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Welcome to Forever Artisan 5.0

Your life is full of stories... tell yours with Artisan. From beginners to the tech savvy, Artisan gives you everything you need to creatively tell your story. Powerful tools in an easy-to-use interface allow you to explore the features and learn at your own pace.

You'll find all the tools and content you'd expect in a digital scrap booking application: papers, embellishments, textures, frames, decorative cutters, brush strokes. You can even create your own papers and embellishments to use later. Even better, you don't need an internet connection because Artisan lives on your desktop. You'll have all the editing tools of expensive, hard-to-learn applications– image filters, text tools, a calendar creator, a full-featured image editor–without the hefty price tag and time invested.

What Can I Create with Artisan?

Share your memories—from pictures to proud in a few steps! Use your own photos and images to create artful:

Figure 1-1 Photobooks



Figure 1-2 Posters or Pages

-7



Figure 1-3 Calendars



Figure 1-4 Phone Cases



Other novelty products (e.g., mugs, mousepads) can also be created from an image and a few clicks. In fact, it is almost unfair to call Artisan a "tool," as you will find it more like a "toy" that's fun and addictive!





Windows System Requirements

Actual requirements and product functionality may vary based on your system configuration. Make sure your system configuration meets these **minimum** requirements:

Internet Connection: To order your projects, download themes, upgrades, and updates

Operating System (64-bit versions only): Windows 7 Service Pack 1, Windows 8 or 8.1, or Windows 10

Processor: 1.5 GHz (2 GHz or higher recommended), 64-bit (x64) processor

System memory (RAM): 2 GB (4 GB recommended)

Monitor: 1024 x 768 resolution or greater with 32-bit color

Disk space: 2 GB free space on system drive for software installation; as needed on system drive or other drive for storage of projects and content.

Other: Mouse or other pointing device; high-speed Internet connection is recommended





Installing Artisan

Make sure your system meets the minimum system requirements. Then follow these steps:

- 1. Run the **downloaded file**. The InstallShield Wizard displays.
- 2. Click Next to begin installation.
- 3. Review the license agreement. Scroll to read the agreement or click Print to print a hard copy.
- 4. Click I accept the terms in order to continue with the installation.
- 5. Click Next to continue.
- 6. Enter your name in the User Name field. Optionally, you may also enter your organization/company.
- 7. Click Next to continue.
- 8. The application automatically installs to C:\Program Files***. If you want to install the software in a different directory, click Change and browse to a new location.
- 9. Click Next to continue.
- 10. Review the displayed information. If any information is incorrect, click Back and make the necessary changes. If the information is correct, click Install.



Note: The Artisan installation may take a several minutes. If installing from a CD, insert the second install disc when prompted.

1. Click Finish when the InstallShield Wizard displays a completed message.



Note: You can now launch Artisan 5.0 from the icon on your desktop or from your Start Menu.

2

Activating Artisan

If you have a 30-day trial version of Artisan, you will have to activate it with a product code once the trial period expires. This will allow you to have all the functionality for printing and ordering products from the Forever Print Shop. The activation code (same as a product key) will be sent within the confirmation message after you purchase it.

- 1. When you first launch Artisan, an Activate dialog box appears.
- 2. Click Activate.

Note: You can also click Activation/Upgrade from the blue Help button on the ribbon bar.

3. Enter your Product Key in the dialog box.

If you have not set up a Panstoria Account, click I need to create a Panstoria account and enter your e-mail, a password, and a security question and answer.

If you already have an account, select Use my existing Panstoria account and enter your e-mail and password.

- 4. Click Register or Login.
- 5. Click OK.



Getting Help and Support

Help buttons are available throughout Artisan 5.0. A Help button is always available on the *ribbon bar*, *dialog boxes*, and on the *Home Page*.

If you encounter problems not addressed within Artisan Help, contact Forever Customer Support at:

http://www.forever.com/

support@forever.com

1-888-FOREVER



There are instances when you will want to access the Internet from Artisan; software updates and item purchases. If Artisan tries to invoke an online connection, you may see a warning from your firewall protection program (such as Norton, McAfee, Windows Firewall, or others). If available, choose Always Allow from the options to allow Artisan to access the Internet now and on future occasions.



Get Connected to the Artisan Community

Several opportunities exist for you to connect with other Artisan users to share how-to's and creative ideas. These include:

You Tube youtube—videos have been created by Forever and individual users. Simply type "Panstoria Artisan" in the Youtube Search box to see a list.

Pinterest—see user pins with fun ideas and advice for creations that you haven't thought of yet. Simply type "Panstoria Artisan" in the Pinterest Search box to get started finding ideas.





Here are just some of the new features in Artisan 5

Be Super Organized with Font Manager

2151

The new *Font Manager* allows you to manage large font collections. You can create categories to group your fonts so that you can find just the right font for your project with a couple clicks. This new feature is optional—if you prefer just one long alphabetical list of font names, the choice is yours.

Unleash Your "Inner Artisan" with New Effects

Blend and *mask* effects provide endless new options to use with photos, papers, and embellishments. You can also use various brushes on individual elements, drawing across borders and even brush across the whole page using a transparent canvas. Your "creative license" has just been expanded!

Master Your Photos and Images



You can now edit individual photos and images right in your project with the full embedded Artisan *Image Editor*. Touch up photos, add cool effects, or even change colors of the photo or image with just a few clicks. What's more, with the expanded selection capabilities (e.g., *shape, lasso, wand*), you can apply artistic endeavors to only portions of your images if you wish. Move over Andy Warhol!

Create Without the Clutter

Now your digital craft room is easier to use than ever. The page stays visible even when you are using the creative menu tools. That's because the menu options appear to the right of your workspace as you work—no more annoying dialog boxes to move around as you try to see how the adjustments affect your page.



Design at Lightening Speed

Artisan 5 uses the full power of the computer's graphics processor, resulting in much faster display of pages, application of various filters, moving and resizing elements and so on. It's like having a speedy artistic assistant to help you move things around!

There are many more surprises to discover in this new version of Artisan. As Picasso once said, "Learn the rules like a pro so you can break them like an artist." Have fun discovering all the features of Artisan 5 and developing your own work and design style for your projects.

Artisan Workspace-Your Digital Craft Room

Your Artisan 5.0 workspace is flexible. Just like a physical craft room where you can arrange your work table and tools to suit your work style and preferences, Artisan allows you to customize your workspace. Once you get familiar with the defaults you can change the location and amount of windows, panels, menu options, and other "clutter." Just as some like a craft room with all things at their fingertips, others may prefer a simpler environment with minimal distractions. How you work in Artisan is up to you!

Choose a Work Mode: Basic or Advanced

By selecting a work mode at start-up, you can tell Artisan to "put away" or "bring out" the tools you want. A *Start* dialog box appears every time you launch Artisan (providing you don't click the *Don't show this again* check box) which allows you to choose between **Basic** or **Advanced** for that session.

Start	8
How you would	like to start the application?
	asic mode
Ad	vanced mode
Don't show this again	Help me choose

Basic mode displays a simplified interface with fewer options. The advanced mode displays all ribbons and buttons.

The following example illustrates the button choices that display on the Cut ribbon in both modes:



Note: You have the ability to choose a different mode for each session without impacting previous work on your projects. The mode choice is simply how you want to work for this session.

Changing Your Mode Within a Session

If you choose a mode at start-up, you can always change your mode as you work. Just click the Mode menu in the top-right corner above the Ribbon Bar:



Navigate the Home Page

ED.

Ð

Once Artisan launches, the Home Page displays:

2



From the home page, you can:



Navigate the Workspace

Once you launch a project and leave the Home Page, you enter the Artisan Workspace. This is your digital craft room, and it contains several different areas that you will use while designing your projects.



The File button opens the File menu. From the File menu you can easily switch between projects, view project properties, and quickly open and create new projects.

The Ribbon Bar runs across the top of the workspace and contains several different ribbons of menu commands. See Ribbons and Menus for more information on using each ribbon's menu options.



The Help button launches a Help menu that is accessible from anywhere within Artisan. See Getting Help for more information on using the different Help menu options.



Displays details about the current selected element on the workspace.

The Work Area is where you will design your pages - this is the area you will spend most of your time (think of it as your work table in your craft room).

Use the Toolbar for commonly-used functions such as undo/redo, save, move to previous page, move to next page, and close.





The Panel Tabs allow you to display the "parts of the whole" project. Each panel focuses on a different part; elements, pages, photos, content. Think of this area as your peripheral workspace, where you can set things down, rearrange, hide and lock things.



Use the Zoom tools to view your page at different sizes. For example, you can zoom in when editing individual photos and zoom out to view your entire page.

Use the Panel Zoom tools to see more or less items on certain panels; pages photos and content.





Getting around Artisan is easy once you have been here a few times! Use this section as a reference to learn the typical path to get to where you want to go. The more you go, the more likely you are to find shortcuts. Trust your intuition and previous Windows knowledge, and you will get around just fine.



Menus

There are a few types of menus available in Artisan:

"File Menu" below

"Short-cut Menus" on page 30

"Pop-up Menus" on page 31

"Ribbon Menus" on page 32

File Menu

The File button is located in the top left corner of the Artisan window.

File	Home				Advanced *
2	Manage content	Buy content	Import content	Watch tutorials	0
		Content		Getting started	

The File button opens the File menu, and is available on every screen. It provides an easy way to create a new project or open an existing one.

📳 Welcome - Pansto	ria Artisan 5.0	an Alexandron	
G	Open		
New			
Open	Recent	Recent	
Ext	Dpen project		Julia's Villa Years C/Ubers/Lisa/Documents/Artisan Projects/Julia's Villa Years
	Dpen page	S Welcome - Panst	oria Artisan 5.0
	Ppen image file	G	New
		New	100 B
		Open	
		Exit	Droject
			E Page
			L0

File Open options include:

Option	Description						
Recent	Displays a list of recently opened projects. Just click the one you want to open.						
	Recent Julia's Villa Years C\Users\Lisa\Documents\Artisan Projects\Julia's Villa Years						

Option	Description						
Open Project	Description Displays a File Open dialog box with a path set to the previously-opened project file. Just clic path and file name of the desired project. © Open project, page, or image © Organize New folder © rganize New folder © Documents library Desktop Downloads © Dropbox Recycle Pictures Videos Homegroup						
	File name: File name: Open Cancel						







File New options allow you to find a template from which to design from a wide selection of products:







Short-cut Menus

Similar to most other Windows applications, if you are in doubt where to find a command you need, just click the right mouse button. Chances are you will get the command you are looking for.



Note: Since the Short-cut menu is context-sensitive, make sure that you have the item (e.g., photo, embellishment) selected before you right-click for your best chance at accessing the command you want.

2



Pop-up Menus

Pop-up menus appear within panels. They are accessed by hovering your mouse pointer button over an item.

Elements Pages Photos Content Image: Content of the state of the

Ribbon Menus

The Ribbon Bar runs across the top of the Artisan window, similar to other modern Windows applications. Each ribbon contains a set of related menu choices, organized into sections.

	H	ome Ril	bbon													
	Home														Adv	anced 🔹
Reference to the second	Copy	F Paste	Remove	1 Undo	Redo	Align •	Order •	Group •	Flatten	Rotate •	Add page 🔻	Recover page	Template •	Coordinate	Background	8
			Edit		1			Arrange				roject		Page	5	
			Edit S	ection]			A	rrange	Section]	Project Se	ection	Pa	ge Section]

Sometimes a menu option appears on multiple ribbons. It is all set up for your convenience:

Home Ribbon

Insert Ribbon

Format Ribbon

Cut Ribbon

Image Ribbon



Touchup Ribbon

Photo Ribbon

View Ribbon

Working with Ribbon Menus

In Artisan 5.0, when you select a ribbon menu, the available settings for it will appear to the right of the Workspace in the Panels area. This is a change from the last version that relied on dialog boxes to present menu settings. The advantage of working with menus in this way allows you to see your work in real-time without a pesky dialog box blocking your view!

🚮 Julia's Villa Years - Panstoria Artisan 5.0 Home h Cut View Advanced nat Image Touchup Photo Т 2 Properties Text Shape • Color Gradient Paper Ren Select Custom Stroke • Remove Fill Effects Elen 3 * × 0.47 in h 3.23 in 🔆 🖉 🏠 Fill WW -Stroke 0 in y 0.51 in w 3.23 in Julia's Villa Years ÷ Welcome × \rightarrow Position and size 0 × 0.51 Position 0.47 in Size 3.23 in x 3.23 in Maintain aspect ratio I Angle 0. ► 100 Opacity Text wrapping Ħ No text wrapping × ng bos Tine OK Cancel 45 % ⇔⊕1

To work with ribbon menus, follow these general steps:



Select the element that you want to work with.

Click the tab of the ribbon menu you want.



Click the menu choice you want.

Look in the Panels area to see the available settings and make any desired changes.

Z



Select the element that you want to work with.

Click **OK** to save the changes, or **Cancel** to cancel the changes. You must choose one of these options to close the menu process and get back to your workspace.

Note: Some ribbons contain more menu items than can fit across your screen. If a blue arrow appears on the right or left side of a ribbon, just click it to display the rest of the menu choices for that ribbon.



Home Ribbon

The *Home Ribbon* is context-sensitive, in that the menu items change to reflect what you can do based on where you are. For instance, the Home Ribbon has a different set of menu items in the *Welcome* window versus the *Workspace*:

The Workspace Home Ribbon includes the following menu items:

Menu Item	Description						
Edit Section	Undo Redo						
Cut	Removes the selected item and places it on the Windows Clipboard. To place the item in a new location, select Paste .						
Сору	Places a copy of the selected item on the Windows Clipboard. To place a copy of the item in a new location, select Paste .						
Paste	Places the item(s) from the Windows Clipboard onto the area the cursor is placed on the page.						
Remove	Removes the selected item from the page.						
Undo	Undoes the last task.						
Redo	Redoes the last undone task.						
Arrange Section							
Align	Aligns the selected items (more than one item must be selected using the CTRL key).						
Order	Changes the order of objects. For example, you may want an embellishment to appear behind, or on top of a photograph.						
Group	Group objects that you want to stay together (more than one item must be selected using the CTRL key).						
Flatten	Flattening an object makes it a simple graphic. This can be done with text or rotated pic- tures. This option allows you to add various effects to the item (e.g., shadow, color change).						
Rotate	Allows you to rotate and flip items.						

2						
Menu Item	Description					
Project Section						
Add page • Recover page Project						
Add Page	Adds a blank page or template page to your project.					
Recover Page	Recovers (i.e., undeletes) a previously deleted page. This option is more powerful that Undo, as it only keeps track of page deletions and can be used regardless of how many actions were performed since the last deleted page.					
Page Section						
Template Coordinate Background Page						
Template	Changes the page style but keeps the current photos and text.					
Coordinate	Coordinates the colors of the elements on the page with the selected image.					
Background	Changes the background of the page while keeping all the elements in place.					

The Welcome Home Ribbon includes the following menu items:

Menu Item	Description	Description					
Content Section							
Manage content	Buy content Import content						
	Content						
Manage Content	Opens the <i>Content Manager</i> window where you ca See " Content Manager Overview" on page 64 for	*					
Buy Content	Opens the Store window and connects to the Intern for content to add to your collection. See "How to C page 90 for more information.	, , , , , , , , , , , , , , , , , , ,					


Menu Item	Description
Import Content	Opens a File Open dialog box to allow you to import art kits from a previous version Artisan, thumb drive, etc. See "How to Create an Art Kit" on page 90 for more information.
Getting Started Section Watch tutorials Getting started	
Watch Tutorials	Opens Artisan's YouTube channel to allow you to view video tutorials.



Insert Ribbon

The *Insert* Ribbon contains menu items that allow you to add items to your page. This is the ribbon to go to when you want to add something new to your project page.

The Insert Ribbon includes the following menu items:

Menu Item	Description			
Photo Section Photo • Empty frame Photos				
Photo	Inserts a photo that is not already in your project. When you add a photo, it displays at the bottom of the <i>Photo Panel</i> .			
Empty Frame	Inserts an empty photo frame that appears as a gray box in which you can add a photo. See Working with Frames and Mats for more information.			
Text Section Text Path Fancy Shape Text Text on page 254 for more details on using the <i>Text</i> menus.				

Text	Allows you to add an empty text box to a page, add text that was copied onto the Win- dows Clipboard, or set the default font for future text.
Text Path	Allows you to draw a shape in which text will follow, then type or paste the text. See Working with Text for more information.
Fancy	Allows you to insert text using a special Alpha sets that you may have loaded into Artisan. See Working with Text for more information.
Shape	Allows you to insert a text shape, a special symbol (such as a copyright or registered trademark symbol), or letters used in other languages. See Working with Text for more information.

Menu Item	Description		
Content Section			
Embellishment • Paper Content	▼ Shape ▼		
Embellishment	Inserts an embellishment from an Art Kit or other image file that is located elsewhere on your hard drive or thumb drive. See "Working with Elements" on page 167 for more information.		
Paper	Inserts a paper from an Art Kit or other image file that is located elsewhere on your hard drive or thumb drive. See for more information.		
Shape	Opens the Shape Editor to allow you to draw a shape onto your page. See "Working with Shapes" on page 186 for more information.		
Other Section			
Line V Outliner Stamp Calendar Other			
Line	Allows you to draw various types of lines on your page. See "Working with Shapes" on page 186 for more information.		
Outliner	Allows you to outline a shape to create a silhouette. See " Working with Other Ele- ments" on page 243 for more information.		
Stamp	Allows you to create a "rubber stamper" from an existing item on your page. See " Working with Other Elements" on page 243 for more information.		
Calendar	Allows you to insert a calendar on the current page. See "Working with Calendars" on page 235 for more information.		



Format Ribbon

The *Format* Ribbon contains menu items that allow you to modify the items to your page. This is the ribbon to go to when you want to change the way an item in your project looks.

The Format Ribbon includes the following menu items:

Menu Item	Description		
Element Section			
Properties Text Shape • Stroke Calendar			
Elemer	nt		
Properties	Allows you to adjust position and sizing options for the selected element.		
Text	Allows you to adjust text layout and font settings. See "Working with Text" on page 254 for more information.		
Shape	Allows you to edit or insert a shape. See "Working with Shapes" on page 186 for more information.		
Stroke	Allows you to select an art stroke as a border around the selected element. See " Working with Formatting Options" on page 225 for more information.		
Calendar	Allows you to adjust calendar options (must have a calendar selected). See "Work- ing with Calendars" on page 235 for more information.		
Fill Section			
Color Gradient Paper Remove			
Color	Invokes the <i>Color Picker</i> to select and adjust colors of a selected element. See "Using the Color Picker" on page 180 for more information.		
Gradient	Allows you to select colors and directions to gradient fill a selected shape or object. See "Working with Colors and Fills" on page 168 for more information.		
Paper	Inserts a paper from an Art Kit or other image file that is located elsewhere on your hard drive or thumb drive. See for more information.		
Remove	Deletes any fills that were applied to the selected element.		

Menu Item	Description			
Effects Section				
Select Custom Remove				
Select	Overlays a pattern or effect onto the selected image.			
Custom	Allows you to create a customized effect and apply it to the selected element.			
Remove	Removes any effects that have been added to the selected element.			
Shadows Section	•			
Light Heavy Custom Glow Remove Shadows See " Working with Shadows" on page 215 for more details on using the Shadows menus.				
Light	Applies a light (narrow) shadow to the selected element.			
Heavy	Applies a heavy (wide) shadow to the selected element.			
Custom	Allows you to customize the depth and direction of a shadow to the selected ele- ment.			
Glow	Allows you to select from a standard set of glow colors and widths to apply to the selected element.			
Remove	Deletes any shadows that were applied to the selected element.			
Sample Apply Sampling				
Sample	Copies the formatting set of the selected element. You can choose to copy a single format set at a time: <i>text style, stroke style, shadow, effect,</i> or <i>calendar style</i> . Use with the Apply menu to apply the set of formats to another element.			
Apply	Applies the formatting set that was copied with the Sample menu to the selected element.			





Cut Ribbon

The *Cut* Ribbon contains menu items for cutting elements on the page. Think of these as your scissors and cutting tools, similar to ones you use in your physical craft room. Some fun and unique effects can be created using the Cut Ribbon.

The Cut Ribbon includes the following menu items:

Menu Item	I		Desc	ription	
Cutters Se	ection				
Straight •	Shapes	/A Text	Custom •	Corners	Grid
			tters	_	_
See "Workir	ng with C	uts" on	page 195 f	or more c	letails on
Straight			Allow	s you to c	ut a selec
Shapes			Allow	s you to c	ut a speci

Allows you to cut out text from a selected element (e.g., a letter, initials, a name).
--

Custom Allows you to cut out a customized shape from the selected element.

Corners Allows you to design and cut corners for the selected element.

Allows you to cut a grid design into the selected elem	A
- Allows you to cut a drid design into the selected elem	ent
i liono you to out a gria acoigir into the colocida cion	

Selection Section

Text

Grid



See "Working with Cuts" on page 195 for more details on how to use the Selection menus.

Shape	Allows you to apply a shaped selection (e.g., heart, paw) to a portion of the selected element.
Lasso	Allows you to draw points to create your own shaped selection (e.g., aunt Mary's silhouette) to a portion of the selected element.
Wand	Allows you to scan the selected element to further select like portions within the selection.
Deselect	Undoes the selection.
Cut/Copy	Cuts or copies the selection.



Color Ribbon

Artisan 5.0 contains a powerful image editor in which you can add fun color changes and effects to photos and images. The *Color* Ribbon contains menu items for the image editor.

The Color Ribbon includes the following menu items:

Menu Item	Description				
Convert Section					
B & W Sepia Convert See " Converting Color to Monochrome" on page 126 for more details on using the <i>Convert</i> menus.					
B&W	Allows you to convert a photo or image to black and white.				
	Allows you to convert a photo or image to shades of brown for an old-fashioned				
Sepia	look.				
Color and Light Section	Color and Light Section				
Hue Wash Brightness Balance	Temperature Levels Curves				
Color and light					
See " Adjusting Color and Light" on page 131 for more details on using the Color and Light menus.					
Hue	Allows you to change the hue, saturation and intensity of the selected photo or image.				
Wash	Applies a color wash to the selected photo or image.				
Brightness	Adjusts the brightness and contrast of the selected photo or image.				
Brightness	Adjusts the brightness and contrast of the selected photo of image.				

Balance	Adjusts the color balance (cyan, magenta, and yellow) of the selected photo or image.
Temperature	Adjust the temperature (cooler or warmer) of the selected photo or image.
Levels	Adjusts the light levels of the selected photo or image.
Curves	Adjusts the color curves (spectrum of red, green, blue and gray) of the selected photo or image.



Filters Ribbon

Artisan 5.0 contains a powerful image editor in which you can add fun filter effects to photos and images. Use your "creative license" with these menus and watch your photos and images take on a whole new life in your project!

The Color Ribbon includes the following menu items:

Menu Item	Description					
Focus Section Blur Soften Sharpen Cleanup Focus						
	Images" on page 100 for more details on using the <i>Focus</i> menus.					
Blur Soften	Blurs the entire selected photo or image. Softens (slightly blurs) the entire photo or image.					
Sharpen	Increases the light and dark contrast of the entire selected photo or image.					
Cleanup	Reduces the graininess of the entire selected photo or image.					
Artistic • Edge • Distortion • Surface • Stylize • Filters						
Artistic	Allows you to choose from a selection of artistic filters to apply to the selected photo or image.					
Edge	Allows you to choose from a selection of filters that accent the edges of the selected photo or image.					
Distortion	Distortion Allows you to choose from a selection of filters that add distorted perspectives to the selected photo or image.					
Surface	rface Allows you to choose from a selection of filters that add a distorted layer to the selected photo or image.					
Stylize	Allows you to choose from a selection of filters that stylize the selected photo or image.					



Touchup Ribbon

Artisan 5.0 contains painting capabilities that allow you to "touch up" a photo or image. You can think of menu options on the *Touchup* Ribbon as similar to a digital painting application (e.g., Corel Painter).

The Touchup Ribbon includes the following menu items:

Menu Item	Description
Brushes Section	
New canvas Paint Clone Smudge Lighten Darken Brush	Blur Colorize Increase color Decrease color Erase
See " Touching Up a Photo" on page 119 for more details o	n using the <i>Touchup</i> menu options.
New Canvas	Creates a new painting canvas and allows you to start painting anywhere on the page, regardless of the photo or image selected.
Paint	Paints only on the selected photo or image.
Clone	Copies pixels from one area in the selected photo or image to another.
Smudge	Smears pixels from the selected photo or image as you click and drag over it.
Lighten	Lightens an area of the selected photo or image as you click and drag.
Darken	Darkens an area of the selected photo or image as you click and drag.
Blur	Blurs an area of the selected photo or image as you click and drag.
Colorize	Adds a color filter over portions of the selected photo or image as you click and drag.
Increase Color	Intensifies the primary color(s) of a portion of the selected photo or image as you click and drag.
Decrease Color	Decreases the intensity of the primary color(s) of a portion of the selected photo or image as you click and drag.
Erase	Removes portions of the selected photo or image as you click and drag.



Photo Ribbon

Artisan 5.0 contains a powerful photo editor. The Photo Ribbon menu options allow you to modify photos right within Artisan, similar to a photo editing application (e.g., Adobe Photoshop[®]). Although this ribbon was intended to be used primarily with photos, it can be used to modify any image on your page.

The Photo Ribbon includes the following menu items:

Menu Item	Description
Quick Fix Section	
See "Working with Photos and I	mages" on page 100 for more details on using the <i>Quick Fix</i> menus.
🔍 💌 📮	🤣 🗋
Auto fix Red-eye Tou	chup
Quick fix	
Auto fix	Applies automatic color corrections to the photo or image selected.
Red-eye	Fixes any red-eye issues on the selected photo.
Touchup	Uses brushes for painting on the selected photo or image.
Focus Section	
Blur Soften Sha	arpen Cleanup
Focus	5
See "Working with Photos and I	mages" on page 100 for more details on using the <i>Focus</i> menus.
Blur	Blurs the entire selected photo or image.
Soften	Softens (slightly blurs) the entire selected photo or image.
Sharpen	Increases the light and dark contrast of the entire selected photo or image.
Cleanup	Reduces the graininess of the entire selected photo or image.

u Item			Description	
to in Fra	me Sec	tion		
in tate 2	7000	Replace	Remove	
		o in frame		

Rotate	Rotates the selected photo clockwise in the frame.		
Zoom	Zooms in on a subject in the selected photo.		
Replace	Allows you to replace the selected photo or image with one you can search for on your computer.		
Remove	ves the selected photo or image from the page.		
Frames Section			
See Working with Frames and I	Mats for more details on using the Photo in Frame menus.		
Mat Select Custom	ize		
Frames			

Mat	Allows you to choose from a set of standard mats to frame the selected photo or image.
Select	Opens the Content browser to allow you to choose a mat or frame style from one of your art kits and apply it to the selected photo or image. See Working with Elements for more information.
Customize	Allows you to create your own frame and/or mat style for the elected photo or image.



View Ribbon

The *View* Ribbon contains menu options that allow you to customize how you see your project in the Workspace. Use this ribbon to get a better sense about how things are lined up on your pages and if there may be conflicts with how the printed pages will look once they are bound and trimmed (if you are designing a photo book).

The View Ribbon includes the following menu items:

Menu l	tem			Descript	tion
Preview	v Secti	on			
All			Spreads •	b Options	notate
_			Preview		
See the	e" Previe	ewina a	and Printin	a Your Fi	nal Proiec

All	Displays everything on the page, including elements that may be outside the bound- aries of the printed and trimmed page.
Page	Displays everything within the boundaries of the page, including the bleed.
Trim	Displays your page as it would appear printed and trimmed. See the Trimming and Printing section for more information.
Spreads	Displays your pages as they would look printed and bound. See the Trimming and Printing section for more information.
Options	Allows you to choose your final binding style (photo bookprojects only).
Rotate	Rotates the current view of the page.

Settings Section

	Show photos on right	
Guides	Show photos on bottom	
	Settings	

See the "Previewing and Printing Your Final Project" on page 278 section for more details on using the Preview menus.

Guides	Allows you to change grid guides and snap settings on your Workpsace.
Show Photos	Choose where Artisan displays your photo panel as you work (<i>side</i> or <i>bottom</i> of the Workspace).



It's virtually (pardon the pun) a piece of cake to create your first photo book in Artisan. All you need are photos, Artisan, and the rest is up to your imagination. It's ten easy steps between beginning and publishing a project.

But just like learning to bake, you will find yourself getting more daring with the ingredients the more you do it! This section is intended to help you start off simple. With experience, *Artisan Help* and *Forever Support*, your projects can get as complex as you dare.

Here are the basic steps for building a photo book project in Artisan:

- 1. Browse through your photos and decide on a topic. Maybe you want to document a special vacation or your child's recent sports season. Make a note of the folder on your hard drive where your photos are stored. You may even have set up a special folder (e.g., C:\My Documents\Photos\2015\California).
- 2. Launch Artisan.

A Start dialog box appears asking if you want to launch in Basic Mode or Advanced Mode.

Start		-×-
	How you would like to start the application?	
	Basic mode	
	Advanced mode	
Don't s	how this again	Help me choose

3. Click **Basic Mode** (later, you can find for more information on Basic and Advanced modes, see). *The Artisan Welcome Page appears.*



4. Click Create a New Project.

The Project Wizard window appears asking you if you would like to create a project or page.



1

5. Click Project.



12x12 Hardbound

The Forever Print Shop window appears with Photo Books already selected and some book formats to choose

Follow the directions in the diagram below to select your photo book options on this window. 6.

.

Local Print Projects

. .

Standard Paper Sizes Photo Paper Sizes





The Templates step in the Project Wizard displays.

🔀 Welcome - Artisar	n 5.0					X
e	New	Artisan provides initial templates				
New		for every project.				
Open		. ↓		< Back	Next >	Cancel
Exit	Select a templ	ate to use for your '12x12 Hardbo	and' project			
	Blank	Basic White Predesig				
		use this lin	you are ready, k to explore the store for more!		Get more template	s from the store
		Paristona	store for more!			

7. Click to select a template, then click Next. The Photos step in the Project Wizard displays.

😴 Welcome - Artisan	50
©	New
New	
	< Back Next > Cancel
	Add photos to your '12x12 Hardbound' project Add photos Add photos Add photos
	Drag and drop photos here
	or
	Click the 'Add photos' button

2

8. Click Add Photos, then From my computer. The Get Images dialog box appears.

et images							×
🕒 🔾 🗸 🖓 🖓	braries 🕨	Documents •	Digital Photos	•	• 49 Sea	rch Digital Phot	os 🔎
Organize 👻 Ne	ew folder					2	· 🔟 🛛
🔆 Favorites 🔲 Desktop	Â	Docume Digital Photo:	nts library			Arrange by:	Folder *
Downloads Dropbox Recent Places	. =	2011	2012	2013	2014	2015	iPhone Pics
Clibraries Documents Music Pictures Videos		Memories Project	Natalie 8th Grade Memories	Villa-From M Jones			
輚 Homegroup							
	File name	s				nage files Open	• Cancel

9. Navigate to, and select the photos you want to include in your project (use your *SHIFT* or *CTRL* keys to multi-select), then click **Open**.







Note: Knowing where your photos are stored, per step 1, will make this step go faster! Also, it may be impossible to determine which are your best shots from the thumbnail images in this dialog box. You can always add all the photos from the folder using your *SHIFT* key to multi-select. Then remove the not-so-awesome shots from your project later.

10. Click Next.

The next step prompts you to name your photo book.

🔀 Welcome - Artisar				
E	New			
New				
		< Back	Create	Cancel
	Name your new '12x12 Hardbound' project Please provide a name for the new project Choose a different location			

11. Type a name in the text box, and click Create. A status box appears as you wait for Artisan to complete your project.

Working	
IMG_2062.JPG	
	Cancel

Note: This may take a few minutes, depending on the number of photos you chose. Artisan will fill up the template with as many of the photos as possible, up to the maximum number of pages (99).

Note: See "Now What?" on the next page for ideas on what to do next to your project.



Once your photos are all placed, your project opens to allow you to edit and format your pages.



Basically, you have just created a vanilla cake with no icing or decorations. Here is where Artisan gets fun! The following table provides a "map" of formatting options that you can pursue from here. If you get overwhelmed, it's easy to put your project away and come back to it. Happy decorating!













Note: Remember to browse Artisan Help for other interesting features. Also, search for *Artisan* on Pinterest for ideas from other users like you!

This page intentionally left blank to ensure new chapters start on right (odd number) pages.



CHAPTER 2 Content Manager

This chapter contains the following topics:

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Content Manager Navigation-Using the Views	66
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Using Tags	72
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Add an Embellishment	
Create an Element from Scratch	





Remember the days of paper scrap booking; when you had (or still have) bins full of papers and do-dads? If you were creating a scrap book page of memories from your best friend's baby shower, you would first need to choose a paper. You might go to your shelf of papers and root through the stack to find one that fits the style and color scheme you had in mind. Then you would go to your shelf of embellishments and find the bin labeled "baby stuff" and select a few embellishments. Finally, you might decide on a title or phrase that captures the feeling just right and go to your "letters" bin for the appropriate choice. Once you have it all picked out, you would lay it out on the table with the photos and play with arrangements on the page.

If you needed something more, it was back to the bins or the store (what is more fun than shopping for the right paper or do-dad?). If you changed your mind about an item, it was back to the bins to put it away, or more likely, it would be added to the pile of project rejects on the corner of your work table to be dealt with later. Sound familiar?

Well, in Artisan, the collection of all your scrap booking items is called Content. Artisan has a special way to help you organize your Content so you will never end up with a "pile in the corner"- unlike your craft room. Consider the following diagram that compares organizing your craft room content (physical-paper and other materials) to organizing electronic content within Artisan's.



Artisan's collection of shelves and bins collectively is called *Content Manager*. If you are familiar with Artisan 4.o, Content Manager has not really changed. If you are new to Artisan, it will be a favor to yourself to invest some time understanding



Content Manager. Collecting papers and embellishments is even more fun and addictive in Artisan than the physical paper world, and you will want to start off with a habit of organizing your new purchases!

How Content Manager is Used

Multiple functions allow Content Manager to work for you. These include:

Create an Art Kit- create your own art kit from your favorite elements.

Edit an Art Kit- make changes to existing art kits and/or create additional folders.

Import Content- bring in content that you purchased and used in a previous version of Artisan.

Purchase an Art Kit- purchase an art kit contents from the store or other digital art marketplaces.

Keep a List of Activation Codes- store all your codes for the art kits you purchase in one convenient list.

These functions are available from the Content Manager ribbon menu. But your biggest use of Content Manager will be to search for the content that you need as you are creating your projects. Content Manager is a flexible and powerful backbone of Artisan, and can be used to create your very own digital "dream craft room."

2

Content Manager Navigation-Using the Views

The Content Manager is available from the initial Artisan screen.



Content Manager contains three major views:



The Library contains folders in which Art Kits can be found. *Built-in Kits* is the default location for those included with your installation. *Commercial Art Kits* is the default location for purchased and downloaded kits. *Personal Art Kits* is intended for Art Kits in which you create from scratch. You can also create additional folders based on how you like to organize your content.

"Using Library View" on page 68



My Categories allow you to assign Kits to categories that you define. A kit can belong to more than one category. Most kits are downloaded with a swanky name that the artist created (like "Life is Beautiful" or "Life Ain't Always Beautiful"). Creating categories will help you find them using names that make sense to you (like "Showers" or "Beach Vacation").

"Using My Categories" on page 70



A Tag is an individual name assigned to an element for search purposes. An element can be assigned more than one tag. Tags are great for looking for a specific element regardless of what kit or category it came with .



"Using Tags" on page 72

Remember, the purpose of Content Manager is to store your content in an organized way to make finding that right element fast and easy. Each view is a different way to get to an element that is stored one time in Artisan. In the following diagram, you can see how the concept of the Library, My Categories, and Tags views lead you to the same element:



Using Library View

The *Library* is the default view in Content Manager. It contains the Art Kits on the left, and the elements in each Art Kit on the right. The structure is intuitive to use, as it is similar to Windows Explorer. You can expand the folders and sub folders on the left while viewing the contents on the right.

Panstoria Artisan 5.0		x
File Content	Advanc	ced 🔻
Create art kit Edit art kit Import content Activation of		8
Manage	Contents	
Folders	Welcome Content X Basic effects Folder name	>
▲ (♥ Library ▲ 길 Built-in Kits	C:\Program Files\Panstoria\Artisan 5\Kits\Basic effects.pakit Kolder path	
Basic effects Basic strokes	All Effect Contents are categorized by tabs	
 Basic White Predesigned Pages 12x12 Blank Calendar 11x8.5 Blank Calendar 12x18 Blank Calendar 12x18 Bright Sampler Kit 	→ Effect Item count → 5 items	;
 Common Corners Cutouts 	Test 1 Test 2 Test 3 Test 4 Test 5	
 Earth Sampler Kit Edges Frames 		
 Geometric Hair colors 	ⅲ ፡፡ ■	Ť

Depending on the types of content included in the Art Kit (folder on the left), the tabs on the right may change. Think of the tabs on the right as your "bins of goodies". Common tabs that may display include:

Tab	Description
All	Displays all the elements contained in the Art Kit, and is listed alphabetically by file name.

Tab	Description		
Kits	Paratoria Artisan 3.0 Image Content Content Manage Manage Manage Welcome Velcome Content X Manage Welcome Content X All kits Manage Manage Velcome Content X All kits All kits Image Manage Image Image Image </td		
Paper	Displays all the paper styles contained in the Art Kit, and is listed alphabetically by file name.		
Embellishment	Displays all the embellishments contained in the Art Kit, and is listed alphabetically by file name.		
Shape	Displays all the shapes contained in the Art Kit, and is listed alphabetically by file name.		
Edge	Displays all the edgestyles contained in the Art Kit, and is listed alphabetically by file name.		
Corner	Displays all the corner styles contained in the Art Kit, and is listed alphabetically by file name.		
Frame	Displays all the frame styles contained in the Art Kit, and is listed alphabetically by file name.		
Effect	Displays all the effect styles contained in the Art Kit, and is listed alphabetically by file name.		
Color	Displays all the color choices for fills contained in the Art Kit, and is listed alphabetically by file name.		
Alpha Set	Displays the full alphabet letter styles contained in the Art Kit, and is listed alphabetically by file name.		
Stroke	Displays the styles of brush strokes contained in the Art Kit, and is listed alphabetically by file name.		
	Displays the page layouts contained in the Art Kit, and is listed alphabetically by file name.		

-

Using My Categories

The *My Categories* view allows you to see all the elements contained in all your Art Kits on the right. The structure is intuitive to use, as it is similar to Windows Explorer. You can expand the folders and sub folders on the left while viewing the contents on the right. Think of the tabs on the right as your "bins of goodies".

My Categories, as its name implies, is context-sensitive to what you have in your "craft room." That is, the types of content included in all the Art Kits you have will affect the tabs that display on the right.



Note: Use this view to search for content when you are looking for a specific element and you can't remember which Art Kit contains it.

Common tabs that may display in My Categories view include:

Tab	Description
All	Displays all the elements contained in all your Art Kits, and is listed alphabetically by file name.

U

Z

Tab	
Tab	Description
Kits	Protocina Actions 3:0 Actions of the sector of the sec
Paper	Displays all the paper styles contained in all your Art Kits, and is listed alphabetically by file name.
Embellishment	Displays all the embellishments contained in all your Art Kits, and is listed alphabetically by file name.
Shape	Displays all the shapes contained in all your Art Kits, and is listed alphabetically by file name.
Edge	Displays all the edge styles contained in all your Art Kits, and is listed alphabetically by file name.
Corner	Displays all the corner styles contained in all your Art Kits, and is listed alphabetically by file name.
Frame	Displays all the frame styles contained in all your Art Kits, and is listed alphabetically by file name.
Effect	Displays all the effect styles contained in all your Art Kits, and is listed alphabetically by file name.
Color	Displays all the color choices for fills contained in all your Art Kits, and is listed alphabetically by file name.
Alpha Set	Displays the full alphabet letter styles contained in all your Art Kist, and is listed alphabetically by file name.
Stroke	Displays the styles of brush strokes contained in all your Art Kits, and is listed alphabetically by file name.
Page	Displays the page layouts contained in all your Art Kits, and is listed alphabetically by file name.

2

Using Tags

The *Tags* view allows you to see all the elements contained in all your Art Kits organized by tag on the right. A tag is a keyword that you can assign to any element to make that element easy to find fast.



The structure is intuitive to use, as it is similar to Windows Explorer. You can expand the folders and sub folders on the left while viewing the contents on the right. Think of the tabs on the right as your "bins of goodies".

The Tags view defaults to display all your elements categorized by tag on the right. Just as you are unlimited in the number of tags you can assign to one element, you may have many elements that are labeled with the same tag.

Panstoria Artisan 5.0	Density Rose Statements No. 10, Corner State	
File Content		Advanced
Create art kit Edit art kit Import content Activatio	-	
Manage	i cous	
	Welcome Content X	← →
Organize Tags Categories ▷ ∰ Library	All tagged content	
b W Categories	All Embellishment Alpha set	
🖌 🗢 Tags	∡ Embellishment	5 items
 € Content not tagged ◆ pixels2Pages ◆ Blue Tag names are listed here as you create them 	p2P_linesan_ p2P_linesan_ p2P_linesan_ p2P_linesan_ p2P_linesan_	
	∡ Alpha set	1 item
	Terciet 1	


Panstoria Artisan 5.0		
File Content		Advanced
Create art kit Edit art kit Import cont Manage	ent Activation codes	
Manage	Welcome Content X	÷
Elements that do not have a tag are grouped under this folder	Content not tagged	
Tags Content not tagged pixels2Pages	Al Paper Embellishment Shape Edge Comer Frame Effect Color Alpha set Stroke	(VEP/DAY
	KPertet,Em. KPertet,Em. kvd.j/n,bei. kvd.j/n,bei. kvd.j/n,bei. kvd.j/n,bei. kvd.j/n,bei.	
		n

Note: Use this view to find an element specifically, regardless of the Art Kit or Category it may belong (e.g., "blue flower").

Common tabs that may display in Tags view include:

Ð

Tab	Description
All	Displays all the elements contained in all your Art Kits, and is listed alphabetically by file name.
Kits	Persona Artisen 3.0 Advanced Content Advanced Create art kit Edit art kit Dig Data in Con Manage Veccome Content X Organize Tage Dig Data in Con Content X Alt Ids Alt Ids Alt Vacanced Image Veccome Content X Alt Ids Alt Ids Alt Vacanced Image Image Image </th
Paper	Displays all the paper styles contained in all your Art Kits, and is listed alphabetically by file name.



Tab	Description
Embellishment	Displays all the embellishments contained in all your Art Kits, and is listed alphabetically by file name.
Shape	Displays all the shapes contained in all your Art Kits, and is listed alphabetically by file name.
Edge	Displays all the edge styles contained in all your Art Kits, and is listed alphabetically by file name.
Corner	Displays all the corner styles contained in all your Art Kits, and is listed alphabetically by file name.
Frame	Displays all the frame styles contained in all your Art Kits, and is listed alphabetically by file name.
Effect	Displays all the effect styles contained in all your Art Kits, and is listed alphabetically by file name.
Color	Displays all the color choices for fills contained in all your Art Kits, and is listed alphabetically by file name.
Alpha Set	Displays the full alphabet letter styles contained in all your Art Kist, and is listed alphabetically by file name.
Stroke	Displays the styles of brush strokes contained in all your Art Kits, and is listed alphabetically by file name.
Page	Displays the page layouts contained in all your Art Kits, and is listed alphabetically by file name.



How to Create a Tag

- 1. Open Content Manager.
- 2. Hover your mouse pointer on the **Tags** folder and click the drop-down selection button that appears -or- **rightclick**.



3. Click Create Tags.

Create new tags		×
Tags		
[
Enter one or more tags separa Put quotation marks around a words.		
😮 Help	OK	Cancel

4. Type your desired tag name and click **OK**. Make sure to follow the displayed directions for multiple tags or words (e.g., use quotes for multiple words like "*blue flower*").

Your tag name is listed with the existing tag names.



How to Assign a Tag to an Element

Once you have the tag created, you can now assign an element to it.

1. Open Content Manager.

2. Search for and display the **element** to which you want to assign the tag.

Note: The element of	can most likely be found from the Contents Not Tagged folder.	
Panstoria Artisan 5.0	a frank instant in a sure hard	- 0 - X
File Content		Advanced
Create art kit Edit art kit Import con	o123 Intent Activation codes	
Manage		
	Welcome Content X	$\leftarrow \rightarrow$
Organize Tags Categories ► ▷ (♣ Library	Content not tagged	
b My Categories	Welcome Content X	
Create art kit Edit art kit Import content Activation codes Manage Welcome Content X Organize Tags Categories D ILibrary D ILibrary		
	Blue-Flower bright-pink flower KPertiet_Co KP	ertiet_Em
		d_jfn_bei
		n

3. Click and drag the element from the right to the tag name on the left.



How to Use a Tag to Search for an Element

Tags are most effective when you are in the process of designing a page. When inserting an embellishment, use the Content Browser to search for and view elements with certain tags.



Content in Art Kits

Content is your collection of elements. An element can be a paper, embellishment, shape, edge, corner, font set, and even a color. Some elements come with the Artisan 5.0 installation, and you can purchase and download many more. Most elements are purchased and downloaded in packages called Art Kits.



You can keep the elements with others of the same kit or re-organize them. You can decide that elements belong together regardless of the kit they were purchased with.

There are thousands of Art Kits that are available for purchase through the Forever Print Shop, all created by artists who have a flare for color coordination and design.

Working with Art Kits

Art Kits are flexible and fun! You may have your own flare for color coordination and design. Artisan allows you to create your own Art Kits as well as import ready-made ones. As you get comfortable with Content Manager, you can to make your "online craft room" work for you. Working with Art Kits includes:

Creating an Art Kit

Editing an Art Kit

Importing an Art Kit

Purchasing an Art Kit

Managing Art Kit Activation Codes



How to Purchase and Download an Art Kit

Art elements can be purchased and/or downloaded as Art Kits. The most convenient place to purchase a new art kit is from the online store, as the elements will automatically be downloaded together as part of the kit.

Our Pro	oducts 🔻	Artists & Affiliat	es 🔻 🗄	Store
Free Content Ne	w Content			
ducto Distribut Contor	-			
ducts - Digital Conte	nt			
	artists/design/	ers: all at		
		oducts - Digital Content	oducts - Digital Content	

2. Click the *digital content links* to browse to an art kit that you want.



3. Click Add to Cart.

The Shopping Cart displays.

oftware Digital Content	Nous Cost			
ree Content	Your Cart			Kaop Shopping Clear
New Content		A Little Birdie Told Me Borders SKU K1013-01004	Qty f Update	• \$3.99
			Have a discount code?	
				Add
			cart total	• \$3.99



Note: The Digital Content shop works like most other e-commerce sites, in that you can continue shopping or check out with just one purchase.

4. Click Checkout once you are finished shopping.

177

ftware gital Content	Log In or Setu	p New Account	
re Content w Content	Returning Cust	omer?	New Customer?
	Just log in to conti	nue on to the checkout	You need an account to continue. If you don't have one yet then sign up now!
	Email Address		Create My Account
	Password		
	Forgot your passivo	ad a	
Existing customers log in		Log In Now	New customers will create an account.

5. Once you have logged in or created an account, complete the payment information fields.

Software	Digital Content	Free Content	New Content				
oftware Digital Content	Chec	kin' out					
Free Content New Content	Billing	Address		Payment In	fo		
	* First N	lame *L	ast Name	* Payment Ty	pe		
				Visa	٠		
	* Count	ry .		* Credit Card	Number		
	United		•				
	* Street	t Address		* CVV2 Numb	or		
	Street A	Address		* Month		* Year	
				01	•	2011	٠
	* City						
				Cart Info			
	* State	(US only)		A Little Bird	lie Told N	Ae Borders (1)	\$3.99
		•					





ware application, whereas you need to enter the code when you first use it to validate that it was a legal purchase.

How to Activate an Art Kit

1. Open Content Manager and display the art kit you just downloaded.



Note: In order to activate the art kit, you must type and save the code manually on the Activation Codes window.



Ð

2. Click Activation codes on the Content Ribbon. The Activation Codes window appears.

Unlocked kt(s)	
	Unlocked kit(s)

3. Click Add a New Activation Code.

Add content activation codes		
Enter your commercial art kit activation code	s (one per line)	
		*
		-
🕜 Help	ОК	Cancel

4. Type (or paste, if you copied the code from the purchase confirmation) the *code* into the text box, and click **OK**.





Note: Artisan is smart enough to associate the code with the purchased art kit.

5. Click Close.

A copy of the code and art kit association appears on the list.

Activation code	Unlocked kit(s)	
44XT2-4MY7G-BXDHG-24HH9	A Little Birdie Told Me Borders	
		_
	Make a backup copy	

Z

6. Click Close.



Managing Your Art Kit Activation Codes

Periodically, you will want to make a backup of your activation codes. Especially if you find yourself continuously adding purchases to your digital craft room (i.e., Content Manager).

One unfortunate (and hopefully rare) occurrence for needing a backup list of your activation codes is if you have a hardware failure and need to re-install Artisan. Think of the backup as an insurance policy for your valuable stash of scrap booking supplies!

1. Open Content Manager.



2. Click Activation codes on the Content Ribbon.

Activation code	Unlocked kit(s)
44XT2-4MY7G-BXDHG-24HH9	A Little Birdle Told Me Borders

- 3. Click Make a backup of my codes.
- 4. A text editor appears (Windows Notepad) with your codes listed (no formatting).



Select File, Print to print a copy (if you have a printer set up) and keep the hard copy in a safe location.

Print		
General		
Select Printer		
Sea Add Print	ter	HP Officejet Pro 8500 A9
🚔 Fax		Hicrosoft XPS Documen
HP Office	ejet Pro 8500 A909g Series	🖶 Snagit 12
•		Þ
Status:	Ready	Print to file Preferences
Location:	IP=192.168.200.215,Host=H	P436419
Comment:		Find Printer
Page Range		
() Al		Number of copies: 1
Selection	Current Page	
Pages:		Collate
_ · • • • • • •		11 22 33
· · · · · · · · · · · · · · · · · · ·		
	F	Print Cancel Apply

Note: As an alternative (or in addition to) a hard copy, you can select **File**, **Save As...** and save the activation code list to a jump drive or external hard drive. Just make sure to label it so that you can find it conveniently later.

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How to Create an Art Kit

You can create your own personal library of favorite elements by creating an Art Kit to contain them. You can save free art, art that you personally created, or individual elements saved from your projects or created elsewhere. Artisan supports all major image file formats, but they must be stored in an Art Kit.

1. Open Content Manager.



- 2. Click Create art kit on the Content Manager Ribbon
- 3. Click Create Personal Art Kit.

Create a new personal art kit		×
Name of new personal art kit		
Location to contain the kit		
Commercial Art Kits		
Personal Art Kits		
	01/	C 1
😮 Help	OK	Cancel



4. Type the desired name of the personal Art Kit, and click **OK**.



5. Click **OK** to accept the instruction dialog box.



Note: Once the Art Kit is created, Artisan opens the kit and you can start adding *elements* to it right from this window. If you want to add elements later, you can do so by editing the art kit.

How to Add Elements to Your Art Kit

The following elements can be added right from your Art Kit window:

Element	Description
Paper	Import an image (Artisan supports all major image file types like .jpg, .png, .bmp, etc.) to be used as a paper.
Embellishment •	Import an image (Artisan supports all major image file types like .jpg, .png, .bmp, etc.) to be used as an embellishment.
Shape 🔻	Insert a new shape by creating it from scratch in the Shape Editor. Or import an existing shape (in .pash or .shape format).
Edge •	Insert a new edge by creating it from scratch in the Shape Editor. Or import an existing edge (in .pash or .shape format).
Corner 🔻	Insert a new shape by creating it from scratch in the Shape Editor. Or import an existing corner (in .pash or .shape format).
Color	Use the Color Picker to create a color.

Add a Paper

1. Click on the **Content Manager Ribbon**of the Personal Art Kit window.



2. Navigate to the desired image in the Get Images dialog box, and click Open.







Add an Embellishment Embellishment • 1. Click on the Content Manager Ribbon of the Personal Art Kit window. х Get images G Libraries + Pictures + Nursery Images Search Nursery Images Q -2 Organize 🔻 New folder ÷* - -**Pictures library** 쑦 Favorites Arrange by: Folder -Nursery Images E Desktop \rm Downloads 😻 Dropbox 🖳 Recent Places 9104175169 beautiful-fl bird_conto BluePolkaD bull_conto cow_conto _f09f819e67 owers-clipotPrintable ur ur ur 📄 Libraries art_34-3379 Backgroun _m 5 Documents d al Music ٢÷ Pictures luu 🛃 Videos duck_conto digital_polk Flower-Patt dog_conto fish_contou horse_cont ern-Backgr a_dot_patte ur ur our r ound-Bluern 🍓 Homegroup and-Pink-... Mr. **m** 📧 Comnuter 80 All image files (*.jpg; *.png; *.b) 🔻 File name: • Open Cancel

2. Navigate to the desired image in the Get Images dialog box, and click Open.



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Create an Element from Scratch

You can create elements from *shapes*, *edges*, *corners*, and *colors* that you create right in your project. These elements have special properties in Artisan, and are stored with specific file formats. Therefore, they can be created within Artisan with the Shape Editor. This allows you to have a genius moment that you can recreate in future projects!

See "Working with Shapes" on page 186 for more information.

CHAPTER 3 Photos and Images

This chapter contains the following topics:

Working with Photos and Images	
Adding a Photo to a Page	102
Using the Photo Panel	105
Placing Photos with Drag and Drop	
Adding More Photos	
Using the Short-Cut Menu	111
Touching Up a Photo	
Converting Color to Monochrome	
B&W	126
Sepia	129
Adjusting Color and Light	131
	132
Hue and Saturation	132
Color Wash	134
Brightness	
Balance	
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Applying Filters	
Artistic Filters	144
Edge Filters	146
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Surface Filters	
Stylize Filters	
Working with Frames and Mats	
About Frames	



Working with Photos and Images

Have you ever thought, "Wow, this would be a perfect photo if only it was brighter," or, "I wish this picture were in black and white?" These types of adjustments used to be left to the hands of digital darkroom experts.

With Artisan 5.0, you will be surprised at all the digital darkroom-like tools that you have at your fingertips—right from your project. In fact, every photo that you insert is a mere copy of the original, which increases the play factor immensely. If you take those artsy adjustments a little too far (let's face it, we all can), you can simply undo the adjustment or start over by inserting the photo again from "scratch."

The following samples are just some of the adjustments you can apply to your photos right from the page:



Things you can do to a photo or image include:

Convert color photos to monochrome for impact (see " Converting Color to Monochrome" on page 126)
Adjust color and light to improve a photo or just for fun (see " Adjusting Color and Light" on page 131)
Apply filters for artsy effects like make a photo look like a painting or sketch (see "Applying Filters" on page 143)
Touch up photos to compensate for poor lighting or focus (see " Touching Up a Photo" on page 119)



Most of the menu choices for these tasks will be found on the , "Touchup Ribbon" on page 46, or "Photo Ribbon" on page 47.



Adding a Photo to a Page

When you add a photo to a page in your project, you have the choice of adding it as a free-floating photo or adding it to a frame. One of the cool features of Artisan is the ability to manipulate and format frames and mats. So whenever possible, insert a frame first (see Working with Frames and Mats for more information).

To add a photo to your page from your computer, follow these steps:

1. With the target page open, **select the frame** to which you will add the photo. Handles appear around the frame and "Drop photo here" appears in the center.



2. From the **Insert** Ribbon, click **Photo**, **From My Computer**. *The File Open dialog box appears.*







See "Working with Photos and Images" on page 100 for information on formatting and manipulating your photo now that it is placed on the page.







Using the Photo Panel

Photos can be added to your project at any point in the creation process. You can add photos:

At the beginning of the project when you are stepping through the Create Project Wizard

In the middle of the project, downloading photos from your computer as you go

Both at the beginning and add as you go

Once a photo is added to your project, you can use the Photo Panel to view, sort, add, or remove photos from your project.











Placing Photos with Drag and Drop

Once a photo is part of your project, you can drag and drop a copy of it to any page in your project.

To place a photo using drag and drop, follow these steps:

- 1. Open the target page on your workspace.
- 2. (Optional) Insert, place, and size the **frame** on your page (see Working with Frames and Mats for more information on frames).



3. Click the Photos tab to the right of your workspace to open the Photos Panel.



4. Use the scroll bar to scroll through your photos.




5. Click and drag the desired photo from the Photos Panel to the page—or to the frame. *The photo is placed.*

Note: One of the benefits of using a frame is that Artisan will automatically center and size the photo. You can resize, rearrange, and rotate the photo using the handles. You can also make changes like cropping, changing the colors, applying fun filters, etc. See various sections of "Working with Photos and Images" on page 100 for more information.

Adding More Photos

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You can add more photos to your Photo Panel so that they are ready at your "fingertips" within the project. This is helpful, for instance, if you want to grab some shots from your daughter's iPhone after you already started your project!

To add more photos to your Photo Panel, follow these steps:

 With the Photo Panel open, click Get photos The File Open dialog box appears.

in the upper left corner, then From my computer.



2. Search for the location of the photos you want, then select them (use the SHIFT or CTRL keys to multi-select).

3. Click Open.

🚬 Get photos 🔚 Arrange Show: All photos . spring summ... spring summ... spring summ... spring summ... IMG_2195 P1010149 P1010150 P1010151 The photos are added to the bottom of the Photo Panel, so you may have to P1010152 P1010153 P1010154 P1010155 scroll to see them. III 🔣 🔳

The photos are added to your Photo Panel and are ready to be placed in your project.



Using the Short-Cut Menu

There are a variety of other actions you can perform within the Photo Panel. Select a photo and **right-click** to see the *Short-Cut Menu* options.

	Elements Pages	Photos Content
	式 Get photos	🔄 Arrange
	Show: All photos	*
Right-click a photo for menu options related to <i>that</i> photo only.	spring summ	Add photo to page in a new frame Make this photo the background
		Fill the selected element with this photo
	F. M.	Preview Edit using the image editor Rotate
	spring summ	Duplicate this photo
	1.00	Remove photo from this list
		Paste
		Properties









Menu Option	Description
Preview	Provides a closer look at your photo in a preview window.
	⊘ нер ОК
	Use the <i>zoom bar</i> to get an even better view





Menu Option	Description			
Properties	Displays a dialog box with more than information than you probably want to know about the photo!			
	Image properties	×		
	File File type PNG file File type PNG file File size 1.3 MB Created Monday, August 31, 2015 1:52:33 PM Modified Monday, June 29, 2015 4:30:28 PM Description Image title Description	• •		
	Rating & & & & & & & & & & & & & & & & & & &	•		
		Close		





Sometimes you want a quick fix for a photo, like lightening up the subject or smudging out the stranger in the background. If you want to make an adjustment to an area of a photo without affecting the whole image, the *Touchup* Ribbon is your "go-to" for menu choices that will make those quick corrections.

To touch up a photo, follow these steps:

- 1. Add the photo to the page—either with or without a frame (See "Adding a Photo to a Page" on page 102 for more information).
- 2. Make sure the photo is selected, and click the Touchup Ribbon. *The Touchup ribbon menus are enabled.*



Note: If a photo is not selected, all ribbon menus except New Canvas will be unavailable.

3. Click the desired menu to touch up your photo.



















Converting Color to Monochrome

Artisan has two monochrome styles in which you can convert your color image; black & white and sepia.



Both of these styles contain preset options as well as customizable options for when you are feeling especially artistic!

B&W

You can convert any image to black and white with shades of gray. Artisan provides multiple options for your conversion, each with a preview before you commit.

To convert to black & white, follow these steps:

- 1. Select the photo or image you want to convert.
- <text>





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Description

Hue adjustments

Methods

Displays sliders to adjust each color family, based on the original color photo. As you adjust the sliders, the preview shows the gray conversion for that color family (reds, yellows, greens, cyans, blues and magentas).



Color channel (RGB) adjustments

CHAPTER 3 Artisan 5 User Guide



- 3. Click the **Convert using** method you want and adjust the related settings.
- 4. Click OK.

Note: You can undo a series of settings using the **Undo** button on the **Home** Ribbon.

Sepia

You can convert any image from color to reddish-brown tones—with multiple options. This look gives your page an old-fashioned feel, as if you are working with a historic photo.

To convert to Sepia, follow these steps:

1. Select the photo or image you want to convert.



2. Click Image->Sepia. The image converts.





Adjusting Color and Light

The Color and Light section of the *Image* Ribbon contains many options that allow you to fine-tune your photos or images to blend in better with your page design and color scheme, or to "pop" and call attention to the image.

Steps to adjust the color and light settings of a photo or image:

- 1. Select the photo or image on your page.
- 2. Click the **Image Ribbon**.
- 3. Click on the desired menu option:

"Hue and Saturation" on the next page

"Color Wash" on page 134

"Brightness" on page 135

- "Balance" on page 136
- "Temperature" on page 137
- "Levels" on page 138

"Curves" on page 140



Hue and Saturation

In simple terms, a hue is a true color on a mixing wheel or rainbow (e.g., red, orange, yellow, green, blue, violet). Colors in images can be adjusted so that reds are more orange-red, and greens more blue-green.

Saturation can be thought of as a range from pure color (100%, vivid) to gray (0%, dull).

We have all heard the term, "a picture does not do it justice." The hue and saturation levels of colors that we experience in nature is hard to replicate in a photo. Artisan gives you these tools to allow you to get the colors in your photos or images to look their best!





Color Wash

You can add a wash of color over your entire image, adding a creative touch and possibly either make the image blend in with the page's color palette, or making it "pop" by using a contrasting color. You can even create an "Andy Warhol" effect by having a page of copies of the same image with multiple washes!





Settings	Description
Hue	Click and drag the slider across the color spectrum to effect the overall hue of the image.
	Color wash Hue Hue Sample color from screen Saturation Brightness
More colors	Invokes the Color Picker so that you can choose a hue from the palette. See the section
	"Using the Color Picker" on page 180 for more information about the color picker.
Sample color from screen	Uses the dropper tool to allow you to "pick up" a color from the image to use as the hue model.
Brightness	Adjusts the overall lightness or darkness of the image.

Brightness

The amount of light in your image can be adjusted with the Brightness settings. This can be helpful to brighten or darken a photo that was underexposed or overexposed.



Settings	Description
Contrast	Adjusts the difference between light and dark areas of an image. Contrast determines the number of shades in the image.
	Light
	Contrast
	Brightness
	Highlights
	Midtones
	Shadows
Brightness	Adjusts the relative lightness and darkness of an image, determining the intensity of colors.
Highlights	Adjusts the brightest parts of an image.
Midtones	Adjusts the overall lightness or darkness of the image.
Shadows	Adjusts the darkest parts of an image, and the degree of detail that is discernible in those dark portions.

Balance

You can adjust the color balances of your image. For example, sometimes pictures taken indoors with a flash can appear washed in yellow or orange. With the Balance menu, you can balance one hue to it's complimentary hue; cyan/red or yellow/blue to achieve a color more true to the original subject.







Temperature

An image's temperature is the amount of warm colors (reds/yellows) versus the amount of cool colors (blues/purples) that the image displays overall. The Temperature menu is much like changing the color balance of the image, without the guesswork. This feature is nice when skin tones in a photo look too pink or too blue.



Levels

Sometimes an image appears too dark or too bright. If you want precise control over the adjustment, use the Levels menu.







Curves

The Color Curves menu intensifies or fades overall color in an element. Using curves achieves an overall shift in shadows, midtones, and highlights. This feature is fun to play with for creative touches like fading out an image to serve as a back-ground layer or border.









Applying Filters

Here is where you can get really artsy with your photos! Filters can make your special photos or images even more unique by adding fun effects to change the mood or feeling of the image. Some filters even seem to add a texture, as if you inserted a painting or mosaic right into your Artisan project. Available filter categories are:

- " Artistic Filters" on the next page
- "Edge Filters" on page 146
- "Distortion Filters" on page 147
- "Surface Filters" on page 149
- "Stylize Filters" on page 150

The best way to decide on a filter is trial and error (i.e., play around)! One filter might do really amazing things to one photo, while completely "missing the boat" with another. The following image illustrates the same photo with various filters applied.



Each filter effect is illustrated using the following original image:



Artistic Filters

Artistic Filter	Example
Diffuse Glow	
Rough Painting	


Artistic Filter	Example
Oil Painting	
Angled Spray	
Fractal Map	
increase or d filter applied. bon to get yo	filter has setting that can be customized; usually sliders that can be clicked and dragged to lecrease an effect. Always view the preview for a peek at what the final image will look like with the Remember, if you don't like the finished result, you can always choose Undo from the Home Rib - bur original image back. If multiple filters have been tried and you want to start from "scratch," you Replace from the Photo Ribbon and re-insert the original.

Edge Filter Example Alpha Gradient Soften Edges Soften Edges Image: Comparison of the second sec	Edge Filters	
Soften Edges	Edge Filter	Example
	Alpha Gradient	
Draw Edges	Soften Edges	
	Draw Edges	
3D Edge	3D Edge	



Distortion Filters

Distortion Filter	Example
Vibrations	
Rippled Glass	
Ocean Waves	

2	
Distortion Filter	Example
Old Glass	
Water Drop	
Sphereize	
Swirl	

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Note: Remember, if you don't like the finished result, you can always choose **Undo** from the **Home Ribbon** to get your original image back. If multiple filters have been tried and you want to start from "scratch," you can choose **Replace** from the **Photo Ribbon** and re-insert the original.

Surface Filters

Surface Filter	Example
Texture	
Frosted Glass	
Film Grain	



Stylize Filters

Stylize Filter	Example
Emboss	



Stylize Filter	Example
Posterize	
Palettize	
Threshold	
Single Color	

Stylize Filter	Example
Invert	
Show Edges	
get your orig	ember, if you don't like the finished result, you can always choose Undo from the Home Ribbon to inal image back. If multiple filters have been tried and you want to start from "scratch," you can lace from the Photo Ribbon and re-insert the original.



Working with Frames and Mats

Frames and mats in Artisan can be compared to physical frames and mats. The frame is really the structure that holds the photo, while the mat is decorative.

About Frames

The frame is really the foundation of your page composition. Use a frame as a starting point for the page. In fact, Artisan project templates all have frames arranged on the pages in which you insert photos. Frames stay put on your page, which is the biggest advantage of using them. Once your frame is inserted, sized and positioned, and formatted with fun effects, you can switch out the photos seamlessly as your creative genius flows!

How to Insert a Frame

1. View the page in your workspace.









Frame Effects

You can add fun visual effects to your frames. Any photos that are switched out in the frame will take on the effects.



You can add frame effects from the Format or Photo ribbons, using Select or Custom.

How to Add Select Effects to a Frame

1. Select the target frame.





Note: It is best to have a photo placed in the frame so you can see if you like how the frame effects look with the rest of your page design.

4

Select 1. From the Format ribbon, Effects section, click The Select Content dialog box appears. Select content Current kit Kits Cutouts PRecent 🖌 p 🜉 Library All Frame 23 items a 🅌 Built-in Kits Cutouts 💼 Frames Commercial Art Kits Personal Art Kits Beveled Bubble Burst 🔥 Font Kits b My Categories 🗢 Tag Grass Fractured Exploding Ho Maple Rustie 0 Select content Cancel





2. Choose the effect you want from the Frames tab, and click Select Content. *The frame effect appears on your page.*

Note: To try out a different frame effect, repeat the steps and choose another effect. You can also remove the frame effect by clicking

Remove



How to Add a Custom Effect to a Frame



2. From the **Format** ribbon, **Effects** section, click Custom The Frames and Effects pane appears.

Click to see the Custom effect choices.	Frames and effects	۲
	Insert a frame cutout mat	
	Insert a bevel cut mat	
	Insert an old-fashioned effect	
	Insert a drop shadow	
	Insert an inside shadow	
	Insert a blend layer	
	Insert a mask layer	
	Insert effects from an art kit	

3. Choose an effect.







About Mats

Mats are the way you can decorate the edges of your photos after they have been added to a frame. Just as a physical photo can have layered mats for visual effects, so can your Artisan photos.



How to Add a Mat to a Frame



Mat 2. From the **Photo** ribbon, **Frames** section, click The Mat pane opens.





3. Follow the instructions on the diagram below to select your mat options.



The mat appears on the page.



CHAPTER 4 Working with Elements

This chapter contains the following topics:

Working with Elements	
Working with Colors and Fills	168
Understanding Color Palettes	168
The Color Picker	169
Understanding Fills	
How to Fill with a New Color	
How to Sample a Color	
How to Fill with a Gradient	
How to Fill with a Paper	
Using the Color Picker	180
Working with Shapes	
Inserting a Standard Shape	
Inserting a Shape from a Font Kit	
Working with Cuts	
Selecting an Element to Cut	195
How to Select	195
How to Cut a Straight Line	
How to Cut Shapes	
How to Cut a Text Outline	
How to Make a Custom Cut	
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What Are My Options?	
Using Text to Format an Element	
Applying a Stroke to an Element	
Working with Calendars	235
How to Insert a Calendar Element	
How to Add Special Dates and Images to a Calendar	
Working with Other Elements	243
Insert a Line	
Outline a Shape	
Create a Rubber Stamp Effect	
Create a Calendar	





Most projects that you create will have pre-defined pages with elements that you can "play" with. That is, elements in Artisan can be manipulated, layered, edited, and decorated. Fun is the name of the game when it comes to customizing elements in your projects. Whether you like to create things from scratch that enhance your pages, or you just enjoy tweaking a paper or embellishment that someone else created, the features described in this section will allow you to release your inner artisan!

Various types of elements included in Artisan include:

Text-see "Working with Text" on page 254 for details

Shapes-see "Working with Shapes" on page 186 for details

Lines—see "Working with Other Elements" on page 243 for details

Stamps-see "Working with Other Elements" on page 243 for details

Calendars—see "Working with Other Elements" on page 243 for details

Cuts-see "Working with Cuts" on page 195 for details

Working with Colors and Fills

You can fill any element or shape that is created within Artisan with a color, gradient, or paper fill. These options are found in the **Fill** section of the **Format** ribbon.



The most likely time that you will use colors and fills is right after you have inserted and placed

Understanding Color Palettes

Similar to painting in your studio (we all have one of those, right?), each project in Artisan has a set of colors, or palette. Think of the palette as the paints that you have open and are currently using. But just like working in a physical studio, you can always open more! The important thing to remember about your colors is that your project's theme colors are contained in the Art Kit(s) that you are using for your project. You can grab colors from as many art kits as you want, adding as you go.



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In addition to your theme colors, there are default palettes that may appear, depending on what you have selected to view. *Standard, Skin* and *Hair* colors appear on most screens, and there are other standard palettes, depending on what is selected.



The Color Picker

All color applications in Artisan use a tool called the Color Picker to choose, edit, or create colors. See "Using the Color Picker" on page 180 for general information.

Understanding Fills

There are two types of fills that you can use on an element or shape; *Gradient* and *Paper* fills. Gradient fills will fill the object with two or more colors blended from one to another, in a simple pattern of your choosing:



Paper fills are a fun way to fill an element or shape with an existing image. They can add a very "designer" look to your projects. For example, a photo mat can be filled with a paper that coordinates with the theme.





Like colors, paper fills can be grabbed from any of your art kits and added into your project as you go.

Note: The section Working with Content Manager has instructions and tips for organizing your art so you can find the look you want fast and easily.

How to Fill with a New Color

1. Select the element in which you want to fill.



Note: Only simple images can be filled. If you try to fill a complex image, you will be prompted by Artisan to flatten the image. See Flattening an Image for more information.

2. Click the **Format** ribbon tab, then click **Color** from the *Fill* section. *The Color Picker appears, listing the available colors.*

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- 3. Scroll through the list of available colors and click the one you want. The color is applied immediately—no need for a preview.
- 4. (Optional) Select other choices to see them applied to the element.
- 5. Click **OK** once you are satisfied with the color.

How to Sample a Color

A powerful color option that you may find yourself using often is Color Sampling. This option allows you to copy a color from something on your page (e.g., photo, paper, embellishment) and make that color part of the project's palette. This takes the guesswork out of color matching. If only copying that powder room color that you loved from last spring's home show was so easy!

To sample a color from the page, follow these steps:

1. Select the element containing the color you want to sample.



Note: Only simple images can be filled. If you try to fill a complex image, you will be prompted by Artisan to flatten the image. See Flattening an Image for more information.

2. Click the **Format** ribbon tab, then click **Color** from the *Fill* section. The Color Picker appears, listing the available colors.

2



3. Click the **Sample tool** (eyedropper) and move the mouse around the image you want to copy. *As you pass over different colors, they are displayed in the sample box.*



- 4. Click on the **color** you want. The color fills the Current Color box and the element on the page.
- 5. (Optional) If it's not quite the right color, click the Sample tool and repeat.

2

6. Click OK.



The color is applied to the element and added to the project's palette.

How to Fill with a Gradient

1. Select the element in which you want to fill.



Note: Only simple images can be filled. If you try to fill a complex image, you will be prompted by Artisan to flatten the image. See Flattening an Image for more information.

1. Click the **Format** ribbon tab, then click **Gradient** from the *Fill* section. The Gradient dialog box appears, listing the available gradient options.





Option	Description
Two Color	Allows you to choose two colors to blend. Each color must be selected separately (click OK to select the second color).
Straight	Allows you to choose two or more colors to blend in a straight pattern. Click the tabs on the slider to pick a color for each. You can also add new tabs. The More Blend Options allows you to choose from pre-designed blends.





How to Fill with a Paper

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A paper is an image file that will serve as the fill for the element you select. Images that contain just colors and patterns make the best paper fills.



A collection of image files intended for use as papers will typically come with any art kits that you purchase. You can also import images into your project to use as papers, as Artisan allows you to use any type of image file as a paper—even a photo.

To fill your element with a paper, perform the following steps:

1. Select the element in which you want to fill.

Note: Only simple images can be filled. If you try to fill a complex image, you will be prompted by Artisan to flatten the image. Flattening allows you to reduce the layers of two or more elements to a single layer for formatting purposes. Click Yes to flatten image. You can also flatten an image by Clicking the **Home** ribbon, and choosing **Flatten** from the **Arrange** section.

2. Click the **Format** ribbon tab, then click **Paper** from the *Fill* section. *A drop-down menu appears.*

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Menu Option Description

From Art Kit

Choose a paper that is bundled with one of your commercial or personal art kits. Think of the dialog box as similar to functionality as a File,Open dialog box in other Windows applications. You can search your Content Manager for the papers you have. See the "Content Manager Overview" on page 64 section for more information on where and how papers are stored in Artisan.



3. Select the drop-down menu to search for the desired paper. The paper fills the selected element on your page.





Note: For more information on browsing *Content Manager* or purchasing Art Kits from the store, see "How to Create an Art Kit" on page 90 in the Content Manager section.

Using the Color Picker



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Color The Color Picker allows you to choose an existing color, create a color from scratch, or copy a color from an element (i.e., paper or embellishment). Choices are saved within the active (opened) art kit.




Description Menu List The list section contains a number of colors to choose from based on the available colors in the active (opened) art kit, and where in the application you are. Standard, Skin and Hair colors appear on most screens, if you are editing the color of the text on a page, one of the lists will be Colors on this page. This lists all the colors currently in use on the page. In addition you may see a list of colors from your current theme. List ria Artisan 5.0 0 8 8 T Panih æ * ื่อ 2.44 Shape Edge OK Cancel ð 0-of 8 items set





Menu Description RGB Allows you to create a custom color from scratch by manipulating the color model of red, green, and blue combinations. If you know the values you want, you can enter them, or you can use the slider to adjust the values and see a preview in real-time. You can use the Sample color tool to get a starting point. . Panstoria Artisan 5.0 RGB Content Ŀ Embellishment • Shape • Edge • Corner • Color Paper Add Welcome Content × Art kit: Summer Glow Color picker Tags Selected tags Summer Glow Nothing selected C:\Users\Lisa\Doc List Available tags Red Shape Edge Paper Embellishment 79 pixels2Pages Green ⊳ 74 Blue Optic_SmrGl... Optic_SmrGl... Optic_S -> 80 200 200 Samo Optic_SmrGl.. Optic_SmrGl... 🕜 Help 0 of 8 items selected



Note: Renaming a color can be helpful when you are working with various shades of colors in the same family (e.g., purples). Or if you decide to keep colors consistent among a certain type of page element in your project (e.g., light purple for quotes, dark purple for picture captions).

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The Shape Editor is accessed when you create or edit a shape, edge, or corner. The Shape Editor Ribbon consists of 3 sections; Insert Figures, Edit, and Positioning. The tools all perform the same functions regardless of the element that you are working with. The difference is that the workspace is custom-configured for each element to help make your design process a little easier.

Inserting a Standard Shape

To access the Shape Editor to create an element:

- 1. Open the Art Kit to which you want to create the element.
- 2. Click Shape, Edge, or Corner on the Content Ribbon.
- 3. Click Insert a New Shape (or edge, or corner). The Shape Editor appears.

Shape Editor		-			-	_	_		-	— X	
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Rectangle	Ellipse	Custom	Complete	Redo	🛞 Delete	Unlocked	Blend • 🐘 Move t	to back	101		
	Insert figures			Edit		Positioning					
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									ОК	Cancel	
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Ribbon Button	Description							
Rectangle Ellipse Custom Insert figures	Complete							
Rectangle	Creates a rectangle in the workspace with selection handles for editing.							
Elipse	Creates a circle in the workspace with selection handles for editing.							
Custom	Changes the mouse pointer to a cross-hair which allows you to place "connect-the- dots" points as you draw. Also, the Complete button is activated. Just click it to finalize the shape.							
Complete Complete	Use with a custom shape. Click when you are finished creating dots that connect into the shape you want.							
Undo Duplicate Redo Delete Edit	Locked Unlocked							
Undo	Undo the last action.							
Redo	Redo and action that was undone.							
Duplicate	Creates a copy of the selected shape.							
Delete	Deletes the selected shape.							
Locked	Locks a shape from edits or positioning.							
Unlocked	Unlocks a shape from edits or positioning.							
Blend • Move to front Position	C L 							

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Ribbon Button	Description
Blend	Use with multiple shapes on the workspace. Options control how the shapes interact together to form the final shape.
Move to front	Use with multiple shapes. Places the selected shape in front of the others.
Move to back	Use with multiple shapes. Places the selected shape in back of the others.
Rotate Options	Rotates or flips the selected shape.

- 1. Use the appropriate **Ribbon Button** to create and modify your shape.
- 2. Click OK.

Shape Editor- Create a Shape

Shape Editor			-	-	_	-	-	_	-	-	_	-	-		×
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		\heartsuit	\sim				Duplicate	Locked			love to front	<u>í</u> l	$\zeta_{\parallel}^{\parallel}$	12	0
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Inserting a Shape from a Font Kit

You can insert fun symbols that you may already be familiar with from working with Windows applications over the years. These symbol-shapes are stored in *Font Kits* (see Managing Fonts for more information on the different font kits).



1. View the page you want to insert the font-symbol.





- 2. From the **Insert** ribbon, **Content** section, click
- 3. Click From art kit on the sub-menu. The Content Viewer appears.





4. Follow the instructions on the diagram below to find and insert your desired symbol-shape.



Note: Once your shape is placed on the page, you can decorate it with many formatting options. See "Working with Colors and Fills" on page 168 and "Working with Other Elements" on page 243 for more information.

Shape Editor- Create an Edge

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Shape Editor- Create a Corner







Working with Cuts

If you have been scrapbooking for a long time, you may have some fancy punches or cutters in your craft room. Artisan gives you a collection of cutters that you can use on elements that are already placed on your page.



Just like your steel craft room cutters, Artisan's cutters can be taken out and put away. But unlike physical cutters, if you make a "bad" cut you can cancel out and do it over!

You can make the following cut types in Artisan:

"How to Cut a Straight Line" on page 199

"How to Cut Shapes" on page 201

"How to Cut a Text Outline" on page 203

"How to Make a Custom Cut" on page 204

"How to Cut Corners" on page 207

"How to Make Grid Cuts" on page 211

Selecting an Element to Cut

Before you apply a cut of course, you first must *select* the element to cut. But not all selecting is created equal! In addition to specialized cutters, Artisan equips you with selection tools so you can get pretty detailed with applying custom cuts.

How to Select

How to use each selecting tool is described in the diagrams below.



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ection .



The blinking marquise around your selection indicates it is ready for the next step (cut or copy).



Allows you to deselect a selection attempt. Use this option to try the selection again if it did not turn out as expected.





How to Cut a Straight Line



- 2. From the **Cut** ribbon, click Straight
- 3. Click on a straight cut sub-menu and select the desired options.









How to Cut Shapes



1. Select the element that you want to cut (embellishment, photo, or shape).





How to Cut a Text Outline



1. Select the element that you want to cut (embellishment, photo, or shape).





3. Follow the steps in the diagram below to complete your cut.



How to Make a Custom Cut

The *Custom* Cutter allows you to create your own shape or trace around an existing shape. Use it to trace a silhouette or outline an element of photo.

To make a custom cut, follow these steps:





- 2. From the **Cut** ribbon, click Custom •
- 3. Click on a straight cut sub-menu and select a **sub menu** option and follow the instructions in the diagrams below.





How to Cut Corners

The Corners cutter allows you to "snip" the corners of photos using different style cuts, as if you were attaching them to a physical page. You can use this feature on any element.

To cut corners on a photo follow these steps:





1. Select the element that you want to cut (embellishment, photo, or shape).

2. From the **Cut** ribbon, click Corners The Cut Corners pane opens.



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3. Follow the steps in the diagram below to complete your cut.



The selected corner appears.



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4. Click and drag the Size of corner slide bar to the desired size (watch preview to observe your adjustment).



5. Click OK.





How to Make Grid Cuts

The Grid cutter allows you to slice an element into equally-sized squares. This feature creates a stunning effect on photos, but like all cutters can be used on any element.

To make a grid cut, follow these steps:

- I · · · 2 · · · 3 · · · 4 · · · 5 · · · 6 · · · 7 · · · 8 · · · 9 · · · 10 · · · 11 · · · 12
 G D. 'n ż ġ U ----------------Ŕ) Page 20 / 21 Ruler -1.521 in ę 34 % $\leftrightarrow \oplus \downarrow \langle$
- $1. \hspace{0.5cm} \text{Select the element that you want to cut (embellishment, photo, or shape)}.$



3. Follow the steps in the diagram below to complete your cut.



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Note: When working with grid cuts, Artisan will convert the photo frame to either a square or rectangle, depending on the grid pattern you choose.

Also, each slice is now a separate element. If you decide you want to move or size the pieces together, you can





Working with Shadows

Shadows can be added to any element on your page to give it a three-dimensional effect, including text and photo frames.



How to Add a Shadow to an Element

1. Select the element (if you want to add shadows to more than one element at a time, use the SHIFT key to multiselect).



2. From the Format ribbon, Shadows section, click the shadow type you want to apply.










Just like decorating your home for a holiday gathering, everything on your page has a place. But sometimes you can have so much arranged, that if you add one more element suddenly the balance is off. Or maybe you thought of a better way to group things to save space or to draw attention to an area. Or did you get "carried away" in the design process and have so much stuff piled up, you can't even reach the ones on the bottom.

Besides the click-and-drag method, Artisan equips you with several tools to help you arrange and re-arrange elements on a page:

Elements Panel-an area of the screen dedicated to ordering your elements

Arrange menus-a section of the Home ribbon dedicated to arranging elements

Working with the Elements Panel

The area to the left of the workspace called the Elements Panel and lists every element that you have placed on the page.



Just like placing decorations on a party table, elements are ordered—something is always on top of another thing. Even if the elements look like they are side by side on the page, Artisan recognizes their order according to the order you inserted them. The Elements Panel lists things in descending order. The last thing you placed on the page is at the top of the list. All the way at the bottom, naturally, is the background.

You can re-order elements in the list and their order will change on the page, and vice versa.



Elements Panel Icons



lcon	Function
Eye	Click to hide or unhide the element on the page. The element will still remain part of the pro- ject. This is helpful for getting an element out of the way temporarily while making adjust- ments to another.
Lock	Click to lock or unlock an element on the page. Elements that are locked cannot be moved or edited. This is helpful for avoiding unintended adjustments to an element.

Working with Arrange Menus

The Arrange section of menus appears on the Home ribbon.



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Working with Formatting Options

Once you have created or inserted an element onto your page, you have many options to decorate—or *format*—that element. Formatting options can be accessed either on the *Format* ribbon, by *right-click* menus, or from the *Quick Toolbar*.

What Are My Options?

To see what is available for the element you want to decorate, first select it. The following diagram illustrates how to then get to your formatting choices.



Some fun formats that you may want to apply to an element include:

"Using Text to Format an Element" on the next page

"Applying a Stroke to an Element" on page 231

Using Text to Format an Element

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Text can be used as a special formatting technique to an element that already exists on your page. Artisan allows you to either fill the element with text of your choosing, or make it wrap around the element.







3. Choose a layout style and associated options. Follow instructions for each on the following diagrams.







Applying a Stroke to an Element

A stroke is basically a fancy line style that outlines the element. Sometimes you will want to make the outline disappear. Then there are other occasions when you will want the outline of an element to pop! That's where strokes come in.







2. From the Format ribbon, Element section click The Stroke pane opens. California 2015 $\,\,\times\,\,$ + : -10-Elements -1 · 2 · - 3 4 8 9 11 12 ۹. Stroke Welc Current Background Width 0.039 in

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Style Simple Color/texture

Simple line styles

Line joints

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Page 1 / 21 Ruler -1.238 in

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3. Follow the directions in the diagram below to complete your stroke.

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Note: Once you apply a stroke, it becomes part of that element. If you copy or save the element to an art kit, the new strokes copy and save as well.

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Working with Calendars

For the grandparent who has everything, what could be more appreciated then a calendar full of pictures of favorite grandchildren? With Artisan, you can turn a photo book project into a functional gift by adding a monthly calendar to each page. Or, if you prefer, create a calendar project from scratch from one of the Artisan calendar templates.



You can also place multiple months on a single page

for a quarterly or yearly calendar poster. Artisan is smart enough to plug in the dates so you can focus on the fun design features!





How to Insert a Calendar Element

1. Open the page you want to insert the calendar element.



3. From the **Calendar pane**, select your desired calendar options.



Option	Description
Month	Choose the month and year for the calendar element. Dates will populate automatically.
Border	Adjust your border width and color. You can also choose none (top of the list) for no border.
Margin	Adjust the size of the space between the border and the calendar days.
Fill color	Invokes the Color Picker to allow you to fill the spaces between the days with a color or pat- tern (see "Working with Colors and Fills" on page 168 for more information).
Remove fill	Removes the fill that was just placed.
Show title	Allows you to choose a calendar title of just month, month and year, or no title at all.
Layout	Allows you to place the calendar title on the top, left, bottom, or right.



How to Add Special Dates and Images to a Calendar

Once your calendar is inserted, you can add special dates or images to it for an even more personalized touch. To add a date or image follow these steps:

1. Double-click the *calendar* element. The Edit Calendar Cell dialog box appears.



		of the uary				Preview: Wednesday, January 13, 2016
3 10 17	M T 4 5 11 12 18 19 25 26	20		22	S 9 16 23 30	
	Add im	-	cell nto ce			Remove image from cell

2. Click the **date** to which you want to add text and/or an image.

Edit ca	lend	ar cel	I	_			×
Select the day of the month January 2016							Preview: Wednesday, January 13, 2016
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Te	tent ext isa's	Birthd	iay				×
	Add image to cell						Remove image from cell
🔁 Paste image into cell							h. Crop image
0	Help				_		OK Cancel

3. (Optional) Click Add Image to Cell. The Get Photos dialog box appears.





4. Navigate to and select the photo you want to insert and click **Open**. *The image appears in the Preview section.*

Edit calenda	ar cell				×
	day of the January				Preview: Wednesday, January 13, 2016
S M	T W	т	F	s	
17 18	5 6 12 13 19 20 26 27	14 21		2 9 16 23 30	
Content Text Lisa's l	Birthday				A V
🔳 Ad	ld image to	cell			Remove image from cell
🐴 Pa	ste image i	into ce	ell		-bj. Crop image
🕜 Help					OK Cancel

5. Click OK.



The text and image appear in the target date on the calendar.

Note: You can repeat the steps to add text and images to more than one special date, or you can add them all from the *Edit Calendar Cell* dialog box. Just click on each date while the box is open.

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Artisan contains some artistic elements that you can create from the Insert ribbon, Other Elements section.



Other elements include:

"Insert a Line" below

"Outline a Shape" on page 245

"Create a Rubber Stamp Effect" on page 248

"Create a Calendar" on page 252



Note: After you have had fun with creating other elements, you can save your ingenious creations in an art kit for future projects. See "How to Create an Art Kit" on page 90 for more information.

Insert a Line

Sometimes you may want the flexibility of inserting a *straight* or *curved* line, or maybe even a *freehand drawing* onto your page.

1. View the target page in your Workspace.



- 2. From the Insert ribbon, Other Elements section click
- 3. Select a line type from the sub menu and follow the instructions in a diagram below.





Outline a Shape

The Outline a Shape feature will create an outline of a selected element. Think of it as a silhouette copy.



1. Select the element for which you want to create an outline.







Create a Rubber Stamp Effect

Just because you switched to digital scrap booking, you don't have to give up your beloved stamps! In Artisan, you can create a stamp out of any element.







3. Choose your desired stamp options from the Rubber Stamp pane.

Stamp Option	Description
Style	Threshold - Control of the short of the shor





Create a Calendar

You can add a monthly calendar to a page in your project. See "Working with Calendars" on page 235 for details on inserting and formatting a calendar.


CHAPTER 5 Working with Text

This chapter contains the following topics:

Working with Text	254
Working with a Text Box	255
Working with a Text Path	259
Create the Text Path	260
Adjust the Text Path	265
Working with Fancy Alphabet Sets	266
How to Use a Fancy Alphabet Set	267
Working with Shapes and Text	271
How to Place an Image Inside Text	



The calligrapher in you will love the text tools in Artisan 5. This version takes playing with fonts to another level. A large collection of font styles come with Artisan, and more can be added, similar to embellishment and papers. The sky is the limit!



Things that you can do with text in your projects include:

Insert a text box anywhere on a page (see "Working with a Text Box" on the facing page)

Create a path for text to "follow along" (see"Working with a Text Path" on page 259)

Use predefined font sets from art kits (see "Working with Fancy Alphabet Sets" on page 266)

Create a text outline (see "Working with Shapes and Text" on page 271)

Fill a shape with text (see "Working with Shapes and Text" on page 271)



Note: Artisan 5 introduces a *Font Manager* which allows you to categorize your font styles so that you can browse quickly for just the right font. See **Managing Fonts** in the *Content Manager* Section for more information.



Working with a Text Box

You can add an empty text box to a page, then either type text or paste from your clipboard. You can also change the font style, format the text, and set a default font.

To insert a text box, follow these steps:



2. Click **Create** to accept the size and shape of the box. *The text box is ready to customize.*



Note: You can change the size, shape, position, and even the fill of the text box at any time after you create it, so don't worry if it is not just right.

3. Click the center of the **text box** to "open" it for typing. A blinking cursor appears, and text formatting options are displayed in the right panel.


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Working with a Text Path

A text path is a just as it sounds, a path that the text will follow. You can draw paths that swerve and loop, or straight ones that lead to a photo or shape on your page. Or use a text path as a fun divider if you have multiple photos on the page. The possibilities are endless!



Create the Text Path

Follow these steps to create a text path:



- Click Text path in the Text section of the Insert Ribbon. The drop-down menu appears, allowing you to choose a straight or curved path.
- 2. Click **Straight** or **Curved** text path. The mouse pointer turns into a cross-hair for drawing.
- 3. Click and drag the **cross hair** to make the line or curve on the page. The line appears as drawn with round handles positioned at increments for adjusting later.





Note: Drawing text paths takes a few tries to get the hang of it—especially the curvy ones. Unless you are steady-handed with the mouse, you may end up with some choppy lines at first. If this happens, you can cancel the line and try again. Or you can use the path points to adjust the curves later.

4. Click Create.

The line appears as a shape on your page and it is already selected for the next step.



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5. Double-click the **line** shape to add text.

The text box opens with a blinking cursor for typing and the Font panel appears to the right.



6. Type or paste your text and choose your font formats.

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7. Click **Create**.



Note: You can edit or format your text at any time. To do so, you must activate the text path first. Just point to the path and click to select it. Then click again to get the blinking cursor and the Text panel with the Font options. With existing text, any changes require first selecting the text you want to change—similar to your word pro-





Adjust the Text Path

You can adjust your text path at any time. You can rotate it, stretch or shrink it, or make changes to the line or curve the text follows.

Follow these steps to adjust the text path:

- 1. Click the **text path** to activate it.
- 2. Make adjustments as follows:



3. Click anywhere on the page to deselect the text path and view your changes.

Working with Fancy Alphabet Sets

Not only do you have many Windows fonts available, but with Artisan you can import *Fancy* alphabet sets. Alphabet sets are professionally designed by a digital artist and add a unique one-of-a-kind touch to your page. Mixing and matching alphabet sets on the same page provides endless possibilities to make your project even more special.



These alphabet sets can be purchased and downloaded from the online store. Each alphabet set is downloaded as a *Commercial Art Kit* and can then be used in any project for any text string (e.g., names, quotes, family mottos). For more information about downloading and managing Art Kits, see "How to Purchase and Download an Art Kit" on page 79.



How to Use a Fancy Alphabet Set

To use an alphabet set that you have already downloaded and imported into Artisan, follow these steps:

1. Open the page that you want to insert text.



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3. Click the **Fancy Text** drop-down menu. *The Select Content dialog box appears.*



- 1
- 4. Navigate to the folder under **Commercial Art Kits** that contains the desired alphabet set. *A sample of the alphabet set is displayed.*



5. Select the displayed sample, then click **Select Content**. The text sample is displayed in the Create Fancy Text dialog box.





6. Click inside the *Enter the text...* box and type the desired text and click **Create**. *The typed text is created on the page in the alphabet set you chose.*



Note: Once the text is placed, Artisan treats it like an image or element. You can resize it and reposition it by clicking and dragging with your mouse. However, you cannot edit the string of text.





Working with Shapes and Text

Text and shapes have a solid relationship in Artisan 5 (pun intended). Both are flexible and can be placed inside one another.

Text can be placed inside a shape on your page:

Shapes or images can be placed inside text on your page:





How to Place an Image Inside Text

To place an image inside text, follow these steps:

1. Open the target page in your workspace.



Select the Insert ribbon and click shape.
 The shape options open on the panel to the right of your workspace.



3. Click the **Text Box** on the right panel and type the desired text. The preview on the workspace displays the typed text.







4. Click the *Font* drop-down box and scroll and select a font.

Note: You can apply **bold**, *italics* or <u>underline</u> formats to any font.









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CHAPTER 6 Completing a Project

This chapter contains the following topics:

Previewing and Printing Your Final Project	278
Compensating for Trimming and Bleed	278
Using the View Ribbon	278
Ordering Your Final Project	285
How to Print a Page on Your Printer	286
How to Order a Printed Project	287
Quick Steps to Creating a Page	292
Quick Steps to a Photo Book Project	301
Now What?	309



So you created the perfect project. You are proud. Your photos all have the right amount of composition, light and color, and some of them even have fun filters applied. You found the perfect art kit from the store and used every single paper and embellishment from it. Your cover looks professional. You can't believe what a great project this turned out to be. That is, until you get it back from the printer.



Compensating for Trimming and Bleed

As you design your album pages, keep in mind the printing and trimming process. Each page will be slightly trimmed during the printing and binding process. This is because of a concept called *bleed*. Bleed is the term in printing that means an image goes right to the edge of the paper when printed. In the scenario above, the calendar image had a bleed. The problem with bleeds is that most printers do not have the capability to print a page with a true bleed—colors running off the edge of the page. Therefore, white margins are left along the edges and are trimmed off to allow the colors to go right to the edge. When printers make this compensation for a bleed, inevitably part of the image gets lost in the trim.

Using the View Ribbon

Artisan equips you with a *View* ribbon which allows you to Preview your pages as they would look when printed to make sure no elements are cut off, and conversely, no white margins appear.









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Note: The Trim view (with binding) is the most helpful of the views. This view will save you frustration, as it shows you just what to expect from the printer on every page.

Ordering Your Final Project

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Once you have checked all your pages and made any necessary adjustments, it's finally time to print. You can print your pages manually (providing you have a working printer) or you can order them printed professionally. Of course, the advantage to professional printing is that generally the print is made on a high-quality commercial printer. Also, your photo books will be professionally bound.

How to Print a Page on Your Printer

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1. While viewing the page/project you want to print, click the **File** menu, then **Print**. *The Print window appears with options.*

🔀 Julia's Villa Years -	Artisan 5.0		
©	Print		
New			
Open			Print Cancel
Save	Printer HP Officejet Pro 8500 A909g Series 🔹	Preview 8.5	K
Save as	Printer properties	\uparrow	
Convert	What to Print All 21 pages Current page	Montessori C	Center Room
Print	21 selected pages Select pages	Montessori C Christmas	Party 2005
Share	Subset All pages in range		
Order	 Full page Trimmed page 		<u>705</u> 8
Properties	How to Print Copies 1 🛋 🗌 Collate		- d
Close	Reverse page order Show crop marks		



2. Follow the instructions in the diagram below to complete your print job.

How to Order a Printed Project

1. While viewing the page/project you want to print, click the File menu, then Order. The Order window appears with options, based on your project type.

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- 2. Select the desired print order option and click **Select**.
 - If printing a book, the binding options dialog box appears.

ect preview binding option	_
When completing your order you will be able to s options shown below. Please choose which bindi order preview.	
Lay flat pages	
Standard pages	
? Help	Select


3. Select your binding preference, and click **Select**. The Order Preview window appears with a status on generating your preview.





- 🔀 Julia's Villa Years Artisan 5.0 - - X Order Preview - 8x8 Hardbound The Cheesecoke Factory 10 For a photo book project, you can page through each I have checked every page in this preview and I agree to have the order printed as shown.
 I understand that any element closer than ¼² to any side of a page in this project may be trint I understand that if my monitor is not properly calibrated that the colors on the printed material I have read and agree to the terms of Panstoria's return policy. facing-page spread for previews as a final check. View the return policy I understand and agree to the above statements You will have to check that you agree to the return policy before you Continue Cancel can continue.
- 4. Once the preview is finished, you can page through your project for a final check.

5. If all looks good, click to check the return policy statement, then click Continue.

	PLEASE READ You are about to upload this project to the P upload will take place in the background, so Artisan to work on other projects while the t	o you can continue to use
	You can view the progress of your uploads Panstoria Print Shop (PPS) icon in the Wind	at any time by clicking the
Don't she	ow this again	OK

6. Click **OK** to upload your project to the *Forever Print Shop*. *The Forever Print Shop login window appears.*

🖶 Panstoria Print Shop Login 🛛 🔀						
panstoria	Login to the	Panstoria Print Shop				
	EMail					
print shop	Password					
		Keep me logged in				
		Remember my email				
I forgot my password						
Create a new account at the Panstoria Print Shop Login Cancel						
_						



Note: Follow the prompts to either log into the shop with your existing account, or create a new one. You will then be prompted through the payment process.

7



Again, creating a project in Artisan is a piece of cake—and a quick one at that since it is just a page. You may decide to build just a page if you are creating a greeting card or a page for a physical scrapbook.

To keep with the baking analogy (as described in "Quick Steps to a Photo Book Project" on page 301), before you click, just like following a recipe, it is wise to gather your ingredients (even if you are making just a piece of cake)! Browse through your photos and decide on a topic. Maybe you want to document an event or moment. Make a note of the folder on your hard drive where your photos are stored. You may even have set up a special folder that contains all the photos you want to use (e.g., C:\My Documents\Photos\2015\Natalie_16_Birthday).

Here are the basic steps for building a page project in Artisan:

1. Launch Artisan.

A Start dialog box appears asking if you want to launch in Basic Mode or Advanced Mode.

Start		×
	How you would like to start the application?	
	Basic mode	
	Advanced mode	
1		
Don Don	't show this again	Help me choose

- The Artisan Welcome Page appears. 🔁 Welcome - Artisan 5.0 - - × Home Basic Buy content Watch tutorials 0 Manage Content Getting started Welcome News Create a new project or page Welcome to Artisan 5 Use pre-designed templates to create a new project, or build your own from scratch! More about Artisan Welcome to Artisan 5, the latest tool from the creators of industry-leading software applications that help you preserve, ogranize, and tell your stories through digital photos and digital scrapbooking. Δρτις Λ Ν Μ Open an existing project or page Browse your computer or network for projects, pages, or image files. For more information about Artisan 5, digital content for use with Artisan 5, and related products, click the link below Last updated 9/13/2015 8:35 AM Update check not scheduled Click to check for software updates
- 2. Click Basic Mode (later, you can find for more information on Basic and Advanced modes, see).

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3. Click Create a New Project.

The Project Wizard window appears asking you if you would like to create a project or page.

🔀 Welcome - Artisan	5.0	
¢	New	
New		
Open		
Exit	Project	n these steps, you will be creating just a single page with photos, a paper, and embellishments that you can print yourself of have professionally printed.

4. Click Page.

The following dialog box appears to confirm that you want a single page versus a book project.







6. Follow the instructions on the following diagram to complete this step.



Your new page appears and is ready for content.

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Frames and Mats for more information.



8. Make sure the frame is still selected. From the Insert ribbon, Photos section, click , then click From my computer.

The Get Images dialog box appears.

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🔆 Favorites 📰 Desktop	Â	Docume May Crownin	nts library	y		Arrange by:	Folder *	
Downloads Dropbox		IMG_2596	IMG_2597	IMG_2598	IMG_2599	IMG_2600	MG_2601	
Libraries	J.	IMG_2602	IMG_2603	MG_2604	IMG_2605	IMG_2606	MG_2607	
Music Pictures Videos		IMG_2608	IMG_2609	IMG_2610	IMG_2612	IMG_2613	MG_2614	
Homegroup		IMG_2615	IMG_2617	2000 IMG_2618	IMG_2619	IMG_2620	MG_2621	
	File name				- Alli	mage files		•

9. Navigate to, and select the photo you want, then click **Open**. *The photo appears in the frame on the page.*



Note: Repeat steps 7-9 for each photo you want to add to the page.

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Note: Once your photos are added, you can decorate (format) other aspects of the page. See the *What Now?* section in "Quick Steps to a Photo Book Project" on the facing page for ideas on how to make your page look fabulous!



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It's virtually a piece of cake to create your first photo book in Artisan. All you need besides Artisan are photos, your imagination. It's ten easy steps between beginning and publishing a project.

But just like learning to bake, you will find yourself getting more daring with the ingredients the more you do it! This section is intended to help you start off simple. With experience, *Artisan Help* and *Forever Support*, your projects can increase in complexity.

Before you click, just like following a recipe, it is wise to gather your ingredients. Browse through your photos and decide on a topic. Maybe you want to document a special vacation or your child's recent sports season. Make a note of the folder on your hard drive where your photos are stored. You may even have set up a special folder that contains all the photos you want to use (e.g., C:\My Documents\Photos\2015\California).

Here are the basic steps for building a photo book project in Artisan:

- 1. Launch Artisan.
 - A Start dialog box appears asking if you want to launch in Basic Mode or Advanced Mode.

Start		×
	How you would like to start the application?	
	Basic mode	
	Advanced mode	
Don't	show this again	Help me choose

Z

2. Click **Basic Mode** (later, you can find for more information on Basic and Advanced modes, see). *The Artisan Welcome Page appears.*



3. Click Create a New Project. The Project Wizard window appears asking you if you would like to create a project or page. 🔁 Welcome - Artisan 5.0 New $\left(\epsilon \right)$ In these steps, you will be creating a project. This is a photo book that has multiple pages, and containers for photos, papers, and any 👌 Project embellishments you decide to use while designing your book. 🛃 Page Later, you can try creating just a page with photos, papers, and embellishments that you can print out and frame or use in a physical scrap book.

4. Click Project.

The Forever Print Shop window appears with Photo Books already selected and some book formats to choose



5. Follow the directions in the diagram below to select your photo book options on this window.





The Templates step in the Project Wizard displays.



6. Click to select a template, then click Next. The Photos step in the Project Wizard displays.

🔀 Welcome - Artisan	50
©	New
New	
	< Back Next > Cancel
bet .	Add photos to your "12x12 Hardbound" project Add photos Add photos Add photos
	Drag and drop photos here
	or
	Click the 'Add photos' button

7. Click Add Photos, then From my computer. The Get Images dialog box appears.

Get images							×
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Organize • Ne	ew folder					2	• • •
🔶 Favorites	Â	Documer Digital Photos	nts library			Arrange by:	Folder *
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Clibraries Documents Music Pictures Videos		Memories Project	Natalie 8th Grade Memories	Villa-From M Jones			
🜏 Homegroup	-						
	File name	5				nage files Open	Cancel





8. Navigate to, and select the photos you want to include in your project (use your *SHIFT* or *CTRL* keys to multi-select), then click **Open**.

Note: Knowing where your photos are stored, per step 1, will make this step go faster! Also, it may be impossible to determine which are your best shots from the thumbnail images in this dialog box. You can always add all the photos from the folder using your *SHIFT* key to multi-select. Then remove the not-so-awesome shots from your project later.

9. Click Next.

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The next step prompts you to name your photo book.

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©	New			
New				
Open		< Back	Create	Cancel
Exit	Name your new '12x12 Hardbound' project Image: second se			

10. Type a name in the text box, and click **Create**.

A status box appears as you wait for Artisan to complete your project.
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Working	
IMG_2062.JPG	
	Cancel

Note: This may take a few minutes, depending on the number of photos you chose. Artisan will fill up the template with as many of the photos as possible, up to the maximum number of pages (99).

Note: See "Now What?" on the facing page for ideas on what to do next to your project.





Once your photos are all placed, your project opens to allow you to edit and format your pages.



Basically, you have just created a vanilla cake with no icing or decorations. Here is where Artisan gets fun! The following table provides a "map" of formatting options that you can pursue from here. If you get overwhelmed, it's easy to put your project away and come back to it. Happy decorating!











Note: Remember to browse Artisan Help for other interesting features. Also, search for *Artisan* on Pinterest for ideas from other users like you!

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Note: The section " **Previewing and Printing Your Final Project**" on page 278 covers printing and ordering copies of your project.