GraffixPro Studio®
User's Guide

Rev 2018-3

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CHAPTER 1:

Installing and Activating GraffixPro Studio® Software

The GraffixPro Studio® Design Software is comprised of a pair of linked applications: the Administrator and the Design software. This document details the steps for installing the software, and then activating ("validating") the package.

Topics covered in this section:

- Systems requirements for GraffixPro Studio® software
- Installing the GraffixPro Studio® software
- Activating the software[1]

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1 Requires an internet connection for activation and to access certain images.

GraffixPro Studio® Software – Components

The GraffixPro Studio® software installation consists of the GraffixPro Studio® Administrator and the GraffixPro Studio® design software, also known as the “client.”

The GraffixPro Studio® Administrator is a browser-based application which is used to manage all the products, designs, and fonts, while the GraffixPro Studio® Designer client is for visually creating and outputting designs. For instructions relating specifically to using the design software, please refer to “Working with the GraffixPro Studio® software.”

System Requirements

The following are the requirements for installing the GraffixPro Studio® Administrator and GraffixPro Studio® Library.

- Genuine Intel® Pentium® V, dual-core computer (or better).
- Operating systems - either:
  Windows® 8.1 (32 or 64 bit) or Windows® 10
- 2 GB of RAM
- 50 GB free disk space

Note on Printers

The GraffixPro Studio® software is configured to output to the following printers:

- GTX-422
- GT-341
- GT-361
- GT-381

Provided that you have the correct driver installed for one of the above printer models, you will be able to send your images to that printer. When GraffixPro Studio® software is installed, it will automatically detect the which printer driver you have, so there is no need to configure the printer when you output designs.

Image files can be sent to the printer both from the GraffixPro Studio® Designer or from the Administrator (on the Order Reports page).

Installation

The Administrator and Designer are both e installed from the same application, the GraffixPro Studio® software Installer. Once you download and run it, the installation of all components proceeds automatically.

Installing the Administrator

To Install GraffixPro Studio® **Designer:**

1) Browse to "GraffixProStudioInstaller.exe" and double-click it.

You see the initial Installer page.

2) Click Next.

You see the License agreement page.

3) Check “I accept the terms in the licence agreement,” and click Next.

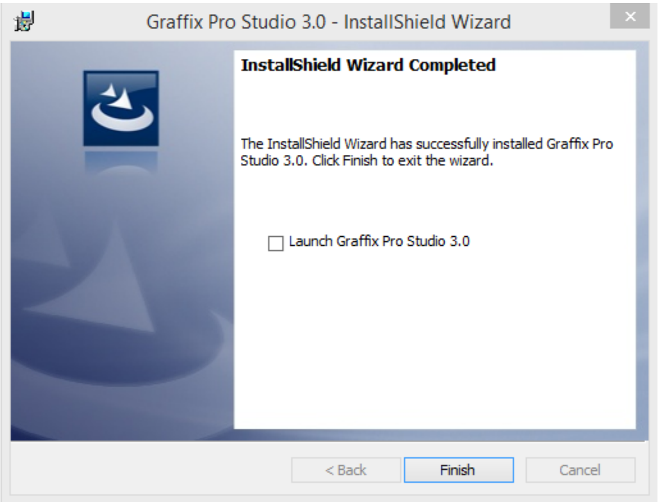
You see the Customer information page.

4) Enter your name and organization name into the Customer Information fields; click Next.

You see the Setup Type installer page.

5) Select “Complete” to install all the program components; click Install.

The InstallerShield wizard will now proceed with the installation of the GraffixPro Studio® *software.*



6) Click Finish.

The Administrator and the Designer will now be installed, and the icons for each will appear on your desktop.

Activating the Software

The software needs to be activated before you can run it; for this, you will need a serial number, known as the iKey code. This code will be provided by your distributor.

A working internet connection is required for automatic activation, and to access certain images.

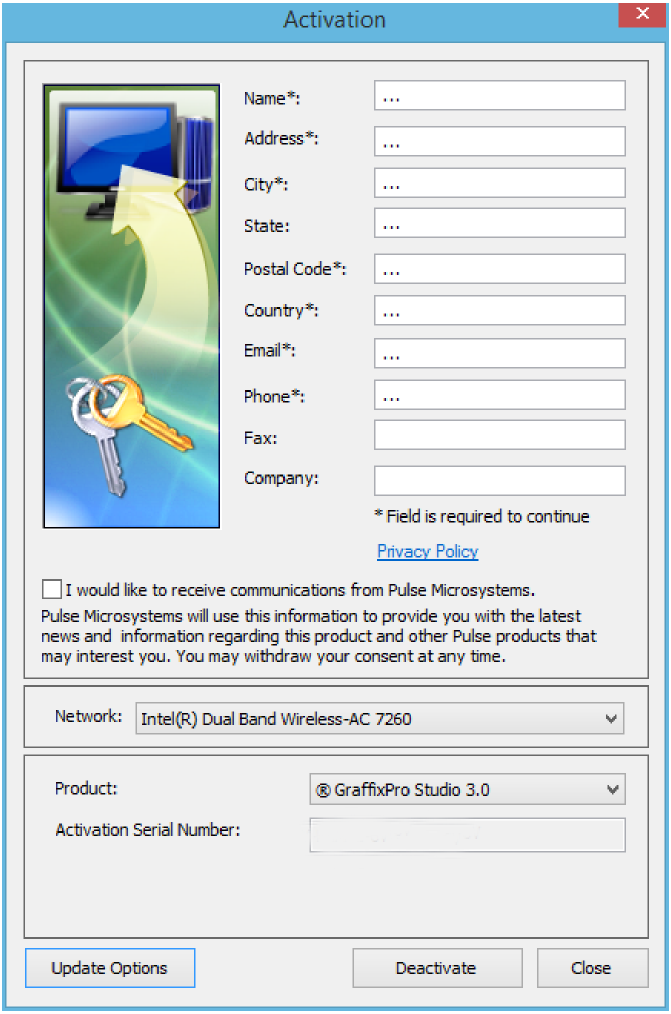
If no internet connection is available, the software can be activated manually – please contact your distributor for assistance.

To activate GraffixPro Studio®:

1) Do one of the following

- Open the GraffixPro Studio® Administrator.
- Choose Start–Apps–GraffixPro Studio Activator.

You see the Activation screen.



2) Fill in the required activation information in the appropriate fields.

Fields marked with an asterisk (*) are required - your software will not be activated otherwise.

For information about our policy concerning the personal data entered on this sheet, please click the “Privacy Policy” link on this screen.

3) Enter your individual activation serial number (iKey code) into the Activation Serial Number field.

4) Click the Activate Now button on the dialog.
The GraffixPro Studio® software will open.

Deactivating GraffixPro Studio®

Once GraffixPro Studio® has been activated, it is possible to deactivate the software by re-opening the activation dialog. Deactivation effectively ‘frees up’ the Activation Serial Number so that it can be used again; for example, if you want to transfer GraffixPro Studio® to a different computer and reactivate it on there.

You must be connected to the internet to deactivate the software.

To deactivate GraffixPro Studio®:

1) Select All Programs–GraffixPro Studio® –GraffixPro Studio® Activator.
The Activator dialog will open, displaying the user’s personal information and the Activation Serial Number.

2 Click the Deactivate button.
You see a warning dialog.

3 Click Yes to confirm that you want to deactivate.

4 A message appears confirming that the software has been deactivated.

5 Click OK to dismiss the message, and then click Close in the Activation dialog.
The copy of GraffixPro Studio® *on this computer will now be deactivated, and is no longer available for use. You can now re-use the Activation Serial number on a different computer.*

CHAPTER 2:

Working with the GraffixPro Studio® Administrator

The GraffixPro Studio® Administrator is used to set the environment of the GraffixPro Studio® design designer software. This section details how the Administrator is used to manage the designs, products, and fonts that appear on the GraffixPro Studio® design software that is connected to it.

Topics covered in this section:

- Modifying Product Settings, Design Settings, and Font Settings
- Adding new designs to the Design Gallery - either singly or in batches
- Adding new fonts
- Changing the list of colors available in the color palette
- Changing System parameters

The GraffixPro Studio® Administrator

The GraffixPro Studio® software consists of two parts, the GraffixPro Studio® Administrator, and the GraffixPro Studio® design software. The Administrator is a browser-based application, which is used to manage all the products, designs, and fonts on GraffixPro Studio®.

For example, you can use it to determine which products the designer will see, and the colors and sizes that are available for purchase. You can also use the Administrator to add or remove designs from the Gallery, and change the available fonts.

Opening the Administrator

To make changes to the database, you need to run the GraffixPro® Administrator. Double-click the Administrator icon  on the desktop to open this page on your default browser.This will take you to a log-in page, which prompts you for your user id and password.

Once you have signed in, you will see the Administrator page. Along the top of this page, you will see a series of tabs - Order Reports, Products, Designs, Fonts, and Preferences. Selecting any of these tabs takes you to a new page, on which you can modify properties of the selected category. For example, you can add new designs to the image database, change the colors on the color palette, and so on.

The functions of each of the pages in this list will be outlined in the sections that follow.

You will have to either synchronize or restart the GraffixPro Studio® design software in order to see the changes that have been made in the Administrator.

Note, however, that when you synchronize, any garment and design you are working on in the designer will be reset, and unsaved changes will be lost.

Order Reports Page

The Order Reports page displays all the required information about orders that have been submitted.

From the order reports page, you can select individual orders to send them to the printer. You can also change the status of jobs, delete orders, or print worksheets for them.

Orders can be selected by clicking on the check boxes on the left of the Order reports table. To select all orders on the Order Reports page, check the box at the top of the list.

Applying a Filter to the Order List

You can use the filter tools on the Order Reports page to selectively reduce the number of orders displayed.

You can filter by either or both of the follow criteria:

- **Status**: The Order’s current status (i.e. Received, Rejected, Paid, Completed, Delivered, Production, Returned, Cancelled, or Failed).
- **Date**: Selects orders that were made within a specified date range (Date from/Date to).

To apply a filter, fill in the criteria in the appropriate field (or fields). The filter will be applied automatically. To remove all filters (i.e. to show all Orders), click “Clear filters.”

Viewing Order Details

To view details about orders, click on their name to select them – the report will open in a new window. You will then see a summary of the information about the selected order. To view the complete order details, check the “Details” option, which will expand the rows to show all the order details. The details displayed are as follows:

- **Customer information:** In a box at the top of the page, you will see the customer information. This includes first name, last name, address (if applicable) and e-mail.

This information will only be filled in if this data has been entered into the Customer Information dialog when the order is created.

- **Download:** This column lists each image in the order, by name. You can click on the image of the link to view/download the linked image.
- **Product:** In the Product area, you see all the details of the product to be printed on; the name, color, product size, product ID, number of copies to be printed, cart index number, and side where the image will be printed.
- **Pricing:** Shows the Side cost, Extra cost per side, Design cost, Product Cost, and Text price.
- **Table:** Shows the table (or platen), Offset x, Offset y, Width, and Height.

On the Order details dialog, you can check/uncheck the Details box to show and hide all the details on the page.

Printing the Worksheet

When an order has been submitted, a worksheet can be created in the Administrator. This worksheet will contain all the pertinent information about an order, including both the information about the order as a whole (such as the customer’s name and address, the cost of the order, etc.) and information about the image file (or files) associated with the order.

To Print the Worksheet:

1) Open the Order reports page.

2) In the Order Reports table, select an order.
You see the Order Detail dialog.

3) Click the Print Worksheet button.
The worksheet will open in a new window. Also, the Print dialog will be launched.

4) In the dialog, click Print to print out of the Worksheet, or Cancel to just view the worksheet in your browser.

Worksheet Information

On the worksheet, the order information will be presented in three tables. These are the Order table, the Product Summary table, and the Order Details table.

Order data

- **Order ID:** A number that is assigned to each order submitted by the GraffixPro Studio® designer. This number is iterated sequentially (1, 2, 3...) as orders are submitted.
- **Total Cost:** This figure is calculated by adding the product cost, design cost, text cost (if applicable) and side costs for each product ordered.
- **Total Discount:** Shows the amount of discount that has been applied, if any.
- **Created:** Displays date and time that the order was received.
- **Customer information:** First name, last name, e-mail, phone, and address information, if applicable.

> These fields will only be filled in if this data has been entered into the Customer Information dialog when the order is submitted for output.
>
> The information that appears here will also depend on the configuration of the Order Field settings on the Systems Parameters page of the Administrator.

- **Status:** This will show the current status of the selected order, e.g., Received, Paid, Completed, Delivered, etc. Note that new order status terms may be added to the list on the Preferences Page. (See “Systems Parameters” for more information).
- **Shipping Cost:** The shipping cost is an optional added cost. The amount that will be added here can be set on the Systems Parameters page, under General Settings. If no shipping cost is set, this field defaults to zero.
- **Shipping Method:** Either “ship to my address” or “I will pick up from store.” Appears only when enabled on the Preferences page under “Client order details.”

Product Summary

- **Product:** A description of the product (e.g., “Men’s Cotton T-shirt”)
- **Product Color:** Shows the name of the color, and its hexidecimal value.
- **Size:** The product size as selected in the designer.
- **Copies:** The number of copies of that job to print.
- **Side**: The position on the garment where the design is to be printed - front, back, etc.
- **Total Images used:** The number of images to be printed on each product.
- **Total Products**: The number of products in the order.
- **Total Images:** The total number of images required for the order.

Order Details

- **Barcode:** A unique barcode identifying the order.
- **Product**: This field lists the order number, type of product, product side, color, and size.
- **Preview:** In this section, you see a preview of each image in the selected order, and the file name of the image. Click on this image to open a dialog in your browser. This dialog allows you to open the image or save it to you hard drive or external device.
  The FileName includes the Order ID, the garment color and size, and a series of three numbers appended at the end. These represent:
  - The **Order ID**. This is the number assigned to the order when it is submitted from the designer.
  - The **Item** number, which indicates which item the image file belongs to - i.e. if there are two or more images that are to be printed on the same item, they will have the same Item number.
  - The **Side indicator** number. If one item has images printed on more than one Side, this number will indicate which side the image is going to be printed on; 1 refers to the front, 2 to the back, 3 to the left side, 4 to the right side. If you create your own custom sides, they will be numbered 5 and up, in the order that they are added.

The FileName suffix has the following format: [order ID] – [item number] – [side indicator number].

- **Offset X** and **Offset Y** (in mm or inches).
- **Dimensions:** The overall width and height of the design (in mm or inches).

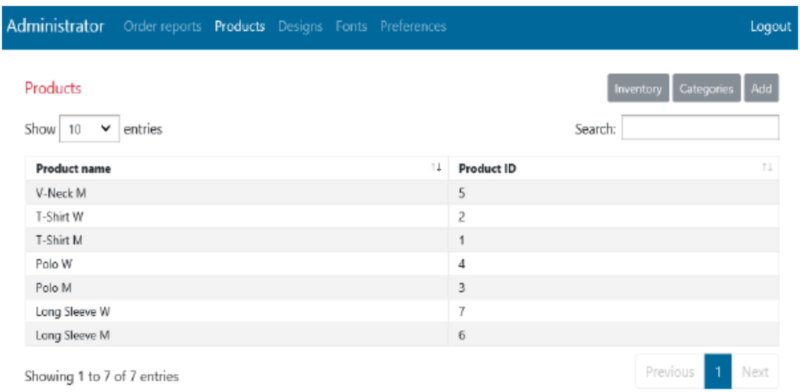
Send to Printer

You can send a selected design directly to your printer directly from the Order Reports page.

To do this, simply select a design from the list and click the “Send to printer” button. This will open the Send to Printer dialog, which allows you to change the ink settings, if required.
For more details on these printer settings, see “Outputting Designs—Sending Designs to the Printer” in the next chapter.

Products Page

The Products page lists the products that are currently available and allows you to add/remove them, and change their parameters. For any product, you can select it to change its properties. Click on the product name to open a dialog for the selected garment (or other product).



On this page, you can modify all the properties that pertain to the product. For example, the you can change the following properties:

- Product Name
- Pricing information (tier pricing is optional)
- Product category
- Check or uncheck the “Active” box to determine whether the product will appear in the Designer or not.
- Define new colors that will be used for Products
- Define additional sizes and sides for Products
- Add a new platen (printable area) size, if a size other than the installed sizes is required for the product
- Customize the margins of the platen.

You can also remove any colors, sizes, sides, etc. from the database by selecting it and clicking **Delete**.

Creating a New Product

You can add new products to display on GraffixPro Studio®, using the “Add” button on the Products page.

To add a new product to the list:

1) Click on the Products heading.
You see the Products page.

2) Click the Add button, at the top-right of the page.
You see a Product name dialog.

3) Enter the name for the new product, and click Save.
You see a new Product dialog, with all fields (except the Name field) blank.

4) Input the following data into the appropriate fields:
- The price for the new product.
- (Optional): Click the “Edit” button to edit Tier Pricing (for more information on setting tier pricing, see “Tier Pricing Option”).
- Enter an extra cost per side.
- Check “Active” if you want the product to appear in the GraffixPro Studio® design software.

If left unchecked, the new Product will be saved in the Administrator, but will not appear in the design software.

- Click in the Categories field to select one or more categories to include the product in.
- Click in the Sizes field to select the sizes that the product will be available in.

5) Configure the new product by assigning the sides, colors, printing preferences and other attributes to it. For more information, see the individual procedures under "Configuring the Product" following below.

6) Click Save.

7) Restart or synchronize the GraffixPro Studio® Designer; the product will now be available.

Note, however, that any new product will need to have at least one "Side" image (supplied by the user), in order to be viewed in the design software. The images for the sides are uploaded in when each side is configured – see "Configuring the New Product", below.

Configuring the New Product

Once the new product has been created, it needs to be configured before it can be used by the GraffixPro Studio® software. In order for products to be usable, you must assign each one the following attributes: a Category (or Categories), Colors, Sizes, and Sides.

For example, to add a color to the list of colors available for the selected product, select a color from the Available colors column (on the right) and click the double-arrow button to move it to the Product colors column on the left.

When the Administrator is installed, a list of standard colors will be included. However, you are not limited to these colors - you can add new "custom" colors in on the Product page.
See, "Adding a new product color."

As well, each combination side and color must be configured (see below). This is also done on the products page - when you select a side, you will see a new area open at that lower right of the Product page, showing fields for filling in the attributes of the side that is selected.

Assigning Categories

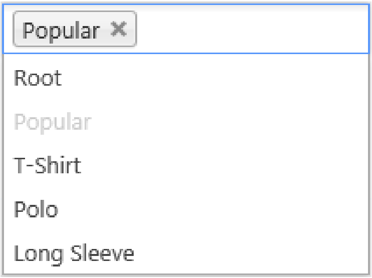
This attribute determines in which product categories the product will appear on GraffixPro Studio® design software.

To assign categories for a new product:

1) On the Products page, select a product row.

The Product page opens.

2) Click in the Categories area to see the list of available categories.



3) Select the category you want to add.

The category will now appear in the Category field.

4) Click Save.

Your changes will be saved.

Assigning Sizes

When you create a new product, all the available sizes will be listed in the System Sizes column. To assign sizes, you select the ones you want, and then click the “Add” button to move them to the Assigned sizes column. In the design software, the product will appear in these Assigned sizes only.

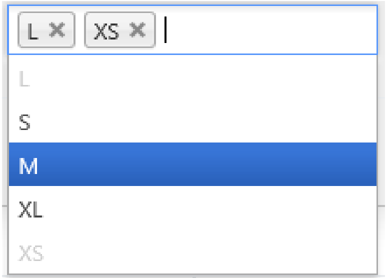
The list of possible sizes that you can choose from can be modified on the Products page in the Sizes column.

To assign sizes for a new product:

1) On the Products page, select the new product.

The Product page opens.

2) Click in the Sizes area to see the list of available categories.



3) Select the size that you want to add.

The new size will now appear in the sizes field, and will be enabled for the product.

If you want to add sizes that are not included in the System sizes, you can create them on the Products page, using the Add button.

4) Click Save.

Your changes will be saved.

Configuring the Product Sides

For any given product, you can have up to four possible sides that are available for printing. Each combination of a side and color must have its own Icon image assigned to it, in order for it to appear in the GraffixPro Studio® design software.

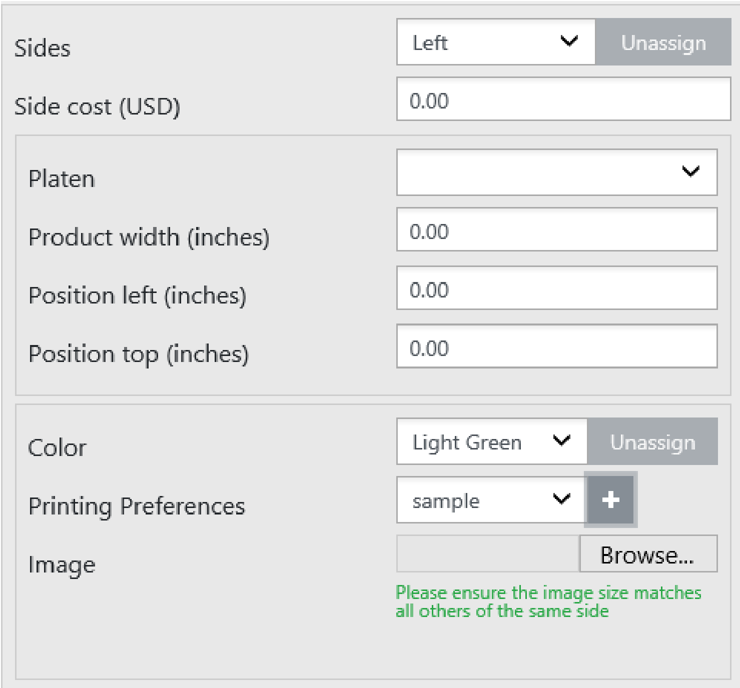
Important: When adding the product images, please ensure that all of the images for a given product (i.e., for each color of that product) have the same pixel dimensions.

To assign the sides for a new product:

1) On the Products page, select the new product.

2) Click in the Sides field to select a side to configure its attributes:

You see a pop-up dialog with a set of fields pertaining to the selected Product side.



3) In the Side cost field enter the cost for the selected side.

4) In the Platen area do the following:

- In the Platen list, select a platen from the drop-down list.

  For more details on selecting or changing the platen, see the section that follows, "Changing the Platen."

- Enter the physical width (including shoulders) of the product into the Product Width field.
- In the Position Left field, enter the horizontal position of the platen; this is the distance form the left edge of the garment to the left side of the platen.
- In the Position Top field, enter the vertical position of the platen; this is the distance from the top of the garment to the top side of the platen.

5) In the color area, do the following:

- Click in the color field to select a color from the drop-down list.

- Click the Choose File button to open a path to the image that corresponds to the side/color combination.

Note: You need to upload an image for each active color in the drop down list. (If a color is not activated, the image will not be required.)

You see the Choose File to upload dialog.

- Select the image file for the side that matches the current color, and click Open.

  The image you selected will now be assigned to that side and color combination.
- Repeat the above steps for every color for that side.

6) In the Printing Preferences drop-down list, select the set of printing preferences you want to be used for the side.

You can also configure a new set of preferences for the side by clicking the “ + “ sign to open the Printing Preferences dialog.

For more information on this dialog, see “Products Page — Configuring Printing Preferences.”

7) Click Save.

A message will appear at the top of the Products page – “Action completed successfully” – when the change has been saved.

8) Repeat steps 3-5 for each of the sides of the new product.

When you restart or synchronize the GraffixPro Studio® designer the new product will be available for use.

Tier Pricing Option

Using the “Tier Pricing” option, you are able to set discount pricing for products, according to the volume (number of pieces) ordered. The price per item in each tier is calculated by taking the original product price and then reducing it according to the percentage entered in the Discount Rate field. You can set a series of tiers, with increasing discounts for larger volumes ordered.

In order to apply a Tiered Pricing discount, you must enable this feature in the Administrator; go to Preferences—Order Settings, and click Enable Tier Pricing.

To set Tier Pricing:

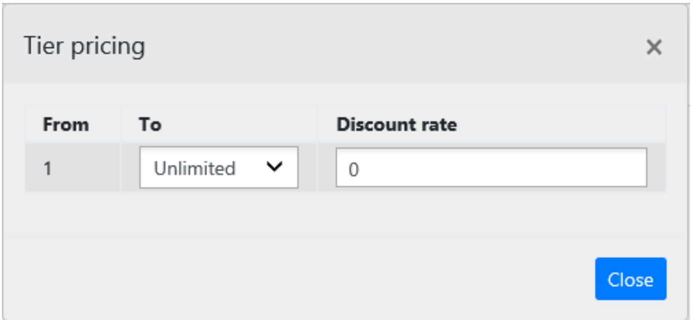
1) Open the Products page.

2) Select a garment from the Product list.

You see the Product dialog.

3) Click the “Edit” button (next to “Tier Pricing”).

You see the Tier Pricing dialog.



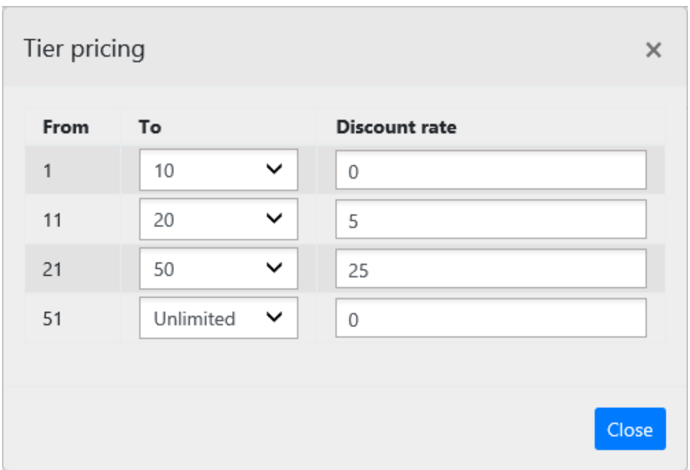
In the “To” list, there is also the option to choose “Unlimited.” This will set the discount to apply to any number larger than the value shown in the “From” field in the current tier.

4) Set the upper end of the first tier by select a number in the “To” list; for example, selecting 10 in the first tier will apply a discount to any order between 1 and 10 items.

5) Enter a percentage for the discount into the Discount rate field.

A second tier row is added to Tier pricing dialog.

6) Repeat the above steps (4-5) for additional tiers, if needed.



7) When all the required price tiers have been added, click Close and Save the product.

Adding a New Platen

The Platen in GraffixPro Studio® determines the outside dimensions of the printable area on a product. Depending on the product, however, there can be different platen sizes applied to the different sides of a product. The different Platen sizes are listed in a column at the bottom of the Products page.

If none of the installed platen sizes are suitable to a particular print job, you can use the Add button to create a new custom platen.

To create a custom platen:

1) On the Product page, click the New button at the top of the Platens list.
The plattens dialog opens; note that all the field are blank, or set to 0.00.

2) In the Name field, enter a name to identify the platen.

3) In the width and height fields, enter the dimensions (inches or centimeters) of the new platen.

The units of the platen dimensions (inches or cm.) are determined in the "General Settings'" area of the Preferences page.

4) If needed, enter values for the top, bottom, right, and left margins.

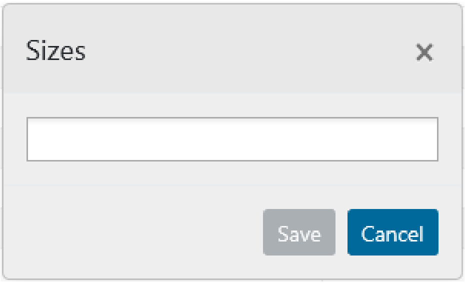
5) Click the Add button.
The new Platen will now appear in the list of Product Platens.

Adding a New Product Size

To add a new product size:

1) Select the Products page.

2) In the Sizes area, click the Add button.
You see the Size dialog.



3) Enter size name (e.g. XXXL, etc.) for the new size in the dialog.

4) Click Save.

The new size will be added to the Product Size list.

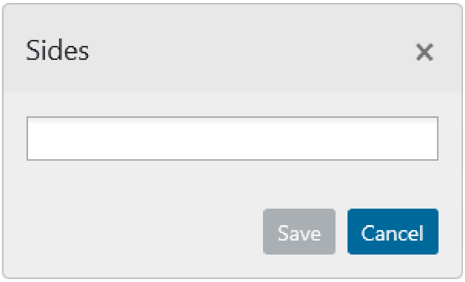
Adding a New Product Side

To add a new product side:

1) Select the Products page.

2) In the Sides area, click the Add button.

You see the Sides dialog.



3) In Sides dialog, enter a name for the new Side.(must be distinct from the current Side names).

4) Click Save.

The new Side will be added to the Product Sides list.

Changing the Platen Margins

In cases where you would like to restrict the working area to a small part of the product (for example, just the left chest area on an item), this is easily accomplished by modifying the margins on the platen. You can make this adjustment on the Products Parameters page.

To customize the margins of a platen:

1) On the Products page, select one of the platens from the list in the Platens area.

You see the Platens dialog; note that the fields are set to the values of the current platen.

2) In the margin fields, enter the margin measurements (in inches or cm., as specified) that you want to apply to the platen.

3) Click Save.

The selected platen will now have the new margin dimensions - Restart or synchronize the designer the GraffixPro Studio® application to see the change.

An example of creating a modified platen. The 14 × 16 platen without margins added (left) and with margins added. Note how the design that is added automatically changes size to fit the margins.

Adding a New Product Color

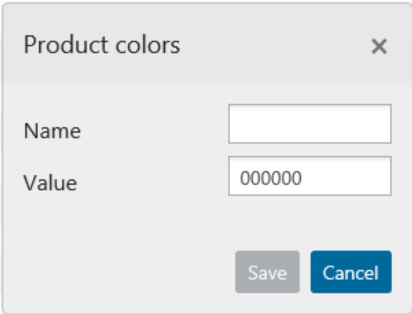
The GraffixPro Studio® software comes with a number of standard product colors already installed; these will be displayed in the “Product Colors” list of the Product Parameters page. However, you are also able to make completely new colors to apply to products.

To add a new product color:

1) Open the Products page.

2) In the Product Colors area, click the Add button.

The color dialog opens on in front of the workspace.



3) Enter a name (must be different from the existing system colors) for the new color.

4) In the Value dialog, enter the six-digit hexidecimal (RGB) color value.

5) Click Save.

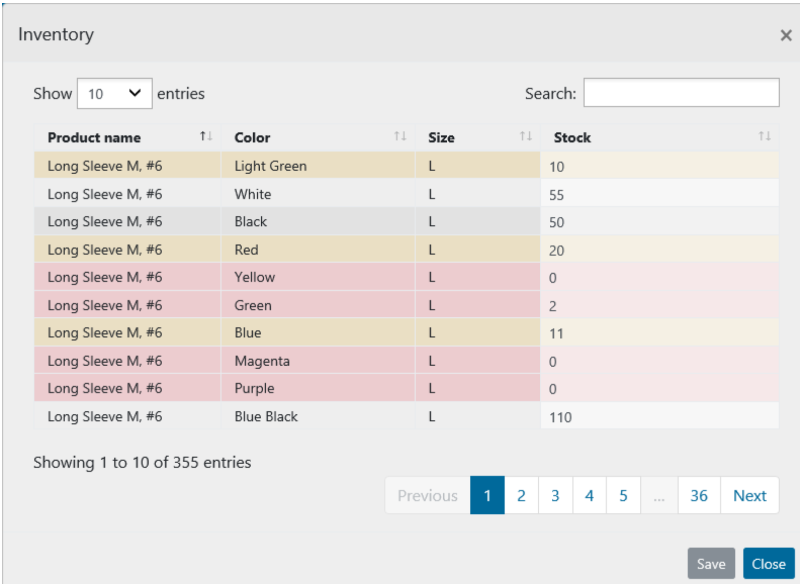
The new color will now appear in the Product Colors list.

To add this color to a particular product (or products), go to the Products page select the product, and add the color from the drop-down list.

Inventory Control

The Inventory page allows you to set the quantity of each product that you have in stock. The Inventory Control page lists the names of the products, color, and size information, along with the number available.

The Search field allows you to filter the list, and thereby reduce the number of products displayed. For example, if you wanted to look only at polo shirts, you could type "polo" in the search field. You will see that the list now shows only the products in this category.



The numbers on the Inventory Control page will be linked to any designer stations that are connected to your Administrator; therefore, each time an order comes in from a station, it reduces the number in the Stock column (for that particular item) by the number in the order

When Inventory is enabled (this may be enabled/disabled in Preferences —Order Settings), and the quantity of a specific product color-size combination is reduced to zero, that product, in that size and color, will not be visible in the designer.

However, the product, in all the color-size combinations that have been created for it, will remain in the Administrator; it will appear in the designer again when the number in the Stock column is increased so that it is no longer zero.

To set the inventory number for a product:

1) Under the Stock column, in the row corresponding to the product, enter the quantity of that product that are in the inventory.
2) Under Update - Cancel, click the Update button, or click Cancel to revert to the original quantity.

   The number in the Stock column will be updated.

3) Repeat steps 1-2 for each product which requires the inventory to be updated.

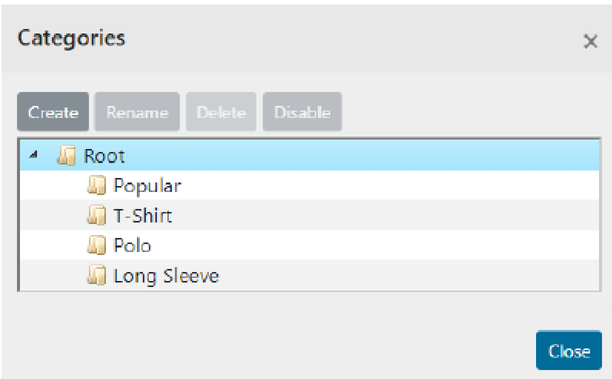
Important: The GraffixPro Studio® designer will have to be synchronized in order to reflect the changes made to the stock numbers.
If more than one installation of designer is managed by this installation of the Administrator, they will each have to be Synchronized individually.

Adding a New Product Category

On the Products page, you can add a new category for placing products into. You can place it on its own, as a “top-level” category, or make it a sub-category of an existing category.

To create a new Product category:

1) On the Products page, click the Categories button.
You see the Categories dialog.



2) To place the category at the top level, select “Root” in the Categories window; to make it a sub-category within an existing category, select that category.
3) Click Create.
A new, unnamed category folder appears in the list.
4) Type a name into the category.
5) In the dialog, click Close.
The new category will now be available in the products list.

Configuring Printing Preferences

You can create new sets of printing preferences for any product/color combination. The Printing Preferences dialog allows you to set printer type, machine mode, platen size, and white ink settings, as well as other print options.

To make a new Printing Preferences set:

1) Open the Products page.

2) On the Products page, click the Add button beside Printing Preferences.
You see the Printing Preferences dialog.

3) Enter a name for the new set of Preferences that you want to create.

4) Select the following from the corresponding drop-down lists:
- Printer type
- Machine mode
- Platen Size
- Ink (Color ink only, White ink only, or Color + White ink)
- Resolution

5) In the White Ink settings area, drag the slider bars to adjust the following.
- Transparent color

Note that the “Transparent Color” check box must be selected to activate this field.

- Tolerance
- Highlight
- Mask
- Minimum whiteness
- Choke width

6) In the color processing area, adjust the following parameters.
- Saturation
- Brightness
- Contrast

7) Select one or more of the following options by checking the corresponding box.

- White color pause.
- Color multiple pass printing
- Print with black ink.
- CMY Gray
- Uni-directional printing

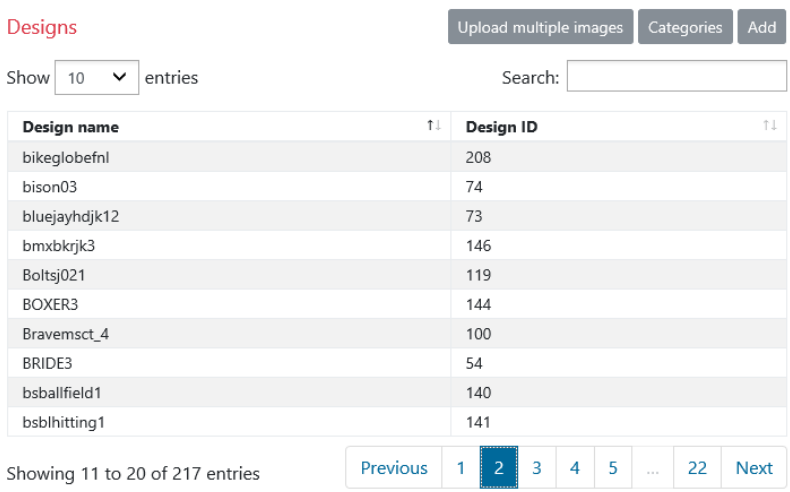
To restore all settings to their original state, you can press the "Default" button at the bottom end of the dialog.

8) Click Save.

The new printing preference set will now be available in the list of Printing preferences on the Products page.

Designs Page

The Designs page allows you to view all the design files that are available in the Design Gallery. You can also change some design properties such as the name and category they will be found under in the GraffixPro Studio® design software.



In the left half of this page, you will see a list of all the designs currently in the database; select a design from the list, and that design's properties will appear in the fields on the right, including the name and the Design Gallery category to which it belongs.

It is also possible to filter which designs are shown in the list, such as show only those in a specific category. This can make it easier to find the particular design you are looking for. Do this by clicking the arrow next to the Categories filter field, and selecting from the list the design folder that you wish to look in.

You can also search for designs by name. Do this by typing in all or part of the design name in the (Partial) name field, and then selecting the **Search** button.

Note that this search tool uses the “partial string” method of searching. This means that all words containing the letters in the search term will be returned.

Working with Existing Designs

The following table lists the editable parameters on the Designs page.

Attribute	What it means
Category	The design’s place within the hierarchy of the Design Gallery.
Name	The name of the design, as it will appear in the Design Gallery.
Keywords	Words that help to categorize a design can be added to the field.
Image	Browse to locate the image file that will be used as the selected design.
Active	When checked, this attribute means that the selected design will appear in the Design Gallery; uncheck the box to hide it without removing it from the database.

Adding New Design Files to the Gallery

You may also add design files to the Gallery, using the New button. The following image types may be imported to use as designs: *.eps, *.gif, *.jpeg, *.jpg, or *.png.

To add a new Design to the gallery:

1) On the Designs page, click New.

2) In the Category drop-down list, select the category in the Design Gallery to add the design to.

3) Type a name for the design in the Name field.

4) (Optional) Enter keywords to associate with the design (used when searching the Design Gallery).

5) To upload the image file for the new design, do the following:

- Click Browse.

You see the "Choose file to upload" window.

- Navigate to the directory containing the desired image file, and select the file you want to upload.
- In the browser window, click Open.

6) Check Active to have the design appear in the Design Gallery in the design software.

7) Click Submit.

When GraffixPro Studio® is next restarted or synchronized, the new design will appear in the specified category in the Design Gallery.

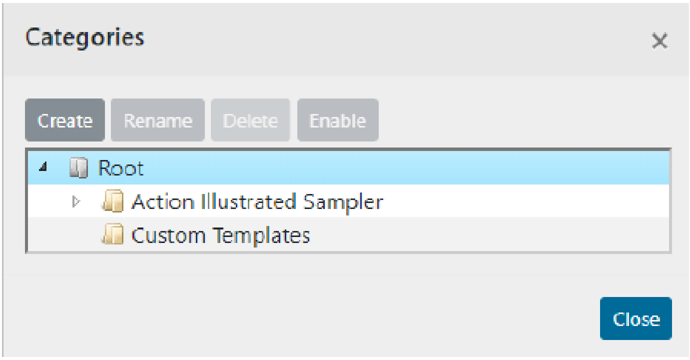
Adding a New Design Category

To add a new category to the Design Gallery:

1) Open the Designs page.

2) Click the Categories button.

You see the Categories dialog.



3) To have the new Design category appear at the top level of, select "Root" in the Categories window. To make it a sub-category within an existing category, select that category.

4) Click Create.

You see a new, unnamed Category folder in the dialog.

5) Enter a name for the new category.

6) Click Close.
The new category will now appear in the list; also, this new category will now be available to add designs to on the Designs page.

Uploading Multiple Designs

On the Designs page there is a function which can be used to upload multiple design files simultaneously. You can choose which Design Gallery category these files will be added to.

When using Upload Multiple designs, all designs must be uploaded to the single category that you select in the dialog. You can change the category of individual designs later using the tools available in the Designs page.

To upload multiple design files:

1) Open the Designs page.

2) Click the Upload multiple images button.
You see the Upload multiple images dialog.

3) In the Categories field, click the down-arrow to view the list, and select the category you want to import the designs into.

4) Click the **Browse...** button.
You see the Choose files to upload dialog opens.

5) Browse to the directory containing the files you wish to upload, and select them.

Files for upload must belong to one of the following types: *.eps, *.jpeg, *.jpg, or *.png.

6) Click Open.
The Choose files to upload dialog closes.

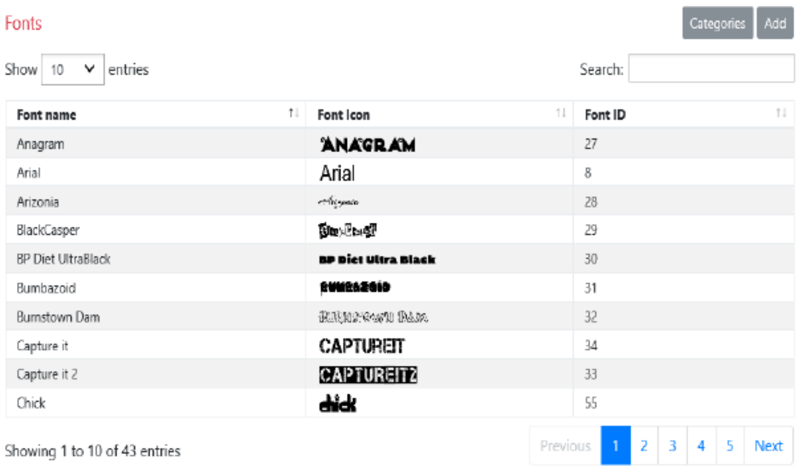
7) In the Upload multiple design dialog, click the **Upload** button.
The files will be uploaded to the selected category.

Fonts Page

On the Fonts page, you can view all the fonts available on your Administrator. The Fonts tab lists font names in order, an icon for each font, and the ID number for each.

You can sort the fonts, either by font name (alphabetically) or by font ID (numerically). Click on the small double-arrow icon in the headers of the respective fields to sort them into ascending or descending order.

Aside from listing fonts and the icons for each one, Fonts Page also lets you add new fonts (TTF), and allows you to manage font categories (e.g. add new categories).



Adding a New Font

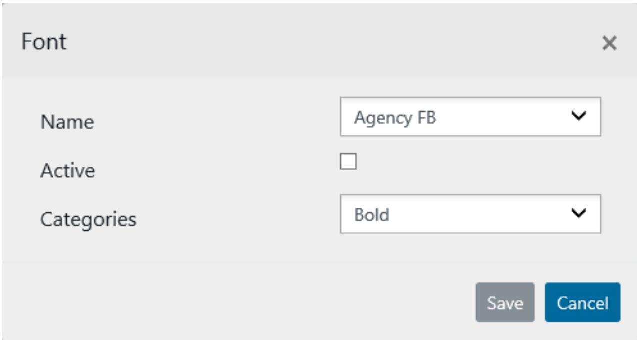
The Fonts page allows you to add new TrueType® fonts, which will be available for use with the Designer text.

To add a new TrueType® font:

1) Open the Fonts page.

2) Click the Add button at the top-right of the page.

You see the Font dialog.



3) Select the name of the font from the drop-down list.

4) Check the Active box to have the font appear in the Font catalog in GraffixPro Studio®. Leave this box unchecked to keep it hidden.

5) Click the down-arrow on the Category list and choose a category from the list. This determines the category in which the font will appear in the Fonts gallery.

6) Click Save.
The new font will be appear in the Font Gallery when GraffixPro Studio® is restarted or synchronized.

To change the category the font is placed in:

1) Open the Fonts page.

2) Select the font you want to change in the Font name list.
You see the Font properties page.

3) in the Category field, select the new Category you want to place the selected font into.

When you select the new category, the font will be removed from the category it appeared in originally.

4) Click Save.
Restart GraffixPro Studio® in order to make the change; after restarting, the font will appear in the new category.

Font Categories

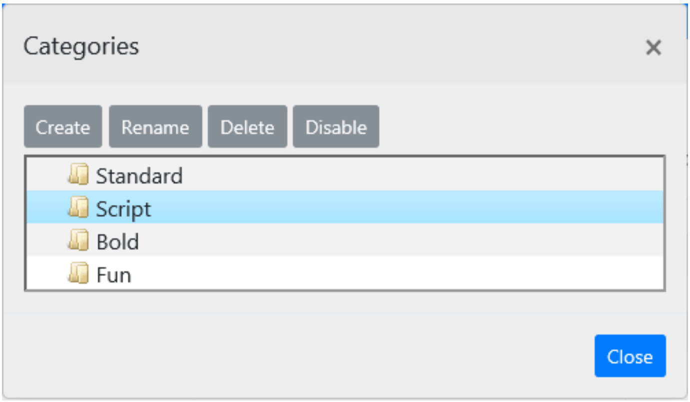
The Font Categories dialog shows or hides the categories you will see in the GraffixPro Studio® designer. This can also be used to create a new font category, delete an existing category, or rename it.

You can also disable categories. When a category is disabled, it will still exist but will not appear in the GraffixPro Studio® designer.

To create a new font category:

1) Open the Fonts page.

2) Click the Categories button.
The Categories dialog opens.



3) Click Create.
A new, unnamed category appears on the list.

4) Enter a name into the new category.

5) Repeat steps 3-4 to create more categories, if required.

6) Click Close to exit the Categories dialog.
The new category will now appear in the list of font Categories.

Preferences Page

Under the Preferences, you can view and change settings relating to the GraffixPro Studio® software installation. You can use the settings on the Preferences Page to add or remove functions on the designer. For example, you can enable or disable designer tools such as Text input, Open Image, Color Replacement, and so on.

The sections that follow outline the definitions of each of these settings, grouped by category.

License Info

The License Info area is at the top of the Preferences page. This displays the following information:

- **Add serial:** If you purchase an additional copy of GraffixPro Studio®, and therefore receive a second serial number, you have the option of entering it here.
- **Serial number:** This is the serial number that has been used to activate the Administrator.
- **Logins:** Number of logins available for users to simultaneously log in to the Administrator.

Administrator Account Login

On the Preferences Page, you can also change the password that is used to sign into the GraffixPro Studio® Administrator web page. The current password must first be typed in to make the change.

When first installed, both the user ID and password are “administrator” (note the lower-case “a”).

General Settings

- **Language:** Select the language of the user interface from the drop-down list.
- **Units**: This setting determines the units the Administrator uses when showing the dimensions of products and frames. Select inches or centimeters.

Print Worksheet Settings

The Print Worksheet Settings check boxes determine what information will be printed on the design worksheet. By default, all of these will be checked, so all the information will be printed; you can uncheck the boxes next to each category to remove the information from the sheet.

To change the Print Worksheet settings, open the Preferences page and look in the "Print Worksheet Settings" page.

- **Print customer info**: The name, address, and other contact information that is recorded on the order form.
- **Print cost info**: The total cost for the product and shipping (if applicable).
- **Print BarCode**: The File name parameter of each image to be output will be printed as a BarCode.
- **Product Summary:** A summary of information about the current product will be included on the worksheet.

General Client Settings

- **DPI (Resolution):** This field sets the print resolution of images that are output by the designer; this value may range between 50-1200 DPI.

> This resolution setting only applies only to how designs will appear in the client, not what resolution will be sent to the printer. The actual printer resolution (600 dpi or 1200 dpi) will depend on the printer settings.

- **Client Units:** For setting the units that the client uses. Select inches or centimeters.
- **PIN:** Use this field to change the security code that must be entered within the Designer to change certain settings (Serial Number, Station Name) or save Templates. (Initially, the PIN will be set to 1234 by default).
- **Number of designs shown per Preview screen**: When multiple designs are output at one time, they will be all be displayed in a Preview screen. The Preview screen can be set to display either 1, 2, 4, or 6 designs at a time.

- **Image Preview Disclaimer**: In this field, you may input the text of a disclaimer message to go with the image preview that is displayed when the order is output; this message is optional.
- **Preview before Submit**: A preview of the design(s) will be displayed before the image is sent to the Output folder.

Order Settings

- **Currency:** Choose the currency that will be used on the order form.
- **Enable square unit price:** Sets a price for the job based on the area of the design. Checking this box will enables the “Square unit price” field, into which you can enter the price per square unit; the units can be inches or centimeters, depending on the units selected in the “General Client Settings” on the Preferences page.

When Square unit price is enabled, the Text price and Design price settings will be ignored - the price will be based entirely on the area.

- **Upload image cost:** Allows you to add a price for uploading a customer’s image, which gets added to the overall price for a printing job.
- **Text Price:** Adds a fixed cost, per side, for any text added.
- **Shipping Method:** If required, you can include a shipping cost that will automatically be added to the price of products in the order; select “None” or “Flat fee.”
  If “Flat Fee” is selected, two new settings will appear. In these fields, you can set the shipping cost for the first product shipped, and a different shipping cost for each additional product shipped.
- **Default Order Status:** You can set the status (e.g., Received, Rejected, Paid, etc.) that will be assigned to designs when order are created.
- **Enable Tier Pricing:** Check to enable Tier pricing for products; this means that product prices can be set according to the volume ordered. Tier pricing levels are set in the products page.
  See under “Products Page” for details.
- **Inventory Enabled**: Enables or disables the Inventory Control system. If disabled, all active products will appear in the designer;

if enabled, products with a quantity of 0 will not appear in the designer.

Output Settings

- **Output format:** Allows you to select the file type for the output files - either *.png, *.bmp, *.pdf, or *.tiff.
- **Antialiasing:** Turns on or off image anti-aliasing for output files. Anti-aliasing is a process that "smooths" jagged edges that sometimes occur in raster images, by blurring the sharp contrasts between colors. There are three options:
  - **Default:** Antialiasing will be applied to the design for output; contrasting colors will "fade" into one another along edges.
  - **Disabled:** No antialiasing will be applied.
  - **Product color:** The antialiasing will be applied to all outlines within the design, but the color of the product will be used for the "blurred" pixels, rather than the color on either side of the outline (as is the case in the Default mode).
- **Auto Compress Text to fit Table on Output:** Check this box to compress the text objects in an output design so that they will fit within the platen. This feature is used with the variable data feature, when the text replacing the original placeholder text is wider than the platen.
- **Full frame**: This setting may be applied when the selected printer driver is capable of adding transparency to images. When Full Frame is selected, the design will have transparency added around the outside, so that it fills the full platten. The added transparent area ensures that the design is correctly positioned in the frame when printed.

Toggle Client Buttons

Using the check-boxes in this area of the Preferences page, it is possible to add and remove certain elements of the tools and settings found on the GraffixPro Studio® Designer client.

- **Enable Text**: Enables or disables the Text tab in the properties area of designer.

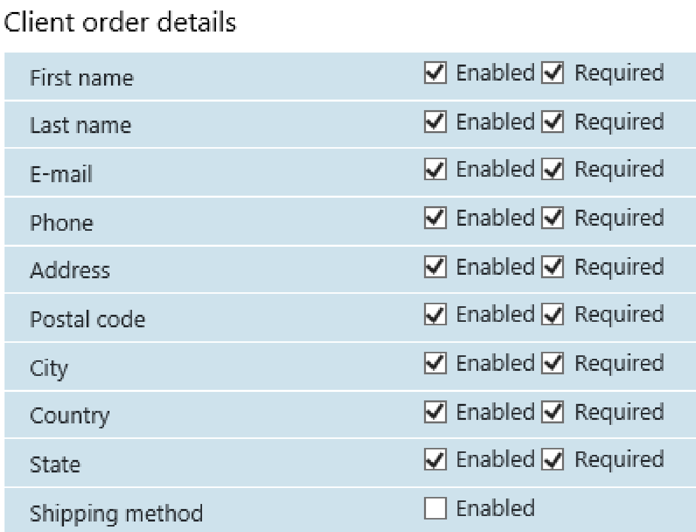
- **Enable Products**: Enables or disables the Products tab in the properties area of the designer.
- **Enable Settings:** Enables or disables the Settings tab in the properties area of the designer.
- **Enable Price**: Enable or disables the Price field in the Designer workspace.
- **Enable Quantity:** Enables or disables the quantity field in the designer workspace.
- **Enable Cart:** Enables or disables the “Add to cart” functionality in the Output dialog of the client.
- **Enable Zoom:** Enables or disables the following tools in the designer: Select, Pan, Zoom in, and Zoom out.
- **Enable Image:** Enables or disables the Image tab in the properties area of the designer.
  When disabled, all of the following are also disabled; however, they can also be enabled/disabled individually.
  - **Open Image:** Enables or disables the Open Image button on the Image tab.
  - **Color Replacement:** Enables or disables the Re-color tool on the images properties panel.
  - **Enable Gallery:** Enables or disables the “Browse our Gallery” button on the Image tab.
- **Enable Name:** When checked, the designer will display the name of the product that is currently being displayed.
- **Enable Advanced Color Picker**: Check this box to allow users to select from either the system colors, or to choose colors freely from the RGB color chooser dialog. When disabled, the colors available will be limited to the system colors. The system colors are set in the Administrator on the Color Palette page.

This applies to all color choice buttons in the designer - for example, those which set the color for text, outline, double outline and drop shadow (for both text and designs).
However, this setting does not affect the Re-color tool dialog; in that case, the RGB color chooser is always used.

Client Order Details

When the order is placed from the designer, a new page will open to record customer information, such as name, E-mail address, phone number, mailing address etc.

There is also a check box for enabling/disabling the Shipping Method option. When the Shipping Method is enabled, an extra list will appear on the "Output Order" dialog in the designer. From this list, the designer will be able to select either "I will pick up from store" or "Ship to my address." The selected Shipping method will then be included in the Order Report, and printed on the Print Worksheet under "comments."



Use the check boxes to determine which fields will appear in this page. You may also check whether each of the fields is required or optional.

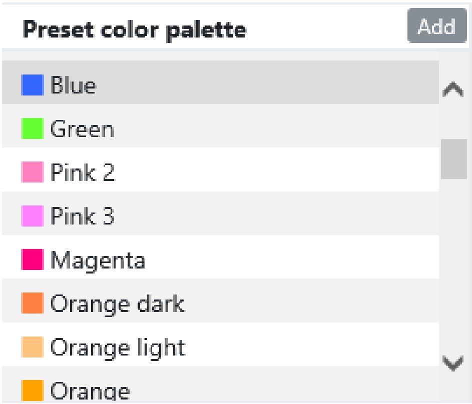
In the GraffixPro Studio® designer, required fields will have red type, while optional fields will be in black type.

Color Palette

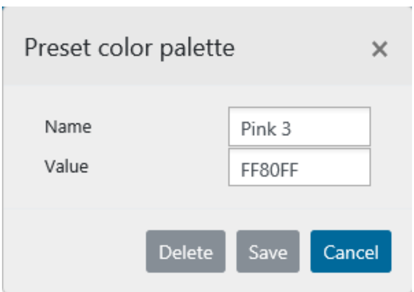
The Preset Color Palette is located on the Preferences page. Use the Preset Color Palette to add or remove colors from the system color palette. These colors will be shown when selecting the color for text, and also for the Outline and Drop shadow effects.

In the designer, the set of colors available will be based on the Color Palette only when the "Enable Advanced Color Picker" option is not selected on the Preferences Page. To enable/disable the Advanced Color Picker, go to System Parameters–Designer Settings–Enable/Disable U/I features.

Otherwise, the color picker will be active, and users can select any color; they can also select from colors already in their design.



The color value can be edited by clicking on the color name; this will open a pop-up dialog, which shows the color's name along with its six-digit hexidecimal code. Type in a new value and click Save to change the color.



Black-listed Words

The Black-listed Word area on the Preferences page allows you to exclude unwanted words from being output by GraffixPro Studio®.

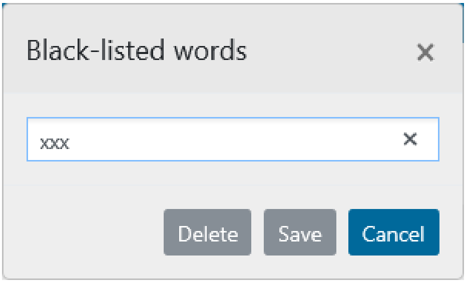
When blacklisted words are typed into the design, they will appear on the screen; however, if a design has any of the blacklisted words in it, it will not be possible to output the design. If the customer tries to send a design with blacklisted words in it, the designer will display the error message explaining that the text contains words whose use is restricted.

To add words to the "Black-list":

1) In the Administrator, select the Preferences page.

2) In the Black-listed Words heading, click the Add button.

You the Black-listed Words dialog.



3) Enter the word you want to black-list into the dialog.

4) Click Save.

The word now appears in the Black-listed words column.

5) Repeat the above steps to add more words to the Blacklist.

6) When you have added all the words you want to the black list, restart or synchronize the Designer (client application) to apply the changes.

Now, any design containing the black-listed words will not be permitted to be output from the designer client.

To remove words from the "Blacklist":

1) In the Administrator, select the Preferences page.

2) In the Black-listed Words column, select the word that you want to remove from the list.

You see the Black-listed words dialog; the selected word will appear in the dialog.

3) Click Delete.

The word is removed from the Black-listed Words column.

4) Repeat the steps above to remove additional words from the list.

5) Restart or synchronize the Designer (client application) to apply the changes.

CHAPTER 3:

Working with the GraffixPro Studio® Designer

In this section, you will see how to use the various tools in the GraffixPro Studio® designer to add text and/or designs to a product.

What you can do in the Designer:

- Create original designs for printing onto products
- Place graphics into the design from a variety of categories in the library
- Preview products on screen, adding personalized text and designs
- Add text and designs to front, back, or sides of a product
- Choose from a variety of product styles, sizes, and colors
- Add effects to the lettering and designs, such as outline, image shadow, and distress
- Create custom templates, combining text and graphics for quick re-use
- Import photographs to place on a product, either from a camera or a file folder
- Apply various Image cutout shapes to graphics on the products

About the Workspace

The workspace is divided into two main areas: the Design window on the left, and the Properties area on the right.

On the left, you see the design window, which displays a preview of the product, and the design that is being created. This area also contains some basic controls for viewing the design in progress (Select, Zoom, Pan).

To the right, you see the Properties area, with four tabs: Product, Text, Image, and Preferences. This is where users can add graphics and lettering to the design, and also to modify these once they have been placed in the design.
For details on the tools and settings in the Properties area, see the specific sections for each tab.

The Design Window

The Design Window shows a preview of the product, and any text and designs that have been placed on it. Along the top of the window, you will find tools for changing the view of the design (zoom in, zoom out and pan), the select tool, the refresh tool, and other tools. Along the bottom edge, there are tools for sending a design to the printer or adding it to the cart.

The Design window also has fields for selecting the product color, size, number of copies to output, and product price.

Tools and Controls in the Design Window

The following table lists the tools available in the design window, and briefly explains what each does.

Tool	What it does
	New: Clears the design workspace of any existing products, images, and text. At the same time, it synchronizes the designer settings with any changes in the GraffixPro Studio® Administrator.
	Select: Selects objects in the design window.
	Pan: Allows you to move the design around in the workspace.
	Zoom in: Increases the scale of the design in the workspace.
	Zoom out: Decreases the scale of the design in the workspace.
	Reset: Removes all designs and text in the Design Window, resetting it to a blank product.
	Delete Selected Object: Removes the selected graphic or text segment from the Design Window.
	Grid: Places a grid within the printable area of the product. The grid show 1×1 squares, in inches or cm. (the units will depend on the Client units selected in the Administrator on the Preferences page). This grid can aid in aligning images and text within the design.
	Show Front: Displays the front side of the product in progress.
	Show Back: Displays the back of the product in progress.

If you have added more sides for a product, there will be additional icons for these sides.
For more details on adding sides, see "Working with the Administrator—Product Page—Configuring the Product."

Changing the Color in the Platen Area

You have the option of changing the color of the background in the platen area of the workspace. Changing the platen background color allows you to preview the design against the exact color of the product it will be printed on; you can set the exact RGB value for the platen background color.

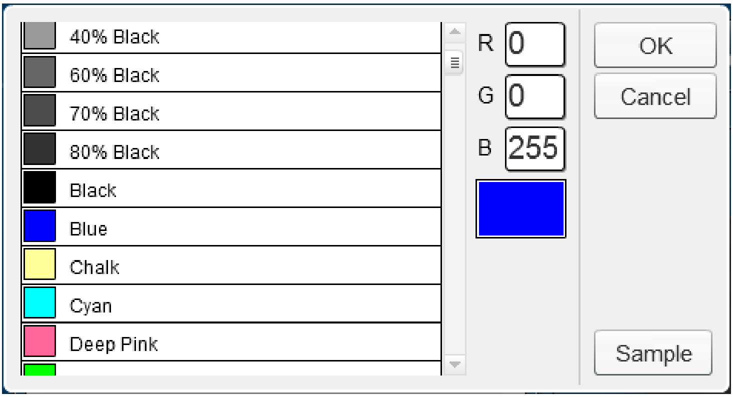
To change the color of the platen:

1) Click on the Product color swatch, located at the bottom of the design window.

You see a list of the available product colors.

2) Click on the Color Wheel  chip at the right end of the color list.

You see the color palette dialog.



3) To choose a color from this palette, do one of the following:

- Enter the RGB values, if known, in the fields on the right side of the dialog.
- Select a color from the color palette (the list at the left); drag the scroll bar down to see all the colors in the list.

The selected color's RGB value and color will appear in the fields on the right.

4) To choose the color from the RGB color sampler, do the following:

- Click the **Sample** button.

You see the color sampler dialog.

- Hover the mouse over the color palette, or the text/image in the design window.
  As you move the mouse, the “Sample” color swatch (on the lower left) shows the color indicated and its RGB value.
- Click to select the color.

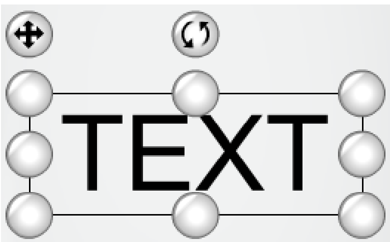
The selected color, and its RGB values, will appear on the right. You can change the selected color again, if required, by clicking again in the color spectrum table

5) Click OK.

The selected color will now fill the area within the table frame.

Resizing, Rotating, and Moving Text and Graphics Manually

When an item (either text or image) is selected in the workspace, a frame will appear around it with handles at the corners and on the sides. These can be used to change the shape and size of the item.



A text item, showing the handles for changing shape and size manually, and moving and rotating the item. Note that these handles also have the same functions for graphics/images.

Selecting and dragging a corner (for example) can be used to increase or decrease the size of the item proportionally. On the other hand, selecting and dragging the side handles will change the horizontal size without changing the vertical size (effectively “stretching” it).

There is also the Move handle (at the top-left of the frame) - this is used to move the item around to different places in the design space without changing the size. The Rotate handle (top-center of the frame) allows the design to be rotated freely around its center; simply click and drag left or right to rotate, and then release when it is in the correct position.

The position, and size and angle of the selected image is displayed in the top-right corner of design window and this information is automatically updated as you move or resize the image. The position given (x, y) is relative to the top-left corner of the platen frame.

Properties Area – Products

Select the Products icon  to display the products properties tab. The products tab displays a grid with images of all the available products on the Administrator. Each product image also includes a name and a price.

On the Products tab, there is a field showing the product category (examples might be T-shirts, long-sleeved shirts, etc.) that is currently displayed. By clicking the large arrow-button to the right, you can browse to view a different product category. To place the product in the design window, simply click it.

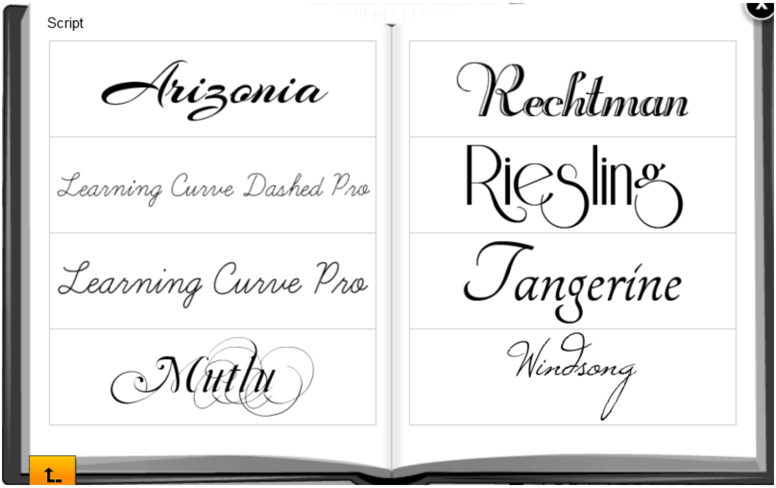
Properties Area – Text

Open the Text tab by selecting the Text icon .This tab contains tools that allow the user to add text segments to the design. Once a text item has been added, the text effects tools will also be displayed in this tab.

To add an item of text, simply click or touch the empty text field, and then type in the text. Select Add to place the text item in the design.

Selecting a Font

Use the font field to choose the font for the selected text item. When the user clicks in the font field, a list of font categories will open up in front of the Design Window. Selecting from one of these categories then opens up a page of fonts in this category, which can be applied to the text string.



Changing the Color of the Text

To change the text color, click the button  next to the font field. This opens up a color palette – after you select the color and press OK, the color palette dialog closes automatically and the chosen color is applied to the text.

The color palette is also used to select the color of Borders, Double Borders, and/or Image Shadows on text; the procedure for selecting the color is the same.

When selecting a color, you can choose one of two options – you can apply a solid fill color, or apply a color gradient.

Colors are chosen either from a palette of system colors (which are set in the Administrator, on the Color Palette page) or from the RGB color chooser, by clicking the **Sample** button.

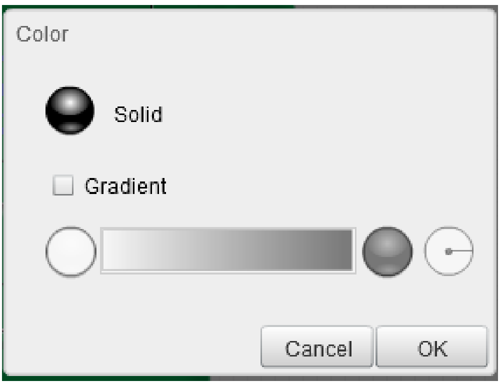
Depending on how GraffixPro Studio® has been configured in the Administrator, you may not see the **Sample** button on the color palette. If this is the case, you will only be able to select from the system colors.

After selecting the color, the color dialog closes automatically, and the chosen color is applied to the selected border or shadow.

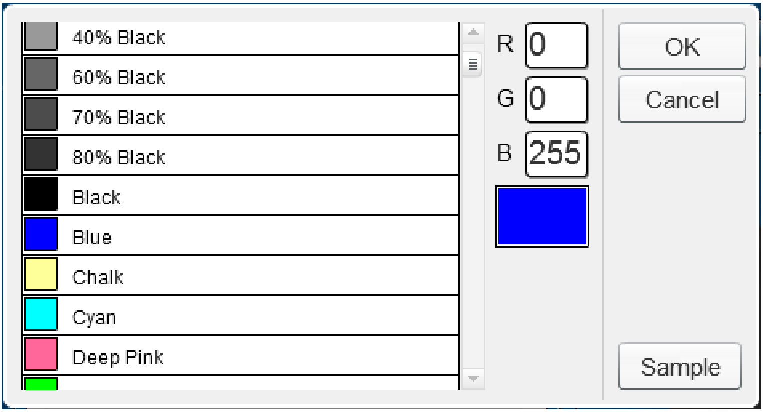
To change the color a text item (solid color):

1) Using the Select tool, select the text you want to change.
The text is enclosed in a selection box.

2) In the font properties area, click the color palette icon , located to the right of the font field.
You see the Color dialog.



3) In the Color dialog, click Solid.
The color palette dialog opens.



4) To choose a color from the palette, do the following:

- Select a color from the list at the left; drag the scroll bar down to see all the colors in the list.

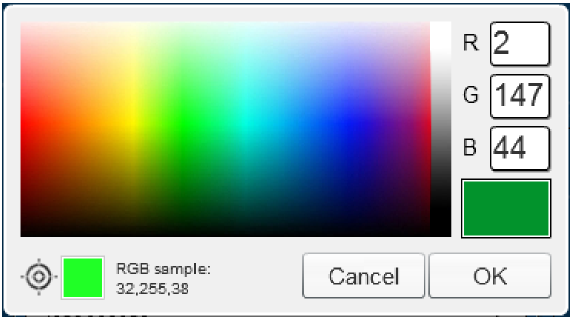
  The selected color's RGB value and color will appear in the fields on the right.

- Click OK.

  The selected color now fills the Solid color swatch on the design Color dialog.

5) To choose the color from the RGB color sampler, click the Sample button.

You see the color sampler dialog.



- Do one of the following:
  - Hover the mouse pointer over the color palette. As you move the mouse, the color swatch (on the lower left) shows the color indicated and its RGB value. Click to select the color.

- To select one of the colors in the design, move the mouse over that color. The color swatch shows the color indicated, and its RGB value. Click to select the color.

If the color you want to sample is obscured by the sampler dialog, move it out of the way by dragging this control button , in the lower-right corner of the dialog.

- If you know the RGB value of the color, enter the numbers in the RGB fields.

The selected color will appear in the color swatch on the right.

- On the color sampler dialog, click OK.

The color sampler dialog closes, and the selected color now fills the color swatch on the color palette dialog.

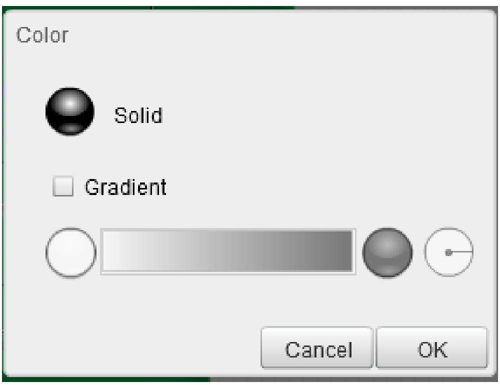
6) On the color platter dialog, click OK.

The new color will be applied to the selected text.

To apply a color to text (color gradient):

1) Using the Select tool, select a text item.
The text is enclosed in a selection box.

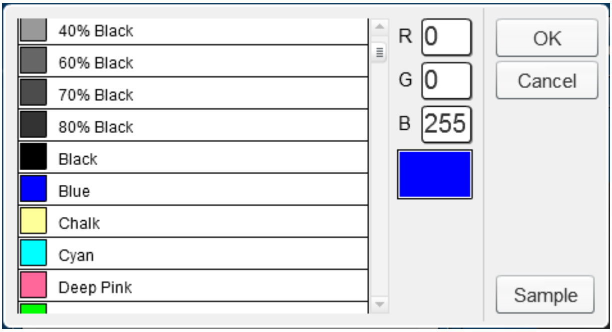
2) In the font properties area, click the color palette icon , located to the right of the font field.
You see the Color dialog.



3) Check the “Gradient” check box.
The color gradient swatches and the color gradient bar become active.

4) Click the left color gradient swatch to set the starting color for the gradient.

The color palette dialog opens.



5) To choose a color from the palette, do the following:

- Select a color from the list at the left; drag the scroll bar down to see all the colors on the list.

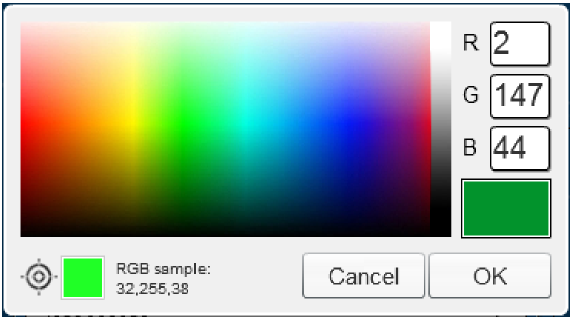
  The selected color's RGB value and color will appear in the fields on the right.

- Click OK.

The selected color now fills the first gradient color swatch on the Text Color dialog.

6) To choose the color from the RGB color sampler, click the sample button.

You see the color sampler dialog.



- Do one of the following:

- Hover the mouse pointer over the color palette. As you move the mouse, the “Sample” color swatch (on the lower left) shows the color indicated by the pointer, and its RGB value. Click to select the color.
- If you know the sRGB value of the color, enter the numbers in the RGB fields.

The selected color will appear in the color swatch on the right.

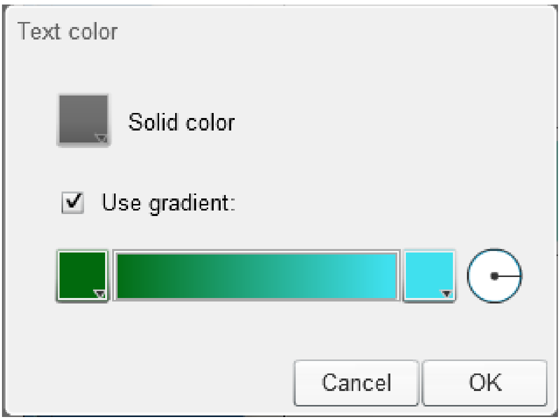
You can also click on any part of an existing design within the design space to sample the color.

- On the color sampler dialog, click OK.

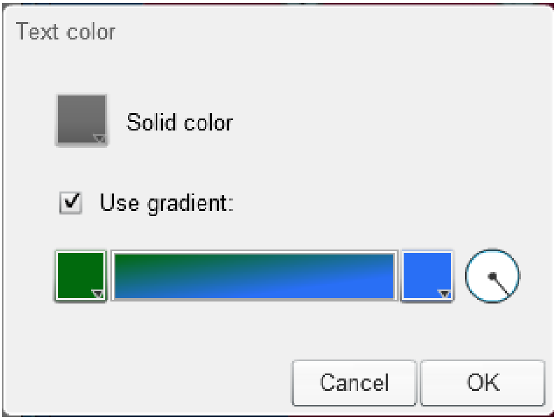
The color palette dialog closes, and the selected color now fills the starting color swatch of the gradient in the Text Color dialog.

7) Repeat the preceding steps for the end color of the gradient.

The end color appears in the Text color dialog; you will also see a preview of how the gradient will look.



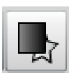
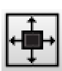
8) Change the direction of the gradient by clicking and dragging the gradient angle  tool.

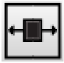
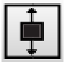


9) Click OK.
The gradient will be applied to the text.

Text Effects

The following table lists the effects that can be applied to text items.

Tool	What it does
	**Move forward:** The selected object is moved one layer forward – other design elements may be covered by it now.
	**Move backward:** The selected object is moved back – other design elements may be overlapping it now.
	**Flip vertically:** Flips the selected object vertically.
	**Flip horizontally:** Flips the selected object horizontally.
	**Center to frame**: Centers the selected item both vertically and horizontally within the borders of the platen.

Tool	What it does
	**Center to frame horizontally:** Centers the selected item horizontally within the borders of the platen.
	**Center to frame vertically:** Centers the selected object or objects vertically within the borders of the platen.
	**Text outline**: Adds a border around the outer edge of each letter in the text item; use the slider to increase or decrease the width of the outline.
	**Text double outline:** Adds a second border around the outer edge of the first “Text Outline” border, if one has been applied. Otherwise, this tool just adds a single outline.
	**Text shadow:** Adds a shadow shape to a text object, which gives it an illusion of depth; use the slider to increase or decrease the size of the shadow.
	**Apply Envelope:** This control adjusts shape of a text item by changing the curvature of the frame - the slider is used to reshape it either concave down or concave up.

Applying an Outline to Text

By default, the added text will not have an outline applied. However, you can add outlines to text very simply. Select the text, then click and drag the slider next to the Text Outline  button to increase or decrease the thickness of the outline.

The color of the outline can be changed by clicking the round color button next to the slider. This will open up the color palette, from which you choose the color to apply.

You can also create a second outline around the letters with the Double outline tool . The thickness and color of this second border is controlled by its own color palette and width slider tool.

Applying Text Shadow

You can add a shadow to lettering to give the appearance of depth. Select the text, then click and drag the slider next to the Text shadow  button to increase or decrease the width of the effect.

The color of the Text shadow can be changed by clicking the round color button to the right of the slider. This will open up a color palette, from which you choose the color to apply.

You can also change the direction that the Text shadow effect falls by clicking and dragging the shadow direction  tool.

Applying an Envelope to Text

The envelope tool is used to give the lettering either an upward or downward arc.

Moving this slider back and forth controls the degree of curvature of the text arc.

Text Clipping

In addition to the above effects, a string of text can have a clipping shape applied to it. This overlays the text with a shape (e.g. a heart, circle, etc.) which "cuts out" the edges of the text string.

There are additional clipping shapes available besides those shown above. To select one of these shapes, click the browse  button at the right of the row. This will open a dialog containing a number of new text clipping shapes. Click on the one you want to use, and then click OK to apply it to the image.

To remove the clipping shape, press the left-most button (the default – no text clipping) with the text still selected.

Text Distress

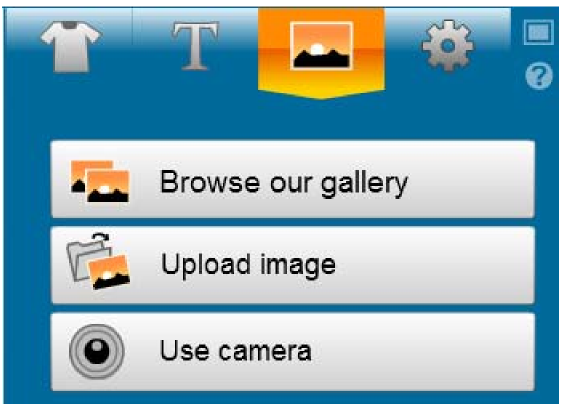
The distress button adds an overlay in a “distressed” pattern onto the selected text to give it a worn or creased look. There is a selection of different distress patterns available - click on the different distress buttons to preview the different patterns in the workspace.

There are additional distress patterns available besides those shown above. To select one of these patterns, click the browse  button at the right of the row. This will open a dialog containing a number of new distress patterns. Click on the one you want to use, and then click OK to apply it to the selected text and close the dialog.

As with the text clipping masks, remove the distress by pressing the left-most button (the default – no distress) with the text still selected.

Properties Area – Images

Select the Images tab  to place images in the design. This tab contains tools that allow the customer to add graphics or photographic images to a design.



There are three options available:

Image Gallery: Select this option to load an image from a selection of stock designs. The designs in stock will depend on what graphics, or catalog of designs, are loaded onto the Administrator.
For more information about using the Image Gallery, see "Adding Image from the Gallery."

Upload Image: Select this option to browse to an existing photographic or design image to place on the product. The file may be imported from a directory on the device, or, if the device is on a network, from another computer.

Images loaded into the designer should not be larger than 6000 pixels in size (width or height). Any image with larger pixel dimensions than this will be still be loaded, but a warning message will appear, warning you that this large image size may slow down processing.
If the imported image is of a low resolution, a warning message will be displayed.

Use Camera: Select this option to invoke the local camera (on the computer) to take a digital image. Once the image has been snapped, it will appear on the product in the design window.

Adding Images from the Image Gallery

Use the Image Gallery to add an image from a library of design collections. Note that the design categories that appear here will depend on which categories have been enabled in the Administrator.

To add an image from the Gallery:

1) Select the Add Images tab.

2) Click the Browse our gallery button.
You see the Image catalog, listing the available design categories.

3) Select one of the categories to view all images that fit the chosen theme.
The collection of designs will open; if it is a large collection, it may be spread over many page of the of the catalog. Click the "Next" and "Back" buttons to flip through the pages.

If you are browsing within a collection, and want to navigate up to the parent level (in order to choose a different collection) you can click the "up" button to do so.

4) Browse the collection for the desired artwork, and click once on it.
A large-scale preview of the design will open; the design name is listed below the preview.

5) To open this artwork in the design window, click Open; or, to return to browsing the collection, click Close.

6) If you select Open, the preview of the selected image will close, and the image will appear in the design window. Note that the image will be automatically resized to fit the platen (if required).

Searching the Image Gallery

The Image Gallery has a search tool. This allows the user to locate designs based on either the filename of the design, or any keywords associated with the design.

To search the Design Gallery:

1) Select the Add Images tab.

2) Click the Browse our gallery button.
You see the Categories page.

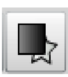
3) In the search field at the top of the page, type in a word (in full or in part – the search function will work with partial word matches).

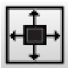
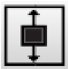
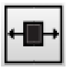
4) Click the Search button.

Image Effects

When an image is selected in the design window, the Properties panel will show tools specific to working with images, like this:

There are a number of effects that can be applied to graphic images in the design using the tools in the Images tab. The icons for these functions, and a brief explanation of each one, are listed in the following table.

Tool	What it does
	**Move forward:** The selected object is moved one layer forward – other design elements may be covered by it now.
	**Move backward:** The selected object is moved one layer backwards – other design elements may be overlapping it now.
	**Flip vertically:** Flips the selected object vertically.

Tool	What it does
	**Flip horizontally:** Flips the selected object horizontally.
	**Center to frame**: Centers the selected item both vertically and horizontally within the borders of the platen.
	**Center to frame vertically:** Centers the selected object or objects vertically within the borders of the platen.
	**Center to frame horizontally:** Centers the selected item horizontally within the borders of the platen.
	**Image border**: Adds a border around the outer edge of the graphic.
	**Image double border:** Adds a second border around the outer edge of the first border around the graphic; if there is no border in place already, the tool adds a single border.
	**Image Shadow:** Adds a shadow to an image, which gives it an illusion of depth.
	**Re-color:** Use this tool to change the color of areas in a design.

Applying an Outline to an Image

By default, the added image will not have an outline applied. However, you can add outlines to image very simply. Select the image, then click and drag the slider next to the Image border  button to increase or decrease the thickness of the outline.

The color of the outline can be changed by clicking the round color button next to the slider. This will open up the color palette, from which you choose the color to apply.

You can also create a second outline around the letters with the Double outline  tool. The thickness and color of this second border is controlled by its own color palette and width slider tool.

Applying an Image Shadow

You can add a image shadow to lettering to give the appearance of depth. Select the image, then click and drag the slider next to the Image Shadow button to increase or decrease the thickness of the outline.

The color of the image shadow can be changed by clicking the round color button to the right of the slider. This will open up a color palette, from which you choose the color to apply.

You can also change the direction that the Image Shadow effect falls by clicking and dragging the angle tool.

Using the Color Palette

The color palette will be opened when you click on any of the color selection buttons in the properties panel. These are the dark circles to the right of the Border, Double Border, and Image Shadow tools.

When selecting a color, you can choose between two options – select it from a palette of system colors (which are set in the Administrator on the Color Palette page) or from the RGB color chooser, by clicking the **Sample** button.

Depending on how the designer has been configured in the Administrator, you may not see the Sample button on the color palette. If this is the case, you will only be able to select from the system colors.

After selecting the color, the color dialog closes automatically and the chosen color is applied to the selected border or shadow.

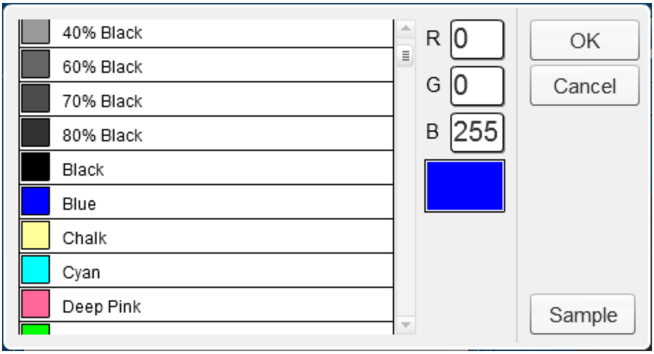
To change the color of a Border, Double Border, or Image Shadow:

1) Using the Select tool, select the image you want to change.

The image is enclosed in a selection box.

2) In the properties area, click the Color button .

The color palette dialog opens.



3) To choose a color from the palette, do the following:

- Select a color from the list at the left; drag the scroll bar down to see all the colors in the list.

  The selected color's RGB value and color will appear in the fields on the right.

- Click OK.

  The selected color now fills the color swatch on the color dialog.

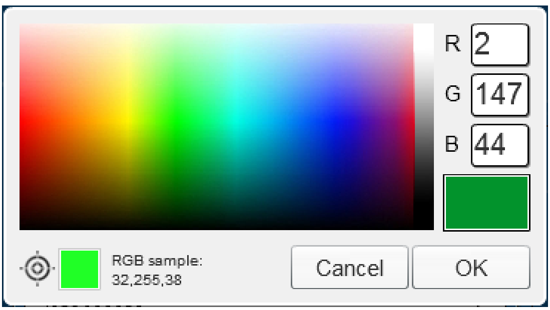
4) If you know the RGB value of the color you want, do the following:

- Type the numbers into the RGB fields.
- Click OK.

  The RGB color now fills the color swatch on the color dialog.

5) To choose the color from the RGB color sampler, click Sample.

You see the color sampler dialog.



- Do one of the following:
  - Hover the mouse pointer over the color palette. As you move the mouse, the color swatch (on the lower left) shows the

color indicated, and its RGB value. Click to select the color.

- To color match one of the colors in the design, move the mouse over that color. The color swatch shows the color indicated, and its RGB value. Click on the design in the desired area to select the color.

If the color you want to sample is obscured by the sampler dialog, move it out of the way by dragging this control button , in the lower-right corner of the dialog.

The selected color will appear in the color swatch on the right.

- On the color sampler dialog, click OK.

The color sampler dialog closes, and the selected color now fills the color swatch on the color palette dialog.

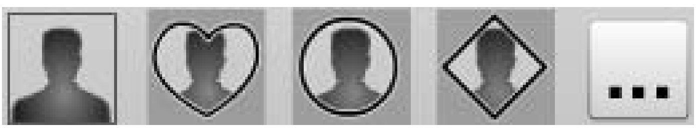
6) On the color palette dialog, click OK.

The new color will be applied to the selected outline or image shadow.

Notice that the color of the Color button will be updated to display the color selected. Also, if you ‘hover’ over this button, it will display the RGB value of the color.

Applying an Image Cutout

You can use the Image Cutout feature to apply a cutout shape or “vignette” to any image. This tool places an overlaying shape (e.g. a heart, circle, diamond, or star) over the image, which "cuts out" its edges according to the shape.



There are additional Image Cutout shapes available besides those shown above. To select one of these shapes, click the browse button at the right of the row of Image Cutouts This will open a dialog containing a number of new Image cutout shapes. Click on the one you want to use, and then click OK to apply it to the image.

To remove the Image Cutout, with the image still selected, press the left-most (no image cut-out) button.

Applying Distress to an Image

The Distress button adds an overlay in a “distressed” pattern onto the selected design, to give it a worn or creased look. There is a selection of different distress patterns available - click on the different distress buttons to preview the different patterns in the workspace.

There are additional distress patterns available besides those shown above. To select one of these patterns, click the browse  button at the right of the row; this will open a dialog containing a number of new distress patterns. Click on the one you want to use, and then click OK to apply it to the image and close the dialog.

As with the Image Cutouts, remove the distress by pressing the left-most button (the default – no distress).

Using the Re-color Tool

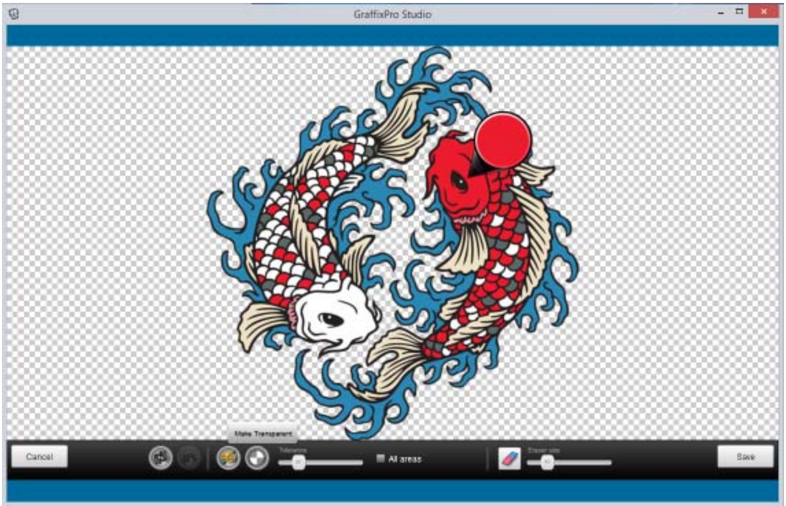
The Re-color  tool allows you to change the color of individual areas of a design, by selecting an area within the design with the Color Sampler tool, and then selecting a new color from the color palette. You can also choose the “All areas” option when changing colors, which will change not only the selected area, but all areas in the design that are similarly colored (based on the Tolerance setting – see Step 3 of the following procedure).

If the Re-color tool does not appear in the workspace, it will be because it is disabled in the Administrator. This tool may be enabled by going to the Preference page—Toggle client buttons area, and then selecting the Re-color check box.

To replace a color:

1) Using the Select tool, select a design in the workspace; note the Re-color tool will only work on one design at a time.

2) Click on the Re-color tool  button.
The color change dialog opens in a new window.



3) (Optional) Adjust the color tolerance value to determine the range of color values that will be changed when the substitution is made. Note that a low tolerance will select colors of similar value to the selected color, while a higher tolerance will select a wider range of colors.

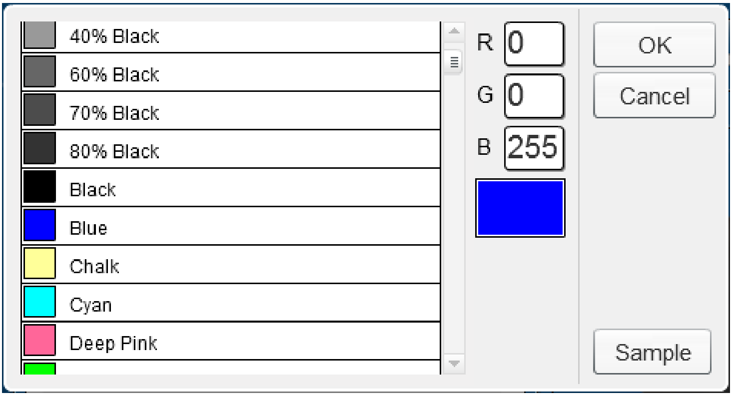
4) (Optional) Select All areas. Normally, Re-color will only change the color of the selected area of the design, and any attached adjacent areas of a similar color; if “All areas” is checked, the tool will change all areas of a similar color throughout the entire design, not just the selected area.

5) In the window of the Re-color dialog, click and drag the Color Sampler tool  so that it points to the area of the design that you want to change.
You see that the color of the tool changes to match that of the selected area of the design.

You have the option of making a selected area transparent, by selecting the Transparency button  of the dialog. Transparent is represented in the design by the gray and white checkerboard pattern.

6) Click the color palette  button.

The color palette dialog opens.



7) To choose a color from the system colors palette, do the following:

- Select a color from the list at the left; drag the scroll bar down to see all the colors in the list.

  The selected color's RGB value and color will appear in the fields on the right.

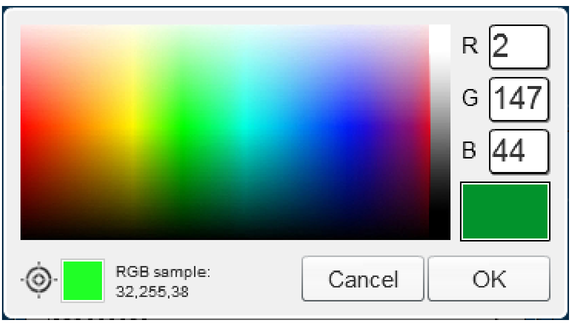
- Click OK.

  The selected color now fills the Solid color swatch on the design Color dialog.

8) To choose the color from the RGB color sampler, do the following:

- Click the Sample button.

You see the color sampler dialog.



- Do one of the following to select the color:

- Hover the mouse pointer over the RGB colors in the window; as you move the mouse, the color swatch (on the lower left) shows the color indicated and its RGB value.
- To match one of the colors in the image, move the mouse over that color.

If the color you want to sample is obscured by the sampler dialog, move it out of the way by dragging this control button , in the lower-right corner of the dialog.

As you move the mouse, the "Sample" color swatch (on the lower left) shows the color indicated by the pointer and its RGB value. The currently selected color and its RBG value will be displayed on the right.

9) Click to select the color you want.

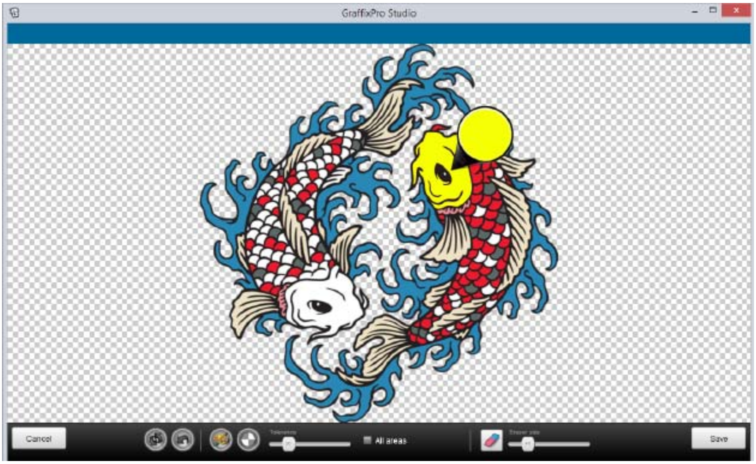
This color will now appear as the "Selected" color. You can change the selected color again, if required, by clicking in a different part of the color palette, or a different part of the active design.

10) Click OK to change to the sampled color.

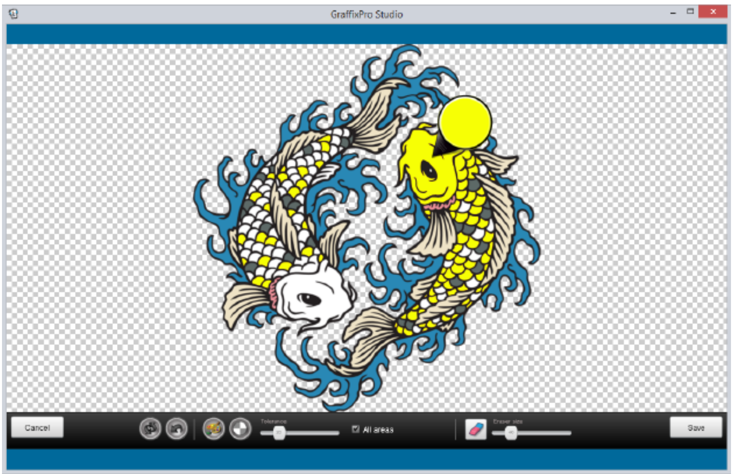
The color palette closes, and the selected color area in the design will change to the new color.

At any point in the Re-color procedure, you can undo the last change made by clicking the Back button.

You can also reset the colors to the original colors of the image by clicking the Reset button in the Re-color dialog.



Above, the resulting design when the color is replaced. Below, the same substitution, but with the “All areas” box checked.



11) Click Save.

The design appears in the workspace with the color changed.

Removing Parts of a Design

There is also an Eraser tool on the Re-color dialog. The eraser allows you to delete parts of the artwork by clicking and dragging - the affected areas are replaced with transparency.

To remove parts of a design using the Eraser tool:

1) Using the Select tool, select a design in the workspace.

2) Click on the Re-color  button.

The re-color dialog opens in a new window.

3) Click the Eraser  icon.

4) Select the eraser width by dragging the slider; the width of the tool (in pixels) is indicated on the slider.

5) Drag over the image to erase the parts that are not needed.

The color is replaced by transparency where you have dragged the tool.

6) Click Save.

The Re-color dialog will close. The design appears in the workspace with the erased areas removed.

Settings Tab

Open the Settings tab by selecting the Settings icon . This area contains some properties that apply to designer (e.g. the display language). These properties are described in the following sections.

Choosing the Display Language

Select the “down arrow” to the right of the languages field to display the list of available languages for the labels on the interface. Click or touch on a language in the list, and the language of the user interface will change to the new language.

Creating a Template

Templates are special design files that you create yourself, which can combine one or more text strings with graphics. Create an arrangement of pictures and text, and save this as a ready-to-go template. This function requires a PIN; this PIN is set in the GraffixPro Studio® Administrator. Templates can be very useful in creating a reusable layout where only the personalization needs to be changed.

To create and save a Template:

1) Select one of the products from the Products tab.

2) Place the desired graphics and/or text strings in the design workspace.

3) Click on the Settings tab, and select Save Template.
You see the Enter PIN dialog.

The PIN that is requested is set in the Administrator.

4) Enter the PIN, and click OK.
You now see the Template Name dialog.

5) Enter a Name for the template. Click OK.
Your template will be saved to the Custom Templates folder.

Saving the Design as an Image

You can output the current design for preview using the Save Image tool. This tool saves all the elements (images and text) as a production ready image file (in *.PNG format), which can then be used outside of GraffixPro Studio® if needed.

To save a design as an image:

1) In the tabs area, click the Settings tab

2) Click the Save Image button.
You see the "Save as image (png)" dialog.

3) Browse to the directory or drive where you want the preview image to be saved.

4) Enter a name for the preview image in the File name field.

5) Click Save.
The image will be saved in the selected directory.

Synchronize Button

When changes are made in the GraffixPro Studio® Administrator (such as changing the price of a product or a design) they will not display immediately in the designer interface. Click the **Synchronize** button to have all changes made in the Administrator passed automatically to the designer.

Clicking the New button in designer will also synchronize settings, at the same time that it clears the work area for creating a new design.

Setting the Station Name

In cases where there is more than one person using a single Administrator, separate "station names" may be assigned to each user. This could be used (for example) to track the origin of orders that are made, since this "station name" will appear as part of the order details on the Order Reports page.

You can use any combination of letters or numbers you like to create the Station Name.

To set the station name:

1) In the tabs area, click the Settings tab

2) Click the Station Name button.
The PIN dialog will open.

3) Enter the PIN in the dialog.

The PIN may be changed in the GraffixPro Studio® Administrator, in the Designer Settings area of the System Parameters page.

4) Click OK.
Your see the Station name dialog.

5) Enter a name for the station in the Station Name field.

6) Click OK.

Changing the Serial Number

Changing the serial number allows you to go from the current Administrator to different instance (location) of Administrator; for example, an Administrator on a different computer on the network.

The products, designs and fonts that appear in the designer station are determined by the particular Administrator that the designer is connected to. Therefore, if you have access to a different Administrator, changing the Serial Number to the one associated with it gives you access to the content in its database.

If you have more than one serial number, it is possible to save the serial numbers here, and associate them with a “label” or “key name.” This allows you to recall each serial number without having to type the whole number each time you want to go to a different Administrator.

The PIN of the Administrator that is *currently* connected to this designer station is required to change the serial number.

The PIN is 1234 by default, but can be changed in the Administrator. To change it, go to Preferences—General Client settings.

To change the associated serial number:

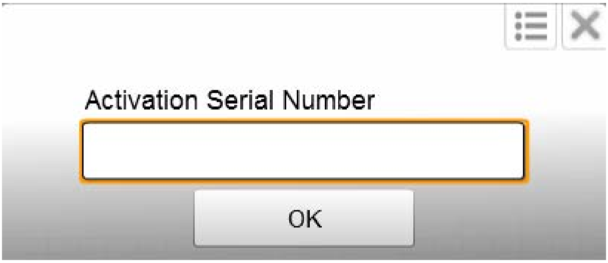
1) In the tabs area, click on the Settings tab.

2) Click the Change Serial Number button.

You see the Enter PIN dialog.

3) Enter your PIN.

You see the Activation Serial Number dialog.



4) Enter the new serial number.

5) Click OK

The dialog will close, and the designer will now be linked to the new Administrator database.

To associate a name with a serial number:

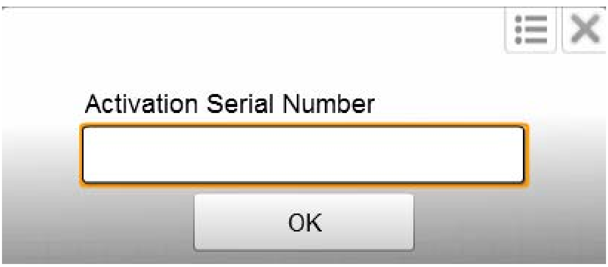
1) In the tabs area, click the Settings tab

2) Click the Change Serial Number button.

You see the Enter PIN dialog.

3) Enter your PIN.

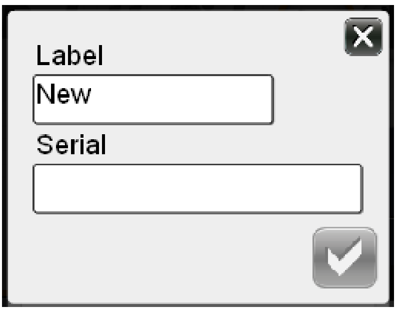
You see the Activation Serial Number dialog.



4) Click on the List button.

You see a dialog that looks something like this:

5) Select New, and click the Edit  button.
You see a dialog like this:



6) Replace the word “New” with an appropriate name, and input the serial number in the field below.

7) Click the Checkmark  button to save this serial number along with the associated label.

8) To save additional serial numbers, click Add new , and repeat steps 4-6.

 Names may be removed from the list by clicking the Remove  button.

9) To save your changes, and exit the dialog, click the Checkmark button.

When the numbers have been saved, you will now be able to recall them by opening the Activation Serial Number dialog, clicking the "list" button, and selecting one of the Labels on the list; the serial number will then appear automatically in the Serial Number field.

Convert Pure White to 254 Setting

Convert Pure White to 254 is an option on the Settings tab; this setting will be set on by default.

In RGB color space (screen colors), white is normally represented as (255, 255, 255). However, for conversion to printing, some printers use this color (255) as transparent (i.e., no ink at all).

When this box is checked, GraffixPro Studio® will convert any pure white (255, 255, 255) in the design to a value of (254, 254, 254). This will ensure that any white in the design will be printed correctly.

Active Side for Proposal Option

The **Use active side only on Proposal** option is found on the Settings tab. When selected, only the active side in the workspace (instead of all sides of the current product) will be used when generating the Proposal sheet.

Outputting Designs

At the bottom or the workspace, you will see the Output button. The Output function allows you to create orders, which can later be sent to the printer.

Files can be output in the following formats: *.png, *.tiff, *.pdf, and *.bmp. The format for output is set in the Preferences—General Settings page on the Administrator.

It allows you to select the naming scheme for the output files, and also gives you the options for using variable data. You can enter the variable data in one of two ways: directly, by typing the data into the table, or by importing a table (in *.csv format).

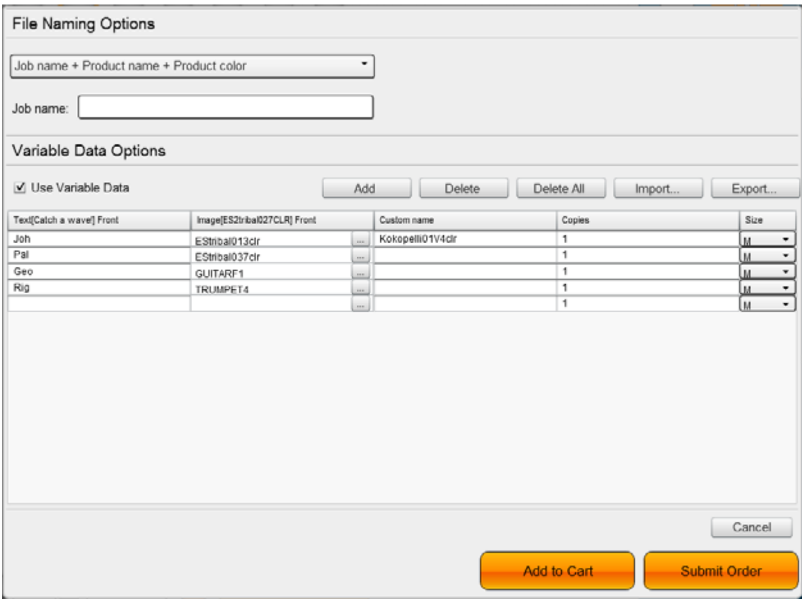
Important note: The order of columns of data in the table you want to import must match exactly with the order of the fields in the Variable Data table.

If there are images in the design, you will need to put a blank column into the *.csv file for each one. The image or images that will appear in the output will always be the same as in the original design (i.e., those displayed in the workspace), unless you change them. You can replace the image in the Variable Data table by clicking on the Browse ... button in the image column; this will replace the image in that row, and all rows after that point.

To submit designs for Output:

1) On the workspace, click the Output button.

You see the File Naming/Variable Data Options dialog.



2) Under File Naming Options, choose the naming format; you may choose from one of the given formats, or create you own name format.

For more information on creating name formats, see "Formatting names for Output."

3) (Optional) Enter a job name; the name specified here will be inserted automatically into the file name of all images that you output.

The Job Name field will only be active when the selected File Naming format includes Job Name as part of the formula.

4) If you want to print multiple images based on the same design, check the "Use Variable Data" button; then, do one of the following:

5) To enter the variable data manually, fill in the appropriate columns of the table, as follows:

- **Text:** There will be one column included in the variable data for each text object in the design. The default text will be included in the header cell of the table, in square brackets.
- **Image:** There will be one column included in the variable data table for each image object in the design. The name of the image files will be included in the header cell of the table, in square brackets (e.g. [ESwaves001clr]).

If you want to substitute a different image for the one in the original design, click the Browse ... button; this will open the image gallery, enabling you to select a new image from any of the available categories.

- **Custom Name:** Use this column to add a unique name for each image for output.
- **Copies:** Enter the number of copies of each design that you want to print.
- **Size**: For each row of products to be printed, select the size from the drop-down list; if unselected, the size defaults to the value given in the first row.
- To create a new row (in order to add another version of the design being printed) do the following:
  - Press **Add** to add a row to the Variable Data table.

- Repeat the steps above, entering new text, custom name (optional), and number of copies to print, as above.

The **Delete** button can be used to remove the current row of data, if you do not want to submit it; or, click **Delete All** to remove all the data in the table.

6) To enter data from a table, do the following:

- Click **Import**.

  The Import Variable Data window opens.
- Browse to the directory containing the *.csv file you want to import data from.
- Select the *.csv file, and then click **Open**.

  The Import Variable Data window will close, and the data will appear in the Variable Data table.
- Click the Save button.

You can save the data manually entered into the Variable Data. To do this, press the Export button, and the data currently in the table will be exported as a *.csv file.

7) (Optional) To add the open design to the cart, click **Add to Cart**. Once a job has been submitted to the cart, you can create more designs and then either add them to the cart as well, or submit them.

*You see the Cart window, which lists of all designs currently in the cart. It shows a preview image of each design, the product ID, the number of copies, the size of each product, and the price of each. Additional designs can be added to the Cart by clicking the **Add Another** button.*

8) Click **Submit Order** to send the order file to the Administrator.

The customer information dialog, with fields for first name, last name, E-mail address, etc., will appear.

The information fields that appear in the dialog, and which of them are required fields, is set in the Administrator on the Preferences – Client order details section.

9) Fill in the required fields of the Customer information dialog. The required fields will be shown in red, while the optional fields will be shown in black.

10) From the Shipping Method field, select either “I will pick up from store” or “Ship to my Address.”

Note that the Shipping Method field will not always appear; it may have been disabled in the Administrator. To enable it, go to Preferences – Client Order Details in the Administrator and check the Shipping Method box.

11) Click OK.
If the “Preview Before Submit” option has been checked in the Administrator (Preferences – Client order details) you will see the Preview dialog at this point. This dialog shows a preview image of the completed product (or, if applicable, multiple products) that you are outputting.

12) Click Submit.
The image will now be processed, and will appear on the Order Reports page in the Administrator. A bar next to the Save button will show the progress of the file generation.

13) When the output has been completed, GraffixPro Studio® will display a notification – “Order submitted.” Click OK to close this dialog.

Formatting Names for Output

You can choose the format of the file names that are generated by the Output function. You can choose from a number of different configurations, which you can select from a drop down list in the Formats field. For example, you can name the output files using the Custom name, or the Custom name plus the Job name, or the Custom name plus the first text segment (“Text 1”) in the design, etc. Or, you can make your own custom naming configuration, by choosing the <New...> option (see below).

Creating a Custom Output Format

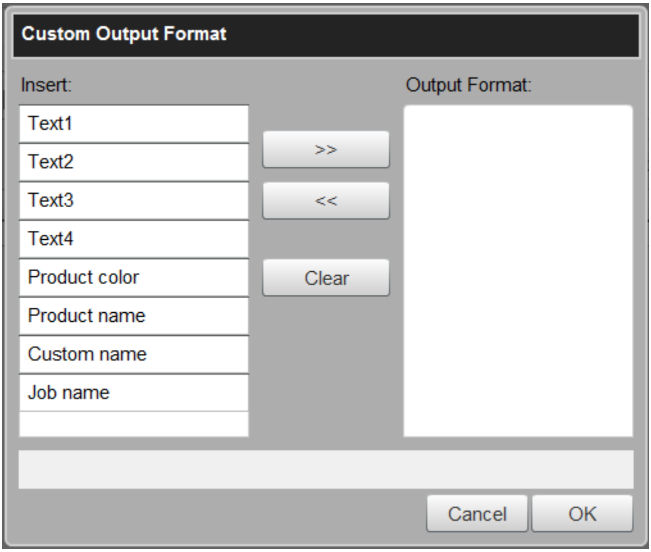
The format of the output name can be customized according to your needs. Use the “Custom Output Format” dialog to create your own formula for the output name. The formula may be composed of any combination of the Job Name, the Custom name, Product name, Product Color, and up to four text strings.

To create a custom file name:

1 On the Output tab, click the down arrow next to the Format field.

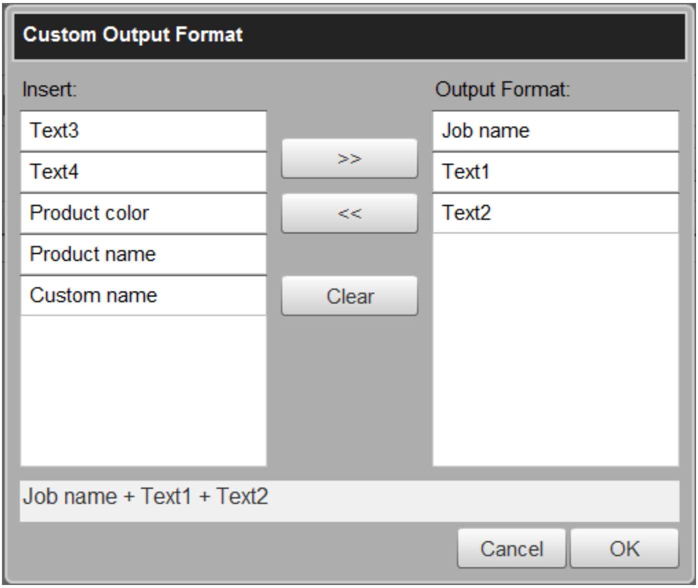
2) Select <New...>.

You see the Custom Output Format dialog.



3) Use your mouse or the arrow keys to move the elements you wish to use from the “Insert” column to the “Output Format” column.

The order that the elements appear in the “Output Format” column is the same order that they will appear in the file name.



4) When you are done creating the naming formula, Press OK.
The new format now appears in the format drop down list.

If you make a mistake or want to start over, click the Clear button to remove all options from the Output Format column.

Sending Designs to the Printer

Use the Print tool to send designs directly to the printer from the GraffixPro Studio® Designer. You can select the specific printer to send to in instances where you have more than one printer connected.

The Send to Printer dialog includes a set of print settings. These include the ink settings of the printer, and you can be adjust these settings to suit the image file, if necessary.

To send a design to the printer

1) Create new design, or open an existing design.

2) Click the Print button.
You see the Send to printer dialog.

3) In the Print settings area, do the following:

- Select Machine Mode (if applicable)/
- Select the Platen dimensions from the drop-down list.
- Configure the ink setting – Color ink only, White ink only, or Color + White ink.
- Select the Resolution for the print (in dpi).
- (Optional) Check the Transparent color box to choose the transparent color from the color chooser field.

4) Drag the sliders to adjust the following, (if applicable):

- Tolerance
- Highlight
- Mask
- Minimum whiteness
- Choke width
- Ink volume
- Double printing
- Saturation
- Brightness
- Contrast

5) Select one or more of the following options by checking the corresponding check box (if applicable).

- White color pause
- Use background black color
- Color multiple pass printing
- Uni-directional printing
- CMY Gray
- Print with black ink

6) Click the Send button.
The design will be sent to the printer.

Preparing a Proposal Sheet

Using the Proposal feature is a quick way to generate a price quotation for a job. This feature consists of a form, which includes a table. The table has spaces for relevant data, such as the product type, the quantity to be printed, the applicable taxes, and so on.

For products with multiple sides (e.g. designs on both the front and back of a shirt), the Proposal page will display a thumbnail of each side in the product, in the lower-left of the dialog.

The proposal sheets can include information about the company, a company logo, and copyright information. To have all this information included, it must be created on the Proposal dialog before a Proposal is generated.

After all the relevant information has been entered, you can print the Proposal, or save it as a PDF.

Step1 – Setting up the Proposal Information

On the Proposal dialog, you can include information about the Customer, add new Products to the proposal, and determine which other kinds of information (e.g. Terms and conditions, copyright, watermark, etc.) are to be included on the Printed Proposal.

1) At the bottom of the workspace, click the Proposal button.

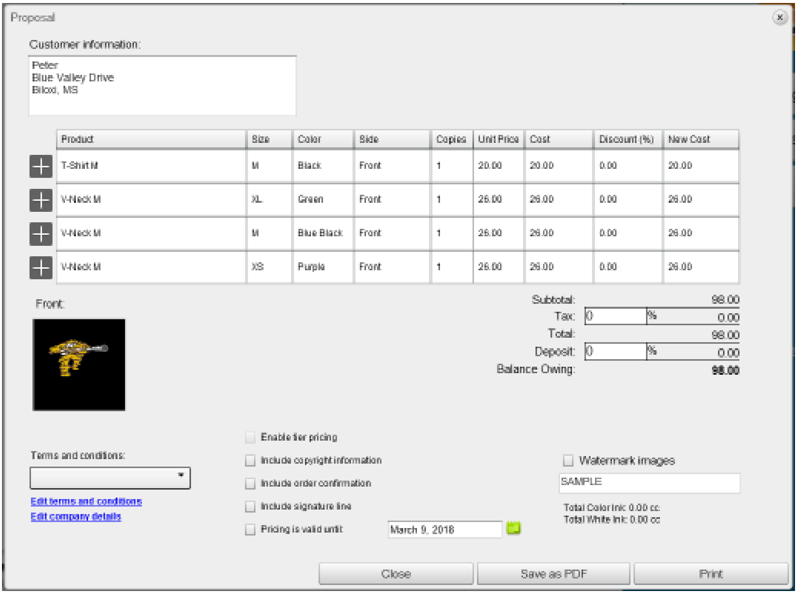
You see the Save Template dialog.

2) In the Save Template dialog, do the following:

- Enter a name for the template,
- Select the category to save the template into (default is the “Custom Templates” category).
- Click OK.

Note that names can only be used once; you cannot save a design to the Catalog if there is already a design with that name.

The Proposal form opens; note that the first line of the Proposal dialog contains the details of the current product.



3) Click in the **Customer information** box to enter the customer information - name and contact information, as required.

4) **Add Terms and conditions:** You can add a “Terms and conditions” paragraph to the proposal page. This paragraph will then be automatically added to the Proposal when it is saved or printed. Do the following:

- Click the **Edit terms and conditions** link.

  The Terms and Conditions pop-up dialog opens.

- In the dialog, click New.

  The word “New” appears in the Label field, and the Text box becomes active.

- In the Text box, enter the terms and conditions message.
- Click Save.

  The message will be saved. To create another Terms and Conditions message, repeat the steps above.

- Click Close.

The messages you created will now appear in the Terms and conditions drop-down list in the Proposal dialog.

5) To add company details to the proposal, do the following:

- Click the **Edit company details** link

  The Edit company details pop-up dialog opens.
- In the corresponding text boxes, enter the following:
  - Company Information
  - Copyright information.
  - Order Confirmation text.
- Click Close to save your changes.

6) To Display a logo, do the following:

- Click the **Edit company details** link

  The Edit company details pop-up dialog opens.
- Under Company logo, click Browse.

  You see the "Select file to upload..." dialog.
- Browse to find the logo image file, and select it.
- Click Open.

  The logo image appears in the preview window.
- Click close to save your changes.

7) Check the boxes to include the following optional information on the Proposal sheet:

- **Enable tier pricing**
- **Include copyright information**
- **Include order confirmation**

Note that the text for the copyright and order confirmation are both entered on the Proposal tab of the Settings dialog; see Step 1.

- **Include signature line**: This adds a box with a signature line in it at the bottom of the Proposal sheet.
- **Pricing is valid until**: In this field, you can set a time limit on how long the given price will be good for. Select the date by clicking the calender icon.

8) Watermark images: If you want to have a watermark on the design, check the Watermark images check box; then, enter the text you want to have superimposed on your design in the field immediately below.

9) Ink Usage: At the lower-right of the dialog, there are two parameters that display the amount of color ink and white ink used by the design (in cc). These numbers refer to the volume of ink used by one copy of the first design in the proposal list.

Step 2 – Adding more products:

When the Proposal dialog opens, the first row of the Product table will show the product information of the current product that is open in the Designer workspace. However, you can add other products to the Proposal - or modify the parameters of the original product - by doing the following:

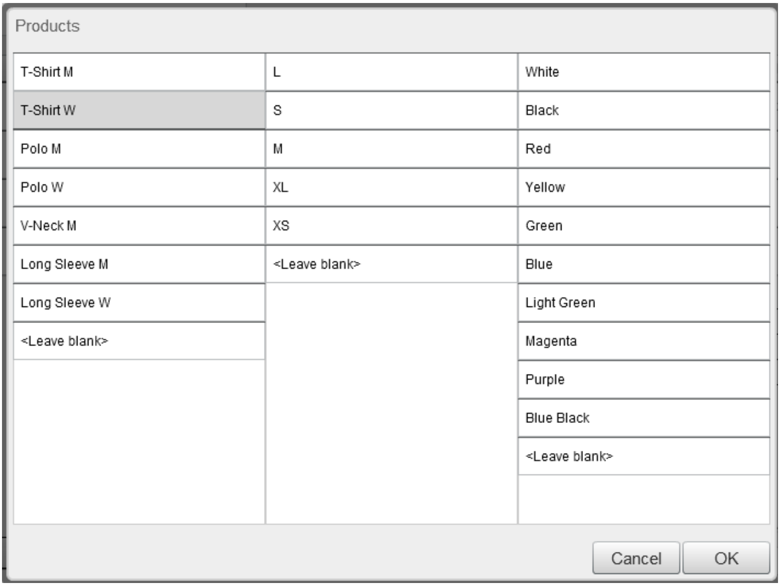
1) To add a new product to the Proposal, or modify an existing product, do the following:

- Click the plus sign  to the left of a row.

You see the Products dialog.

- In the Products dialog, select the product you want to add.

  The dialog will display the available sizes and colors for the selected product.



- Select the size and color for each product, or choose <leave blank> to omit these properties from the Pricing Description.
- Click OK

The Products dialog closes.

2) In the Copies column, enter the quantity to be printed for each product.

3) (Optional) Modify the Unit price: The Unit price is set in the Administrator, but you can choose to change it in the Proposal dialog by selecting it and typing in a new value.

The volume price field shows total price of products in each row, before discounting. The price adjusts automatically as changes are made.

4) Enter a Discount (percentage), if applicable, for each product.

5) Enter the Tax (percentage), if applicable.

6) In the Deposit field, enter a percentage of deposit to apply to the order.

Step 3 – Print or save the Proposal sheet:

1) To Print the proposal, do the following:

- Click the Print button.

You see a Print dialog.

- Select the printer that you want to output to.
- Click OK.

The Proposal will be sent to the printer.

2) To save as PDF, do the following:

- Click Save as PDF.

You see a preview window, and a Save as pdf dialog.

- Browse to the location you want to save to, and enter a name for the Proposal in the File name field.
- Click save.

The Proposal will be saved to the desired location.

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