

Serif Poster Designer Pro for HP User Guide

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Welcome

Welcome to **Poster Designer Pro**, the **large format printing software solution** fully certified for Windows Vista. Poster Designer Pro is the easiest way to create posters, signs, notices, and banners of superior design and visual appeal. In no time at all, you'll be delivering professional posters with stunning results! Packed full of templates, themes, design tools and an impressive font collection, Poster Designer Pro is the perfect complement to your large format HP Designjet printer.

Before you get started with Poster Designer Pro, please take some time to familiarize yourself with Poster Designer Pro key features.

Poster Designer Pro features

Layout essentials

- **Ready-to-go Design Templates**
Need a quick route to produce stunning designs? Adopt one of an impressive collection of eye-catching **design templates**, in categories such as Education, Retail, Real Estate, and Business; various leisure categories also exist. Each template offers different designs (poster, banner), orientations and additional color theming.
- **Theme layouts**
Choose a **theme** on which to base your poster! Each theme opens up a myriad of layouts, each one a different design based on the selected theme.
- **Stunning logos and flashes**
Create striking logos and flashes from a vast range of designs, each offering variations in text layout and design. Even create your own logo from scratch (or from drawn objects) in a powerful **LogoStudio** design environment.

Design

- **Professional layout tools**
Movable **rulers, guide lines** and a **dot grid**, as layout aids, help you position objects precisely; snapping jumps an object to guide or grid. Objects stick to guides—move the guide and objects will follow!
- **Layers**
your poster page can have multiple layers—so you can assign elements to different layers for modular design.
- **Gallery**
The **Gallery tab** provides an impressive selection of drag-and-drop designs from **Business** (Signs, Connecting Symbols, Logos, Flashes), **Cartoons** (Sports, People, Wedding, Food & Drink, and many more), **Leisure** (Picture Frames, Fun), and Education categories. Use to store and organize your own custom or favorite designs for future use!
- **Filter Effects**
Apply eye-catching **Filter Effects** to make your images and text really stand out. Easily add shadows, glows, bevels, blurs, reflections, outlines, feathering, or embossing effects and alter the flexible settings for exactly the right look—your original object remains intact and editable if you change your mind! Use the **Shadow Tool** for on-the-page control of basic or skewed drop shadows.
- **Astounding 3D lighting and surface effects**
The Studio's Styles tab offers preset 2D 3D effects (metals, elements, glass, stone, wood, and more) you can apply one or more effects, then customize by varying surface and source light properties.
- **Intelligent Color Schemes**
Choose from dozens of preset **color schemes** to change the overall appearance of your posters with a single click. You can customize the scheme colors, create brand new schemes, and apply any scheme to a "from-scratch" poster.

Photos

- **Quick-and-easy Image Cutouts**
Image Cutout Studio makes light work of cutting out your placed images, directly in Poster Designer Pro. Use brushes to discard uniform backgrounds (sky, walls, etc.) or keep subjects of interest (people, objects, etc.). Adopt transparency, blending or feathering techniques at the cutout edge to seamlessly merge your image into your page design.
- **Import Pictures**
Import commonly-used standard file formats, including all the latest RAW digital camera formats, **HD Photo** images, as well as **Encapsulated PostScript** files (.EPS). **AutoFlow** pictures (or drag and drop) from the always-at-hand Media Bar into sequential shaped **picture frames!** Import Photoshop files directly into your posters.
- **Image Adjustments**
Apply **adjustments** (Brightness & Contrast, fix red eye, and many more) and **enhancements** (Diffuse Glow, Dust and Scratch Remover). For advanced image manipulation use **Edit in PhotoPlus**, which accesses Serif's award-winning photo-editing package (if installed).

Graphics

- **Drawing Tools**
Design stunning vector graphics with **Pencil**, **Pen** and **Straight Line tools**. Alternatively, the array of fully-customizable **QuickShapes** let you quickly create outlines for your designs, while **Convert to Curves**, **Crop to Shape**, **Curve drawing** and **Warp tools** offer complete flexibility for creating any shape imaginable! Apply **line styles** to all kinds of shapes—even add line endings like arrowheads and diamonds. **Mesh warp envelopes** add perspective, slant, and bulge to any object.
- **Fills**
Enhance shapes and artistic text with fantastic professional fills. Use the Color tab to change fill, line, or text color with one click. Choose preset fills (solid, gradient, or bitmap) from the Swatches tab's

palettes—even create stunning bitmap fills from your own images. What's more, every color used is added to the **Publication Palette** so that you can easily re-use it again and again.

- **Ready-to-go Styles**

Choose various filter effects, glows, shadows, textures, and materials from the Styles tab. Customize the preset styles or store your own!

- **Transparency**

Add transparency to your backgrounds, text frames, tables, shapes and text to achieve a truly professional look. As with color fills, you can apply **solid**, **gradient**, and **bitmap** transparencies—even create bitmap transparencies from your own image collection.

- **Astounding 3D Lighting and Surface Effects**

Advanced algorithms **bring flat shapes to life!** Choose one or more effects, then vary surface and source light properties. Start with a pattern or a function, adjust parameters for incredible surface contours, textures, fills—realistic-looking wood, water, skin, marble and much more.

- **Instant 3D**

Transform your artistic text and shapes into impressive 3D objects directly on the page! Apply multiple colored **lighting effects** (with directional control), along with custom **bevel** and **lathe** effect profiles to create your very own unique contours.

Text

- **Artistic or frame text**

Add standalone artistic text for poster titles and supporting text information—apply solid, gradient and bitmap fills as well as filter effects. Compose story text in linked **text frames** then easily position, rotate or size the frame to suit. Full greater control over where text flows and how it appears.

- **Text Control**

Apply text formatting from an on-hand text context toolbar; use a Text Styles tab for allocating text attributes to chosen paragraphs; flexible bullet, numbering and indenting buttons; and much more!

- **Fonts**

Substitute missing fonts when opening third-party posters. View your currently installed font set in the Fonts tab, including those most recently assigned to text and your favorite fonts. Hover over a listed font for an "in-situ" **font preview** of your selected text—simply click to apply the new font if you like it! Easily **swap** all selected instances of a common font for another font in one fell swoop!

Publishing

- **Printing**

Print posters professionally to a wide range of HP Designjet printers. Choose from a choice of supported paper rolls, with automatic or manual scaling of artwork to fit paper media (by long or short side).

Support details

If you require support, please visit the Serif PosterDesignerPro for HP support web pages at:

- <http://www.hp.com/go/posterdesignerpro/support>

System requirements

Minimum:

- Pentium PC with DVD-ROM drive and mouse
- Microsoft Windows® XP (32 bit) or Vista operating system
- 1 GB RAM
- 1.5 GB free hard disk space
- SVGA (1024x768 resolution, 24-bit color) display or higher

Additional disk resources and memory are required when editing large or complex posters.

Optional:

- TWAIN-compatible scanner and/or digital camera
- Stylus or other Windows-compatible pointing device
- 3D-accelerated graphics card with DirectX 9 (or above) or OpenGL support

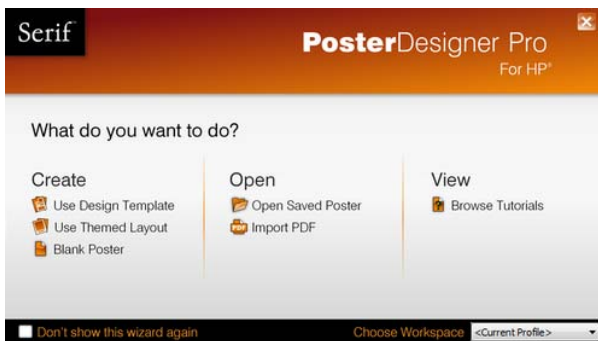
Getting Started

Startup Wizard

Once Poster Designer Pro has been installed, you're ready to start. Setup adds a **Serif Poster Designer Pro** item to the **(All) Programs** submenu of the Windows **Start** menu.

- Use the Windows **Start** button to pop up the Start Menu, click on **All Programs**, and then click the **Serif Poster Designer Pro for HP** item (or if Poster Designer Pro is already running, choose **New>New from Startup Wizard...** from the **File** menu).

The Startup Wizard presents the following choices:



- **Use Design Template**, to create a poster from a pre-designed template.
- **Use Themed Layout**, to adopt a poster layout to which your own images can be added.
- **Blank Poster**, to open a blank poster page to work on.
- **Open Saved Poster**, to edit a saved poster.
- **Import PDF**, to add a PDF page to onto your poster page.
- **Browse Tutorials**, to view a menu containing a QuickStart Guide and various Tutorials.


Starting a new poster from scratch

Although design templates can simplify your design choices, you can just as easily start out from scratch with a new, blank poster.

To start a new poster (via Startup Wizard):

1. Open Poster Designer Pro to display the initial Startup Wizard (if switched on).
-or-
With Poster Designer Pro loaded, choose **New...** from the **File** menu and then select **New from Startup Wizard...**
2. Select **Create>Blank Poster**.
3. In the **Templates** list on the left, select a document type and then examine the samples on the right. Click the sample that is the closest match to the poster you want to create.
-or-
You can define a custom poster by clicking **Custom Page Setup...**
4. Click **Open** to open a new poster with a blank page.

To start a new default poster:

- Click  **New Poster** on the **Standard** toolbar (only if Startup Wizard is turned off).

Creating a poster from a design template



Poster Designer Pro comes complete with a whole range of categorized design templates on which to base your poster.

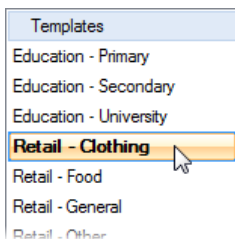
Each template also offers the poster design in differing orientations and styles (poster or banner).

If you're looking for a range of different layouts based around the same design, try using themed layouts instead (see p. 15). These layouts show image placeholders instead of pre-selected images. However, design templates have images already placed.

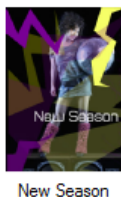
By default, your poster will be A1 poster size. If you change poster size, your current poster design will scale to fit the new page size.

To create a poster from a design template:

1. Open Poster Designer Pro, or choose **New...** from the **File** menu and select **New from Startup Wizard...**
2. Select **Use Design Template**.
3. From the **Create New Poster from Template** dialog, select a category in the **Templates** list on the left (categories include Education, Retail, Real Estate, Business, and Misc).



4. Scroll the adjacent thumbnail pane, then select a template thumbnail in the chosen subcategories.

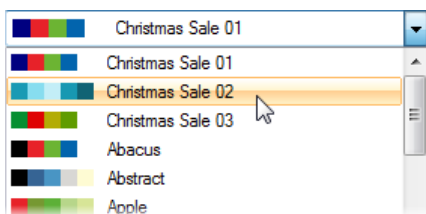


If needed, collapse unwanted categories by clicking the button next to the category name (click to expand).

5. From the right-hand pane, pick a **design**—each template will offer a design of the same layout but different orientation or size.



6. In the upper-right corner of the dialog, choose a color scheme on which to base your poster from the **Scheme** drop-down menu (the first three schemes are designed specifically for the template).



You'll see your template designs update to the newly chosen scheme.

7. Click **Open**. Your template opens as a new poster page.

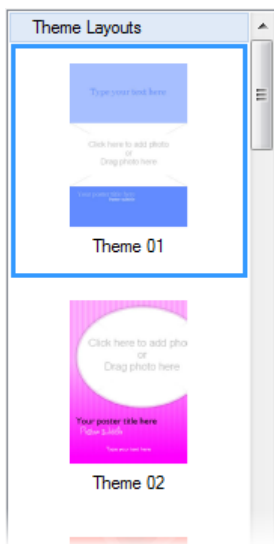
Choosing a themed layout

Creating a professional poster from scratch takes time and a degree of design skill. To make life easier, Poster Designer Pro provides **themed layouts**. Each **theme** offers a selection of complementary but different physical poster layouts, each ready to become your poster. Once selected, the poster is normally all but complete apart from adding your own images to placeholders, personalizing placeholder text, or fine-tuning object positioning.



To open a themed layout:

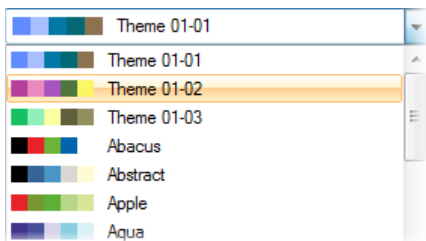
1. Open Poster Designer Pro, or choose **New...** from the **File** menu and select **New from Startup Wizard...**
2. Select **Use Themed Layout**.
3. From the dialog, scroll the Themed Layouts pane, then select a theme thumbnail from the list.



4. The adjacent Layouts pane updates to show variations of the selected theme. Select a thumbnail.



5. In the upper-right corner of the dialog, choose a color scheme on which to base your poster from the **Scheme** drop-down menu (the first three schemes are designed specifically for the themed layout).




You'll see your layout update to the newly chosen scheme.

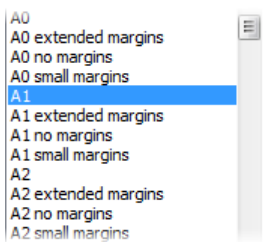
6. Click **OK**. Your layout opens as a new poster page.

Changing your poster size

The **poster size** and **orientation** are defined when the new poster (or banner) is first created, either from a themed layout, design template or as a Blank Poster choice via **File>New....** The A1 poster size is the default, ideal for printing portrait or landscape posters on large-format printers. However, if you wish to change the page size in Poster Designer Pro it's straight forward. The on-screen objects automatically size to the new poster size.

To adjust size/orientation of the current poster:

1. Select  **Page Setup** from the Pages context toolbar.
2. For a custom poster size, enter a **Width** and **Height** and set the poster orientation (**Portrait** or **Landscape**).
3. For a pre-defined poster size, select a size from the list. Each poster size comes in three variations: with no margins, extended margins, and small margins.




To define a custom poster based on a pre-defined poster size, scroll down to the **Custom** option, select it, then modify dimensions and orientation as necessary.


4. Click **OK** to accept the new dimensions. The updated settings will be applied to the current poster.

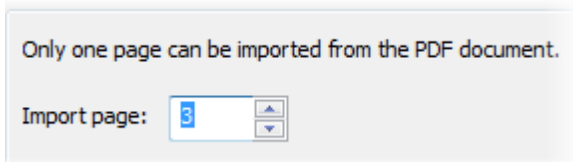
Importing PDF files

You can create a poster from any PDF file. By simply choosing the PDF document and the page you wish to import, you can create a poster based on the chosen page. Alternatively, it is also possible to include page objects from any PDF file on your existing poster page. The page's objects are added to the poster page, complementing existing page objects. You can then choose to remove any imported object if necessary.

 To maintain original text appearance, any font embedded in the original PDF (and which is used in imported text) is extracted from the imported PDF file and installed automatically (except for Type 1 and 3 fonts, which are substituted instead). The embedded font can't be used for other posters or applications and will not appear in the Windows Fonts folder.

To import a PDF file to create a poster:

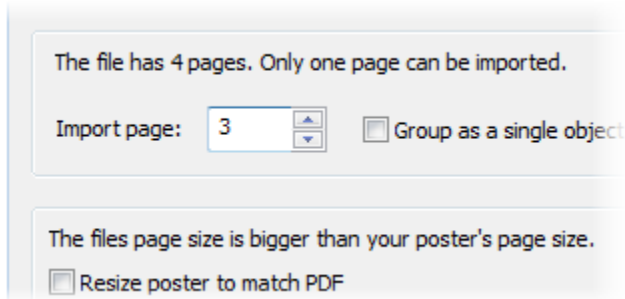
1. Click the  **Open** button on the **Standard** toolbar.
2. Select the name of the file, and click **Open**.
3. From the dialog, choose the PDF page to be imported, then click **OK**.



To include PDF page objects on your poster:

1. Open your existing Poster Designer Pro file.
2. Choose **Insert>PDF File...** from the **Insert** menu.
3. In the Open dialog, navigate to and select the PDF file. Click **Open**.

4. From the dialog, choose the page in the PDF file to be imported.



5. (Optional) Uncheck **Group as a single object** if you don't want imported objects to be grouped. Check **Resize poster to match PDF** to change your existing poster's page dimensions to that of the PDF file.
6. Click the **OK** button. The imported PDF objects are added to the existing page.


Opening an existing poster

You can open an existing Poster Designer Pro poster from the **Startup Wizard**, **Standard** toolbar, or via the **File** menu.

To open an existing poster from the Startup Wizard:

1. Select the **Open Saved Poster** option. In the Documents pane of the **Open Saved Work** dialog, you'll see either your computer's folder structure for navigation to your posters (Folders tab) or a list of most recently used Poster Designer Pro posters (History tab). Preview thumbnails and poster details or just thumbnails can be shown in the adjacent pane depending on your current view.
2. Click a file name or sample, then click **Open**.

To open an existing poster from within Poster Designer Pro:

1. Click the  **Open** button on the **Standard** toolbar.
2. In the Open dialog, you can select Poster Designer Pro poster (*.pdp), a template (*.ppx), or Adobe PDF files (*.pdf) from the lower right drop-down file type list.
3. (Optional) Check the **Open as untitled** box if you want a previously saved poster to open as untitled "Poster1", "Poster 2", etc.—for example, if you're about to create a new poster from an old one and want to leave the old one intact. This is the default option for template files.
4. Select the folder and file name and click the **Open** button.

To revert to the saved version of an open poster:


- Choose **Revert** from the **File** menu.

Font substitution

Poster Designer Pro supports automatic font substitution as you open a Poster Designer Pro poster which has fonts which are not stored on your computer. The dialog that shows also lets you manually substitute a missing font if necessary. See Poster Designer Pro help for more details.

Saving your poster

To save your work:

- Click the  **Save** button on the **Standard** toolbar.
- To save under a different name, choose **Save As...** from the **File** menu.

Saving your own templates

Once you've settled on a particular layout, you can save the layout as a **template** to be used as a basis for other posters. You can save any poster as a template (*.ppx) file. When opening a saved template file, Poster Designer Pro automatically opens a copy (e.g., Poster1), leaving the original template intact.

To save a poster as a template:

1. Choose **Save As...** from the **File** menu. Under "Save as type:" click to select the **Poster Designer Pro Template (*.ppx)** option. By default, the template will try to be saved to a **My Templates** folder so that your templates will be accessible for future use.
2. Enter a file name, leaving the .ppx extension intact, and click **Save**.

To open a template file:

1. Launch Poster Designer Pro, or choose **New...** from the **File** menu and select **New from Startup Wizard...**
2. Select **Start New Poster** from the menu options.
3. Click the **My Templates** folder in the left-hand pane of the dialog.
4. Select the saved template you wish to use.
5. Click the **Open** button.

Viewing your poster



Most of the Poster Designer Pro display is taken up by a page or "artwork" area and a surrounding "pasteboard" area.




In Poster Designer Pro, the **page area** is where you set up your layout guides, and of course the text, shapes, and pictures that you want to print. The **Pasteboard** area is where you generally keep any text, shapes, or pictures that are being prepared or waiting to be positioned on the page area.

Poster Designer Pro makes it easy to see exactly what you're working on—from a zoomed out view to a close-up view of a small region. For example, you can use the **scroll bars** at the right and bottom of the main window to move the page and pasteboard with respect to the main window. If you're using a **wheel mouse**, you can scroll vertically by rotating the wheel, or horizontally by **Shift**-scrolling.

The View toolbar provides the:

 **Zoom In** and  **Zoom Out** tools so you can inspect and/or edit the page at different levels of detail.

 **Zoom Percent** option to set a level of magnification (expressed as a percentage).



Zoom Tool to zoom into an area defined by a drawn marquee selection.



Pan Tool for moving the page area by dragging. Use to quickly locate the area of interest in your poster.



Actual size option for viewing the page at its true size (100%).



Zoom to selection option to focus on a selected area.



Page Width option to fit to the page's width.



Full Page option to fit the page into your current window.

Working with more than one poster


Poster Designer Pro lets you open more than one poster at a time. Each new poster you open appears in a separate window with its own settings.

With windows reduced or tiled you can also drag and drop objects between windows.

To switch between windows:

- Click on the window name shown on the **Window** menu.
-or-
Press **Ctrl+Tab** to cycle between windows.

To close the current window:


- Choose **Close** from the **File** menu or click the window's  **Close** button. If it's the only window open for the poster, the command closes the poster and you'll be prompted to save changes.




The Window menu lets you create new windows and arrange the open poster windows in various ways, i.e. by cascading and tiling horizontally or vertically.

Closing the poster

To close the current window:

- Choose **Close** from the **File** menu or click the window's  **Close** button. If it's the only window open for the poster, the command closes the poster and you'll be prompted to save changes.

To close Poster Designer Pro:

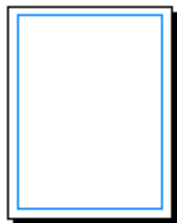
- Click the program's  **Close** button at the top right of the window.
-or-
Choose **Exit** from the **File** menu.

You'll be prompted to save changes to any open posters.

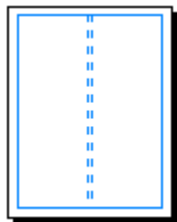
Using Design Aids

Setting layout guides

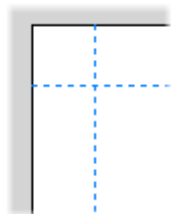
Layout guides are visual guide lines that help you position layout elements. They can include **page margins**, **row and column guides**, **bleed area guides**, and **ruler guides**.



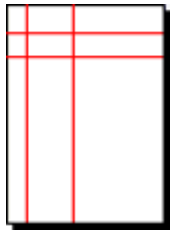
Page margin are shown as a blue box which is actually four guide lines—for top, bottom, left, and right. If you like, you can set the margins to match your current printer settings.



You also have the option of setting up **row and column guides** as an underlying layout aid. Poster Designer Pro represents rows and columns on the page area with dashed blue guide lines.




Bleed area guides assist you in positioning "bleed" elements that you want to run to the edge of a trimmed page. To allow for inaccuracies in the trimming process, it's a good idea to extend these elements beyond the "trim edge"—the dimensions defined by your Page Setup. With bleed guides switched on, the page border expands by a distance you specify, and the trim edge is shown with dashed lines and little "scissors" symbols. Note that these guide lines are just a visual aid; you'll still need to set the same **Bleed limit** in the Print dialog (**Advanced** tab) to extend the actual output page size.



Free floating horizontal and vertical **ruler guides** can be created and positioned by clicking and dragging from the rulers. Ruler guides are non-printing lines you can use to align headlines, pictures, and other layout elements.

Defining layout guides

To define layout guides:

1. Click  **Layout Guides** on the Page context toolbar.
2. From the **Layout Guides** dialog, use the **Margins** tab to set guide lines for page margins, rows and columns.
 - In the **Margin Guides** section, you can set the left, right, top, and bottom page margins individually, or click the **From Printer** button to derive the page margin settings from the current printer settings. The dialog also provides an option for **Balanced margins** (left matching right, top matching bottom)
 - Use the **Row and Column Guides** section to define guides for rows and columns. If you want rows or columns of uneven width, first place them at fixed intervals, then drag to reposition them as required.
 - Use **Bleed area guides** to specify the extra margin you want to allow around the original Page Setup dimensions or "trim area." Note that if the setting is zero or you have **View>Bleed Area Guides** unchecked, you won't see the bleed area displayed.
3. For ruler guides, view the **Guides** tab in the same dialog.
 - Set horizontal and/or vertical ruler guides on specific layers. Enter values for either guide type then click the **Add** button.

To show or hide layout guides:

- On the **View** menu, enable or disable **Guide Lines**.

This setting also affects any ruler guides you've placed on the page area. It doesn't affect display of bleed area guides (see below).

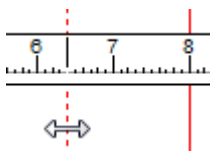
To show or hide bleed area guides:

- On the **View** menu, check or uncheck **Bleed Area Guides**.

Setting the Bleed Area Guides distance to zero on the Margins tab (see above) also cancels bleed area display.

Creating ruler guides

- To create a ruler guide, click on a ruler, hold down your mouse button, then drag onto your page. A ruler guide line appears parallel to the ruler (**Alt**-drag to create the guide at 90 degrees to the ruler).

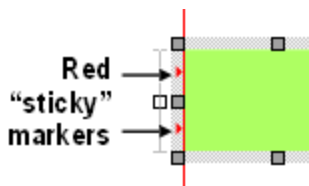


- To move a guide, drag it.
- To remove a guide, drag and drop it anywhere outside the page area.
- To lock ruler guides, on the **Tools** menu, click **Options...** and select the **Layout** menu option, then check **Lock guide lines**.
- To fine-position ruler guides, choose **Layout Guides...** from the **File** menu (or right-click menu) and select the **Guides** tab. Here, you can create or delete individual guides.
- To switch off sticky guides, uncheck **Sticky Guides** on the **Arrange** menu. Guides are by default "sticky" so that stuck objects can be dragged around the page by their ruler guide—a great way to move previously aligned objects in bulk and simultaneously. You can choose to make objects stick to a guide or unstick them, or even switch sticky guides off completely.

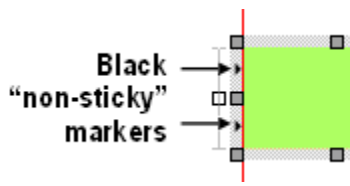
- To send guides to the back (for clearer object editing), on the **Tools** menu, click **Options...**, select the **Layout** menu option, then check the **Guide lines to back** option.
- By default, guides are red but you can swap to any other color via **Tools>Options>Layout**—simply pick a new **Guide Color**. By checking **Use Layer Color** from the same location your guides can instead adopt the currently selected layer's color. Switching off the layer in the Layers tab will hide the guides for that layer.

To make individual objects "non-sticky":

1. Select the object.
2. Click one of two small red triangular markers shown at the point where the object is attached to the guide. You'll see a link cursor (🔗) as you hover over the sticky guide marker.




Click red marker to make non-sticky.



Markers become non-sticky and change to black.

If you then drag the red guide away the object will not follow.

 You can make the object stick to a guide again by offering it up to the guide line.

To turn sticky guides on and off:

- Check/uncheck **Sticky Guides** from the **Arrange** menu (or the equivalent from **Tools>Options>Layout**).

Previously stuck objects will remain sticky even after sticky guides are switched off—you'll have to make them non-sticky manually.

Using the rulers and dot grid

The Poster Designer Pro **rulers** mimic the paste-up artist's T-square, and serve several purposes:

- To act as a measuring tool.
- To create ruler guides for aligning and snapping.
- To set and display tab stops.
- To set and display paragraph indents.

Ruler units

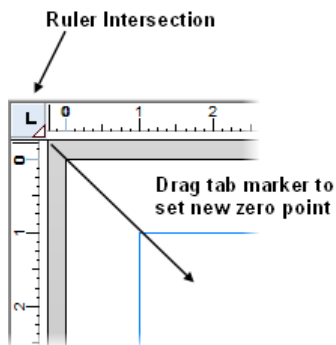
To select the basic measurement unit used by the rulers:

- Choose **Options...** from the **Tools** menu and select the **Rulers** page. The default unit is inches.

The actual interval size of the ruler marks depends on the current zoom percentage. In zoomed-out view, for example at 50%, there's more distance between ruler marks than when zoomed-in to 150%. To handle work where you want finer control or smaller snapping increments, click a zoom button to magnify the page.

Adjusting rulers

By default, the horizontal ruler lies along the top of the Poster Designer Pro window and the vertical ruler along the left edge. The default **ruler intersection** is the top-left corner of the pasteboard area. The default **zero point** (marked as 0 on each ruler) is the top-left corner of the page area. (Even if you have set up bleed area guides and the screen shows an oversize page, the zero point stays in the same place, i.e. the top-left corner of the trimmed page.)



To define a new zero point:

- Drag the tab marker on the ruler intersection to a new zero point on the page or pasteboard. (Be sure to click only the triangular marker!)

To move the rulers:

- With the **Shift** key down, drag the tab marker on the ruler intersection. The zero point remains unchanged.
- Double-click on the ruler intersection to make the rulers and zero point jump to the top left-hand corner of the currently selected object. This comes in handy for measuring page objects.

To restore the original ruler position and zero point:

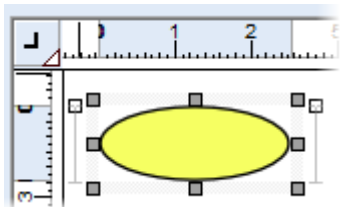
- Double-click the tab marker on the ruler intersection.

To lock the rulers and prevent them from being moved:

- Choose **Tools>Options...** and select the **Rulers** page, then check **Lock Rulers**.

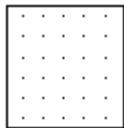
Rulers as a measuring tool

The most obvious role for rulers is as a measuring tool. As you move the mouse pointer, small lines along each ruler display the current horizontal and vertical cursor position. When you click to select an object, shaded ruler regions indicate the object's left/right and top/bottom edges on the horizontal and vertical rulers, respectively. Each region has a zero point relative to the object's upper left corner, so you can see the object's dimensions at a glance.



Using the dot grid

The **dot grid** is a matrix of dots or lines based on ruler units, covering the page and pasteboard areas. Like ruler guides, it's handy for both visual alignment and snapping.



- To turn the dot grid on or off, click **Dot Grid** on the **View** menu.
-or-
Choose **Options...** from the **Tools** menu and select the **Snapping** menu option. Check or uncheck **Dot Grid**.

You can also set the grid spacing, style, color, and positioning in the dialog (see Poster Designer Pro help).


Snapping

The **snapping** feature simplifies placement and alignment by "magnetizing" grid dots and guide lines. When snapping is on, the edges and centers of objects you create, move, or resize will jump to align with the nearest visible grid dot or guides. Objects normally snap to the page edge too.

Guide lines include ruler guides as well as layout guide lines based on page margins, rows, columns, and bleeds (see Setting layout guides on p. 29).

You may notice that with snapping enabled, when you move a guide, any "snapped to" objects will move with the guide. This object "stickiness" is enabled by default (with the Sticky Guides feature) but can be disabled permanently or temporarily as necessary (in **Tools>Options>Layout**). It is especially useful for selectively repositioning objects in bulk by guide movement, without any unnecessary grouping operations.

To turn snapping on and off:

- Click the  **Snapping** on the Hintline. When the button is down, snapping is on.

Selective snapping

You control which points and lines are snapped to by showing or hiding the individual guide elements (i.e., Rulers, Guide Lines, Frames, Dot Grid, etc.), and by changing options settings for those visible elements.

To show or hide guide elements:

- Enable (or disable) the element from the **View** menu.
-or-
Check (or uncheck) the element's name from **Tools>Options>Snapping**.

To set which visible elements are snapped to:

1. Choose **Options...** from the **Tools** menu.
2. Under "Snap to:" on the Snapping option, uncheck any elements you don't want to snap to.

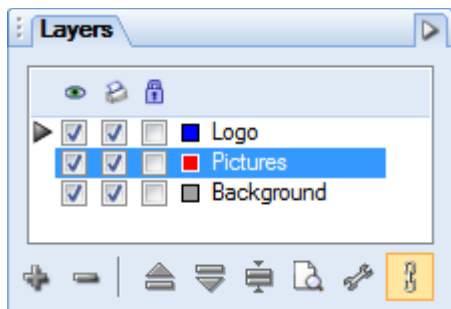
Working with layers

Your poster page consists of a single **layer**. One layer may be enough to accommodate the elements of a particular layout, but you can create additional layers as needed. On each layer, objects are stacked in the order you create them, from back to front, with each new object in front of the others. Layers themselves are stacked in a similar way, and of course you can juggle the order of objects and layers as needed.

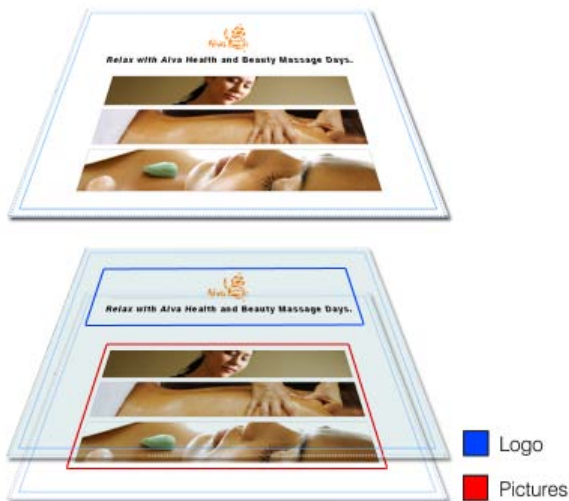
Layers are useful when you're working on a complex design where it makes sense to separate one cluster of objects from another. You can work on one layer at a time without worrying about affecting elements on a different layer.

You can normally edit any object on it—regardless of which layer the object is on—simply by clicking the object.

Each layer is situated along with other layers (if present) within a stack on the Layers tab. The uppermost layer is applied over any lower layer on the page.



The layers above could represent the following:



To display the Layers tab:

- Go to **View>Studio Tabs** and select the **Layers** tab, if the tab is not visible.

In order to create new objects on a particular layer, you'll need to "activate" (switch to) that layer.

To activate a particular layer:

- From the **Layers** tab, click at the beginning of a layer entry to activate that layer. You'll see the ► layer arrow jump to the now activated layer (named "Graphics" in the Layers tab example above is currently active).

Don't confuse this with simply selecting a layer ("Pictures" layer in the example is selected, but not activated), which is used to manage the layer itself (e.g., to move it, preview it, view/change layer options, etc.).

To select a particular layer:


- Click (or right-click) a layer name in the **Layers** tab. The layer entry then possesses a blue background.

 Right-clicking a layer name displays a menu of layer-related actions, as well as Options for that particular layer.


Adding, removing, and rearranging layers

It is easy to add, delete, move, or merge layers as needed. Moving a layer will place its objects in front (or behind) of those on other layers.

To add a new layer:



1. In the Layers tab, click the  **Insert new layer** button.
2. You'll be prompted to give the new layer a name and set its properties. When you've made your selections, click **OK**.

To delete a layer:

- In the Layers tab, select the layer's name and click the  **Delete selected layer(s)** button.

You can move layers up or down in the stacking order to place their objects in front or behind those on other layers, move objects to specific layers, and even merge layers.


To move a layer in the stacking order:


-   In the Layers tab, select the layer's entry, then click the **Move layer up** or **Move layer down** button to move the layer up or down in the list, respectively.

To move an object to a specific layer:

- Select the object and choose **Send to Layer** from the **Arrange** menu, then select the destination layer from the submenu.

To merge one layer with another in the Layers tab:

1. Activate the layer you want to merge to by clicking its entry. A  mark indicates that the layer is active. (Note that the active layer becomes uppermost in the workspace.)



2.  Select the entry of the layer you want to merge, and click the **Merge into active layer** button.

The contents of the merged layer appear on the active layer.

Selecting objects on layers

You can normally select and then edit any object on your page—regardless of which layer the object is on—simply by clicking the object. Alternatively, you can limit object selection and editing to objects on a specific active layer.

To edit only objects on the active layer:

-  In the Layers tab, select the chosen layer (the  mark should show next to the active layer) and uncheck **Edit all layers**.

To select all objects on a particular layer:

- In the Layers tab, right-click the chosen layer and choose **Select All Objects**.




Normally the active layer stays the same regardless of which object you select. For ease in identifying which layer a given object resides on, the object's **selection handles** will be colored according to the layer it resides on; the layer color is shown in the Layers tab (see Layer names and properties on p. 40) and is configurable.

Layer names and properties

The Layers tab and associated Layer Options dialog let you set a variety of properties for one or more layers. It is possible to rename the layer, make the layer and objects on it visible/invisible, set the layer to not to print, lock layers (to prevent accidental changes to objects), or set a selection handle color (to help identify which objects belong to which layer).

To set layer properties:

1. Display the Layers tab.
2. Select desired settings for the chosen layer.

- Check the box in the  **Visible** column to show the layer and any objects on it; uncheck to hide the layer.
- Check the  **Printable** column to include the layer in page printouts; uncheck to exclude it.
- Check the box in the  **Locked** column to prevent objects on the layer from being selected/edited; uncheck to allow editing.
- To set the **Selection handle color**, double-click the layer entry and choose a color from the **Selection Handle** drop-down menu (click **More Colors...** for a wider choice).

If required, you can click the  **Layer Options** button instead.

To toggle all layer properties:


- Choose **All Layers Visible**, **All Layers Printable**, or **All Layers Locked** from the **View** menu.

Choosing Pictures


Importing pictures

Poster Designer Pro lets you insert pictures from a wide variety of file formats, including bitmaps, vector images, and metafiles, and in several different ways. You can also acquire pictures directly from PhotoCDs or via TWAIN devices (scanners or digital cameras).

On import, pictures can exist on the page in several ways:

- **Detached** pictures float freely on a page, while **inline** images are incorporated with the text flow in a text object.
- **Embedded** pictures become part of the poster file, while **linking** places a reference copy of the picture on the page and preserves a connection to the original file. Each approach has its pros and cons (see Embedding vs. Linking on p. 46).
-  **Picture frames** let you add your picture into a previously applied shaped frame. Choose from elliptical, star, heart, and triangular frames, amongst many others.

To import a picture from a file:

1. (Optional) For importing inline with the text, click for an insertion point in a text object. For importing into a frame, create the text frame and then select it. Otherwise, pictures are detached.
2. Click the  **Import Picture...** button on the Tools toolbar's Picture flyout.
3. In the dialog, browse to and select the photo you want to add, and then click **Open**.
4. Select either **Embed Picture** or **Link Picture** to include or exclude the picture from the project, respectively. Use linked pictures to minimize project file size.
5. If you select the **Place at native dpi** option and the picture has a different internal setting, Poster Designer Pro will scale it accordingly; otherwise it applies a screen resolution setting of **96 dpi**. Either way—

or if you resize it downwards later on—the picture retains all its original picture data until it's published.


6. Click **Open**.
7. If there's a text insertion point in the main window, you'll be prompted whether to insert the picture at the current cursor position. Click **Yes** if you want to do this.



The mouse pointer changes to the **Picture Paste** cursor if there was no insertion point (or you answered **No** to the prompt).

8. To insert the picture at a default size, simply click the mouse.
-or-
To set the size of the inserted picture, drag out a region and release the mouse button.

To replace a picture:

- Click the  button shown under the selected frame.

Embedding vs. linking

Embedding means the picture in Poster Designer Pro is now distinct from the original file. Embedding results in a larger Poster Designer Pro file, and if you need to alter an embedded picture you'll need to re-import it after editing. Still, it's the best choice if file size isn't an issue and graphics are final.

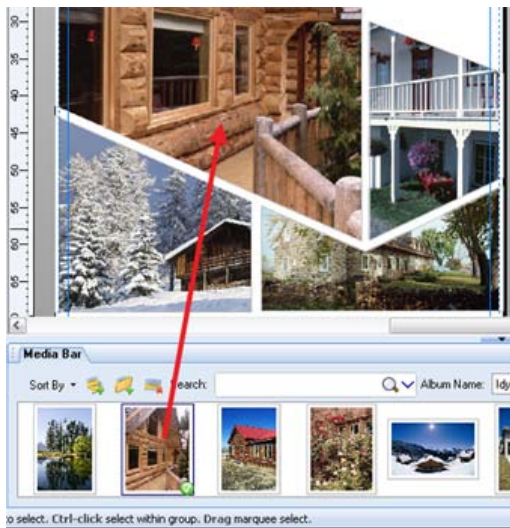
Linking inserts a copy of the picture file into the poster, linked to the actual file so that any changes you later make to it in the native application will be automatically reflected in Poster Designer Pro. Linking is one way of avoiding "bloat" by limiting the size of the poster file. On the other hand, you'll need to manage the externally linked files carefully, for example making sure to include them all if you move the Poster Designer Pro file to a different drive.

By default, Poster Designer Pro prompts you to embed pictures that are smaller than 256 KB, by preselecting the "Embed Picture" option in the Insert Picture dialog (but you can always select "Link Picture" instead). If you like, you can change the threshold file size or even switch off the automatic selection.

You can use the Resource Manager later on, to change an item's status from linked to embedded, or vice versa.

Using the Media Bar

The Media Bar acts as a "basket" containing photos for inclusion in your poster. Its chief use is to aid the design process by improving efficiency (avoiding having to import photos one by one) and convenience (making photos always-at-hand). For photo-rich posters in particular, the Media Bar is a valuable tool for dragging photos directly into picture frames or for simply replacing existing pictures on the page.



You can even use the **AutoFlow** feature to add all photos sequentially into available empty picture frames with one click.

The Media Bar can be used as a temporary storage area before placing photos in your poster, or it can be used to create more permanent photo albums from which you can retrieve stored photos at any time. By default, photos are added to a **temporary album** but you'll need to save your album for later use. Each time you start Poster Designer Pro you load that saved album (or any other saved album) or just work with a temporary album—the choice is yours!

Photo albums can be subsequently modified, renamed and deleted—viewing the contents of an individual album or all albums at the same time is possible.

You can import an unlimited number of photos by file or by whole folders, and set photo resolution (native or 96dpi) and whether photos are embedded or linked to your project in advance of photo placement on the page.

For large photo collections, searching throughout albums for photos by file name and EXIF, IPTC or XMP metadata is possible in the search box at the top of the Media Bar; even edit XMP metadata from within Poster Designer Pro.




 The currently loaded album shown on your Media Bar will remain visible irrespective of which poster you have open.

Photo thumbnails can be dragged from the Media Bar directly onto your page, into an existing standalone photo, or into an empty or populated picture frame.

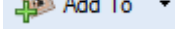
To add photos to a temporary album:

1. With the Media Bar visible and the drop-down menu showing "Temporary Album", click on the Media Bar's workspace to reveal an **Import Picture** dialog.
2. From the dialog, navigate to a photo or folder, and select your photo(s).
3. Click **Open**. Your photos appear as thumbnails in the Menu Bar workspace.

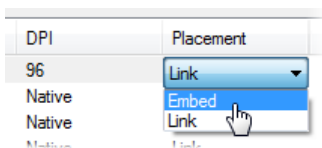
 Unless you save it, the temporary album and its photo contents will not be saved when you close Poster Designer Pro.

 You can drag one or more files from any Windows folder directly into the Media Bar window. If you right-click an image in the Media Bar and choose Locate in Explorer you'll open the photo's folder via Windows Explorer—great for drag and drop or just general file management!


To save a temporary album to a named album:

1. Click the down arrow on the  button. From the menu, select **New Album**.
2. In the **New Album** dialog, in the **Album Name** box, type a name to identify your album.

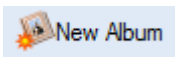


- (Optional) For any photo you can alter the resolution (native or 96 dpi), or embed/link status in advance of placement on your page—click a photo's setting and use the setting's drop-down menu to change. You can also change these settings during drag/drop onto the page.



- Click **OK**.

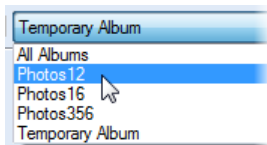
 To include a temporary album's photos in an existing saved album, click the Add To button and choose a named album from the menu.

To create a named album:

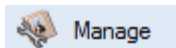
- Click the bar's  button.
- In the dialog, in the **Album Name** box, type a name to identify your album in the future.
- Click the  **Add Image...** or  **Add Folder...** button.
- In the dialog, navigate to a photo or folder and optionally choose whether your photos are to be placed at native or 96 dpi, or embedded or linked (embedding increases your file size significantly). Click **Open**.
- The **New Album** dialog lists the files for inclusion. Optionally, alter DPI and Embed options by clicking on each photo's setting, then selecting from the drop-down menu.
- Click **OK**.

To load a saved album:

- Select a saved album name (e.g. Photos12) from the bar's top-right drop-down menu.



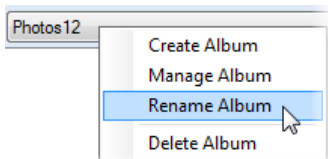
The album's photos will display in the workspace.



A saved album can be selected as above and then modified via the **Manage** button (only shown for existing saved albums). You can add photos/folders, delete photos, change DPI, and alter embed/link status.

To rename or delete an album:

- Right-click an existing album name in the top-right drop-down menu and choose **Rename Album...** or **Delete Album...**



To sort photos in your album:

- In the **Sort By** search box, select a sorting criteria. Files will be rearranged according to the chosen criteria (by Filename, Rating, or Date Taken).

Adding photos to the page


To add a photo to your page:

1. Display the Media Bar's temporary album or load a saved album from the top-right drop-down menu.
2. Drag an album's photo thumbnail onto the page—either as a independent photo, or directly into a picture frame.
-or-
Use the **AutoFlow** feature.

AutoFlow—adding content automatically

AutoFlow lets you flow the photos currently displayed in the Media Bar throughout empty picture **frames** spread throughout your poster (you can't reflow photos once frames are populated with content).

To automatically flow your photos:

- Click the  **AutoFlow** button to the right of the bar's workspace. The photos are placed sequentially in your poster's available picture frames in the order they appear in the Media Bar.

A dialog will display if you've more picture frames than you have photos and vice versa. To resolve, either remove extra pages or add more frames then add any remaining photos by drag and drop. A framed photo's thumbnail shows a green check in its bottom-right corner, while a photo that is not yet placed will not show the check.

Adding picture frames


Not to be confused with a decorative border, a **picture frame** is a shaped container similar to a text frame. You can select any one of a series of shaped empty frames as a placeholder, and then import or drag a picture into it. At any time you can swap a different picture into the same frame. This gives you the flexibility of separating the container from its content—you can incorporate the picture frame into your layout irrespective of the actual picture that will go inside it.




All selected picture frames that contain a picture will display a supporting Picture frame toolbar under the frame. This offers panning, rotation (90 degrees counter-clockwise), zoom in, zoom out, and replace picture controls.

Picture frames are always detached, i.e. they float freely on the page.

To add a picture to a frame:

- For an empty square frame, choose **Picture>Empty Frame...** from the **Insert** menu.
-or-
For a frame of a particular shape, e.g. **Elliptical Picture Frame**, choose a shape on the Import Picture flyout on the Tools toolbar.
-  The mouse pointer changes to the **Picture Paste** cursor. What you do next determines the initial size and placement of the picture frame.





- To insert the frame at a default size, simply click the mouse.
-or-
To set the size of the frame, drag out a region and release the mouse button.
- From the Media Bar's currently displayed album, drag and drop a photo directly onto the picture frame.

 Take advantage of the Gallery tab to drag and drop various bordered and basic picture frames onto your page. Choose from frames of different orientations and styles.

The picture is added to the frame using default Picture Frame properties, i.e. it is scaled to maximum fit. However, you can alter the picture's size, orientation and positioning relative to its frame; aspect ratio is always maintained.

To change picture size, orientation, and positioning:

Select a populated picture frame, and from the Picture Frame toolbar:

- Click the  button to position the photo in the picture frame by panning.
- Click the  button to rotate the photo in 90 degree counter-clockwise increments.
- Use the   zoom buttons to zoom in/out of the photo.

-or-

- Right-click on a picture frame and choose **Properties>Frame Properties...**
-or-
Select the picture frame and choose **Frame Properties** on the Picture context toolbar.
- In the dialog, you can scale to maximum/minimum, **Stretch to Fit**, or use the original image's size (**No Scale**).
- To change vertical alignment of pictures within the frames, select **Top**, **Middle**, or **Bottom**.
- For horizontal alignment, select **Left**, **Center**, or **Right**.

While you can take advantage of Poster Designer Pro's preset frames you can create your own shape (e.g. a morphed QuickShape or closed curve) then convert it to a picture frame.

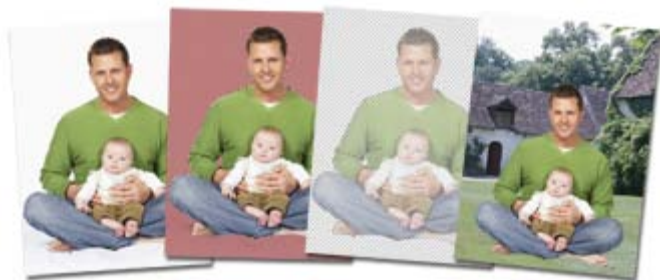
To create a custom picture frame:

1. Create the shape as required.
2. Right-click the shape and select **Convert To>Picture Frame**.
-or-
Select **Convert to>Picture Frame** from the **Tools** menu.

You can then add a picture to the frame as described previously.


Using Image Cutout Studio


Image Cutout Studio offers a powerful integrated solution for cutting objects out from their backgrounds. Depending on the make up of your images you can separate subject of interests from their backgrounds, either by retaining the subject of interest (usually people, objects, etc.) or removing a simple uniform background (e.g., sky, studio backdrop; below). In both instances, the resulting "cutout" image creates an eye-catching look for your poster.



The white initial background is discarded, leaving interim checkerboard transparency, from which another image can be used as a more attractive background. A red tint on the second image's background is used to indicate areas to be discarded.

To launch Image Cutout Studio:

1. Select an image to be cut out.
2. Select  **Image Cutout Studio** from the displayed Picture context toolbar. Image Cutout Studio is launched.

 Your original image, if linked, is unaffected in Image Cutout Studio. However, embedded images, when cut out, are altered permanently in the project.

Choose an output

It's essential that you choose an output type prior to selecting areas for keeping/discarding. Either an alpha-edged or vector-cropped bitmap can be chosen as your output type prior to selection. The choice you make really depends on the image, in particular how well defined image edges are. Let's look at the output types and explain the difference between each.

Output Type	Description and use
Alpha-edged Bitmap (default)	Use when cutting out objects with poorly defined edges. Transparency and pixel blending are used at the outline edge to produce professional results with negligible interference from background colors. The term "alpha" refers to a 32-bit image's alpha transparency channel.
Vector-cropped Bitmap	Use on more well-defined edges. A cropped image with crop outline is created which can be later manipulated with the crop tools. You can optionally apply feathering to the image edge but will not remove background color.

To create an alpha-edged bitmap:

1. Select **Alpha-edged Bitmap** from the **Output Type** drop-down menu.
2. (Optional) Drag the **Width** slider to set the extent to which the "alpha" blending is applied inside the cutout edge.
3. (Optional) Adjust the **Blur** slider to smooth out the cutout edge.

To create a vector-cropped bitmap:

1. Select **Vector-cropped Bitmap** from the **Output Type** drop-down menu.
2. (Optional) Drag the **Feather** slider to apply a soft or blurry edge inside the cutout edge.
3. (Optional) Drag the **Smoothness** slider to smooth out the cutout edge.
4. (Optional) The **Inflate** slider acts as a positive or negative offset from the cutout edge.

Selecting areas to keep or discard

A pair of brushes for keeping and discarding is used to enable parts of the image to be selected. The tools are called **Keep Brush** and **Discard Brush**, and are either used independently or, more typically, in combination with each other. When using either tool, the brush paints an area contained by an outline which is considered to be discarded or retained (depending on brush type). A configurable number of pixels adjacent to the outline area are blended.

Either tool allows the default brush size to be set before you select areas for keeping/discarding. You can set your own custom size or use a small, medium, or large preset brush size. Choose from the top of the Studio workspace.



To aid the selection operation, several display modes are available to show selection.



Show Original, **Show Tinted**, and **Show Transparent** buttons respectively display the image with:


- selection areas only
- various colored tints aiding complex selection operations
- checkerboard transparency areas marked for discarding.

For Show tinted, a red tint indicates areas to be discarded; a green tint shows areas to be kept.

For Show transparent mode, a different **Background color** can be set (at bottom of the Studio) which might help differentiate areas to keep or discard.

To select image areas for keeping/discarding:

1. In Image Cutout Studio, click either  **Keep brush** or  **Discard brush** from the left of the Studio workspace.
2. (Optional) Pick a **Brush Size** suitable for the area to be worked on.
3. (Optional) Set a **Grow Tolerance** value to automatically expand the selected area under the cursor (by detecting colors similar to those within the current selection). The greater the value the more the selected area will grow. Uncheck the option to prevent selection growing.
4. Using the circular cursor, click and drag across the area to be retained. It's OK to repeatedly click and drag until your selection area is made—you can't lose your selection unless you click the **Reset** button. The **Undo** button reverts to the last made selection.
5. If you're outputting an alpha-edged bitmap, you can refine the area to be kept/discarded within Image Cutout Studio (only after previewing) with Erase and Restore touch-up tools. Vector-cropped images can be cropped using standard Poster Designer Pro crop tools outside of the Studio.


 Make your outline edge as exact as possible by using brush and touch-up tools before committing your work.

6. Click **OK** to create your cutout.



You'll see your image on the poster page in its original location, but with the selected areas cut away (made transparent).


Refining your cutout area (alpha-edged bitmaps only)

If a vector-cropped image is created via Image Cutout Studio it's possible to subsequently manipulate the crop outline using crop tools. However, for alpha-edged bitmaps, Erase and Restore touch-up tools can be used to refine the cutout area within the Studio before completing your cutout. The latter can't be edited with crop tools.

 The touch-up tools are brush based and are only to be used to fine-tune your almost complete cutout—use your Keep and Discard brush tools for the bulk of your work!

To restore or remove portions of your cutout:

1. With your cutout areas already defined, click the **Preview** button (Output settings tab). You can use the button to check your cutout.
2. Click the  **Restore Touch-up Tool** or  **Erase Touch-up Tool** button from the left of the Studio workspace.
3. Paint the areas for restoring or erasing as you would with brush tools.
4. Click **OK**.

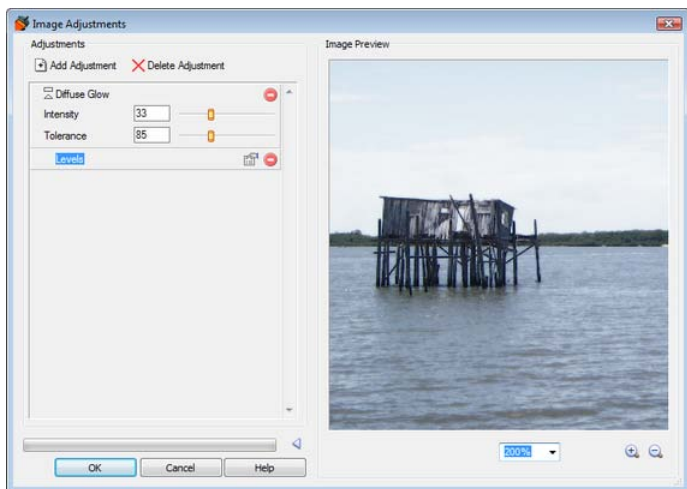
 If you've touched up part of your image between each preview, you'll be asked if you want to save or discard changes.

Applying image adjustments

The **Picture context toolbar** appears automatically when you select an image on the page. You can use it to improve the appearance of any image appearing in your poster by adjusting **contrast**, **brightness**, **color**, and **size** directly, or by applying **Image adjustments**.

Poster Designer Pro comes equipped with a powerful mix of color correction/adjustment tools for use on your newly imported images. Levels, color balance, channel mixer and HSL corrective adjustments, amongst others, are available. Effect-inducing adjustments also range from the artistic Diffuse Glow to the more practical correction methods such as Dust and Scratch Remover. In fact over 20 adjustments can be directly applied to your image not only individually but cumulatively.

Adjustments are managed by using the **Image Adjustments** dialog. The gallery offers a one-stop solution for applying your adjustments—all supported by a dynamic preview window. When shown, the window updates with your chosen adjustment, or when collapsed, the adjustment is made directly to the image on the page!



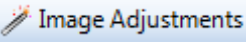


If you're looking to carry out some more advanced photo editing and have Serif's PhotoPlus software (10.0 or above) installed, you can use the **Edit in PhotoPlus** button on the Picture context toolbar to load the image directly into PhotoPlus. You can carry out your edit and save the file in PhotoPlus—if embedded or linked, the newly altered image is refreshed and updated in Poster Designer Pro automatically.


Adding an image adjustment


A drop-down list in the **Image Adjustments** dialog is separated into corrective adjustments (in the first half of the list), and effect-inducing adjustments (in the second half). As soon as an adjustment is selected it is added to a stack where additional adjustments can be added and built up by using the same method. Any adjustment can be switched on/off, deleted or reordered in this list. The order in which they appear in the stack may produce very different results—if you're not happy with your current order—Poster Designer Pro lets you drag and drop your adjustment into any position in the stack.

The most recently added adjustment always appears at the bottom of the list and is applied to the picture last (after the other adjustments above it). In the above example, the Diffuse Glow effect is applied to the picture first, followed by Levels.

To add an image adjustment:

1. Select the picture that you want to apply an adjustment to.
2. Click the  button on the Picture context toolbar.
3.  To apply adjustments directly to the image, collapse the preview window by clicking the **Show/Hide Preview** button. When expanded, the effects are applied only in the preview window until you click **OK**. The latter approach lets you work on your effects in isolation without other page objects interfering while fine-tuning your effects. Use zoom in/out buttons or a percentage magnification for detailed work.
4. In the **Image Adjustments** dialog, click the  **Add Adjustment** button.
5. Select an adjustment from the drop-down menu.
6. To modify a simple adjustment, move the slider(s) or entering different values into the input box(es).

For more complex adjustments, click the  **Advanced Properties...** button and make changes in the pop-up dialog.

 Some adjustments have no properties and are applied directly as they are selected.

7. Click **OK** to apply the adjustment.

You can add multiple adjustments to a picture by repeating the above procedure. It's quite possible to apply several adjustments to the same image, and, depending on the order in which they are applied, to end up with a different final result.

Switching on/off adjustments

In the same way in which a layer's contents can be made visible/invisible, the



button can be used to temporarily make an adjustment invisible or visible.

Reordering adjustments

Adjustments can be moved around the stack to change the order in which they are applied to the picture. Drag a name to another position in the list while holding down the mouse button. A dark line indicates the new position in which the entry will be placed if the mouse button is released.


Working with Text

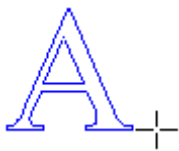
Using artistic text

Artistic text is standalone text you type directly onto a page. Especially useful for **poster titles**, **pull quotes**, and other special-purpose text, it's easily formatted with the standard text tools.



To create artistic text:

1. Choose the  **Artistic Text Tool** from the Artistic Text flyout on the Tools toolbar.
2. Click on the page for an insertion point using a default point size, or drag the cross-hair cursor across the page to specify a particular size, e.g.



3. Set initial text properties (font, style, etc.) as needed before typing, using the Text context toolbar, **Format** menu, or right-click (and choose **Text Format**>).
4. Type directly on the page to create the artistic text.

Once you've created an artistic text object, you can select, move, resize, delete, and copy it just as you would with a text frame. Solid colors, gradient/bitmap fills, and transparency can all be applied.

To resize or reportion an artistic text object:

- To resize while maintaining the object's proportions, drag the resize handles.
- To resize freely, hold down the **Shift** key while dragging.

To edit artistic text:

- Drag to select a range of text; double-click to select a word; or triple-click to select a paragraph.

Now you can type new text, apply character and paragraph formatting, edit the text in WritePlus, apply proofing options, and so on.

Understanding text frames

Typically, text in Poster Designer Pro is added to the page as artistic text, i.e. standalone text of limited length, which can be sized and decorated with fills and special effects. However, for longer passages of text you can add text into **text frames**, which act as containers which can be shaped to page objects and even linked together. You can also add text as **table text** (see online Help) for row-and-column displays.

What's a text frame?

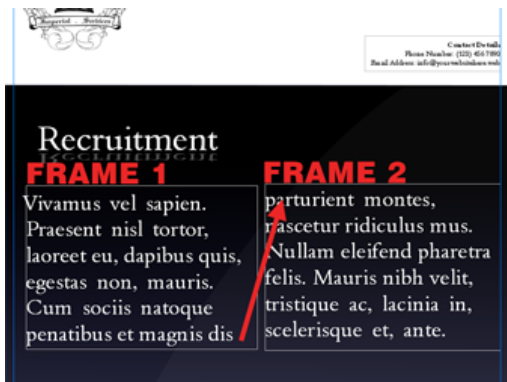
A text frame is effectively a mini-page, with:

- Margins and column guides to control text flow.
- Optional preceding and following frames.
- Text and optional inline images that flow through the frame (from the previous frame and on to the next).

The text in a frame is called a **story**.

- When you move a text frame, its story text moves with it.
- When you resize a text frame, its story text reflows to the new dimensions.

Frames can be linked so that a single story continues from one frame to another. But text frames can just as easily stand alone. Thus in any poster, you can create text in a single frame, spread a story over several frames, and/or include many independent frame sequences. By placing text frames anywhere, in any order, you can build up posters with a story flowing from one column to another.




Text frames behave like other Poster Designer Pro objects—when selected, you can manipulate them as for shapes, lines, artistic text, and tables.

Creating text frames

You add frames to a page as you would any other object. Poster Designer Pro supports a wide variety of frame shapes which can be resized and morphed into new shapes once placed on the page (just like QuickShapes; see p. 121).

To create a frame:

1. Select a text frame from the  **Text Frame** flyout on the Tools toolbar.
2. Click on the page or pasteboard to create a new frame at a default size.
-or-
Drag out to place the text frame at your chosen dimensions.

To create a frame (from a drawn shape):

- You can also draw a shape and select **Convert to>Shaped Text Frame** on the **Tools** menu (text is not auto-aligned).
-or-
- Type directly onto any shape to automatically create a shaped frame (text is automatically centered vertically and horizontally). Useful for creating objects for diagrams!

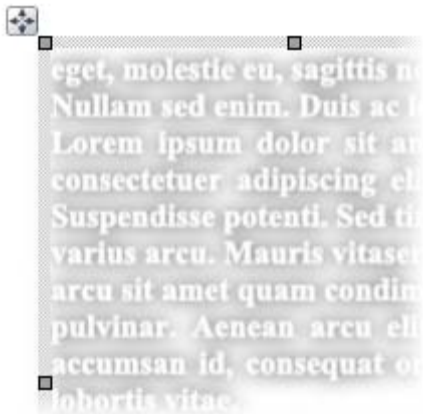
To delete a frame:


- Select the frame—click its edge until a gray border appears—and then press the **Delete** key.

When you select a frame you'll see its bounding box, indicated by a gray border line plus corner and edge handles, and (if you clicked with the Pointer Tool) a blinking insertion point in the frame's text. In this mode, you can edit the text with the Pointer Tool. As in a word processor, double-clicking selects a word, and triple-clicking selects a paragraph. (For details, see Editing text on p. 75.)

To select only the frame (no insertion point):

- Click the frame's bounding box.

**To move a text frame:**

-  Drag the selected object to a new position by using its **Move** button.

To resize a text frame:

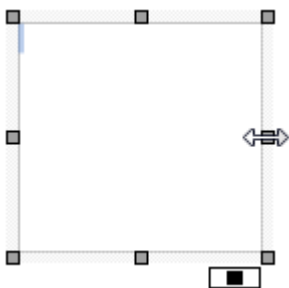
- In any selection mode, drag a corner or edge handle.

Putting text into a frame

You can put text into a frame by direct typing or by pasting:

To type text into the frame:

- Select the Pointer Tool, then click for an insertion point to type text straight into a frame, or edit existing text. (See Editing text on p. 75.)



To paste text into a frame:

- Select the Pointer Tool and click for an insertion point in the text, then press **Ctrl+V**.

You can create longer passages of text in WritePlus story editor, or import an existing text file (right-click on a frame and choose **Insert Text File...**), or drag and drop selected text from another application.

How a story flows through a sequence of frames

You can have just one frame on its own, or you can have many frames. Frames can be connected in linked **sequences** so that the **story** associated with a given frame sequence flows through the first frame on to the next.


If there is too much text for the frame, it overflows—the remaining text is stored in an invisible **overflow area**. By creating additional frames for this remaining text to occupy and then clicking between overflowing frame and your new target

frame, you can flow the text across a frame sequence. Resizing any frame in the sequence will affect the text flow, as would resizing the frame text.

Poster Designer Pro keeps track of multiple linked frame sequences. The **Text Manager** (accessed via the Tools menu) provides an overview of all stories and lets you choose which one you want to edit.

Fitting text to frames

If you're using text frames, then fitting story text precisely into a sequence of frames will greatly aid your poster layout.

If there's too much story text to fit in a frame sequence, Poster Designer Pro stores it in an invisible **overflow area** and the Link button on the last frame of the sequence displays . You might edit the story down or make more room for it by adding an extra frame or two to the sequence.

Once frames are in position it's still possible to control how text is distributed throughout the frame(s) via tools on the Frame context toolbar.



The **Text Sizing** flyout offers three tools for controlling how frame text scales through the text frame. These are "once-off" operations (compared to the "continuous" **Autofit** options shown below).



Fit Text

Click to scale the story's text size so it fits exactly into the available frame(s); further text added to the frame will cause text overflow. You can use this early on, to gauge how the story fits, or near the end, to apply the finishing touch. Fit Text first applies small point size changes, then small leading changes, then adjustments to the paragraph space below value, until the text fits.



Enlarge Text

Click to increase the story's text size one increment.



Shrink Text

Click to reduce the story's text size one increment.

Each frame's story text can adopt its own individual autofit setting as follows:



The **Autofit Options** flyout offers three autofit options which continuously act upon a selected frame's story text.



No Autofit

This is the normal mode of operation where, if selected, text won't automatically scale throughout the selected text frame, possibly leaving partly empty frames at the end of the frame sequence.



Shrink Text on Overflow

If selected, extra text added to a selected frame will shrink all frame text to avoid text overflow.



Autofit

If selected, the frame will always scale text automatically by adjusting text size (compare to **Fit Text** which fits text once, with any additional text causing text overflow).


Wrapping text

Poster Designer Pro lets you wrap frame text around the contours of a separate object. Usually, this means wrapping text to a picture that overlaps or sits above/below a text frame (below), but you can wrap frame text around a shape, artistic text, table, or another frame.



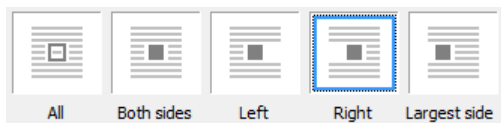
Wrapping is accomplished by changing the **wrap setting** for the **object** to which text will wrap.

To wrap text around an object:

1. Select the object around which you want the text to wrap.
2. Click the  **Wrap Settings** button on the Arrange toolbar.
3. Select the manner in which text will wrap around the object by clicking a sample, i.e.



4. Choose which side(s) the chosen wrapping method will be applied, again by clicking a sample.



The examples show tight wrapping applies to the right of the object only.

5. Click **OK**.

In addition, you can specify the **Distance from text**: the "standoff" between the object's **wrap outline** and adjacent text. (The wrap outline is a contour that defines the object's edges for text wrapping purposes.) Different object types have different initial wrap outlines. For QuickShapes, the wrap outline corresponds exactly to the object's edges, while for closed shapes the outline is a rectangle.

You can manually adjust the wrap outline for more precise text fitting. See Poster Designer Pro help for more information.

Flowing text around inline images

- To set the alignment of an inline picture with respect to adjacent text, right-click it and choose **Align**, then select an alignment option. Whether text flows around an inline picture also depends on the picture's alignment setting. Text will flow around if the picture is aligned Left, Center, Right, or Indent, but not if aligned Top, Middle, or Bottom.


You can also adjust the **Distance from text** (right-click and choose **Properties...**) from the menu which (as with regular text wrap) affects the "standoff" between the object and adjacent text.

Putting text on a path

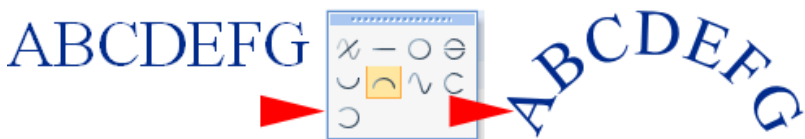
"Ordinary" straight-line artistic text is far from ordinary—but you can extend its creative possibilities even further by flowing it along a curved path. The resulting object has all the properties of artistic text, plus its path is a Bézier curve that you can edit with the Pointer Tool as easily as any other line! In addition, text on a path is editable in some unique ways, as described below.




To apply a preset curved path to text:

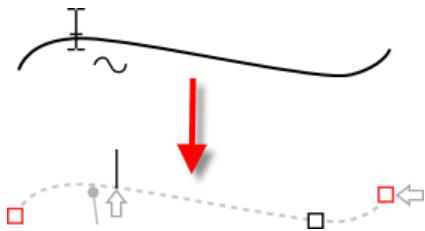
1. Create an artistic text object (see p. 65).
2. With the text selected, on the Text context toolbar, click the  **Path Text** flyout and choose a preset path.

The text now flows along the specified path.



To add artistic text along an existing line or shape:

1. Create a freehand, straight, or curved line (see Drawing lines on p. 115) or a shape (see Drawing and editing shapes on p. 120).
2. Choose the  **Artistic Text Tool** from the Artistic Text flyout on the Tools toolbar.
3. Bring the cursor very close to the line. When the cursor changes to include a curve, click the mouse where you want the text to begin.



4. Begin typing at the insertion point. Text flows along the line, which has been converted to a path.

To fit existing text to an existing line or shape:

1. Create an artistic text object.
2. Create a freehand, straight, or curved line or a shape.
3. Select both objects. On the **Tools** menu, choose **Fit Text to Curve** from the **Tools** menu. The text now flows along the specified path.

To create text and path at the same time:

1. Choose one of the Path Text tools from the Text flyout:



The **Freehand Path Text Tool** lets you sketch a curved line in a freeform way



The **Straight Path Text Tool** is for drawing a straight line



The **Curved Path Text Tool** lets you join a series of line segments (which may be curved or straight) using "connect the dots" mouse clicks

2. Create a line on the page. Your line appears as a path with an insertion point at its starting end (for a curved path you'll need to press **Esc** or double-click to get the insertion point).
3. Begin typing at the insertion point. Text flows along the path.

Artistic text can also be moved along its path, adjusted with respect to text baseline height, and flipped/reversed on the path. In addition, you can fit text to a path as you would fit text to a frame (see p. 70), where text size can be made to adjust to path length (manually or with Autofit).

Editing text

You can use the Pointer Tool to edit artistic text, as well as frame text or table text. You can select and enter text, copy/paste text, change text properties, and sort paragraphs.

Selecting and entering text

The selection of text follows the conventions of the most up-to-date word-processing tools. The selection area is shaded in semi-transparent blue for clear editing.

Nulla vestibulum eleifend
 nulla. Suspendisse potenti.
 Aliquam turpis nisi, venenatis
 non, accumsan nec, imperdiet
 laoreet, lacus.

Double- or triple-click selects a word or paragraph, respectively. You can also make use of the **Ctrl**-click or drag for selection of non-adjacent words, the **Shift** key for ranges of text.

To edit text on the page:

1. Select the Pointer Tool, then click (or drag) in the text object. A standard insertion point appears at the click position (see below),
 -or-
 Select a single word, paragraph or portion of text is already selected.
2. Type to insert new text or overwrite selected text, respectively.

Nulla | vestibulum eleifend
 nulla. Suspendisse potenti.
 Aliquam turpis nisi, venenatis
 non, accumsan nec, imperdiet
 laoreet, lacus.

To start a new paragraph:

- Press **Enter**.

To start a new line within the same paragraph (using a "line break" or "soft return"):

- Press **Shift+Enter**.

The following two options apply only to frame text. You can use these shortcuts or choose the items from the **Insert/Break** submenu.

To flow text to the next column (Column Break) or frame (Frame Break):

- Press **Ctrl+Enter** or **Alt+Enter**, respectively.

To switch between insert mode and overwrite mode:

- Press the **Insert** key.

To repeat a text action:

- Choose **Repeat <operation>** from the **Edit** menu, or press **Ctrl+Y**.


For example, if you've applied new formatting to one paragraph, you can click in another paragraph and use the same command to apply the same formatting there.

Copying, pasting, and moving text

You can easily copy text and paste into the same or a different text object. Text stored on the clipboard can additionally be pasted. Drag and drop support for text allows text to be moved into a different location within the same text object or different text object in your poster.

To copy and paste text:

1. Select the text to be copied.
2. Select **Copy** from the **Edit** menu. This places the text onto the clipboard.
3. Place an insertion point in a different location in your story or artistic text.
4. Select **Paste** from the **Edit** menu.

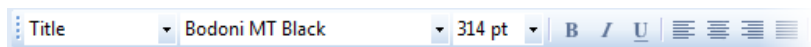
 If you don't place an insertion point, the text can be pasted into a new text object directly.

To move text by drag and drop:

1. Select the text to be moved.
2. Hover over the selected text and hold your mouse button down. A cursor is shown.
3. Move the cursor to the location (in the same or different frame) you wish to place the text—an insertion point should be displayed.
4. Release the mouse button to place your text.

Setting text properties

Poster Designer Pro gives you a high degree of typographic control over frame text, table text, or artistic text via a Text context toolbar (or right-click).



The toolbar lets you change text style, typeface, point size, attributes, paragraph alignment, and various other properties.

If applying the same text properties to text throughout your poster, consider creating and/or modify text styles based on that set of text properties. See online Help.

To apply basic text formatting:

1. Select the text.
2. Use buttons on the above Text context toolbar to change text properties.

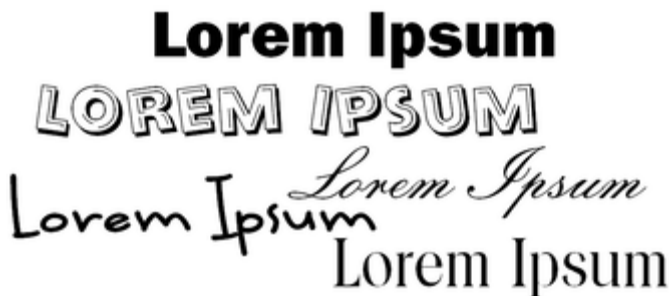
If a font is unavailable and has been substituted (see online Help), its font name on the Context toolbar is prefixed by the "?" character.

To clear local formatting (restore plain/default text properties):

- Select a range of text with local formatting.
- Click on the **Clear Formatting** option on the Text context toolbar's text styles drop-down list.


Using fonts

One of the most dramatic ways to change your poster's appearance is to change the fonts used in your artistic text, frame text, or table text. Applying different fonts to a character or entire paragraph can communicate very different messages to your intended readership.



Font assignment is very simple in Poster Designer Pro, and can be done from the Fonts tab, Text context toolbar, or in the **Character** dialog (via right-click, or from the **Format** menu). The Fonts tab lets you:

- Apply fonts easily without dialog navigation.
- Assign fonts to be your favorites.
- View most recently used and your favorite fonts simultaneously.
- Search for installed fonts via search box.
- Hover-over preview of fonts applied to your poster's text (optional).
- Change a font for another throughout your poster (by right-click Select All).
- Access Serif FontManager (if available in your country).



The **Fonts** tab is automatically hidden by default, but can be viewed by clicking the arrow button at the left of your workspace. You may also need to click the **Fonts** label to display the **Fonts** tab.

Assigning and previewing fonts


The fonts shown in the **Fonts** tab represent the currently installed fonts on your computer. This means that these fonts are available to format any selected character or paragraph.

To assign a font:

- Select some text, then click on the font name in the Fonts tab to assign the font to the text.

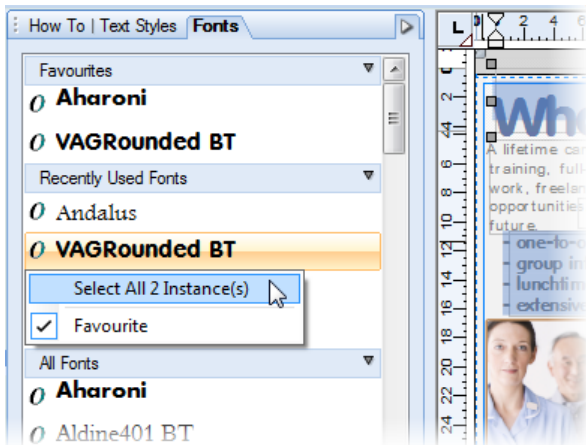
You can preview how fonts will appear on your selected text by enabling Poster Designer Pro's font preview feature.

To preview fonts:

1. From the tab's  **Tab Menu** button (top-right of tab), check the **Preview Font** option.
2. Select a section of text (a letter, word, or paragraph) in your poster.
3. On the **Fonts** tab, hover over any font in the list. The selected text will update to show how the font will appear in situ.
4. (Optional) Click on the font in the Fonts tab to assign the font to the text.

Changing common fonts

Changing one font for another is very simple for a single portion of text, but the **Fonts** tab can take things a step further by allowing all instances of the same font to be selected on the page, and if necessary, swapped for another font. It's simple to then re-assign a different font to the selected text.



To select (and change) a font throughout your poster:

1. Right-click a font displayed in the **Fonts** tab.

If the font is used in your poster, you'll see a "Select All *n* instance(s)" message (*n* is the number of times the font is used). If there are no occurrences, you'll get a "Not currently used" message.

2. Click the message label, making it shaded in blue—text formatted with the chosen font is selected.
3. Hover over font names in your font list. Click on a chosen font to apply it to the selected text.


Logos and Flashes

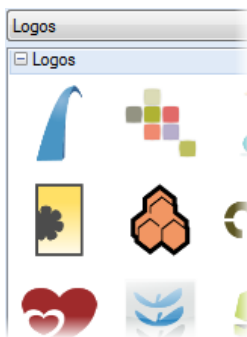
Adding logos




Logos are intended to send a clear message to your target audience, all within a simple and identifiable design. Whether you intend to communicate a stylish, business, fun or modern message (opposite), Poster Designer Pro allows you to create impressive logos of varying design.

To add a logo:

1. Select  **Insert Logo** from the Tools toolbar's Logo flyout.
-or-
Select **Logo** from the **Insert** menu.
2. From the dialog, scroll the left-hand pane and select a suitable design thumbnail; choose the blank layout in the Blank category to start from scratch.




3. Select a logo from the left-hand pane, then pick from a choice of designs from the right-hand pane (if a choice is available); some designs allow customization of text.
4. To apply the poster's current color scheme to your design, uncheck **Apply color set**. Alternatively, to adopt a color set independent of your poster's current color scheme, keep **Apply color set** checked and pick a color set option from the drop-down list.
5. Click **Open**.
6. For captioned logos, a further dialog lets you customize the design's supporting text (company name and/or motto). Enter a new **Name** (e.g., company or club name) and, optionally, a tag line (**Motto**) to personalize it. Edit the text and then click **OK**.
7. To insert the logo at a default size, simply click the mouse.
-or-
To set the size of the logo, drag out a region and release the mouse button.

 Poster Designer Pro's Gallery tab also hosts the same selection of logos.

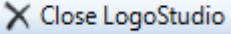
If you're looking to further modify your logo you can use **LogoStudio**, an integrated design environment. This allows you to focus on your design without the distractions of other objects on the page, i.e. the design is displayed in isolation and centered on the page. Alternatively, a logo or flash can be created from existing artistic text, shape, gallery object, picture, or grouped objects.

To edit an existing logo:

1. Click the  button on the control bar under the selected logo.

LogoStudio is launched with your object(s) zoomed in to fit your workspace.

2. Using standard Poster Designer Pro tools and tabs, customize your design to your liking. Use the supporting How To tab for LogoStudio help.

3. Click  from LogoStudio's main toolbar to exit. The modified logo is updated in its original position.


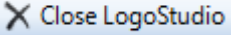
Converting objects to logos or flashes

It's just as easy to by-pass the ready-to-go designs and base your design on objects already present in your poster.

To convert existing objects to a logo:

1. Select one or more objects on the page.
2. Right-click and select **Convert To>**, then pick **Logo...** from the submenu. You can then edit your design as described above.

-or-

1. Select one or more objects on the page.
2. Select the  **Edit in LogoStudio** button from the Tools toolbar's Logo flyout.
3. (Optional) Edit your design. In particular, you can use the upper **Logo Text** input box to "caption" your design (typically a company or club name), then click the turquoise check box.
4. Click  from the Standard toolbar to exit.

Adding flashes



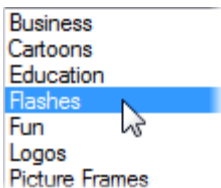
In Poster Designer Pro, **flashes** can be created, with each design intended to catch the eye, especially for commercial reasons or general attention grabbing.

Poster Designer Pro's Gallery tab comes complete with a host of flashes; subcategories based on Retail, Celebrations, Fun stuff (Shapes or Text), and Pointers are available.

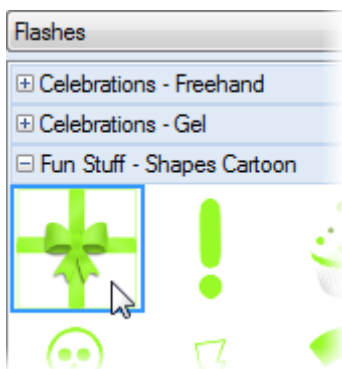
When dragging a flash design onto the page, three varieties of flash may be encountered—those without text, with text, and those with optional layouts.

To add a flash:

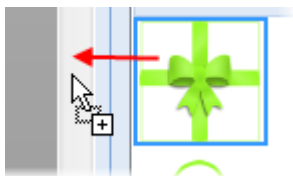
1. From the **Gallery** tab, select the **Flashes** category.



2. Scroll the lower pane to preview flash subcategories; collapse unwanted subcategories by clicking the button next to the subcategory name (click to expand). Select a suitable flash thumbnail from the pane.



3. Drag your chosen design to the page.



4. From the dialog, you can choose design variations, edit text and apply colors, i.e.
 - **For design variations.** Select a design from the **Variations** pane (e.g., offering different text positions).
 - **For text.** If the selected design has supporting text, you can customize it in the **Text** or **Message** field. Edit the text accordingly.
 - **For color:** To apply the poster's current color scheme to your design, uncheck **Apply color set**. Alternatively, to adopt a color set independent of your poster's current color scheme, keep **Apply color set** checked and pick a color set option from the drop-down list.
5. Click **OK**.

✦ Design variations and supporting text may not be available for some designs.

If you're looking to further customize your flash design (or use existing page objects) you can use **LogoStudio**. See Adding logos on p. 85.

Working with Objects

Selecting an object

Before you can change any object, you need to select it using one of these tools from the Tools toolbar:



Pointer Tool

Click to use the **Pointer Tool** to select, move, copy, resize or rotate objects.

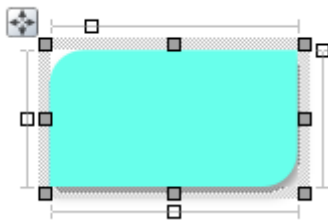



Rotate Tool

Click to use the **Rotate Tool** to rotate an object around a rotation origin (normally centered). Select the object, then drag one of its handles. You can also use the Rotate Tool to move and copy objects. See Rotating an object on p. 104.

To select an object:

- Click on the object using one of the tools shown above. A gray bounding box appears, with small "handles" defining the object's corners and edges.



 If objects overlap, Alt-click until the desired object is selected.

To select a text object:

- Clicking on a text object with the Pointer Tool selects the object and also positions the blinking text selection cursor within the object's text. In this mode, you can edit the text.
- Double-click to select a word, and triple-click to select a paragraph.
- Press the **Delete** key to delete characters after the cursor. To delete the entire text, choose **Delete Object** from the **Edit** menu.

Simply clicking on any member of a group selects the group object. In general, any operation you carry out on a selected group affects each member of the group. However, you can also select and edit an individual object within a group, without ungrouping it.

To select an individual object within a group:

- **Ctrl**-click the object.

Selecting multiple objects

Selecting more than one object at a time (creating a **multiple selection**) lets you position or resize all the objects at the same time.



You can create a **group object** from the multiple selection, which can then be treated as a single object, with the option of restoring the individual objects later. See Creating groups on p. 98.

To create a multiple selection:

- Click in a blank area of the page and drag a "marquee" box around the objects you want to select. Repeated **Shift**-drags add to the selection region.
-or-
Hold down the **Shift** key and click each object in turn.

To add or remove an object from a multiple selection:

- Hold down the **Shift** key and click the object to be added or removed.

To deselect all objects in a multiple selection:

- Click in a blank area of the page.

To select all objects on the page:

- Choose **Select>Select All** from the **Edit** menu, or use **Ctrl+A** (keyboard shortcut).

To select all objects of one type on the page:

- Hold down the **Ctrl** key and double-click one object of that type.
-or-
- Select one object then choose **Select>Select Similar** on the **Edit** menu.

To select all objects on a layer:

- Display the Layers tab, choose the layer name and right-click to **Select All Objects**.

Copying, pasting, and replicating objects

Besides using the Windows Clipboard to copy and paste objects, you can duplicate objects easily using drag-and-drop, and replicate multiple copies of any object in precise formations. You can also transfer the formatting of one object to another, with the option of selecting specific attributes to be included when formatting is pasted.

To copy an object (or multiple selection) to the Windows Clipboard:

- Click the  **Copy** button on the Standard toolbar.

If you're using another Windows application, you can usually copy and paste objects via the Clipboard.

To paste an object from the Clipboard:

- Click the  **Paste** button on the Standard toolbar.

The standard Paste command inserts the object at the insertion point or (for a separate object) at the center of the page. To insert a separate object at the same page location as the copied item, use the **Paste in Place** command.

To choose between alternative Clipboard formats:

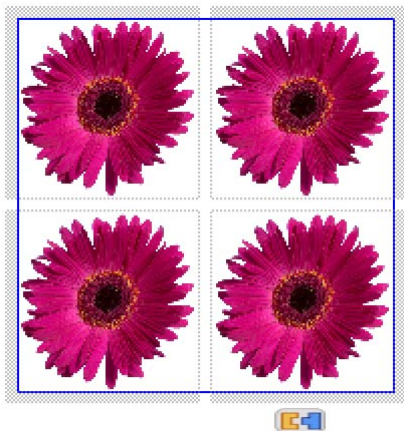
- Choose **Paste Special...** from the Edit menu.

To duplicate an object:

1. Select the object, then hold down the **Ctrl** key.
2. Drag the outline to a new location on the page. You can release the **Ctrl** key to place the duplicated object.
3. To constrain the position of the copy (to same horizontal or vertical), press and hold down the **Shift** key while dragging. A duplicate of the object appears at the new location.


Replicating objects

Duplicating an object means making just one copy at a time. The **Replicate** command lets you create multiple copies in a single step, with precise control over how the copies are arranged, either as a linear series or a grid. You can include one or more transformations to produce an interesting array of rotated and/or resized objects. It's great for repeating backgrounds, or for perfectly-aligned montages of an image or object.



To replicate an object:

1. Select the object to be replicated and choose **Replicate...** from the **Edit** menu. The Replicate dialog appears, with a preview region at the right.
2. To arrange copies in a straight line, select **Create line**. For an X-by-Y grid arrangement, select **Create grid**.
3. Specify **Line length** (the number of objects including the original) in the arrangement, or the **Grid size**. Note that you can use the Line length setting to include an odd number of objects in a grid.
4. Set spacing between the objects as either an **Offset** (measured between the top left corners of successive objects) or a **Gap** (between the bottom right and top left corners). You can specify **Horizontal** and/or **Vertical** spacing, and/or an angular **Rotation**. To set a specific horizontal or vertical interval, check **Absolute**; uncheck the box to specify the interval as a percentage of the original object's dimensions.
5. Click **OK**.

The result is a multiple selection. Click its  **Group** button if you want to keep the separate objects linked for additional manipulations.

Pasting an object's formatting

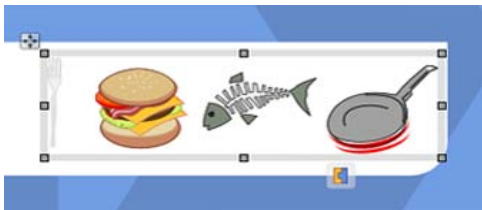
Once you have copied an object to the Clipboard, you can use **Paste Format** to apply its formatting attributes to another object. Another command, **Paste Format Plus**, displays a "master control" dialog that lets you optionally select or deselect specific attributes to be included when formatting is pasted. See the Poster Designer Pro Help for more information on the Paste Format Plus feature.

To paste one object's formatting to another:

1. Copy the source object.
2. Select the target object and choose **Paste Format** from the **Edit** menu.


The target object takes on any formatting attributes and settings of the source object.

Creating groups




You can easily turn a multiple selection into a group object. When objects are grouped, you can position, resize, or rotate the objects all at the same time.

To create a group from a multiple selection:

- Click the  **Group** button below the selection.

To ungroup:

- Click the  **Ungroup** button below the selected group to turn back to a multiple selection.


Simply clicking on any member of a group selects the group object. In general, any operation you carry out on a selected group affects each member of the group. However, the objects that comprise a group are intact, and you can also select and edit an individual object within a group.

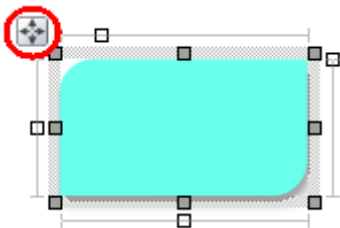
To select an individual object within a group:

- **Ctrl**-click the object.

Moving objects

To move an object (including a multiple selection):

-  Drag the selected object to a new position by using its **Move** button.



To constrain the movement of an object to horizontal or vertical:

- Select the object and use the keyboard arrows (up, down, left, right).
-or-
Press and hold down the **Shift** key after you begin dragging the object.

If you're looking for absolute positioning, you can move objects precisely with the Transform tab (See Poster Designer Pro Help).

Resizing objects

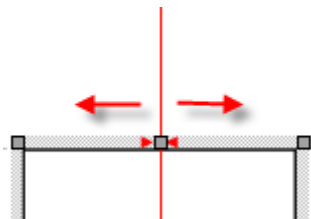
Poster Designer Pro provides several methods for resizing objects. Click-and-drag is the simplest—watch the Hintline for context-sensitive tips and shortcuts!

To resize an object (in general):

1. Select the object.
2. Click one of the selection handles and drag it to a new position while holding down the left mouse button.



Dragging from an edge handle resizes in one dimension, by moving that edge. Dragging from a corner handle resizes in two dimensions, by moving two edges, while maintaining the selection's aspect ratio (if needed).



Use center snapping to scale an object in two directions simultaneously. Center snapping involves snapping to the object edge, then dragging from a corner (or edge) handle.

- Text in frames and tables doesn't change size when the container object is resized.
- To set two or more objects to the same horizontal or vertical size as the last selected object, you can use **Arrange>Size Objects...**
- You can also make fine resizing adjustments from the **Transform** tab.

To resize freely:

- Drag from a corner (or line end) handle.

To constrain a shape, frame object, or table object when resizing:

- Hold the **Shift** key down and drag from a corner (or line end) handle.

For shapes, this has the effect of keeping a square as a square, a circle as a circle, etc.

Resizing pictures

These objects are normally constrained when resized, since you'll typically want to preserve their proportions.

To resize while maintaining aspect ratio (proportions):

- Drag from a corner handle.

To resize freely:

- Hold the **Shift** key down and drag from a corner handle.

Resizing groups and multiple selections

You can resize grouped objects or multiply selected objects. The size of images, graphic objects, and text objects in the group/selection will change.

Locking an object's size or position

To prevent accidentally moving, resizing, flipping, or rotating an object, you can lock it in position.

To lock an object:

- Right-click on the object and choose **Arrange>Lock Objects**, or select the command from the **Arrange** menu.

To unlock an object:

- Right-click on it and choose **Arrange>Unlock Objects**, or choose the command from the **Arrange** menu.



Ordering objects

A new poster consists of a single layer. One layer may be enough to accommodate the elements of a particular layout, but you can create additional layers as needed. On each layer, objects such as text frames and pictures are **stacked** in the order you create them, from back to front, with each new object in front of the others. You can change the stacking order, which affects how objects appear on the page.

To change the object's position in the stacking order:

- Select the object.

Then:

-  To shift the selected object's position to the bottom of the stack, use the **Send to Back** button on the Arrange toolbar.
-  To shift the selected object's position to the top of the stack, use the **Bring to Front** button on the Arrange toolbar.

- To shift the object's position one step toward the front, right-click on the object and choose **Arrange>Forward One**.
- To shift the object's position one step toward the back, right-click on the object and choose **Arrange>Back One**.

Aligning and distributing objects

Alignment involves taking a group of selected objects and aligning them all in one operation—the operation is applied to all of the objects selected. You can perform the following:

- Align the edges of any two or more objects with one another. For example, top alignment will align objects to the top edge of the top-most object in the selection. Bottom alignment would align to the bottom edge of the bottom-most object.
- Space objects out at certain intervals. Lets you distribute objects, so that your objects (as a multiple selection) are spread evenly between the endmost objects on your page. Alternatively, check the **Spaced** option and corresponding measurement value to set a specific distance between each object.
- Align objects with the page margin or edge. Rather than work within the current selection area you can align to page margins (if set) or just the page edge.


It's also possible to align a single object either to the top, bottom, left, or right page edge or center the object vertically or horizontally.

Alignment controls are available in either the Align tab or from **Arrange>Align Objects...**

As another alignment option, layout tools such as **rulers**, **guide lines**, and **dot grid** provide guides to assist you in placing objects on the page. Snapping lets you align objects against sticky or non-sticky guides. For details, see Setting layout guides on p. 29.



To align the edges of two or more objects:

1. Using the Pointer Tool, **Shift**-click on all the objects you want to align, or draw a marquee box around them, to create a multiple selection.
2. Select the Align tab.
-or-

Click the  **Align Objects** button on the **Arrange** toolbar (or choose **Align Objects...** from the Arrange menu or right-click submenu).

3. Select an option for vertical and/or horizontal alignment. Choose **Top**, **Bottom**, **Left**, **Right**, **Center Horizontally** or **Center Vertically**, i.e.

**To distribute two or more objects:**

- Choose  **Space Evenly Across** or  **Space Evenly Down** to spread selected objects uniformly across the either the whole page (horizontally or vertically, respectively) or by a set measurement (choose **Spaced** and set a value in any measurement unit).


To align one or more objects with the page margins:

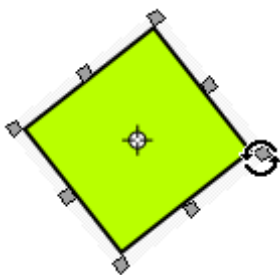
- Follow the steps above, but check **Include margins**. (If only one object is selected, the option is checked by default.)

Rotating an object



You can rotate single and multiple objects, including pictures, text objects, and groups using the **Rotate Tool**.

To rotate an object:

1. Select the  **Rotate Tool** on the Tools toolbar's Selection flyout.
2. Click to select the object, hover over one of its handles until you see the rotate cursor (below).





3. Hold the mouse button down and drag the cursor in the direction in which you want to rotate the object, then release (use the **Shift** key for 15° rotation intervals).

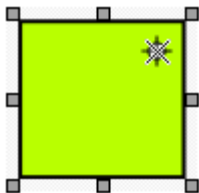
 The Pointer Tool can also be used to rotate objects in the same way (with the  cursor).

To undo rotation (restore the original orientation):

- Double-click the object.
- To restore the rotated position, double-click again.



To change the rotation origin:

1. Select the  **Rotate Tool** and click to select the object.
2. Move the rotation origin  away from its original position in the center of an object to any position within the object's boundaries or anywhere on the page. Origins positioned outside the object are ideal for rotating grouped objects around a central point.



3. Drag the rotate pointer to a new rotation angle—the object will rotate about the new pivot.

To rotate an object 90 degrees left or right:

- Select the object and click the  **Rotate Left** or  **Rotate Right** button on the Arrange toolbar.

Flipping an object

You can flip objects horizontally (left to right; top and bottom stay the same) or vertically (top to bottom; left and right stay the same).

To flip an object horizontally/vertically:

- Select the object and choose **Flip Horizontal** or **Flip Vertical** from the **Arrange** menu.

Cropping and combining objects


Cropping means masking (hiding) parts of a picture (or vector object), for example to improve composition or create a special effect. The underlying picture remains intact.









Several cropping techniques are available to the user:

- You can use either the **Square** or **Irregular Crop Tool** to adjust the object's crop outline (see above).
- Use the **Crop to Shape** command, which lets you crop one object to the outline of another.
- Objects other than inline pictures have a **wrap outline** which determines how text flows around the object. You can adjust this independently of the crop outline.
- The **Combine Curves** command, like Crop to Shape, starts with more than one object, but creates a special composite object with one or more "holes" on the inside where the component objects' fills overlapped one another—useful for creating mask or stencil effects.

To crop using the object's original outline:

1. Select the object, then select the  **Square Crop Tool** on the Attributes toolbar's Crop flyout.
2. Drag one of the object's edge or corner handles inward.

To crop by modifying the object's outline:

- Select the object and select the  **Irregular Crop Tool** on the Attributes toolbar's Crop flyout. The Curve context toolbar appears, and you'll see the nodes and connecting segments that define the object's crop outline.
- To move a node (control point) where you see the  cursor, drag the node.
-  To move a line segment (between two nodes) where you see the cursor, drag the segment.
-  To convert an outline from straight lines to curves, click the **Fit Curves** button on the Curve context toolbar.
- To adjust the curvature of a segment, drag the control handle(s) of the adjacent nodes.
-   To add or delete nodes for more or less complex outlines, select a node and click the **Add Node** or **Delete Node** button on the Curve context toolbar.

To position a cropped object within its crop outline:

- With either crop tool selected, click the object and drag its center (when you see the hand cursor).

To resize objects within the crop outline:

- Select the object and with the **Square Crop Tool** enabled, **Ctrl**-drag either upwards or downwards to increase or decrease object size, respectively.

To feather the crop outline:

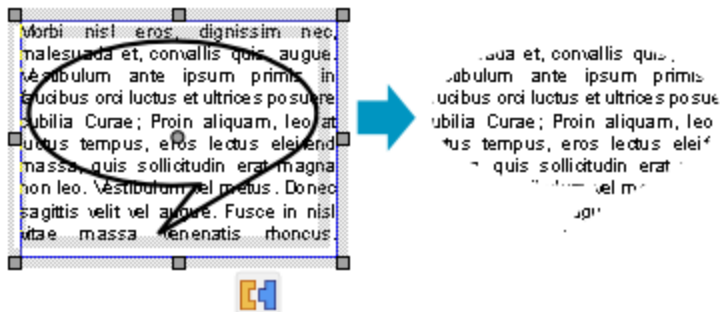
- With either crop tool selected, click the object.
- From the Crop context toolbar, set a **Feather** value using the up/down arrows, slider or by direct input. Feathering is applied outside the crop outline by the set point size.

To uncrop (restore full visibility):

- Click the  **Remove Crop** button on the Attributes toolbar's Crop flyout.

Cropping one shape to another

The **Crop to Shape** command works with exactly two objects selected. Either or both of these may be a group object. The lower object (the one behind the other) gets clipped to the outline of the upper object, leaving a shape equivalent to the overlapping region. Note that you can't crop a mesh-warped object, but can use one to crop another object. Use **Combine Curves** to use one shape to punch a "hole" in another.

**To crop one shape to another:**


- Place the "clipping" object in front of the object to be cropped, using the **Arrange** menu and/or Arrange toolbar as needed. In the illustration above, a QuickShape is in front of a text frame.
- Choose **Crop to Shape** from the **Tools** menu to cut out the obscured underlying text.

You can restore an object cropped in this way to its original shape, but the upper "cropping" object is permanently deleted (use **Undo** to recover it if necessary).

Cropping to the wrap outline

Objects other than inline pictures have a **wrap outline** which determines how text flow changes if the object overlaps a text frame. Initially the wrap outline is set to match the crop outline, but for adjustment purposes the two are independent unless you specify that the crop outline should match the wrap outline. If you're planning to wrap text around an object and also need to crop it somewhat, it will save effort to adjust the wrap outline first, then set the crop outline to match.

To crop a selected object to its wrap outline:

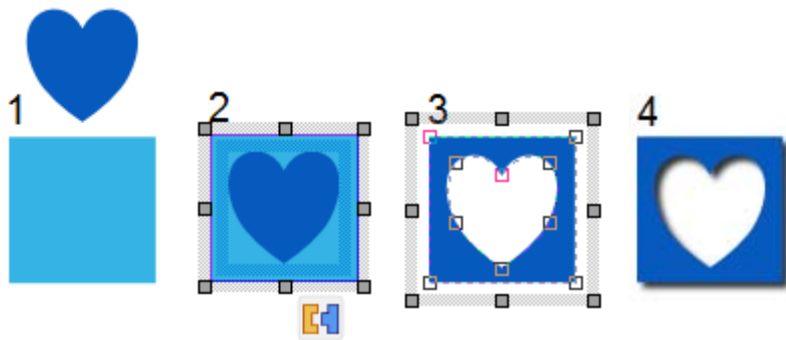
1. Click the  **Wrap Settings...** button on the Arrange toolbar, or choose **Wrap Settings...** from the **Arrange** menu.
-or-
Right-click the object and choose **Wrap Settings....**
2. Check the **Crop object to wrap outline** box.

For details, see Wrapping text to an object on p. 71.

Combining lines and shapes

Combining curves is a way of creating a composite object from two or more lines or drawn shapes. As with cropping to a shape, the object in front clips the object(s) behind, in this case leaving one or more "holes" where the component objects overlapped. As with grouping, you can apply formatting (such as line or fill) to the combined object and continue to edit individual nodes and segments with the **Pointer Tool**. Unlike those other methods, a combined object permanently takes the line and fill properties of the front object. Combining is reversible, but the component objects keep the line and fill properties of the combined object.

Combining is a quick way to create a mask or stencil cutout:

*QuickShapes**Convert to
Curves**Combine Curves**Drop Shadow
Added*

To combine two or more selected lines or drawn shapes:

1. Draw your two lines or QuickShapes.
2. Place the "clipping" object in front of the object to be cut out, using the **Arrange** menu and/or Arrange toolbar as needed.
3. Select each object and choose **Tools>Convert To>Curves** for both.
4. Select both objects.
5. Choose **Combine Curves** from the **Arrange** menu.

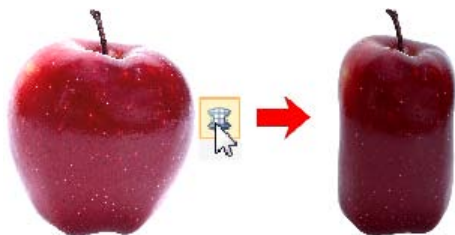
✦ Combining doesn't work with QuickShapes or text objects. Use **Tools>Convert To>Curves** if necessary to first convert these objects to nodes and segments.

To restore the original shapes from a combined object:

- Select it and choose **Split Curves** from the **Arrange** menu.

Applying a mesh warp envelope

Mesh warping lets you apply a Preset warp envelope to your Poster Designer Pro object (below) or modify a flexible grid of points and lines that you can drag to deform or distort an object and (optionally) its fill.



After applying a preset envelope from the Attributes toolbar's **Mesh Warp** flyout (or context toolbar), you can use the Mesh Warp context toolbar to switch the warp on/off, edit the mesh by varying its curvature and even custom-design a mesh to match a particular object's geometry—for example, curves that follow the facial contours in a bitmap image—for more precise control of the warp effect. The effect is removable and doesn't permanently alter the object.


The process of editing mesh warps and their envelopes is described in greater detail in the Poster Designer Pro Help.

Adding borders

A **border** is a repeating, decorative element that can be set to enclose an object. Borders work especially well with imported pictures.



To add a border to an object:

1. Click  **Line/Border** on the Tools toolbar's **Fill** flyout.
2. To apply the border to specific edges of the object, use the **Border Edges** tab.
 - To select all edges or no edges, click the corresponding icon in the top row.
 - To toggle a single edge, click the corresponding icon in the bottom row.

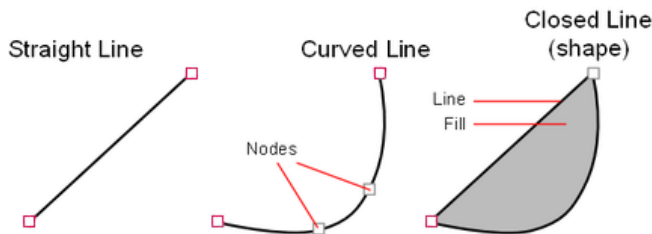
The preview at the left indicates with bolding which edges of the selected object will be updated with the current **Border** tab settings when you click **OK**.

3. To define the border, select the **Border** tab. In the **Side** list, select a border preset. You can preview each border in the window at the right. To remove a border, select **None**.
4. To match the corner pattern to the sides, leave **Keep side and corners the same** checked. To mix and match, uncheck the box and select a preset from the **Corner** list.
5. Choose an **Alignment** setting to fit the border to the **Outside**, **Inside**, or **Middle** of the object's bounding box.
6. Set other properties as needed:
 - To vary the border width, select or type a value in the **Weight** list.
 - If **Behind contents** is checked, the inner half of the border extends behind the object. If unchecked, the whole border appears in front (the wider the border, the more it encroaches on the filled region).
 - If **Scale with object** is checked, both border and object change together when you resize the object. If unchecked, the border weight remains constant during resizing.
7. Click **OK** when you're done.

Lines and Shapes

Drawing and editing lines

Poster Designer Pro provides **Pencil**, **Straight Line**, **Pen**, and QuickShape tools on the Tools toolbar to draw single lines, connect line segments together, and create **shapes** (see Drawing and editing shapes on p. 120 for details). You can join line ends automatically to **close** the line (creating shapes).



The **Pencil Tool** lets you sketch curved lines and shapes in a freeform way.




The **Straight Line Tool** is for drawing straight lines.




The **Pen Tool** lets you join a series of line segments (which may be curved or straight) using "connect the dots" mouse clicks.


Drawing lines

To draw a freeform line:

1. Choose the  **Pencil Tool** from the Tools toolbar's Line flyout.
2. Click where you want the line to start, and hold the mouse button down as you draw. The line appears immediately and follows your mouse movements.
3. To end the line, release the mouse button. The line will automatically smooth out using a minimal number of nodes.
4. To extend the line, position the cursor over one of its red end nodes. The cursor changes to include a plus symbol. Click on the node and drag to add a new line segment.


To draw a straight line:

1. Choose the  **Straight Line Tool** from the Tools toolbar's Line flyout.
2. Click where you want the line to start, and drag to the end point. The line appears immediately.


 To constrain the angle of the straight line to 15° increments, hold down the Shift key as you drag. (This is an easy way to make exactly vertical or horizontal lines.)

3. To extend the line, position the cursor over one of its red end nodes. The cursor changes to include a plus symbol. Click on the node and drag to add a new line segment.
- 4.


To draw one or more line segments:

1. Choose the  **Pen Tool** from the Tools toolbar's Line flyout. On the Curve context toolbar, three buttons let you select which kind of segment to draw:




 A **Straight** segment is simply a straight line connecting two nodes. (Shortcut: Press 1)



 A **Bézier** segment is curved, displaying control handles for precise adjustment. (Shortcut: Press 2)



 **Smart** segments appear without visible control handles, using automatic curve-fitting to connect each node. They are especially useful when tracing around curved objects and pictures. (Shortcut: Press 3)

2. Select a segment type, then click where you want the line to start:
 - For a **Straight** segment, click again (or drag) for a new node where you want the segment to end. **Shift**-click to align the segment at 15° intervals (useful for quick right-angle junctions).
 - For a **Bézier** segment, click again for a new node and drag out a **control handle** from it. Click again where you want the segment to end, and a curved segment appears. The finished segment becomes selectable.
 - For a **Smart** segment, click again for a new node. The segment appears as a smooth, best-fitting curve (without visible control handles) between the new node and the preceding node. Before releasing the mouse button, you can drag to "flex" the line as if bending a piece of wire. If the preceding corner node on the line is also smart, flexibility extends back to the preceding segment. You can **Shift**-click to create a new node that lines up at 15-degree intervals with the previous node.
3. To extend an existing line, repeat Step 2 for each new segment. Each segment can be of a different type.
4. To end the line, press **Esc**, double-click, or choose a different tool.



Editing lines


Use the Pointer Tool in conjunction with the Curve context toolbar to adjust lines once you've drawn them. The techniques are the same whether you're editing a separate line object or the outline of a closed shape.

To move or resize a line:

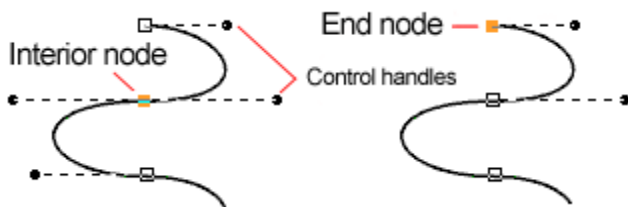
- Select the line with the Pointer Tool and drag its bounding box to move or resize. When resizing, use the **Shift** key if you wish to keep the line constrained.

To reshape a line:

1. Select a line segment with the Pointer Tool. You'll see the  cursor.
2. Drag the line to reshape it. Poster Designer Pro automatically applies curve-smoothing to help you achieve a pleasing result.
-or-
 - Select one of the line's nodes with the Pointer Tool (**Shift**-click or drag a marquee to select multiple nodes). You'll see the  cursor.

 As a shortcut when selecting nodes, you can press Tab to select the next node along the line (following the order in which nodes were created).

Selected node(s) will turn orange, and **control handles** for the adjacent line segment(s) will appear. Note that each segment in the line has a control handle at either end, so when you select an **interior node**, as at left below, you'll see a pair of handles at the selected node.




3. Drag the node(s). (**Shift**-drag to constrain the movement to 15° intervals.)
-or-
Adjust one or both of a node's control handles to change the profile of the adjacent segment(s).

Setting line properties

All lines, including those that enclose shapes, have numerous properties, including color, weight (width or thickness), scaling, cap (end) and join (corner). You can vary these properties for any freehand, straight, or curved line,

as well as for the outline of a shape. Note that text frames, tables, and artistic text objects have line properties, too.

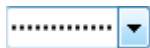
To change line properties of a selected object:

-  Use the Swatches tab to change the line's color and/or shade. (If changing the outline color of a shape or other object, click the **Line** button so that the line, not the fill, will change.) Click a gallery swatch in the tab's Publication palette or one of the categorized palettes to apply that color to the selected object. Alternatively, use the Color tab to apply a color to the selected object from a color mixer.
- Use the Line tab or Line context toolbar (shown when a line is selected) to change the line's weight (thickness), type, or other properties. Select a line width, and use the drop-down boxes to pick the type of line. The context toolbar can also adjust line-end scaling.

On the **Line** tab or context toolbar, the middle **Line Styles** drop-down menu provides the following styles: **None**, **Single**, **Calligraphic**, and several **Dashed** and **Double** line styles as illustrated below.



Several techniques offer additional ways to customize lines:



For dashed lines, select from one of five **Dashed** line styles (see above).



For double lines, select from one of four **Double** line styles (see above).



For calligraphic lines of variable width (drawn as if with a square-tipped pen held at a certain angle), select the calligraphic line style (opposite) from the drop-down menu then use the **Calligraphic Angle** box to set the angle of the pen tip, as depicted in the following examples.



Drawing and editing shapes

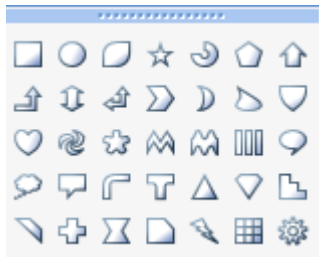
QuickShapes are pre-designed objects that you can instantly add to your page, then adjust and vary using control handles, creating variations on the original QuickShape.



Another way to create a shape is to draw a line (or series of line segments) and then connect its start and end nodes, creating a **closed shape**.

Once you've drawn a shape, you can adjust its properties—for example, apply gradient or bitmap fills (including your own bitmap pictures!) or apply transparency effects.


QuickShapes



The QuickShape flyout contains a wide variety of commonly used shapes, including boxes, ovals, arrows, polygons, and stars.

It's also possible to use the always-at-hand QuickShape context toolbar situated above the workspace to swap QuickShapes, and adjust a QuickShape's line weight, color, style, and more. New shapes always take the default line and fill (initially a black line with no fill).

To create a QuickShape:

1. Click  **QuickShape flyout** on the Tools toolbar and select a shape from the flyout. The button takes on the icon of the shape selected.
2. Click on the page to create a new shape at a default size.
-or-

Drag across the page to size your shape. When the shape is the right size, release the mouse button.

To draw a constrained shape (such as a circle):


- Hold down the **Shift** key as you drag.

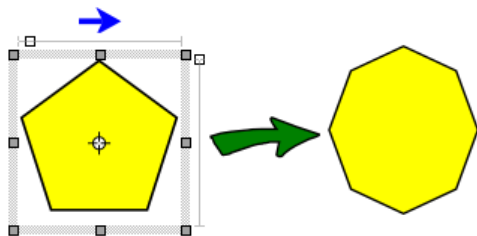
All QuickShapes can be positioned, resized, rotated, and filled. What's more, you can morph them using adjustable sliding handles around the QuickShape. Each shape changes in a logical way to allow its exact appearance to be altered.

To adjust the appearance of a QuickShape:

1. Click on the QuickShape to reveal one or more sliding handles around the shape. These are distinct from the "inner" selection handles. Different QuickShapes have different handles which have separate functions.

- To change the appearance of a QuickShape, drag its handles.


 To find out what each handle does for a particular shape, move the Pointer Tool over the handle and read the Hintline.



Closed shapes


As soon as you draw or select a line, you'll see the line's nodes appear. Nodes show the end points of each segment in the line. Freehand curves typically have many nodes; straight or curved line segments have only two. You can make a shape by extending a line back to its starting point.

To turn a selected line into a shape:

- Select the line with the **Pointer Tool** and then click the  **Close Curve** button on the Curve context toolbar.

You can go the other way, too—break open a shape in order to add one or more line segments.

To break open a line or shape:

- With the **Pointer Tool**, select the node where you want to break the shape.
- Click the  **Break Curve** button on the Curve context toolbar. A line will separate into two lines. A shape will become a line, with the selected node split into two nodes, one at each end of the new line.
- You can now use the **Pointer** tool to reshape the line as needed.

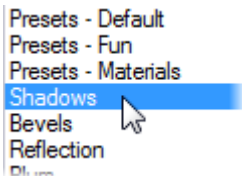
See online Help for more information on editing shapes.

Using object styles

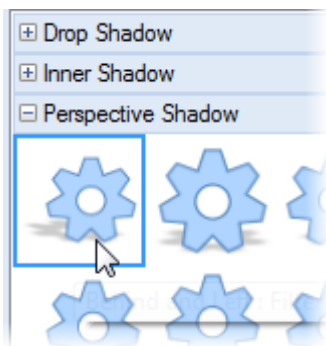
Object styles benefit your design efforts in much the same way as text styles and color schemes. The Styles tab hosts style categories which store pre-designed object styles that you can apply to any object, or customize to suit your own taste!

Each style can be made up of:

- **General properties** (Fill, Transparency, Line Style, Border, color).
- **Text settings** (Font face, size, attributes, alignment).
- **Filter effects**, either 3D (fun or material presets, and textures) or 2D (shadows, bevels, reflections, blurs, and edges), or a mix of both.



Each category (e.g., Shadows) in the Styles tab is split further into a range of expanding or collapsing subcategories (e.g., Drop Shadow, Inner Shadow, etc).





When a subcategory (e.g. Perspective Shadow opposite) is expanded one of a range of style thumbnails can be selected (shown with a blue border).

Here's how object styles work to your advantage:

- Each object style can include settings for a host of object attributes, such as line color, line style, fill, transparency, filter effects, font, and border. The freedom to include or exclude certain attributes, and the nearly unlimited range of choices for each attribute, makes this a powerful tool in the designer's arsenal.







- Any time you want to alter some aspect of a style (for example, change the line color), you simply change the style definition. Instantly, all objects in your poster sharing that style update accordingly.
- Object styles you've saved globally appear not only in the original poster but in any new poster, so you can reuse exactly the same attractive combination of attributes for any subsequent design effort.

To apply an object style:

1. Display the **Styles** tab.
2. Expand the drop-down menu to select a named style category (e.g., Shadows).
3. Scroll the lower window for a suitable subcategory to preview available designs as thumbnails in the window. Collapse unwanted subcategories by clicking the  button next to the subcategory name (click  to expand).
4. Click a style thumbnail in the panel to apply it to the selected object(s).
-or-
Drag and drop the thumbnail onto any object.

The **Object Style Manager** can be used to add, rename, or delete categories or subcategories. You can even change the display order of categories, subcategories or thumbnails themselves.

To add, rename, remove, and reorder style categories:

1. Select the tab's  **Tab Menu** button and choose **Object Style Manager...** from the flyout menu.
2. For Category or Subcategory, use  **Add Category**,  **Rename Category**, or  **Delete Category** in the appropriate window.
3. To reorder categories, subcategories or thumbnails, use  **Move Up** or  **Move Down** buttons as appropriate in each window.

To remove an object style from a gallery:

- Right-click the thumbnail and choose **Delete**.

To unlink an object from its style definition:

- Right-click the object and choose **Format>Object Style>Unlink**.

If you've applied a style to an object but have lost track of the thumbnail—or want to confirm which style is actually being used on an object—you can quickly locate the thumbnail from the object.

To locate an object's style in the Styles tab:

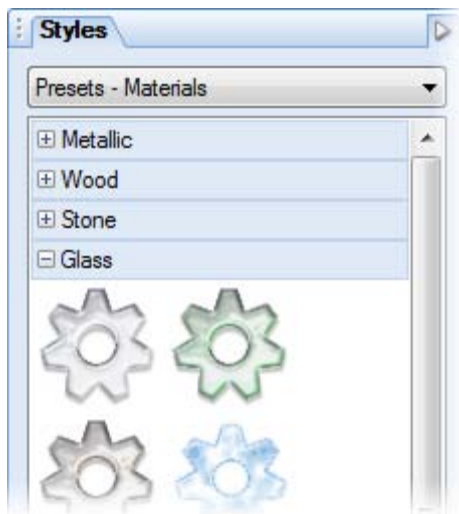
- Right-click the object and choose **Format>Object Style>Locate in Studio**.

The Styles tab displays the gallery thumbnail for the object's style.

Normally, a poster's object styles are just stored locally—that is, as part of that poster; they don't automatically carry over to new posters. If you've created a new style you'll want to use in another poster, you can save it globally so that it will appear in the Styles tab each time you open a new poster.

To save a poster's object styles globally:

- Choose **Save Object Styles** from the **Tools** menu.

Applying 3D filter effects

As well as 2D filter effects, the Styles tab provides a variety of **3D filter effects** that you can use to transform any item. The effects offer an impressive choice of ready-to-go simulated natural and man-made surfaces in the Presets categories. When applied to drawn items, especially title text, previously "flat" appearances are brought to life by application of


depth and texture.



💡 None of these 3D effects will "do" anything to an unfilled item—you'll need to have a fill there to see the difference they make!

Customizing filter effects

Once a filter effect has been applied from the Styles tab, you can customize it via a Filter Effects dialog.

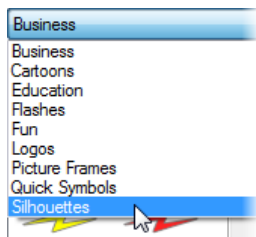
1. Select the item with the filter effect applied.
2. Select  **Filter Effects** on the Attributes toolbar.
3. In the Filter Effects dialog, experiment with the currently applied effect—check/uncheck effects in the list, and for any selected effect, adjust context-sensitive options on each pane to your liking.

For a more in-depth look at 2D/3D filter effects, see online Help.

Using the Gallery

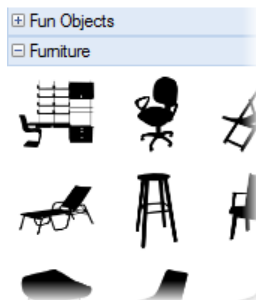
The **Gallery tab** serves as a container for storing your own designs you'd like to reuse in different posters. Once you've copied a design to the Gallery, it becomes available in any poster—simply open the Gallery!

The tab is also packed with a vast selection of categorized pre-designed elements that you can customize to your taste.

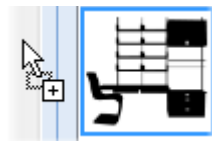


Each category (e.g., Silhouettes) in the tab is split further into a range of expanding or collapsing subcategories (e.g., Fun Objects, Furniture, etc).

Categories called "Logos" and "Flashes" offer pre-designed logos and flashes. See Adding logos (p. 85) and Adding flashes (p. 88).





When a subcategory (e.g., Silhouettes - Furniture opposite) is expanded, one of a range of design thumbnails is displayed.




When a thumbnail is selected, a dark border appears.

The Gallery tab also lets you store your own designs in any category if you would like to reuse them—the design is made available in any project.

To add a gallery design to the page:


1. Display the **Gallery** tab.
2. Expand the drop-down menu, then select a named gallery category (e.g., Silhouettes).
3. Scroll the lower window for a suitable subcategory to preview available designs as thumbnails in the window. Collapse unwanted subcategories by clicking the  button next to the subcategory name (click  to expand).
4. Drag and drop your chosen thumbnail onto the poster page. The Gallery retains a copy of the design until you expressly delete it.

 The Gallery tab is by default docked with other tabs. If not displayed, go to View>Studio Tabs and select the Gallery tab.

Adding your own design categories

You can add your own design categories and subcategories, with the option of renaming or deleting them at a later date. Typically, you'll want to add your own categories if you're creating lots of designs that you want to use in future projects. Custom subcategories allow you to arrange your saved designs logically.

To add, delete, or rename categories:

1. With the Gallery tab selected, click the  **Tab Menu** button and choose **Add Category...**, **Remove category**, or **Rename category** from the flyout menu.
2. Use the dialog to enter and/or confirm your change.

If adding a category, you need to name the category in a dialog. For removal or deletion, simply pick the category in advance of picking the option.

- All designs in a deleted category will also be lost!


To move or copy a design into the Gallery:

1. Select a gallery category from the Categories drop-down menu.
2. Scroll the tabs window to show the subcategory into which you want to add the design.

3. To move, drag the design from the page and drop it into the subcategory. To copy, press the **Ctrl** key before starting to drag.
4. If the **Prompt to Rename** option is turned on, you'll be prompted to type a name for the design. (You can name or rename the design later, if you wish.) By default, unnamed designs are labeled as "Unnamed." Press **OK**.
5. A thumbnail of the design appears in the subcategory.

✦ You can't add a design to a category, only to a subcategory. If you try the former, you'll be prompted first for a new subcategory name, and then the design name.

To delete a saved design from the Gallery:

- Click on the  button in the bottom-right corner of a design thumbnail (shown by hover over) and choose **Delete Design...** from the menu.

Adding drop shadows

Shadows are great for adding flair and dimension to your work, particularly to pictures and text objects, but also to shapes, text frames and tables. To help you create them quickly and easily, Poster Designer Pro provides the **Shadow Tool** on the Attributes toolbar. The tool offers freeform control of the shadow effect allowing creation of adjustable **basic** or **skewed edge-based shadows** for any Poster Designer Pro object.



Basic shadow

(drag from object center)




Offset shadow (showing control nodes)



Once you've created a basic shadow, you can further edit it as needed using the Filter Effects dialog.

To apply a basic (or skewed) shadow to a selected object:

1. Click the  **Shadow Tool** on the Attributes toolbar.
2. For a **basic** shadow, with your cursor over the object, drag away to create your shadow.
-or-
For a **skewed** shadow relative to the Left, Right, Top, or Bottom of the object, select an option from the **Lock** drop-down list on the context toolbar.
3. For either shadow type, continue to adjust shadow position by dragging the shadow around until it matches your requirements.

To change a shadow's color:

- Select the object, choose the **Shadow Tool**, then select a  **Shadow Color** from the context toolbar.

To change a shadow's blur and transparency:


- For blur adjustment, drag the small white node further away from the origin for an increasing blur effect and vice versa.
- For transparency, drag the node between origin and the Color node further away from the origin for increasing opacity (decreasing transparency) and vice versa. The node changes to reflect the level of transparency set.

To change a shadow's position and scaling:

- For positioning a basic shadow (**Center** option set in the **Lock** drop-down list), either:
 - Drag the Color node at the end of the path to the shadow's new position.
-or-
Increase the context toolbar's **Distance** value to move the shadow away from the parent object and vice versa; you can also set a shadow **Angle**.
- For scaling a skewed shadow (**Left**, **Right**, **Top**, or **Bottom** option set in the **Lock** drop-down list), either:
 - Drag the Color node at the end of the path to the shadow's new position.
-or-
Change the **X Shear** (**Y Shear**) value to shear the shadow by percentage. **X Shear** shows for top/bottom locked shadows, **Y shear** for left/right locked shadows.

To remove the shadow from an object:

- With the object selected, click  **Remove** from the Context toolbar.

 You can't edit an object's shadow with the Pointer Tool, or detach it from the object. As long as an object has a shadow property, its shadow will simply mirror any changes you make to the object itself.

Adding dimensionality (Instant 3D)

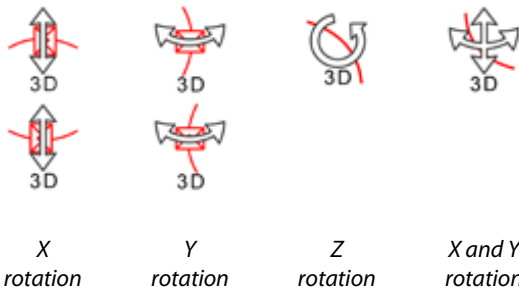
Using the **Instant 3D** feature, you can easily transform flat shapes and text (shown) into three-dimensional objects. Ideal for poster titles, 3D text makes your poster more visually appealing.

Bullet

Poster Designer Pro provides control over 3D effect settings such as:

- **beveling:** use several rounded and chiseled presets or create your own with a custom bevel profile editor.
- **lighting:** up to eight editable and separately colored lights can be positioned to produce dramatic lighting effects.
- **lathe effects:** create contoured objects with the custom lathe profile editor and extrusion control.
- **texture:** control how texture is extruded on objects with non-solid fills.
- **viewing:** rotate your object in three dimensions.
- **material:** controls the extent to which lighting has an effect on the object's surfaces (great for 3D artistic text!).

An always-at-hand 3D context toolbar hosted above your workspace lets you configure the above settings—each setting contributes to the 3D effect applied to the selected object. For on-the-page object control you can transform in 3D with use of a red orbit circle, which acts as an axis from which you can rotate around the X-, Y-, and Z-axes in relation to your page. Look for the cursor changing as you hover over the red circles' nodes or wire frame.





💡 Transform about your 3D objects' axes instead of your pages' axes by holding the Ctrl key down as you transform using the nodes.

You can also adjust the angle and elevation of each "active" light on the page by dragging the light pointer to a position which simulates a light source.



➤ After any transformation, the underlying base object remains editable.

To add dimensionality:

1. Select an object and click the  **Instant 3D** button on the Attributes toolbar. The object immediately adopts 3D characteristics with a red orbit circle displayed in the object's foreground.
2. Click a 3D effect category from the first drop-down menu on the 3D context toolbar; the bar's options change dynamically according to the category currently selected. See the Poster Designer Pro Help for more details.

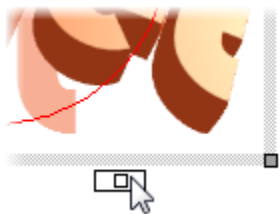
Click  **Reset Defaults** on the context toolbar to revert to the object back to its initial transformation.

To switch off 3D effects:

- Click  **Remove 3D** on the context toolbar. You can always click the Attribute toolbar's  **Instant 3D** button at any time later to reinstate the effect.

To edit base properties of a 3D object:

- Select the 3D object, then click the **Edit** button at the bottom right-hand corner of the 3D object.



The original object's shape is shown, allowing its selection handles to be manipulated for resizing and rotating.

Color, Fills, and Transparency




Applying solid fills

Poster Designer Pro offers a number of ways to apply solid color fills to objects:

- You can apply solid colors to an object's **line** or **fill**. As you might expect, QuickShapes and closed shapes (see Drawing and editing shapes on p. 120) have both line and fill properties, whereas straight and freehand lines have only a line property.
- Characters in text objects can have fill color or highlight color. Text frames and table cells can have a background fill independent of the characters they contain.
- You can colorize a paint-type (bitmap) picture—that is, recolor it to use a different color. If you recolor a full-color picture, the colors will convert to tints or shades of the specified color. You can also apply tinting to a full-color picture to produce a low-intensity picture (useful for backgrounds behind text).




You can use the Color tab, Swatches tab or a dialog box to apply solid colors to an object.



To apply a solid color via the Color tab:

1. Select the object(s) or highlight a range of text.
2. Display the **Color** tab and select one of several color modes (RGB, CMYK, or HSL) from the drop-down list.
3. Click the  **Fill**,  **Line**, or  **Text** button at the top of the tab to determine where color will be applied. The color of the underline reflects the color of your selected object.
4. Select a color from the color spectrum or sliders depending on color mode selected.

To apply a solid color via the Swatches tab:

1. Select the object(s) or highlight a range of text.
2. Display the **Swatches** tab.



3. Click the  **Fill**,  **Line**, or  **Text** button at the top of the tab to determine where color will be applied.


4.   Select a color swatch from the **Publication Palette** (commonly used colors and those previously applied to your poster) or **Palette** drop-down menu (for standard and themed preset swatches).

 Alternatively, use Format>Fill... to apply color via a dialog.

To change a solid color's shade/tint (lightness):

1. Select the object and set the correct Fill, Line or Text button in the Color tab.
2. From the Color mode drop-down menu, select **Tinting**.
3. Drag the Shade/Tint slider to the left or right to darken or lighten your starting color, respectively (the original color is set at 0%). You can also enter a percentage value in the box (entering 0 in the input box reverts to the original color).

 Alternatively, use the Swatches tab's  Tint option to set tinting.

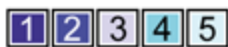
 Poster Designer Pro automatically adds used colors to the Publication Palette in the Swatches tab. This palette is loaded by default but instead you can view and adopt colors from a standard RGB, standard CMYK, or selection of themed palettes by clicking the tab's **Palette** button. Colors can be added, edited or deleted from the Publication Palette but not from other palettes.

Using schemes

A **color scheme** is a cluster of five complementary colors that you can apply to specific elements in your poster. Each poster can have just one color scheme at a time. You can easily switch schemes, modify scheme colors, apply schemes to any poster, even create your own custom schemes. Color schemes are saved globally, so the full set of schemes is always available.

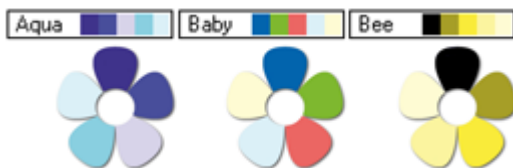
How color schemes work

Color schemes in Poster Designer Pro work much like a paint-by-numbers system, where various regions of a layout are coded with numbers, and a specific color is assigned (by number) to each region. For example, imagine a line drawing coded with the numbers 1 through 5. To fill it in, you'd use paint from jars also numbered 1 through 5. Swapping different colors into the paint jars, while keeping the numbers on the drawing the same, would produce quite a different painting.



In Poster Designer Pro, the "paint jars" are five numbers you can assign to objects in your poster. They're known as "Scheme Color 1," "Scheme Color 2," and so on. When you apply Scheme Color 1 to an object, e.g. a flower petal, it's like saying, "Put the color from jar number 1 here."

The example below shows three different schemes as applied to a design that's been marked with Scheme Colors 1 through 5 as in the example above.

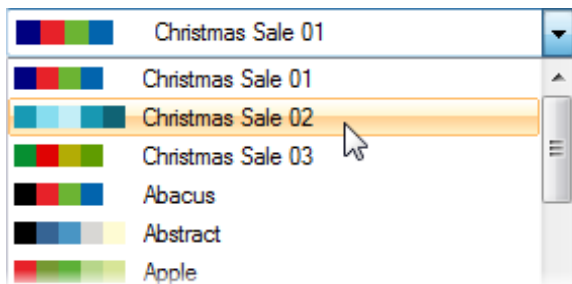


Whichever named color scheme you select, that scheme's first color (as shown in its sample) will appear in regions defined as Scheme Color 1, its second color will map to Scheme Color 2, and so on throughout the poster.

When starting a poster from a design template or themed layout, you can adopt a scheme designed specifically for the template or layout (but you can still choose any of the program's other schemes).

To apply a color scheme on poster setup:

1. Select **Use Design Template** or **Use Themed Layout** from the Startup Wizard.
2. From either dialog, choose a scheme from the **Scheme** drop down menu after choosing template or layout.




The first three schemes are designed specifically for the template or layout and are named according to template/layout name.

3. Click **Open**.

Your currently "active" scheme is always shown at the bottom of your Swatches tab, e.g.

To change your current color scheme:


1. Either:
 - Select  **Scheme Manager** from the Page context toolbar.
 - or-
 - From the Swatches tab, click the **Edit...** button that shows at the bottom of the tab.
2. From the Scheme Manager's **Schemes tab**, select a different color scheme from the scrolling list.
3. Click **OK**.

When you save a poster, its current color scheme is saved along with the poster.




If you have objects in the poster already assigned with one of the five color scheme numbers (see below) they will be updated with the corresponding color from the new scheme. If not you can then apply your new scheme colors to objects.

Applying scheme colors to objects

If you create new elements in a poster to which you have applied a color scheme, or start a poster from scratch, how can you extend the current color scheme to the new objects? Recalling the paint-by-numbers example above, all you need to do is assign one of the five current scheme color numbers to an object's line and/or fill.

 Design templates and themed layouts already have schemed colors applied.

To assign a scheme color to an object:

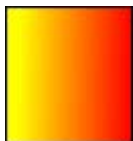
1. Select the object and choose a  **Fill**,  **Line**, or  **Text** button at the top of the Swatches tab depending on the desired effect.
2. From the bottom of the Swatches tab, click on the scheme color that you want to apply to the fill, line, or text (or you can drag the color instead).

If an object's fill uses a scheme color, the corresponding sample in the Swatches tab will be highlighted whenever the object is selected.

Poster Designer Pro lets you create your own color scheme either from scratch or by modifying an existing scheme. See online Help for more information.

Working with gradient and bitmap fills

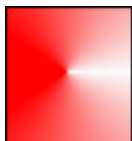
Gradient fills provide a gradation or spectrum of colors spreading between two or more points on an object. A gradient fill has an editable path with nodes that mark the origin of each of these key colors. A bitmap fill uses a named bitmap—often a material, pattern, or background image—to fill an object.



Linear



Elliptical



Conical



Bitmap

You can apply preset gradient and bitmap fills from the Swatches tab to shapes, text frames, table cells, and to any artistic, frame, and table text. Using the **Fill Tool** from the Attributes toolbar's Fill flyout (or from **Format>Fill**), you can vary the fill's path on an object for different effects (see online Help).


Applying different transparency effects (using the **Transparency** tab) won't alter the object's fill settings as such, but may significantly alter a fill's actual appearance.


Applying a gradient or bitmap fill


There are several ways to apply a gradient or bitmap fill: using the **Fill Tool**, the **Swatches** tab, or a dialog.

The easiest way to apply a gradient or bitmap fill is to use one of a range of pre-supplied swatch thumbnails in the Swatches tab's **Gradient** or **Bitmap** palettes. The Fill Tool and a Fill dialog are alternative methods for creating gradient fills.

To apply a gradient or bitmap fill using the Swatches tab:

1. Click the Swatches tab and ensure the  **Fill** button is selected. Note that the color of the underline reflects the color of your selected object.


2.  For gradient fills, select a gradient category, e.g. Linear, Elliptical, etc., from the **Gradient** button's drop-down menu.
-or-

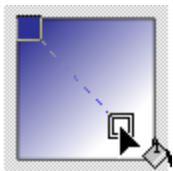
3.  For bitmap fills, select a drop-down menu category from the **Bitmap** button.
3. Select the object(s), and then click the appropriate gallery swatch for the fill you want to apply.
-or-

Drag from the gallery swatch onto any object and release the mouse button.

4. If needed, adjust the fill's **Tint** at the bottom of the tab with the tab slider or set a percentage value in the input box.

To apply a gradient fill with the Fill Tool:

1. Select an object.
2. Click the  **Fill Tool** button on the Attributes toolbar's Fill flyout.
3. Click and drag on the object to define the fill path. The object takes a simple Linear fill, grading from the object's current color to monochrome white, e.g.




Note: If the object is white already (or has no fill), grading is from white to black.

Alternatively, a dialog can be used to add or subtract **key colors** from the gradient, apply different key colors to individual nodes, or vary the overall shading of the effect applied to the object.

To apply or edit a gradient or bitmap fill using a dialog:

1. Right-click the object and choose **Format>Fill**, or select it and choose **Fill...** from the **Format** menu.

-or-

Click the  **Fill** button on the Attributes toolbar's Fill flyout.

2. Choose the fill type and the desired fill category. Note that you can also use the dialog to apply a solid fill.
 - For gradient fills, select **Gradient** from the **Type** drop-down menu, and pick a gradient preset. A two-color gradient has two nodes, one at each end of its path.

-or-

Click the **From** and **To** buttons to specify the gradient's start and end colors.

-or-

Click the **Edit** button if you want to add or subtract key colors from the currently chosen gradient, apply different key colors to individual nodes, or vary the overall shading of the effect applied to the object. You can adjust the fill's shade/tint as needed using the drop-down list.

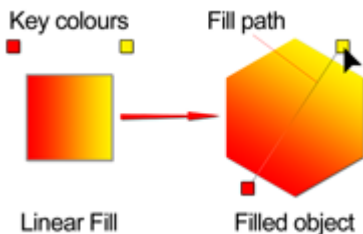
- For bitmap fills, select **Bitmap** from the **Type** drop-down menu, choose a category, and then click a gallery swatch.

3. Click **OK** to apply the effect or fill to the object.


Editing the fill path

When you select a fillable object, the Fill Tool becomes available (otherwise it's grayed out). If the object uses a **gradient fill**, you'll see the **fill path** displayed as a line, with nodes marking where the spectrum between each key color begins and ends. Adjusting the node positions determines the actual spread of colors

between nodes. You can also edit a gradient fill by adding, deleting, or changing key colors.



To adjust the gradient fill path on a selected object:

1. Click the  **Fill Tool** button on the Attributes toolbar's Fill flyout. The object's fill path appears.
2. Use the Fill tool to drag the start and end path nodes, or click on the object for a new start node and drag out a new fill path. The gradient starts where you place the start node, and ends where you place the end node.

Each gradient fill type has a characteristic path. For example, Linear fills have single-line paths, while Radial fills have a two-line path so you can adjust the fill's extent in two directions away from the center. If the object uses a **bitmap fill**, you'll see the fill path displayed as two lines joined at a center point. Nodes mark the fill's center and edges.

Managing publication palettes


Poster Designer Pro files have a particular set of colors available to them, known as **palettes**, which appear as sets of gallery swatches in the **Swatches** tab. New posters initially use the standard RGB palette. (You can change the default palette if you wish.)


Any new colors you apply to an object will automatically be added to the Swatches tab's **Publication Palette**, which also hosts other colors previously used in the current poster along with a selection of commonly used colors (e.g., Red, Green, Blue, etc.). You can also modify the publication palette by adding custom colors via a dialog or from any standard or "themed" palette. The Publication

palette is always saved along with the Poster Designer Pro file and loaded when the poster is opened.

Poster Designer Pro also lets you quickly load standard RGB, CMYK or "themed" palettes as well as save and load custom palettes for use in other posters.

To add a custom color to the Publication palette automatically:

- (Optional) With the Color tab selected, choose a different color mode from the **Color mode** drop-down list.
- Pick a color from the displayed color spectrum (or use color sliders).
-or-
- Select the  **Color Picker** on the Color tab, hold down the mouse button and drag the "picker" cursor to a color on your computer screen (you'll get a zoomed-in view of pixel colors).

 Don't color pick with an object selected, otherwise you'll recolor the object with the picked up color.


To edit a specific palette color in the Publication palette:

1. Right-click a swatch in the Publication palette of the Swatches tab and choose **Edit**.
2. Choose a different color from the color spectrum in the **Color Selector** dialog.
3. Click the **OK** button. The color is updated in the Publication palette.

To remove a color from the Publication palette:

- Right-click on the color and choose **Delete**. Alternatively, use the Palette Manager.

To load a named palette:

1. In the Swatches tab, click the down arrow on the  **Palette** button.
2. From the resulting drop-down menu, select a standard (e.g., standard CMYK, standard RGB) or "themed" palette.

The loaded palette's colors appear as swatches in the Swatches tab, replacing the swatches previously visible. Note that changing the palette has no effect on colors already defined for particular objects in your poster.

Color matching with PANTONE® colors

When it comes to color reproduction, printing devices and computer screens are on totally different "wavelengths."

- **Printing** creates colors by mixing inks which absorb light. Mix the four CMYK **process inks** (Cyan, Magenta, Yellow, and black), and you get black. No ink gives you white (i.e., the color of the paper)—so if you want white, you must use no ink! CMYK is a **subtractive** model: the more ink applied, the less light reflected, hence the darker the color.
- A **computer screen** produces an image by mixing light using the three primary colors—Red, Green and Blue—hence, RGB. RGB is an **additive** model. Mix all three colors together and you get white light. Turn all the elements off and you get black. The brightness of each different element give the typical computer monitor a range or **gamut** of colors much greater than can be printed with CMYK inks.

The fundamental difference between the CMYK and RGB color models, and the limited gamut of the printed page compared to the computer screen, create the **color matching** problem: the challenge of getting your printed output to match what you see in your on-screen poster layout. By calibrating your equipment and using great care, you can achieve a close approximation—but the cardinal rule is "Trust, but verify!" Never simply assume the colors on your screen will turn out exactly the same when printed. It's just very difficult to convert accurately between the two models!

To ensure accurate color reproduction, you will need to use the PANTONE Color Matching System which is built into Poster Designer Pro via the PANTONE® Color Picker. This lets you easily add PANTONE colors to the color palette for you to use. The PANTONE Color Matching system is an internationally recognized system for color matching. When a PANTONE color is output, Poster Designer Pro uses optimized color values to achieve a better color match.

In all cases, the screen displays an approximate color representation of the final printed color. You are cautioned not to use the screen for precise color matching, however; for accurate color reproduction, use official PANTONE color reference materials.

To display the PANTONE Color Selector:

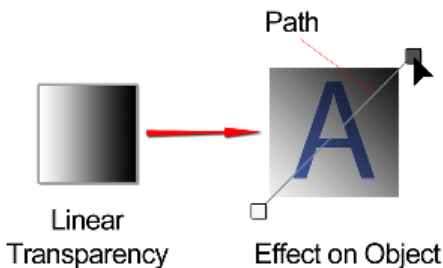
1. Choose **Palette Manager...** from the **Tools** menu.
2. Click the **New...** button to add a new color.
-or-
Select the color you want to modify and click the **Modify...** button.
3. On the **Models** tab, click **PANTONE® Colors** in the Model drop-down list. The **Palette** list provides a selection of color groups appropriate to different printing methods—including solid (spot) colors, process colors, metallic and pastel—and coated or uncoated paper stock.
4. Select a palette from the list.
5. Use the slider to view the range of colors for the selected palette. Click to select a color and preview it at the upper right in comparison to the "Old" color.
6. When you're satisfied with the new color, click **OK**. The Palette Manager displays the poster's palette with the added color.
7. Click **OK** to confirm the addition of the new color, or **Save As...** to save the modified palette under a different name.

Working with transparency

Transparency effects can make the critical difference between flat-looking posters and posters with depth and snap. Poster Designer Pro fully supports variable transparency and lets you apply solid, gradient, or bitmap transparencies easily, while preserving transparency effects in your printed output.

Transparencies work rather like fills that use "disappearing ink" instead of color. The more transparency in a particular spot, the more "disappearing" takes place there, and the more the object(s) underneath show through. Just as a gradient fill

can vary from light to dark, a transparency can vary from more to less, i.e. from clear to opaque, as in the illustration:



In Poster Designer Pro, transparency effects work very much like grayscale fills. Just like fills...

- Transparency effects are applied from the Studio—in this case, using the Transparency tab.
- The Transparency tab's gallery has thumbnails in shades of gray, where the lighter portions represent more transparency. To apply transparency, you click thumbnails or drag them onto objects.
- Most transparency effects have a path you can edit—in this case, with the Transparency Tool.

Transparency types available in the Transparency tab are as follows:

- **Solid** transparency distributes the transparency equally across the object.
- **Gradient** transparencies include linear, elliptical, and conical effects (each thumbnail's tooltip identifies its category), ranging from clear to opaque.
- The **Bitmap** gallery includes categorized texture maps based on the Swatches tab's selection of bitmaps.


Applying transparency

You can apply solid, gradient and bitmap transparency from the Transparency tab to shapes, text frames, table cells, and to any artistic, frame, and table text.


Using the Transparency Tool from the Attributes toolbar's Transparency flyout (or from **Format>Transparency**), you can vary a gradient transparency's path on an object for different effects.

To apply transparency with Transparency tab:

1. With your object selected, go to the Transparency tab.

2. For solid transparency, select the  **Solid** button and pick a thumbnail from the solid transparency gallery. The lighter thumbnails represent more transparency (expressed as percentage Opacity).

-or-

For gradient transparency, choose the  **Gradient** button and pick your thumbnail.


-or-

For bitmap transparency, choose the  **Bitmap** button and pick a thumbnail from a range of categories.

3. The transparency is applied to the object(s).

Alternatively, drag the desired thumbnail from the gallery to an object, and release the mouse button.

The process of editing gradient transparencies is the same as that for editing gradient fills (see online Help).

The bitmap transparency type features its own gallery of preset "texture maps," based on the bitmap fills available on the Swatches tab. Adding bitmap transparencies to the gallery is the same as adding bitmap fills. With a Bitmap gallery showing, you can create your own transparencies based on your own bitmaps by using the **Add...** option, shown by clicking the tab's  **Tab Menu** button.

Changes to the Transparency gallery are recorded as global settings.


Printing your poster

Printing

Poster Designer Pro supports basic to advanced printing operations, including selection of paper roll sizes, print quality and scaling options.

For multiple printer environments, when setting up your new printer you can display each printer's settings, modify settings independently of each other, and set an individual printer as your default printer. The settings are stored with the current poster, and will be remembered when opening the poster again.

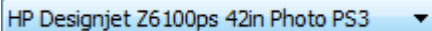
To set up your printer or begin printing:

- Click  **Print** on the Standard toolbar.

The Print dialog appears. The Preview window shows how your poster maps to the selected paper size.

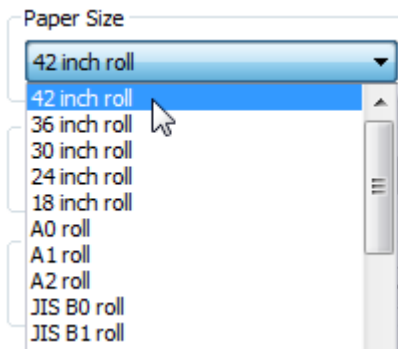
To print:

1. On the **General** tab, select an installed supported HP Designjet printer from the **Name** drop-down list.

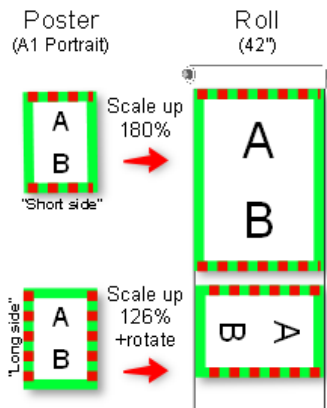


HP Designjet Z6100ps 42in Photo PS3 ▼

2. (Optional) If you want to **Print to file**, check the option, i.e. instead of printing directly to printer the print output is saved to a single .prn file (for printing at a more convenient time).
3. Select an option from the **Paper Size** drop-down list which matches the currently loaded paper roll.



- From the **Print Quality** drop-down list, pick a quality option. Fast, Normal (default), and Best offer increasing levels of print quality. The first option gives the fastest print option, but with a potential compromise on print quality.
- To scale your design to the printable area, in the **Scale** box choose an option from the drop-down list. The list may change depending on the paper roll size to be used.




- **Auto fit short side to roll width** (default). See opposite.
- **Auto fit long side to roll width**. See opposite.
- **Specify scale**. Use to manually set a percentage scaling to adjust the poster to fit the printable area. This option dynamically swaps print orientation between auto fitting short/long edge to roll width. 100 % scaling will print the actual poster size (e.g. A1).

- **Auto fit printable area.**
This option ensures the artwork fits the sheet size. Alternatively, use the above Specify scale option.
6. Select the **Number of copies** that you want to print.
 7. (Optional) For some HP Designjet printers (e.g., 110 and 130 models), you have to set a **Paper Type** from the drop-down list—the type of paper (e.g., "Plain Paper", "Coated Paper", "Glossy Paper", etc.) is selected manually rather than from the printer itself. For most Designjet printers, "Loaded in Printer" indicates that the printer paper type has to be set locally at the printer itself.
 8. (Optional) For page marks, bleed control, and upscaling low resolution images, click the Advanced tab. See Setting options below.
 9. Click **Print** to accept changes and print, **Cancel** to close dialog without saving changes, or **Close** to save changes but not print.

To set the current printer as your default printer:

- From either the General or Advanced tab, click **Set as Default**.

 The printer Status can show either Ready (normal operation) or Offline (if printer is switched off or unavailable).

Setting options

The advanced settings—like crop marks and file information—are conventional, while others are reserved for controlling bleed and improving bitmap display quality.

Printing page marks and/or file information

- Select any required options from the "Page Marks" section.
 - **File Information** will include information such time, date, and publication name below the actual **artwork**.
 - **Crop marks** are small markers on the printed page, marking the page dimensions of the artwork.

- A **color calibration bar** is a reference strip consisting of 8 squares, with 100% values for cyan, blue, magenta, red, yellow, green, process black (C+Y+M) and pure black.

The printer page size will be larger than the actual artwork being printed, to ensure that the marks will be entirely visible on the final print. To extend your design over the edge of your poster, including the above page marks, you can set the bleed and a configurable bleed limit.

Setting a bleed limit

If your design incorporates bleeds—elements that run to the poster edges—check **Bleed** to extend the printable area by the specified Bleed limit beyond the page edges where printing would otherwise stop. You can then print to an oversized sheet which is later trimmed to the correct poster dimensions.

- Check **Bleed** and optionally adjust a **Bleed limit** value to extend the printable area.

When laying out "bleed" elements that you want to run to the edge of a trimmed page, be sure to extend them beyond this "trim edge"—the dimensions defined by your Page Setup—to allow for inaccuracies in the trimming process. For convenience when laying out bleed elements, you can set up visible bleed area guide lines outside the trim/page edge. Note that these guide lines are just a visual aid; only the Bleed limit setting extends the actual output page size.

When you're not using bleeds, leave a blank margin inside the trimmed edge for a professional look.

Setting bitmap smoothing


Although disabled by default, **Bitmap smoothing** can be checked to improve the visual appearance of images of low native resolution. This is typically used if your source image(s) show unwanted pixelation. Bitmap smoothing uses bilinear interpolation.

If used, this is at the expense of increased spooling and print time.

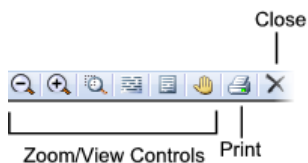
Previewing the printed page

The **Print Preview** mode changes the screen view to display your layout without frames, guides, rulers, and other screen items.

To preview the printed page:

- Click the  **Print Preview** button on the **Standard** toolbar.

In Print Preview mode, the lower toolbar provides a Print button along with a variety of Zoom/View Controls (from left to right): Zoom out, Zoom in, Zoom (region) Tool, Actual Size, Fit Page, and Pan.



To cancel Print Preview mode:

- Click the  **Close** button.

