

Using RT Images in Print Shop Ensemble – Windows

These instructions are for adding and working with WMF color files in The Print Shop Ensemble III (version 4) We assume you followed the RT instructions for installing the color files onto your C:\ drive. If you store the image files on another drive, or choose to use the images directly from the RT CD, then modify these instructions as necessary.

If you did a “Typical” install of the Print Shop Ensemble, the CD will be required every time you run the program. We suggest you do a Full or Custom install so that the Print Shop CD is not required.

Choose the image you want by selecting it from the printed or README visual index.

Multiple images (and borders) can be used on the same page!

Create a New Project:

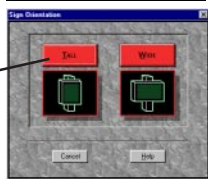
1. Start The Print Shop Ensemble.
2. At the SELECT A PROJECT window, click on a new project
We chose SIGNS & POSTERS



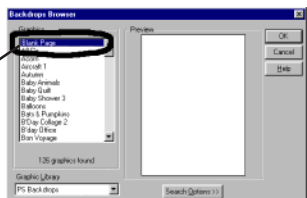
3. At the SELECT A PATH window choose START FROM SCRATCH



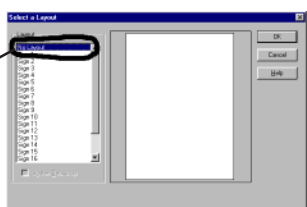
4. At the ORIENTATION window make your selection
We chose TALL



5. At the BACKDROPS BROWSER window choose BLANK PAGE
Click OK



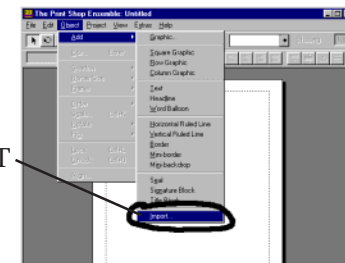
6. At the SELECT A LAYOUT window choose NO LAYOUT
Click OK



A new blank project page appears

Add an Image or Border to Your Project:

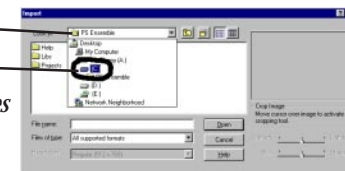
1. At the blank project page, select OBJECT->ADD->IMPORT



2. At the IMPORT window, click the LOOK IN box

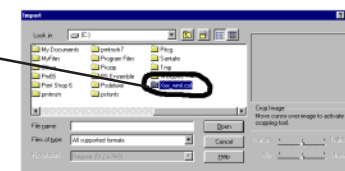
Select your C:\ drive

(Or the drive on which the image files are stored)



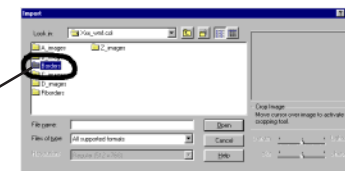
3. Scroll down to find the XXX_WMFCOL folder, then open (double click) it

(XXX is the abbreviation for the RT Collection you have)



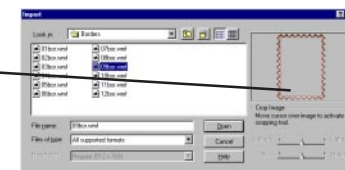
4. Open (double click) the IMAGE CATEGORY in which the image you want is located (similar to this screen)

We chose BORDERS



5. Click once on an image file to preview it.

Click OK (or double click the file) to add the image into your project



Once an image has been imported to a project you can:

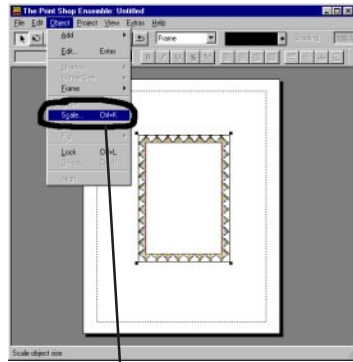
Move an Image on the Page:

1. Select the image (click on it). Handles (black squares) will appear at the corners.

Click and drag the image to where you want it on the page.

Scale an Image:

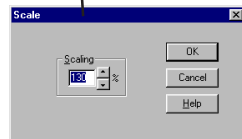
1. Select the image (click on it).
Handles (black squares) will appear at the corners.
2. Click and drag a handle to scale (resize) the image proportionally (no distortion).
Hold down the CONTROL KEY while clicking and dragging a handle to distort the image (reshape it).



Go to OBJECT -->SCALE to resize the image by percent.

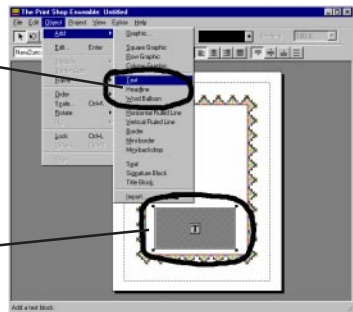
Recolor and Rotate an Image (or Border):

These functions are not available for WMF images in Print Shop Ensemble

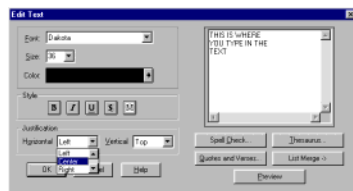


Add Text to a Project:

1. Go to OBJECT -->ADD --> TEXT or HEADLINE
2. A shaded TEXT BOX will appear as shown here



3. Double click the Text Box to go to the EDIT TEXT window
4. In the EDIT TEXT window, type in your text.
Change the font (typestyle), size, and other attributes - like bold or italics, justification, etc.
5. Click OK when finished
6. The text appears in your project. Resize the text box by clicking and dragging a corner handle-just like any other image
7. Import additional RT images to finish your project.



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