

MediaFACE 4.0

Quick Start

Guide

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Thank you for buying MediaFACE 4.0, and welcome to the MediaFace 4.0 Quick Start Guide. You will find MediaFACE 4.0 to be an extremely powerful tool for all of your labeling needs. This Quick Start Guide is intended to help you get started using the MediaFACE 4.0 design Wizard.

With MediaFace 4.0, all it takes is a few clicks to design and print a custom label for your CD, audiocassette, videocassette or other media. To help you get started, let's design a label for a CD!

*Just a note: Whenever this document refers to "Clicking" or "Double clicking", it always means that you click with the **left** mouse button, unless the right mouse button is specified by saying "**Right** click"*

The easiest way to start is to run the MediaFACE Design Wizard is from Start > Programs > MediaFACE 4.0 > MediaFACE Design Wizard. For Windows XP users go to Start > All Programs> MediaFACE 4.0 > MediaFACE Design Wizard

1) First, we will need to select a project template. We will select the "Standard CD" project type, then click "Next" in the lower right hand corner to proceed to the next step :



2) Now is a good time to check out some of the great features of the MediaFACE 4.0 Design Wizard: the “Launch Advanced Interface” button , the “Hint” area, and the “Label Selection Drop Down Menu”. First, let’s cover the “Launch Advanced Interface” button. It looks like this:



Any time you click this button in the MediaFACE 4.0 design wizard, the project you are working on in the MediaFACE 4.0 Design Wizard will be opened in the MediaFACE 4.0 Advanced interface. The Advanced Interface is just that; a more powerful interface that you can use to lay out your labels. **One thing to be aware of, though: Once you go into the Advanced Interface on a given project, you cannot go back into the Design Wizard on that project.**

3) Next, let's look at the "Hint" area:



The "Hint" area displays tips about whatever your mouse is over at that time. The "Hint" area can save you time by "telling" you something about different parts of the MediaFACE 4.0 Design Wizard. If you are ever in doubt as far as what to do next, or just want to "poke around" a bit, just move your mouse over something on the screen, and keep an eye on the "Hint" area. Take a moment now to try it out! (When you are done, read about the label selection drop down menu below.)

4) The label selection drop down menu looks like this:

Click on the arrow on the right side of the drop down menu, and you will see the names of other labels that are available to you in the current project type. If we wanted to lay out a different label other than the CD label itself, we would select it here. Take a moment now



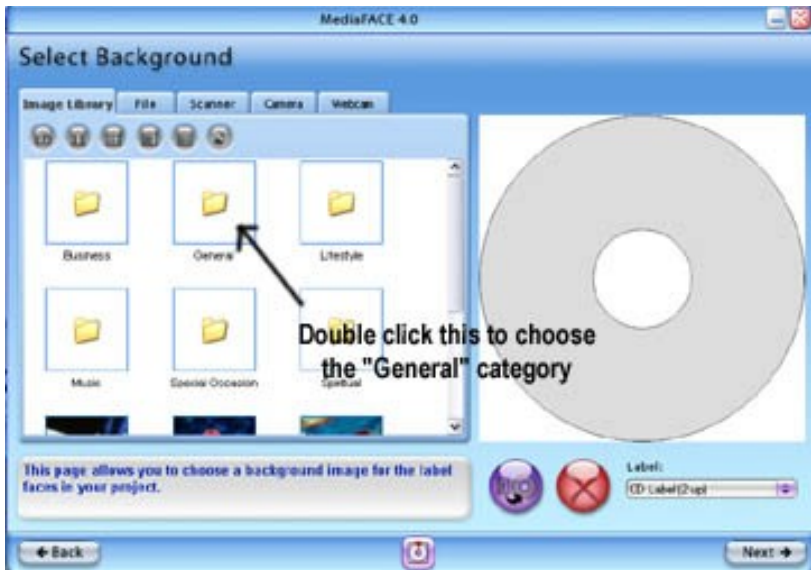
to try it out (but be sure to select the CD label (2 up) again before you go on to step 5).

5) We should still be on the same screen as before, and this screen allows us to select a background image to put on our label. We can use images in our MediaFACE layout from a number of sources, but because the Quick Start guide is only intended to help you get started, we will focus only on the most commonly used source of Images, the MediaFACE Image Library. The left side of the screen we are on right now is where we can browse the image library. The folders on the left side of the Design Wizard screen all contain Images.

Since the Full version of MediaFACE 4.0 contains over 500 images, having similar images grouped into categories makes it easier to quickly find the type of image we want. Images in the “Business” folder are images that basically fall into the category of “Business”

images, and so on. (The “General” folder contains images that don’t really fall into any of the other categories)

Let’s choose the “General” folder by double clicking on it.



We are now viewing what are called “Thumbnails” of all of the images in the “General” folder. Let’s place one on our label by double clicking on it.



7) If we wanted to remove a background picture from our label, we would click the big red "X"



8) We could leave it blank, but let's put the image back on our label, and go to the next step.



9) We are now on the screen where we can add a “thumbnail” image to our layout. This screen is most commonly used to add small pictures, or logos to the label layout. For now, though, let's stick to the basics. Let's click the “Next” button, so we can put some text on our label!



10) Now we are on the “Text Layout” screen. As before, we are going to stick to the basics, for now (Although there are some great features on this screen that you should definitely come back to later!). There are basically four areas where we can make changes on this screen. The first one is the layout selection area:

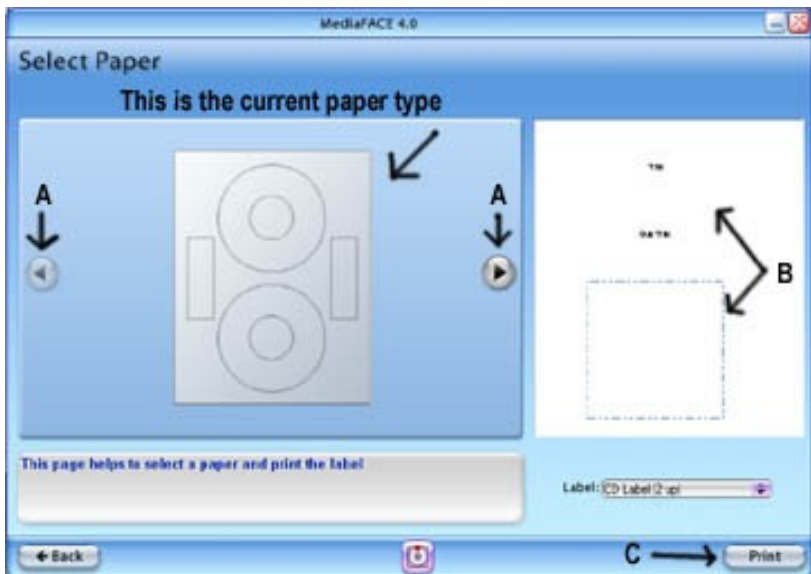
We can scroll through the available layouts to find one that we like, then click on it to choose that layout for our label. The text layouts basically show you the different places on the label you can put your text



The next thing to do is type in the text that we want to go on our label. We would do that by clicking in one of the text areas and just typing whatever we want to appear on our label. Try it for all three areas; the “Title” area, the “Subtitle” area, and the “Text” area. We can still choose another text layout to change how our text is arranged by selecting a different text layout, if we want. Click “Next” when you are done, because we are ready to print our labels!



11) This screen has a few different sections. See the illustration below for what each one does, and how to use them.



- A) These arrows allow us to scroll through the different types of label paper that we can print onto. When you see the type of paper that you have, go on to item B.
- B) This is the area that you can choose which labels on the sheet you want to print. Just click on a spot on the screen that corresponds to the label on your paper to toggle it on or off. To see what this means, click on the top label area (In the “B” section), then click on it again. It works the same way for the bottom label area, too. When you have the labels “turned on” that you are going to want to print, go to Item C.
- C) When we are ready to print your labels, we will push this button, but let’s go over the different possibilities that you may encounter at this point. Since we have not printed through MediaFACE 4 yet, we will be walked through the printer calibration screens. (Printer calibration is an adjustment that takes place in MediaFACE 4 in an effort to try to compensate for the inaccuracy of home and office printers. All printers, even two of the same make and model may print inaccurately in a different way. Printer calibration allows MediaFACE to try to compensate for this inaccuracy to give you the most accurate printouts possible.) When we are done with print calibration, or if we have already done the print calibration in the past, we will load the label paper into the printer, click print, and our labels will print!