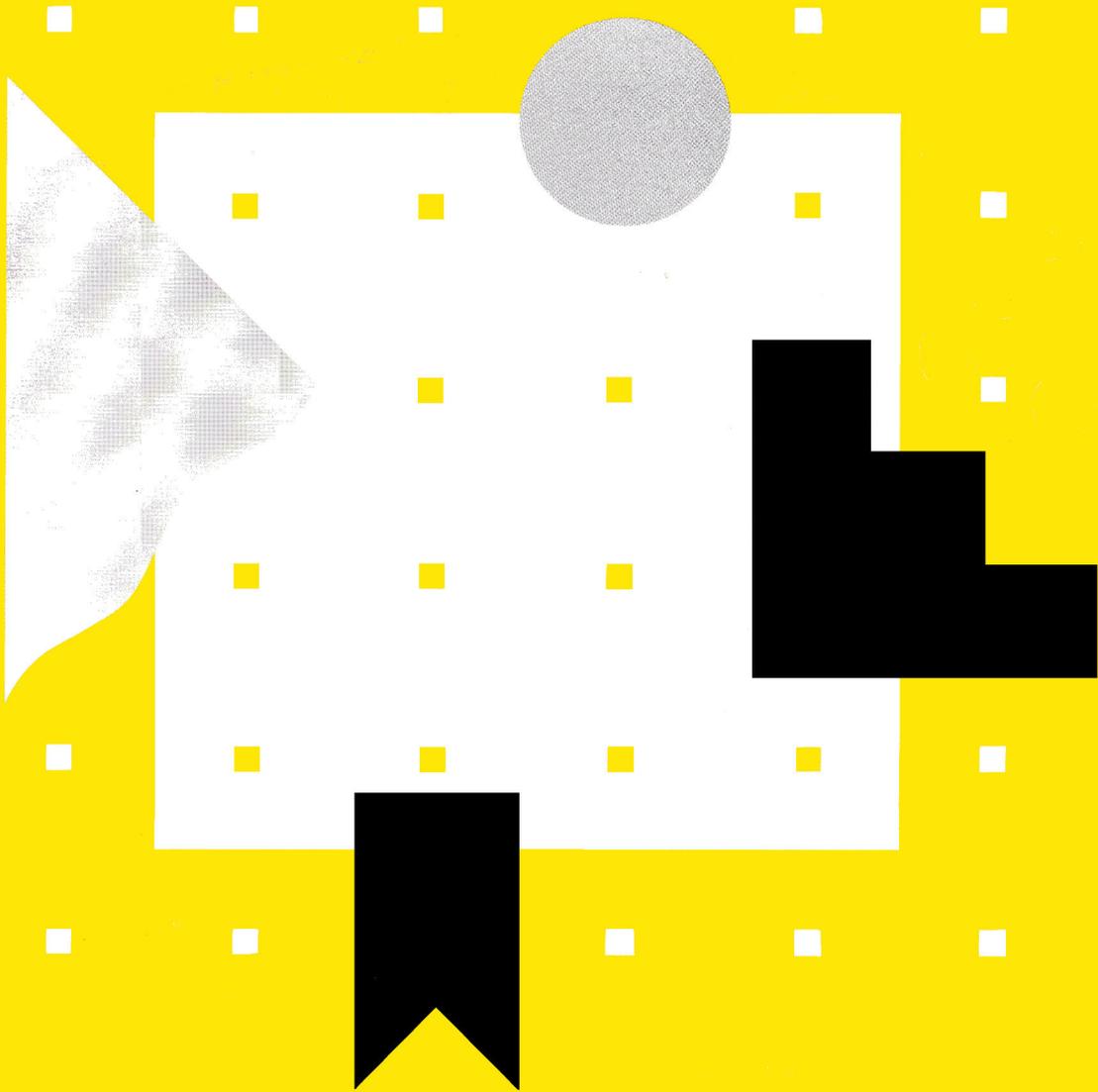


THE Print Shop®

Reference Manual

For the Apple IIe/IIc/IIc Plus



THE NEW PRINT SHOP®

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The New Print Shop is a versatile, easy-to-use program that turns you into an instant artist and typographer and your computer into a well-stocked stationery store. You'll save time and money while having fun exercising your creativity in new and interesting ways.

The New Print Shop comes with a huge selection of graphics, borders, and fonts to use in designing your own greeting cards, signs, posters, and stationery. Within minutes of starting the program, you'll be able to print personalized greeting cards, customized banners, special certificates, and more — all without special skills, training or equipment. The New Print Shop includes everything you need to produce attractive, professional-looking:

- Greeting cards
- Invitations and announcements
- Stationery and letterhead
- Banners
- Certificates
- Signs
- Posters
- Calendars

Color computer paper comes in the box, so that you can produce jazzy-looking projects right away. And if you have a color printer, you can print multi-color designs!

In addition to the graphics supplied with this program, you can import pictures from the earlier version of The Print Shop and from the many libraries of Print Shop graphics on the market.

This manual will give you lots of ideas for projects. You're limited only by your imagination. So let yourself go — experiment, explore. In no time at all, you'll be a pro at producing printed pieces that express your own unique brand of creativity.

POWERFUL FEATURES OF THE NEW PRINT SHOP

High Resolution

The New Print Shop gives you crisper graphics with more detail — higher resolution — than previous versions of The Print Shop.

Previewing

Preview your design to know exactly how your project will look before it's printed.

Multiple Graphics and Fonts

Place more than one picture on a page and use more than one font for the text. You can even use different sized graphics and fonts on the same page.

Print Quality

Choose between standard and final print quality to control the density and darkness of your printed design. Print on 9 or 24 pin dot-matrix printers.

Color Printing

Add pizzazz to projects by printing in color if your system includes a color printer.

Special Effects Modify graphics to create all kinds of special effects — flipping, reversing, stretching or condensing the image, or moving the graphics to any position you want. Choose to have the image solid, outlined, raised, shadowed, or in 3-D.

Posters Multiple-page printing capability allows you to create giant posters. Create a welcome home sign as big as a garage door!

Certificates Signs can become impressive-looking certificates. Use the included full panel graphics for a more professional look.

With the powerful New Print Shop, you are the artist and you control the program. Design, preview and redesign as often as you wish. The process is easy and your printed product will turn out just as you envisioned it.

USING THIS MANUAL

This manual introduces you to The New Print Shop's capabilities and shows you how to use all its exciting features.

Getting Started **Chapter 2** describes what's in The New Print Shop box and the equipment needed to use it. You will learn how to make backup copies, install The New Print Shop on a hard disk (if you have one), start the program and set up your printer. Selecting from menus and using a mouse or joystick are also discussed in this chapter.

Quick Start **Chapter 3** is a tutorial providing an overview of common features with step-by-step instructions for creating a greeting card. Once you have learned these basic skills, you can make every other project in The New Print Shop.

The Basics **Chapter 4** includes descriptions of the basic steps for The New Print Shop's projects—choosing borders, selecting graphics, customizing layouts and modifying graphics, entering and editing text, saving and printing the project. You'll also learn how to select colors if you have a color printer.

The Projects **Chapter 5** describes each of The New Print Shop's projects in depth—greeting cards, signs and posters, letterhead, banners, and calendars.

Special Features **Chapter 6** describes special features of The New Print Shop—Quick Print, and the Graphic Editor. You will learn how to print text and graphics for paste-up or turn lines of text into customized graphics for creative placement and manipulation. You'll also learn how to edit and create new graphics.

Creative Ideas **Chapter 7** stimulates your imagination by giving you examples of exciting new projects you can create.

2.

GETTING STARTED

REQUIREMENTS

The New Print Shop Includes

The New Print Shop Program Disk
Data Disk 1 (Graphics, Borders, and Fonts)
Data Disk 2 (Full Panel Graphics)
The New Print Shop Manual
The New Print Shop Reference Card
Color pinfeed paper and envelopes

Note: The 3.5" version of The New Print Shop does not include data disks. All the graphic elements are on The New Print Shop Program Disk.

What You Need

Apple IIe, IIc, IIc Plus, also runs on IIGS
128K memory
Monitor (color or monochrome)
Printer (See back of box for list of printers supported)
Blank disk for saving your creations

Recommended

System with two floppy disk drives or a hard disk

Nice To Have

Mouse or joystick
Color printer ribbons
RAM Disk

SETTING UP THE PROGRAM

Making a Backup Copy

The New Print Shop Program and Data Disks are not copy protected. It is a good idea to make backup copies before using the program. Store your original disks in a safe place.

PLEASE DO NOT MAKE COPIES OF THIS SOFTWARE

The software you are using was produced through the efforts of many people: designers, artists, programmers, distributors, retailers and other dedicated workers.

The costs of developing this and other software programs are recovered through software sales. The unauthorized duplication of personal computer software raises the cost to all legitimate users.

This software is protected by federal copyright law. Copying software for any reason other than to make a backup is a violation of law. Individuals who make unauthorized copies of software may be subject to civil and criminal penalties.

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as a member of the Software Publishers Association (SPA) supports the industry's effort to fight the illegal copying of personal computer software.

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Washington, D.C. 20036

Loading the Program

Insert The New Print Shop Program Disk into the disk drive, label side up. If you have a second disk drive, insert Data Disk 1 into it. (If you have a system with a 3.5" disk drive, the program and data files are all on the Program Disk.) Turn on your monitor, then turn on the computer. The New Print Shop is now ready to be set up.

System Setup

If this is your first time using The New Print Shop, a Setup screen will appear. This is where you set up the program to work with your system. If you want to install The New Print Shop onto a hard disk or a RAM disk, highlight *Install* and press **RETURN** to begin the installation process. *Install* will only appear if you have a hard disk or RAM disk. If you do not want to install the program at this time, or if you don't have extra memory, skip over the following section and begin reading the Printer Setup section below.

Installing the Program on a Hard Disk or a RAM Disk

To install The New Print Shop onto your hard disk or to a RAM disk, highlight *Install* on the Setup menu, and press **RETURN**. You will see a list of all available devices.

Select the device on which you would like The New Print Shop to be installed, and press **RETURN**. The program will go through an installation procedure that will create a New Print Shop directory, and copy the program into it. After the program has been installed, you will be asked if you would like to install the Data Library. Type "Y." You will be asked to turn over a disk or insert another disk as required.

Once the installation is complete, you may want to further improve the performance of The New Print Shop by choosing the Project option. Project is only available to users with hard disks or RAM disks.

During the creation of any New Print Shop project, a temporary Project Folder is created in RAM to hold all the selections (graphics, borders, fonts) a user makes. This buffer is limited to 64K for users with minimum systems (an Apple II with 128K) and defaults to the largest possible RAM disk for all other hardware configurations. User's with hard disks may want larger Project Folders so their creations can be more complex.

To use a larger Project Folder, highlight *Project* and press **RETURN**. You will see a list of available volumes for the Project Folder. **Do not choose a volume that is a floppy disk.** If the Project Folder is located on a floppy disk, projects are not guaranteed to print correctly. Highlight a volume and press **RETURN**.

The Project Folder is temporary and is removed whenever you exit The New Print Shop.

More information about installing The New Print Shop, The New Print Shop Data Disks, and Graphics Libraries to a hard disk or to a RAM disk may be found in the Appendix of this manual.

Printer Setup

To set up The New Print Shop to work with your printer, begin by moving the highlight to *Printer Setup*, then press **RETURN** to select it. The Printer Setup screen will appear, with *Printer* highlighted. To select it, press **RETURN**. A list of printers will appear on the screen. Use the arrow keys to move the highlight through the list until the name of your printer is highlighted. The left arrow key will move you back a page at a time; the right arrow key will move you forward. Color printers have two entries: a monochrome version and a color version. If you do not have a color ribbon, or if you only want to print with a single color ribbon, select the monochrome version of the printer. This will result in faster printing times. Press **RETURN** to select a highlighted printer. Follow the same procedure to select your interface card and to indicate the slot in which the card is located. For IIc and IIc Plus owners, the option for choosing an interface card and slot is not needed, and will not appear.

You are now ready to conduct a printer test. Check to see that your printer is turned on and connected to your computer. Then highlight *Test Printer* and press **RETURN**. A "Welcome to The New Print Shop" message will be printed. If a message does not print, check your set up choices to make sure they are correct. Also check to see that your printer is connected properly. When successful, highlight *Done*, and press **RETURN**. You will return to the Setup menu.

Mouse and Joystick Setup

A message on the lower half of the screen will tell you if an existing mouse is on or off. If you have a mouse, make sure it is turned on by pressing the **Spacebar**. If you have a joystick, use your down arrow key to highlight *Joystick* on the menu. A message will verify that your joystick has been recognized by The New Print Shop. If you have a computer that does not have mouse or joystick capabilities, these options will not appear.

Your set up is now complete. Highlight *Save and Exit*, press **RETURN** and the set up information will be saved. From now on, whenever you start The New Print Shop, you will go directly to the Main Menu. If you need to change your set up, you can do so by selecting *Setup* from the Main Menu.

USING PRINT SHOP FILES FROM AN EARLIER VERSION

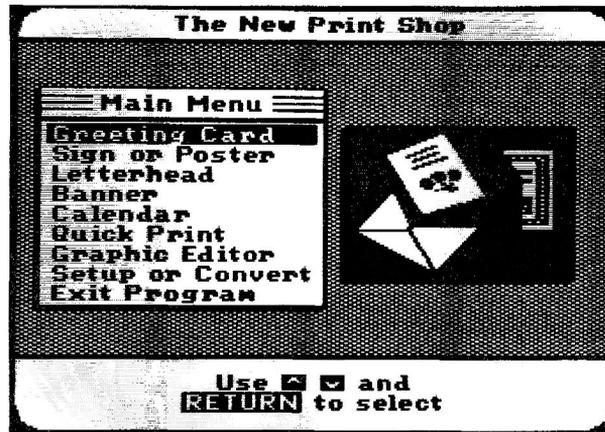
Using The New Print Shop's Graphics Converter, you can easily convert any or all of your old Print Shop graphics, borders, and fonts for use with The New Print Shop. You only need to do this once, and then you can use them whenever you like. Converted graphics can be saved to floppy disks or a hard disk, or stored temporarily in RAM. Instructions for using the Convert feature are located in the Appendix of this manual. You may not load previously saved project files from the original Print Shop.

USING THE MENUS

All of The New Print Shop menus work in the same way. A list of options from which you may choose is displayed on the screen.

An information area at the bottom of the screen tells how to make selections and displays other necessary information, such as how to go to the previous screen or what to do next.

The New Print Shop's Main Menu lists all the projects and utilities. On screen graphics illustrate the various Main Menu selections, as well as major selections throughout the program. To move faster through the selections, you may halt the display of these graphics by pressing any key, while the message "Getting Menu Pictures" is displayed.



Use the up and down arrow keys to highlight the item you want. Press **RETURN** to select the item.

Choosing from a Menu

When browsing a list for graphics, borders, or fonts, the list will often be too long to be displayed on one screen. Arrows appear when there are more choices and disappear when you have reached the end of the list. To scroll up or down the list, press the down or up arrow key repeatedly, hold it down, or use the mouse or joystick. If you wish to preview a graphic, border, or font when browsing a disk, press the **Spacebar**.

Using a Mouse

If you have a mouse connected to your computer, and you turned it on in Setup, use it to select from the menus. Move the mouse to highlight the various menu choices. Click the mouse button to make a selection.

Using a Joystick

Push the joystick lever up and down to move the highlighter up and down the list. The two buttons on the joystick may be used in place of **RETURN** and **ESC** on the keyboard. Moving the joystick lever to the right is the same as pressing the **Spacebar**.

KEEPING TRACK OF THE STEPS

As you finish each stage of your project, the box next to the item you have finished will be shaded. The next item on the list will be highlighted, ready for your selection. You can choose any item on the menu and repeat any step, even if the box next to it is already dark. Your new choices will replace your previous choices.

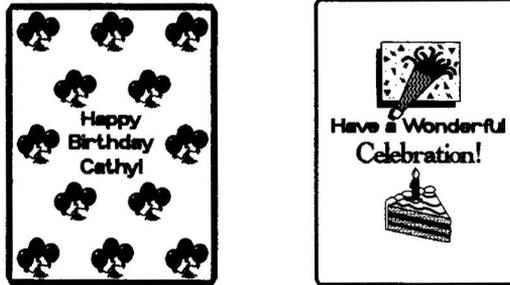
3.

QUICK START

This tutorial shows you how to produce a simple project with The New Print Shop. When you finish the greeting card described here, you will know the basics for creating most of The New Print Shop's projects.

If you have not already set up The New Print Shop to work with your system, do so now. The instructions are in the previous chapter.

The greeting card you will make in this quick lesson looks like this:



Instructions

The instructions in this tutorial follow a two-step format. The numbered steps tell you what to do. The bulleted steps tell you how to do it.

If you know how to perform an operation, ignore the bulleted steps. Otherwise, proceed through the bulleted steps one at a time.

For example:

1. Start the program.
 - Insert The New Print Shop program disk in your drive.
 - Turn on your monitor then turn on your computer

If you know how to start the program, start it and skip the remaining instructions. If you do not know how to start the program, follow the bulleted steps.

Boldface

Characters you type and keys you press are printed in boldface.

Highlight

Use the up and down arrow keys to move the highlight through a list.

You may also use a mouse or joystick to highlight and select an item from a list. Move the mouse or joystick to change the position of the highlight and press the mouse or joystick button to make your selection.

CREATING THE FRONT OF A GREETING CARD

In this tutorial you will create a greeting card for someone's birthday. The front and inside of the card have the same three elements: a border, graphics, and a message.

Starting at the Main Menu:

1. Select *Greeting Card* by highlighting it, and pressing **RETURN**.

Your options are to design your own greeting card, use a readymade card, or load a card that you saved previously.

2. Select *Design Your Own* by pressing **RETURN**.

The options here are to make a Side Fold or Top Fold card.

3. Select a *Side Fold* card by pressing **RETURN**.

You are now at the project menu and ready to design the front of your card. You may see what your design looks like by selecting the *Preview* option.



4. Select the border for the outside of the card.

- Press **RETURN** to select *Border*.

Select a border by browsing through the borders on the list, or by typing in the name of the border you want. Choose a border from another disk by selecting *Change Data Disk* and following the on-screen prompts. If you have more than one data disk (or library on a hard disk) available, you will

be asked to identify the disk you would like to appear as the default. After doing so, the name of the currently selected library (your default) will be listed on-screen.

- Highlight *Browsing* and press **RETURN**.

A list of border names is displayed. Press the **Spacebar** to see a sample of the highlighted border.

- Highlight the *Ribbon* border and press **RETURN**.

Once you select the border, you are returned to the project menu. Note: The square to the left of *Border* has been shaded to indicate that you have completed that section for the front of the card, and the highlight has moved to the next item, *Graphics*.

5. Specify the graphics for the front of the card.

- Press **RETURN** to select *Graphics*.

You will now choose a layout for your graphics. Pressing the down arrow key will highlight the various layouts you can choose for your design. The highlighted layout is shown in the box to the right of the list. For this example, we will be using the first layout, *Small Staggered*.

- Highlight the *Small Staggered* layout, and press **RETURN**.

Now choose your graphic. Select a graphic by browsing or typing in a name. You can choose a graphic from another disk by selecting *Change Library Disk*.

- Highlight *Browsing* and press **RETURN**.

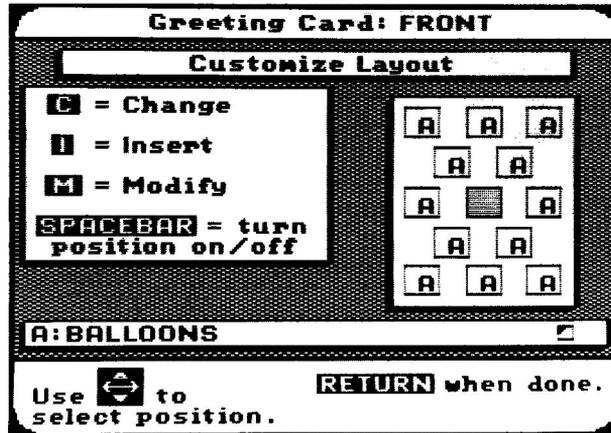
Use the up and down arrow keys to scroll through the graphics. Press the **Spacebar** to see a highlighted graphic.

- Highlight *Balloons* and press **RETURN**.

You will be asked if you want to customize the layout.

- Type **Y**, for yes.

The Customize Layout screen will appear. Your graphic layout is displayed. To the left of it is a box with commands you can use to change the layout. Below it, an information bar indicates the name of the highlighted graphic, color (if your program is set up for color printing), and orientation.



You will learn more about Customize Layout when creating the inside of your card. For now, in order to make the message easier to read, you will clear a space in the middle of the layout by turning off a graphic.

- Use the arrow keys to highlight the *Balloons* graphic in the very center of the layout.
- Press the **Spacebar** to turn the graphic off.
- Press **RETURN** to indicate you are done.

To see how your design looks so far, select *Preview* from the project menu. Press any key to end the preview and return to the project menu.

6. Enter the message on the card.

- Highlight *Message* and press **RETURN**.

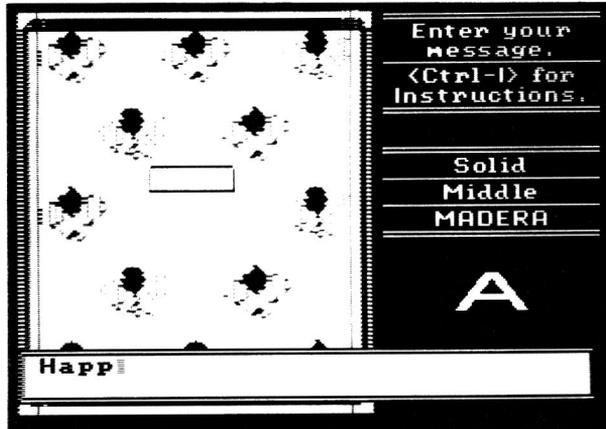
You can choose a font for your message by browsing, typing in a name or selecting *Change Data Disk* to select a font from another disk.

- Highlight *Browsing* and press **RETURN**.

You will see a list of fonts. Use the arrow keys to move the highlight through the list. Press the **Spacebar** to see a sample of the highlighted font.

- Highlight the *Madera* font and press **RETURN**.

A preview of your card will be displayed, with all your design elements in place. A flashing cursor marks the location to start typing your message. If you make a mistake as you type, simply press the **delete** key to delete the mistake, then type in your correction.



- Type **Happy** and press **RETURN**.
- Type **Birthday** and press **RETURN**.
- Type **Cathy!** (or choose another name).

There are several ways that you can edit your text.

- Type **Ctrl-I**, or press **Tab** to view the editing instructions.

As you become familiar with the text editing control keys, you can type them without referring to this screen. For now, we want to center the text top to bottom.

- Highlight **<Ctrl-C> Center top to bottom** and press **RETURN** to select.

You will now see your text centered top to bottom.

- Press **ESC** to exit.

You will be asked if you want to exit the *Message*.

- Type **Y**, for yes, or press **RETURN** to accept the default.

Now select *Preview*. You will see your message displayed in the font you selected. Press any key to end the preview.



7. Highlight *Inside* and press **RETURN**.

CREATING THE INSIDE OF A GREETING CARD

The steps for making the inside of the greeting card are exactly the same as those for making the outside—choose a border, choose graphics, and add the message.

1. Select a border.

- With the highlight on *Border*, press **RETURN**.
- Select *Browsing* by pressing **RETURN**.
- Highlight *Rounded* and press **RETURN**.

2. Select the graphics.

- With the highlight on *Graphics*, press **RETURN**.
- Highlight the *Medium Pair* layout and press **RETURN**.
- Highlight *Browsing* and press **RETURN**.
- Highlight the *Party Favor* graphic and press **RETURN**.
- Type **Y** to indicate that you want to customize the layout.

This time, we'll change the lower graphic in the layout.

- Press the arrow key once to highlight the lower graphic.
- Type **C** to change the graphic.

Select *Browsing* by pressing **RETURN**.

- Select the *Cake Slice* graphic. The *Cake Slice* graphic will replace the *Party Favor* graphic.
- Press **RETURN** to finish the customizing process.

3. Select the message.

- Press **RETURN**.
- Type **Have a Wonderful** and press **RETURN**.
- Type **Ctrl-N** to choose a new font.
- Select *Browsing* by pressing **RETURN**.
- Select the *Imperial* font.
- Type **Celebration!**
- Type **Ctrl-C** to center the text top to bottom.
- Press **ESC** to exit.
- Type **Y** to exit the message.

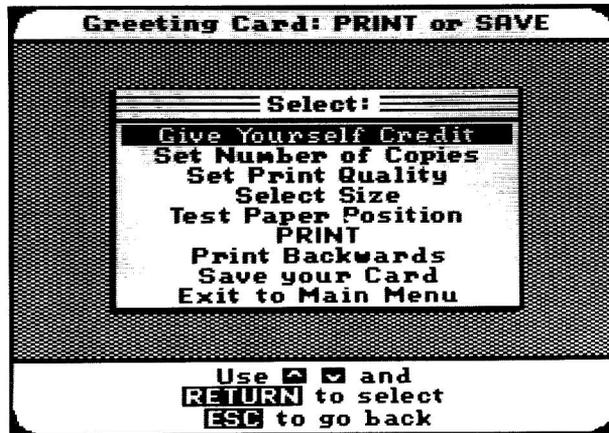
Select *Preview* from the project menu to see your design with all the elements in place.



SAVING AND PRINTING THE CARD

Before saving and printing the card, you may want to give yourself credit.

1. Select *Print or Save* from the inside project menu.
2. Select *Give Yourself Credit*.



3. Create the credit.
 - Type: **Designed by (your name)**. Press **RETURN**.
4. Save the completed card.
 - Highlight *Save Your Card* and press **RETURN**.

You will be asked if you need to format a new data disk.

- Type **Y** and follow the on-screen prompts to format a disk. Note: You will be asked to name your disk. Be sure to give it an original name to differentiate it from other data disks later on.
- Type a name for your creation. Press **RETURN**.

5. Test the paper position.

For best results when printing, the paper must be positioned correctly in the printer.

- Turn on the printer and make sure it is connected to the computer and "on-line," i.e. ready to receive information from the computer.

- Highlight *Test Paper Position* and press **RETURN**.

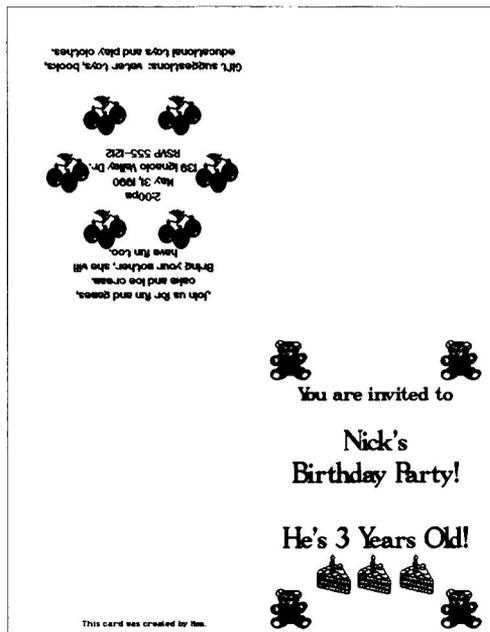
The printer should print a fine row of dots directly over the horizontal perforations on the pinfeed computer paper.

- If the dots do not print on the perforation, adjust the paper and select *Repeat* until a new test aligns properly. Note: The paper will automatically advance 1/72" each time this test is repeated. You can advance the paper very accurately by repeating this test a number of times.
- When the paper is aligned properly, reset the printer or set a new top of form. Select *Done* and you will be returned to the Print or Save Menu.

6. Print the card.

- Highlight *Print* and press **RETURN**.

Your greeting card will be printed on one side of a sheet of paper (half upside-down, half right side-up in alternate corners). You then fold the sheet to create the card. Be careful not to smear the ink when you fold the card.



Now, all you have to do is sign and deliver it!

4.

THE BASICS

A typical New Print Shop project involves these basic steps:

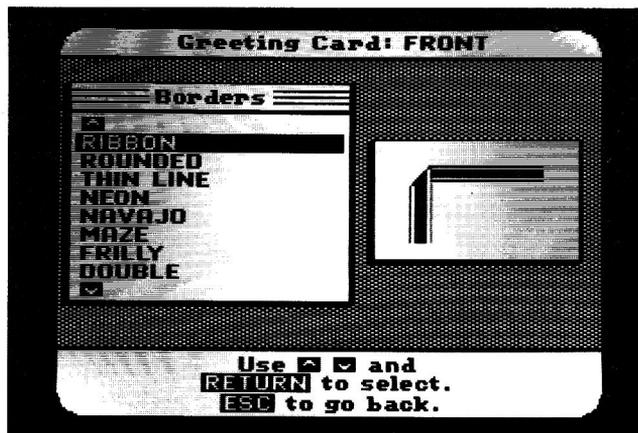
- Select a border
- Choose and place the graphics
- Customize your layout and/or modify your graphics
- Enter a message
- Choose colors
- Save the project
- Print the project

Using Other Borders, Graphics and Fonts

The New Print Shop comes with all new borders, graphics, fonts and there are several New Print Shop Graphics Libraries already available. You can also use borders, graphics, and fonts from earlier versions of The Print Shop and Print Shop Graphics Libraries. If you want to use graphic elements from an earlier version of The Print Shop, you must convert them as described in the Appendix.

SELECTING A BORDER

You can place a border around greeting cards and signs, or place trim on banners. Borders and trim are selected from the project menu which will appear once you have specified the type of project you want.



Choosing a Border

Choose a border by browsing or by typing in the name of the border you want. You can also choose a border from another disk. If you decide to browse, a list of borders will appear on the screen. Press the **Spacebar** to see a sample of the highlighted border displayed in the box to the right of the list.

If the list of borders is longer than can be displayed on one screen, press the down arrow repeatedly, or hold it down, to scroll down the list and see more choices. Press the up arrow to scroll up the list.

To add a border to your project, highlight the border you want and press **RETURN**. To see a preview of how the border will look on your project, select *Preview* from the project menu.

If you don't want a border on your project, do not select *Border* from the project menu.

Changing the Border

If you change your mind and want a different border, or if you decide that you don't want any border at all, choose *Border* again. A box will appear giving you the following options:

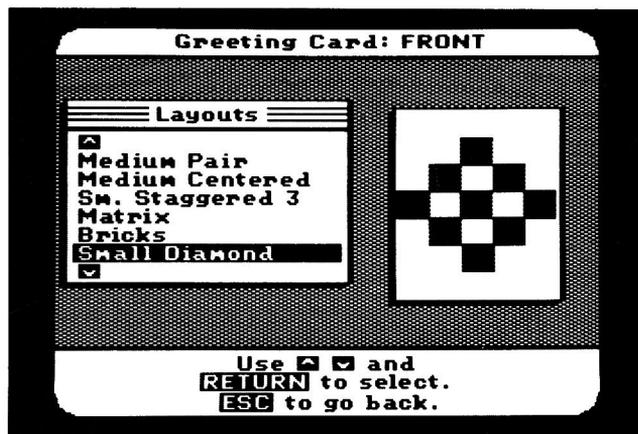
- Choose New Border
- Delete the Border
- Cancel

CHOOSING AND PLACING THE GRAPHICS

Choosing a graphic is very similar to choosing a border. Begin by selecting *Graphics* from the project menu.

Selecting the Layout

When you choose *Graphics*, a list of possible graphic layouts will appear. As you move the highlight through the choices, the various layouts will be displayed on the screen. Press **RETURN** when the layout you want is highlighted. Later you will have a chance to modify this layout by deleting or changing the graphics in a variety of ways. Note that one of the layout choices is *Full Panel*. Choose it if you want to use one of the special full panel graphics that comes with the program.



Full Panel Graphics

Full panel graphics are high resolution graphics specially designed to utilize the entire graphic area in greeting cards and signs. They can also be used at the end of banners. Letterheads and calendars have full panels which

have been specially designed to decorate the whole top or bottom of the letterhead or calendar.

Choosing a Graphic

Choose a graphic by browsing or by typing in the name of the graphic you want. You can also choose a graphic from another disk. If you decide to browse the disk, a list of the available graphics will be shown on the screen. Press the **Spacebar** to display the highlighted graphic. If The New Print Shop has been set up for a color printer and the highlighted graphic is multi-color, the word "color" will appear below the displayed graphic.



To choose a graphic, highlight the graphic you want and press **RETURN**. You will then be asked if you want to customize the layout.

Customizing the Graphic Layout

Customizing the layout gives you a chance to use more than one graphic. You can add as many graphics as memory will allow—up to 26— and modify them in a variety of ways.

When you specify that you want to customize the layout (by typing **Y**, for yes), the Customize Layout screen will appear. The customize commands are shown in a box at the left of the screen. The layout you have selected is displayed in a work area. Graphics in the work area are labeled with an alphabetical index that corresponds to the order in which they were selected. The first graphic you select is indexed "A", the second "B", and so on. An information bar beneath the work area shows the currently highlighted graphic's name, color, and orientation.

To customize the layout, highlight the graphic position you want to change.

Turn the highlighted graphic on or off by pressing the **Spacebar**. When you turn a graphic off, the graphic position is not removed.

Use the command keys to choose customizing options.

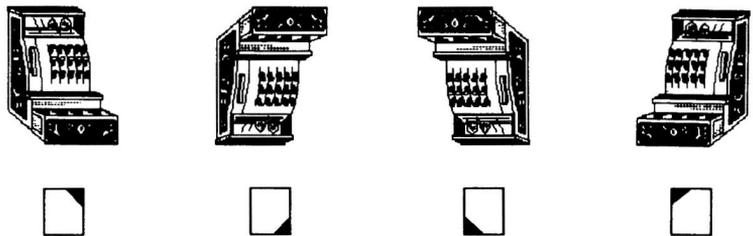
- C** Change a graphic in the highlighted position. You can choose a different graphic for every position of the layout. Selected graphics are added to a list which you can see by picking *Reviewing Choices*. Graphic selections and their layout positions can be deleted in *Reviewing Choices*.

Note: After selecting two or more graphics, type **Q**, to access the “Quick Pick” menu. Pre-selected graphics can be quickly chosen by typing their alphabetical index.

- I** Inserts a graphic position in the layout and then fills the position with the graphic of your choice. Type **I**, then choose a small, medium, large, full panel, or custom graphic. (A custom graphic is one that you have created from text using the Quick Print feature.) Browse to pick the graphic you would like to insert, then use the arrow keys to move the outline box to where you want your graphic to appear. Press **RETURN** and the new graphic will appear in the location you have chosen.

Modifying Your Graphics

- M** Lets you **Modify** the highlighted graphic. Use the commands that appear on the screen.
- C** Makes a **Clone** of the highlighted graphic. After you type **C**, use the arrow keys to move the outline box to the location where you want the clone to appear. Press **RETURN**.
- F** Flips the highlighted graphic horizontally and/or vertically. Type **F** repeatedly to cycle through all the possibilities. Orientation is indicated by both the letter inside the outline box, and by the orientation icon in the information bar.

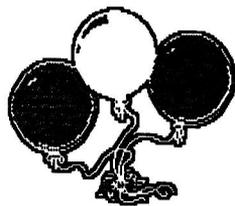


- M** Moves the highlighted graphic to a different location. After you type **M**, use the arrow keys to move the outline box to a new location. Press **RETURN** and the graphic will appear in its new position.
- S** Creates special **Style** effects for graphics, similar to those used for text. A style icon appears in the information bar to indicate

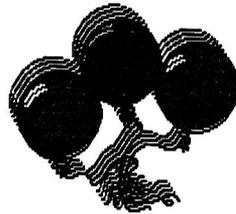
the style of the highlighted graphic when it is other than Standard. Type **S** repeatedly to cycle through the style choices.

Note: To style a full panel graphic, or graphics that are located near the right or bottom margin of some layouts, first resize the graphic smaller or move it slightly to the left of the right margin.

<i>Standard</i>	Prints the graphic as is.
<i>Solid</i>	Prints the graphic with a narrow open area around it. This is useful if the graphic overlays other graphics.
<i>Outline</i>	Creates an outlined version of the graphic.
<i>3-D</i>	Gives the graphic a three-dimensional effect.
<i>Raised</i>	Gives the graphic an embossed look.
<i>Shadow</i>	Makes the graphic appear three-dimensional with a shadow around it.



Outline



3-D



Shadow

- R** **Resize** any highlighted graphic, making it smaller or larger. After you type **R**, use the arrow keys to stretch or shrink the graphic. Then press **RETURN**.
- P** **Pick colors** for individual graphics. This option only appears if you have a color printer. After typing **P**, the Select Graphics Colors screen will appear. A list of available colors is shown on the left. Your layout appears on the right. Use the arrow keys to indicate the graphic that you would like to color. Type the letter that corresponds to the color you want. The color you selected, along with the name of the graphic, will appear in the information bar below. Press **RETURN** when done.

Changing the Graphic or Layout

If you change your mind after modifying a graphic, or customizing a layout, select *Graphics* again. A box will appear giving you the following options:

- Redo Layout and Graphics

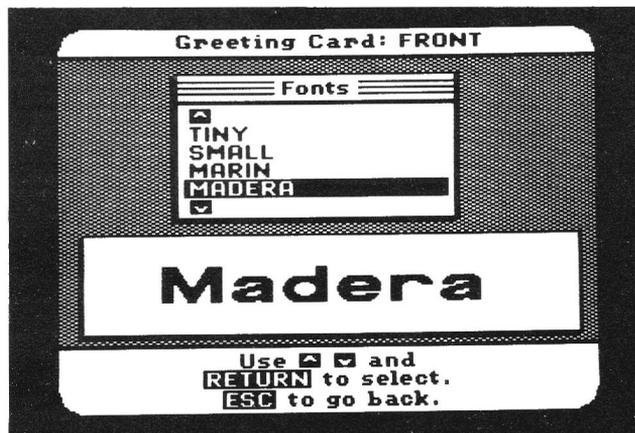
- Choose New Layout and Graphics
- Delete All Graphics
- Cancel

ENTERING A MESSAGE

The procedure for entering a message is similar to the procedure for choosing a border or graphic. Begin by selecting *Message* from the project menu.

Selecting the Font

Before entering a message, select a font by browsing or by typing in the name of the font. You can also choose a font from another disk. When browsing, a list of available fonts will appear. Press the **Spacebar** to see a sample of the highlighted font.



Entering the Message

If you want to enter a great deal of text, consider using the Tiny or Small font. New Print Shop fonts come in a variety of sizes. You can get an idea of the *relative* size of the fonts by looking at the Reference Card.

To select a font, highlight it and press **RETURN**.

A preview of your project with all the design elements in place will appear on the screen. A box to the right of the preview indicates the text style, the text position, and the name of the font. A sample letter is shown in the lower right. At the bottom of the screen is a text entry window. If your message extends to the bottom of the page, this window will move to the top of the page where it will be out of the way.



As you type in your message, a “rubber band” box will expand or contract to show the position of your text. If you try to type more text than will fit on a line in the currently selected font and style, your computer will beep.

If you make a mistake when typing, use the **DELETE** key to delete the mistake and then type in your correction. Or use the arrow keys to move up or down a line to make changes. Press **RETURN** at the end of each line of text. You can preview your message in the actual font by selecting *Preview* from the project menu.

Edit your message, using the text editing instructions described in the Editing the Message section.

When you have finished typing and editing your message, press **ESC**. You will be asked if you want to exit the message. Type **Y** (for yes) or **N** (for no), or press **RETURN** to select the default.

Adding Another Font

The New Print Shop will allow you to use up to four fonts on greeting cards, letterheads, signs and calendars. If you want to add another font, type **Ctrl-N** at any time during the text entry process. Banners can have only one font.

To switch the font for any line of the message, type **Ctrl-F** when the cursor is on the line to be changed. All fonts previously selected become options for that line as you continue to type **Ctrl-F**.

Changing the Message

If you change your mind and want a different message than the one you have entered, simply choose *Message* again. A box will appear giving you the following options:

- Edit Your Text
- Enter New Text
- Delete The Text
- Cancel

EDITING THE MESSAGE

There are a variety of ways to edit text. To correct a typing mistake, use the **delete** key to move the cursor to the left until the mistake is deleted, then retype the message.

To change the position, style, or font for any line of the text, use the arrow keys to position the cursor on the line you want to change. Then use the text editing instructions to change that line of text. To see these instructions on the screen, type **Ctrl-I**. Select the one you want by highlighting it and pressing **RETURN**. After you become familiar with the control keys, you can type them without having to view the text editing instruction screen. To see how the message will look when printed on your project, select *Preview* from the project menu.

Text Editing Commands

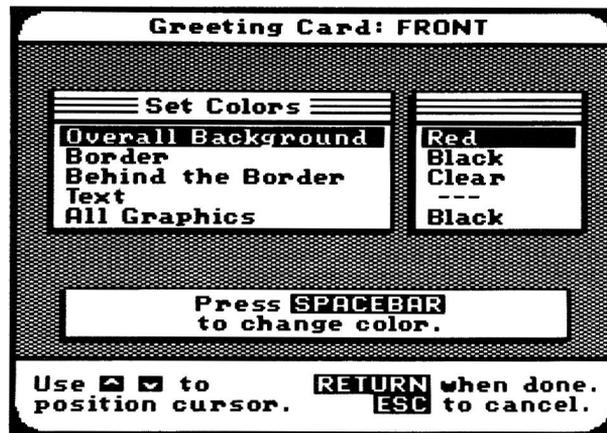
- | | |
|---------------|--|
| Ctrl-C | Centers the message top to bottom. |
| Ctrl-E | Erases a line of text. |
| Ctrl-F | Lets you change the F ont to one of those that you had previously selected. Type Ctrl-F repeatedly to cycle through the choices until you see the one that you want. |
| Ctrl-N | Lets you choose a N ew font. If the chosen font is too wide, you may lose some characters. Choose a smaller font and retype your message. If the font is too tall, the new font is available but won't appear until you make room for it and type Ctrl-F . |
| Ctrl-P | Lets you P osition a line of text, aligning it with the left or right margin or centering it within the margins. Type Ctrl-P repeatedly to cycle through these choices until you find the one you want. |
| Ctrl-R | Lets you R eset the margins beyond which text will not be printed. Use the arrow keys to move the highlighted margin. To choose a different margin, type L for left, R for right, T for top, or B for bottom. When the margins are the way you want them, press RETURN . |
| Ctrl-S | Lets you change the S ize of the text from small to large or large to small. If the large font is too wide, characters will be lost on the current line. Change the size and retype your message. If the large font is too tall, the size change will be disallowed. |
| Ctrl-T | Lets you change the sT yle of the text. Choose <i>Solid</i> , <i>Outline</i> , |

3-D, Raised, or Shadow. Type **Ctrl-T** repeatedly to cycle through the choices.

CHOOSING COLORS

If you have a color printer, you can print your designs in color. Choose colors for each element as you go. Or wait until the entire design is finished, then coordinate your colors in a pleasing way.

Select *Color* from the project menu. The Set Colors screen will appear. Areas for which you can choose colors are listed at the left of the screen; colors are listed at the right. Press the **Spacebar** to cycle through color choices for the highlighted area until you find the one you want. Use the arrow keys to move the highlight to the next area you want to color. When you are done making choices, press RETURN.



<i>Overall Background</i>	Colors the entire background, to the edge of the project or the inside edge of a border. If you do not want background color, choose Clear.
<i>Border</i>	Colors the border.
<i>Border Background</i>	Colors the background of the border area. For no background color, choose Clear.
<i>Text</i>	Colors the text.
<i>All Graphics</i>	Colors all graphics the same color. This will over ride the color selections which you make for individual graphics using the Pick Color feature in Modify Graphics. It will not affect multicolor graphics.

Changing the Colors You Have Selected

If you change your mind and want different colors than the ones you previously selected choose *Color* again and pick new colors.

SAVING AND PRINTING

To save or print the project you are working on, choose Print or Save from the project menu. If you are creating a complex project, you may want to save several times while you are working on it. Then, if the power goes off or some other interruption occurs, your work will not be lost.

From the Print or Save Menu you may:

Give Yourself Credit

Add a credit line to the back of a side fold greeting card. Give credit to yourself for creating the card, or to someone else — for instance, the author of a line of poetry you quote on the card. The credit line is only available on side fold greeting cards that are printed at 100% size.

Set Number of Copies

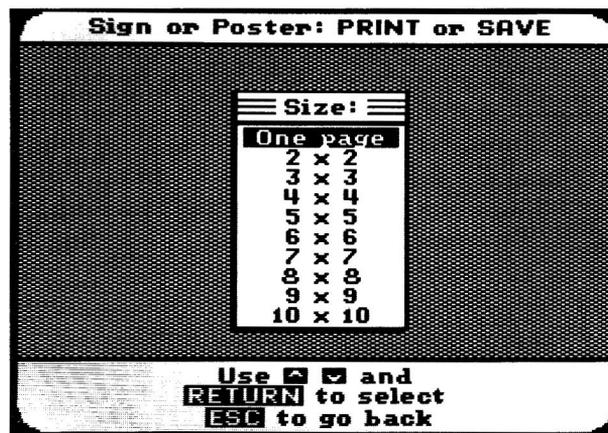
Print as many as 99 copies of your project. Important Note: When printing multiple copies, be sure to pause printing periodically to avoid overheating your printer and possibly damaging the print head.

Set Print Quality

Print your project in standard draft mode or in a richer final mode. Final mode takes longer to print but results are more professional looking. It can also help compensate for a worn ribbon. Use the faster draft mode to preview your output and then switch to final mode when your project is finished. Most dot matrix printers support both draft and final modes. Consult your printer manual to see if your printer supports a double density (final) mode. If it doesn't, selecting final print will cause the printer to double strike each pixel.

Select Size

There are numerous size options listed for the various projects. For instance, you can print greeting cards as small enclosure cards, or place cards. Signs and Calendars can be printed in strips, then glued or taped to form huge posters.



TEST PAPER POSITION

Position the page in the printer so that your project prints at the correct place on the page. Before testing paper position, make sure that you have selected the size you want your project to print. The program will then perform the standard or oversized test depending on the print size you've selected. The standard test is for printing a single page. When you choose standard, the printer will print a fine row of dots. Ideally, these dots will run directly over the horizontal perforations on your pinfeed computer paper. If not, readjust your paper and repeat the test until a new test does align with the perforations. Note: The paper will automatically advance 1/72" each time the test is repeated. You can advance the paper very accurately by repeating this test a number of times.

The oversized printing test is for multiple page projects. A small vertical line will be printed on the left of the page, then a row of dots. The vertical line should print on the left side perforation. This cuts down on the amount of trimming you will have to do on a large poster. Not all printers allow you to shift the paper left and right. If this is the case with your printer, you will need to trim both sides of your pages after printing.

Print Print your finished project. Be sure your printer is turned on and properly connected to the computer.

If you are printing a multiple page poster, the top page of each vertical strip is numbered. If you need to reprint part of a multiple page design, printing can only be restarted at the beginning of a continuous strip of the poster, not at a particular page. When printing a large project, you may want to pause printing occasionally to keep your print head from overheating.

Print Backwards Print a mirror image of the project you have designed. This is useful for making iron-on transfers for T-shirts.

Save Your Design Save your project to disk. The Save option makes a permanent copy of the project on a data disk so you can use it again whenever you want. When you select the Save option, you will be given a chance to format a data disk. When asked to name your disk, be sure to give it an original name to help you distinguish it from other data disks. You will also be asked to give your creation a name. Use a descriptive name so that you will recognize it later on. When you have typed in a name, your project will be stored under that name on the data disk.

Exit to Main Menu Select this option when you want to begin another project or end the current work session.

5.

THE PROJECTS

GREETING CARD

The New Print Shop lets you create beautifully designed, clever, sentimental or humorous cards for all occasions. Cards can be side fold or top fold style and can be printed in a variety of different sizes. Each card can be entirely your own creation —inside and out. Or, use one of the ready made cards that comes with the program.

Begin by selecting *Greeting Card* from the Main Menu, then choose to design a new card, or load one you have already designed and saved. Whichever you choose, you can make changes so that the card is exactly the way you want it to be.

Design Your Own

Create a one-of-a-kind card for any occasion. Following the steps outlined in Chapter 3, *The Basics*, design the front and inside of a card. Choose a border, place one or more graphics, and enter a front and inside message.

Preview your card at any time to see how it will look before you print it.

Try out different ideas and combinations. It's easy to go back and make changes. Hint: A side fold card will allow you to enter almost twice as much text as a top fold card.

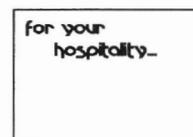
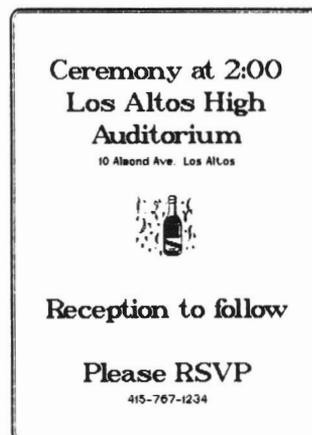
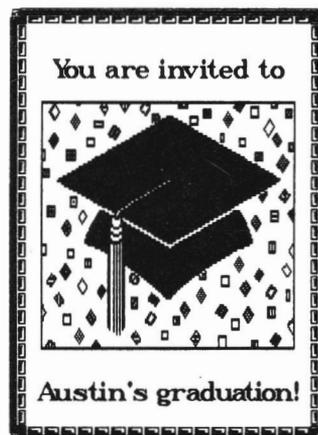
Load a Saved Card

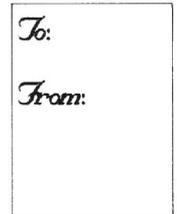
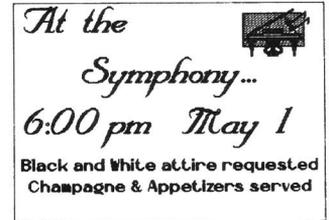
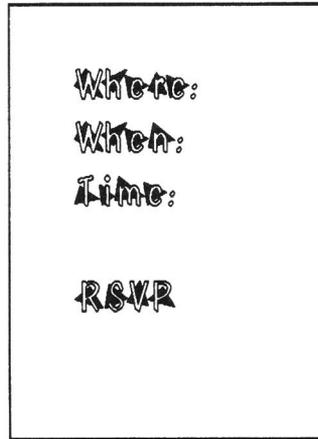
When you create a card you especially like, save it on a data disk. To use it again, select the *Load a Saved Card* option and choose the card you want from the displayed list.

Greeting cards are printed on one side of a sheet of paper (half upside-down, half right side-up in alternate corners). Fold the sheet to create the card, taking care not to smear the ink.

Use color paper and envelopes and color printer ribbons to make your card even more striking.

[Examples of unique cards. Cards in different sizes. Gift enclosures, place cards, etc.]





SIGN, CERTIFICATE AND POSTER

Use The New Print Shop to create a variety of eye-catching signs, certificates, and posters. Signs and certificates are one page in size, but posters can be as large as 10 by 10 pages. The program will print posters in such a way that you can tape the pages together to create unbroken pictures and text.

All of The New Print Shop's graphics and fonts are available for these projects. The full panel graphics are designed with more detail than individual graphics and are particularly well suited for posters.

Signs

New Print Shop signs are an effective, creative, and economical way to make announcements and stimulate interest in a wide variety of activities and events. Throw away your stencils and transfer type, reduce your printing costs—New Print Shop signs are practically free.

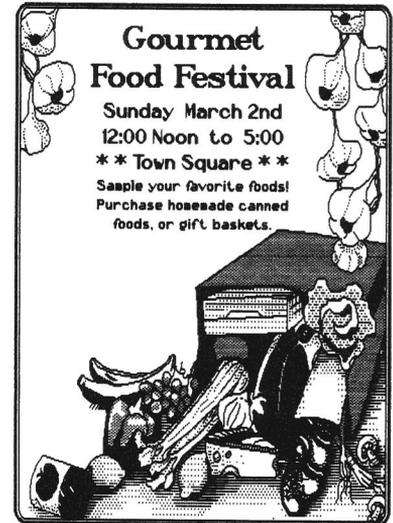
Certificates

Use full panel graphics to produce New Print Shop certificates acknowledging achievements great and small. You can create certificates to reward an entire team or to acknowledge the achievements of one special person.

Posters

Create dramatic posters up to 10 by 10 pages in size. Full panel graphics are very effective. Or make an arrangement of several related smaller graphics to create your own striking picture. Add any message you want.

The process of creating a poster is the same as creating a sign, except that you choose a larger size when you reach the Print or Save Menu. The poster is printed in vertical strips that you then join together. The top page of each vertical strip is numbered. Work on a large flat surface and be careful to line up the pages exactly.



LETTERHEAD

Use The New Print Shop to create impressive-looking business letterhead, elegant personal stationery, and informal notes, complete with logos, graphics, and ruled lines. By saving the designs you create, you'll be able to produce inexpensive, high quality letterhead whenever you want. Alter your designs—change a name, address, or phone number—easily and without additional expense.

Graphics, text, and ruled lines can be used at both the top and bottom of your letterhead. The procedure for designing both areas is the same.

Graphics

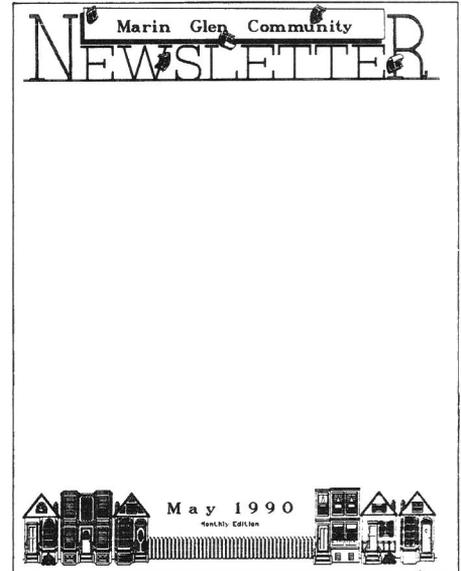
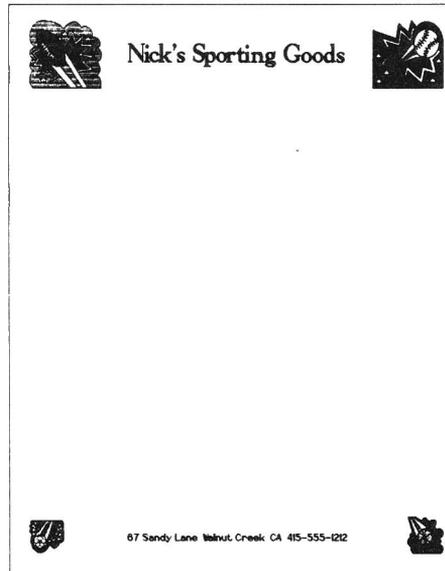
Small, medium, and full panel graphics are available. Experiment to find the combination that best conveys your message and personality.

Text

You can type several lines of text, depending on the size of the font you choose. Begin by selecting the font for the first line of your letterhead, the name line. The Letterhead text editor screen will appear. Type in the text for the name line and press **RETURN**. The next line, and all top lines thereafter, will default to the Tiny font. To change the font, style or positioning of any line, move the cursor to that line and use the edit instruction keys (which can be reviewed by typing **Ctrl-I**). The preview area will show whether your text will fit when printed in the new font, style or size. Try different combinations to find what works best.

Ruled Line

Choose a thick, thin or double ruled line to separate the top or bottom of your letterhead from the rest of the page. If you don't want a line to be printed, select *No Line*.



BANNER New Print Shop banners can be designed horizontally or vertically with exciting graphics and full panels. New Print Shop banners are a perfect way to cheer on the team, point the way to a garage sale, welcome someone home, or express congratulations in a really big way.

Graphics After picking a layout, use the customize feature to change, delete, and flip the graphics. If the program is set up for color, you can also pick colors for the graphics.

Text Use one or two lines of text on a horizontal banner, one line of text on a vertical banner. To change the font, style, or position of the line the cursor is on, or to erase that line, type the command keys shown at the bottom of the screen. Press repeatedly to cycle through the style and position choices until you find the one you want. The name of your selected font will appear near the top of the screen. Below it, on the left, is information about the position of the line (left, middle, or right).

Trim Trim runs along the top and bottom of the text on a horizontal banner and along the sides of the text on a vertical banner.

Previewing When you select *Preview*, the banner you've designed will scroll across the screen.

I ♥ San Francisco!

 **Go Giants!** 

 **Go 49ers** 

 **Happy Birthday Sean!**
One Year Old! 

 **Construction Zone** 

CALENDAR

Create daily, weekly, monthly, and yearly calendars using The New Print Shop's calendar formats. New Print Shop calendars, customized with text and graphics, make great gifts and are useful additions to your busy life. You can create a calendar for any year, from the year one to the year 9,999! (Because the calendar has been redesigned throughout the ages, calendars created for hundreds of years ago may not be historically accurate.)

Creating a Calendar

Begin by selecting the type of calendar you want to create and specifying the date. If your computer has a built-in clock, the current date will be set automatically.

Each type of New Print Shop calendar has three parts: top, middle, and bottom. Begin by designing the top. Choose graphics and a ruled line to separate the top from the rest of the calendar. Selecting the *Text* option will cause the yearly date to appear automatically at the top of your calendar. The date will appear in whatever font you choose. Type **Ctrl-N** to select a new font for other lines of text in your calendar.

If the program is set up for a color printer, you will be able to pick colors for the background, lines, text, and graphics on the top and the bottom of each calendar.

6.

SPECIAL FEATURES

The New Print Shop has several special features that add to its versatility. Quick Print prints out graphics and text independently of New Print Shop projects. Use the graphics and text for paste-up in another project or save text as a custom graphic. Custom graphics can be inserted into a page layout under the Customize Layout menu using the Insert option. Text saved as a graphic offers new design possibilities for your projects.

Use the Graphic Editor to modify New Print Shop graphics, or create brand new graphics from scratch!

QUICK PRINT

Text and graphics which are printed using Quick Print can be used in a multitude of non-Print Shop projects. All the fonts and graphics in any New Print Shop Graphics Library, and any original Print Shop graphics or fonts which have been converted, can be printed instantly using Quick Print.

Text turned into a custom graphic with Quick Print expands design options. Custom graphics are loaded into a New Print Shop project using the Insert Graphic feature of Customize Layout. Once a part of a layout, custom graphics can be modified in a wide variety of ways.

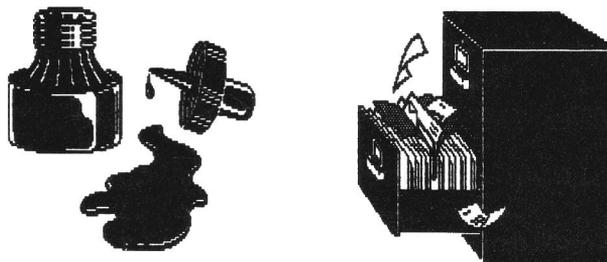
To prepare text to either print or to turn into a custom graphic, choose *Normal* or *Sideways*, depending on the kind of Print Shop or other project you'll be using your text in.

Choose *Normal* if you want your graphic or text to print in the resolution and orientation of a side fold greeting card. Choose *Sideways* if you want your graphic or text to print in the resolution and orientation of a top fold greeting card.

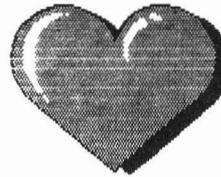
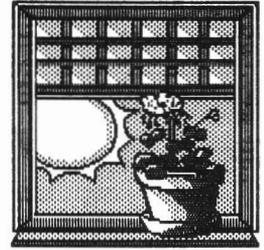
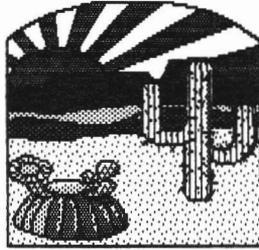
The amount of text that can be typed in Quick Print is determined by font size. Choose the Small or Tiny fonts to type a lot of text.

Save or print your "quick" creation.

Arts and Crafts



Happy New Year!



GRAPHIC EDITOR

The Graphic Editor lets you create new graphics or add your own creative touches to New Print Shop graphics (or original Print Shop graphics after they have been converted). Use the Graphic Editor to add lines, turn dots off and on, flip the image, and more.

The New Print Shop has two different size graphics—small and medium—to give you the maximum resolution for the graphic layout. In the Graphic Editor, you create or edit small and medium graphics simultaneously. When the edited graphic is used in layouts requiring large sizes, your modified image will be scaled appropriately.

Select *Graphic Editor* from The New Print Shop Main Menu.

- Indicate whether you want to edit an existing graphic or create a new one.
- If you are editing an existing graphic, specify how you want to choose the graphic — by browsing the disk, typing in the name, or from another disk— then select the graphic.

The selected graphic will appear in the work area of the Graphic Editor. If you are creating a new graphic, the work area will be blank.



A cursor appears in the work area. Use the arrow keys to move the cursor left, right, up and down. Use the closed apple key (option key on the Apple IIGS) and the arrow keys to move the cursor diagonally. An information box above the work area displays X and Y coordinates to pinpoint the location of the cursor.

EDITING OR CREATING A GRAPHIC

Use the commands listed at the left of the screen to create or edit your graphic.

- L** To draw a **Line**, type **L** and specify whether you want the line to be black (**B**) or white (**W**). To move the cursor around the window without leaving a trace, specify **Line Off (O)**. You can also type **B**, **O**, or **W** at any time, or use your mouse or joystick button to cycle through the various line options. An information box above the work area tells you whether the line is black, white, or off. Use the arrow keys or mouse, to draw the line.
- E** Erases everything in the work area without changing any of the graphics stored on the disk.
- H** Flips the entire work area **Horizontally**.
- V** Flips the entire work area **Vertically**.
- R** **Reverses** all the pixels — all dark pixels become light and all light pixels become dark.
- I** Inserts a blank row or column at the cursor position. You will be asked to type **R** to insert a row or **C** to insert a column. Type **B** or **W** to choose row or column color.

-
- D** Deletes a row or column where the cursor is located.
- Type **R** for row or **C** for column. When you remove a row or column, the program adds a row at the bottom of the image or a column at the right of the image.
- Z** Changes the siZe of the graphic from small to medium or medium to small. An information box above the work area tells you whether the graphic is small or medium.
- P** Prints the graphic in its current size. (If a small graphic is in the work area, a small graphic will print. If a medium graphic is in the work area, a medium graphic will print).
- S** Saves your graphic to disk.
- T** Switches the width of your cursor between **Thin** and **Thick**. This option appears whenever you have changed the size of the graphic in the work area to medium. Any fine tuning you do on a medium graphic with the thin cursor will be too fine to appear on the small version of the graphic.

Once your graphic is saved, you can print it or exit to the Main Menu by pressing **RETURN**. You will be able to use your graphic in any of The New Print Shop's projects.

7.

CREATIVE IDEAS

The New Print Shop can be used in many creative ways. You will certainly think up some imaginative uses of your own, but here are a few ideas to inspire you with the possibilities of The New Print Shop.

Note Pads Design personalized note pads with graphics and text that express your personality. Be whimsical, be sincere, be inventive. To create note pads, design and print your letterhead, then have it reduced at a photocopy store to produce note-pad sized sheets.

Iron-on Transfers Use a special heat transfer ribbon and the Print Backwards option to create iron-on transfers for T-shirts, club jackets, or scarves. Shirts decorated with New Print Shop graphics make great gifts and are a handy way to outfit your club or team. Follow the ribbon manufacturer's instructions carefully.

Sports Forms Create customized bowling league, golf, baseball statistics, or other sports related forms using The New Print Shop. Design a letterhead with your team's name or logo and photocopy it on top of a standard scoring sheet.

Coloring with Crayons or Pens If you don't have a color printer, you can brighten up your black and white printouts by hand. Certain graphics lend themselves especially well to creative enhancement with crayons or felt tip pens. Create your own coloring books with large graphics printed out in the Sign mode.

Party Decorations Reduce banners and greeting cards to make name tags and place cards. Throw a dinner party with menus of the evening's courses, personalized place cards or place mats, and a banner to greet your arriving guests. Coordinate gift tags and wrapping paper for an original package.

Street Number Signs Using The New Print Shop's Banner feature, print large, readable numbers for placement in a window to help people find your home or place of business.

Various Business Uses Create signs that advertise your hours of operation, services offered, and latest products. The New Print Shop can also be used to create catalog sheets, inventory checklists, and fax sheets.

Labels Using Quick Print, create labels printed on adhesive label paper for just about everything around the house. Try making personalized labels for your video tape collection, name plates for your books, customized covers for school notebooks, labels for bulk food containers, and packages destined for the freezer. Business labels can be used for parts bins, shipping labels, items to be repaired or serviced, and desk name plates.

Picture Calendars It's easy to make a picture calendar by printing a vertical sign with an attractive full panel or other graphics, then leave the paper in the printer and print a monthly calendar on the next page.



APPENDIX

THE NEW PRINT SHOP AND GRAPHICS INSTALLATION

The New Print Shop can be installed on a hard disk or to a RAM disk. Remember that whatever is installed to a RAM disk will be lost once the power is turned off.

Data Disks and Graphics Libraries can be installed to a hard disk or to a RAM disk, as long as there is enough room. You will be prompted to "Install a Data Library." A Data Library can be one of the new Graphic Libraries, the Data Disks included with The New Print Shop, disks of converted graphics from The Print Shop and earlier Graphics Libraries, or disks of your own graphics created in the Graphic Editor. To preserve hard disk space, you may want to install graphics to a RAM disk each time you use The New Print Shop. Once you have installed the program, the install option will work only for installing graphics.

When graphics are installed to the hard disk, a RAM disk, or saved to a data disk, four subdirectories are created: Graphics, Borders, Fonts and User.

The Graphics subdirectory contains small and medium graphics, full panels and letterhead panels.

The Borders subdirectory contains borders.

The Fonts subdirectory contains fonts.

The User subdirectory contains your creations.

A Data Disk for The New Print Shop must contain these four directories and it must have a volume name that begins with "PSL." The volume name must be original for each data disk you create. The New Print Shop can not distinguish between two volumes of the same name. The Install, Convert and format routines used by The New Print Shop automatically creates the four subdirectories and correctly prefix the volume name.

CONVERTING GRAPHICS

The New Print Shop comes with a conversion utility that allows you to use graphics from the original versions of The Print Shop, The Print Shop Companion, the Graphics Libraries and graphics that you have created yourself with any of these earlier versions. Once a graphic or set of graphics has been converted, you can save them to a data disk, hard disk, or temporarily to a RAM disk.

To convert graphics for use with The New Print Shop, highlight **Setup or Convert** from the Main Menu, and press **RETURN**.

Highlight **Convert** and press **RETURN**

The New Print Shop Graphics Converter Main Menu will appear on the screen.

The Converter is used to make graphics files on DOS 3.3 disks compatible with The New Print Shop which runs under ProDOS .

To review the contents of disks to be converted, highlight **List Files on a DOS 3.3 Disk**, and press **RETURN**.

Enter the Slot Number and Drive Number for the location of the DOS disk. A catalog of all files on the disk will be displayed. Use the arrow keys to scroll through the list.

To review which devices converted graphics can be stored to, highlight **List ProDOS Volumes Online** and press **RETURN**.

Volume Names and Slot and Drive numbers will be listed. Converted graphics can be stored at any of these locations. Type any key to return to the Graphic Converter Main Menu.

To examine a ProDOS disk in more detail, highlight **List Files and Directories** on a ProDOS Disk and press **RETURN**. Type any key to return to the Graphics Converter Main Menu.

To Convert Graphics, highlight **Convert Graphics to New Print Shop Graphics** and press **RETURN**.

You will be asked to format a new Data Disk. Choose Yes if you want to store converted graphics to a data disk. Choose No if you want to store converted graphics to a hard disk or RAM disk.

You will then be asked to choose a source volume. The Source Volume is the DOS 3.3 disk that contains graphics to be converted. Enter a Slot and Drive Number for the Source Volume and press **RETURN**.

A catalog of the contents of the disk will be displayed. Use the arrow keys to scroll to graphics to be converted. Mark selected graphics by pressing the **Spacebar**. Press **RETURN** when done.

You will then be asked to choose a volume. The volume is the destination for your converted graphics. A list of available devices is displayed. Use the arrow keys to highlight the volume (data disk, hard disk or RAM disk) to which converted graphics will be stored. Press **RETURN** to select.

In some cases, a Duplicate Filename will appear with a warning beep. Graphics from early Print Shop products may have the same names as graphics in The New Print Shop or The New Print Shop Graphics Libraries. Your options are to type **O** to Overwrite the existing file with the newly converted file, or **S** to Skip over the existing file.

When the conversion process is complete, you will be returned to the Graphics Converter Main Menu.

Highlight **Return to The New Print Shop** and press **RETURN** to create a project with your newly converted graphics.

The steps for converting Borders and Fonts are exactly the same as for converting Graphics.

POWER KEYS

- CTRL-I** Same as Tab. Press the Tab key to see editing instructions when in the Message Editor.
- CTRL-P** Toggles between color and monochrome printing if a color printer has been selected in Setup. Type only at the Main Menu.
- Q** Provides the Quick Pick option while in the Customize Layout mode. Q lets you pick a new graphic for a graphic position by typing in the letter index of the graphic you want.
- B,O,W** While in the Graphic Editor, type B, O, or W at any time to turn the line style to Black, Off, or White.

NOTES Borders and Trim are the same graphic element treated differently. Borders are used for Greeting Cards and Signs, Trim is used for Banners.

Highly italicized fonts such as Merced require a lot of space. For maximum characters, use the small size of italicized fonts.

Some full panels are identified by their name, followed by a V, H, or L to indicate that they are vertical full panels, horizontal full panels, or letterhead full panels. The suffix was added to avoid confusion with complementary graphics that share the same name.

In layouts with elements close to the right or bottom margins, it may be necessary to move or resize the elements before styling with effects like 3-D or Raised.

Users with only 128K, and users who design extremely complex projects, may encounter "Sorry, not enough memory" warnings. To avoid these warnings, design projects that are a balance between graphic elements that require a lot of memory, and those that require very little.

Full color projects require more memory than monochrome projects. To incorporate as many color graphics as possible in your design, use fewer and smaller fonts. Check your reference card for the relative size of fonts. The Small and Tiny fonts, for example, require less memory than Amador and Imperial.

Use fewer graphics, and mostly monochrome graphics for designs that require four different large fonts and lots of text.

Use small fonts and monochrome graphics with full color full panels.

Do not convert graphics, borders or fonts to /RAM. They can only be converted to a data disk, hard disk, or a RAM disk that is not named "/RAM". If you do convert to /RAM, you will have to reboot The New Print Shop.

Users with only one drive and no RAM disk can not use Convert.

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