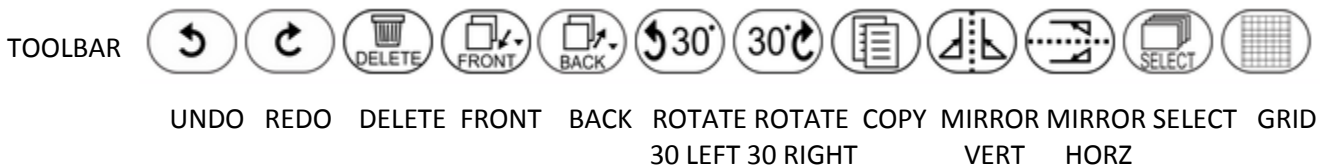
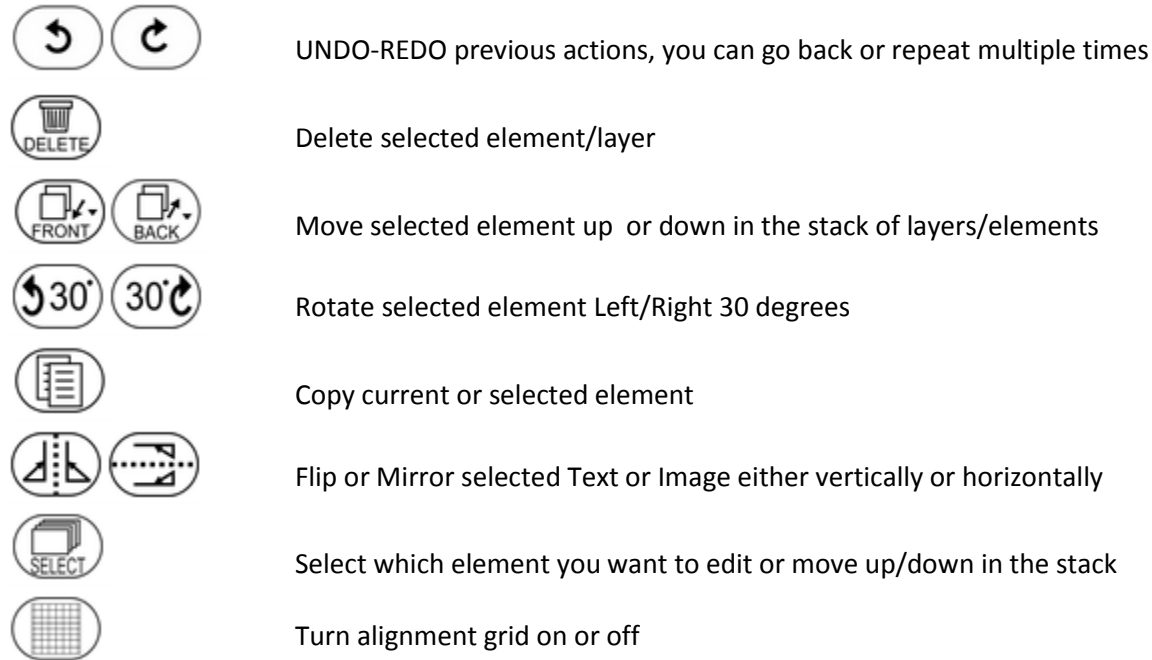


## Basic TOOLS and CONTROLS



Depending upon the controls made available by the TEMPLATE selected, some or all of these controls will be visible.  
NOTE: Element and Layer are synonymous



## ELEMENT EDITORS & BACKGROUND COLOR SELECTOR

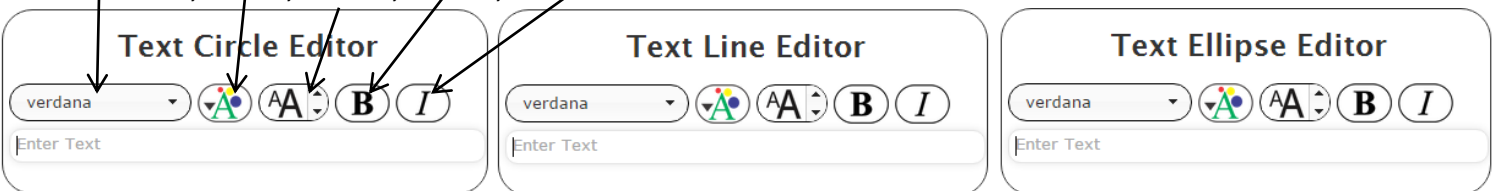


### ADD/Edit Text

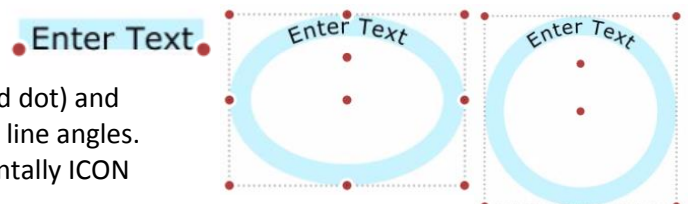
You have the option to add straight, circular or elliptical text lines which can be placed anywhere on the design canvass.

The Text Editor Dialogue boxes provides for several Text editing options when made available by the Template Designer.

### FONT TYPE, color, size, BOLD, ITALICIZE



Text line position & dimensions such as length, diameter etc. can be modified by either clicking on the **line** to move the whole **line** around the canvass OR by clicking on a GRAB point (red dot) and pulling it around. This will allow you to stretch, shrink and change line angles.  
NOTE: Text lines can be inverted by using the mirror horizontally ICON

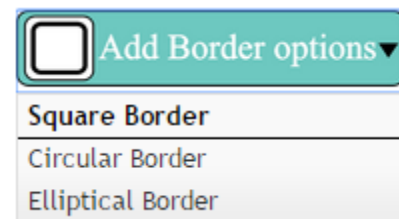
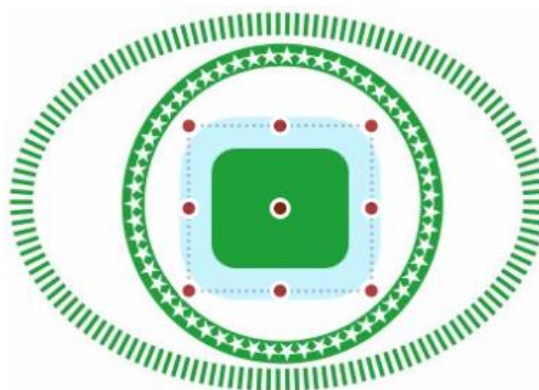
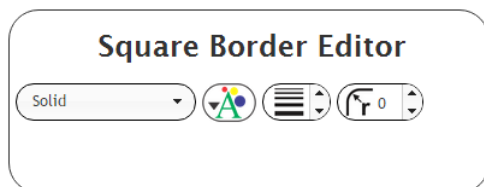


## ADD/Edit OUTLINES & SHAPES

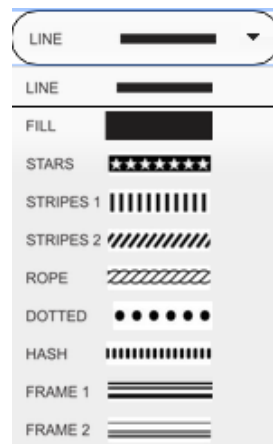
You have the option to add straight, circular or elliptical border outlines/shapes which can be placed anywhere on the design canvass.

Various border STYLES can be selected from the drop down menu. The FILL style as illustrated below with a square shape and radioed corners allows the designer to create various solid shapes for use as text or image backgrounds.

Border COLOR, THICKNESS and CORNER RADII can be changed by selecting the appropriate editor control ICON



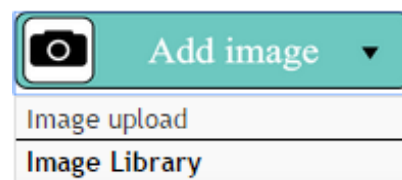
### BORDER/SHAPE STYLES



Borders and shapes can be moved, stretched, shrunk and reshaped by either clicking on the shaded outline OR by clicking on one of the GRAB points (red dots) and dragging to the desired location.

## ADD/Edit IMAGES

You can upload images or art work from an image library or from your own files. If the file selected is a low resolution image then a warning will be issued. You have the option to continue and use this image or select another image. Very large files will be automatically resized to acceptable limits for processing; this may cause a minor delay in the upload process.



Images can be modified or REPLACED using the IMAGE EDITOR CONTROL ICONS. The **Change Image** button allows users to change the current image while maintaining all of the same attributes such as position size, color and Aspect Ratio. The **Aspect Ratio** button allows the user to stretch and shrink the image vertically or horizontally without maintaining height/width ratios. The **Monochrome** button converts a color image to a 2 color image while the **Sepia** button will convert an image from color to sepia.



As with other design elements; images can be rotated, stretched and repositioned using the GRAB points or clicking anywhere on the image.

## BACKGROUND COLOR

The background Color menu provides you with a range of preselected colors as set up by the product vendor. This provides the user with a palette of colors to accent their design.

