

The Print Shop 2.0

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Welcome to The Print Shop 2.0!

Welcome to The Print Shop 2.0, a fun and easy way to create impressive print projects!

With over 18 project types to choose from, the handy wizard walks you through the first steps of creating your project. Then use the integrated photo and clip art editing tools and animated greetings (featuring your personal photos and videos) to exercise your creativity and customize your project any way you want to.

To learn how to start creating your own personalized projects, click a link below.

How do I ...

- [Create a project from scratch](#)
- [Create a project from a template](#)
- [Create a project from an existing one](#)
- [Import a project](#)
- [Launch Smilebox](#)

Getting Started

Navigating The Print Shop 2.0

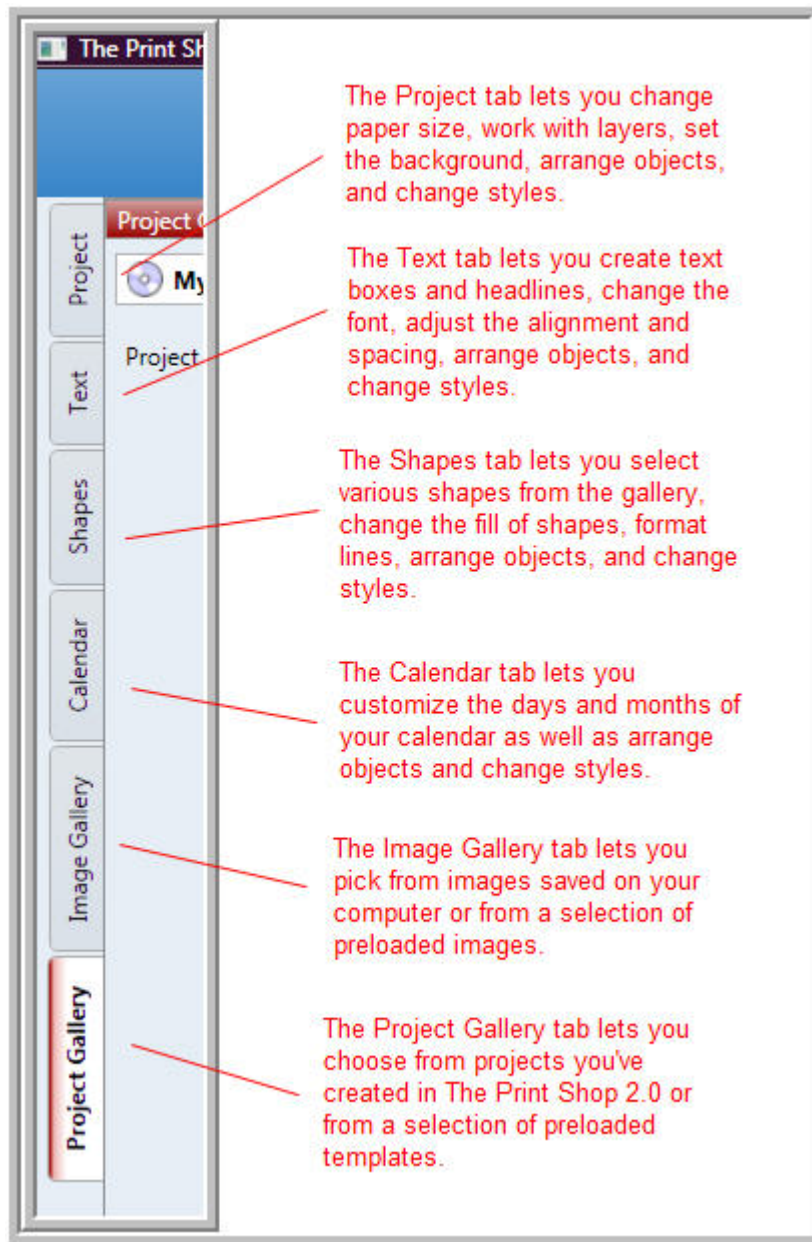
Moving around The Print Shop 2.0 is simple! Click a link below for details.

How do I ...

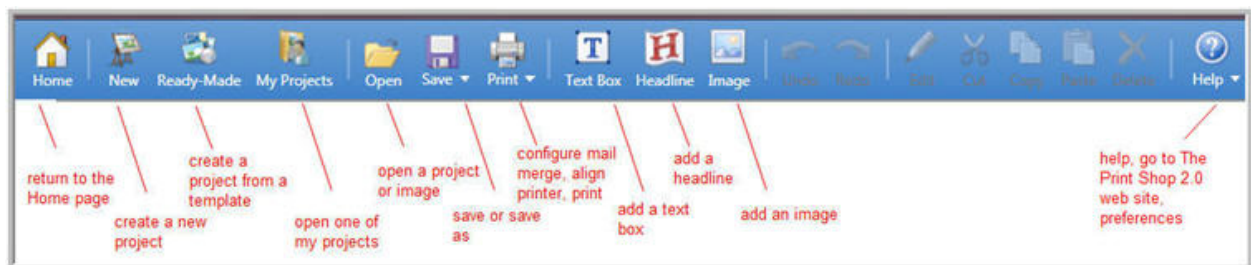
- [Understand The Print Shop 2.0 tabs](#)
- Work within The Print Shop 2.0 main window
 - [Preview a page](#)
 - [View the image tray](#)
 - [Show/hide page preview and image tray](#)
 - [Move to the next or previous page](#)
 - [Show rulers, guides, margins, or page folds](#)
 - [Change the zoom level](#)
 - [Fit project to window](#)
- [Set preferences](#)

Understand Print Shop tabs

The tabs on the left side of the screen are described below:



The tabs on the top of the screen are described below:



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Preview a page

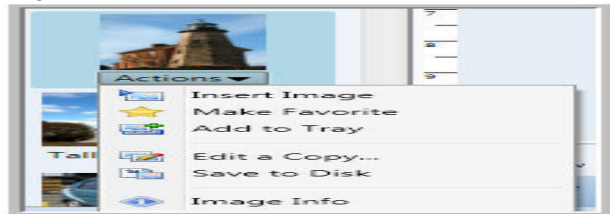
To preview a page in a project, click **Page Preview**, and click the page you'd like to see. This toggles off and on with Image Tray.



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View the image tray

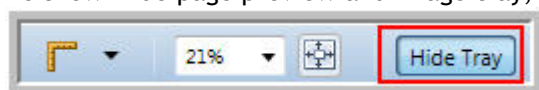
To view the image tray, click **Image Tray** at the bottom of the screen. This toggles off and on with Page Preview.



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Show/hide page preview and image tray

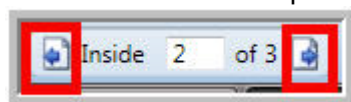
To show/hide page preview and image tray, click the Show/Hide icon in the bottom right of the screen.



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Move to the next or previous page

To move to the next or previous page, click the right or left arrow at the bottom of the screen.

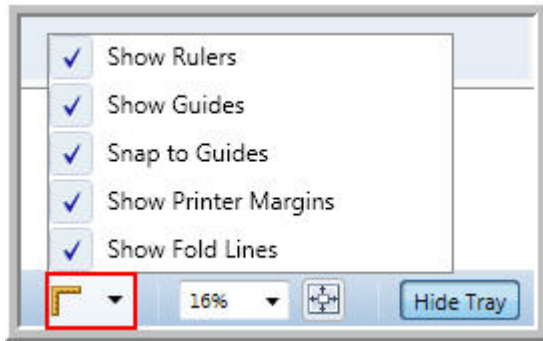


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Show rulers, guides, margins, or page folds

To show rulers, guides, margins, or page folds, click the View Options icon at the bottom of the screen, and click to select/deselect the options you want.

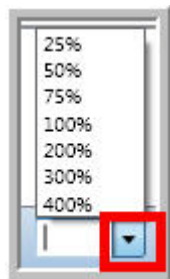
The Print Shop 2.0



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Change the zoom level

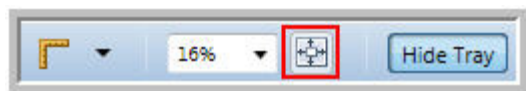
To change the zoom level, click the Zoom drop-down box at the bottom of the screen, and select a level.



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Fit project to window

To fit the project to the main window, click the Fit Project to Window icon at the bottom of the screen.



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Set preferences

Within the Preferences dialog, you can set your measurement units and duplex printing settings.

To set your measurement units to millimeters:

1. Select **Help > Preferences**.
2. Select **millimeters** under the Measurement section.
3. Click **OK**.

[Click here for instructions on duplex printing.](#)

Help and Support

If you have questions and need technical support, visit The Print Shop 2.0 web site at www.PrintShop.cc

Managing Your Projects and Images

Creating a Project from Scratch

To create a new project from scratch:

1. From The Print Shop 2.0 home page, click **Create from Scratch or Project Wizard**.
2. Click a [project type](#) (for example, **Invitations**) from the navigation bar on the left.
3. Select the blank icon from the main window, and click **Next**.
4. Choose your Paper Size from the drop-down list on the top left of the Design Desk.

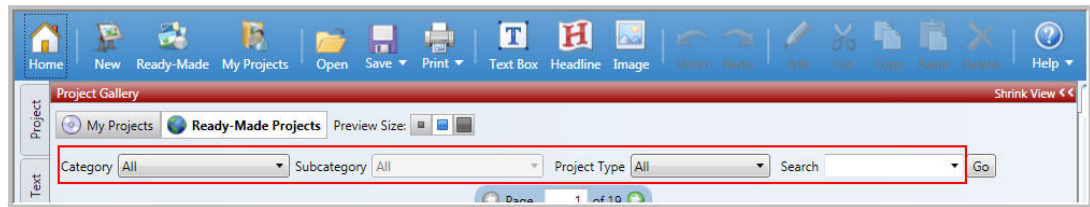
Note that the list of available paper sizes and layout styles changes, depending upon the project type you select.

5. Choose either **Portrait** or **Landscape** as your Layout Style. (Note that some project types don't a
6. Type a Project Name, and click **Next**.
7. Now you can [customize your project](#) and add text, shapes, and images, just to name a few!

Creating a Project from a Template

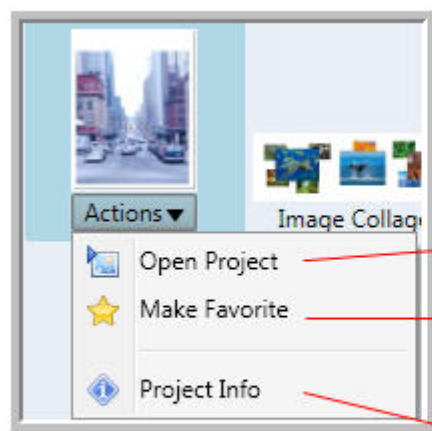
To create a project from a template:

1. From The Print Shop 2.0 home page, click **Create from Ready-made Template**.
2. Select one of the following:
 - Click the project you'd like to open from the Project Gallery.
 - Search for a project by selecting one of the following search criteria, and click **Go**.



3. You can mouse over the project icon and do one of the following:

- From the Project Gallery, you can hover over the project icon and select one of the following actions:

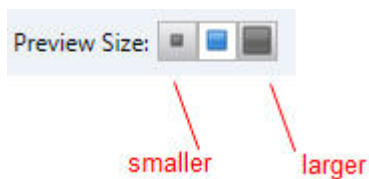


open and customize the project

mark the project with a star in the Project Gallery as a favorite (this helps you search for a project)

look at project information, such as collection, category, and location

- You can change the preview size by clicking the following icons:



4. [Customize the project.](#)
5. Click **Save**, and select **Save as**.
6. Type a new name for the project, and click **Save**.

Creating a New Project from an Existing Project

To create a project from an existing project (or to update an existing project):

1. From The Print Shop 2.0 home page, do one of the following:
 - Click **Open My Projects**, and select a project from the Project Gallery.
 - Choose one of the following:
 - In **Open a Recent Project**, select a project from the list.
-
- Select a project that's close to the new project you want to create. For example, if you'd like to create a personalized birthday card, you may want to open another birthday card you've already made.
-
- [Import a project](#).
 3. [Customize the project](#).
 4. To save the project, do one of the following:
 - To save the project with a new name (and keep the existing project as it was), click **Save**, and select **Save as**. Browse to select a new location for the file (if desired), and type a new File name.
 - To save the changes you made to the existing project, click **Save**, and select **Save**.

Project Types

You can choose from an assortment of different types of projects, including:

- Banners
- Business cards
- Calendars
- CD/DVD
- Certificates
- Envelopes
- Greeting cards
- Invitations
- Label sheets
- Letterheads
- Newsletters
- Photo albums
- Postcards
- Signs

- Stickers

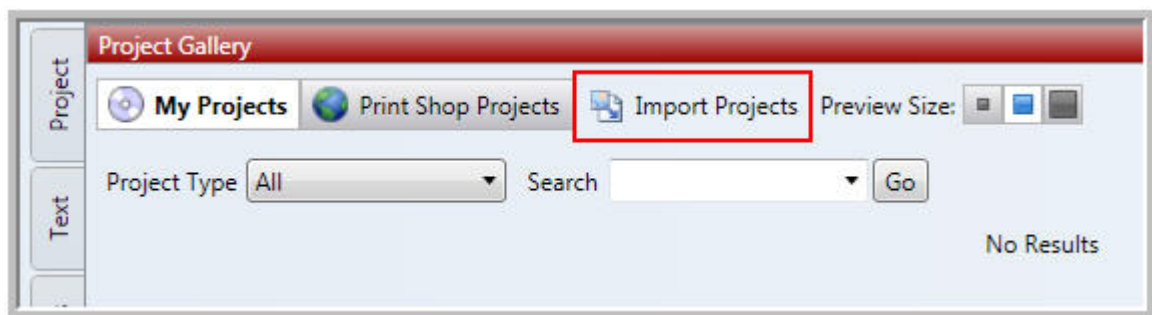
Importing a Project

Projects created using The Print Shop 2.0 but not saved in The Print Shop 2.0 database can be imported and saved in The Print Shop 2.0 database. Once you save them to your database, they display in the Project Gallery.

Note that the imported project will include all the shapes, images, and text but will not import fonts you don't already have installed on your computer.

To import a project:

1. From The Print Shop 2.0 home page, click **Open My Projects**.
2. Click **Import Project**.



3. Browse to the Print Shop file you'd like to import, and click **Open**.
4. [Make changes to the project](#), if desired.
5. To save the project, do one of the following:
 - To save the project with a new name, click **Save**, and select **Save as**. Type a new name for the project.
 - To save the project with the existing name, click **Save**, and select **Save**.

Tagging a Project or Image

Available in The Print Shop 2.0 Deluxe and Professional

In The Print Shop 2.0 there are two separate galleries for projects and two separate galleries for images.

Projects

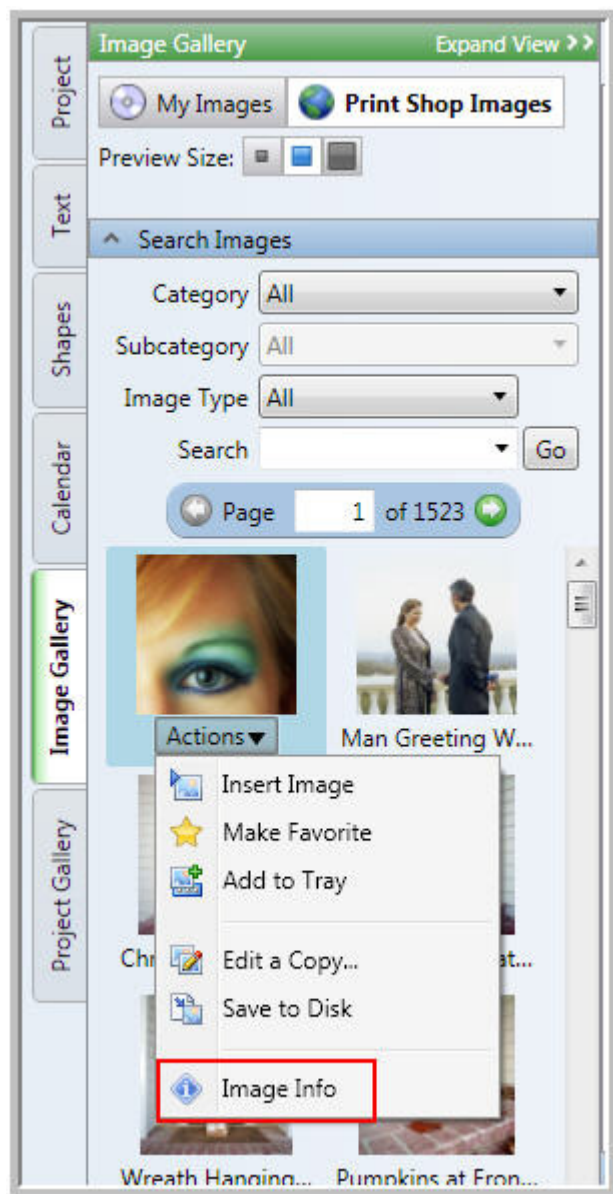
- Print Shop Project Gallery (files are stored in the online server on the internet)
- My Projects Gallery (files are stored locally on your PC)

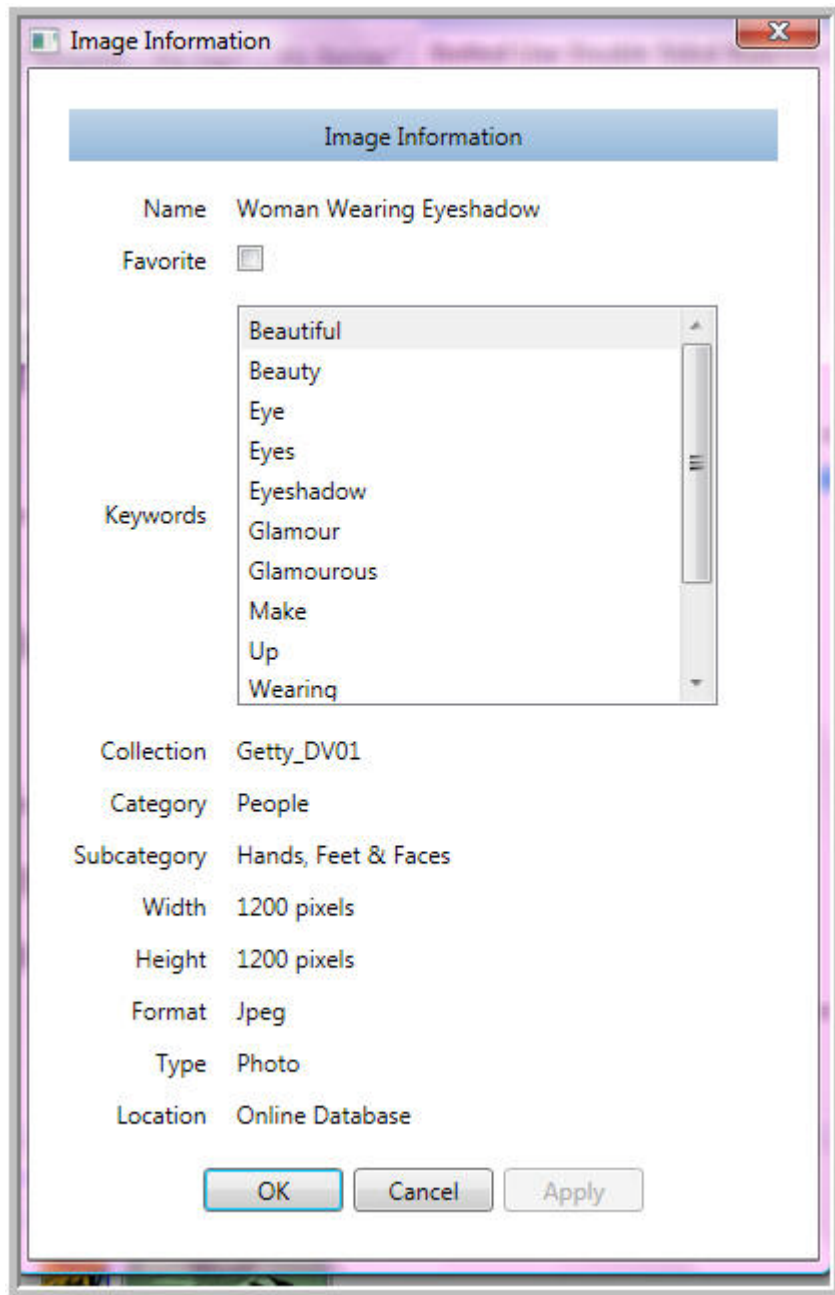
Images

- Print Shop Images Gallery (files are stored in the online server on the internet)
- My Images Gallery (files are stored locally on your PC)

The Print Shop 2.0 handles tags differently, depending upon whether the file is stored locally or on the internet.

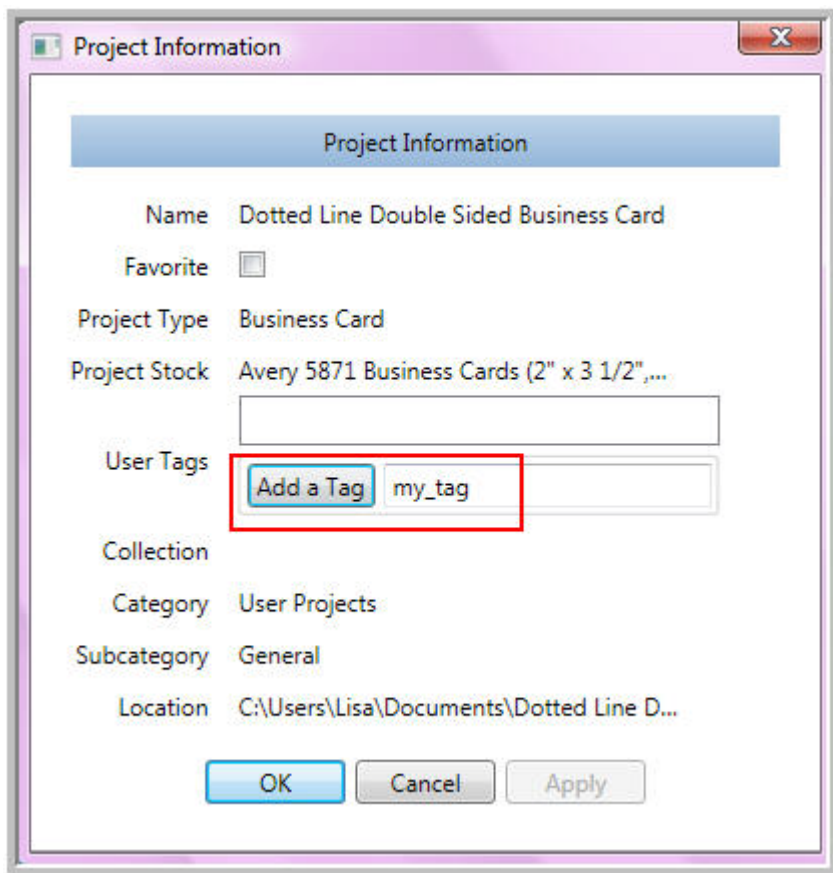
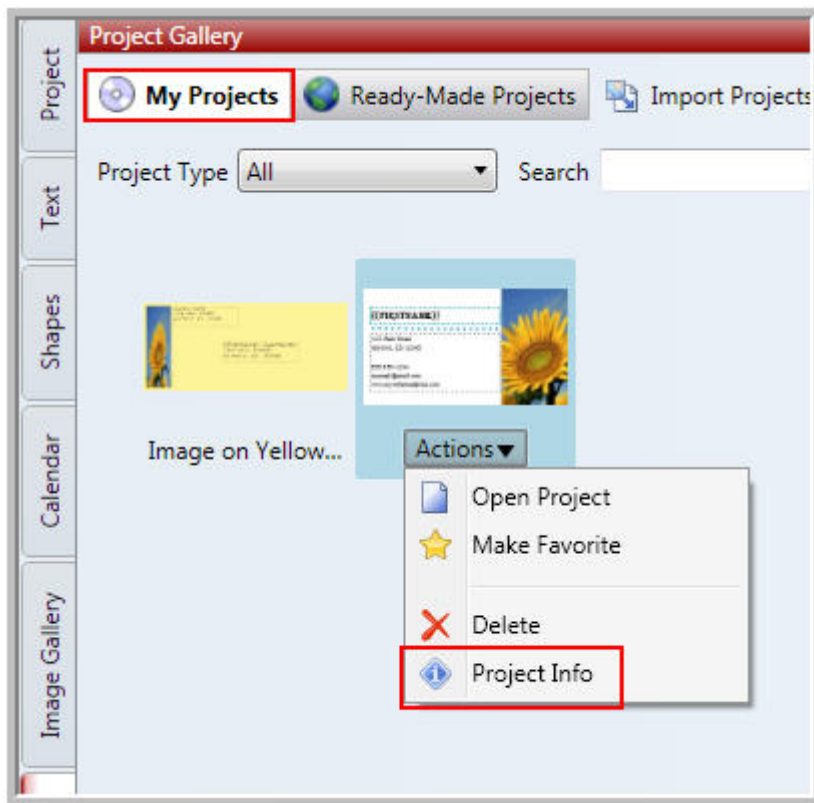
Projects found in the Print Shop Galleries already possess a collection of tags. These tags are used when you perform a search. So, for example, if there is a picture of Benjamin Franklin in the gallery, some of the tags might be for Benjamin, Franklin, Independence, Philadelphia, etc. You can see these tags by selecting **Image Info**.





With images or projects from the Print Shop gallery, you do not have the ability to add, remove, or change any of these tags; they remain unchanged, allowing you or anyone else using The Print Shop 2.0 to search on any of them.

However, if you have downloaded or imported an image or project into The Print Shop 2.0, it will be saved within the My Images Gallery (or the My Projects Gallery). You can add, edit, and delete tags from these local Images. To do this, click Add a Tag, Remove controls within this dialog.



You can search on any of these tags.

Saving a Project

To save the project with a new name:

1. Click **Save**, and select **Save as**.
2. Pick a file type. Besides saving your project as a Print Shop project, you can save it as an XPS, JPG, or PDF.

To save the project with the existing name:

1. Click **Save**.
2. Select **Save**.

To manually copy The Print Shop 2.0 user database for saving, backup, or transfer to another machine, follow the steps below, depending on your operating system.

Windows Vista®

1. Open the Control Panel.
2. From the Classic view, select **Folder Options**.
3. Select the **View** tab.
4. Click to select the **Show hidden files and folders** checkbox within the Hidden Files and Folders section.
5. Click **Apply**.
6. Click **OK**.
7. Open Windows Explorer®.
8. Browse to **C:\Users\\AppData\Local\The Print Shop\The Print Shop 2.0 Professional**.
9. Copy the **userData.psDB** file. This is the file that contains all your images from My Images Gallery and projects from My Projects Gallery.

The Print Shop 2.0

10. If you are transferring to a new PC, copy this file over into the same directory on your new PC. Your projects and images will appear in The Print Shop 2.0 on your new PC.

Windows XP®

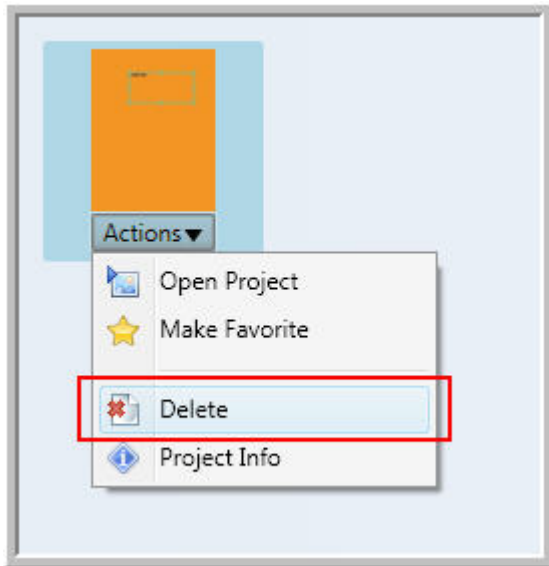
1. Open the Control Panel.
2. From the Classic view, select **Folder Options**.
3. Select the **View** tab.
4. Click to select the **Show hidden files and folders** checkbox within the Hidden Files and Folders section.
5. Click **Apply**.
6. Click **OK**.
7. Open Windows Explorer.
8. Browse to **C:\Documents and Settings\\Local Settings\Application Data\The Print Shop\The Print Shop 2.0 Professional**.
9. Copy the **userData.psDB** file. This is the file that contains all your images from My Images Gallery and projects from My Projects Gallery.
10. If you are transferring to a new PC, copy this file over into the same directory on your new PC. Your projects and images will appear in The Print Shop 2.0 on your new PC.

Deleting a Project

To delete a project:

1. Click **My Projects**.
2. Mouse over the project you'd like to delete, and click **Actions > Delete**. This deletes the project from The Print Shop 2.0 application.

† Note that The Print Shop 2.0 pre-loaded projects cannot be deleted.



3. Next, you need to delete the project from your hard drive (or wherever you saved it) by browsing to the appropriate place, finding the file, and deleting it from there.

Designing Your Project

Customizing a Project

Once you've selected a project type and named your project using the Project Creation Wizard, you can transform and personalize it any way you want.

From The Print Shop 2.0 main window, you can:

- Change your layout to add a background, arrange objects on the page, or create different layers
- [Add text](#) to your project. You can also add mail merge fields for printing.
- [Work with shapes](#) to add lines, arrows, and predefined shapes to your project
- [Customize the days and months](#) in your calendar.
- [Add images](#), either from your own files or choose from a variety graphics

Launching Smilebox

Smilebox is a free online service that lets you create and share multimedia designs, such as digital scrapbooks, slideshows, greeting cards, photo albums and postcards. You can personalize them with photos, video, and music.

To open Smilebox, click **Launch Smilebox** from The Print Shop 2.0 home page.

Working with Text

You can add text to any project and format it by changing the font, spacing, and the way it's arranged on the page. You can also add features like drop shadows and frames and other special effects.

If you'd like to create one project, such as a holiday card, and send it out to different people, you can add mail merge fields to your text so each card is personalized with a name from your electronic address book.

Click a task below for detailed instructions.

How do I ...

- Work with text objects
 - [Add a headline](#)
 - [Add a text box](#)
 - [Add a linked text box](#)
 - [Resize a text box](#)
 - [Rotate text](#)
 - [Delete a text box or headline](#)
- [Work with fonts](#)
- Work with alignment and spacing
 - [Align text](#)
 - [Add more space before a line of text](#)
 - [Add more space between lines](#)
- Arrange text boxes
 - [Arrange text boxes with other text and graphics](#)
 - [Horizontally or vertically align text boxes](#)
 - [Group text boxes](#)
 - [Rotate text boxes](#)
 - [Horizontally or vertically flip text boxes](#)
- Work with styles
 - [Change the opacity](#)
 - [Create a drop shadow](#)
 - [Add a frame](#)
 - [Blur text](#)
- [Add mail merge fields](#)

Add a headline

You can add a pre-formatted headline and then change the text to whatever you want.

Note that the text in a headline must be uniform. In other words, you can't change the font in the middle of the text.

To add a headline:

1. From the **Text** tab, click **Headlines**, and select the style you'd like. The sample headline displays in a box on the page.
2. To resize the headline, click to select an edge of the headline box. Drag it to draw the headline to the size that you want.
3. To change the text in the headline, double-click the text, make your changes, and then click outside the headline box to see your changes.

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Add a text box

Create a text box to add text to your project. When you determine the size of your text box, remember that the text you add fills the entire box.

To add a text box:

1. From the **Text** tab, click **Text Box**, and select **Add Text Box** from the drop-down list.
2. Click on the page where you want to start a corner of the text box, and then drag until the text box is the size that you want.
3. To add text to the text box, double-click inside the text box, and then type or paste the text.

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Add a linked text box

You can add multiple text boxes and link them so the text flows from one box to another. This is especially helpful when you have multiple pages in your project.

To add a linked text box:

1. If your project does not have a text box, [add one](#) to your project.
2. Click to select the text box.
3. Select **Text Box > Add Linked Text Box**.
4. Click on the page where you want to start a corner of the new text box, and then drag until the text box is the size that you want. The text from the first box will now flow into the new text box if the boundaries of the first box are too small to contain all the text.

If you have multiple pages in your project and want text to flow between the pages, select **Text Box > Add Linked Text Box to Page**. Select the page you'd like the new text box to display, and draw the new text box.

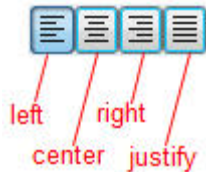
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Align text

Horizontal alignment determines the appearance and orientation of the edges of the paragraph; it can be left-aligned, right-aligned, centered, or justified (aligned evenly along the left and right margins). For example, in a paragraph that is left-aligned (the most common alignment), the left edge of the paragraph is flush with the left margin.

To align text:

1. From the **Text** tab, double-click to select the text.
2. In the **Alignment and Spacing** group, click one of the following:

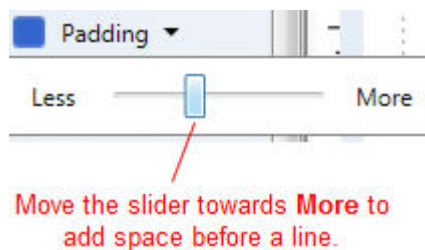


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Add more space before a line of text

To add more space before a line of text:

1. Double-click the text in a text box, and select the **Text** tab.
2. Select **Padding** from the **Alignment and Spacing** group, and move the slider bar from **Less** to **More**, stopping when you have the spacing you like.



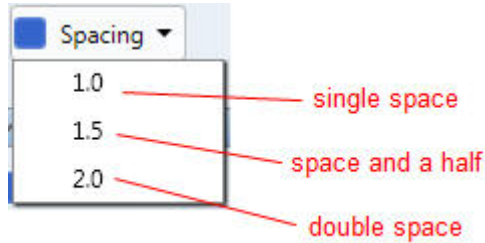
Move the slider towards **More** to add space before a line.

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Add more space between lines

To add more space between lines of text in a text box:

1. Double-click the text in a text box, and select the **Text** tab.
2. Select **Spacing** from the **Alignment and Spacing** group, and select from one of the following:



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Resize a text box

To resize a text box, click to select the box, and drag the blue line to make the box larger or smaller.

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Rotate text

You can rotate the text in a text box or headline to any angle...even upside down!

To rotate text:

1. Click to select the text box.
2. Click to select the top handle of the text box, and rotate the box.

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Delete a text box or headline

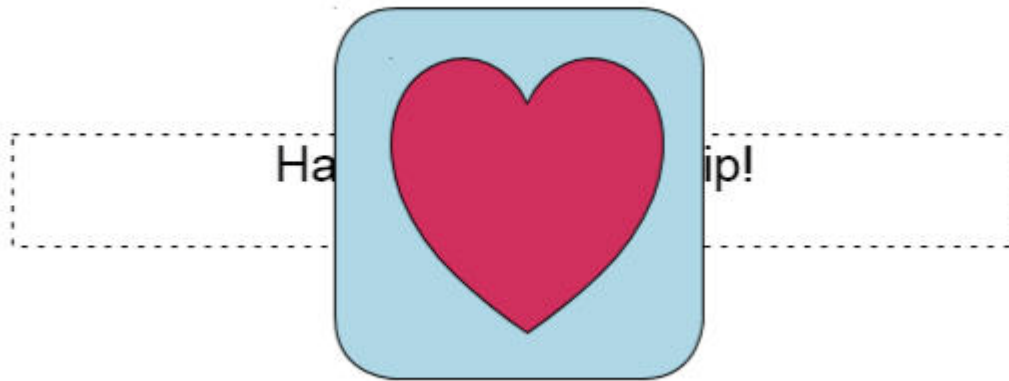
To delete a text box or headline:

1. Click to select the text box.
2. Press the **Del** key on your keyboard.

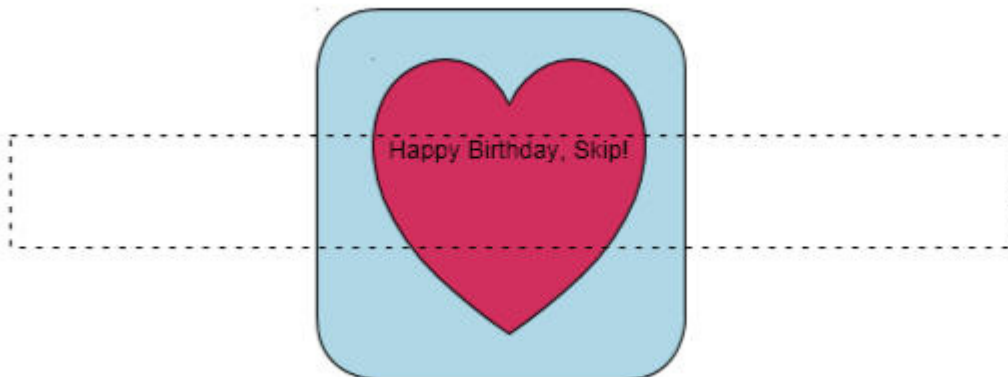
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Arrange text boxes with other text and graphics

When you add more than one text box, image, or shape to a page in your project, they automatically stack in individual layers as you add them. You see the stacking order when objects overlap – the top object covers a portion of the objects beneath it. In the example below, a text box and two shapes (a box and a heart) have been added to a project.

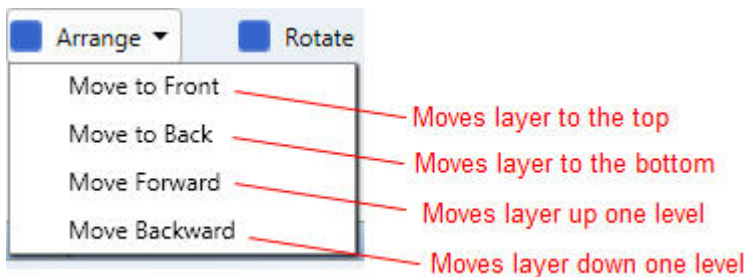


You can move individual text boxes, images, and shapes in a stack. For example, you can move objects up or down within a stack one layer at a time, or you can move them to the top or bottom of a stack in one move. You can overlap objects to create different effects. See how the example has been arranged by bringing the text box to the front (we also made the font size smaller so it would fit inside the heart):



To arrange text boxes with other text and graphics:

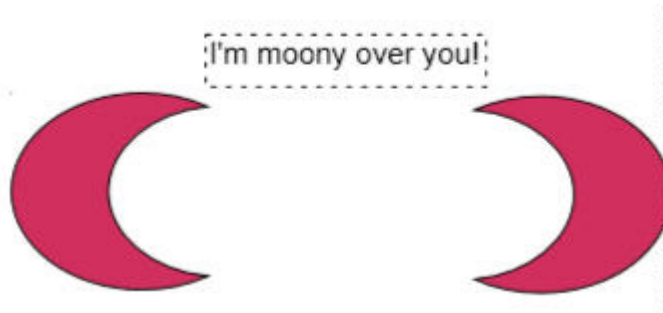
1. Add all your text and graphic elements onto the page.
2. Select the text box (or other element) you'd like to arrange.
3. From either the Text, Images, Shapes, or Calendar tab, select **Arrange**.
4. Select one of the following:



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Horizontally or vertically align text boxes

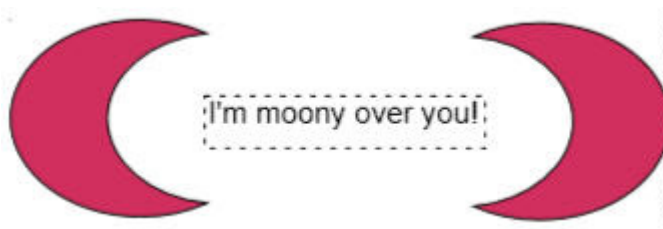
Another way to arrange text boxes with other objects is to align the sides, middles, or top or bottom edges. For example, take these three objects:



You can align them horizontally to the left:



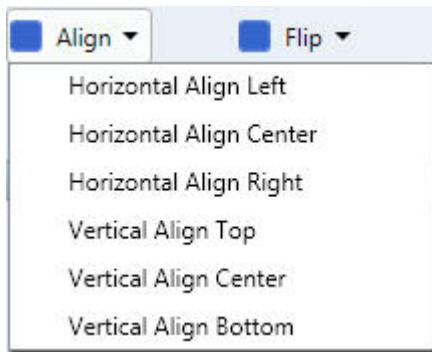
Or vertically to the center:



When you align objects relative to each other by their edges, one of the objects remains stationary. For example, selecting **Horizontal Align Left** aligns the left edges of all selected objects with the left edge of the left-most object.

To align text boxes to other text and graphics:

1. Add all your text and graphic elements onto the page.
2. Select the elements you'd like to align.
3. From either the Text, Images, Shapes, or Calendar tab, select **Align**.
4. Select one of the following:



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Group text boxes

To work faster, you can group text boxes and other objects. Grouping lets you flip, rotate, move, or resize all objects at the same time as though they were a single object. For example, the three objects below:



Can be grouped as one object:



To group text boxes and other objects:

1. Add all your text and graphic elements onto the page.
2. Select the elements you'd like to group; to select more than one object, press the **Ctrl** key while you click to select.
3. From either the Text, Shapes, or Calendar tab, select **Arrange > Group > Group**. (To separate the objects, select **Arrange > Group > Ungroup**.)

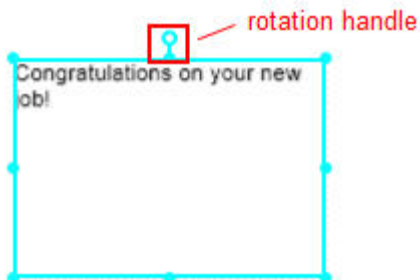
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Rotate text boxes

You can change the position of text boxes and other objects by rotating them.

To rotate a text box:

1. Click to select the text box.
2. Drag the rotation handle in the direction you want to rotate the text.



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Horizontally or vertically flip text boxes

You can change the position of text boxes or other objects by reversing (flipping) them.

To flip a text box:

1. Click to select the text box.
2. Select **Arrange > Flip > Flip Vertical** or **Flip Horizontal**.

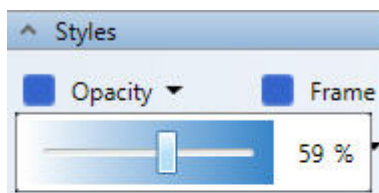
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Change the opacity

Opacity refers to the amount of transparency a layer has. For instance, if a layer's opacity is set to 100%, then that layer is completely opaque (in other words, you can't see through it). If a layer's opacity is set to 50%, then it is see-through, or moderately transparent, and layers behind it can show through. On the other end of the scale, if a layer's opacity is set to 0%, then that layer is completely transparent (that is, invisible).

To change the opacity of the text in a text box:

1. Click the text box to select it.
2. Select **Styles > Opacity**, and move the slider bar to the left to reduce the opacity or to the right to increase it.



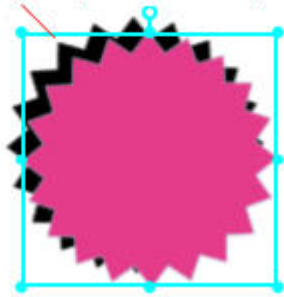
move the slider bar to
increase and decrease
opacity

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Create a drop shadow

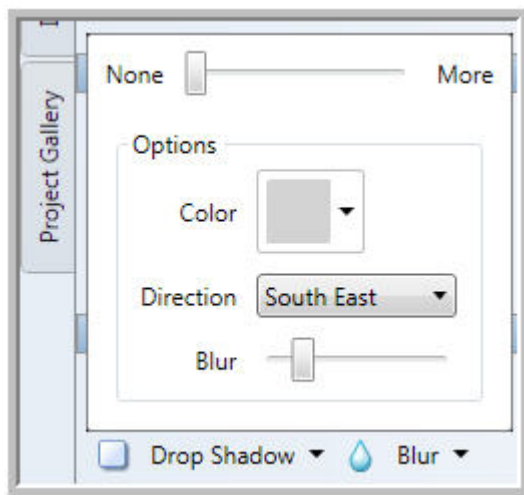
A drop shadow is a visual effect that looks like the shadow of an object, giving the impression that the object is raised above the objects behind it.

drop shadow (shown in black)



To add a drop shadow to the text in a text box:

1. Click to select the text box.
2. Select **Styles > Drop Shadow**, and choose any of the following:



- To change the color of the shadow, select **Color**. Enter your color values (e.g., RGC), or click to select a color from the palette, and click **OK**.
- To change the direction of the shadow, select **Direction**, and select from the choices provided.
- To change the depth of the shadow, move the slider bar left or right to decrease or increase the shadow.
- To blur the shadow, select **Blur**, and move the slider bar left or right to decrease or increase the shadow.

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Add a frame

You can add a line around your text box to make it stand out.

To add a frame:

1. Click to select the text box.
2. Select **Styles > Frame**, and choose any of the following:
 - To change the color of the frame, select any of the following:
 - To select a basic color, select a color from the color palette
 - To select a custom color, select **Pick a Color**. You can then enter color values or select a color from the grid.
 - To select a pixel-level color, click **Eye Dropper**. The tool selects the pixel-level color of a specified point on the design desk. The selected color will be loaded into the color picker.
 - To add gradient color, select **Gradient**. You can then select a color and adjust the range of colors and points.
 - To fill a shape with a picture, select **Image**. You can then select a picture from the gallery.
 - To change the thickness of the frame, move the slider bar left to decrease the thickness and right to increase it.
 - To delete the frame, click **Remove**.

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Blur text

Available in The Print Shop 2.0 Deluxe and Professional

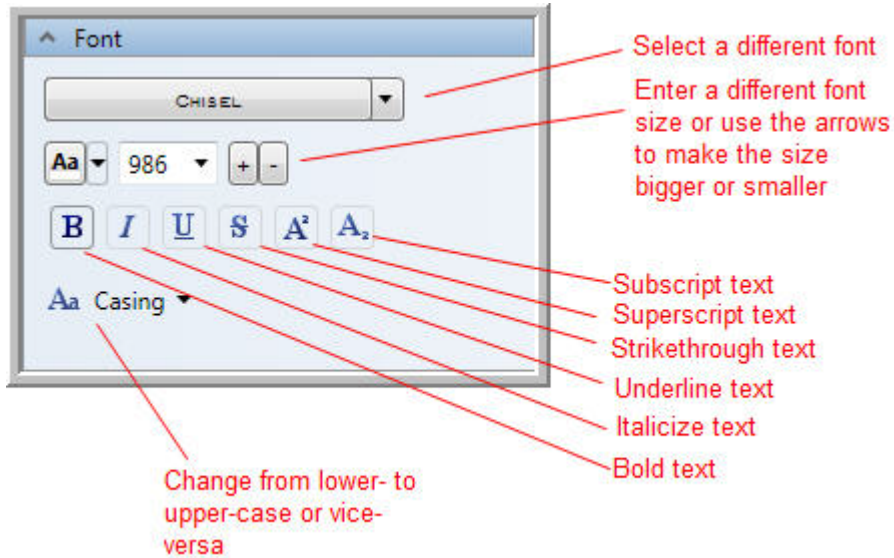
To blur the text within a text box:

1. Click to select the text box.
2. Select **Styles > Blur**, and move the slider bar to the right to increase the blurriness and to the left to decrease it.

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Work with fonts

Select the text in your project and choose one or more of the following:



Working with Shapes and Lines

Work with shapes and lines to add colors, text, and arrows.

How do I ...

- Work with shapes
 - [Add a shape](#)
 - [Change the outline of a shape](#)
 - [Fill a shape with color](#)
 - [Add a text box to a shape](#)
 - [Edit shape text](#)
 - [Delete a shape](#)

- Work with lines
 - [Add a line](#)
 - [Change the color of a line](#)
 - [Adjust line thickness](#)
 - [Change line arrows](#)
 - [Delete a line](#)
- Arrange shapes
 - [Arrange shapes with text and graphics](#)
 - [Horizontally or vertically align shapes](#)
 - [Group shapes](#)
 - [Rotate shapes](#)
 - [Horizontally or vertically flip shapes](#)
- Work with styles
 - [Change the opacity](#)
 - [Create a drop shadow](#)
 - [Add a frame](#)
 - [Blur a shape](#)

Add a shape

To add a shape to your project:

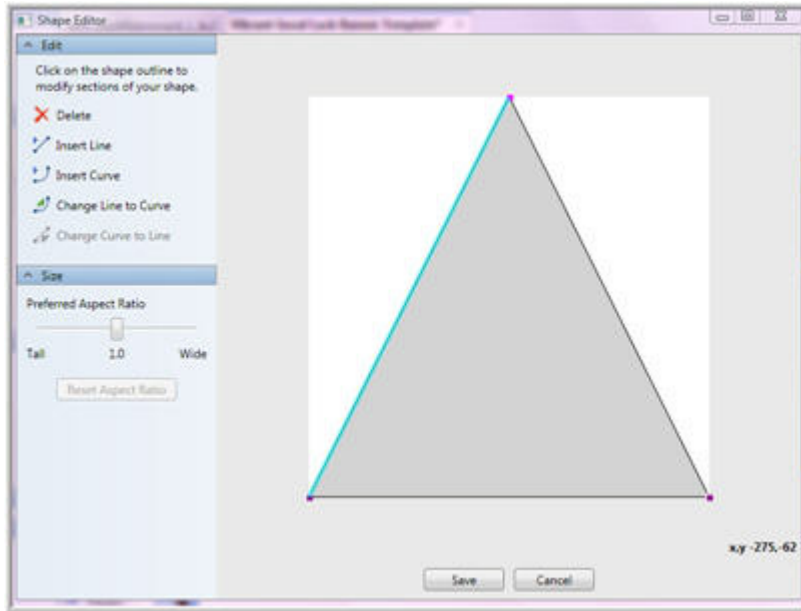
1. Select the **Shapes** tab.
2. Click to select the shape you want from the Shape Gallery. The shape is placed on your page.

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Change the outline of a shape

To change the outline of a shape:

1. Click to select the shape.
2. Click **Edit Shape Outline** to open the Shape Editor.



1. Edit the shape.
2. Click **Save**.

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Fill a shape or outline with color

To fill a shape with color:

1. Click to select the shape.
2. Click **Fill** (or **Outline**), and select one of the following:
 - To select a basic color, select a color from the color palette
 - To select a custom color, select **Pick a Color**. You can then enter color values or select a color from the grid.
 - To select a pixel-level color, click **Eye Dropper**. The tool selects the pixel-level color of a specified point on the design desk. The selected color will be loaded into the color picker.
 - To add gradient color, select **Gradient**. You can then select a color and adjust the range of colors and points.
 - To fill a shape with a picture, select **Picture**. You can then select a picture from the gallery.

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Add a text box to a shape

To add a text box to a shape:

1. Select the **Text** tab.

2. Click **Text Box**, and select **Add Text Box** from the drop-down list.
3. Click on the shape, and then click the left mouse button as you drag it to draw the text box to the size that you want.
4. To add text to the text box, double-click inside the text box, and then type or paste text.

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Edit shape text

To edit text within a shape, select the shape, and click **Edit Text**.

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Delete a shape

To delete a shape:

1. Click to select the shape.
2. Press the **Del** key on your keyboard.

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Add a line

To add a line, click **Insert Line**.

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Change the color of a line

To change the color of the line:

1. Click **Line Objects > Color**.
 - To select a basic color, click the right arrow and select a color palette.
 - To select a custom color, select **Pick a Color**. You can then enter color values or select a color from the grid.
 - To select a pixel-level color, click **Eye Dropper**. The tool selects the pixel-level color of a specified point on the design desk. The selected color will be loaded into the color picker.

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Adjust line thickness

To change the thickness of the line, move the slider bar left to decrease the thickness and to the right to increase it.

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Change line arrowheads

To adjust the arrowhead(s) of the line:

1. Click to select the line.
2. Choose any of the following:
 - To have arrowheads at the beginning or end of the line (or both), select an option from the **Show at** drop-down box. You can also choose not to have an arrowhead.
 - To adjust the angle and/or length of the line, use the slider bars.
 - To have an open arrowhead (not filled), click to deselect the **Closed** checkbox.

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Delete a line

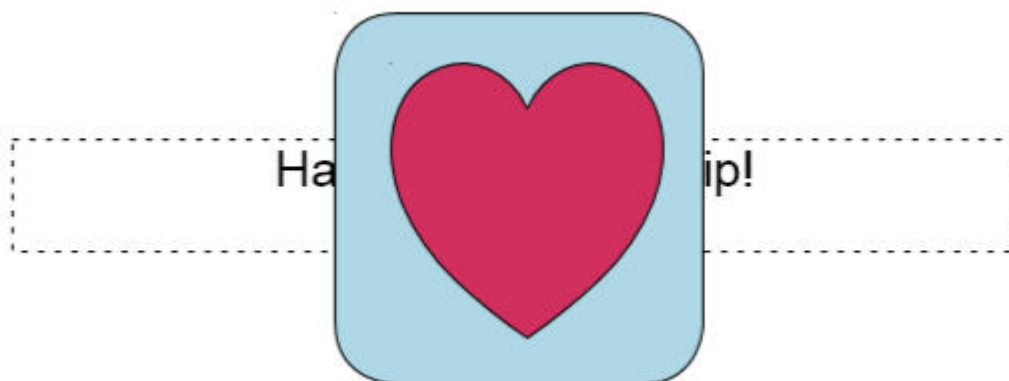
To delete a line:

1. Click to select the line.
2. Press the **Del** key on your keyboard.

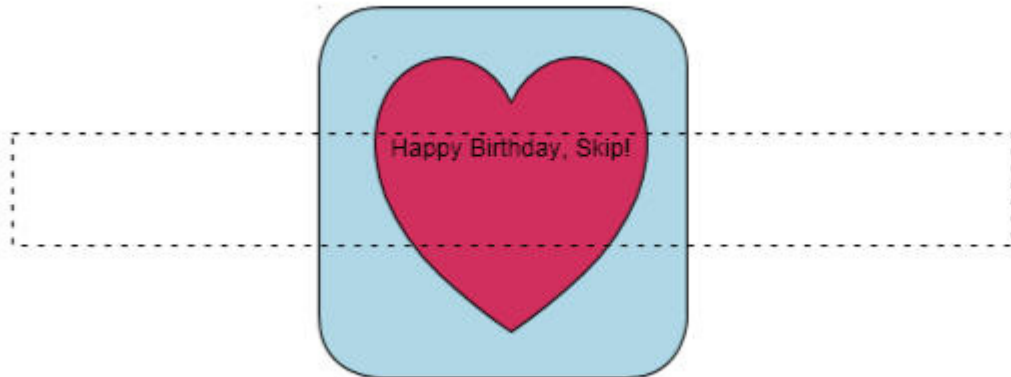
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Arrange shapes with text and graphics

When you add more than one shape, text box, or image to a page in your project, they automatically stack in individual layers as you add them. You see the stacking order when objects overlap – the top object covers a portion of the objects beneath it. In the example below, a text box and two shapes (a box and a heart) have been added to a project.

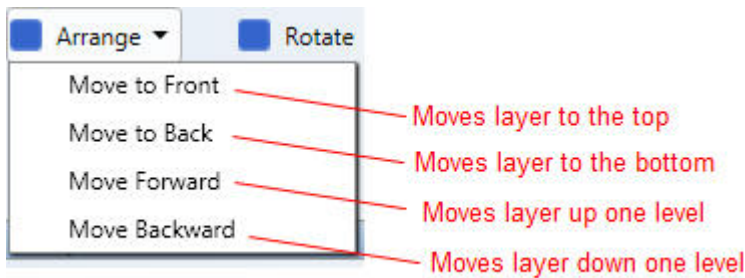


You can move individual text boxes, images, and shapes in a stack. For example, you can move objects up or down within a stack one layer at a time, or you can move them to the top or bottom of a stack in one move. You can overlap objects to create different effects. See how the example has been arranged by bringing the text box to the front (we also made the font size smaller so it would fit inside the heart):



To arrange shapes with text and graphics:

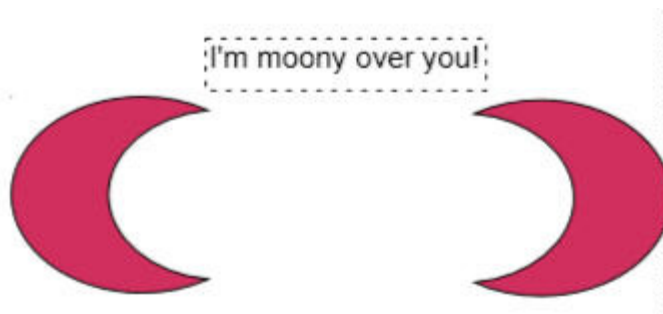
1. Add all your text and graphic elements onto the page.
2. Select the shape (or other element) you'd like to arrange.
3. From either the Text, Images, Shapes, or Calendar tab, select **Arrange**.
4. Select one of the following:



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Horizontally or vertically align shapes

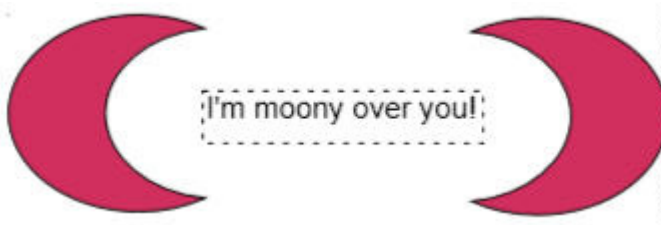
Another way to arrange shapes with other objects is to align the sides, middles, or top or bottom edges. For example, take these three objects:



You can align them horizontally to the left:



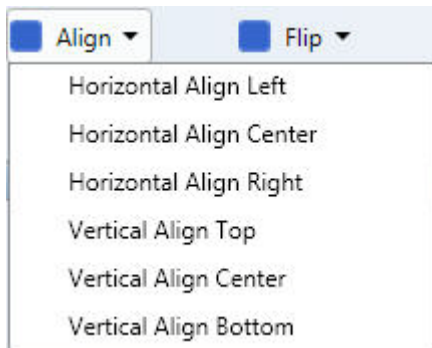
Or vertically to the center:



When you align objects relative to each other by their edges, one of the objects remains stationary. For example, selecting **Horizontal Align Left** aligns the left edges of all selected objects with the left edge of the left-most object.

To align shapes to other text and graphics:

1. Add all your text and graphic elements onto the page.
2. Select the elements you'd like to align.
3. From either the Text, Images, Shapes, or Calendar tab, select **Arrange > Align**.
4. Select one of the following:



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Group shapes

To work faster, you can group text boxes and other objects. Grouping lets you flip, rotate, move, or resize all objects at the same time as though they were a single object. For example, the three objects below:



Can be grouped as one object:



To group shapes and other objects:

1. Add all your text and graphic elements onto the page.
2. Select the elements you'd like to group; to select more than one element, press the **Ctrl** key while you click to select the object.
3. From either the Text, Shapes, or Calendar tab, select **Arrange > Group > Group**. (To separate the objects, select **Group > Ungroup**.)

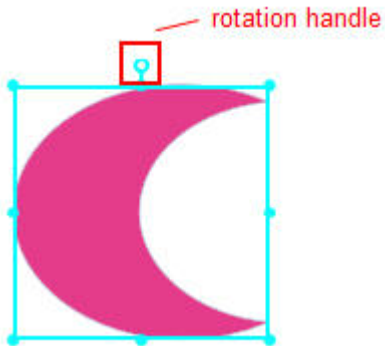
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Rotate shapes

You can change the position of shapes and other objects by rotating them.

To rotate a shape:

1. Click to select the shape.
2. Drag the rotation handle in the direction you want to rotate the shape.



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Horizontally or vertically flip shapes

You can change the position of shapes or other objects by reversing (flipping) them.

To flip a shape:

1. Click to select the shape.
2. Select **Arrange > Flip > Flip Vertical** or **Flip Horizontal**.

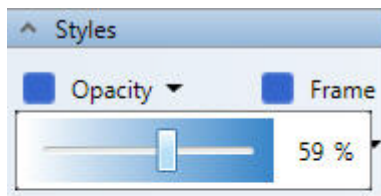
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Change the opacity

Opacity refers to the amount of transparency a layer has. For instance, if a layer's opacity is set to 100%, then that layer is completely opaque (in other words, you can't see through it). If a layer's opacity is set to 50%, then it is see-through, or moderately transparent, and layers behind it can show through. On the other end of the scale, if a layer's opacity is set to 0%, then that layer is completely transparent (that is, invisible).

To change the opacity of a shape:

1. Click the shape to select it.
2. Select **Styles > Opacity**, and move the slider bar to the left to reduce the opacity or to the right to increase it.

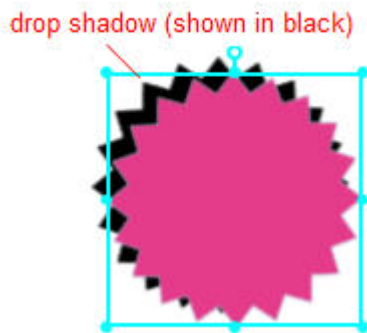


move the slider bar to increase and decrease opacity

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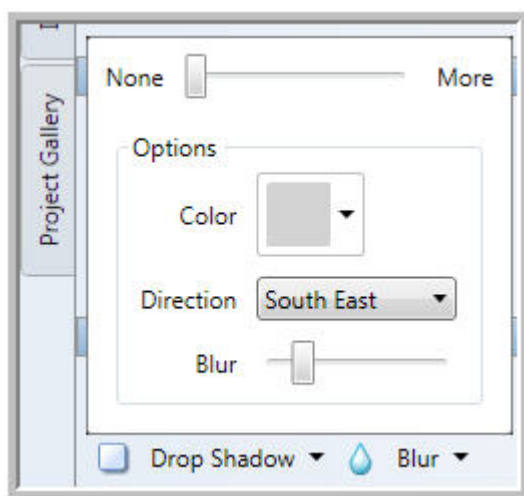
Create a drop shadow

A drop shadow is a visual effect that looks like the shadow of an object, giving the impression that the object is raised above the objects behind it.



To add a drop shadow to a shape:

1. Click to select the shape.
2. Select **Styles > Drop Shadow**, and choose any of the following:



- To change the color of the shadow, select **Color**. Enter your color values (e.g., RGC), or click to select a color from the palette, and click **OK**.
- To change the direction of the shadow, select **Direction**, and select from the choices provided.
- To change the depth of the shadow, move the slider bar left or right to decrease or increase the shadow.
- To blur the shadow, select **Blur**, and move the slider bar left or right to decrease or increase the shadow.

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Add a frame

You can add a line around your shape to make it stand out.

To add a frame:

1. Click to select the shape.
2. Select **Styles > Frame**, and choose any of the following:
 - To change the color of the frame, select any of the following:
 - To select a basic color, select a color from the color palette
 - To select a custom color, select **Pick a Color**. You can then enter color values or select a color from the grid.
 - To select a pixel-level color, click **Eye Dropper**. The tool selects the pixel-level color of a specified point on the design desk. The selected color will be loaded into the color picker.

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- To add gradient color, select **Gradient**. You can then select a color and adjust the range of colors and points.
- To fill a shape with a picture, select **Image**. You can then select a picture from the gallery.
- To change the thickness of the frame, move the slider bar left to decrease the thickness and right to increase it.
- To delete the frame, click **Remove**.

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Blur a shape

Available in The Print Shop 2.0 Deluxe and Professional

To blur a shape:

1. Click to select the shape.
2. Select **Styles > Blur**, and move the slider bar to the right to increase the blurriness and to the left to decrease it.

Working with Images

You can add images to your project by importing your own or choosing from a variety of available images in the Image Gallery.

How do I ...

- [Import an image](#)
- [Search for an image](#)
- [Tag favorite images](#)
- [Add an image to the tray](#)
- [Edit an image](#)
- [Work with XAML/vector images](#)
- [Save an image](#)
- [View information about an image](#)

Import an image

To import an image:

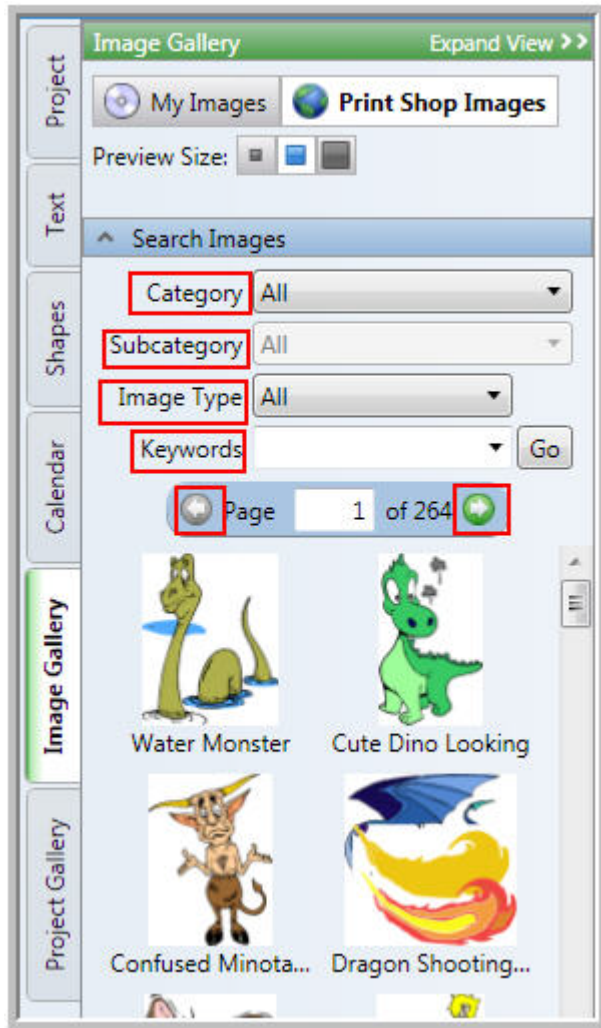
1. Select the **Image Gallery** tab.
2. Select the **My Images** tab.
3. Click **Import**, and browse to the folder containing the image.
4. Select the image you want, and click **Open**. The image is imported into your **My Images** tab.

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Search for an image

To search for an image:

1. Select the **Image Gallery** tab.
2. Select either the **My Images** or **Print Shop Images** tab.
3. You can search by one of the following:



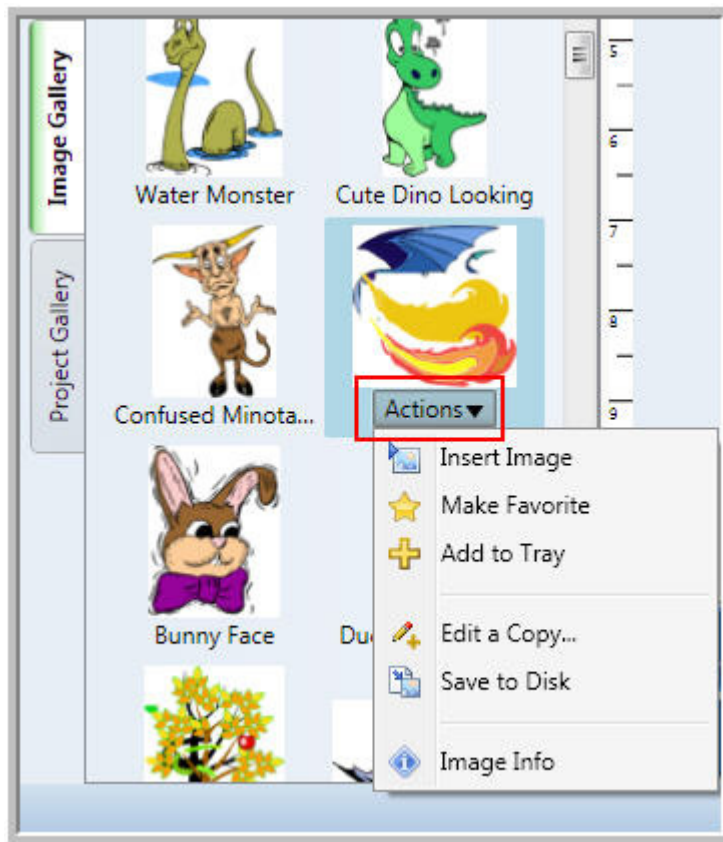
4. Click the image to add it to your project.

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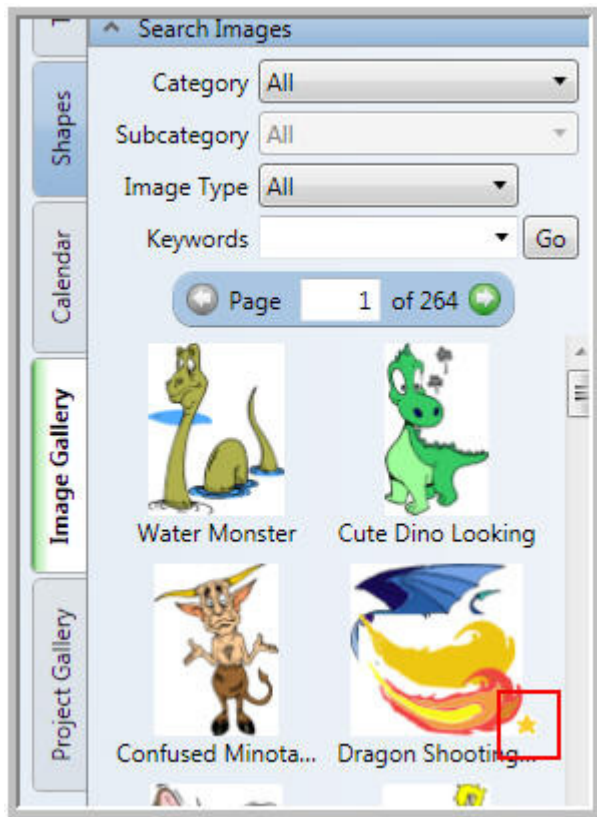
Tag a favorite image

To tag a favorite image so you can locate it more quickly:

1. Select the **Image Gallery** tab.
2. Hover over the image you'd like to tag, and select **Actions**.



3. Select Make Favorite. The image is now tagged with a star.

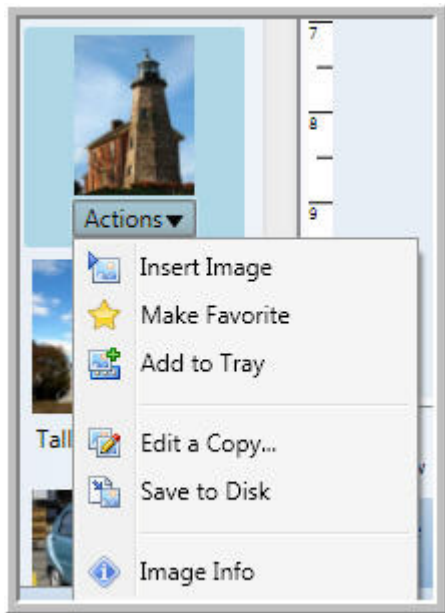


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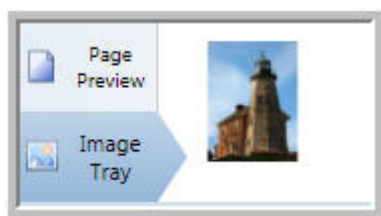
Add an image to the tray

To add an image to the image tray:

1. Select the **Image Gallery** tab.
2. Hover over the image you'd like to add to the tray, and select **Actions**.



3. Select **Add to Tray**. The image is now added to the image tray.



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Edit an image

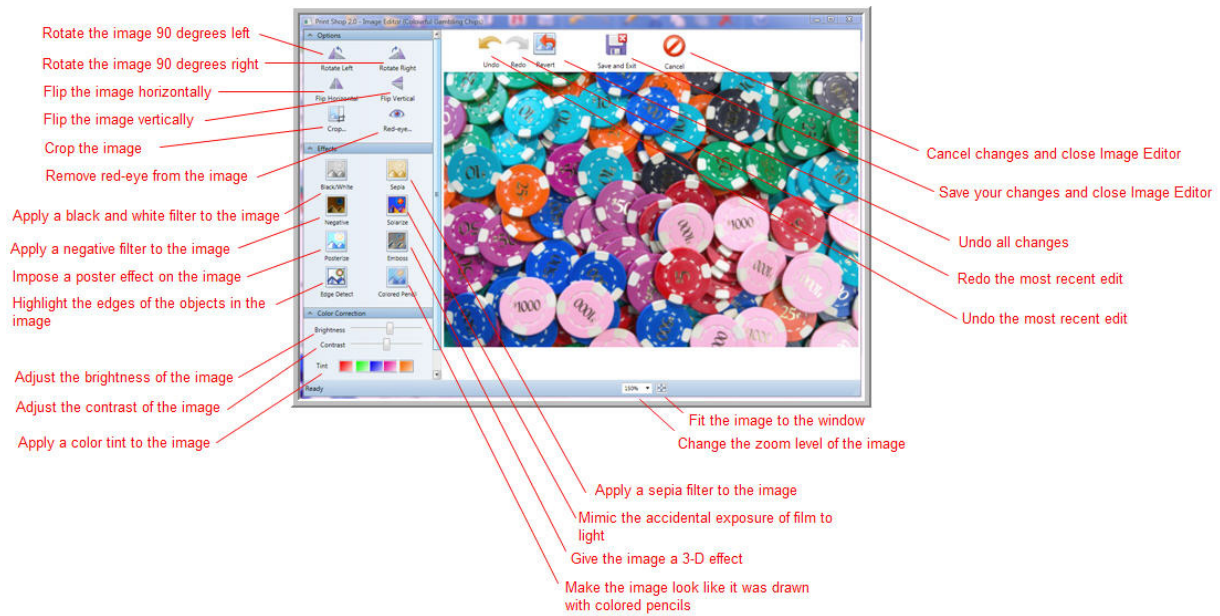
Available in The Print Shop 2.0 Deluxe and Professional

Once you've added an image to your project, you can use the Image Editor to crop, rotate, apply special effects, and correct colors. You can also edit images from the Print Shop Images tab, save the changes with a new name, and add it to the My Images tab to use in future projects.

Opening the Image Editor

- To edit an image from within your project, double-click the image to open it in the Image Editor.
- To edit an image from the Image Gallery:
 1. Hover over the image you'd like to edit, and select **Actions**.
 2. Select **Edit a Copy**.

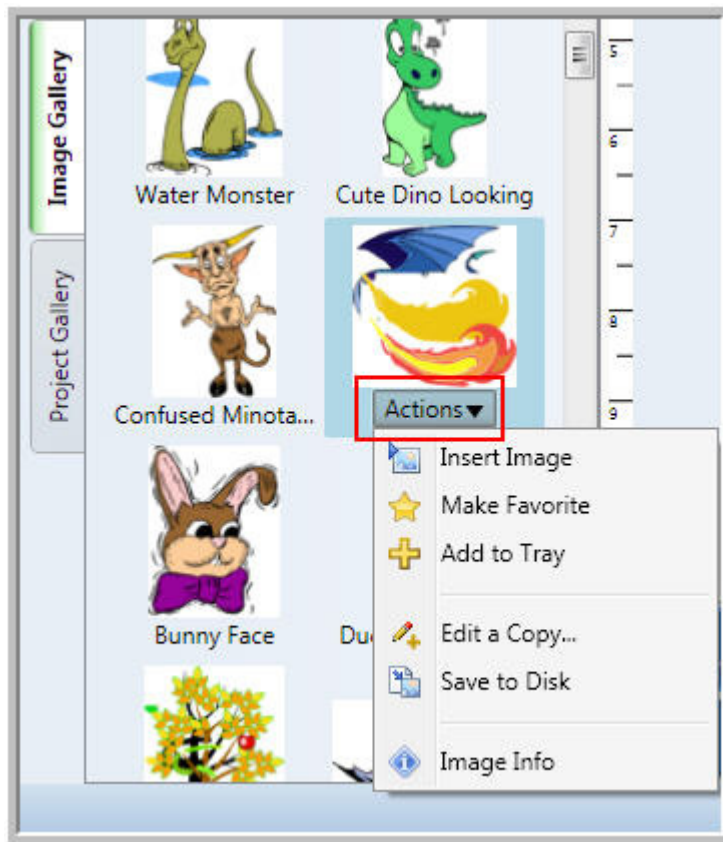
Using the Image Editor



Save an image

To save an image:

1. Select the **Image Gallery** tab.
2. Hover over the image you'd like to save, and select **Actions**.

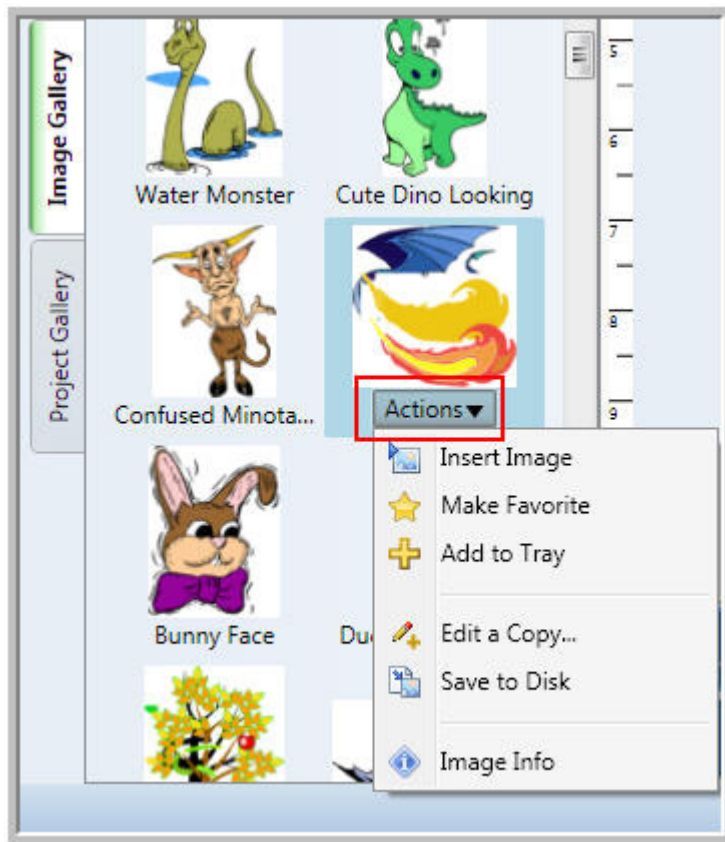


3. Select **Save to Disk**.
 4. Browse to select a location to save the file, and click **Save**.
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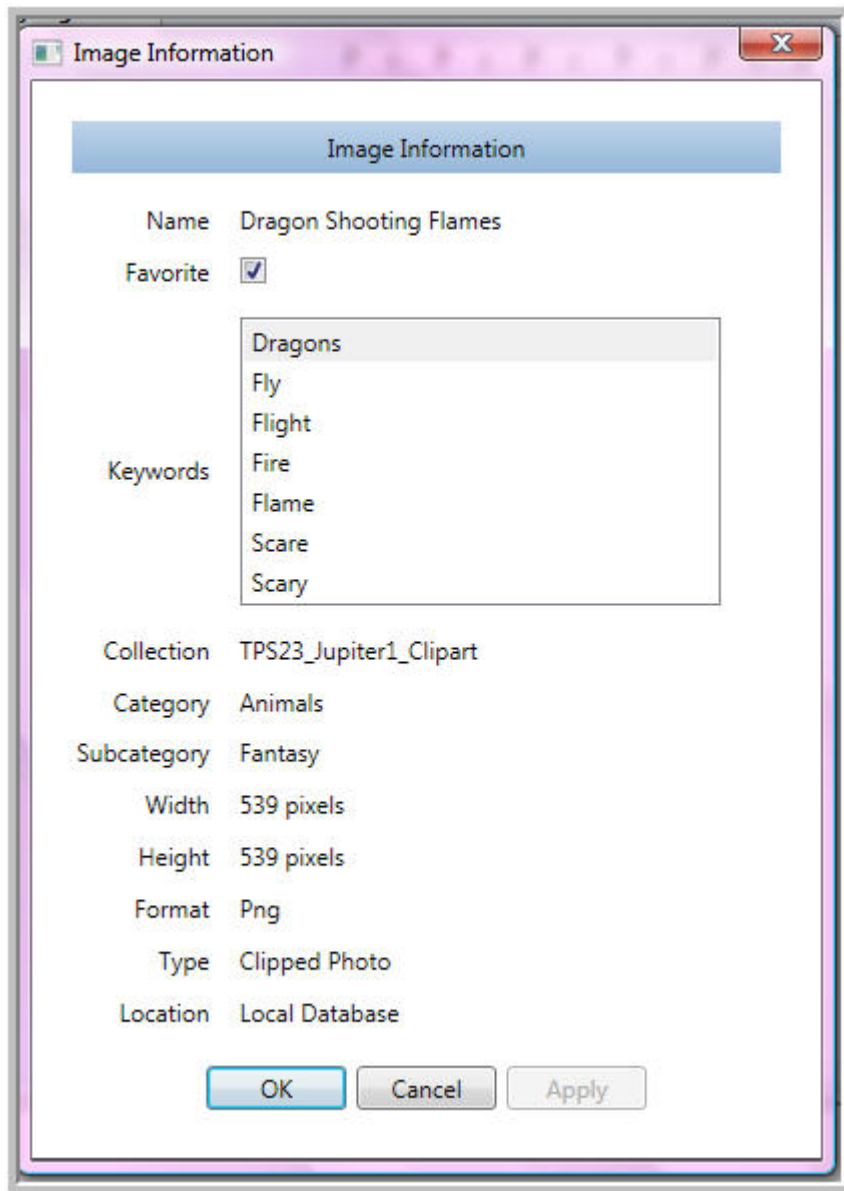
View information about an image

To view information about an image:

1. Select the **Image Gallery** tab.
2. Hover over the image, and select **Actions**.



3. Select **Image Info**. Information about the image is displayed.



4. Click **OK** to close the box.

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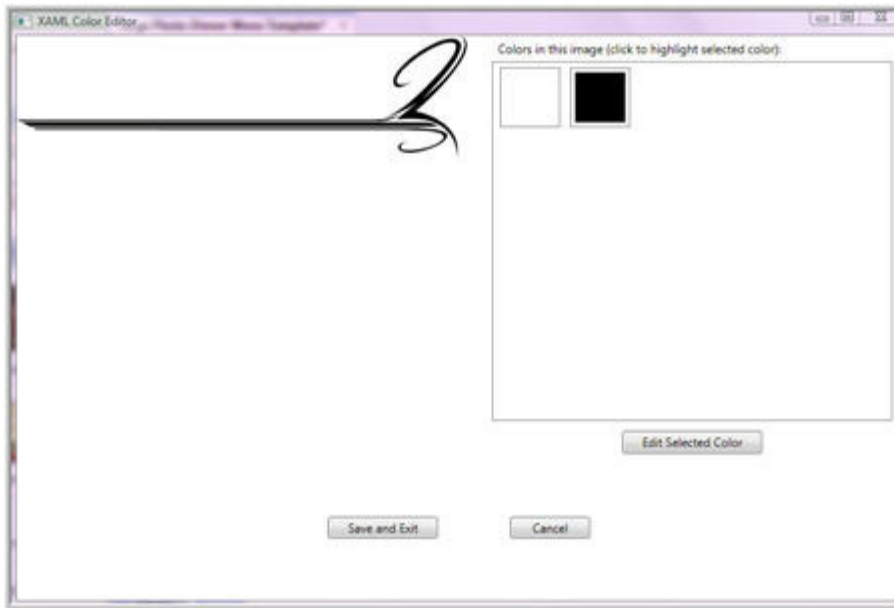
Work with XAML/vector images

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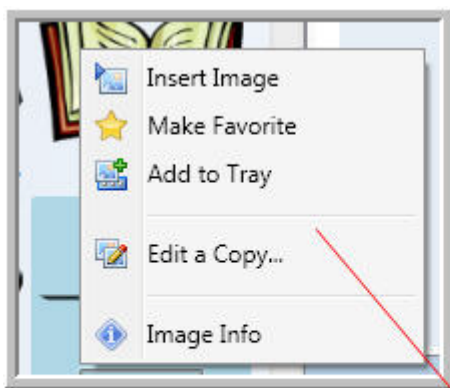
Below are some guidelines/limitations for working with XAML/vector images in The Print Shop 2.0:

- When you edit a vector image, The Print Shop 2.0 will launch the XAML Image Editor. Within this editor, you can change the colors of vector

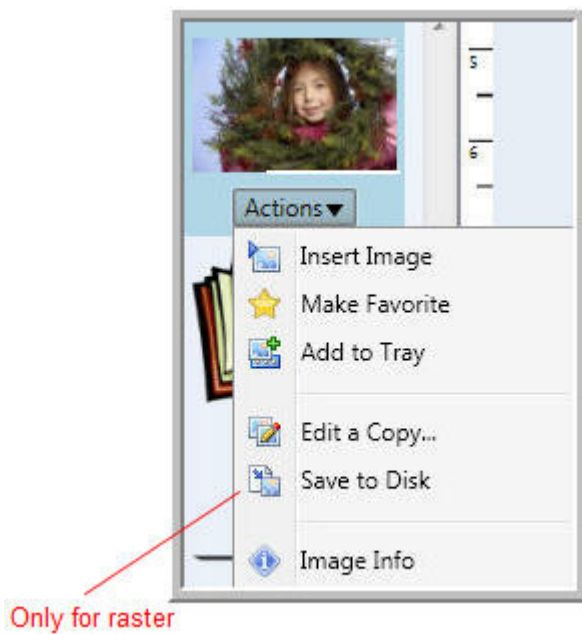
images; however, you won't be able to change the background.



- When accessing XAML/vector images in the gallery, the **Save to Disk** option is not available. This option is only available when saving raster images.



Save to disk option isn't available for vector images



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Working with Calendar Information

When creating a calendar, you can customize the start date and day/month formats in the Calendar tab.

How do I ...

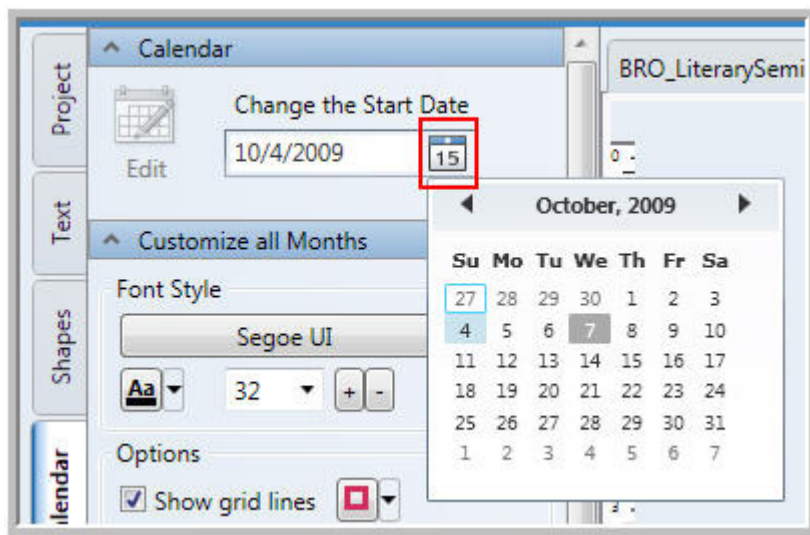
- [Change the calendar's start date](#)
- Customize months
 - [Show/hide grid lines](#)
 - [Change the grid line color](#)
 - [Show/hide previous/next months](#)
 - [Add holidays](#)
- Customize days
 - [Change day titles](#)
 - [Change the number alignment](#)

- [Arrange items](#)
- [Work with styles](#)

Change the calendar's start date

To change a calendar's start date:

1. Select the Calendar tab.
2. Click the Calendar icon under **Change the Start Date**.



3. Select a start date. Use the right and left arrows to scroll through the months.

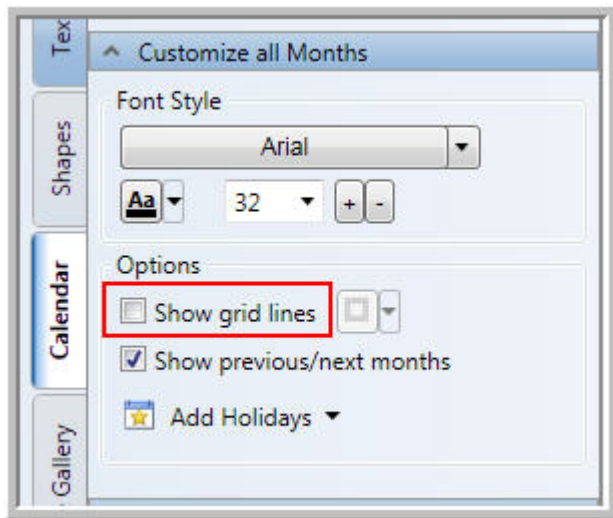
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Show/hide grid lines

The default on a new calendar is to show the grid lines.

To hide the grid lines:

1. Select the Calendar tab.
2. Under Customize All Months, click to deselect the **Show grid lines** checkbox. To show grid lines, click the select the **Show grid lines** checkbox.

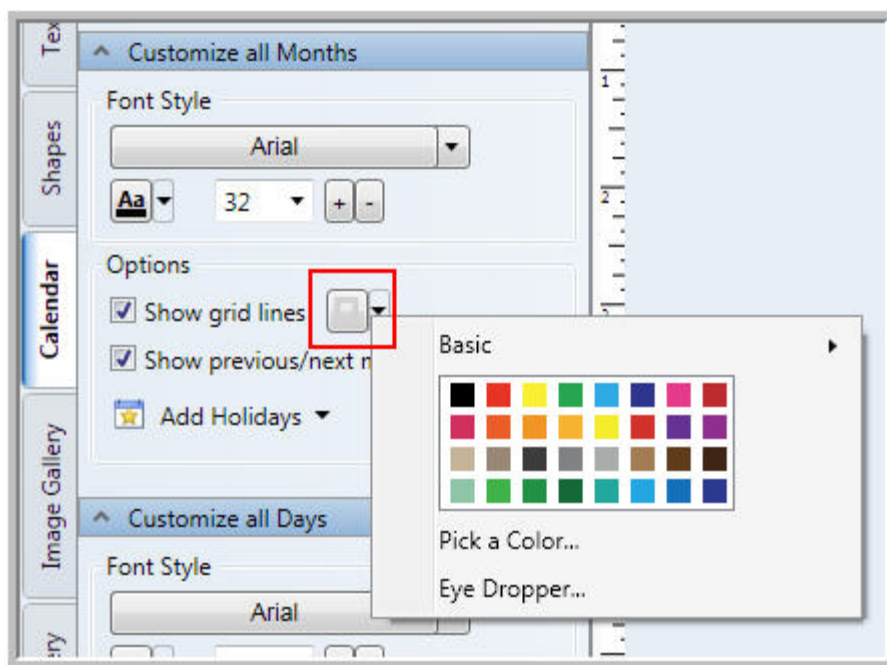


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Change the grid line color

To change the color of the grid lines:

1. Select the Calendar tab.
2. Under Customize All Months, click to select the Color icon.



3. Choose one of the following:
 - To select a basic color, select a color from the color palette
 - To select a custom color, select Pick a Color. You can then enter color values or select a color from the grid.

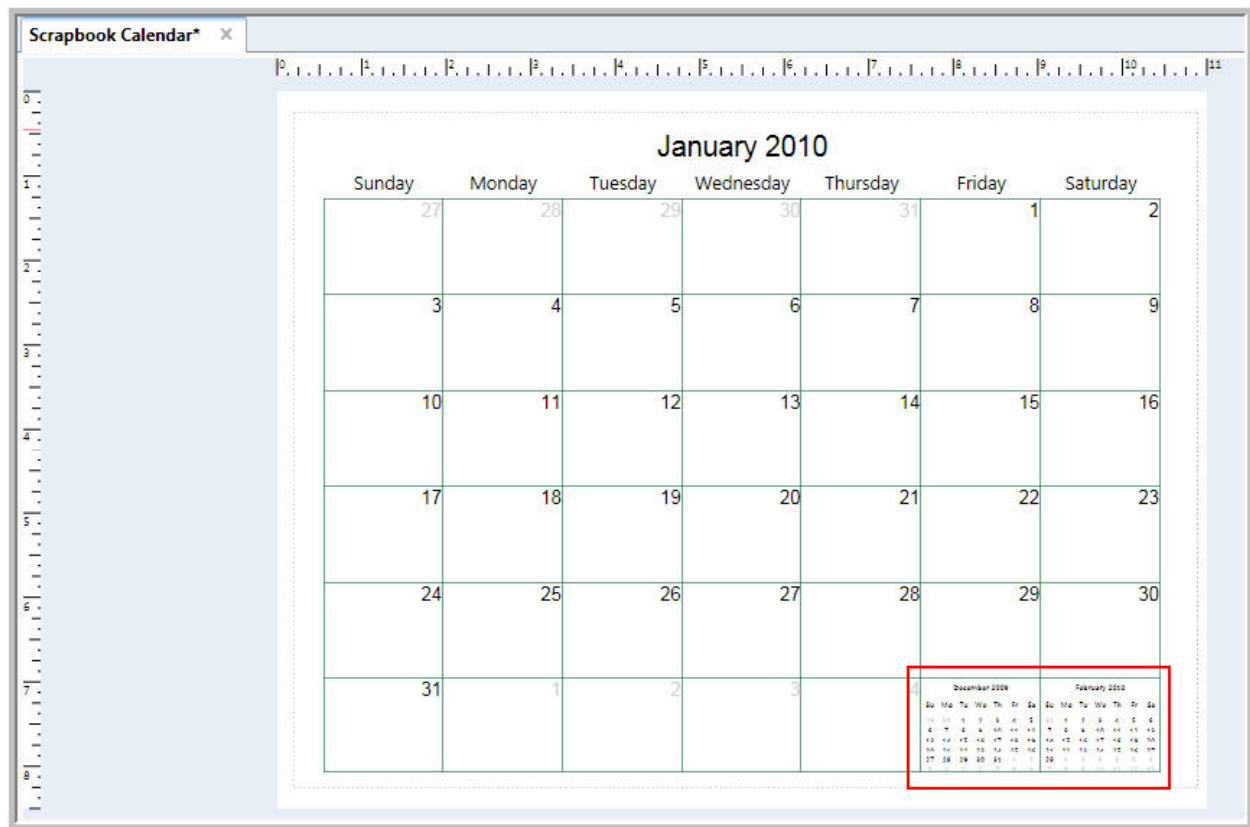
- To select a pixel-level color, click **Eye Dropper**. The tool selects the pixel-level color of a specified point on the design desk. The selected color will be loaded into the color picker.

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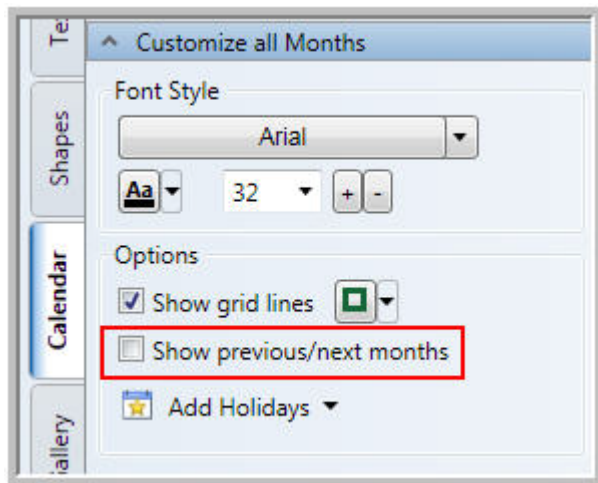
Show/hide previous/next months

The default on a new calendar is to not show the previous and next months at the bottom of the screen.



To show the previous and next month:

1. Select the Calendar tab.
2. Under Customize All Months, click to select the **Show previous/next months** checkbox. To hide the previous/next months, click to deselect the checkbox.

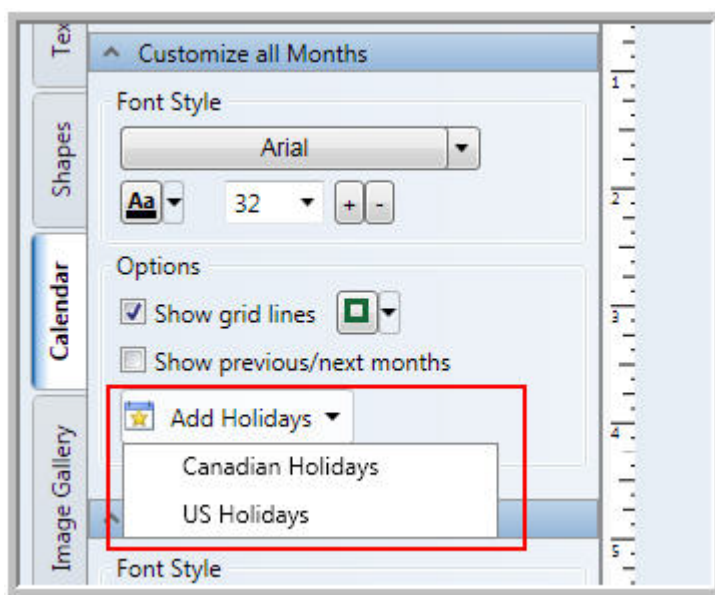


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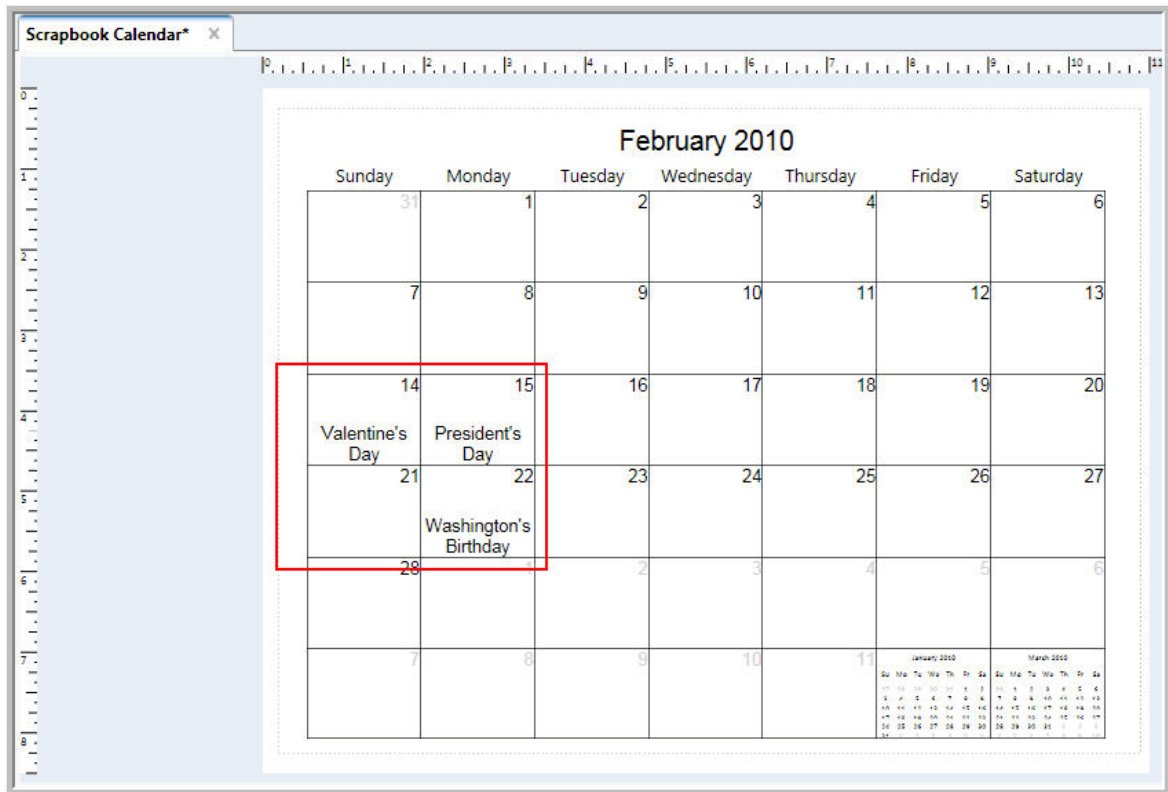
Add holidays

To add US or Canadian holidays to a calendar:

1. Select the Calendar tab.
2. Under Customize All Months, click the arrow next to **Add Holidays**.



3. Select either **Canadian Holidays** or **US Holidays**. The standard holidays are added to the calendar.



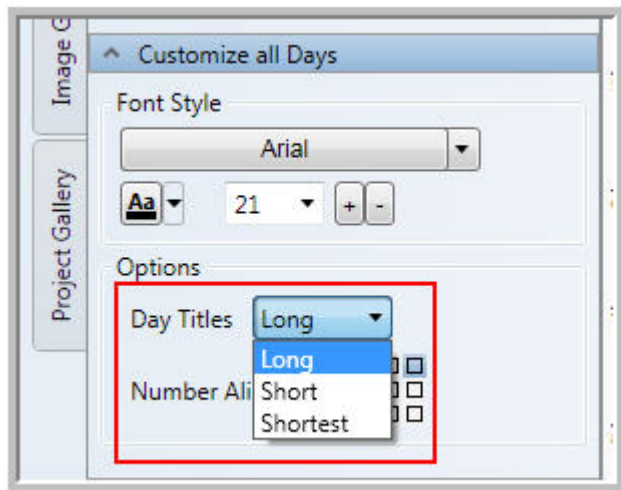
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Change day titles

You can change the day titles to long names (e.g., Monday, Tuesday, Wednesday), short names (e.g., Mon, Tue, Wed) or shortest names (e.g., Mo, Tu, We). The default for a new calendar is long names.

To change the day titles:

1. Select the Calendar tab.
2. Under Customize All Days, click the arrow next to **Day Titles**.



3. Select a title from the list.

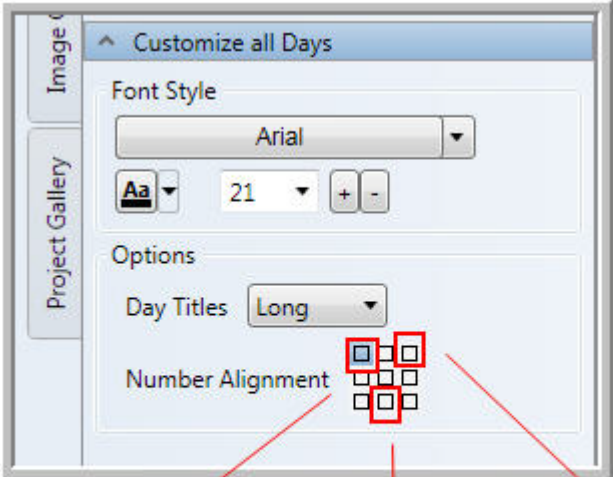
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Change the number alignment

You can change the way the day numbers are aligned in the cells; for example, they can either be aligned with the top left, top center, top right. The default is to be aligned with the top left of the cell.

To change the number alignment:

1. Select the Calendar tab.
2. Under Customize All Days, click a box in the alignment grid.



top left

middle center

top right

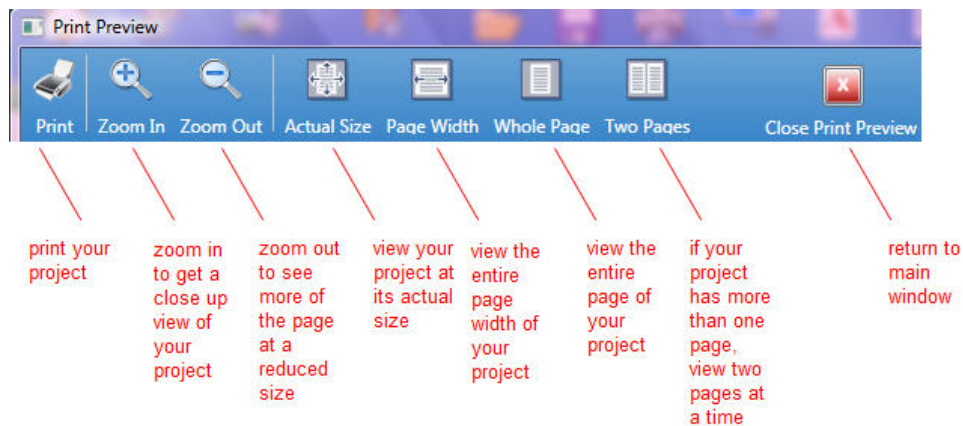
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Printing and Exporting Your Projects

Previewing a Project

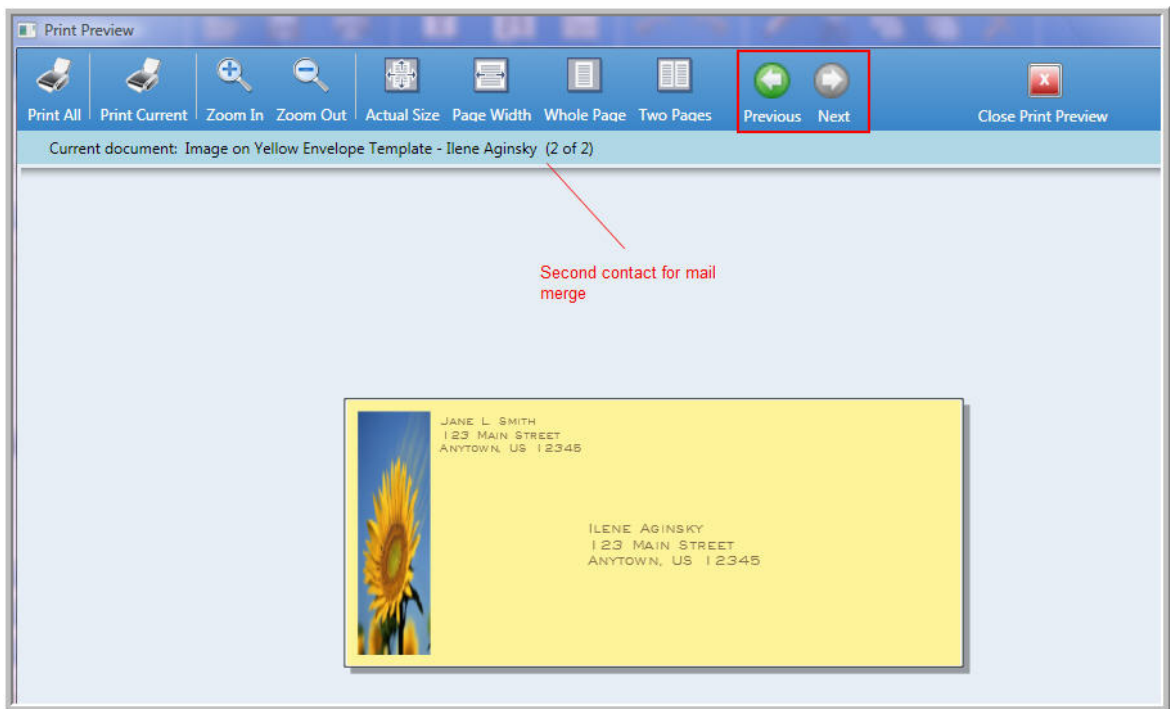
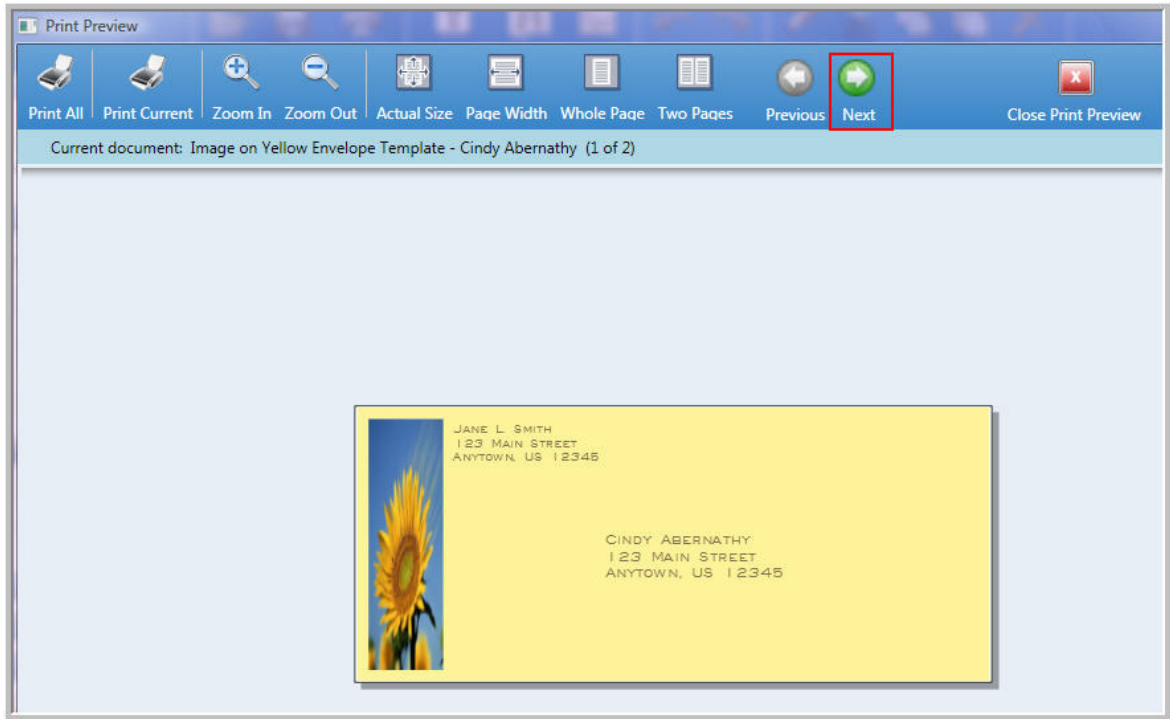
To preview a project:

1. From The Print Shop 2.0 main window, click **Print**, and select **Print Preview**.
2. From the Print Preview window, you can:



3. If you have mail merge set up, you will be presented with previews for each contact in the mail merge. Click the Previous and Next buttons to view each contact in the mail merge.

The Print Shop 2.0



Configuring Print Alignment Settings

You can adjust the size and location of your printed labels and business cards to allow for slight variances in printer advancement when printing. Sometimes the text or graphics on the label is misaligned by the time it reaches the bottom of the page.

To configure print alignment settings:

1. Turn on your printer and load it with the correct paper.
2. With your project open in the main window, select **Print > Print Alignment > Define Values**.
3. Click to select the printer you'd like to use from the list, and click **Next**.
4. From the Paper Size drop-down box, select **Letter** or **A4**, and click **Next**.
5. Click **Print a Test Page** if you'd like to see the current settings.
6. If you need to adjust the alignment settings, keep these guidelines in mind:
 - The test page has a single vertical line, labeled "A", and a single horizontal line, labeled "B". These lines are rendered at specific locations on the printed page, and reflect the default measurements and locations if no alignment adjustments are made.
 - After printing the test page, measure each distance specified on the final screen of the wizard, and enter these values in the appropriate text box. Once you've entered all the values, click **Finish**, and the alignment values for the selected printer are stored in the database.
 - Now, whenever you print a label project on the same printer, The Print Shop 2.0 will automatically adjust the scale and offset to match the measurements you've entered.

To view existing print values:

1. With your project open in the main window, select **Print > Print Alignment > View Existing Values**.
2. Select the printer from the Available Printers box, and view the values on the right-side of the screen.
3. To delete the values you've configured for a printer, click **Delete**. The custom configuration returns to the printer's default settings.

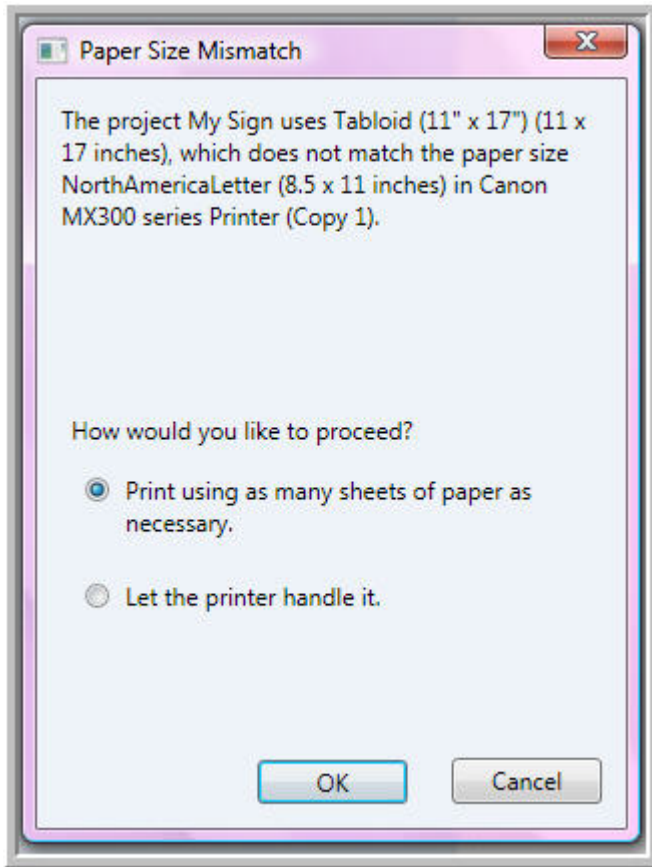
Note that if you choose to delete custom print alignment settings, you cannot undo it and must re-enter the values.

4. Click **Close**.

Printing a Project

To print a project:

1. Click the Print icon from the toolbar, and select **Print**.
2. Select the printer and preferences, and click **Print**.
3. If the paper size you've selected is larger than letter, the following screen displays:



4. Select the option you'd like, and click **OK**.

There are many projects within The Print Shop 2.0 that benefit (or even require) duplex printing.
 Click here for the most common scenarios and instructions for setting up your printer for duplex printing.

In addition to sending your project to the printer, you can preview your print project, adjust the size and location of print output for printing labels and business cards, and configure mail merge.

- [Preview my print project](#)
- [Set print alignment](#)
- [Use mail merge](#)

Using Mail Merge

Available in The Print Shop 2.0 Deluxe and Professional

Use mail merge when you want to create a set of projects that are essentially the same but where each project contains unique elements. For example, you can create one holiday card and the address and greeting line will be different in each card.

Using mail merge, you can create:

- A set of labels or envelopes where the return address is the same on all the labels or envelopes, but the destination address is unique on each one.
- A set of invitations where the basic content is the same but each one contains information that is specific to the individual recipient, such as name, address, or some other piece of personal data.

Creating each envelope or invitation individually would take hours. That's where mail merge comes in. Using mail merge, all you have to do is create one project that contains the information that is the same in each version. Then you just add some placeholders for the information that is unique to each version.

The mail merge feature within The Print Shop 2.0 lets you import [electronic business card \(vCard\)](#) files into your project and supports many fields.

Note that the Headlines feature in The Print Shop 2.0 does not support mail merge.

There are five steps to using mail merge:

1. Create your project.
2. Import one or more vCards.
3. Select the contacts (people) you'd like to include in the mail merge.
4. Add the mail merge fields to your project.
5. Choose **Print > Print** from the application toolbar to print the project.

How do I...

- [Import vCards](#)
- [Add mail merge fields to your project](#)
- [Print using mail merge](#)

Import vCards

Most mail applications, such as Microsoft Outlook, let you export your contact information to the vCard format. Refer to the documentation that comes with your mail application for instructions on how to do this.

To import vCards into The Print Shop 2.0:

1. From The Print Shop 2.0 main window, select **Print > Configure Mail Merge**.
2. Click **Import**, and browse to the directory that contains your vCard (*.vcf) files. All the cards in the directory are loaded into Print Shop.

Note that The Print Shop 2.0 does not permanently store your vCard files. It does, however, remember the last directory used to import your vCards

3. Either click to select the files you'd like to use in your mail merge or click **Check All** to select all

To see the vCard data fields, right-click on a listed card, and select **View vCard Fields**. Click **Close** when done viewing the information.

3. Click to select the **Use selected cards when printing/exporting** box.
4. Click **Done**.

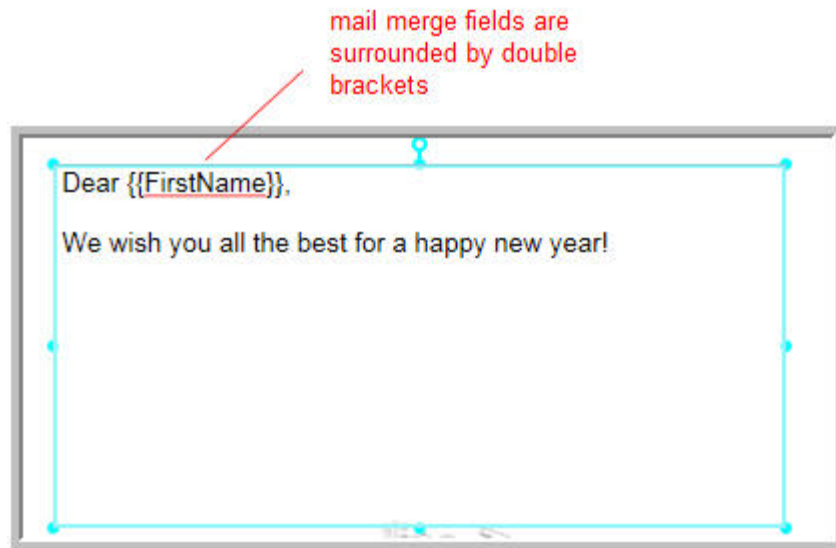
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Add mail merge fields to your project

After you've imported your vCards and selected those cards that you'd like to use in your mail merge, you need to tell The Print Shop 2.0 where to place the data within your project.

To add mail merge fields to your project:

1. From within a text box (or text box within a shape), click where you want to insert the mail merge field.
2. Scroll down to the Mail Merge area on the left side of the screen, select the appropriate mail merge field, and click **Insert**. The field will display surrounded by double braces as shown in the example below:



3. Complete your message, and save your project.

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Print using mail merge

Once you have all your mail merge fields included in your project, do the following:

1. Select **Print > Print** (you can also perform the mail merge from within [Print Preview](#)).
2. Select the appropriate printer and your preferences, and click **Print**.
3. The Print Shop 2.0 creates versions of your project for each mail merge contact you have selected. The text substitution is performed during the printing process, replacing the field names with vCard data values.

Notes:

- Mail merge doesn't filter vCard data, so if you have more than one vCard for the same person, it will print both of them.
- Any editing, organizing, or filtering of vCards must be done in your electronic mail application.
- The format of the mail merge fields will be the same as the rest of your text; if you try to change the format, the mail merge function won't work.

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