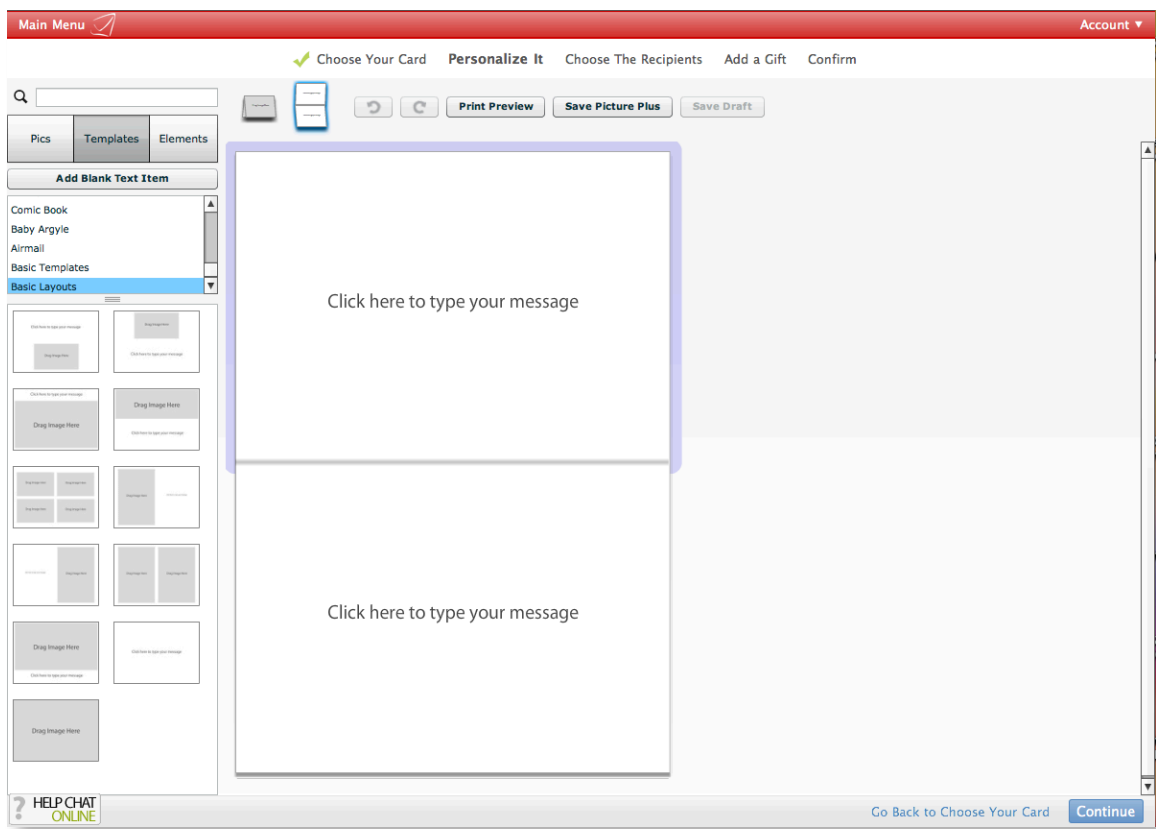


## PicturePlus 2.0 – What's New In Your Card Editor

PicturePlus 2.0 is your very own photo enhancement program custom-built for SendOutCards. This revolutionary new tool features a new card editor that allows you to use templates, photos and art elements (clip art) to completely customize your cards. With the new PicturePlus 2.0 editor you can include full panel photos, full bleed photos, layer pictures on pictures, rotate and creatively place your pictures, add headlines, captions and heartfelt messages on your photos, put photos on both panels on the inside of a card or all three panels of a three-panel card; build your own custom card front or choose from our selection of professional borders and templates.

### Getting Started

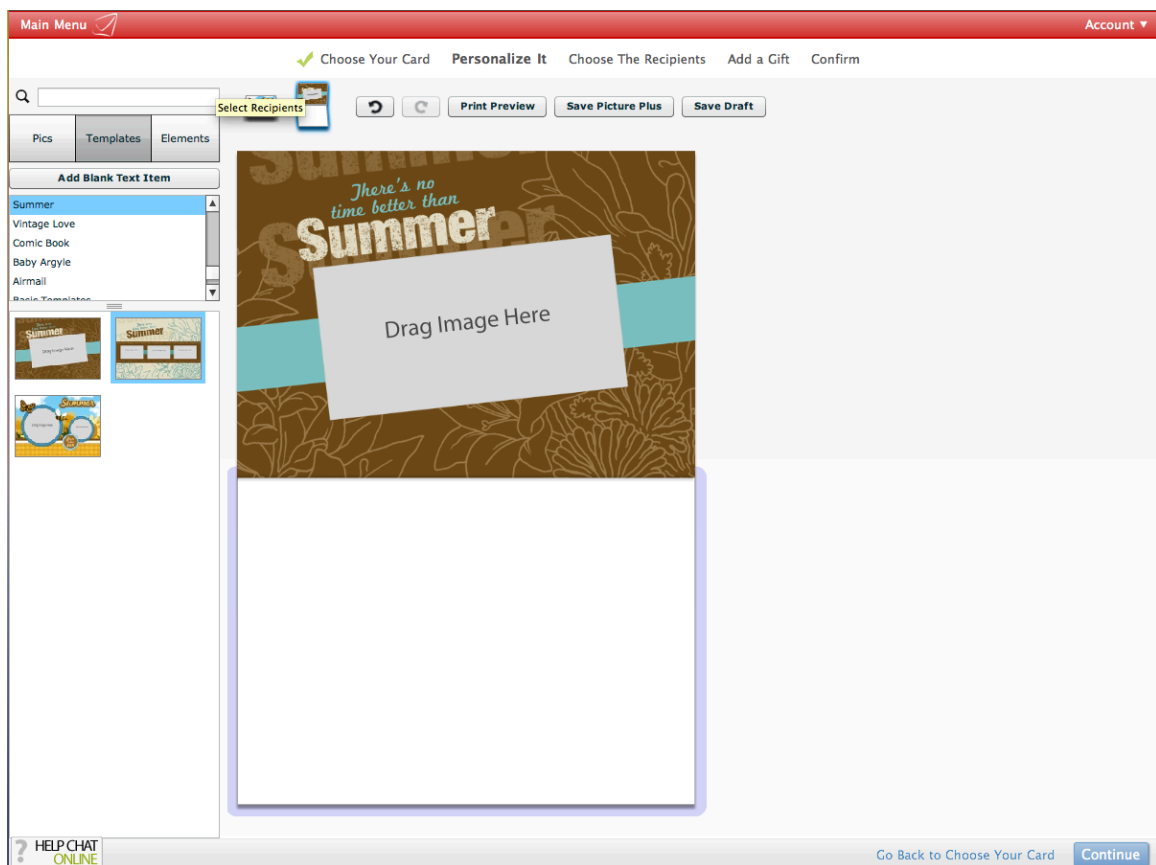


A palette now gives you the option to choose Pictures, Templates and Elements.

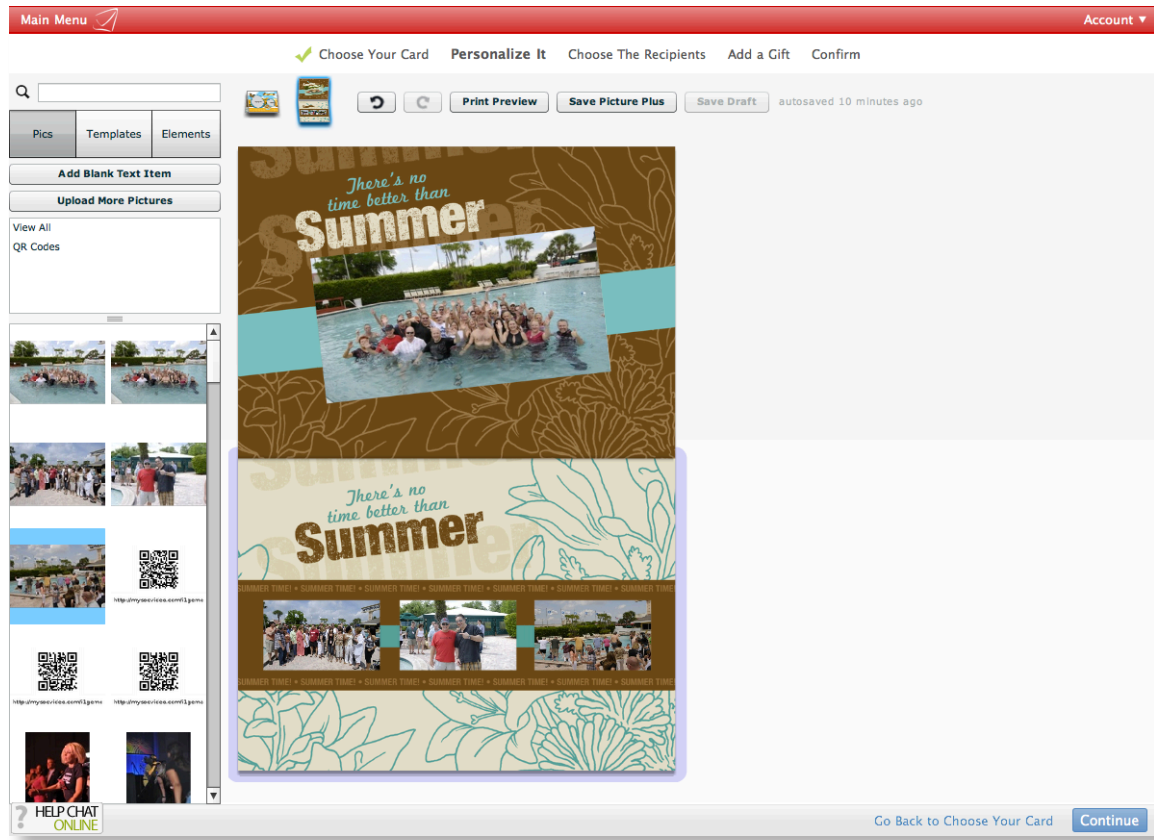
- 1. Pics** – Click on this tab to view your picture library. You can upload more photos or QR codes to the library by selecting the “Upload More Pictures” button, or through the Pictures tab (see the Picture document on the tutorials page for more information). Pictures and QR codes can be organized into categories using the Pictures tab. The picture categories are selectable at the top of the palette. You can drag photos from this palette onto the card.
- 2. Templates** – Click this tab to see the templates available for customizing your cards.
- 3. Elements** – Click this tab to see the clip art, frames, bubbles, backgrounds, and other art elements you can use on your cards

## Creating your custom card.

Select a layout: Click on the template you would like to use. Spaces are provided for inserting your own photos into the layout. You can also add clip art to the layout.



To add your pictures... Go to the "Pics" tab and drag your pictures to the spaces provided in the layout.



You can also add your text and decorate the card with more clip art or pictures. Just drag your pictures or clip art from the palette on the left to your card.

You can add pictures, text items and clip art to the card, or you can create the whole template from scratch by dragging your pictures, text items and clip art to the card. You can rotate, resize and move the elements of the card to any location, size, orientation, etc.

To create your own card from scratch, go to the Card Catalog. In the upper left corner you will see "Create a Customer PicturePLUS Card" where you may then chose the card layout and size of your choice.

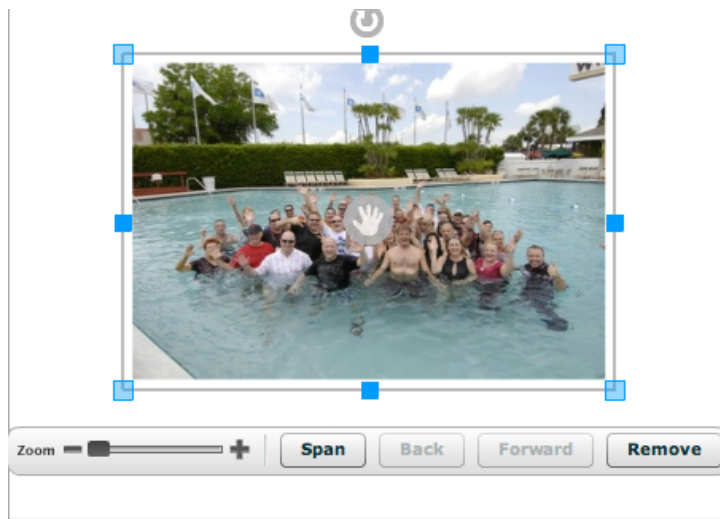
## Manipulating Card Elements.

### Images

When you select a Template from the palette, you don't have to drag it to the card. Just select it by clicking on it. The location for the template is predetermined, so that placement will be done for you automatically.

When you drag an item from the palette (Picture, Element, etc.) you can place it anywhere on the card by dropping it on the card. Then you can move, resize, rotate, zoom, or even make the image span the whole card as a background.

When you drop an image on the card it will look like this...



The controls you have for image items are:

Rotate (located on the top of the image frame). Click on the rotate symbol, hold down the mouse button while you drag left or right to rotate.

Click and drag to move the image inside the frame (The image must be zoomed in for this to work).

Drag to zoom image in/out.

Click to make your image into a full-bleed background spanning both panels of the card.

Click to move the selected image/element back/below one layer for each click.

Click to move the selected image/element up/forward one layer for each click.

Click to delete the selected image/text item/clip art.

### Working with images

- Move: Click anywhere inside the image box and drag the image.
- Resize: Click on any anchor (corner, side, top, bottom) and drag to resize.

## Elements

Elements include clip art, backgrounds, bubbles, frames, and other artwork. If you resize the items, they will automatically resize proportionately. This is what you will see when you drop an element on the card.



Move: Click anywhere inside the image box, then drag the image to move it.

Resize: Click on any of the anchors on the border corners and drag to resize the image. Note: The graphic will resize proportionally – you can't just resize one side.

Rotate (located on the top of the image frame). Click and drag right or left to rotate.

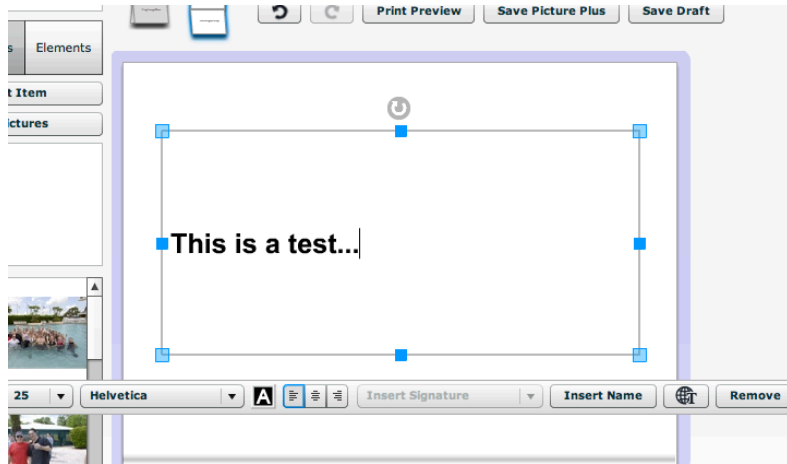
Click to move the selected image/element back/below one layer for each click.

Click to move the selected image/element up/forward one layer for each click.

Click to delete the selected image/text item/clip art.

## Text Items

Click on "Add Blank Text Item" button to insert a text box. Then click in the box to type your message. You may then resize, rotate and move the text box and manipulate the text. This is what a new text item looks like.



## Manipulating Text Items

The text items works just like the image item, except you must click on the border of the item to move it (because if you click inside the border it thinks you want to type, not drag). The borders of the text item can be resized just like the image by dragging any of the anchor points on the border.



This toolbar allows you to change the size of the font, the font type, font color, indentation, insert signatures, insert names, insert special/foreign language characters, or remove the text item.

## Editor buttons

The buttons at the top of the editor pane are not specific to any selected item (image, text, clip art, etc.) They apply to the whole card.

A thumbnail view of the card is displayed in the upper left. The left most thumbnail is the cover of the card. Click this to edit the cover of your card. To the right is the inside of the card. Click this to edit the inside of the card.

Undo. Click this to undo the last change.

Redo. Click this button to restore things you have undone.

Print Preview. Always check this to make sure your text or images are not going to be cut off when going to print.

Make Picture Plus. This option will be available if you clicked the "Create a Custom PicturePlus Card." Click this to add the card to your PicturePlus 2.0 card collection.

Save Draft. Click this to save the edits you have made. The system will also auto-save frequently. This is just used to force a save when edits have been made before an auto-save.

