

Serif™

Digital  
**Scrapbook**  
Artist™

User Guide

## How to Contact Us

Our main office  
(UK, Europe):

The Software Centre  
PO Box 2000, Nottingham,  
NG11 7GW, UK

Main: (0115) 914 2000

Registration (UK only): (0800) 376 1989

Sales (UK only): (0800) 376 7070

Customer Service/  
Technical Support: <http://www.serif.com/support>

General Fax: (0115) 914 2020

North American office  
(USA, Canada):

The Software Center  
13 Columbia Drive, Suite 5, Amherst  
NH 03031, USA

Main: (603) 889-8650

Registration: (800) 794-6876

Sales: (800) 55-SERIF or 557-3743

Customer Service/  
Technical Support: <http://www.serif.com/support>

General Fax: (603) 889-1127

### Online

Visit us on the Web at: <http://www.serif.com/>

### International

Please contact your local distributor/dealer. For further details, please contact us at one of our phone numbers above.

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# Welcome

1







Welcome to **Digital Scrapbook Artist** from **Serif!**—the fantastic scrapbooking solution which combines scrapbooking fun with powerful drawing tools for a fantastic design experience.

Scrapbook Artist comes with **DaisyTrail DigiKits** which offer themed items, the starting point for any themed scrapbook. Each pack is full of **layouts, backgrounds, embellishments, materials, photo frames**, and decorative **letters**. Use the layouts as near ready-to-go page templates, then drag and drop items onto your page. Each DigiKit also provides supporting **effects, brushes**, and colour **swatches** that uniquely complement the theme.

In addition to using pre-supplied scrapbook content, Scrapbook Artist lets you create your own DigiKits. You can also create decorative **lines, shapes**, and apply natural or spray brush **strokes** using easy-to-use comprehensive drawing and painting tools. Photos can be added and corrected—you can even **cut out** photo foregrounds or backgrounds, and create your own **photo frames!**

Once you've created your scrapbook masterpiece, you'll want to share it. A diverse and lively web-based scrapbooking community is available for you to share your scrapbook freely or in groups. At [www.daisytrail.com](http://www.daisytrail.com), you're more than likely to make some new scrapbooking friends along the way too!

If you have comments or suggestions we'd like to hear from you. For complete contact information, see How to Contact Us (at the start of this User Guide).

Don't forget to visit **DaisyTrail.com** to download your free DigiKits—and purchase new ones!

## Key features

### Scrapbook essentials

- **Themes and Digikits** (p. 12 and p. 43)  
Choose the type of scrapbook theme you're looking for. Themed Digikits, such as Doll House and Enchanted, are rich in scrapbook items. Boost the number of themed Digikits available to you from **Digikit Collections** and via [www.daisytrail.com](http://www.daisytrail.com). Your chosen Digikit items are loaded in **Content tabs** ready to drag and drop onto the page—nothing could be easier! Online access to many more exciting Digikits or alternatively create your own!
- **Scrapbook page sizes** (p. 67)  
Design on traditional 8" x 8" or 12" x 12" pages, as well as standard Letter or A4 page formats. Or why not use a custom page size to create your own unique greetings card!
- **Cutting, erasing, and adding to items** (p. 133)  
Take your 'virtual' scissors to scrapbook material with the **Scissors Tool**—use an impressive choice of scissor cut types (Square, Pinking, Shark Fin, ZigZag, and more). Use the **Erase** and **Freeform Paint** tools to remove and add to items.
- **Design, print, and upload in high-resolution** (p. 187)  
In Scrapbook Artist, 300dpi native working is the norm. All scrapbook items are high-resolution so quality is guaranteed. Printing and upload at 300dpi gives truly outstanding high-quality output.
- **Layer work made easy** (see online Help)  
For greater design control, store scrapbook items on **layers**—work on items on one layer without affecting items on other layers. Layers can be created, merged, and hidden, and display a hierarchical tree view of associated items for easy selection. Apply paper textures to layer items!
- **Share via website** (p. 189)  
Upload scrapbooks to Serif's scrapbook community website, [www.daisytrail.com](http://www.daisytrail.com). View layouts using powerful **zoom** technology, give an **I Love It! rating**, **comment** on, or **search** for any scrapbook by tag. Create public or private **groups** for like-minded scrapbookers—



great for making new friends! Take part in scrapbooking discussions in DaisyTrail's **forums**.

### Ease of use

#### ● **Total ease of use**

Tabbed, collapsible, and dockable **Studio tabs** are always at hand. Choose from preset colours, line styles, brushes, and effects, or create your own. Use tabs to arrange, transform, and align items.

#### ● **Context toolbars**

Context toolbars offer different tools and options depending on the currently selected item. Great for efficiency and simplifying your workflow.

#### ● **Design aids** (p. 74)

Rotate your canvas through any angle, just like an artist would do in real life. For more focused design, use **Solo Mode** to work on items in isolation. Use the **Rule of Thirds** tool on your photos or on your scrapbook page for improved page composition.

### Photos

#### ● **Adding photos** (p. 81)

Personalize your scrapbook by **importing your own photos** from hard disk, CD/DVD, digital camera or scanner. Store photos in the **Photos tab** before dragging directly onto a page or into a placed photo frame.

#### ● **Photo retouching** (p. 88)

Use photo adjustments for quick fixes (or special effects) such as **Red Eye Tool, Auto Levels, Auto Contrast, Brightness/Contrast**, and many more. For advanced adjustments, applied singularly or in combination, use the dedicated **Photo Adjustments** dialog.

#### ● **Cropping and fitting photos to frames** (p. 86 and p. 97)

Use the **Crop Tool** to remove unwanted areas of your photo. For perfect photo placement, you can **scale, pan, and rotate** photos to your liking.

#### ● **Photo cutouts** (p. 88)

**Cutout Studio** makes light work of cutting out your photos, directly

within Scrapbook Artist. Use brushes to discard uniform backgrounds (sky, walls, etc.) or keep subjects of interest (people, objects, etc.).

- **Create your own photo frames** (p. 101)

**Frame Editor** allows you to create your own Digikit photo frames from a photo-based image of a frame.

## Brushes

- **Realistic brush strokes** (p. 163)

Unleash the painter within you with Scrapbook Artist's powerful **Brush Tool!** Apply **natural** or **spray** brush strokes using brush types from the Brush tab's galleries—pick brushes chosen from Digikits, pick from preset categories, or create your own. Even apply a brush stroke around item edges!

- **Natural brush strokes**

The **Natural Media** category hosts **Acrylic**, **Charcoal**, **Paint**, **Felt Tip**, and **Watercolour** brushes. Use **Stitching** brushes on cut materials, or why not adorn your scrapbook page with painted ribbon, lace, or rope effects.

- **Spray brush strokes**

Have some painting fun with **spray brushes** from categories such as **Airbrush**, **Flowers**, **Fun & Celebrations**, **Glitter**, and more.

## Drawing

- **Design Inspiration**

Use the Online tab to view video tutorials explaining how to use Scrapbook Artist's tools and how to apply various creative techniques.

- **QuickShapes** (p. 163)

QuickShapes work like intelligent clipart which can morph into a myriad of different shape variations. Even extremely complex shapes like spirals, stars, and webs are simple to draw.

- **Copy fills and effects between objects!** (p. 162)

Use the **Format Painter** to copy fills and effects between objects.

- **Versatile line and curve drawing** (p. 149)

For natural smooth curves, click and drag with the **Pen Tool**, even edit Bezier curve segments with selectable join options. Draw straight or

freeform lines with the **Pencil Tool**. Join any line's ends to create irregular filled shapes!

- **Artistic and shape text** (p. 106)  
Apply artistic text or text within QuickShapes right on the page... apply basic formatting from the always-at-hand Text context toolbar. Convert text to curves for text design freedom.
- **Colour and transparency control** (p. 157)  
Apply solid colour or transparency to any drawn item's line or fill (or brush stroke) with the Colour tab. The tab hosts colour **swatches** from Content Packs, an HSL colour wheel (for custom colour selection), and transparency slider. Use the **Fill Tool** to apply gradient, plasma, or mesh fills for exciting results—a gradient fill path lets you add or replace colours and/or transparency simultaneously for more subtle gradients.
- **Filter effects** (p. 124)  
Give your scrapbook items depth with material width or soft edges with feathering. Why not apply drop shadows with the **Shadow Tool** or enliven your text with fully adjustable Inner Shadow, Glow, Bevel, and Emboss filters? All are easy to apply and sure to impress.
- **Astounding 3D lighting and surface effects** (p. 126)  
The Studio's Effects tab offers preset 3D effects (metals, elements, glass, stone, wood, and more) you can apply one or more effects, then customize by varying surface and source light properties.

## Sharing

- **Email scrapbook images to friends and family**  
Send your scrapbook as Adobe Acrobat PDF and the popular JPEG format—or simply email your .sbp file!

and some other fun things to aid scrapbooking...

- Roughen up your scrapbook items with preset scissor-shaped edges. Use **QuickFrame**, a new ornate QuickShape for framing your photos. Now all photo brushes can be colorized.

## Installation

### System requirements

#### Minimum:

- Windows-based PC with CD drive and mouse
- Microsoft Windows®XP (32 bit), Windows®Vista (32 or 64bit), or Windows®7 operating system
- 512 MB RAM
- 300 MB (recommended full install) free hard disk space
- XGA display (1024x768 resolution, 24-bit colour) or higher

Additional disk resources and memory are required when editing large or complex documents.

#### Optional:

- Windows-compatible printer
- TWAIN-compatible scanner and/or digital camera
- Internet account and connection required for accessing online resources and scrapbook upload

### Installation procedure

1. Insert the Program CD into your DVD/CD drive.
  - If AutoPlay is enabled on the drive, this automatically starts the Setup Wizard. Follow the on-screen instructions for install.
  - or-
  - If AutoPlay is not enabled (or doesn't start the install automatically), run **setup.exe** from your CD/DVD.
2. (Optional) If you've also purchased a Digital Scrapbook Artist Digikit Collections DVD, install it now by inserting it into your DVD drive.

# Getting started

2





## Using the Startup Wizard




Once Scrapbook Artist has been installed, you're ready to start. By default, a **Serif Digital Scrapbook Artist** item is added to the **All Programs** submenu of the Windows **Start** menu.

### Opening the Startup Wizard

- Use the Windows **Start** menu to open Scrapbook Artist.
- or -
- On the **File** menu, click **New>New from Startup Wizard...**

The Startup Wizard offers different routes into the program.

Option	Allows you to...
<b>Start with a theme</b>	Use a Digikit layout as the basis for your scrapbook. You can customize the layout to suit your needs by adding your own photos, text, and decorative items.
<b>Open saved work</b>	Open and edit your saved scrapbooks.
<b>Start with a blank page</b>	Open a new blank page in the workspace.
<b>Tutorials</b>	Go directly to the Scrapbook Artist "Getting Started" tutorials.


 To start with a blank page, you can also click the **Cancel** button in the upper-right corner of the Startup Wizard. This will skip the Digikit Browser dialog, but you can open it by clicking **Add items from Digikits** on the Pages Context toolbar.


## Turning the Startup Wizard off and on

If you don't want the Startup Wizard to display every time you open Scrapbook Artist, you can turn it off at startup.

### To turn off the Startup Wizard:

-  In the lower-left corner of the Startup Wizard, click **Don't show this wizard again**.

 Don't show this wizard again

 Both methods only turn the Startup Wizard off when you open Scrapbook Artist. Once the program is open, you can still access the Startup Wizard by clicking **File>New>New from Startup Wizard**.

### To turn the Startup Wizard back on:

1. On the **File** menu, click **New>New from Startup Wizard**.
2. Click to clear the **Don't show this wizard again** box.

## Starting from a Digikit Theme





The Scrapbook Artist Digikits offer a selection of themed page layouts, backgrounds, frames, materials, letters, embellishments, brushes, and effects.

If you want to get started quickly, selecting a Digikit theme will help you to create your first scrapbook in just a few easy steps.

You can also create original scrapbooks from scratch. (See Starting a scrapbook from scratch on p. 24.)



Additional Digikits are available from the [www.daistytrail.com](http://www.daistytrail.com) website.

## Choosing your theme and layout

1. Launch Scrapbook Artist, or click **File>New>New from Startup Wizard...**
2. In the Startup Wizard, click **Start with a Theme.**



If you've switched the Startup Wizard off (and don't see it when you start up), you can switch it on again. Click **Tools>Options**, select the **Ease of Use** option, and then select the **Startup Wizard** check box.

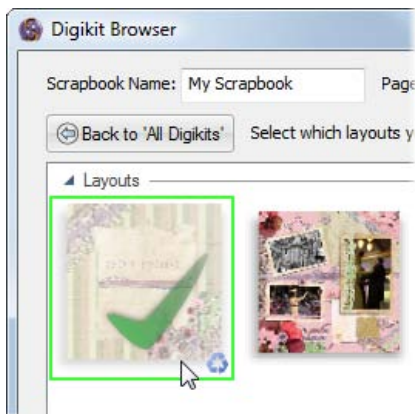
3. In the **Digikit Browser** dialog, in the upper-left **Scrapbook Name** box, type a name for your scrapbook.
4. In the **Page Size** drop-down list, select a page size.
5. In the **Digikit Browser** dialog you'll see installed Digikits, plus featured free and purchasable Digikits from the DaisyTrail.com shop. (See Buying Digikits on p. 51.)
  - Select the Digikit you want to use as the basis for your scrapbook by clicking its thumbnail.



- In the **LAYOUTS** section, select the pages you want to add to your scrapbook by clicking their thumbnails.



If you select a layout from a featured free or purchasable Digikit—the **Digikit Not Installed** dialog will display and you will be prompted to visit the DaisyTrail.com shop. Once you've installed your free or purchased Digikit, it will appear in the **My Digikits** section of the Digikit Browser. (See Buying Digikits on p. 51.)



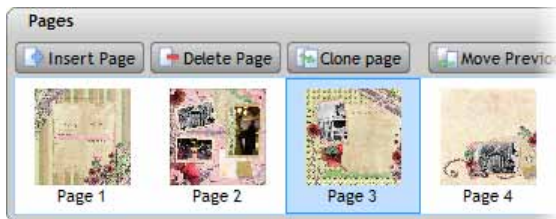
- When you're finished selecting pages, click **Done**.

The first page of the layout opens in the workspace, and all of the scrapbooking items contained in the Digikit are added to the Content tabs at the left of the workspace.



- Running horizontally along the lower edge of the workspace, the **Pages** tab displays the pages you chose to add to your scrapbook.


Click through the thumbnails to view these pages in the workspace and choose the page you want to work on first.



Before making any changes to the layout, let's save the file. (It's good practice to save your work frequently.)

## Saving your work

The first time you save your work:

- On the Standard toolbar, click  **Save**.
- In the **Save As** dialog:

- The **File name** text box displays the name you typed in the **Digikit Browser** dialog. To save your scrapbook with different file name, type it here.
- Browse to and select the destination for your saved file.
- Click **Save**.



Scrapbook Artist periodically autosaves your work to a temporary file, allowing you to recover as much as possible in the event of a system failure. You can set autosave frequency under the **General** option of the **Tools>Options...** dialog.


### On subsequent saves:

- To save the scrapbook under its current name, click the **Save** button. The existing scrapbook file is overwritten with your recent changes.
- To save the scrapbook under a different name, click **File>Save As...** to open the **Save As** dialog.




Scrapbooks are saved as files exclusively for use with Scrapbook Artist, with a \*.sbp file extension.

## Adding your own photos

1. In the Content tabs at the left of the workspace, click the **Photos** tab to open it. At the bottom of the tab, click .
2. In the **Open** dialog, browse to and select the photos you want to add to your scrapbook.
  - To select multiple adjacent files, press and hold down the **Shift** key, click the first file in the list, and then click the last file.
  - To select multiple non-adjacent files, press and hold down the **Ctrl** key, and then click to select.
  - Click **Open**. Your photos are added to the **Photos** tab.



To remove a photo from the **Photos** tab, click its  **Remove** button.

## Adjusting and replacing framed photos

1. Select the framed photo, and then click the **Crop** button.




2. To rotate, or zoom into or out of the photo, click the buttons displayed in the lower-right corner of the photo.



3. To pan the photo, click and drag on it.





4. To close the Crop window, click , or click elsewhere on the page or pasteboard area.

#### To replace a photo:

- Drag a different photo onto a frame from the **Photos** tab.

-or-

1. Select the framed photo you want to replace.
2. Click the  **Select Cropped Object(s)** button that displays below the frame.
3. Click the  **Replace Photo** button that displays on the Photo context toolbar.

## Adding scrapbook letters

1. In the Content tabs at the left of the workspace, click the **Letters** tab to open it.
2. To add an individual letter, drag it from the tab onto your page.

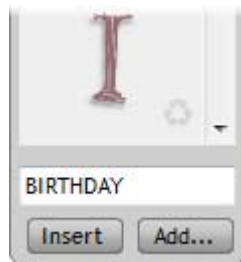


- or -

To add an entire word or phrase all at once, type your text into the box at the bottom of the tab, and then click .



To add a special character to your entire word or phrase, you will need to drag it from the tab directly onto your page.



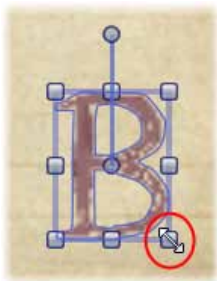
3. You can move, resize, rotate, and delete letters individually, or you can work with them as a group by first clicking the  button. (See Grouping items on p. 184.)



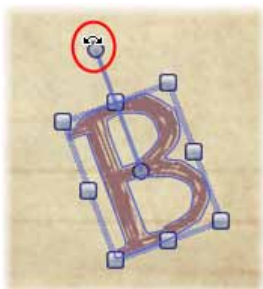
To work with grouped and ungrouped letters:

- To **move** an individual letter or a group of letters, simply drag it.

- To **resize** a letter or group, select it, and then drag a corner handle.




- To **rotate** a letter or group, select it, and then drag its rotate handle.




- To **delete** a letter or group, select it and press the **Delete** key.
- To **group** letters, click and drag to draw a selection marquee around them. (To avoid selecting the object beneath the letters, hold down the **Alt** key as you drag.)



Release the mouse button and then click the  button.





- To **ungroup**, select the group and click the **Ungroup**  button.




To create your own letters, see Creating your own Digikits on p. 53.

## Adding decorative items

1. In the Content tabs at the left of the workspace, open the **Embellishments** or the **Materials** tab.
2. Scroll the tab to find the item you want to add, and then drag it onto your page.
3. To move, resize, rotate, or delete an item, use the methods described on p. 30.



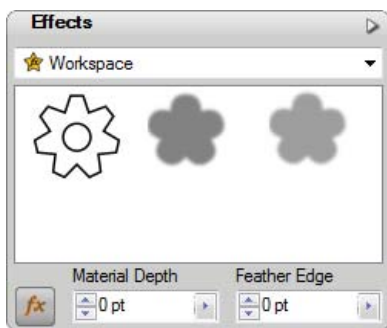
To remove a scrapbook item from a Content tab, click its  **Remove** button.



To create your own embellishments, see Creating your own Digikits on p. 53.

## Adding drop shadows

1. Select the item to which you want to add a drop shadow.
2. In the Studio tabs at the right of the workspace, click the **Effects** tab.
3. At the top of the tab, in the Effects drop-down list, select the **Workspace** category. This category contains the preset effects included in your selected Digikit, and used in the default layout.



4. Click a drop shadow effect to apply it to your selected item.



## Sharing your scrapbook


To share your scrapbook, you need to do the following:

1. Register on the [www.daisytrail.com](http://www.daisytrail.com) website.
2. Set up account information in Scrapbook Artist.
3. Upload your pages to the website.

For step-by-step instructions, see *Sharing via our website* on p. 189.

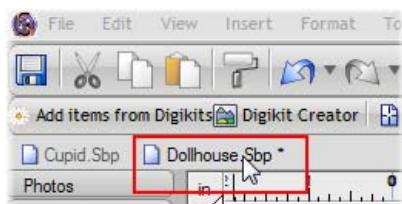
## Closing the program

To close the current scrapbook:

- On the **File** menu, click **Close**, or click the  **Close** button in the upper right corner of the workspace.

- or -

If you have a middle mouse button/wheel, and multiple scrapbooks open, hover over the document's tab and click the middle mouse button.



If the scrapbook is unsaved or has unsaved changes, you'll be prompted to save it.

#### To close Scrapbook Artist:

- Click **File>Exit**. For each open scrapbook, you'll be prompted to save any changes made since the last save.

## Starting a scrapbook from scratch

If you decide to create your scrapbook from scratch, the first step is to select your page background(s). The Scrapbook Artist Digikits provide a selection of backgrounds from which to choose.

### Choosing page backgrounds

1. Launch Scrapbook Artist, or click **File>New>New from Startup Wizard...**
2. In the Startup Wizard, click **Start with a blank page.**

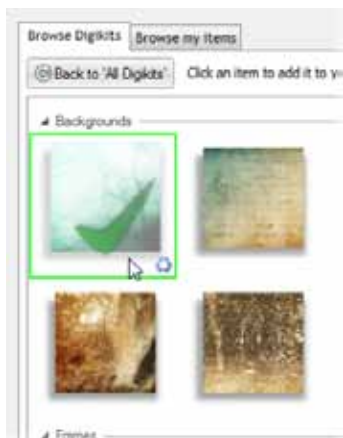


If you've switched the Startup Wizard off (and don't see it when you start up), you can switch it on again. Click **Tools>Options**, select the **Ease of Use** option, and then select the **Startup Wizard** check box.

3. In the **Digikit Browser** dialog you'll see installed Digikits, plus featured free and purchasable Digikits from the DaisyTrail.com shop. (See Buying Digikits on p. 51.) Select the Digikit you want to browse by clicking its thumbnail.



4. Scroll to the **Backgrounds** category. You'll see the backgrounds available from the selected Digikit.



5. Click the background(s) that you want to use in your scrapbook.

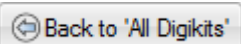
- or -

To add all items from the Digikit, click .




If you select an item from a featured free or purchasable Digikit—the **Digikit Not Installed** dialog will display and you will be prompted to visit the DaisyTrail.com shop. Once you've installed your free or purchased Digikit, the item will be added to the relevant Contents tab on selection. (See Buying Digikits on p. 51.)



In the Content tabs at the left of the workspace, the **Backgrounds** tab displays the backgrounds you added to the project.

6. (Optional) Click  to add backgrounds from other Digikits.

7. When you've finished selecting backgrounds, click **Done**.
8. Drag the background you want to use onto the blank page displayed in the workspace.




 To change the background, simply drag a new background onto the page.

 To remove a background from the **Backgrounds** tab, click its  **Remove** button.

Before we go any further, let's save the file. (It's good practice to save your work frequently.)

## Saving your work

The first time you save your work:

1. On the Standard toolbar, click  **Save**.
2. In the **Save As** dialog:
  - The **File name** text box, type a file name or accept the default file name, e.g., Scrapbook1.
  - Browse to and select the destination for your saved file.
  - Click **Save**.



Scrapbook Artist periodically autosaves your work to a temporary file. You can set autosave frequency under the **General** option of the **Tools>Options...** dialog.


### On subsequent saves:

- To save the scrapbook under its current name, click the **Save** button. The existing scrapbook file is overwritten with your recent changes.
- To save the scrapbook under a different name, click **File>Save As...** to open the **Save As** dialog.



Scrapbooks are saved as files exclusively for use with Scrapbook Artist, with a \*.sbp file extension.

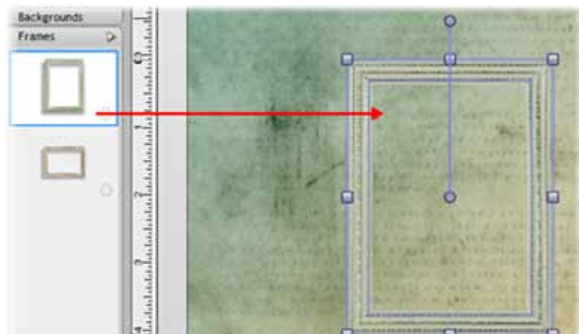
## Adding photo frames

1. In the Content tabs at the left of the workspace, click the **Frames** tab to open it.
2. At the bottom of the **Frames** tab, click 
3. The **Digikit Browser** opens to display frames, which are categorized by the name of the Digikit to which they belong, e.g., Enchanted. Scroll to the Digikit category you want to add frames from. You can add frames from more than one Digikit.
4. Click a frame to add it to your scrapbook project, or click **Add all items** to add them all. The selected frames are added to the **Frames** tab.



If you select a frame from a featured free or purchasable Digikit—the **Digikit Not Installed** dialog will display and you will be prompted to visit the DaisyTrail.com shop. Once you've installed your free or purchased Digikit, the frame will be added to the relevant Contents tab on selection. (See Buying Digikits on p. 51.)

5. When you've finished selecting frames, click **Done**.
6. Drag a frame from the **Frames** tab onto your page.




Once the frame is added to the page, you can move, resize, and rotate it. (See Arranging items on p. 177.)




To create your own photo frames, see Creating your own photo frames on p. 101.




To remove a frame from the **Frames** tab, click its  **Remove** button.

## Adding photos

1. In the Content tabs at the left of the workspace, click the **Photos** tab to open it. At the bottom of the tab, click .
2. In the **Open** dialog, browse to and select the photos you want to add.
  - To select multiple adjacent files, press and hold down the **Shift** key, click the first file in the list, and then click the last file.
  - To select multiple non-adjacent files, press and hold down the **Ctrl** key, and then click to select.
3. Click **Open**. Your photos are added to the **Photos** tab.






Click the  **Remove** button to remove a photo from the **Photos** tab.

4. Drag a photo from the **Photos** tab and drop it onto the frame, or onto the page if you don't want to frame your photo.
5. You can adjust your photo inside its frame, or even replace it if required. For details, see Adjusting framed photos on p. 98.

## Adding decorative items

1. In the Content tabs at the left of the workspace, click the **Embellishments** or **Materials** tab to open it.
2. At the bottom of either tab, click .
3. The **Digikit Browser** opens to display Embellishments or Materials, which are categorized by the name of the Digikit to which they belong, e.g., Enchanted. Scroll to the Digikit category you want to add Embellishments or Materials from. You can add items from more than one Digikit.
4. Click an item to add it to your scrapbook project, or click **Add all items** to add them all. The selected items are added to the **Frames** tab.



If you select an item from a featured free or purchasable Digikit—the **Digikit Not Installed** dialog will display and you will be prompted to visit the DaisyTrail.com shop. Once you've installed your free or purchased Digikit, the item will be added to the relevant Contents tab on selection. (See Buying Digikits on p. 51.)


5. When you've finished selecting items, click **Done**.
6. To add an item to your page, drag it from its tab.

- Once an item is placed on the page, you can move, resize, and rotate it as required. (See Arranging items on p. 177.)




To create your own embellishments and materials, see Creating your own Digikits on p. 51.



To remove a scrapbook item from a tab, click its  **Remove** button.


## Adding scrapbook letters

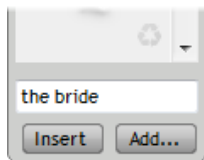
- In the Content tabs at the left of the workspace, click the **Letters** tab to open it.
- At the bottom of the **Letters** tab, click .
- The **Digikit Browser** opens to display letters, which are categorized by the name of the Digikit to which they belong, e.g., Enchanted. Scroll to the Digikit category you want to add letters from. You can add letters from more than one Digikit.
- Click a letter to add it to your scrapbook project, or click **Add all items** to add them all. The selected letters are added to the **Letters** tab.



If you select an item from a featured free or purchasable Digikit—the **Digikit Not Installed** dialog will display and you will be prompted to visit the DaisyTrail.com shop. Once you've installed your free or purchased Digikit, the item will be added to the relevant Contents tab on selection. (See Buying Digikits on p. 51.)

- When you've finished selecting letters, click **Done**.
- To add an individual letter, number or special character (such as an accent,) drag it from the tab directly onto your page.

To add an entire word or phrase all at once, type your text into the box at the bottom of the tab, and then click .



To add a special character to your entire word or phrase, you will need to drag it from the tab directly onto your page.

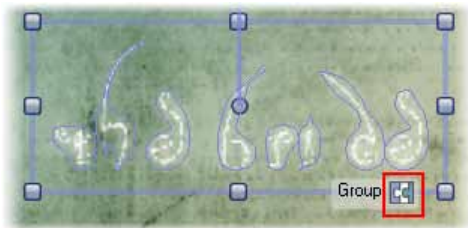


To create your own letters, see p. 57.



To remove a letter from the **Letters** tab, click its **Remove** button.

- You can now move, resize, rotate, and delete these letters individually, or you can work with them as a group by first clicking the **GROUP** button. (See Grouping items on p. 184.)



## Applying drop shadows and other effects

To add effects to your project:

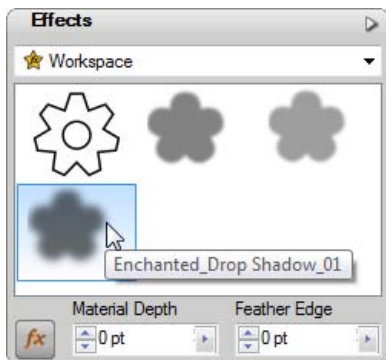
- On the **Pages** Context toolbar, click **Add items from Digikits**. The **Digikit Browser** dialog opens.
- Select a Digikit from which you want to add effects, e.g., Enchanted.
- Scroll to the **Effects** category and click on an effect to add it to the **Workspace** category of the **Effects** tab.



- (Optional) Click **Back to 'All Packs'** to add effects from other Digikits
- When you're finished selecting effects, click **Done**.

To apply an effect to a selected item:

1. Select the item to which you want to add a drop shadow or other effect.
2. In the Studio tabs at the right of the workspace, click the **Effects** tab.
3. At the top of the tab, in the **Effects** drop-down list, select the **Workspace** category. You will see the effects you have added via the **Digikit Browser** dialog.



4. On the **Effects** tab, click an effect to apply it to your selected item.



original

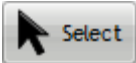


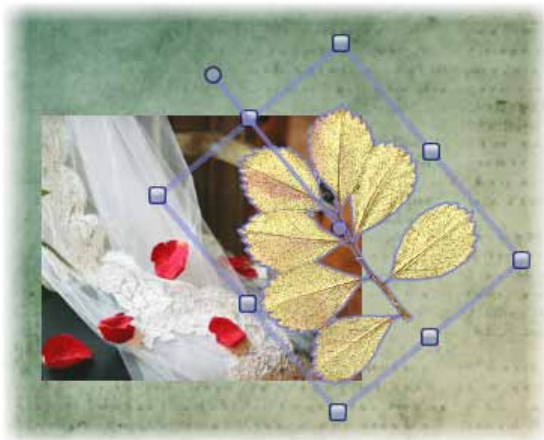
drop shadow applied

## Applying transparency

You can apply transparency quickly and easily using a slider on the **Colour** tab. For more advanced effects, use the **Transparency Tool** (for details, see online Help).

To apply transparency from the **Colour** tab:

1. On the Standard toolbar, click  and click to select the item you want to work with.




2. On the **Colour** tab, drag the Transparency slider to achieve the desired effect.





transparency applied

## Adding text

1. On the Standard toolbar, click .
2. To create text at the default size, click on your page to set a text insertion point.

- or -

Click and drag on your page to set the size of the text insertion point.

3. To set text attributes (font, size, etc.) before typing: Make your selections on the Text context toolbar. (See Formatting text on p. 112.)



4. To set text colour, set the Line/Fill swatches on the **Colour** tab. (See Changing line and fill colours on p. 157.)
5. Start typing.

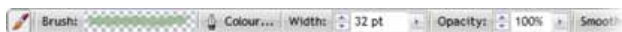


You can also create **Shape Text**, by typing directly inside a QuickShape or drawn shape. See Adding text on p. 106.

## Creating brush strokes



1. On the Standard toolbar, click the **Brush Tool**.
2. At the right of the workspace, open the **Brushes** tab, and select a brush category from the upper drop-down list.
3. On the Brush context toolbar, set the brush stroke properties (width, opacity, smoothness, etc.).



4. Drag a brush stroke across your page.



5. To create a new brush stroke, repeat the click and drag process.
6. When you have finished painting, to deselect the brush stroke press the **Esc** key.

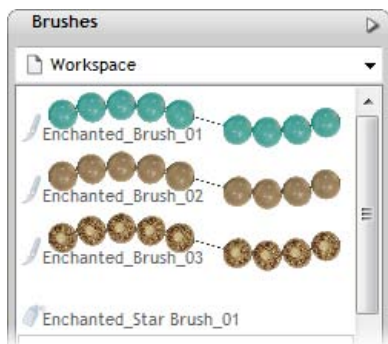


Brushes used in the current scrapbook are added to the **Document** category of the **Brushes** tab.

(For more on brushes, see Adding brush strokes on p. 165.)

## Adding Digikit brushes

The Brushes tab's **Workspace** category displays the brushes added from Digikits. If you've previously chose to add all the items from a Digikit, a selection of brush strokes will be displayed in this category.



### To add Digikit brushes:

1. On the **Pages Context** toolbar, click **Add items from Digikits**. The **Digikit Browser** dialog opens.
2. Select a Digikit from which you want to add brushes, e.g., Enchanted.
3. Scroll to the **Brushes** category, and then click to select the brush(es) you want to use.



If you select a brush from a featured free or purchasable Digikit—the **Digikit Not Installed** dialog will display and you will be prompted to visit the DaisyTrail.com shop. Once you've installed your free or purchased Digikit, the brush will be added to the **Workspace** category of the **Brushes** tab on selection. (See Buying Digikits on p. 51.)

4. Click **Back to 'All Digikits'** to add brushes from other Digikits.
5. When you've finished selecting brushes, click **Done**.



## Arranging items and groups on the page

- To select a single item, click , and then click the item or group.

- To select multiple items, click , click the first item, then hold down the **Shift** key and click to select additional items.

- or -

Click in a blank area of the page, and then drag a selection marquee around the items you want to select.



- To move an item or group, select it, and then drag it.
- To resize an item or group, select it, and then drag a corner resize handle.




- To rotate an item or group, select it, and then drag its rotate handle.

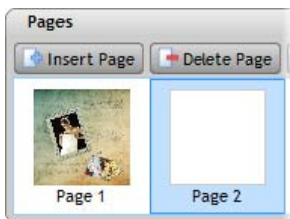


- To delete an item or group, select it, and then press the **Delete** key.


See also Rotating and shearing items (p. 179), Ordering items (p. 182), and Grouping items (p. 184).

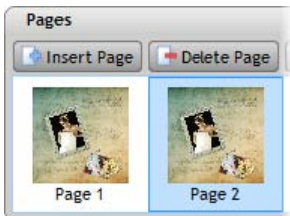
## Adding pages

1. On the **Pages** tab, select the page after which you want to add your new page.
2. Click  **Insert Page** to create a new blank page.



- or -

- Click  **Copy page** to create a copy of the selected page.



(See also Adding, moving, and deleting pages on p. 69.)

## Sharing your scrapbook


To share your scrapbook, you need to do the following:

1. Register on the [www.daisytrail.com](http://www.daisytrail.com) website.
2. Set up account information in Scrapbook Artist.
3. Upload your pages to the website.

For step-by-step instructions, see Sharing via website on p. 189.

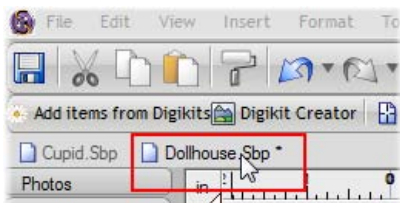
## Closing the program

To close the current scrapbook:

- On the **File** menu, click **Close**, or click the  **Close** button in the upper right corner of the workspace.

- or -

If you have a middle mouse button/wheel, and multiple scrapbooks open, hover over the document's tab and click the middle mouse button.



If the scrapbook is unsaved or has unsaved changes, you'll be prompted to save it.

To close Scrapbook Artist:

- Click **File>Exit**. For each open scrapbook, you'll be prompted to save any changes made since the last save.

## Opening and displaying scrapbooks

You can open an existing scrapbook from the Startup Wizard or the **File** menu. If you have more than one scrapbook open, you can switch between them using the **Window** menu or the document tabs.

### Opening a scrapbook from the Startup Wizard

1. Click the **Open Saved Work** option.
2. In the **Open Saved Work** dialog, in the left **Documents** pane:
  - Use the **Folders** tab to browse your computer's folder structure and locate your scrapbooks.
  - or -
  - Use the **History** tab to view your most recently used scrapbooks.
3. On the right, preview thumbnails of your saved scrapbooks are displayed.

You can choose between **Thumbnails View** (displays thumbnails only), or **Details View** (displays thumbnails and information about the file—file size, creation date, and so on).



4. Click a thumbnail, and then click **Open**.

## Opening a scrapbook from the File menu

1. On the **File** menu, click **Open...**
2. In the **Open** dialog, navigate to and select the scrapbook file you want to open, and then click **Open**.

## Displaying scrapbooks

If you open multiple scrapbooks at the same time, there are several ways to jump between them quickly.

### Displaying a scrapbook from the Window menu:

- Select a scrapbook name from the **Window** menu.

Unsaved scrapbooks are indicated with an asterisk.

The currently active scrapbook is indicated with a check mark.

### Displaying a scrapbook from the document tabs:

- In the upper left area of the workspace, click on an open scrapbook's tab to make it active. The file names of scrapbooks that are not active are greyed out.





# Digikits

3



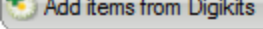
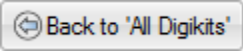




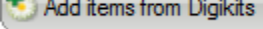
## Browsing

The **Digikit Browser** provides access to your installed Digikits, plus access to featured free and purchasable Digikits from **DaisyTrail.com**. You can browse Digikits and preview the items they contain, before adding them to your workspace. You can also use the search controls on the right-hand side of the dialog to narrow the search, or to find a specific item. There are two ways of browsing Digikit items—browsing by Digikit, or browsing by item category.

### Browsing Digikits

1. Click .
2. In the **Digikit Browser** dialog, you'll see installed Digikits, plus featured free and purchasable Digikits from the DaisyTrail.com shop. (See Buying Digikits on p. 51.) Select the Digikit you want to browse by clicking its thumbnail.
3. Scroll through the categories to browse items included in the Digikit.
4. (Optional) To narrow your search, find items you have tagged, or to find a specific item—apply a search filter.
5. To browse another Digikit, click .

### Browsing items

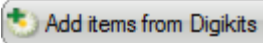
1. Click .
2. In the **Digikit Browser** dialog, click the **Browse my items** tab. You'll see items belonging to installed Digikits, plus featured free and purchasable Digikits from the DaisyTrail.com shop. (See Buying Digikits on p. 51.)
3. On the left-hand side of the dialog, select an item category you want to browse, e.g., **Embellishments**.
4. The items are categorized further by the name of the Digikit to which they belong, e.g., Doll House. Scroll through to browse the items

included in each Digikit. To make browsing easier, you can expand and collapse the Digikit categories to hide or reveal the items.

5. (Optional) To narrow your search, find items you have tagged, or to find a specific item—apply a search filter.

## Applying a search filter

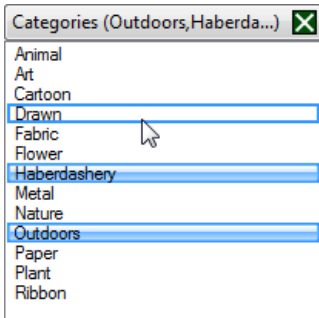
The filter searches preset and custom tags applied to installed, featured free and purchasable Digikits. (See Tagging on p. 49.)


1. Click .
2. Click **Browse Digikits** or **Browse my items**, depending on which browsing method you prefer.
3. There are two methods by which you can apply search filters, and both can be used together to further narrow your search.
  - Type the word or letter you want to search for in the **Search** text box, situated on the right-hand side of the dialog.





- Select a search tag from the drop-down menus on the right-hand side of the dialog. Choose from Categories, Colours, Styles, and History.



- **Ctrl-click** to select more than one filter.
- Click  to remove the filter(s).

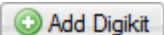


If you've searched via the **Browse Digikits** tab, the Digikit containing the relevant item(s) is displayed for you to select and browse further.




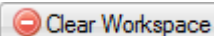
If you've searched via the **Browse my items** tab, click on each category, e.g., Frames, to reveal the relevant items.

## Adding items to your workspace

- To add items to your workspace via the **Browse Digikits** tab, select the Digikit you want to browse and then simply click the item you want to add.
- To add items to your workspace via the **Browse my items** tab, select the category you want to browse, e.g., Embellishments, and then simply click the item.
- To add all items from a selected Digikit, click .



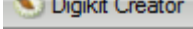
If you select an item, or add all items, from a featured free or purchasable Digikit—the **Digikit Not Installed** dialog will display and you will be prompted to visit the DaisyTrail.com shop. Once you've installed your free or purchased Digikit, the item will be added to the relevant Contents tab on selection. (See Buying Digikits on p. 51.)

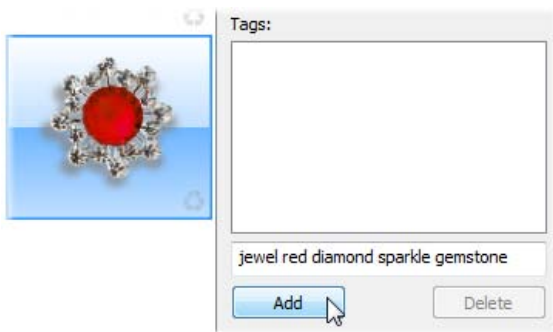
- To remove an item from the workspace, select the item and click the  **Remove** button via the **Digikit Browser** or relevant Contents tab.
- To remove all items from the workspace, click .

## Tagging

Scrapbook Artist allows you to add searchable tags to individual items and Digikits via the **Digikit Creator**. Tags are keywords, or terms, that you can assign to individual items or whole Digikits to make browsing and selecting items easier. By grouping items or Digikits under multiple search terms, it will be much quicker for you to find the items you want to add to the workspace. (See Browsing on p. 45.) Installed, featured free and purchasable Digikits are assigned with preset tags—but you can also add your own custom tags, as well as tagging your own custom items and Digikits. See Creating your own Digikits on p. 53.

### To tag an item

1. Click .
2. If you're not already working with the Digikit you want to tag, **Load** the relevant Digikit. See Loading Digikits on p. 63.
3. Select the item you want to tag by clicking its thumbnail.
4. In the text box at the bottom of the **Tags** pane, type search terms you want to apply to the item. You can apply as many tags as you need.
5. Click **Add**.

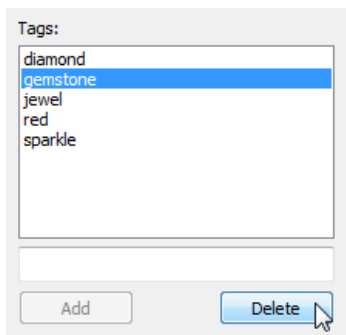


You can add more tags, by simply repeating the previous two steps.

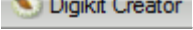
- When you've finished tagging, **Save** your Digikit. See Saving Digikits on p. 62.

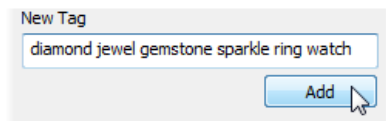
The tags are now active and can be used as filters to search for your items when using the **Digikit Browser**.

- To delete a tag, select it in the **Tags** pane and click **Delete**.



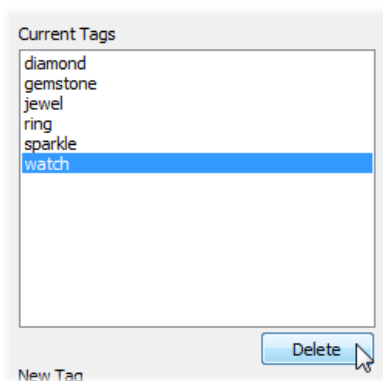
## To tag a Digikit

- Click .
- If you're not already working with the Digikit you want to tag, **Load** the relevant Digikit. See Loading Digikits on p. 63.
- Click **Tag Digikit**.
- In the **New Tag** text box, at the bottom of the **Tag Digikit** dialog, type in search terms you want applied to the Digikit. You can apply as many tags as you need.
- Click **Add**.



- You can add more tags, simply repeat the previous two steps.

- To delete a tag, select it in the **Current Tags** pane and click **Delete**.

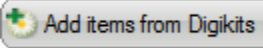


6. When you've finished tagging, **Save** your Digikit. See Saving Digikits on p. 62.

The tags are now active and can be used as filters to search for your Digikit when using the **Digikit Browser**.

## Buying Digikits

Digikits are available to buy from the DaisyTrail.com shop. Provided that you have an internet connection, the **Digikit Browser** will automatically update to display the Digikits currently available for purchase from the website.

1. Click .
2. In the **Digikit Browser** dialog, scroll to the **DaisyTrail.com Digikits** category.
3. Click the Digikit you want to buy and scroll through the categories to browse included items. You can also use the search controls on the right-hand side of the dialog to narrow the list of items, or search for a specific item. (See Browsing on p. 45.)
4. Click any item. The **Digikit Not Installed** dialog is displayed and provides a brief summary of the Digikit.



5. Click **Visit Shop**. The DaisyTrail.com shop opens in your web browser for you to proceed with your purchase.

- ! If you've not already registered on DaisyTrail.com, you will have to **Register with DaisyTrail**.
- ! If you don't want to immediately buy the Digikit, you can add the Digikit to a **Wishlist**—a list of items you want to have. You can return at a later date to make your purchase.
- ! Alternatively, rather than buying an individual kit, you can buy entire **Digikit Collections**.

## Downloading free Digikits

Each month DaisyTrail.com will be offering a featured free Digikit or font for you to download to use in your projects. Provided that you have an internet connection, the **Digikit Browser** will automatically update to display the Digikits currently available for free download from the website. Digikits made available for free download are themed according to current or upcoming seasons, celebrations, public holidays and vacations—such as Independence day, Mother's day, Father's day, Easter, Christmas, Halloween etc.

### To download a free Digikit:

1. Click .
2. In the **Digikit Browser** dialog, scroll to the **Featured Free DaisyTrail.com Digikits** category.



3. Click the Digikit you want to download and scroll through the categories to browse included items. You can also use the search controls on the right-hand side of the dialog to narrow the list of items, or search for a specific item. (See Browsing on p. 45.)
4. Click any item. The **Digikit Not Installed** dialog is displayed and provides a brief summary of the Digikit.



5. Click **Download**. DaisyTrail.com opens in your web browser for you to proceed with your free download.



If you've not already registered on DaisyTrail.com, you will have to **Register with DaisyTrail**.

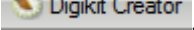
## Creating your own Digikits

### Creating a Digikit

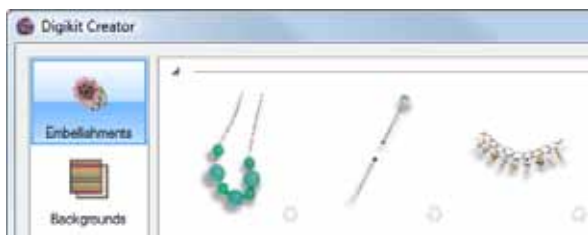
1. In **Digikit Browser**, browse your existing Digikits, and add the items you want to include in your custom Digikit to your workspace.
2. (Optional) In the main workspace, drag items you want to add to your Digikit from your page and drop them directly onto the appropriate Content tabs.

For example, you may have previously added an item to your page as a photo, and now want to add it to the embellishments category of your new Digikit.



3. Click .

Items already added to the workspace display in the **Digikit Creator** window.



4. Choose a category from the list on the left, and then refer to the relevant User Guide sections referenced below to add your items.
  - Embellishments & materials (p. 55)
  - Backgrounds (p. 56)
  - Frames (p. 57)
  - Letters (p. 57)
  - Layouts (p. 59)
  - Brushes (p. 60)
  - Swatches (p. 60)




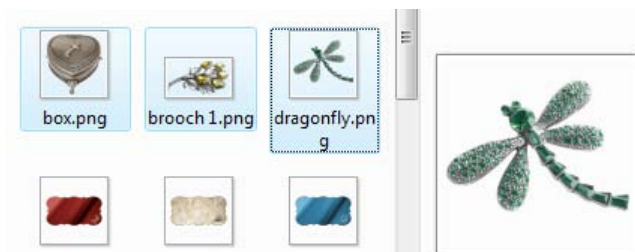
You can create items from any of the supported image file formats, although one with good bit depth and transparency support (such as the PNG format) will produce the best results.

5. Tag your Digikit. See Tagging Digikits on p.49.

6. Save your Digikit. See Saving Digikits on p.62.

## Adding embellishments & materials

1. From the Digikit Creator's category list on the left, click **Embellishments** or **Materials**. Items already added to your workspace display in the **Digikit Creator** window.
2. Click .
3. To add individual files, click **Add Files**; to add all files contained in a folder, click **Add Folder**.
4. Browse to and select your file(s)/folder, and then click **Open/OK**.




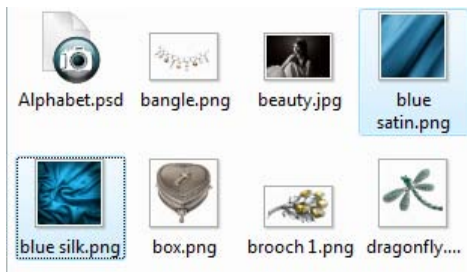
The items are added to the **Digikit Creator** window. To rearrange items, click and drag them.



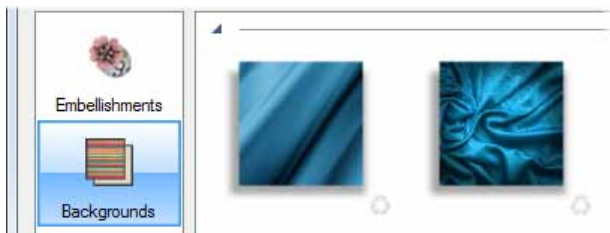
5. (Optional) If you added assorted items to the Embellishments category, drag the items into their respective categories on the left.

## Adding backgrounds

1. From the Digikit Creator's category list on the left, click **Backgrounds**. Backgrounds already added to your workspace display in the **Digikit Creator** window.
2. Decide how you want your background image to appear on the page:  
Select **Fit to 12" x 12"** to scale the image to **completely fill the page** (may overlap the page edges), or clear **Fit to 12" x 12"** to **scale image to fit** (may not completely fill the page).
3. Click .
4. To add individual files, click **Add Files**; to add all files contained in a folder, click **Add Folder**. Browse to and select your file(s)/folder, and then click **Open/OK**.



The backgrounds are added to the **Digikit Creator** window.



## Adding frames

- See Creating your own photo frames on p.101.


## Adding and adjusting letters

You can add your own letters, numbers, and special characters to a Digikit—these may be imported as image files, or created on your page. You can also tweak the letters contained in any Digikit, whether you have created them or not.

### Method 1: Importing letters

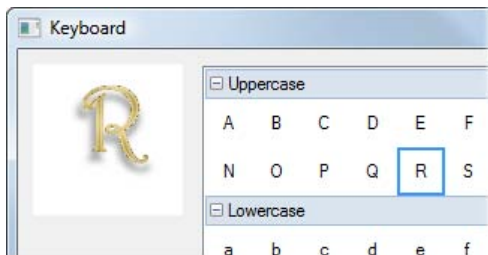
1. From the Digikit Creator's category list on the left, click **Letters**.

Letters already added to your workspace display in the **Digikit Creator** window.

2. Click .
3. To add individual files, click **Add Files**; to add all files contained in a folder, click **Add Folder**.
4. Browse to and select your file(s)/folder, and then click **Open/OK**.
5. In the **Keyboard** dialog, your letter displays on the left.

Select the corresponding letter, number, or special character from the scrolling lists on the right.

If no corresponding character exists, click **No Letter**.



6. Click **OK**.
7. If you added multiple files, the next character displays. Repeat steps 5 and 6 until all characters are assigned.
8. Your letters are added to the **Digikit Creator** window.

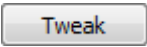
### Method 2: Adding letters from your page

1. On your page, create your own letter, number, or special character.
2. Drag the letter onto the **Letters** tab.
3. Follow steps 5 to 7 described above.
4. Click **OK**.
5. Your letters are added to the **Letters** tab.



6. To save these letters to your Digikit, open **Digikit Creator** and save your Digikit. See Saving Digikits on p.62.

### Adjusting letters

1. In **Digikit Creator**, select the **Letters** category.
2. Select the letter you want to adjust.
3. Click . The button is rectangular with rounded corners, a light gray background, and the word "Tweak" in a dark gray sans-serif font.
4. In the **Tweak Letter** dialog, adjust baseline, assigned character, spacing, and offset values as required.
5. Click **OK**.

## Adding layouts

### Method 1: Adding from Digikit Creator

1. From the Digikit Creator's category list on the left, click **Layouts**.

Layouts already added to your workspace display in the **Digikit Creator** window.

2. Click **Add**.
3. The **Select Pages** dialog displays the page layouts in your current scrapbook.
4. Select the pages you want to add as layouts and click **OK**.



Your layouts are added to the **Digikit Creator** window.

### Method 2: Adding from the main workspace

1. On the **Pages** tab at the bottom of the workspace, select the page you want to add as a layout and click **Add as Digikit Layout**.



2. To save the new layout(s) to your Digikit, open **Digikit Creator** and save your Digikit. See Saving Digikits on p.62.

## Adding brushes

- See Creating custom brushes on p.175.

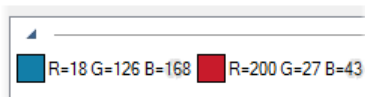
## Adding swatches

You can add colour swatches from the **Digikit Creator** dialog or from the **Colour** tab.

### Method 1: Adding swatches from Digikit Creator

1. From the Digikit Creator's category list on the left, click **Swatches**.

Swatches already added to your workspace display in the **Digikit Creator** window.



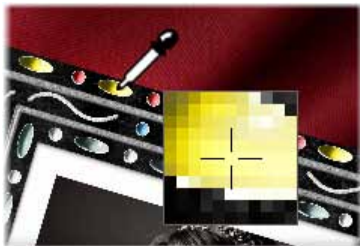
- Click **Colours** to open the **Colour Selector** dialog. This dialog lets you choose and mix colours.
  - On the **Models** tab, you can select from several established colour models: RGB, HSL, and CMYK.
  - The **Palette** tab shows you the swatches currently added to the workspace.
2. On the **Colour** tab, use one of the following methods to choose a colour:
    - Type values directly into the **Components** boxes.
    - Click and drag the vertical slider to set the base colour, and then click a point in the large colour swatch.





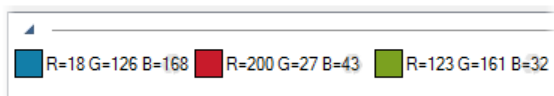
- Click the  **Colour Picker** and then click and drag over your page. The magnified colour swatch updates as you drag.

Release the mouse button to select the displayed colour.



- To create a swatch from your chosen colour, click **Options** and select **Add to Palette**.
- Click **OK**.


The swatch is added to the **Digikit Creator** window.



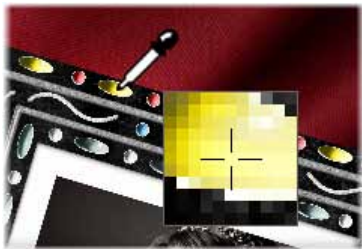
### Method 2: Adding swatches from the Colour tab

- On the **Colour** tab, right-click on the palette and click **Add**.



- In the Colour Selector dialog, click the  **Colour Picker** and then click and drag over your page. The magnified colour swatch updates as you drag.

Release the mouse button to select the displayed colour.



- Click **OK**.

The new colour is added to the **Colour** tab palette.

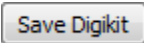


- To save the new swatch to your Digikit, open **Digikit Creator** and save your Digikit. See Saving Digikits on p.62.

## Tagging Digikits

- See Tagging on p.49.

## Saving Digikits

- Use the procedures described above to add all your new items to the **Digikit Creator** dialog.
- Click .
- Name your new Digikit.

4. (Optional) By default, Digikits are saved to the **(My) Documents\My Digikits** folder. To save to a different location, click **Browse Folders**.
5. Click **Save**.
6. In the **Scrapbook** dialog:
  - To include your Digikit in the **Start with a Theme** dialog, click **Yes**.



Your Digikit must include at least one layout for this option.

- or -

- To access your Digikit from the **Digikit Browser** only, click **No**.
7. Click **Done**. You can now access your Digikit items from the **Digikit Browser** and/or the **Start with a theme** dialog (if you selected this option in step 6).



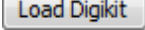
## Loading Digikits

From the **Digikit Creator** dialog, you can load any of your Digikits and add, adjust, and remove their items.



Note that any items currently added to your workspace, and to the Digikit Creator window, will be removed and replaced with the items from the loaded Digikit.

### To load a Digikit:

1. In **Digikit Creator**, click .
2. Browse to locate the Digikit you want to work on and click **Open**.



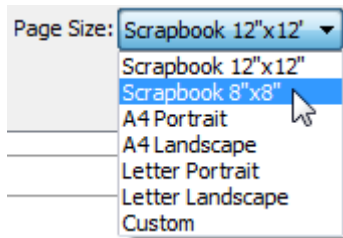
# Setting up and viewing your pages

4






## Choosing page size




If you choose to use a scrapbook theme from the Startup Wizard (see p. 11), you can set your page size when you select your theme. Page size is set via a **Size** drop-down list in the **Digikit Browser** dialog.

Scrapbook Artist offers all the popular scrapbooking page sizes. The **Scrapbook 8"x8"** option gives you an 8" x 8" page size, which can be output to printers set up for US Letter or A4 page sizes without rescaling at time of print.

You can also create a non-standard page size by selecting the **Custom** option, and then setting your page size in the **Page Setup** dialog.

 You can change your page size at any time after you've created your scrapbook—but as a general rule, it's best to make page setup one of your first creative tasks.

 If the Startup Wizard is turned off, or you cancel the wizard, a new blank scrapbook defaults to the 12" x 12" page size.

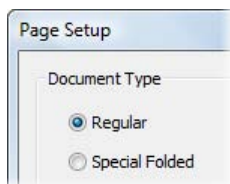
## Changing page size via Page Setup

1. In the Startup Wizard, click **Start with a Theme**. In the **Digikit Browser** dialog, choose **Custom** from the **Size** drop-down list.

-or-

On the Page context toolbar, click  **Page Setup**.

2. Select a scrapbook category, by enabling a **Document Type** option button:



- For **Regular** documents, select a **Document Size**, then set the orientation (Portrait or Landscape) if using a non-square page size. For a custom size, enter a **Width** and **Height**.
  - For greetings cards, select the **Special Folded** Document Type, choose **Card** or **Tent Card**. You'll see previews of each type in the **Preview** window.
3. Adjust the scrapbook **Margins** to your specifications.

You can set the **Left**, **Top**, **Right**, and **Bottom** margins individually, or click the **From Printer** button to derive the page margin settings from the current printer settings.



Page margins are represented on the page area by solid blue guides (top, bottom, left and right). To see them, you'll need to switch guides on via **Layout Guides** on the **View** menu.

4. Click **OK** to accept the new dimensions. The updated settings are applied to the current scrapbook.

## Changing page units

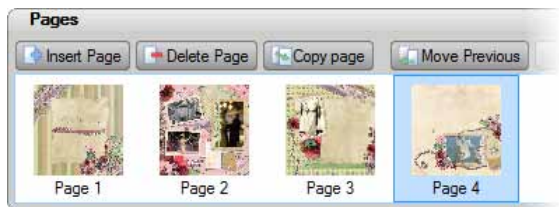
The width, height, and margins of the scrapbook (its printing dimensions) are shown in **page units**—by default, inches. You can change the unit without altering the scrapbook's actual dimensions.

- Choose **Options...** from the **Tools** menu and click **Layout**, then make a selection from the **Ruler Units** drop-down list.



## Adding, moving and deleting pages

A scrapbook can consist of a single page, but more typically a series of pages made up of various layouts. Pages can be added by adopting either pre-designed layouts available for Scrapbook Artist or by adding your own blank pages. All pages are displayed in the Pages tab, which can be expanded from the bottom of your workspace.

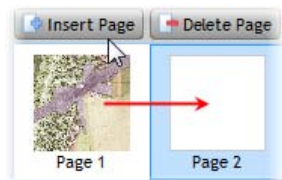


## Adding new pre-designed layouts

Scrapbook Artist offers a range of pre-designed Digikit layouts on which to base your scrapbook. You can also introduce layouts into your scrapbook as new pages. By customizing each new layout page, you can quickly create a professional looking scrapbook. See Starting from a Digikit theme on p. 12 for more information.




## Adding blank pages



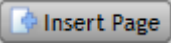
If you don't plan to work from a pre-designed layout, Scrapbook Artist lets you add blank pages from the Pages tab.

The new page is added after the currently selected page.

### To expand the Pages tab:

- Click on the  button at the bottom of the workspace. Click the button again to collapse the tab.

### To add a new page:

1. On the **Pages** tab, select the page after which your new page will be added.
2. Click . The new page is created and becomes the currently active page.

-or-

If on the last page, click the  **Next Page** button on the HintLine toolbar.

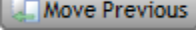
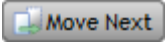
## Moving pages



From the **Pages** tab, you can either:

- Click and drag a page to its new position in the tab (illustrated above).

-or-

- Select a page selected and click  or . The selected page jumps one position back or forward in the page order.

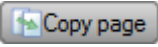
## Deleting a selected page


On the **Pages** tab, select a page and click  or right-click on the page and click **Delete**.

## Copying pages




Use the **Copy page** button to base your new page on an existing page. Page items are copied across to the new page.

1. In the Pages tab, select the page you want to copy.
2. Click  to create an identical copy immediately after the selected page.

 Reorder the pages by drag and drop if necessary.


## Panning and zooming


Use panning to move around zoomed in areas of your scrapbook. To zoom, a variety of tools and magnifying options are available.

 If you use zooming and panning a lot, try using the Navigator tab, which is purposely designed for navigating around your scrapbook page.

### Panning



Click the  **Pan Tool** on the Hintline toolbar, then use the hand cursor to click and drag anywhere on the page to reposition it in the window.

 If you're using a wheel mouse, you can hold down the middle button and drag anywhere on the page to reposition it in the window.

### Zooming








Zoom tools on the **Hintline** toolbar allow you to view and/or edit the page at different levels of detail.

You can zoom in/out in increments, or by a user-defined or preset amount.

**69%** The **Current Zoom** setting on the HintLine toolbar displays the current zoom percentage, with 100% representing an actual-size page. Click over the value, to select a preset zoom from the drop-down menu (includes fit to **Full Page** or **Page Width**), or type over the value for a custom zoom percentage.

### To zoom to a particular view:

- On the Hintline toolbar, click  **Zoom Out** to decrease the current zoom percentage with each click.
- Click  **Zoom In** to increase the current zoom percentage with each click.
- Click the  **Zoom Tool** and drag out a rectangular selection marquee on the page to define a region to zoom in to. The zoom percentage adjusts accordingly, fitting the designated region into the window. To zoom out, hold down the **Shift** key when dragging or just right-click on the page. You can also pan around a zoomed-in page while the **Ctrl** key is pressed. To zoom to the current selection, choose **Selection** from the **View** menu.
- Click the  **Fit Page** button to adjust the zoom percentage so the entire page area is displayed in the window.

 If you're using a wheel mouse, you can scroll the wheel forward or back to move up or down the page, or move horizontally left or right by using the Shift key and scrolling together. Try combining the Ctrl key and scrolling up or down for immediate in/out zoom control.

## Navigating pages




Once you've got a page in view, you can use the scroll bars at the right and bottom of the main window to move the page and pasteboard with respect to the main window. As you drag items to the edge of the screen the scroll bars adjust automatically as the item is kept in view.

The Pages tab and HintLine toolbar provide a number of controls to let you navigate between pages.

## Navigating with the Pages tab

Once you have added pages, use the Pages tab to quickly navigate between pages.

1. To expand the **Pages** tab, click on the  button at the bottom of the workspace. (Click the button again to collapse the tab.)
2. To view a specific page simply select its thumbnail.



You can also use the page controls on the Hintline toolbar to navigate your pages. For details, see online Help.

## Using design aids

Scrapbook Artist provides a number of tools to assist you as you design your scrapbook. Typically the tools can be switched on or off as you design.

## Rotating your canvas



Rotating your canvas helps you to maintain natural flow when drawing freeform lines, curves, or brush strokes, where the artist uses the wrist as a pivot (especially when using a pen tablet). If you rotate the canvas by a chosen angle then the drawing becomes easier—taking advantage of the natural arc of the drawing hand.



The above example illustrates how grass-like brush strokes can be added to a canvas once it has been rotated 25°!

### To rotate your canvas:

Either:

1. Click the  **Rotate Canvas** button on the Hintline toolbar (don't click the down arrow).
2. Hover over your workspace until you see the  cursor, then click and drag to rotate the canvas clockwise or counter-clockwise.
3. Once you're happy with the degree of rotation, release the mouse button to reposition the canvas.

-or-

- Click the down arrow on the  **Rotate Canvas** button (Hintline toolbar) and choose a preset angle from the drop-down list.



You can also select an item and then choose **To Item** from the **Rotate Canvas** drop-down list. The canvas adjusts so that the item is positioned square to the X and Y axes.

### To reset your canvas:

- With the button enabled, double-click anywhere on the canvas to reset.

## Applying the Rule of Thirds



Traditionally a technique used in photography, the **Rule of Thirds** grid can also be applied to your scrapbook to help you with page composition.


By aligning items to intersecting horizontal and vertical lines (rather than just centring items on the page) you can create scrapbooks with greater visual interest.

When a grid is applied to your page the displayed context toolbar lets you alter the grid's colour and opacity. You can also add more grids, delete, and reset a grid. (See online Help.)




The grid is actually an overlay which appears as an 'Overlay Layer' in the Layers tab.

### To apply a Rule of Thirds grid:

1. Click the  **Rule of Thirds** button on the Hintline toolbar. A blue grid is overlaid over your page.
2. (Optional) Drag a corner or edge handle to resize the grid; reposition the grid by dragging. Use over selected items (instead of the entire page) depending on what you're currently working on.
3. Place embellishments, photos, or cut materials onto any of the intersecting blue lines.



If at any point the **Rule of Thirds** grid becomes deselected, simply click the  **Rule of Thirds** button on the Hintline toolbar to reselect it.



## Isolating items

For focused editing, Scrapbook Artist provides **Solo mode**. This allows you to temporarily isolate selected item(s) such as embellishments, photos, or pieces of material from the page and place them on a neutral background.




- Select the item(s), then click  **Solo Mode** button on the **Hintline** toolbar. After editing, click the button again to return to normal editing mode.

## Clipping items

**Clipped mode** cuts off (clips) items that hang over the edge of your canvas, and which would otherwise display on your grey pasteboard area. The option is turned on by default, but you can view your overlapping items unclipped if required.

**To turn off Clipped mode:**

- Disable the  **Clipped Mode** button on the **Hintline** toolbar. Existing and new overlapping items will then display in full. Click the button again to return to **Clipped** mode.



# Working with photos

5





## Adding your photos

You can use the following methods to add photos to your project:

- Use the **Photos** tab to store photos that you want to use in your scrapbook. You can then drag them onto the page as you need them.




Use this method if you want to add multiple photos at once, or if you want to add your photos to photo frames.

- Use the  button on the Standard toolbar to add individual images directly to the page.



Use this method if you want to add photos individually, or if you want to add your own embellishments to your layout.

## Adding photos to the Photos tab

1. In the Contents tabs at the left of the workspace, click the **Photos** tab to open it. At the bottom of the tab, click .
2. In the **Open** dialog, browse to and select the photos you want to add to your scrapbook.
  - To select multiple adjacent files, press and hold down the **Shift** key, click the first file in the list, and then click the last file.
  - To select multiple non-adjacent files, press and hold down the **Ctrl** key, and then click to select.

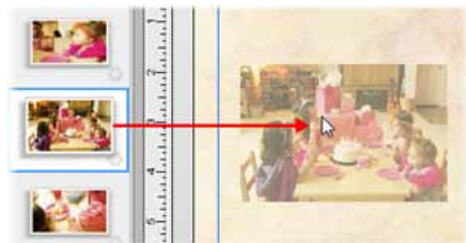
3. Click **Open**. Your photos are added to the **Photos** tab.



## Adding photos to the page

To add a photo from the **Photos** tab:

- Drag the photo from the **Photos** tab directly onto the page.



- or -

To replace the contents of a photo frame, drag the photo onto the frame. (For more information on working with photo frames, see Adding photos to frames on p. 93.)



To add a photo from the Standard toolbar:

1. On the Standard toolbar, click



- or -

On the **Insert** menu, click **Photo>From File...**



You can also insert photos directly from an external device such as a camera or scanner. See online Help.

2. In the **Open** dialog, browse to and select the photo you want to add, and then click **Open**.
3. To insert the photo at default size, simply click the mouse.

- or -

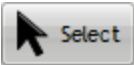
To set the size of the photo, drag out a region and release the mouse button.



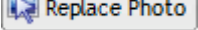
## Replacing, resizing, and deleting photos

Once you've placed a photo on your page, you can replace, resize, or delete it as required.

### Replacing photos

1. On the Standard toolbar, click , and then click to select the photo you want to replace.



2. On the Photo context toolbar, click .
3. In the **Open** dialog, browse to and select the photo you want to add, and then click **Open**.




#### To replace a framed photo:

- Drag a different photo onto the frame from the **Photos** tab. (See Fitting photos to frames on p. 97.)




## Resizing photos

1. Select the photo with the  tool.
2. To resize the photo, drag a corner handle.



The photo's aspect ratio is preserved. To allow free resizing to any aspect ratio, hold down the **Shift** key while dragging.

## Deleting photos

- To remove a photo from the page, select the photo and press the **Delete** key.
- To remove a photo from the Photos tab, click its  **Recycle** button.



For information on deleting framed photos, see [Deleting frames and framed photos](#).

## Cropping your photos

Scrapbook Artist includes the **Crop Tool** for cropping objects and photos on the page. The Crop context toolbar also provides a **Rule of Thirds** grid to help you with your photo composition.



For information on working with framed photos, see Fitting photos to frames on p. 97.


### Cropping a photo



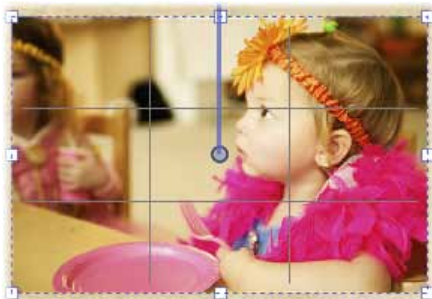
1. Select a photo and then on the Standard toolbar, click the **Crop Tool**.
2. Click and drag an edge or corner handle towards the centre of the photo.



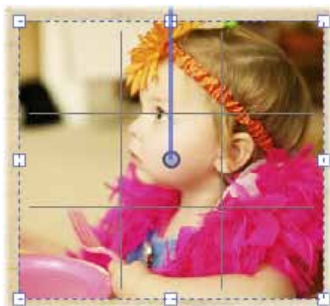
### Using the Rule of Thirds

1. Select your photo and click the **Crop Tool**.
2. On the Crop context toolbar, click  Show/Hide Thirds Grid.

3. A 3 x 3 grid is superimposed on top of the photo.



4. Drag an edge handle to crop the photo. As you do so, the grid repositions itself.



5. Click and drag on the cropped photo to pan the image.

- For best results, aim to position your main subject of interest at a point where any two gridlines intersect.



- To zoom into or out of the image, use the Zoom tools.



## Retouching photos

When you select a photo on the page, the Photo context toolbar displays.



In addition to replacing photos, this toolbar lets you quickly adjust brightness and contrast, remove red eye, apply auto level and auto contrast adjustments, and access a wide range of photo adjustments.

For details, see online Help.

## Using Cutout Studio

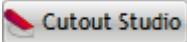


Scrapbook Artist includes **Cutout Studio**, a powerful integrated solution for separating objects from their backgrounds. Whether you're discarding or replacing a photo background, or isolating a section of an image to use in your layout, Cutout Studio lets you create eye-catching pictures quickly and easily.



You can also cut out your own photo frames using the Frame Editor, see Creating your own photo frames on p.101.

## Opening Cutout Studio

1. Select the photo you want to work with.
2. On the Photo context toolbar, click .
3. Follow the instructions outlined below.



You'll find detailed instructions in the Help tab at the right of the Cutout Studio window.

## Deciding on your approach

The approach you take depends on your photo content.



### Discard Tool

If your subject of interest is placed against a simple, uniform background (sky, a wall, etc.), it's easier and quicker to **select and discard** the background.





### Keep Tool

If the subject of interest is surrounded by a background consisting of complex colours or patterns (such as trees or buildings), it's easier to **select and keep the subject**.

## Selecting areas to discard or keep

To select areas to discard or keep:

1. Click the  **Discard Tool** or the  **Keep Tool**.
2. On the horizontal toolbar, select a brush size.
3. (Optional) To adjust the degree of precision with which areas are selected, select the **Grow Tolerance** check box and adjust the value.

4. Click and drag on the image to mark the areas you want to discard/keep. As you do so, Scrapbook Artist locates similar adjoining areas and includes them in your selection.
5. Repeat the click and drag process until your selection area is complete.
6. As you paint your image, you can view your progress using the buttons on the left toolbar.



- **Show original:** The default view mode. The image is shown in its original form.



- **Show tinted:** Areas marked to be kept are shown with a green tint; areas to be discarded are shown with a red tint.



- **Show transparent:** Areas marked for discarding are not shown. By default, these areas are replaced with a checkerboard background indicating transparency.

## Choosing an output type

On the **Output Settings** tab, the **Output Type** drop-down list provides two output format options, **Alpha-edged bitmap**, and **Vector-cropped bitmap**. The format you choose depends on what you want to do with your resulting image.

### General recommendations

Choose alpha-edged bitmap if you want to blend your cutout image into another image or background, or if your subject has poorly defined edges. Choose vector-cropped bitmap if you want to place your cutout image onto a plain or transparent background, or if your subject has more well-defined edges. (For more details on these output formats see online Help.)

### To create an alpha-edged bitmap:

1. On the **Output Settings** tab, in the **Output Type** drop-down list, select **Alpha-edged Bitmap**.
2. (Optional)
  - Drag the **Width** slider to set the area of the image that is to be faded into the background.
  - Drag the **Blur** slider to smooth out the cutout edge.
3. To preview the cutout area, click **Preview**.
4. (Optional) Use the touch-up tools to further refine the cutout area (alpha-edged bitmaps only). (See Refining the cutout area on p. 92.)
5. To complete the cutout and return to the Scrapbook Artist workspace, click **OK**.

### To create a vector-cropped bitmap:

1. On the **Output Settings** tab, in the **Output Type** drop-down list, select **Vector-cropped Bitmap**.
2. (Optional)
  - Drag the **Feather** slider to adjust the softening effect around the edge of the cutout. This can improve the appearance of your image.
  - Drag the **Smoothness** slider to smooth out the cutout edge.
  - Drag the **Inflate** slider to adjust the cutout outline, moving it inward or outward.



The Inflate adjustment is particularly useful if the edges of the subject include hair or fur, which usually also incorporate some of the background colour.

3. To preview the cutout area, click **Preview**.
4. To complete the cutout and return to the Scrapbook Artist workspace, click **OK**.

## Refining the cutout area (alpha-edged bitmaps only)

1. On the **Output Setting** tab, click the **Preview** button. (You can use this button to check your cutout as you work.)

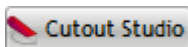


2. On the left toolbar, click the **Restore Touch-up Tool** or **Erase Touch-up Tool**.
3. Paint the areas for restoring or erasing as you would with the brush tools.
4. (Optional) To increase or decrease the opacity of the restored or erased areas, drag the **Hardness** slider (located on the horizontal toolbar).
  - Higher values will result in more pixels being erased, producing a more defined edge.
  - Lower values will produce a softer, more blended edge.
5. To complete the cutout and return to the Scrapbook Artist workspace, click **OK**.

## Editing the cutout area

If you've missed a portion of the photo intended to be discarded (or just removed too much), you can redefine the cutout area at any time.

### To edit a cutout:



1. Select your photo and click **Cutout Studio** on the Photo context toolbar. The existing cutout area is displayed.
2. Use the **Keep Tool** or **Discard Tool** to fine-tune your selection as described above.



# Adding photos to frames

6






## Adding photo frames to your scrapbook

Scrapbook Artist Digikits include a wide selection of photo frames that you can add to your page. Once you've placed a frame on your page, simply drag a photo onto it—Scrapbook Artist automatically fits the photo to the frame. All frames can be moved, resized, and rotated on the page.

### Adding frames to the Frames tab

1. In the Content tabs at the left of the workspace, click the **Frames** tab to open it.
2. At the bottom of the **Frames** tab, click .
3. The **Digikit Browser** opens to display frames, which are categorized by the name of the Digikit to which they belong, e.g., Enchanted. Scroll to the Digikit category you want to add frames from. You can add frames from more than one Digikit.
4. Click a frame to add it to your scrapbook project, or click **Add all items** to add them all. The selected frames are added to the **Frames** tab.



If you select a frame from a featured free or purchasable Digikit—the **Digikit Not Installed** dialog will display and you will be prompted to visit the DaisyTrail.com shop. Once you've installed your free or purchased Digikit, the frame will be added to the relevant Contents tab on selection. (See Buying Digikits on p. 51.)

Once the frame is added to the page, you can move, resize, and rotate it. (See Arranging items on p. 177.)



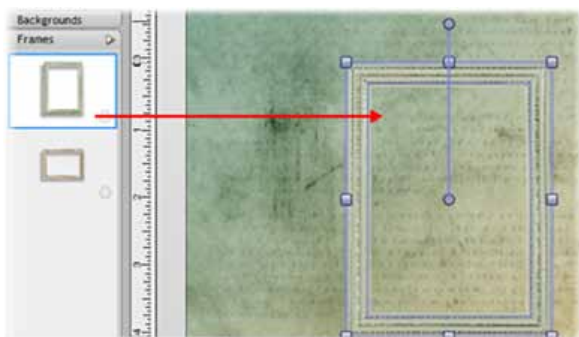
To create your own photo frames, see Creating your own photo frames on p. 101.



To remove a frame from the **Frames** tab, click its  **Remove** button.

## Adding frames to the page

1. Drag a frame from the **Frames** tab onto your page.



2. Once the frame is added to the page, there are various ways to work with it.

- To resize the frame, drag a corner handle.



- To rotate the frame, drag the Rotate handle.



3. To add a photo to a frame, drag it from the **Photos** tab.

## Fitting photos to frames

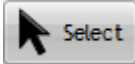


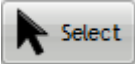
Once you have added your photos to the **Photos** tab, it's easy to frame them on the page. You can also adjust the way your photos fit inside their frames by rotating, zooming, and panning. You can also crop the framed photo and adjust the frame to follow suit.

### Adding photos to frames

1. Add your photo(s) to the **Photos** tab and some frames to the **Frames** tab.
2. Drag a photo from the **Photos** tab and drop it onto the frame. Scrapbook Artist fits the photo to the frame automatically.

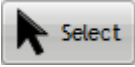

### Cropping a photo inside a frame

Scrapbook Artist allows you to crop a photo that has already been fitted to a frame.

1. Select the framed photo with the  tool.
2. Click  **Crop** under the photo frame.
3. Drag the handles to crop the photo. When dragging from a corner handle, the photo's aspect ratio is preserved. To allow free resizing to any aspect ratio, hold down the **Shift** key while dragging. (See Cropping photos.)
4. Click  to return to the  tool.
5. (Optional)
  - Rotate, zoom or pan your cropped photo. To help with the composition of your photo, see Applying the Rule of Thirds on p. 76.
  - Adjust the frame to fit the crop—see below.

## Adjusting the frame

If a photo has been cropped inside a frame, you can adjust the size and shape of the frame to suit it. The frame can be moved, rotated, resized and even recoloured independent of the photo. You can even add an effect or colour to the frame—without tampering with the photo.


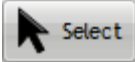
1. Select the framed photo with the  tool.
2. Click  **Select Frame Object**.



3. To resize the frame, drag a handle. The frame's aspect ratio is preserved. To allow free resizing to any aspect ratio, hold down the **Shift** key while dragging.



4. (Optional) The **Select Frame Object** tool also allows you to isolate the frame so you can add effects or change the frame's colour—without affecting the photo inside of it.

5. Click  to return to the  tool.

## Rotating, zooming, and panning

1. Select the photo, and then click the **Crop** button.





2. To rotate, or zoom into or out of the photo, click the buttons displayed in the lower-right corner of the photo.



- To pan the photo inside its frame, click and drag on the photo.



- To use the **Rule of Thirds** grid to help with your composition, on the Crop context toolbar, click  Show/Hide Thirds Grid, then click and drag on the photo to pan the image, positioning your main subject of interest at a point where any two lines intersect. (See To apply the Rule of Thirds Grid on p. 76.)
- To close the Crop window, click  or click elsewhere on the page or pasteboard area.

## Replacing a framed photo

- Drag a photo from the **Photos** tab and drop it onto the frame. Scrapbook Artist fits the photo to the frame automatically.

## Deleting frames and framed photos

You can delete frames (along with the photos inside them) from your scrapbook pages. You can also remove frames from the **Frames** tab.



## Deleting frames from the page


- Select a frame and press the **Delete** key.

If the frame contains a photo, this will also be deleted from the page.

## Removing frames from the Frames tab

- On the **Frames** tab, select a frame and click its  **Remove** button.

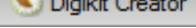


 This process will only remove frames from the **Photos** tab; it will not delete frames from your scrapbook pages.

## Creating your own photo frames

Scrapbook Artist allows you to create your own Digikit photo frames using the **Frame Editor** dialog. Frame Editor opens a photo-based image of a frame and provides the tools for cutting out the centre and surrounding areas. Once you've cut out your frame and placed it onto your page, simply drag a photo onto it—Scrapbook Artist automatically fits the photo to the frame. All frames can be moved, resized, and rotated on the page. (See Adding frames to the page on p. 96.) You can also adjust the way your photo fits inside the frame by rotating, zooming, and panning. (See Fitting photos to frames on p. 97.)

## Creating your frame

1. On the Pages Context toolbar, click . The **Digikit Creator** dialog opens.
2. Select the **Frames** category.
3. Click **Create Frame**.
4. Select **Add Files**. In the **Open** dialog, browse to the folder containing the image you want to import, select the image and click **Open**. The image is automatically opened in the **Frame Editor** dialog.

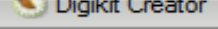
-or-

Select **Add Folders** from the drop-down list. In the **Open** dialog, browse to the folder containing the images you want to import and click **Ok**. The first image in the folder is automatically opened in the Frame Editor dialog—when you've finished editing the next image in the folder will be opened.

5. Use the tools provided to cut out your frame. See the **Help** tab situated on the right-hand side of the Frame Editor dialog for more information.

Once you've created a Digikit photo frame, you can return to the Frame Editor dialog at any time to retouch its edges.

## Retouching your frame

1. On the Pages Context toolbar, click . The **Digikit Creator** dialog opens.
2. Select the **Frames** category.
3. Select the frame you want to retouch.
4. Click **Tweak**.
5. The frame opens in the **Frame Editor** dialog. Use the touch-up tools to refine your frame. See the **Help** tab.

# Working with text

7







## Working with text


You can create artistic text and shape text in Scrapbook Artist. Both text types are fully editable, and you can apply formatting, styles, and colour fills before or after typing.

### Text types overview

The following table outlines the main characteristics of artistic and shape text.

Text type	Use and characteristics
<p><b>Artistic text</b></p> 	<ul style="list-style-type: none"> <li>● Great for decorative typographic design.</li> <li>● Individual letters can be stretched, rotated, sheared, and combined with other items.</li> </ul>
<p><b>Shape text</b></p> 	<ul style="list-style-type: none"> <li>● Lends itself well to blocks of body text where shape and flow contribute to the overall layout.</li> <li>● Conforms to the containing shape. You can't manipulate individual letters, but you can achieve unique text flow effects by varying the container's properties.</li> </ul>
	<ul style="list-style-type: none"> <li>● Shape text does not have a line property.</li> </ul>

## Adding artistic text

1. On the Standard toolbar, click the  tool.
2. To create text at the default size, click on your page to set a text insertion point.

- or -

Click and drag on your page to set the size of the text insertion point.








- To set text attributes before typing, adjust the settings on the Text context toolbar. (See Formatting text on p. 112.)
  - To set text colour before typing, set the **Line** and **Fill** swatches on the **Colour** tab. (See Changing line and fill colours on p. 157.)
3. Start typing. To start a new line of text, press the **Enter** key.

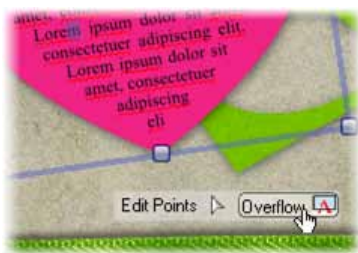
## Adding shape text


1. Create a shape either from the QuickShape flyout or by closing a drawn line.
2. With the shape selected, start typing. Text flows within the shape and the **Text Tool** is automatically selected.




-  To set text attributes before typing, adjust the settings on the Text context toolbar. (See Formatting text on p. 112.)
-  To set text colour before typing, set the **Line** and **Fill** swatches on the **Colour** tab. (See Changing line and fill colours on p. 157.)

-  (Optional) To start a new line of text, press the **Enter** key.
-  If you've typed more text into a shape than it can display, an  button displays below the shape when it's selected.



To reveal all the text, click the  **AutoFit** button on the Text context toolbar to reduce the size of the text, or enlarge the shape.



-  To extract text from a shape (as an artistic text item), right-click the shape and click **Detach as New Item>Text**. To detach the text from its containing shape, simply drag it.

## Selecting and working with text on the page

To select an entire artistic or shape text item:

-   Click it with the **Select** tool.

To edit a text item:

-  Select the text item or shape, and then click the  button that displays below the item. A text edit cursor is inserted inside the text. Click and drag to select the text you want to edit, and then retype. See Editing and deleting text on p. 109.

To move a text item:

- Select it, and then drag it.

- or -

Click and drag its  **Move** button.



To resize a text item:

- Select it and drag a corner resize handle.





**To rotate a text item:**

- Select it and drag its Rotate handle.

**To apply text formatting:**

- Select the text, and then adjust the settings on the Text context toolbar. See Formatting text on p. 112.


You can also rotate and shear text items, and apply shadows, transparency, and other effects. For details, see:

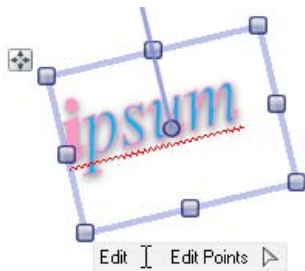
- Rotating and shearing items (p. 179).
- Adding drop shadows (p. 121)
- Applying transparency (p. 128)
- Adding outlines and edges to text (p. 114)
- Applying 2D filter effects (p. 123)


**Editing and deleting text**

You can edit and delete artistic text and shape text directly on the page, or in the **Edit Text** dialog (for details on working in the **Edit Text** dialog, see online Help).

To edit text on the page:

1. Select a text item or shape with the  tool.

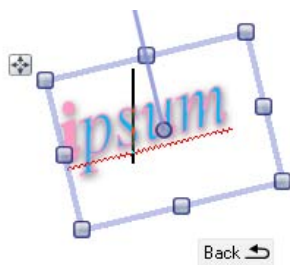


2. Click the  button that displays below the selected item.

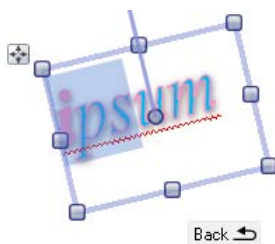
- or -

Click the  tool.

A flashing text edit cursor is inserted inside the text.



3. Type new text at the insertion point, or click and drag to select the text you want to edit.

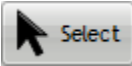


4. Type your new text.

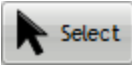



To cut, copy, and paste text, use the standard Windows keyboard shortcuts.

#### To delete an entire text item:

1. Select a text item or shape with the  tool.
2. Press the **Delete** key.

#### To delete selected characters or words:

1. Select a text item or shape with the  tool.
2. Click the  tool.

A flashing text edit cursor is inserted inside the text.

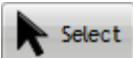

3. Click and drag to select the text you want to delete, and then press the **Delete** key.

## Formatting text

You can select and format artistic text and shape text directly on the page using the Text context toolbar, the **Format** menu, or the **Edit Text** dialog.

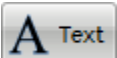
### Selecting text for formatting

To format an entire text item:

- Click the  tool, and then click a text item to select it. Click .



To format selected letters or words:

- Click the  tool, and then click and drag to select one or more characters or words.



### Using the Text context toolbar



The Text context toolbar lets you apply basic text attributes, such as point size, font style, alignment options, and so on, to selected text.

To format text from the Text context toolbar:

1. Select a text item, a character, or a group of characters.
2. On the Text context toolbar, adjust the settings described below:

- Select a text size from the **Point Size** drop-down list.

18 pt ▼




Shows the height of the selected text in points.

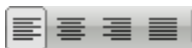
- Select a font from the **Fonts** drop-down list.

Times New Roman ▼



Lists font names and provides a preview of the selected text. Icons indicate the font type (e.g.,  = TrueType).

- Click to apply bold, italic, or underline formatting.
- Click to apply left, centre, right, or justified text alignment.
- Click to apply a bullet or numbered list style.
- Click to incrementally decrease or increase text indents.
- Click **AutoFit** to increase or decrease the size of shape text to fit its containing shape.
- Click to incrementally increase or decrease text size.
- Click to display the **Curved Text** flyout. Click a preset path to apply it to a selected artistic text item.



You can only fit artistic text to a curve.

## Using the Format menu

1. Select a text item, a letter, or a group of letters.
2. On the **Format** menu, click **Character**, **Paragraph**, **Tabs**, **Bullets & Numbering**, or **Text Flow**.
3. Make your changes in the respective dialog(s), and then click **OK**.

See online Help for a detailed description of these options.

## Adding outlines and edges to text

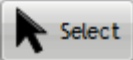


You can create interesting text effects by adding various line, brush stroke, and 'fringed' edge styles to your artistic text items.



You cannot apply lines and edges to shape text.

## Adding outlines to artistic text

1. Select a text item with the  tool.
2. Open the **Line** tab.

To apply a line style, click one of the following buttons:


Line tab button

Effect achieved



**Solid****Dash****Double****Calligraphic**

- Adjust the line width by dragging the slider.

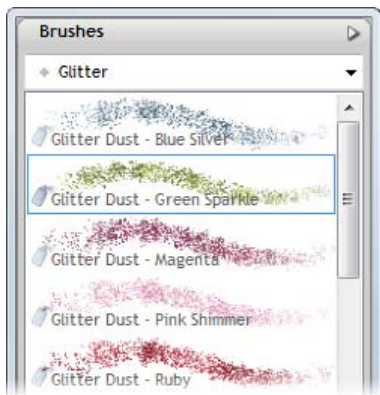


To remove an outline, click the  **None** button.

## Adding brush stroke edges to artistic text

- Select a text item with the  **Select** tool.
- On the **Line** tab, click the  **Stroke** button.

- On the **Brushes** tab, select a brush stroke style.



The stroke is applied to the text outline.





- Use the following **Line** tab controls to adjust the effect:
  - Change the stroke width by dragging the slider.



- Increase or decrease the flow of the brush stroke by changing the brush **Flow** value.



## Adding fringed edges to artistic text

1. Select a text item with the  tool.
2. Open the **Line** tab.
3. Click the  **Edge** button.
4. On the **Brushes** tab, select a brush stroke style.
5. Use the following **Line** tab controls to adjust the effect:
  - To apply the edge style *inside* the edge of the text, select the **Inner Edge** check box.
  - Change the stroke width by dragging the slider.



- Increase or decrease the flow of the brush stroke by changing the **Flow** value.



# Applying effects

8





## Adding drop shadows



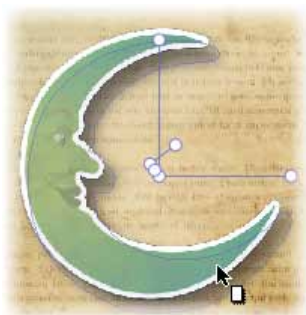
When you **Start with a Theme** via the Startup Wizard, preset drop shadow effects are selectable and available at the same time as you select embellishments, backgrounds, layouts, etc.



Not all Digikits from the [www.daisytrail.com](http://www.daisytrail.com) shop come complete with ready-to-go drop shadow effects.

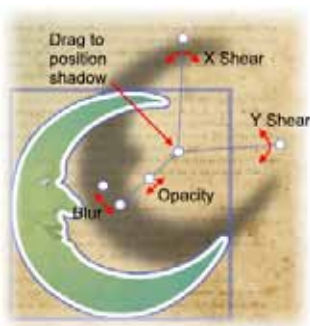


The **Shadow Tool** is great for allowing freeform control of a drop shadow effect. With its on-the-page control nodes and supporting Shadow context toolbar, the tool offers various adjustments such as Opacity, Blur, and X (or Y) Shear.



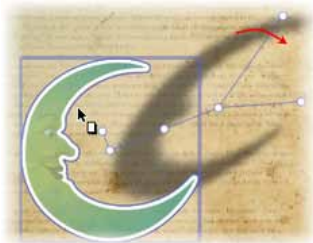
### Simple shadow

(drag from item centre)



### Offset shadow

(showing control nodes)



### Skewed offset shadow (adjusted X Shear)



Once you've created a basic shadow, you can further edit it as needed using the Filter Effects dialog.

## Applying drop shadows with Shadow Tool



1. Click the **Shadow Tool** on the **Standard** toolbar. You'll notice control nodes appear which allow adjustment as described in the annotated illustration above.
2. Drag across the item to create a drop shadow (note additional nodes being created).
3. Change blur, opacity, or shear accordingly with nodes (or via the displayed context toolbar).

### To change a shadow's colour:

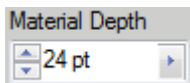
- Select the item, choose the **Shadow Tool**, then select a colour from the Studio's Colour tab.

### To remove the shadow from an item:

- Double-click the item while the **Shadow Tool** is selected.

## Applying other 2D filter effects

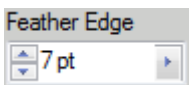
### Changing material depth



If you've been manipulating materials you've added to the page, perhaps by cutting out with the **Scissors Tool**, you can apply some depth to your material by applying an embossing effect.

- From the Effects tab, adjust the **Material Depth** setting on your selected item. The greater the value, the greater the embossed effect.

### Making feathered edges



Feathering applies a softer edge to your scrapbook items, such as embellishments or cut materials. The effect is especially useful for presenting a photo on the scrapbook page.

- From the Effects tab, pick a **Feather Edge** setting. This is the distance inside the item's outline from which feathering will be applied.

The Feather option in the Filter Effects dialog, offers independent control of **Opacity** and **Blur**, which can also be used in conjunction with other 2D filter effects.

## Applying filter effects

For more advanced control of filter effects, Scrapbook Artist provides a variety of **filter effects** that you can use to transform any item. The following examples show each filter effect when applied to the letter "A."

**Drop Shadow****Inner Shadow****Outer Glow****Inner Glow****Inner Bevel****Outer Bevel****Emboss****Pillow Emboss****Gaussian Blur****Zoom Blur****Radial Blur****Motion Blur****Colour Fill****Feather****Outline**

Scrapbook Artist additionally provides the Shadow Tool for applying a shadow to an item directly on your scrapbook page. Control handles let you adjust shadow blur, opacity and colour.



### To apply 2D filter effects:

1. Select **Filter Effects...** from the **Format** menu (or via the right-click menu). The **Filter Effects** dialog appears.
2. To apply a particular effect, check its box in the list at left.
3. To adjust the properties of a specific effect, select its name and vary the dialog controls. Adjust the sliders or enter specific values to vary the combined effect. (You can also select a slider and use the keyboard arrows.) Options differ from one effect to another.
4. Click **OK** to apply the effect or **Cancel** to abandon changes.

## Creating outlines

Scrapbook Artist lets you create a coloured outline around items, especially text and shapes (as a **filter effect**). For any outline, you can set the outline width, colour fill, transparency, and blend mode. The outline can also take a gradient fill, a unique **contour** fill (fill runs from the inner to outer edge of the outline width), or pattern fill and can also sit inside, outside, or be centred on the item edge.

As with all effects you can switch the outline effect on and off. You'll be able to apply a combination of 2D or 3D filter effects along with your outline, by checking other options in the Filter Effects dialog.

## Blur

Various blur effects can be applied to Scrapbook Artist items. The types of blur include:

- **Gaussian:** the effect smooths by averaging pixels using a weighted curve.
- **Zoom:** applies converging streaks to the image to simulate a zoom lens.
- **Radial:** applies concentric streaks to the item to simulate a rotating camera or subject.
- **Motion:** applies straight streaks to the item to simulate the effect of camera or subject movement.

## Applying 3D filter effects

As well as 2D filter effects, Scrapbook Artist provides a variety of **3D filter effects** that you can use to transform any item. Such effects are selectable from an Effects tab which offers an impressive choice of ready-to-go simulated natural and man-made surfaces. When applied to drawn items, previously "flat" appearances are brought to life by application of depth and texture.




The Effects tab displays a variety of thumbnail presets in various categories (Glass, Metal, Animals, etc.).

- Click any thumbnail to apply it to the selected item.

● None of these 3D effects will "do" anything to an unfilled item—you'll need to have a fill there to see the difference they make!

## Customizing 3D filter effects

Once an effect has been applied, you can customize it via a Filter Effects dialog.


1. Select the item with a 3D effect applied.
2. Click  on the Effects tab.
3. In the Filter Effects dialog, you'll notice the **3D Effects** and **3D Lighting** boxes already checked.
4. Experiment with the effect by checking various sub categories (e.g., 3D Bump Map, 2D Bump Map, etc.) and adjusting the options on each pane.


## Paper textures

Paper textures simulate textures of varying roughness and "feel" by selection of various real media textures such as **Canvas**, **Cartridge**, **Embossed**, **Parchment**, and **Watercolour**. As a paper texture is a layer property the same layer's texture will be applied to all items on that layer. A different texture can only be applied to a different layer (and to all its items).




## Applying paper textures

1. In the **Layers** tab, decide on which layer you wish to apply a paper texture.
2. Click the  **Paper Texture** button shown after that chosen layer's name and, from the dialog, select the **Paper Textures** category. A gallery of texture thumbnails is displayed.

3. Choose one of the thumbnails and adjust percentage **Scale** and **Opacity** if needed.
4. Click **OK**. The button will change to indicate that a paper texture has been applied, e.g., . Existing or any subsequently new items will adopt the paper texture once applied.

## Removing a paper texture

1. Click the  **Paper Texture** button on the layer from which you want to remove a paper texture.
2. From the dialog, simply click the **Remove** button. The paper texture is removed from all items on the layer.

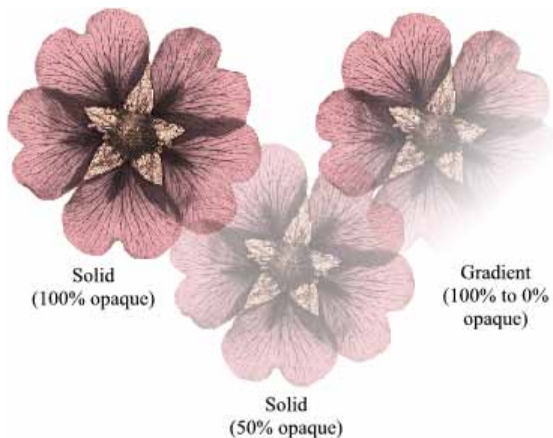
You can also swap or remove paper textures from within the Layer Properties dialog (right-click on a layer entry and choose **Layer Properties...**).

## Applying transparency

Transparency effects are great for highlights, shading and shadows, and simulating "rendered" realism. They can make the critical difference between flat-looking illustrations and images with depth and snap.

Transparency may seem a bit tricky because by definition, you can't "see" it the way you can see a colour fill applied to an item. In fact, it's there all the time in Scrapbook Artist. Each new item has a transparency property: the default just happens to be "None"—that is, no transparency (opaque).

Transparencies work rather like fills that use "disappearing ink" instead of colour. The more transparency in a particular spot, the more "disappearing" takes place there, and the more the item(s) underneath will show through.



**Solid** transparency distributes the transparency equally across the item.

**Gradient** transparencies are created by drawing a path across the item; Linear transparencies are drawn by default but other categories such as **Radial**, **Ellipse**, **Conical**, **Plasma**, **Square**, **Three Points**, and **Four Points** can be created.

## Applying solid transparency

The Colour tab hosts a **Transparency** slider which controls the level of **solid** transparency applied to currently selected items.

The further right the slider, the more opacity, the further left the more transparency. Remember that opacity is the inverse of transparency—100% Opacity = 0% Transparency and vice versa.

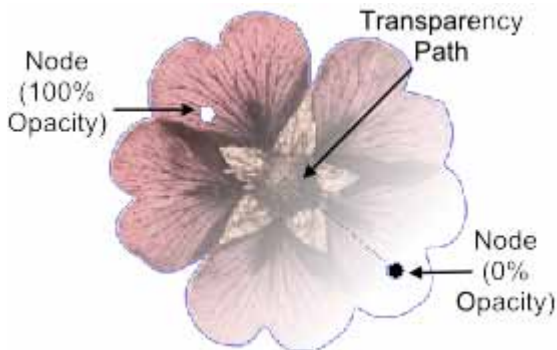


### To apply solid transparency with Colour tab:

1. With your item selected, go to the Colour tab.
2. Adjust the **Transparency** slider to set the level of transparency. The transparency is applied to the item(s) uniformly.

## Applying gradient transparency

Just as a gradient fill can vary from light to dark, transparency can be applied as an opacity gradient, by drawing a gradient transparency path across the item (e.g., from 100% opacity to 0% opacity).



For items with Gradient transparencies (Linear, Radial, Ellipse, etc.) you can adjust the transparency effect by adding or subtracting nodes along the gradient transparency path. The **Transparency Tool** can display an item's gradient transparency, indicated by two or more nodes situated along a path. You can reposition the nodes to adjust the transparency's starting point or end point, or if more than two nodes are present, intermediate levels of transparency along the path.

For transparencies with multiple nodes, each node has its own value, comparable to a key colour in a gradient fill. Each selected node's value can be altered directly on the page or by using the Gradient Transparency Editor dialog.

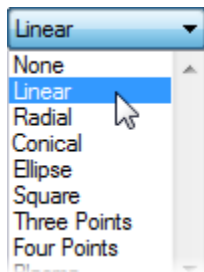
### To apply gradient transparency with Transparency Tool:

1. Select an item.



2. Click the **Transparency Tool** on the **Standard** toolbar.
3. Click and drag across the item to define the transparency path. The item takes a simple Linear transparency, grading from 100% opacity to 0% opacity. The effect starts where you place the start node, and ends where you place the end node.

## Changing transparency type



By default, the Transparency Tool will let you apply only a linear transparency on the drawn path.

However, the tool's context toolbar lets you change to one of several transparency, e.g., Radial, Conical, Ellipse, Plasma, etc.

The path's appearance may change to reflect the transparency type but the principles of editing the transparency path are the same.

## Editing gradient transparency

Once you've applied a gradient transparency, you can adjust its **path** on the item, and the **level** of transparency along the path. You can even create more complex transparency effects by adding extra nodes to the path and assigning different values to each node.

Each node along the path is selectable by clicking and can therefore adopt its own transparency value.

### To adjust the transparency path:

1. Select the item with a gradient transparency.

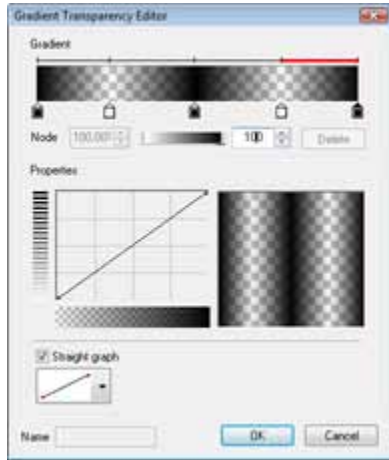


2. Click the **Transparency Tool** on the **Standard** toolbar.
3. Drag the displayed nodes to new positions. You'll notice the effect change as you drag a node.

Editing a **gradient transparency** path is similar to editing a comparable fill path. Adding a level of transparency means varying the transparency gradient by introducing a new **node** and assigning it a particular value. For transparencies with multiple nodes, each node has its own value, comparable to a key colour in a gradient fill.

You can either edit the path directly using the **Transparency Tool** in conjunction with the Colour tab, or use the **Gradient Transparency Editor** dialog exclusively (this is similar to the Gradient Fill Editor). Both methods let you define key values along the path.

The dialog lets you fine-tune the actual spread of transparency between pairs of key values, and displays the transparency gradient, with pointers marking the nodes (corresponding to nodes on the path) that define specific transparency values. Again, black represents 100% opacity, and white represents 0% opacity, with greyscale values in between. A sample window at the lower right shows the overall transparency effect.



For details of how to edit and manage transparency via this dialog, see online Help.



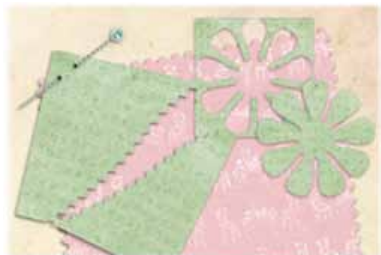
# Cutting, cropping, and erasing

9





## Cutting items

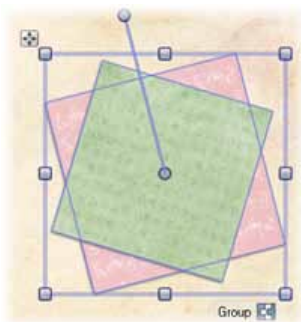


Use the **Scissors** tool to cut any item or group of items on your page. For example, you might want to cut a material or embellishment, or add a decorative cut edge to a photograph.

You can cut freeform shapes, or apply a preset cutter shape.

## Cutting freeform shapes


1. Use the  tool to select one or more items.



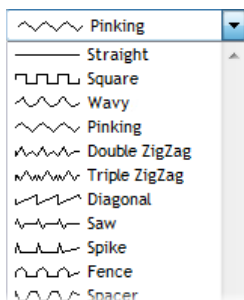
To cut through selected items on multiple layers, ensure that the **Layers** button, on the **Layers** tab, is selected. (See online Help.)



**Edit All**

2. On the **Standard** toolbar, click the  **Scissors** tool.

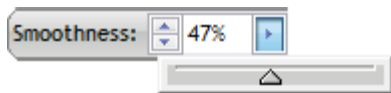
- On the Scissors context toolbar, select a scissor type from the drop-down list.



- Optional:

- To adjust the regularity of the freeform cutting line, adjust the **Smoothness** setting.

To do this, click the up and down arrows, or click the right arrow and drag the slider.



- To adjust the length of each unit of the cutting edge, change the **Wavelength** setting.



- To adjust the depth of each unit of the cutting edge, change the **Amplitude** setting.



You can't adjust wavelength or amplitude for **Straight** cutting lines.



5. To create a freeform cut, click and drag across the item(s).



Unselected items that the cutting line crosses will not be split.


6. To remove a cut section, click it.

- or -

To retain a cut section, hold down the **Shift** key, and then click the section you want to retain. (All other portions of the item will be deleted.)

- or -

To retain both sections and split them apart:

- Click the  tool and then click a cut section.

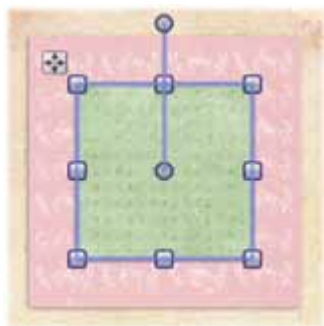


- Drag the section into its new position.



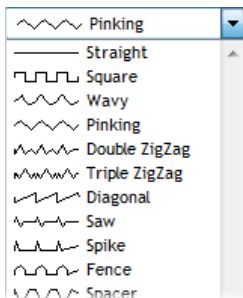
## Applying preset cutter shapes

1. Use the  tool to select one or more items.





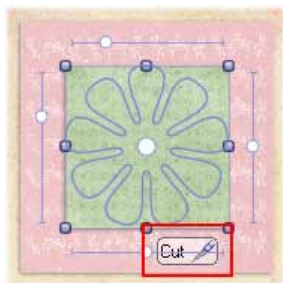
2. On the Standard toolbar, click the **Scissors** tool.
3. On the Scissors context toolbar, select a scissor type from the drop-down list.



4. Click to expand the **Preset Scissor Paths** flyout, and then click a preset shape to apply it to your item as a cutout.

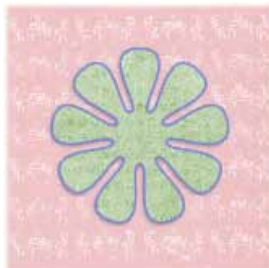


5. The shape is applied to the item. Click the **Cut** button in the lower-right corner.

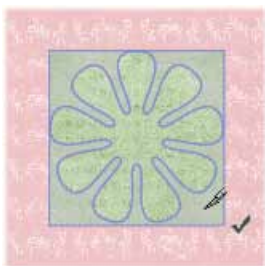


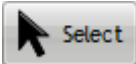
6. To delete or retain cut sections:

- To delete a cut section, click it.



- To retain a cut section, hold down the **Shift** key, and then click the section.



- To retain both sections and split them apart, click the  tool, then click a cut section and drag it into its new position.





## Combining, cropping, and joining items

Scrapbook Artist provides the powerful **Combine**, **Crop**, and **Join** tools (**Add**, **Subtract**, and **Intersect**), which you can use on multiple selections to create new shapes.

You can access these commands from the **Arrange** tab, the **Arrange** menu, or from the menu accessed by right-clicking on a multiple selection.

### Arrange tab buttons



#### Combine

Merges selected items into a composite item, with a hole where filled regions overlap. The composite takes the line and fill of the bottom item.



Click the button again to break the item apart.



#### Crop and Clip flyout

##### Crop to Top

The bottom item is cropped to the outline of the top item.



##### Crop to Bottom

The top item is cropped to the outline of the bottom item.



### Clip to Top

The bottom item is clipped to the outline of the top item.



### Clip to Bottom

The top item is clipped to the outline of the bottom item.



**Crop** and **Clip** create a temporary composite item.

To break the item apart later, click **Arrange>Crop>Uncrop**.)



### Join/Add

Creates a new item that's the sum of two or more selected items, whether or not they overlap.



### Join/Subtract

Retains only the portion of the bottom item that is not overlapped.



(Useful for cutting out shapes from photos.)



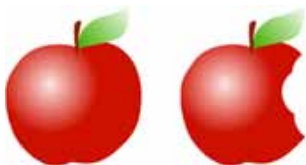
**Join/Intersect**

Retains the overlap and discards the rest.



**Add**, **Subtract**, and **Intersect** produce a permanent new item out of any selected items. You can only break the resulting item apart *immediately* after creating it by clicking the **Undo** button on the **Standard** toolbar.

## Erasing and adding to items

**Erasing****Adding to**

Scrapbook Artist provides the following tools for erasing and adding to existing lines and shapes.

**Erase**

Lets you erase portions of a selected item or items. You can control the extent of erasing by setting eraser tip width and pressure (if using a graphics tablet).



You can erase on an individual layer or across multiple layers. (See online Help.)

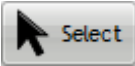
**Freeform Paint**

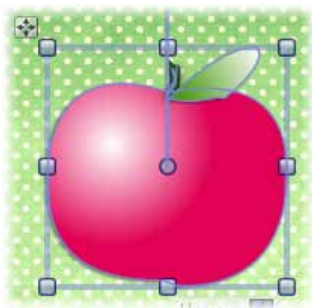
Lets you add to or 'grow' the boundary of an existing shape or line. This tool is especially useful for reshaping existing items, or for creating unusual filled shapes.




If you add to or erase from a bitmap, QuickShape, or artistic text item, the item will be converted to curves, preventing further editing in their original form.


## Erasing portions of an item

1. Use the  tool to select an item.



2. On the **Standard** toolbar, click the  **Erase Tool**.
3. On the context toolbar, choose an eraser tip shape.



4. (Optional) Set the tip width by adjusting the **Width** value.
5. Position the  cursor, and drag over the item's edge. The area to be erased is drawn temporarily (use the **Ctrl** key to redefine the erase area while drawing).

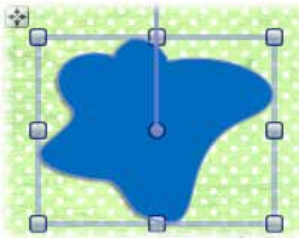



6. Release the mouse button to erase the area drawn.



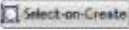
## Adding to an item


1. Use the  tool to select an item.



2. On the **Standard** toolbar, click the  **Freeform Paint Tool**.
3. On the context toolbar, choose a shape for the tool's tip.



4. (Optional):
  - Set the tip width by adjusting the **Width** value.
  - To create a series of shapes without switching tools, click to disable the  button.

5. Position the  cursor over the item and drag over an item boundary.

You'll see blue shading, which represents the area to be added.



6. Release the mouse button to reshape the item to include the painted area.



# Adding lines and shapes

10







## Drawing lines and shapes

Lines can be either straight or curved. They have properties like **colour** and **weight** (thickness). When a line (or series of line segments) forms a complete, enclosed outline, it becomes a new **closed** item called a **shape**. Because shapes can be filled with a solid or gradient fill, they have **fill properties** as well as **line properties**.

As soon as you draw a line you'll see the line's **points** appear. The line between any two points is called a line segment. Freeform and curved lines usually have many points; straight lines have only two.



**Freeform Line**  
(Pencil Tool)



**Curved Line**  
(Pen Tool)



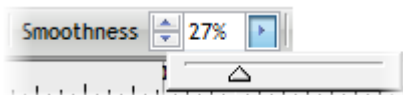
**Closed Line (Shape)**  
(Pen Tool)

## Drawing freeform lines



1. Choose the **Pencil Tool** from the **Standard** toolbar.
2. Click once, then drag across the page, drawing a line as you go. The line appears immediately and follows your mouse movements.
3. To end the line, release the mouse button. The line will automatically smooth out using a minimal number of points. Note the dots indicating its points—at the two ends, and at each point where two line segments come together.

- (Optional) To set the degree of smoothing to be applied to the line (and subsequent lines), set the **Smoothness** value (by entering a value or adjusting the slider) on the context toolbar.





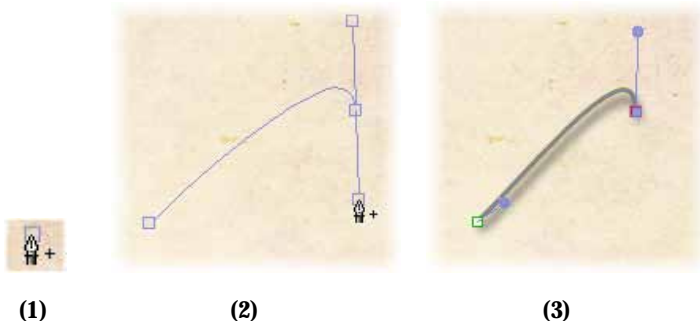
To draw a straight line, hold down the **Shift** key down as you drag.

## Drawing curved lines

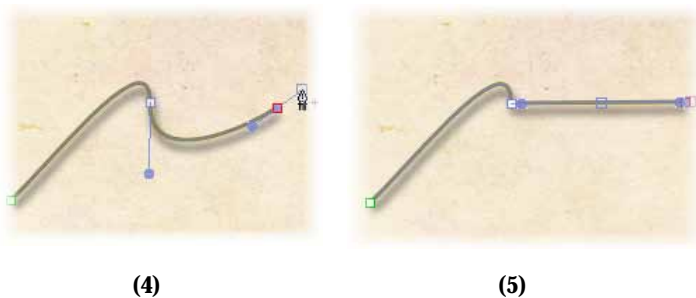
Curved lines are created as a series of connected line segments (which may be curved or straight) using a series of "connect the dots" mouse clicks. New line segments are added all the time. The tool is designed for drawing complex, combination curves and shapes in a highly controlled way.



- Choose the **Pen Tool** from the **Standard** toolbar.
- 

 From the displayed context toolbar, choose to create your drawn segments in **Smooth joins** or **Sharp joins** creation mode. By default, you'll be in **Smooth joins** mode.
- Click where you want the line to start (1).
- Click again for a new point and drag out a pair of **control handles** which orbit the point (2). (Control handles act like "magnets," pulling the curve into shape. The distance between handles determines the depth of the resulting curved line.) Release the mouse button to create your curve segment (3).



5. To extend an existing line, click beyond the end of your current curve to create a new point (thus creating another curve segment). Normally, curve segments end in a symmetric (evenly rounded) corner (4), with control handles locked together.



6. However, you can press the **Alt** key while drawing the segment to define a "cusp" or sharp corner (5). This locks the control handle on the last created point. For more on line corners, see Editing lines and shapes.
7. To end the line, press **Esc** or choose a different tool.




## Drawing shapes

To close a freeform line or curve as you draw:

- For irregular shape, simply extend the line back to its starting point. Shapes have an interior which is filled with the current **default fill** (see

Changing line and fill colours on p. 157) when the line or curve is closed.

### To close an existing line or curve (with a straight line):

1. Select the line or curve with the  button (**Standard toolbar**).
2. Click the  button under the item.
3. Select  **Close Curve** button from the context toolbar. A Straight segment appears, closing the curve.



If you're trying to draw a cartoon outline made up of many independent curves (e.g., a cartoon ear, rose, etc.) you may want to fill each curve without closing it. This is made easy by using the **Fill-on-Creat** feature.

### To fill an unclosed curve automatically:

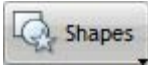
- Select the Pencil Tool, Pen Tool, or Brush Tool (**Standard toolbar**).
- Enable the **Fill-on-Creat** button from the context toolbar, and select a suitable fill from the Colour tab. You'll also need to ensure **Select-on-Creat** is enabled on the context toolbar.
- Draw a freeform line into a curve. The resulting curve is closed automatically and filled with the current fill colour.

## Using QuickShapes



QuickShapes are pre-designed items that you can instantly add to your page. QuickShapes are added from a flyout containing a wide variety of commonly used shapes.

### To create a QuickShape:


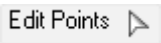
1. Click  on the **Standard** toolbar and select a shape from the flyout.
2. At your chosen cursor position, either:
  - Double-click to place a default-sized QuickShape.
  - or-
  - Click and drag on the page to draw out your QuickShape to a chosen size. To constrain the aspect ratio (for example, to obtain a square or circle), hold down the **Shift** key while dragging.
3. New QuickShapes adopt the currently set line and fill in Scrapbook Artist.

Once you've drawn your QuickShape, you can adjust its properties—for example, apply solid fills, gradient fills, or apply transparency effects. You can even use sliding **control handles** to create variations on the original QuickShape.

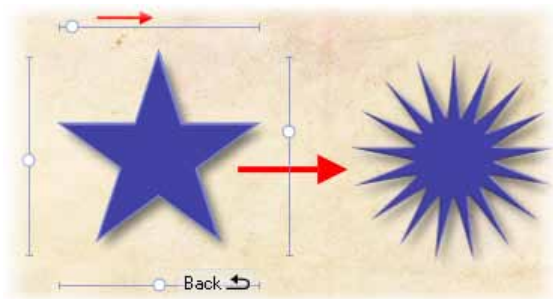
It's also possible to use the always-at-hand QuickShape context toolbar situated above the workspace to swap QuickShapes, and adjust a QuickShape's line weight, colour, style, and more.

All QuickShapes can be positioned, resized, rotated, and filled. What's more, you can adjust their appearance as soon as they are drawn or at a later time.

### To adjust the appearance of a QuickShape:

1. Select the item with the  button (**Standard** toolbar).
2. Click the  button under the item. This reveals sliding round handles around the shape. Different QuickShapes have different handles.
3. Drag the handle to change the appearance of a QuickShape.

For example, dragging the top sliding handle to the right on the QuickStar below will produce a very different star shape.

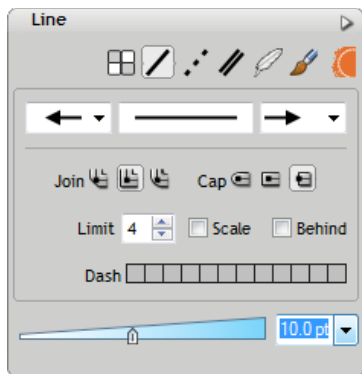


## Changing line style



All lines, including those that enclose shapes, have numerous properties, including colour, style, line ends, weight, join, and cap.

Using the Studio's Line tab, you can adjust **plain line** properties for any freeform, straight, or curved line, as well as for the outline of a shape.



## Changing line colour

The colour swatches selected from your themed Digikit become available in the Colour tab. For more details on adding or editing plain line colours, see Changing line and fill colours on p. 157.

## Changing line style



A series of buttons arranged along the top of the Line tab set the line style. **Solid**, **Dash**, **Double**, **Calligraphic**, and **Stroke** styles can be used. A fringed **Edge** style can be applied to shapes and text.



### To change line style:

- Simply click a button to set the line style—only one style can be set at any one time. Pick another button to jump to that style.

Once a style is selected you can choose line ends for most styles (except **Stroke** and **Edge**). For some styles, variations are also available. For example, for a **Dash** or **Double** line style, additional dash patterns (below) and double line options can be selected.



### To select a line end:

- From the  and  drop-down menus, pick a line start and end.

Other styles such as Dash and Calligraphic offer further customization of the chosen style.



Two styles called Stroke and Edge let you apply a brush, chosen from the Brushes tab, to your line or your shape's edge. You'll see your current brush shown in the Line tab. Both Stroke and "fringed" Edge styles look great when applied to artistic text.

For changing line caps and ends see the topic Line tab.

## Changing line width



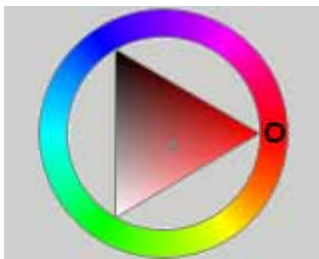
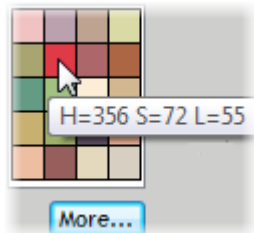
On a selected line, curve, or shape, drag the **Weight** slider in the Line tab. To turn off the line, set the box to 0.0pt.



## Changing line and fill colours

For complementary design, you can select swatch colours as well as your scrapbook items when you've chosen your Digikit. A category called **Swatches** lets you include a range of colours ideal for use with the chosen Digikit. Once selected via the Digikit Browser, these colours become available in the Colour tab's Workspace palette, which shows by default.

Any closed shape, such as a closed curve or QuickShape, or text has an interior region that can be filled. The fill type can be solid, gradient, or plasma.



The Line/Fill swatches on the Colour tab govern whether the selected colour is applied as a line colour or a solid fill.

To use a Workspace palette's colour for the line or fill, you can click on any of the tab's colour swatches.

You can swap to a different palette by clicking the **More...** button. A series of pre-supplied colour palettes are available, either standard palettes or one of a range of themed palettes (e.g., Soft Tones).

To use a non-palette colour, choose a colour from the Colour tab's HSL Colour Wheel.

## Changing line colour

1. Select the item, freeform line or curve.



2. Set the Line/Fill Swatch in the Colour tab so the Line Swatch is active, then pick a colour from the palette or HSL Colour Wheel.

## Changing fill colour


1. Select the item.




2. Set the Line/Fill Swatch in the Colour tab so the Fill Swatch is active, then pick a colour from the palette or HSL Colour Wheel..

## Applying tinted colours

A **Tinting** option in the Colour tab's drop-down menu allows a percentage of shade/tint to be applied to your colour.

1. With the Line/Fill Swatch set accordingly (for line or fill; see above), select **Tinting** from the Colour tab's Colour Mode drop-down menu.
2. Drag the  slider to the right to add white to the starting colour (for a lightening effect), or drag left to add black for a darkening effect. You can also enter a percentage value in the box (0% resets to the original colour).

## Applying transparent fills

- Click  **No Fill** on the Colour tab's Line/Fill Swatch, which represents either None (a transparent interior for items with line/fill properties) or Original (for pictures only, to reset the item to its original colours). See Applying transparency on p. 128.

## Applying gradient fills

Gradient fills are those that use gradients—small "spectrums" with colours spreading between at least two defined **key** values. Specifically, gradient fills include the **Linear, Radial, Ellipse, Conical, Square, Three Colour, and Four Colour** types.

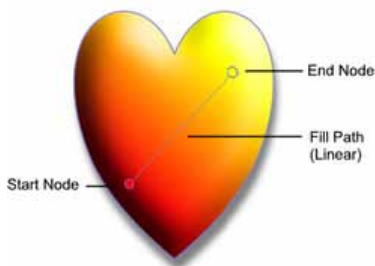


Once you've drawn your line or shape you can use the **Fill Tool** to draw a fill path across the item, and then edit the item's **fill path**.

1. Select the item.



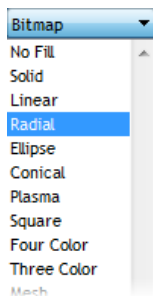
2. Click the **Fill Tool** on the **Standard** toolbar.



3. Click and drag on the item to define the fill path (a solid line). The item takes a simple **Linear** fill, grading from the current colour of the item, ending in white (items filled with white will grade from white to black, to show contrast).

### To change the fill type:

- From the Fill context toolbar, choose a fill type from the drop-down list.



The item displays a fill path which differs according to which fill has been chosen. The path can then be edited.

## Editing gradient paths

1. Select an item with a gradient fill.




2. Click the **Fill Tool** button on the **Standard** toolbar. The item's fill path appears.
3. Use the Fill Tool to drag the start and end circular path nodes, or drag on (or outside) the item for a new start node, creating a new fill path as you drag. The gradient starts where you place the start node, and ends where you place the end node.
4. To constrain the fill path in 15° increments, hold down the **Shift** key while dragging. On Ellipse fills, **Ctrl**-constraining also forces the gradient's aspect ratio to match the item's bounding box.

Each gradient fill type has a characteristic path. For example, Radial fills have single-line paths, with the gradient initially starting at the item's centre. Ellipse fills likewise begin at the centre, but their paths have two lines so you can adjust the fill's extent in two directions away from the centre. Radial fills are always evenly circular, while Ellipse fills can be skewed in one direction or another.

Editing the path means adjusting the path's node positions and/or adding, deleting, or changing key colours on the path. Nodes are added by clicking on the path, and are selectable to allow for their deletion and for key colours to be altered.

### To edit an item's fill colour(s) and tint:

1.  Select a node on the fill path, then choose a different **Fill Start** and **Fill End** from the context toolbar. Alternatively, pick a colour/tint from the Colour tab's palette or colour wheel.



-or-


2. Right-click the selected item and choose **Format>Fill...** (or choose the command from the Format menu). Use the Fill Editor dialog to add/remove nodes, modify node colours and alter node positions along the path. See Editing gradient fill spectrums or Working with plasma fills.

Specific adjustment techniques and Fill tool options differ for each of the basic fill categories.

## Copying an object's formatting

**Format Painter** is used to copy one object's line and fill properties directly to another object, including between line/shape and text objects.

### To apply one object's formatting to another:

1. Select the object whose formatting you wish to copy.
2. Click  **Format Painter** on the **Standard** toolbar. When you click the button, the selected object's formatting is "picked up."
3. Click another object to apply the first object's formatting to it. The second object becomes selected.
4. To select another object without pasting the formatting, click it with the **Shift** key down.
5. To cancel Format Painter mode, press **Esc**, click on a blank area, or choose any tool button.

For copy formatting from one text object to another, a number of other text properties (font, style, and so on) besides line and fill are passed along at the same time.

# Using brushes

11







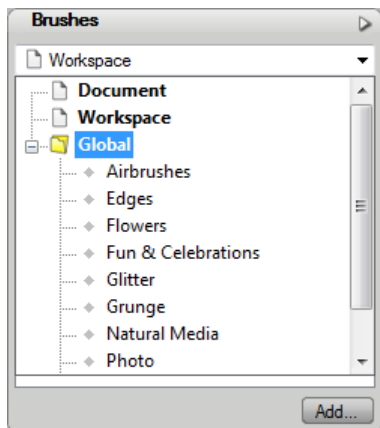


## Adding brush strokes



Add artistic flair to your scrapbooks with the **Brush** tool.

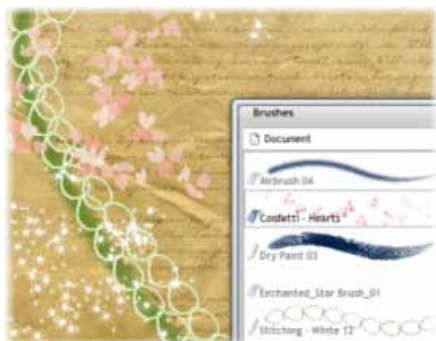
The Brushes tab galleries include both  natural stroke and  spray brush types (see Choosing brush types on p. 166).



Select from a wide range of preset categories, or add themed Digikit brushes to your workspace. If you're feeling really creative, you can even create your own custom brushes. (For information on creating and customizing brushes, see online Help.)

You can draw and paint with your mouse or with a pen tablet. The tablet's pressure-sensitive pen tip allows control of stroke width or transparency (see Pressure sensitivity in online Help).

## Choosing brush types



## Brush types

Scrapbook Artist includes a wide selection of natural stroke and spray brushes, all of which are available from the Brushes tab. The brushes are categorized as follows:

- **Airbrushes**  
Add dramatic, soft, or textured airbrush effects.
- **Edges**  
Apply inner or outer edge effects to any shape.
- **Flowers**  
Paint your pages with flower and leaf spray brushes.
- **Fun & Celebrations**  
Create cheerful, fun layouts with confetti, sweets, stardust, and clouds.
- **Glitter**  
Make your pages sparkle with glitter dust and glitter glue brushes.

- **Grunge**  
Add aged and grunge effects to your layouts.
- **Natural Media**  
Apply paint, charcoal, pencil, pen, and other natural media brush strokes.
- **Photo**  
Add realistic lace, rope, ribbon, and rope effects with this collection of photo brushes.
- **Stitches – Collection**  
‘Stitch’ items to your page with these colourful brushes.
- **Stitches – Eyelets**  
Use these brushes to add interesting eyelet stitch effects.

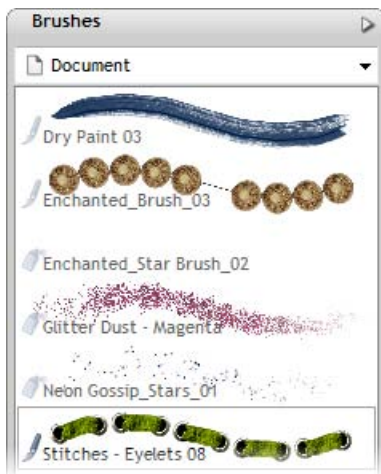
## Selecting brushes from the Brushes tab

The Brushes tab lets you view brushes currently being used in your scrapbook, and serves as a container for supplied brush presets, themed Digikit brushes, and your own brush designs.

## Document category

The **Document** category shows the brush types used in the currently active scrapbook.

This category is useful for 'bookmarking' brushes for easy reuse.

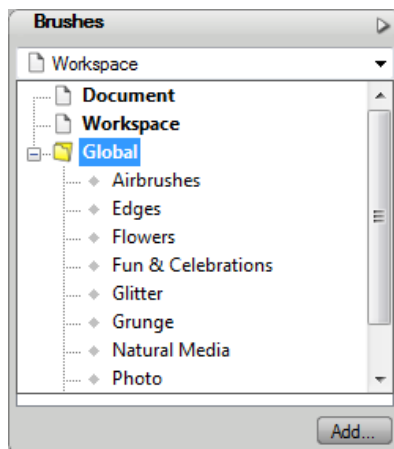


## Global category

The **Global** category stores the supplied brush presets under a series of pre-defined subcategories.

You can add, rename and reorder any category and even create nested categories within categories.

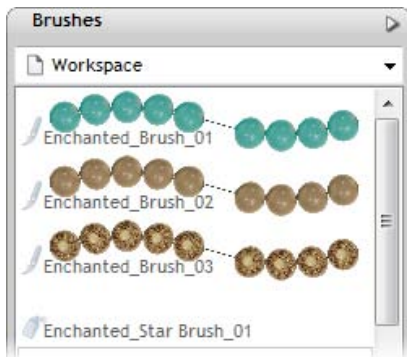
These brushes are available to all scrapbooks currently open.



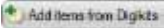
When you install a new Digikit, the brushes included in the kit are automatically added to the appropriate **Global** brush categories.

## Workspace category

The **Workspace** category displays the themed brushes added from the **Digikit Browser**.

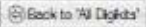


## Adding brushes from Digikits

1. On the **Pages Context** toolbar, click . The **Digikit Browser** dialog opens.
2. Select a Digikit from which you want to add brushes, e.g., Enchanted.
3. Scroll to the **Brushes** category, and then click to select the brush(es) you want to use. To add all brushes from the Digikit, click **Add all Items**. A check appears over the selected thumbnail(s).



If you select a brush from a featured free or purchasable Digikit—the **Digikit Not Installed** dialog will display and you will be prompted to visit the DaisyTrail.com shop. Once you've installed your free or purchased Digikit, the brush will be added to the **Workspace** category of the **Brushes** tab on selection. (See Buying Digikits on p. 51.)


4. (Optional) Click  to add brushes from other Digikits.
5. When you've finished selecting brushes, click **Done**.

## Creating brush strokes



You can apply brush strokes directly to the page using your mouse or pen tablet. If you're using a pen tablet, you can control stroke width and transparency by adjusting pressure sensitivity (see Pressure sensitivity in online Help).

## Applying brush strokes

1. On the **Standard** toolbar, click the  **Brush** tool.

The Brush cursor indicates that the Brush tool is selected and that you're ready to paint.



- On the **Brushes** tab, choose a brush from a category.

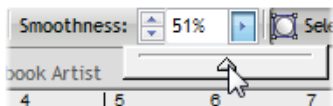
At the top of the workspace, notice that the Brush context toolbar is displayed. Use this control to set the properties of your brush stroke.




The following steps provide an overview of the brush properties. For more details, see Setting brush stroke properties on p. 172.

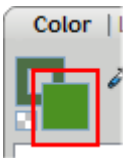
- Click the **Colour** button and select a brush stroke colour using the **Colour Selector** dialog. (You can't change the stroke colour of the brushes in the **Workspace** category of the **Brushes** tab.)
- Set the **Width**, and **Opacity**, and **Smoothness** for your brush stroke.


To change, click the up and down arrows, or clicking the right arrow and then dragging the slider (as shown for smoothness opposite).



- (Optional) If you want to fill your closed or unclosed shape as you paint (see illustration below):

Enable the  **Fill-on-Create** button, and then set the Fill colour swatch on the **Colour** tab.



- (Optional) Enable the  **Select-on-Create** button if you want to be able to edit your strokes immediately after painting them.
- With the brush cursor drag a brush stroke across your page.



The properties currently defined on the Brush context toolbar settings will be adopted for all brush strokes.

After this first brush stroke, there are two ways in which you can paint subsequently, depending on whether you have enabled the **Select-on-Create** option.

- **Edit, then paint**

If **Select-on-Create** is not enabled, when you release the mouse button, the stroke you just created is not selected. If you want to edit or add to the stroke, you must first select it.



Use this method when you're happy to set all your brush stroke properties *before* painting—and particularly if you intend to paint repeatedly with the same brush stroke style.

- **Paint and edit**

If **Select-on-Create** is enabled, when you release the mouse button, the stroke you just created is automatically selected, allowing you to add to or edit it immediately.



Use this method when you want to change your brush stroke properties (colour, width, opacity, etc.) frequently.




Press the **Esc** key to deselect the current brush stroke.

A brush stroke can be extended or reshaped, as for a straight or curved line (see *Editing lines and shapes in online Help*). The brush stroke path can also be reversed, closed, or opened.

## Setting brush stroke properties

You can set the properties of your brush strokes (both before and after creating them) using the Brush context toolbar.

### To set the brush properties of a brush stroke:

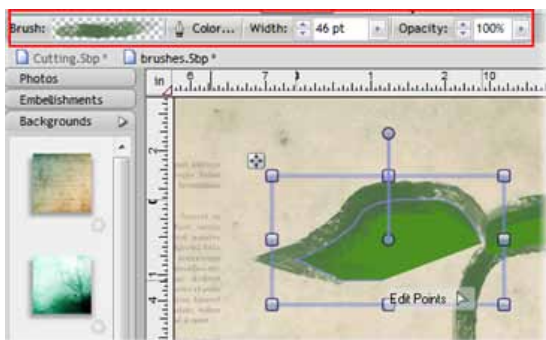
1. To set properties before painting, click the  **Brush** tool and choose a brush style from the Brushes tab.



- or -

To set properties of an existing brush stroke, select the stroke.

The Brush context toolbar displays.



2. Change the brush design by selecting from any category on the Brushes tab.



3. Click the **Colour...** button to change the brush stroke colour using the **Colour Selector** dialog.

- or -

Set the line swatch on the **Colour** tab.

(See Changing line and fill colours on p. 157.)



Brush strokes cannot take a gradient fill. If applied, the base colour of the fill is adopted.

4. Adjust the brush stroke **Width** setting by entering a value, clicking the up/down arrows, or clicking the right arrow and then dragging the slider.

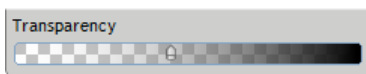
-or-

Set the brush stroke width on the **Line** tab.

- Adjust the **Opacity** of the brush stroke. (100% opacity = no transparency; 0% opacity = fully transparent.)


-or-

On the Colour tab, drag the Transparency slider to achieve the desired effect.



- If, in step 1, you selected the **Brush** tool rather than an existing brush stroke, you'll see three additional options on the context toolbar: **Smoothness**, **Select on Create**, and **Fill-on-Crete**.

- To set the degree of smoothing to be applied to the brush stroke, set the **Smoothness** value (by entering a value, clicking the up/down arrows, or dragging the slider).


-  **Select-on-Crete** Click to enable or disable this option.


**Select-on-Crete disabled:** When you release the mouse button, the stroke you just created is not selected. If you want to edit or add to the stroke, you must first select it.

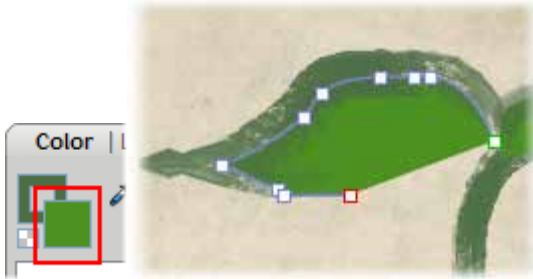
Use this method when you're happy to set all your brush stroke properties before painting—and particularly if you intend to paint repeatedly with the same brush stroke style.

**Select-on-Crete enabled:** When you release the mouse button, the curve or stroke you just created is automatically selected, allowing you to add to or edit it immediately.

Use this method when you want to change your brush stroke properties (colour, width, opacity, etc.) frequently.

 Press the **Esc** key to deselect the current brush stroke.

 **Fill-on-Create** Enable this option if you want to fill the unclosed curve produced with a brush stroke with the fill colour defined on the **Colour** tab. (See Changing line and fill colours on p. 157)



## Creating custom brushes

Custom brushes can be created to complement the existing brush presets in the Brushes tab. You can base your custom brush on an existing preset (by right-clicking on the preset and choosing **Edit...** or **Copy...**) or create from scratch (by choosing **Add...** or **Add Spray...** right-click options).

To create your own natural stroke and spray brushes, see online Help for more information.



# Arranging items

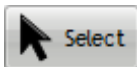
12

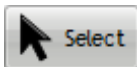





## Rotating and shearing items

### Rotating items



1. Select the item(s) with the  tool.
2. Hover over the rotate handle and, when you see the cursor change, drag in the direction in which you want to rotate the item.

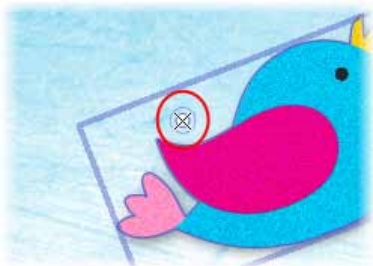
As you drag, the angle of rotation is temporarily displayed around the item's origin point (shown as ). This temporary display of information is known as **tool feedback**.



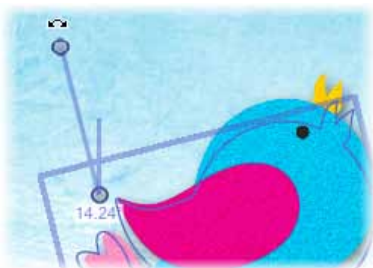
- To rotate in 15° intervals, press and hold down the **Shift** key while dragging.
- To revert the rotation, double-click the rotate handle.

#### To change the rotation origin point:

1. Click and drag the origin point to any position on the page. (This can be outside the item itself—useful for rotating grouped items around a central point.)

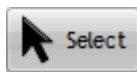


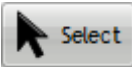
2. Drag the repositioned rotate handle. The item rotates about the new origin point.



Additional rotation options are provided on the **Arrange** and **Transform** tabs, and on the **Arrange** menu. For details, see online Help.

## Shearing items




1. Select the item(s) with the  tool.
2. Hover over a centre edge handle. When you see the Shear cursor, click and drag in the direction in which you want to shear the item, and then release.





- To copy and shear an item, press and hold down the **Ctrl** key while dragging—this preserves the original item, while shearing the new copied item as you drag.



- For precise shearing, enter an exact  **Shear** value in the Transform tab.

## Ordering items



The items on your scrapbook page are 'stacked' on top of each other, the front-most item (e.g., blue button above) being the one on top of the stack (also known as **Z-order**).

Each time you create a new item, it is placed in front of the items already there. You can move any item to any position in the ordering sequence using buttons on the Arrange tab below. The Yellow button in the first illustration above has been moved to the front.

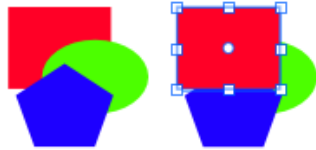


Equivalent commands are available from the **Arrange menu's Order** items submenu.

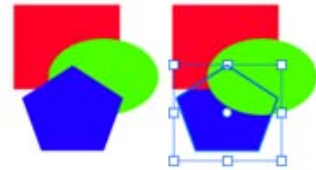
## To change an item's position:

On the **Arrange** tab, click one of the following buttons:

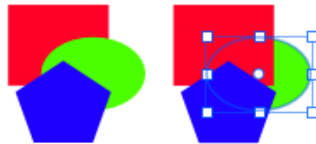
-  **Bring to Front**



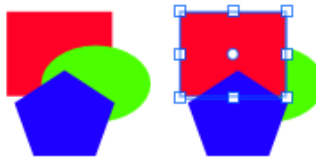
-  **Send to Back**



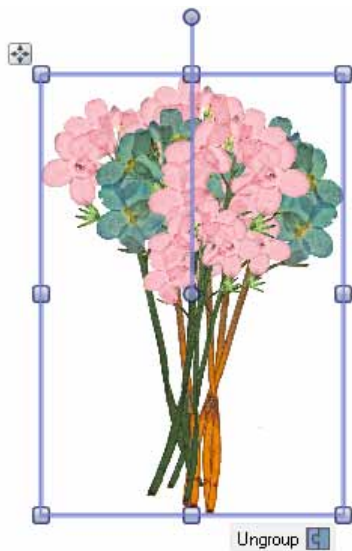
-  **Back One**



-  **Forward One**



## Grouping items



Grouping items prevents you from accidentally altering them.

Grouping also allows you to move, rotate, and resize items all together, and to edit similar items all at the same time.

You can select multiple items at the same time but this is a temporary operation; grouped objects are always kept together until you physically ungroup them. The only requirement for grouping is that multiple items are selected in advance.

### To create a group from a multiple selection:

- Click the **Group**  button below the selection.

### To ungroup (turn a group back into a multiple selection):

- Click the **Ungroup**  button below the selection.

In general, any operation you carry out on a group affects each member of the group. For example, property changes applied to a group—such as changing line or fill—will affect all the items contained in the group.

You can select and edit items within groups, without having to ungroup them.

**To select an individual item within a group:**

- Press and hold down the **Ctrl** key and then click on the item. The item is selected and can be edited.
- To deselect the item and its group, click elsewhere on the page.



# Sharing and publishing

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## Sharing via website

You can share your scrapbook by print, as a distributable electronic PDF, or via the **www.daisytrail.com** website. Publishing your scrapbook to the website means you can share your scrapbook not just with friends and family, but with a community of like-minded scrapbookers!



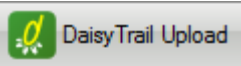
The **www.daisytrail.com** website is designed specifically as a scrapbook community. By uploading your completed scrapbook to the website, just like other Scrapbook Artist users do, you add to the collection of published scrapbooks in the community.

The main website features include:

- **Scrapbook rating**  
Rate and comment on other people's scrapbooks—and have your own scrapbook assessed by the community. Click the **I love it!** voting button to award your favourite scrapbooks.
- **Work in groups**  
Create groups of users with similar interests—great for schools, clubs, or maybe just your network scrapbooking friends. Use the **Group Wall** to view published scrapbooks in a chosen group, which can be private, public or "friends only." Post to **group forums** restricted to just group members.
- **Search**  
Find scrapbooks, groups, or other scrapbookers throughout the website.
- **Make new friends!**  
Social networking meets scrapbooking! Use **email** or user discussion **forums** to build friendships with other scrapbookers, especially those you add to your friends list. Even upload photos of yourself!
- **Profile management**  
Manage your tagline, password, timezone, language, and email notifications.
- **Free stuff**  
Each month **daisytrail.com** will give away a new free Digikit or font for you to download.
- **DaisyTrail shop**  
Buy and download **individual themed Digikits**—or buy **Digikit Collections** DVDs. You can also buy **Font Collections**, plus a selection of other goodies.

To share, three stages need to be carried out—register on the website, setup account information in Scrapbook Artist, and then upload your chosen scrapbook to the website.

## Registering

1. Click  on the **Standard** toolbar.
2. If you've not registered before, click the **Join Now!** button. You'll be taken directly to **www.daisytrail.com** registration.
3. From the registration form, enter your personal information, including an email address to which an activation message will be sent. If you need **Help**, use the link provided.
4. Click **Create Account**. For account activation, you'll need to check your email and click on the activation message sent to you. This may take time depending on your ISP and connection!



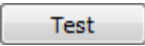
Remember your Username and Password! You'll need to re-enter this information into Scrapbook Artist.

5. Registration is complete after activation. All that's now required is to enter your account details into your Scrapbook Artist program.
6. If you've already registered but not added your account details, click **Login**. This takes you to your account details where you can enter details as described in the next section.



So you don't forget to set your Daisytrail user account details, you'll get a reminder to register every eight days if there are no details set. You can register on the website, then transfer your username and password over, or cancel to register later.

## Setting up account details in Scrapbook Artist

1. Select **Options...** on the **Tools** menu.
2. In the **Upload** pane, enter your remembered **Username** and **Password**.
3. (Optional) click the  button to verify that the account details are correct. If successful, a "*Username and password valid*" message is produced.

If you've forgotten your password or you've not already registered, use

the accompanying **Reset Password** and **Register** buttons. For the latter, you'll be directed to the Registration page on the website. Complete the registration details and click **Create Account**.

- (Optional) Reduce the upload **Quality** to 96dpi to speed up file transfer if your Internet connection is 56k dial-up modem (at the expense of zoom quality). Otherwise, use the default 300 dpi for broadband and all other faster Internet connections.



If you change your account details on the website at a later date, you'll also need to make these account changes in Scrapbook Artist.

## Uploading

Once you've successfully created your account you can upload your scrapbook, with the option of including only specific or all pages.



Page 1

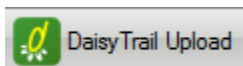


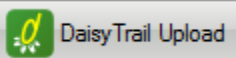

Page 2



Page 3

### To upload your scrapbook:



- On the **Standard** toolbar, click .
- In the **Share** dialog, uncheck pages you don't want to upload (use the scroll bar to view all pages).
- (Optional) For the upload you can choose a different account to upload to. Enter a different **Username** and **Password**.
- Click  to transfer your selected pages.
- On upload, a progress bar indicates upload status. On completion, click **OK** to close the dialog or click **View** to immediately see your uploaded scrapbook on the website.

## Basic printing

Scrapbook Artist supports printing directly to a physical printer (e.g., All-in-ones, Inkjet and Laser printers), with options for scaling and thumbnail printing.



### To print:

1. Choose **Print...** from the **File** menu, or after right-clicking on the page or pasteboard.
2. From the **Print** dialog, select the number of pages to print, and optionally a print size (as original, scaled, or as thumbnails).
3. Click the **Print** button.

## Exporting as PDF

The cross-platform **Adobe PDF** file format is a worldwide standard for document distribution which works equally well for electronic or paper publishing. It excels as an electronic distribution medium as it is device- and platform-independent.

To make scrapbook sharing easy, Scrapbook Artist lets you export your scrapbook as a PDF file (Acrobat 4.0 compatible). In doing so, all your scrapbook's colours will be output in an RGB colour space, and all scrapbook pages will be rasterized (converted to bitmaps) on export.

### Exporting as a PDF file

1. Choose **Export as PDF...** from the **File** menu's **Export** submenu.
2. From the dialog, select a **Print Range**:
  - **Entire Scrapbook**: exports the whole scrapbook.
  - **Current page**: exports only the page currently displayed.
  - **Pages**: enter a page range (e.g., 3-5) to export a limited selection of pages (or individual page numbers, if separated by commas). If you've set a range, you can further export just odd or even pages in the range from the drop-down list.
3. (Optional) Set various options as follows:
  - For more convenient on-screen viewing in Adobe Reader, you can check **Fit to complete page** or **Fit to page width** to specify how the scrapbook will initially appear.
  - Check **Optimize for Fast Web View** to insert code that allows PDF streaming if your file is downloaded for viewing in a Web browser. This feature provides pages "on demand" for rapid visibility—so for example if the reader switches to page 9, page 9 will download next. Bear in mind that you'll see a distinct benefit from PDF streaming only if your file is to be opened from a Web site. Enabling the feature will add to the time it takes to publish your file.

- Uncheck **Preview PDF file** to stop your PDF file from displaying in your currently installed Adobe Reader immediately after exporting. If checked, you'll get your file displayed immediately after export finishes.
  
- 4. (Optional) Select a **Print Quality** level from the drop-down list. **Best** quality offers 300dpi lossless export (no compression). Other list options offer lower resolution export, with smaller file sizes offered as quality decreases.
  
- 5. Click **OK** to proceed to export.
  
- 6. From the dialog, choose a location and file name for your PDF file. Click the **Save** button.

Once export completes, the PDF displays if **Preview PDF file** is checked.





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