

**BeLight Software**

# **Printfolio**

## **Getting Started Guide**

**Version 1**

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Written by Nick Shubin. Cover design by Viktoriya Naumova.  
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# Chapter 1: Introduction

## Welcome to Printfolio

Printfolio is a package of programs. Each program lets you work with a particular type of document. On the other hand, Printfolio is an application that lets you choose a document type, like a brochure or address label, and automatically opens the template library of the program that corresponds to your choice.

## What is Included

Printfolio package applications:

- **Business Card Composer** is used to design and print business cards.
- **Disc Cover** is used to design and print CD/DVD labels and cover art.
- **Labels & Addresses** is used to design and print labels, envelopes and postcards.
- **Swift Publisher** is used to design and print flyers, brochures and other types of documents.

Additional applications:

- **Art Text** is used to create textual graphics, logos, icons and web design elements.
- **Image Tricks** is used to edit and generate images.

## System Requirements

- Apple Macintosh computer
- Mac OS X v10.5.8 or later
- 600 MB of available disk space (approx. 4 GB for the full clipart collection included in the retail version)
- DVD-ROM drive (for retail version)
- Internet connection to use online services

### Installing Printfolio

Retail edition on DVD:

1. Double-click on the Printfolio icon.
2. Follow the installation instructions.

Retail edition via download:

1. Double-click on the Printfolio icon.
2. Follow the installation instructions.
3. Double-click the Additional Clipart icon.
4. Follow the installation instructions.

Standard edition:

1. Double-click on the Printfolio icon.
2. Follow the installation instructions.

By default, the Printfolio application is installed into the *Applications* folder. Other programs are installed into the *Applications/Printfolio Units* folder.

### Removing Printfolio

To remove Printfolio applications, delete files and folders following these paths:

*/Applications/Printfolio Units*  
*/Applications/Printfolio.app*

*~/Library/Application Support/BeLight Software/Business Card Composer*  
*~/Library/Application Support/BeLight Software/Disc Cover*  
*~/Library/Application Support/BeLight Software/Image Depot*  
*~/Library/Application Support/BeLight Software/Labels & Addresses*

*~/Library/Preferences/com.belightsoft.PrintFolio.plist*  
*~/Library/Preferences/com.belightsoft.BusinessCardComposer5.plist*  
*~/Library/Preferences/com.belightsoft.DiscCover2.plist*  
*~/Library/Preferences/com.belightsoft.LabelsAddresses.plist*  
*~/Library/Preferences/com.belightsoft.SwiftPublisher2.plist*

*~/Library/Caches/com.belightsoft.BusinessCardComposer5*  
*~/Library/Caches/com.belightsoft.DiscCover2*  
*~/Library/Caches/com.belightsoft.LabelsAddresses*  
*~/Library/Caches/com.belightsoft.SwiftPublisher2*

*/Library/Application Support/BeLight Software/Business Card Composer*  
*/Library/Application Support/BeLight Software/BasicShapes*  
*/Library/Application Support/BeLight Software/ClipArt*  
*/Library/Application Support/BeLight Software/Disc Cover*  
*/Library/Application Support/BeLight Software/Labels & Addresses*

*/Library/Application Support/BeLight Software/Swift Publisher  
/Library/Application Support/BeLight Software/Masks*

On Mac OS 10.5, delete also:

*/Library/Receipts/PrintfolioCommon.pkg  
/Library/Receipts/Additional Clipart.pkg  
/Library/Receipts/Additional Fonts.pkg*

"~" means user's Home.

## Updating Printfolio

To update the Printfolio application, select **Printfolio > Check for Updates...** in the main menu. To update other included programs individually, select **Check for Updates...** in their menu.

You can also download updates from the developer's web site:  
*<http://www.belightsoft.com/>*

## Licensing

1. Start the Printfolio application. The program will display a message box informing you that the program is unlicensed.
2. Click the **License...** button.
3. Enter your name and license code.

Notes:

1. Use a Printfolio license key with the Printfolio.app application. Business Card Composer, Disc Cover, Labels & Addresses and Swift Publisher will become licensed too.
2. A Printfolio license key does not license Art Text to use it as a stand-alone application. To use Art Text apart from Printfolio, a separate license code must be purchased.
3. Licensing Printfolio lets you use Art Text in the plug-in mode. See *Chapter 3, "Using Art Text with the Printfolio Software"*.

## Technical Support

The developer of Printfolio offers free technical support.

By E-mail:  
*[support@belightsoft.com](mailto:support@belightsoft.com)*

Technical support form on BeLight's website:  
<http://www.belightsoft.com/support/>

Forum on BeLight's website:  
<http://www.belightsoft.com/forum/>

When reporting a problem, please make sure to specify:

- The version of the program you are using.
- The version of Mac OS X installed on your computer.
- Your previous actions that could have lead to the problem.
- If the problem persists, describe how to reproduce it.
- When necessary, illustrate your report with screenshots (press **Cmd-Shift-3** to save a screenshot on your Desktop).

## Useful Web Resources

### Printfolio page:

<http://www.belightsoft.com/products/printfolio/overview.php>

### BeLight Software web site:

<http://www.belightsoft.com>

### Buy Printfolio:

<http://www.belightsoft.com/buy/>

## Conventions Used in this Document

- **Bold Text** is used for the names of menu items, shortcuts, buttons, radio buttons, edit boxes, check boxes and other controls.
- *Text in Italics* is used for the names of windows, dialog boxes, panels, tabs and other elements of the program interface.

Such text formatting is used for names of programs, files, folders and web links.

It is also used for chapter and section references, and to introduce important remarks.

- For menu items, the ">" symbol is used. For example, **File > Open** is equivalent to "the Open item under the File menu".
- A shortcut (shortkey) is one or several keys which are pressed together. **Cmd-S** means you should hold down the **Command (Apple)** key while pressing the **S** key, then release them.

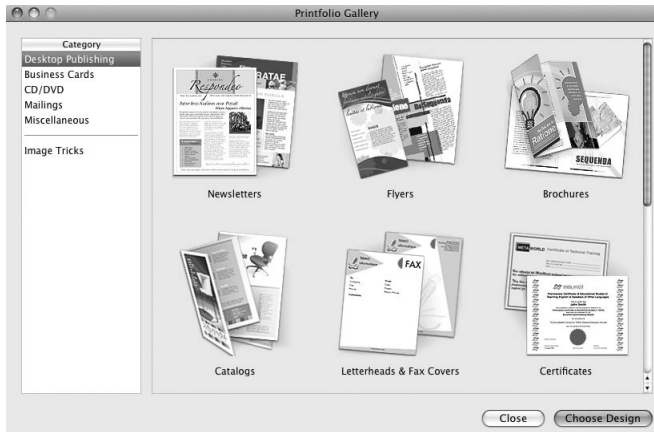
- Ctrl-click is a click while holding the **Ctrl** key down. Right-click is a click by the right button of a two-button mouse. Both actions are equivalent.
- The context (contextual or shortcut) menu is a pop-up menu that appears when you right-click or Ctrl-click on an object. This menu contains options that vary depending on the object (image, text, etc.).

## Where to Find More Detailed Documentation

Applications included in Printfolio have embedded Help and other documentation on the developer's web site. To open Help in the program, use the **Help** menu.

# Chapter 2: A Quick Tour

## The Printfolio Gallery

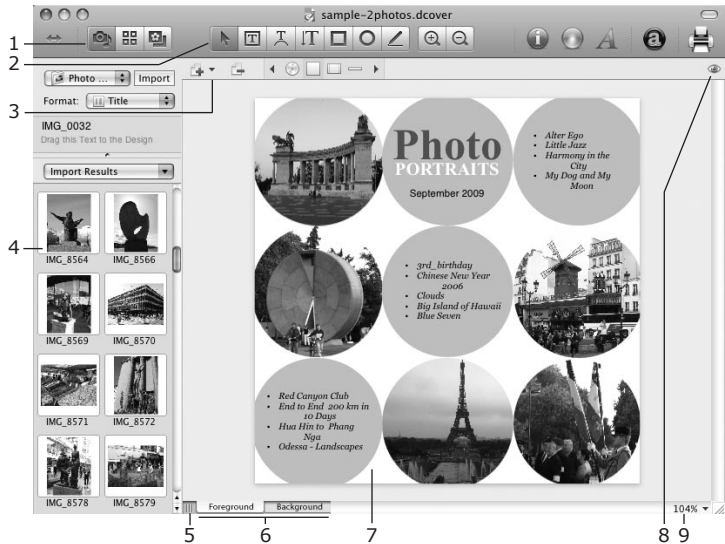


1. In the *Category* panel, select a template category that corresponds most to the document you want to create.
2. Click on a thumbnail to select the document type. Click the **Choose Design** button. Depending on your choice, Business Card Composer, Disc Cover, Labels & Addresses or Swift Publisher will open and display the *Assistant*.
3. Choose a particular document template in the *Assistant*. Note that the *Assistant* may have more steps depending on the program. Details can be found in the documentation of a particular program.

# The Interface of the Printfolio Applications

The main window interfaces of Business Card Composer, Disc Cover, Labels & Addresses and Swift Publisher have a lot of common. Basic interface elements will be shown using the interface of Disc Cover.

## Disc Cover Main Window



1 – Here you can select a section of the Source panel.

2 – Toolbar. Here you can select a text or drawing tool.

3 – Design elements control bar. Here you can add, remove, and navigate through design elements in your document.

4 – Source panel. Here you can preview the content of the graphic library or imported information.

5 – The handle of the Source panel. Drag it to expand or close this panel.

6 – The buttons that allow you to choose between the Foreground and Background layers.

7 – The design canvas. Your document is displayed and edited here.

8 – Turn the preview mode on or off. This button lets you show or hide the guidelines, margins and other auxiliary marking.

9 – The zoom control used to change the magnification of your document on the canvas.

The design canvas has two layers: Foreground and Background. To activate a layer, click on the corresponding tab at the bottom of the design canvas (6). When you're working with one layer, you can't select or modify objects in the other layer, though you can usually see them.

## The Inspector

The *Inspector* window contains the main set of tools for editing objects in Disc Cover. The tools are distributed over six tabs: *Design Element*, *Geometry*, *Fill & Shadow*, *Image*, *Text* and *Alignment*.

To open the *Inspector* window, use the **Window > Inspector > (tab name)** menu, or click the **Inspector** button in the toolbar.

The dimensions are shown in the default measurement units. You can change the measurement units in the *Preferences* dialog.

## The Design Element Tab

The *Design Element* tab lets you choose the type and size of the active design element (disc label, booklet, etc.).

## The Geometry Tab

The *Geometry* tab contains tools for changing the position, size and rotation angle of objects.

## The Fill and Shadow Tab

The *Fill and Shadow* tab controls the color of objects, their border line, and shadow.

## The Image Tab

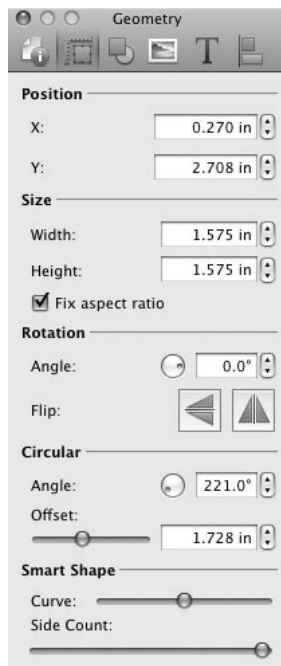
The *Image* tab lets you tint, mask and edit images. It also contains a tool for generating random images.

## The Text Tab

The *Text* tab contains text formatting tools.

## The Alignment Tab

The *Alignment* tab contains tools for aligning objects in the layout.



## The Preferences Dialog

The *Preferences* dialog contains settings that are applied by default every time you run the application. You can control the program behavior by changing them.

To open the *Preferences* dialog, choose **[Program name] > Preferences** in the main menu or press "**Cmd-**".

The detailed description of the *Preferences* can be found in the documentation of the corresponding program.

# Chapter 3: Quick Start Guide

This guide describes how to create and print documents using the supplied templates.

## Business Card Composer Quick Start Guide

### Step 1: Choosing a Template in the Assistant



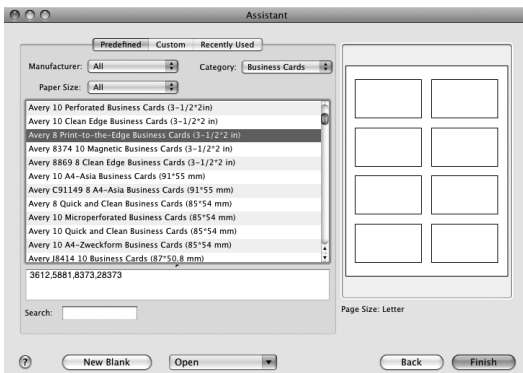
1. When Business Card Composer is running, but you don't see the *Assistant* on the screen, choose **File > New from Assistant...** in the menu.

By default, the *Assistant* opens automatically when you start the program.

2. Select the template category. Then select the thumbnail of a template you wish to open.
3. Click **Next** to proceed to paper selection. To quit the *Assistant*, click **Finish**.

### Step 2: Choosing a Paper Layout

Business card papers have different sizes and card arrangements on the sheet. For accurate printing, select the paper stock you will print on.



1. Set the **Paper size**, **Manufacturer** and **Category** pop-up menus to "All".
2. Type the paper name (for instance, "Avery 08371") into the **Search** box. You can also scroll down the list to find your paper, but this way is less effective.

Note, that there are a lot of papers with equal dimensions but with different coating or color. You can choose such compatible paper if the exact paper type was not found in the list.

3. Click **Finish**.

To select the paper layout when the *Assistant* is closed, choose **File > Change Layout** in the menu.

---

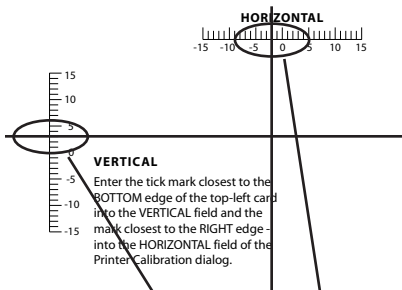
## Step 3: Calibrating Your Printer

To print accurately on business card paper, a proper paper layout should be selected (see Step 2) and you should calibrate your printer.

Once you have calibrated your printer, the calibration information is saved in the program. You don't have to run calibration every time you print business cards.

For calibration, choose the same print settings and media that you will use for printing: quality (high, normal or draft), resolution, color/monochrome, paper type (plain, glossy), etc. It is a mistake to print the calibration sheet at low quality and then switch to high quality for printing the document.

1. If you haven't selected a paper layout in Step 2 or want to change it now, use the *Paper Layout* dialog (**File > Change Layout**).
2. Choose **File > Calibrate Printer** in the menu.
3. Select your printer.
4. Turn on the printer and insert a sheet of the business card paper that will be used for printing your cards. Using plain paper or business card paper of another type is not effective.
5. Click **Print**.
6. The distance between the ruler zero point on the calibration sheet and the edge of the top-left card is a calibration value. There are two values **Horizontal** and **Vertical**. Type these values into the corresponding boxes of the calibration dialog. Both positive and negative values are possible.
7. The printer may squeeze or stretch the printed content so that cards at the top are aligned, but the bottom cards are printed too high or too low. The **Scale** value will be non-zero in this case. You should set it in the calibration dialog as well.
8. After entering calibration values print your cards. Don't print the calibration sheet again.



**VERTICAL**

Enter the tick mark closest to the BOTTOM edge of the top-left card into the VERTICAL field and the mark closest to the RIGHT edge into the HORIZONTAL field of the Printer Calibration dialog.

**Step 1** Select a printer: EPSON Stylus Photo

**Step 2** Insert a sheet of card paper in the printer

**Step 3** Print a calibration sheet:

**Step 4** Values shown on the rulers by the edge of the card should be entered into the corresponding boxes. Use the minus sign to enter negative values.

Horizontal:  mm

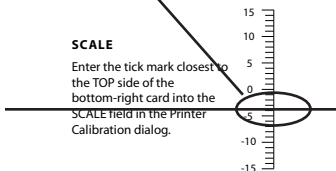
Vertical:  mm

To make sure calibration done well, print your cards.  
Do not print the calibration sheet for this!

---

Enter the Scale value if the top cards print fine, but the bottom ones do not line up.

Scale:  mm



**SCALE**

Enter the tick mark closest to the TOP side of the bottom-right card into the SCALE field in the Printer Calibration dialog.

## Step 4: Editing Your Card

Here you can find brief information about editing the card design and contact information.

### Text Fields

To change what kind of information is displayed in the selected text field, choose another text field type from a drop-down menu in the *Text* tab of the *Inspector*.

To populate a text field with data from Address Book, select a name in the *Contacts* section of the *Source* panel (**Window > Contacts**).

To modify the text manually, double-click on it.

To format the text (change the font, alignment, color, etc.), use tools in the *Text* tab of the *Inspector* (**Window > Inspector > Text**).



### Graphics

To add an image, drag it from Finder or from the *Source* panel (**Window > Import** or **Window > Clipart**) and drop it onto the canvas.

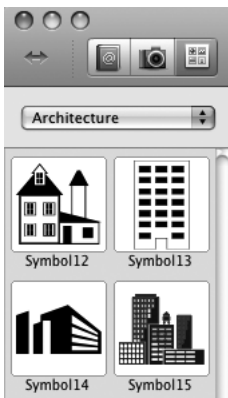
To delete an image, select it and press the **Del** key.

To modify images, use tools located in the *Image*, *Fill & Shadow* and *Geometry* tabs of the *Inspector*.

To apply Core Image effects to an image, double-click on it.

Note that images and text might be located in the Background layer. To change the active layer, select **View > Show Background** or **View > Show Foreground Layer** in the menu.

To edit the back side of the card, choose **View > Show Back Side** in the menu.

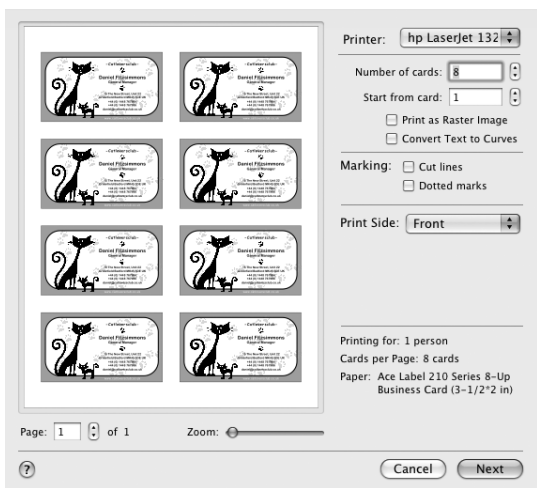


## Step 5: Printing Your Card

These short instructions cover printing one business card design with one person's information. In more detailed documentation, you will be instructed on how to print different designs on the same page, and how to activate the automatic substitution of information on the card design to print cards for different persons.

Successful card printing depends on Steps 2 and 3.

1. Click the **Print** button on the toolbar, or choose **Print** from the **File** menu to open the *Print* dialog.



2. Select a printer in the **Printer** drop-down list.
3. Set the number of cards you want to print.
4. If you want to utilize a partially used sheet, you can start printing from a certain card on the sheet. To do this, choose the position in the **Start from card** field.
5. Set up the print mode options.

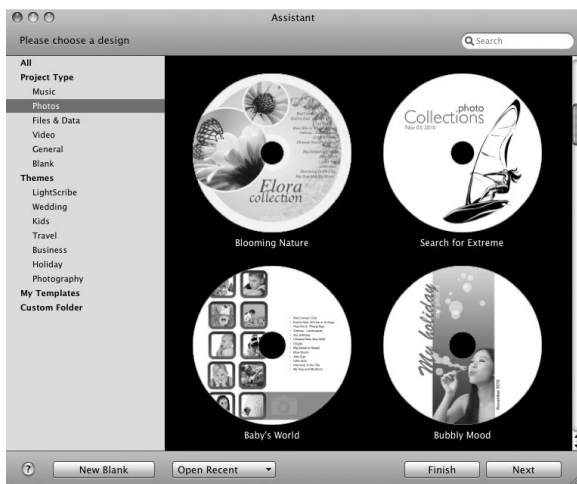
**Print as Raster Image:** send the document to the printer as a raster image, rather than vector. Enable this option if you have problems printing your cards. The default value can be set in the *Preferences* dialog.

**Convert Text to Curves:** converts text to vector images before sending the design to the printer. The option lets you avoid some problems with printers.

6. Set up **Marking** options if you want to print cards on plain paper and cut them out by yourself.
7. For double-sided cards, choose which side to print to in the **Print Side** pop-up menu.
8. Click the **Next** button. In the system print dialog check the standard print options.
9. Click the **Print** button.

# Disc Cover Quick Start Guide

## Step 1: Choosing a Template in the Assistant



1. If Disc Cover is running, but you don't see the *Assistant* on the screen, choose **File > New from Assistant...** in the menu. By default, the *Assistant* opens automatically when you start the program.
2. Choose the template category. For example, if you are creating a label for your photo album, choose the *Photos* category.
3. Select a template in the preview. Most templates contain multiple elements (such as a disc label, case cover, etc.). To preview them, click on arrows at the bottom of the template preview.

Some templates are sets of blank elements.

4. To start editing the selected template right away, click **Finish**. Doing this will bring you to *Step 3: Edit your document*.

If you have chosen a template in the *Music*, *Photos*, *Video* or *File & Data* category, the *Assistant* can help you import the content into your document depending on the selected category. To do this, click **Next**. To import the content later, click **Finish**.

## Step 2: Importing Images or a List of Songs, Files or Videos

The type of data that you can import in the second step depends on which template category has been selected (see Step 1, items 3 and 4).

If the *Photos* category has been selected, the *Assistant* will offer you to import data from your iPhoto library (Step 2, section *Photos*).

If the *Music* category has been selected, the *Assistant* will offer you to import data from your iTunes library (Step 2, section *Music*).

If you select the *File & Data* category, the *Assistant* lets you choose a folder to create a list of its content (Step 2, section *Files & Data*).

If you select the *Video* category, the *Assistant* lets you choose a folder to create a list of its content (Step 2, section *Video*).

*Note: After the Assistant has been closed, you can import data using the Source panel.*

### Photos

The second step of the *Assistant* displays your iPhoto library.



1. Select an album or the whole library in the list on the left. The contents of the selected albums will be displayed in the preview.
2. Click on a photograph in the preview on the right to select it. To select multiple items, click on them while holding down the **Cmd** key.

3. Click **Finish** to proceed to editing or printing (*Step 3: Editing your label*).

### Music

The second step of the *Assistant* displays your iTunes library.



1. Select an album, playlist, or the whole library in the list on the left. The contents will be displayed on the right.
2. Select tracks you want to import.

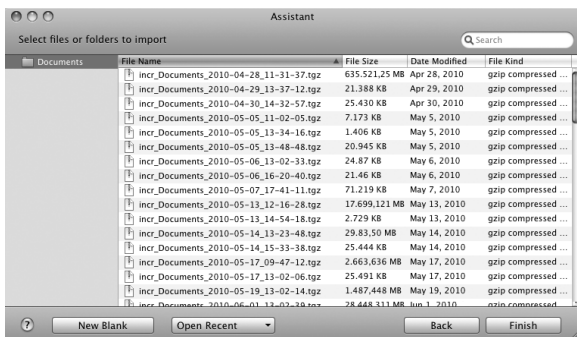
To select an individual track, click on it.

To select multiple items, click on them while holding down the **Cmd** key. To select a range of items, use the **Shift** key. To select all items, press **Cmd-A**.

3. Click **Finish** to proceed to editing or printing (*Step 3: Editing Your Document*).

### Files & Data

The second step of the *Assistant* lets you import a list of files from a folder of your choice.



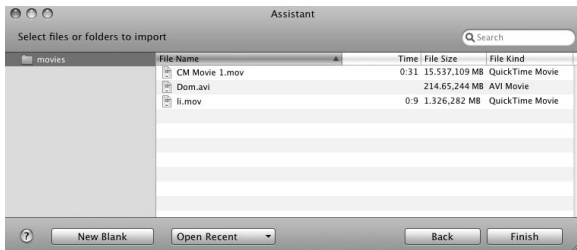
1. Select a folder (not an individual file) and click **Choose**.

The name of the selected folder will be displayed on the left. Its contents (files and folders) will be listed on the right. You can navigate subfolders by clicking on the triangles next to the folder names in the left box.

2. In the right box, select the files and folders you wish to include in the list. To select multiple items, click on them while holding down the **Cmd** key. To select a range of items use the **Shift** key. To select all items, press **Cmd-A**.
3. Click **Finish** to proceed to editing or printing (*Step 3: Editing Your Document*).

## Video

The second step of the *Assistant* lets you import a list of movies from a folder of your choice.



1. Select a folder (not an individual file) and click **Choose**.

The name of the selected folder will be displayed on the left. Its contents (files and folders) will be listed on the right. You can navigate subfolders by clicking on the triangles next to the folder names in the left box.

2. In the right box, select the files you wish to include in the list. To select multiple items, click on them while holding down the **Cmd** key. To select a range of items use the **Shift** key. To select all items, press **Cmd-A**.
3. Click **Finish** to proceed to editing or printing (*Step 3: Editing Your Document*).

### Step 3: Editing Your Document

Here you can find brief information about editing the content of your document. Some or all the steps below may be omitted.

1. Change the number or types of design elements in your document.

A template loaded from the *Assistant* contains several elements (disc labels, booklets, etc.). You can remove unnecessary elements or add more. If you have started with a blank document, you may need to add more elements.

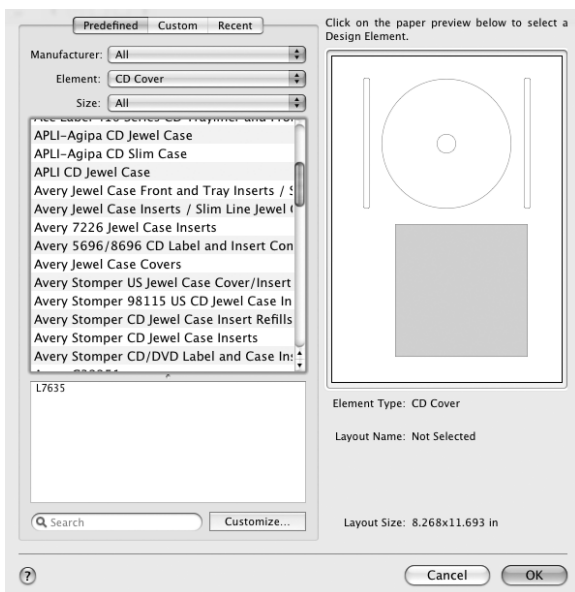
To do this, click the "+" icon in the toolbar and choose which design element to add. Click the "-" toolbar button to remove the current element.

To open a design element on the editing canvas, click the corresponding icon.



2. Choose a particular paper or printer tray for each design element. This can be done in the **Print** dialog as well, but it is better to set this up now.
  - 2.1. Click on a design element icon to open it on the canvas.
  - 2.2. Open the *Design Element* tab of the *Inspector* (**Window > Inspector > Design Element**).
  - 2.3. Click the **Change Layout** button to open the list of papers and printers.

- 2.4. Select a paper stock or printer tray and click **OK**.

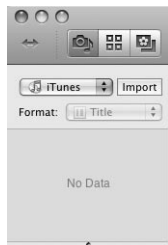


- 2.5. Choose another design element in your document and repeat steps 2.1 – 2.4.

3. Import the textual data (song list, file list, etc.).

For example, you want to import or update a track list from iTunes.

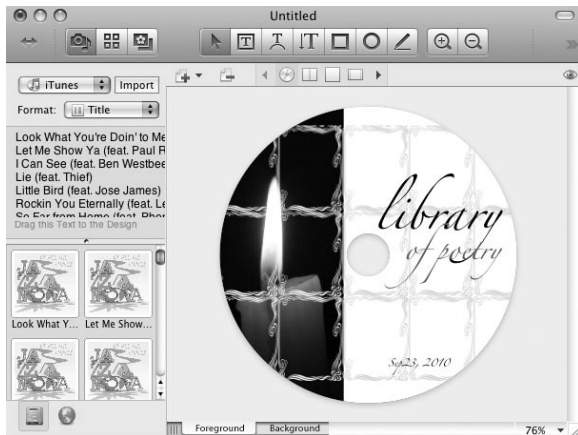
- 3.1. Open the *Import* tab of the *Source* panel (*Window > Import > Music*).



- 3.2. Open the *Import* dialog. To do this, choose iTunes in the pop-up menu at the top of the panel. Click **Import** if the *Import* dialog does not open automatically.



- 3.3. Choose the tracks to import. To import the whole list, select any item in the right box and press **Cmd-A**. To select multiple tracks, click on their names while holding the **Cmd** key. Or, to select tracks in succession, click on the first track, then press **Shift** and click on the last one.
- 3.4. Click the **Import** button.
- 3.5. The *Source* panel now displays a list of the imported tracks. Drag and drop the list onto your design.



4. Edit the text and graphics.

To add new text, click the **Text** tool in the toolbar and add a text box to your layout.

To edit the existing text, double click on it.

Text formatting tools are located in the *Text* tab of the *Inspector* window (**Window > Inspector > Text**).

To add an image to your document, drag and drop it from the *Source* panel, from a folder in Finder, or paste it using the Clipboard.

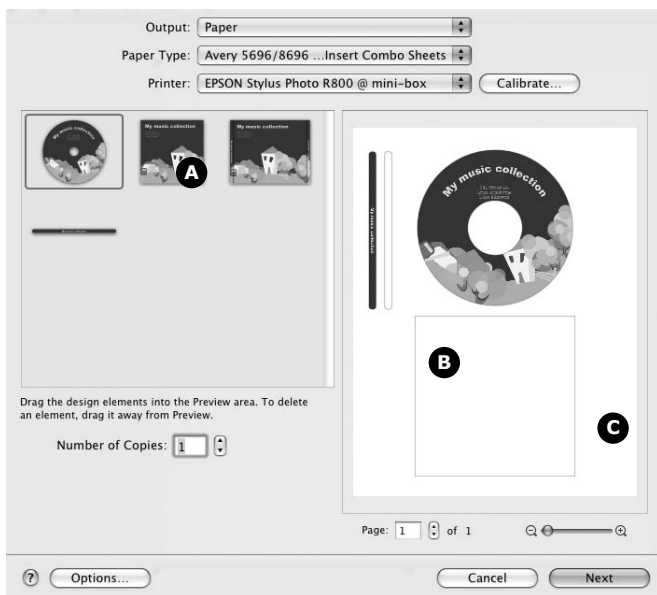
To modify images, use the *Image*, *Fill & Shadow* and *Geometry* tabs of the *Inspector*.

## Step 4: Printing Your Document

1. If you have several design elements, activate the one you are going to print. By doing this, you will help the program set up the paper in the print dialog correctly.
2. (Optional) Calibrate your printer. This is strongly recommended as a solution to avoid offset at printing.
  - 2.1. Choose **File > Calibrate Printer...** in the menu.
  - 2.2. Check if the paper and printer are selected correctly in the calibration dialog. For calibration, use the paper that will be used for printing.
  - 2.3. Click the **Print Calibration Sheet...** button.
  - 2.4. If the artwork is printed with offset, you should enter the offset values into the **Horizontal** and **Vertical** fields. The value is the point on the calibration sheet where the corresponding ruler crosses the edge of the actual label or disc. After inputting the values, the calibration preview should display the artwork shifted in the same direction as the printed artwork.
3. The actual printing process begins here.
  - 3.1. Click the **Print** toolbar button, or choose **File > Print...** in the menu to open the *Print* dialog.
  - 3.2. Make sure that the correct media type is set in the **Output** and **Paper Type** pop-up menus.
  - 3.3. Choose a printer if there are several printers installed.
  - 3.4. Keep other settings unchanged.
  - 3.5. The program displays the design elements contained in your document in the print preview. Some of them are laid onto the page automatically.

You can modify the print layout manually. To print some specific design element, click on it to select. Then drag it from the left box (A) onto a blank space (B) or onto another design element to replace it.

To clear the page, drag the design elements from their places and drop them onto the blank area of the page (C).



- 3.6. If you have not calibrated the printer, it is still possible. To do this, click the **Calibrate...** button.
- 3.7. Click the **Next** button to move to the standard print dialog.
4. The standard print dialog lets you set up your printer and print or export your artwork to a PDF file.
  - 4.1. Set the **Presets** pop-up menu to *Standard*.
  - 4.2. Click the **Layout** pop-up menu, and set the media type and quality in the appropriate sections.

Note that for printing on a CD or DVD disc, you should select this media in the corresponding section in the **Layout** pop-up menu.
- 4.3. Click **Print** to start printing, or click **PDF** to export your artwork to a file.

# Labels & Addresses Quick Start Guide

## Step 1: Choosing a Template

When you launch the program, the *Assistant* comes up by default. To open the *Assistant* manually once inside the program, choose **File > New from Assistant (Shift-Command-N)** in the menu bar.



Open the *Designs* section (2) and select the document type from the list (3). Select a template and click the **Choose** button.

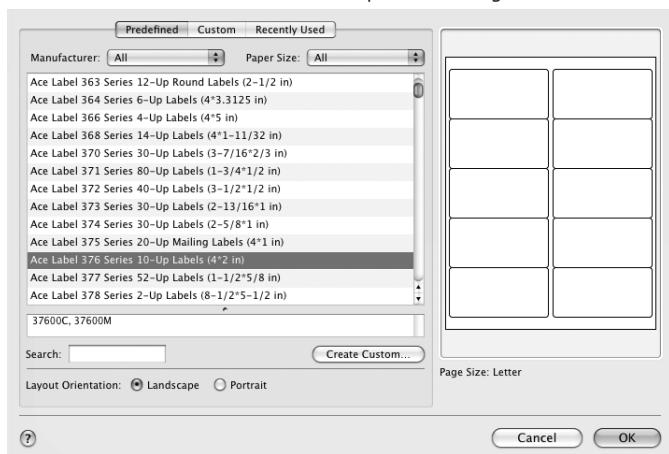
The *Labels*, *Envelopes* and *Postcards* sections (1) let you select a particular paper to create a new document from scratch.

## Step 2: Selecting Paper Layout

Skip this step if you plan on printing your document on plain paper.

Choose **File > Change Layout** in the menu to open the *Document Layout* dialog.

The *Document Layout* dialog displays the list of label papers, envelopes or postcards depending on the current project. For example, if the current document is a label document, only label paper will be listed in the dialog. Select the *Predefined* section at the top of the dialog.



Set the **Manufacturer** and **Paper Size** pop-up menus to *All*. Type the paper name (for instance, "Avery 5661") into the **Search** box. Select the **Landscape** or **Portrait** orientation. Click **OK**.

It is recommended that you calibrate the printer before you print for the first time. This is described in the Labels & Addresses Help.

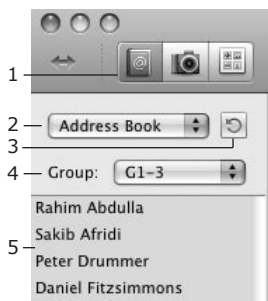
## Step 3: Adjusting the Document

Let's assume that the selected template more or less fits your needs.

Choose an address. To do this, click the **Contacts** button (1). Then open the pop-up menu (2) and select a contact manager in the *Recipients* section (for instance, Address Book) to choose a delivery address, or select *Senders* for the return address.

Note that only contacts from Address Book show up automatically. Information from other sources have to be imported. If your contacts are grouped in Address Book, choose a group in the pop-up menu (4).

Choose a contact from the list (5).



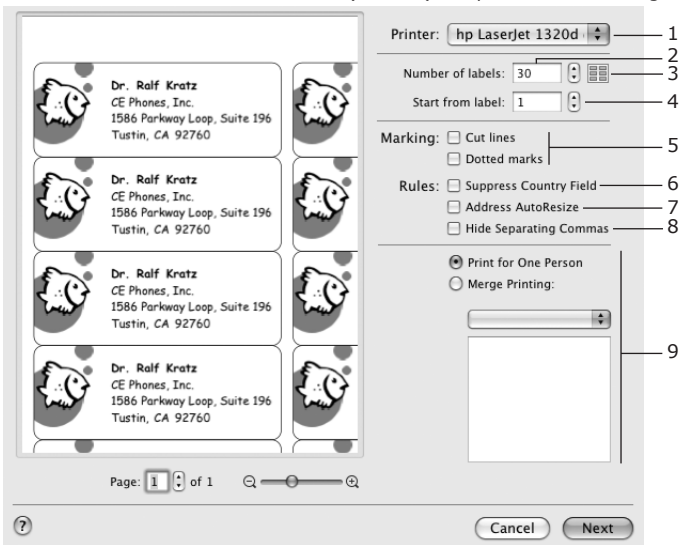
To edit the text, double-click on it.

The text formatting tools are located in the *Text* tab of the *Inspector* (**Cmd-5**).

## Step 4: Printing

Printing is described using a label document. Printing envelopes and postcards have common settings. Find details in the embedded Help of Labels & Addresses.

1. Click the **Print** button in the toolbar (**Cmd-P**) to open the *Print* dialog.



2. Select a printer from the **Printer** drop-down menu (1).
3. Set up the number of labels to print (2). To print one full page of the current label, click the button (3).

To start printing from a certain position on the page (to make use of a partially used sheet) but not from the first, set the position number in **Start from label** (4). For example, to skip the first 3 labels, set "4" here.

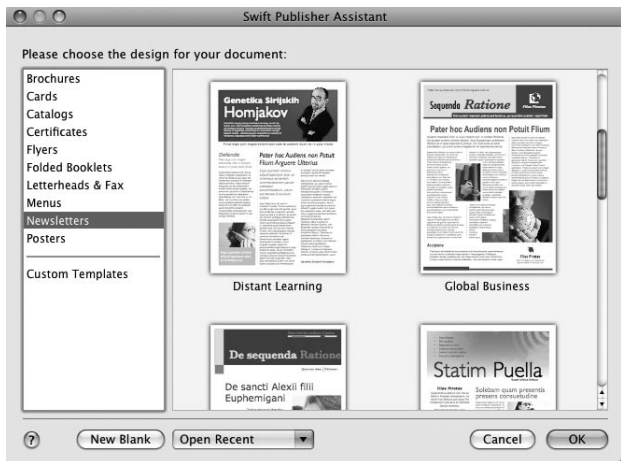
4. If you are going to print on plain paper, activate the **Cut lines** or **Dotted marks** options (5).
5. (Optional) Select **Suppress Country Field** (6) to hide the country name for domestic mailing.

6. (Optional) Select **Address Autoresize** (7) to decrease the font size automatically when the address doesn't fit the label. Note that this feature can modify only the text in address panels.
7. (Optional) Select **Hide Separating Commas** (8) to remove automatically added commas that separate address fields.
8. Click **Next** to proceed to the standard print dialog. Here you can set up the print quality, color settings, etc. The settings may vary depending on the printer driver.
9. Click **Print** to send your labels to the printer. Or, click the **PDF** button to save the page(s) to a PDF file.

# Swift Publisher Quick Start Guide

## Choosing Templates

When you launch the program, the *Assistant* comes up by default. To open the *Assistant* manually once inside the program, choose **File > New from Assistant (Shift-Cmd-N)** in the menu bar.



Select a document type from the left box. Then select a template and click **OK**.

## Editing Text

To add new text, select the Text Box tool in the toolbar and add a text box. You can type inside the text box.

To edit text, double-click on it.

## Adding and Modifying Images

To add an image, drag it from the clipart or from Finder to your document.

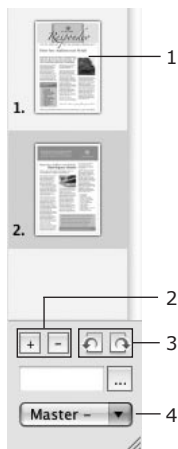
To modify an image using the Image Tricks plug-in, double-click on it.

### Adding and Deleting Pages

To manage pages, use the *Pages Preview* panel (**View > Show Pages Preview**) that displays page thumbnails (1). To open a page on the canvas, select its thumbnail.

To add or delete pages, use the “+” and “-” buttons (2).

To rotate the current page, use the **Rotate Page** buttons (3).



To add, delete and choose master pages, use the pop-up menu (4).

To move to the next or previous page press the **Page Down** or **Page Up** key correspondingly.

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# Art Text Quick Start Guide

This guide describes possible steps of using Art Text. They are not obligatory.

## Using Art Text with the Printfolio Software

The Printfolio license lets you use Art Text in so called plug-in mode inside Business Card Composer, Disc Cover, Labels & Addresses and Swift Publisher (named "main program" in this section). For such use, Printfolio must be registered. Registration of Art Text is not necessary. However, to use Art Text as a stand-alone application, you must purchase a license code.

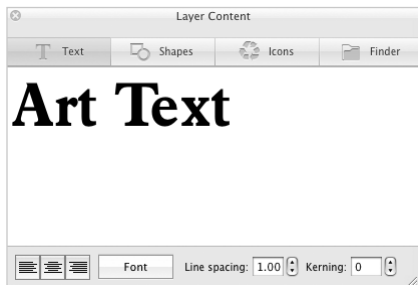
### Step 1: Adding an Art Text Object

In the main program, click the **Art Text** button in the toolbar or select **Insert > Art Text** in the main menu. The Art Text application will pop-up.

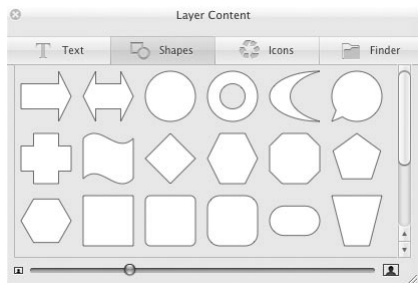


## Step 2: Changing Text or Choosing an Image

By default the “Art Text” text is displayed on the canvas. To change text or replace it with an image, double-click the “Art Text” icon in the bottom panel (*Layer bar*). This will bring up the *Layer Content* window displaying the *Text* tab.



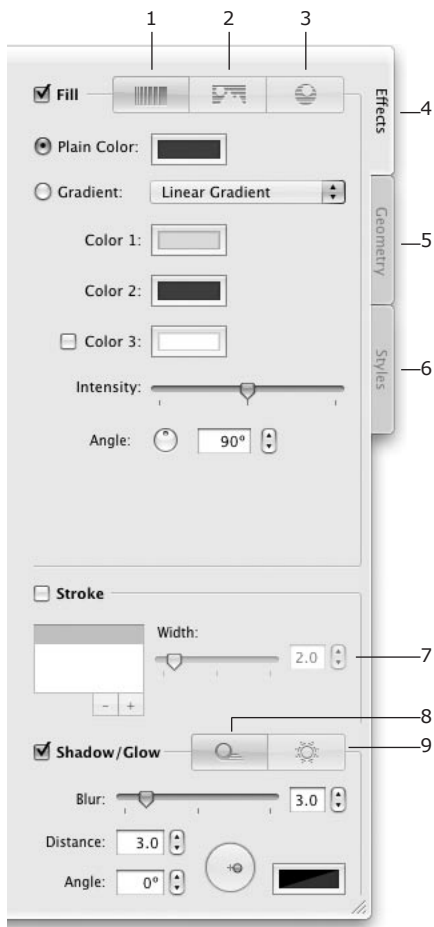
To choose a shape or icon, switch to the corresponding tab.



Once you have changed the layer content (text or image), close the panel. The icon in the *Layer bar* will change correspondingly.

## Step 3: Applying Effects

The color and fill related settings can be found in the *Effects* tab (4) of the right panel. You can choose color or gradient fill (1), texture library (2), or materials (3). You can also apply stroke (7), shadow (8), or glow (9) effects. The *Geometry* tab (5) is described below.



Browse through the library of pre-designed styles (6). A style is a set of effects that can be applied at once. Styles are located in a separate tab.

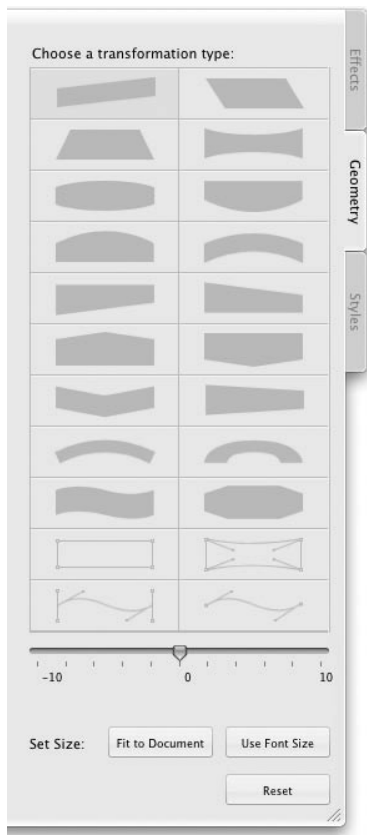
You can preview them applied to your text or icon. To do this, deselect the **Use Text from Templates** check box at the bottom.



## Step 4: Applying Transformation

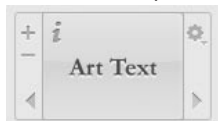
To change the shape of text or icon, open the *Geometry* tab in the right panel. It displays thumbnails of geometric transformations. Choose one by clicking on it and adjust the amount of distortion using the slider(s) below.

Handles on the corners and sides of the object frame can be moved with the mouse. Drag them to resize or change the shape (spline transformations only).



## Step 5: Adding More Text or Graphic Objects

Each new text or image should be located in a new layer. Icons of layers are shown in the *Layer* bar at the bottom of the main window.



To add a new layer, click the "+" button in the *Layer* bar. Unnecessary layers can be removed using the "-" button.

A new layer will contain the default text. Step 3 describes how to change it. Steps 4 and 5 describe how to apply effects to the content of new layers.

## Step 6: Organizing Layers in Your Document

Note that depending on your design idea, this step can be performed after adding new layers, but before applying or adjusting any effects.

Two controls in Art Text are responsible for layers: *Layer* bar and *Layers* panel.

The *Layer* bar is located at the bottom of the main window.



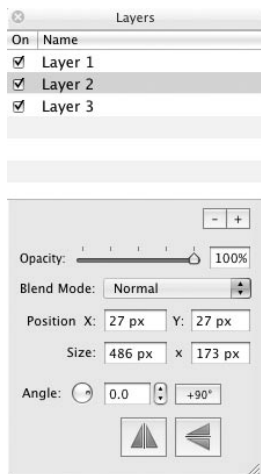
The *Layer* bar displays icons of layers with layer content. When a layer is active, the icon is highlighted. When you apply effects or change their settings, the active layer is affected.

To add a new layer, click the "+" button. To remove the active layer, click the "-" button.

Layers overlap each other. The icon of the top layer is to the right in the *Layer* bar. The bottom layer is to the left. Drag an icon left of right in the bar to change the layer order.

The *Layers* panel displays names of all the layers in the document. You can drag them in the list to change the layer order. The panel lets you rotate layers and change their opacity and blend mode.

To open the panel, choose **Window > Show Layers Panel** from the menu.

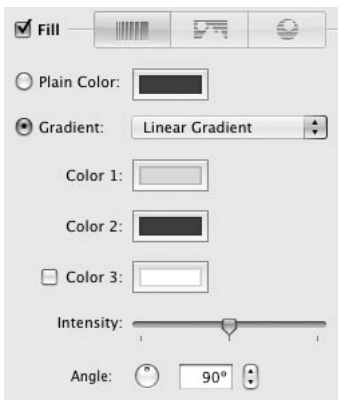


## Step 7: Adding the Background

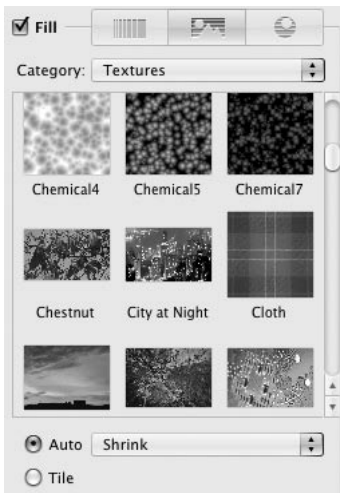
To add a background image or colored background:

1. Add a new layer.
2. Move its icon in the Layer bar to the leftmost position.
3. Double click the icon to open the *Layer Content* panel.
4. Open the *Shapes* tab of the panel.
5. Click on a rectangle and close the panel.

6. To choose a plain color or gradient, open the *Fill* tab in the *Effects* section.



To choose an image, open the *Texture* tab in the *Effects* section. Click the **Category** drop-down list and choose a library section. Then click on an image. To select an image located on the hard drive, choose the *Finder* item in the **Category** drop-down. Select a folder containing images.



## Step 8: Sending the Image Back to the Main Program

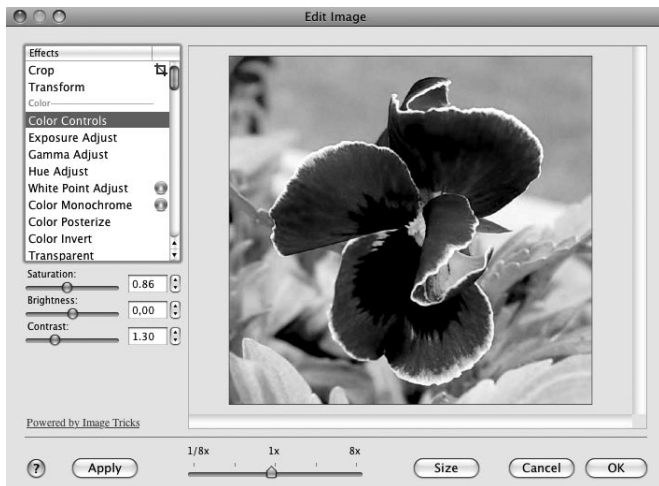
Click the **Link Back** button in Art Text to send the object back to the document in the main program.

Graphics created in Art Text are not ordinary images when they are inserted in the main program but Art Text objects. You can double-click on it to edit its properties in Art Text.



## Image Tricks: Editing Images

Image Tricks can work as both a stand alone program and as a plug-in. The functionality remains almost the same in both modes. Here the plug-in mode will be described.



The Image Tricks plug-in is used to edit images in Printfolio applications.

To edit an image in Business Card Composer, Disc Cover, Labels & Addresses or Swift Publisher, double-click on it.

The image editing capabilities are based on using Core Image filters. The set of filters is organized into filter categories (color, blur, etc.). Some filters have adjustable parameters.

The picture in the preview area immediately changes after selecting a filter or if you change the parameters of the selected filter. Every time you select a new filter, you'll see the result applied to the original picture.

Many filters let you modify the image using the mouse. This is indicated by a circle icon (crosshair) near the name. Select such a filter, place the mouse cursor over the image, and move the mouse holding down the left mouse button. The image will change respectively to the cursor position.

To change the image size, click the **Size** button and set new image dimensions.