PosterArtist Quick Guide

Create posters in four easy steps
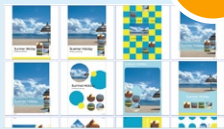
STEP 1

Use Auto Design to Create Posters

Simply select a poster type and a design image to automatically create high-quality posters.

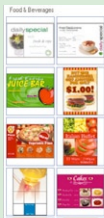Using Auto Design Function **p.2**

Create Posters from Templates

Choose the best template for your needs from the complete set provided and add finishing touches to customize it. After a few easy enhancements, you'll have a poster that looks like your own, original work.

Using Templates **p.4**

STEP 2

Paper Options **p.5**

STEP 3

From this point, simply print your finished poster.

You can also use powerful editing features to arrange the design.

Editing

Substituting photos, Trimming & correcting photos **p.6,7**

Changing text, font or size & decorating **p.8,9**

Adding shapes and clipart **p.9,10**

Changing the background, Aligning objects **p.10,11**

Handy Functions - Creating high-quality posters using the design assistant function **p.13,14**

STEP 4

Printing **p.12**

● License Authentication

When starting PosterArtist for the first time after installation, the license authentication screen is displayed. Enter the correct license number. (License authentication will be required again when replacing your computer or hard disk.)
For details, see the installation guide and manual.

● Opening Manual

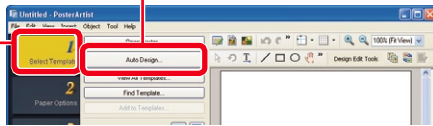Click **PosterArtist Manual** in the lower left of the screen to open the manual.
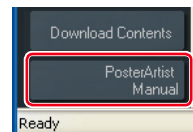
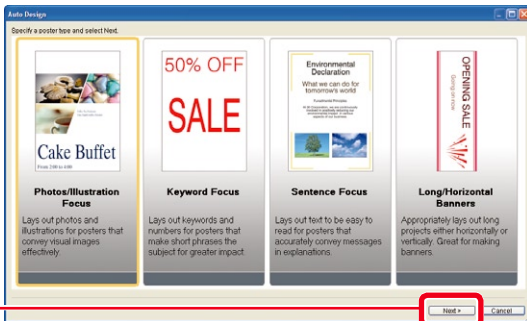# Using Auto Design Function (1)

Automatically create multiple posters to choose from by specifying the poster design image, titles, photos, clipart, and other elements.

1 Click **Select Template**.

2 Click **Auto Design**.

**3** Select the desired poster type in **Poster Type** and click **Next**.

Select the poster design you want from the following: **Photos/Illustration Focus** to emphasize photos, **Keyword Focus** to maximize the appearance of text, **Sentence Focus** for entering large amounts of text, and **Long/Horizontal Banners** for horizontal or vertical banners.
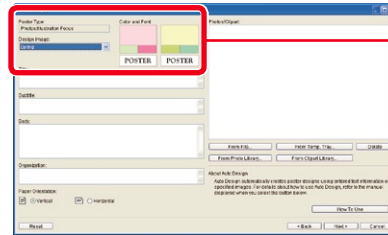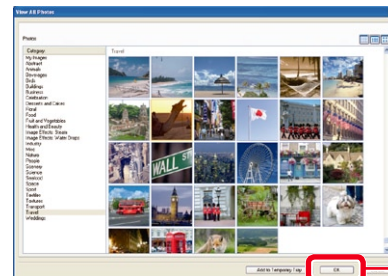

4 Select a design image for the poster.

Poster colors and fonts change depending on the design image. For example, select **Spring** for soft images and **Casual** for cheerful images.
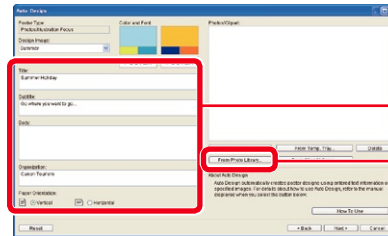
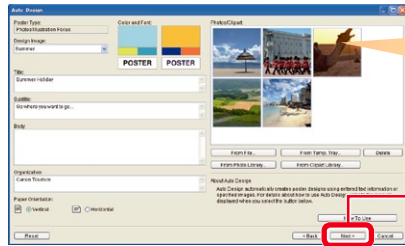**5** Specify the text and paper orientation.

6 Click **From Photo Library**.

7 Select the desired photo and click **OK**.

To specify multiple photos at one time, click photos while holding down the **Shift** key or **Ctrl** key.
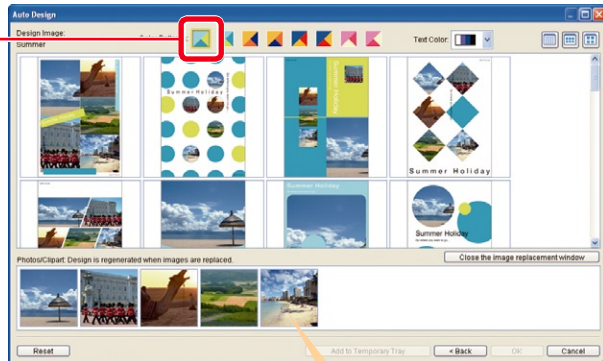
Using Auto Design Function (2)

The first photo is treated as the main photo. You can drag photos to change their order.
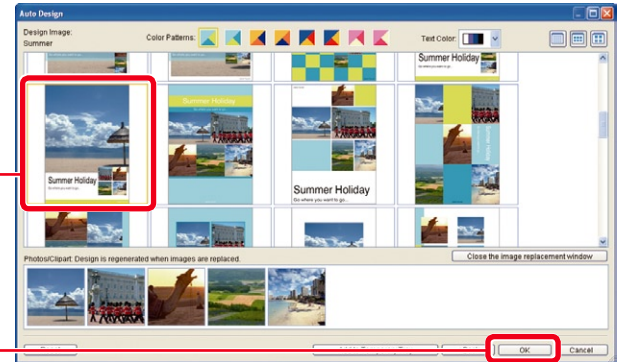
8 Click **Next**.

This starts auto design and displays multiple designs using the specified text and photos.

9 Select Color Patterns if you want to adjust the overall colors of the poster.

Dragging photos to change their order changes the position of photos in the poster.

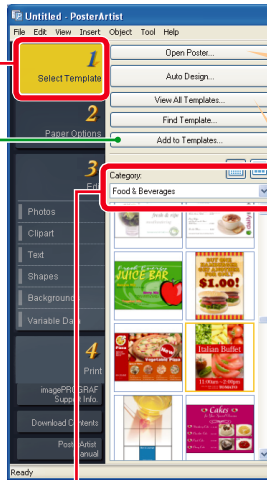**10** Select the desired design.

11 Click **OK**.

Now follow the steps in Paper Options(p.5), Edit(p.6), and Print(p.12) after the next page.

Using Templates

Choose a template and arrange elements to your liking to finish your poster.

1 Click **Select Template**.

To open saved posters, click **Open Poster** and select a file.

To open all provided templates, click **View All Templates**.

2 Select the category including the desired template.

Templates are listed.

> **Tip**   Registering Templates
>
> Register created posters in the library as templates using the **Add to Templates** function. Registered posters can be used in the same way as other templates.

> **Tip**   Download Contents Function
>
> Use the Download Contents function to view a poster collection, download additional templates, and more on the Internet.
>
>
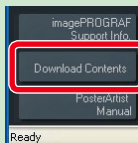
3 Double-click the template.

The selected template is displayed to the right enlarged.

> **Tip**   Managing Artwork
>
> Materials including photos, clipart and templates for use in PosterArtist are collectively referred to as "artwork."
>
> Click [icon] (Artwork Manager Dialog) to open the **Artwork Manager** dialog box. This dialog box allows you to organize artwork for easier use by adding categories, changing the display order, etc.
>
>
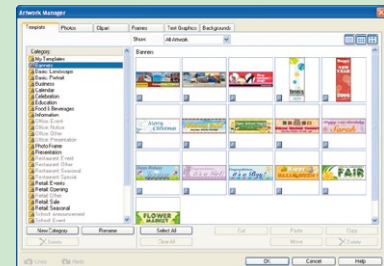
Paper Options

1 **Click Paper Options.**

2 **Select a poster size.**
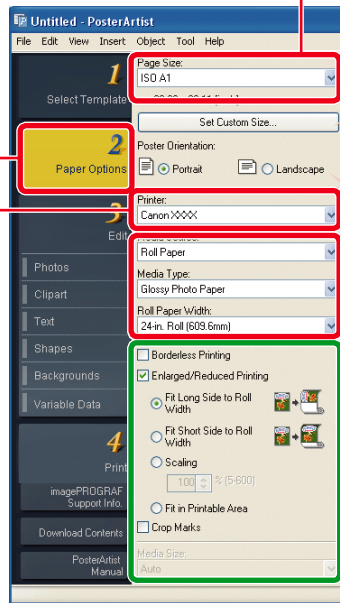
To specify the poster size freely, select **Set Custom Size**. (Available when **Roll Paper** is selected in **Media Source**.)

Note

When changing the poster orientation in **Poster Orientation**, the design layout may be affected.

3 **Select a printer for printing posters.**

4 **Select a paper source, paper type and roll paper width.**

Tip **Additional Paper Options**

● **Borderless printing**
To print posters without a border, place a checkmark for **Borderless Printing**. For information on supported paper, see the manual of your printer.

● **Enlarged/reduced printing**
To print posters in an enlarged/reduced scale according to the width of roll paper loaded in the printer, place a checkmark for **Enlarged/Reduced Printing**.

● **Print direction**
For borderless printing and enlarged/reduced printing, select **Fit Long Side to Roll Width** or **Fit Short Side to Roll Width**.
For example, when printing an A1 original in portrait orientation on A1 width paper, select **Fit Short Side to Roll Width** to print at A1 size.
Otherwise select **Fit Long Side to Roll Width** to print at A2 size.

Matching the long side with roll paper width

Print direction

Matching the short side with roll paper width
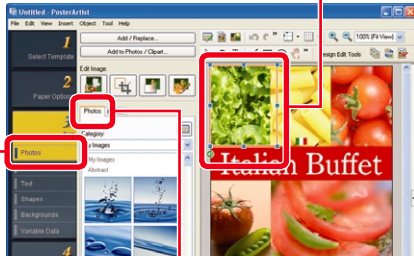
Print direction

● **Media size**
To print posters in the specified size, adjust settings here.
Media size may not be specified depending on the status of other settings. For details, see the manual.

Editing (1) Substituting photos in the library

1 Click **Photos** in **Edit**.

2 Click the photo you want to replace.

The photo is framed in orange.

3 Click the **Photos** tab.

4 Select the category including the desired photo.

5 Double-click the photo to substitute.

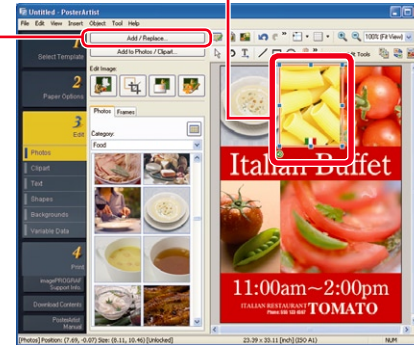The photo selected in step 2 is replaced with the one selected from the library.

> **Tip** **Adding Photos**
>
> To add a photo instead of replacing one, perform step 5 with no photo selected (with no artwork framed in orange).
> Alternatively, drag and drop a photo in the library to the poster.
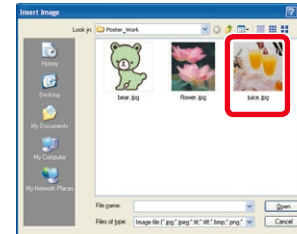
Editing (2) Substituting your own photos

1 Click the photo you want to replace.

2 Click **Add/Replace**.

The file selection screen is displayed.

3 Select the photo to substitute and click **Open**.

The photo selected in step 1 is replaced with the specified photo.

> **Tip** **Moving, Resizing and Rotating Photos**
>
> Drag photos and clipart to move them freely. To resize them, drag ▪ displayed on the vertices and sides of the orange frame.
> To switch between the resize mode and rotate mode, click ▣ or ↻ displayed in the lower left of the frame.
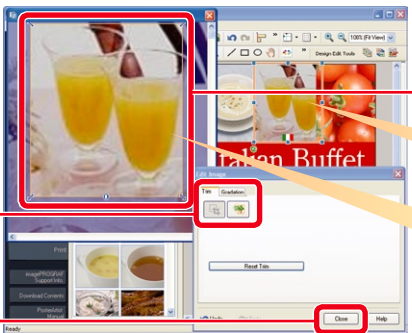> In the rotate mode, drag ✛ to rotate photos.

Editing (3) Trimming photos

1 **Click the photo you want to trim.**

2 Click ⬚ (Trim).

3 Click the **Trim** tab then ⬚ (Trim).

4 **Drag to specify the area to trim.**

Trimmed photo

After specifying the area, drag it or a vertex to adjust the position or size. Click ⬚ to restore the default aspect ratio.
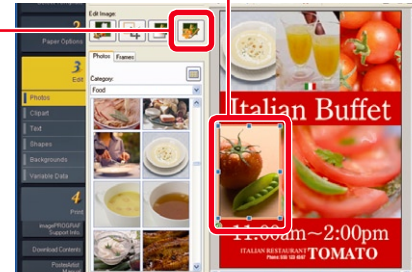
5 **Click Close.**

Tip	Slant Correction & Gradation

On this screen, slant of images can be corrected with ⬚ (Slant Correction). Use the **Gradation** tab to specify transparency of the entire image or to apply gradation vertically, horizontally or diagonally.
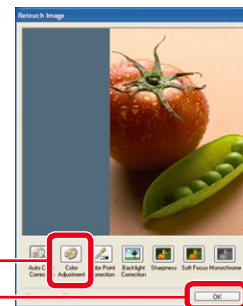
Editing (4) Correcting photos
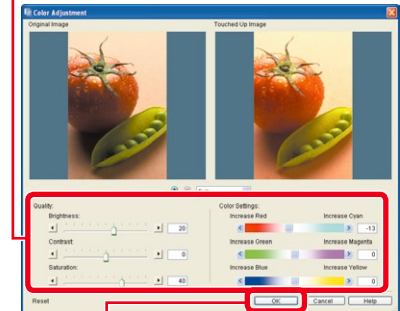
1 **Click the photo to correct colors.**

2 Click ⬚ (Retouch Image).

3 Click ⬚ (Color Adjustment).

4 **Adjust the color tone using items in this area.**

5 **Click OK.**

6 **Click OK.**

Tip	**Additional Image Correcting Functions**

Besides color correction, these image correction options/effects are available.

- **Auto Color Correction** • **Color Point Correction** (Specifies white, gray and black points.)
- **Backlight Correction** • **Sharpness**   • **Soft Focus**   • **Monochrome**
- **Sepia**   • **Logo Color Adjustment** (Adjusts specific colors.) • **Cut Out**

Editing (5) Changing text, font, font size and alignment
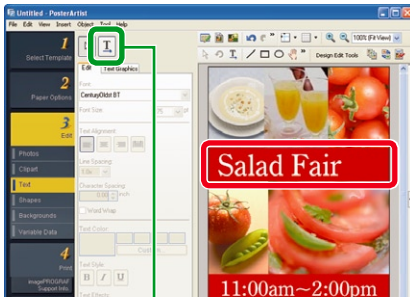
1 Double-click text that you want to edit.

An editing box is displayed.

2 Change the text.

Italian Buffet ▶ Salad Fair

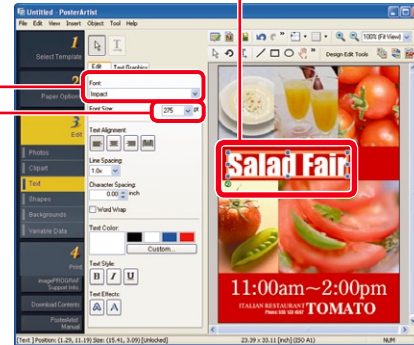## 3 Click outside the editing box.

Tip   Adding Text

To add text, click [I] and drag on the poster to specify the area, then enter text.

4 Click text that you want to edit.

5 Select a font.

The text font changes.

6 Change the font size.

The text size changes.

7 Drag ▪ in the center of the right side to the right to adjust the frame width.
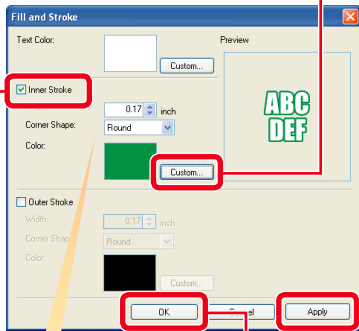
The text width is enlarged accordingly.

Editing (6) Decorating Text

1 Select text to apply effects to.

2 Select ⒜ (Fill and Stroke).

3 Place a checkmark.

4 Click **Custom**, select a color and click **OK**.

Specify the width and shape of the outline.

5 Click **Apply** to check the appearance.
Outline settings are reflected in the text on the poster. (Continue changing settings and clicking **Apply** as needed.)

6 Click **OK**.
The text is outlined.

> **Tip** **Applying a drop shadow**
>
> Select ⒜ (Set Shaded Text) to apply a drop shadow to text.

Editing (7) Drawing shapes (arrows)

1 Click **Shapes** in **Edit**.

2 Click ⃫ (Line).

3 Drag from start point to end point.
A line is drawn.

4 Change the line thickness.

Rectangles and circles can also be drawn.

5 Click **Custom** and select a color then click **OK**.

6 Change the end point to arrow.

7 Click a part other than the arrow to deselect it.

Editing (8) Adding clipart

1 Click **Clipart** in **Edit**.

2 Select the category including the desired clipart.

3 Double-click the clipart you want to add.

The clipart is added to the poster.

4 Drag the clipart to adjust the position and size.

> **Tip** | **Clipart Color**
>
> To change the clipart color, select a color in **Clipart Color**.

Editing (9) Changing the background

1 Click **Backgrounds** in **Edit**.

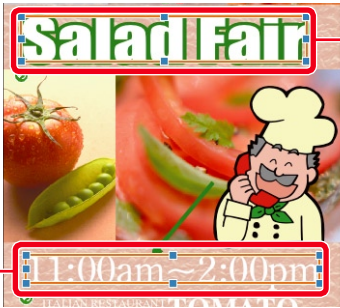**2** Select the category including the desired background.

3 Double-click the desired background.

The background is changed.

4 Select a background color.

The background color is changed.
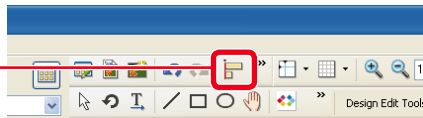
Editing (10) Aligning multiple objects
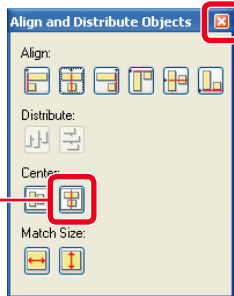
1 **Click an object.**

2 **While holding down the Shift or Ctrl key, click another object.**

The two objects are selected.

3 **Click** 🔲 **(Align and Distribute Objects Dialog).**

4 **Click** 🔲 **(Center Horizontally on Page).**

The objects are centered.

5 **Click** ❌.

> **Tip** **Align and Distribute Dialog Button**
>
> On the **Align and Distribute Dialog** screen, these functions are available.
>
> Align objects at the left edge, center or right edge.
>
> Align objects at the top, center or bottom.
>
> Evenly space more than three objects horizontally or vertically.
>
> Center objects horizontally or vertically on the page.
>
> Each object is resized to match the height or width of the object that was selected first.

> **Tip** **Ruler, Guide & Grid**
>
> The ruler, guide and grid help you easily adjust the position and size of the object on the poster. Use the snap function of the guide and grid to align objects simply by dragging them.
>
> ● **Ruler**
> Displays a ruler at the top and left of the poster. To display rulers, select **Ruler** in the **View** menu.
>
> ● **Guide**
> Lines for alignment, etc. Use 🔲 on the toolbar to set or display them.
>
> ● **Grid**
> Squares of the same size. To display them, click 🔲 on the toolbar.
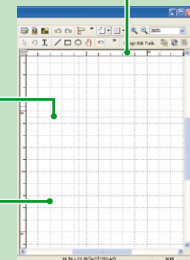
> **Tip** **Grouping Objects**
>
> Group multiple objects to adjust the positions, sizes and rotation angles at one time as if handling them as a single object.
> For example, group a map, etc. that is made of many shapes for easier handling.
> Click multiple objects while holding down the **Shift** key or **Ctrl** key then from the **Object** menu, select **Group** in **Group**.

Printing – Saving and printing posters

1 In the **File** menu, select **Save As**.

Posters can be saved as JPEG files by selecting **Save As JPEG** in the **File** menu. However, these files cannot be edited with PosterArtist.
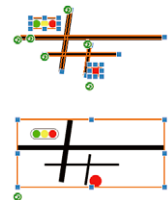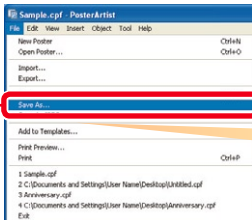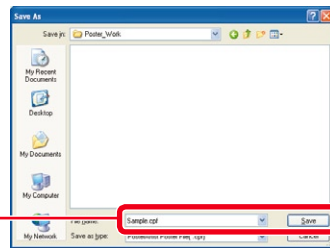
2 Specify the name and save location and click **Save**.

The poster is saved as a PosterArtist file with a ".cpfx" extension.

3 Select **Print**.
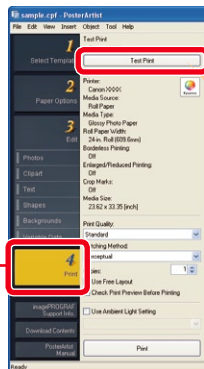
4 Click **Test Print**.

The poster is printed on small paper for checking.

Specify the printer and paper size for **Test Print** from **Preferences** in the **Edit** menu.

5 Check the test print appearance.

Continue editing and test printing as needed.
Proceed when the test print is satisfying.

6 Select **Print Quality**.
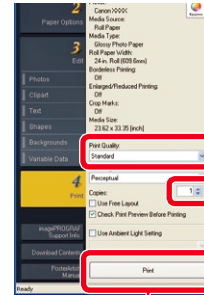
7 Specify the print quantity.

Click ▲ or ▼ to specify the number of copies.

8 Click **Print**.

On this screen, the printing image and status of print settings can be checked.

9 Check the preview and print setting status, then click **Print**.

Printing starts.

Handy Functions – Design Assist

The design assist function allows you to automatically layout a specified area and to create multiple design choices. There is a wide variety of poster designs, from which you can select one that fits your needs and wants.

1 **Click** **(Design Assist Area Set Mode) on the tool bar.**

2 **Drag an area where you want to adjust the layout.**

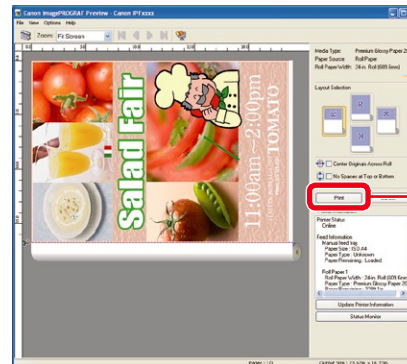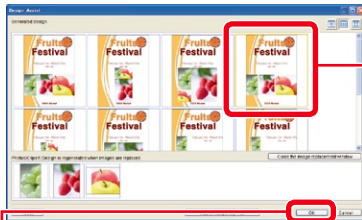**3** **Click Generate Design displayed.**

This displays a variety of designs that are laid out in the specified area.

4 **Select a desired design.**

5 **Click OK.**

The selected poster is displayed.

Handy Functions – Quick Exchange

The quick exchange function allows you to switch the positions of multiple objects by simply using your mouse. This function is useful for editing designs and making corrections to completed designs because you can easily create modified designs.

1 **Click** **(Quick Exchange) on the tool bar.**

2 **Click on objects you want to move.**
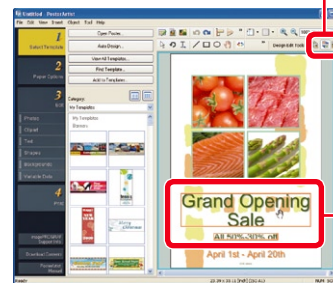
3 **Drag the selected objects over the position of the objects you want to switch.**

The objects are switched.

4 **Check that the objects has been exchanged in the position you want and release the mouse button.**

Repeat steps 1 through 4 until the design is complete.

Handy Functions – Temporary tray

In temporary tray, place templates, photos, clipart, etc. temporarily.

1 Click ◀ .
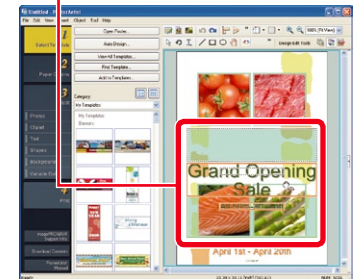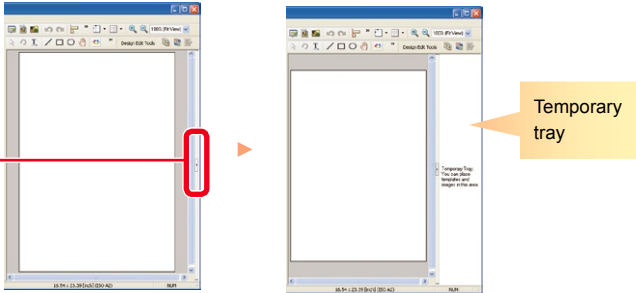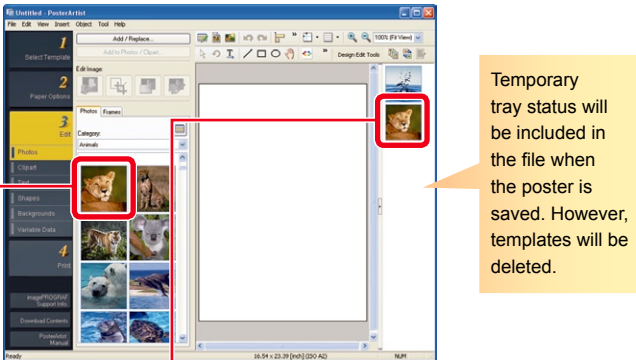
When the poster is in landscape orientation, click ▲ at the bottom of the screen.

Temporary tray

2 To place objects in temporary tray, drag and drop an object in the library (list) to temporary tray.

Temporary tray status will be included in the file when the poster is saved. However, templates will be deleted.
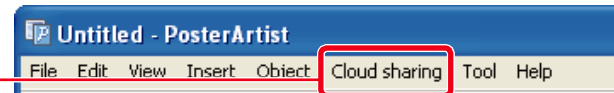
3 To add an object in temporary tray to the poster, double-click the object.

Alternatively, drag and drop the object to the poster.

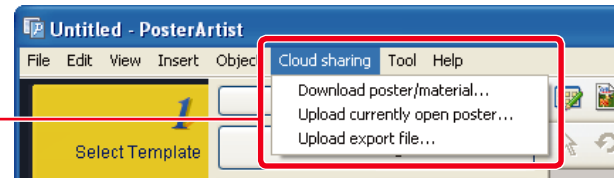# Handy Functions – Cloud Sharing

You can share poster files, etc. with other computers and users in order to utilize them more effectively by uploading and downloading the files via cloud storage.

1 Click the **Cloud sharing** menu.

2 Select the menu that corresponds to your application.

Download poster/material
Allows you to download poster files and image files that have been saved in cloud storage.

Upload currently open poster
Allows you to upload the currently open poster file to cloud storage.

Upload export file
Allows you to export artwork and upload it to cloud storage.

> **Tip**
>
> • imagePROGRAF Direct Print & Share v.2.0.0 or later needs to be installed in order to use this function.
>
> • You need to have created an account with a cloud service in advance before using the cloud service.

Producing Enlarged Copies

PosterArtist QuickCopy allows you to produce enlarged copies of the original in the scanner simply by clicking a button, as if making copies on a copier.

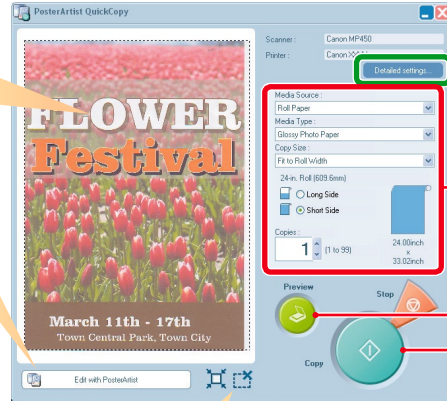Only the area within the dashed lines is scanned. To adjust the scanning area, drag the frame.

To place scanned images on the poster, click **Edit with PosterArtist**.

⊡ **Auto crop**	⊡ **Reset crop**
Click this to specify the scanning area automatically.	Restores the default scanning area.

Tip   **Detailed settings**

In **Detailed settings**, specify settings for the scanner and printer in detail. Also, specify the image quality for scanning.

● **Moire reduction**
Moire is image distortion (uneven, lighter areas or striped patterns) that may occur when scanning photos or pictures. Place a checkmark for this to lessen this distortion.

● **Edge enhancement**
Enhances the outline with sharpness increased.

● **Set-off reduction**
When the original is double-sided, images or text on the reverse side may be scanned. Place a checkmark for this to reduce such effect.

● **Background color removal**
When paper of the original is lightly colored with yellow, etc., place a checkmark for this to correct the base color and make it white.

1 **Connect a scanner and double-click the PosterArtist QuickCopy icon on the desktop.**

2 **Place the original in the scanner.**

3 **Specify the paper and number of copies.**
In **Copy Size**, select the size of the enlarged copy.
The scanned original is enlarged to the specified size then printed.

4 **Click Preview.**
The image is displayed, with the scanning area indicated by dashed lines.

5 **Click Copy.**
The original is scanned and printing starts.

Tip   **Canceling Printing**

Cancel printing in either of the following ways.

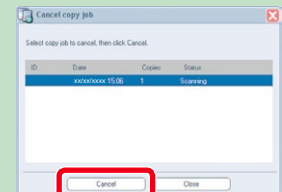● If the **Printing** dialog box is displayed
1) Click **Cancel**.
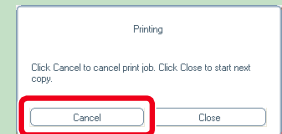
● If there are other print jobs
1) Click **Stop** to open the **Cancel copy job** dialog box.
In the **Cancel copy job** dialog box, only the print jobs performed from PosterArtist QuickCopy are displayed.
2) Select the job and click **Cancel**.

● If the Status Monitor is displayed
In the Status Monitor, all print jobs are displayed.
1) Select the job and click **Cancel Job**.