Occasions Window

You use the Occasions window to select the theme of your card–a greeting card, an announcement, an party invitation, or a thank you note.

- **To select an occasion,** click it.

- **To return to the Main Menu,** click Cancel.

Tip   You can change the selected occasion from both the <u>Frames window</u> and the <u>Design window</u>.

Frames Window

You use the Frames window to select the <u>frame style</u> and card layout. The Frames window contains the following elements:

- **Occasions menu** shows the selected occasion and contains a list of all the occasions so that you can select a different occasion.

- **Frame Styles list** shows styles associated with the selected occasion.

- **Main area** shows the cards associated with the selected frame style.

To select a frame style and card

1. From the Frame Styles list, click a style. The cards for the selected style are displayed in the main area.

   Tips   Select a card with a square picture frame when you have a horizontal or vertical picture and the edges of the picture do not need to be displayed in the picture frame. The square picture frame also gives you more room for text and the ability to leave a pleasing space around your text.

   Select a card with an oblong picture frame for group pictures or when you want to show a full-length picture.

   Use the Occasions menu to select a different occasion, and view the frame styles and cards associated with occasion.

2. To display the card in the Design window, click the card to select it and then click OK. You can also double-click the card.

Each occasion provides multiple frame styles that complement the occasion. Each frame style includes six cards (horizontal and vertical) and two blank cards. The cards differ in their orientation, and in the size and orientation of the picture frame.

Design Window

The Design window displays your selected card and includes the following elements:

- Icons at the top of the window let you <u>delete</u> clip art and text from the card, <u>undo</u> your last action, display context-sensitive <u>help</u>, and <u>exit</u> the application.

- Icons along the left side of the window let you add a picture to your card, edit the picture, add or edit text, view and add clip art from other frame styles and occasions, and change the occasion and frame style.

- Buttons along the bottom of the window let you <u>save</u> and <u>print</u> your card, and return to the Main Menu.

- The <u>bulletin board</u> displays clip art and sentiments that complement the selected frame style and are appropriate for the selected occasion.

Displays the Open dialog box, from which you can select one of the pictures from the Sample Pictures folder or one of your own pictures. For instructions, click <u>here</u>.

Displays the Edit panel in the left column of the Design window. You use the Edit panel to adjust brightness and contrast, enlarge or reduce the picture, and rotate the picture in the picture frame. For instructions, click <u>here</u>.

Displays the Text dialog box, in which you can type and format the text you want to place on your card. For instructions, click <u>here</u>.

Displays a bulletin board in the left column of the Design window of clip art for all frame styles in the selected occasion. For instructions, click <u>here</u>.

Returns you to the Frames window, from which you can select another occasion and frame style. For instructions, click <u>here</u>.

Displays the Save File dialog box, in which you can select the folder on your hard disk where you want to save the card and give the card a unique filename.

Displays a preview of your card and provides on-screen instructions that guide you through printing your card using the KODAK Inkjet perforated paper.

Holds specially-designed clip art and sentiments that complement the selected frame style.

Deletes the selected clip art or text from the card.

Cancels your last action. You can undo up to 10 actions.

Displays the Design window help topic.

Closes KODAK Special Occasions software.

Add or Replace Picture

1. In the Design window, click Add Picture.

    The first time you use the software, the Open dialog box appears with the Sample Pictures folder selected. You can select a picture from this folder, which contains 12 fun pictures, or you can select one of your own pictures. The next time you start the software, the Open dialog box displays the last folder from which you selected a picture.

    NOTE: You can add an FPX, JPEG, PCD, or BMP picture to your card. Pictures can be scanned, saved on a KODAK Picture Disk Plus, or transferred to your hard disk from a KODAK Picture CD, a KODAK Photo CD, a digital camera, or any digital source.

2. From the Look In list, navigate to the folder containing your pictures. For suggestions on selecting a picture, click here.

3. To select a picture, click the filename. A thumbnail of the picture is displayed.

4. To add the picture to the picture frame, click Open. A progress indicator appears. You are returned to the Design window where the picture fills the frame.

    If you are

    -   **Adding a picture,** it is placed in the empty frame.

    -   **Replacing a picture,** it overwrites the existing picture in the frame.

    NOTE: For best on-screen display, you should set your monitor to True Colors (24-bit). To set the monitor display, choose Start → Settings → Control Panel. In the Control Panel window, double-click the Display icon. In the Display Properties window, click the Settings tab. From the Color Palette menu, select True Colors (24-bit) and click OK.

    To reposition the picture in the picture frame, place the cursor over the picture. The cursor changes to a Hand. Click the Hand cursor on the picture and then drag across the picture frame in the direction in which you want to move the picture.

Tips of Selecting a Picture

- Look for pictures with even lighting and faces with great expressions. Make sure clothing patterns are not too busy and that they match the color scheme of the frame style.

- Enlarge the picture to crop out unnecessary parts at the edges that distract from the main subject.

- For whimsical photos, select a picture from the Sample Pictures folder on the software disc.

Edit Your Picture

1. In the Design window, click Edit Picture. The Edit panel is displayed in the left column of the Design window.

2. Do any of the following as appropriate. The picture shows your changes as you make them.

    NOTE: To undo your last edit, click the Undo icon.
            To restore the original picture, click Cancel.

    To adjust the brightness, click the Up arrow to make the picture brighter or the Down arrow to make it darker. You can apply up to nine levels of adjustment in both positive (lighter) and negative (darker) directions.

    Set the brightness level first and make the picture light enough so you can see the detail in the lightest areas without losing any of the detail.

    To adjust the contrast, click the Up arrow to make the picture lighter or the Down arrow to make it darker. You can apply up to nine levels of adjustment in both positive (lighter) and negative (darker) directions. For the best results, set the contrast after you set the brightness level.

    To enlarge the picture in the frame, click the Zoom In icon. The picture is enlarged each time you click the icon.

    To reduce the picture in the frame, click the Zoom Out icon. The picture is reduced each time you click the icon.

    To rotate the picture 90 degrees right (clockwise), click the Rotate Right icon.

    To rotate the picture 90 degrees left (counterclockwise), click the Rotate Left icon.

3. When you have finished editing your picture, click OK.

A measurement of the overall lightness and darkness of a picture. Increasing brightness makes all the colors lighter, while decreasing brightness makes all the colors darker. A picture that is too light appears washed out, with the lighter parts showing little detail and the shadows appearing to have more detail. A picture that is too dark has little detail anywhere.

A measurement of the extremes of colors in the picture from the lightest to the darkest. Low contrast blurs closely related shades, while high contrast clearly distinguishes transitions between light and dark areas. A picture with too much contrast looks harsh, with the shadows very dark, the highlights very light, and the midtone scarce. A picture with too little contrast looks flat and dull, and has relatively few highlights or shadows.

Add and Edit Text

1. In the Design window, click Add/Edit Text. The Text dialog box appears with a blinking cursor in the text box.

2. To add and format text, do the following as appropriate:

   - **Add text.** Type your text in the text box. The text wraps in the text box as you type. To add a line break, press ENTER on the keyboard.

     For tips on using text, click here.

   - **Format text.** Formatting options apply to all the text in the text box.

     - **Font.** From the Font menu, select a font from those installed on your system.

     - **Size.** From the Size menu, select a font size. The size of the font determines how much text you can add to your card.

     - **Style.** To make the text bold and/or italic, click one or both of the style icons.

     - **Color.** From the Color menu, select a color from the preset 16-color palette or click More Colors to select another color or create a custom color.

     - **Alignment.** To align the text left, center, or right in the text box, click an alignment option. Selecting a text alignment option is important when you enter multiple lines of text.

3. When you have finished entering and formatting your text, click OK. The text appears in the lower right corner on your card in the Design window.

4. To adjust the text, do the following as appropriate:

   - **Reposition text.** Click inside the text box and drag it to a new location on the card.

   - **Delete text.** Click the text to select it and then click the Delete icon at the top of the Design window.

   - **Edit text.** In the Design window, double-click the text or select the text and click Add Text. In the Text dialog box, select the text and then do any of the following:

     - **Replace text.** Type your new text over the selected text.

     - **Delete text.** Press CTLR-X or press the DELETE key on the keyboard.

     - **Copy text.** Press CTRL-C.

     - **Paste text from the Windows clipboard.** Press CTRL-V.

Tips of Using Text

- The Cartoon City frame style includes message balloon clip art that you can drag over your text, so it appears as if the text were inside the balloon. The Cartoon City frame style can be found in the following occasions: Baby, Graduation, Winter Holiday Invitations, and Other Party Invitations.

- Make sure the sentiment relates to the picture. For example, a picture of your family on a holiday card might include the personalized text *Warmest Wishes from the Smiths*.

- When designing invitations, make sure to include:

    - Reason for the party

    - First and last name(s) of the guest(s) of honor

    - Date, time, and location of the party

    - Recommended attire (informal, casual, costume)

    - Name(s) of the host(s)

    - RSVP phone number and respond-by date, or regrets only

    - For shower invitations, add the color schemes and decorating style

To select

- **A single word,** double-click the word.

- **A range of text,** click the first word you want to select and then Shift-click the last word in the range.

Add Clip Art to Your Card

1. On the bulletin board, click the clip art and drag it to your card. You can also double-click the clip art, which positions it in the lower right corner of your card. You can add a many pieces of clip art as you want. Clip art is displayed on the card with handles that you can use to resize and reposition it.

    Tips To see clip art associated with other frame styles in the selected occasion, click Add More Clip Art. The left column of the Design window displays all the clip art for the selected occasion.

    To see the clip art associated with a different occasion, select an occasion from the menu.

    To return to the previous menu, click OK.

2. To resize, reposition, or delete the clip art, do any of the following as appropriate:

    *   **Resize clip art.** Click a corner handle and drag inward to reduce the size or drag outward to enlarge it. To stretch the clip art horizontally, click and drag a side handle. To stretch the clip art vertically, click and drag a top or bottom handle.

    *   **Reposition clip art.** Click inside the clip art, but not on a handle. The cursor appears as a cross. Hold down the mouse button and drag the clip art to a new location on the card.

    *   **Delete clip art.** Click the clip art to select it and then click the Delete icon at the top of the Design window or press the DELETE key on the keyboard. The clip art is deleted from the card, but it is still available on the bulletin board to use again.

    To deselect the clip art on your card, click anywhere on the card.

 Change Frame Design

To change the frame design

1. In the Design window, click Change Frame.

2. In the Frames window, choose an occasion from the Occasions menu.

3. From the Frame Styles list, click a frame style.

4. In the main area, click a card layout and then click OK. The card is displayed in the Design window.

    If you selected a card

    •   **With the same orientation,** your picture, clip art, and text are displayed on the new card.

    •   **With a different orientation,** only the picture is displayed in the picture frame on the new card.

Save Your Card

To save your card

1. In the Design window, click Save. The Save File dialog box appears.

2. From the Save In list, navigate to the folder on your hard disk where you want to save your card.

3. In the Filename text box, type a unique name for your card.

4. Click Save. The file extension .opk is appended to your filename.

 Open a Saved Card

To open a saved card

1. Go to the Main Menu and then click Open an Existing Picture Card.

2. In the Open dialog box, select the card you want and then click Open. The card is displayed in the Design window.

Print the Card

To print three cards

1. In the Design window, click Print. A preview of your card is displayed in the Test Page window.

    NOTE: It is recommended that you print a test page to make sure the cards are aligned correctly with the perforated paper.

2. If you have multiple printers installed, click Printer Setup. From the Name menu, select your inkjet printer and then click OK. Make sure to keep the page orientation set to Portrait.

3. To print a test page, place blank bond paper in the paper tray and then click Test Print. A progress indicator appears while the test page is printing.

    When the test print is printed, the Test Print Alignment window appears.

4. Place the perforated inkjet paper over the test print to see if the test pattern aligns with the perforations.

    If the edges of the test pattern

    *   **Align** with the perforations, click Perfect (the center diagram) and then click Next. Proceed to step 5.
    *   **Do not align** with the perforations, do the following:
        *   Click the diagram that resembles the way your test print aligns with the perforations and then click Next.
        *   In the Alignment window, try the suggested vertical and horizontal adjustment settings or click the appropriate arrow to move the card 1/32 of an inch. For example, to make a 1/4-inch correction, you would use 8.
        *   Click Test Print.
        *   Repeat until the test print aligns with the perforations.
        *   When the test print is properly aligned, click Perfect (the center diagram) and then click Next.

3. In the Load Paper window, click the printer icon representing the way your paper is loaded in the printer and then click Next.

     Click if your paper loads from the front.

     Click if your paper loads from the top.

     Click if your paper loads from the tray.

6. Load the perforated paper in your printer tray, making sure the arrows are pointing in the direction shown in step 5.

7. Enter the number of pages you want to print. Remember, you print three identical cards on each sheet of perforated paper.

8. Click Print. A progress indicator appears while the cards are printing.

    NOTE: You can find useful information on printing to various inkjet printers on the Kodak Inkjet Tips website at http://www.kodak.com/US/en/digital/dlc/book1/chapter4/.

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        For tips on using text, click here.

    •   **Format text.** Formatting options apply to all the text in the text box.

        •   **Font.** From the Font menu, select a font from those installed on your system.

        •   **Size.** From the Size menu, select a font size. The size of the font determines how much text you can add to your card.

        •   **Style.** To make the text bold and/or italic, click one or both of the style icons.

        •   **Color.** From the Color menu, select a color from the preset 16-color palette or click More Colors to select another color or create a custom color.

        •   **Alignment.** To align the text left, center, or right in the text box, click an alignment option. Selecting a text alignment option is important when you enter multiple lines of text.

3. When you have finished entering and formatting your text, click OK. The text appears in the lower right corner on your card in the Design window.

4. To adjust the text, do the following as appropriate:

    •   **Reposition text.** Click inside the text box and drag it to a new location on the card.

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