

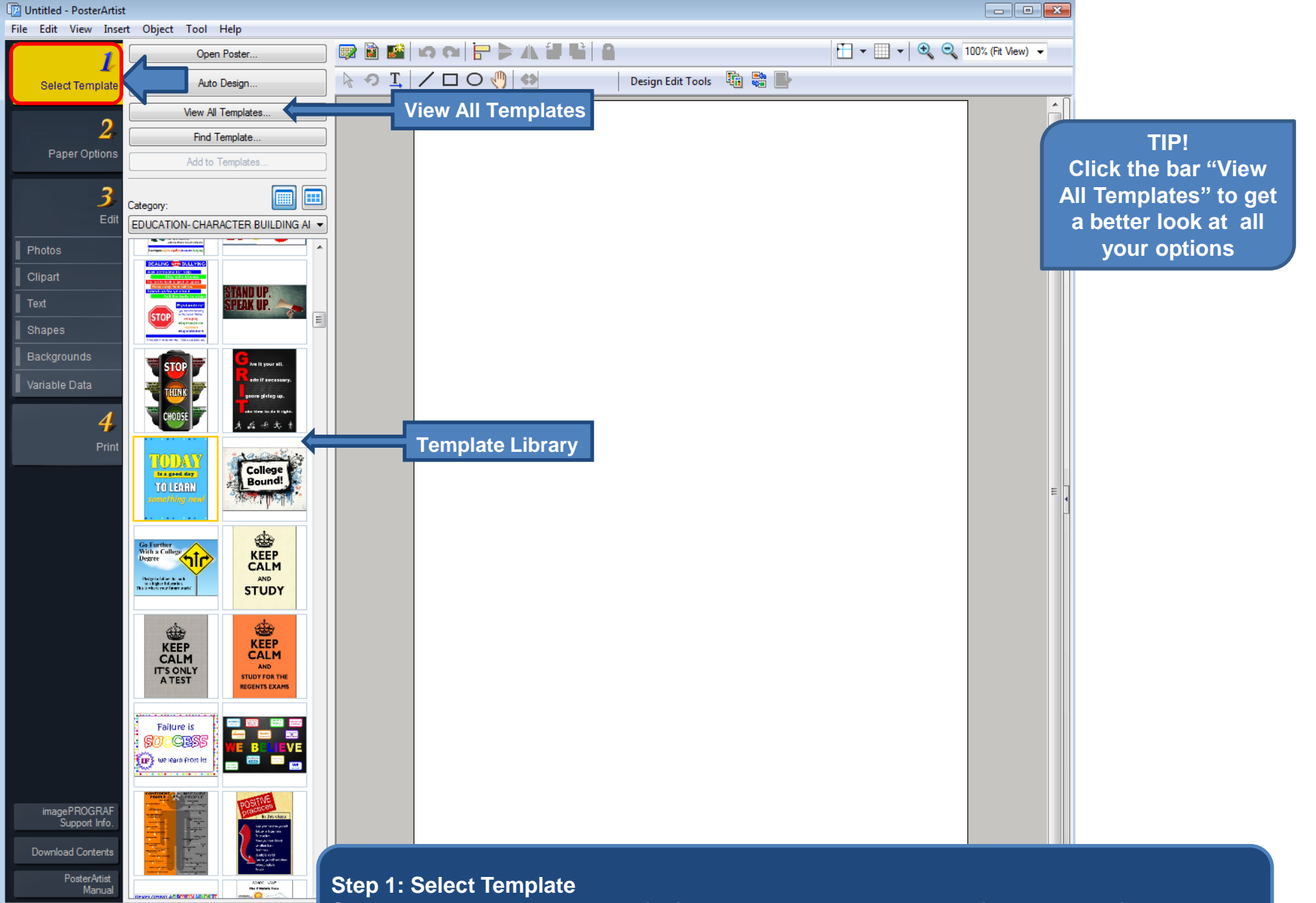


Presentation
Systems Inc.



Directions for Poster Artist Software



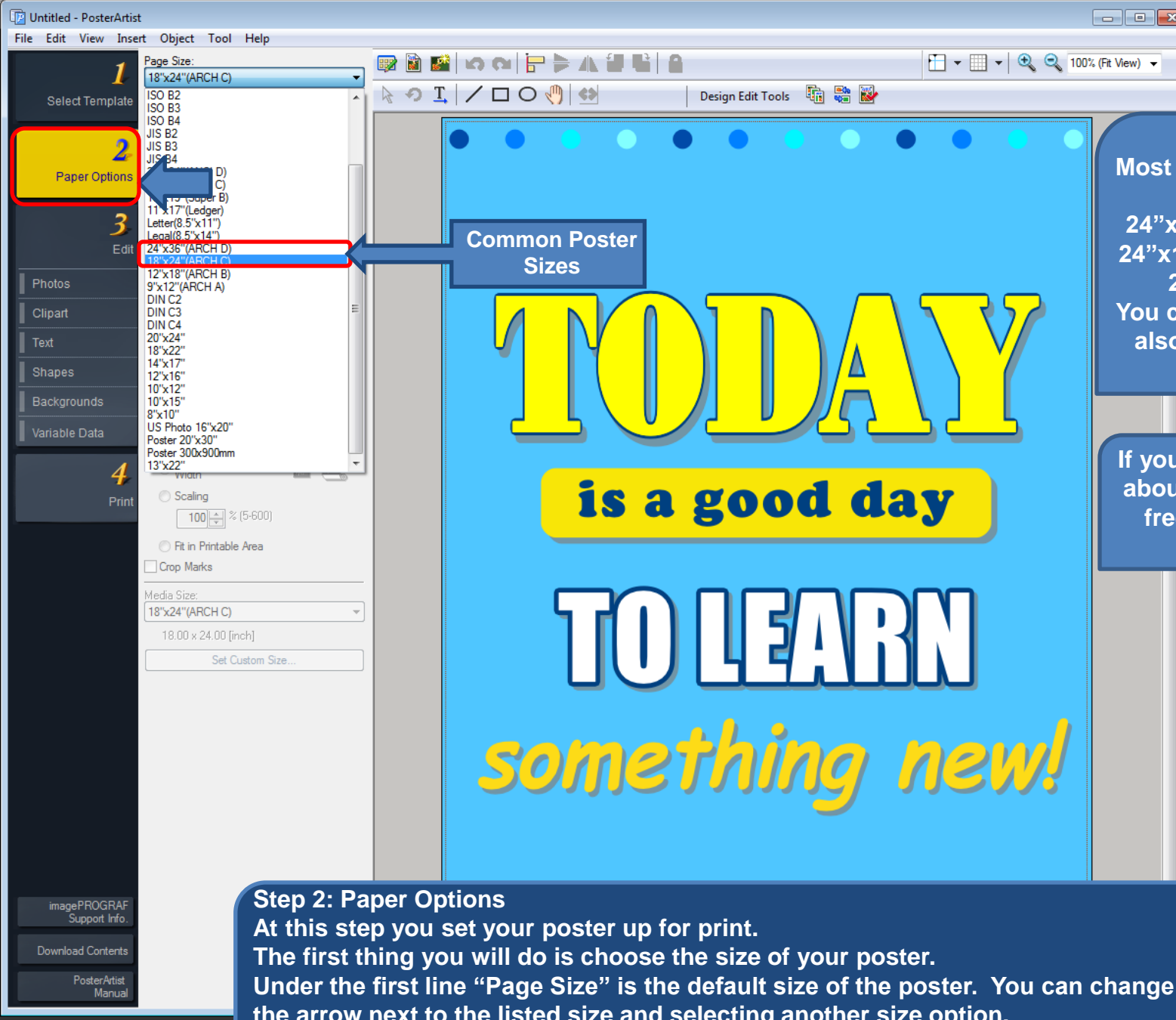


View All Templates

Template Library

TIP!
Click the bar "View All Templates" to get a better look at all your options

Step 1: Select Template
Select a template by double clicking on the poster you would like to work with. You can alter everything on the poster to suite your needs.



TIP!

Most of the templates will default to
24"x36"- Full Size Poster
24"x18"- Half Size Poster
24"x60"- Banner
You can do a custom size also. One side should always be 24"

If you have any questions about special sizing, feel free to call the office:
800-244-6381

Step 2: Paper Options

At this step you set your poster up for print.

The first thing you will do is choose the size of your poster.

Under the first line "Page Size" is the default size of the poster. You can change the size by clicking the arrow next to the listed size and selecting another size option.

Remember one side needs to be 24"

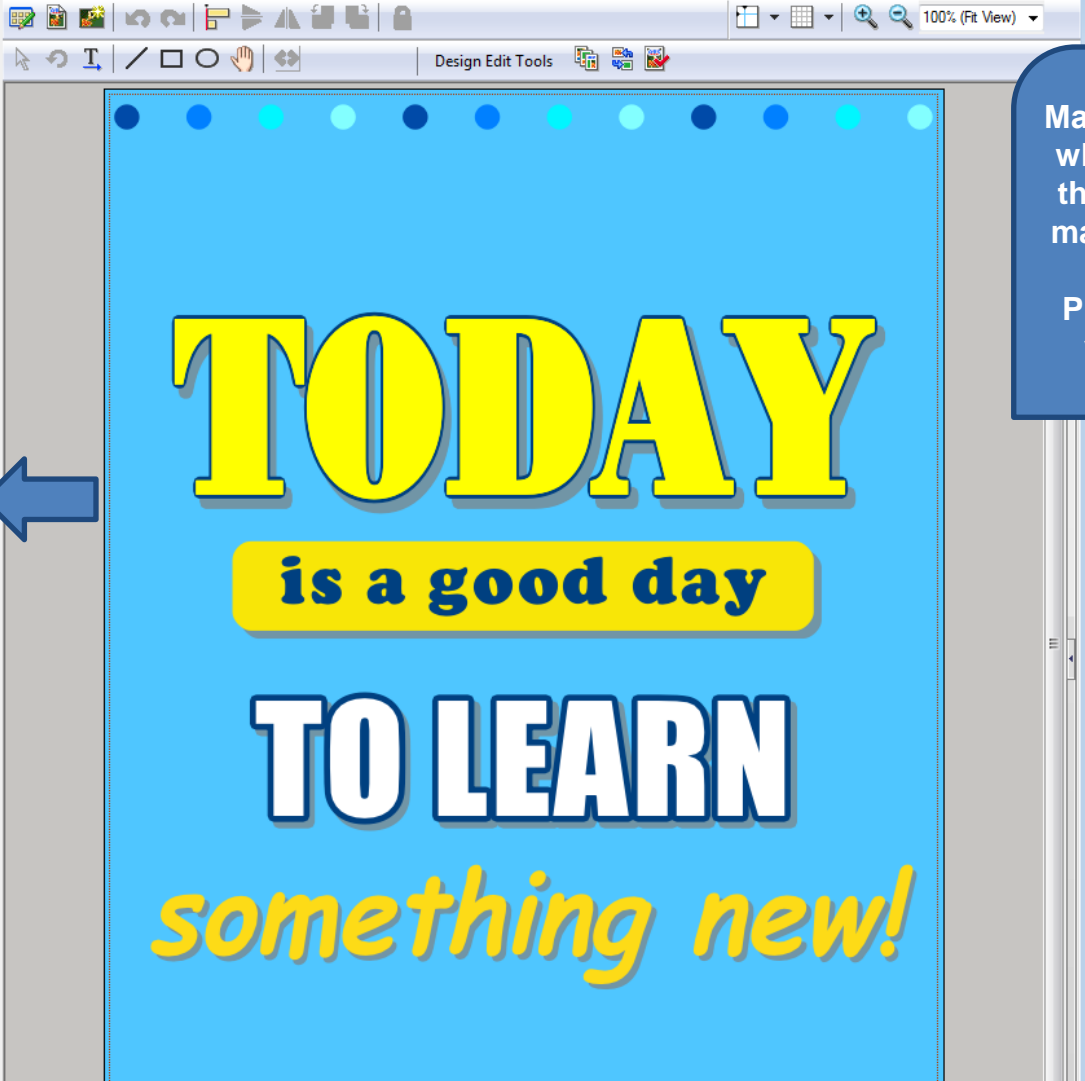
Page Size:
18"x24"(ARCH C)
18.00 x 24.00 [inch]
Set Custom Size...

Poster Orientation:
 Portrait Landscape

Printer:
eColor

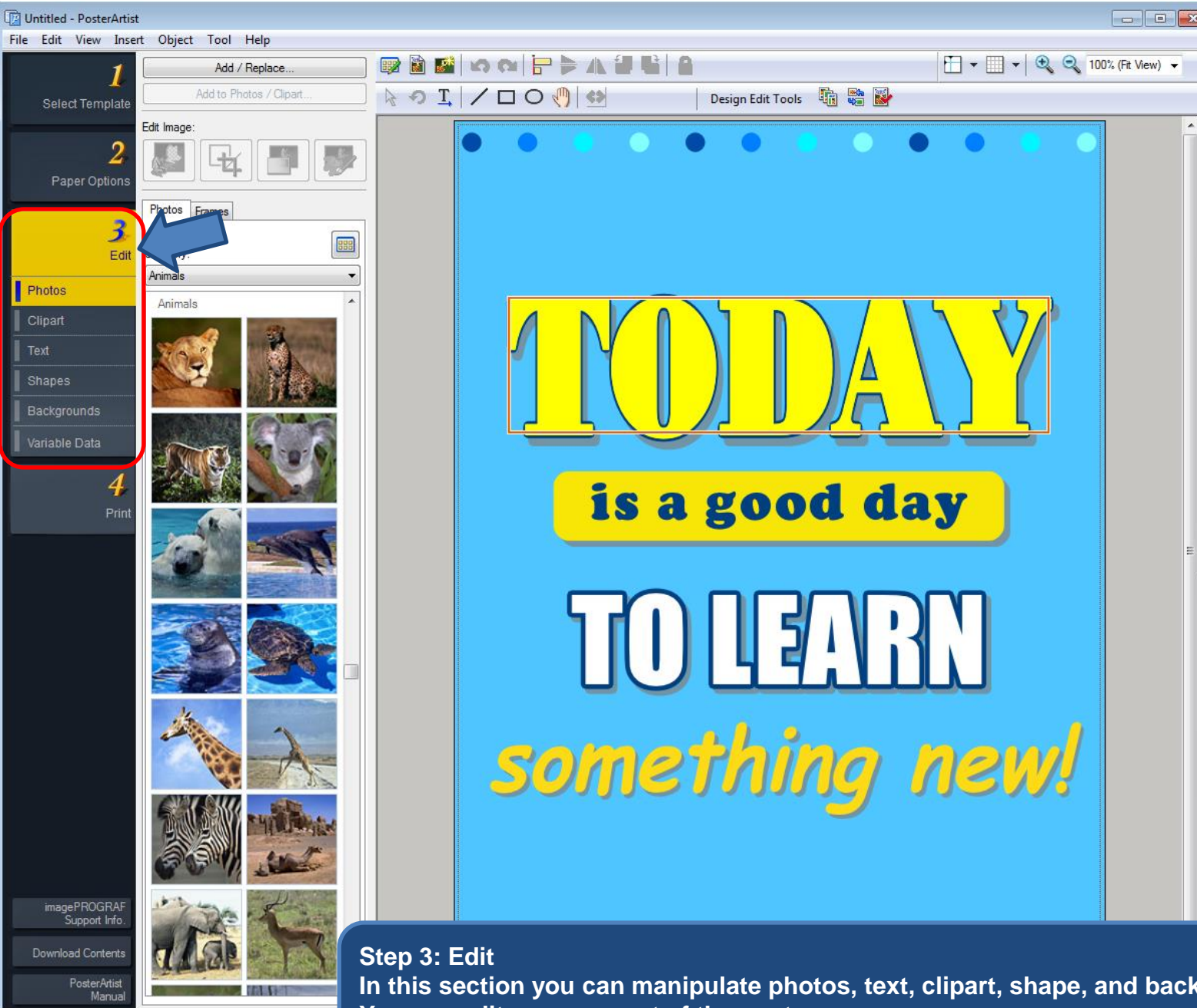
Media Source:
Roll Paper

Media Type:
Plain Paper
Plain Paper (High Quality)
Plain Paper (High Grade)
All Plain Paper_Conserve MBK
High Resolution Paper
Coated Paper
Heavyweight Coated Paper
Premium Matte Paper
Matte Photo Paper
Premium Glossy Paper 200
Premium Semi-Glossy Paper 200
Premium Glossy Paper 280
Premium Semi-Glossy Paper 280
Glossy Paper
Photo Paper Plus Glossy 2
Photo Paper Plus Semi-Gloss
Photo Paper Pro Platinum
Backlit Film
Special 1
Special 2
Special 3
Special 4
Special 5



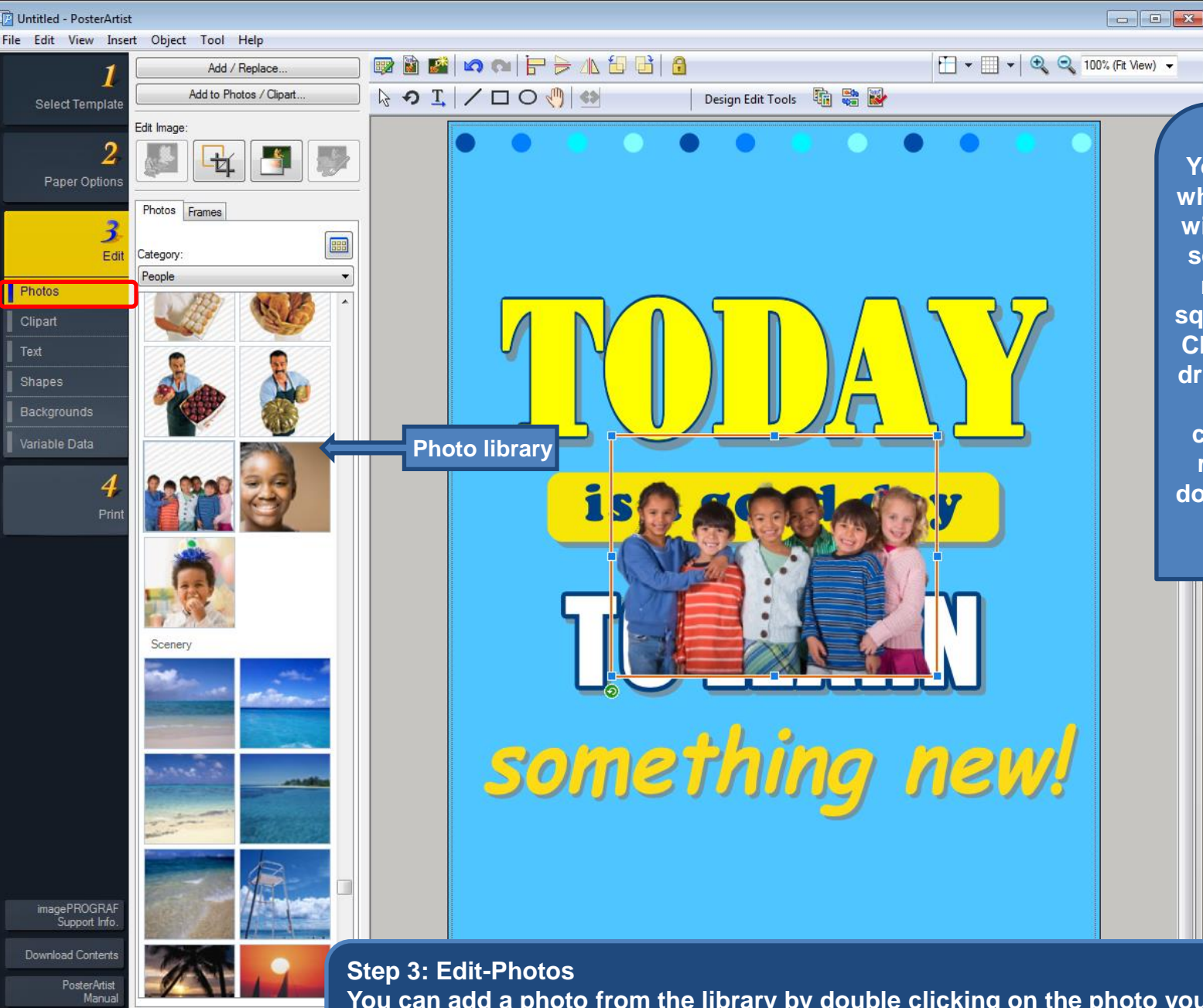
TIP!
Match "Media Type" with what type of paper is in the printer. The names may be listed differently on your computer. Please call the office if you have questions about paper type.

Step 2: Paper Options
Next you need to select the Media Type (paper type) that is in your eColor Poster Printer. You will select Coated Paper, Glossy Photo, Vinyl, or Adhesive
*the paper names may appear different on your computer. ie. Glossy Photo 170 GSM
*Vinyl and Adhesive may be listed as synthetic



Step 3: Edit

In this section you can manipulate photos, text, clipart, shape, and backgrounds. You can edit every aspect of the poster. This is where you get to play!



TIP!
You can edit the photo when it is selected. You will know your photo is selected when it has a red outline and blue square around the edge. Click on the photo and drag to move the photo. Click and drag on a corner blue square to resize a photo. Hold down the shift key while resizing to prevent distortion.

Step 3: Edit-Photos
You can add a photo from the library by double clicking on the photo you would like. This will drop the photo onto your poster. Now you can move, resize, edit, and remove the photo.



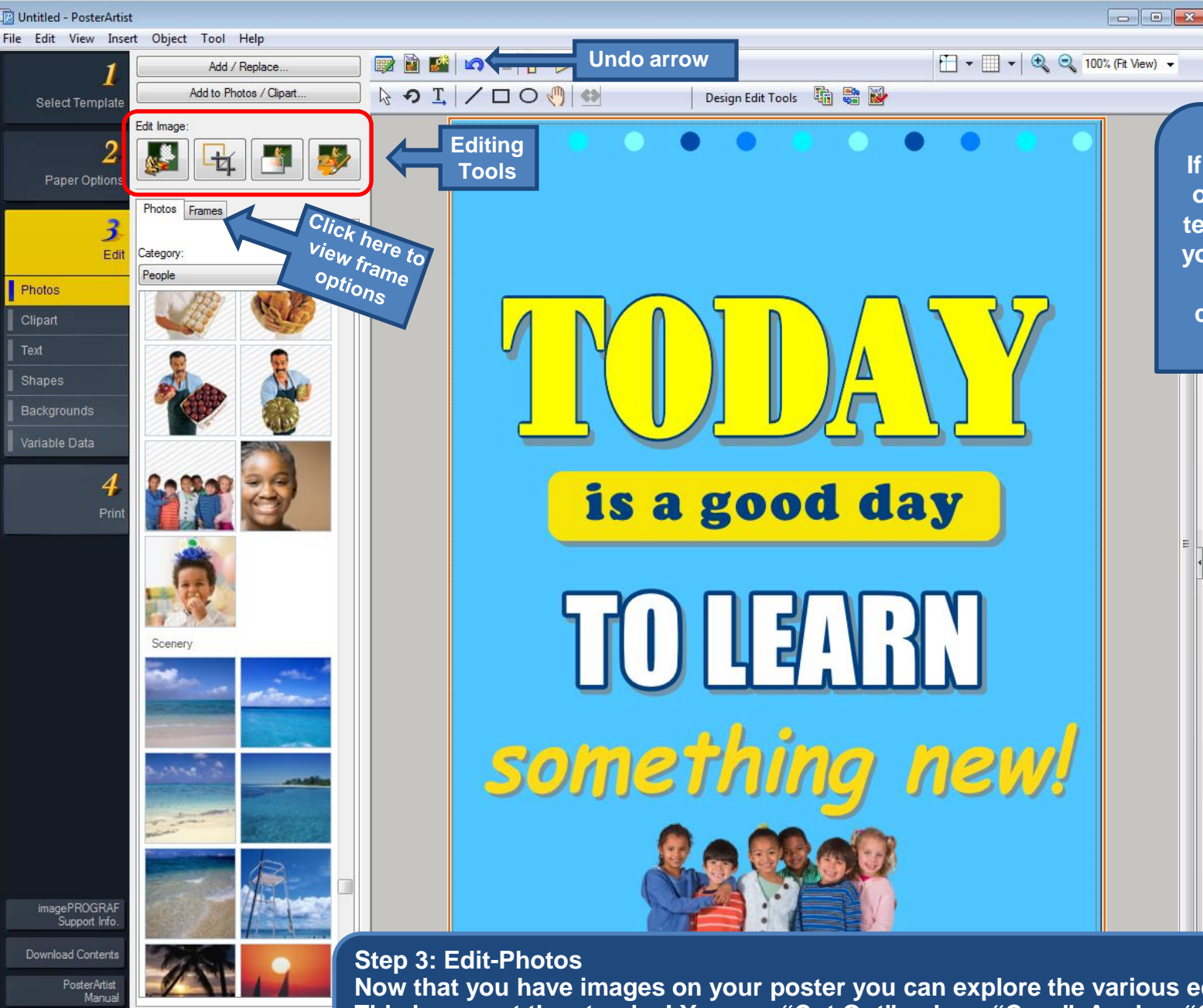
Click here to add a image from Outside source

Click here to add your image to the library

TIP!
The software will only read the following files types
JPEG, TIFF, BMP, PNG, SVG
*You can convert a PDF to a JPEG if needed

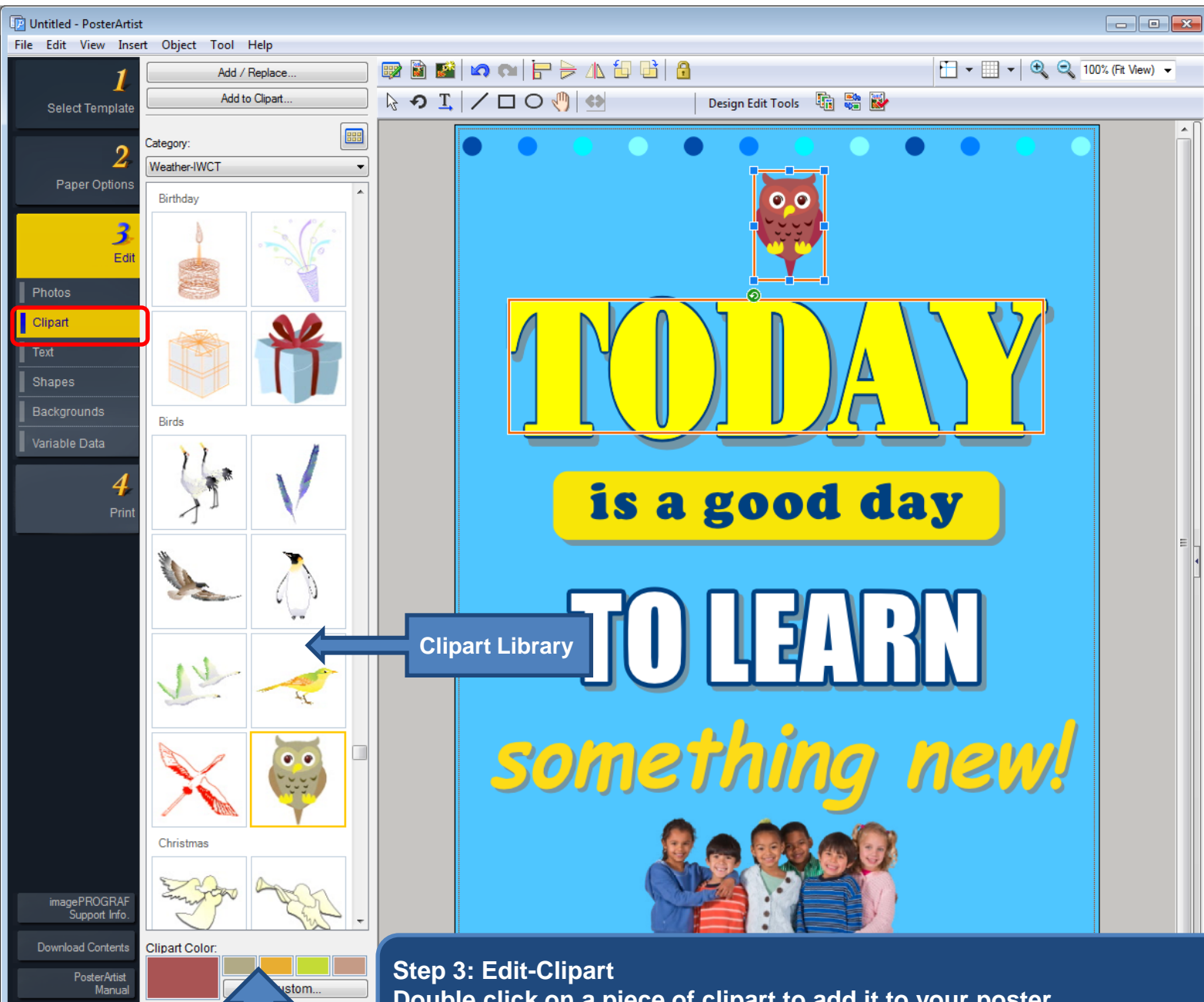
Once you bring in an image from an outside source you can add it to the library of photos by clicking "Add to Photos/Clipart"
This is a great way to add a school logo, mascot, or any images you may want to use again. The images will appear in your library every time you open the software

Step 3: Edit-Photos
You can add a photo from an outside source (ie. USB Stick, SD Card, Smart Phone), by clicking the ADD/REPLACE button. This will bring you to another dialog box where you can select your image. Then click "OPEN" to add it to your poster.



TIP!
If you hold your mouse over any button, it will tell you what it does. If you make a mistake you can always undo by clicking the blue back arrow.

Step 3: Edit-Photos
Now that you have images on your poster you can explore the various editing tools. This is a great time to play! You can "Cut Out" colors, "Crop", Apply a "Gradation", and "Retouch" your image. You can also add a frame to your image to help it pop on the poster!



Clipart Library

You can change the color of clipart here

Step 3: Edit-Clipart
Double click on a piece of clipart to add it to your poster
Once clipart is selected you can resize, move, and change the color!

1 Select Template

2 Paper Options

3 Edit

Photos

Clipart

Text

Shapes

Backgrounds

Variable Data

4 Print

imagePROGRAF Support Info

Download Contents

PosterArtist Manual

Design Edit Tools

100% (Fit View)

Edit Text Graphics

Font: PosterBodoni BT

Font Size: 375 pt

Text Alignment:

Line Spacing: 1.0x

Character Spacing: 0.00 inch

Word Wrap

Text Color:

Text Style: **B** *I* U

Text Effects:

Change font here

Change font color here

TIP!
The best way to resize your text is to click on your text box once, then click on a blue square on the corner and drag.



Step 3: Edit- Text
Here you can edit text that is already on the poster, delete a test box, and add new text boxes. Double click on a text box to change the text, click on a text box once to just change color or font type.



Click here to add a new Text box

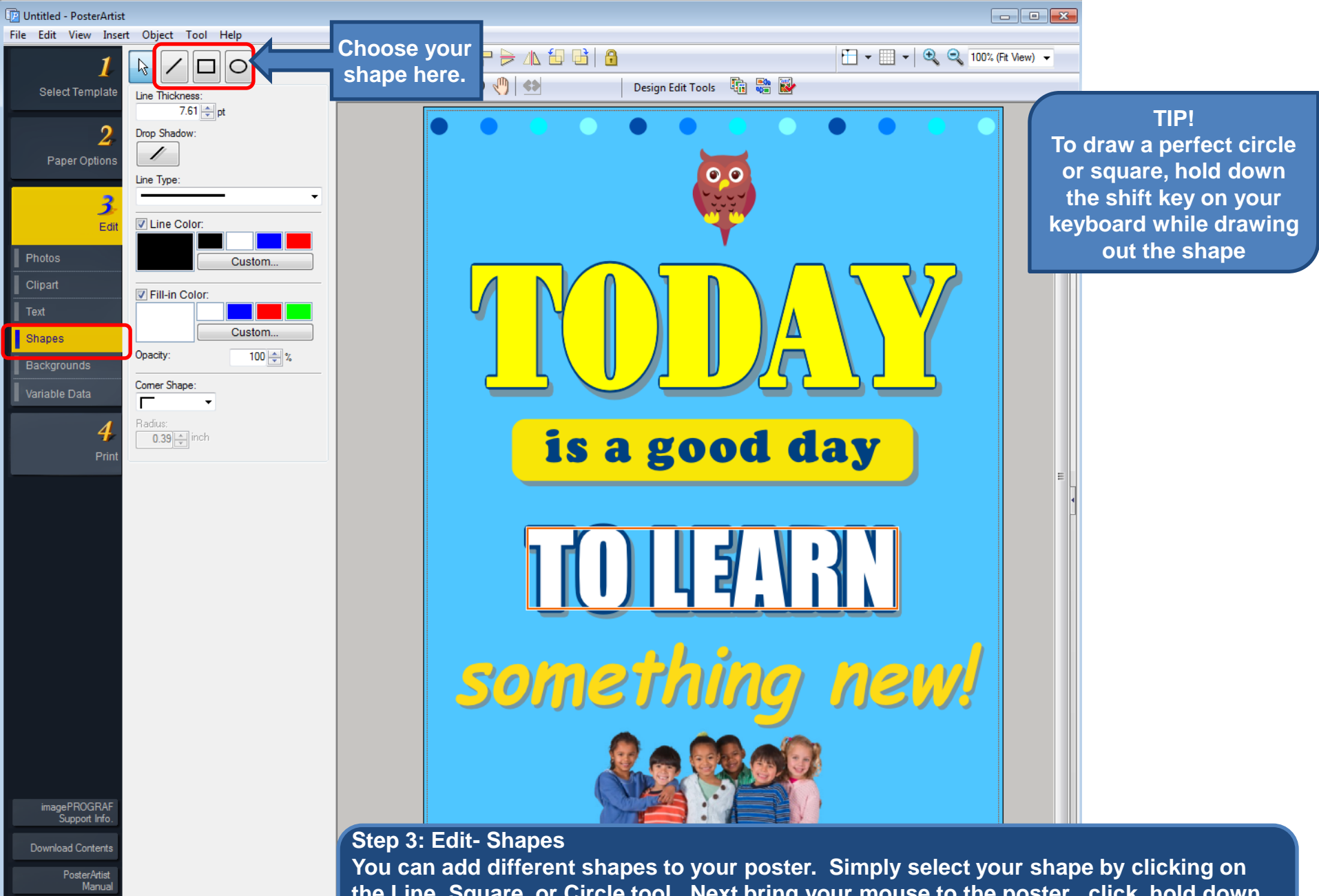
Use the text graphic to add a graphic to your text.

Added text box. Type to fill

TIP!
There is NO spell check!
Double check your spelling

Text graphic library

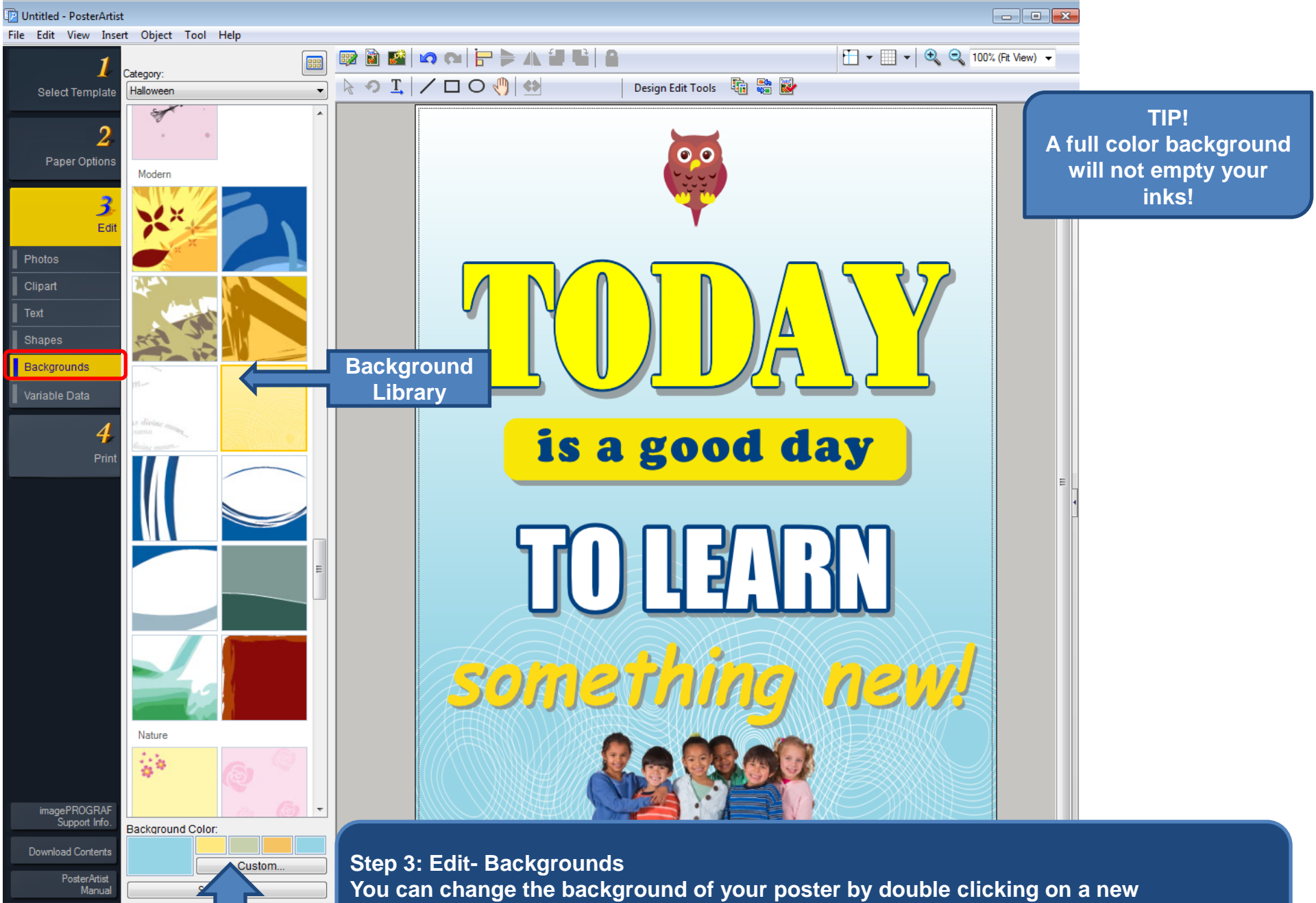
Step 3: Edit- Text
You can add a new text box to the poster by clicking on the "T" in the upper left corner. Then click and drag anywhere on your poster. Once your text box in drawn out you can start typing. Use the text graphic feature to add decoration to your text box.



Choose your shape here.

TIP!
To draw a perfect circle or square, hold down the shift key on your keyboard while drawing out the shape

Step 3: Edit- Shapes
You can add different shapes to your poster. Simply select your shape by clicking on the Line, Square, or Circle tool. Next bring your mouse to the poster, click, hold down and drag to draw out your shape. You then can change the color, outline, line type, and line thickness.

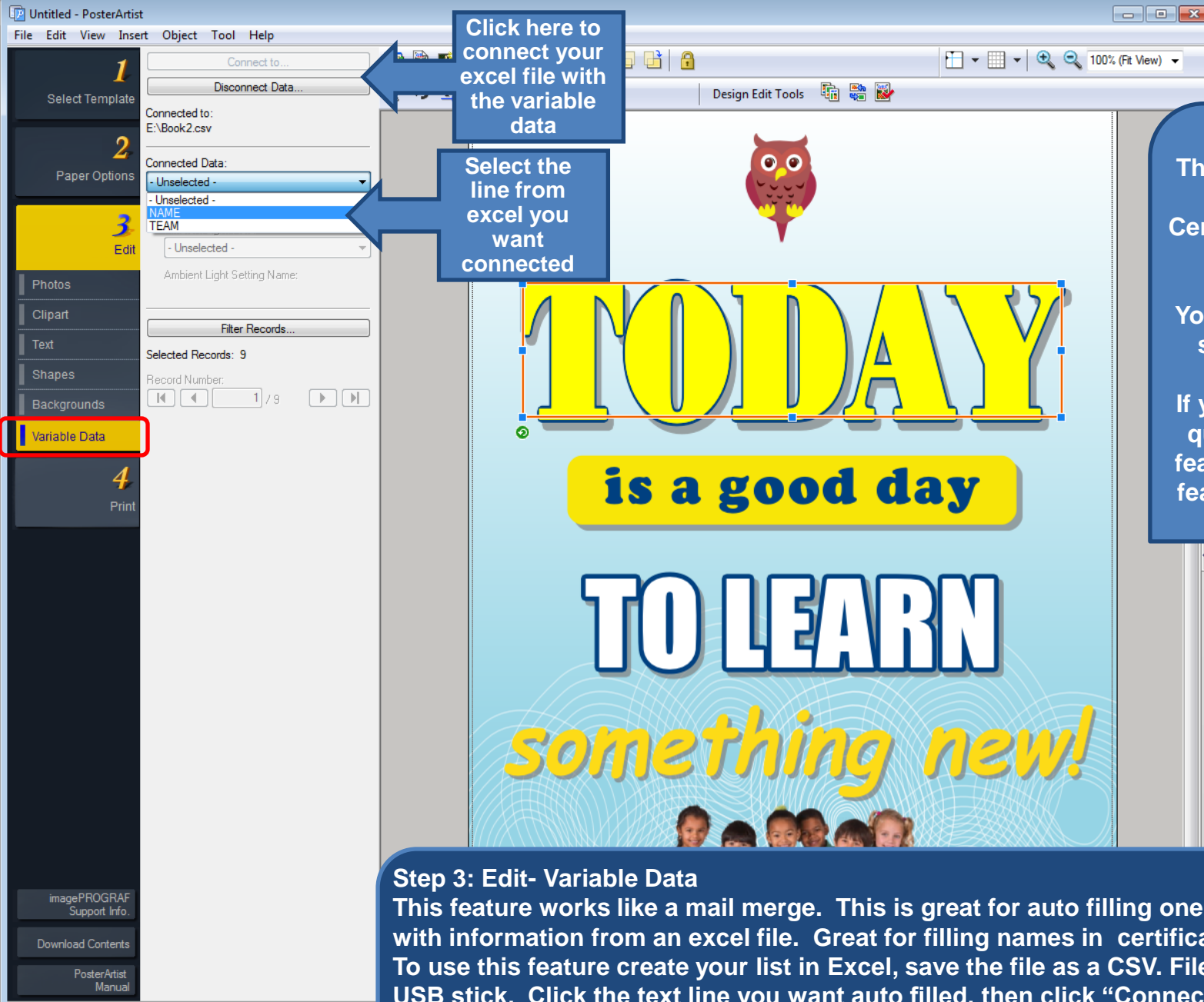


TIP!
A full color background will not empty your inks!

Background Library

You can change the color of clipart here

Step 3: Edit- Backgrounds
You can change the background of your poster by double clicking on a new background. You can change the color of the backgrounds!



Click here to connect your excel file with the variable data

Select the line from excel you want connected

TIP!
This feature is great to be used with the Certificate or Lawn sign Templates!
Your excel file must be save as a CSV. file.
If you have any further questions about this feature or uses for this feature feel free to call 800-244-6381

Step 3: Edit- Variable Data
This feature works like a mail merge. This is great for auto filling one or multiple lines with information from an excel file. Great for filling names in certificates!
To use this feature create your list in Excel, save the file as a CSV. File, save the file on USB stick. Click the text line you want auto filled, then click "Connect to", find the file on your USB stick. Next you need to select the line from Excel you want to work with. Now when you print each job will have the corresponding name printed!

1 Select Template
2 Paper Options
3 Edit
Photos
Clipart
Text
Shapes
Backgrounds
Variable Data
4 Print

Connect to...
Disconnect Data...
Connected to:
E:\Book2.csv
Connected Data:
- Unselected -
- Unselected -
NAME
TEAM
- Unselected -
Ambient Light Setting Name:
Filter Records...
Selected Records: 9
Record Number:
1 / 9

TODAY
is a good day
TO LEARN
something new!

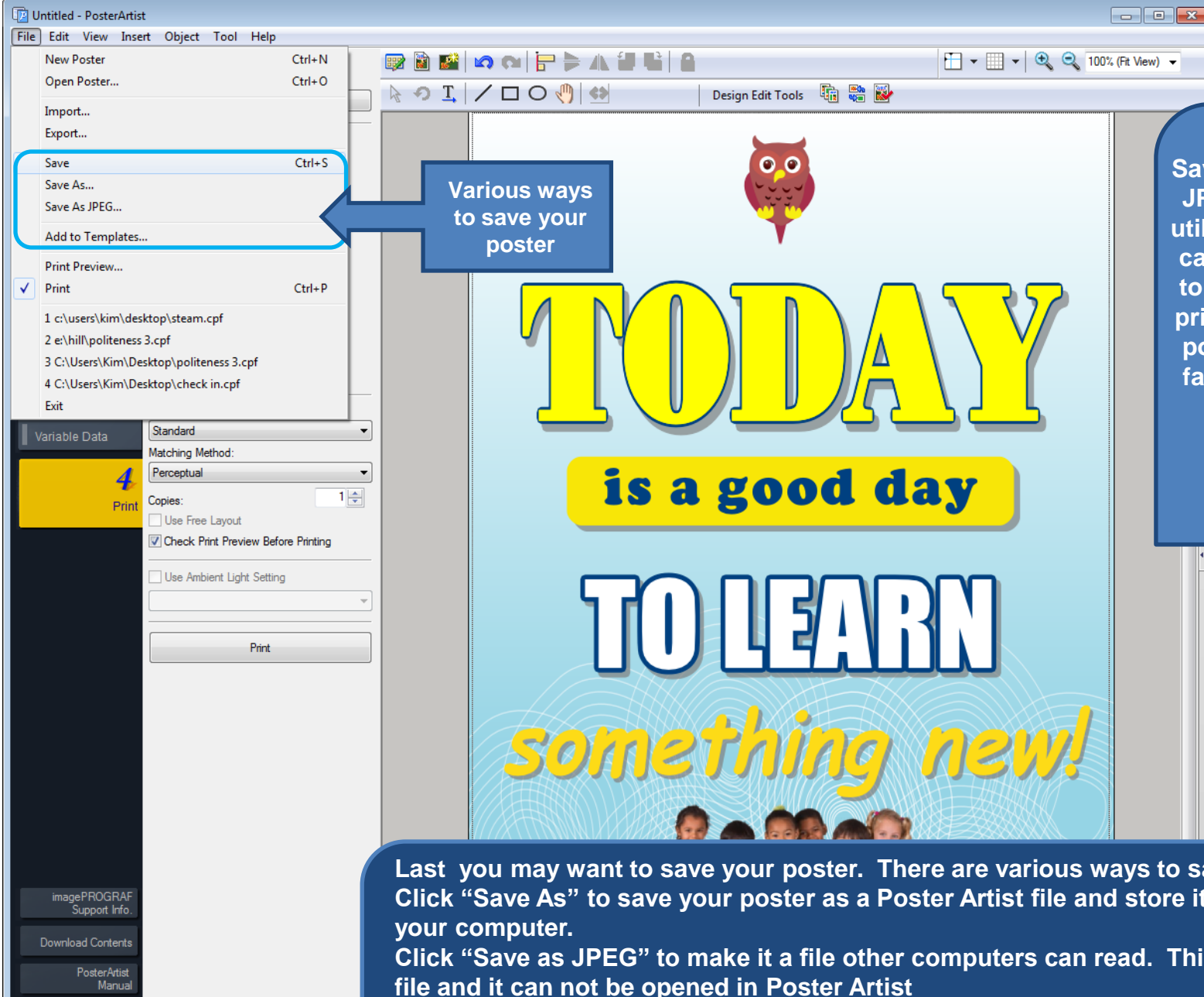
imagePROGRAF Support Info.
Download Contents
PosterArtist Manual



TIP!
You should always get a preview before printing.

If you are printing with the "Variable Data" remove the check next to "check print preview before printing" and elect "print current record" to get a hard copy preview

Step 3: Edit- Print
Now that you have edited your poster you are ready to print! Click the print button. You will have one more dialog box with a preview pop up and click print again!



Various ways to save your poster

TIP!
Saving your poster as a JPEG is a great way to utilize your system. You can bring the JPEG file to another computer to print as a 8.5"x11" flyer, post the image to your face book, or send out as email.

Last you may want to save your poster. There are various ways to save. Click "Save As" to save your poster as a Poster Artist file and store it some where on your computer. Click "Save as JPEG" to make it a file other computers can read. This will flatten your file and it can not be opened in Poster Artist. Click "Add to Templates" to add the poster you create to the library of templates. This is great for poster you use often (ie. classroom rules, student of the month, welcome banners)



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**Feel free to call us with any
questions or supply needs!
800-244-6381**

