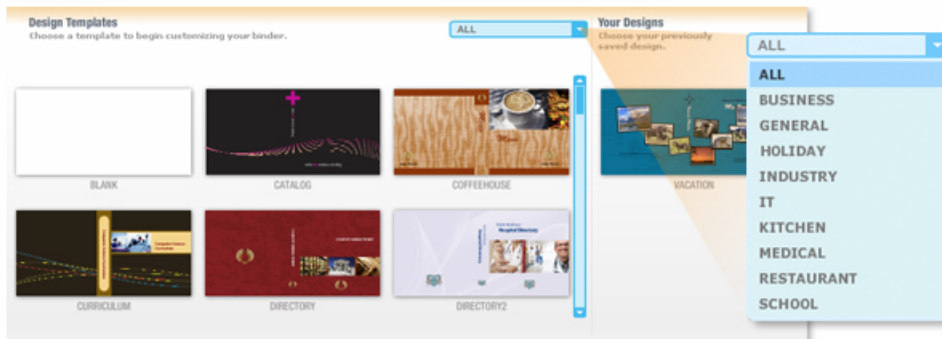


Use Templates

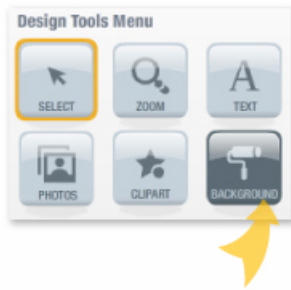


Select a blank or predesigned template to get started.

Use the Template Categories menu to sort templates by category. If you've already created and saved a design, it will appear in the Your Designs pane.

Note: If you created a binder design in a graphics application and want to upload that design, select the Blank template to get started. You can then upload your artwork using the Upload Images button in the Photo Gallery. (See How To: Add Photos) For further instructions and to download a template for your graphics application, see Design Tips: Creating your own design.)

Add Background



Click Background button



Click a background thumbnail to add it to your design or replace an existing background. To remove a background click the No Background thumbnail

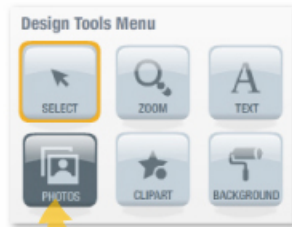


To add or change a background, click the Background button on the Design Tools Menu. Click a background thumbnail to add it to your design. To remove a background click the No Background thumbnail.

To choose which panel(s) to insert the selected background, use the Panel Selector tool attached to the left side of the background browser.

If you created a background or binder design in a graphics application and want to upload that image, use the Upload Images button in the Photo Gallery. (See How To: Add Photos) For further instructions, and to download a template for your graphics application, see Design Tips: Creating your own design.)

Add Photos



Click Photos button



Drag a photo to the Binder

To add a photo from the photo gallery, drag it to your binder. To upload your own photo, click the Upload an Image button and follow the onscreen instructions. You can upload graphics saved in .JPG, .GIF and .PNG formats.

Use Clipart | Shapes and Stickers

The clipart gallery contains two types of objects: Shapes and Stickers.

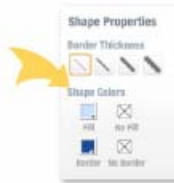
Shapes



Click Clipart button

Drag Shapes to Binder

Shapes are objects with fill and border attributes that can be changed. Once you add a Shape to your binder simply click on it to invoke the Shape Properties menu.



Change the fill color, border color and thickness as needed. For more information about using Shapes to create a logo, for example, select the Design Tips help topic.

Stickers

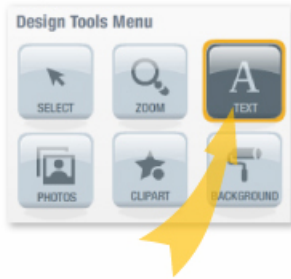


Click Clipart button

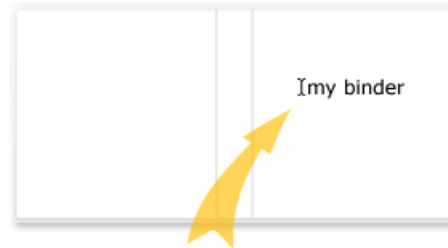
Drag Stickers to Binder

Stickers are simple clipart objects that cannot be edited. If you want to add your own clipart or logo to your binder, use the upload feature in the Photo Gallery.

Add Text



Click Text Button



Click on the Binder to start typing

Change Text Size



Select the text you wish to Resize



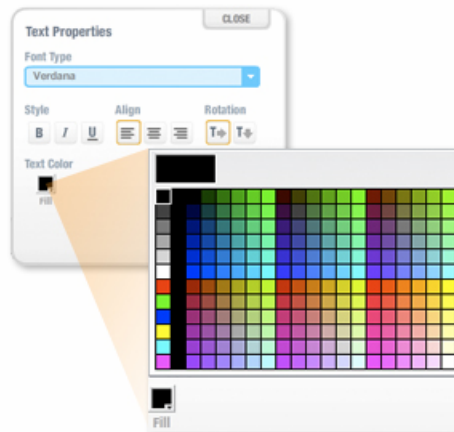
Click and Drag Resize corner tool to change text size

The text will resize proportionally to its original size. To free-resize the text, hold the CTRL key (Command key for MAC users) when resizing.

Change Text Color

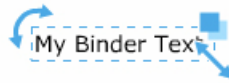


Select the text you want to modify

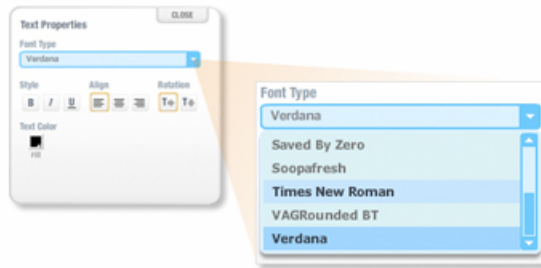


Click Text Color to select from the color picker

Change Font

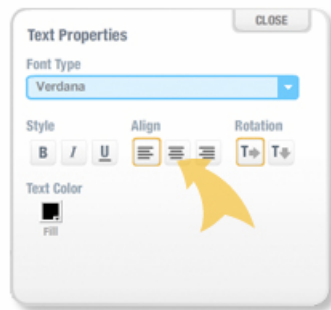


Select the text you want to modify

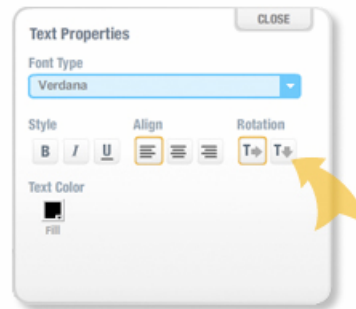


Click Font Type to see font selection and select new font

Change Alignment/Orientation



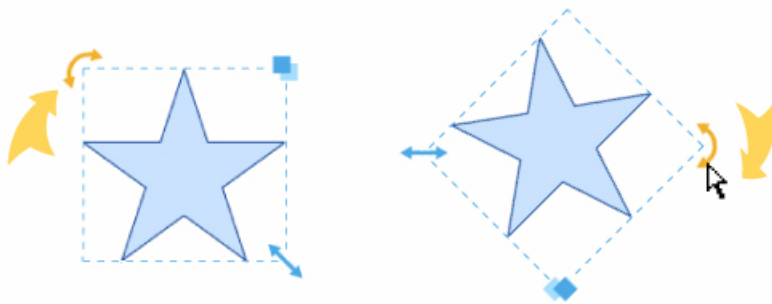
Click Align Buttons to change Text Alignment



Click Rotation Buttons to change Text Orientation

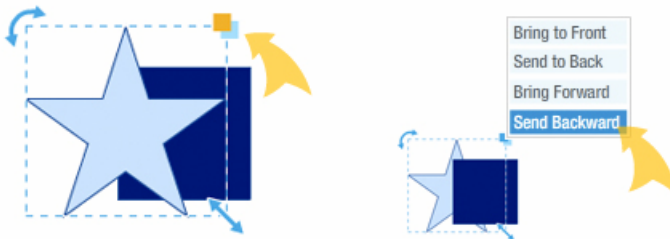
Corner Tools | Rotate, Arrange and Resize

Rotate



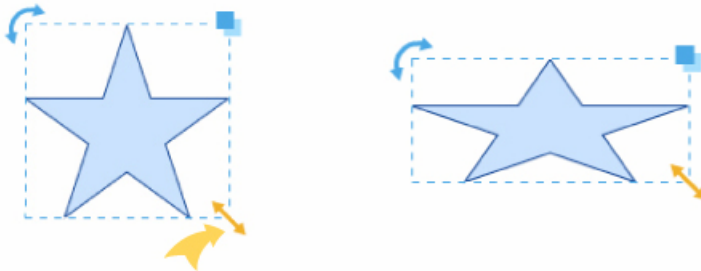
Click and drag the Rotate corner tool to rotate an object. To rotate in 45 degree increments, hold the CTRL key (Command key for MAC users) when rotating.

Arrange



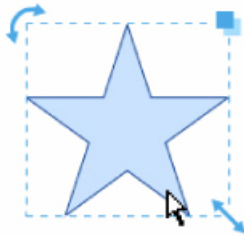
To arrange the layer order of an object click the Arrange corner tool and select from the menu of options.

Resize

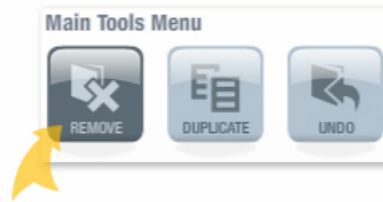


To resize an object, click and drag the Resize corner tool. The object will resize proportionally to its original size. To free-resize an object, hold the CTRL key (Command key for MAC users) when resizing.

Deleting Objects

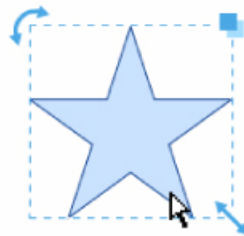


Select the Object

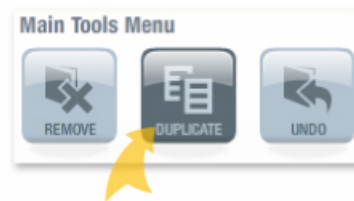


Click Remove Button or Delete key on the keyboard

Duplicating Objects



Select the Object you wish to duplicate

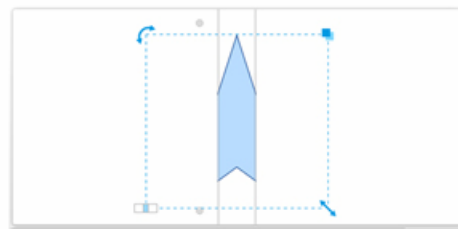


Click Duplicate Button to duplicate Object

Spine Tool



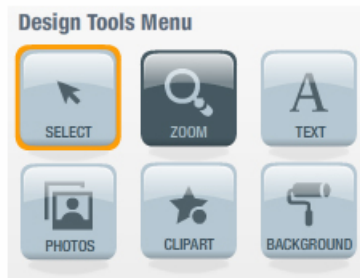
Click to activate Spine Tool



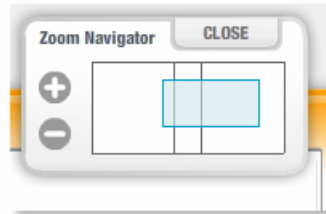
Choose visible area for the Object

The Spine tool is available whenever an object is placed over the spine. Use the Spine tool to select which panel(s) you want the object to appear in.

Zoom Tool

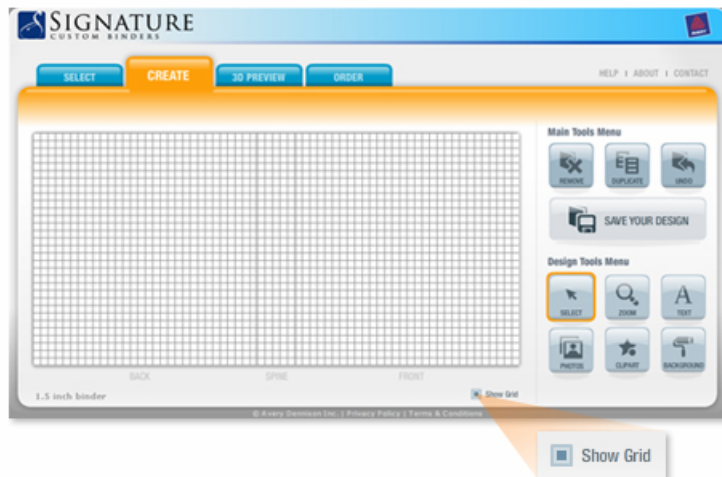


Click Zoom Button to activate Zoom Tool



Click [+] or [-] buttons to Zoom in/out

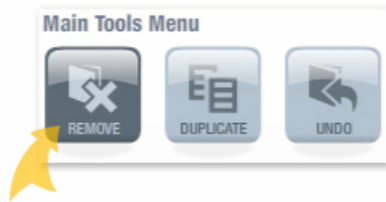
Show Grid



Click the Show Grid button to toggle the grid on and off. The grid is useful when aligning or spacing objects. When finished click the Show Grid button again to hide it.

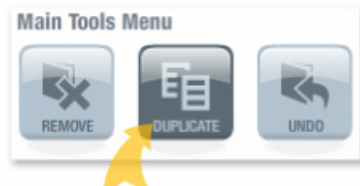
Main Editing Tools | Remove, Duplicate and Undo

Remove

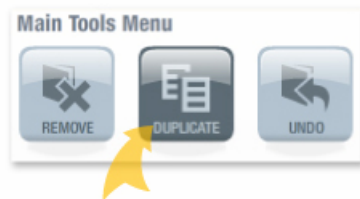


To remove an object select it and click the Remove button or Delete key on the keyboard.

Duplicate

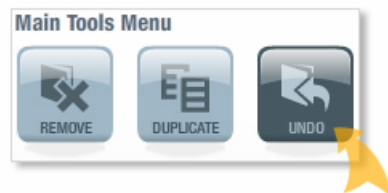


Duplicate



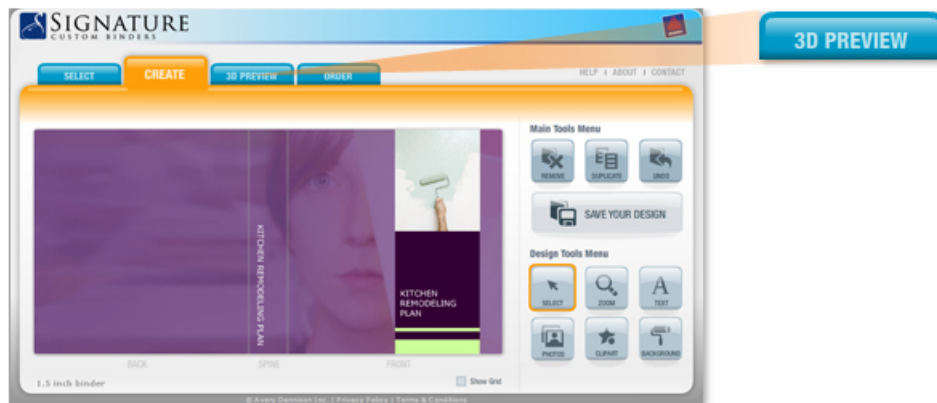
To duplicate an object, click the Duplicate button.

Undo



Use the Undo button to undo past actions. You can undo multiple times.

3D Preview

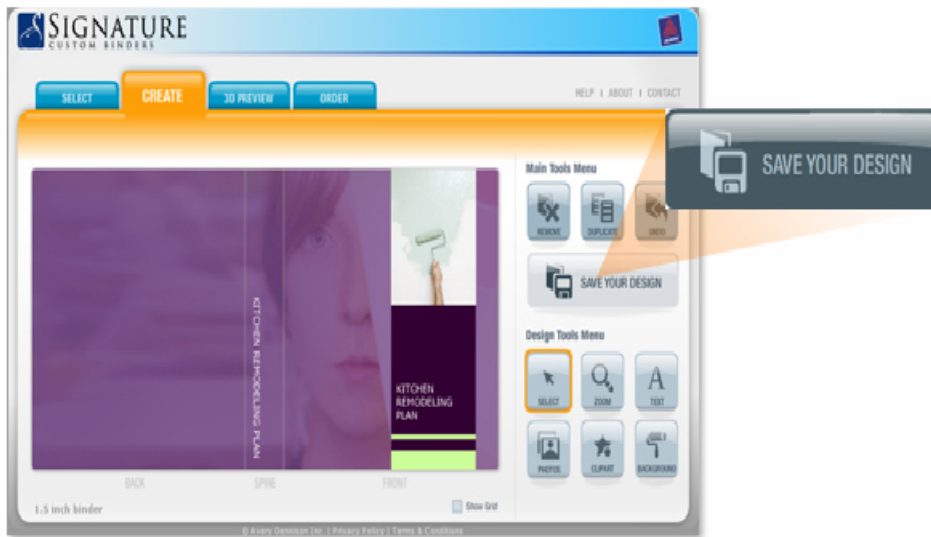


Click 3D Preview tab



To rotate Binder, click Left/Right the arrows

Save Your Design



Click Save Your Design button



Enter a name for your design and click save