Serif

Inspiring Creativity

CRAFTARTIST2
Professional

Contents

Welcome

Welcome to CraftArtist 2 Professional—the digital crafting solution that combines crafting fun with a wealth of powerful drawing and crafting tools for the very best results. In an instant, you'll be able to create beautiful print projects with that professional touch!

Projects such as **greeting cards**, **scrap pages**, **photobooks**, **stationery**, **gift wrap**, and **party crafts** can be created from ready-to-go layouts or from scratch—it's your choice!

For unlimited design possibilities, CraftArtist works with a range of **DaisyTrail Digikits**, each offering themed items that you can use as starting points for your projects. Each Digikit includes a selection of drag-and-drop **layouts**, **backgrounds**, **embellishments**, **materials**, **photo frames**, **brushes**, **colour swatches**, and decorative **letters**. If you're feeling really creative, you can even create and save your own Digikits!

In addition to supplying ready-to-go content, CraftArtist lets you add decorative **lines**, **shapes**, and **stencils**. You can also apply natural or spray **brush strokes** using easy-to-use drawing and painting tools. Photos can be added to your project, and image adjustments and effects applied using the powerful **PhotoLab**. You can even cut out the subject of a photo, and create your own photo frames!

Once you've created your masterpiece, you'll want to share it. A lively web-based craft designing community—**DaisyTrail.com**—is available for you to share your projects freely or to selected groups. You'll make some new friends along the way too!

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

New features

Crafting toolbox

Create stunning decoupage effects (p. 62)
Use the new **Decoupage Tool** for beautiful layered effects—great for enhancing your photos or embellishments alike! Have full control of your decoupage's appearance with control over number of decoupage layers, shape, shadow, and rotation.

Punches (p. 73)
The Punches tab lets you easily punch shaped holes out of items such as embellishments, materials, or photos. A single item, specific layer, or all layers can be punched through.

Stamping designs (p. 77)
Replicate embellishments by stamping directly on the page—great for "floating" hearts, butterflies, footsteps, and more. Choose a "stamps" style for first, second, and third impressions.

Import PDF files
Unlock the contents of third-party craft designs (in PDF format) by opening directly from the Startup Wizard's **Open** section.

Ready-to-use graphic styles! (see p. 161)
The **Styles tab** lets you choose from various preset **shadows**, **glows**, **bevels**, **feather edges**, **textures**, **text effects**, and more. A graphic style, when applied, complements an item's existing graphic styles. For **custom** design, save your own **graphic styles** with control over which item properties (and attributes) are stored!

Generate Palette from photos or Digikit items
Create your page design using palette colours derived from your photo/Digikit item. The generated colour palette is added to the Colour tab's Digikit palette.

Enhanced Colour Picker (see p. 199)
Sample colours directly under the cursor or, for artefacted, halftone or dithered images, by **averaging colours** under a shaped region. Don't forget to try **colour gradient** sampling, for sampling sunsets, metal or glass surfaces, and more.

Performance

- **64-bit operation**
  CraftArtist 2 Professional is fully optimized for operation on 64-bit computers, and will automatically install for 64-bit operation accordingly.

- **Accelerated Graphics Technology**
  More complex designs are drawn quicker and more accurately with CraftArtist's tiled, multi-threaded drawing engine.

Ease of Use

- **Digikit Creator tagging improvements** (see p. 39)
  Tagging becomes easier with simple copy (and paste) of tags via thumbnail right-click.

- **Customized menus and toolbars**
  Tailor CraftArtist to your needs with **menu**, **toolbar**, and **icon customization**.

- **Tailor your keyboard shortcuts**
  Take advantage of customizable keyboard shortcuts for enhanced productivity—assign your own keystrokes to toolbar and menu commands! Use single-key keyboard shortcuts for easy tool access.

- **Dynamic reordering of items**
  Drag the Arrange tab's **Depth** slider to dynamically change the selected item's order in the current layer.

- **Enhanced Solo Mode**
  For progressively detailed design work, use multi-level **Solo Mode**! You'll be able to focus on chosen areas in isolation, using a select-then-solo approach—previous view levels can be returned to if needed. Operations are restricted to the current solo level, with the Layers tab only showing the items currently in view!

- **View Quality**
  Operate in either **Normal** or **Wireframe** drawing modes; Wireframe mode displays vector items as single pixel outlines.

Text

- **On-the-page Font Preview** (see p. 134)
  Choosing a different font or font size automatically previews on your selected text.

- **Professional-level OpenType Font Features**
  For embellished text, CraftArtist fully utilizes all your OpenType font features—**ligatures**, **stylistic sets/alternates**, **small/petite caps**, **case-sensitive forms**, **fractions**, **ordinals** are available.

Printing and Sharing

- **Interactive Print Preview with print-time imposition** (see p. 214)
  Try out the exciting new **Print Preview**, packed with both preview and imposition options—create **greeting cards, photobooks**, **thumbnails**, and **tiled** print output all **without prior page setup**.

- **Easier than ever Printing!** (see p. 216)
  Try CraftArtist's **Print** dialog for the options you need, when you need them! With a focus on everyday printing options, including percentage **scaling** of your print output, the printing process becomes more intuitive and logical. Print-time layout imposition, saved print profiles, and manual duplex printing are other print features.

- **Pre-press PDF export** (see p. 219)
  For professional-level printing, take advantage of PDF/X-1a compatibility, preset/custom PDF profiles, page marks, image compression, and more. Secure your PDF output with a password (to view and control PDF content manipulation).

Installation

System requirements

Minimum:

- Windows-based PC with DVD drive and mouse (main processor must support SSE2 instructions)

- Operating systems:
  Microsoft Windows® XP (32 bit)
  Windows® Vista (32 or 64 bit)
  Windows® 7 (32 or 64 bit)
  Windows® 8 (32 or 64 bit)

- 512MB RAM (1GB RAM for 64-bit operation)

- 1.1GB (recommended full install) free hard disk space (program only)*

- 1024 x 768 monitor resolution

* Does not include space requirements for downloaded Digikits.

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

Optional:

- Windows-compatible printer

- TWAIN-compatible scanner and/or digital camera

- Pen (graphics) tablet

- Cutting machine

- Internet account and connection required for accessing downloadable DaisyTrail.com Digikits, online resources, and project upload.

Installation procedure

- Insert your purchased disc into your DVD 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), navigate to your program disc and double-click **autorun.exe**.

> 32 or 64-bit CraftArtist 2 Professional installs to respective 32 or 64-bit computers.

Quick Start

2

Start CraftArtist

Once you have installed CraftArtist, you're ready to start crafting! By default, a **CraftArtist 2** item is added to the **All Programs** submenu of the Windows **Start** menu.

When you launch CraftArtist, a **Startup Wizard** appears.

For this *Quick Start* book, we'll concentrate on the **Choose a Template** and **Blank Project** options. Along the way, you'll be able to add craft items to your template or blank project.

Choose a template

Digikits offer a selection of template layouts, backgrounds, frames, materials, letters, embellishments, brushes, swatches, and effects.

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

You can also create original projects from scratch. See *Start a blank project* on p. 16.

Choosing a template

1. From the Startup Wizard, click **Choose a Template.**

2. From the dialog's **Craft Projects** tab, select the type of project you want to create, e.g. Greeting Cards, Scrap Pages, Photobooks, etc.
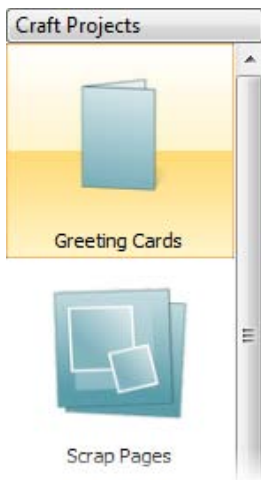
3. In the middle pane, scroll to review each layout; on hover over, each layout's thumbnail gives a visual indication of your printed project. You'll see the same set of layouts repeated for each installed Digikit in turn.

4.   Click to select the layout.

5.   Click **OK** to exit the dialog. The first page of the layout opens in the workspace, and all of the design items contained in the Digikit are added to the Content tabs at the left of the workspace.

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

   Click through the thumbnails to view these pages in the workspace and choose the page you want to work on first.
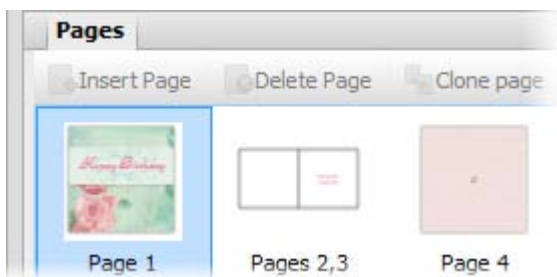
For fixed layouts such has greeting cards (above), your pages are added automatically. For other projects, you can insert, copy, move, and delete pages without constraint.

★ Additional Digikits are available from the **DaisyTrail.com** website.

Start a blank project

Creating a new blank project

- From the Startup Wizard, click **Blank Project**.

Choosing page size and layout

When starting a blank project, you'll be able to set up your page size and layout initially, using standard or custom page sizes.

Using standard page sizes

1. From the **Page Setup** dialog, select your project type from the left-
    hand pane, e.g. Scrap Pages.

2. From the middle pane, navigate the categories and click on your
    chosen page layout.
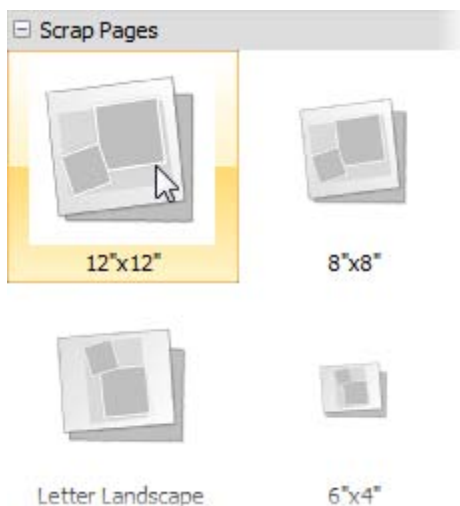
3. Click **OK**. The Digikit Browser is displayed for adding Digikit content
    to your project.

Choosing Digikit content

Digikit items such has Embellishments, Backgrounds, Frames, Materials, Letters, Layouts, Brushes, and Swatches can be included in your project immediately after setting up your page size and layout.

1.   In the **Digikit Browser**, select the Digikit from which you want to add items. (You can add items from more than one Digikit.) For example, for the Daydream Digikit.

💡 In the **Digikit Browser,** you'll see any installed Digikits, plus a selection of free and purchasable Digikits from DaisyTrail.com. (See *Buying and downloading Digikits* on p. 33.)

2.   Scroll the main pane and select items from the Digikit's item categories**.**

3.   Click an item to add it to your craft project, or click **Add all items** to add them all.

⭐ If you select an item from a featured free or purchasable Digikit— the **Digikit Not Installed** dialog will display. You can then click Visit Shop to download your Digikit from the DaisyTrail.com shop. Once you've installed your free or purchased Digikit, the item will be added to the relevant Content tab on selection. (See *Buying and downloading Digikits* on p. 33.)

4.   **Optional:** Click **Back to all Digikits** to add items from other Digikits.

5.   When you've finished selecting items, click **Done**.

In the workspace, the items you added are displayed in the relevant Content tab.

Adding photo frames

1. In the Content tabs at the left of the workspace, open the **Frames** tab.

2. Scroll the tab to find the item you want to add, and then drag it onto your page.

3. **Optional:** Rotate your frame, using the rotation handle, for a more aesthetic effect.

> ★ To create custom photo frames, see *Creating your own photo frames* in CraftArtist Help.

Adding your own photos

1. On the **Photos** tab, click **Add**.

2. In the **Open** dialog, browse to and select the photos you want to add to your project.

    - 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.

4. To add a photo to your page, simply drag it from the **Photos** tab. You can drag directly onto the page, or onto an existing photo frame.
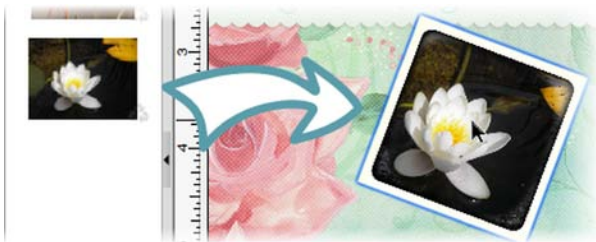
5. **Optional:** You can adjust your photo inside its frame, or even replace it if required.

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
    at the right edge of the photo.

3. To zoom and pan the photo, click ⊕ and then drag the photo,
   respectively.

4. To close the Crop window, click ↖ **Back**, 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, then click the ⬚ **Select Cropped Item(s)** button that displays below it.

2. Click the ▣ **Replace Photo** button on the Photo context toolbar.

3. Browse to and select the photo you want to add and click **Open**.

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.
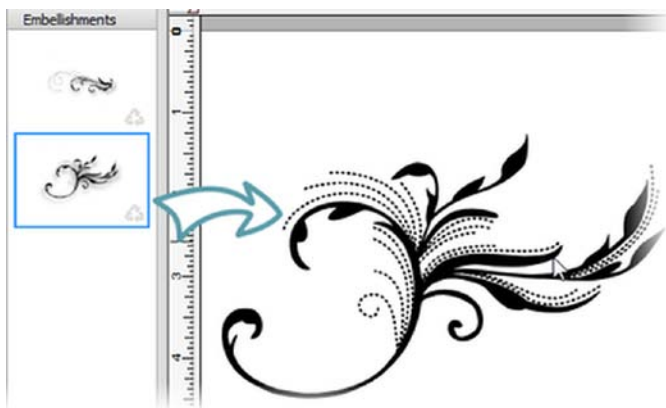
To create your own custom designs of this type, see *Creating your own Digikits* on p. 36.

Changing your background

1. In the Content tabs at the left of the workspace, open the **Backgrounds** tab.

2. Scroll the tab to find the item you want to add, and then drag it onto your existing background.
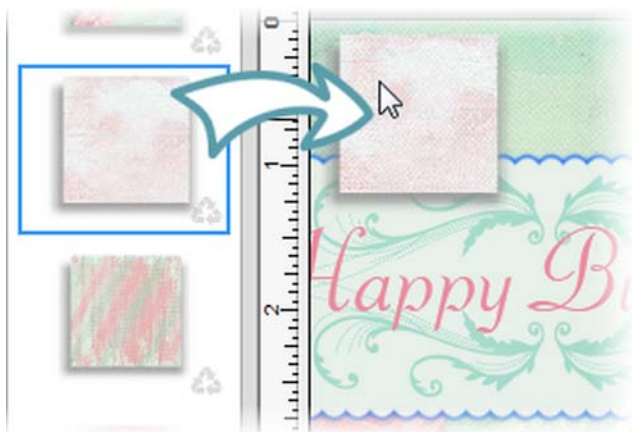
To create your own custom designs of this type, see *Creating your own Digikits* on p. 36.

Adding letters

1. Open the **Letters** tab.

2. To add an individual letter or number, drag it from the tab onto your page.

-or-

To add an entire word or phrase all at once, type it into the text box at the bottom of the tab and click **Insert**. The word is added directly onto the page.
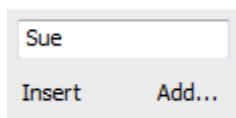
Individual letters can be selected, sized, and positioned independently after deselection.

Alternatively, click **Group** to keep letters grouped together.

💡 For precise alignment of letters you can switch on ruler guides then snap your letters into position. Alternatively, use the Align tab for multi-letter alignment.

Sharing via DaisyTrail.com

1. Click 🌼 **Share** on the **Standard** toolbar.

2. If you've registered (see p. 211) and are uploading for the first time, enter the **Username** and **Password** you created on DaisyTrail.com. You won't need to do this again on subsequent uploads.

   The DaisyTrail Upload dialog appears.
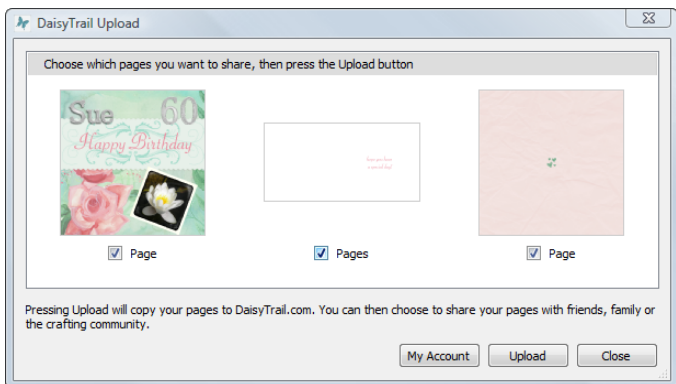
3. **Optional:** In the dialog, uncheck pages you don't want to upload (use the scroll bar to view all pages).

4. Click **Upload** to transfer your selected pages.

5. On upload, a progress bar indicates upload status.

   On completion, click **OK** to close the dialog or click **View** to immediately see your uploaded project on the website.

Make & Do projects

Make & Do projects are a great excuse to get the scissors and glue out and try your hand at a physical project. These are typically cards for occasions or simply based on a theme.

To make your project easy to complete, CraftArtist suggests equipment and materials needed. You'll also be able to follow a step-by-step video along with written How To instructions.

Each Make & Do project is actually a *.craft file, containing all the instructions, examples, and embellishments you'll need. The embellishments can be printed and cut out to complete your project.

Starting a Make & Do Project

1. Launch CraftArtist, or click **File>New>New from Startup Wizard**

2. In the Startup Wizard, click **Make & Do Project.**

★   If you've switched the Startup Wizard off, you can switch it on again. Click **Tools>Options**, select the **User Inteface>Ease of Use** option, and then select the **Startup Wizard** check box.

3. From the dialog, choose a level which you feel most comfortable with—Beginner, Intermediate, or Advanced. Different Craft Projects will be offered for each level.

4. Select the project you want to make, then click **OK**.

5. From the Pages tab, make your project by following the Start Page then Instructions page. Subsequent Print Template pages let you edit, print, and cutout embellishments for your project.

💡   It's a great idea to undock your video (by double-clicking) so it is viewable from every page.

Digikits

3

Browsing

The **Digikit Browser** provides access to your installed Digikits, and to a selection of featured free and purchasable Digikits from **DaisyTrail.com**, including designer-made Digikits. You can browse Digikits and preview the items they contain, before adding them to your workspace.

There are two ways to browse Digikit items—by Digikit, or by item category.

You can also use the search controls at the right of the dialog to search all Digikits, or to find a specific item.

Browsing Digikits

1. On the Pages context toolbar, click **Add items from Digikits**.

2. In the **Digikit Browser**, you'll see installed Digikits, plus free or purchasable Digikits from the DaisyTrail.com shop. (See *Buying and downloading Digikits* on p. 33.)

   Browse the Digikits in **My Digikits**, **Latest Free kits from DaisyTrail.com** and **DaisyTrail** categories—some featured designer's Digikits are also available. Hover over your chosen Digikit to see a zoomed-in preview for further inspection, then click its thumbnail.

   For more Digikits online, click **More at DaisyTrail.com>**. See *Buying and downloading Digikits* on p. 33.

3. Scroll through the categories to browse items included in the Digikit.

4. **Optional:** To narrow your search, filter items by clicking tag names (e.g., Flower) in the Categories section. (See *Applying a search filter* on p. 30.)

5. To browse another Digikit, click **Back to 'All Digikits'**.

Browsing items

1. 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 and downloading Digikits* on p. 33.)

2. On the left-hand side of the dialog, select an item category you want to browse, e.g., **Embellishments**.

3. The items are categorized further in the middle pane by the name of the Digikit to which they belong, e.g., Daydream. 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.

4. **Optional:** To narrow your search, filter items by clicking tag names (e.g., Flower) in the Categories section.

Applying a search filter

The filter searches preset and custom tags applied to all of the Digikits shown in the **Digikit Browser** (this includes Digikits you have installed, and Digikits available from the DaisyTrail.com shop). (See *Tagging* on p. 39.)

1. Click **Add items from Digikits**.

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.

- Select a preset search tag from the drop-down menus.
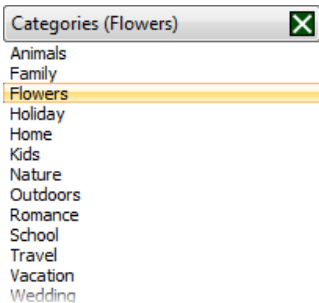
- Type the word or letter you want to search for in the **Search** text box, situated at the right of the dialog. This is useful for retrieving items with custom tags attached.
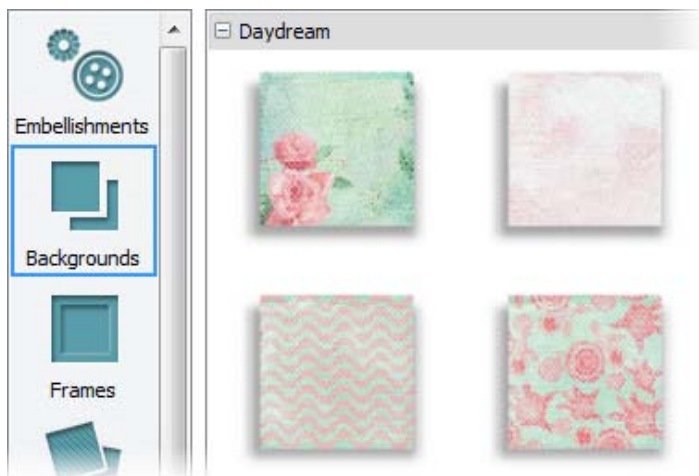

Ctrl-click to select more than one filter. Click ✖ to remove the filter(s).

If you've searched via the **Browse Digikits** tab, the Digikit containing the relevant items 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., **Backgrounds**, 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, and then simply click the item.

- ⊕ To add all items from a selected Digikit, select the Digikit, and then click the **Add Digikit** button that displays in the lower-left corner of the dialog.

- To add all items in a category, click the **Add all items** ✓ button that displays in the upper-right corner of each category's thumbnail gallery.

★ 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 Content tab on selection. (See *Buying and downloading Digikits* on p. 33.)

- To remove a specific item from your workspace, select the "checked" item in the **Digikit Browser** or, in the relevant Content tab, click **Remove** under the item thumbnail.

- To remove a selected category's items or all items from your workspace, click the respective **Clear <Category name>** or **Clear All Categories** button that displays in the lower-left corner of the dialog.

Saving Digikits

If you've populated your Content tabs with a range of items, you have the option of saving these items to your own custom Digikit using the Digikit Creator (see *Creating your own Digikits* on p. 36) or as you close your CraftArtist project. In addition, any custom stencil, punch, and brush currently stored in each respective tab's My Digikits category will be included in any Digikit save.
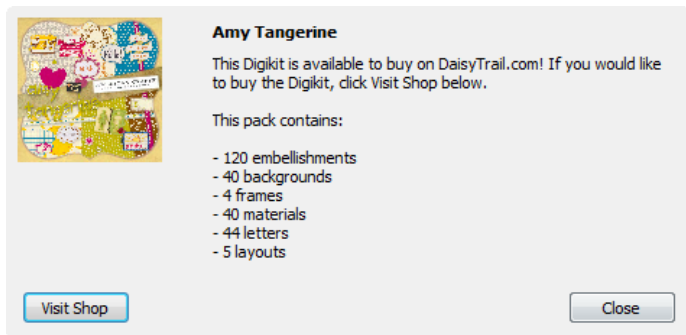
Buying and downloading Digikits

You can buy individual Digikits from the DaisyTrail.com shop. Provided that you have an internet connection, the **Digikit Browser** will display a selection of Digikits currently available for purchase from the website.

To buy a Digikit:

1. On the Pages context toolbar, click **Add items from Digikits**.

2. In the **Digikit Browser**, scroll to the **DaisyTrail** 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 of the dialog to narrow the list of items, or search for a specific item. (See *Browsing* on p. 29.)

4. Click any item. The **Digikit Not Installed** dialog is displayed and provides a brief summary of the Digikit.

Amy Tangerine

This Digikit is available to buy on DaisyTrail.com! If you would like to buy the Digikit, click Visit Shop below.

This pack contains:

- 120 embellishments
- 40 backgrounds
- 4 frames
- 40 materials
- 44 letters
- 5 layouts

Visit Shop   Close

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 on the website**.**

If you don't want to immediately buy the Digikit, you can add the Digikit to a wishlist (click **Add to Wishlist**)—a list of items you want to have. You can return at a later date to make your purchase.

Downloading free Digikits

DaisyTrail.com offers a featured free Digikit 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. Digikits made available for free download are often themed according to current or upcoming seasons, celebrations, public holidays, and vacations—Independence Day, Mother's Day, Father's Day, Easter, Christmas, Halloween, and so on.

To download a free Digikit:

1.   On the Pages context toolbar, click **Add items from Digikits**.

2.   In the **Digikit Browser**, scroll to the **Latest Free kits from DaisyTrail.com** 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 of the dialog to narrow the list of items, or search for a specific item. (See *Browsing* on p. 29.)

4.   Click any item.

5.   From the dialog, click **Download**.

> If you've not already registered on DaisyTrail.com, you will have to register on the website**.**

Installing Digikits

Once you've downloaded your purchased or free Digikit it can be installed for use with CraftArtist easily.

To install a Digikit:

1.   In Windows Explorer, browse to the location of your saved Digikit.

2.   Double-click the file.

3.   Follow the on-screen instructions.

4.   Click **Finish** to complete installation.

The Digikit will automatically be made available to you via the Digikit Browser.

Creating your own Digikits

Using the **Digikit Creator**, you can create your own Digikit and fill it with custom content. Turn digital or scanned photos into frames or embellishments, save pages as layouts, make letters out of artistic text, add your own backgrounds, materials, graphic styles and stencils—these are just several of many ways to tailor content to your liking. You can even tweak items from your favourite existing Digikits to include in your custom Digikit.

Creating a Digikit

1. 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 taken photos or scanned items that you'd like to use as embellishments, or applied a style to artistic text and would like to add them to the letters category of your new Digikit.
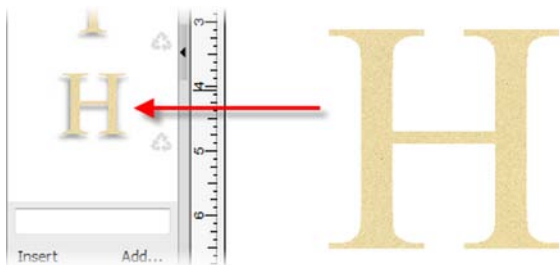
   For stencils, add your creations to the **My Digikit** category on the **Stencils** tab.

You can refine your photos prior to adding them to a Content tab. Simply open **PhotoLab** or **Cutout Studio** (on the context toolbar) or use the **Crop** tool (on the Standard toolbar).

2. **Optional**: In **Digikit Browser**, browse your existing Digikits, and add the items you want to include in your custom Digikit.

3. From the **Tools** menu, select **Digikit Creator**.

   Items already added to the Content tab display in the **Digikit Creator** window.
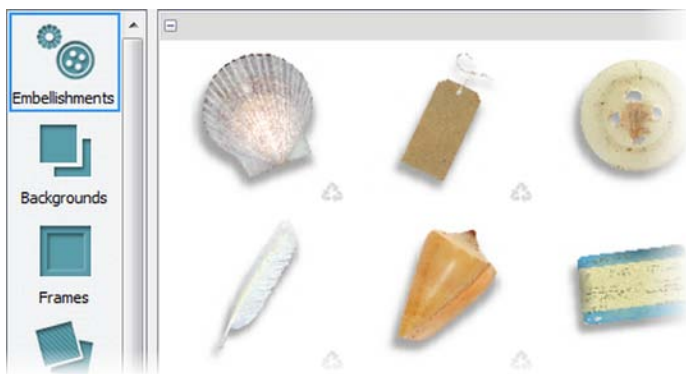
4. Select a category from the list on the left, and click **Import**, **Add**, or **Create** to add your previously created items to the **Digikit Creator** window. Once items are added, you can click **Tweak** to modify them. To rearrange the order in which they sit, click and drag them. For more detailed information on how to add and modify items in each category, please see CraftArtist Help.

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* on p.39.

6. Save your Digikit.

Saving Digikits

1. Click **Save Digikit**.

2. Name your new Digikit and click **Done**.

You can now access your Digikit items in one of two ways:

- From the **Choose a Template** dialog.

- From the **Digikit Browser**.

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 **Load Digikit**.

2. Browse to locate the Digikit you want to work on and click **Open**.

Tagging

Tags are keywords, or terms, that make browsing and selecting items easier. Installed, featured free and purchasable Digikits are assigned with preset tags—but you can also add your own custom tags to individual items and Digikits via the **Digikit Creator**. Once added, you'll also be able to copy and paste tags between items.

To add a tag to an item

1. Select **Digikit Creator** from the **Tools** menu.

2. **Optional:** If you're not already working with the Digikit you want to tag, click **Load Digikit** and load the relevant Digikit. See *Loading Digikits* on p. 38.

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**.
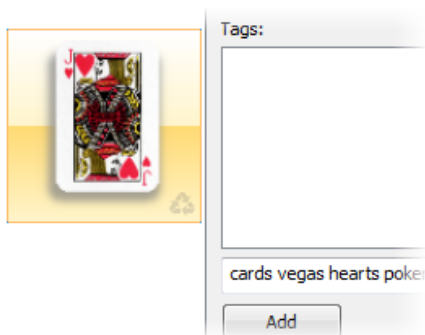
6. To add more tags, repeat steps 4 and 5.

7. Save your Digikit. See *Saving Digikits* on p. 38.

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

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

To copy (and paste) tags between items

1. Select **Digikit Creator** from the **Tools** menu.

2. Right-click the item from which you want to copy tags and select **Copy Tags**.
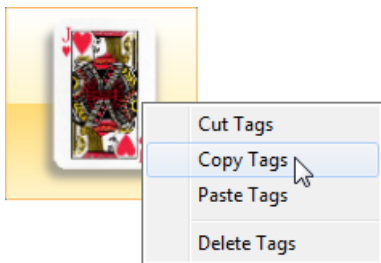
3. Right-click a "target" item and select **Paste Tags**.
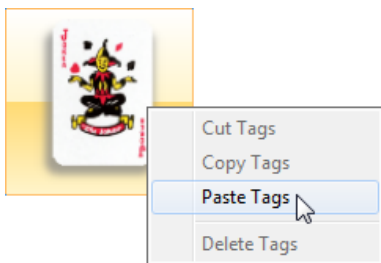
To tag a Digikit

1. Select **Digikit Creator...** from the **Tools** menu.

2. If you're not already working with the Digikit you want to tag, click **Load Digikit** and load the relevant Digikit. See *Loading Digikits* on p. 38.

3. Click **Tag Digikit**.

4. At the bottom of the **Tag Digikit** dialog, in the **New Tag** text box, type in search terms you want applied to the Digikit. You can apply as many tags as you need.

5. Click **Add**.
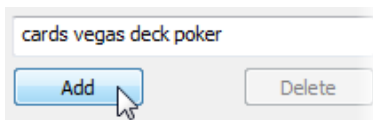
6. To add more tags, repeat steps 4 and 5.

    To delete a tag, select it in the **Tags** pane and click **Delete**.
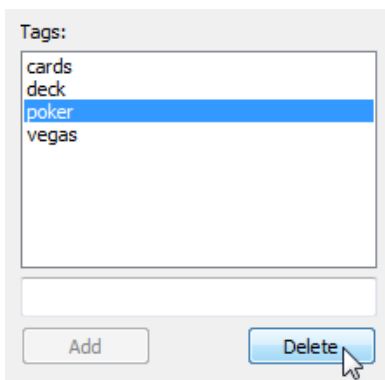
7. When you've finished tagging, save your Digikit. See *Saving Digikits* on p. 38.

The **Digikit Browser** can then be used to search and retrieve Digikits and their items by their assigned tag names.

Pages

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Adding, moving and deleting pages

All pages in your project are displayed in the Pages tab, which can be expanded from the bottom of your workspace.

To expand the Pages tab:

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

Depending on your project, the way you work with multiple pages will vary.

For scrap pages, photobooks, stationery, and gift wrap:

- Projects can consist of a single page, or a series of pages made up of various pre-defined layouts. You can add pages to your project designs by adding your own blank pages.
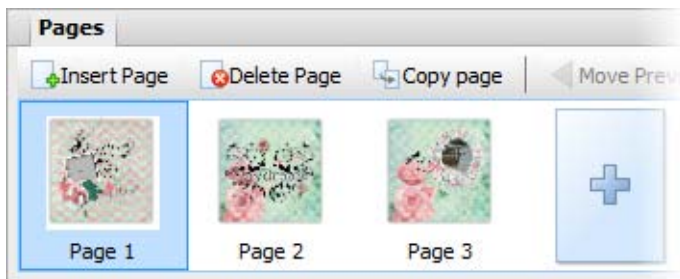
For greeting cards only:

- Cards use a "fixed" multiple page layout, with a back and front page and double inside pages. Due to the nature of folded cards, further pages cannot be added.
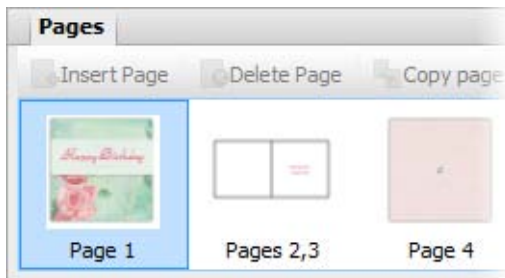
Adding pre-designed layouts

CraftArtist offers a range of pre-designed layouts within each Digikit which you use as the basis of your new page. By customizing each layout further, you can quickly create your own professional looking designs.

1. Click the **Insert Page** icon in the Pages tab to access your installed Digikits and their layouts.

2. Select a layout from the categorized pane.

3. Click **OK**. The layout is added as a new page as the last page in your project.

You can replace any page with a different layout by selecting the page first and simply dragging the replacement layout from the Layouts tab onto it.

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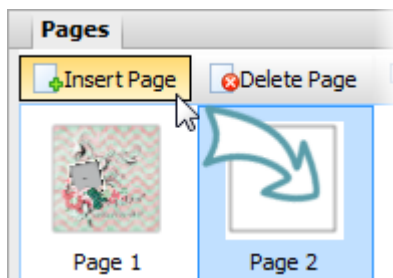
If you don't plan to work from a pre-designed layout, you can add blank pages from the Pages tab.

The new page is added after the currently selected page.

To add a new page:

1. On the **Pages** tab, select the page after which your new page will be added.

2. Click ![Insert Page icon] **Insert Page**. 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 and use the Page Manager's **Insert Page** tab.

Moving pages

Page 1   Page 2   Page 3

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 ◀ **Move Previous** or ▷ **Move Next**. 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 ![Delete Page icon] **Delete Page**, or right-click on the page and click **Delete**.

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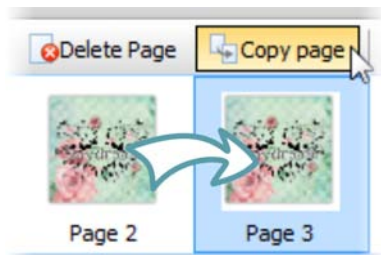
Use the **Copy page** button to base your new page on an existing page. Page items are copied across to the new page.

1. On the **Pages** tab, select the page you want to copy.

2. Click ⊞ **Copy Page** to create an identical copy immediately after the selected page.

Viewing pages
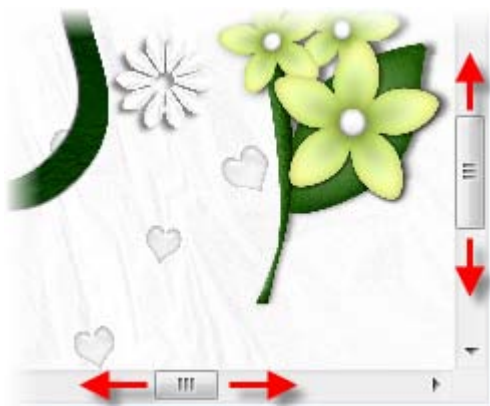
You can use the horizontal and vertical scroll bars to scroll the page and pasteboard area.

The Pages tab and HintLine toolbar provide additional 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 <img> 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.
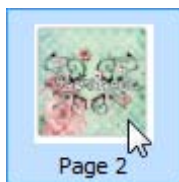
You can also use the <img> page controls on the HintLine toolbar to navigate your pages. For details, see CraftArtist Help.

Panning and zooming

Use panning to move around zoomed-in areas of your project. A variety of tools and magnifying options are available for zooming into and out of your page.

The **Pan** and **Zoom** tools are located on the HintLine toolbar at the lower-right of the workspace.

Panning

Click the 🖐
Pan Tool and then click and drag 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

The Zoom tools let you 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.

- 56% **Current Zoom:** Displays the current zoom percentage, with 100% representing an actual-size page. Click on the value to select a preset zoom from a pop-up menu, or type over the value for a custom zoom percentage.

- ⊖ **Zoom Out:** Click to decrease the current zoom percentage with each click.

- ⊕ **Zoom In:** Click to increase the current zoom percentage with each click.

- 🔍 **Zoom Tool:** Click the tool and then 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 currently selected item, choose **Selection** from the **View** menu.

- 📄 **Fit Page:** Click 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.

Working with layers

You can think of layers as transparent sheets of paper upon which you can add and create your project items.


By default, every new project you create contains two layers (labelled **Layer 1** and **Background** on the **Layers** tab). If you're working on a simple project, this may well be sufficient for your needs.

If you're working on a complex design, however, you may want to add multiple layers to your project. This allows you to separate groups of items into independent sets, each on a different layer.

Your project is then produced by building up the layers and viewing all of the items on all of the layers; you can choose which layer you are editing and make changes without fear of modifying items on another layer.

Viewing layers
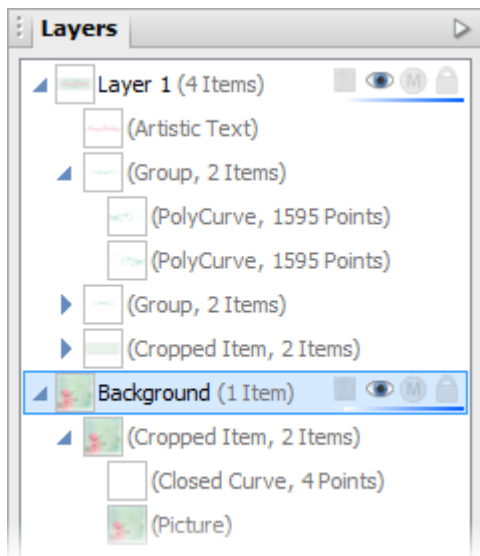
On the **Layers** tab, layers are presented in a stack—the uppermost layer is applied over any lower layer on the page. You can expand each layer entry to view thumbnail previews of the item(s) contained on that layer (see the "Layer 1" and "Background" layers opposite). To select an item in your workspace, simply click the item entry. To rename an item, click its name twice.
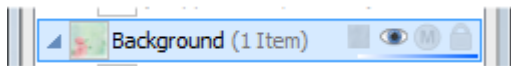
The tab allows layers to be created, renamed, moved, deleted, reordered, frozen, and merged.

Selecting and manipulating layers

To create a new item on a particular layer, you first need to "activate" (select) that layer.

To select a particular layer:

- Click a layer name on the **Layers** tab. The layer is highlighted in blue.

To select multiple layers:

- Hold down the **Ctrl** key and then click to select the layers.

To add a new layer:

- On the **Layers** tab, click the ✚ **Add Layer** button to add a new layer above the currently selected layer.

To rename a layer:

- To rename a layer (e.g., to something more meaningful), click twice on the selected layer's name and type to add your new name.

To delete a selected layer:

- Select the layer's name and click the ▬ **Delete Layer** button on the **Layers** tab.

> ⚠ If you delete a layer, all of the items on it are also deleted. So if you want to keep any of them, move them to another layer first.

Adjusting layer properties

 Layer properties allow you to assign paper textures and layer masks, and make layers invisible and/or locked. An item's **selection colour** can also be defined based on its current layer. You can perform these operations directly from the **Layers** tab, or by double-clicking or right-clicking on a layer entry.

Managing items on layers

The **Layers** tab lets you quickly identify the layers on which items or groups of items were added. You can then select an item or group from the tab to select it on the page, as opposed to selecting the items on the page itself.

> ★ By default, new items are automatically added to the currently selected layer. This is why it is a good idea to check which layer you are currently working on!

To select items on a particular layer:

On the **Layers** tab, if the ✎ **Edit All Layers** button is disabled, click the chosen layer and then:

- Click to select the item(s) on the page.

  -or-

- On the **Layers** tab, click the ▶ **Expand** icon on the chosen layer entry to reveal all associated items.

  You'll see named items—"Artistic Text", "Group, 2 Items", "Picture" and so on—each with their own thumbnail preview.

  The frontmost item in your project always appears at the top of the layer's listed items (the order reflects the Z-order).

Selection handles display around the item on the page; the displayed bounding box reflects the selected layer's colour.

> 💡 Enable **Edit All Layers** to select any item on any visible layer.

The Digital Crafting Toolkit

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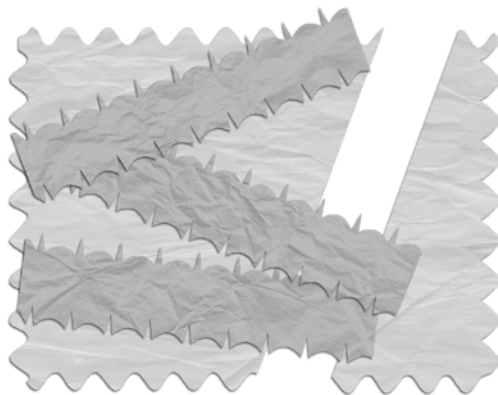
The Scissor Tool

Use the **Scissor 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.

Cutting freeform lines

1. Use the **Select** tool to select one or more items.
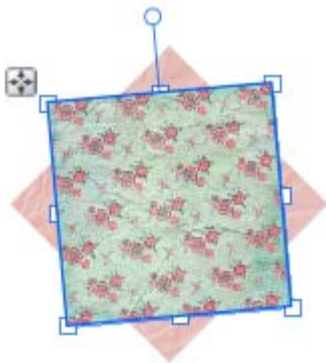
To cut through selected items on multiple layers, ensure that the **Edit All Layers** button, on the **Layers** tab, is selected. (See *Working with layers* on p. 53.)

2. On the **Standard** toolbar, click the ✂ **Scissor Tool**.

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

Scissor Type:	〰〰 Pinking	▼
——— Straight		
⊓⊔⊓ Square		
⌃⌃⌃ Wavy		
〰〰 Pinking		
⋀⋁⋀ Double ZigZag		
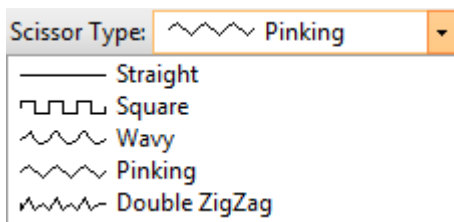
4. To create a freeform cut, click and drag across the item(s).
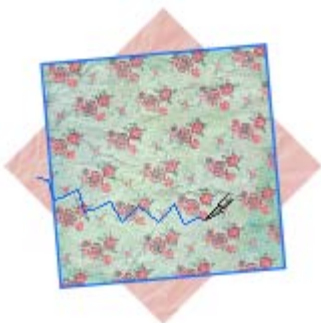
Unselected items that the cutting line crosses will **not** be split.

5.   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 ![Select tool] **Select** tool and then click a cut section.
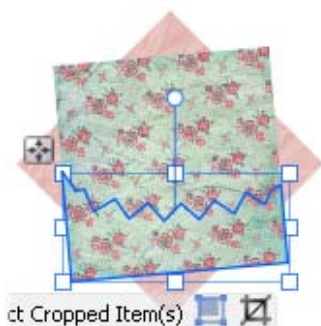
•   Drag the section into its new position.

The 3D Decoupage Tool

The **3D Decoupage Tool** allows you to apply a digital 3D layered effect to one or more selected items. Once created, you can customize the effect using the Decoupage context toolbar, and then fine-tune it using on-page controls.

Just like in traditional physical decoupage projects, you can print out your item's decoupage layers, cut them out, and then stick them together. See *Creating physical decoupage crafts* on p. 66.

Understanding decoupage effects

The decoupage effect is made up of two main components: the decoupage base and one or more decoupage layers (from top to bottom) that are placed above the base. Decoupage effects typically differ in appearance because of the number, size and rotation of decoupage layers.
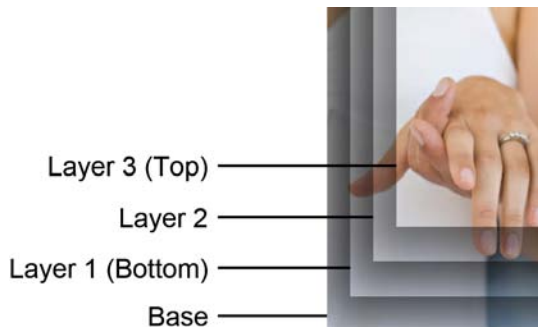
> Don't confuse decoupage layers with layers used in the Layers tab. Decoupage layers are simply tiers used to make up the effect, like the layers on a wedding cake.

Applying a decoupage effect

1. Select one or more items.

2. Click **3D Decoupage Tool** on the **Standard** toolbar.

   CraftArtist will apply a 3D decoupage effect to your item. Once the effect has been applied, you can customize it using the settings on the Decoupage context toolbar.

To remove a decoupage effect:

1. Select the decoupage item.

2. From the context toolbar, select **Remove**.

Customizing a decoupage effect

With your item selected, the context toolbar provides a variety of options for customizing the decoupage design.
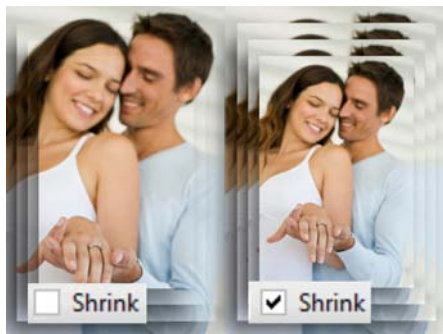
Shrink

When left unchecked, the original item is progressively cropped onto each decoupage layer. By checking the option each layer will be a smaller copy of the original.

Shape

The drop-down menu allows you to apply a shape to your decoupage effect. The first menu option, Same as Base, will retain your original item's shape. If the item has transparent regions, its outline will be the decoupage base. If you've chosen a shape from the Shape drop-down list, you can also check Include Base to apply that shape to the decoupage base.

Layers

Sets the number of decoupage layers (e.g., 3 layers).

Shadow and Angle

Switches on/off the shadow effect on all decoupage layers. You can also change the angle of the shadow (e.g. to 135°) to simulate directional light sources.

Rotate Top

Rotates the top decoupage layer to add artistic flair to your design. Lower layers will rotate accordingly.

Layout for Print

Click this button to layout each decoupage layer on separate pages for printing, and subsequent hands-on crafting. See *Creating physical decoupage crafts* on p. 66.

Convert to Curves

Select Convert to Curves to break apart your decoupage item into separate items; each item can then be distributed on the page creatively.

On-page fine tuning

Once you've customized your decoupage effect using the Decoupage context toolbar, the top, bottom, or all layers can be fine tuned on the page with respect to size and offset position by using on-page slider handles.

This allows you to size and centre the decoupage layer(s) on an area of your item, drawing focus to a key feature, e.g., a person's face or engagement ring.
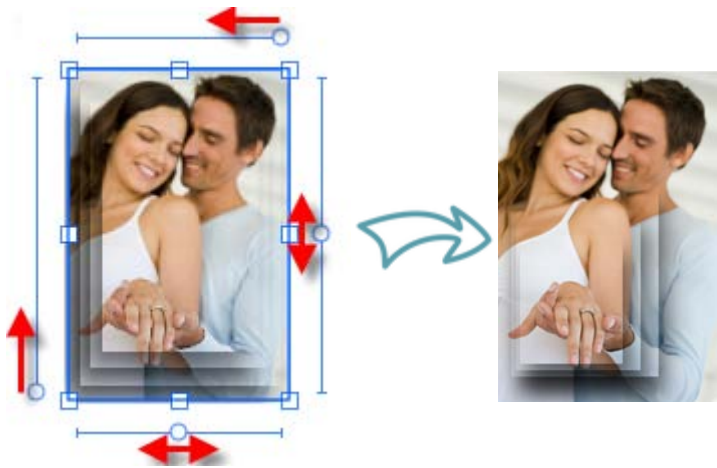
Creating physical decoupage crafts

CraftArtist allows you to create a physical decoupage craft project from your digital decoupage item. By laying out the individual decoupage layers for printing you'll be able to cut out the decoupage layers from the printed layouts and glue them into your physical decoupage project.

Decoupage layers can be laid out across one or more pages in either a new project or at the end of your existing project.

To create a layout for print:

1. Select your decoupage item.

2. On the Decoupage context toolbar, click **Layout For Print**.

3. In the dialog, select either **New** or **Append** to add layers in a new project or the current project.

   - **New**: You'll be asked to create a new blank project (via Page Setup) to which will be added all of your decoupage item's layers, laid out across one or more pages.

   - **Append**: Your decoupage item's layers are added to a newly created page(s) at the end of your current project.

     Optional: If you want to exclude the original item from the print layout, ensure **Leave the decoupage base on the page** is selected.

Using stencils

The **Stencils** tab provides a selection of ready-to-go, fun stencils that will add impact to any page. Whether you paint over them with the **Brush** tool, or use them to cut out a design from a photo, stencils provide endless opportunities for creativity.

If you're feeling really creative, you can add your own stencils to the **Stencils** tab!

Adding stencils to your page

1. On the **Stencils** tab, select a category from the drop-down list.

   The lower gallery displays thumbnails of the stencils available in the selected category.

2. Click and drag a thumbnail from the gallery onto your page.
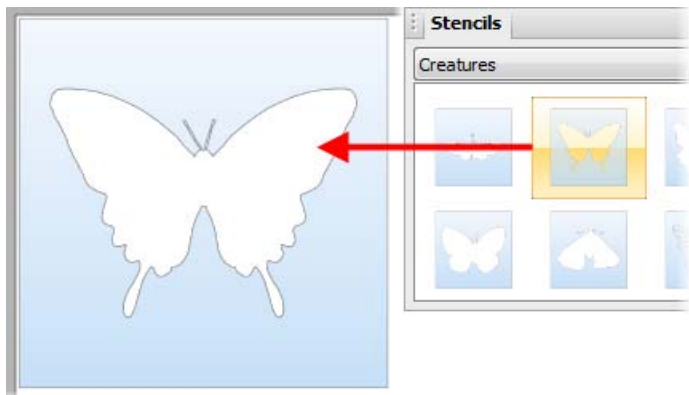
Painting over stencils

1. Add a stencil to your page.

2. Click the ![brush icon] **Brush** tool.

3. Choose a brush type from the **Brushes** tab and set your brush colour on the Colour tab. (See *Adding brush strokes* on p. 79.)

   Brushes in the **Airbrushes**, **Glitter** and **Natural Media** categories are particularly suited to stencil work.

4. Paint over the stencil with your chosen brush.

5. From the Standard toolbar, click ➤ **Select**.

➤ ▶ Stencils are set up so that paint is applied to the white section but not the blue section. However, the design can be switched so the sections are reversed. To do so, click **Invert**.

6. Click the stencil, then select ▢ **Lift Stencil** below the stencil.

The stencil is removed, revealing the painted design beneath it.

Cutting out a stencil from a photo

1. Add a stencil to you page.

2. Drag a photo from the **Photos** tab and drop it on top of your stencil.

3. Position the photo so that it displays as required inside the stencil outline.

4. Select the stencil and click [icon] **Lift Stencil** to remove the stencil and reveal the cut out design beneath it.

⚑ When you create a custom stencil, an equivalent punch is also created in an identical category on the **Punches** tab.

⚑ Any custom items stored in the **My Digikit** category automatically appears in Digikit Creator (see p. 36), ready for adding to a custom Digikit. If your Digikit is not saved, your custom item will be discarded.

To use the item again, you'll need to load the Digikit in Digikit Creator.

Using punches

The **Punches** tab provides a selection of ready-to-go, fun punches that provide endless opportunities for creativity by making holes in items or cutting out shapes from items.

If you're feeling really creative, you can add your own punches to the **Punches** tab!

Adding punches to your page

1. On the **Punches** tab, select a category from the drop-down list.

2. Click and drag a thumbnail from the gallery onto your page.
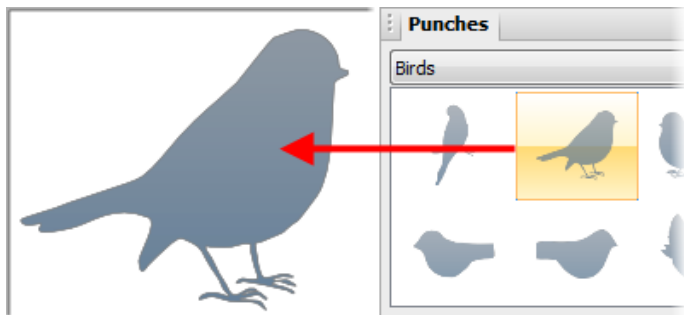
3. Use the ⊕ move button to position the punch on the page, so it overlaps other page items.
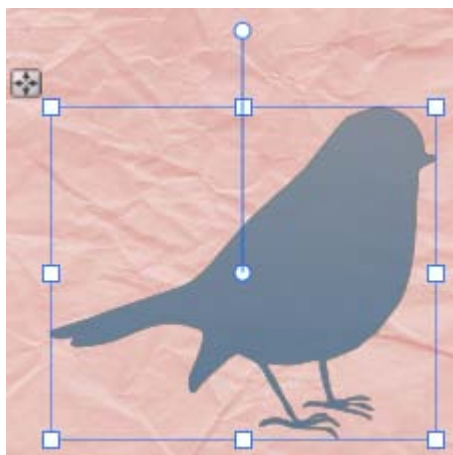
Using a punch to make holes and shapes

You can use the punch in two slightly different ways—to make holes in items or to cut out shapes from items.

To punch a hole:

1. Add a punch to your page over an item.

2. With the punch selected, click **Punch Hole** from the adjacent toolbar.

    The punch cuts through the item, removing anything underneath the punch's grey area.

3. Select the "greyed out" punch.

    Press the **Delete** key to remove the punch from the page, revealing the punch hole.

To cut out shapes from item(s):

1. Add a punch to your page over an item.

2. With the punch selected, click ⬤ **Punch** from the adjacent toolbar.

3. **Optional:** Delete the "greyed out" punch if you don't want to use it again for further punching.

4. Click the unwanted "punched out" region to be discarded, then press **Delete**.

The punched-out shape remains on the page.

> 💡 If you've chosen to keep the punch on the page, just drag it to a different position to reveal the punched shape underneath.

Using layers with punches

Rather than punching the item directly below the punch, punches can also cut through the selected layer or all layers. This is controlled by the **Layers** tab.

To punch through items on a single layer:

1. On the **Layers** tab, ensure 🖌 **Edit All Layers** is not selected.

2. Press the **Ctrl** key while clicking **Punch Hole** or **Punch**.

To punch through all layers:

- On the **Layers** tab, click 🖌 **Edit All Layers**.

- Press the **Ctrl** key while clicking **Punch Hole** or **Punch**.

For more information on using layers, see *Working with layers* on p. 53.

Creating your own punches

You can create a punch from any item on your page—embellishments, frames, and letters work particularly well. The stencil will always be available to you from the current project and from any future project you make.
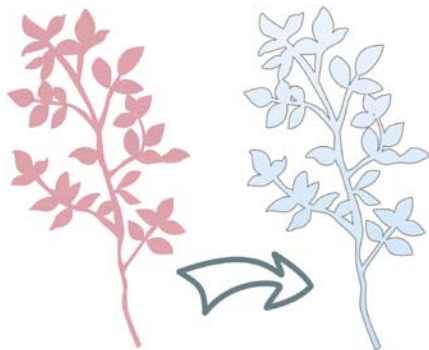
To create your own punch:

- Simply drag an item from your project page and drop it into any category on the **Punches** tab.

> When you create a custom punch, an equivalent stencil is also created in an identical category on the **Stencils** tab.

> Any custom items stored in the **My Digikit** category automatically appears in Digikit Creator (see p. 36), ready for adding to a custom Digikit. If your Digikit is not saved, your custom item will be discarded.
>
> To use the item again, you'll need to load the Digikit in Digikit Creator.

Using stamp mode

Most items can be turned into a stamp and stamped all over your page. This allows you to quickly replicate (copy) an item to build up your design.

All items, including grouped and decoupage items, can be stamped, with the exception of multiply selected items. However, these can be grouped before stamping.

Creating and using a stamp

1.   Select an item on your page and then, click **Stamp Mode** on the context toolbar.

     The cursor will update to an arrow including a copy of your item.

2.   Click anywhere on your workspace to stamp a replica of the originally selected item.

3.   Repeat step 2 as many times as required to create your design.

4.   To return to normal editing mode, click **Stamp Mode** on the context toolbar.

   You can use the Stamp context toolbar to vary the colour, size, and design of a stamp's line to allow a stamped item to slightly vary from its original.

Once you have created your stamped items, you can use the **Stamps** category available from the **Styles tab** to create realistic, 'fading' stamp designs. See *Using graphic styles* on p. 161.

Adding brush strokes
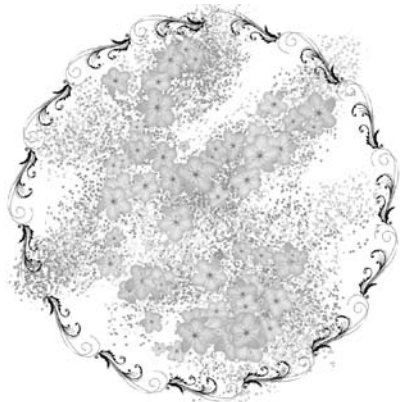
Add artistic flair to your projects with the **Brush Tool**.

The Brushes tab provides a wide range of brushes. Choose from preset, categorized **Globa**l brushes, or add **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 CraftArtist 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 CraftArtist Help).

Choosing brush types

CraftArtist offers a wide range of brushes, divided into two main sections:

- **Digikit** brushes—added to your project using the Digikit Browser, these are designed specifically to complement your chosen digikit.

- **Global** brushes—permanently located in categories in the Brushes tab, these are predesigned brushes for use in any project.

Using the Brushes tab

The Brushes tab serves as a container for your brushes and is divided into three categories.

Document category

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

This category is useful for selecting previously used brushes.

My Digikit category

The **My Digikit** category displays brushes added from free or purchased Digikits you've chosen in the **Digikit Browser**. Most Digikits contain brushes, but some may not.

See *Adding Digikit brushes* on p. 81.
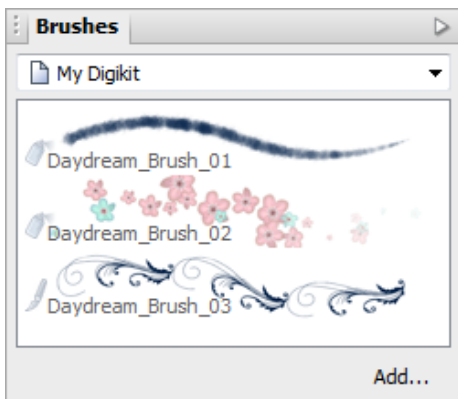
Global category

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

These brushes are available to all projects currently open.

You can add, rename and reorder any category and even create nested categories within categories..
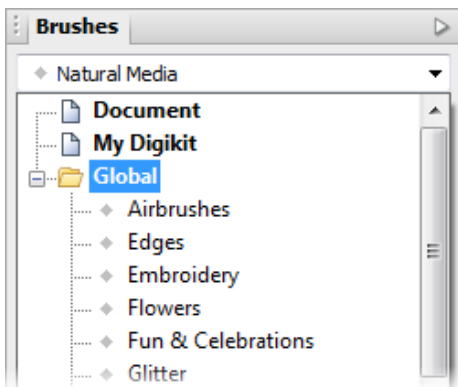
💡 If you're creating your own brushes you can create your own brush categories by right-clicking on the tab's Category drop-down list.

Adding Digikit brushes

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

⭐ Some Digikits don't contain brushes.

To add Digikit brushes:

1. From the Brushes tab, click **Add**. The **Digikit Browser** dialog opens.

2. Select the **Browse my items** tab.

3. Select the **Brushes** category from the left-hand category list.

4. Scroll the middle pane until you find a set of Digikit brushes you like. Click to select the brush(es) you want to use.

These brushes are added to the **My Digikit** category in the **Brushes** tab.

⭐ 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 **Digikit** category of the **Brushes** tab on selection. (See *Buying and downloading Digikits* on p. 33.)

5. When you've finished selecting brushes, click **Done**.

Global brush types

The Brushes tab's **Global** category provides the following natural stroke and spray brushes:

- **Airbrushes**
  Add dramatic, soft, or textured airbrush effects.

- **Edges**
  Apply inner or outer edge effects to any shape or picture.

- **Embroidery**
  'Stitch' items to your page with these colourful brushes.

- **Flowers**
  Paint your pages with flower spray brushes.

- **Fun & Celebrations**
  Create cheerful, fun layouts with confetti, sweets, 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 (dry, medium, and watery), acrylic, charcoal, pastel, pen, and watercolour natural media brush strokes.

- **Photo**
  Add realistic lace, ribbon, and rope effects with this collection of photo brushes.

- **Special Effects**
  Paint with bubbles, fire, snowflakes, splats, and more!

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 CraftArtist Help).

Once you brush stroke is on the page, you can then adjust and reshape it using the node tool. See *Reshaping brush strokes* in CraftArtist Help.

Applying brush strokes

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

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

2. On the **Brushes** tab, choose a brush category from the drop-down list, and then select a brush stroke style from the gallery.

3. **Optional:** From the Brush context toolbar, use toolbar options to set the properties of your brush stroke, e.g., brush, colour, width, and opacity.

4. With the brush cursor, drag a brush stroke across your page.

5.   To create new brush strokes, repeat the click and drag process.

6.   **Optional:** Swap to a different brush on the Brushes tab for other brush effects, e.g. spray brushes for flowers, then continue painting.

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

7.   When you have finished painting, to deselect the brush stroke press the **Esc** key.

> For pen tablet calibration, click the **Pressure** button to access the Pressure Studio.

A brush stroke can be extended or reshaped, as for a straight or curved line (see *Editing lines and shapes* on p. 174). The brush stroke path can also be reversed, closed, or opened.

Working with photos

Adding 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 project. You can then drag them onto the page as you need them, or use AutoFlow (p. 118) to quickly add them to frames you have already placed on your page.

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

💡 Use the first method if you want to add multiple photos to your project all at once, or if you want to add your photos to photo frames.

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

Adding photos to the Photos tab

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 **Add**.

2. In the **Open** dialog, browse to and select the photos you want to add to your project.

   - 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.
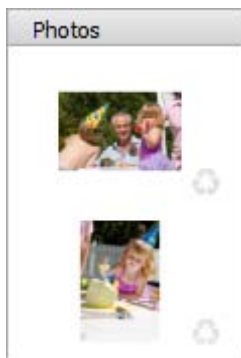
Adding photos to the page

To add a photo from the Photos tab:

There are several ways to add photos to your page:

- Drag a photo from the **Photos** tab directly onto the page, or onto a photo frame. (See *Adding frames to your project* on p. 113.)
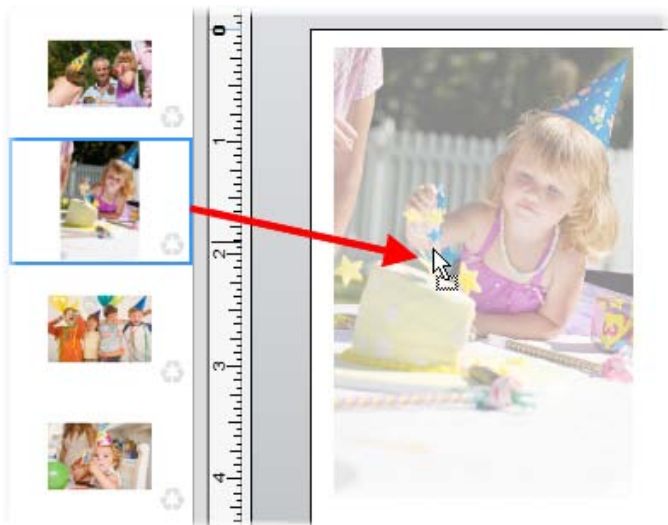
- Click **AutoFlow** to sequentially populate a series of photo frames with photos from the **Photos** tab. (See *Using AutoFlow* on p. 118.)

- Replace the contents of a photo frame by dragging a new photo onto the frame.

    On the **Photos** tab, framed and unframed photos added to your project are denoted with a ✅ check mark icon. This lets you quickly and easily identify photos used in your project.

To add a photo from the Standard toolbar:

1. On the Standard toolbar, click ![icon] **Photo**.

> ![icon] You can also insert photos directly from an external device such as a camera or scanner. See *Importing camera and scanner images* in CraftArtist Help.

2. In the 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.
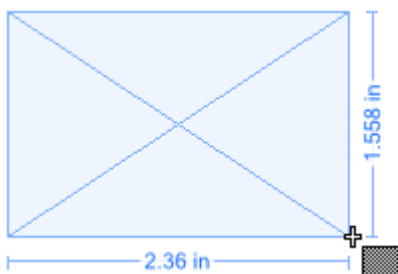
If you want to import multiple photos simultaneously, you can select a range from within the **Insert Photo(s)** dialog. Each image can then be added to the page selectively from a **Picture List** flyout.
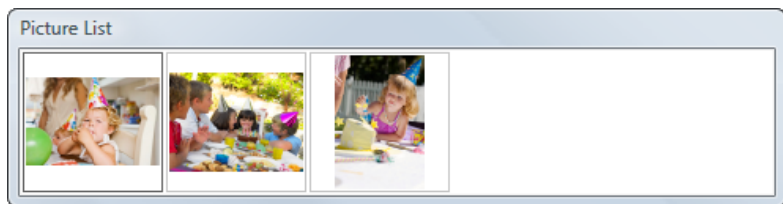
Replacing, resizing, and deleting photos

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 the ![arrow] **Select** tool, and then click to select the photo you want to replace.

2. On the Photo context toolbar, click ![icon] **Replace**.

3. In the **Open** dialog, browse to and select the photo you want to add, and then click **Open**.

    The image is replaced.

> ⚠ When you replace a photo in this way, the aspect ratio of the original photo is used. This is fine if both of your images are the same aspect ratio. However, if your photos are of different dimensions, then it is better to delete the original image and add the new one.

To replace a framed photo:

-   Drag a different photo onto the frame from the **Photos** tab, or use **AutoFlow** to automatically replace the contents of multiple frames in a single step. (See *Fitting photos to frames* on p. 116.)

Resizing photos

1. Select the photo with the ↖ **Select** 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.

Cropping your photos

CraftArtist includes the **Crop Tool** for cropping items and photos on the page. The Crop context toolbar also provides a Rule of Thirds grid to help you with your photo composition (see p. 96).

> ⚲ For information on working with framed photos, see *Fitting photos to frames* on p. 116.

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.

Cropping a photo to a drawn preset shape is a great way to give your photo extra appeal. You can also morph your preset shape into various positions before cropping for complete flexibility.

To crop a photo to a shape:

1. Use the ![Select tool icon] **Select** tool to create a multiple selection containing the items to be clipped.

2. On the **Arrange** tab, click the down arrow to expand the ![Crop icon] **Crop** flyout.

3. To clip the bottom photo to the outline of the top shape, click **Clip to Top Item**.

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. The grid repositions itself on release.

5. To zoom into or out of the image, use the Zoom tools displayed to the right of the photo.

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.

Retouching photos

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

In addition to replacing photos (p. 91), this toolbar lets you quickly remove red eye, adjust brightness and contrast, apply auto level and auto contrast adjustments, and access PhotoLab (p. 98), Cutout Studio (p. 104), and stamp your photos on the page. You can use these tools on unframed and framed photos.

You can also convert unframed photos to "frameless" frames. (See *Converting photos to frames* on p. 122.)

For details, see CraftArtist Help.

Applying PhotoLab filters

PhotoLab is a dedicated studio environment that lets you apply adjustment and effect filters to photos, individually or in combination.

PhotoLab includes filter tabs, a main toolbar, and an applied filter stack around a central workspace.

Photos present in your project display in the **Images** tab.

> If you can't see the **Images** tab, simply click the ▲ button at the bottom of the dialog.
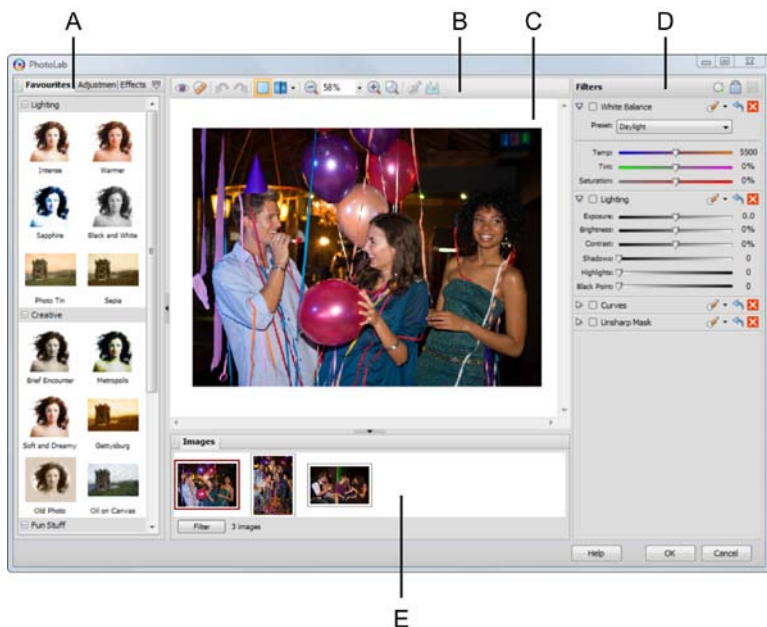
(A) Filter tabs, (B) Main toolbar, (C) Main workspace, (D) Filter stack, (E) Images tab.

To launch PhotoLab:

1. Select the photo that you want to apply a filter to.

2. Click ⊙ **PhotoLab** on the context toolbar.

Favouri	**Adjustments**	Effects

Quick Fix

Brightness

Lighting

Shadows and Highlights

Colour Balance

White Balance

Dust and Scratch Remover

Noise Reduction

Sharpen

Pro Edit

Curves
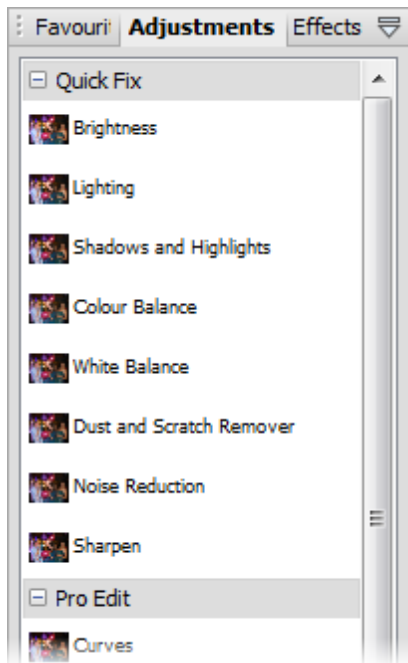
Filters are stored in the **Favourites**, **Adjustments**, and **Effects** filter tabs, and are grouped into categories.

For example, the **Adjustments** tab provides the **Quick Fix** and **Pro Edit** categories, while the **Effects** tab offers a wide range of creative effect categories.

On the **Favourites** tab, you'll find a selection of presets created with individual and combined filters. You can add your own custom filters to the **Favourites** tab. (See *Saving Favourites* on p. 103.)

When you apply a filter from one of these tabs, it is temporarily added to the **Trial Zone** that displays beneath the filter stack. This lets you preview and adjust filters before applying them.

Applying filters

For ease of use, when you open PhotoLab, the **Filters** stack on the right contains some commonly-used filters (such as **White Balance** and **Lighting**). These filters are disabled by default.

To apply one of the default filters, click its ▢ **Enable/Disable** control to enable it, and then adjust the filter settings by dragging the sliders.

To disable, reset, and delete a filter, see the next page.

To add a new filter:

1. Browse the filter thumbnails displayed on the **Favourites**, **Adjustments**, and **Effects** tabs, and click the one you want to apply.

    The selected filter is added to the **Trial Zone**, and the main window shows a preview of your photo with the filter applied.
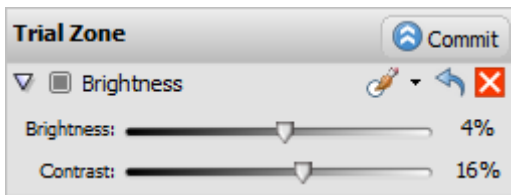
2. Experiment with the filter settings in the **Trial Zone**—you can drag the sliders, or enter values directly—to suit your requirements.

    ★ Some filters also offer check boxes, drop-down lists, and additional advanced controls.)

3. **Optional:** To replace the trial filter, click a different thumbnail.

    ★ Selecting a new filter always replaces the current filter in the trial zone.

4. To apply the filter, click ⊚ **Commit** to add it to the **Filters** stack.

5. **Optional:**

    - Repeat steps 1 to 4 to add more filters to the **Filters** stack.

      Filters are applied to a photo cumulatively, in the order in which they are added to the **Filters** stack. The most recently added filter always appears at the bottom of the stack. (See To reorder filters, below.)

    - Disable, reset, and/or delete filters in the **Filters** stack. (See below.)

    - Use zoom in/out buttons or a percentage magnification for detailed work.

    - Use the retouch tools to fix red eye and remove blemishes. (See Retouching, below.)

6. To apply all filters in the **Filters** stack and close PhotoLab, click **OK**.

To disable, reset, and delete filters:

- To disable a filter, click ▣. Click ▢ to re-enable.

- To reset filter values, click ↰. Changes to settings revert to the filter's defaults.

- To delete a filter, click ✖.

To reorder filters:

- Drag and drop your filter into any position in the stack. A dotted line indicates the new position in which the entry will be placed on mouse release.

To add a filter directly (without trialling):

- Click 🔄 **Add Quick Filter** at the top of the **Filters** stack and choose a filter from the flyout categories. The filter is applied directly to the stack without being added to the **Trial Zone**.

Retouching

PhotoLab's main toolbar provides some useful retouching tools. These are commonly used to correct photos before applying colour correction and effects.

- **Red-eye tool**, to remove red eye from a human subject.

- **Spot-repair tool**, to remove blemishes from human skin and material surfaces.

For instructions on using the retouching tools, see CraftArtist Help.

Selective masking

You may sometimes want to apply a filter to selected regions of a photo, rather than to the entire photo. In PhotoLab, you can do this by using a "mask" to define these region(s).

You can apply a mask:

- To the areas to which you want to apply the filter.

  - or-

- To the areas you want to protect from the filter.

To apply a mask:

1. From the **Mask** drop-down list, select **New Mask**.

2. In the **Mask Brush** pane, select the **Add Region** tool.

3. Adjust the settings to suit your requirements. For example, adjust **Brush Size** to paint larger or more intricate regions.

4. In the **Mode** drop-down list, choose one of the following options:

   - **Select:** Choose this if you want to apply the filter only to the regions you paint. This is the default setting.

   - **Protect:** Choose this if you want to apply the filter to all areas of the photo, *except* for those that you paint.

5. Using the circular cursor, paint the regions to be masked (selected areas are painted in green; protected areas in red).

 If you've not been as accurate as you'd like while painting, click **Remove Regions** then paint over the unwanted painted regions.

6. Click to save your mask changes, or to cancel.

The mask button changes to yellow when a mask is applied.

You can create additional masks for the same filter, as above, and then choose between them. You can only apply one mask at any one time. By using the Mask list's **New From>** option you can also base your new mask on an existing mask, which may be applied to the current filter or to any other filter in the stack. This is useful when working with **Favourites** filters that contain multiple adjustments.

To edit a mask:

- Expand the drop-down Mask list and select the mask you want to edit. Click **Edit Mask**.

Saving favourites

Dark pencil   Sepia pencil

You can save specific filter settings, or combinations of filters, as favourites for future use.

PhotoLab stores all your favourites together in the **Favourites** tab. You can even create your own categories (e.g. My Adjustments) within the tab.

To save and manage favourites:

1. Click **Save Filter**.

2. In the dialog, type a name for your filter and choose the category in which to save it. (Click to create a new category.)

Using Cutout Studio

CraftArtist includes **Cutout Studio**, a powerful integrated solution for separating items from their backgrounds. Whether you're discarding or replacing a picture's background, or isolating a section of a picture 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* in CraftArtist Help.

Opening Cutout Studio

1. Select the photo you want to work with.

2. On the Photo context toolbar, click **Cutout Studio**.

3. Follow the instructions outlined below.

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

Choosing your approach

The approach you take depends on your picture's content.

- **Discard Brush 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 Brush 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, CraftArtist 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 and settings you choose depends on what you want to do with your resulting image.

> To keep a copy of the original picture on your page, ensure the **Retain original picture** option is selected. Your cutout is placed directly over the original picture.

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.

To create your cutout:

1. On the **Output Settings** tab, in the **Output Type** drop-down list, select **Alpha-edged Bitmap** or **Vector-cropped Bitmap**.

2. To preview the cutout area, click **Preview**.

3. To complete the cutout and return to the CraftArtist workspace, click **OK**.

Adding outlines and edges to photos

You can enhance your photos by adding a line, brush stroke, or "fringed" edge to their outlines.

> ★ Remember that decorative picture frames can be applied to your photos instead of outlines and edges.

Adding outlines to a photo

1. Select a photo with the ![Select tool icon] **Select** tool.

2. Select the **Line** tab.

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

   - ![Solid Line icon] **Solid Line**

   - ![Dashed Line icon] **Dashed Line**

   - ![Double Line icon] **Double Line**

   - ![Calligraphic Line icon] **Calligraphic Line**

Solid

Dashed

Double

Calligraphic

4. Adjust the line width by dragging the slider.

To remove an outline, click the **No Line** button.

Adding brush stroke edges

1. Select a photo with the ![Select tool] **Select** tool.

2. On the **Line** tab, click the ![Brush] **Brush Stroke** button.

3. On the **Brushes** tab, choose a category, e.g. Special Effects.

4. Select a brush stroke style, e.g. Splash.
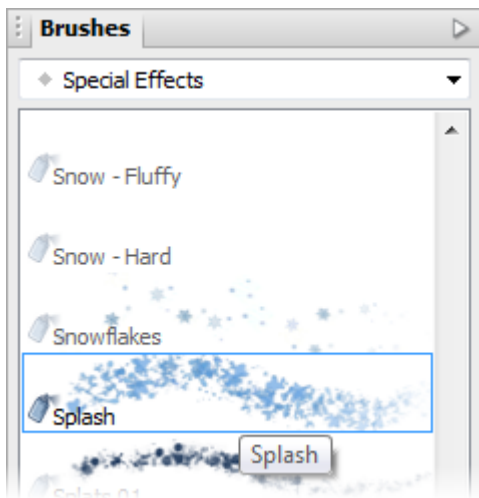
The stroke is applied to the photo edge.

5.   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

1.   Select a text item with the **Select** tool.

2.   On the **Line** tab, click the **Edge Effect** button. The **Brushes** tab will automatically jump to its Edges category.

3.   From this category, select a style for your edge effect, e.g. "Ripped". Your edge effect is applied to your photo.

Adding photos to frames

7

Adding frames to your project

CraftArtist 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—CraftArtist 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 **Add**.

3. The **Digikit Browser** opens to display available frames, categorized by Digikit. Scroll the middle pane to the Digikit from which you want to add frames. You can add frames from more than one Digikit.

4. Click a frame to add it to your craft project, or click **Add all items** to add them all.
   The selected frame(s) is added to the **Frames** tab.

5. Click **Done** to close the **Digikit Browser**.

> ★ 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 Content tab on selection. (See *Buying and downloading Digikits* on p. 33.)

Once the frame is added to the page, you can move, resize, and rotate it.

> ★ To create your own photo frames, see *Creating your own photo frames* in CraftArtist Help.
>
> ★ 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.
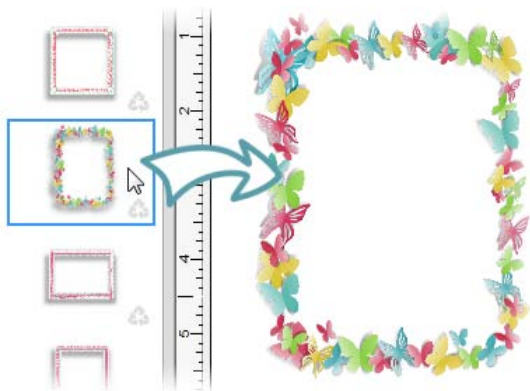
2.   Once the frame is added to the page, there are various ways to work with it.

> •   To resize the frame, drag a corner handle.

> •   To rotate the frame, drag the Rotate handle.

344.72°
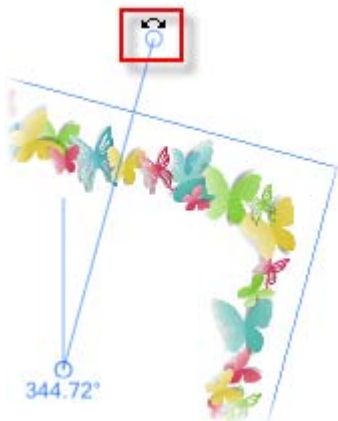
3.   To add a photo to a frame, drag it from the **Photos** tab and drop it onto a frame.
-or-

Click **AutoFlow** to sequentially populate a series of photo frames with photos from the **Photos** tab. (See *Using AutoFlow* on p. 118.)

Adding frames to existing photos

If you've already added a photo to your page, you can easily add a frame to it.

To add a frame to an existing photo:

- Drag a frame from the **Frames** tab and drop it onto the photo. CraftArtist fits the photo to the frame automatically.

Fitting photos to frames

Once you have added your photos to the **Photos** tab, you can frame them on the page—manually by clicking and dragging, or automatically using **AutoFlow**. CraftArtist lets you rotate, zoom, and pan your framed photos inside their frames. You can even crop a framed photo and adjust its frame to follow suit!

You can also convert photos so that they sit inside "frameless" frames. Once converted, these frames function exactly like the decorative frames you've added from the **Frames** tab. (See *Converting photos to frames* on p. 122.)

Adding individual photos to frames

1. Add your photo(s) to the **Photos** tab. (See *Adding photos to the Photos tab* on p. 88.)

2. Add a frame to your page. (See *Adding frames to your project* on p. 113.)
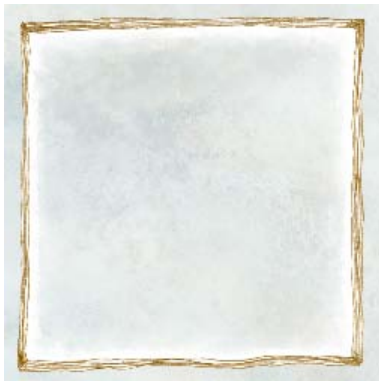
3. Drag a photo from the **Photos** tab and drop it onto the frame. CraftArtist fits the photo to the frame automatically.

On the **Photos** tab, photos added to your craft project are denoted with a check mark icon.

Using AutoFlow

1. Add your photo(s) to the **Photos** tab. (See *Adding photos to the Photos tab* on p. 88.)

2. Add frames to your page. (See *Adding frames to your project* on p. 113.)

3. On the **Photos** tab, click **AutoFlow** to populate multiple photo frames.

4. The **AutoFlow Photos Into Frames** dialog opens, offering various options for filling your frames.

    Select any options you want to apply and click **OK**.

On the **Photos** tab, photos added to your page(s) are denoted with a check mark.

Cropping framed photos

1. Select the framed photo with the **Select** tool.

2. Click **Crop** directly under the frame.

3. Drag the handles to crop the photo.

(See also *Cropping your photos* on p. 94.)

4. Click **Back** to return to the **Select** tool.

5. **Optional:** Rotate, zoom or pan your cropped photo. To help with the composition of your photo, see *Using the Rule of Thirds* on p. 96.

Rotating, zooming, and panning

1.   Select the photo, and then click the **Crop** button.
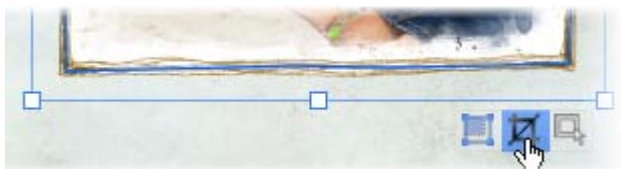
2.   To rotate, or zoom into or out of the photo, click the buttons displayed at the right edge of the photo.

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

4. To use the Rule of Thirds grid to help with your composition:

    - On the Crop context toolbar, click ⊞ **Show/Hide Thirds Grid**.

    - 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 *Using the Rule of Thirds Grid* on p. 96.)

5. To close the Crop window, click ↖ **Back**, or click elsewhere on the page or pasteboard area.

Replacing a framed photo

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

Changing a photo frame

- Drag a new frame from the **Frames** tab and drop it onto the photo. CraftArtist replaces the existing frame and fits the photo to the new frame automatically.

Deleting frames and framed photos

You can delete frames (along with the photos inside them) from your 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, hover over a frame and click ♻ **Remove**.

↖   This process will only remove frames from the **Frames** tab; it will not delete frames already on your pages.

Converting photos to frames

Photos you've added directly to your page (i.e., those that are not inside a decorative photo frame) can be converted so that they sit inside "frameless" frames.

Once converted, these frames function exactly like the decorative frames you've added from the **Frames** tab. For example, if you use the **AutoFlow** feature to automatically populate frames in your project, photos in frameless frames will also be replaced. (See *Using AutoFlow* on p. 118.)

> If you have used the Line tab to apply an outline or edge to your photo, when you convert the photo to a frame, the outline itself becomes the new frame. For information on applying outline and edge effects, see *Changing line style* on p. 174 and the *Line tab* CraftArtist Help topic.

To convert a photo to a frame:

1. Select the photo with the **Select** tool.

2. From the Tools menu, select **Convert to Frame**.

   The photo is converted to a frame, and the Frame controls display beneath it.

   Notice also that the Photo context toolbar now include tools for crop manipulation.

By clicking **Crop**, you can now adjust the way your photo fits inside its frame by rotating, zooming, and panning. See *Fitting photos to frames* on p. 116.

Working with text

Adding artistic text

You can create artistic text and shape text in CraftArtist. 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
Artistic text	
	• Great for decorative typographic design. • Individual letters can be stretched, rotated, sheared, and combined with other items.
Shape text	
	• Lends itself well to blocks of body text where shape and flow contribute to the overall layout. • 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. • Shape text does not have a line property.

Letters (Content tab)

- Great for decorative typographic design.

- Available from Digikits.

- Letters exist as individual items on the page.

For more information, see *Adding letters* on p. 23.

Adding artistic text

1. On the Standard toolbar, click the A **Text** 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.
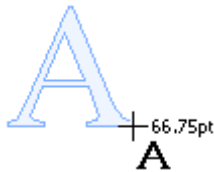
- To set text attributes before typing, adjust the settings on the Text context toolbar. (See *Formatting text* on p. 133.)

- To set text colour before typing, set the **Line** and **Fill** swatches on the Colour tab. (See *Changing line and fill colour* on p. 197.)

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, click the $\mathbf{A}$ **Text** tool.

    A cursor will appear centred in the shape.

3. Start typing. To start a new line of text, press the **Enter** key.

    Your text automatically flows within the shape.

> To set text attributes before typing, adjust the settings on the Text context toolbar. (See *Formatting text* on p. 133.)

> To set text colour before typing, set the **Line** and **Fill** swatches on the **Colour** tab. (See *Changing line and fill colour* on p. 197.)

If you've typed more text into a shape than it can display, an ![A] **Overflow** button displays below the shape when it's selected.
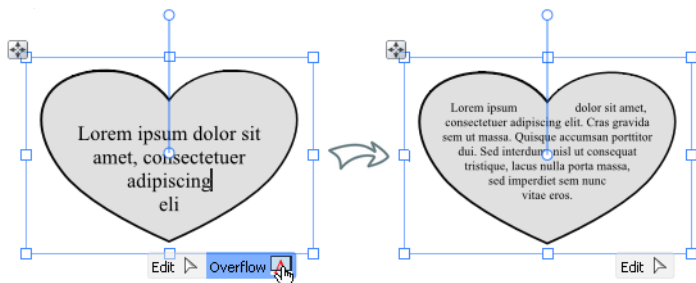
- Click the ![A] **Overflow** button (or the ![⤢] **AutoFit** button on the Text context toolbar) to reduce the size of the text.

- To reveal all the text without changing the font size, 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.

Working with text on the page

To select an entire artistic or shape text item:

- Click it with the ![↖] **Select** tool.
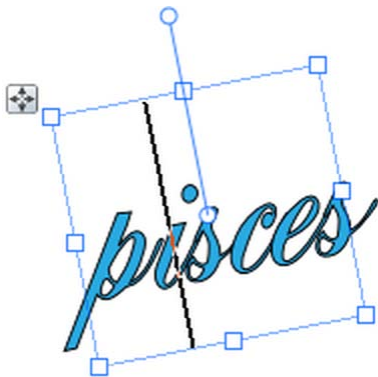
To edit a text item:

1. Select the item with the ![↖] **Select** tool, and then click the ![▷] **Edit** button that displays below the item.

   -or-

   Select the item with the ![A] **Text** tool.

   A text edit cursor is inserted inside the text.

2. Click and drag to select the text you want to edit, and then retype. See *Editing and deleting text* on p. 131.

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.
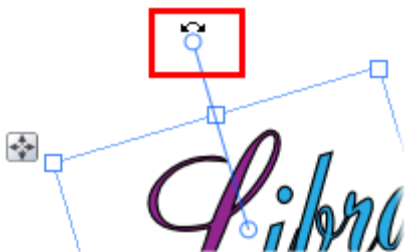
To apply text formatting:

- Select the text, and then adjust the settings on the Text context toolbar. See *Formatting text* on p. 133.

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

- *Rotating and shearing items* (CraftArtist Help)

- *Adding drop shadows* (p. 147)

- *Applying transparency* (p. 156)

- *Adding outlines and edges to text* (p. 137)

- *Applying other 2D filter effects* (p. 150)

> You can also add frequently used text as a reusable **sentiment**. See *Sentiments* on p. 140.

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 CraftArtist Help).

To edit text on the page:

1. Select the item with the ▲ **Select** tool, and then click the **Edit** button that displays below the item.

-or-
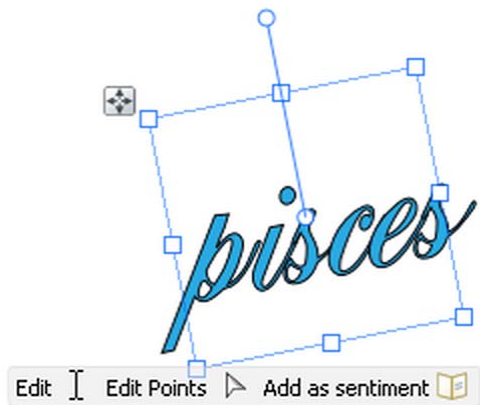
Select the item with the **A** **Text** tool.

2.   A flashing text edit cursor is inserted inside the text.

3.   **Optional:** Click and drag to select the text you want to edit.
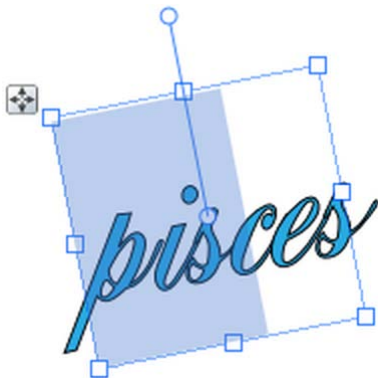
4.   Type your new text.

> ★ 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 ![Select tool] **Select** tool.

2.   Press the **Delete** key.

To delete selected characters or words:

1. Select a text item or shape with the ![Select tool] **Select** tool.

2. Click the **A** **Text** 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 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:

1. Select the item with the ![Select tool] **Select** tool.
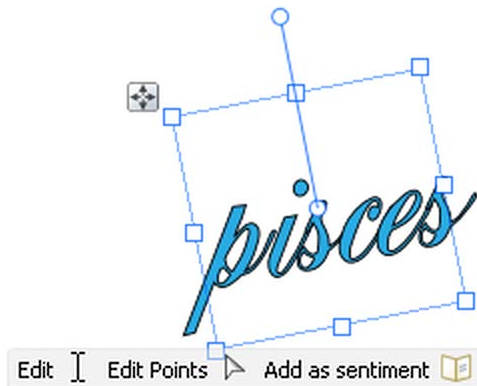
2. Use the Text context toolbar or **Format** menu to apply formatting, as described below.

To format selected letters or words:

1. Click the $\mathbf{A}$ **Text** tool, and then click and drag to select one or more characters or words.

2. Use the Text context toolbar or **Format** menu to apply formatting, as described below.

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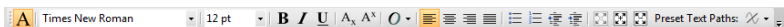
The Text context toolbar lets you apply basic text attributes, such as font type, point size, font style, alignment options, and so on, to selected text.

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, select from toolbar options to format your text to your liking.

Fitting text to a path

CraftArtist allows you to make artistic text conform to a curved baseline (such as a drawn freeform line or curve), custom shape or a preset shape (QuickShape).

Putting text on a path

To fit text to a path:

1.   Select the curve or shape.

2.   Click the **A** **Text** tool.

3.   Hover over the curve or shape's outline until you see a ⌇∿ cursor, then click at the point on the line where your text is to begin.

4.   Begin typing your text. The text will be placed along the curve or shape.

Alternatively:

1.   Create your artistic text.

2.   Create a freehand, straight, or curved line or a shape.

3.   Select both items and on the **Tools** menu, click **Fit Text to Curve**. The
     text now flows along the specified path.

To flow text along a preset path:

1.   Select your artistic text.

2.   From the context toolbar, click the down arrow on the **Preset
     Text Paths** button and select a preset curve from the drop-down list
     on which the text will flow.

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 🔺 **Select** tool.

2.   Open the **Line** tab.

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

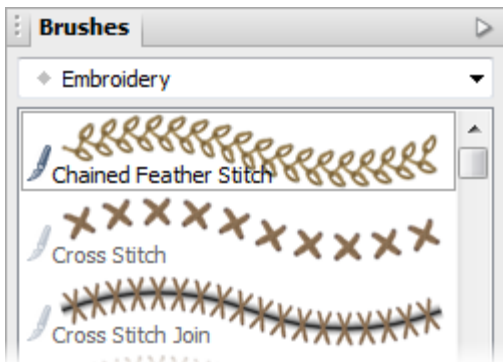| Line tab button	Effect achieved
✏ **Solid Line**	
✦ **Dashed Line**	
✐ **Double Line**	
✏ **Calligraphic Line**	

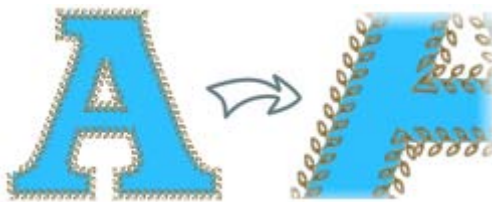4. Adjust the line width by dragging the slider.

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

Adding brush stroke edges to artistic text

1. Select a text item with the **Select** tool.

2. On the **Line** tab, click the **Brush Stroke** button.

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

The stroke is applied to the text outline.

4. Use the following **Line** tab controls to adjust the effect:

    - Change the stroke width by dragging the slider.

    - For spray brushe strokes only, 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 **Select** tool.

2. On the **Line** tab, click the **Effect** button.

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

4. 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.

Adjusting the outline distance

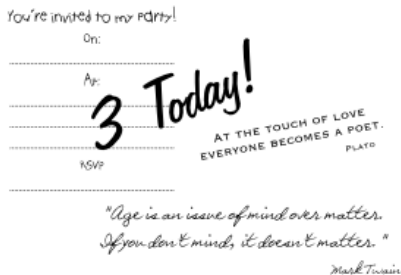Use the **Line** tab's **Offset** value to change the distance between a text item and its outline.

To adjust line offset:

1. Select a text item with the **Select** tool.

2. On the **Line** tab, adjust the **Offset** value to achieve the desired effect.

   You can click the up/down arrow buttons; click the right arrow button and drag the slider; or type a value and press **Enter**.

Sentiments

If you're always stuck for words, CraftArtist can help you add sentiments and quotes to your designs with just a few simple clicks!

You can create a new sentiment from any artistic text item. In fact, you can even create a single sentiment from several text items! This makes it really easy to design and use complex text designs over and over again quickly and easily!

Adding sentiments to the page

1. On the page context toolbar, click **Insert Sentiment**.

   -or-

   On the **Insert** menu, click **Sentiment or Quote**.
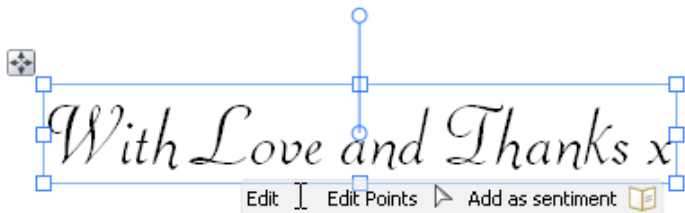
2. In the **Insert sentiment or quote** dialog:

   - In the left pane, select the category and/or sub-category that fits your design.

   - In the right pane, click on the sentiment that you want to use.

   - Click **Insert**.

3. To create the sentiment at the default size, click on your page.

   -or-

   Click and drag on your page to set the size of the sentiment.

4. The sentiment is added as artistic text.

Editing sentiments on the page

Once you have added your sentiment to the page, it behaves in the same way as any other artistic text item. See the help topics contained within **Working with Text** in the Table of Contents for further details.

Creating new sentiments

1. Create and select your artistic text item(s).

2. Click the **Add as sentiment** button.

> 💡 Why not start with an existing sentiment and then personalize it as we've done in this example?

3. In the **Create new sentiment or quote** dialog, select the category (indicated by a yellow folder icon) into which you want to add the sentiment, then:

- Select an existing sub-category and click **Add > Add To Existing**.

  -or-

- Type a name for the new sub-category and click **Add > Add New**.
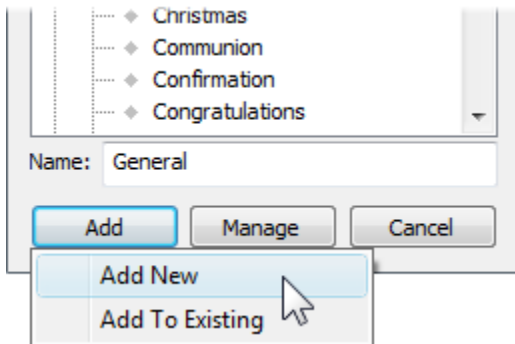
To create an entirely new category for your sentiments, see *Managing sentiments* in CraftArtist Help.

4. Your new sentiment will now be available from the **Insert sentiment or quote** dialog.
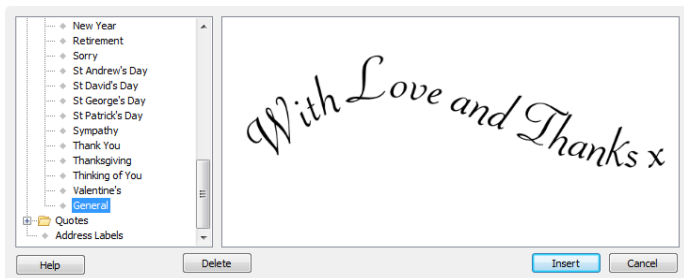
Having a party or two? You can also use sentiments to quickly create advance text layouts. In our example, we used several text items to create this standard invitation sentiment.

Please come to my party!

On:

....

at

....

....

....

RSVP

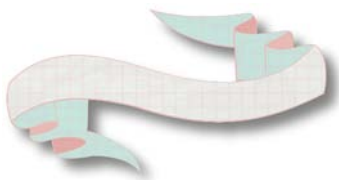..

Applying effects

Adding drop shadows

The **Styles** tab provides a wide variety of preset drop shadows which you can quickly and easily add to items on your page.

Using the Styles tab

1. With your item selected, on the **Styles** tab, select **Shadows** from the drop-down list.

2. Click any shadow thumbnail to apply a shadow to your selected item.

> For more details on using graphic styles, see *Using graphic styles* on p. 161.

If you want more control of your item's shadow, you can use the **Shadow Tool**.
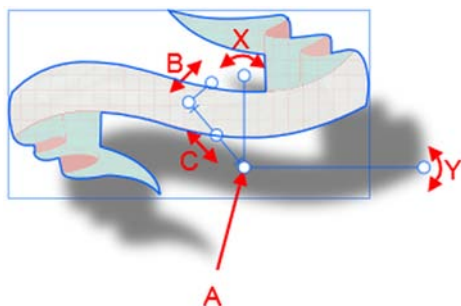
Using the Shadow Tool

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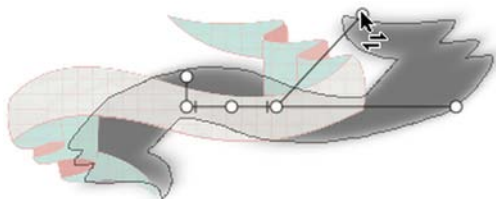
Simple shadow (drag from item centre)
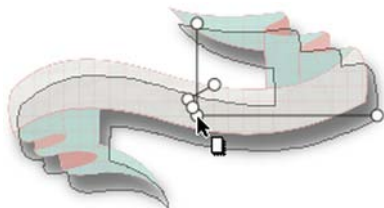
Offset shadow (showing control handles)

*A - Origin of shadow, **B** - Blur**, C** - Opacity, **X** - X-axis shear, **Y** - Y-axis shear*

Skewed offset shadow (adjusted Origin and X Shear)

To apply a drop shadow with Shadow Tool:

1. Select the item and click the ⬚ **Shadow Tool** on the **Standard** toolbar. Control handles display to allow for shadow adjustment, as illustrated above.

2. Drag across the item to create a drop shadow.

3. Change blur, opacity, or shear properties by dragging the respective control handles (or via the displayed context toolbar).

💡 Once you've created a basic shadow, you can further edit it as needed using the Filter Effects dialog on p. 150.

To change a shadow's colour:

- Select the item, choose the **Shadow Tool**, then select a colour from the **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 manipulated materials you've added to the page, perhaps by cutting out with the Scissor Tool, you can apply some depth by applying an embossing effect.

- On the Styles tab, adjust the **Material Depth** setting.

  (The greater the value, the more pronounced the embossed effect.)

Material Depth

Making feathered edges

Feathering applies a softer edge to design items such as embellishments or cut materials. The effect also looks great when applied to photo edges.

- On the Styles tab, adjust the **Feather Edge** setting.

  (This is the distance inside the item's outline from which feathering will be applied.)

Feather Edge

The Feather option in the **Filter Effects** dialog (see CraftArtist Help), 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, CraftArtist 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**	

You can also use the Shadow Tool to apply a shadow to an item directly on your page. Control handles let you adjust shadow blur, opacity and colour.

To apply 2D filter effects:

1. Select an item on your page and then click **Format>Filter Effects**, or right-click the item and choose **Filter Effects**.

2. **Optional:** By default, effects are applied directly to the selected item on the page.

   To view applied effects in a preview window, click ▷ **Show/Hide Preview** button. (This approach lets you work on your effects in isolation, without other page items in view.)

3. To apply an effect, select its respective check box and then adjust the settings that display on the right.

   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. **Optional:** If you want the effect to remain fixed if you resize the item, clear the **Scale with object** check box. With the box selected, the effect's extent adjusts relative to any change in the item's size.

Creating outlines

CraftArtist 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.

Applying 3D filter effects

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

The **Styles** tab displays a variety of thumbnail presets in the Instant Effects category (Animals, Glass, Metallic, etc.).

Click any thumbnail to apply it to the selected item.

> 💡 None of these 3D effects will modify 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 and then click **Format>Filter Effects**, or right-click the item and choose **Filter Effects**.

2. In the **Filter Effects** dialog, you'll notice the **3D Effects** and **3D Lighting** boxes already selected.

3. Experiment with the effect by selecting various subcategories (e.g., 3D Bump Map, 2D Bump Map, etc.), and then adjusting the options on each pane.

Customizing Styles tab effects

Once you've customized an item's effect locally, you can add the effect to the **Styles** tab so that it will be available to use again. You can also delete effects from the **Styles** tab.

To add an item's effect to the Styles tab:

1. Select the item with the effect applied and then choose **Create Graphic Styles** from the **Format** menu.

   The **Graphic Style Editor** dialog opens.

2. **Optional:** Make any changes to the effect from the settings list on the left.

3. In the **Attributes** section, type a name for the effect.

4. In the **Category** section:

   - Select a category from the **Main** drop-down list (e.g. Instant Effects).

   - Select a subcategory from the **Subcategory** drop-down list.

5. Click **OK**.

   The new effect thumbnail displays in the selected Styles tab category.

To delete an existing effect from the Styles tab:

- Right-click the effect's thumbnail and choose **Delete Style**.

Paper textures

Paper textures simulate various real media textures of varying roughness and "feel", such as **Canvas**, **Cartridge**, **Embossed**, **Parchment**, and **Watercolour.**

As a paper texture is a layer property, the layer's texture is applied to all items on that layer. A different texture can only be applied to a different layer (and to all its items).
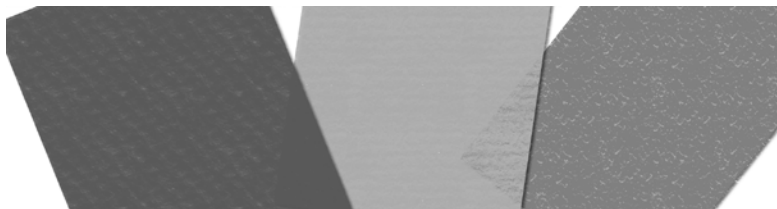
Applying paper textures

1. On the Layers tab, select the layer on which to apply a paper texture.

2. Click the ⬜ **Paper Texture** button displayed after the chosen layer's name.

3. In the **Bitmap Selector** dialog, select the **Paper Textures** category.

    A gallery of texture thumbnails displays.

4. Choose a thumbnail and adjust **Scale** and **Opacity** values if required.

5. Click **OK**.

On the **Layers** tab, the layer's **Paper Texture** button changes to 🔳 , indicating that a paper texture has been applied.

All existing items on the layer, and any new items added to the layer, will adopt the applied paper texture.

Removing a paper texture

1.   ⬛ On the **Layers** tab, locate the layer whose texture you want to remove and click the **Paper Texture** button.

2.   In the **Bitmap Selector** dialog, click the **Remove** button. The paper texture is removed from the layer and all items on it.

Applying transparency

Transparency effects are great for highlights, shading and shadows, and for simulating realism.

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.

For example, in the illustration below, the butterflies have a 0% solid transparency, a 0% to 100% gradient transparency and a 50% solid transparency.

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. **Composite** transparencies affect all items in a group.

Applying solid transparency

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

The far left of the slider (the blackest region)
represents 0% transparency (i.e. the item will
appear opaque). The far right (the checkered
region) represents 100% transparency. All other
levels of transparency are represented across the
slider and the associated percentage indicated
above the slider.

To apply solid transparency from the Colour tab:

1. With your item(s) selected, go to the **Colour** tab.

2. Adjust the **Transparency** slider to set the level of transparency. The
    transparency is applied to the selected item(s) uniformly.

Applying gradient transparency

Just as a gradient fill can vary from one colour to another across an item,
gradient transparency (from transparent to opaque) can be applied by drawing a
gradient transparency path across an item. The gradient transparency path links
the **From** and **To** handles (e.g., from 0% transparency (black handle) to 100%
transparency (white handle)).
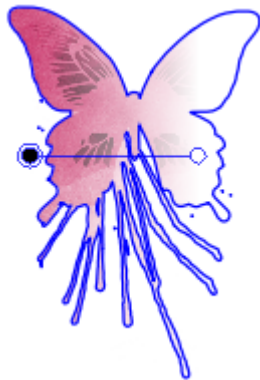
The **Transparency Tool** displays an item's gradient transparency, indicated by two or more handles situated along a path. You can reposition the handles to adjust the transparency's starting point or end point.

For transparencies with multiple handles, you can also adjust the intermediate levels of transparency. Each handle has its own value, comparable to a key colour in a gradient fill (see *Applying gradient fills* on p. 201). Each selected handle's value can be altered directly on the page or in 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. To apply a simple Linear transparency (grading from 0% transparency to 100% transparency), click and drag across the item to define the transparency path.
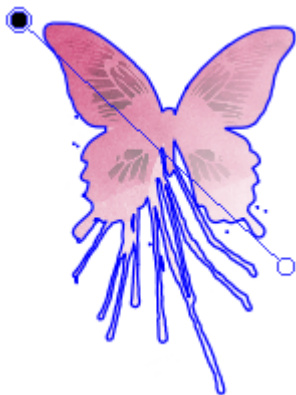
Changing transparency type

By default, the **Transparency Tool** applies a simple 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.
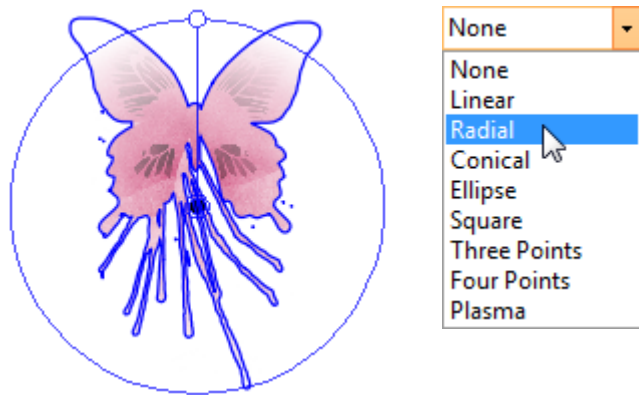
Editing gradient transparency

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 handles to the path and assigning different values to each handle.

To adjust the transparency path:

1. Select the item with a gradient transparency applied.

2. Click the 🍸 **Transparency Tool** on the **Standard** toolbar.

3. Drag the displayed handles to new positions. You'll notice the effect change as you drag a handle.

Editing a **gradient transparency** path is similar to editing a gradient fill path (see *Editing a gradient fill path* on p. 202). Adding a level of transparency means varying the transparency gradient by introducing a new **handle**, and assigning the handle a particular value. For transparencies with multiple handles, each handle has its own value, comparable to a key colour in a gradient fill.

You can either edit the path directly using the **Transparency Tool**, or use the Gradient Transparency Editor dialog (similar to the Gradient Fill Editor). Both methods let you define key values along the path.

For details of how to edit and manage transparency in the **Gradient Transparency Editor** dialog, see CraftArtist Help.

Composite transparency

An individual item can take a specific transparency setting. However, when multiple items are grouped (see CraftArtist Help), the group can be given a **composite transparency**, affecting the group as if it were a single item. Composite transparency is possible by selecting a group and then using the **Transparency** slider on the Colour tab.

Using graphic styles
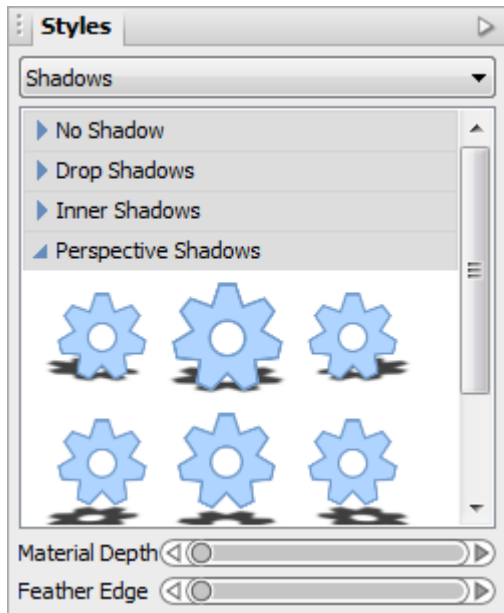
The **Styles tab** contains multiple galleries of pre-designed styles that you can apply to items.

For enhancing embellishments and materials, try categories such as Shadows, Stickers, Stamps and Silhouettes. For drawn items (e.g., shapes) you can use categories such as Bevels, Blurs, Edges, and many more styles.

The key with the Styles tab is to experiment freely with your design until you get the style that works for you!

Styles are cumulative in that when a style is applied to an item it complements the item's other properties, rather than replaces them. As an example, if an item already had a line colour and fill, these properties would be maintained after adding, e.g., a perspective shadow. However, if another shadow style is applied, it will replace the perspective shadow.

Properties of fill, line, text, and effects, once applied to an item, can be subsequently saved as a custom graphic style (see p. 162), which will be available to any project, via the Styles tab or via Digikit.

To apply a graphic style to one or more items:

1. Display the **Styles** tab.

2. Expand the drop-down menu to select a named style category (e.g., Shadows), then pick a subcategory by scrolling the lower window.

3. Preview available styles as thumbnails (cog shapes are shown by default) in the window.
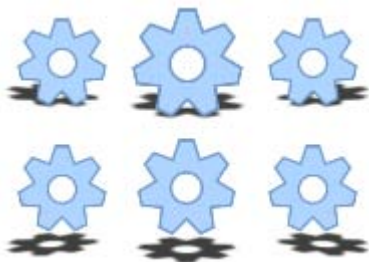
4. Click a style thumbnail to apply it to the selected item(s).

Create your own custom graphic styles (in Styles tab)

The Styles tab also lets you store your own graphic styles if you would like to reuse them—the style is made available in any CraftArtist project. You can add (and delete) items to either preset or custom categories and subcategories.

You can either apply properties (e.g., fill, line, text, or 2D/3D effects) from scratch or apply a preset style and modify it; either method lets you save the properties to a named **graphic style**.

As each graphic style includes settings for a host of properties you can include or exclude certain properties, making this a powerful design tool.

> Any custom items stored in the **My Digikit** category automatically appears in Digikit Creator (see p. 36), ready for adding to a custom Digikit. If your Digikit is not saved, your custom item will be discarded.
>
> To use the item again, you'll need to load the Digikit in Digikit Creator.

To create a new graphic style based on an selected item's properties:

1. Select **Create Graphic Styles** from the **Format** menu.

    The Graphic Style Editor dialog appears, with a list of graphic properties on the left and a four-pane preview region, showing how the graphic style looks on sample items (Cog, Rounded Rectangle, Sample Text, or the Letter A).
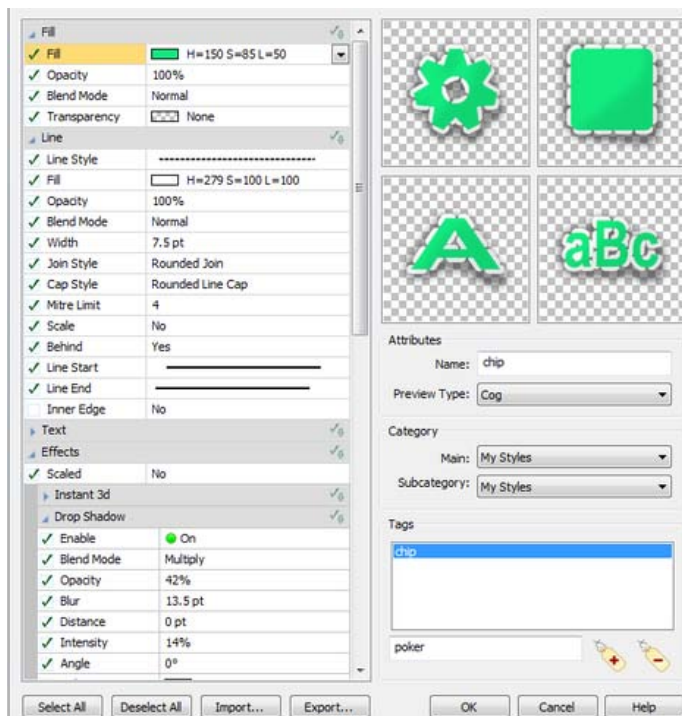
2. **Optional:** Click to expand or collapse sections within the list of attributes. This reveals which attributes are currently set. Uncheck any properties you want to exclude from the style definition, or check any you want to additionally include.

3. **Optional:** If you want to modify any property, select its value and edit via flyout, drop-down list, dialog, or input box.

4.   Type a **Name** to identify the style thumbnail, and optionally, save to a different **Preview Type** (see above) instead of the default cog shape; this preview type will show in the Styles tab.

5.   Select a **Main** category and **Subcategory** (these are shown in the Styles tab) where you want to save the style thumbnail to. You'll need to create any custom categories in advance.

6.   **Optional:** To help find styles in the Styles tab, add tags to your style definition by entering text (e.g., 3d) and clicking the **Add Tag** button. You'll be able to search for the style via the Styles tab. See *Finding styles* in CraftArtist Help.
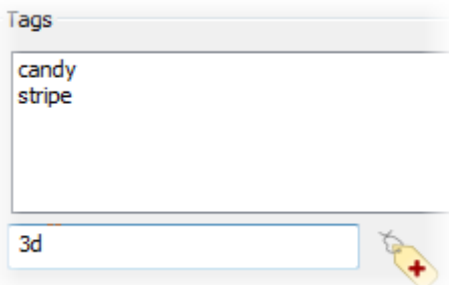
7.   Click **OK**. A thumbnail for the new graphic style appears in the designated Styles tab category.

Once a graphic style is listed in a gallery, you can modify it or create a copy (for example, to define a derivative style) by right-clicking on its thumbnail and choosing **Edit Style** or **Copy Style**.

To create a graphic style from scratch:

1. In the Styles tab, navigate to a category in which you want to create your new style.

2.   Click **Add New Graphic Style**.
   - or -

   Right-click any thumbnail and select **Add New Style**.

3. From the dialog, configure attributes via flyout, drop-down list, dialog, or input box.

Create your own custom graphic styles (in My Digikits)

CraftArtist lets you create graphic styles in the Styles tab's My Digikit category. This means the style can be stored along with other items selected from other Digikits using the Digikit Browser, optionally being saved to a custom Digikit in Digikit Creator.

To create your own style:

- Simply drag an item from your page and drop it into the **My Digikit** category on the **Graphic Styles** tab.

You can also create custom graphic styles directly from the Graphic Styles category in Digikit Creator (see p. 36).

Adding lines and shapes

Using QuickShapes

The QuickShapes flyout provides a wide variety of commonly used shapes that you can instantly add to your page.

To create a QuickShape:

1. Click [icon] **Shapes** on the **Standard** toolbar and select a shape from the flyout.

2. Click and drag on your page to draw your QuickShape at a specific size. To constrain the aspect ratio (for example, to obtain a square or circle), hold down the **Shift** key while dragging.

> New QuickShapes adopt the currently set line and fill, as defined on the Colour tab. See *Changing fill and line colour* on p. 197.

Once you've drawn your QuickShape, you can adjust its properties—for example, apply solid fills (p. 197), gradient fills (p. 201), or transparency effects (p.156). You can even use sliding **control handles** to create variations on the original QuickShape.

You can also use the QuickShape context toolbar, situated above the workspace, to swap QuickShapes and adjust line weight, colour, style, and more.

All QuickShapes can be positioned, resized, and rotated. 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 ![select tool] **Select** tool.

2. Click the ![edit button] **Edit** button displayed beneath 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 Quick Star below will produce a very different star shape.
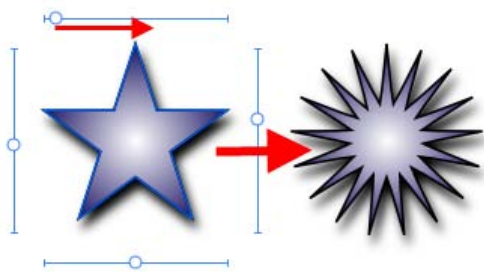
Drawing lines and shapes

You can draw straight or curved lines. As soon as you draw a line you'll see its **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.

All lines and line segments have **line properties** such as **colour** and **weight** (thickness). For details on applying colour to lines and shapes, see *Changing line and fill colour* on p. 197.

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.

Freeform Line   **Curved Line**   **Closed Line (Shape)**
(Pencil Tool)   *(Pen Tool)*   *(Pen Tool)*

Drawing freeform lines

1. Click the **Pencil Tool** on 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.

4. **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.

1. Choose the ![pen tool icon] **Pen Tool** from the **Standard** toolbar.

2. ![icons] 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.

3. Click where you want the line to start (**1**).

4. 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**).

| (1) | (2) | (3) |
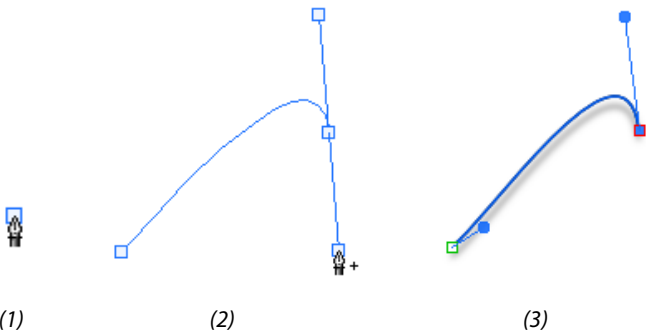
5. To extend an existing line, click beyond the end of your current curve to create a new point (thus creating another curve segment). Normally, curve segments end in a symmetric (evenly rounded) corner (**4**), with control handles locked together.
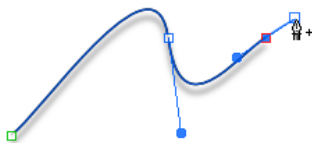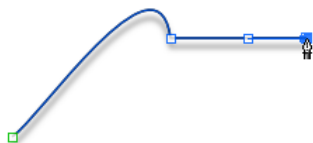
(4)   *(5)*

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.

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 fill and line colour* on p. 197) 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 **Select** tool (**Standard** toolbar).

2. Click the **Edit Points** button displayed beneath 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 rose) you may want to fill each curve without closing it. This is made easy by using the **Fill-on-Create** feature.

To fill an unclosed curve automatically:

1. Select the **Pencil**, **Pen**, or **Brush** tool (**Standard** toolbar).

2. On the context toolbar, click to enable **Fill-on-Create**, and then select a fill from the Colour tab.

3. Draw a freeform line and the resulting curve will automatically fill with the current fill colour.

Editing lines and shapes

All items, lines, and shapes are composed of one or more **line segments** (which can be straight or curved) that are joined at their **points**. To edit a line or shape, you can manipulate its segments and/or points, redraw lines, reshape lines (by moving or adding/deleting points), or join two or more lines together.

While editing lines and shapes is intuitive, you can find out more in the CraftArtist Help. Line redrawing, extending, reshaping, and changing points/line segments are covered in detail.

Changing line style

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

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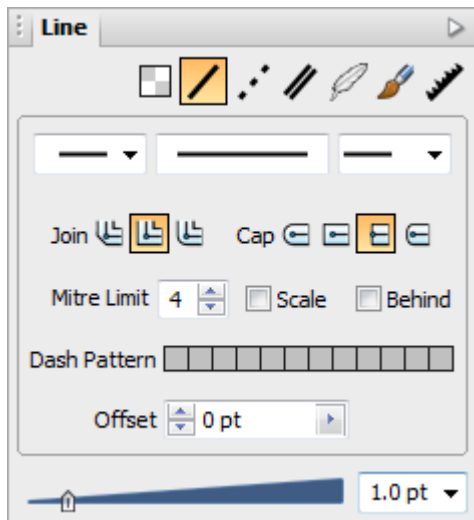
Changing line colour

Colour swatches present in a Digikit automatically become available in the **Colour** tab when it is loaded. For details on adding or editing plain line colours, see *Changing fill and line colour* on p. 197.

Changing line style

A series of buttons arranged along the top of the **Line** tab set the line style.

Solid Line, **Dashed Line**, **Double Line**, **Calligraphic Line**, and **Brush Stroke** styles can be applied.

A fringed **Edge Effect** style can also be applied to shapes, text, and especially to photo edges.

To change line style:

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

Once a style is selected you can choose line ends for most styles (except **Brush Stroke** and **Edge Effects**).
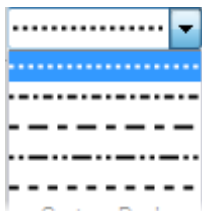
For some styles, variations are also available.

For example, for a **Dashed Line** 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 **Dashed Line** and **Calligraphic Line** offer further customization of the chosen style.

Two styles, **Brush Stroke** and **Edge Effects**, let you apply a brush, chosen from the Brushes tab, to the outline of a photo or artistic text. (See p. 107 and p. 137, respectively.) You'll see your current brush shown on the **Line** tab.

For changing line caps and ends, see CraftArtist Help.

Changing line width

On a selected line, curve, or shape, drag the **Weight** slider on the **Line** tab.

To turn off the line, set the value to 0.0pt.

Adjusting line offset

On a selected line, curve, or shape, adjust the **Line** tab's **Offset** value. This lets you adjust the distance between an item, brush stroke, etc., and its outline. To do this, you can click the up/down arrow buttons, type a value directly, or click the right arrow and drag the slider.
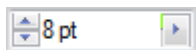
Copying an item's formatting

Use **Format Painter** to copy an item's line and fill properties directly to another item (you can even copy between line/shape and text items).

> The Format Painter is particularly useful if you've taken the time to fine-tune an item's appearance (e.g., you may have applied a complex fill or combination of filter effects), and want to apply the same format to other items on your page.

To apply an item's formatting to another:

1.   Select the item whose formatting you wish to copy.
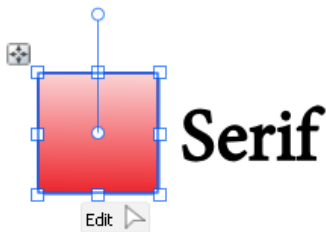
2.   Click **Format Painter** on the **Standard** toolbar. When you click the button, the selected item's formatting is "picked up."

3.   Click the item to which you want to apply the "picked up" formatting. The second item becomes selected and the formatting is applied.
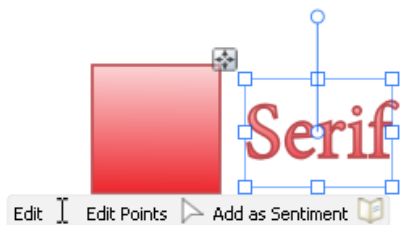
- To cancel Format Painter mode, press **Esc**, click on a blank area of the page, or click any other tool button.

- While in Format Painter mode, to select an item *without* pasting formatting, hold down the **Shift** key and then select the item.

- When copying formatting from one text item to another, text properties such as font and style are also passed along.

Crops, erasing, and masking

11

Combining, cropping, and joining items

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

For easy access to these commands, use the buttons on the **Arrange** tab. You'll also find these commands on the **Arrange** menu, and from the menu accessed by right-clicking on a multiple selection.

Combining items

Combining 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.

1. Use the **Select** tool to create a multiple selection containing the items to be combined.
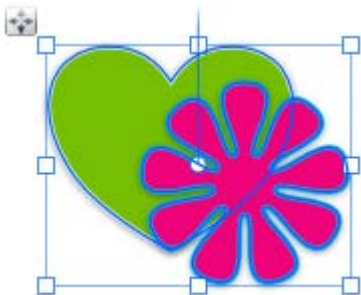
2. On the **Arrange** tab, click the **Combine** button (you'll also find this option on the **Arrange** and right-click menus).

   The composite takes the line and fill of the back item.

> To break apart the item, select it and click the button again. The top item will retain the line and fill of the back item.

> You can also use the **Crop Tool** to crop photos and other items on your page. See *Cropping your photos* on p. 94.

Cropping items

1. Use the **Select** tool to create a multiple selection containing the items to be cropped.

2. On the **Arrange** tab, click the **Crop** button to display a flyout.

3. To crop the bottom item to the outline of the top item, select **Crop to Top Item**.
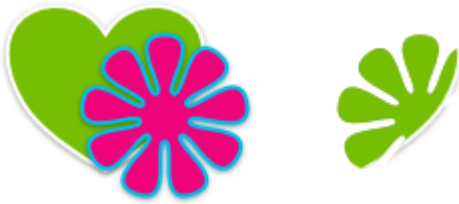
-or-

To crop the top item to the outline of the bottom item, click **Crop to Bottom Item**.

To remove the crop, click **Arrange>Crop** then deselect **Crop**.

Clipping items

1. Use the ![Select tool] **Select** tool to create a multiple selection containing the items to be clipped.

2. On the **Arrange** tab, click the down arrow to expand the ![Crop icon] **Crop** flyout.

3. To clip the bottom item to the outline of the top item, click **Clip to Top Item**.
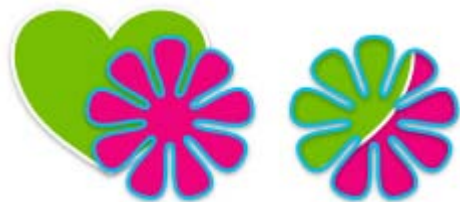
-or-

To clip the top item to the outline of the bottom item, click **Clip to Bottom Item**.

To remove the clip, click **Arrange>Crop** then deselect **Crop**.

Adding items

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

1. Use the ![Select tool icon] **Select** tool to create a multiple selection of items. (The items need not overlap.)
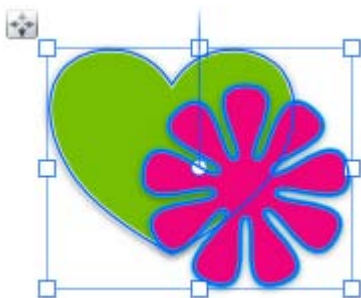
2. On the **Arrange** tab, click ![Add icon] **Add**.

   The new item is a composite of the selected items, taking the line and fill of the bottom item.

Subtracting items

Subtracting creates a new item, retaining only the portion of the bottom item that is not overlapped. This command is particularly useful for cutting out shapes from photos.

1. Use the ![Select tool] **Select** tool to create a multiple selection of overlapping items. (The items must overlap.)
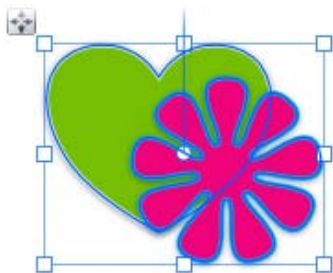
2. On the **Arrange** tab, click ![icon] **Subtract**.

    The new item consists of the non-overlapping portion(s) of the bottom selected item.

Intersecting items

Intersecting creates a new item by retaining the overlap and discarding the rest.

1. Use the ![Select tool] **Select** tool to select two overlapping items.
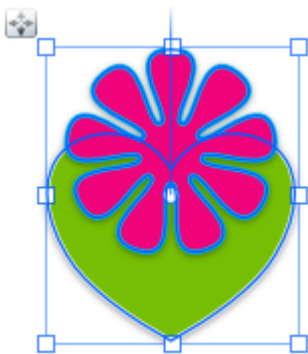
2. On the **Arrange** tab, click ![Intersect icon] **Intersect**.

The new item consists of the overlapping portions of the previously selected items, taking the line and fill of the back item.

> ★ **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*

CraftArtist provides the following tools for erasing and adding to existing lines and shapes:

Erase Tool

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).

Freeform Paint Tool

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 **Select** tool to select an item.
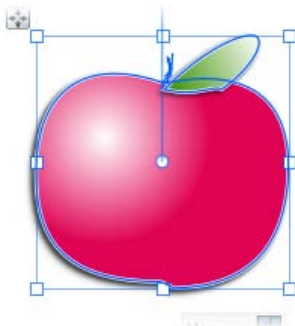
> To erase selected items on multiple layers, ensure that the **Edit All Layers** button, on the **Layers** tab, is selected. (See *Working with layers* in CraftArtist Help.)

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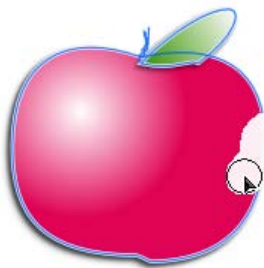
6. Release the mouse button to erase the area drawn.

> The erasing process shows the background colour belonging to any item behind it (either on the same layer or a layer below the current layer).

Adding to an item

1. Use the ![Select tool icon] **Select** tool to select an item.
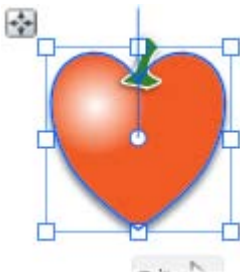
2. On the **Standard** toolbar, click the ![Freeform Paint Tool icon] **Freeform Paint Tool**.

3. On the context toolbar, choose a shape for the tool's tip.

4. **Optional:**

   - Set the tip width by adjusting the **Width** value.

   - ![icon] To create a series of shapes without switching tools, click to disable the **Select-on-Create** button.

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

   You'll see shading, which represents the area to be added.
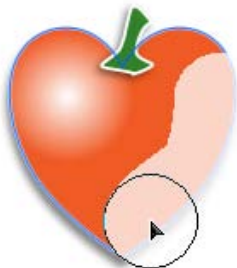
6. Release the mouse button to reshape the item to include the painted area.

Using masks

Masking is the process of hiding chosen areas of a layer to achieve dynamic visual effects—this can be easily done by using a mask layer. A mask layer hides the layer(s) underneath while any items placed on the mask layer are "cut away" to reveal what lies below. Mask layers are quick to add and simple to use and open up numerous creative possibilities.
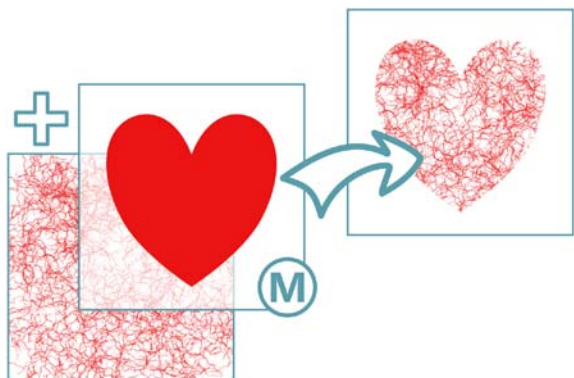
You can add a new mask layer from scratch and then add items to it, or you can convert an existing layer to a mask layer.

By default, only the layer immediately beneath the layer mask is masked. If your project includes multiple layers and you wish to mask more than one layer, you can select which ones are masked.

For more information on working with layers, see *Working with layers* on p. 53.

To add a new mask layer:

1. At the bottom of the **Layers** tab, click **Add Mask Layer**. CraftArtist adds the new mask layer to the top of the layer stack; the layer immediately beneath it is entirely masked from view.

2. Add items to the mask layer to cut away the mask, revealing the layer below.

To convert a layer to a mask layer:

- (M) On the **Layers** tab, locate the layer you want to convert, and then click to enable its **Mask** icon.

  The layer is converted to a mask layer and the layer immediately beneath it is masked from view.

  Existing items on the mask layer (and new items you add) are cut away, revealing the layer below.
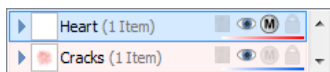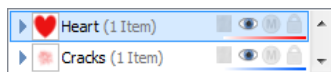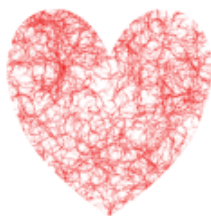
To turn a mask off, click the layer's (M) **Mask** icon again.

To adjust the number of layers masked:

1. On the **Layers** tab, right-click the mask layer and click **Layer Properties**.

2. In the **Layer Properties** dialog, in the **layers** drop-down list, select the number of layers you want to mask.
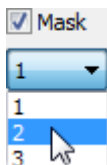
Working with colour

12

Changing fill and line colour

You can apply colours to the outline and interior of closed shapes and text items, and to lines and line segments. Digikit items, such as embellishments and materials, and photos can be recoloured.

In the **Digikit Browser**, the **Swatches** category (shown when browsing items) offers a selection of colours specifically chosen to complement your installed Digikits. Once a Digikit is selected, these colours become available in the **Digikit** palette, which displays on the Colour tab.

To apply fill and line colour, you can:

- Select a swatch from the Digikit palette. (See below.)

- Apply a colour tint or a transparent fill. (See *Applying transparent fills* on p. 199.)

- Use the Colour tab's **Colour Picker** to apply a colour used elsewhere on your page. (See *Applying colours with the Colour Picker* on p. 199.)

- Use the Colour tab's Colour Wheel, Colour box, or sliders. (For more on the Colour tab, see CraftArtist Help.)

- Mix a custom colour in the **Colour Selector** dialog. (See *Using the Colour Selector dialog* in CraftArtist Help.)

- Apply a gradient fill. (See *Applying gradient fills* on p. 201.)

- Apply a plasma or mesh fill. (See CraftArtist Help.)

Applying colours from the Digikit palette

1. Select a shape, line, or text item.

2. On the Colour tab:

   - To change line colour, click to select the **Line** swatch.

   - To change fill colour, click to select the **Fill** swatch.

3. Click a palette swatch previously loaded from a Digikit (via Digikit Browser). The colour is applied and the **Line/Fill** swatch updates with the selected colour.

For information on switching palettes, see *Using colour palettes* on p. 204.

Applying colour tints

1. Select a shape, line, or text item.

2. On the Colour tab:

    - Click to select the **Line** or **Fill** swatch, as described in step 2 above.

    - In the Colour Mode drop-down list, select **Tinting**.

3. Drag the slider to the right to lighten the tint, or to the left to darken the tint.

You can also enter a percentage value in the box (0% resets to the original colour).

Applying transparent fills

1. Select a shape, line, or text item.

2. On the Colour tab, click to select the **Line** or **Fill** swatch, as described above.

3. On the Colour tab, click the 🔲 **No Fill** swatch.

> ⭐ This applies transparency to items with line/fill properties, such as shapes and text. For pictures, clicking this swatch resets a recoloured picture back its original colours. See also *Applying transparency* on p. 156.

Recolouring photos and Digikit items

- Select the item, the click a palette swatch from the Colour tab.

> ⭐ For any black items (e.g., silhouette embellishments) you wish to colour, you'll have to first click **Colour using HSL** from the Photo context toolbar, then select a palette swatch as for coloured items.

Applying colours with the Colour Picker

Use the **Colour Picker** to sample (and then reuse) a colour from anywhere on your computer screen. The picked colour can then be made the current line or fill colour in CraftArtist.

Various sampling methods can be used depending on the type of item fill or screen area to be sampled.

To sample colours:

1. On the **Colour** tab, click 🖋 **Colour Picker**.

2. From the context toolbar, choose a colour picker type (e.g., Point Sampler).

   🖋 Point Sampler 🖋 Square Sampler 🖋 Circle Sampler 🖋 Gradient Sampler

   - **Optional:** If you use the Square or Circle Sampler, set a **Colour Picker Size** appropriate to the area you want to sample.

- **Optional:** Gradient Sampler offers a **Gradient Picker Sensitivity** option, for controlling the level of detail to which the gradient is sampled.

3. Hold the mouse button down, and drag to the target area then release.

-or-

For gradient sampling: drag a line across your chosen colour gradient.

The sampled colour(s) is picked up in the Colour tab's **Picked Colour** swatch.

To apply a sampled colour:

1. Select a shape, line, or text item.

2. On the **Colour** tab, click the **Picked Colour** swatch to apply the colour.

Applying gradient fills

Gradient fills include the **Linear**, **Radial**, **Ellipse**, **Conical**, **Square**, **Three Colour**, **and Four Colour** types. All of these apply colour 'spectrums' in a **fill path** spreading between two or more **handles**. Once you've applied a gradient fill, you can edit its fill path and change its colours.
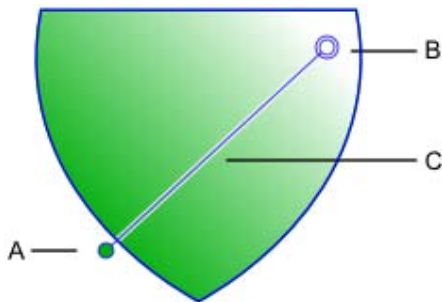
*(**A**) Start Handle, (**B**) End Handle, (**C**) Fill Path - Linear*

Applying a gradient fill

1. Select an item on your page.

2. Click the ⬗ **Fill Tool**.

3. Click and drag on the item to define the fill path. 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).
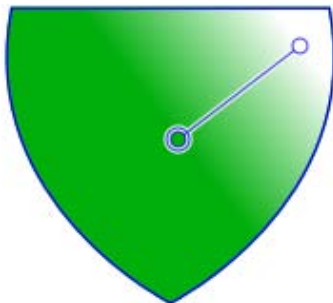
> To constrain the fill path in 15° increments, hold down the **Shift** key while dragging.

4. **Optional:** To change the fill style, choose from the drop-down list on the Fill context toolbar.

The new fill path displays. Note that this will differ depending on the fill style selected.
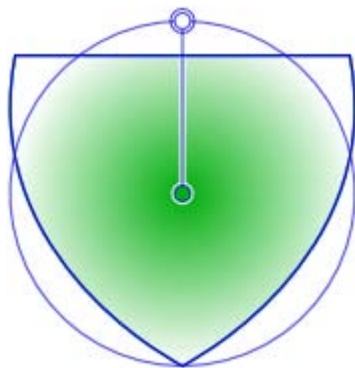
Editing a gradient fill path

1. Select an item with a gradient fill applied.

2. Click the **Fill Tool** to display the fill path.

3.   Move the fill path handles by clicking and dragging them.
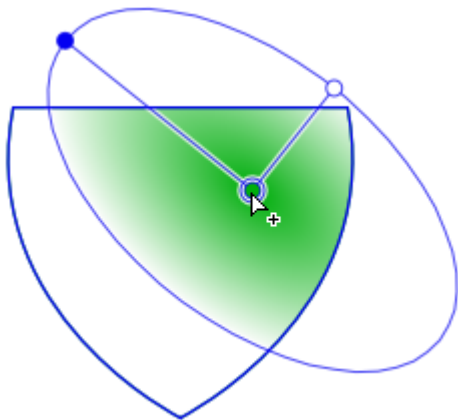
-or-

Click and drag across the item to define a new fill path.

💡   To constrain the fill path in 15° increments, hold down the **Shift** key while dragging.

💡   For non-linear fills (e.g., radial, ellipse, etc.), to ensure that the origin of the gradient remains at the item's centre point, hold down the **Ctrl** key while dragging.

Adding and deleting fill path handles

1.   Select an item with a gradient fill applied.

2.   Click the 🖌 **Fill Tool** to display the fill path.

3.   To add a handle, click anywhere on the fill path.

-or-

To delete a handle, click to select it and then press the **Delete** key.

See also *Editing gradient fills* in CraftArtist Help.

Changing handle colours

1. Select an item with a gradient fill applied.

2. Click the **Fill Tool** to display the fill path.

3. Use any of the following methods to recolour fill path handles:

   - For a simple gradient fill with two handles, choose from the **Fill Start** and **Fill End** palettes on the context toolbar.

   - For fills with three or more handles, select a handle on the fill path, and then choose from the **Fill Colour** palette on the context toolbar.

   - Select a handle and then on the Colour tab, click a colour palette swatch or a colour from the HSL Colour wheel. See *Editing gradient fills* in CraftArtist Help.

Using colour palettes
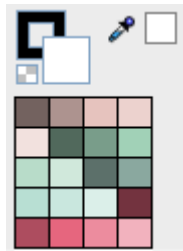
When you apply a **solid fill** or **line colour**, you choose a colour belonging to a colour **palette**.

Only one palette can be active at any one time. The currently active palette is displayed as a gallery of swatches on the Colour tab.

You can add, edit, and remove palette colours, and switch between different palettes at any time. You can also create your own custom palettes from colour spreads and photos. (See *Creating custom palettes* in CraftArtist Help.)

> Changes to palettes are saved globally and the new palette colours are automatically carried over to any new projects you create.

The following palette types are available:

- **Digikit palette:** These palette colours originate from your chosen Digikit—you'll see the Colour tab populate with Digikit colours when you select a Digikit for your new Craft project (see p. 206).

- **Document palette:** If you start a blank project from scratch, rather than from a Digikit, the default **Document** palette is displayed on the Colour tab. This palette provides a set of commonly-used colours from which to choose.

- **Standard RGB** and **Standard CMYK palettes:** Palettes based on industry-standard colour models.

- **Themed palettes:** CraftArtist also provides a range of designer-created themed palettes containing colours designed to work well together on the page.

> ★   When you save a project, its palette is saved along with it.

Switching palettes

1. On the **Colour** tab, click **More**.

2. In the **Colour Palette Designer**, the Palettes drop-down list displays all of the palettes installed with CraftArtist.
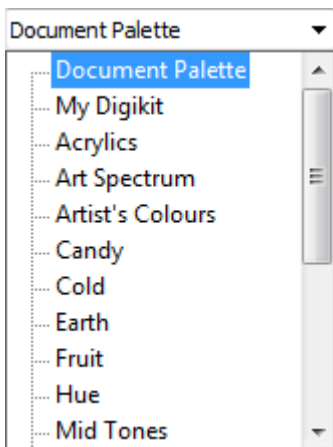

3. Select the palette you want to use.

4. Click **OK**.

The selected palette's colours appear as swatches in the **Colour Palette Designer** and on the Colour tab, replacing the swatches previously visible.

Adding swatches to the Digikit palette

1. On the context toolbar, click **Add items from Digikits**.

2. In Digikit Browser, click the **Browse my items** tab.

3. In the category list on the left, click **Swatches**.

4. Swatches already added to your **Digikit** palette are highlighted in the main window.

Daydream			Add all items
R=115 G=98 B=95	R=173 G=147 B=143	R=230 G=195 B=190	R=236 G=210 B=206
R=242 G=225 B=222	R=81 G=105 B=92	R=121 G=157 B=138	R=161 G=209 B=183
R=184 G=220 B=201	R=208 G=232 B=219	R=92 G=112 B=106	R=138 G=168 B=159
R=184 G=223 B=211	R=201 G=231 B=222	R=219 G=239 B=233	R=115 G=51 B=63
R=173 G=77 B=95	R=230 G=102 B=126	R=236 G=140 B=158	R=242 G=178 B=190

5. You can remove colours from the palette, and add colours from other installed Digikits.

   - To remove a colour from the palette, click to deselect it.

   - To add a colour, click to select it.

6. Click **Done**.

   Colours are automatically removed from/added to the **Digikit** palette displayed on the Colour tab.

Colours you apply to items from the Colour tab's HSL colour wheel (or equivalent) are automatically added to the Document palette. CraftArtist also lets you manually add colours to your Document palette, as well as edit, save, and load palettes. See CraftArtist Help.

Sharing and publishing

13

Sharing on DaisyTrail

You can share your project by print, via email, as a distributable electronic PDF, or via the **DaisyTrail.com** website.

Publishing to DaisyTrail lets you contribute to the growing collection of published projects, and share your work with friends, family, and like-minded crafters!

To share your projects via website, simply complete the following steps:

- Register on the website.

- Login with your DaisyTrail account information in CraftArtist.

- Upload your chosen project.

The **DaisyTrail.com** website is designed specifically as a digital crafting community.

Main website features include:

- **Free stuff**
  DaisyTrail.com offers free Digikits for you to download which are often seasonal, based on events, or on occasions.

- **DaisyTrail shop**
  Buy and download **individual Digikits** plus font collections, software, and other goodies.

- **Commend and comment!**
  Praise and comment on other people's projects—and have your own designs assessed by the community. Click the **like this** button to commend your favourite projects.

- **Search**
  Find projects, groups, or other users throughout the website.

- **Make new friends!**
  Social networking meets craft designing! Use **email** or user discussion **forums** to build friendships with other crafters, especially those you add to your friends list.

- **Work in groups**
  Create groups of users with similar interests—great for schools, clubs, or maybe just your network of "crafty" friends.

Registering

1. On the **Standard** toolbar, click **Share**.

2. If you've not registered before, click the **Join Now** button.

3. From the registration form, enter your personal information, including an email address to which an activation message will be sent.

4. Click **Create Account**. To activate your account, 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 CraftArtist.

5. Registration is complete after activation. All you need to do now is to create your craft project and upload it!

If you don't add your DaisyTrail user account details, you'll be reminded to do so every eight days. You can register on the website, then transfer your username and password over, or cancel to enter your details later.

Uploading

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

☑ Page 1

☑ Page 2

☑ Page 3

To share your project on DaisyTrail:

1. On the **Standard** toolbar, click **Share**.

2. If you've registered (see above) and are uploading for the first time,
    enter the **Username** and **Password** you created on DaisyTrail. You
    won't need to do this again on subsequent uploads.

3. In the dialog, uncheck pages you don't want to upload (use the scroll
    bar to view all pages).

4. **Optional:** You can choose a different account to upload to. Click **My
    Account** and enter a different **Username** and **Password**.

5. Click **Upload** to transfer your selected pages.

6. On upload, a progress bar indicates upload status.

    On completion, click **OK** to close the dialog or click **View** to
    immediately see your uploaded project on the website.

Modifying account details in CraftArtist

1. On the **Tools** menu, select **Options**.

2. In the **Upload** pane, enter your **Username** and **Password**.

3. **Optional:** Click the **Test** button to verify that the account details are correct. If successful, a "*Username and password valid*" message is displayed.

   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**.

4. **Optional:** Reduce the upload **Quality** to 96 DPI 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.

Interactive Print Preview

The **Print Preview** mode changes the screen view to display your layout without frames, guides, rulers, and other screen items. Supporting toolbars allow for a comprehensive and interactive preview of your pages before printing.
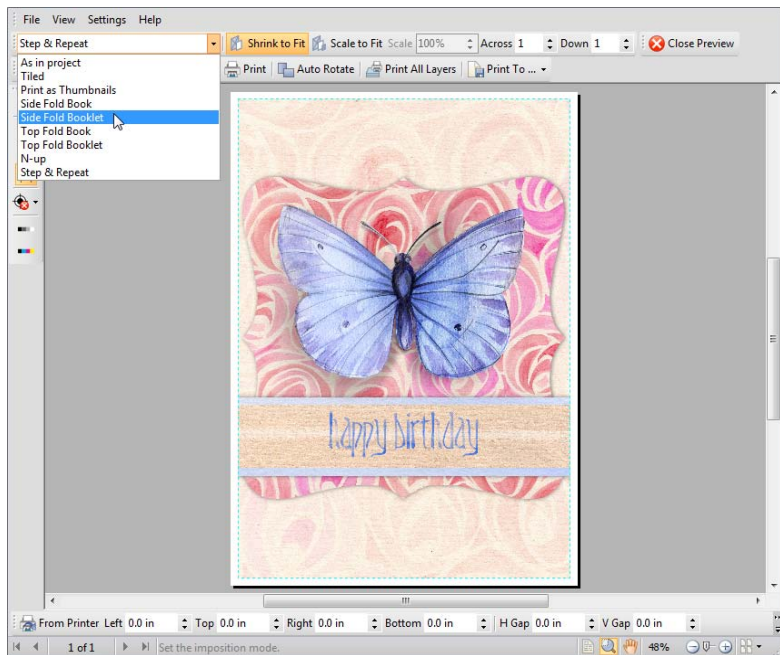
Print Preview is interactive because a main feature is to provide **print-time imposition**. Put simply, this allows you to create folded projects such as greeting cards, **at the printing stage** from unfolded basic page setups. Other interactive features are also available while in Print Preview.

- Select installed printers, and choose which pages to print and how they print (to printer, file or separation).

- Add and adjust printer margins.

- Switch on/off page marks when generating professional output.

Don't forget to make the most of Print Preview's powerful **viewing controls** hosted on the View toolbar. Use zoom controls, Pan/Zoom tools, and multi-page views for detailed preview work.

To preview the printed page:

1. Select **Print Preview** from the **File** menu. In Print Preview, your first printer sheet is displayed according to your printer's setup.

2. **Optional:** Choose an installed printer from the **Printer** toolbar.

3. **Optional:** Adjust printer margins from the **Margins** toolbar if available.

4. Review your project using the page navigation controls at the bottom of your workspace.

To cancel Print Preview mode:

- Select ❌ **Close Preview** from the top of your workspace (❎ or click the window's **Close** button).

Print-time imposition

During print preview, you can enable imposition of your project, choosing a mode suited to your intended printed project. Each mode displays different toolbar options on the context-sensitive **Imposition** toolbar.
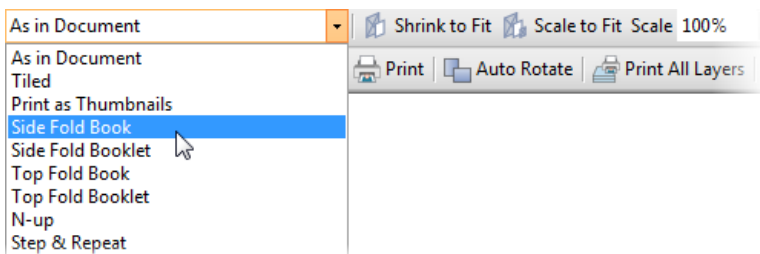
To choose an imposition mode:

- From the **Imposition** toolbar, select an option from the **Imposition Mode** drop-down list.

For more information on individual imposition settings, please see the CraftArtist Help.

Printing cards and photobooks

To produce double-sided sheets, click [printer icon] **Print** and use the Print dialog's Double-sided Printing or Manual Duplex options (under More Options). Ensure your printer is setup for double-sided printing or run sheets through twice, printing first the front and then the back of the sheet (reverse top and bottom between runs). The sheets can then be collated and bound at their centre, with all the pages in the correct sequence.
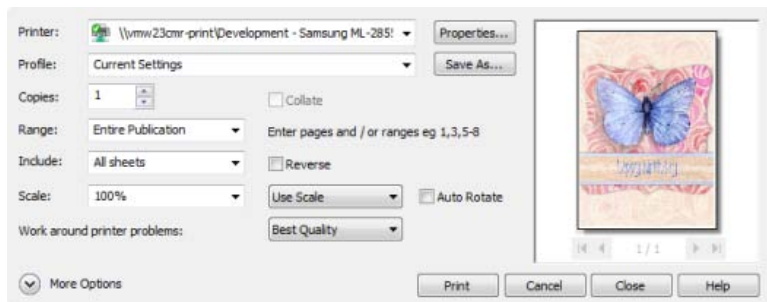
Printing

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

Greeting cards (below), scrap pages, and other projects can be printed quickly and easily.

Printing your project to a desktop printer is one of the more likely operations you'll be performing in CraftArtist. The easy-to-use Print dialog presents the most commonly used options to you, with a navigable "live" Preview window to check your print output.

The dialog also supports additional printing options via the **More Options** button including **Double-sided Printing**, **Manual Duplex**, and many other useful printing options. One particular option, called **Layout**, allows for print-time imposition of your document—simply create a booklet or other folded document at the print stage.

Here we'll cover what you need to know for basic desktop printer output. If you're working with a professional printer and need to provide PDF output, see *Exporting as PDF* (p. 219).

To set up your printer or begin printing:

1. Click **File>Print** (or right-click on the page or pasteboard area and click **Print**).

2. Select a currently installed printer from the **Printer** drop-down list. If necessary, click the **Properties** button to set up the printer for the correct page size, etc.

3. Select a printer profile from the **Profile** drop-down list. You can use **Current Settings**, select from presets offering different print qualities, or choose a previously saved custom profile (.ppr) based on a combination of dialog settings; **Browse...** lets you navigate to any .ppr file on your computer. To save current settings, click the **Save As...** button, and provide a unique profile name. The profile is added to the drop-down list.

Note: If you modify a profile settings, an asterisk appears next to the profile name.

4. Select the number of copies to print, and optionally select **Collate** to print the pages in ordered sets for each copy. Leave deselected to print all the copies of each page at once.

5. Select the print **Range** to be printed, e.g. the Entire Project, Current Page, or range of pages. For specific pages or a range of pages, enter "1,3,5" or "2-5", or enter any combination of the two.

   To print selected text or items, make your selection first, then choose Current Selection appearing in the **Range** drop-down list **after selection**.

   Whichever option you've chosen, the **Include** drop-down list lets you export all sheets in the range, or just odd or even sheets, with the option of printing in **Reverse order**.

6. Set a percentage **Scale** which will enlarge or shrink your print output (both page and contents) if **Use Scale** is selected. A 100% scale factor creates a full size print output. Alternatively, from the adjacent drop-down list, choose **Shrink to Fit** to reduce your document's page size to the printer sheet size or **Scale to Fit** to enlarge or reduce the document page size as required.

7. Keep **Auto Rotate** checked if you want your document page to automatically rotate your printer's currently set sheet orientation. When you access the Print dialog, if page and sheet sizes do not match, you'll be prompted to adjust your printer sheet orientation automatically (or you can just ignore auto-rotation).

8. Click **Print**.

💡 You may prefer to use the manual feed in any case if you're using thicker than usual print media such as card.

Exporting as PDF

CraftArtist can output your drawings to PDF (Portable Document Format), a cross-platform WYSIWYG file format developed by Adobe, intended to handle documents in a device- and platform-independent manner.

PDF documents are ideal for both **screen-ready** distribution and **professional** printing. In CraftArtist, ready-to-go PDF profiles are available for both uses, making PDF setup less complicated.

- **Screen-ready**. If you require screen-ready PDFs you're likely to need PDF documents which are optimized for screen use, i.e. with downsampled images, document security, but without pre-press page marks, bleed, etc. Downsampling images leads to smaller documents for quicker loading.

  Profiles such as "Web - Compact" and "Web - Normal" are provided for screen-ready use (downsampling images to 96 and 150dpi, respectively), and are ideal for hosting PDFs on websites or other electronic distribution (email).

- **Professional**. PDF documents are suited to professional printing, i.e. when you deliver a high quality reproduction of your drawing to a print partner (normally external to your company). You'll typically require page marks, bleed, ≥300dpi images, and PDF/X-1a compatibility (for CMYK output).

  To make things simple, the professional print profile called "PDF X-1a" is provided in CraftArtist (using PDF X-1a compatibility), but you should check with your print partner if PDF/X-1, and any other settings, may be required instead. A "Press Ready" profile can also be used for documents which are not intended to be PDF/X compliant.

  With PDF/X-1a or PDF/X-1 compatibility, all your drawing's colours will be output in the CMYK colour space, and fonts you've used will be embedded. A single PDF/X file will contain all the necessary information (fonts, images, graphics, and text) your print partner requires.

To export your document as a PDF file (using a profile):

1. From the **File** menu, select **Export>Export as PDF**.

2. Select a profile for screen-ready or professional output (as described above) from the **Publish profile** drop-down list.

Custom
Custom
Default
Optimize for PagePlus
PDF X-1a
Press Ready
Web - Compact
Web - Normal
Browse...
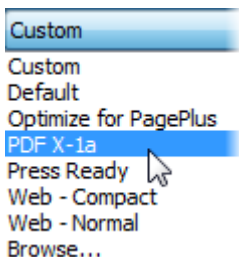
The dialog updates with the selected profile's new settings.

3. **Optional:** Make any custom settings as required by your print partner in each tab.

4. Click **OK**.

Sharing via email

You can share your projects via email, attached as a JPEG or PDF, or as your original *.craft project.

To share your project via email:

1. On the **File** menu, click **Send**.

2. In the **Send** dialog, choose the format in which to send your project.

   You can attach your project as a *.craft project file, as a JPEG image, or as a PDF document.

3. Your project is attached to a new email message, which opens in your default email program.

4. Just add your email recipient(s) and message and send your project!

Additional information

Contacting Serif

Contacting Support

Our support mission is to provide fast, friendly technical advice and support from a team of experts.

CraftArtist Support on the web	
Help	www.serif.com/Support/ProductHelp/CraftArtist
Community Forums	www.daisytrail.com/forum.html
You Tube	www.youtube.com/serifvideos
Twitter	@DaisyTrail
Facebook	www.facebook.com/CraftArtist
Submit a ticket	support.serif.com

Additional CraftArtist information

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Phone (Sales)	(0800) 376 7070 +44 800 376 7070
Phone (Service and Support)	0845 345 6770
Fax	(0115) 914 2020

North American office (US, Canada)	
Phone (Registration)	800-794-6876
Phone (Sales)	800-489-6703
Phone (Customer Service)	800-489-6720
Support	603-886-6642

For international enquiries, please contact our main office.

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