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LEARNING TO USE THE PROGRAM

INTRODUCTION

You do not need to use or even know all the features of the program. Only a few basic functions are required to make the program an effective tool for your business. To simplify the learning process many of the features and forms are similar to each other. Learn one and you learn them all.

When the program starts you can select an operating mode. The “Modes” provide a focus for the type of work you are doing or how you want to work.

Any reference to price, markup factor or invoice refer to professional versions of Custom Framer which include features not found in the Home version.

In the **Design and Pricing mode** the screen is divided into a number of regions. The most prominent is the work area called the **Project Window**. The visual part of a project is developed in the project window.

To the side of the Project Window a window displays thumbnails. It is referred to as a **Gallery**. When buttons and data fields are displayed in this region it is referred to as **Tabs**. The screen layout can be changed to display one or two galleries, on the right and or on the left side.

Galleries are a way of organizing materials and finished work. To switch between galleries click on the blue “**Galleries**” button located at the top of the gallery. This menu displays the list of open galleries and other gallery options. Use the “Gallery” button as a shortcut to open and create galleries.

At the top of the screen are the menus starting with “**Admin**” on the left hand side. On these menus you will find settings and databases for each of the framing elements. In addition there are databases for invoices, artists and other data.

Below the menus is a series of buttons, these are **Shortcuts** to commonly used actions.

To quickly start using the program in the Design and Pricing mode start with the simplest function, drag a thumbnail of an image from the gallery into the central workspace. Click on the Mats shortcut, drag a mat thumbnail into the project. Notice that the mats tab opens. It contains placement, editing options and information. Next select the Frame shortcut, drag a frame thumbnail into the project. Notice that the Frame tab opens. Continue to use the shortcuts to add Details and Finishing items to your work and to view the report.

At any time you can use your mouse to select one of the framing elements in the workspace. Notice that a marker appears around the selected component in the project window. The marker indicates that it is the active element. New elements are added after the marker, this allows you to insert new elements between existing items. When you select an element the associated tab becomes visible allowing you to view its details and to edit it.

Learn to **use the mouse right click** it provides shortcuts to a number of controls. Click on an element in the project to make it active then right click. The options on the right click menu change for each element.

When learning to use the tabs notice that the Mats and Frame tabs requires you to select a position then make the selection. The Select button lists the sources that you can access. Sizes and other features can be adjusted on tabs.

In each of the galleries there is a group of buttons. The Galleries button lists the open galleries and other gallery options. The first gallery on the list is the Project gallery which shows all elements used to create the project and includes items that were tried. Consider the project gallery to be similar to the counter where you display the choices of mats and frames.

When you are comfortable you will be able to mix using the galleries and the tabs. This is the fastest way to work.

When you are ready to save your work use the **Finish** button on the Project Panel or use the **Save shortcut**. You will see that there are a number of ways you can save your work, as a traditional image file or as a Project. A **Project** is a group of images that form your project. You can come back to a project and make changes.

In a step-by-step manner you will learn to use the database forms to organize your material and completed work. Galleries are used to display your materials and work. Pricing of your projects will be followed by the ability to generate invoices and purchase orders.

Average and advanced users will find that the learning curve is short. Many of the controls are standard and intuitive.

Use the **Mode shortcut** to select the capture tool.

MEASUREMENTS

METRIC

IMPERIAL

The program can work in either metric or imperial measure. The selection is made on the ADMIN menu under Settings - Local

UNITED INCH

For those unfamiliar with the term United Inches, it is defined as the sum of the length plus the width (L+W). A 16 x 20 inch image would have a UI of 36. A mat that is 16 x 20 would be measured as 36 UI and a frame that holds a 16 x 20 inch image would also be measured as being 36 UI.

CONTINUOUS INCH

For those unfamiliar with the term Continuous Inches, it is defined as the sum of 2 lengths plus 2 widths (2L+2W). A 16 x 20 inch image would have a CI of 72. A mat that is 16 x 20 would be measured as 72 CI and a frame that holds a 16 x 20 inch image would also be measured as being 72 CI.

CUSTOMIZE THE PROGRAM FOR YOUR BUSINESS

CUSTOMIZE THE PROGRAM

The way you run your business is unique and you will want to customize the program to function the way you work and its appearance.

To customize the program functions use the ADMIN menu and the sub menus, **Who Is** and **Settings**.

WHO IS

This identifies you and your locations, your suppliers and program users. It also includes an artist database. Each is a searchable database with contact information, ID and default settings. This information is used throughout the program to provide information on reports. A separate database for customers is located on the Customer menu. The artist database can also be accessed from the Image menu.

To add a new record to any of these databases select the **"Start New Record"** button. Required fields are marked with an asterisk "*" When the required fields

are completed the **Save** button becomes active. Select **Save** to save your work before exiting.

To **delete** a record, select it on the list of records section of the database form. The selected record will be highlighted. Select the Delete button.

SETTINGS

These provide the interface for program defaults, the units of measurement and standard sizes. Other selections under Settings give you control of the default look of the screen, including the default background colors and size of the project on the screen.

When an image has not been added to the project the program shows an image with the text "**ADD IMAGE HERE**". To customize the look you can include your name and logo.

- create a square image that is at least 4 x 4 inches
- name this image "NotFoundImage.jpg"
- use your image to replace the image with the same name in the Custom Framer "Images" sub directory.

ADMIN MENU

RESTORE SCREEN

This returns all windows to their default position and size. It is located on the ADMIN menu and on the Screen shortcut.

To move a window, place the cursor on the window's top blue bar. Hold the left mouse button as you drag the window.

To resize a gallery window place the cursor on the window edge, the shape of the cursor changes. Hold the left mouse button as you drag the window side, changing the window size.

WHO IS

This identifies you and your locations, program users, suppliers and artists. Each is a searchable database with contact information, ID and default settings. This information is used throughout the program to provide information on reports. A separate database for customers is located on the Customer menu. The artist database can also be accessed from the Image menu.

Each of these database forms contains 3 sections, data fields, a search tool and the records list. Initially the records list displays all of the records. In response to

a search the results are displayed in the records list. Actions and controls are on the blue buttons. The artist database uses tabs to organize the data fields.

Search within a database: You can search on one or more fields.

- enter the search criteria in the search fields,
- select the Search button.
- select the record from the list of matching records, the blue marker indicates it is active.
- the record details are shown in the data fields.

To edit a record:

- Select the record from the list section.
- The selected record will turn blue.
- Select the Edit button.
- Enter the corrected information.
- Select the Save button.

To add a new record, to any of these databases:

- Select the “**Start New Record**” button.
- Input the data in the fields.
- Fields marked with as asterisk are required. You do not have to fill all the fields.
- Select “Save” before leaving the form.

To delete a record:

- Select the record in the records section of the database form.
- The selected record will be highlighted.
- Select the Delete button.

SUPPLIER LIST

Located on ADMIN - WHO IS. This list keeps a record of each of your suppliers, including contact information. You can search for a supplier based on the supplier's name.

“Supplier” is an important piece of information when determining price and catalogue number. To ensure that the supplier name is consistent, the supplier field on a number of the forms is completed by selecting the Supplier button. This button opens the Supplier List. If the supplier is not on the List add the supplier to the Supplier List as a new record.

USER LIST

Located on ADMIN - WHO IS. This list keeps a record of each of your users, based on their location. The system generates a user ID which can be used to identify the user generating an invoice.

The information in the location field is generated by the My Location List.

PASSWORD PROTECTION

To restrict access to view and change sensitive data use the password protection function. The interface is found on the Admin menu. Once a password is setup users cannot alter or view many of the sensitive fields in the database. This includes the cost and markup factor.

Keep the password confidential and ensure that it is not lost.

ARTIST DATABASE

Located on ADMIN - WHO IS, it can also be access on the Image menu. Records includes artist name, contact information, bio, a portrait image of the artist and notes. On a number of the forms, the "Artist" field can be completed by selecting the "Artist" button. The "Artist" button opens the Artist database. If the artist is not in the database add the artist as a new record.

Use the "Add new record" to start the process of adding a new record. Use the "Edit Record" button to start making changes to a single record or a group of selected records.

GLASS PRICING MATRIX

To create a new glass type, select the ADD TYPE button. This adds a new column, input the name for the new glass type.

To delete a glass type, select a cell under the glass type that you want to delete, select the delete button and confirm.

To add glass to a project select the ADD DETAILS button and select the Glass tab.

REPORT SETTINGS

Located on Admin - Settings - sets the properties of the reports, including the option to display prices, print duplicate, properties, the report numbering system and the header.

Select the options for each report and confirm.

PRINTING

Page setup, font size and type controls can be found on the Admin menu – Program Setting - Print Setup.

The option to print reports in duplicate is located on the Report Settings form.

When you are in Design mode the option to print your project is found on the Print shortcut and on the Print/Copy button located on the Finish tab. You have the option of printing with or without a background.

The Project Report can be printed from the on screen project report. (Report shortcut button). Prior to printing you have the option to include an image of the project as part of the project report.

FAVORITE SIZES

The program allows you work quickly with image and frame sizes that you may use frequently by maintaining a list of these sizes. This list can be accessed from many points in the program by selecting the SIZES or SIZE/PRICE button.

To add a new size to the list,

- On Admin - Program Settings – Sizes – Favorite Sizes, select the Add Size button,
- A new space will appear at the bottom of the list. Enter the size.
- It is common to enter the smaller dimension in the width column. The program will rotate the frame to fit the image if required.
- As you enter a size in the Imperial system of measurement you will note that the program adds it in the metric system at the same time. This conversion works in the reverse order as well.

To delete a size from the list, select the size, then select the Delete Size button.

Select Save to save your changes.

UNITS

Located on Admin - Settings – Local. The program can operate in either the Imperial (foot, inch) or Metric (centimeters, meters, millimeters) system of measurement.

Select the default system.

LANGUAGE

Located on Admin –Settings - Program Settings – Local. In theory the program can operate in any language that we have a translation for. If your copy does not have the language you require please contact us. If we have not done the translation we may work with you to arrange for the translation.

Select the default language. Select Apply to confirm. If the language file is not available the program defaults to English.

START UP GALLERIES

Located on Admin - Settings – Misc.

- From the list of all galleries, on the left hand side, select the galleries to open on start up.
- Use the ADD button to move a gallery to the right hand side.

- Up to 7 galleries can be added to the open on start up.
- The arrow keys change the position of a gallery on the list. The gallery at the top of the list will be viewed first.

MAT REVEAL SIZES

Located on “Admin - Settings – Sizes – Mat Default Reveal”. This sets the default value for the mat reveal. It can be set as a single mat reveal size based on the mat position for all image sizes or it can be set to vary based on the image size, the mat's position and the number of mats in a project.

If the mat sizes vary use the second option. The top row in this table sets the default reveal size for sizes and combinations not listed on the lower rows. The specific sizes listed are the sizes in the favorite sizes table.

The mat reveal sizes in a project can be altered by selecting the mat, then select the Mats tab and input the desired size. Ensure that the correct mat has been selected by the position indicator on the mats tab.

WIDTHS

Located on Admin - Settings - sets the default values for the overlap of the bottom mat and the image, overlap of moulding and mats, width of v-grooves and width of the beveled edge.

MAT CORE

Located on Admin - Settings - sets the default color for mats. It assigns a color to the mat core color names. These core color names can then be selected in the "Core Color" field on the Materials tab of the Mat Database.

If you select "red" as the core color in the database, the program will use the shade of red that you have selected in Mat Core setting. If no core color is assigned in the database the program uses the default color.

DEFAULT BACKGROUND

Located on Admin - Settings – Colors – Default, sets the default background color for new projects.

DEFAULT BACKGROUND FOR FULL SCREEN

Located on Admin - Settings - – Colors – Default, sets the default background for the full screen, sample view of the framing elements.

THUMBNAIL FILTER

Located on Admin - Settings – Misc. is used to improve the visibility of the thumbnails and the “Update Thumbnail” button runs a routine to create new

thumbnails based on the new settings. Update Thumbnails can also be used to add missing thumbnails.

MODE

The program has one framing mode and other operating modes. When the program starts up the mode selection form allows you to select the mode. To change modes while working select the Mode shortcut.

DESIGN AND PRICING MODE

Combines a graphic interface with form type controls to generate dynamic visualization. In the Home version pricing is not available. Custom Framer –Art or other version include pricing. Slideshow and other display capabilities are available.

CAPTURE TOOL

An interface to create images of mats, mouldings, frames and other framing elements for use with the program.

When the program is first launched the mode selection box provides the option of the operating mode. At the bottom of this form you can also select the mode to be displayed on program start up.

PROJECT MENU

NEW PROJECT

Located on the Project menu - is used to start a new project for the same customer as the immediately preceding project. The “Project” shortcut should be used as a one click alternative.

PROJECT DATABASE

Located on the project menu - provides a searchable record of saved projects.

To search the database enter data in the fields at the top of the form then select the “Search” button. Searches can be conducted based on the project name, the customer's name or the users who created the project.

To add a project to the Project database use the Save shortcut or the Save button on the Finish tab. Select “Save Project as”, enter the project name and a

customer name. Applying a customer name to a project allows you to group projects for a specific customer and add them to a gallery.

To delete a project from the database, select the record then select the Delete button.

The ADD TO button allows you to add the selected records to a Gallery or Invoice.

SCRIPTS

Saving work as a script saves it as a text file that the program can read and use to recreate the project, even on another computer if the required elements are in the database. To save a record as a script select the record, then select the Export button. The added option to save as an archive creates a .zip file as a way to compact the file size.

The Open Script command is found on the Project menu. It allows you to browse and open script files in a new Project window.

VIEW SHORTCUT

PROJECT REPORT AUTO OPEN

On the VIEW shortcut, project reports can be set to open automatically when a new project is started. User can set or disable this function.

PROJECT VIEW

On the View shortcut set the value for the % of the screen that the project occupies based on its largest dimension. The program default can be overridden for the active project by selecting a different value for Project View on the View button.

CALIBRATE PROJECTORS

If you use a projector you may wish to adjust the size of the projected full screen image. On the View shortcut select Calibrate Projector. The image will open as a full screen image. Place the cursor over the percentage indicator located at the bottom left of the screen. It will turn into a slider. Adjust the slider to compare the actual image size to the projected image size.

MAGNIFY

One of the tools on the VIEW shortcut is a magnify glass that can be used to inspect features such as eyes and hands. Select Magnify, note that the cursor shape changes shape to a magnify glass. Move the cursor to the spot to be

examined, depress the left mouse button. Use the right mouse button to exit this tool.

RULERS

Rulers can be made to appear/hide in the project window. Select the View shortcut, select Rulers. The outside measurements of the project and the active element will be displayed.

To hide the rulers select Hide Rulers on the View button. Rulers can also be hidden by selecting [X] on the top left corner of the rulers.

GRID

This can be made to appear/hide in the project window. Select the View shortcut, select Grid. Set the grid spacing on "Setup grid". Use "View grid" to see the grid then "Hide grid" on the menu.

If the rulers are open the grid symbol can be used to display or hide the grid.

GUIDES

Two horizontal guides and two vertical guides are available. The mouse can be used to drag the guides to new positions.

"Guides" on the View menu display and hides the guides.

If the rulers are open the guides symbol can be used to display or hide the guides.

DATABASES

DATABASE OVERVIEW

The program provides databases to organize materials, your finished work and contacts. These databases can be searched on one or more fields. The information in the databases can be used to fill fields on reports, displayed as galleries, added to reports, exported, edited or updated.

The structure of the databases is similar and many of the commands are similar. If you learn one database you have effectively learned them all. To view the database form, select the Database option on any of the element menus. Each form has three basic components, data fields, a list of records and controls in the form of buttons.

The data fields are located on the main form and on tabs that are used to organize the fields. The fields marked with an asterisk * are required fields. A

record is not considered complete without the required fields and cannot be saved. Fields that are not marked with an asterisk are optional.

In the program there are fields for which the information should be consistent from record to record. These fields have a drop down list and a new entry can only be added by an entry from another database. On these lists one of the options is access to the source database to enter new records.

When the database form opens the list of records displays all records in the database. To view the details of a specific record select the record from the list of records. The information for that record will appear in the data fields.

The list of records can be sorted by selecting a column header. A group of records can be created by selecting records and at the same time holding the Shift key or the Ctrl key. The selected records display a blue highlight.

The ability to sort is a very useful feature, as an example, mouldings can be sorted based on price by a single click on the header, then the desired price range can be selected. A list of thousands of records can be reduced to a few records by combining search and sort operations.

To start a search, select the “To Search Mode” button. The fields that can be used for the search are located at the top of the database form and the open fields on the tabs. Complete the fields to be searched on. You can search on a single field or multiple fields. Select the Search button. The records that match the search criteria will be displayed in the list of records. To restore the view with all the records select the “All” button.

The Artist, Contacts and Projects databases do not have a “To Search Mode” button. In these databases enter your search criteria in the fields at the top and select the “Search” button.

Search results can be printed or exported as a file. In the Project database use the Save Search button. In other databases use the Import / Export button.

You can make searches and sorting more effective, by adding a prefix to information in fields such as the “Color name” for Mats and “Finish” for Mouldings and Frames. As an example the color name Watermelon may be green but if you search on the word “Green” you would not find it. Both search and sorting would be more effective if the color name was entered as Green – Watermelon. A simple effective alternative is to use the “Collection” field as a means of grouping.

DATABASE - EDIT

To protect the database fields against accidental change the Edit Record button must be selected before new data can be entered.

Changes can be made to one record or the change can be applied to multiple records by creating a group. Hold the Shift or Ctrl keys while selecting a number of records.

To edit a record or a group of records, select the record or create a group from the list. Select the Edit Record button. Once you start to make your changes the Save Record button will become active. When the changes have been made select the Save Record button.

DATABASE – ADD NEW RECORD

DATABASE – DELETE RECORD

To add a new record to a database select the Start New Record button, enter the data in the open fields at the top of the form and on the tabs. It is not necessary to complete all fields. Those fields marked with an asterisk are required fields.

To delete a record or group of records, select the record or group, select the Delete Records button. Confirm the deletion request.

The Adjust Prices button opens the adjust prices box and will change the price for selected records in accordance with your input. You can choose to increase or decrease prices by a % of the current price or a fixed amount per unit.

Updates to the database can be imported. Select the Import DB Update button, then select to import. Use the Find button to locate the file to import.

The ADD TO button on the database forms adds selected records to a gallery, an invoice or a purchase order, either creating new or adding to an existing gallery, invoice or purchase order.

CREATE GROUP

Rather than opening or changing a single record at a time a number of records can be selected. To do this use the left mouse click along with the Shift and CTRL keys. To create a group from a number of records in a row, click the first record, hold the Shift key and select the last record. The records will become highlighted. The Ctrl key is used to added individual records to a group. Select the first record then use Ctrl plus the left click to add each additional record.

This same principal is used to create groups within a Gallery.

IMPORT DATABASE UPDATE

Updates to the database can be imported from an XML file or an Excel file, .xls format. If you are used to working with .csv files these can be easily converted to .xls files by Microsoft Excel.

You can export XML files from the data by selecting the records to be exported, then select the Import/Export button.

You can create your own Excel files. Select the Import DB Update button and select "Print header List". Create an Excel file with these as the only headers, input data in the cells, ensure that no row is empty.

Before you import the database copy any associated images to the default directory. As an example the default directory for mouldings is\the program\DB\Res\Mouldings and the profile images are saved to the Profiles sub-directory within this directory.

To import the Excel file, select the "Import DB Update" button on the database form, you will be asked if you wish to backup the database prior to proceeding, this step is highly recommended. Use the Find button to locate your Excel file and confirm.

Check the new and updated records for completeness and to ensure that it is correct, especially key fields such as price and factor.

Always backup the database on a regular basis and before importing data.

CREATE EXCEL FILES FOR IMPORTING

IMPORT RECORDS

IMPORT EXCEL FILES

The simplest way to explain this feature is to provide a specific example, here we use mat records but the same steps can be used for any of the major databases.

1) In the Mats database select the Import/ Export button. Select the option to print the header list. This provides an out line of the column headers for the spreadsheet that we will be creating. You can refer to this list if there is any confusion.

2) - select a group of about 12 records

- on the Import/Export buttons, select Export - Export CSV
- Use the "Find" button to Create a new Directory to export these records
- Under the Find button select the option "New/edit" records
- The Start button becomes active - select "Start"
- You have now created a template for a file directory structure.

3) - In the directory you created you will find a sub directory called Mats.

- Delete the image files in the Mats sub directory
- Copy your mat images files to this new Mats subdirectory

4) - The CSV file you exported can be found in the Directory you created. It may be named mats.csv

- Open mats.csv using Microsoft Excel and save it as an Excel file (example mats.xls)
- use this as the template.
- **Do not change anything in the first column (Info)**
- populate this spreadsheet, do not change the headers and you do not have to enter data in all columns.
- keep the data in the Path column. Copy this path to all records in the column.
- in the other columns overwrite the data from the sample records. (not the header)
- Save the mats.xls file

5) You are now ready to Import the mats.xls file. It should be located in the Directory where the mats csv file is located. (the sub directory is also located in this directory)

- in the Mats directory, select the Import/Export button
- Import - Import Excel
- follow the prompts
- Use the Find button to locate the file you created (mats.xls)
- Select the Start button to start the process
- The process may take a long time depending on the number of files

DATABASE MANAGEMENT

BACKUP DATABASE

COMPACT DATABASE

Databases are complex fragile structures. It is important that you follow a routine of database management. The Database selection on the Admin menu provides the tools to assist. It is important that you keep a copy of the backup in a place where it will not be affected if your computer crashes or your premises is affected by fire or other disaster.

The most complete form of backup is created using the command “**Backup all with images**”. Depending on the number and size of the images this process may require considerable time to complete and requires storage space for copies of the images. When completed a folder named ‘db’ is created. This folder can be used to replace the folder by the same name in the setup files for the program. To re-install with your backup data and images,

- uninstall the copy of the program on your computer
- copy the setup from the CD to a folder on your computer
- delete the original ‘db’ folder in the setup
- add your backup folder named “db” to the setup in the same position as the original “db” folder.
- start the setup process by double clicking on the file “autorun.exe” in the setup

This process can be used to clone your setup including images and data from an old computer to a new computer. A new registration code will be required within 30 days.

The Backup database command generates a copy of the database file. This command does not make a backup of the images. The name of the backup copy contains time and date information. This copy can be used to replace your database if it becomes corrupted. Rename the backup copy by removing the time and date information. Use the renamed file to replace the corrupted file. For safety a backup copy of the database should be generated at least daily and a copy stored off your hard drive. If the only copy is stored on the hard drive a crash may wipe out your backup at the same time the primary file is lost.

The **Compact Database** command reduces the disk space that the database file occupies. As you add records and make changes, the database size grows and may reduce the effectiveness of the database. Compact disk reduces the file size by removing empty spaces.

BACKUP IMAGE FILES

In addition to making backup copies of the database it is equally important that you make backup copies of the image files used with the program. As with the database files the copies of the image files should be safely stored off your computer.

BACKUP SETTINGS

COPY SETTINGS

The price and program settings that you enter on the Admin menu can be backed up or copied separately from the rest of the database. This is a useful backup security measure and it can be used as a method to import the settings to a number of computers and ensure that they are all the same while saving the time required to re-enter the data.

To make a backup file for the settings, on the Admin menu select Database – Backup Settings, then select Export Settings.

To import the settings backup, on the Admin menu select Database – Import Settings Backup, then select Import Settings.

RESTORE BACKUP FILES

The backup file name includes the database file name and a time date stamp. “Artframer20070122.mdb” as an example.

To restore the database

- make a copy of this file.
- rename the copied file “Artframer.mdb”

- manually copy and paste "Artframer.mdb" to the "db" subdirectory in the Custom Framer directory

PROJECT

PROJECT OVERVIEW

In its simplest form a Project can be an image, which can be added to an Invoice and to the Image purchase order. However most of your work Projects will contain an Image and framing elements. Once assembled the project can be saved and used in a number of ways for display.

CREATE A PROJECT

To start a new project, select the "Project" shortcut or NEW PROJECT on the Project menu. Projects can be associated with a customer, you have the option of using the last customer's name or input a new customer name. For your own work create customer names as a means to organize your work.

Construct the project by adding images and framing elements to the work window, this is the large window in the center of the screen. Elements can be added to the project by dragging and dropping from the galleries or elements can be selected on the tabs. Once completed your project can be saved in a number of forms for display, invoicing or building of the Purchase Orders.

SAVE PROJECT

SAVE AS IMAGE

SAVE AS SCRIPT

Your work can be saved in a number of ways. These options are available on the Save shortcut and the Save button located on the Finish tab. If needed you can save your work in a number of the formats.

-Projects can be re-opened and changes made to the elements within the project.

- Work can be saved as an image, either as commonly saved or as a high resolution image. Saved images are saved in common file formats such as .jpg. Unlike projects, images are not made of components and cannot be changed in the same way as a project. You can use "Save as" to save as a new image or use "Save" to replace the existing version of the image.

- Saving your work as a script saves it as a text file that the program can read and use to recreate the project, even on another computer if all the required elements are in the database.

PRINT PROJECT IMAGE

Print setup options are available on the Admin menu. The project image can be printed with or without the background. The project print control is found on the Print shortcut.

COPY PROJECT IMAGE

A project can be copied as an image with or without the background. This feature allows you to copy the project and then paste it into another program. The Copy control is found on the Save shortcut.

CLONE PROJECT

A project can be cloned by selecting the Clone Project option on the Save shortcut. This command is useful if you want to experiment without making changes to the original project, for creating comparative versions or for cases where only small changes are needed to create a new version of the project. The clone is unnamed when it is created and should be saved with a unique name.

ADD PROJECT TO A GALLERY

Projects can be added to a gallery from a number of points. These points are marked as the ADD TO button. If accessed from the Finish tab the current project will be added to either a new, existing or the top gallery. If accessed from the Project database the selected projects can be added to the selected gallery. Another way to add projects to a gallery is to select the File button within the gallery. Use the Add Projects options to open the project database, select the projects to add to the gallery and confirm.

A saved project can be dragged from the project window into a gallery.

DELETE PROJECT FROM A GALLERY

Select the project to be deleted by clicking on it, a marker will appear. Move the cursor to the top right corner of the marker, select the Delete option.

The same technique can be used to delete a group of projects. Create the group using the Shift or Ctrl keys.

COMBINATIONS

Combinations are a special type of project both in their content and how they are used. Unlike other projects a combination does not have an image. When you save a project without an image the program recognizes the special case.

The purpose of combinations is to allow you to use a combination of framing materials as a template to be used with images, saving the time of reconstruction

for each image. Favorite combinations of mats, frames and other materials can be saved and used quickly.

The action of combinations is also unlike other projects. If a standard type of project is dragged from a gallery to the project window, a new window opens. If the project is a combination then a new window does not open, instead the combination replaces all elements in the project window except for the image. The combination frames the image in the project window.

IMAGES

IMAGE OVERVIEW

Image in the program refers to your artwork, prints, photographs or other images that will be framed. When there is one image in a project, the image is placed at the center of the project.

For details about projects with multiple images see the topics, Panels and Multiple Images.

ADD IMAGE TO A PROJECT

There are many ways to add an image to a project:

- visually by dragging the image from an open gallery,
- from the database list,
- by selecting an image file on your drives, a CD or digital camera
- copy and paste from another program or the internet
- using the image capture tool to capture an image from the screen
- mouse right click on image files in My Computer / Windows Explorer.

To drag an image from a gallery place the cursor on the image thumbnail, hold the left mouse button, drag the thumbnail to the work space and release. In a project with only one image the new image will replace the current image in the project.

If a project has multiple images or a mat with multiple openings select the image or opening that you would like the new image to appear in. Drag the thumbnail from the gallery and release in the project window.

The Image tab provides a number of ways to add an image to a project. The Select button menu options are File / Screen capture / Capture tool / Database / Paste.

- File allows you to browse images on you computer, CDs, camera and other digital image sources to select and open image files. When prompted input image size and other information to identify and price the image.

- Screen capture allows you to select a region of the screen display from other open programs and the desktop. Select Screen capture – move the cursor to one corner of region to be captured. Depress and hold the left mouse button as you move it to the opposite corner of the region to be captured. Release the mouse button. At this point you can move the mouse to make final adjustment to the selected region. Depress the left mouse button to complete the capture. When prompted input image size and other information to identify and price the image.

- Images created through the use of the Capture tool are initially added to a gallery. Drag the image from the gallery into the project.

- The Database option on the Select button menu opens the image database. Select an image record from the list of records and confirm by selecting the OK button.

- Image that have been copied in other programs, including your web browser, can be pasted as an image in Custom Framer. Select and copy the image in another program. Open or switch to Custom Framer. On the Images tab Select button select Paste. When prompted input image size and other information to identify and price the image.

- Depending on your system you may be able to add images directly from the list of files on My Computer / Windows Explorer. In My Computer / Windows Explorer right click on an image file. The context menu opens. Select the option to add to Custom Framer project. Files can also be sent to a gallery. If Custom Framer is not open these commands will launch Custom Framer.

If an image is from the database its size cannot be changed from the information in the database.

If an image is not from the database the size can be changed by changing the values in the size fields on the Images tab or on the Image Info box. Custom Framer estimates the image size and calculates the proportions based on the image file size and resolution. To retain the proportions the image width and height are linked. You can unselect the “Link” box and change each size independently. Be aware that this may distort the image.

DELETE IMAGE FROM A PROJECT

Select the image by clicking on it. Ensure that the image is the active element, this is indicated by the marker that is displayed around the image. Select the Delete button on the Images tab or right click and select the Delete option.

REPLACE IMAGE IN A PROJECT

Select the image by clicking on it. Ensure that the image is the active element, this is indicated by the marker that is displayed around the image. The options on the Select button on the Images tab may now be used to replace the active

image or an image from a gallery may be dragged into the work window to replace the active image.

LOAD IMAGES

This command is found on the Load images shortcut, on the New Customer form and on the Select images button.

This function allows you to search your drives for images in a folder and then open the group of images as a gallery. This feature is useful for photographers when reviewing images with clients or artwork that has been grouped.

Use the “Open all files” button on the Open dialogue box or select the image or images (use Shift/Ctrl to create a group) then confirm. The program will allow you to assign one set of dimension to all images in the group or select to be prompted for the dimensions before each opens.

CROP IMAGES

The crop tool is found on the Images tab and on the right click when the image is selected. The program is highly dynamic, images can be cropped even after mats and frames have been added and in a panel.

The cropping tool is a marker with white circles at the corners and at the center of each side. When the crop tool is in place move the cursor toward the center of the region that will remain, the cursor will change its shape, double click inside the region to be retained to complete the crop. Right click to view the “Step Back” option.

There are four crop methods.

Free Style displays markers around the image. Use the mouse to drag the sides and corners to the desired position and move the mouse into the center of the markers. The cursor changes shape allowing you to move the selection. Double click within the region to be retained to complete the crop. The crop details can be viewed in the Image Information box.

The Ratio Crop/Resize option crops the image and then resizes the image to the desired size. When this tool is selected, input or select the desired size for the final image. If you select a new size with a ratio of its dimension that are different from the original ratio the resulting image will be distorted. Select ratio crop, select the new size from the list of sizes or input your own sizes at the bottom of the form. Confirm and move the region with your cursor placed in the middle of the region. Double click to crop. The details can be viewed in the Image Information box. This cropping tool is the most appropriate for use when cropping photographic images for processing.

Size Input can be used to define the crop from each side. Input the crop on each side of the image, Apply and confirm. All sides can be cropped the same amount or by unselecting Change All you can input a different value for each side. The details can be viewed in the Image Information box.

To undo a crop use the Step Back function on the mouse right click or "Restore" on the Images tab - Edit - Crop.

An image can be cropped and saved as a project without framing elements. This allows you to use the program's capabilities and the cropped version of the image without actually cropping the image each time you want to use it.

ROTATE IMAGE

The image in a project can be rotated in increments of 90 degrees or arbitrary amounts. As you rotate the image the program adjust the dimension of the other elements adjusting to the image orientation. The rotation control is located on the Images tab and on the right click when an image is selected in the project.

IMAGE DATABASE

ADD IMAGE TO THE DATABASE

DELETE IMAGE FROM THE DATABASE

SEARCH IMAGE DATABASE

Except for pricing the databases for all elements work in much the same manner. If you learn to use one you have effectively learned them all. To view the database form, select the Database option on any of the element menus.

The database form has two modes, the standard and search modes. When you first open the form you are in the standard mode. To move to the search mode select the "To Search Mode" button. Searches may be conducted on a number of fields. Fields that are not open cannot be used to search on. Once a search has been performed the matching records are displayed in standard mode. The "Find All" button displays all records in the database.

To view the details of a record select the record from the list of records. The details will appear in the top section and on the tabs located in the center of the form.

To edit a record or a group of records, select the record or create a group. The database fields have been protected against accidental change. Select the Edit Record button, this will open the fields for input. Once you start to make your changes the Save Record button will become active. Save the changes.

All records in a database can be selected for editing by selecting the top record. Scroll down to the bottom, hold the Shift key and select the bottom record. A

group of selected records can be created in a similar manner using the Shift or Ctrl keys.

To add a new record to a database select the Start New Record button, enter the data in the open fields at the top of the form and on the tabs. It is not necessary to complete all fields. Those fields marked with an asterisk are required fields. The File Path or Image Path points to the image file on your computer. Use the Find button to browse your drives to locate the file. Remember to Save new records and changes to existing records.

To delete a record or group of records, select the record or group of records, then select the Delete Records button. Confirm the deletion request.

IMAGE SIZES

Some images are available in more than one size.

- Enter each size as a unique record.
- Based on the similar image name and the artist name Custom Framer will add the available sizes to the Price tab of each image record.

RELATED IMAGES

The image database includes the tab "Related". Images can be added to the related list.

- Select the Edit Record button for the image database
- On the Related tab select "Add"
- A form opens listing the images in the database
- Select an image from this list and confirm.
- You do not need to select the Save button.
- The relationship between the images is added to "Related" tab of both images.

MOULDINGS

MOULDING IMAGES

The images used for mouldings are images of a segment of a length of moulding. The final image should be oriented to run vertically with the inside edge on the right side.

The capture tool can be used to quickly define a segment of an image as a moulding. This segment can be added to a project as a moulding or saved to the database. The source image is a digital image from scans, catalogs, digital photos, CDs and screen captures

MOULDING DATABASE

Except for pricing the databases for all elements work in much the same manner. If you learn to use one you have effectively learned them all. To view the database form, select the Database option on any of the element menus.

The database form has two modes, the standard and search modes. When you first open the form you are in the standard mode. To move to the search mode select the "To Search Mode" button. Searches may be conducted on a number of fields. Fields that are not open cannot be used to search on. Once a search has been performed the matching records are displayed in standard mode. The "Find All" button displays all records in the database.

To view the details of a record select the record from the list of records. The details will appear in the top section and on the tabs located in the center of the form.

To edit a record or a group of records, select the record or create a group. The database fields have been protected against accidental change. Select the Edit Record button, this will open the fields for input. Once you start to make your changes the Save Record button will become active. Save the changes.

All records in a database can be selected for editing by selecting the top record. Scroll down to the bottom, hold the Shift key and select the bottom record. A group of records can be created in a similar manner using the Shift or Ctrl keys.

To add a new record to a database select the Start New Record button, enter the data in the open fields at the top of the form and on the tabs. It is not necessary to complete all fields. Those fields marked with an asterisk are required fields. The File Path or Image Path points to the image file on your computer. Use the Find button to browse your drives to locate the file. Remember to Save new records and changes to existing records.

To delete a record or group of records, select the record or group, then select the Delete Records button. Confirm the deletion request.

Updates to the database can be imported. Select the Import / Export button in the database or on the Admin menu select Database – Import database update, then select to import. Use the Find button to locate the file to import.

The ADD TO button on the database forms adds selected records to a gallery, an invoice or a purchase order, either creating a new gallery or adding to an existing gallery, invoice or purchase order.

ADD MOULDING TO PROJECT

Mouldings can be added to a project to form a frame in two basic ways, by dragging the moulding thumbnail from an open gallery or by selecting one of the options on the Frames tab. Galleries can be opened from the Select gallery button in any gallery, on the Moulding menu or on the Select button on the Frames tab.

You can also create a gallery that displays files as mouldings by selecting the Load file selection on the Frames tab – Select button.

When you drag a moulding from a gallery, by default it is placed after the active element as shown by the marker. This means that a moulding can be inserted between elements by making the first element active. If there is no marker the moulding is placed as the last element in the project. All other elements will appear to resize based on their relative size to the new moulding.

If the active element is an existing moulding and you drag a moulding from a gallery you will have the option of placing the new moulding after the existing moulding or using the new moulding to replace the existing moulding.

The options on the Frames tab “Select” button include; Database, File, Paste and Capture options. The Database option displays a list of records in the moulding database, select the moulding from the list and confirm.

The File option allows you to browse files on your computer, select an image file, confirm. Use fields on the Frame tab or the Moulding Information box to enter the moulding width, pricing and other data are optional, then apply and confirm.

The Paste option pastes an image that was copied in another program. The pasted image is used to form a frame. The fields on the Frames tab or in the Moulding Information box are used to input the moulding width, pricing and other information.

DELETE MOULDING FROM PROJECT

Select the moulding you wish to delete. Use delete on the right mouse click or the Delete button on the Frames tab. panel.

SAMPLE MOULDING

The price tab in many of the databases includes a section that indicates the availability of the item. Mouldings have an additional class “Sample”. If Sample is selected it indicates that the moulding image may be used to represent other mouldings.

Sample mouldings records are identified by the color green in the database and other forms. The thumbnail for Sample moulding display a green region at the

bottom of the thumbnail. Unlike other mouldings you can change the moulding width and price in the Moulding Information box for a Sample moulding.

As an alternative to sample mouldings consider using shared images.

SHARED IMAGES

As an alternative to using a sample moulding it is possible to create a database record and use a shared image. The shared image is selected on the Image tab in the moulding database. Compared to Sample mouldings “Shared images” do not require you to input prices and catalog number each time. Because the records are part of the database they can be updated for price and other information. A single shared image can be used to represent a number of mouldings in the database. This can be useful when a moulding design is available in a number of widths. It can also be used in a generic way when the color is the primary attribute, as an example a gold moulding.

LOCK

The frames tab and the moulding information box include a check box titled “Lock”. When this is selected the frame size cannot change.

- The frame size normally adjusts to fit the project.
- To create a frame that is larger than the frame size supported by the current mats and image select the “Lock” check box, then input larger values for the frame size.
- When a new mat is added inside the frame, the mat will automatically fill the space. This is a useful tool when building a project to a specific size.
- If the frame size is locked, a change to a mat reveal is countered by an opposite change to the mat reveal on the opposite side.

MATS

MOUNTS

MATS

Depending on where you are located in the world you might use the word “mat” or “mount”. For purposes of the help file we have used the word “mat”. To change “mat” to “mount” in the program change the default language from English (US) to English (UK) on the Admin menu under Settings – Local.

MAT IMAGES

The images for mats can be images of a segment of a mat, or an image that has been filled with the desired color.

If a mat does not have a texture you can use the color value to define the mat color. A color selector tool allows you to select colors from the chart or use the eye dropper to select a color on the screen.

The capture tool can be used to quickly define a segment of an image as a mat. This segment can be added to a project as a mat or saved to the database. The source image can be almost any digital image including scans, catalogs, digital photos and screen captures

MAT DATABASE

Except for pricing the databases for all elements work in much the same manner. If you learn to use one you have effectively learned them all. To view the database form, select the Database option on any of the element menus.

The database form has two modes, the standard and search modes. When you first open the form you are in the standard mode. To move to the search mode select the "To Search Mode" button. Searches may be conducted on a number of fields. Fields that are not open cannot be used to search on. Once a search has been performed the matching records are displayed in standard mode. The "Find All" button displays all records in the database.

To view the details of a record select the record from the list of records. The details will appear in the top section and on the tabs located in the center of the form.

To edit a record or a group of records, select the record or create a group. The database fields have been protected against accidental change. Select the Edit Record button, this will open the fields for input. Once you start to make your changes the Save Record button will become active. Save the changes.

All records in a database can be selected for editing by selecting the top record. Scroll down to the bottom, hold the Shift key and select the bottom record. A group of records can be created in a similar manner using the Shift or Ctrl keys.

To add a new record to a database select the Start New Record button, enter the data in the open fields at the top of the form and on the tabs. It is not necessary to complete all fields. Those fields marked with an asterisk are required fields. The File Path or Image Path points to the image file on your computer. Use the Find button to browse your drives to locate the file. Remember to Save new records and changes to existing records.

To delete a record or group of records, select the record or group, then select the Delete Records button. Confirm the deletion request.

ADD MAT TO A PROJECT

Mats can be added to a project in two basic ways, by dragging a mat from an open gallery or by selecting one of the options on the Select button located on the Mats tab.

If you are using the Mats tabs select the mat position. Position 01 is the top mat for single image projects. After the position is selected use the Select button to determine the source of the image.

When you drag a mat from a gallery by default the new mat is placed after the active element as shown by the marker. This means that a mat can be inserted between elements by making the first element active. If there is no marker then the mat is placed as the last element in the project. All other elements will resize based on their relative size to the new mat.

If an existing mat is the active element and you drag a mat from a gallery, you will have the option of placing it after the existing mat or using the new mat to replace the existing mat.

If you have not set mat size defaults a new mat will open with a 2 inch side width. The fields on the Mats tab or on the mat Information box allow you to confirm the size or change it.

The list of mat sources on the Select button includes Database, Color mat, File, Paste and Capture. The Database option opens a list of mat records in the database, select the mat from the list and confirm. If default mat sizes have been set the mat information box will not open automatically. If the information box opens confirm or edit the mat size and other data, Apply and confirm.

The Color option opens the Color Selector, additional colors can be selected by using the Custom Color button on the Color Selector or the Dropper tool. To use the Dropper tool, left click and hold. Move the dropper over the screen until you have located the desired color. Release the mouse. Confirm on the Color Selector, when you are satisfied with the color and the data confirm on the mats Information box. A color name may be input and values are displayed.

The File option opens the file browser. Locate the file to be used as a mat, select and confirm. The Mats Information box will open, in the size fields enter the size of the image being used to create the mat and other data are optional, then apply and confirm. This feature can be used to create an Image mat, (matting the project image with an image of itself).

The Paste option pastes an image copied from another program and uses it to create a mat. The Mat Information box and fields on the Mats tab are used to input the size and other information.

MAT OPENING SHAPE

The shape of the mat opening can be changed from the default rectangle shape to an oval or other shape. You can add your own shapes to the selection of shapes available by designing shapes and saving them in .EMF file format.

Select a mat to make it the active element. On the Mats tab select the Edit button then Edge and then Shape. The Shape List form opens. From the list select the shape for the mat opening. Confirm your selection by selecting OK. To change the shape of the opening on all mats select the “all” check box”.

The mat shape information is included on the Purchase Order, the work order and the detailed version of the Invoice.

To add your own shapes, create a shape using a current version of a draw program, such as Corel Draw. Flatten the image and save it as an “.emf” file. Use the Add and Remove buttons on the Shape List form to manage your list of shapes.

DELETE MAT FROM PROJECT

Select the mat you wish to delete. Use delete on the right mouse click or the Delete button on the Mat tab on of the Project panel.

MAT SHEET SIZE

Although 2 mat sizes are most common, many mats are available in other sizes. A list of mat sheet sizes can be entered on Admin – Settings – Sizes –Mat sheet sizes. This list is available for selection when a mat record is added to the database

When a mat record is added to the database select the mat sheet size from the drop down list for the Sheet size field.

V-GROOVE

This is added to a project on the Mats tab using the v-groove button.

To adjust the position of a v-groove, select the v-groove, drag the sides of the v-groove by the marker. You can also use the fields on the Mats tab. Select the V-groove then input the distance of each side from the image.

By default the v-groove color will be the same as the mat core color. The mat core color is set as a default on Admin – Settings – Colors. A unique color can be added by using the Color V-Groove option when originally adding the v-groove or the color selector button in the V-Groove Information box.

To delete a v-groove, select the v-groove then select Delete on the right mouse click or the Delete button.

CORE COLOR

The mat core color is shown as the color of the v-groove and the beveled edge. The default mat core color is set on the Admin menu under Colors – Mat Core.

This form is also used to set the color for mats that have a core that is different from the default. The additional colour options are named black, white, red, green or blue. A color is associated with the color name, then mats in the Mats database can be defined to have a core of the specified color.

To set the mat core color in the mat database access the “Core Color” field on the Catalog tab. If accessing an existing record select the Edit button, then select a color from the drop down list next to the Core color field. Save the changes. V-grooves and the beveled edge on this mat will display the selected core color.

AUTOFIT

When working with frames that are only available in specific sizes you may find that you have selected a size that is not compatible with the selected mat dimensions. In these cases the program will advise you of the details and provide a number of frame size options. Based on your selection the mat will automatically be resized to fill the frame

FRAMES

FRAME TYPES

It is important to understand that the program uses the word “Frame” to refer to a number of types of frames. The word “**Moulding**” is used to refer to frames constructed from moulding lengths of the same general design. This includes a repeating pattern, wood grain or it can be painted with a design that is random.

The word “**Frame**” refers to frames where the profile of the frame changes at different points or where designs have been added at specific points, such as the corners or halves. This type of frame is referred to as a “**Compound frame**”.

“**Solid frame**” refer to frames that appear to have cutouts where the image appears, frames with mandrels is an example. Another example is a frame with a number of openings for images.

The term “**Simple frame**” refers to frames constructed of Mouldings but for organization and display purposes you would like to group them with other frames.

FRAME IMAGES

The image used for compound frames is really a group of images that when displayed as a group forms a frame. Each image in the group must be assigned a specific name, the related images are saved to a single directory. To simplify the process use the Image capture tool to create compound frames. See the Image capture tool topic for details on how to capture compound frame images. Once captured the frame image can be added to a project as a frame or saved to the database.

FRAME DATABASE

Except for pricing the databases for all elements work in much the same manner. If you learn to use one you have effectively learned them all. To view the database form, select the Database option on any of the element menus.

The database form has two modes, the standard and search modes. When you first open the form you are in the standard mode. To move to the search mode select the "To Search Mode" button. Searches may be conducted on a number of fields. Fields that are not open cannot be used to search on. Once a search has been performed the matching records are displayed in standard mode. The "Find All" button displays all records in the database.

To view the details of a record select the record from the list of records. The details will appear in the top section and on the tabs located in the center of the form.

To edit a record or a group of records, select the record or create a group. The database fields have been protected against accidental change. Select the Edit Record button, this will open the fields for input. Once you start to make your changes the Save Record button will become active. Save the changes.

All records in a database can be selected for editing by selecting the top record. Scroll down to the bottom, hold the Shift key and select the bottom record. A group of records can be created in a similar manner using the Shift or Ctrl keys.

To add a new record to a database select the Start New Record button, enter the data in the open fields at the top of the form and on the tabs. It is not necessary to complete all fields. Those fields marked with an asterisk are required fields. The File Path or Image Path points to the image file on your computer. Use the Find button to browse your drives to locate the file. Remember to Save new records and changes to existing records.

To delete a record or group of records, select the record or group, then select the Delete Records button. Confirm the deletion request.

ADD FRAMES TO PROJECT

Due to the way that frames must be created to display correctly it is recommended that only frames from the database or from the Capture tool be used either directly from the database or from a gallery.

Frames can be dragged from a gallery to the project. If you are using tabs select the Frames tab. To the right of the New button select “Frames” as the option, then on the Select button select the source of the frame image.

Many frames are available in a limited number of sizes. Based on the information in the database the program will tell you if the selected frame is not available in the required size and it will provide a list of the sizes that are available. If a mat is part of the project the autofit capability will provide a number of options including the automated resizing of the mat to fit one of the available frame sizes.

DELETE FRAME FROM PROJECT

Select the frame you wish to delete. Use delete on the right mouse click or the Delete button on the Frame tab.

FLOATER FRAMES

These are treated as mouldings. Any moulding in the database can be designated as a floater by selecting Floater on the Use as option in the moulding database. Floaters do not overlap the art. For presentation purposes a ¼ inch gray space is shown between the floater and the art.

BACKGROUNDS

DEFAULT BACKGROUND

Located on Admin - Settings – Colors – Defaults sets the default background color for new projects. This setting will not affect the current project, a new project must be started.

DEFAULT BACKGROUND FOR SLIDESHOW

DEFAULT BACKGROUND FOR FULL SCREEN

Located on Admin - Settings - Colors – Defaults sets the default background for the full screen, sample view of the framing elements. This setting also sets the default background color for slideshows.

BACKGROUND DATABASE

This is located on the Image menu. In addition to the location of the image file path the scene width is retained in this database. The scene width data is used by the program to display the project in proportion to the background.

BACKGROUND BUTTON

Located on the Finish tab is used to add a background to the project. The options are to add the background from the database, a color background, open a file and use it as the background, paste an image as the background or capture an image as a background.

One of the data fields in the Background Information box is the scene width. Enter a value in inches (cm). The scene width is used to display the project in proportion to the background when the Place Project on Wall feature is used.

PLACE PROJECT ON WALL

The project can be viewed against a background in proportion to the background width and in a desired position. The database record for background images includes a size for the Scene Width.

If you are opening an image on your drive or using a color to be used as the background, input a value for the Scene Width field in the Background Size/Details box. This value should be entered in inches (cm. for metric measure).

On the Finish tab enter a value for the scene width then select the Place on wall button. The project will be resized. Place the cursor over the project and drag it to the desired location.

After the background has been setup on the Finish tab you can also use the View shortcut to place an image on the wall.

To exit select the Esc key on your keyboard.

PROJECTS ADD DETAILS

GLASS

ADD GLASS TO PROJECT

REMOVE GLASS FROM PROJECT

Glass is treated as a material that is added to a project. Glass types are originally set up through Admin – Pricing Settings – Glass Price matrix. The program can work with pre-cut glass or sheets of glass that you purchase and then cut to size.

The sizes for pre-cut glass are generated by the list of favorite sizes.

A new glass type can be added to the Glass Pricing Matrix by selecting the “Add Type” button on the matrix, enter the name for the new glass type.

To remove glass from a project, on Details tab select the Glass record, select another type of glass to replace the current type or select the [X] button to delete the glass.

ADD COMMENTS TO PROJECT

REMOVE COMMENTS FROM PROJECT

On the Finish tab select the Comments button, enter the comments or modify your entry, select the OK button.

Comments can also be added or modified by selecting the Comments button on the Report. Select the Report shortcut, then select the Comments button.

GALLERIES

INTRODUCTION TO GALLERIES

In general terms galleries are a way to organize images, materials and finished works. Some users are more familiar with the term albums for a collection of images. Galleries and albums are similar in many respects but galleries go beyond being just a means of displaying images. Galleries are a work related tool for organization, display and entry.

Galleries are also the basis for slideshows.

CREATE A NEW GALLERY

New galleries can be created from many points in the program. The Galleries button, the Project, Customer, Image, Frame, Moulding and Mat menus all have a New Gallery selection available.

To help organize work galleries are sorted based on their point of creation and the suggested content. As an example, galleries initially created on the Image menu will be referred to as an Image gallery to reflect the probability that it was created to hold a collection of images, but it may also hold other materials and projects. The gallery type may be changed at the time it is saved.

The Customer gallery is a way to organize your projects and materials for a specific Customer.

To create a new gallery, select the New Gallery option on one of the menus. The gallery will open with a temporary name. To save and rename the gallery select the File button in the gallery, select "Save Gallery As" and input the gallery name. The gallery type can be changed at the time that the gallery is being named.

OPEN A GALLERY

Galleries can be opened from a number of points, the Select gallery button in all galleries and options on many of the menus. On the Gallery List locate the gallery you wish to open, select the gallery and confirm. The gallery will open as the top gallery.

ADD ITEMS TO A GALLERY

Items can be added to a gallery from a number of points, the ADD TO button on the database forms and the ADD TO button on the Finish tab. On the database forms select the record/s you would like to add to the gallery. Select the ADD TO button then select if you would like to add these records to the top gallery or from the list of galleries. The top gallery is the one that is visible.

The ADD TO button will add the current project to the top gallery or a gallery selected from the gallery list.

Another way to add items to a gallery is from within the gallery itself. Select the File button in the gallery then select the Import option. You can choose from a list of items that can be added to the gallery.

Thumbnails can be dragged and dropped between galleries and within a gallery to change the order.

A saved project can be added by dragging the project from the Project window to a gallery.

DELETE A GALLERY

Select "Delete Gallery" on the File button in the gallery you want to delete.

Galleries can also be deleted on the Gallery list.

Deleting a gallery will not delete the items that are in the gallery from their databases.

RESTORE SCREEN

MOVE GALLERY

BRING GALLERY FORWARD

In most cases a number of galleries are open at the same time but they are stacked on one or both sides of the screen. The "Select gallery" button opens a drop down list of gallery options and all open galleries. From the list select the gallery that you would like to bring forward.

Galleries may be moved from their position by using the mouse to drag the gallery. Left click on the blue top bar. Hold the mouse as you drag the gallery to a

new position. This allows you to view a number of galleries at the same time and drag thumbnails between galleries.

The Restore Screen command on the Screen shortcut restores all windows to their default position.

STARTUP GALLERIES

On start up a number of galleries open by default. You can select which galleries will open and their order. This is a handy feature for visits to a client. Their gallery can be the top gallery, ready for your presentation.

On the ADMIN menu select SETTINGS – Misc., then Start up galleries. The list of galleries on the right are those galleries set to open on start up. Galleries can be moved to and from the two lists by selecting the gallery then using the ADD and REMOVE button to add or remove galleries from the right hand list. The arrow button moves the galleries up and down within the list. The top gallery on the list will open as the first visible gallery on the screen.

FAVORITE GALLERIES

A list of favorite galleries can be developed for quick access. In any gallery select the “Select gallery” button then select “All galleries” – then “open list - all”. On this list select the galleries to add to the favorite gallery list. Then select the Favorite gallery button and add to the Favorite gallery.

PROJECT GALLERIES

These are created automatically when a new project is started. Their purpose is to record all images, mats, mouldings and frames that you have tried when creating the project. In this way project galleries are very similar to your work surface. You can use project galleries to quickly access and compare different materials and combinations.

To provide quick access the project gallery is listed as the first gallery on the Galleries button in the galleries. The materials are grouped to show the images first, then mats, then mouldings and frames.

SLIDESHOWS

SCREENSAVERS

A gallery can be displayed as a slideshow. The slideshow can also be saved as a slideshow file or as a screensaver file that can be distributed to customers as a presentation, for review and use on the customers’ computers.

Screensavers are similar to slideshow files except screensaver files can be added to your computer to run when the computer is at rest.

Slideshows that are the contents of a gallery can be run from two points in the program, the Show button located in the gallery or the Run Slideshow button located on the gallery list. Slideshows run from within the Gallery allow you to set the time between slides or manual advance can be set, you can also add music to the slideshow. If you select the time between slides it will run automatically.

On each of the materials menus, the Project, Customer or Gallery menu select the option to open a Gallery/Slideshow. Select the gallery you would like to display as a slideshow. From the drop down list, make the selection to run the slideshow manually or set the interval between slides. Start the slideshow by selecting the Run Slideshow button. Depending on the speed of your system and the number of images in the gallery there may be a slight delay before the slideshow starts.

A series of controls at the bottom of the slideshow allow you to navigate forward, backward, stop, exit and stop or start the music.

The Esc key will end the slideshow.

Change the order that images are displayed in the slideshow by dragging the thumbnails in the gallery into the desired order.

To save a slideshow for distribution as either a slideshow or screensaver select the Show button within the gallery. Then select the Save as Slideshow or Save as Screensaver options. The saved files can be sent to your customers for review.

THUMBNAILS

THUMBNAILS

In a gallery are created by the program from the larger images on your drives. Moulding thumbnails are automatically created as a corner sample, you do not have to create or add the corner sample image. Thumbnails have a number of functions. The most common use is that they can be dragged from the gallery to the project window as a way to add an element to the project.

Thumbnails represent the order of records in a gallery. By dragging the thumbnails to new positions within the gallery, the order is changed. Use the Save command on the File button in the gallery to save this change. Thumbnails can also be dragged between galleries to add new records to a gallery. Since galleries are the foundation for slideshows changing the order of the thumbnails will change the order of the slides in a show.

A number of commands are associated with thumbnails. To view these commands right click on a thumbnail, then move the cursor to the top right corner of the thumbnail, the thumbnail menu appears.

The thumbnail for mouldings can take a number of forms. They can be created by the program from the moulding image files or another image can be used to display the profile. These options are made on the Images tab in the database when the moulding record is added to the database.

COMPARE SELECTED

Allows the user to select up to four thumbnails and view the selected items on a single screen.

Using the Ctrl or Shift keys select up to four thumbnails in a gallery. Move the cursor to the top right corner of the last thumbnail selected. The thumbnail menu will appear. Select “Compare selected” Click on an individual image to view it full screen or use the Esc key to go back.

COMPARE IN PROJECT

This will display the selected item as part of the current project as a before and after comparison. The selected item will replace a selected like item in the project or be added to a selected position in the project.

Use the cursor to select a position in the project, then select the thumbnail and select “Compare in project” on the thumbnail menu.

You can select up to three thumbnails for comparison of the three options with each other and the original project.

LINK TO

The default action when you double click on a thumbnail is to display a full screen image. Thumbnails in a gallery can be linked to launch either a gallery or a slideshow. This can be used to create a graphic index and it is an effective display tool.

To create the link, select “Link to” on the thumbnail menu. When the list of galleries opens select the gallery or slideshow to link to, then confirm. To break the link select “Unlink” on the thumbnail menu.

UPDATE THUMBNAI

FORCE THUMBNAI

If the thumbnails do not appear it may be necessary to force the update of thumbnails. Select “Thumbnails” on Admin – Settings. Select the “Update thumbnails” button. This process may take a few minutes to complete.

MULTIPLE IMAGE PROJECTS: FREESTYLE & PANELS

The program provides two ways of creating projects that contain more than one image in a project. These multiple image projects can be assembled using a “**Panel**” which has fixed opening size and position or they can be arranged in “**Freestyle**” with variable size and position capability. The choice is made on the Setup tab.

FREESTYLE

As the name implies freestyle has little structure.

- a number of images can be added to a project
- images can be moved around the project
- images can overlap each other
- To start a Freestyle project select Freestyle on the Setup tab
- The Freestyle interface will appear
- Input a value for the borders. This is the distance from the image closest to the mat edge to the mat edge.
- The border can be different on each side or they can all be the same. Select the “All” check box to make the borders the same size.
- Enter the number of images that will be added to the project. When you click outside the field, opening will be added to the project.
- Openings can also be added using “Add new opening” on the Images tab.
- On the images tab use the Select button to add images to each opening as the opening is selected. Images can also be added by dragging thumbnails from the galleries.
- Openings and the added images can be dragged to a new position in the project. Select the image, a marker appears. Hold the left mouse button and drag the image to a new position. Notice that as the image approaches the edge that the project expands. The distance to the edge is added to maintain the border size.
- In multiple image projects the Mat tab must be used to select the mat position. In multiple image projects mats 1,2 and 3 are outside mats, while mats 4, 5, 6 form around each of the images. The top mat is referred to as mat 4.

On the Mats tab select a position, then either drag a mat from a gallery or use the Select button to select a mat.

- Additional mats are added by first selecting the position, then the mat.

- The reveal for mats 5, 6 etc are set on the Mats tab by setting values for each or all. Because Mat 4 is the top mat its size is set by the Border setting on the Setup tab.
- The shape and color of the mat opening can be set on the Details button of the Mats Tab, select the “Edge” option.
- The project report for multiple image projects includes report that lists each of the mats and the size and position of the openings on each mat.

Images in a freestyle project can be cropped, however unlike other layouts only the Crop Window can be used when cropping an image in a freestyle layout.

Images in a freestyle project can be resized by changing the values on the image tab or by dragging the marking surrounding the image. If the marker is used a dialogue box opens to confirm the new size. The purpose is to avoid resizing by error.

When working in freestyle ensure that the marker is visible before dragging an image to reposition it. If the marker is not visible the program will treat this action as an attempt to move the whole project to a gallery, a dialogue box will open asking you to save the project first.

PANELS

Panels have a fixed layout for the openings, a fixed overall size and each opening has a fixed size. Creating and using panels is a three step process. The three steps are 1) create a template, 2) create a panel by selecting mats to be used with the template 3) select the panel, change the mats and add the images.

TEMPLATES

A template is the design for a panel, it specifies the shape, size, spacing and rotation of the openings.

Once the template is created it can be saved to create a number of panels. The process of going from the template to a panel requires the selection of the mats to be used and the mat reveal for each layer. Using the panel involves placing the images into the panel openings. Because the sizes of the panel openings are fixed, images assume the openings’ dimensions. Images should be cropped to a size that has the same aspect ratio as the opening that they are added to. If they are not they will be distorted and displayed based on the aspect ratio of the opening.

CREATE A TEMPLATE

Select **Create Template** on the Panels menu at the top of the screen.

The Template Creator will open.

- In the fields for Template W: and H: set the size for the mats that will be used.
- Select the Check mark at the right side to apply the size
- Add a shape to the design regions by double clicking on one of the shapes on the left side

An opening is active when the marker is displayed. Unselect an opening by clicking the region outside an opening.

- the opening can be moved by positioning the cursor in the center, hold the left button and drag.
- the size can be changed by inputting values for Size W; and H: Select the Check mark at the right side to apply the size. You can also change the size by dragging the handles on the marker

-

The size of the active opening can be viewed and set in the fields at the top of the screen that are marked as W: and H: for the Selection. These measurements are for the opening itself and does not allow for the overlap. If you want a ¼ inch overlap on each side, the opening for an 8 x 10 would be set as 7.5 x 9.5.

Controls to align, copy and paste openings are also located at the top of the screen.

To add a new opening to the workspace first unselect the openings in the work area, click on a region that is outside any of the openings. Then double click a shape in the Shapes region to add it to the template. The new opening will appear at the top left of the workspace. Use the cursor to drag an opening to the desired position.

To copy and opening select the opening to be copied, select the Copy icon at the top. A copy of the original opening appears. Drag the copy to a new position.

To align openings select the opening to be aligned. Use the “Ctrl” key to select multiple openings. Then select the alignment icons at the top center of the screen.

Openings can be rotated by entering values in the field preceded by the angle symbol. Use a minus sign to rotate the opening counter clockwise.

To save the template assign a name, select the Save As button. Once the template is saved it can be used to create panels.

PANELS

Saved templates are used to create Panels, the templates can be accessed by selecting the Template List option on the Panels menu.

- Select the desired template from the list.
- The Create Panel button opens the Create Panel form and will display details of the selected template.
- Indicate the position of the mats required, top, middle and bottom.
- For each of the indicated mat positions the Select button becomes active.
- Use the Select button to browse the mats, select one and confirm.
- Each mat is considered to be the top mat until the next mat position is indicated.
- When a higher mat is indicated the reveal for the lower mat can be input.
- Therefore you are working from the bottom mat up to the top mat.
- Panels should be saved before they are opened for use with images.
- Saving the Panel adds it to the Panels database.

Saved panels can be accessed for use by opening the Panels Database.

- Select the panel and then the Open button. This will start a new project.
- To add an image to a specific opening, select the opening, then drag the image from the gallery to the opening.
- To add an image to a second opening select the second opening, then drag an image to it.
- To replace an image select the image to be replaced and drag the new image to a position in the opening where the image to be replaced is located.

PROJECT REPORT

PROJECT REPORT

This is generated by the project itself and can be viewed by selecting the Report shortcut. This report is central to reporting, it can be used to generate work orders, quotes and invoices for the project. Some of the information that will appear on the Project Report is based on the defaults set on ADMIN - SETTING - REPORT SETTINGS. Two version of the report are available, one that contains customer information and one that does not contain this sensitive information.

In the Project Report window you can select to include an image at the bottom of the printed report. Comments can be added to the report by selecting the Comments button.

Project reports can be saved independent of the project in the Reports database, which can be accessed on the Project menu.

MOUSE ACTIONS

SINGLE CLICK ON AN ELEMENT

In a project, selects the element and makes it the active item. A marker is displayed around the active element and the associated tab comes forward

To hide the maker click on the active element.

DOUBLE CLICK

On the project window or a thumbnail in a gallery displays the project or the thumbnail item in full screen. If a thumbnail has been linked to a gallery it will open the gallery instead of the full screen view of the image.

If an image is being used as the background for a project the double click will display the project full screen and against the background image and placed in a position on the wall. Use the cursor to reposition the image.

DRAG THUMBNAILS

Thumbnails can be dragged from a gallery to the project window, between galleries and within a gallery to change its position. To drag a thumbnail left click and hold as you drag. Release the left mouse button to place the thumbnail.

DRAG WINDOWS

DRAG GALLERIES

Galleries and windows can be moved from their default position by dragging them. Move the cursor over the top blue bar, left click and hold as you drag. Release the left button when it is in position.

The size of galleries can be changed by dragging the sides. Position the cursor on the gallery edge. Notice that the cursor shape changes. Depress the left mouse key and drag the gallery edge. When the edge is released the thumbnails in the gallery reposition themselves.

To return galleries and windows to their default position select Restore Screen on the Admin menu.

CREATE GROUPS

A group can be formed from a number of records in a database or thumbnails in a gallery by using the left mouse button together with the Ctrl and Shift buttons. Select the first record, then holding the Shift key select the last record in the group, all records between the first and the last should be shown as selected.

Individual records can be added to a group by holding the Ctrl key as you select the records by clicking the left mouse,

RIGHT CLICK

Many controls can be found on the right mouse click. The available actions vary depending on the active item. Using the controls on the mouse can save movement and time.

ARTIST DATABASE

The artist database can be accessed from either the Image menu or from ADMIN – Who is. This database can provide contact and biography information, including an image of the artist. The artist name and biographical information can then be used as part of the database record for an image.

The artist database works in the same way as other databases requiring the selection of the “Start New Record” button before you can add a record and the selection of “Edit Record” before making a change to an existing record.

To locate works by a specific artist perform a search in the Image or Sculptures database. Records in these databases can be sorted based on the artist’s name. Galleries of an artists work can be created and saved for display.

PRE-FRAMED ART

Some shops and dealers carry art that includes the framing and is displayed and sold with the original framing. A separate database is maintained for pre-framed art. This database is located on the Image menu. Unlike projects the image and the frame cannot be separated.

SCULPTURE / GIFTS

Dimensional art, sculptures and gift items are sold in many art galleries and shops. The Sculpture / Gifts database allows for the cataloging and display of these items.

The database functions in the same manner as other database. To start a new record, select the Start New Record button. Records are protected from accidental change, the Edit Record button must be selected before a change can be made.

SUPPLIES

Can be any of the materials used to help assemble the framed image or run your business. A Supplies database is located on the Supplies menu. Although supplies cannot be visually added to a project you can create galleries of supplies for your own visualization.

OBJECTS

Are visual enhancements such as nameplates and frame corners. Custom Framer allows you to manually position objects or place them in pre-defined positions.

The Objects database is located on the Supplies menu.

- Objects are added to the project on the DETAILS tab Object button.
- Objects can be selected from the database or an image can be selected for use as an object.
- Once selected an object can be moved by placing the cursor over the object and dragging it to the desired position, or input the position in the Object Information box. (select the object, right click, select Info).

The Position button for an Object provides automated position options.

Objects that have been entered in the database can be designated to automatically position themselves as frame corners or to other positions on the frame. The Position field in the database provides a number of automated placement options. Although corners are placed in 4 positions on the frame only the image for the top left corner is required.

Due to the shape or design a portion of the object image may be required to be made transparent. You can use .PNG files with a transparent region or on the Object database Position tab, you can designate the color of either the top left corner pixel or the bottom right corner pixel as the color that is made transparent. For the best results use a color that is significantly different from the other colors in the image and use an image saved in .BMP or PNG format.

The Objects database includes a list of related items. This list may be used to track items that are required for use with the selected item, may be purchased at the same time or other relationship that may be part of the way you conduct your business. To add an item to the list of related items select EDIT RECORD then select the ADD button. Browse the records to find the item to be added to the list and confirm. Related items can be viewed from the list by selecting record, then select the VIEW button. Records added to the related list for one item will be added to the related list for all other related items on that list. This saves the task of manually adding a related item to the list of all related items. Deleting a related item has the same effect.

IMAGE CAPTURE TOOL

SCREEN CAPTURE

CAMERA

IMAGE CAPTURE TOOL

This tool captures images from a number of sources. Segments of these images can be used as mouldings, frames, mats, images and other elements in the program. These segments can be added directly to the databases or simply saved as files.

To access the capture tool select “Image Capture” on the Mode shortcut. The first step is to select one or more Capture screens. A capture screen is the image from which you will be selecting segments.

Select the “Add capture screen” button. There are a number of possible sources listed. If you select to open files as the capture screen you can select a number of files to open at the same time. The sources are **Files**, from your computer, CD etc., **Screen capture** captures the screen image of other open programs, **Paste** images that were copied and can be pasted as a capture screen. Images can also be captured from cameras, scanners and other devices that use a **Twain** interface.

When you add a capture screen a record is added below the “Add capture screen” button. If desired the capture screen image can be saved and deleted by using the buttons added for each capture screen. The capture screen image can be edited by using the Crop, and Color buttons at the bottom of the screen.

If more than one capture screen is open, move between them by selecting the circle at the start of the record.

After a Capture screen has been added you may want to set a scale based on the size of a know object in the image. You only need to know one size, the height or the width. The program uses this know size to calculate the size of segments select from that capture screen. To set the scale, select the Scale button at the bottom of the screen. Move the marker edges to measure the know size. Select the **Apply** button. Enter the know size and select OK.

It is not necessary to use the Scale function. Sizes for each segment can be entered at a later stage.

The same scale will be applied to all new Capture screens that are opened if the “Apply to all new” option is selected.

After selecting the capture screen you will want to select segments for use as framing elements. Select the **“Select region as”** button. A drop down list of framing elements appears. Each has its own properties.

You can input your own sizes or accept the scale function's calculations.

When an element type is selected a few things happen.

- A new record is created with size fields on the right side of the screen.
- At the same time a marker appears in the screen capture region.
- To move the marker, place the cursor in the marker region. Hold the left mouse button and move the selected region.
- The marker sides can be repositioned by dragging the corners or the sides.
- The marker can be rotated by placing the cursor outside the marker. The cursor symbol changes to indicate rotation. The further the cursor is from the center of the selected region the more precise the rotation control.

The selected region is displayed on the test strip at the top of the screen. The display of multiple images allows you to confirm that an image is straight. Use the Test button to see how the segment will work in your projects. By changing the size, the position and the rotation of a segment you can optimize the selected segment.

Segments created with the capture tool are added to an open gallery when you select the “Add to project” button. This gallery can be viewed by selecting the View project button or by minimizing the capture tool. These captured segments can then be added to the project or saved and used in other projects.

Segments created with the capture tool can be saved as an image file or added to the programs database by using the buttons below the segment records. Select the circle at the start of the segment record then select the button to save or to add to database. This allows you to build a library of images.

It should be noted that the list of segments only shows the segments from the selected capture screen. To view the list of segments from another open capture screen select that capture screen.

CAPTURE MOULDING IMAGES

- Select the “Select Region as” button
- Select the “Moulding” option on the menu
- A marker appears on the capture screen
- Move the marker and adjust the sides to bound the moulding segment
- View the test strip to confirm that the inside edge of the moulding is the bottom edge of the test strip. If it is not, rotate the image segment.
- Use a combination of rotate, sliding the marker regions and changing the marker size to optimize the moulding image.
- Use the Test button to view how the moulding will look in a project.

Moulding profile images can be captured using the ability to capture an image. Do not add profile images directly to the database. These images should be saved as a file and then added to the database when the moulding record is added to the database.

CAPTURE FRAME IMAGES

Readymade frames require images in a special format and a scale must be applied to capture screen.

After the capture screen has been selected, on the Select Region as button select Frames. If you have not set a scale you will be prompted to set the scale.

To achieve the required format the readymade frames segment marker is made up of two markers, one inside the other.

- Select the "Select Region as" button
- Select the "Frame" option on the menu
- A marker appears on the capture screen
- Move the marker and adjust the outside of the marker to bound the outside of the frame image
- Use the handle on the inside marker to position it to marker the inside edge of the frame
- Use a combination of rotate, and changing the marker to optimize the frame.
- Use the Test button to view how the frame will look in a project.

When the "Add to Project" or "Save as File" buttons are selected the Frame Transparency window opens. For most frames simply select the OK button. If your frame does have transparent regions, such as wholes in the frame design, select the "Transparent" option at the top of the form. Use the mouse to click on colors to be made transparent. To adjust the sensitivity of this tool use the slider at the bottom of the form.

DIGITAL CAMERAS

These generally store images on a card or other storage device. This storage device is treated as a drive on your computer. You can read the files stored on your camera the same way as you can read files on your hard drive.

Webcams and some higher end digital cameras can store their images directly on your computer. You can control the shutter and other features using an onscreen interface. These cameras are ideal for use as a remote or overhead device to capture images for use with the program. Digital camera may require you to purchase additional software. Webcams can be a good low cost alternative to high end cameras. Some of the better webcams can be purchased for about \$100.00 and provide good images, in addition the software to control the webcam is usually included with the camera.

If you are using the capture device while waiting on a customer or you just want to work quickly use the following setup.

When setting up the camera and the framing software

- Set the folder to download images from the camera
- Set the default camera folder for the framing software to be the same folder as the camera's image download folder.

Work with both program open at the same time

- Open your camera's image capture interface
- open the framing software and the capture tool
- icons appears for both programs on the task bar at the bottom of your screen.
- when an image is taken with the camera it will now automatically open in the capture tool as a capture screen.
- switch between programs by selecting the icons on the task bar.

SCREEN CAPTURE

This is similar to taking an image of the screen of another program or the desktop. The ability to perform a screen capture allows Custom Framer to interface with all other programs at the visual level including graphic editing programs, image libraries and internet browsers. To interface with many programs you can use Copy in the original program and Paste in Custom Framer.

The Select buttons on the Images, Frames and Mats tabs include screen capture as one of the options. The source program's screen opens, a marker is displayed. Select the region to be captured by moving the cursor to the desired start position, click once. Move the cursor to define the capture region, click again. The selected region has been captured as an image in Custom Framer.

When using the screen capture cursor note that the right click offers setting options.

INTERNET USE

Custom Framer can be used in a number of ways to work with your web browser. It can also be used to prepare images for a web site. When using Custom Framer features with images from a web site ensure that you respect copyright laws and other intellectual property rights. Custom Framer should only be used in those cases where you have the right to make use of the images as you intend to.

Depending on your browser and the site restrictions, images displayed on web can often be copied by selecting the image and using the mouse right click. A menu opens, depending on the browser select the "Copy" option. Open Custom Framer, you can then use the Paste option for Images, mats or mouldings.

An option that may appear on the mouse right click when browsing a web site is "Send to Custom Framer art". This option selects the image, opens Custom Framer and places the image in Custom Framer as an art image. You will be asked to input size information.

Project images can be e-mailed directly from the Projects database. Select the project to be sent then select the e-mail option on the Export e-mail button.

Projects saved as an image can be display on a web site. A few samples of the same image framed a number of ways can be used to display framing options. To save a project as an image select the Save shortcut or the Save button on the Finish tab. Select the option to Save as image. The Save dialogue box allows you to set the image resolution, it also allows you to include the Project name as part of the saved image.

If you require a version of Custom Framer that will allow site visitors to frame images while visiting your web site visit www.image-framer.com or contact us for details about FramenviTM.

PRE-FRAMED ART

Some art is available pre-framed, you cannot normally change the framing components unless you disassemble the product. Custom Framer allows you to catalogue and display pre-framed art, but you cannot custom frame these images.

The Image menu includes options to access the Pre-framed art database as well as open and create display galleries for pre-framed art. The database records provide pricing and size data. The image would normally include the frame and mats, if any.

LIGHTING EFFECTS

SHADING

DROP SHADOW

Lighting effects in the form of shadows and shading can be applied or turned off. The controls are located on the VIEW shortcut.

TABS

When you select the shortcut buttons “Setup” to “Finish” forms open on the side of the screen. These forms are referred to as the “Tabs”. The tabs provide one of the methods to select, size, edit and price projects. Tabs can be used to quickly assemble a project by themselves or jointly with the galleries.

SETUP TAB

The Setup tab can be used as a starting point for new projects.

- The New Project button at the bottom of the form opens a new project window.
- The “Default mat” selection sets the number of mats that are displayed when a project is opened. The default mats can be selected on Admin- Settings – Colors
- Default mats are not required but may be desired to enhance the look of the image when it first appears in the project window.
- If a project contains one image a selection on Setup is not required.
- If a project will contain more than one image, a multiple image project, then the layout for the project must be selected. Multiple image projects can use Panels for their layout or a Freestyle approach. Panels are used when a fixed design has been saved that provides fixed project and image sizes and placement. The Freestyle option allows the user to move the images relative to each other, change the size of the project and the number of images in the project.

If the project will contain more than one image select Panel or Freestyle.

When Panels is selected a “Select button appears. Use the Select button to select one of the Panels saved to the database. (see Panels) or start the process of designing a new panel.

If Freestyle is selected the Freestyle interface appears:

- Set the project borders, this is the distance from the image closest to the mat edge to the mat edge.
- The width of each border can be set separately or select the “All” box to make them equal.
- You can input the number of openings to appear in the mat.
- Select the “Apply” button to create the openings.
- The number of openings can be modified here and on the Images tab.

IMAGES TAB

This provides the interface to add and edit images in a project. There

are 3 sections on this tab.

- If the project has one image the top section is empty.
- If the project has multiple images the top section lists the images by their position. If there is no image in a position only a number appears.
- If there is an image in a position an image identifier will appear after the position number.
- Select the "Add new opening" line to increase the number of openings.
- Select an image ID or an empty line to make it active.
- When a position is active the controls to Select images, delete and edit act on the selected position or image.
- The "Select" buttons allows you to add an image or replace the existing image from a number of image sources.
- The [I] button located next to "Select" opens the Image information box.
- The red [X] button deletes the image and its position.
- To replace an image do not use [X], instead select a new image using the Select button.
- If the selected image is from the database the size and price is filled.
- If the selected image is not from the database size the Image information box opens after the image is selected. Size information can be added to the information box or to the tab.
- As a general rule information that is from the database can only be changed in the database. Information that is input can be changed on the forms.
- The Sizes button provides a quick selection of favorite sizes. If the image is from the database other available sizes are also listed.
- Selecting a new size will distort the image if the original and new size do not have the same aspect ratio.
- The Edit button provides the tools to Crop, Rotate and color adjust the selected image.
- The group of fields at the bottom of the tab provides additional information about the image including the artist name.

MATS TAB

The Mats tab provides the interface to add and edit mats in a project. There are 4 sections on the tab.

- The top section lists the mat positions.
- If a project has one image the top mat is in position 1.
- If the project has multiple images the top mat is position 4. Mats 1, 2 and 3 are outside mats
- Additional mat positions are automatically added as required
- Select a mat in the project or the mat position on the tab to make it active.
- When a position is active the controls to select mats, delete and edit act on

the selected position or mat.

- The “Select” buttons allows you to add a mat or replace the existing mat from a number of sources.
- The [I] button located next to “Select” opens the Mat information box.
- The red [X] button deletes the selected mat.
- To replace a mat do not use the [X] button, select a new mat for that position using the Select button.
- If the selected mat is from the database the size and price fields are filled.
- The mat size can be changed.
- To change the mat size for a single image project enter data in the Size field either using direct input or use the blue buttons on both sides of the fields.
- To change the mat size in a multiple image project change the borders on the Setup tab.
- The Reveal values for lower mats can be changed by inputting values or use the blue buttons on both sides of the Reveal fields.
- If the selected mat is not from the database the Image information box opens after the mat source is selected. Price and size information can be added to the information box or to the tab.
- To change the shape or color of the mat edge select the Edge option on the “Edit” button.
- The group of fields at the bottom of the tab provides additional information about the mat including the color name and price.

FRAMES TAB

This provides the interface to add and edit mouldings and frames in a project. There are 3 sections to the tab.

- The top section lists the frames, mouldings and fillets in the project.
- If there is more than one frame then the outside frame is numbered frame 1.
- Select a frame in the project or the frame on the list to make it active.
- When a frame is added, a [I] button and a [X] are added for each frame on the list
- The [I] button located opens the Frame information box.
- The red [X] button deletes the selected frame.
- When a frame is active the controls to select, delete and edit act on the active frame.
- To add the first frame it is not necessary to select the “New” button
- To add a second frame select the “New” button.
- Use the drop down list to indicate if the new frame is a moulding, frame or fillet.
- Select a position from the position list. As new items are added to the project the position list updates.
- The “Select” buttons allows you to add or replace the existing frame from a

- number of sources.
- To replace a frame do not use the [X] button, select a new frame for that position using the Select button.
- If the selected frame is from the database the moulding width and price fields are filled.
- The frame size normally adjusts to fit the project.
- To create a frame that is larger than the frame size supported by the current mats and image select the “Lock” check box, then input larger values for the frame size. When a new mat is added it will automatically fill the space. This is a useful tool when building a project to a specific size.
- If the frame size is locked, a change to a mat reveal is countered by an opposite change to the mat reveal on the opposite side.
- If the frame is from the database the Size/Price button opens the frame price list which indicated the price for various frames sizes.
- If the frame is not from the database the Size/Price list opens the Frame Price calculator. By entering price per unit information the price for the frame in the project can be calculated.
- The “Edit” button includes controls to adjust the color of the frame and to add objects to the frame. (see the topic “Objects”)
- The group of fields at the bottom of the tab provides additional information about the frame including the catalogue number and price.

DETAILS TAB

The Details tab includes the interface to add Materials, Labor, Supplies, User Input items and Objects to the project.

Select the button for the type of items to be added. The interface opens, select the items to be added to the project and the method of pricing if required, then confirm.

These forms provide options to edit the underlying database lists or to input items directly as user input items.

FINISH TAB

This includes the interface to add a background, view the image on the background, add comments to the project, save the project and manage project information.

ADJUST COLORS

COLOR ADJUSTMENT

This may be required for mats, mouldings, images and other images. Each monitor is different and the environment, the color of light in the room, is

constantly changing. In addition the original image may come from a variety of sources under changing conditions. To help deal with this a color adjustment tool has been included. The “Edit” button on the tabs includes the option to adjust colors and the image by changing the contrast, brightness, saturation, hue and gamma. In addition you can select to convert the image to black and white or sepia.

There are two ways to apply the changes. The option “Apply” makes the change in the current project only. The option “Apply and save” makes the change to the current project and to the image in the database. The effect of “Apply and save” is to apply this change to all projects that contain the selected framing element.

The “Reset” button cannot reset to the original colors after “Apply and Save” has been selected.

RESERVED FOR FUTURE ENTRIES

