



Graphics-Toolbox®

GT1

Where learning & creating click.

GT Manual Version 1
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User Manual Written by
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Introduction

Welcome to the wonderful world of computer-aided graphic design. Whether you are a newcomer or an experienced graphic designer, you will find that Graphics-Toolbox has a wealth of functions and applications to enhance and color your daily life.

To benefit the most from this manual, you should read it while sitting at your Graphics-Toolbox computer. We have formatted the manual with wide margins to allow space for you to make your own notes in the book. We hope that you will consider this manual as your personal GT journal and will keep it at your desktop for easy reference.

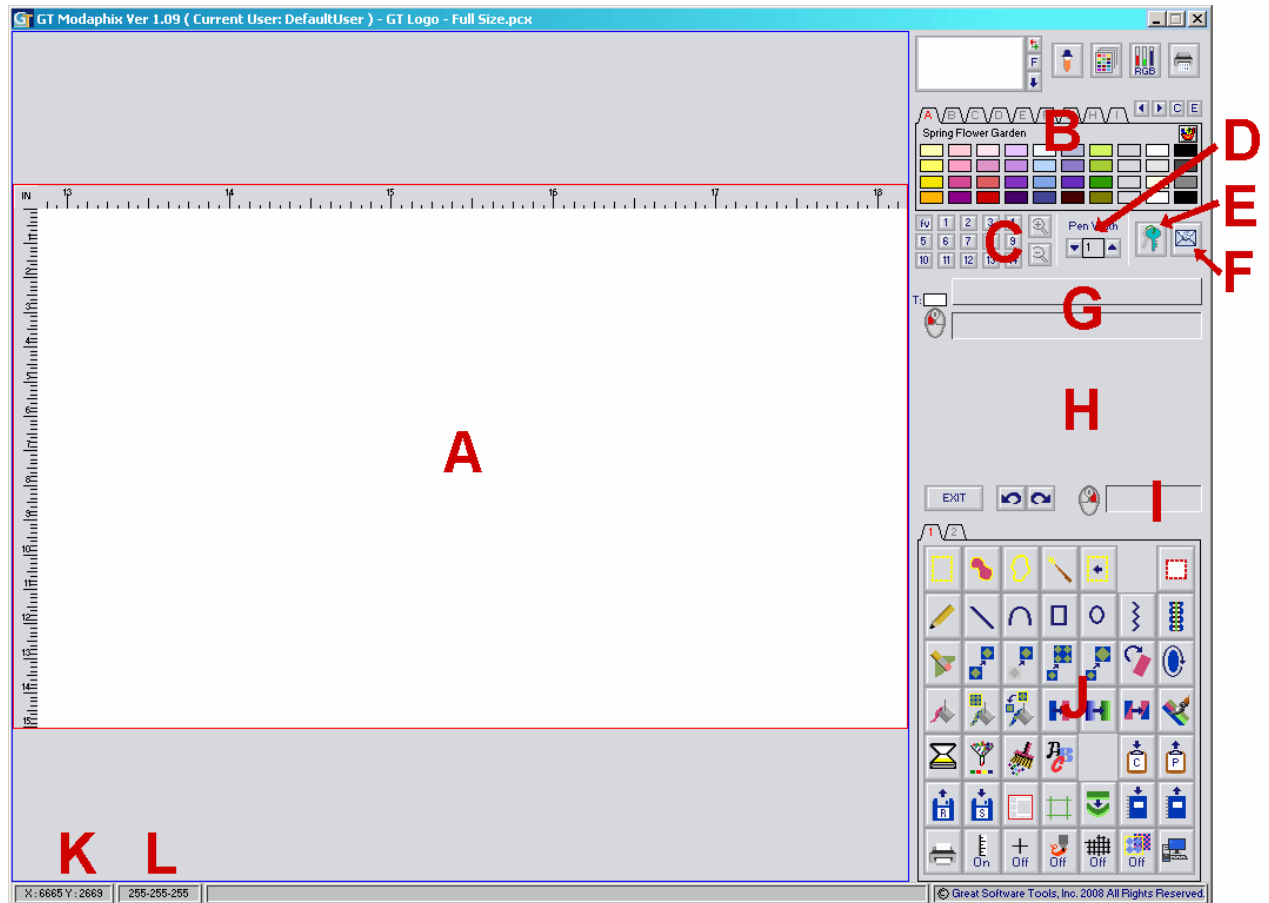
Note some of the features we have included in this manual:

- **Screen Region Map** – The Graphics-Toolbox screen is laid out with a key to the different regions. Refer back to this page as needed to see where a feature is located.
- **Function Screen Pages 1 and 2** – These pages are copies of the corresponding GT screens. They are an ideal place to make notes. You may choose to remove them from the book and have them easily accessible while you are working.
- **Icons and Screen Shots** - We have included hundreds of images of icons and screen shots in this manual to help clearly describe each of the GT functions. As you read about the commands, look at the icon and notice how it relates to the job it performs. Recognizing the icons is an important step in learning the program.
- **Sub-commands and Feedback Area** – Most functions have sub-commands and information in the Feedback Area that give you additional options when using that tool. These sub-command functions are shown in green.
- **Blue Print Training Instructions** – The blue print sections are the suggested training settings and exercises that we would like new users to try.
-  **Keyboard Shortcut** – This icon and message highlight useful keyboard shortcuts as we come to them in the manual.
- **Orange Tips** – Throughout the manual we will share some extra useful tips and highlight them with orange type.

Now it is time to start learning. Remember, you will make mistakes as you go along. It is part of the learning process. All mistakes have merit. Some teach you what not to do again; others accidentally teach you new techniques that we may never even have considered. Read up, jump in and

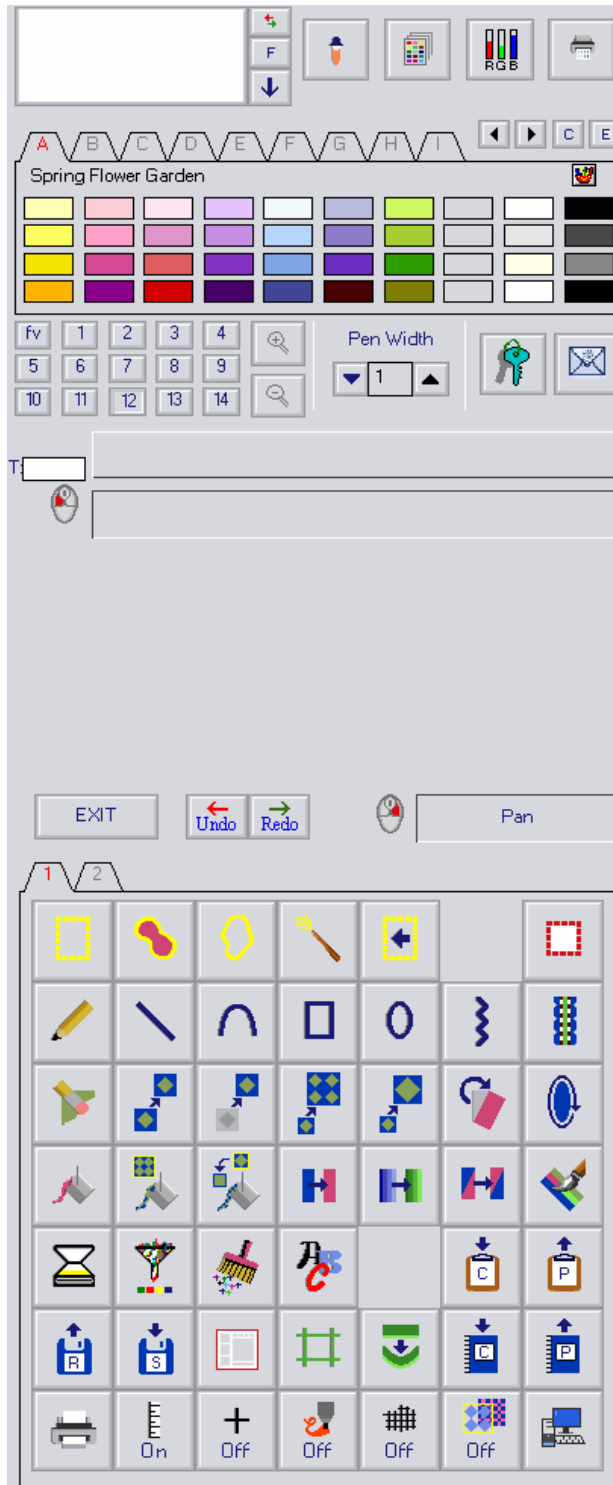
Have Fun!

Graphics-Toolbox Screen Region Map

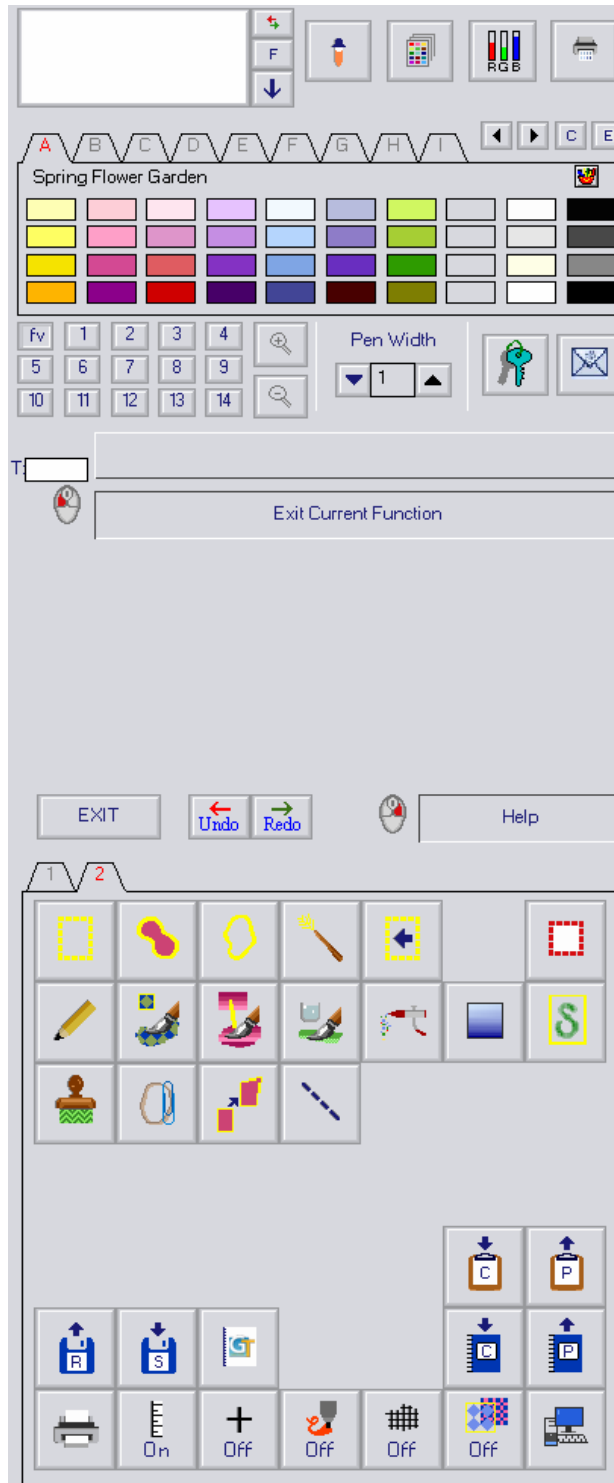


- A** – Drawing Area
- B** – Color Region
- C** – Zoom Controls
- D** – Pen & Line Width Controls
- E** – Shortcut List Key
- F** – Contact Us Button
- G** – Left Mouse Button Feedback
- H** – Function Feedback Area
- I** – Right Mouse Button Feedback
- J** – Function Buttons
- K** – Axis Coordinates
- L** – RGB numbers for the Current Color

Function Screen Page 1



Function Screen Page 2



The Fundamentals

Graphics-Toolbox is a creative graphic design tool, and we can utilize all the graphic functions most effectively if we have a thorough understanding of the fundamentals.

1. Tips for Getting Started with Graphics Toolbox - Here are some summarized tips to get you started using Graphics-Toolbox. It is much easier to use than other graphics programs, but like anything new, there is a learning curve. All of these subjects are covered further in their respective chapter, but reading through these fundamental points is a great place to start.

- a) This manual is very clearly written and has a lot of images from the program to illustrate the features. The features are grouped in logical ways, so if you read through the manual from the beginning, you will be learning the functions in a logical progression. It may be useful to print out the 83-page manual and have it next to you while you are working. You can add your own notes in the margins. You can also have the pdf file open in a program like Acrobat Reader while you are working in Graphics-Toolbox and switch between them to read about a function and then try it out.



The manual is also accessible from a button on Function Buttons Page 2 of the program. We want you to be able to easily access the manual, so clicking on this button will open this manual in pdf format.

- b) Graphics-Toolbox does not have the typical Windows drop-down menu bar along the top. All of the functions are illustrated with icons. If you hover over an icon, the name of that function appears in a box just above the Feedback Area. If you right-click a button, a Help message will appear, explaining how to use the function.
- c) The Drawing Area in Graphics-Toolbox is like a big desk - not a sheet of paper, like Word or Photoshop. You collect all of your images, manipulate them as you wish, combine them, layout your page, and then frame the final page before printing or saving. You do not print or save the whole Drawing Area unless you specifically have framed the whole drawing area. You can save and print just small images and open them later, placing them into new projects.
- d) Each of the icons look like that button's function. Think about it as this: you must select a button and then you can execute that function. For instance: click on the Line button, move your cursor into the Drawing Area, then draw a line; or, click on the Pencil icon, move your cursor into the Drawing Area, then you can freehand draw. The manual and Help messages can give you the specific steps for executing the various functions, but it all starts with clicking the desired icon/button.
- e) There are several framing tools, in the top row, that allow you to frame different types of images effectively. In addition to framing images for saving and printing, many of the functions specifically work within the framed area. For instance, Color Change is a very easy function that allows you to change all of the solid areas of a color within the frame, to another color.
- f) To open a file or a saved image, use the Read button. The Save button is right next to it. These buttons open up the typical Windows browser screen so that you can access your computer's drives.

- g) Files can be saved in any of the industry accepted graphic file formats. The Save section of this manual explains some of the specifics and advantages of the most popular ones.
- h) There are several ways to zoom in and out in Graphics-Toolbox, but the most fluid is with the mouse's roller ball. Point at the area in which you wish to zoom and pull the ball toward you. It will zoom in on your cursor point, essentially pulling the image toward you. Zoom out by pushing the roller ball away from you.
- i) While zoomed in, you can pan with the right mouse button. Stay within the Drawing Area, not out into the gray background. Point near the edge of the Drawing Area and click the right mouse button to move in that direction. Point at the right side of the Drawing Area and click the right mouse button and you will pan to the right. Point at the top of the Drawing Area and click the right mouse button and you will pan up, etc.

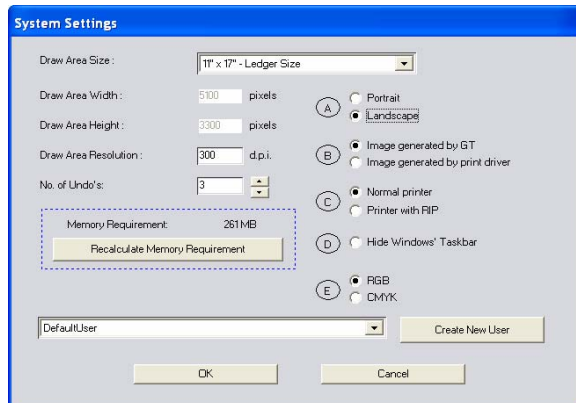
The roller ball and panning takes a little practice, but most people catch on quickly and then it is very easy to move around the Drawing Area smoothly and efficiently.

- j) The color in the large box at the top of the screen is the Current Color. Click on any of the colors chips in any of the color cards and it will become the Current Color. All of the Basic Drawing Tools, Outline, Color Fill and Text will be executed in the color in the Current Color box.
- k) The Feedback Area is the area above the Exit and Undo/Redo buttons. Most of the functions have sub-command buttons that appear in this area when they are clicked. Feedback information is also provided to help complete the function accurately. For instance, when drawing a Rectangle, sub-commands appear allowing you to choose a solid or hollow square or solid or hollow rectangle. After making the first click in the Drawing Area, measurements appear in the feedback area, changing as you move your mouse to help you accurately draw your shape. They disappear when you make the final click to complete the shape.
- l) Use our online Tutorial Videos and Slide Shows to create some projects. If you activate a slide show on our website, www.greatsoftwaretools.com, and have Graphics-Toolbox open at the same time, you can move back and forth, creating your own project while following our directions step-by-step.

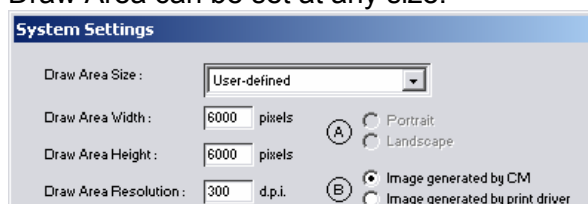


2. Review the Graphics-Toolbox System Settings

- a) Click on the System Settings icon to view the settings options.



- b) Notice that the Draw Area Size is set at 11"x17" with a Landscape orientation. This means that you have room to create many sizes of layouts and still have work space outside it to place images and move things around.
- c) Please note that the Graphics-Toolbox Drawing Area is like working on a big desk, not just a page as in most other programs. You can set your Drawing Area to be as large as you like (depending on your computer's resources). Then, when you are ready to save or print, you frame out the desired area and save or print only that section.
- d) To optimize Graphics-Toolbox for your computer, follow the instructions in the next chapter: Configuring Graphics-Toolbox for Your Computer.
- e) For future projects, the Draw Area Size drop-down window gives several standard options + User Defined. If you do not want a 11"x17" Drawing Area or one of the other standard selections, you should choose User Defined and the Draw Area can be set at any size.

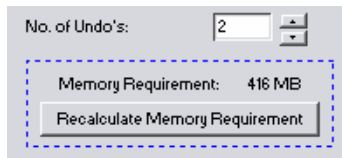


The Draw Area Width & Height numbers is a calculation of:
Desired Width or Height x Draw Area Resolution (dpi) = xxxx pixels
The above illustration shows the settings for a 20" x 20" Drawing Area.

- f) Draw Area Resolution - Graphics-Toolbox is a raster or bitmap based program. This means that every time you touch the screen and make a single dot, you have filled 1 bit/pixel. When you draw a line, you create a series of connected pixels.
- g) To help better understand resolution and dpi, Dots Per Inch, imagine graph paper. 100 dpi would be 100 little boxes wide and 100 boxes high within a 1" square. 300 dpi would be 300 boxes wide and 300 boxes high. The 300 dpi

boxes would be 1/3 the size of the 100 dpi boxes; therefore, lines made in 300 dpi will be finer and less pixilated.

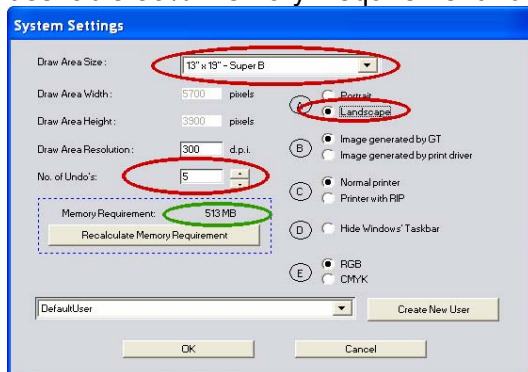
- h) We have set the default for your system to be 300 dpi, which is a high-resolution setting appropriate for photographs and detailed design work. There should rarely be a reason to work at a higher dpi; however, if your computer doesn't have a great deal of ram memory, you may choose to reduce the dpi setting to allow you flexibility with Draw Area Size and Undos.
- i) Beginners should determine the best dpi for their work and keep that setting. More advanced users can take advantage of different "tricks" and change the setting to meet different needs.
- j) Remember your GT dpi setting when scanning and be sure to adjust the scanner software to the same resolution (dpi) setting. An image that is not scanned at the same setting will not be received at life size. It will scan either smaller or larger.
- k) Number of Undos – The Number of Undos you can utilize is determined by the amount of available ram (memory) on your computer system.



You can check your system's memory in Control Panel → System.

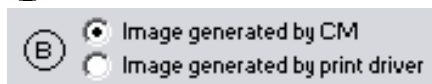
The Memory Requirement in Graphics-Toolbox calculates your Draw Area Size, dpi and Number of Undos. This number should not exceed approximately 50% of your available ram.

For instance, if you have 1 GB ram and you wanted to work in 300 dpi with a 13"x19" Super B Drawing Area, you could utilize 5 Undos and stay near the desirable 50% Memory Requirement number. The window would look like this:



If you have less ram, the Draw Area Size, the dpi or the Number of Undos has to be reduced.

- l) **(B)** Image Generated by GT vs. Image Generated by Print Driver



By selecting Image Generated by Print Driver we pass the image to be printed to the selected printer's driver and leave the printing largely to the print driver. The net effect is that GT would quickly return from the process of initiating the printing job, freeing up the program quickly for the next work that we want to do. But in this case, the print driver is free to interpret the image. Some printers would "dither" larger areas of the same color, introducing a downgraded, dotted effect for what is meant to be solid color areas.

If we want to ensure that we get solid colors from our printer, we should turn on Image Generated by GT. In this case, GT generates each and every physical printer dot, ensuring that all solid color patches print solidly. The slight penalty is that it will take GT slightly longer to generate the image and pass it to the printer's driver. To maintain consistent color printing, we recommend that you select Image Generated by GT.

m) Normal Printer vs. Printer with RIP



This should be set to a Normal Printer, unless you are outputting to a printer with a RIP (Raster Image Processor), in which case GT would "encapsulate" each print job, as is required by the receiving RIP-equipped printer.

n) Hide Windows' Taskbar



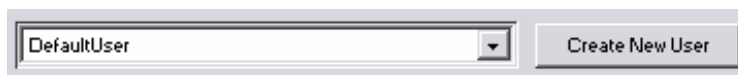
We can decide whether or not to hide Windows' Taskbar.

o) RGB or CMYK Color Control



We can decide whether to work in the RGB or CMYK color system. For most in-house printing work on ink jet and laser printers, you will want to work in RGB. The CMYK system is generally used for commercial printing.

p) Default User drop-down window



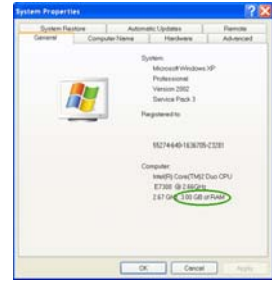
If more than 1 person uses the same system, we can Create New Users through this button. GT will store each user's Color Cards, Disk Clipboard, and preferences (e.g. Draw Area Size, Resolution, Choice of Transparency Color, last-used Read and Save directories, preferred Ruler unit of measure, and Frame Color).

To learn more about setting up a new user, refer to the Advanced Settings section of this manual on page 83.

3. Configuring Graphics-Toolbox for Your Computer – follow these steps to optimize Graphics-Toolbox for your computer.

a) Check to see how much RAM/Memory your computer has:

- Right-click “My Computer” on your desktop
- Choose Properties
- Make a note of how much RAM (Random Access Memory) is shown at the bottom of the screen.

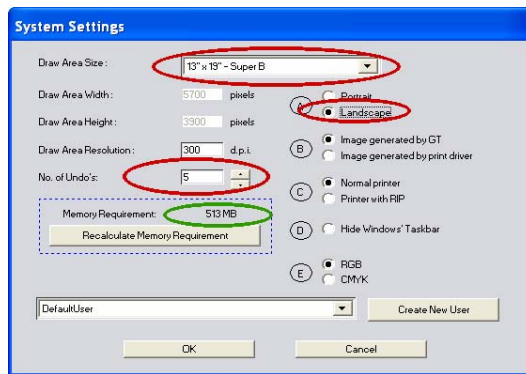


b) Adjusting the System Settings in Graphics-Toolbox



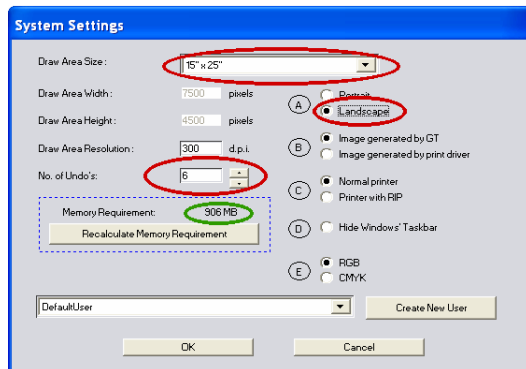
Click on the Change System Settings button in the bottom right of the function buttons. A new screen will open:

- **If you have 1 GB (1,000 MB) of RAM**, set the options to read like this:



Change the fields circled in red:
Drawing Area Size – choose 13x19 Super B
Orientation – choose Landscape
No. of Undo's – choose 5
 Please note that the memory requirement number on your screen (circled here in green) should be about half of the amount of ram you have. Here the number is 513 MB which is good for a system with 1 GB (1000 MB) RAM.

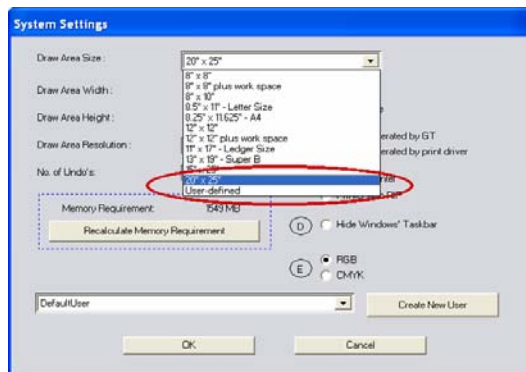
- **If you have 2 GB (2,000 MB) of RAM**, set the options to read like this:



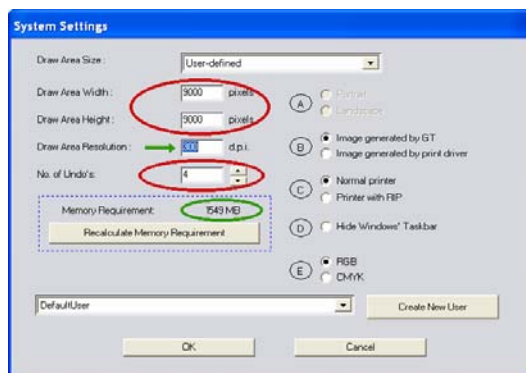
Change the fields circled in red:
Drawing Area Size – choose 15x25
Orientation – choose Landscape
No. of Undo's – choose 6

Please note that the memory requirement number on your screen (circled here in green) should be about half of the amount of ram you have. Here the number is 906 MB which is good for a system with 2 GB (2000 MB) ram.

- **If you have 3 GB or more of RAM**, you have a lot of flexibility in configuring your system. You can make your Drawing Area very large and you can set a higher number of Undo's. Just watch that the Memory Requirement number doesn't go much higher than half of your available RAM. For instance,



Change the fields circled in red:
Drawing Area Size – choose 20x25 or User defined
Orientation – If using 20x25, choose Landscape.



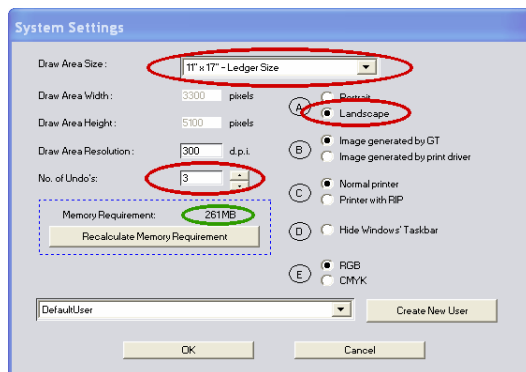
“User Defined” Guidelines – The Draw Area Width and Draw Area Height numbers are a calculation of:
 Desired Width or Height x Draw Area Resolution (dpi) = xxx pixels
 The above illustration shows the settings for a 30” x 30” Drawing Area based on 300 dpi resolution (photo quality).

No. of Undo's – Please note that the Memory Requirement number on your screen (circled here in green) should be about half of the amount of your system's RAM and it should never be a negative number. Here the number is 1,549 MB, so with a:

- 20”x25” Drawing Area: 8 Undo's is good for a system with 3 GB RAM.
- 30”x30” Drawing Area: 4 Undo's is good for a system with 3 GB RAM.
- A smaller Drawing Area would allow you to choose more Undo's.

Note: With a “User Defined” Drawing Area, the orientation is determined by the numbers in the Draw Area Width and Draw Area Height fields, that is why the orientation circular selectors are grayed out.

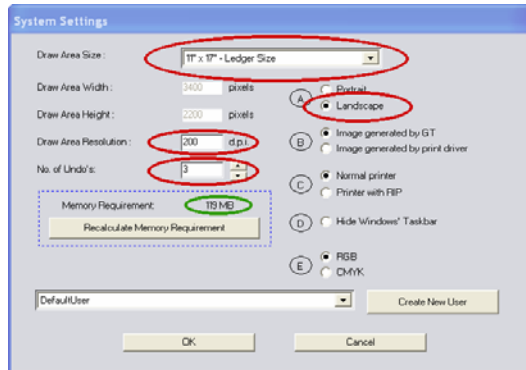
- **If you have 512 MB of RAM**, set the options to read like this:



Change the fields circled in red:
Drawing Area Size – choose 11x17 Ledger
Orientation – choose Landscape
No. of Undo's – choose 3

Please note that the memory requirement number on your screen (circled here in green) should be about half of the amount of RAM you have. Here the number is 261 MB which is good for a system with 512 MB RAM.

- **If you have 256 MB of RAM.** This is a very low number and is not ideal for working with graphics. The best way to work with this limitation is to reduce the Resolution number to allow for a comfortable Drawing Area and a few Undos. The default resolution of 300 dpi is photographic quality and 200 dpi will produce lower quality images, but should be adequate for most graphics created for school and home use.



Change the fields circled in red:
Drawing Area Size – choose 11x17 Ledger

Orientation – choose Landscape

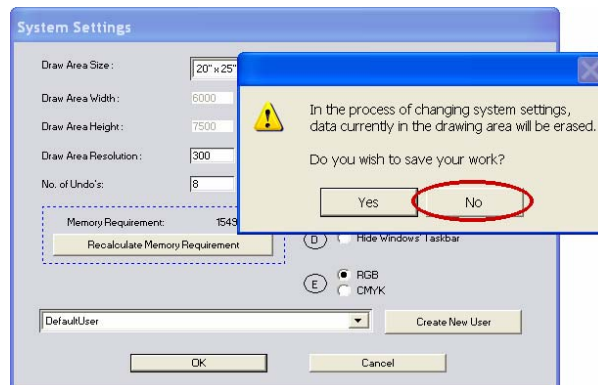
Draw Area Resolution – 200 DPI

No. of Undo's – choose 3

Please note that the memory requirement number on your screen (circled here in green) should be about half of the amount of ram you have.

Here the number is 119 MB which is workable for a system with 256 MB RAM.

- c) Once you have made the appropriate changes, click “OK” and a new screen appears:



Click “No” to finalize the changes.

Please note: If you have any image on your Drawing Area when you change the System Settings, you will lose that work, but as long as you don't have anything to lose, select “No” and the changes will be finalized.

If you do have work in the Drawing Area that needs to be saved, select “Yes”, return to the Drawing Area, save the images, then return to System Settings to set the new configuration.

4. Navigating the Screen

- a) Zooming – Graphics-Toolbox offers you 4 ways to zoom in and out of 15 view levels.



Zoom Level Buttons – These buttons allow you quickly select an exact zoom level between fv (full view) and zoom level 14. Create a small circle on your screen and try zooming in and out with these different methods:

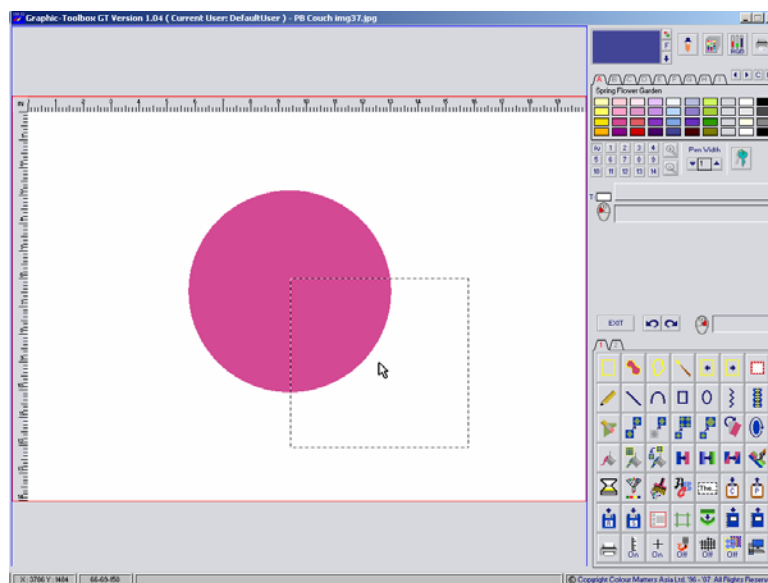


Note: To create a solid pink circle in the Drawing Area as shown below, first click on a pink color chip in the color cards. Then, click on the Circle function in the second row of the function buttons.

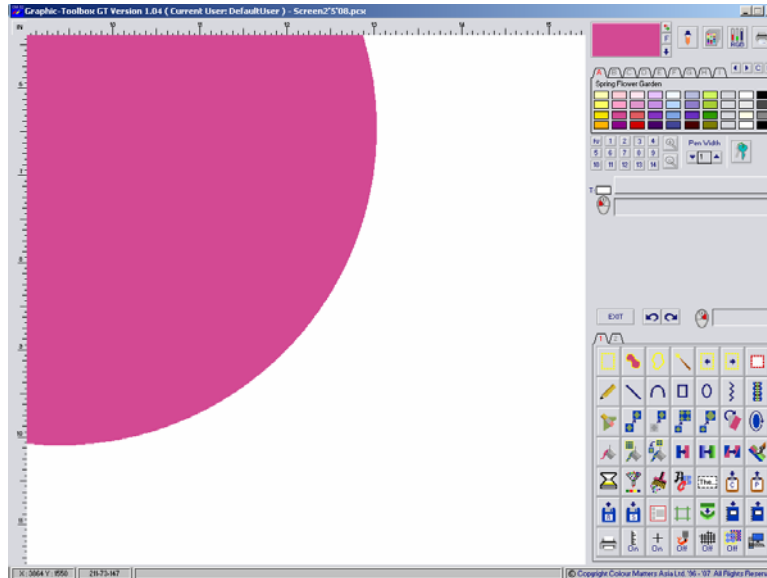


- Select the sub-command for a solid ellipse in the Function Feedback Area
- Left-click in the Drawing Area to place the center point of the circle.
- Move the cursor diagonally up or down until you achieve your desired circle shape and left-click to finalize.

Zooming In – After selecting a larger number, you must move your cursor into the Drawing Area and determine where you would like to zoom in. A dotted black square selector will be attached to your cursor. Move it to the position that you want to zoom in on and left click.



This example would then zoom in like this:



Zooming Out – Selecting a lower number or fv zooms you back to that level immediately.

Roller Ball – The roller ball on your mouse allows you to zoom in and out seamlessly while you are working. Point your cursor at the area of the screen that you want to target on:

Zooming In - Simply use your middle finger to roll the ball towards you to zoom in. Remember it by thinking that you are pulling the image on the screen towards you with the roller ball.

Zooming Out – To zoom out, use your middle finger to roll the ball away from you. With this motion you are pushing the image away from you.



Keyboard Shortcut – A useful keyboard shortcut is using the letter “Z” to zoom in and Shift + Z to zoom out. Each tap of the Z key, either alone or combined with the Shift key, adjusts the zoom view 1 level at a time. The zoom is targeted on the point of your cursor.

Please note that this zoom method is not available when working in Text because the program is recognizing the Z key as a letter.



Magnifying Glasses – These icons allow you to zoom in with the “+” glass and zoom out with the “-” glass one view level at a time. This zooming motion targets the center of the Drawing Area.



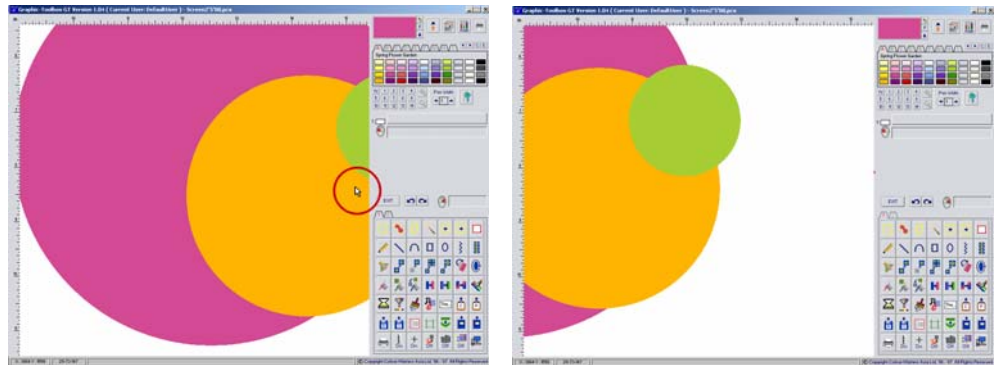
Design Tip – When zoomed in to view levels 13 and 14, you have the option of viewing the Grid. This allows you to carefully fine-tune lines. The button, found in the bottom row of the Function Buttons region, can be turned on or off.



b) Scrolling/Panning – While zoomed in, we need to be able to move around the drawing area without zooming out.

- Right Mouse Button – Holding down the right mouse button with your cursor near the right side of the Drawing Area, (not beyond the Drawing Area into the GT gray borders) scrolls you to the right. If you hold down the right mouse button and place your cursor near the top of the Drawing Area, you will scroll up. Likewise, with the left and bottom sides of the Drawing Area screen. You can also scroll diagonally by pressing the right mouse button in one of the corners.

This image illustrates using the right mouse button to scroll to the right of a zoomed-in image.



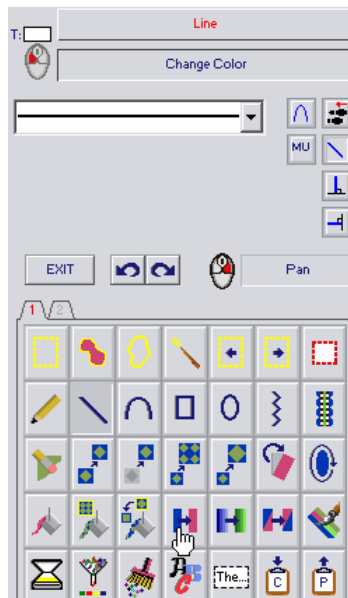
Zoom in on any image in your Drawing Area and practice scrolling. It is important to become comfortable scrolling with the right mouse button to make your design process smooth and efficient.

- Keyboard Arrows – When zoomed in close, at zoom levels 7 or higher, you can fine-tune your panning 1 pixel at a time using the arrow keys on your keyboard.

Zoom in close to your screen image and try panning with the arrow keys.



- c) Left Mouse Feedback Area – Under the Zoom Buttons/Pen Width area of the GT screen is a region designed to help you identify the various functions and remember which function is currently active. (See the Base Module Screen Region Map – area G.)



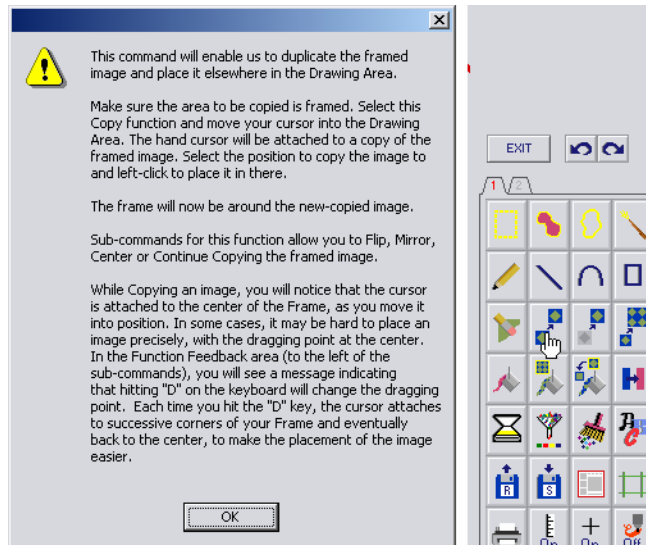
- The top box indicates the name of the active function, in this case, **Line**. The red print indicates that you have stopped searching for a function and it is in use. Notice that the Line button is depressed and the Function Feedback Area shows the sub-commands for the Line tool.
- The lower box indicates the name of the function that we hovered over, in this case **Change Color**. The blue print indicates that we are searching for the next function. Notice the hand cursor hovering over the Change Color button.
- These references are especially helpful in the early stages of learning Graphics-Toolbox.

Select some functions and hover over others to see what appears in the Left Mouse Feedback Area.



- d) Mouse Help Tips – As explained above, while zoomed-in in the Drawing Area, the Right Mouse button scrolls, but in the function area of the GT screen, the Right Mouse button is your interface to our Help tips.

Simply point at a button with your cursor, click the Right Mouse button and a Help message will appear. This example illustrates right-clicking over the Copy button.



- Read the Help message and click OK to make the window disappear.
- Remember this option once you begin working with the GT design tools.
- Try right-clicking over some of the GT function buttons and reading their Help messages.



e) **Pen Width** – Adjusting the Pen Width number changes the width of the lines in Freehand Drawing, Line, Topstitch, Curve, Rectangle, Circle, Outline, Color Pen, Pattern Pen, Cloning, Airbrush and Water Color. The number can be adjusted 3 ways:

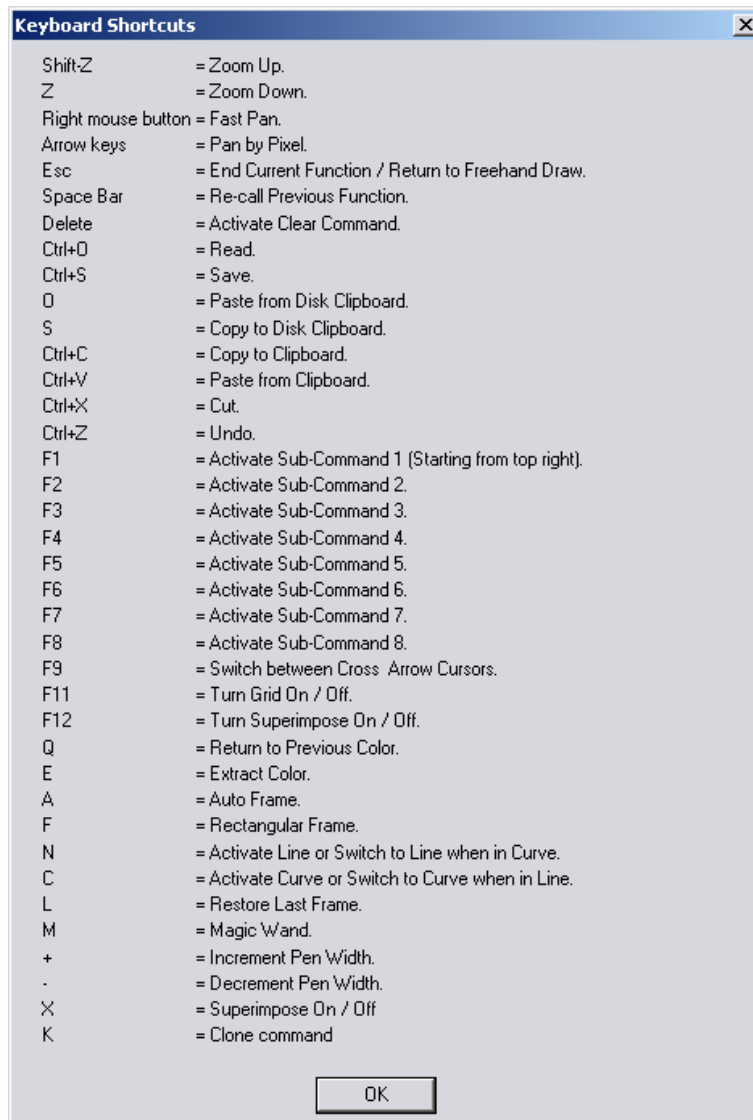
- Left-clicking the up and down arrows.
- Clicking in the number box to get a cursor, typing in your desired number, and hitting Enter on your keyboard.



Keyboard Shortcut – On the number pad section of your keyboard, press the “+” key to increase and the “-” key to decrease the pen width. Holding the key down causes the width to increase or decrease quickly. Tapping the key adjusts the width one increment at a time.

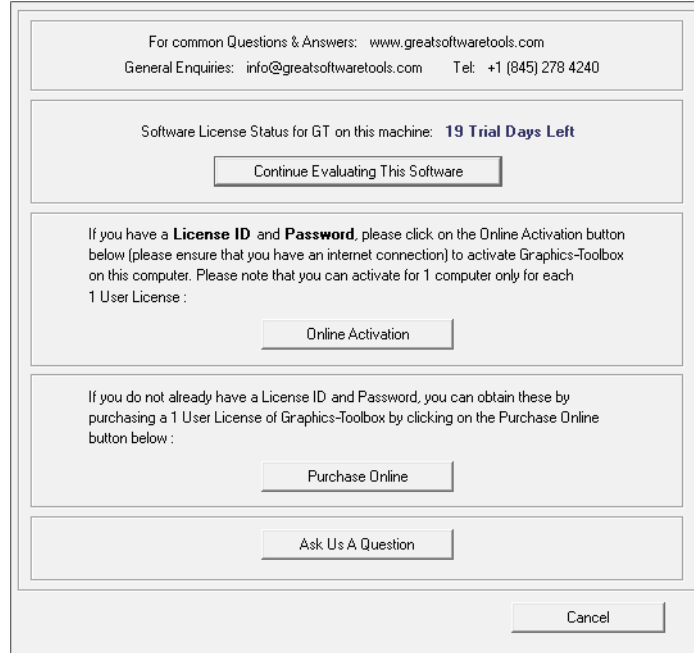


f) **Keyboard Shortcuts** – Many keyboard shortcuts are programmed into Graphics-Toolbox. Some are highlighted in this manual in the appropriate section. To access the complete list, click the Key button located below the color palette.





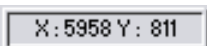
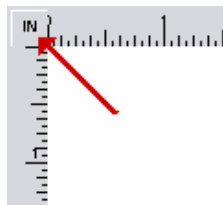
- g) Contact Us – This button opens a screen that provides you with our contact information. You can also check the software license status; click a button to activate your new or trial software; click a button to link to our website to purchase your license(s) of Graphics-Toolbox online; and ask a question by e-mail.



- h) Undo/Redo – If you have more than one Undo selected in the System Settings, you will have both an Undo and a Redo button visible. If only 1 Undo is chosen, only 1 button is visible, which acts both as Undo and Redo.



- i) Ruler – The ruler on the top and left side of the Drawing Area defaults to "on" when you open GT; you can turn it off by clicking this button in the bottom row of the function buttons. You can change the measurement unit of the ruler between inches and cm by clicking on IN or CM in the top left corner where the ruler intersects:



- j) Axis Coordinates – As explained in the System Settings section of this manual, the Drawing Area is composed of dots/pixels, so the entire Drawing Area is essentially a grid. You can identify your position by watching the "x" and "y" axis numbers in the bottom left corner of the screen. (See area **K** on the Base Module Screen Region Map.) x: 1 y:1 is the pixel in the bottom left corner of the Drawing Area. Notice the coordinates changing as you move your cursor around the Drawing Area.

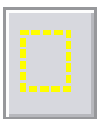
Framing Tools

Many of the Graphics-Toolbox functions are applied to the image within the framed area; therefore, it is important to understand how to proficiently use the framing tools.

The first 6 buttons in the top row of the function buttons are framing tools.



Saving and Printing: Since you are working on a big drawing area in GT, you will be framing the images that you wish to save and print. You do not automatically save and print the entire page as in other programs.

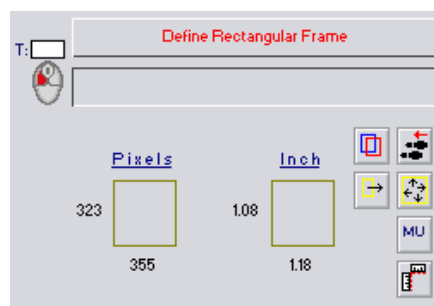



1. **Define Rectangular Frame** – This function allows you to place a rectangular frame around your designated area. [Frame the pink circle you created in the Zoom-In exercise.](#)


- Left-click this button to activate the function.
- Left-click in one corner of the image to be framed.
- Move the mouse diagonally across the Drawing Area and left-click a second time, creating a rectangular frame around your image.
- Remember to zoom in and out and pan across the screen as needed to capture the complete image.
- Turn the Crosshairs Cursor on or off as needed to help you accurately frame a large or irregularly shaped image. This button is in the bottom row of the function buttons.





Sub-commands and Feedback Area





-  **Redefine First Corner** – This function back-steps, allowing you to redefine the first corner of the rectangular frame without exiting the function.

-  **Frame Entire Drawing Area** – Left-click this button to automatically frame the entire Drawing Area.

-  **Change Measurement Unit** – Click this button to change to the measurement unit of your choice: CM, MM, Pixel or Inch.

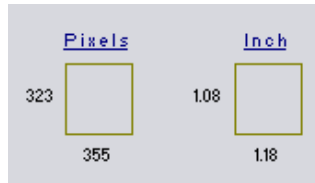
-  **Type in Frame Dimension** – Begin this function by clicking in the Drawing Area to plot the upper left corner of the frame. Select this command and input your desired frame's width and height. Click OK to finish the frame.

-  **Change Frame Color** – Click this button to change the color of your frame to the Current Color.

-  **Drag Side(s)** – Once this button is selected, the cursor changes to a double arrow as you hover over frame edges. Modify an existing frame edge by left-

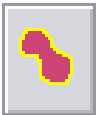
clicking the double arrow, dragging the line to your desired location and left-clicking again to fix the edge.

- **Feedback Area** – The 2 fields in the Feedback Area provide you with information about the frame. As you are dragging the cursor to create a frame, the numbers in the fields will change to show the changing dimensions. Use these numbers to create an exact sized frame.



Use this feedback information to check the frame size of an existing frame too. Just select this Define Rectangular Frame button to view the frame's dimensions.

Exiting a Function: To exit a function, select the Exit button on the screen, the Esc button on your keyboard, or your next function and continue working.



2. **Auto Frame** – Frame a solid shape or solid outline automatically by selecting this button and then left-clicking inside the solid area.

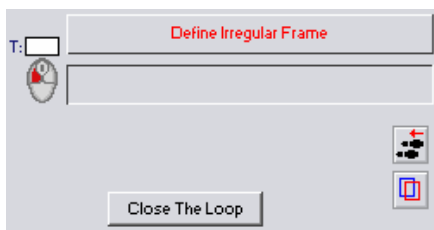
Neighboring colors can be framed together by clicking on each of the colors one by one before exiting the function.



3. **Define Irregular Frame** – Manually frame an irregular shape with this tool.

- Left-click this button to activate the function.
- Find a starting point, and then create a series of long and short frame lines to encircle the target image.
- Once you have circled back to the starting point, click the Close the Loop button in the Feedback Area to complete the frame.
- Do not “draw” the frame line by holding down the left mouse button and dragging the cursor around your image. That will create a very complex frame and you will not be able to take advantage of the Redefine Last Point sub-command.

Sub-commands and Feedback Area



Redefine Last Point – This function back-steps, allowing you to delete the last segment of the unfinished frame.

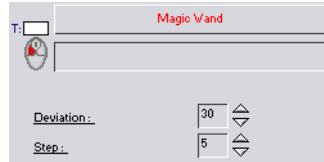


Change Frame Color – Click this button to change the color of your frame to the Current Color.



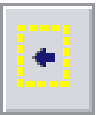
4. **Magic Wand** – The Magic Wand function allows you to put an irregular frame around a multi-colored object. It is ideal for selecting segments of scanned images with hundreds of tonal colors.

- Left-click the Magic Wand button and this Function Feedback Area will appear:



- The higher the **Deviation** number, the wider the **range of shades** to be collected in the frame.
 - As the **Step** number increases, so does the size of the **area** to be framed.
- The default of Deviation 30/Step 5 is usually a very good setting and a good place to start, so don't adjust the numbers until you have attempted framing the object.

Please Note – This command is cumulative, so once you make the initial frame, clicking outside the framed area or adjusting the Deviation and Step numbers will immediately adjust the frame shape and size.



5. **Previous Frame** – Select this button to frame the previously framed image.

Color Region

Life contains an infinite palette of colors. Colors affect our emotions: a bright blue sky can lift our spirits; a pink peony in full-bloom inspires awe; fall foliage can be breathtaking. The comprehensive Color Region within Graphics-Toolbox gives you the clear and accurate tools you need to showcase that emotion in your work.



1. **Current Color** – This box contains our Active/Current Color; the one we use for freehand drawing, Lines, Curves, Fancy Lines, Rectangles, Circles, and Color Fill functions.

Left-clicking a color in the Color Card or extracting a color from the Drawing Area makes it the Current Color. [Try left-clicking some colors in a Color Card to see the Current Color change.](#)



Restore Previous Current Color - This double arrow icon toggles us between the last 2 Current Colors.



Keyboard Shortcut - “Q” on the keyboard also toggles between the last 2 Current Colors.



Find This Color Within the Color Cards - This button enables us to see if the Current Color exists within our Color Cards System.

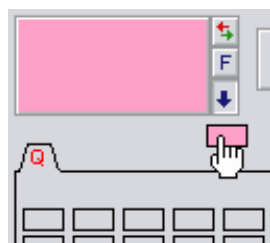
If a match is found, GT will go to the first Color Card that contains the Current Color, and the box containing that color will blink a few times. Then, we will be given the option to continue, to stop the search, or search for further instances of the Current Color in our other Color Cards.

[Left-click a color from Color Card A to make it the Current Color. Then, switch to Color Card C. Click this F button. Watch the Cards jump back to Card A; the matching color will flash.](#)



Place This Color In a Color Card – This down-arrow button enables us to place a chip of the Current Color into any one of our Color Cards, the Transparency Color Space or the Tonal Color Change color window.

Click once to select this function. Move the cursor and you will see a hand attached to a color chip containing the Current Color.



Drag it to its destination and click to place it there.

[Try dropping a color into a Color Card.](#)

T: 2. **Transparency Box** - This box holds the color that has been designated the transparent color.



- Turn Transparency On/Off - The transparent function can be turned on and off with this button in the bottom row of function buttons.
- We can choose 1 color at a time to be transparent.
- The default Transparency Color is 255,255,255 Pure White – the same color as the Drawing Area.
- We can change the Transparency Color by dropping a different color into this box with the Current Color down-arrow.

3. **Drawing Area Background** - The default color is 255,255,255 Pure White.



4. **Eyedropper / Extract this Color** – This color extraction tool enables us to pick up any color in the Drawing Area and make it the Current Color.

After selecting this button, move the mouse into the Drawing Area, and you will notice that cursor changes to an eyedropper. Left-click over the color to be extracted. It will appear in the Current Color window.

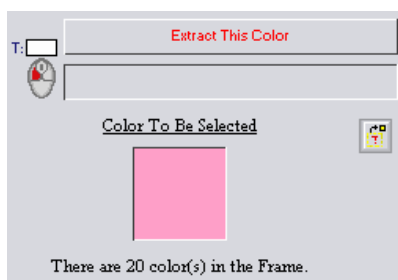
This function was designed to allow a successive extraction of different colors from the Drawing Area until we get the desired one, or to extract multiple numbers of colors and successively place them into one or more Color Cards so it doesn't exit automatically.

To exit this tool, either click Exit on the Graphics-Toolbox screen, the Esc button on the keyboard, or select your next function.



Keyboard Shortcut - "E" on the keyboard functions as a single color-extracting tool. Point at a color in the Drawing Area and select "E" on the keyboard to make that color the Current Color.

Sub-commands and Feedback Area

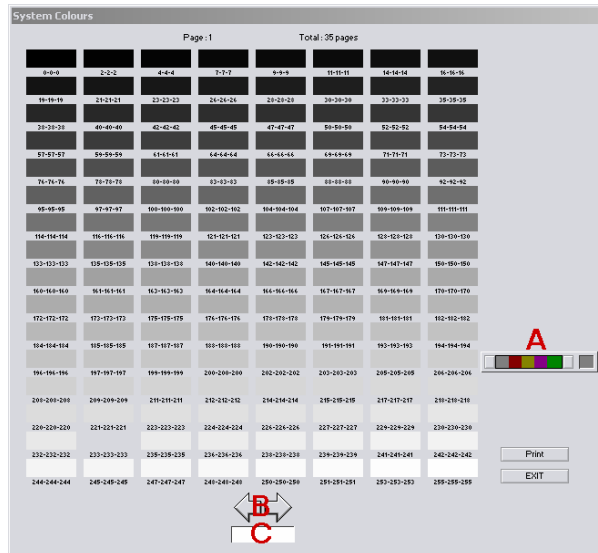


All Colors within Framed Area – When this sub-command is selected, all the colors within the framed area will be put into a new Color Card.



5. **Color Library** – Through this command, we can access our built-in System Color Library.

- a) Understanding the System Library – Our System/RGB Library is composed of 32 pages of colors arranged tonally.



You can access these colors 4 ways:

A. Left-click the boxes on the left and right of the color bar to scroll through the color indexes that correspond to the available tonal pages. Left-click on the desired color to display the corresponding page.



Then, left-click on the actual color you want. It will become the Current Color.

B. Scroll through the pages with the left and right arrows until you locate your color. Left-click the color you want and it will become the Current Color.

C. Type in the page number from 1-35 and hit Enter on the keyboard. Left-click your color and it will become the Current Color.

D. Note the RGB numbers from your printouts for the colors that you want and access them with the RGB Glide. The RGB Glide function is described in a following section.

Practice navigating through the System Library. Select some colors and place them into your Color Cards.

b) Printing the System Library - This System Color Library may be printed once your best printer settings have been determined.

- To check your color output quality, do a test print of the System Library. Be careful to adjust the entry of pages to be printed so that you only print one letter size/A4 page and not the entire library at this time.
- Make a note of the color setting preferences and write them on the test print page.
- If a printer is set on Automatic color settings, the quality of the color printouts is usually inferior to printing options within the Custom settings. Review the different color options available on your printer and print another test page. Write the color setting preferences on each of the pages you print out.
- Once you have tested all of the good color options, review the test prints and select the best one. Make the color setting used in that print the default for your system in: Control Panel → Printers.
- The quality of the paper is another important factor in good printouts. Make sure you are using the correct type of paper for the printer. For instance, ink jet paper for ink jet printers; laser paper for laser printers. Coated papers produce a more vivid printout. Matte finishes work well to illustrate textiles. Glossy papers work well for photographic quality images.
- The test prints and ultimately the Color Library should be printed out on the same paper that you intend to use for your final printouts. Remember to change the Paper Quality/Media Type in your printing preferences to match the quality of the paper you are using.

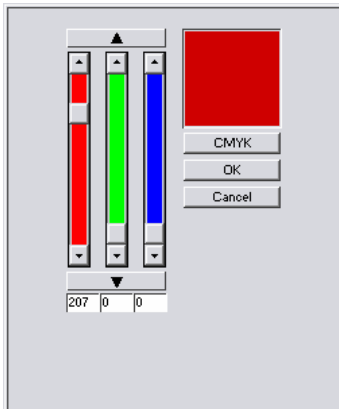
c) Organizing your Color Libraries - The best way to organize your Color Library is to:

- Store the printed pages in a binder with dividers between the library and Color Finder pages to be added later. (We will explain the Color Finder function later in the manual.)
- Page protectors are not recommended because they cause glare when trying to match colors and extra work if you remove the pages for matching.
- Write the date, printer model number and print preferences used for the library on a sticker inside the front cover for future reference, in case settings get disrupted.



6. **Color Glides** – RGB or CMYK - Since we have a choice of working in the RGB or CMYK color systems, we can adjust the colors on the appropriate glides. RGB mixes colors using **R**ed, **G**reen and **B**lue. CMYK mixes **C**yan, **M**agenta, **Y**ellow and **B**lack.

RGB Glide



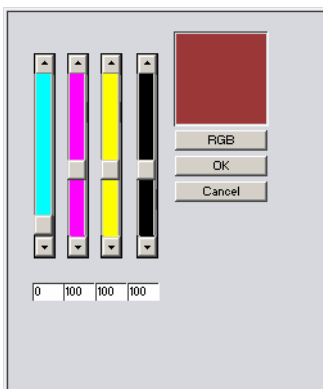
- In the RGB system, 0,0,0 is pitch black and 255,255,255 is true white. All the other colors are somewhere in between. Every color in our Color Library can be distinguished by its RGB code.
- All the different combinations of numbers in the RGB system will create over 16 million colors!
- We can use this set of RGB levers to fine-tune a color by sliding the RGB tabs up and down, by clicking on the arrows at the top and bottom of each glide, or by typing in a new RGB set of values.
- For the color to be registered properly, when typing in the RGB values it is necessary to press Enter or Tab on the keyboard after inputting the last number.
- All the levers can be adjusted evenly by clicking on the arrow bars at the top or bottom of the glide.

255-159-200

The RGB code for the Current Color is shown on the bottom left of the Drawing Area screen. See area **L** on the Base Module Screen Region Map.

- This RGB glide is the default when RGB is selected in the System Settings options. To shift to CMYK temporarily, you can select the CMYK button in this window and the CMYK glide will appear.
- Try sliding the glide tabs up and down and see what happens to the colors. Type in any number between 0-255 in each box and hit Enter and see the effect. Try dropping the new Current Color into your Color Card.
- Selecting OK makes the color the Current Color and closes the window.

CMYK Glide



- In the CMYK system, 0,0,0,0 is true white and 100,100,100,100 is true black.



7. Color Finder - The Color Finder is a wonderful tool for generating tones of a color.

- To utilize the Color Finder, make your target color the Current Color.
- In this example, our target color is green 140-189-66 (the RGB Numbers).
- Using the RGB Glide, type in these numbers and hit Enter, making this green the Current Color. Click on the Color Finder button. This screen appears and 140-189-66 is shown at the top of the screen and in the center of the page of colors.



- An array of neighboring colors is positioned around the target color. Left-clicking on the top arrow will spread the colors out more, creating a wider difference between the darks on the top and the lights on the bottom. In this example, the colors were spread out 1 step. Try clicking the top arrow a few times and notice the different effects.
- To accurately evaluate the new color match, you will need to print out the page. You have the choice of printing a Full Page or a Half Page. Be sure to print using the Print Preferences used to print your Color Libraries.
- If you were comparing the printout to a color chip, you would see that the center column, which houses the target color in the center, provides you with evenly distributed lighter and darker shades of the target color. As you compare the columns to the left and right, you will see that the cast of the color changes slightly, more blue, more yellow, etc. Choosing one of the colors from the other columns allows you to adjust the cast as necessary.
- If you are matching to a standard and that color is still not found on the new Color Finder page, you can right-click on the closest color and make that the new target color. This new target color will move to the center and a new page of neighboring shades will be displayed.

- If this original Color Finder screen is no longer open, you can type the new target RGB numbers into the RGB Glide and make this color the Current Color. Then, select the Color Finder function and repeat the process.
- Left-clicking on the desired color in the Color Finder page will make it the Current Color.

Design Tip – We often like to have several shades of a color when designing graphic images. If we need 3 shades of green for a leaf, for instance, we can make our color standard the target color, select Color Finder, spread the colors out 1 or 2 steps, select the dark green at the top and the light green at the bottom and add them to our Color Card.



8. **Color Cards** – The GT Color Cards were created to give you a broad selection of color palettes for daily graphic color needs.

Each card has a theme and the colors on that card work well together. Staying within the palettes is a safe way to create well-balanced graphic images, but feel free to experiment by mixing colors from different cards. There is an endless opportunity to create beautiful color combinations in graphic design work.



- GT's Color Card system allows you to easily organize and access your colors. Colors and cards can be named and groups of cards can be archived for easy access and future use. There are many benefits to spending some time to name and organize your colors.
- Each card holds up to 40 colors.
- Colors are placed into the Color Cards by using the down-arrow next to the Current Color as explained in the Current Color section of this chapter.



8 tabs appear across the top of the cards, but we can have more than 8 cards available to us at any time. This group of cards is called the Resident Pack of Cards. Use the arrows to scroll across the tabs to reach beyond the 8 cards showing.

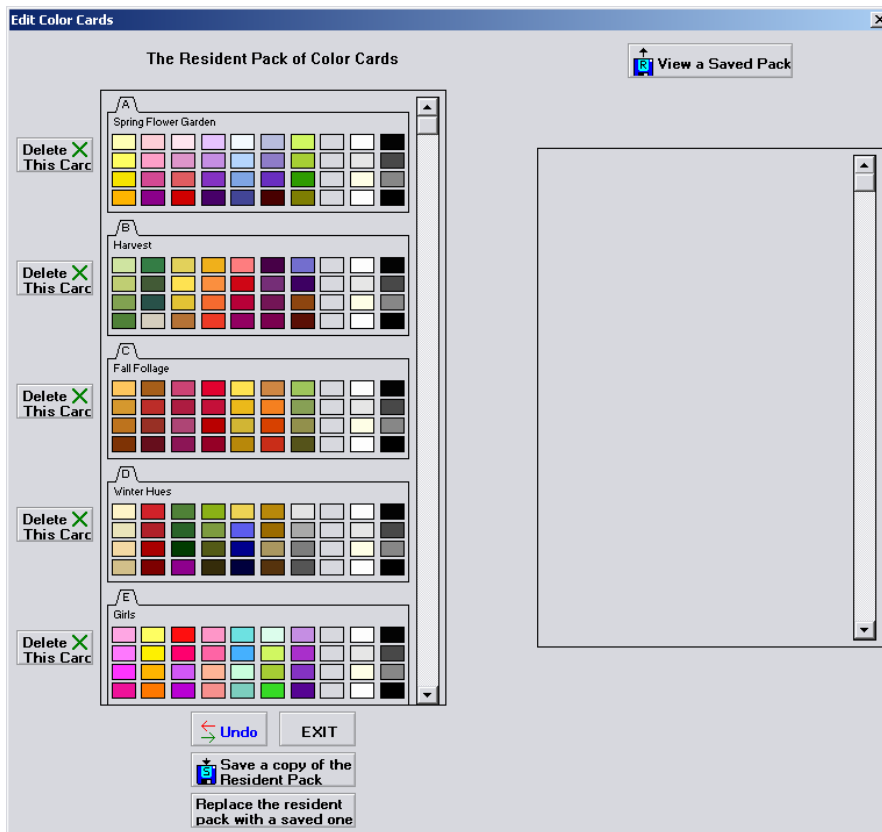


This “C” button creates a new card and adds it to the end of your current Resident Pack of cards. The 8 basic colors are included to get you started, but use the Color Library, RGB Glide and Color Finder to select other colors to add into your custom cards. You can add an unlimited amount of Color Cards, but too many can become inconvenient since it requires more scrolling with the arrows. We recommend instead that you organize your Color Cards in the Edit screen by season, project, or a label that makes sense for your project. Then, you can open smaller Resident Packs that are useful for your current project.



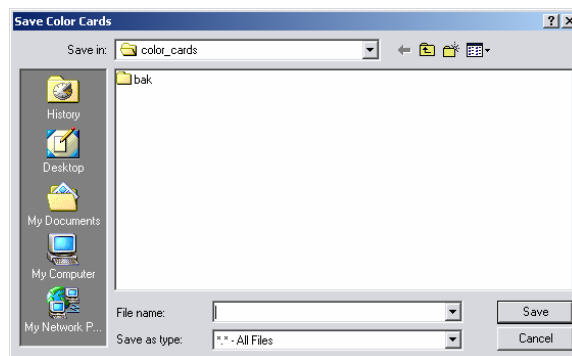
9. **Editing Color Cards** - The “E” button takes us into the Edit screen where we manage our Color Card System. We can delete colors, move colors, delete cards, save Resident Packs and replace Resident Packs with saved ones.

Select E above your Color Cards to view your Edit screen.



- a) Save a Copy of the Resident Pack – Please remember to save your cards periodically.

- Save your initial set of Color Cards to practice the procedure.
- Left-click this box near the bottom of the window and a Save Screen will appear.



- Type a file name that makes sense for the cards you are saving: for instance, the date, season or project. In this case, call the cards “GT Life Colors.”
- Click on Save and the Resident Pack will be saved on the hard drive.

- Color Cards are saved in this directory:
<Drive Name>\Graphics-Toolbox\Users\Default user\ color_cards\
- In this color_card folder, you will see another folder named “bak.” This folder is where GT is storing automatic backups for your Color Cards. Every time a color is added to a Color Card or a color or card is named, GT automatically stores a backup copy for the entire stack of cards in this directory.
- The backups are called "a.bak", "b.bak", "c.bak" etc, in a round robin fashion.
- In the unlikely event of your Color Cards System getting corrupted, you have the last 26 "snapshots" of your Color Cards System to fall back on.
- You can look at the time and date of the ".bak" files in Windows Explorer to determine which backup is the latest one, and then use that backup to replace your corrupted Color Card System through the “Replace the Resident Pack with a Saved One” button.

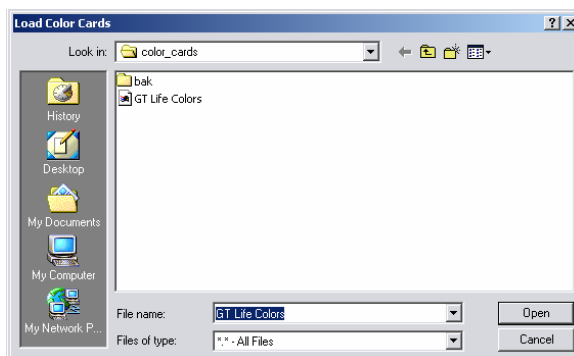
b) Delete a Color – Left-clicking on a color chip will delete it. [Once you have saved your Resident Pack of Cards, click on a black or white chip in one of your Color Cards to practice deleting a color.](#)

c) Delete a Card – When deleting a card, left-click the “Delete This Card” button on the left of it. [Do not practice deleting a card until you have saved your Resident Pack of Cards.](#)

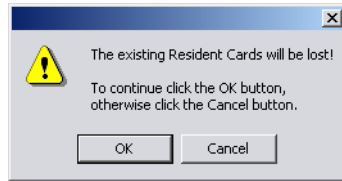
Replace the resident pack with a saved one

d) Replace the Resident Pack with a Saved One – Since we hope that you will be saving groups of cards under useful names, this is the way you will open them and make them current in the Drawing Area.

- Select the “Replace Resident Pack with a Saved One” button at the bottom of the screen to call up the Load Browser.



- [Click on a file to highlight it and select Open.](#)
- Before the select group of cards appears in the Edit window, a warning message will appear, confirming that you want to replace the old set with this new one.

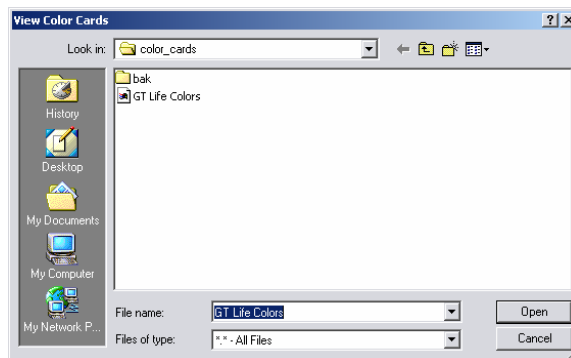


- Please note that if the existing set of cards has not been saved, when they are replaced, they will be lost. However, if you save the existing Resident Pack of Cards before you replace them, they can always be retrieved again the same way.
- If your first set has been saved, at this point you can click OK and the new set will appear in the Edit screen. If your first set has not been saved, select Cancel. Then, go back to the “Save a Copy of the Resident Pack” button and follow the steps listed above before replacing the cards.

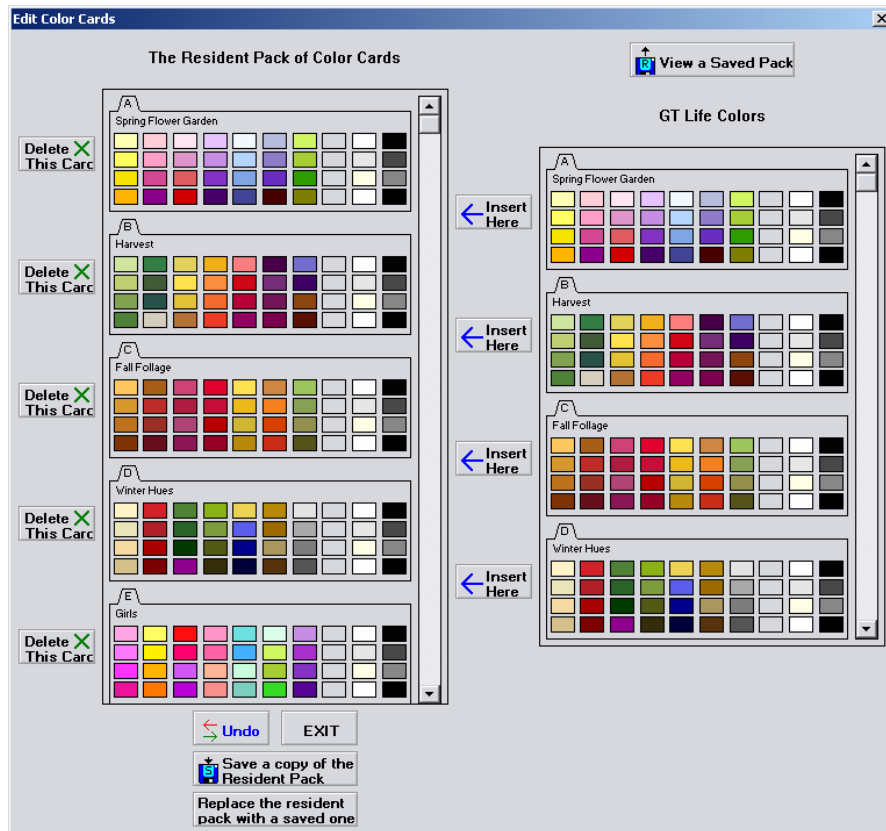


e) View a Saved Pack – We have the option of adding individual colors or cards to our existing Resident Pack.

- Select this button on the upper right of the Edit window and the View Color Cards window will appear.



- Highlight the file that you want to view and it will be displayed to the right of the Resident Pack of cards. Notice that the file name is indicated above the displayed cards.



- Left-click on any color on the right side of the screen, and you can copy it to any box in any card of the Resident Pack of Cards on the left.
- Copy an entire card from the right to the left by left-clicking on the “Insert Here” box located next to the target card.
- You can position the copied colors and cards exactly where you want them by scrolling down the Resident Pack of Cards with the arrows and glide tab on its right.
- All card and color names will be remembered when they are copied to the Resident Pack.
- Try following the above steps and view the pack you saved as GT Life Colors. Copy one of the colors into your Current Resident Pack of Cards. Copy an entire card from right to left. Exit and see how your color cards have changed.

f) Undo – You are allowed only 1 Undo/Redo operation in the Edit screen.

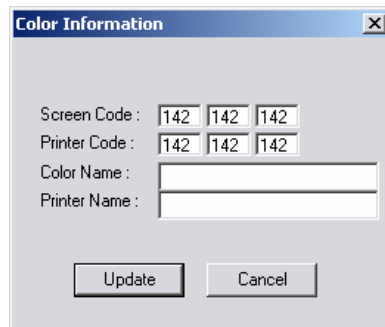
10. **Naming Colors and Color Cards** – There are many benefits to taking time to name your colors and Color Cards. It is good to learn the steps early in your training so that it will become a routine.

- a) Naming Colors – Notice that when you hover over a color in the Color Card, within 1 second the color name and RGB code appear. That information will be displayed for about 5 seconds. Hover over several colors to see the effect.

If the color was brought in from our System Library, or created from the Color Glides or the Color Finder, no name is shown, only the RGB code.

To learn to custom name your colors, let's follow these steps:

- Select the Color Library button and left-click one of the grays on the first page. It will become the Current Color. Use the down-arrow to drop that gray into a Color Card.
- Right-click on the new gray in your Color Card and a Color Information screen will appear.



- Type "Slate" in the Color Name box.
- Now, when you hover over that gray color in your Color Card, the name Slate 142-142-142 appears.
- Printer Name – You also have the option of typing in the name of the printer used to print out the Color Libraries from which this color came.
- Once the printer name is typed in once, that name will default in this window when naming future colors. If you ever want to refer to a different printer, simply retype a new printer name.
- Screen Code/Printer Code – Different monitors display colors differently, and some colors can look extremely different on the screen than they will be printed. If this occurs and it is too distracting, you can key in a different screen code so that it appears better as you work.

b) Naming Color Cards – In addition to the tab letters, it is useful to name the cards with appropriate titles.

- To do this, simply left click in the gray area under the tabs to get a cursor.

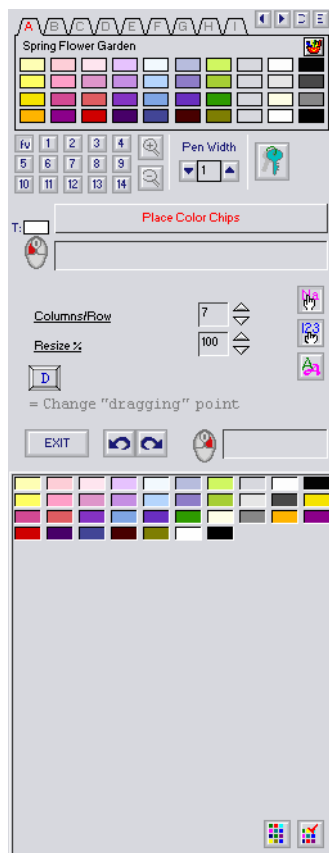


- Type your card name and hit Enter on your keyboard to fix the name.
- To change the name in the future, highlight the name with your mouse, type a new name, and hit Enter on your keyboard.



11. Place Current Color Card Chips – This button is on the top right corner of the Color Cards. It allows you to place all the colors in that card in the Drawing Area. This is good for printing out or saving images of your Color Cards.

- When selected, a screen appears that displays all of the card colors and gives options for arranging them.



- Notice that all the colors in the bottom screen look pushed in. They are selected. If there are colors that you do not want to place with the rest, left-click them and they will be deselected.

- In this case we want to place the Spring Flower Garden Colors, but not the background gray and the 8 basic colors on the right. Left-click those 9 colors.

- Columns/Row – We can select how many columns we want in our chip arrangement. We are choosing 7 so that our image will replicate the Color Card layout.

- Resize % - We can increase or decrease the Color Card Chip size by typing a number in this box or clicking the up or down-arrows.



Show Color Name - When this button is selected, the color chips will display the color's name.



Show RGB Value - When this button is selected, the color chips will display the color's RGB code.



Select Font – Adjust the font style, size and effect to be used in the layout text.

- Once you have adjusted your settings, move the mouse into the Drawing Area and a layout of your colors will move with it. Click in the Drawing Area to place it. The layout with 7 columns will look like this:

Narcissus RGB: 255,255,180	Cherry Blossum RGB: 253,206,215	Apple Blossum RGB: 255,229,239	Wisteria RGB: 230,194,255	Spring Mist RGB: 242,249,255	Hydrangea RGB: 183,188,221	Spring Green RGB: 208,247,97
Forsythia RGB: 255,255,98	Peony Pink RGB: 255,159,200	Cyclamen RGB: 222,149,202	Lilac RGB: 197,142,227	Muscari RGB: 181,213,253	Blue Phlox RGB: 142,124,200	Leaf Green RGB: 166,206,52
Daffodil RGB: 245,227,0	Pink Lily RGB: 211,73,147	Orange Crown RGB: 223,92,97	Pansy Purple RGB: 132,50,195	Bluebells RGB: 127,165,228	Delphinium RGB: 105,46,192	Foliage RGB: 46,155,0
Crocus RGB: 255,180,0	Grecian Windflower RGB: 139,0,138	Tulip Red RGB: 207,0,0	Iris RGB: 71,0,104	Grape Hyacinths RGB: 66,69,150	Wet Earth RGB: 72,0,0	Moss RGB: 126,126,2

Please note – If a color is used 2 times in the same card, GT will only show it once in the Chip screen.

Design Tip – Since many colors can look similar on the screen, it can be helpful to print a Color Card Chips page like this with the color names and RGB numbers included. Since it looks like the layout of your Color Card, you can place it next to you on your desk to help recognize different shades. It is also a good way to check how the colors in a collection look printed all together.

Follow the above steps and create a Color Card Chip layout using one of your Color Cards.

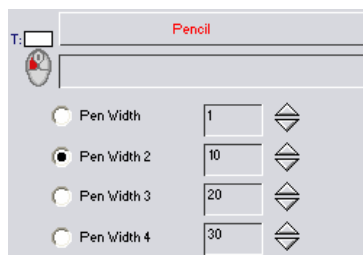
Basic Drawing Tools

These five basic drawing tools are easy to learn and fundamental to graphic design.



1. **Freehand Draw** – Use this button to activate Freehand Draw.

- Adjust the Pen Width with the arrow keys on the screen or the + / - keys on the keyboard.
- To set custom Pen Width settings refer to the Feedback Area.



- Adjust the numbers in each of the Pen Width boxes by either using the arrows or typing a number in the box and hitting Enter on your keyboard.
- Your custom settings will be saved and available every time you open GT.



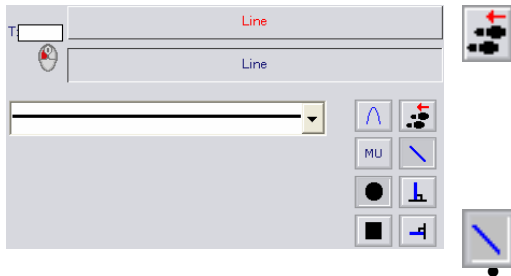
Design Tip – A drawing tablet is very useful for freehand drawing and many of the other drawing tools. A stylus pen comes with the tablet, so drawing is much more natural. While using a tablet and pen, you have the option to Turn Pressure Sensitivity On, which allows you to press down with the pen to get a thick/thin brush-stroke effect. This effect is not possible with the cursor.



2. **Line** – Use this tool to draw straight lines in the Current Color and current Pen Width.

- To draw a line, left-click at the first end, drag the cursor and make a second click at the other end to complete the line.
- Remember that the Pen Width setting controls the width of the line. If in the middle of drawing a line, you realize that the Pen Width is not correct, drag the cursor to the Pen Width window and make the adjustments or hit the + or - keys on the keyboard and return to the Drawing Area to finish your line.

Sub-commands and Feedback Area



- **Cancel Last Point/Back-Step** allows you to correct a line or series of lines without exiting or undoing the line. You can select this sub-command as many times as needed to back-step along the line.



- **Line** – This default setting allows you to freely draw a line in any direction.



- **Vertical Line** – Selecting this command maintains a vertical line. Clicking it again turns it off, resuming the default Line setting.



Horizontal Line – This command maintains a horizontal line. Clicking it again turns it off, resuming the default Line setting.

- **Keyboard Shortcut** – The Shift key forces the line to maintain a vertical or horizontal direction.



- **Switch to Curve** – Line and Curve are essential partners in graphic design, so Curve is a sub-command in the Line function and Line is a sub-command in Curve. Selecting the Curve sub-command here allows you to seamlessly begin drawing curves without disconnecting from your line.



- **Keyboard Shortcut** – The “C” key will switch you to the Curve function without disconnecting. The “N” key will return you to Line.

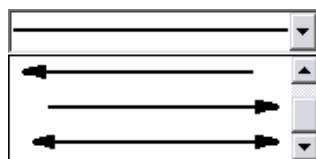


- **Change Measurement Unit** – Click this button to change to the measurement unit of your choice: CM, MM, Pixel or Inch.

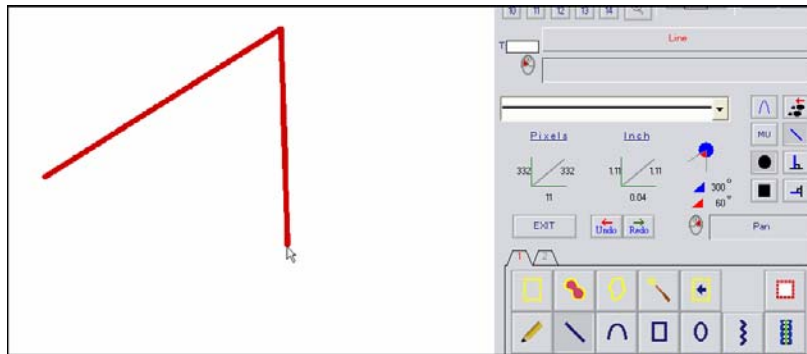
- **Rounded End Points** – When this sub-command is on, your lines will have rounded ends and corners. This is the default setting.

- **Rectangular End Points** – Selecting this sub-command will allow you to draw lines with crisp rectangular ends and corners.

- **Line/Arrow Drop-Down Window** – Select from the drop-down window if you want to change the line to a single or double-headed arrow.



- **Feedback Area** – When drawing Lines, the Feedback Area provides 3 fields of valuable information to help you draw with precision. As you move your cursor the feedback information changes.



Pixels – The first field displays the length of your line in pixels, in the vertical, horizontal and diagonal directions.

Inches – The second field displays the length of your line in inches, in the vertical, horizontal and diagonal directions. Note that you can change the Measurement Unit of this field to CM or MM by clicking the “MU – Change Measurement Unit” sub-command.

Degrees – The third field appears after one line is drawn to display the angle of the subsequent line in relation to the previous one. The appearance of the lines in the feedback area changes as you draw new lines in the Drawing Area. The blue and red color keys indicate the interior and exterior degree measures.

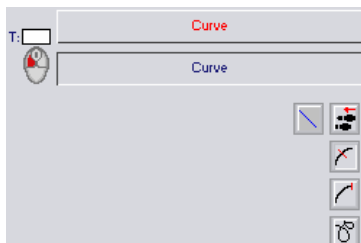


3. **Curve** - Use this tool to draw curves in the Current Color and current Pen Width.

As with the straight Line function, the Pen Width setting controls the width of the curved line. If in the middle of drawing a curve, you realize that the Pen Width is not correct, drag the cursor to the Pen Width window and make the adjustments, or hit the + or - keys on the keyboard and return to the Drawing Area to finish your curve.

Creating a curve is a 3-click process, but there are 2 methods from which to choose: “Drag the Middle Point” or “Drag the End Point”.

Sub-commands and Feedback Area



Redefine Last Point allows you to correct a curve or series of curves without exiting or undoing the curve. You can select this sub-command as many times as needed to back-step along the curve.



Drag Middle Point – This curve method is the default.

- ❖ To begin your curve, left-click on the first end point.
- ❖ Drag the cursor and click to set the curve's opposite end point.
- ❖ Next, pull out the curve by its center, creating the curve shape that you want.
- ❖ The third click sets the curve.



Drag End Point – Select this sub-command to use the second curve method.

- ❖ To begin your curve, left-click on the first end point.
- ❖ Drag the cursor and click to set the curve's center point.
- ❖ Next, pull out the curve by its end, creating the curve shape that you want.
- ❖ The third click sets the curve.



Continuous Curve On/Off – The Continuous Curve function allows you to treat successive curves as “related,” so that as you define a further curve. The previously drawn curve is modified to create a smooth flowing entity. Turn this sub-command on to create free flowing curves.

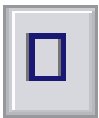


Switch to Line – This sub-command allows you to switch to the Line function without disconnecting from your curve.



Keyboard Shortcut – The “N” key will switch you to the Line function without disconnecting. The “C” key will return you to the Curve function.

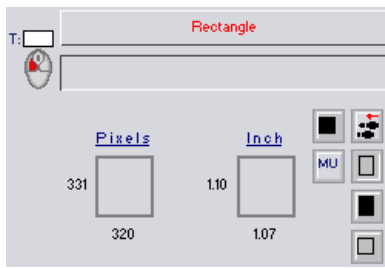
The Curve tool was designed to allow you to continuously draw more and more curves, so it doesn't exit automatically. To exit this command, simply choose your next command, or click the Exit button on the screen, or hit Esc on your keyboard.



4. Rectangle – Use this command to draw rectangles in the Current Color and Pen Width. After selecting this function, notice the sub-command options. The steps for drawing a Rectangle are the same for all 4 types: Hollow Rectangle; Solid Rectangle; Hollow Square; and Solid Square.

- Select the sub-command for your desired rectangle style.
- To place the first corner of the rectangle, left-click in the appropriate space in the Drawing Area.
- Move the cursor diagonally up or down across the Drawing Area until you achieve the desired size, and left-click a second time to create the final desired shape.

Sub-commands and Feedback Area



Redefine 1st Corner – This function back-steps, allowing you to redefine the first corner of the rectangle without having to exit the function and start over again.



Change Measurement Unit – Click this button to change to the measurement unit of your choice: CM, MM, Pixel or Inch.



Hollow Rectangle – A rectangle of any size can be created with the outside line the same thickness as the Pen Width. The Pen Width can be adjusted as you are drawing the rectangle. This sub-command is the default.



Solid Rectangle – This option allows you to create a solid rectangle of any size. The Pen Width is not considered.

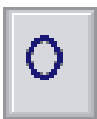
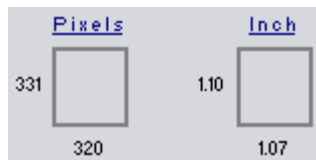


Hollow Square – The aspect ratio is maintained with this sub-command, allowing you to draw a perfect square. The Pen Width determines the thickness of the outside line. The Pen Width can be adjusted as you are drawing the Square.



Solid Square – A perfect solid square is achieved with this tool. The Pen Width is not considered.

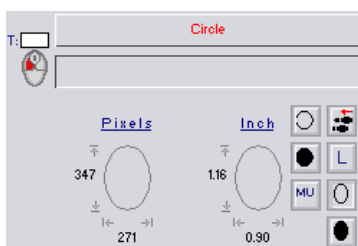
- **Feedback Area** – The 2 fields in the Feedback Area provide you with information about the rectangle. As you are dragging the cursor to create a rectangle, the numbers in the fields will change to show the changing dimensions. Use these numbers to create a precise shape.



5. **Circle** – Use this tool to draw circles in the Current Color and Pen Width. As with the rectangle, refer to the sub-command options to select your circle style. The steps for drawing a circle are the same for all 4 circle styles: Hollow Ellipse; Solid Ellipse; Hollow Circle; and Solid Circle.

- Select the sub-command for your desired circle style.
- Left-click in the Drawing Area to place the center point of the circle.
- Move the cursor diagonally up or down until you achieve your desired circle shape and left-click to finalize.






Sub-commands and Feedback Area

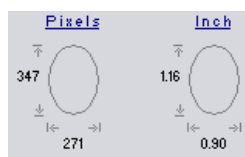


Redefine 1st Corner – This function back-steps, allowing you to re-plot the center of the circle without exiting the function.



Change Measurement Unit – Click this button to change to the measurement unit of your choice: CM, MM, Pixel or Inch.

-  **Hollow Ellipse** – An ellipse of any size can be created with the outside line being the thickness of the Pen Width. The Pen Width can be adjusted as you are drawing the ellipse. This sub-command is the default.
-  **Solid Ellipse** - This option allows you to create a solid ellipse of any size. The Pen Width is not considered.
-  **Hollow Circle** – The aspect ratio is maintained with this sub-command, allowing you to draw a perfect circle. The Pen Width determines the thickness of the outside line. The Pen Width can be adjusted as you are drawing the circle.
-  **Solid Circle** – A perfect solid circle is achieved with this tool. The Pen Width is not considered.
-  **Last Center** – After a first circle has been drawn, selecting this command automatically allows you to draw the next circle using the same center point as the first one. Use this function to create perfect circles within circles.
- **Feedback Area** - The 2 fields in the Feedback Area provide you with information about the circle. As you are dragging the cursor to create a circle, the numbers in the fields will change to show the changing dimensions. Use these numbers to create a precise shape.



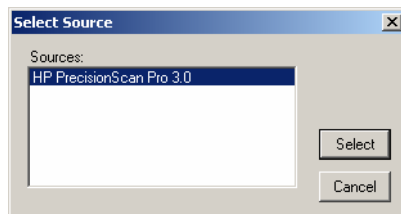
Working with Scanned Images

In this chapter, we discuss how to scan and how to reduce colors in a scanned image. Even if you do not own a scanner, you may wish to reduce the number of colors in a photographic image. Scans and photographs are made up of thousands of tones of colors, so for some graphics techniques we may choose to reduce the number of colors.

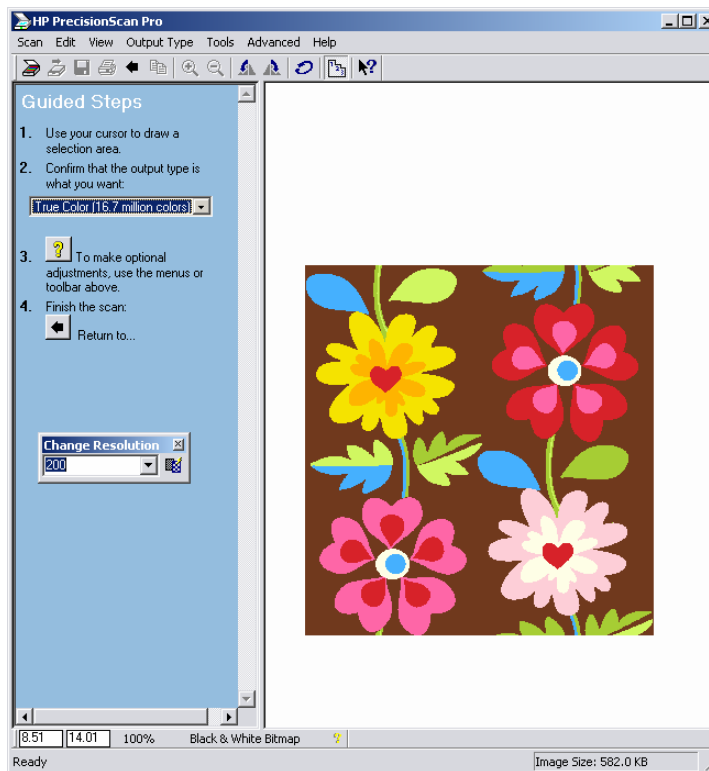


1. Scan – Select this icon to scan directly into Graphics-Toolbox.

- This Select Source window will appear. If you have more than one scanner attached to your system or more than one scanner driver loaded, you must highlight the correct one and click Select.



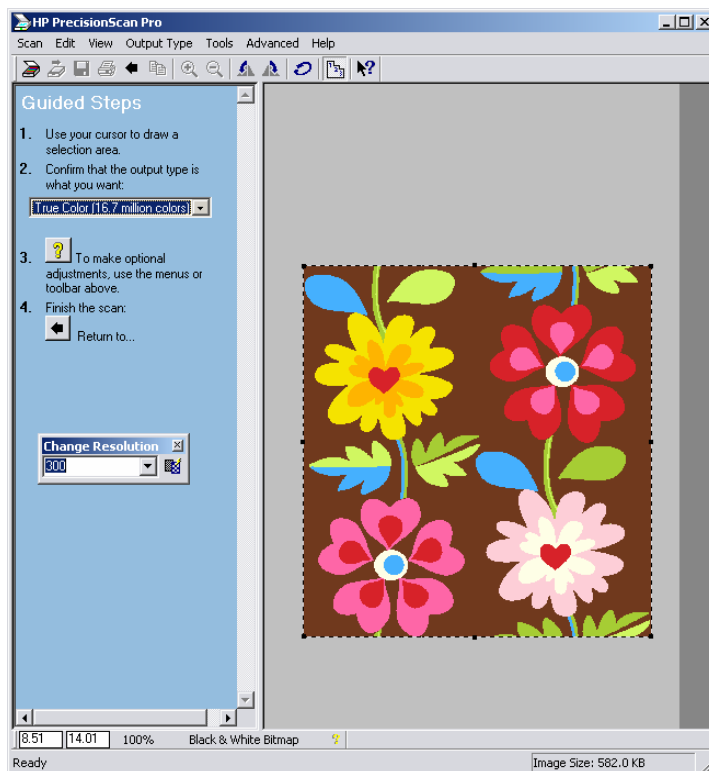
- Next, the scanner Preview window will appear. Different models of scanners have different Preview windows and different settings options. Use the illustration here as a guide to adjusting your own scanner settings.



- Use your cursor to frame out the area you want to scan. You do not need to scan the whole page.

- Select the Output Type that you need for the image, in this case, True Color (16.7 Million Colors).
- Make sure the Resolution is set the same as the Graphics-Toolbox Drawing Area, in this case 300.
- If the original print being scanned is faded or if you want to adjust the exposure, you can check other options and fine-tune the settings. Most prints, however, do not require these advanced adjustments.

Once you have followed these steps, your screen will look something like this:



- To finish the scan, select “Return to” or “Scan” on your screen and the image will be scanned directly into the upper left corner of your GT Drawing Area.

Note – If you have any other images in the upper left corner of your screen, you should save them before you scan. Once the scanned image is placed in the Drawing Area, previous images in that area will disappear. If you mistakenly scan and forget to save something important, you can choose Undo. To undo the scan, simply save the important images and begin the scan process again.

Drawing Area Size: Be aware of the size of the image you are scanning and the size of your Drawing Area. If the image scans too large for your Drawing Area, part of the image will be lost. In this case, select System Settings, increase the size of your Drawing Area and rescan.



2. **Group Colors** - This function is programmed to intelligently reduce the number of colors using 1 of 2 techniques. Notice that the icon looks like a funnel because it is reducing the volume of colors.

This function affects the image within the framed area.

To see the thousands of colors in the scanned image before grouping, zoom in closely to the Drawing Area.

Important Note – It is important to remember that when we are working on our prints and other graphics on the Graphics-Toolbox screen, we are zooming in very closely and seeing details that will not be visible when printed. It is essentially like looking at an image with a magnifying glass. Individual scattered dots and pixilation concerns when working in 300 dpi may not be obvious at all when looking at the printed page.

Select the Group Colors button and 3 sub-commands appear in the Function Feedback Area.

Sub-commands and Feedback Area



Group by Number of Colors



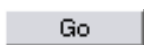
Group by User Selected Colors



Smooth



Group by User Selected Colors option allows you to choose the exact colors from the scanned print you want to remain once the number of colors is reduced. This option is the default.



- ❖ Make sure your image is framed.
- ❖ Using your cursor, left-click inside each of the color areas of the print. Those colors will appear in the Feedback Area.
- ❖ To eliminate the last color clicked, select Undo in the Feedback Area.
- ❖ Clicking on the color chips in the Feedback Area will also delete them.
- ❖ Once you are happy with the colors you selected, click Go to activate the function. Watch the way the colors are reduced in the image.
- ❖ If you are happy with the effect, exit this function.
- ❖ If you are not happy with the look of the reduced image, select the main Undo and the image will return to its original state. Delete color chips from the Feedback Area or add more colors from the print until you are satisfied and click Go to complete the process.
- ❖ **Please Note** – The Undo within the Function Feedback Area undoes the last color selected; it does not undo the Go process, which reduced the colors in the print.



Group by Number of Colors – This function allows you to reduce the number of colors to a specific number. It is most effective when the number is reduced gradually.

- ❖ Make sure your image is framed.
- ❖ After this sub-command is selected, the Feedback Area will look like this:



- ❖ Click in the number box, type in the number of colors you wish to reduce to and hit Enter on your keyboard.

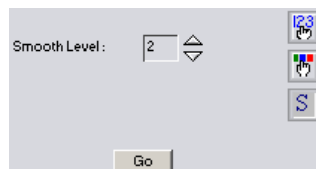
- ❖ A gradual reduction is recommended, for instance: 100, 80, 60, 30, etc.
- ❖ Watch the image and evaluate the effect as the colors are reduced.
- ❖ Use the main Undo to revert back to an earlier version if you do not like an effect.



Smooth - The Smooth feature can be found in 2 places. It is a sub-command here in the Group Colors function. It is also on Page 2 of the function buttons with the other advanced graphic tools.

Here the Smooth sub-command is used to help eliminate texture or to smooth out scanned images before they are grouped. A scanner attempts to capture the detail of the target image, which means that it also captures unwanted texture from the image's medium, such as coarse paper or fabric. Smoothing the image adds more colors, but it can improve the clarity of the photo or graphic.

- ❖ After selecting this sub-command, this screen will appear:



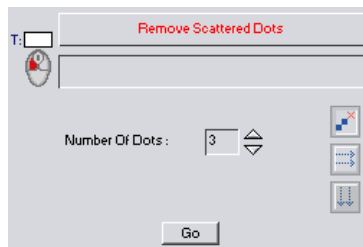
- ❖ Use the arrows to adjust the desired level from 1 to 4.
- ❖ 1 is the lowest smooth level and will only make a gradual effect.
- ❖ 4 is the highest setting and can cause distortion to fine images.
- ❖ Set your smooth level and select Go. Evaluate the effect. Undo, select a different level, and repeat if necessary.



3. **Remove Scattered Dots** – When the Grouping Colors process leaves a print with scattered dots, we can eliminate them with this function. Notice that the icon looks like a broom sweeping up colors.

- Select this button and this Feedback Area appears:

Sub-commands and Feedback Area



Ignore Diagonally Touching Pixels – This sub-command is the default; it does not remove diagonally touching pixels.



Clean Horizontal Only – This option cleans the pixels on a horizontal line-by-line basis. Vertical gaps between pixels is not affected.

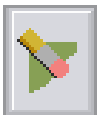


Clean Vertical Only – This option cleans the pixels on a vertical line-by-line basis. Horizontal gaps between pixels is not affected.

- The Number of Dots can be adjusted, but 3 is a good default. If the number gets too big, the image may be distorted. If the number is smaller, it might not have any impact.
- Select Go and see how the dots have been removed from the print.

Basic Image Manipulation Tools — — — — —

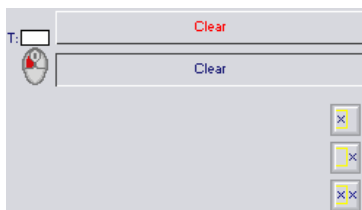
Graphics-Toolbox contains a multitude of functions to help you modify, enhance and replicate images and patterns for your projects. Below are the function keys for manipulating images.



1. **Clear** – This tool functions as an eraser to clear away unwanted images from your Drawing Area. The default is freehand erasing.

- To Freehand Erase, simply adjust the Pen Width and use your cursor or stylus pen to draw over the image to be cleared.
- Additional sub-commands are available to allow you to efficiently clear away larger areas.

Sub-Commands and Feedback Area



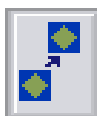
Clear Inside Frame – Frame the area to be deleted with any of the Framing tools. Select this command and the framed image will be erased.



Clear Outside Frame – Frame the area that you wish to preserve and select this command to clear away all of the remaining images in the Drawing Area.



Clear Entire Drawing Area – Selecting this command will clear both what is inside and what is outside the frame.

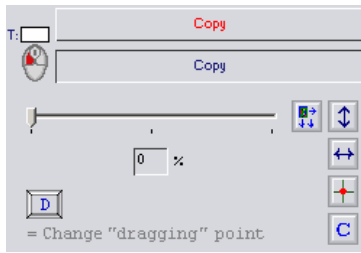


2. **Copy** – This command enables you to duplicate the framed image and place it elsewhere in the Drawing Area. In addition to sub-commands, you have a Transparency Glide available in the Feedback Area to allow you to adjust the transparency of the image you are copying.

- Use any of the framing tools to frame the image that you wish to Copy.
- Select this Copy button and move your cursor into the Drawing Area. The hand cursor will be attached to a copy of the framed image.
- If you wish to use one of the sub-commands, left-click that button now.
- Select the position where you wish to place the copied image and left-click to place it there.
- The frame will now be around the copied image.

Use the various sub-commands explained below for additional copying options.

Sub-commands and Feedback Area



Upside Down Copy – Select this sub-command to turn the copied image upside down. Click the button again to turn it off.

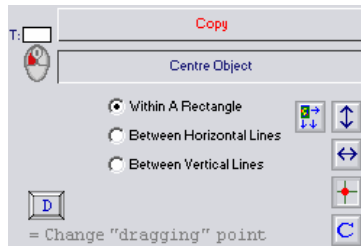


Mirror Copy – This function mirrors the copy of the framed image, left to right. Click the button again to turn it off.

Note: Both the Upside Down Copy and Mirror Copy buttons can be selected at once.



Center Object – This sub-command helps you to center your framed image within a specified area. The choices appear in the Feedback Area.



❖ **Within a Rectangle** – After selecting this option, move your cursor into the Drawing Area. Left-click to begin drawing the green rectangular temporary frame that your image will be copied into. Drag the cursor diagonally and left-click again to complete the frame. The copied image will immediately appear in the center of where the temporary frame had been.

❖ **Between Horizontal Lines** – After selecting this command, a horizontal green dotted line will attach to your cursor. Left-click in the Drawing Area to place it along the top edge of your target field. Once the first line is positioned, a second green dotted line appears for you to place on the bottom edge. Once you left-click that line into place, the green dotted lines disappear and the copied image appears, centered between the two temporary horizontal lines.

❖ **Between Vertical Lines** – This command generates a vertical green dotted line attached to your cursor. Left-click in the Drawing Area to place it along the left edge of your target field. Once the first line is positioned, a second green dotted line appears for you to place on the right edge. Once you left-click that line into place, the green dotted lines disappear and the copied image appears, centered between the two temporary vertical lines.



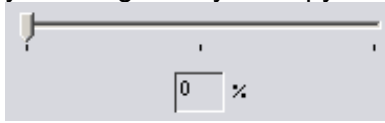
Continue Copying – Select this button when you want to continue copying the framed image repeatedly. Click the button again to turn it off and return to single copying.



Flip Right and Over – This function automatically copies your framed image and mirrors it to the right and copies that whole image upside down to create a whole image from a quarter image. See this example:



- **Transparency Glide** – This glide allows you to control the level of Transparency in your images as you Copy and place them.



- ❖ When the glide is on the left at 0%, there is no transparency and the image is completely opaque.
- ❖ As the glide moves to the right the transparency percentage number will change in the feedback box.
- ❖ You can select your desired transparency by dragging the glide or typing a number from 0 to 100 in the box and hitting Enter on the keyboard, but remember that 100% Transparency is invisible, so check the effect before placing your copied image.
- ❖ Move your cursor into the Drawing Area and hover over the area where you wish to place the copied image. Adjust the glide until you reach your desired effect, and then left click to place the image.

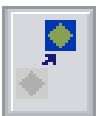
Important Note: The transparency process adds colors to the image, so a flat 4 color graphic copied and placed onto a different flat 3 color image will not just have 7 colors in it. A color change after using the Transparency function will have to be made with the Tonal Color Change tool, not Change Color. It may be more efficient to make any color changes before Copying your transparent image.



Change Dragging Point – In the Feedback Area, there is a message reminding you that “D” on the keyboard changes the dragging point.



While copying an image, you will notice that the cursor is attached to the center of the frame. That is the dragging point. In some cases, it may be hard to place an image precisely with the dragging point at the center. Each time you hit the D key, the cursor attaches to successive corners of your frame and eventually back to the center to make placing the image easier.

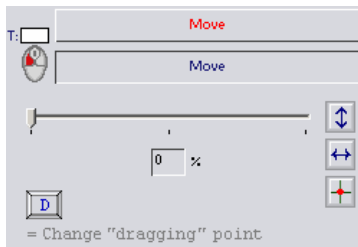


3. **Move** – This tool enables you to move the framed image and place it elsewhere in the Drawing Area. Notice that the icon shows a shadow where the diamond box had been before it was moved.

- Use any of the framing tools to frame the image that you wish to move.
- Select this Move button and move your cursor into the Drawing Area. The hand cursor will be attached to a temporary copy of the framed image.
- If you wish to use one of the sub-commands, left-click that button now.
- Select the position where you wish to place the image and left-click to place it there.
- The white Drawing Area will remain where the image vacated.

Use the various sub-commands explained below for additional Move options.

Sub-commands and Feedback Area



Upside Down Move – Select this sub-command to turn the image upside down. Click the button again to turn it off.

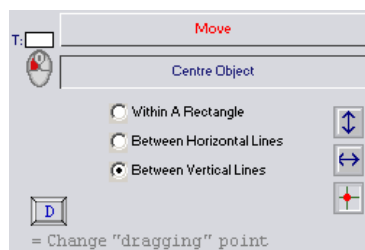


Mirror Move – This function mirrors the framed image, left to right. Click the button again to turn it off.

Note: Both the Upside Down Move and Mirror Move buttons can be selected at once.



Center Object – This sub-command helps you center your framed image within a specified area. The choices appear in the Feedback Area.

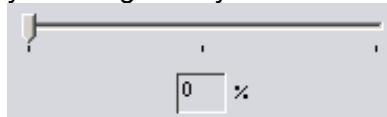


❖ **Within a Rectangle** – After selecting this option, move your cursor into the Drawing Area. Left-click to begin drawing the green rectangular temporary frame that your image will be copied into. Drag the cursor diagonally and left-click again to complete the frame. The moved image will immediately appear in the center of where the temporary frame had been.

❖ **Between Horizontal Lines** – After selecting this command, a horizontal green dotted line will attach to your cursor. Left-click in the Drawing Area to place it along the top edge of your target field. Once the first line is positioned, a second green dotted line appears for you to place on the bottom edge. Once you left-click that line into place, the green dotted lines disappear and the moved image appears, centered between the two temporary horizontal lines.

❖ **Between Vertical Lines** – This command generates a vertical green dotted line attached to your cursor. Left-click in the Drawing Area to place it along the left edge of your target field. Once the first line is positioned, a second green dotted line appears for you to place on the right edge. Once you left-click that line into place, the green dotted lines disappear and the moved image appears, centered between the two temporary vertical lines.

- **Transparency Glide** – This glide allows you to control the level of Transparency in your images as you Move and place them.



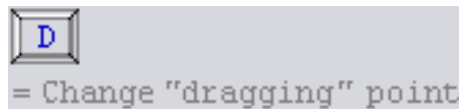
- ❖ When the glide is on the left at 0%, there is no transparency and the image is completely opaque.
- ❖ As the glide moves to the right the transparency percentage number will change in the feedback box.
- ❖ You can select your desired transparency by dragging the glide or typing a number from 0 to 100 in the box and hitting Enter on the keyboard, but remember that 100% Transparency is invisible, so check the effect before placing your copied image.

- ❖ Move your cursor into the Drawing Area and hover over the area where you wish to place the moved image. Adjust the glide until you reach your desired effect, and then left click to place the image.

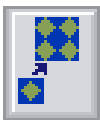
Important Note: The transparency process adds colors to the image, so a flat 4 color graphic moved and placed onto a different flat 3 color image will not just have 7 colors in it. A color change after using the Transparency function will have to be made with the Tonal Color Change tool, not Change Color. It may be more efficient to make any color changes before moving your transparent image.



Change Dragging Point – In the Feedback Area, there is a message reminding you that “D” on the keyboard changes the dragging point.



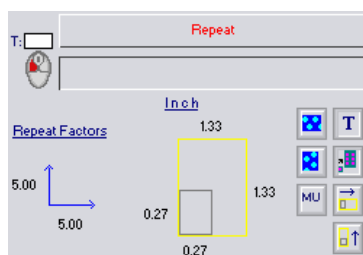
While copying an image, you will notice that the cursor is attached to the center of the frame. That is the dragging point. In some cases, it may be hard to place an image precisely with the dragging point at the center. Each time you hit the D key, the cursor attaches to successive corners of your frame and eventually back to the center to make placing the image easier.



- Repeat**– Select this tool to repeat out the frame’s content. Notice that the icon shows a diamond pattern repeating.

- The pattern to be repeated must have a rectangular frame around it.
- After selecting this button, move your cursor into the Drawing Area and watch the pattern repeat as you move the cursor diagonally away from the framed image.
- Consider the sub-command options and select them at this time if desired.
- Once the desired repeat affect has been achieved, left-click to finalize the pattern.
- The frame line will now be around the entire repeated image.

Sub-commands and Feedback Area



Tile On/Off – The Tile option controls the repeat function so that only complete repeats are shown.



Regular Repeat – This sub-command allows you to repeat out the framed pattern in any direction.



Repeat Horizontally – This option makes the pattern repeat only in a horizontal direction.



Repeat Vertically – This sub-command makes the pattern repeat vertically.



Horizontal Shift On/Off – This function adjusts the repeat factors and shifts the pattern 50% horizontally. Turn off this button to return to a normal repeat.

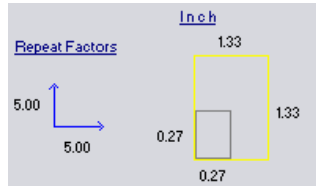


Vertical Drop On/Off - This function adjusts the repeat factors and shifts the pattern 50% vertically. Turn off this button to return to a normal repeat.



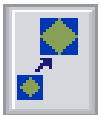
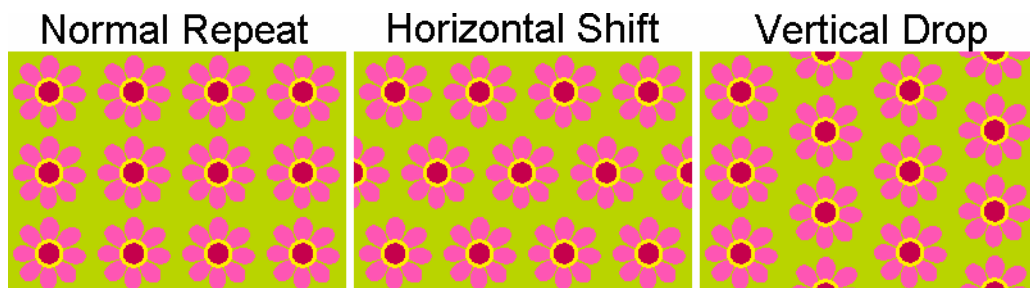
Change Measurement Unit – Click this button to change to the measurement unit of your choice: CM, MM, Pixel or Inch.

- **Feedback Area** - The 2 fields in the Feedback Area provide you with information about the Repeat. As you are dragging the cursor and repeating the pattern, the numbers in the fields will change to show the changing dimensions. Use these numbers to create an accurate repeat.



- **Repeat Factors** shows the number of times the pattern has been repeated.
- **Measurements** shows the framed contents' measurements next to the gray box and the repeating measurements next to the yellow box.

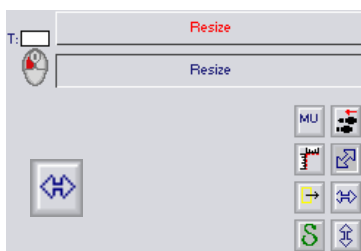
Here is an example of the 3 repeat pattern options:



5. **Resize**– Choose this function to resize the frame's content. Notice that the icon shows the diamond pattern being resized larger.

- The pattern to be resized must have a rectangular frame around it.
- This function defaults to creating a new image, not resizing the original image.
- Move your cursor back into the Drawing Area and left-click to anchor the first corner.
- Drag the cursor diagonally and watch the image resize.
- Consider the sub-command options and select them at this time if desired.
- Notice the coordinates in the Feedback Area and left-click when you achieve the desired size.

Sub-commands and Feedback Area



Re-Position Anchor Point – This sub-command allows you to redefine a new anchor point without exiting the function.



Maintain Aspect Ratio On/Off – Aspect ratio keeps the image proportional as it resizes. The default is on, but if you wish to stretch or squeeze the height or width of your image, you can turn this function off and have complete control while resizing.



Change Width Only On/Off – This function controls the resizing so that the height doesn't change, only the width resizes as you move the cursor.



Change Height Only On/Off - This function controls resizing so that the width doesn't change, only the height resizes as you move the cursor.



Change Measurement Unit – Click this button to change to the measurement unit of your choice: CM, MM, Pixel or Inch.



Type in Frame Dimension – You can type in the exact measurements of your desired resized image.

- ❖ After selecting the main Resize button, click in the Drawing Area to anchor the upper left corner of the frame.
- ❖ Select this sub-command and a new window will appear with six options for inputting the resize information.

Repeat While Maintaining Aspect Ratio – the 3 options at the top of the window, under this heading, allow you to resize your image while keeping the height and width of the image proportional. Select the appropriate option and fill in the proper numbers.

No Need to Maintain Aspect Ratio – the 3 options at the bottom of the window, under this heading, allow you to input your numbers and resize the image exactly as you wish without keeping the height and width of the image proportional.

- ❖ Click OK and the image will be resized and placed exactly as you instructed.
- ❖ Note that if there isn't room in the Drawing Area for the image based on the measurements you typed in, the program will beep and the Input Frame Dimension box will not leave the screen.



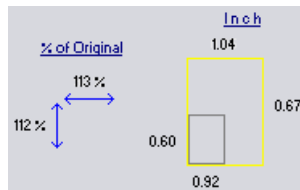
Drag Side(s) – Click on this sub-command button to resize the original framed image, rather than create a new one.

Once this button is selected, the cursor changes to a double arrow as you hover over frame edges. Resize the image by left-clicking the double arrow, dragging the edge to your desired location and left-clicking again to fix the edge. Watch the coordinates in the Feedback Area to resize accurately.

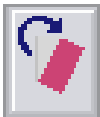


Smooth – This Smooth Function adds tones of colors to the image as it resizes to give the image a less pixelated effect. This is useful for photographs but should be used with caution with solid color graphics. Adding tones of color eliminates the opportunity to make simple color changes in solid color graphic images.

- **Feedback Area** - The 2 fields in the Feedback Area provide you with information about the Repeat. As you are dragging the cursor and resizing the pattern, the numbers in the fields will change to show the changing dimensions. Use these numbers to allow you to resize accurately.



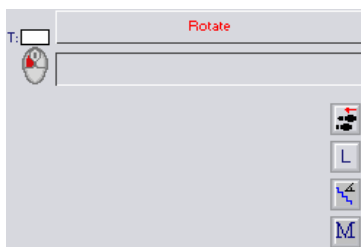
- **% of Original** shows the repeating image's size in relation to the frame image size.
- **Measurements** shows the framed contents' measurements next to the gray box and the resizing measurements next to the yellow box.



6. **Rotate**— This command enables us to rotate a copy of our frame's contents. Notice that the icon shows a rectangle being rotated.

- Frame the image to be rotated.
- Select the Rotate command and move the cursor into the Drawing Area. You will be dragging an upright copy of the frame's contents.
- This function requires a 3-click process to complete the rotation.
- Position your cursor, with the image attached, in the Drawing Area where you ultimately want to place the rotated image. This allows you to visualize the rotation angle needed.
- **Left-click** and move your cursor in a circular motion to begin rotating the image. Notice the rotation angle shown in the Feedback Area.
- Consider the sub-command options and select them at this time if desired.
- If you do not select one of the sub-commands, continue rotating your cursor until the image is at the desired angle. Make the **second left-click** to fix the angle.
- Lastly, move the cursor with the rotated image into the desired position of the Drawing Area and make a **third left-click** to place it.

Sub-commands and Feedback Area



Change Measurement Unit – Click this button to change to the measurement unit of your choice: CM, MM, Pixel or Inch.



Last – Select this sub-command to use the same rotation angle as used in your last rotation.

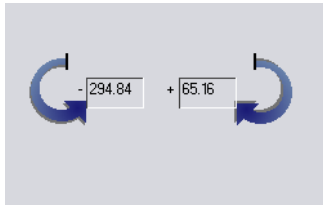


Step in 15-Degree Increments – Simplify the rotation process when you want a 15-degree angle or angle of 15-degree increments. Select this button and as you rotate the cursor only 15-degree increments will be shown.



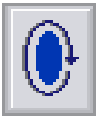
Mirror - Select this sub-command to use the mirrored angle of your last rotation.

- **Feedback Area** – As you rotate the cursor, the rotation angle is displayed in the Feedback Area. Use this information to accurately fix your angle.



- ❖ Notice that both the positive and negative degree angles are displayed.
- ❖ If you know the exact angle you want, click in the appropriate feedback box, type in your desired angle, and hit Enter on the keyboard. The framed image will be attached to your cursor. Click it down in the Drawing Area to complete the process.

Angle Tip: Rotation angles are displayed as positive and negative numbers. A fixed line is at 0 degrees, so rotating clockwise displays positive angles and rotating counter-clockwise displays negative angles.



7. **Outline**– The Outline function automatically outlines an image on a solid background in the Current Color and Pen Width. If an image needs a bolder outline or if you want to frame an image, select this button. Then, left-click on the right outside edge of the image and it will be outlined.

Important Note – This feature will outline an image properly only when it is on a solid background. If an image is located on a multi-color background, use the Move function to move the image out of the background before outlining. Then, move it back into position when you are done.

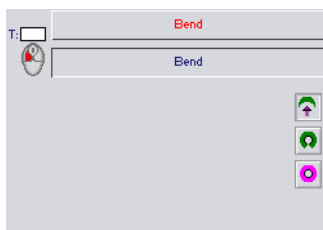
It also outlines whatever is directly to the left of the cursor, so remember to click on the right side of the image to be outlined.



8. **Bend**– The Bend tool is ideal for bending text and patterns to create interesting effects. Notice that the Bend icon shows a 2-color rectangle bending.

- Use the Define Rectangular Frame command to frame the image. Irregular frames will not work for this function.
- Select the Bend button and move your cursor into the Drawing Area. A copy of the image will be attached to your cursor.
- Place it in the Drawing Area by left-clicking, and then drag the cursor up and down to see the image bend. The default method is Linear Bend.
- Drag the cursor until you achieve the effect you like. Then, left-click to complete the process.
- The frame line will remain around the original image, not the newly bent image.

Sub-Commands and Feedback Area



Linear Bend – This sub-command bends the framed image up or down. It is the default method.

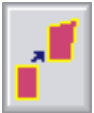


Circular Bend – Choose this tool to wrap the framed image around a circle.

- ❖ After selecting this sub-command, move your cursor into the Drawing Area and draw a temporary vertical line that will act as the radius for this circular bend.
- ❖ Make sure that the Current Color contrasts with your Drawing Area so that you can see the line as you draw it.
- ❖ After making the second click of the radius line, the line will disappear. Drag your cursor to the right and watch the framed image begin to bend around the targeted circle.
- ❖ Drag the cursor, pulling on the image until you like the effect, and then left-click to finish the process.
- ❖ The frame line will remain around the original image, not the newly bent image.



Full Circle Bend – You can automatically bend your framed image into a circle with this sub-command. Follow the same steps as Circular Bend, but instead of dragging the cursor to pull out the image, click on this sub-command and the pattern will immediately transform into a circle.

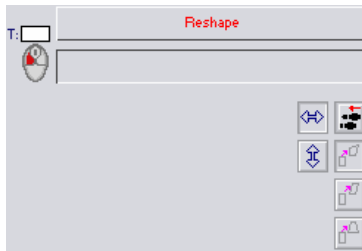


9. **Reshape** – Use this tool to reshape a rectangular framed object. Notice that the icon shows a rectangle that has been reshaped.

- Frame the object to be reshaped.
- Select this button and choose a sub-command that suits the effect you are trying to achieve.
- Click on the frame edge and drag the line to reshape the frame as desired.
- Left-click and the object will be reshaped. The new shape will have the frame line around it.

Remember: This function works on rectangular frames only. An irregular frame will be automatically turned into a rectangular frame as the first corner is defined.

Sub-commands and Feedback Area



Re-Define First Point – Once you have already clicked on the frame line, you can back-step with this function to redefine the first point without exiting the function.



Normal Reshape – This is the default option for reshaping individual corners of the framed image.



Parallel Reshape – Use this sub-command to pull the framed image out into a parallelogram.



Trapezoidal Reshape – This sub-command allows you to change the framed shape into a trapezoid.



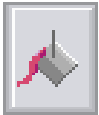
Horizontal Drag – When this button is depressed, it works to maintain a horizontal drag with the Parallel and Trapezoidal sub-commands. This is the default direction.



Vertical Drag – This button works to maintain a vertical drag with the Parallel and Trapezoidal sub-commands.

Color & Pattern Fill Tools — — — — —

Changing color and filling patterns are some of the functions that Graphics-Toolbox does best. Use these tools freely, to experiment with your images, bringing them to life with color and pattern. Below are the function buttons for these special tools.

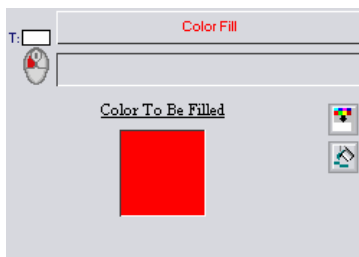


1. **Color Fill** – Use the Color Fill command to fill an enclosed area with the Current Color. Notice that the icon looks like a paint bucket.

- After choosing this function, position your cursor over the area to be filled.
- A “Color to be Filled” box will appear in the Feedback Area, and the color that your cursor is hovering over will appear in the box. As you move your cursor around the Drawing Area, notice that the color in the “Color to be Filled” box changes as you hover over different colors.
- Once you are positioned properly and the correct color to be replaced appears in the box, left-click to complete the Fill process.

Note: Before filling what you believe is an enclosed area, you should check to make sure that the area is actually fully enclosed. Any gaps or holes in bordering colors will cause the Color Fill operation to appear to leak outside the target area.

Sub-commands and Feedback Area



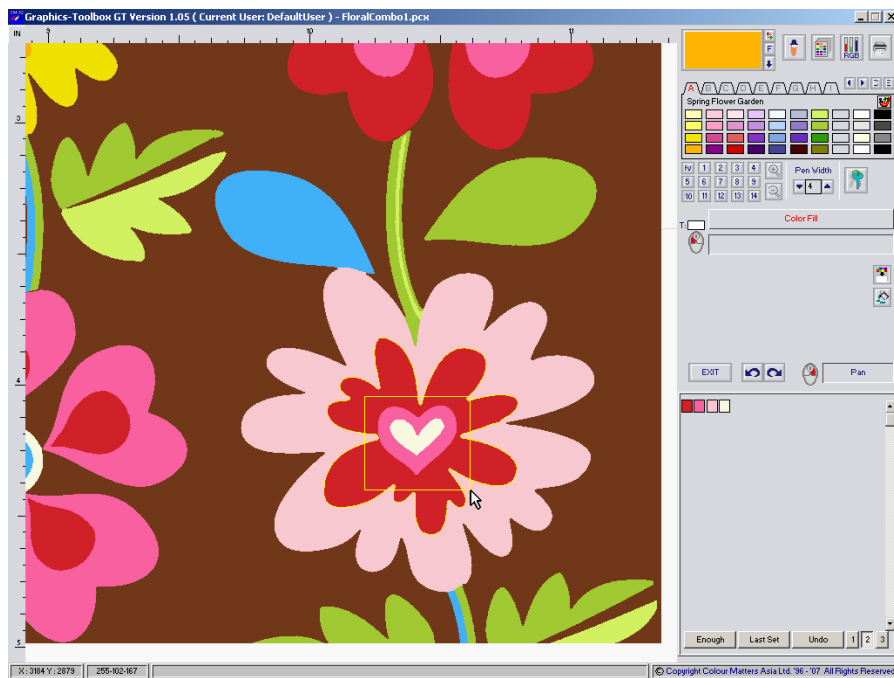
Active for Thin Lines On/Off – When this option is on, you can fill very thin lines with diagonally touching pixels.



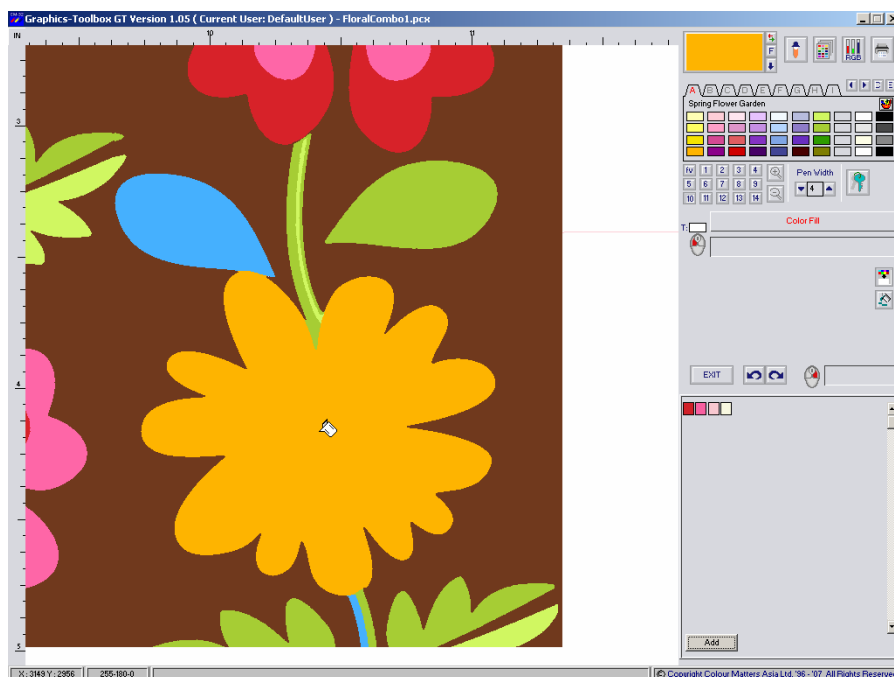
Multi Color Fill On/Off – With this sub-command, it is possible to fill neighboring colors with the Current Color in one action. To make a Multi Color Fill, follow these steps:

- ❖ After clicking this button, a new window appears below the Feedback Area.
- ❖ Use small rectangular framing motions in the area to be filled and the colors selected will appear in the bottom box.
- ❖ When finished, click Enough in the bottom of the Color Viewer.
- ❖ Choose your Fill color and make it the Current Color.
- ❖ Move your cursor over the area to be filled, and left-click to finish the process.

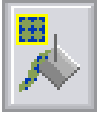
This image shows the framing motion and the Color Viewer Collection Box.



When the pinks, reds and whites are filled with the Current Color yellow, the flower looks like this:



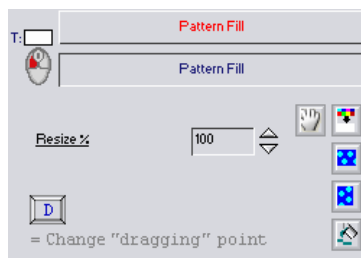
Note: As with single Color Fill, it is important to check your target area to make sure that the area is truly enclosed with no leaks.



2. **Pattern Fill** – The Pattern Fill command allows you to fill an enclosed area using the frame's content as the pattern. Notice that the icon looks like a paint bucket that is pouring a pattern.

- Frame the pattern to be filled. The pattern needs to be in a Rectangular Frame or the pattern will not fill properly.
- The pattern should be framed as a complete repeat so that the pattern looks nice once it fills the target area.
- Click this button and move your cursor into the Drawing Area. The framed pattern will be attached to the bucket cursor.
- If you wish to use one of the sub-commands, select that button now.
- Left-click over the area to be filled to complete the Pattern Fill process.

Sub-Command and Feedback Area



Horizontal Shift On/Off – Selecting this tool will enable you to fill your target area with a pattern Horizontally Shifted 50%.



Vertical Drop On/Off – Turning this sub-command on will enable you to fill your target area with a 50% Vertically Dropped pattern.



Multi Single-Pattern Fill On/Off - With this sub-command, it is possible to fill neighboring colors with the framed pattern in one action. To make a Multi Single-Pattern Fill, follow the steps:

- ❖ Frame the pattern to be filled with the Define Rectangular Frame function. Make sure the framed pattern is in repeat.
- ❖ After selecting this button a new window appears below the Feedback Area.
- ❖ Use small rectangular framing motions in the area to be filled and the colors selected will appear in the bottom box.
- ❖ When finished, click "Enough" in the bottom of the Color Viewer.
- ❖ Move your cursor into the Drawing Area. The framed pattern will be attached to the bucket cursor.
- ❖ Left-click over the area to be filled to complete the Pattern Fill process.



Active for Thin Lines On/Off - When this option is on, you can Pattern Fill very thin lines with diagonally touching pixels.



Position Filled Pattern – Immediately after filling your target area with pattern, you have the opportunity to reposition the pattern to get a nicer effect. Click this button and move your cursor over the filled area. You will see the pattern shifting along with your cursor. When you are happy with the positioning, left-click to finalize the pattern.

- **Feedback Area**

- ❖ To resize the pattern that is to be filled, adjust the Resize % figure with the arrows, or type in the desired number and hit Enter on the keyboard.



Change Dragging Point – In the Feedback Area, there is a message reminding you that “D” on the keyboard changes the dragging point.

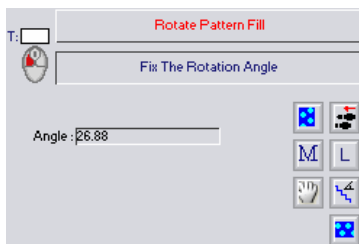
While Pattern Filling an area, you will notice that the cursor is attached to the center of the frame. That is the dragging point. In some cases, it may be hard to fill an area accurately, with the dragging point at the center. This message in the Function Feedback Area reminds you that hitting “D” on the keyboard changes the dragging point. Each time you hit the D key, the cursor attaches to successive corners of your frame, and eventually back to the center, to make filling the pattern easier.



3. **Rotate Pattern Fill** – The Rotate Pattern Fill command allows you to rotate the frame’s content and use the rotated image to pattern-fill an enclosed area. Notice that the icon looks like a paint bucket that is pouring a rotated pattern.

- Use the Define Rectangular Frame command to define the pattern to be filled. The pattern needs to be in a Rectangular Frame or the pattern will not fill properly.
- The pattern should be framed as a complete repeat so that the pattern looks nice once it fills the target area.
- Select this button and move your cursor into the Drawing Area where you ultimately want to place the rotated image so you can best visualize the rotation angle needed.
- The framed pattern will be attached to the bucket cursor.
- Left-click and move your cursor in a circular motion to begin rotating the pattern. Notice the rotation angle shown in the Feedback Area.
- Consider the sub-command options and select them at this time if desired.
- If you do not select one of the sub-commands, continue rotating your cursor until the image is at the desired angle. Make the second click to fix the angle.
- Left-click over the area to be filled to complete the Pattern Fill process.

Sub-Command and Feedback Area



Re-Define Rotation Angle – This sub-command allows you to redefine the pattern rotation angle without exiting the function.



Last – Select this sub-command to use the same rotation angle as used in your last rotation.



Step in 30-Degree Increments – Simplify the Rotation process when you want a 30-degree angle or angle of 30-degree increments. Select this button, and as you rotate the cursor, only 30-degree increments will be shown.



Horizontal Shift On/Off – Selecting this tool will enable you to fill your target area with a pattern horizontally shifted 50%.



Vertical Drop On/Off – Turning this sub-command on will enable you to fill your target area with a 50% vertically dropped pattern.

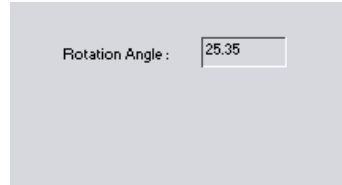


Mirror - Select this sub-command to use the mirrored angle of your last rotation.



Position Filled Pattern – Immediately after filling your target area with pattern, you have the opportunity to reposition the pattern to achieve a nicer effect. Click this button and move your cursor over the filled area. You will see the pattern shifting along with your cursor. When you are happy with the positioning, left-click to finalize the pattern.

- **Feedback Area** – As you rotate the cursor, the rotation angle is displayed in the Feedback Area. Use this information to accurately fix your angle.



- ❖ If you know the exact angle you want, you can click in the display box, type in your desired angle and hit Enter on the keyboard. The framed image will be attached to your cursor. Click it down in the Drawing Area to complete the process.

Angle Tip: Rotation angles are displayed as positive and negative numbers. Considering 0 degrees is a vertical line, rotating clockwise displays positive angles. Rotating counter-clockwise displays negative angles.



Change Dragging Point – In the Feedback Area, once the rotation angle has been determined and the pattern is ready to be filled, this message appears in the Feedback Area reminding you that “D” on the keyboard changes the dragging point.



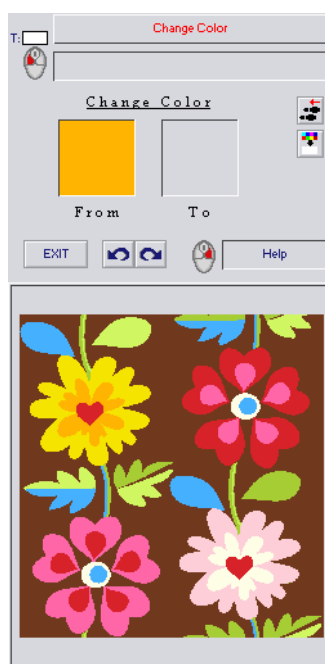
While Pattern Filling an area, you will notice that the cursor is attached to the center of the frame. That is the dragging point. In some cases, it may be hard to fill an area accurately with the dragging point at the center. This message in the Function Feedback Area reminds you that hitting “D” on the keyboard changes the dragging point. Each time you hit the “D” key, the cursor attaches to successive corners of your frame and eventually back to the center to make filling the pattern easier.



4. **Change Color** – This easy-to-use Color Change tool allows you to quickly replace selected color(s) within a framed area. Notice that the icon illustrates changing blue to pink.

- Use any of the framing tools to frame the area in which the color will be changed. This function works equally well with either irregular or rectangular frames.
- After selecting this button, notice the Change Color “From” and “To” boxes that appear in the Feedback Area and the view screen that appears below it.
- The view screen is a preview window showing you how your image will look before you actually complete the color change process.
- Left-click on the color within the framed area you wish to change. That color will appear in the “From” box in the Feedback Area.
- Now, hover over some colors in one of your Color Cards or in the Drawing Area, and see how it looks in the preview window.
- Once you have decided on the color to be used, left-click on it and it will appear briefly in the “To” box before it changes the original color to your new color and exits the function.

Sub-Commands and Feedback Area



Re-Define Color to be Changed – This sub-command allows you to redefine the “From” color (the color to be changed) without exiting the function and starting over.

Preview
←
Window



Multi Color Change On/Off – With this sub-command, it is possible to change a selection of colors to a single color all in one process. To make a Multi Color Change, follow these steps:

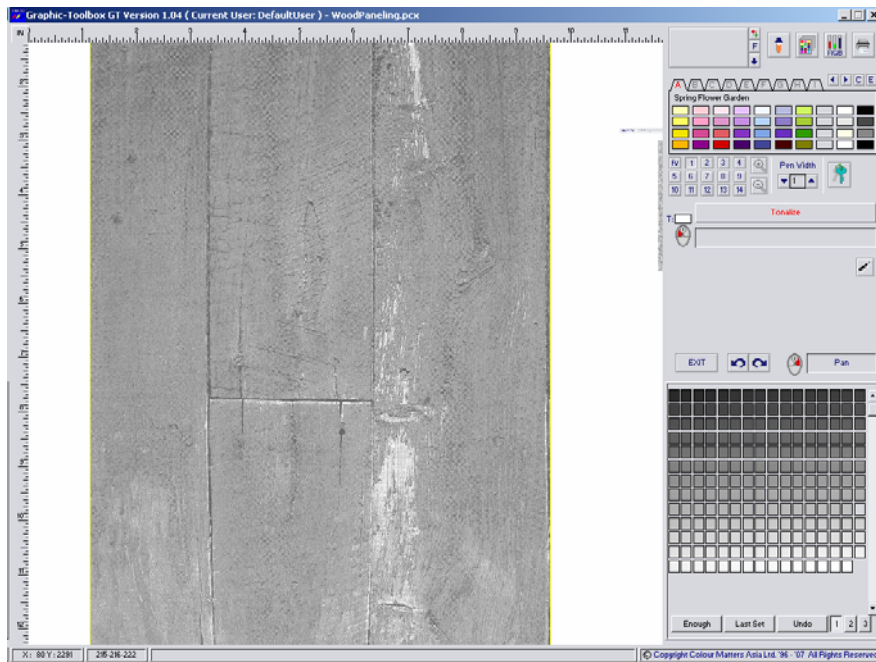
- ❖ After selecting this button, the Color Viewer window appears below the Feedback Area.
- ❖ Use small rectangular framing motions in the framed area to collect the colors you wish to change. The colors selected will appear in the bottom Color Viewer box.
- ❖ Click on any colors in the box that you do not want to change and they will be deleted.
- ❖ When finished, click Enough in the bottom of the Color Viewer.
- ❖ Left-click on the color you wish to change the colors to, and it will appear briefly in the “To” box before it changes to your new color and exits the function.



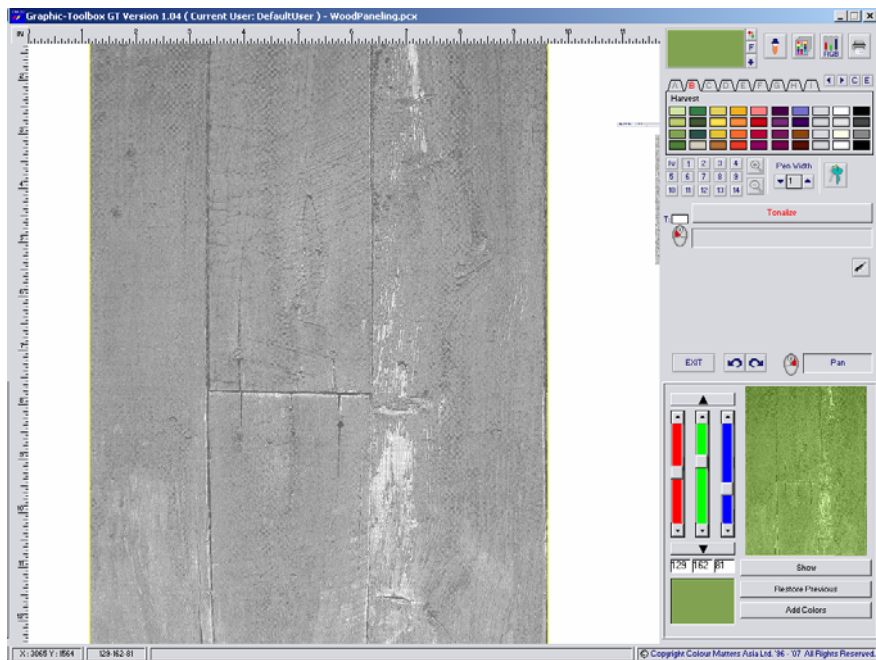
5. **Tonal Color Change** – This command allows you to make tonal color changes in your photographs and scanned images. You can select sections of the images to change or make broad changes across the entire image at once. Notice that the icon shows tonally changing shades of blue to shades of green.

- Use any of the framing tools to frame the area that you would like to tonally color change. This function works equally well with either irregular or rectangular frames.
- When you select the Tonal Color Change button, the Color Viewer box will appear under the Feedback Area.
- Use rectangular framing motions in the framed area to collect the colors you wish to change. The colors selected will appear in the bottom Color Viewer box.
- Click on any colors in the box that you do not want to change and they will be deleted.

- The screen at this point will look like this. The graphic in this screen image is wood paneling with many tones of grays. We will tonally change it to green.

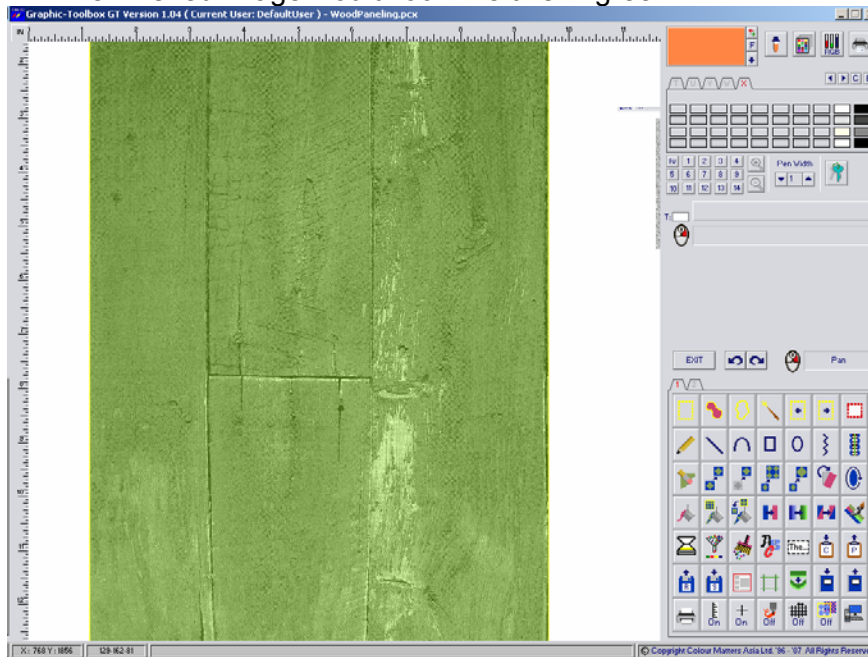


- Once all of the colors are selected, click Enough at the bottom of the screen and a new feedback screen will appear.
- Choose the color that you want to tonally change to; make it the Current Color.
- Click the down-arrow and the color chip will be attached to the hand cursor. Drag the color chip down, and drop it into the color box under the RGB Glide by left-clicking in the box.
- The new screen will look like this:



- The Viewer Window has new options in it now:
 - ❖ Use the **RGB Glide** to adjust the color.

- ❖ The **Show** button applies the color change to the framed image in the Drawing Area.
- ❖ The **Restore Previous** button undoes the last color change and restores the previous color.
- ❖ **Add Colors** returns you to the color collection box and shows you the color chips you have selected. You can add or delete them, select Enough and repeat the process of dropping a color chip in the color box to make the tonal color change.
- If after looking at the green you want to change to an entirely different color, like blue, you can simply make the blue the Current Color and drop that chip into the color box. The green thumbnail image in the Viewer Window will change to blue.
- Once you are happy with the color, click Show to apply the color change to the framed image and Exit.
- The finished image would look like this in green:



Gray Tone – To change your framed area to Gray Tone, click this sub-command after selecting the color chips and clicking Enough.

Important – Notice the buttons labeled 1,2,3 at the bottom of the color box. These buttons give you a choice as to how large of a color range you want available as you make your color selection.

1 – 256 Colors -Temporarily reduces your image to 256 colors, thereby making the selecting process easier. But, this setting is most successful when used on images that have a large contrast of color. When prints have many similar tones, the 256-color setting may cause some of the colors to be shared within images and make the final color change less targeted. Once the Tonal Color Change process is completed, your graphic will return to its original True Color appearance.

2 – 16 bit High Color – Temporarily reduces the number of colors in your image, still providing a high range of tones. This results in less sharing in prints that have similar colors. It is necessary here to be careful in making the framing motions, to try to collect only the desired colors for the color box. Deleting unwanted colors can be very time consuming. Once the Tonal Color Change process is completed, your graphic will return to its original True Color appearance.

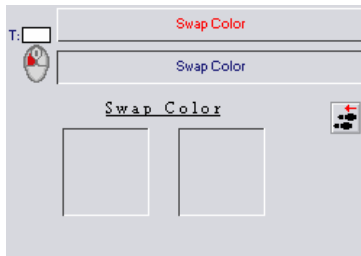
3 – 24 bit True Color – This setting makes no adjustment in your print’s colors, so that you can collect the precise shades you want to change. This is most useful in prints that have already been Grouped/ Reduced. In scanned images with thousands of colors, it can be too hard to collect all the tones needed to make a complete tonal color change.



6. **Swap Color** – This tool allows you to quickly swap 2 colors within a framed area. Notice that the icon shows the blue and the pink colors swapping places.

- Use any of the framing tools to frame the area you would like to swap color. This function works equally well with either irregular or rectangular frames.
- Notice the Feedback Area and the 2 color boxes. Click on each of the colors to be swapped. The first one will appear in the first box and the second will appear in the second box briefly before it swaps the colors in the frame and exits the function.

Sub-Command and Feedback Area



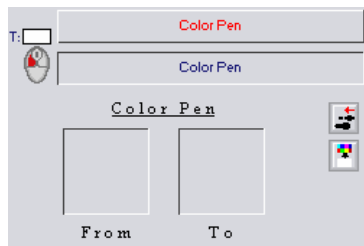
Re-Define Color for Swap – Use this sub-command to back-step and delete the color in the first box so you can enter a new color without exiting the function and starting over.



7. **Color Pen** – The Color Pen functions similarly to the Change Color function. You can change one color to another color or a group of colors to a single color. But instead of changing all of the colors inside the framed area, these colors are changed with a freehand drawing motion anywhere in the Drawing Area. Notice that the icon shows a paintbrush changing the pink to green without affecting the olive and blue.

- After selecting this button you will see the Feedback Area has the familiar “From” and “To” boxes.
- Click on the color in the Drawing Area that you want to change and it will appear in the “From” box.
- Click on the color you want to change to and it will appear in the “To” box.
- Adjust the Pen Width so you can make efficient yet accurate color changes while you freehand draw with your cursor or stylus pen.
- Notice that only the color in the first box is changing as you draw. None of the other colors in the Drawing Area are being affected.

Sub-Commands and Feedback Area



Re-Define Color for Swap – Use this sub-command to back-step, and delete the color in the first box so you can enter a new color without exiting the function and starting over.

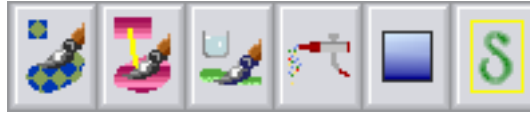


Multi Color Change On/Off – As with Color Fill and Color Change, you have this Multi Color Change option. You can choose a selection of colors and change all of them to one color with the freehand drawing motion of your cursor or stylus pen.

- ❖ After selecting this button, the Color Viewer window appears below the Feedback Area.
- ❖ Use small rectangular framing motions in the framed area to collect the colors that you wish to change. The colors selected will appear in the bottom Color Viewer box.
- ❖ Click on any colors in the box you do not want to change and they will be deleted.
- ❖ When finished, click Enough in the bottom of the Color Viewer.
- ❖ Left-click on the color you wish to change the colors to and it will appear in the Feedback Area color box.
- ❖ Adjust the Pen Width to make efficient yet accurate color changes while you freehand draw with the cursor or stylus pen.
- ❖ Notice that all of the selected colors are changing as you draw while all of the remaining colors are unaffected.

Advanced Graphics Tools

Below are special functions that we considered advanced; however, they are still easy and fun to use. They were designed for you to create interesting and complex graphic images quickly and effectively.



1. **Pattern Pen** – This feature takes the frame's content and allows you to draw with that pattern. Notice the icon shows a paintbrush painting with a diamond pattern.

- Frame the pattern to be used with the Define Rectangular Frame function. Irregular frames will not repeat properly as you draw.
- The pattern should be framed as a complete repeat so that the pattern looks nice as it repeats across the screen.
- Adjust the Pen Width to allow you to achieve your desired effect.
- Freehand draw with the cursor or stylus pen and watch the framed pattern flow from your cursor.



2. **Clone** – The Clone function allows you to duplicate a selected image elsewhere in the Drawing Area. Notice the icon shows the pink striped pattern being duplicated a distance away from the original.

- Determine the area from which you wish to copy.
- Make a contrast color the Current Color, because the Current Color will be used to help you set the distance between the area to be copied and the area to be edited.
- Draw a temporary line (in the Current Color) connecting those two areas, by first clicking in the area you wish to copy, and then clicking a second time in the area to be edited.
- The temporary line will now disappear and you will see a yellow circle positioned the same distance away from your cursor and at the same angle as the temporary line had been.
- If you do not see the yellow circle, increase your Pen Width. The Pen Width has to be at least 2 or 3 before it will show up.
- Freehand draw using the cloning tool, adjusting the Pen Width as desired.
- It is often useful to reset the cloning angle and distance as you progress to capture the shades and shadows of the image accurately.

Note: The function is very useful for editing photographs. Nearby tones can be cloned to eliminate blemishes and imperfections.



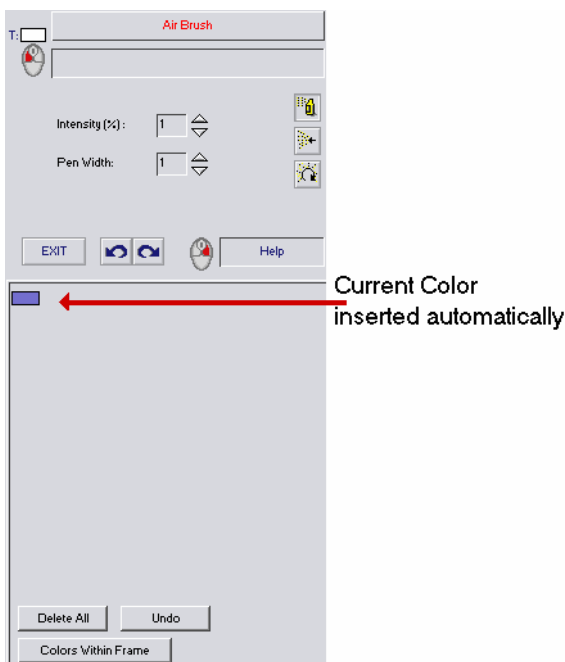
3. **Watercolor** – This Watercolor tool enables you to create the effect of adding water to your colors and smudging them, as you would with water and watercolor paint. Notice that the icon illustrates a glass of water and a paintbrush smudging a green image.
- Adjust the Pen Width and begin freehand drawing over the desired area.
 - Remember that by smudging the colors, you are introducing more shades of color to create the watery effect. If you had a solid color image, the nature of your image will be changed after using this tool. You will no longer be able to make simple color changes, for instance. Use this tool as a finishing technique.

Photo Editing Tip: The Watercolor function works well to blend photographic images that have been combined from separate photos. After combining photos, the edges may not look smooth. Using a small Pen Width, draw around the edges of the images to blur them, making them look more natural.



4. **Airbrush** – Create airbrush effects using this tool. Notice that the icon looks like an airbrush.
- Notice the Feedback Area and Viewer Window that appears when this button is selected.
 - The default setting for Airbrush is Spray Brush.
 - The Current Color is automatically placed in the Color Collection screen.
 - You can click on more colors in your Color Cards, and they will be added to the collection to enable you to make a multi-color spray. Click on unwanted chips to delete them.
 - Adjust the Intensity and Pen Width to achieve your desired effect, and use your cursor or stylus pen to begin spraying.
 - The Spray Brush sub-command allows you to freehand spray anywhere in the Drawing Area.

Sub-Commands and Feedback Area



Spray Brush – The default setting. Use this sub-command to freehand spray.



Linear Brush – This sub-command allows you to control your spray in a linear direction. This function must be contained within an enclosed or solid area.

- ❖ Select this sub-command and notice the Feedback Area.

Start Intensity (%):	<input type="text" value="1"/>	▲ ▼
End Intensity (%):	<input type="text" value="35"/>	▲ ▼

- ❖ Click in the Start Intensity field, type your desired percentage, and hit Tab on your keyboard. That will move the cursor to the End Intensity field.
- ❖ Type in the End Intensity percentage and hit Enter on your keyboard to finalize the numbers.
- ❖ Add and delete colors the same way as with the Freehand Brush.
- ❖ Move your cursor into the Drawing Area and draw a temporary line in the direction that you want the linear brush to spray.
- ❖ Once the line is completed, the airbrush spray will fill your target area.

Design Tip: Use the Linear Brush spray to create heather and mélange fabric effects.



Circular Brush – This tool works similarly to the Linear Brush. It allows you to control your spray in a circular direction rather than a linear one. Like the Linear Brush, the Circular Brush also must be used within an enclosed or solid area.

- ❖ Select this sub-command and notice the Feedback Area.

Start Intensity (%):	<input type="text" value="2"/>	▲ ▼
End Intensity (%):	<input type="text" value="20"/>	▲
Dot Size:	<input type="text" value="1"/>	▲ ▼

- ❖ Click in the Start Intensity field, type your desired percentage, and hit Tab on your keyboard. That will move the cursor to the End Intensity field.
- ❖ Type in the End Intensity percentage, and hit Tab on your keyboard to move to the Dot Size field. Then, hit Enter on your keyboard to finalize the numbers.
- ❖ Add and delete colors the same way as with Spray Brush.
- ❖ Move your cursor into the Drawing Area and click in the place that you want the circular spray to start. The area will immediately fill with the circular airbrush spray.

5. **Shade** – Use this command to create gradations of color between 2 selected shades. This function works within a solid or enclosed area. Notice the icon illustrates a blue shaded square.

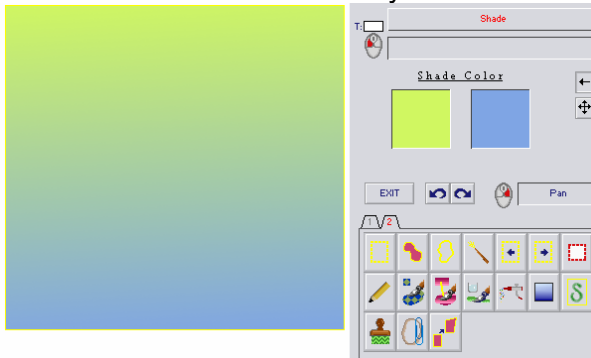


Sub-Commands and Feedback Area



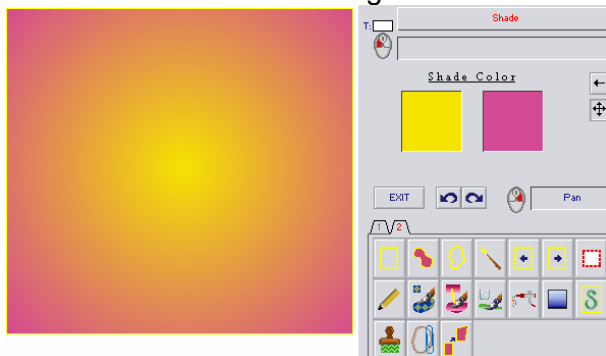
Linear Shade

- When the Shade button is selected, the Feedback Area displays 2 Shade Color boxes.
- Linear Shade is the default sub-command.
- Select the first color to be used in the gradation and it will be placed in the first box.
- Click on the second color to be used and it will be placed in the second box.
- Move your cursor into your target area and draw a temporary line in the direction that you want the shading to flow. The solid target area will immediately fill with the shaded color.
- In the image below, the line was drawn vertically, but it can be drawn in any direction and start from any side.



Circular Shade

- When the Shade button is selected, the Feedback Area displays 2 Shade Color boxes.
- Select the Circular Shade sub-command to produce a starburst or circular gradated effect.
- Select the first color to be used in the gradation and it will be placed in the first box.
- Click on the second color to be used and it will be placed in the second box.
- Move your cursor into your target area, and click where you want the first color to radiate out. The solid target area will immediately fill with the shaded color.





6. **Smooth** – This function is a sub-command in Grouping Colors. There we focused its attributes on removing background texture on scans. It is also a great tool for softening images and reducing jaggedness. Notice that the icon has a softened “S” for Smooth.

- Use any of the framing tools to frame the area you wish to smooth.
- After selecting this command, this screen will appear in the Feedback Area:

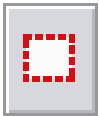


- Use the arrows to adjust the desired Smooth level from 1 to 4.
- 1 is the lowest Smooth Level and will only make a gradual effect.
- 4 is the highest setting and can cause distortion on fine images.
- Set your Smooth Level and select Go.
- Evaluate the effect. Undo and select a different level and repeat if necessary.
- To see the image smoothed more, adjust the Smooth Level and click Go again. You can continue to smooth the image as many times as desired.

Design Tip: Smoothing a finished print can add dimension to the computer image. You can smooth it only slightly to reduce the sharpness of the print, or smooth it more dramatically to make the image intentionally blurred or brushed-looking.

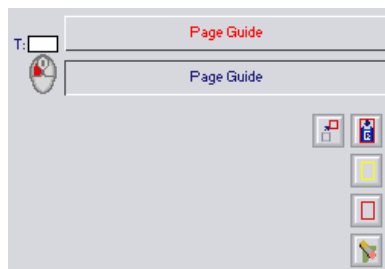
Laying Out Your Page

Everything that you are creating will ultimately be laid out on a page in one way or another. Using these guides and layouts will make your work easier and more precise.

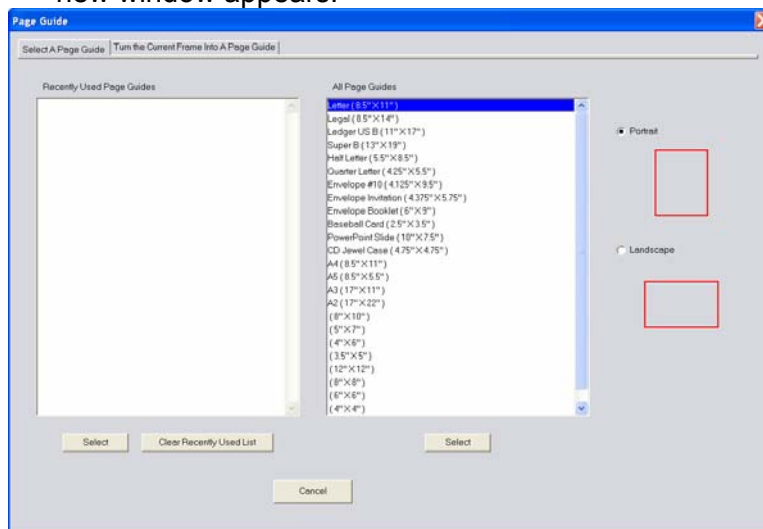


1. **Page Guide** – The Page Guide Function was designed to help you define the edges of your white page on the white screen. The red Page Guide line is not a bitmap line in your Drawing Area. It is a guideline that cannot be disturbed as you work on your page.

Sub-Commands and Feedback Area



Read in a Page Guide - Click this button to open the Page Guide directory and a new window appears.



Selecting a Page Guide from the standard list

- ❖ Choose your page size from one of the Page Guide Options in the right field

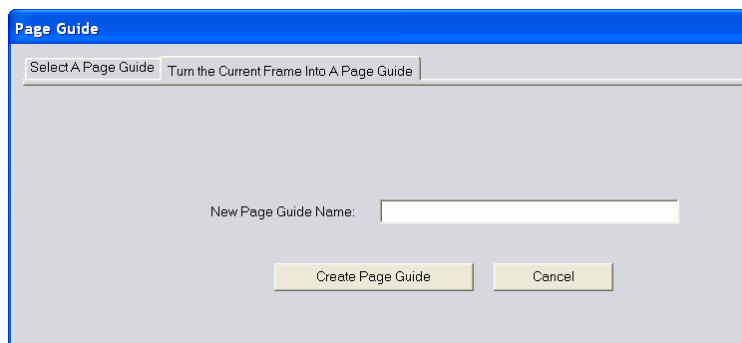
Note: After you have used one or more Page Guides, those selections will be displayed in the left field under the heading Frequently Used Page Guides. This makes it easy to access these choices quickly in the future.

- ❖ Select either Portrait or Landscape orientation

- ❖ Click Select to bring it into the Drawing Area.
- ❖ Left-click to place it in the Drawing Area.

[Creating a Custom Page Guide](#) - If you wish to use a Page Guide for a page size not in the standard list, follow these steps to create your own and add it to the list:

- ❖ Define a Rectangular Frame the size of the desired page.
- ❖ Click the Page Guide Function and the Read in a Page Guide Sub-command.
- ❖ Choose the top tab labeled: Turn the current Frame Into a Page Guide.



- ❖ Give your Page Guide a name that you will remember and type that name into the field.
- ❖ Click the Create page Guide button to add it to the All Page Guides list in the main menu.
- ❖ Select that Page Guide from the All Page Guides field and choose Select to bring it into the Drawing Area.

Back in the Drawing Area: Notice that the red line is like a yellow frame line or green guideline – the graphic tools cannot affect it.



Frame the Current Page Guide – To easily frame your document, click this sub-command and your current Page Guide will automatically be framed. It is the perfect way to quickly frame your page for Saving and Printing.



Turn the Display of the Page Guide On/Off – If the Page Guide is distracting, but you are not ready to delete it, you can turn it on and off with this sub-command.



Delete Page Guide – Clicking this button immediately deletes the Page Guide from the Drawing Area.



Move the Page Guide – Click this button to move the Page Guide. Once clicked, move your cursor back into the Drawing Area and the hand cursor will be attached to a temporary copy of the Page Guide. Select the position where you wish to place it and left-click to place it there.



2. **Layouts** – Graphics-Toolbox software has created a library of scrapbook layouts that are useful for the casual scrapper.

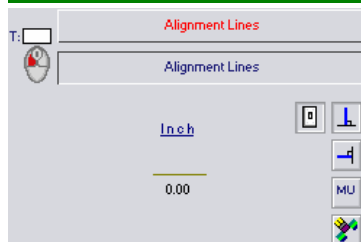
- Selecting this button opens the Layout Directory, which is organized by themes.
- Highlight the Layout that you would like to use, click OK and place it in the Drawing Area.
- Read in your digital or previously scanned photographs and place them in the photo spaces.
- Add your journaling in the areas provided.
- Re-color the Layout if you wish, using the appropriate GT Color tools.
- Embellish the Layout further with our libraries of Fancy Lines, Ribbons and Life Images.
- When you are finished, frame the Layout, save and print!



3. **Guidelines** – This feature allows you to set up Guidelines to help with the alignment of images on your page. They do not Save or Print with the image behind them. They are only a visual aid. The Guidelines are green, as shown in the icon.

- Notice the Feedback Area when this function is selected.
- To place Measurement Lines, select the Vertical or Horizontal Line sub-commands.
- Move your cursor into the Drawing Area and position it in place by left-clicking.
- The line stays attached to the cursor so you can place more lines until you select another sub-command or exit the function.
- Hide the green measurement lines by turning them off with the sub-command.
- Delete the lines with the Clear sub-command.

Sub-Command and Feedback Area



Vertical Line – Use this sub-command to place a Vertical Guideline.



Horizontal Line – Use this sub-command to place a Horizontal Guideline.

- **Change Measurement Unit** – Click this button to change to the Measurement Unit of your choice.
- **Clear** – Selecting this sub-command will delete all Measurement Lines.
- **Measurement Lines On/Off** – Click this button to turn your Measurement Lines on or off.

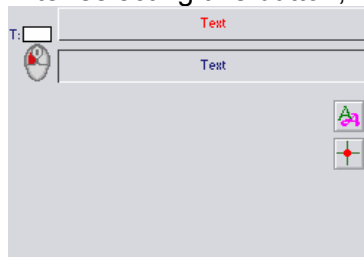
Adding Text

The Graphics-Toolbox Text function enables you to add text to your graphics or pages in traditional or creative ways. Type normally or combine your text with other graphics tools to turn your words into colorful graphics images.

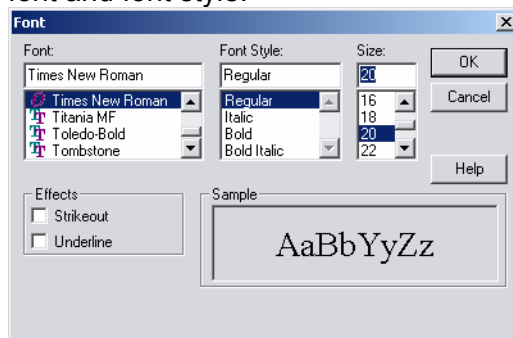


1. **Text** – All of the fonts that you have on your computer system are accessible through this button.

- After selecting this button, notice the sub-commands.



Select Font – This sub-command opens a browser allowing you to choose your font and font style:



- After making your choices, select OK to return to the Drawing Area.
- Left-click in the Drawing Area and begin typing.
- Remember that you will be typing in the Current Color. If the Current Color is white, you will not see your words on the white Drawing Area.
- You cannot use keyboard shortcuts while you are in the Text function, because the program will recognize the keystroke as a letter.

Font Size: The font sizes in GT are not standard font sizes. You will have to choose a larger size than in other programs. To see what works best for your project, select a font size, click OK and try typing with it in the Drawing Area. If you need a different size, Undo your typing, select this sub-command and adjust as needed.



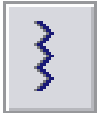
Set Text Center Position – The Text function defaults to left-justify, but if you want to center your text, select this sub-command.

Text Tips

- While typing, remember that GT is not a word processing program. This function is designed to allow you to manipulate your words, filling them with color, filling them with pattern, bending them with the Bend tool, etc. After you type and exit this function, you cannot come back and edit it. To revise your words, you will have to retype them.
- It is also recommended to type your wording outside of your target area in an empty section of the Drawing Area. Once you are happy with the size, color and special effects, frame it and carefully position it on your page.
- Remember that you can frame your text and use the Resize tool to get the exact size Text graphics for your project.

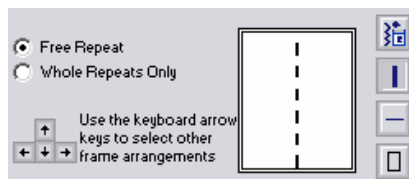
Embellishing Your Images

Our extensive directories of Fancy Lines, Ribbons, Textures and Life Images are great enhancements for presentations, photos, invitations, scrapbooking and more. Below are the related function keys.



1. **Fancy Lines** – Our vast selection of over 600 Fancy Lines is available through this function. They are organized by line style and are drawn using the Current Color.

- Notice the Feedback Area once this button is selected.



Please note that this is the Feedback Area for the Vertical and Horizontal Lines sub-commands. The options change for the Frame sub-command.



Read in Fancy Line – Choose this sub-command to open the directory screen.

- ❖ Select your line from the 9 categories by clicking on the tabs across the top and the arrows along the side.
- ❖ Double-click on your choice or highlight it and click OK.

- Now select one of the other 3 sub-commands:



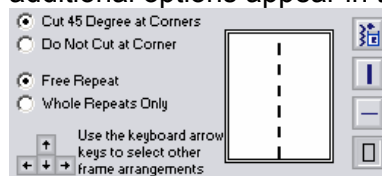
Draw Vertical Fancy Line – Use your cursor to draw a vertical line in the Drawing Area. Once you make the first click, you will see that you are drawing with the Fancy Line that you selected. Drag the cursor and make a second click to complete the line. Keep in mind, this function allows you to continue drawing with that Fancy Line. Change to the Horizontal sub-command and continue your line horizontally or exit to complete the function.



Draw Horizontal Fancy Line – This sub-command works in the same way as the Vertical Line function except that you will be drawing a Horizontal line.



Draw Rectangular Fancy Line Frame – When this sub-command is selected, additional options appear in the Feedback Area.



- ❖ The top 2 pertain to how the corners are treated.
 - **Cut 45 degrees at Corners** – the default
 - **Do Not Cut at Corner**
- ❖ The next 2 determine whether the Fancy Line will repeat freely or be drawn in whole repeats only.
 - **Free Repeat** – the default
 - **Whole Repeats Only**

- ❖ The bottom points are not active buttons, but a reminder message. The arrow keys on your keyboard will change the configuration of the frame lines to create different frame arrangements.

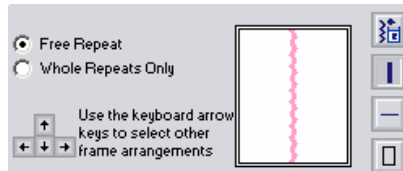
To make the Fancy Lines Frame, choose from the sub-command options, Left-click in the Drawing Area, drag the cursor diagonally, and click again to place your fancy line frame.

Note: The last used Fancy Line will appear in the Feedback display window next time that you choose the Fancy Lines function.



2. **Ribbons** – The GT Ribbon library is designed to work beautifully with the GT Life Color Cards. When you are working on a project using colors from a specific GT Color Card, try adding one of the matching ribbons. If you do not see a ribbon that matches your work, just Color Change it with the easy Color Change function.

- Notice the Feedback Area once this button is selected.



Read in Ribbon – Choose this sub-command to open the directory screen.

- ❖ Select your Ribbon from the color palettes by clicking on the tabs across the top and the arrows along the side.
- ❖ Double-click on your choice or highlight it and click OK.

- Now select one of the other 3 sub-commands:



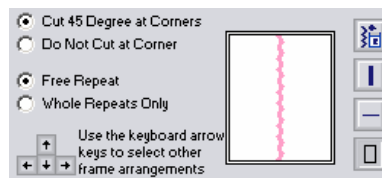
Draw Vertical Ribbon – Choose this option to draw a vertical Ribbon in the Drawing Area. Once you make the first click, you will see that you are drawing with the ribbon that you selected. Drag the cursor and make a second click to complete the ribbon. This function is designed to allow you to continue drawing with that ribbon. Change to the Horizontal sub-command and continue your line horizontally, or exit to complete the function.



Draw Horizontal Ribbon – This sub-command works in the same way as the Vertical Ribbon function except that you will be drawing a horizontal line.



Draw Rectangular Ribbon Frame – When this sub-command is selected, additional options appear in the Feedback Area.



- ❖ The top 2 pertain to how the corners are treated.
 - **Cut 45 degrees at Corners** – the default
 - **Do Not Cut at Corner**

- ❖ The next 2 determine whether the Ribbon will repeat freely or be drawn in whole repeats only.
 - Free Repeat – the default
 - Whole Repeats Only
- ❖ The bottom points are not active buttons, but a reminder message. The arrow keys on your keyboard will change the configuration of the ribbon to create different frame arrangements.

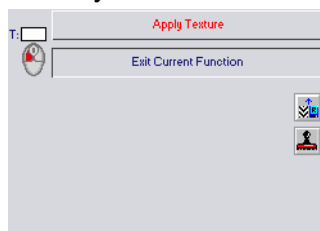
To make the Ribbon Frame, choose from the sub-command options, Left-click in the Drawing Area, drag the cursor diagonally, and click again to place your Ribbon frame.

Note: The last used ribbon will appear in the Feedback display window next time you choose the Ribbon function.



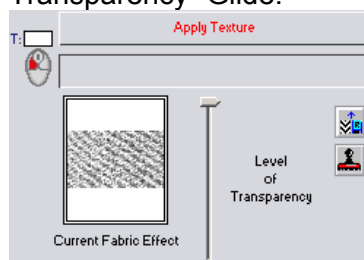
3. **Apply Texture** – Using the Apply Texture function adds a realistic dimension to flat graphics. Choose from our library of textures and bring your work to life.

- Frame the area to which you want to have the Texture applied.
- When you click this button, notice the Feedback Area:



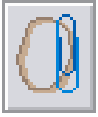
Read in Fabric Effect – This button opens the directory that holds the texture library.

- ❖ Select your texture by clicking on the tabs across the top and the arrows along the side.
- ❖ Double-click on your choice, or highlight it and select OK.
- ❖ The texture will appear in a window in the Feedback Area with a “Level of Transparency” Glide.



Apply – Clicking this Apply sub-command stamps the texture onto your frame.

Design Tip: Use fancy scissors to cut textured graphics, and they will look even more dimensional and interesting. For instance, cut fabric textures with Pinking Scissors and your printout will look like a swath of fabric.



4. Life Images – This directory is an assortment of Life Images that can be added to your work to fit into a theme or inspire conversation. If you have your own life images that you would like to use, scan them into Graphics-Toolbox, frame them with the Irregular Frame tool, and Save them on your hard drive. Life is filled with images! Start a collection.

- Click this button to open the GT Life Images directory.
- Select an image by clicking on the tabs across the top and the arrows along the side.
- Double-click on your choice, or highlight it and select OK.
- Place it directly onto your page.
- If you want to Resize it, select the Smooth sub-command to help maintain the best image.

Reading, Saving, Copying, Pasting & Printing

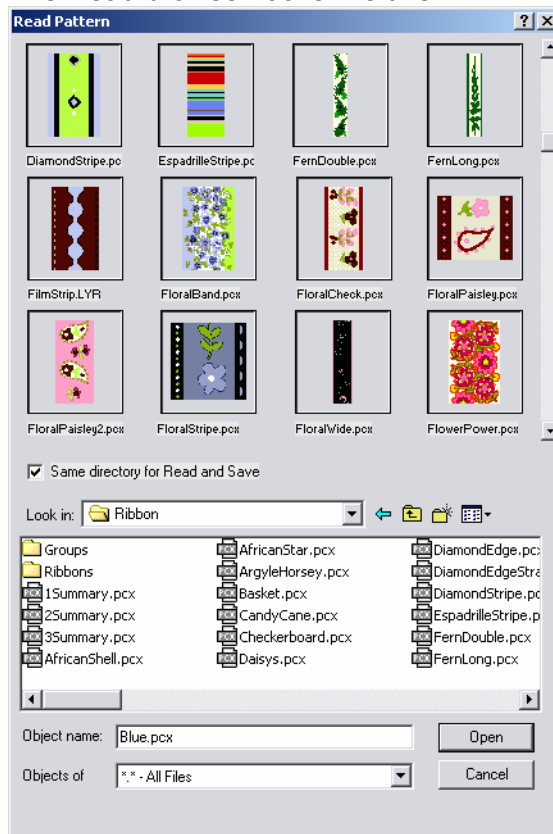
The fundamental skills of reading, saving, copying, pasting & printing files in a Windows environment apply in Graphics-Toolbox. We also have additional functions that will help you organize and access your graphic images.



1. **Read** – Select this command to Read in files saved on any internal, external or CD drive on your computer. Activating this function opens your Read browser and gives you access to all your normal drives and folders.

The drop-down window displays all of the formats that GT recognizes. You can set it for a file format that you commonly Read, or set it to All Files so that all images will be displayed.

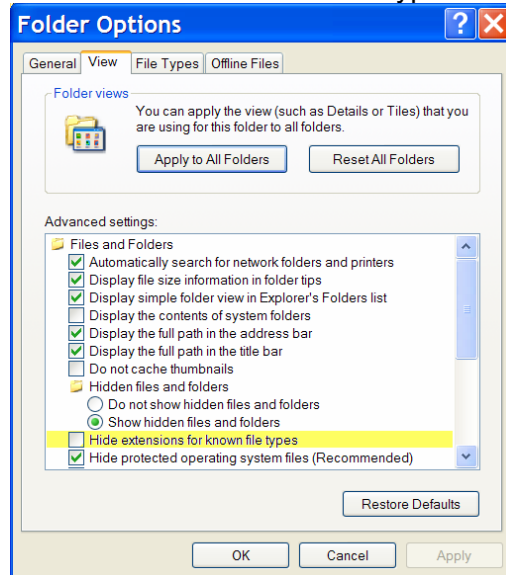
The Read browser looks like this:



Thumbnails: The Thumbnail window that is built into the GT Read screen is controlled by the Windows Explorer Folder Options settings. If your thumbnails do not appear, follow the steps below to set the correct options in Windows:

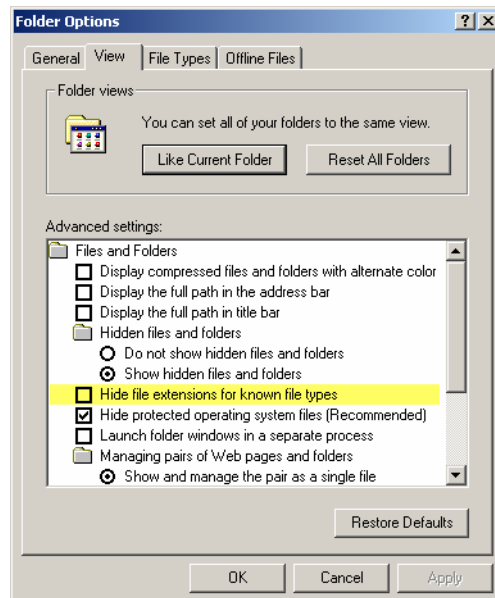
For Windows XP

- Right-click the Windows Start button → Left-click “Explore” to open the Windows Explorer browser.
- Across the top, click Tools → Folder Options → View tab
- Adjust your setting to look like this diagram. Make sure that the “Hide file extensions for known file types” is not checked.



Windows 2000

- Right-click the Windows Start button → Left-click “Explore” to open the Windows Explorer browser.
- Across the top, click Tools → Folder Options → View tab
- Adjust your setting to look like this diagram. Make sure that the “Hide file extensions for known file types” is not checked.



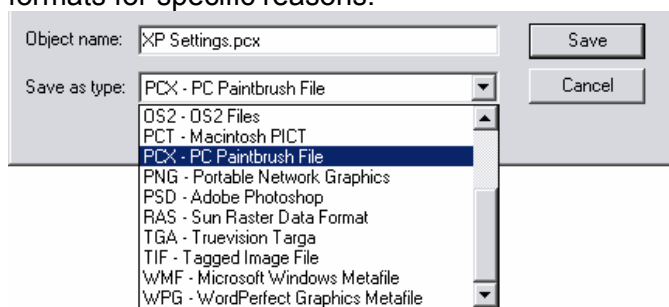


2. **Save** – It is important to remember that you will be saving what is inside your frame. You will not be saving the entire Drawing Area. You can use any of the framing tools to frame the desired image, and you can save Rectangular or Irregular Shapes.

- Once your image or page is framed, select this button to open the Save browser window.
- Locate the correct drive and open the desired folder in which you want to save the scanned image.

Important Note – Do not save your graphic files in the Graphics-Toolbox folder of your hard drive. This folder contains the files necessary to run the Graphics-Toolbox program. If those files are disturbed or deleted, GT may not run properly. Instead you should organize your hard drive with folders to store your graphic files in an organized and easily retrievable way.

- Select the File Type in which you wish to save your file. GT offers you the option of saving your files in many different formats.
- For solid color graphic images, we recommend that you save your files in PCX. PCX keeps your image exactly as you create it, with no color changes or compression. However, you may want to save different projects in different formats for specific reasons.



3 other formats, which are useful at times, are:

- ❖ **JPEG** is the format commonly used for photographs. It is good for that purpose because it naturally saves images with many tones of a color. It is not good for solid color images. If you save a 4-color print as jpg, when you Read the file in the future, you will find that it may have 80 colors. jpg is useful for e-mailing files. You can compress the file in the Save process, which can distort the image but make it smaller and easier to e-mail. When a jpg file is not compressed, the file size is commonly larger than PCX.
 - ❖ **TIFF** is similar to PCX because it saves solid color images completely intact without distortion, but the file size is larger. TIF is a very universal format, however, and can be read by many programs, including Macintosh systems.
 - ❖ **WMF** is a vector format, which means that it saves information mathematically and resizes images more smoothly. An image that is going to be opened in spreadsheet or data based program can be resized well in those programs, if it is saved as WMF.
- After choosing the file format, type your file name into the Object Name box and click Save.

Helpful Tips for Saving Files:

- ❖ Irregular shapes will maintain their irregular shape as they are saved so that when you Read the file later, you can place it in the Drawing Area and the irregular frame will be around it.
- ❖ Mix upper and lower case in your file names to make them easier to read. You can also leave spaces between words, but that can often make the file names long.
- ❖ You may be saving many different versions of a project, so it can be helpful to create a folder named for that project in your hard drive to store them.
- ❖ Remember that files are saved alphabetically. If you name all the versions of a project starting with the same word or letters, they will be stored near each other and be easier to access.

Design Tip – Our Auto Frame and Irregular Frame tools make it easy to frame an irregular shape, but the file size of an irregularly framed image is several times larger than that of the same image with a rectangular frame. Therefore, you may want to consider only saving irregular shapes when you know that you will want to use them again with their irregular frame.

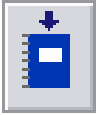


3. **Copy to Clipboard** – Graphic images can be copied and pasted into most programs through the Windows Clipboard. They can also be saved in Graphics-Toolbox file formats that are accepted by those other programs.

- Copy and Paste is the fastest way to transfer images from one program to another.
- Use the function Define Rectangular Frame to frame the image to be copied and click this button. Irregular frames cannot be maintained through the Windows clipboard. An irregular frame when copied, will adjust to a rectangular frame.
- Open or move to the other Windows program and select Paste to place your image.
- The image may need to be resized in another program. This can be done one of two ways:
 - ❖ by selecting the image, hovering over a corner, and dragging the frame to your desired size,
 - ❖ or by right-clicking on the framed image to open the Format Picture window and typing in new measurements on the Size page.

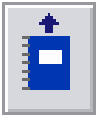


4. **Paste from Clipboard** – Images and text from other programs can be copied and pasted into Graphics-Toolbox too. Copy them using the method required by those programs and click on this button to paste it into GT.



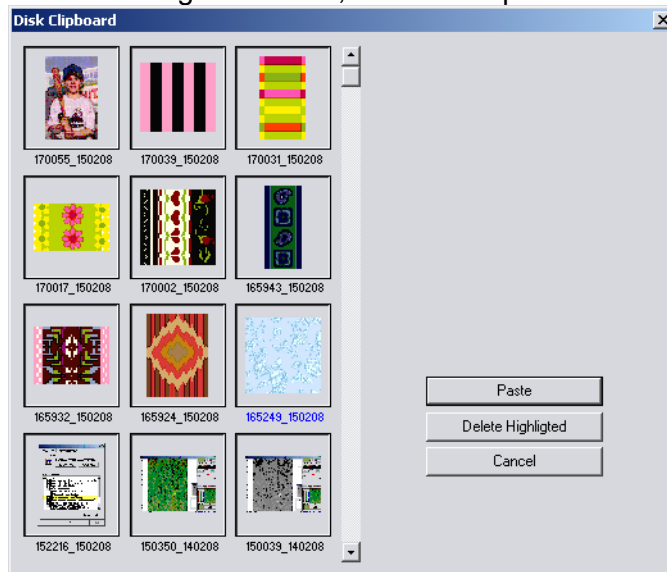
5. **Copy to Disk Clipboard** – Choose this button to copy your framed image to the Graphics-Toolbox Disk Clipboard. These files are safely saved on your hard drive but are not accessible from other programs. This is a handy way to quickly access images that you use regularly or will be using on a current project.

Note: Do not replace Copying to Disk Clipboard with saving your files in your normal folder system through the Save function. This storage tool should be supplemental, and files should be deleted when they are no longer current. When too many files accumulate in the Disk Clipboard, it can affect the speed of the program.



6. **Paste from Disk Clipboard** – Images copied to the GT Disk Clipboard are retrieved through this function.

- After selecting this button, the Disk Clipboard browser screen appears.



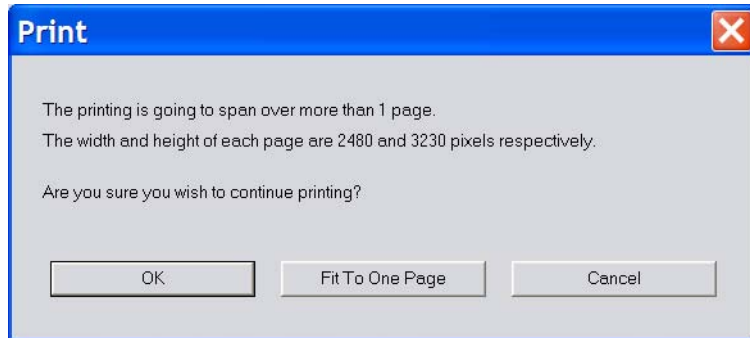
- Choose the image that you wish to retrieve by recognizing its thumbnail image. GT issues a reference number to the image, but there is no way to name the file.
- Click on the image you want and click Paste or double-click the thumbnail to bring it into the Drawing Area.
- To delete unwanted files, click on them and select the “Delete Highlighted” button. You can use the Ctrl button on the keyboard to select more than one file at once.



7. **Print** – Printing from Graphics-Toolbox is similar to printing from any other Windows program, and GT provides extra features to improve your output.

- Before selecting the Print command, remember to frame the image or page that you wish to print.
- Once you have clicked this button, you will see the normal Windows Printer screen. Make all of the necessary adjustments for paper and color based on your experience printing out the Color Library test sheets.
- Click the Print button on the Printer screen and 1 of 2 windows will appear:

- ❖ If your image will fit on the paper size you have selected, you will see a Print Preview screen with a yellow outline inside it. That outline is the size of the image you are printing. If you want to move it to another area of the paper, click inside the box and drag it to the position you prefer. It defaults to the center of the page.
- ❖ If your image is too large for the paper size you selected, you will see this window:



Choose whether you want to print across more than 1 sheet of paper, Fit to One Page, or Cancel the Print job.

