



Online Manual

PosterArtist Guide

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Warning

Instructions that, if ignored, could result in death, serious personal injury, or property damage caused by incorrect operation of the equipment. These must be observed for safe operation.

Caution

Instructions that, if ignored, could result in personal injury or property damage caused by incorrect operation of the equipment. These must be observed for safe operation.

Important

Instructions including important information that must be observed to avoid damage and injury or improper use of the product. Be sure to read these instructions.

Note

Instructions including notes for operation and additional explanations.

Basics

Instructions explaining basic operations of your product.

Note

- Icons may vary depending on your product.

Touch-enabled Device Users (Windows)

For touch actions, you need to replace "right-click" in this document with the action set on the operating system. For example, if the action is set to "press and hold" on your operating system, replace "right-click" with "press and hold."

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2006-Jan-27

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- o freetype@nongnu.org

Discusses general use and applications of FreeType, as well as future and wanted additions to the library and distribution.

If you are looking for support, start in this list if you haven't found anything to help you in the documentation.

- o freetype-devel@nongnu.org

Discusses bugs, as well as engine internals, design issues, specific licenses, porting, etc.

Our home page can be found at

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JSON for Modern C++

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LuaSocket

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LuneScript

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Cautions, Limitations, and Restrictions (PosterArtist)

PosterArtist is subject to the following restrictions. Keep these points in mind.

System Requirements

Access our website for products supporting PosterArtist.

The functions that can be used and the items that can be configured vary depending on your scanner or printer.

In this guide, descriptions are mainly based on the screens displayed when using Windows 10 operating system (hereinafter "Windows 10") or Windows 7 operating system (hereinafter "Windows 7").

Restrictions on Using PosterArtist Lite

PosterArtist Lite has the following limitations compared to PosterArtist (Production Version).

The following functions are not available.

- Auto Design
- Guide, Grid, and Ruler
- Variable Print
- Some functions of Retouch Image
- Artwork Security Settings (settings for usage period and editing restrictions)
- Ambient Light Correction
- Design Check
- Design Assist
- Quick Exchange
- Saving and updating of Artwork Snapshots

PosterArtist Lite contains fewer pieces of artwork than PosterArtist (Production Version).

This guide describes how to use PosterArtist (Production Version).

Usage Restrictions

You must log on to Windows as an administrator before the installation.

Please check the following points before installing this software.

1. Shut down all other open applications.
2. If a document is currently being printed out, then cancel printing or wait until printing ends.
3. Check that the printer driver required by the target printer has been installed.

If the installer screen is not displayed, double-click the CD-ROM icon in **Computer**, and then double-click "presetup.exe".

Colors are preset in clipart, photo frames, and text graphics. If a color cannot be changed, then the control for changing that color is disabled.

Resizing clipart in the horizontal or vertical direction using ■ (Resize handle) may cause partial deformation of the clipart.

The printed result may differ from the monitor display if you select a square paper format created with the Custom Paper Size function of the printer driver and then print in cut sheet mode. In such cases, resize one of the sides by 0.1 mm or more to form a rectangle, and then try printing again.

In some cases, it may take some time to import posters created in PosterArtist 1.x.

In some cases, layout of posters created in PosterArtist 1.x may not appear correctly when importing the file.

In some cases, the italicized and bold fonts of posters created in PosterArtist 1.x may not appear correctly when the data is imported.

With some fonts, the effect of italics may not be apparent.

Vertical text in certain fonts may be truncated or misaligned. (For example, in the case of DynaFont of DFG.)

Depending on the selected font type, text may be displayed outside the text box.

Depending on the selected font type, outlined text may not be displayed correctly.

In variable data print, if double-byte text is inserted to a text object created with single-byte text on a poster, the result may not appear as expected. In that case, change the font type to one that will correctly display the text.

Printing cannot be performed via a print server.

If you delete artwork on the Artwork Manager screen while an installer for other software is running, the artwork may not be deleted correctly. Thus, before deleting artwork, make sure no installers for other software are running.

Artwork can be copied from the Artwork Manager dialog box; however, copies of artwork with a lock icon cannot be deleted.

Administrator rights are needed in order to delete artwork in Artwork Manager.

When importing poster data that has been created using PosterArtist, a warning message will appear for data containing library images that are not provided with PosterArtist Lite. The images will not appear on the poster.

Some of the templates on the PosterArtist template download page use content (images) that is not included in PosterArtist Lite. If you download any of these templates, a warning message will appear and its content (images) will not appear on the template.

When importing poster data that has been created using PosterArtist, poster data for which a variable data print has been specified will be handled as normal poster data. When you save the poster data, the link to the variable data will be lost.

Data for large size paper may fail to print. If this occurs, try printing after performing the following.

Exit PosterArtist, and then open the properties for the printer you want to use.

Open the **Layout** tab, and then click the **Special Settings** button.

Deselect the **Fast Graphic Process** checkbox. After that, restart PosterArtist, and then try printing again.

When printing is finished, select the **Fast Graphic Process** checkbox again.

With Design Assist, created designs may include multiple copies of the same design depending on the specified images and selected area.

Unicode supplementary characters (surrogate pairs) are not supported. If a Unicode supplementary character is entered, "?" appears instead.

In a 64-bit version OS environment, some functions may not be available.

Poster files created with or exported from PosterArtist version 3.0 or later cannot be opened in earlier versions of PosterArtist.

If a message prompting you to update the root certificate appears at startup of an application, connect to the Internet, and then restart the application.

In an environment where you cannot connect to the Internet, obtain and apply an "Update for Root Certificates" of Microsoft.

In environments where the 64-bit version of Microsoft Office 2007 or later is installed on a 64-bit version OS, you may not be able to use xlsx or other formats as database files for variable printing.

In that case, the files can be used by converting them to xls format or CSV format.

When Using a Printer Other than Canon imagePROGRAF Series

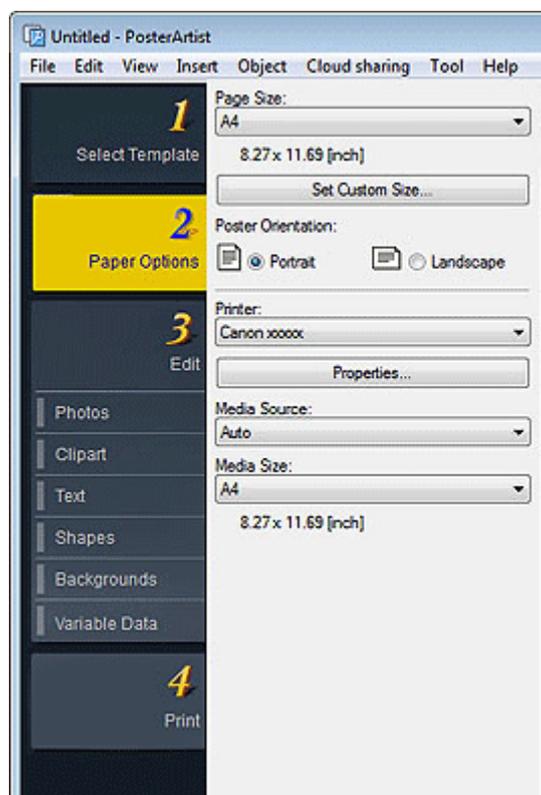
Some paper options and printing functions are not available. The following functions are available.

Some functions are not available when using a PRO-1000 or PRO-500 printer as well.

Paper Options settings panel

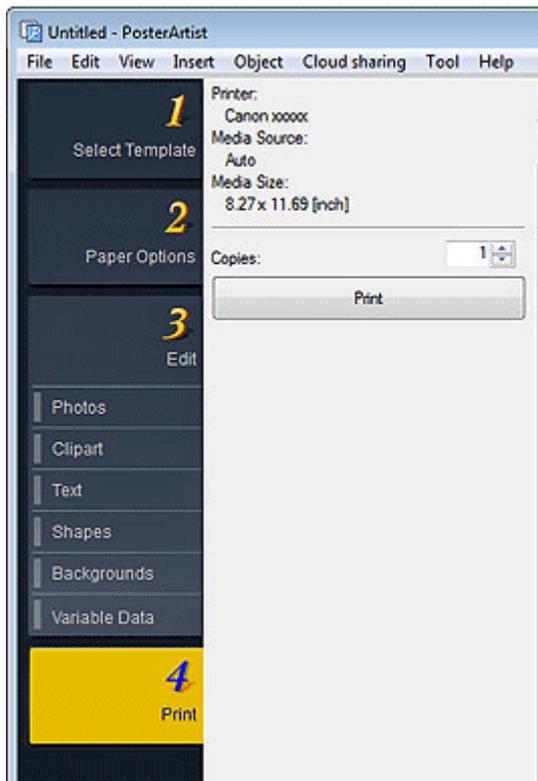
Page Size, Poster Orientation, Media Source, Media Size

Specify the paper settings in the Properties dialog box displayed by selecting **Properties...** under **Printer**.



Print settings panel

Copies



Supported File Formats

Supported file formats are as follows.

JPEG

TIFF (without LZW compression)

BMP

PNG

SVG

WMF/EMF

JPEG and TIFF images are inserted as images in the sRGB color space. TIFF and PNG images are processed as 8-bit images. SVG images do not appear correctly depending on the embedded commands.

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JSON for Modern C++

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- (c) misrepresent the source or ownership;
- and (d) remove, obscure, or alter any copyright, trademark or other proprietary rights notices, falsify or delete any author attributions, legal notices or other labels of the origin or source of material.

License Authentication

When starting PosterArtist for the first time, enter the License Access Number. PosterArtist cannot be used unless you authenticate the license. You will be required to reauthenticate the license when replacing your computer or hard disk.

To reauthenticate the license, follow either of the procedures below.

Transfer your license to the destination computer and reauthenticate it.

➔ [Transferring the License](#)

Return your license to the server temporarily and reauthenticate it on the destination computer.

➔ [Returning the License](#)

▶▶▶ Important

- To transfer or return the license, Internet connection and Internet Explorer 6 or later are required. For details, refer to the License Authentication Guide supplied with PosterArtist.

Transferring the License

Before transferring the license, install PosterArtist on the destination computer. Then, create the request data file in the **License Authentication** screen of PosterArtist. For instructions on creating the request data file, see [Creating Request Data](#).

1. Select License Information Management as follows.

Windows 10:

From the **Start** menu, select **(All apps >) Canon LMS > License Information Management**.

Windows 8.1/Windows 8:

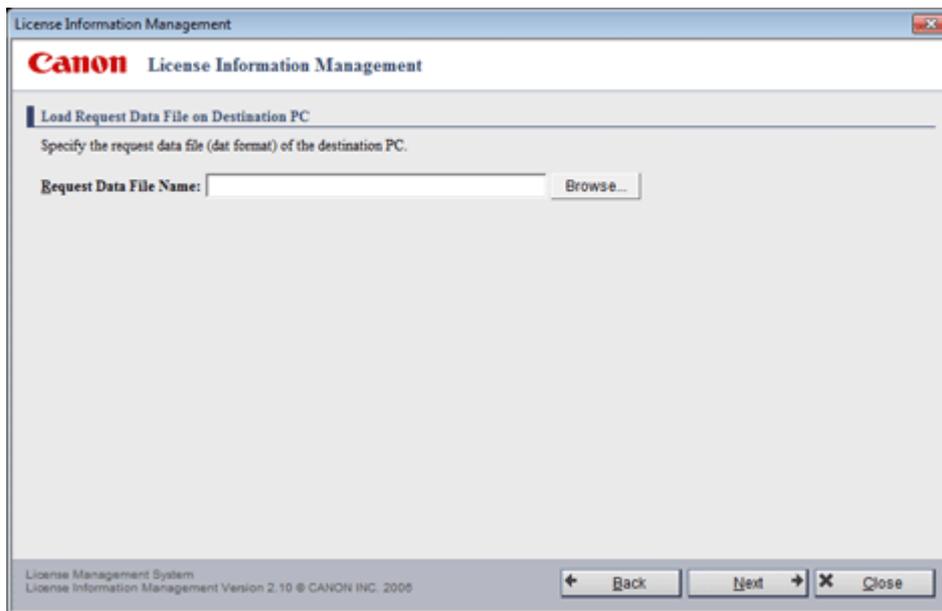
From the **Search** charm, search for Canon LMS, and then select **License Information Management**.

Windows 7/Windows Vista:

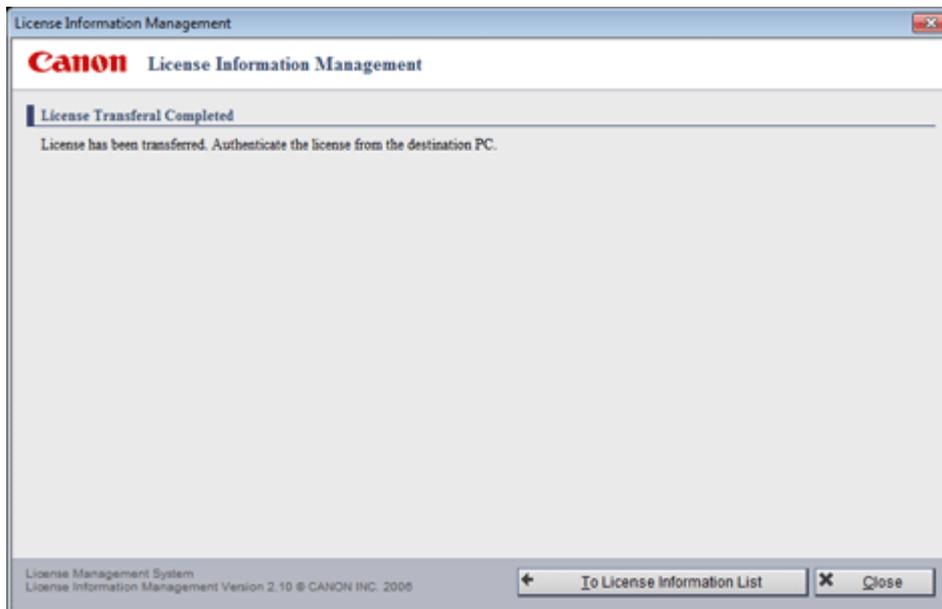
From the **Start** menu, select **All Programs > Canon LMS > License Information Management**.

2. In the License Information Management screen, click **Transfer**.

3. Specify the request data file of the destination computer, and then click **Next**.



4. Click Close.



5. Reauthenticate the license on the destination computer.

▶▶▶ Note

- For how to authenticate the license, refer to the License Authentication Guide supplied with PosterArtist.

Creating Request Data

1. Select License Information Management as follows.

Windows 10:

From the **Start** menu, select **(All apps >) Canon LMS > License Information Management**.

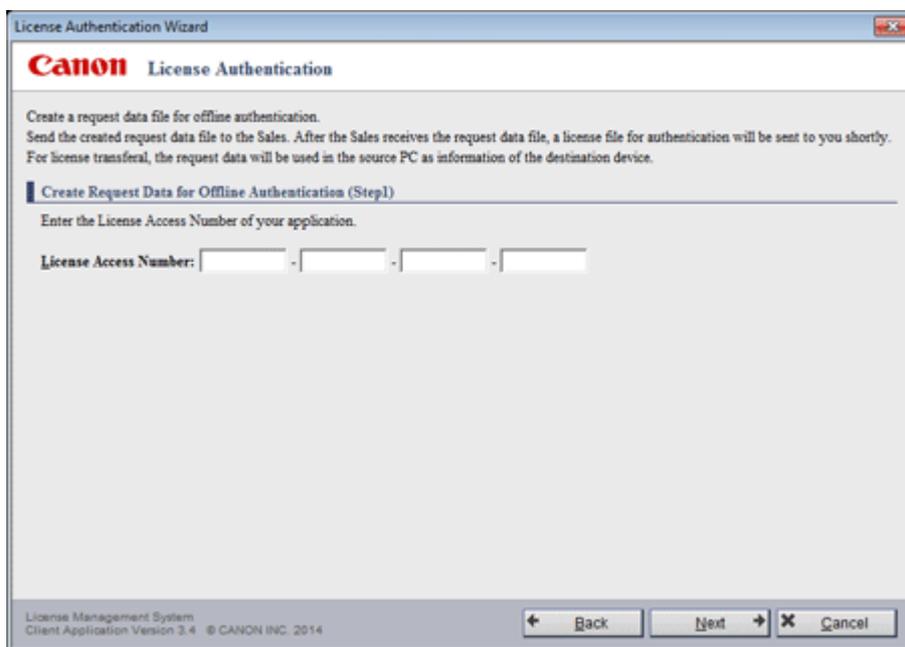
Windows 8.1/Windows 8:

From the **Search** charm, search for Canon LMS, and then select **License Information Management**.

Windows 7/Windows Vista:

From the **Start** menu, select **All Programs > Canon LMS > License Information Management**.

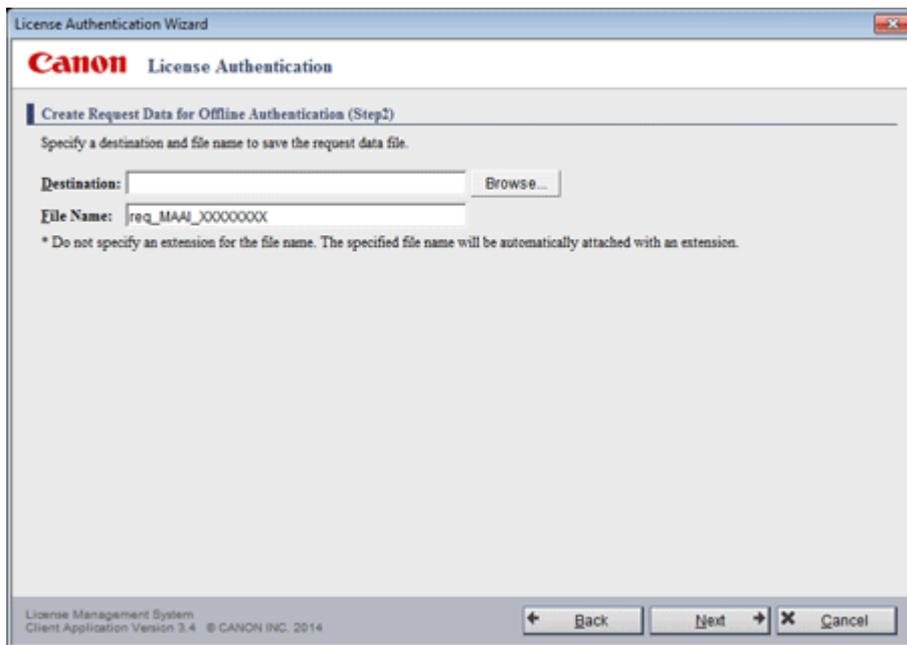
2. In the **License Authentication Wizard** screen, select the **Offline Authentication** and **Create Request Data** checkboxes, and then click **Next**.
3. Enter the License Access Number of your PosterArtist, and then click **Next**.



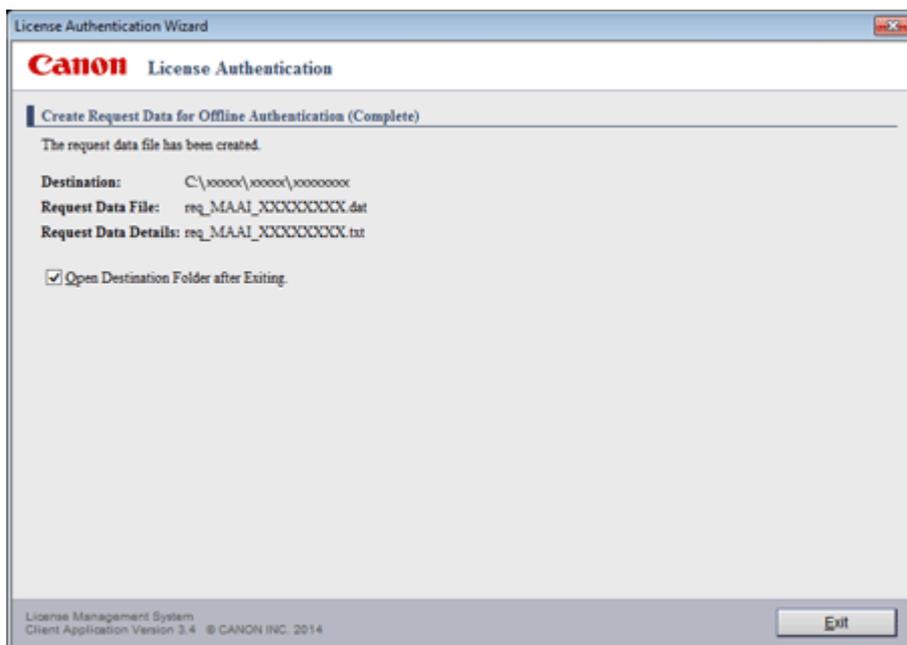
▶▶▶ Note

- Enter the **License Access Number** using 16 single-byte letters and/or numbers (four characters in four fields).

4. Specify the location to save the request data file, and then click **Next**.



5. Check the displayed message, and then click **Exit**.



Returning the License

1. Select **License Information Management** as follows.

Windows 10:

From the **Start** menu, select (**All apps >**) **Canon LMS > License Information Management**.

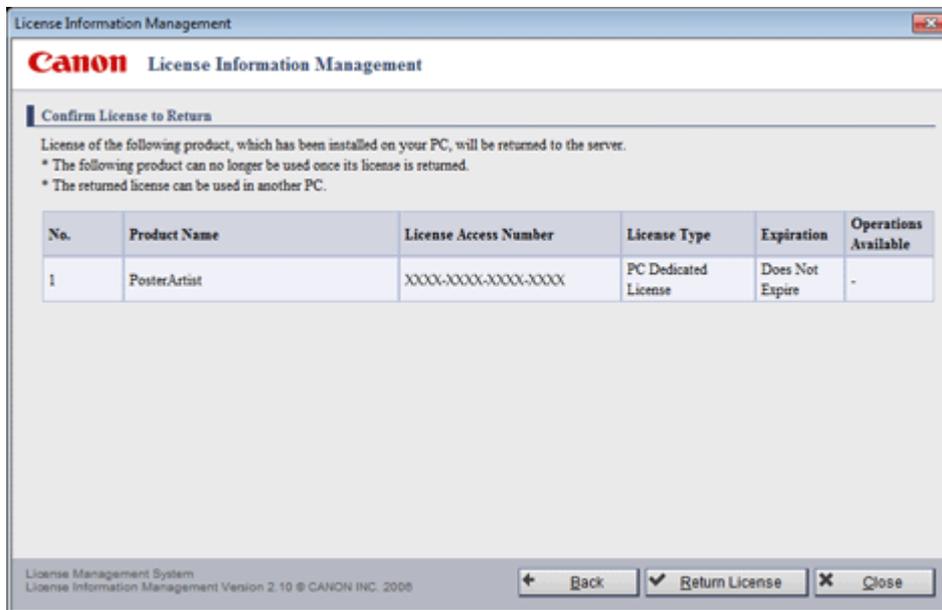
Windows 8.1/Windows 8:

From the **Search** charm, search for Canon LMS, and then select **License Information Management**.

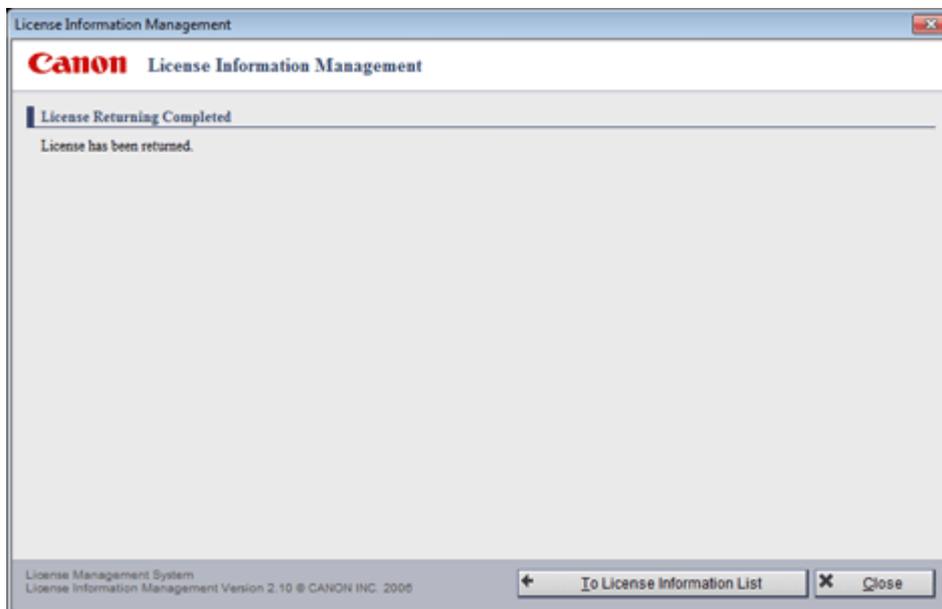
Windows 7/Windows Vista:

From the **Start** menu, select **All Programs > Canon LMS > License Information Management**.

2. In the **License Information Management** screen, click **Return**.
3. Check the displayed message, and then click **Return License**.



4. Click **Close**.



5. Reauthenticate the license on another computer as needed.

»» Note

- For how to authenticate the license, refer to the License Authentication Guide supplied with PosterArtist.

What Is PosterArtist?

- **What You Can Do with PosterArtist**
- **Starting PosterArtist**

What You Can Do with PosterArtist

PosterArtist is an application for creating professional-looking posters even without professional knowledge or experience. Simply select a design from a variety of templates and then insert and edit text, photos, clipart, and other materials.

Features at a Glance

- ➔ [Poster Elements \(Objects\)](#)
- ➔ [Printing Posters Using a Variety of Templates and Materials](#)
- ➔ [Creating Multilingual Posters](#)
- ➔ [Adding Items to Your Library](#)
- ➔ [Creating Enlarged Copies for Printing Posters](#)
- ➔ [Inserting Your Own Materials](#)
- ➔ [Variable Printing](#)
- ➔ [Importing and Exporting Templates](#)
- ➔ [Using Cloud Services](#)
- ➔ [Retouching Images Effectively](#)
- ➔ [Creating and Adjusting Designs Automatically](#)
- ➔ [Exporting Posters for Use in Easy-PhotoPrint Editor](#)

Poster Elements (Objects)

The following objects can be inserted in posters you create with PosterArtist.



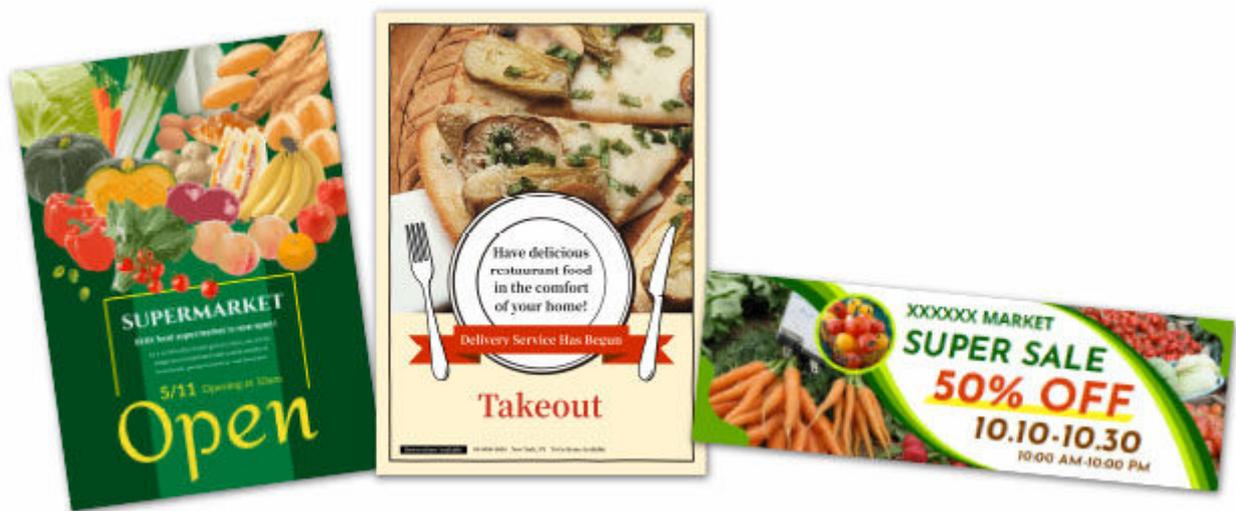
1. Photos

2. Clipart
3. Vector based images (WMF, EMF)
4. QR Code
5. Text
6. Shapes
7. Backgrounds

Printing Posters Using a Variety of Templates and Materials

PosterArtist provides templates covering many categories and business field, as well as a wide range of clipart, photos, and other materials. Create and print unique posters easily from templates by changing the clipart and photos or inserting text.

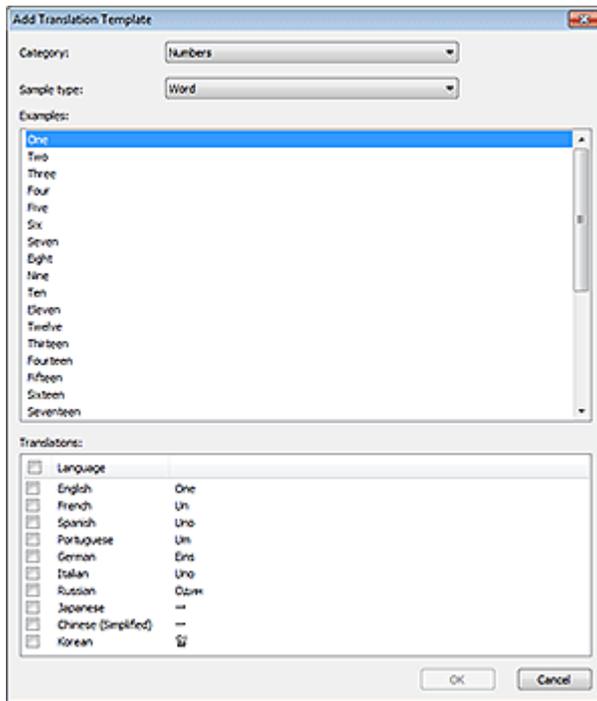
➔ [Creating and Printing Posters](#)



Creating Multilingual Posters

Use multilingual templates and translations provided with PosterArtist to quickly create a multilingual poster.

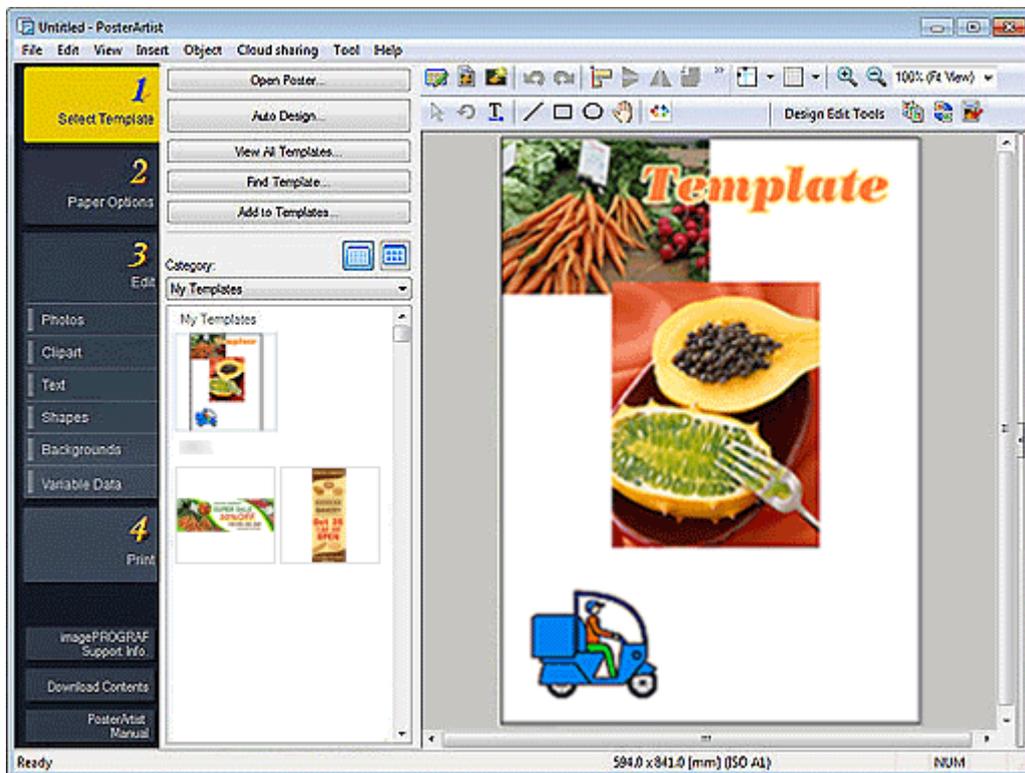
➔ [Using Translation Templates](#)



Adding Items to Your Library

Add posters you have created and images on your computer to the library. Added posters can also be used as templates for creating new posters.

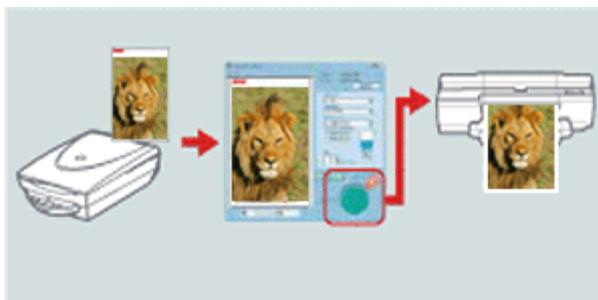
➔ Adding Artwork to Library



Creating Enlarged Copies for Printing Posters

Use PosterArtist QuickCopy to scan photos and documents and then print enlarged copies of them at poster sizes.

➔ [Creating and Printing Enlarged Copies of Photos and Documents](#)

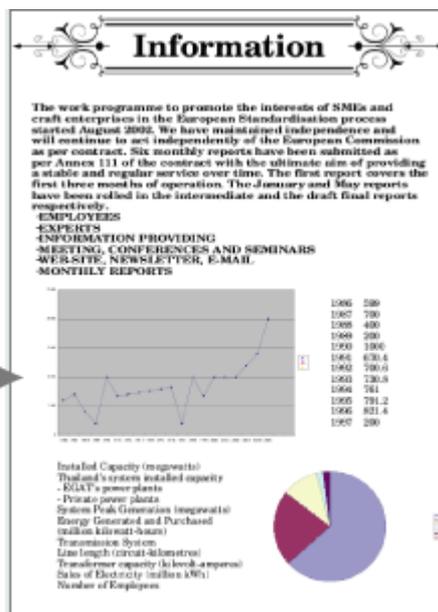
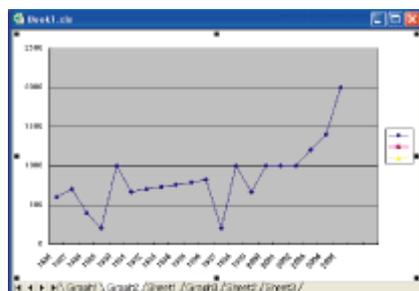


Inserting Your Own Materials

In addition to the materials provided in the library, images on your computer such as those from digital cameras or scanners can be directly inserted in posters.

Documents, tables, and graphs created with Microsoft Word, Microsoft PowerPoint, or Microsoft Excel can also be inserted in posters by importing them to PosterArtist via the printer driver.

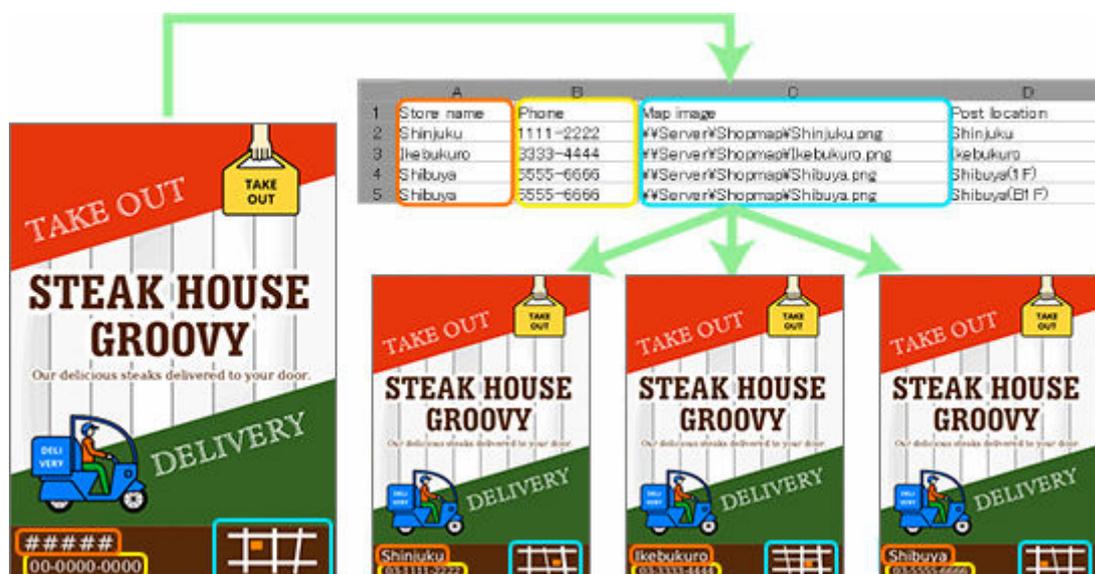
➔ [Inserting Images in Posters](#)



Variable Printing

Automatically substitute text on the poster when printing by using tabular format data. This can also be used to substitute images automatically.

➔ [Using Variable Printing](#)



Importing and Exporting Templates

Export custom poster templates along with the contained images as a single file. Other users can import the templates to their computers.

Artwork other than templates can also be imported or exported.

➔ [Importing and Exporting](#)

Using Cloud Services

Share created poster files, image files, and artwork export data with other computers and users by uploading them to or downloading them from cloud services.

➔ [Using Cloud](#)



Retouching Images Effectively

Correct image color levels, trim photos, or apply a gradation to match the poster's mood.

- ➔ [Editing Photos](#)
- ➔ [Retouching Images](#)

Creating and Adjusting Designs Automatically

Use the Auto Design function to automatically create designs by simply entering titles and text, and then selecting your favorite images.

Even if you are not an experienced designer, you can create highly original posters by using the Design Assist function for automatically adjusting poster layout, and the Quick Exchange function for easily swapping the positions of images and text.

- ➔ [Using Auto Design](#)
- ➔ [Adjusting Designs](#)

Exporting Posters for Use in Easy-PhotoPrint Editor

Export poster data for editing and printing with Easy-PhotoPrint Editor.

Use Easy-PhotoPrint Editor to print the same posters even from computers and smartphones on which PosterArtist is not installed.

- ➔ [Exporting Posters for Use in Easy-PhotoPrint Editor](#)



Starting PosterArtist

PosterArtist can be started as follows.



Double-click **PosterArtist** on the desktop
Start from the Programs folder

Windows 10:

From the **Start** menu, select **(All apps >) Canon Utilities > PosterArtist**.

Windows 8.1:

Select **PosterArtist** on the Start screen to start PosterArtist.

If **PosterArtist** is not displayed on the Start screen, select the **Search** charm, and then search for "PosterArtist."

Windows 7:

From the **Start** menu, select **All Programs > Canon PosterArtist > PosterArtist**.

▶▶▶ Note

- Multiple instances of PosterArtist can run simultaneously, and materials can be copied and pasted between these windows. When multiple instances of PosterArtist are running, you cannot use Artwork Manager, import and save artwork, or open files.
- When starting PosterArtist for the first time, the License Access Number must be entered. For details, see [License Authentication](#).
- To exit PosterArtist, click  (Close) in the upper right of the window, or select **Exit** from the **File** menu.

Creating and Printing Posters

Create posters easily from the templates provided with PosterArtist and print them directly.

1. [Starting PosterArtist.](#)

2. In the [task area](#), click **Select Template**.

»»» **Note**

- For details on the **Select Template** screen, see [Select Template Screen](#).

3. In **Category**, select the category of poster you want to create.

4. Select a template from the thumbnails, and then double-click it.

»»» **Note**

- You can also select a template by dragging and dropping it from **Category** to the poster design area.
- If the  (Download) icon is displayed on the thumbnail of a template, click the icon to download the template.
- For instructions on selecting templates, see [Templates](#).
- To design posters freely without using a template, see [Freely Designing](#).

5. In the [task area](#), click **Paper Options**.

The view switches to the [Paper Options screen](#).

6. Specify **Page Size**, **Poster Orientation**, the printer to use, and other settings.

»»» **Note**

- Available settings vary depending on the selected printer.
- For paper settings, see [Specifying Size and Paper](#).

7. In the [task area](#), click **Edit**.

The view switches to the **Edit** screen.

»»» **Note**

- For details on the **Edit** screen, see the following.

- ➔ [Edit Screen \(Photos\)](#)
- ➔ [Edit Screen \(Clipart\)](#)
- ➔ [Edit Screen \(Text\)](#)
- ➔ [Edit Screen \(Shapes\)](#)
- ➔ [Edit Screen \(Backgrounds\)](#)
- ➔ [Edit Screen \(Variable Data\)](#)

8. Edit photos and text as needed.

»»» Note

- For details on editing photos and text, see the following.
 - ➔ [Editing Photos](#)
 - ➔ [Retouching Images](#)
 - ➔ [Editing Clipart](#)
 - ➔ [Editing Text](#)
 - ➔ [Editing Shapes](#)
 - ➔ [Editing Backgrounds](#)

9. In the [task area](#), click **Print**.

The view switches to the [Print screen](#).

10. Specify **Print Quality**, **Matching Method**, **Copies**, and other settings.

»»» Note

- Available settings vary depending on the selected printer.
- To test print your poster on A4 or Letter size paper, click **Test Print**. For details, see [Test Printing](#).

11. Click **Print**.

Printing starts.

»»» Note

- For printing, see [Printing Posters](#).
- You can also save posters you have created. For details, see [Saving](#).

Creating and Printing Enlarged Copies of Photos and Documents

Use PosterArtist QuickCopy to print posters by enlarging scanned photos and documents. Scanned items can also be inserted as objects in posters.

►►► Important

- The scanner's calibration function cannot be used.

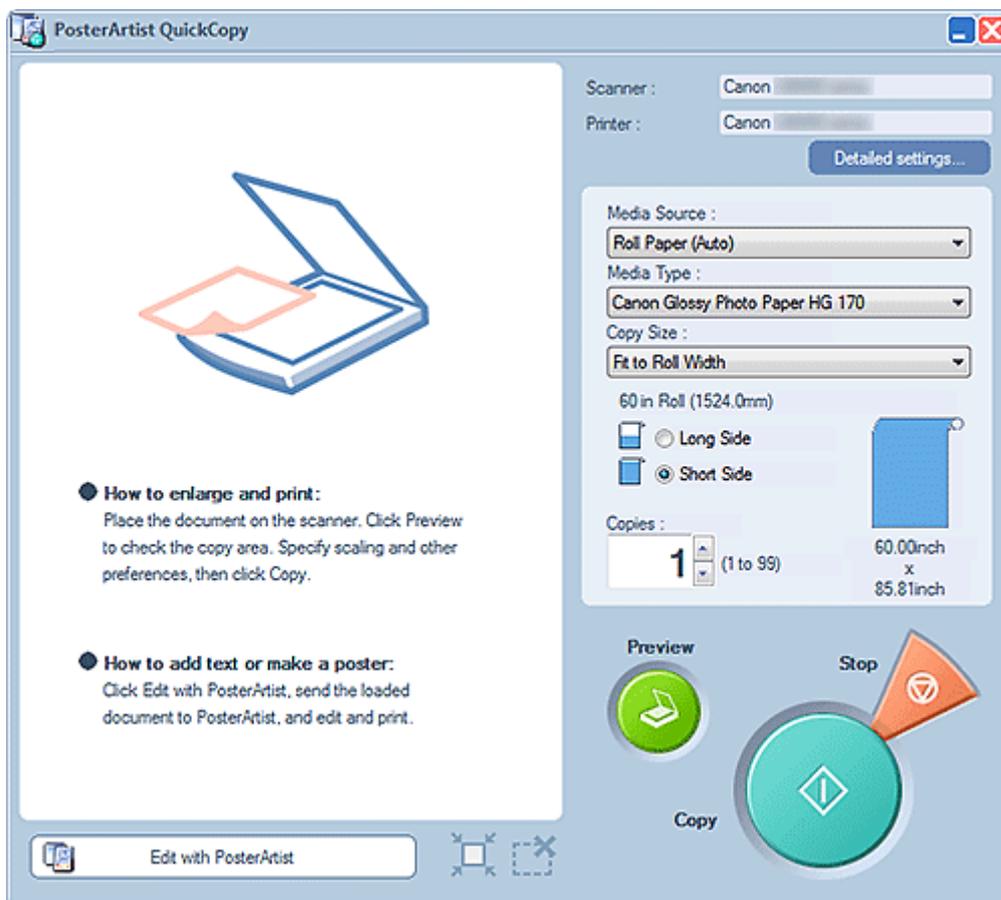
►►► Note

- PosterArtist QuickCopy is installed automatically when PosterArtist is installed.
- Access our website for information on scanners and All-In-One printers supporting PosterArtist QuickCopy.
- For details on PosterArtist QuickCopy, see [PosterArtist QuickCopy Screen](#).
- If you plan to edit the scanned item, using a TWAIN device will allow you to make more detailed settings for importing images than with PosterArtist QuickCopy.

1. Connect computer and scanner.



2. Double-click **QuickCopy** **PosterArtist QuickCopy** on the desktop.



»»» Note

- You can also start PosterArtist QuickCopy in the following ways.

Windows 10:

From the **Start** menu, select **(All apps >) Canon Utilities > PosterArtist QuickCopy**.

Windows 8.1:

Select **PosterArtist QuickCopy** on the Start screen to start PosterArtist QuickCopy.

If **PosterArtist QuickCopy** is not displayed on the Start screen, select the **Search** charm, and then search for "PosterArtist QuickCopy."

Windows 7:

From the **Start** menu, select **All Programs > Canon PosterArtist > PosterArtist QuickCopy**.

3. Click **Detailed settings...**, and then in the displayed screen, specify the scanner and printer to use.

»»» Note

- Images can be retouched as needed when scanning them. For details, see [Detailed settings...](#) in **PosterArtist QuickCopy** Screen.

4. Specify **Media Source**, **Media Type**, **Copies**, and other settings.

»»» Note

- The displayed paper types vary depending on the selected printer.
- For borderless printing, specify the settings as follows.

Media Source: Roll Paper

Media Type: Paper that supports borderless printing

Copy Size: Fit to Roll Width

Long Side and **Short Side:** Select either checkbox

5. Place the original.

6. Click **Preview**.

The image appears in the preview area. The scan area is indicated by a dashed outline. Change the scan area as needed.

»»» Note

- Preview can be skipped.

7. Click **Copy**.

Scanning starts. When scanning is completed, printing starts automatically.

»» Note

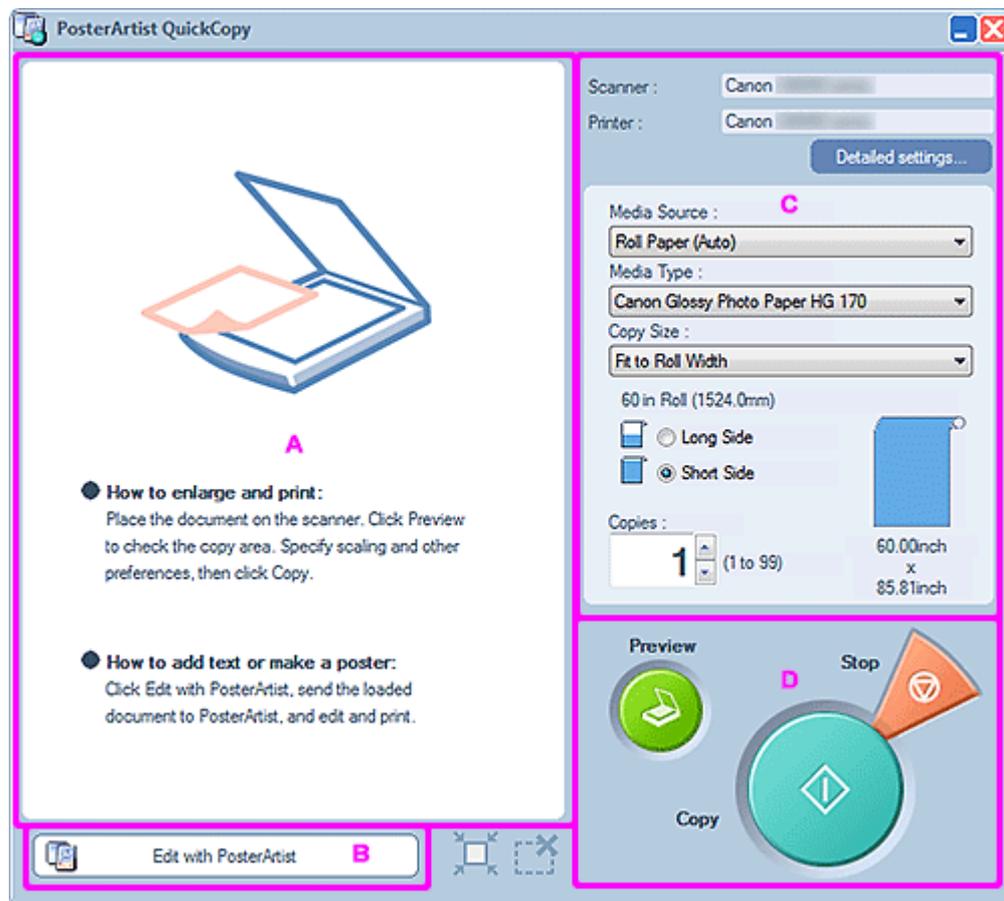
- To cancel printing, click **Stop**, and then click **Cancel** in the displayed screen.

»» Note

- To send scanned images to PosterArtist, click **Edit with PosterArtist**. Sent images appear in the poster design area of PosterArtist. For instructions on creating posters, see [Creating and Printing Posters](#).

PosterArtist QuickCopy Screen

This is PosterArtist QuickCopy's main screen for selecting the scanner and printer to use, specifying the printing method, and more.



- ➔ [A: Preview Area](#)
- ➔ [B: Edit with PosterArtist](#)
- ➔ [C: Settings Area](#)
- ➔ [D: Buttons Area](#)

A: Preview Area

Displays a preview of the scanned image. The scan area is indicated by an outline and can be adjusted.

Resizing the scan area

Point to the outline of the scan area to display one of these cursors: , , , or . Drag the cursor to adjust the scan area.

Moving the scan area

Move the pointer inside the outlined scan area to display  (Move pointer). Drag the outlined area with  (Move pointer) to move the scan area.

B: Edit with PosterArtist

Opens the scanned image in PosterArtist for editing.

C: Settings Area

Specify the printer and scanner to use, paper source, paper type, size, and other settings for printing.

Scanner

Displays the scanner to be used.

Printer

Displays the printer to be used.

Detailed settings...

Displays the **Detailed settings** dialog box for changing the scanner and printer to use and for making advanced settings for scanning.



Scanner

Select the scanner to use. The list displays only scanners supporting PosterArtist QuickCopy among scanners installed on your computer.

Moire reduction

Moire is image distortion (uneven, lighter areas or striped patterns) that may occur when scanning photos or pictures. Select this checkbox to reduce moire.

▶▶▶ Note

- Some moire effects may remain when the **Edge enhancement** checkbox is selected.

Edge enhancement

Select this checkbox to enhance the outline and increase sharpness.

Set-off reduction

When the original is double-sided, images or text on the reverse side may be scanned inadvertently. Select this checkbox to reduce this show-through effect.

Background color removal

When paper of the original is light-colored, select this checkbox to correct the base color and make it white.

▶▶▶ Note

- Correction may not be applied if the original is dark-colored or includes many photos.
- **Background color removal** cannot be set when **Set-off reduction** is set.

Printer

Select the printer to use. The list displays only printers supporting PosterArtist among printers installed on your computer.

Properties...

Displays the selected printer's **Properties** dialog box for specifying the print settings.

Print Quality

Select the print quality. Available options vary depending on the selected paper type.

Matching Method

Select a rendering intent.

Auto

Print in natural color tones.

Perceptual / Perceptual (Photo)

Print with natural color tones and gradations. Suitable for photos.

Colorimetric

Reduces color differences between the original document and the print result.

Saturation / Saturation (Poster)

Performs color matching while emphasizing vividness.

Free Layout

Select this checkbox to enable the Free Layout function of the printer driver.

Media Source

Select the paper source.

Media Type

Select the type of paper you want to use.

Copy Size

Select the size for the enlarged copy.

Long Side

Select this to print by enlarging the original so that the length of the poster's long side will be the same as the paper width.

Short Side

Select this to print by enlarging the original so that the length of the poster's short side will be the same as the paper width.

Copies

Set the number of copies to print.

 **D: Buttons Area****Preview**

Scans the original to display the print area.

Copy

Scans the original to print an enlarged copy.

Stop

Cancels printing.

Various Functions for Creating Posters

- **Templates**
- **Freely Designing**
- **Specifying Size and Paper**
- **Inserting Images and Materials**
- **Editing Photos**
- **Editing Clipart**
- **Retouching Images**
- **Editing Shapes**
- **Editing Text**
- **Editing Backgrounds**
- **Working with Objects**
- **Printing Posters**
- **Saving**
- **Using Variable Printing**
- **Managing Artwork**
- **Using Cloud**
- **Using Translation Templates**
- **Exporting Posters for Use in Easy-PhotoPrint Editor**
- **Creating Vivid Posters Using Fluorescent Colors**

Templates

PosterArtist provides a spectrum of poster templates to support many business fields and operations, and new templates will be distributed in the future. Since the templates are categorized by different subjects, it is easy to find templates of the design that suits your particular needs.

Templates can also be searched by specifying the search criteria such as poster orientation or the number of photos that can be inserted.

Templates come complete with sample photos, text, backgrounds clipart, etc., which can be replaced or edited to create your own design.

- ▶ **Selecting Templates**
- ▶ **Displaying All Templates**
- ▶ **Searching Templates**
- ▶ **Using Existing Posters**
- ▶ **Downloading Templates**
- ▶ **Performing a Design Check**

▶▶▶ Note

- You can also create completely original posters without using a template. For details, see [Using Auto Design](#).
- Created posters can be added to the library as templates. For details, see [Adding Artwork to Library](#).

Selecting Templates

1. In the [task area](#), click **Select Template**.

»» Note

- For details on the **Select Template** screen, see [Select Template Screen](#).

2. In **Category**, select a template category.

»» Note

- To view all templates, click **View All Templates....** For details, see [Displaying All Templates](#).
- Templates can be searched by poster orientation or the number of photos that can be inserted. For details, see [Searching Templates](#).

3. Select a template from the thumbnails, and then double-click it.

The template appears in the poster design area.

»» Note

- If the  (Download) icon is displayed on the thumbnail of a template, click the icon to download the template.
- To try out different templates, you can place other templates in the temporary tray.

Displaying All Templates

1. In the [task area](#), click **Select Template**.

»» Note

- For details on the **Select Template** screen, see [Select Template Screen](#).

2. Click **View All Templates....**

The [View All Templates dialog box](#) appears.

3. In **Category**, select a template category.

»» Note

- To download new templates to the library at once, click **Download**.

4. Select the template you want to use and click **OK**.

The template appears in the poster design area.

»» Note

- To view all provided templates, photos, clipart, photo frames, text graphics, and backgrounds, refer to [Template Guide](#).
- To add the selected template to the temporary tray, click **Add to Temporary Tray**.

Searching Templates

Templates can be searched by poster orientation or the number of photos that can be inserted.

1. In the [task area](#), click **Select Template**.

»» Note

- For details on the **Select Template** screen, see [Select Template Screen](#).

2. Click **Find Template....**

The [Find Template dialog box](#) appears.

3. Select search criteria.

To search by poster orientation:

In **Orientation**, select **Vertical** or **Horizontal**.

To include all target templates, select **Vertical and Horizontal**.

To search by number of photos that can be inserted:

Select a number in **No. of Photos**.

To include all target templates, select **All**.

»» Note

- **Orientation** and **No. of Photos** can be specified at the same time.
- To download new templates to the library at once, click **Download**.

4. Select the template you want to use and click **OK**.

The template appears in the poster design area.

»» Note

- To add the selected template to the temporary tray, click **Add to Temporary Tray**.

Using Existing Posters

Create a new poster using a poster you have created and saved.

1. In the [task area](#), click **Select Template**.

»» Note

- For details on the **Select Template** screen, see [Select Template Screen](#).

2. Click **Open Poster...**

The **Open Poster** dialog box appears.

»» Note

- In the **Open Poster** dialog box, PosterArtist files (with a ".cpf," ".cpfx," or ".cpfx2" file extension) are displayed.

3. Specify the location of the poster file you want to use.

4. Select a poster file, and then click **Open**.

The poster appears in the poster design area.

Downloading Templates

Download templates from our website.

1. In the [task area](#), click **Download Contents**.

Our website appears.

2. From the PosterArtist download page, download a template file (*.cpt file or *.cptx file).
3. Import the downloaded template file.

Note

- For instructions on importing template files, see [Importing Artwork](#).

Performing a Design Check

Automatically check the font, superimposed objects, etc. for created posters.

A warning will appear if there is a problem or if there is a high chance that the print result will be unsatisfactory.

Follow the message in the warning to correct and improve the poster.

»» Important

- A warning may appear even for intentional designs.

1. On the toolbar, click  (Design Check).

A  (Warning) symbol appears where there is a problem or where there is a high chance that the print result will be unsatisfactory.

2. On the poster, click the  (Warning) symbol.

The reason for the warning and a preventive method for the problem appear.

3. On the toolbar, click  (Design Check) again.

Design Check ends.

Freely Designing

- **Using Auto Design**
- **Adjusting Designs**

Using Auto Design

Auto Design is a function to automatically design posters by simply entering titles and text, and then selecting your favorite images.

From created designs, select the one you like.

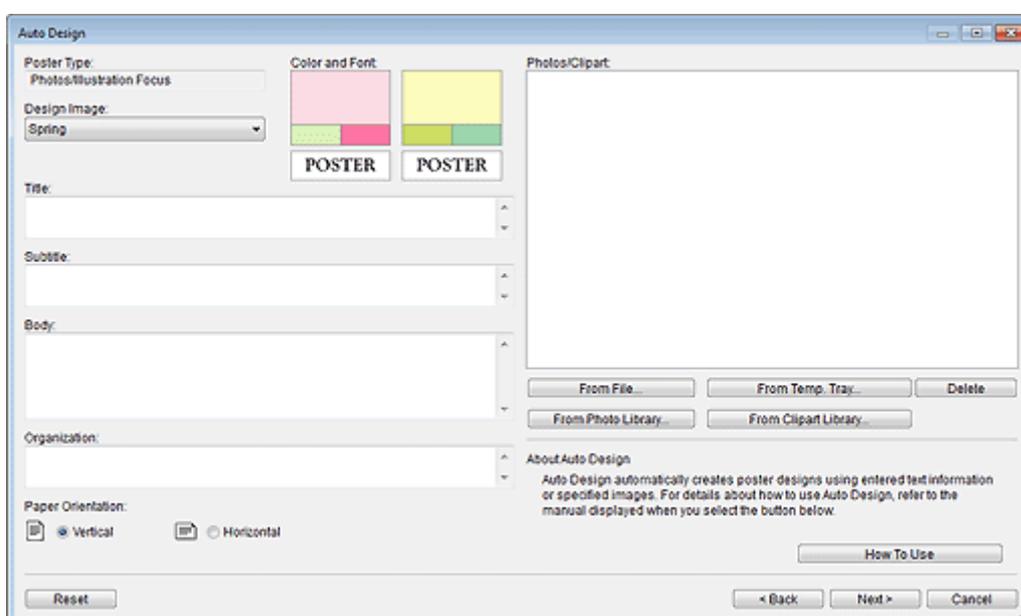
1. In the [task area](#), click **Select Template**.

2. Click **Auto Design...**

The **Auto Design** screen appears.

3. Select the type of poster you want to create, and then click **Next**.

4. In **Design Image**, select a design theme.



5. Enter the **Title**, **Subtitle**, **Body**, and **Organization**.

►►► Important

- If **Long/Horizontal Banners** is selected in poster type, the **Body** cannot be entered.
- **Advanced Settings...** may not be displayed depending on your language.

►►► Note

- Enter up to 60 characters for **Title**, **Subtitle**, and **Organization**.
- Enter up to 200 characters for **Body**.
- Click **Advanced Settings...** to display the [Advanced Settings dialog box](#) for setting a monospaced font for the title, body, and other text.

6. Select the **Paper Orientation**.

7. Select the images you want to use in the poster as follows.

To use images saved on computer:

Click **From File...** to display the **Insert Image** dialog box, and then select image(s).

»»» Note

- To select multiple files, hold down the Ctrl or Shift key as you click the thumbnails.
- Image files can also be added by dragging and dropping them from Windows Explorer.
- For supported file formats, see [Supported File Formats](#).

To use photos or clipart in temporary tray:

Click **From Temp. Tray...** to display the **Show Images in the Temporary Tray** dialog box, and then select image(s).

»»» Note

- To select multiple files, hold down the Ctrl or Shift key as you click the thumbnails.

To use photos in library:

Click **From Photo Library...** to display the **View All Photos** dialog box, and then select image(s).

»»» Note

- To select multiple files, hold down the Ctrl or Shift key as you click the thumbnails.

To use clipart in library:

Click **From Clipart Library...** to display the **View All Clipart** dialog box, and then select image(s).

»»» Note

- To select multiple files, hold down the Ctrl or Shift key as you click the thumbnails.

»»» Note

- When **Photos/Illustration Focus** is selected in poster type, specify up to eight photos or up to two clipart items.
When a poster type other than **Photos/Illustration Focus** is selected, specify up to two photos or two clipart items.
- To delete images from the image list, select one and click **Delete**.
- To use a selected image multiple times, select it again.

8. Click Next.

Designs are created automatically and their thumbnails appear.

»»» Note

- The number of designs to be created varies depending on the number of selected images, paper orientation, and design theme.
- Changing the order of thumbnails in **Photos/Clipart** by dragging and dropping them recreates the design. To select multiple files and change the order, hold down the Ctrl or Shift key as you click the thumbnails.

9. In Color Patterns, select color.

»» Note

- Choices in **Color Patterns** are determined by the selected design theme.

10. In **Text Color**, select color.

11. Select your favorite design from the thumbnails, and then click **OK**.

The design is inserted in the poster area.

»» Note

- Add designs to the temporary tray when you are not sure which design to use. Click **Add to Temporary Tray** to use them as replacements even after ending Auto Design.

»» Note

- For details on the **Auto Design** screen, see [Auto Design Screen](#).

Adjusting Designs

Use the Design Assist and Quick Exchange functions to produce even higher quality designs from a created design.

- ➔ [Design Assist \(Rearranging Objects\)](#)
- ➔ [Quick Exchange \(Swapping Objects\)](#)

Design Assist (Rearranging Objects)

Design Assist is a function to adjust poster layouts by automatically rearranging objects in the selected area.

From created design patterns, select the one you like.

1. On the toolbar, click  (Design Assist Area Set Mode).

Design Assist Area Set mode is activated.

2. Click and drag to select the area you want to change.

A selection box (framed in orange) appears around each object in the dragged area.

➤➤➤ Note

- The number of objects that can be selected at one time is as follows.
 - A total of eight photos and clipart items
 - Four text items

3. Click **Generate Design** displayed in the lower right of the selected area.

Designs are created automatically and their thumbnails appear.

➤➤➤ Note

- The number of designs created varies depending on the size of the selected area and the number of objects.
- Changing the order of thumbnails in **Photos/Clipart** by dragging and dropping them recreates the design. To select multiple files and change the order, hold down the Ctrl or Shift key as you click the thumbnails.
- Add designs to the temporary tray when you are not sure which design to use. Click **Add to Temporary Tray** to use them as replacements even after ending Design Assist.

4. Select your favorite design, and then click **OK**.

The selected design appears in the poster design area.

➤➤➤ Note

- Use the Design Check function to automatically check the font, superimposed objects, etc. for created posters. For details, see [Performing a Design Check](#).
- For details on the **Design Assist** dialog box, see [Design Assist Dialog Box](#).

Quick Exchange (Swapping Objects)

Quick Exchange is a function for easily swapping the positions of objects.

This function is useful when you want to create an improved poster design from a created design.

1. On the toolbar, click  (Quick Exchange).

Quick Exchange mode is activated.

2. Select one or more objects.

A selection box (framed in orange) appears around the selected object.

3. Move the pointer inside the selection box, and then use  (Hand Tool) on the toolbar to drag the object over the object you want to swap positions with.

The objects are swapped.

Important

- When the  (Hand and Arrow) pointer is displayed, the object can be swapped with the one below the pointer.
- When the  (Hand and X) pointer is displayed, the object cannot be swapped with the one below the pointer.

Note

- To move an object vertically or horizontally, drag it while holding down the Shift key.

4. When finished swapping, click  (Quick Exchange) again on the toolbar.

Quick Exchange mode is canceled.

Note

- Use the Design Check function to automatically check the font, superimposed objects, etc. for created posters. For details, see [Performing a Design Check](#).

Specifying Size and Paper

Print created posters on paper of various sizes and types.

Print to scale or without borders as needed.

▶▶▶ Note

- Available settings vary depending on the selected printer.
- Since the poster paper size and orientation are already set in templates, if you change the paper size or orientation, the objects may be resized. Adjust the size and position of objects as needed.

▶ **When Printing on Roll Paper**

- Roll Paper Settings
- Printing Borderless Posters Filling the Entire Roll Paper Width
- Printing Bordered Posters Filling the Entire Roll Paper Width
- Printing Without Borders on Three Sides
- Large-Format Printing
- Printing Larger than Roll Paper Size

▶ **When Printing on Cut Sheets**

- ▶ **When Printing to Scale**
- ▶ **When Printing Entire Poster Within Printable Area**
- ▶ **Adding Crop Marks**
- ▶ **Specifying Non-Standard Page Sizes**

When Printing on Roll Paper

When printing on roll paper, you can print at non-standard sizes such as for horizontal or vertical banners. Borderless printing is also available.

For instructions on printing on roll paper, see the following.

- ➔ [Roll Paper Settings](#)
- ➔ [Printing Borderless Posters Filling the Entire Roll Paper Width](#)
- ➔ [Printing Bordered Posters Filling the Entire Roll Paper Width](#)
- ➔ [Printing Without Borders on Three Sides](#)
- ➔ [Large-Format Printing](#)
- ➔ [Printing Larger than Roll Paper Size](#)

»»» Important

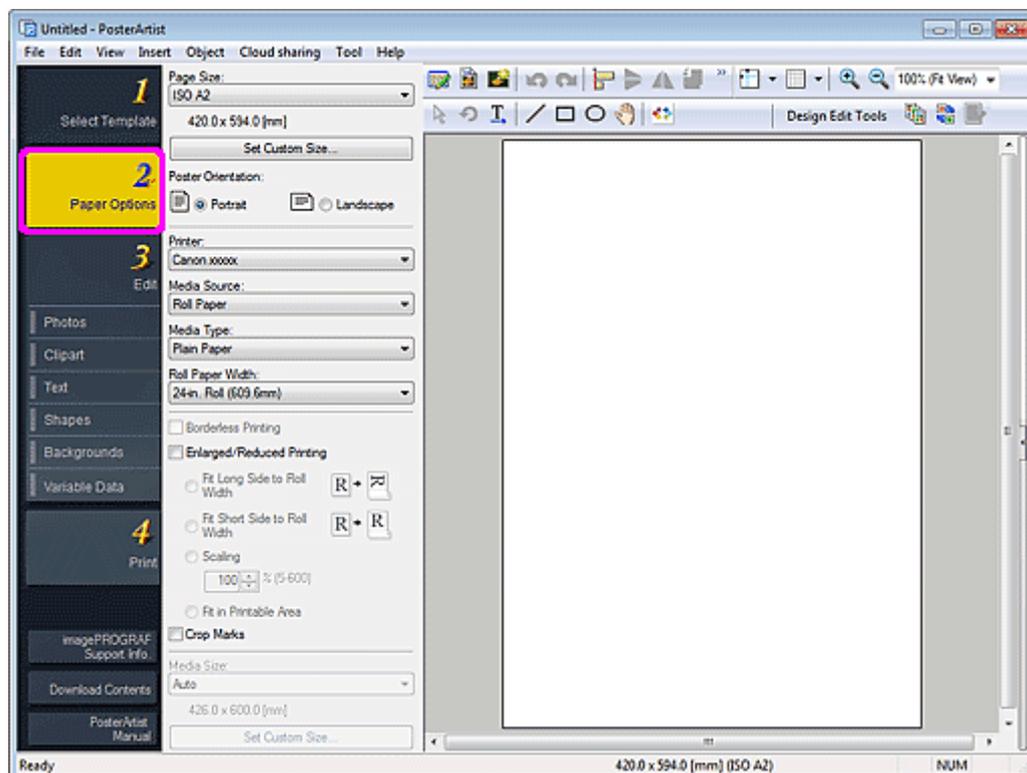
- Roll paper printing is available only on printers that support roll paper.
- Supported paper sizes and roll paper widths vary depending on your model. For details, click Home to return to the top page of the Online Manual for your model and search for "Paper Sizes."

Roll Paper Settings

When printing on roll paper, complete the following settings first.

1. In the [task area](#), click **Paper Options**.

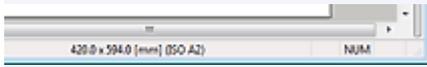
The view switches to the [Paper Options screen](#).



2. In **Page Size**, select the page size of the poster.

▶▶▶ Note

- Non-standard page sizes can be specified as well. For details, see [Specifying Non-Standard Page Sizes](#).
- The poster page size is displayed in the status bar.



3. In **Poster Orientation**, select **Portrait** or **Landscape**.

4. In **Printer**, select the printer to use.

▶▶▶ Important

- Only printers compatible with PosterArtist are displayed in the list.
- Settings in **Paper Options** are automatically reflected in the printer driver.

5. In **Media Source**, select roll paper.

6. In **Media Type**, select the paper type for printing.

▶▶▶ Note

- Supported paper types vary depending on your model.

7. In **Roll Paper Width**, select the width of roll paper loaded in printer.

▶▶▶ Important

- If the **Roll Paper Width** is different from the length of the long side or short side of the page, margins may be created. Printing is not possible if the settings would result in a portion of the image being cut off.
- When roll paper is selected, the poster design being edited is printed with margins to prevent it from being cut off.

In the following cases, margins are not added to printouts.

- When printing without borders
- When printing without scaling, and the length of the long side or short side of the page matches the **Roll Paper Width**
- When printing to scale with **Fit Long Side to Roll Width** or **Fit Short Side to Roll Width** selected

If the media size is larger than the selected roll paper width, a warning message appears before printing starts.

▶ Printing Borderless Posters Filling the Entire Roll Paper Width

Print borderless posters filling the entire roll paper width.

1. Complete the [roll paper settings](#), and then select the **Borderless Printing** checkbox.

»» Important

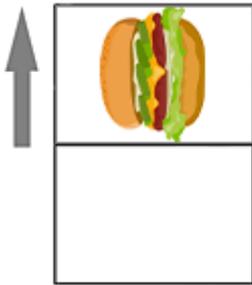
- Depending on your model, you will need to prepare roll paper whose width and paper type support borderless printing.

2. Select the **Enlarged/Reduced Printing** checkbox.

3. Select whether to fit the long side or short side of the page size to the roll paper width.

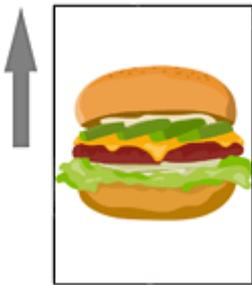
Fit Long Side to Roll Width:

The poster will be printed to scale so that the length of its long side will be the same as the width of the roll paper loaded in the printer. If the poster is in portrait orientation, the poster height will match the roll paper width.



Fit Short Side to Roll Width:

The poster will be printed to scale so that the length of its short side will be the same as the width of the roll paper loaded in the printer. If the poster is in portrait orientation, the poster width will match the roll paper width.



»» Note

- When **Borderless Printing** is selected and the roll paper width matches the length of the page size's long side or short side, you do not need to perform steps 2 and 3. The poster is printed filling the entire roll width automatically. To change the printing orientation relative to the roll paper width, select the **Enlarged/Reduced Printing** checkbox, and then select **Fit Long Side to Roll Width** or **Fit Short Side to Roll Width**.

Printing Bordered Posters Filling the Entire Roll Paper Width

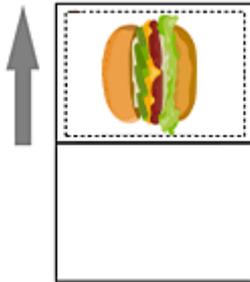
Print bordered posters filling the entire roll paper width.

1. Complete the [roll paper settings](#), and then select the **Enlarged/Reduced Printing** checkbox.

2. Select whether to fit the long side or short side of the page size to the roll paper width.

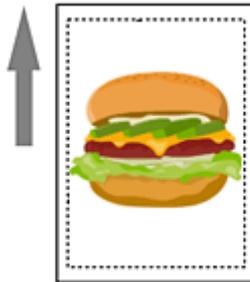
Fit Long Side to Roll Width:

The poster will be printed to scale so that the length of its long side will be the same as the width of the roll paper loaded in the printer. If the poster is in portrait orientation, the poster height will match the roll paper width.



Fit Short Side to Roll Width:

The poster will be printed to scale so that the length of its short side will be the same as the width of the roll paper loaded in the printer. If the poster is in portrait orientation, the poster width will match the roll paper width.

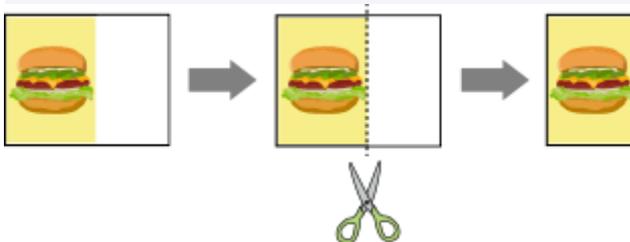


Printing Without Borders on Three Sides

Print posters disregarding the roll paper width, without borders on three sides of the paper.

▶▶ Note

- After printing, trim the right edge of the paper.



1. Complete the [roll paper settings](#), and then select the **Borderless Printing** checkbox.
2. Specify as follows according to the preferred output size.

To print at page size:

Deselect the **Enlarged/Reduced Printing** checkbox.

To scale to media size:

Select the **Enlarged/Reduced Printing** checkbox, select **Fit in Printable Area**, and then specify **Media Size**.

»» Important

- Printing without borders on three sides may not be available depending on your model.

Large-Format Printing

Print non-standard size posters such as horizontal or vertical banners filling the entire roll paper width without borders.

1. Complete the [roll paper settings](#), and then select the **Borderless Printing** checkbox.

»» Important

- Depending on your model, you will need to prepare roll paper whose width and paper type support borderless printing.

2. Select the **Enlarged/Reduced Printing** checkbox.

3. Select whether to fit the long side or short side of the page size to the roll paper width.

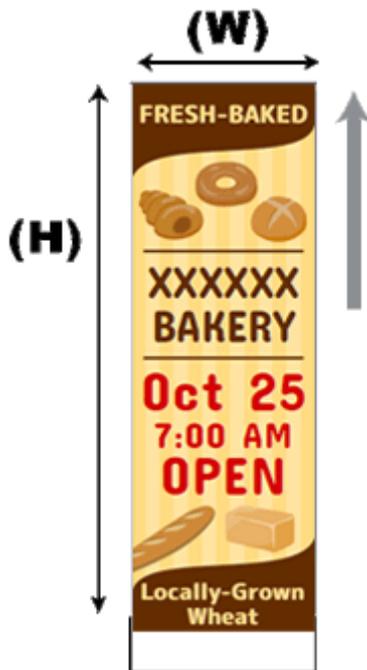
Fit Long Side to Roll Width:

The poster size is scaled so that the width (indicated by W in the figure) fills the width of the roll paper.



Fit Short Side to Roll Width:

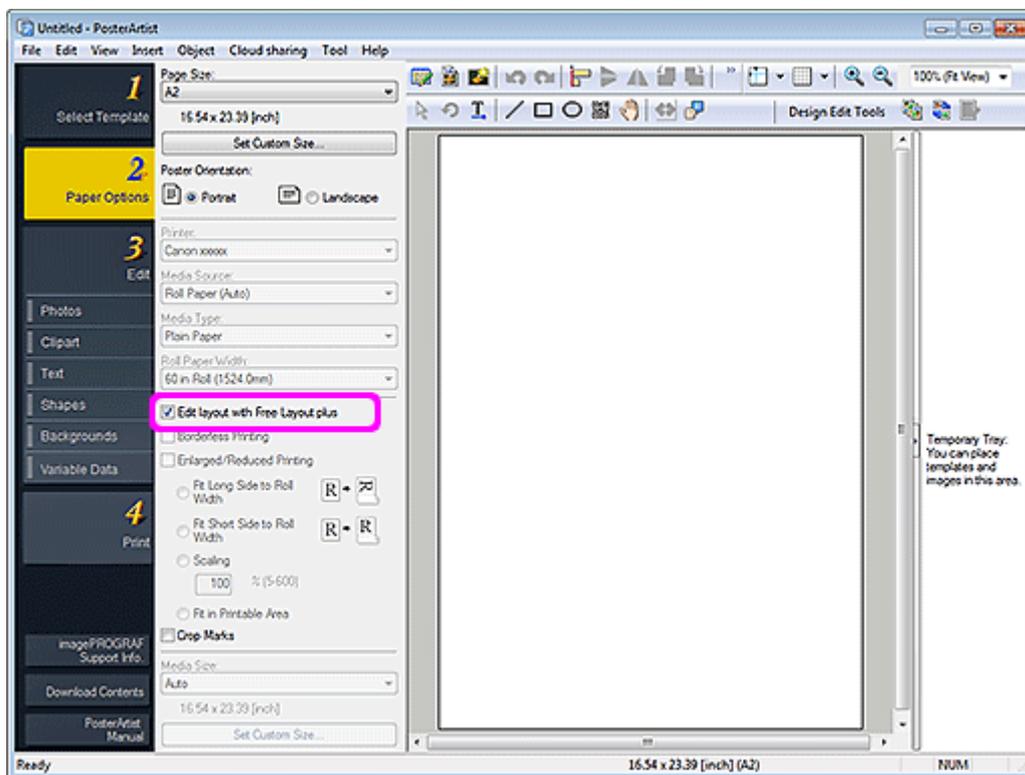
The poster size is scaled so that the width (indicated by W in the figure) fills the width of the roll paper.



Printing Larger than Roll Paper Size

To print in a larger size than the roll paper, use Free Layout plus and freely adjust the layout before printing.

1. Complete the [roll paper settings](#), and then select the **Edit layout with Free Layout plus** checkbox.



»» Important

- This function may not be available depending on your model.
- This function is available only when the Free Layout plus application is installed.
- When you use this function, you cannot configure output media in PosterArtist. Specify the media size in Free Layout plus.

When Printing on Cut Sheets

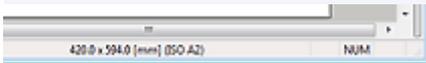
1. In the [task area](#), click **Paper Options**.

The view switches to the [Paper Options screen](#).

2. In **Page Size**, select the page size of the poster.

▶▶▶ Note

- Non-standard page sizes can be specified as well. For details, see [Specifying Non-Standard Page Sizes](#).
- The poster page size is displayed in the status bar.



3. In **Poster Orientation**, select **Portrait** or **Landscape**.

4. In **Printer**, select the printer to use.

▶▶▶ Important

- Only printers compatible with PosterArtist are displayed in the list.
- Settings in **Paper Options** are automatically reflected in the printer driver.

5. In **Media Source**, select source other than roll paper.

▶▶▶ Note

- Supported paper sources vary depending on your model.

6. In **Media Type**, select the paper type for printing.

▶▶▶ Note

- Supported paper types vary depending on your model.

7. To print on cut sheets that are different in size from the page size, in **Media Size**, select the size of the paper to load in the printer.

▶▶▶ Note

- Supported paper sizes vary depending on your model.
- For non-standard size posters, click **Set Custom Size...** For details, see [Specifying Non-Standard Page Sizes](#).

▶▶▶ Important

- If the **Page Size** is larger than the **Media Size**, the poster may not be printed because portions around its edges will be cut off if printed. In that case, select the **Enlarged/Reduced Printing** checkbox, and then set

to fit the entire poster within the printable area. For details, see [When Printing Entire Poster Within Printable Area](#).

When Printing to Scale

Print created posters in an enlarged or reduced scale.

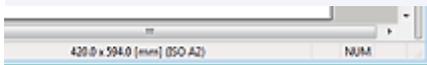
1. In the [task area](#), click **Paper Options**.

The view switches to the [Paper Options screen](#).

2. In **Page Size**, select the page size of the poster.

▶▶▶ Note

- Non-standard page sizes can be specified as well. For details, see [Specifying Non-Standard Page Sizes](#).
- The poster page size is displayed in the status bar.



3. In **Poster Orientation**, select **Portrait** or **Landscape**.

4. In **Printer**, select the printer to use.

▶▶▶ Important

- Only printers compatible with PosterArtist are displayed in the list.
- Settings in **Paper Options** are automatically reflected in the printer driver.

5. In **Media Source**, select paper source.

6. In **Media Type**, select the paper type for printing.

▶▶▶ Note

- Supported paper types vary depending on your model.

7. If **Roll Paper** is selected in **Media Source**, select the width of the roll paper loaded in the printer in **Roll Paper Width**.

▶▶▶ Note

- Supported roll paper types vary depending on your model.

8. If **Roll Paper** is selected in **Media Source**, deselect the **Borderless Printing** checkbox.

9. Select the **Enlarged/Reduced Printing** checkbox.

10. Click **Scaling**, and then specify scale for printing.

11. If Cut Sheet is selected in Media Source, select the size of the paper to load in the printer in Media Size.

»» Note

- Supported paper sizes vary depending on your model.
- For non-standard size posters, click **Set Custom Size...** For details, see [Specifying Non-Standard Page Sizes](#).

When Printing Entire Poster Within Printable Area

When the page size is larger than the size of the paper loaded in the printer, reduce the scale to print the entire poster on the paper.

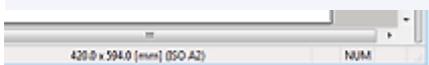
1. In the [task area](#), click **Paper Options**.

The view switches to the [Paper Options screen](#).

2. In **Page Size**, select the page size of the poster.

▶▶▶ Note

- Non-standard page sizes can be specified as well. For details, see [Specifying Non-Standard Page Sizes](#).
- The poster page size is displayed in the status bar.



3. In **Poster Orientation**, select **Portrait** or **Landscape**.

4. In **Printer**, select the printer to use.

▶▶▶ Important

- Only printers compatible with PosterArtist are displayed in the list.
- Settings in **Paper Options** are automatically reflected in the printer driver.

5. In **Media Source**, select paper source.

6. In **Media Type**, select the paper type for printing.

▶▶▶ Note

- Supported paper types vary depending on your model.

7. Select the **Enlarged/Reduced Printing** checkbox.

8. Click **Fit in Printable Area**.

9. In **Media Size**, select the size of the paper to load in the printer.

▶▶▶ Note

- Supported paper sizes vary depending on your model.
- For non-standard size posters, click **Set Custom Size...** For details, see [Specifying Non-Standard Page Sizes](#).

▶▶▶ Note

- The poster will be printed in an appropriate orientation so that margins will be smaller.



Adding Crop Marks

Print crop marks in the margins of posters to indicate the cutting positions.



1. In the [task area](#), click **Paper Options**.

The view switches to the [Paper Options screen](#).

2. Specify **Page Size**, **Poster Orientation**, **Printer**, **Media Source**, **Media Type**, and other settings.

3. Select the **Crop Marks** checkbox.

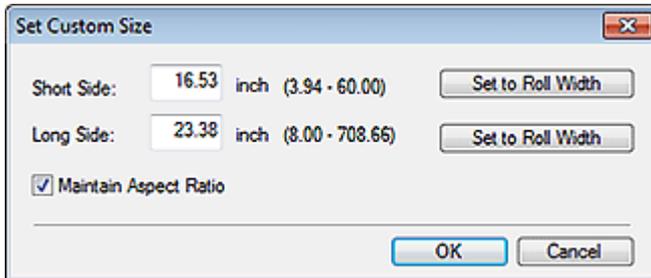
»» Important

- Crop marks cannot be printed in the following cases.
 - When printing without borders
 - When printing on cut sheets without scaling with the same paper size set in **Page Size** and **Media Size**
 - When printing on roll paper without scaling with the same size set in **Page Size** and **Roll Paper Width**

Specifying Non-Standard Page Sizes

Create non-standard size posters such as horizontal or vertical banners by specifying a page size of your choice.

Click **Paper Options** in the [task area](#), click **Set Custom Size...**, and then in the [Set Custom Size dialog box](#), enter the values in **Short Side** and **Long Side**.



»» Note

- To set the same length for the poster's short side or long side as the roll paper width, click **Set to Roll Width**.
- When **Short Side** or **Long Side** is set, the value for the other is set automatically to maintain the aspect ratio. To change the aspect ratio, deselect the **Maintain Aspect Ratio** checkbox.
- For details on the **Set Custom Size** dialog box, see [Set Custom Size Dialog Box](#).

Inserting Images and Materials

In PosterArtist, various photos, clipart and templates are available. These materials are referred to as "library."

Combine materials in the library as desired to create posters.

In addition, images saved on your computer or CD-ROMs as well as images from digital cameras or scanners can be directly inserted in posters.

You can also save inserted images to the library.

➤ **Inserting Images in Posters**

➤ **Adding QR Codes**

➤➤➤ **Note**

- Once images are inserted, modifying them in PosterArtist does not alter the original images.
- For supported image formats, see [Supported File Formats](#).

Inserting Images in Posters

In addition to photos and clipart provided in the PosterArtist library, you can also insert your favorite images in posters.

▶▶▶ Note

- Inserted images can be resized, rotated, moved, etc. as desired. For details, see [Working with Objects](#).
 - ➔ [Inserting from PosterArtist Library](#)
 - ➔ [Inserting from Computers or CD-ROMs](#)
 - ➔ [Inserting from Scanners and Other TWAIN Devices](#)
 - ➔ [Inserting from Scanners Using PosterArtist QuickCopy](#)
 - ➔ [Inserting from Digital Photo Front-Access](#)
 - ➔ [Inserting Print Images from Other Applications](#)
 - ➔ [Copying and Pasting from Other Applications](#)

Inserting from PosterArtist Library

Insert templates and images from the PosterArtist library.

▶▶▶ Note

- For instructions on inserting templates and images in posters, see the following.
 - ➔ [Selecting Templates](#)
 - ➔ [Adding, Replacing and Removing Photos](#)
 - ➔ [Adding, Replacing and Removing Clipart](#)

Inserting from Computers or CD-ROMs

1. Click **Edit** in the [task area](#), and then click **Photos**.

The view switches to the [Edit screen \(Photos\)](#).

2. Click **Add / Replace...**

The **Insert Image** dialog box appears.

▶▶▶ Note

- In the **Insert Image** dialog box, only files in formats supported by PosterArtist are displayed. For supported file formats, see [Supported File Formats](#).

3. Select the image you want to add, and then click **Open**.

The image is inserted in the poster.

▶▶▶ Note

- You can also select multiple files at one time.
- To replace images, right-click an image on the poster, and then select **Replace Image > From File...**

Inserting from Scanners and Other TWAIN Devices

Use a TWAIN device to insert images directly in posters.

►► Important

- Before acquiring images, check that the TWAIN device is connected correctly.
- For details on TWAIN device connection, driver installation, and screen operations, see the manual for the TWAIN device.

1. From the **Insert** menu, select **Add / Replace Image > Read from (Device Name)...**

The screen for the TWAIN device appears.

2. Follow the instructions on the screen for the TWAIN device to acquire the image.

The acquired image is inserted in the poster.

►► Note

- Images can also be acquired from a TWAIN device when you right-click an image on the poster, and then select **Replace Image > Read from (Device Name)...**

Inserting from Scanners Using PosterArtist QuickCopy

PosterArtist QuickCopy is an application to print enlarged copies of photos, documents, and other originals scanned with a scanner connected to a computer.

You can also send photos and documents scanned with a scanner to PosterArtist. Sent data is inserted in posters as a single image, and can be edited in the same way as other images.

►► Note

- For details on PosterArtist QuickCopy, see [Creating and Printing Enlarged Copies of Photos and Documents](#).

Inserting from Digital Photo Front-Access

Use Digital Photo Front-Access to easily link photos from Canon digital cameras and other images on your computer with other applications.

Send images from Digital Photo Front-Access to PosterArtist as follows.

1. In Digital Photo Front-Access, select an image.

2. Select the menu to start PosterArtist or drag and drop the image to the PosterArtist icon.

The image is placed in PosterArtist's temporary tray.

Inserting Print Images from Other Applications

Send documents and graphs created with Microsoft Office or other applications from the printer driver to PosterArtist to insert them in posters.

▶▶ Important

- Requires installation of imagePROGRAF Printer Driver Ver. 3.50 or later.

1. In application's menu, click **Print**.
2. In the displayed dialog box, select printer, and then select **Properties**.
The printer driver's Properties dialog box appears.
3. Click the **Layout** tab.
4. On the **Layout** tab, select the **Page Layout** checkbox, and then in the list, click **Edit Using PosterArtist**.
5. In the Properties dialog box, click **OK**.
6. In the Print dialog box, click **OK**.
The **Page Capture** window appears, showing thumbnails of the print image.

▶▶ Note

- PosterArtist starts automatically even if it was not running.
7. Select the page to send to PosterArtist, and then click **Load**.

▶▶ Note

- To send all pages, click **Select All**.
You can also select multiple pages at one time.

The print image is sent to PosterArtist and inserted in the poster.

Copying and Pasting from Other Applications

Copy data (tables, graphs, etc.) created in other applications to paste into posters.

1. In application, right-click object, and then click **Copy**.
2. Right-click anywhere in the poster design area, and then click **Paste**.
The object is pasted onto the center of the poster; move it as needed.

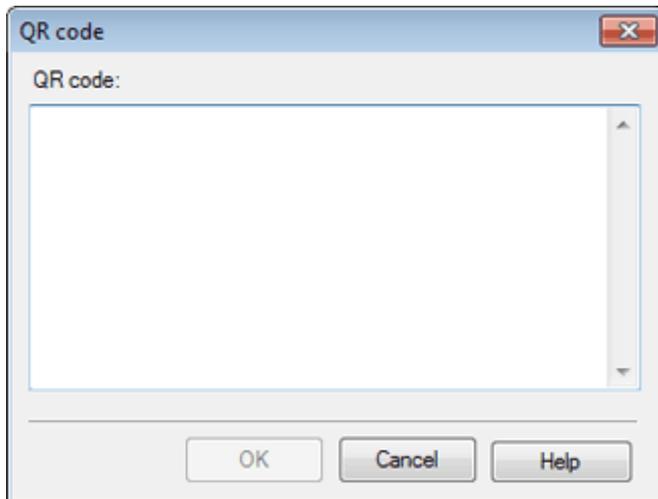
Adding QR Codes

Add QR codes to posters.

Add QR codes to convey additional information that cannot be conveyed by a poster alone.

1. From the **Insert** menu, select **Add / Replace Image > QR Code....**

The [QR code dialog box](#) appears.



2. In **QR code**, enter text such as email address and URL, and then click **OK**.

The QR code is added to the poster. It can be placed as desired in the same way as other objects.

»» Important

- If a large number of characters is entered, a warning message may appear depending on the scanning device used. The approximate number of characters that can be entered in **QR code** is as follows.
 - Numbers only: 513 characters or less
 - Letters and numbers: 311 characters or less
- The number of characters that can be entered in a single QR code is as follows.
 - Numbers only: 7089 characters or less
 - Letters and numbers: 4296 characters or less

Editing Photos

- **Adding, Replacing and Removing Photos**
- **Trimming Photos**
- **Applying Gradation to Photos**
- **Applying Transparency to Photos (Opacity)**
- **Correcting Slant**
- **Applying Frames to Photos**

Adding, Replacing and Removing Photos

Add photos from the library to your poster or replace a photo on your poster with another photo.

- ➔ [Adding Photos](#)
- ➔ [Replacing Photos](#)
- ➔ [Removing Photos](#)

Use the temporary tray to add or replace photos easily.

- ➔ [Using Temporary Tray when Editing Photos](#)

Adding Photos

1. Click **Edit** in the [task area](#), and then click **Photos**.

The view switches to the [Edit screen \(Photos\)](#).

2. Click the **Photos** tab.
3. In **Category**, select a photo category.
4. Select a photo from the thumbnails, and then double-click it.

The selected photo is added to the poster.

➤➤➤ Note

- Selected photos can also be added by dragging and dropping them to the poster design area.
- Alternatively, right-click a photo in the thumbnails, and then click **Insert to Poster** to add it.
- Added images can be resized, rotated, moved, etc. as desired. For details, see [Working with Objects](#).

Replacing Photos

1. On the poster, click the photo you want to replace.
2. Click the **Photos** tab.
3. Select a photo from the thumbnails, and then double-click it.

The photo on the poster is replaced with the new one.

➤➤➤ Note

- Alternatively, right-click a photo in the thumbnails, and then click **Replace** to replace the photo on the poster with the new photo.
- Photos can also be replaced with other photos, for example from folders on your computer or from a scanner. For details, see [Inserting Images in Posters](#).

Removing Photos

1. On the poster, click the photo you want to remove.
2. Press the Delete key.

The selected photo is removed from the poster.

▶▶ Note

- Even after removing photos from the poster, the original photos remain on your computer.

Using Temporary Tray when Editing Photos

Place photos you are not sure whether to use or frequently used photos in the temporary tray.

- ➔ [Adding Photos to Temporary Tray from Thumbnails](#)
- ➔ [Adding Photos to Temporary Tray from **View All Photos** Dialog Box](#)
- ➔ [Adding Photos to Posters from Temporary Tray](#)

Adding Photos to Temporary Tray from Thumbnails

1. Click **Edit** in the [task area](#), and then click **Photos**.

The view switches to the [Edit screen \(Photos\)](#).

2. Click the **Photos** tab.

3. In **Category**, select a photo category.

4. Select the photo you want to add from the thumbnails, and then drag and drop it to the temporary tray.

The selected photo is added to the temporary tray.

➤➤➤ Note

- Alternatively, right-click a photo in the thumbnails, and then click **Add to Temporary Tray** to add it.

Adding Photos to Temporary Tray from View All Photos Dialog Box

1. Click **Edit** in the [task area](#), and then click **Photos**.

The view switches to the [Edit screen \(Photos\)](#).

2. Click the **Photos** tab.

3. Click  (View All Photos).

The **View All Photos** dialog box appears.

4. In **Category**, select a photo category.

5. Select the photo you want to add from the thumbnails, and then click **Add to Temporary Tray**.

The selected photo is added to the temporary tray.

▶▶▶ Note

- To show or hide the temporary tray, click  (Arrow) on the right (or at the bottom if the poster is in landscape orientation).
- Photos can also be added directly to the temporary tray by dragging and dropping them from folders on your computer. For supported file formats, see [Supported File Formats](#).
- To remove photos from the temporary tray, select one and press the Delete key. Even after removing photos from the temporary tray, the original photos remain on your computer.

■ Adding Photos to Posters from Temporary Tray

1. Drag and drop a photo from the temporary tray to the poster.

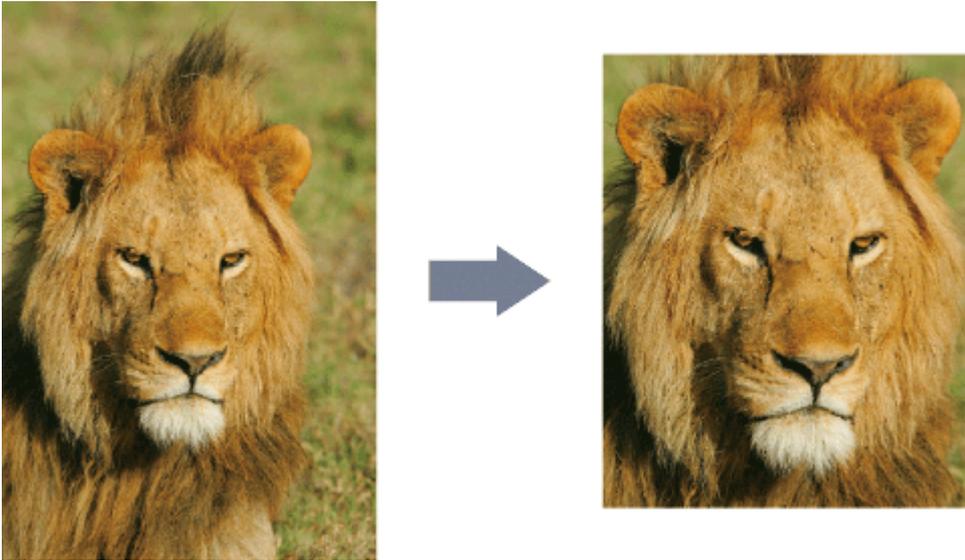
The photo is added to the poster.

▶▶▶ Note

- To replace a photo on the poster with another photo in the temporary tray, select the photo on the poster, and then drag and drop a photo from the temporary tray to the photo on the poster.

Trimming Photos

Select the area you want to keep in a photo and discard the rest.



1. Click **Edit** in the [task area](#), and then click **Photos**.

The view switches to the [Edit screen \(Photos\)](#).

2. On the poster, click the photo you want to trim.

3. In **Edit Image**, click  (Trim).

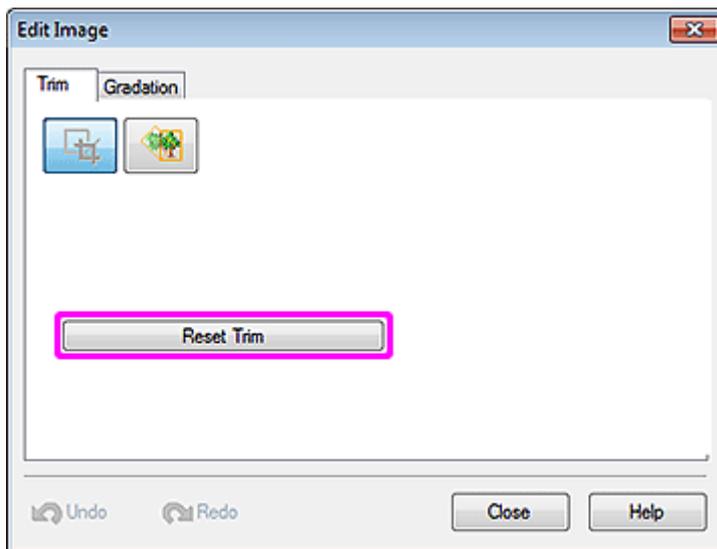
The **Edit Image** dialog box and preview panel appear.

4. Drag  (Crosshair pointer) across the portion you want to keep.

The portion inside the orange frame will be retained, and the portion outside will be hidden.

▶▶▶ Note

- To remove trimming, in the **Edit Image** dialog box, click **Reset Trim**.



- To resize the orange frame for the trimming area, drag  (Resize handle) in the corners.
- To move the orange frame for the trimming area, drag  (Move pointer) that appears when you point inside the frame.
- To change the frame orientation from portrait to landscape and vice versa, rotate the orange frame by clicking  (Rotation handle).

Important

- Trimming is canceled if the photo is replaced with another photo.

Note

- For details on the **Edit Image** dialog box, see [Edit Image Dialog Box \(Trim\)](#).

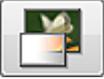
Applying Gradation to Photos

Apply a gradation to photos. Specify the direction of the gradation, opacity of the starting point and ending point, etc. as desired.

1. Click **Edit** in the [task area](#), and then click **Photos**.

The view switches to the [Edit screen \(Photos\)](#).

2. On the poster, click the photo to which you want to apply a gradation.

3. In **Edit Image**, click  (Gradation).

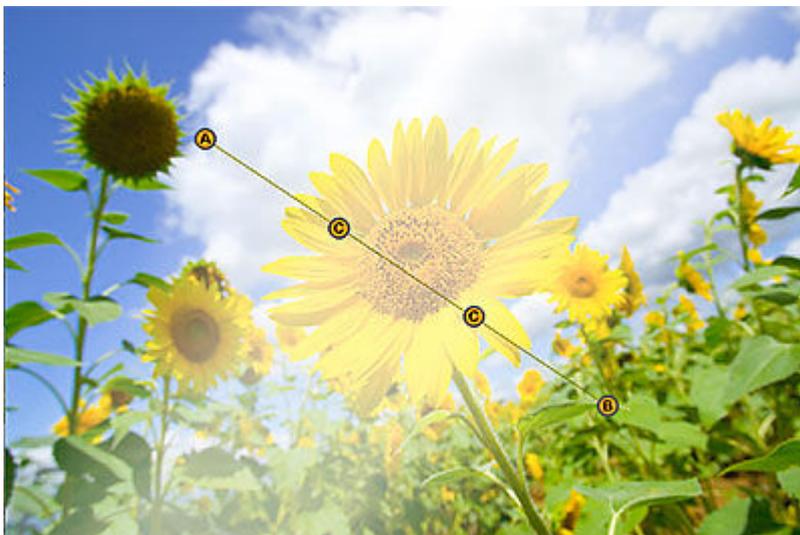
The **Edit Image** dialog box and preview panel appear.

4. In **Gradation Orientation**, select the direction of the gradation.
5. In the preview panel, select the starting point and ending point of the gradation.

Applying gradation with midpoints:

Gradations can be more variable by using midpoints.

1. In **Number of Points in Gradation**, click **Three Points**.



In the preview, midpoints (C1 and C2) appear between the starting point (A) and ending point (B).

2. For **Point A Opacity**, **Point B Opacity**, and **Point C Opacity**, enter the value directly or click ^ (Up Arrow) or v (Down Arrow) on the right to increase or decrease the value.

The gradation level is set.

►► Note

- Increase the value to increase opacity and decrease the value to increase transparency.

3. In the preview, drag the starting point (A), ending point (B), and midpoints (C1 and C2).

This will set the direction of the gradation.

▶▶▶ Note

- To adjust the spacing, move the midpoints (C1 and C2) on the line connecting the starting point (A) and ending point (B).

Applying gradation without midpoints:

1. In **Number of Points in Gradation**, click **Two Points**.



In the preview, the starting point (A) and ending point (B) appear.

2. For **Point A Opacity** and **Point B Opacity**, enter the value directly or click ^ (Up Arrow) or v (Down Arrow) on the right to increase or decrease the value.

The gradation level is set.

▶▶▶ Note

- Increase the value to increase opacity and decrease the value to increase transparency.

3. In the preview, drag the starting point (A) and ending point (B).

This will set the direction of the gradation.

▶▶▶ Note

- To remove the gradation, in the **Edit Image** dialog box, click the selected **Gradation Orientation** again.
- For details on the **Edit Image** dialog box, see [Edit Image Dialog Box \(Gradation\)](#).

Applying Transparency to Photos (Opacity)

Apply transparency to make photos translucent.

1. Click **Edit** in the [task area](#), and then click **Photos**.

The view switches to the [Edit screen \(Photos\)](#).

2. On the poster, click the photo to which you want to apply transparency.

3. In **Edit Image**, click  (Gradation).

The **Edit Image** dialog box and preview panel appear.

4. Click  (Set Opacity to Background).

5. In **Opacity**, enter the value directly or click \wedge (Up Arrow) or ∇ (Down Arrow) on the right to increase or decrease the value.

The opacity is set for the photo.

►► Note

- To increase opacity, increase the value.



- To increase transparency, decrease the value.



►► Note

- To remove transparency, in the **Edit Image** dialog box, click  (Set Opacity to Background) again.
- For details on the **Edit Image** dialog box, see [Edit Image Dialog Box \(Gradation\)](#).

Correcting Slant

Correct slant of photos automatically, manually, or by specifying an angle.

1. Click **Edit** in the [task area](#), and then click **Photos**.

The view switches to the [Edit screen \(Photos\)](#).

2. On the poster, click the photo for which you want to correct slant.

3. In **Edit Image**, click  (Trim).

The **Edit Image** dialog box and preview panel appear.

4. Click  (Slant Correction).

5. Select a correction method.

Correcting automatically:

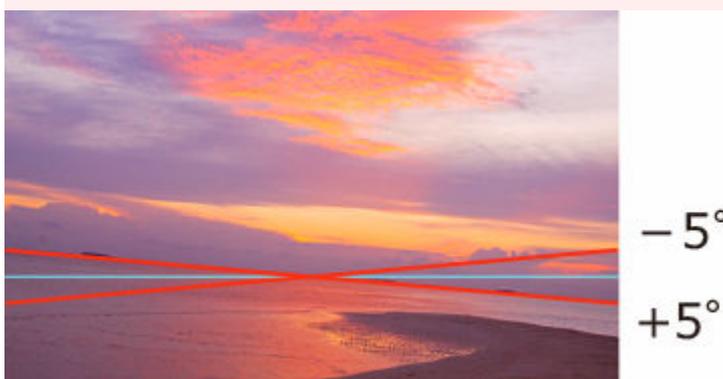
1. In **Slant Correction Method**, click **Auto**.

2. Using  (Slant Correction pointer), click the line (horizon, pillar, etc.) you want to make horizontal or vertical.

A green line appears, and the slant is corrected so that the line is horizontal or vertical.

►►► Important

- To correct slant more than 5 degrees in either direction, select **Specify Angle** in **Slant Correction Method**, and then enter the value directly in **Offset Angle** or click \wedge (Up Arrow) or \vee (Down Arrow) on the right to increase or decrease the value.



- Slant cannot be corrected unless a line is detected.

Correcting manually:

1. In **Slant Correction Method**, click **Manual**.
2. Drag the photo in the preview to adjust slant.

Correcting by specifying an angle:

1. In **Slant Correction Method**, click **Specify Angle**.
2. In **Offset Angle**, enter a value between -45.0 and 45.0 or click  (Up Arrow) or  (Down Arrow) on the right to increase or decrease the value.

Important

- When slant is corrected, trimming is performed automatically according to the specified angle.
- Slant correction is canceled if the photo is replaced with another photo.

Note

- To cancel slant correction, in the **Edit Image** dialog box, click **Reset Slant Correction**.
- For details on the **Edit Image** dialog box, see [Edit Image Dialog Box \(Slant Correction\)](#).

Applying Frames to Photos

1. Click **Edit** in the [task area](#), and then click **Photos**.

The view switches to the [Edit screen \(Photos\)](#).

2. Click the **Frames** tab.
3. On the poster, click the photo to which you want to apply a frame.
4. In **Category**, select a frame category.
5. Select a frame from the thumbnails, and then double-click it.

The frame is applied to the photo.

Changing frame colors:

1. On the poster, click a photo to which a frame is applied.
2. In **Frame Color**, select the color you want to use.

►► Important

- Some frame colors cannot be changed, depending on the frame design. Frame colors can only be changed when **Frame Color** is selectable.
- The new color may only be applied to some portions of the frame, depending on the frame design.

►► Note

- In **Frame Color**, the current frame color and basic colors are displayed. To use other colors, click **Custom...**, and then select a color in the displayed dialog box.

Removing photo frames:

1. On the poster, click a photo to which a frame is applied.
2. Select **No Frame** from the thumbnails, and then double-click it.

The frame is removed from the photo.

►► Important

- Frames cannot be applied to clipart.

Editing Clipart

- **Adding, Replacing and Removing Clipart**
- **Changing Clipart Colors**

Adding, Replacing and Removing Clipart

Add clipart from the library to your poster or replace clipart on your poster with other clipart.

- ➔ [Adding Clipart](#)
- ➔ [Replacing Clipart](#)
- ➔ [Removing Clipart](#)

Use the temporary tray to add or replace clipart easily.

- ➔ [Using Temporary Tray when Editing Clipart](#)

Adding Clipart

1. Click **Edit** in the [task area](#), and then click **Clipart**.

The view switches to the [Edit screen \(Clipart\)](#).

2. In **Category**, select a clipart category.

3. Select clipart from the thumbnails, and then double-click it.

The selected clipart is added to the poster.

▶▶▶ Note

- The selected clipart can also be added by dragging and dropping it to the poster design area.
- Alternatively, right-click clipart in the thumbnails, and then click **Insert to Poster** to add it.
- Added clipart can be resized, rotated, moved, etc. as desired. For details, see [Working with Objects](#).

Replacing Clipart

1. On the poster, click the clipart you want to replace.

2. Select clipart from the thumbnails, and then double-click it.

The clipart on the poster is replaced with the new one.

▶▶▶ Note

- Alternatively, right-click clipart in the thumbnails, and then click **Replace** to replace the clipart on the poster with the new clipart.

Removing Clipart

1. On the poster, click the clipart you want to remove.

2. Press the Delete key.

The selected clipart is removed from the poster.

Using Temporary Tray when Editing Clipart

Place clipart you are not sure whether to use or frequently used clipart in the temporary tray.

- ➔ [Adding Clipart to Temporary Tray from Thumbnails](#)
- ➔ [Adding Clipart to Temporary Tray from **View All Clipart** Dialog Box](#)
- ➔ [Adding Clipart to Posters from Temporary Tray](#)

Adding Clipart to Temporary Tray from Thumbnails

1. Click **Edit** in the [task area](#), and then click **Clipart**.

The view switches to the [Edit screen \(Clipart\)](#).

2. In **Category**, select a clipart category.

3. Select the clipart you want to add from the thumbnails, and then drag and drop it to the temporary tray.

The selected clipart is added to the temporary tray.

➤➤➤ Note

- Alternatively, right-click clipart in the thumbnails, and then click **Add to Temporary Tray** to add it.

Adding Clipart to Temporary Tray from View All Clipart Dialog Box

1. Click **Edit** in the [task area](#), and then click **Clipart**.

The view switches to the [Edit screen \(Clipart\)](#).

2. Click  (View All Clipart).

The **View All Clipart** dialog box appears.

3. In **Category**, select a clipart category.

4. Select the clipart you want to add from the thumbnails, and then click **Add to Temporary Tray**.

The selected clipart is added to the temporary tray.

➤➤➤ Note

- To show or hide the temporary tray, click  (Arrow) on the right (or at the bottom if the poster is in landscape orientation).
- Clipart can also be added directly to the temporary tray by dragging and dropping it from folders on your computer. For supported file formats, see [Supported File Formats](#).

- To remove clipart from the temporary tray, select clipart and press the Delete key. Even after removing clipart from the temporary tray, the original clipart remains on your computer.

Adding Clipart to Posters from Temporary Tray

1. Drag and drop clipart from the temporary tray to the poster.

The clipart is added to the poster.

»» Note

- To replace clipart on the poster with another clipart in the temporary tray, select the clipart on the poster, and then drag and drop clipart from the temporary tray to the clipart on the poster.

Changing Clipart Colors

1. Click **Edit** in the [task area](#), and then click **Clipart**.

The view switches to the [Edit screen \(Clipart\)](#).

2. On the poster, click the clipart you want to replace.

3. In **Clipart Color**, select the color you want to use, and then double-click it.

The selected color is applied to the clipart on the poster.

▶▶▶ Important

- Clipart colors can only be changed when **Clipart Color** is selectable.
- The new color may only be applied to some portions of the clipart, depending on the clipart design.
- For clipart, Trim, Gradation, Slant Correction, Opacity and Retouch Image are not available.

▶▶▶ Note

- In **Clipart Color**, the current clipart color and basic colors are displayed. To use other colors, click **Custom...**, and then select a color in the displayed dialog box.
- Elements of clipart in the **Stamps** category are grouped. To change the color or shape of such clipart, right-click it in the poster design area, and then select **Group > Ungroup** to ungroup.

Retouching Images

Correct photo color levels. Apply effects to create a particular mood in photos. Adjust the colors, and use other retouching features to enhance your posters.

►►► Note

- The following images are supported.
- Images in the photo library (except those with transparent backgrounds)
- Uncompressed TIFF, JPEG, or BMP images you have added to the poster, with the long side measuring 7200 pixels or less and the aspect ratio less than or equal to 64:1

1. Click **Edit** in the [task area](#), and then click **Photos**.

The view switches to the [Edit screen \(Photos\)](#).

2. On the poster, click the photo you want to retouch.

3. In **Edit Image**, click (Retouch Image).

The [Retouch Image dialog box](#) appears.

4. Select the type of retouching required.

For details, see the corresponding page.

If you click the following buttons, images are retouched instantly and you can check the retouched image.

- ➔ [Auto Color Correction](#)
- ➔ [Monochrome/Sepia](#)

If you click the following buttons, a dialog box appears for making manual adjustments. After applying the adjustments, you can check the retouched image.

- ➔ [Color Adjustment](#)
- ➔ [Color Point Correction](#)
- ➔ [Backlight Correction](#)
- ➔ [Sharpness](#)
- ➔ [Soft Focus](#)
- ➔ [Logo Color Adjustment](#)
- ➔ [Cut Out](#)

5. Click **OK**.

The image is retouched.

►►► Important

- Even if you retouch an image, the original image itself is not retouched.
- Clipart cannot be retouched.

Auto Color Correction

Automatically retouch image color levels.

1. In the [Retouch Image dialog box](#), click **Auto Color Correction**.

The colors are automatically retouched.

▶▶▶ Note

- If Auto Color Correction does not produce the desired results, in the **Retouch Image** dialog box, click **Color Point Correction**, and then adjust the colors. For details, see [Color Point Correction](#).

Color Adjustment

Manually retouch image color levels.

1. In the [Retouch Image dialog box](#), click **Color Adjustment**.

The [Color Adjustment dialog box](#) appears.

Under **Original Image**, the original image is displayed and under **Touched Up Image**, the retouched image is displayed.

2. Adjust the **Quality** and **Color Settings** as you check the image.

▶▶▶ Note

- To enlarge or reduce the view magnification, click  (Zoom In) or  (Zoom Out). You can also specify the magnification in the drop-down list.
- To restore the original image, click **Reset**.

3. Click **OK**.

Your changes are confirmed.

Color Point Correction

Adjust the overall brightness based on the brightest point in the image (white point), the point of intermediate brightness (gray point), or the darkest point (black point).

1. In the [Retouch Image dialog box](#), click **Color Point Correction**.

The [Color Point Correction dialog box](#) appears.

Under **Original Image**, the original image is displayed and under **Touched Up Image**, the retouched image is displayed.

2. Click the desired brightness for **White Point**, **Gray Point**, and **Black Point**.

▶▶▶ Note

- Click **Auto** to produce the same results as **Auto Color Correction** in the [Retouch Image dialog box](#).
- To enlarge or reduce the view magnification, click  (Zoom In) or  (Zoom Out). You can also specify the magnification in the drop-down list.
- To restore the original image, click **Reset**.

3. Click **OK**.

Your changes are confirmed.

Backlight Correction

Correct backlight scenes in which the image is too dark or the background is too bright.

1. In the [Retouch Image dialog box](#), click **Backlight Correction**.

The [Backlight Correction dialog box](#) appears.

Under **Original Image**, the original image is displayed and under **Touched Up Image**, the retouched image is displayed.

2. Adjust the **Level** as you check the image.

▶▶▶ Note

- If the photo includes people, click **Auto Adjust For Faces** for automatic adjustment.
- To enlarge or reduce the view magnification, click  (Zoom In) or  (Zoom Out). You can also specify the magnification in the drop-down list.
- To restore the original image, click **Reset**.

3. Click **OK**.

Your changes are confirmed.

Sharpness

Sharpen image edges.

1. In the [Retouch Image dialog box](#), click **Sharpness**.

The [Sharpness dialog box](#) appears.

Under **Original Image**, the original image is displayed and under **Touched Up Image**, the retouched image is displayed.

2. Adjust the **Level** as you check the image.

▶▶▶ Note

- To enlarge or reduce the view magnification, click  (Zoom In) or  (Zoom Out). You can also specify the magnification in the drop-down list.
- To restore the original image, click **Reset**.

3. Click **OK**.

Your changes are confirmed.

Soft Focus

Blur images to create a softer effect.

1. In the [Retouch Image dialog box](#), click **Soft Focus**.

The [Soft Focus dialog box](#) appears.

Under **Original Image**, the original image is displayed and under **Touched Up Image**, the retouched image is displayed.

2. Adjust the **Level** as you check the image.

▶▶▶ Note

- To enlarge or reduce the view magnification, click  (Zoom In) or  (Zoom Out). You can also specify the magnification in the drop-down list.
- To restore the original image, click **Reset**.

3. Click **OK**.

Your changes are confirmed.

Monochrome/Sepia

Convert images to monochrome or sepia to create moody photos.

1. In the [Retouch Image dialog box](#), click **Monochrome** or **Sepia**.

The image is converted to monochrome or sepia.

Logo Color Adjustment

Adjust a portion of the logo image colors.

1. In the [Retouch Image dialog box](#), click **Logo Color Adjustment**.

The [Logo Color Adjustment dialog box](#) appears.

Under **Original Image**, the original image is displayed and under **Touched Up Image**, the retouched image is displayed.

2. Under **Color Table** or **Original Image**, click the color you want to adjust.

3. Adjust the levels in **Color Settings**, **Hue**, **Saturation**, and **Luminance** as you check the image in **Touched Up Image**.

▶▶▶ Note

- To enlarge or reduce the view magnification, click  (Zoom In) or  (Zoom Out). You can also specify the magnification in the drop-down list.
- To restore the original image, click **Reset**.

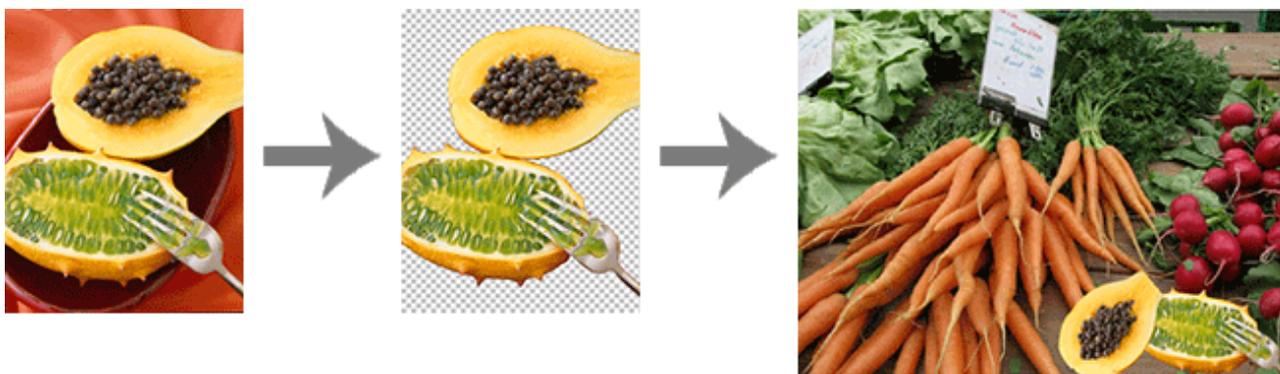
4. Click **OK**.

The logo is adjusted.

Cut Out

Use the Cut Out function to isolate the area you want to keep in a photo and discard the rest such as the background.

You can cut out images automatically or manually. Even though the results of automatic cut-outs are sufficiently attractive, you can also manually specify the exact details of what you want to cut out.



1. In the [Retouch Image dialog box](#), click **Cut Out**.

The [Cut Out dialog box](#) appears.

2. On the **Auto** tab, click **Auto**.

The background is automatically erased.

▶▶▶ Note

- Alternatively, move the mouse pointer over the image to display a crosshair pointer, and then drag the cursor around the area to retain.
- To blur the edges of cut out portions, select the **Blur edge** checkbox.

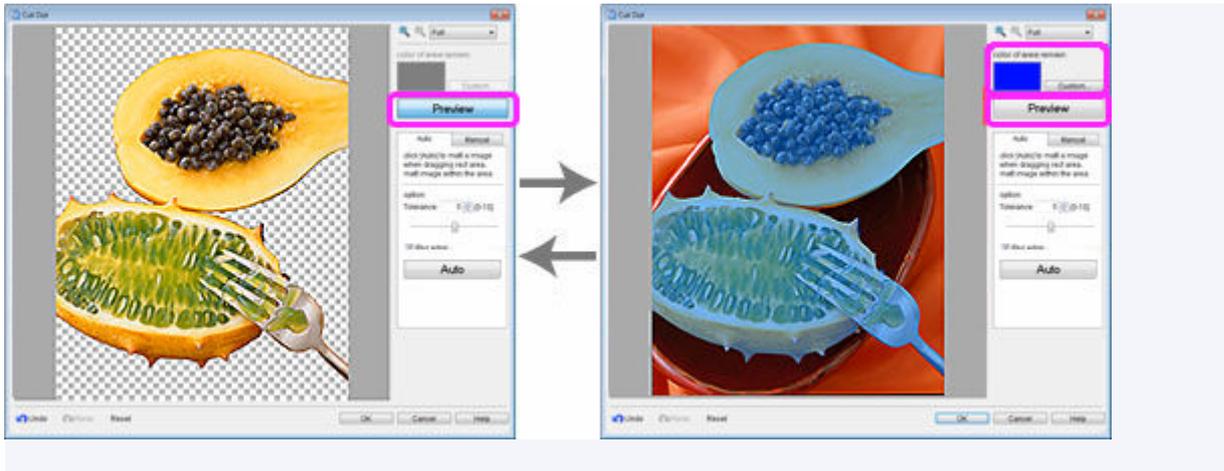
3. To adjust the extent of the area to retain, change the value in **Tolerance**, and then click **Auto** again.

To erase a larger area, select a smaller value (because fewer colors are judged similar).

To retain a larger area, select a larger value (because more colors are judged similar).

▶▶▶ Note

- To view the original image that has not been cut out, click **Preview**. Preview is canceled and the area to be cut out is shaded in the color displayed in **color of area remain** (indicated in blue in the figure below). Adjust the settings as you compare the original image and the cut out image by clicking **Preview**.



4. Repeat step 3 to specify the area to retain, and then click **OK**.

The image is cut out.

If automatic cut-out is unsatisfactory - if unneeded portions remain in the cut out image or if too much is erased - try using the tools on the **Manual** tab.

5. Click the **Manual** tab.

6. Use the cut-out tools to specify the area to retain and the area to erase in great detail.

►►► **Note**

- It may be easier to work with the tools on the **Manual** tab if you enlarge the view by clicking  (Zoom In).
- For details on the cut-out tools, see [Cut Out Dialog Box](#).

7. Click **OK**.

The image is cut out.

►►► **Note**

- If it is easier to specify the area to erase than to specify the area to retain, specify the area to erase instead. On the **Manual** tab, click **Invert Selection** to switch the area to erase and area to retain.

Editing Shapes

- **Adding and Removing Shapes**
- **Changing Shape Styles**

Adding and Removing Shapes

Add straight lines, rectangles, circles, ellipses, and other shapes to posters.

➔ [Adding Shapes](#)

➔ [Removing Shapes](#)

Adding Shapes

1. Click **Edit** in the [task area](#), and then click **Shapes**.

The view switches to the [Edit screen \(Shapes\)](#).

2. Click one of the following buttons to select a shape.



Line:

Add lines or arrows.



Rectangle:

Add rectangles.



Ellipse:

Add circles or ellipses.

3. Drag  (Crosshair pointer) to specify the size of the shape you want to add.



The shape is added in the specified size.

Note

- You can freely resize, rotate, or move the shapes you added. For details, see [Working with Objects](#).

Removing Shapes

1. On the poster, click the shape you want to remove.
2. Press the Delete key.

The selected shape is removed from the poster.

Changing Shape Styles

Change the style of shapes added to your poster.

▶▶▶ Important

- Fluorescent spot colors cannot be used depending on your model or paper type.
- Fluorescent spot colors cannot be used when the **Edit layout with Free Layout plus** checkbox is selected in the **Paper Options** screen.

- ➔ [Resizing Shapes](#)
- ➔ [Changing Line Thickness](#)
- ➔ [Applying Transparency to Shapes](#)
- ➔ [Changing Line Types](#)
- ➔ [Changing Line Colors](#)
- ➔ [Specifying Drop Shadows for Shapes](#)
- ➔ [Specifying Shape Colors](#)
- ➔ [Changing Rectangle Corner Shapes](#)
- ➔ [Changing Types of Line Ends](#)
- ➔ [Resizing Arrows](#)

Resizing Shapes

Change the size of shapes.

1. Click **Edit** in the [task area](#), and then click **Shapes**.

The view switches to the [Edit screen \(Shapes\)](#).

2. Click a shape on poster.

■ (Resize handle) appears on the selected shape.

3. Drag ■ (Resize handle).

▶▶▶ Note

- You can resize lines without changing their angles and center points. You can also resize rectangles without changing their aspect ratios and center points. For details, see [Moving, Enlarging, Reducing, and Rotating Objects](#).

Changing Line Thickness

Change the line thickness of shapes.

1. Click **Edit** in the [task area](#), and then click **Shapes**.

The view switches to the [Edit screen \(Shapes\)](#).

2. Click a shape on poster.

3. In **Line Thickness**, specify thickness (pt).

▶▶▶ Note

- Enter a value (1.00 to 500.00) directly in **Line Thickness**. Alternatively, click ^ (Up Arrow) or v (Down Arrow) on the right to increase or decrease the value.

Applying Transparency to Shapes

Adjust the opacity to apply transparency to shapes.

1. Click **Edit** in the [task area](#), and then click **Shapes**.

The view switches to the [Edit screen \(Shapes\)](#).

2. Click a shape on poster.
3. In **Opacity**, specify the opacity (%) of the shape.

▶▶▶ Note

- Enter a value (100 to 0) directly in **Opacity**. Alternatively, click ^ (Up Arrow) or v (Down Arrow) on the right to increase or decrease the value.
- To decrease opacity (increase transparency), decrease the value.
- To increase opacity (decrease transparency), increase the value.

Changing Line Types

Change the shape line to a dashed or dotted line.

1. Click **Edit** in the [task area](#), and then click **Shapes**.

The view switches to the [Edit screen \(Shapes\)](#).

2. Click a shape on poster.
3. In **Line Type**, select line type.

Changing Line Colors

Change the line color of shapes.

1. Click **Edit** in the [task area](#), and then click **Shapes**.

The view switches to the [Edit screen \(Shapes\)](#).

2. Click a shape on poster.
3. When a rectangle, circle, or ellipse is selected, select the **Line Color** checkbox.

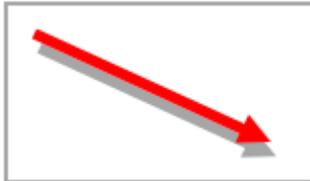
4. In **Line Color**, click on a color.

▶▶▶ Note

- In **Line Color**, the current color and basic colors are displayed. To use other colors, click **Custom...**, and then select a color in the displayed dialog box.

Specifying Drop Shadows for Shapes

Add drop shadows of several types to shapes.



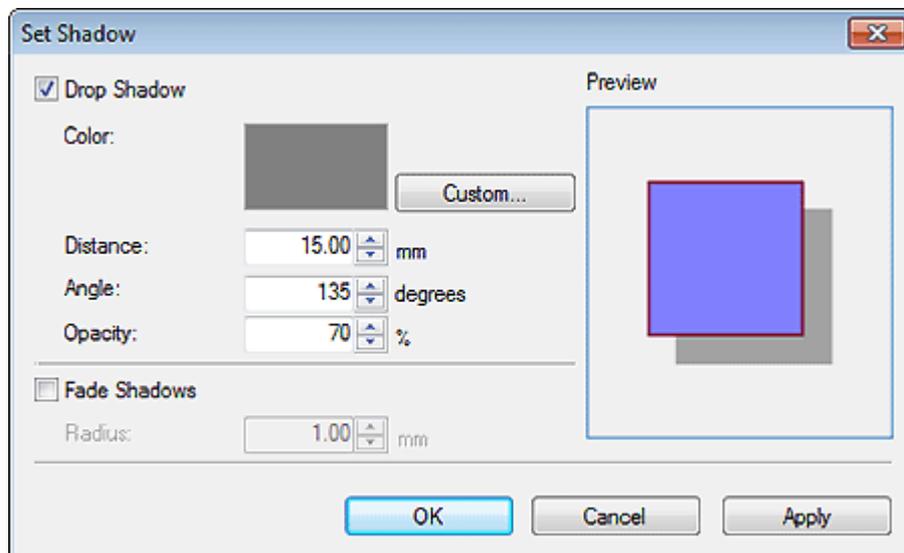
1. Click **Edit** in the [task area](#), and then click **Shapes**.

The view switches to the [Edit screen \(Shapes\)](#).

2. Click a shape on poster.

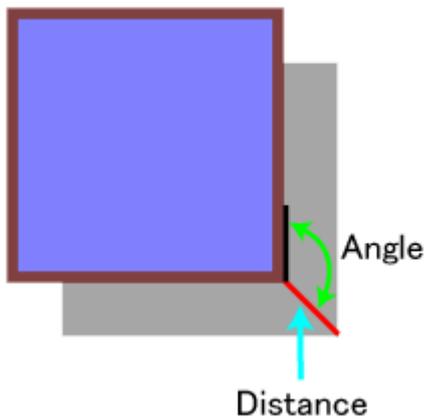
3. Click  (Drop Shadow).

The **Set Shadow** dialog box appears.



4. Select the **Drop Shadow** checkbox.
5. To change the shadow color, click **Custom...**, **Change to Spot Color...**, or **Change to Regular Color...** in **Color**, and then select a color in the displayed dialog box.
6. Specify **Distance**, **Angle**, and **Opacity**.

Enter the value directly or click \wedge (Up Arrow) or \vee (Down Arrow) on the right to increase or decrease the value.



7. Click **Apply**.

The drop shadow is applied to the shape on the poster. Continue adjusting the settings and clicking **Apply** until the drop shadow appears as desired.

8. Click **OK**.

▶▶▶ Important

- Shadows cannot be softened when a fluorescent spot color is specified for the drop shadow color.

▶▶▶ Note

- To soften the shadow, select the **Fade Shadows** checkbox, and then specify the **Radius**.
- To soften shadows more, increase the value.
- To emphasize shadows, decrease the value.
- The effect can be checked in **Preview**.
- To remove the shadow, deselect the **Drop Shadow** checkbox.

Specifying Shape Colors

Fill shapes with colors or change the colors.

1. Click **Edit** in the [task area](#), and then click **Shapes**.

The view switches to the [Edit screen \(Shapes\)](#).

2. Click a rectangle, circle, or ellipse on poster.

3. Select the **Fill-in Color** checkbox.

4. In **Fill-in Color**, select color.

»» Note

- In **Fill-in Color**, the current color and basic colors are displayed. To use other colors, click **Custom...**, and then select a color in the displayed dialog box.

Changing Rectangle Corner Shapes

Change the rectangle corner shape to a round or square shape.

1. Click **Edit** in the [task area](#), and then click **Shapes**.

The view switches to the [Edit screen \(Shapes\)](#).

2. Click a rectangle on poster.
3. In **Corner Shape**, select corner shape.

»» Note

- When the round shape is selected, enter a value directly in **Radius** to adjust the roundness. Alternatively, click ^ (Up Arrow) or v (Down Arrow) on the right to increase or decrease the value.
- To increase roundness, increase the value.
- To decrease roundness, decrease the value.
- The range of values that can be specified in **Radius** varies depending on the rectangle size.

Changing Types of Line Ends

Turn lines into arrows or vice versa by changing the shapes of the starting and ending points of lines. Arrowheads can also be changed to circles or rectangles.

1. Click **Edit** in the [task area](#), and then click **Shapes**.

The view switches to the [Edit screen \(Shapes\)](#).

2. Click a line (or arrow) on poster.
3. In **Start Point Shape**, select the starting point shape.
4. In **End Point Shape**, select the ending point shape.

Resizing Arrows

Change the size of arrowheads.

1. Click **Edit** in the [task area](#), and then click **Shapes**.

The view switches to the [Edit screen \(Shapes\)](#).

2. Click an arrow on poster.
3. In **Size** for the starting point, select **Small, Medium, or Large**.
4. In **Size** for the ending point, select **Small, Medium, or Large**.

Editing Text

Add text to posters or edit text on posters.

Decorate text by applying a drop shadow or text graphic.

▶▶▶ Note

- Use text boxes or editing boxes.

Text box (framed in orange):

When you click text on a poster, an orange frame appears around the text. Change the text format (font, text style, etc.) here.



Editing box (framed in blue):

When you double-click text on a poster, a blue frame appears around the text. Add text here.



- ▶ [Adding, Changing, and Removing Text](#)
- ▶ [Changing the Text Format](#)
- ▶ [Applying Text Graphics](#)

Adding, Changing, and Removing Text

Add or change text on posters.

- ➔ [Adding Text](#)
- ➔ [Changing Text](#)
- ➔ [Removing Text](#)

Adding Text

1. Click **Edit** in the [task area](#), and then click **Text**.

The view switches to the [Edit screen \(Text\)](#).

2. Click  (Horizontal Text) or  (Vertical Text) to select the text orientation.

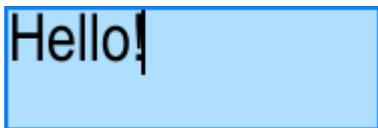
►► Important

- Vertical text may not be available for your language.

3. On the poster, drag to select the area where you want to add text.

An editing box appears.

4. Enter text in the editing box.



You can also insert line breaks.

5. Click outside the editing box.

Check the appearance and position of the text on the poster.

►► Note

- The font type, font size, font color, etc. can be changed as desired. For details, see [Changing the Text Format](#).
- To wrap text at the end of a line automatically, select the **Word Wrap** checkbox.
- To add multilingual text, click  (Add Translation Template) on the toolbar or right-click an editing box and select **Add Translation Template**. For details, see [Using Translation Templates](#).

Changing Text

1. Click **Edit** in the [task area](#), and then click **Text**.

The view switches to the [Edit screen \(Text\)](#).

2. Right-click text on poster, and then click **Edit**.

An editing box appears.

▶▶▶ **Note**

- Alternatively, double-click the text to display the editing box.

3. Change text in the editing box.

4. Click outside the editing box.

Check the changed text on the poster.

Removing Text

1. Click **Edit** in the [task area](#), and then click **Text**.

The view switches to the [Edit screen \(Text\)](#).

2. Right-click text on poster, and then click **Delete**.

The text is removed.

▶▶▶ **Note**

- Alternatively, click the text and press the Delete key to remove it.

Changing the Text Format

Change the format of text entered on your poster.

►► Important

- Fluorescent spot colors cannot be used depending on your model or paper type.
- Fluorescent spot colors cannot be used when the **Edit layout with Free Layout plus** checkbox is selected in the **Paper Options** screen.

- ➔ [Changing the Font](#)
- ➔ [Resizing Text](#)
- ➔ [Aligning Text to the Left, Center, or Right](#)
- ➔ [Justifying Text](#)
- ➔ [Changing Kerning and Line Spacing](#)
- ➔ [Changing the Text Color](#)
- ➔ [Specifying the Text Style](#)
- ➔ [Outlining Text](#)
- ➔ [Specifying Drop Shadows for Text](#)
- ➔ [Outlining and Drop Shadow Examples](#)

Changing the Font

Change the font (typeface).

1. Click **Edit** in the [task area](#), and then click **Text**.

The view switches to the [Edit screen \(Text\)](#).

2. Click text on poster.

3. In **Font**, select font.

►► Note

- Font names in the **Font** list are displayed in the actual font.
- To change the font of a single character or text block, right-click text on the poster and click **Edit**, or double-click text to display an editing box, and then drag the character or text block you want to change to specify the font.

Resizing Text

Change the size of text.

1. Click **Edit** in the [task area](#), and then click **Text**.

The view switches to the [Edit screen \(Text\)](#).

2. Click text on poster.

3. In **Font Size**, select font size.

»» Note

- You can also enter a value (6 to 5000) directly in **Font Size**.
- Another way to enlarge or reduce text is to drag ■ (Resize handle) displayed on the text box. For details, see [Moving, Enlarging, Reducing, and Rotating Objects](#).

Aligning Text to the Left, Center, or Right

Specify how to align text.

1. Click **Edit** in the [task area](#), and then click **Text**.

The view switches to the [Edit screen \(Text\)](#).

2. Click text on poster.

3. In **Text Alignment**, select  (Left Align),  (Center Align), or  (Right Align).



Justifying Text

Position the text evenly across the text box so that all rows are as long as the longest row.



»» Note

- Justification can be set only when a text box (framed in orange) is displayed.

1. Click **Edit** in the [task area](#), and then click **Text**.

The view switches to the [Edit screen \(Text\)](#).

2. Click text on poster.

3. Under **Text Alignment**, click  (Justify).

Changing Kerning and Line Spacing

Widen or narrow the space between characters or between lines.

1. Click **Edit** in the [task area](#), and then click **Text**.

The view switches to the [Edit screen \(Text\)](#).

2. Click text on poster.
3. In **Line Spacing**, select line spacing.
4. In **Character Spacing**, set character spacing.

▶▶▶ Note

- Enter a value (-1000.00 to 1000.00) directly in **Character Spacing**. Alternatively, click ^ (Up Arrow) or v (Down Arrow) on the right to increase or decrease the value.

Changing the Text Color

Change the text color.

1. Click **Edit** in the [task area](#), and then click **Text**.

The view switches to the [Edit screen \(Text\)](#).

2. Click text on poster.
3. In **Text Color**, click on a color.

▶▶▶ Note

- In **Text Color**, the current color and basic colors are displayed. To use other colors, click **Custom...**, and then select a color in the displayed dialog box.
- To change the color of a single character or text block, right-click text on the poster and click **Edit**, or double-click text to display an editing box, and then drag the character or text block you want to change to specify the color.

Specifying the Text Style

Specify the text style (bold, italic, or underline).

1. Click **Edit** in the [task area](#), and then click **Text**.

The view switches to the [Edit screen \(Text\)](#).

2. Click text on poster.

3. In **Text Style**, select **B** (Bold), **I** (Italic), or **U** (Underline).

Multiple styles can be specified to the text.

►►► Note

- To change the style of a single character or text block, right-click text on the poster and click **Edit**, or double-click text to display an editing box, and then drag the character or text block you want to change to specify the style.

Outlining Text

Outline the text. The text will be enhanced on the poster.

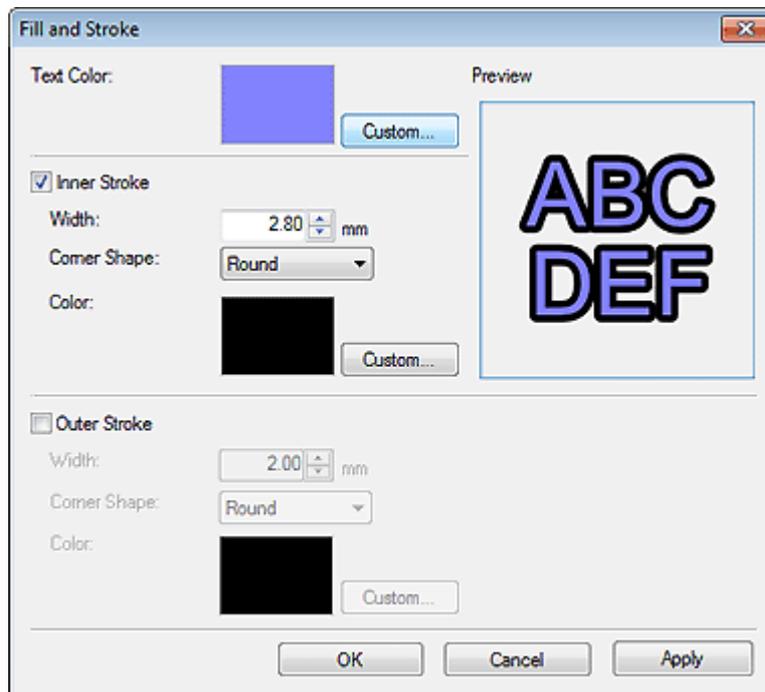
1. Click **Edit** in the [task area](#), and then click **Text**.

The view switches to the [Edit screen \(Text\)](#).

2. Click text on poster.

3. In **Text Effects**, click **A** (Fill and Stroke).

The [Fill and Stroke dialog box](#) appears.



►►► Note

- In **Text Color**, the color specified in the settings panel in the [Edit screen \(Text\)](#) is reflected. To change the text color, click **Custom...**, **Change to Spot Color...**, or **Change to Regular Color...**, and then select a color in the displayed dialog box.

4. Select the **Inner Stroke** checkbox.

5. In **Width**, specify the width of the outline.

»» **Note**

- Enter a value (0.10 to 100.00) directly. Alternatively, click ^ (Up Arrow) or v (Down Arrow) on the right to increase or decrease the value.

6. In **Corner Shape**, select **Round**, **Square**, or **Bevel**.

7. Specify **Color** of the outline.

8. Click **Apply**.

The text on the poster is outlined. Continue adjusting the settings and clicking **Apply** until the outlined text appears as desired.

9. Click **OK**.

»» **Note**

- To apply a double outline, select the **Outer Stroke** checkbox and repeat steps 5-7.
- The effect can be checked in **Preview**.
- To remove the outline, deselect the **Inner Stroke** or **Outer Stroke** checkbox.
- To outline a single character or text block, right-click text on the poster and click **Edit**, or double-click text to display an editing box, and then drag the character or text block you want to outline.

Specifying Drop Shadows for Text

Add drop shadows of several types to text. The text will appear as if it is floating over the poster.

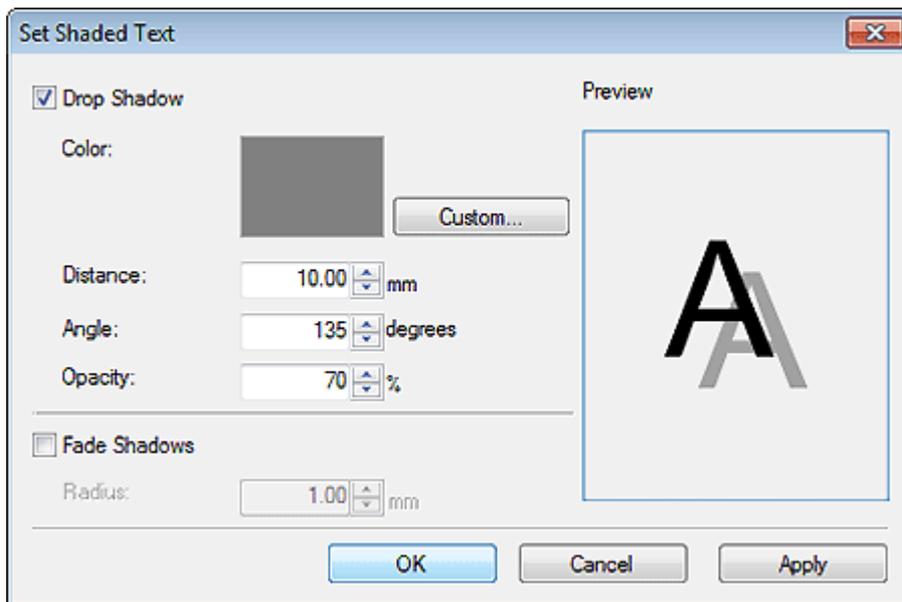
1. Click **Edit** in the [task area](#), and then click **Text**.

The view switches to the [Edit screen \(Text\)](#).

2. Click text on poster.

3. In **Text Effects**, click  (Shaded Text).

The [Set Shaded Text dialog box](#) appears.

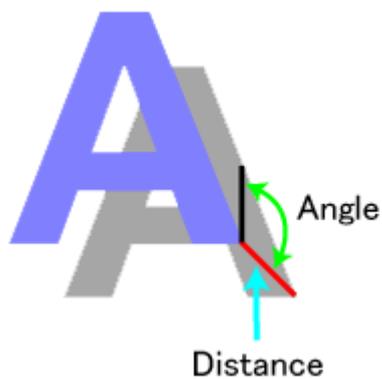


4. Select the **Drop Shadow checkbox.**

To change the shadow color, click **Custom...**, **Change to Spot Color...**, or **Change to Regular Color...** in **Color**, and then select a color in the displayed dialog box.

5. Specify **Distance, **Angle**, and **Opacity**.**

Enter the value directly or click ^ (Up Arrow) or v (Down Arrow) on the right to increase or decrease the value.



»» Important

- **Opacity** cannot be set when a fluorescent spot color is specified for the drop shadow color.

6. Click **Apply.**

The drop shadow is applied to the text on the poster. Continue adjusting the settings and clicking **Apply** until the drop shadow appears as desired.

7. Click **OK.**

»» Important

- Shadows cannot be softened when a fluorescent spot color is specified for the drop shadow color.

»» Note

- To soften the shadow, select the **Fade Shadows** checkbox, and then specify the **Radius**.
 - To soften shadows more, increase the value.
 - To emphasize shadows, decrease the value.
- The effect can be checked in **Preview**.
- To remove the shadow, deselect the **Drop Shadow** checkbox.
- To apply a drop shadow to a single character or text block, right-click text on the poster and click **Edit**, or double-click text to display an editing box, and then drag the character or text block to which you want to apply a drop shadow.

Outlining and Drop Shadow Examples

Use outlining and drop shadows to decorate text in various ways.

Example of outlined text



Example of settings in the **Fill and Stroke** dialog box

Text Color	
Color	Black
Inner Stroke	
Width	6 mm (0.25 in.)
Corner Shape	Round
Color	White
Outer Stroke	
Width	6 mm (0.25 in.)
Corner Shape	Round
Color	Black

Example of drop shadow



Example of settings in the **Set Shaded Text** dialog box

Drop Shadow	
Color	Black
Distance	21 mm (0.8 in.)
Angle	90 degrees
Opacity	10%

Example of outlining combined with drop shadow



Example of settings in the **Fill and Stroke** and **Set Shaded Text** dialog boxes

Text Color	
Color	White
Inner Stroke	
Width	2 mm (0.07 in.)
Corner Shape	Round
Color	Black
Drop Shadow	
Color	Gray
Distance	3 mm (0.10 in.)
Angle	135 degrees
Opacity	50%

Applying Text Graphics

Decorate text with floral illustrations, apply graphics to transform text into tags or speech callouts, and more, and customize text graphic colors.

1. Click **Edit** in the [task area](#), and then click **Text**.

The view switches to the [Edit screen \(Text\)](#).

2. Click text in the poster design area.
3. Click **Text Graphics**.
4. In **Category**, select a text graphic category.
5. Select a text graphic from the thumbnails, and then double-click it.

▶▶▶ Note

- To view all text graphics, click  (View All Text Graphics) for displaying the **View All Text Graphics** dialog box.
- Change text graphic colors from **Text Graphic Color** or **Custom...** as needed.
- To remove the text graphic, select a blank thumbnail and double-click it.

Editing Backgrounds

- **Adding Backgrounds**
- **Setting Background Image**
- **Specifying Background Margins**

Adding Backgrounds

Select a single image in the library to set it as the background.

1. Click **Edit** in the [task area](#), and then click **Backgrounds**.

The view switches to the [Edit screen \(Backgrounds\)](#).

2. In **Category**, select a background category.

3. Select a background from the thumbnails, and then double-click it.

The selected background is inserted in the poster.

4. To change the background color, click a color in **Background Color**.

»» Note

- To remove the background, select **No Background** in **Category**, and then double-click the **No Background** thumbnail.
- To use colors other than those displayed in **Background Color**, click **Custom...**, and then select a color in the displayed dialog box. Some colors cannot be changed, or the new color may only be applied to some portions of the background, depending on the design.
- To use a single color for the background, select **Simple** in **Category**, and then double-click a single-color background. Change the color in **Background Color**.

Setting Background Image

Set the background by filling the poster with an inserted image.

1. Right-click an image on poster, and then click **Fit to background (Background setting)**.

The image is moved to the very back to fill the entire poster area.

▶▶▶ Note

- For instructions on inserting images in posters, see [Inserting Images in Posters](#).
- **Fit to background (Background setting)** can only be applied to the following images.
 - Images in the photo library
 - Images you have added to the poster
 - Images copied and pasted from other applications
- If background margins have been specified, the image is arranged within those margins. For instructions on specifying background margins, see [Specifying Background Margins](#).
- If the image has a different aspect ratio than the poster, the image is trimmed to match the poster's aspect ratio. To adjust the trimming area, see [Trimming Photos](#).

Specifying Background Margins

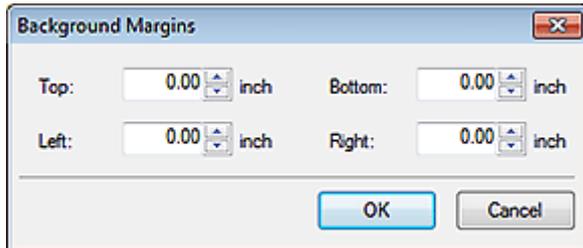
Specify background margins.

1. Click **Edit** in the [task area](#), and then click **Backgrounds**.

The view switches to the [Edit screen \(Backgrounds\)](#).

2. Click **Set Margins...**

The **Background Margins** dialog box appears.



3. Specify the top, bottom, left, and right margins.

Enter the value directly or click ^ (Up Arrow) or v (Down Arrow) on the right to increase or decrease the value.

4. Click **OK**.

Working with Objects

Photos, clipart, text, and other elements you can work with in posters are collectively called "objects."

This section describes various ways of working with objects.

- **Selecting Objects**
- **Cutting, Copying, and Pasting Objects**
- **Moving, Enlarging, Reducing, and Rotating Objects**
- **Specifying Size, Position, or Orientation Numerically**
- **Locking Object Positions**
- **Aligning Objects**
- **Making Multiple Objects the Same Size**
- **Grouping Objects**
- **Reordering Objects**

Selecting Objects

To work with objects, you must select the target object.

You can select multiple objects at once.

1. Click an object on the poster.

An orange frame appears around the object, and the object is selected.

2. To select multiple objects, hold down the Ctrl or Shift key as you click the objects.

An orange frame appears around each of the clicked objects, and the objects are selected.

▶▶▶ Note

- The orange frame that appears around text is called a text box.



In a text box, you can change the text format (font color, text style, etc.). However, you cannot edit the text.

- You can also select multiple objects by dragging across the objects as if drawing a box around them.

Cutting, Copying, and Pasting Objects

Cut an object and paste it anywhere on the poster.

Objects can be copied as well.

- ➔ [Cutting Objects](#)
- ➔ [Copying Objects](#)
- ➔ [Pasting Objects from Clipboard](#)

Cutting Objects

1. Select one or more objects, right-click any of them, and then click **Cut**.

The selected object(s) are copied to the clipboard and deleted from the poster.

➤➤➤ Note

- Alternatively, select an object, and then press Ctrl+X to cut.

Copying Objects

1. Select one or more objects, right-click any of them, and then click **Copy**.

The selected object(s) are copied to the clipboard.

➤➤➤ Note

- Alternatively, select an object, and then press Ctrl+C to copy.
- When you drag an object while holding down the Ctrl key, the object is copied where it is dragged.
- When multiple instances of PosterArtist are running simultaneously, objects can be copied and pasted between these windows.

Pasting Objects from Clipboard

1. Right-click anywhere on poster, and then click **Paste**.

The object is pasted from the clipboard onto the center of the poster.

2. Move object as needed.

➤➤➤ Note

- Alternatively, select an object, and then press Ctrl+V to paste.
- When you drag an object while holding down the Ctrl key, the object is copied where it is dragged.
- When multiple instances of PosterArtist are running simultaneously, objects can be copied and pasted between these windows.

Moving, Enlarging, Reducing, and Rotating Objects

Adjust the position, size, and orientation of objects with a mouse.

- ➔ [Moving Objects](#)
- ➔ [Enlarging and Reducing Objects](#)
- ➔ [Rotating Objects](#)

Moving Objects

1. Select one or more objects.

The object(s) are framed in orange.

2. Drag and move the object using the  (Move pointer) that appears inside the orange frame.

➤➤➤ Note

- To move an object horizontally or vertically, drag it while holding down the Shift key.
- Use the Quick Exchange function to easily swap the positions of multiple objects. For details, see [Quick Exchange \(Swapping Objects\)](#).

Enlarging and Reducing Objects

1. Select one or more objects.

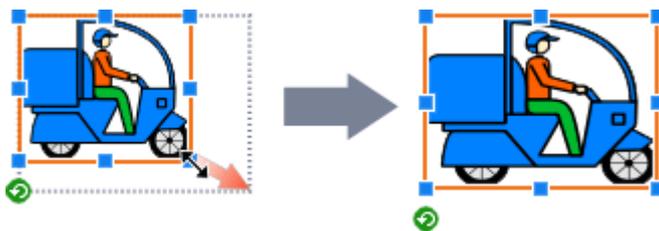
The object(s) are framed in orange.

2. Point to  (Resize handle) on the frame.
3. Drag the pointer to resize the object.



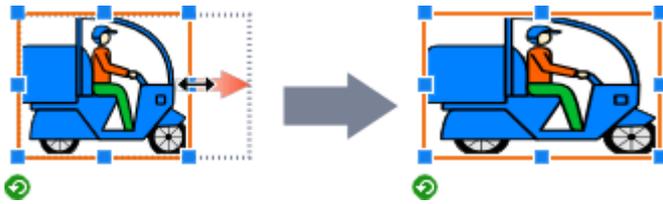
One of these pointers appears when you point to a corner of a frame.

Drag the pointer to resize the object without changing the position of  (Resize handle) in the diagonally opposite corner.



One of these pointers appears when you point to a side of a frame.

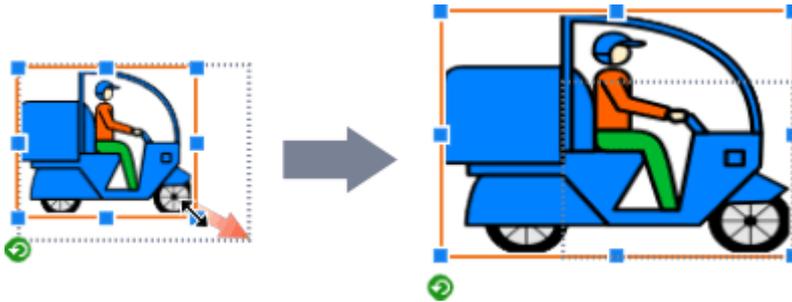
Drag the pointer to adjust the height and width of the object freely.



↔ ↑ ↓ ↖ ↗ + the **Ctrl** key

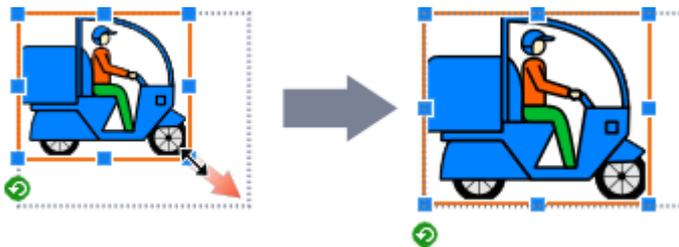
To resize an object without changing its center point, hold down the Ctrl key as you drag the pointer.

When resizing clipart, the line thickness is also maintained.



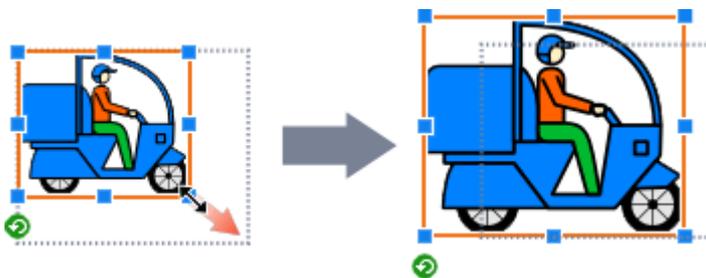
↔ ↑ ↓ ↖ ↗ + the **Shift** key

To resize an object without changing its aspect ratio, hold down the Shift key as you drag the pointer.



↔ ↑ ↓ ↖ ↗ + the **Ctrl** key + the **Shift** key

To resize an object without changing its aspect ratio and center point, hold down the Ctrl and Shift keys as you drag the pointer.



Crosshair pointer

A crosshair pointer appears when you point to either end of a line or arrow.

Drag the pointer to adjust the line or arrow length.



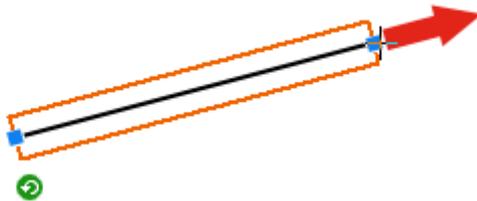
Crosshair pointer + the Ctrl key

To extend or retract both ends of a line or arrow at once, hold down the Ctrl key as you drag ■ (Resize handle).



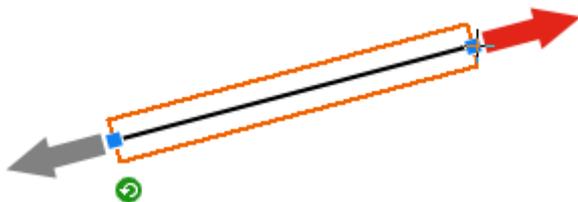
Crosshair pointer + the Shift key

To extend or retract a line or arrow without changing its orientation, hold down the Shift key as you drag ■ (Resize handle).



Crosshair pointer + the Ctrl key + the Shift key

To extend or retract a line or arrow without changing its center point and orientation, hold down the Ctrl and Shift keys as you drag ■ (Resize handle).



➤➤➤ Note

- When a text box is resized, text in the text box is resized accordingly. However, if the **Word Wrap** checkbox is selected in the **Edit** screen (Text), the text will not be resized even when the text box is resized.

- When objects are resized, the following are resized accordingly.
 - Photo frames of objects with photo frames
 - Text graphics of objects with text graphics

Rotating Objects

1. Select one or more objects.

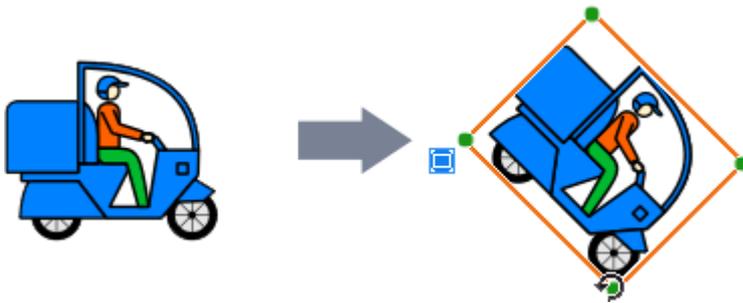
The object(s) are framed in orange.

2. Click  (Rotation).

The object switches to Rotation mode.

3. Drag  (Rotation handle).

The object rotates.

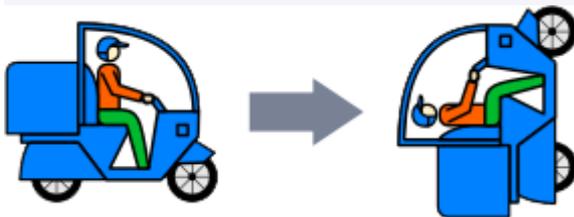


►►► Note

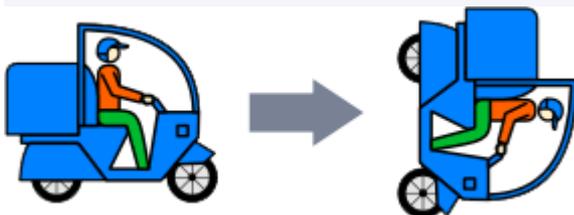
- To rotate objects 90 degrees, click either of the following buttons on the toolbar to select the rotation direction. The rotation direction can also be selected from **Rotate or Flip** by right-clicking an object.



(Rotate Left 90 degrees): Rotates objects 90 degrees to the left (counter-clockwise).



(Rotate Right 90 degrees): Rotates objects 90 degrees to the right (clockwise).



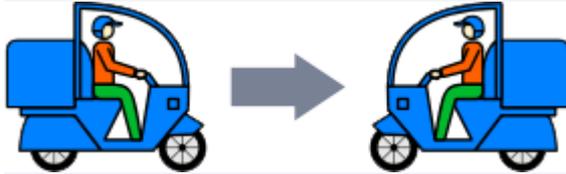
- To invert objects, click either of the following buttons on the toolbar to select the direction of inversion. The direction of inversion can also be selected from **Rotate or Flip** by right-clicking an object.



(Flip Vertical): Inverts images so that the top portion is on the bottom and vice versa.



(Flip Horizontal): Inverts images so that the left side is on the right and vice versa.



Specifying Size, Position, or Orientation Numerically

Specify the size, position, or angle of objects by entering a value.

1. Select one or more objects.

The object(s) are framed in orange.

2. Right-click the selected object, and then select **Size and Position...** or **Properties...**

The **Properties** dialog box appears.

For objects other than lines (or arrows):

The Properties dialog box for objects other than lines (or arrows) contains the following fields and options:

- Size:**
 - Height: 368.27 mm
 - Width: 552.41 mm
- Scale:**
 - Height: 100.00 %
 - Width: 100.00 %
- Maintain Aspect Ratio
- Position:**
 - Horizontal: 20.78 mm, From: Left Edge
 - Vertical: 236.38 mm, From: Top Edge
- Rotation:** 0 degrees
- Object Locking
- Security:**
 - Effective until:
 - Editable: Enabled

Buttons: OK, Cancel

For lines (or arrows):

The Properties dialog box for lines (or arrows) contains the following fields and options:

- Size:**
 - Length: 115.42 mm
 - Thickness: 30.00 pt
- Scale:**
 - Length: 100.00 %
 - Thickness: 100.00 %
- Start Point Position:**
 - Horizontal: 28.35 mm, From: Left Edge
 - Vertical: 653.53 mm, From: Top Edge
- End Point Position:**
 - Horizontal: 108.23 mm, From: Left Edge
 - Vertical: 736.85 mm, From: Top Edge
- Rotation:** 46 degrees
- Object Locking

Buttons: OK, Cancel

3. Enter a value to specify the size, position, or angle of the object.

»» Note

- The setting items vary depending on whether the object is a line (or arrow) or not.
- For settings, see [Properties Dialog Box](#).

4. Click **OK**.

Locking Object Positions

Lock objects in position.

Lock an object to prevent it from being accidentally moved when moving another object or other items.

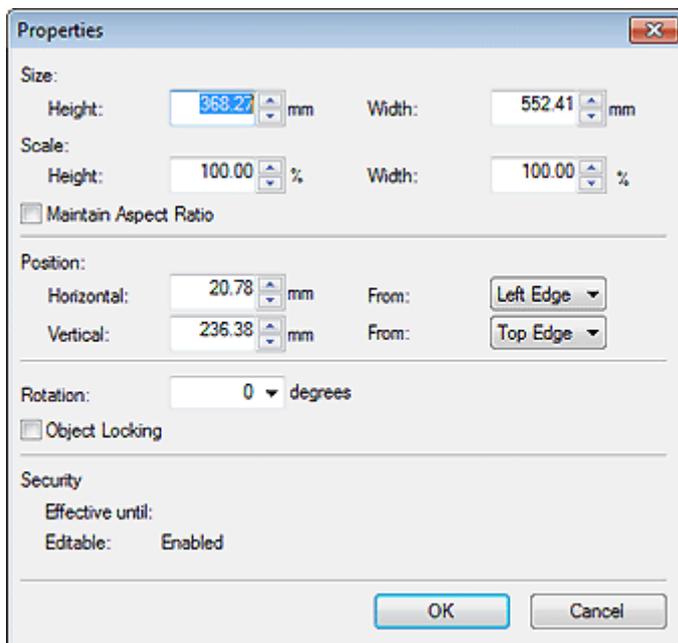
1. Select one or more objects.

The object(s) are framed in orange.

2. Right-click the selected object, and then click **Properties....**

The **Properties** dialog box appears.

For objects other than lines (or arrows):



The screenshot shows the 'Properties' dialog box with the following settings:

- Size:** Height: 968.27 mm, Width: 552.41 mm
- Scale:** Height: 100.00 %, Width: 100.00 %
- Maintain Aspect Ratio
- Position:** Horizontal: 20.78 mm, From: Left Edge; Vertical: 236.38 mm, From: Top Edge
- Rotation:** 0 degrees
- Object Locking
- Security:** Effective until: Editable: Enabled

Buttons: OK, Cancel

For lines (or arrows):

Properties

Size:
Length: 115.42 mm Thickness: 30.00 pt

Scale:
Length: 100.00 % Thickness: 100.00 %

Start Point Position:
Horizontal: 28.35 mm From: Left Edge
Vertical: 653.53 mm From: Top Edge

End Point Position:
Horizontal: 108.23 mm From: Left Edge
Vertical: 736.85 mm From: Top Edge

Rotation: 46 degrees

Object Locking

OK Cancel

3. Select the **Object Locking** checkbox.

4. Click **OK**.

The object is locked.

►►► Note

- Locked objects are outlined in red when you point to them.
- Objects that have been set up for variable printing cannot be locked.

Aligning Objects

Align multiple objects on the poster.

Align objects relative to their positions or with the guide or grid.

1. Select multiple objects.

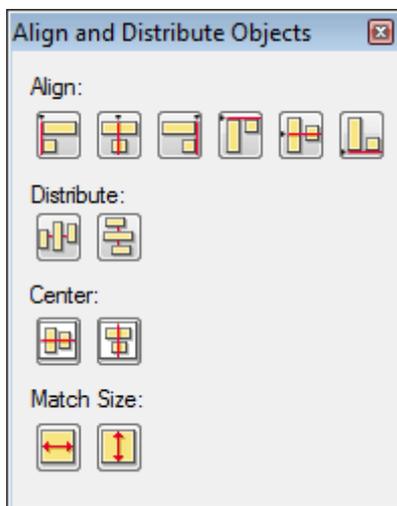
The selected objects are framed in orange.

►►► Note

- For how to select multiple objects, see [Selecting Objects](#).

2. On the toolbar, click (Align and Distribute Objects Dialog).

The **Align and Distribute Objects** dialog box appears.



►►► Note

- The **Align and Distribute Objects** dialog box can also be displayed when you right-click any of the selected objects, and then select **Align and Distribute Objects > Align and Distribute Objects Dialog....** For details, see [Align and Distribute Objects Dialog Box](#).

3. From the **Align**, **Distribute**, and **Center** buttons, click the one you want to apply.

The objects are aligned accordingly.

►►► Note

- The objects are aligned based on their orange frames. For images with margins, trim the margins beforehand to align the depicted images. For details, see [Trimming Photos](#).

4. When finished aligning, click (Close).

Using the Guide

1. On the toolbar, click  (Guide).

The guide appears on the poster.

▶▶▶ Note

- The guide can also be displayed when you right-click outside the poster, and then select **Grid and Guide > Guide**.

2. Drag the guide to the position where you want to adjust an object.

3. On the toolbar, click  (Down Arrow) to the right of  (Guide), and then select to place a checkmark beside **Snap to Guide**.

▶▶▶ Note

- Alternatively, right-click outside the poster, select **Grid and Guide**, and then select to place a checkmark beside **Snap to Guide**.

4. Drag the object to the position where you want to adjust it.

The object is snapped to the guide when brought closer to it.

▶▶▶ Note

- If you prefer not to snap the object to the guide, on the toolbar, click  (Down Arrow) to the right of  (Guide), and then select to remove the checkmark beside **Snap to Guide**.
- If you press the Alt key when bringing the object closer to the guide, the Snap to Guide setting will be switched while holding down the Alt key.
- To specify the guide position numerically, on the toolbar, click  (Down Arrow) to the right of  (Guide), and then select **Enter Guide Position...** to display the **Guide Position**. For details, see [Guide Position Dialog Box](#).
- The ruler can be displayed at the top edge and left edge of the poster design area. To display the ruler, select **Ruler** from the **View** menu.

Using the Grid

1. On the toolbar, click  (Grid).

The grid appears on the poster.

▶▶▶ Note

- The grid can also be displayed when you right-click outside the poster, and then select **Grid and Guide > Grid**.

2. On the toolbar, click  (Down Arrow) to the right of  (Grid), and then select to place a checkmark beside **Snap to Grid**.

»»» **Note**

- Alternatively, right-click outside the poster, select **Grid and Guide**, and then select to place a checkmark beside **Snap to Grid**.

3. Drag the object to the position where you want to adjust it.

The object is snapped to the grid when brought closer to it.

»»» **Note**

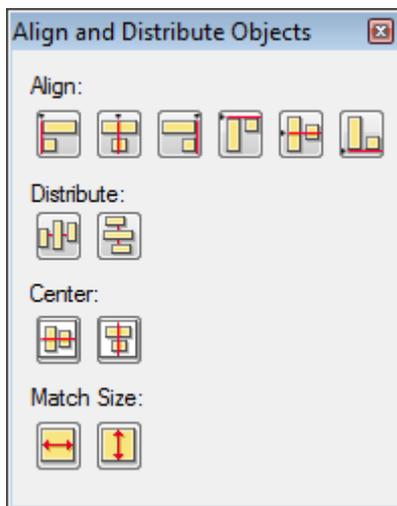
- If you prefer not to snap the object to the grid, on the toolbar, click  (Down Arrow) to the right of  (Grid), and then select to remove the checkmark beside **Snap to Grid**.
- If you press the Alt key when bringing the object closer to the grid, the Snap to Grid setting will be switched while holding down the Alt key.

Making Multiple Objects the Same Size

Make multiple objects on the poster the same height or width.

1. Click the object of the target size.
2. Click multiple objects while holding down the Ctrl or Shift key.
The selected objects are framed in orange.
3. On the toolbar, click  (Align and Distribute Objects Dialog).

The **Align and Distribute Objects** dialog box appears.



►► Note

- The **Align and Distribute Objects** dialog box can also be displayed when you right-click any of the selected objects, and then select **Align and Distribute Objects > Align and Distribute Objects Dialog....** For details, see [Align and Distribute Objects Dialog Box](#).

4. Under **Match Size**, click  (Fit Width) or  (Fit Height).

►► Important

- The objects' aspect ratios are not maintained. To maintain the aspect ratios, resize objects one by one. For details, see [Moving, Enlarging, Reducing, and Rotating Objects](#).

5. Click  (Close).

Grouping Objects

Group multiple objects on the poster to work with the group as if it were a single object. This can help make selecting and moving objects more smoothly.

1. Click multiple objects while holding down the Ctrl or Shift key.

The selected objects are framed in orange.

2. Right-click any of the selected objects, and then click **Group > Group**.

The objects are grouped.

Note

- To ungroup the objects, right-click the group, and then select **Group > Ungroup**.
- Locked objects cannot be grouped.

Reordering Objects

When you add new objects, they are arranged in front of existing objects. Change the order of overlapping objects as needed.

1. Click object.

The selected object is framed in orange.

2. Right-click the selected object, and then in **Order**, select one of the following menu items.

The object is reordered.

Bring to Front

Moves the selected object to the front.

Send to Back

Moves the selected object to the back.

Bring Forward

Moves the selected object one position forward.

Send Backward

Moves the selected object one position back.

▶▶ Note

- If the background has been specified in the **Edit** screen (Backgrounds), objects cannot be moved behind the background.

Printing Posters

The posters created with PosterArtist can be printed only on Canon printers or Océ printers.

▶▶▶ Important

- When you use the following printers, the **Paper Options** settings panel and setting method are different.
 - Printers other than Canon imagePROGRAF series
 - PRO-1000 and PRO-500

For details, see [When Using a Printer Other than Canon imagePROGRAF Series](#).

- ▶ **Printing Posters**
- ▶ **Test Printing**
- ▶ **Ambient Light Setting**

Printing Posters

1. In the [task area](#), click **Print**.

The view switches to the [Print screen](#).

»»» Note

- Before printing your poster you can run a test print on A4 or Letter sized paper. For details, see [Test Printing](#).

2. Check print settings.

»»» Note

- Specify the printer to use, **Media Type**, **Media Source**, and other settings in **Paper Options** screen. For details, see [Specifying Size and Paper](#).

3. Select the **Print Quality** and **Matching Method**.

4. Specify the number of **Copies** to print.

5. Click **Print**.

The **Print Progress** dialog box appears.

»»» Note

- To start imagePROGRAF Preview and check the print result in the preview, select the **Check Print Preview Before Printing** checkbox, and then click **Print**. This is recommended when printing on roll paper.
- To check the settings and print result, click **Print Preview...** in the **File** menu.
- To import print data from various applications and adjust the layout before printing, select the **Use Free Layout** checkbox.
- To cancel printing, click **Cancel Printing** in the **Print Progress** dialog box.

Test Printing

Perform test printing on A4 or Letter size paper to check the print image before printing on the actual paper.

1. In the [task area](#), click **Print**.

The view switches to the [Print screen](#).

2. Click **Test Print**.

The **Print Progress** dialog box appears. To cancel printing, click **Cancel Printing**.

▶▶▶ Important

- In test printing, the printer's printing features such as borderless printing and print quality setting are not available.
- Ambient light settings do not apply.

▶▶▶ Note

- You can specify the printer and paper size to use for test printing. For details, see [Preferences Dialog Box](#).
- To print all records in the tabular data by using the variable printing function, deselect the **Current Record Only** checkbox.

Ambient Light Setting

Ambient light color and brightness vary by environmental factors such as location (indoors or outdoors) or lighting (fluorescent or incandescent). Therefore the same poster may appear different depending on where it is displayed.

Use the ambient light setting functions to adjust colors automatically according to the environment to visually enhance the poster's color tones.

▶▶▶ Important

- This function cannot be used depending on your printer or paper type.

- ➔ [Printing the Ambient Light Correction Chart](#)
- ➔ [Printing by Selecting a Chart Number](#)
- ➔ [Printing by Specifying Light Source and Color Temperature](#)
- ➔ [Printing by Adjusting Monitor and Print Colors](#)
- ➔ [Managing Ambient Light Settings](#)

Printing the Ambient Light Correction Chart

Print samples of four prepared ambient light settings (chart printing).

▶▶▶ Important

- This function requires the Light Source Check Tool. Download the Light Source Check Tool from our website and install it.
- The Light Source Check Tool may not be available depending on your environment.

1. In the **Tool** menu, click **Print Ambient Light Correction Chart...**

The **Print Chart** dialog box appears.

2. Specify the printer to use, **Media Type**, **Paper Source**, and other settings.

3. Click **Print**.

The ambient light correction chart is printed.

Printing by Selecting a Chart Number

From the four samples of the ambient light settings (chart printing), select the number of the sample whose color tone matches the environment where the poster is displayed.

1. Print the chart of ambient light settings.

▶▶▶ Note

- For chart printing, see [Printing the Ambient Light Correction Chart](#).

2. In the [task area](#), click **Print**.

The view switches to the [Print screen](#).

3. In **Print Quality**, select **High** or **Highest**.
4. Specify the number of **Copies**.
5. Select the **Use Ambient Light Setting** checkbox.
6. Check the printed charts, and then select the number of the chart on which colors of four pictures look favorable.

▶▶▶ Note

- Check charts in the environment where the poster is displayed.

7. In ambient light settings, specify the selected chart number.
8. Click **Print**.

Printing is performed according to the selected ambient light setting.

Printing by Specifying Light Source and Color Temperature

Print posters by specifying the light source and color temperature.

▶▶▶ Important

- This function requires the "i1" light meter and the Light Source Measure Tool. Download the "i1" light meter or the Light Source Measure Tool from our website, and then install it on the computer used for measuring ambient light.

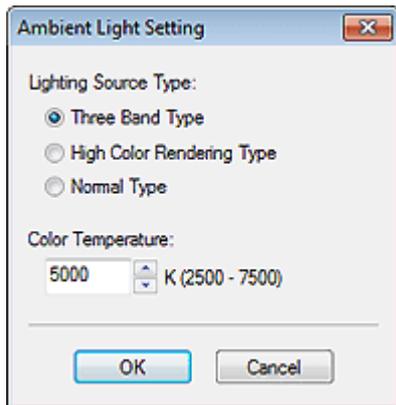
1. Measure the light source type and color temperature using the "i1" light meter and the Light Source Measure Tool.

▶▶▶ Note

- For instructions on measuring the light source type and color temperature, refer to "LightSourceMeasureTool_English.pdf" supplied with the Light Source Measure Tool.

2. In the [task area](#), click **Print**.
The view switches to the [Print screen](#).
3. In **Print Quality**, select **High** or **Highest**.
4. Specify the number of **Copies**.
5. Select the **Use Ambient Light Setting** checkbox.
6. In ambient light settings, click **Custom Settings**.

The [Ambient Light Setting dialog box](#) appears.



7. In **Lighting Source Type**, select the light source type measured with the Light Source Measure Tool.
8. In **Color Temperature**, specify the color temperature measured with the Light Source Measure Tool.
9. Click **OK**.
10. Click **Print**.

Printing is performed according to the selected ambient light setting.

Printing by Adjusting Monitor and Print Colors

Making adjustments so that the colors match between the monitor and print result is called monitor matching.

Use the ambient light settings to make adjustments to print posters with colors that match the monitor colors.

►► Important

- Monitor matching requires monitor calibration.
- Your monitor may not support monitor matching, or you may not be able to configure settings or make adjustments.

Printing by Selecting a Chart Number

1. Print samples of ambient light settings.

►► Note

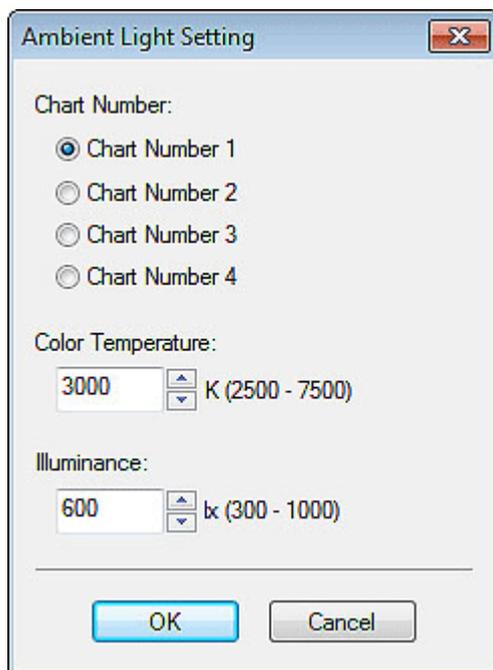
- For chart printing, see [Printing the Ambient Light Correction Chart](#).

2. In the [task area](#), click **Print**.

The view switches to the [Print screen](#).

3. In **Print Quality**, select **High** or **Highest**.
4. In **Matching Method**, click **Monitor Matching**.
5. Under **Monitor White Point**, select the color temperature set on the monitor.
6. Specify the number of **Copies**.
7. Select the **Use Ambient Light Setting** checkbox.
8. In ambient light settings, click **By selecting a chart number**.

The [Ambient Light Setting dialog box](#) appears.



9. Check the printed charts, and then select the number of the chart on which colors of four pictures look favorable.
10. In **Color Temperature**, specify the color temperature measured at monitor calibration.
11. In **Illuminance**, specify the illuminance measured at monitor calibration.
12. Click **OK**.
13. Click **Print**.

Printing is performed according to the selected ambient light setting.

Printing by Specifying the Light Source, Color Temperature, and Illuminance

►►► Important

- This function requires the "i1" light meter and the Light Source Measure Tool. Download the Light Source Measure Tool from our website, and then install it on the computer used for measuring ambient light.

1. Measure the light source type and color temperature using the "i1" light meter and the Light Source Measure Tool.

►►► Note

- For instructions on measuring the light source type and color temperature, refer to "LightSourceMeasureTool_English.pdf" supplied with the Light Source Measure Tool.

2. In the [task area](#), click **Print**.

The view switches to the [Print screen](#).

3. In **Print Quality**, select **High** or **Highest**.

4. In **Matching Method**, click **Monitor Matching**.

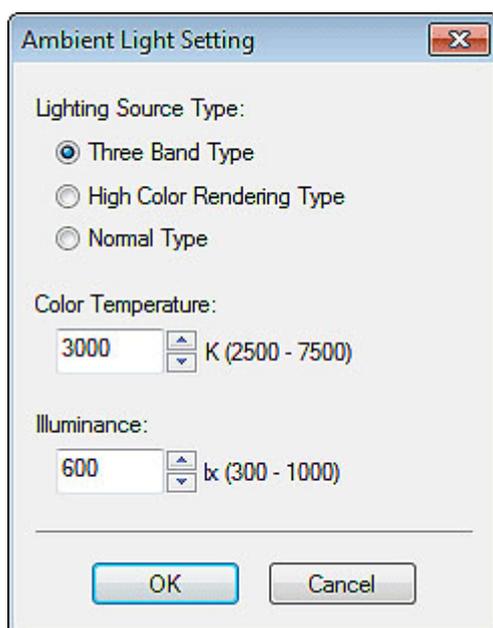
5. Under **Monitor White Point**, select the color temperature set on the monitor.

6. Specify the number of **Copies**.

7. Select the **Use Ambient Light Setting** checkbox.

8. In ambient light settings, click **By entering values directly**.

The [Ambient Light Setting dialog box](#) appears.



9. In **Lighting Source Type**, select the light source type measured with the Light Source Measure Tool.
10. In **Color Temperature**, specify the color temperature measured with the Light Source Measure Tool.
11. In **Illuminance**, specify the illuminance measured with the Light Source Measure Tool.
12. Click **OK**.
13. Click **Print**.

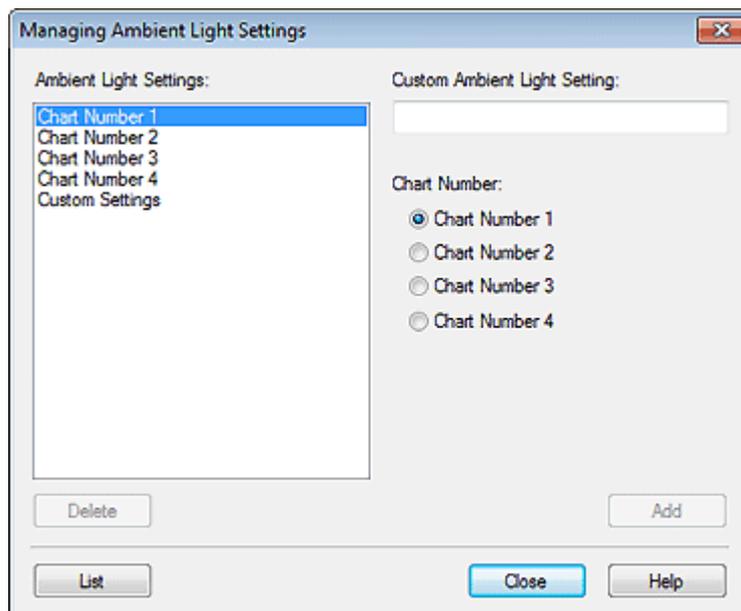
Printing is performed according to the selected ambient light setting.

Managing Ambient Light Settings

Save your ambient light settings. Save frequently used ambient light settings to quickly print posters according to the environment where they are displayed.

1. In the **Tool** menu, click **Managing Ambient Light Settings....**

The [Managing Ambient Light Settings dialog box](#) appears.



2. In **Ambient Light Settings**, select **Custom Settings**, and then specify the light source and color temperature.

►► Note

- You can also save the default ambient light settings with a new name. In that case, in **Chart Number**, select from **Chart Number 1** to **Chart Number 4**.
- For instructions on measuring the light source type and color temperature, refer to "LightSourceMeasureTool_English.pdf" supplied with the Light Source Measure Tool.

3. In **Custom Ambient Light Setting**, enter a name.

4. Click **Add**.

The ambient light setting is added with the specified settings.

▶▶▶ **Note**

- Saved ambient light settings can be selected from **Use Ambient Light Setting** in the **Print** screen.
- To delete registered ambient light settings, select the ambient light setting you want to delete, and then click **Delete**.
- **Chart Number 1** to **Chart Number 4** and **Custom Settings** cannot be deleted.
- To check the setting list, click **List** for displaying the **Ambient Light Setting List** dialog box.

Saving

- ▶ **Saving in a PosterArtist File Format**
- ▶ **Saving in JPEG Format**

Saving in a PosterArtist File Format

Save created posters as ".cpfx2" files, the proprietary PosterArtist format.

1. In the **File** menu, click **Save As....**

The **Save As** dialog box appears.

▶▶▶ Note

- To overwrite a saved file, select **Save**. The **Save** dialog box appears.

2. Specify the save location.

3. In **File name**, enter the file name.

4. Click **Save As**.

The poster is saved as a file exclusively for use with PosterArtist (file extension ".cpfx2").

▶▶▶ Note

- Photos, clipart, and other materials in the temporary tray are saved with the poster.

▶▶▶ Important

- Templates in the temporary tray are not saved.

Saving in JPEG Format

Save created posters as image files in JPEG format.

1. In the **File** menu, click **Save As JPEG....**

The **Save As JPEG** dialog box appears.

2. Specify the save location.

3. In **Size**, select the size at which you want to save the poster.

Select **Small**, **Medium**, or **Large** for A5, A4, or A3, respectively; each size is saved at 72 dpi.

▶▶▶ Note

- Image files are saved with the poster's long side enlarged/reduced to the paper size specified in **Size**. The short side's length is adjusted to maintain the aspect ratio.

4. In **File name**, enter the file name.

5. Click **Save As**.

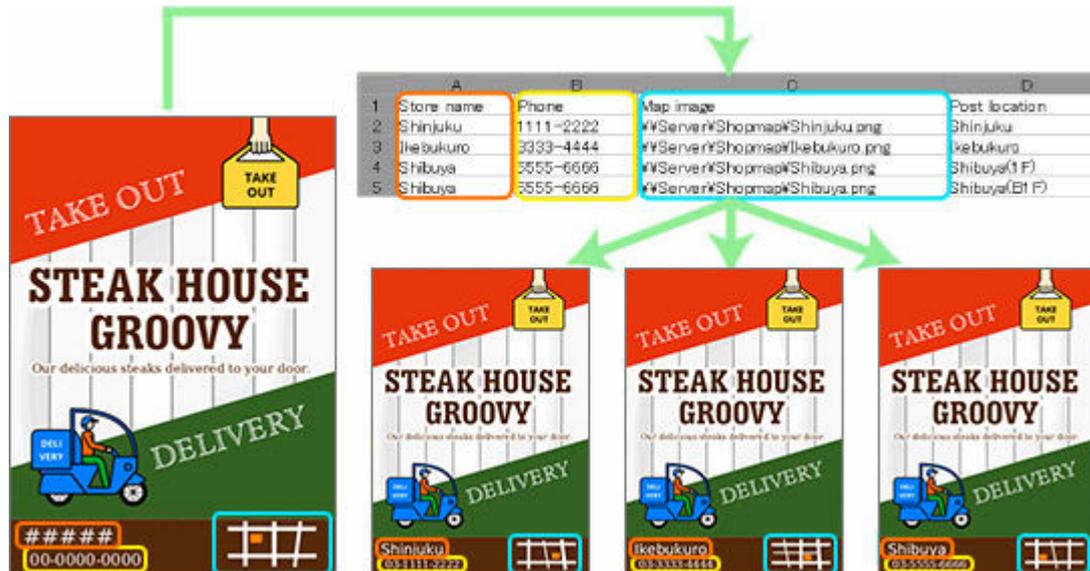
The poster is saved in JPEG format.

When saved, the application associated with JPEG files starts and the saved JPEG image appears.

Using Variable Printing

Automatically substitute text, images and other content on the poster for printing by using tabular format data.

A set of posters each suitable for the environment of the place where the poster is posted can also be created automatically for printing according to the tabular data.



- Preparing Data
- Starting Variable Printing

Preparing Data

This section describes tabular data available for variable printing.

►►► Note

- Use the following files for variable printing.
- Excel format files (.xls, .xlsx, .xlsm, and .xlsb)
- CSV format files (.csv)

	A	B	C	D
1	Store name	Phone	Map image	Post location
2	Shinjuku	1111-2222	\\Server\Shopmap\Shinjuku.png	Shinjuku
3	Ikebukuro	3333-4444	\\Server\Shopmap\Ikebukuro.png	Ikebukuro
4	Shibuya	5555-6666	\\Server\Shopmap\Shibuya.png	Shibuya(1F)
5	Shibuya	5555-6666	\\Server\Shopmap\Shibuya.png	Shibuya(B1F)

➔ [A: Field Name](#)

➔ [B: Record](#)

A: Field Name

In the first row of the tabular data, enter a field name to indicate the data type.

►►► Important

- If the field name is blank, an entry in an unintended cell may be recognized as the field name.

►►► Note

- Enter up to 32 characters for the field name.

B: Record

In the second and subsequent rows, enter alternative text data.

To substitute images, enter absolute paths to alternative image files.

To change ambient light setting, enter ambient light setting names.

►►► Important

- In PosterArtist, records of up to 500 rows can be entered. Records in and after the 501st row are not applied.
- Do not use Excel format data with merged rows or columns. Substitution will not work correctly.

►►► Note

- Ambient light setting names can be checked in the **Ambient Light Setting List** dialog box. For details, see [Managing Ambient Light Settings](#).

»» Note

- After preparing the data, set up variable printing. For instructions on setting up variable printing, see [Starting Variable Printing](#).

Starting Variable Printing

Use the [prepared tabular data](#) to set up and start variable printing.

1. Click **Edit** in the [task area](#), and then click **Variable Data**.

The view switches to the [Edit screen \(Variable Data\)](#).

2. Click **Connect to....**

The **Open Data Source** dialog box appears.

3. Select the tabular data file to use, and then click **Open**.

The field names in the read tabular data are added to the **Connected Data** list.

4. On the poster, select the text you want to substitute.

▶▶▶ Note

- To substitute images, select an image on the poster.

5. In **Connected Data**, select the field name of the text string you want to substitute.

The text string is linked to the tabular data, and  (Connect) appears.

▶▶▶ Note

- To cancel the link, in **Connected Data**, select **Unselected**.
- To substitute images, select the field name of the file paths to the target images. If the image is not

found in the path, the selected image is replaced with  (Invalid Link).

6. In **Text alignment**, specify the text position.

The substituted text will be printed in the specified position.

▶▶▶ Note

- To format the text, enter as follows in **Text format**.

%[1][2][3][4]

— [1] (Optional)

- : Text is aligned to the left.

+ : + is added if the value is 0 or more. Example) 500 > +500

, : The thousands separator is used. Example) 1600 > 1,600

— [2] (Optional)

0 or more and 100 or less: Specify the minimum number of characters to be output.

For instance, if this is set to "10," the minimum number of characters output is for 10 characters whether the text is "abc" (3 characters) or "abcdefghij" (10 characters).

– [3] (Optional)

0 or more and 100 or less: If [4] is an integer value (d), the minimum number of digits is specified.

If [4] is a real number (f), the number of digits after the decimal point is specified.

Be sure to enter a value with "." (period), such as ".2".

Example) If ".3" is specified: 5 > 005 (integer value), 500 > 500.000 (real number)

– [4]

s: The content is treated as text.

d: The content is treated as an integer value.

f: The content is treated as a real number.

Example) If "%+.2f" is specified

Tabular data > Substitute to

500 > +500.00

Any text can also be added before or after "%[1][2][3][4]".

Example) If "¥%,d" is specified

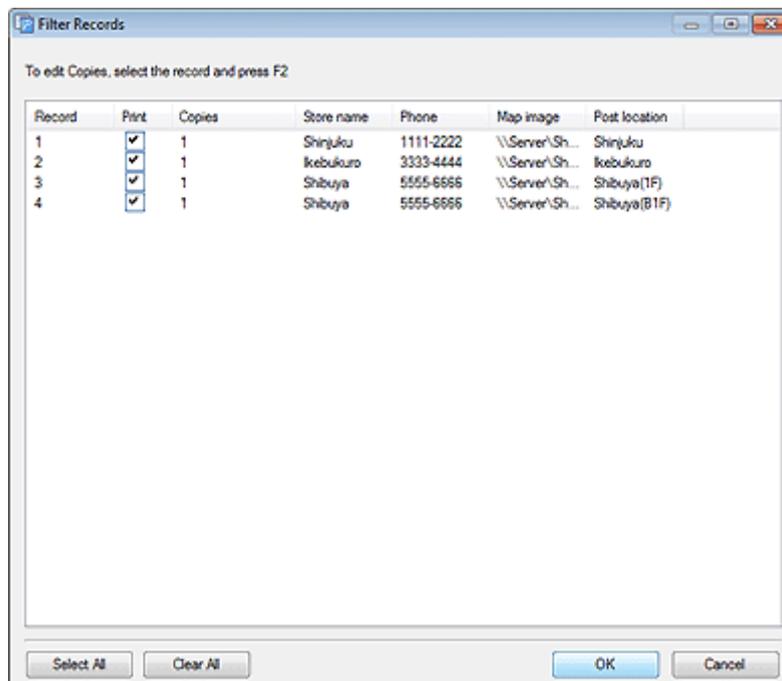
Tabular data > Substitute to

1600 > ¥1,600

- To change the ambient light setting, select the **Ambient Light Settings** checkbox, and then in **Ambient Light Field**, select the field name.

7. To select the data to be used or specify the number of copies, click **Filter Records**.

The **Filter Records** dialog box appears.



To exclude data from the data to be printed:

Deselect the **Print** checkbox.

To specify the number of prints:

Double-click the number of copies of the record, and then enter the number directly or click ^ (Up Arrow) or v (Down Arrow) on the right to increase or decrease the number.

8. Click **OK**.

9. In **Record Number**, click  (Previous) or  (Next) to check that the text string or image is replaced with each record.

Note

- Even when text is replaced, settings such as the font and text color are not changed.
- A text string is replaced in the style of the first character of the text string on the poster.

10. In the [task area](#), click **Print**.

The view switches to the [Print screen](#).

Note

- When the ambient light setting is enabled, in **Print Quality**, select **High** or **Highest**.

11. Click **Print Records**.

The **Print Progress** dialog box appears.

Note

- To print the currently displayed data only, select the **Current Record Only** checkbox.
- To cancel printing, click **Cancel Printing** in the **Print Progress** dialog box.
- Posters can also be printed with crop marks or without borders. For details, see [Specifying Size and Paper](#).

Note

- To cancel the variable printing settings, click **Disconnect Data**. The link to the database will be canceled and the variable printing settings will be disabled.

Managing Artwork

Photos, clipart, templates, and other materials used in PosterArtist are referred to as "artwork." PosterArtist provides a wide range of artwork that is categorized and stored in the library.

You can add posters you have created and images on your computer to the library as well. In the library, you can rename categories, change display order, delete unneeded categories and artwork, or add them to the library again.

- **Adding Artwork to Library**
- **Importing and Exporting**
- **Organizing Artwork in Library**
- **Downloading Artwork at Once**
- **Preparing the Same Artwork Environment on Other Computers**

Adding Artwork to Library

Add photos, clipart, or created posters to the library to use in PosterArtist.

- ➔ [Adding Posters to Template Library](#)
- ➔ [Adding Images to Library](#)

Adding Posters to Template Library

Created posters can be added to the library as templates.

1. In the **File** menu, click **Add to Templates...**

The **Artwork Manager** dialog box appears.

➤➤➤ Note

- Alternatively, add from **Add to Templates...** in **Select Template** screen.

2. In **Category**, select a category.

➤➤➤ Note

- To add a new category, click **Add new category...** Enter the name in **Name**, and then click **OK** to add the category to the bottom of the **Category** list.
- You can protect the poster from being edited, or set a time limit for its use as a template. For details, see [Saving Artwork Dialog Box \(Templates\)](#).

3. Click **OK**.

The displayed poster is added to the library.

➤➤➤ Note

- The poster and the images used in it are saved in the folder specified in the [Preferences dialog box](#).

Adding Images to Library

Add photos, clipart, and other images to the library.

1. Right-click an image in the poster design area, and then click **Add to Photos / Clipart...**

The **Artwork Manager** dialog box appears.

➤➤➤ Note

- Alternatively, to display the **Saving Artwork** dialog box, select an image in the poster design area, display the **Edit** screen (Photos) or **Edit** screen (Clipart), and then click **Add to Photos / Clipart...** or **Add to Clipart...**

2. In **Artwork type**, select **Photos** or **Clipart**.

»» Note

- Select the **Artwork type** according to the image.

Photos: Photos

Clipart: Photos, clipart, shapes, text, and QR codes

3. In **Category**, select a category.

»» Note

- To add a new category, click **Add new category....** Enter the name in **Name**, and then click **OK** to add the category to the bottom of the **Category** list.
- You can protect the image from being edited, or set a time limit for its use. For details, see [Saving Artwork Dialog Box \(Images\)](#).

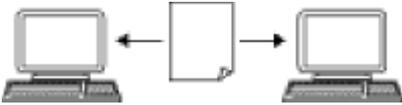
4. Click **OK**.

The image is added to the library.

Importing and Exporting

Import image files such as JPEG images to the library. Imported image files can be used as photos or clipart.

Artwork added to the library can be saved (exported) as a single file. By importing exported artwork to the library on other computers, the created artwork can be shared with other users.



- ➔ [Importing Image Files](#)
- ➔ [Importing Artwork](#)
- ➔ [Exporting Artwork](#)

Importing Image Files

Import image files such as JPEG images to the library to use as photos or clipart.

1. In the **File** menu, click **Import....**

The **Import** dialog box appears.

➤➤➤ Note

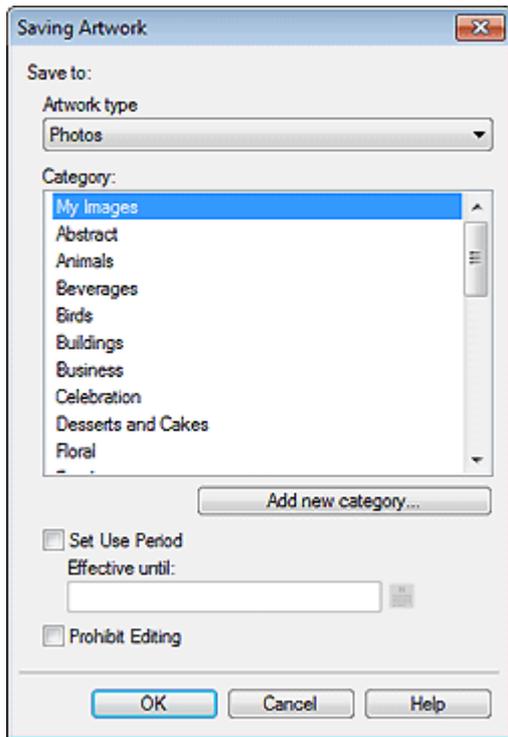
- File formats of images that can be imported are as follows.
 - JPEG (.jpg, .jpeg)
 - TIFF (.tif, .tiff)
 - PNG (.png)
 - BMP (.bmp)
 - MF (?.mf)
 - SVG (.svg)

2. Specify the location of the file.

3. Select the file to import.

4. Click **Open**.

The [Saving Artwork dialog box \(Images\)](#) appears.



5. In **Artwork type**, select **Photos** or **Clipart**.

6. In **Category**, select a category to import the image to.

➤➤➤ Note

- To add a new category, click **Add new category...** Enter the name in **Name**, and then click **OK** to add the category to the bottom of the **Category** list.

You can protect the image from being edited, or set a time limit for its use. For details, see [Saving Artwork Dialog Box \(Images\)](#).

7. Click **OK**.

The image is imported to the library.

Importing Artwork

Import PosterArtist files exported from other computers. The artwork is added to the category specified at the time of export and can be used in the same way as other artwork.

1. In the **File** menu, click **Import....**

The **Import** dialog box appears.

➤➤➤ Note

- When importing PosterArtist files exported from other computers, select the following files.

- .cpt
- .cptx

2. Specify the location of the file.
3. Select the file to import.
4. Click **Open**.

The artwork is imported.

Exporting Artwork

Export artwork as a single file.

►► Note

- An export file can include templates in the library, images used in templates, as well as photos, clipart, and backgrounds in the library.
- Artwork can be exported and uploaded to cloud storage. For details, see [Using Cloud](#).

1. Add created artwork to the library.
2. In the **File** menu, click **Export....**
3. Click the tab of the library containing the artwork you want to export.
4. Select the artwork you want to export, and then click **Add**.

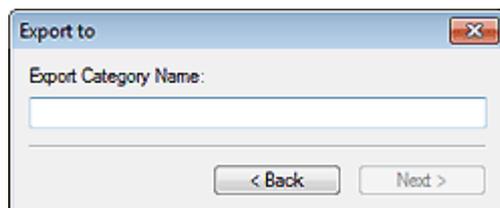
The selected artwork is added to **Item to be exported**.

►► Note

- Up to 200 artwork items can be selected from multiple libraries.
- Multiple artwork items are exported as a single file.
- You can change the thumbnail size. For details, see [Export Dialog Box](#).

5. Click **Next**.

The **Export to** dialog box appears.



6. Enter the destination category name.

»» Note

- Even if artwork is selected from multiple libraries, only one category name can be entered. A category of the same name is created in the corresponding libraries at the destination.

7. Click **Next**.

The **Save As** dialog box appears.

8. Specify the save location.

9. In **File name**, enter the file name.

10. Click **Save As**.

A PosterArtist export file (file extension ".cptx") is saved.

»» Note

- For templates, images inserted by users, image retouching information, etc. are also exported.

»» Important

- Files exported from PosterArtist V3.0 or later cannot be imported in earlier versions of PosterArtist.

Organizing Artwork in Library

Organize libraries and artwork to make them easier to use by adding categories, renaming categories, or rearranging in descending order of frequency. You can also delete unneeded artwork.

- ➔ [Organizing Library Categories](#)
- ➔ [Organizing Artwork in Categories](#)
- ➔ [Restoring Removed Artwork](#)

Organizing Library Categories

1. On the toolbar, click  (Artwork Manager Dialog).

The **Artwork Manager** dialog box appears.

2. Click the tab of the library whose categories you want to organize.
3. Organize the categories in the list.

To add new categories:

1. Click **New Category**.
2. Enter a name for the category.

To rename categories:

1. In the category list, select a category, and then click **Rename**.
2. Enter a name for the category.

To change the display order:

1. Select the category you want to move.
2. Drag the category to the target location.

To delete categories:

1. In the category list, select the category you want to delete.
2. Click **Delete**.
3. Click **OK**.

➤➤➤ Important

- Categories with a  (Lock) icon cannot be deleted.

4. Click **OK**.

➤➤➤ Note

- For details on the **Artwork Manager** dialog box, see [Artwork Manager Dialog Box](#).

Organizing Artwork in Categories

1. On the toolbar, click  (Artwork Manager Dialog).
The **Artwork Manager** dialog box appears.
2. Click the tab of the library whose artwork you want to organize.
3. Click the category of the artwork you want to organize.
4. Organize artwork.

To move artwork to another category:

1. Select the artwork.
2. Click **Move**.
The **Move Artwork** dialog box appears.
3. In **Category**, select the destination category, and then click **OK**.

To change the display order:

1. Select the artwork you want to move.
2. Drag the artwork to the target location.

To copy artwork from one category to another:

1. Select the artwork.
2. Click **Copy**.
3. Select the category where you want to paste the copied artwork.
4. Click **Paste**.

»» Important

- Artwork you copied can only be pasted within the same library.

To remove artwork from a category:

1. Select the artwork you want to remove.
2. Click **Delete**.
3. Click **OK**.

»» Important

- Artwork with a  (Lock) icon cannot be deleted.

5. Click **OK**.

»» Note

- For details on the **Artwork Manager** dialog box, see [Artwork Manager Dialog Box](#).

Restoring Removed Artwork

1. On the toolbar, click  (Artwork Manager Dialog).
The **Artwork Manager** dialog box appears.
2. In **Category**, click **Deleted content**.
Thumbnails of removed artwork appear.
3. Select the artwork you want to restore, and then click **Restore**.
The restored artwork is added to the library.

Downloading Artwork at Once

Download new artwork to the library at once.

1. On the toolbar, click  (Artwork Manager Dialog).

The **Artwork Manager** dialog box appears.

2. Click **Download**.

The downloaded artwork is added to the corresponding library.

Preparing the Same Artwork Environment on Other Computers

Artwork can be freely added, removed, and sorted. Create an installer file and install it on other computers to use the organized artwork environment in the same state on other computers.

- ➔ [Creating the Artwork Installer File](#)
- ➔ [Installing Artwork](#)

Creating the Artwork Installer File

Create an installer file on the source computer.

1. In the **Tool** menu, click **Artwork Snapshot....**

The **Artwork Snapshot** dialog box appears.

2. Specify the save location.

3. Click **Start Snapshot**.

PASnapshot.exe is saved.

»» Important

- You must be logged on with administrative rights to create an installer file.

Installing Artwork

Install artwork to the computer to which you want to apply the same artwork environment.

1. Check that the same version of PosterArtist that was used to create the installer file is installed.
2. Double-click the created PASnapshot.exe.

»» Important

- You must be logged on with administrative rights to execute an installer file.

Using Cloud

Share created poster files, image files, and artwork export data with other computers and users by uploading them to or downloading them from cloud services.

- **Downloading Posters and Materials from Cloud**
- **Uploading Current Poster to Cloud**
- **Uploading Export Files to Cloud**

➤➤➤ Important

- To use this function, imagePROGRAF Direct Print & Share (hereinafter "Direct Print & Share") V2.0.0 or later must be installed. The latest version can be downloaded from our website. For the operation procedure and supported cloud services, refer to Help of Direct Print & Share.
- When Direct Print & Share is running, PosterArtist cannot be operated.
- To use a cloud service, you must create an account for the cloud service beforehand.

Downloading Posters and Materials from Cloud

Download poster files and image files from cloud storage.

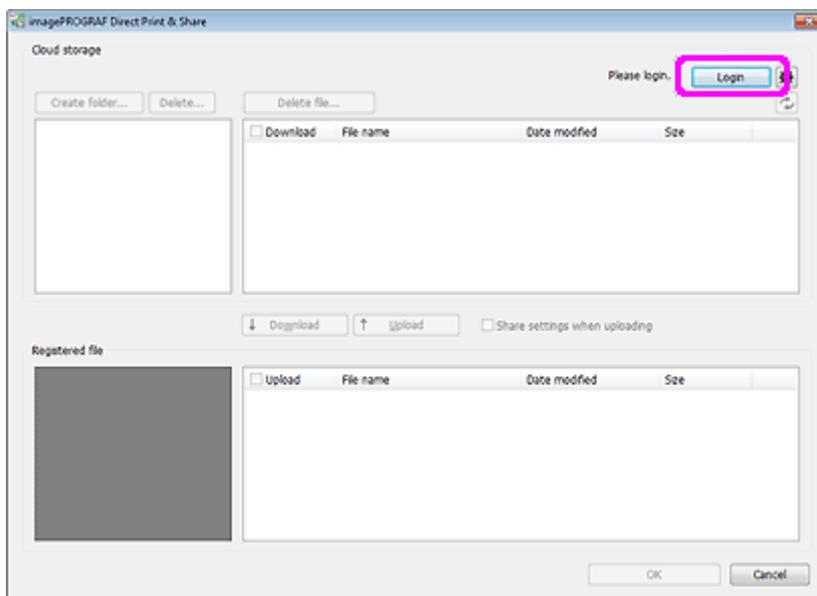
▶▶▶ Important

- To use this function, imagePROGRAF Direct Print & Share (hereinafter "Direct Print & Share") V2.0.0 or later must be installed. For the Direct Print & Share operation procedure and supported cloud services, see Help of Direct Print & Share.

1. In the Cloud sharing menu, click Download poster/material....

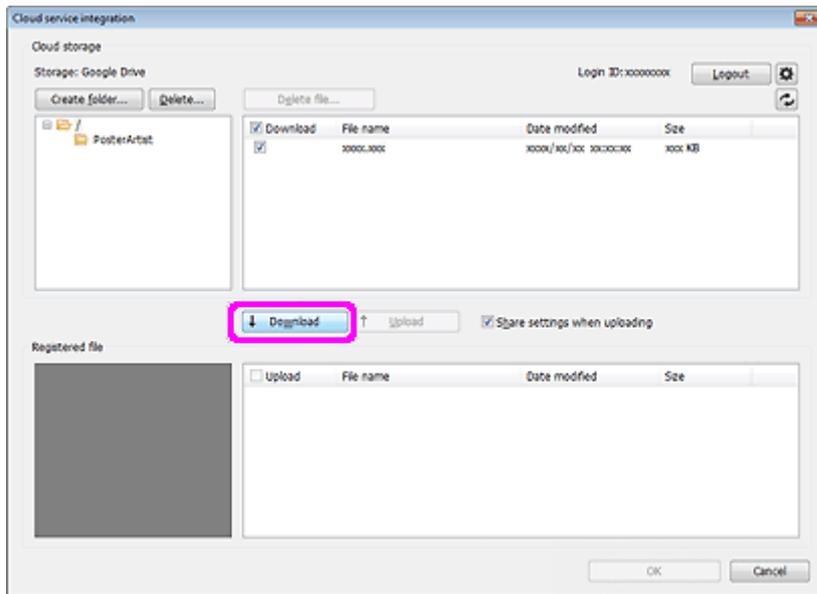
The Direct Print & Share screen appears.

2. Click Login, and then select your cloud storage.



3. In Cloud storage, select the checkbox of the file you want to download.

4. Click Download.



5. Click **OK**.

Uploading Current Poster to Cloud

Save the current poster and upload it to cloud storage.

►►► Important

- To use this function, imagePROGRAF Direct Print & Share (hereinafter "Direct Print & Share") V2.0.0 or later must be installed. For the Direct Print & Share operation procedure and supported cloud services, see Help of Direct Print & Share.

1. In the Cloud sharing menu, click Upload currently open poster....

The **Save As** dialog box appears.

2. Specify the save location.

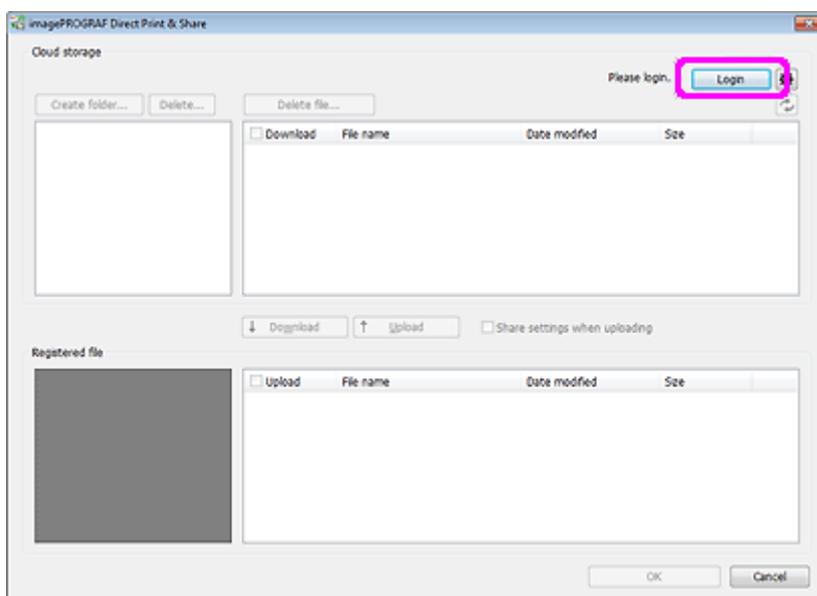
3. In File name, enter the file name.

4. Click Save As.

The created poster is saved as a file exclusively for use with PosterArtist.

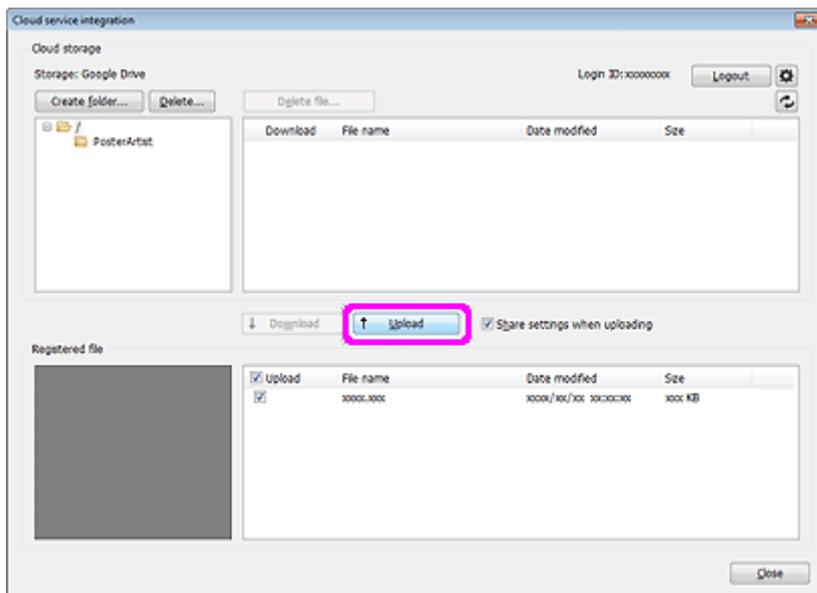
The Direct Print & Share screen appears.

5. Click Login, and then select your cloud storage.



6. In Registered file, select the checkbox of the file you want to upload.

7. Click Upload.



8. Click Close.

➤➤➤ Note

- For instructions on downloading posters from cloud storage, see [Downloading Posters and Materials from Cloud](#).

Uploading Export Files to Cloud

Export and upload artwork to cloud storage.

►►► Important

- To use this function, imagePROGRAF Direct Print & Share (hereinafter "Direct Print & Share") V2.0.0 or later must be installed. For the Direct Print & Share operation procedure and supported cloud services, see Help of Direct Print & Share.

1. Add created artwork to the library.

►►► Note

- For instructions on adding artwork to the library, see [Adding Artwork to Library](#).

2. In the **Cloud sharing** menu, click **Upload export file...**

The **Export** dialog box appears.

3. Click the tab of the library containing the artwork you want to export.

4. Select the artwork you want to export, and then click **Add**.

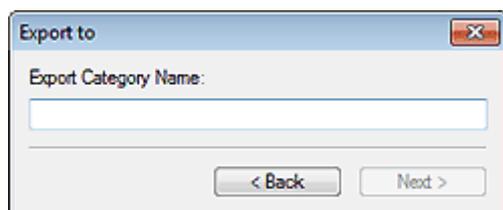
The selected artwork is added to **Item to be exported**.

►►► Note

- Up to 200 artwork items can be selected from multiple libraries.
- Multiple artwork items are exported as a single file.
- You can change the thumbnail size. For details, see [Export Dialog Box](#).

5. Click **Next**.

The **Export to** dialog box appears.



6. Enter the destination category name.

►►► Note

- Even if artwork is selected from multiple libraries, only one category name can be entered. A category of the same name is created in the corresponding libraries at the destination.

7. Click **Next**.

The **Save As** dialog box appears.

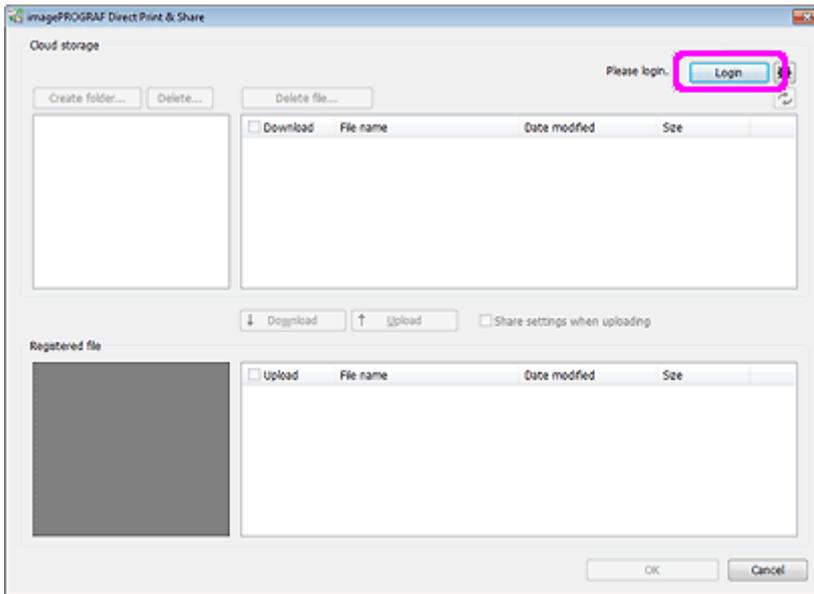
- 8. Specify the save location.
- 9. In **File name**, enter the file name.

10. Click **Save As**.

A PosterArtist export file (file extension ".cptx") is saved.

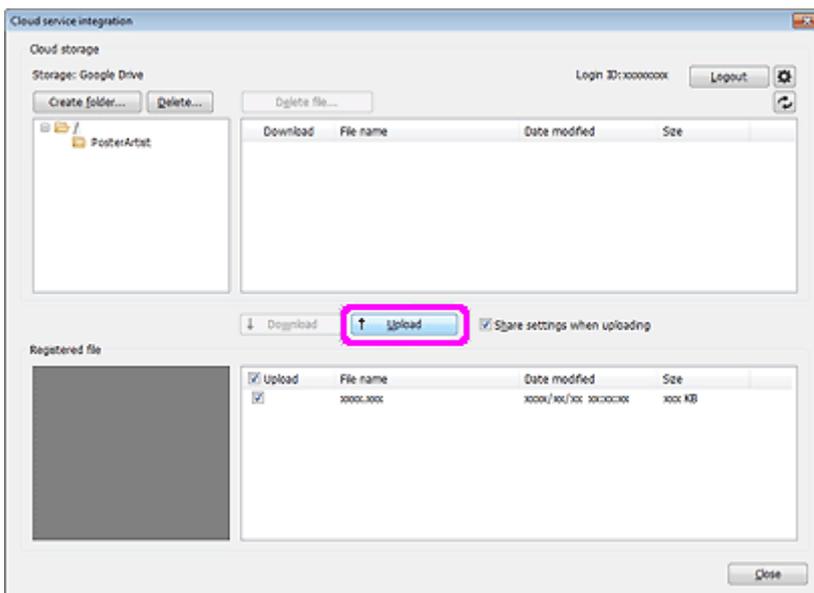
The Direct Print & Share screen appears.

11. Click **Login**, and then select your cloud storage.



12. In **Registered file**, select the checkbox of the file you want to upload.

13. Click **Upload**.



14. Click Close.

»» Note

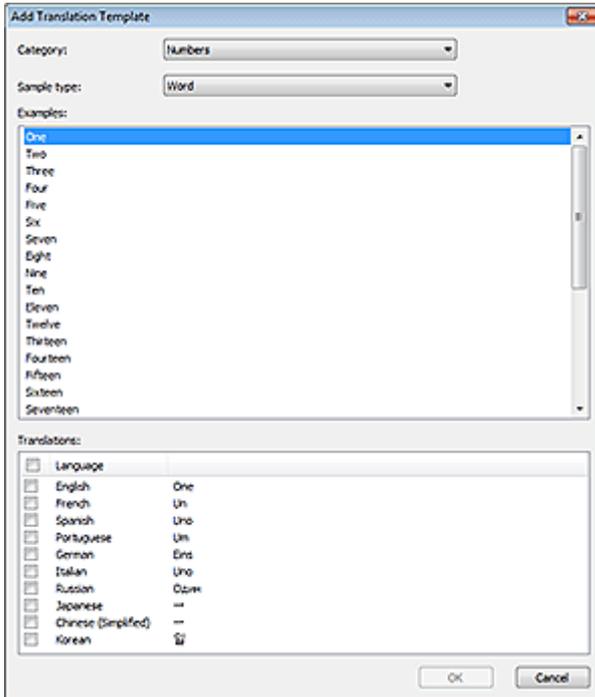
- For instructions on downloading posters from cloud storage, see [Downloading Posters and Materials from Cloud](#).

Using Translation Templates

Create posters with multilingual translations just by selecting the text you want to use from the provided samples, and then specifying the language(s) to be used.

1. On the toolbar, click  (Add Translation Template).

The **Add Translation Template** dialog box appears.



▶▶▶ Note

- The **Add Translation Template** dialog box can also be displayed when you right-click a text box on the poster, and then select **Add Translation Template**.

2. In **Category**, select a template category.

3. In **Sample type**, select a text type.

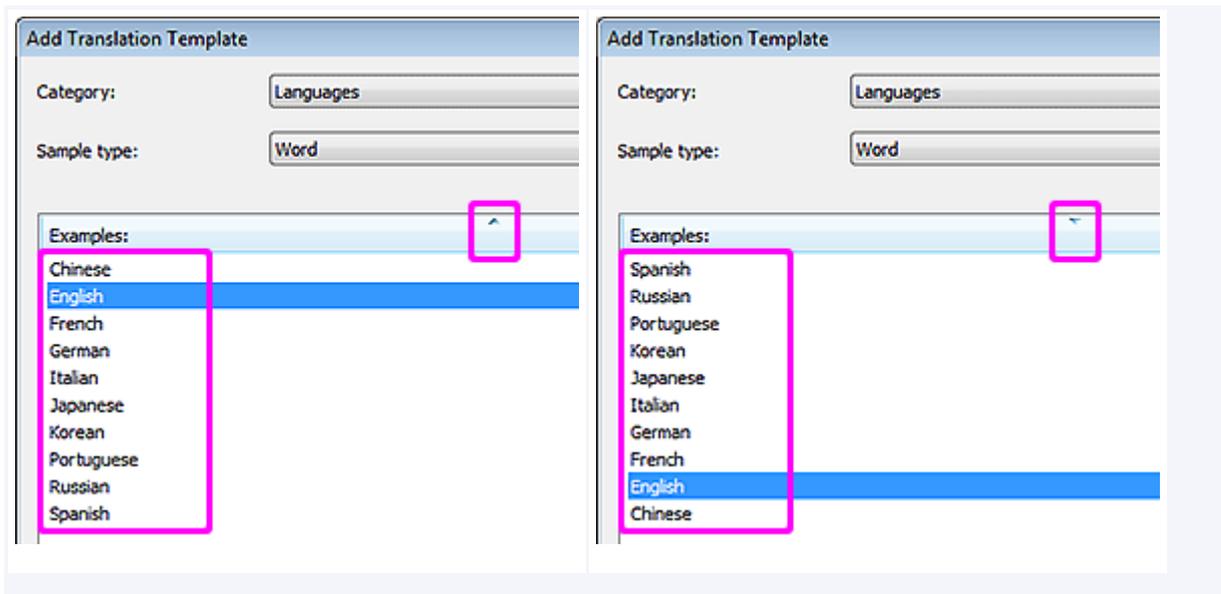
4. In the list, select sample text.

▶▶▶ Note

- Click the top of the list to switch the sort order (ascending/descending).

Ascending

Descending



5. In **Translations**, select the checkbox(es) of the language(s) you want to use.

6. Click **OK**.

The text in the selected language(s) appears on the poster.

»» Note

- Samples translated into multiple languages are provided: Japanese, US English, French, Italian, German, Spanish, Simplified Chinese, Korean, Russian, and Portuguese.
- Templates that support multilingual display are also provided.

Exporting Posters for Use in Easy-PhotoPrint Editor

Export posters into files that can be edited and printed with Easy-PhotoPrint Editor.

Easy-PhotoPrint Editor can be used from your computer or smartphone.

»» Important

- PosterArtist export data can be imported in Easy-PhotoPrint Editor V1.3.0 or later.

- 1. In the File menu, click Export (for Easy-PhotoPrint Editor).**

The **Export (for Easy-PhotoPrint Editor)** dialog box appears.

- 2. Specify the save location.**

- 3. In File name, enter the file name.**

- 4. Click Save As.**

The file is saved in EPPA format.

»» Important

- Files exported for Easy-PhotoPrint Editor from PosterArtist can be imported only in Easy-PhotoPrint Editor.

»» Note

- For instructions on using Easy-PhotoPrint Editor, see the Online Manual for your model.

Creating Vivid Posters Using Fluorescent Colors

Create vivid and eye-catching posters using fluorescent ink.

▶▶▶ Important

- This function is unavailable depending on your model or paper type.

Making the Entire Poster Vivid (Vivid mode)



Make the entire poster bright and vivid using warm fluorescent ink.

This is recommended when a photo or illustration contains multiple warm colors such as pink and orange.

➔ [Making the Entire Poster More Vibrant \(Vivid mode\)](#)

Making Specific Portions Vivid by Specifying the Colors and Areas (Spot mode)



Make specific colors bright and vivid using pink or orange fluorescent ink.

This is recommended when you want to enhance text or shapes.

➔ [Making Colors of Specific Areas Vivid \(Spot mode\)](#)

Making the Entire Poster More Vibrant (Vivid mode)

Make the entire poster bright and vivid using fluorescent ink.

►►► Important

- This function is unavailable depending on your model or paper type.
- This function is unavailable when the **Edit layout with Free Layout plus** checkbox is selected in the **Paper Options** screen.

►►► Note

- You can even import posters and other items created in an application other than PosterArtist into PosterArtist as images and edit them to make the entire item bright and vivid.

1. In the [task area](#), click **Print**.

The view switches to the [Print screen](#).

2. Check print settings.

►►► Note

- Specify the printer to use, **Media Type**, **Media Source**, and other settings in **Paper Options** screen. For details, see [Specifying Size and Paper](#).

3. In **Print Quality**, select the **Use fluorescent ink** checkbox, and then select **Vivid mode**.

►►► Important

- When printing the poster on water resistant media for outdoor display, deselect the **Use fluorescent ink** checkbox.

Making Colors of Specific Areas Vivid (Spot mode)

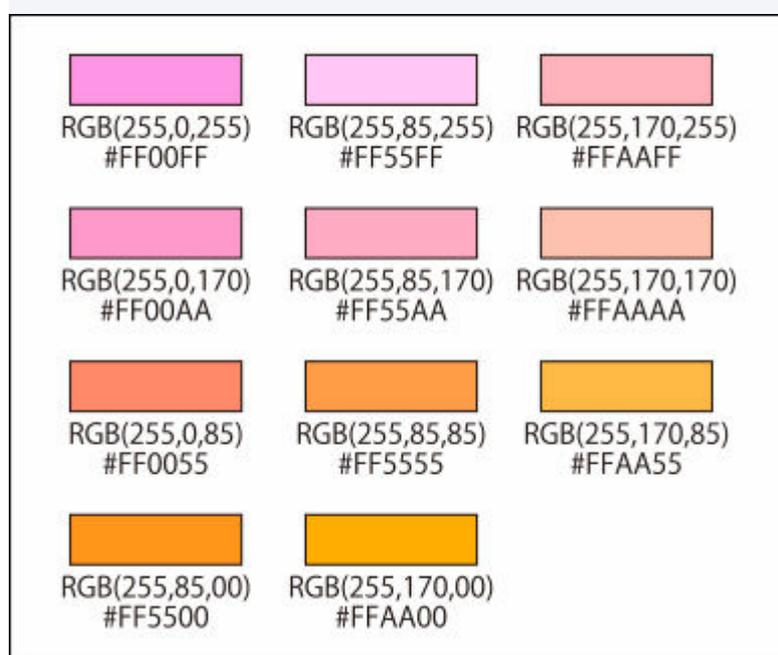
Make specific colors bright and vivid using warm fluorescent ink.

►► Important

- This function is unavailable depending on your model or paper type.
- This function is unavailable when the **Edit layout with Free Layout plus** checkbox is selected in the **Paper Options** screen.
- Colors similar to the specified color may also be printed using fluorescent ink.
- When printing the poster on water resistant media for outdoor display, deselect the **Use fluorescent ink** checkbox.

►► Note

- The following 11 fluorescent colors can be specified.



Fluorescent colors not displayed in the **Spot color** palette can be specified in the **Other Fluorescent Spot Colors** dialog box displayed by clicking **Custom...**

- Print and check the fluorescent color list as needed. For the printing procedure, click Home to return to the top page of the Online Manual for your model and search for "Test print."
- You can even specify the area to fill with a fluorescent color in images, photos, and other objects created in an application other than PosterArtist by importing them into PosterArtist as images.
- Areas for which a fluorescent color is specified are printed with fluorescent ink. However, colors similar to the specified color may also be printed with fluorescent ink; we recommend that you preview the areas by clicking  (Spot Color Area Preview) on the toolbar before printing.

Specifying Fluorescent Colors for Objects and Backgrounds

Enhance specific portions with vivid colors by specifying fluorescent colors for objects (such as clipart, text, and shapes), backgrounds, and drop shadows of objects.

Specify a color in **Spot color** for the object or background you want to enhance.

►► Important

- When **Opacity** of an object or background is set to a value other than 100%, a fluorescent spot color cannot be specified for the object's drop shadow color.
- When a fluorescent spot color is specified for an object's color, **Opacity** and **Fade Shadows** cannot be set.

►► Note

- To create a gradation with fluorescent spot colors, use [Vivid mode](#).

- ➔ [Changing Clipart Colors](#)
- ➔ [Changing the Text Format](#)
- ➔ [Changing Shape Styles](#)
- ➔ [Adding Backgrounds](#)

Specifying Fluorescent Colors for Specified Areas

Fill selected areas with fluorescent colors; select an area based on the color of the position you have clicked on an image or by using **Freehand** or **Shape**.

- ➔ [Specifying Fluorescent Colors for Specified Areas](#)

►► Note

- To change the colors that appear in the **Spot color** palette, click **Edit Palette...** to display the [Edit Spot Color Palette dialog box](#), and then edit.
- When saving created posters or other items as .cpfx2 files that are exclusively for use with PosterArtist, information of the used fluorescent spot colors will also be saved.

Specifying Fluorescent Colors for Specified Areas

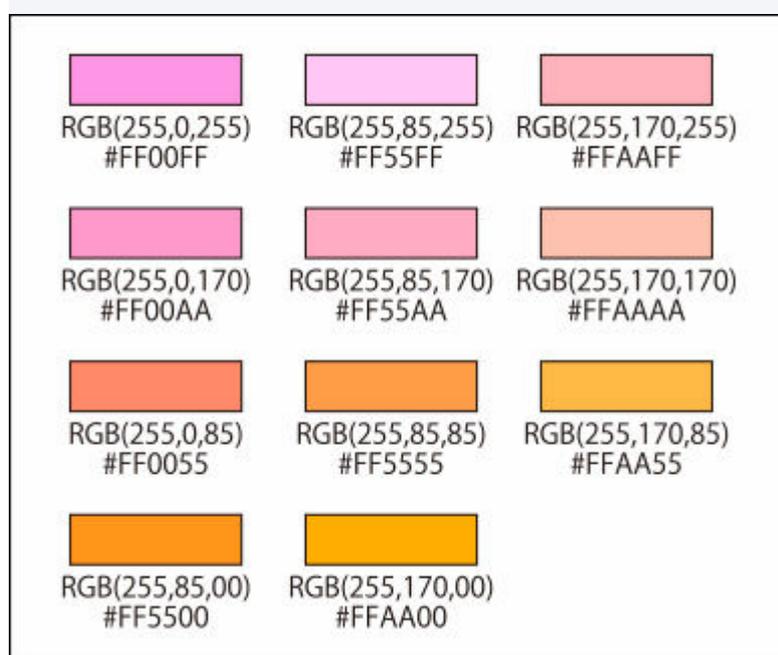
Change the color of the specified area into a fluorescent color.

Important

- This function is unavailable depending on your model or paper type.
- This function is unavailable when the **Edit layout with Free Layout plus** checkbox is selected in the **Paper Options** screen.
- Colors similar to the specified color may also be printed using fluorescent ink.
- When printing the poster on water resistant media for outdoor display, deselect the **Use fluorescent ink** checkbox.

Note

- The following 11 fluorescent colors can be specified.



Fluorescent colors not displayed in the **Spot color** palette can be specified in the **Other Fluorescent Spot Colors** dialog box displayed by clicking **Custom...**

- To check the areas for which fluorescent spot colors are specified, click  (Spot Color Area Preview) on the toolbar. Colors similar to the specified color may also be printed with fluorescent ink; we recommend that you preview the areas before printing.
- When saving created posters or other items as .cpx2 files that are exclusively for use with PosterArtist, information of the used fluorescent spot colors will also be saved.

➔ [Changing Colors Based on the Clicked Position](#)

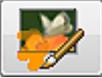
➔ [Changing Colors by Specifying an Area](#)

Changing Colors Based on the Clicked Position

Change the color by automatically selecting an area whose color is similar to the color specified on the image.

1. Open the **Fill** dialog box by one of the following operations.

Click **Edit** in the [task area](#), click **Photos**, select the image you want to edit (such as a photo) on the

poster, click  (Retouch Image) in **Edit Image**, and then click  (Fill) in the displayed **Retouch Image** dialog box.

Right-click the image you want to edit (such as a photo) on the poster, and then click **Retouch Image... > Fill**.

Click **Edit** in the task area, click **Clipart**, select the clipart you want to edit on the poster, and then click **Convert to bitmap and edit...**

Right-click the clipart you want to edit on the poster, and then click **Retouch Image...**

»» Note

- You can even change the color of posters or other items created in an application other than PosterArtist by importing them into PosterArtist as images.

2. Select the fluorescent color you want to set from **Fluorescent spot color** in **Select color**.

3. Select  (Auto Select Based on Clicked Color), and then set **Tolerance**.

»» Important

- If the area cannot be set as expected, see [Changing Colors by Specifying an Area](#) and specify the area using **Freehand** or **Shape**.

»» Note

- **Tolerance** is set to 15. Set a value between 0 and 100.
- Increase the value in **Tolerance** to expand the range of colors to be selected.

4. Click the position for which you want to use the fluorescent color.

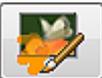
An area is selected based on the clicked position and the color changes into the fluorescent color.

Changing Colors by Specifying an Area

Change the color of the area you outline freehand or by drawing a polygon.

1. Open the **Fill** dialog box by one of the following operations.

Click **Edit** in the [task area](#), click **Photos**, select the image you want to edit (such as a photo) on the

poster, click  (Retouch Image) in **Edit Image**, and then click  (Fill) in the displayed **Retouch Image** dialog box.

Right-click the image you want to edit (such as a photo) on the poster, and then click **Retouch Image... > Fill**.

Click **Edit** in the task area, click **Clipart**, select the clipart you want to edit on the poster, and then click **Convert to bitmap and edit...**

Right-click the clipart you want to edit on the poster, and then click **Retouch Image...**

»» Note

- You can even change the color of posters or other items created in an application other than PosterArtist by importing them into PosterArtist as images.

2. Select the fluorescent color you want to set from **Fluorescent spot color** in **Select color**.

3. Click  (Select Area Manually), and then select a drawing mode in **Mode**.

»» Note

- In **Mode**, select **Freehand** or **Shape**.

4. Outline the area for which you want to change the color into a fluorescent color.

Drag on the image to outline the area, or click to specify the vertices of the polygon and double-click when you have finished drawing.

The color of the outlined area is changed.

PosterArtist Screens

➤ **Main Screen**

Select Template Screen

- **Select Template Screen**
- **Auto Design Screen**
- **View All Templates Dialog Box**
- **Find Template Dialog Box**
- **Saving Artwork Dialog Box (Templates)**
- **Design Assist Dialog Box**

Paper Options Screen

- **Paper Options Screen**
- **Set Custom Size Dialog Box**

Edit Screen

- **Edit Screen (Photos)**
- **Edit Screen (Clipart)**
- **Edit Screen (Text)**
- **Edit Screen (Shapes)**
- **Edit Screen (Backgrounds)**
- **Edit Screen (Variable Data)**
- **Saving Artwork Dialog Box (Images)**
- **Cut Out Dialog Box**
- **Fill Dialog Box**
- **Edit Image Dialog Box (Trim)**
- **Edit Image Dialog Box (Gradation)**
- **Edit Image Dialog Box (Slant Correction)**
- **Retouch Image Dialog Box**

- **Color Adjustment Dialog Box**
- **Color Point Correction Dialog Box**
- **Backlight Correction Dialog Box**
- **Sharpness Dialog Box**
- **Soft Focus Dialog Box**
- **Logo Color Adjustment Dialog Box**
- **Fill and Stroke Dialog Box**
- **Set Shaded Text Dialog Box**
- **Set Shadow Dialog Box**

Print Screen

- **Print Screen**
- **Ambient Light Setting Dialog Box**
- **Managing Ambient Light Settings Dialog Box**

Menu

- **Export Dialog Box**
- **Set Grid and Guide Dialog Box**
- **Preferences Dialog Box**
- **Properties Dialog Box**
- **Customize Toolbar Dialog Box**

Toolbar Buttons

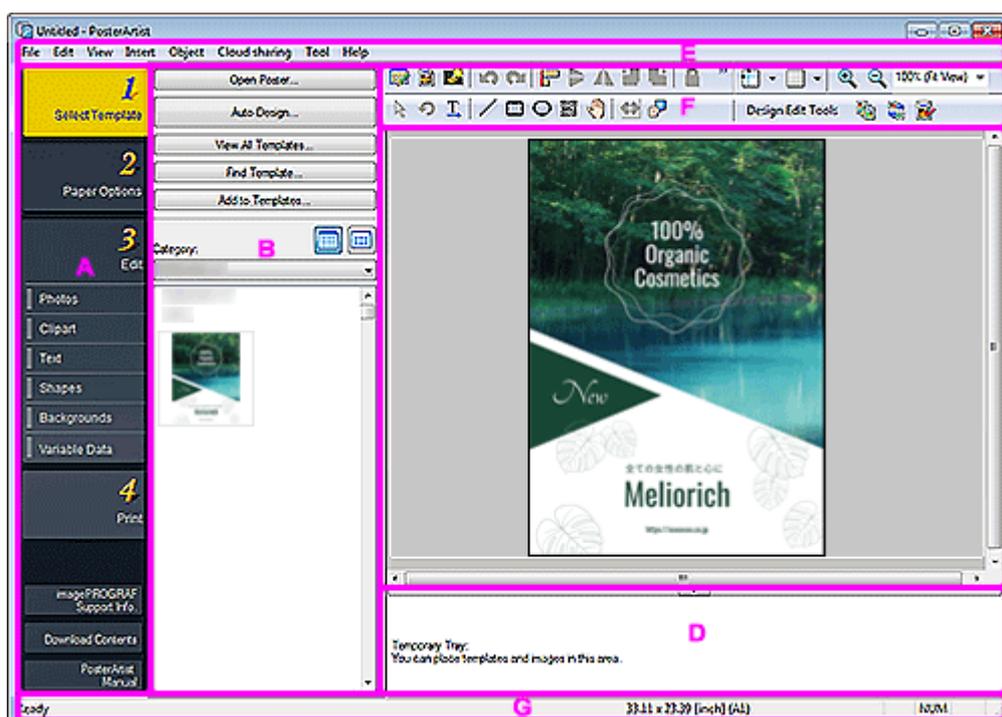
- **Artwork Manager Dialog Box**
- **Align and Distribute Objects Dialog Box**
- **Guide Position Dialog Box**
- **QR code Dialog Box**

Main Screen

This is the main screen of PosterArtist. Use various functions in each area to edit posters, print them, and more.

►►► Important

- Some functions are not available when using PosterArtist Lite. For details, see [Restrictions on Using PosterArtist Lite](#).



- ➔ [A: Task Area](#)
- ➔ [B: Settings Panel for Each Task](#)
- ➔ [C: Poster Design Area](#)
- ➔ [D: Temporary Tray](#)
- ➔ [E: Menu Bar](#)
- ➔ [F: Toolbars](#)
- ➔ [G: Status Bar](#)

A: Task Area

The task area contains four separate tasks. Posters can be created easily by completing each task in order.

In addition, view support information and download content from the lower part.

Select Template

- ➔ [Select Template Screen](#)

Paper Options

- ➔ [Paper Options Screen](#)

Edit

- ➔ [Edit Screen \(Photos\)](#)
- ➔ [Edit Screen \(Clipart\)](#)
- ➔ [Edit Screen \(Text\)](#)
- ➔ [Edit Screen \(Shapes\)](#)
- ➔ [Edit Screen \(Backgrounds\)](#)
- ➔ [Edit Screen \(Variable Data\)](#)

Print

- ➔ [Print Screen](#)

imagePROGRAF Support Info.

Displays our website for viewing the latest information for imagePROGRAF printers. Tips on poster creation are also available.

The button may not be displayed depending on the version of the printer driver.

Download Contents

Displays the website for downloading templates.

PosterArtist Manual

Opens this guide.

B: Settings Panel for Each Task

Click each task to switch the settings panel.

Select templates and images, or specify advanced print settings such as the print method and paper to use.

C: Poster Design Area

Displays the layout of the poster you are creating.

Design your poster here by arranging text, images, and other objects. You can also display the guide and ruler.

D: Temporary Tray

Templates and photos that you plan to use can be placed in the temporary tray.

This saves the trouble of searching through thumbnails.

E: Menu Bar

Displays the menu.

For details, see [Menus and Commands](#).

Context menus are also available for efficient editing.

For more information, see [Context Menus](#).

F: Toolbars

Displays buttons for frequently used functions. The toolbar is separated into two sections.

Main toolbar (upper):

Displays toolbar buttons for functions such as Artwork Manager Dialog, Print Preview, Use Image File, Align and Distribute Objects Dialog, and Show / Hide Guide and Grid.

Sub toolbar (lower):

Displays toolbar buttons for functions such as Resize Selection Tool, Rotation Selection Tool, Horizontal Text, Vertical Text, Line, QR Code, and Design Check.

For details, see [Main Screen Toolbar](#).

»» Important

- The toolbar button for vertical text may not be available for your language.

G: Status Bar

Displays the following.

General status

Displays general information about the status of the application, menus, toolbar buttons, and objects.

Paper size

Displays the paper size for the poster displayed in the poster design area.

Keyboard status

Displays the status of the Caps Lock, Num Lock, and Scroll Lock keys on the keyboard.

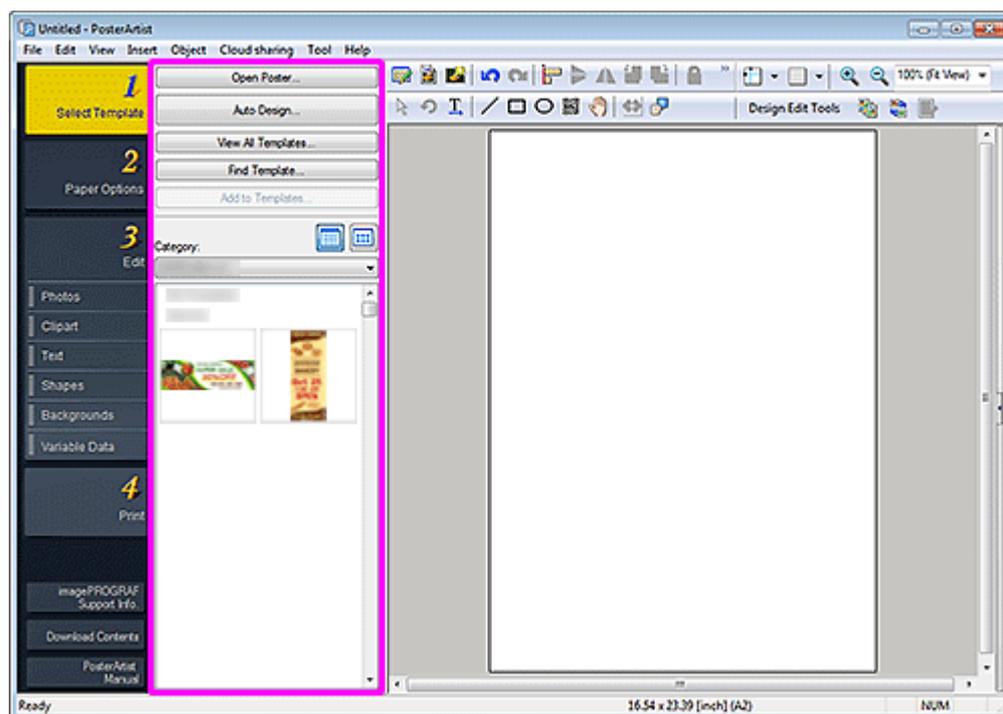
Select Template Screen

This is the screen for selecting a template to create your own posters.

To display the screen, click **Select Template** in the [task area](#).

►►► Important

- Some functions are not available when using PosterArtist Lite. For details, see [Restrictions on Using PosterArtist Lite](#).



►►► Note

- For details on other areas of the screen, see [Main Screen](#).

Open Poster...

Displays the **Open Poster** dialog box for opening posters you have created or you want to edit.

Auto Design...

Displays the [Auto Design screen](#) for creating designs automatically by simply entering titles and text, and then selecting your favorite images.

View All Templates...

Displays the [View All Templates dialog box](#) for viewing all the thumbnails in all templates by category.

Find Template...

Displays the [Find Template dialog box](#) for searching for templates by poster orientation or the number of photos that can be inserted.

Add to Templates...

Displays the [Saving Artwork dialog box \(Templates\)](#) for adding the displayed poster to the template library.



(Small Size / Medium Size)

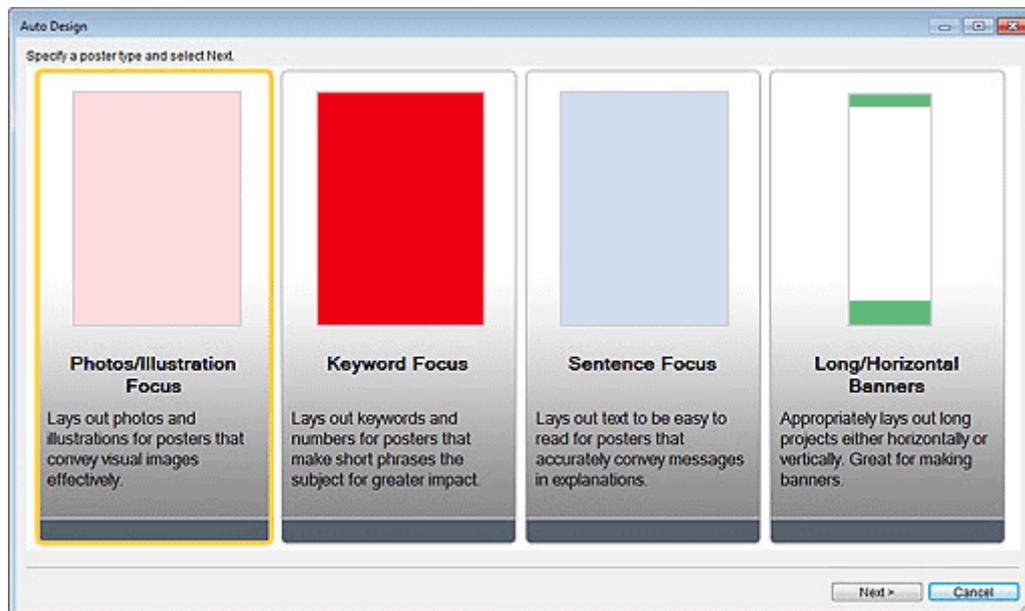
Changes the display size of thumbnails displayed in **Category**.

Category

Displays categories in which templates are saved as well as the thumbnails. Select a category to display the thumbnails.

Auto Design Screen

To display the screen, click **Auto Design...** in the **Select Template** screen. The screen switches three times as you proceed with the poster creation process.

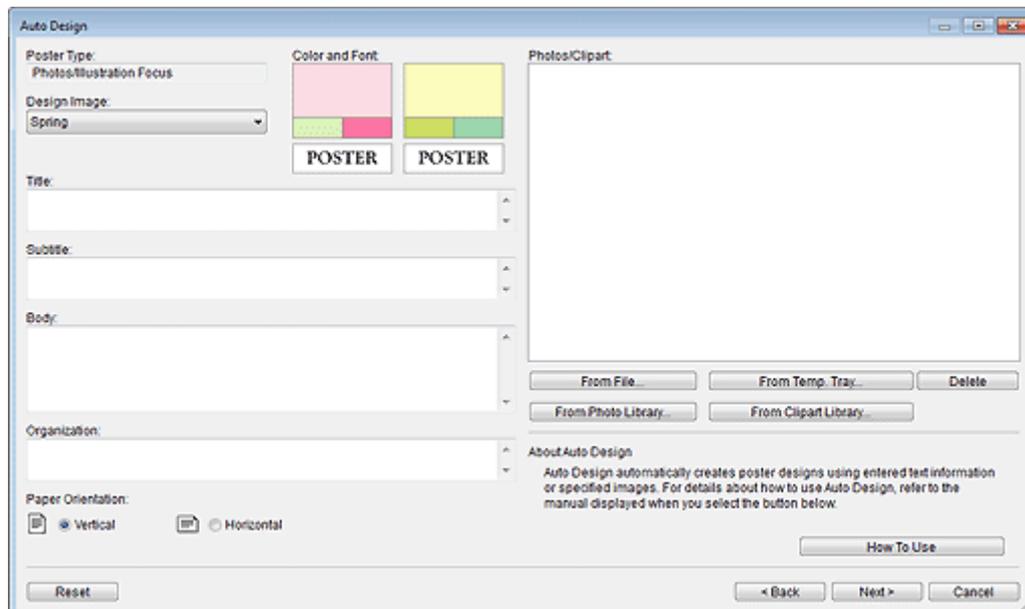


Poster types

Select the type of poster you want to create from four patterns.

Next

Proceeds to the next screen.



Poster Type

Displays the poster type selected in the previous screen.

Design Image

Select the design you want to use from the list. Samples of the design theme appear under **Color and Font**.

»»» Note

- Selectable items vary depending on the poster type.

Title

Enter the poster title (up to 60 characters).

Subtitle

Enter the poster subtitle (up to 60 characters).

Body

Enter text (up to 200 characters).

»»» Note

- If **Long/Horizontal Banners** is selected in poster type, text cannot be entered.

Organization

Enter the organization name (up to 60 characters).

Paper Orientation

Select **Vertical** or **Horizontal**.

Photos/Clipart

Displays the selected photos and clipart.

From File...

Displays the **Insert Image** dialog box. Select from images and clipart on your computer. To select multiple files, hold down the Ctrl or Shift key as you click them.

»»» Note

- For supported file formats, see [Inserting Images and Materials](#). In the **Insert Image** dialog box, only supported files are displayed.

From Temp. Tray...

Displays the **Show Images in the Temporary Tray** dialog box. Select the image(s) and clipart you want to use from the temporary tray. To select multiple files, hold down the Ctrl or Shift key as you click the thumbnails.



(Small Size / Medium Size / Large Size)

Changes the display size of thumbnails.

»»» Note

- For instructions on using the temporary tray, see [Using Temporary Tray when Editing Photos](#) or [Using Temporary Tray when Editing Clipart](#).

From Photo Library...

Displays the **View All Photos** dialog box. Select the photo(s) you want to use. To select multiple files, hold down the Ctrl or Shift key as you click the thumbnails.



Changes the display size of thumbnails.

Download

Downloads photos that have not been downloaded, at once.

Add to Temporary Tray

Adds the selected photo(s) to the temporary tray. By placing photos in the temporary tray, you can use them as replacements easily. Multiple photos can be added to the temporary tray.

From Clipart Library...

Displays the **View All Clipart** dialog box. Select the clipart you want to use. To select multiple files, hold down the Ctrl or Shift key as you click the thumbnails.



Changes the display size of thumbnails.

Download

Downloads clipart that has not been downloaded, at once.

Add to Temporary Tray

Adds the selected clipart to the temporary tray. By placing clipart items in the temporary tray, you can use them as replacements easily. Multiple clipart items can be added to the temporary tray.

Delete

Deletes the image(s) selected from the **Photos/Clipart** list.

How To Use

Opens the guide that describes how to use the Auto Design function.

Reset

Resets all settings.

Advanced Settings...

Displays the **Advanced setting** dialog box.

Use fixed width font

From **Title**, **Subtitle**, **Body**, and **Organization name**, select the checkbox(es) of item(s) for which you want to fix the character width. Fixing the character width may improve the readability since single-byte and double-byte characters are aligned even over multiple lines.

return to a standard

Restores the state where only the **Body** checkbox is selected.

»»» Important

- This may not be displayed depending on your language.

Back

Returns to the previous screen.

Next

Proceeds to the next screen.

Cancel

Cancels Auto Design and closes the **Auto Design** screen.

Design Image

Displays design themes automatically based on the settings specified in the previous screens.
The thumbnails of design patterns are displayed.

Color Patterns

Select the color pattern you like.

Text Color

Select the text color from the list.



(Small Size / Medium Size / Large Size)

Changes the display size of thumbnails.

Open the image replacement window / Close the image replacement window

Shows or hides the **Photos/Clipart** list.

Photos/Clipart

Displays a list of photos and clipart used in the poster.

Changing the order of thumbnails by dragging and dropping them recreates the design.

To select multiple files and change the order, hold down the Ctrl or Shift key as you click the thumbnails.

Reset

Resets all settings.

Add to Temporary Tray

Adds the selected design(s) to the temporary tray. By placing designs in the temporary tray, you can use them as replacements even after ending Auto Design. Multiple designs can be added to the temporary tray.

Back

Returns to the previous screen.

OK

Displays the selected design in the poster design area of the main screen. (Auto Design ends.)

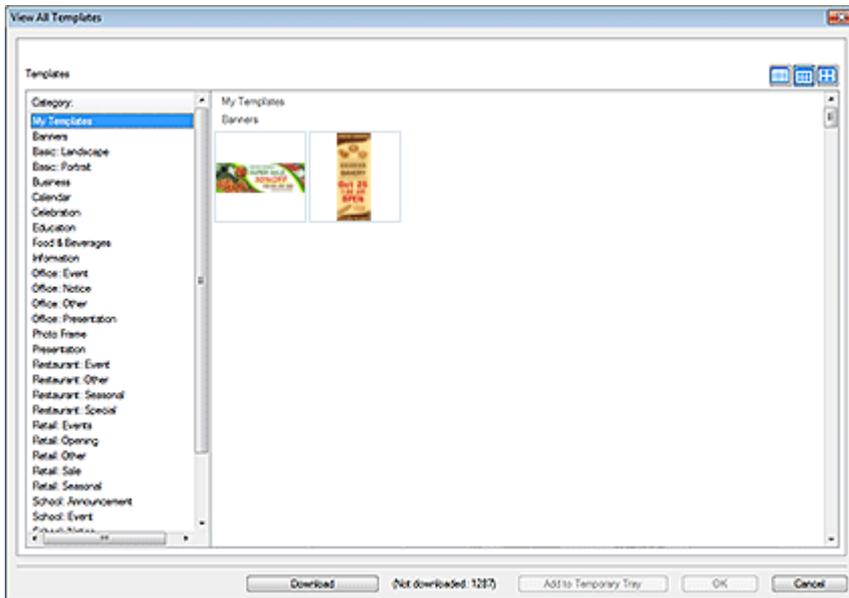
Cancel

Cancels Auto Design and closes the **Auto Design** screen.

View All Templates Dialog Box

View a list of templates sorted by category.

To display the dialog box, click **View All Templates...** in the **Select Template** screen.



Templates

Displays the thumbnails of templates.

   (Small Size / Medium Size / Large Size)

Changes the display size of thumbnails.

Category

A list of categories. Click a category to display its thumbnails at the top.

Download

Downloads templates that have not been downloaded, at once.

Add to Temporary Tray

Adds the selected template(s) to the temporary tray. By placing templates in the temporary tray, you can use them as replacements easily. Multiple templates can be added to the temporary tray.

OK

Displays the selected template in the poster design area of the main screen.

Cancel

Closes the **View All Templates** dialog box.

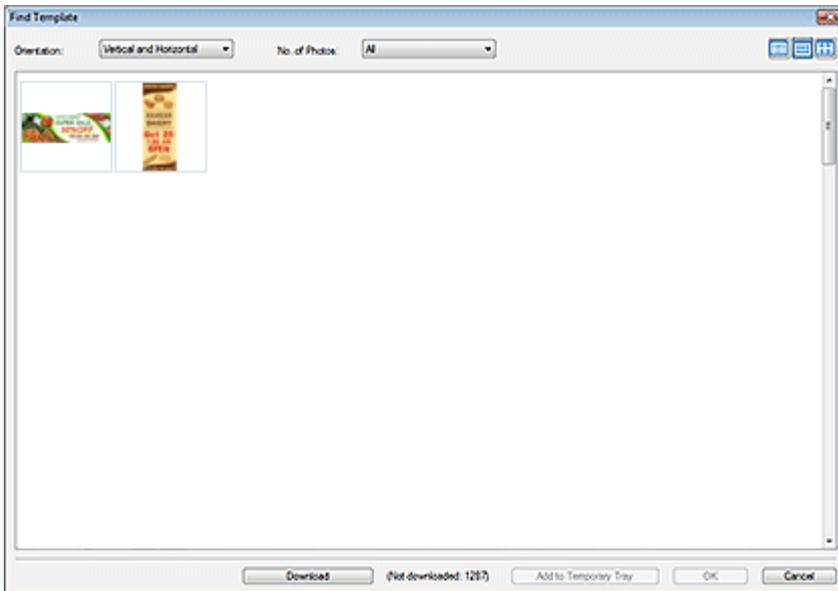
►►► Note

- To view all provided templates, photos, clipart, photo frames, text graphics, and backgrounds, refer to Template Guide.

Find Template Dialog Box

Search templates by specifying the search criteria.

To display the dialog box, click **Find Template** in the **Select Template** screen.



Orientation

From the list, select the poster orientation to search for.

No. of Photos

From the list, select the number of photos that can be inserted in posters.

 (Small Size / Medium Size / Large Size)

Changes the display size of thumbnails.

Thumbnail list

Displays the thumbnails of templates that match the search criteria.

Download

Downloads templates that have not been downloaded, at once.

Add to Temporary Tray

Adds the selected template(s) to the temporary tray. By placing templates in the temporary tray, you can use them as replacements easily. Multiple templates can be added to the temporary tray.

OK

Displays the selected template in the poster design area of the main screen.

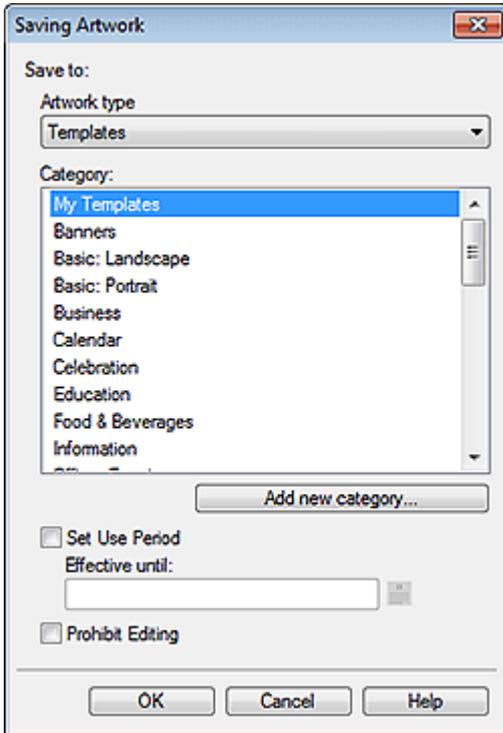
Cancel

Closes the **Find Template** dialog box.

Saving Artwork Dialog Box (Templates)

Add created posters as templates.

To display the dialog box, click **Add to Templates...** in the **Select Template** screen.



Artwork type

Displays **Templates**.

Category

From the list, select the category for the template to be added.

►►► Note

- **My Templates** is provided as the category exclusively for users.

Add new category...

Add new categories.

Enter the category name in the displayed dialog box. The category will be added to the bottom of the list.

Set Use Period

Set the usage period for the template to be added.

Effective until

Click  (Calendar) to display the **Calendar** dialog box for specifying the usage period.

►►► Important

- Once set, the usage period for added templates cannot be changed or canceled. To change or cancel the usage period, add the template again.

»» Note

- The  (Calendar) icon is displayed for the thumbnails of templates whose usage period is set.

Prohibit Editing

Protect the template from being edited.

»» Important

- Once set, edit protection cannot be canceled. To edit, add the template again.

»» Note

- The  (Not editable) icon is displayed for the thumbnails of templates protected from editing.
- Once the template is added, its thumbnail appears in the list; right-click the thumbnail to check the settings.

Restrictions Information...:

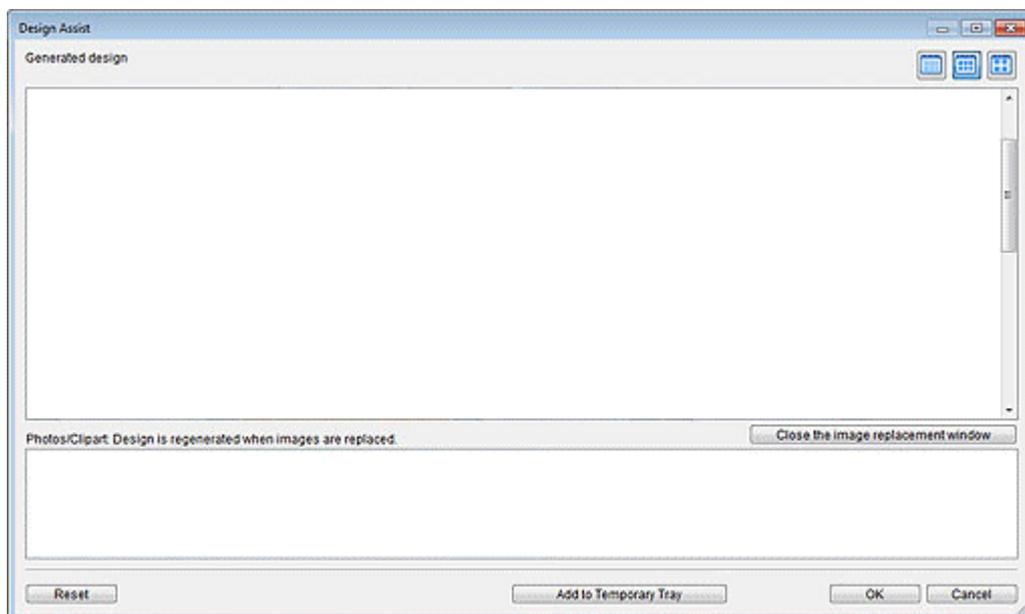
Selectable when the image is protected from being edited or when the usage period or a QR code is set.

Artwork Properties...:

Displays the **Artwork Properties** dialog box for checking the template information. Templates added by the user are displayed as **User Artwork**.

Design Assist Dialog Box

To display the **Design Assist** dialog box, click  (Design Assist Area Set Mode) on the toolbar, and then select the area for which you want to adjust the layout in the poster design area.



Generated design

Displays the thumbnails of designs.

   (Small Size / Medium Size / Large Size)

Changes the display size of thumbnails.

Open the image replacement window / Close the image replacement window

Shows or hides the **Photos/Clipart** list.

Photos/Clipart

Displays a list of photos and clipart used in the poster.

Changing the order of thumbnails by dragging and dropping them recreates the design.

To select multiple files and change the order, hold down the Ctrl or Shift key as you click the thumbnails.

Reset

Resets all settings.

Add to Temporary Tray

Adds the selected design(s) to the temporary tray. By placing designs in the temporary tray, you can use them as replacements even after ending Design Assist. Multiple designs can be added to the temporary tray.

OK

Displays the selected design in the poster design area of the main screen. (Design Assist ends.)

Cancel

Cancels Design Assist and closes the **Design Assist** dialog box.

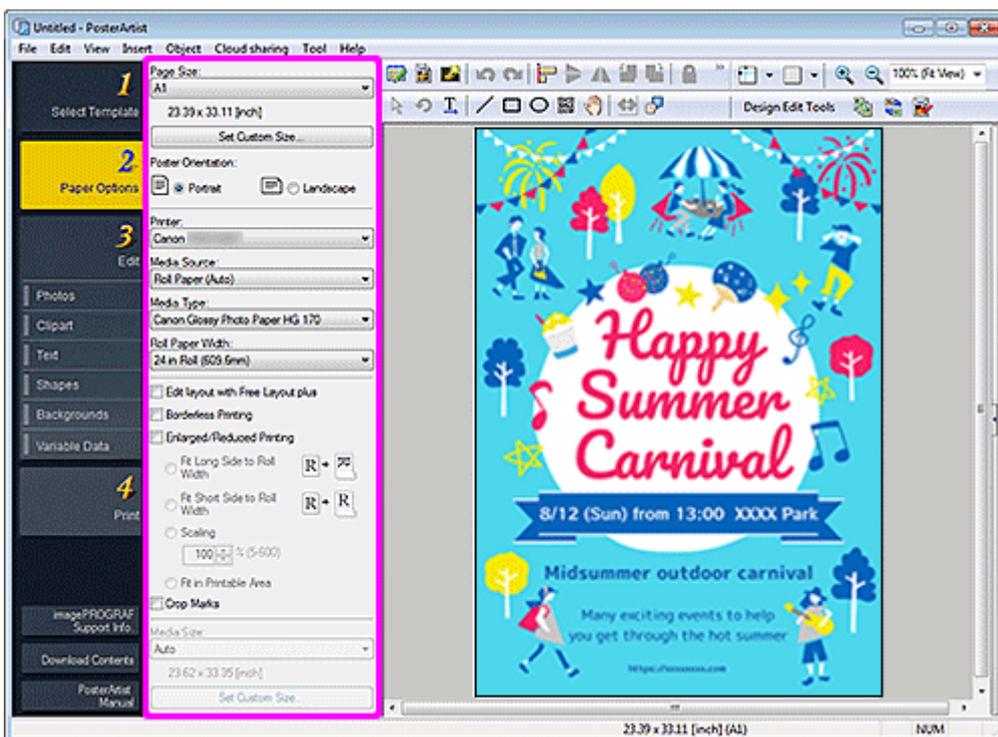
Paper Options Screen

This is the screen for specifying the paper to print the poster on.

To display the screen, click **Paper Options** in the [task area](#).

►►► Important

- Some functions are not available when using PosterArtist Lite or any of the following printers. For details, see [Restrictions on Using PosterArtist Lite](#).
- Printers other than Canon imagePROGRAF series
- PRO-1000 and PRO-500



►►► Note

- For details on other areas of the screen, see [Main Screen](#).

Page Size

Select the page size of the poster.

Set Custom Size...

Displays the [Set Custom Size dialog box](#) for specifying non-standard page sizes.

Poster Orientation

Select **Portrait** or **Landscape**.

Printer

Select the printer to use.

►►► Note

- Only printers installed on your computer which are compatible with PosterArtist are displayed.

Media Source

Select the paper source from the list.

Media Type

Select the paper type from the list. Supported paper types vary depending on the printer.

Roll Paper Width

Select the width of roll paper loaded in the printer from the list. Selectable roll paper widths vary depending on the printer.

Edit layout with Free Layout plus

Select this checkbox when printing at a larger size than roll paper.

Free Layout plus starts when printing. You can adjust the layout.

▶▶▶ Note

- This function is available only when the Free Layout plus application is installed. For details, refer to the Free Layout plus manual.
- When the checkbox is selected, the media size cannot be specified in PosterArtist.

Borderless Printing

Select this checkbox when printing without borders.

▶▶▶ Note

- For borderless printing, select a roll paper width and paper type that support borderless printing. For the types of paper supporting borderless printing, refer to the manual of your printer.

Enlarged/Reduced Printing

Select this checkbox to scale the page size for printing.

Use the following settings for scaling.

Fit Long Side to Roll Width

The poster will be printed to scale so that the length of its long side will be the same as the width of the roll paper loaded in the printer.

If the poster is in portrait orientation, the poster height will match the roll paper width.

Fit Short Side to Roll Width

The poster will be printed to scale so that the length of its short side will be the same as the width of the roll paper loaded in the printer.

If the poster is in portrait orientation, the poster width will match the roll paper width.

Scaling

Specify the scale by entering a value or clicking \wedge (Up Arrow) or \vee (Down Arrow).

Fit in Printable Area

Prints the poster by reducing the size of the poster to fit within the printable area of the paper.

Crop Marks

Prints crop marks in the poster's margins to indicate cutting positions.

▶▶▶ Note

- Crop marks cannot be printed when there are no margins on the paper to print on.

Media Size

Select the media size in the following cases.

When **Cut Sheet** is selected in **Media Source**

When **Fit in Printable Area** is selected for **Enlarged/Reduced Printing**

▶▶ **Note**

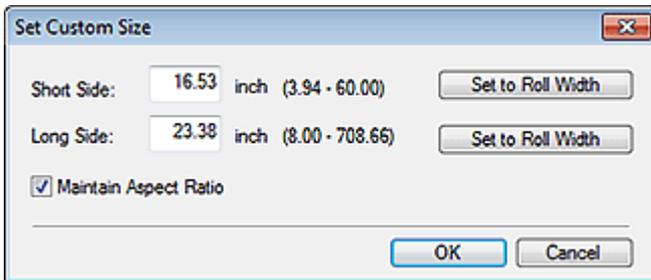
- Apart from the above, the default **Media Size** is set to **Auto**. The media size is set automatically according to the current settings.

Set Custom Size...

Displays the [Set Custom Size dialog box](#) for specifying non-standard media sizes.

Set Custom Size Dialog Box

When printing the poster at non-standard paper sizes, specify the page size or media size. To display the dialog box, click **Set Custom Size...** in the **Paper Options** screen.

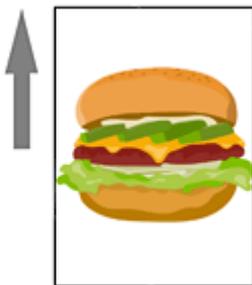


Short Side

Specify the length of the poster's short side.

Set to Roll Width

The length of the poster's short side will be the same as the width of the roll paper loaded in the printer. If the poster is in portrait orientation, the poster width will match the roll paper width.

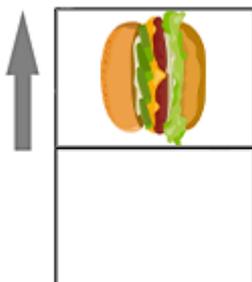


Long Side

Specify the length of the poster's long side.

Set to Roll Width

The length of the poster's long side will be the same as the width of the roll paper loaded in the printer. If the poster is in portrait orientation, the poster height will match the roll paper width.



Maintain Aspect Ratio

Select this checkbox to maintain the poster's aspect ratio. When **Short Side** or **Long Side** is set, the value for the other is set automatically.

To set each aspect ratio manually, deselect the checkbox.

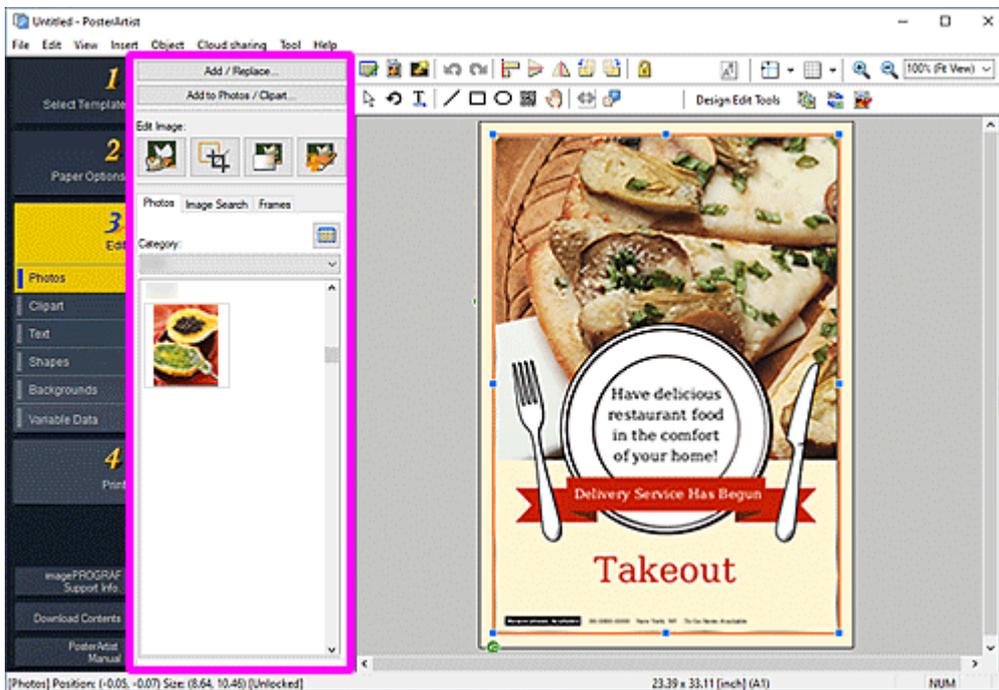
»» Note

- To specify the largest size for the selected roll paper, enter the maximum value shown in the range in both **Short Side** and **Long Side**.

Edit Screen (Photos)

Edit, add, or replace photos.

To display the screen, click **Edit** in the [task area](#), and then click **Photos**.



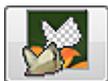
Add / Replace...

Displays the **Insert Image** dialog box for adding or replacing photos.

Add to Photos / Clipart...

Displays the [Saving Artwork dialog box \(Images\)](#) for adding photos or clipart to the library.

Edit Image



(Cut Out)

Displays the [Cut Out dialog box](#) for cutting out images.



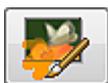
(Trim)

Displays the [Edit Image dialog box \(Trim\)](#) for trimming images.



(Gradation)

Displays the [Edit Image dialog box \(Gradation\)](#) for applying gradation to images.



(Retouch Image)

Displays the [Retouch Image dialog box](#) for correcting image color levels.

Photos tab

Category

Select a photo category from the list. The thumbnails of templates in the selected category appear.



(View All Photos)

Displays the **View All Photos** dialog box for viewing all photos.

Image Search tab

Search Site

From the pull-down menu, select the stock photo service you want to use.

When you select a stock photo service name, the service logo appears.

Click a service logo to start a Web browser and display the home screen of the stock photo service site.

►►► Important

- When using a stock photo service for the first time, you must read the license and privacy policy. To use the stock photo service, agree to them by clicking **I understand**.



(Search)

Enter a keyword for the image you want to search for, and then click  (Search) to display the thumbnails of the images related to the keyword.

►►► Important

- Image search supports JPEG and PNG images.

►►► Note

- When you click  (Search) with the search window empty, images recommended by the service site appear.
- When you place the cursor over a thumbnail in the search results and click  (Image Information), a Web browser starts and the image information appears.
- When you switch the stock photo service with the search results displayed, a new image search will be performed based on the keyword that was entered into the search window before switching the service, and then new search results will appear.

Frames tab

Category

Select a frame category from the list. The thumbnails of templates in the selected category appear.



(View All Frames)

Displays the **View All Frames** dialog box for viewing all frames.

Frame Color

Displays the current frame color and basic colors. To use other colors, click **Custom...**, and then select a color in the displayed dialog box.

Regular color

Displays the current color or basic colors in the four-color palette.

Spot color

Displays available fluorescent colors in the four-color palette.

►►► Important

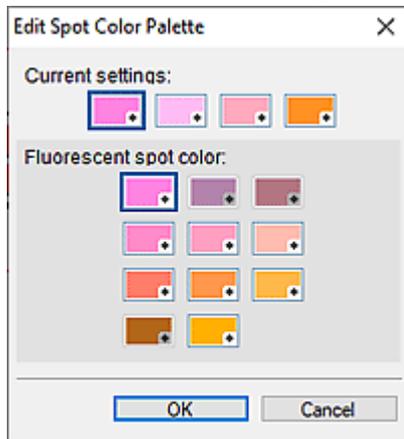
- Fluorescent spot colors cannot be used depending on your model or paper type.

- Fluorescent spot colors cannot be used when the **Edit layout with Free Layout plus** checkbox is selected in the **Paper Options** screen.

Edit Palette...

Click to display the **Edit Spot Color Palette** dialog box for editing the colors that appear in the palette.

Edit Spot Color Palette dialog box



Select the four colors you want to display in the **Spot color** palette.

Select the color you want to edit in the palette under **Current settings**, and then select the color you want to display in the palette from **Fluorescent spot color**.

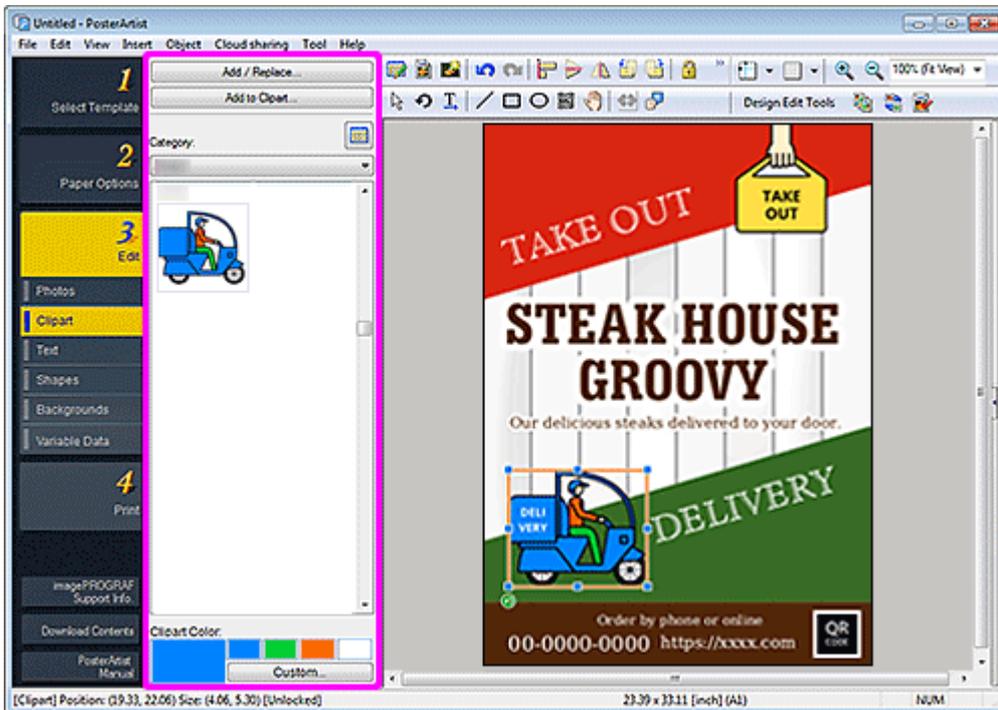
►►► Note

- The four colors that appear in the **Spot color** palette are retained on the printer.

Edit Screen (Clipart)

Add clipart to the poster or replace the added clipart.

To display the screen, click **Edit** in the [task area](#), and then click **Clipart**.



Add / Replace...

Displays the **Insert Image** dialog box for adding or replacing clipart.

Add to Clipart...

Displays the [Saving Artwork dialog box \(Images\)](#) for adding clipart to the library.

Convert to bitmap and edit...

Displays the [Fill dialog box](#) for filling specified areas with colors.

►►► Important

- If you edit clipart by clicking **Convert to bitmap and edit...**, you cannot change the color of the clipart with **Clipart Color**. To edit the color again, open the [Fill dialog box](#) and change the color.

Category

Select a clipart category from the list. The thumbnails of templates in the selected category appear.



(View All Clipart)

Displays the **View All Clipart** dialog box for viewing all clipart.

Clipart Color

Displays the current clipart color and basic colors. To use other colors, click **Custom...**, and then select a color in the displayed dialog box.

Regular color

Displays the current color or basic colors in the four-color palette.

Spot color

Displays available fluorescent colors in the four-color palette.

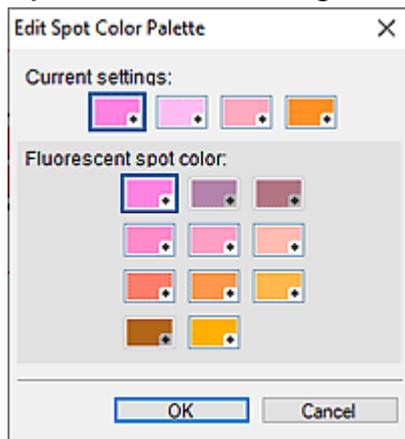
»» Important

- Fluorescent spot colors cannot be used depending on your model or paper type.
- Fluorescent spot colors cannot be used when the **Edit layout with Free Layout plus** checkbox is selected in the **Paper Options** screen.

Edit Palette...

Click to display the **Edit Spot Color Palette** dialog box for editing the colors that appear in the palette.

Edit Spot Color Palette dialog box



Select the four colors you want to display in the **Spot color** palette.

Select the color you want to edit in the palette under **Current settings**, and then select the color you want to display in the palette from **Fluorescent spot color**.

»» Note

- The four colors that appear in the **Spot color** palette are retained on the printer.

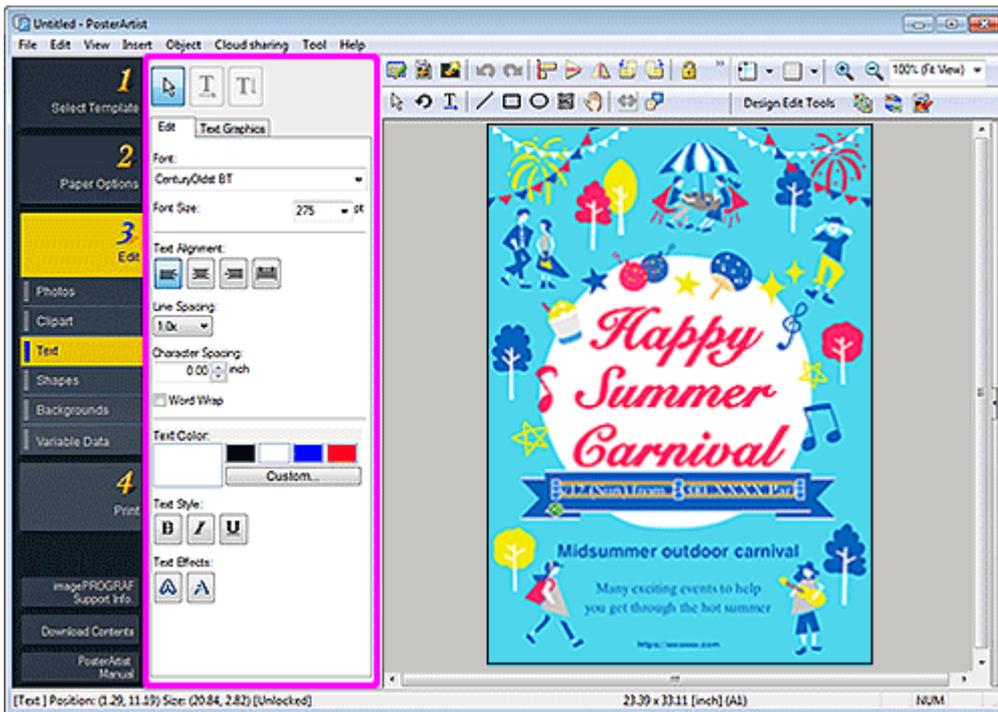
Edit Screen (Text)

Add text to posters. Decorate the added text as needed.

To display the screen, click **Edit** in the [task area](#), and then click **Text**.

►► Important

- Fluorescent spot colors cannot be used depending on your model or paper type.
- Fluorescent spot colors cannot be used when the **Edit layout with Free Layout plus** checkbox is selected in the **Paper Options** screen.



(Horizontal Text)

Add horizontal text.



(Vertical Text)

Add vertical text.

Edit tab

Font

Select the font type.

Font Size

Select the font size. You can also set by entering a value directly.

Text Alignment



(Left Align / Center Align / Right Align)

Specify how you want to align text.



(Justify)

Position the text evenly across the text box.

Line Spacing

Select the line spacing.

Increase the value to widen the space between lines and decrease the value to narrow it.

Character Spacing

Specify the character spacing.

Increase the value to widen the space between characters and decrease the value to narrow it.

Word Wrap

Wrap text at the end of a line automatically.

Text Color

Displays the current text color and basic colors. To use other colors, click **Custom...**, and then select a color in the displayed dialog box.

Regular color

Displays the current color or basic colors in the four-color palette.

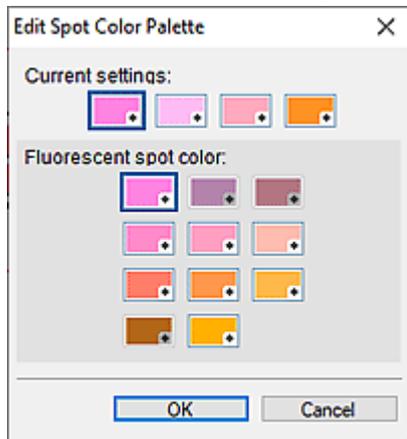
Spot color

Displays available fluorescent colors in the four-color palette.

Edit Palette...

Click to display the **Edit Spot Color Palette** dialog box for editing the colors that appear in the palette.

Edit Spot Color Palette dialog box



Select the four colors you want to display in the **Spot color** palette.

Select the color you want to edit in the palette under **Current settings**, and then select the color you want to display in the palette from **Fluorescent spot color**.

»»» Note

- The four colors that appear in the **Spot color** palette are retained on the printer.

Text Style



(**B** / *I* / U)

Make the text italic or bold. Underline the text as needed.

Text Effects



(Fill and Stroke)

Displays the [Fill and Stroke dialog box](#) for applying a single or double outline to the text and specifying the width, shape, and color of the outline.



(Shaded Text)

Displays the [Set Shaded Text dialog box](#) for specifying the drop shadow settings such as color, distance, angle, opacity, and softening.

Text Graphics tab

Category

Select a text graphic category from the list. The thumbnails of templates in the selected category appear.



(View All Text Graphics)

Displays the **View All Text Graphics** dialog box for viewing all text graphics.

Text Graphic Color

Displays the current text graphic color and basic colors. To use other colors, click **Custom...**, and then select a color in the displayed dialog box.

▶▶▶ Note

- **Regular color**, **Spot color**, and **Edit Palette...** can be specified in the same way as **Text Color**.

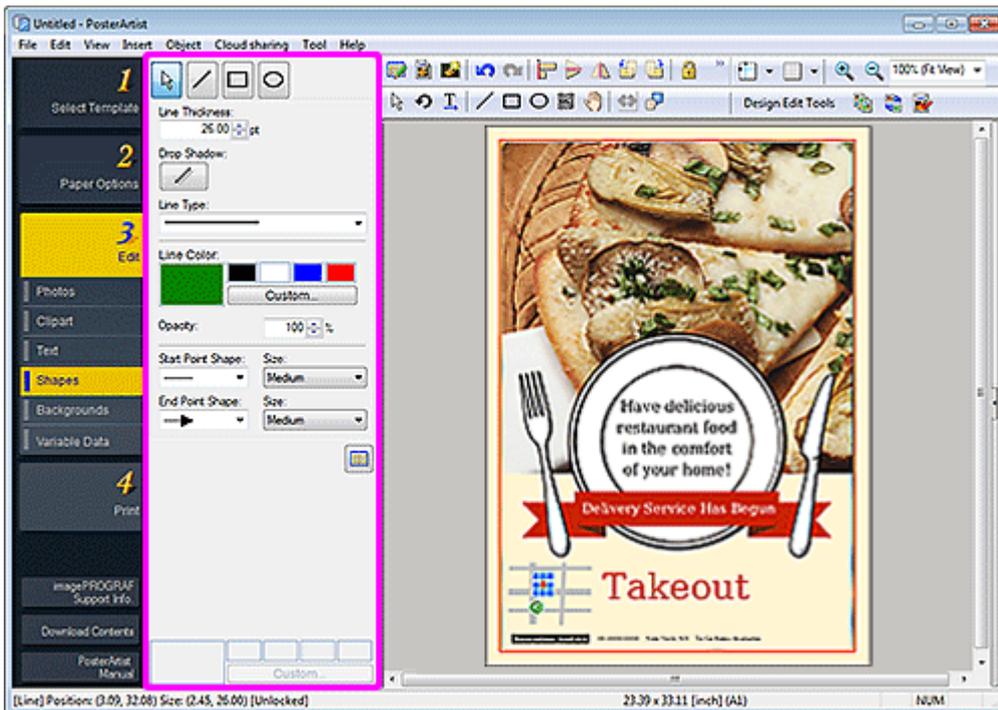
Edit Screen (Shapes)

Add straight lines, circles, rectangles, arrows, and other shapes to posters.

To display the screen, click **Edit** in the [task area](#), and then click **Shapes**.

►►► Important

- Fluorescent spot colors cannot be used depending on your model or paper type.
- Fluorescent spot colors cannot be used when the **Edit layout with Free Layout plus** checkbox is selected in the **Paper Options** screen.



(Line)

Drag the crosshair pointer to add a line or arrow.

►►► Note

- To draw a horizontal line, vertical line, or a line angled at a multiple of 15 degrees, hold down the Shift key as you drag the pointer.



- To set the clicked point as the center point, hold down the Ctrl key as you drag the pointer.
- To draw a horizontal line, vertical line, or a line angled at a multiple of 15 degrees with the clicked point set as its center point, hold down the Shift and Ctrl keys as you drag the pointer.



(Rectangle)

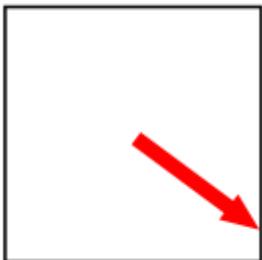
Drag the crosshair pointer to add a rectangle.

»» Note

- To draw a square, hold down the Shift key as you drag the pointer.



- To set the clicked point as the center point, hold down the Ctrl key as you drag the pointer.
- To draw a square with the clicked point set as its center point, hold down the Shift and Ctrl keys as you drag the pointer.



(Ellipse)

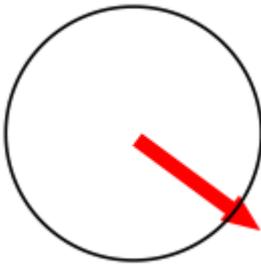
Drag the crosshair pointer to add a circle or ellipse.

»» Note

- To draw a circle, hold down the Shift key as you drag the pointer.



- To set the clicked point as the center point, hold down the Ctrl key as you drag the pointer.
- To draw a circle with the clicked point set as its center point, hold down the Shift and Ctrl keys as you drag the pointer.



Line Thickness

Specify the line thickness. Enter the value directly.

Drop Shadow

Displays the [Set Shadow dialog box](#) for adding a drop shadow to the shape.

►►► Note

- In the [Set Shadow dialog box](#), you can specify a fluorescent spot color for the drop shadow color.

Line Type

Select the line type from the list.

Line Color / Fill-in Color

Displays the current line or fill color and basic colors. To use other colors, click **Custom...**, and then select a color in the displayed dialog box.

►►► Note

- **Fill-in Color** appears when a rectangle or ellipse is selected.

Regular color

Displays the current color or basic colors in the four-color palette.

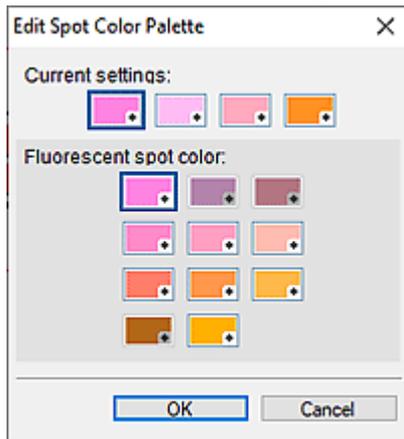
Spot color

Displays available fluorescent colors in the four-color palette.

Edit Palette...

Click to display the **Edit Spot Color Palette** dialog box for editing the colors that appear in the palette.

Edit Spot Color Palette dialog box



Select the four colors you want to display in the **Spot color** palette.
Select the color you want to edit in the palette under **Current settings**, and then select the color you want to display in the palette from **Fluorescent spot color**.

▶▶▶ Note

- The four colors that appear in the **Spot color** palette are retained on the printer.

Opacity

Specify the opacity of **Fill-in Color**.

Increase the value to increase opacity and decrease the value to increase transparency.

Start Point Shape / End Point Shape

Select the shape of the starting point or ending point.

Size

Select the size of the starting point or ending point from **Small**, **Medium**, and **Large**.

▶▶▶ Note

- Appears when a line is selected.

Corner Shape

Select the corner shape.

Radius

When the round shape is selected for **Corner Shape**, specify the roundness as needed.

▶▶▶ Note

- Appears when a rectangle is selected.



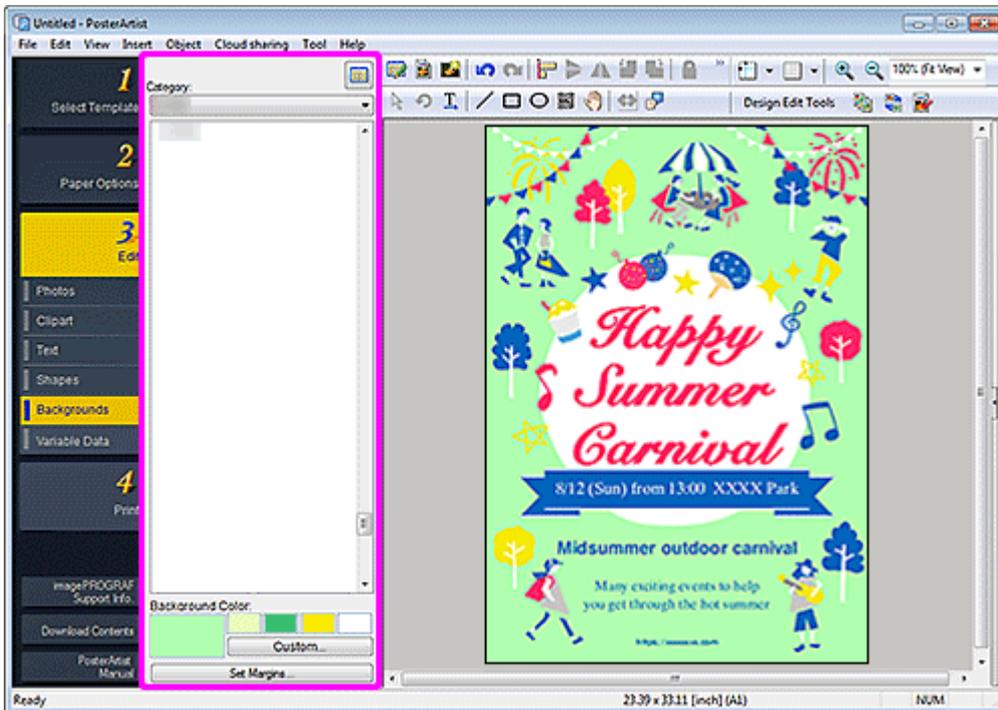
(All Map Symbols)

Displays a dialog box for viewing all map symbols.

Edit Screen (Backgrounds)

Set the poster background.

To display the screen, click **Edit** in the [task area](#), and then click **Backgrounds**.



Category

Select a background category from the list. The thumbnails of backgrounds in the selected category appear.



(View All Backgrounds)

Displays the **View All Backgrounds** dialog box for viewing all backgrounds.

Background Color

Displays the current background color and basic colors. To use other colors, click **Custom...**, and then select a color in the displayed dialog box.

Regular color

Displays the current color or basic colors in the four-color palette.

Spot color

Displays available fluorescent colors in the four-color palette.

Important

- Fluorescent spot colors cannot be used depending on your model or paper type.
- Fluorescent spot colors cannot be used when the **Edit layout with Free Layout plus** checkbox is selected in the **Paper Options** screen.

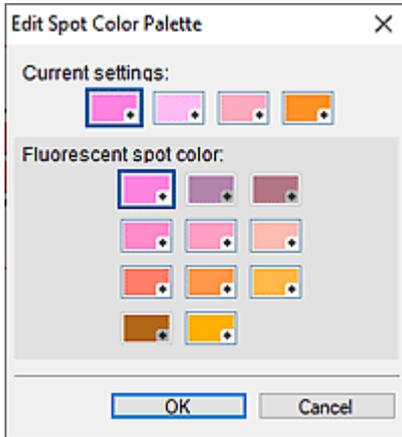
Note

- To create a gradation with fluorescent spot colors, use [Vivid mode](#).

Edit Palette...

Click to display the **Edit Spot Color Palette** dialog box for editing the colors that appear in the palette.

Edit Spot Color Palette dialog box



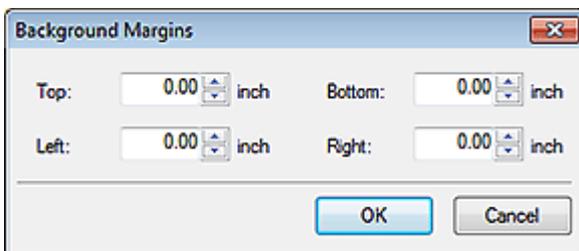
Select the four colors you want to display in the **Spot color** palette.
Select the color you want to edit in the palette under **Current settings**, and then select the color you want to display in the palette from **Fluorescent spot color**.

▶▶▶ Note

- The four colors that appear in the **Spot color** palette are retained on the printer.

Set Margins...

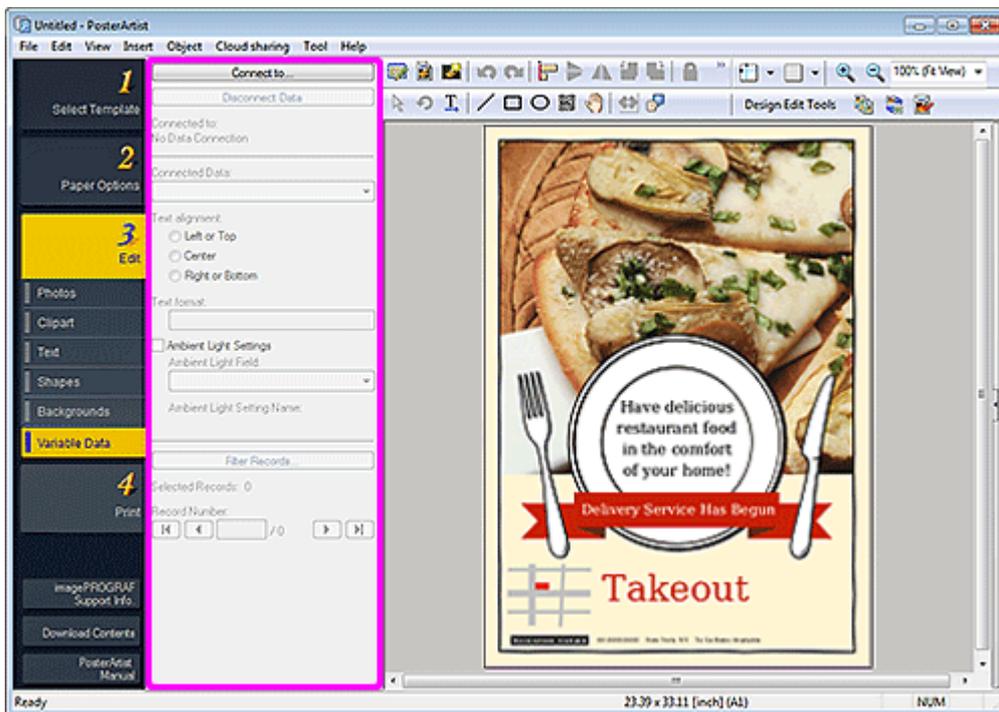
Displays the **Background Margins** dialog box for specifying the top, bottom, left, and right margins.



Edit Screen (Variable Data)

Automatically substitute text and images on the poster by using tabular data.

To display the screen, click **Edit** in the [task area](#), and then click **Variable Data**.



Connect to...

Displays the **Open Data Source** dialog box for specifying the location to save the tabular data.

Disconnect Data

Cancels the link to the tabular data and disables the variable printing settings.

Connected to

Displays the name of the linked tabular data file.

Connected Data

Displays the field names that indicate the data type of the read tabular data.

Select a field name to link the selected text string or image to the corresponding record.

►►► Note

- To cancel the link, select **Unselected**.
- To substitute images, select the field name of the file paths to the target images.

Text alignment

Align the text of each record.

For horizontal text, select left, center, or right. For vertical text, select top, center, or bottom.

►►► Important

- Settings for vertical text are not available depending on your language.

Text format

Format the text of each record.

Ambient Light Settings

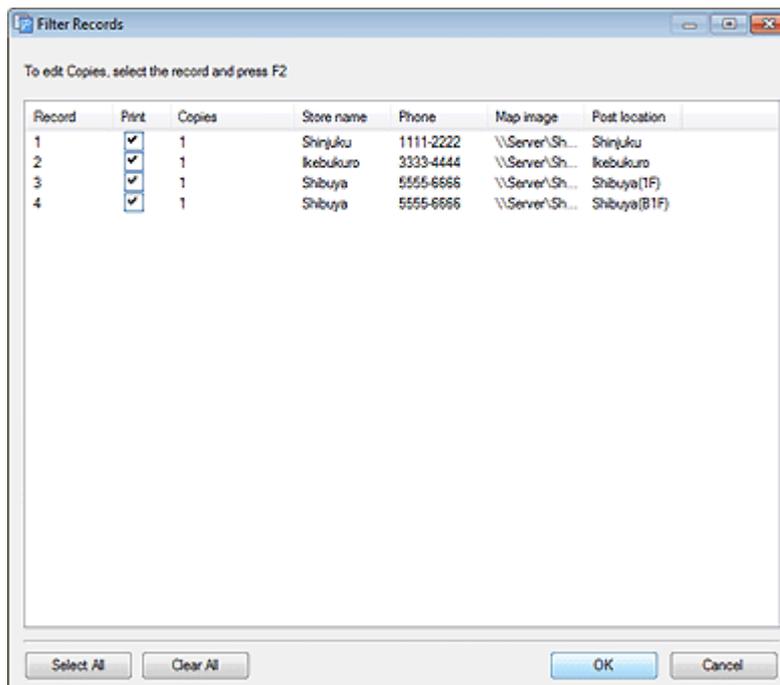
Change the ambient light setting.

Ambient Light Field

Select the field name for which you want to change the ambient light setting.

Filter Records...

Displays the **Filter Records** dialog box for setting the number of copies to print.



►►► Note

- To exclude from the data to be printed, deselect the **Print** checkbox.
- To change the number of prints, double-click **Copies**, and then enter the value directly or click ^ (Up Arrow) or v (Down Arrow) on the right to increase or decrease the number.

Selected Records

Displays the number of records to be printed.

Record Number

Displays the number of the record displayed in the poster design area.

Click  (Previous) or  (Next) to check that the text string or image is replaced with each record.

Saving Artwork Dialog Box (Images)

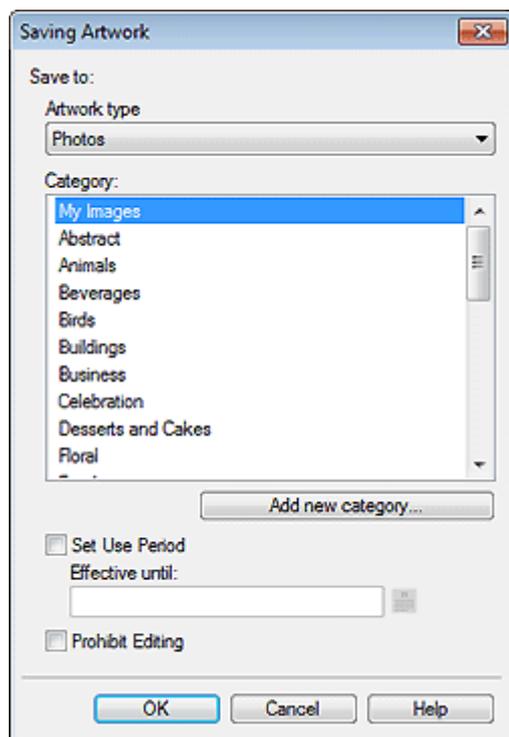
Add photos, clipart, shapes, and other objects.

Display the **Saving Artwork** dialog box by one of the following operations.

Click **Edit** in the [task area](#), select **Photos**, and then click **Add to Photos / Clipart...**

In the [task area](#), select **Clipart** in **Edit**, and then click **Add to Clipart...**

Right-click an image in the poster design area, and then click **Add to Photos / Clipart...**



Artwork type

Select the artwork type.

Select **Photos** or **Clipart** according to the content of artwork to be added.

Photos: Photos

Clipart: Clipart, shapes, text, and QR codes

Category

From the list, select the category for the artwork to be added.

►►► Note

- **My Images** and **My Clipart** are provided as the categories exclusively for users.

Add new category...

Add new categories.

Enter the category name in the displayed dialog box. The category will be added to the bottom of the list.

Set Use Period

Set the usage period for the artwork to be added.

Effective until

Click  (Calendar) to display the **Calendar** dialog box for specifying the usage period.

▶▶▶ Important

- Once set, the usage period for added artwork cannot be changed or canceled. To change or cancel the usage period, add the template again.

Prohibit Editing

Protect the artwork from being edited.

▶▶▶ Important

- Once set, edit protection cannot be canceled. To edit, add the template again.

▶▶▶ Note

- Once the artwork is added, its thumbnail appears in the list; right-click the thumbnail to check the settings.

Restrictions Information...:

Selectable when the image is protected from being edited or when the usage period or a QR code is set.

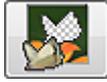
Artwork Properties...:

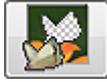
Displays the **Artwork Properties** dialog box for checking the artwork information. Artwork added by the user is displayed as **User Artwork**.

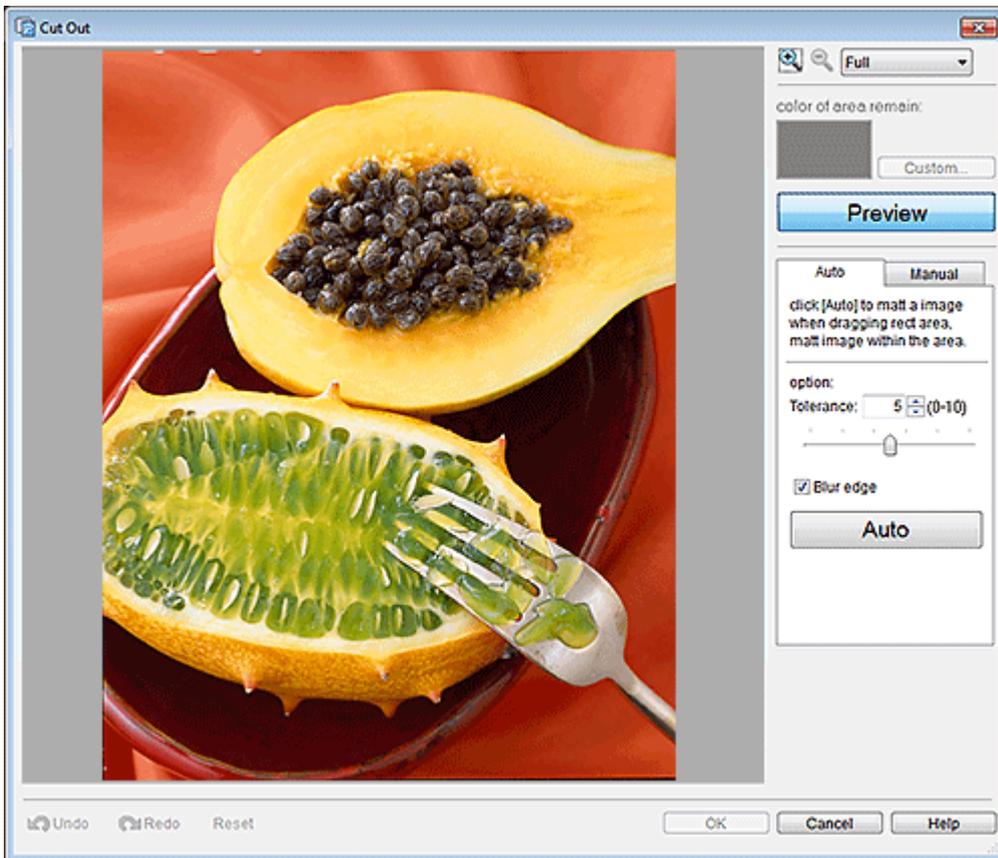
Cut Out Dialog Box

Isolate the area you want to keep in a photo and discard the rest such as the background.

Click **Edit** in the [task area](#), click **Photos**, and then select the image you want to edit on the poster.



To display the **Cut Out** dialog box, click  (Cut Out) in **Edit Image**.



Click  (Zoom In) or  (Zoom Out) to enlarge or reduce the display size. You can also enlarge or reduce the display size by specifying the scale.

color of area remain

Specify the color to fill the area to cut out when the original image that has not been cut out is displayed in the preview. The color can be changed in the **Color** dialog box displayed by clicking **Custom....**

Preview

Switch the preview between the original image that has not been cut out and the cut out image. When the button is off, the original image is displayed; when on, the cut out image is displayed.

Auto tab

Tolerance

Adjust the extent of the area to retain.

To retain a larger area, move the slider to the right (because more colors are judged similar).

To erase a larger area, move the slider to the left (because fewer colors are judged similar).

You can also set by entering a value directly.

Blur edge

Blurs the edges of cut out portions.

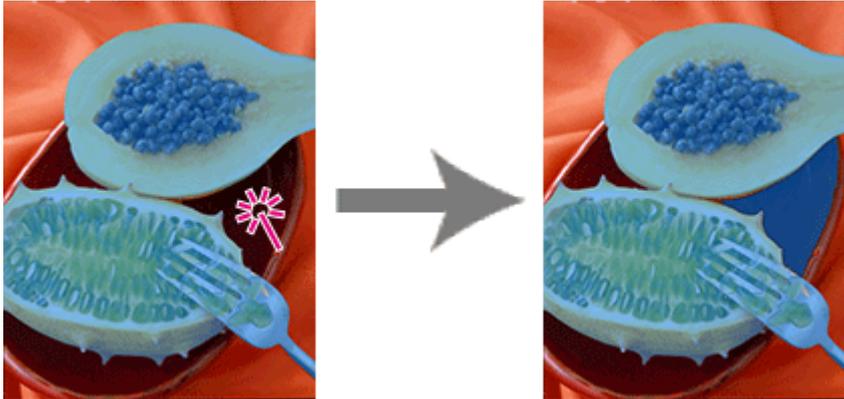
Manual tab



(Specify by color and cut)

Retains the area whose color is similar to the color specified on the image.

In **Tolerance**, set a larger value to retain a larger area and set a smaller value to erase a larger area.

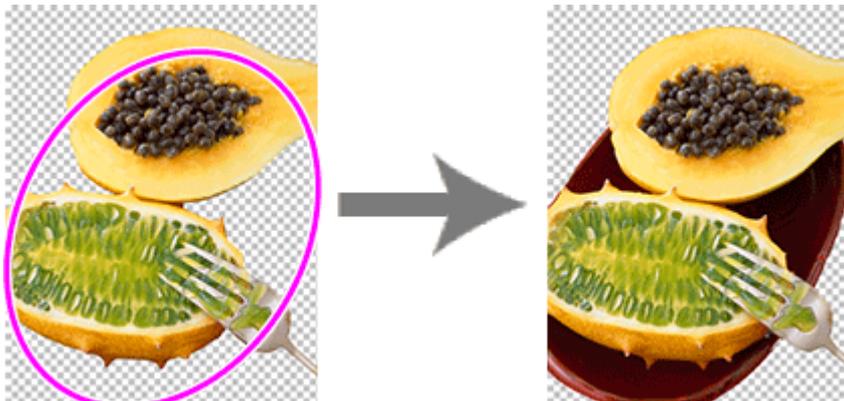


(Specify by area and cut)

Retains the area you outline freehand or by drawing a polygon.

Select **Freehand** or **Shape** in **Mode**, and then outline the area you want to retain.

Drag on the image to outline the area, or click to specify the vertices of the polygon and double-click when you have finished drawing.



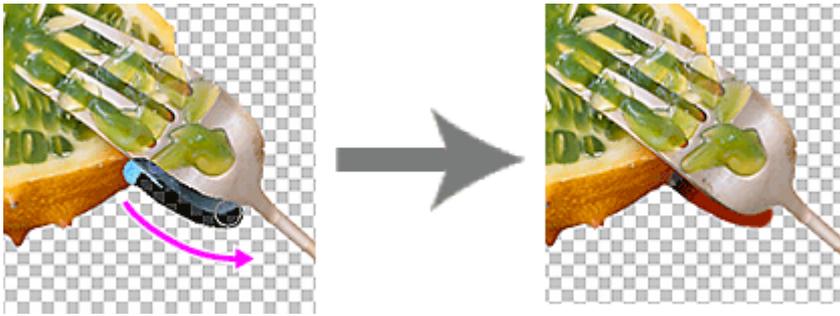
(Specify by line and cut)

Retains the area you trace freehand or by drawing a polyline.

Select **Brush** or **Line** in **Mode**, and then trace the area you want to retain.

The thickness of the brush and polyline can be specified in **Size**.

Drag on the image to trace the area, or click to specify the vertices of the polyline and double-click when you have finished drawing.



(Specify by color and clear)

Erases the area whose color is similar to the color specified on the image.

In **Tolerance**, set a larger value to erase a larger area and set a smaller value to retain a larger area.

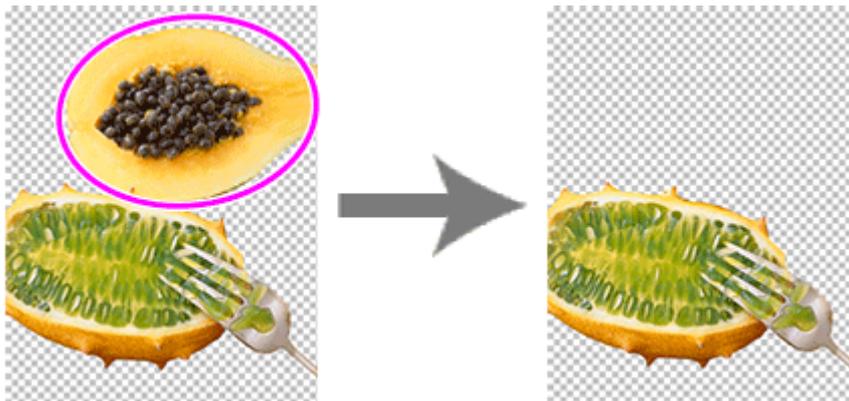


(Specify by area and clear)

Erases the area you outline freehand or by drawing a polygon.

Select **Freehand** or **Shape** in **Mode**, and then outline the area you want to erase.

Drag on the image to outline the area, or click to specify the vertices of the polygon and double-click when you have finished drawing.



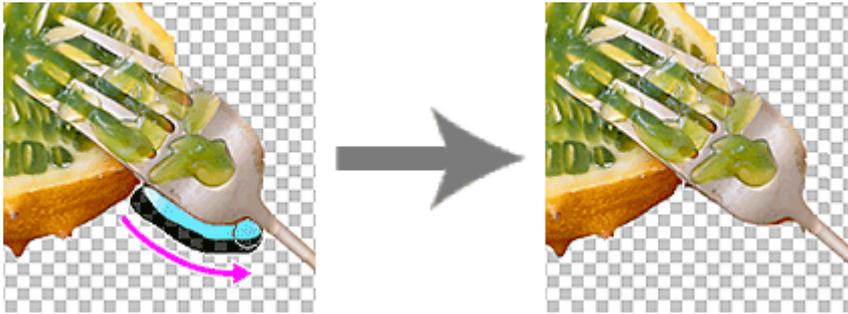
(Specify by line and clear)

Erases the area you trace freehand or by drawing a polyline.

Select **Brush** or **Line** in **Mode**, and then trace the area you want to erase.

The thickness of the brush and polyline can be specified in **Size**.

Drag on the image to trace the area, or click to specify the vertices of the polyline and double-click when you have finished drawing.

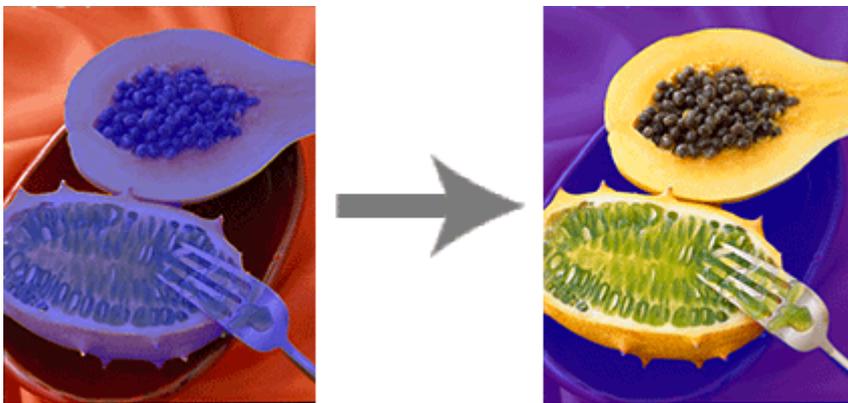


Blur edge

Blurs the edges of cut out portions.

Invert Selection

Switches the area to erase and area to retain.



Undo

Undoes the last operation.

Redo

Redoes the last undone correction.

Reset

Cancels the cut out effect.

Help

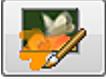
Opens this guide.

Fill Dialog Box

Change the color of a specified area of an object or image.

Display the **Fill** dialog box by one of the following operations.

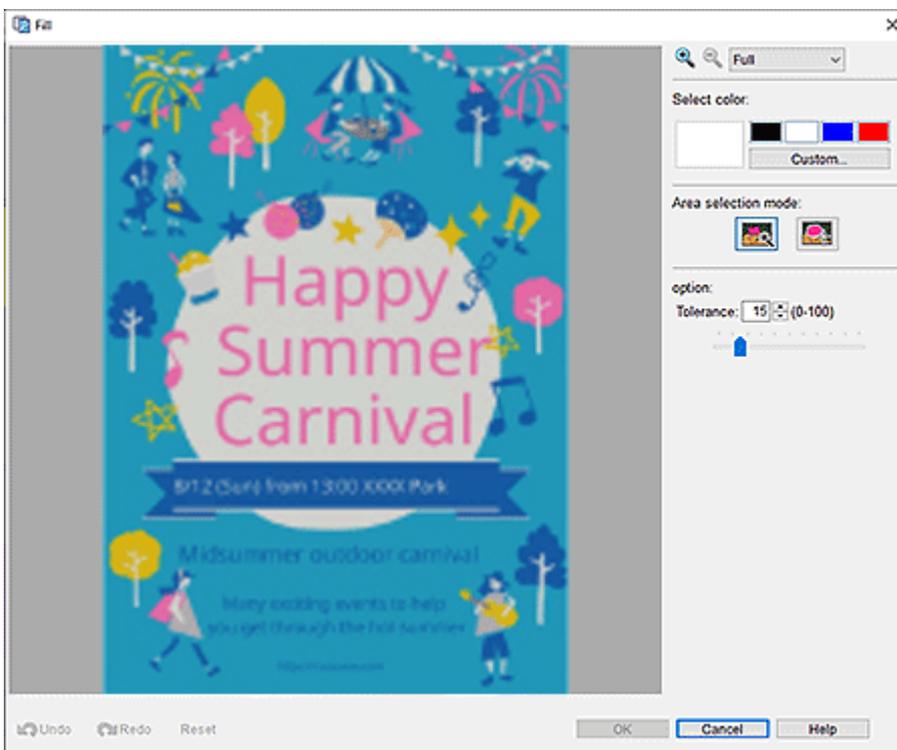
Click **Edit** in the [task area](#), click **Photos**, select the image you want to edit (such as a photo) on the poster,

click  (Retouch Image) in **Edit Image**, and then click  (Fill) in the displayed **Retouch Image** dialog box.

Right-click the image you want to edit (such as a photo) on the poster, and then click **Retouch Image... > Fill**.

Click **Edit** in the task area, click **Clipart**, select the clipart you want to edit on the poster, and then click **Convert to bitmap and edit...**

Right-click the clipart you want to edit on the poster, and then click **Retouch Image...**



  (Zoom In / Zoom Out)

Click  (Zoom In) or  (Zoom Out) to enlarge or reduce the display size. You can also enlarge or reduce the display size by specifying the scale.

Select color

Displays the current object or image color and basic colors. To use other colors, click **Custom...**, and then select a color in the displayed dialog box.

Regular color

Displays the current color or basic colors in the four-color palette.

Spot color

Displays available fluorescent colors in the four-color palette.

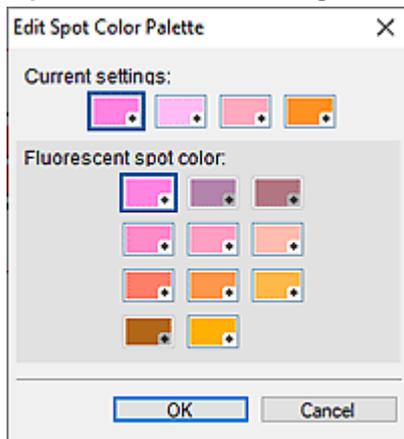
►►► Important

- Fluorescent spot colors cannot be used depending on your model or paper type.
- Fluorescent spot colors cannot be used when the **Edit layout with Free Layout plus** checkbox is selected in the **Paper Options** screen.

Edit Palette...

Click to display the **Edit Spot Color Palette** dialog box for editing the colors that appear in the palette.

Edit Spot Color Palette dialog box



Select the four colors you want to display in the **Spot color** palette.

Select the color you want to edit in the palette under **Current settings**, and then select the color you want to display in the palette from **Fluorescent spot color**.

►►► Note

- The four colors that appear in the **Spot color** palette are retained on the printer.

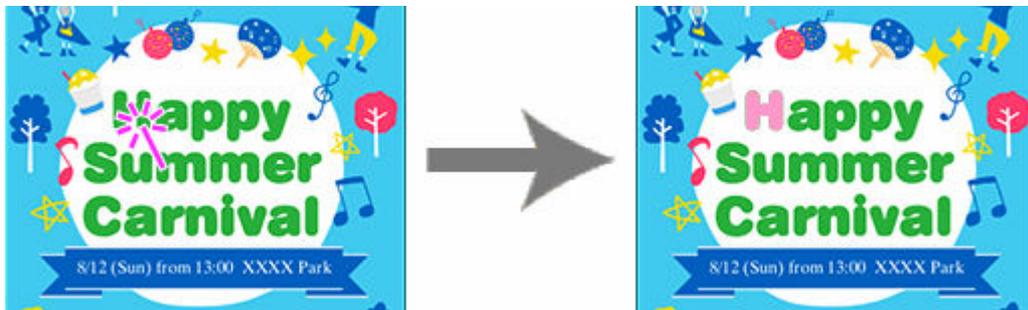
Area selection mode



(Auto Select Based on Clicked Color)

Change the color by automatically selecting an area whose color is similar to the color specified on the image.

In **Tolerance**, increase the value to change a larger area and decrease the value to narrow the area.

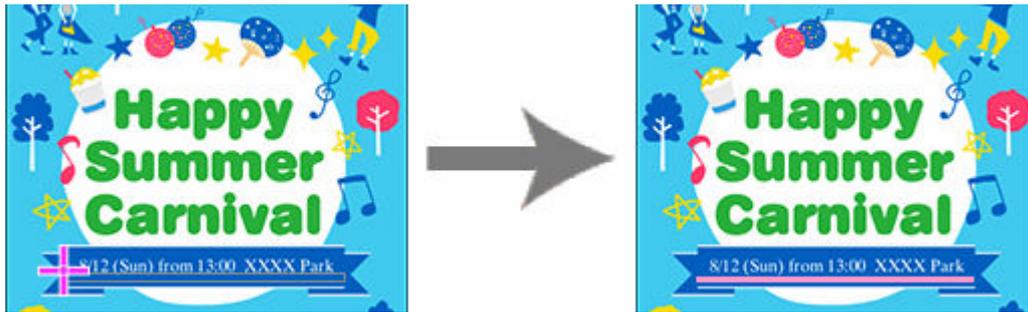


(Select Area Manually)

Change the color of the area you outline freehand or by drawing a polygon.

Select **Freehand** or **Shape** in **Mode**, and then outline the area whose color you want to change.

Drag on the image to outline the area, or click to specify the vertices of the polygon and double-click when you have finished drawing.



Undo

Undoes the last operation.

Redo

Redoes the last undone correction.

Reset

Restores the original state (the state before changing the colors).

Help

Opens this guide.

Edit Image Dialog Box (Trim)

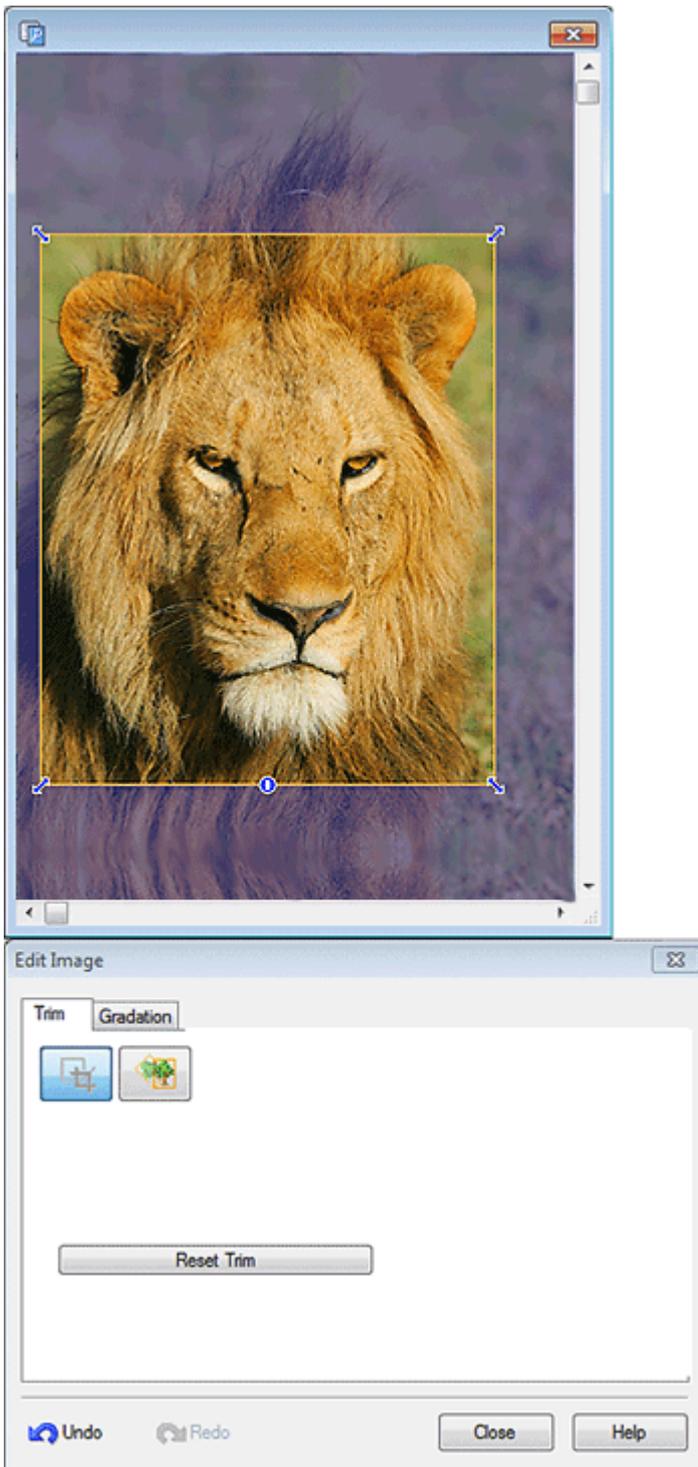
Select and display the area you want to keep in an image.

»» Important

- Trimming photos does not edit the original photos.
- Trimming is canceled if the photo is replaced with another photo.

Click **Edit** in the [task area](#), click **Photos**, and then select the image you want to edit on the poster.

To display the **Edit Image** dialog box and preview panel, click  (Trim) in **Edit Image**.



Orange frame (trimming area)

Represents the trimming area.

To resize the frame for the trimming area, drag ↖ (Arrow) in the corners.

To move the frame for the trimming area, drag ⬆ (Crosshair) that appears when you point inside the frame.

➤➤➤ Note

- To change the frame orientation from portrait to landscape and vice versa, rotate the orange frame by clicking ⌚ (Rotation).

Reset Trim

Resets the trimming area.

Undo

Undoes the last operation.

Redo

Redoes the last undone correction.

Help

Opens this guide.

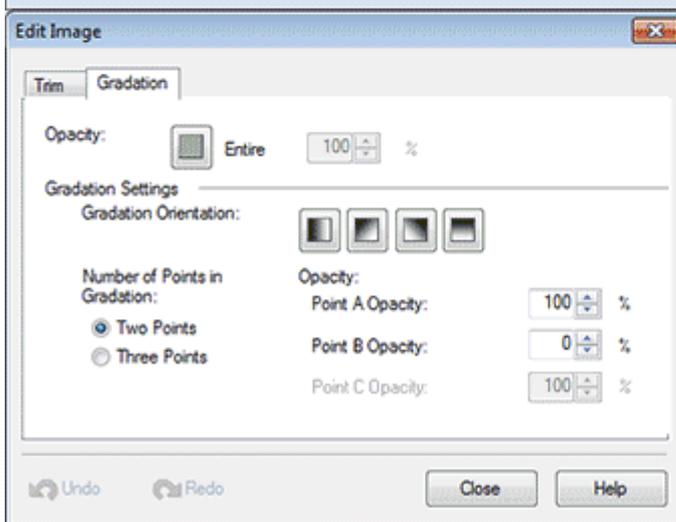
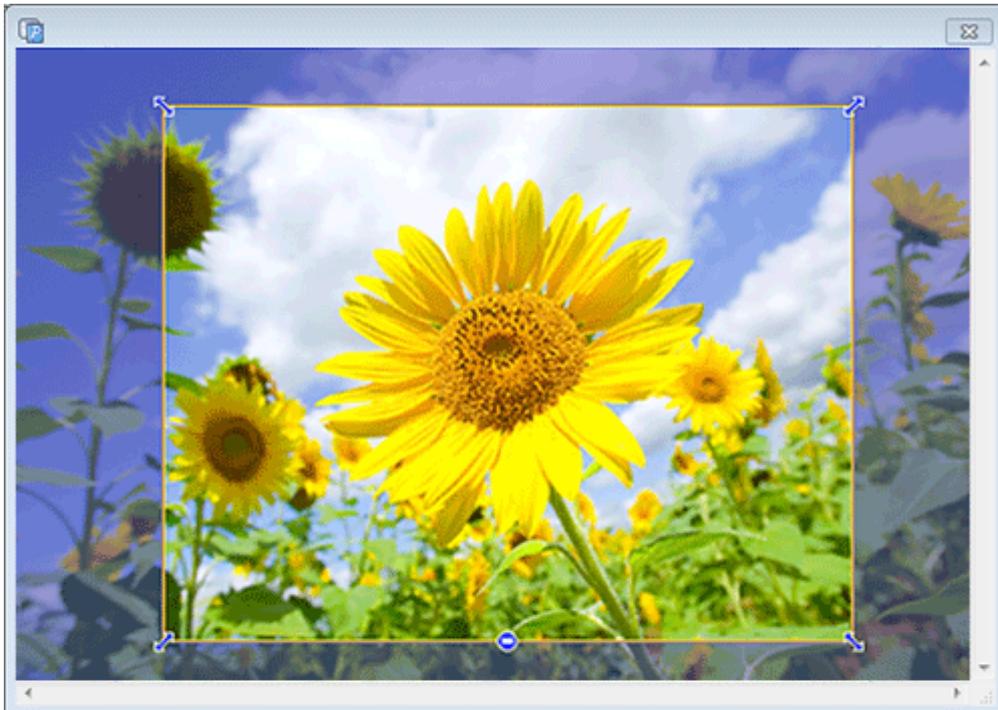
Edit Image Dialog Box (Gradation)

Apply a gradation to photos.

Click **Edit** in the [task area](#), click **Photos**, and then select the image you want to edit on the poster.



To display the **Edit Image** dialog box and preview panel, click (Gradation) in **Edit Image**.



Opacity



(Set Opacity to Background)

Apply transparency to the entire photo by specifying the opacity.

Increase the value to increase opacity and decrease the value to increase transparency.

Gradation Orientation

Specify the direction of the gradation.



(Left to Right)

Colors fade from left to right.



(Upper Left to Lower Right)

Colors fade from the upper left to the lower right.



(Upper Right to Lower Left)

Colors fade from the upper right to the lower left.



(Top to Bottom)

Colors fade from the top to the bottom.



►► Note

- To remove the gradation, click the selected **Gradation Orientation** again.

Number of Points in Gradation

Select whether to apply a gradation with midpoints.

To use midpoints, select **Three Points**. Midpoints (C1 and C2) appear in the preview; use them to make the gradation more variable.

Point A Opacity

Specify the opacity of starting point.

Increase the value to increase opacity and decrease the value to increase transparency.

Point B Opacity

Specify the opacity of ending point.

Increase the value to increase opacity and decrease the value to increase transparency.

Point C Opacity

Specify the opacity of midpoints.

Increase the value to increase opacity and decrease the value to increase transparency.

Note

- Selectable when **Three Points** is selected for **Number of Points in Gradation**.

Undo

Undoes the last operation.

Redo

Redoes the last undone correction.

Help

Opens this guide.

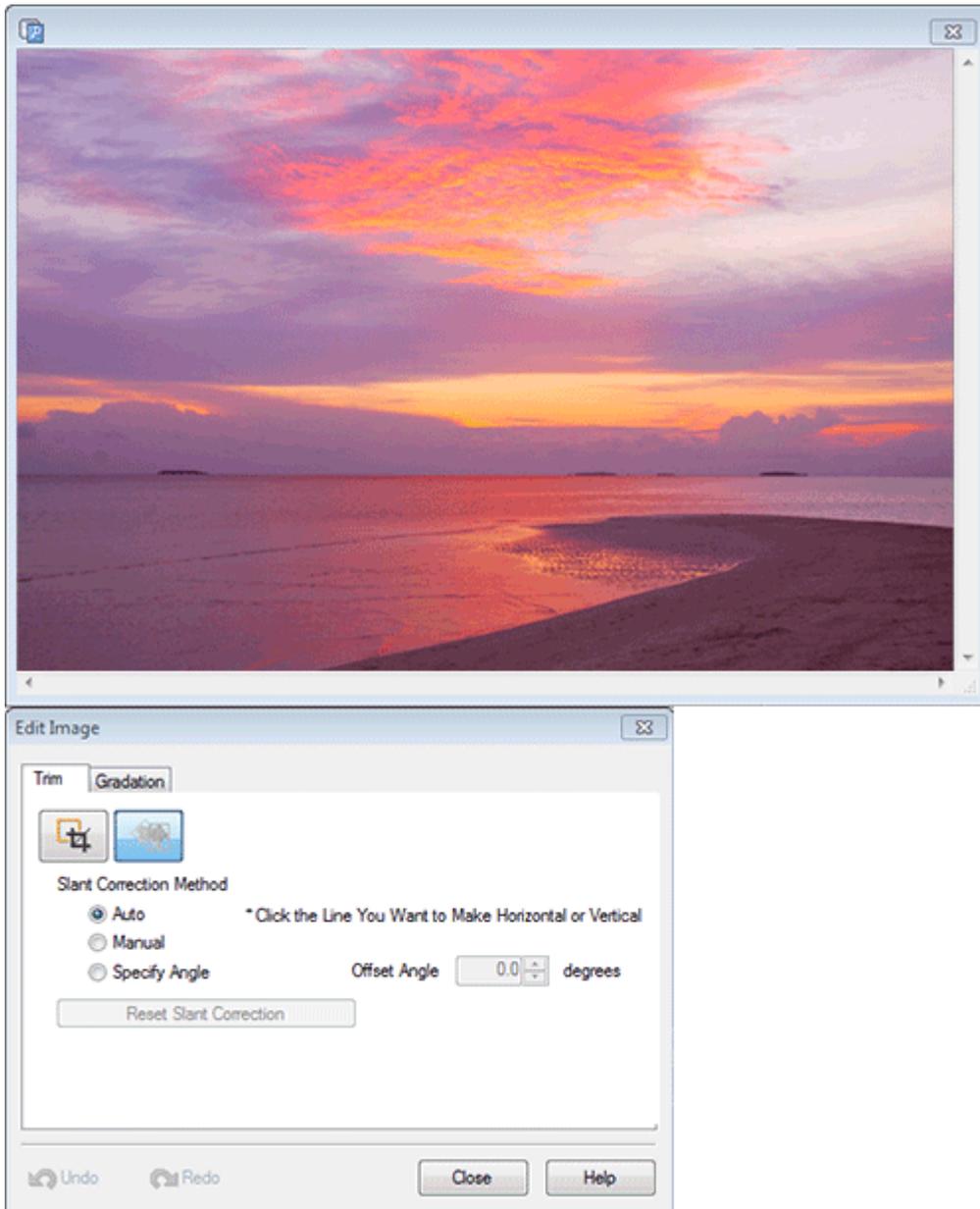
Edit Image Dialog Box (Slant Correction)

Correct slant of images.

Click **Edit** in the [task area](#), click **Photos**, and then select the image you want to retouch on the poster.

To display the **Edit Image** dialog box and preview panel, click  (Trim) in **Edit Image**.

In the **Edit Image** dialog box, click  (Slant Correction).



Slant Correction Method

Correct slant of images.

Select from **Auto**, **Manual**, and **Specify Angle**.

Offset Angle

To specify an angle, select **Specify Angle**.

Reset Slant Correction

Cancels slant correction.

Undo

Undoes the last operation.

Redo

Redoes the last undone correction.

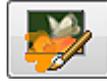
Help

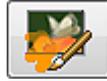
Opens this guide.

Retouch Image Dialog Box

Correct photos, apply effects to photos to create a particular mood in photos, adjust the colors, and use other retouching features to enhance your posters.

Click **Edit** in the [task area](#), click **Photos**, and then select the image you want to retouch on the poster.



To display the **Retouch Image** dialog box, click  (Retouch Image) in **Edit Image**.

►► Note

- Alternatively, right-click the image you want to edit (such as a photo) on the poster, and then click **Retouch Image...** to display the **Retouch Image** dialog box.



Auto Color Correction

Automatically retouch image color levels.

Color Adjustment

Displays the [Color Adjustment dialog box](#) for retouching image color levels manually.

Color Point Correction

Displays the [Color Point Correction dialog box](#) for adjusting the brightness based on the brightest point in the image (white point), the point of intermediate brightness (gray point), or the darkest point (black point).

Backlight Correction

Displays the [Backlight Correction dialog box](#) for correcting backlit images or blown-out highlights in images.

Sharpness

Displays the [Sharpness dialog box](#) for sharpening image edges.

Soft Focus

Displays the [Soft Focus dialog box](#) for blurring images to create a softer effect.

Monochrome

Converts images to monochrome.

Sepia

Converts images to sepia.

Logo Color Adjustment

Displays the [Logo Color Adjustment dialog box](#) for adjusting a portion of the logo image colors.

Cut Out

Displays the [Cut Out dialog box](#) for discarding the unwanted areas such as the background.

Fill

Displays the [Fill dialog box](#) for changing the colors of the specified areas of the object or image.

Undo

Undoes the last operation.

Redo

Redoes the last undone correction.

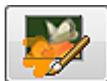
Help

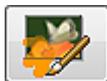
Opens this guide.

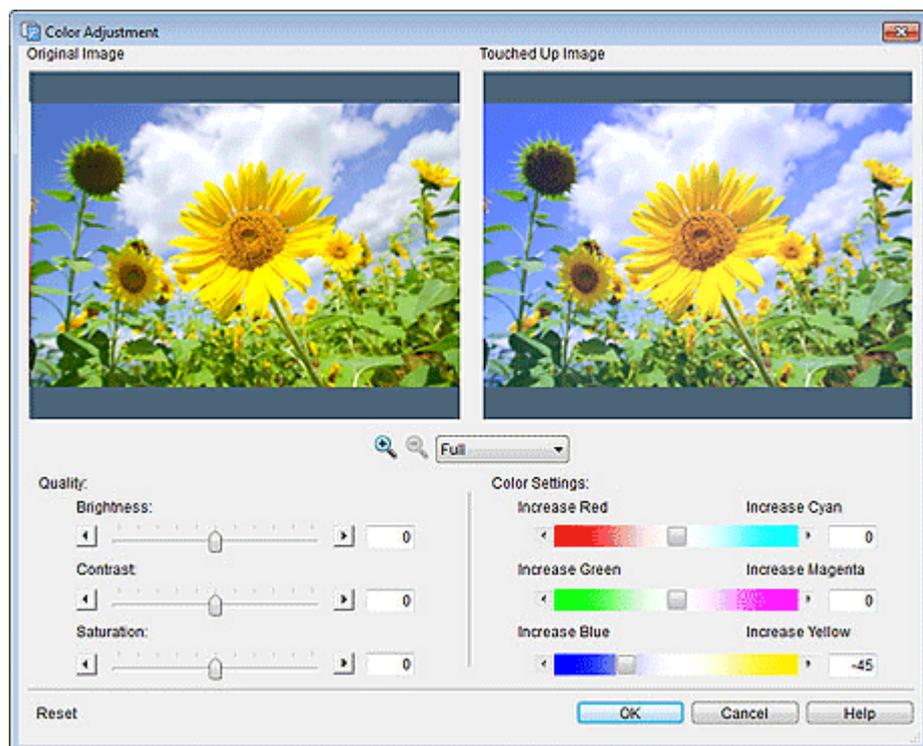
Color Adjustment Dialog Box

Correct image color levels.

Click **Edit** in the [task area](#), click **Photos**, and then select the image you want to retouch on the poster.



To display the **Retouch Image** dialog box, click  (Retouch Image) in **Edit Image**. To display the **Color Adjustment** dialog box, click **Color Adjustment**.



Original Image

Displays the original image.

Touched Up Image

Displays the retouched image.



(Zoom In / Zoom Out)

Click  (Zoom In) or  (Zoom Out) to enlarge or reduce the display size. You can also enlarge or reduce the display size by specifying the scale.

Quality

Brightness

Adjust the overall image brightness.

Adjust within the range of -100 to 100; move the slider to the right to brighten and left to darken. You can also set by entering a value directly.

Contrast

Adjust the overall image contrast.

Adjust within the range of -100 to 100; move the slider to the right to increase and left to decrease the contrast. You can also set by entering a value directly.

Saturation

Adjust the overall image vividness.

Adjust within the range of -100 to 100; move the slider to the right to increase and left to decrease the vividness. You can also set by entering a value directly.

Color Settings**Increase Red / Increase Cyan**

Adjust the balance of red and cyan. Adjust within the range of -100 to 100; move the slider to the right to increase cyan and left to increase red. You can also set by entering a value directly.

Increase Green / Increase Magenta

Adjust the balance of green and magenta. Adjust within the range of -100 to 100; move the slider to the right to increase magenta and left to increase green. You can also set by entering a value directly.

Increase Blue / Increase Yellow

Adjust the balance of blue and yellow. Adjust within the range of -100 to 100; move the slider to the right to increase yellow and left to increase blue. You can also set by entering a value directly.

Reset

Restores the original image.

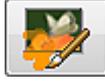
Help

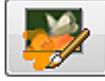
Opens this guide.

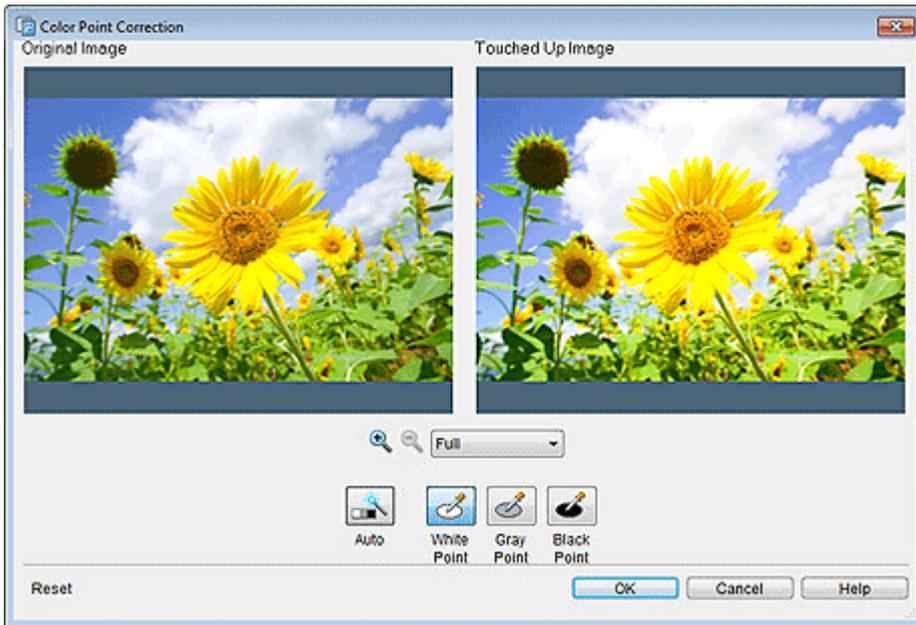
Color Point Correction Dialog Box

Adjust the overall brightness based on the brightest point in the image (white point), the point of intermediate brightness (gray point), or the darkest point (black point).

Click **Edit** in the [task area](#), click **Photos**, and then select the image you want to retouch on the poster.



To display the **Retouch Image** dialog box, click  (Retouch Image) in **Edit Image**. To display the **Color Point Correction** dialog box, click **Color Point Correction**.



Original Image

Displays the original image.

Touched Up Image

Displays the retouched image.



Click  (Zoom In) or  (Zoom Out) to enlarge or reduce the display size. You can also enlarge or reduce the display size by specifying the scale.

Auto

Automatically adjust the image brightness.

»» Note

- Click **Auto** to produce the same results as **Auto Color Correction** in the [Retouch Image dialog box](#).

White Point

Adjusts the brightness based on the brightest point in the image under **Original Image**.

Gray Point

Adjusts the brightness based on the point of intermediate brightness in the image under **Original Image**.

Black Point

Adjusts the brightness based on the darkest point in the image under **Original Image**.

Reset

Restores the original image.

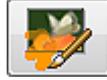
Help

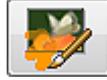
Opens this guide.

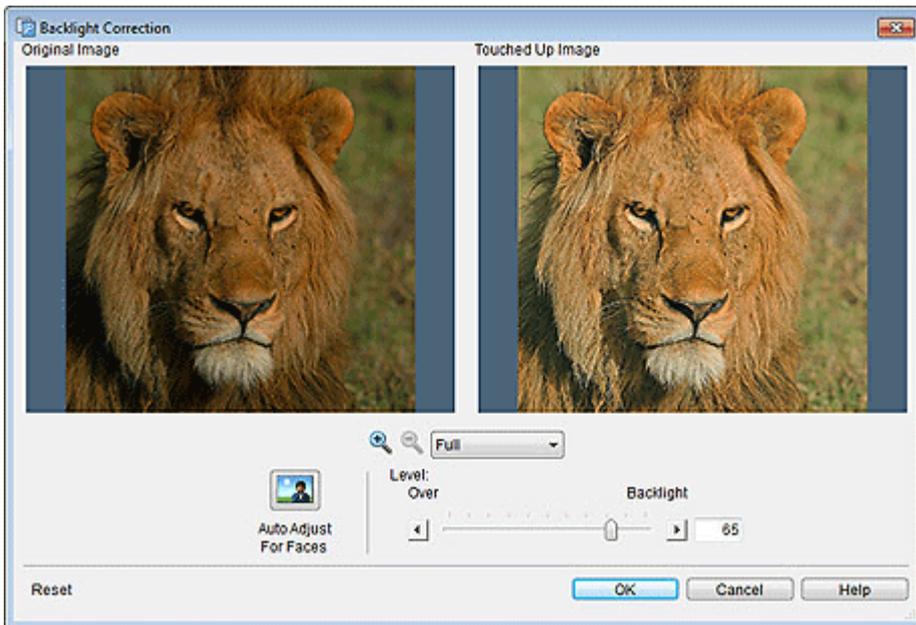
Backlight Correction Dialog Box

Correct backlit images.

Click **Edit** in the [task area](#), click **Photos**, and then select the image you want to retouch on the poster.



To display the **Retouch Image** dialog box, click  (Retouch Image) in **Edit Image**. To display the **Backlight Correction** dialog box, click **Backlight Correction**.



Original Image

Displays the original image.

Touched Up Image

Displays the retouched image.



Click  (Zoom In) or  (Zoom Out) to enlarge or reduce the display size. You can also enlarge or reduce the display size by specifying the scale.

Auto Adjust For Faces

Automatically adjust the brightness based on people's faces.

Level

Over / Backlight

Move the slider toward **Backlight** to brighten areas that are dark.

Move the slider toward **Over** to darken areas that are too bright.

You can also set by entering a value directly.

Reset

Restores the original image.

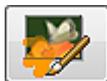
Help

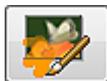
Opens this guide.

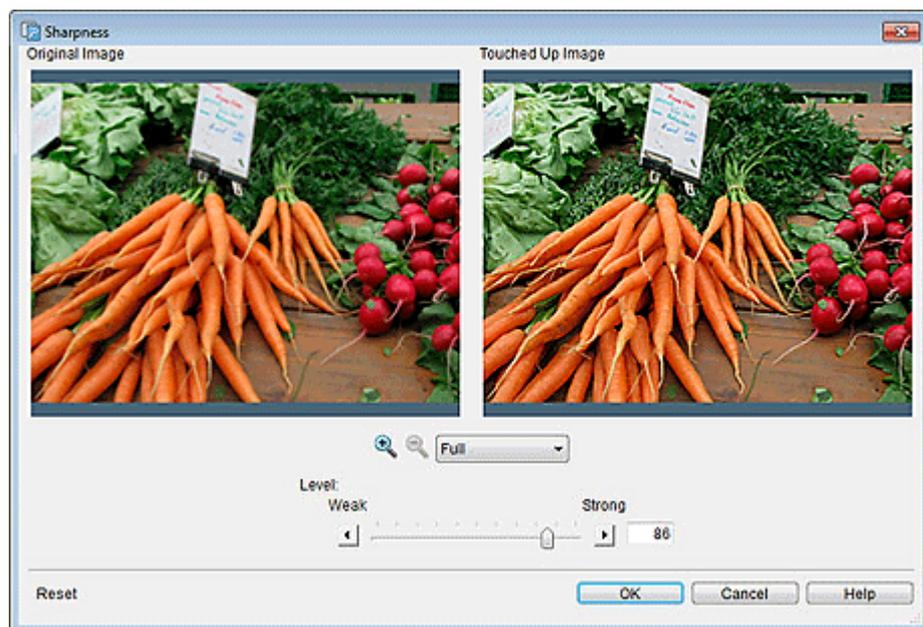
Sharpness Dialog Box

Sharpen image edges.

Click **Edit** in the [task area](#), click **Photos**, and then select the image you want to retouch on the poster.



To display the **Retouch Image** dialog box, click  (Retouch Image) in **Edit Image**. To display the **Sharpness** dialog box, click **Sharpness**.



Original Image

Displays the original image.

Touched Up Image

Displays the retouched image.



(Zoom In / Zoom Out)

Click  (Zoom In) or  (Zoom Out) to enlarge or reduce the display size. You can also enlarge or reduce the display size by specifying the scale.

Level

Adjust the level of image edge sharpness.

Adjust within the range of 0 to 100; move the slider to the right to increase sharpness. You can also set by entering a value directly.

Reset

Restores the original image.

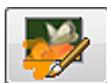
Help

Opens this guide.

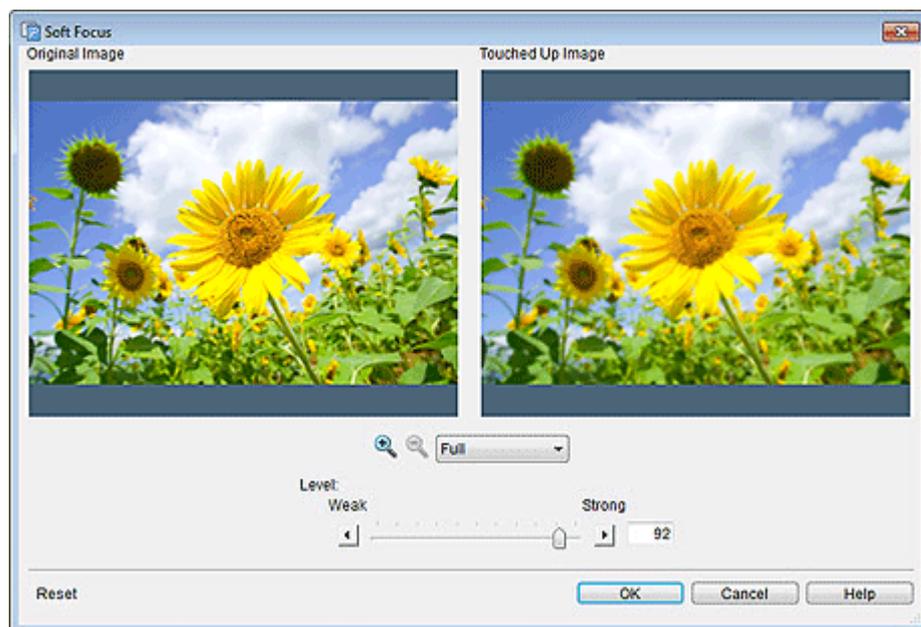
Soft Focus Dialog Box

Blur images to create a softer effect.

Click **Edit** in the [task area](#), click **Photos**, and then select the image you want to retouch on the poster.



To display the **Retouch Image** dialog box, click **Retouch Image** in **Edit Image**. To display the **Soft Focus** dialog box, click **Soft Focus**.



Original Image

Displays the original image.

Touched Up Image

Displays the retouched image.



Click  (Zoom In) or  (Zoom Out) to enlarge or reduce the display size. You can also enlarge or reduce the display size by specifying the scale.

Level

Adjust the level of blur.

Adjust within the range of 0 to 100; move the slider to the right to increase blur and left to reduce it. You can also set by entering a value directly.

Reset

Restores the original image.

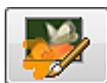
Help

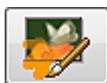
Opens this guide.

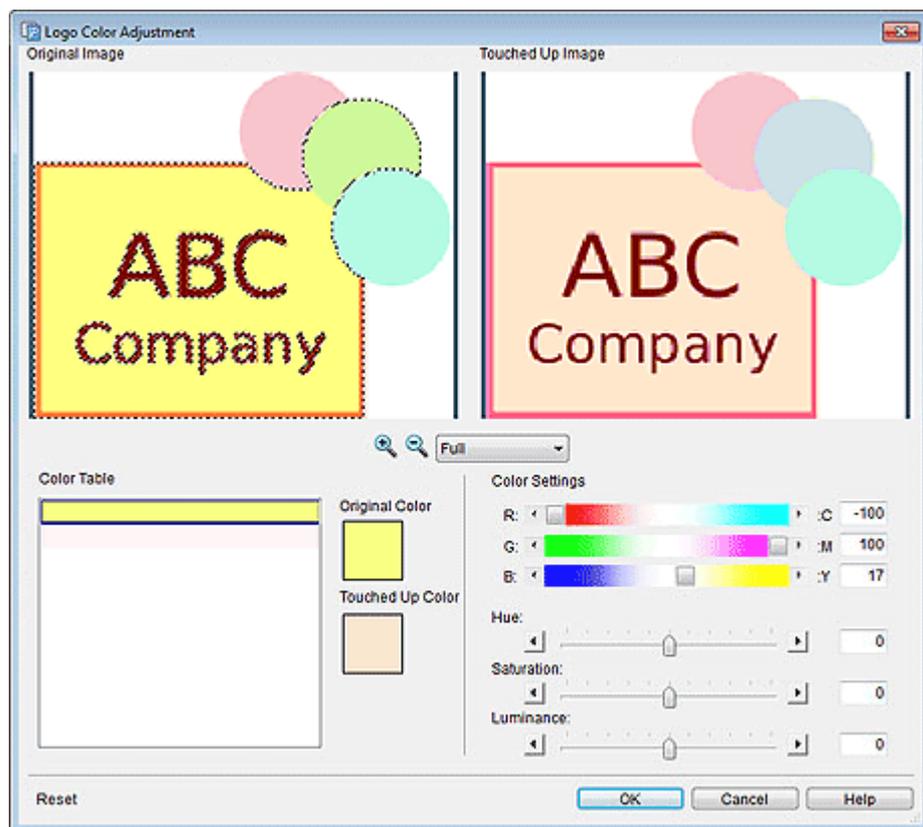
Logo Color Adjustment Dialog Box

Adjust a portion of the logo image colors.

Click **Edit** in the [task area](#), click **Photos**, and then select the image you want to retouch on the poster.



To display the **Retouch Image** dialog box, click  (Retouch Image) in **Edit Image**. To display the **Logo Color Adjustment** dialog box, click **Logo Color Adjustment**.



Original Image

Displays the original image.

The color of a portion you click on the image will be adjusted.

Touched Up Image

Displays the retouched image.



(Zoom In / Zoom Out)

Click  (Zoom In) or  (Zoom Out) to enlarge or reduce the display size. You can also enlarge or reduce the display size by specifying the scale.

Color Table

Displays a list of colors used in the logo.

Color Settings

Adjust the color intensity of the image.

Adjust within the range of -100 to 100; move the slider to adjust the color intensity. You can also adjust by entering a value directly.

Hue

Adjust the image's overall color tone.

Adjust within the range of -100 to 100; move the slider to the right to emphasize and left to weaken the color tone. You can also set by entering a value directly.

Saturation

Adjust the overall image vividness.

Set within the range of -100 to 100; move the slider to the right to increase and left to decrease the vividness. You can also set by entering a value directly.

Luminance

Adjust the overall image brightness.

Set within the range of -100 to 100; move the slider to the right to brighten and left to darken. You can also set by entering a value directly.

Reset

Restores the original image.

Help

Opens this guide.

Fill and Stroke Dialog Box

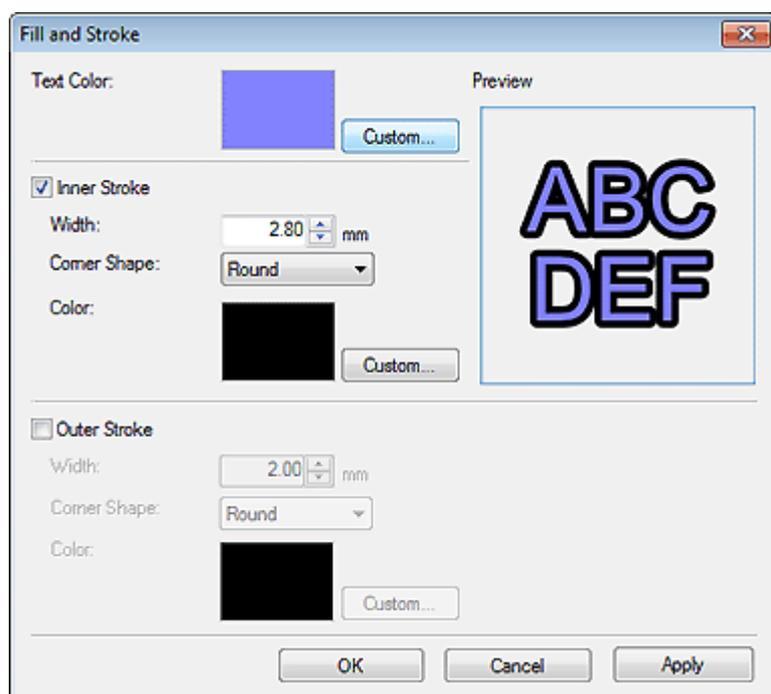
Outline text.

Click **Edit** in the [task area](#), click **Text**, and then select the text (or text box of the text) you want to outline on the poster.

To display the **Fill and Stroke** dialog box, on the **Edit** tab, click  (Fill and Stroke) in **Text Effects**.

»»» Important

- Fluorescent spot colors cannot be used depending on your model or paper type.
- Fluorescent spot colors cannot be used when the **Edit layout with Free Layout plus** checkbox is selected in the **Paper Options** screen.



Text Color

The color specified in the settings panel in the **Edit** screen (Text) is reflected.

To change the text color, click **Custom...**, **Change to Spot Color...**, or **Change to Regular Color...**, and then select a color in the displayed dialog box.

Inner Stroke / Outer Stroke

Apply a single or double outline to the text.

Width

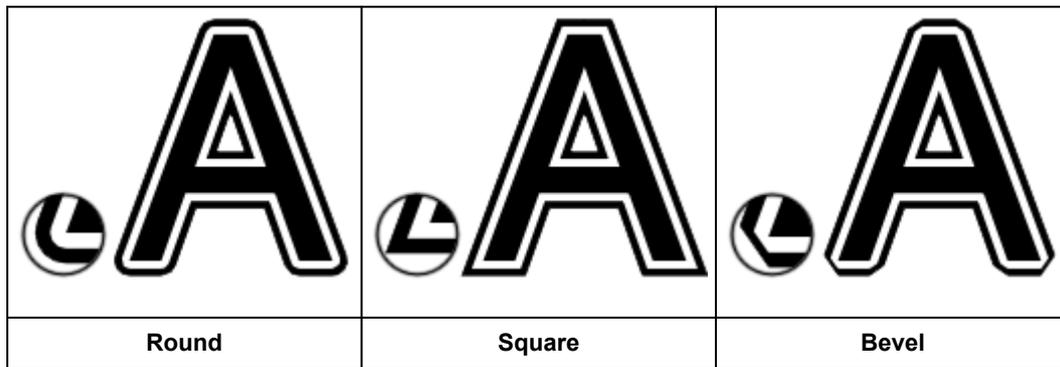
Specify the outline width.

Enter a value (0.10 to 100.00) directly. Alternatively, click \wedge (Up Arrow) or \vee (Down Arrow) on the right to increase or decrease the value.

Corner Shape

Specify the outline shape.

Select from **Round**, **Square**, and **Bevel**.



Color

Specify the outline color.

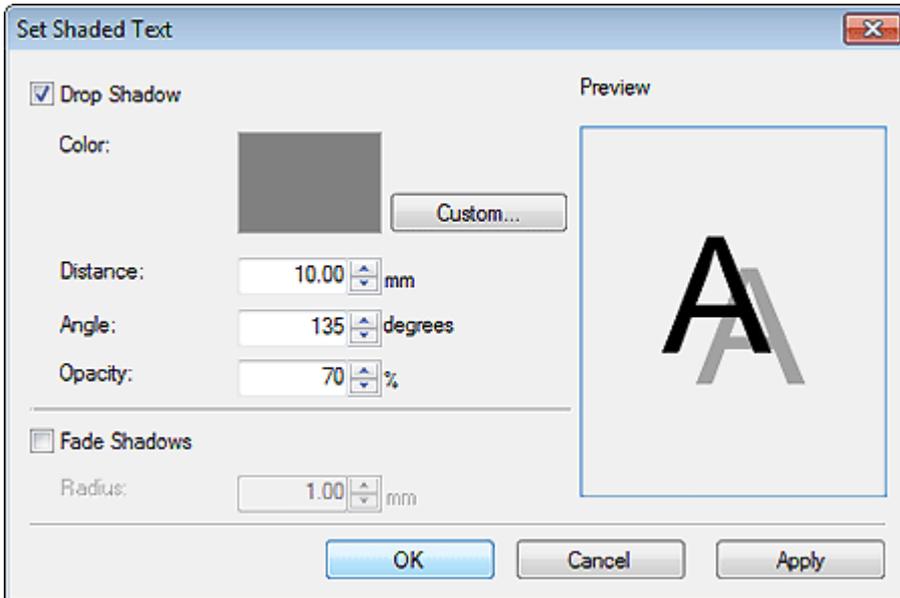
Click **Custom...**, **Change to Spot Color...**, or **Change to Regular Color...**, and then select a color in the displayed dialog box.

Set Shaded Text Dialog Box

Add a drop shadow to text.

Click **Edit** in the [task area](#), click **Text**, and then select the text (or text box of the text) you want to add a shadow to on the poster.

To display the **Set Shaded Text** dialog box, on the **Edit** tab, click  (Shaded Text) in **Text Effects**.



Drop Shadow

Add a drop shadow to text.

Color

Specify the shadow color.

Click **Custom...**, **Change to Spot Color...**, or **Change to Regular Color...**, and then select a color in the displayed dialog box.

Important

- Fluorescent spot colors cannot be used depending on your model or paper type.
- Fluorescent spot colors cannot be used when the **Edit layout with Free Layout plus** checkbox is selected in the **Paper Options** screen.

Distance

Specify the distance between the text and shadow.

Angle

Specify the shadow angle.

Opacity

Specify the shadow opacity.

Increase the value to make shadows darker and decrease the value to make shadows lighter.

Important

- **Opacity** cannot be set when a fluorescent spot color is specified for the drop shadow color.

Fade Shadows

Softens the shadow.

»» Important

- Shadows cannot be softened when a fluorescent spot color is specified for the drop shadow color.

Radius

Specify the degree of shadow softening.

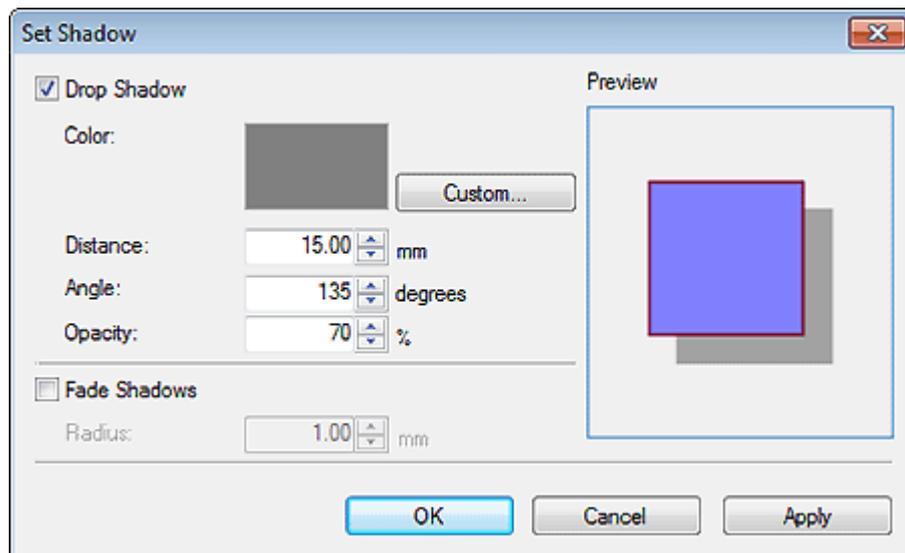
Increase the value to soften shadows more and decrease the value to emphasize shadows.

Set Shadow Dialog Box

Add a drop shadow to shapes.

Click **Edit** in the [task area](#), click **Shapes**, and then select the shape you want to add a shadow to on the poster.

To display the **Set Shadow** dialog box, click  (Drop Shadow) in **Dropshadow**.



Drop Shadow

Add a drop shadow to the shape.

Color

Specify the shadow color.

Click **Custom...**, **Change to Spot Color...**, or **Change to Regular Color...**, and then select a color in the displayed dialog box.

►► Important

- Fluorescent spot colors cannot be used depending on your model or paper type. In addition, fluorescent spot colors cannot be used in the following cases.
 - **Opacity** is set for **Fill-in Color** of the object.
 - The **Edit layout with Free Layout plus** checkbox is selected in the **Paper Options** screen.

Distance

Specify the distance between the shape and shadow.

Angle

Specify the shadow angle.

Opacity

Specify the shadow opacity.

Increase the value to make shadows darker and decrease the value to make shadows lighter.

»» Important

- **Opacity** cannot be set when a fluorescent spot color is specified for the drop shadow color.

Fade Shadows

Softens the shadow.

Radius

Specify the degree of shadow softening.

Increase the value to soften shadows more and decrease the value to emphasize shadows.

»» Important

- Shadows cannot be softened when a fluorescent spot color is specified for the drop shadow color.

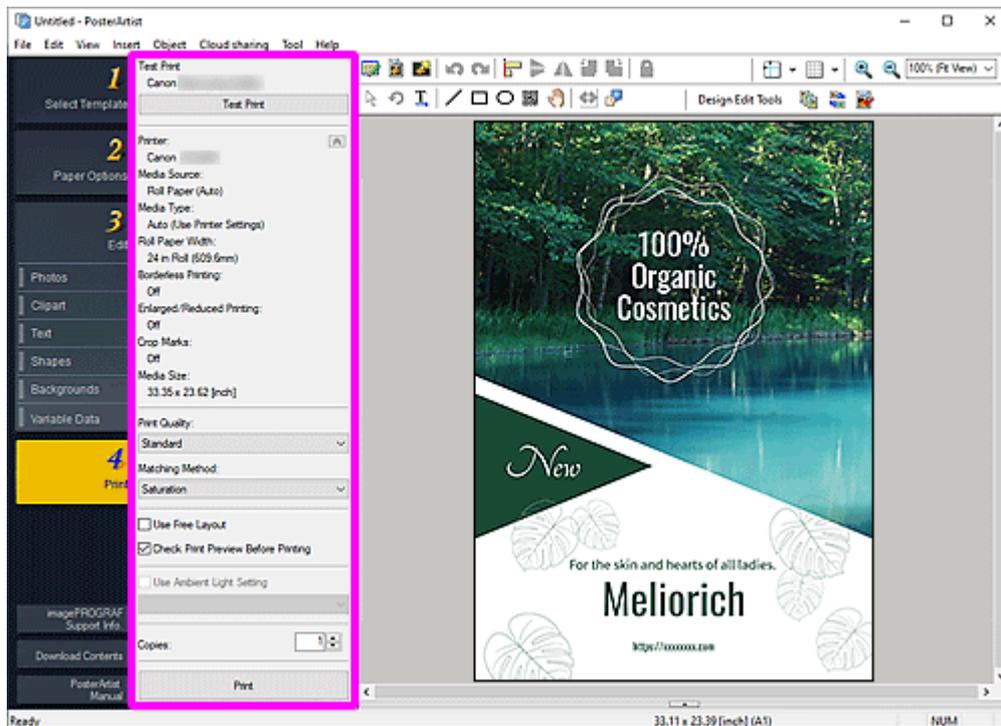
Print Screen

Specify or check print settings before printing.

To display the screen, click **Print** in the [task area](#).

►►► Important

- Available functions and settings vary depending on your model or paper type.



Test Print

Before printing at the actual size, test print your poster on A4 or Letter size paper.

►►► Important

- Some printer features, such as borderless printing and print quality are not available when test printing.
- Ambient light settings are not applied.

►►► Note

- For instructions on selecting the printer to use for test printing, see [Preferences Dialog Box](#).

Printer / Media Source / Media Type / Roll Paper Width / Borderless Printing / Enlarged/Reduced Printing / Crop Marks / Media Size

Settings made in the **Paper Options** screen are displayed.

►►► Note

- To change the settings, see [Paper Options Screen](#).

Print Quality

Select the print quality.

Matching Method

Select a rendering intent.

Perceptual (Photo)

Select this when you want to print with an impression close to that on the monitor since the characteristics of the data displayed on the monitor will be reflected correctly.

Saturation (Poster)

Select this when you want to print posters, business documents, and other items that require attractiveness or reader-friendly graphs.

Use fluorescent ink

Vivid mode

Prints the entire image in vivid color tones using fluorescent ink.

Spot mode

Print after specifying areas (text, shapes, or other objects) in which to use fluorescent ink.

Use Free Layout

Use the Free Layout function. Import print data from various applications and move, align, enlarge/ reduce, or rotate each data to adjust the layout before printing.

▶▶▶ Note

- This does not appear when the **Edit layout with Free Layout plus** checkbox is selected in the **Paper Options** screen, or depending on your printer driver.
- For details on the Free Layout function, refer to the Online Manual for your model.

Check Print Preview Before Printing

imagePROGRAF Preview starts and you can check the print result in the preview before printing.

▶▶▶ Note

- For details on imagePROGRAF Preview, refer to the Online Manual for your model.

Use Ambient Light Setting

Adjust colors according to the environment to visually enhance the poster's color tones.

▶▶▶ Important

- This function is unavailable depending on the type of your paper.

Copies

Set the number of copies to print.

Print

Starts printing after the **Print Progress** dialog box appears.

▶▶▶ Note

- When the **Edit layout with Free Layout plus** checkbox is selected in the **Paper Options** screen, **Print (Start Free Layout plus)** is displayed instead of the Print button; click to start Free Layout plus. For details on Free Layout plus, refer to the Online Manual for your model.

Ambient Light Setting Dialog Box

Automatically adjust colors according to the environment to visually enhance the poster's color tones.

Display the [Print screen](#) from the [task area](#), and then select the **Use Ambient Light Setting** checkbox.

The displayed screen varies depending on the item selected in the ambient light setting list.

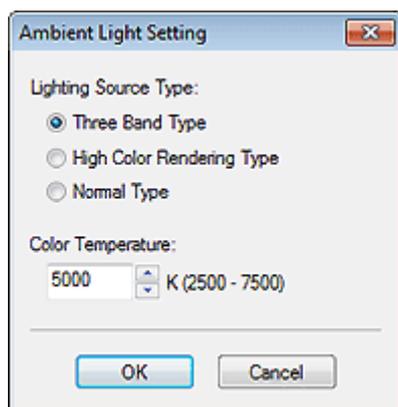
▶▶▶ Important

- This function cannot be used depending on your printer or paper type.
- This function requires the "i1" light meter and the Light Source Measure Tool. Download the "i1" light meter or the Light Source Measure Tool from our website, and then install it on the computer used for measuring ambient light.

▶▶▶ Note

- For instructions on measuring the light source type and color temperature, refer to "LightSourceMeasureTool_English.pdf" supplied with the Light Source Measure Tool.

When Custom Settings Is Selected



Lighting Source Type

Select the light source type measured with the Light Source Measure Tool.

Color Temperature

Specify the color temperature measured with the Light Source Measure Tool.

When By selecting a chart number Is Selected

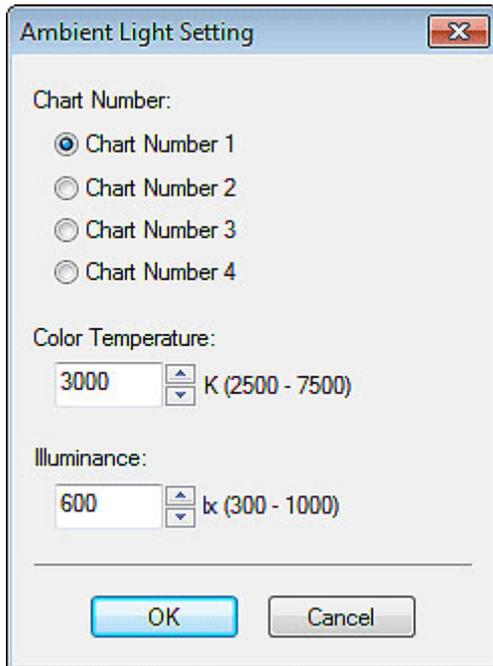


Chart Number

Check printed charts and select the desired chart number.

►►► Note

- Check printed charts in the environment where the poster is displayed.

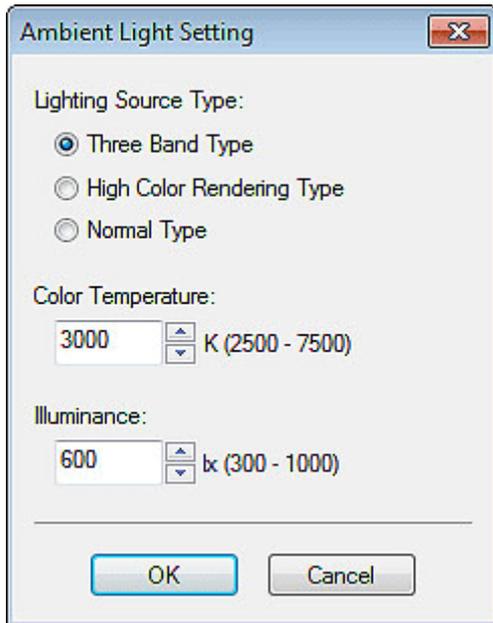
Color Temperature

Specify the color temperature measured at monitor calibration.

Illuminance

Specify the illuminance measured at monitor calibration.

When By entering values directly Is Selected



Lighting Source Type

Select the light source type measured with the Light Source Measure Tool.

Color Temperature

Specify the color temperature measured with the Light Source Measure Tool.

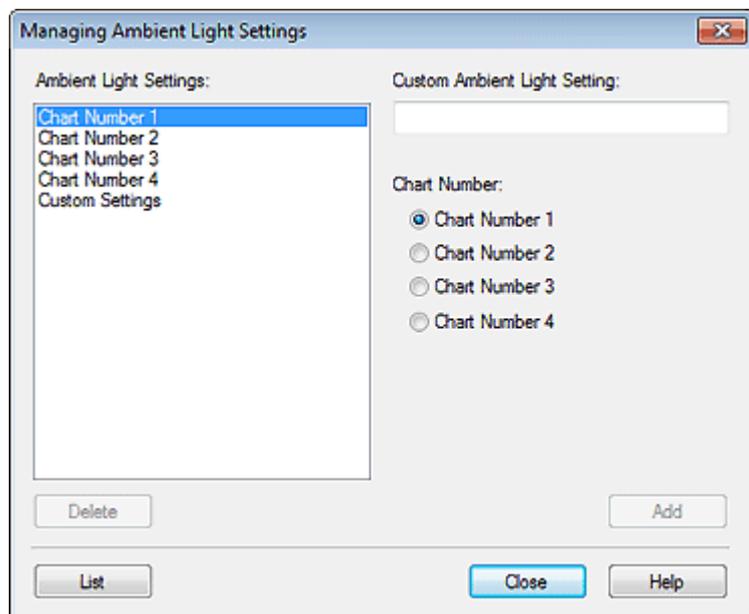
Illuminance

Specify the illuminance measured with the Light Source Measure Tool.

Managing Ambient Light Settings Dialog Box

Add ambient light settings under a name of your choice. By adding ambient light settings, you can quickly print posters according to the environment where they are displayed.

To display the **Managing Ambient Light Settings** dialog box, click **Managing Ambient Light Settings...** in the **Tool** menu.



Ambient Light Settings

Displays a list of ambient light settings.

Custom Ambient Light Setting

Set the name of the ambient light setting.

Chart Number

Select a chart number.

Delete

Deletes the selected ambient light setting.

►►► Note

- **Chart Number 1** to **Chart Number 4** and **Custom Settings** cannot be deleted.
- When multiple instances of PosterArtist are running, ambient light settings cannot be deleted.

Add

Add the ambient light setting with the specified settings. Once added, the setting appears under **Ambient Light Setting**.

►►► Note

- Added ambient light settings appear in the ambient light setting list in the **Print** screen.

List

Displays the **Ambient Light Setting List** dialog box for viewing ambient light settings.

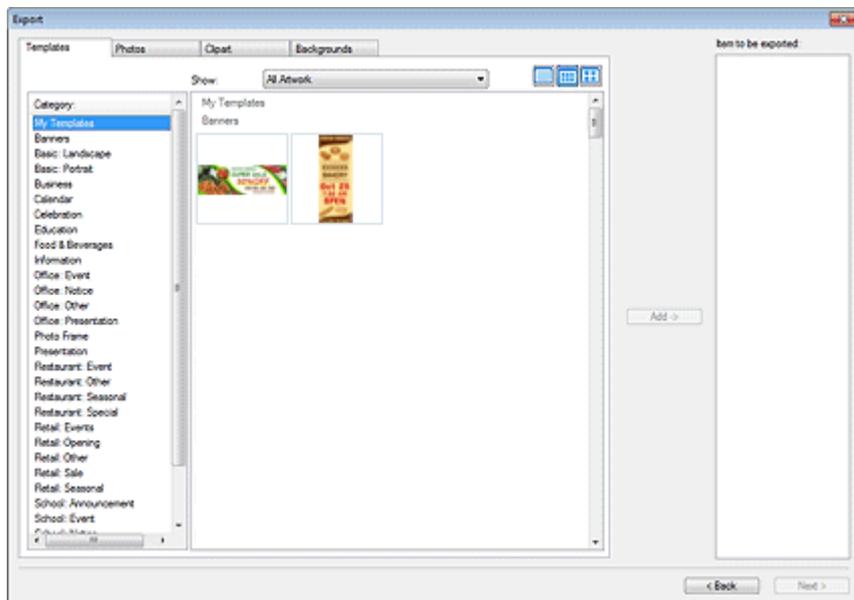
Help

Opens this guide.

Export Dialog Box

Export artwork added to the library as a single file (with a .cptx extension).

To display the **Export** dialog box, click **Export...** in the **File** menu.



Library tabs

Switch between the **Templates**, **Photos**, **Clipart**, and **Backgrounds** tabs.

Category

Displays a list of categories in the library.

Show

Change the type of displayed artwork.

All Artwork

Displays all artwork.

User Artwork

Displays artwork added by the user.

Library Artwork

Displays the pre-installed artwork.

Artwork with Expiration Date

Displays artwork whose usage period is set.

Artwork with Edit Restriction

Displays artwork whose edit restrictions are set.



(Small Size / Medium Size / Large Size)

Changes the display size of thumbnails.

Artwork

Displays the thumbnails of artwork in the library.

Add

Select the artwork you want to export, and then click **Add** to add it to **Item to be exported**.

▶▶▶ Note

- Up to 200 artwork items can be selected from multiple libraries.
- Multiple artwork items are exported as a single file.

Item to be exported

Artwork displayed in **Item to be exported** will be exported.

Back

Closes the **Export** dialog box.

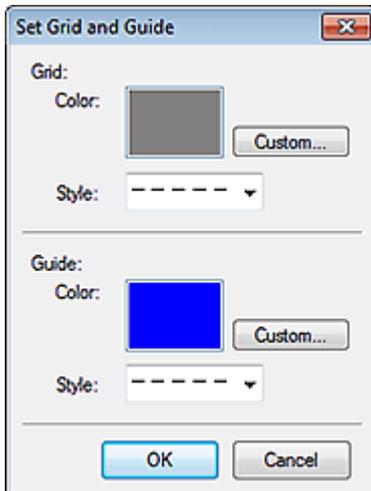
Next

Displays the **Export to** dialog box; enter the destination category name, and then specify the destination folder to save the export file.

Set Grid and Guide Dialog Box

Specify the color and line type of the grid and guide.

To display the **Set Grid and Guide** dialog box, right-click the poster's background or outside it, and then click **Grid and Guide > Set Grid and Guide...**



Grid

Color

Displays the current color. To change the color, click **Custom...** to display the **Color** dialog box, and then select a color.

Style

Select the grid line type from the list.

Guide

Color

Displays the current color. To change the color, click **Custom...** to display the **Color** dialog box, and then select a color.

Style

Select the guide line type from the list.

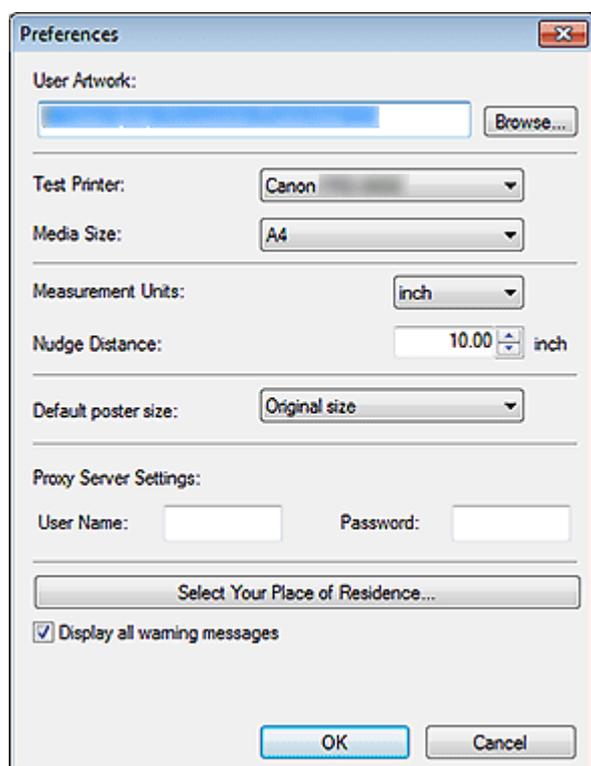
▶▶▶ Note

- For instructions on using the guide, see [Using the Guide](#).

Preferences Dialog Box

Specify the location to save artwork, printer to use for test printing, and more.

To display the **Preferences** dialog box, click **Preferences...** in the **Edit** menu.



User Artwork

Specify the location to save templates, images, and other artwork created using PosterArtist. Click **Browse...**, and then specify the destination folder.

Test Printer

Select the printer to use for test printing.

Media Size

Select the paper size for test printing from **A4** and **Letter**.

Measurement Units

Select the unit of length for PosterArtist from **mm** and **inch**.

Nudge Distance

Specify the distance objects move each time a keyboard arrow key is pressed, within the following ranges.

When **Measurement Units** is **mm**: 0.01 to 10,000 mm

When **Measurement Units** is **inch**: 0.01 to 393.70 in.

►►► Note

- Press the arrow key while holding down the Ctrl key to move objects by one tenth of the value set in **Nudge Distance**.

Default poster size

Set the default size of templates and new posters. It can also be changed at a later time.

Proxy Server Settings

Set the proxy server. If you are not using a proxy server, leave those fields blank.

User Name

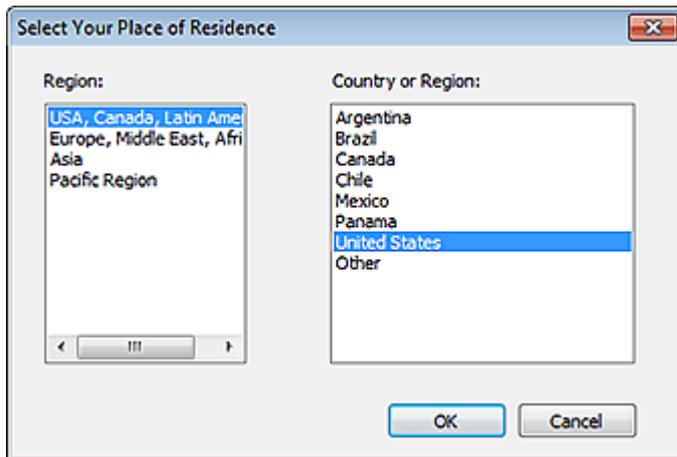
Enter the user name.

Password

Enter the password.

Select Your Place of Residence...

Displays the **Select Your Place of Residence** dialog box; select **Region** or **Country and Region**.



Display all warning messages

If you deselect this checkbox, warning messages displayed while using PosterArtist will no longer appear.

Properties Dialog Box

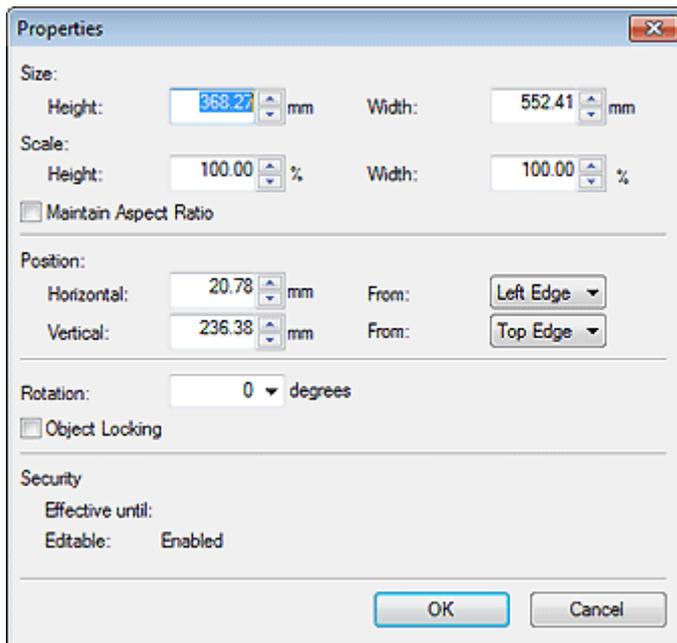
Specify the size, position, or rotation angle of objects by entering a value.

To display the **Properties** dialog box, select the target object on the poster, and then click **Properties...** in the **Object** menu.

➔ [For Objects Other than Lines and Arrows](#)

➔ [For Lines and Arrows](#)

For Objects Other than Lines and Arrows



Size

Height

Specify the height of the object.

Width

Specify the width of the object.

Scale

Height

Specify the height of the object by changing the scale.

Width

Specify the width of the object by changing the scale.

Maintain Aspect Ratio

Maintains the aspect ratio of the object. When this checkbox is selected and you change **Height** or **Width**, the other is changed automatically to maintain the aspect ratio.

Position

Horizontal

Specify the horizontal position relative to the left or right edge of the page.

From

Select the reference position from **Left Edge** and **Right Edge**.

Vertical

Specify the vertical position relative to the top or bottom edge of the page.

From

Select the reference position from **Top Edge** and **Bottom Edge**.

Rotation

Specify the clockwise rotation angle.

»» Note

- To rotate objects counter-clockwise, enter a negative value.

Object Locking

Select this checkbox to lock the position of the object.

»» Important

- Objects that have been set up for variable printing cannot be locked.

»» Note

- Locked objects are outlined in red when you point to them.

Security**Effective until**

Displays the usage period of the object when the **Set Use Period** checkbox is selected in the **Saving Artwork** dialog box.

Editable

Displays whether **Prohibit Editing** in the **Saving Artwork** dialog box is enabled or disabled.

»» Note

- Appears only when a photo or clipart is selected.
- For details on the **Saving Artwork** dialog box, see [Saving Artwork Dialog Box \(Images\)](#).

For Lines and Arrows

The screenshot shows a 'Properties' dialog box with the following settings:

- Size:**
 - Length: 115.42 mm
 - Thickness: 30.00 pt
- Scale:**
 - Length: 100.00 %
 - Thickness: 100.00 %
- Start Point Position:**
 - Horizontal: 28.35 mm, From: Left Edge
 - Vertical: 653.53 mm, From: Top Edge
- End Point Position:**
 - Horizontal: 108.23 mm, From: Left Edge
 - Vertical: 736.85 mm, From: Top Edge
- Rotation:** 46 degrees
- Object Locking

Buttons: OK, Cancel

Size

Length

Specify the line or arrow length.

Thickness

Specify the line or arrow thickness.

Scale

Length

Specify the line or arrow length by changing the scale.

Thickness

Specify the line or arrow thickness by changing the scale.

Start Point Position / End Point Position

Horizontal

Specify the horizontal position relative to the left or right edge of the page.

From

Select the reference position from **Left Edge** and **Right Edge**.

Vertical

Specify the vertical position relative to the top or bottom edge of the page.

From

Select the reference position from **Top Edge** and **Bottom Edge**.

Rotation

Specify the clockwise rotation angle.

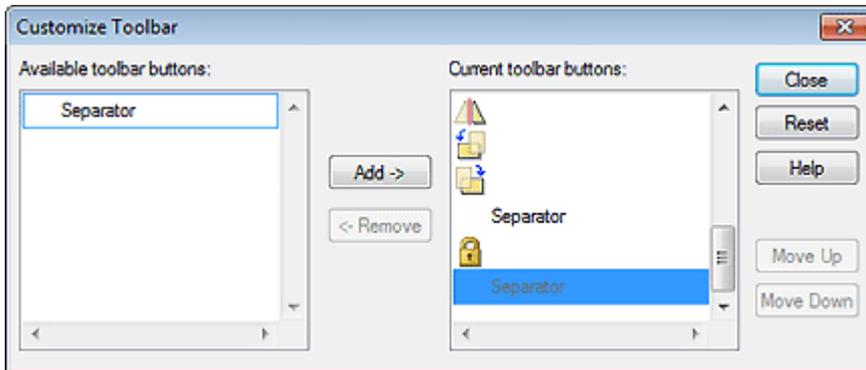
►►► Note

- To rotate objects counter-clockwise, enter a negative value.

Customize Toolbar Dialog Box

Customize toolbars by rearranging the buttons, showing only frequently used buttons, and more.

To display the **Customize Toolbar** dialog box, from the **Tool** menu, select **Custom**, and then click **Main Toolbar...** or **Sub Toolbar...**



Available toolbar buttons

Displays buttons not shown on the toolbar.

Add

Adds the button or Separator selected under Available toolbar buttons.

►►► Note

- Add Separator to insert a separator line between buttons on the toolbar.

Remove

Deletes the button selected under Current toolbar buttons.

Current toolbar buttons

Displays the buttons shown on the toolbar.

Reset

Restores the original state.

Help

Opens this guide.

Move Up

Moves the button selected under Current toolbar buttons up one position at a time.

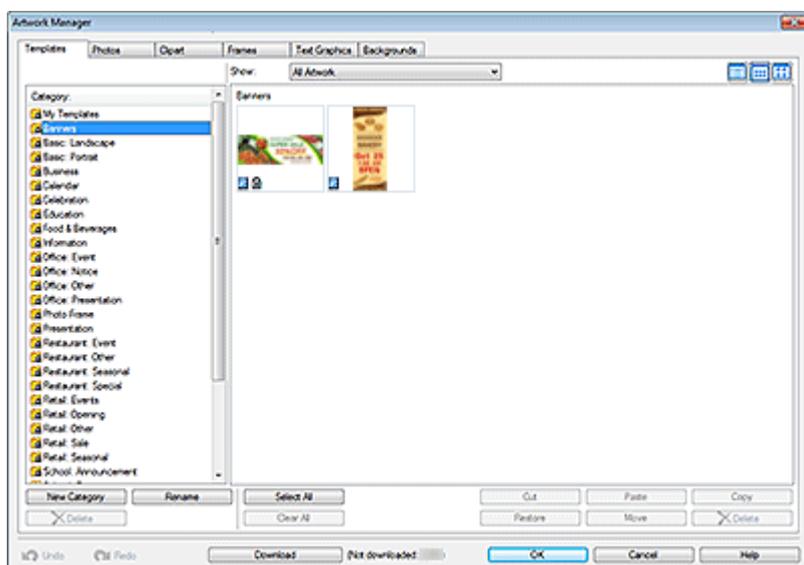
Move Down

Moves the button selected under Current toolbar buttons down one position at a time.

Artwork Manager Dialog Box

Add new categories, rename categories, or delete unnecessary categories. In addition, rearrange categories and artwork, for example in descending order of frequency.

To display the **Artwork Manager** dialog box, click  (Artwork Manager Dialog) on the toolbar.



Category

Displays a list of categories in the library.

Categories can be rearranged by dragging them.

►►► Note

- **No Frame**, **No Text Graphic**, and **No Background** are not displayed.

New Category

Add new categories. Newly created categories are added to the bottom of the category list.

Rename

Rename categories.

Delete

Delete categories.

►►► Important

- Categories with a  (Lock) icon cannot be deleted.

Show

Change the type of displayed artwork.

All Artwork

Displays all artwork.

User Artwork

Displays only the artwork added by the user.

Library Artwork

Displays only the pre-installed artwork.



(Small Size / Medium Size / Large Size)

Changes the display size of thumbnails.

Artwork

Displays the thumbnails of artwork in the library.

»» Note

-  (P) icon indicates the pre-installed artwork.
-  (Lock) icon indicates that the artwork is used in templates.

Select All

Selects all displayed artwork.

Clear All

Cancels the selection of artwork.

Cut

Cuts artwork.

Paste

Pastes the copied or cut artwork.

»» Important

- Copied artwork can be pasted within the same library. It cannot be pasted into other libraries.

Copy

Copies artwork.

Restore

Adds artwork deleted from the library to the library again.

Click **Deleted content** in **Category**, and then from the deleted artwork, select the artwork you want to add again.

Move

Displays the **Move Artwork** dialog box for moving the selected artwork to a different category.

Delete

Deletes the selected artwork.

»» Important

- Artwork with a  (Lock) icon cannot be deleted.

Undo

Undoes the last operation.

Redo

Redoes the last undone correction.

Download

Downloads artwork that has not been downloaded, at once.

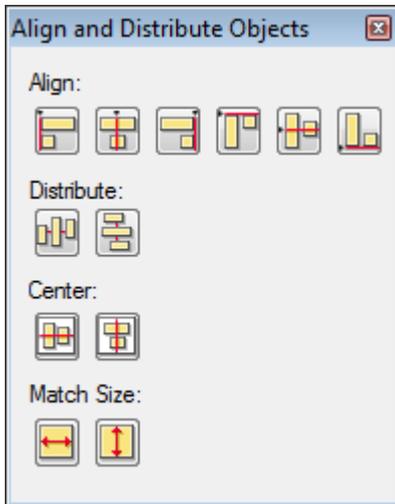
Help

Opens this guide.

Align and Distribute Objects Dialog Box

Align multiple objects (photos, clipart, etc.) on the poster.

To display the **Align and Distribute Objects** dialog box, click  (Align and Distribute Objects Dialog) on the toolbar.



Align

Aligns objects.



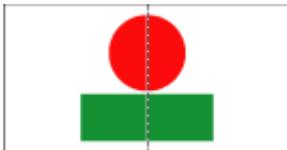
(Left Align)

Objects are aligned to the left edge of the leftmost object.



(Center Horizontally)

Objects are centered horizontally between the leftmost and rightmost objects.



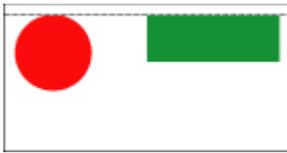
(Right Align)

Objects are aligned to the right edge of the rightmost object.



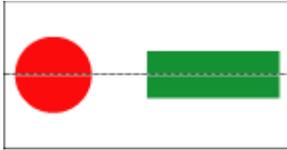
(Top Align)

Objects are aligned to the top edge of the top object.



(Center Vertically)

Objects are centered vertically between the top and bottom objects.



(Bottom Align)

Objects are aligned to the bottom edge of the bottom object.



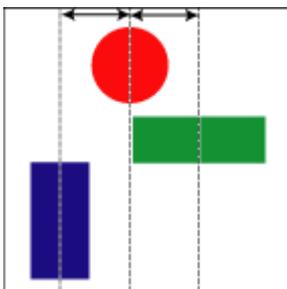
Distribute

Arranges objects at equal distances from each other.



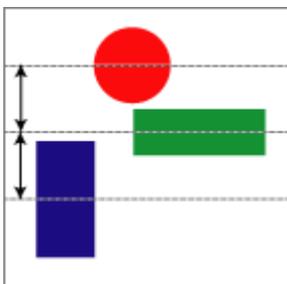
(Even Horizontal Spacing)

Objects are arranged horizontally at equal distances from each other.



(Even Vertical Spacing)

Objects are arranged vertically at equal distances from each other.



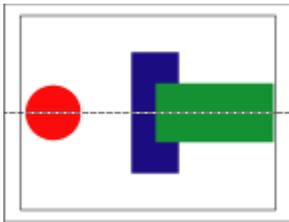
Center

Centers objects in the middle of the page.



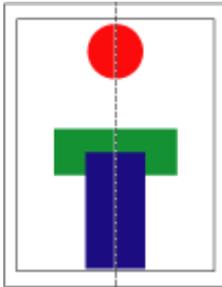
(Center Vertically on Page)

Objects are centered vertically in the middle of the page.



(Center Horizontally on Page)

Objects are centered horizontally in the middle of the page.



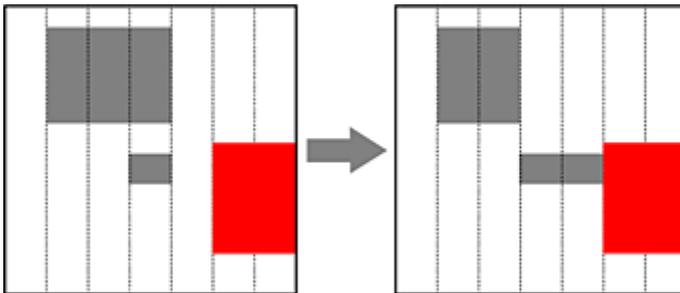
Match Size

Makes objects the same size.



(Fit Width)

Each object is resized to match the width of the first selected object.



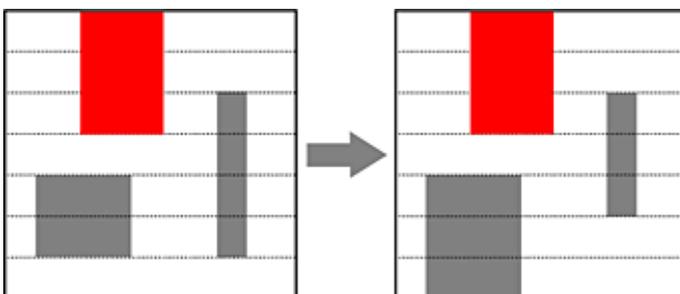
➤➤ Note

- The objects' aspect ratios are not maintained.



(Fit Height)

Each object is resized to match the height of the first selected object.



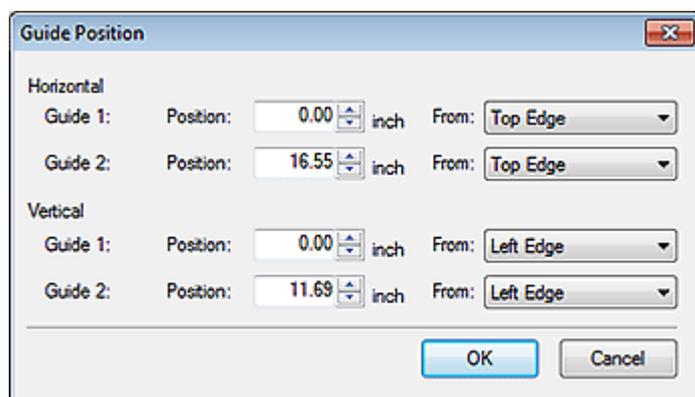
➤➤ Note

- The objects' aspect ratios are not maintained.

Guide Position Dialog Box

Specify the guide position numerically.

To display the **Guide Position** dialog box, on the toolbar, click  (Down Arrow) to the right of  (Guide), and then select **Enter Guide Position....**



Horizontal

Guide 1 / Guide 2

Position

Specify the horizontal guide positions relative to the top or bottom edge of the page.

From

Select the reference position from **Top Edge** and **Bottom Edge**.

Vertical

Guide 1 / Guide 2

Position

Specify the vertical guide positions relative to the left or right edge of the page.

From

Select the reference position from **Left Edge** and **Right Edge**.

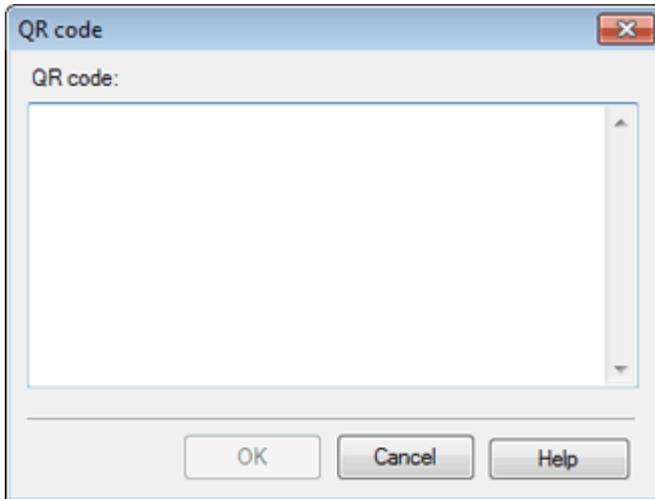
▶▶▶ Note

- For instructions on using the guide, see [Using the Guide](#).

QR code Dialog Box

Add QR codes to posters.

To display the **QR code** dialog box, click  (QR Code) on the toolbar.



QR code

Enter text such as email address and URL.

►►► Important

- The number of characters that can be entered in a single QR code is as follows.
 - Numbers only: 7089 characters or less
 - Letters and numbers: 4296 characters or less
- If a large number of characters is entered, scanning may fail depending on your device. We recommend that you limit the number of characters as follows.
 - Numbers only: 513 characters or less
 - Letters and numbers: 311 characters or less

Commands

- ➔ [Menus and Commands](#)
- ➔ [Main Screen Toolbar](#)
- ➔ [Context Menus](#)

Menus and Commands

The PosterArtist menu bar includes the following menus.

- ➔ [File Menu](#)
- ➔ [Edit Menu](#)
- ➔ [View Menu](#)
- ➔ [Insert Menu](#)
- ➔ [Object Menu](#)
- ➔ [Cloud sharing Menu](#)
- ➔ [Tool Menu](#)
- ➔ [Help Menu](#)

File Menu

Command	Key-board Short-cut	Description
New Poster	Ctrl+N	Closes the current poster to create a new, blank poster.
Open Poster...	Ctrl+O	Displays the Open Poster dialog box for opening previously saved posters.
Import...		Displays the Import dialog box for importing posters or images.
Export...		Displays the Export dialog box for exporting poster templates.
Export (for Easy-PhotoPrint Editor)		Displays the Export (for Easy-PhotoPrint Editor) dialog box for exporting poster data for use in Easy-PhotoPrint Editor.
Save	Ctrl+S	Saves the current poster.
Save As...		Displays the Save As dialog box for saving the poster with a new name.
Save As JPEG...		Displays the Save As JPEG dialog box for saving a copy of the poster as a JPEG image file.
Add to Templates...		Adds the current poster to the library as a poster template.
Print Preview...		Displays the Print Preview dialog box for checking the print result.
Print	Ctrl+P	Displays the Print screen.
Recent File		Displays a list of recently used posters.

Exit		Exits PosterArtist.
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Edit Menu

Com- mand	Sub Com- mand	Key- board Short- cut	Description
Undo		Ctrl+Z	Undoes the last operation.
Redo		Ctrl+Y	Redoes the last undone correction.
Cut		Ctrl+X	Copies the selected object to the clipboard, removing it from the poster.*
Copy		Ctrl+C	Copies the selected object to the clipboard.*
Paste		Ctrl+V	Pastes the object from the clipboard.
Paste as Text			Extracts text from WMF/EMF data on the clipboard to paste it.
Delete		Del	Deletes the selected object from the poster.*
Select All		Ctrl+A	Selects all objects on the poster.
Snap to Grid			Selects whether to snap an object to the grid when they come close to each other.
Snap to Guide			Selects whether to snap an object to the guide when they come close to each other.
Set Grid and Guide...			Displays the Set Grid and Guide dialog box for specifying the color and line type of the grid and guide.
Enter Guide Position...			Displays the Guide Position dialog box for specifying the guide position.
Change Background	From Background Library...		Displays the Edit screen (Backgrounds) for selecting a poster background.
Background Margins...			Displays the Background Margins dialog box for specifying page margins.
Preferences...			Displays the Preferences dialog box.

* Multiple objects can be selected.

View Menu

Com- mand	Sub Com- mand	Key- board Short- cut	Description
Toolbar			Shows or hides the toolbars.
	Main Tool- bar		Shows or hides the main toolbar.

	Sub Toolbar		Shows or hides the sub toolbar.
Status Bar			Shows or hides the status bar.
Temporary Tray		Ctrl+T	Shows or hides the temporary tray.
Select Template		Ctrl+1	Displays the Select Template screen.
Paper Options		Ctrl+2	Displays the Paper Options screen.
Edit		Ctrl+3	
	Photos		Displays the Edit screen (Photos).
	Clipart		Displays the Edit screen (Clipart).
	Text		Displays the Edit screen (Text).
	Shapes		Displays the Edit screen (Shapes).
	Back-grounds		Displays the Edit screen (Backgrounds).
	Variable Data		Displays the Edit screen (Variable Data).
Print		Ctrl+4	Displays the Print screen.
Zoom	100% (Fit View)		Displays the entire poster in the poster preview.
	Fit Width		Displays the poster to fit to the width of the poster preview.
	Fit Height		Displays the poster to fit to the height of the poster preview.
	Set Zoom...		Displays the Enlarged/Reduced dialog box for selecting a scale or enlargement method for posters.
Ruler			Shows or hides the ruler.
Grid			Shows or hides the grid.
Guide			Shows or hides the guide.

Insert Menu

Command	Sub Command		Description
Add / Replace Image	From File...		Displays the Insert Image dialog box for adding or replacing images to the poster.
	From Image Library...	Photos	Displays the Edit screen (Photos).
		Clipart	Displays the Edit screen (Clipart).
	QR Code...		Displays the QR code dialog box for adding QR codes to the poster.
	Read from (Device Name)...		Acquire images from available TWAIN devices.
Add Text	Text		Changes the pointer to that for adding a horizontal text box.
	Vertical		Changes the pointer to that for adding a vertical text box.*

Add Shape	Line	Changes the pointer to that for adding lines or arrows.
	Rectangle	Changes the pointer to that for adding rectangles.*
	Ellipse	Changes the pointer to that for adding ellipses or circles.*

* May not be displayed depending on your language.

Object Menu

Command	Sub Command	Description
Edit		Makes the selected object editable. The action varies depending on the selected object. For text, an editing box appears. For QR codes, the QR code dialog box appears.
Show Settings Panel		Displays the settings panel corresponding to the selected object.
Size and Position...		Displays the Properties dialog box for resizing, moving, and rotating objects.* 1
Rotate or Flip		Rotates or inverts the selected object by a predetermined or user-specified amount.* 1
	Flip Vertical	Inverts the selected object vertically.* 1
	Flip Horizontal	Inverts the selected object horizontally.* 1
	Rotate Left 90 degrees	Rotates the selected object 90 degrees to the left.* 1
	Rotate Right 90 degrees	Rotates the selected object 90 degrees to the right.* 1
	Rotate 180 degrees	Rotates the selected object 180 degrees.* 1
	Specify Rotation...	Displays the Properties dialog box for specifying the rotation angle of the selected object.* 1
Align and Distribute Objects	Left Align	Aligns the selected objects to the left edge of the leftmost object.* 3
	Center Horizontally	Centers the selected objects horizontally between the leftmost and rightmost objects.* 3
	Right Align	Aligns the selected objects to the right edge of the rightmost object.* 3
	Top Align	Aligns the selected objects to the top edge of the top object.* 3
	Center Vertically	Centers the selected objects vertically between the top and bottom objects.* 3
	Bottom Align	Aligns the selected objects to the bottom edge of the bottom object.* 3

Even Horizontal Spacing	Arranges the selected objects horizontally at equal distances from each other.* 3	
Even Vertical Spacing	Arranges the selected objects vertically at equal distances from each other.* 3	
Center Horizontally on Page	Centers the selected objects horizontally in the middle of the page.* 3	
Center Vertically on Page	Centers the selected objects vertically in the middle of the page.* 3	
Fit Height	Resizes all objects to match the height of the first selected object. The objects' aspect ratios are not maintained.* 3	
Fit Width	Resizes all objects to match the width of the first selected object. The objects' aspect ratios are not maintained.* 3	
Align and Distribute Objects Dialog...	Displays the Align and Distribute Objects dialog box for aligning or arranging multiple objects.* 3	
Fit to background (Background setting)	Scales the image to the full poster size and locks it at the very back.	
Group	Groups or ungroups multiple objects.	
	Group	Groups multiple objects to work with the group as if it were a single object.* 3
	Ungroup	Ungroups objects.* 3
Order	Moves the selected object forward or backward.* 1	
	Bring to Front	Moves the selected object to the front.* 1
	Send to Back	Moves the selected object to the back.* 1
	Bring Forward	Moves the selected object one position forward.* 1
	Send Backward	Moves the selected object one position back.* 1
Lock	Locks or unlocks the selected object.* 1	
Trim / Gradation settings...	Displays the Edit Image dialog box and preview panel for editing images.* 2	
Retouch Image...	Displays the Retouch Image dialog box for retouching images.* 2	
Add to Photos / Clip-art...	Displays the Saving Artwork dialog box for adding objects to the library.	
Properties...	Displays the Properties dialog box for resizing, moving, and rotating objects.* 1	

*1 Multiple objects can be selected.

*2 Available when photos are selected.

*3 Available when multiple objects are selected.

Cloud sharing Menu

Command	Description
Download poster/material...	Download poster files and image files from cloud storage.
Upload currently open poster...	Upload the current poster to cloud storage.
Upload export file...	Export and upload artwork to cloud storage.

Tool Menu

Command	Sub Com- mand	Description
Artwork Manager Dia- log...		Displays the Artwork Manager dialog box for organizing artwork in the library.
Artwork Snapshot...		Displays the Artwork Snapshot dialog box for creating the artwork environment installer file.
Design Check		Performs Design Check. Select again to end Design Check.
Custom	Main Tool- bar...	Displays the Customize Toolbar dialog box for customizing the main toolbar.
	Sub Tool- bar...	Displays the Customize Toolbar dialog box for customizing the sub toolbar.
Print Ambient Light Correction Chart...		Displays the Print Chart dialog box.
Managing Ambient Light Settings...		Displays the Managing Ambient Light Settings dialog box.
Design Assist - Area Set		Activates Area Set mode to start Design Assist.
Design Assist - Gener- ate Design		Starts Design Assist for the specified area to create designs.
Quick Exchange		Activates Quick Exchange mode.

Help Menu

Command	Keyboard Shortcut	Description
Manual	F1	Opens this guide.
View the Readme File...		Displays the PosterArtist readme file.
About PosterArtist...		Displays information about PosterArtist.

Main Screen Toolbar

The main screen toolbar displays toolbar buttons for frequently used functions. Two toolbars are available. Some toolbar buttons may not be displayed if the PosterArtist window is too small. Click

>>

to display the hidden buttons.

➔ [Main Toolbar](#)

➔ [Sub Toolbar](#)

Main Toolbar

Command	Name	Description
	Artwork Manager Dialog	Displays the Artwork Manager dialog box for organizing artwork in the library.
	Print Preview	Displays the Print Preview dialog box for checking the print result.
	Use Image File	Displays the Insert Image dialog box for adding or replacing images to the poster.
	Undo	Undoes the last operation.
	Redo	Redoes the last undone correction.
	Align and Distribute Objects Dialog	Displays the Align and Distribute Objects dialog box for aligning or arranging multiple objects.* 1
	Flip Vertical	Inverts the selected object vertically.* 1
	Flip Horizontal	Inverts the selected object horizontally.* 1
	Rotate Left 90 degrees	Rotates the selected object 90 degrees to the left.* 1
	Rotate Right 90 degrees	Rotates the selected object 90 degrees to the right.* 1
	Set Locked Status	Locks or unlocks the selected object.
	Guide	Shows or hides the guide.
	Snap to Guide	Selects whether to snap an object to the guide when they come close to each other.
	Enter Guide Position...	Displays the Guide Position dialog box.
	Grid	Shows or hides the grid.
	Snap to Grid	Selects whether to snap an object to the grid when they come close to each other.

	Enlarge	Enlarges the poster view.
	Reduce	Reduces the poster view.
	Select Scale	Select a scale or enlargement method for posters.* 2

*1 Multiple objects can be selected.

*2 This function enlarges or reduces the poster preview. It does not enlarge or reduce the poster itself.

Sub Toolbar

Com- mand	Name	Description
	Resize Se- lection Tool	Switches the selected object to Resize mode.* 1
	Rotation Se- lection Tool	Switches the selected object to Rotation mode.* 1
	Horizontal Text	Changes the pointer to that for adding a horizontal text box.
	Vertical Text	Changes the pointer to that for adding a vertical text box.* 2
	Line	Changes the pointer to that for adding lines or arrows.
	Rectangle	Changes the pointer to that for adding rectangles.
	Ellipse	Changes the pointer to that for adding ellipses or circles.
	QR Code	Displays the QR code dialog box for adding QR codes to the poster or replacing the added QR codes.
	Hand Tool	When the poster is displayed in enlarged view, drag anywhere on the poster to scroll.
	Print Ambi- ent Light Correction Chart	Prints the ambient light correction chart.
	Add Transla- tion Tem- plate	Displays the Add Translation Template dialog box for entering multilingual translations in the poster.
	Design As- sist Area Set Mode	Activates Area Set mode to start Design Assist.
	Quick Ex- change	Activates Quick Exchange mode.
	Design Check	Switches Design Check mode on or off.

*1 Multiple objects can be selected.

*2 May not be displayed depending on your language.

Context Menus

PosterArtist offers many context menus for instant access to required commands. Right-click an object on the poster to display these menus.

- ➔ [Context Menus Common to All Objects](#)
- ➔ [Photo Context Menu](#)
- ➔ [Clipart Context Menu](#)
- ➔ [Shape Context Menu](#)
- ➔ [WMF/EMF Context Menu](#)
- ➔ [Text Context Menu](#)
- ➔ [QR Code Context Menu](#)

The following menus appear by right-clicking the corresponding area (other than objects) in the poster design area.

- ➔ [Background Context Menu](#)
- ➔ [Context Menu Outside the Background](#)
- ➔ [Guide Context Menu](#)

Context Menus Common to All Objects

This section describes context menus common to all objects. For the context menu unique to each object, refer to the context menu of the corresponding object.

Com- mand	Sub Com- mand	Key- board Short- cut	Description
Cut		Ctrl+X	Copies the selected object to the clipboard, removing it from the poster.* 1
Copy		Ctrl+C	Copies the selected object to the clipboard.* 1
Paste		Ctrl+V	Pastes the object from the clipboard.
Delete		Del	Deletes the selected object from the poster.* 1
Size and Position...			Displays the Properties dialog box for resizing, moving, and rotating objects.* 1
Rotate or Flip			Rotates or inverts the selected object by a predetermined or user-specified amount.* 1
	Flip Ver- tical		Inverts the selected object vertically.* 1
	Flip Hor- izontal		Inverts the selected object horizontally.* 1
	Rotate Left 90 degrees		Rotates the selected object 90 degrees to the left.* 1

	Rotate Right 90 degrees	Rotates the selected object 90 degrees to the right.* 1
	Rotate 180 degrees	Rotates the selected object 180 degrees.* 1
	Specify Rotation...	Displays the Properties dialog box for the selected object.* 1
Align and Distribute Objects	Left Align	Aligns the selected objects to the left edge of the leftmost object.
	Center Horizontally	Centers the selected objects horizontally between the leftmost and rightmost objects.* 2
	Right Align	Aligns the selected objects to the right edge of the rightmost object.* 2
	Top Align	Aligns the selected objects to the top edge of the top object.* 2
	Center Vertically	Centers the selected objects vertically between the top and bottom objects.* 2
	Bottom Align	Aligns the selected objects to the bottom edge of the bottom object.* 2
	Even Horizontal Spacing	Arranges the selected objects horizontally at equal distances from each other.* 2
	Even Vertical Spacing	Arranges the selected objects vertically at equal distances from each other.* 2
	Center Horizontally on Page	Centers the selected objects horizontally in the middle of the page.* 1
	Center Vertically on Page	Centers the selected objects vertically in the middle of the page.* 1
	Fit Height	Resizes all the selected objects to match the height of the first selected object. The objects' aspect ratios are not maintained.* 2
	Fit Width	Resizes all the selected objects to match the width of the first selected object. The objects' aspect ratios are not maintained.* 2
	Align and Distribute	Displays the Align and Distribute Objects dialog box for aligning or arranging multiple objects.* 1

	Objects Dialog...	
Group		Groups or ungroups multiple objects.
	Group	Groups multiple objects to work with the group as if it were a single object.* 2
	Ungroup	Ungroups objects.
Order		Moves the selected object forward or backward.* 1
	Bring to Front	Moves the selected object to the front.* 1
	Send to Back	Moves the selected object to the back.* 1
	Bring Forward	Moves the selected object one position forward.* 1
	Send Backward	Moves the selected object one position back.* 1
Add to Photos / Clipart...		Displays the Saving Artwork dialog box for adding objects to the library.* 1
Properties...		Displays the Properties dialog box for resizing, moving, and rotating objects.* 1

*1 Multiple objects can be selected.

*2 Available when multiple objects are selected.

Photo Context Menu

This section describes the context menu commands unique to photo objects. For other commands, see [Context Menus Common to All Objects](#).

Command	Sub Command	Description
Replace Image	From File...	Displays the Insert Image dialog box for replacing the selected image with another image.*
	From Photo Library	Displays the Edit screen (Photos).*
	Read from (Device Name)...	Acquire images from available TWAIN devices.*
Show Settings Panel		Displays the Edit screen (Photos).
Fit to background (Background setting)		Scales the image to the full poster size and locks it at the very back.*
Trim / Gradation settings...		Displays the Edit Image dialog box and preview panel for editing images.*
Retouch Image...		Displays the Retouch Image dialog box for retouching images.*

* Available when a photo is selected.

Clipart Context Menu

This section describes the context menu commands unique to clipart objects. For other commands, see [Context Menus Common to All Objects](#).

Command	Sub Command	Description
Replace Image	From File...	Displays the Insert Image dialog box for replacing the selected image with another image.*
	From Clip-art Library	Displays the Edit screen (Clipart).*
Show Settings Panel		Displays the Edit screen (Clipart).

* Available when a clipart item is selected.

Shape Context Menu

This section describes the context menu command unique to shape objects. For other commands, see [Context Menus Common to All Objects](#).

Command	Description
Show Settings Panel	Displays the Edit screen (Shapes).

WMF/EMF Context Menu

This section describes the context menu commands unique to WMF/EMF objects. For other commands, see [Context Menus Common to All Objects](#).

Command	Sub Command	Description
Replace Image	From File...	Displays the Insert Image dialog box for replacing the selected image with another image.*
	From Photo Library	Displays the Edit screen (Photos).*
	Read from (Device Name)...	Acquire images from available TWAIN devices.*
Show Settings Panel		Displays the Edit screen (Photos).
Fit to background (Background setting)		Scales the image to the full poster size and locks it at the very back.*

* Available when a WMF/EMF image is selected.

Text Context Menu

This section describes the context menu commands unique to text objects. For other commands, see [Context Menus Common to All Objects](#).

Command	Key-board Short-cut	Description
Cut	Ctrl+X	Copies the selected text to the clipboard, deleting it from the poster.*
Copy	Ctrl+C	Copies the selected text to the clipboard.*
Paste	Ctrl+V	Pastes the text from the clipboard.*
Edit		Displays the text in an editing box.
Show Settings Panel		Displays the Edit screen (Text).
Add Translation Template	Ctrl+V	Displays the Add Translation Template dialog box for entering multilingual translations of fixed phrases in the poster.*

* Available when an editing box is displayed.

QR Code Context Menu

This section describes the context menu command unique to QR code objects. For other commands, see [Context Menus Common to All Objects](#).

Command	Description
Edit	Displays the QR code dialog box for editing the QR code.

Background Context Menu

Command	Sub Command	Key-board Short-cut	Description
Paste		Ctrl+V	Pastes the object from the clipboard.
Paste as Text			Extracts text from WMF/EMF data on the clipboard to paste it.
Select All		Ctrl+A	Selects all objects on the poster.
Add Image	From File...		Displays the Insert Image dialog box for adding images to the poster.
	From Image Library...	Photos	Displays the Edit screen (Photos).
		Clip-art	Displays the Edit screen (Clipart).
	QR Code...		Displays the QR code dialog box for adding QR codes to the poster.
	Read from (Device Name)...		Acquire images from available TWAIN devices.
Add Text	Text		Changes the pointer to that for adding a horizontal text box.

	Vertical		Changes the pointer to that for adding a vertical text box.*
Add Shape	Line		Changes the pointer to that for adding lines or arrows.
	Rectangle		Changes the pointer to that for adding rectangles.
	Ellipse		Changes the pointer to that for adding ellipses or circles.
Zoom	100% (Fit View)		Displays the entire poster in the poster preview.
	Fit Width		Displays the poster to fit to the width of the poster preview.
	Fit Height		Displays the poster to fit to the height of the poster preview.
	Set Zoom...		Displays the Enlarged/Reduced dialog box for selecting a scale or enlargement method for posters.
Grid and Guide	Ruler		Shows or hides the ruler.
	Grid		Shows or hides the grid.
	Snap to Grid		Selects whether to snap an object to the grid when they come close to each other.
	Guide		Shows or hides the guide.
	Snap to Guide		Selects whether to snap an object to the guide when they come close to each other.
	Set Grid and Guide...		Displays the Set Grid and Guide dialog box for specifying the color and line type of the grid and guide.
	Enter Guide Position...		Displays the Guide Position dialog box for specifying the guide position.
Change Background	From Background Library...		Displays the Edit screen (Backgrounds) for selecting a poster background.
Background Margins...			Displays the Background Margins dialog box for specifying page margins.
Add to Templates...			Adds the current poster to the library as a poster template.
Design Check			Performs Design Check.
Quick Exchange			Activates Quick Exchange mode.
Design Assist - Area Set			Activates Area Set mode to start Design Assist.
Design Assist - Generate Design			Starts Design Assist to create designs.
Preferences...			Displays the Preferences dialog box.

* May not be displayed depending on your language.

Context Menu Outside the Background

Command	Sub Command	Key-board Short-cut	Description
Temporary Tray		Ctrl+T	Shows or hides the temporary tray.

Zoom	100% (Fit View)		Displays the entire poster in the poster preview.
	Fit Width		Displays the poster to fit to the width of the poster preview.
	Fit Height		Displays the poster to fit to the height of the poster preview.
	Set Zoom...		Displays the Enlarged/Reduced dialog box for selecting a scale or enlargement method for posters.
Grid and Guide	Ruler		Shows or hides the ruler.
	Grid		Shows or hides the grid.
	Snap to Grid		Selects whether to snap an object to the grid when they come close to each other.
	Guide		Shows or hides the guide.
	Snap to Guide		Selects whether to snap an object to the guide when they come close to each other.
	Set Grid and Guide...		Displays the Set Grid and Guide dialog box for specifying the color and line type of the grid and guide.
	Enter Guide Position...		Displays the Guide Position dialog box for specifying the guide position.
Artwork Manager Dialog...			Displays the Artwork Manager dialog box for organizing artwork in the library.
Artwork Snapshot...			Displays the Artwork Snapshot dialog box for creating the artwork environment installer file.
Custom	Main Toolbar...		Displays the Customize Toolbar dialog box for customizing the main toolbar.
	Sub Toolbar...		Displays the Customize Toolbar dialog box for customizing the sub toolbar.
Preferences...			Displays the Preferences dialog box.
Manual	F1		Opens this guide.
About PosterArtist...			Displays information about PosterArtist.

Guide Context Menu

Com- mand	Sub Com- mand	Description
Zoom	100% (Fit View)	Displays the entire poster in the poster preview.
	Fit Width	Displays the poster to fit to the width of the poster preview.
	Fit Height	Displays the poster to fit to the height of the poster preview.
	Set Zoom...	Displays the Enlarged/Reduced dialog box for selecting a scale or enlargement method for posters.

Grid and Guide	Ruler	Shows or hides the ruler.
	Grid	Shows or hides the grid.
	Snap to Grid	Selects whether to snap an object to the grid when they come close to each other.
	Guide	Shows or hides the guide.
	Snap to Guide	Selects whether to snap an object to the guide when they come close to each other.
	Set Grid and Guide...	Displays the Set Grid and Guide dialog box for specifying the color and line type of the grid and guide.
	Enter Guide Position...	Displays the Guide Position dialog box for specifying the guide position.

FAQ

What Is PosterArtist QuickCopy?

It is an application to print enlarged copies of scanned photos and documents. Simply click the **Copy** button in PosterArtist QuickCopy to create posters from enlarged copies of originals in your scanner.

Scanned items can also be inserted in posters as PosterArtist materials.

➔ [Creating and Printing Enlarged Copies of Photos and Documents](#)

Which Scanners Support PosterArtist QuickCopy?

A CanoScan series scanner or PIXMA Inkjet All-In-One printer is required. Access our website for information on scanners compatible with PosterArtist QuickCopy.

➔ [Creating and Printing Enlarged Copies of Photos and Documents](#)

How Can I Perform Large-Format Printing?

For details, see [Large-Format Printing](#).

How Can I Print Without Borders?

The following two methods are available for borderless printing.

➔ [Printing Borderless Posters Filling the Entire Roll Paper Width](#)

➔ [Printing Without Borders on Three Sides](#)

Depending on your model, you will need to prepare roll paper whose width and paper type support borderless printing. For information on paper that supports borderless printing, click Home to return to the top page of the Online Manual for your model and search for "Paper Sizes." Borderless printing is not available for cut sheets.

How Can I Use the Variable Printing Function?

To use the variable printing function, prepare tabular data in Excel format (.xls, .xlsx, .xlsm, or .xlsb) or in CSV format (.csv).

For details, see [Using Variable Printing](#).

How Can I Print by Rotating Posters 90 Degrees?

To print filling the entire roll paper width, in the [Paper Options screen](#), select **Fit Long Side to Roll Width** (for vertical posters) or **Fit Short Side to Roll Width** (for horizontal posters).

If the width or length is different from the roll paper width, it is not possible to print by rotating posters 90 degrees in the original scale.

➔ [Specifying Size and Paper](#)

How Can I Specify Paper Size of My Choice?

The paper size of your choice can be specified in **Set Custom Size...** in the [Paper Options screen](#).

➔ [Specifying Non-Standard Page Sizes](#)

How Can I Insert Data from Other Software?

Data created with Microsoft Office applications can be inserted. Other data such as PDF files cannot be inserted.

➔ [Inserting Images in Posters](#)

Which Printers Can I Use?

Posters can be printed only on Canon printers and Océ printers that support PosterArtist.

When you use PRO-1000, PRO-500, or printers other than Canon imagePROGRAF series, the [Paper Options screen](#) setting method is different.

The printer to use for test printing can be specified in the **Preferences** dialog box.

How Can I Print on a Cut Sheet Without the Image Being Cut Off?

In the [Paper Options screen](#), select the **Enlarged/Reduced Printing** checkbox, select **Fit in Printable Area**, and then print.

➔ [When Printing Entire Poster Within Printable Area](#)

What Is the Ambient Light Setting?

Ambient light color and brightness vary by environmental factors such as location (indoors or outdoors) or lighting (fluorescent or incandescent). Therefore the same poster may appear different depending on where it is displayed.

Use the ambient light setting functions to adjust colors automatically according to the environment to visually enhance the poster's color tones.

➔ [Ambient Light Setting](#)

What Should I Do when I Replace My Computer or Hard Disk?

When replacing your computer or hard disk, [license authentication](#) will be required again.