You can **Color Mask** an image that has been marked grayscale by clicking on the box and changing the color. Choose a shape from the **Image Mask** menu to overlay that shape on your image. Example: Snow. You can also change the **Brightness, Contrast, Softening** and **Ghosting.**
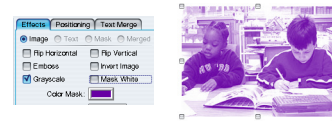
Positioning: This is where you can crop a photo within StudioWorks. Change the **Offset** to move the photo within the image placeholder. **Rotation** will turn the image placeholder and photo on the page. Change the **Scale** to enlarge or shrink the photo within the image placeholder.

Text Merge: You can merge an image with text using the options under this tab. To merge an image with text, draw a text box and type the words that you want to merge with the image.

Use the **Selection Tool** to click on the text box, then click on the **Image Tool** and click on the **text box**. The gray line outlining the text box should disappear.

Now, choose the image you want to merge with the text from your Galleries. Drop that image into the text box. It will be placed as a background in the text box. Next, go to the **Text** tab in the **Image Inspector**, and check the box next to **Merge With Image**.
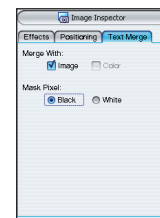
That will merge the image

and text together:

Questions?

Contact your Balfour Account Executive:

StudioWorks™ Support Team:
(800) 947-0536 | sw_support@balfour.com

Name: _____

Phone: _____

E-Mail: _____

Removing An Image Background

1. Click **More** from Image Inspector and then **Grab Image.**

2. Once you have an image open, from the Tolerance pull-down list, select **Outlines**.

3. In the Size list, select an eraser size (from 1 - 40 pixels). TIP: Start with a large eraser size (10-20), use a smaller one for detail work.

4. Click the **Eraser** tool.

5. Begin outlining your subject(s). The area you 'paint' in red will be removed when you save your changes. TIP: Don't worry if there are small gaps between your red outline and the subject - those can be filled in later.

6. Completely outline the edge of your subject(s), making sure there are no breaks in the red area. If your subject bleeds to an edge of the image, make sure your outline extends completely to the edge.
TIP: You can use the oval or square tools to quickly outline geometric shapes. Set line weight in the Size list.
TIP: If you don't like the quality of your outline, it may be easier to start over. To do this, click **Reset Image** . This removes all erased areas from your image.

7. When you've completely outlined your subject(s), click the **Pixel Wand** and click anywhere in the background area (the part of the image you want to remove).

8. Click **Fill**. This will erase ('paint') the remainder of the background in red.

9. Fill in any gaps around the edge of your subject. TIP: Reduce the eraser size and enlarge the image scale for close-in work. Holding Shift while you draw 'unerases' previously-painted image areas.

10. Click **Preview** to see what the image will look like without the background (the white area will be transparent).

11. Click **OK** to save changes and close the Image Editor.

✳ Image Editor edits are applied to singular images; the original image is unaffected. Edited images cannot be duplicated - create *.PNG images with transparent backgrounds for multiple-use images.

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QUICK REFERENCE: TOOLS & INSPECTORS
version 6.0

Let's take a look at the tools and features found within the Page Editor.

Tools

When you open a page or spread in the Page Editor, one of the first things you will see is the StudioWorks toolbar at the top. These tools will help you design your pages.
You can **maximize** your workspace while working in the Page Editor by clicking the ⬜ button at the top left of your screen. Click **Restore** ⬛ to restore the screen layout.

The first button (far left) is the **Menu** button ⬜. Click this to access the Page Editor's menus. The next buttons ⬛ close and ⬛ save your page, respectively.

The next tool is the **Selection Tool** ⬛. Its button allows you to move and resize objects.

The **Image Placeholder Tool** ⬛ is used to draw the purple boxes where your pictures will be placed.

The **Text Tool** ⬛ allows you to draw text boxes for type on your page.

The **Line Tool** ⬛ is what you use to draw lines on the page. Hold down the Shift key on your keyboard as you click and drag your mouse to draw a perfectly straight line.

The **Rectangle Tool** ⬛ can be used to draw rectangular boxes. These boxes can be filled with solid colors or gradients.

The **Ellipse Tool** ⬛ will draw ovals and circles. Hold the **Shift** key as you draw a circle with this tool to create a perfect circle.

The **Polygon Tool** ⬛ can be used to draw polygons on your page. Click and hold your mouse button to draw the first side of your polygon. Then, click where you would like the second side to end. Continue to do this until you connect all sides of the shape.

The **Pencil Tool** ⬛ will let you draw a free-form object. Just click and hold your mouse button to draw.

The next set of five tools can be found in most programs: **Cut, Copy, Paste, Undo** and **Redo.** ⬛

The next tool button ⬛, which looks like a note, will add a **Sticky Note** to your page.

The **Zoom Tool** ⬛ button looks like a magnifying glass and will zoom in on objects on your page.

For descriptions of the other buttons in the Page Editor toolbar, refer to the **StudioWorks User Guide.**

Page Inspector

The **Page Inspector** controls the overall features on the page. You can check page errors and warnings under this tab.

Info: This tab gives you basic information about the page or spread you are working on, including page size, page number(s), if it is a color or black and white page and the page status.

Layers: This tab shows the layers of the page. When you first open a page, there will be two layers: the **Section Master**, which is locked and cannot be edited here, and **Layer 1**, which is where all elements that you add will be placed. This part of the program functions much like page layers in Adobe InDesign® or Adobe Photoshop®.
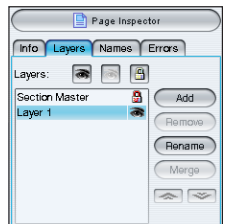
You can make a layer invisible or lock a layer simply by selecting the layer name under the Layer tab and changing the icon next to the layer name.

The **Lock** icon ⬛ locks the layer, making it impossible to edit or select objects on that layer until the layer is unlocked.

✳ *Remember, our support team is here to help!*

✳ *Remember to always click on the selection tool after using another tool to draw an object. The selection tool allows you to move and resize objects.*

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The **Invisible Eye** icon ▨ makes the layer invisible on the page. This will allow you to work on other layers without seeing objects on the invisible layer

The **Eye** icon ▨ makes the layer editable. You must also have that layer selected under the Layers tab in order to edit items on that layer.
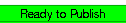
If you add a Balfour Background or Pop Print to your page, it will be placed on a new layer, **Background_1**. You must have that layer selected to edit the background. Then, you'll have to unlock the layer by clicking the Lock icon next to the layer until it becomes an Eye icon. Once you've made the adjustments, be sure to click the Eye icon next to the layer name under the Layer tab until it becomes a Lock icon again.

Names: This tab lists names that have been tagged for the index and shows on what page the names appear.

Errors: This tab shows warnings and errors on the page.

Warnings appear next to a yellow box `Ready to Publish`. These are items that the program wants to alert you to, like a "Shape on gutter" or "Image resolution issue." A page can still be published if warnings are present.

Errors appear next to a red box `Not Ready to Publish`. These are problems with the page that **must be resolved** before the page can be published. Examples include "Unacceptable image resolution" and "Improper shape positioning for bleed."

A green box `Ready to Publish` means that there are no warnings or errors and the page is ready to publish.

✳ To find out what element on the page is causing a warning or error, click on the warning or error listed under the Error tab. The element causing the warning or error will then be selected on the page. You can correct the error or warning, or hit the Delete button at the bottom of the Error tab to delete the element.

Object Inspector

The Object Inspector is where you manipulate individual objects, including boxes and other shapes. You can add fill colors, strokes and drop shadows to objects here.

Remember, you must select the object that you wish to manipulate with the selection tool ▨ before heading over to the Object Inspector.

Position: The first group of boxes in this tab shows you the X- and Y-positions of the selected object and its width (W) and height (H) in picas.

You can scale an object by increasing or decreasing the X- and Y-values beneath **Scale**. Increasing or decreasing the value under **Rotation** will rotate the object on the page. You can also **Skew** the object by increasing or decreasing the X- and Y- values.

Checking the **Allow for text wrapping** box will enable that object so that words in a text box will wrap around it if they touch the object. The type must be formatted for text wrapping under the Type Inspector.

Rounding Radius will round the corners of a rectangular image placeholder or other rectangular object.

Master Transparency changes the transparency of the selected object.

Fill: This tab allows you to change the fill color of objects that you draw using the rectangle, oval and polygon tools. You can also change the fill color of a text box under this tab.

Select **Color** and then click on the **Fill Color** box to choose a solid color. Select **Gradient** and choose a starting and ending color and angle to fill the object with a gradient. You can also change the **Transparency** of the object's fill.

You can choose from Balfour colors, X colors or project colors. Project colors can be selected under **Setup** ▨ **> Manage colors**.
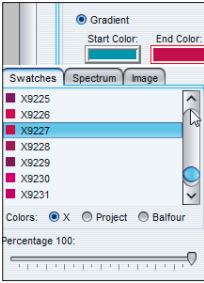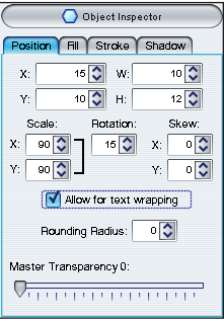
Stroke: You can add a rule line around the edge of an object using the options in this tab.

Change the **Type** to *Standard* for a single solid line, *Harvard* for a thick and thin line or *Harvard Flipped* for a thick and thin line with their positions reversed.

Size adjusts the thickness of the line. **Cap** changes the shape of the ends of a rule line and **Join** manipulates how lines around an object connect.

Shadow: A drop shadow can be placed on an object under this tab by checking the box next to **Shadow**. Choose **Solid** or **Gradient** and select the color(s) you'd like the shadow to be. You can also adjust the **Softness** of the shadow.

The **Offset X** and **Offset Y** values determine the direction of the drop shadow. Positive values set the shadow to the lower right of the object. Negative values set the shadow to the upper left of the object. Click on the center of the bracket connecting the two value boxes. A break will appear in the bracket, allowing you to enter different values for the Offset X and Offset Y. You can also adjust the **Transparency** of the shadow.

Type Inspector

The Type Inspector allows you to change the font, size and color of text on your page.

The first set of buttons under the Type Inspector tab changes the horizontal alignment of the text: **Left Aligned, Center Aligned, Right Aligned** and **Justified.**

The next three buttons control the vertical alignment of text within the text box: **Top Aligned, Center Aligned** and **Bottom Aligned.**

You can select the font for your text in the drop-down menu. Font names are displayed in their respective fonts, providing you with an example of the font.

Next, you can choose the font style:

Bold - Bold   **Underlined-** Underlined

Italic - *Italic*   **Outlined-** Outlined

You can change the **Size and Leading** using the respective drop-down menus. Change the value next to character spacing to adjust the space between letters.

Insets changes the margin of the text box.

Click on the box next to **Color** to change the color of the type.

Outline Fill changes the color of type that has been designated an outline:

Outline Fill

Check the box next to **Hyphenation** or **Wrapping** to allow for words to be hyphenated or text-wrapped within the text box.

You can change the transparency of the type by sliding the ruler at the bottom of the Type Inspector window.

Image Inspector

The Image Inspector is designed to edit individual images after they have been dropped into an image placeholder.

Effects: The first six effects listed can be performed on an image by checking the box beside them.
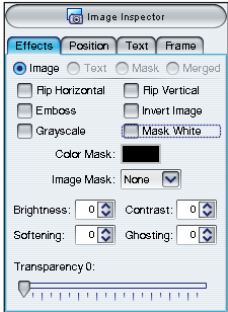
Original Image

Flip Horizontal   Flip Vertical   Emboss

Invert Image   Grayscale   Mask White

✳ *Backgrounds and pop prints should be the last elements added to your page. This makes it easier to see what you're working on and how close elements are to the page margins and bleed line*

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