SignWord® *Pro*

Users Guide

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Desktop Signmaking Software

APCO

apco**signs**.com

Version 2.2

To Install SignWord choose Start | Run and type d:\setup.exe.
For use with Microsoft Windows 2000/XP/VISTA

Creating a new project

To start a new project, select **New** from the **File** menu. The **Select Insert** dialog box will appear.

Select an insert size

When creating a new project, the first thing you will need to do is select the insert size you want to use. If you are printing on APCO paper, you'll find the insert size identified on the face of the box.

From the **Select Insert** dialog box, select the correct **Product Type**. This information is also identified on your box of paper. If your product is **Arcadia**, you will also need to select the correct **Series** and height or width. You will then have a list of inserts to choose from. Select the one that is identified on your box of paper. You may also create your own custom insert sizes (see below).

Once you have selected your insert size, you may get a choice of templates to choose from. These are common sign formats that you can use. Once you've picked a template, you will be able to make changes to its layout. Or, you can choose a blank template to start from scratch. Click on the template you want to use and your project will be created with the chosen template as the first sign.

Note: Not all of the insert sizes have pre-formatted templates. If you choose one that does not, your project will start with a blank sign.

Creating custom inserts

You may create a custom insert size by selecting the **Custom** product type in the **Select Insert** dialog box (see **Select an insert size** above). Then click the **New** button and the **Custom Insert** dialog box will appear. Enter a **Name** for your custom size, select the **Paper Size** and **Orientation**, and enter the **Height** and **Width** for your insert. Click **Ok** and your insert will appear in the list. Make sure it is highlighted and click **Ok**.

Creating and Editing Signs

Adding Text

Select **Add Text** from the **Sign** menu. A new line of text will appear. You may then change the text, size, position, color, and typestyle by using the text and object toolbars at the top of the window as described in **Changing Attributes** below.

Adding Rule Lines

Select **Add Rule Line** from the **Sign** menu. A new rule line will be added to the sign. You may then change size, position, and color as described in **Changing Attributes** below.

Adding Symbols and Graphics
Select **Add Graphic** from the **Sign** menu. The **Select Symbol or Graphic file** dialog box will appear. On the left side is a list of APCO standard symbols. You can highlight any one to see a preview. Then click **Ok** to add the symbol to your sign. Or, you can import almost any type of graphic file by clicking the **Import Graphic File** button and choosing the file you want to import. You may then change size, position, and color (symbols only) as described in **Changing Attributes** section below.

Changing Attributes
You can change the attributes (position, size, color, typestyle, etc.) of an object by selecting it with your mouse and changing the values using the toolbars at the top of the window, or by dragging the object with your mouse, or selecting and dragging one of the control points.

You can change the **Height**, **Width**, **Baseline**, and **Margin** of an object by selecting it and entering the new values in the Object toolbar.

| Height: | 0.5 | Width: | 4 | Baseline: | 2.5 | Margin: | 5 |

The **Justification** buttons are used in conjunction with the **Margin** to specify where an object is positioned from left to right.
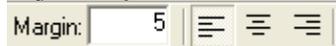
| Margin: | 5 |

Example: If you want to position your object one inch from the left side of the sign, enter 1.0 into the **Margin** edit box, and select the left justification button. If you want the object one inch from the right side of the sign, select the right justification button instead.

Selecting the center justification button will center the object on the margin entered.

Use the **Center Horizontal** and **Center Vertical** buttons if you want an object to be centered on the sign.
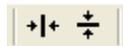
When working with text, use the **Text** toolbar to change the text, font, and font style (**Bold**, **Italic**, **Underline**).

| Conference Room A | Arial | ▼ | **B** | *I* | U |

Use the Foreground Color button to modify an objects color.

Control points

You can change the size of an object by selecting it with your mouse, then select and drag one of the four control points surrounding the object. To change the objects height and width, select and drag one of the four corner control points.

Deleting Objects

Select the object you want to delete by clicking it with the mouse. Then choose **Delete** from the **Edit** menu, or hit the **Del/Delete** key on your keyboard.

Background

Adding and Deleting Signs

To add a new sign to your project, select **Add Sign** from the **Sign** menu. A duplicate of the current sign will be added to the project.

To delete the current sign from your project, select **Delete Sign** from the **Sign** menu.

Saving Projects

When you create a new project or make changes to an existing one, you'll want to save it. Select **Save** (for existing projects), or **Save As** for new projects from the **File** menu. If you select **Save As** you will be prompted for the file name and location to save the project.

Printing Signs

From the **File** menu, select **Print**. The **Print Options** dialog box will open. You can choose to print only the sign currently being viewed, all of the signs in the project or a range of signs (ie. 4 - 7). Click **Ok** and the **Print** dialog box will open. Select the printer you would like to print to and click **Ok**.

Other Features

Change Insert

All of the signs in a project must be of the same insert size. You can change this size at any time by selecting 'Change insert' from the File menu. The **Select insert** dialog box will open. Select the insert size you want and click **Ok**. All of the signs in the project will now have the new insert size.

Import/Export

Importing

You can automatically create a project of multiple signs by importing in the text from a Tab delimited ASCII text file (*.tab, *.txt). If you want to create a project of multiple signs with the same layout but different text on them, create a text file using Word, Word Pad, or some other text editor. On each line of the text document put the text you want on the signs separating each line of text for a single sign with a horizontal tab.

Example:
Sue Baker   Sales   Room 238
John Harmon Accounting   Room 153

Once you have saved your tab delimited text file, go into SignWord Pro and start a new project by selecting **New** from the **File** menu. Select the insert size you wish to use, and if given a choice of templates, select a blank one (Or, if you select a template that is not blank, delete all of the objects from it). Now add text, graphics, etc. to the sign, keeping in mind that the first line of text you add will be replaced with the first column in your saved text file (ie. "Sue Baker", "John Harmon", etc.), the second line of text added will be replace with the second column from the text file ("Sales", "Accounting", etc.), and so on.

When you have the first sign formatted the way you want, then select **Import/Export**, then **Import** from the **File** menu. The **Import from** dialog box will open. Select the text file you created earlier. The sign you created will be duplicated for every line you have in the text document and the text will be replaced on each of the duplicate signs with the text from the document.

Exporting
You may export the text from a SignWord Project by choosing **Import/Export**, then **Export** from the **File** menu. The **Export to** dialog box will open. Enter a name for the file and click **Ok**. Each line of text from every sign in the project will be written to this Tab delimited file.

Find and Replace
You may have the need to make mass changes to a project. For example, you may want to change a color, height, or typestyle across multiple signs in a project. The Find and Replace utility makes this easy.

To open the utility, select **Find & Replace** from the **Edit** menu. First you need to select which objects your changes will apply to. Check or uncheck the boxes next to **Text**, **Rule lines**, and **Symbols and Graphics**. Then, under the **Replace** column, enter the criteria that identifies the objects you want to change. Under the **With** column, enter the new value(s) you want to apply to those objects. Click **Ok** to apply the changes.

Examples:
> If you would like to change a typestyle used in your project from Arial to Times Roman, check the box beside **Text,** and uncheck **Rule lines** and **Symbols and Graphics**. Under the **Replace** column, select Arial in the **Typestyle** list box. Under the **With** column, select Times Roman in the **Typestyle** list box. Click **Ok** to apply your changes.
>
> If you would like to change the height of all rule lines that were ½ inch to ¼ inch, and make them Fire Red (A08), check the box beside **Rule lines**, and uncheck **Text** and **Symbols and Graphics**. Under the **Replace** Column, enter 0.5 in the

Height box. Under the **With** column, enter 0.25 in the **Height** box and click the **Color** button. Select A03 Fire Red in the color selection dialog box and click **Ok** to close it. Click **Ok** to apply your changes.

If you would like to change the color of all objects in your project to Cobalt Blue (A11), check all three boxes beside **Text**, **Rule lines**, and **Symbols and Graphics**. Don't enter anything under the **Replace** column. Under the **With** column, click the **Color** button and choose A11 Cobalt Blue. Click **Ok** to close the color selection dialog box. Click **Ok** to apply your changes.

Creating and Saving Templates
You can save any sign in a project as a template, so the layout can be used when creating other projects using the same insert size. When you are viewing the sign you wish to save as a template, select **Save as Template** from the **File** menu. The **New Template** dialog box will appear. Enter a name for the template and click **Ok**. The next time you create a new project using that insert size, your template will be available to select.

Technical support is available for this product at 404-688-9000 or email helpdesk@apcosigns.com.