

Scrapbooks Plus[™]

USER MANUAL

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Chapter 1. Introducing Scrapbooks Plus

WELCOME!

Thank you for choosing Scrapbooks Plus® from IdeaSoft. Scrapbooks Plus lets you easily create and print custom scrapbook pages, journals, mini-albums, family trees and other photo-based projects using your personal computer and any printer.

Thanks to Scrapbooks Plus's easy-to-use interface and pre-made templates, you don't have to be a graphic artist or computer expert to achieve spectacular results.

Scrapbooks Plus has many different types of projects for you to choose from. Each project type offers the option of starting either with a blank template or templates with a variety of pre-made designs. Since the pre-made templates are fully editable, you can resize and move elements or add text and graphics to create projects that suit your needs.

Scrapbooks: Scrapbooks Plus has hundreds of scrapbook designs in both single- and double-page spreads. They cover such themes as special events, holidays, occasions, hobbies, everyday designs and many more.

Journals: You can use this project type to maintain a personal journal or diary. You'll find theme-based pre-made templates with suggested text (including the standard questions: Who, Why, What, Where, When) to liven up your personal journal or diary.

Albums & Books: This project type includes mini-albums (one-page project that you can stand up on a desk, table or shelf to display photos), Brag Books (handmade books to commemorate birthdays and other milestones), address books, songbooks, recipe cards and recipe books.

Photo Projects: Create personalized magazine covers, newspaper headlines, photo cubes, trading cards, cereal box covers and photo ornaments. Also, you can create photo-based family trees. Scrapbooks Plus supports all major file formats for digital and scanned photos.

Cards: Photo cards and photo frames have designs that include placeholders for you to add digitized photos – whether from a scanner, digital camera or photo CD. Craft cards are cards (like gift enclosures) where you print both the card and envelope on a single sheet of paper. Then you cut both out and fold them to create the final card and envelope.

Envelopes & Labels: Create matching envelopes for cards. This project type also includes labels. If you're doing a mass mailing, take advantage of the mail merge feature to avoid having to address regular envelopes by hand.

Crafts and More: Scrapbooks Plus provides designs with instructions for many fun paper projects such as paper airplanes, book covers, bookmarks, gift items and table tents. You can use these yourself or give them as gifts.

Decorative Papers: Instead of purchasing expensive patterned papers, you can create your own in Scrapbooks Plus. You can print whole-page designs to use as craft or wrapping paper.

Embellishments: You may use these project to enhance your scrapbook pages with pop-ups, fold-ups and scrapbook pockets. Even create 3-dimensional shaker and shadow boxes and other projects.

REGISTERING SCRAPBOOKS PLUS

Please take a moment to register your software. Registration entitles you to e-mail technical support and allows us to stay in touch with you about new versions of Scrapbooks Plus and special offers on related products.

Register today and you'll be entitled to free notification of upgrades and complimentary online technical support.

You can register by visiting www.ideasoft.com/register and entering the following registration code:

Registration Code: 46058

TECHNICAL SUPPORT

If you have a question not addressed by Scrapbooks Plus's help system, please visit our website at www.ideasoft.com/support for a complete list of technical support topics.

CONVENTIONS USED IN THIS GUIDE

- **Bold text** is used for keys, buttons, check boxes, radio buttons, menus or menu items, and text that you are directed to type.
- *Italicized text* refers to names for folders, files, disks or discs, windows, and dialog boxes. It's also used for new terms, chapter or section references, and important ideas.

- Hierarchical submenus are noted as **Submenu ▶ Submenu Item**. For example, the Custom item of the **Rotate** submenu would be described as “Choose **Rotate ▶ Custom** from the **Arrange** menu.”
- *Ctrl*, *Shift* or *Alt* followed by a letter means hold down that key while pressing the letter. For example, **Ctrl+S** means hold down the **Ctrl** key while pressing the ‘S’ key.
- *Click* means click the left mouse button. *Double-click* means click the left mouse button twice in quick succession. *Right-click* means to click the right mouse button. *Shift-click* means hold down the **Shift** key while clicking the left mouse button.
- A *shortcut menu* is the menu that appears when you click the right mouse button when the pointer is over an object.
- Warnings, notes and tips look like this:

.....
Note: Please don't run with scissors.
.....

Chapter 2. Installing Scrapbooks Plus

SYSTEM REQUIREMENTS

To run Scrapbooks Plus you'll need a personal computer running Windows® 98, Me, 2000 or XP with:

- Pentium® 166 MHz or faster processor
- 64 MB of RAM
- 430 MB free hard disk space
- Monitor with 800 x 600 resolution (minimum)

INSTALLING SCRAPBOOKS PLUS

1. Insert the *Scrapbooks Plus Installer* CD into your CD-ROM drive. In a few moments the *Scrapbooks Plus Installer* startup screen should appear automatically. If it doesn't, go to **My Computer**, open your CD-ROM drive and open the *setup.exe* program.
2. Click **Install Scrapbooks Plus**.
3. Follow the instructions on screen to complete the installation.



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Note: During installation the Installer may request that you restart your computer. This is normal. The install process will complete automatically after your computer restarts.
.....

UNINSTALLING

To uninstall Scrapbooks Plus, you should use its uninstall program which removes all Scrapbooks Plus files, settings and fonts.

1. Choose **Settings ► Control Panel** from the **Start** menu.
2. Open the **Add/Remove Programs** control panel. You'll see a list of currently installed programs.
3. Select **Scrapbooks Plus** and click **Add/Remove** or **Remove** depending on the version of Windows.
4. Follow the instructions on screen to remove Scrapbooks Plus.

ORDERING SUPPLIES

IdeaSoft offers transfer paper and puzzle backing along with many other items. Click the **Order Supplies** button on the Project wizard screens to view and purchase transfer paper and other supplies.

To order on the Internet, go to <http://www.perfectshirt.com>.

Chapter 3. Getting Started

This chapter explains how to get started right away with Scrapbooks Plus. By the end of this chapter you'll be customizing the pre-made designs and printing out your first scrapbook page. Also, you may want to go through the Getting Started Tutorial, which guides you through several projects. To view the tutorial, choose **Tutorial** from the **Help** menu.

OVERVIEW: CREATING A SCRAPBOOK PAGE

The following is an overview for making scrapbook pages. Each step is explained in more detail later in this user guide.

1. Start Scrapbooks Plus.
2. Click **Scrapbooks** in the *Choose a Project* screen.
3. Select a category in the **Category** list.
4. Select a subcategory in the **Subcategory** list.
5. Click one of the designs shown in the design/layout area to the right. Then click **Next**.
6. Edit the text in the text areas as needed.
If you've selected a two-page design (spread), select **Page 2-Front** in the **Show** list and edit the text as needed.
7. Click **Finish**.
You will be taken to the project workspace where you can further customize the page.
8. Once satisfied, save your page by choosing **Save** from the **File** menu.
9. Print your page by choosing **Print** from the **File** menu.

These steps are a quick overview of how to make a scrapbook page. This user guide explains in detail many more features (such as changing colors, adding graphics and shapes, and applying special effects to text).

STARTING A NEW PROJECT

When you start a new project using the **New** command on the **File** menu, you'll see buttons for the different kinds of projects in the *Choose a Project* screen. These include *Scrapbooks*, *Journals*, *Albums & Books*, *Cards*, *Crafts* and more. You may always use one of the thousands of pre-made templates and customize it to suit your own needs. Or you may select a blank category and create a new design from scratch. A project design can include both text and graphics (such as photographs, line art, geometric shapes and other images). The next few sections take you through the process of starting a new project using a pre-made design.

Starting Up

Before you do anything, you must first open Scrapbooks Plus.

1. Choose **Programs** ► **Scrapbooks Plus** from the **Start** menu.
2. Click a project type in the *Choose a Project* screen.

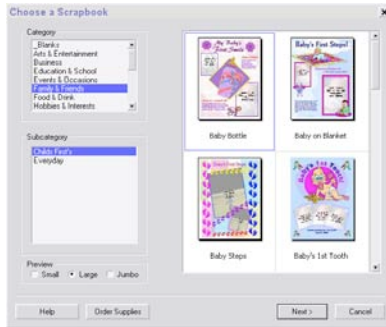


Selecting a Category and Layout

When you start a new project, you'll see a list of categories and subcategories. Each Scrapbooks Plus project type has several categories. Each category has a subcategory associated with it. One special category is *Blanks*. This category gives you a way to start without a pre-made design. The other categories determine either a theme for the pre-made designs or the type of project.

After you determine the category and subcategory, you'll select a design (or layout) for your project. In the design/layout area you can select one of the many pre-made templates that come with Scrapbooks Plus or, if you are working with a blank category, this is where you select the project size or type.

1. Select a category from the **Category** list on the top and select a subcategory from the **Subcategory** list underneath.



2. Select a layout and design from the design/layout area. Then click **Next**.

Using the Customize Project Screen

The Customize Project screen has a text box on the left for each text object in the pre-made design. You may edit the text in any text box.

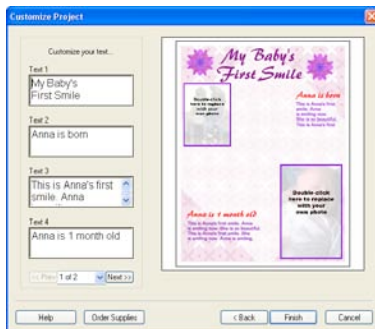
1. Select the text in a text box and type new text to replace the selected text. The text in the project preview updates automatically.

.....

Note: If the project has more than four text objects, view other text boxes by clicking Next and Prev or by selecting a set of boxes from the list.

.....

2. To view another page (for spreads) or panel (for cards or albums), select the page or panel in the **Show** list above the text area.



3. To change a card's fold type, select a new one in the Fold Type list.
4. Click **Finish**.

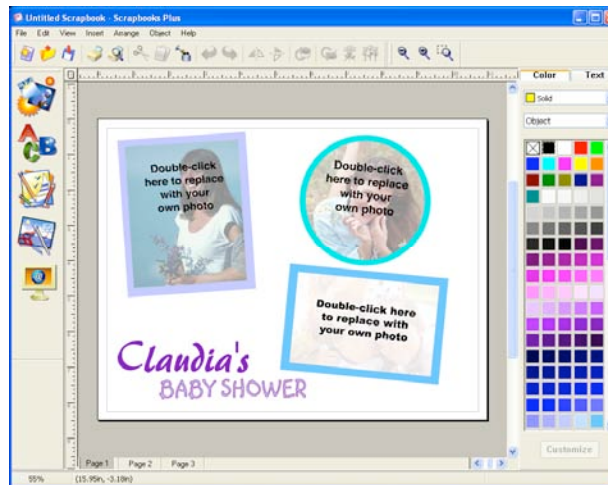
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Note: If you delete everything in a text box before adding text, the new text will be formatted the same as the original first character.

.....

CUSTOMIZING YOUR PROJECT

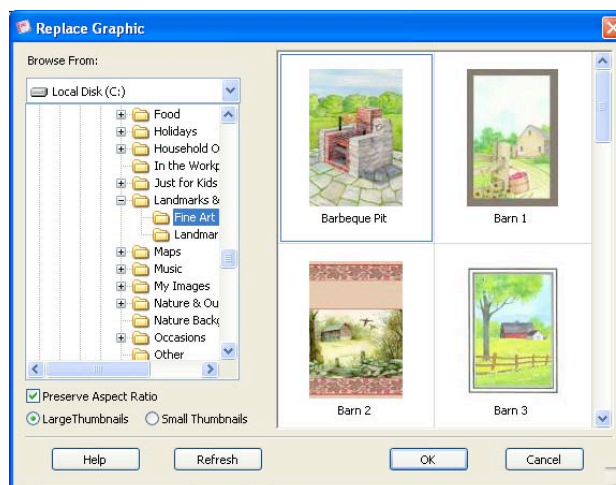
Once you click **Finish** you'll be inside the *project workspace*.



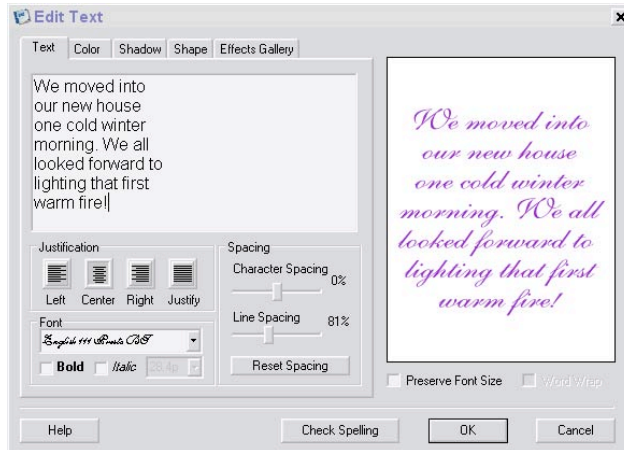
The project workspace is where you customize your designs in Scrapbooks Plus. Although the pre-made templates are ready to print, you can change the pictures and text to make your design unique.

Following is a quick explanation of how to customize your project. You'll find these techniques explained in more detail in the following chapters of this user guide.

- To replace a picture with a new one: Double-click the picture. You'll see the *Insert Graphic* dialog box. Select a new picture and click **OK**.



- To change text in your project: Double-click the text that you wish to change. You'll see the *Edit Text* dialog box. Click the **Text** tab if necessary, edit the text and click **OK**.

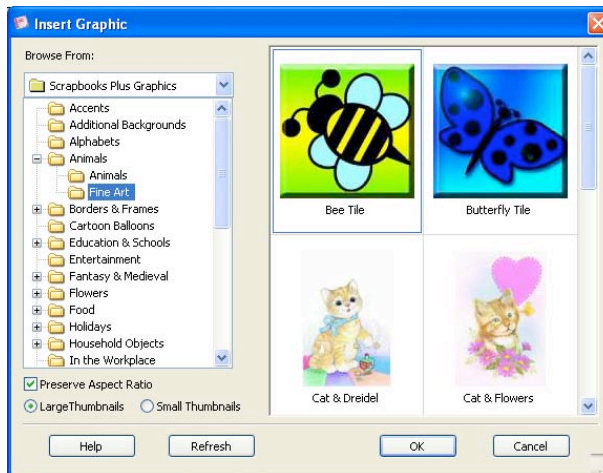


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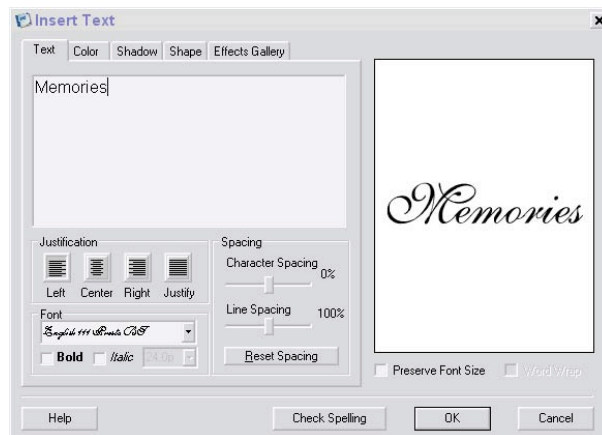
Note: You can view the different pages or panels by choosing a command at the bottom of the **View** menu or by clicking a tab at the bottom of the workspace.

.....

- To add a new picture to your project: Click the **Add** button on the *Action* toolbar and click **Add a Graphic**. (Alternatively, you may choose **Graphic** ► **From Library** from the **Insert** menu.) You'll see the *Insert Graphic* dialog box. Open the desired folder(s), select a picture and click **OK**.



- To add new text to your project: Click the **Add** button on the *Action* toolbar and click **Add Your Own Text**. (Alternatively, you may choose **Text** from the *Insert* menu.) You'll see the *Insert Text* dialog box. Type the text that you want in your design in the field on the left and click **OK**.



- Choose **Undo** (Ctrl+Z) from the *Edit* menu to undo a previous action if you make a mistake.
- When you're done customizing your project, save it by clicking the **Save** button on the toolbar.



Now you're ready to print your project.

PRINTING YOUR PROJECT

After you've customized your project, all that's left is to print it. Some projects require special paper—such as stickers. For these projects, you may wish to print a test copy first because specialty paper is much more expensive than plain paper. Printers tend to vary in results and you may need to make adjustments to achieve the desired results. To print:



- Load your printer with the correct type of paper.
- Click the **Print** button on the toolbar.
- Make any needed changes in the *Print* dialog box.
- Click **OK** to begin printing.

If you followed all of the steps above, you should have a sheet of paper with your project printed on it. If this was a card project, you'll need to fold the

paper appropriately. If you made a craft item, you'll need to follow the instructions printed with it to complete the project. If this was a test print and you need to print onto specialty paper, do so now if the test print was successful.

USING SCRAPBOOKS PLUS HELP

Scrapbooks Plus features full online help including Scrapbooks Plus Help, ToolTips and context-sensitive help. You'll find **Scrapbooks Plus Help** on the **Help** menu, while context-sensitive help is available in dialog boxes by clicking the **Help** button.

The Help Menu

- **Scrapbooks Plus Help (F1)** has general information and step-by-step instructions for Scrapbooks Plus tasks.
- **Read User Guide** opens an electronic copy of the manual.
- **Scrapbooks Plus Website** gives you a quick way to get to Ideasoftware's Scrapbooks Plus web site.
- **Get Update from Web** lets you know if you need to update your software.
- **Order Supplies** gives you a handy way to order transfer paper, T-shirts and other items from www.perfectshirt.com.
- **Tutorial** has step-by-step instructions for creating basic projects to get you started quickly using Scrapbooks Plus.
- **About Scrapbooks Plus** shows Scrapbooks Plus's splash screen with version and registration information.

Scrapbooks Plus ToolTips and Context- Sensitive Help

If you move the cursor over an active toolbar button, you'll see a message giving you the button's functionality or its name.

When you have a dialog box on the screen and have a question about proceeding, you can get help directly from there by clicking the context-sensitive **Help** button.

Chapter 4. Using Scrapbooks Plus

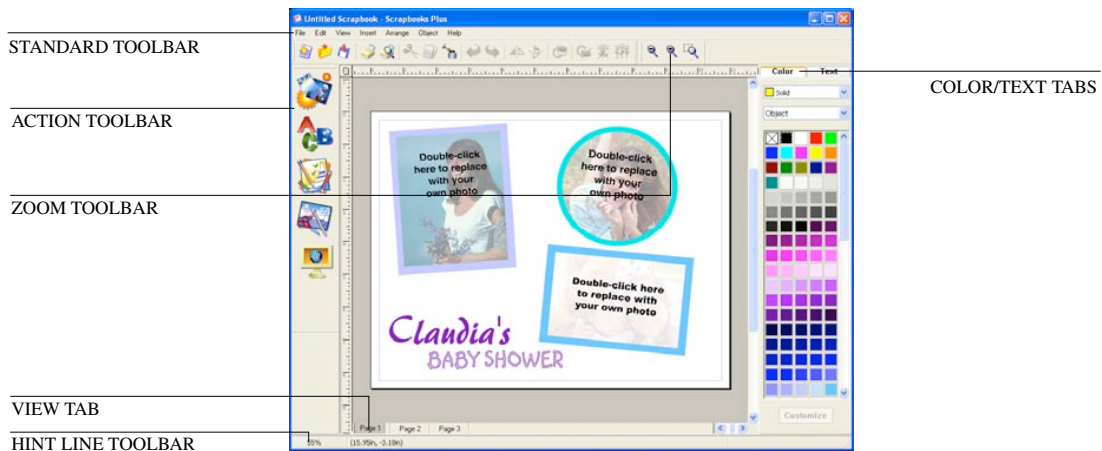
In this chapter, you'll find detailed instructions that explain the basic features of Scrapbooks Plus. By the end of this chapter you'll know how to create a simple project from scratch and save it.

SCRAPBOOKS PLUS WORKSPACE

The project workspace is where you create and edit your projects in Scrapbooks Plus. In addition to the menus and document window, the workspace contains a *Standard Toolbar* with icons for the most common commands, a *Zoom Toolbar* with zoom tools, an *Action Toolbar* with the most common commands for adding and editing elements, and a *Hint Line Toolbar* with status information and hints.

Beneath the workspace are tabs you may use to view the different sides of a project or panels of a card (for example, Front, Inside and Back). If you have multiple designs in a project, tabs appear for each design (for example, Page 1 and Page 2). Also, Scrapbooks Plus has Color, Text and Position palettes that you can use to change design elements quickly. These appear as tabs on the right or floating palettes in the workspace.

To show or hide the toolbars or palette tabs, point to **Tabs & Toolbars** on the **View** menu and click the name of the tab or toolbar you want to show or hide. You may also right-click when the cursor is over a toolbar to view the **Tabs & Toolbars** submenu as a shortcut menu.



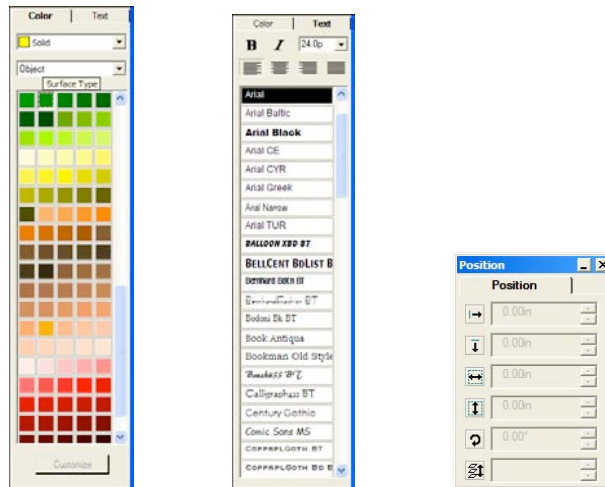
The Color/Text/Position Palettes

By default, the Scrapbooks Plus workspace shows a combined palette to the right with the **Color/Text** tabs available. You may also show a **Position** tab, which allows you to position objects exactly and perform other position-related functions. You may move the individual tabs from the palette and have each as its own palette by dragging the *tab* area away from the combined palette. To recombine the individual tabs, drag a *tab* over top of one of the other tabs.

You use the **Color** tab to change the color of a selected object quickly. To change the color of an object, select it and click the color on the **Color** tab. You may also use the **Color** tab to add a gradient or to add a line around a shape. See *Chapter 10: Advanced Features* for detailed information.

You may use the **Text** tab to change font, point size, alignment or style. See *Chapter 5: Working with Text* for more information.

With the **Position** tab you can place objects in your design exactly or change an object to a specific layer (ordering level). You may also use the **Position** tab to rotate and resize objects or to ascertain exact values while dragging or manually rotating an object. See *Positioning Objects* later in this chapter.



Viewing Panels or Sides

Some projects (like trading cards) are double-sided and, therefore, have a front and back side. Some projects (like photo cards) have four panels: Front, Inside (two panels side by side) and Back. You can view the different sides or panels by clicking the tabs at the bottom of the workspace. For example, click **Back** to view the back side. You may use the **Move** commands at the bottom of the **View** menu, also. For example, choosing **Move to Last** shows the back panel or side; choosing **Move to First** shows the front panel or side.

Viewing Trading Cards or Labels

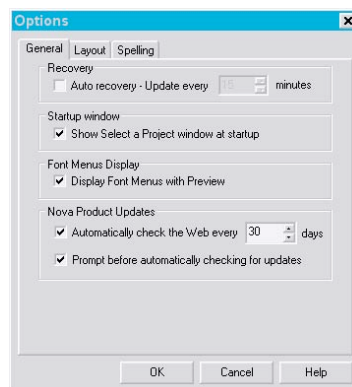
If you are creating trading cards or labels with multiple designs included within the one project, tabs appear at the bottom of the workspace for each design in the project (for example, Page 1 and Page 2). Use these tabs to view individual designs. Also, you may choose a **Move** command at the bottom of the **View** menu. For example, clicking **Move to Last** shows the last design; clicking **Move to First** shows the first design.

Setting Scrapbooks Plus Options

Scrapbooks Plus has an *Options* dialog box where you can customize certain settings that affect the workspace. To set Scrapbooks Plus options, choose **Options** from the **Edit** menu. You can:

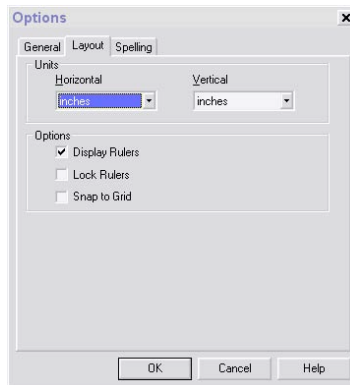
General

- Determine how frequently the auto-recovery feature updates.
- Show or hide the *Choose a Project* screen at startup.
- Turn on or off font menus displaying in the actual typeface.
- Automatically check for product updates based on a set time span and whether to show a prompt before checking.



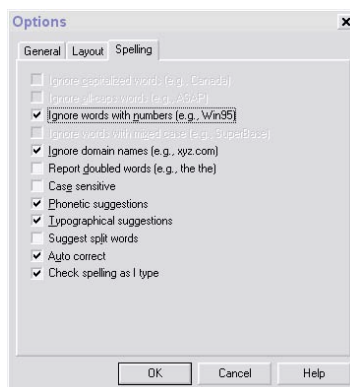
Layout

- Specify the measurement system for the rulers.
- Show or hide the rulers.
- Lock or unlock the rulers (When the rulers are unlocked, you can move them into the working area to use as guides in positioning and resizing small objects.)
- Turn on or off the ability to have objects line up with an underlying grid.



Spelling

- Determine which type of words to ignore. Set any combination of these five options. If the Spell Checker is *not* case sensitive, then the following are disabled: Ignore capitalized words, Ignore all-caps words and Ignore words with mixed case.
- Check for duplicate words.
- Set up whether the spell checker should be case sensitive or not.
- Determine the type of suggestions that the Spell Checker gives you when it finds an error: phonetic, typographical or split words.
- Set the Spell Checker to automatically check for or correct errors.



Customizing Your Workspace

You can use commands on the **View** menu to customize your workspace.

Rulers: In the project window you may find it easier to align objects if you have a ruler to help you. To show (or hide) rulers, use the **Rulers** command on the **View** menu or set this feature in the *Options* dialog box. You can change the ruler's default measurement in the *Options* dialog box.

In the *Options* dialog box, you can lock or unlock the rulers. If you unlock the rulers, you can move them into the workspace area by dragging the intersection of the vertical and horizontal rulers. This is a handy way to use your rulers as measuring guides within your workspace.

Guides: Guides are horizontal and vertical lines in the design area that help you line up objects. You can customize your workspace to show, hide or lock guides. Use the **Guides** command on the **View** menu to show (or hide) the guides. To place a vertical guide, click the horizontal ruler at the place (for example, the 3-inch mark) where you want the guide to appear. To place a horizontal guide, click the location on the vertical ruler.

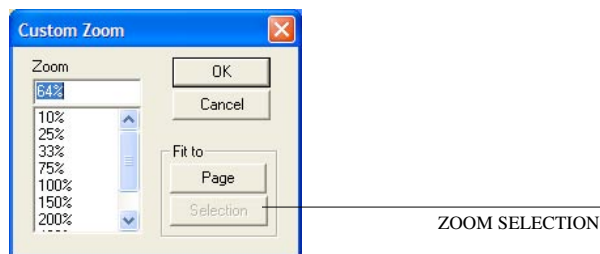
Snap to Grid: You can activate an invisible, underlying grid on the workspace. When activated, any object that you make or move will automatically align itself to the grid. Use the **Snap to Grid** command on the **View** menu to turn on or off the grid.

Tabs & Toolbars: You can show or hide the workspace toolbars or the **Color**, **Text** or **Position** palettes using this submenu.

Changing Your Workspace View

When working on a large project, you may need to see detail close-up. Scrapbooks Plus allows you to zoom in and out on a project to get the best view. Use the **Zoom In** (+ 'plus sign') and **Zoom Out** (- 'minus sign') commands on the **View** menu to see more or less project detail.

Alternatively, you can use the **Zoom** tools on the *Zoom* toolbar. Click the + **Zoom** tool to see more detail. Click the - **Zoom** tool to see less detail. With the **Zoom Selection** tool, you focus in on one particular part of your project. Click the **Zoom Selection** tool and drag the cursor to draw a box around the area you wish to see in more detail. You may also select an object and choose the **Zoom** command on the **View** menu. Click **Selection** to zoom in.



If you have a mouse with a scroll wheel, you can use it to zoom in and out. Click the scroll wheel to zoom to 100%.

To return to standard views quickly, you can use commands on the **View** menu to have your project **Fit in Window** (Ctrl+0 'zero') or to view the project at its **Actual Size** (Ctrl+W).

Using the Shortcut Menus

The most commonly used commands described in this user guide are available in an object's shortcut (contextual) menu. To open the shortcut menu for an object or a group of objects:

1. Select one or more objects.
2. Right-click the selected object or group.

The relevant shortcut menu will appear.

3. Choose the operation that you wish to perform on the selected object or group.

If you right-click in a blank area of a document, a shortcut menu appears containing the most commonly used **File** menu commands, the **Insert** menu commands and, where appropriate, commands to display the next item (for example, panel or label) in the document.

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Note: The shortcut menus can be a real timesaver. They provide handy access to many common commands.
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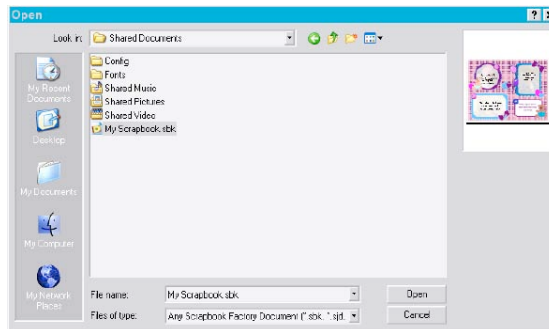
OPENING AND SAVING PROJECTS

Opening a Saved Project

The previous chapter explained how to use a ready-made design to get started quickly. This section explains how to use an existing design as a starting point and save it.

Want to update one of your saved projects? Use the *Open* dialog box to open a saved project.

1. Click the **Open** button or choose **Open** (Ctrl+O) from the **File** menu.
You will see the *Open* dialog box.



2. Locate and select a project. You'll see the first page or panel of the project in the preview area.
3. Click **Open**.

Saving a Project

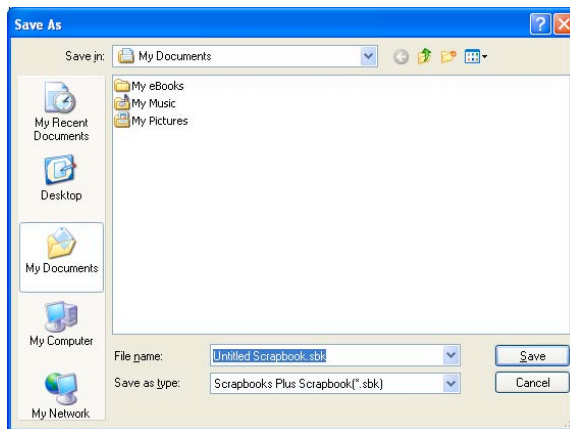
It is important to save your document as you customize a project so you don't lose all of your creative work if something goes wrong.

1. Click the **Save** button or choose **Save** (Ctrl+S) from the **File** menu.



If you've saved this project before, you're done. If this is the first time you've saved the project, you'll see the *Save As* dialog box which lets you name the file and indicate where to save it.

2. Type the project's name. Use a word or two that describe your design, like *Happy Anniversary Mom and Dad*.




3. If you want to save the document in a different location, locate the disk and the folder where you want your project to go.
4. Click **Save**.

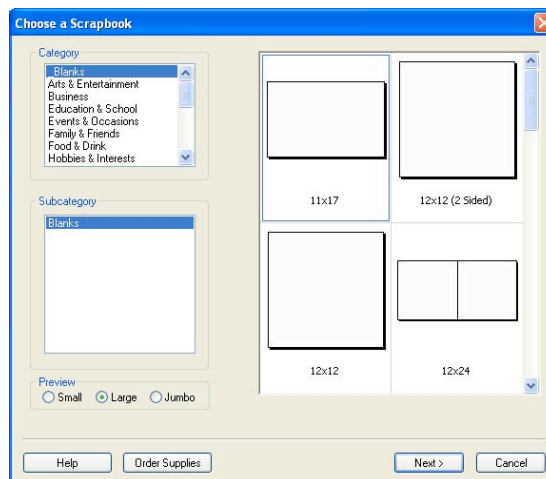
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Note: If you want to save your project with a new name or in a different location at any time, use the **Save As** command on the **File** menu.

STARTING A NEW PROJECT FROM SCRATCH

Rather than start a design using a pre-made design, you can start with a blank template and completely design your own project.

To start a design from scratch:

1. Click the **New** button on the toolbar or choose **New** (Ctrl+N) from the **File** menu. 
2. If you made changes in the open project that haven't been saved, click **Yes** to save the changes or click **No** to discard them.
3. Click a project type in the *Choose a Project* screen.
4. Select the **Blanks** category from the **Category** list and select a subcategory from the **Subcategory** list.
5. Select a layout in the layout/design area on the right and click **Next**.



You now have a blank project in your project workspace.

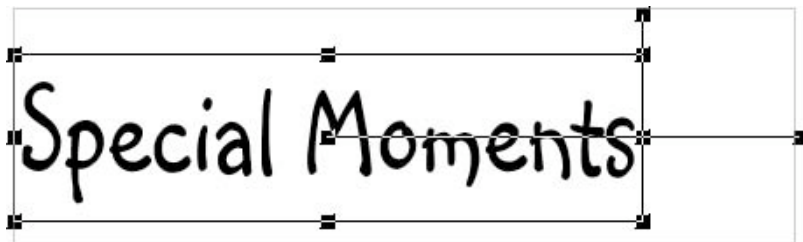
WORKING WITH BOUNDING BOXES

Each item you see in a project design is in its own separate box, commonly called a bounding box—whether it’s text, a graphic or a shape. When you select an object, the bounding box appears as a rectangular outline that contains handles (small black boxes). Once you see the bounding box, you can work with the bounding box itself or with the box’s contents.

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Note: Background and border graphics are different types of objects. You can’t select them. You work with them using commands on the **Insert** and **Edit** menus.

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When you do something to the bounding box, it affects whatever’s inside.

- You can drag a handle on the bounding box outline to change its size. If you do this, the text (if **Preserve Font Size** is not set) or graphic inside will resize accordingly. Use the corner handles while dragging to proportionally resize an object.

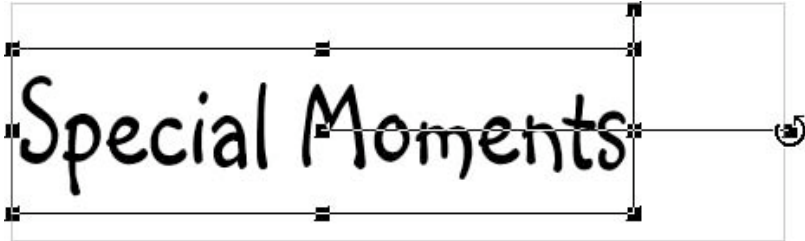


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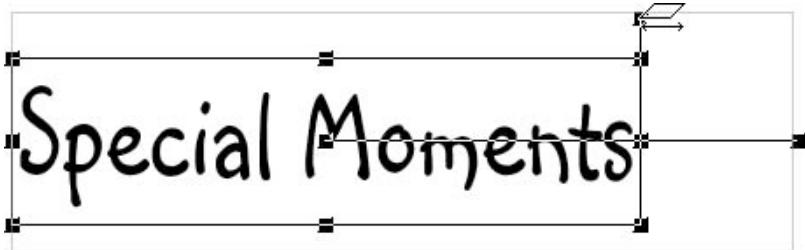
Note: When dragging a handle on a text object’s bounding box, if **Preserve Font Size** is enabled within the *Edit Text* dialog box, only the bounding box will resize — its contents will remain the same size. To change this, double-click within the bounding box and clear the **Preserve Font Size** option in the *Edit Text* dialog box.

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- Each bounding box has a central handle with a line extending outside the box. If you drag the handle that is outside the bounding box, you can rotate the box around the central handle.



- On the right side of a rectangular bounding box, there's another line extending away from the box. If you drag the handle at the end of this line, you can skew the box (change the box's angle) and its contents.



- If you move the cursor inside the bounding box, the cursor changes into a four-headed arrow cursor that you use to move the object.
- If you select a grouped object or several objects, only the first one you select shows its full bounding box, but any change you make will affect all of the objects you've selected.

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Note: If you use **Select All** or select a grouped object, the full bounding box appears around the backmost object.

WORKING WITH OBJECTS

Everything in a project design is an *object*—pictures, text and shapes. This section tells you how to select, delete, copy, paste and arrange objects in your designs. See *Chapter 5: Working with Text*, *Chapter 6: Working with Graphics and Photos* and *Chapter 7: Working with Basic Shapes* for more specific information about working with the different types of objects.

Selecting Objects

You can resize, move and apply effects to several objects at once.

- To select a single object, click it. The object's bounding box will appear.
- To select all the objects in a design, choose **Select All** (Ctrl+A) from the **Edit** menu.
- To select a few objects, click the first object and then press **Shift** and click each additional object. Or click outside the objects and drag the mouse to create a selection rectangle surrounding them.
- To quickly select successive objects use the **Select Next** (Tab) and **Select Previous** (Shift-Tab) commands on the **Edit** menu.



Deleting Objects

To delete a selected object or group of objects, do one of the following:

- Choose **Cut** (Ctrl+X) from the **Edit** menu. The object will be placed on the Clipboard.
- Choose **Clear** from the **Edit** menu.
- Press the **Delete** or **Backspace** key.

Copying Objects

To copy a selected object or group of objects, do one of the following:

- Choose **Duplicate** (Ctrl+D) from the **Edit** menu.
- Choose **Copy** (Ctrl+C) and then **Paste** (Ctrl+V) from the **Edit** menu.
- Press the **Ctrl** key as you drag the object to a new location.

Pasting Objects

If you are working in another application, you can copy an item to the Clipboard in order to paste into a Scrapbooks Plus design. To paste the contents of the Clipboard into your design:

- Choose **Paste** (Ctrl+V) from the **Edit** menu. The contents of the Clipboard appear in a bounding box in the center of your project.

Arranging Objects

Scrapbooks Plus lets you vertically and horizontally align selected objects with the **Align Items** command on the **Arrange** menu.

1. Select the objects you wish to align. If you would like to select more than one object, hold down the **Shift** key then select the additional objects.
2. Choose **Align Items** from the **Arrange** menu.
3. In the dialog box, select the desired alignment option.
4. If you want to leave a gap between the objects, type in the amount or use the arrows.
5. Click **OK**.

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Note: You can have objects aligned both horizontally and vertically.

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Reorienting Objects

Scrapbooks Plus has special commands on the **Arrange** menu that alter objects in unique ways.

- Use the **Flip Horizontally** command to get a mirror image of the object.
- Use the **Flip Vertically** command to turn an object upside down.
- Use the commands on the **Rotate** submenu to rotate an object a specific amount. If you know the exact number of degrees by which you wish to rotate the selected object, use the **Custom** command.

Lightening and Darkening Objects

Scrapbooks Plus has a quick way for you to lighten (or darken) the colors in an object. Lightening (or darkening) an object this way doesn't affect the original file. It just affects the image within your project.

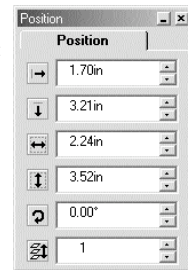
1. Select the object you wish to lighten.
2. Choose **Lighten** from the **Object** menu or click the **Edit** button and choose **Lighten Selected Object**.
3. Drag the slider until you achieve the desired effect.
4. Click **OK**.

Positioning Objects

Scrapbooks Plus has a **Position** palette that you use to place objects exactly in your design. Also, you can use the **Position** tab to rotate and resize objects.

To position, resize or rotate an object:

1. If the **Position** palette isn't showing, choose **Tabs & Toolbars** ► **Position Tab** from the **View** menu.
2. Select the object you want to position, resize or rotate.
3. Type the exact values you want for the change.



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Notes: You can use the **Position** palette to ascertain exact values while dragging an object or its handles.

See the *Scrapbooks Plus Workspace* section at the beginning of this chapter to learn how to work with the *Color/Text/Position* palettes.
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USING GROUPS AND LAYERS

Grouping objects and layering objects are techniques that you can use to achieve professional results.

Grouping Objects

Working with objects as a group will save you time because you can select, position and resize a group of objects all at once.

1. Shift-click to select the objects you wish to group.

2. Choose **Group** (Ctrl+G) from the **Arrange** menu.
or
Right-click one of the selected objects and choose **Group** ▶ **Group** from the shortcut menu.
or
Click the **Group** button on the toolbar.

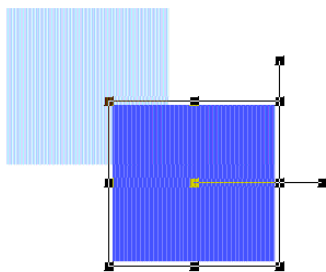
Ungrouping Objects

1. Select the object group.
2. Choose **Ungroup** (Ctrl+U) from the **Arrange** menu.
or
Right-click one of the selected objects and choose **Group** ▶ **Ungroup** from the shortcut menu.
or
Click the **Ungroup** button on the toolbar.

Layering Objects

When you add an object to a project, Scrapbooks Plus puts it in its own ordering level within the foreground design layer. As you add objects they get placed into levels on top of each other. You can change the order in which objects appear.

- To bring an object forward to cover up other objects: Select the object and choose **Bring To Front** from the **Arrange** menu (or **Arrange** submenu on the shortcut menu).
- To send it to the back and uncover other objects: Select the object and choose **Send To Back** from the **Arrange** menu (or submenu).
- To move an object just one level forward or back use **Bring Forward** or **Send Backward** from the **Arrange** menu (or submenu).
- To move an object to a specific level: Select the object and change the ordering level in the **Position** palette.



Chapter 5. Working with Text

Adding or changing text provides an easy way to customize any pre-made design. An ordinary greeting card or other project becomes special when you add someone's name to it. Scrapbooks Plus makes it easy to create unique text effects, like text in a circle. This chapter shows you how to quickly add professional-looking text effects to your design.

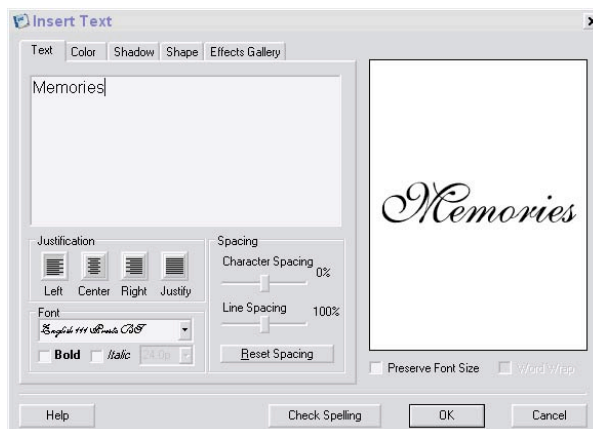
ADDING TEXT

Adding Text to a Project

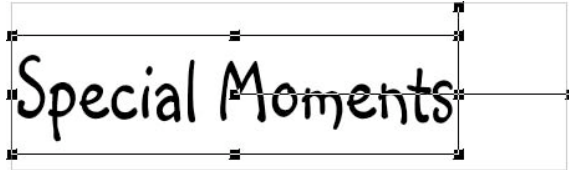
1. Click the **Add** button on the *Action* toolbar and choose **Add Your Own Text** (Ctrl+T).
or
Choose **Text** from the **Insert** menu.



You'll see the *Insert Text* dialog box.



2. Type the text you wish to add to your design into the field on the left.
3. Click **OK**. The text will appear in your design.

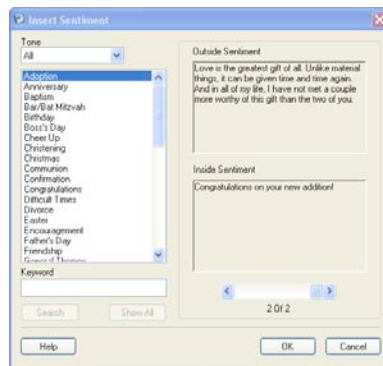


Adding Sentiments

Scrapbooks Plus comes with thousands of sentiments you can use to express your thoughts eloquently for a given occasion. The sentiments are organized by category (such as, birthday, anniversary and various holidays) and by tone (such as, humorous, spiritual or sentimental) to set the mood. You add a new sentiment by using the **Sentiment** command on the **Insert** menu or the **Add a New Sentiment** command from the **Add** button.

To add a sentiment to a project:

1. Click the **Add** button on the *Action* toolbar and choose **Add a New Sentiment** or choose **Sentiment** from the **Insert** menu.
2. Select the type of sentiment that you want to express in the **Tone** list or type one or more words in the **Keyword** box and click **Search**.



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Note: If you've inserted a phrase, the search is done using only the significant words. For example, if you type: *his birthday cake* or *the cat*, the search is done using *birthday cake* or *cat*. To search for an exact phrase, enclose the words in double quotes. For example, typing "his birthday cake" finds those exact words. For a keyword search, even if you have a tone selected, Scrapbooks Plus searches all the available sentiments.

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3. Select among the **Sentiments** categories in the list on the left.

The first sentiment of that category shows in the text boxes on the right.

4. Use the scroll bar on the right to view the different sentiments available for that category.

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Note: If you set a tone, Scrapbooks Plus shows only those sentiments associated with that tone for a specific category. If you do a keyword search, Scrapbooks Plus shows only sentiments containing those keywords. If you've done a search and want to view all the available sentiments again, click **Show All**.
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5. When you find a sentiment you like, click **OK**.

EDITING AND DELETING TEXT

Editing Text

Scrapbooks Plus makes it very easy to edit the text in pre-made designs or text that you've added yourself.

To edit the text in a pre-made design or existing project:

1. Double-click the text object you wish to edit.
2. In the *Edit Text* dialog box select the text you would like to change. Scrapbooks Plus allows character-level editing. Only the selected text will be affected. You can mix fonts and sizes within one block of text.

The *Edit Text* dialog box has the **Preserve Font Size** option. If you select this option, the **Word Wrap** option will also be available. Use this combination for text to automatically flow onto multiple lines. However, to apply special effects to text, you will need to clear these options.



3. Click **OK** when you are done adding or changing text.

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Note: Setting the **Preserve Font Size** option will result in much different bounding box behavior within the workspace. Without **Preserve Font Size** set, dragging the corner of the bounding box will resize the text accordingly. If the option is selected, dragging the handle of the bounding box only changes the bounding box and leaves the text within it unchanged.
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Note: If you select **Word Wrap**, changing the bounding box by dragging it in the workspace defines the available visible area in which the text can flow. If the bounding box is not large enough to contain all of the text entered, a red line appears indicating that the text has been clipped. To display all text, either reduce the font size or drag the bounding box until all the text shows.
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Deleting Text

To delete a text object with all of its contents:

- Select the text object and press the **Delete** key or click the **Cut** button on the toolbar.

To delete just some of the text:

1. Double-click the text object you wish to edit.
You'll see the *Edit Text* dialog box.
2. Select the text to delete in the area on the left in the **Text** tab.
3. Press the **Delete** key.
4. Click **OK** when you are done deleting the text.

Changing the Font

You can change the font of any text. Try using one of the fonts installed with Scrapbooks Plus or other fonts installed on your system.

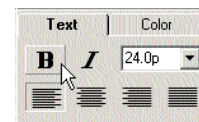
1. Select the text object you wish to edit.
2. Click the **Text** tab in the *Color/Text* palette.
3. Click the font you want to apply to the selected text.

Alternatively, you can double-click the text object and change the font in the *Edit Text* dialog box.

Changing the Text Style

You can make text **bold** or *italic* in the workspace or the *Edit Text* dialog box.

1. Select the text you wish to change by clicking it.
2. Click the **Text** tab in the *Color/Text* palette.
3. Click the **Bold** or **Italic** button (or both).



Changing the Text Size

If you have **Preserve Font Size** set for a text object, you can change the size by selecting a new value or typing a value in the **Text** tab on the *Color/Text* palette or the **Text** tab of the *Edit/Insert Text* dialog box.

If you don't have **Preserve Font Size** set, you can drag the handles on the text object's bounding box to resize the text inside.

Coloring Text

You can change a text to another color.

1. Select the text object that you wish to color.
2. Click the **Color** tab of *Color/Text* palette if necessary.
3. Select **Solid** from the top list if necessary.
4. Select **Object** from the second list if necessary.
5. Click a color in the palette.

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Note: You may also change text's color in the *Edit Text* dialog box.
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SPELL CHECKER

Scrapbooks Plus comes with an integrated spell checker.

To check the spelling of a selected text object do one of the following:

- Choose **Check Spelling** from the **Object** menu.
- Click the **Text** button on the *Action* toolbar and click **Spell Check Selected Text**.
- Right-click the object and click **Check Spelling** on the shortcut menu.

To check the entire project click the **Text** button on the *Action* toolbar and click **Spell Check Project**.

To check the spelling of the current contents of the **Text** tab in the *Edit/Insert Text* dialog box click the Check Spelling button.

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Note: In the **Text** tab, misspelled words appear in red.
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Using the Spell Checker

If the Spell Checker finds no errors, you'll see a message box. If the Spell Checker finds one or more errors, the *Check Spelling* dialog box appears. The **Not in Dictionary** box shows the first misspelled word.



- If the word is correct, you may click **Ignore** (to skip this word), **Ignore All** (to skip all occurrences of this word) or **Add** (to add this word to the dictionary).
- If the word is indeed misspelled, the **Suggestions** box lists possible replacements based upon the “suggest” options you’ve set. Select the correct word or type a new word and click **Change** to replace the misspelled word or **Change All** to replace all occurrences of the misspelled word with the selected replacement.
- To check the spelling of a different word to use as a replacement word, type it into the **Not in Dictionary** box and click **Suggest**. If the word is correct, click **Change**. If the word is misspelled, select the correct word in the **Suggestions** list and click **Change**.

Changing Spelling Options

You can adjust how the Spell Checker works either through the **Spelling** tab of the *Options* dialog box or by clicking the **Options** button in the *Check Spelling* dialog box. See *Setting Scrapbooks Plus Options* in *Chapter 4: Using Scrapbooks Plus* for details.

OTHER TEXT MODIFICATIONS

Scrapbooks Plus allows you to modify the text in your designs in many different ways. You can:

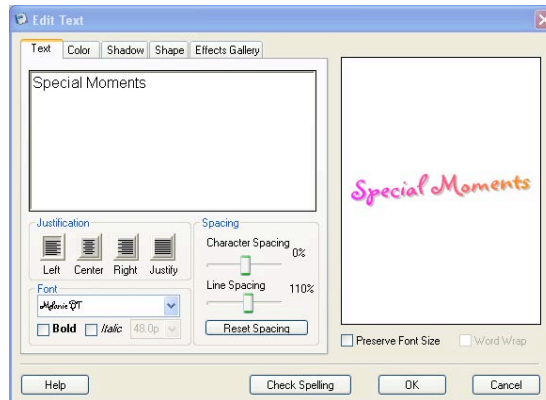
- Re-align the text within a text object by selecting it and clicking a new alignment in the **Text** tab on the *Color/Text* palette. (You must have **Word Wrap** on in the *Edit Text* dialog box or have typed the text with line breaks for the alignment buttons to be effective.)
- Align multiple text objects by using the **Align Items** command on the **Arrange** menu.
- Rotate or skew the text by dragging the special handles on the bounding box.
- To undo a series of changes, click the **Cancel** button in the *Edit Text* dialog box. This returns the text to its initial state.

Text Shortcut Menu

When you right-click a text object, a shortcut menu appears. You may use this shortcut menu as a quick way to access text-related commands.

Advanced Text Modifications

You use the *Insert/Edit Text* dialog box to make multiple changes easily. Using the *Insert/Edit Text* dialog box, you can make more precise and complex changes. You can:



- Control whether text is to stay on one line or go to successive lines by selecting **Word Wrap** (only active if **Preserve Font Size** is selected).
- Change the line or character spacing using the Spacing options on the **Text** tab.
- Change text appearance by selecting options in the **Color** and **Shadow** tabs. See *Chapter 10: Advanced Features* for detailed information about applying gradients and textures.
- Use the **Reshape** command on the **Object** menu with a text object to move individual characters from the baseline. If a shape or path effect had been previously applied, you will be able to distort the bounding box, which will affect the text inside.

Cutting Out Text

You can use the **Cut Out** command on the **Object** menu to create exciting effects with text. If you select a text object, using this command ‘inverts’ the selected text object by filling the non-text portion of the object with the text’s color and removing the text. The cut out text appears framed with any underlying object or the background showing through as the ‘text’. If you cut out text, you can’t edit the content of the text object, but you can change the fill color, font and style. If you haven’t selected **Preserve Font Size** in the *Insert/Edit Text* dialog box, you can also change the font size by dragging the text object.

If you select both a text object and an underlying raster graphic or shape, using this command cuts the text out of the graphic or shape. With this procedure you can change the text's font, style or size (if you haven't selected **Preserve Font Size** in the *Insert/Edit Text* dialog box).

To create a text cutout:

1. Select a text object.
2. Choose **Cut Out** from the **Object** menu.
3. Adjust the text object as needed.

Once you apply a cutout effect to an object, the **Object** menu command changes to **Remove Cut Out** for you to undo the cut-out effect.

.....
Note: If you want to change a text object's content, you'll need to remove the cut-out effect, make the text changes and then re-apply the cut-out effect.
.....

To cut text out of a shape or a raster graphic:

1. Select the text object.
2. Press the **Shift** key and select the underlying raster graphic or shape.

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Note: You may select an overlaying graphic or shape, but the effect is different. You may want to experiment with the various effects.
.....

3. Choose **Cut Out** from the **Object** menu.
The text and the shape or graphic become combined.
4. Adjust the combined object as needed.

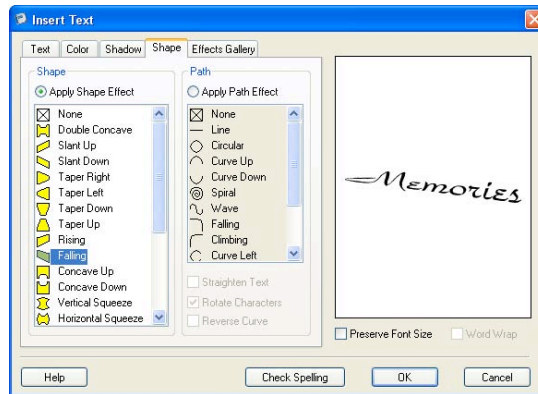
.....
Note: You cannot use this procedure with a background graphic or with a vector graphic.
.....

Changing the Shape of Text

Change the shape of text by selecting options in the **Shape** tab of the *Edit/Insert Text* dialog box.

1. Double-click the text object you wish to reshape.
2. Click the **Shape** tab in the *Edit Text* dialog box.

3. Select **Apply Shape Effect** and select a shape in the **Shape** list.



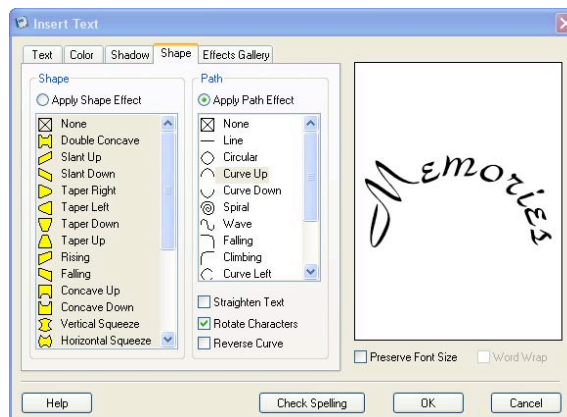
.....
Note: If **Preserve Font Size** is selected on the **Text** tab, you cannot apply a shape or a different path. Clear this option before applying a shape or path.

4. Click **OK** when you're satisfied with the new shape.

Changing the Path of Text

You may use options in the **Shape** tab to apply a different path to the text. This changes the baseline of the text to a different orientation or a curve.

1. Double-click the text object you wish to change.
2. Click the **Shape** tab in the *Edit Text* dialog box.
3. To change the path of the text within the object, select the **Apply Path Effect** option and select a path in the **Path** list.



4. To eliminate a path quickly, select the **Straight Text** check box.
5. To allow individual characters to rotate, select the **Rotate Characters** check box.
6. To create a mirrored effect, select **Reverse Curve**.
7. Click **OK** when you're satisfied with the new path.

Adding Text in a Circle

Circular text can ordinarily be difficult to achieve, even with high-end graphics programs. But Scrapbooks Plus makes it easy.

1. Click the **Add** button on the *Action* toolbar and choose **Add Your Own Text** (Ctrl+T).
or
Open the **Insert** menu and choose **Text**.
2. Type the text you wish to add into the field on the left.
3. Click the **Shape** tab.
4. Click **Apply Path Effect**.
5. In the **Path** list, select **Circular**.
6. Click **OK**. The text will appear inside a circle in your design.



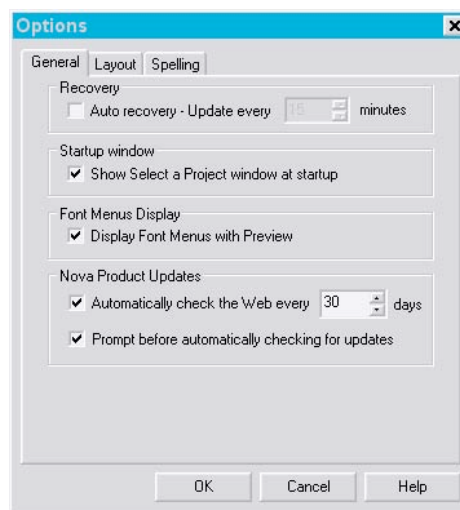
.....
Note: If **Preserve Font Size** is selected within the *Edit Text* dialog box, you will not be able to apply a Shape or Path. To do so, first clear this option.

Adding and Saving Text Effects

Scrapbooks Plus comes with a built-in *Text Effects* gallery that you can use to quickly apply any number of dynamic pre-made effects to text. To do so, select the desired effect's thumbnail from the scrolling list in the **Effects Gallery** tab. You can also add your own styles to the gallery. See *Chapter 10: Advanced Features* for more details.

Reducing Memory Requirements

The Text tab in the workspace and the *Insert/Edit Text* dialog box have font menus that display fonts in their actual typeface. This can be memory intensive — especially if you have a lot of fonts installed on your system. If you are running Scrapbooks Plus on a system with low memory, you may want to turn off this feature. The font menus then use the default system font



To turn off the font menu display:

1. Choose **Options** from the **Edit** menu.
2. Clear the **Display Font Menus with Preview** option located on the **General** tab.
3. Click **OK**.

Chapter 6. Working with Graphics and Photos

Scrapbooks Plus comes with thousands of clip art images and photographs in its graphics library. You can incorporate these images into your projects or use images from other clip art products to create unique designs. Many of the pre-made designs include a placeholder graphic for you to add your own photo — either scanned photos or photos from a digital camera.

VECTOR VS. RASTER GRAPHICS

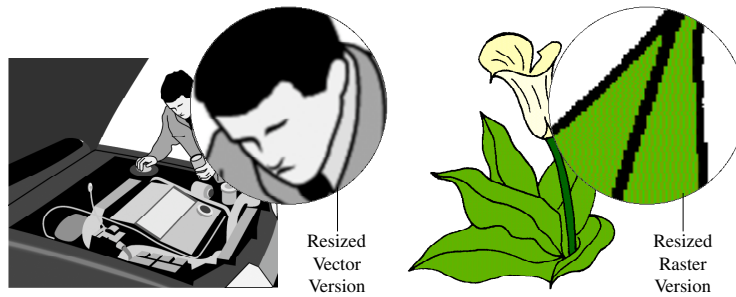
Scrapbooks Plus graphics come in two types: *vector* and *raster*. Vector files store graphics as objects, just like your Scrapbooks Plus designs. Each graphic file internally contains a small list that describes the shape, colors, outlines, and sizes of the objects that make up the graphic. This list of *vectors* enables the graphic to be drawn on screen or rendered to a printer. These objects are easy to resize as all of their other characteristics stay the same.

The vector graphics included with Scrapbooks Plus are in *AEX* format. This is a proprietary Scrapbooks Plus format, which uses less disk space. You may also use *WMF* files, a standard Windows vector graphic file format.

Raster files store graphics as bitmaps. There are no objects, only information about what color each square (bit) of the picture should be (like graph paper). Painting and photo-editing programs work with these kinds of images.

The raster graphics included with Scrapbooks Plus are also in the proprietary *AEX* format. However, Scrapbooks Plus also supports all of the major raster formats such as *JPG* (or *JPEG*), *TIF*, *BMP*, and *PNG*.

.....
Note: Vector images can be scaled to any size without any loss of quality when printed. Raster images, on the other hand, will lose definition and quality if scaled too large.
.....



Vector

Raster

The Scrapbooks Plus installed library makes it easy to distinguish between raster and vector images. Many categories contain sub-folders labeled *Fine Art*, which contain the majority of raster images.

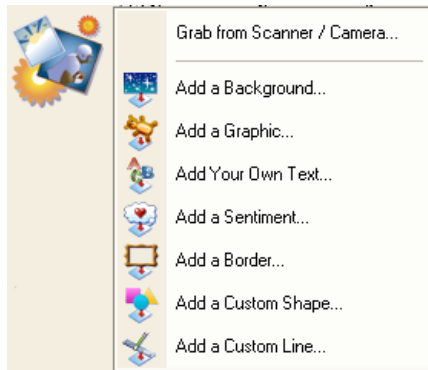
ADDING OR REPLACING GRAPHICS OR PHOTOS

Inserting Graphics

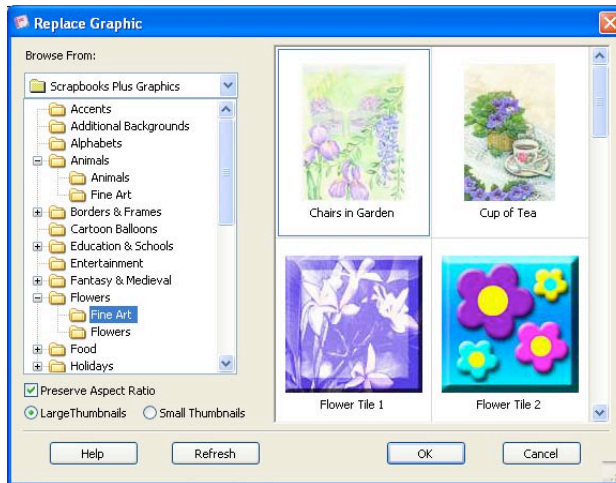
Scrapbooks Plus's Installer puts thousands of graphics on your hard drive. Additionally, you can import graphics you've made using other programs or graphics from clip art libraries.

You can add pictures to improve and personalize your projects many different ways. To add graphics:

1. Click the **Add** button on the *Action* toolbar and choose **Add a Graphic**. The *Insert Graphic* dialog box shows the graphics available in the *Scrapbooks Plus Graphics* library.



2. To insert an image from another location, select a drive from the **Browse From** list.



3. To view a folder's contents, double-click its icon or click the plus sign next to it. Browse until you find the desired picture. You can preview each picture in the area on the right. (If you have inserted a different CD or floppy disk, click **Refresh** to see the updated information.)
4. Select the graphic you wish to insert into your project.
5. Click **OK**.

You may also choose **Graphic ► From Library** from the Insert menu to open the Insert Graphic dialog box to the Scrapbooks Plus graphics library or choose **Graphic ► From File** to open the *Insert Graphic* dialog box to your *My Pictures* (or *My Documents*) folder.

Inserting an Image Using Drag-and-Drop Techniques

Scrapbooks Plus takes advantage of drag-and-drop technology to make it very easy to place clip art or images created in other applications into your projects. To use the drag-and-drop method make sure that you have your Scrapbooks Plus project workspace visible on screen.

- Locate the image on the CD or drive. Drag the image's icon into your Scrapbooks Plus project and release the mouse button.
- If you don't know the image's location but know its name, choose **Find ► Files or Folders** from the **Start** menu. Type the image's name in the **Named** box and select the CD or drive to search in the **Look in** list. Click **Find Now**. Drag the image's name from the found items list to your Scrapbooks Plus project.

Adding Scanned Images or Photos

Scrapbooks Plus lets you scan images or download photos directly into your project. WIA and TWAIN compliant scanners and digital cameras work with Scrapbooks Plus. If your scanner (or digital camera) isn't WIA or TWAIN compliant, you'll have to scan (or download) the image using your scanner (camera) software, save it and then place it into your design using the **Graphic** command on the **Insert** menu.

1. Click the **Add** button and choose **Grab from a Scanner/Camera** or choose **Grab from a Scanner/Camera** on the **File** menu.
2. Select your scanning or download software and click **OK**.
3. Scan the image. (Check with your scanner's user guide for details.)
or
Select the camera image. (Check your camera's user guide for details.)

After the scan or download is complete, the image appears in the middle of your project.

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Note: You may also choose **Graphic ▶ From Scanner or Camera** from the **Insert** menu. If your scanner or camera is not WIA or TWAIN compliant, an error message appears when you choose **Grab from a Scanner/Camera**.
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Replacing a Graphic

Photo-based designs have placeholders for you to add your own photos. Also, you may decide that you want to change a graphic in your project — whether you inserted it yourself or it was part of a pre-made template. To do this you use the **Replace Graphic** command on the **Object** menu.

1. Select the graphic you wish to change.
2. Choose **Replace Graphic** from the **Object** menu or double-click the graphic or placeholder.
The *Insert Graphic* dialog box shows the graphics available in the *Scrapbooks Plus Graphics* library.
3. Locate and select the graphic you wish to insert into your project.
4. To have the new graphic come in at its normal size as the selected graphic, make sure the **Preserve Aspect Ratio** check box is checked.
or
To force the new graphic to fit the entire bounding box for the selected graphic, clear the **Preserve Aspect Ratio** check box.
5. Click **OK**.

CHANGING GRAPHICS IN YOUR PROJECT

Once you have a graphic in your project, you may move it, resize it or trim it. If the graphic is a raster graphic, you can edit the graphic in the included Photo Editor. See *Chapter 13: Using the Photo Editor* for details on editing photographs and other raster graphics.

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Note: You can't change the color of a vector graphic easily. If you attempt to re-color it, the whole graphic gets changed. To change the color of a part of a vector graphic, you have to ungroup it, locate the parts you want to change, change them and then re-group the graphic. If you do this, Scrapbooks Plus treats it as a grouped object instead of a single graphic and you can no longer double-click the graphic to replace it with another.
.....

Moving a Graphic

You can move graphics to any location in your project.

1. Click the graphic to select it.
2. Move the cursor inside the bounding box. It will change to the *Move* cursor.
3. Drag the graphic to the new location.
As you move the mouse, you'll see an outline of the bounding box to help you position it accurately.



4. Release the mouse button when the outline is where you want the graphic to be.

.....
Note: You can drag a graphic partially off the project workspace, but that part of it will not be printed.
.....

Resizing a Graphic

You can resize any graphic to make it larger or smaller. To resize a graphic:

1. Click the graphic to select it.
You'll see that the selected graphic has handles—small boxes on the corners of the bounding box around the picture.
2. Position the cursor over one of the eight handles in the surrounding bounding box. It will change to the *Size* cursor.



3. Drag the cursor to resize your graphic.

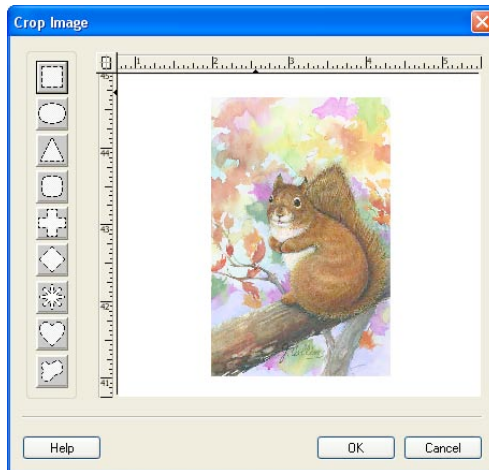
.....
Note: To resize the graphic proportionally, use one of the corner handles.
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Trimming a Graphic

Scrapbooks Plus lets you trim away portions of a raster image, such as a photo, keeping only the area you want. This is called cropping. For example, if you have a photograph with a lot of background showing, you can use the **Crop** command on the **Object** menu to get rid of the excess background.

To crop a graphic:

1. Select the graphic that you want to crop.
2. Open the **Object** menu and choose **Crop**.
or
Click the **Edit** button on the *Action* toolbar and choose **Crop Selected Image**.
3. In the *Crop Image* dialog box, select one of the **Crop Shape** buttons.
4. Adjust the crop boundaries in the preview area.




5. When the preview image appears the way you want, click **OK** to return to the workspace.

You'll see the cropped image in the workspace. The trimmed area hasn't actually been deleted. If you change your mind, select the object and use the **Remove Crop** command on the **Object** menu to return to the full image.

.....
Note: Only raster images (including photos) can be cropped.
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To do crop using an arbitrary shape:

1. Select the graphic.
2. Open the **Object** menu and choose **Crop** or click the **Edit** button on the *Action* toolbar and choose **Crop Selected Image**.
3. In the *Crop Image* dialog box, select the last Freehand Crop button. 
4. Drag the cursor to enclose the portion of the picture that you want to keep.
5. Click **OK**.

Editing a Scanned Image or Photograph

Once placed in a project, you can edit scanned images or digital photographs.

1. Select the scanned image or digital photograph in the project.
2. Choose **Edit Photo** from the **Object** menu.
or
Click the **Edit** button on the *Action* toolbar and choose **Edit in Photo Editor**.
3. Adjust or edit the image as needed. See *Chapter 13: Using the Photo Editor* for details.
4. To save the image separately, click **Save Copy As**. Determine where you want to save the file, name it and select the format and click **Save**.
5. Click **OK**.

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Note: When you import an image into a project, it becomes embedded in the project — not referenced as other graphics are.
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Graphics Shortcut Menu

If you right-click a graphic object, a shortcut menu appears. The commands on the shortcut menu depend on the type of graphic object.

WORKING WITH BORDERS OR BACKGROUND GRAPHICS

Adding and Deleting Borders

Borders and backgrounds are special graphics that you can use to enhance your Scrapbooks Plus projects.

A border is an edge graphic connected to the margin of a page (or panel) or to an object's bounding box. Because the border is linked to the margin or object, you can't directly select it with the cursor, and it doesn't have a bounding box. If a margin or object is resized, the associated border will automatically resize as well.

- To add a border to your project: Click the **Add** button and choose **Add a Border** or open the **Insert** menu and choose **Border**.
- To delete a border: Choose **Clear Page Border** from the **Edit** menu or select the object with the border and select **Edit Border** from the **Object** menu.

Adding and Deleting Backgrounds

Background graphics go to the backmost layer of a project and fill the entire printable area of the project. Similar to a border object, background

graphics connected to the page or panel's margins and are resized accordingly.

- To add a background graphic directly: Click the **Add** button and click **Add a Background** or open the **Insert** menu and choose **Background**.
- To delete a background graphic: Choose **Clear Background** from the **Edit** menu.

Additionally, if you choose **Edit Background Layer** from the **View** menu, you can add graphics, shapes and text as you do in the foreground and create a complete background design. Anything placed in the background layer will be behind foreground objects.

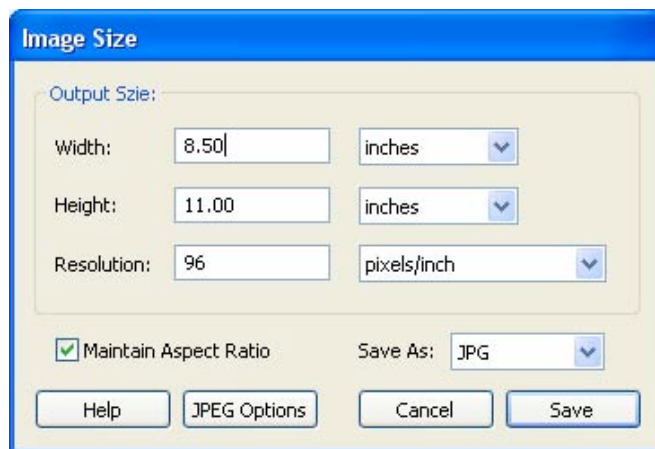
SAVING GRAPHICS

With Scrapbooks Plus you can save any selected object or even entire projects as separate graphics to use in other projects or in other programs.

- To save your project as a graphic: Choose **Export As Image** from the **File** menu.
- To save an object as a graphic: Right-click the object. In the shortcut menu, choose **Export Selection as Image**.

In the *Image Size* dialog box adjust the image size and resolution and determine the graphic format to use for the object or project.

The image width and height can be set in inches, centimeters, and pixels.



In the *Image Size* dialog box you can specify the image's size, the image's resolution and set the format of the graphic when exporting a project or selection as an Image.

In the Output Size section you can change the following settings:

Width: Type a value for the width of the image can be set in inches, pixels, or centimeters and can be set for. It's best if you keep this either the same or smaller than the original.

Height: Type a value for the height of the image can be set in inches, pixels, or centimeters and can be set for. It's best if you keep this either the same or smaller than the original.

Resolution: In the drop down box you will set the type of resolution for the image. Your options are pixels/inches and pixels/cm. In the text box you will set the resolution for the image. If the image will be viewed on screen, values between 75 and 100 are appropriate (96 is the standard resolution for Windows displays). If the image will be printed, try saving it at 200. If you want to print it and it contains a color photograph, try 300. With a black and white photograph, try 400. But this will depend on the resolution of the original photo. See the Scanning tips topic for more information about resolution.

The Image Size dialog box will also allow you to change the following settings that effect how graphic format of the exported image:

Maintain Aspect Ratio: If this is selected, you only need to change either the height or the width. The program will automatically calculate the other value for you. If this is not selected, changing the height and width values independently may result in a distorted image.

Save As: Select the type of graphic file to convert the project or selection to: BMP, JPG or TIFF. Use JPG if the image will be used on the Web. Use TIFF if the image may be used in a graphics program or in another operating system. Use BMP if the image will be used in a Windows program, like a word-processor.

JPEG Options: If you selected JPG in the Save As list, this button becomes active. Click it to set the image quality and the type of JPG image.

Save: Click Save to save the project or selection as an image.

Cancel: Click Cancel to discard any changes.

Chapter 7. Working with Basic Shapes

Shapes in Scrapbooks Plus are simple geometric shapes (such as squares, triangles, circles and lines) or more complicated shapes (like arrows and stars). You can use shapes as you would use die-cut paper behind photos.

ADDING SHAPES

Scrapbooks Plus lets you add shapes to your designs by inserting complicated shapes or by drawing simple shapes.

Drawing a Shape

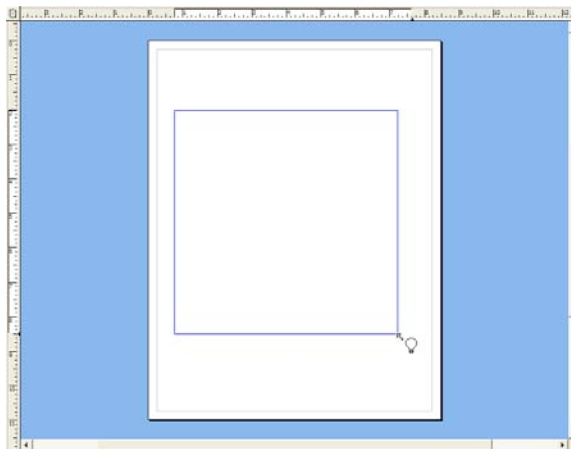
To add a simple geometric shape to your project, you draw it using one of the drawing tools.

1. Click the **Draw Tools** button on the *Action* toolbar and choose the shape you wish to draw.

The cursor on-screen will change to the *Draw* cursor.



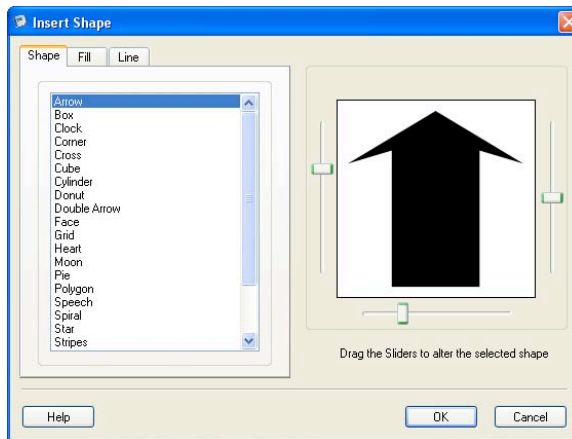
2. Drag the *Draw* cursor in the project workspace to make a box of the right size and location for the shape.



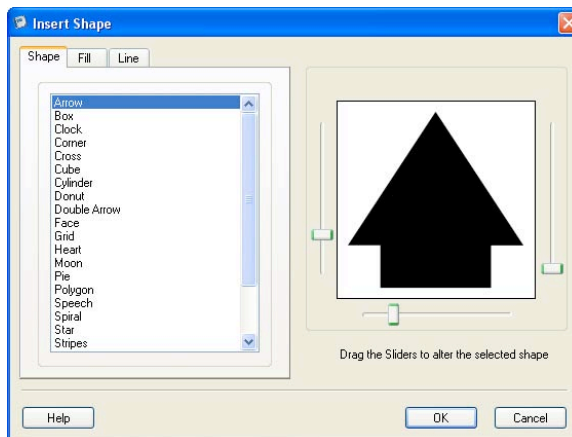
Inserting Shapes

To add a more complex shape to your project, click the **Add** button on the *Action* toolbar and choose **Add a Custom Shape** or use the **Shape** command on the **Insert** menu.

1. Choose **Shape** from the **Insert** menu. You'll see the *Insert Shape* dialog box listing the available shapes.



2. Select a shape in the list on the left.
3. Use the sliders around the preview area to alter the shape.



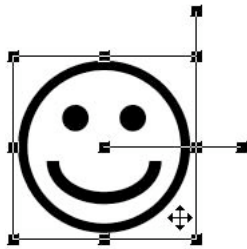
4. Click **OK**.
The new shape will appear in your project.

CHANGING SHAPES

Moving Shapes

You can move, resize and edit shapes.

1. Click the shape to select it.
2. Move the cursor inside the bounding box. It changes to the *Move* cursor.
3. Drag the shape to the new location.
As you move the mouse, you'll see an outline of the bounding box to help you position it accurately.



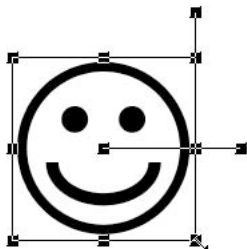
4. Release the mouse button when the outline is where you want the shape to be.

.....
Note: You can drag a shape partially off the project workspace, but that part of it will not be printed.
.....

Resizing a Shape

You can resize a shape to make it larger or smaller. To resize a shape:

1. Click the shape to select it.
The selected graphic has handles—small boxes on the corners of the bounding box around the picture.
2. Position the cursor over one of the eight handles in the surrounding bounding box. It will change to the *Size* cursor.



3. Drag the cursor to resize your shape.

.....
Note: To resize the shape proportionally, use one of the corner handles.
.....

Coloring Shapes

You can change a shape to another color.

1. Select the shape that you wish to color.
2. Click the **Color** tab of *Color/Text* palette if necessary.
3. Select **Solid** from the top list if necessary.
4. Select **Object** from the second list if necessary.
5. Click a color in the palette.

.....
Note: You may also change a shape's color in the *Insert Shape* dialog box.
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Altering Shapes

You may alter a shape by changing its form. You can do this using the **Reshape** command on the **Object** menu. To alter a shape's form:

1. Select the object you wish to reshape.
2. Choose **Reshape** from the **Object** menu.
You'll notice one or more blue lines with a slider next to the shape.

.....
Note: Depending on the shape, there may be up to four different ways to distort the form.
.....

3. Drag the slider on one of the blue lines.
You'll see the shape change as the slider moves.
4. Continue using the slider(s) until you have a new shape that you like.
5. If you're working in the design workspace, click outside the object.

.....
Note: You may also alter a shape using **Customize** command on the **Object** menu and working in the *Insert Shape* dialog box.
.....

Skewing Shapes

You can also distort the bounding box of a shape, creating a parallelogram bounding box instead of a rectangular bounding box.

1. Select the shape that you want to skew.
2. Move the cursor over the black handle extending from the upper right corner. The cursor will turn into a parallelogram.
3. Drag the skew handle. The vertical sides of the bounding box change angles.
4. Release the mouse button to set the new shape.

Cutting Out Shapes

You can use the **Cut Out** command on the **Object** menu to create special effects with shapes. Using this command ‘inverts’ the selected object by filling the non-shape portion of the object with the shape’s color and removing the shape. Then, the cut out shape is framed and any object underneath the cutout or the project’s back ground shows through the original shape. You can change the fill color and the size of the cut-out shape.

If you select both a shape and an underlying raster graphic or other shape object, using this command cuts out the shape out of the graphic or shape. You can change the size of the cut-out shape.

.....
Note: If the shape is a square or rectangle, there is a border around the shape that becomes filled.
.....

To cut a shape out of another shape or a raster graphic:

1. Select the shape object.
2. Press the **Shift** key and select the underlying raster graphic or shape.

.....
Note: You may select an overlaying graphic or shape, but the effect is different.
.....

3. Choose **Cut Out** from the **Object** menu.

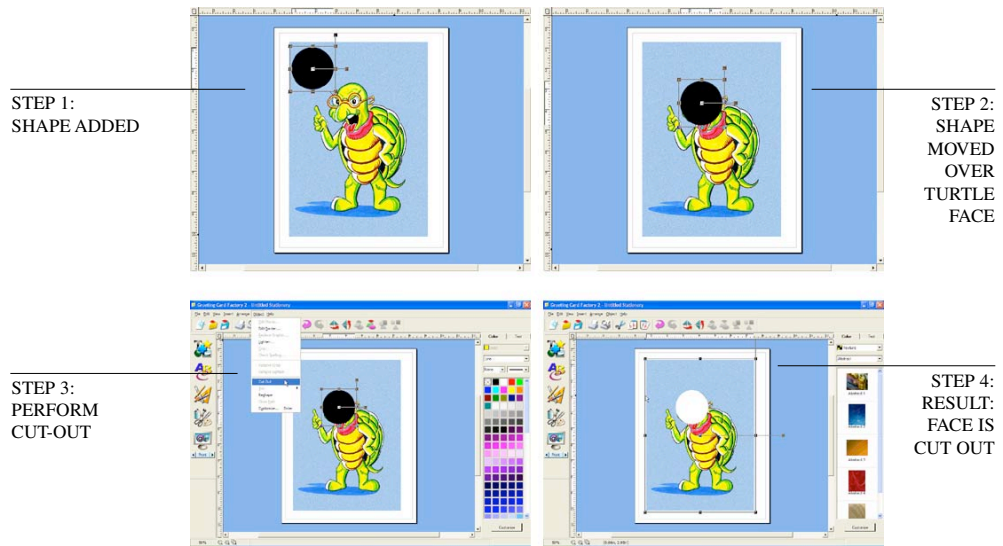
The original shape and the other shape or graphic become combined.

4. Adjust the combined object as needed.

.....

Note: You cannot use this procedure with a background graphic unless you're working in the background layer. You cannot use this procedure with a vector graphic.

.....



To create a cutout:

1. Select a shape object.
2. Choose **Cut Out** from the **Object** menu.
3. Adjust the shape object as needed.

Once you apply a cut-out effect to an object, the command on the **Object** menu changes to **Remove Cut Out** to undo the cut-out effect.

Other Shape Options

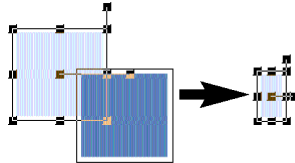
- Add an outline to a shape by double-clicking it and clicking the **Line** tab in the *Insert Shape* dialog box.
- Add gradients or textures to shapes. See *Chapter 10: Advanced Features* for detailed information.

Shape Shortcut Menu

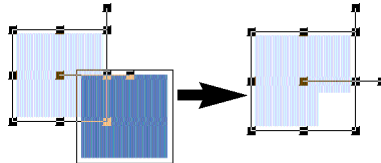
If you right-click a shape, a special shortcut menu appears that you can use to work with the shape.

JOINING SHAPES

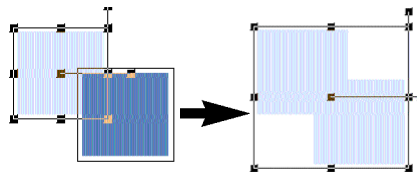
To combine shapes in interesting ways, use the **Join** commands on the **Object** menu.



Intersect: When you intersect two shapes, only the common area is left.



Subtract: When you subtract two shapes, the first shape that was drawn remains, but any area overlapped by the second shape gets removed.



Add: When you add two selected shapes, the new shape includes both of the original shapes.

Chapter 8. Scrapbooks Plus Projects

This chapter contains project-specific information for working with various projects within the various Scrapbooks Plus project types.

Working with Scrapbook Pages

There are blanks for one- and two-sided scrapbook pages and spreads (two pages side by side). Since most scrapbook albums only display one side, you should use the standard blanks if you are planning to paste your design into an album. If you create a design using a two-sided blank, the program will print out the first side and then prompt you to re-insert the page for side two.

You can add new pages to your scrapbook project by using the **Multiple Pages** submenu in the **Edit** menu. **Add Blank Page** adds a new blank page after the current page. To maintain the same theme elements, use **Duplicate Current Page**.

Most of the pre-made scrapbook designs are for A4 Letter (or US Letter) size pages. If you have a larger album and a large-format printer, you can use the 12x12-inch blanks or designs from the Traditional 12x12-inch category.

If you don't have a printer that prints 12x12-inch paper, you may use a smaller size (like letter size) design, cut out the various elements and paste them manually into your scrapbook.

Working with Journals

Use this project type to record notes and thoughts for future recall. You can use these pages for making scrapbook pages by copying parts of your journal or diary pages into your scrapbook pages or printing the pages and pasting them directly onto a traditional scrapbook page.

As with scrapbook pages, you can create multiple pages within a project. Scrapbooks Plus is not a word-processing program, however, and making long multiple-page diaries is not recommended.

Working with Albums & Books

Brag book designs, when folded, have a cover (outside panels) and inside pages (inside panels). To make a booklet of more than four pages, develop two or more projects, print them out, fold each in half, insert the extra pages into the main cover and bind the pages together.

Mini-albums fold accordion-style with 3 or 4 photos per side. You'll want to

use heavier paper for the mini-album to stand up without support. Instructions for creating mini-albums are on the “inside” panel.

Working with Photo Cards

A photo card usually has a design or text on at least two of its four panels: the front and inside right, and the pre-made templates have placeholders that you replace with your own images — typically scanned photos or photos from digital cameras. In the *Customize Project* screen, you can view all panels before making your final selection. Use the **Show** list above the text area to view the different panels.

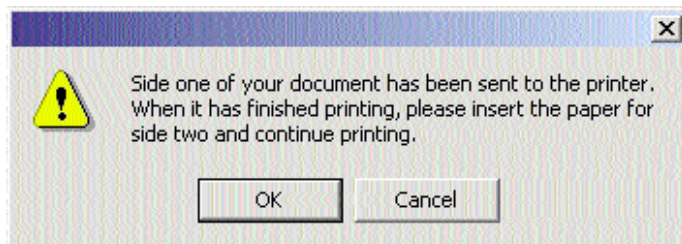
You insert a photo by double-clicking the placeholder graphic and selecting a photo in the *Insert Graphic* dialog box. Or you can add a scanned image directly into the card using the **Grab from a Scanner/Camera** command in the **Add** button. See *Chapter 6: Working with Graphics and Photos* and *Appendix A: Scanning Tips and Techniques*.

In many cases the placeholder images have been cropped. When you replace them with another image, the existing crop will automatically be applied to the new photo. To adjust the crop of the selected image, open the **Object** menu and choose **Crop** or click the **Edit** button and choose **Crop Selected Image**. Once in the *Crop* dialog box, you can adjust the crop area.

If you use photo-grade paper, you may want to do a test print on regular paper first before printing on the more costly photo paper.

You’ll fold a photo card after it’s printed. Some cards get folded in half. With some you’ll fold the paper into thirds or fourths. In the *Customize Project* screen and in the *Page Setup* dialog box, you can change the fold type for your card.

On half-fold and letter-fold cards, you’ll print the card on both sides of the paper. Unless your printer supports automatic duplex printing, you’ll have to print each side separately. If you don’t have a duplex printer, once the first side is sent to the printer, an automatic prompt appears asking you to reinsert the paper to print the second side.



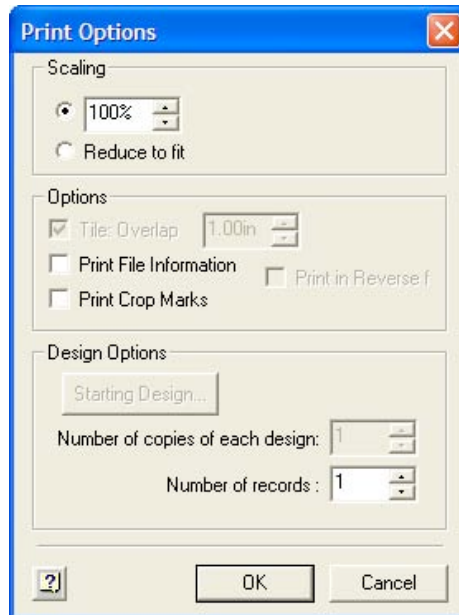
Working with Envelopes

The envelope designs are made specifically for printing onto standard-sized envelopes. Check your printer's manual to make sure it will print envelopes and to learn of any restrictions on the type or size of envelope it will print. You must go through the *Envelope Setup* wizard before printing an envelope. See *Chapter 9: Previewing and Printing Projects* for details.

You may wish to make a test print on plain paper before printing an actual envelope.

Working with Trading Cards and Labels

When printing trading cards and labels, you usually print more than one. For example, if you are printing labels there could be 30 on the sheet (2 columns of 15 rows). In the *Print* dialog box you can determine how many rows and columns to print, how many copies and where on the page to start the first item. (If you have a two-sided design, you won't be able to set a starting row or column. You'll have to print the items from column 1 and row 1.)



There are three types of multiple-item projects in Scrapbooks Plus:

- **Identical** items: These are items with identical graphics and text and are ideal for creating sheets of trading cards or return address labels.

To make identical items, create an item in the project workspace. When you're ready to print, select the number of copies of each you want to print in the *Print Options* dialog box. (If the design is based on a specific template, the **Number of copies of each design** box automatically defaults to the number required to fill a sheet.)

- **Items with multiple designs:** Once you've created a design, you can duplicate it multiple times and then modify each to create sheets of unique items. You can add blank items to the design if you want to have totally different designs within one project.

Use the commands on the **Multiple Design** submenu found on the **Edit** menu to work with multiple designs.

- **Merged items:** This is a more advanced project type that, once mastered, makes creating sheets of items with unique information simple. It is ideal for creating projects like personalized trading cards or mailing labels. You merge information from an existing file into your design.

To do this, you first associate a merge source file (such as a tab-delimited text file or Microsoft Outlook™ contacts) with the current label project. Then you insert specific fields onto the design. In the project workspace, you'll only see the field titles, but you can use the **Print Preview** command on the **File** menu at any time to preview substituted text. When printing, the fields will be replaced with the real information. See *Chapter 12: Merging Database Information* for details on working with the mail merge feature.

You may want to do a test print on standard paper first before printing a sheet of items. This way you can be sure that you're using the right layout for your type of project. Print your design onto a sheet of plain white paper and place it on top of a sheet of specialty paper. Hold both in front of a bright light to see if the design is within each item's printable area. You may have to adjust the design or change the margins in the *Page Setup* dialog box to have the items print correctly.

Check with the printer's manual to see if there are restrictions on putting a sheet of paper through more than once if you are printing less than a full sheet.

Working with Crafts and Craft Cards

Scrapbooks Plus comes with a variety of craft projects. These include gift can labels, mobiles, origami, table tents, masks, paper airplanes and coloring pages.

For most craft items and craft cards, you'll need to cut, fold and paste (or tape) them after printing. When you print a craft project, you'll get detailed instructions for finishing your project.

Gift can label designs print on 8.5 x 14-inch paper and fit a standard 12 oz. coffee can. You make labels for other cans by adjusting the page dimensions. If you make labels for larger cans the design will be tiled (see *Working with Family Trees*).

You may want to print some craft items on heavier paper. Do a test print on standard paper to check your design first.

Working with Family Trees

Family tree projects, a Crafts project type, help you make unique photographic and graphical genealogy charts. Not all of the designs include boxes to add text information about each member; however, you can add these to any of the designs or make your own starting with a blank.

It's best to scan and crop all of the photos first. Then you can double-click the photo placeholders and insert each person's photo quickly.

These designs can be larger than standard-sized paper. When printing a larger family tree, Scrapbooks Plus breaks the design into tiles that fit on a single sheet of paper. You then have to glue, paste or tape the tiles together to finish the project. In the *Print Options* dialog box you can set the amount of overlap for the individual tiles. You may want to have more overlap to create a sturdier project or less overlap to minimize the amount of paper used. For accuracy's sake, the amount of overlap is measured from the edge of the document, regardless of the actual margin settings.

Working with Photo Projects

If you put a photo on a switch-plate cover, please use common-sense guidelines for installing switch plates. This should be done only by adults.

For refrigerator magnet designs, you can: print them onto magnetic sheets and then cut them to size; print your designs onto heavy card stock and glue a magnetic strip to the back; or print and cut out the design and mount it onto foam core and then attach a magnetic strip to the back.

Working with Embellishments

You can use embellishments to enhance your scrapbooks or to create 3-dimensional displays and mementos. Each project includes instructions for completing the item.

Scrapbook pockets have tabs along the bottom and sides that are designed to be folded under and glued to the scrapbook page. If you resize the pocket, you should consider making the glue tabs larger to ensure that the pocket will adhere to the page. You can always trim off the excess if necessary.

Decorative Papers

If you want to use decorative paper as gift wrap, you may want to print your project onto the lightest weight paper that your printer will accept.

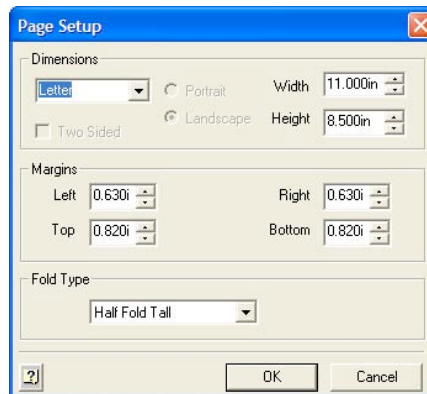
Chapter 9. Previewing and Printing Projects

If you've customized a project and saved it, you're ready to print it. This chapter takes you through previewing your project and printing it to paper.

CHANGING YOUR PROJECT'S DIMENSIONS

When you initially set up your project, you chose a layout that determined the project's size. If you want to change the size, say from an 8 1/2 x 11-inch page to an 8 1/2 x 14-inch page, use the *Page Setup* dialog box.

1. Choose **Page Setup** from the **File** menu.



2. Select a new page type (like legal or ledger) or type new custom **Width** and **Height** values. You can also use the up and down arrows to increase or decrease the corresponding values.
3. To change the page orientation, select either **Portrait** (tall) or **Landscape** (wide).
4. Type new values as needed in the **Margin** area or use the up and down arrows to increase or decrease the given values.
5. If your project is two-sided and you want to change it to one sided, clear the **Two-Sided** check box.
6. If you're working on a multiple-item project (such as trading cards), adjust the **Design Attributes** and **Spacing** values as needed.

7. If you're working on a photo card or booklet-type project (including brag books), change the fold type if desired.
8. Click **OK** when you've finished making changes.

Print Preview

Before you print, you may want to see how your design should print. To see how your project will look on paper, you can use the *Print Preview* feature.

1. Click the **Preview** button on the toolbar or choose **Print Preview** from the **File** menu.



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Note: If this is an envelope design and you haven't used the *Envelope Setup* wizard, a warning appears. Click **Cancel** to go to the preview.

2. You'll see a full view of your project as it will print.
3. Click the **Zoom In** button to see more detail. (Click **Zoom Out** to see less detail.)
4. If you have a multiple-page project, click **Next Page** and **Prev Page** to view other pages.
5. If you have a multiple-page or double-sided project, click the **Two Page** button to see two pages at a time. (Click **One Page** to return to the single page view.)
6. If you're satisfied with your project and you're ready to print, click the **Print** button to start printing. Otherwise, click the **Close** button.

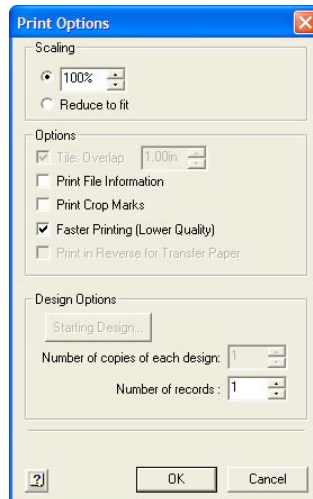
PRINTING YOUR PROJECT

Now you're ready to print. If your project needs special paper, you may want to print a test of your design on regular paper before the final print. Scrapbooks Plus prints your design at the highest resolution available with your printer. If you want to print with a lower resolution, change the setting in your printer's *Property* dialog box.

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Note: If you're printing an envelope, see *Setting Up and Printing Envelopes* later in this chapter. If you're printing a multiple-design project, see *Printing Trading Cards or Labels*.

1. Click the **Print** button on the toolbar or choose **Print** (Ctrl+P) from the **File** menu.
2. Make any needed changes to the *Print* dialog box settings.

3. To make printer-specific changes, click **Properties**.
(This is where you would adjust the print settings for your printer.)
4. Click the **Options** button.



5. Make any needed changes to the *Print Options* settings:
 - If you want to enlarge or reduce your project when printed, click the button directly under **Scaling** and type a value in the box. Otherwise, select **Reduce to fit** to resize your design to fit on the page. Some project types do not have this option available.
 - If you're printing a project that's larger than the size of a sheet of paper, click the **Tile Overlap** check box and type a value into the overlap box.
 - If you want to have the file name and other information included, select **Print File Information**. (Only available for craft projects.)
 - If your project is smaller than a sheet of paper and you'll need to trim the paper, select **Print Crop Marks**. (Only available for craft projects.)
 - Select **Print Faster (Lower Quality)** to print a draft version of your project. Clear this check box to print your project at the highest resolution available using your printer.
 - If you're printing a T-shirt or other transfer design, onto regular paper, clear the **Print in Reverse for Transfer Paper** check box.

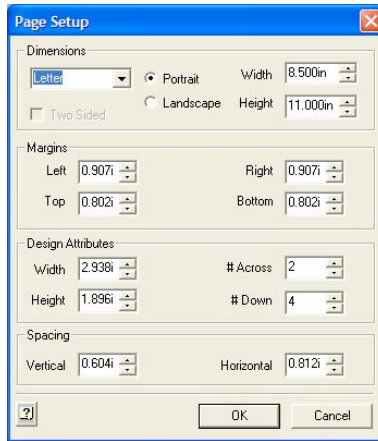
- If you're printing multiple-item projects, click **Starting Design** to set where you want to start printing on the sheet and indicate how many copies of each label you want to print. (Not available for two-sided trading cards or labels.)

6. Click **OK** to close the *Print Options* dialog box.

7. Click **OK** to begin printing.

Printing Trading Cards or Labels

In the *Page Setup* dialog box you can adjust the size of the print area for the individual items and the spacing between items. If you're setting up a new label format from Avery, the **Spacing** values in the *Page Setup* dialog box should be Avery Vertical (Horizontal) Pitch – Label Height (Width).



To print less than a full sheet, set the starting location (row and column) and the number of copies of each item to print in the *Print Options* dialog box. If the design is a two-sided design, you can't set a different starting location.

With these designs you may want to do a test print to make sure that your design prints out correctly for your printer. Print onto a sheet of plain white paper and place it on top of a sheet of specialty paper. Hold both in front of a bright light to see if the design is within each item's printable area.

Printing Photo Cards and Two-Sided Projects

Some cards and other projects are printed on both sides of the paper. If your printer is not equipped for duplex printing, once the first side is sent to the printer an automatic prompt will appear asking you to reinsert the paper to print the second side.

TRANSFERRING A DESIGN FROM TRANSFER PAPER

If you've printed your design onto transfer paper, you're ready to iron the design onto the cloth item. See the instructions that came with your transfer paper for detailed instructions. Here are some tips for getting the best results:

- **No two transfer papers are alike.** Some papers give better results when ironed for 4 minutes. Some require only 2 minutes. Be sure to carefully read and follow the instructions that came with your transfer paper.
- **Use PerfectPeel® paper and puzzles.** No, this isn't a shameless plug—it's really true. PerfectPeel paper uses a patented technology. When heat and pressure are applied to the back of the paper, the chemical layers melt and flow into the puzzle backing, releasing from the transfer paper and actually adhering to the backing. The resulting image is durable and waterproof. Visit www.perfectshirt.com to order transfer paper or puzzle backing.
- **Use a good iron.** An iron with dirt or rust can easily discolor your design. An iron that heats unevenly or doesn't get hot enough can cause your design to transfer improperly. It pays to invest in a good iron.
- **Be safe!** Making a T-shirt or other project with your child can be a lot of fun. But be very careful when transferring your design. **KEEP THE IRON WELL OUT OF YOUR CHILD'S REACH.**

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Need Supplies: If you need to order supplies, see the *Ordering Supplies* section on page 6.
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PRINTING ENVELOPES

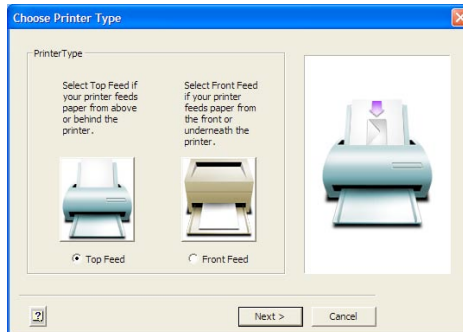
Scrapbooks Plus includes designs for standard-sized envelopes. To have these designs print correctly, you must go through the *Envelope Setup* wizard to set up Scrapbooks Plus to print envelopes properly to your printer.

Envelope Setup wizard

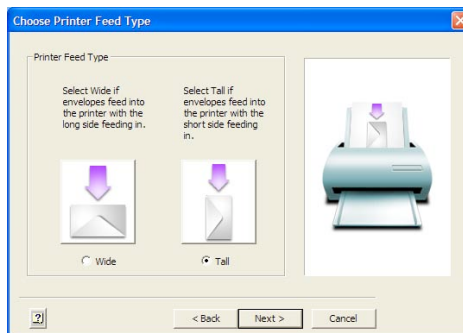
Read through your printer's documentation to make sure that your printer accepts envelopes and to familiarize yourself with the best method to print them. Then, before printing any envelopes, go through the *Envelope Setup* wizard. The options set in the *Envelope Setup* wizard determine the default setup for printing envelopes to a specific printer. If you change printers, you'll need to go through the *Envelope Setup* wizard again.

To set up to print envelopes:

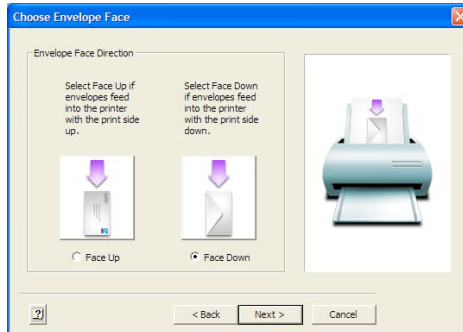
1. Choose **Envelope Setup Wizard** from the **File** menu.
2. In the first wizard step, set whether the printer has its feed tray above and behind the printer (**Top Feed**) or whether it's in front or beneath the printer (**Front Feed**). Click **Next**.



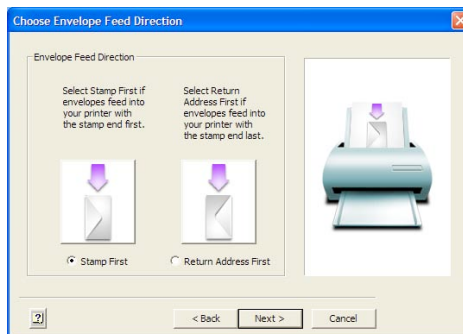
3. Then, set the orientation of the envelopes — whether they are feed in lengthwise (**Tall**) or widthwise (**Wide**) and click **Next**.



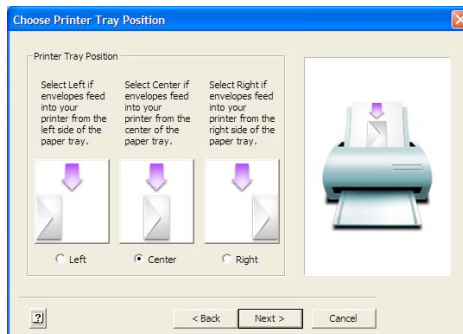
- Now select if the envelope feeds in with the print side up (**Face Up**) or the print side down (**Face Down**) and click **Next**.



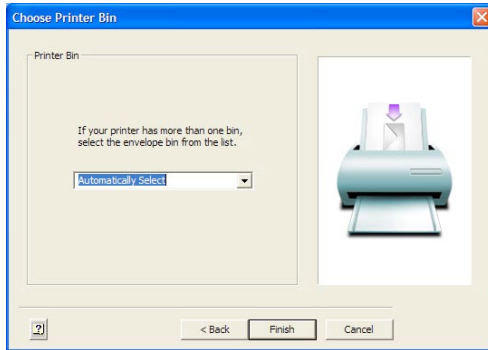
- If the envelopes feed lengthwise, then determine the direction that the envelope feeds through (**Stamp First**) or (**Return Address First**). Click **Next**.



- Select the position of the envelope in the feed tray: **Left**, **Center** or **Right**. Click **Next**.



- Finally, if your printer has paper feed bins, select the bin for feeding envelopes.



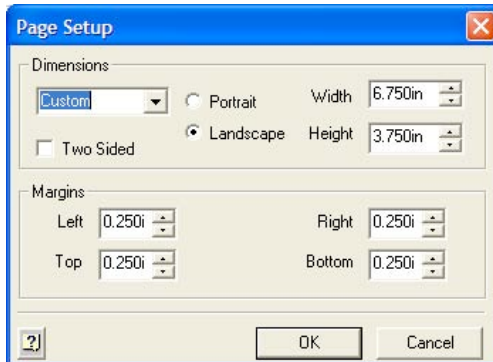
8. Click **Finish**

You may want to print an envelope design onto a sheet of regular paper as a test to verify that all your settings are correct.

Changing an Envelope's Dimensions

When you selected an envelope design or template, you chose a layout that determined the envelope's size. If you want to change the size, say from a No. 10 (9.5 x 4.12-inch envelope) to a note card envelope (5.75 x 4.5-inch envelope), use the *Page Setup* dialog box.

1. Choose **Page Setup** from the **File** menu.



2. All envelopes are custom sized. Type new **Width** and **Height** values for the new envelope size. You can also use the up and down arrows to increase or decrease the corresponding values.

All envelopes are considered as **Landscape** (wide) designs. Do not change this.

3. Type new values as needed in the **Margin** area or use the up and down arrows to increase or decrease the given values.

You normally want to use the smallest margin possible to allow the return address (and any design) to be as close to the edge as possible. By default Scrapbooks Plus uses the smallest value allowable by your printer.

4. Click **OK** when you've finished making changes.

Printing Your Envelope

Now you're ready to print. Before printing onto an envelope, you may want to print a test of your design on regular paper first. Scrapbooks Plus prints your design at the highest resolution available with your printer. If you want to print with a lower resolution, change the setting in your printer's *Property* dialog box.

1. Click the **Print** button on the toolbar or choose **Print** (Ctrl+P) from the **File** menu.
2. Make any needed changes to the *Print* dialog box settings.
3. Click **Properties** to make any printer-specific changes.
4. To change default Scrapbooks Plus printing options, click the **Options** button.

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Note: These settings are the ones you indicated in the *Envelope Setup* wizard. You cannot change these values here. If you want to change the default values, click **Envelope Print Setup** and go through the *Envelope Setup* wizard.
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5. If you're using the mail merge feature with this envelope design and don't want to print all the records, change the number of records. (For example, if you want to print the first 10 records from a file with 25 records, change the value to 10.)
6. Click **OK** to close the *Print Options* dialog box.
7. Click **OK** to begin printing.

Chapter 10. Advanced Features

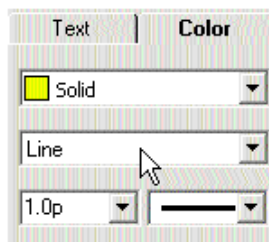
This chapter describes some of the advanced features that you can use in your projects. By the end of this chapter, you'll know how to:

- Add outlines to shapes or text objects.
- Create customized colors.
- Apply gradients and textures.
- Apply text styles.
- Publish a project for the Web.

ADDING AND CHANGING OUTLINES

You can also add an outline to a text or shape object.

1. Select the text or shape object you wish to outline.
2. Click the **Color** tab of *Color/Text* palette if necessary.
3. Select **Solid** on the top list in the *Color* tab.
4. Select **Line** on the second list in the *Color* tab.
Two new lists appear on the *Color* tab: line weight and line type.



5. Select a weight (thickness) for the line from the line weight list.

6. Select a type of line from the line type list.
7. Click a color in the palette.

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Note: You can also add lines to shapes using the **Line** tab of the *Insert Shape* dialog box.

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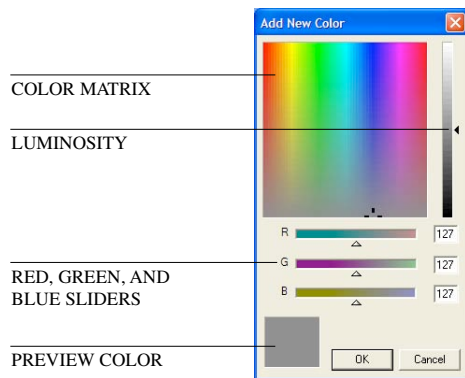
CUSTOMIZING COLORS

Scrapbooks Plus allows you to add your own custom colors. Any added color will appear in all dialog boxes that show the available colors. Once you add a color, you can edit it or delete it as required.

Adding a Custom Color

To add a custom color:

1. Select the object that you to which you want to apply the new color.
2. Click the **Color** tab on the *Color/Text* palette and click the **Customize** button.
3. Click the **Fill** tab (for a shape) or the **Color** tab (for text).
4. For text, select the **Fill** option.
5. Click the **Custom Color** button.
6. Click **Add Color** in the *Custom Color* dialog box.



7. Click the desired color in the large color area in the *Add New Color* dialog box.
8. Then click the exact shade in the thinner area on the right.
9. When the color you want appears in the solid color box, click **OK**.

10. Click **OK** to close the *Custom Color* dialog box.
11. Scroll to the bottom of the color selection list to find the newly added color.

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Note: If you know the RGB numbers for the color, you can type the information directly into the appropriate boxes in the *Add New Color* dialog box.

Editing a Custom Color

To edit a color:

1. Select the object with the color you wish to edit.
2. Click the **Color** tab on the *Color/Text* palette and click the **Customize** button.
3. Click the **Fill** tab (for a shape) or the **Color** tab (for text).
4. For text, select the **Fill** option.
5. Click the **Custom Color** button.
6. Select the color you want to change in the *Custom Color* dialog box.
7. Click **Edit Color**.
8. To change the shade, click in the thin area on the right.
9. To change the color, click in the large color area.
10. When the color you want appears in the solid color box, click **OK**.
11. Click **OK** to close the *Custom Color* dialog box.
12. Scroll to the bottom of the color selection list to find the newly edited color.

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Note: You can also edit the color by changing the RGB values. You can either drag the markers or type new values in the boxes.

Deleting a Custom Color

You can delete a custom color you no longer use. To delete a custom color:

1. Select a text or shape object.
2. Click the **Color** tab on the *Color/Text* palette and click the **Customize** button.

3. Click the **Fill** tab (for a shape) or the **Color** tab (for text).
4. For text, select the **Color** option.
5. Click the **Custom Color** button.
6. Select the color you want to delete in the *Custom Color* dialog box.
7. Click **Delete Selection**.
8. Click **OK** to verify that you want to delete the selection.
9. Click **OK** to close the *Custom Color* dialog box.

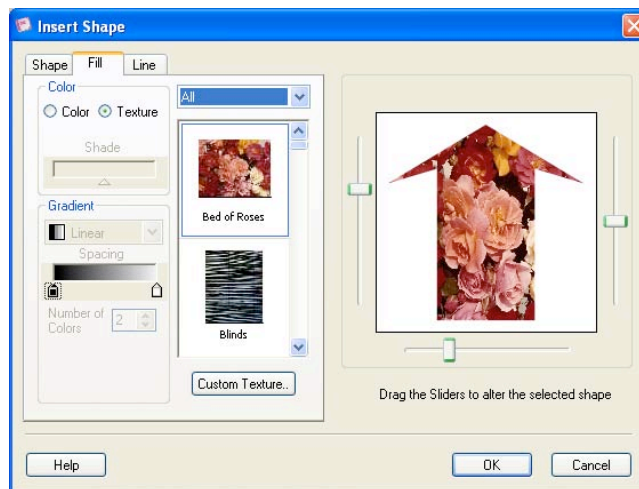
APPLYING GRADIENTS AND TEXTURES

Scrapbooks Plus allows you to apply gradients (Linear, Radial and Conical) and textures to your text and shape objects. In fact, you can have gradients with multiple colors (including being transparent) and set the angle for the gradient (for example, 45° or 90°).

In addition to gradients, Scrapbooks Plus also has the unique ability to add textures to both shapes and text. You can choose from any of the preset textures within the gallery provided or bring in one of your own.

Applying a Texture

Textures are patterned images you can add to your text or shapes.



1. Select the object to which you wish to apply a texture.
2. Choose **Customize** from the **Object** menu.
3. Click the **Fill** tab (for a shape) or the **Color** tab (for text).

4. For text, click the **Fill** option.
5. Select the **Texture** option.
6. Select the desired texture from scrolling sample area or select another category from the list above if you wish.
7. Click **OK** to apply the texture to the object.

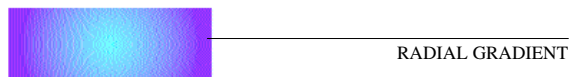
Adding a Custom Texture

If you have an image that you wish to use as a custom texture, you can easily add it to the **Texture** list.

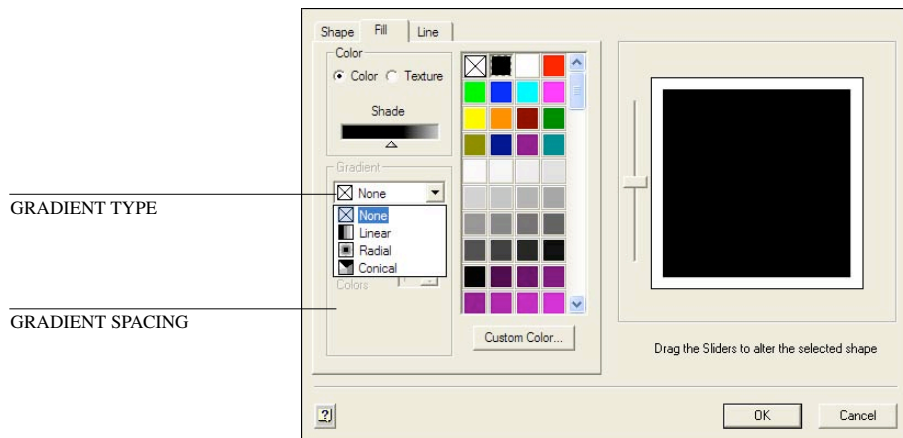
1. Select the object to which you want the custom texture applied.
2. Choose **Customize** from the **Object** menu.
3. Click the **Fill** tab (for a shape) or the **Color** tab (for text).
4. For text, select the **Fill** option.
5. Select the **Texture** option.
6. Click **Custom Texture**.
7. Click **Add Texture**.
8. Locate and select the graphic that you want to use as a texture.
9. Click **OK** to exit the *Insert Graphic* dialog box and **OK** once again to return to the list of texture fills.
10. Select **Custom Textures** from the list above the scrolling sample area.
11. Then select the new texture in the scrolling list.
12. Click **OK**.

Applying a Gradient

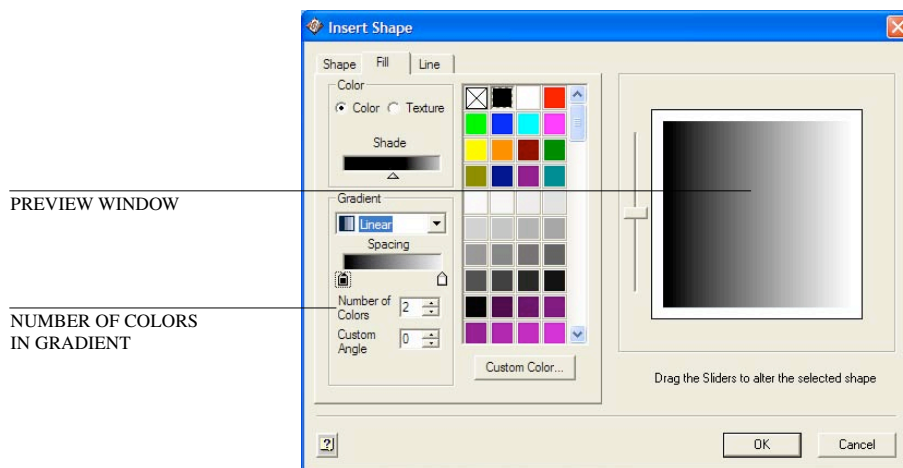
You can apply one of three different types of gradients to text or shapes.



1. Select the text or shape to which you wish to apply a gradient.
2. Choose **Customize** from the **Object** menu.
3. Click the **Fill** tab (for a shape) or the **Color** tab (for text).
4. For text, click the **Fill** option.
5. Select the desired gradient from the **Gradient** list.



- **Linear:** The colors blend along a straight line. (You can adjust the angle of the line.)
- **Radial:** The colors blend as they radiate out from a central point. (You can adjust the location of the central point.)
- **Conical:** The colors change along a line from a central point. (You can adjust the central point.)



6. Set the number of colors for the color gradient by clicking the **Number of Colors** arrows. You can have up to eight colors in a gradient.
7. Adjust the colors' starting points by dragging the markers under the **Spacing** (for a shape) or **Color Spacing** (for text) area.
8. Select individual color markers under the **Spacing** (or **Color Spacing**) area and click the color for each in the color palette.
9. If needed, change the **Angle** (for a linear gradient) or the **X Position** or **Y Position** for the central point (for a radial or conical gradient).
10. Click **OK**.

.....
Note: The color box with an X in it is for a transparent selection. You can create a color gradient with transparencies and then overlay other objects.

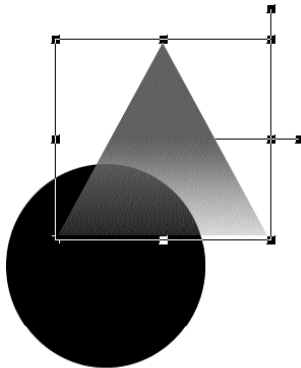
You can also apply gradients using the **Color** tab in the *Color/Text* palette in the workspace, but there you don't have the fine control that you have if you use the **Customize** command.

To remove a gradient, select **None** in the **Gradient** list.

To remove a color in a gradient, select the color marker and press the **Delete** key.

Adding Transparency

By default, the first swatch in every color palette contains a transparency option (the color box with an X in it). If applied to a shape or text object when no gradient is selected, it makes the object transparent allowing you to see through the it and exposing any object or the background beneath it. The transparency option can replace one or more colors within any given gradient. This can result in varying degrees of opacity.



USING TEXT STYLES

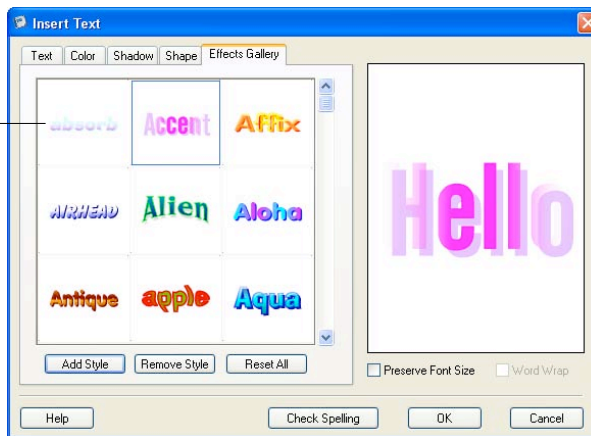
Scrapbooks Plus has a set of pre-defined styles that you can apply to text. These styles include enhancements like shadows and 3D effects.



Using the Text Effects Gallery

The *Insert Text* and *Edit Text* dialog boxes contain a *Text Effects* gallery in the **Effects Gallery** tab for you to easily apply styles when doing other editing. This gallery has a range of standard styles, but you may also add your own custom styles.

STYLE GALLERY



1. Double-click the text object that you wish to change.
or
Select the text object and choose **Customize** from the **Object** menu.
2. Click the **Effects Gallery** tab.
3. Scroll the *Text Effects* gallery until you see the style you want to apply.
4. Select that style in the gallery.
5. Make any other changes you want in the *Edit Text* dialog box.
6. Click **OK** when you've completed making changes.

.....
Note: If you change your mind, click **Cancel** and the text will be as it was before opening the *Edit Text* dialog box.
.....

Customizing Text Styles

Scrapbooks Plus allows you to change the standard styles to get the special effect that you want in your projects. You can do this using the buttons and palettes in the workspace. You can also use the *Edit Text* dialog box for more extensive changes and to fine-tune other changes.

Adding a Customized Style to the Text Effects Gallery

You can save a customized special effect to use again. After adding a style, you may apply it by clicking it in the scrolling *Text Effects* gallery in the **Effects Gallery** tab of the *Edit Text* or *Insert Text* dialog box.

To add a customized style:

1. Double-click the text object with the customized style.
or
Choose **Customize** from the **Object** menu.
2. Click the **Effects Gallery** tab.
3. To save this customized style, click **Add Style**.
4. Click **OK** to close the *Edit Text* dialog box.

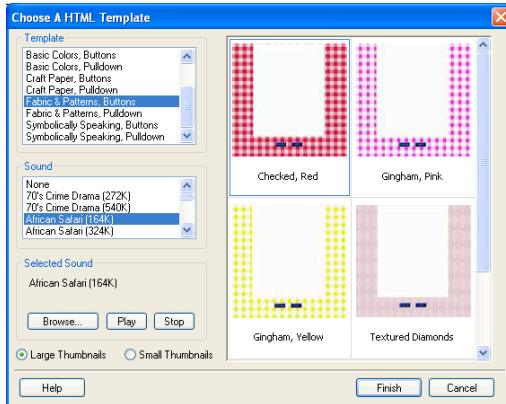
If you want to delete a customized style from the gallery, select it and click the **Remove Style** button.

PUBLISHING YOUR PROJECT FOR THE WEB

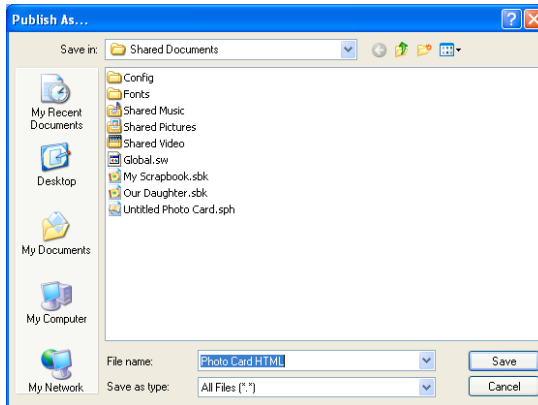
You can change scrapbook pages, photo cards and other projects into HTML pages that are viewable on the World Wide Web using the **Publish as HTML** command on the **File** menu. Scrapbooks Plus turns each page or panel into a separate .jpg graphic that is then seen on a background template. During the publish process, you may add sounds to your pages.

To publish your project:

1. Have your project open in the workspace.
2. Open the **File** menu and click **Publish as HTML**.
3. In the **Choose a HTML Template** screen, select a template category in the **Template** list on the left.



4. Select a pre-made design in the preview area on the right.
5. To add sound to the HTML pages, select a sound from the **Sound** list.
or
To add your own sound, click **Browse** and locate the .wav file on your hard disk.
6. After selecting a template and selecting a sound, click **Next**.

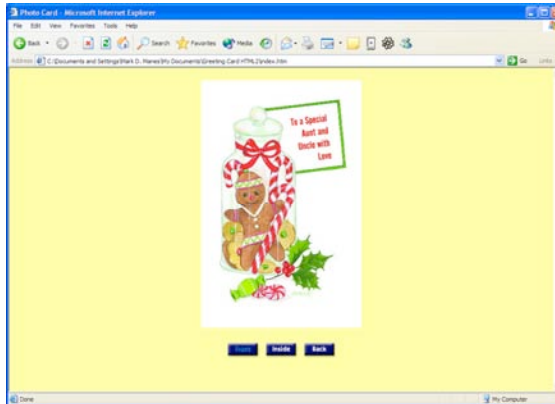


7. Locate where to save the folder containing the images and sound.
8. Type a name for the folder and click **OK**.

.....

Note: Click **Play** to hear the sound in the *Choose a HTML Template* screen. Click **Stop** to stop playing the sound. If you convert a particular project multiple times, either delete the previous folder that was made or be sure to name each folder differently.

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9. Click **Yes** to open your default browser to the first page to preview the project or click **No** if you don't want to preview the project.

.....

Note: For other project types, you can save the project as a .jpg file and send to family and friends to view using an Internet browser.

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Chapter 11. Using the Photo Editor

Scrapbooks Plus comes with its own built-in photo editor. You can use the photo editor to repair and enhance photographs and other raster images. The photo editor includes standard controls (like brightness/contrast controls and a red-eye reduction tool), along with controls for special effects (like emboss and duotone effects). To use the photo editor:

1. Select a graphic that is a photo or a raster image.
You can either use your own image or one supplied with Scrapbooks Plus. Photos can be found within the installed graphics library, inside the folder named *Photos*. Also, many categories contain sub-folders labeled *–Fine Art*, which include a variety of other raster images that are all editable within the photo editor.

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Note: Scrapbooks Plus supports the following raster file types: JPEG, TIFF, BMP, and PNG.
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2. Choose **Edit Photo** from the **Object** menu.
or
Click the **Edit** button on the *Action* toolbar and choose **Edit in Photo Editor**.
3. Edit your image using the instructions in the following sections.
4. Click **OK** to apply the changes and return to the workspace.

.....
Note: Scrapbooks Plus embeds the edited image into your project. To save the edited image to use it elsewhere, click the **Save Copy As** button before clicking **OK**.
.....

If you've changed your mind about any changes you've made:

- Click **Revert** to go back to the original image. Use this as a quick way to get rid of a series of changes you don't like.
- Click **Undo** to reverse just the last change you've made.

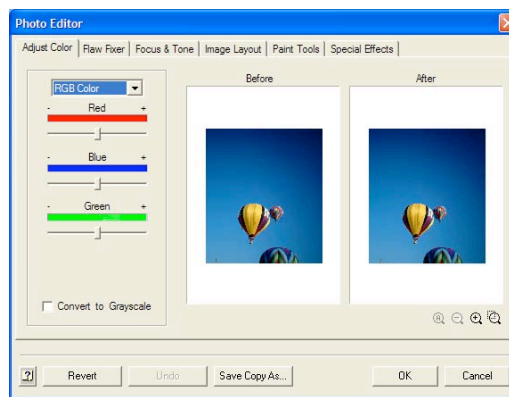
The Photo Editor's **Zoom** tools allow you to zoom in and out on the image in the same way you can zoom in and out on your project in the workspace.



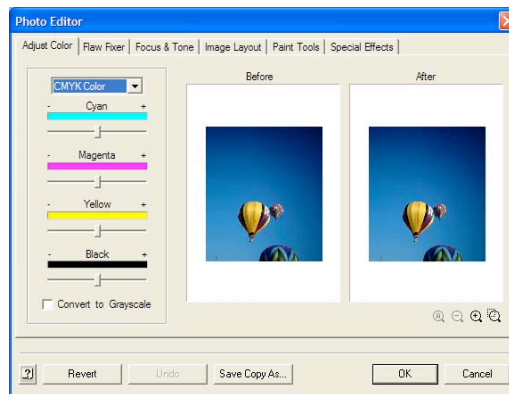
When you zoom in on an image, parts of the image become hidden. Press the **Spacebar** to turn the pointer into a move cursor. Now, you can drag the image to expose any hidden area.

Adjusting Color

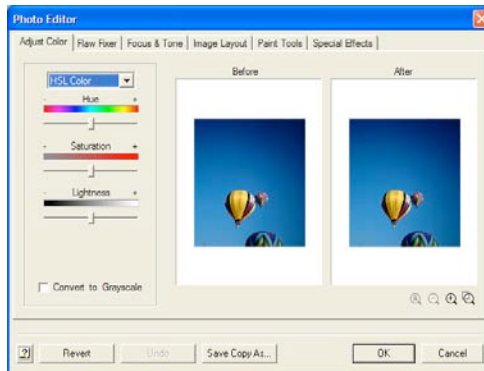
In the **Color** tab you can adjust the color of a raster image, change the image's color mode or convert a color image to grayscale. In the list at the top, select the color mode for the image.



- **RGB Color** (Red, Green, Blue): This is the default color mode. Your display interprets colors using this color scheme. When printing to an inkjet printer, this is the color scheme you'll normally work with.



- **CMYK Color** (Cyan, Magenta, Yellow, Black): Most printer software automatically translates RGB into CMYK, but this may result in a color shift between what you see on screen and what appears on paper. If the printed colors are not as you expected, try converting your images to CMYK before printing.



- **HSL Color** (Hue, Saturation, Lightness): This is a variation on the RGB color mode and is often used when importing images from digital cameras. Many people find the interface simpler to work with than RGB mode though the results are often the same.

If you want to print a grayscale image (for printing on a black ink-only inkjet printer or laser printer), select **Convert to Grayscale**.

Use the sliders to adjust the colors in the image. You'll see the changes in the *After* image.

Fixing Flaws

The buttons in the **Flaw Fixer** tab adjust small portions of the image.



- Use the **Dust & Scratches** tool to 'erase' small marks that appear on an image. To use **Dust & Scratches**, first click the button and select the desired brush size. Then, position the cursor over the area that you wish to change and hold down the left mouse button while dragging across the image. For more precise control, try zooming in using the various zoom options located on the bottom right of the screen.



- Use the **Red-Eye Reduction** tool to eliminate the red eyes that appear in a photograph from using a flash camera. This tool is similar to **Dust & Scratches**. First, select the brush size. Then, click the image and drag across the area that you would like to change. Since this area is likely to be small in comparison to the overall image, to get more accurate results it is best to zoom in before attempting to correct.

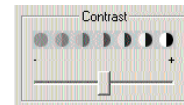
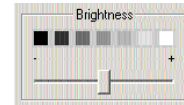
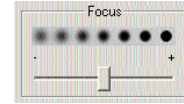


- Use the **Clone** tool to copy an area and apply it elsewhere in the image. To use this tool, first select the desired brush size. Then, unlike the previous two tools, position the cursor over the area you wish to clone and click once (releasing the button afterwards). You have now established the starting point. To begin cloning, hold down the left mouse button and drag across the area you would like to change. If you want to reset the starting point at any time, click the **Clone** button again and repeat the process.

Adjusting the Focus and Tone

You use the **Focus & Tone** tab to adjust the focus, brightness and contrast of your image.

- By sliding the **Focus** control you can sharpen a slightly out-of-focus picture or create an impressionistic effect.
- Use the **Brightness** control to lighten or darken the image.
- Use the **Contrast** control to change the relationship between the dark and light areas.



Cropping the Image

In the **Image Layout** tab you can rotate, flip and crop the image.

To crop an image in the Photo Editor:

1. Click one of the **Crop** buttons.
The image now appears in the crop boundary.
2. Use the cursor to move or resize the crop boundary on the image.

.....

Note: The cropping doesn't actually change the original graphic, so you can always revert back if you change your mind.

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To rotate or flip the image, click the applicable button.

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Note: The Rotate buttons work in 90° increments.

.....

Editing the Image with Paint Tools

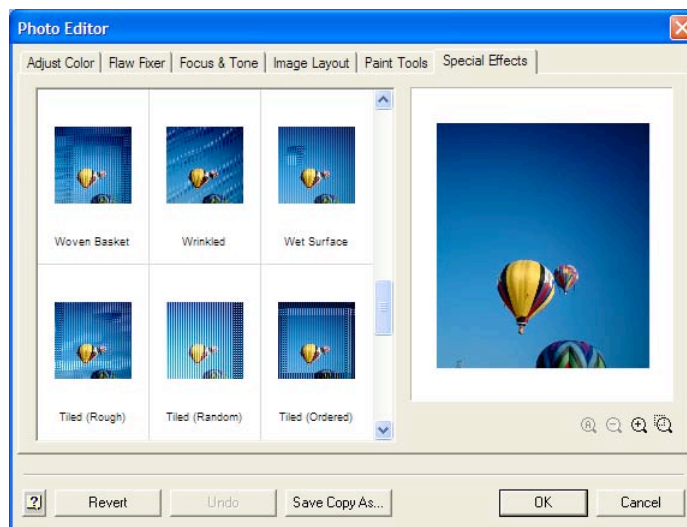


Scrapbooks Plus's Photo Editor comes with a full set of image-editing tool in the **Paint Tools** tab.

- **Color** tool: Opens the *Edit Color* dialog box and allows you to select a color for the paint tools.
- **Selection** tool: Allows you to select just the part of the image you want to change.
- **Paint Bucket** tool: Allows you to change a large area by filling it with a new color.
- **Paintbrush** tool: Allows you to add a freehand brush stroke to your image.
- **Pencil** tool: Allows you to change your image pixel-by-pixel.
- **Eraser** tool: Allows you to erase sections of your image.
- **Dropper** tool: Picks up the color underneath the tip when you click the tool over the picture. This changes the color in the **Color** tool.
- **Move** tool: This tool allows you to view other parts of the image when in a close-up view.

Adding Special Effects to Your Images

The **Special Effects** tab gives you a quick way to enhance your images with visuals like blurs, shadows and embossing. Click one or more selections on the left for the special effect to appear in your image. If at any time you wish to undo all the changes you have made within the photo editor either click **Cancel** (and return to the workspace) or click **Revert**.



Chapter 12. Merging Database Information

Scrapbooks Plus allows you to merge records from a database into your projects. If your project is a label, postcard or gift tag, you'll see different information in each item on the sheet of paper. If your project is a full page project (letterhead or envelopes), Scrapbooks Plus will print multiple copies of the project with the varying information from the file on each copy.

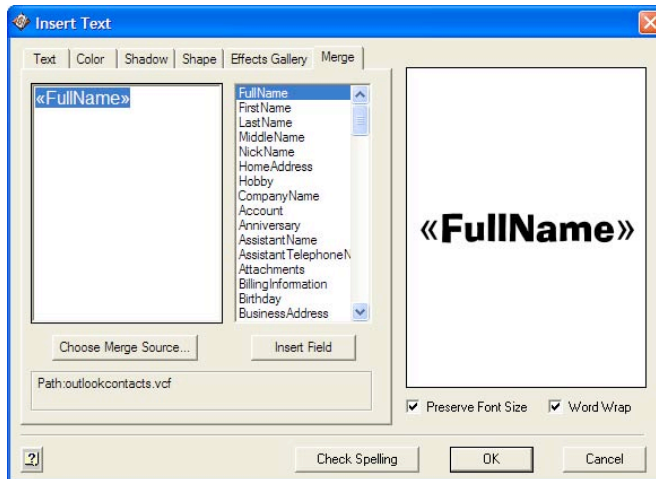
SETTING UP TO MERGE INFORMATION

Scrapbooks Plus reads Excel spreadsheets, Microsoft Outlook contacts, tab or comma-delimited text files, Access databases and DBF files. If you have a comma-delimited text file, the text must be in quotes. Alternatively, save the database file as a .csv file. When looking at a file, Scrapbooks Plus assumes that the first record in the file names the fields.

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Note: In label-type projects, you can only use mail merge if you only have one design in the project. If you've created, for example, two different label designs to print in a project, you won't be able to use this feature.
.....

To set up to merge data:

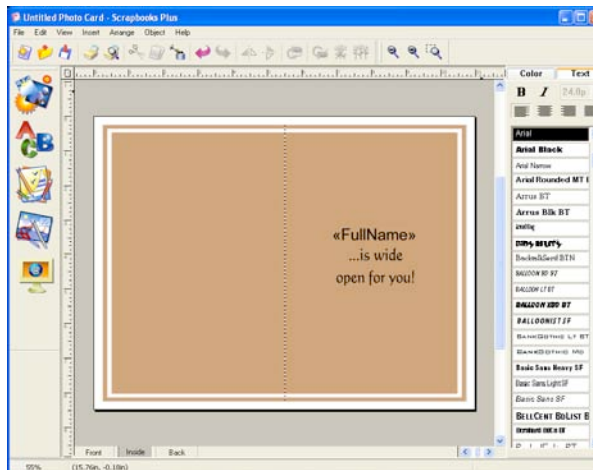
1. Choose **Mail Merge** from the **File** menu.
2. Select whether the source is from an Outlook contacts file or from some other source.
3. Click **OK**.
4. Locate and select the file with the information you wish to merge.
5. Click **Open**.
The *Insert Text* dialog box appears with the **Merge** tab selected.



6. On the right side of the **Merge** tab select the first field you want to include and click **Insert Field**.
7. Continue selecting fields and inserting them until you have all the fields you want in the text box.

Press the **Enter** key to add line returns if you want to separate the fields vertically. Press the **Spacebar** to separate the fields horizontally.

8. Make any other text-related changes (including adding non-field text) in the *Insert Text* dialog box.



9. Click **OK**.

You won't see the actual data in the design — just the designation for the inserted field.

The actual data doesn't get put into the file until you print the project or look at it in the *Print Preview* window.

Changing to a Different File

Once you've created a project and associated it with a file, you can use the same project with different information by pointing it to a different source file.

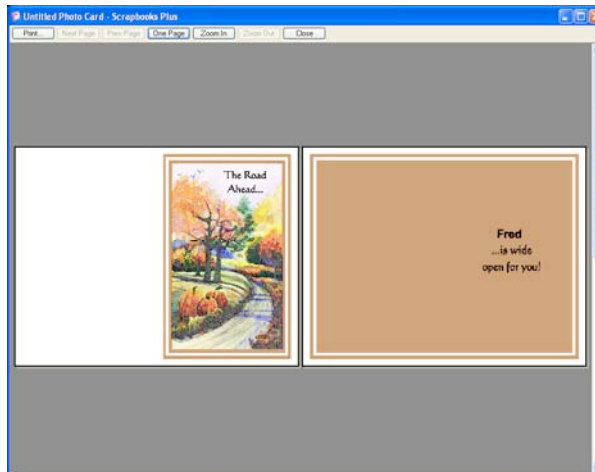
1. Have the project open in the workspace.
2. Double-click the text object containing fields.
3. In the *Edit Text* dialog box, click the **Merge** tab.
4. Click **Choose Merge Source**.
5. Select whether the new source file is an Outlook contact file or another type of source document.
6. Click **OK**.
7. Locate and select the source file and click **Open**.
8. If the new file has the same first record setup, it maps to the previous fields.
or
If the new file has a different first record setup, delete the old fields on the left (designated as <<Missing Field>>) and insert the new fields.
9. Make any other needed changes using the *Edit Text* dialog box and click **OK**.

MERGING DATA AND PRINTING A PROJECT

Data from the source file gets merged into the project when you preview the project or when actually printing the project. To see the merged data before printing, choose **Print Preview** from the **File** menu.

To view merged data:

1. Have the project open in the workspace.
2. Choose **Print Preview** from the **File** menu.
or
Click the **Print Preview** button on the toolbar.



If the project is a full-sized project, it opens showing the data in the first data record in the source file. (Scrapbooks Plus assumes that the first record names the fields.) If the project prints more than one to a sheet, you'll see a full sheet with as many items showing given the number of records in the source file. For example, if you've designed an address label, which has 30 labels per sheet, but the source file only has 15 names in it, only 15 labels will show.

3. Click **Close**.

To print the file:

1. Choose **Print** from the **File** menu.
or
Click the **Print** button on the toolbar.
2. Click **Options**.
3. If you want to print less than the full database, change the value in the **Number of records** box.
Scrapbooks Plus will print the from the start of the file to the number given in the box.
4. Click **OK**.
5. Click **OK** to print the project.

Chapter 13. Scrapbooking Tips and Techniques

TIPS & TECHNIQUES FOR SCRAPBOOKS

If you've made your own traditional scrapbooks for years, you will find that Scrapbooks Plus, with its many features, gives you computer-based techniques for doing many things that you are used to doing by hand (like fixing red-eye problems in photos). While you can still do these functions manually, once you start developing your scrapbooks using Scrapbooks Plus, you'll want to use computer-based features wherever you can.

Cropping Photos into Various Shapes

The traditional method involves using scissors or other cutting tools and cutting the photos, sometimes damaging a one-of-a-kind item.

In Scrapbooks Plus, you'll insert the photo into your project. Then open the Object menu and choose Crop or click the Editing Tools button on the Action toolbar and choose Crop Selected Image.

Eliminating the Red-eye Effect

You use a red-eye pen on the photo to clean up this photographic flaw with traditional methods.

In Scrapbooks Plus you'll use the **Red-Eye Reduction** tool in the Photo Editor.

Attaching a Photograph to a Page

Traditionally, you paste the photo onto the scrapbook page with adhesive.

With Scrapbooks Plus you'll either insert the photo as a graphic or scan it directly onto a page (if your scanner is WIA or TWAIN compliant). If you're working with a pre-made template that has a placeholder graphic for a photo, you can double-click the placeholder graphic and replace with your own photo.

Another quick method to place a photo on a page is to open the folder containing your photo and drag the file onto your design in the Scrapbooks Plus workspace.

Placing a Mat Behind a Photo

Traditionally you use die-cut or crop paper — either patterned or plain.

With Scrapbooks Plus you'll use one of the **Draw** tools to create a rectangle, oval or triangle. You can also add a custom shape if you want a more complicated mat. Once you've customized the shape (for example, by changing its color or reshaping it), you move the photo on top of the shape.

To turn the shape into a textured mat, you'll add a texture to the shape by selecting a texture in the **Fill** tab of the *Insert Shape* dialog box.

Using Die-Cut Paper

With traditional methods, you use pre-cut paper or cut the paper yourself. If you need a special shape, you can place a sample on top of paper and cut around the edges.

In Scrapbooks Plus you can insert a predefined shape and customize it (for example, by adding color, an outline or a texture).

You can also 'covert' a vector graphic into a shape by selecting it and then clicking a color in the **Color** tab.

Adding Stickers or Clip Art

In your traditional scrapbook you use store bought stickers.

With Scrapbooks Plus you'll insert a graphic from the *Scrapbooks Plus Graphics* library, or from any other source of clip art that you have available on your computer.

You can even make stickers for adding to your traditional scrapbook. Start a new project and select the **Crafts** project type. Select **Stickers** in the **Category** list. Select a pre-made design, customize it, print it out and paste it into your traditional scrapbook.

Adding Journal Text

In your traditional scrapbook, you use pens and markers to add captions and text to your pages.

With Scrapbooks Plus you'll add text to your pages by using the **Text** command on the **Insert** menu. You can also use the **Text** tool and click **Add Your Own Text**. In the *Insert Text* dialog box you can style and format your text.

To create a drop-cap effect, type one character in the *Insert Text* dialog box.

To make reversed text, draw a shape and customize it. Either insert the text into your design with a color that complements the shape's color and move the text over top of the shape or select both the shape and the text and then choose the **Cut Out** command on the **Object** menu.

Adding Photo Frames

If you use traditional methods to frame a photo, you either use pre-printed frames, die-cut paper or create frames using clip art or borders.

Scrapbooks Plus has borders that will adjust automatically to surround the selected photo. To add a border you use the **Border** command in the **Insert** menu. You can add a frame or border separately from the *Borders & Frames* folder in the *Scrapbooks Plus Graphics* library and then place a photo within it.

You can create a border based on any graphic. When you insert a border, click the **Custom** tab in the **Border** dialog box. Clicking the **Choose Graphic** button takes you to the *Insert Graphic* dialog box where you can select any graphic. The selected graphic will be repeated to create a border.

You can create a solid border by placing a photo on top of a shape or by adding an outline to the photo.

Adding a Border Around a Page

As with framing a photo, you add a border to a traditional scrapbook page by applying stickers or using die-cut or colored paper around the edge of the page.

To add a border to a scrapbook project page, click the **Whole Page** option when the *Border* dialog box is open.

Adding a Background to a Page

Traditionally you get backgrounds in your scrapbook pages by using pre-printed paper, die-cut paper, colored paper or an enlarged photo.

With Scrapbooks Plus you add a background graphic directly to the backmost layer of your project using the **Background** command in the **Insert** menu. In the *Backgrounds* dialog box you can select a background from the Scrapbooks Plus backgrounds or, if you click the **Other** button, you can select your own background graphic — including a photo.

To create a solid-type background you can use the rectangle drawing tool to cover the entire page. Then open the **Arrange** menu and choose **Send to Back**.

TIPS AND TECHNIQUES FOR PHOTOS

Most of the pre-made designs in Scrapbooks Plus, including scrapbooks, use placeholder graphics for you to replace with your own photographs.

With Scrapbooks Plus and its included Photo Editor you have the tools to do many things with your photographs — such as editing, outlining, cropping, reshaping, mounting and applying special effects. Here are some tips and techniques that will help you with your photo-based projects.

Photographic File Formats

When you scan your photos, save them as .tif files. This will give you the best image for many different purposes and to use with other applications.

Organizing Your Photos

It is best to organize all of your photos in one place. You can put your photos anywhere on a hard disk or some removable media (like a CD). You could place your photos into a file folder on your desktop. If you are using Windows XP or Windows Me, you can open this desktop folder and view your photos as thumbnails. If you have this folder open alongside Scrapbooks Plus, you can drag your photos directly from the folder onto your scrapbook page.

The *My Images* folder located in *Programs/IdeaSoft/Scrapbooks Plus/Graphics/* is also a handy place to keep your photos. This will put your photos in the same area as the *Scrapbooks Plus Graphics* library for easy access when working in Scrapbooks Plus.

Replacing a Placeholder Graphic with a Photo

The pre-made designs in Scrapbooks Plus have framed areas with photo placeholder graphics. These are designated by the text “Double-click here to replace with your own photo.”

When you double-click a placeholder graphic, the *Insert Graphic* dialog box automatically opens the *My Images/Placeholders* folder in the *Scrapbooks Plus Graphics* library. Use the **Browse from** list to locate and then double-click the photograph file you wish to insert. The photograph will replace the placeholder graphic.

Placeholders work well for most photos in the pre-made designs. In some cases, the result may be different than what you expect. Scrapbooks Plus could attempt to fit the photo into the placeholder frame. Be sure to keep the **Preserve Aspect Ratio** option selected to keep your photo from being distorted by filling the placeholder frame.

Cropping Photos

Cropping is a term used to describe the process of cutting photographs. You crop a photo to eliminate excess background area or to give it a visually appealing geometrical shape.

Crop excess background in the photo to keep the main focus on the people or the main item in the photo. Do not crop so much that you cut off parts of the main subject of the photo.

With Scrapbooks Plus you crop a photo using **Crop Shape** buttons in the *Crop* dialog box. The shaped patterns can be used to add interesting effects and can be used to help create a theme for the page. A variation of these patterns on a page provides good visual effects. Rectangles and rectangles with rounded corners are best used for formal photographs.

Creating a Silhouette

In traditional scrapbooking, the term “silhouette” describes cropping along the outline of the person or object in the photograph. You can also create special effects by partially creating a silhouette and leaving the remainder of the photograph’s background.

There are two ways to achieve silhouette photos in Scrapbooks Plus: cut out the silhouette from your actual photo and scan the photo as a silhouette or create a silhouette using the **Intersect** command in the **Join** submenu. See the Scrapbooks Plus procedure in *Chapter 6: Working with Graphics and Photos*.

Reshaping Photos

In Scrapbooks Plus you can shape plain objects or photographs by using the **Customize** and **Reshape** commands.

If you use the **Reshape** command, you’ll see a blue line next to the selected object. Move the slider to reshape the object. If you select a photo and use the **Customize** command, click the **Shape** tab and select a new shape from the list. You can alter the selected shape by moving the sliders next to the preview area.

Applying Special Effects to Photographs

You can apply additional special effects to photos using the Photo Editor. In addition to the wide array of tools for adjusting the color, repairing, cropping and editing photos, the Photo Editor has a gallery of special effects. These effects will allow you to convert your photos to black and white, give it an antique look and much more.

Chapter 14. Troubleshooting

OBJECTS

When I try to select an object, I can't. What's wrong?

It could be that the object you want is behind another object. To select an object that is behind another object, press the **Tab** key or press **Shift+Tab**. You can move the overlaying object backwards to be able to select the object underneath. To do this, use the commands on the **Arrange** menu.

I've selected an object, but there aren't handles to resize it. Why not?

The object you selected is grouped with another object. You'll need to ungroup the objects. Then select the object you want to resize.

GRAPHICS

When I take my Scrapbooks Plus document to another computer, some of my graphics don't show up.

Scrapbooks Plus embeds only the images that are not from the installed graphics library or ones that have been edited. Graphics from the graphics library are referenced by their location on your hard disk. If you move the document to another computer, the referenced graphics may not have the same path.

If you move to another computer, it may not have the same set of graphics as you have on your computer.

If you think that you will be moving documents from one computer to another, you may want to make sure the other computer has the Scrapbooks Plus graphics installed in a location that has the same path.

I want to use some of the graphics supplied with Scrapbooks Plus in another program I have. Can I do this?

The images installed with Scrapbooks Plus are AEX graphics. This is a special format that other graphics programs can't import. This special format minimizes disk space requirements.

TEXT AND FONTS

The Crop Selected Image option seems to be grayed out.

You must first select a raster object before selecting the option. The object also should not be part of a grouped object. To learn more about working with raster objects, see *Chapter 6: Working with Graphics and Photos*.

When I take my Scrapbooks Plus document to another computer, some of the fonts don't show up correctly.

The other computer doesn't have the same fonts installed in its system as your computer does. If you open documents on other computers, you may want to limit the fonts in your projects to standard system fonts (like Times Roman and Arial) or ones that Scrapbooks Plus installs.

I'm trying to resize my text by dragging the handles, but it doesn't seem to be working.

Double-click the text object and see if you have the **Preserve Font Size** option set in the *Edit Text* dialog box. When this is set, the text size remains the same even if you drag the handles. To change the point size, you'll have to change it in the *Edit Text* dialog box or, if you want to change the text size by dragging the handles, clear the **Preserve Font Size** option.

I'm seeing a red line at the bottom of my text box. What does this mean?

The red line means that there is more text available than can be seen in the box at this size. Either resize the box to see the rest of the text or clear the **Preserve Font Size** option in the *Edit Text* dialog box.

PHOTO CARDS

How do I view the other panels when I'm customizing a photo card?

- Click the **Panel** tabs at the bottom of the workspace.
- Move to the panel you want using the commands at the bottom of the **View** menu.
- In the *Customize Project* screen, use the list above the text boxes to see the different panels.

PRINTING

When I print out a project, the printer cuts off part of the design.

This occurs when you have critical information right to the edge of your design. You will need either to:

- adjust the margins in the *Page Setup* dialog box or
- adjust your design to allow for the margins you want.

When I print a project, it prints on two sheets of paper instead of one.

Some projects (like certain photo cards) are printed on both sides of the paper. If you don't have a duplex printer, you'll have to print one side and then re-insert the paper in the paper tray (or manual feed) to print the other side.

CD DISCS

I've put a CD into my CD-ROM drive, but I can't view its contents to insert a graphic.

It's best if you load the CD into the drive before you try to access it within the program. To access a CD in a drive, select the CD-ROM drive in the **Browse from** list at the top of the *Insert Graphic* dialog box. If you change the CD, click **Refresh** to see the contents of the CD.

Depending on how the information is organized on the CD, you may have to select a folder before seeing the graphics in the preview area. If this is a collection of separate image files (instead of a graphics library), you select the image file on the left and it should be selected in the preview area.

WHERE TO GO FROM HERE

Learning how to use Scrapbooks Plus is only the beginning! Be sure to visit the Scrapbooks Plus web site at:

www.ideasoft.com

There you'll find:

- Free clip art images to download
- Free Scrapbooks Plus designs to download
- Scrapbooks Plus tips, tricks, and techniques
- Troubleshooting information
- Special offers and discounts on other IdeaSoft software products.

And thank you again for using Scrapbooks Plus.

Appendix A. Scanning Tips and Techniques

Scrapbooks Plus lets you scan images or download photos directly into your project. Only WIA or TWAIN-compliant scanners and digital cameras work with Scrapbooks Plus. If your scanner (or digital camera) isn't WIA or TWAIN-compliant (which includes the TWAIN standard), you'll have to scan (or download) the image using your scanner (camera) software, save it and then place it into your design using the **Graphic ▶ From File** command on the **Insert** menu. See *Chapter 6: Working with Graphics and Photos* for details.

SCANNING TIPS AND TECHNIQUES

You use a scanner to convert a printed image into a raster graphic file. These files store graphic information as bitmaps — sort of like graph paper. Each bitmap contains information about a specific color. The color depth (or bit depth) of an image refers to the number of possible colors one bit may contain. For example, a 8-bit color depth means that a single bit could have one of 256 colors (2 to the 8th power); a bit in a 16-bit graphic could have one of over 65,000 colors (2 to the 16th power).

When scanning, there are two things to remember :

- It makes a difference whether the image will be viewed on screen (for example, in a web page) or printed (for example, on a scrapbook page).
- Raster images lose their definition or quality if they are resized incorrectly.

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Note: These are general scanning tips. If you have scanning questions or problems, read the manual that came with your scanner or contact the manufacturer directly. Also, the manufacturers of most scanners have scanning information available on their web sites.
.....

File Size

- The lower the resolution, the smaller the file size. The general rule of thumb is to use the lowest resolution that gives most acceptable image.
- The lower the color depth, the smaller the file size. The general rule of thumb is to use the lowest color depth that gives most acceptable image.
- If you know that you don't want to use the whole image, crop the image during the scan instead of later. This will reduce the file size.

Print

- The standard rule for scanning for print images is to use the formula: scanning dpi = 1.5 x printing lpi. These days most printer manuals don't tell you what the lpi (lines per inch) is. Try scanning at 200 dpi and evaluate how well the image prints on your printer. Adjust the scan resolution accordingly.
- If you are printing projects with embedded photos (for example, photo cards or scrapbook pages), you'll want to use a resolution like 200 to 300 dpi for color prints or possibly up to 400 dpi for black and white prints. Usually, scans of 600 dpi or more will increase the file size significantly without a comparable increase in quality. But, remember, the quality of the image also depends on your printer.
- You may want to do some test scans to see how different resolutions print out on your printer.
- For printing projects, you get the best quality (although a large file) with a TIF file. Save your scan as a TIF file to create a master copy for image editing and then convert the file to other appropriate format for your needs. In Scrapbooks Plus, you can convert a scanned image from one file type to another in the Photo Editor by using the **Save Copy As** button.
- To actually see the highest quality images, you need to print the images on high-quality paper. On an inkjet printer, the ink will bleed somewhat if you use regular inkjet paper. For final prints, you may want to use higher quality paper, photo-quality inkjet paper or, even better, photo-quality glossy paper. Check your printer's manual for suggestions for your specific printer.

On screen

- On your display, the size of an image is determined by the number of pixels — not the physical size on the printed paper. If your images will appear only on screen (for example, in web pages), use the lowest scanning resolution (generally, 75 to 150 dpi) that produces the size you want.
- The image size on screen depends on the scanning resolution and the resolution of the monitor. Therefore, the higher the screen resolution, the smaller an image of the same scanned resolution will appear. The higher the scanning resolution, the larger the image will appear on the screen.
- If you want your screen image larger than the actual size of the photo, go to a higher resolution. If you want your image to appear approximately the same size as the original, use a lower scanning resolution.

- For example, if you have a 6x4-inch photo that you want to fill a 640x480 pixel screen, then you will want to scan the image at 110 dpi to get a 660x440 pixel image. But remember that others will be viewing your web pages using different monitors that will, most likely, have different resolutions. That same 660x440 pixel image won't fill the screen of a 800x660 monitor. BUT, on the Web to accommodate the most viewers, you may want to consider the 640x480 pixel screen size as your standard — unless, of course, you know your audience and what type of equipment they have.
- For web pages, JPG files give the smallest file size for the highest quality photographic images. You'll use this file format in any web page and for photos you want to email to friends and family. GIF files are small also, but they only show 256 colors. The new PNG format is also a good possibility, but it's not widely used yet. Scrapbooks Plus supports all three of these web-based graphic formats.

Changing the Viewable Size of an Image

- For an image that will be printed, you scale the image to change its size. Scaling down (making the image smaller) generally works well. Increasing the image, on the other hand, doesn't. Usually if you scale an image up, you'll see a decrease in quality. If you know you want to increase the size of the image, it's best to scale the image during the scanning process instead of trying to increase the image after you've scanned it. An alternative is to scan at a higher resolution to maintain image quality when resizing upward.
- If your image will be viewed on screen, you resample the image to change its size. Like with print scaling, you get a better quality image when you resample downwards rather than upwards. If you know that you want a larger image, you may want to scan at a higher resolution and then resample down to get a smaller image if needed.

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