<u>Custom Framer™ – Personal edition</u>

<u>The screen layout</u>

The menus at the top of the screen are Admin and Help. **<u>Admin</u>** lists the program settings and options.

The next row is the row of **<u>Shortcuts</u>**. The first shortcut is Projects.

The column on the left side is called the **<u>Galleries</u>**. Galleries contain thumbnails of the framing materials. To add the framing material, drag the thumbnail into the central work space.

The column on the right is called the **<u>Tabs</u>**. On the tabs you will find the controls to change sizes and apply effects.

The large central space is the **<u>Work window</u>**.

<u>Working with the program</u>

The program is mainly **<u>drag and drop</u>** of the thumbnails from the galleries on the left, then adjusting using the tabs on the right. To change the tabs and the galleries select the shortcuts for Setup, Images, Mats and Frames. These are the navigation shortcuts.

<u>ADMIN MENU</u>

<u>Restore screen</u> – if you manually moved a window, "Restore screen" will returns all windows to their default positions.

<u>Measurements</u> – select the units of measurement, imperial or metric

<u>Favorite sizes</u> – opens a table to add standard sizes such as those used in photography.
         - Use the Add size and Delete size buttons to edit the list.
         - Sort the list by clicking on a column header.

<u>Save to</u> – selects the default folder to save images of your projects to

<u>Import mouldings</u> – allows you to add your own moulding images to the program.

<u>Disabled messages</u> – allows you to turn on message that you disabled

<u>Language</u> – select the language. The program can be translated using the Translation tool.

SHORTCUTS

Shortcuts are the buttons on the row below the menus. The first shortcut is Projects

Projects shortcut provides two options.
- New project – starts a new project. This does not close any open project.
- The list of open projects. The selected project comes forward as the top
  project in the work window.

Load images shortcut allows you to browse the file folders to select images. The selected images open as a gallery. Drag images from the gallery to the work window.

Open images opens a single image directly into the framing work window.

Setup shortcut opens the setup tab on the right side of the screen.

Images shortcut opens the images tab on the right and the images gallery on the left

Mats shortcut opens the mats tab on the right and the mats gallery on the left

Frames shortcut opens the frames tab on the right and the frames gallery on the left.

Save shortcut saves the framed project as an image file. The "Save as" dialogue box opens. There are special settings in the bottom left corner to allow you to select the image size. Select a larger image size and quality if you plan on printing the image.

Send shortcut. Before an image of the project can be e-mailed, the project must be saved as an image. The Send shortcut leads you through the save image steps and then attaches the image to an out going e-mail message using the default e-mail client. Always check that the message was sent and is not sitting in the outbox.

Print shortcut initiates the print process. Image that are landscape will automatically printed landscape on the page. To print an image using a higher resolution or a larger size first save the image as a larger size file, then print from the saved file.

View shortcut displays the project full screen. As an alternative to using the View shortcut, double click on the background in the work window. Click on the full screen view to return.

TABS

Tabs are the columns on the right side of the screen. There are 4 versions of the tab, one for each of the shortcuts Setup, Images, Mats and Frames. At any one time you can only view one tab. To change tabs select the corresponding shortcut. Each tab contains controls to edit the sizes and other properties of related items in the work window.

GALLERIES and THUMBNAILS

Galleries are the columns of thumbnails on the left side of the screen. There are three type of galleries, Images, Mats and Frames. Each type displays thumbnail of the selected material type.

To change the gallery type that is displayed select the shortcut for the gallery type that you would like to view.

At the top of a gallery is a drop down list. Open the list to view additional galleries of the same type that are available. Select a gallery name on the list to display that gallery as the top gallery.

To change the position of a thumbnail within a gallery, drag and drop the thumbnail. The change is automatically saved.

To copy a thumbnail to a different gallery, select the thumbnail, use the mouse right click, select "Copy to", when the Manage galleries form opens select the gallery name to copy to, then select OK to confirm.

To delete a thumbnail from a gallery select the thumbnail, use the mouse, right click, select "Delete". Only delete those mats and moulding records that you are sure you will not use. You may find it better to copy the records that you will use frequently into specific galleries and the records that you will probably not use into other galleries.

IMAGES

Add your own images to be framed

There are two ways to add your own images to be framed.

"Load images" is a shortcut and you can use the Load images button on the Images tab. Load images allows you to browse the file folders to select images. The selected images open as a gallery. Drag images from the gallery to the work window.

Open images is a shortcut and you can use the Open images button on the Images tab. Open images add the image directly to the work window.

Save and manage images galleries

After images are loaded as a gallery you can save the gallery for fast recall.
- In the Image gallery select the Manage button
- Select the option to Save the gallery
- The Gallery list option on the Manage button includes an option to Delete galleries

Image size

When you add your own image the Select image size dialogue box opens. There are three options for setting the image size.

After an image is added to the project the image size can be changed.

To change the image size in a single image project.
- Select the image.
- On the Images tab use the W: and H: fields to change the image size.
- If "Link" is selected the sizes of the width and height retain their original ratio to avoid distortion.
- enter a size in one field
- when you select the other field it will automatically update.
- If "Link" is unselected the image can be distorted when you change the size.

Another way to change the size is to use the "Size" button on the Images tab.
- This method applies the selected size from the list of favorite sizes.
- This method center crops the image and scales it to the selected size without distortion.

To add your own sizes to the list of favorite sizes select "Favorite sizes" on the Admin menu.

To change the image size in a project with multiple images.
- select an image
- ensure that "Link" is selected on the Images tab
- use the mouse to grab one of the handles around the image and move the mouse.
- when you release the mouse the new size will be displayed

- If you know the size that you would like to resize to, use the size fields or the Size button on the Images tab.
- the Size button will open the list of favorite sizes.
- select a size
- the image will be center crop based on the size selected

- To enter a known size use the W: and H: fields on the Images tabs
- to avoid distortion ensure that the "Link" box is selects
- enter a size in one field
- when you select the other field it will update automatically.

Crop an image

<u>Crop an image in a single image project</u>
- select the Images shortcut to display the Images tab
- select the image. The marker displays gray handles at the corners and centers
- select the "Crop" button on the Images tab.
- the handles on the maker change color, from gray to white
- using the mouse move the handles. You can select the corner or the side handles
- move the handles to define the crop line positions
- to move the selected region move the mouse inside the region, hold and reposition
- to apply the crop double click the mouse

<u>Crop an image in a multiple image project</u>.
- select the image. The marker displays gray handles at the corners and centers
- select the "Crop" button on the Images tab.
- The crop window open.
- using the mouse move the handles. You can select the corner or the side handles
- move the handles to define the crop line positions
- to move the selected region move the mouse inside the region, hold and reposition
- select the Apply button
- select the Close button to close the crop window

MATS

There are some distinctive difference between projects with a single image and project with multiple images. This difference extends to mats.

A single image project can have up to 3 mat layers. A multiple opening mat is limited to 2 mat layers. The top mat is the 1st mat layer. Use the radio button at the top of the Mats tab to select a mat layer. The color of the radio button indicates which mat layer is active. Green indicates that the mat layer is currently selected, black indicates that a mat has been added to the mat layer but it is not the active layer, white indicates that a mat has not yet been selected for that layer.

Change the mat edge color
- select the mat layer 1st, 2nd or 3rd
- select the "Edge color" button on the Mats tab
- select a color
- Confirm

Change the shape of the mat opening
- on the Mats tab select the "Shape" button
- in a project with a single mat opening the "Mat list" will open
- on the mat list select the shapen for the opening and confirm OK
- in a project with a multiple opening mat
- when you select the Shape button a menu will open listing the mat openings
- select the opening to apply the shape to
- a different shape can be applied to each opening

Add a v-groove
- select the V-groove button on the Mats tab
- use the mouse, grab a handle on the v-groove to reposition
- click on the mat to remove the handles and marker
- more than one v-groove can be added
- use the [X] button to delete the associate v-groove

Multiple opening mats

To start a project that will use multiple opening mats
- select the Setup shortcut
- the Setup tab opens on the right side
- Select "Free style" on the Setup tab
- the controls to select the number of openings and the borders appear
- select the number of openings on the drop down list.
- additional openings can be added at any stage using this list or on the Images tab
  select "Add new opening"
- to delete an opening, select the opening, the white marker will appear. Select the
  Delete button on the Images tab.

- the Borders set the distance from the mat edge to the closest opening edge
- openings can be moved, therefore as you move an opening the size of the project
  changes to maintain the borders.

- when Free style is selected to start a project with multiple opening mats rulers appear at
  the top and the left side of the work window
- in addition to the rulers blue icons to view and hide guides and a grid can be found in
  the top left corner of the work window
- the size of the mat is displayed on the mats tab below the Size button. The Size button is
  only active for single opening projects.

To add mats for multiple opening mats
- two mat layers can be selected for multiple opening mats
- to add the top mat layer ensure that the radio button for "1st" is selected near the top of the mat tab. The radio button for 1st is green when it is selected. If it is not green, select the radio button.
- drag a mat from the mat gallery on the left
- you can also create a mat using either the Color button on the Mats tab or the eye dropper tool to select a color from the image you are working with.

Change mat sizes for multiple opening mats

- to change the sides of the top mat on the Mats tab
- select the top mat, the radio button for 1st mat will be green.
- when "All" is selected all sides change to be the same size.
- to use a different size for a side unselect "All" then change the size. If you use the +/- button the size changes as you click. If you enter a size, the size changes when you place the cursor in another field. For fraction select the "V" button.

- the Reveal for the bottom mat can be changed.
- Select the bottom mat, the radio button for 2nd will be green.
- when "All" is selected all sides change to be the same size.
- to use a different size for a side unselect "All" then change the size. If you use the +/- button the size changes as you click. If you enter a size, the size changes when you place the cursor in another field. For fraction select the "V" button.

To add and position images in multiple opening mats
- select an opening
- drag image thumbnails from the galleries on the left to the selected openings
- do not worry about the initial position, images can be moved

- to move an opening select the opening, the marker will be white
- use the mouse to drag the opening to the desired position, release
- as you change the position of the openings the size and shape of your project may change. This change reflects the size of the borders.
- use the rulers, grid and guides to assist with aligning images

MOULDINGS and FRAMES

Most frames are built from mouldings. The program comes with over 1,000 mouldings, organized in galleries. You can also add your own mouldings to appear in the My Frames gallery.

In addition to mouldings the program includes a number of readymade frames. These are in the "Wall Frames" gallery.

To view the frames galleries select the Frames shortcut. The frames tab opens on the right

and the frame galleries open on the left. Select the dropdown list at the top of the Frames gallery to view the list of galleries available.

On the right side, at the top of the frames tab, there are two dropdown lists.
  - the top list is for the type of frame, moulding, frame, liner or fillet.
    (Floaters is on the list but they are only available in the professional version.)

  - the second dropdown list indicates position, where in the project to attach the frame.
    This list changes as the items in the project change. As an example mats will be
    added to the list after mats are added to the project

Fillets and liners are designed to be added to specific locations.

- select fillet from the top dropdown list
- select the mat to attach the fillet to
- drag in a fillet from the Fillet gallery on Frames tab.

To delete a frame select the [X] button for the associated frame on the frames tab.

Add your own moulding to the My Frames gallery
- you can add your own mouldings to the program
- the image of the moulding must be vertical with the inside edge on the right
- on the Admin menu select "Import mouldings"
- select the image file for the moulding
- confirm
- the file will be added to the MyMouldingImages folder located in the db >> res
  subfolder
- the moulding will then appear as a thumbnail in the My Frames gallery
- if you have a large number of your own images you can copy and paste the image files
  directly to the MyMouldingImages folder located in the db >> res subfolder
- the order of thumbnails in My Frames gallery is based on the file name. To change the
  order modify the file names.

The moulding width can be changed
- when a moulding is first added to the project its width is based on the width in the
  database.
- mouldings from the My Frames gallery have an initial width of 2 inches or 5 cm.
- to change the moulding width change the value in the "S:" field on the Frames tab.

Mouse right click

There are a number of commands on the mouse right click. These commands change based on the position of the mouse on the screen. The commands on the mouse right click over a gallery thumbnail are different then the commands over an image in the project or the commands over the background in the project.

Become familiar with the mouse right click commands, they add functions and speed.

Rulers, Grid and Guides

To assist aligning images you can use rulers, grids and guides, they open automatically when starting a multiple image project.

To view these tools at will, right click on the project window background, select to view.

To hide rulers, grids and guides, right click on the project window background, select to hide.

View your work full screen

Double click on the project to view it full screen or select the View shortcut.
To return to the work view single click or select the Esc key

View your framed image on a background

The background for a framed project can be a color or an image.
- To select a color for the background select the W (white) B (black) or C (color selector)
 buttons at the top of the Setup tab
- after the color is selected double click on the work window to view full screen

- To select an image for the background select the "I" button at the top of the Setup tab
- the background database form opens
- select a background from the list
- confirm "OK" to apply
- double click on the work window to view your framed image against the background
- the image can be moved to a new position on the background using the mouse
- the image is displayed in proportion to the background size
- to return to the work view select the Esc key.

<u>Translating the program</u>
On the Admin menu select "Translation tool"
- when the translation tool opens select the language that you would like to translate to
- if your language is not on the list use one of the listed languages as a surrogate
- the English words are in the left hand column
- enter your translation on the right side
- use the Save button to save you work
- to assist finding a similar phrase search fields are located at the bottom of the columns

To change languages select "Languages" on the Admin menu

 <u>If you need more capabilities</u> such as pricing, sizes, reports, invoices, purchase orders, enhanced framing option, more save and display options and other features please try one of professional programs.

Custom Framer – Art is designed for professional framers and artists who do their own framing.

Custom Framer – Portrait is designed for professional studio photographers who want a tool to help them review their images with the customer and sell frames.

FrameNview is designed for web site.

Please visit our site www.artframer.com for details about our professional versions.