SPEER's MediaFACE

User Guide

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Introduction

SPEER's MediaFACE Application is intended for the creation and editing of various labels and inserts (CD-ROM labels and inserts, audio cassette labels, video tape labels, etc). MediaFACE is a vector-based, multilayered, color graphics editor. MediaFACE provides sophisticated tools for working with text and barcodes. The application has libraries of custom elements (templates, dashes, joins, caps, and clipart), that allow you to create high-quality labels.

Interface Reference

Main components

The User Interface includes the following components:

- ♦ Application menu
- ♦ Toolbox
- ♦ Color and Fill palettes
- ♦ Clipart
- ♦ Layers Manager
- ♦ Status Bar
- ♦ Graphics Editor Window

Components description

Application menu

File menu

New

Creates a new MediaFACE layout.

Use this command to create a new MediaFACE layout. You can open an existing MediaFACE layout with the Open command.

MediaFACE opens the chosen file in a new window.

Open

Opens an existing MediaFACE layout.

Use this command to open an existing MediaFACE layout in a new window. Use the Window menu to switch among multiple open documents.

You can create a new MediaFACE layout with the New command.

Close

Closes the current MediaFACE layout window.

Use this command to close the current MediaFACE document window. MediaFACE asks whether you want to save changes to your MediaFACE layout before you close it. If you close a MediaFACE layout without saving, you lose all changes made since the last time you saved it. Before closing an untitled MediaFACE layout, MediaFACE displays the Save As dialog box and suggests that you name and save the MediaFACE layout.

Save

Saves the current MediaFACE layout using the same file name.

Use this command to save the active MediaFACE layout with its current name. When you save a MediaFACE layout for the first time, MediaFACE displays the Save As Dialog so you can name your MediaFACE layout. If you want to change the name and location of an existing MediaFACE layout before you save it, choose the Save As command.

Save As

Saves the current MediaFACE layout with a specified file name.

Use this command to save and name the active MediaFACE layout. MediaFACE displays the Save As Dialog so you can name your MediaFACE layout and choose the destination folder.

To save a MediaFACE layout with its existing name and folder, use the Save command.

Save as Picture

Converts the current MediaFACE layout into PICT graphic format.

Use this command to convert the current MediaFACE layout into a PICT file. MediaFACE displays the Save As Dialog where you can choose the destination folder and name your graphics file.

Revert

Reverts the current MediaFACE layout to the last saved version.

Use this command to revert the current MediaFACE layout to the last saved version. All changes made after the last saving operation will be canceled.

Printer Calibration

Calibrates the position of the MediaFACE layout to fit the printing area of the chosen printer.

Use this command to adjust the printout of the MediaFACE layout if the printer does not print exactly on the label. This command opens the Printer Calibrate Dialog, where you can offset the printer output vertically or horizontally.
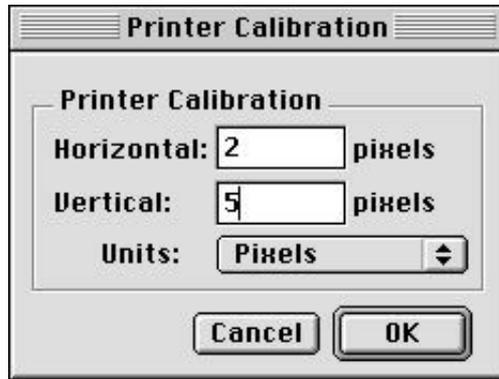
Page Setup

Sets the page properties for the MediaFACE layout.

Use this command to set page properties for the MediaFACE layout. The command opens the Page Setup Dialog for the current system printer. Settings in the Page Setup Dialog depend on the chosen printer; usually paper size and orientation are available. You can change the current printer from the Chooser application.

Print

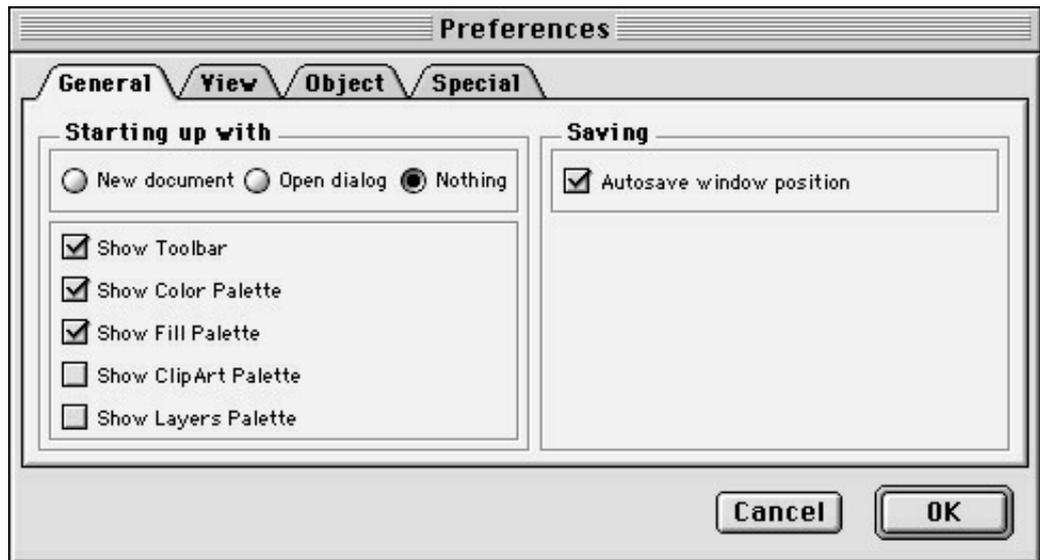Prints the current MediaFACE layout.

Use this command to print the MediaFACE layout. The command opens the Print Dialog for the current system printer.

Preferences

Specifies MediaFACE preferences.

Use this command to specify settings for the MediaFACE application. MediaFACE displays the Preferences Dialog, which contains four tabs:

General

Under the General tab you can set parameters that will influence the appearance of the application when it starts.

MediaFACE can start by opening a new document or an existing document. The Open File Dialog will appear where you should specify the template for a new document or an existing MediaFACE layout file.

Check boxes indicate whether the following interface components will be opened on startup:

- Toolbox

- Color Palette

- Fill Palette

- Clipart Palette

- Layers Palette

If the Autosave Windows Position check box is checked MediaFACE opens the palette windows as they were placed in the previous session.

View

Under the View tab you can set Ruler and Grid options.

- Units of Measurement

- Number of Grid divisions per unit
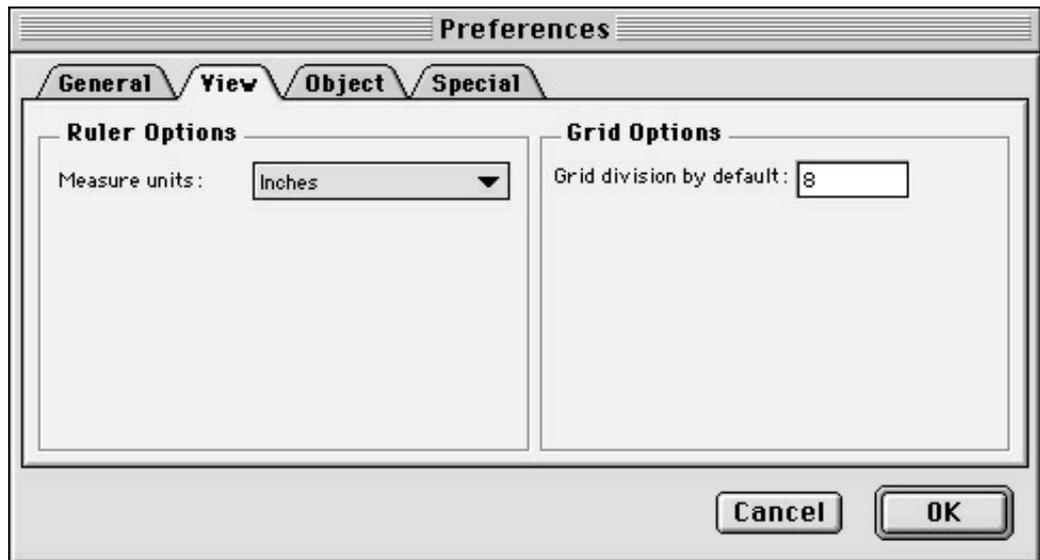
Object
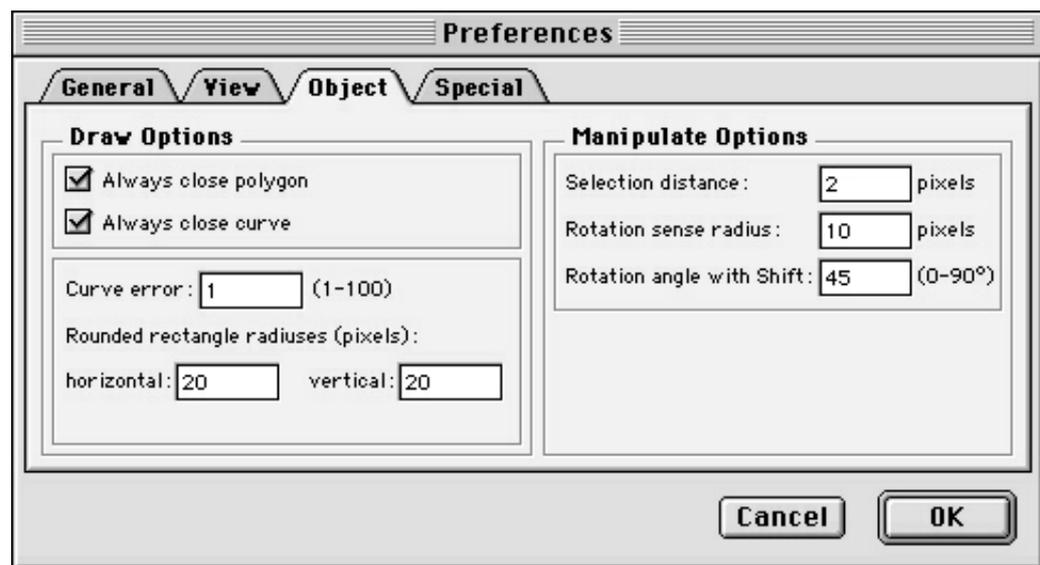
Under the Object tab you can set options for drawing and manipulation of objects.

Always close polygon. If this checkbox is checked all polygons you create will be automatically closed.

Always close curve. If this checkbox is checked all curves you create will be automatically closed.

Curve error. The number that controls the distance between two neighboring points in a curve when you create it.

Rounded rectangle radiuses. Default vertical and horizontal values that specify the radiuses for new rounded rectangles.

Selection distance. The value specifying the distance of sensitivity for selection operations.

Rotation Sense Radius. The value specifying the radius of the rotation handle for a selected graphic object.

Rotation Angle with Shift. The value specifying the angle of rotation when the shift key is pressed.

Special

This tab contains reference information about the Author of the layout: Author name, Organization, Mailing Address.
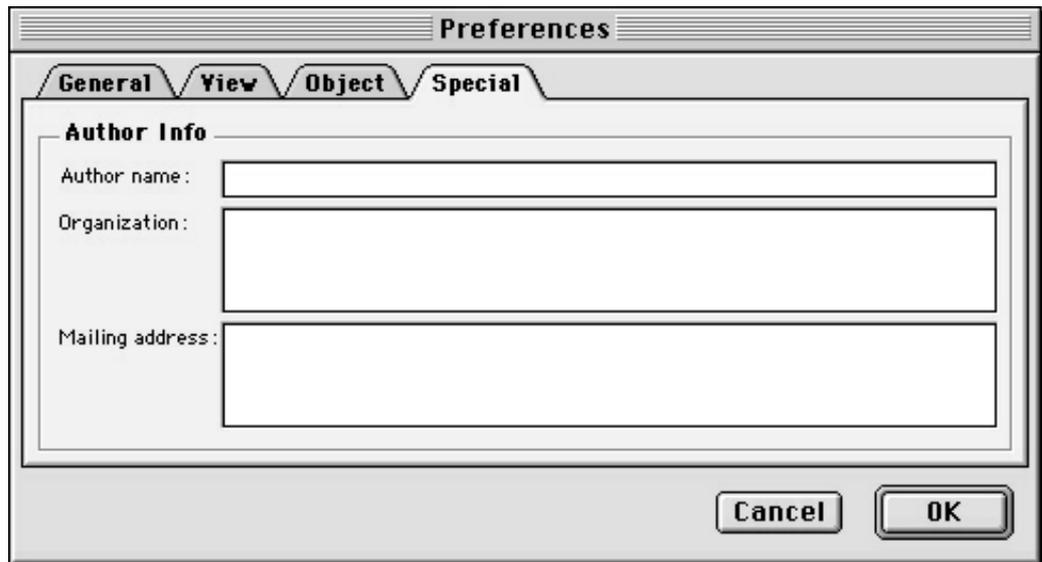
Document Manager

Opens the Document Manager dialog.

base. This feature requires

Quit

Quits the application.

Use this command to end your MediaFACE session. MediaFACE prompts you to save MediaFACE layouts if you have unsaved changes.

Edit menu

Undo

Undoes the previous editing operation.

If you made a mistake editing objects in a MediaFACE layout, you can cancel the last action. Use the Undo command to revert to the state of the layout before the editing action. The name of the command changes, depending on what the last action was. This command is also available by using the key shortcut ⌘Z.
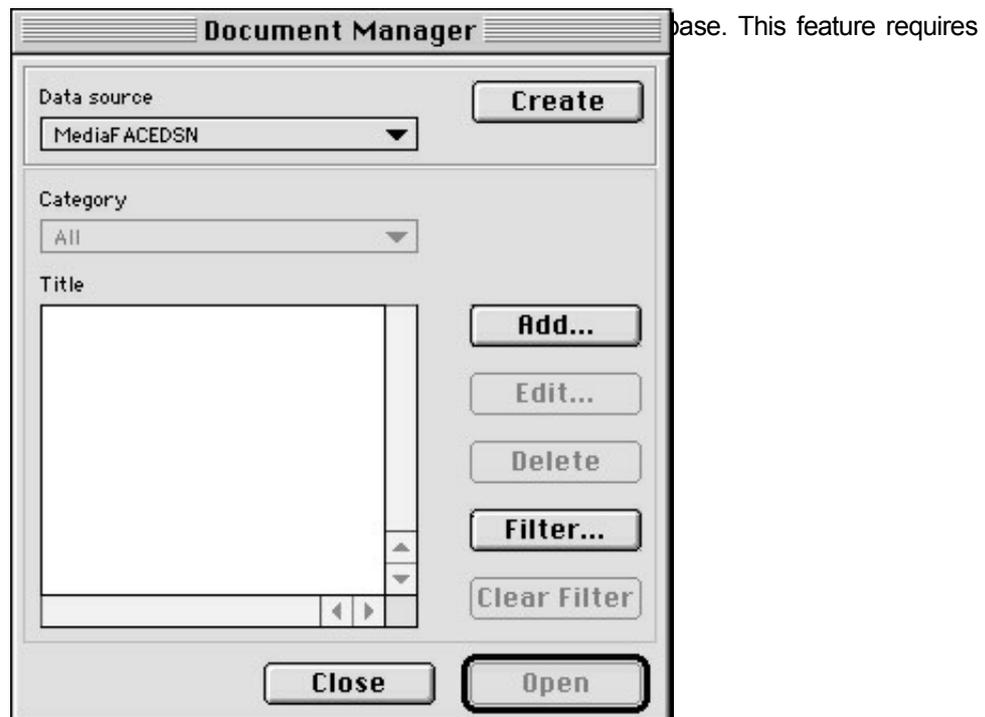
Cut

Deletes data from the MediaFACE layout and moves them to the system clipboard.

Use this command to remove the currently selected object from the label and put it on the system clipboard. This command is also available by using the key shortcut ⌘X.

Copy

Copies data from the MediaFACE layout to the system clipboard.

Use this command to copy the selected object into the clipboard. Copying data to the clipboard replaces the contents previously stored in the clipboard. Other applications can paste an object copied in MediaFACE if they support the format of this object. The Copy command is also available by using the key shortcut ⌘C.

Paste

Pastes data from the system clipboard to the MediaFACE layout.

Use this command to insert a copy of the clipboard contents into the active label of the MediaFACE layout. This command is unavailable if the clipboard is empty. MediaFACE can paste images and GX objects copied into clipboard from other applications. The Paste command is also available by using the key shortcut ⌘V.

Clear

Removes selected objects.

Use this command to remove the selected objects from the current label. The Clear command is also available by using the Delete key.

Duplicate

Creates a copy of selected objects.

Use this command to create a copy of selected objects. Duplicated objects will be shifted to the right and down from the original objects.

Select All

Selects all objects on the active label of the MediaFACE layout.

Use this command to select all objects on the active label of the MediaFACE layout. This command is also available by using the key shortcut ⌘A.

View menu

Zoom In

Increase the magnification of the layout view by 20 percent.

Use this command to increase the magnification of the layout view by 20 percent. This command is also available by using the key shortcut ⌘+ on the numeric keypad.

Zoom Out

Decrease the magnification of the layout view by 20 percent.

Use this command to decrease the magnification of the layout view by 20 percent. This command is also available by using the key shortcut ⌘- on the numeric keypad.

Scale

Sets one of the predefined scales for the MediaFACE layout view.

Use this command to set one of the predefined scales or a custom scale for the MediaFACE layout view. You can choose one of the predefined scales from the list in the Scale submenu, or open the Custom Scale Dialog by choosing Scale > Custom.
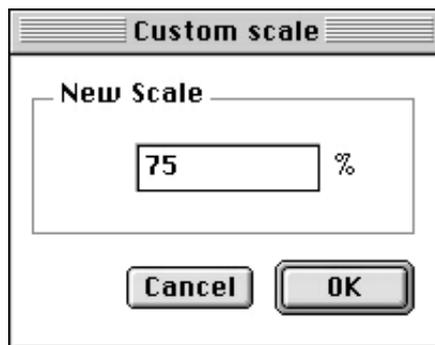
Fit to Window

Scales the MediaFACE layout view to fit to the window size.

Use this command to scale the MediaFACE layout view to fit it to the window size. The scale will be automatically calculated to display the entire layout in the window.

Actual Size

Sets the MediaFACE layout view to show the document at actual size.

Displays the MediaFACE layout view with the scale 1:1.

Show Rulers

Switches the Rulers on or off.

Use this command to show or hide rulers. MediaFACE has vertical and horizontal rulers on the top and left sides of the layout window, which help you to define the coordinates and size of the objects.

Show Grid

Switches the Grid on or off.

Use this command to show or hide the grid. The grid is drawn over the layout view, which help you to define the coordinates and size of objects.

Snap to Grid

Switches the Snap to Grid mode on or off.

Use this command to set the Snap to Grid mode on or off. When Snap to Grid mode is on, all operations connected with object creation and manipulation use the grid settings to snap object coordinates to the nearest grid points.

Grid Settings

Opens the Grid Settings Dialog.

Use this command to set Grid Settings:

- Measurement units (Inches, Centimeters, Millimeters, or Points)
- Number of Grid divisions per unit
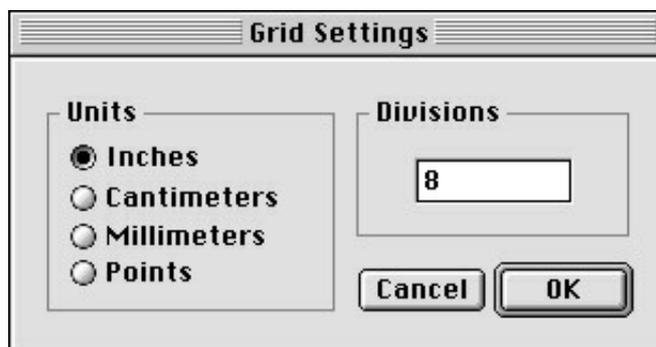
Insert menu

Shape

Sets the layout editor to shapes mode.

Use this command to draw one of the following shapes on the layout: line, rectangle, rounded rectangle, ellipse, polygon, or curve. You can also set shape drawing mode using the toolbox.

Text

Sets the layout editor to text mode.

Use this command to draw one of the following text types on the layout: simple text or enhanced text. You can also set text mode using the toolbox.

Picture

Inserts a picture file.

Use this command to insert a picture on the layout. The picture will be placed in its original size to the top left corner of active label.

Pictures can be imported that are saved in one of the following graphics formats: BMP, JPG, TIFF, and PCX.

You can also insert pictures using the Picture tool from the toolbox.

Barcode

Sets the layout editor to barcode mode.

Use this command to draw a barcode. When you click on the layout in this mode the Barcode Properties Dialog appears where you can specify all barcode attributes.

Object menu

Transform

Performs the following transformations on selected objects:

Move

Use this command to move selected objects to a specified position. The Move dialog will be opened, allowing you to enter coordinates of the point to which selected objects should be moved. Coordinates are defined in the units of measurement that have been set for the current layout window. You can change measurement units in the Grid Settings dialog or in the Units popup menu on the Status bar.
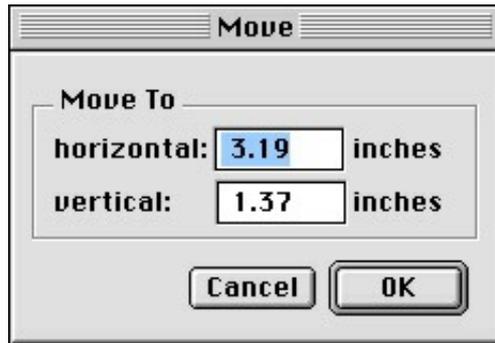
Rotate

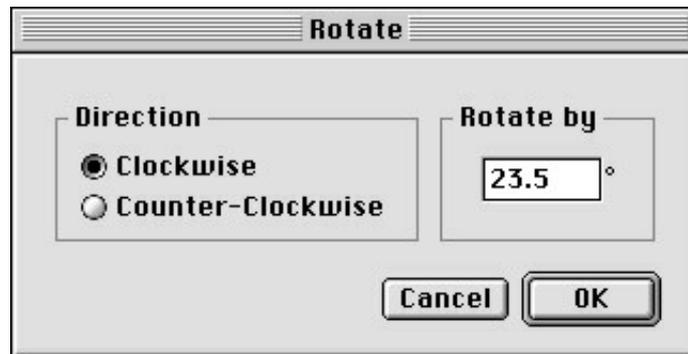Use this command to rotate selected objects by a specified angle. The Rotate dialog will be opened, allowing you to specify the rotation angle value and direction of rotation: Clockwise or Counter-Clockwise.

Scale

Use this command to scale selected objects by a specified percentage. The Scale dialog will be opened, allowing you to specify the scale of the objects independently in both vertical and horizontal directions.

Size

Use this command to set the precise size of selected objects. The Size dialog will be opened, allowing you to define the vertical and horizontal size of the object. Height and width are defined in the measurement units set for the current layout window. You can change measurement units in the Grid Settings dialog or in the Units popup menu on the Status bar.
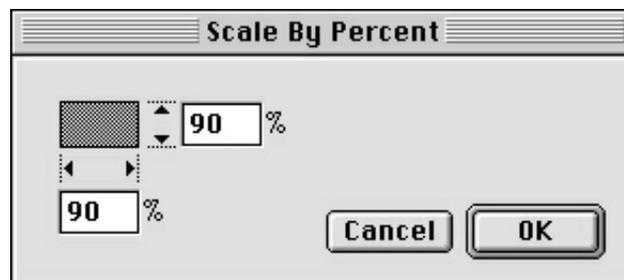

Flip Horizontal

Use this command to flip selected objects horizontally.
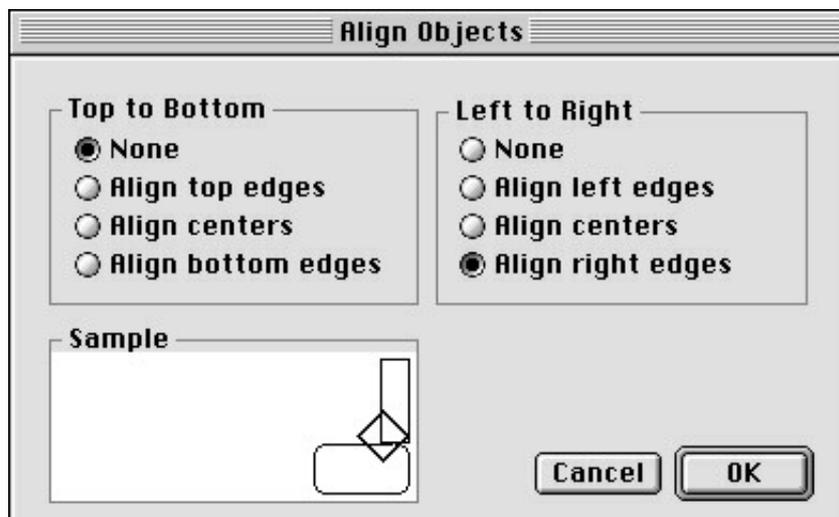
Flip Vertical

Use this command to flip selected objects vertically.

Align

Aligns selected objects.

Use this command to align selected objects relative to one another. The command opens the Align Dialog where you can set attributes for horizontal and vertical alignment.

This command will be available when more than one object is selected.

Arrange

Arranges the stacking order of selected objects.

Every object has its own position in the stacking order, which defines which object will be drawn over another on the layout. Use this group of commands to change the stacking order of objects:

Bring to Front. Brings selected objects to the front so they will be drawn over the other objects on the layout.

Send to Back. Sends selected objects to the back so they will be drawn under the other objects on the layout.
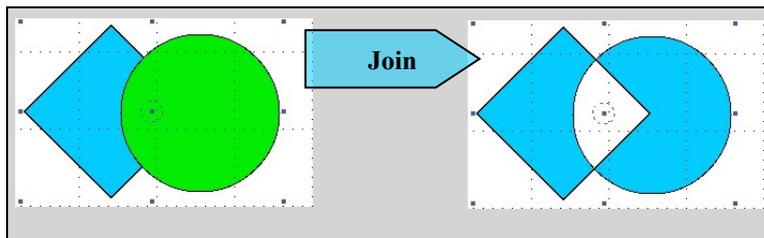
Forward One. Brings selected objects one position forward in the stacking order.

Backward One. Sends selected objects one position backward in the stacking order.

Join

Joins two or more filled objects.

Use this command to join objects. You have to select two or more filled objects first.

Union

Unifies two or more filled objects.

Use this command to unify objects. You have to select two or more filled objects first.
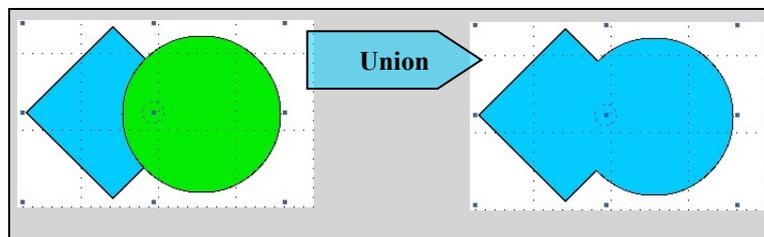
Group

Groups selected objects.

When you group objects, you combine them so you can work with them as though they were a single object. You can flip, rotate, and resize or scale all objects in a group as a single unit. You can also create groups within groups to help you build complex drawings.

Ungroup

Ungroups selected objects.

You can ungroup a group of objects at any time, and you can easily regroup them by selecting them and choosing the Group command again.

Lock

Locks selected objects.

Use this command to lock objects so they are disabled for any editing operation. If an object is locked you cannot to move, rotate, size, or delete this object until you unlock it.

Unlock

Unlocks selected objects.

Use this command to unlock objects so they are enabled for editing operations.

Properties

Gets the properties of the selected object.

Use this command to open the Object Properties Dialog. The Object Properties Dialog has four tabs: General, Appearance, Special, and Notes. Elements of these tabs will vary depending on the type of object.

General

For vector objects, such as line, rectangle, rounded rectangle, oval, polygon, and curve, the General tab contains settings for caps, joins, pen width, and coordinates.

MediaFACE allows you to specify caps – shapes that will be drawn at the start and at the end of an object's contours, and joins – shapes that will be at the corners of the object's contours. You can specify a start cap and end cap for any line, curve, or polygon that has open-frame fill. You can specify a join for any rectangle, polygon, or curve that has an open-frame fill or a closed-frame fill.

MediaFACE has a library of predefined caps and joins.
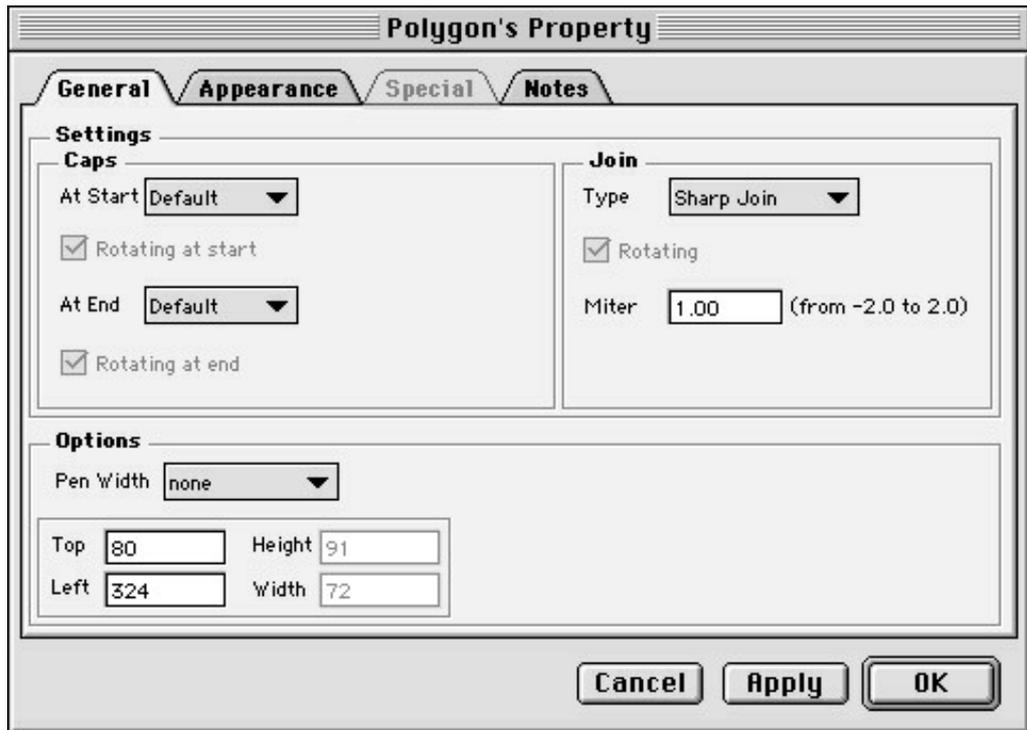
For simple text and enhanced text the Object Properties Dialog contains settings for text contents, text position, and additional attributes.

For simple text you can set single-line or multi-line mode. For single-line mode you can set attributes for placing the text along a circle with a specified radius.

For enhanced text you can set attributes to Original Size, so MediaFACE will use the settings from the Text menu for font size and style instead of scale transformations.
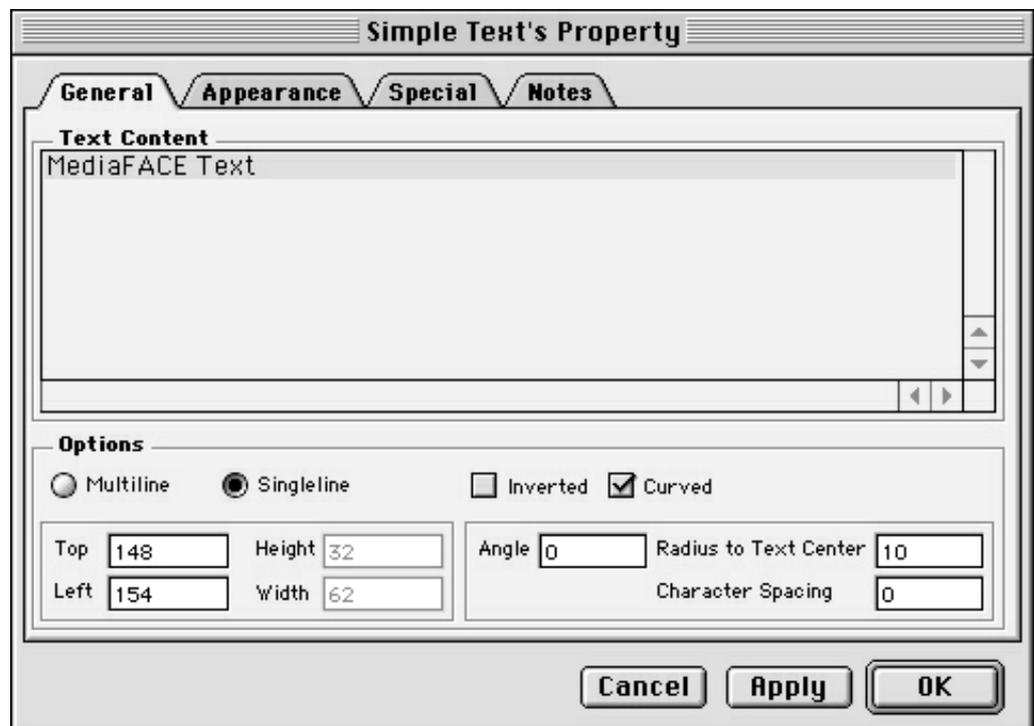
The General tab for barcodes contains attributes for the description of barcode parameters.

You can choose one of the barcode types – EAN8, EAN13, UPC-A, UPC-E, DUN14, DUN16, Code39, and Code128B – and enter all required digits and/or symbols. You can also vary the size and scale of the barcode.

Appearance

The Appearance tab is available only for vector objects, not for enhanced text or barcodes. Appearance contains settings for Ink and Dashes.

With MediaFACE you can specify that framed objects should be drawn with dashed instead of solid contours. In particular, you may specify a dash shape for any line, curve, rectangle, or polygon that has an open-frame fill or a closed-frame fill.

You can use one of MediaFACE's library of predefined caps and joins.
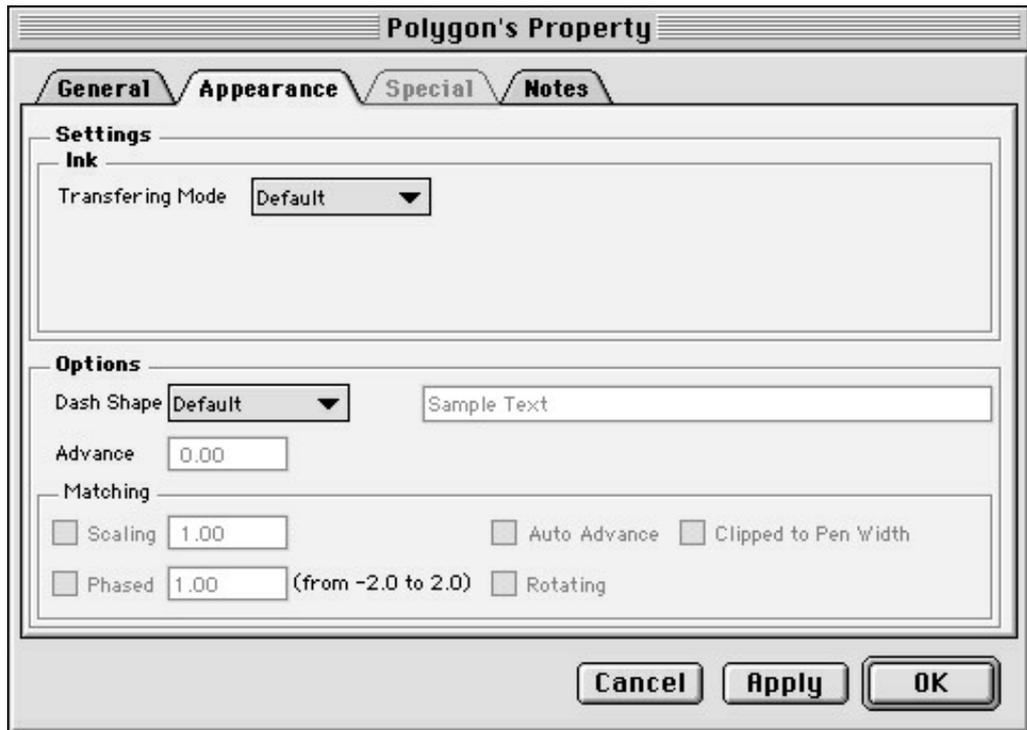
Special

The Special tab is available only for simple text properties. Here you can set special behavior for a text field, setting it to automatically show the date, a number sequence, or a database field.

Link to database will be available only if you have Mac ODBC installed.

Notes

You can associate notes with an object using the Notes tab.

Text menu

Font

Sets the font for selected text.

Use this command to set the font for selected text. Only GX fonts can be applied; if you attempt to choose a non-GX font, the default font will be applied instead.
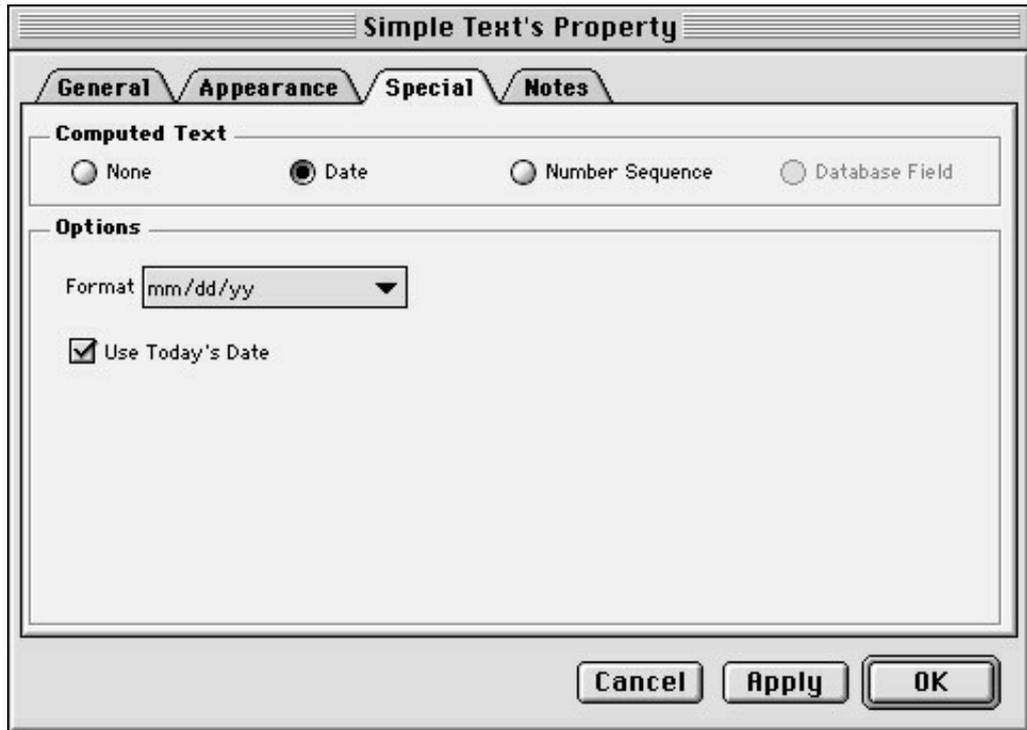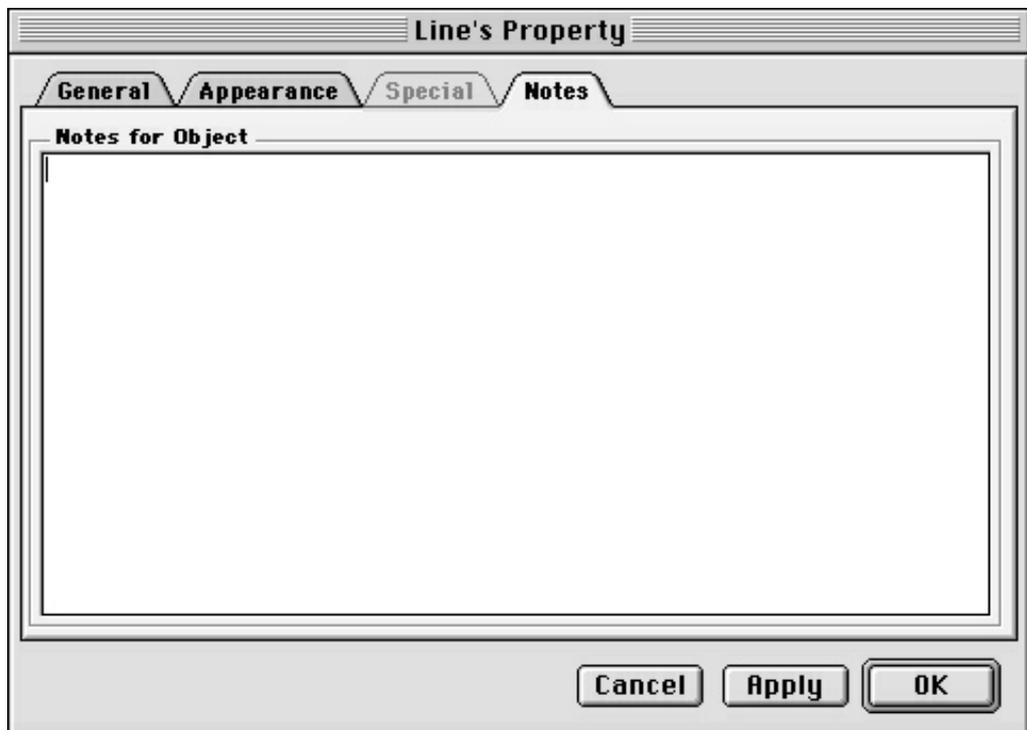
Size

Sets the font size for selected text.

Use this command to set the font size for selected text. For enhanced text, the font size command will take effect only if the Original Size attribute is selected in the Properties dialog. If you attach enhanced text to a path the text will be attached in its current font size even if Original Size attribute is not set.

Style

Sets the font style for selected text.

Use this command to set the font style for selected text. The following font styles are available for text: Plain, Bold, Italic, Underline, Outline, Shadow, Condense, and Extend.

Align

Aligns selected text inside the text box.

Use this command to vertically or horizontally align selected text inside the text box. You can align text vertically to the top, bottom, or center; and horizontally to the left, right, or center.

Attach to Path

Attaches selected text to a path.

To attach a text field to the path you have to select both an enhanced text field and a curve to which you wish to attach the text. The text will be attached with the current settings for font size even if the Original Size attribute is not set.

Detach from Path

Detaches selected text from a path.

Use this command to detach text previously attached to a curve.

Window menu

Show/Hide Toolbox

Shows or hides the Toolbox window.

Show/Hide Color Palette

Shows or hides the Color Palette window.

Show/Hide Fill Palette

Shows or hides the Fill Palette window.
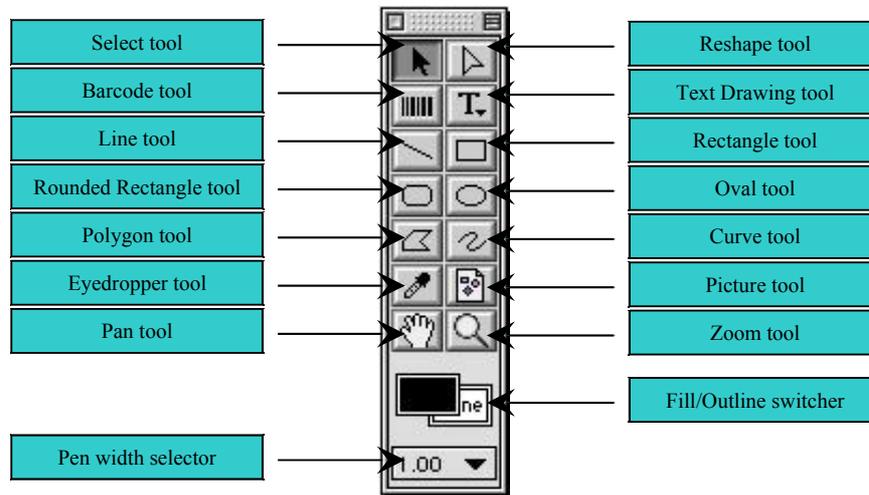
Show/Hide Layers Palette

Shows or hides the Layers Palette window.

Show/Hide Clipart Palette

Shows or hides the Clipart Palette window.

Toolbox

The Toolbox contains a set of tools needed for drawing and selecting graphic objects, setting attributes to objects, and manipulating layout views.

Selection tool. Switches the graphics editor to Selection mode. In this mode you can select with the mouse one or more (holding shift key) graphic objects.

Reshape tool. Switches the graphics editor to Reshape mode. This mode is available only for curve and polygon objects, and allows you to edit each node of these shapes.

Barcode tool. Switches the graphics editor to Barcode drawing mode. In this mode you can create barcodes. When you click on the layout the Barcode Properties Dialog appears, allowing you to choose the barcode type and enter all required settings.

Text tool menu. Switches the graphics editor to Simple text or Enhanced text drawing mode.

Line tool. Switches the graphics editor to Line drawing mode.

Rectangle tool. Switches the graphics editor to Rectangle drawing mode. You can create a square by holding shift while dragging the borders of the rectangle.

Rounded rectangle tool. Switches the graphics editor to Rounded Rectangle drawing mode. You can create a rounded square by holding shift while dragging the borders of the rounded rectangle.

Oval tool. Switches the graphics editor to Oval drawing mode. You can create a circle by holding shift while dragging the borders of the oval.

Polygon tool. Switches the graphics editor to Polygon drawing mode. You can create open-frame or closed-frame polygons, depending on the setting of the Always Close Polygon attribute in the Preferences Dialog.

Curve tool. Switches the graphics editor to Curve drawing mode. You can create open-frame or closed-frame curves polygons, depending on the setting of the Always Close Polygon attribute in the Preferences Dialog. depending on the setting of the Always Close Curve attribute in the Preferences Dialog.

Eyedropper tool. Switches the graphics editor to Eyedropper mode. In this mode you can pick up color and fill setting from any object and apply them to another object by holding the Option button and clicking on that object.

Picture tool. Switches the graphics editor to Picture-insert mode. You define the frame of the picture by dragging with the mouse, and the Open File Dialog appears, allowing you to specify the desired picture. The picture will be stretched or compressed to fill the frame.

Pan tool. Switches the graphics editor to Pan mode. In this mode you can drag the layout view without changing the current scale of the view.

Zoom tool. Switches the graphics editor to Zoom mode. In this mode you can zoom the layout view using the mouse – click to zoom in, option-click to zoom out. Drag with the mouse over an area to enlarge that area to fill the screen.

Fill/Outline switcher. Switches between Fill and Outline modes for selected objects. All formatting operations, for example applying a pattern or color, will be applied to either the fill or outline part of the object depending on the current setting of the switcher.

Pen width selector. Applies the chosen pen width to the outline of the selected object. You can choose one of a number of predefined pen widths, or set a custom pen width in the Custom Pen Width Dialog.

Color Palette
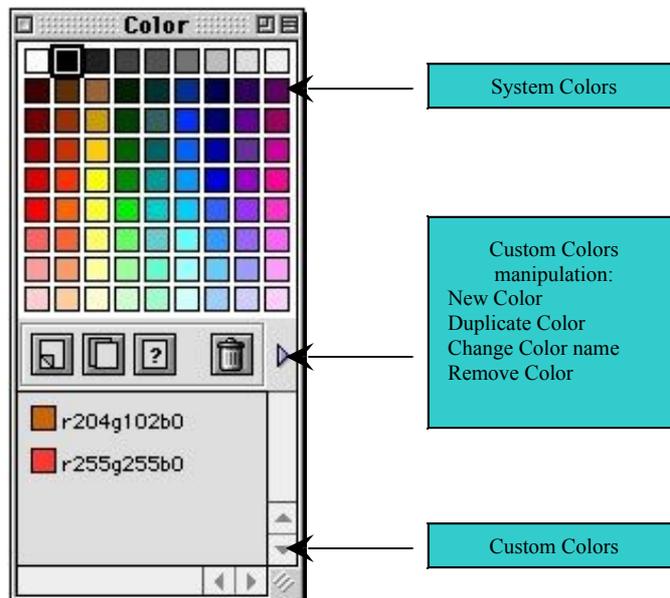
The Color palette allows you to specify a system color or a custom color to apply to the fill or outline of the selected object. To define a custom color, click the New Color button. The System Color dialog will appear, allowing you to choose the desired color. You can also duplicate a custom color, rename, or remove it.

Fill Palette
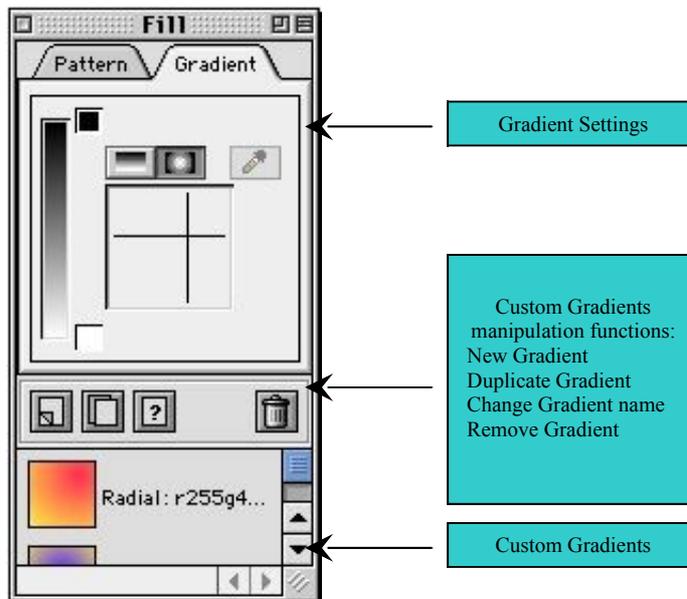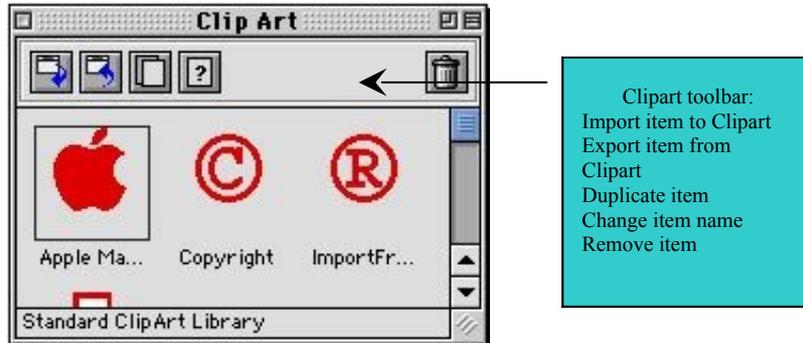
Fill tab
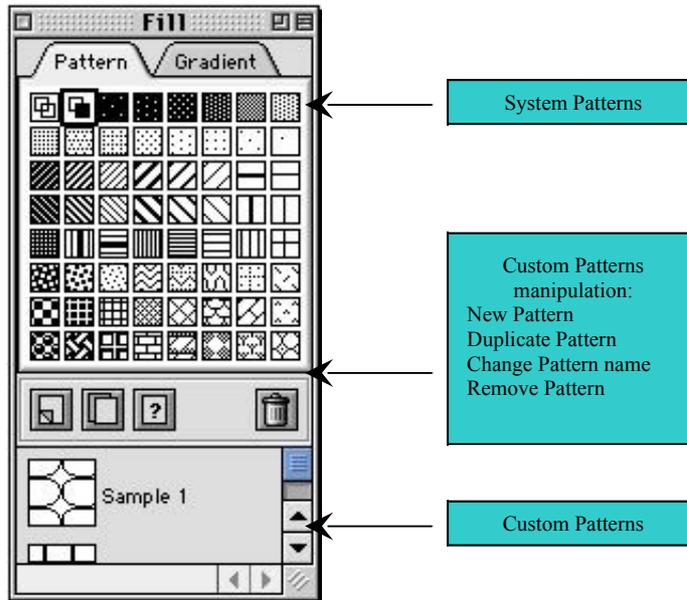
The Fill palette allows you to specify a system pattern or a custom pattern to apply to the fill or outline of the selected object. You can define a custom pattern based on an object on the layout. Just select an object and click the New Pattern button. A new custom pattern will be created. You can also duplicate a custom pattern, rename, or remove it.

Gradient tab

You can apply a linear or radial gradient to the fill of the selected object. For all gradients, you can specify the start and end color. For a radial gradient you can also specify the center point of the gradient. To apply a gradient to the selected object, press the Apply Gradient button. You can save a custom gradient; just press the New Gradient button and it will be added to the list. You can also duplicate custom gradients, rename, or remove them.

Clipart Palette

Clipart toolbar:
Import item to Clipart
Export item from Clipart
Duplicate item
Change item name
Remove item

A ClipArt library is a collection of items, such as objects or groups of objects, that the user can add to labels. ClipArt libraries are especially useful for storing items that the user will use frequently. For example, the user can use a ClipArt library to hold a company logo that the user often uses on labels.

There are two ways to add a new item into the library from a layout: by using the Import button, or by dragging the item and dropping it onto the ClipArt palette. Similarly, there are two ways to use an item from the library in a layout: by using the Export button, or by dragging and dropping the item onto the layout.

You can duplicate Clipart items, rename, or delete them.

Layers Palette

Layers Manager toolbar:
Add new layer
Duplicate layer
Change layer name
Remove layer
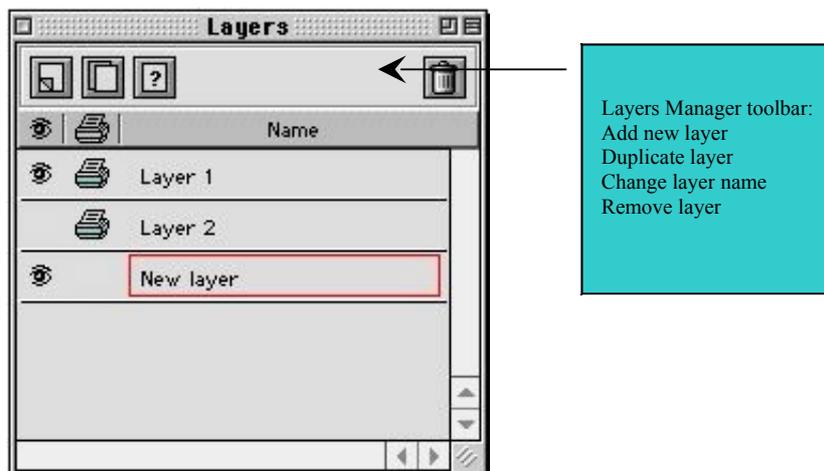
The Layers palette allows you to organize work into distinct levels, which can be edited and viewed as individual units. Each layer has visible and printable attributes.

The Layer Manager provides functions for manipulation of layers – add new layer, duplicate layer, change layer name, and remove layer. You can also change the order of layers by dragging any layer into a new location.

Status Bar
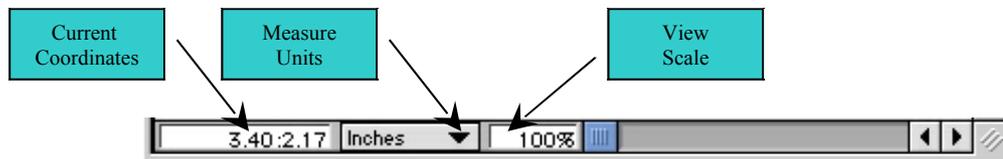
Status bar shows the current coordinate of the mouse pointer, measurement units for the active layout window, and the scale of the layout view. You can change measurement units for the layout using the Measurement Units popup menu.

Graphics Editor Window

All operations related to creating or editing objects are done in the Graphics Editor Window. Every time you create a new layout or open an existing one, MediaFACE creates a new Graphics editor window.

Structure of Graphics Editor Window

All graphics objects in the Graphics Editor Window are organized into separate layers, which can be edited and viewed as individual units. Each MediaFACE layout has one special layer called the "work area," which defines the shape of labels and the space for placing graphic objects, and one or more layers for drawing graphic objects. You cannot edit the work area in MediaFACE – the geometry of the work area is defined in the MediaFACE template. You can manage the other layers of the Editor using the Layers Manager palette.

Types of graphics objects

You can work in the Graphics Editor with the following types of objects:

- ❑ Vector shapes
    - ❑ Line
    - ❑ Rectangle
    - ❑ Rounded Rectangle
    - ❑ Oval
    - ❑ Curve
    - ❑ Polygon
- ❑ Picture container
- ❑ Text

- ❑ Simple text

- ❑ Enhanced text

❑ Barcode

Vector shapes

Basically, vector shapes are the shapes that can be described using a series of geometric points. These points define the position of the endpoints and corner points of the geometric shapes.

❑ Line geometry contains two geometric points—one point to specify where the line starts and one to specify where the line ends.

❑ Rectangle geometry also contains two geometric points—one point to specify one corner of the rectangle, and another point to specify the opposing corner.

❑ Rounded rectangle geometry contains two geometric points—one point to specify one corner of the rectangle, and another point to specify the opposing corner, plus the radius of the corner circles.

❑ Curves consist of segments; each of them contains information about three geometric points in their geometry—one to specify where the segment starts, another to specify where the segment ends, and another, called the off-curve control point, to specify the tangents used to define the curve. Curve geometry consists of a series of geometric points, plus information about which geometric point is an on-curve and which is an off-curve control point. Curve contours can have curve segments as well as straight lines.

❑ Polygon geometry is made up of zero, one, or more polygon contours. Each polygon contour is a series of geometric points connected by straight lines.

❑ Ovals represent two-axis ellipses.

Picture container

A Picture container is intended for drawing bitmap (or raster) images. Bitmap shapes are a special kind of graphics shape that contains pixel images. They can be black and white, grayscale, or color.

MediaFACE can open picture files stored in one of several popular formats (TIFF, BMP, PCX, and JPEG).

Text

MediaFACE allows you to add text onto the label. MediaFACE works with two types of text: Simple text and Enhanced text.

Barcodes

MediaFACE allows the user to add a barcode onto the label. You can create the following standard barcode types – EAN8, EAN13, UPC-A, UPC-E, DUN14, DUN16, Code39, and Code128B.

Object selection

You can select graphics objects, or specific parts of graphics objects, for highlighting and for manipulation. Selection of objects allows you to manipulate (move, delete,

copy, etc.) and modify (resize, reshape, etc.) objects. To make a selection, choose the Selection tool in the Toolbox, and then click with the mouse on the required object. The selected object is displayed inside a rectangular frame with nine handles. The handles are displayed as small black squares on each corner and in the middle of each side of the frame. If the object is locked, the handles are grayed (not activate). MediaFACE allows selection of different sets of objects in any order within one layer. To select several objects, hold the Shift key and select each desired object. To select all the objects in one layer you can use menu Edit/Select All.

Editing graphics objects

Common manipulation functions

The following common editing operations can be applied to all objects:

- ❑ Cut
- ❑ Copy
- ❑ Paste
- ❑ Clear
- ❑ Duplicate
- ❑ Lock/Unlock

Modification of graphics objects

MediaFACE provides the following commands for the modification of graphics objects:

- ❑ Move
- ❑ Resize
- ❑ Reshape
- ❑ Rotate
- ❑ Skew

These operations can also be done by dragging on the handles of the selected object.

System Requirements

Software requirements

The application is targeted for the Mac OS 8.0 and higher operating system.

The application requires QuickDraw GX library 1.1.6

Mac ODBC is required for Document Manager and database support

Hardware requirements

Processor: PowerPC

Disk storage: 10 MB

Memory: 32 MB RAM (16 MB allocated to the program)