border or frame) to a shape, or to edit an existing matte.

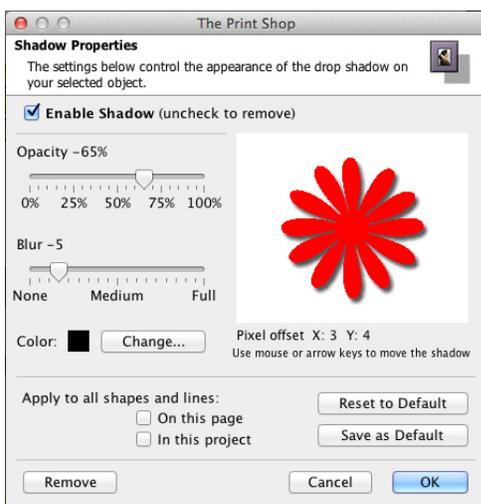


In the *Matte Properties* dialog:

- Drag the *Size* slider to change the size of the matte (the numbers represent the width of the matte in pixels).
- Click on the *Color* square or the **Change** button to choose a color for the matte. See [Choose Color](#) for more information.
- Click **OK** to apply the matte.

Drop Shadow

Click on this button to add a shadow to a shape, or to edit a shape's existing shadow. A shadow makes the shape stand out and gives it a sense of depth on the page.



In the *Shadow Properties* dialog:

- Ensure that the *Enable Shadow* box is checked. Clear the check in the box to remove the shadow.
- Use the *Opacity* slider to affect how dark or light the shadow is.
- Use the *Blur* slider to increase or decrease the sharpness of the shadow's edge.
- Click on the **Change** button next to the *Color* box to choose the shadow's color. See the [Choose Color](#) topic for more information on choosing colors.
- Click on the shadow in the preview area to the top right and hold the mouse button while dragging to adjust the shadow's position. You may also use the arrow keys on the keyboard to nudge the shadow.
- Click on the *On this page* box to add a shadow with the same settings to each of the shapes on the current page.
- Click on the *In this project* box to add a shadow with the same settings to all shapes on every page in the project.
- Click on the **Reset to Default** button to clear the current settings.
- Click on the **Save as Default** button to save the current settings as the default settings for shapes in The Print Shop. To clear default settings, click The Print Shop menu and choose Preferences, click on the *Shadow* tab, check the **Shapes and Lines** box, and click **Reset to System Default**.
- The **Remove** button is another method for removing the shadow. This method allows you to remove shadows from all shapes in the project, all shapes on the page, or the selected shape. After clicking the **Remove** button, click on your choice in the new window that appears.
- Click **OK** to place the shadow.

Rotate 90° Left/Rotate 180°/Rotate 90° Right

Click on the **Rotate 90° Left** button to rotate the shape 90° counter-clockwise, the middle button to flip it vertically, or click the **Rotate 90° Right** button to rotate it 90° clockwise.

Rotate (by Degrees)

To rotate a shape, drag the slider to set the angle of rotation. The number in the box at the top right will show the angle in degrees (negative numbers represent counter-clockwise rotation). Alternately, you can type a number directly into the box at the right and hit *Enter/Return* on the keyboard.

Black Shape

Click on this icon to change the color of the shape to black. This will not affect the color of the matte.

White Shape

Click on this icon to change the color of the shape to white. This will not affect the color of the mat.

Change Color

Click on the *Change Color* icon to change the shape color. This will open the *Choose Color* window. See the [Choose Color](#) topic for more information.

Match Color

Clicking on this icon opens the *Picker* tab of the *Color Chooser* window. See the [Choose Color](#) topic for more information.

Shape Opacity

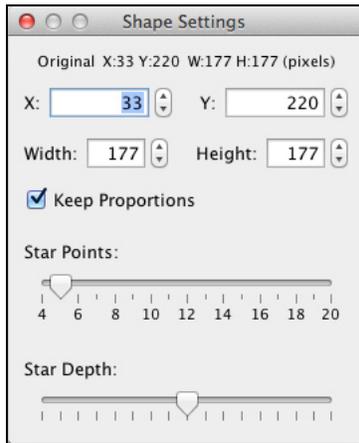
This allows you to make the shape semi-transparent (the original state of the text is 100% opaque – not transparent at all). Drag the slider to the left to make the shape more transparent. Drag the slider to the right to make the shape more opaque (less transparent).

Shape Mirror/Flip

Use these buttons to turn a shape into its mirror image. Click on the left button (**Mirror**) to flip the shape horizontally. Click on the right button (**Flip**) to flip the shape vertically.

Shape Edit

Clicking on this button will bring up the *Object Settings* dialog, which allows you to make exact adjustments to the size and location of the shape.



Click on the up or down arrows next to each field or select a number and type in a new value to change the settings.

- *X* – Changes the horizontal position of the selected object.
- *Y* – Changes the vertical position of the selected object.
- *Width* – Changes the width of the selected object.
- *Height* – Changes the height of the selected object.
- *Keep Proportions* – When checked, this option automatically adjusts the height as you change the width, and vice versa, to keep the shape from becoming distorted. Clear the check to allow stretching.

- *Other Shape Properties* – The *Object Settings* window has additional editing options for certain types of shapes. The options below are available for the specified shape types:

Line – line thickness

Picture Frame – frame thickness

Polygon – number of sides

Rounded Corners – corner roundness (depth)

Star – number of points, star depth

Shape Reset

Click on the **Reset** icon to return the shape to its original state (the way it looked immediately upon adding it).

Shape Remove

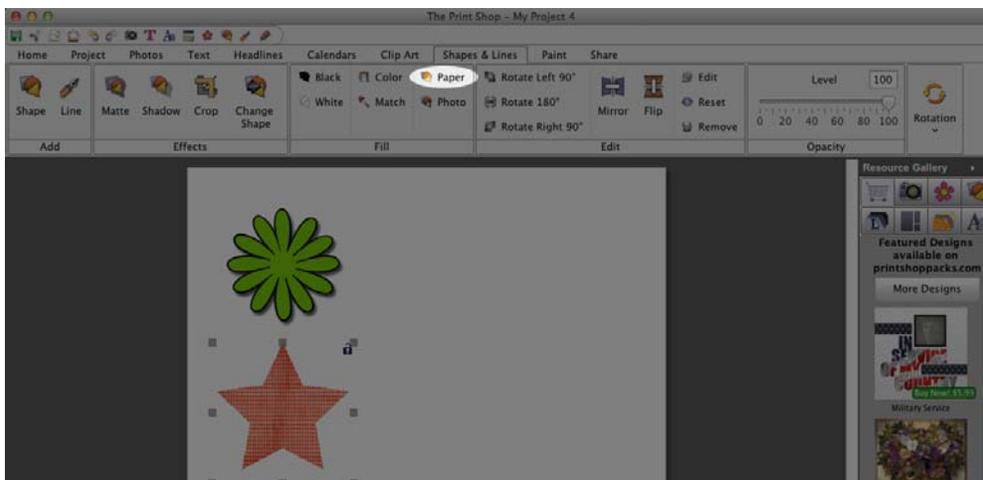
Clicking on the Remove button will delete the current shape.

Fill shape with background image

You can now create a shape and then use the Paper Fill button in the shape control panel to fill it with a background paper.

Fill Shape with Background Image.

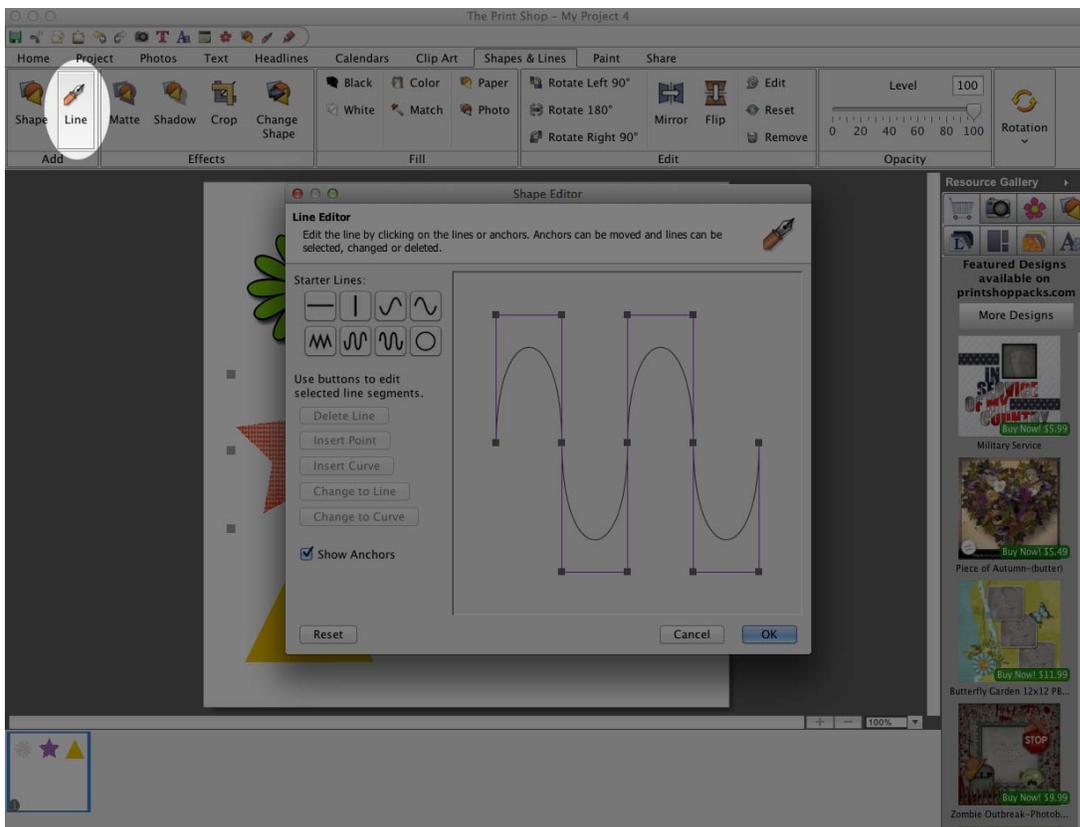
- Open the Shapes and Lines tab under Ribbon Tabs.
- Click on the Add Shape Icon
- Select a shape from the Choose Shape dialog window, and then click Apply.
- Close the Choose Shape dialog window.
- With the shape selected click on the Paper Fill Icon in the Ribbon Tabs panel.
- Select a Paper from the Choose Background dialog window, and then click OK.



Line tool / editor

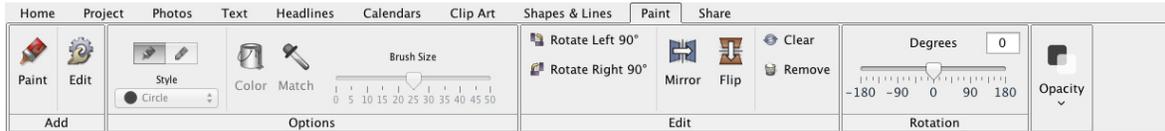
Now we have a Line tool editor. You can add points or curves to the line to create very distinct custom lines. We also have Starter lines, prebuilt with curves, zigzag, waves, etc.

- Open the Shapes and Lines tab under Ribbon Tabs.
- Click on the Add Line icon.
- In the Line Editor dialog select one of the starter lines.
- You may change to another starter line at any time in the Line Editor dialog by left-clicking any of the starter line icons.
- To customize a starter line, select any part of the line to bring up the edit buttons.
- You may delete a line, insert a point, curve or change between line & curve using the buttons on the left of the editor.
- To adjust a line or curve select it with a left click, place your cursor over one of the grey anchor points, left-click & hold, then drag the point to a new position & release.
- When you are satisfied with the line you have click OK to apply it to your page.



Brush/ Paint Tools

- Click on the **Paint** tab from your Ribbon Tabs (top of The Print Shop).
- Choose **Add Paint Box**. Also inside the **Paint** tab, you can change the brush style and size, change the paint color, rotate your paint box, change the opacity of the paint, clear, and erase your paint



Checking a Project

Use the functions in the *Check Project* section of the Ribbon Tabs to prepare your project for sharing with others.

If you are planning to print the project, please see the extra information in the [Project Output Preparation](#) topic.

Viewer Mode

Viewer Mode allows you to see your project in the context of the output you will be creating (printing, photo album, calendar, or greeting card). It is also useful for proofing pages before choosing output options. Check your entire project in this mode before creating output from the *Share Project* section of the Ribbon Tabs.

1. To enter Viewer Mode, click on the **Preview Project** icon in the *Share* Ribbon Tab, choose **View > View Project** from the menu. 
2. Choose a preview type. Most of the preview types correspond with an output type, with the exception of Page-by-page, which simply displays a large view of all the pages in the project.

Note: The Photo Album preview will prompt you to choose a cover type. Choose *Photo Cover* if you intend to use your first and last pages as the front and back cover of the photo album. Otherwise, choose *Non-Photo Cover*.

3. Once in Viewer Mode, a row of navigation buttons will appear at the bottom of the presentation. Browse through the project using the arrow icons. Some preview types will allow you to go to a specific page by choosing from the *Go to page* drop-down menu.

Page-by-page viewer navigation bar:

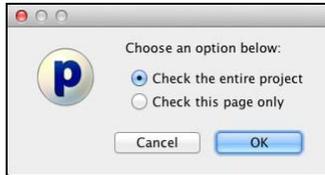


4. When you have finished previewing your project, click on the **Close** button on the far right.

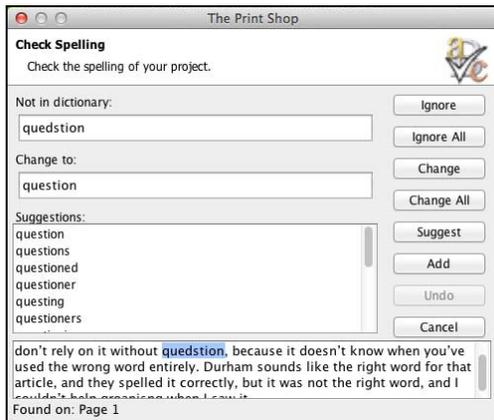
Check Spelling

The Print Shop spell checker processes the entire project, checking all text boxes on unlocked project pages for spelling. To run the spell check:

1. Click on the **Check Spelling** icon  in the *Share* Ribbon Tab, or choose **Check Project > Check Spelling** from the menu.
2. Choose the option to check the entire project at the next prompt (recommended), unless you are resolving spelling issues on specific pages. After making a selection, click **OK** and the spell check will begin.



3. If the spell checker finds misspelled words, it will launch the *Check Spelling* dialog. The following image and list describe the function of each button in the dialog:



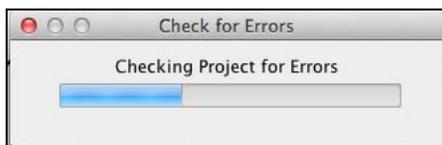
- a. *Ignore* – Leaves the current word as it is and moves on to the next misspelling.
- b. *Ignore All* – Leaves the current word and any identical words in the entire project as they are.
- c. *Change* – Replaces this instance of the word in the *Not in dictionary* field with the one in the *Change to* field.
- d. *Change All* – Replaces this and all subsequent instances of the word in the *Not in dictionary* field with the one in the *Change to* field.
- e. *Suggest* – If the spell checker doesn't automatically provide alternate words in the *Suggestions* field, click on this button.
- f. *Add* – Places the current word into the dictionary and continues with the spell check process.
- g. *Undo* – When making multiple changes within the same text box, this allows you to return the last word you changed to its former spelling.
- h. *Cancel* – Exits the spell checker.

4. The spell check will pop up a dialog box to inform you when it has finished checking the text in the project.

Check for Errors

The project error check searches the project for potential problems and displays a list of any errors it finds. This function primarily searches for corrupt objects, missing files, and photos and text that extend beyond the edge of the page canvas.

1. Click on the **Check for Errors** icon in the *Share* Ribbon Tab or choose **Check Project > Check Project for Errors** from the menu.
2. The Print Shop checks the project.



3. When it has finished, The Print Shop displays a printable list of errors.



Common Errors:

- *File is missing from the project folder.* If you receive this error, it is because an object file (photo or text) is missing. If the project is missing a large number of objects, contact Technical Support for assistance (<http://support.encore.com/>). If there are only a few missing objects, make a note of the missing objects' locations or print the error log, locate the missing objects on their respective pages (photos will be replaced by a dark gray box and text by a yellow box), and replace them with the original file or text.

If you have questions, go to the support Web page at <http://support.encore.com/>

Project Output Preparation

The Print Shop provides flexibility when outputting your project: printing your project, saving project pages as JPEG files, uploading the project to be printed as a photo album, and more.

Careful planning is necessary to take full advantage of this flexibility. Please take note of the following considerations when designing a project:

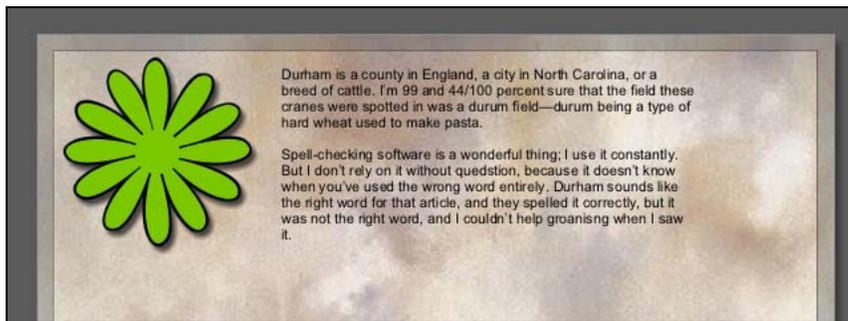
- *Print* – Pay close attention to the paper size of the project type you select when creating a project. Many projects use a paper size other than the standard 8.5” x 11” paper.
- *Photo Album* - The photo album creation process will trim up to ¼” per project page side.

The Print Shop provides two primary tools to assist with project output preparation and checking.

Bleed Area

The Print Shop bleed areas are the best method for checking which portions of your project may be trimmed.

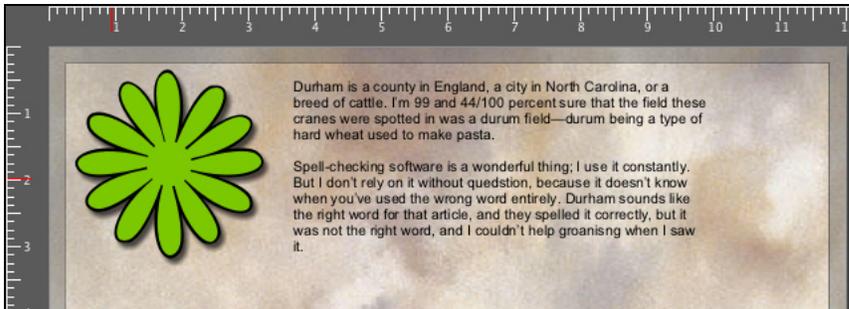
1. Click on the **View** menu and position your cursor over the **Bleed Area** option.
2. From the submenu that appears, choose the option that corresponds to your output type.
3. The gray areas around the outside of project pages indicate where the project will likely be trimmed. Any critical objects (photos, clip art, shapes, titles, etc.) should be kept out of these gray shaded areas. The bleed areas are not exact, and should only be considered estimates – it is always wise to allow a little extra space as a margin of error.



Rulers

Rulers can also be helpful in determining which parts of a project page may be trimmed.

To display rulers, choose **View > Rulers** from the menu.



To change the ruler units and size, click **The Print Shop** menu and select **Preferences**. Click on the *Grid/Ruler* tab. Choose the default ruler units from the *Display Ruler and Grid in* drop-down menu and click **OK**.



To prepare for printing, choose the units that best correspond to the size of the paper (usually inches). To change the size of the project, choose **Edit > Change Project Size/Type** from the menu. Finally, choose a size from *Sizes* drop-down menu or adjust the *Width* and *Height* numbers until both dimensions are equal to the intended print size.

Printing Business Cards

Before printing business cards, you may want to create an Avery sheet. See the [Avery Template Support](#) topic for more information.

Sharing Your Project

The Print Shop provides a number of ways to share your project with family and friends. The descriptions of each output option are provided below.

Click on the *Share* section of the Ribbon Tabs to display the output options.

Important Note: It is critical you read and understand the information in the [Project Output Preparation](#) topic before proceeding with the *Share* options.

Print (at Home)

Print the entire project, or individual pages, on your home computer's printer. To print your project, click on the *Print* option and see the [Print](#) topic to continue.

Export

This option will save project pages in JPEG, PNG, or PDF format, which can be stored on your computer or sent to family and friends. To create the images, click on the *Export* option and see the [Export](#) topic to continue.

Order Professionally Printed Items

Photo Album

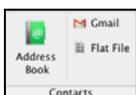
This option will save each page as a high quality image file which will be uploaded to the photo album website to be made into a hardbound book. To create files for a photo album, click on the *Photo Album* option and see the [Photo Album](#) topic to continue.

Calendar

This option will save each page as a high quality image file which will be uploaded to the calendar website to be made into a calendar. To create a calendar, click on the *Calendar* option and see the [Calendar](#) topic to continue. To print calendars at home, use the *Print* option (above).

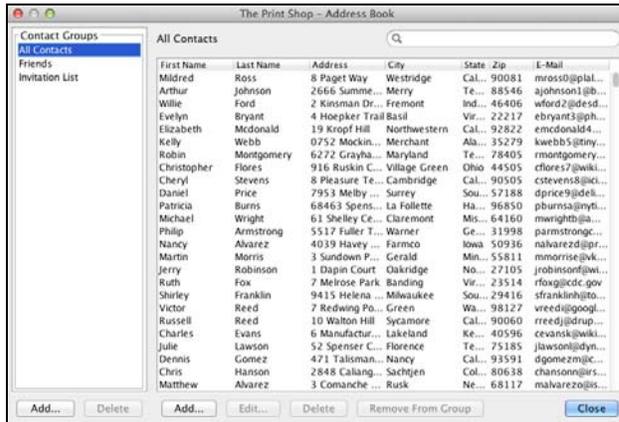
Address Book Editor

The Address Book will allow you to create or import contacts and define groups of contacts for use with mail merge projects such as mailing and return labels, invitations, post cards, envelopes, etc.



Creating a Contact

To create a contact open Address Book from the Share tab. The Address Book dialog is divided into two main areas, the left is Address Groups, the Right is individual contacts. Press the Add button under the All Contacts area to make a new entry. When the dialog appears enter relevant contact details such as name, address, city, state, zip, etc. and click Save.



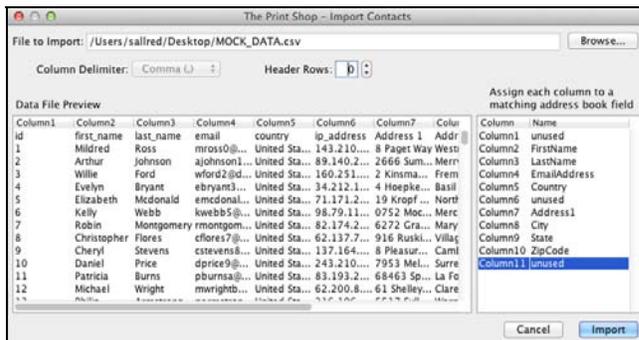
Import from Gmail

You can import contacts from Gmail by clicking the Import from Gmail icon and then entering your Gmail Login info. Print Shop will quickly import your Gmail contacts directly into its Address Book.



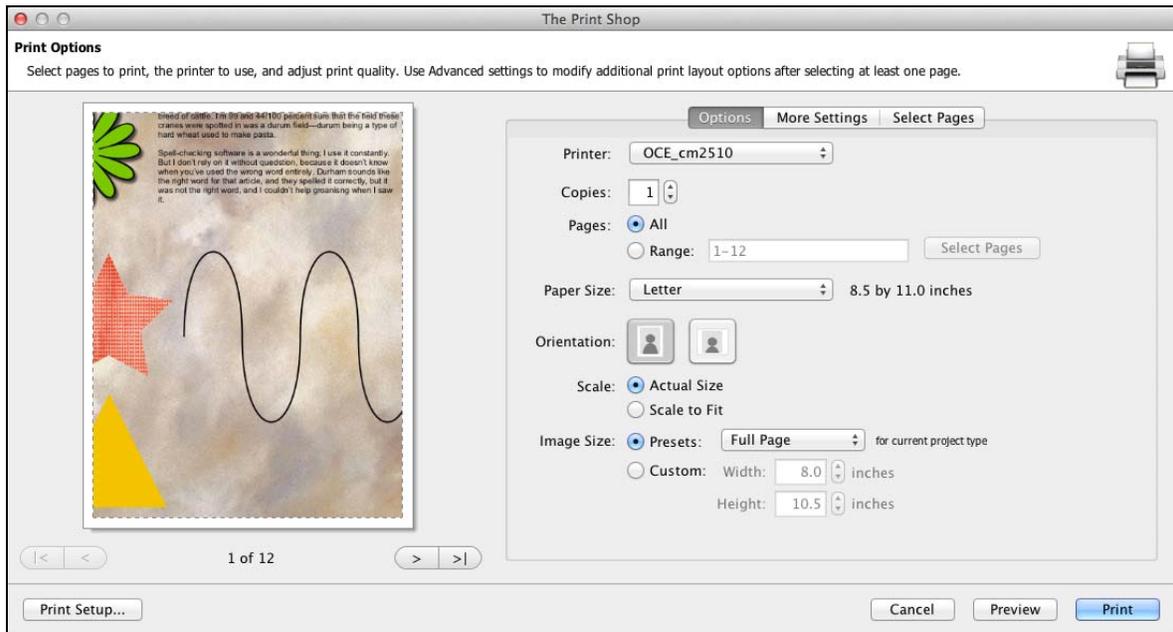
Import from Flat File

You can also import contacts from a Flat File or a comma separated file. Click the Import from Flat File button, then click browse button to locate your data file. Print Shop will load a preview of the file on the left and allow you to match up the fields with the Print Shop Address Book using the drop downs on the right.



Print

After choosing the *Print* option, the *Print Options* window will appear.



Options

Printer

Choose Printer from drop down menu.

Paper Size

Choose a paper size from the *Paper Size* drop-down menu.

Paper Orientation

These options determine the direction that the project pages will print on the paper.

Image Size

These options allow you to quickly choose a specific print size.

- Click on an option in the *Standard Sizes* drop-down menu to select a print size.
- Click on the *Custom Size* option to specify a size that is not available from the *Standard Sizes*. Select the number in the *Width* or *Height* field and type in a new value (the " character is required). Alternately, click on the up/down arrows next to the numbers to change them by small increments.
- The *Crop image to fit area* option will ensure that the entire area you specify (e.g. 5"x7") is filled, even if this means trimming two sides of the page. Refer to the print preview area on the right side of the screen to see the effect this option will have on your project pages.

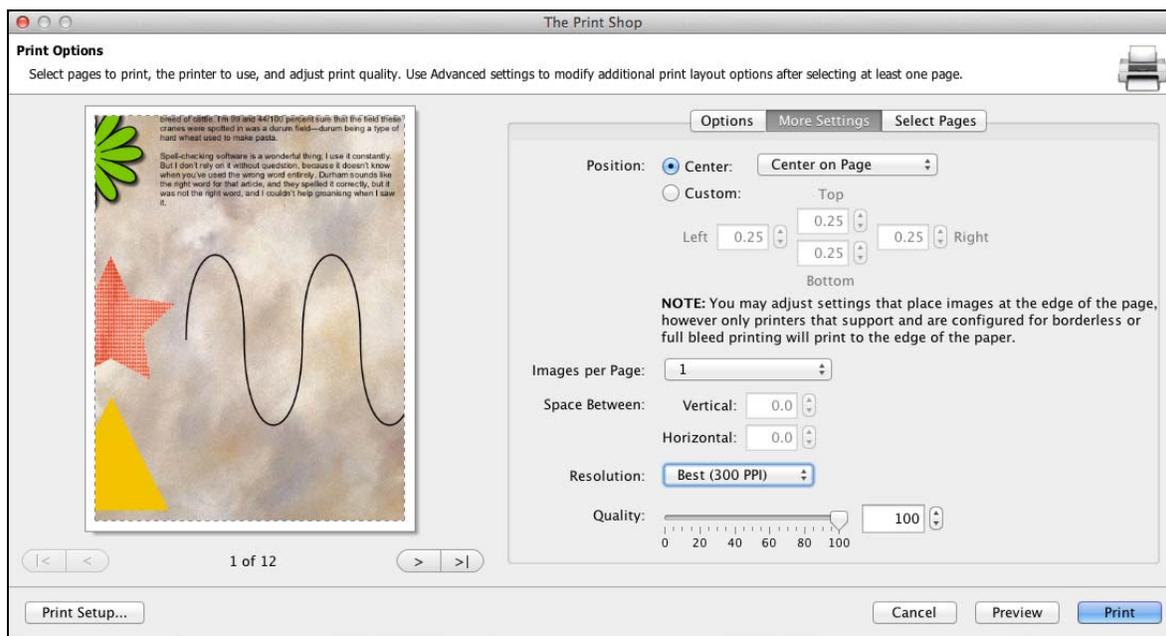
- Click on *Span multiple pages as needed* to print very large projects (such as banners) to multiple sheets of paper (typically standard 8.5x11 paper). After printing, you can attach the sheets of paper together.

Print Setup

- Select settings specific to your printer such as paper size and borderless printing.

More Settings (optional)

Click on the **More Settings** tab to select layout options for the print job, such as the number of project pages to print per sheet of paper (see below). *Recommendation:* Set your printing margins before choosing the options in this window.



Changes to your print settings can be previewed in the area to the right as you select them.

Number of Images per Page

This option allows you to print more than one project page on each piece of paper. In order to print more than one project page per page, you must first choose a print size small enough to accommodate multiple project pages from the *Size of Image Area* options (e.g. two project pages will fit on a standard piece of paper at 3"x5").

- Click on the drop-down menu to choose the number of project pages to print per page.
- Click on the up/down arrows (or type in a number) next to *Vertical space between images* and *Horizontal space between images* to create a buffer between the project pages that are printing on a single piece of paper.
- To create a contact sheet, click on the **Contact Sheet** button. This will create one or more pages of thumbnails of the selected project pages. Use the slider to adjust the size of the thumbnails.

Image Layout Adjustment

- Choose an option from the drop-down list to set the print placement on the page.
- Select *Custom Layout* and click on the up/down arrows (or type in a number) next to the *Top/Bottom/Left/Right* numbers to manually set the print area.

Resolution and Quality

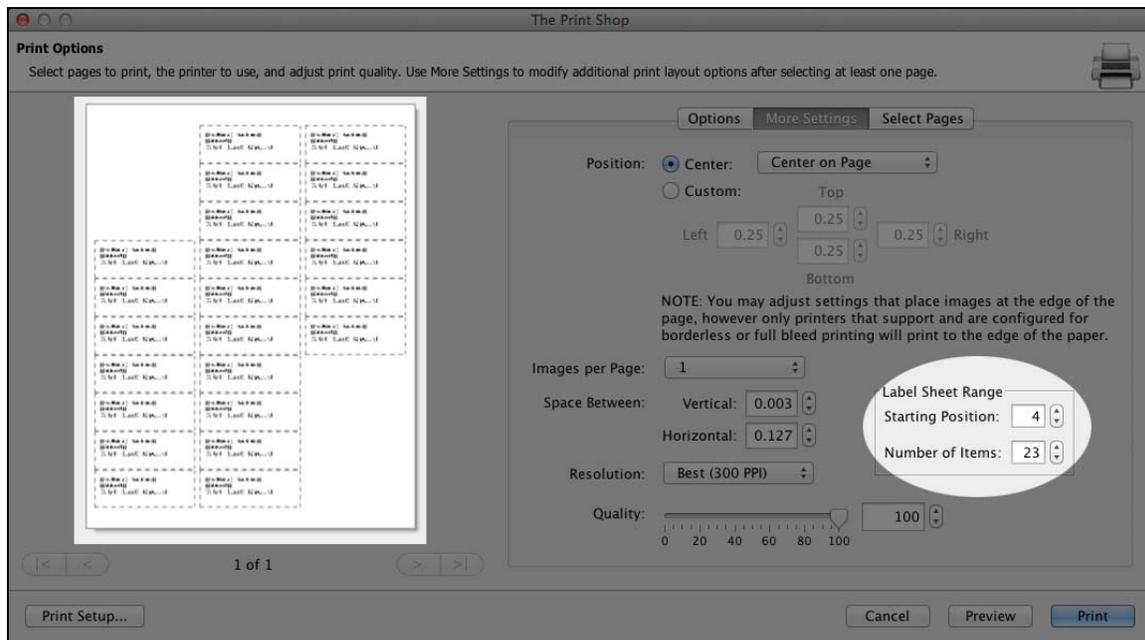
- The *Print Resolution* setting determines how large you can print your album without a noticeable grainy effect. Choose the *Best* setting for large printing sizes (like 12” x 12” or 8 ½” x 11”). Reducing the resolution may speed up print jobs for smaller sizes.
- Drag the *Print Quality* slider to choose the quality of the print job. Choose higher quality settings for final output (higher settings usually take longer). Use lower quality settings to quickly print drafts.

Label Print Offset

You can specify where you want your labels to print on a label sheet. This can be useful if you have a label sheet that was printed before but still contains useable labels.

Label Printing Options

With a label project open go to Print. On the **More Settings** tab of the print dialog you can select which label to start printing at and how many total labels you intend to print.



Select Pages:

- Check the box in the upper left corner of pages to mark the page for printing.
- Alternately, type a range of pages in the *Page range* field. To indicate a range of pages (e.g. from page 2 through page 5), put a dash in between the page numbers (2-5). You may also enter specific page numbers, separated by commas (1,4,6) or a combination of ranges and individual pages (1-3,5).
- The **Select All** button will mark all pages for printing.
- The **Clear All** button will clear all pages from printing.
- Click on the buttons with gray arrows at the bottom left to change the way the page prints. Click the left button to flip the page vertically. Click the right button to turn the page around horizontally (mirror).

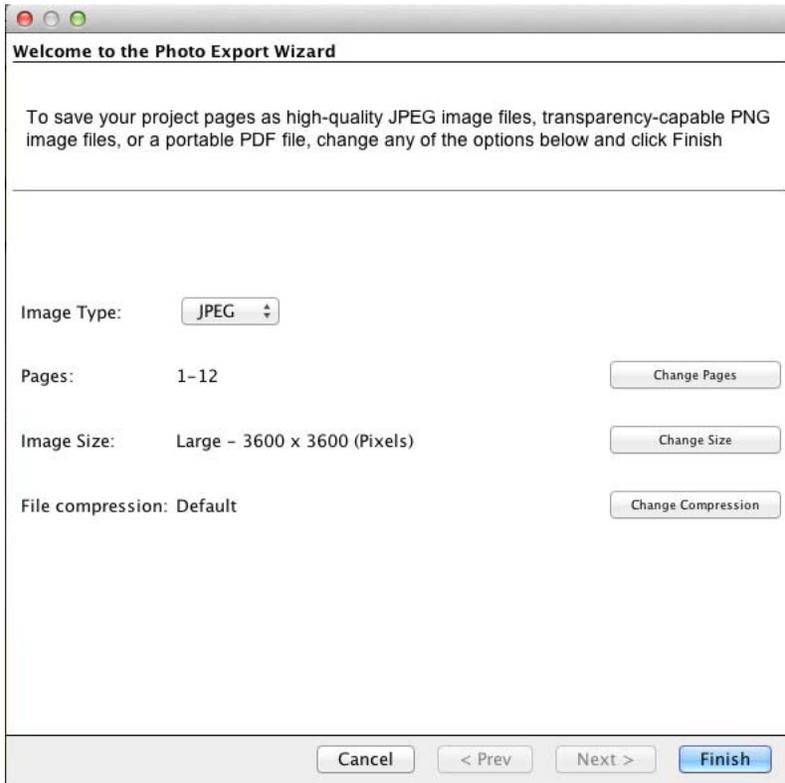
Preview

- Allows you to preview what your page or pages will look like printed out. Quick way to double-check settings without wasting paper actually printing.

Click on the **Print** button when you have completed selecting pages, print setup, and more settings.

Export

After choosing *Export*, the *Photo Export Wizard* will appear.



- Choose a file type from the Image Type drop-down list.
 - JPEG files will tend to have smaller file sizes.
 - PNG files have the advantage of preserving transparency.
 - The PDF format is an ideal choice for saving all of the pages together in a single document.
- Click on any button to customize the export settings (described below).

Check your selected settings. Click **Finish** to confirm your choices. The Print Shop will begin saving each page as an image to the folder you specified.

When the export process has completed, browse to the folder containing the newly created images. The filenames will have the following format:

<Project Name>-<Page Number>.jpg (i.e. Our Family Vacation-003.jpg)

Export Settings

Pages

Welcome to the Photo Export Wizard

Select pages you want to export by clicking on page or by typing in page numbers and/or page ranges. Pages with check marks will be exported.

1 2 3 4 5 6

Page range:

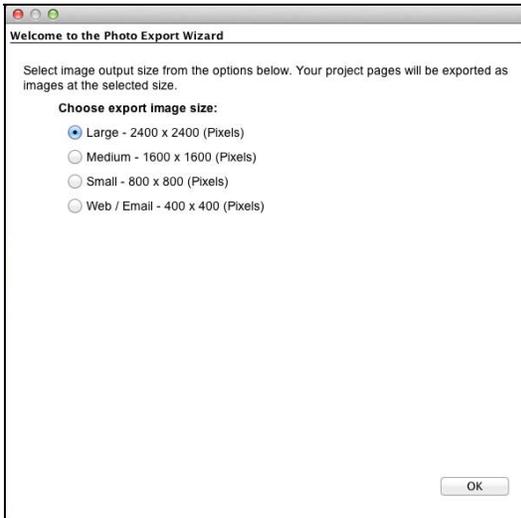
Enter pages and/or page ranges separated by commas. Example: 1,3,5-12

Select which project pages to export using the options in this step:

- The **Select All** button will mark all pages.
- The **Clear All** button will clear all pages.
- Alternately, type a range of pages in the *Page range* field. To indicate a range of pages (e.g. from page 2 through page 5), put a dash in between the page numbers (2-5). You may also enter specific page numbers, separated by commas (1,4,6) or a combination of ranges and individual pages (1-3,5).
- You may also directly check the box in the upper left corner of each project page preview to mark the page.

Click **OK** to return to the main screen.

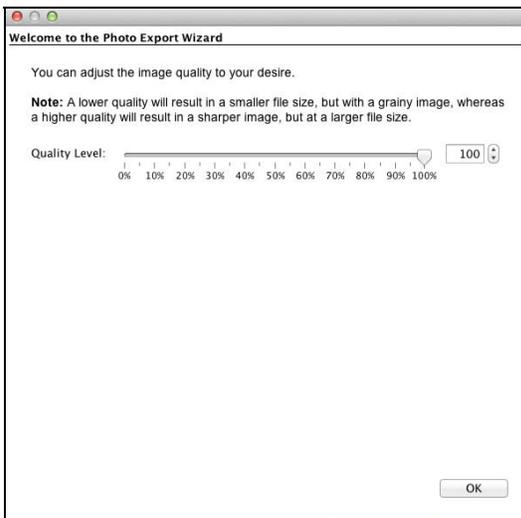
Image Size



Choose a size for your exported files (not all sizes may be available for all project types). Larger sizes work better for printing, while smaller sizes use less disk space and are easier to transport or send as email attachments.

Click **OK** to return to the main screen.

File Compression

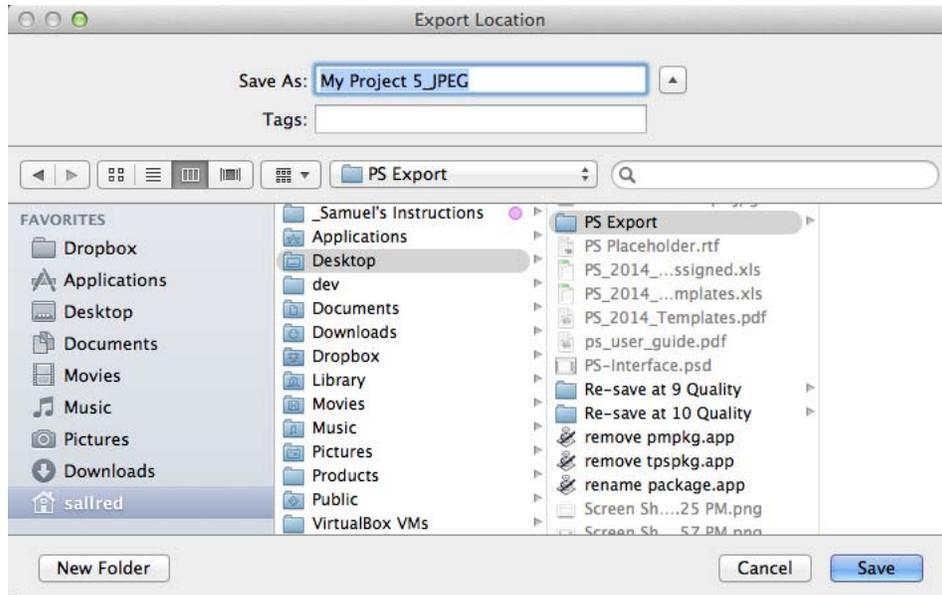


Drag the slider to choose a quality setting. The higher percentages create sharper, more accurate files, but the files will take up more disk space. Lower percentages will create smaller files, but the files may have a noticeable grainy or blurry character. *Note:* compression settings do not affect PNG files.

Click **OK** to return to the main screen.

Output Location

Choose a location for the exported files. Double-click on folders to open them. Click **OK** to choose the current folder.



The Print Shop will place all of the created images in a new folder (with the project's name) inside the selected folder.

Click **OK** to return to the main screen.

Photo Album

IMPORTANT: There is a 26 page minimum and 100 page maximum for bound photo albums.

After choosing *Photo Album*, the *Photo Album Wizard* will appear.

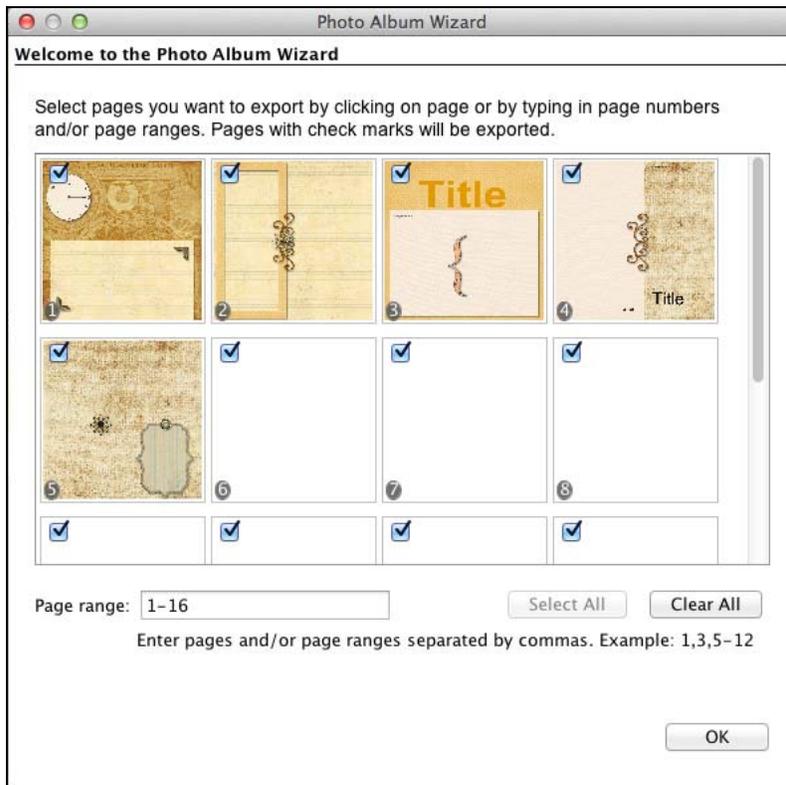


- Click on any button to customize settings (described below).
- Clear the check in the **Photo Cover** box if you will not be using your first and last pages for the front and back covers of the book.
- Click the **Book Preview** button to check the photo album.
- Click **Next** when you are satisfied with the settings.

After clicking **Next**, see the next step after the [Photo Album Settings](#) topics, starting with [Book Spine Options](#).

Photo Album Settings

Pages

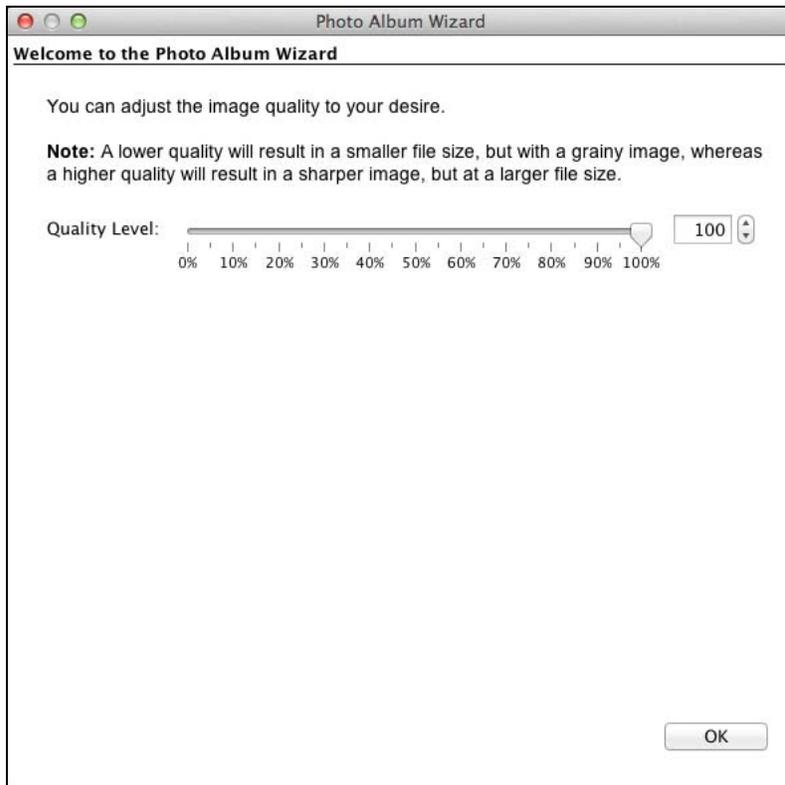


Select which project pages to upload using the options in this step:

- The **Select All** button will mark all pages for printing.
- The **Clear All** button will clear all pages from printing.
- Alternately, type a range of pages in the *Page range* field. To indicate a range of pages (e.g. from page 2 through page 5), put a dash in between the page numbers (2-5). You may also enter specific page numbers, separated by commas (1,4,6) or a combination of ranges and individual pages (1-3,5).
- You may also directly check the box in the upper left corner of each project page preview to mark the page for printing.
- To change the order of the pages, close the Photo Album Wizard and see [Page Order](#).

Click **OK** to return to the main screen.

File Compression



Drag the slider to choose a quality setting. The higher percentages create sharper, more accurate files, but the files will take up more disk space and will take longer to upload to the printing website. For good printing results choose 80% or higher.

Click **OK** to return to the main screen.

Book Spine Options (Photo Cover Only)

The screenshot shows a window titled "Photo Album Wizard" with a tab labeled "Book Spine Options". The window contains the following elements:

- Instructional text: "Choose the color and text for the spine of your cover. A maximum of 70 characters (including blank spaces) is available. Book binding options will be determined online. **Note:** Spine and spine text are not proportionate to actual book size."
- Two preview images: "Back Cover" showing a book spine with a title label, and "Front Cover" showing a book cover with a clock face.
- "Spine Color:" section with a color palette and a "More Colors" button.
- "Spine Text:" section with a text input field containing "Sample Book" and a "No spine text" checkbox.
- "Spine Text Color:" section with radio buttons for "Black" (selected) and "White".
- Navigation buttons at the bottom: "Cancel", "< Prev", "Next >", and "Finish".

The following cover options apply only to hard bound books with a photo cover (if you are not printing a photo cover album, continue with the [Summary](#) step below):

- *Spine Color:* Click on a color square to choose the color of the spine. For more options, click on the **More Colors** button.
- *Spine Text:* The spine text is what you will see when the photo album is sitting on a shelf. Type in the text you would like in the *Spine Text* field. Click the *No spine text* checkbox if you do not want to print anything on the spine.
- *Spine Text Color:* Choose the color for the spine text by clicking on one of the options next to *Spine Text Color*.
- Click the **Next** button.

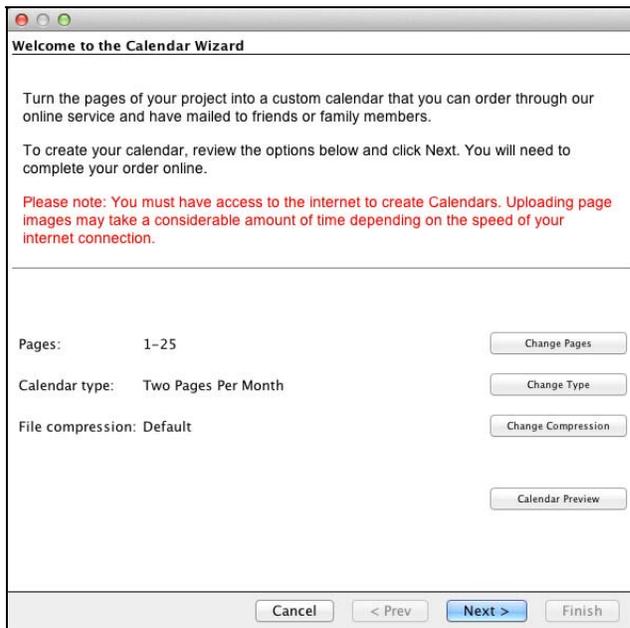
Summary

In the *Summary* screen, confirm that you have approved your project pages by checking the box and then click the **Finish** button.

At this point The Print Shop will launch the photo album website (Internet connection required). Follow the instructions on the website to complete the order.

Calendar

After choosing *Calendar*, the *Welcome* screen of the *Calendar Wizard* will appear.

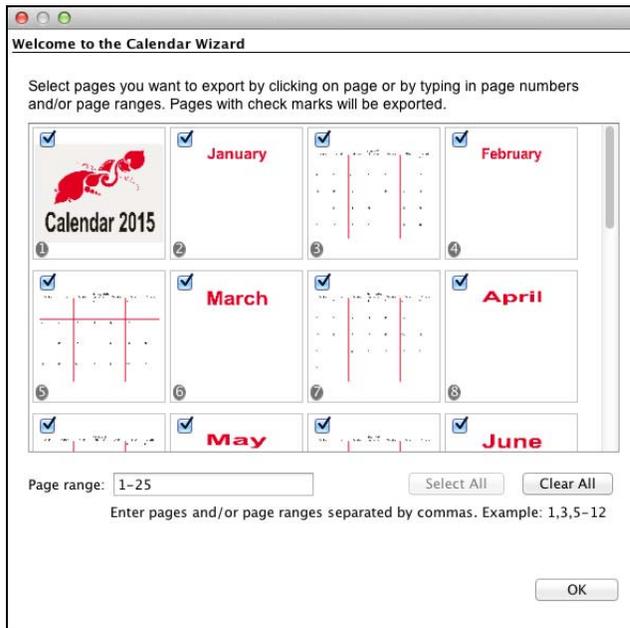


- Click on any button to customize settings (described below).
- Click the **Calendar Preview** button to check the calendar.
- Click **Next** when you are satisfied with the settings.

After clicking **Next**, see the [Summary](#) step after the [Calendar Settings](#) topics.

Calendar Settings

Pages



Select project pages using the options in this step:

- The **Select All** button will mark all pages.
- The **Clear All** button will clear all pages.
- Alternately, type a range of pages in the *Page range* field. To indicate a range of pages (e.g. from page 2 through page 5), put a dash in between the page numbers (2-5). You may also enter specific page numbers, separated by commas (1,4,6) or a combination of ranges and individual pages (1-3,5).
- You may also directly check the box in the upper left corner of each project page preview to mark the page.

Click **OK** to return to the main screen.

Calendar Type



After clicking on one of the options, click **OK** to return to the main screen.

File Compression



Drag the slider to choose a quality setting. The higher percentages create sharper, more accurate files, but the files will take up more disk space and will take longer to upload to the printing website. Lower percentages will create smaller files, but the files may have a noticeable grainy or blurry character. For good printing results choose 80% or higher.

Click **OK** to return to the main screen.

Summary

In the *Summary* screen, confirm that you have approved your project pages by checking the box and then click the **Finish** button.

The Print Shop will begin preparing each page. When the process has completed, The Print Shop will open the website for calendar orders and begin the upload process. Follow the instructions on the website to complete the order.

Avery® Template Support

The Print Shop includes project types that are compatible with Avery templates (see www.avery.com for information on Avery products).

Check the description of Ready-Made project templates and custom project types when creating your project for information about Avery template compatibility. Make a note of the Avery template(s) the project is compatible with.

Printing Multiple Single Items on an Avery Template

Certain project types, like mailing labels and business cards, can be formatted for printing on an Avery template. After creating the project, choose **Edit > Convert to Full Avery Sheet** from the menu. Then print the project to the appropriate Avery template.

The project type must be Avery-compatible for this menu option to be enabled.

Preferences

Use the settings in the *Preferences* dialog box to customize The Print Shop and set defaults for the program. To open the *Preferences* dialog, click **The Print Shop** menu and choose **Preferences**. See the description for each tab below.

Font Tab

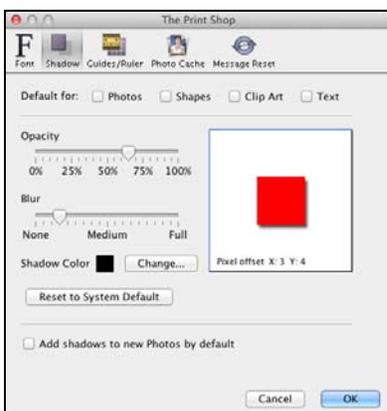
This sets the default font for text in the project. Each new text box will start with these settings and can be customized at any time.



Choose the default font style options for new text boxes. These are the same as the options for a text box. See [Adding Text](#) for more information.

Shadow Tab

Choose the default shadow settings for photos and clip art.



- Drag the *Opacity* slider to adjust the transparency of the shadow. Higher values for the slider make the shadow more opaque (darker); lower values make it more transparent.
- Drag the *Blur* slider to adjust the depth of the shadow around the edges. Lower values for the slider make the shadow darker around the edges, while higher values lighten the shadow edge.

- Click on the *Shadow Color* square to adjust the hue of the shadow.
- To move the shadow, click and hold the mouse down in the white box area as you move the mouse. You may also use the arrow keys on your keyboard to move the shadow.
- Checking the *Add shadows by default (photos only)* box will apply a shadow with the default settings to all photos you add to pages.
- To indicate which page object types the shadow settings will affect, check the boxes under *Apply above settings to*.
- Click on the **Reset to System Default** button to clear any custom default shadow settings.
- Click **Apply** or **OK** to apply the default shadow settings.

Guide/Ruler Tab

Choose the settings for rulers and the page guides.



- Choose an option from the *Display Guide/Ruler in* option (pixels, inches, or millimeters). This will be the default display unit for rulers in all projects.

Open Zoom Option

- Go to the **Preferences**.
- Click on the **Grid/Ruler** tab.
- Check the box to set the default zoom to 100% on project open.

Photo Cache

Choose the settings for thumbnail caching.

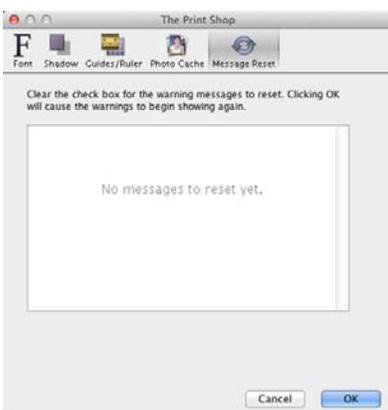


The Print Shop uses caching technology, which stores small versions of your photos in a local folder, to speed up the displaying of thumbnails.

- To change where the cache is located, click the **Browse** button, click a folder name in the *Select Cache Folder* window, and click the **Select** button.
- To clear the contents of the cache folder, click the **Clear** button. This will free up space on the hard drive, but thumbnails will take longer to load.
- To disable the cache, clear the check next to *Use Cache*. Note: disabling caching will slow down the display of thumbnails.

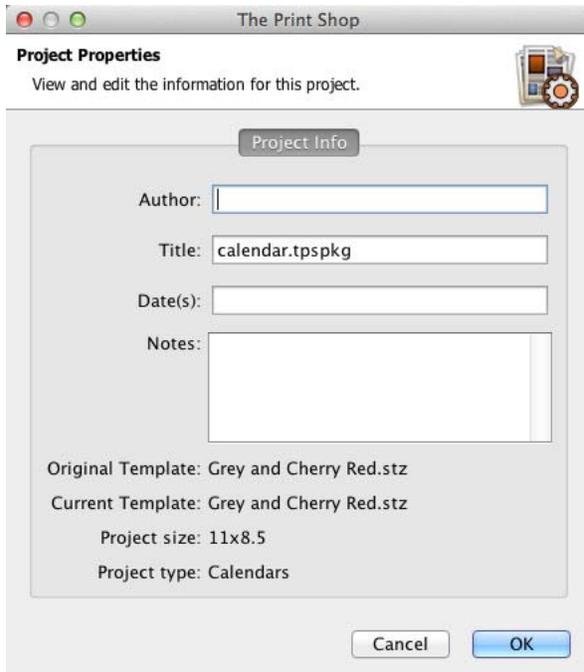
Message Reset

To enable any messages that have been disabled (such as the pixilation warning), click on this tab, clear the checkbox next to the appropriate warning, and click **OK**.



Project Properties

To open the *Project Properties* window, choose **Edit > Project Properties** from the menu.

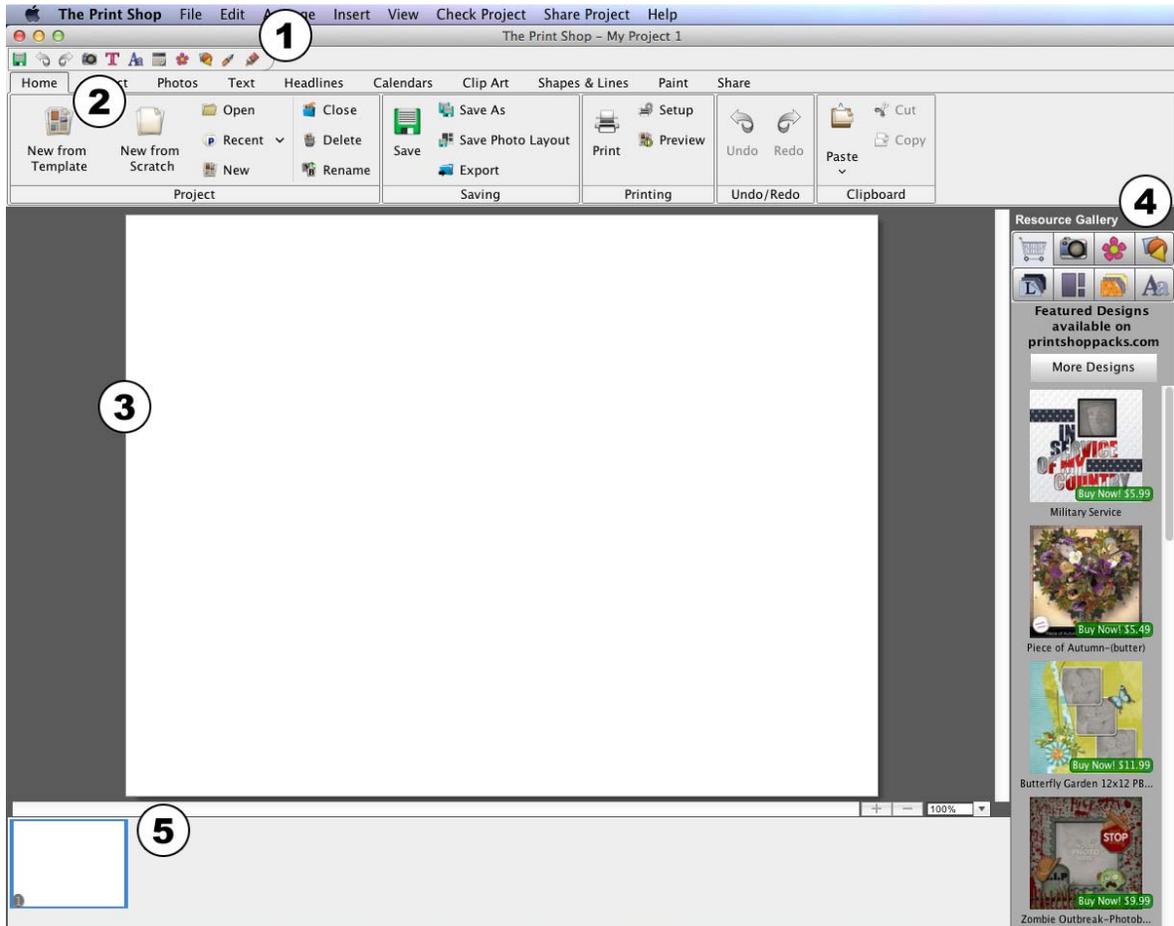


Project Info

Store important information about the project by filling in the fields in this dialog.

THE PRINT SHOP INTERFACE REFERENCE

The Print Shop Interface



Click on the links below to see specific information about each interface area.

1. [Menus and Toolbars](#)
2. [Ribbon Tabs](#)
3. [Page Canvas](#)
4. [Resource Gallery](#)
5. [Page Thumbnails](#)

Menus and Toolbars

Menus

The Print Shop

About The Print Shop – Displays a screen that contains copyright and version information for The Print Shop.

Preferences – Opens the *Preferences* dialog, which allows default program settings to be customized. See the [Preferences](#) topic for more information.

Quit – Closes running projects and exits program.

File

New Project – Closes the current project and opens the new project window. See the [Starting a Project](#) topic for more information.

Open Project – Closes the current project and opens a window for selecting and opening an existing project.

Recent Projects – Displays a list of recently accessed projects. Click on a project name to open it.

Close Project – Closes the current project.

Save – Writes the project in its current state to disk using the current project name and save location.

Save As – Writes the project in its current state to disk in a custom location with a new name. (The previously named project will exist separately under the original name. This will increase the amount of disk space used.)

Save Photo Layout – Uses the objects on the current page (photos and text boxes) to create a new page layout that will appear in the list of layouts when adding a new page to the project or when choosing from the *Photo Layout* section of the Ribbon Tabs.

Delete Project – Allows you to select a project to delete permanently from your hard disk.

Rename Project – Allows you to select a project and choose a new name for it.

Print Setup – Opens the Page Setup window. See [Print Setup Button](#).

Print – Opens a print window for printing the project or individual pages.

Export – Opens a window for exporting the project or individual pages in various formats.

Edit

Undo – Cancels the last operation.

Redo – Reverses the effect of the undo operation.

Cut – Removes a page object from the page, but saves it in memory so that it may be pasted to another location.

Copy – Saves a page object in memory so that it may be pasted to another location.

Paste – Places the page object stored in memory on the current page (the object will be slightly offset from its copied position).

Paste in Place – Places the page object stored in memory on the current page without an offset.

Clear – Permanently deletes a page object from the page.

Edit Object – Opens the *Object Settings* window for adjustments to object size and placement. See the [Edit](#) topic in the *Shapes and Lines* section for an example of what the *Object Settings* window does.

Text Options – Various settings for text on current page and throughout the project.

Delete Object – Permanently removes the selected page object from the page.

Lock Object – Fixes the position and size of the currently selected page object so that it cannot be edited.

Unlock All Page Objects – Unlocks all objects on the current page for editing.

Delete Shadow – Removes the shadow from the selected page object.

Delete Page – Removes the currently selected page from the project.

Find/Replace – Opens a window to search for specific words in text boxes and replace them.

Project Properties – Displays the *Project Properties* dialog. See the [Project Properties](#) topic for more information.

Change Project Size/Type – Opens the *Change Project Type/Size* dialog, which can be used to change a project from its current type (Banners, Brochures, Business Cards, etc.) to a different type and/or size.

Convert to Full Avery Sheet – Creates an Avery template-compatible project from a single item, like a business card. See [Avery Template Support](#) for more information.

Arrange

Order – Adjusts the layer order of objects on the current project page. See [Layers](#).

Align – Brings objects into alignment with each other or the page. See [Aligning Objects](#).

Group – Fixes the position of objects in relation to one another so that they can be moved, resized, and rotated without changing their position relative to each other.

Ungroup – Returns a group of objects to individual objects.

Select All – Selects all objects on the current page.

Select All Clip Art – Same as *Select All*, except that it only selects clip art on the page.

Change Background Paper – Allows you to choose the background for the current page. See the [Adding or Changing a Background Image](#) topic for more information.

Page Numbering – Allows page numbers to be applied to the page with various settings.

Insert

Add Page – Creates a new page in the project. See [Adding a Page](#) for more information.

Add Other Template Pages – Opens a utility for adding more photos or pages from a Ready-Made Template to the current project. For information about the FastFill option, see the [FastFill](#) topic.

Import from My Projects – Opens a utility for copying pages from other projects into the current project. See [Importing Pages](#) for more information.

FastFill Photos – Opens a window for choosing photos to automatically fill empty photo boxes in your project. See the [FastFill](#) topic for more information.

Add Photo – Opens a window for choosing a photo (jpg, bmp, png, gif, tif) to add to the current page. See the [Adding Photos](#) topic for more information.

Add Clip Art – Opens a window for selecting clip art to add to the current page. See [Adding Clip Art](#) for more information.

Add Text – Places a text box on the current page. See [Adding Text](#) for more information.

Add Headline – Places a headline box on the current page. See [Adding Headlines](#) for more information.

Add Shape or Line – Displays a list of shapes that can be added to the current page. See [Adding Shapes](#) for more information.

Add Line – Displays a list of Lines that can be added to the current page. See [Line Tool Editor](#) for more information.

Add Online Content – Opens a window with thumbnails of items that are available at a website with additional templates and clip art that you can use to create projects.

View

View Project – Displays a preview of the way the project will appear in print.

Bleed Areas – Displays a list of trim areas for different kinds of project output. See the [Project Output Preparation](#) topic.

Dielines – Allows you to choose which of the dieline objects to display. Dieline objects are typically cut and fold lines or instructions. Hiding them or making them partially transparent can make it easier to work on project pages.

Snap To Guide – Aligns objects to the Guide when they are moved. See [Page Guides Show Guide](#) – Displays a guide on the current page for assistance in placement of page objects.

Rulers – Displays rulers along the top and left side of the page. See [Rulers](#).

Canvas Zoom – Choose a zoom option from the list. Zooming in allows you to make finer adjustments to the placement of objects. Please note that the screen view is not representative of the high-resolution print quality pages The Print Shop will create when exporting the project for printing.

Page Spreads – Clicking on *Page Spreads* in compatible projects will display two pages side by side like a book spread. This allows you to line objects up and even span an object across two pages.

Previous Page – Moves back a page in the project.

Next Page – Moves forward a page in the project.

Check Project

Check Page for Errors – Opens a utility that checks for problems on the current page and displays a printable list of results.

Check Project for Errors – Opens a utility that checks for problems in the project and displays a printable list of results.

Check Spelling – Opens a utility that checks the project for spelling errors and suggests changes.

Project Supply List– Displays a list of various items that have been used in the project.

Lock Page – Ensures that no changes, additions, or deletions can be made to a page by disabling editing functions on the page.

Share Project

Print at Home – Opens the *Project Print Wizard* for printing the project on a local or network printer. See [Sharing Your Project](#).

Export – Prepares the project to be output to JPEG or PNG files. See [Sharing Your Project](#).

Order Photo Album – Prepares the project to be made into a printed and bound photo album. See [Sharing Your Project](#).

Order Calendar – Connects to a service for printing pages from the project as a calendar. See [Sharing Your Project](#).

Help

The Print Shop Help – Opens the help system, which contains topics, an index, and a search function for finding help with The Print Shop.

Check for Updates – If your computer is connected to the Internet, this will check to see if you have the most current version of The Print Shop.

User Guide – Opens the User Guide in another window, a print-ready document that contains complete information about using The Print Shop.

Browse Online Content – Opens a website with additional templates and clip art that you can use to create projects.

Video Tutorials – Opens a website with video tutorials about using The Print Shop, as well as other helpful resources.

Toolbar Icons

The mini toolbar contains some common program functions.

The Mini Toolbar



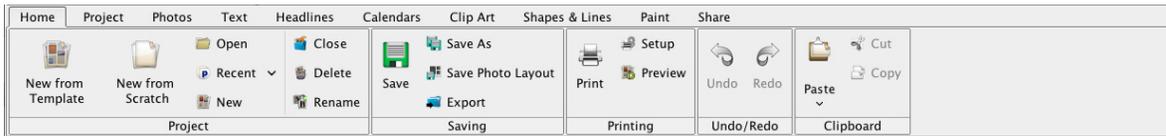
Icon Descriptions

1. **Save the Project** – Writes the project in its current state to disk using the current project name and save location.
2. **Cut Selected Object** – Removes a page object to the clipboard to be pasted in another location.
3. **Copy Selected Object** – Copies a page object to the clipboard to be pasted in another location.
4. **Paste Copied or Cut Page Object** – Applies the page object stored in the clipboard to the current page, slightly offset from the original position.
5. **Undo** – Cancels the last operation.
6. **Redo** – Restores the “undone” operation.
7. **Add Photo or Graphic** – Opens a window for importing a photo or graphic file (jpg, bmp, png, gif, tif) to the current page. See [Adding Photos](#) for more information.
8. **Add Text** – Creates a new text box on the page. See [Adding Text](#) for more information.
9. **Add a New Headline** – Creates a new headline box on the page. See [Adding Headlines](#) for more information.
10. **Add Calendar** – Adds a month calendar object to the canvas.
11. **Add Clip Art** – Opens a window for choosing and adding clip art to the current page. See [Adding Clip Art](#) for more information.
12. **Add Shape Object** – Opens a window for choosing a shape to add to the current page. See [Adding Shapes](#) for more information.
13. **Line Object** – Opens a window for choosing a Line to add to the current page. See [Adding Lines](#) for more information.
14. **Add Paint Object** – Adds paint object to the canvas. See [Paint](#).

Ribbon Tabs

The Ribbon Tabs allows you to quickly modify pages and page objects. Click on a heading (e.g. Backgrounds, Photos, etc.) to show a list of available functions.

The Print Shop Ribbon Tabs (top of the program)



See the topics below to read more about each Ribbon Tabs item.

[Project](#)

[Editing Photos](#)

[Editing Text](#)

[Editing Headlines](#)

[Editing Calendars](#)

[Editing Clip Art](#)

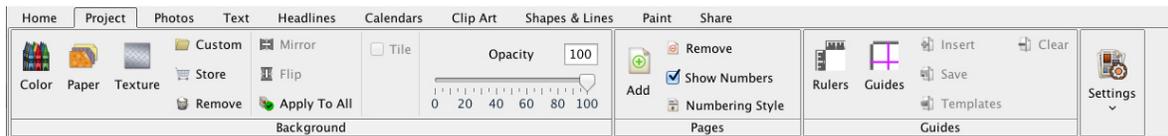
[Editing Shapes and Lines](#)

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Project

Click on *Backgrounds* to set or change the background of the current project page.



Background Category

- Click on a background category (e.g. *Paper*) to open a selection window.
- For *Color* backgrounds, see the instructions in the [Choose Color](#) topic.
- For *Paper* and *Texture* backgrounds, double-click on category names to show the available backgrounds. Click on a background name to see a preview in the right side of the window. Click **OK** to apply the background.
- Click on the *Custom* icon to open a window for choosing an image file from your hard drive to use as a background. Browse to an image file, click on the thumbnail of the image, and click **OK**.

Background Opacity

Reducing the opacity of a background will lighten it, (to make dark text easier to read, for example). To adjust the opacity of the background, click on the slider and hold down the mouse button as you drag the slider.

Tile Background

This option allows you to use an image file to create a repeating background pattern.

Apply Background to All Pages

Click on this button to change the background of every page in the project using the current background settings (background image and opacity).

Background Remove

Click on this icon to clear the background of the current project page.

Page Canvas

The Page Canvas provides a few object editing functions in addition to the functions described in the [Working with Page Objects](#) topic.

Right-Click Menu

Click with the right mouse button on an object to bring up the following menu:

- *Bring to Front* – Places the object on top of all other objects.
- *Send to Back* – Places the object behind all other objects.
- *Bring Forward* – Moves the object up one layer.
- *Send Backward* – Pushes the object back one layer.
- *Align* – Provides the following options for aligning objects with each other or the page:
 - Top: Aligns all selected objects to the topmost object on the page.
 - Middle: Lines up the vertical middle of each selected object.
 - Bottom: Aligns all selected objects to the bottommost object on the page.
 - Left: Aligns all selected objects to the leftmost object on the page.
 - Center: Lines up the horizontal center of each selected object.
 - Right: Aligns all selected objects to the rightmost object on the page.
 - Center Vertical on Page: Places all selected objects in the vertical center of the page.
 - Center Horizontal on Page: Places all selected objects in the horizontal center of the page.
 - Space Evenly - Horizontal: Arranges the currently selected objects so that they all have the same amount of horizontal space between them.
 - Space Evenly - Vertical: Arranges the currently selected objects so that they all have the same amount of vertical space between them.
- *Group* – Fixes the position of objects in relation to one another so that they can be moved, resized, and rotated without changing their position relative to each other.
- *Ungroup* – Returns a group of objects to individual objects.
- *Cut* – Removes a page object from the page, but saves it in memory so that it may be pasted to another location.
- *Copy* – Saves a page object in memory so that it may be pasted to another location.
- *Edit Object* – Opens the *Object Settings* window, allowing you to change the size and position of the object.
- *Delete* – Removes a page object from the project.

- *Lock Object* – Fixes the position and size of the currently selected page object so that it cannot be edited.

Double-Click

Double-click a photo to open the crop function (see [Crop](#)).

Double-click a text box to change the text (see [Editing Text](#)).

Double-click on headlines to open the headline effects window. See the [Headline Effects](#) topic for more information.

Double-click a calendar to open the *Calendar Settings* window. See the [Calendar Settings](#) topic for more information.

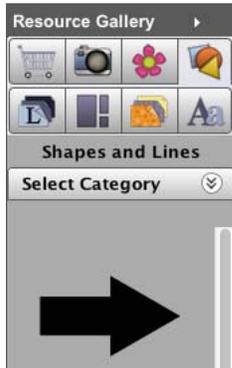
Double-click clip art or shapes to open the *Object Settings* window. See the description of the *Object Settings* functions in the [Edit](#) topic in the *Shapes* area for more information.

Resource Gallery

The Resource Gallery shown on the right side of The Print Shop allows you to add objects to project pages quickly. It provides quick access to photos, clip art, shapes and lines, layers, page layouts, backgrounds, and headline styles.

Note: Clicking on the Resource Gallery heading will hide the gallery.

To use the Resource Gallery:



- The first tab opens a window with thumbnails of design templates and clip art that can be added to The Print Shop. Clicking on an item will open a website where the item can be downloaded or purchased. Includes free items.
- Click on any of the other icons at the top of the gallery to show available resources.
- To add a resource to a page, click on it, hold down the mouse button, and drag the mouse to the page canvas. When you release the mouse button, The Print Shop will place the object at your current cursor position. You can also double-click on an object to add it to the page.
- Some resource types include a **Browse** button. Click the button to change the current set (folder) of resources, and then click on a new folder. Click on plus or arrow symbols to expand folders in the *Clip Art Category* or *Choose Photos Folder* window. Then click the **Open** button.
- If the Photos icon is selected, the gallery shows the thumbnails of all the photos in the current photo folder. The name of the folder appears at the top of the pane.
- *Photos:* If the page has an unfilled photo box, you can fill the box by clicking on the Photos icon and then dragging one of the photo thumbnails over the box. The box will highlight in blue to indicate that it will be filled. When you release the mouse, the photo will be placed in the box.
- *Photo Layout Notes:* When you drag a photo layout option to the page, The Print Shop will update the page with the new layout. Please be aware that if you choose a layout with fewer photos than the current page, The Print Shop will remove some of the photos from the page. Photos on the page will be cropped to accommodate the layout. It is best, but not necessary, to choose layouts that contain the same type of photos as the current page.
- *Layers:* Arrange canvas object layers by dragging objects above or below other objects.

Page Thumbnails

The bottom portion of The Print Shop displays a thumbnail of the pages in the project.

Right-Click Options

The following functions are available by clicking with the right mouse button on a page thumbnail:

- *Insert Page After* – Opens the *Add New Page* dialog for choosing a page template. After you select a page template, The Print Shop creates a new page with the selected template after the page that you right-clicked.
- *Insert Page Before* – Opens the *Add New Page* dialog for choosing a page template. After you select a page template, The Print Shop creates a new page with the selected template before the page that you right-clicked.
- *Duplicate Page* – Makes an exact copy of the right-clicked page.
- *Delete* – Removes the page that you right-clicked from the project.

Reordering Pages

To move a page to a different position in the project, click on the page thumbnail in the *Page Thumbnails*, hold down the mouse button, and drag the page to its new position.