VariQuest®
Visual Learning Tools

Software
User's Guide

Varitronics®

visit **www.variquest.com** or call **1-800-328-0585**

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Version 7.0

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Contents

Chapter 1: Getting Started

Overview of the Design Center Software 1- 2
Launching and Setting Up the Software 1- 4
Launching the Software 1- 4
On the Design Center 1- 4
On a PC 1- 4
Completing the Initial Setup 1- 5
Understanding the Main Screen 1- 11
Workroom Assistant Tab 1- 12
Menu Tab 1- 12
Exit Tab 1- 13
Device Tabs 1- 13
Common Features 1- 14
Screen Buttons 1- 14
Toolbar 1- 14
Navigation Bar 1- 15
OK & Cancel 1- 16
Design Center Software Color Coding 1- 17
Design Element Color Coding 1- 17
Thumbnail Color and Coding Identifiers 1- 18
Setting Up Content Preferences 1- 19
Select Grade-Level Content 1- 20
Show Available Content 1- 20
Using the Virtual Keyboard 1- 21
Function Keys 1- 22
Adding Spanish Letters 1- 23
Replacing Text 1- 24
Spell Checker 1- 24
Locating Files in the Software 1- 25
Search for Files 1- 25
Search by Keyword 1- 26
Search by Browsing Categories 1- 29
Search for My Saved Files or Jobs 1- 30
Search for My Graphics 1- 32
Importing and Exporting Saved Files 1- 34
Import Files from USB Device 1- 34
Export Files to a USB Device 1- 35
Deleting Saved Files and Jobs 1- 36
Obtaining Additional Content 1- 37
Activate a Content CD 1- 38
Activate Content with Internet Connection 1- 38
Activate Content without Internet Connection on Design Center 1- 40
Activate CD Content with No Internet Connection 1- 43
Providing Feedback 1- 45

Chapter 2: Workroom Assistant

Overview of the Workroom Assistant 2- 2
User Documentation 2- 3
Setup 2- 5
Selecting Output Devices 2- 5
Entering School Information 2- 7
Using Name Lists 2- 10
Create Name Lists 2- 10
View, Edit or Delete Name Lists 2- 13
Import Name Lists from Excel Spreadsheet 2- 15
Get Version Information 2- 18

Chapter 3: Learning Modules

Overview of Learning Modules 3-2
Working with Learning Modules 3-3

Chapter 4: Perfecta™ 2400 Full-Color Poster Design System

Overview 4- 2
Color Coding 4- 2
Thumbnail Labeling 4- 2
Using the Virtual Keyboard 4- 3
File Management 4- 4
Search for Files 4- 4
Search for My Graphics 4- 4
Importing and Exporting Saved Files 4- 5
Deleting Saved Files and Jobs 4- 5
Basic Process 4- 6
Finding a Template 4- 7
Customizing a Poster or Banner Template 4- 8
Text Editing 4- 8
Change Text Content on a Template 4- 8
Change Fonts on a Template 4- 10
Add New Text Item 4- 12
Change Text Color 4- 13
Remove a Text Item from a Template 4- 14
Advanced Editing - revised section per new design 4- 15
Graphics 4- 18
Change Graphics on a Template 4- 18
Remove a Graphic from a Template - 4- 20
Insert a Graphic - 4- 21
Rotate a Graphic 4- 22
Flip a Graphic Horizontally 4- 23
Rotate an Existing Graphic - 4- 24
Change Graphic Color - 4- 25
Creating Certificates 4- 26

Printing a Poster or Banner **4- 29**
Saving a Template before Printing 4- 29
Printing 4- 32
Scan to Print 4- 34
Scan to Template 4- 38
Print a PDF File 4- 41
Print from a non-Design Center Software File 4- 42

Chapter 5: Perfecta 2400STP/3600STP Poster Design System

Overview **5- 2**
Color Coding 5- 2
Thumbnail Labeling 5- 3
Using the Virtual Keyboard 5- 4
File Management **5- 5**
Search for Files 5- 5
Search for My Graphics 5- 5
Importing and Exporting Saved Files 5- 6
Deleting Saved Files and Jobs 5- 6
Basic Process **5- 6**
Finding a Template **5- 7**
Customizing a Poster or Banner Template **5- 8**
Text Editing 5- 8
Change Text Content on a Template *5- 8*
Change Fonts on a Template *5- 10*
Add New Text Item *5- 12*
Change Text Color *5- 13*
Remove a Text Item from a Template *5- 14*
Advanced Editing 5- 15
Graphics 5- 18
Change Graphics on a Template *5- 18*
Remove a Graphic from a Template *5- 20*
Insert a Graphic *5- 21*
Rotate a New Graphic *5- 22*
Flip or Rotate a Graphic *5- 23*
Change Graphic Color *5- 25*
Creating Certificates **5- 26**
Printing a Poster or Banner **5- 29**
Saving a Template before Printing 5- 29
Printing 5- 32
Print Quality 5- 33
Print a PDF File 5- 34
Print from a non-Design Center Software File 5- 35
Scan to Print 5- 35
Printing from a Mobile Device **5- 36**
Print from Mobile Device 5- 36
Print by Email 5- 36
Print, Scan, and Share from All-in-One (AIO) Remote App 5- 37
Printing *5- 37*
Scanning and Sharing *5- 37*

Chapter 6: PosterMaker

Overview 6- 2
Color Coding 6- 2
Thumbnail Labeling 6- 2
Using the Virtual Keyboard 6- 3
File Management 6- 4
Search for Files 6- 4
Search for My Graphics 6- 4
Importing and Exporting Saved Files 6- 5
Deleting Saved Files and Jobs 6- 5
Basic Process 6- 6
Finding a Template 6- 7
Customizing a Poster or Banner Template 6- 8
Text Editing 6- 8
Change Text Content on a Template 6- 8
Change Fonts on a Template 6- 10
Add New Text Item 6- 12
Remove a Text Item from a Template 6- 13
Advanced Editing 6- 14
Graphics 6- 16
Change Graphics on a Template 6- 16
Remove a Graphic from a Template 6- 18
Insert a Graphic 6- 19
Rotate a Graphic 6- 20
Flip or Rotate a Graphic 6- 21
Printing a Poster or Banner 6- 23
Saving a Template before Printing 6- 23
Printing 6- 26
Print a PDF File 6- 29
Print from a non-Design Center Software File 6- 30

Chapter 7: Cutout Maker 1800

Overview **7- 2**
Color Coding 7- 2
Thumbnail Labeling 7- 2
Using the Virtual Keyboard 7- 3
File Management **7- 4**
Search for Files 7- 4
Basic Process **7- 5**
Letters, Numbers & Symbols **7- 6**
Shapes **7- 11**
Select and Edit Shapes 7- 11
Shapes with Name Lists *7- 14*
Create/Edit List 7- 15
My Saved Lists 7- 17
Import List from Excel 7- 18
Signs & Decals *7- 19*
Text Editing 7- 20
Change Fonts 7- 21
Graphics 7- 22
Advanced Editing *7- 23*
Common Procedures 7- 25
Select Material Sizes and Types *7- 25*
Standard Material Size and Type 7- 26
Custom Material Size and Type 7- 27
Adjust Cutout Size *7- 29*
Select the Number of Copies or Shapes *7- 31*
Preview Your Job *7- 32*
Save Cut Jobs and Prepare for Cutting *7- 33*
Setting Up the Cutout Maker for Output 7- 34
Using VariQuest Magnetic Sheets with Cutout Maker 7- 37
Using Transfer Tape with VariQuest Vinyl Sheets 7- 38
Collections **7- 39**
Make Cutouts using a Collection 7- 39
Adjusting Blade Depth 7- 44

Chapter 8: Awards Maker 400 - Awards and Stickers

Overview **8- 2**
Color Coding 8- 2
Thumbnail Labeling 8- 2
Using the Virtual Keyboard 8- 3
File Management **8- 4**
Search for Files 8- 4
Search for My Graphics 8- 4
Importing and Exporting Saved Files 8- 5
Deleting Saved Files and Jobs 8- 5
Basic Process **8- 6**
Finding a Template **8- 7**

Customizing an Award or Sticker Template 8- 8
Text Editing 8- 8
Change Text Content on a Template 8- 8
Change Fonts on a Template 8- 10
Add New Text Item 8- 12
Remove a Text Item from a Template 8- 13
Graphics 8- 14
Change Graphics on a Template 8- 14
Remove a Graphic from a Template 8- 16
Insert a Graphic 8- 17
Rotate a Graphic 8- 18
Flip a Graphic Horizontally 8- 19
Advanced Editing 8- 20
Name Lists 8- 22
Add a Name List to a Template 8- 22
My Saved Lists 8- 25
View, Edit or Delete Name Lists from Edit Menu 8- 27
Import Name List from Excel 8- 29
Printing an Award or Sticker 8- 32
Saving a Template before Printing 8- 32
Guidelines for Saving a Template 8- 32
Printing 8- 34
Adjusting Print Density 8- 38
Selecting Mirror Printing 8- 39

Chapter 9: Motiva 400 - Color Awards and Stickers

Overview 9- 2
Color Coding 9- 2
Thumbnail Labeling 9- 2
Using the Virtual Keyboard 9- 3
File Management 9- 4
Search for Files 9- 4
Search for My Graphics 9- 4
Importing and Exporting Saved Files 9- 5
Deleting Saved Files and Jobs 9- 5
Basic Process 9- 6
Finding a Template 9- 7
Customizing an Award or Sticker Template 9- 8
Text Editing 9- 8
Change Text Content on a Template 9- 8
Change Fonts on a Template 9- 10
Add New Text Item 9- 12
Remove a Text Item from a Template 9- 13

Graphics 9- 14
Change Graphics on a Template 9- 14
Remove a Graphic from a Template 9- 16
Insert a Graphic 9- 17
Rotate a Graphic 9- 18
Flip or Rotate an Existing Graphic 9- 19
Change Graphic Color 9- 21
Advanced Editing 9- 22
Name Lists 9- 25
Add a Name List to a Template 9- 25
My Saved Lists 9- 28
View, Edit or Delete Name Lists from Edit Menu 9- 30
Import Name List from Excel 9- 32
Printing an Award or Sticker 9- 35
Saving a Template before Printing 9- 35
Guidelines for Saving a Template 9- 35
Printing 9- 37
Optional and Ink Remaining Settings 9- 41
Printer Adjustments 9- 42
Printhead Maintenance 9- 43
Clean Printhead 9- 43
Align Printhead 9- 43
Printer Offsets 9- 44
Sensor Mode 9- 45
Print Quality 9- 45

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Chapter 1 Getting Started

Chapter Overview

- *"Overview of the Design Center Software," page 1-2*
- *"Launching and Setting Up the Software," page 1-4*
- *"Completing the Initial Setup," page 1-5*
- *"Understanding the Main Screen," page 1-11*
- *"Common Features," page 1-14*
- *"Setting Up Content Preferences," page 1-19*
- *"Using the Virtual Keyboard," page 1-21*
- *"Locating Files in the Software," page 1-25*
- *"Deleting Saved Files and Jobs," page 1-36*
- *"Obtaining Additional Content," page 1-37*

VariQuest®
Visual Learning Tools

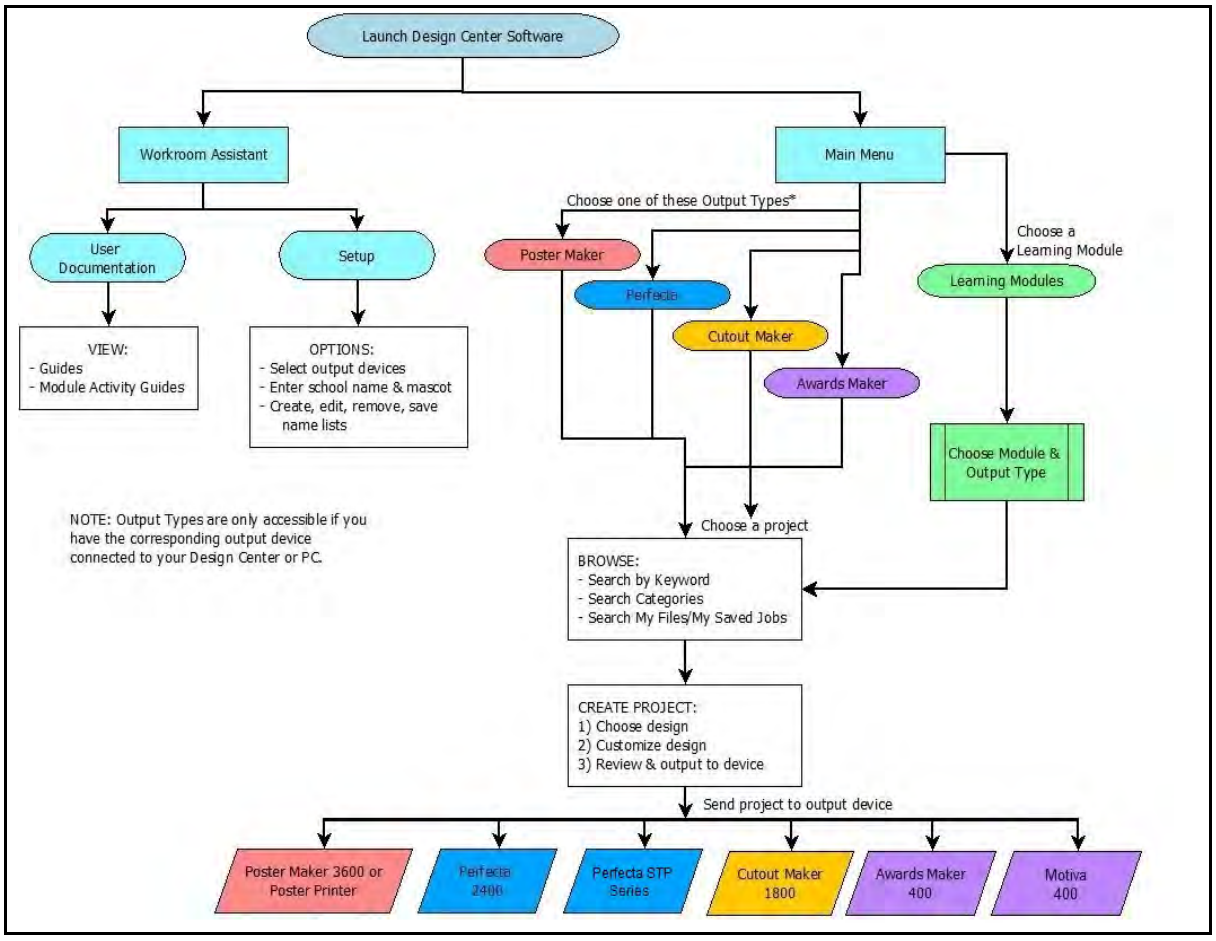
Overview of the Design Center Software

VariQuest® *Design Center Software* is one component of the **VariQuest®** *Visual Learning Tools* product line, which supports school staff members and volunteers in creating materials that help improve student and staff performance.

The **VariQuest®** *Design Center Software* lets you easily design, store, cut, and print a wide variety of educational and motivational items. Its integrated design elements provide a remarkably fast and easy way to generate the following types of projects:

- **Full color posters and banners from the VariQuest® Perfecta® 2400** *Full-Color Poster Design System*.

  Full color scanning, copying and printing from the **VariQuest® Perfecta® 3600STP** *Poster Design System* or the **VariQuest® Perfecta®** 2400STP *Poster Design System*.
- **Posters and banners** from the **VariQuest®** *Poster Maker 3600STP* and ProImage PosterPrinters.
- **Cutouts of letters, numbers, symbols, shapes, and collections** from the **VariQuest®** *Cutout Maker 1800*.
- Awards, flashcards and stickers from the **VariQuest®** *Motiva™ 400 Color Label Printer* or the **VariQuest®** *Awards Maker 400*.
- **Integrated Learning Activities** that use output from all products and implement visual and kinesthetic learning strategies found in **VariQuest®** *Learning Modules*.


Launch Design Center Software
Workroom Assistant
Main Menu
User Documentation
Setup
Choose one of these Output Types*
Poster Maker
Perfecta
Cutout Maker
Awards Maker
Choose a Learning Module
Learning Modules
VIEW:
- Guides
- Module Activity Guides
OPTIONS:
- Select output devices
- Enter school name & mascot
- Create, edit, remove, save name lists
Choose Module & Output Type
NOTE: Output Types are only accessible if you have the corresponding output device connected to your Design Center or PC.
Choose a project
BROWSE:
- Search by Keyword
- Search Categories
- Search My Files/My Saved Jobs
CREATE PROJECT:
1) Choose design
2) Customize design
3) Review & output to device
Send project to output device
Poster Maker 3600 or Poster Printer
Perfecta 2400
Perfecta STP Series
Cutout Maker 1800
Awards Maker 400
Motiva 400

Launching and Setting Up the Software

VariQuest® *Design Center Software* is designed for fast and easy use in a variety of situations and user preferences. The software can be used on either a dedicated Design Center touch computer or a PC and functions the same on either unit, except for these **key differences**:

- **When used on the Design Center touch computer**: Touch the keys or graphics on the monitor. Enter text by touching the keys on the "Virtual Keyboard" screen.

  You can also use an attached mouse and keyboard (sold separately) to point and click the buttons and choices.

- **When used on a PC** with the **VariQuest®** *Design Center Software* installed: Click the buttons and select menu choices and options with your mouse.

  You can also enter text using the "Virtual Keyboard" by either pointing-and-clicking on the screen graphic or by using the computer's keyboard *(see "Using the Virtual Keyboard," page 1-21 for more details).*

Launching the Software

How you launch the *Design Center Software* depends on whether you have the dedicated Design Center touch computer, or you are using a PC.

TIP

If the Design Center Software is not installed, refer to the **VariQuest®** *Design Center Software PC Installation Guide, packaged with your software CD.*

On the Design Center

1. Turn on the **VariQuest®** *Design Center*.

On a PC

1. Select **Start > Programs** and locate the **VariQuest®** *Design Center Software*. Click the link to start the program.

   - or -

2. Double click on the **VariQuest®** *Design Center Software* link on the computer desktop .

Completing the Initial Setup

When the **VariQuest®** *Design Center Software* is first launched from either the Design Center touch computer or a PC, it automatically opens to the initial setup sequence. This is a one-time procedure and will not be required again.

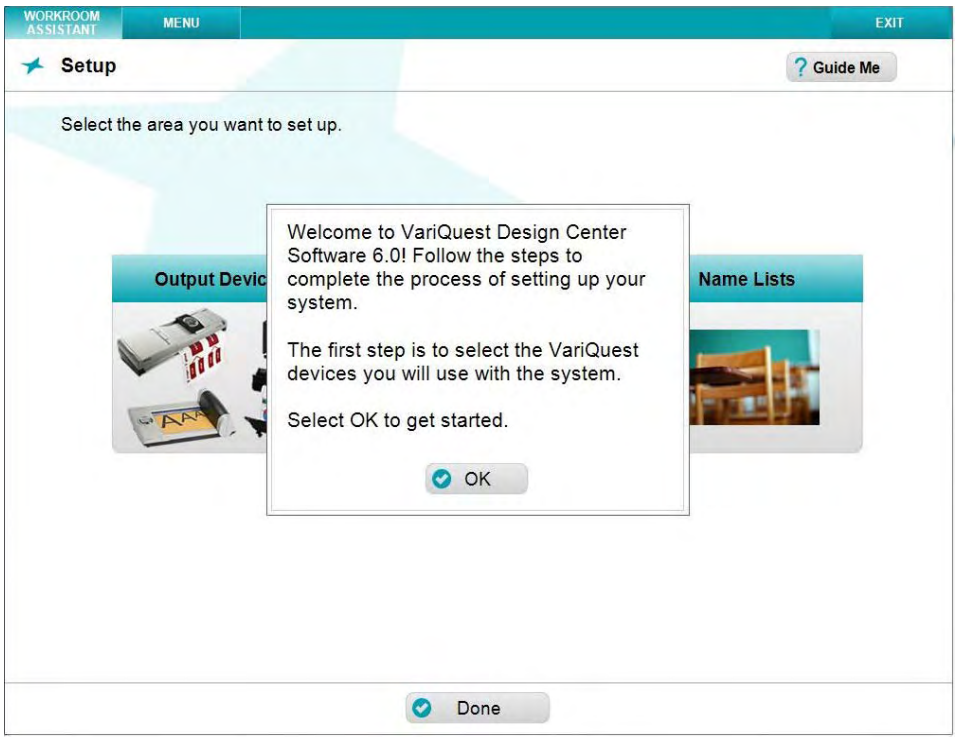
TIP

You can change the settings made during the initial setup at any time by going to the Workroom Assistant and choosing the ***Setup*** *function. (See Chapter 2 "Workroom Assistant" for more information.)*

To complete the initial setup tasks:

1. Read the welcome message, then to continue, touch or click **OK**.

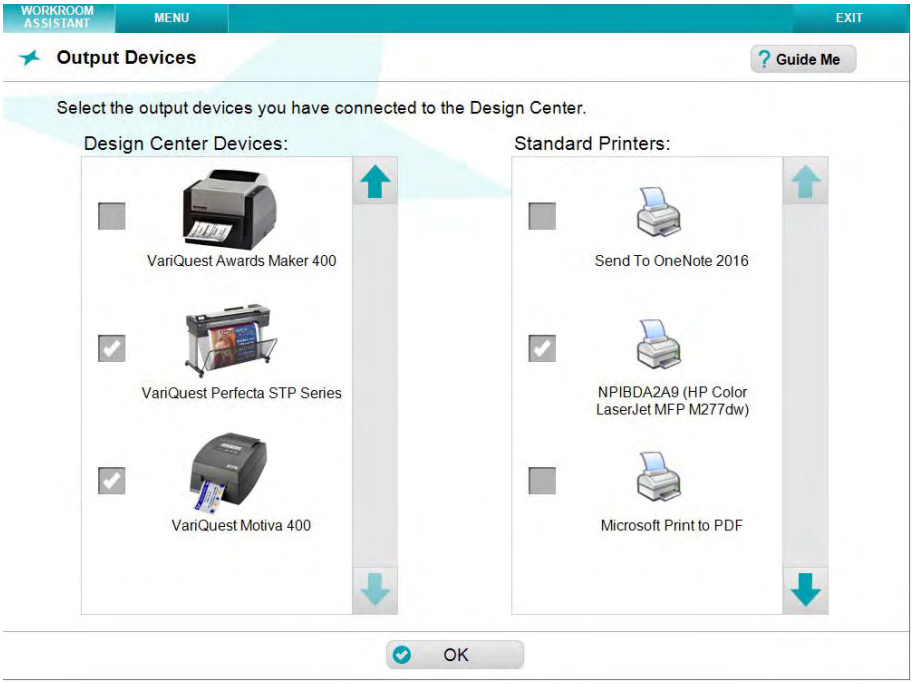
   The **VariQuest** output devices installed on your Design Center touch computer or PC, as well as any standard printers, are listed on *Output Devices* screen.



2. In the *Output Devices* list, touch or click each output device you will use. A checkmark appears next to the selected devices.
3. In the *Standard Printers* list, touch or click the regular sheet-fed printer(s) that you want to be able to print to.

TIP

Only printers that have been previously installed on your PC or Design Center touch computer are displayed in the list. You are not required to select a standard printer.



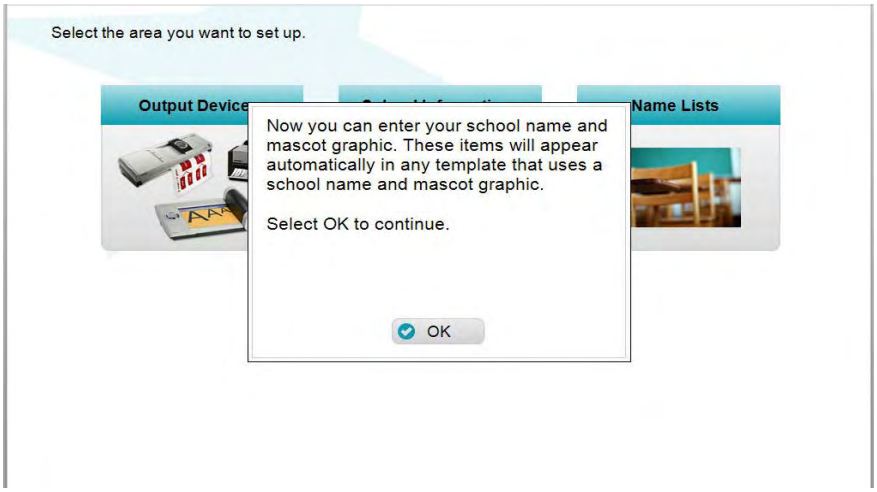
TIP

If your **VariQuest** *output device (e.g., Poster Maker, Perfecta Full-color Poster Design System, Cutout Maker, Motiva Color Label Printer or Awards Maker) is not listed in the Design Center Devices list, the driver for the device has not been installed.*

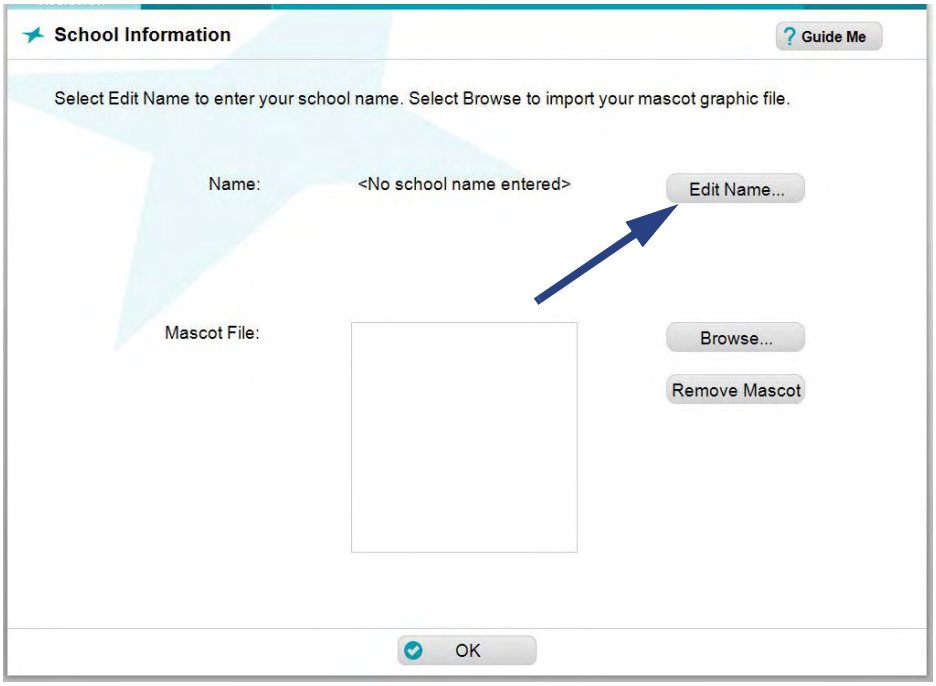
You can continue with the setup procedure and return to this screen after installing the device. See the **VariQuest** *Design Center Software PC Installation Guide for device installation instructions.*

4. When done selecting devices, touch or click **OK**.

5. At the prompt, touch or click **OK** to enter your school name and mascot image.



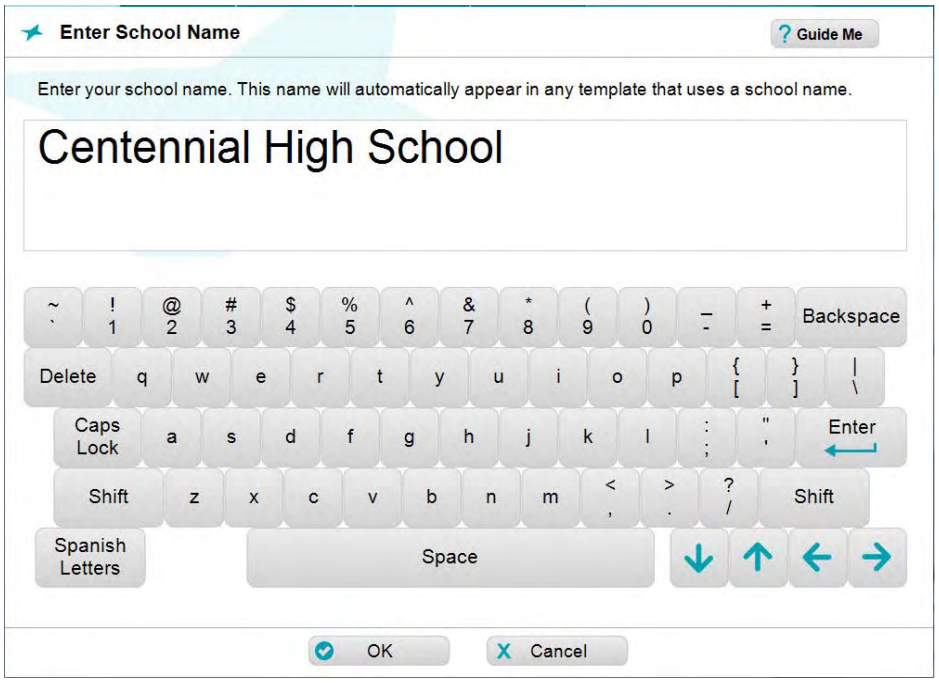
6. In the *Name* field on the *School Information* screen, the message *<No school name entered>* displays. Touch or click **Edit Name**.



7. On the *Virtual Keyboard*, touch or click the keys to enter the name of your school.

   - or -

   Use the PC keyboard to enter the name of your school.



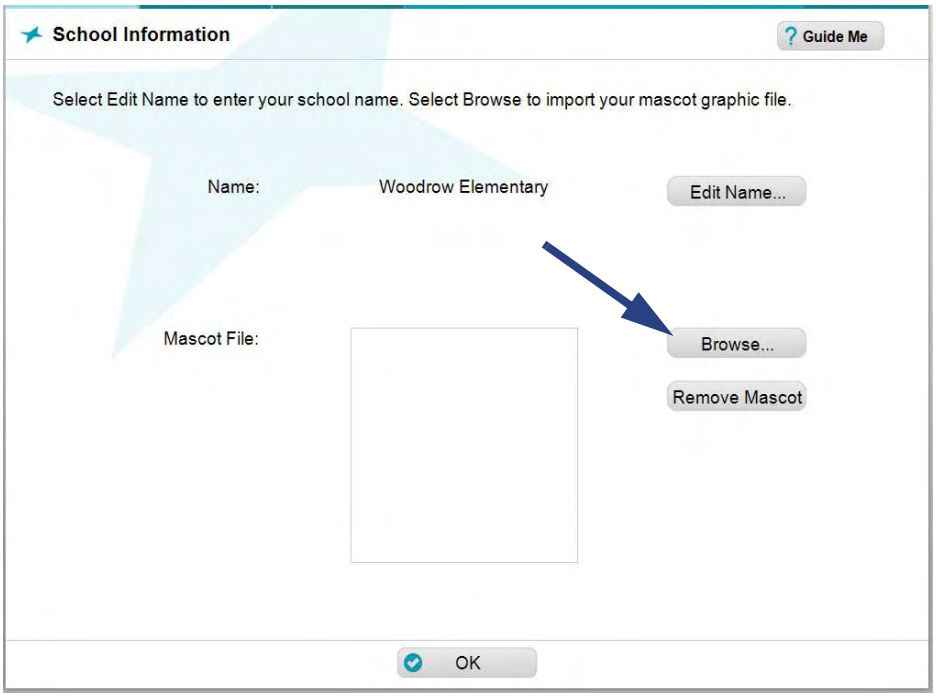
8. When done, touch or click **OK**. The name you just entered will display on the *School Information* screen.

9. To add a school mascot image file, locate the mascot file on your Design Center touch computer or PC.

TIP

If your mascot file is not located on your Design Center touch computer or PC, insert the CD or USB device that contains the image in the CD-ROM player or an available USB port.

10. To the right of the mascot preview box, touch or click **Browse**.



11. In the **Find Graphic** screen, navigate to the drive and folder where the graphic file is located.

TIP

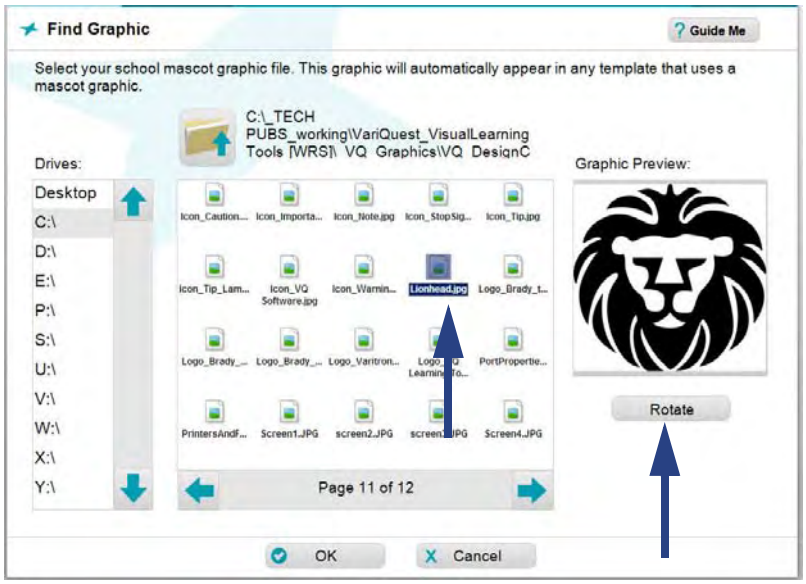
*To open a directory or folder, touch or click its icon. To go **up** to the next higher directory, touch or click: .*

TIP

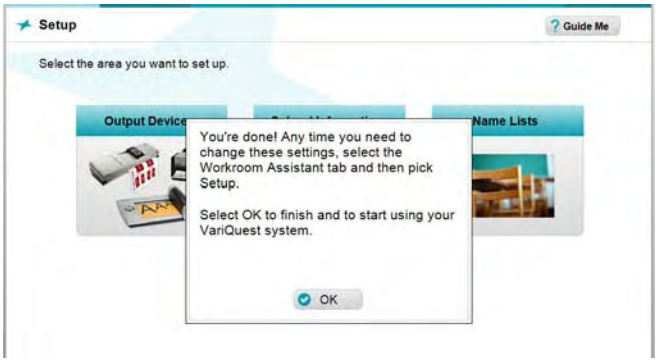
For best results, use high-resolution graphics (such as those used for printing in yearbooks or letterheads). Most images created for a website don't work well because of their lower resolution.

12. Touch or click the graphic file you want. All graphic files that use any of these supported formats will be displayed:
    - Bitmap (*.bmp)
    - TIFF (*.tif)
    - JPEG (*.jpg)
    - Portable Network Graphic (*.png)
    - Windows Metafile (*.wmf)

    For more information on using the *Find Graphic* screen, see the procedure *"Search for My Graphics," page 1-32*.
13. When your file displays in the center window, touch or click it to display in the *Graphic Preview* box. If needed, touch or click **Rotate** to rotate the image until it is in the correct position.
14. When done, touch or click **OK**.

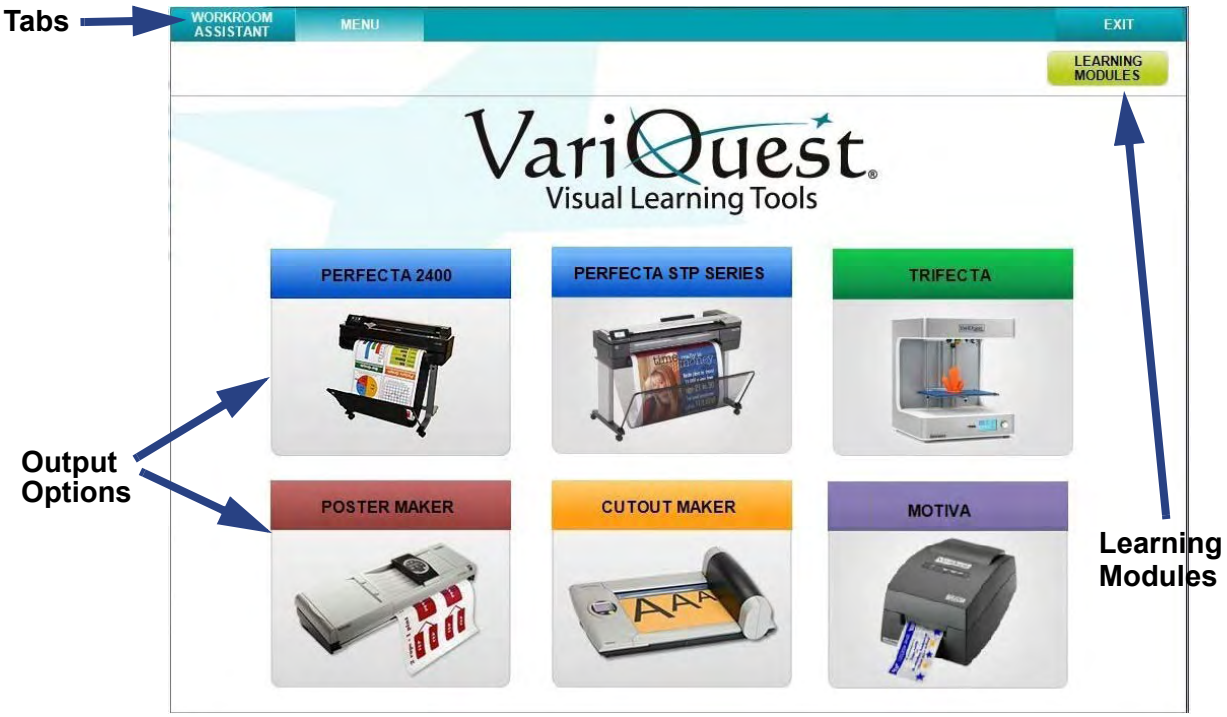


15. When done with the initial setup process, touch or click **OK** on the popup message to end the setup and go to the *Main Menu*.



Understanding the Main Screen

When you launch the **VariQuest®** *Design Center Software*, it opens to the **Main** screen:



The main screen can display any of the design elements shown in the illustration, however, the specific ones you'll see depend on which **VariQuest®** devices are connected to your Design Center touch computer or PC, and whether they've been selected from the *Workroom Assistant*.

The software first launches with three tabs in the tab bar: **Workroom Assistant**, **Menu**, and **Exit**. When you open a design element, a tab for that design element will also be added to the top row. These tabs make it fast and easy to move from one part of the software to another.

TIP

When you are working on a design element, the tab color changes to the unique color for that design element.

Workroom Assistant Tab

The **Workroom Assistant** tab provides options for setting up and learning to use the *Design Center Software*. Clicking or touching this tab displays these choices:

- **User Documentation** (see *"User Documentation," page 2-3)*
- **Setup** (see *"Selecting Output Devices," page 2-5)*
- **About VariQuest®** *Design Center Software* (see *"Get Version Information," page 2-18).*

Menu Tab

The **Menu** tab displays when you first launch the **VariQuest®** *Design Center Software* and consists of buttons that access the specific design elements.

TIP

*You can return to the **Menu** screen at any time by touching or clicking its tab at the top of the screen.*

The design elements displayed on the menu screen depend on which **VariQuest®** components are installed (except Learning Modules):

- **Learning Modules** (see *"Learning Modules," page 3-1*)
- **Perfecta 2400** (see *Chapter 4 "Perfecta® 2400 Full-Color Poster Design System"* for more information.
- **Perfecta 2400STP/Perfecta 3600STP** (see *Chapter 5 "Perfecta® 2400STP & 3600STP Poster Design System"* for more information.
- **Poster Maker** *(*see *Chapter 6 "Poster Maker 3600, ProImage™ Poster Printer, Plus3000 and XL3000"* for more information.*)*
- **Cutout Maker** *(*see *Chapter 7 "Cutout Maker 1800"* for more information.*)*
- **Awards Maker** *(*see *Chapter 8 "Awards Maker 400 - Awards and Stickers"* for more information.*)*
- **Motiva 400** (see *Chapter 9 "Motiva™ 400 - Color Awards and Stickers"* for more information.*)*

Touch or click any of the device-specific design elements to access its features.

Exit Tab

The **Exit** tab displays a drop-down menu with four choices:

- **Minimize Software:** Reduces the *Design Center Software* to an icon on your taskbar. Touch or click the icon once to restore the software to full-screen size.
- **Close VariQuest Software**: Lets you exit the software but leave your Design Center touch computer or PC running.
- **Shut down PC**: Lets you exit both the software and the Design Center touch computer or PC.
- **Cancel**: Stops the exit process and leaves the *Design Center Software* running.

TIP

*When running the Design Center Software on a PC, depending on the PC display settings, the display may fill your entire screen. You can minimize the Design Center Software using the **Exit** tab.*

To keep the software open while accessing another application on your desktop, you can display the Windows task bar and Start menu by pressing the Windows key on your keyboard.

Device Tabs

When you open a device-specific design element, its tab will be added to the Tab row on the top. You can move among the design elements, Menu screen, and Workroom Assistant by touching or clicking those tabs.

Navigating with Tabs: When you use a tab to return to a design element, you will be returned to the screen you were last working on — not to the starting screen.

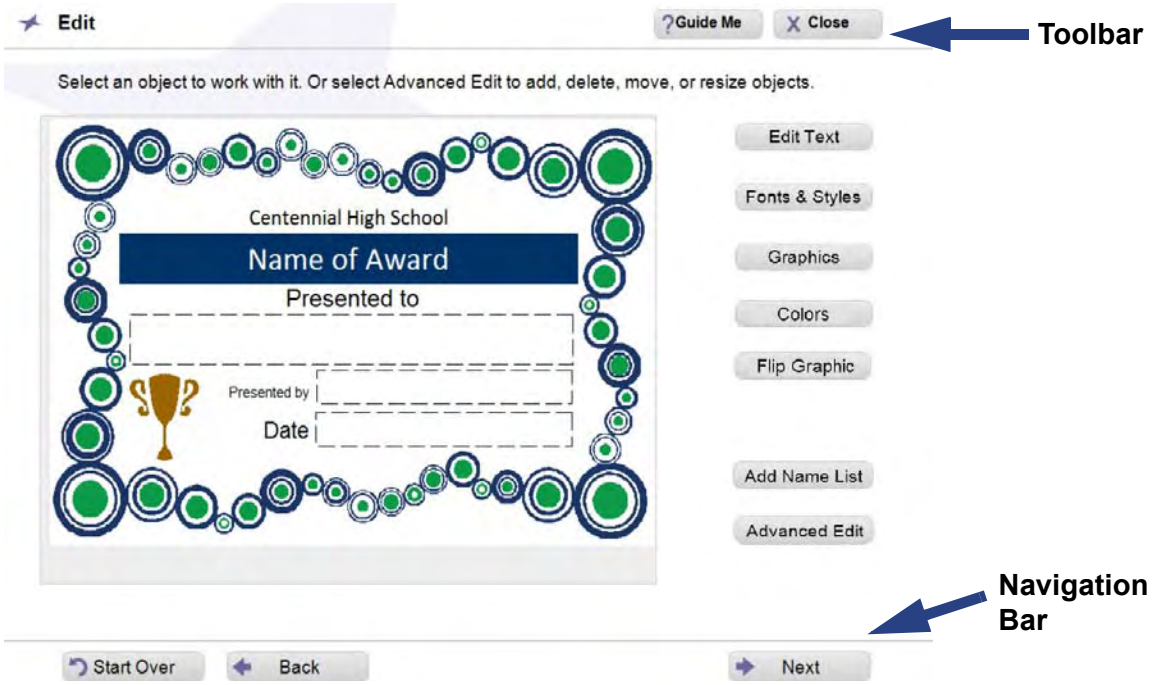
To go to the start of the design element, either touch or click the **Start Over** button, or **Close** the design element and reopen it from the *Menu* screen.

Common Features

The **VariQuest®** *Design Center Software* contains navigational aids and buttons that function the same throughout the software.

Screen Buttons

The buttons displayed on the *Edit* and *Advanced Edit* menus will depend on the where you are in the software and the devices you have installed. Not all buttons appear for every product.



Toolbar

These include buttons that are located on the top of the working area. Most screens include these buttons.

- **Guide Me:** Touch or click to see a popup window with help on what to do on the screen that is currently open.
- **Close:** Touch or click to close the current design element and return to the *Menu* screen. When closed, the tab for that design element is removed from the row of tabs. This lets you clean up your workspace when you're done.

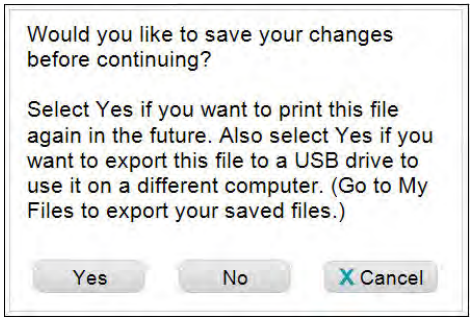
TIP

When unsure of what steps to take, touch or click ***Guide Me****.*

Navigation Bar

The Navigation Bar is located on the bottom of the working area. Depending on the screen currently displayed, one or more of these buttons will appear at the bottom of your working area.

- **Start Over:** Touch or click to discard your work and start over. Your work will be deleted and you will be returned to the first screen of that design element where you can begin again.
- **Back:** Touch or click to return to the previous screen. It cancels any work you have done on the current screen, but retains any earlier selections and modifications.
- **Next:** Touch or click to go to the next screen of the project you are creating.
- **Done:** When finished with a task, touch or click to close the current screen and return to the screen from which you accessed it.
- **Print:** Depending on the design element, one of these buttons appears when you reach the preview screen for the project you are working on. Touch or click to send your project to the appropriate output device or printer.
- **Finished**: If you saved your job, touch or click this button to return to the "find" screen where you can export the file to a USB device (see *"Export Files to a USB Device," page 1-35* for details). If you did not previously save your job, this button works the same as the **Start Over** button.



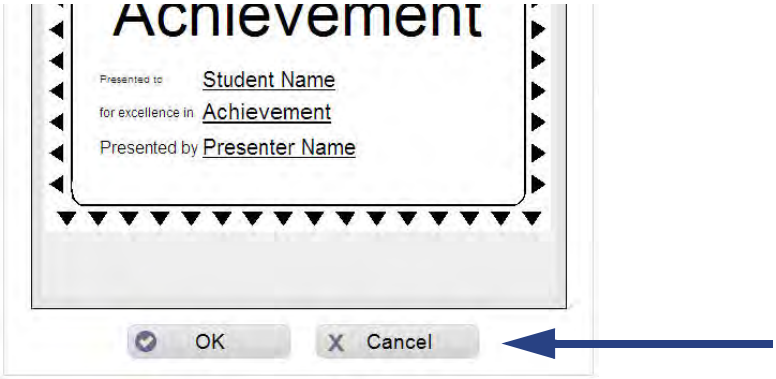
TIP

Scroll Arrows can also be used to navigate through lists. Touch or click to scroll horizontally or vertically through lists.

OK & Cancel

Whenever you make a selection or modify a template, you can confirm your action or cancel it. The *Design Center Software* displays the **OK** and **Cancel** buttons to let you approve what you've done and go to the next step, cancel and redo it, or skip the step.

For example, these buttons appear on the bottom of the *Virtual Keyboard* to let you accept or discard the text you've entered, and on popup windows that show previews of your choices.



- **OK**: Touch or click to accept your selection or edits and move to the next step. This saves your choices and returns you to the point from which you came to the screen.
- **Cancel**: Touch or click when you ***do not*** want to continue with your choice or edits. This discards your changes and returns you to the point from which you came to the screen.

Design Center Software Color Coding

Distinctive color coding in the *Design Center Software* lets you easily orient yourself to the specific output types (i.e., Poster Maker, Perfecta, Cutout Maker, Awards Maker, Learning Modules).

In addition, thumbnails in the preview window(s) are also color coded so that you can quickly determine to which output-type they apply.

Design Element Color Coding

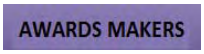
Each of the device-specific design elements and the *Workroom Assistant* are assigned a **distinct screen color and tab**. Whenever you are working in a design element, the tab at the top of the screen and the controls take on the color-coding of that design element.

The colors are:

- **Posters & Banners**

(Red)
- **Color Posters & Banners**

(Blue)
- **Cutouts & Collections**

(Orange)
- **Awards & Stickers** 

(Purple)
- **Learning Modules**

(Light Green)
- **Workroom Assistant**

(Turquoise)
- **3D Printer**

(Dark Green)

Thumbnail Color and Coding Identifiers

Thumbnail Color

Whenever you search or browse for content in the *Design Center Software*, the thumbnail results appear color-coded:

- **Activated content**: Displays a thumbnail with a white background with the file name displayed in the distinctive color coding of the associated output type (e.g., orange for Cutout Maker).
- **Not-Activated content**: Displays a thumbnail and file name with a grayed-out background.

TIP

All content for the Poster Maker, Perfecta and Awards Makers are activated by default. To activate additional shapes or Learning Modules, see "Obtaining Additional Content," page 1-37.

Thumbnail Labeling

The label name of a thumbnail includes the **Content ID** and its activation status (activated or not activated). Color content only displays if color printers or awards makers are installed.

When you click a thumbnail, a preview will popup with additional information about the item:

- ID #
- Name
- Associated Learning Module (if applicable)

TIP

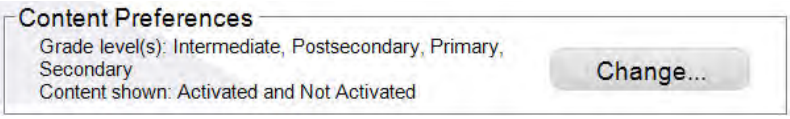
If you are viewing the thumbnail of a cutout, the expiration date for Premium Content Access also displays.

Setting Up Content Preferences

Content preferences are setup and changed from the **Browse Categories** screen in each of the output-type design elements. Preferences that you select here will determine how much of the content will display when you search or browse for content.

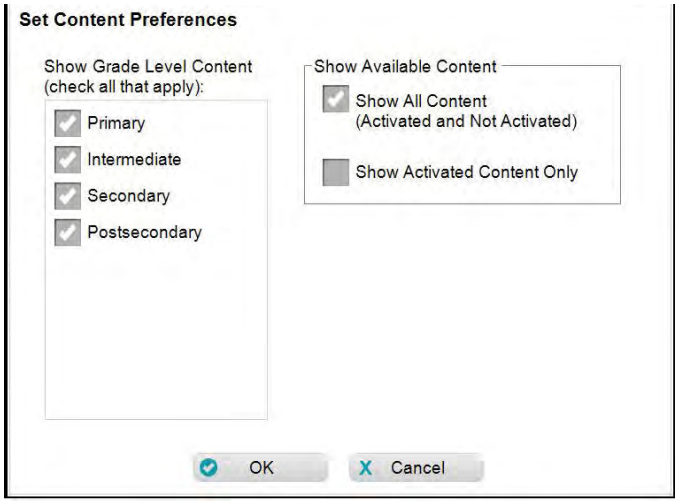
TIP

If you are working in the Perfecta or Motiva design element(s), you can also choose to show all templates or just color templates from the Browse Categories screen.



There are two types of preferences that you can select from this screen:

- **Grade Level**: Lets you choose to display content appropriate for specific learning levels: Intermediate (3-6), Postsecondary (12+), Primary (PK-2) and Secondary (7-12).
- **Show All**. Lets you choose to display "all" content, or just "activated" content. By default, the system displays only activated content.
  - *Activated* content displays a thumbnail with the color coding of the associated output type (e.g., purple for Award Maker). The label name includes the Content ID and whether it is activated or not activated.
  - *Not Activated* content (has not been purchased) is identified as "Not Activated" and cannot be used in your projects. To activate content, see *"Obtaining Additional Content," page 1-37*.



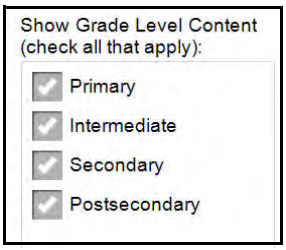
Select Grade-Level Content

To set grade-level preferences:

1. From any of the output types (e.g., Poster Maker, Awards Maker), touch or click **Browse Categories**. The current *Content Preferences* are displayed above the thumbnail preview window.
2. Touch or click **Change**.
3. In the *Preferences* screen, select or deselect the **Grade Level Content** that you want to apply.

TIP

Only the content for the selected grade level(s) will display when searching by Keyword or Browsing for content. If your search does not return an expected result, check that your Content Preferences include the appropriate grade level(s).



Show Available Content

To set available content preferences:

1. From any of the output types (e.g., Perfecta, Poster Maker, Awards Maker, Motiva), touch or click **Browse Categories**. The current *Content Preferences* are displayed above the thumbnail preview window.
2. Touch or click **Change**.
3. In the *Preferences* screen, select or deselect the **Available Content** you want to display.

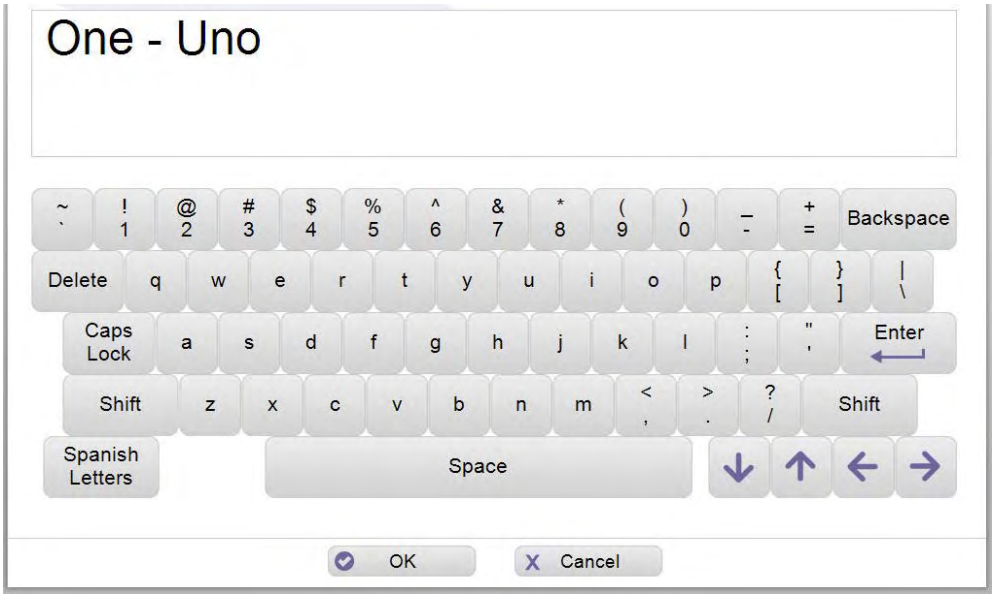
TIP

By default, the system displays only activated content for the Cutout Maker. Change the setting to Show All Content to preview other additional content available for purchase.

Using the Virtual Keyboard

The *Virtual Keyboard* is a graphical representation of a keyboard and text-entry box that appears whenever you need to enter or change text. The keyboard appears when you:

- Choose the **Search by Keyword** option from anywhere in the software.
- Create or edit **name lists** in the *Workroom Assistant* or one of the design elements.
- Enter or change **text** on a design project in any of the design elements.
- Add or change your **school name** in the *Workroom Assistant*.
- Save a design or template under a **new name**.



You can use the Virtual Keyboard just like a regular keyboard to “type” text into the text-entry box. Options for entering text include:

- **Design Center touch computer**: Touch keys on the screen, just as you type them on a keyboard.

  - or -

- **Attached Mouse**: Point to and click the keys in the Virtual Keyboard.

  - or -

- **Attached Keyboard (or PC)**: Type on the attached keyboard.

Function Keys

Just as on a typical keyboard, use the following keys on the Virtual Keyboard to add or edit your text:

- **Shift:** To type an upper-case letter, touch or click the *Shift* key and then the character key.

TIP

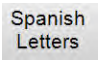
*When you press the **Shift** key, the characters on the screen change from lower-case to upper-case. You do not need to "hold down" the **Shift** key; as soon as you press another key, the characters return to lower case.*

- **Caps Lock:** To switch to all-caps, touch or click the *Caps Lock* key. The keys on the screen appear in all upper case and will produce all-caps until you touch or click the *Caps Lock* key again to return to lower-case.
- **Symbols:** To type the keyboard symbols above the number keys, touch or click the *Shift* or *Caps Lock* key and then the symbol key(s).
- **Move Cursor**: Touch or click ← and → (left and right arrow) keys. If the text consists of more than one line, move between lines by touching or clicking ↑ and ↓ (up and down arrow keys).
- **Delete**: To erase the character to the right of the text cursor, touch or click the *Delete* key.
- **Backspace**: To erase the character to the left of the text cursor, touch or click the *Backspace* key.
- **Enter**: The Enter key functions differently, depending on why you are using the keyboard:
  - **Keyword Search**: To start the search based on whatever text is in the text box, touch or click *Enter* (the *Next* button also starts the search).
  - **Enter text for projects or name lists**: To insert a line break in the text box, touch or click *Enter*.
- **Spanish Letters**: Touch or click once to display accented Spanish letters. Touch or click again to return to the standard keyboard.

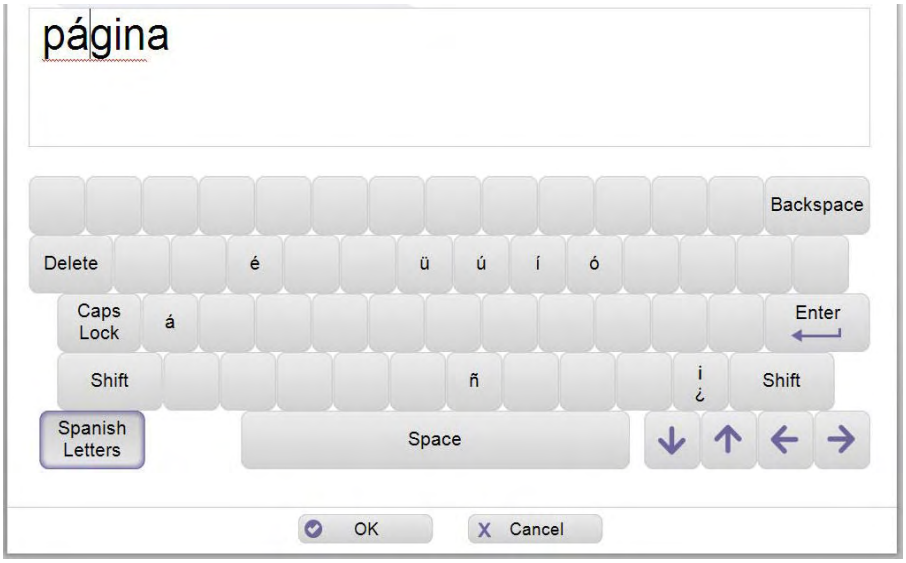
Adding Spanish Letters

Adding Spanish letters is done using the Spanish Letters function key.

To add Spanish letters:

1. On the Virtual Keyboard, type the character(s) you want.
2. To add a Spanish character, touch or click **Spanish Letters** 

. The special characters will display on the Virtual Keyboard.
3. Touch or click the character(s) you want to add.
4. Touch or click **Spanish Letters** again to return to the standard keyboard layout and continue with your project.



Replacing Text

When entering new text, the Virtual Keyboard opens with a blank text box. When changing existing text, the keyboard opens with the current text highlighted, as shown in the illustration.

To replace text:

1. **To replace all highlighted text:** Touch or click **Backspace**; or just start entering new text; the highlighted text will disappear.
2. **To edit only part of the text:** Touch or click the left/right arrow keys to move the cursor where you want the change; or touch or click the screen where you want the change, then begin your edits.

Spell Checker

The Virtual Keyboard provides a spell-check function which highlights words that are not part of the dictionary shipped with the software. The spell-checker alerts you to words in the text box that might be misspelled so you can immediately correct them.

Misspelled words are highlighted ***after*** you add a space or a punctuation mark. The spell-checker does not suggest words, nor can you add words to, or remove them from, the dictionary.

Locating Files in the Software

A great benefit of the **VariQuest®** *Design Center Software* is its stock of templates, designs, shapes, graphics and learning modules already built into the system. These files offer a huge variety of options so you should never have to design a project from scratch. You can also customize a template or design, save it under your own unique name and select from your own graphic files for projects.

To easily locate the right template, design or graphic, the software contains a powerful search function to help you find just the right items for your projects. You can use this fast search tool at various points in the *Design Center Software*. In addition, you can import and export files from a USB device.

Search for Files

TIP

When searching from Learning Modules, you will need to select the module you want before choosing a search method.

When doing a search, the *Find* screen opens with search options that you can use to find a template, shape, collection, graphic or design element, or one of your own saved projects.

To search by:

- **Keyword**: Locate a template or file using either:
  - *Design Center Software ID*: The ID is listed with each template, shape, and collection in the **VariQuest®** *Content Guide*
  - *Content Keyword*: Enter a keyword such as “sports” or “numbers.”
- **Browse Categories**: Search through all templates, shapes, collections, graphics and design elements. The files are grouped into categories and subcategories, such as “animals” or “weather.”

TIP

Search results show only the content for the output type and grade level(s) you have selected. If your search does not return an expected result, check that your Content Preferences include the appropriate grade level(s).

- **My Files** (or **My Saved Jobs**): Search your own templates. When you customize a template, you can save it under a different name for future use. Later, you can find your saved templates through the *My Files* (or *My Saved Jobs*) option.
- **My PDFs:** Search your own pdf files for quick and easy PDF printing.

Search by Keyword

Every **VariQuest®** template, shape and collection is assigned a unique ID, name, and several descriptive words, all of which are checked in a keyword search.

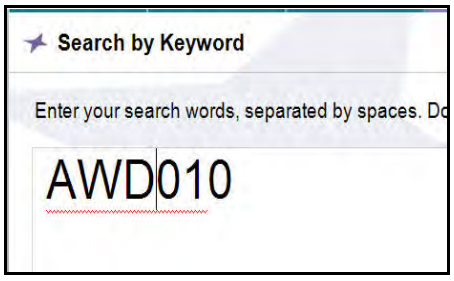
To search by keyword:

1. In the *Search by Keyword* screen, enter the ID or keywords by which you want to search on the Virtual Keyboard.

TIP

*Use **only letters or numbers** for searching; do **not** use symbols. For a search by ID, you can use **only one ID**. For other types of keyword searches, you can enter more than one keyword, with each word separated by a space.*

Keyword Search Example



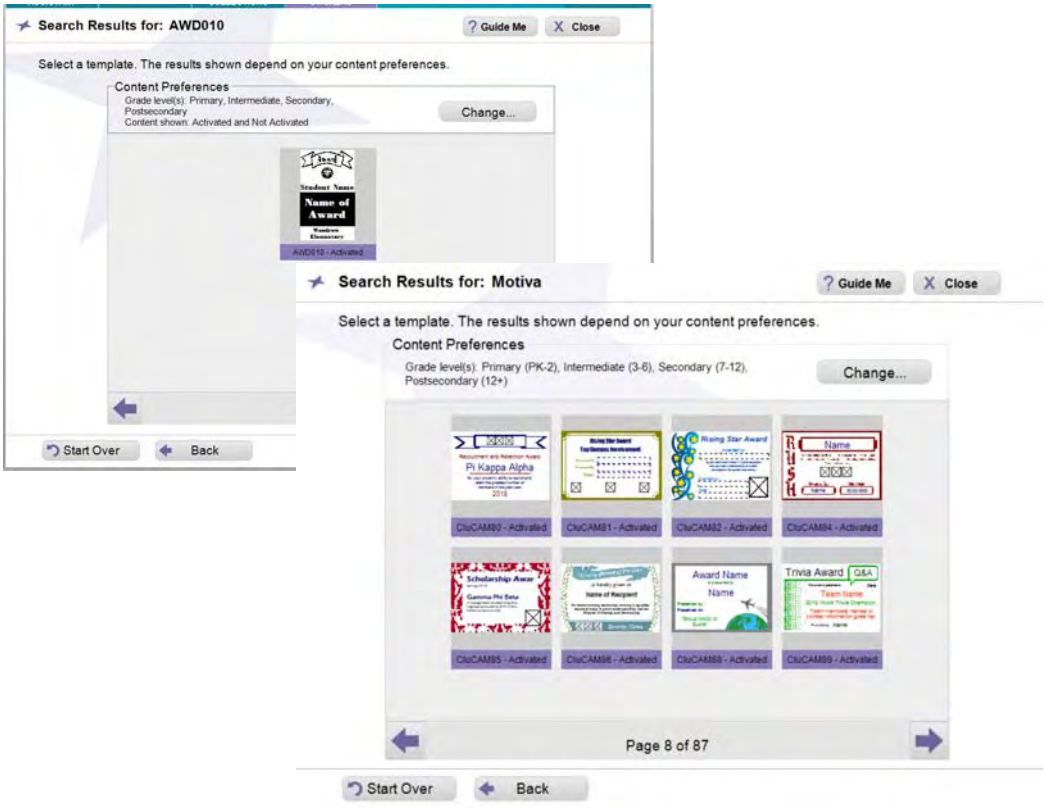
ID Search Example

2. Touch or click **Enter** on the Virtual Keyboard or **Next** at the bottom of the screen to begin the search for the file.

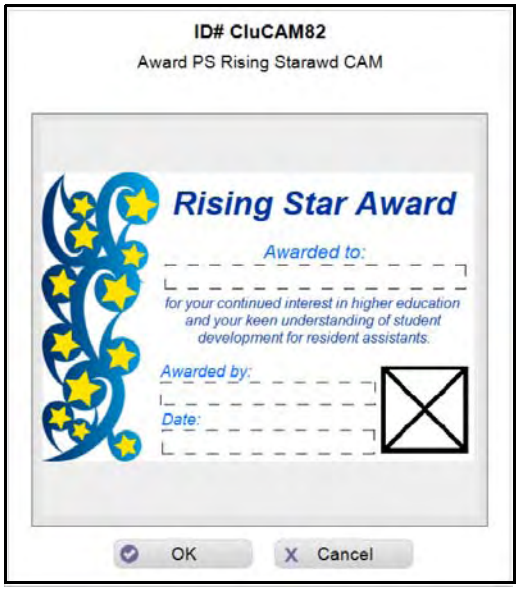
3. The *Search Results* screen displays one or more thumbnail pictures of the designs or graphics matching your keyword (just one thumbnail, if you searched by ID). Touch or click the thumbnail to select the one you want.

TIP

*If the screen displays the words **No Results Found**, or if your template doesn't appear, touch or click **Back** to return to the Virtual Keyboard. Check that you entered the ID correctly. If the ID is correct, but the template doesn't appear, touch or click the **Start Over** button and try locating it using Browse Categories or, check that your Content Preferences include the appropriate grade levels.*



4. The thumbnail you select will appear magnified in a pop-up window, with its ID and descriptive name.
   - To accept it, touch or click **OK**.
   - To see more thumbnails, touch or click **Cancel** to return to the full display and continue browsing.



Search by Browsing Categories

Browse Categories is a good way to find the right template or graphic for your project when you have a general idea of the type you want, but don't know the ID, or if you want to pick from a variety of choices. This option lets you look at items in any or all categories.

Note: If you are using the Perfecta color printers or Motiva awards and stickers printer, you can narrow your search by selecting *Show color templates only*. You can also change the color of some vector graphics. See *"Change Graphic Color," page 4-25* (Perfecta 2400) or *"Change Graphic Color," page 5-25* (Perfecta 3600STP) for more details.

TIP

*If the screen displays **No Results Found**, or if your template doesn't appear, check that your Content Preferences include the appropriate grade level(s). Also check whether the Content Shown is "Activated" only or "All Content."*

To browse by category:

1. On the *Find* screen, touch or click **Browse Categories**. The *Browse Categories* screen appears showing a list of categories and subcategories on the left, and thumbnails of each design or graphic on the right.
   - **Categories**: Touch or click the category name in the *Categories* list, then choose a subcategory. The first page of thumbnails displays on the right.
   - **Scroll Arrows:**
     - **More Items in a Category**: Touch or click the left and right scroll arrows below the display of thumbnails to see more items.
     - **More Categories**: Touch or click the up and down scroll arrows on the *Categories* list to see more categories.
   - **Thumbnails**: To see a larger preview, touch or click the thumbnail.

TIP

You can usually identify banners by their long, narrow profiles.

Search for My Saved Files or Jobs

Whenever you modify a design you are prompted to save it. The modified design is saved in a separate location, either **My Files** (Awards Maker, Perfecta and Poster Maker) or **My Saved Jobs** (Cutout Maker).

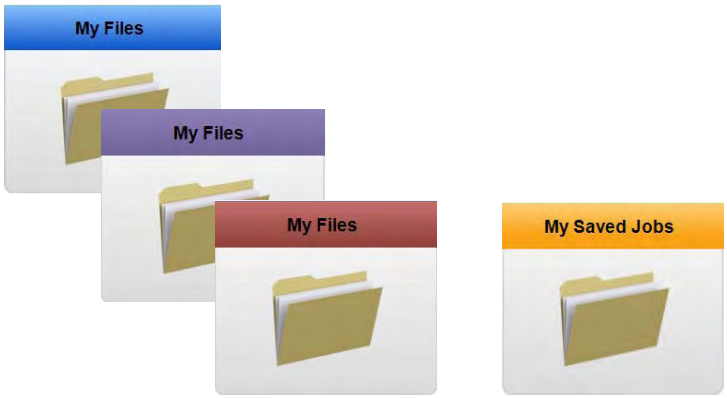
You can also use a USB device to import and export saved files (see *"Import Files from USB Device," page 1-34* and *"Export Files to a USB Device," page 1-35*).

TIP

*When you know you will re-use or output additional copies of your customized design, it is a good idea to save it under a new name. It will be saved to a separate location where it can be quickly accessed using the **My Files** (or **My Saved Jobs**) option.*

To find a saved design

1. From the *Main* screen, touch or click:
   - **My Files** (from *Poster Maker, Perfecta*, *Motiva* or *Awards Maker*)
   - **My Saved Jobs** (from *Cutout Maker*)



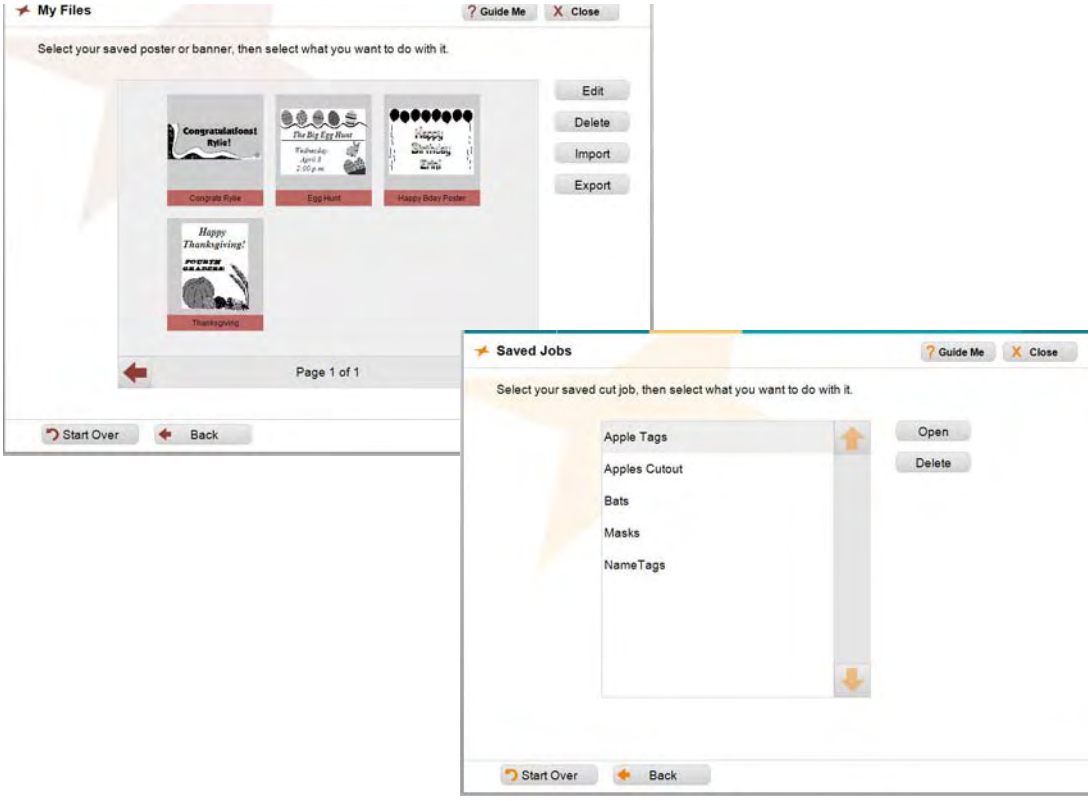
TIP

For saved designs, Motiva, Awards Maker, Poster Maker and Perfecta template files appear as thumbnail previews. The name you used when you saved it appears under the thumbnail. For saved Cutout Maker shapes, the job names appear as a list.

2. Select the design you want from the thumbnails or list, then touch or click **Edit** or **Open**.

TIP

*If you do not want to use any of the thumbnails shown, touch or click **Start Over** or **Back**.*



3. Touch or click **OK** to accept the design (*Motiva, Awards Maker, Poster Maker and Perfecta* only). You will be taken to the next screen of the design element you are using where you can continue with your project.

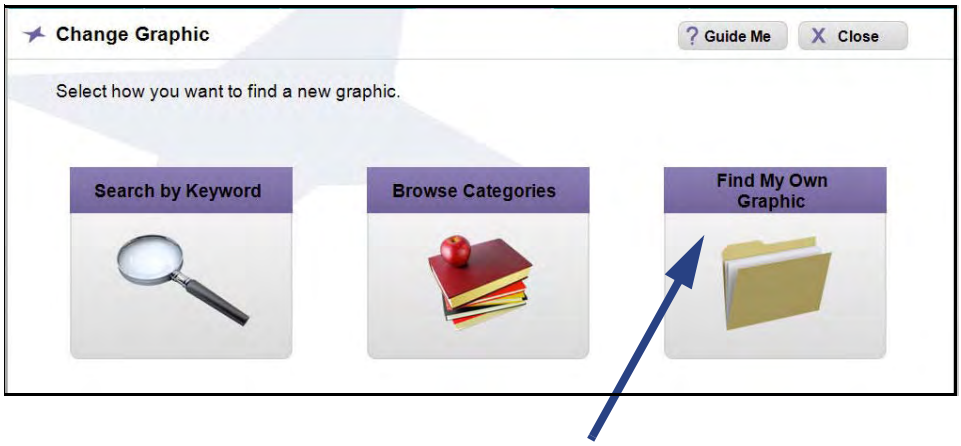
Search for My Graphics

The software comes with a large number of graphics. However, your organization may have its own additional graphics — such as the school mascot — that can also be used in creating design projects. From the *Graphics* screen (accessed from the *Edit* screen), you can choose the "find" option **Find My Own Graphic**.

To find or change a graphic

1. On the *Edit* screen, touch or click the graphic you want to replace.
2. Touch or click **Graphics**.

3. Touch or click **Find My Own Graphic**.

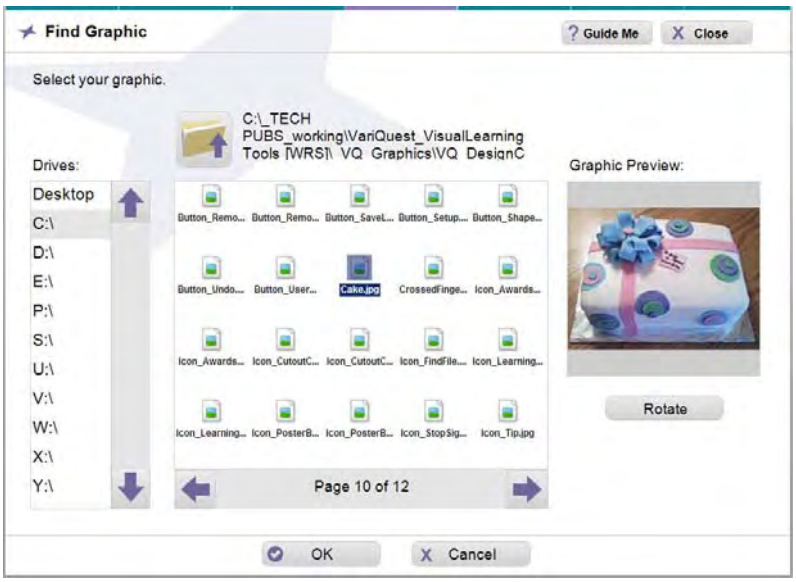


4. On the *Find Graphic* screen, navigate to the location of your graphic.

TIP

On the Find Graphic screen, you can browse through all files on your system to find the graphic you want.

5. When you find the graphic you want to use, touch or click **OK** to accept it.



6. After selecting your saved graphic or design, you will be taken to the next screen of the design element you are using where you can continue with your project.

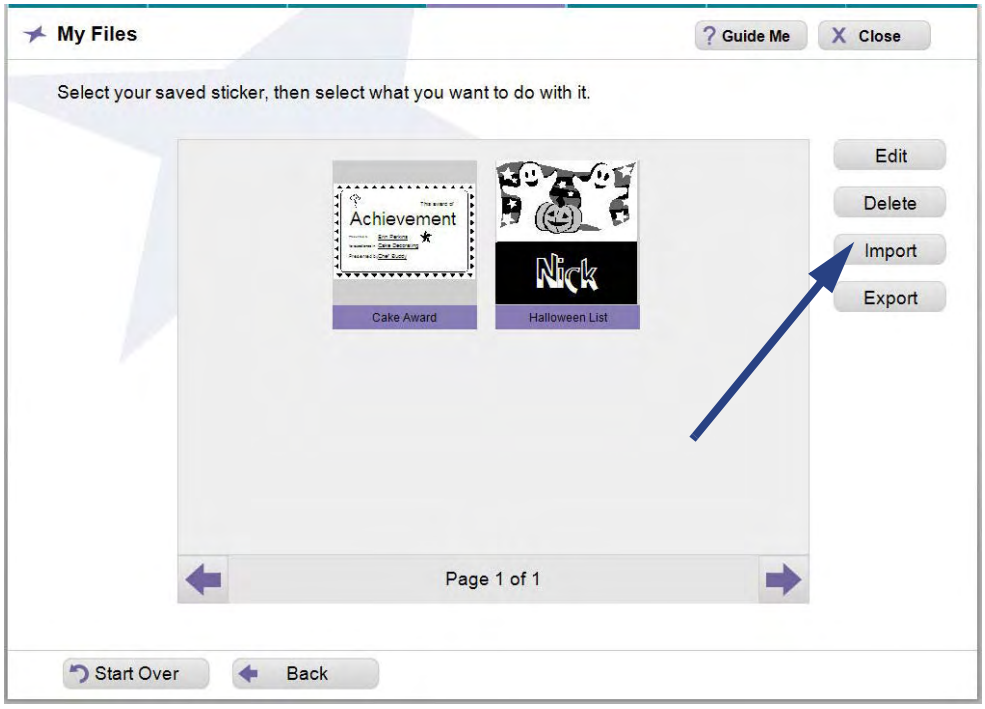
Importing and Exporting Saved Files

Import Files from USB Device

You can save **Motiva, Awards Maker, Poster Maker** and **Perfecta** files to a USB device so they can be transported between your local PC and the *Design Center Software*. Saved **Cutout** files cannot be exported.

To import a file from a USB device:

1. Insert your USB device in the Design Center touch computer or your PC.
2. From the *Menu* page, select the output type where your file is saved.
3. Select **My Files**.
4. Touch or click **Import**.



5. Navigate to the location on your USB drive where the file is saved.
6. Select the file then touch or click **OK**. A message will display indicating that the file was successfully imported.

TIP

If a file with the same name already exists on your Design Center touch computer, the file will not be imported.

Export Files to a USB Device

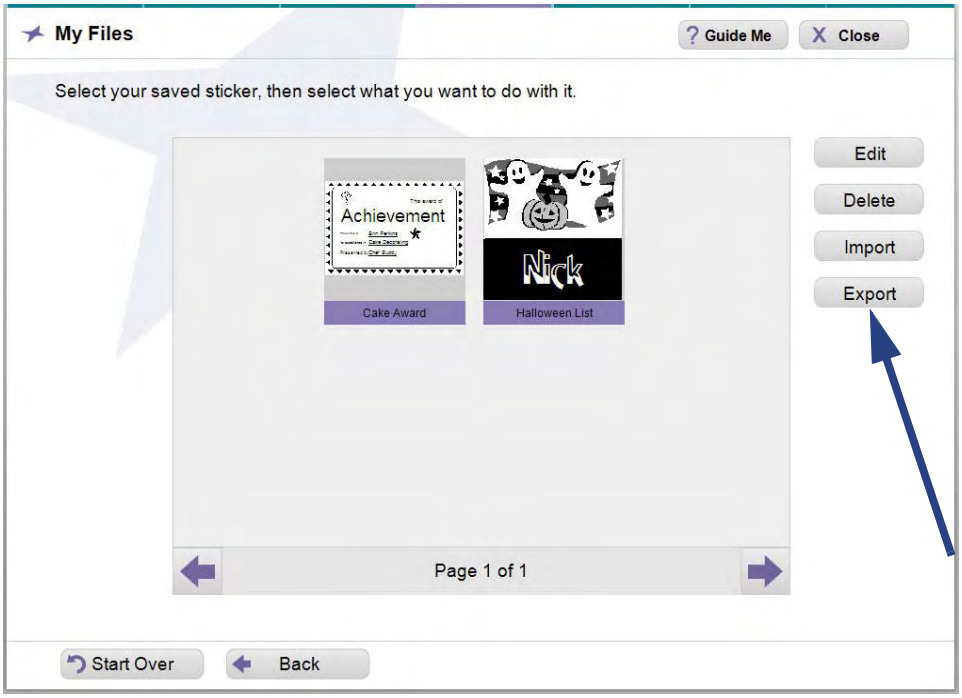
Depending on the output type you are working with, you may be prompted to save your file to a USB device so they can be transported between your local PC and the *Design Center Software*.

TIP

Your file must already be saved to your Design Center touch computer or PC before it can be exported to a USB device.

To export a file to a USB Device

1. Insert your USB device in the Design Center touch computer or your PC.
2. From the *Menu* page, select the output type where your file is saved.
3. Select **My Files**.
4. Touch or click the file you want to export, then touch or click **Export**.



5. Navigate to the location of your USB drive, then touch or click **OK**. A message will display indicating that the file was successfully saved.

TIP

Make sure you use a unique name for the file you are trying to export. If a file with the same name already exists on the USB device, the file will not be exported.

Deleting Saved Files and Jobs

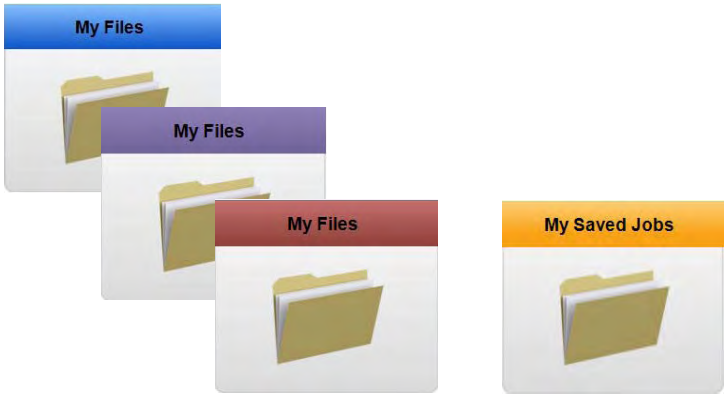
After using the **VariQuest®** *Design Center Software* for some time, you can end up with numerous customized template files that you have saved.

You can easily “clean house” by deleting saved files you no longer want by selecting **My Files** in the output type you are working with.

To delete saved files or jobs:

1. From the *Menu* page, select the output type with the file you want to delete.

2. Touch or click:
   - **My Files** (for Motiva, Awards Maker, Poster Maker and Perfecta)
   - **My Saved Jobs** (for Cutout Maker)



3. From the preview list, select the item you want to delete, then touch or click **Delete**.
4. When prompted, touch or click **Yes** to delete the file, or **No** to continue without deleting.

TIP

The preview window is automatically updated as soon as the file is deleted.

Obtaining Additional Content

Content that is packaged with the **VariQuest®** *Design Center Software* includes all Poster Maker, Perfecta, Motiva and Awards Maker content that is not included with any of the design elements. It also includes 50 shapes, a license for the *JanetVQ* and *LloydVQ* font (for *Letters, Numbers & Symbols*), and 2 collections, all of which you can immediately use to make cutouts.

TIP

Additional content information is available at **www.variquest.com**.

Additional fonts, shapes, collections and learning modules are available from your local authorized **VariQuest®** dealer or the **Varitronics®** Customer Relations Department. Your options for purchasing additional content are:

- **PACD-1 Year:** A *Premium Content Access* CD-1 year can be used to activate all of the shapes, collections and fonts that are not part of any of the *Learning Modules* CDs. With this option, all shapes are activated for a limited 12-month period. If the subscription expires, you will only be able to access shapes that you have previously purchased (plus the free shapes included with the software).

  When the activation period expires, you can renew the shapes by contacting Customer Relations.
- **PACD-NX**: All of the shapes, collections and fonts that are not part of any of the *Learning Modules* CDs are activated indefinitely. There is no expiration date with the PACD-NX option.
- **Learning Modules CD**: A "*Learning Modules*" CD containing exclusive Cutout Maker content and coordinating learning activities using output from all **VariQuest®** products.

  When you purchase a learning module, you also receive a printed copy of the associated "Module Activity Guide."

TIP

When you activate your new learning module, an electronic copy (.pdf) is automatically installed in the list of User Documentation.

Activate a Content CD

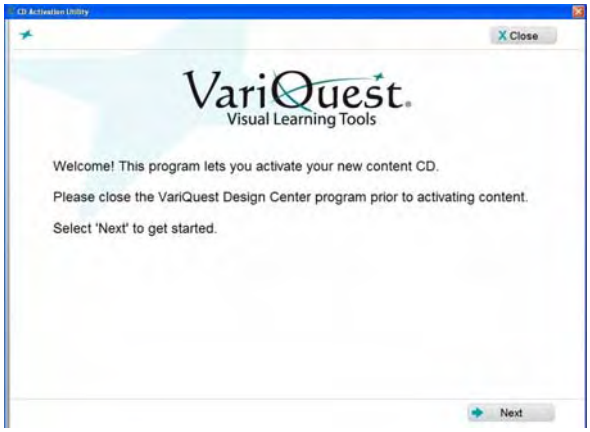
You can activate your content with or without the internet connected to your Design Center or PC. Follow the instructions for the activation process you need.

Activate Content with Internet Connection

Note: Newer content CDs will automatically register your content. This procedure assumes the content will be automatically registered. If your Content CD does not automatically register your content, go to *"Activate CD Content with No Internet Connection," page 1-43*.

To activate a content CD automatically:

1. Insert the "*Premium Content Access*" or "*Learning Modules*" CD into the CD-ROM drive of your Design Center touch computer or the PC on which the *Design Center Software* is installed.
2. On the *Welcome* screen, touch or click **Next** to continue.

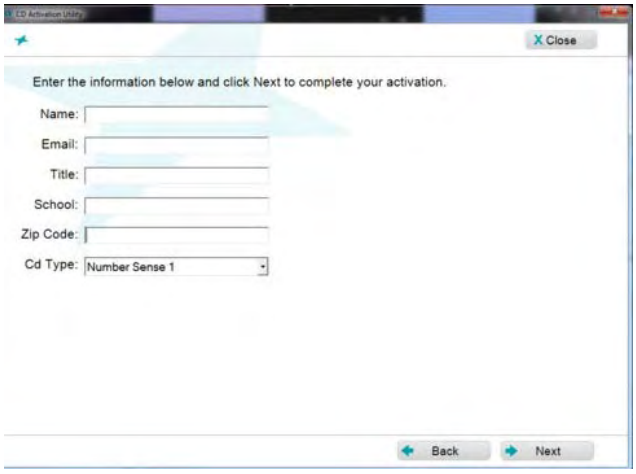


3. On the *License* screen, touch or click **Accept**, then **Next** to continue.

4. Enter the user information. The content is automatically registered.

TIP

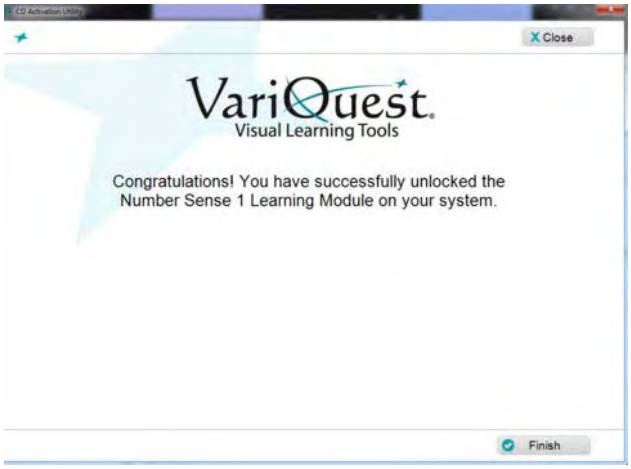
This screen will auto-populate if you have registered any previous content for this system.



5. Touch or click **Finish** to complete the registration.

TIP

For Premium content, the message will indicate the expiration date. If you purchased a lifetime subscription, the message will indicate that the content access does not expire.



Activate Content without Internet Connection on Design Center

You can activate your content even if your Design Center system does not have an internet connection.

To install and activate a content CD without an internet connection:

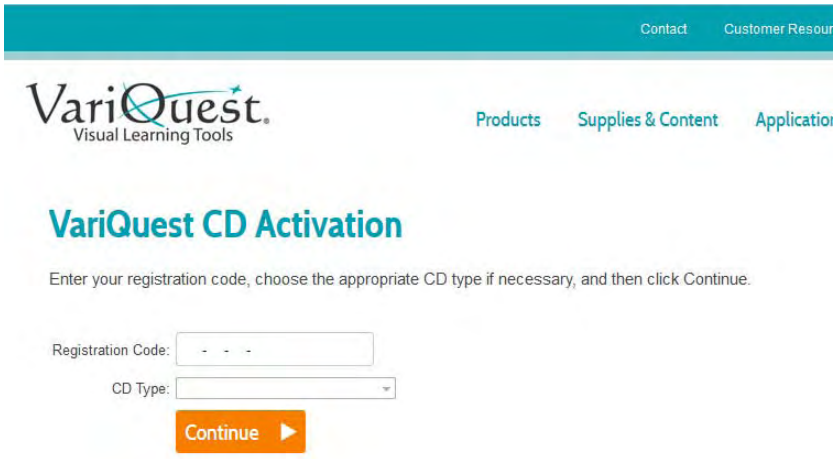
1. Insert the "*Premium Content Access*" or "*Learning Modules*" CD into the Design Center.
2. On the *Welcome* screen, touch or click **Next** to continue.

3. On the *License* screen, touch or click **Accept**, then **Next** to continue.

4. Go to any computer, tablet, or smart phone with an internet connection, then go to **activate.variquest.com**.

Note: You can also access the activation screen from the VariQuest web site (www.variquest.com). Select **Customer Resources** and scroll to **Content Activation**.

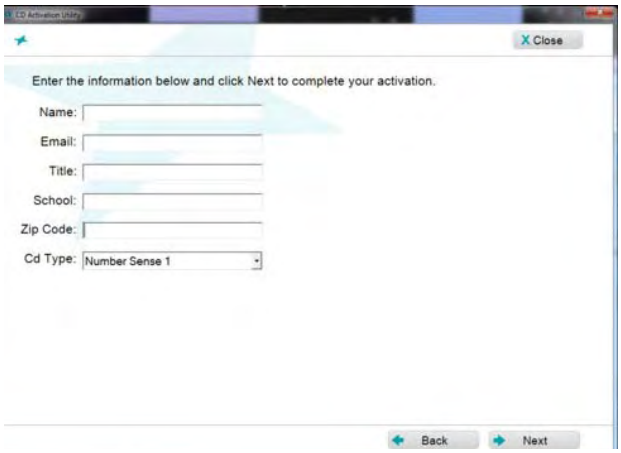
5. Enter your **Registration Code** and select the **CD Type** from the drop-down menu.



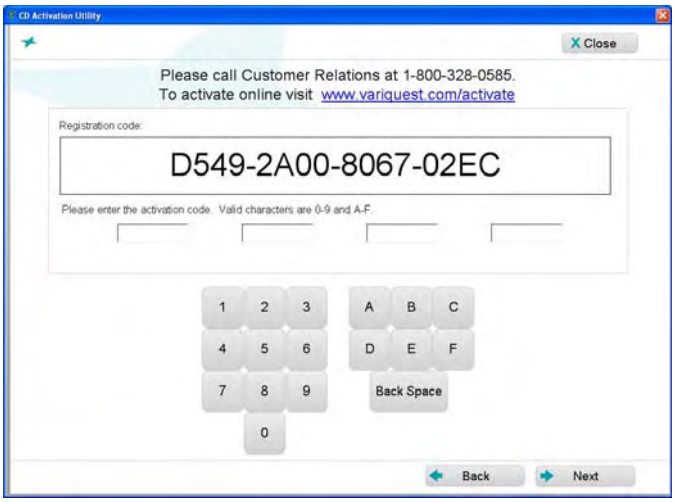
6. Touch or click **Continue**.
7. Enter the user information then touch or click **Next**. A registration code is provided.

TIP

This screen will auto-populate if you have registered any previous content for this system.



8. Go to your *Design Center* and enter the registration code in the spaces provided.
9. Touch or click **Next**. You will receive a confirmation message if your content has been successfully activated.



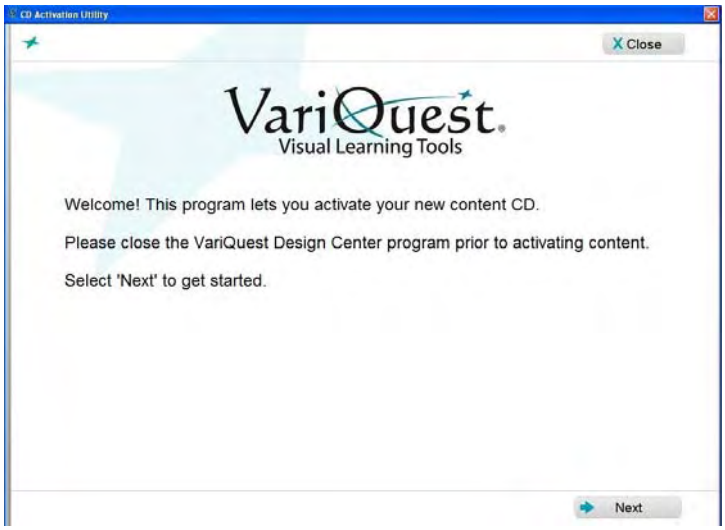
10. Click **Finish** to complete the registration process.

TIP

For Premium content, the message will indicate the expiration date. If you purchased a lifetime subscription, the message will indicate that the content access does not expire.

Activate CD Content with No Internet Connection

1. Insert the "*Premium Content Access*" or "*Learning Modules*" CD into the Design Center.
2. On the *Welcome* screen, touch or click **Next** to continue.



3. On the *License* screen, touch or click **Accept**, then **Next** to continue.

4. On the *Registration* screen, when prompted, call the Registration Center at 1-800-328-0585.

TIP

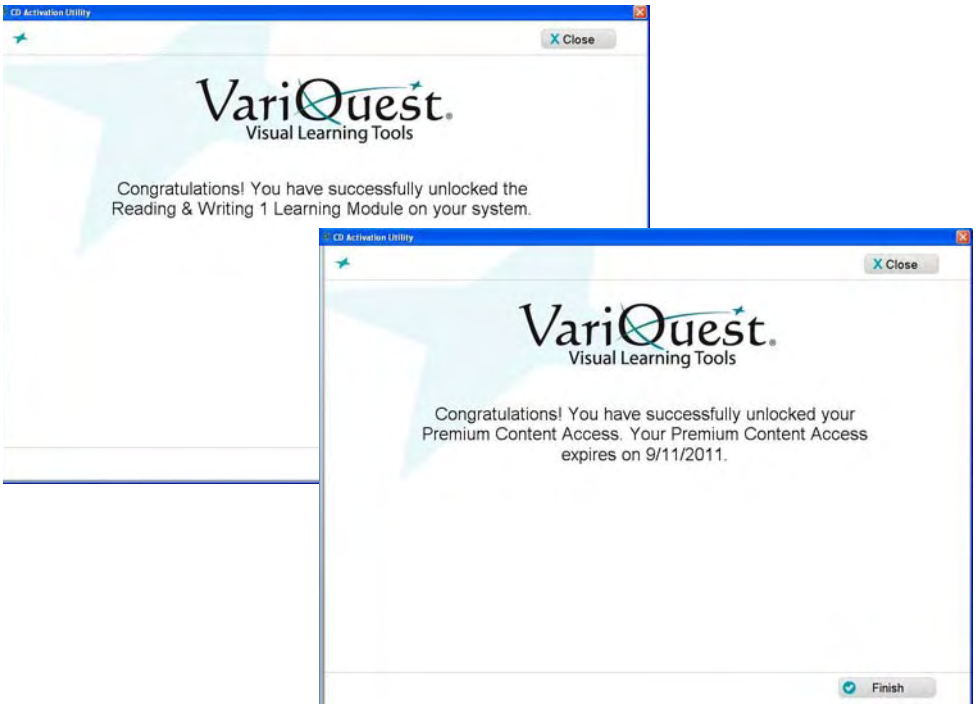
The first time you call the Registration Center, be prepared to provide the contact information for your school or organization (e.g., school name and address, name and contact information for the individual responsible for managing the VariQuest products). Whenever you install (or reinstall) a content CD, you will be asked for the alpha-numeric registration key that appears on this screen.

5. When directed, enter the activation code in the spaces provided.
6. Touch or click **Next**. You will receive a confirmation message if your content has been successfully activated.

7. Touch or click **Finish** when you will receive a message verifying the content is unlocked.

TIP

For Premium content, the message will indicate the expiration date. If you purchased a lifetime subscription, the message will indicate that the content access does not expire.



Providing Feedback

YOUR FEEDBACK IS IMPORTANT TO US! We encourage your input on all aspects of the **VariQuest®** *Visual Learning Tools*. Let us know about additional shapes and fonts you would like to add to your system. For feedback and input, please call our Customer Relations Department at 1-800-328-0585 or visit **www.variquest.com**.

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Chapter 2 Workroom Assistant

Chapter Overview

- *"Overview of the Workroom Assistant," page 2-2*
- *"User Documentation," page 2-3*
- *"Setup," page 2-5*
- *"Get Version Information," page 2-18*

VariQuest
Visual Learning Tools

Overview of the Workroom Assistant

The *Workroom Assistant* is like the behind-the-scenes helper who provides support and organizes the tools and supplies. Functions and settings that apply to all device-specific design elements, as well as information about using and adding to the features of the **VariQuest®** *Design Center Software* are all included in the Workroom Assistant component.

You can display the Workroom Assistant menu from anywhere within the *Design Center Software* by touching or clicking the **Workroom Assistant** tab at the top of the screen.

From the *Workroom Assistant* menu, you can:

- View User Documentation:
  - Access all documentation about the **VariQuest®** *Visual Learning Tools*, including the output devices and software.
  - View *Learning Module Activity Guides* for modules that you have purchased.
- Setup your System:
  - Select printers and other output devices to use with the software.
  - Enter your school name and assign a mascot graphic file that will appear automatically in projects that use those items.
  - Create and edit name lists for use with projects.
- Get version information about the *Design Center Software*.

User Documentation

The *Design Center Software* comes with a printable version of this user guide as well as all user guides for the **VariQuest®** *Visual Learning Tools*. Other available product information, such as the Learning Activity Guides for purchased modules, can also be viewed using this feature.

To view and/or print user guides and other information:

1. With the *Design Center Software* open, touch or click the **Workroom Assistant** tab.

2. Touch or click **User Documentation**.

3. In the *Categories* list, touch or click the name of the component for which you want information.
4. In the *Document List*, touch or click the document you want to view for the selected component, then click **OK**. Documents open in a separate window as an Adobe Acrobat (.PDF) file. Media files open in the media viewing software on your Design Center touch computer or PC.
5. To print the document, use the print function in Acrobat Reader and a printer set up on your system.

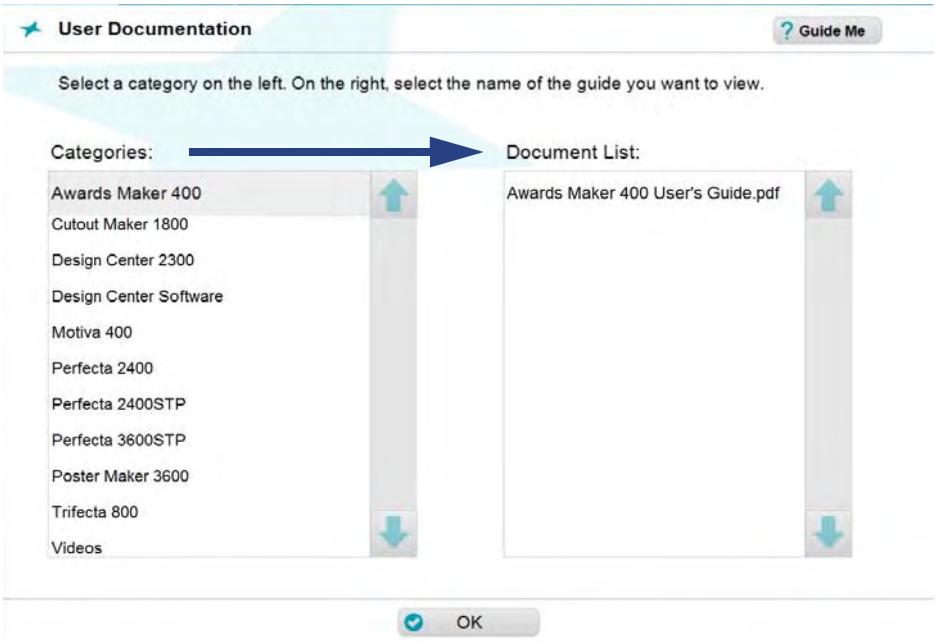
TIP

If you do not have Acrobat Reader installed on your PC, the document won't open. You can install Acrobat Reader for free by running the installation program on the **VariQuest®** *Design Center Software CD and choosing* ***Adobe Acrobat Reader*** *under* ***Accessories****.*

6. When done viewing the document, close its window. You will be returned to the *User Documentation* screen, where you can select another document to view.
7. When done, touch or click **OK** to return to the *Workroom Assistant* menu.

TIP

If you have purchased any Learning Modules, the "Learning Module Activity Guide" for that module will also be installed as a .pdf file in this list.



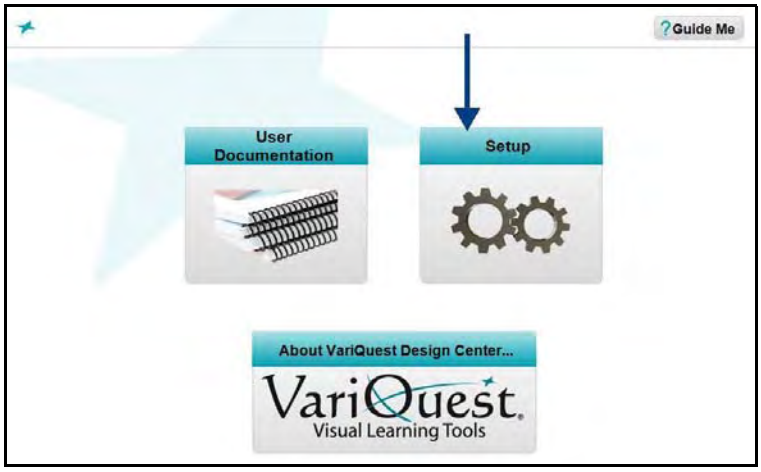
Setup

Selecting Output Devices

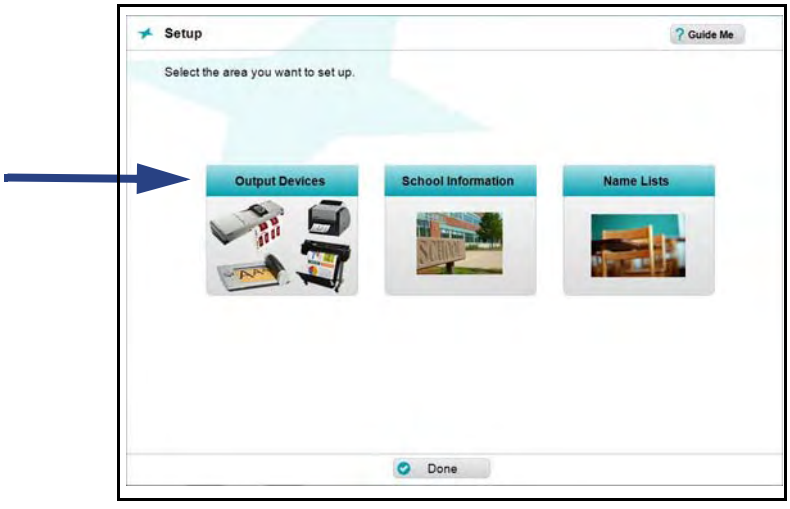
The **VariQuest®** output devices that use your *Design Center Software* are typically installed during the initial installation process. If you add a **VariQuest®** device at a later date, or if you or want to select a different sheet-fed printer connected to your Design Center touch computer or PC, you will add them from the *Workroom Assistant*.

To view and select available output devices:

1. With the *Design Center Software* open, touch or click the **Workroom Assistant** tab.
2. On the *Workroom Assistant* screen, touch or click **Setup**.



3. On the *Setup* screen, touch or click **Output Devices**.

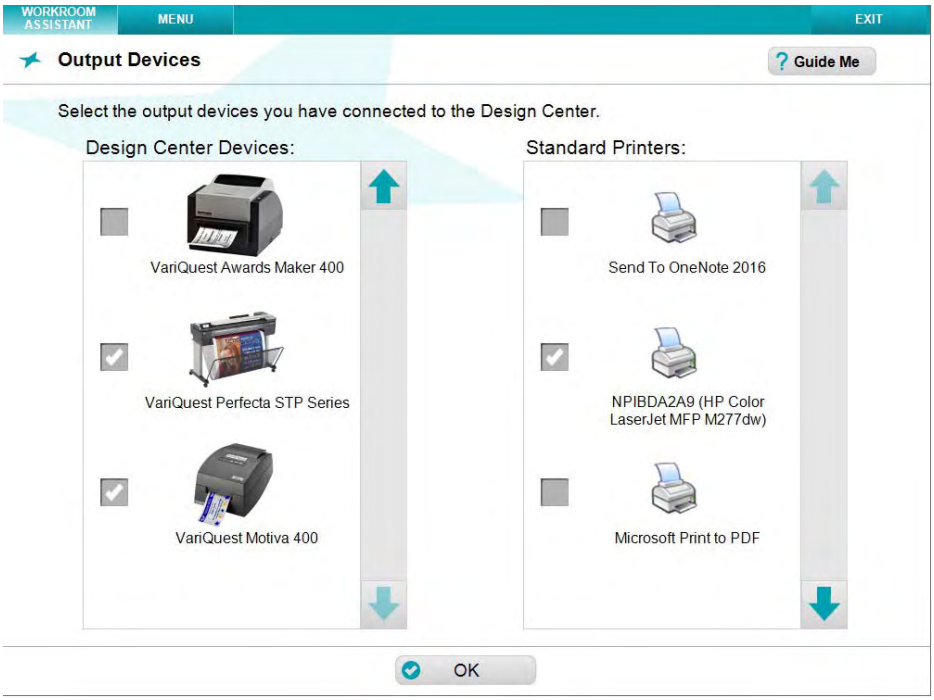


4. In the left panel, scroll through the *Design Center Devices* list and touch or click all of the output device(s) you want to use.

TIP

*You can also select a regular sheet-fed printer from the **Standard Printers** list. Only one printer can be selected at a time.*

5. If your **VariQuest®** device (e.g., Poster Maker, Perfecta™, Cutout Maker, Motiva™, Awards Maker or PosterPrinter) does not appear on the *Design Center Devices* list, the driver for the device has not been installed. Install the driver, and then return to the *Output Devices* screen to select it. (For details on installing drivers, see the **VariQuest®** *Design Center Software* PC Installation Guide.)
6. When done, touch or click **OK**.



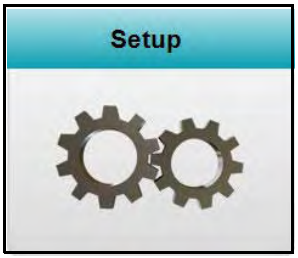
Entering School Information

The **VariQuest®** *Design Center Software* stores your school name and a graphic of your school mascot and inserts this information in applicable *Poster Maker, Perfecta, Awards Maker* and *Learning Modules* templates.

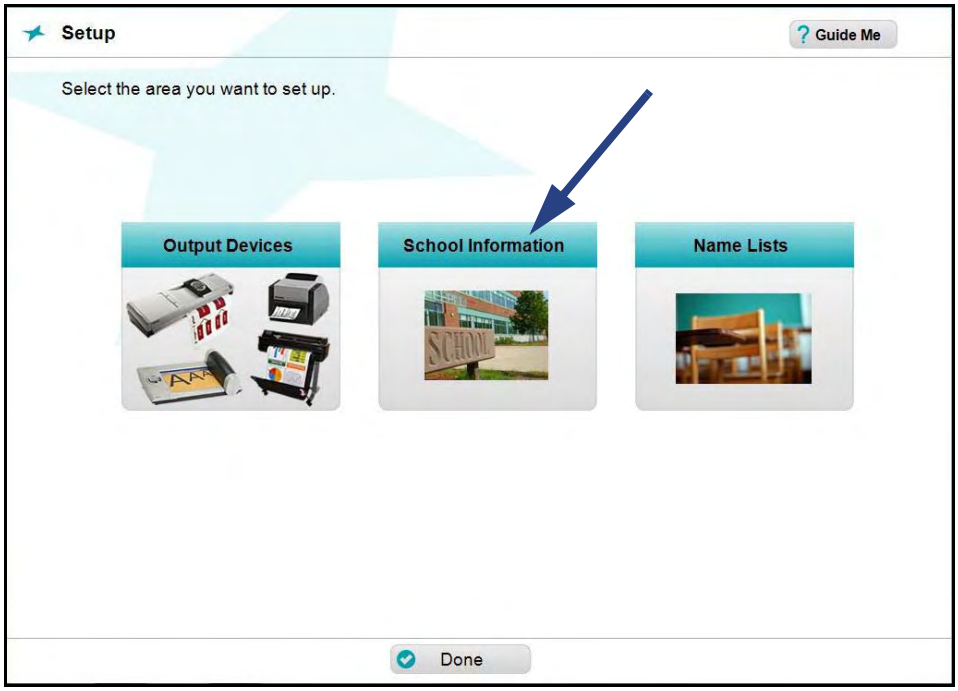
You can enter or change the school information, or change the mascot graphic at any time from the *Workroom Assistant*.

To enter or change your school name and/or mascot graphic:

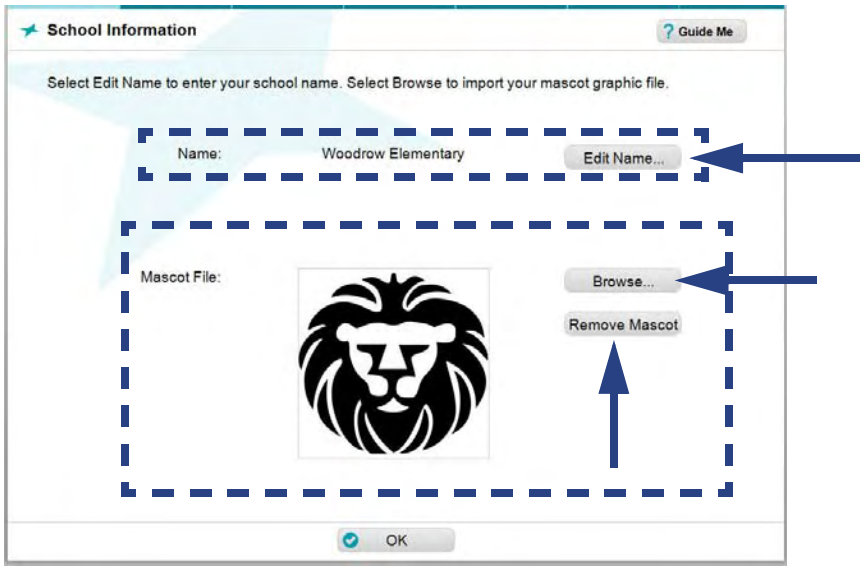
1. From the *Workroom Assistant* tab, touch or click **Setup**.



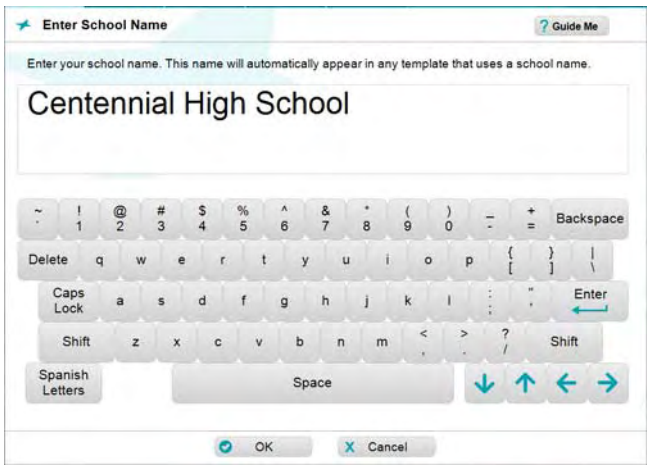
2. From the *Setup* screen, touch or click **School Information**.



3. Depending on what you want to do, touch or click:
   - **Edit Name...** to change the name shown in the *Name* field. Then continue to the next step.
   - **Browse...** to change the graphic shown in the *Mascot File* box. Then continue to Step 6.
   - **Remove Mascot** to delete the mascot file entirely. The graphic will be removed as your school mascot file in the *Design Center Software*; it will ***not*** be deleted from your system.



4. Using the Virtual Keyboard, enter or edit your school name *(see "Using the Virtual Keyboard," page 1-21* for details.*)*
5. When done, touch or click **OK** to close the Virtual Keyboard and redisplay the *School Information* screen, which will show the new name.



TIP

Before selecting a new mascot file, make sure the graphic file you want to use is on your Design Center touch computer or PC hard drive, on a CD you've inserted into the CD-ROM drive or on a USB device attached to a USB port.

6. On the *School Information* screen, touch or click **Browse**.
7. On the *Find Graphic* screen, touch or click the drive and folder(s) containing the graphic you want to use. If the file is in a subdirectory, you can click the folder at each level until the folder with the graphic file opens.

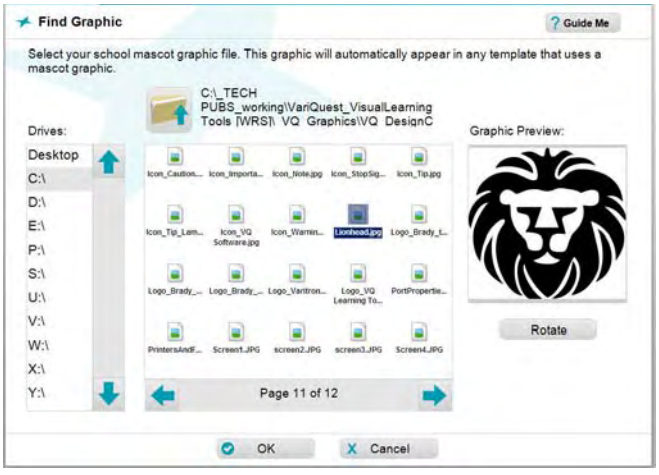
   Supported graphic file formats are:

   - Bitmap (*.bmp)
   - TIFF (*.tif)
   - JPEG (*.jpg)
   - Portable Network Graphic (*.png)
   - Windows Metafile (*.wmf)

TIP

For best results, use high-resolution graphics (such as those used for printing in yearbooks or letterheads). Most images created for a website don't work well because of their lower resolution. For best results when using black-and-white images, use black-and-white or grayscale graphics, although grayscale graphics with many gradations can produce less-desirable results.

8. When the folder with the graphic opens, touch or click the file icon. The graphic will display in the *Graphic Preview* box on the right.
9. If the graphic is not correctly oriented, touch or click **Rotate** to rotate it.
10. When done, touch or click **OK** to return to the *School Information* screen, where the new mascot graphic will be displayed.



Using Name Lists

One of the great time-savers in the **VariQuest®** *Design Center Software* is the ability to enter, store, and quickly add lists, such as student names. You can merge these lists with a template or shape to produce copies with a different name on each copy.

TIP

Name lists can only be used with Awards Maker templates and certain Cutout Maker shapes.

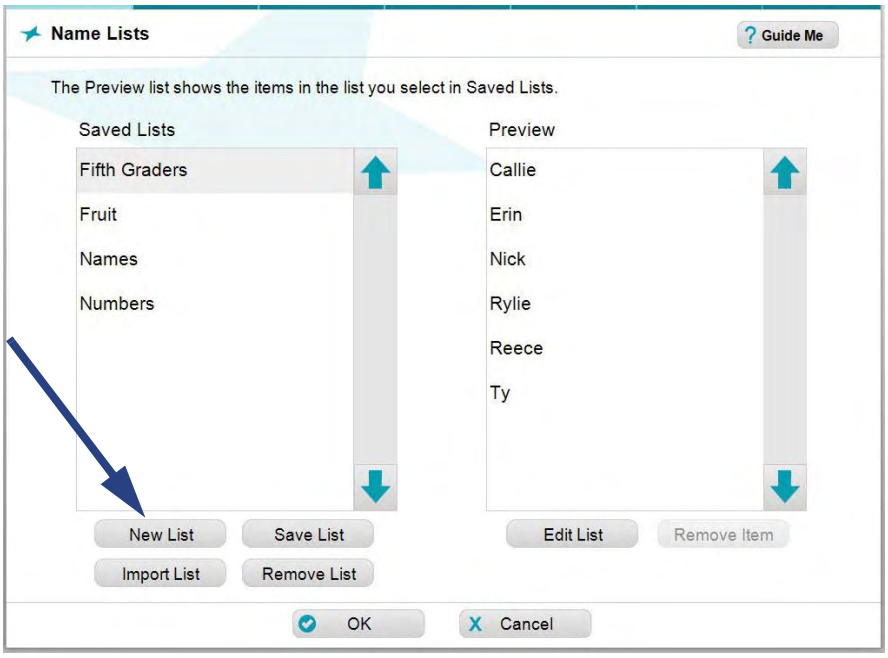
Using the Name Lists function in the *Workroom Assistant* is the primary way to add, edit, and delete name lists in your system. However, you can also add and edit name lists from the **Edit** screen within the output-type design element as you create a project.

Create Name Lists

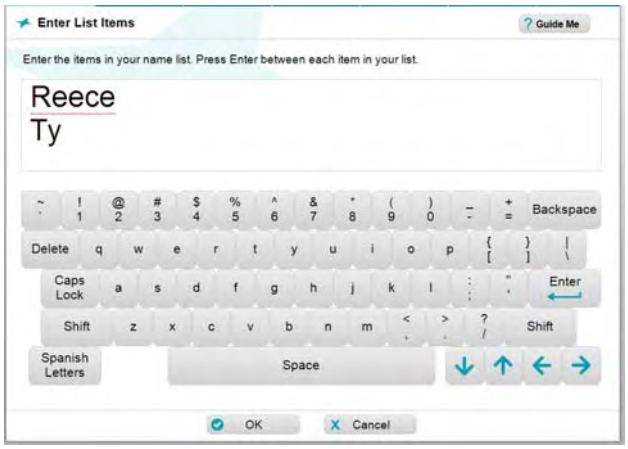
To create a new name list:

1. From the *Workroom Assistant*, touch or click **Setup**.
2. Touch or click **Name Lists**.

3. When the *Name Lists* screen appears, touch or click **New List**. The Virtual Keyboard will open, where you can begin to enter the names on the list you want to create.



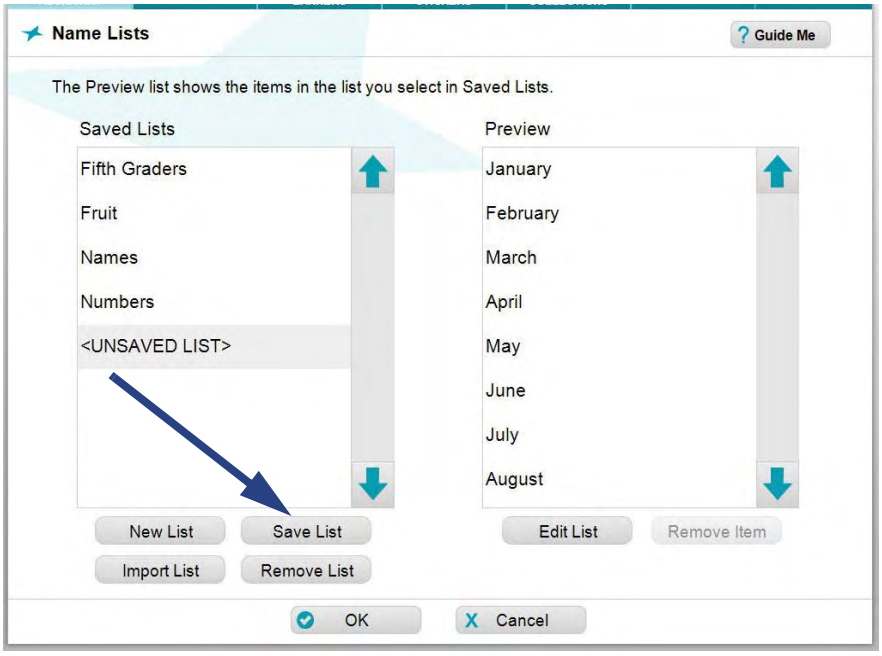
4. To add names to your list, touch or click the keys on the Virtual Keyboard (see *"Using the Virtual Keyboard," page 1-21* for more information). After each name, touch or click **Enter**.
5. When done, touch or click **OK**.



TIP

When you return to the **Name Lists** *screen from the Virtual Keyboard, your new list will be added to the* ***Saved Lists*** *file, but will be shown under the name* ***<UNSAVED LIST>****. All names you entered will appear in the Preview list.*

6. To save the list, touch or click **Save List**. The Virtual Keyboard will open again with the term *<UNSAVED LIST>* highlighted in the text entry box.



7. To name your list, touch or click the keys on the screen. The characters you enter will replace the highlighted term.
8. When done, touch or click **OK**. This saves the list in your system and you will be returned to the *Name Lists* screen, where your saved list will appear under the name you gave it on the *Saved Lists* window.

View, Edit or Delete Name Lists

To view, edit, and delete name lists:

1. From the *Workroom Assistant*, touch or click **Setup**.
2. Touch or click **Name Lists**.

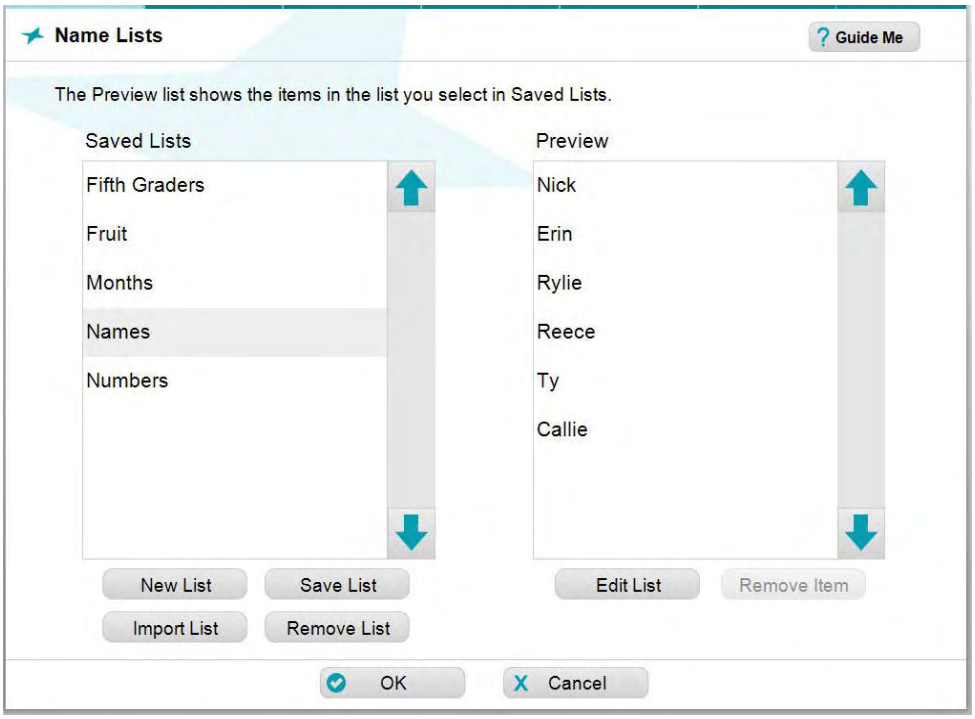
TIP

On the Name Lists screen, the **Saved Lists** *box shows the names of all or your saved lists. The* **Preview** *box shows the items for whichever list is highlighted. You can use any of these buttons to edit lists and/or the names in them:*

New List	To add a new name list, when the Virtual Keyboard appears, enter the new items, then touch or click **OK**. The new (untitled) list is displayed in the *Saved Lists* column.
Save List	To save a name list under a different name, highlight the list, then touch or click this button. When the Virtual Keyboard appears, enter the new name and touch or click **OK**.
Import List	To import your own name list, touch or click this button, then touch or click **Find File** and navigate to the location of your Excel name list (see *"Import Name Lists from Excel Spreadsheet," page 2-15*).
Remove List	To delete an entire name list from an Excel file, highlight the name list, then touch or click this button.
Edit List	To add or edit names on a list, highlight the list, then touch or click this button. When the Virtual Keyboard appears, add, change, or delete whatever names you want, then touch or click **OK** to return to this screen.
Remove Item	To delete a name from the selected list, highlight the name, touch or then touch or click this button.

TIP

*Be sure to **highlight** the correct list and/or name that you intend to edit. The highlighted item appears with a darker background. You can highlight a list or name by touching or clicking it.*



3. When done, touch or click **OK** to return to the *Setup* menu.

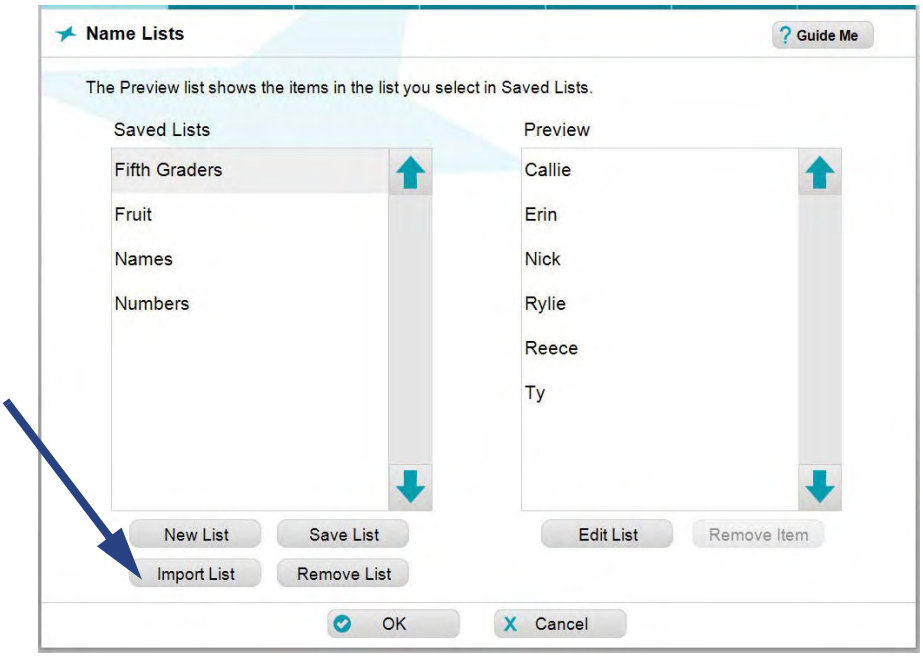
Import Name Lists from Excel Spreadsheet

You can import name lists from the *Workroom Assistant* as well as from the **Edit** screen within the output-type design elements.

To import name lists from Excel:

1. From the *Workroom Assistant*, touch or click **Setup**.
2. Touch or click **Name Lists**.

3. When the *Name Lists* screen appears, touch or click **Import List**.



4. In the *Import List* screen, touch or click **Find File**.

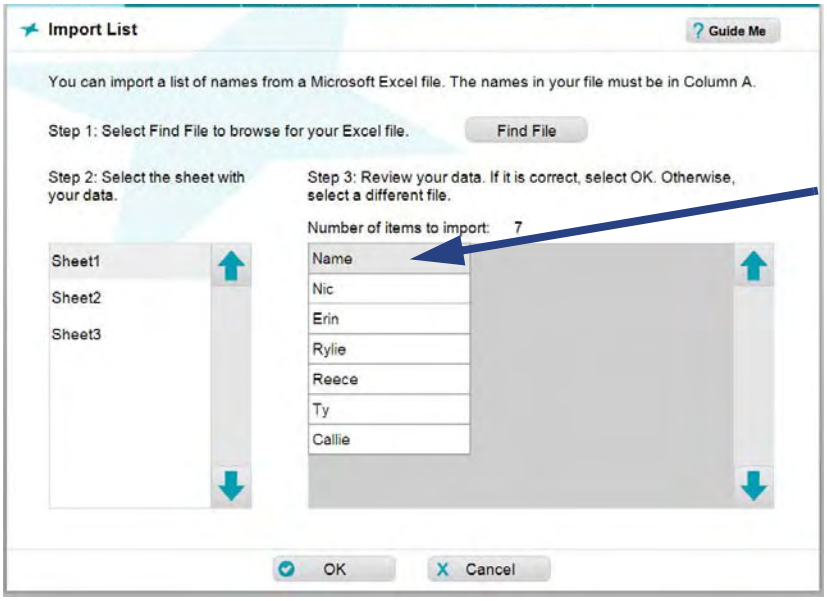
TIP

You can import name lists from your PC hard drive or from a USB device connected to the Design Center touch computer or PC.

5. Navigate to the location of your Excel file, then touch or click **OK**. The first sheet of the file will display the contents of Column A.

TIP

If you have a column header in the Excel file, the header will also be imported and included in the name list unless you delete that item.



TIP

Only the information in Column A of the selected sheet in the Excel file is imported. Blank cells are ignored.

6. To choose another sheet in the imported file, touch or click the sheet name. The preview window is immediately updated.
7. When done, touch or click **OK**. The imported list will display in the *Saved Lists* column as "**<UNSAVED LIST>**."
8. In the *Preview* column:
   - To edit your list (e.g., add a name or correct a spelling), touch or click **Edit List**, then in the Virtual Keyboard, edit the list, then touch or click **OK**.
   - To delete items from your list (e.g., remove the column heading), highlight the item, then touch or click **Remove Item**.
9. Touch or click **OK**, and when prompted, touch or click **Yes** to save your list, or **No** to continue without saving.
10. If you selected *Yes*, enter the name of your list in the Virtual Keyboard, then click **OK**. Your list is saved and you will be returned to the *Setup* menu.

Get Version Information

The *Workroom Assistant* contains information about the version number and licensing for your copy of the **VariQuest®** *Design Center Software*.

To get version & licensing information about your software:

1. From the *Workroom Assistant*, touch or click **About VariQuest Design Center**. A pop-up window displays with version, copyright information and a scrollable box containing the licensing information.
2. When done, touch or click **OK** to close the window.

Chapter 3 Learning Modules

Chapter Overview

- *"Overview of Learning Modules," page 3-2*
- *"Working with Learning Modules," page 3-3*

VariQuest
Visual Learning Tools

Overview of Learning Modules

Learning Modules let you coordinate the **VariQuest®** *Visual Learning Tools* with lessons and activities that incorporate visual and hands-on learning strategies to reinforce basic skills and provide fun and motivational activities that will supplement your school curriculum.

Each of the Learning Modules contain *exclusive* Cutout Maker content. To purchase a Learning Module, see *"Obtaining Additional Content," page 1-37*. In addition, when you order a learning module, you also receive a printed copy of the associated "Module Activity Guide."

TIP

Learning modules are related to a particular subject.

Learning Module content is automatically filtered to show only the available content for the selected output type (i.e., Awards Makers, Cutout Maker, Perfecta or Poster Maker).

If desired, you can also edit the template(s) using the editing tools applicable to the selected output type. If you change a template, you will be given the opportunity to save your changes so you can to use it again at a later date. Saved **Posters & Banners** and **Awards & Stickers** files can be exported to a USB device so they can be transported between your local PC and the *Design Center Software*.

Working with Learning Modules

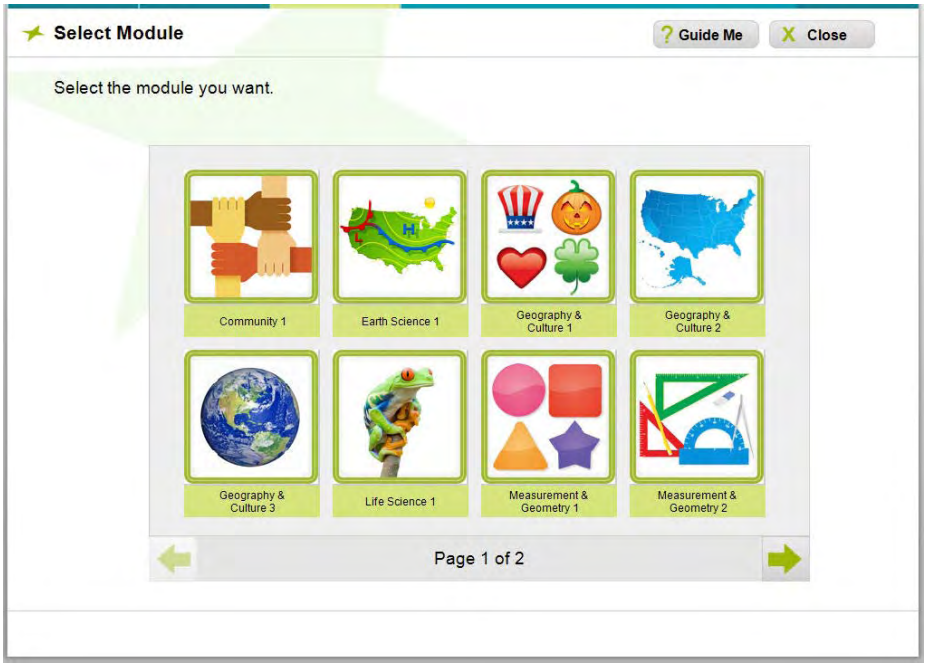
To select a learning module:

1. From the *Main* screen, select **Learning Modules**.

2. In the *Select Module* screen, select one of the learning modules.

TIP

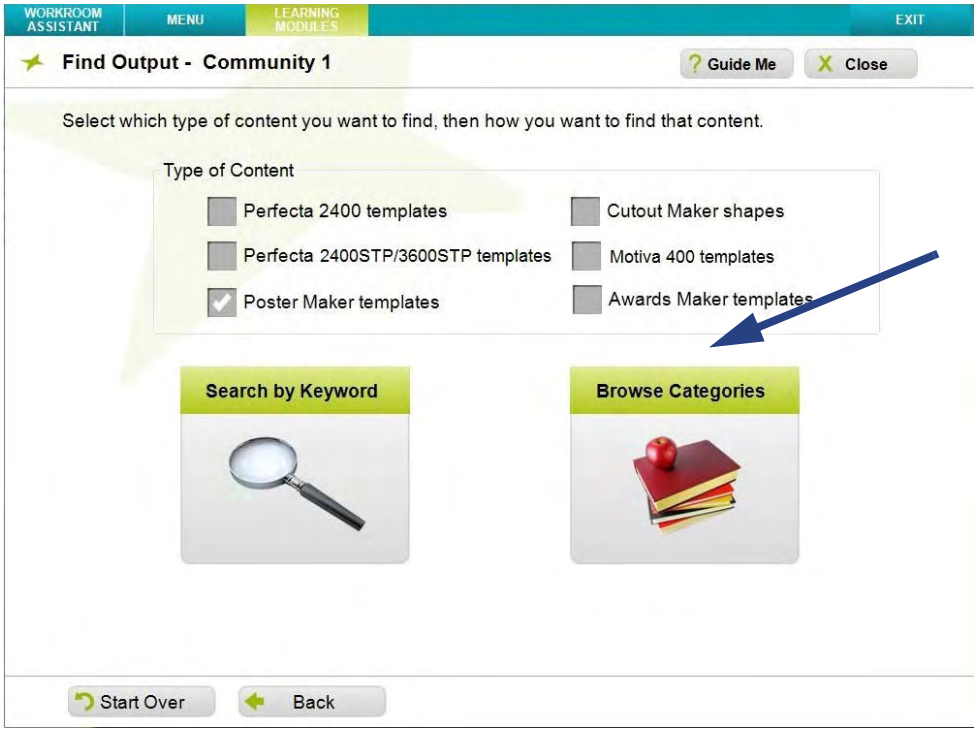
You must purchase the Learning Module to activate the exclusive content in the selected module.



3. In the *Find Output* screen, touch or click the output type that you will use for this module.
4. To locate a template, select **Search by Keyword**, or **Browse Categories** (see *"Locating Files in the Software," page 1-25* for more information about searching for files).

TIP

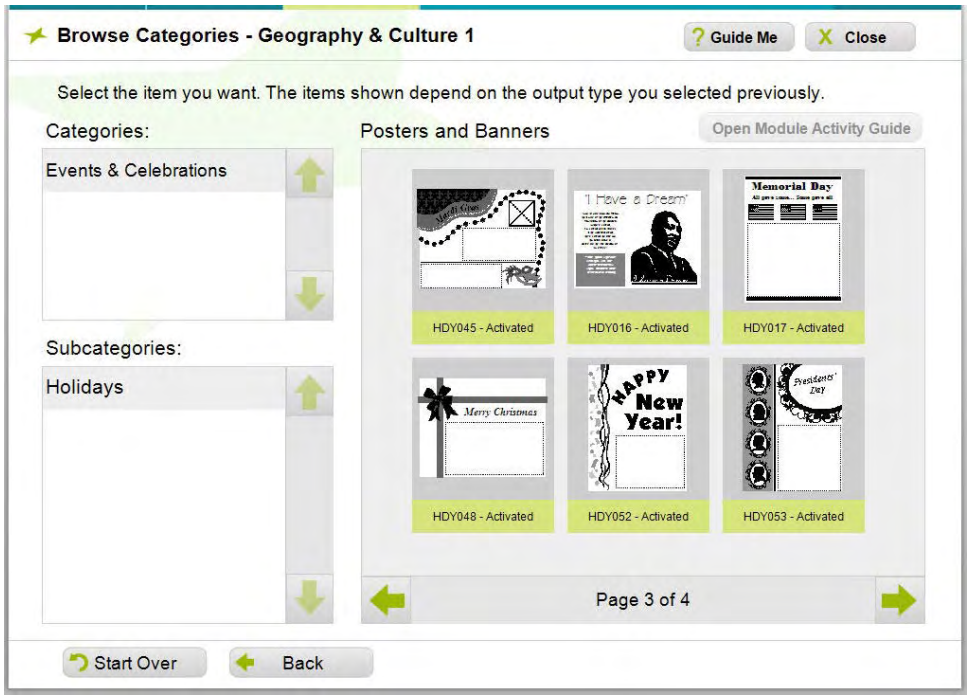
The search results will show only the content for the output type and grade level(s) you have selected. To change your grade level preferences, see "Setting Up Content Preferences," page 1-19.



5. Select a template from the preview window, then in the popup window, touch or click **OK**. The template opens for editing in the selected output type.

TIP

Scroll through the categories and subcategories to see all of the available templates.

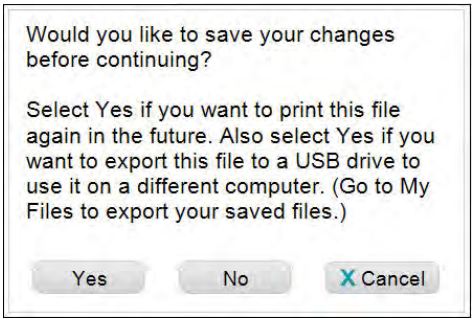


6. Continue editing and printing your template using the tools for the selected output type. See the following chapters for details:
   - *"Perfecta™ 2400 Full-Color Poster Design System," page 4-1*
   - *"Perfecta™ 2400STP & 3600STP Poster Design System," page 5-1*
   - *"Poster Maker 3600, ProImage™ Poster Printer, Plus3000 and XL3000," page 6-1*
   - *"Cutout Maker 1800," page 7-1*
   - *"Awards Maker 400 - Awards and Stickers," page 8-1*
   - *"Motiva™ 400 - Color Awards and Stickers," page 9-1*

7. If prompted to save your changes, select **Yes** if you want to save this file or select **No** to continue without saving.

TIP

*Depending on the output type you selected, you may be prompted to save your file. Saved **Awards & Stickers** and **Posters & Banners** files can be exported to a USB device so they can be transported between your local PC and the Design Center Software. Saved **Cutout** files cannot be exported.*



8. In the *Enter Name* screen, touch or click the virtual keyboard to enter a name that you want for this job (see *"Using the Virtual Keyboard," page 1-21*).
9. Touch or click **OK**.

Chapter 4 Perfecta® 2400 Full-Color Poster Design System

Contents

- *"Overview," page 4-2*
- *"File Management," page 4-4*
- *"Finding a Template," page 4-7*
- *"Customizing a Poster or Banner Template," page 4-8*
  - *"Text Editing," page 4-8*
    - *"Change Text Content on a Template," page 4-8*
    - *"Change Fonts on a Template," page 4-10*
    - *"Add New Text Item," page 4-12*
    - *"Change Text Color," page 4-13*
    - *"Remove a Text Item from a Template," page 4-14*
  - *"Advanced Editing - revised section per new design," page 4-15*
  - *"Graphics," page 4-18*
    - *"Change Graphics on a Template," page 4-18*
    - *"Remove a Graphic from a Template - Changed," page 4-20*
    - *"Insert a Graphic - Changed," page 4-21*
    - *"Rotate a Graphic," page 4-22*
    - *"Flip a Graphic Horizontally," page 4-23*
    - *"Change Graphic Color - Changed," page 4-25*
- *"Printing a Poster or Banner," page 4-29*
  - *"Saving a Template before Printing," page 4-29*
  - *"Printing," page 4-32*
  - *"Scan to Print," page 4-34*
  - *"Scan to Template," page 4-38*
  - *"Print a PDF File," page 4-41*
  - *"Print from a non-Design Center Software File," page 4-42*

VariQuest Visual Learning Tools

Overview

The **VariQuest® Perfecta® 2400** *Full-Color Poster Design System* gives you the tools to quickly create and print an unlimited variety of posters and banners in a range of sizes and colors, ready for immediate display. Often, a template provides exactly what you require. However, templates are also easy to customize to your individual needs.

TIP

Not every text or graphic object in a template can be changed. If you try changing a non-editable item, a message to that effect will appear on your screen. If you think it is essential to change the graphic or text item, try browsing for a different template design that would be better for your project.

Color Coding

Distinctive color coding in the *Design Center Software* lets you easily orient yourself to the specific output types. Thumbnails in the preview window(s) are also color coded. Whenever you are working on the Perfecta, the tab at the top of the screen and the controls are color-coded with Blue PERFECTA 2400.

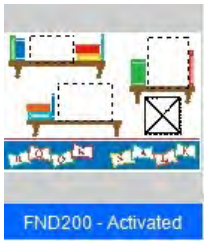
TIP

By default, all content for the Perfecta are activated. To activate additional shapes or Learning Modules, see "Obtaining Additional Content," page 1-37 in the Software User's Guide.

Thumbnail Labeling

The label name of a thumbnail includes the **Content ID** and its activation status (activated or not activated). When you click a thumbnail, a preview will popup with additional information about the item:

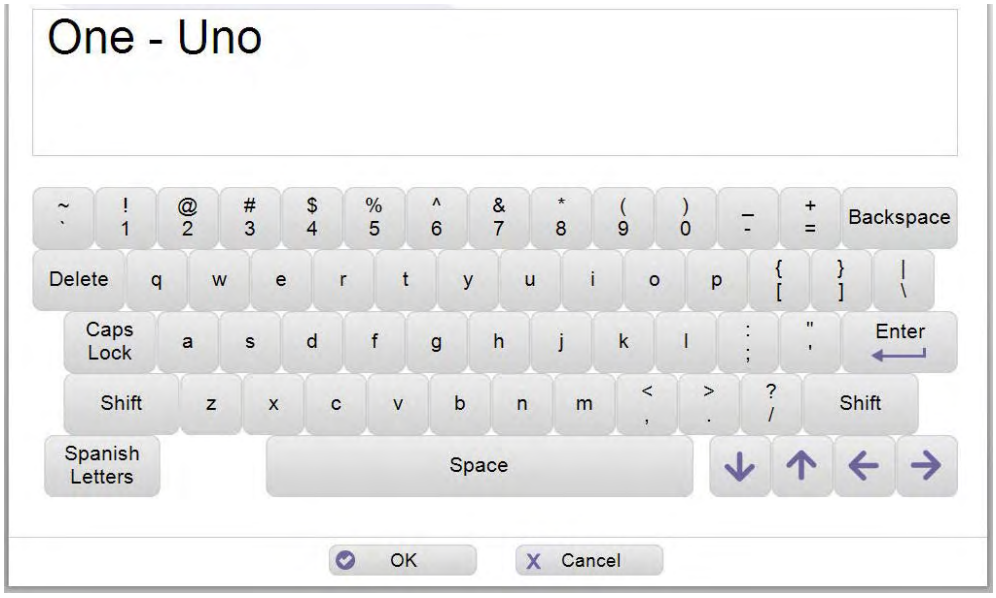
- ID #
- Name
- Associated Learning Module (if applicable)



ID# BKS038
Heart Book Page
Learning Module: Geography & Culture 1

Using the Virtual Keyboard

The *Virtual Keyboard* is a graphical representation of a keyboard and text-entry box that appears whenever you need to enter or change text.



You can use the Virtual Keyboard just like a regular keyboard to “type” text into the text-entry box using your Design Center touch computer, an attached mouse to point and click keys on the virtual keyboard or from an attached keyboard or PC.

TIP

Touch or click Spanish Letters once to display accented Spanish letters. Touch or click again to return to the standard keyboard.

Note: For more specific details on using the Virtual Keyboard or entering Spanish text, see *"Using the Virtual Keyboard," page 1-21* in the Software User’s Guide.

File Management

When doing a search, the *Find* screen opens with search options that you can use to find a template, shape, collection, graphic or design element, or one of your own saved projects.

TIP

Search results show only the content for the output type and grade level(s) you have selected. If your search does not return an expected result, check that your Content Preferences include the appropriate grade level(s).

Search for Files

To search by:

- **Keyword**: Locate a template or file using either:
  - *Design Center Software ID*: The ID is listed with each template, shape, and collection in the **VariQuest®** *Content Guide*
  - *Content Keyword*: Enter a keyword such as “sports” or “numbers.”
- **Browse Categories**: Search through all templates, shapes, collections, graphics and design elements. The files are grouped into categories and subcategories, such as “animals” or “weather.”
- **My Files**: Search your own templates. When you customize a template, you can save it under a different name for future use. Later, you can find your saved templates through the *My Files* option.
- **My PDFs**: Allows for quick and easy PDF printing. The file is automatically scaled according to the output size selected, making the printing process even easier!

TIP

For more specific details on searching for files, see "Locating Files in the Software," page 1-25.

Search for My Graphics

You can also search for your own graphics from the *Edit* screen, by choosing **Graphics**, then the “find” option **Find My Own Graphic**.

TIP

For more specific details on searching for files, see "Search for My Graphics," page 1-32.

Importing and Exporting Saved Files

You can import or export **Perfecta** files to/from a USB device from the **My Files** section on the *Menu* screen. Once selected, your file will be imported into the Design Center or exported to the USB device.

TIP

If a file with the same name already exists on your Design Center touch computer, the file will not be imported.

Note: For more specific details on importing or exporting saved files, see *"Importing and Exporting Saved Files," page 1-34*.

Deleting Saved Files and Jobs

You can easily delete saved files you no longer want from the **My Files** menu page, selecting the file you want to delete and then clicking **Delete**.

Note: For more specific details on deleting files, see *"Deleting Saved Files and Jobs," page 1-36*.

Basic Process

The general process for creating posters or banners includes these basic steps. For more detail, see the remainder of this document.

To create a poster or banner:

1. From the *Design Center Software* main menu, touch or click the button for the **Perfecta 2400**.
2. Use the search or browse functions to locate the design template you want.
3. With a template as your basis, modify it as desired:
   - Change the content of editable text.
   - Change the font, size, and style of editable text.
   - Choose different graphics, remove graphics on templates with replaceable graphics.
   - Add new text or graphics objects.
   - Move and size editable objects.
   - Change the text or graphic color
4. Print the poster or banner.

Finding a Template

Whether you want to create a new poster or banner or print more of an existing project, your first step is to locate the template you want to use.

TIP

Banners are usually identified by a file name starting with "BAN..." You can usually identify banners by their long, narrow profiles.

To search for a file:

1. Locate the template you want by using on one of the search options:
   - **Search by keyword or template ID**
   - **Browse categories**
   - **Select previously saved template**
2. On the *Edit* menu, modify the template as desired.
3. When ready to print the project, touch or click **Next** to go to the *Print Preview* screen.

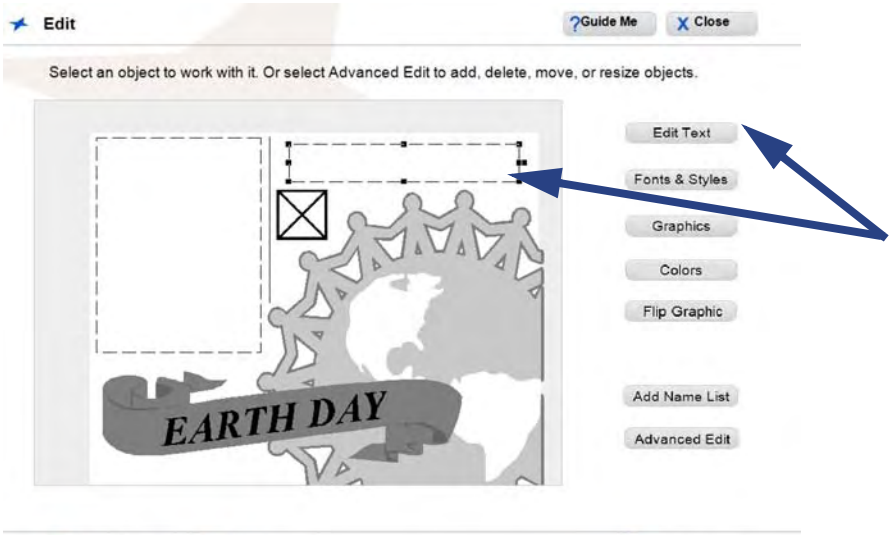
Customizing a Poster or Banner Template

Text Editing

Change Text Content on a Template

To change a text item on a template:

1. With the template displayed on the *Edit* screen, touch or click the text you want to change. Square “bullets” appear around the text to indicate it is selected.

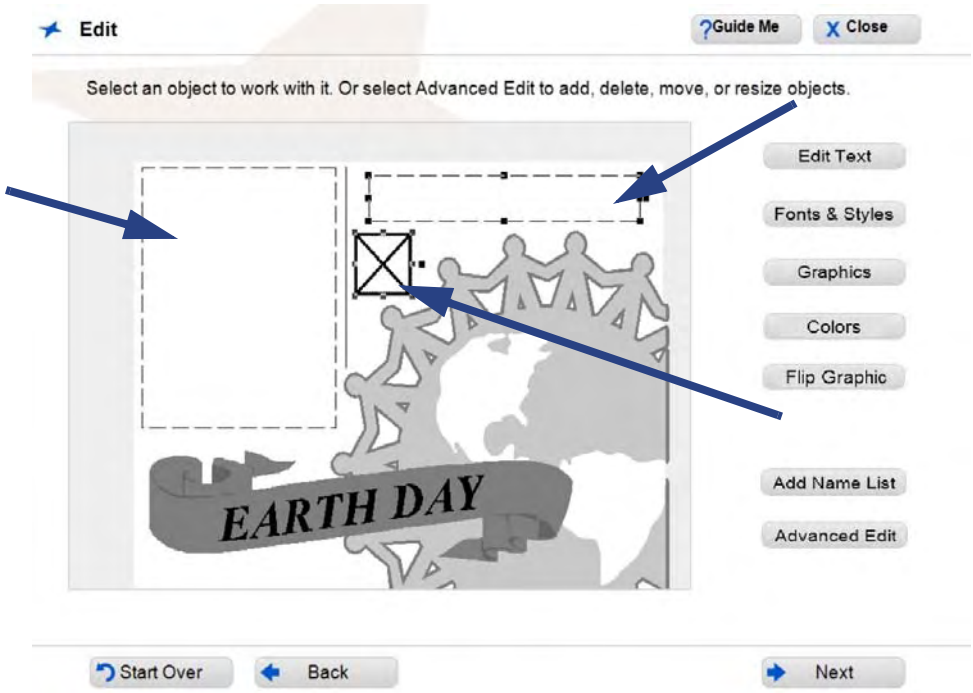


2. Touch or click **Edit Text**. The Virtual Keyboard appears with the current text highlighted.
3. Touch or click the keyboard on your screen or PC to modify the text.
4. When done entering text, touch or click **OK**.
5. To continue modifying the template, go to:
   - **Advanced Editing** to perform additional editing.
   - Select **Text** tab to change the font, size or style of editable text items.
   - Select **Graphics** tab to change or add a graphic.
   - Select **Design** tab to remove a graphic or text box.
6. To print, touch or click **Next** to go to the *Print Preview* screen.

TIP

Remember to always select the text or graphic box you want to change **before** *clicking Edit Text or Graphics.*

- *When you select an editable text box or graphic, square "bullets" appear around it to indicate that it is selected.*
- *In a template, a blank space outlined by a thin dotted line indicates a text box. The dotted line does* ***not*** *print; it just marks the space where text can be entered.*
- *In a template, a thick black box with an X inside marks an area where a graphic can be placed. The X and box do* ***not*** *print if you decide not to insert a graphic.*



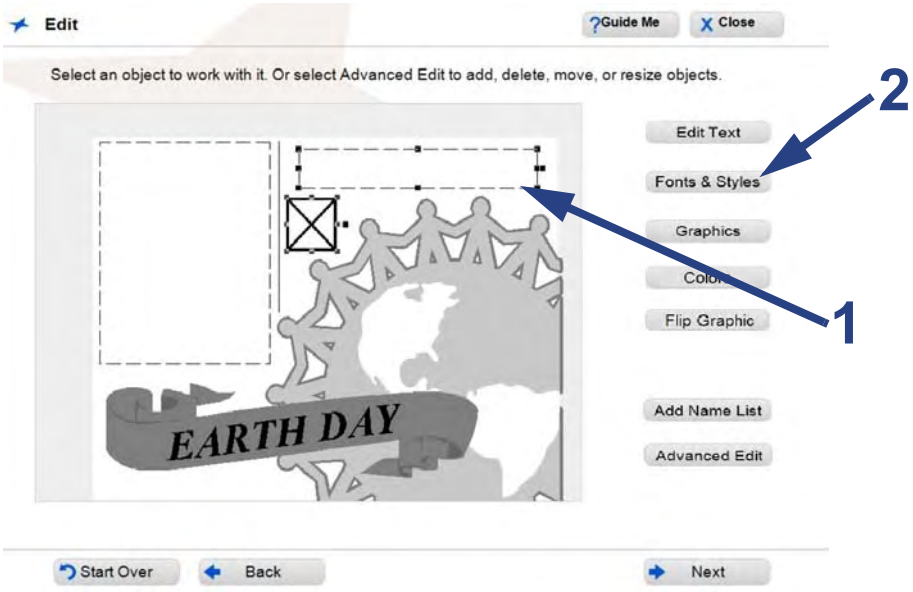
Change Fonts on a Template

TIP

Whenever you make a change, the template preview will update immediately.

To change font, style, size or justification of a text item:

1. With the template displayed on the *Edit* screen, touch or click the text you want to change. The selected text will be bordered by squares.
2. Touch or click **Fonts & Styles**.



3. Make the text changes you want, as follows:

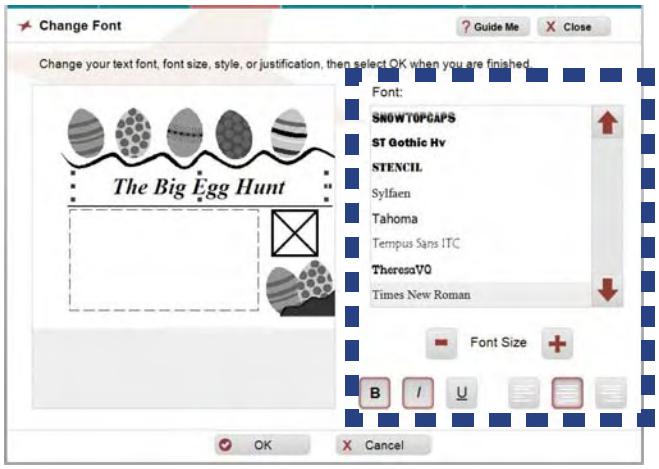
TIP

If your template contains more than one modifiable text item, you can select another text item without going back to an earlier screen. Just touch or click the next text object you want to modify and follow the steps of this procedure.

- **Font:** On the *Font* list, touch or click the font you want. Font names in the list appear in the actual typeface of their font. Use the up/down arrows to scroll through the list of fonts.
- **Size:** Touch or click the *Font Size* plus **(+)** or minus **(-)** buttons to make the text larger or smaller.
- **Style:** To change, touch or click **B** (bold), ***I*** (italic), and/or **U** (underline). The style is "on" when the button is depressed (down), and "off" when the button is not depressed (up). You can apply any or all styles to the selected text.
- **Justification**: To change text justification (**Left**, **Right** or **Centered**), touch or click one of the justification controls.

TIP

Text justification only affects multiple lines of text within a single text object. It does not align the text object on the template.



4. When done, touch or click **OK**.
5. To continue modifying the template, go to:
   - **Advanced Editing** to perform additional editing.
   - Select **Text** tab to change the font, size or style of editable text items.
   - Select **Graphics** tab to change or add a graphic.
   - Select **Design** tab to remove a graphic or text box.
6. When ready to print the project, touch or click **Next** to go to the *Print Preview* screen.

Add New Text Item

TIP

Make sure that a text item is not selected. If a text item is selected, the new text will be placed in that text box. To deselect a text box, click in an empty area outside of the editing box.

To add a new text item:

1. With the template displayed on the *Edit* screen, touch or click **Advanced Edit**.
2. Touch or click the *Text* tab, then **New Text**.
3. In the *Virtual Keyboard*, type the text you want to enter, then touch or click **OK**.

Note: The new text item may be placed over existing items on the template.

4. To move the new text item, touch or click and drag it to a new area on the template.
5. If necessary, size the text item using the sizing buttons.
6. Click *Color* tab, then a color on the color palette to change the text color, if desired.
7. Repeat this procedure to add another text item.
8. When done, touch or click **OK** to close the *Advanced Edit* screen and continue with your project.

Change Text Color

The **VariQuest® Perfecta® 2400** *Full-Color Poster Design System* lets you change the text color on a template.

To change the text color:

1. With the template displayed on the *Edit* screen, touch or click any text object, then click **Colors**.

TIP

You can also change text colors from the Advanced Edit screen.

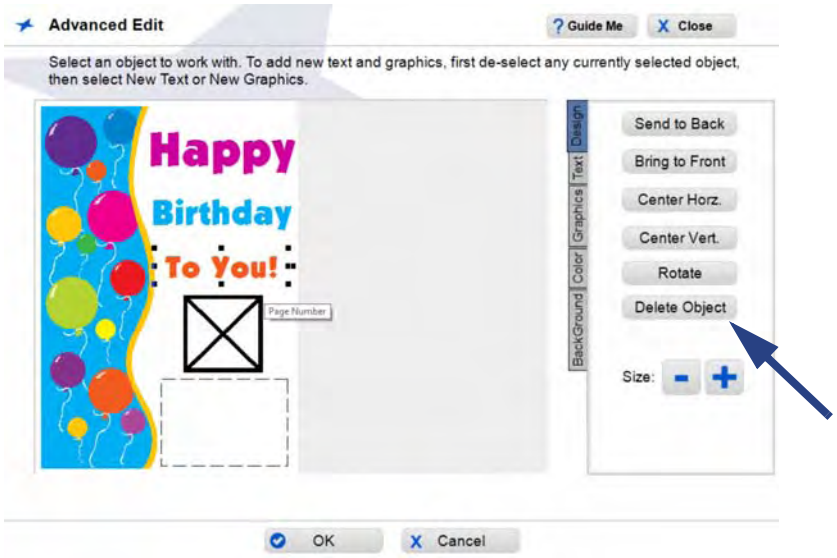
2. In the *Change Colors* menu, touch or click a new text color from the color palette. The text color changes to the selected color.

3. Repeat this procedure to change other text item colors.
4. When done, touch or click **OK** to continue with your project.

Remove a Text Item from a Template

To remove a text item:

1. On the *Edit* screen, touch or click **Advanced Edit**.
2. Touch or click the *Design* tab.
3. Touch or click the text item you want to remove.
4. Then touch or click **Delete Object**.
5. To undo the deletion, click **Undo**.
6. When done, touch or click **OK** to continue with your project.

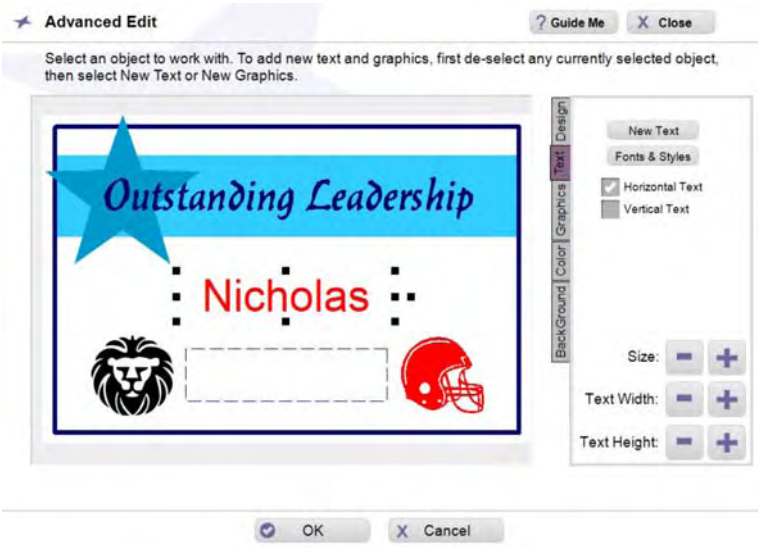


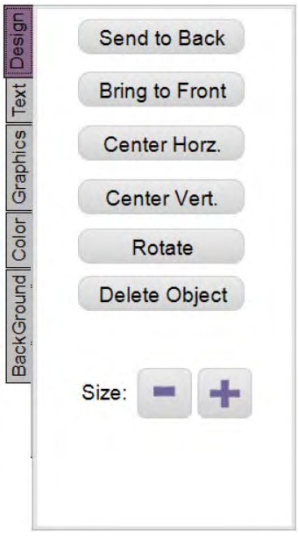
Advanced Editing

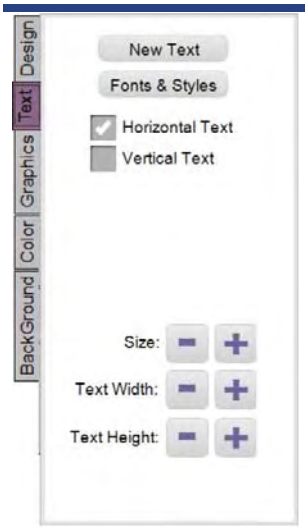
Advanced editing gives you additional control over the content of the template. From this screen, you can add additional text or graphics, change text fonts, delete objects, add or change color and/or size text and graphics.

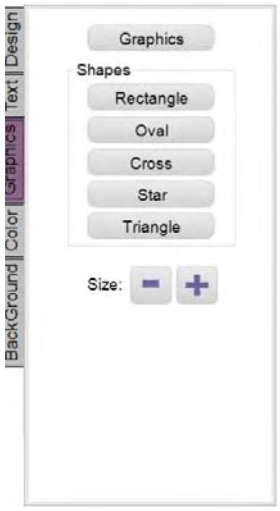
To do advanced editing:

1. From the *Edit* screen, touch or click **Advanced Edit**, then go to any of the tabs to change the editable objects on the template. See the following tables for detailed descriptions of the tab functions.

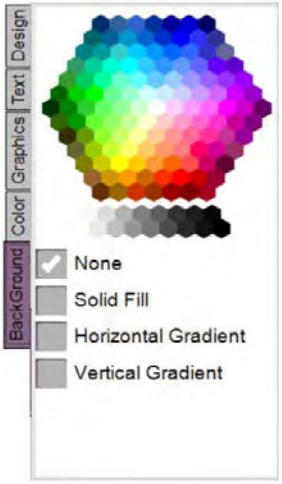


Design Tab	
	
Send to Back	Touch or click to send selected object to the back of all objects.
Bring to Front	Touch or click to bring selected object to the front of all objects.
Center Horz.	Touch or click to center the selected object horizontally on the page.
Center Vert.	Touch or click to center the selected object vertically on the page.
Rotate	Touch or click to rotate the selected object in 15° increments.
Delete Object	Touch or click to delete an existing graphic or text object.
Size - +	Touch or click to increase or decrease the size of the selected object.
Undo	Touch or click to undo the last action.

Text Tab		
	**New Text**	Touch or click to add a new text box. When the Virtual Keyboard appears, enter the new text, then touch or click **OK**. When a text object is selected, this button toggles to **Edit Text**.
	Edit Text	Touch or click to change the text in a text box. When the Virtual Keyboard appears, enter the new text, then touch or click **OK**. When no text object is selected, this button toggles to **New Text**.
	Fonts & Styles	Select a text object, in the *Fonts &Styles* screen, touch or click to select a different font, size, style or justification, then touch or click **OK.**
	Horizontal Text **Vertical Text**	Select the text orientation. Text in the selected text box will be changed to reflect the selected orientation.
	Size - + **Text Width** **Text Height**	Select a text box or graphic, touch or click **-** or **+** to increase or decrease the size, or the text width and height of a text box.

Graphics Tab		
	**New Graphics**	Touch or click to add a new graphic. In the *Change Graphic* menu, browse to the location of the new graphic, then touch or click **OK**. This button toggles to **Graphics.**
	Graphics	Touch or click to change a selected graphic. In the *Change Graphic* menu, browse to the location of the new graphic, then touch or click **OK**. This button toggles to **New Graphics.**
	Shapes •Rectangle •Oval •Cross •Star •Triangle	Touch or click the button to insert the shape indicated, then touch or click **OK**. Size the object while it is selected. You can change the color from the **Color** tab.
	Size - +	Select a text box or graphic, touch or click **-** or **+** to increase or decrease the size.

Color Tab	
	Touch or click the desired color on the color palette to change the selected object, then touch or click **OK**.

Background Tab		
	**None**	Touch or click to remove background fill, then touch or click **OK**.
	Solid Fill	Touch or click to fill the background with color. Touch or click the color palette to fill the background with the selected color, then touch or click **OK**.
	Horizontal Gradient	Touch or click to fill the background with a horizontal gradient in the selected color. then touch or click **OK**. **Note:** *Gradients display best when used with darker colors.*
	Vertical Gradient	Touch or click to fill the background with a vertical gradient in the selected color, then touch or click **OK**. **Note:** *Gradients display best when used with darker colors.*

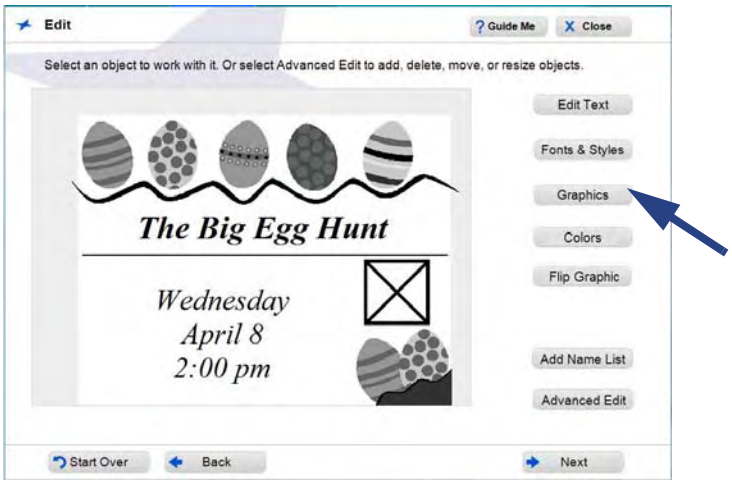
Graphics

VariQuest® graphics are provided for a variety of designs. Not all graphics will look good on all templates, so you may need to experiment to find the graphics that work best for your specific template.

Change Graphics on a Template

To change a graphic:

1. On the *Edit* screen, touch or click the graphic you want to change.
2. Touch or click **Graphics**.



3. On the *Change Graphic* screen, touch or click the button identifying how you want to search for the new graphic.
   - **Search by Keyword** and **Browse Categories** search the graphics provided with the software. When you locate the graphic you want, touch or click the thumbnail.
   - **Find My Own Graphic** lets you search the graphic files elsewhere on your Design Center touch computer or PC. When you find the graphic you want, touch or click its icon, then touch or click **OK** to use it and return to the *Edit* screen.

     Graphic files that use any of these supported formats will be displayed:
     - Bitmap (*.bmp)
     - TIFF (*.tif)
     - JPEG (*.jpg)
     - Portable Network Graphic (*.png)
     - Windows Metafile (*.wmf)

TIP

For best results, use high-resolution graphics (such as those used for printing in yearbooks or letterheads). Most images created for a website don't work well because of their lower resolution.

4. To continue making changes to graphics, refer to:
   - *"Advanced Editing - revised section per new design," page 4-15* to perform additional editing.
   - *"Remove a Graphic from a Template - Changed," page 4-20* to remove a graphic.
   - *"Insert a Graphic - Changed," page 4-21* to insert a graphic.
   - *"Change Graphic Color - Changed," page 4-25*.
5. When ready to print the project, touch or click **Next** to go to the *Print Preview* screen.

Remove a Graphic from a Template

To remove a graphic:

1. On the *Edit* screen, touch or click **Advanced Edit**.
2. Touch or click the graphic (or graphic placeholder) you want to remove.
3. Touch or click **Delete Object** (to undo the deletion, click **Undo**).

TIP

The graphic is removed from the template, but not deleted from the Design Center Software. You can always search or browse the software graphics to find and restore the graphic.

4. To add a graphic, follow the steps of the procedure *"Change Graphics on a Template," page 4-18*.

TIP

If you save the changed template after removing a graphic, you can always add a graphic back in — either the original or a different one.

5. Touch or click **OK** to continue with your project.
6. When ready to print the project, touch or click **Next** to go to the *Print Preview* screen.

Insert a Graphic

TIP

Make sure a graphic object is not selected. If a graphic object is selected, the new graphic will be placed in that object box. To deselect a graphic, click in an empty area outside the editing box.

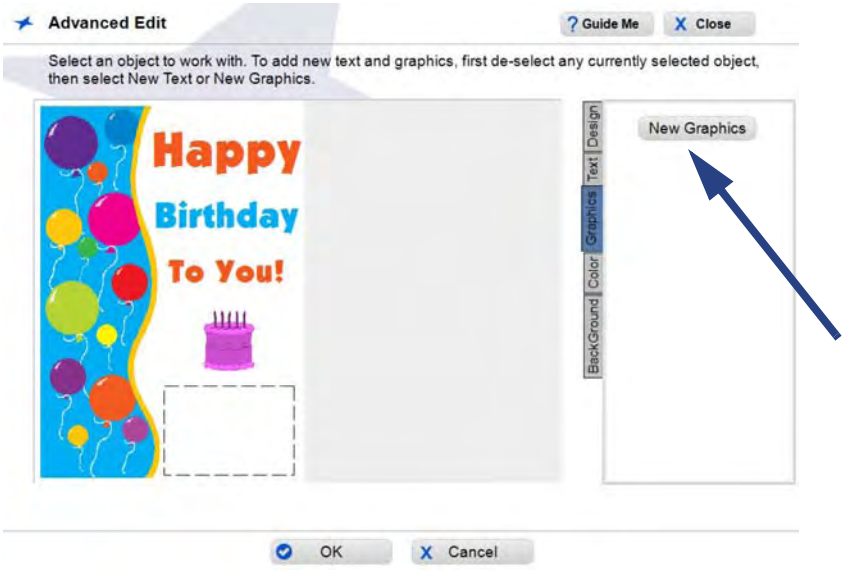
To insert a graphic:

1. From the *Edit* screen, touch or click **Advanced Edit**.
2. Touch or click **Graphics** tab.
3. Browse to the location of your graphic using one of the search options.

TIP

The new graphic may be placed over existing items on the template.

4. Move the graphic to the desired location on the template.
5. Repeat this procedure to add another graphic.
6. To change an existing graphic, touch or click the graphic. The option *New Graphics* changes to *Graphics*.
7. Touch or click **Graphics** tab.
8. Browse to the location of your graphic using one of the search options.



9. When done, touch or click **OK** to close the *Advanced Edit* screen and continue with your project.
10. When ready to print the project, touch or click **Next** to save your project (if desired) and go to the **Print Preview** screen.

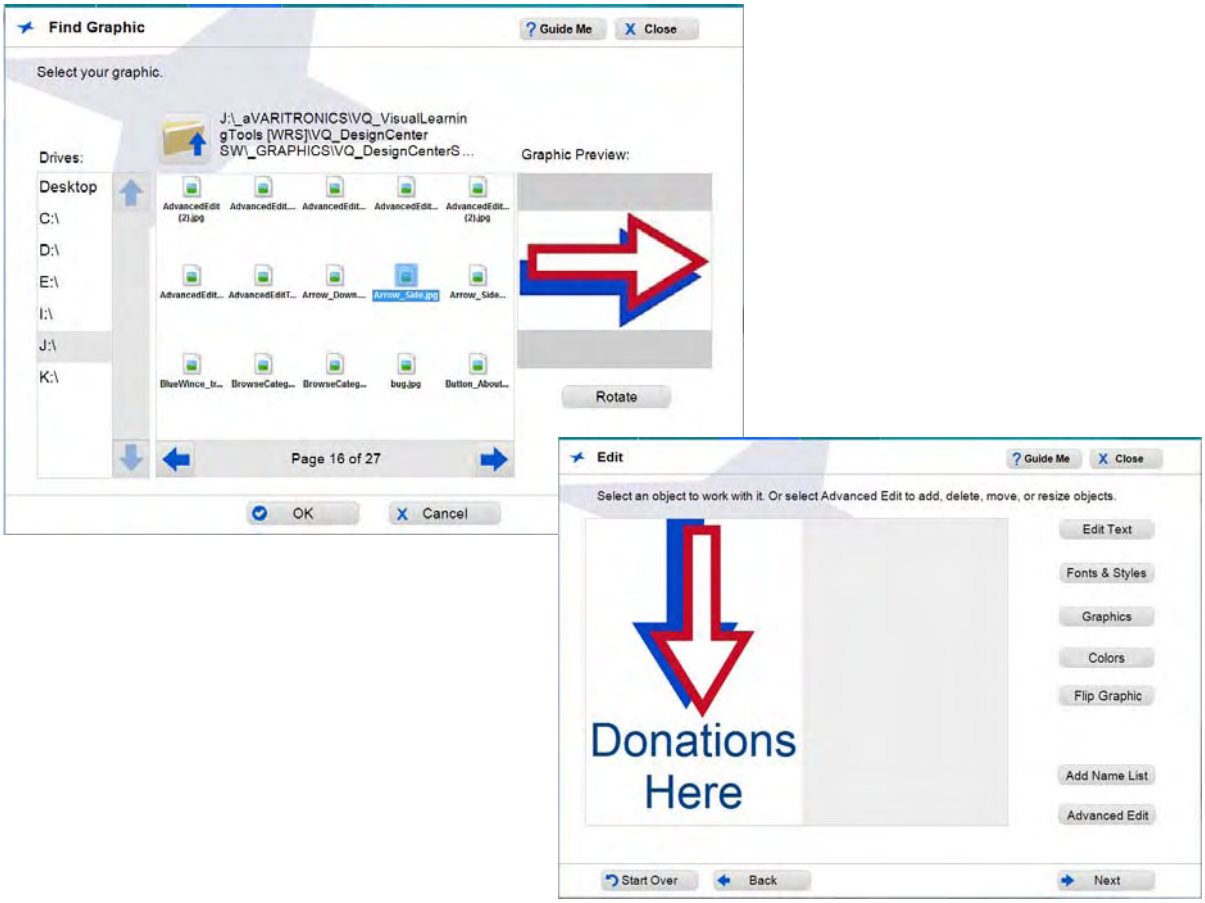
Rotate a Graphic

When you import one of your own graphics, you can rotate it in 90 degree increments. This cannot be done after the graphic is imported.

> **Note:** Rotate is only available from the **Find My Graphics** button. You cannot rotate graphics that are part of the software suite.

To rotate a graphic:

1. In the *Advanced Edit* screen, touch or click **Graphics**.
2. Locate and select your graphic. It displays in the *Graphic Preview* window.
3. Touch or click **Rotate** to rotate the graphic counterclockwise.
4. When done, touch or click **OK**. The graphic will display in the *Edit* screen.

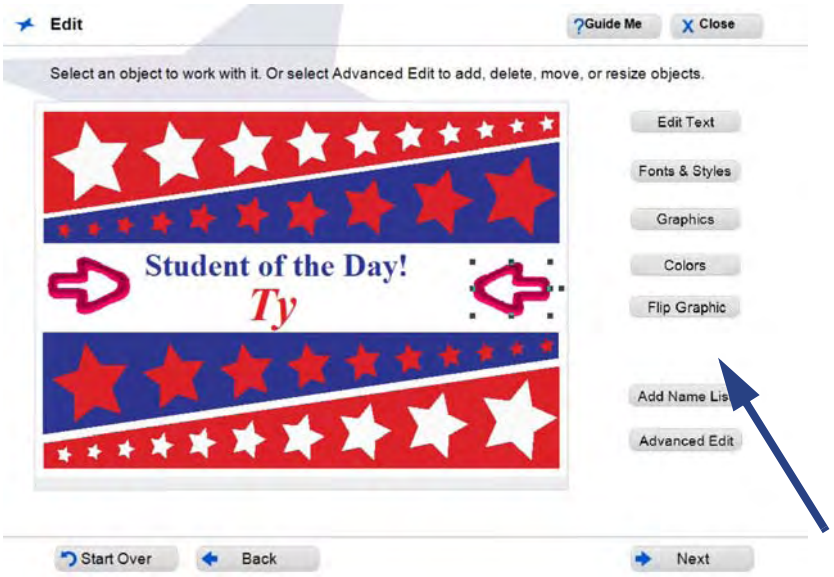


Flip a Graphic Horizontally

You can select an image and flip it to face the opposite direction. This is useful, for example, when you have two graphics and want them to face toward each other.

To flip a graphic horizontally:

1. In the *Edit* screen, touch or click **Graphics**.
2. Locate and select your graphic. It displays in the *Advanced Edit* window.
3. Move and/or size the image as desired, then touch or click **OK** to return to the *Edit* window.
4. In the *Edit* screen, touch or click a graphic object.
5. Touch or click **Flip Graphic**. The graphic will be flipped 180° horizontally.

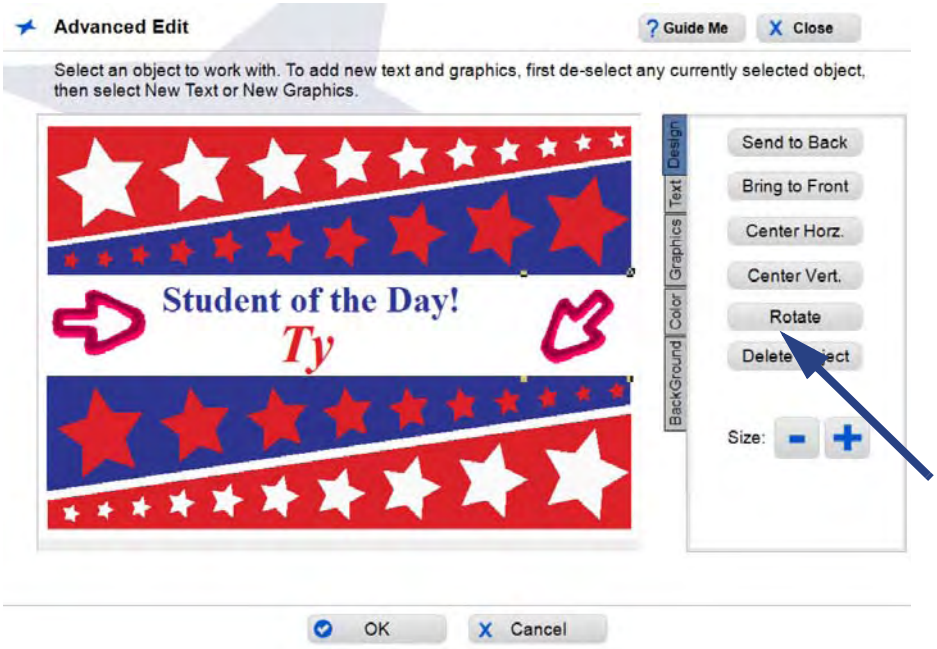


Rotate an Existing Graphic

You can select an image and flip it to face the opposite direction. This can be useful when you have two graphics and want them to face toward each other. You can also rotate the graphic in 15° increments from the *Advanced Edit* menu.

To rotate a graphic:

1. In the *Edit* screen, touch or click **Advanced Edit**.
2. Select your graphic and touch or click **Design** tab.
3. Touch or click **Rotate** to rotate the image counterclockwise in 15° increments.
4. When done, touch or click **OK** to return to the *Edit* window.



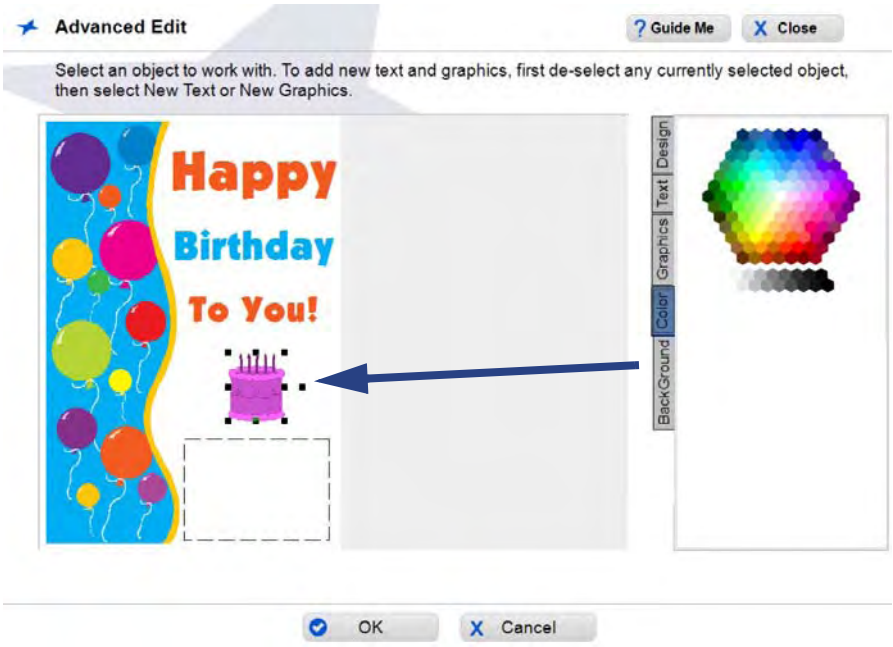
Change Graphic Color

With the **VariQuest® Perfecta® 2400** *Full-Color Poster Design System*, you can change the color of a some graphics on a template. You can only choose one color for the graphic, but the image will change to a gradual blend (gradient) of the selected color.

> **Note:** Not all available graphics can be edited for color. Only vector-based graphics can be changed.

To change the graphic color:

1. With the template displayed on the *Edit* screen, touch or click **Advanced Edit**.
2. Touch or click any graphic object, then click **Colors** tab.
3. In the *Color* palette, touch or click a new color. The color of the graphic changes to varying shades of the selected color.
4. Repeat this procedure to change other graphic object colors.
5. When done, touch or click **OK** to close the *Advanced Edit* screen and continue with your project.



Creating Certificates

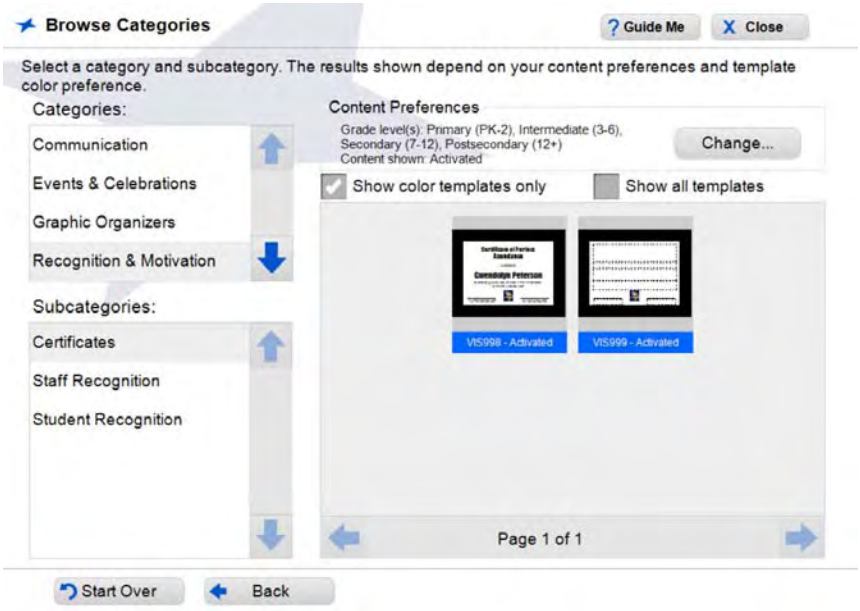
You can print Recognition & Motivation Certificate posters for multiple names by using the new Name List feature.

Note: If the ink level is 10% or less in one of the cartridges, a Low Ink warning will display prompting you to change the ink cartridge.

To create a certificate using a name list:

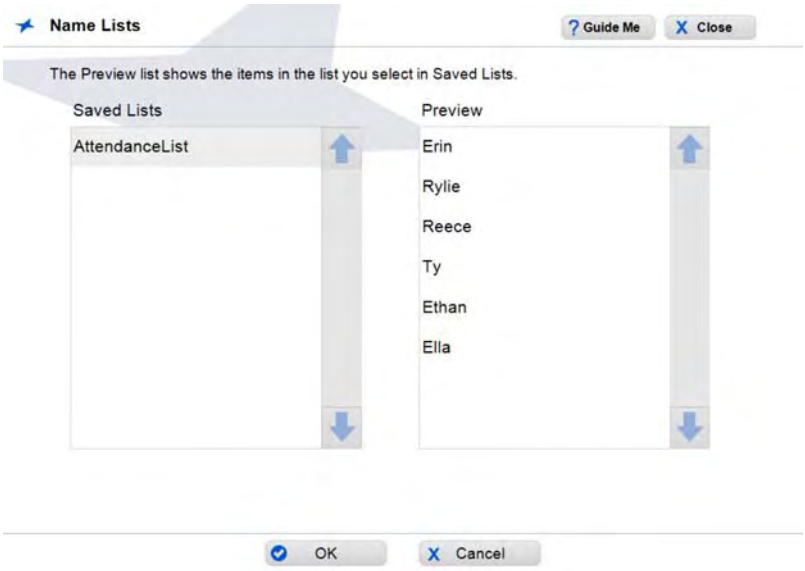
1. Locate the template you want by using on one of the search options:
   - **Search by keyword or template ID**
   - **Browse categories**

Note: *Name List Certificates* are only available when using the category **Recognition & Motivation>Certificates**.



2. On the *Edit* menu, modify the certificate template as desired.
3. To print multiple certificates using a name list, touch or click **Name Lists**.

4. From the **Add Name List** menu, select or create the name list you want to use. See *"Using Name Lists," page 2-10* for detailed instructions on creating and using name lists.



5. Touch or click **OK** to select the name list, then touch or click **Next** to continue.
6. At the prompt, touch or click **Yes** to save the name list, or **No** to continue without saving.
7. In the *Print Preview* menu, you can change the number of copies you want to print. The number of copies defaults to the number of items in the name list you selected.
   - If you select more copies than the names in your list, the next copy will start with the first name.
   - If you select fewer copies than the names in your list, not all names will be printed

   For example, with a name list of 6 names:
   - Selecting 12 copies will print 2 copies of each name.
   - Selecting 9 copies will print 2 copies of the first 3 names and 1 copy of the last 3 names.
   - Selecting 3 copies will print only the first 3 names.
8. To scroll through the list of names in the name list, touch or click the Left and Right arrows.
9. Choose the **Output Size** that you want for your certificate (default size is 8.5 x 11").

10. When done, touch or click **Finished** to save your project, or **Print** to print the certificates.

Printing a Poster or Banner

When you are ready to print your poster or banner, you have several options, depending on the type of project. If you have customized the template, you will be asked if you want to save the template before initiating the printing process.

Saving a Template before Printing

If you have made any changes to the template, you will be prompted to save it when you choose **Next** to move from the *Edit* screen to the *Print Preview* screen.

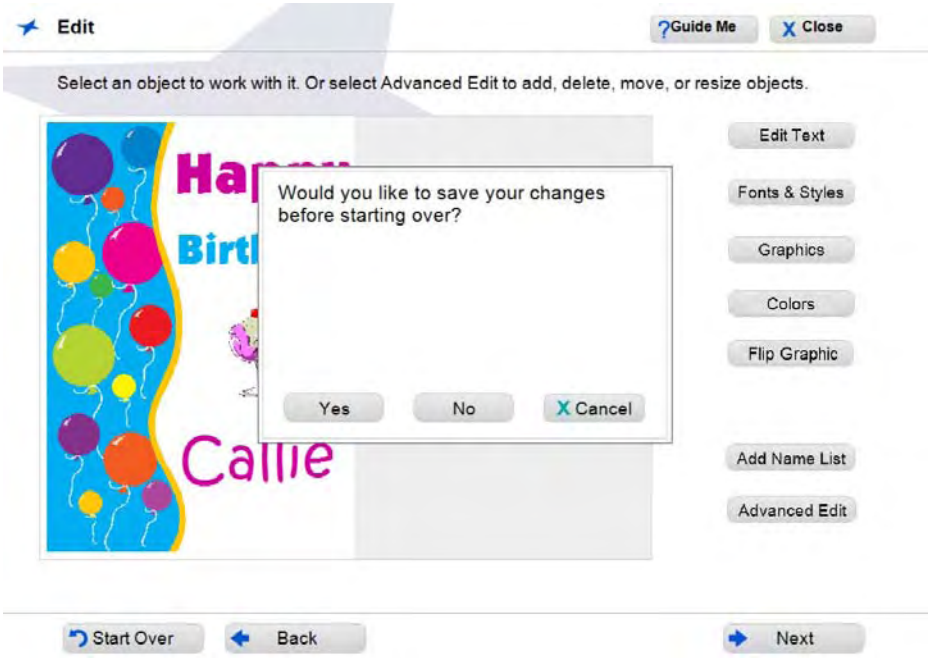
TIP

Consider these guidelines for saving a template:

- *If you plan to re-use or output additional copies of a template you have customized, you should save it. It can be opened later via the **My Files** option on the Find screen.*
- *Saved templates can be exported to a USB device so they can be transported between your local PC and the Design Center Software.*
- *If you did not make any actual changes, or if you don't plan to reuse this customized version in the future, it is not necessary to save your changes.*

To save a customized template for a poster or banner:

1. When finished editing, touch or click **Next**. A pop-up message will ask whether you want to save the file.
   - Touch or click **Yes** to save it under a new name. If you save the file, you can later export it to a USB device so you can transport it between your local PC and the *Design Center Software*.
   - Touch or click **No** if you don't want to save it, but want to proceed to printing.
   - Touch or click **Cancel** to remain on the *Edit* screen (e.g., to continue further customization).



2. If you want to save the template, enter the name you want to use on the Virtual Keyboard, then touch or click **OK**.
3. At the confirmation message that the template was saved, touch or click **OK** to continue.

4. To complete your project, go to:
   - **Printer Connected**: *"Printing," page 4-32*.
   - **Printer Not Connected**: Touch or click **Finished** to end this session and return to the *Find Color Posters & Banners* screen.

TIP

If you are not connected to a printer, you can save your file and export it to a USB device so that you can transport the file between your local PC and the Design Center Software connected to the printer. See "Importing and Exporting Saved Files," page 1-34.

Printing

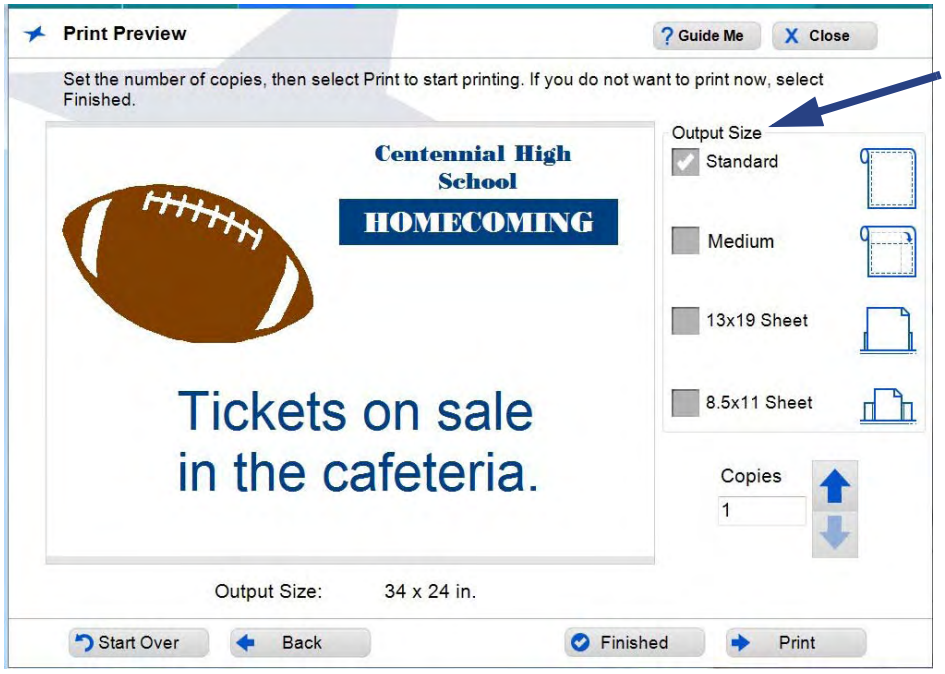
The **VariQuest® Perfecta® 2400** *Full-Color Poster Design System* provides a number of powerful features which allows for on-screen preview of the ready-to-print template.

Note: The Perfecta 2400 printer does not support bi-directional communication. The on-screen preview is printed "as is."

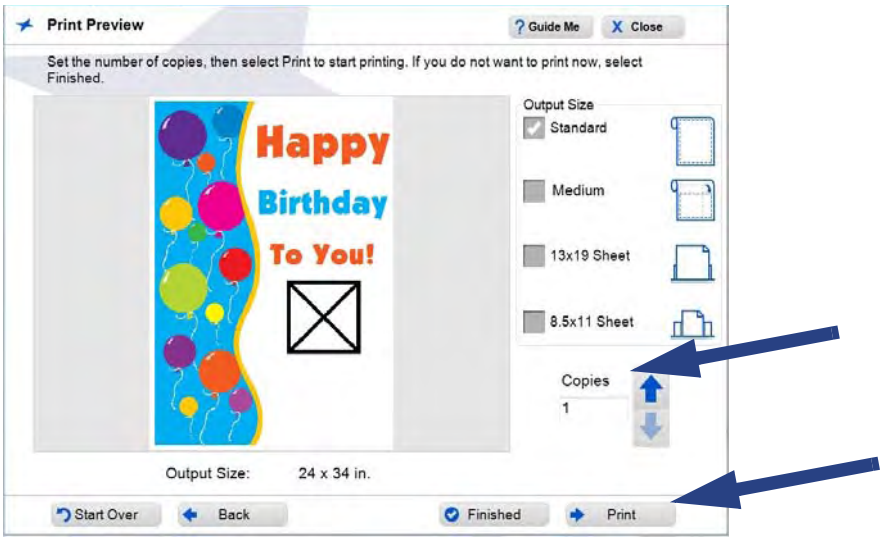
To print a poster or banner:

1. Make sure the Perfecta is turned on and the desired paper size and type is loaded.
2. Select one of the four output sizes: **Standard**, **Medium**, **13x19 Sheet** and **8.5 x 11 Sheet**. *Standard* and *Medium* print to roll-fed paper. The *13x19* and *8.5x11* sizes print to the sheet-fed tray on the back of the Perfecta.

Note: With the *Perfecta 2400*, you can print multiple poster sizes for templates. The approximate size is displayed in the preview image below. Banner templates will only print in the Standard output size.



3. With your poster or banner project displayed on the *Print Preview* screen, touch or click the up/down arrow keys to change the number of copies you want. The number in the **Copies** box defaults to **1**.



4. When ready to output your project, touch or click **Print**.

   A pop-up window lets you know the status of the print job and options for canceling it, if any. When the entire print job has been sent to the printer, the pop-up window closes, leaving the *Print Preview* screen displayed.

Note: The Perfecta printer does not support bi-directional printing. If your Perfecta is not printing, check the LCD panel on the printer, or check that all connections are firmly seated.

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5. When finished with the project and the *Posters & Banners* design element, touch or click **Close**. Other options are:
   - **Print** additional copies.
   - Go **Back** to make changes to the design.
   - **Start Over** or **Finished** to work on a new poster or banner project.

Scan to Print

Note: Not all Perfecta® 2400 configurations have the scan-to-print capability. Contact your authorized VariQuest Dealer for details.

The **VariQuest® Perfecta® 2400** *Full-Color Poster Design System* scan-to-print functionality lets you scan an image and print directly to the printer. You can scan any image that fits on the scanning bed and the Perfecta will print the image to a size of 24" x 34". You can also save the scanned image as a new template.

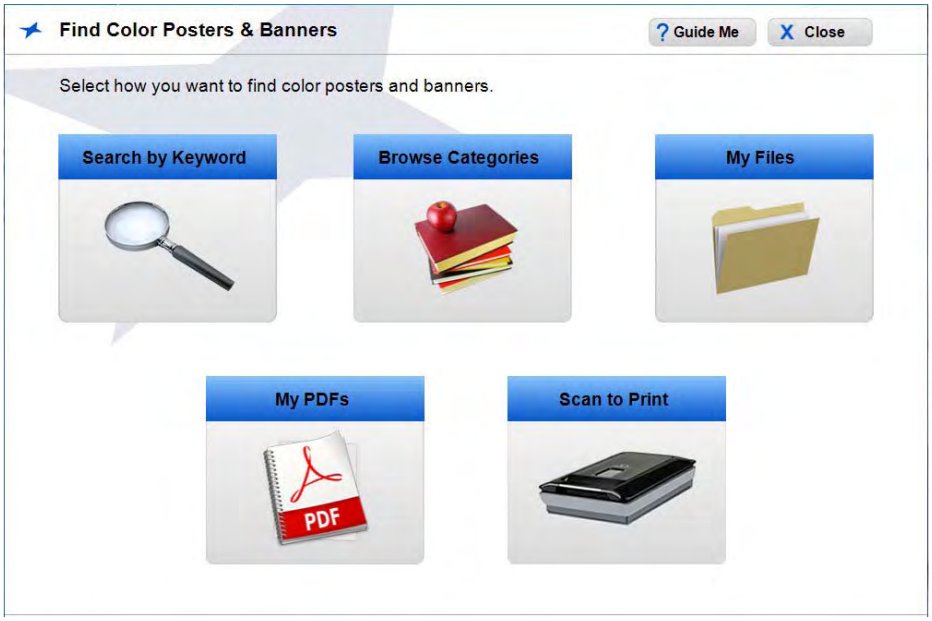
TIP

When placing the image, be sure to align it correctly on the scanning bed. You cannot edit or realign the image once it is scanned.

Note: Before you can use the **Scan to Print** feature, you must have a VariQuest-supported scanner connected to your **VariQuest®** *Design Center*.

To scan to print:

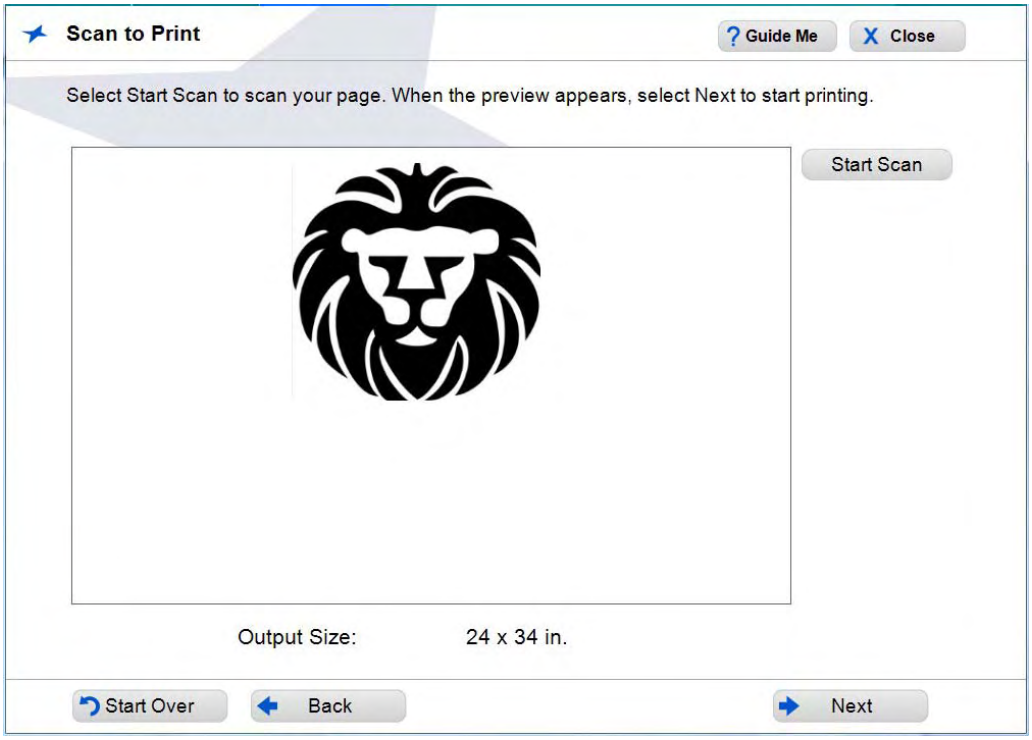
1. Place your image on the scanning bed of your scanner.
2. From the *Design Center Software* main menu, touch or click **Perfecta**.
3. On the *Find Color Posters & Banners* menu, click **Scan to Print**.



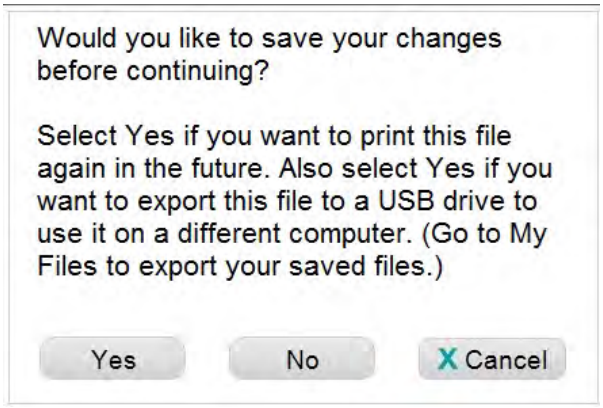
4. On the *Scan to Print* menu, click **Start Scan**. The image will be scanned and a preview displayed.

TIP

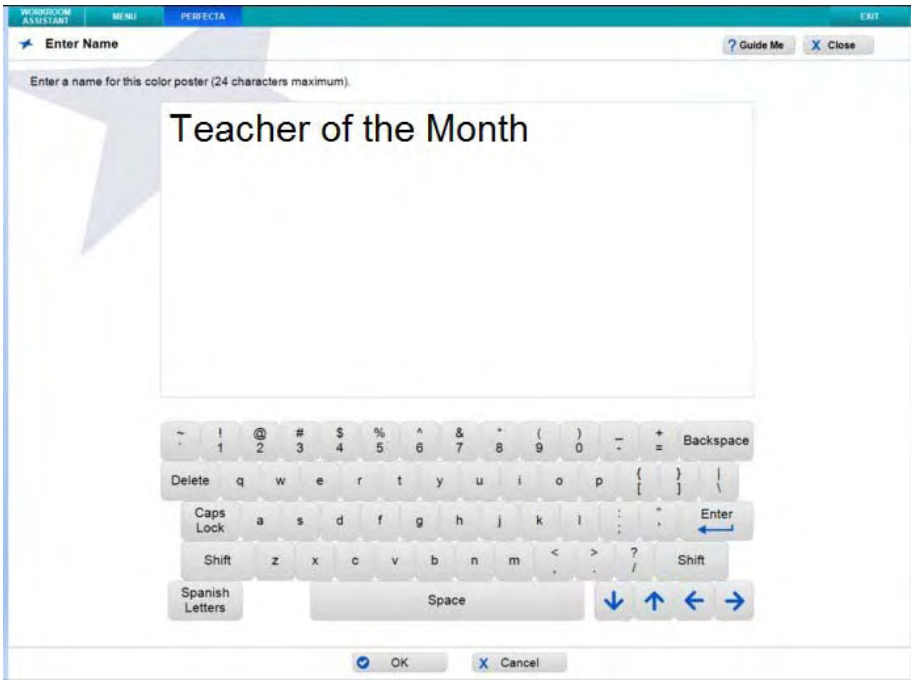
Please be patient during the scanning process...it could take a few minutes to complete.



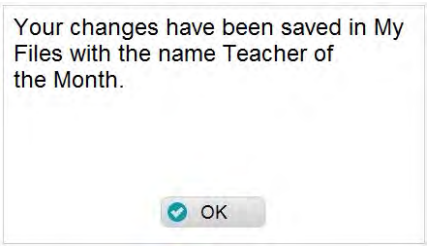
5. Touch or click **Next**.
6. Touch or click **Yes** to save your scan as a new template.



7. In the **Enter Name** screen, enter a name for your new template.



8. Touch or click **OK**.



9. On the *Print Preview* page, select the number of copies you want using the up/down arrows.
10. To print, touch or click any of the available output sizes.

11. Touch or click **Print**.

Scan to Template

Note: Not all Perfecta® 2400 configurations have the scan-to-print capability. Contact your authorized VariQuest Dealer for details.

The scan-to-template feature lets you scan an image directly into your working template. You can also save the scanned image to the **My Graphics** folder.

Note: To scan an image, you must have a VariQuest-supported scanner connected to your **VariQuest®** *Design Center*.

To scan to a template:

1. Touch or click **Browse Categories** and choose a template.
2. Select the graphic box that you want the scan imported into.
3. Touch or click **Graphics**.

TIP

Make sure the graphic you want to scan is on your scanning bed.

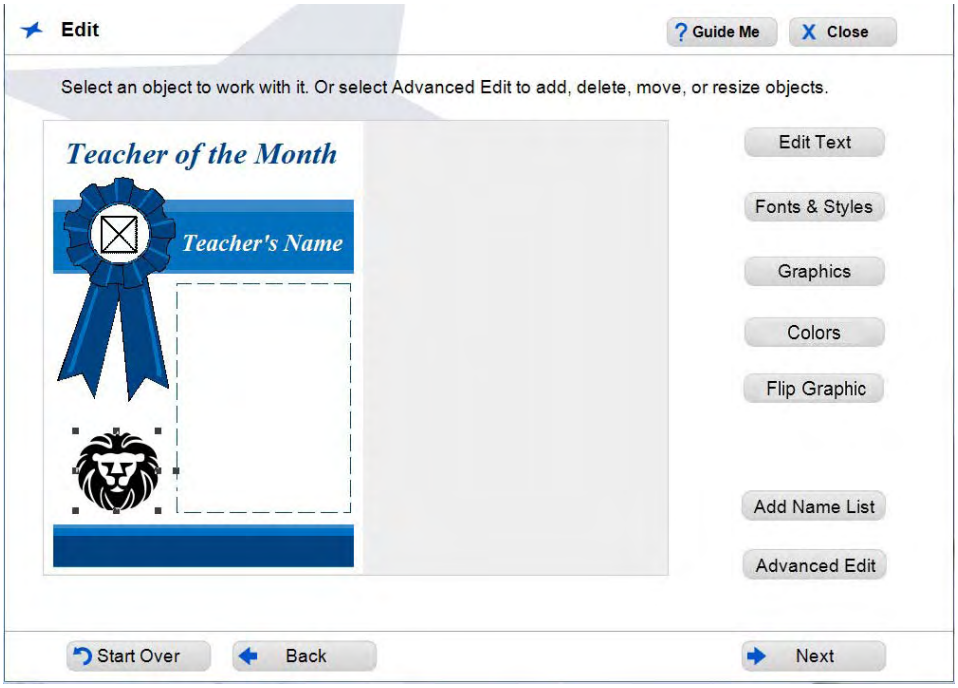
4. Touch or click **Scan to Template** button.
5. In the *Scan to Template* screen, touch or click **Start Scan**.

TIP

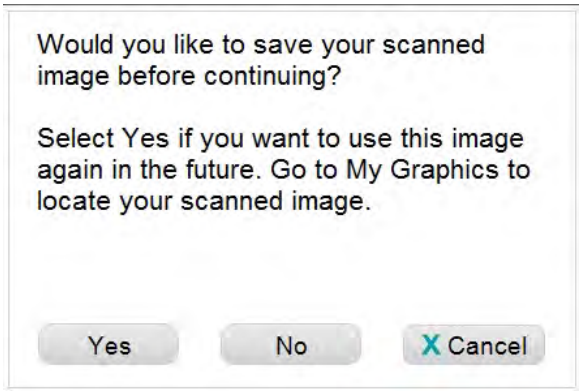
Please be patient, the scan can take a few minutes to complete.

6. When scan is complete, touch or click **Rotate** to rotate graphic, if desired.

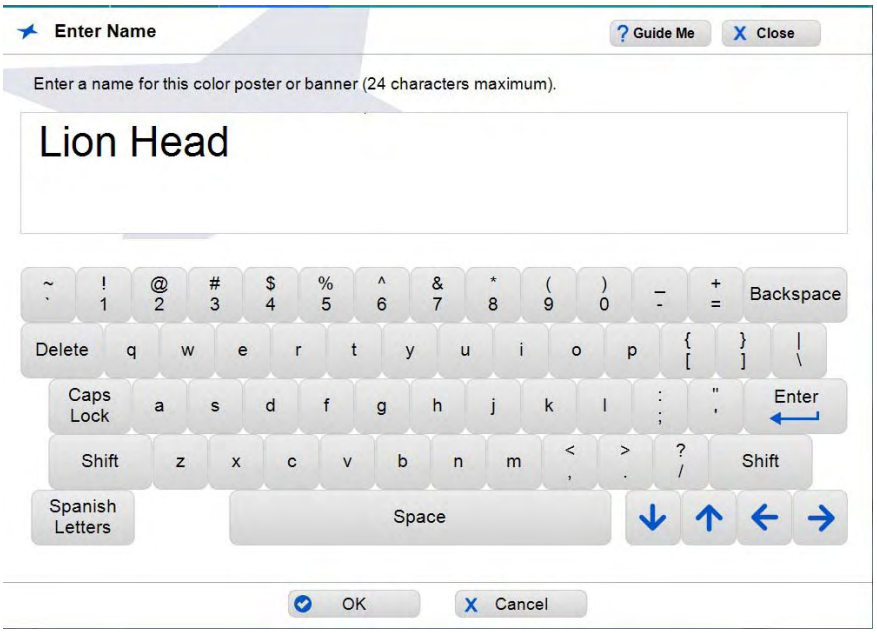
7. Touch or click **Next** to insert the scanned image into the template and open the template in the *Edit* screen.



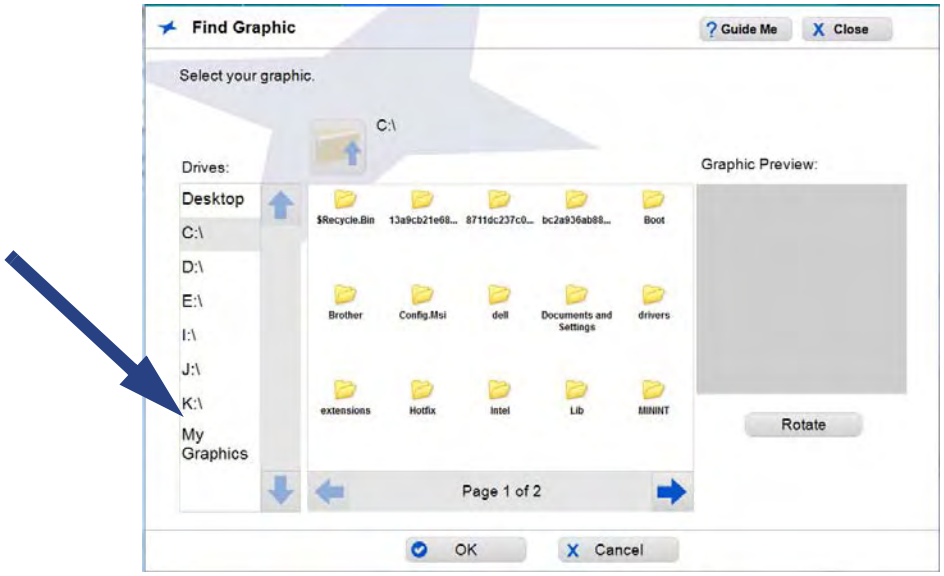
8. When done editing, touch or click **Next**.
9. At the prompt to save your scanned image, touch or click **Yes** to save the image to the *My Graphics* folder.



10. Enter a name for your image, then touch or click **OK**.



11. Touch or click **OK** at the prompt indicating that your changes have been saved to the *My Graphics* folder (located from the *Find My Own Graphic* button).



12. In the Print Preview screen, choose the printing options you want (see *"Printing," page 4-32*).

Print a PDF File

The *My PDFs* section allows for quick and easy PDF printing. The file is automatically scaled according to the output size selected, making the printing process even easier! If you experience difficulty during the printing process, or your output is not printing correctly, try printing using Adobe® Reader or the native program the from which the PDF file was created.

Note: There is a 99 page limit on the imported PDF file. Any remaining pages in the file will be truncated.

To print a PDF file:

1. On the *Find Color Posters and Banners* menu, touch or click **My PDFs**.
2. In the *Find File* menu, browse to the location of your PDF file, then touch or click **OK**.
3. In the *Print Preview* menu, select the output size you want to print.

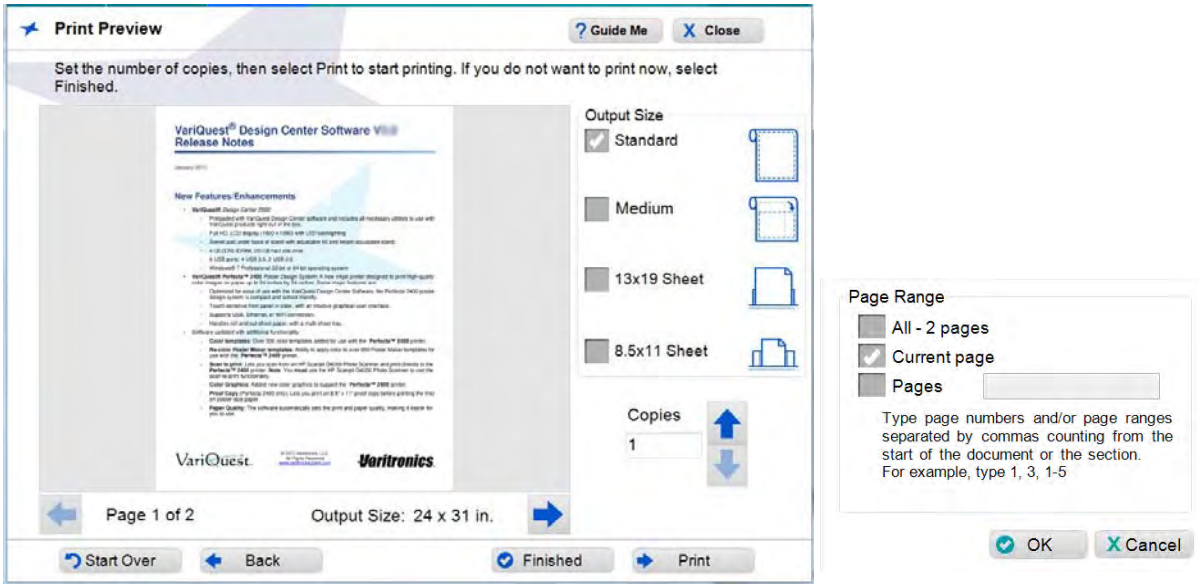
TIP

If you select 13 x 19 Sheet or 8.5 x 11 Sheet, you must load the appropriate-sized paper in the sheet-fed tray located on the back of the printer. This option works only with posters - not banners.

4. In the *Print Preview* screen, use the arrow buttons to:
   - View all pages in the PDF by touching or clicking the left or right arrow buttons at the bottom of the screen.
   - Increase or decrease the number of copies in the *Copies* box.

Note: To export this file to a USB drive instead of printing, select **Finished**, then go to **My Files** to export it.

5. Touch or click **Print**.
6. Choose the *Page Range* you want to print, then touch or click **Print**.



Print from a non-Design Center Software File

The *Perfecta 2400* printer can print to most programs that support standard printing preferences. Refer to your Perfecta User's Guide for assistance printing from other programs.

Chapter 5 Perfecta® 2400STP & 3600STP Poster Design System

Contents

- *"Overview," page 5-2*
- *"File Management," page 5-5*
- *"Finding a Template," page 5-7*
- *"Customizing a Poster or Banner Template," page 5-8*
  - *"Text Editing," page 5-8*
    - *"Change Text Content on a Template," page 5-8*
    - *"Change Fonts on a Template," page 5-10*
    - *"Add New Text Item," page 5-12*
    - *"Change Text Color," page 5-13*
    - *"Remove a Text Item from a Template," page 5-14*
  - *"Advanced Editing - revised per new design," page 5-15*
  - *"Graphics - changed per new design," page 5-18*
    - *"Change Graphics on a Template," page 5-18*
    - *"Remove a Graphic from a Template - changed," page 5-20*
    - *"Insert a Graphic - Changed," page 5-21*
    - *"Rotate a New Graphic," page 5-22*
    - *"Flip or Rotate a Graphic - changed," page 5-23*
    - *"Change Graphic Color - changed," page 5-25*
- *"Creating Certificates," page 5-26*
- *"Printing a Poster or Banner," page 5-29*
  - *"Saving a Template before Printing," page 5-29*
  - *"Printing," page 5-32*
  - *"Print Quality," page 5-33*
  - *"Print a PDF File," page 5-34*
  - *"Print from a non-Design Center Software File," page 5-35*
  - *"Scan to Print," page 5-35*
- *"Printing from a Mobile Device," page 5-36*

VariQuest® Visual Learning Tools

Overview

The **VariQuest® Perfecta® STP Series** *Poster Design Systems* are color printers with built-in WiFi networks that give you on-the-spot ability to scan, print and share documents directly from your smartphone or tablet. Using the scan-to-print feature, you can instantly enlarge documents, student work and artwork into large visual aids.

With these printers, you can quickly create and print an unlimited variety of posters and banners in a range of sizes and colors, ready for immediate display. In addition to using all of the current *Perfecta 2400* 24-inch supplies, the **Perfecta 3600STP** also offers 11" to 36" sheet/rolls and VoC requests for even larger posters and banners.

Note: All functionality between the Perfecta 2400STP and the Perfecta 3600STP are identical. The only difference is the size of the available output.

Often, a template provides exactly what you require. However, templates are also easy to customize to your individual needs.

TIP

Not every text or graphic object in a template can be changed. If you try changing a non-editable item, a message to that effect will appear on your screen. If you think it is essential to change the graphic or text item, try browsing for a different template design that would be better for your project.

Color Coding

Distinctive color coding in the *Design Center Software* lets you easily orient yourself to the specific output types. Thumbnails in the preview window(s) are also color coded. Whenever you are working on the Perfecta, the tab at the top of the screen and the controls are color-coded with Blue

.

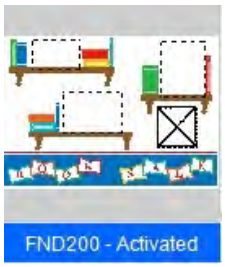
TIP

By default, all content for the Perfecta are activated. To activate additional shapes or Learning Modules, see "Obtaining Additional Content," page 1-37 in the Software User's Guide.

Thumbnail Labeling

The label name of a thumbnail includes the **Content ID** and its activation status (activated or not activated). When you click a thumbnail, a preview will popup with additional information about the item:

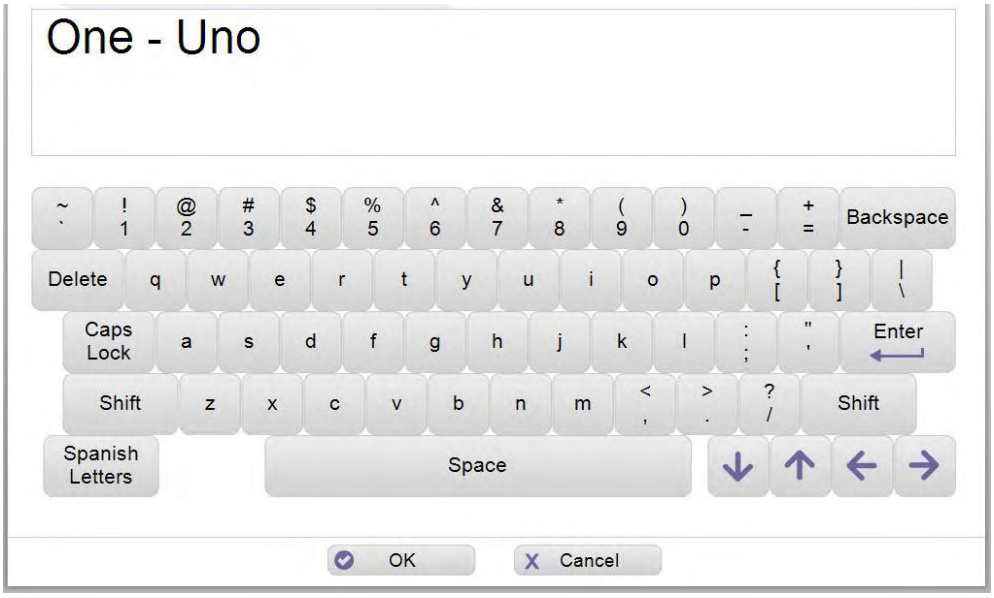
- ID #
- Name
- Associated Learning Module (if applicable)



ID# BKS038
Heart Book Page
Learning Module: Geography & Culture 1

Using the Virtual Keyboard

The *Virtual Keyboard* is a graphical representation of a keyboard and text-entry box that appears whenever you need to enter or change text.



You can use the Virtual Keyboard just like a regular keyboard to “type” text into the text-entry box using your Design Center touch computer, an attached mouse to point and click keys on the virtual keyboard or from an attached keyboard or PC.

TIP

Touch or click Spanish Letters once to display accented Spanish letters. Touch or click again to return to the standard keyboard.

Note: For more specific details on using the Virtual Keyboard or entering Spanish text, see *"Using the Virtual Keyboard," page 1-21*.

File Management

When doing a search, the *Find* screen opens with search options that you can use to find a template, shape, collection, graphic or design element, or one of your own saved projects.

TIP

Search results show only the content for the output type and grade level(s) you have selected. If your search does not return an expected result, check that your Content Preferences include the appropriate grade level(s).

Search for Files

To search by:

- **Keyword**: Locate a template or file using either:
  - *Design Center Software ID*: The ID is listed with each template, shape, and collection in the **VariQuest®** *Content Guide*
  - *Content Keyword*: Enter a keyword such as “sports” or “numbers.”
- **Browse Categories**: Search through all templates, shapes, collections, graphics and design elements. The files are grouped into categories and subcategories, such as “animals” or “weather.”
- **My Files**: Search your own templates. When you customize a template, you can save it under a different name for future use. Later, you can find your saved templates through the *My Files* option.
- **My PDFs**: Allows for quick and easy PDF printing. The file is automatically scaled according to the output size selected, making the printing process even easier!

TIP

For more specific details on searching for files, see "Locating Files in the Software," page 1-25.

Search for My Graphics

You can also search for your own graphics from the *Edit* screen, by choosing **Graphics**, then the “find” option **Find My Own Graphic**.

TIP

For more specific details on searching for files, see "Search for My Graphics," page 1-32.

Importing and Exporting Saved Files

You can import or export **Perfecta** files to/from a USB device from the **My Files** section on the *Menu* screen. Once selected, your file will be imported into the Design Center or exported to the USB device.

TIP

If a file with the same name already exists on your Design Center touch computer, the file will not be imported.

Note: For more specific details on importing or exporting saved files, see *"Importing and Exporting Saved Files," page 1-34*.

Deleting Saved Files and Jobs

You can easily delete saved files you no longer want from the **My Files** menu page, selecting the file you want to delete and then clicking **Delete**.

Note: For more specific details on deleting files, see *"Deleting Saved Files and Jobs," page 1-36*.

Basic Process

The general process for creating posters or banners includes these basic steps. For more detail, see the remainder of this document.

To create a poster or banner:

1. From the *Design Center Software* main menu, touch or click the button for the **Perfecta STP Series**.
2. Use the search or browse functions to locate the design template you want.
3. With a template as your basis, modify it as desired:
   - Change the content of editable text.
   - Change the font, size, and style of editable text.
   - Choose different graphics, remove graphics on templates with replaceable graphics.
   - Add new text or graphics objects.
   - Move and size editable objects.
   - Change the text or graphic color
4. Print the poster or banner.

Finding a Template

Whether you want to create a new poster or banner or print more of an existing project, your first step is to locate the template you want to use.

TIP

Banners are usually identified by a file name starting with "BAN..." You can usually identify banners by their long, narrow profiles.

To search for a file:

1. Locate the template you want by using on one of the search options:
   - **Search by keyword or template ID**
   - **Browse categories**
   - **Select previously saved template**
2. On the *Edit* menu, modify the template as desired.
3. When ready to print the project, touch or click **Next** to go to the *Print Preview* screen.

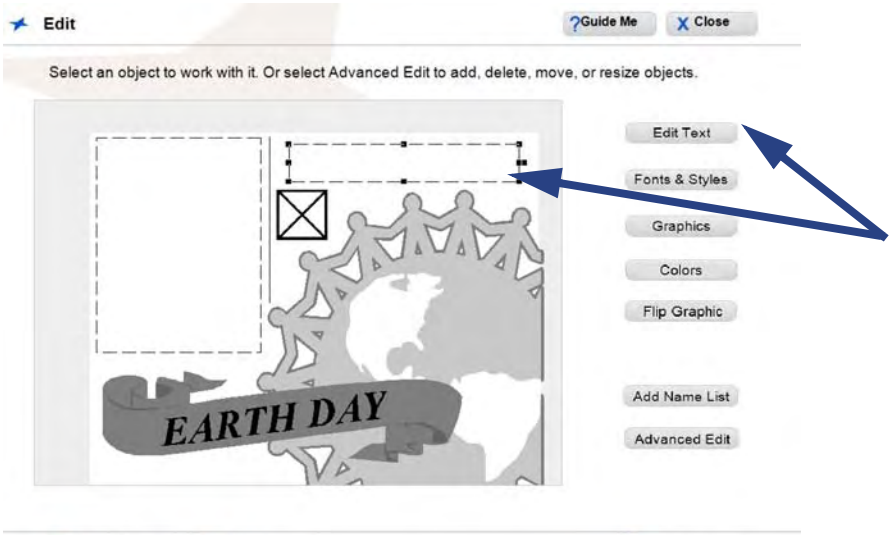
Customizing a Poster or Banner Template

Text Editing

Change Text Content on a Template

To change a text item on a template:

1. With the template displayed on the *Edit* screen, touch or click the text you want to change. Square “bullets” appear around the text to indicate it is selected.

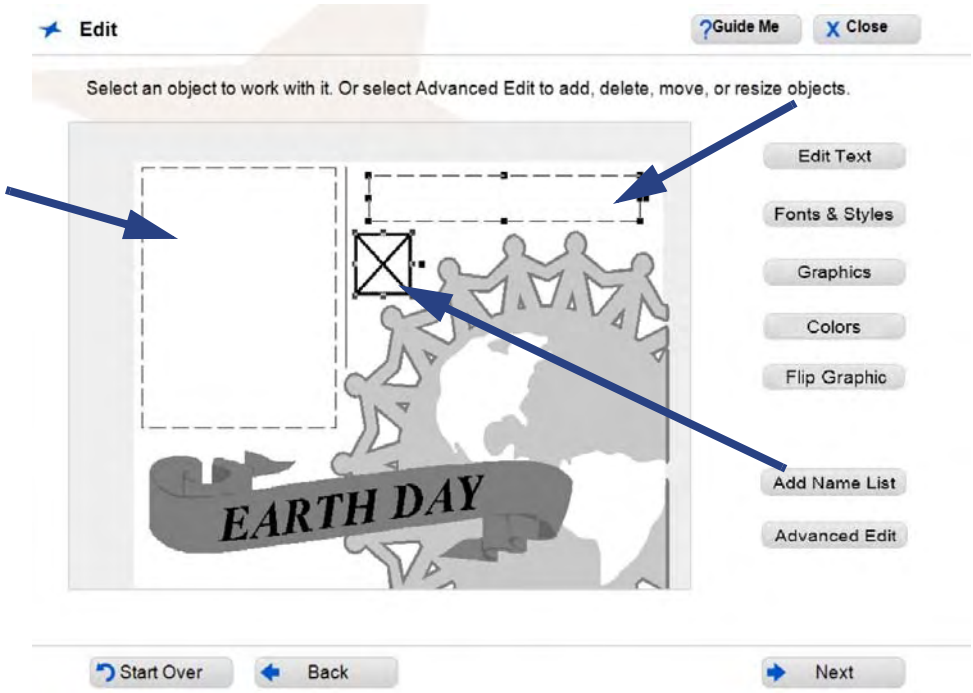


2. Touch or click **Edit Text**. The Virtual Keyboard appears with the current text highlighted.
3. Touch or click the keyboard on your screen or PC to modify the text.
4. When done entering text, touch or click **OK**.
5. To continue modifying the template, go to:
   - **Advanced Editing** to perform additional editing.
   - Select **Text** tab to change the font, size or style of editable text items.
   - Select **Graphics** tab to change or add a graphic.
   - Select **Design** tab to remove a graphic or text box.
6. To print, touch or click **Next** to go to the *Print Preview* screen.

TIP

Remember to always select the text or graphic you want to change ***before*** *clicking Edit Text or Graphics.*

- *When you select an editable text box or graphic, square "bullets" appear around it to indicate that it is selected.*
- *In a template, a blank space outlined by a thin dotted line indicates a text box. The dotted line does* ***not*** *print; it just marks the space where text can be entered.*
- *In a template, a thick black box with an X inside marks an area where a graphic can be placed. The X and box do* ***not*** *print if you decide not to insert a graphic.*



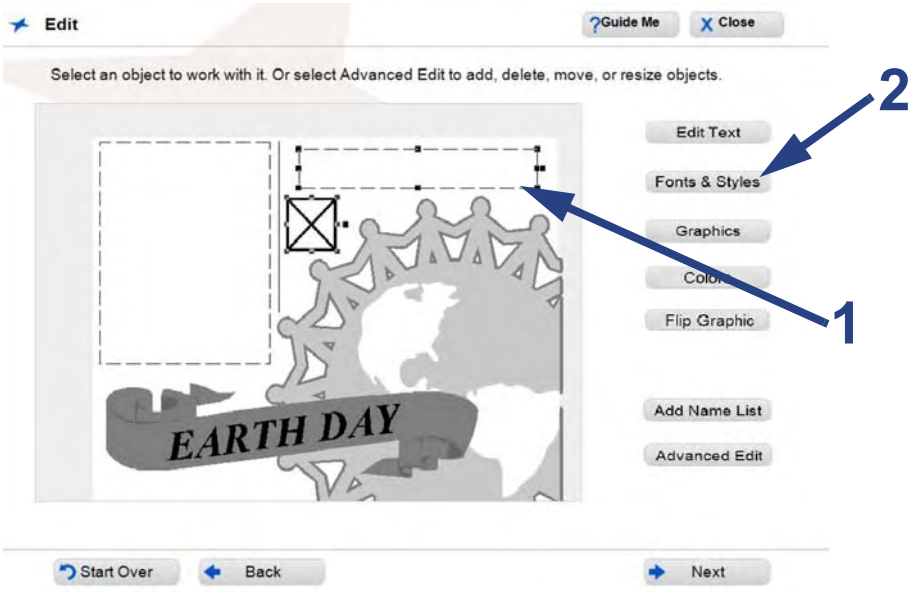
Change Fonts on a Template

TIP

Whenever you make a change, the template preview will update immediately.

To change font, style, size or justification of a text item:

1. With the template displayed on the *Edit* screen, touch or click the text you want to change. The selected text will be bordered by squares.
2. Touch or click **Fonts & Styles**.



3. Make the text changes you want, as follows:

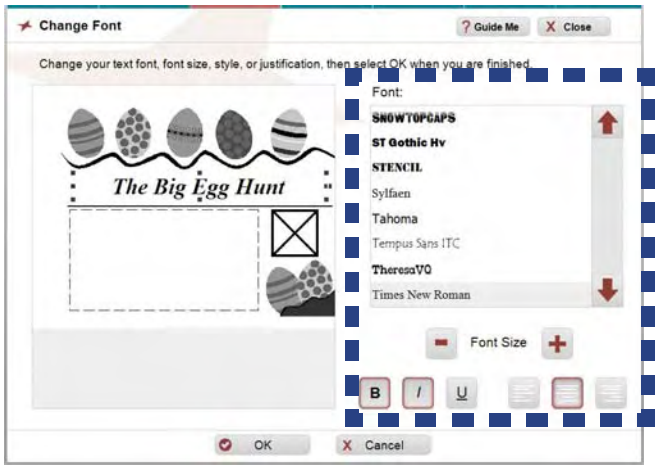
TIP

If your template contains more than one modifiable text item, you can select another text item without going back to an earlier screen. Just touch or click the next text object you want to modify and follow the steps of this procedure.

- **Font:** On the *Font* list, touch or click the font you want. Font names in the list appear in the actual typeface of their font. Use the up/down arrows to scroll through the list of fonts.
- **Size:** Touch or click the *Font Size* plus **(+)** or minus **(-)** buttons to make the text larger or smaller.
- **Style:** To change, touch or click **B** (bold), ***I*** (italic), and/or **U** (underline). The style is "on" when the button is depressed (down), and "off" when the button is not depressed (up). You can apply any or all styles to the selected text.
- **Justification**: To change text justification (**Left**, **Right** or **Centered**), touch or click one of the justification controls.

TIP

Text justification only affects multiple lines of text within a single text object. It does not align the text object on the template.



4. When done, touch or click **OK**.
5. To continue modifying the template, go to:
   - **Advanced Editing** to perform additional editing.
   - Select **Text** tab to change the font, size or style of editable text items.
   - Select **Graphics** tab to change or add a graphic.
   - Select **Design** tab to remove a graphic or text box.
6. When ready to print the project, touch or click **Next** to go to the *Print Preview* screen.

Add New Text Item

TIP

Make sure that a text item is not selected. If a text item is selected, the new text will be placed in that text box. To deselect a text box, click in an empty area outside of the editing box.

To add a new text item:

1. With the template displayed on the *Edit* screen, touch or click **Advanced Edit**.
2. Touch or click the *Text* tab, then **New Text**.
3. In the *Virtual Keyboard*, type the text you want to enter, then touch or click **OK**.

Note: The new text item may be placed over existing items on the template.

4. To move the new text item, touch or click and drag it to a new area on the template.
5. If necessary, size the text item using the sizing buttons.
6. Click *Color* tab, then a color on the color palette to change the text color, if desired.
7. Repeat this procedure to add another text item.
8. When done, touch or click **OK** to close the *Advanced Edit* screen and continue with your project.

Change Text Color

The **VariQuest® Perfecta® STP Series** *Poster Design Systems* let you change the text color on a template.

To change the text color:

1. With the template displayed on the *Edit* screen, touch or click any text object, then click **Colors**.

TIP

You can also change text colors from the Advanced Edit screen.

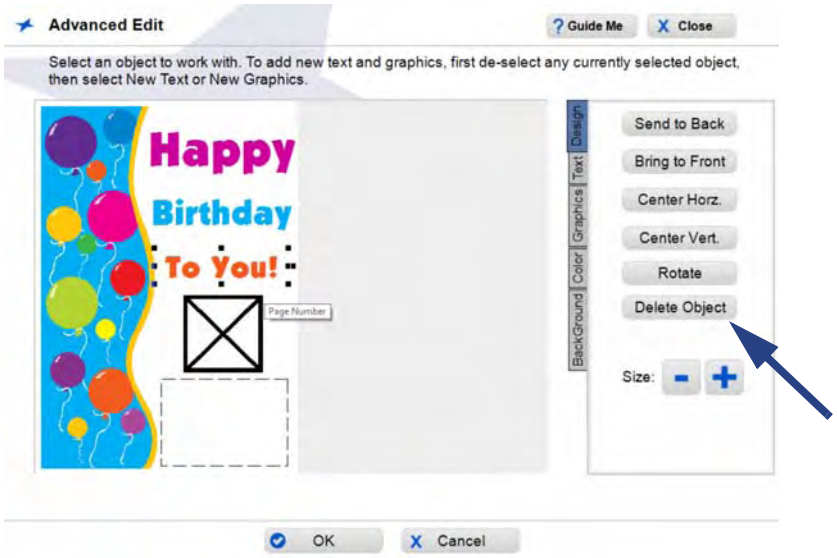
2. In the *Change Colors* menu, touch or click a new text color from the color palette. The text color changes to the selected color.

3. Repeat this procedure to change other text item colors.
4. When done, touch or click **OK** to continue with your project.

Remove a Text Item from a Template

To remove a text item:

1. On the *Edit* screen, touch or click **Advanced Edit**.
2. Touch or click the **Design** tab.
3. Touch or click the text item you want to remove.
4. Then touch or click **Delete Object**.
5. To undo the deletion, click **Undo**.
6. When done, touch or click **OK** to continue with your project.

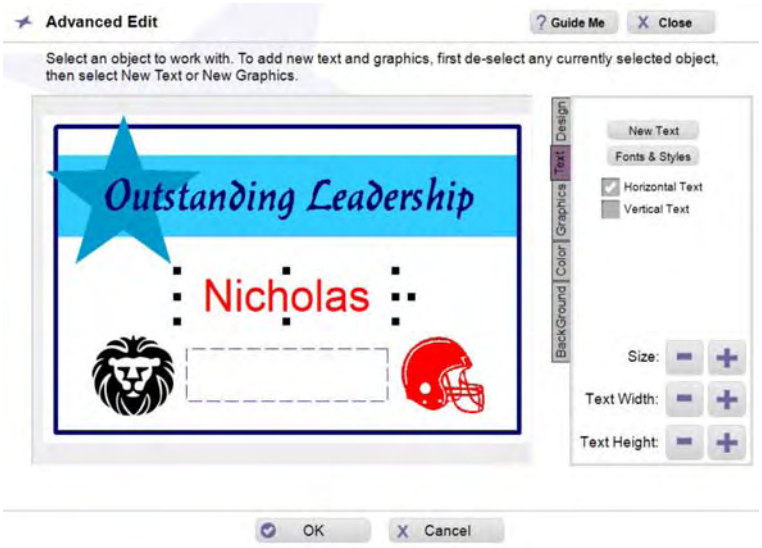


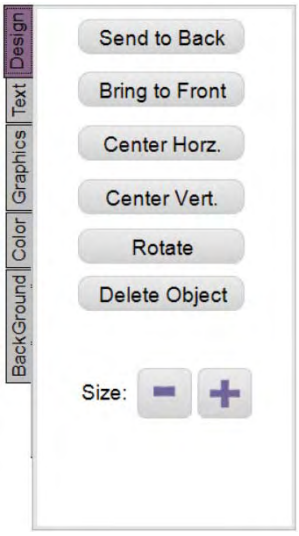
Advanced Editing

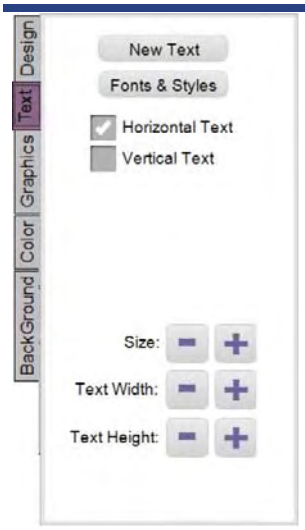
Advanced editing gives you additional control over the content of the template. From this screen, you can add additional text or graphics, change text fonts, delete objects, add or change color and/or size text and graphics.

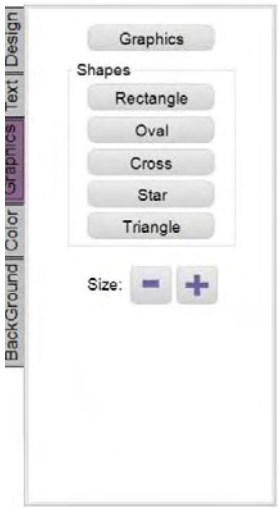
To do advanced editing:

1. From the *Edit* screen, touch or click **Advanced Edit**, then go to any of the tabs to change the editable objects on the template. See the following tables for detailed descriptions tab functions.

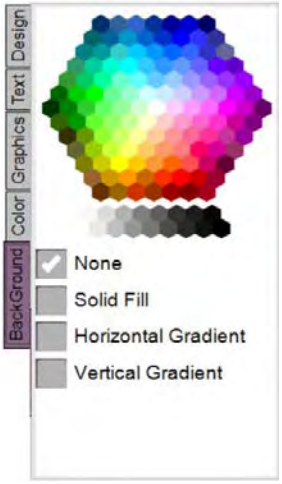


Design Tab	
	
Send to Back	Touch or click to send selected object to the back of all objects.
Bring to Front	Touch or click to bring selected object to the front of all objects.
Center Horz.	Touch or click to center the selected object horizontally on the page.
Center Vert.	Touch or click to center the selected object vertically on the page.
Rotate	Touch or click to rotate the selected object in 15° increments.
Delete Object	Touch or click to delete an existing graphic or text object.
Size - +	Touch or click to increase or decrease the size of the selected object.
Undo	Touch or click to undo the last action.

Text Tab		
	**New Text**	Touch or click to add a new text box. When the Virtual Keyboard appears, enter the new text, then touch or click **OK**. When a text object is selected, this button toggles to **Edit Text**.
	Edit Text	Touch or click to change the text in a text box. When the Virtual Keyboard appears, enter the new text, then touch or click **OK**. When no text object is selected, this button toggles to **New Text**.
	Fonts & Styles	Select a text object, in the *Fonts &Styles* screen, touch or click to select a different font, size, style or justification, then touch or click **OK.**
	Horizontal Text **Vertical Text**	Select the text orientation. Text in the selected text box will be changed to reflect the selected orientation.
	Size - + **Text Width** **Text Height**	Select a text box or graphic, touch or click **-** or **+** to increase or decrease the size, or the text width and height of a text box.

Graphics Tab		
	**New Graphics**	Touch or click to add a new graphic. In the *Change Graphic* menu, browse to the location of the new graphic, then touch or click **OK**. This button toggles to **Graphics.**
	Graphics	Touch or click to change a selected graphic. In the *Change Graphic* menu, browse to the location of the new graphic, then touch or click **OK**. This button toggles to **New Graphics.**
	Shapes •Rectangle •Oval •Cross •Star •Triangle	Touch or click the button to insert the shape indicated, then touch or click **OK**. Size the object while it is selected. You can change the color from the **Color** tab.
	Size - +	Select a text box or graphic, touch or click **-** or **+** to increase or decrease the size.

Color Tab	
	Touch or click the desired color on the color palette to change the selected object, then touch or click **OK**.

Background Tab		
	**None**	Touch or click to remove background fill, then touch or click **OK**.
	Solid Fill	Touch or click to fill the background with color. Touch or click the color palette to fill the background with the selected color, then touch or click **OK**.
	Horizontal Gradient	Touch or click to fill the background with a horizontal gradient in the selected color. then touch or click **OK**. **Note:** *Gradients display best when used with darker colors.*
	Vertical Gradient	Touch or click to fill the background with a vertical gradient in the selected color, then touch or click **OK**. **Note:** *Gradients display best when used with darker colors.*

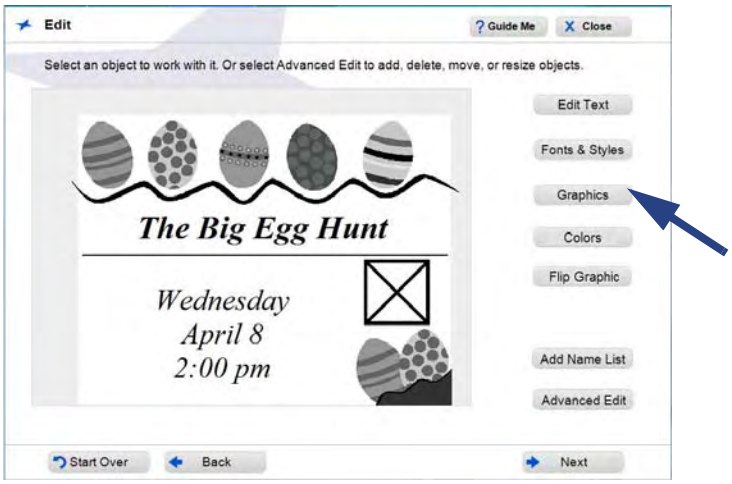
Graphics

VariQuest® graphics are provided for a variety of designs. Not all graphics will look good on all templates, so you may need to experiment to find the graphics that work best for your specific template.

Change Graphics on a Template

To change a graphic:

1. On the *Edit* screen, touch or click the graphic you want to change.
2. Touch or click **Graphics**.



3. On the *Change Graphic* screen, touch or click the button identifying how you want to search for the new graphic.
   - **Search by Keyword** and **Browse Categories** search the graphics provided with the software. When you locate the graphic you want, touch or click the thumbnail.
   - **Find My Own Graphic** lets you search the graphic files elsewhere on your Design Center touch computer or PC. When you find the graphic you want, touch or click its icon, then touch or click **OK** to use it and return to the *Edit* screen.

     Graphic files that use any of these supported formats will be displayed:
     - Bitmap (*.bmp)
     - TIFF (*.tif)
     - JPEG (*.jpg)
     - Portable Network Graphic (*.png)
     - Windows Metafile (*.wmf)

TIP

For best results, use high-resolution graphics (such as those used for printing in yearbooks or letterheads). Most images created for a website don't work well because of their lower resolution.

4. To continue making changes to graphics, refer to:
   - *"Advanced Editing - revised per new design," page 5-15* to perform additional editing.
   - *"Remove a Graphic from a Template," page 5-20* to remove a graphic.
   - *"Insert a Graphic," page 5-21* to insert a graphic.
   - *"Change Graphic Color," page 5-25*.
5. When ready to print the project, touch or click **Next** to go to the *Print Preview* screen.

Remove a Graphic from a Template

To remove a graphic:

1. On the *Edit* screen, touch or click **Advanced Edit**.
2. Touch or click the graphic (or graphic placeholder) you want to remove.
3. Touch or click **Delete Object** (to undo the deletion, click **Undo**).

TIP

The graphic is removed from the template, but not deleted from the Design Center Software. You can always search or browse the software graphics to find and restore the graphic.

4. To add a graphic, follow the steps of the procedure *"Change Graphics on a Template," page 5-18*.

TIP

If you save the changed template after removing a graphic, you can always add a graphic back in — either the original or a different one.

5. Touch or click **OK** to continue with your project.
6. When ready to print the project, touch or click **Next** to go to the *Print Preview* screen.

Insert a Graphic

TIP

Make sure a graphic object is not selected. If a graphic object is selected, the new graphic will be placed in that object box. To deselect a graphic, click in an empty area outside the editing box.

To insert a graphic:

1. From the *Edit* screen, touch or click **Advanced Edit**.
2. Touch or click **Graphics** tab.
3. Browse to the location of your graphic using one of the search options.

TIP

The new graphic may be placed over existing items on the template.

4. Move the graphic to the desired location on the template.
5. Repeat this procedure to add another graphic.
6. To change an existing graphic, touch or click the graphic. The option *New Graphics* changes to *Graphics*.
   a. Touch or click **Graphics** tab.
7. Browse to the location of your graphic using one of the search options.

8. When done, touch or click **OK** to close the *Advanced Edit* screen and continue with your project.
9. When ready to print the project, touch or click **Next** to save your project (if desired) and go to the **Print Preview** screen.

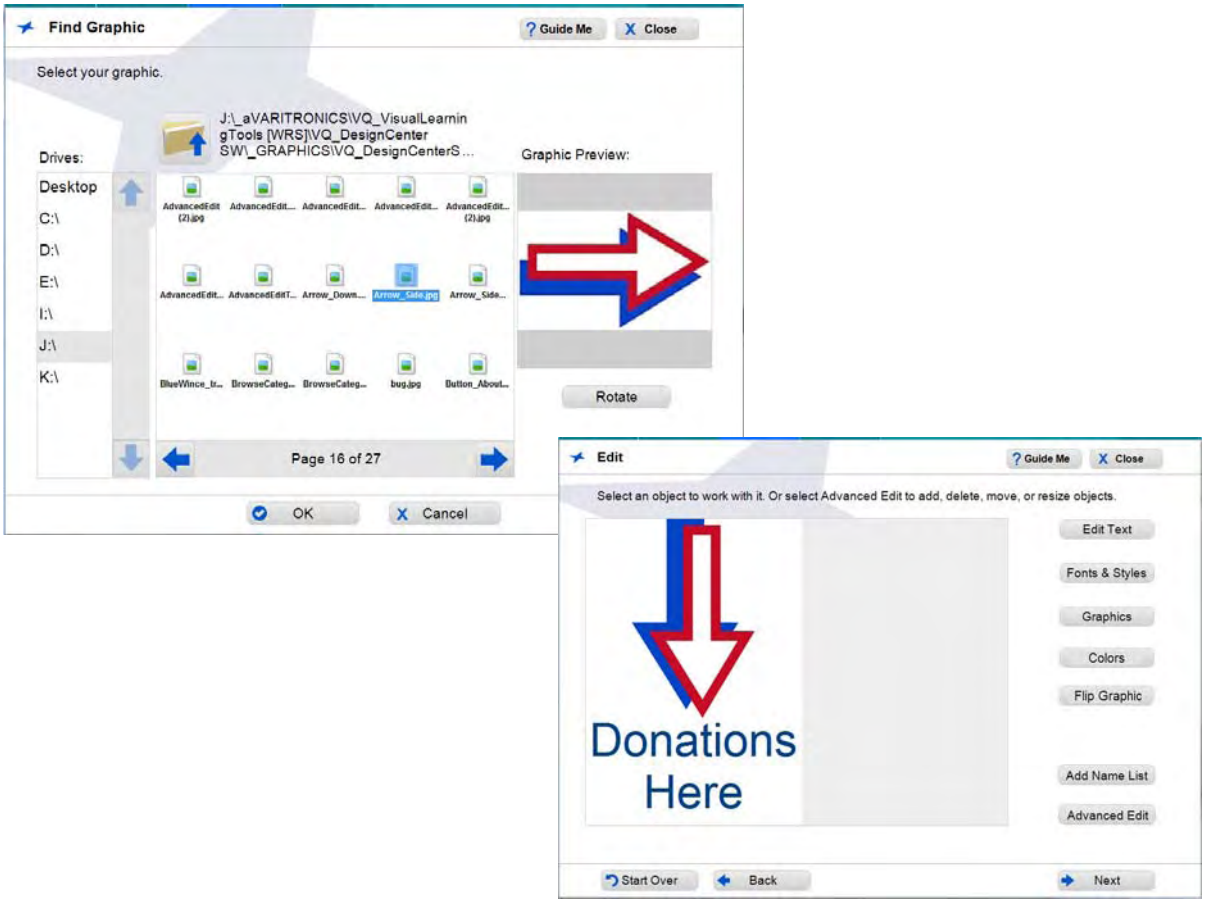
Rotate a New Graphic

When you import one of your own graphics, you can rotate it in 90 degree increments. This cannot be done after the graphic is imported.

> **Note:** Rotate is only available from the **Find My Graphics** button. You cannot rotate graphics that are part of the software suite.

To rotate a graphic:

1. In the *Advanced Edit* screen, touch or click **Graphics**.
2. Locate and select your graphic. It displays in the *Graphic Preview* window.
3. Touch or click **Rotate** to rotate the graphic counterclockwise.
4. When done, touch or click **OK**. The graphic will display in the *Edit* screen.



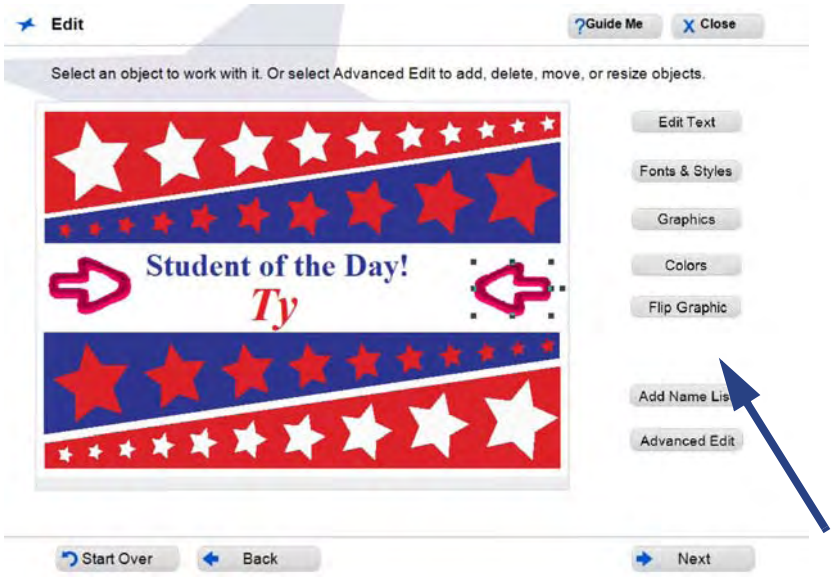
Flip or Rotate a Graphic

You can select an image and flip it to face the opposite direction. This is useful, for example, when you have two graphics and want them to face toward each other.

To flip a graphic horizontally:

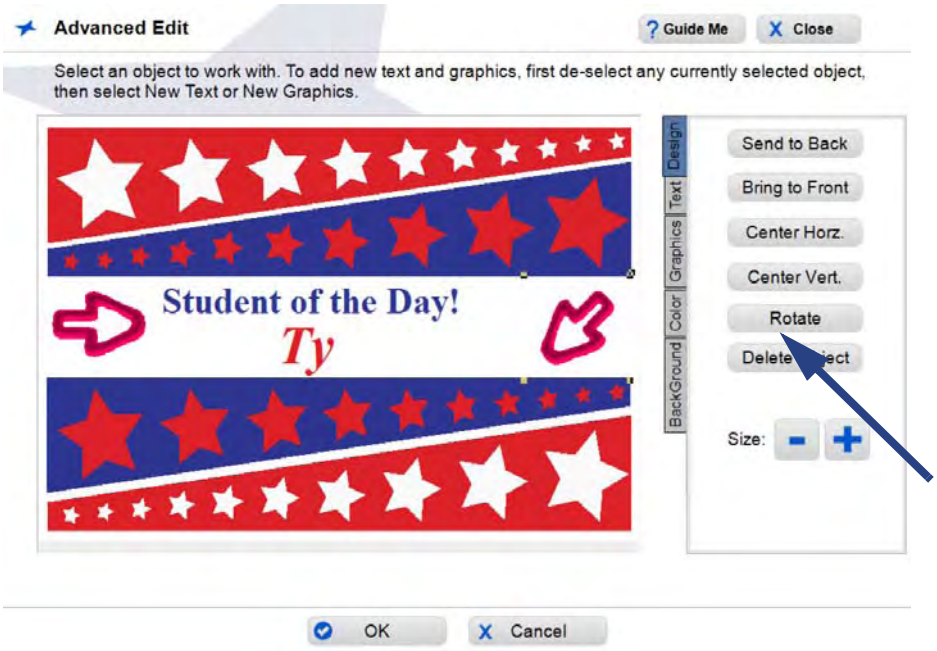
Note: To flip an existing graphic, skip to step 4.

1. In the *Edit* screen, touch or click **Graphics**.
2. Locate and select your graphic. It displays in the *Advanced Edit* window.
3. Move and/or size the image as desired, then touch or click **OK** to return to the *Edit* window.
4. In the *Edit* screen, touch or click a graphic object.
5. Touch or click **Flip Graphic**. The graphic will be flipped 180° horizontally.



To rotate a graphic:

1. In the *Edit* screen, touch or click **Advanced Edit**.
2. Select your graphic and touch or click **Design** tab.
3. Touch or click **Rotate** to rotate the image counterclockwise in 15° increments.
4. When done, touch or click **OK** to return to the *Edit* window.



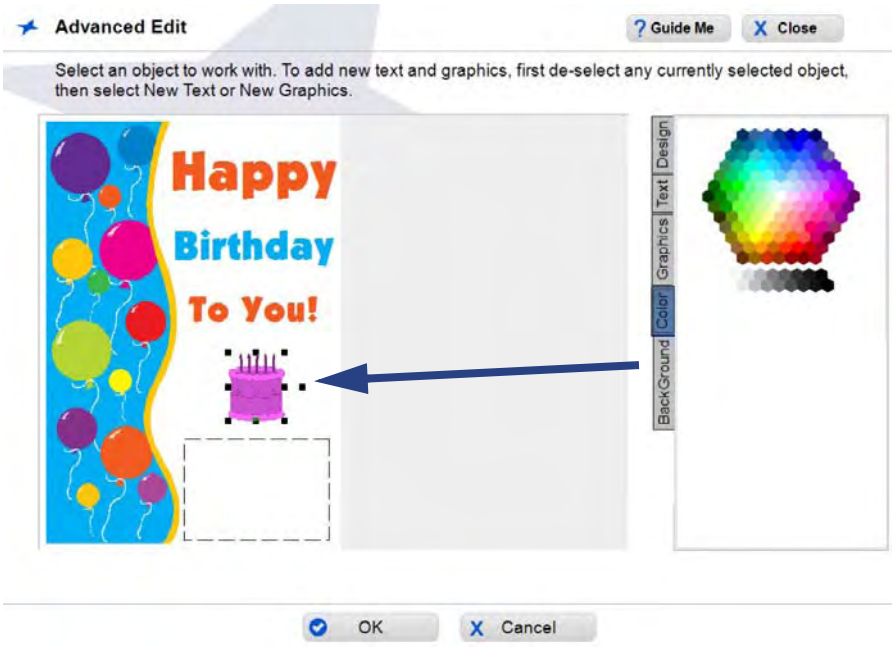
Change Graphic Color

With the **VariQuest® Perfecta® STP Series** *Poster Design Systems*, you can change the color of some graphics on a template. You can only choose one color for the graphic, but the image will change to a gradual blend (gradient) of the selected color.

> **Note:** Not all available graphics can be edited for color. Only vector-based graphics can be changed.

To change the graphic color:

1. With the template displayed on the *Edit* screen, touch or click **Advanced Edit**.
2. Touch or click any graphic object, then click **Colors** tab.
3. In the *Color* palette, touch or click a new color. The color of the graphic changes to varying shades of the selected color.
4. Repeat this procedure to change other graphic object colors.
5. When done, touch or click **OK** to close the *Advanced Edit* screen and continue with your project.



Creating Certificates

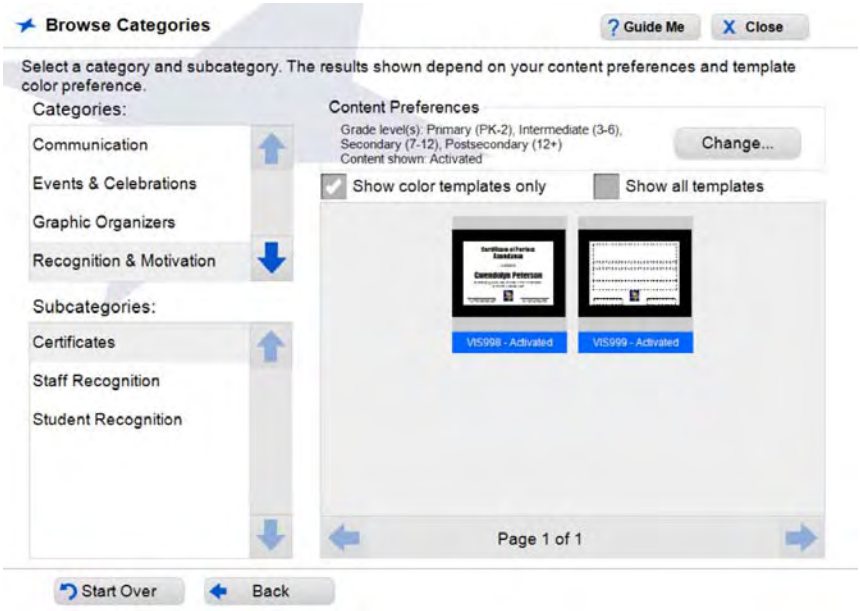
You can print Recognition & Motivation Certificate posters for multiple names by using the new Name List feature.

Note: If the ink level is 10% or less in one of the cartridges, a Low Ink warning will display prompting you to change the ink cartridge.

To create a certificate using a name list:

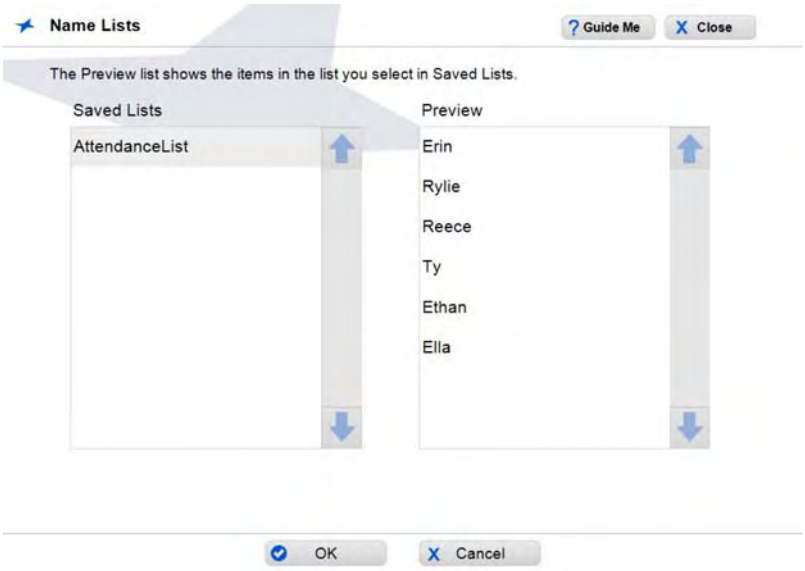
1. Locate the template you want by using on one of the search options:
   - **Search by keyword or template ID**
   - **Browse categories**

Note: *Name List Certificates* are only available when using the category **Recognition & Motivation>Certificates**.



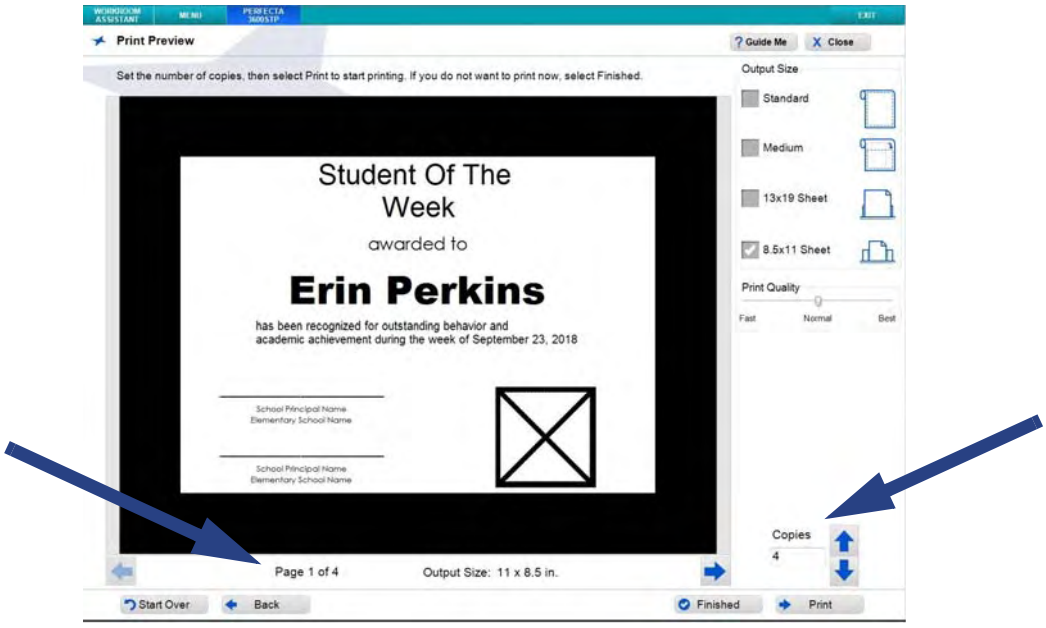
2. On the *Edit* menu, modify the certificate template as desired.
3. To print multiple certificates using a name list, touch or click **Name Lists**.

4. From the **Add Name List** menu, select or create the name list you want to use. See *"Using Name Lists," page 2-10* for detailed instructions on creating and using name lists.



5. Touch or click **OK** to select the name list, then touch or click **Next** to continue.
6. At the prompt, touch or click **Yes** to save the name list, or **No** to continue without saving.
7. In the *Print Preview* menu, you can change the number of copies you want to print. The number of copies defaults to the number of items in the name list you selected.
   - If you select more copies than the names in your list, the next copy will start with the first name.
   - If you select fewer copies than the names in your list, not all names will be printed

   For example, with a name list of 6 names:
   - Selecting 12 copies will print 2 copies of each name.
   - Selecting 9 copies will print 2 copies of the first 3 names and 1 copy of the last 3 names.
   - Selecting 3 copies will print only the first 3 names.
8. To scroll through the list of names in the name list, touch or click the Left and Right arrows.
9. Choose the **Output Size** that you want for your certificate (default size is 8.5 x 11").



10. When done, touch or click **Finished** to save your project, or **Print** to print the certificates.

Printing a Poster or Banner

When you are ready to print your poster or banner, you have several options, depending on the type of project. If you have customized the template, you will be asked if you want to save the template before initiating the printing process.

Saving a Template before Printing

If you have made any changes to the template, you will be prompted to save it when you choose **Next** to move from the *Edit* screen to the *Print Preview* screen.

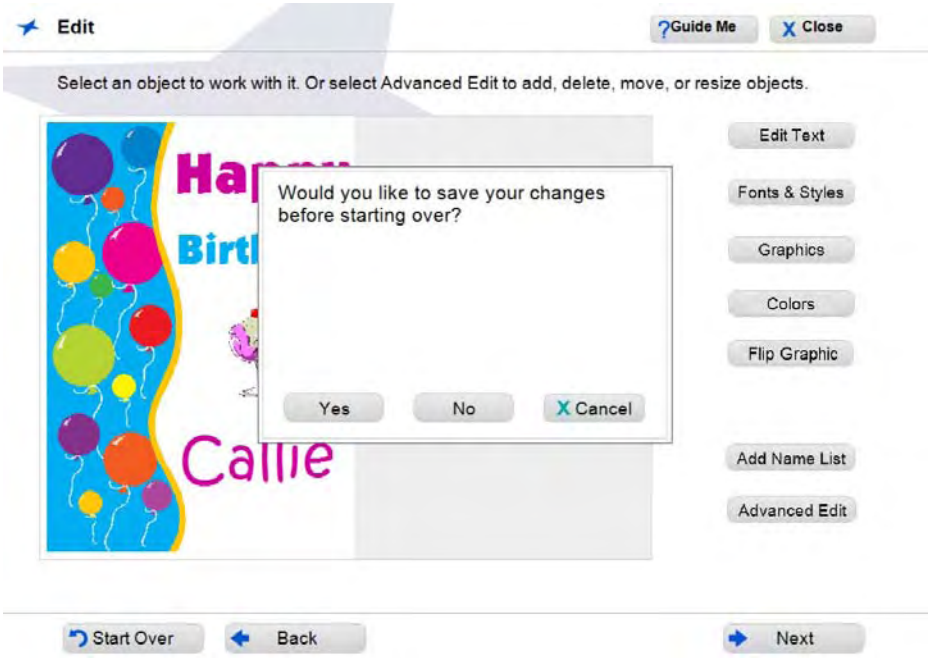
TIP

Consider these guidelines for saving a template:

- *If you plan to re-use or output additional copies of a template you have customized, you should save it. It can be opened later via the **My Files** option on the Find screen.*
- *Saved templates can be exported to a USB device so they can be transported between your local PC and the Design Center Software.*
- *If you did not make any actual changes, or if you don't plan to reuse this customized version in the future, it is not necessary to save your changes.*

To save a customized template for a poster or banner:

1. When finished editing, touch or click **Next**. A pop-up message will ask whether you want to save the file.
   - Touch or click **Yes** to save it under a new name. If you save the file, you can later export it to a USB device so you can transport it between your local PC and the *Design Center Software*.
   - Touch or click **No** if you don't want to save it, but want to proceed to printing.
   - Touch or click **Cancel** to remain on the *Edit* screen (e.g., to continue further customization).



2. If you want to save the template, enter the name you want to use on the Virtual Keyboard, then touch or click **OK**.
3. At the confirmation message that the template was saved, touch or click **OK** to continue.

4. To complete your project, go to:
   - **Printer Connected**: *"Printing," page 5-32*.
   - **Printer Not Connected**: Touch or click **Finished** to end this session and return to the *Find Color Posters & Banners* screen.

TIP

If you are not connected to a printer, you can save your file and export it to a USB device so that you can transport the file between your local PC and the Design Center Software connected to the printer. See "Importing and Exporting Saved Files," page 1-34.

Printing

The **VariQuest® Perfecta® STP Series** *Poster Design Systems* provide a number of powerful features which allows for on-screen preview of the ready-to-print template.

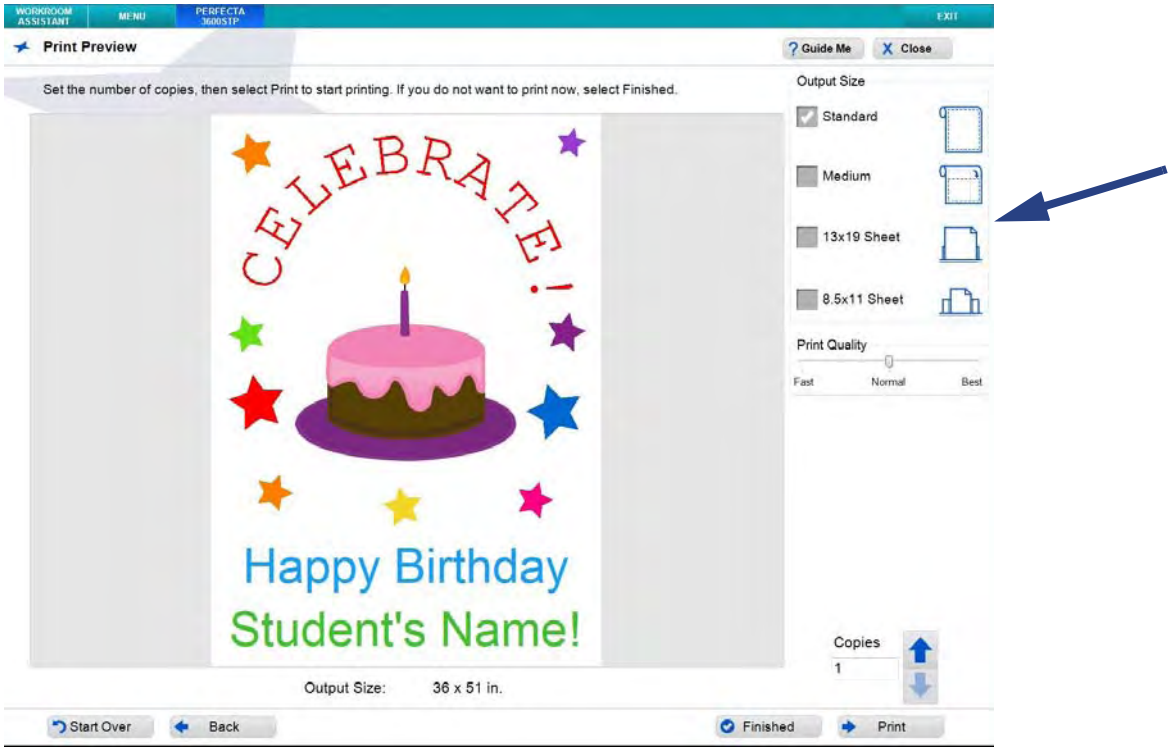
Note: The **Perfecta® STP Series** printers support bi-directional communication. So the on-screen preview is displayed as it will be printed.

To print a poster or banner:

1. Make sure the Perfecta is turned on and the desired paper size and type is loaded.
2. Select one of the four output sizes: **Standard**, **Medium**, **13x19 Sheet** and **8.5 x 11 Sheet**. *Standard* and *Medium* print to roll-fed paper. The *13x19* and *8.5x11* sizes print to the sheet-fed tray on the back of the Perfecta.

Notes:

- With the **Perfecta® STP Series**, you can print multiple poster sizes for templates. The approximate size is displayed in the preview image below. Banner templates will only print in the Standard output size.
- The "Output Size" shown in the following graphic will depend on which printer you are using.



3. With your poster or banner project displayed on the *Print Preview* screen, touch or click the up/down arrow keys to change the number of copies you want. The number in the **Copies** box defaults to **1**.

4. When ready to output your project, touch or click **Print**.

   A pop-up window lets you know the status of the print job and options for canceling it, if any. When the entire print job has been sent to the printer, the pop-up window closes, leaving the *Print Preview* screen displayed.

Note: The Perfecta printer does not support bi-directional printing. If your Perfecta is not printing, check the LCD panel on the printer, or check that all connections are firmly seated.

---

5. When finished with the project and the *Posters & Banners* design element, touch or click **Close**. Other options are:
   - **Print** additional copies.
   - Go **Back** to make changes to the design.
   - **Start Over** or **Finished** to work on a new poster or banner project.

Print Quality

There are 3 print quality options available on the *Perfecta 3600STP Series Printers*. Choose the option that best suits the purpose for your print.

- **Fast**: Prints at 300 dpi and increased speed. Printing at this speed can cause banding and lower quality output.
- **Normal**: Prints at 600 dpi. Good quality for most output projects.
- **Best**: Prints at 1200 dpi. Prints slower and is only supported on some media types.

Print a PDF File

The *My PDFs* section allows for quick and easy PDF printing. The file is automatically scaled according to the output size selected, making the printing process even easier! If you experience difficulty during the printing process, or your output is not printing correctly, try printing using Adobe® Reader or the native program the from which the PDF file was created.

Note: There is a 99 page limit on the imported PDF file. Any remaining pages in the file will be truncated.

To print a PDF file:

1. On the *Find Color Posters and Banners* menu, touch or click **My PDFs**.
2. In the *Find File* menu, browse to the location of your PDF file, then touch or click **OK**.
3. In the *Print Preview* menu, select the output size you want to print.

TIP

If you select 13 x 19 Sheet or 8.5 x 11 Sheet, you must load the appropriate-sized paper in the sheet-fed tray located on the back of the printer. This option works only with posters - not banners.

4. In the *Print Preview* screen, use the arrow buttons to:
   - View all pages in the PDF by touching or clicking the left or right arrow buttons at the bottom of the screen.
   - Increase or decrease the number of copies in the *Copies* box.

Note: To export this file to a USB drive instead of printing, select **Finished**, then go to **My Files** to export it.

5. Touch or click **Print**.
6. Choose the *Page Range* you want to print, then touch or click **Print**.

Print from a non-Design Center Software File

The *Perfecta Series* printers can print to most programs that support standard printing preferences. Refer to your Perfecta User's Guide for assistance printing from other programs.

Scan to Print

The **VariQuest® Perfecta® STP Series** *Poster Design Systems* scan-to-print functionality let you scan an image and print directly to the printer. You can scan any image that fits on the scanning bed and scale them up or down (i.e., scan a poster and print it to 8.5 x 11").The Perfecta will print the image to a size of 47" x 36".

To use the Scan-to-Print feature, see the Perfecta 2400STP Poster Design System or the Perfecta 3600STP Poster Design System User's Guide in the **Copy** section.

Printing from a Mobile Device

You can print, scan or share directly from your smartphone or tablet to your printer using a WiFi connection. Additional setup options based on school network and WiFi protocols are also available.

Note: Before printing from your device, the printer must be setup using the Wireless Wizard in the *Connectivity* menu for a wireless connection. See the *Perfecta 2400STP Poster Design System User Guide* or the *Perfecta 3600STP Poster Design System User Guide* for details.

- Mobile devices must have an Internet connection and email capability.
- Scan and copy control requires that the mobile device and printer be on the same wireless network or have a *Wi-Fi Direct* connection to the printer.
- Printing requires an Internet connection to an HP printer.

Print from Mobile Device

1. Make sure your device is set up for mobile printing.
2. **Choose your content**: Open the document or photo you want to print, tap the menu icon and select **Print**.
3. **Choose your printer**: Select the **Perfecta 2400STP** or the **Perfecta 3600STP** printer.
4. **Print**: Confirm the correct printer and print setting are selected, then touch **Print** and collect your documents.

Print by Email

To print by email, simply attach a PDF or other print-ready file to an email message and send it to your printer's dedicated address.

There are a few limitations:

- Files must be in PDF, JPEG, or TIFF formats.
- Maximum file size is 10 MB, but your email server may have a lower limit.
- Files are printed in the original document size (at 100% scale), in normal quality, in color, and normally in portrait orientation.

Print, Scan, and Share from All-in-One (AIO) Remote App

Use the screen on your mobile device to control printer scan and print functions. Send scans directly to your mobile device from the **Perfecta 2400STP** or the **Perfecta 3600STP** printer. Print PDF, photos, email attachments, and more from virtually anywhere.

> **Note:** Mobile devices must have an Internet connection and email capability.

Scan and copy control requires that the mobile device and printer be on the same wireless network or have a **Wi-Fi Direct** connection to the printer.

Printing

1. **Choose your content**: Open the document or photo you want to print, tap the share icon and select **AiO**.
2. **Open in All-in-One Remote**: Go to settings to adjust *Quality* or *Color Mode* if necessary.
3. **Print**: Confirm the correct printer and print setting are selected, then tap **Print** and collect your documents.

Scanning and Sharing

1. **Load document to be scanned**: Place document on the printer.
2. **Open in All-in-One Remote**: Trigger scanning from the app. You can store the document in your mobile device.
3. **Share**: Select sharing through email or your preferred repository.

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Chapter 6 Poster Maker 3600, ProImage™ Poster Printer, Plus3000 and XL3000

Contents:

- *"Overview," page 6-2*
  - *"Color Coding," page 6-2*
  - *"Thumbnail Labeling," page 6-2*
  - *"Using the Virtual Keyboard," page 6-3*
- *"File Management," page 6-4*
  - *"Search for Files," page 6-4*
  - *"Search for My Graphics," page 6-4*
  - *"Importing and Exporting Saved Files," page 6-5*
  - *"Deleting Saved Files and Jobs," page 6-5*
- *"Basic Process," page 6-6*
- *"Finding a Template," page 6-7*
- *"Customizing a Poster or Banner Template," page 6-8*
  - *"Text Editing," page 6-8*
    - *"Change Text Content on a Template," page 6-8*
    - *"Change Fonts on a Template," page 6-10*
    - *"Add New Text Item - changed," page 6-12*
    - *"Remove a Text Item from a Template - changed," page 6-13*
  - *"Advanced Editing - Section Changed," page 6-14*
  - *"Graphics," page 6-16*
    - *"Change Graphics on a Template," page 6-16*
    - *"Remove a Graphic from a Template," page 6-18*
    - *"Insert a Graphic - changed," page 6-19*
    - *"Rotate a Graphic," page 6-20*
    - *"Flip or Rotate a Graphic - Changed," page 6-21*
- *"Printing a Poster or Banner," page 6-23*
  - *"Saving a Template before Printing," page 6-23*
  - *"Printing," page 6-26*
  - *"Print a PDF File," page 6-29*
  - *"Print from a non-Design Center Software File," page 6-30*

VariQuest Visual Learning Tools

Overview

This chapter describes poster or banner printing using the **VariQuest®** *Poster Maker 3600* or **ProImage™** *PosterPrinter Series Printers*, models *Plus 3000* and *XL 3000* only.

The **VariQuest®** *Design Center Software* offers an easy way to print your posters and banners in a range of sizes and colors, ready for immediate display. Often, a template provides exactly what you require. However, templates are also easy to customize to your individual needs.

TIP

Not every text or graphic object in a template can be changed. If you try changing a non-editable item, a message to that effect will appear on your screen. If you think it is essential to change the graphic or text item, try browsing for a different template design that would be better for your project.

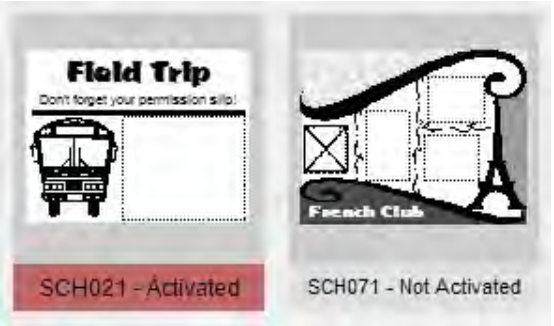
Color Coding

Distinctive color coding in the *Design Center Software* lets you easily orient yourself to the specific output types. Thumbnails in the preview window(s) are also color coded. Whenever you are working on the Poster Maker or PosterPrinter, the tab at the top of the screen and the controls are color-coded with Red POSTER MAKER.

Thumbnail Labeling

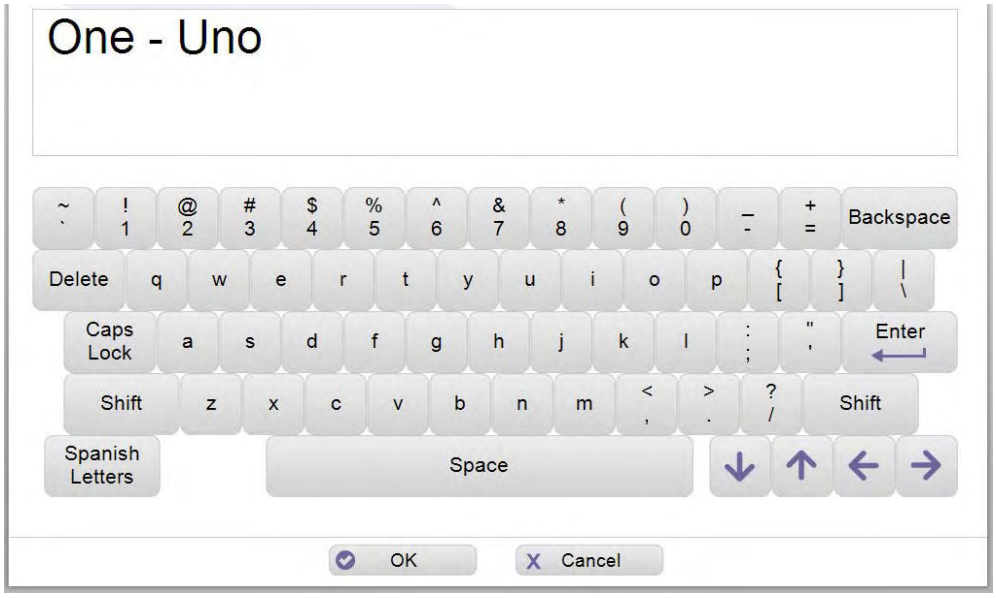
The label name of a thumbnail includes the **Content ID** and its activation status (activated or not activated). When you click a thumbnail, a preview will popup with additional information about the item:

- ID #
- Name
- Associated Learning Module (if applicable)



Using the Virtual Keyboard

The *Virtual Keyboard* is a graphical representation of a keyboard and text-entry box that appears whenever you need to enter or change text.



You can use the Virtual Keyboard just like a regular keyboard to “type” text into the text-entry box using your Design Center touch computer, an attached mouse to point and click keys on the virtual keyboard or from an attached keyboard or PC.

TIP

Touch or click Spanish Letters once to display accented Spanish letters. Touch or click again to return to the standard keyboard.

Note: For more specific details on using the Virtual Keyboard or entering Spanish text, see *"Using the Virtual Keyboard," page 1-21* in the Software User’s Guide.

File Management

When doing a search, the *Find* screen opens with search options that you can use to find a template, shape, collection, graphic or design element, or one of your own saved projects.

TIP

Search results show only the content for the output type and grade level(s) you have selected. If your search does not return an expected result, check that your Content Preferences include the appropriate grade level(s).

Search for Files

To search by:

- **Keyword**: Locate a template or file using either:
  - *Design Center Software ID*: The ID is listed with each template, shape, and collection in the **VariQuest®** *Content Guide*
  - *Content Keyword*: Enter a keyword such as “sports” or “numbers.”
- **Browse Categories**: Search through all templates, shapes, collections, graphics and design elements. The files are grouped into categories and subcategories, such as “animals” or “weather.”
- **My Files**: Search your own templates. When you customize a template, you can save it under a different name for future use. Later, you can find your saved templates through the *My Files* option.

TIP

For more specific details on searching for files, see "Locating Files in the Software," page 1-25.

Search for My Graphics

You can also search for your own graphics from the *Edit* screen, by choosing **Graphics**, then the “find” option **Find My Own Graphic**.

TIP

For more specific details on searching for files, see "Search for My Graphics," page 1-32.

Importing and Exporting Saved Files

You can import or export **Poster Maker** files to/from a USB device from the **My Files** section on the *Menu* screen. Once selected, your file will be imported into the Design Center or exported to the USB device.

TIP

If a file with the same name already exists on your Design Center touch computer, the file will not be imported.

Note: For more specific details on importing or exporting saved files, see *"Importing and Exporting Saved Files," page 1-34*.

Deleting Saved Files and Jobs

You can easily delete saved files you no longer want from the **My Files** menu page, selecting the file you want to delete and then clicking **Delete**.

Note: For more specific details on deleting files, see *"Deleting Saved Files and Jobs," page 1-36*.

Basic Process

The general process for creating posters or banners includes these basic steps. For more detail, see the remainder of this document.

To create a poster or banner:

1. From the *Design Center Software* main menu, touch or click the button for **Poster Maker**.
2. Use the search or browse functions to locate the design template you want.
3. With a template as your basis, modify it as desired:
   - Change the content of editable text.
   - Change the font, size, and style of editable text.
   - Choose different graphics, remove graphics on templates with replaceable graphics.
   - Add new text or graphics objects.
   - Move and size editable objects.
   - Change the text or graphic color (Perfecta only)
4. Print the poster or banner.

Finding a Template

Whether you want to create a new poster or banner or print more of an existing project, your first step after launching the posters and banners design element for your printer is to locate the template you want to use.

TIP

You can usually identify banners by their long, narrow profiles.

To search for a file:

1. Locate the template you want by using on one of the search options:
   - **Search by keyword or template ID**
   - **Browse categories**
   - **Select previously saved template**
2. On the *Edit* menu, modify the template as desired.
3. When ready to print the project, touch or click **Next** to go to the *Print Preview* screen.

Customizing a Poster or Banner Template

Text Editing

Change Text Content on a Template

To change a text item on a template:

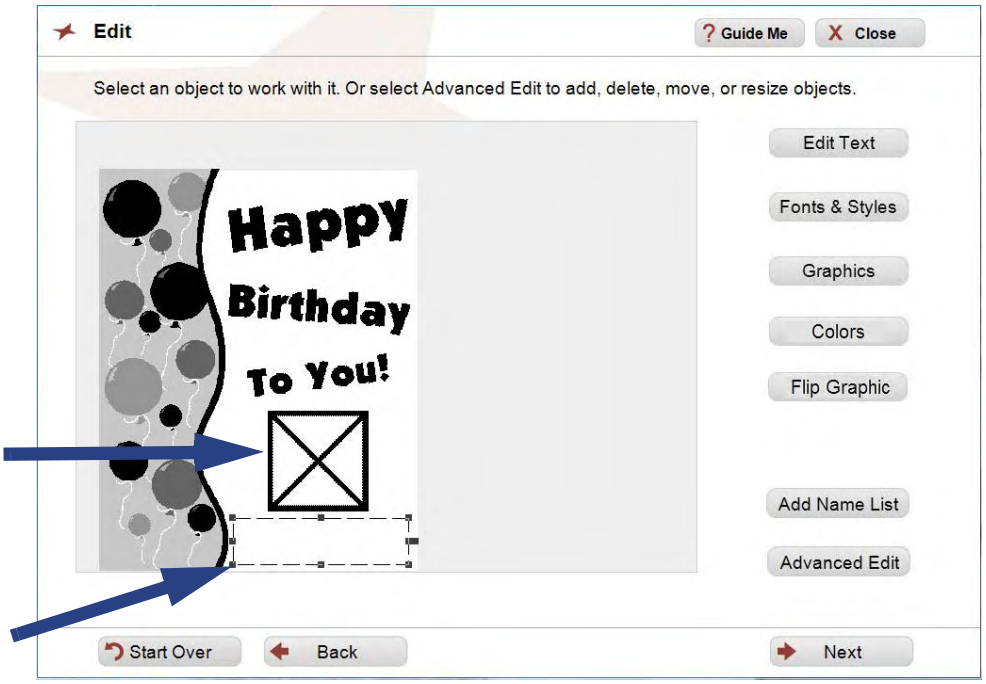
1. With the template displayed on the *Edit* screen, touch or click the text you want to change. Square “bullets” appear around the text to indicate it is selected.

2. Touch or click **Edit Text**. The Virtual Keyboard appears with the current text highlighted.
3. Touch or click the keyboard on your screen or PC to modify the text.
4. When done entering text, touch or click **OK**.
5. To continue modifying the template, go to:
   - *Advanced Editing* to perform additional editing.
   - *Change Fonts on a Template* to change the font, size or style of editable text items.
   - *Change Graphics on a Template* to replace or remove graphics.
6. To print, touch or click **Next** to go to the *Print Preview* screen.

TIP

Remember to always select the text or graphic you want to change ***before*** *clicking Edit Text or Graphics.*

- *When you select an editable text box or graphic, square "bullets" appear around it to indicate that it is selected.*
- *In a template, a blank space outlined by a thin dotted line indicates a text box. The dotted line does* ***not*** *print; it just marks the space where text can be entered.*
- *In a template, a thick black box with an X inside marks an area where a graphic can be placed. The X and box do* ***not*** *print if you decide not to insert a graphic.*



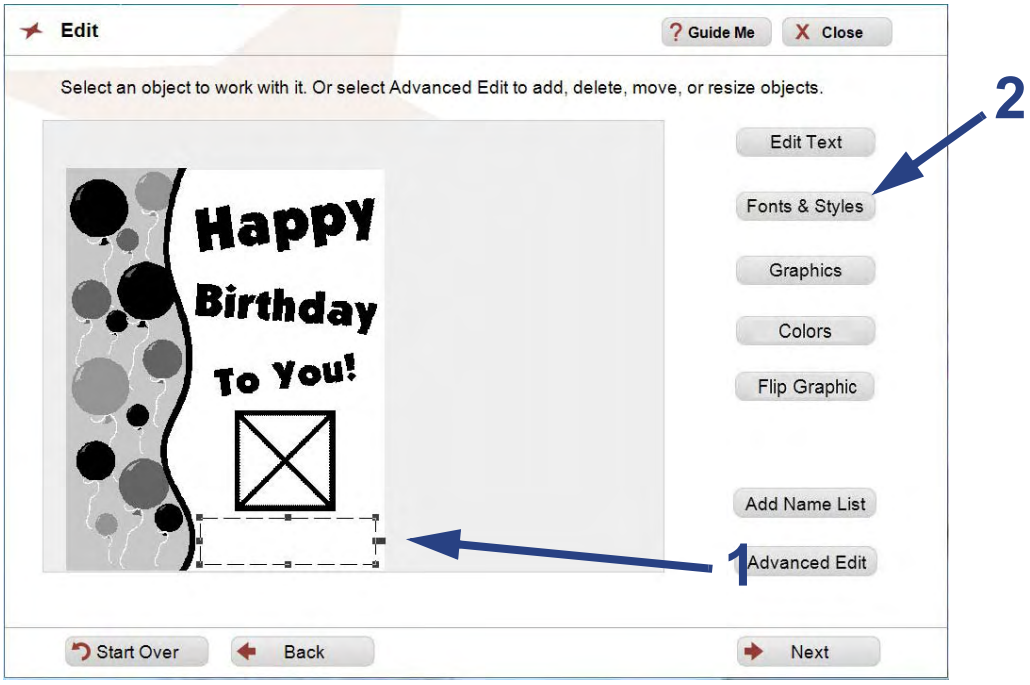
Change Fonts on a Template

TIP

Whenever you make a change, the template preview will update immediately.

To change font, style, size or justification of a text item:

1. With the template displayed on the *Edit* screen, touch or click the text you want to change. The selected text will be bordered by squares.
2. Touch or click **Fonts & Styles**.



3. Make the text changes you want, as follows:

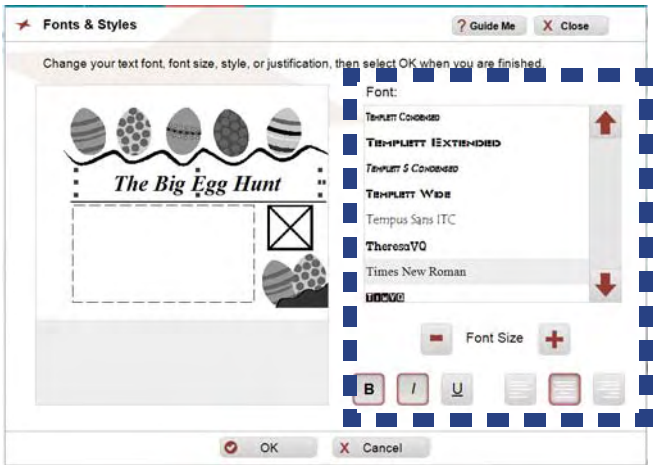
TIP

If your template contains more than one modifiable text item, you can select another text item without going back to an earlier screen. Just touch or click the next text object you want to modify and follow the steps of this procedure.

- **Font:** On the *Font* list, touch or click the font you want. Font names in the list appear in the actual typeface of their font. Use the up/down arrows to scroll through the list of fonts.
- **Size:** Touch or click the *Font Size* plus **(+)** or minus **(-)** buttons to make the text larger or smaller.
- **Style:** To change, touch or click **B** (bold), ***I*** (italic), and/or **U** (underline). The style is "on" when the button is depressed (down), and "off" when the button is not depressed (up). You can apply any or all styles to the selected text.
- **Justification**: To change text justification (**Left**, **Right** or **Centered**), touch or click one of the justification controls.

TIP

Text justification only affects multiple lines of text within a single text object. It does not align the text object on the template.



4. When done, touch or click **OK**.
5. To continue modifying the template, go to:
   - *Advanced Editing* to perform additional editing.
   - *Add New Text Item* to add new text items.
   - *Change Graphics on a Template to* replace or remove graphics.
6. When ready to print the project, touch or click **Next** to go to the *Print Preview* screen.

Add New Text Item

TIP

Make sure that a text item is not selected. If a text item is selected, the new text will be placed in that text box. To deselect a text box, click in an empty area outside of the editing box.

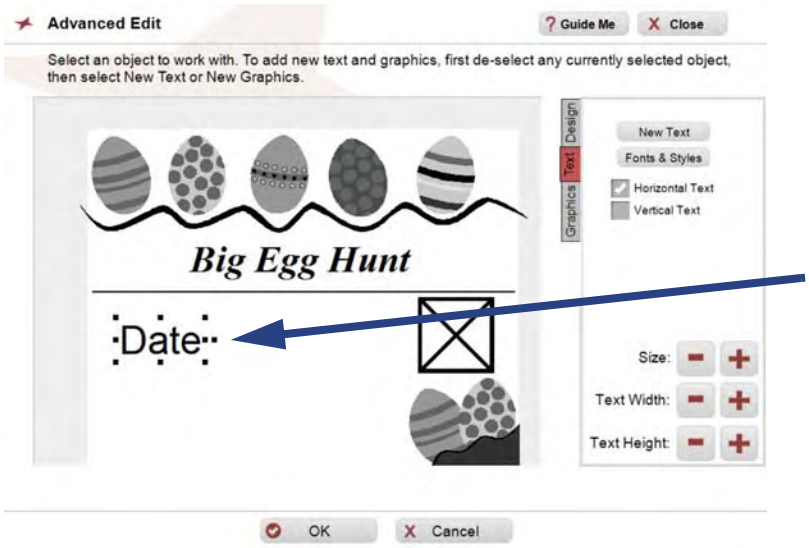
To add a new text item:

1. With the template displayed on the *Edit* screen, touch or click **Advanced Edit**.
2. Touch or click the *Text* tab, then touch or click **New Text**.
3. In the Virtual Keyboard, type the text you want to enter, then touch or click **OK**.

TIP

The new text item may be placed over existing items on the template.

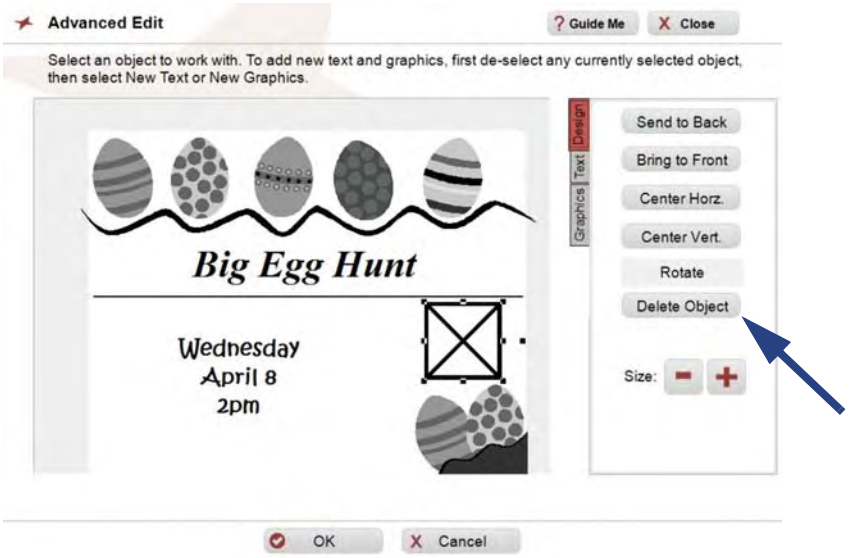
4. To move the new text item, touch or click and drag it to a new area on the template.
5. If necessary, size the text item using the sizing buttons.
6. Repeat this procedure to add another text item.
7. When done, touch or click **OK** to close the *Advanced Edit* screen and continue with your project.



Remove a Text Item from a Template

To remove a text item:

1. On the *Edit* screen, touch or click **Advanced Edit**.
2. Touch or click the *Design* tab, then touch or click the text item you want to remove.
3. Touch or click **Delete Object**.
4. To undo the deletion, click **Undo**.
5. When done, touch or click **OK** to continue with your project.

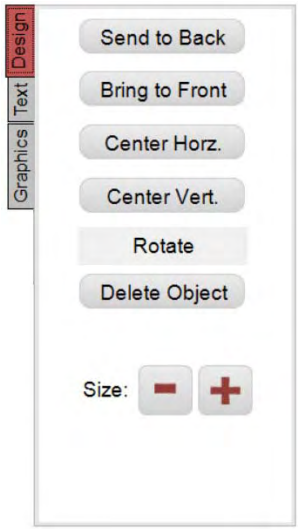


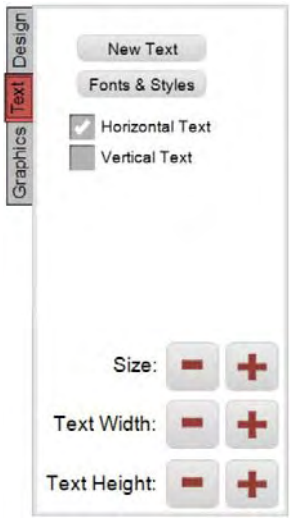
Advanced Editing

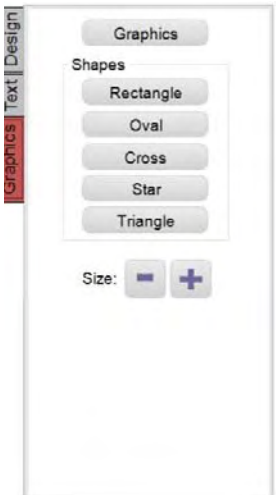
Advanced editing gives you additional control over the content of the template. From this screen, you can add additional text or graphics, change text fonts, delete objects and/or size text and graphics.

To do advanced editing:

1. From the *Edit* screen, touch or click **Advanced Edit**, then go to any of the tabs to change the editable objects on the template. See the following tables for detailed descriptions tab functions.

Design Tab		
	**Send to Back**	Touch or click to send selected object to the back of all objects.
	Bring to Front	Touch or click to bring selected object to the front of all objects.
	Center Horz.	Touch or click to center the selected object horizontally on the page.
	Center Vert.	Touch or click to center the selected object vertically on the page.
	Rotate	Touch or click to rotate the selected object in 15° increments.
	Delete Object	Touch or click to delete an existing graphic or text object.
	Size - +	Touch or click to increase or decrease the size of the selected object.
	Undo	Touch or click to undo the last action.

Text Tab	
	
New Text	Touch or click to add a new text box. When the Virtual Keyboard appears, enter the new text, then touch or click **OK**. When a text object is selected, this button toggles to **Edit Text.**
Edit Text	Touch or click to change the text in a text box. When the Virtual Keyboard appears, enter the new text, then touch or click **OK**. When no text object is selected, this button toggles to **New Text.**
Fonts & Styles	Select a text object, in the *Fonts &Styles* screen, touch or click to select a different font, size, style or justification, then touch or click **OK.**
Horizontal Text **Vertical Text**	Select the text orientation. Text in the selected text box will be changed to reflect the selected orientation.
Size - + **Text Width** **Text Height**	Select a text box or graphic, touch or click **-** or **+** to increase or decrease the size, or the text width and height of a text box.

Graphics Tab	
	
New Graphics	Touch or click to add a new graphic. In the *Change Graphic* menu, browse to the location of the new graphic, then touch or click **OK**. This button toggles to **Graphics.**
Graphics	Touch or click to change a selected graphic. In the *Change Graphic* menu, browse to the location of the new graphic, then touch or click **OK**. This button toggles to **New Graphics.**
Shapes •Rectangle •Oval •Cross •Star •Triangle	Touch or click the button to insert the shape indicated, then touch or click **OK**. Size the object while it is selected. You can change the color from the **Color** tab.
Size - +	Select a text box or graphic, touch or click **-** or **+** to increase or decrease the size.

Graphics

VariQuest® graphics are provided for a variety of designs. Not all graphics will look good on all templates, so you may need to experiment to find the graphics that work best for your specific template.

Change Graphics on a Template

To change a graphic:

1. On the *Edit* screen, touch or click the graphic you want to change.
2. Touch or click **Graphics**.

3. On the *Change Graphic* screen, touch or click the button identifying how you want to search for the new graphic.
   - **Search by Keyword** and **Browse Categories** search the graphics provided with the software. When you locate the graphic you want, touch or click the thumbnail.
   - **Find My Own Graphic** lets you search the graphic files elsewhere on your Design Center touch computer or PC. When you find the graphic you want, touch or click its icon, then touch or click **OK** to use it and return to the *Edit* screen.

     Graphic files that use any of these supported formats will be displayed:
     - Bitmap (*.bmp)
     - TIFF (*.tif)
     - JPEG (*.jpg)
     - Portable Network Graphic (*.png)
     - Windows Metafile (*.wmf)

TIP

For best results, use high-resolution graphics (such as those used for printing in yearbooks or letterheads). Most images created for a website don't work well because of their lower resolution.

4. To continue making changes to graphics, refer to *"Advanced Editing - Section Changed," page 6-14* to perform additional editing.
5. When ready to print the project, touch or click **Next** to go to the *Print Preview* screen.

Remove a Graphic from a Template

To remove a graphic:

1. On the *Edit* screen, touch or click **Advanced Edit**.
2. Touch or click the graphic (or graphic placeholder) you want to remove.
3. On the *Design* tab, touch or click **Delete Object** (to undo the deletion, click **Undo**).

TIP

The graphic is removed from the template, but not deleted from the Design Center Software. You can always search or browse the software graphics to find and restore the graphic.

4. To add a graphic, follow the steps of the procedure *"Change Graphics on a Template," page 6-16*.

TIP

If you save the changed template after removing a graphic, you can always add a graphic back in — either the original or a different one.

5. Touch or click **OK** to continue with your project.
6. When ready to print the project, touch or click **Next** to go to the *Print Preview* screen.

Insert a Graphic

TIP

Make sure that a graphic object is not selected. If a graphic object is selected, the new graphic will be placed in that object box. To deselect a graphic, click in an empty area outside the editing box.

To insert a graphic:

1. From the *Edit* screen, touch or click **Advanced Edit**.
2. Touch or click *Graphics* tab, then **Graphics**.
3. Browse to the location of your graphic using one of the search options.

TIP

The new graphic may be placed over existing items on the template. You can only move or size objects from the **Advanced Edit>Design** *tab.*

4. Move the graphic to the desired location on the template and size as needed.
5. Repeat this procedure to add another graphic.
6. To change an existing graphic:
   a. Touch or click the graphic object, then touch or click **Graphics**.
7. Browse to the location of your graphic using one of the search options.

8. When done, touch or click **OK** to close the *Advanced Edit* screen and continue with your project.
9. When ready to print the project, touch or click **Next** to save your project (if desired) and go to the **Print Preview** screen.

Rotate a Graphic

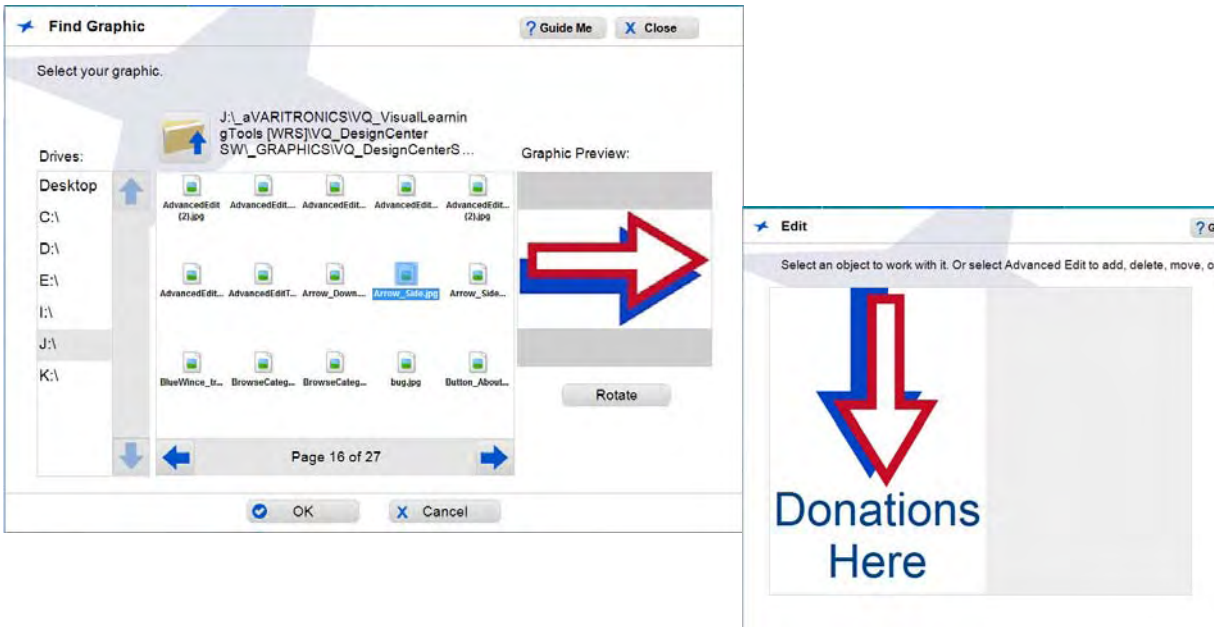
When you import one of your own graphics, you can rotate it in 90 degree increments. This cannot be done after the graphic is imported.

TIP

Rotate is only available from the **Find My Graphics** *button. You cannot rotate graphics that are part of the software suite.*

To rotate a graphic:

1. In the *Advanced Edit* screen, touch or click **Graphics**.
2. Locate and select your graphic. It displays in the *Graphic Preview* window.
3. Touch or click **Rotate** to rotate the graphic counterclockwise.
4. When done, touch or click **OK**. The graphic will display in the *Edit* screen.



Flip or Rotate a Graphic

You can select an image and flip it to face the opposite direction. This is useful, for example, when you have two graphics and want them to face toward each other.

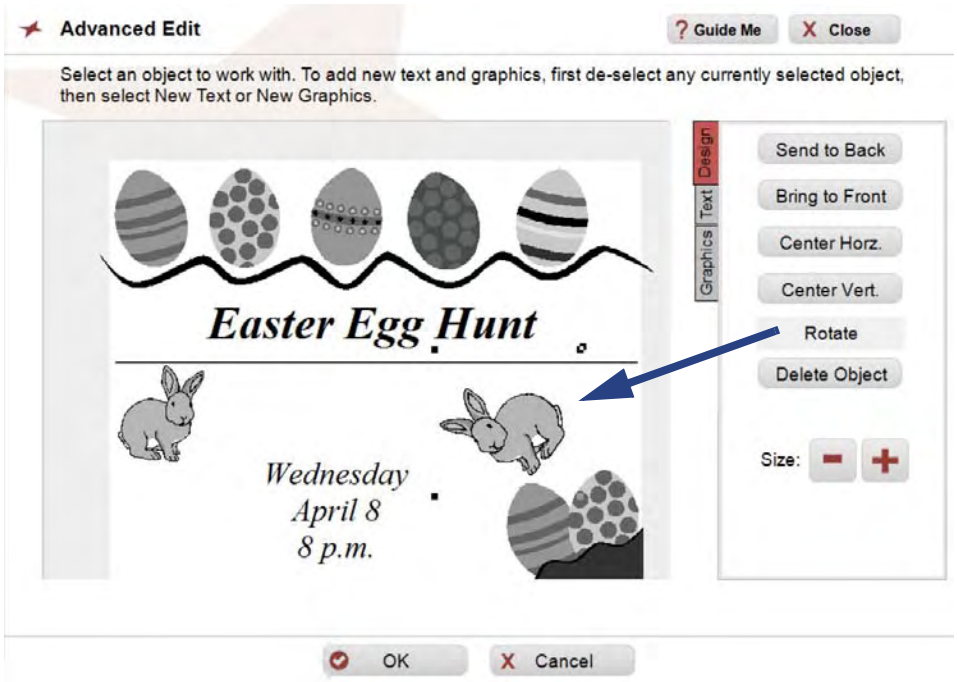
To flip a graphic horizontally:

> **Note:** To flip an existing graphic, skip to step 4.

1. In the *Edit* screen, touch or click **Graphics**.
2. Locate and select your graphic. It displays in the *Advanced Edit* window.
3. Move and/or size the image as desired, then touch or click **OK** to return to the *Edit* window.
4. In the *Edit* screen, touch or click a graphic object.
5. Touch or click **Flip Graphic**. The graphic will be flipped 180° horizontally.

To rotate a graphic:

1. In the *Edit* screen, touch or click **Advanced Edit**.
2. Select your graphic and touch or click **Design** tab.
3. Touch or click **Rotate** to rotate the image counterclockwise in 15° increments.
4. When done, touch or click **OK** to return to the *Edit* window.



Printing a Poster or Banner

When you are ready to print your poster or banner, you have several options, depending on the type of project. If you have customized the template, you will be asked if you want to save the template before initiating the printing process.

Saving a Template before Printing

If you have made any changes to the template, you will be prompted to save it when you choose **Next** to move from the *Edit* screen to the *Print Preview* screen.

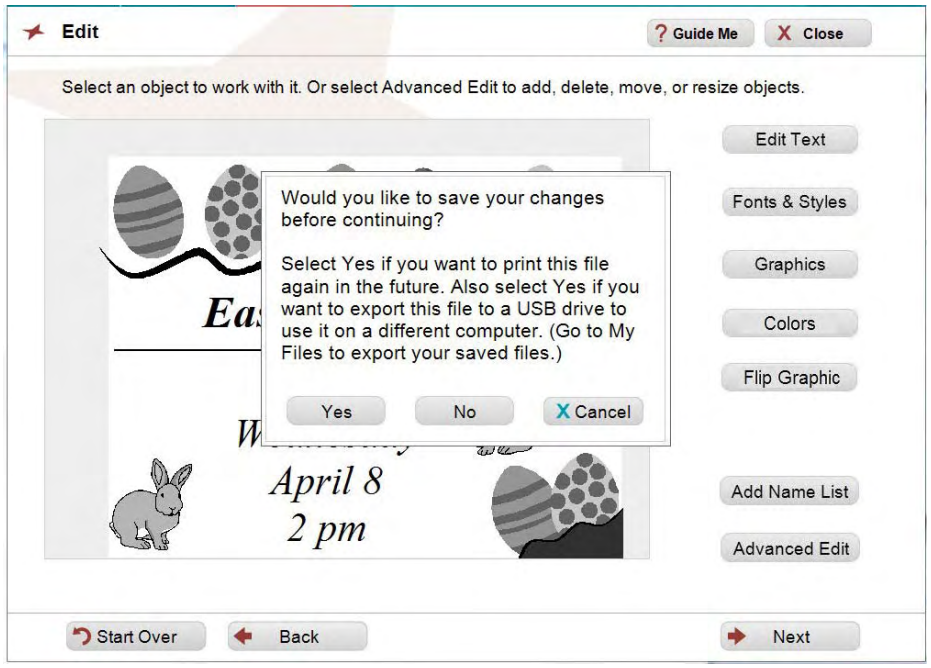
TIP

Consider these guidelines for saving a template:

- *If you plan to re-use or output additional copies of a template you have customized, you should save it. It can be opened later via the **My Files** option on the Find screen.*
- *Saved templates can be exported to a USB device so they can be transported between your local PC and the Design Center Software.*
- *If you did not make any actual changes, or if you don't plan to reuse this customized version in the future, it is not necessary to save your changes.*

To save a customized template for a poster or banner:

1. When finished editing, touch or click **Next**. A pop-up message will ask whether you want to save the file.
   - Touch or click **Yes** to save it under a new name. If you save the file, you can later export it to a USB device so you can transport it between your local PC and the *Design Center Software*.
   - Touch or click **No** if you don't want to save it, but want to proceed to printing.
   - Touch or click **Cancel** to remain on the *Edit* screen (e.g., to continue further customization).

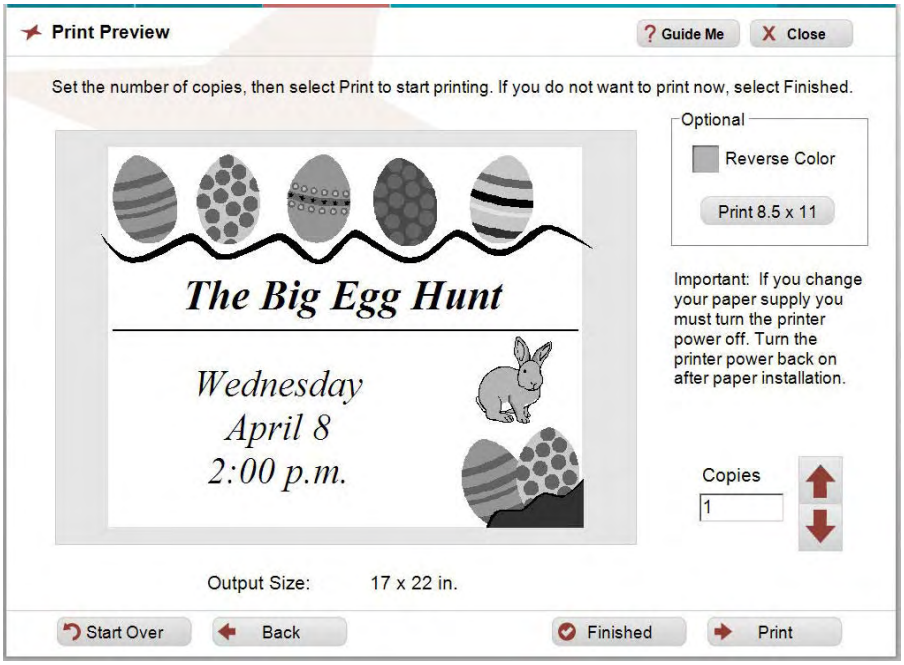


2. If you want to save the template, enter the name you want to use on the Virtual Keyboard, then touch or click **OK**.
3. At the confirmation message that the template was saved, touch or click **OK** to continue.

4. To complete your project, go to:
   - **Printer Connected**: *"Printing," page 6-26*.
   - **Printer Not Connected**: Touch or click **Finished** to end this session and return to the *Find Posters & Banners* (Poster Maker) screen.

TIP

If you are not connected to a printer, you can save your file and export it to a USB device so that you can transport the file between your local PC and the Design Center Software connected to the printer. See "Importing and Exporting Saved Files," page 1-34.



Printing

The **VariQuest®** *Poster Maker 3600* or **ProImage™** *PosterPrinter 3000* system provide a number of powerful features which allows for on-screen preview of the ready-to-print template. The Poster Maker also includes a bi-directional communication feature with the *Design Center Software*, which allows for on-screen preview of the ready-to-print template.

The *Design Center Software* lets you print an 8.5” by 11” **copy** on a regular sheet-fed printer. This is extremely helpful for creating handouts to accompany the poster, or to use with the scan-to-print feature of the *Poster Maker* or *PosterPrinter* in stand-alone mode (i.e., when it is not connected to the Design Center touch computer or a PC). You cannot print 8.5" x 11" copies of banners.

To print a poster or banner:

1. Make sure the output device is turned on and the correct paper is loaded.
   - **If you are using a Poster Maker**:
     The software automatically sizes the template to match the size of the paper in the printer. The *Output Size* appears below the preview on the screen and the *Paper Width* screen does not appear.
   - **If you are using a PosterPrinter:**
     Touch or click the paper size from the options on the screen, be sure to select the size of the roll that is installed in the printer.

TIP

***For the PosterPrinter**: When changing the paper roll, turn off the printer, install the paper, then turn it back on again. This allows the printer to change the settings to match the new paper size.*

2. With your poster or banner project displayed on the *Print Preview* screen, touch or click the up/down arrow keys to change the number of copies you want. The number in the **Copies** box defaults to **1**.

TIP

When printing multiple copies from the **VariQuest®** *Poster Maker 3600, check the LCD display to make sure you have enough paper to output all of the copies you want.*

3. In the **Optional** box select the following, if desired:
   - *Poster Maker 3600* and **ProImage™** *PosterPrinter 3000*: Reverse the colors of the preview for the printed poster or banner by touching or clicking **Reverse Color**.

TIP

VariQuest® *templates are provided for a variety of designs. Not all templates will look good printed in reverse. If you choose the Reverse Color option, be sure to review the preview before printing to verify that reversing the colors will generate the desired output.*

TIP

The preview window will update to show the reverse colors as they will be printed.

- If you selected a sheet-fed printer as an output device, you can also print an 8.5” x 11” copy of a poster or proof from that printer. To do so, touch or click **Print 8.5 x 11 in**.

  If you did not select a sheet-fed printer as an output device, the **Print 8.5 x 11 in**. button will not appear on this screen.

TIP

For more specific details on setting up output devices, see "Selecting Output Devices," page 2-5.

4. When ready to output your project, touch or click **Print**.

   A pop-up window lets you know the status of the print job and options for canceling it, if any. When the entire print job has been sent to the printer, the pop-up window closes, leaving the *Print Preview* screen displayed.

TIP

For the Poster Maker 3600:
*The **Print** button is greyed-out if the printer is not communicating with the Design Center touch computer or PC. You must wait until communication is re-established before you can start your print job.*

5. When finished with the project and the *Posters & Banners* design element, touch or click **Close**.

   Other options are:

   - **Print** additional copies.
   - Go **Back** to make changes to the design.
   - **Start Over** or **Finished** to work on a new poster or banner project.

Print a PDF File

The *My PDFs* section allows for quick and easy PDF printing. The file is automatically scaled according to the output size selected, making the printing process even easier! If you experience difficulty during the printing process, or your output is not printing correctly, try printing using Adobe® Reader or the native program the from which the PDF file was created.

TIP

The My PDF function is not available with the ProImage series of PosterPrinters. My PDF only works with the Poster Maker 3600 model.

Note: There is a 99 page limit on the imported PDF file. Any remaining pages in the file will be truncated.

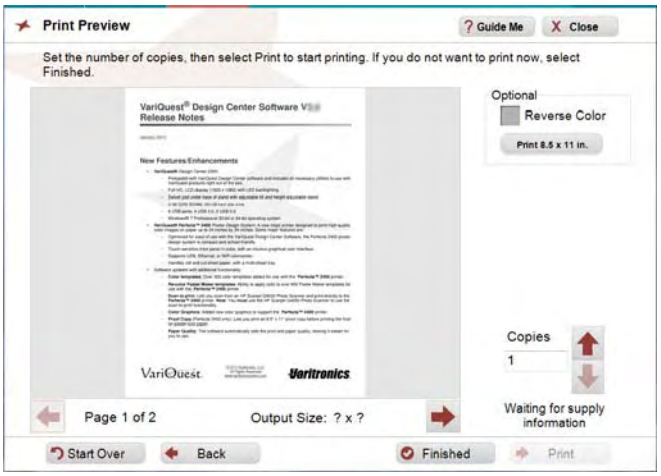
To print a PDF file:

1. On the *Find Posters and Banners* menu, touch or click **My PDFs**.
2. In the *Find File* menu, browse to the location of your PDF file, then touch or click **OK**.
3. In the *Print Preview* screen, use the arrow buttons to:
   - view all pages in the PDF by touching or clicking the left or right arrow buttons at the bottom of the screen.
   - increase or decrease the number of copies in the *Copies* box.

TIP

To export this file to a USB drive instead of printing, select **Finished**, *then go to* **My Files** *to export it.*

4. Touch or click **Print**.



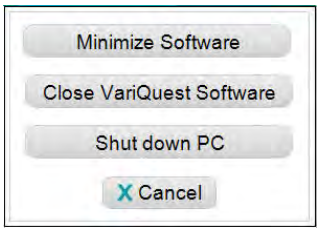
Print from a non-Design Center Software File

This section applies to the **Poster Maker 3600** only.

You can print from a non-*Design Center Software* file, as long as the source software is installed on your Design Center touch computer or PC. Formats that you can print from are:

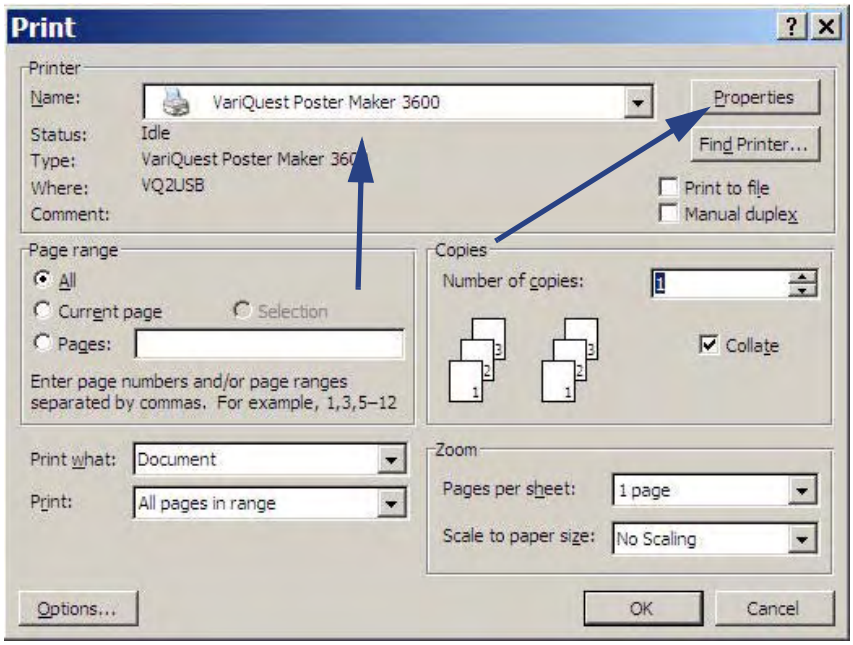
- PDF (.pdf) - See *"Print a PDF File," page 6-29*
- Microsoft Word (.doc)
- Microsoft Excel (.xls)
- Microsoft Power Point (.ppt)

1. From anywhere in the *Design Center Software*, touch or click **Exit**.
2. Touch or click **Minimize Software**.

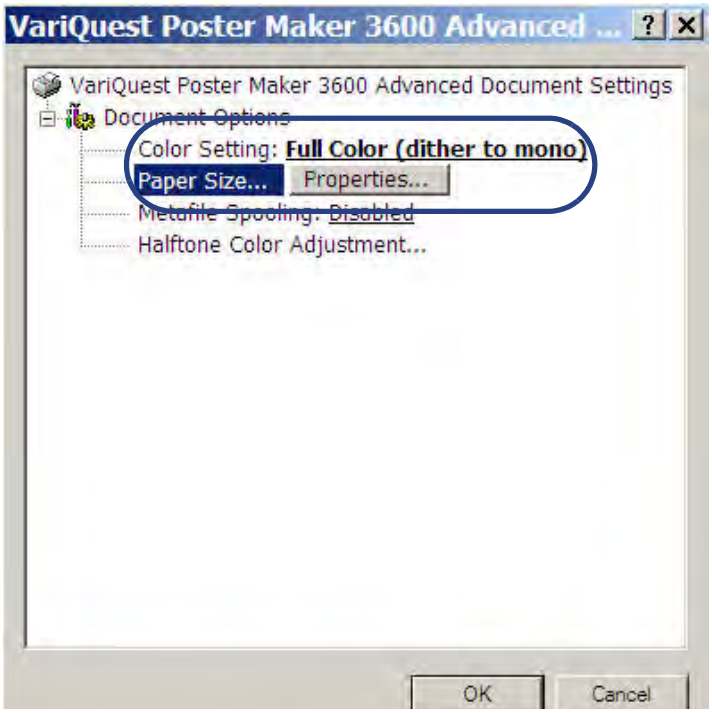


3. Navigate to the file you want.
4. Touch or click to open your file. It will open in its own application in a separate window.
5. To send the file to the Poster Maker, use the **Print** command in the source application (e.g., select File>Print).
6. On the source application's *Print* screen, select your printer from the drop-down list to print your file:
   - **Poster Maker 3600**: Select the *VariQuest Poster Maker 3600*.

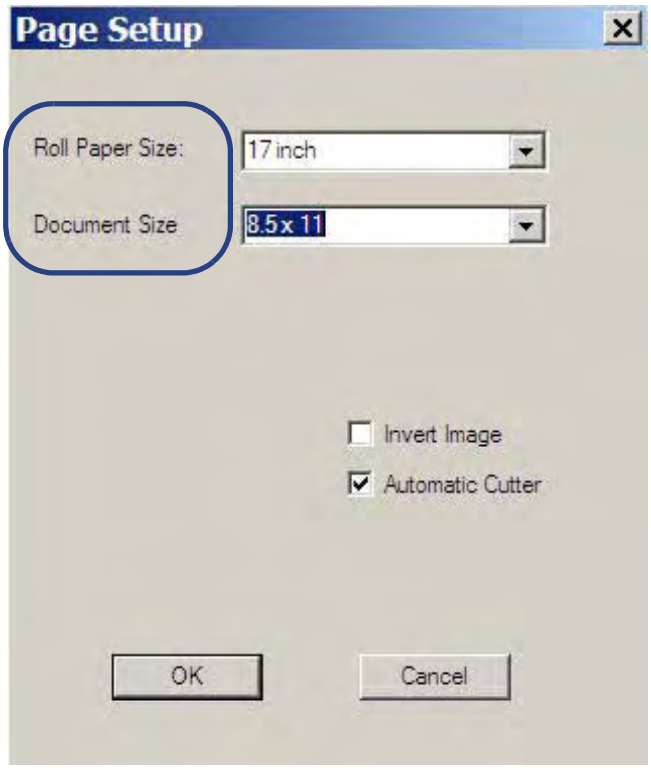
7. Select **Properties**.



8. On the *Properties* screen, click **Advanced**, then:
   - **PM 3600**: under *Document Options,* set *Color Setting* to **Full Color (dither to mono)**, then click **OK.**



9. Set Paper Size:
   - On *Advanced* tab, click **Properties**, then:
     - set *Roll paper Size* for the paper roll you have installed in the printer.
     - set *Document Size* to **8.5 x 11**.
10. Select **OK** to close all of the setup windows and return to the print screen.



11. On the *Print* screen, select **Print** to print the file.

TIP

*After printing the external file, **it is important to reset the print settings** to those needed by the Design Center Software. Otherwise, the Design Center templates will not print correctly.*

To reset the print settings for the Design Center Software:

1. Repeat steps 4 through 9 of the previous procedure, but with these differences:
   - for *Roll Paper Size* setting, select **Set By Program**.
   - for *Document Size*, select **USER**.
2. After closing all windows until only the *Print* screen displays, select **Close** (instead of *Print*).
3. Choose another external file to print.

   - or -

4. In the Windows task bar, click the **VariQuest** icon to maximize the *Design Center Software* and continue working.

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Chapter 7 Cutout Maker 1800

Contents

- *"Overview," page 7-2*
  - *"Color Coding," page 7-2*
  - *"Thumbnail Labeling," page 7-2*
  - *"Using the Virtual Keyboard," page 7-3*
- *"File Management," page 7-4*
  - *"Search for Files," page 7-4*
- *"Basic Process," page 7-5*
- *"Letters, Numbers & Symbols," page 7-6*
- *"Shapes," page 7-11*
  - *"Select and Edit Shapes," page 7-11*
    - *"Shapes with Name Lists," page 7-14*
    - *"Signs & Decals," page 7-19*
    - *"Advanced Editing," page 7-23*
  - *"Common Procedures," page 7-25*
    - *"Select Material Sizes and Types," page 7-25*
    - *"Adjust Cutout Size," page 7-29*
    - *"Select the Number of Copies or Shapes," page 7-31*
    - *"Preview Your Job," page 7-32*
    - *"Save Cut Jobs and Prepare for Cutting," page 7-33*
  - *"Setting Up the Cutout Maker for Output," page 7-34*
  - *"Using VariQuest Magnetic Sheets with Cutout Maker," page 7-37*
  - *"Using Transfer Tape with VariQuest Vinyl Sheets," page 7-38*
- *"Collections," page 7-39*
  - *"Make Cutouts using a Collection," page 7-39*
  - *"Adjusting Blade Depth," page 7-44*

VariQuest®
Visual Learning Tools

Overview

The **VariQuest®** *Cutout Maker 1800* and **VariQuest®** *Design Center Software* provide a fast, easy and fun way to create a variety of cutouts. With the Cutout Maker, you can cut letters, numbers, and symbols as either individual characters or connected into words for display on bulletin boards, poster boards, and other such projects.

Color Coding

- Distinctive color coding in the *Design Center Software* lets you easily orient yourself to the specific output types. Thumbnails in the preview window(s) are also color coded. Whenever you are working on the Cutout Maker 1800, the tab at the top of the screen and the controls are color-coded with Orange CUTOUT MAKER.

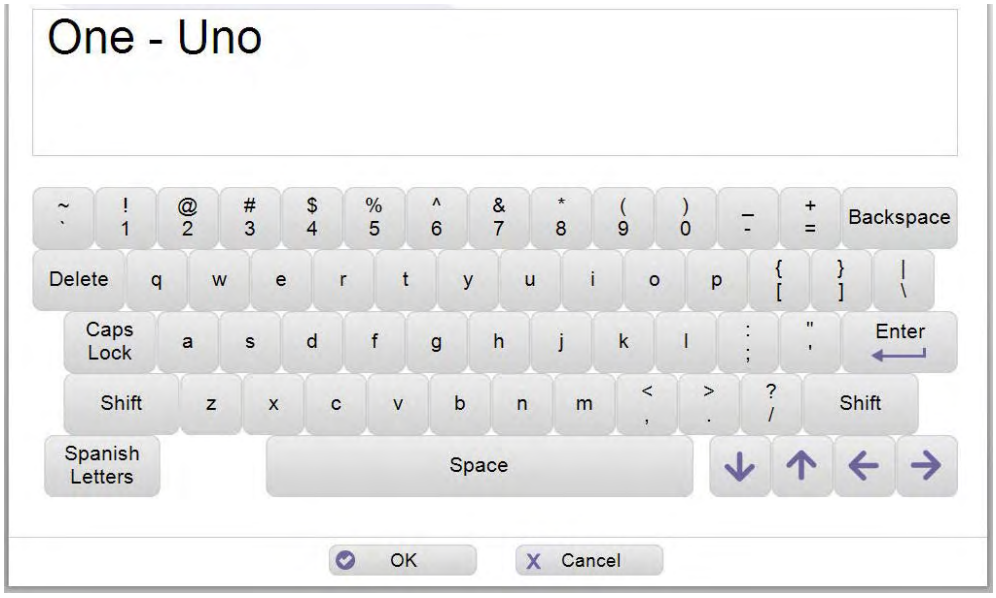
Thumbnail Labeling

The label name of a thumbnail includes the **Content ID** and its activation status (activated or not activated). When you click a thumbnail, a preview will popup with additional information about the item:

- ID #
- Name
- Associated Learning Module (if applicable)

Using the Virtual Keyboard

The *Virtual Keyboard* is a graphical representation of a keyboard and text-entry box that appears whenever you need to enter or change text.



You can use the Virtual Keyboard just like a regular keyboard to “type” text into the text-entry box using your Design Center touch computer, an attached mouse to point and click keys on the virtual keyboard or from an attached keyboard or PC.

TIP

Touch or click Spanish Letters once to display accented Spanish letters. Touch or click again to return to the standard keyboard.

Note: For more specific details on using the Virtual Keyboard or entering Spanish text, see *"Using the Virtual Keyboard," page 1-21* in the Software User’s Guide.

File Management

When doing a search, the *Find* screen opens with search options that you can use to find a template, shape, collection, graphic or design element, or one of your own saved projects.

TIP

Search results show only the content for the output type and grade level(s) you have selected. If your search does not return an expected result, check that your Content Preferences include the appropriate grade level(s).

Search for Files

To search by:

- **Keyword**: Locate a template or file using either:
  - *Design Center Software ID*: The ID is listed with each template, shape, and collection in the **VariQuest®** *Content Guide*
  - *Content Keyword*: Enter a keyword such as “sports” or “numbers.”
- **Browse Categories**: Search through all templates, shapes, collections, graphics and design elements. The files are grouped into categories and subcategories, such as “animals” or “weather.”
- **My Files**: Search your own templates. When you customize a template, you can save it under a different name for future use. Later, you can find your saved templates through the *My Files* option.

TIP

For more specific details on searching for files, see "Locating Files in the Software," page 1-25 in the Software User’s Guide.

Basic Process

The general process for creating cutouts includes these basic steps. For more detail, see the remainder of this document.

To create a cutout or collection:

1. Choose a cutout from the available cutout types:
   - **Letters, Numbers & Symbols** (also known as "**fonts**"): Cutouts of characters found on the keyboard.
   - **Shapes**: Includes shapes, shapes with cutout text inside, or shapes with text objects (*Signs & Decals* only).
   - **Collections**: A set of coordinated shapes related to a single bulletin-board theme, craft project, or curriculum concept.
   - **My Saved Jobs**: Your previously saved cutout jobs.
2. Select the type and size of material you will use in the Cutout Maker.
3. Make any modifications to the cutout and set the number of copies.
4. Send the cut job to the Cutout Maker.

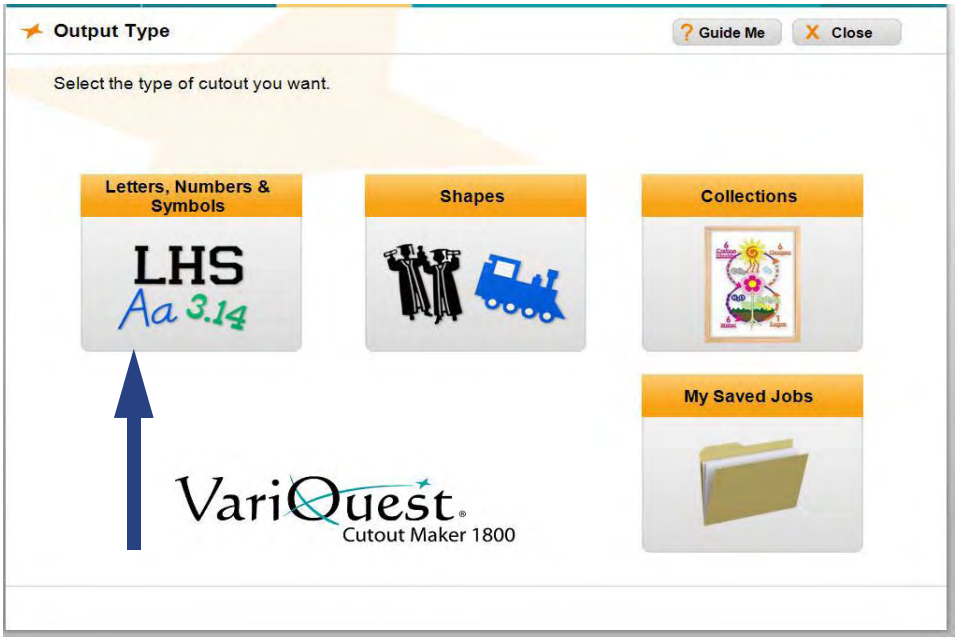
Creating all three cutout types: *Letters, Numbers & Symbols*, *Shapes* and *Collections*, involves the same basic steps, yet each type has a few unique features.

Letters, Numbers & Symbols

The *Cutouts & Collections* design element lets you choose the style, size, characters and quantity for your letters, numbers & symbols. The Cutout Maker then generates and cuts whatever character(s) appear in the text box on the Virtual Keyboard (including Spanish characters).

To make cutouts of letters, numbers, and/or symbols:

1. Touch or click **Letters, Numbers & Symbols**.

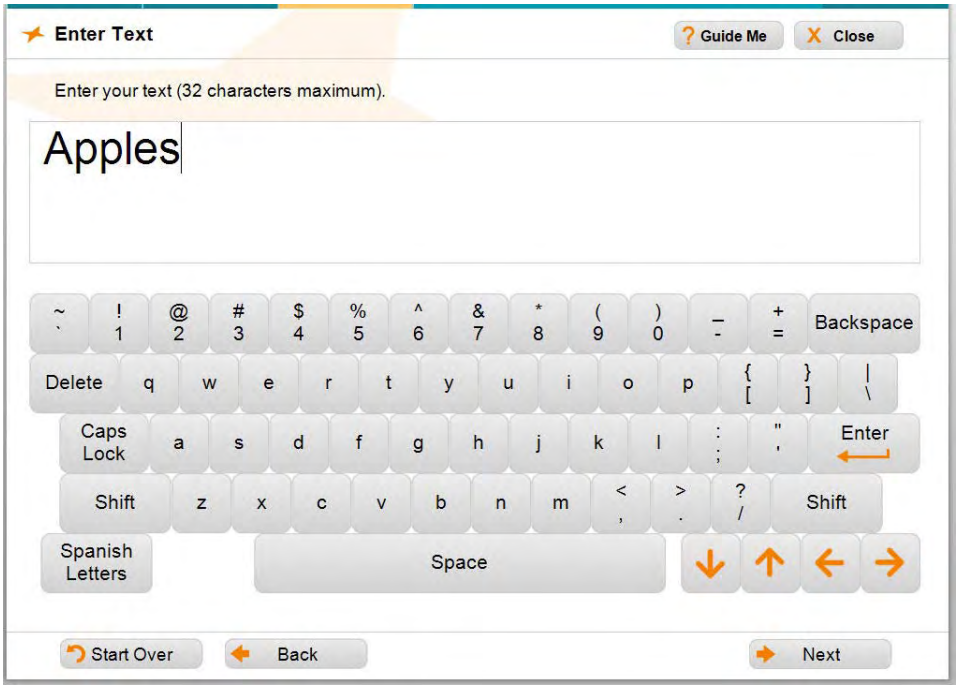


2. On the *Enter Text* screen, touch or click the characters you want to create as cutouts.

TIP

You can enter any character that appears on the keyboard (including Spanish letters) up to a maximum of 32 characters. If you use any Spanish letters, you must change the font type to LloydVQ.

3. When done, touch or click **Next**. The *Modify Your Text* screen displays with an outline of the characters you entered.



TIP

*Initially, the characters will display in **Janet VQ** font, which is one of two default fonts that come with the Design Center Software. If your organization has purchased additional fonts, those fonts will be included in the Font list.*

TIP

Currently, LloydVQ is the only font that supports Spanish Letters. If you use any Spanish letters, you must change the font type to LloydVQ.

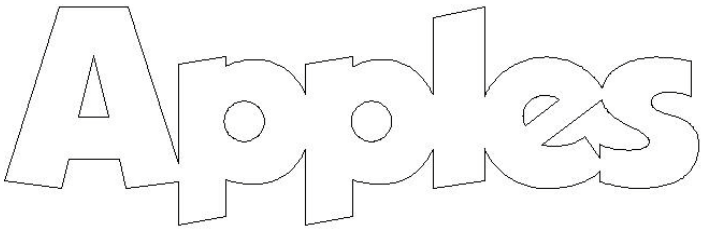
4. To select a different font, touch or click the name of the font. The outline in the preview box will change to reflect the shape of the new font.

TIP

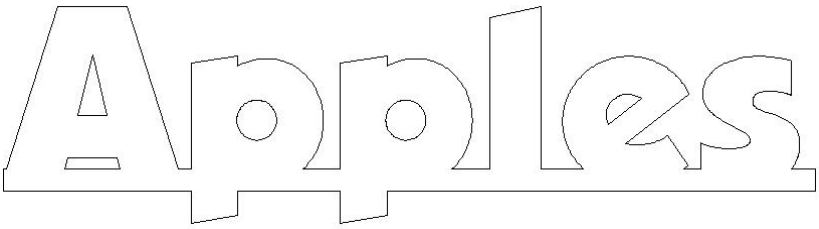
The default arrangement of characters is "Normal Text," which means each character will be cut out separately. To reduce the time involved in setting up a display, you can "join" the letters to form a single cutout. When you join characters, they are "squeezed" together and overlap slightly. There are two options for printing characters.

5. To join the characters, do one of these options:
   - **Connect Letters**: Touch or click **Connect Letters**. The preview changes to show how the characters are connected.

     - or -
   - **Add Bar** (underline): Touch or click **Add Bar**. The preview changes to show the added underline.



Preview with Connect Letters selected



Preview with Add Bar selected

TIP

*With the **Connect Letters** option, only letters not separated by a space will be joined. With the **Add Bar** option, letters "and" spaces are joined. Both options join the characters horizontally. Characters with **vertical** spaces, such as the dots on the "i" and "j" and the two lines of "=" are not joined; these characters will still output in multiple pieces — one for each part.*

TIP

When printing characters, you can also choose Preserve Letter Order to print the letters exactly as entered. For example, if you are cutting on vinyl and want to transfer the letters all at once, preserving the letter order will let you transfer all of the letters at once using vinyl transfer tape. If you do not use Preserve Letter Order, the letters will be organized to best conserve the material.

6. To preserve the letter order and print the text exactly as entered, click **Preserve Letter Order**.

7. When done, touch or click **Next** and continue to *"Common Procedures," page 7-25*.

Shapes

The **VariQuest®** *Cutout Maker 1800* can generate an enormous variety of shapes with the *Design Center Software*. You can cut shapes to match virtually any topic and, in some cases, you can also add text to shapes (e.g., merge a list of student names so that each copy of a cutout includes a unique name).

You can also create just the right size for these shapes using several preset standard sizes or choosing a custom size you specify.

Select and Edit Shapes

To make cutouts of shapes:

1. Touch or click **Shapes**.

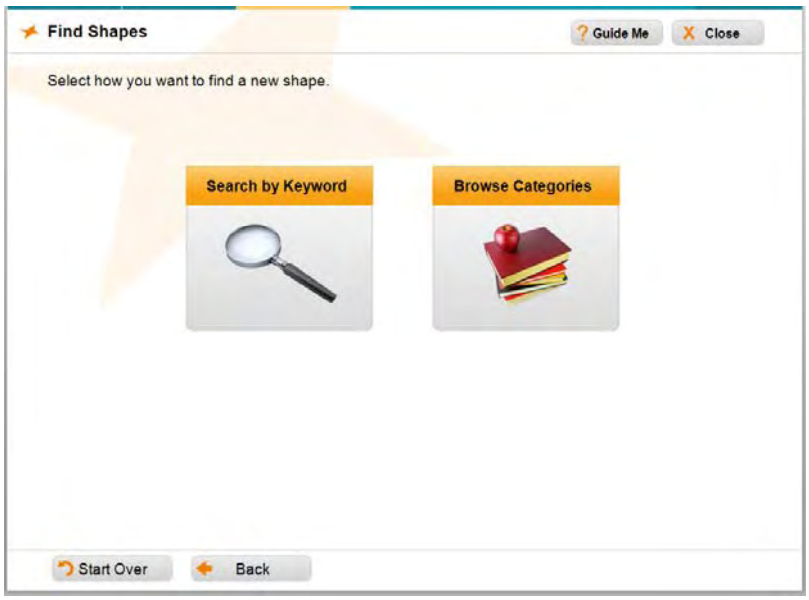
2. Search for the shape you want:
   - Touch or click **Search by Keyword** to locate the shape using its ID or name or to search by topic (e.g., “sports” or “insects”).

     - or -

   - Touch or click **Browse Categories** to browse through the shapes in all the categories and subcategories.

TIP

For detailed steps on using either search method, see "Locating Files in the Software," page 1-25 in the Software User’s Guide.

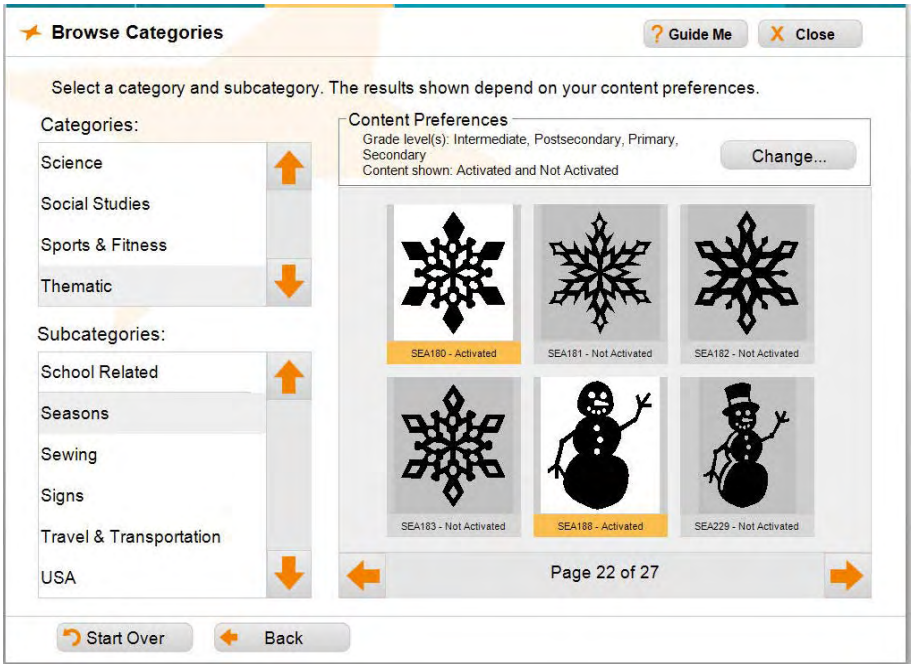


The results of your search or browse will display as thumbnails, showing all shapes that match your criteria.

TIP

*If the screen displays **No Results Found**, or if your expected result doesn’t appear, check that your Content Preferences include the appropriate grade level(s). Also check whether the Content Shown is "Activated" only or "All Content."*

3. Touch or click the thumbnail of the shape you want to use.
   - If you choose a shape that includes a text item within it, see *"Shapes with Name Lists," page 7-14* for information about using name lists to personalize each copy.
   - If you choose **Signs & Decals**, see *"Signs & Decals," page 7-19* for information about using and creating signs and decals.



4. When a magnified preview of the shape appears, touch or click **OK** to confirm your selection.

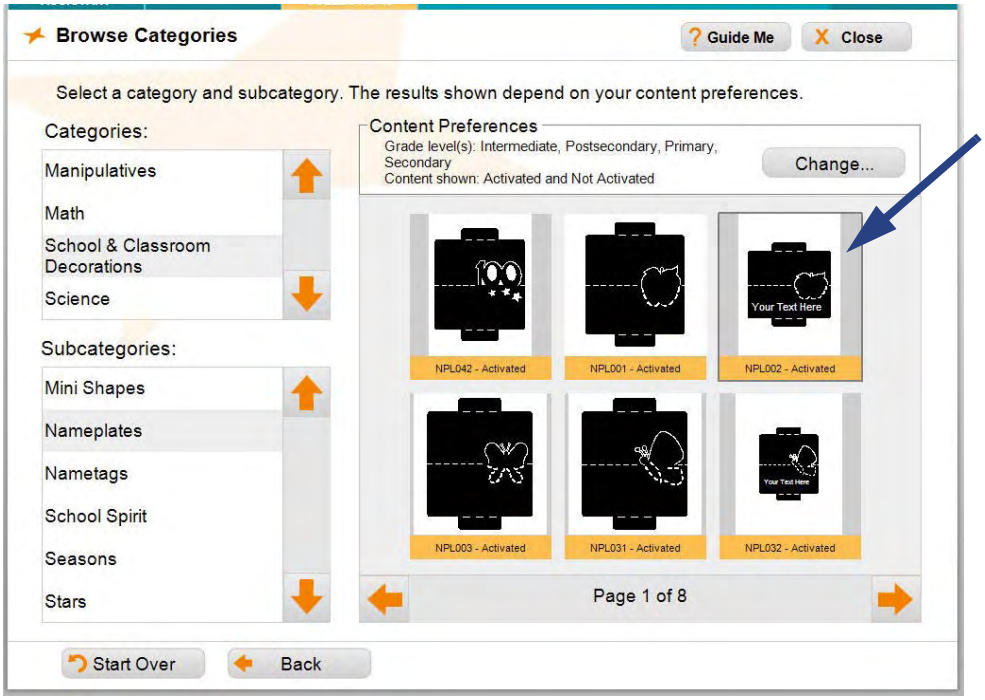
TIP

If you try to select a shape that has not been activated, you will be directed to contact Customer Service to order and activate the content (for more details, see "Obtaining Additional Content," page 1-37 in the Software User's Guide).

5. Choose the material size and type (see *"Select Material Sizes and Types," page 7-25*).

Shapes with Name Lists

If your shape includes text, continue with this procedure. Otherwise, go to *"Select Material Sizes and Types," page 7-25*.



To include shapes with text items:

1. Be sure to have a shape that includes a name list selected (e.g., NPL002), then touch or click **OK** to accept the shape.
2. In the *Include Cut Text* screen, touch or click one of the options for including a name list, then follow the instructions for that procedure.
   - **Create/Edit List**
   - **My Saved Lists**
   - **Import list from Excel**

Create/Edit List

TIP

You can use the name list function to create a list of any text — not just names. For example, you can create a "name list" consisting of the months of the year if you want to create 12 shapes, each with a different month name.

1. In the *Enter List Items* screen, touch or click the names you want included the list, then touch or click **OK**.

2. In the *Include Cut Text in Shape* screen, click **Next**.

3. When prompted, touch or click **Yes** to save your list, or **No** to continue without saving:
   - **Yes**: Enter a name for your list, then touch or click **OK**.
   - **No**: Click **OK** to continue with the project.

4. When prompted to save your list, touch or click **Yes** to save the list or **No** to continue without saving.

TIP

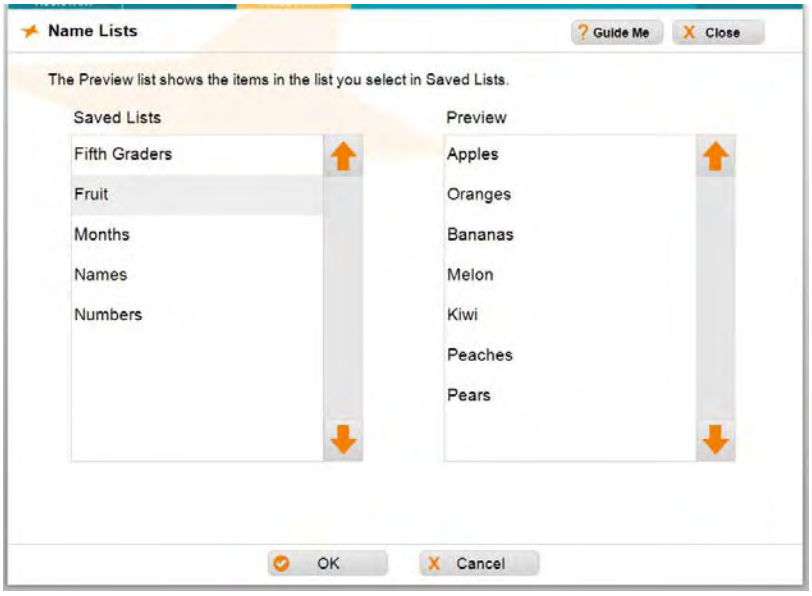
If you already have a list with this name, you will be asked if you want to overwrite the old list. If you select No, rename your list and click OK again.

5. If desired, select a different font (see *"Change Fonts," page 7-21*).

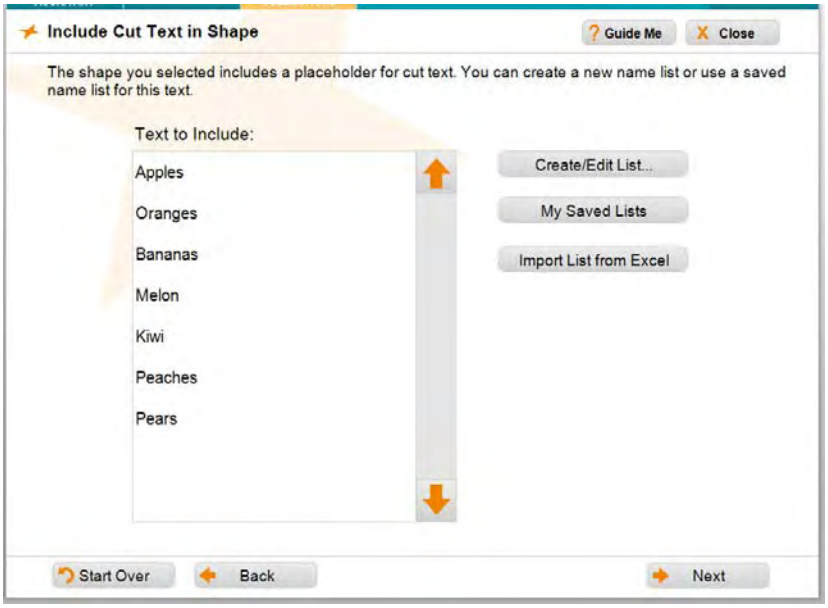
My Saved Lists

Use this procedure if you have already created and saved a name list.

1. Touch or click **My Saved Lists**.
2. In the *Saved Lists* field, select the list you want, then touch or click **OK**.



3. In the *Include Cut Text in Shape* screen, touch or click **Next**.



4. To continue with your job, go to *"Change Fonts," page 7-21*.

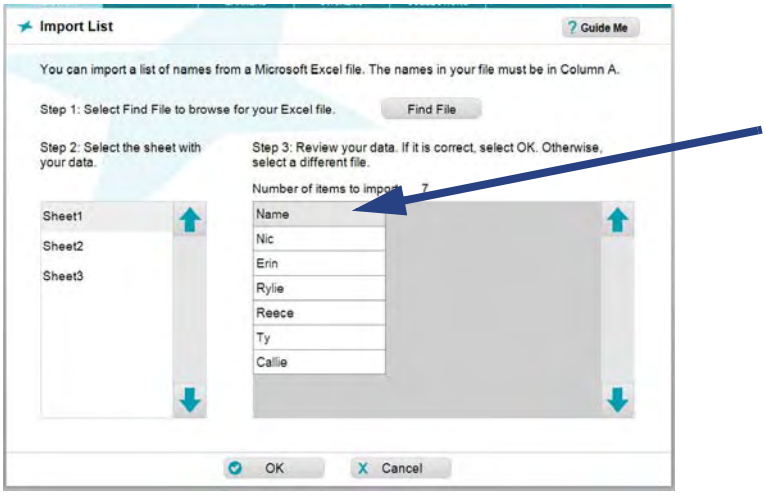
Import List from Excel

Use this procedure to import your name list from an Excel spreadsheet.

1. Touch or click **Import List from Excel**.
2. In the *Import List* screen, touch or click **Find File**.
3. Navigate to the location of your name list, then touch or click **OK**. The first sheet of the file will display the contents of Column A.

TIP

The column header is imported and will be included in the cut job unless that item is deleted. Only the information in Column A of the selected sheet is imported. Blank cells are ignored.



4. To choose another sheet in the imported file, touch or click the sheet name. The preview window is immediately updated.
5. In the *Import List* screen, touch or click **OK**.
6. To edit the name list:
   - In the *Include Cut Text in Shape* screen, edit the file by touching or clicking **Create/Edit List**.
   - In the Virtual Keyboard, edit the text that you do not want included in your list, then touch or click **OK**.
   - In the *Include Cut Text in Shape* screen, click **Next**.
7. To continue with your cutout job, go to *"Change Fonts," page 7-21*.

Signs & Decals

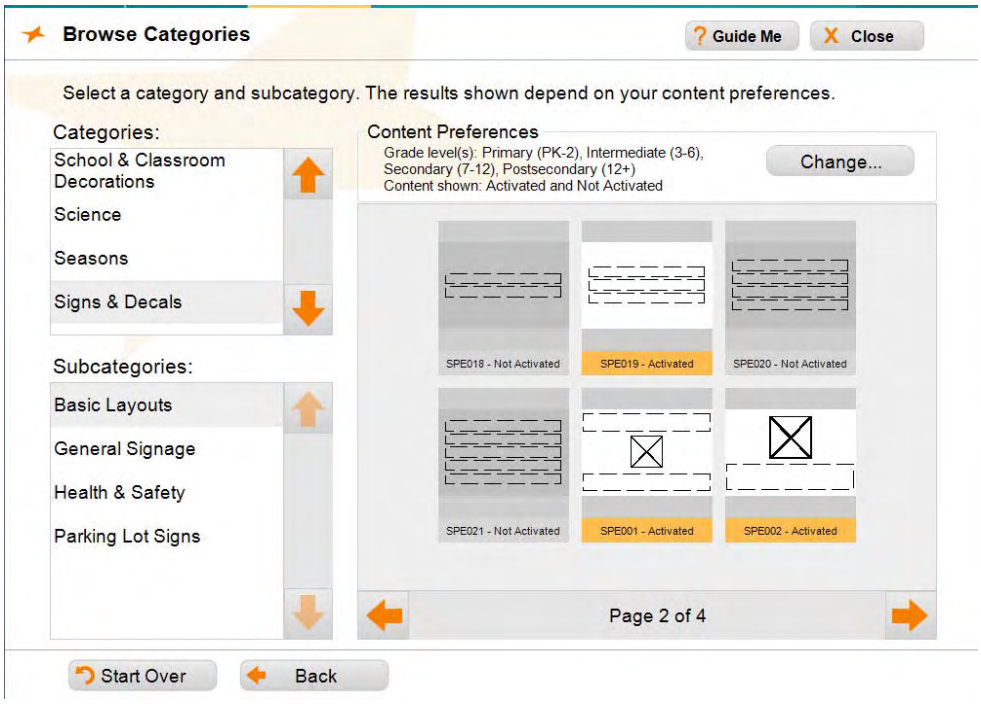
Signs & Decals allow you to create projects that include both text and graphics. When printed on vinyl material, you can use VariQuest transfer tape to transfer the cutout vinyl to windows, doors and other objects.

TIP

You cannot delete the text or graphics boxes in Signs & Decals templates. If you do not want text or graphics to be cut, leave the object box(es) empty.

To create signs & decals:

1. Touch or click **Browse Categories** and choose **Signs & Decals**. The available templates will display as thumbnails.
2. Touch or click the template you want, then touch or click **OK** to accept it.



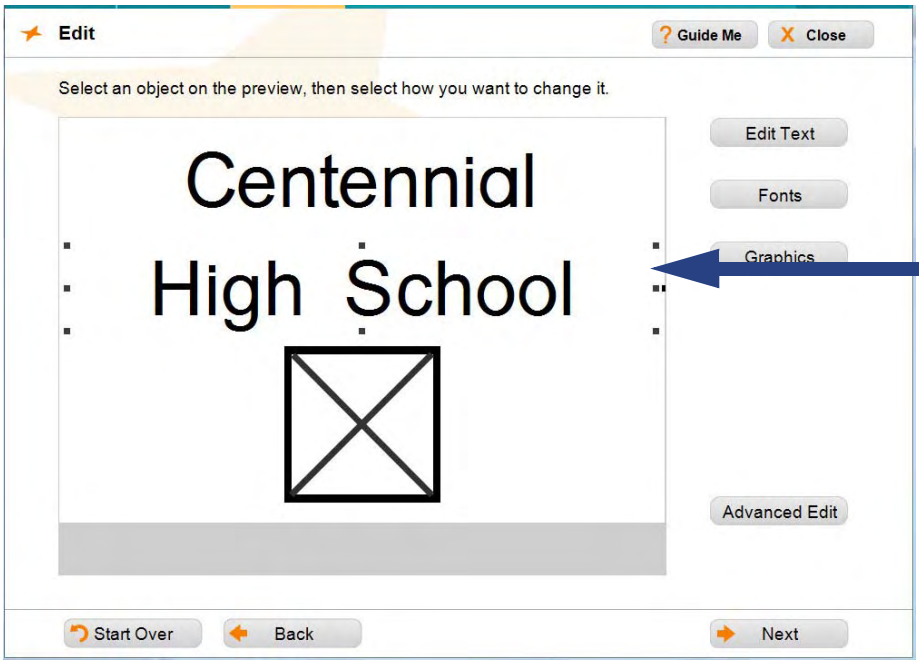
TIP

Signs & Decals templates are designed for optimum use and layout. You cannot add more text or graphic boxes to Signs & Decal templates. If you need additional object boxes, try choosing a different template.

Text Editing

To edit the text:

1. Select a text box, then touch or click **Edit Text**. The Virtual Keyboard appears.
2. Touch or click the keyboard on your screen or PC to modify the text.



3. When done entering text, touch or click **OK**.

TIP

Remember to always select the text or graphic you want to change **before** *clicking Edit Text or Graphics.*

- *When you select an editable text box or graphic, square "bullets" appear around it to indicate that it is selected.*
- *A blank space outlined by a thin dotted line indicates a text box. The text box is cut out If no text is entered.*
- *A thick black box with an X inside marks an area where a graphic can be placed. The graphic box is cut out if no graphic is inserted.*

4. To continue modifying the template, go to:
   - *"Advanced Editing," page 7-23* to perform additional editing.
   - *"Graphics," page 7-22* to insert or replace graphics.

Change Fonts

TIP

At least two fonts are included with your Design Center Software. You can choose any for your text, however, if you are using Spanish Letters, you **must** *choose LloydVQ.*

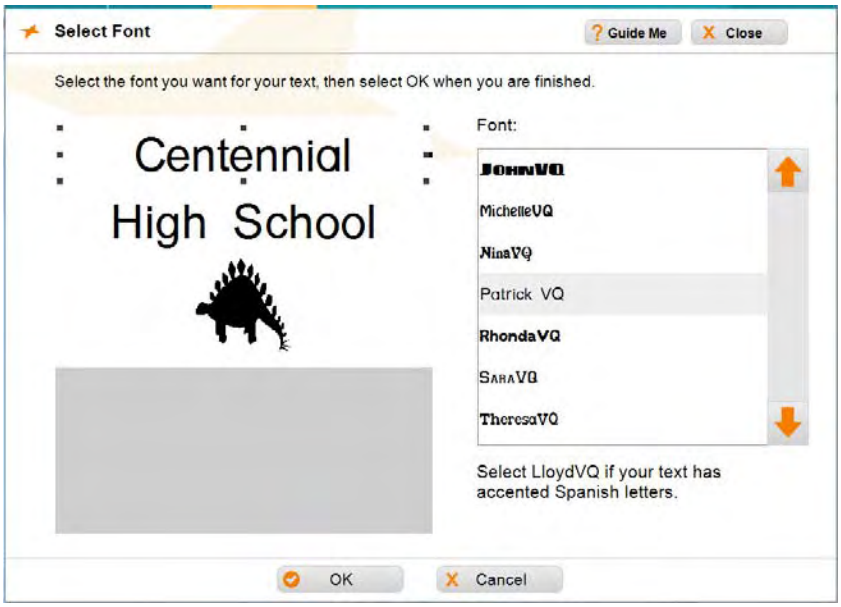
To change a font:

1. At the *Select Font* screen, touch or click the font you want to use for your cut text.

TIP

Whenever you make a change, the template preview will update immediately.

2. Touch or click **OK**.



TIP

If your template contains more than one modifiable text item, you can select another text item without going back to an earlier screen. Just touch or click the next text object you want to modify and follow the steps of this procedure.

3. When ready to print the project, touch or click **Next** to go to the *Print Preview* screen.

TIP

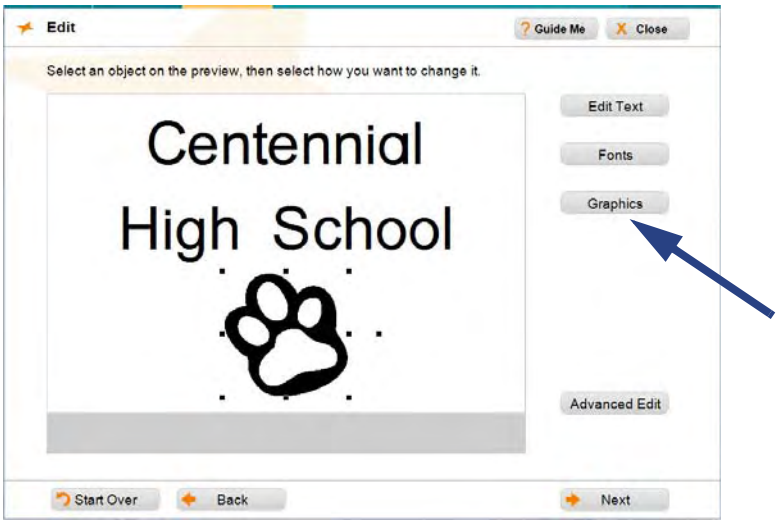
To reduce wasted space, the text bounding box is automatically sized to fit the text when the job is sent to the printer.

Graphics

VariQuest® graphics are provided for a variety of designs. Not all graphics will look good on all templates, so you may need to experiment to find the graphics that work best for your specific template.

To change a graphic:

1. On the *Edit* screen, touch or click the graphic you want to change.
2. Touch or click **Graphics**.



3. On the *Change Graphic* screen, touch or click the button identifying how you want to search for the new graphic:
   - **Search by Keyword** searches graphics based on keyword(s) you enter.
   - **Browse Categories** searches the graphics based on categories within the software.
4. When you locate the graphic you want, touch or click the thumbnail.
5. When ready to print the project, touch or click **Next** to go to the *Print Preview* screen.

TIP

To reduce wasted space, the text bounding box is automatically sized to fit the text when the job is sent to the printer.

Advanced Editing

Advanced editing gives you additional control over the content of the template.

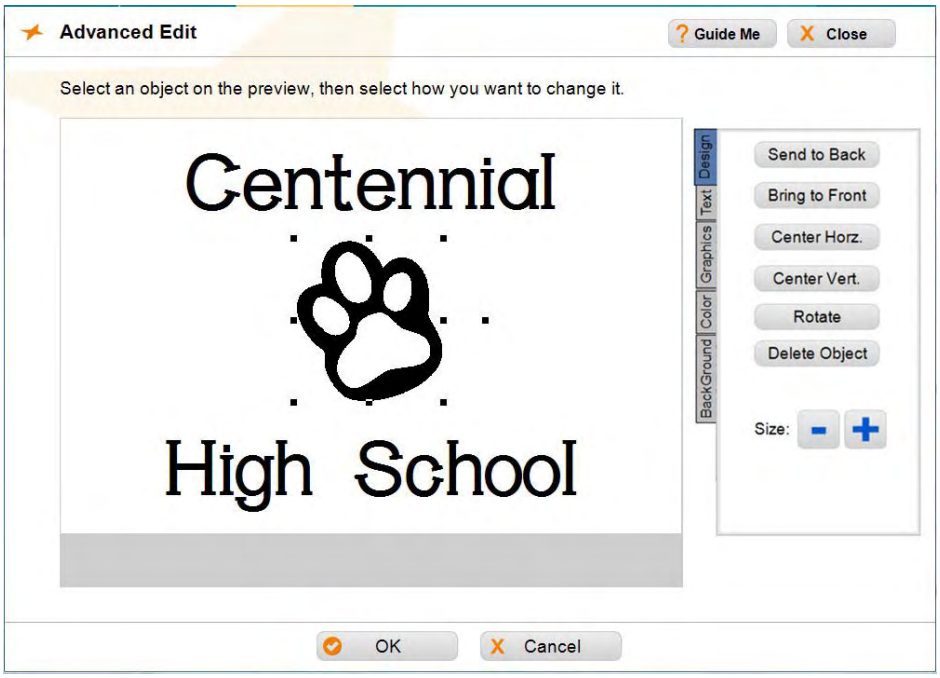
TIP

When sizing text, the object box remains centered on the sign or decal -- only the font size changes. This is to ensure that the text is always centered on the sign or decal. When sizing graphics, both the graphic and object box changes. You may need to reposition the graphic after sizing it.

To do advanced editing:

1. From the *Edit* screen, touch or click **Advanced Edit**, then use any of these buttons to change the editable objects on the template:

Edit Text	Touch or click to change the text in a text box. When the Virtual Keyboard appears, enter the new text, then touch or click **OK**.
Fonts	Select a text object, in the *Select Font* screen, touch or click to select a different font, then touch or click **OK**.
Graphics	Touch or click to change an existing graphic. In the *Change Graphic* screen, browse to the location of the new graphic, then touch or click **OK**.



2. To further edit objects, you can do any of the following:
   - **Move editable objects**: Touch and drag the object (cannot be done from normal editing mode).
   - **Change graphic size or proportionally size text objects**: Touch or click the **Size (+)** or **(-)** button to increase or decrease the size.

Common Procedures

Use these procedures to complete the cutout process for *Letters, Numbers & Symbols* and/or *Shapes*.

Select Material Sizes and Types

Selecting the right material type is important because the choice determines the optimal settings for blade pressure and depth on the Cutout Maker.

If you select the right material type, but the blade cuts either too deep or not enough, you can adjust the blade depth using the **Adjust Material Settings** option (see *"Adjusting Blade Depth," page 7-44*).

CAUTION!
Material types have been thoroughly tested. Using an unlisted material type or choosing the wrong type could damage your equipment.

The *Design Center Software* makes it easy to select from the three most common material sizes:

- **12" x 18"** (large construction paper)
- **9" x 12"** (small construction paper)
- **8.5" x 11"** (bond paper and card stock)

You can also specify a nonstandard paper size using the **Custom** option. This lets you maximize the use of your material, save money, and make use of odd-sized scrap material.

The *Cutouts& Collections* design element also lets you choose from a number of material types:

Material Type	Typical Weight or Size
Heavy construction paper — regular or cold-laminated	60-80 lbs
Light construction paper — regular or cold-laminated	40-50 lbs
Card stock	80-100 lbs
Bond (i.e., typical printer or copier paper)	20 lb
VariQuest® Magnetic Sheets	0.018 - 0.024 in.
VariQuest® Vinyl Sheets (includes adhesive but not liner)	0.063 - 0.09 mm

TIP
When vinyl is selected, a "weeding box" is added to the cutout to allow the objects to be more easily removed using transfer tape. See example for "Setting Up the Cutout Maker for Output," page 7-34.

Standard Material Size and Type

Follow this procedure when using pre-defined standard material sizes and types. For custom material, see *"Custom Material Size and Type," page 7-27*.

To select the size and type of material for a cutout:

TIP

When you first access this screen, both the material size and type will default to the most recent selections made on this screen.

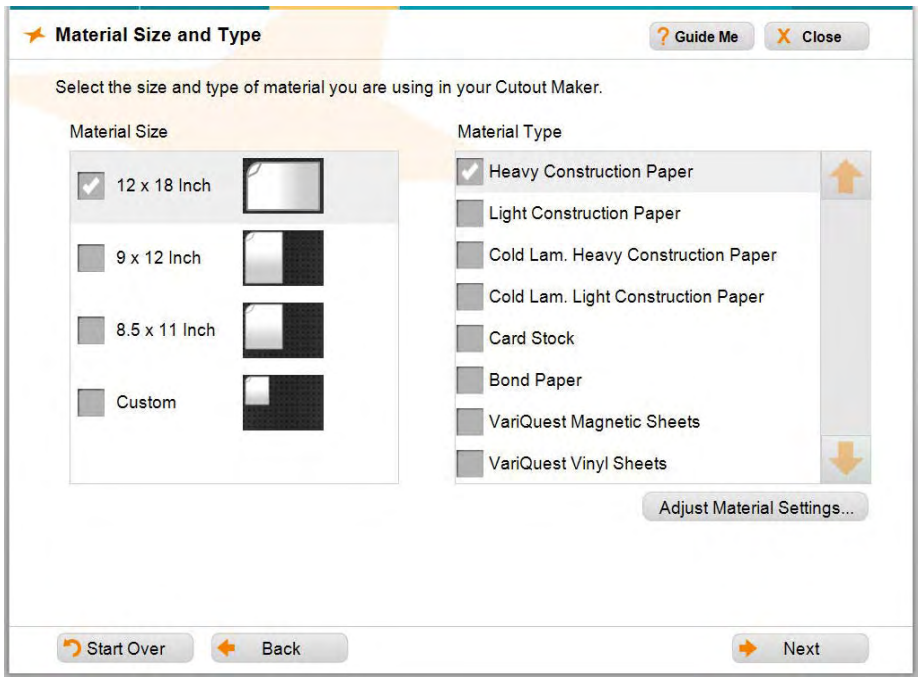
1. In the *Material Size and Type* window, touch or click the box next to the **Material Size** you want for this project.
   - For custom size material, skip the rest of this procedure and go to *"Custom Material Size and Type," page 7-27*.
2. In the *Material Type* list, touch or click the ***Material Type*** you want to use.

TIP

If you choose Magnetic material, you will need to change the cutting blade. Go to "Using VariQuest Magnetic Sheets with Cutout Maker," page 7-37.

If you choose Vinyl material, you may also want to use transfer tape. See "Using Transfer Tape with VariQuest Vinyl Sheets," page 7-38.

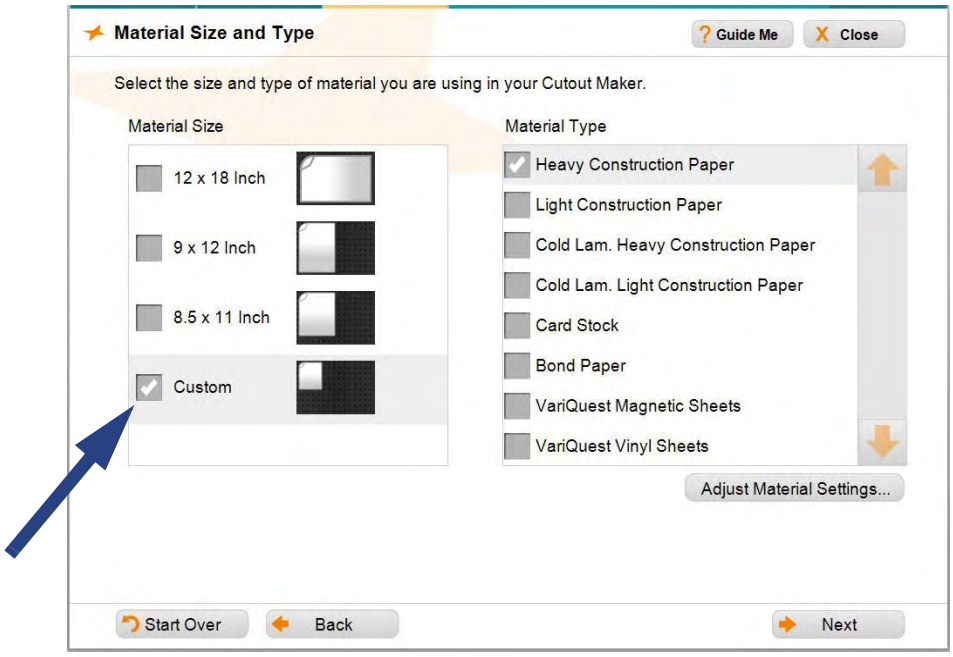
3. Touch or click **Next**.
4. Go to *"Adjust Cutout Size," page 7-29*.



Custom Material Size and Type

Use this procedure to use custom size material sizes and types. To use one of the pre-defined standard material, see *"Standard Material Size and Type," page 7-26*.

1. In the *Material Type* list, touch or click the ***Material Type*** you want to use.
2. From the *Material Type and Size* screen, touch or click ***Custom***.



3. Click **Next**. The *Custom Size* screen opens.

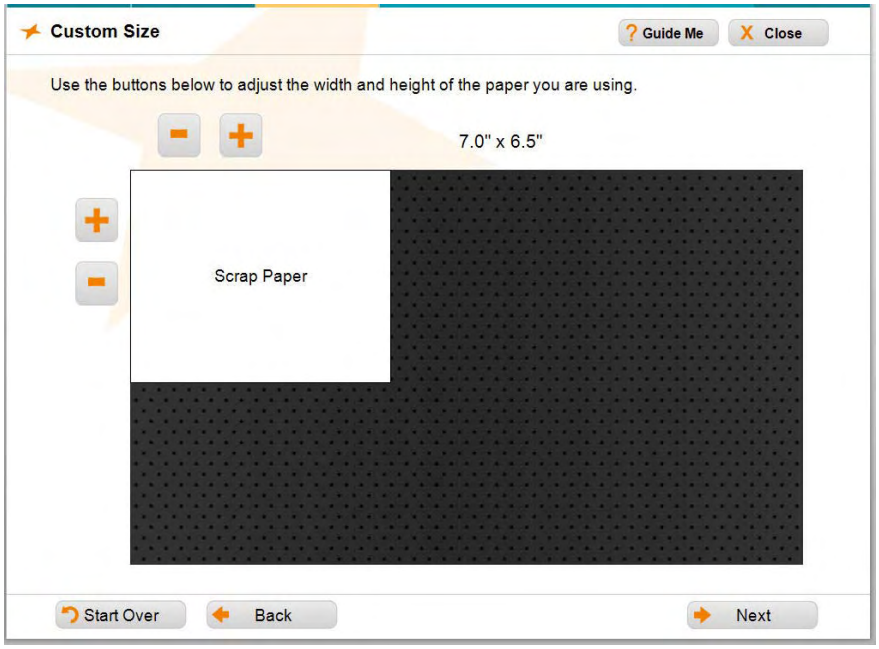
TIP

The "scrap paper" graphic on the Custom Size screen defaults to 6" x 6". The smallest paper size is 4.5" x 6".

4. Touch or click the plus (**+**) and/or minus (**-**) buttons until the scrap paper dimensions on the screen match the size of your material.

TIP

*If you are using a piece of scrap material that is **not** rectangular, measure the largest rectangular area of the scrap, and use those dimensions for setting the custom size.*



5. When satisfied with the output size, touch or click **Next** to continue.
6. Go to *"Adjust Cutout Size," page 7-29*.

Adjust Cutout Size

The *Select Size* screen shows both the relative size and placement of cutouts on the material that will result in the least amount of waste. When you change the size, the preview will update.

To select a text or shape height:

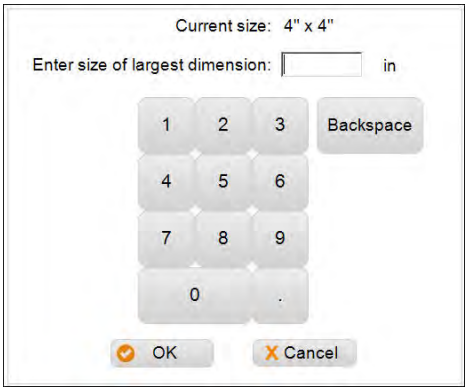
1. When the *Select Size* screen displays, select the height you want for your text or shape. To change the output size, do one of the following:
   - Touch or click one of the **predefined sizes**. To ensure that Signs & Decals are usable, the predefined sizes are different than other cutouts.

TIP

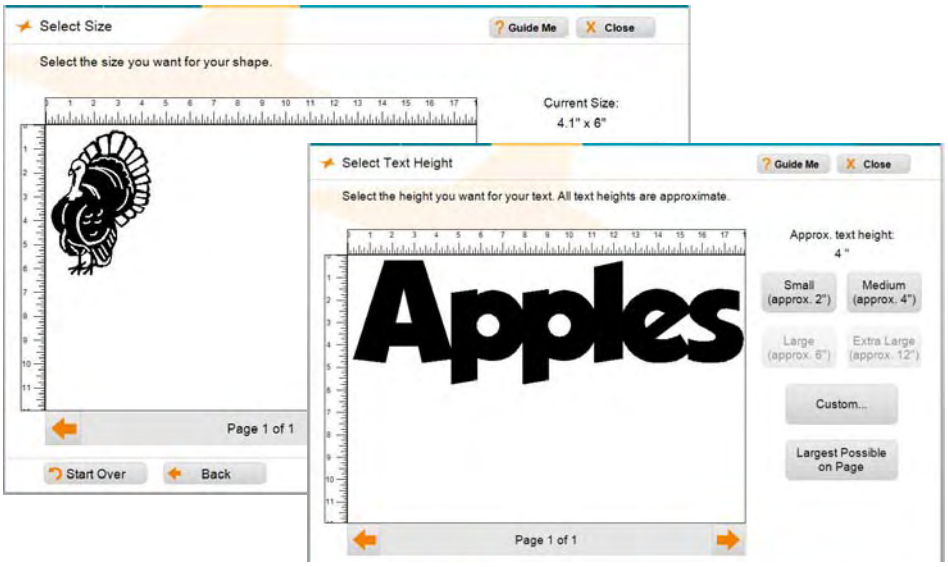
For **Text***, the number of inches reflects the approximate height of the tallest letters, plus descenders. For* **Shapes** the number of inches reflects the length of the larger dimension.

Text (Normal)	Text (Signs & Decals)	Shapes (Normal)	Shapes (Signs & Decals)
Small (approx. 2")	Small (approx. 6")	Small (2”)	Small (6”)
Medium (approx. 4")	Medium (approx. 8")	Medium (4”)	Medium (8”)
Large (approx. 6")	Large (approx. 10")	Large (6”)	Large (10”)
Extra Large (approx. 12")	Extra Large (approx. 12")	Extra Large (12”)	Extra Large (12”)

   - Touch or click **Custom** to set a size not listed. Then:
     - Using the numeric keypad, touch or click the number(s) equal to the approximate height of the tallest letter (plus descenders), or largest dimension. To delete a number, touch or click **Backspace**.
     - Touch or click **OK** to accept your entry and close the keypad.



- Touch or click **Largest Possible on Page** to produce the largest cutout without “tiling” (i.e., cutting a character or object in two or more pieces).



TIP

*It is possible to **increase** the cut size so much that a single object is too big to fit on one sheet. In that case, a message will indicate that one or more objects will be tiled (split onto multiple sheets). It is also possible to **decrease** the size to the point that it loses some definition. In that case, a message indicates that a object is smaller than the minimum cut size. When you see either message, you can adjust the cut size accordingly.*

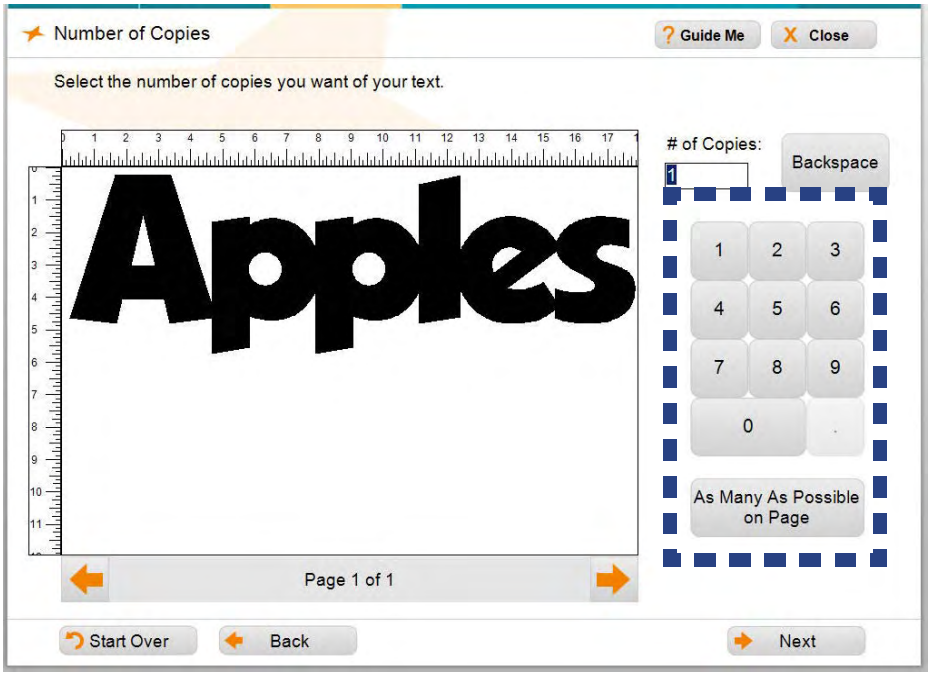
2. When satisfied with the output size, touch or click **Next** to continue.
3. Go to *"Select the Number of Copies or Shapes," page 7-31*.

Select the Number of Copies or Shapes

1. On the *Number of Copies* screen, enter the number of cutouts you want to generate by touching or clicking the numbers on the numeric keypad or the PC.

TIP

When you change the quantity, the screen updates the preview layout and the page count below it. Use the arrows to scroll through all pages.



TIP

The option to fit as many as possible on a page lets you maximize the use of your material. Be sure to verify the final quantity. For example: If you choose **As Many as Possible on Page,** *which results in 8 shapes on a page, the number of copies will automatically change to 8. But if you want 16 copies, you need to replace "8" with "16" using the keypad. The Cutout Maker will then cut two pages of 8 shapes each.*

2. Click **Next** to continue to the prepare to cut preview screen.
3. Go to *"Preview Your Job," page 7-32*.

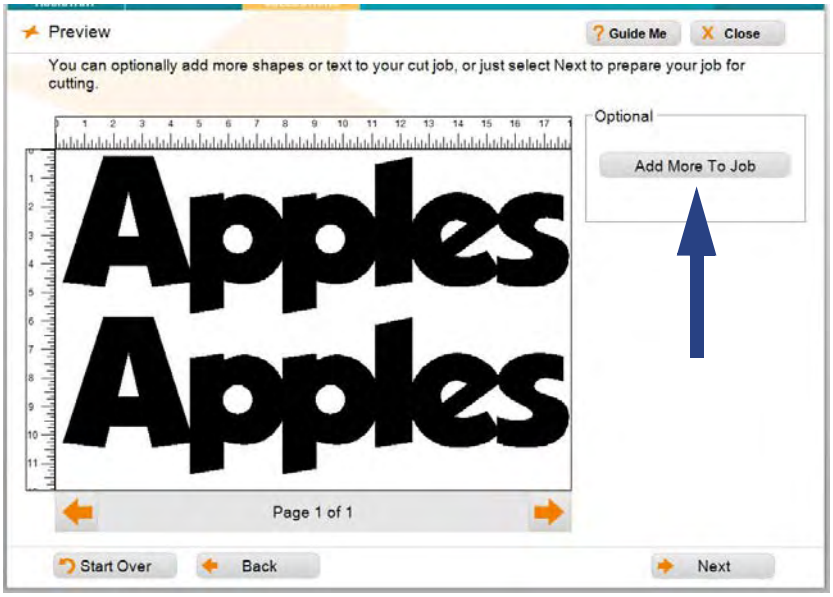
Preview Your Job

When you have a number of shapes and/or text to cut, you can save both time and material by generating them in the same session and sending them to the Cutout Maker in one batch.

You can add as many shapes, letters, numbers, and symbols as you want to a single cut job. A collection is the only output type that must have its own cut job.

To cut multiple shapes and/or font characters in one job:

1. On the *Preview* screen, before sending your job to the cutter, touch or click **Add More to Job**.



2. On the *Output Type* screen, touch or click either **Letters, Numbers & Symbols** or **Shapes** (*Collections* cannot be added).
3. Follow these procedures to create the additional text or shape:
   - *"Letters, Numbers & Symbols," page 7-6*
   - *"Shapes," page 7-11*.

TIP

*You can adjust the size of **only** the most recently added cutout. After selecting* **Add More to Job***, the size of the cutouts already in the layout cannot be changed.*

4. When done, touch or click **Next**.
5. Go to *"Save Cut Jobs and Prepare for Cutting," page 7-33*.

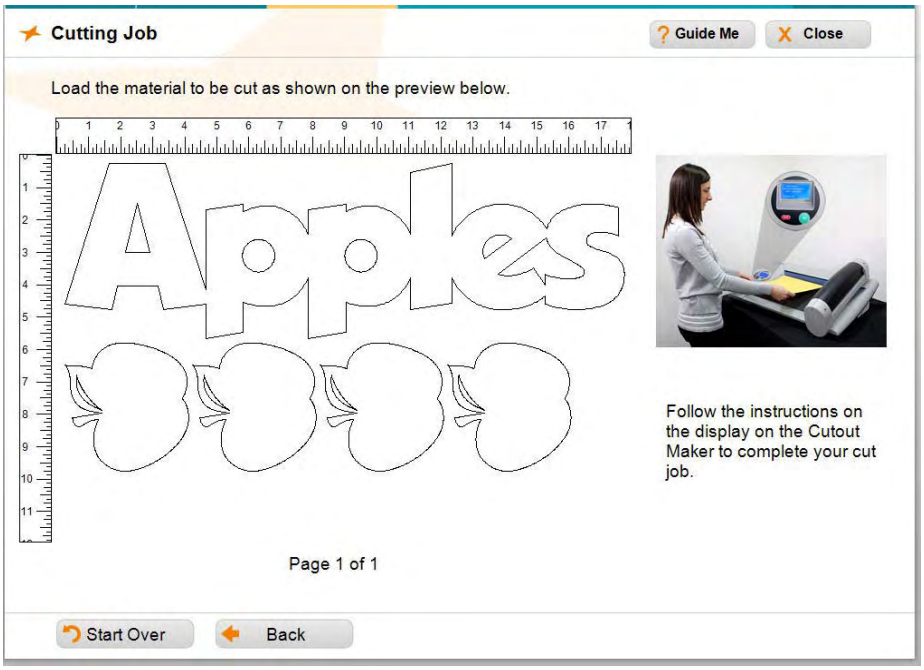
Save Cut Jobs and Prepare for Cutting

When you have completed your job, before sending it to the Cutout Maker, you will be given the opportunity to save the cut job so that you can use it again.

TIP

You cannot edit a cut job after it has been saved. You can only re-cut it.

1. At the prompt to save your job, select **Yes** to save the cutout job or **No** to continue without saving.
   - **No**: Continue to the next step.
   - **Yes**: In the Virtual Keyboard, enter a name for your cut job, then touch or click **OK**. A message will display indicating that your job has been saved.
2. In the *Cutting Job* screen, follow the prompts to connect your cutout maker and continue cutting the job.

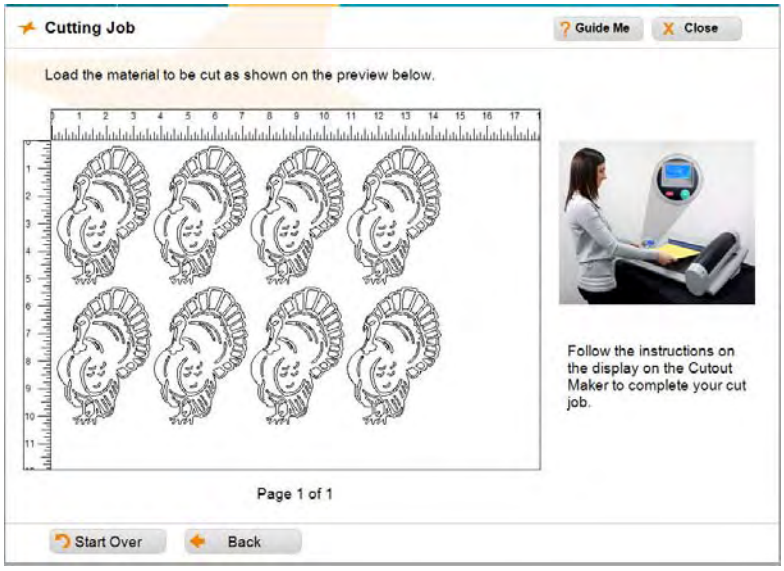


Setting Up the Cutout Maker for Output

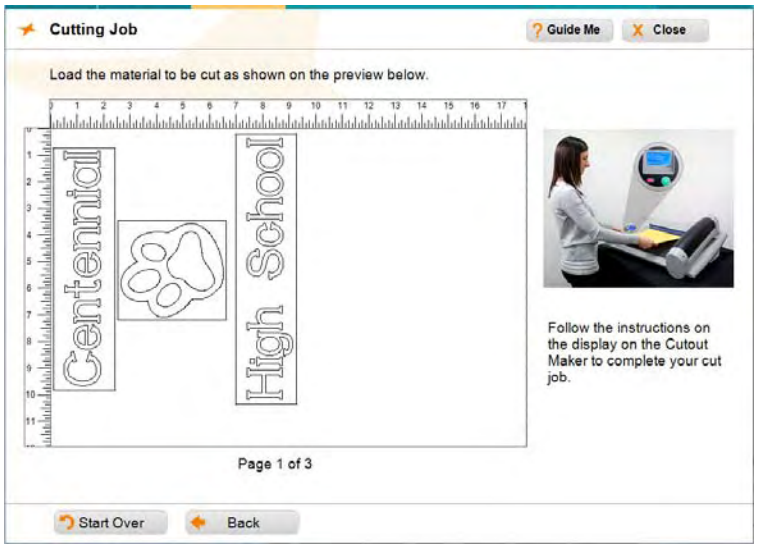
When satisfied with your cutout project, your final step is to send the project to the **VariQuest®** *Cutout Maker 1800* to be cut. The procedure is similar for all cutout types.

To output cutouts:

1. After preparing a cut job, touch or click **Next** from the *Preview* screen. The *Cutting Job* screen displays with a message to go to the Cutout Maker and follow the instructions on the LCD display.



Example of weeding box for vinyl material cutouts:

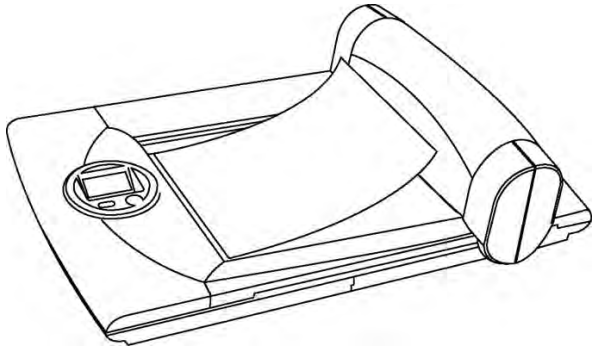


2. Load the material for the first page of the job:
   - When prompted by the Cutout Maker:
     - Load the material type selected for the project.

TIP

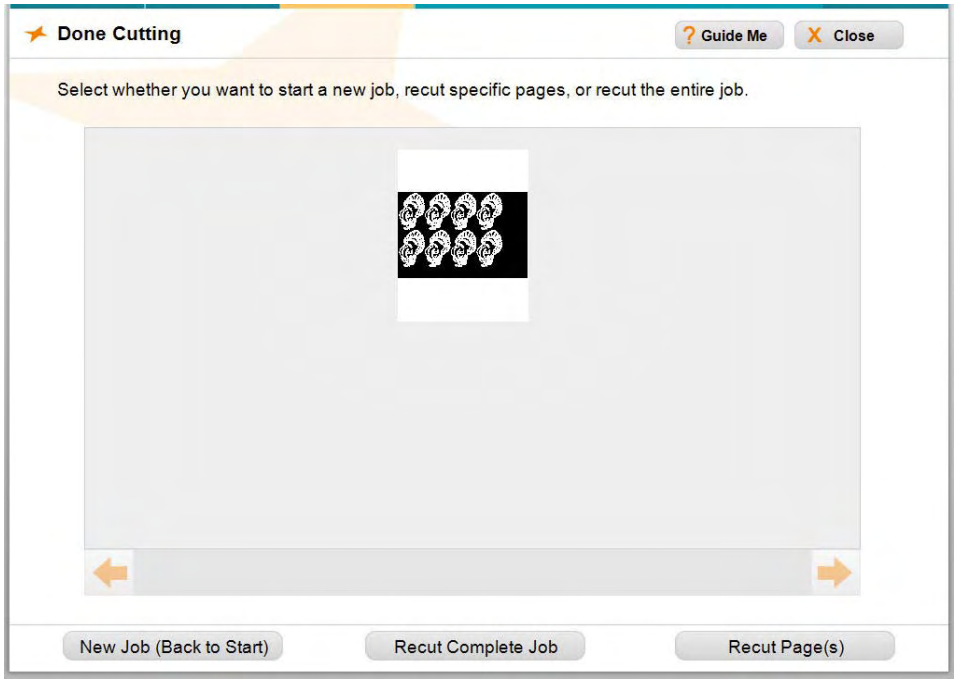
If you choose Magnetic material, you will need to change the cutting blade. See "Using VariQuest Magnetic Sheets with Cutout Maker," page 7-37.

     - Load the correct material color, if cutting a job that uses multiple colors.
   - Always place the sheet so its upper-left-hand corner fits snugly into the top left-hand corner of the cutting bed (see illustration).
   - If cutting two smaller pages side-by-side, place the first sheet so its upper-left corner fits snugly into the top-left corner of the cutting bed. Then place the second sheet next to the first one, ensuring there is ***no gap*** between the sheets.



3. With the sheet loaded, press **GO** on the Cutout Maker.
4. When prompted, smooth the sheet on the cutting bed to ensure any wrinkles or curls are flattened out, then press **GO** again.
5. When the first page is done, remove the material from the cutting bed.
6. If your cut job is more than one page, repeat *Steps 2 through 5* for each page.

7. When the cutouts are done, the *Done Cutting* screen will display. Touch or click one of the following options to continue:
   - **New Job (back to start)**: Returns to the *Output Type* screen where you can start another job.
   - **Recut Complete Job**: Returns to the *Cutting Job* screen.
   - **Recut Page(s):** To recut pages, touch or click one or more of the pages, then select this button.



Using VariQuest Magnetic Sheets with Cutout Maker

When using **VariQuest®** Magnetic Sheets with the **VariQuest®** *Cutout Maker 1800*, you will need to use a blade designed specifically to cut magnetic material.

For more information or additional assistance, please contact **VariQuest®** Technical Support at 800.328.0585 or visit www.variquest.com.

TIP

Blades for magnetic material are identified with blue coloring on the blade tip.

If you select **VariQuest®** Magnetic Sheets from the *Material Size and Type* screen, you will be prompted to change the cutting blade to the magnet blade.

To change the cutting blade:

1. Remove the power from the Cutout Maker.
2. Open the gantry top cover by lifting up its left side.
3. Locate the blade holder.
4. Rotate the blade holder 90° toward the front of the machine.
5. Press the blade release button at the rear of the blade holder to eject the existing blade.
6. Using the cork end of the blade-removal tool, remove the blade from the blade holder.
7. Insert the magnet blade (with blue coloring on tip) until only a ¼-inch of the blade protrudes from the holder.
8. Turn the power on. The blade will retract within the blade holder.
9. Rotate the blade holder assembly 90° backwards to its operating position.
10. Close the gantry top cover.

CAUTION!

*Use only **VariQuest®** Magnetic Sheets. No other magnetic materials have been tested or qualified for use with the Cutout Maker. Use of other unqualified materials may result in loss of manufacturer's warranty.*

Using Transfer Tape with VariQuest Vinyl Sheets

After completing a cutout job using **VariQuest®** Vinyl Sheets, you can use transfer tape to easily transfer your cutout to permanent surfaces such as walls, lockers, cars and more. Using transfer tape can help keep vinyl cutouts in their original shape without stretching or wrinkling.

TIP

When using vinyl material, a "weeding box" is also cut around the object boxes to make removing the cutouts easier.

For more information or additional assistance, please contact **VariQuest®** Technical Support at 800.328.0585 or visit www.variquest.com.

To use transfer tape:

1. Complete the cutout job.
2. Use the tweezers provided in the **VariQuest®** *Cutout Maker 1800* Maintenance Kit to remove any unnecessary areas around cutout shapes and letters.
3. Using scissors, cut the transfer tape to a size slightly larger than the cutout that needs to be transferred.

TIP

For cutouts wider than 6", overlap two pieces of transfer tape to cover the entire cutout.

4. Press and rub the transfer tape firmly over the cutout to eliminate any wrinkles or creases.
5. Gently pull up to ensure the cutout adheres to the transfer tape.
6. Place the cutout, adhesive side down, onto the permanent surface.
7. Rub the transfer tape firmly over the cutout.
8. Remove the transfer tape. The vinyl cutout will be adhered to the permanent surface.

CAUTION!

*Use only **VariQuest®** Vinyl Sheets. No other vinyl materials have been tested or qualified for use with the Cutout Maker. Use of other unqualified materials may result in loss of manufacturer's warranty.*

Collections

Another option for making cutouts is to generate a coordinated set of graphics such as a theme-based bulletin board or an instructional unit involving the *assembly* of parts.

The **VariQuest®** *Design Center Software* offers collections of coordinated graphics, making it easy to generate the cutouts and ensure the various pieces are grouped together for cutting in the correct size and on the correct color of material.

TIP

You cannot modify any parts of collection, however, you can change the overall collection size.

Make Cutouts using a Collection

To make cutouts using a collection:

1. Touch or click **Cutout Maker**.

2. Select **Collections**.

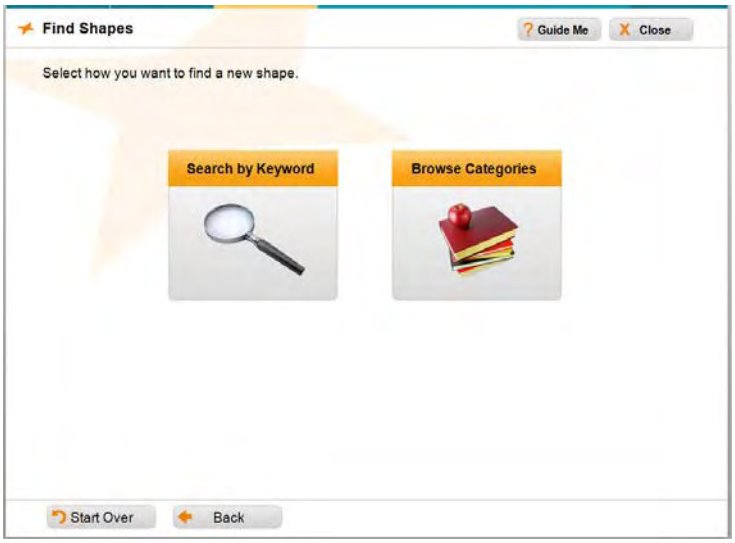
3. Search for the collection you want:
   - Touch or click **Search by Keyword** to locate the shape using its ID or name or to search by topic (e.g., “sports” or “USA”).

     - or -

   - Touch or click **Browse Categories** to browse through the collections in all categories and subcategories.

TIP

For detailed steps on using either search method, see "Locating Files in the Software," page 1-25 in the Software User’s Guide.



The results of your search or browse will display as thumbnails, showing all collections that match your criteria.

TIP

*If the screen displays **No Results Found**, or if your expected result doesn’t appear, check that your Content Preferences include the appropriate grade level(s). Also check whether the Content Shown is "Activated" only or "All Content."*

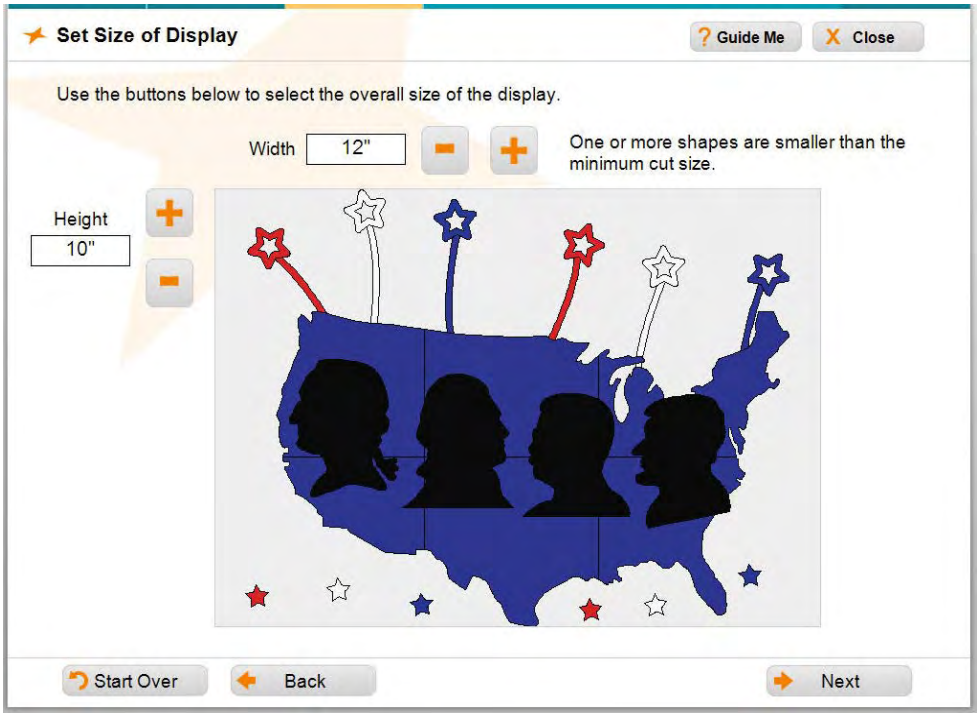
4. Touch or click the collection you want, then touch or click **OK** in the magnified preview. The *Material Size & Type* screen opens.
5. Select the material size and type (, then touch or click **Next**.
6. To change the width and height of the overall display, touch or click the plus (**+**) and/or minus (**-**) buttons. Any changes you make to one dimension will change the other dimension proportionally.

TIP

As you size the collection, you may get either of two messages (if you get either message, consider adjusting the size):

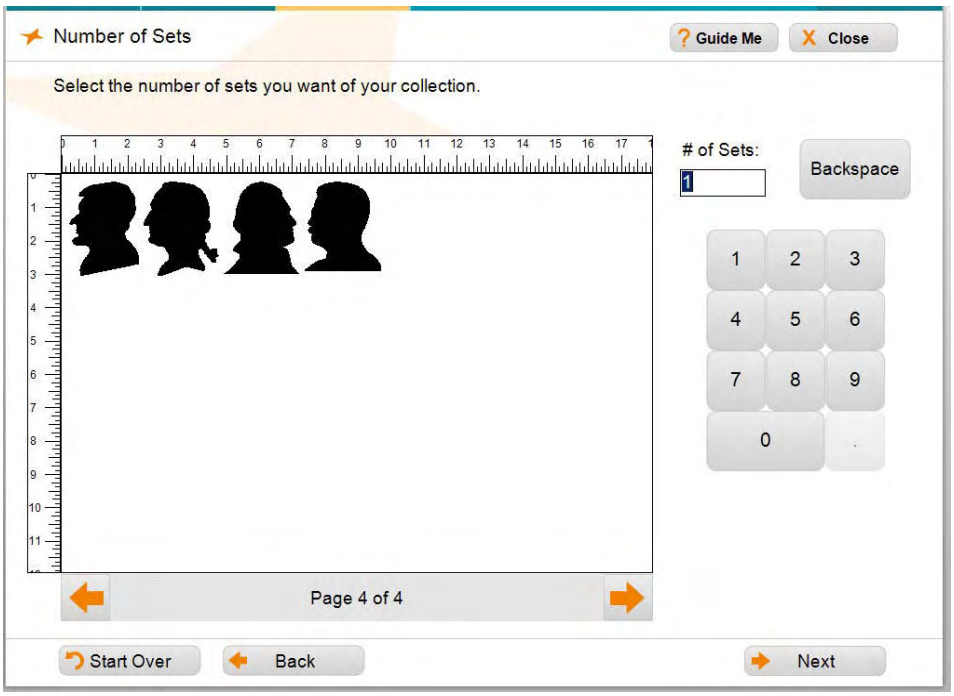
- ***One or more shapes are smaller than the minimum cut size.*** *Indicates that you should increase the size to ensure all pieces of the collection are cut out.*
- ***One or more shapes are too large for a single sheet and will be tiled.*** *Indicates that at least one piece of the collection will be cut into two or more parts.*

7. When done, touch or click **Next**.



8. In the *Number of Sets* screen, select the **# of Sets** you want for this collection.

   When you set the quantity, the preview screen will update, as well as the number of pages. Use the left and right arrow buttons to scroll to view the other pages.



TIP

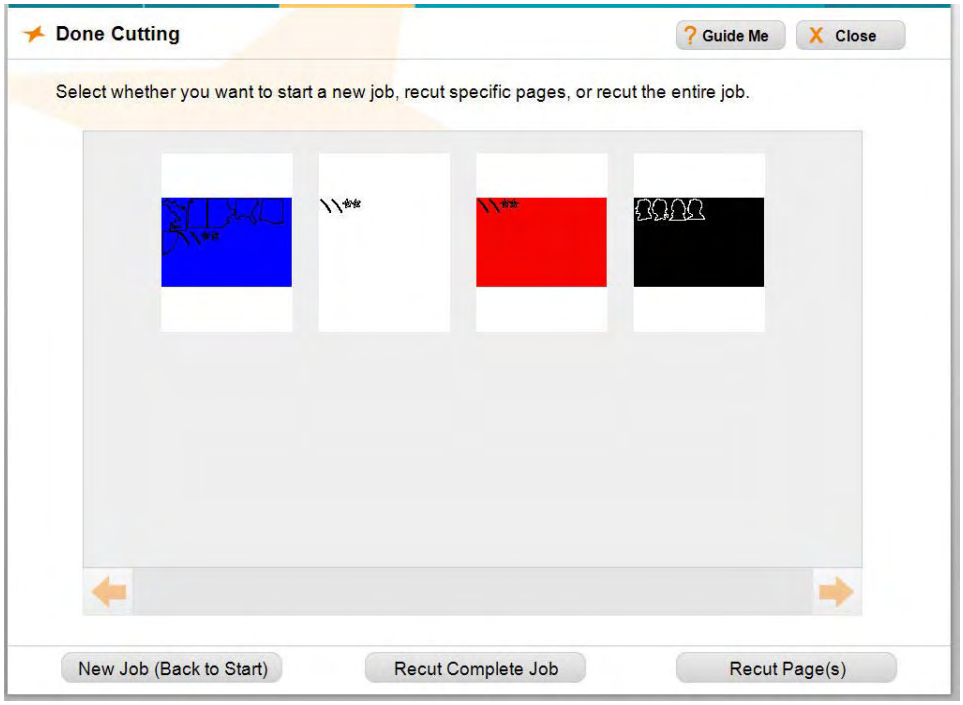
*The quantity you choose specifies the number of **sets of all pieces** in the collection that will be cut out. A quantity of "1" generates one cutout of each shape in that collection, no matter how many shapes make up the collection.*

9. When done, touch or click **Next**. The *Cutting Job* screen displays with a message to go to the cutout maker and follow the instructions on the LCD display.

TIP

Collections pages are split by the color of material needed for the shapes in that collection.

10. Follow the steps in the procedure *"Setting Up the Cutout Maker for Output," page 7-34*.
11. When the cutouts are done, the *Done Cutting* screen will display. Touch or click one of the following options to continue:
    - **New Job (back to start)**: Returns to the *Output Type* screen where you can start another job.
    - **Recut Complete Job**: Returns to the *Cutting Job* screen.
    - **Recut Page(s):** To recut pages, touch or click one or more of the pages, then select this button.



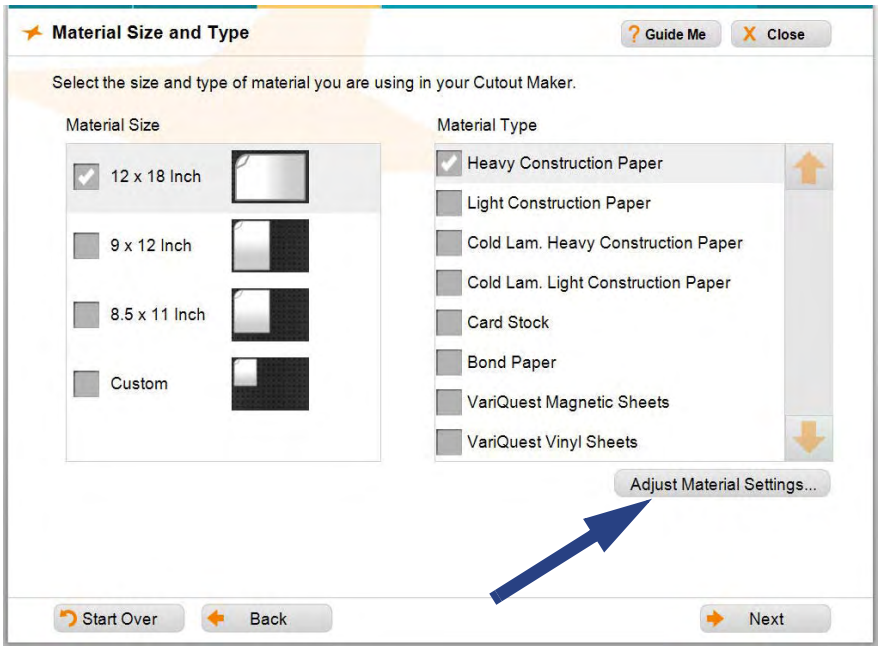
Adjusting Blade Depth

Normally, adjustments are not necessary, but if the blade cuts too deeply into the cutting mat, or the blade doesn't cut completely through the material, you can adjust the blade using the **Adjust Material Settings** button.

You can adjust the cutter blade depth on the Cutout Maker from the *Material Size and Type* screen.

To adjust the blade depth:

1. In the *Material Size and Type* screen, select the **Material Type** that matches the material you intend to use in the Cutout Maker.
2. Touch or click **Adjust Material Settings**.

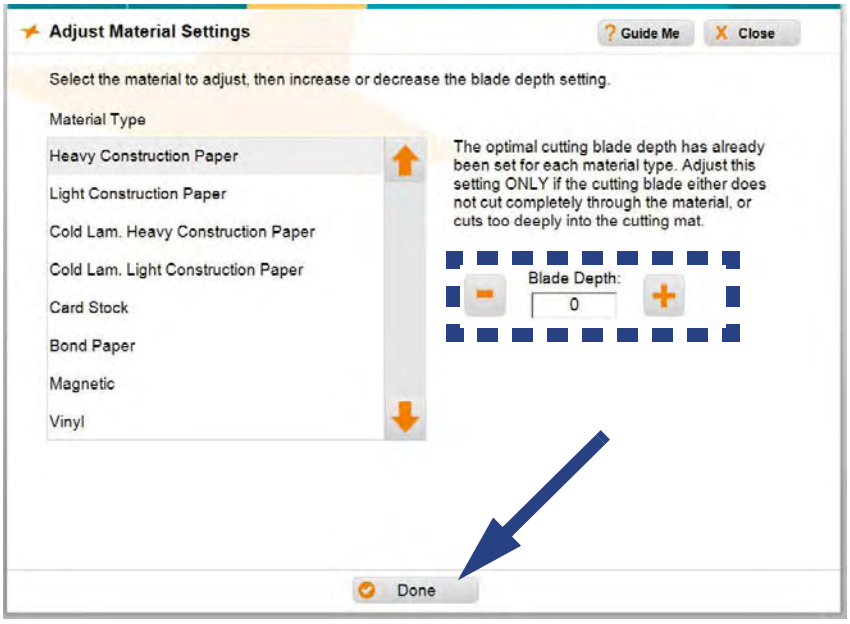


3. From the list in the *Adjust Material Settings* screen, touch or click the material for which you want to make the blade adjustment.
4. On either side of the **Blade Depth** field, use the plus (**+**) and minus (**-**) buttons to make your adjustments if the blade:
   - **Does not cut completely through the material:** Increase the blade depth setting by touching or clicking the plus (**+**) button.
   - **Cuts too deeply into the cutting mat:** Decrease the blade depth setting by touching or clicking the minus (**-**) button.

TIP

*You must click **Done** to save the blade depth settings.*

5. When finished, touch or click **Done** to return to the *Material Size and Type* screen, then touch or click **Next** to continue with your project.



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Chapter 8 Awards Maker 400 - Awards and Stickers

Chapter Overview

- *"Overview," page 8-2*
  - *"Color Coding," page 8-2*
  - *"Thumbnail Labeling," page 8-2*
  - *"Using the Virtual Keyboard," page 8-3*
- *"File Management," page 8-4*
  - *"Search for Files," page 8-4*
  - *"Search for My Graphics," page 8-4*
  - *"Importing and Exporting Saved Files," page 8-5*
  - *"Deleting Saved Files and Jobs," page 8-5*
- *"Basic Process," page 8-6*
- *"Finding a Template," page 8-7*
- *"Customizing an Award or Sticker Template," page 8-8*
  - *"Text Editing," page 8-8*
    - *"Change Text Content on a Template," page 8-8*
    - *"Change Fonts on a Template," page 8-10*
    - *"Add New Text Item," page 8-12*
    - *"Remove a Text Item from a Template," page 8-13*
  - *"Graphics," page 8-14*
    - *"Change Graphics on a Template," page 8-14*
    - *"Remove a Graphic from a Template," page 8-16*
    - *"Insert a Graphic," page 8-17*
    - *"Rotate a Graphic," page 8-18*
    - *"Flip a Graphic Horizontally," page 8-19*
  - *"Advanced Editing - revised per design changes," page 8-20*
  - *"Name Lists," page 8-22*
    - *"Add a Name List to a Template," page 8-22*
    - *"My Saved Lists," page 8-25*
    - *"View, Edit or Delete Name Lists from Edit Menu," page 8-27*
    - *"Import Name List from Excel," page 8-29*
- *"Printing an Award or Sticker," page 8-32*
  - *"Saving a Template before Printing," page 8-32*
    - *"Guidelines for Saving a Template," page 8-32*
    - *"Printing," page 8-34*
  - *"Adjusting Print Density," page 8-38*
  - *"Selecting Mirror Printing," page 8-39*

VariQuest Visual Learning Tools

Overview

The *Awards & Stickers* design element lets you easily create a huge variety of awards and stickers. Often templates provide exactly what you need. However, you can easily customize templates to suit your own individual needs.

With the addition of the **VariQuest®** *Awards Maker 400*, the **VariQuest®** *Design Center Software* offers an easy way to print your awards and stickers in a range of sizes and colors, ready for immediate use.

TIP

Not every text item or graphic in awards and stickers templates can be changed. If you try changing a non-editable item, a message to that effect will appear on your screen. If you think it is essential to change the graphic or text item, try browsing for a different template design that would be better for your project.

Color Coding

- Distinctive color coding in the *Design Center Software* lets you easily orient yourself to the specific output types. Thumbnails in the preview window(s) are also color coded. Whenever you are working on the Perfecta, the tab at the top of the screen and the controls are color-coded with Purple AWARDS MAKER.

Thumbnail Labeling

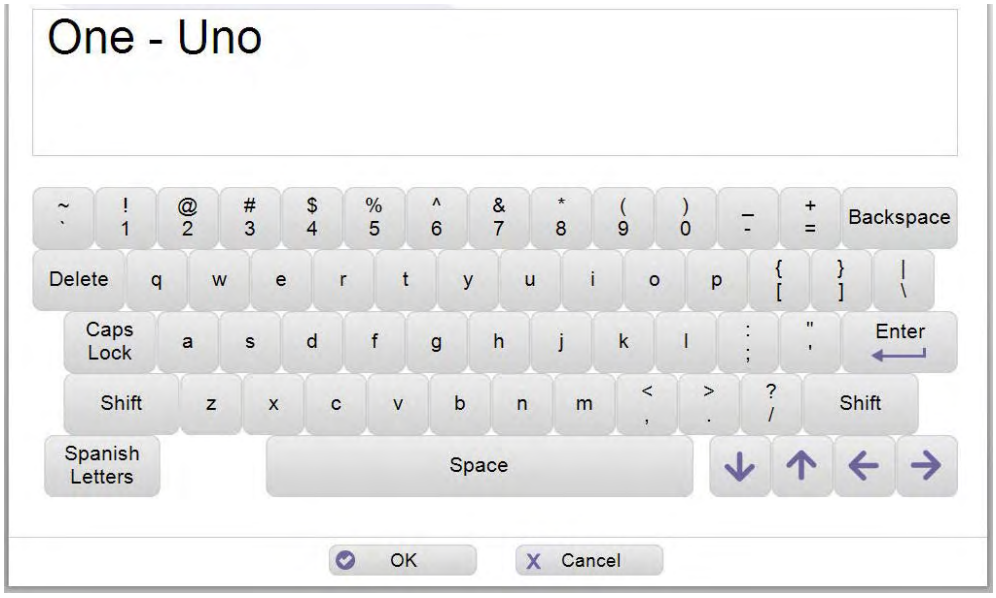
The label name of a thumbnail includes the **Content ID** and its activation status (activated or not activated). When you click a thumbnail, a preview will popup with additional information about the item:

- ID #
- Name
- Associated Learning Module (if applicable)

ID# BKS038
Heart Book Page
Learning Module: Geography & Culture 1

Using the Virtual Keyboard

The *Virtual Keyboard* is a graphical representation of a keyboard and text-entry box that appears whenever you need to enter or change text.



You can use the Virtual Keyboard just like a regular keyboard to “type” text into the text-entry box using your Design Center touch computer, an attached mouse to point and click keys on the virtual keyboard or from an attached keyboard or PC.

TIP

Touch or click Spanish Letters once to display accented Spanish letters. Touch or click again to return to the standard keyboard.

Note: For more specific details on using the Virtual Keyboard or entering Spanish text, see *"Using the Virtual Keyboard," page 1-21* in the Software User’s Guide.

File Management

When doing a search, the *Find* screen opens with search options that you can use to find a template, shape, collection, graphic or design element, or one of your own saved projects.

TIP

Search results show only the content for the output type and grade level(s) you have selected. If your search does not return an expected result, check that your Content Preferences include the appropriate grade level(s).

Search for Files

To search by:

- **Keyword**: Locate a template or file using either:
  - *Design Center Software ID*: The ID is listed with each template, shape, and collection in the **VariQuest®** *Content Guide*
  - *Content Keyword*: Enter a keyword such as “sports” or “numbers.”
- **Browse Categories**: Search through all templates, shapes, collections, graphics and design elements. The files are grouped into categories and subcategories, such as “animals” or “weather.”
- **My Files**: Search your own templates. When you customize a template, you can save it under a different name for future use. Later, you can find your saved templates through the *My Files* option.

TIP

For more specific details on searching for files, see "Locating Files in the Software," page 1-25.

Search for My Graphics

You can also search for your own graphics from the *Edit* screen, by choosing **Graphics**, then the “find” option **Find My Own Graphic**.

TIP

For more specific details on searching for files, see "Search for My Graphics," page 1-32.

Importing and Exporting Saved Files

You can import or export **Awards Maker** files to/from a USB device from the **My Files** section on the *Menu* screen. Once selected, your file will be imported into the Design Center or exported to the USB device.

TIP

If a file with the same name already exists on your Design Center touch computer, the file will not be imported.

Note: For more specific details on importing or exporting saved files, see *"Importing and Exporting Saved Files," page 1-34*.

Deleting Saved Files and Jobs

You can easily delete saved files you no longer want from the **My Files** menu page, selecting the file you want to delete and then clicking **Delete**.

Note: For more specific details on deleting files, see *"Deleting Saved Files and Jobs," page 1-36*.

Basic Process

The general process for creating awards and stickers includes these basic steps For more detail, see the remainder of this chapter.

To create an award or sticker:

1. From the *Design Center Software* main menu, touch or click **Awards & Stickers**.
2. Use the search or browse functions to locate the design template you want.
3. With a template as your basis, modify it as desired:
   - Change the content of editable text.
   - Change the font, size, and style of editable text.
   - Choose different graphics, remove graphics on templates with replaceable graphics.
   - Add new text or graphics objects.
   - Move and size editable objects.
   - Add a name list to create personalized copies (on templates that use name lists).
4. Select the material size and type for output, and print.

Finding a Template

Whether you want to create a new award or sticker, or print more of an existing one, your first step after launching the *Awards & Stickers* design element is to locate the template you want to use.

To search for a file:

1. Locate the template you want by using on one of the search options:
   - **Search by keyword or template ID**
   - **Browse categories and individual templates**
   - **Select previously saved template**
2. On the *Edit* menu, modify the template as desired.
3. When ready to print the project, touch or click **Next** to go to the *Print Preview* screen.

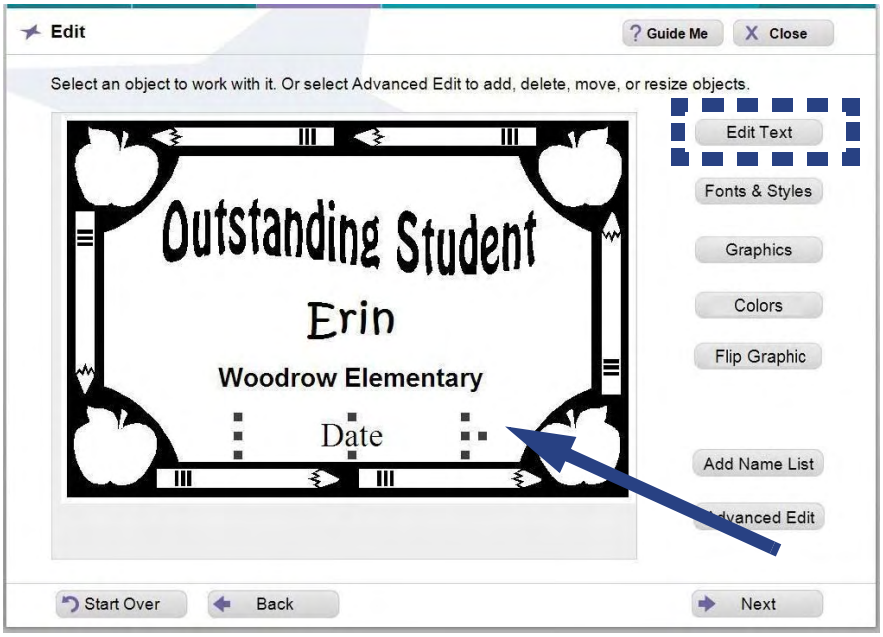
Customizing an Award or Sticker Template

Text Editing

Change Text Content on a Template

To change the content of a text item on a template:

1. With the template displayed on the *Edit* screen, touch or click the text you want to change. Once selected, it will be bordered by a square.
2. Touch or click **Edit Text**.
3. On the Virtual Keyboard, modify the text.
4. When done, touch or click **OK**. The template will display with your text changes.



5. To continue modifying the template, go to *Advanced Editing* to perform additional editing.
6. To print, touch or click **Next** to go to the *Print Preview* screen.

TIP

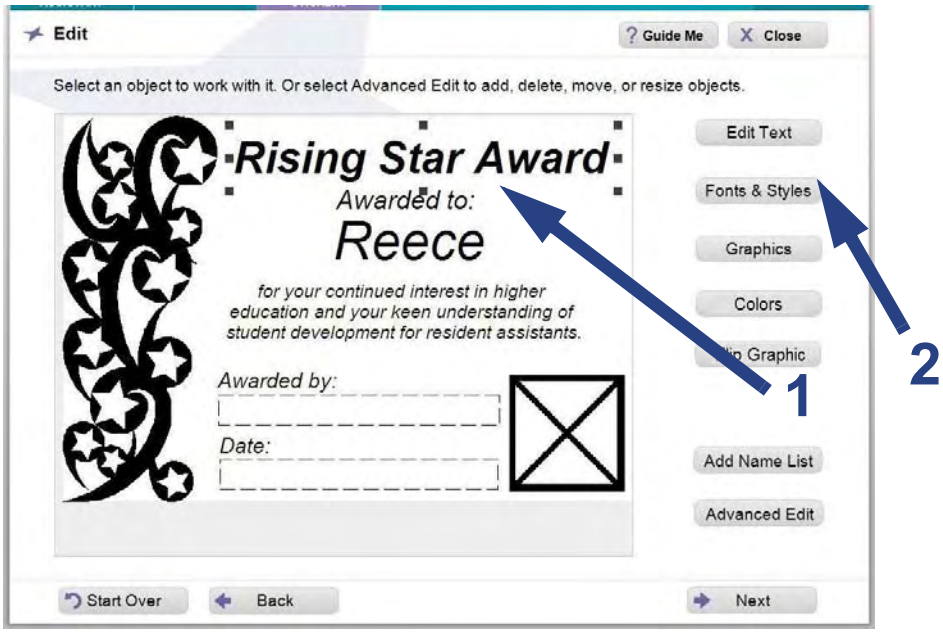
*Remember to always select the text or graphic **before** clicking **Edit Text** or **Graphics**.*

- *A blank space outlined by a dotted line marks a text box in a template. The dotted line does **not** print; it simply marks the space where text can go.*
- *A thick black box with an **X** inside marks an area where a graphic can be placed in a template. The **X** and box do **not** print if you decide not to insert a graphic.*
- *When you select a text box or graphic, square "bullets" appear around it to indicate that it is selected.*

Change Fonts on a Template

To change the text font, style, size or justification on a template:

1. On the *Edit* screen, touch or click the text you want to change.
2. Touch or click **Fonts & Styles**.



3. Make the changes you want as follows:

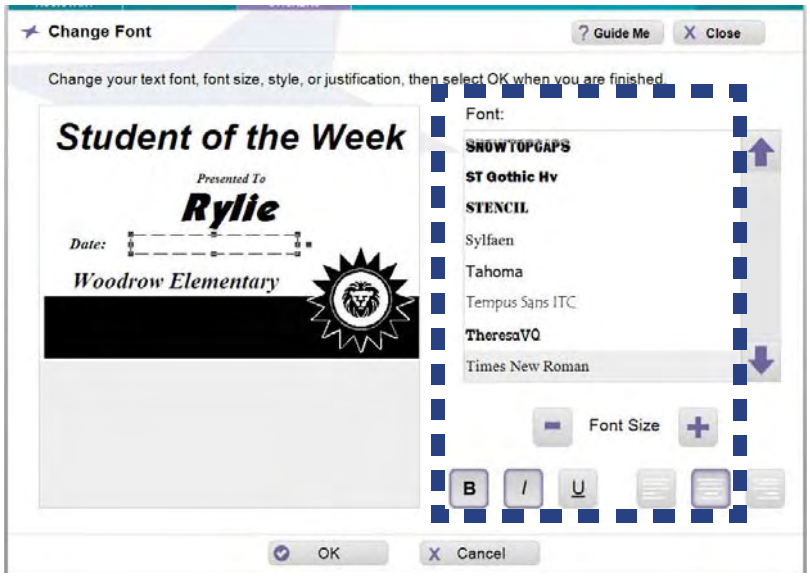
TIP

If your template contains more than one modifiable text item, you can select another text item without going back to an earlier screen. Just touch or click the next text object you want to modify and follow the steps of this procedure.

- **Font:** On the *Font* list, touch or click the font you want (the list of font names appear in the actual typeface of their font). Use the up/down arrows to scroll through the list of fonts.
- **Text Size:** Touch or click *Font Size* plus **(+)** or minus **(-)** buttons to make the text larger or smaller.
- **Style:** Touch or click **B** (bold), ***I*** (italic), and/or **U** (underline) to create the style you want. The style is "on" when the button is depressed (down), and "off" when the button is not depressed (up). You can apply any or all styles to the selected text.
- **Justification**: To change text justification (**Left**, **Right** or **Centered**), touch or click one of the justification controls.

TIP

Text justification only affects multiple lines of text within a single text object. It does not align the text object on the template.



4. When done, touch or click **OK**.
5. To continue modifying the template, go to:
   - *Advanced Editing* to perform additional editing.
   - *Add New Text Item* to add new text objects.
   - *Change Text Content on a Template* to change the content of editable text items.
   - *Change Graphics on a Template* to replace or remove graphics.
6. When ready to print the project, touch or click **Next** to go to the *Print Preview* screen.

Add New Text Item

TIP

Make sure that a text item is not selected. If a text item is selected, the new text will be placed in that text box. To deselect a text box, click in an empty area outside of the editing box.

To add a new text item:

1. With the template displayed on the *Edit* screen, touch or click **Advanced Edit**.
2. Touch or click *Text* tab, then **New Text**.
3. In the Virtual Keyboard, type the text you want to enter, then touch or click **OK**.

TIP

The new text item may be placed over existing items on the template.

4. To move the new text item, touch or click and drag it to a new area on the template.
5. If necessary, size the text item using the sizing buttons.
6. Repeat this procedure to add another text item.
7. When done, touch or click **OK** to close the *Advanced Edit* screen and continue with your project.

Remove a Text Item from a Template

To remove a text item:

1. On the *Edit* screen, touch or click **Advanced Edit**.
2. Touch or click the *Design* tab, then the text item you want to remove.
3. Touch or click **Delete Object**.
4. To undo the deletion, click **Undo**.

5. When done, touch or click **OK** to continue with your project.

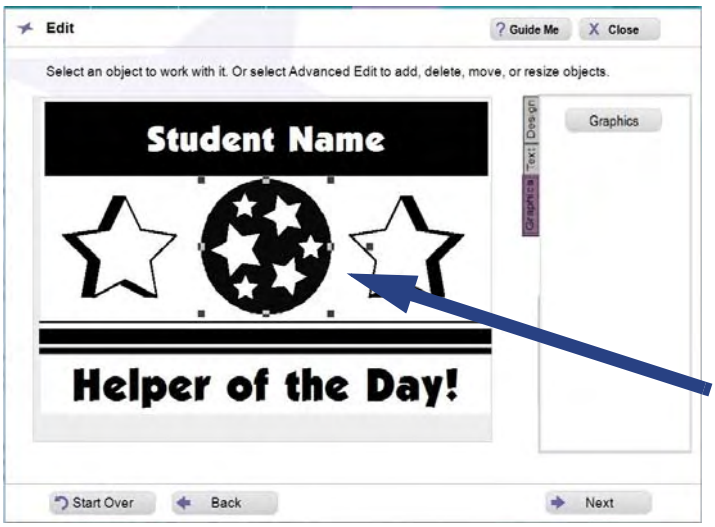
Graphics

VariQuest® graphics are provided for a variety of designs. Not all graphics will look good on all templates, so you may need to experiment to find the graphics that work best for your specific template.

Change Graphics on a Template

To change a graphic:

1. On the *Advanced Edit* screen, touch or click the *Graphics* tab.
2. Touch or click the graphic you want to change.
3. Touch or click **Graphics**.



4. On the *Graphics* screen, touch or click the button identifying how you want to search for the new graphic:
   - **Search by Keyword** and **Browse Categories** search the graphics provided with the software. When you locate the graphic you want, touch or click the thumbnail.
   - **Find My Own Graphic** lets you search the graphic files elsewhere on your Design Center touch computer or PC. When you find the graphic you want, select it, then touch or click **OK** to use it and return to the *Edit* screen.

     Graphic files that use any of these supported formats will be displayed:
     - Bitmap (*.bmp)
     - TIFF (*.tif)
     - JPEG (*.jpg)
     - Portable Network Graphic (*.png)
     - Windows Metafile (*.wmf)

TIP

For best results, use high-resolution graphics (such as those used for printing in yearbooks or letterheads). Most images created for a website don't work well because of their lower resolution. Black-and-white or grayscale graphics produce the best results, although grayscale graphics with many gradations can produce less-desirable results.

5. When done, touch or click **OK** to continue with your project.
6. When ready to print the project, touch or click **Next** to go to the *Print Preview* screen.

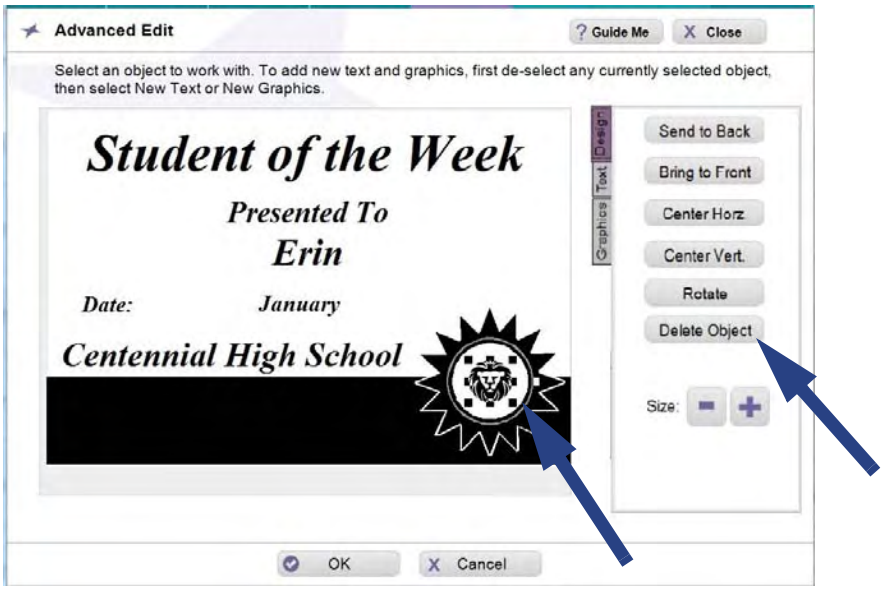
Remove a Graphic from a Template

To remove a graphic from a template:

1. On the *Edit* screen, click **Advanced Edit**.
2. Touch or click the graphic you want to remove.
3. Then touch or click **Delete Object**.
4. To undo the deletion, click **Undo**.

TIP

The graphic is removed from the template, but not deleted from the Design Center Software. You can always search or browse the software graphics to find and restore the graphic.



TIP

If you save the changed template after removing a graphic, you can always add a graphic back in — either the original or a different one.

Insert a Graphic

To insert a graphic:

TIP

Make sure that a graphic is not selected. If a graphic is selected, the new graphic will be placed in that graphic box. To deselect a graphic, click in an empty area outside of the editing box.

1. From the *Edit* screen, touch or click **Advanced Edit**.
2. Touch or click the *Graphics* tab.
3. Select a graphic, then touch or click **Graphics**.
4. Browse to the location of your graphic using one of the search options.

TIP

The new graphic may be placed over existing items on the template.

5. Move the graphic to the desired location on the template.
6. Repeat this procedure to add another graphic.
7. To delete an existing graphic, touch or click the *Design* tab, then the desired graphic and touch or click **Delete Object**.

8. When done, touch or click **OK** to close the *Advanced Edit* screen and continue with your project.

Rotate a Graphic

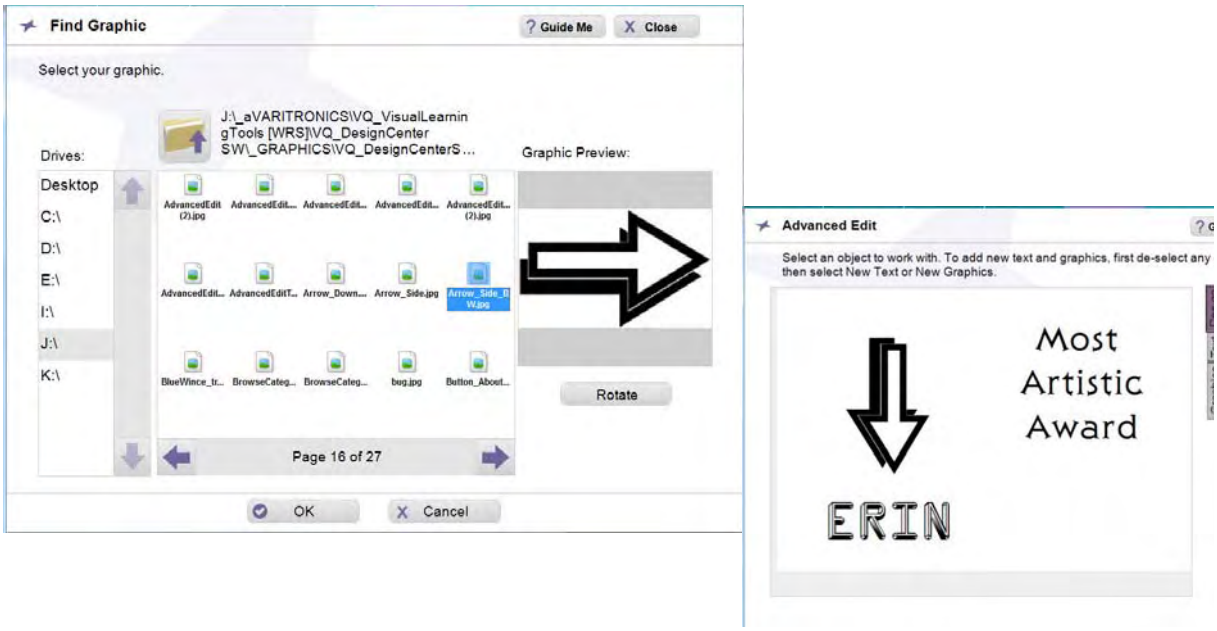
When you import one of your own graphics, you can rotate it in 90 degree increments. This cannot be done after the graphic is imported.

TIP

Rotate is only available from the **Find My Graphics** *button. You cannot rotate graphics that are part of the software suite.*

To rotate a graphic:

1. In the *Advanced Edit* screen, touch or click **Graphics**.
2. Locate and select your graphic. It displays in the *Graphic Preview* window.
3. Touch or click **Rotate** to rotate the graphic counterclockwise.
4. When done, touch or click **OK**. The graphic will display in the *Edit* screen.



Flip a Graphic Horizontally

You can select an image and flip it to face the opposite direction. This is useful, for example, when you have two graphics and want them to face toward each other.

To flip a graphic:

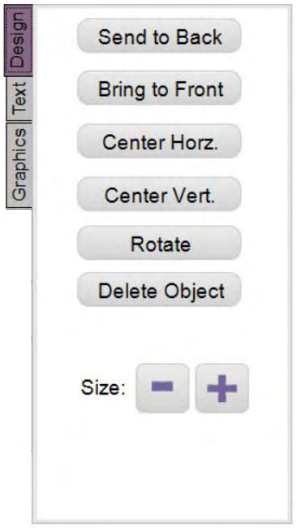
1. In the *Advanced Edit* screen, touch or click **Graphics**.
2. Locate and select your graphic. It displays in the *Advanced Edit* window.
3. Move and/or size the image as desired, then touch or click **OK** to return to the *Edit* window.
4. Select the graphic you want to flip and touch or click **Flip Graphic**.

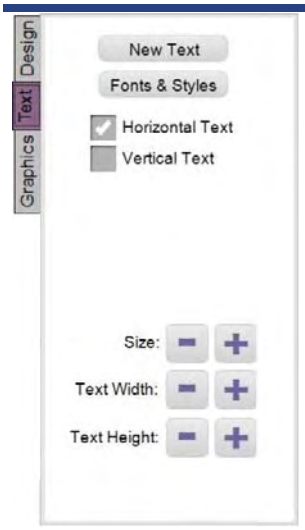
Advanced Editing

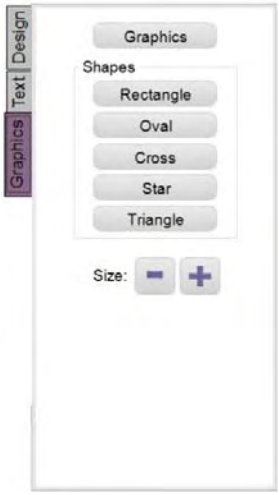
Advanced editing gives you additional control over the content of the template. From this screen, you can add additional text or graphics, change text fonts, delete objects, add or change color and/or size text and graphics.

To do advanced editing:

1. From the *Edit* screen, touch or click **Advanced Edit**, then go to any of the tabs to change the editable objects on the template. See the following tables for detailed descriptions tab functions.

Design Tab		
	**Send to Back**	Touch or click to send selected object to the back of all objects.
	Bring to Front	Touch or click to bring selected object to the front of all objects.
	Center Horz.	Touch or click to center the selected object horizontally on the page.
	Center Vert.	Touch or click to center the selected object vertically on the page.
	Rotate	Touch or click to rotate the selected object in 15° increments.
	Delete Object	Touch or click to delete an existing graphic or text object.
	Size - +	Touch or click to increase or decrease the size of the selected object.
	Undo	Touch or click to undo the last action.

Text Tab		
	**New Text**	Touch or click to add a new text box. When the Virtual Keyboard appears, enter the new text, then touch or click **OK**. When a text object is selected, this button toggles to **Edit Text**.
	Edit Text	Touch or click to change the text in a text box. When the Virtual Keyboard appears, enter the new text, then touch or click **OK**. When no text object is selected, this button toggles to **New Text**.
	Fonts & Styles	Select a text object, in the *Fonts &Styles* screen, touch or click to select a different font, size, style or justification, then touch or click **OK.**
	Horizontal Text **Vertical Text**	Select the text orientation. Text in the selected text box will be changed to reflect the selected orientation.
	Size - + **Text Width** **Text Height**	Select a text box or graphic, touch or click **-** or **+** to increase or decrease the size, or the text width and height of a text box.

Graphics Tab		
	**New Graphics**	Touch or click to add a new graphic. In the *Change Graphic* menu, browse to the location of the new graphic, then touch or click **OK**. This button toggles to **Graphics.**
	Graphics	Touch or click to change a selected graphic. In the *Change Graphic* menu, browse to the location of the new graphic, then touch or click **OK**. This button toggles to **New Graphics.**
	Shapes •Rectangle •Oval •Cross •Star •Triangle	Touch or click the button to insert the shape indicated, then touch or click **OK**. Size the object while it is selected. You can change the color from the **Color** tab.
	Size - +	Select a text box or graphic, touch or click **-** or **+** to increase or decrease the size.

Name Lists

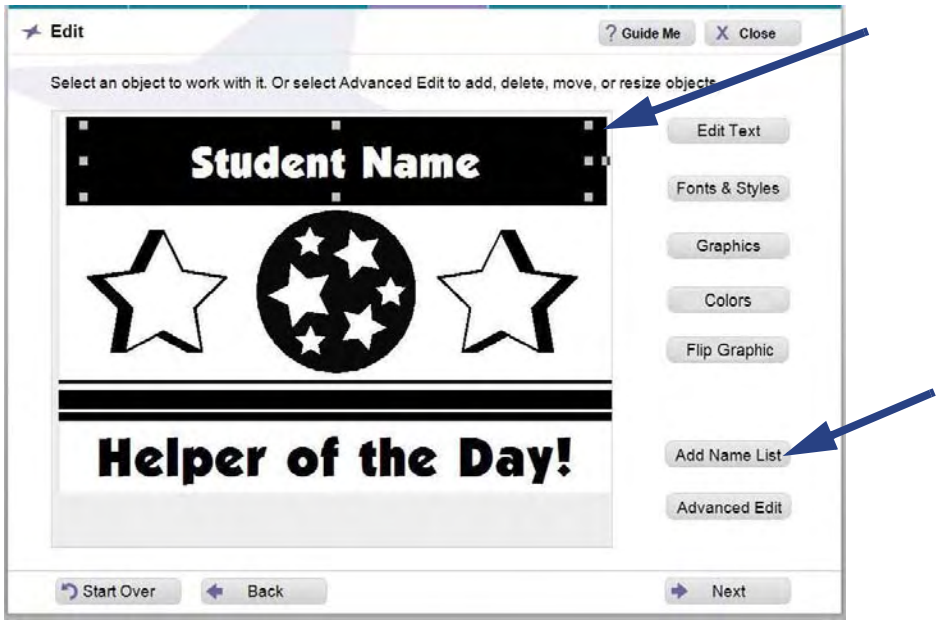
Add a Name List to a Template

To add a name list to a template:

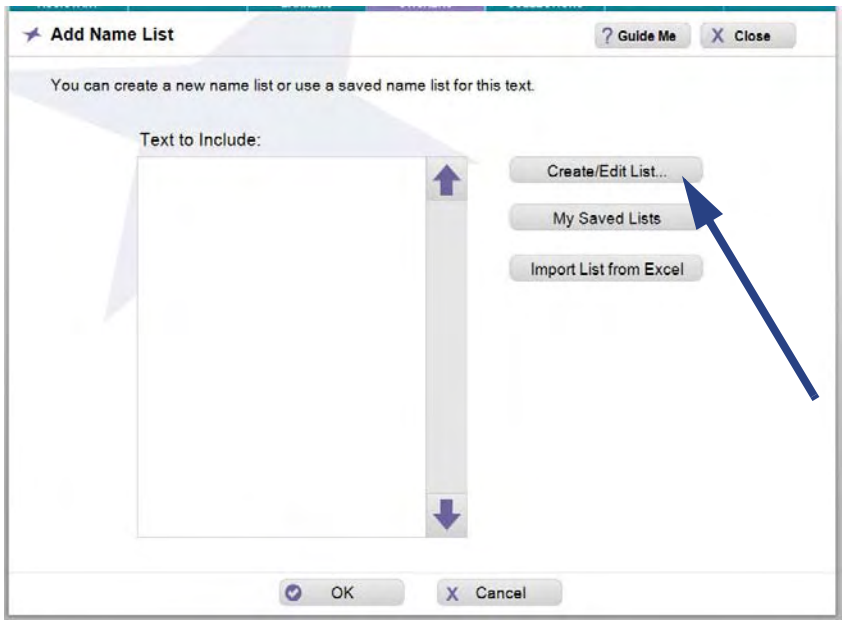
1. On the *Edit* screen, touch or click the text where you want the names from your list to appear (e.g., “Student Name”).
2. Touch or click **Add Name List**.

TIP

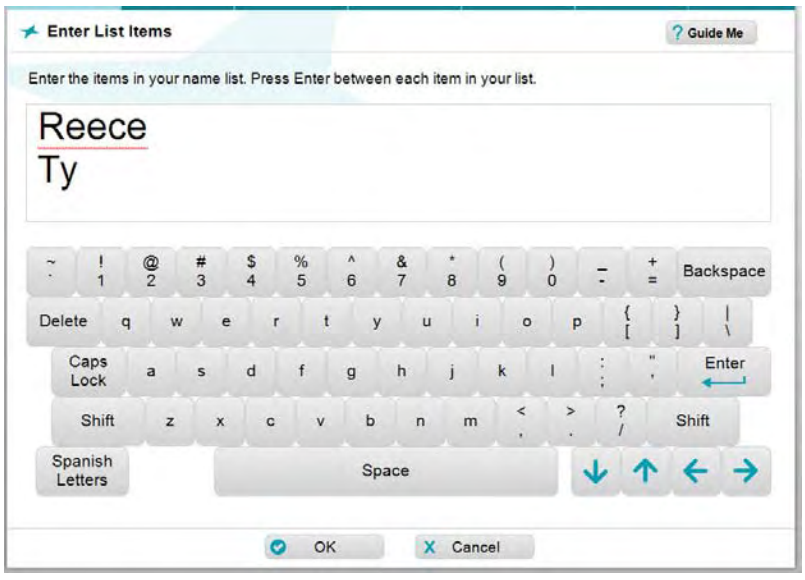
*Remember to always select the text **before** you click **Add Name Text**. If the text cannot be replaced by a name list, a message with that information will display.*



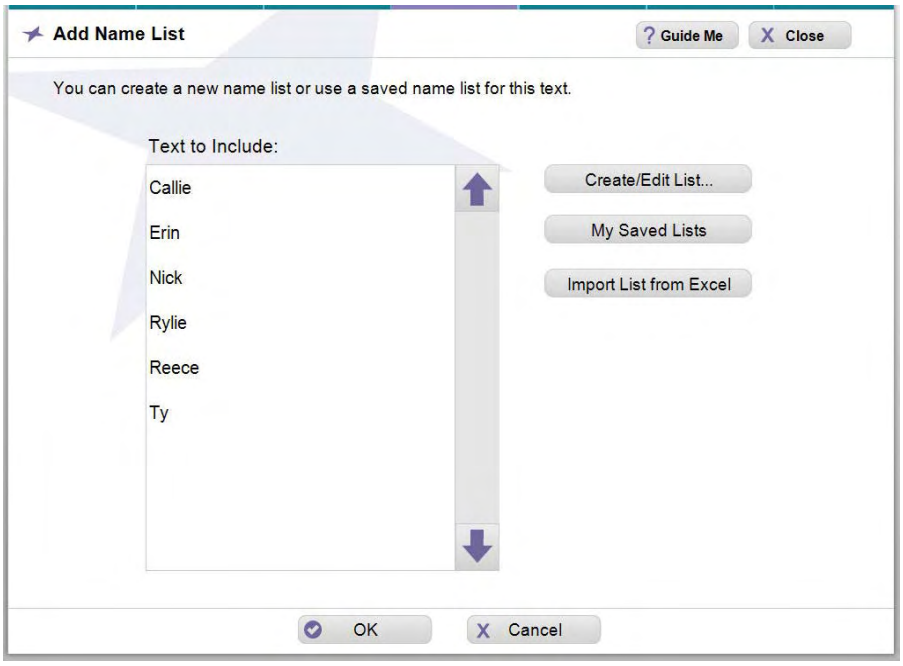
3. In the *Add Name List* screen, touch or click **Create/Edit List**.



4. To add names to your list, touch or click the keys on the Virtual Keyboard. After each name, touch or click **Enter**.
5. When done, touch or click **OK**.



6. The names you entered will display in the *Text to Include* list. Click **OK** to continue.

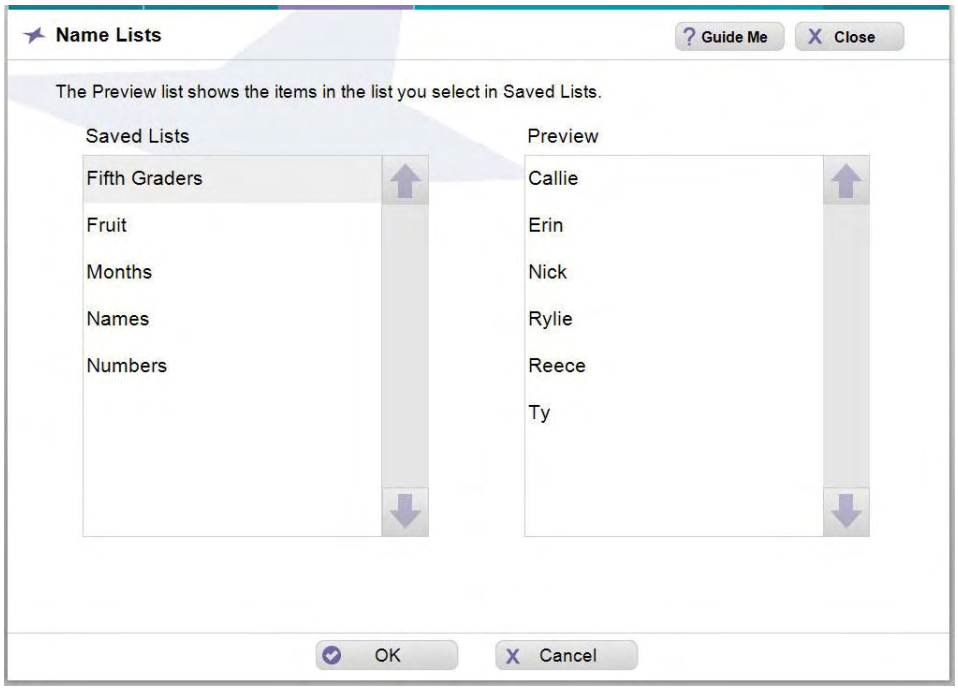


7. At the prompt to save your list:
   - Touch or click **Yes** to enter a name for the list, then touch or click **OK** to return to the *Edit* screen with the first entry in your list displayed in the text box.
   - Touch or click **No** to continue without saving. You will be returned to the *Edit* screen with the first entry in your list displayed in the text box.
8. Touch or click **Next** to continue with your project.

My Saved Lists

Use this procedure if you have already created and saved a name list.

1. On the *Edit* screen, touch or click the text where you want the names from your list to appear (e.g., “Student Name”).
2. Touch or click **Add Name List**.
3. Touch or click **My Saved Lists**. The *Name Lists* screen will display all of your saved name lists with the items in the list displayed in the *Preview* box.
4. Select the list you want, then touch or click **OK**.



5. On the *Add Name List* screen, touch or click **OK** again to accept the list and display the first name in the template.

TIP

*You can use only one name list per template. If you already used a name list for the template and want to use a name list for a different text item, change the first text item to standard text by touching or clicking **Change Text** and entering the standard text you want to appear. Then add the name list to the new text item.*

6. Touch or click **Next** to continue with your project.

View, Edit or Delete Name Lists from Edit Menu

To edit a saved list:

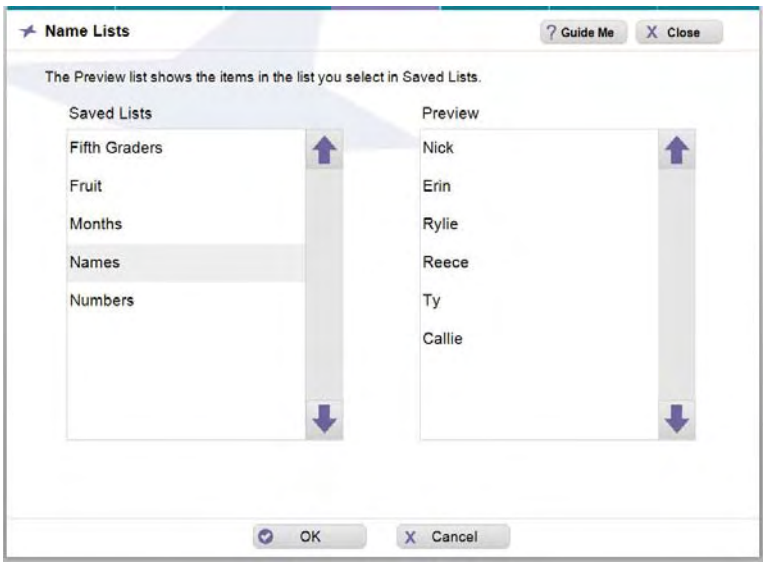
TIP

You can only delete a name list from Workroom Assistant.

1. Select the text object you want to edit, then touch or click **Add Name List**.

2. Touch or click **My Saved Lists**.

3. From the *Saved List* column, choose the name list you want to use, then touch or click **OK**.

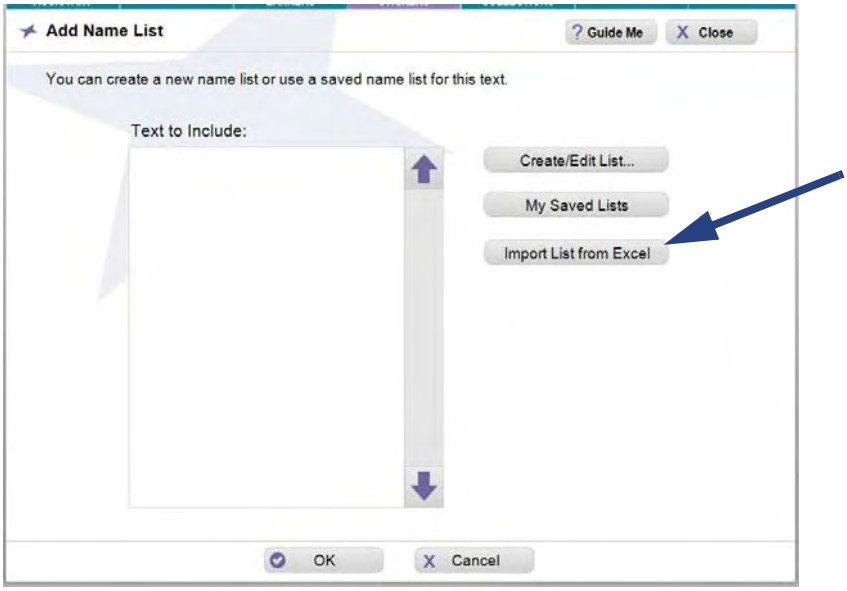


4. To edit your list (e.g., remove the column heading):
   a. Touch or click **Create/Edit List**.
   b. In the Virtual Keyboard, make the changes you want to the list.
   c. When done, touch or click **OK**.
5. Touch or click **OK**, and when prompted touch or click **Yes** to save your list, or **No** to continue without saving.
6. If you selected *Yes*, enter the name of your list in the Virtual Keyboard, then click **OK**. Your list is saved and you will be returned to the *Edit* screen.
7. In the *Edit* screen, touch or click **Next** to continue with your project.

Import Name List from Excel

1. Select the text object you want to edit, then touch or click **Add Name List**.

2. Touch or click **Import List from Excel**.



3. In the *Import List* screen, touch or click **Find File**.

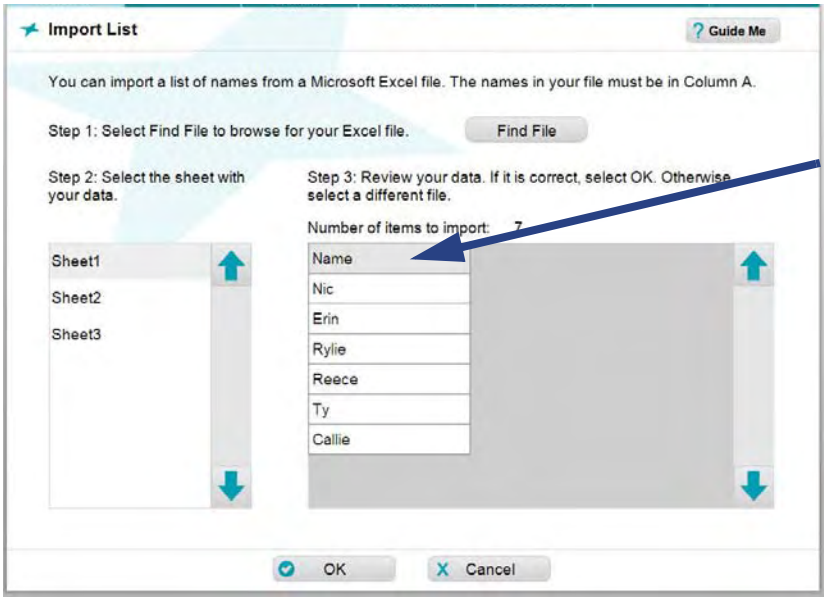
TIP

You can import name lists from your PC hard drive or from a USB device connected to the Design Center touch computer or PC.

4. Navigate to the location of your Excel file, then touch or click **OK**. The first sheet of the file will display the contents of Column A.

TIP

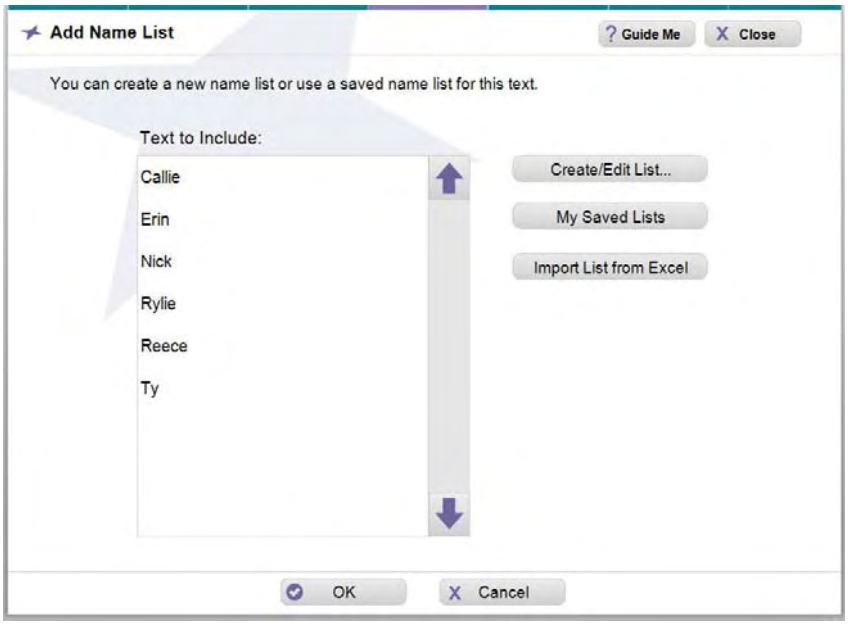
If you have a column header in the Excel file, the header will also be imported and included in the name list unless you delete that item.



TIP

Only the information in Column A of the selected sheet in the Excel file is imported. Blank cells are ignored.

5. To choose another sheet in the imported file, touch or click the sheet name. The preview window is immediately updated.
6. When done, touch or click **OK**. The list displays in the *Add Name List* screen.



7. If you want to edit your list (e.g., remove the column heading):
   a. Touch or click **Create/Edit List**.
   b. Edit the list in the *Virtual Keyboard*, then touch or click **OK**.
8. Touch or click **OK**, and when prompted touch or click **Yes** to save your list, or **No** to continue without saving.
9. If you selected *Yes*, enter the name of your list in the Virtual Keyboard, then click **OK**. Your list is saved and you will be returned to the *Edit* screen.

Printing an Award or Sticker

Depending on the type of project, there are several options available for printing your award or sticker. If you have customized the template, you will be asked if you want to save the template before initiating the print process.

Saving a Template before Printing

If you have made any changes to the template, you will be prompted to save it when you choose **Next** from the *Edit* screen.

Guidelines for Saving a Template

TIP

Consider these guidelines for saving a template:

- *If you plan to re-use or output additional copies of a template you have customized, you should save it and open it later via the **My Files** option on the "Find" screen.*
- *Saved templates can be exported to a USB device so they can be transported between your local PC and the Design Center Software.*
- *If you did not make any actual changes, or if you don't plan to reuse this customized version in the future, it is not necessary to save your changes.*

To save a customized template:

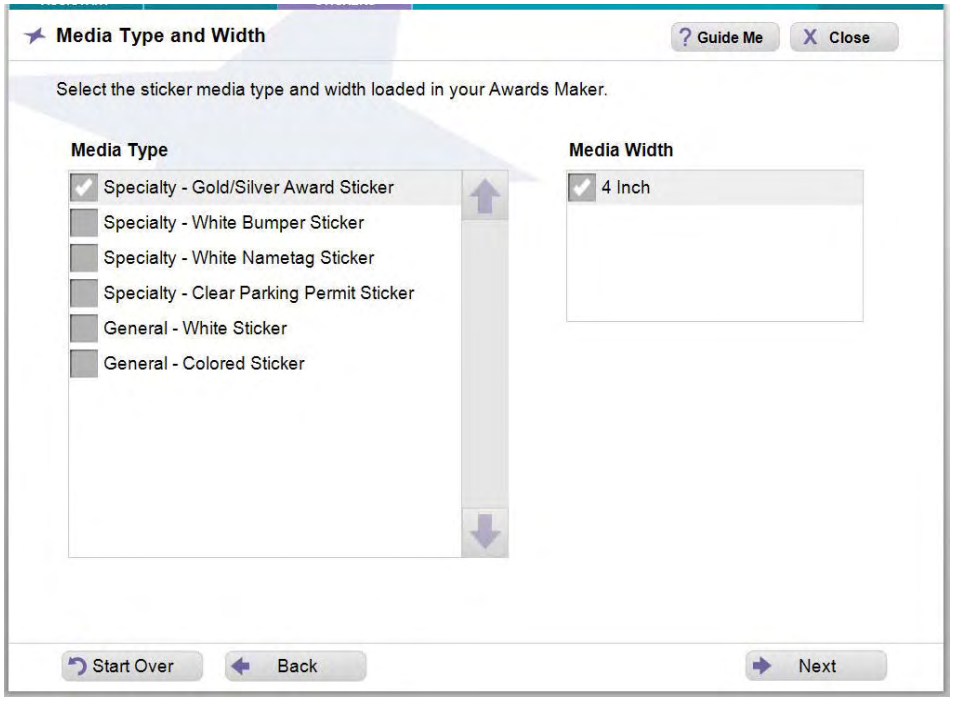
1. When finished with the *Edit* screen, touch or click **Next**. A pop-up message will ask whether you want to save the file.
   - Touch or click **Yes** to save the template under a new name. If you save the file, you can later export it to a USB device so you can transport it between your local PC and the *Design Center Software*.
   - Touch or click **No** if you don't want to save it, but want to proceed to printing.
   - Touch or click **Cancel** to remain on the **Edit** screen (e.g., to continue further customization).

2. If you want to save your changes, enter the name you want to use on the Virtual Keyboard, then touch or click **OK**.
3. At the confirmation message that the template was saved, touch or click **OK** to continue.
4. Continue to *"Printing," page 8-34*.

Printing

To print awards or stickers on an Awards Maker 400:

1. Turn on the **VariQuest®** *Awards Maker 400* and install the media type and width you want.
2. On the *Media Type and Width* screen, verify the sticker media type and size loaded in the printer are checked:
   - Touch or click a media type and media width to select them.
   - Touch or click **Next** to continue.



3. With your project displayed on the *Print Preview* screen (the quantity defaults to "**1**"). To set the number of stickers you want printed, touch or click up/down arrow keys in the **# of Stickers** box.

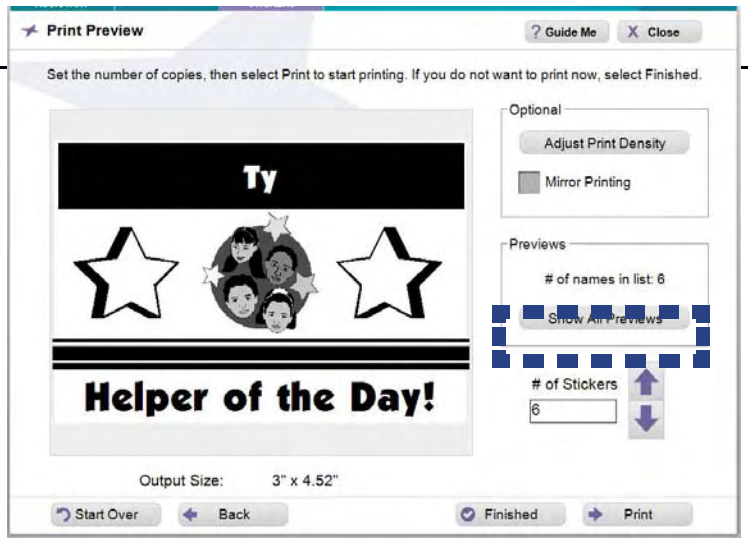
TIP

*When using a name list, the number in the # **of Stickers** box defaults to the number of names on your list. The example shows 6 because it is the number shown in # **of names on list**.*

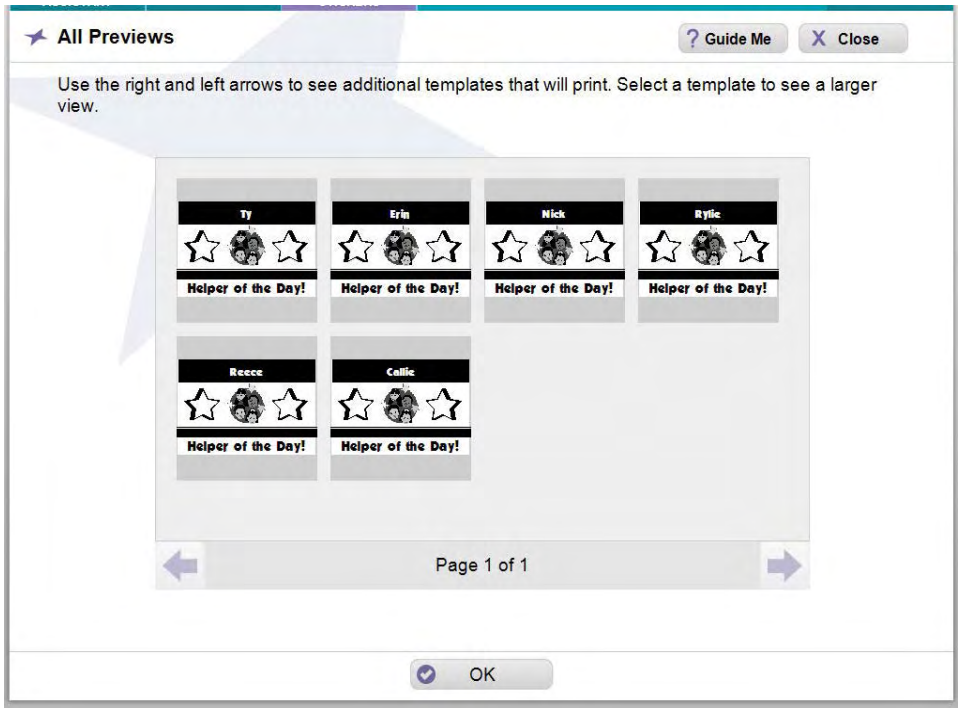
*If you reduce the number, the end of the list will be cut off (e.g., if your list includes 30 names, but you change the # **of Stickers** to 25, the last five names will not be printed).*

*If you increase the number, printing will start over at the top of the list (e.g., to print two copies of each name using the same 30-name list, you would increase the # **of Stickers** to 60).*

- *To see a preview of all versions of the template, touch or click **Show All Previews**.*



4. On the *All Previews* screen, scroll to see the templates for all names. You can also magnify the preview by touching or clicking a thumbnail.
5. After viewing all previews, touch or click **OK** to return to the *Print Preview* screen.



6. When ready to output your awards or stickers, touch or click **Print**.

   A pop-up window indicates the print job status. When printing is complete, the pop-up window closes, leaving the *Print Preview* screen displayed.

7. If you are done with the project and the *Awards & Stickers* design element, touch or click **Close**.

   Other options available are:

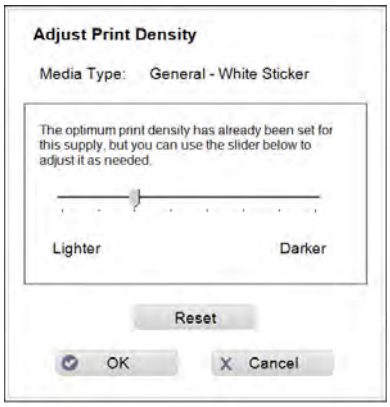
   - **Print** additional copies.
   - Go **Back** to make a change to the design.
   - **Start Over** or **Finished** to work on a new awards/stickers project.

Adjusting Print Density

TIP

The default setting for optimum quality has been pre-set for each sticker media type. You will rarely need to adjust it.

1. To adjust the print density, touch or click **Adjust Print Density**.
2. In the pop-up window, touch or click the slider and drag it to **Lighter** or **Darker**, as desired (to return to the previous density level, touch or click **Reset**).
3. When done, touch or click **OK**, or to discard your adjustments, touch or click **Cancel**.



4. To print a mirror image, Go to *"Selecting Mirror Printing," page 8-39*. Otherwise, touch or click **Print**.

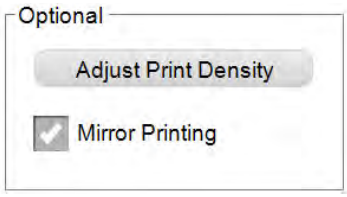
Selecting Mirror Printing

Mirror Printing prints the sticker so it can be read through a window (e.g., as you would view a parking permit sticker).

TIP

Mirror Printing is only available if you previously selected **Specialty - Clear Parking Permit Sticker** *media type.*

1. Select and edit your template.
2. At the prompt, touch or click **Yes** to save the file, or **No** to continue without saving.
3. In the *Material Type and Width* screen, select **Specialty - Clear Parking Permit Sticker** media type.
4. Click **Next**.
5. In the *Optional* area, select **Mirror Printing**, if desired.



6. Click **Print** to print the sticker, or **Finished** or **Start Over** to return to the main screen.

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Chapter 9 Motiva™ 400 - Color Awards and Stickers

Chapter Overview

- *"Overview," page 9-2*
  - *"Color Coding," page 9-2*
  - *"Thumbnail Labeling," page 9-2*
  - *"Using the Virtual Keyboard," page 9-3*
- *"File Management," page 9-4*
  - *"Search for Files," page 9-4*
  - *"Search for My Graphics," page 9-4*
  - *"Importing and Exporting Saved Files," page 9-5*
  - *"Deleting Saved Files and Jobs," page 9-5*
- *"Finding a Template," page 9-7*
- *"Customizing an Award or Sticker Template," page 9-8*
  - *"Text Editing," page 9-8*
  - *"Graphics," page 9-14*
  - *"Advanced Editing," page 9-22*
  - *"Name Lists," page 9-25*
- *"Printing an Award or Sticker," page 9-35*
  - *"Optional and Ink Remaining Settings," page 9-41*
- *"Printer Adjustments," page 9-42*
  - *"Printhead Maintenance," page 9-43*
  - *"Printer Offsets," page 9-44*
  - *"Sensor Mode," page 9-45*
  - *"Print Quality," page 9-45*

VariQuest
Visual Learning Tools

Overview

The *Awards & Stickers* design element lets you easily create a huge variety of awards and stickers. Often templates provide exactly what you need. However, you can easily customize templates to suit your own individual needs.

With the addition of the **VariQuest®** *Motiva™ 400 Color Awards Maker*, the **VariQuest®** *Design Center Software* offers an easy way to print your awards and stickers in a range of sizes and colors, ready for immediate use.

TIP

Not every text item or graphic in awards and stickers templates can be changed. If you try changing a non-editable item, a message to that effect will appear on your screen. If you think it is essential to change the graphic or text item, try browsing for a different template design that would be better for your project.

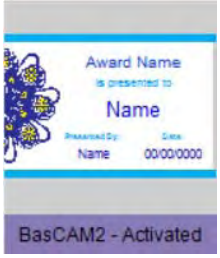
Color Coding

- Distinctive color coding in the *Design Center Software* lets you easily orient yourself to the specific output types. Thumbnails in the preview window(s) are also color coded. Whenever you are working on the Perfecta, the tab at the top of the screen and the controls are color-coded with Purple MOTIVA 400.

Thumbnail Labeling

The label name of a thumbnail includes the **Content ID** and its activation status (activated or not activated). When you click a thumbnail, a preview will popup with additional information about the item:

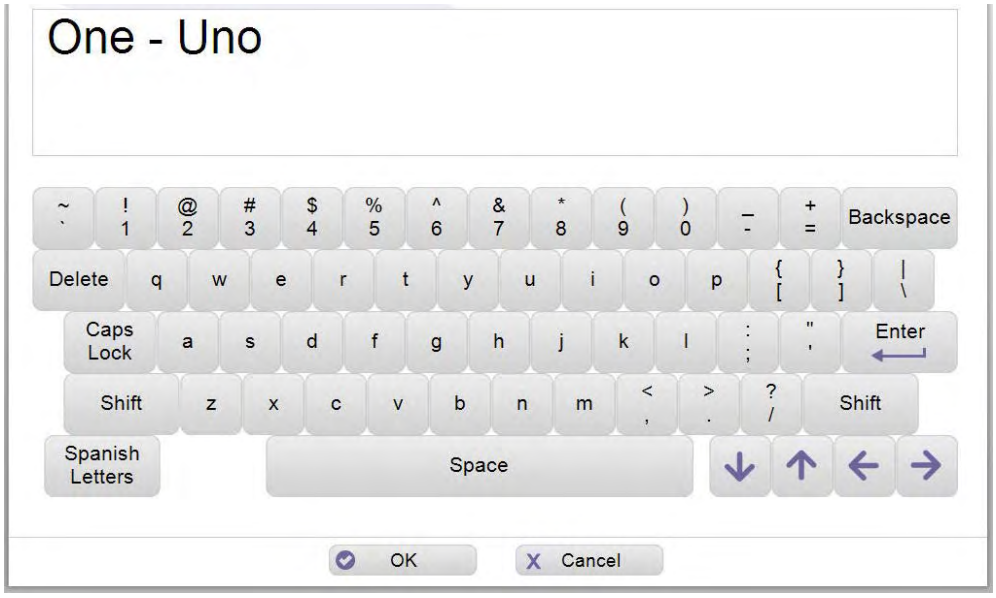
- ID #
- Name
- Associated Learning Module (if applicable)



ID# BKS038
Heart Book Page
Learning Module: Geography & Culture 1

Using the Virtual Keyboard

The *Virtual Keyboard* is a graphical representation of a keyboard and text-entry box that appears whenever you need to enter or change text.



You can use the Virtual Keyboard just like a regular keyboard to “type” text into the text-entry box using your Design Center touch computer, an attached mouse to point and click keys on the virtual keyboard or from an attached keyboard or PC.

TIP

Touch or click Spanish Letters once to display accented Spanish letters. Touch or click again to return to the standard keyboard.

Note: For more specific details on using the Virtual Keyboard or entering Spanish text, see *"Using the Virtual Keyboard," page 1-21* in the Software User’s Guide.

File Management

When doing a search, the *Find* screen opens with search options that you can use to find a template, shape, collection, graphic or design element, or one of your own saved projects.

TIP

Search results show only the content for the output type and grade level(s) you have selected. If your search does not return an expected result, check that your Content Preferences include the appropriate grade level(s).

Search for Files

To search by:

- **Keyword**: Locate a template or file using either:
  - *Design Center Software ID*: The ID is listed with each template, shape, and collection in the **VariQuest®** *Content Guide*
  - *Content Keyword*: Enter a keyword such as “sports” or “numbers.”
- **Browse Categories**: Search through all templates, shapes, collections, graphics and design elements. The files are grouped into categories and subcategories, such as “animals” or “weather.”
- **My Files**: Search your own templates. When you customize a template, you can save it under a different name for future use. Later, you can find your saved templates through the *My Files* option.

TIP

For more specific details on searching for files, see "Locating Files in the Software," page 1-25.

Search for My Graphics

You can also search for your own graphics from the *Edit* screen, by choosing **Graphics**, then the “find” option **Find My Own Graphic**.

TIP

For more specific details on searching for files, see "Search for My Graphics," page 1-32.

Importing and Exporting Saved Files

You can import or export **Motiva™ 400** files to/from a USB device from the **My Files** section on the *Menu* screen. Once selected, your file will be imported into the Design Center or exported to the USB device.

TIP

If a file with the same name already exists on your Design Center touch computer, the file will not be imported.

Note: For more specific details on importing or exporting saved files, see *"Importing and Exporting Saved Files," page 1-34*.

Deleting Saved Files and Jobs

You can easily delete saved files you no longer want from the **My Files** menu page, selecting the file you want to delete and then clicking **Delete**.

Note: For more specific details on deleting files, see *"Deleting Saved Files and Jobs," page 1-36*.

Basic Process

The general process for creating awards and stickers includes these basic steps For more detail, see the remainder of this chapter.

To create an award or sticker:

1. From the *Design Center Software* main menu, touch or click the **Motiva** button.
2. Use the search or browse functions to locate the design template you want.
3. With a template as your basis, modify it as desired:
   - Change the content of editable text.
   - Change the font, size, and style of editable text.
   - Choose different graphics, remove graphics on templates with replaceable graphics.
   - Add new text or graphics objects.
   - Move and size editable objects.
   - Add a name list to create personalized copies (on templates that use name lists).
   - Change the text or graphic color.
4. Select the material size and type for output, and print.

Finding a Template

Whether you want to create a new award or sticker, or print more of an existing one, your first step after launching the *Motiva 400* design element is to locate the template you want to use.

To search for a file:

1. Locate the template you want by using on one of the search options:
   - **Search by keyword or template ID**
   - **Browse categories and individual templates**
   - **Select previously saved templates**
2. On the *Edit* menu, modify the template as desired.
3. When ready to print the project, touch or click **Next** to go to the *Print Preview* screen.

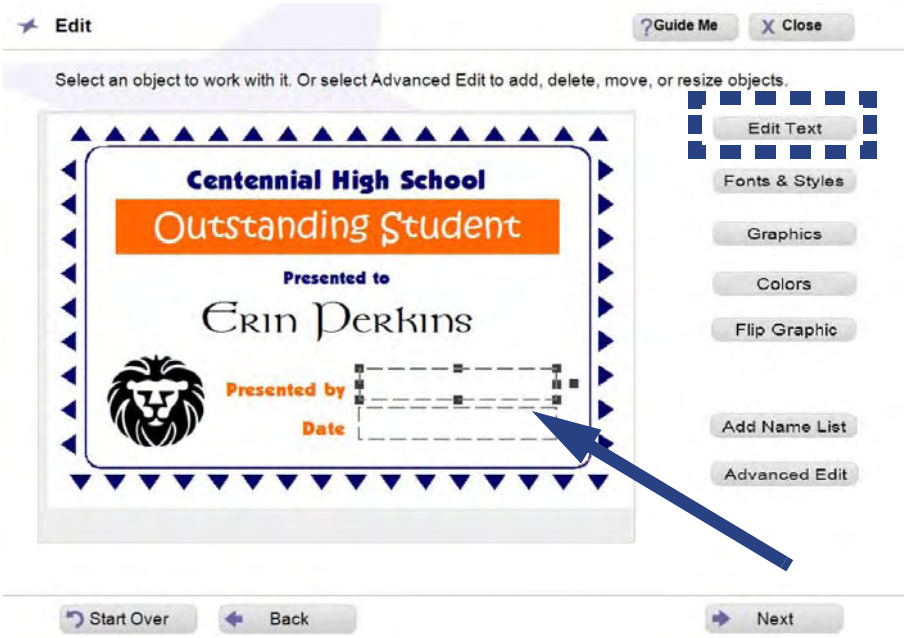
Customizing an Award or Sticker Template

Text Editing

Change Text Content on a Template

To change the content of a text item on a template:

1. With the template displayed on the *Edit* screen, touch or click the text you want to change. Once selected, it will be bordered by a square.
2. Touch or click **Edit Text**.
3. On the Virtual Keyboard, modify the text.
4. When done, touch or click **OK**. The template will display with your text changes.

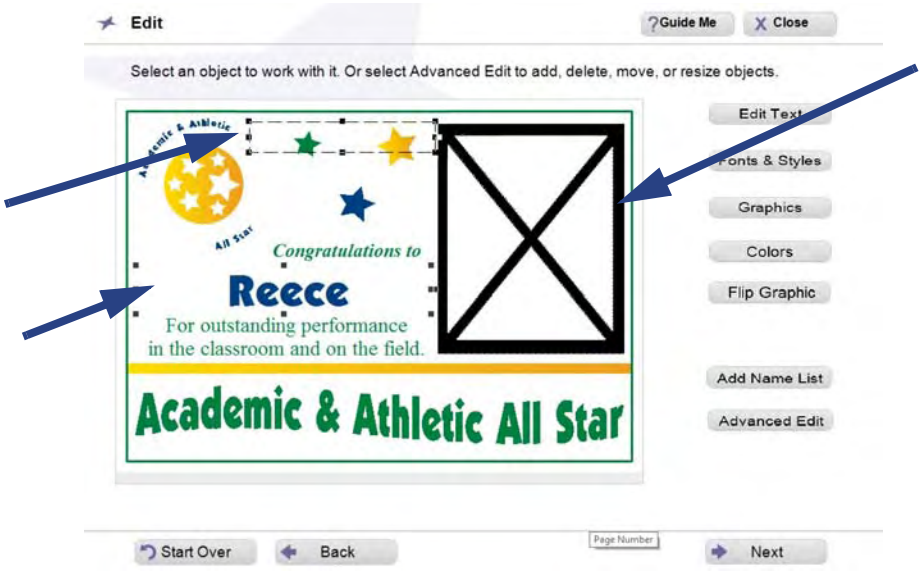


5. To continue modifying the template, go to:
   - *Fonts & Styles* to change the font, size or style of editable text items.
   - *Graphics* to replace or remove graphics.
   - *Colors* to change the color of a selected graphic.
   - *Flip Graphic* to flip the graphic horizontally.
   - *Advanced Editing* to make additional editing, graphics and/or color changes.
6. To print, touch or click **Next** to go to the *Print Preview* screen.

TIP

*Remember to always select the text or graphic **before** clicking **Edit Text** or **Graphics**.*

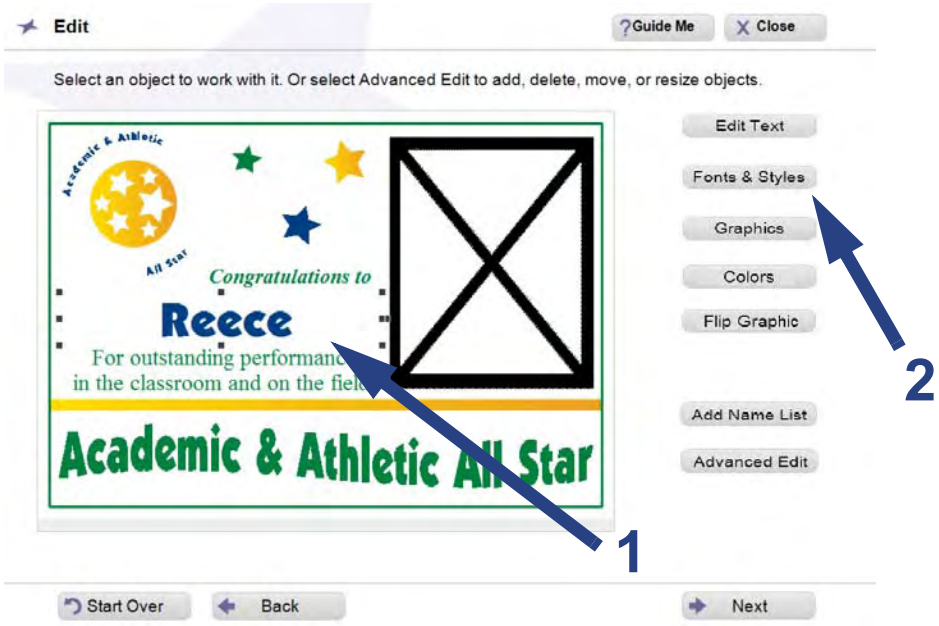
- *A blank space outlined by a dotted line marks a text box in a template. The dotted line does **not** print; it simply marks the space where text can go.*
- *A thick black box with an **X** inside marks an area where a graphic can be placed in a template. The **X** and box do **not** print if you decide not to insert a graphic.*
- *When you select a text box or graphic, square "bullets" appear around it to indicate that it is selected.*



Change Fonts on a Template

To change the text font, style, size or justification on a template:

1. On the *Edit* screen, touch or click the text you want to change.
2. Touch or click **Fonts & Styles**.



3. Make the changes you want as follows:

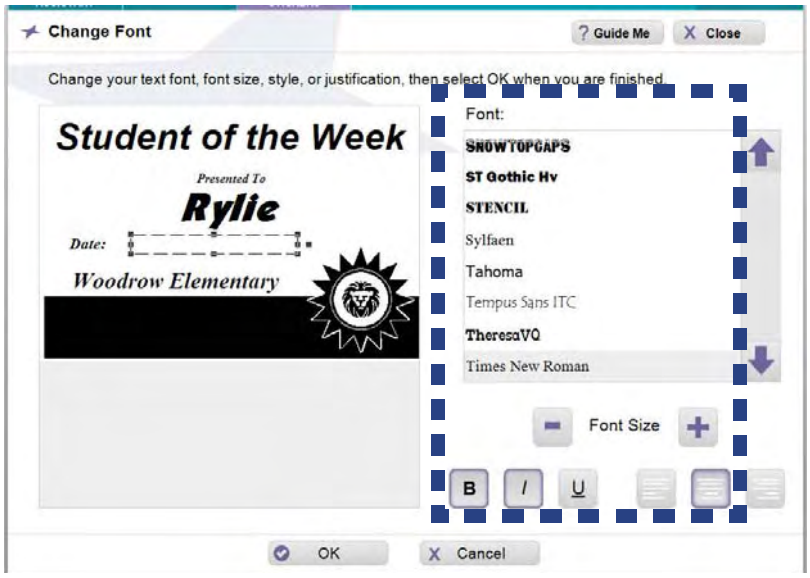
TIP

If your template contains more than one modifiable text item, you can select another text item without going back to an earlier screen. Just touch or click the next text object you want to modify and follow the steps of this procedure.

- **Font:** On the *Font* list, touch or click the font you want (the list of font names appear in the actual typeface of their font). Use the up/down arrows to scroll through the list of fonts.
- **Text Size:** Touch or click *Font Size* plus **(+)** or minus **(-)** buttons to make the text larger or smaller.
- **Style:** Touch or click **B** (bold), ***I*** (italic), and/or **U** (underline) to create the style you want. The style is "on" when the button is depressed (down), and "off" when the button is not depressed (up). You can apply any or all styles to the selected text.
- **Justification**: To change text justification (**Left**, **Right** or **Centered**), touch or click one of the justification controls.

TIP

Text justification only affects multiple lines of text within a **single** *text object. It does not align the text object on the template.*



4. When done, touch or click **OK**.
5. To continue modifying the template, go to *"Advanced Editing," page 9-22* to make additional editing, graphics or color changes.
6. When ready to print the project, touch or click **Next** to go to the *Print Preview* screen.

Add New Text Item

TIP

Make sure that a text item is not selected. If a text item is selected, the new text will be placed in that text box. To deselect a text box, click in an empty area outside of the editing box.

To add a new text item:

1. With the template displayed on the *Edit* screen, touch or click **Advanced Edit**.
2. Touch or click the *Text* tab, then touch or click **New Text**.
3. In the Virtual Keyboard, type the text you want to enter, then touch or click **OK**.

TIP

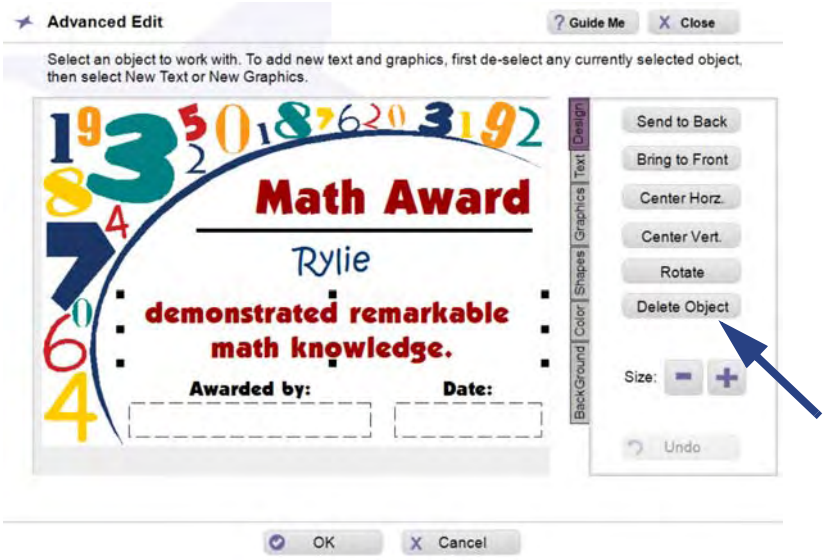
The new text item may be placed over existing items on the template.

4. To move the new text item, touch or click and drag the text box to a new area on the template.
5. If necessary, size the text item using the sizing buttons under the Text tab.
6. If desired, change the font by touching or clicking the **Fonts & Styles** button and/or selecting a color from the color palette on the *Color* tab.
7. Repeat this procedure to add another text item.
8. When done, touch or click **OK** to close the *Advanced Edit* screen and continue with your project.

Remove a Text Item from a Template

To remove a text item:

1. On the *Edit* screen, touch or click **Advanced Edit**.
2. Touch or click the text item you want to remove.
3. Touch or click **Delete Object**.
4. To undo the deletion, click **Undo**.



5. When done, touch or click **OK** to continue with your project.

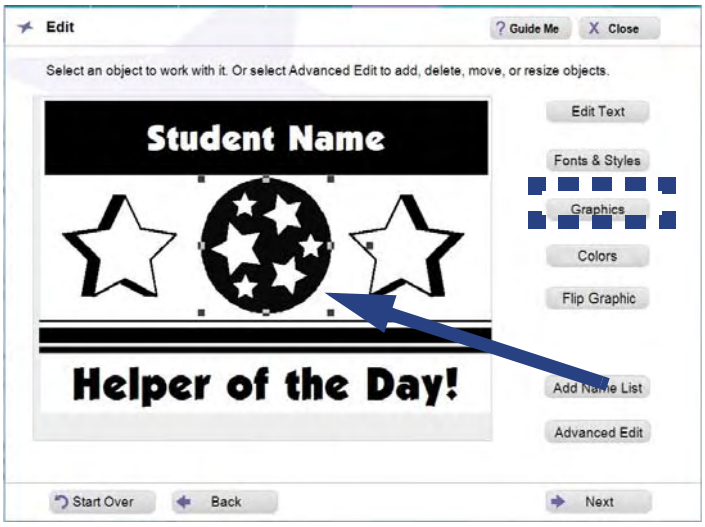
Graphics

VariQuest® graphics are provided for a variety of designs. Not all graphics will look good on all templates, so you may need to experiment to find the graphics that work best for your specific template.

Change Graphics on a Template

To change a graphic:

1. On the *Edit* screen, touch or click the graphic you want to change.
2. Touch or click **Graphics**.



3. On the *Graphics* screen, touch or click the button identifying how you want to search for the new graphic:
   - **Search by Keyword** and **Browse Categories** search the graphics provided with the software. When you locate the graphic you want, touch or click the thumbnail.
   - **Find My Own Graphic** lets you search the graphic files elsewhere on your Design Center touch computer or PC. When you find the graphic you want, select it, then touch or click **OK** to use it and return to the *Edit* screen.

     Graphic files that use any of these supported formats will be displayed:
     - Bitmap (*.bmp)
     - TIFF (*.tif)
     - JPEG (*.jpg)
     - Portable Network Graphic (*.png)
     - Windows Metafile (*.wmf)

TIP

For best results, use high-resolution graphics (such as those used for printing in yearbooks or letterheads). Most images created for a website don't work well because of their lower resolution. Black-and-white or grayscale graphics produce the best results, although grayscale graphics with many gradations can produce less-desirable results.

4. On the *Edit* menu, to modify the template as desired, touch or click **Advanced Editing**. Select from one of the available tabs (see *"Advanced Editing," page 9-22* for more details):
   - **Design** to change design elements of selected objects.
   - **Text** to change text fonts, styles, size.
   - **Graphics** to insert a new graphic or change an existing graphic or insert a pre-defined shape.
   - **Colors** to change the color of text or graphics.
   - **Background** to change the background color.
5. When ready to print the project, touch or click **Next** to go to the *Print Preview* screen.

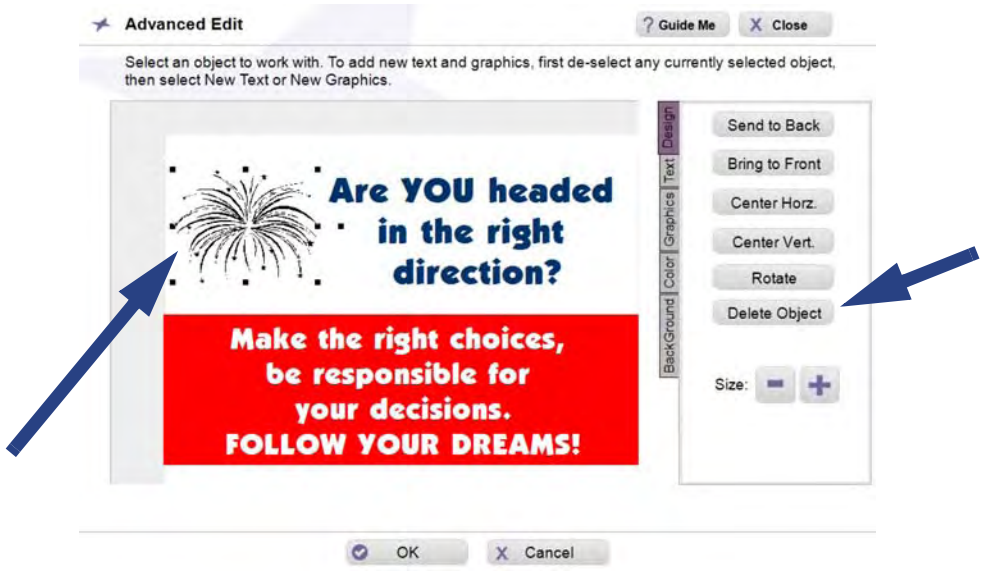
Remove a Graphic from a Template

To remove a graphic from a template:

1. On the *Edit* screen, click **Advanced Edit**.
2. Touch or click the graphic you want to remove.
3. Then touch or click **Design** tab.
4. Touch or click **Delete Object**.
5. To undo the deletion, click **Undo**.

TIP

The graphic is removed from the template, but not deleted from the Design Center Software. You can always search or browse the software graphics to find and restore the graphic.



TIP

If you save the changed template after removing a graphic, you can always add a graphic back in — either the original or a different one.

Insert a Graphic

To insert a graphic:

TIP

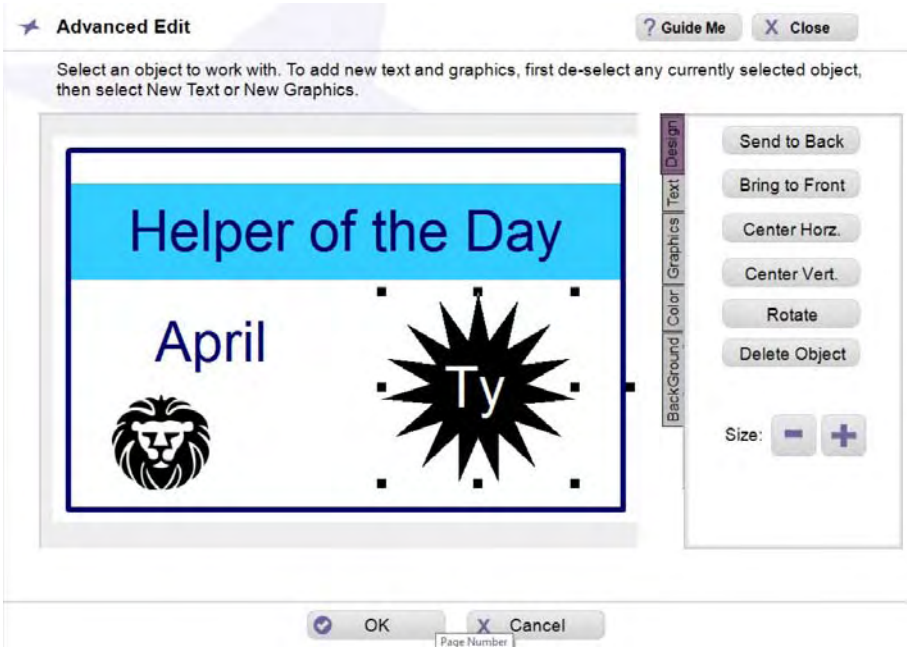
Make sure that a graphic is not selected. If a graphic is selected, the new graphic will be placed in that graphic box. To deselect a graphic, click in an empty area outside of the editing box.

1. From the *Edit* screen, touch or click **Advanced Edit**.
2. Touch or click *Graphics* tab.
3. To search for a graphic, touch or click **Graphics**.
4. Browse to the location of your graphic using one of the search options.

TIP

The new graphic may be placed over existing items on the template.

5. Move the graphic to the desired location on the template.
6. Repeat this procedure to add another graphic.
7. To delete an existing graphic, select *Design* tab, touch or click the graphic, then touch or click **Delete Object**.



8. When done, touch or click **OK** to close the *Advanced Edit* screen and continue with your project.

Rotate a Graphic

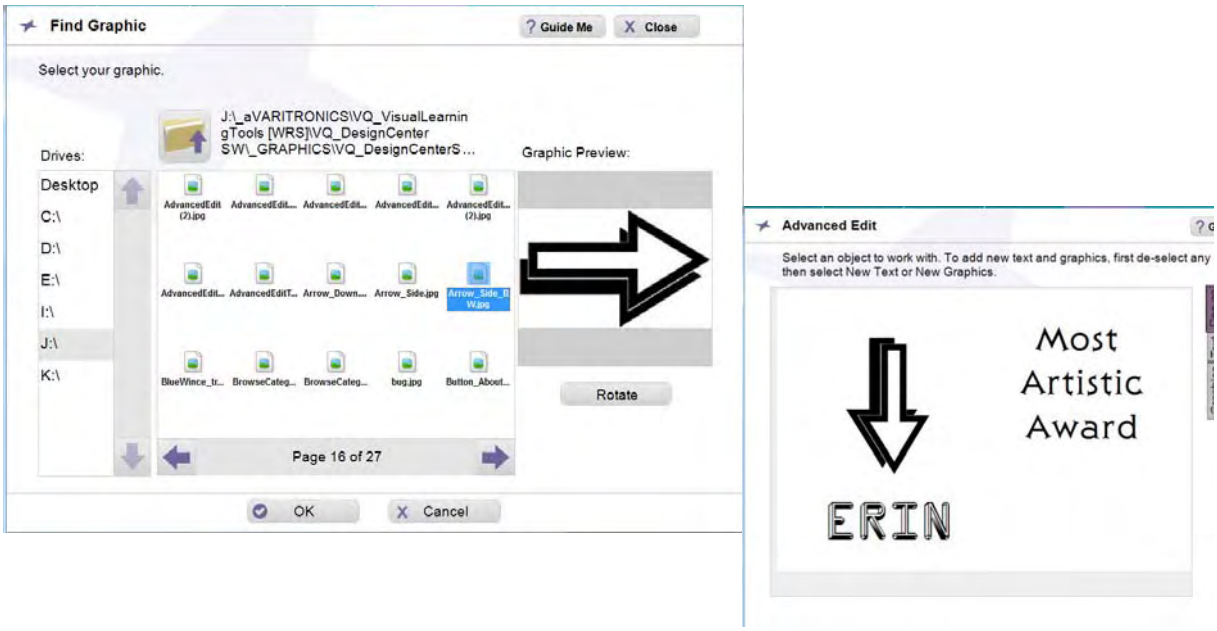
When you import one of your own graphics, you can rotate it in 90° increments. This cannot be done after the graphic is imported.

TIP

Rotate is only available from the **Find My Graphics** *button. You cannot rotate graphics that are part of the software suite.*

To rotate a graphic:

1. In the *Advanced Edit* screen, touch or click **Graphics**.
2. Locate and select your graphic. It displays in the *Graphic Preview* window.
3. Touch or click **Rotate** to rotate the graphic counterclockwise.
4. When done, touch or click **OK**. The graphic will display in the *Edit* screen.

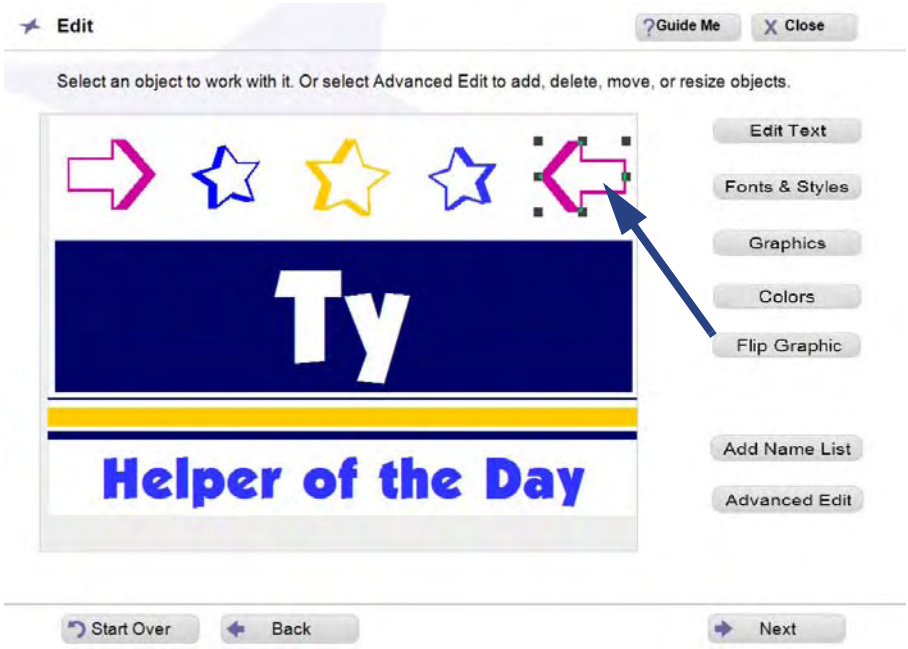


Flip or Rotate an Existing Graphic

You can select an image and flip it to face the opposite direction. This can be useful when you have two graphics and want them to face toward each other. You can also rotate the graphic in 45° increments from the *Advanced Edit* menu.

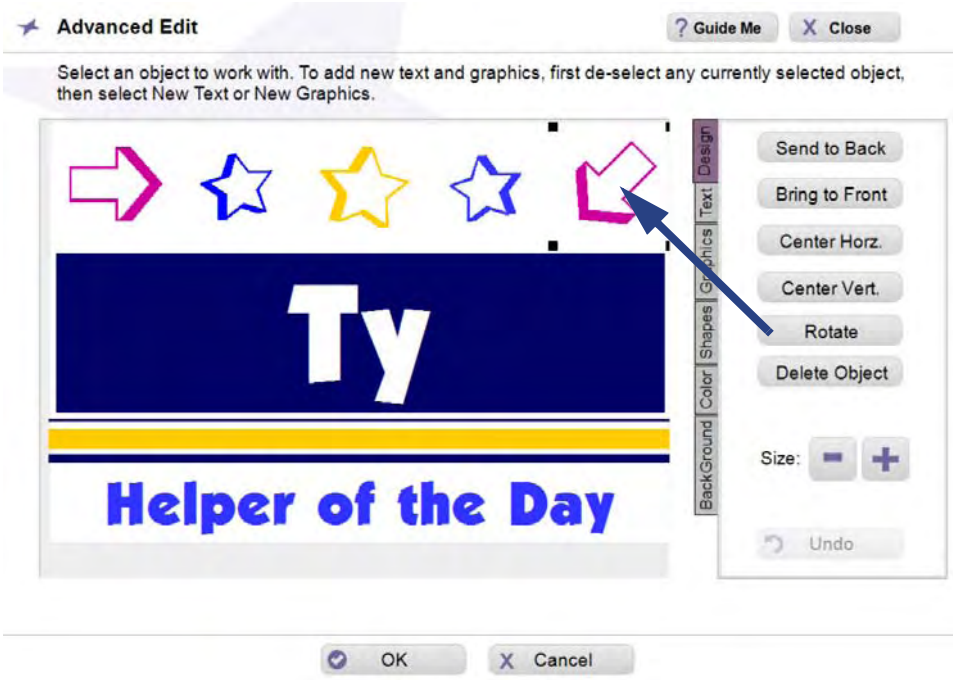
To flip a graphic:

1. In the *Edit* screen, touch or click a graphic object.
2. Touch or click **Flip Graphic**. The graphic will be flipped 180° horizontally.



To rotate a graphic:

1. In the *Edit* screen, touch or click **Advanced Edit**.
2. Select your graphic and touch or click *Design* tab.
3. Touch or click **Rotate** to rotate the image counterclockwise in 45° increments.
4. When done, touch or click **OK** to return to the *Edit* window.



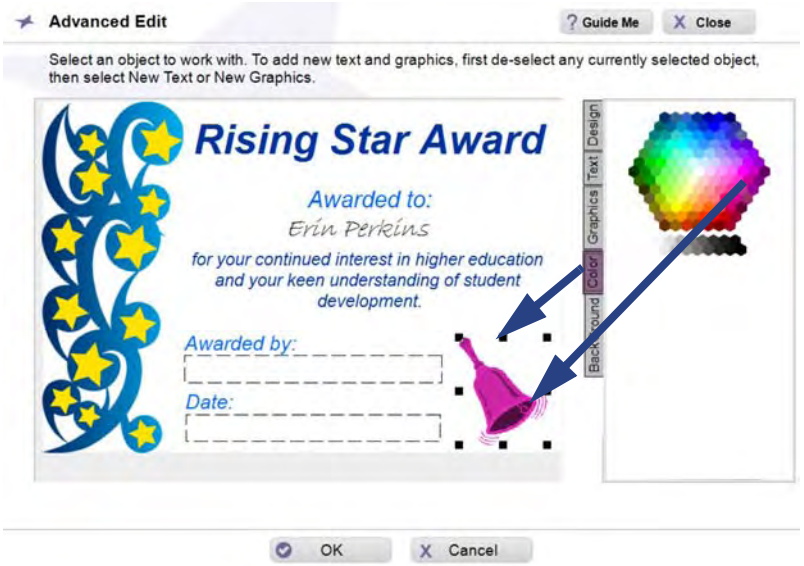
Change Graphic Color

You can change the color of a some graphics on a template.

Note: Not all available graphics can be edited for color. Only vector-based graphics can be changed.

To change the graphic color:

1. In the *Advanced Edit* screen, touch or click the graphic you want to change, then choose the *Color* tab.



2. Touch or click a new color from the color palette. The color of the graphic changes to varying shades of the selected color.

Note: If the graphic color cannot be changed, a message will display.

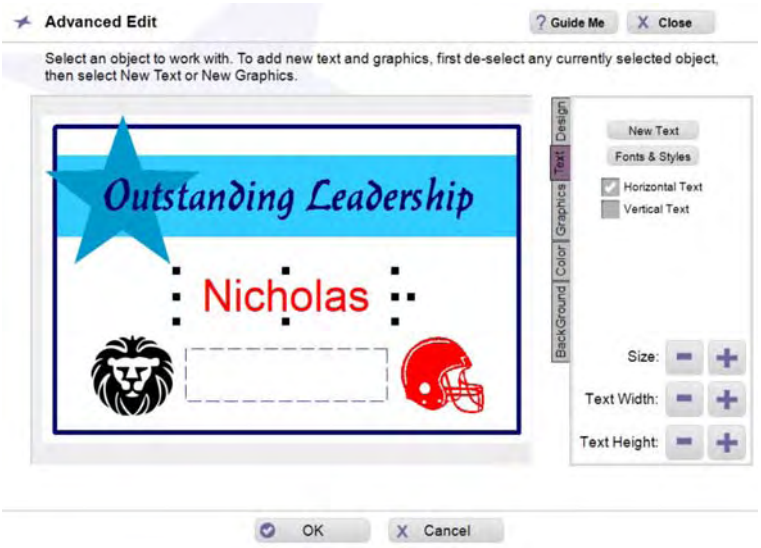
3. Repeat this procedure to change other graphic object colors.
4. When done, touch or click **OK** to close the *Advanced Edit* screen and continue with your project.

Advanced Editing

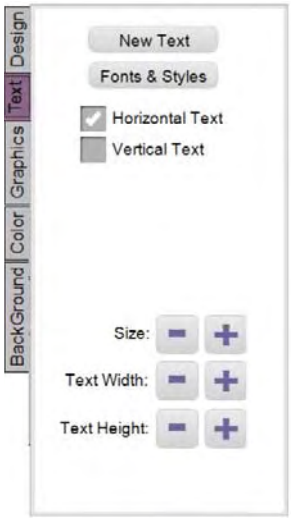
Advanced editing gives you additional control over the content of the template. From this screen, you can add additional text or graphics, change text fonts, delete objects, add or change color and/or size text and graphics.

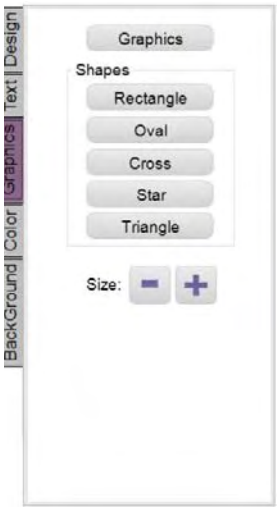
To do advanced editing:

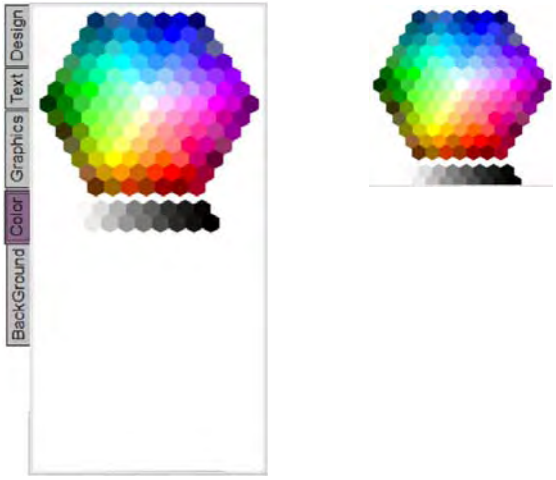
1. From the *Edit* screen, touch or click **Advanced Edit**, then go to any of the tabs to change the editable objects on the template. See the following tables for detailed descriptions tab functions.

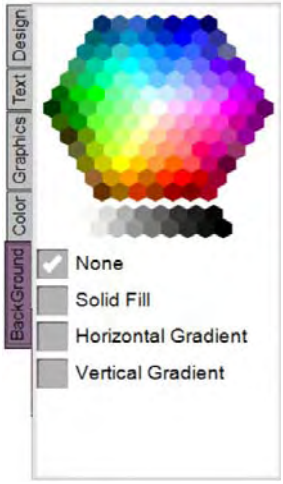


Design Tab	
Send to Back	Touch or click to send selected object to the back of all objects.
Bring to Front	Touch or click to bring selected object to the front of all objects.
Center Horz.	Touch or click to center the selected object horizontally on the page.
Center Vert.	Touch or click to center the selected object vertically on the page.
Rotate	Touch or click to rotate the selected object in 15° increments.
Delete Object	Touch or click to delete an existing graphic or text object.
Size - +	Touch or click to increase or decrease the size of the selected object.
Undo	Touch or click to undo the last action.

Text Tab	
	
New Text	Touch or click to add a new text box. When the Virtual Keyboard appears, enter the new text, then touch or click **OK**. When a text object is selected, this button toggles to **Edit Text.**
Edit Text	Touch or click to change the text in a text box. When the Virtual Keyboard appears, enter the new text, then touch or click **OK**. When no text object is selected, this button toggles to **New Text.**
Fonts & Styles	Select a text object, in the *Fonts &Styles* screen, touch or click to select a different font, size, style or justification, then touch or click **OK.**
Horizontal Text **Vertical Text**	Select the text orientation. Text in the selected text box will be changed to reflect the selected orientation.
Size - + **Text Width** **Text Height**	Select a text box or graphic, touch or click **-** or **+** to increase or decrease the size, or the text width and height of a text box.

Graphics Tab	
	
New Graphics	Touch or click to add a new graphic. In the *Change Graphic* menu, browse to the location of the new graphic, then touch or click **OK**. This button toggles to **Graphics.**
Graphics	Touch or click to change a selected graphic. In the *Change Graphic* menu, browse to the location of the new graphic, then touch or click **OK**. This button toggles to **New Graphics.**
Shapes • Rectangle • Oval • Cross • Star • Triangle	Touch or click the button to insert the shape indicated, then touch or click **OK**. Size the object while it is selected. You can change the color from the **Color** tab.
Size - +	Select a text box or graphic, touch or click **-** or **+** to increase or decrease the size.

Color Tab	
	Touch or click the desired color on the color palette to change the selected object, then touch or click **OK**.

Background Tab		
	**None**	Touch or click to remove background fill, then touch or click **OK**.
	Solid Fill	Touch or click to fill the background with color. Touch or click the color palette to fill the background with the selected color, then touch or click **OK**.
	Horizontal Gradient	Touch or click to fill the background with a horizontal gradient in the selected color. then touch or click **OK**. **Note:** *Gradients display best when used with darker colors.*
	Vertical Gradient	Touch or click to fill the background with a vertical gradient in the selected color, then touch or click **OK**. **Note:** *Gradients display best when used with darker colors.*

Name Lists

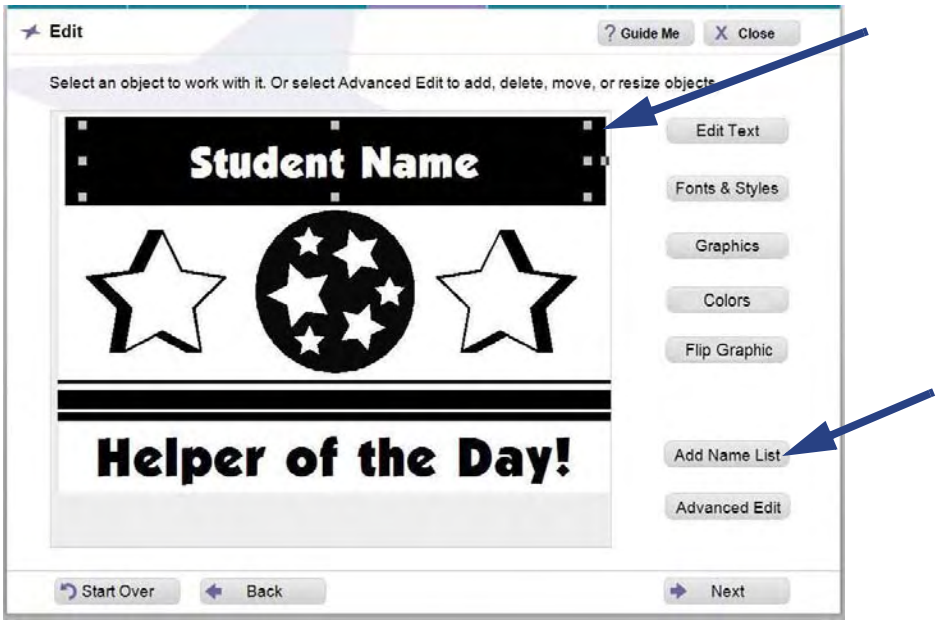
Add a Name List to a Template

To add a name list to a template:

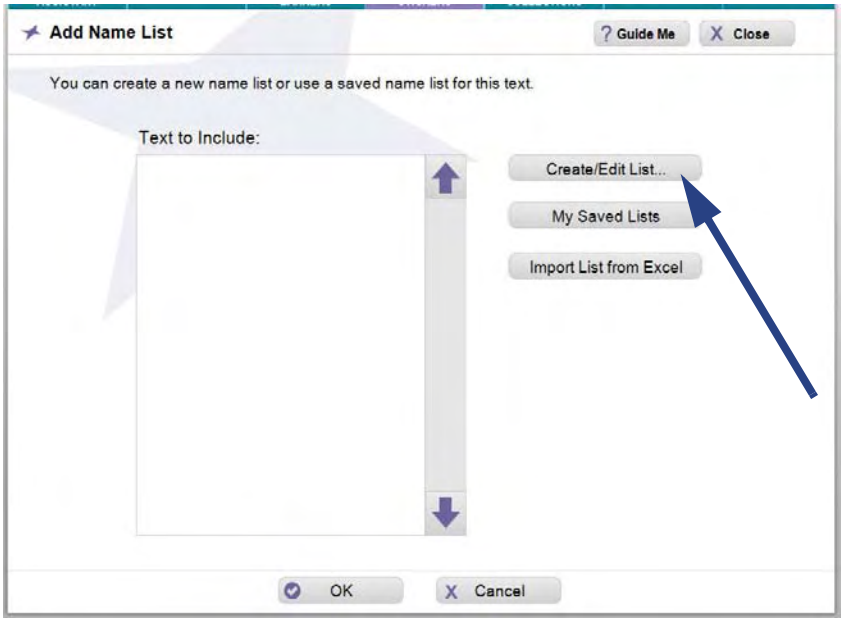
1. On the *Edit* screen, touch or click the text where you want the names from your list to appear (e.g., “Student Name”).
2. Touch or click **Add Name List**.

TIP

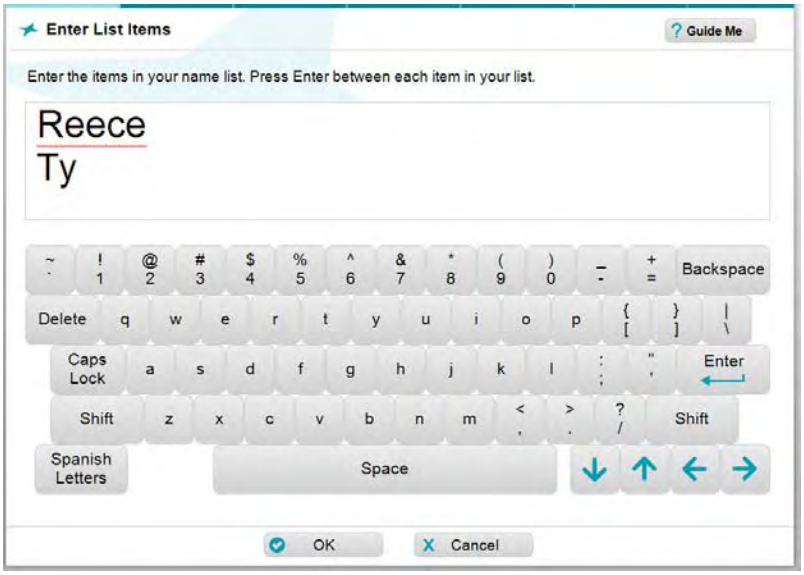
*Remember to always select the text box **before** you click **Add Name Text**. If the text cannot be replaced by a name list, a message with that information will display.*



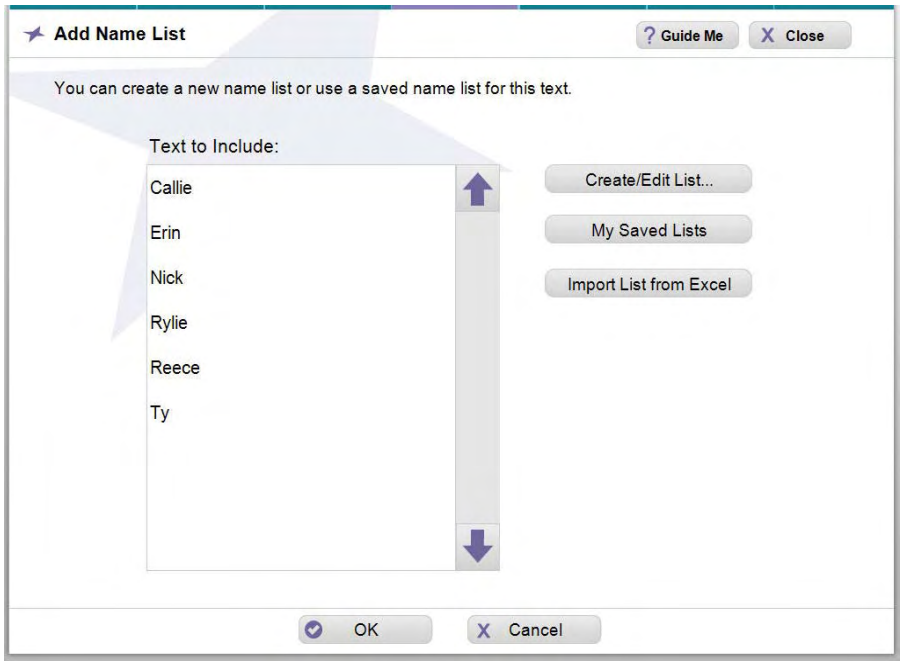
3. In the *Add Name List* screen, touch or click **Create/Edit List**.



4. To add names to your list, touch or click the keys on the Virtual Keyboard. After each name, touch or click **Enter**.
5. When done, touch or click **OK**.



6. The names you entered will display in the *Text to Include* list. Click **OK** to continue.

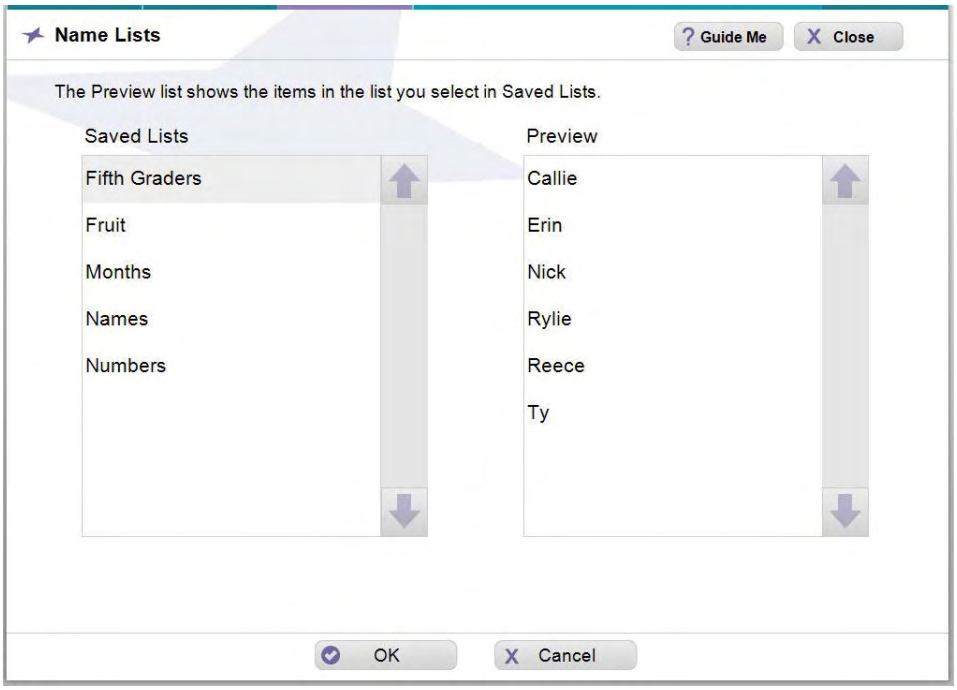


7. At the prompt to save your list:
   - Touch or click **Yes** to enter a name for the list, then touch or click **OK** to return to the *Edit* screen with the first entry in your list displayed in the text box.
   - Touch or click **No** to continue without saving. You will be returned to the *Edit* screen with the first entry in your list displayed in the text box.
8. Touch or click **Next** to continue with your project.

My Saved Lists

Use this procedure if you have already created and saved a name list.

1. On the *Edit* screen, touch or click the text where you want the names from your list to appear (e.g., “Student Name”).
2. Touch or click **Add Name List**.
3. Touch or click **My Saved Lists**. The *Name Lists* screen will display all of your saved name lists with the items in the list displayed in the *Preview* box.
4. Select the list you want, then touch or click **OK**.



5. On the *Add Name List* screen, touch or click **OK** again to accept the list and display the first name in the template.

TIP

*You can use only one name list per template. If you already used a name list for the template and want to use a name list for a different text item, change the first text item to standard text by touching or clicking **Change Text** and entering the standard text you want to appear. Then add the name list to the new text item.*

6. Touch or click **Next** to continue with your project.

View, Edit or Delete Name Lists from Edit Menu

To edit a saved list:

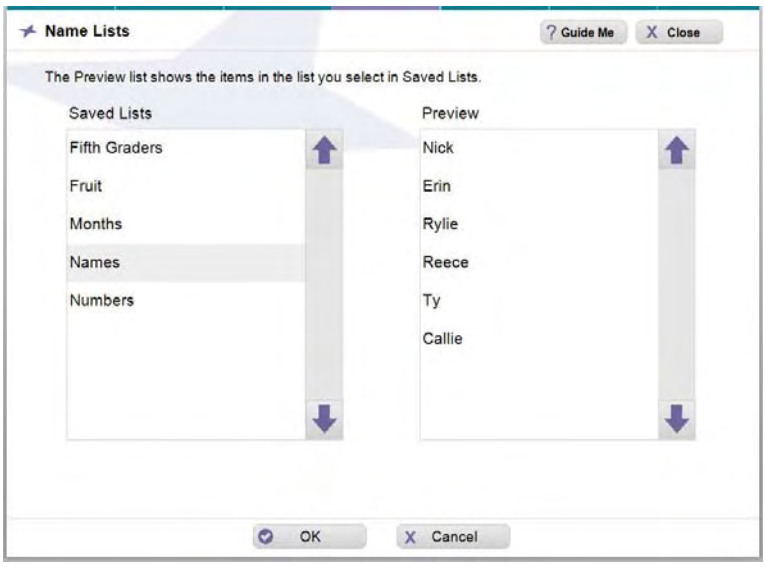
TIP

You can only delete a name list from Workroom Assistant.

1. Select the text object you want to edit, then touch or click **Add Name List**.

2. Touch or click **My Saved Lists**.

3. From the *Saved List* column, choose the name list you want to use, then touch or click **OK**.

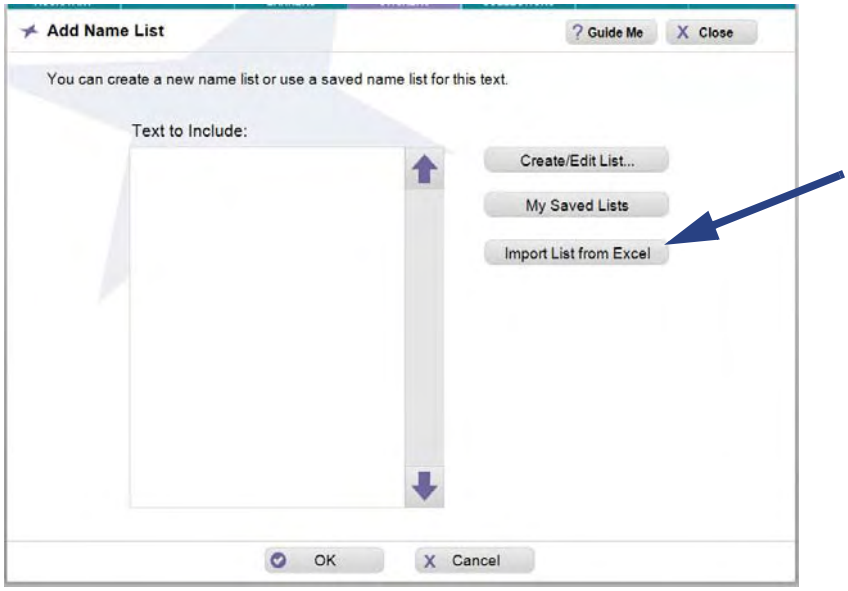


4. To edit your list (e.g., remove the column heading):
   a. Touch or click **Create/Edit List**.
   b. In the Virtual Keyboard, make the changes you want to the list.
   c. When done, touch or click **OK**.
5. Touch or click **OK**, and when prompted touch or click **Yes** to save your list, or **No** to continue without saving.
6. If you selected *Yes*, enter the name of your list in the Virtual Keyboard, then click **OK**. Your list is saved and you will be returned to the *Edit* screen.
7. In the *Edit* screen, touch or click **Next** to continue with your project.

Import Name List from Excel

1. Select the text object you want to edit, then touch or click **Add Name List**.

2. Touch or click **Import List from Excel**.



3. In the *Import List* screen, touch or click **Find File**.

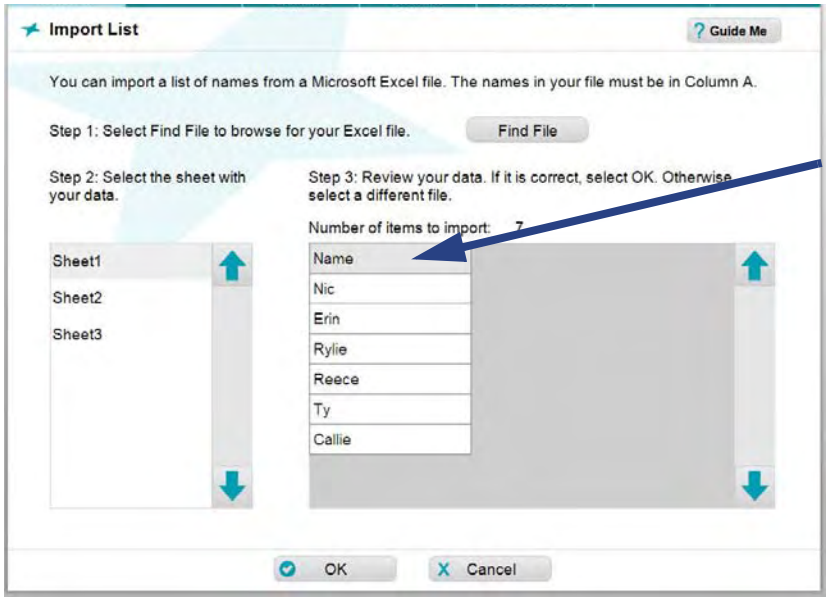
TIP

You can import name lists from your PC hard drive or from a USB device connected to the Design Center touch computer or PC.

4. Navigate to the location of your Excel file, then touch or click **OK**. The first sheet of the file will display the contents of Column A.

TIP

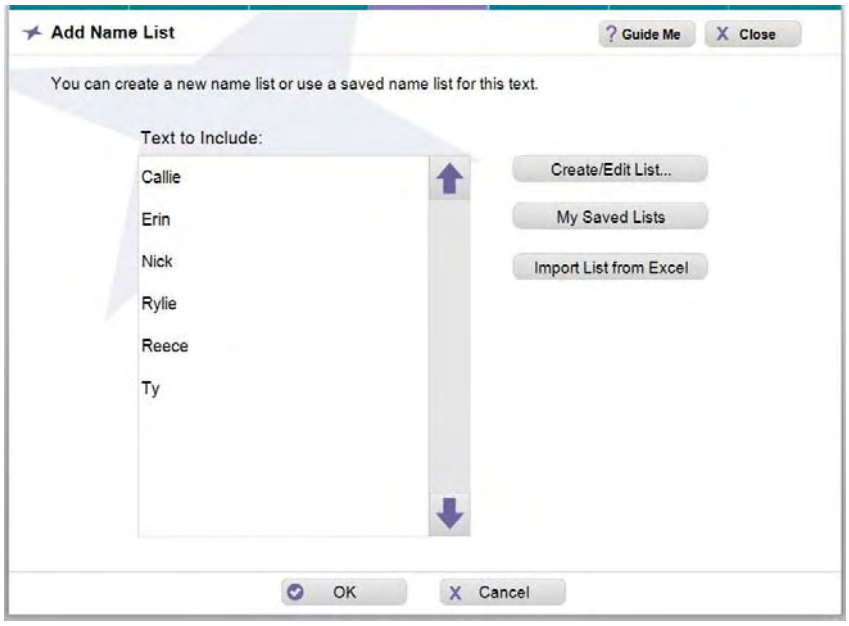
If you have a column header in the Excel file, the header will also be imported and included in the name list unless you delete that item.



TIP

Only the information in Column A of the selected sheet in the Excel file is imported. Blank cells are ignored.

5. To choose another sheet in the imported file, touch or click the sheet name. The preview window is immediately updated.
6. When done, touch or click **OK**. The list displays in the *Add Name List* screen.



7. If you want to edit your list (e.g., remove the column heading):
   a. Touch or click **Create/Edit List**.
   b. Edit the list in the *Virtual Keyboard*, then touch or click **OK**.
8. Touch or click **OK**, and when prompted touch or click **Yes** to save your list, or **No** to continue without saving.
9. If you selected *Yes*, enter the name of your list in the Virtual Keyboard, then click **OK**. Your list is saved and you will be returned to the *Edit* screen.

Printing an Award or Sticker

Depending on the type of project, there are several options available for printing your award or sticker. If you have customized the template, you will be asked if you want to save the template before initiating the print process.

Saving a Template before Printing

If you have made any changes to the template, you will be prompted to save it when you choose **Next** from the *Edit* screen.

Guidelines for Saving a Template

TIP

Consider these guidelines for saving a template:

- *If you plan to re-use or output additional copies of a template you have customized, you should save it and open it later via the **My Files** option on the "Find" screen.*
- *Saved templates can be exported to a USB device so they can be transported between your local PC and the Design Center Software.*
- *If you did not make any actual changes, or if you don't plan to reuse this customized version in the future, it is not necessary to save your changes.*

To save a customized template:

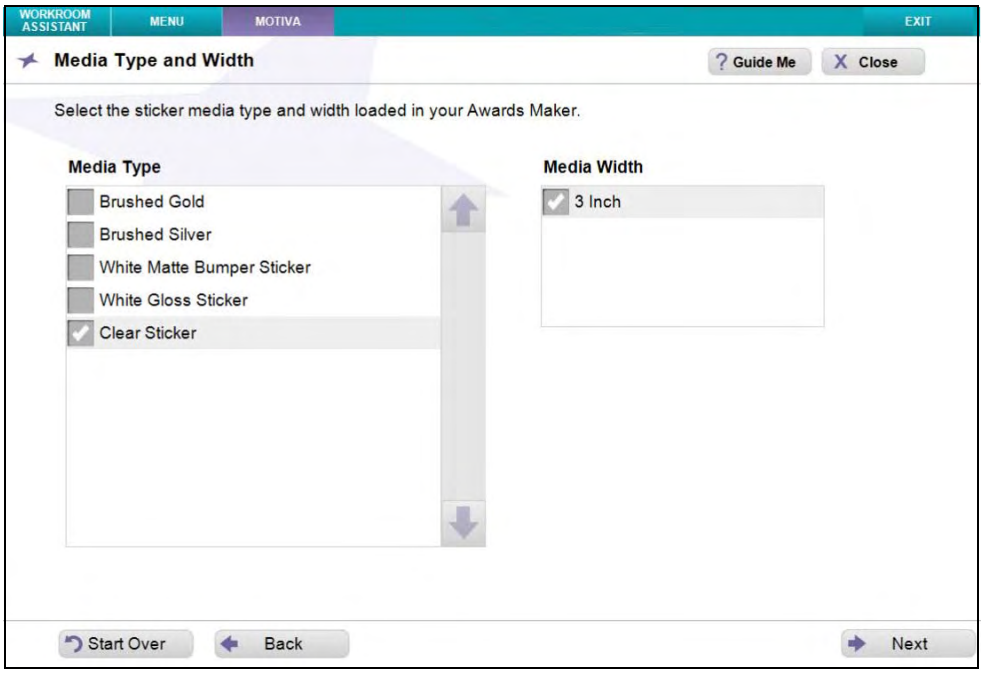
1. When finished with the *Edit* screen, touch or click **Next**. A pop-up message will ask whether you want to save the file.
   - Touch or click **Yes** to save the template under a new name. If you save the file, you can later export it to a USB device so you can transport it between your local PC and the *Design Center Software*.
   - Touch or click **No** if you don't want to save it, but want to proceed to printing.
   - Touch or click **Cancel** to remain on the **Edit** screen (e.g., to continue further customization).

2. If you want to save your changes, enter the name you want to use on the Virtual Keyboard, then touch or click **OK**.
3. At the confirmation message that the template was saved, touch or click **OK** to continue.
4. Continue to *"Printing," page 9-37*.

Printing

To print awards or stickers on a* Motiva™ 400*:

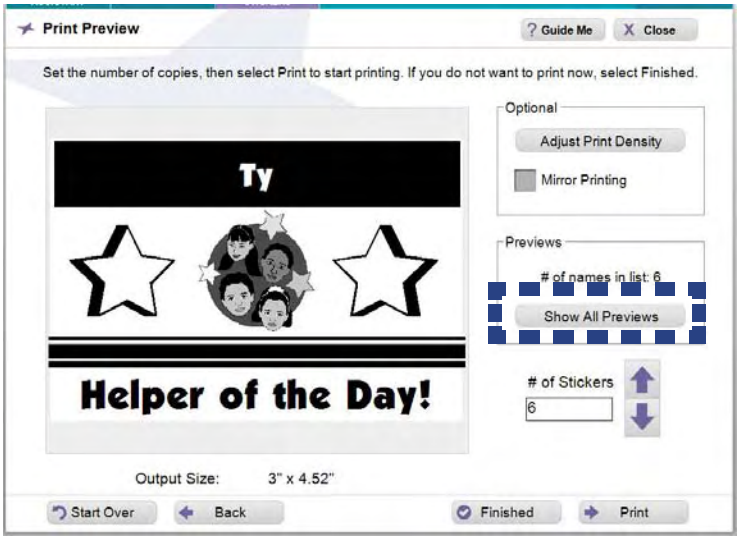
1. Turn on the **VariQuest®** *Motiva™ 400 Color Awards Maker* and install the media type and width you want.
2. On the *Media Type and Width* screen, verify the sticker media type and size loaded in the printer are checked:
   - Touch or click a media type and media width to select them.
   - Touch or click **Next** to continue.



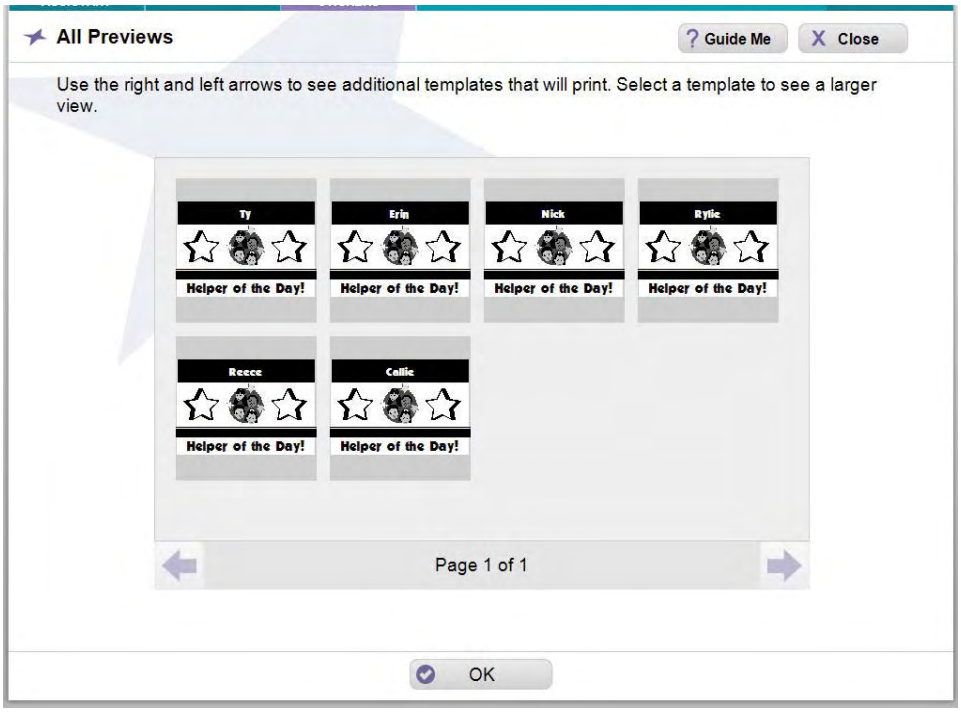
3. With your project displayed on the *Print Preview* screen (the quantity defaults to "**1**"). To set the number of stickers you want printed, touch or click up/down arrow keys in the **# of Stickers** box.
   - When using a name list, the number in the **# of Stickers** box defaults to the number of names on your list. The example shows 6 because it is the number shown in **# of names on list**.

     If you reduce the number, the end of the list will be cut off (e.g., if your list includes 30 names, but you change the **# of Stickers** to 25, the last five names will not be printed).

     If you increase the number, printing will start over at the top of the list (e.g., to print two copies of each name using the same 30-name list, you would increase the **# of Stickers** to 60).
   - To see a preview of all versions of the template, touch or click **Show All Previews**.



4. On the *All Previews* screen, scroll to see the templates for all names. You can also magnify the preview by touching or clicking a thumbnail.
5. After viewing all previews, touch or click **OK** to return to the *Print Preview* screen.



6. When ready to output your awards or stickers, touch or click **Print**.

   A pop-up window indicates the print job status. When printing is complete, the pop-up window closes, leaving the *Print Preview* screen displayed.

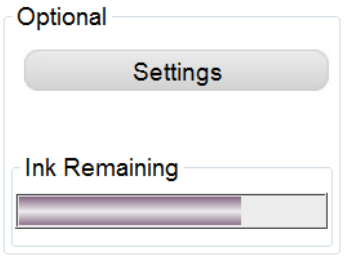
7. If you are done with the project and the *Awards & Stickers* design element, touch or click **Close**.

   Other options available are:

   - **Print** additional copies.
   - Go **Back** to make a change to the design.
   - **Start Over** or **Finished** to work on a new awards/stickers project.

Optional and Ink Remaining Settings

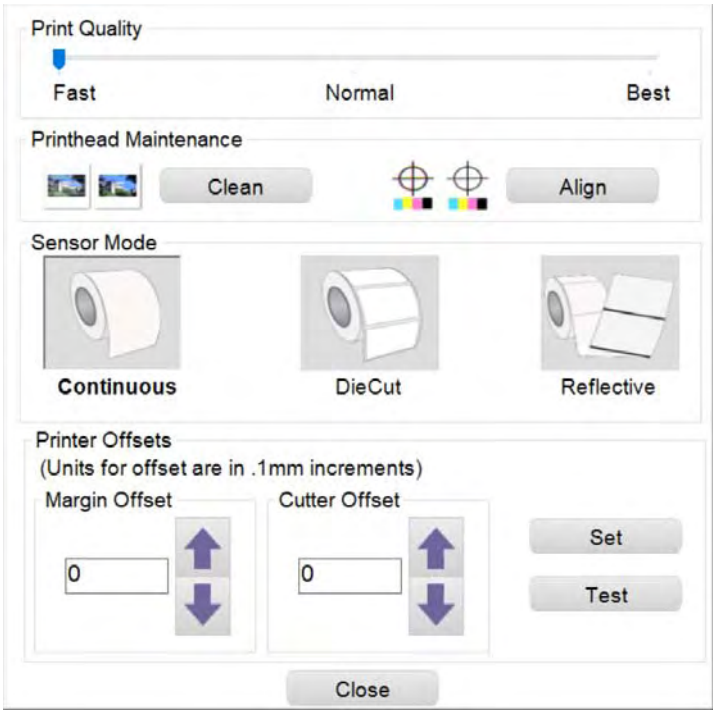
1. Select **Settings** to change *Print Quality*, *Clean* and *Align* the Printheads, and adjust *Media Sensor* and *Printer Offsets*.
2. The *Ink Remaining* indicator shows the approximate amount of ink remaining in the cartridge. The printer also alerts you when less than 10% of the cartridge is remaining.



3. Use the arrow buttons to change the number of stickers to be printed. This number defaults to the number of names in your Name List (i.e., one copy for each name will print).
4. Select **Show All Previews** to see all copies that will be printed. (when a namelist is used).

Printer Adjustments

The **VariQuest®** *Motiva™ 400 Color Awards Maker* is factory calibrated and should not need adjustment or cleaning. However, if necessary, some functions can be adjusted from the *Printer Adjustments* screen.



Printhead Maintenance

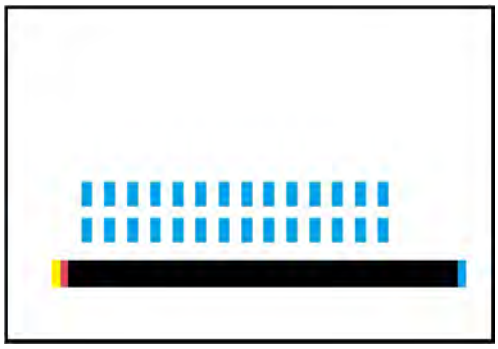
You can clean or align the printhead from the Printhead Maintenance section of the *Printer Adjustments* screen.

Clean Printhead

1. From the *Print Preview* screen, touch or click **Settings** to open the maintenance dialog.
2. In the *Printhead Maintenance* box, touch or click **Clean**.
3. At the prompt, touch or click **OK** to clean the printhead. A color pattern will print showing the results.
4. Touch or click **Close** to close the dialog.

Align Printhead

1. From the *Print Preview* screen, touch or click **Settings** to open the *Printhead Maintenance* dialog.
2. Touch or click **Align**.
3. At the prompt, touch or click **OK** to align the printhead. An alignment pattern will print showing the results.
4. Touch or click **Close** to close the dialog.



Printer Offsets

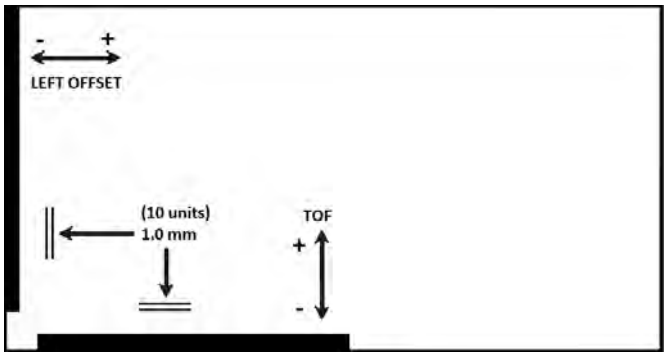
Printer Offsets let you adjust the vertical and horizontal printing position or cutting edge of the label. If you see white on your label edges, you may need to adjust the printing position. The **Motiva™ 400** comes factory calibrated to print exactly to the edge of the label stock. However, due to variations in the left margins and other variables it may be necessary to fine tune these settings at the beginning of each roll. Please consult your Authorized VariQuest Dealer prior to making adjustments.

Before adjusting alignment settings, print one label at the quality level you intend for the entire job. This will ensure the label stock is moving at the same speed and the stock sensor will sense the gap in the same way.

Before adjusting Top of Form, make sure the label stock is properly loaded so there is no gap between the liner edge and the fixed throat guide.

- **Cut Position.** Adjusts position of the last label printed after it has been presented for tear off. Negative values move the tear point closer to the printer. Positive values move the tear point away from the printer.
- **Left Margin Offset.** Moves the printed label left or right. Positive values move the printed label to the right. Negative values move the printed label to the left.
- **Top of Form (TOF).** Moves the print start position up or down on the label. Add to the value to move the printed label down or toward the printer. Subtract from the value to move the printed label up or away from the printer.

1. From the *Print Preview* screen, touch or click **Settings** to open the *Printhead Maintenance* dialog.
2. To adust the offset(s), enter a value in the dialog for *Margin* or *Cutter* offset, or touch or click the **Up / Down** arrows.
3. To Test the value entered, touch or click **Test**. To set the value entered, touch or click **Set**. A test label will print showing the results.
4. Touch or click **Close** to close the dialog.



Sensor Mode

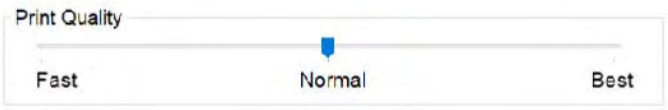
Sensor Mode detects the type of media installed. The default is Continuous. If you change media, you can change what the sensor detects.

1. From the *Print Preview* screen, touch or click **Settings** to open the *Printhead Maintenance* dialog.
2. To ensure the printer senses the correct media, touch or click the appropriate media type (i.e., Reflective, DieCut, Continuous).
3. Touch or click **Close** to close the dialog.

Print Quality

You can change the default setting for printing by using the Print Quality option. By default, the printer is set to Normal print quality.

1. From the *Print Preview* screen, touch or click **Settings** to open the *Printhead Maintenance* dialog.
2. In the Print Quality dialog, move the slider to change the print quality.
   - **Fast**: Faster printing and lower image quality.
   - **Normal**: Good quality and print speed.
   - **Best**: Best quality printing, slowest print speed.
3. Touch or click **Close** to close the dialog.



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