THE Print Shop®

AUTOMATICALLY DESIGNS & PRINTS GREETING CARDS, STATIONERY & BANNERS.

Macintosh 1.3.2

This enhanced version of The Print Shop now ships on one 800K disk, is MultiFinder compatible and works with the following computers: Macintosh Plus, SE, SE/30, Classic, LC and II series. It is compatible with the following printers: ImageWriter I, II and LQ and the LaserWriter, LaserWriter Plus, LaserWriter IISC, IINT and IINTX. The Print Shop disk no longer includes a System Folder but will work with System 4.1 or later.

For your convenience, we have removed all copy protection from this version of The Print Shop. You may make a backup copy of The Print Shop provided that such a copy is an essential step in the utilization of The Print Shop with your own computer and that it is used in no other manner. A copy may also be made for archival purposes provided that all archival copies are destroyed in the event that continued possession of the Print Shop should cease to be rightful. All other copying and distribution is strictly prohibited.

To make a backup copy of the program, or to install it on your hard disk, follow the instructions outlined on page four (4) of your Print Shop manual. The Print Shop will now run from a copy of the program without prompting you to insert the master disk.

R110

THE Print Shop®
Macintosh Reference Card

For quick reference this card shows all the fonts, borders, and graphic designs (small, large and full panel) included in The Print Shop program. Also shown are a bonus set of graphics which are stored in a MacPaint file.

Fonts: (Reduced from actual size)

ABCDEFGHIJKLMNOPQRSTUVWXYZ COURIER
abcdefghijklmnopqrstuvwxyz 1234567890

ABCDEFGHIJKLMNOPQRSTUVWXYZ AVANT GARDE
abcdefghijklmnopqrstuvwxyz 1234567890

ABCDEFGHIJKLMNOPQRSTUVWXYZ HELVETICA
abcdefghijklmnopqrstuvwxyz 1234567890

ABCDEFGHIJKLMNOPQRSTUVWXYZ TIMES
abcdefghijklmnopqrstuvwxyz 1234567890

ABCDEFGHIJKLMNOPQRSTUVWXYZ VENICE
abcdefghijklmnopqrstuvwxyz 1234567890

ABCDEFGHIJKLMNOPQRSTUVWXYZ TORONTO
abcdefghijklmnopqrstuvwxyz 1234567890

ABCDEFGHIJKLMNOPQRSTUVWXYZ SEATTLE
abcdefghijklmnopqrstuvwxyz 1234567890

ABCDEFGHIJKLMNOPQRSTUVWXYZ SAN FRANCISCO
abcdefghijklmnopqrstuvwxyz 1234567890

ABCDEFGHIJKLMNOPQRSTUVWXYZ NEW YORK
abcdefghijklmnopqrstuvwxyz 1234567890

ABCDEFGHIJKLMNOPQRSTUVWXYZ LOS ANGELES
abcdefghijklmnopqrstuvwxyz 1234567890

ABCDEFGHIJKLMNOPQRSTUVWXYZ LONDON
abcdefghijklmnopqrstuvwxyz 1234567890

CAIRO

ABCDEFGHIJKLMNOPQRSTUVWXYZ ATHENS
abcdefghijklmnopqrstuvwxyz 1234567890

ABCDEFGHIJKLMNOPQRSTUVWXYZ ZAPF CHANCERY
abcdefghijklmnopqrstuvwxyz 1234567890

ABCDEFGHIJKLMNOPQRSTUVWXYZ CHICAGO
abcdefghijklmnopqrstuvwxyz 1234567890

ABCDEFGHIJKLMNOPQRSTUVWXYZ GENEVA
abcdefghijklmnopqrstuvwxyz 1234567890

ABCDEFGHIJKLMNOPQRSTUVWXYZ MONACO
abcdefghijklmnopqrstuvwxyz 1234567890

Graphics

The following graphics may be selected by using the procedure detailed in Section 3 of the manual.

Small: (56)
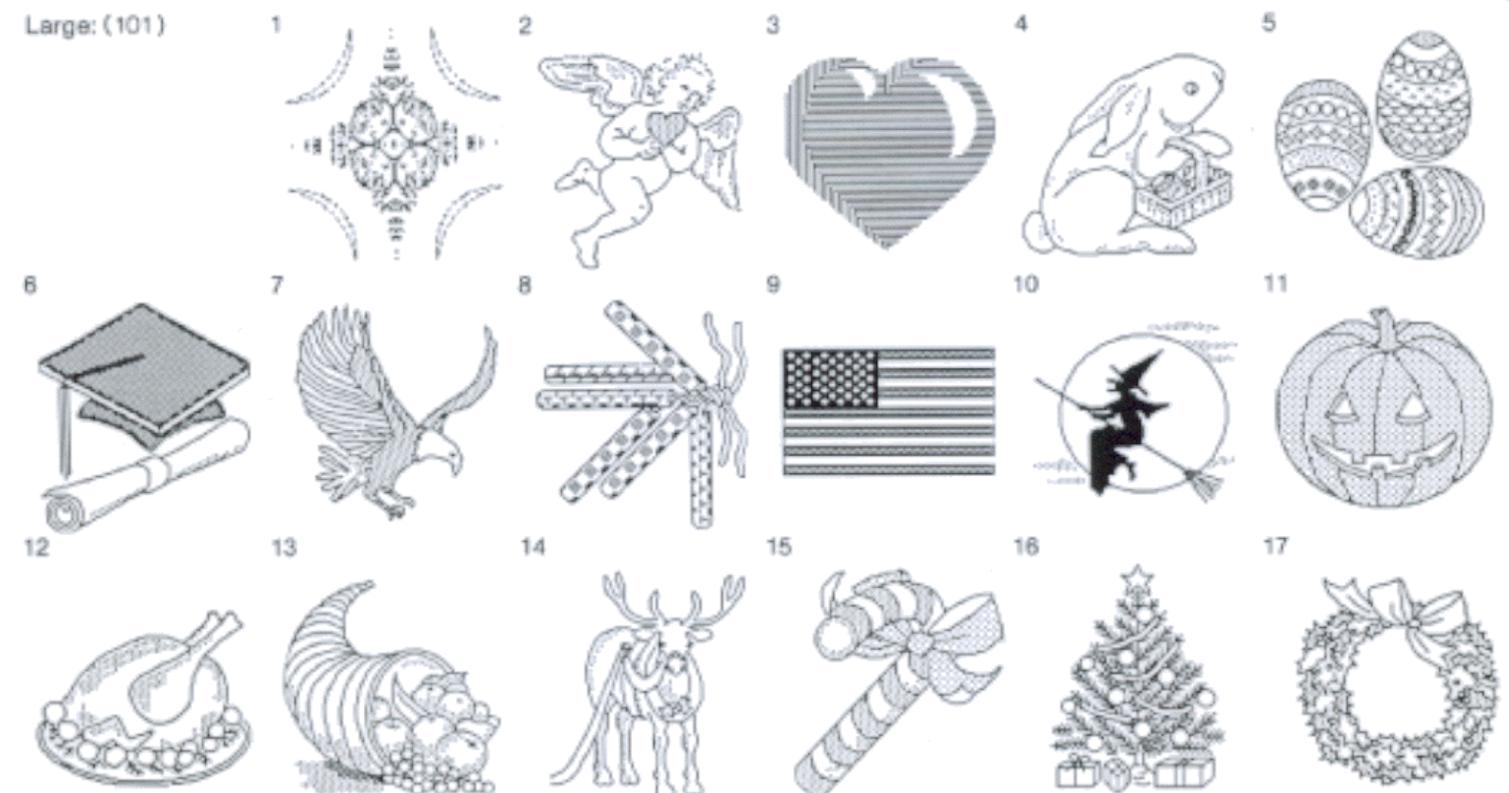
1	2	3	4	5 CONFIDENTIAL	6 LOCK	7	8
9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24
25	26	27	28	29	30	31	32
33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48
49	50	51	52	53	54	55	56

Large: (101)

1	2	3	4	5
6	7	8	9	10	11
12	13	14	15	16	17
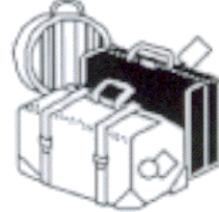
18	19	20	21	22	23
24	25	26	27	28	29
30	31	32	33	34	35
36	37	38	39	40	41
42	43	44	45	46	47
48	49	50	51	52	53
54	55	56	57	58	59

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69

70

memo

71

ATLAS

72

73

SCENE   TAKE

74

75

FIRST
PRIZE

76

GOOD WORK
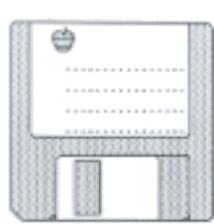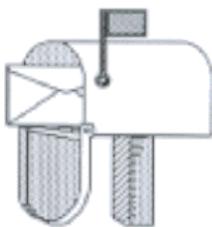
77

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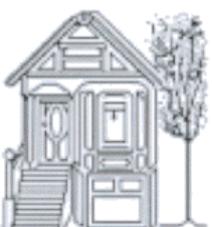
92

93

94

95

96

97

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100

101

HOME
SWEET
HOME

Full Panel: (18)

1

2
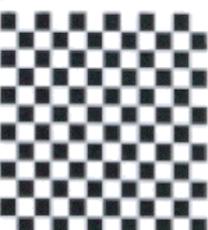
3

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ANNOUNCING

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News

12

13

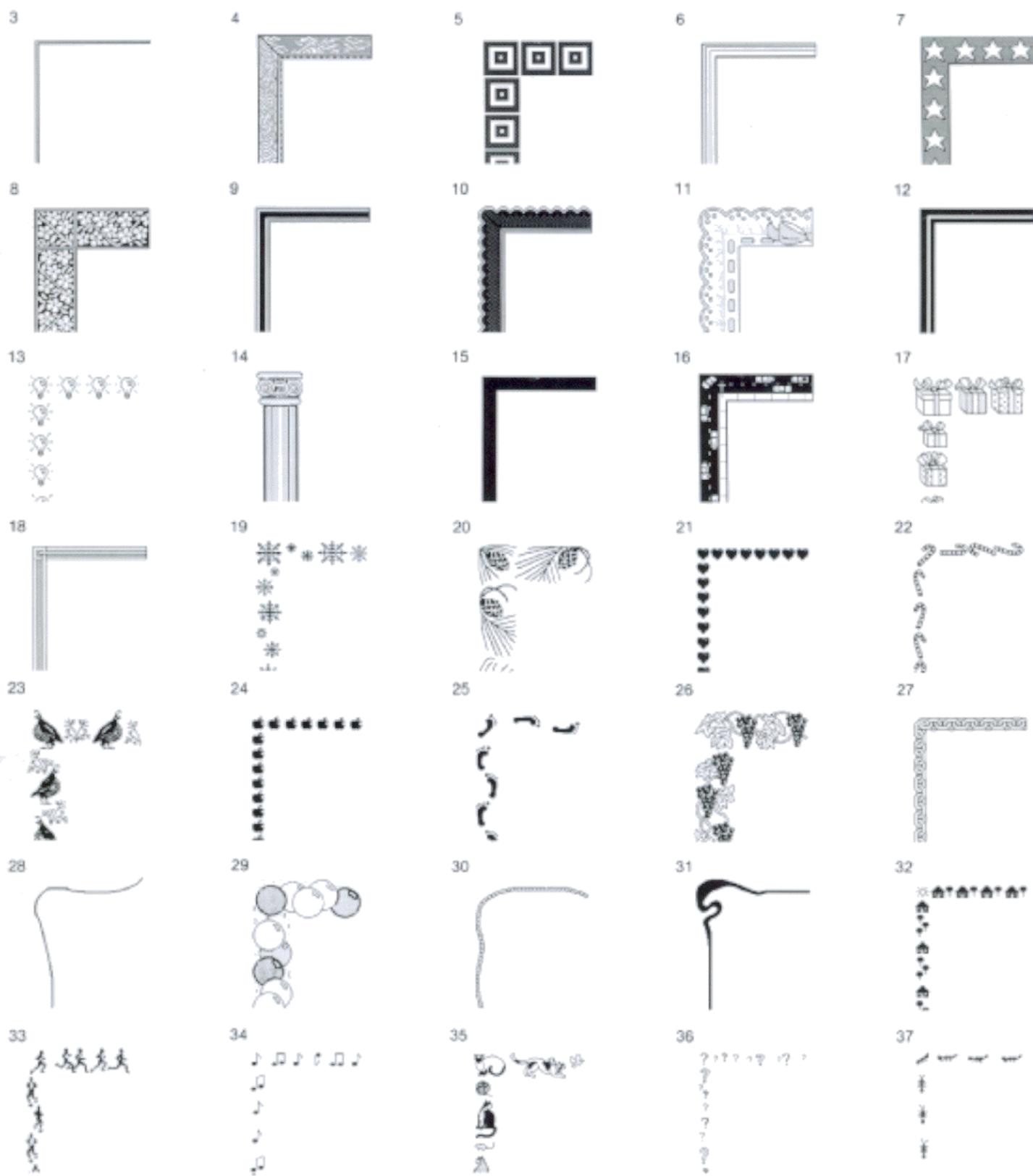Peace on Earth

14

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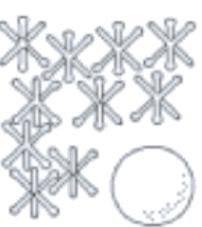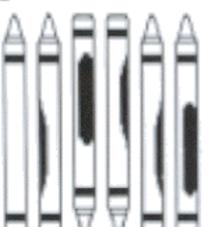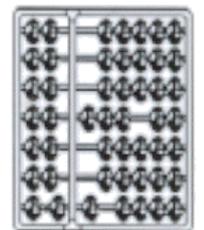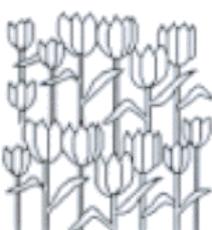
Bonus Graphics:

The following graphics are stored as a MacPaint document on The Print Shop disk. They may be selected by using the procedure described in the "To-From MacPaint" section of the manual.

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Borders:

The following borders may be selected by using the procedure detailed in Section 4 of the manual.

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THE Print Shop®

AUTOMATICALLY DESIGNS & PRINTS CARDS, STATIONERY, FLYERS & BANNERS.

Reference
Manual

For the Macintosh

THE PRINT SHOP

by David Balsam and Martin Kahn

Macintosh version by: Chris Jochumson

Design team: Chris Jochumson
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With thanks to: Glenn Axworthy
Loring Vogel
Michael Coffey
Don Carlston

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The Print Shop is a registered trademark of Brøderbund Software, Inc.

CONTENTS

INTRODUCTION

Your Macintosh + The Print Shop = a stationery store in your own home.

The Print Shop is the program Macintosh users have been waiting for! It helps you fully utilize all the graphic capabilities of the Macintosh to quickly and easily design and print out your own:

- Greeting Cards
- Invitations and Announcements
- Stationery and Letterhead
- Banners
- Signs
- . . . and much more!

Designs that would require hours of time-consuming cutting and pasting without The Print Shop take just minutes to design and print with The Print Shop.

The Print Shop is so easy to use you'll be printing out designs in minutes. Simply make your choices from the menus and windows on your screen. Pick out a ready-made design or create your own. Choose graphics from a wide selection provided with the program or use art from any MacPaint file. Add your own drawings, images from graphics collections, digitized graphics, etc. Your choices are just about unlimited.

You can brighten your projects by using colored paper and color ribbons. And, with the ImageWriter II, you can even print projects with multicolored designs.

USING THIS MANUAL

The Print Shop has been especially designed to take advantage of the Macintosh format. You can type your message, pick a border, or add a graphic at any time you want. You can design and redesign with a click of the mouse and experiment until your project is just the way you want it.

This manual will introduce you to The Print Shop's capabilities and help you learn how to use all the different features The Print Shop has to offer. Use it as a guide to answer any questions that may arise as you work on your projects.

Read the **Getting Ready** section of the manual if you want a brief refresher of Macintosh terms and operations. This section also discusses making backup copies.

A Quick Start will help you begin quickly by giving you an overview of all the important features to be found on the four Main Project screens and on the Menu Bar.

The Graphics Menu reviews all the graphics options you may want to use in your project. The options—graphic selection, editing, layout, etc.—work the same way in all The Print Shop projects (greeting cards, signs, letterhead, and banners) so you'll use the Graphics Menu to choose and design graphics for whatever you create. All the graphics features are discussed in this section. If you have any questions about graphics or get stuck at any point, look to this section for help. It will guide you through the process of choosing art from The Print Shop Graphics collection, as well as from MacPaint files, of editing the graphics to suit your needs, and of laying out the artwork in your design.

For specific help on any project, turn to the project sections—**Greeting Card and Sign, Banner, or Letterhead.**

When you are ready to print, **Printing Your Project** will give you directions on checking paper alignment, selecting color printing, and printing with the ImageWriter or LaserWriter.

Finally, **Special Features** gives special tips and suggests additional options to help you get the most out of The Print Shop.

GETTING READY

THE PRINT SHOP INCLUDES
- One Print Shop program disk
- The Print Shop manual
- Quick Reference Card
- Colored pinfeed paper and envelopes

WHAT YOU WILL NEED

Required:
- 1MB Macintosh, Macintosh Plus, or Macintosh SE, SE30, II, IIX, IICX
- Printer (ImageWriter I or II, LaserWriter or any 100% compatible printer)

Optional:
- External disk drive
- Colored ribbon for the ImageWriter II

Note: If any of the Macintosh terms used in the following paragraphs are unfamiliar to you, see Reviewing Macintosh Terms, page 6, for a brief review of their definitions.

MAKING A BACKUP COPY

It is a good idea to make a backup copy of your Print Shop disk and use your copy rather than the original while working with the program. You can make a backup copy the same way you make copies of MacWrite or MacPaint. Simply:

1. Insert your original Print Shop disk into your Macintosh.

2. Once it has loaded and the disk icon has appeared on the desktop, insert the disk you wish to use as a backup. If it is an unformatted disk, follow the on-screen prompts to format and name your disk.

3. Drag the icon of The Print Shop disk across the desktop until it covers the icon of your backup disk. A dialog box will appear verifying that you wish to replace the contents of the backup disk. If this is correct, click OK. When the backup disk is complete, you can name the backup disk and use it instead of the original.

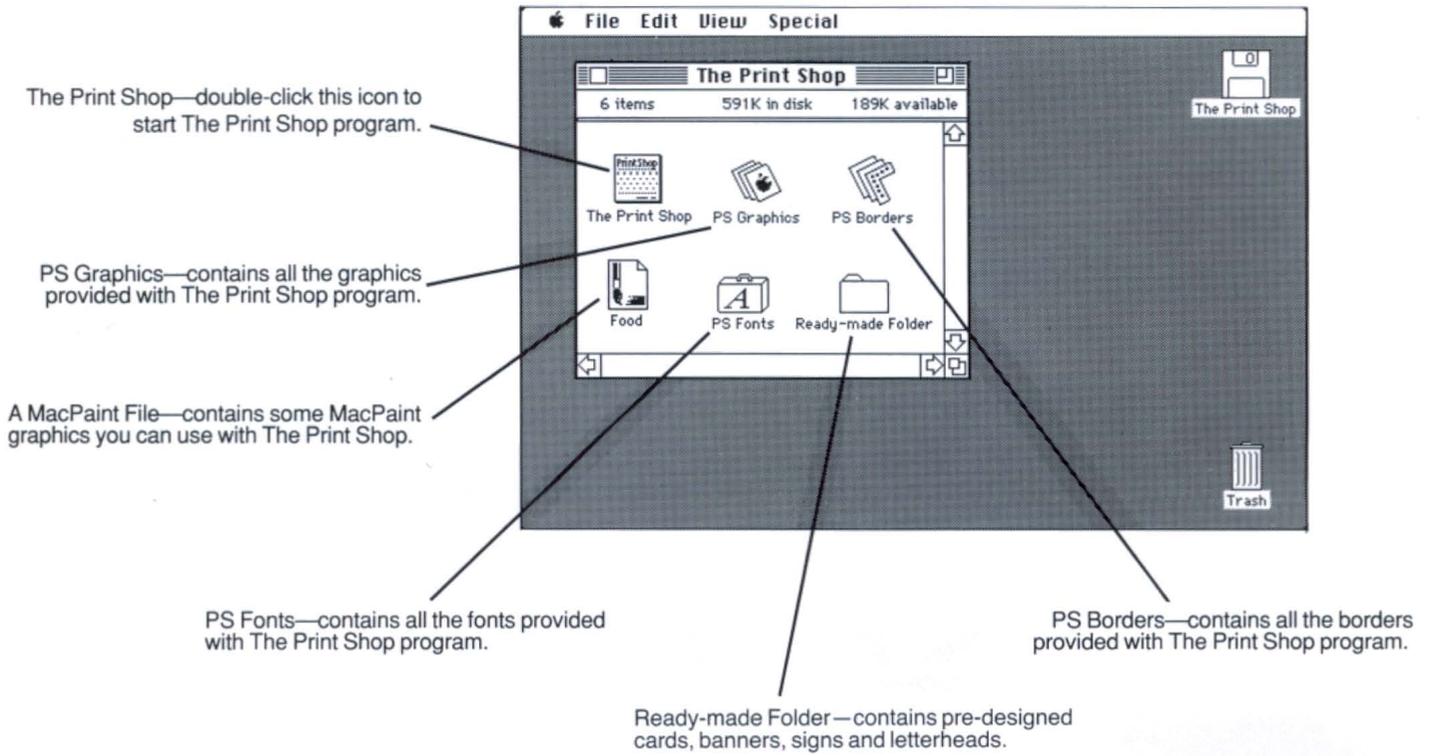4. Store the original Print Shop disk in a safe and convenient place.

STARTING THE PROGRAM

If your computer is off: Turn your computer on, insert the Print Shop program disk into the internal drive.

If your computer is on: Eject any disks currently in the drive. Turn the power off and then on again. Insert the Print Shop program disk in the internal drive.

Your Desktop

Here is what your desktop will look like when you open Print Shop 1 for the first time. The Print Shop program icon and System Folder will appear.

The Print Shop—double-click this icon to start The Print Shop program.

PS Graphics—contains all the graphics provided with The Print Shop program.

A MacPaint File—contains some MacPaint graphics you can use with The Print Shop.

PS Fonts—contains all the fonts provided with The Print Shop program.

PS Borders—contains all the borders provided with The Print Shop program.

Ready-made Folder—contains pre-designed cards, banners, signs and letterheads.

File Edit View Special

The Print Shop

6 items   591K in disk   189K available

The Print Shop   PS Graphics   PS Borders

Food   PS Fonts   Ready-made Folder

The Print Shop

Trash

REVIEWING MACINTOSH TERMS

If you've been using other Macintosh programs, The Print Shop's operation should seem familiar to you. Here's a brief review of some Macintosh terms and features you'll use with The Print Shop:
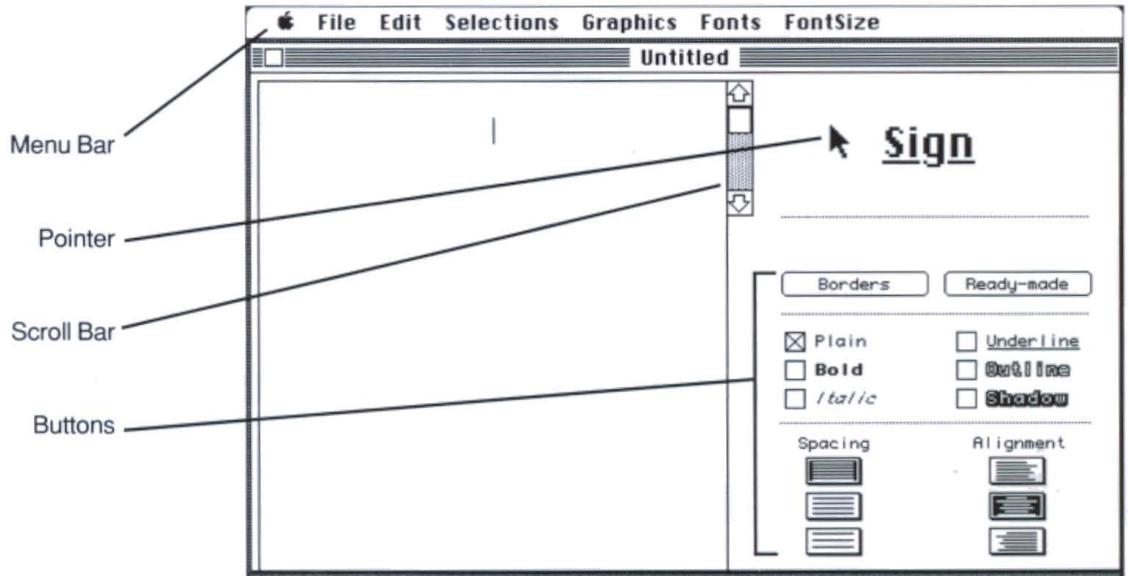
Pointer
The small black arrow you use to "point" at things on the screen. You move the pointer by moving your mouse on your desk or pad.

Mouse Operation
1. Clicking: Clicking is used to select items that appear on the screen. To click, position the pointer over the item you want, then press and quickly release the mouse button.

2. Pressing: Pressing and holding the mouse button causes a continuous action. To press, position the pointer where you want it, then hold the mouse button down. For example, press the arrows at the top or bottom of the scroll bar to scroll.

3. Dragging: Move items from one place to another on the screen by "dragging" them. To do this, position the pointer over the item you want to move, then press the mouse button. Holding the button down, "drag" the item to its new location by moving the mouse across your desktop. When the item has moved to where you want it, release the mouse button.

4. Highlighting: Select text for editing functions by "highlighting" it. To highlight text, position the pointer to the left of the text to be highlighted, press the mouse button and drag the pointer over the text.

Buttons
Circles or rectangles with labels in them. When you want to perform the action or select the item described by the label, click the button with the mouse. Buttons and menu items that are grayed-out cannot be used.

Menu Bar
The white strip across the top of your screen. The title of each menu is written on the menu bar. You choose from a menu by positioning the pointer on the menu title, pressing the mouse button, then dragging to the command you want and releasing.

Dialog Boxes   In many cases, when you select an item, a dialog box will appear on the screen. In some dialog boxes, you click buttons to change or confirm choices; other boxes simply provide information. When you have finished making selections in a dialog box, click "OK" to signal that you are done. Click "Cancel" to return to where you were without taking any action.

Scroll Bars   Scroll bars let you view all the contents of a window when those contents are too long to fit on the screen. Arrows are located at the ends of a scroll bar. The area between the arrows represents the full window. You can view different areas of the window by scrolling.

1. To scroll slowly, click one of the arrows.

2. To scroll continuously, press one of the arrows.

3. To scroll more quickly, click the area between the arrows or drag the scroll box to a new position.

Creating and Editing Text   In general, you can type and edit text for your projects as you would using MacWrite.

The text you type will appear at the blinking cursor on your screen.

1. To move the cursor within a line use the Backspace key and the space bar.

2. To start a new line, press Return. To move up a line, press Backspace.

3. To erase text, simply move the cursor to the right of the text you wish to delete. Then press Backspace. Or highlight all the text to be deleted and press Backspace.

You can choose a typeface and typesize from the Font and FontSize Menus and a typestyle from the typestyle boxes that will be available as you work on your project. You can also choose the spacing and alignment of the text.

Make all your type selections first, then begin typing and see how your choices look. **To make changes in the typeface, size, or style of text you have already typed, first highlight the text to be changed.** Then make your new font and typestyle choices. The highlighted text will change on the screen. When you are satisfied with your choices, click the mouse to remove the highlight. Move your cursor to wherever you wish to continue typing.

If you insert a word or words within previously typed text, the new word or words will match the surrounding text. If you wish to use a different typestyle, simply move your cursor to the place where you wish to make your insertion, then make your new font and typestyle selections and begin typing.

If you erase text by mistake or simply want to cancel your last action, select Undo from the Edit Menu before doing anything else.

This section will give you an overview of all the important features to be found on the four Main Project screens and on the Menu Bar. Use it if you want to get started quickly. Once you've worked on some projects and gained some hands-on experience, you can come back to the manual for more information.

OPENING THE PRINT SHOP

Load the Print Shop program disk following the directions given under "Starting the Program." Select [PrintShop] on your desktop. Double-click on the icon to open The Print Shop program. The Project Selection screen will appear.

Opening Your Project

Move the pointer to one of the four icons—Sign, Letterhead, Banner, or Greeting Card. Double-click to begin working on the project of your choice.
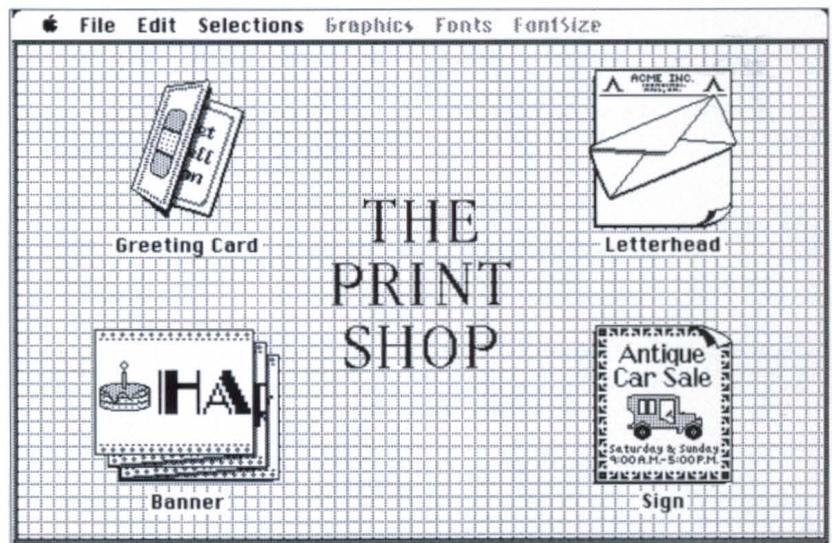
THE MAIN PROJECT SCREENS

GREETING CARD

Move up or down scroll bar to see entire card panel.

Click to see front or inside of card.

Click to add your own credit line to appear on card.

Click to choose a different border.

Click to choose a ready-made card.

Click on/off one or more boxes to choose typestyles.
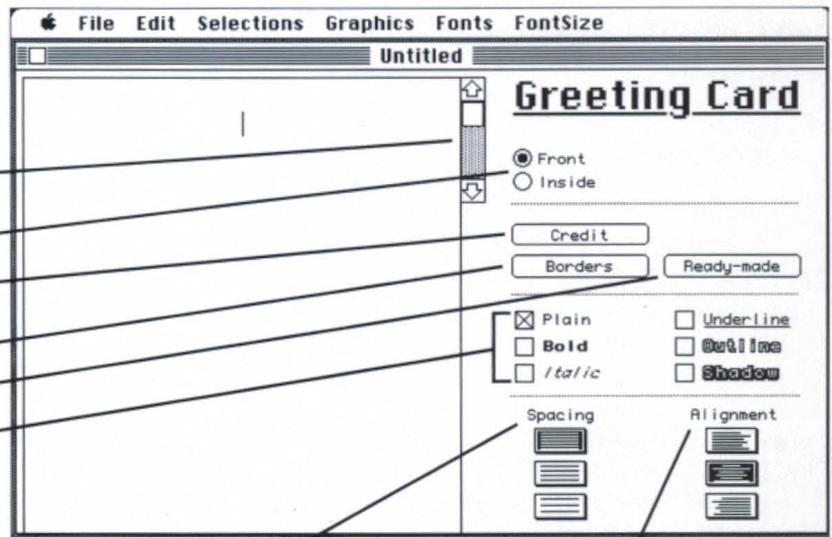
Click one box to choose spacing of type lines.

Click one box to choose type alignment — left, center, right.

SIGN

⌘ File Edit Selections Graphics Fonts FontSize

Untitled

Sign

Borders   Ready-made

☒ Plain   ☐ Underline
☐ Bold   ☐ Outline
☐ Italic   ☐ Shadow

Spacing   Alignment

Move up or down scroll bar to see entire sign.

Click to choose a ready-made sign.

Click to choose a different border.

Click on/off one or more boxes to choose typestyles.

Click one box to choose spacing of type lines.

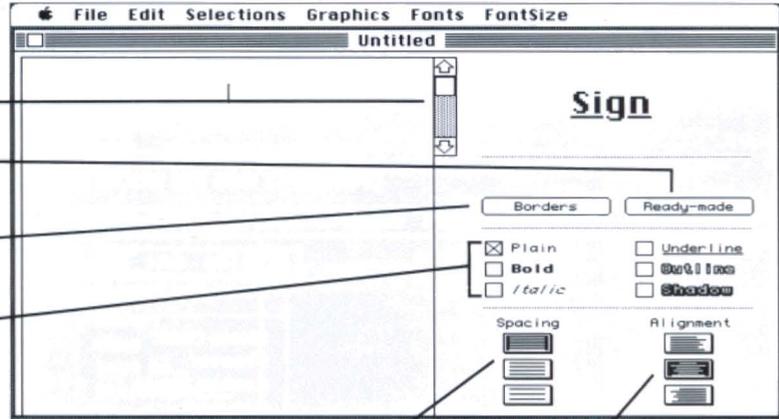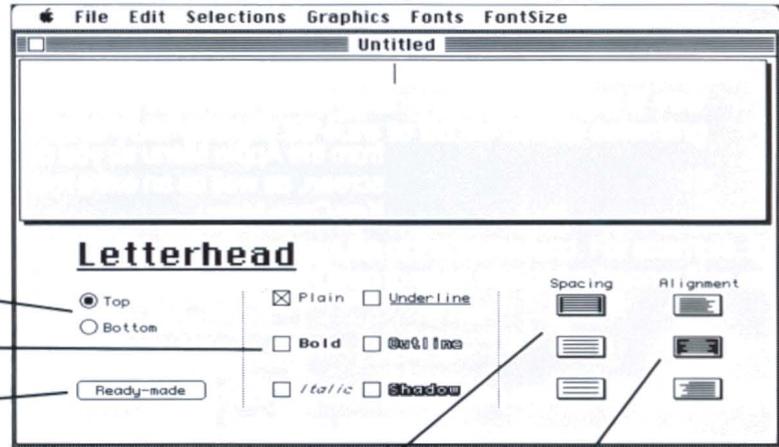Click one box to choose type alignment— left, center, right.

LETTERHEAD

⌘ File Edit Selections Graphics Fonts FontSize

Untitled

Letterhead

◉ Top
○ Bottom

Ready-made

☒ Plain   ☐ Underline
☐ Bold   ☐ Outline
☐ Italic   ☐ Shadow

Spacing   Alignment

Click to see top or bottom letterhead panel.

Click on/off one or more boxes to choose typestyles.

Click to choose a ready-made letterhead.

Click one box to choose spacing of type lines.

Click one box to choose type alignment— left, center, right.

BANNER

⌘ File Edit Selections Graphics Fonts FontSize

Untitled

Graphics
◉ Small
○ Large

Banner

⌘1   ⌘2

Pixel Editor

Ready-made

⌘3   ⌘4

☒ Plain   ☐ Underline
☐ Bold   ☐ Outline
              ☐ Shadow

Banner Window

Move along scroll bar to see entire banner.

Your currently selected graphics—drag one or more graphics and place in the Banner Window.

Click to see small or large graphics.

Click to edit pixel shape and pattern of text message.

Click to choose a ready-made banner.

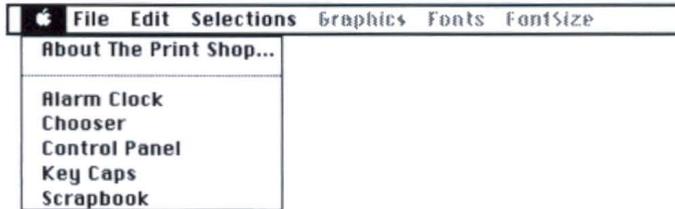Click on/off one or more boxes to choose typestyles.

9

THE MENU BAR

É File Edit Selections Graphics Fonts FontSize
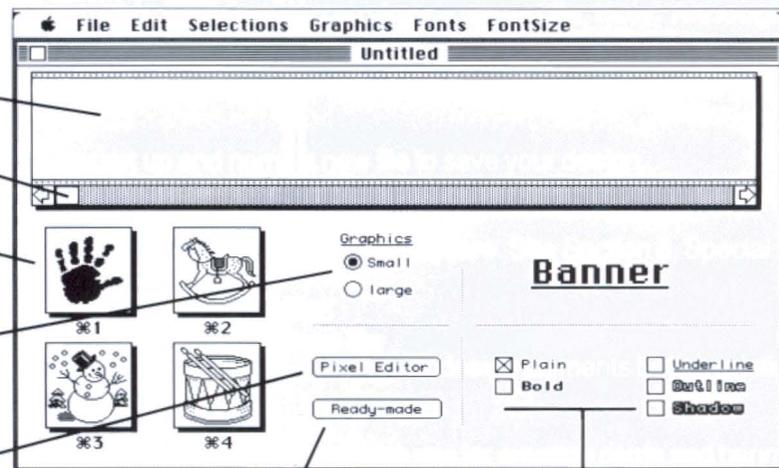
You will go to the Main Menus to make selections that are common to all Print Shop projects—for example, to print, to choose your graphics, to preview or see the whole project as you are designing it.

APPLE MENU

This menu contains several common desk accessories. You may find these particularly helpful with The Print Shop program; use them the same way you would in any other program.

Key Caps

Lets you see the letters and symbols of your fonts. Select this accessory from the Apple Menu as you design your project. A keyboard will appear on screen, as well as an extra menu at the far right of the Menu Bar—this is the Key Caps Menu.
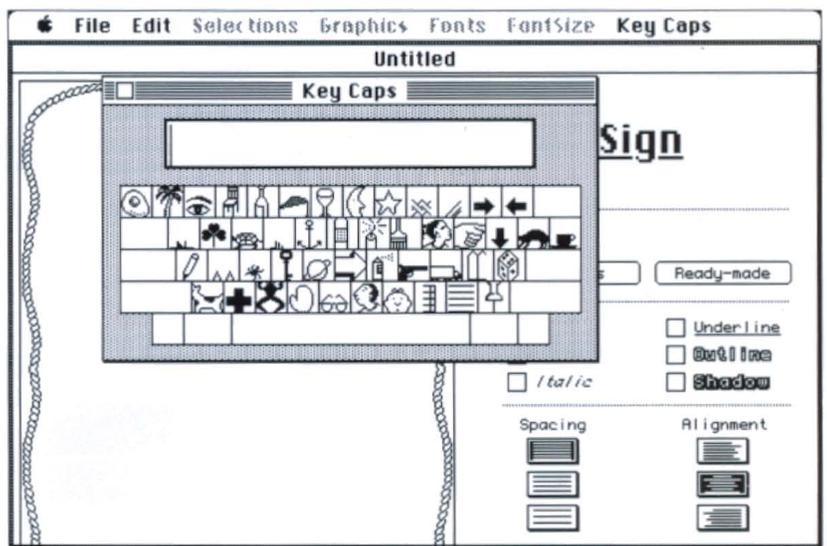
Example: Cairo font

Select a font from the Key Caps Menu and the lower case letters/symbols will appear on the keyboard. Press Caps Lock or Option to see the capital letters/symbols available in the font you have selected.

You can type a few letters and see how they look in the space above the keyboard.

You can use Key Caps to see the typestyle possibilities of any font. It is especially useful for locating particular characters in a graphics font, such as Cairo.

Scrapbook   Lets you get text and graphics from other programs to be used in your Print Shop projects. You can also use the Scrapbook to store Print Shop graphics for use in other programs.

FILE MENU

	**File**	Edit	Selections	Graphics	Fonts	FontSize

New
Open...
Close
Revert
Save
Save As...
Preferences...
Select Colors...
Print Options...
Adjust printer...
Print Sign...

Quit
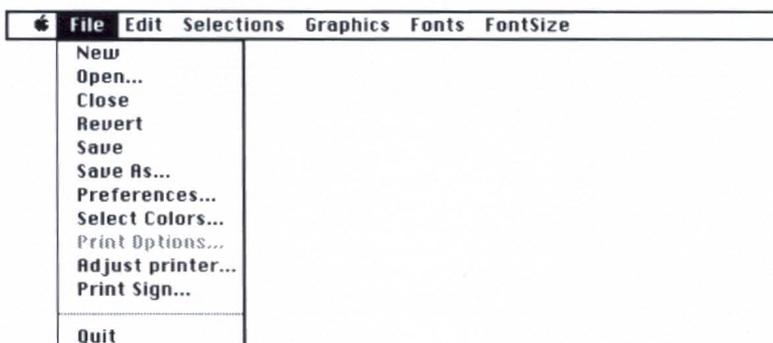
New   Lets you start a new project of the same kind you have been working on. If you have finished a sign, and want to design a new sign, select New. **Note: Selecting New will erase your previous design; if you want to save your design, be sure to do so before selecting New.**

Open   Lets you open a saved project file of the same kind. For example, if you are working on a banner, select Open to open one of the banner files saved on your disk.

Close   Lets you close a project file. When you close a project file, the program will return to the Project Selection screen.

Revert   Lets you return to the last saved version of the project.

Save   Lets you save your design to an already named file. **Note: Although you can save your designs to The Print Shop disks, we recommend that you save them to your own data disks.**

Save As...   Lets you set up and name a new file to save your design.

Preferences   Lets you customize your loading procedure. See Section 8, Special Features, for details.

Select Colors   Lets you select colors for each of your design elements before printing with a color printer.
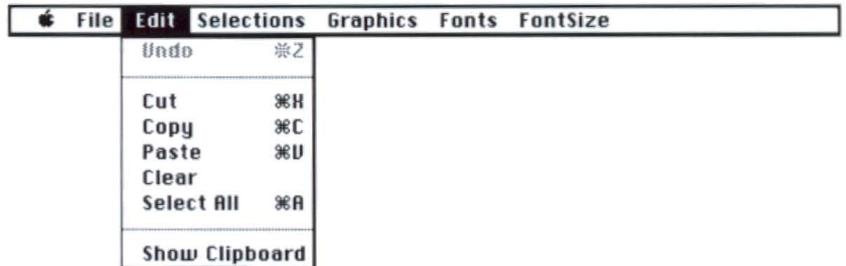
Print Options   Lets you choose special layout features for greeting cards and banners.

Adjust Printer   Lets you test to make sure your paper is properly aligned so that your projects will print out correctly.

Print...	Lets you print your project.
Quit	Lets you leave The Print Shop. If you've made changes in the current project, you'll be given an opportunity to save the changes before quitting.

EDIT MENU

```
 File  Edit  Selections  Graphics  Fonts  FontSize
      Undo        ⌘Z

      Cut         ⌘H
      Copy        ⌘C
      Paste       ⌘U
      Clear
      Select All  ⌘A

      Show Clipboard
```

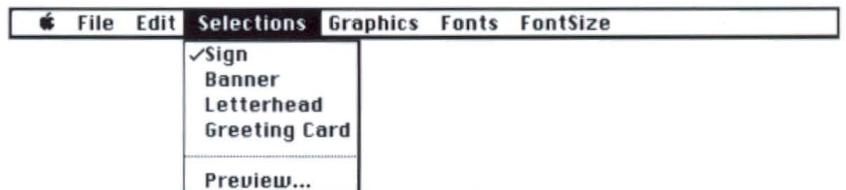|	
Undo	Lets you undo your most recent typing. Use Undo for such things as restoring text that has been deleted by mistake or cancelling your last keystroke.
Cut	Lets you remove the current selection—usually highlighted text—and place it on the Clipboard.
Copy	Lets you copy the current selection to the Clipboard.
Paste	Lets you add the contents of the Clipboard to your document at the cursor. You can also use Paste to replace text on the screen with text in the Clipboard. Highlight the text on the screen that you wish to replace before selecting Paste.
Clear	Lets you clear the current selection. When you clear, the selection will **not** be placed on the Clipboard.
Select All	Lets you select or highlight the entire text of your sign, greeting card or letterhead panel. This enables you to quickly cut, copy, etc. the entire block of text.
Show Clipboard	Shows the current contents of the Clipboard.

SELECTIONS MENU

```
 File  Edit  Selections  Graphics  Fonts  FontSize
          ✓Sign
           Banner
           Letterhead
           Greeting Card

           Preview...
```

You can go to this menu whenever you want to switch from one kind of project to another. If you have been working on a sign, for example, and want to switch to a greeting card, simply click Greeting Card.

Preview   This feature lets you preview your full design—text, borders and graphics—before you print it. Select Preview to see the full page of your letterhead or sign, the front and inside of your greeting card, or your complete banner. You can see how your design looks any time you want. Select Preview before you add new elements—large graphics, new borders, etc. Select Preview before you print your project to make sure you are satisfied with your completed design.

GRAPHICS MENU

🍎	File	Edit	Selections	**Graphics**	Fonts	FontSize	

Select Graphics...	⌘G
To-From Macpaint™ file...	⌘M
To-From Clipboard...	
Graphic Layout...	⌘L
Graphic Editor...	⌘E
Save Graphics...	⌘S
Delete Graphics...	⌘D

You will use this menu whenever you want to select, modify or lay out graphics in your project. You'll find a full explanation of the Graphics Menu in Section 3 of this manual.

FONTS AND FONTSIZE

🍎	File	Edit	Selections	Graphics	**Fonts**	**FontSize**	

Fonts	FontSize
✓Athens	9 point
Cairo	10
Chicago	12
Courier	14
Geneva	
Helvetica	✓18
London	20
Los Angeles	24
Monaco	30
New York	36
San Francisco	48
Seattle	72
Times	
Toronto	
Venice	

These menus show the different fonts and type sizes you can use in your projects. Select a font from the Fonts Menu. Then open the FontSize Menu and choose the size you wish. The recommended sizes for the type you've chosen appear in outlined numerals.

THE GRAPHICS MENU

Whatever Print Shop project you decide to make, you will probably want to use graphics. You may want to add a birthday cake to your greeting card, or one of your own MacPaint drawings to your banner, or a digitized photo to give your letterhead a special touch.

The Print Shop allows you a great deal of freedom and creativity in selecting, editing, and laying out graphics. You can make selections for all of your projects quickly and easily by using the Graphics Menu.

The items in the Graphics Menu work in the same way for all of the different Print Shop projects: Greeting Cards, Signs, Letterhead, and Banners.

	File	Edit	Selections	Graphics	Fonts	FontSize
				Select Graphics...	⌘G	
				To-From Macpaint™ file...	⌘M	
				To-From Clipboard...		
				Graphic Layout...	⌘L	
				Graphic Editor...	⌘E	
				Save Graphics...	⌘S	
				Delete Graphics...	⌘D	

Select Graphics — Lets you pick a selection of small, large, and full panel graphics from The Print Shop Graphics collection or other graphics library files to use in your project.

To-From MacPaint File — Lets you select graphics from any MacPaint file to use in your project.

To-From Clipboard — Lets you select graphics from the Clipboard for use in your design.

Graphic Layout — Lets you lay out your graphics on the project you are designing.

Graphic Editor — Lets you modify small and large graphics before you use them in your design.

Save Graphics — Lets you save one of the currently selected graphics to a graphics library file. It also lets you save a graphic you have modified with the Graphic Editor t a file or lets you reorganize graphics into a different file.

Delete Graphics — Lets you delete a graphic from a graphics library file.

You can use these options at any time and in any order you want, but you'll probably find it easiest to select your graphics first, either from Select Graphics or from a MacPaint file. Then you can use Graphic Layout to add the graphic to your design or Graphic Editor to make changes before you place the graphic in your design.

Save Graphics and Delete Graphics are features you will want to use to create and revise your own personal graphics library files.

SELECT GRAPHICS

Active Selection Box

Your Currently Selected Graphics

Scroll Bar
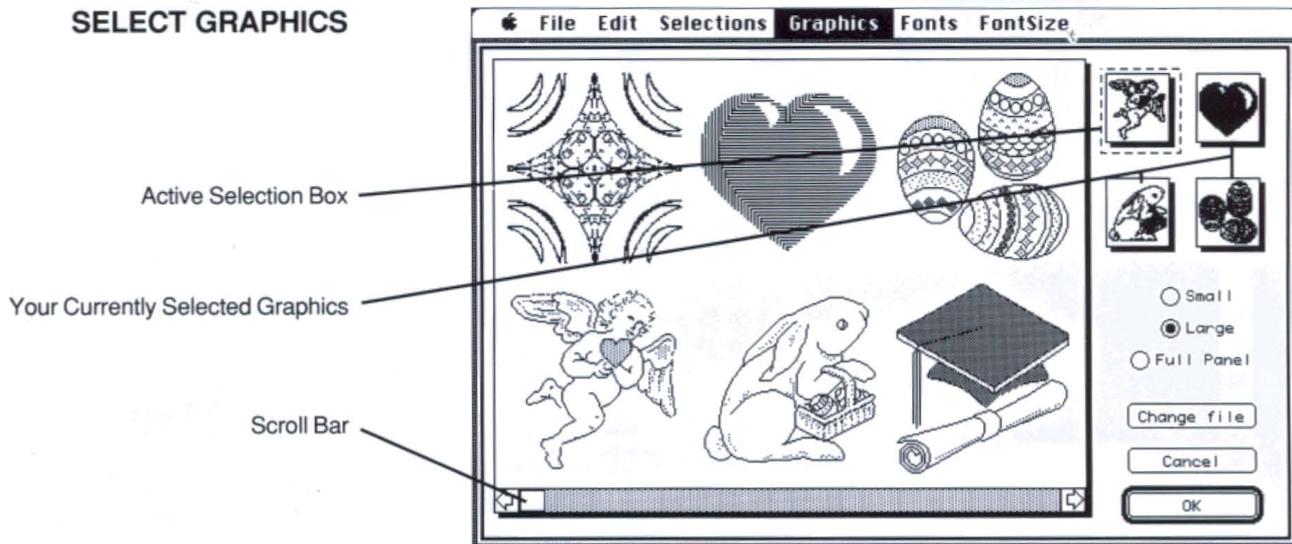
The Print Shop Graphics collection has three different types of pictures you can use—small, large, and full panel graphics. Click the button next to the size graphics you wish to see. You can choose 4 large and 4 small graphics to use in designing your current project. You can also choose full panel illustrations for all projects except Banner.

The currently selected graphics appear at the top right. A dotted rectangular box surrounds one of them. This is the Active Selection Box. To select a new graphic to replace the one in the box, scroll through the graphics in the large window. Click the one you want. The graphic you click will replace the graphic inside the Active Selection Box. To replace another of the currently selected graphics, first click the graphic you want to replace. The graphic you click will be surrounded by the dotted box. Now, select a new graphic from the large window just as before. You can replace any or all of your currently selected graphics in this way.

Remember to move the dotted box to the graphic you wish to replace before selecting a new graphic.

Large, Small, Full Panel

It's easy to pick all your graphics—small, large, and full panel—at one time. All you have to do when you are finished making selections of one size is click another size. The Print Shop graphics available in that size will appear in the large window. You can then change any or all of the currently selected graphics that appear at the top right.

Full Panel Placement

Full panel graphics are available for greeting cards, signs, and letterhead.

When selecting full panel graphics for greeting cards, you can pick a panel for both the front and the inside of your card.
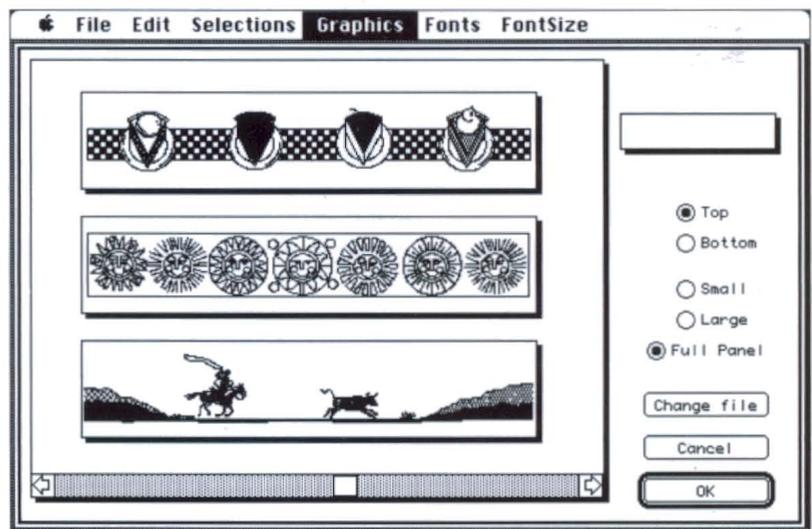
- Click Front or Inside to indicate your choice.

When selecting full panel graphics for letterhead, you can pick a panel for both the top and bottom of the page.

- Click Top or Bottom to indicate your choice.

Full Panel Graphic Selection Window for Greeting Card & Sign:
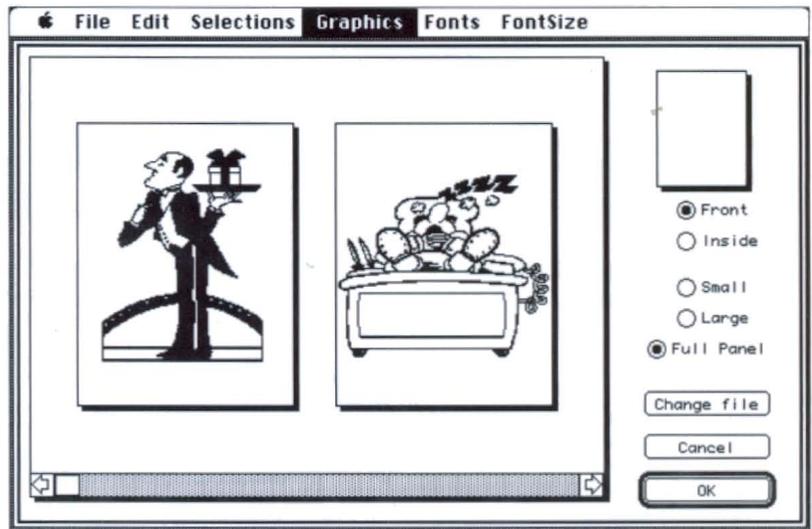
Full Panel Graphic Selection Window for Letterhead:

Finished Selecting Graphics?

Once you are satisfied with all your graphic selections, click [OK] to return to the Main Project screen and continue with your project.
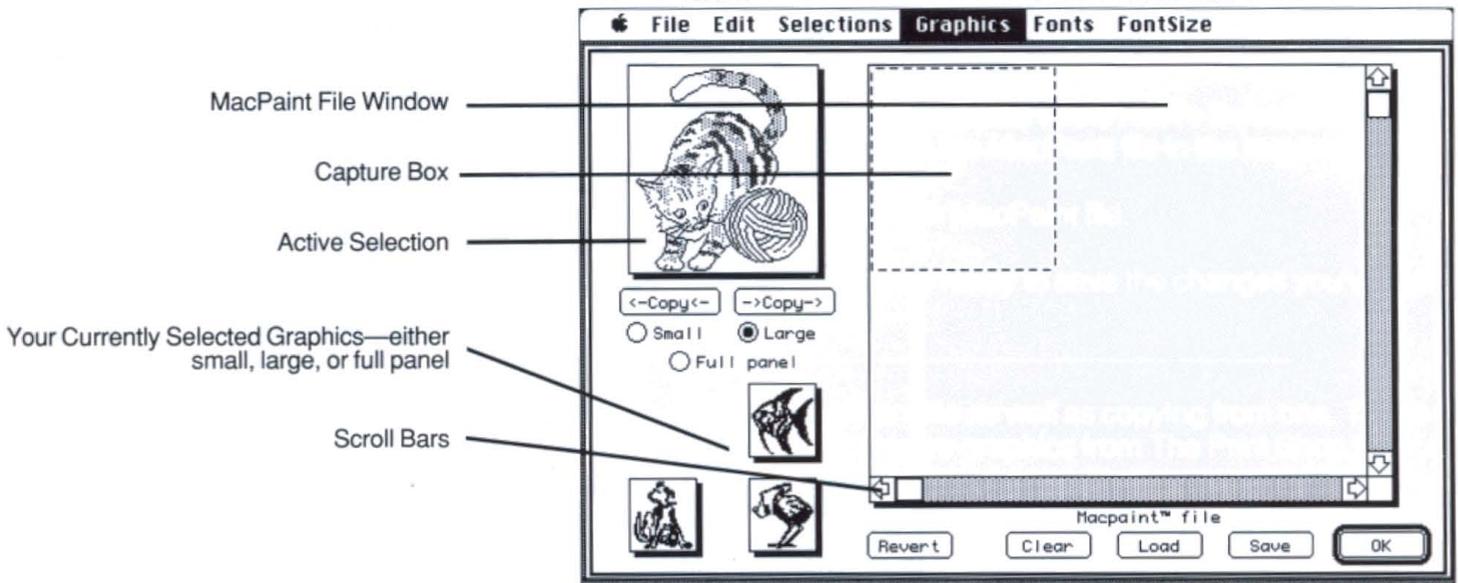
Changing Graphic Files

To get graphics from the Print Shop Graphics file or from a graphics library file you have created (see page 24 for instructions on how to save and delete graphics), click [Change file] . A dialog box will appear allowing you to eject disks, select drive, insert a new disk containing graphics files, and open a file. Your file will appear on screen and you can make selections from it.

TO-FROM MACPAINT FILE

Select To-From Macpaint file to copy graphics from any of your MacPaint files to your small, large, and full panel graphics or to copy Print Shop graphics to MacPaint files.

When a dialog box appears, you can eject a disk, insert another disk containing graphics files, and open a file.
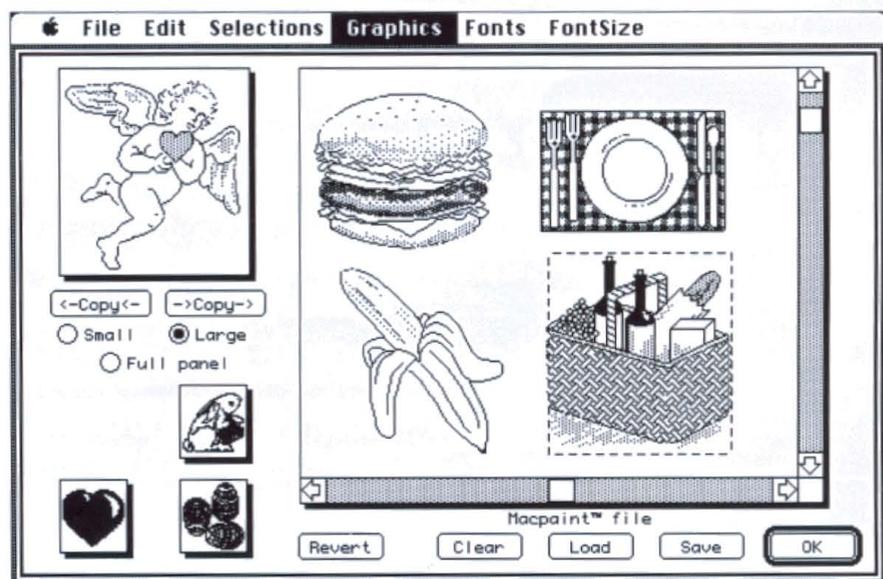
é File Edit Selections Graphics Fonts FontSize

MacPaint File Window ————

Capture Box ————

Active Selection ————

Your Currently Selected Graphics—either
small, large, or full panel ————

Scroll Bars ————

<-Copy<-   ->Copy->
○ Small   ● Large
○ Full panel

Macpaint™ file
Revert   Clear   Load   Save   OK

After opening a new MacPaint file, use the scroll bars to move around in the MacPaint file window.

• Click Small, Large or Full panel to choose the size of the graphics you wish to add to or replace. Choose the size depending on the size of the MacPaint graphic you wish to copy. Note that the size of the dotted capture box in the large window changes as you switch from small to large to full panel graphics.

One of your graphics will appear in the Active Selection Box. This graphic will be replaced with any you select from your MacPaint file. If you wish to replace another graphic, click on it. It will then appear in the Active Selection Box.

COPYING FROM MACPAINT

Drag the capture box to the part of the MacPaint file you want to copy.

é File Edit Selections Graphics Fonts FontSize

<-Copy<-   ->Copy->
○ Small   ● Large
○ Full panel

Macpaint™ file
Revert   Clear   Load   Save   OK

Click <-Copy<-. The graphic inside the capture box will replace the one in the Active Selection Box.

```
  🍎  File  Edit  Selections  Graphics  Fonts  FontSize
```
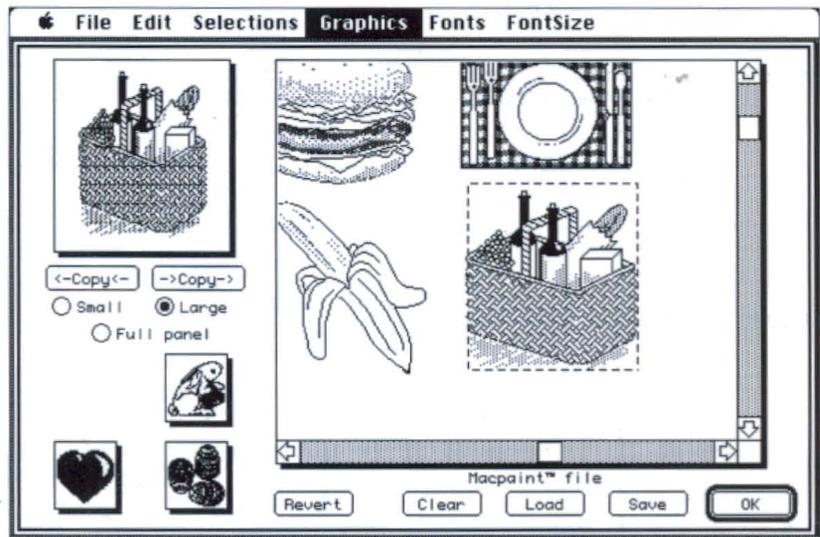
You can keep modifying this image by moving the rectangle and copying the new image.

Centering the Image

You can center or move the copied image in the Active Selection Box, too. Move the pointer inside the box. The pointer becomes a Grabber hand that allows you to drag the image around inside the box.

Touching Up Your Image

You may wish to erase part of the surrounding MacPaint file so you can copy a clean image. If you press the Option key, the Grabber in the MacPaint window will become an eraser that you can use to erase any part of the image that you want. You can also erase in the Active Selection Box by moving your pointer into the box and then pressing the Option key.

Changing the Capture Box

You can change the size of the capture box in order to copy a larger or smaller portion of an image. To do this:

1. Click outside the capture box.

2. Position the cross hair (+) at the upper right corner of the image you wish to select.

3. Drag until the box captures the portion of the image you want. Then release the mouse button.

4. Click `<-Copy<-`.

Note: If you want to clear the captured portion of the image, press Backspace; everything within the capture box will be cleared.

You may want to experiment with different sized or shaped capture boxes to get an image you like. If the proportions of your capture box are very different from the size of the original, your image may be somewhat distorted. You can use this distortion to create various effects.

Remember to Revert

The Revert button can be a lifesaver! Click it to restore your active selection to its original form. If you've made changes you don't like, choose `Revert`.

Continue Making Selections

When you are satisfied with the graphic in the Active Selection Box, you can continue adding graphics from your MacPaint file.

• Click another graphic. It will appear in the Active Selection Box. You can then replace it with a graphic from the MacPaint file in the large window.

• Click [Load] to view another MacPaint file.

• Click [OK] when you are ready to save the changes you've made and continue with your design.

COPYING TO A MACPAINT FILE

You can copy to a MacPaint file as well as copying from one. This is a handy feature. It allows you to save graphics from The Print Shop to a MacPaint file.

You might want to do this if:

1. You want to edit a graphic in MacPaint rather than in the Graphic Editor. **Note: This is the only way to edit full panel graphics.**

2. You've changed a graphic and you'd like to keep it in a MacPaint file for further use.

To copy the active selection to the MacPaint file window, click [->Copy->].

To save your changes in the large window as a new file, click [Save] and follow the directions in the dialog box.

You can save the graphic in the same size or modify it by stretching or shrinking the capture box in the MacPaint file window.

The Copy Keys

If you should press the wrong Copy key, here's what you can do:

If you press [->Copy->] by mistake:

1. Click [Load] .

2. Click No when the dialog box appears. DO NOT save the MacPaint file.

3. Reload your MacPaint file. No changes will have been made.

If you press [<-Copy<-] by mistake:

1. Click [Revert] . Your original graphic will appear in the ActiveSelection Box. You can then continue making selections from your MacPaint file, if you wish.

TO-FROM CLIPBOARD

Select To-From Clipboard to copy any of the currently selected graphics to the Clipboard or to copy the contents of the Clipboard to any of the currently selected graphics. Use To-From Clipboard exactly as you would To-From MacPaint files.

Note: Text can be treated as a graphic, using the procedures for converting text to graphics outlined in Section 8, Special Features.
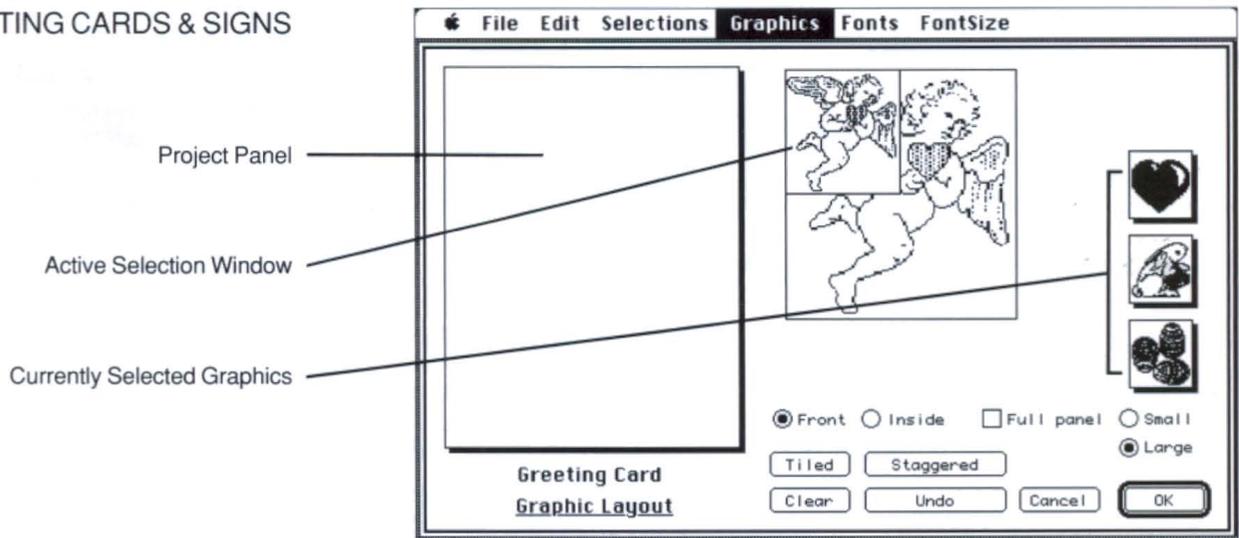
Finished Selecting Graphics? Once you've selected your graphics, you can either select the Graphic Editor to modify your graphics or go directly to Graphic Layout to position your graphics in your project.

GRAPHIC LAYOUT Select Graphic Layout when you are ready to place your selected graphics in your design for cards, signs, and letterhead. You will then see the Graphic Layout screen. If you are making a banner, you will add your graphics on the Main Banner screen.

GREETING CARDS & SIGNS

Project Panel

Active Selection Window

Currently Selected Graphics

File Edit Selections **Graphics** Fonts FontSize

⦿ Front ○ Inside ☐ Full panel ○ Small ⦿ Large

Greeting Card
Graphic Layout

[Tiled] [Staggered]
[Clear] [Undo] [Cancel] [OK]

Getting Started The layout screen for Greeting Card and Sign is the same, except that for a greeting card you can choose a graphic layout for both the inside and the outside. If you are designing a greeting card, select which panel—front or inside—you wish to work on first.

Then choose which size graphics you want to work with first. Click Small or Large. Three of your selected graphics appear on the right.

One of the graphics appears in the Active Selection Window. It appears in several sizes. You have a choice of five different sizes for small graphics and two for large graphics.

The panel on which you will lay out your graphics appears at the left of the screen.

Positioning Your Graphics Move your pointer to one of the different sized graphics in the Active Selection Window. Press the mouse button and a Grabber hand will appear. Drag the graphic to the panel and position it where you want.

You can move your graphic within the panel by dragging. You can also drag more graphics—the same size, larger, or smaller—from the Active Selection Window to place in your design.

To remove a graphic from your card, simply drag it off the panel.

Want to add a different graphic? • Click another graphic. It will appear, in different sizes, in the Active Selection Window. You can then drag the graphic you want onto the panel.

Want to add a Full Panel?

• Click Full panel to see the full panel graphic you have selected displayed on your project. To remove the graphic, click again to "turn off" Full panel.

Switching Sizes and Panels

• Click Small/Large to switch from one size set of graphics to another.

• Click Front/Inside to switch from one greeting card panel to another.

Note: Usually, you will select the small, large, and full panel graphics you want to use in your project before you start to do your layout. But sometimes you may get an inspiration while working on the layout and want to select some different graphics from a MacPaint or graphics library file.
  You can do this but you should remember that the changes may affect your present layout. If you have begun your layout and added a heart, for example, and if you then replace the heart with a graphic of a fish, the fish will appear on your layout in place of the heart.
 If you want to select new graphics after you've begun laying out your design, try to replace ones you have not already used.

Some Special Effects

If you want a repeated pattern of images, select [Tiled] or [Staggered].

• Click [Tiled] to see images repeated across and down the page.

• Click [Staggered] to see staggered images.

• Click either button again and again to see all the different variations possible using your currently selected graphics.

• Click [Clear] to quickly clear your panel of images. Then you can begin your layout again.

• Click [Undo] to cancel your last action.

• Click [Cancel] to return to the Main Project screen without saving your graphics layout.

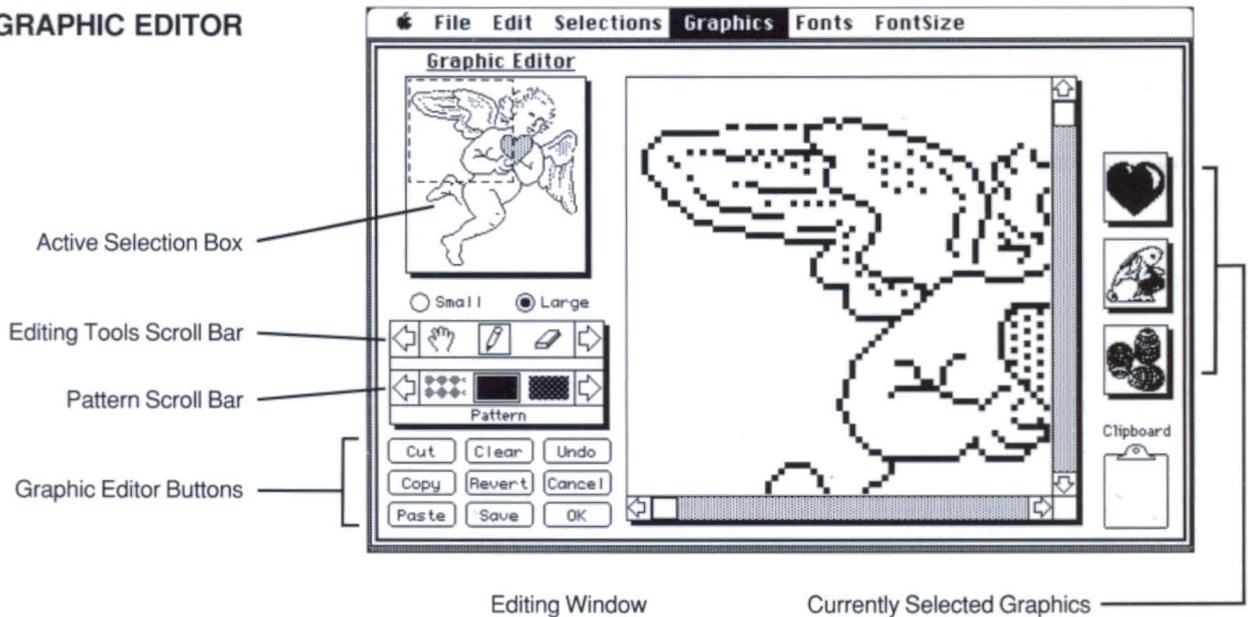• Click [OK] when you are satisfied with your layout.

LETTERHEAD

21
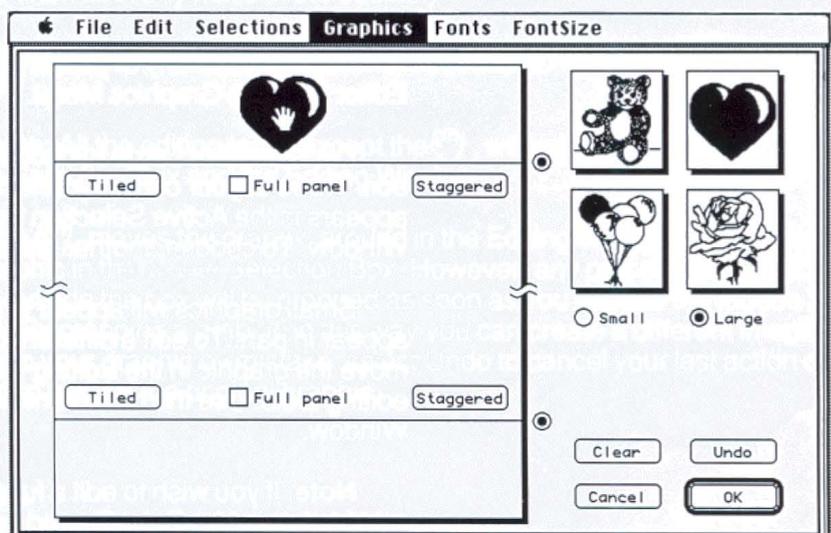
To add the currently selected graphics to your letterhead, simply drag your graphics and place them on the top or bottom of your page. You have a choice of two different sizes for small graphics and one size for large graphics.

- Click [Tiled], [Staggered], or Full panel at the top or the bottom to add special graphics effects.

- Click the Design Line buttons on/off. You can either retain or erase one or both of these two lines that delineate the top and bottom of the letterhead areas. If you do not want a design line to be printed, make sure that the button to the right of the line is turned off.

- Click [Clear] to erase your graphic layout so you can begin again.

- Click [Cancel] to return to the Main Project screen without saving your graphics layout.

- Click [Undo] to cancel your last action

- Click [OK] when you are satisfied with your layout.

GRAPHIC EDITOR

Active Selection Box

Editing Tools Scroll Bar

Pattern Scroll Bar

Graphic Editor Buttons

Editing Window   Currently Selected Graphics

Editing Small/Large Graphics

You may edit any of your small or large graphics by selecting Graphic Editor from the Graphics Menu.

Click Small or Large to choose which size group of graphics you wish to edit. Three of your currently selected graphics appear at the right. One appears in the Active Selection Box on the left and also in the Editing Window. To choose another graphic to edit, simply click the graphic you want.

Small graphics will appear in full in the Editing Window. Large graphics will appear in part. To edit a different part of a large graphic, use the scroll bar to move the graphic in the Editing Window, or select the hand icon from the editing tools. Use the hand to move the graphic around in the Editing Window.

Note: If you wish to edit a full panel graphic, you can do so by moving the graphic into a MacPaint file and using MacPaint. See page 19 for details on Copying to MacPaint.

| Flipping Your Graphic | • Press ⌘ and H to flip your graphic horizontally. |

• Press ⌘ and V to flip your graphic vertically.

• Press ⌘ and I to invert your graphic from black to white. Press again to revert back.

| Select Tools/Patterns | You may select tools to use in editing your graphics and patterns for painting or filling in areas. |

The currently selected tool and pattern is surrounded by a small box.

• To select another tool or pattern, click it. The box will appear around your new selection.

• Click on the left and right arrows to scroll through the bars and see all your tool and pattern choices.
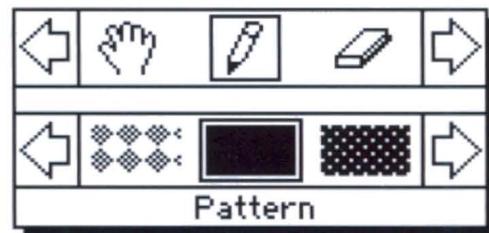
After selecting a tool, move your pointer into the Editing Window and press the mouse button to activate the tool.

| Your Editing Tools | 🖐 Lets you grab and move the graphic around so you can edit all parts of it. |

✏ Lets you draw a thin line—black on white or white on black.

🖉 Lets you erase parts of your graphic.

🖌 Lets you fill an outlined area with the current pattern. (If an outline has gaps or holes in it, the paint "leaks" through. Choose Undo from the Edit Menu. Then fill in any holes in the outline.)

🖌 Different-sized paint brushes let you paint with the currently selected pattern.

Note: All the editing tools, except the 🖐 , will work the same in both the Active Selection Box and the Editing Window.

The 🖐 moves the graphic around in the Editing Window. It also moves the graphic in the Active Selection Box. However, any part of the graphic you move outside the box will be cropped as soon as you release the mouse button. By cropping a graphic in this way you can create a different image. If you crop your graphic by mistake, select Undo to cancel your last action or Revert to restore the original graphic.

Graphic Editor Button

As you edit the graphic in the Editing Window, your changes are displayed in the Active Selection Box.

Before making a major change, you may want to make a copy of the graphic for your Clipboard. This will save the graphic in the Active Selection Box as is so you can keep it and paste it back later if you wish.

• Click [Cut] to remove the graphic from the Active Selection Box and Editing Window and place it on the Clipboard.

• Click [Copy] to add the graphic in the Active Selection Box to the Clipboard.

• Click [Paste] to paste the contents of the Clipboard into the Active Selection Box and Editing Window.

• Click [Clear] when you want to clear the Editing Window. This will also clear the Active Selection Box.

• Click [Revert] if you wish to restore your active selection to its original form. The Revert button insures that you will never lose the original graphic you had when you entered the Graphic Editor.

• Click [Save] if you wish to save your edited graphic to one of your own graphics library disks. The Save Graphics screen will appear and you can make a new file or select a file in which to save your graphic. Click the graphic and it will be added to your file.

• Click [Undo] to undo your last action.

• Click [Cancel] to return to the Main Project screen without recording any of your changes.

• Click [OK] when you are satisfied with your editing.

Using The Clipboard

You can use the Clipboard in a variety of ways to move graphics to and from the Scrapbook. See Section 8, Special Features, for a detailed explanation of some other uses of the Clipboard.

SAVE GRAPHICS

24
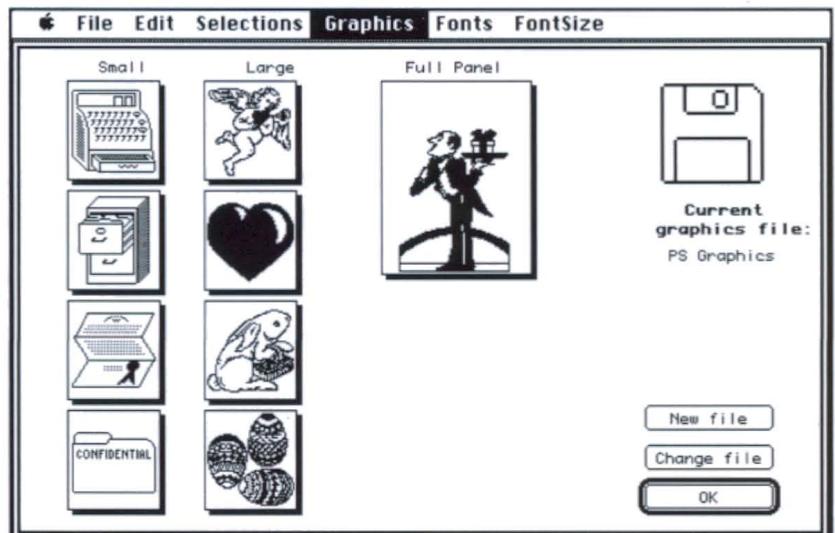
Using Save Graphics

You can create your own graphics library files by using the Save Graphics function. You may want to make a file of your favorite graphics or to combine graphics from different disks in a new file. You can even make special subject files to suit your personal needs.

• Select Save Graphics to start a new file or add to an old one.

• Click [New file] to set up a new file. A dialog box will appear, allowing you to make your selections.

• Click [Change file] when you want to add a graphic to an existing file. The currently selected graphics appear at the left. You can save any of the 4 small, 4 large, or full panel graphics by clicking on it.

DELETE GRAPHICS

To delete graphics from the files you create, open Delete Graphics. Select the file from which you wish to delete a graphic and the size graphic you wish to delete.

Scroll though the library of graphics and click any unwanted ones. The graphics you click will move to the trash can on the screen.

Note: You cannot cancel a Delete Graphics command. Once graphics are deleted, they cannot be restored. Therefore, be careful to select only those graphics you really want to delete.

The Print Shop Graphics Collection

You can save and delete graphics to and from any new library file you create. But you cannot save or delete graphics to or from The Print Shop Graphics collection. If you try to add or delete graphics to or from that file, a dialog box will appear instructing you to select another graphic file. This preserves the original graphic library and prevents deleting any of the original graphics by mistake.

GREETING CARD and SIGN

With The Print Shop, you'll be able to create the perfect card to send for any occasion and make a sign everyone is sure to notice. Signs and Greeting Cards are designed in much the same way. The only difference is that to make a Greeting Card you design two panels—front and inside. To make a Sign, you design just one. With both Greeting Cards and Signs, you can choose from a wide variety of graphics, borders, and fonts, as well as edit or create your own graphics, or select ready-made projects for quick results.
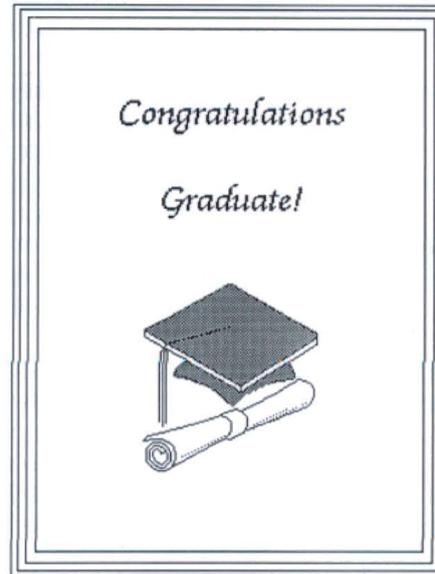
To make a Greeting Card, click on the Greeting Card icon on the Project Selections screen or open Greeting Card from the Selections Menu. The Main Greeting Card screen will appear. You can now decide if you wish to make a ready-made card or to create your own design.

READY-MADE

The Print Shop's ready-made projects are designed to give you as much freedom as you want. You can pick a card and print it without making any changes. Or you can select a ready-made card and use it as a base for designing your own card. You can start with a ready-made card and add text, change borders, select different graphics, etc. The choice of what changes to make is yours.

• Click Ready-made to select one of the ready-made cards in the program.

A dialog box appears and you can select one of the ready-made card files on your Print Shop Graphics disk. If you select Birthday, for example, the front and inside panels of a birthday card will appear.

• Click Choose to select another card from the listing.

• Click OK if you wish to select the ready-made card on the screen. If you want to print your card now, turn to Section 7 for details on printing. If you want to change the ready-made design, read on to see how you can create your own designs.

• Click Cancel if you want to return to the Main Greeting Card screen without making a ready-made selection. **Note: If you select Ready-made while you are in the midst of designing a greeting card and then change your mind and select Cancel , you will be returned to the project you were working on, rather than to the Main Greeting Card screen. To return to the Main Greeting Card screen, in this case, select OK .**

DESIGN YOUR OWN

You don't need to start with a ready-made card. You can design your own card entirely from scratch.

You can pick borders, select graphics, choose different typefaces, compose your own messages, and personalize your card in just about any way you want.

Because the program is so flexible, you can begin wherever you wish. You may find that you begin by choosing a border first for one card and a graphic first for another.

Generally, it's best to begin by choosing the most important or predominant element. For example, if you want an elaborate border on the front of your card, pick the border first and then type in your message. If the message is more important, you may want to choose a font first.

It is, however, a good idea to select and edit your graphics before you begin laying out your design.

FRONT/INSIDE

You can design two panels for your card—a front and an inside panel. To work on a panel, click the appropriate button. These buttons will appear throughout the Greeting Card program. By using them, you will be able to switch easily from one panel to the other, so that you can coordinate the borders, graphics, and fonts that you use.
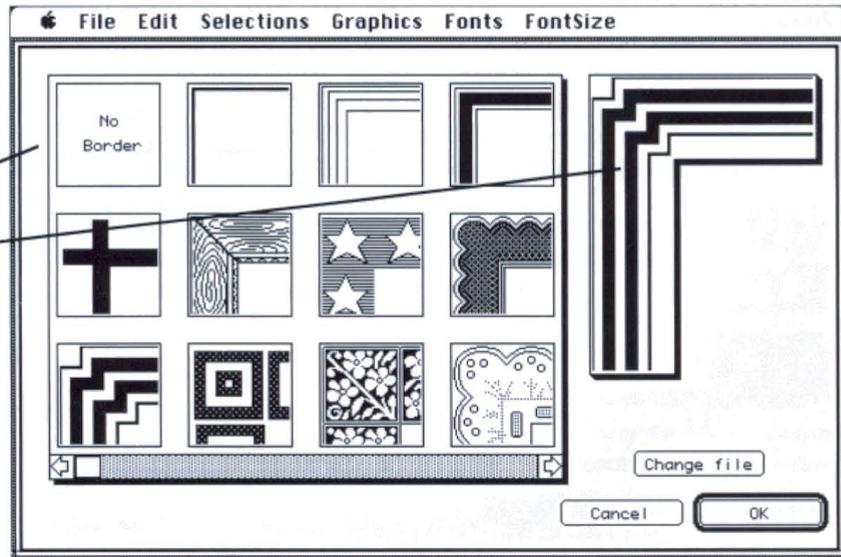
The Scroll Bar

Most of the greeting card panel you are designing can be seen in the window. However, a small portion is hidden from view. To see the entire panel, use the scroll bar.

BORDERS

Click [Borders] to change the border on your front or inside panel.

Border Window
Active Selection Box

You will see the border currently selected for your panel in the Active Selection Box.

Use the scroll bar at the bottom of the Border Window to scroll through the entire border collection.

Select a border by clicking on it. Your new choice will appear in the Active Selection Box.

Click [Cancel] to return to your original border selection.

When you are pleased with your border selection(s), click [OK].

TEXT

You can type a message for your Greeting Card and decide how you want it to appear. You can choose a font, a typestyle, line spacing and alignment of text. Once your message is typed, you can change any part of your text quickly and easily.

Making Font and Typestyle Selections

• Open the Font Menu. A check appears next to the currently selected font. You can change the font by clicking another.

• Open the FontSize Menu. The menu lists different available point-sizes for the currently selected font. Because some fonts look better in certain sizes than others, recommended sizes for a chosen font are outlined. Selecting one of the outlined sizes will give you the best results.

Click the boxes on the Greeting Card screen to:

• Select the style of your type—bold, underline, etc.

• Select the spacing between lines.

• Select the alignment of the text—left, center or right.

Typing Your Message

A flashing cursor appears on the top of your card. The cursor marks the spot where you can type your message. You can move the cursor by pressing Return or Backspace or by selecting a different type alignment from the boxes on your screen.

• To start a new line, press Return.

• To move up a line, press Backspace.

• To erase, move the cursor to the right of the letter or word to be erased and press Backspace. Or, if you prefer, highlight the text to be erased and press Backspace. (To highlight, position your cursor to the left of the first word to be erased. Drag the cursor across the text; the text will appear highlighted in black. Highlight all the text you want to erase and release the mouse button. Then press Backspace.)

• To undo your last typing action, select Undo from the Edit Menu before doing anything else.

Changing Font and Typestyle

You may need to try different fonts and typestyles to get just the right look for your card. You may also want to use several different fonts and styles within the same message. Changing your type selections is easy.

• To change the font or style of the next word you type, simply make your type selections and then continue typing.

• To change the font or typestyle of a previously typed word or phrase, highlight the word or words you want to change. When all the text you want to change is highlighted, release the mouse button. Now make your type choices. When you are satisfied, click to remove the highlight.

Note: If you make a mistake and erase any or all of your text, go the the Edit Menu and select Undo before doing anything else. Your erased text will reappear.

GRAPHICS You can add graphics to your card using the Graphics Menu. For instructions on how to use the Graphics Menu, see Section 3. By reading this section you will learn about all of The Print Shop's graphic possibilities. You will find out how you can select graphics from various graphics files, including your own MacPaint files, and how you can edit your graphics and lay them out on your project.

Note that when you add graphics to your layout, you do not have to worry about covering up your text. Any text that overlaps a graphic will be "masked" so the type will still be readable.

Note: Sometimes when you are adding type to the Main Project screen or graphics in Graphic Layout, you may want to remove your border. Pressing ⌘ and N will remove the current border on the panel you are designing.

PREVIEWING

Front   Inside
Greeting Card Preview   [Exit]
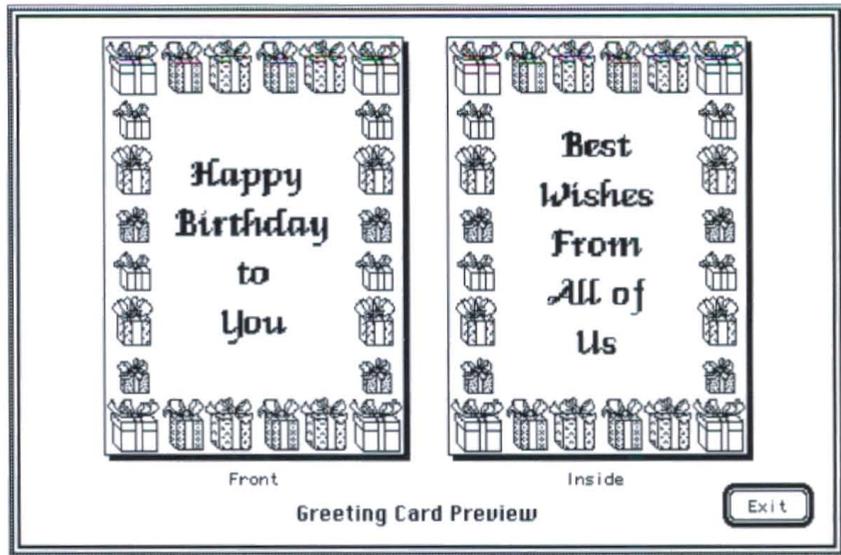
After you've chosen the various elements—borders, type and graphics—you can preview your whole card. Select Preview from the Selections Menu to see the front and inside panels you've designed. If something doesn't please you, you can go back and make whatever changes you wish.

A Credit Line For Your Cards   Add a personal touch with your own credit line. Click Credit to type in a one line credit (Made by me and my Macintosh, for example) that will appear on the back of your card.

SAVING   Whenever you want to save your project to a file, select Save As... from the File Menu. A dialog box will appear. You can then insert a data disk, name your project, and save it. It is recommended that you save your files to a separate data disk and **not** to either of the Print Shop disks. Once a project has been saved, it will appear on the desktop with an appropriate project file icon.

Select Save whenever you want to save design changes to your project file.

PRINTING

When you're ready to print your card, turn to Section 7, Printing Your Project, for full details.

Note that checking your paper alignment is very important when making a Greeting Card. If the paper is not positioned properly, your card will not be correctly centered on the page when you fold it. Select Adjust Printer from the File Menu to check your paper alignment. The printing test will print four corners. Adjust your paper position and repeat the test until the corners appear correctly centered.

When your entire card is printed (half upside down, half right-side up in alternate corners), remove it from the printer and fold it in quarters. Your finished card will have your design on the front and the inside, and an optional credit line on the back.

Note: Special layout features are available for Greeting Card. For more information, see Section 8, Special Features.

Ready To Start Again?

To design a new card, select New from the File Menu.

To design a different project, select Banner, Sign, or Letterhead from the Selections Menu.

MAKING SIGNS

Making a sign is like making one large panel of a greeting card. Your sign will print on one full side of an 8 1/2 x 11 inch sheet of paper. Your borders, text and graphics will appear larger than on the smaller greeting card panels.
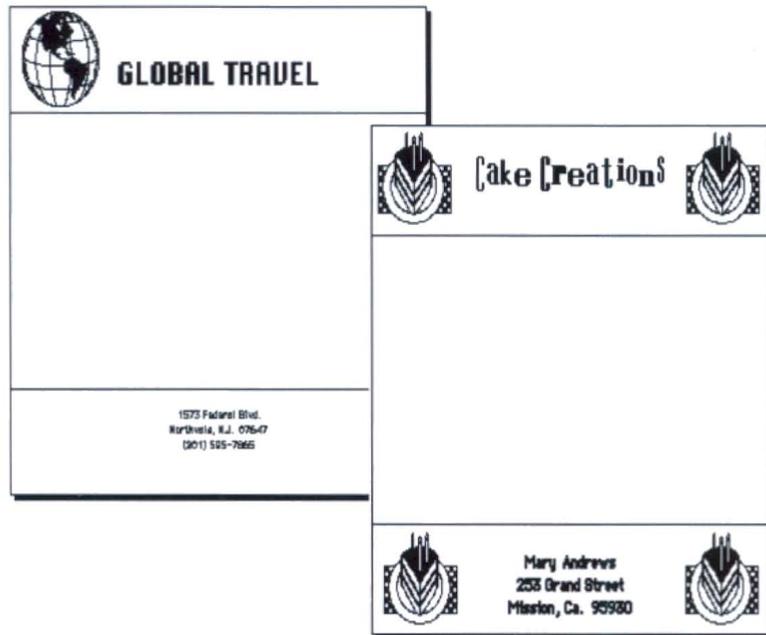
You select borders, graphics, and type styles for your sign the same way you select them for a greeting card.

30
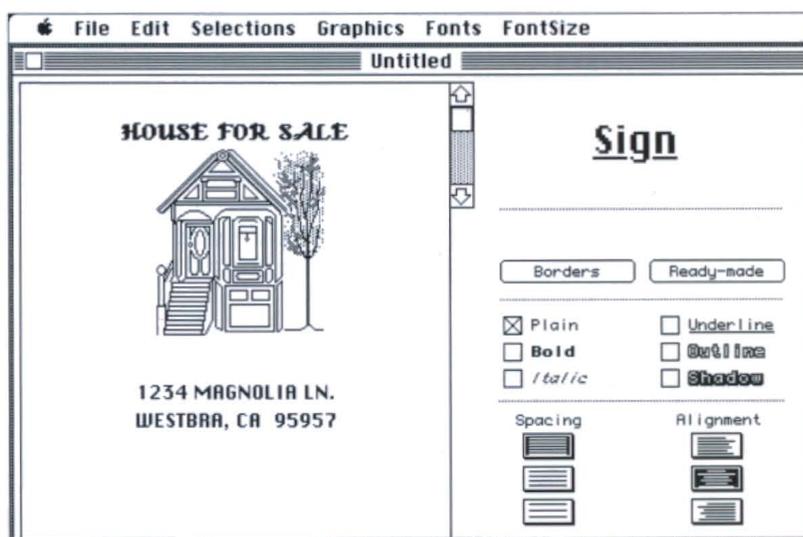
With The Print Shop you can design your own stationery and letterhead. You can choose a ready-made design and either print it as is or use it as a template, changing it in any way you want. Or you can start from scratch and create your own unique design. You'll find it easy to make stylish letterhead for all your business needs, as well as personal stationery that reflects your interests and personality.

Your letterhead can have pictures and/or text at the top, the bottom or both areas of the page.

GLOBAL TRAVEL

1573 Federal Blvd.
Northvale, N.J. 07647
(201) 585-7865

Cake Creations

Mary Andrews
253 Grand Street
Mission, Ca. 95930

READY-MADE   If you'd like to choose a ready-made design, click [Ready-made]. You can then select, from a dialog box, a number of different ready-made letterhead designs. Open the design you wish to see.

- Click Choose if you want to return to the dialog box listing, and select a different letterhead design.

- Click [OK] if you want to select the ready-made design on the screen. If you wish, you can print your letterhead without making any changes. (See Section 7 for printing details.) Or, you can add whatever elements you wish: your name, address, slogan, new graphics, etc., before you print.

DESIGN YOUR OWN

TEXT

If you want to work on your text message first, select the area — top or bottom — in which you want your text to appear.

Position your cursor at the place you want to start your text. You can position the cursor either by clicking one of the alignment boxes — left, center, right — or by using the keyboard.

To move the cursor down a line, press Return. To move up, press Backspace. To move right on the same line, press the space bar. To move left on the same line, press Backspace.

Then select your typeface and size from the Fonts and FontSize Menus. Select your typestyle by clicking the typestyle boxes on the screen.

Once you've made your text selections, you are ready to type your name, address, or whatever message you wish. To start a new line, press Return. Press Backspace to delete.

Changing Font or Style

You may want to change your type selection or use a combination of selections in the same letterhead. Changing your type selections is easy. To change the font or style of the next word you type, simply make your selections and then continue typing.

To change the font or typestyle of a previously typed word or phrase, highlight the word or words you want to change. Make your new type selections; then click your mouse to remove the highlight.

Note: If you make a mistake and erase any or all of your text, go to the Edit Menu immediately and select Undo.

For a complete discussion of creating and editing text with the Macintosh, see page 5.

When you've finished designing the text for one part of your letterhead, select Top or Bottom to design text for the other part.
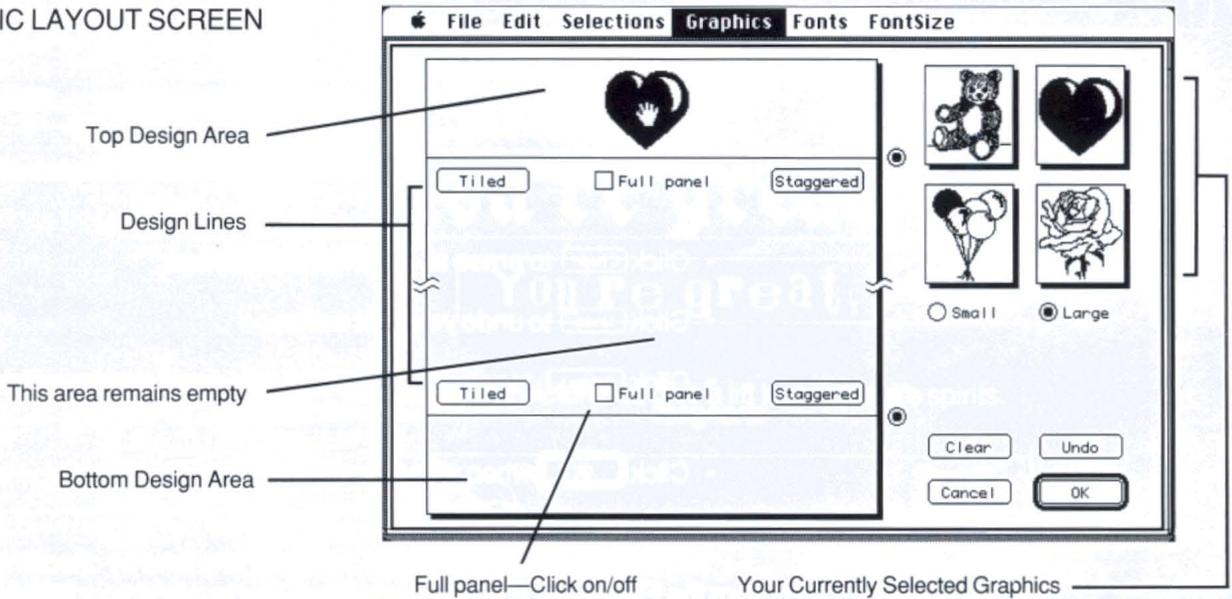
GRAPHICS

You may select and lay out your graphics at any time while designing your letterhead.

You can select graphics from The Print Shop Graphics collection, or from any MacPaint file, and edit them by making selections from the Graphics Menu. See Section 3 on the Graphics Menu for detailed instructions.

When designing a letterhead you may choose 4 large and 4 small graphics. In addition, you may select two horizontal full panel graphics — one for the top, and one for the bottom of your letterhead. Once you have chosen and/or edited your graphics, select Graphic Layout from the Graphics Menu.

GRAPHIC LAYOUT SCREEN

Top Design Area

Design Lines

This area remains empty

Bottom Design Area

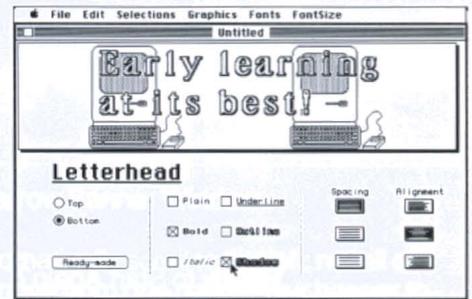Full panel—Click on/off

Your Currently Selected Graphics

To add a graphic to your design, simply drag any one of your currently selected graphics to the top or bottom of your letterhead. To remove a graphic, drag it off your letterhead. You have a choice of two different sizes for small graphics and one size for large graphics.

You can add as many graphics as you like. You can even add a graphic behind type.

Graphic Layout Screen:
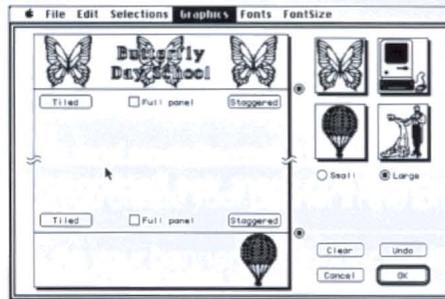

Main Editing Screen:

Full Panel   Click the Full panel button next to the Top or Bottom Letterhead area to either reveal or hide the panel you have selected for that area.

Design Lines   Two lines appear on the screen separating the top and bottom of the Letterhead areas. If you want to erase one or both, simply click the button to the right of the line. Click again to reactivate the line.

Tiled/Staggered   If you would like to see a repeated pattern across the top or bottom panel, click ⎡Tiled⎤ or ⎡Staggered⎤. Keep clicking to see various combinations until you find one you like.
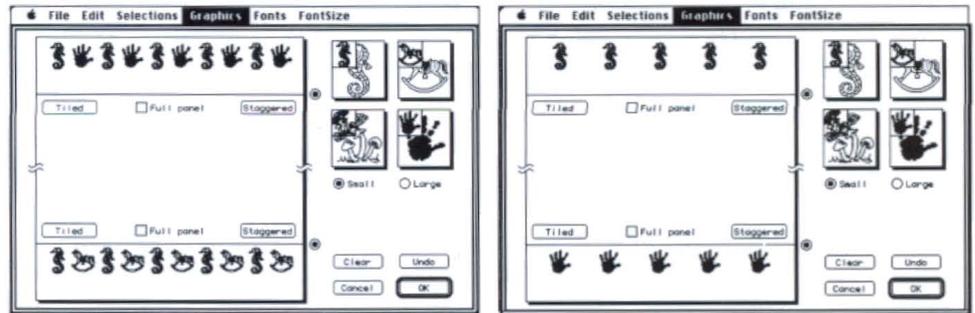
• Click ⎡Clear⎤ to erase all graphics on the page.

• Click ⎡Undo⎤ to undo your last action.

• Click ⎡Cancel⎤ to return to the Main Letterhead screen without saving any changes.

• Click ⎡ OK ⎤ when you are satisfied with your layout.

SAVING   You can save your letterhead design at any time by choosing Save As... from the File Menu. A dialog box will ask you to name your letterhead file and insert a data disk. Once your design is named and saved, you can continue to work on it. As you complete different stages of your design, you can update your file by selecting Save from the File Menu. Your saved letterhead will appear on the desktop with an appropriate project file icon.

PREVIEWING   You may want to preview your letterhead design before you print. To do this select Preview from the Selections Menu. Check to see that you've removed any preset messages from the top or bottom of your screen, and any border lines that you do not wish to appear. If you want to make any changes, return to the Main Letterhead screen or the Graphic Layout screen.

PRINTING   If you are satisfied with your design and are ready to print, turn to Section 7, Printing Your Project.

Note: For information on how to copy your letterhead design to a MacWrite document, see Section 8, Special Features.

Ready to Start Again?   To design a new letterhead after printing, select New from the File Menu.

To design a different project, choose Greeting Card, Sign, or Banner from the Selections Menu.

Make a banner to wish a friend a great day.

Happy Birthday, Larry!

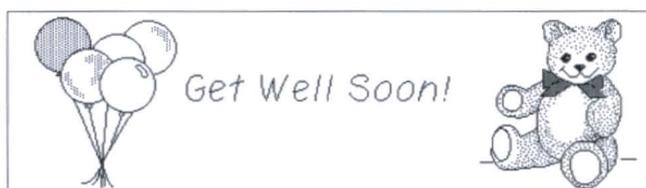Or one to congratulate the whole team.

`Congratulations, Chris, Ann, Susan, & Jo!`

Change the type to suit your whim. Choose different paint brushes for different effects.

You're great, Mate

You're great, Mate

And add a few pictures to give a lift to someone's spirits.

Get Well Soon!

Using The Print Shop, you can make any day a banner one!

READY-MADE

You can select a ready-made banner to print as is or to modify to suit your own needs. Click ⬚Ready-made to see a listing of the available banners. Select one from the dialog box. If you would like to see the listing again, Click Choose. Click ⬚ok if you want to use the banner on the screen.

If you want to print your banner as is, refer to Section 7, Printing Your Project.

If you'd like to make changes in the ready-made banner, read on to see how you can add elements of your own.

DESIGN YOUR OWN

You create your banner in the long narrow Banner Window.

As your banner gets longer, it will automatically scroll to the left; not all of it will appear at once. Use the scroll bar to move from one part of your banner to another.

GRAPHICS

You can add graphics to your banner from either the small or large size graphics. Click either Small or Large to switch sizes. **Note: Small and large size graphics will appear the same size when printed on your banner.**

To add a graphic, simply drag one of the currently selected graphics to the place where you want it to appear in the Banner Window. You can also use the keyboard to add graphics. Simply type the keys which appear under the graphic you want. The graphic will appear at the cursor location. This is handy when you want graphics to appear in the middle of a message, or even the middle of a word, you are typing. For a complete discussion of selecting and editing graphics see Section 3, The Graphics Menu. Note: Text and graphics are added on the Main Banner screen, rather than on a special graphic layout screen.

TEXT

The cursor marks the place where you can add text. If you want to add text at a different place, simply move the cursor by using the mouse or pressing the space bar.

Type the message you want on your banner. You can change the font, fontsize and/or typestyles any time you want. All of the text on the banner will be changed automatically to reflect your new choices.
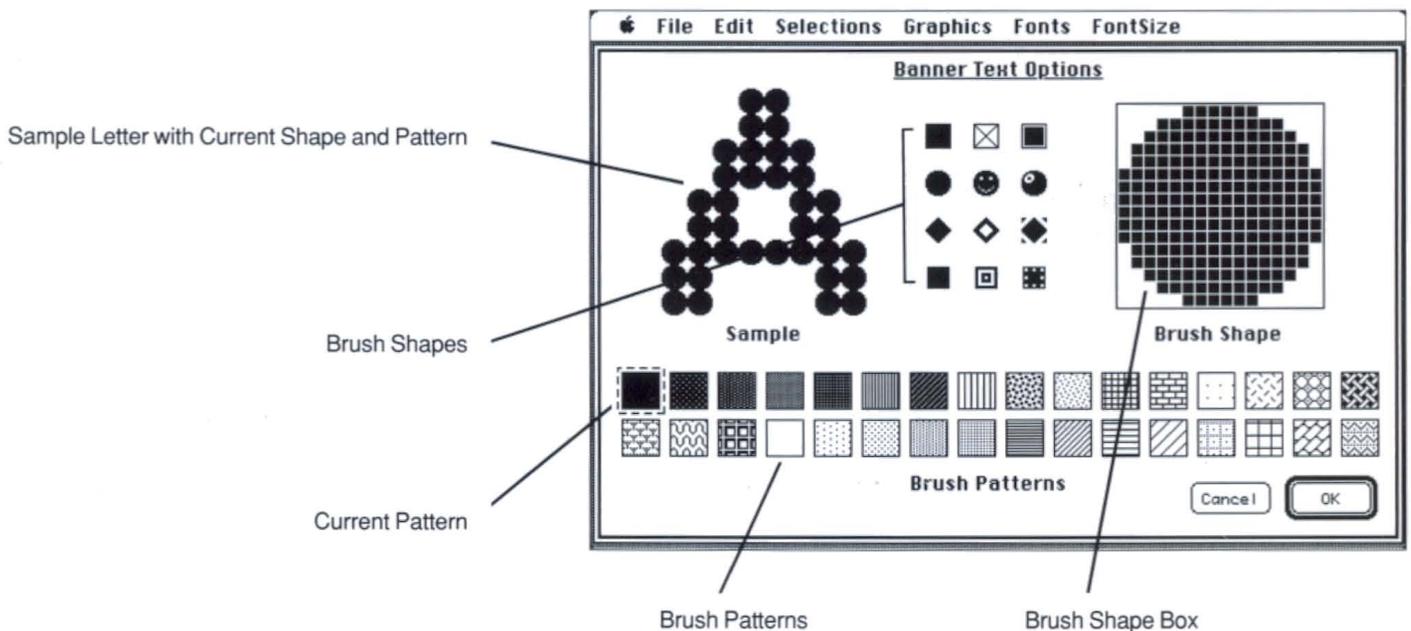
Note: With banners you cannot use different fonts or styles for different parts of your message as you can in other Print Shop projects. When you make a font or typestyle change, your entire text will change automatically. Italic is not available **with banners.**

Using The Pixel Editor

Pixel Editor, a special feature available only in Banner, lets you change the pattern and brush shape used in whatever typeface you select.

Since your banner messages are printed in large type, changing the shape and pattern of the individual pixels that form the letters can change the whole look of your message. You can soften the type with a pale pattern or create a zany look with a different pixel shape. Experiment with this feature to create your own unique effects.

Note: Pixel Editor is best used with typefaces that are no more than 36 point in size. If you select a larger face, the pixels will have to be halved. This generally reduces the legibility of the pixel shape. If you want a larger sized type, you may prefer to use the preset pixel brush shape.

Sample Letter with Current Shape and Pattern

Brush Shapes

Current Pattern

Sample

Brush Shape

Brush Patterns

Brush Patterns

Brush Shape Box

Select a new brush shape by clicking one of the brush shapes. The newly chosen shape will appear in the Brush Shape Box.

Select a new pattern by clicking one of the brush patterns. This pattern will become the Current Pattern and will be surrounded by a moving dotted line. The sample letter will change showing your new choices.

- Click [Cancel] to cancel all choices and return to the Main Banner screen.

- Click [OK] when you are satisfied with your choices.

PREVIEWING

Your banner can be very short or very long; the size is up to you. To preview your entire banner before or after finishing, select Preview from the Selections Menu.
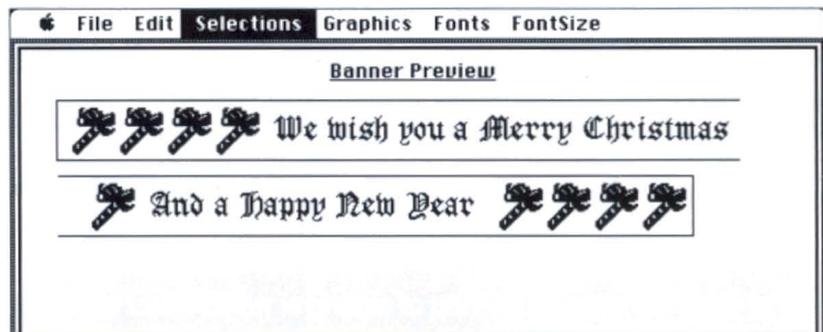
Not satisfied with your Banner?

Press Backspace to delete letters and graphics one by one to the left of the cursor. Or drag an unwanted graphic from the Banner Window to remove it.

To clear text and graphics from the entire banner, select Clear from the Edit Menu. To start from scratch, select New from the File Menu.

SAVING

To save your banner, select Save As... from the File Menu. A dialog box will appear. You can then insert a data disk, name your banner, and save it. Once your banner is named and saved you can continue to work on it.

Select Save whenever you want to save design changes to your banner. Your saved banner file will appear on the desktop with an appropriate project file icon.

PRINTING

When you're ready to print your banner, turn to Section 7, Printing Your Project, for full details.

Ready To Start Again?

To design a new banner, select New from the File Menu.

To design a different project, select Greeting Card, Sign or Letterhead from the Selections Menu.
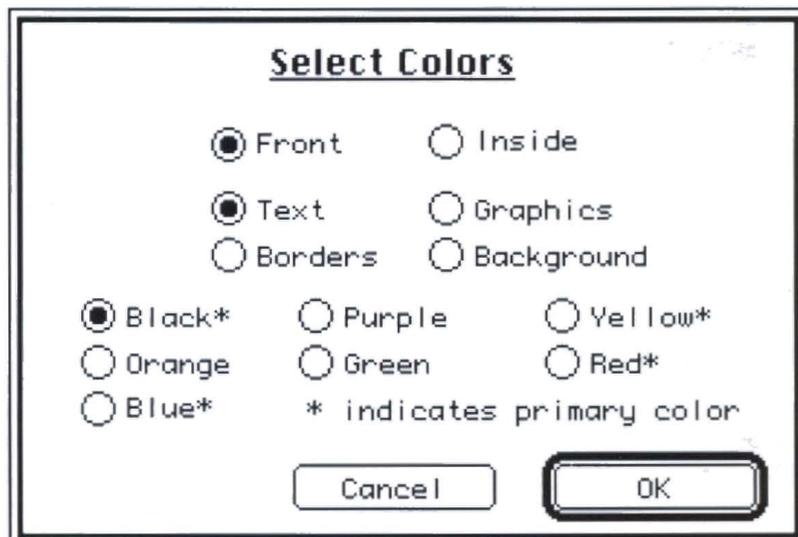
PRINTING YOUR PROJECT

When you are ready to print your project, open the File Menu. The printing commands are:

Select Colors
Print Options (Explained in Section 8, Special Features.)
Adjust Printing
Print Greeting Card, etc.

SELECT COLORS   If you have an ImageWriter II or Scribe printer, you can print your Print Shop project in color with a color ribbon. To print in color, first complete the design of your project, then choose Select Colors from the File Menu.

```
┌──────────────────────────────────────────────┐
│  ┌────────────────────────────────────────┐   │
│  │          Select Colors                 │   │
│  │                                        │   │
│  │      ● Front        ○ Inside           │   │
│  │                                        │   │
│  │      ● Text         ○ Graphics         │   │
│  │      ○ Borders      ○ Background        │   │
│  │                                        │   │
│  │  ● Black*    ○ Purple    ○ Yellow*      │   │
│  │  ○ Orange    ○ Green     ○ Red*         │   │
│  │  ○ Blue*     * indicates primary color  │   │
│  │                                        │   │
│  │      [ Cancel ]      [[ OK ]]          │   │
│  └────────────────────────────────────────┘   │
└──────────────────────────────────────────────┘
```

You can choose to print your text in one color, your borders in another, and your graphics in a third.

• If you are making a greeting card, first choose your panel, either Front or Inside.

• If you are making letterhead, choose Top or Bottom.

• Then click the button next to the element — Text, Borders, Background or Graphics — you want to print in color. Click a color choice. Repeat this step until you have chosen colors for each design element.

• When you are finished, click [OK].

ADJUST PRINTING

The Adjust Printing test lets you check the alignment of your paper. This is important because if your paper is not aligned properly, your project will not be correctly positioned on the page. To perform the paper alignment test:

• Make sure your printer is properly connected to your computer, power on and selected.

• Select Adjust Printing. Four corners will be printed on the sheet of paper. If the corners are centered top and bottom on the page, your paper is properly aligned. If they are not centered, re-position the paper and try again.

PRINTING

When you are ready to print, select Print... from the File Menu. Make sure that your printer is turned on and properly connected. If you are printing on an ImageWriter I or II, the computer will set the printing configuration for you. Otherwise, you can make your choices from the dialog boxes which will appear automatically.

To see more print options, hold down the Option key while selecting Print from the File menu. But a word of caution. Using any of these options may inadvertantly affect the placement on the page of the project you are printing, and give you less than satisfactory results.

When your project has finished printing, you can make another copy if you wish by selecting Print... again.

LASERWRITER HINTS

Because the LaserWriter is unable to print as close to the edge of the paper as an ImageWriter, your greeting cards may not be precisely centered when you fold them. To compensate for this, you can trim the sides to make the border even.

Since the LaserWriter prints on individual sheets, when making a banner you will have to tape the pages together. **You should be aware that, since the LaserWriter is unable to print as close to the edge of the paper, a portion of your text and graphic at the top and bottom of your banner will not print.**

The Print Shop is made so that you can design and print out a project quickly and easily. Some features are preset to simplify your choices. There are also some special features that you can use to change your layout and create special effects in your projects. Experiment with these features to see what works best for you.

ADDING NEW FONTS

You can create your own font file for use with The Print Shop program. To do this, you will need the Font/DA Mover™ program available on the System Update disk which your Apple dealer can provide.

When using Font/DA Mover:

1. Create a separate file with Font Mover.

2. Add your fonts to the file.

3. Add the font file name to Preferences, located on the File Menu, so that The Print Shop will know where to find the fonts.

Note: Deleting fonts from your Print Shop Fonts file is not recommended because you run the risk, once you have done so, of discovering that you cannot recreate a saved project or use a ready-made design that uses the fonts you have deleted. If you have deleted fonts that are used in a Print Shop project, and you want to use that project again, a dialog box will appear stating that new fonts must be substituted for the deleted ones.

COPYING A LETTERHEAD DESIGN TO A MACWRITE DOCUMENT

Complete your letterhead design. Then select the To-From Clipboard option from the Graphics Menu and press ⌘ **A**. Your complete design, including text and graphics, will be copied to the Clipboard. Load MacWrite, set the desired margins, and paste your letterhead design from the Clipboard into your MacWrite document.

Note: MacWrite will not be able to accommodate the full width of the letterhead so it will shrink the design slightly to fit.

USING TEXT AS A GRAPHIC

If you want to create a graphic composed of text for use in your Print Shop creations, follow these steps:

1. Start in any of the Main Project screens.

2. Type your text.

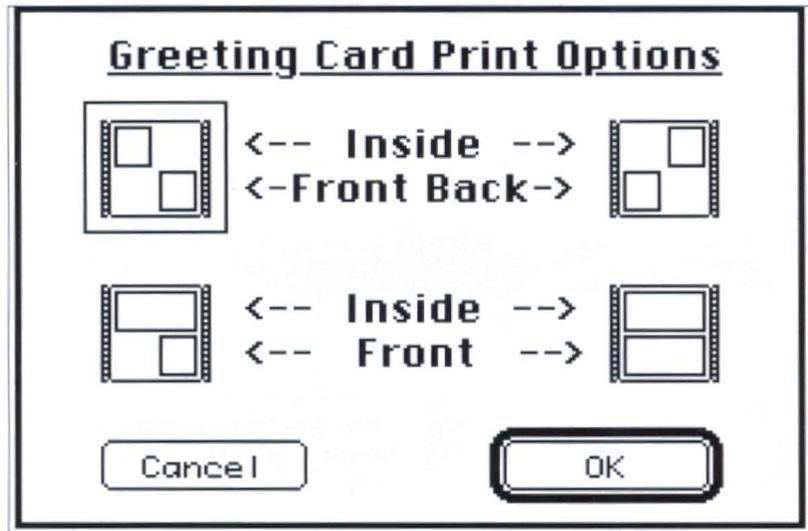**Note: The only font that can be used as a graphic is Chicago.**

3. Highlight the text you typed.

4. Select Copy from the Edit Menu to copy this text to the Clipboard.

5. Select To-From Clipboard from the Graphics Menu.

6. Click [<-Copy<-] and the text in the Clipboard will be copied to the current graphic selection.

You can now edit, modify, save, or use this text just as you would any other graphic. Note: This type of text-graphic can be especially effective when used in banners.

SPECIAL PRINT OPTIONS

GREETING CARDS

Before you print your greeting card, you can select Print Options from the File Menu to make some special layout choices. A dialog box will appear with four layout boxes in it.

```
┌─────────────────────────────────────────┐
│      Greeting Card Print Options         │
│                                          │
│   ┌──────┐                    ┌──────┐   │
│   │ ▢    │   <-- Inside -->   │    ▢ │   │
│   │   ▢  │   <-Front Back->   │  ▢   │   │
│   └──────┘                    └──────┘   │
│                                          │
│   ┌──────┐                    ┌──────┐   │
│   │▢     │   <-- Inside -->   │      │   │
│   │  ▢   │   <-- Front  -->   │      │   │
│   └──────┘                    └──────┘   │
│                                          │
│   ╭──────────────╮      ╭──────────────╮ │
│   │   Cancel     │      │      OK      │ │
│   ╰──────────────╯      ╰──────────────╯ │
└─────────────────────────────────────────┘
```

A black line surrounds the first box. This is the preset layout for greeting cards. The inside panel appears on the top left. The front panel appears on the bottom right.

By clicking one of the other boxes, you can change how your card will print. The black line will surround your new choice.

For example, if you click ▤ your inside panel will appear on the top right—and actually be printed on the left inside panel of your card. The front panel you design will be printed on the back of your card.

Printing on Four Panels

You might want to design and print a card on all four panels. To do this:

1. Design the front and inside panels. Check your paper alignment and print as usual. Then roll your printed paper back to its original position.

2. Design two more panels. Click ▤ and print. Your panels will appear on the inside left and back of the card you have already printed. If you want designs on three panels, simply leave one panel blank.

Click the other two Print Option choices when you want to stretch out one or both panels. To have an inside panel that stretches to cover both inside panels of your card, click ▤ .

Your design will look like this:
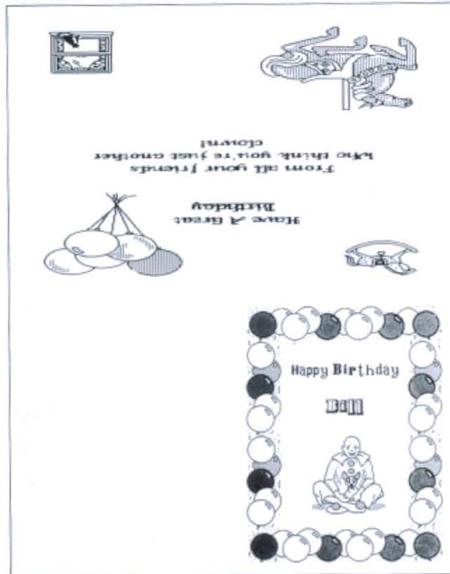
If you click [icon], both panels will be stretched. However, since you are printing on only one side of the paper, both panels will be on the outside or inside of your card. You might want to use this layout for a large placecard with designs on the front and back.
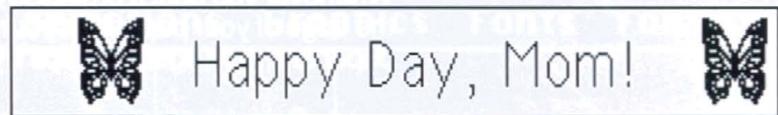
To print on the other side of the sheet of paper, remove the paper from your printer and turn it over before re-inserting.

Experiment with these layouts to see what kind of interesting and unusual projects you can create.

BANNERS

Banners generally consist of one line of full size text and graphics printed solid like this:

By selecting Print Options before you print, you will have a choice of some advanced layout options.

Grid or Solid Graphics

You can choose to have your graphic printed in a grid pattern instead of the usual solid. Grid adds a bit of space between each pixel. It gives your graphic a distinctive look .
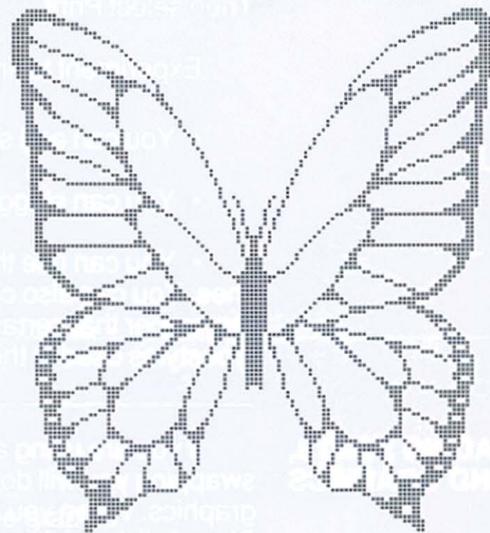
Two Lines of Text

You can also choose to print your message in two lines. For example:
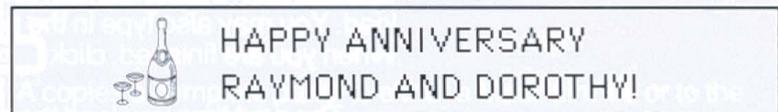
In order to make a banner like this you must print in three steps. You may need to experiment with choices and paper alignment to get this just right. Whenever you print a project in several steps, it is a good idea to note where the edge of your paper is in your printer. Since you will have to roll back the paper and print again, it helps if you know exactly where you started.

1. Select the butterfly graphic and print as usual. With a pencil, lightly mark your paper by the roller shaft.

2. Drag the butterfly graphic off your banner window. Type in "Happy Anniversary." Select Print Options from the File Menu and choose Top Half. Select Print and your message will print right after your graphic.

3. Clear your banner of text, and roll your paper back so that your roller shaft lines up with the pencil mark you made. Type in your message for the bottom line. Select Print Options again but this time choose Bottom Half. Then select Print.

Experiment to find new ways to use this feature. For example:

• You can add small graphics on the top and bottom line.

• You can stagger text and graphics on the two lines.

• You can use the Pixel Editor to change the patterns of one or both lines. You can also change the brush shape of one or both lines. But remember that certain brush shapes may be less legible in the smaller typestyles used in this option.

PRE-LOADING FONTS, BORDERS, AND GRAPHICS

If you are using a one-drive system and want to reduce the amount of disk swapping you will do, you can pre-load The Print Shop's fonts, borders, and graphics. When you do this, the program will not have to access The Print Shop 2 disk as often to find the design elements you want to use.
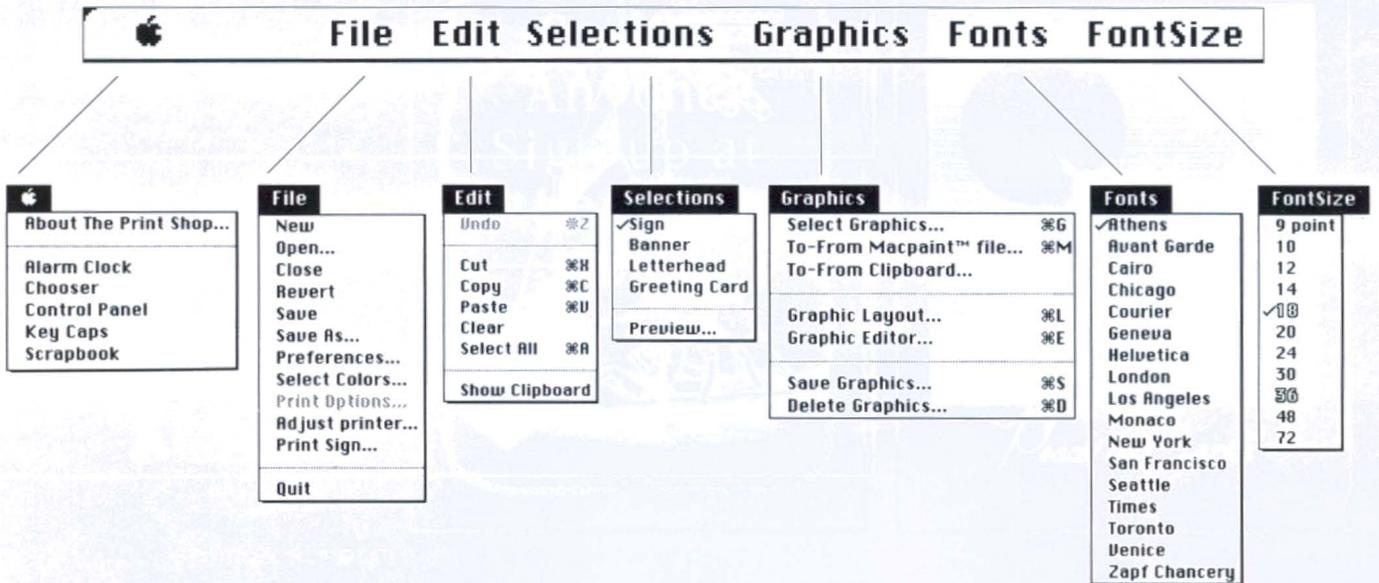
To pre-load, select Preferences from the File Menu. A dialog box will appear. Click the elements—fonts, borders, or graphics—you want to pre-load. You may also type in the name of any other font file you want to use. When you are finished, click OK.

The next time you load the program, The Print Shop will pre-load the elements you selected in Preferences. Note that while time-consuming disk swapping will be reduced, loading will take considerably longer.

If you added your own font file, it will be pre-loaded along with The Print Shop fonts and will appear on the Font Menu.

Note that if, during operation of The Print Shop, the memory that the pre-loaded files use is needed, the files will be purged. The Print Shop will reload files as they are needed.

🍎	File	Edit	Selections	Graphics	Fonts	FontSize

🍎
- About The Print Shop...
- Alarm Clock
- Chooser
- Control Panel
- Key Caps
- Scrapbook

File
- New
- Open...
- Close
- Revert
- Save
- Save As...
- Preferences...
- Select Colors...
- Print Options...
- Adjust printer...
- Print Sign...
- Quit

Edit
- Undo   ⌘Z
- Cut   ⌘X
- Copy   ⌘C
- Paste   ⌘V
- Clear
- Select All   ⌘A
- Show Clipboard

Selections
- ✓Sign
- Banner
- Letterhead
- Greeting Card
- Preview...

Graphics
- Select Graphics...   ⌘G
- To-From Macpaint™ file...   ⌘M
- To-From Clipboard...
- Graphic Layout...   ⌘L
- Graphic Editor...   ⌘E
- Save Graphics...   ⌘S
- Delete Graphics...   ⌘D

Fonts
- ✓Athens
- Avant Garde
- Cairo
- Chicago
- Courier
- Geneva
- Helvetica
- London
- Los Angeles
- Monaco
- New York
- San Francisco
- Seattle
- Times
- Toronto
- Venice
- Zapf Chancery

FontSize
- 9 point
- 10
- 12
- 14
- ✓18
- 20
- 24
- 30
- 36
- 48
- 72

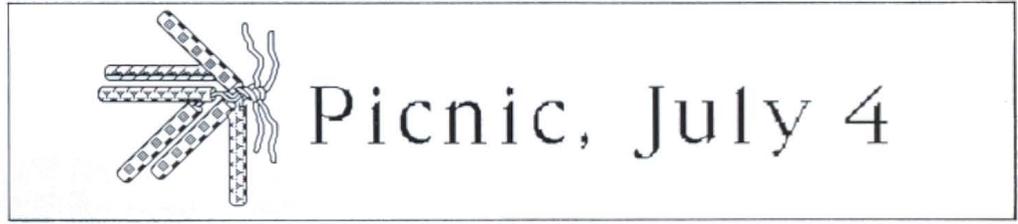## ADDITIONAL KEYBOARD SHORTCUTS

GRAPHIC EDITOR

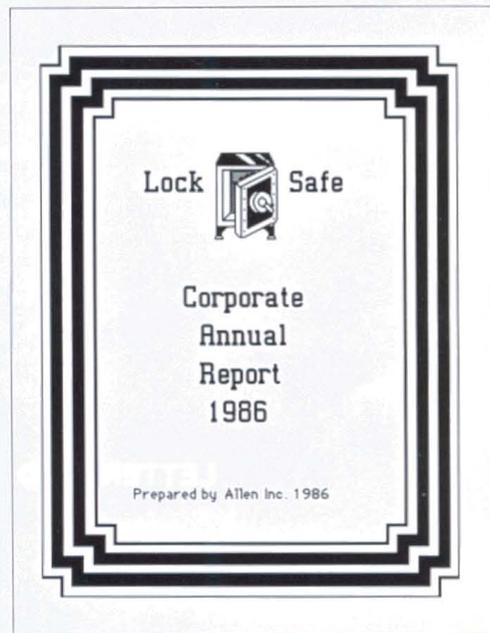⌘ I inverts the graphic.

⌘ V flips the graphic vertically.

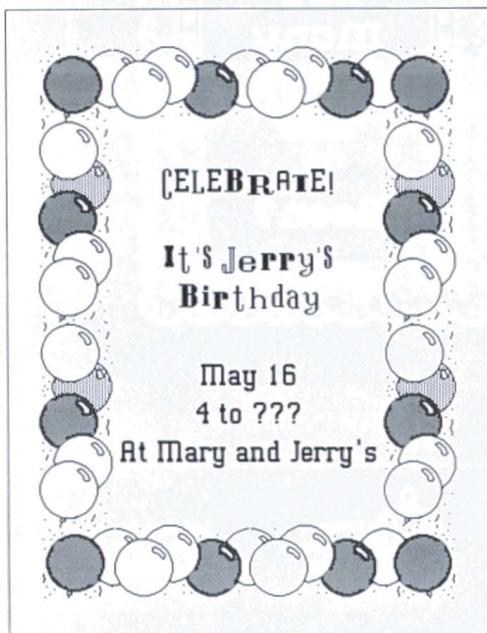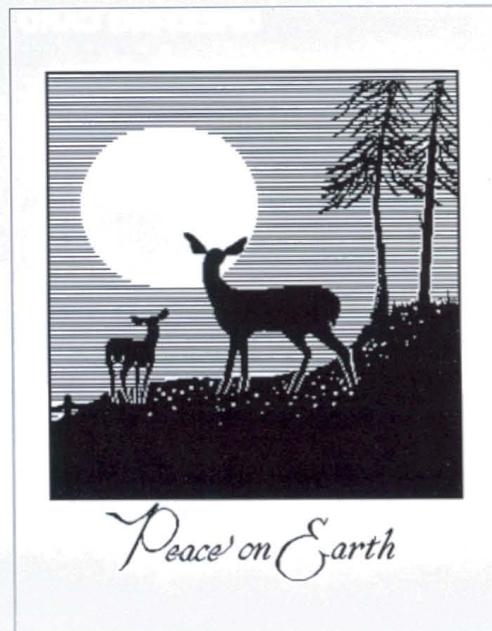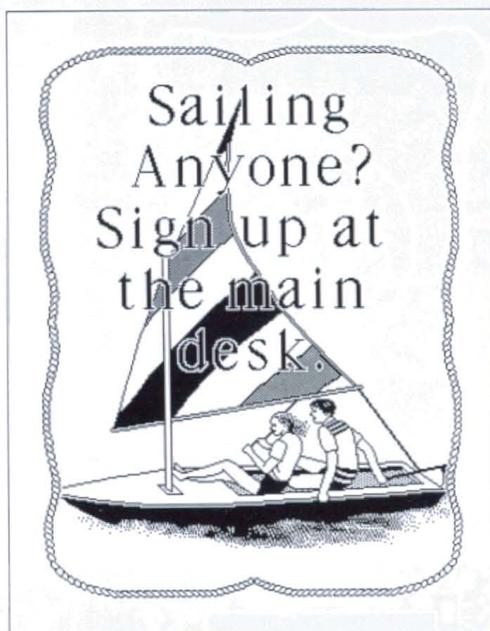⌘ H flips the graphic horizontally.

MISCELLANEOUS

⌘ A copies a complete panel to either a MacPaint file or to the Clipboard.

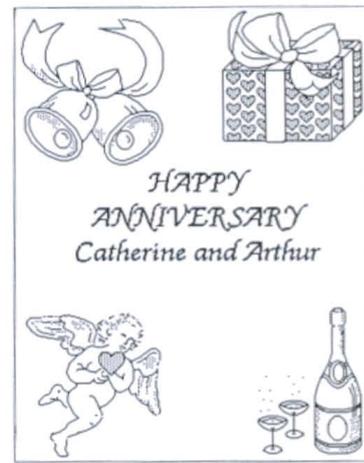⌘ N switches to no border from the main Greeting Card or Sign screens, or while in the Graphic Layout section.
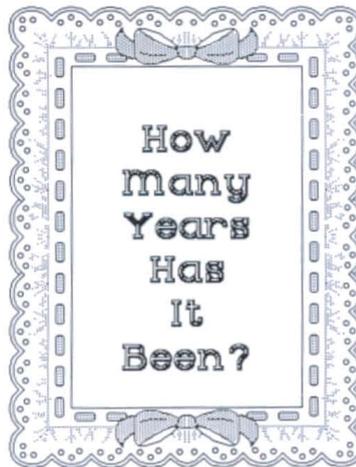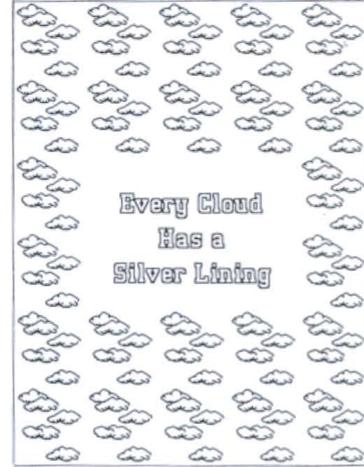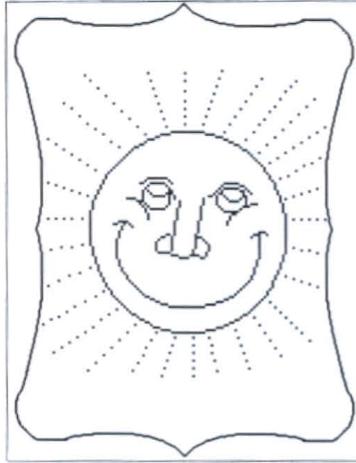
BANNERS

Picnic, July 4

I ♥ to 💃🕺

Bon Voyage!

Congratulations, Graduates!

SIGN

Sailing Anyone? Sign up at the main desk.

Peace on Earth

CELEBRATE!

It's Jerry's Birthday

May 16
4 to ???
At Mary and Jerry's

Lock Safe

Corporate
Annual
Report
1986

Prepared by Allen Inc. 1986

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Every Cloud
Has a
Silver Lining

How
Many
Years
Has
It
Been?

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ANNIVERSARY
Catherine and Arthur

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