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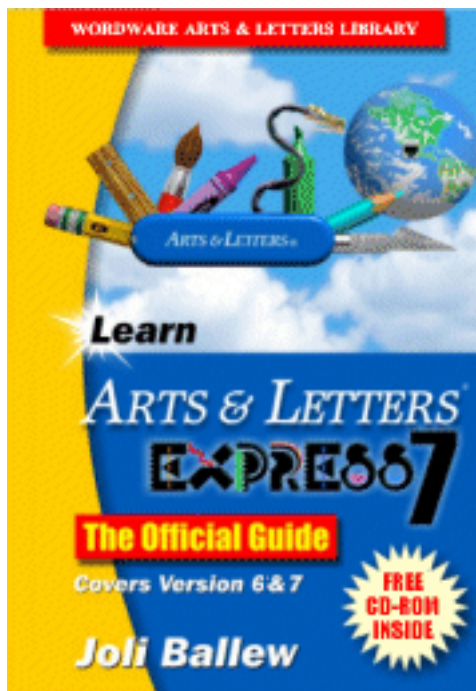
The Official Guide

Covers Version 6 & 7

Joli Ballew

**FREE
CD-ROM
INSIDE**

The most comprehensive book about Arts & Letters EXPRESS ever written



This book is written for everyone, and is a great book for Arts & Letters enthusiasts both new and old. It will prove invaluable to all of you - for those of you who have been using the program since the mid 1980's, as well as those who just joined on with the latest version.

Easy to read and understand, the Official Guide to Arts & Letters contains "textbook" elements so it can be adapted for use by schools and curriculum developers.

Every aspect of Arts & Letters is included; every tool is detailed, every menu is examined, and countless applications of the tools are offered.

Included in the book are step-by-step instructions for performing all tasks and using all of the features of Arts & Letters Express. This includes items not found in the

Help files, such as how to add fonts and clip art from third party applications, and how to import and export images between applications.

There is a CD-ROM with ideas for teachers, projects for students, concepts for flyers, company documents, announcements, and much more. The reader can use the art files as templates for creating their own work.

So for all of you out there who've been using Arts & Letters for years and years, this book is for you; you'll learn how to use the tools you have yet to try or don't quite understand. For those of you that are new to Arts & Letters - what a great time and place for you to get on board!

About the Author

Joli Ballew is a full-time writer and graphic artist and resides in the Dallas area. She has also worked as an educational content consultant, a network administrator, a high school algebra teacher, and a college instructor. After graduating from the Performing Arts Magnet in Dallas where she studied music and the arts, she attended college at the University of Texas at Arlington, and graduated with a B.A. in Mathematics and a minor in English.

Currently Joli has three books available: *Windows 2000 Professional Test Yourself* from Syngress Media, and *Windows 2000 Server On Site and Windows XP Professional - The Ultimate User's Guide* both published by Paraglyph Press. Joli is working on two new books to be published in late 2002; *The Complete Idiot's Guide to Photoshop Elements* by Alpha books (co-authored with Greg Holden) and *A Simple Guide to Photoshop 7.0*, published by Pearson Education.

About the Technical Editor

Sam Andrew, Technical Editor for the book, combines real world experience in graphics with an understanding of education and curriculum development.

Sam is the Curriculum Manager for Technology Education for Highlands High School in Pennsylvania and was instrumental in developing their Computer Graphic Design Specialist Program replacing a traditional Industrial Arts program. Highlands now has articulation agreements with six colleges and technical schools to which Highland graduates are able to go with advanced credit. Arts & Letters EXPRESS has been an integral part of the Highlands' curriculum for the past ten years. Sam is currently developing a Computer Graphic Design class for adults in the community.

About the Publisher

Wordware Publishing, Inc. is the leading computer book publisher for these subjects: Game Development, Game Production, Delphi, Kylix, LightWave, 3DS Max, Direct X, Search Engine Optimization, Sybase, AutoCAD LT, FileMaker, Peachtree, and Miva.

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Learn Arts & Letters Express 7

by Joli Ballew

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Arts & Letters EXPRESS Office Edition

The Office Edition consists of the Arts & Letters EXPRESS 7.0 program, User's Guide and Manual in Adobe Acrobat .pdf format and as an MS Word document. A copy of the Adobe Acrobat Reader can be installed during the installation procedure if it is not detected on the system.

The Office Edition includes the BOSS Font Manager, BOSS Image Manager, 2,000 TT and 2,000 PS fonts, and 10,000 web graphics.

Price - \$149.95 (discounts for current users and volume purchases)

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Drag/Drop file management through Windows

Eyedropper tool for saving and recalling attributes

Intuitive object selection

Spell Checker

Secondary mouse button functions speed editing sessions

Hint Line provides continuous help

Data-driven charting tools

Multiple view levels -- stepless zoom ratio 80:1

Edit in full color or wire frame

Custom attributes and styles

Image capture

Autotrace bitmaps

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Push-pin menus to create customized layouts

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Clip-Art Manager with thumbnail images

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Over 25,000 award-winning art forms, clip art images and web objects

Line and Bezier curve drawing tools

Construction toolbox for precision drawing

Advanced curve editing tools

Convert symbols to freeform

Snap to lines and curves

Line-to-curve conversion

Typographic Controls

Interactive tracking, leading, and styles control

Edit attributes of specific letters within a text block

Typeface preview that can be customized

Text along a path

TrueType and PostScript fonts supported

Edit TrueType and PostScript Type 1 outlines

Fonts & Font Manager

2,000 Postscript and 2,000 TrueType fonts

Custom kerned up to 400 pairs per font plus hinting
Install and uninstall fonts on-the-fly
Copy, find and delete fonts
Print specimen sheets and font catalogs
Font Independent Output

Color and Object Management

Color mixing
Color and brightness/contrast correction
Instant adjustment of stacking order for all objects in a file
Object Browser allows naming, locking, and hiding of objects
Proportional sizing from the center of an object
24-bit color support
Spot and 4-color separations
Named color, line, and fill styles
Vector and raster fills
Gradient fills
Bitmap image enhancement
Selection within a grouped object
Precision alignment of objects
Size/Rotate objects
Slant objects
Activity Manager (with text & color effects)
RGB conversion to HEX format for HTML

Special Effects

Extrude feature to create three-dimensional effects
Warp/Perspective
Text along a path
Snap to points or grid
Object distribution
Attribute blending
Shape interpolation
Pictographs (symbol charts)
Calligraphic pens
Image color reduction/cropping
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Arts & Letters EXPRESS Home Edition

The Home Edition consists of the Arts & Letters EXPRESS 7.0 program, User's Guide and Manual in Adobe Acrobat .pdf format and as an MS Word document. A copy of the Adobe Acrobat Reader can be installed during the installation procedure if it is not detected on the system.

For home use, the spot color and color separation features in EXPRESS are turned off and the Industrial/Technical libraries are omitted.

Price - \$79.95 (discounts for volume purchases)

Productivity

- Preview of files through Thumbnail images and brief descriptions
- Drag/Drop file management through Windows
- Eyedropper tool for saving and recalling attributes
- Intuitive object selection
- Spell Checker
- Secondary mouse button functions speed editing sessions
- Hint Line provides continuous help
- Data-driven charting tools
- Multiple view levels -- stepless zoom ratio 80:1
- Edit in full color or wire frame
- Custom attributes and styles
- Image capture
- Autotrace bitmaps
- File management (deleting files)
- Object Linking and Embedding (OLE) supported
- Import (EPS, GIF, JPG, CDR, CGM, DRW, DXF, PIC, TIF, TXT, BMP, WMF)
- Export (EPS, GIF, JPG, CGM, TIF, BMP, WMF)
- Virtual preview of Bitmap Export
- PostScript file conversion utility (import)
- Floating Tool Bar
- Push-pin menus to create customized layouts

Clip Art and Drawing Tools

- Clip-Art Manager with thumbnail images
- Find feature that searches for specific images by keyword
- Drag & Drop clip art (OLE supported)
- Over 15,000 award-winning art forms, clip art images
- Line and Bezier curve drawing tools
- Construction toolbox for precision drawing
- Advanced curve editing tools
- Convert symbols to freeform
- Snap to lines and curves
- Line-to-curve conversion

Typographic Controls

- Interactive tracking, leading, and styles control
- Edit attributes of specific letters within a text block
- Typeface preview that can be customized
- Text along a path
- TrueType and PostScript fonts supported
- Edit TrueType and PostScript Type 1 outlines

Color and Object Management

- Color mixing

Color and brightness/contrast correction
Instant adjustment of stacking order for all objects in a file
Object Browser allows naming, locking, and hiding of objects
Proportional sizing from the center of an object
24-bit color support
Named color, line, and fill styles
Vector and raster fills
Gradient fills
Bitmap image enhancement
Selection within a grouped object
Precision alignment of objects
Size/Rotate objects
Slant objects
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Snap to points or grid
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Attribute blending
Shape interpolation
Pictographs (symbol charts)
Calligraphic pens
Image color reduction/cropping
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Chapter 1

Getting Started with Arts & Letters

If you have chosen Arts & Letters to meet your needs as a graphic artist, aspiring artist, student, or business owner, or if you simply want to create invitations for your friends and family, you've opted for a great application. Arts & Letters is a comprehensive graphics program that allows users of any artistic level to create original, imaginative, artistic, inventive designs and art without having to have any inherited artistic ability or previous artistic instruction.

Arts & Letters offers powerful graphics capabilities and professional graphics features all in one easy-to-use application. Unlike other products that are expensive and difficult to navigate and apply, Arts & Letters has friendly menus, is priced right, and can be used by any level of user successfully.

Arts & Letters has many valuable features, including a large clip art library and font library, as well as multiple user-friendly menus and toolbars. In this book, you'll learn about these menus, how to use them, and how to create the graphics you need easily.



Chapter 2

The Interface

While this entire book is dedicated to effectively using the menu bar, toolbox, style bar, numeric bar, and hint line, as well as the tools offered in each, a brief introduction to the entire interface, which holds all of these tools, must be introduced in its entirety first. The purpose of this chapter is to do just that. Each part of the interface offers something of use, and you'll need to know what those utilities are and how to find them when prompted later. In addition to knowing what is available, you also need to know why it might be used. Working through this chapter carefully now will save valuable time later.

The Arts & Letters 7.0 interface is shown in Figure 2-1 and has all of its sections marked. Before continuing with this book, familiarize yourself with the names of these items. If you are using Version 6.0 or 6.01, there are only extremely slight differences between the interfaces.



Chapter 3

Basic Tasks

Now that you've explored the interface and are familiar with the menus, buttons, and the Toolbox, you can tackle some fundamental tasks. In this chapter, you'll learn some of the basic elements required for any artistic project using Arts & Letters. These include adding clip art from the Clip Art Library, selecting and deselecting objects, adding text and changing the text's properties, using the Cut, Copy, and Paste commands, using the Print command and configuring printer settings, and saving your work.



Key Terms

- Clip Art Manager
- Selecting objects
- Deselecting objects
- Stacked objects
- Font
- Binding Text
- Cut, Copy, and Paste



Chapter 4

Working with Objects I

With the basics out of the way, you can now begin manipulating objects in ways other than just cutting, copying, pasting, and resizing. In this chapter, you'll learn how to move objects using the keyboard and the Transform tool, stretch objects, align objects, flip and rotate objects, duplicate objects, slant objects, cut holes in objects, and work with object names.



Key Terms

- Proportion
- Align
- Flip
- Rotate
- Duplicate
- Slant
- Anchor point
- Group and ungroup



Chapter 5

Advanced Menu Bar Options

In the first four chapters of this book, basic tools and tasks were detailed, some of which were available from the menu bar. A few of the items covered were using the Arrange|Transform tool, the Draw|Clip Art Manager tool, and File|Save As tool. In each of these menus (and all others), there are additional options. For instance, the File menu offers the option Acquire, which can be used to select a scanner or camera attached to your system.

In this chapter, I'll cover many aspects of the menu bar not yet detailed. Some of these items will be discussed fully, while others will only be introduced. As an example, while the Draw menu choices will be detailed here, Chapter 11 is dedicated to the Draw|Chart option, so the Chart option will only be briefly introduced in this chapter. When this is the case, I'll point you to the chapter that contains more information on that particular subject.



Key Terms

- Configuration (from the File menu)
- Spell Check (from the Edit menu)
- Character Map (from the Draw menu)
- Activity Manager (from the Draw menu)
- Stacking Order (from the Arrange menu)



Chapter 6

Advanced Style and Toolbox Options

There are a few options available in the style bar and the toolbox that haven't been discussed fully, and several options available through the menu bar can be accessed from these two areas as well. Almost every Style button has a Custom option once opened, and this offers more advanced tools for creating color, fill, line, and type styles. These custom options and shortcuts will be introduced in this chapter.

These advanced style tools include:

- creating custom colors, palettes, and filters
- creating custom fills and changing existing fills from solid, to raster, to vector, or to gradient
- creating custom lines that contain specific widths, patterns ends, joins, and arrowheads
- creating custom styles bundles, as well as custom options for fonts and type styles.

The toolbox also offers advanced tools, quick ways to access familiar menu bar options, and allows you to “pin” the dialog box to the document for easier access. In order



Chapter 7

The Clip Art Manager

The Clip Art Manager was introduced briefly in Chapter 3, where adding images, deleting images, changing image properties, and working with collections were discussed. There are many other tasks that can be performed with the Clip Art Manager though, such as searching for specific items, working with proprietary symbol data, creating composite symbols, working from other Arts & Letters compact disks, using clip art from other applications, and more. In this chapter, the Clip Art Manager will be detailed in depth.



Note:

Remember, you can open the Clip Art Manager from the toolbox flyout, the Draw menu, or by pressing the key combination Ctrl + M.



Key Terms

- Find (Search)
- Keyword
- Proprietary
- Composite Symbol
- Accent Symbol
- Abort, Retry, and Ignore



Chapter 8

Drawing Freehand

You can use the tools available in Arts & Letters to draw artwork by hand; you don't always have to use clip art or pre-formed shapes or symbols. When drawing freehand, you can use the Draw menu tools Line and Curve, as well as set specific drawing options.

In this chapter, you'll learn how to configure your mouse for optimal drawing, how to draw, sketch, and connect lines and curves, and how to incorporate shapes into your drawing. You'll also learn to use an object's handles more effectively, trace bitmap images, and more.



Key Terms

- Sketching
- Freeform Object
- Complex Curves
- Detecting Corners
- Joining Objects
- Trace Bitmap
- Smooth Angles



Chapter 9

Working with Points

Objects are made of lines and curves, and those lines and curves are created with points. Points are what define an object's shape, including how long a line is, the slope of the curve, and where a curve turns. All handles are points, and moving those handles changes the object's shape and attributes. In order to work with freeform objects successfully, understanding Point options is a must.

This chapter deals with points: Control Points, Freeform Points, Reverse Points Order, setting Start/End Points for objects, and editing freeform text. Snap To Points will be reintroduced, and Snap Radius, New Object Radius, and Snap To First/Snap To Nearest settings will be detailed. Filling rules for closed objects will also be discussed.



Key Terms

- Freeform Points
- Control Points
- Text Point Edit
- Filling Rules
- Control Points
- Snap Radius



Chapter 10

Working with Freeform Objects

Although you've heard the term "freeform object" about a hundred times in this book, you still might not be sure what a freeform object is exactly. Although the word "freeform" hasn't been defined in any dictionary at the time this book was published, a freeform object is defined by Arts & Letters as any object created from lines and/or curves using the Line or Curve tool, or any symbol that can be converted to freeform, and thus edited, in Arts & Letters. The most important thing to understand is this: Objects cannot be edited using freeform handles and control points unless they either are freeform objects or have first been converted to freeform objects. This doesn't mean that an object can't be ungrouped and its parts edited separately; it only means that the object and its parts must be converted to freeform if you want to edit it using control point handles.

Besides lines, curves, and freeform symbols, grouped objects, such as warp objects, can be changed to freeform objects if ungrouped first, as can Bind To Shape objects or Extrude objects. Other objects, like some clip art, can be converted to freeform if they are ungrouped and their separate parts chosen and converted to freeform. Once converted to freeform, control points can be used to edit the object.



Chapter 11

Charts

The Chart command is located in the Draw menu and in the Libraries flyout in the toolbox. The Chart command can be used to create and edit charts. The File menu can also be incorporated to import data from other sources, including information created in third party database programs. The types of files accepted by Arts & Letters include Data Interchange Format (DIF), Symbolic Link Format (SYLK), and Text (txt) files.

In this chapter, you'll learn what the basic chart types are, how to use the Bar Chart dialog box to create charts using Arts & Letters, how to import data from other sources into an Arts & Letters chart, and how to edit the data after the chart has been created.



Key Terms

- Area Chart
- Bar Chart
- Pie Chart
- Line Chart
- Point Chart
- Row
- Column
- Group
- Symbol
- Legend



Chapter 12

Import and Export

While some people use Arts & Letters exclusively to create and work with graphics, logos, and art projects, many others combine the use of this application with other programs of the same nature. For instance, Microsoft, Corel, and Adobe make art and graphic programs that can be used to create artwork like that created in Arts & Letters. These programs cannot be used to open Arts & Letters files or clip art, though, because these programs do not recognize the proprietary .GED file format used by Arts & Letters. Similarly, Arts & Letters cannot be used to open another application's files or clip art without some special tools.

The Import and Export commands available from the File menu allow you to open files created in other programs, import clip art offered in other programs, and open files saved in file formats other than Arts & Letter's proprietary .GED format. Files and clip art created in Arts & Letters can also be exported and saved in other formats so that they, in turn, can be opened by other programs.

In this chapter, you'll learn how to use the Import and Export commands to open files created in third-party programs and change an Arts & Letters file's format and what the Decipher Utility does to make translation of file types more effective. You'll also learn how to export files. Exporting an Arts & Letters file and saving it in another



Chapter 13

Colors and Printing Options

In Chapter 6, the custom color options were introduced in detail, including creating a custom palette, creating custom colors, creating custom filters, creating new palettes, and more. This chapter will introduce more complex aspects of working with color, including working with advanced color filters and working with colors of complex objects. Spot color, process color, pantone colors, and 4-color separations will be introduced, with emphasis on applications for graphic artists, sign makers, screen printers, and others in similar industries. It is important to understand what printing processes are available and what processes will be used with specific designs or logos you create. Spot color and process color have different costs and hardware requirements and should be chosen with a complete understanding of what it will take in the future to recreate them. The projects at the end of this chapter involve printing in spot color and process color. Spot color can be printed on any printer, but process color requires a PostScript printer.



Chapter 14

Gradient Fills

Gradient fills are the gradual transition of one color into another. Gradient fills were introduced in Chapter 6, where the basics were outlined, including applying a preconfigured gradient fill, changing that fill's default color, looking at the fill's attributes, changing the gradient fill from raster to solid, vector, and gradient, and creating a new fill. Some of the terms associated with gradients were also introduced, but only briefly.

The terms used with gradient fills are listed in the Key Terms section and will be expanded on in this chapter. You'll also learn about using better gradients, faster gradients, and showing and hiding gradients.

Finally, you'll learn when to apply gradients to artwork. Gradients work extremely well for things that don't have to be printed, such as screen savers, web site backgrounds, and computer screen backgrounds. Gradients also work well for printed designs, especially magazine ads and billboards, but require that the print facility know how to work with gradients, including printing them using spot color, or, process color with a PostScript printer. When using gradients, keep in mind that the client will almost always have to pay more for process color, or at least for the spot color setup. Therefore, before choosing gradients for a client logo, you should carefully consider what your client's needs are, and how much money they'll be able to invest in printing their logo or design on signs, business cards, and other materials.



Chapter 15

The Construct Tools

The Construct tools offer ways to edit and manipulate freeform drawings and objects other than simply working with freeform points and handles. Some of these tools you might be familiar with, such as adding handles, splitting objects, or maintaining smooth joins. However, most of these tools have yet to be introduced, including Make Horizontal/Vertical, Align Points Horizontal/Vertical, and Convert Line to Curve. Specify, Save, and Recall Values is another valuable tool. These tools can be used to add functionality to your freeform editing by enhancing how those objects can be manipulated and aligned.

There are two ways to access the Construct tools; they can be accessed from the Draw|Construct menu or the Construct flyout in the toolbox. The Construct flyout is the icon with the ruler, freeform point, and scissors on it and is directly below the Draw flyout.



Key Terms

- Align Points
- Convert Line to Curve
- Join Open Shapes
- Curve Slope
- Smooth Joins



Chapter 16

Warp/Perspective and Extrude

The Warp/ Perspective and Extrude commands, available from the Effects menu and the Effects flyout in the toolbox, can be used to create special effects on objects and text in Arts & Letters documents. When warping an object, there are several effect options, including the ability to change the shape of the object, its orientation, and its symmetry. Objects can also be compressed or stretched to produce the desired effect. The Extrude tool can be used with freeform shapes to create 3D artwork where the object's depth, color, perspective, and more can be manipulated.



Key Terms

- Warp
- Perspective
- Arch
- Slope
- S-Slope
- Wave
- Roller Coaster
- Bell
- Ring
- Orientation



Chapter 17

Tips and Tricks

There are several ways to enhance your Arts & Letters experience and make it easier to use the program. There are also ways to be more productive and make the program run faster. In this chapter, these tips and tricks will be discussed.

First, the Arts & Letters minimum requirements and installation options will be listed. “Featurettes” will be discussed next, including the calculator, character map button, and more. Tips and tricks, such as using the right mouse button, downloading and installing additional fonts, and hiding unwanted objects, will also be introduced. There are several “accelerator” keys, such as F8 and F5, which can be used instead of a menu option to quickly open dialog boxes or perform tasks. Finally, using the Arts & Letters backup files will be discussed, as well as how to back up data regularly on your computer.



Key Terms

- Minimum requirement terms, including RAM, GB, hard disk drive, and MB
- Featurettes
- Download
- Multi-tasking
- Accelerator Keys
- Backup



Appendix A

Additional Projects and Resources

The Activity Manager and the Arts & Letters web site provide lots of information and resources for creating additional projects and assisting in existing ones. The majority of these projects and resources are geared toward small business owners and teachers, although there are a few tutorial-type projects as well as projects for youngsters. In addition, there are resources for creating greeting cards, announcements, bulletins, and other similar media. From the Clip Art Manager, there are forms for business owners, clip art representing credit card companies, clip art of office equipment, awards, banking and finance, and more.

In this appendix, these additional projects and resources will be detailed. For small business owners, there are templates in the Activity Manager for calendars and charts, forms for service intervals and weekly and yearly planners, as well as articles and resources from the Arts & Letters web site. For teachers, additional resources include lesson plan forms, flash cards, musical notes, clip art for coaches, backgrounds for creating slides and informational materials, and resources like articles and sample artwork



Appendix B

Applications, Downloads, and Services

There is a lot of software available to enhance your work with Arts & Letters. Some of these were mentioned briefly in Chapter 1, and there are others as well. If you have interests, hobbies, clients, or printing or business needs that require you to work with clip art of airplanes, spacecraft, dinosaurs, Victorian elements, comic book art, or any other specialty, Arts & Letters most likely has something available to meet those needs. The files in these additional applications and clip art are in Arts & Letters GED format and have similar interfaces to make working with them as easy as possible.

Arts & Letters also offers free e-mail services, downloads for free postcards and greeting cards, sounds for some of its applications, programs for developers, as well as free applications for font and image management. There are also plenty of resources for teachers and educators. In this appendix, many of these additional applications and services will be detailed.



Appendix C

Troubleshooting and Reinstalling

No application is perfect, and Arts & Letters has its quirks. However, most of the problems that you'll encounter when using Arts & Letters have to do with hardware problems, compatibility issues between versions of Arts & Letters and the operating system installed, or user errors. These problems can be remedied in a number of ways.

Some problems are resolved by replacing a piece of hardware, such as a graphics card or a bad memory stick. Other problems can be solved by installing updated drivers for printers, scanners, or cameras. Some errors are user related: installing too many fonts, renaming files incorrectly, failure to take proper care of the computer with virus or error checking programs, or a lack of understanding about Arts & Letters file types and who and what programs can open what types of files. Finally, some problems can only be resolved by reinstalling the product. In this appendix, common problems will be addressed and solutions offered.

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