

Print
EXPLOSION[®]
DELUXE

User Guide

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INTRODUCING PRINT EXPLOSION DELUXE

Thank you for choosing Print Explosion® Deluxe from Nova Development. With Print Explosion you can easily create and print custom cards and other projects using your Macintosh® computer and printer. You can make store-quality greeting cards, scrapbook pages, calendars, labels, business cards and more in just minutes.

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Print Explosion Deluxe Features

Thanks to Print Explosion's easy-to-use interface and ready-made designs, you don't have to be a graphic artist or computer expert to achieve spectacular results.

With Print Explosion, you can:

- Select from thousands of project designs quickly by browsing the *Choose a Template* dialog box.
- Customize any ready-made design or develop projects from scratch.
- Work with templates for most Avery® paper products.
- Add, edit and enhance text.
- Install even more fonts from the included bonus fonts.
- Add and manipulate both raster and vector graphics.
- Work with .eps, .jpeg, .gif and other standard graphic files including .png files with transparency.
- Browse the Print Explosion Graphics library to quickly find the image you want.
- Drag graphics from any Art Explosion clip art catalog.
- Add simple and complex shapes to designs.
- Apply special effects and shape effects to text and shapes.
- Use mail merge with a tab-delimited or comma-delimited text file to print variable information with projects.
- Publish projects as HTML documents to view on the Web.

New Features in Print Explosion Deluxe 3

If you've used Print Explosion before, you'll be excited about its new interface and new features. Print Explosion has been re-written to take advantage of advances in OS X® development so that it now displays text and graphics better on screen and prints your projects at a higher quality. Print Explosion now integrates with applications such as iPhoto®, iTunes® and the OS X Address Book.

Additionally, you can now create scrapbook pages and photo cards by replacing photo placeholders in the ready-made designs to create your own unique designs. There are even more ready-made designs available with the previous Print Explosion project categories. Also, you'll have access to thousands of photorealistic clip art and hundreds of fonts.

With the new features you can:

- Drag or insert photos directly from iPhoto.
- Select photorealistic artwork from the bonus clip art.
- Import iTunes playlist information to create CD/DVD labels and other projects.
- Use mail merge with OS X Address Book contacts.

- Scan images directly into Print Explosion with an Image Capture-compatible scanner.
- Run Print Explosion natively, as a Universal application, on both PowerPC®-based and Intel®-based Macintosh computers.

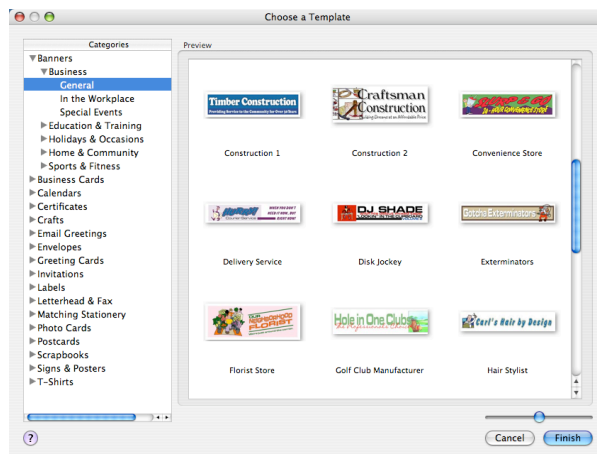
Print Explosion Projects

With Print Explosion you have many different types of projects from which to choose. These projects include various types of cards (greeting cards, invitations, announcements and photo cards), single-page projects (signs, posters, certificates, fax cover sheets and letterhead), multiple-page projects (banners and scrapbook pages), envelopes, small projects (labels, postcards and business cards), calendars, and various paper-based craft projects (including designs for T-shirt transfers). You'll find matching sets of letterhead, fax cover sheets, envelopes and business cards based on the same design. Additionally, you can send electronic greetings.

You have the option with each project type to start with a blank template or work on a ready-made design. Since the ready-made designs are fully editable, you can resize and move elements or add text and graphics to create projects that suit your needs. See *Chapter 9. Print Explosion Deluxe Projects*, *Chapter 11. Advanced Features* and *Chapter 12. Working with Varying Text* to get details for working with the various projects.

Selecting Project Designs

With Print Explosion it's easy to find just the right project in the *Choose a Template* dialog box by browsing through a project type's categories and subcategories. You can preview the designs in varying sizes. See *Chapter 3. Getting Started* for details.



Customizing Designs

Of course, you can print out the ready-made designs as they are, but by using the text-editing features in Print Explosion, you can make truly unique cards and projects. For general information on working with the various objects in a design, see *Chapter 5. Working with Objects*. To add, edit or enhance text see *Chapter 6. Working with Text*. To learn how to insert or replace graphics or photos (including getting photos from iPhoto), see *Chapter 7. Working with Graphics and Photos*. To add and enhance simple or complex shapes, see *Chapter 8. Working with Shapes and Fills*.

For learning about other features like customizing colors and styles, applying shape effects and special effects, see *Chapter 11. Advanced Features*.

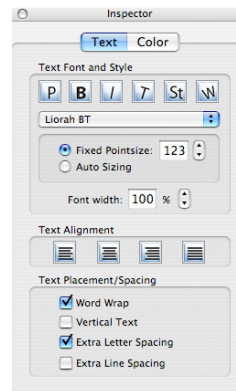
Printing or Exporting Projects

Most Print Explosion projects are paper based. For details on printing projects, see *Chapter 10. Previewing and Printing Projects*.

In addition to printing projects, you can save projects as graphic files, send electronic greetings or view projects on the Web. See *Chapter 11. Advanced Features* for more information on alternatives for saving and viewing your projects.

Using the New Interface

The Inspector has all of the options you need for formatting text and changing colors right at hand. The integrated, customizable toolbar stays with each window. Now you can add the toolbar buttons that you use frequently to the toolbar and discard those you don't need. See *Chapter 4: Using Print Explosion Deluxe* to learn about the sleek, new interface and basic functions like opening and saving projects.



Using Additional Features

Print Explosion has several special-purpose features. There's a mail merge feature where you associate a project with a database text file or the Address Book to use variable information when printing projects like mailing labels. For information about mail merge, see *Chapter 12. Working with Varying Text*.

Also, if you're making a CD or DVD label or other project, you can import iTunes playlist information directly into the project. See *Chapter 5. Working with Text* for information.

Registering Print Explosion

Before you start your first project, please take a moment to register. Once you do, you'll be entitled to:

- **Free Technical Support:** We're committed to making Print Explosion work for you. If you have any questions, please contact our support staff.
- **Immediate Notification of Upgrades:** You'll hear about new versions of Print Explosion as soon as they're available.
- **Registered User Discounts:** As a registered user, you're eligible for special prices on many new products and bonus offers on our other best-selling software products.

Technical Support

Don't panic! Our friendly technical support staff is ready to help:

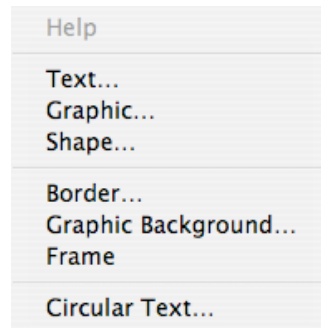
- Visit our support area on the Web at www.novadevelopment.com/support.
- Call us at 818-591-6245. Technicians are available Monday through Friday.
- In Europe, please contact Nova Development (UK) Limited at +44 (0)1752 202507 or visit www.novadevelopment.co.uk/support.

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 **Select All Text** command on the **Select Special** submenu would be described as "Choose **Select Special** ♦ **Select All Text** from the **Edit** menu."
- *Cmd*, *Shift* or *Option* followed by a letter means hold down that key while pressing the letter. For example, Cmd-S means hold down the Command key (⌘) while pressing the 'S' key.
- *Click* means click the mouse button. (If you have a multi-button mouse, click means click the left mouse button.) *Double-click* means click the mouse button twice in quick succession. *Control-click* means to press the **Control** key as you click the mouse button. (If you have a multi-button mouse, you can click the right mouse button instead.) *Shift-click* means to press the **Shift** key as you click the mouse button.

- A shortcut menu is the menu that appears when you Control-click (or click the right mouse button) when the pointer is over an object.
- Warnings, notes, and tips look like this:

Note: *You should always make backups of your work.*



Shortcut Menu

INSTALLING PRINT EXPLOSION DELUXE

This chapter lists the system requirements for installing Print Explosion Deluxe and gives installation and uninstallation procedures.

Additionally, you can find information about ordering transfer supplies for working with **T-Shirt** projects.

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System Requirements

To run Print Explosion you'll need a Macintosh® computer with:

- Mac OS X (version 10.2 or later)
- 128 MB RAM (minimum)
- DVD-ROM drive

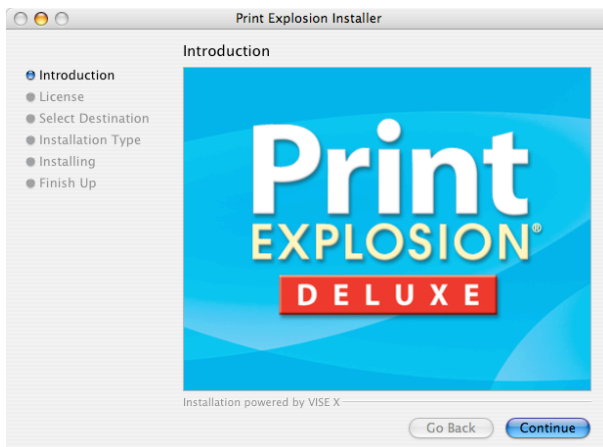
Note: *If you don't have a DVD-ROM drive, you can order replacement CDs to install Print Explosion using a CD-ROM drive.*

Installing Print Explosion Deluxe

When installing Print Explosion Deluxe you'll use its installer.

To install Print Explosion:

1. Insert the *Print Explosion Deluxe* DVD into your DVD-ROM drive.
2. Open the DVD in the Finder.
3. Double-click *Print Explosion Installer*.
4. Follow the instructions on screen.



Obtaining Replacement CDs

If you don't have a DVD-ROM drive, you can obtain Print Explosion on CDs. To do so, call 818-591-9600 and ask for Customer Service to have replacement CDs sent to you.

Installing from CDs

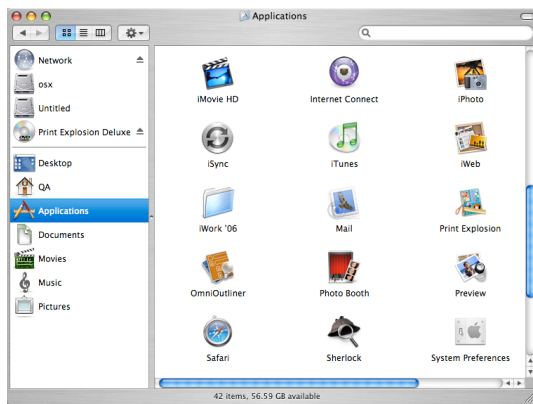
Because of the multiple CDs, the installation procedure for Print Explosion CDs is different than the DVD installation procedure. Refer to the documentation that accompanies the replacement CDs for installation details.

Uninstalling

You uninstall Print Explosion Deluxe by dragging the application to the Trash.

To uninstall Print Explosion Deluxe:

1. Open your *Applications* folder and scroll until you see *Print Explosion*.



2. Drag the application to the *Trash* icon on the Dock.
or
Control-click the application and choose **Move to Trash**.
3. In the Finder, choose **Empty Trash** from the **Finder** menu.
or
Control-click the *Trash* icon on the Dock and choose **Empty Trash**.

Ordering Supplies

Nova Development sells transfer paper and cloth items (such as T-shirts) along with many other items.

To order items by telephone:

in the U.S. or Canada, call 1-800-395-6682 (toll-free number)

in Europe, +44 (0)1752 202507 for Nova Development (UK) Limited

from other countries, call 818-591-9600

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

GETTING STARTED

This chapter explains how to get started right away with Print Explosion Deluxe. You'll learn how to use a ready-made design or how to design your own projects from scratch. By the end of this chapter you'll know how to quickly customize a design and print it.

To learn the basics of Print Explosion, you may want to go through the online tutorial, which guides you through several projects. To view the tutorial, choose **Tutorial** from the **Help** menu or click **View Tutorial** on the *Welcome* screen.

This chapter also includes information about using online help.

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Overview: Creating a Project

A Print Explosion project can include graphics, text, shapes or fills. There are two ways to create a Print Explosion project. You can use one of the ready-made designs and customize it, or you can select a blank template and create a new design from scratch.

The easiest way to create a project is to start with a ready-made design and then make whatever adjustments you need to make it uniquely yours. Print Explosion comes with thousands of ready-made designs that cover a wide range of personal and business situations, events and occasions.

Here is an overview of the process. You'll find more information about each step later in this user guide.

1. Start Print Explosion Deluxe.
2. On the *Welcome* screen, click **Choose a Template**.
3. In the *Choose a Template* dialog box, select the type of project you want to make.
4. For that project type, select a category and, if necessary, a subcategory.
5. In the *Preview* area, browse through the designs and select one. Then click **Finish**.
6. In the workspace, double-click text to edit it.
7. Double-click a graphic to replace it with another graphic.
8. Save your project.
9. Print your project.

There are many additional customizations you can apply to the design, such as changing text colors, adding graphics, creating shapes and applying special effects to text and other objects.

Starting a New Project

Before you do anything, you must first open Print Explosion Deluxe.

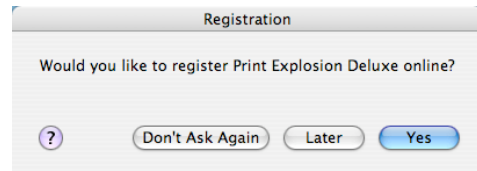


To start Print Explosion:

- If you have Print Explosion on your Dock, click the **Print Explosion** icon.
- In a Finder window, select **Applications** and then double-click the **Print Explosion** icon.

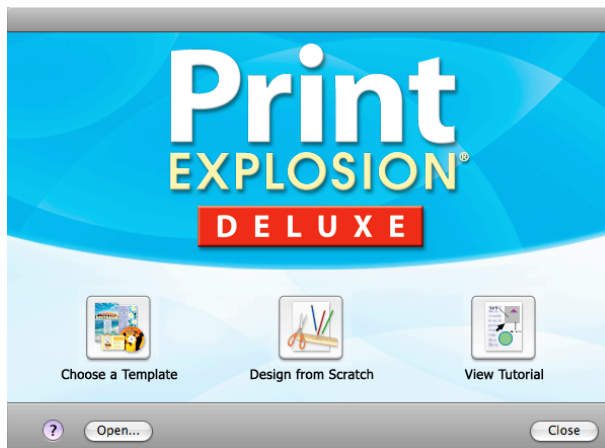
If you haven't registered your copy of Print Explosion yet, the *Registration* dialog box appears.

- To register Print Explosion now, click **Yes**. The program will open your default browser to the Nova registration web site. Follow the instructions on screen to register Print Explosion.
- If you don't want to do it now but want to be reminded again, click **Later**.
- If you don't want to register Print Explosion and you don't want to be reminded, click **Never**.



Working with Ready-Made Designs or Blanks

When Print Explosion opens, you'll first see the *Welcome* screen. This is where you determine whether to work with a ready-made design or to use a blank template.



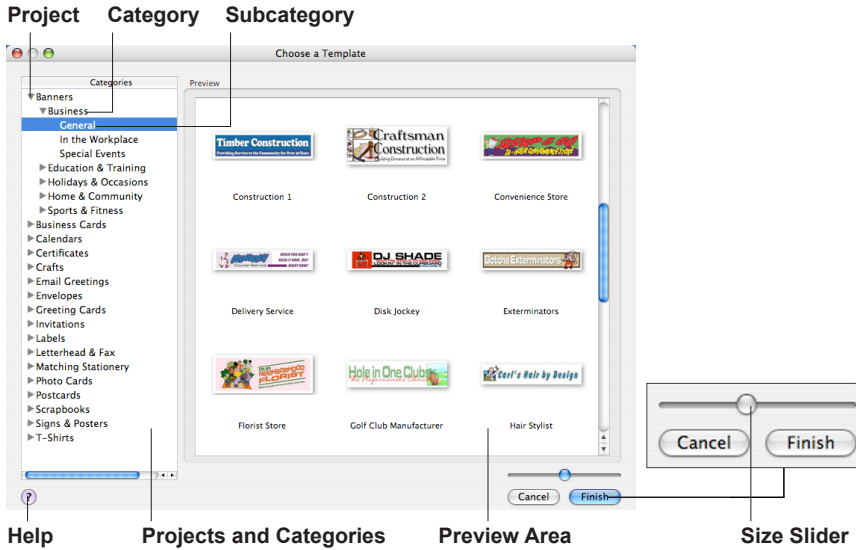
- To use one of the thousands of ready-made designs as a basis for your project, on the *Welcome* screen, click **Choose a Template**.
- To start a project from scratch using a blank template, click **Design from Scratch**.

From the *Welcome* screen you can also open an existing project or view the Tutorial to go through step-by-step lessons to learn Print Explosion features.

Note: If you don't want to see the *Welcome* screen when you start Print Explosion, clear the **Display Welcome Screen on Startup** checkbox in the *Preferences* dialog box. The *Welcome* screen will still appear when you choose **New** from the **File** menu or click the **New** button on the toolbar.

Selecting a Project Type

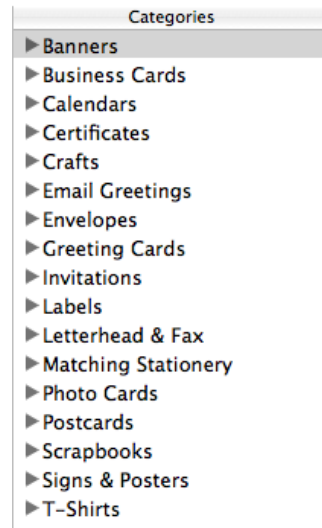
When you start a new project, whether you're starting from scratch or using a ready-made design, you'll see a list project types in the *Choose a Template* dialog box. These projects include **Greeting Cards, Scrapbooks, Labels, Letterhead, Signs & Posters, Business Cards, Crafts** and others. Each project type has at least one, if not more, categories and associated subcategories. The categories determine either the type of project or a theme for the ready-made designs.



When you select a project type, you'll see all the designs within that project type in the *Preview* area. To limit the designs that are shown, select a category. To see fewer designs, select a subcategory within the category. If you are working with blank templates, the templates shown in the *Preview* area determine the project size, print orientation and, perhaps, project type.

Selecting a design:

1. Select a project type from the list on the left.
2. To see fewer designs in the *Preview* area, select a category within that project type and, if necessary, select a subcategory within that category.

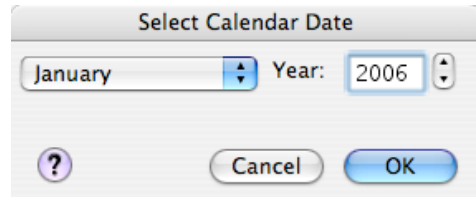


3. Select a design or blank template in the *Preview* area on the right.

Note: By default, the Choose a Template dialog box screen shows medium-sized thumbnails. To see more designs at one time, drag the **Size** slider under the *Preview* area to the left. To see larger thumbnails, drag it to the right. With the **Size** slider at the extreme right, you'll see one design at a time.

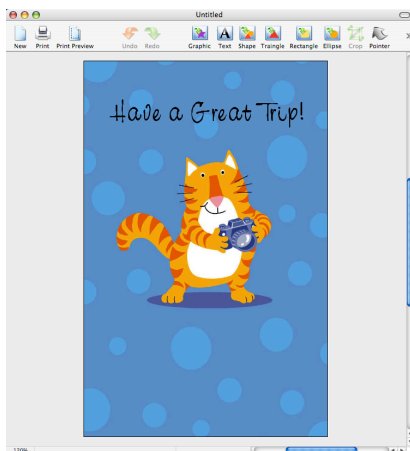
4. Click **Finish**.
or
Double-click the thumbnail.
5. If you're creating a calendar project, in the *Select Calendar Date* dialog box, specify a starting month in the pop-up menu, type the year and click **OK**.

Note: You'll only see the *Select Calendar Date* dialog box when working with calendars.




Customizing Your Project


Once you click **Finish** in the *Choose a Template* dialog box (or click **OK** in the *Select Calendar Date* dialog box), you'll see the project workspace with your new, untitled project open.



The project workspace is where you can customize your designs in Print Explosion. Although you can print a ready-made design without changing it, you may want to edit the text or replace a graphic to make your project unique.

To quickly customize a ready-made design:

- To replace a picture with a new one: Double-click the picture. You'll see the *Choose a Graphic* dialog box. Locate and select a new picture, and then click **OK**.
- To change text in your project: Double-click the text that you want to change. In the *Customize* dialog box, edit the text in the *Text* area on the left and click **OK**.
- To add a new picture to your project: Click the **Graphic** button on the toolbar and then drag the crosshair on the project to create a rectangle to hold the graphic. (Alternatively, choose **Graphic** from the **Insert** menu.) In the *Choose a Graphic* dialog box, select a picture and click **OK**.
 

Graphic
- To add new text to your project: Click the **Text** button on the toolbar and then drag the crosshair on the project to create a rectangle to hold the text. (Alternatively, choose **Text** from the **Insert** menu.) In the *Customize* dialog box, type the text that you want in your design in the area on the left and click **OK**.
 

Text
- Choose **Undo** from the **Edit** menu or click the **Undo** button on the toolbar to undo the previous action. (**Cmd-Z**)

Tip: If you're working on a project that you've saved and want to discard all the changes you've made, choose **Revert** from the **File** menu to get back to the previously saved version of the project.

If you change your mind after using the **Undo** command or button, choose **Redo** from the **Edit** menu or click the **Redo** button on the toolbar.



Printing Your Project

After you've customized your project, you are ready to print it. Some projects (like business cards, labels and T-shirts) require special paper. For these projects, you may want to print a test (or draft) copy onto plain paper to make sure that your design is right.



To print:

1. Load your printer with the correct type of paper.
2. Click the **Print** button on the toolbar.
3. In the *Print* dialog box, make any needed changes.
4. Click **Print** to begin printing.

Note: You may need to open the pop-up menu in the *Print* dialog box and choose **Print Explosion** to change *Print Explosion* or other printing options.

If you followed all of the steps given previously, you should have a sheet of paper with your project printed on it. If you made a craft item, you'll need to follow the instructions printed with it to complete the project. If this was a card, you'll need to fold it appropriately. If this was a test print and you need to print onto specialty paper, do so now if the test print was successful.

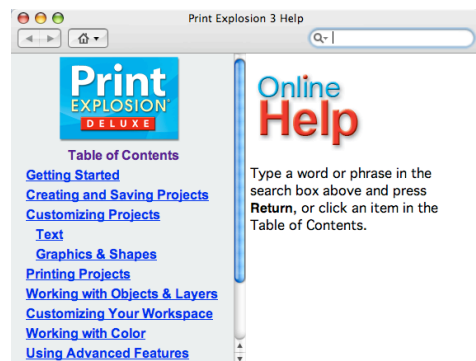
Using Print Explosion Help

Print Explosion features full online help including the Print Explosion Help system and context-sensitive help. You access **Print Explosion Help** from the **Help** menu. You can get context-sensitive help from dialog boxes.

The Help Menu

The **Help** menu contains the following items:

- **Print Explosion Help** has general information and step-by-step instructions for Print Explosion tasks. (**Cmd-?**)
- **Tutorial** has lessons for quickly learning Print Explosion features.
- **Tips & Shortcuts** shows you shortcuts, shortcut menus and tips for working with Print Explosion.
- **Visit Web Site** gives you a quick way to get to the Print Explosion web site.



Context-Sensitive Help

When you have a dialog box on screen and have a question about proceeding, you can get help directly from there by clicking the **Help** button. A relevant topic in **Print Explosion Help** opens in the Help Viewer.



USING PRINT EXPLOSION DELUXE

In this chapter, you'll find detailed instructions that explain the basic features of Print Explosion Deluxe. By the end of this chapter you'll know about the various elements of the Print Explosion workspace and how to customize the workspace, save projects and open existing projects.

Chapter 4 at a glance:

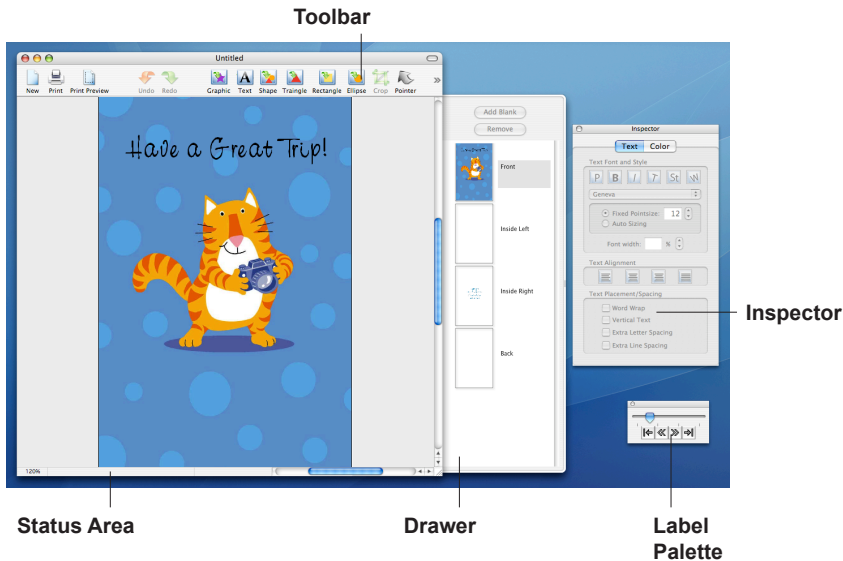
The Print Explosion Deluxe Workspace.....	20
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The Print Explosion Deluxe Workspace

The project workspace is where you create and edit your projects in Print Explosion Deluxe. In addition to the menu bar, you'll see the *Inspector* for working with text and for changing colors in your design. You can also show a *Label* palette for viewing different items in a label-type project.

Each document window contains

- A toolbar for quickly accessing common commands
- A status area at the bottom for viewing information about the currently selected object and the project's zoom level
- A drawer with relevant options for the active project — like viewing other panels in a greeting card.



Customizing Your Workspace

You can customize your workspace by resizing the Drawer or by showing (or hiding) the *Inspector*, the *Label* palette or the Drawer. If you want as much space as possible for viewing the project window, you may want to hide these. But if you use one of these items often, you should to keep it available.

You can resize the Drawer if you want to save some space and not hide it completely.

To resize the Drawer:

- Drag the right side of the Drawer toward or away from the window.

To show or hide the Drawer:

- Click the **Pages** button on the toolbar.
If you've customized the toolbar, you might have deleted the **Pages** button. If so, to control the Drawer, you'll have to re-instate the **Pages** button. See *Customizing the Toolbar* for details.
- If the Drawer is showing, drag the right side of the Drawer into the window to hide it.

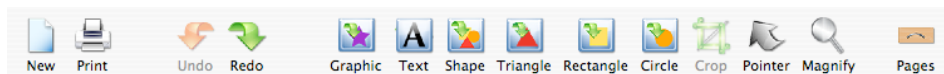
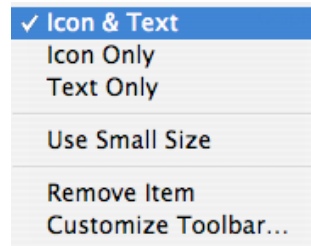
To show (or hide) the *Inspector* or *Label* palette:

- Choose **Inspector** or **Label Palette** from the **Window** menu.
Print Explosion displays the items that have checkmarks next to them.
- If the *Inspector* or *Label* palette is showing, click the close button (the red button) in its title bar to hide it.

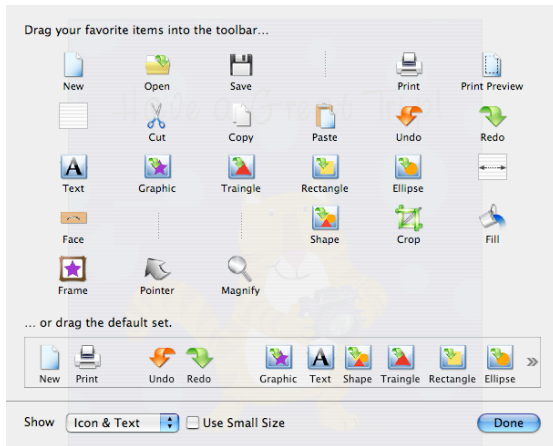
Customizing the Toolbar

By default the toolbar shows buttons with labels. By using the toolbar's shortcut menu, you can show only the buttons (**Icon Only**) or only the labels (**Text Only**) and you can have smaller buttons appear (**Use Small Size**).

You use the **Customize Toolbar** command on the toolbar's shortcut menu to change which buttons appear on the toolbar and to add spacer and divider items for organizing the toolbar visually.



Default Toolbar



To customize the toolbar:

1. Control-click (or right-click) anywhere on the toolbar and choose **Customize Toolbar**.
2. To add an item, drag it from the *Customize Toolbar* dialog box onto the toolbar.
3. To move an item, drag it to a different position on the toolbar.
4. To remove an item, drag it from the toolbar.

Note: You can also Control-click over the item that you want to remove and choose **Remove Item** without opening the *Customize Toolbar* dialog box.

5. To reset the toolbar, drag the default toolbar from the bottom of the *Customize Toolbar* dialog box.
6. When finished, click **Done**.

Working with Rulers

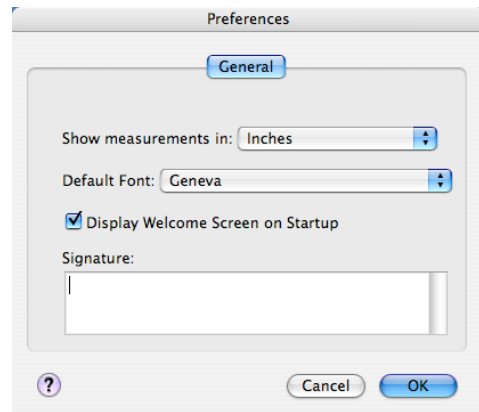
In the project window you may find it easier to align objects if you have a ruler to guide you. To show (or hide) rulers, use the **Rulers** command in the **View** menu (**Cmd-R**). If you decide to show the rulers in your workspace, you can change the ruler's default measurement in the *Preferences* dialog box.

Setting Print Explosion Deluxe Preferences

Print Explosion Deluxe has a *Preferences* dialog box where you can customize certain settings. To do this, choose **Preferences** from the **Print Explosion** menu.

In the *Preferences* dialog box you can:

- Specify either inches or centimeters for the rulers.
- Set the default font for inserted text.
- Decide whether to have the *Welcome* screen show automatically or not at startup.
- Set up a standard block of text (known as a *Signature*) to insert into your projects.



Changing the Workspace View

When working on a large project, you may need to see more details. With Print Explosion you can zoom in and out of a project to get the best view. Use the **Zoom In** (**Cmd- +** 'plus sign') and **Zoom Out** (**Cmd- -** 'hyphen') commands in the **View** menu to see more or less project detail. Also, with the **Zoom On Selection** command in the **View** menu, you can focus in on one particular part of your project.

You can also use the **Magnify** tool to zoom into and out of a project. Click the **Magnify** button on the toolbar and then click your project to zoom in. Press **Option** as you click your project to zoom out.



To selectively zoom in:

1. Select an object in the workspace.
2. Choose **Zoom On Selection** from the **View** menu.
That object fills the viewable workspace.

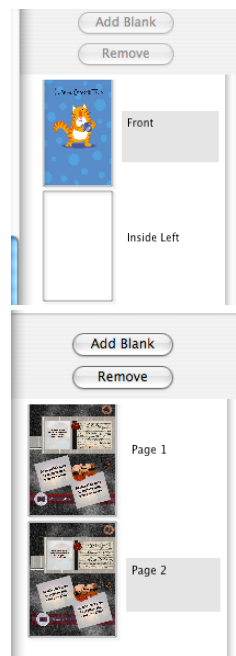
To return to standard views quickly, you can use commands in the **View** menu to have your project **Fit in Window** (**Cmd-0** 'zero') or to view the project at its **Actual Size** (**Cmd-1** 'one').

If you are working on a complicated project, you may want to temporarily hide parts of it.

- To hide an object, select it and choose **Hide Selection** from the **View** menu (**Cmd-H**).
- To see the hidden objects again, choose **Show All** from the **View** menu (**Cmd-J**).

Viewing Card Panels

Greeting cards, photo cards, invitations and announcements have four panels (or faces). You can move from one panel to another by selecting a panel in the Drawer.



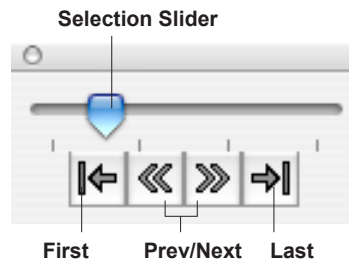
Viewing Project Pages

With scrapbooks you can add additional pages to the projects. To view a specific page, click a page icon on the Drawer.

Viewing Labels, Business Cards and Postcards

When working on a label, business card or postcard project that has multiple designs within the project, the *Label* palette becomes available. To show or hide the *Label* palette, choose **Label Palette** from the **Window** menu.

With this palette you can view the different items in your project by dragging the slider or by using the arrows to scroll through the different items. By clicking the leftmost arrow, you'll see the first design in the project. By clicking the rightmost arrow, you'll see the last design.



Note: For more information on working with projects with varying text whether they use a database file, the Address Book or multiple designs, see Chapter 12: Working with Varying Text.

Using Multiple Windows

With Print Explosion you may have several projects open at the same time.

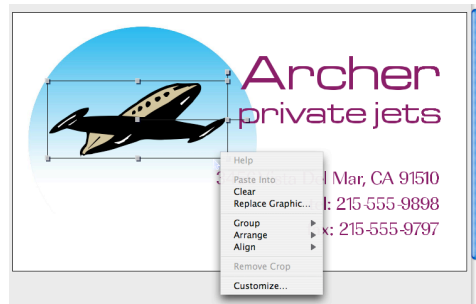
- To switch to a specific project, choose its name from the **Window** menu or, if part of the window is showing, click the window.
- To cut (or copy) and paste between several projects, resize and arrange each project window so you can click each one to easily switch between them.
- To keep a project open off screen, collapse the project window by clicking its minimize button (the golden button). You can bring it back by choosing its name in the **Window** menu or by clicking its icon on the Dock.

Using the Shortcut Menus

The most commonly used commands are available in an object's shortcut menu.

To open the shortcut menu for an object or a group of objects:

1. Select one or more objects.
2. Control-click (or right-click) any one of the selected objects.
3. Choose the operation that you want to perform on the selected object(s).



If you Control-click when the pointer is over a blank area, the shortcut menu that appears has the commands from the **Insert** menu. If you Control-click when the pointer is over the toolbar, you can customize the toolbar. See *Customizing the Toolbar* given previously in this chapter. See the chapters for specific object types to learn more about those specific shortcut menus.

Opening and Saving Projects

You've already learned how to use a ready-made design to get started quickly. (See *Chapter 3. Getting Started* for details.) This section explains how to save the active project and open an existing design to customize it further.

Saving a Project

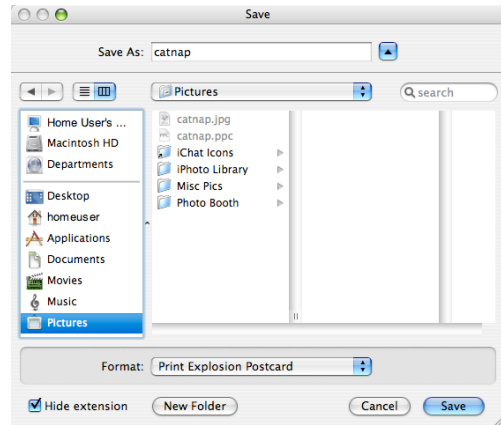
In *Chapter 3. Getting Started*, you learned how to customize a ready-made design and print it. You may want to save your customized design to use again, perhaps changing the name or changing colors in the next version. Also, it is important to save your document as you customize a project so you don't lose your work if something goes wrong.

To save a project:

1. Choose **Save** from the **File** menu.
(**Cmd-S**)

If you've saved this project before, you're done. If this is the first time you've saved the project, you'll have to name it and indicate where to save it.

2. In the *Save* dialog box, type a project name in the **Save As** box.
Use a word or two that describes your design, like *Birthday Card for Mom* or *Business Letterhead*.
3. Locate and open the folder where you want your project to be stored.
By default, Print Explosion saves your projects in your *Documents* folder.
4. Click **Save**.



Note: To save your project as a graphic, choose **JPEG File** or **PICT File** from the **Format** pop-up menu. See Chapter 10: Advanced Features for more information.

To save your project with a new name or in a different location at any time, use the **Save As** command in the **File** menu.

To rename a project or save it elsewhere:

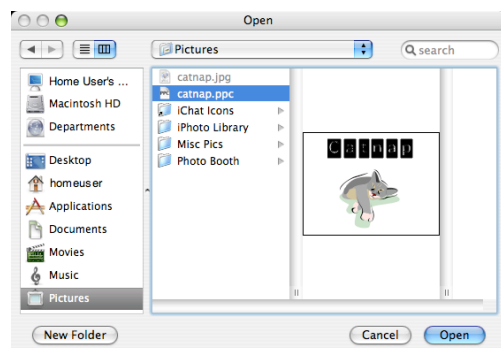
1. Choose **Save As** from the **File** menu.
2. To rename the project, type a different project name in the **Save As** box.
3. To save the project in a different location, locate and open the folder where you want your project to go.
4. Click **Save**.

Opening a Saved Project

To update one of your existing projects, you open the project with the **Open** command on the **File** menu.

To open an existing project:

1. Choose **Open** from the **File** menu.
(**Cmd-O**)



2. In the *Open* dialog box, locate the project to open.
3. Select the project.
You'll see the project in the preview area.
4. Click **Open**.

Note: If the project you want to open is one that you've worked on recently, you can open the **File** menu and choose the project's name from the **Open Recent** submenu. Print Explosion keeps track of your six most recent projects.

Starting a New Project

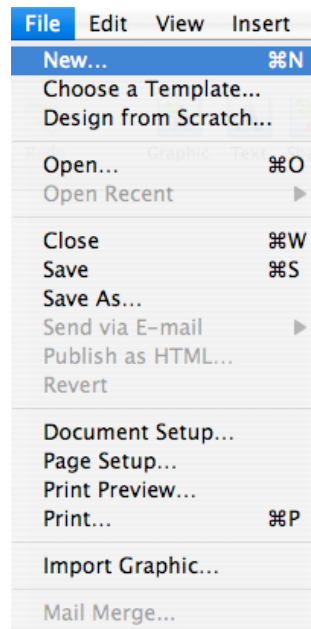
Once you've started Print Explosion and have been working for a while, you may decide to start another project.

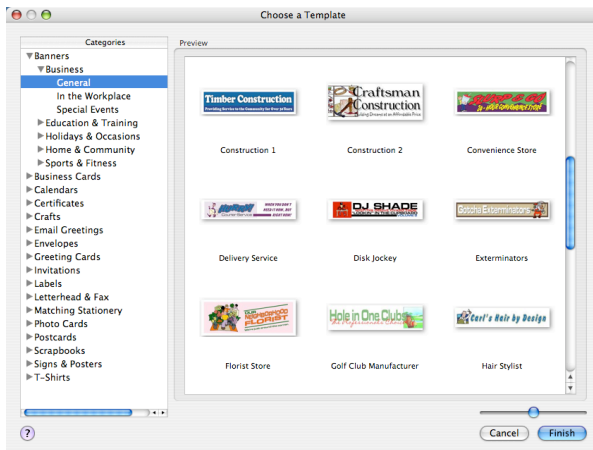
To start a new project in the workspace:

1. Choose **New** from the **File** menu.
(**Cmd-N**)
or
Click the **New** button on the toolbar.
2. To work with a ready-made design, in the *Welcome* screen, click **Choose a Template**.
or
To work with a blank template, click **Design from Scratch**.

Note: You can also open the Choose a Template dialog box directly by choosing **Choose a Template** (to select a ready-made design) or **Design from Scratch** (to select a blank template) from the **File** menu.

3. Select a project type on the *Choose a Template* dialog box.





4. To see fewer and more relevant designs or templates, select a category and, if necessary, select a subcategory.
5. Select a design or blank template in the *Preview* area.
6. Click **Finish**.
or
Double-click the thumbnail.
7. If you're creating a calendar, specify a starting month in the pop-up menu and type the year. Then click **OK**.

WORKING WITH OBJECTS

Everything in a project design is an object — pictures, text, shapes or fills. This chapter gives you general information on how to work with and manipulate objects in your designs.

For information about working with specific types of objects, see *Chapter 6. Working with Text*, *Chapter 7. Working with Graphics and Photos* and *Chapter 8. Working with Basic Shapes and Fills*.

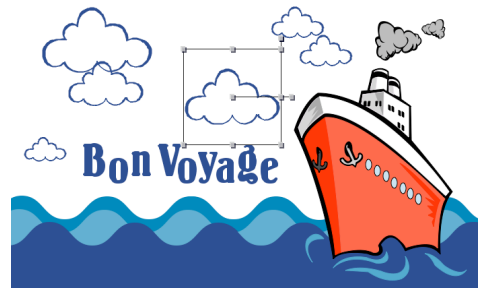
Chapter 5 at a glance:

Working with an Object's Frame	30
Manipulating Objects	32
Arranging Objects	34
Grouping Objects	35
Using the Shortcut Menus	36

Working with an Object's Frame

Every object in a project design is in its own separate frame — whether it's text, a graphic, a shape or a colored area (a fill). When you select an object, the frame appears as an outline (usually rectangular) that contains handles (small gray boxes). Once you see the frame, you can work with the frame itself or with the frame's contents.

When you do something to the frame, it affects the frame's contents.



Resizing Objects

To resize an object, you drag a handle on the frame.

- Press the **Shift** key while dragging a handle to proportionally resize the object.
- By dragging the handles at corners, you change both sides that touch that handle.
- If the **Resize Around Center** command in the **Arrange** menu is active, dragging one side will change the other side equally.
- If the **Resize Around Center** command isn't active, the handles at the center of a line only affect that side.

If, when making changes to a frame, the frame gets larger than the object inside, you may use the **Shrink Frame to Fit** command in the **Arrange** menu to adjust it.

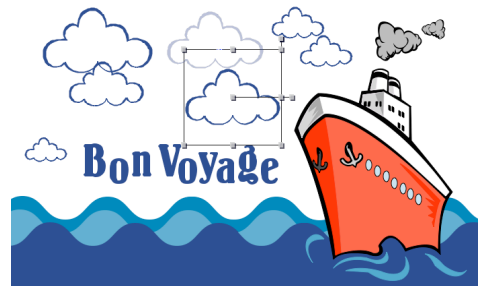
Note: If you try to resize a text object and it just moves instead of resizing, that text is a fixed point size. See Chapter 6. Working with Text for information.

Moving Objects

You can move objects anywhere on your design. If you move an object partially off the design, the part not in the design area won't be printed.

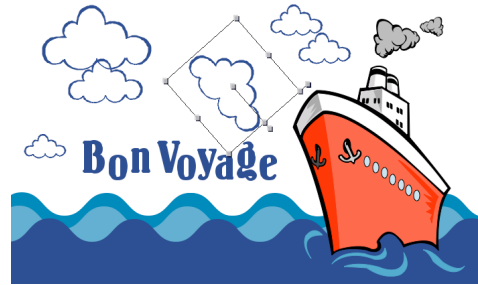
To move an object:

1. Move the pointer inside the frame.
If you've selected the object first, the pointer will change into a hand cursor.
2. Drag the object to a new location.



Rotating Objects

Each frame has a central handle with a line extending outside the frame. If you drag the handle that is outside the frame, you can rotate the frame around the central handle. In a semi-circular frame, the central handle is where the center of the circle would be.



To rotate an object:

1. Select the object that you want to rotate.
2. Move the pointer over the black handle that extends away from the center of the frame.

The pointer turns into a curved arrow.

3. Drag the rotate handle to pivot the frame around the center of the object.
4. Release the mouse button to set the new angle.

Changing the Frame

Print Explosion has several different types of frames available for objects. Generally, most objects are in a rectangular frame, but you can change any object's frame to an arc by applying a semi-circle frame or a reverse semi-circle frame.



To change an object's frame:

1. Select the object.
2. Choose **Rectangular Frame**, **Semi-Circle Frame** or **Reverse Semi-Circle Frame** from the **Object** menu.

The frame and the contents of the frame change accordingly.

To transform regular text to text in a circle, you change the text object's rectangular frame to a semi-circular frame and drag one end to meet the other.

Note: With new text, you can use the **Circular Text** command in the **Insert** menu. The text is duplicated in both a semi-circular frame and a reverse semi-circular frame that are grouped together.

If the object has a rectangular frame, another way to change the frame is to change the frame's angles to create a parallelogram instead of a rectangle. You skew a rectangular frame by dragging the handle on the line that's extending from the right side of the frame.



To skew an object:

1. Select the object that you want to skew.
2. Move the pointer over the black handle extending from the upper right corner. The pointer turns into a parallelogram.
3. Drag the skew handle horizontally. The vertical sides of the frame change angles.
4. Release the mouse button to set the new shape.

Manipulating Objects

This section tells you how to select, delete, copy and paste objects in your designs.

Selecting Objects

You can select one or more objects to change. You can resize, move and otherwise change selected objects.

- To select a single object, click it. The object's frame will appear.
- To quickly select individual objects successively, press the **Tab** key or the **Shift+Tab** keys.
- To select all the objects in a design, choose **Select All** from the **Edit** menu. (**Cmd-A**)
- To select all of a certain type of object in a design, choose a command from the **Select Special** submenu in the **Edit** menu.
- To select a few objects, click the first object then Shift-click each additional object. Alternatively, click outside the objects and drag to create a selection rectangle surrounding the objects.

If you select several objects, only the first one you select shows its full frame, but any change you make will affect all the selected objects.

Deleting Objects

You can delete any object in your design whether it's an object you inserted or part of a ready-made design.

To delete one or more selected objects, do one of the following:

- Choose **Cut** from the **Edit** menu. (**Cmd-X**)
The object goes onto the Clipboard.
- Choose **Clear** from the **Edit** menu.
- Press the **Delete** key.

Copying Objects

You may find you want to copy an object to duplicate it within a design or to use it in another project.

To copy one or more selected objects, do one of the following:

- Choose **Copy** (**Cmd-C**) from the **Edit** menu to place the object onto the Clipboard. Then choose **Paste** (**Cmd-V**) from the **Edit** menu to create a new object in this or another project.
- To copy a selected object within the same project quickly, choose **Duplicate** from the **Edit** menu. (**Cmd-D**)

Pasting Objects

You can paste an item from the Clipboard into a Print Explosion design. The item can come from Print Explosion or from another application.

To paste the contents of the Clipboard into your design:

- Choose **Paste** from the **Edit** menu. (**Cmd-V**)
The contents of the Clipboard appear in a frame in the center of your project.
- Select an object in your design and then choose **Paste Into** from the **Edit** menu.
The contents of the Clipboard replace the contents of the selected frame.

Flipping Objects

A way to re-orient objects is to flip them. You can flip any object horizontally or vertically.

Downward



To flip an object:

- To switch the selected object's right and left sides, use the **Flip (Horizontal)** command.
- To switch the selected object's top and bottom, use the **Flip (Vertical)** command.

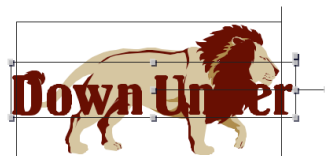
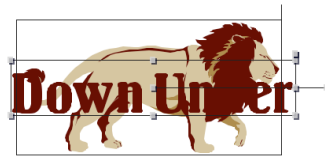
Arranging Objects

You can select several objects and align them in the workspace by using commands on the **Arrange** menu. You can either align objects to the project space or align objects to each other.

To align object use:

- **Move to Vertical Center** to move the selected objects vertically to span the line that splits the design area into two vertically.
- **Move to Horizontal Center** to move the selected objects horizontally to span the line that splits the design area into two horizontally.
- **Align Centers Horizontally** to move objects horizontally to span the vertical center line of the first object you select. The first object you select stays in the same location.
- **Align Centers Vertically** to move objects vertically to span the horizontal center line of the first object you select. The first object you select stays in the same location.

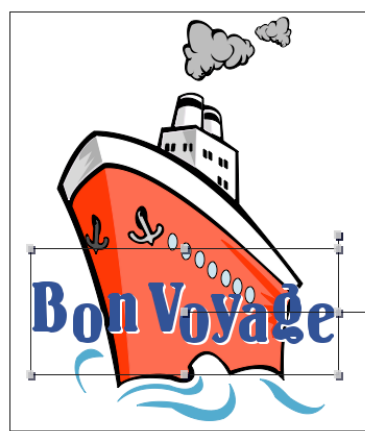
Note: You can have objects aligned both horizontally and vertically.



Layering Objects

As you insert objects into your project, Print Explosion draws them in separate layers. Because of this, you can superimpose one object on top of another by moving an object to a different layer with commands on the **Arrange** menu. (For example, you can place a text object on top of a picture to be a caption for the picture.)

Note: Sometimes you can't easily select an object in a back layer by clicking it. If you're having problems selecting an object, use the **Tab** key to cycle through selecting each object in your project. Press the **Return** key when the object you want is selected to be able to edit or replace it.



You can change the order in which the objects are layered:

- To bring an object forward to cover up other objects: Select the object and choose **Bring To Front** from the **Arrange** menu. (**Cmd-]**)
- To send an objects to the back and uncover other objects: Select the object and choose **Send To Back** from the **Arrange** menu. (**Cmd-[**)
- To move an object just one level forward or back use the **Bring Forward** (**Cmd->**) and **Send Backward** (**Cmd-<**) commands from the **Arrange** menu.

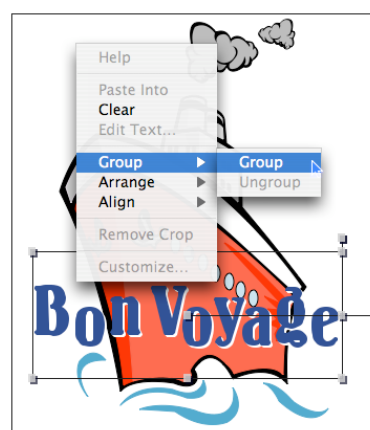
Note: You'll also find these commands in the **Arrange** submenu in an object's shortcut menu.

Grouping Objects

Working with objects as a group will save you time because grouped objects act as if they were one object. You can position, resize or manipulate a grouped object.

To group several objects:

1. Select the objects that you want to group while pressing the **Shift** key.
or
Drag a selection rectangle around the objects.



2. Choose **Group** from the **Arrange** menu. (**Cmd-G**)
or
Control-click (or right-click) the selected objects and choose **Group** ▶
Group from the shortcut menu.

If you select a grouped object, you'll see a frame that spans the whole group. Any change you make will affect all the objects in the group.

Ungrouping Objects

After grouping objects together, you might need to work on one of the objects separately. To do so, you ungroup the objects.

To ungroup objects

1. Select a grouped object.
2. Choose **Ungroup** from the **Arrange** menu. (**Cmd-U**)
or
Control-click (or right-click) the object and choose **Group** ▶ **Ungroup** from the shortcut menu.

You can now select individual objects.

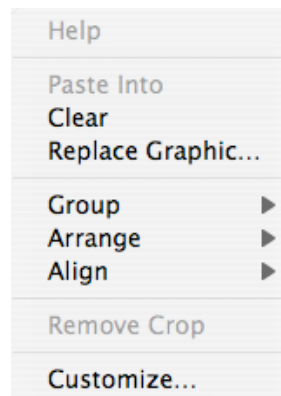
Using the Shortcut Menus

The most commonly used commands are available in an object's shortcut menu. Using shortcut menus can be a real timesaver.

To open the shortcut menu for an object or a group of objects:

1. Select one or more objects.
2. Control-click (or right-click) any one of the selected objects.
3. Choose the operation that you want to perform on the selected object(s).

See the chapter for a specific object type to learn



WORKING WITH TEXT

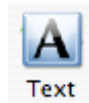
An easy way to customize a project is to change the text in a ready-made design or add your own text. This chapter shows you how to add, format and edit text. You'll also learn how to add special types of text to your design.

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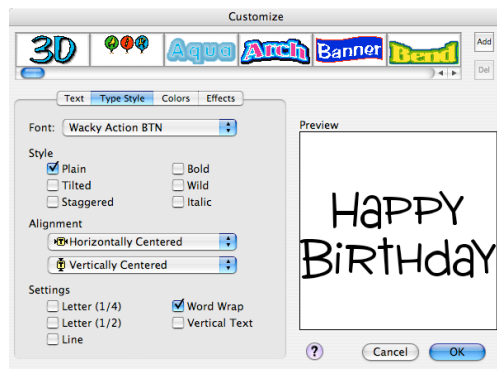
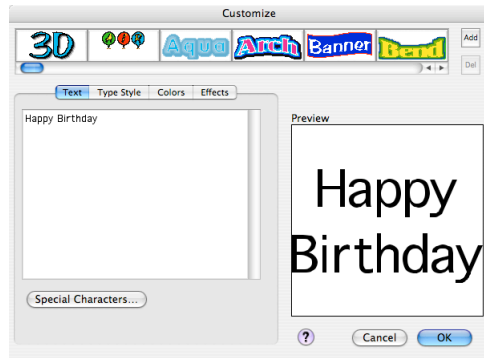
Adding Text to a Project

You add text to your project with either the **Text** command in the **Insert** menu or the **Text** button on the toolbar. When you use the **Text** button, you specify where the text will be added. If you use the **Text** command, the new text appears in the middle of the workspace.



To add text:

1. Choose **Text** from the **Insert** menu.
or
Click the **Insert Text** button on the toolbar. Drag the crosshair on the project to make a frame for the text. (Make it approximately the size you want for the text. You can adjust it later.)
2. On the **Text** tab in the *Customize* dialog box, type the text that you want to add to your design into the area on the left.
3. To style the text, click the **Type Style** tab.
 - Specify the **Font** for the text.
 - Select one or more **Styles** to apply to the text.
 - Specify the text's horizontal and vertical alignment.
 - Adjust the spacing between letters.
 - Add an extra line space to make the text double-spaced.
 - To force all the text onto one line, clear **Word Wrap** or, to have the text wrap automatically, select **Word Wrap**.
 - To convert the text from normal horizontal text, select **Vertical Text**.
4. To color the text, click the **Colors** tab and select a different color for the **Object** surface.
5. Click **OK**.



Notes: You can also format the text object in the workspace with the Inspector. For information on applying special effects and other color changes, see Chapter 11. Advanced Features.

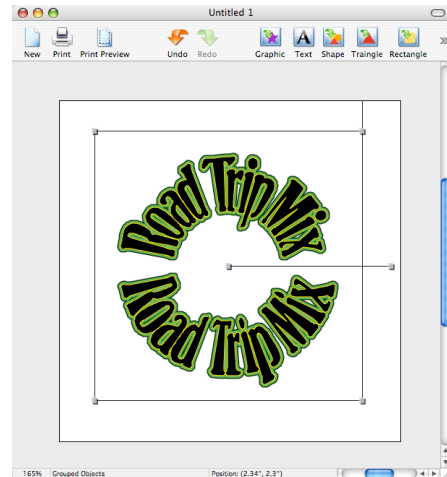
Adding Text in a Circle

Adding text in a circle is an easy way to make a professional-looking design.

To insert circular text:

1. Choose **Circular Text** from the **Insert** menu.
2. On the **Text** tab in the *Customize* dialog box, type the text that you want to add to your design.
3. Make any other needed changes in the *Customize* dialog box.
4. Click **OK**.

The text appears inside a circle in your design.



Note: The text actually is in two arcs that are grouped together. If you want to edit the text later, you'll have to ungroup the two arcs by choosing **Ungroup** from the **Arrange** menu. See Chapter 5. *Working with Objects* for details about grouping and ungrouping objects.

If you want circular text with just one instance of the text, add text as you would normally and then change the frame to a semi-circular frame. Drag one end of the frame to meet the other. See *Chapter 5. Working with Objects* for details about changing frames.

Editing and Deleting Text

You can edit or delete the text in the ready-made designs or any text that you've added to your project.

Editing Text

You can edit text by deleting some of the text in a text object, by replacing existing text or by adding more text.

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

1. Select the text object and choose **Edit Text** from the **Edit** menu.
or
Double-click the text object that you want to edit.
2. In the *Customize* dialog box in the area on the left, change the text:
 - To delete some text, select the text you no longer want and press **Delete**.
 - To add text, click where you want the new text to appear and type the text.
 - To replace existing text, select the text to replace and type the new text.
3. Click **OK** when finished changing the text.

Note: *If you double-click a text object and nothing happens, check to see if the text is part of a grouped object. If it is, ungroup the object and then double-click the individual text object you want to edit. See Chapter 5. Working with Objects for information about grouping and ungrouping objects.*

Deleting Text

You can delete an entire text object or just some of the text within the text object.

To delete a text object:

1. Select the text object.
2. Press the **Delete** key.
or
Choose **Clear** from the **Edit** menu.
or
To put the deleted text on the Clipboard, choose **Cut** from the **Edit** menu.

To delete some of the text in a text object:

1. Double-click the text object that you want to edit.
2. In the *Customize* dialog box, select the text to delete.
3. Press the **Delete** key.
4. Click **OK** when you are done deleting text.

Formatting Text

You can format text as you insert it into your project by specifying options on the **Type Style** tab of the *Customize* dialog box. Once you have added text into your project or if you're working with a ready-made design, you can apply formatting directly in the workspace using the *Inspector's Text* tab.

All formatting changes are applied to the full object. To mix formatting, make separate text objects and apply the formatting as needed to the text.

You can use the *Customize* dialog box at any time (either when you are editing or initially typing the text) to make multiple changes easily. The various tabs have the same options available on the *Inspector*.

To open the *Customize* dialog box for a selected text object:

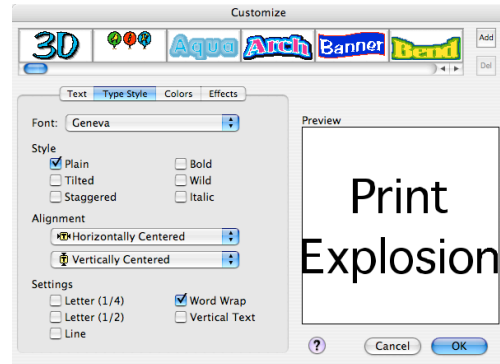
- Choose **Customize** from the **Object** menu.
- Click **Customize** on the *Inspector's Color* tab.
- Double-click the text object.

Changing the Font

You can change the font of your text quite easily. Try using one of the fonts that were installed with Print Explosion, other fonts installed on your system or bonus fonts available with Print Explosion. See *Appendix A. Installing Fonts* to learn how to install the bonus fonts available with Print Explosion.

To change the font:

1. Select the text object.
2. Select a font in the **Font** pop-up menu on the *Inspector's Text* tab.



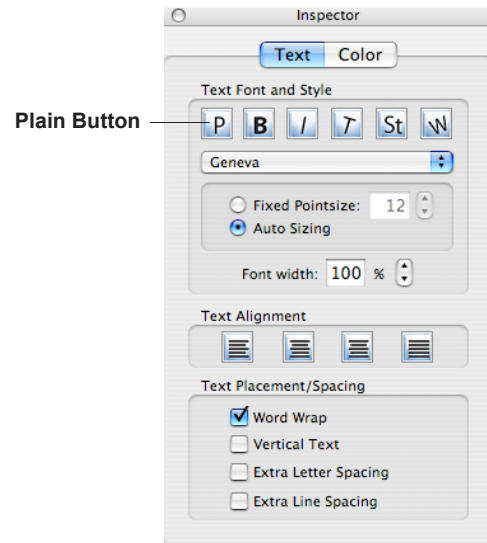
Changing the Text Style

With Print Explosion you not only can make text **Bold** or **Italic**, but you can also apply a few unusual text styles: **Staggered**, **Tilted** and **Wild**.

To style text:

1. Select the text object you want to change.
2. Click one or more style buttons on the *Inspector's* **Text** tab.

To remove all styles quickly, click the **Plain** button.



Resizing Text

A text object can have text at a specific point size or it can be sized automatically. By default, any text you insert in to a project will be sized automatically, but much of the text in ready-made designs use a fixed point size.

To resize automatically sized text, you resize the text frame.

To resize inserted text:

1. Select the text object.
2. Resize the text object's frame.
Notice that the size of the text changes as you change the frame size.

You can specify a fixed point size for text in the *Inspector's* **Text** tab.

To specify a fixed point size for text:

1. Select the text object.
2. Select **Fixed Pointsize** on the *Inspector's* **Text** tab.
3. Specify a point size by typing a value or clicking the arrows.

Note: You can change back to automatically sized text by selecting **Auto Sizing**.

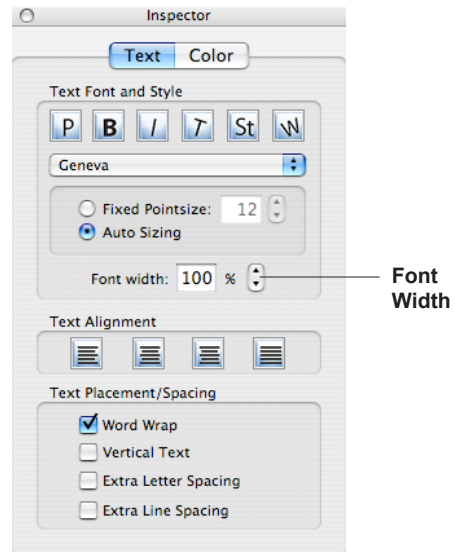
To change the point size for fixed point size text:

1. Select the text object.
2. In the **Fixed Pointsize** box on the *Inspector's* **Text** tab, type a different value.
or
Click the arrows to change the size.

You can also adjust the width of text to compress or expand it by specifying a different value in the **Font width** box on the *Inspector's* **Text** tab. A percentage that is less than 100 compresses the text. A percentage that is greater than 100 expands the text.

To adjust the text's width:

1. Select the text object.
2. In the **Font width** box on the *Inspector's* **Text** tab, type a different percentage.
or
Click the arrows to change the size.



Changing Text Spacing

You can change letter spacing or line spacing within a text object.

By applying extra line spacing you make the text double-spaced.

To change line spacing:

- Select the **Extra Line Spacing** checkbox on the *Inspector's* **Text** tab.

By applying extra letter spacing, you spread the letters out within words.

To change letter spacing:

- Select the **Extra Letter Spacing** checkbox on the *Inspector's* **Text** tab.

Note: The **Extra Letter Spacing** checkbox on the *Inspector* applies a 1/2 spacing. By using the checkboxes in the *Customize* dialog box, you can apply either 1/4 spacing, 1/2 spacing or both types of letter spacing for a combined spacing of 3/4.

Aligning Text

You can use the **Text Alignment** buttons on the *Inspector's* **Text** tab or the commands in the **Align** submenu on the **Object** menu to re-align text within a text object.

To quickly align text:

1. Select the text object.
2. Click the **Left Aligned** button, **Right Aligned** button, **Centered** button or **Fully Justified** button on the *Inspector's* **Text** tab.

For more complex alignments, use the **Align** submenu commands in the **Object** menu.

To align text:

1. Select the text object.
2. Choose a command from the **Align** submenu in the **Object** menu.
 - **Left:** Aligns text to the left side of the frame.
 - **Right:** Aligns text to the right side of the frame.
 - **Center Horizontally:** Centers the text within the frame.
 - **Justify (Words):** Spreads the text horizontally across the frame with extra space between the words
 - **Justify (Letters):** Spreads the text horizontally across the frame with extra space between the letters
 - **Stretch Horizontally:** Changes the width of the letters to fill the space horizontally.
 - **Top:** Moves the first line of text to the top of the frame.
 - **Bottom:** Moves the last line of text to the bottom of the frame.
 - **Center Vertically:** Moves the text to span the center of the frame.
 - **Justify Vertically:** Adds space between lines to have text at the top and the bottom of the frame.
 - **Stretch Vertically:** Changes the height of the letters to fill the space vertically.

Note: You can align text both horizontally and vertically.

Other Text Modifications

With Print Explosion you can make these additional text modifications:

- Control whether multiple words stay in one line or go to successive lines by selecting or clearing the **Word Wrap** checkbox on the *Inspector's Text* tab or in the *Customize* dialog box. For example, if you clear the **Word Wrap** checkbox, the text you add will all be on one line and get progressively smaller as you type more and more text.
- Rotate or skew the text by dragging the rotate or skew handle on the frame. See *Chapter 5. Working with Objects* for details.
- Change text color by selecting a color in the *Inspector's Color* tab or the **Colors** tab in the *Customize* dialog box. See *Chapter 11. Advanced Features* for detailed information for changing colors.
- Change the text's appearance by selecting a special effect or shape effect in the **Effects** tab or Special Effects gallery in the *Customize* dialog box or by choosing an item on the **Special Effects** or **Shape Effects** submenu in the **Object** menu. See *Chapter 11. Advanced Features* for detailed information about applying shape effects and special effects.
- Orient the text vertically by selecting the **Vertical Text** checkbox on the **Text** tab of the *Customize* dialog box.
- Crop portions of your text using the **Crop** tool on the toolbar.

Adding Special Text to Your Projects

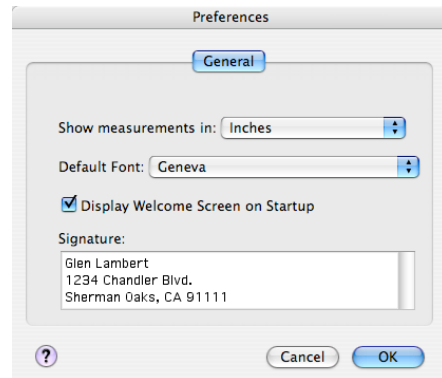
Print Explosion has several types of special text that you can add to your designs. These include signatures, date and time, special characters and iTunes playlists.

Adding a Signature

With Print Explosion you can define a standard block of text (called a signature) that you can quickly add to your project. For example, you may want to have your name, street address, e-mail address and telephone number as your Print Explosion signature.

To set up a signature:

1. Choose **Preferences** from the **Print Explosion** menu.
2. In the **Signature** box, type any information that you want to have as your signature.
This could be personal or business contact information or anything else that you frequently add to your projects (like a favorite quote).
3. Click **OK**.



To add your signature to a project:

1. Choose the **Signature** command from the **Insert** menu.
2. To reposition the signature, drag it to a new location.
3. Format and resize the text using the **Text** tab on the *Inspector* or the *Customize* dialog box.

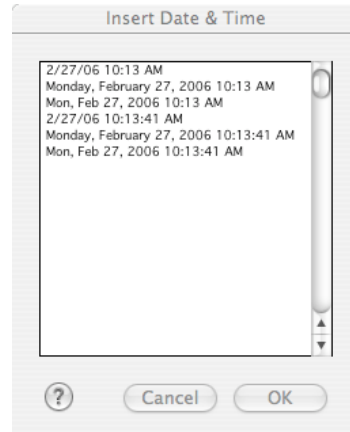
Note: If the **Signature** command is unavailable, you have not defined a signature in the Preferences dialog box.

Adding Date and Time Information

You can have the date and time print out with your projects. This might be useful, for example, with fax cover sheets. Once in your project, the date and time don't update. So add them right before printing if you want the most current date and time to appear.

To add the date and time:

1. Choose **Date and Time** from the **Insert** menu.
2. Select the date and time format to use.
3. Click **OK**.
4. To reposition the date and time text, drag it to a new location.
5. Format and resize the text using the **Text** tab on the *Inspector* or the *Customize* dialog box.



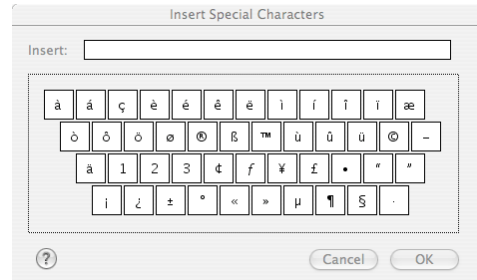
Adding Special Characters

You can add special characters (like accent marks and common symbols) into your text using the *Customize* dialog box.

To add special characters to a text object:

1. Select the text object.
2. Choose **Customize** from the **Object** menu.
or
Click **Customize** on the *Inspector's* **Color** tab.
or
Double-click the text object.
3. Click to place the insertion point in the text where you want the special character(s) to appear.

4. In the *Customize* dialog box, click the **Special Characters** button.
5. Click the characters to insert in the *Insert Special Characters* dialog box. or
Type on the keyboard for regular characters.
6. When all the characters you want to insert appear in the **Insert** box, click **OK**.
7. Make any other changes in the *Customize* dialog box.
8. Click **OK**.

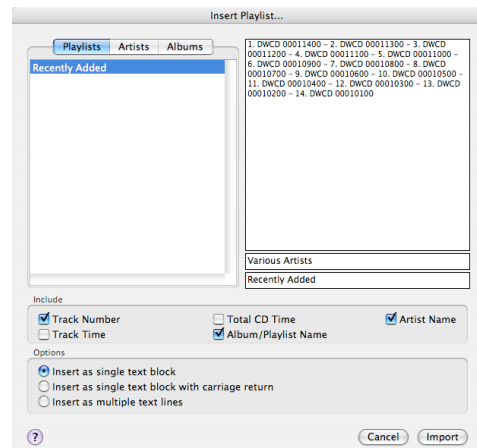


Adding an iTunes Playlist

If you are creating a CD/DVD label, jewel case liner or other project, you can add iTunes playlist information directly onto the project.

To add playlist information to your project:

1. With the project open in the workspace, choose **Playlist** from the **Insert** menu.
2. Select the type of information to import by clicking one of the tabs: **Playlists**, **Artists** or **Albums**.
3. In the selected tab, select the specific information to import.
The information will appear in the preview area on the right.
4. In the *Include* area, select the track information you want to appear:
 - Track Number:** This is the track number that appears in iTunes.
 - Track Time:** This is the total length of the track.
 - Total CD Time:** This summarizes the time for the selected tracks and appears at the bottom of the text object with the track information or, if you select



Insert as multiple text lines in step 5, it will be in its own text object.

Album/Playlist Name: If you're adding an album or playlist, its name is included as a separate text object.

Artist Name: If you're selecting the works of a specific artist, the name is included as a separate text object.

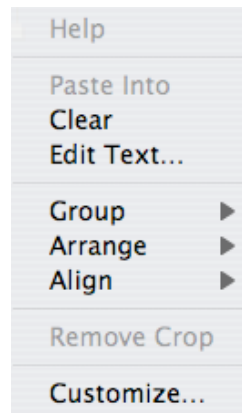
Note: *If you're importing a playlist with tracks from several artists, the Artist Name text object will be **Various Artists**.*

5. Specify how to insert the track text:
 - Insert as single text block:** This inserts all the track information as one continuous line of text.
 - Insert as single text block with carriage return:** This lists the information with each track on its own line within the text object.
 - Insert as multiple text lines:** Each track is in its own text object.
6. Click **Import**.
7. Adjust the text object(s) as needed in the workspace.

Using a Text Object's Shortcut Menu

Like other objects, if you Control-click (or right-click) a text object, a shortcut menu appears. With this shortcut menu you can edit the text or delete the text object.

You can also use the **Arrange** submenu and **Align** submenu commands to re-arrange the text object in the design. If the text object is part of group, you can ungroup it or, if you've selected several objects, group them together. If you've cropped the text object, you can also quickly remove the crop.



WORKING WITH GRAPHICS AND PHOTOS

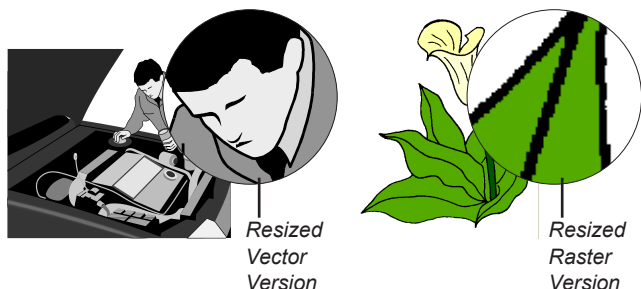
Adding graphical elements, particularly your own digital photographs, to a ready-made design or a blank project is another easy way to customize it.

This chapter covers some basic background information about image files and detailed information about inserting, replacing and modifying images in your designs.

Chapter 7 at a glance:

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About Vector and Raster Images



There are two main types of computer images: vector and raster graphic files.

Vector files store graphics as objects, just like your Print Explosion designs. Each graphic file 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 kinds of objects are easy to resize — all their other characteristics stay the same. For example, if an object is a circle, it's the same circle whether it's small or large.

The vector graphics included with the Print Explosion Graphics library are .gfx files. This is a special vector graphic format used only by Print Explosion, which cannot be used in other applications.

Another popular vector graphic format is EPS (for Encapsulated PostScript). Some of the bonus clip art you receive with Print Explosion Deluxe will be .eps graphic files. You'll also find .eps graphic files in Nova Development's Art Explosion clip art products for Macintosh.

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

The raster graphics included with Print Explosion Deluxe are .jpeg (or .jpg) files. The JPEG (Joint Photographic Experts Group) format is cross-platform graphic format used primarily for photographs and you'll often find it with web graphics. Other raster graphic files that Print Explosion can read include .gif, .png (with transparency) and .tiff files. Tagged Image File Format (.tiff) is primarily a print-based graphic format; while Graphics Interchange Format (.gif) and Portable Network Graphic (.png) files are primarily for the Web.

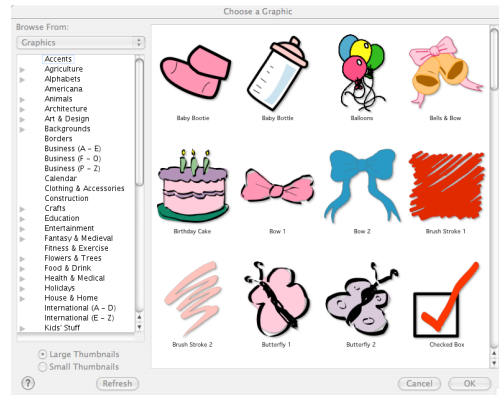
Note: *Vector images can be scaled to any size without any loss of quality when printed. Raster images, on the other hand, will lose definition and quality if scaled too large*

Inserting Images

When you install of Print Explosion Deluxe, the installer puts a clip art gallery (Print Explosion Graphics library) on your hard drive. Additionally, the DVD has more clip art images that are available to add to your designs. You'll find the bonus graphics in the *Bonus Clip Art* folder within the *Graphics* folder. Because of all the images that come with Print Explosion, you'll be able to get great results when developing your projects.

In the Print Explosion Graphics library, images are divided into subject area by category and subcategory. You'll find smaller categories contained in a single folder. By contrast, larger categories have several subcategories (subfolders) inside with more specific choices. In general, you'll find .jpg files in the **-Fine Art Images** categories and .gfx files in the other categories.

You insert images into your projects by using the **Graphic** command in the **Insert** menu or the **Graphic** button on the toolbar. When you insert a graphic, the *Choose a Graphic* dialog box automatically shows you the Print Explosion Graphics library or the most recent folder you used.



To add images to your projects:

1. Choose **Graphic** from the **Insert** menu.
or
Click the **Insert Graphic** button on the toolbar and drag the crosshair pointer on the project to make a space for the graphic.
2. In the *Choose a Graphic* dialog box, select the source of the graphic in the **Browse From** pop-up menu.
(To view the Print Explosion Graphics library, select **Graphics** if it's not already showing; otherwise, select a specific storage device, like a hard disk or CD, or the **Desktop**.)
3. With the Print Explosion Graphics library, select the category on the left. To view the contents of a category with a triangle, double-click the category or click the triangle.
or
With other storage devices, locate and open the folder containing the graphic you want to insert.

4. Browse through the graphic thumbnails in the preview area on the right.

Note: To see more thumbnails at a time, select **Small Thumbnails**. To see fewer thumbnails, select **Large Thumbnails**.

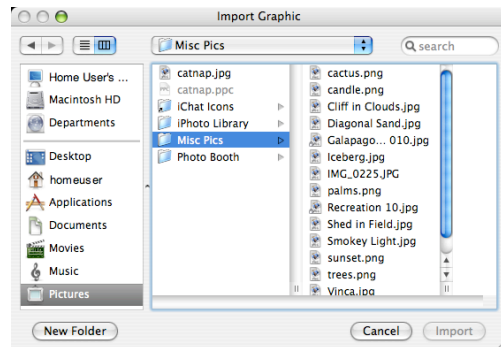
5. Select the graphic you want to insert.
6. Click **OK** to place the graphic in your design.

Note: If you insert a CD, for example, while the Choose a Graphic dialog box is open, click **Refresh** to be able to access information on the newly inserted CD.

Alternatively, to insert a graphic that's not in the Print Explosion Graphics library into your project, you can also use the **Import Graphic** command in the **File** menu.

To import a graphic:

1. Choose **Import Graphic** from the **File** menu.
2. In the *Import Graphic* dialog box, locate the folder containing the graphic that you want to import.
3. Select the graphic.
4. Click **Import**.



Previewing Images

You can use the **Graphic** command in the **Insert** menu to browse through the Print Explosion graphics and any graphics on storage devices. Within the *Choose a Graphic* dialog box after opening a folder, any graphics in that folder appear in the preview area on the right. Just click **Cancel** if you don't want to actually insert the image into your current project.

If you have the *Print Explosion Deluxe* DVD in your DVD-ROM drive, you can view the additional graphics in its *Graphics* folder.

1. Choose **Graphic** from the **Insert** menu.
2. Choose the DVD from the **Browse From** pop-up menu.
3. Open the *Graphics* folder.
4. Open the *Bonus Clip Art* folder.
5. Open one of the subject folders and select an image.
6. Click **OK** to place the image into your project.
or
Click **Cancel** if you were just browsing.

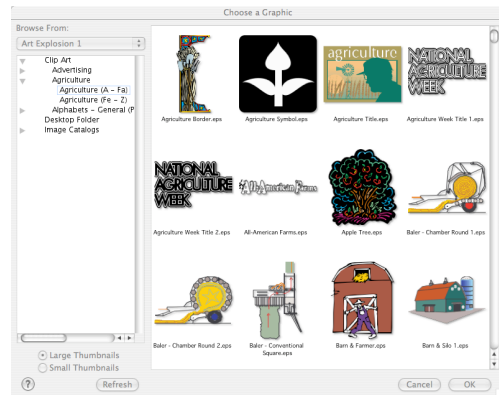
Locating an Art Explosion Image

If you've purchased an Art Explosion clip art product, you can use those images in your Print Explosion projects. Also, in addition to using the Portfolio Browser, you can browse through the Art Explosion DVDs or CDs using Print Explosion as your clip art browser.

To view Art Explosion images using Print Explosion:

1. Have a project open in your workspace and an Art Explosion DVD or CD in the DVD-ROM drive.
2. Choose **Graphic** from the **Insert** menu.
3. Open the **Browse From** pop-up menu and locate the Art Explosion disc.
4. Browse the various categories by opening folders and using the preview area to view the images.
5. Select an image and click **OK** to place it into your project.
or
Click **Cancel** if you were just browsing.

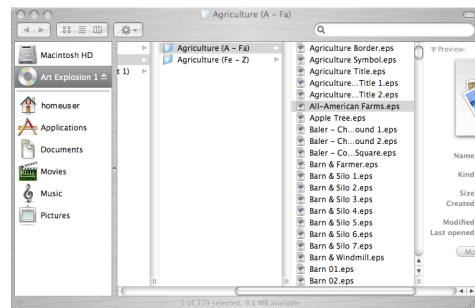
(You may want to write down the disc number, folder name, and the image name so that you can find it later.)



Inserting an Image by Dragging

With Print Explosion you can take advantage of drag-and-drop technology to put clip art or images created in other applications into your projects. To drag images from other applications, make sure that you have your Print Explosion project workspace visible on screen.

- If you have Art Explosion's Portfolio Browser open, you can drag an image directly from the browser window into your project.
- If you know the image's location on your hard disk or on a CD, go to the Finder to locate the image. Drag the image's icon into your Print Explosion project.



- If you don't know the image's location but do know its name, go to the Finder and choose **Find** from the **File** menu. Type the image's name in the search box and press **Return**. Drag the image's name from the *Images* section to your Print Explosion project.

Scanning Pictures

You might find an image in a magazine or an old photograph that you want to add to your project. If you have a scanner that is OS X Image Capture compatible, you can use the **Import Image** command in the **Services** submenu (for OS X 10.4.x and 10.3.9) in the **Print Explosion** menu to scan the image directly into your project. Otherwise, you'll have to scan the image in another program, save it and then insert or import it into your project as a graphic. Once in your project, you treat a scanned image as you would any other graphic.

Notes: *You'll need to set up your scanner to work with Image Capture. See Mac Help for information.
Each scanner's software is different, so read your scanner's documentation to get detailed information.*

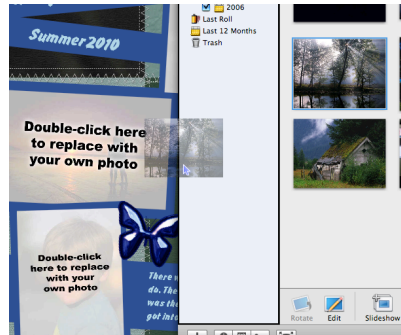
Inserting Digital Photos

If you use iPhoto to download digital photos to your computer, you can then insert those photos into your Print Explosion project. You'll want to adjust and enhance your photos in iPhoto before bringing them into Print Explosion.

For information about downloading digital photos into iPhoto and using iPhoto as a photo editor, see **iPhoto Help**.

To insert a digital photo by dragging:

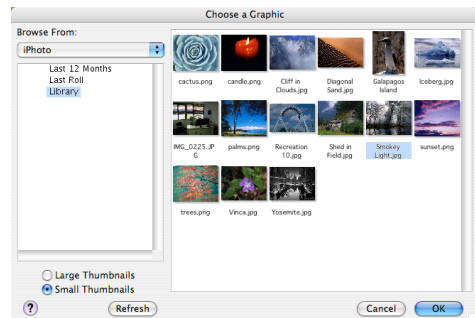
1. Have your Print Explosion project open in the workspace.
2. Open iPhoto and adjust the window so you can see at least part of your Print Explosion project.
3. Locate the picture in iPhoto.
4. Drag the picture from iPhoto to your project.
5. Reposition the picture in your project as needed.



To insert a digital photo:

1. Choose **Graphic** from the **Insert** menu.
or
Click the **Insert Graphic** button on the toolbar and drag the crosshair pointer on the project to make a space for the photo.
2. In the *Choose a Graphic* dialog box, choose **iPhoto** in the **Browse From** pop-up menu.
3. Locate where the photo is stored in iPhoto.
4. Select the photo in the preview area.

Note: To see more thumbnails at a time, select **Small Thumbnails**. To see fewer thumbnails, select **Large Thumbnails**.



5. Click **OK** to place the photo in your design.

Replacing Images

You may decide that you want to change a graphic in your project — whether you inserted it yourself or it was part of a ready-made design. Also, photo-based designs, such as photo cards and scrapbook pages, have placeholders for you to add your own photos. To do this you use the **Replace Graphic** command in the **Edit** menu.

To replace a graphic with another graphic or photo:

1. Select the graphic or photo placeholder that you want to change.
2. Choose **Replace Graphic** from the **Edit** menu.
or
Double-click the graphic or placeholder.
3. In the *Choose a Graphic* dialog box, locate and select a different graphic or photo.
4. Click **OK**.

Modifying Images

Once you have a graphic in your project, you may move, resize or trim it.

Moving Graphics

As with other objects, you can reposition any graphic object within your design by dragging it.

To move a picture in your project:

1. Click the picture to select it.
2. Move the pointer inside the frame (where it becomes a hand).
3. Drag the picture to the new location.

As you move the picture, you'll see a dim image of the picture to help you position it accurately.

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

Resizing Graphics

You can resize a graphic object to make it larger or smaller.

Note: *By making a raster graphic larger, you may lose definition in the image.*

To resize a graphic:

1. Click the graphic object to select it.
The graphic's frame appears with handles — small boxes on the corners of the frame.
2. Move the pointer to one of the eight handles in the surrounding frame where it changes to a double-headed arrow.
3. To resize the graphic proportionally, press the **Shift** key as you drag a handle.
or
To distort the graphic, drag a handle.
Dragging towards the center of the frame makes the graphic smaller; dragging away from the center makes it larger.

Note: If you have changed the **Align** settings in the **Object** menu or if the **Resize Around Center** command in the **Arrange** menu has a checkmark next to it, the picture may not resize in the way you expect.

Also, you can use the **Maximize** command in the **Arrange** menu (**Cmd-M**) to scale a picture to fit the full size of the project workspace.

Distorting Graphics

There are three ways that you can distort a graphic: by skewing its frame, by changing the frame or by cropping the graphic. You can apply all three to a vector graphic from the Print Explosion Graphics library. Other graphics, such as imported photos, can only be cropped.

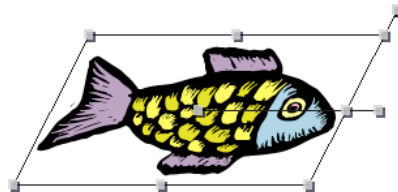
Skewing graphics

One way to change a vector graphic from the Print Explosion Graphics library is to change the frame's angles to create a parallelogram instead of a rectangle. You skew a rectangular frame by dragging the handle on the line that's extending from the right side of the frame.

Note: If the graphic is not the right type of graphic to skew, there will be no skew handle.

To skew a graphic:

1. Select the graphic that you want to skew.
2. Move the pointer over the black handle extending from the upper right corner. The pointer turns into a parallelogram.
3. Drag the skew handle horizontally. The vertical sides of the frame change angles.
4. Release the mouse button to set the new shape.



Changing the frame

When you insert a graphic into your project from the Print Explosion Graphic library, it has a rectangular frame. You can apply a semi-circular frame to the graphic.

Note: If the graphic is not the right type, the **Frame** commands won't be available in the **Object** menu.

To distort a graphic:

1. Select the graphic.
2. Choose **Rectangular Frame**, **Semi-Circle Frame** or **Reverse Semi-Circle Frame** from the **Object** menu.
The shape changes accordingly.

Cropping graphics

If you have a graphic that has extra elements, you can trim away the excess and keep only what you want. This is called cropping. For example, you may have a photograph that has a lot of background showing. You can use the **Crop** tool on the toolbar to get rid of the excess background.

To crop a graphic:

1. Select the graphic that you want to crop.
2. Click the **Crop** button on the toolbar.
3. Move the pointer over the selected frame and drag to create a rectangle around the area you want to keep.

Notes:

*The pointer turns into the **Crop** tool only when it's over a selected frame.*

*If the **Crop** tool isn't available on the toolbar, you'll have to add it to the toolbar. For information see Customizing the Toolbar in Chapter 4. Using Print Explosion Deluxe.*



The trimmed area hasn't been deleted. If you change your mind about a cropped graphic, you can select the object and use the **Remove Crop** command in the **Object** menu to return to the full image.

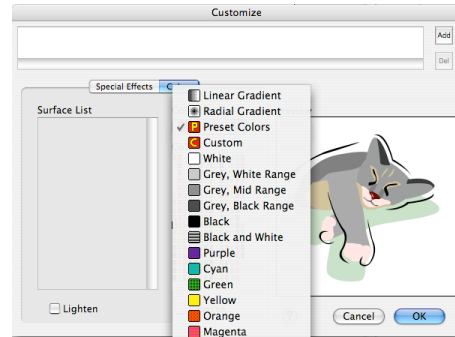
Re-coloring Graphics

In general, you cannot re-color a graphic that you've inserted in a design, but if you've inserted a regular vector graphic from the Print Explosion Graphics library, you can make some limited color changes.

To re-color a graphic:

1. Select a vector graphic inserted from the Print Explosion Graphics library.

2. Choose **Customize** from the **Object** menu.
or
Click **Customize** on the *Inspector's* **Color** tab.
or
Control-click (or right-click) the graphic and choose **Customize** from the shortcut menu.
3. Click the **Colors** tab and choose a different colorset from the **Colorset** pop-up menu.
4. If you wish, click **Lighten** or **Reverse**.
5. Click **OK**.



For more details about working with color, see *Chapter 11: Advanced Features*.

Adding a Border or Background Graphic

In Print Explosion borders and background graphics are special types of graphics.

Working with Borders

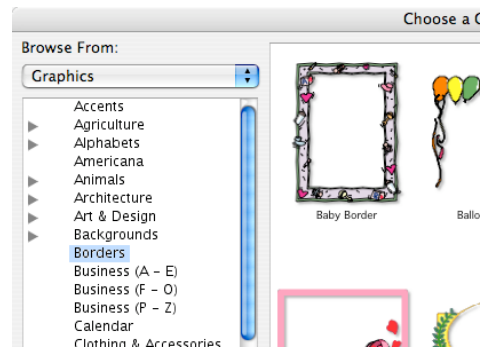
A border is a special graphic that goes around the outside edge of a project. Once in your project, you can change a border as you would any other graphic.

To put a border on your project:

1. Choose **Border** from the **Insert** menu.
2. In the *Choose a Graphic* dialog box, browse through the **Border** category.
3. Select a border in the preview area.
4. Click **OK**.

To delete a border:

- Select the border object and press **Delete** or choose **Clear** from the **Edit** menu.

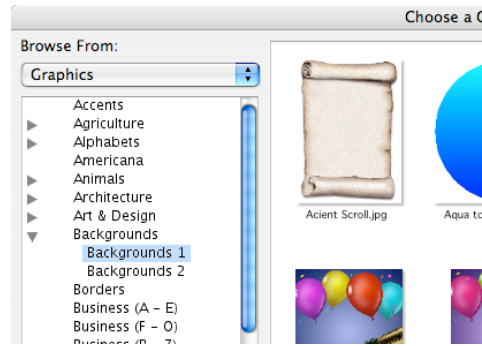


Working with Background Graphics

A background graphic goes behind other objects in your design and fills the whole printable area. Once it's in your design, you can work with a background graphic just like the other graphic objects.

To add a graphic directly into the background:

1. Choose **Graphic Background** from the **Insert** menu.
2. In the *Choose a Graphic* dialog box, browse through the **Backgrounds 1** and **Backgrounds 2** categories.
3. Select a background in the preview area.
4. Click **OK**.



To delete a background graphic:

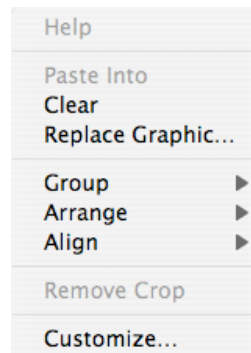
- Select the background graphic object and press **Delete** or choose **Clear** from the **Edit** menu.

Note: Because the background graphic goes behind all other objects, it may be difficult to select by clicking. If so, press the **Tab** key until the background graphic is selected.

Using a Graphic's Shortcut Menu

Like other objects, if you Control-click (or right-click) a graphic, a shortcut menu appears. With this shortcut menu you can:

- Replace or delete the graphic.
- Use the **Arrange** submenu and **Align** submenu commands to re-arrange the graphic in the design.
- If the graphic is part of group, you can ungroup it or, if you've selected several objects, group them together.
- If you've cropped the graphic, you can quickly remove the crop.
- If the graphic is from the Print Explosion Graphics library, you can customize it by changing colors.



WORKING WITH SHAPES AND FILLS

Shapes are simple geometric shapes (such as squares) or more complicated shapes (like arrows and stars) that you add to your designs.

Fills are handy ways to fill a whole area with a color.

Chapter 8 at a glance:

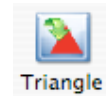
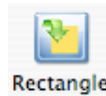
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Adding Shapes

You'll often find a need to add simple shapes to your projects instead of more complicated graphics. Additionally, you can combine and group simple shapes to make your own graphics.

Drawing Shapes

Print Explosion has several different simple geometric shapes that you can draw: rectangles, circles and triangles.

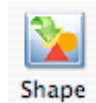


To draw a shape:

1. Click either the **Rectangle**, **Circle** or **Triangle** button on the toolbar.
2. Drag the crosshair pointer to make a frame for the shape in the project. (To make a square, circle or equilateral triangle, press the **Shift** key as you drag the pointer.)
3. Release the mouse button to have the shape appear in a frame. A dark blue shape appears in your design.

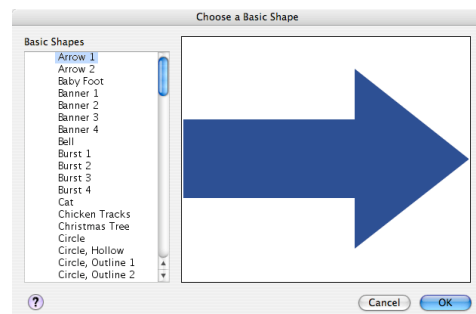
Adding Basic Shapes

Print Explosion includes a library of simple and more complicated shapes (like arrows, stars, hearts, triangles and zig-zagged lines) that you can add to your designs.



To add a more complicated shape to your design:

1. Choose **Basic Shapes** from the **Insert** menu.
or
Click the **Shape** button on the toolbar and drag the crosshair pointer to specify the size for the shape. (To make a square frame for the shape, press the **Shift** key as you drag the pointer.)
2. In the *Choose a Basic Shape* dialog box, scroll through the **Basic Shape** list until you find the type of shape you want to insert.



3. Select a specific shape.
A preview appears in the area on the right.
4. Click **OK**.
A dark blue shape appears in your design.

Manipulating Shapes

As with other Print Explosion objects, you can make changes to shapes.

Moving Shapes

You can reposition any shape object within your design by dragging it.

To move a shape in your project:

1. Click the shape to select it.
2. Move the pointer inside the frame (where it becomes a hand).
3. Drag the shape to the new location.
As you move the shape, you'll see a dim image of it to help you position it accurately.

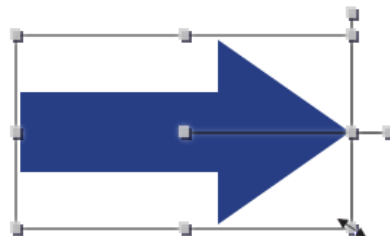
Note: You can drag a shape partially off the project workspace, but that part of it will not be printed.

Resizing Shapes

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

To resize a shape:

1. Click the shape object to select it.
The shape's frame appears with handles — small boxes on the corners of the frame.
2. Move the pointer to one of the eight handles in the surrounding frame where it changes to a double-headed arrow.
3. To resize the shape proportionally, press the **Shift** key as you drag a handle.



or

To distort the shape, drag a handle.
Dragging towards the center of the
frame makes the shape smaller;
dragging away from the center makes
it larger.

Note: *If you have changed the **Align** settings in the **Object** menu or if the **Resize Around Center** command in the **Arrange** menu has a checkmark next to it, the shape may not resize in the way you expect.*

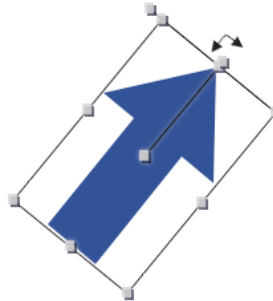
Also, you can use the **Maximize** command in the **Arrange** menu (**Cmd-M**) to scale a shape to fit the full size of the project workspace.

Rotating Shapes

Each shape, when selected, has a central handle with a line extending outside the frame. If you drag the handle that is outside the frame, you can rotate the frame around the central handle. (In a semi-circular frame, the central handle is where the center of the circle would be.)

To rotate a shape:

1. Select the shape that you want to rotate.
2. Move the pointer over the black handle that extends away from the center of the frame.
The pointer turns into a curved arrow.
3. Drag the rotate handle to pivot the frame around the center of the shape.
4. Release the mouse button to set the new angle.



Distorting Shapes

There are three ways that you can quickly distort a basic shape to create a new shape: by skewing the frame, by changing the frame or by cropping the shape.

Skewing shapes

If the shape has a rectangular frame, one way to change the shape is to change the frame's angles to create a parallelogram instead of a rectangle. You skew a rectangular frame by dragging the handle on the line that's extending from the right side of the frame.

To skew a shape:

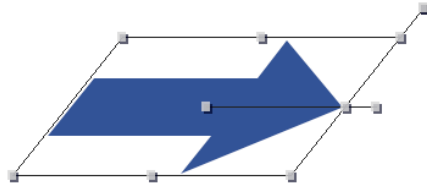
1. Select the shape that you want to skew.
2. Move the pointer over the black handle extending from the upper right corner.

The pointer turns into a parallelogram.

3. Drag the skew handle horizontally.

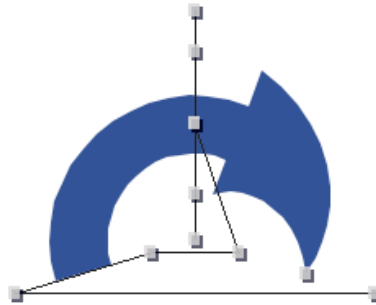
The vertical sides of the frame change angles.

4. Release the mouse button to set the new shape.



Changing the frame

When you draw or insert a shape into your project it has a rectangular frame. You can apply a semi-circular frame to any shape to distort it. For example, to transform a straight arrow to a curved arrow, you change the arrow's rectangular frame to a semi-circular frame.



To distort a shape:

1. Select the shape.
2. Choose **Rectangular Frame**, **Semi-Circle Frame** or **Reverse Semi-Circle Frame** from the **Object** menu.

The shape changes accordingly.

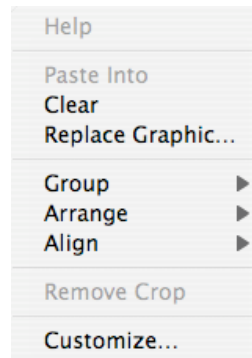
Advanced Shape Modifications

You can

- Change a shape's color by selecting it and clicking a color in the *Inspector's Color* tab. See *Chapter 11. Advanced Features* for detailed information for changing colors.
- Change a shape's appearance by double-clicking it and selecting a special effect or a shape effect in the **Effects** tab of the *Customize* dialog box. You can also use the **Shape Effects** and **Special Effects** submenus in the **Object** menu. See *Chapter 11. Advanced Features* for detailed information about applying shape effects and special effects.

Using a Shape's Shortcut Menu

Like other objects, if you Control-click (or right-click) a shape, a shortcut menu appears. With this shortcut menu you can customize, delete or replace the shape. You can also use the **Arrange** submenu and **Align** submenu commands to re-arrange the shape in the design. If the shape is part of group, you can ungroup it or, if you've selected several objects, group them together.



Adding Fills

Fills are rectangular areas of color. You'll use fills to color a whole area — perhaps as a background for text or a graphic. There are two types of fills: a regular fill and a background fill.

A regular fill, when inserted, is a yellow square by default.

To add a fill to your design:

- Choose **Fill** from the **Insert** menu.
A square yellow fill appears in the middle of your project.

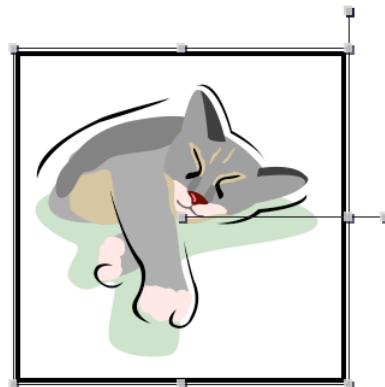
A background fill, by default, is a blue rectangular gradient that fills the project's entire backmost layer.

To insert a fill into the project's background:

- Choose **Fill Background** from the **Insert** menu.
A blue gradient fills in the background.

Adding a Frame

A special type of fill is a 'plain' frame. If you choose **Frame** from the **Insert** menu, a square outline appears in your design. You can treat this like a regular rectangular fill that happens to be transparent except for its outline. You'll use a frame, perhaps, over top of a graphic to give the graphic a border. You can manipulate it and modify it as you would a regular fill.



Manipulating Fills

As with other Print Explosion objects, you can change fill objects.

Moving Fills

As with other objects, you can reposition any fill object within your design by dragging it.

To move a fill in your project:

1. Click the fill to select it.
2. Move the pointer inside the frame (where it becomes a hand).
3. Drag the fill to the new location.

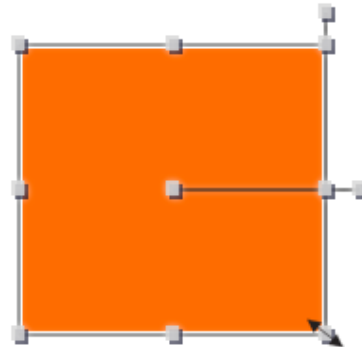
As you move the fill, you'll see a dim image of it to help you position it accurately.

Resizing Fills

You can resize a fill to make it larger or smaller.

To resize a fill:

1. Click the fill object to select it.
The fill's frame appears with handles — small boxes on the corners of the frame.
2. Move the pointer to one of the eight handles in the surrounding frame where it changes to a double-headed arrow.
3. To resize the fill proportionally, press the **Shift** key as you drag a handle.
or
To distort the fill from its square shape, drag a handle.
Dragging towards the center of the frame makes the shape smaller; dragging away from the center makes it larger.



Note: If you have changed the **Align** settings in the **Object** menu or if the **Resize Around Center** command in the **Arrange** menu has a checkmark next to it, the fill may not resize in the way you expect.

Also, you can use the **Maximize** command in the **Arrange** menu (**Cmd-M**) to scale a fill to fit the full size of the project workspace.

Rotating Fills

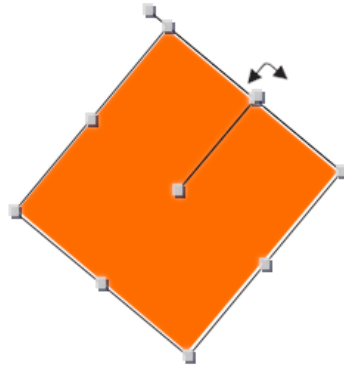
Each fill, when selected, has a central handle with a line extending outside the frame. If you drag the handle that is outside the frame, you can rotate the frame around the central handle. (In a semi-circular frame, the central handle is where the center of the circle would be.)

To rotate a fill:

1. Select the fill that you want to rotate.
2. Move the pointer over the black handle that extends away from the center of the frame.

The pointer turns into a curved arrow.

3. Drag the rotate handle to pivot the frame around the center of the fill.
4. Release the mouse button to set the new angle.



Distorting Fills

There are two ways that you can quickly distort a fill to create a shaped fill: by skewing the frame or by changing the frame.

One way to change the fill is to change the frame's angles to create a parallelogram instead of a rectangle. You skew a fill's rectangular frame by dragging the handle on the line that's extending from the right side of the frame.

To skew a fill:

1. Select the fill that you want to skew.
2. Move the pointer over the black handle extending from the upper right corner.

The pointer turns into a parallelogram.

3. Drag the skew handle horizontally.

The vertical sides of the frame change angles.

4. Release the mouse button to set the newly shaped fill.

When you insert a fill into your project it has a rectangular frame. You can apply a semi-circular frame to any fill to distort it.

To distort a fill:

1. Select the fill.

2. Choose **Rectangular Frame**, **Semi-Circle Frame** or **Reverse Semi-Circle Frame** from the **Object** menu.
The fill changes accordingly.

Note: You can also use the **Crop** tool on a fill, but since most fills are rectangles, you can just as easily resize the fill instead of cropping it.

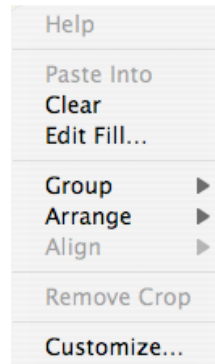
Advanced Fill Modifications

You can

- Change a fill's color by selecting it and clicking a color in the *Inspector's* **Color** tab. See *Chapter 11. Advanced Features* for detailed information for changing colors.
- Change a fill's appearance by double-clicking it and selecting a special effect or a shape effect in **Effects** tab of the *Customize* dialog box. You can also use the **Shape Effects** and **Special Effects** submenus in the **Object** menu. See *Chapter 11. Advanced Features* for detailed information about applying shape effects and special effects.

Using a Fill's Shortcut Menu

Like other objects, if you Control-click (or right-click) a fill, a shortcut menu appears. With this shortcut menu, you can customize or delete the fill. You can also use the **Arrange** submenu commands to re-arrange the fill in the design. If the fill is part of group, you can ungroup it or, if you've selected several objects, group them together.



PRINT EXPLOSION DELUXE PROJECTS

In this chapter, you'll find project-specific information to help you work with the various project types.

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Announcements and Invitations

An announcement or invitation usually has designs on two of the four panels: the front panel and the inside right panel.

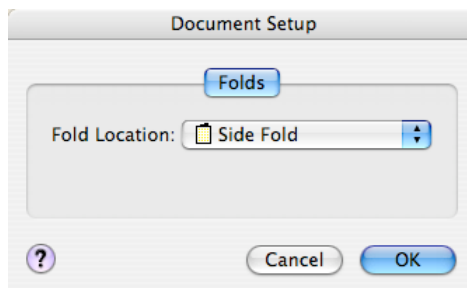
When customizing an announcement or invitation design, you can select a panel name on the Drawer to view another panel.

You'll fold an announcement or invitation after it's printed. With most announcements and invitations you'll fold the paper into fourths. With the quad-fold designs, you can change where the fold is — whether it's a side fold or top fold — in the *Document Setup* dialog box.

You can create announcements and invitations as half-fold cards. On half-fold cards, you'll need to print the card on both sides of the paper. Unless your printer supports automatic duplex printing, you'll have to print each side separately. After the first side prints, you'll be prompted to print the second side.

Put the printed sheet of paper back into the paper tray. (Read your printer's user guide to learn how to put the paper in the paper tray to print the second side correctly.) Click **Print Second Page**.

Some announcement and invitation designs assume there is no margin. However, most printers cannot print all the way to the edge. Consequently, you should trim the white edges off your card before folding.



When the first side has finished printing, reinsert the paper to print the other side.

Consult your manual for more information.

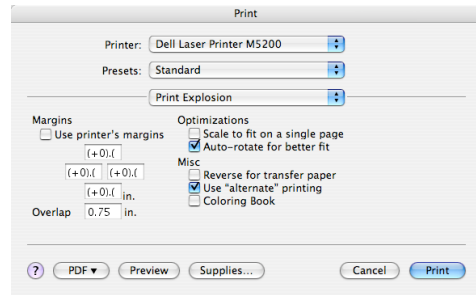
Cancel

Print Second Page

Banners

Most banners are longer than standard-sized paper. When printing a banner, Print Explosion Deluxe breaks the design into tiles that fit on a single sheet of paper.

You can then glue, paste or tape the ‘tiles’ together to finish the banner. In the *Print* dialog box, in the **Print Explosion** options, you can set the amount of overlap for the individual tiles. You may want to have more overlap to create a sturdier banner or less overlap to minimize the amount of paper used.

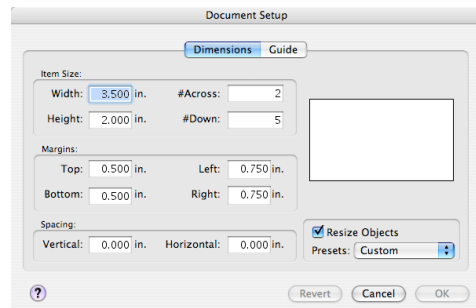


Business Cards

When printing business cards, you'll usually print more than one. For example, if you are printing standard preformatted business cards there are 10 on a sheet (2 columns of 5 rows). In the *Print* dialog box you can designate how many rows and columns to print.

You may want to do a test print on standard paper before printing your business cards on preformatted paper. Print your design onto a sheet of plain white paper and place it on top of a sheet of preformatted business cards. Hold both in front of a bright light to see if the design is within each business card's printable area. If not, you may have to adjust the design or change the settings in the *Document Setup* dialog box.

You can change the size of your business card in the *Document Setup* dialog box using the **Presets** pop-up menu. This menu has a list of standard business card sizes. Be sure to select **Resize Objects** to keep your design correctly proportioned.



Print Explosion provides matching designs for envelopes and letterheads for many business card designs.

You can have a business card design that has varying text on different items — either by merging a database file (or Address Book) or by adding variable text manually.

If you do have multiple unique business cards by varying the text manually, you can use the *Label* palette to view the different business cards.

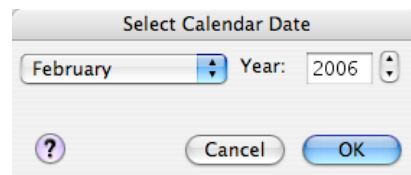
If you plan to merge information into a design, make overall changes to the business card design before associating fields to your project. Always save your base document before assigning a database file or the Address Book to it with the **Mail Merge** command.

See *Chapter 12. Working with Varying Text* for details on creating business cards with either type of varying text.

Calendars

If you like your calendar design and want to use it for another month or year, use the **Change Calendar Date** command in the **Edit** menu.

The **Select Special** submenu in the **Edit** menu has three calendar-specific commands: **Select All Date Graphics**, **Select All Date Text** and **Select All Date Numbers**. By using these commands you can customize calendars quickly.



Certificates

Adding a border can really enhance a certificate. Use the **Border** command in the **Insert** menu to place a border around the outside edge of your document. The Print Explosion Graphics library provides a range of borders — from elegant to whimsical.

Crafts

Print Explosion comes with a variety of craft projects. These include bookmarks, envelopes (which you can cut and fold yourself), general crafts (door hangers and masks), origami projects, paper airplanes, tickets, and party sets (bags, baskets, boxes and hats).

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

You may want to print some craft items on heavier paper. Make a test print on standard paper to check your design first. Read your printer's user guide to find out the type of paper you can use in your printer.

Email Greetings

Email greeting projects are specially designed, one-sided documents that are saved as JPEG files and then attached to an e-mail message.

Use the **Send via E-mail** command in the **File** menu to send your greeting. Choose **JPEG**

to send the greeting to anyone. The file can be viewed in any web browser. Choose **Print Explosion Document** to send the greeting to someone who also has Print Explosion Deluxe. See *Chapter 11. Advanced Features* for more information about sending files.

Envelopes

Envelope designs are for printing onto standard-sized envelopes. Check your printer's manual to make sure it will print envelopes and to determine if there are any restrictions on the type or size of envelope it will print. You may want to make a test print on plain paper before printing to an actual envelope.

Print Explosion provides many complete stationery sets with matching letterhead, envelopes, fax cover sheets and business cards.

Greeting Cards

A greeting card usually has designs on two of the four panels: the front panel and the inside right panel.

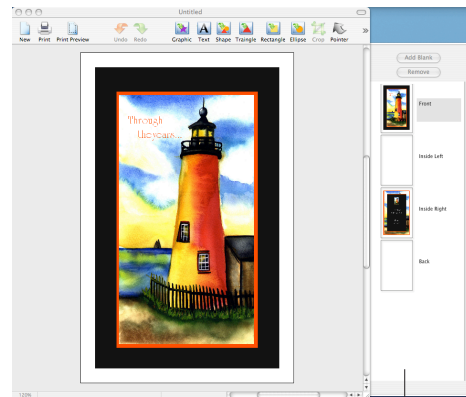
When customizing a greeting card design, you can select a panel name on the Drawer to view another panel.

You'll fold a greeting card after it's printed. Some cards get folded in half. With some you'll fold the paper into fourths. For cards that have quad-fold designs, you can change where the fold is — whether it's a side fold or top fold — in the *Document Setup* dialog box.

On half-fold cards, you'll need to print the card on both sides of the paper. Unless your printer supports automatic duplex printing, you'll have to print each side separately. After the first side prints, you'll be prompted to print the second side.

Put the printed sheet of paper back into the paper tray. (Read your printer's user guide to learn how to put the paper in the paper tray to print the second side correctly.) Click **Print Second Page**.

Some greeting card designs assume there is no margin. However, most printers cannot print all the way to the edge. Consequently, you should trim the white edges off your card before folding.



Drawer

When the first side has finished printing, reinsert the paper to print the other side.

Consult your manual for more information.

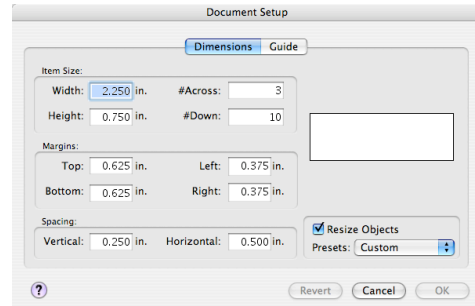
Cancel

Print Second Page

Labels

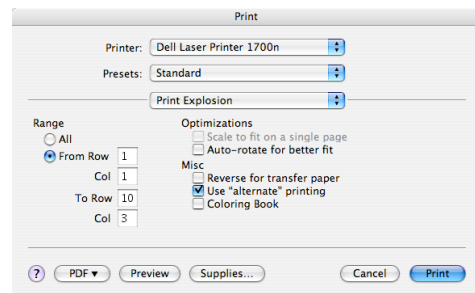
When you start a label project, you can pick from a wide assortment of templates and blanks. When you pick a label project you select not only a graphical design but also a label stock from Avery®. In the *Choose a Template* dialog box, you select a category of interest and then select a subcategory, which represents the label stock you want to use.

If you see a design you like but it's for the wrong size label, don't worry, you can change the label size easily. After opening a label, go to the **File** menu and choose **Document Setup**. Open the **Presets** pop-up menu and select the label that you want to use. Make sure that **Resize Objects** is selected and then click **OK**.



Once you have created your label, you can customize it as you would any other Print Explosion project. Do a test print on standard paper before printing on a sheet of labels. This way you can be sure that you're using the right layout for your type of labels. Print your design onto a sheet of plain white paper and place it on top of a sheet of labels. Hold both in front of a bright light to see if the design is within each label's printable area. If not, you may have to adjust the design or change the margins in the *Document Setup* dialog box to have the labels print correctly.

When printing labels, you'll usually print more than one. For example, if you are printing address labels there could be 30 labels on the sheet (3 columns of 10 rows). In the *Print* dialog box you can designate how many rows and columns to print. Check your printer's manual to see if there are restrictions on putting a sheet of labels through more than once.



You can have a label design that has varying text on different items — either by merging a database file (or Address Book contacts) or by adding variable text manually.

If you do have multiple unique labels and add variable text manually, you can use the *Label* palette to view the different items.

If you use a database file or the Address Book, make overall changes to the label design before associating the fields to your project. Always save your base design before assigning a database

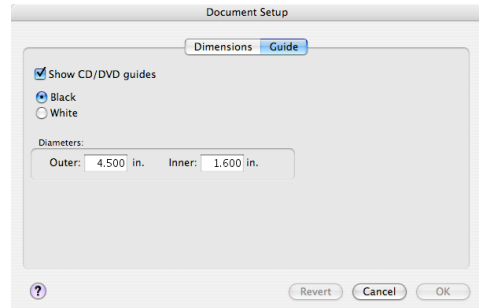
file or Address Book to it with the **Mail Merge** command.

See *Chapter 12. Working with Varying Text* for creating labels with either type of varying text.

CD/DVD Labels

CD/DVD label designs have special guidelines to help you work on your design. These guidelines show you the printable area versus the non-printable area.

If the guideline doesn't show when you open the CD/DVD label in the project, choose **Document Setup** from the **File** menu. Click the **Guide** tab and select **Show CD/DVD guides**. Click **OK**. You should now see the circular guides in the workspace.



Letterhead

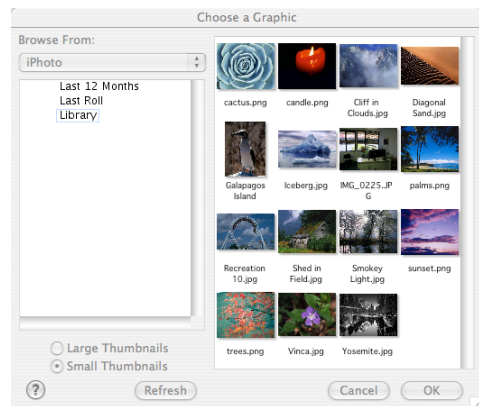
Print Explosion provides many complete stationery sets with matching letterhead, envelopes, fax cover sheets and business cards.

The ready-made designs for fax cover sheets are in color, but since fax machines print in grayscale, that's the way your cover sheet will print. When developing your own cover sheets, keep this in mind.

Photo Cards

A photo card usually has designs on two of the four panels (the front panel and the inside right panel) and at least one photo placeholder. To replace the placeholder with your own photo, double-click the placeholder graphic. The *Choose a Graphic* dialog box should open automatically to your iPhoto images. If you've inserted a graphic from elsewhere, you may have to choose **iPhoto** from the **Browse From** pop-up menu.

When customizing a photo card design, you can select a panel name on the Drawer to view another panel.

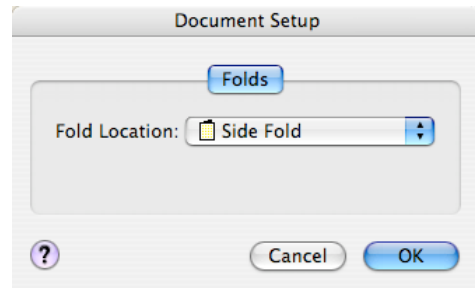


You'll fold a photo card after it's printed. Some cards get folded in half. With some you'll fold the paper into fourths. For cards that have quad-fold designs, you can change where the fold is — whether it's a side fold or top fold — in the *Document Setup* dialog box.

On half-fold cards, you'll need to print the card on both sides of the paper. Unless your printer supports automatic duplex printing, you'll have to print each side separately. After the first side prints, you'll be prompted to print the second side.

Put the printed sheet of paper back into the paper tray. (Read your printer's user guide to learn how to put the paper in the paper tray to print the second side correctly.) Click **Print Second Page**.

Some photo card designs assume there is no margin. However, most printers cannot print all the way to the edge. Consequently, you should trim the white edges off your card before folding.



When the first side has finished printing, reinsert the paper to print the other side.

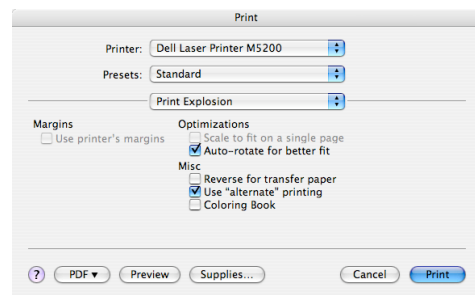
Consult your manual for more information.

Buttons: Cancel, Print Second Page

Postcards

If you are printing postcards on specialty paper, you may want to do a test print on standard paper first.

Many of the ready-made designs for postcards have a horizontal layout for landscape orientation printing. If you want to print a landscape design with a vertical orientation, be sure that the **Auto-rotate for a better fit** option is selected in the *Print* dialog box. You'll see this option by choosing **Print Explosion** in the pop-up menu.



You can change the postcard size in the *Document Setup* dialog box. The **Presets** pop-up menu has a list of standard postcard sizes. Be sure to check **Resize Objects** to keep your design correctly proportioned.

You can have a postcard design that has varying text on different items — either by merging a database file (or Address Book contacts) or by adding variable text manually.

If you do have multiple unique postcards from manually varying the text, you can use the *Label* palette to view the different items.

If you use a database file or the Address Book to add varying text, make overall changes to the postcard design before associating fields to your project. Always save your base design before assigning a database file to it with the **Mail Merge** command.

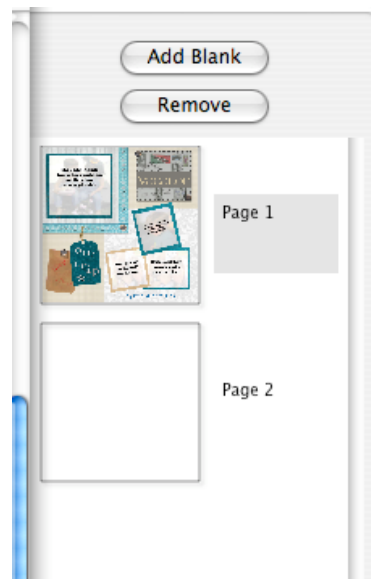
See *Chapter 12. Working with Varying Text* for creating postcards with either type of varying text.

Scrapbooks

Most of the ready-made scrapbook designs are for standard page sizes (US Letter or A4). If you have a large album and a large-format printer, you can use the 12x12-inch blank or designs from the **Traditional 12x12** category. If you don't have a printer that prints 12x12-inch paper, you may use a standard design, cut out the various elements and paste them manually into your scrapbook.

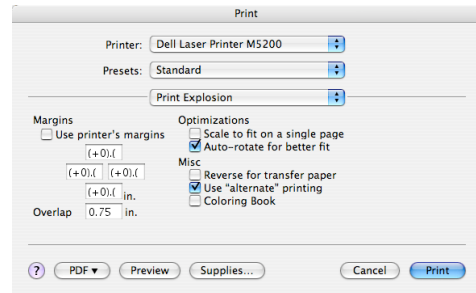
You can add new pages to your scrapbook project by using the **Add Blank** button at the top of the Drawer, which adds a new blank page after the current page. To maintain the same theme elements, use the **Select Special** ▶ **Select All Graphics** command on the **Edit** menu to copy the graphics to the additional blank pages.

To remove a page from your project, select it in the Drawer and click **Remove**.



Signs and Posters

Some posters are larger than standard-sized paper. When printing these, Print Explosion breaks the design into ‘tiles’ that fit onto a single sheet of paper. You then have to glue, paste or tape the tiles together to finish the project. In the *Print* dialog box in the **Print Explosion** options, you can set the amount of overlap for the individual tiles. You may want to have more overlap to create a sturdier sign or poster or less overlap to minimize the amount of paper used.



T-Shirts

To make a T-shirt or other cloth item, you print your design onto special transfer paper. You may want to do a test print on standard paper first. Be aware that the design will print out reversed so that it will be correct when transferred to the T-shirt or other item.

Some transfer papers give better results when ironed for 4 minutes; some require only 2 minutes. Some need 24 hours for the image to set before washing; other can be washed immediately. Carefully read and follow the instructions for the transfer paper you are using.

Be safe! Making a T-shirt or other item with your child can be a lot of fun. But be very careful when transferring the design. Keep the iron well out of your child’s reach.

Use a good iron. An iron with dirt or rust can discolor your design. An iron that heats unevenly or doesn’t get hot enough can cause your design to transfer improperly.

Need supplies? See *Ordering Supplies* in *Chapter 2. Installing Print Explosion Deluxe* or visit <http://www.perfectshirt.com>

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. You'll also learn how to change a project's dimensions and how to create a PDF document of your project.

Chapter 10 at a glance:

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Previewing Your Project.....	82
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Changing Your Project's Dimensions

When you initially set up your project, you selected 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 11 x 17-inch page, you use the *Document Setup* dialog box.

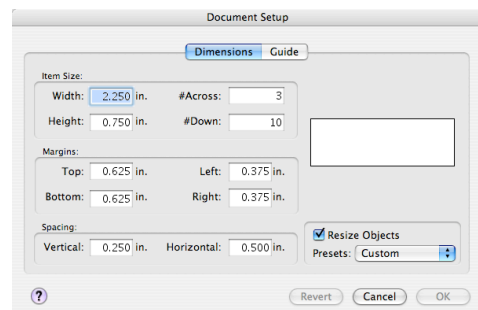
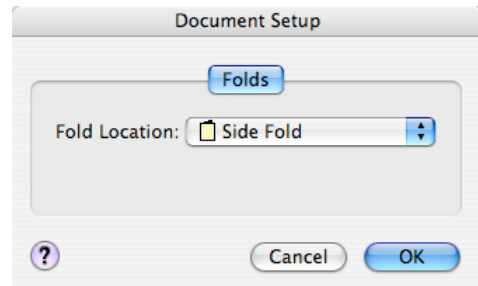
To change a project's dimensions:

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

Note: *The Document Setup command isn't available for all projects. The appearance of this dialog box depends on the type of project.*

2. In the *Document Setup* dialog box, make any necessary changes.
For example, type the new **Width** and **Height** values or use the up and down arrows (if available) to increase or decrease the given values or, for an invitation, you could change the fold type.
3. Click **OK** when you are done.

With some projects (such as labels and business cards) you can adjust the margins, spacing and the number of items on a sheet of paper. These projects also have a **Presets** pop-up menu where you can quickly change to another standard layout size.



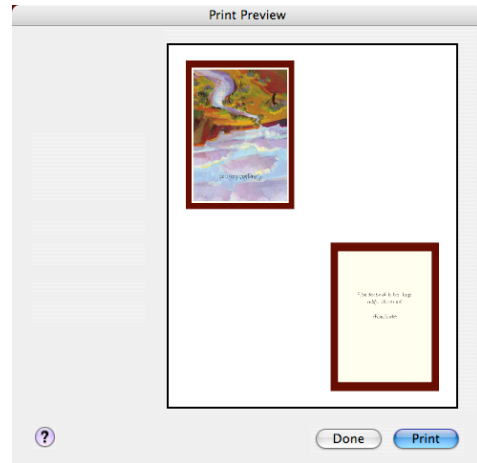
Previewing Your Project

Before you print, you may want to see how your design should print — especially if you have been working on your project using an up-close view. To see how your project will look on paper you can use the **Print Preview** command in the **File** menu.

Another reason for previewing your project is that you can preview the actual content of any fields that you've added to your design. See *Chapter 12. Working with Varying Text* for details.

To preview your project:

1. Choose **Print Preview** from the **File** menu.
2. Review your project as it will print.
For example, if your project is a half-fold greeting card, preview both the front and back sides.
3. If you're satisfied with your project and you're ready to print, click **Print**.
or
Click **Done** to return to the workspace without printing.



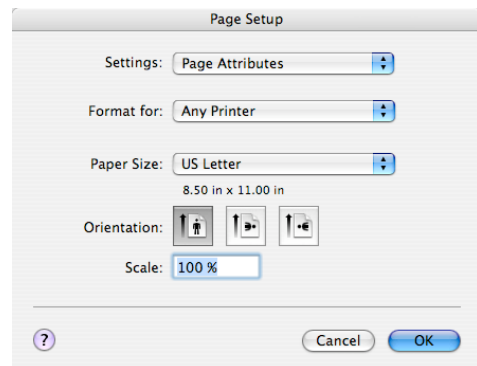
Printing Your Project

Now you're ready to print. If your project requires special paper, you should print a test of your design on regular paper before the final print. First, you may want to make adjustments in to the project's page setup.

Using Page Setup

In the *Page Setup* dialog box you make adjustments to how your project will print on your printer.

1. Choose **Page Setup** from the **File** menu.
2. In the *Page Setup* dialog box, make any needed changes to your page settings.
 - Adjust the **Paper Size** as needed.
 - Change the **Orientation** as needed.
 - Scale the output size of the project as desired.
3. Click **OK**.



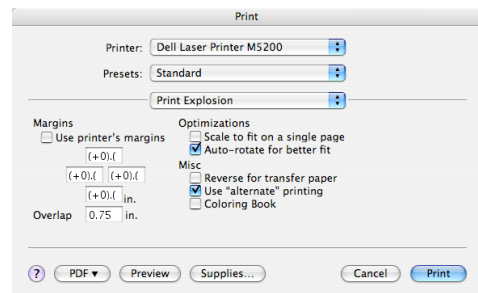
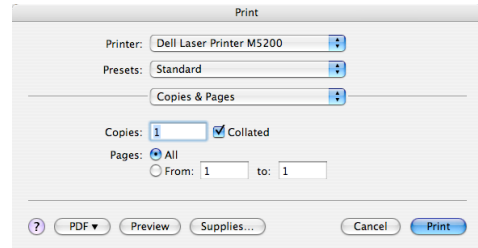
Printing a Project

In the *Print* dialog box you can make printer-specific changes as well as changes for this print job.

Note: *The appearance of and the available options in the Print dialog box depend on the printer software you are using.*

To print your project:

1. Choose **Print** from the **File** menu.
(**Cmd-P**)
or
Click the **Print** button on the toolbar.
2. In the *Print* dialog box, make any needed changes to the print settings. (The options available depend on your printer. Usually, you'll see at least the Copies and the From and To boxes.)
 - To print more than one copy, type a different value in the **Copies** box.
 - If your project covers more than a page but you only want to print out part of it, type the page range in the **From** and **To** boxes.
 - Set any other printer-specific options that you need to.
3. To make changes to the **Print Explosion** options, choose **Print Explosion** from the pop-up menu. The available options depend on the type of project that you're printing.:
 - If your design goes all the way to the edge, select **Use printer's margins**. (Some Print Explosion designs assume there is no margin and part of your design will be cut off if you have critical information right to the edge.)
 - To resize your design to fit one page select **Scale to fit on a single page**.



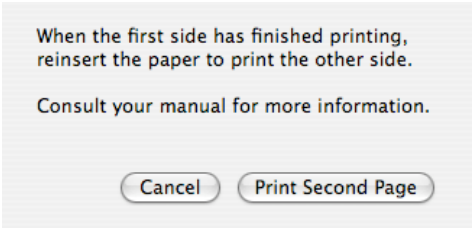
- Select **Auto-rotate for better fit** unless you specifically want to print a project with a certain orientation.
 - If you are printing the design onto standard transfer paper and will be ironing it onto an item like a T-shirt, select **Reverse for transfer paper**.
 - If not selected by default, select **Use “alternate” printing** if you have problems printing on your inkjet printer.
 - To have the project print with outlines for someone to color in manually, select **Coloring Book**.
 - For banners, if you want the printed pages to overlap, type an **Overlap** value.
 - For labels, postcards and business cards, if you want to print less than a full sheet of items, specify which rows and columns to print.
4. Click **Print** to begin printing.

Printing Cards

Some greeting cards, announcements, invitations and photo cards need to be printed on both sides of the paper.

After the first side prints, you’ll be prompted to print the second side.

Put the printed paper back into the paper tray. (Read your printer’s user guide to find out how to put the paper in the paper tray to print the second side correctly.) Click **Print Second Page**.



When the first side has finished printing,
reinsert the paper to print the other side.

Consult your manual for more information.

Cancel

Print Second Page

Printing Labels, Postcards and Business Cards

Each printer prints slightly differently. In general, this is not a problem, but with labels, postcards and business cards you may want to do a test print to make sure that your design prints out correctly.

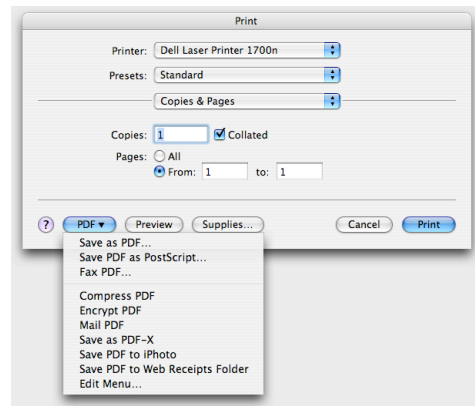
Print the design onto a sheet of plain white paper and place the printed sheet of paper on top of a sheet of labels or preformatted cards. Hold both in front of a bright light to see if the design is within each item's printable area. Adjust the *Document Setup* dialog box settings as needed to print correctly using your printer.

Making PDF Files

You can use the Mac OS X feature for printing PDF files to save your project as an electronic document that anyone with the free Adobe® Reader can view.

To save your project as a .pdf file:

1. Choose **Print** from the **File** menu.
(**Cmd-P**)
or
Click the **Print** button on the toolbar.
2. In the *Print* dialog box, make any needed changes to the print settings including **Print Explosion** options.
3. Choose **Save as PDF** from the **PDF** pop-up menu.
or
With Mac OS X 10.3.9 or 10.2.8, click **Save As PDF**.
4. Type a name for the .pdf file in the **Save As** box.
5. Specify where to save the .pdf file.
6. Click **Save**.



Note: With OS X 10.4.x you have other PDF options available. With all versions of OS X, you can also fax your project directly from *Print Explosion* using the *Print* dialog box. See **Mac Help** for details on how to use these other options.

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 change color and add outlines to text and shapes, how to apply shape effects and special effects to text and shapes and how to convert your project into graphics or HTML pages.

Chapter 11 at a glance:

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Using Shape Effects and Special Effects.....	91
Generating Graphics and Web Pages	95

Coloring Objects

Colored text is a great way to draw attention to important words in your design. With Print Explosion you can set different colors for the text itself, the text outline, and the background and outline surrounding the text. You can also change the colors of shapes and fills.

Changing an Object's Colorset

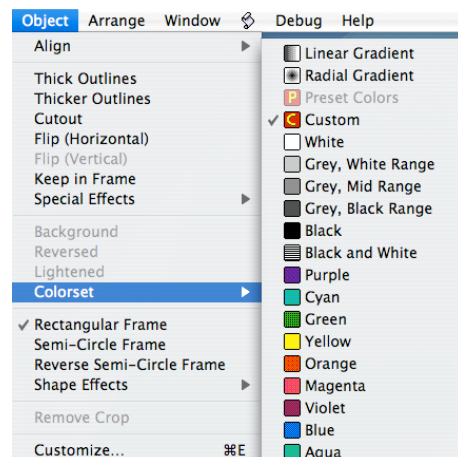
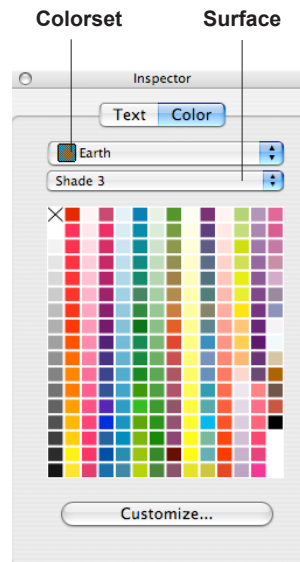
Each object in your project has a defined colorset — a set of colors for each surface in the object. The initial colorset for an object is called **Preset Colors**. When inserted into your project, text has black and basic shapes have blue as their object surface color. A fill has a yellow object surface. For text, basic shapes and fills the other surfaces are transparent.

Note: *In general, you can't change a graphic's colorset. Although, if the inserted graphic is a vector graphic from the Print Explosion Graphics library, you can. Once you change a graphic's colorset, you can alter the other colors in a limited way.*

You can change the color of any object (except most graphics) in your project using the **Colorset** command in the **Object** menu or the **Colorset** pop-up menu in the **Color** tab of the *Inspector*. Using a different colorset may change more than just the color of the object. For example, some colorsets add an outline or background color.

To change an object's colorset:

1. Select the object for which you want a new colorset.
2. Choose a different colorset in the **Colorset** submenu in the **Object** menu, or
Choose a colorset from the **Colorset** pop-up menu on the *Inspector's* **Color** tab.



If you prefer, you can click the **Customize** button on the **Colors** tab to work in the *Customize* dialog box.

To use the *Customize* dialog box:

1. Select the object for which you want a new colorset.
2. Choose **Customize** from the **Object** menu.
or
Click the **Customize** button on the *Inspector's Color* tab
3. Click the **Colors** tab.
4. Choose a colorset from the **Colorset** pop-up menu.
5. Click **OK**.

Coloring Text, Shapes or Fills

You can apply a different color to any text, shape or fill object.

To color an object:

1. Select the object that you want to color.
2. Choose **Object** from the **Surface** pop-up menu in the *Inspector's Color* tab.
3. Click a color in the color palette.

Note: If you want a lighter color than is available on the palette, choose **Lightened** from the **Object** menu. If you want to reverse the colors of the selected object (to have the object color become the background color and vice versa), choose **Reversed**. You'll also find these options in the *Customize* dialog box.

When you change one (or more) colors in an object, its colorset is considered a custom colorset. You can quickly return to the original colors by changing back to the original colorset, **Preset Colors**.

Coloring Backgrounds

When you insert text or a basic shape into your project, it has a transparent background. You can change the background color for a text or basic shape object by changing the color in the object's background surface.

To color an object's background:

1. Select the object for which you want a new background color.
2. Choose **Background** from the **Surface** pop-up menu in the *Inspector's Color* tab.
3. Select a color in the color palette.

Coloring Outlines

You can also add an outline to a text or shape object by changing the color of the object's outline surfaces. Print Explosion gives you the choice of working with an object outline or a background outline.

To color an outline:

1. Select the object you wish to outline.
2. Choose **Object Outline** or **Background Outline** from the **Surface** pop-up menu in the *Inspector's Color* tab.
3. Select a color in the color palette.

Changing Outlines

Once you've colored an outline, you can make it thicker.

To adjust an outline:

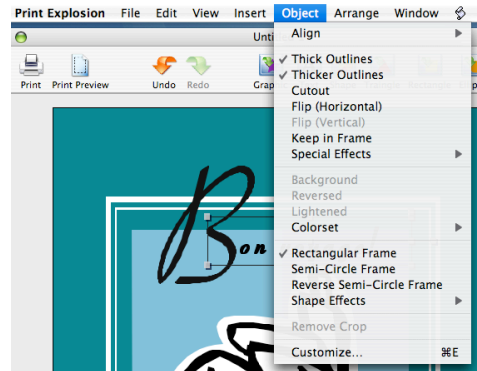
1. Select the object for which you want to change the outline.
2. Choose **Thick Outlines** or **Thicker Outlines** from the **Object** menu.

You can have both **Thick Outlines** and **Thicker Outlines** applied for a very thick outline.

If you change your mind about having an outline around an object, you'll need to make the outline transparent.

To remove an outline:

1. Select the object for which you want to delete the outline.
2. Choose **Object Outline** from the **Surface** pop-up menu in the *Inspector's Color* tab.
3. Click the transparent color selection (the box with an X in it) in the color palette.



Applying Special Color-Related Commands

Print Explosion has a set of special commands in the **Object** menu that alter an object's colors in unique ways.

- To switch the object's main surface and its background, use the **Cutout** command.
- To make a transparent background visible, use the **Background** command. The main object shrinks to accommodate a new gray background.
- To switch the colors in an object's colorset, use **Reversed**. (For text and shapes, you can also click **Reverse** in the **Colors** tab of the *Customize* dialog box.)
- To lighten the colors in an object's colorset, use **Lightened**. (For text and shapes, you can also click **Lighten** in the **Colors** tab of the *Customize* dialog box.)
- To create a black-and-white object, use the **Black and White** colorset.
- To convert an object to grayscale, choose a **Grey** colorset. (For text and shapes, you can also click **Greys** in the **Colors** tab of the *Customize* dialog box.)




Cutout



Reversed



Lightened

Using Shape Effects and Special Effects

Print Explosion Deluxe makes it easy to alter the shape of the objects in your projects or apply special effects that you can use as is or that you can customize.

Note: Another way to alter an object's shape is to change the object's frame from a rectangular to a semi-circular frame. See Chapter 5. Working with Objects for information.

Changing an Object's Shape

Shape effects provide interesting changes to the normal appearance of any object. You can use shape effects to make text that looks like the word it represents.

To apply a shape effect:

1. Select the object for which you want a new shape.
2. Choose a new shape from the **Shape Effects** submenu in the **Object** menu.

If you have the *Customize* dialog box open, you can apply a shape effect to the selected object by choosing a new shape from the **Shapes** pop-up menu on the **Effects** tab.



Shape Effect Examples

Applying Special Effects

Print Explosion has an extensive set of special effects that you can easily apply to text, basic shapes, and fills. These special effects include enhancements such as shadows and 3D effects.

To apply a special effect:

1. Select the object to which you wish to apply a special effect.
2. Choose a special effect from the **Special Effects** submenu in the **Object** menu.



Special Effect Examples

Note: Some special effects can make the object quite large. If the special effect appears outside the object's frame, choose **Keep in Frame** in the **Object** menu to adjust the object and its special effect to stay inside in the original frame.

Customizing Special Effects

With a Print Explosion special effect you can customize it to get the special effect that you want in your project. You do this by using the *Inspector's* **Color** tab or, for more extensive changes, by using the *Customize* dialog box.

To customize a special effect with the *Inspector*:

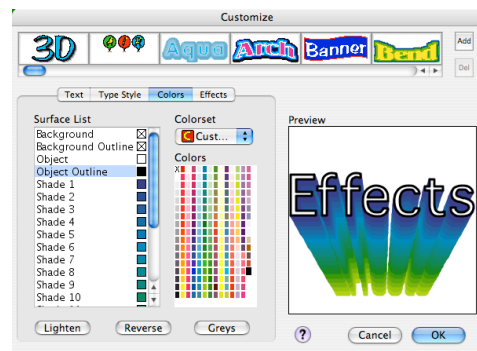
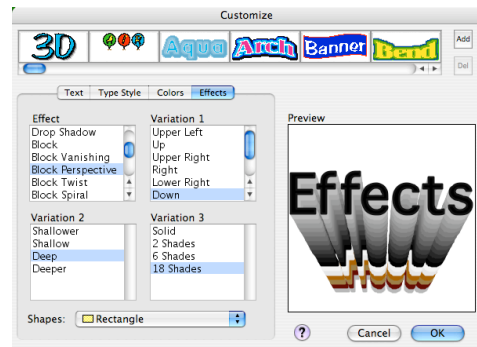
1. Select the object that has the special effect you want to customize.
2. Choose the surface that you want to change in the **Surface** pop-up menu in the *Inspector*'s **Color** tab.
3. Select a new color for that surface.
4. Repeat steps 2–3 until the special effect is just the way you want it.

You can use the *Customize* dialog box to fine-tune your changes.

To customize a special effect using the *Customize* dialog box:

1. Select the object that has the special effect you want to customize.
2. Choose **Customize** from the **Object** menu. (Cmd-E)
or
Click **Customize** on the *Inspector*'s **Color** tab.
3. In the *Customize* dialog box, click the **Effects** tab.
4. Make selections in the various lists until you get the special effect you want.
5. Click the **Colors** tab.
6. Select a surface and click a new color for that surface.
7. Repeat step 6 until you've achieved just the right special effect.
8. Click **OK** when you're done.

Note: If you change your mind, click **Cancel** and the object will revert to its original appearance.



Using the Special Effects Gallery

The *Customize* dialog box contains a Special Effects gallery across the top so that you can easily apply special effects when doing other editing. You can use the Special Effects gallery to apply special effects to fills and basic shapes.

By default, this gallery has a set of default standard special effects. You may also add your own custom special effects to the gallery.



Effect Preview

To apply a special effect from the Special Effects gallery:

1. Select the text object that you want to change.
2. Choose **Customize** from the **Object** menu.
or
Double-click the text object.
or
Click **Customize** on the *Inspector's* **Color** tab.
3. Drag the scroll box under the Special Effects gallery until you see the special effect you wish to apply.
4. Select that special effect in the gallery.
5. Make any other changes you want in the *Customize* dialog box.
6. Click **OK** when you're finished making changes.

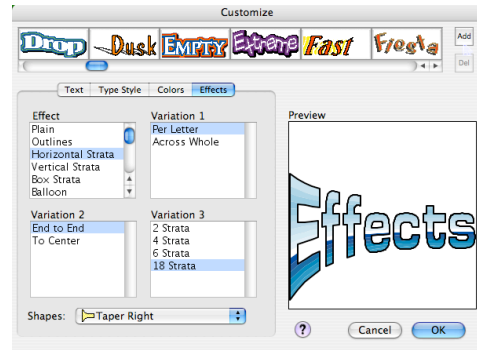
Adding your own special effects

You can save a customized special effect to use in the future.

To add a customized special effect to the Special Effects gallery:

1. If the object with the customized special effect isn't selected, click it.

2. Choose **Customize** from the **Object** menu. (**Cmd-E**)
or
Double-click the text object.
or
Click **Customize** on the *Inspector's* **Color** tab.
3. To save this customized effect, click **Add** next to the Special Effects gallery.
4. If the *Effect Text* dialog box appears, type 6 or fewer characters to use as the sample text when showing text effects. Then click **OK**.
5. Click **OK** to close the *Customize* dialog box.



A newly added text special effect appears alphabetically in the Special Effects gallery using the first word in the selected text object as the sample. A newly added shape special effect appears with the shape as the sample, but it appears with the text you typed in the *Effect Text* dialog box when you select a text object.

After adding an effect, you can apply it to other objects by clicking its sample in the Special Effects gallery as you do with the standard special effects.

You can delete a customized special effect from the gallery.

To delete a customized special effect:

1. Choose **Customize** from the Object menu.
or
Click **Customize** on the *Inspector's* **Color** tab.
2. In the *Customize* dialog box, click the Special Effects gallery sample you want to delete. If this is a customized special effect that you added, the **Del** button becomes available.
3. Click the **Del** button.
4. Click **Cancel** to close the *Customize* dialog box.

Note: If you click **OK**, you may end up applying the deleted special effect to the selected object.

Generating Graphics and Web Pages

With Print Explosion you can save your projects as graphic files (to include in other documents) or to generate HTML pages (to include as part of a web site).

Generating Graphics

When you save your Print Explosion project, you can save it as a graphic file to use in other programs or a part of a web page. If you save your project as a .pict file, it can be read by most Macintosh programs. If you save your project as a .jpeg file, it can be read by any program that reads .jpeg (or .jpg) files — including all web browsers.

To save your project as a graphic:

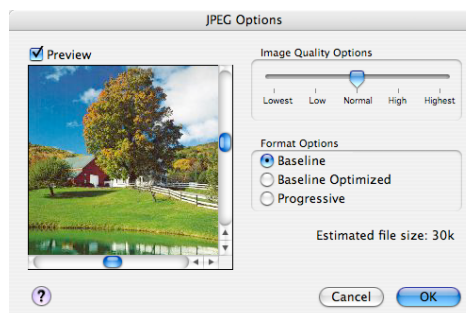
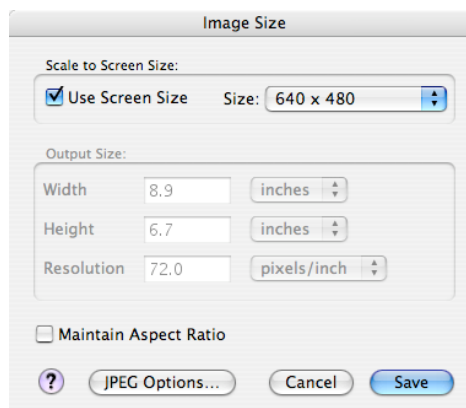
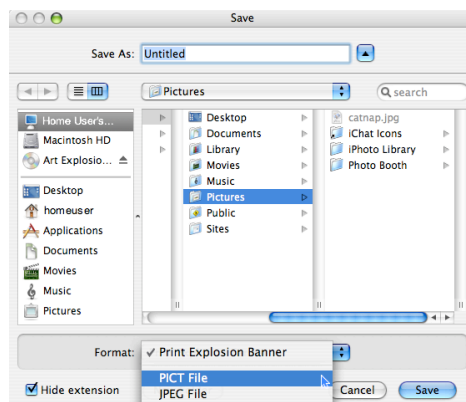
1. Choose **Save As** from the **File** menu.
2. In the *Save* dialog box, locate and select where you want to save the file.
3. Type a name for the file.
4. Choose **PICT File** or **JPEG File** from the **Format** pop-up menu.
5. Click **Save**.

If you saved your project as a .pict file, your file is saved.

If you saved it as a .jpeg file, you'll see the *Image Size* dialog box.

6. In the *Image Size* dialog box, to scale the image to fit a full screen, click **Use Screen Size** and select a size from the list.
or
To set the image to another size, type the values in the **Width** and **Height** boxes and, if you want to change the resolution, type a new value in the **Resolution** box.
7. To stretch or compress the image to fit the new image size, clear the **Maintain Aspect Ratio** check box.
8. Click **Save** to save the file.

Note: To specify a JPEG format, click **JPEG Options** and set the options in the JPEG Settings dialog box: **Baseline** (standard JPEG file), **Baseline optimized** (optimized color palette for faster loading), or **Progressive** (the JPEG shows as it's downloading). The **Baseline** setting is the safest one to use for web graphics. You can also adjust the quality of the image and, thereby, affect the size.



Sending a Project by E-mail

You can send your Print Explosion email greeting project to others by having Print Explosion open your default e-mail program and attach the currently open project as either a .jpeg file or a Print Explosion document. If it is a .jpeg file, it can be viewed in any web browser.

Note: To send e-mail using a program other than Mail with the **Send via E-mail** command, you must have that e-mail program specified as the default e-mail program on your computer. To change the default in OS X 10.4.x and 10.3.9, open Mail and in its Preferences dialog box, click **General** and change the **Default Email Reader** to your e-mail program. For OS X 10.2.8, open the **Internet** system preference and change the **Default Email Reader** on the **Email** tab. Restart the system to apply the change.

To send a project by e-mail:

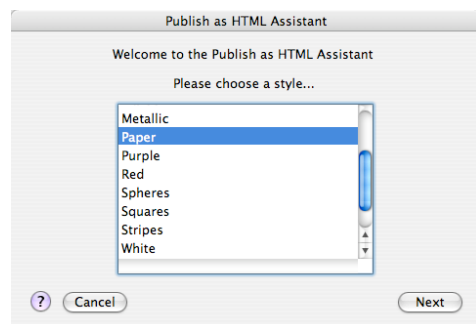
1. Have the email greeting project open in the workspace.
2. Choose **Send via E-mail** ▶ **JPEG** from the **File** menu.
or
Choose **Send via E-mail** ▶ **Print Explosion Document** from the **File** menu.
Your e-mail program opens with the project attached.
3. Complete the e-mail message by adding a recipient's e-mail address, a subject, and any message to go with the attachment.
4. If necessary, go online and then click **Send**.

Generating Web Pages

If you use the **Publish As HTML** command in the **File** menu, Print Explosion converts your project directly into one or more JPEG images and creates a web page that references them. You can convert the following projects to HTML pages: greeting cards, email greetings, certificates, postcards and calendars.

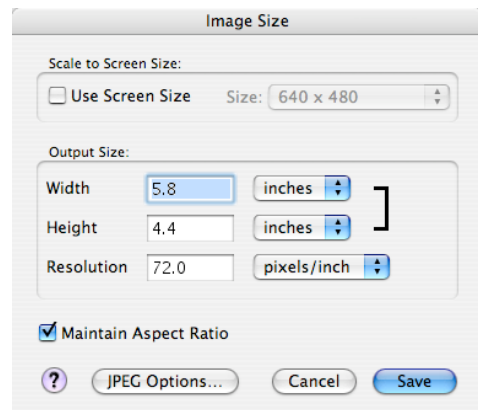
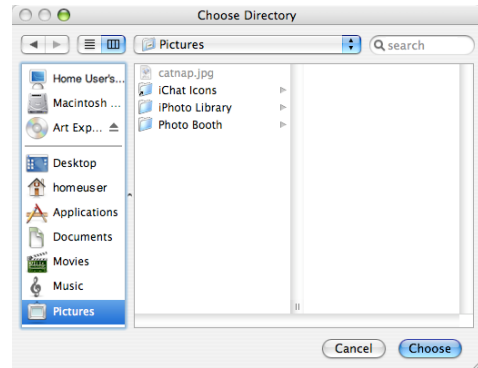
To turn your project into a web page:

1. Have the project open in the workspace.
2. Choose **Publish as HTML** from the **File** menu.
3. In the *Publish as HTML Assistant* screen, select a style for the HTML template you want to use.
This determines the background for the web page.
4. Click **Next**.



5. Click **Choose Directory**.
6. Locate and select the folder where you want to publish the HTML pages.
7. Click **Choose** and then click **Finish**.
8. In the *Image Size* dialog box, click **Use Screen Size** and select a size from the list.
or
Type values in the **Width** and **Height** boxes. To change the resolution, type a new value in the **Resolution** box.
(For on-screen viewing 72 or 96 are standard resolutions.)
9. To stretch or compress the images to fit the new size, clear the **Maintain Aspect Ratio** check box.
10. Click **Save**.

Note: If you click **JPEG Options**, you can set: **Baseline** (standard JPEG file), **Baseline optimized** (optimized color palette for faster loading), or **Progressive** (the JPEG shows as it's downloading). The **Baseline** setting is the safest for web graphics. You can also specify a quality setting, which affects the size of the .jpeg file.



WORKING WITH VARYING TEXT

With Print Explosion you can have varying information applied to your projects when they print. You can use one of two methods: merging information from a database (either a text file or your OS X Address Book) or creating unique text on individual labels, business cards or postcards.

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Merging Information from a Database

If you have database content saved as a tab-delimited (.txt) file or comma-delimited (.csv) file, you can merge that information into your Print Explosion project. Alternatively, you can merge contact information from your OS X Address Book.

Note: *If you merge a database file into a project, you can't remove the merged database. If you think you might want to use a different database with a project or use more than one database, save the project without merging the database and then use that project as a template for merging various databases. For example, you may have a mailing label designed for an event in which you want to use your OS X Address Book and a database file.*

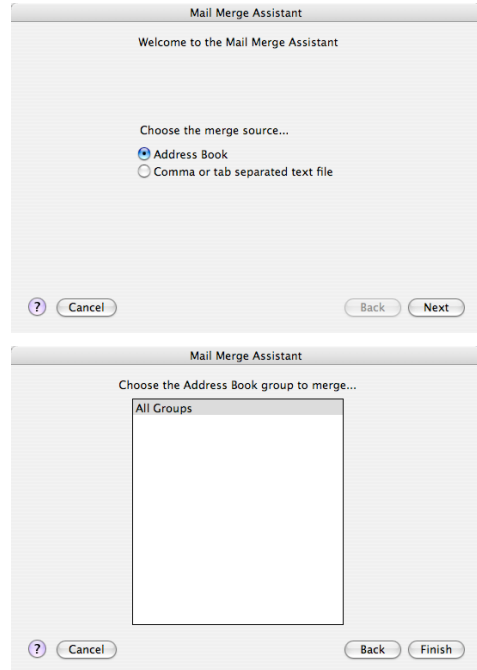
If the project is a label-type project (labels, business cards or postcards), there will be one item (for example, one label) printed for each record. If the project is another type (such as a greeting card), there will be one project printed for each record.

To set up to merge your OS X Address Book information:

1. Choose **Mail Merge** from the **File** menu.
2. In the *Mail Merge* assistant, select **Address Book** and click **Next**.
3. Select the Address Book group to merge.
or
To merge the contents of the whole Address Book, select **All Groups**.
4. Click **Finish**.

To set up to merge a database file:

1. If necessary, save the database file as a tab-delimited (.txt) or comma-delimited (.csv) text file.
2. Choose **Mail Merge** from the **File** menu.

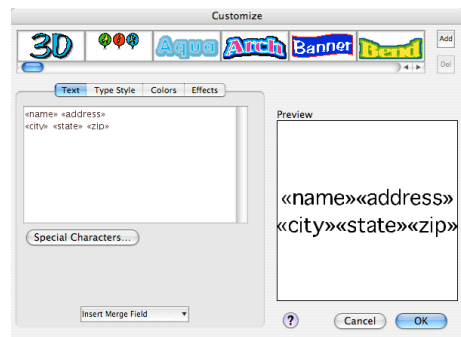
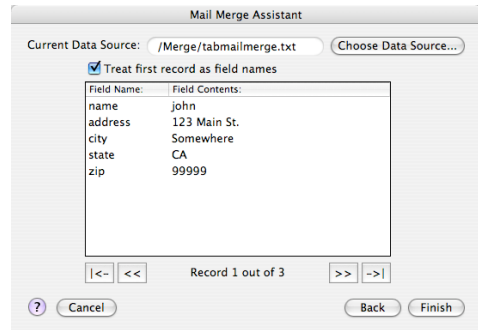
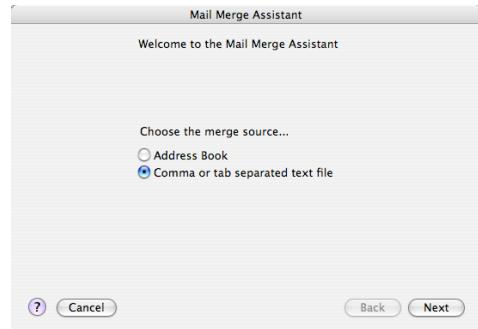


3. In the *Mail Merge* assistant, select **Comma or tab separated text file** and click **Next**.
4. If the text file you want to use does not have the field names in the first record, clear the **Treat First Record as Field Names** checkbox.
5. Click **Choose Data Source**, locate and select the text file to use as the merge file and click **Choose**.
6. To view individual records in the text file, use the arrows in the *Mail Merge* assistant.
7. Click **Finish**.

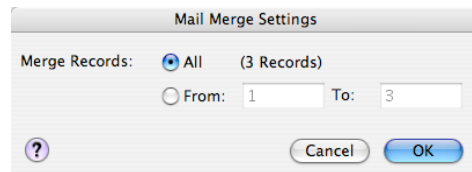
Once you've associated either a text file or the OS X Address Book with your project, you can insert fields into your project.

To insert fields into your project:

1. Chose **Text** from the **Insert** menu.
or
Click the **Text** button on the toolbar and drag the crosshair pointer to create a rectangle in your project.
or
If you already have text in your project that you want to replace with variable text, double-click that text object.
2. Choose the first field that you want in this text object from the **Insert Merge Field** pop-up menu in the *Customize* dialog box.
3. Continue choosing fields until you have all the fields you want in this text object.
4. Click **OK**.



5. When you're ready to preview the project or print it, choose **Print Preview** or **Print** from the **File** menu.
6. In the *Mail Merge Settings* dialog box, select **All** if you want all the records used.
or
Type values into the **To** and **From** boxes to use only some of the records.
7. Click **OK**.
8. Proceed with the *Print Preview* or *Print* dialog box.



Notes: You can have a mixture of database fields and regular text within a text object. Press **Return** to put fields on separate lines. You won't see the information from the database in your project until you preview your project or print it.

Manually Making Unique Items within a Project

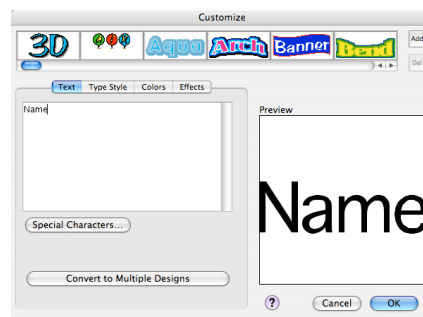
Another way to have varying information printed on a project is to manually vary the information. If your project is a label-type project (labels, business cards or postcards), which prints more than one item on a sheet of paper, you can manually type different text for each item on one sheet of label or card stock.

For instance, if you're creating business cards using a standard template, you'll have 10 business cards on a sheet of paper. If you want, you can have a different name on each of the 10 cards.

Note: If you create a project with unique text, you can't merge a database file into that project.

To create unique label-type projects:

1. Create a 'master' design with graphics and text on the label (or card).
This will be the first label (or card) in the set.
2. Double-click the text object that you want to contain varying text.
3. In the *Customize* dialog box, click **Convert to Multiple Designs**.



4. To create text for the second label (or card), click **New**.
5. Type the text for the second label (or card).
6. Continue clicking **New** and typing text for the number of labels (or cards) you want.

(You're limited to the number that will print on a single sheet of paper.)

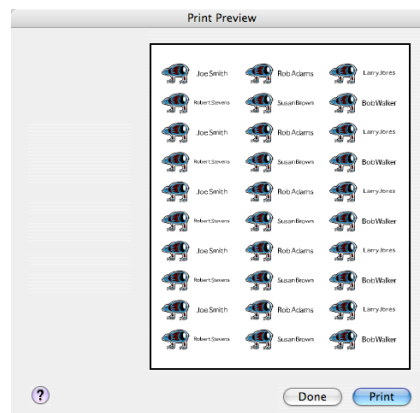
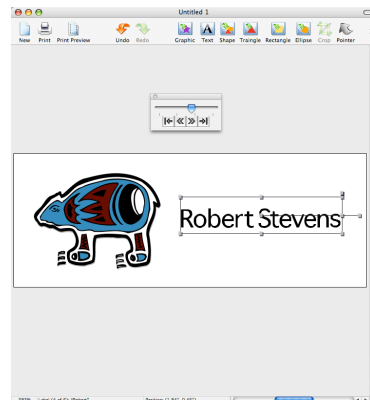
Note: If you want to have more items than will fit onto a standard sheet of label or card stock, you must merge a file or the Address Book information into the project. For example, if you want to create business cards for 20 different people (which is two sheets of business card paper), you must use the other method.



7. If you decide you don't want one of the labels (or cards), use the scroll bar to locate it and click **Delete**.
8. When you've created text for all the labels (or cards) you want, click **OK**.
9. Choose **Label Palette** from the **Window** menu.
10. Click the arrows in the *Label* palette to view the different labels or cards.
11. To preview the project, choose **Print Preview** from the **File** menu.

Notice that there is different text on the various items. The different text will repeat if you did not enter varying text to fill all items. For example, if on a business card design, you entered two names, you'll see five cards for each name.

12. When you're ready to print the project, choose **Print** from the **File** menu. (**Cmd-P**)
or
Click the **Print** button on the toolbar.



13. Make any needed adjustments in the *Print* dialog box and click **Print**.

If you change your mind about using this project as a multiple-design project, choose **Reset Label** from the **Edit** menu.

TROUBLESHOOTING

This chapter includes a variety of important tips and answers to questions you may have about using Print Explosion Deluxe.

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Objects

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

There could be two reasons why you can't select an object:

- It's behind another object. You may have to move the other object backwards to be able to select the object you want.

A way to select objects that are behind other objects is to press the **Tab** key repeatedly which will select each object in turn. After selecting an object this way, press **Return** to open the *Customize* dialog box (for text, shapes or fills), the *Choose a Graphic* dialog box (for graphics) or the *Choose a Basic Shape* dialog box (for basic shapes).

- You don't have the **Pointer** tool active.



If you have another tool active (like the **Crop** tool or a shape tool), you need to click the **Pointer** button on the toolbar before you can select an object.

Graphics

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

Print Explosion doesn't actually put graphics into your document. It references the graphic files on your hard disk. If you move to another computer, it may not have the same set of graphics as you have on your computer — especially if you've inserted or imported clip art, graphics from the *Print Explosion* DVD, scanned images, digital photos or images that you made in another program.

If you think that you will be moving documents from one computer to another, you may want to only use the graphics that Print Explosion has in the Print Explosion Graphics library.

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

Most of the images you get with the Print Explosion Graphics library are GFX graphics. This is a special format that other graphics programs can't import.

Some of the images in the Graphics library and the bonus clip art are JPEG files. These are useable in any program that can read .jpeg (or .jpg) files.

The vector graphics in the bonus clip art are .eps files. These are useable in any program that can read .eps files.

If you want additional graphics that can be used in Print Explosion (or any other application), Nova Development's Art Explosion clip art libraries are the perfect choice!

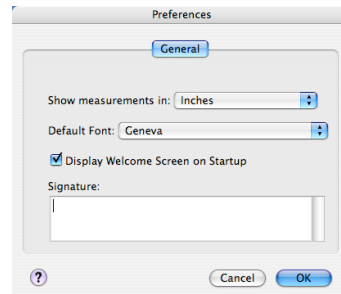
Text and Fonts

When I take my Print Explosion document to another computer, some of my 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 think that you will be moving documents from one computer to another, you may want to limit the fonts in your projects to the standard system fonts (like Times and Helvetica) or the fonts that Print Explosion installs during a standard installation.

I wanted to insert a signature into my document, but the command isn't available in the Insert menu.

You haven't set up your signature in the *Preferences* dialog box. Choose **Preferences** from the **Print Explosion** menu, and type in a block of text to use as a signature.



When I try to change my text to a different font, the font I want to use doesn't show up in the Font pop-up menu on the Inspector.

Print Explosion only recognizes TrueType fonts. If you have other types of fonts installed (for example, PostScript® fonts or OpenType® fonts), they won't show up in the program's **Font** pop-up menus.

Printing

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

Print Explosion designs assume there are no margins. If you have critical information right to the edge, part of your design may be cut off if you don't have an edge-to-edge printer. You will need to either:

- Adjust the margins in the *Document Setup* dialog box, if possible.
- Adjust your design to allow for the margins you need for your printer.

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

In general, half-fold cards are printed on both sides of the paper. 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. After the first side prints, you'll be prompted to print the second side. Put the printed paper back into the paper tray. (Read your printer's user guide to find out how to put the paper in the paper tray to print the second side correctly.) Click **Print Second Page**.

When the first side has finished printing,
reinsert the paper to print the other side.

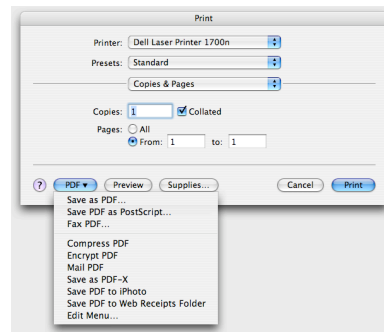
Consult your manual for more information.

Cancel

Print Second Page

Can I make a PDF version of my project?

With Mac OS X, you can convert any project that you can print into a .pdf file. In the *Print* dialog box, for OS X 10.4.x, you open the **PDF** pop-up menu or, for OS X 10.3.9 and 10.2.8, click the **Save As PDF** button. See *Chapter 10. Previewing and Printing Projects* or **Mac Help** for details.



Scanning

I want to scan in an image but the Import Image command on the Services submenu is always dim.

or

When I try to configure the OS X Image Capture utility to work with my scanner, I get a 'No Image Capture device connected.' message.

If the Import Image command is not available and you can't configure your scanner with the Image Capture utility, you don't have an OS X Image Capture-compliant scanner connected to your system. You'll have to scan in the image using another program, save the file, and insert or import the image into Print Explosion Deluxe.

General

I've installed the program, but I can't get it to start.

If you still have the installer DVD in your system's DVD-ROM drive you might be trying to start the program from the DVD. Eject the DVD and try double-clicking the **Print Explosion** icon in your *Applications* folder.

If there isn't a **Print Explosion** icon in your *Applications* folder, that means that you haven't actually installed Print Explosion. See *Chapter 2. Installing Print Explosion Deluxe* for details on the installation procedure.

Where to Go From Here

Learning how to use Print Explosion Deluxe is only the beginning! Be sure to visit the Nova Development web site at:

www.novadevelopment.com

There you'll find:

- Troubleshooting information
- Information on other Nova Development software products.

And thank you again for using Print Explosion Deluxe!

INSTALLING FONTS

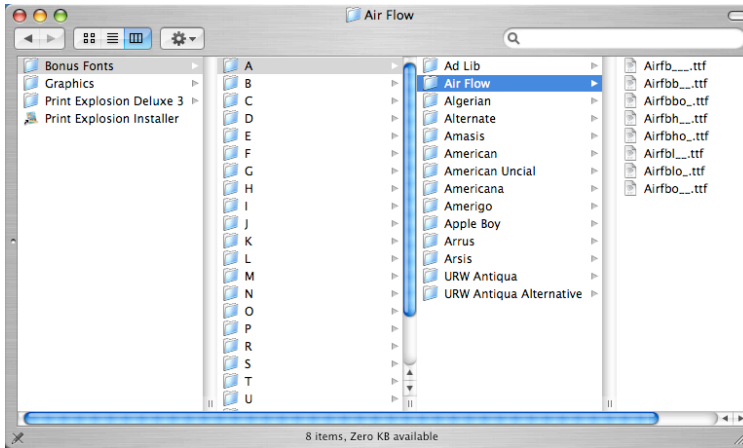
Print Explosion includes extra fonts that you can install and use to enhance your projects. This appendix covers font installation instructions for OS X 10.2.8, 10.3.9 and 10.4.x.

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About Bonus Fonts

Font families are arranged in folders alphabetically by name in the *Bonus Fonts* folder on the *Print Explosion Deluxe* DVD. For example, to find a font with a name that begins with the letter 'A' open the A folder.



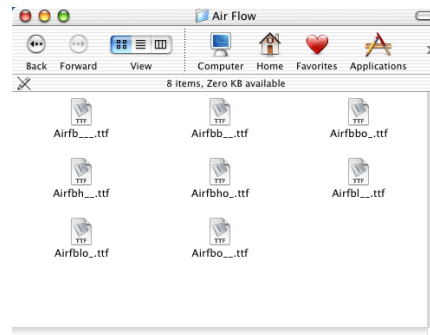
You'll need to know how to correctly install the bonus fonts found on the *Print Explosion Deluxe* DVD for your system.

For OS X 10.2.8

If you're using Jaguar (10.2.8), you install fonts by dragging them to the *Fonts* folder on your hard disk.

To install a font in OS X 10.2.8:

1. Insert the *Print Explosion Deluxe* DVD with the bonus fonts into the DVD-ROM drive.
2. In the Finder, open the DVD and open the *Bonus Fonts* folder.
3. Open a lettered folder.
4. When you find a font you like, open the *Library* folder on your OS X hard drive.
5. Drag the font's icon into the *Fonts* folder in the *Library* folder.



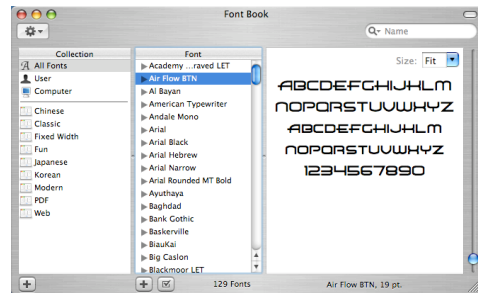
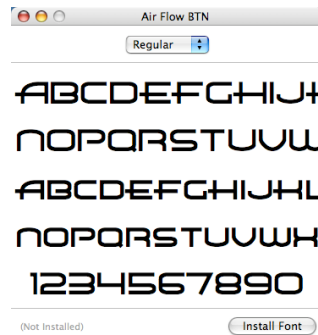
For OS X 10.3.9 and OS X 10.4.x

If you're using Panther (10.3.9) or Tiger (10.4.x), you install fonts with the Font Book.

To install a font in OS X 10.3.9 or 10.4.x:

1. Insert the *Print Explosion Deluxe* DVD with the bonus fonts into the DVD-ROM drive.
2. In the Finder, open the DVD and open the *Bonus Fonts* folder.
3. Open a lettered folder.
4. Double-click the font's icon.
5. In the Font Book, review the font's characters to make sure this is the correct font to install.
6. If it isn't the correct font, close the font display window and double-click another font on the DVD.
or
If it is the correct font, click **Install Font**.
7. Choose **Quit Font Book** from the **Font Book** menu.

Note: By default, Font Book installs new fonts into your home folder. To have the font available to all users, in the Font Book's **Collection** column, click the triangle next to **All Fonts** and then drag the font's name to the **Computer** icon.



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