Disc Cover

User's Manual

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BeLight Software, Ltd.

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Chapter 1
Introduction

Welcome to Disc Cover

Thank you for choosing Disc Cover - the program for designing and printing CD/DVD labels, inserts, booklets and case covers. Disc Cover is compatible with the iLife applications - such as iTunes, iPhoto or iDVD. The program supports a wide range of paper templates from the leading manufacturers and has a built-in printer calibration tool to ensure accurate printing.

System Requirements

- Apple Macintosh computer (with PowerPC or Intel processor)
- Mac OS X v10.3 or later (Tiger compatible)
- 60 MB of available disk space (approx. 1.8 GB for full clipart install in case of the boxed version)
- CD-ROM drive (for boxed version)
- Printer - inkjet or laser

Installing and Removing Disc Cover

To install Disc Cover (downloadable version):

- Double-click the *.dmg file.
- Double-click the Disc Cover installer icon in the window that will appear.
- Follow the installer instructions.

To install Disc Cover (boxed version):

- Double-click the Disc Cover installer on Compact Disc 1 of 2.
- Follow the installer instructions.
- Double-click the Disc Cover installer on Compact Disc 2 of 2. The second disc contains additional clip art that can be installed.
- Follow the installer instructions.

If you wish to remove the program from your computer please complete the following steps:

- Quit Disc Cover.
- Delete "Disc Cover" from the Applications folder.
- Delete the "Disc Cover" folder from "(Your Macintosh HD)/Library/Application Support/BeLight Software/". (If you don't have any other applications from BeLight Software installed, delete the "BeLight Software" folder).
- Delete the "com.belightsoft.DiscCover.plist" file from the "~(Your Home)/Library/Preferences/" folder.
- Delete the "Disc Cover.pkg" file from the "(Your Macintosh HD)/Library/Receipts/" folder.

Note: by default, the program saves custom templates in:
"(Your Macintosh HD)/Library/Application Support/BeLight Software/Disc Cover/My Templates". Don't remove this folder if you are going to use your templates in the future.

Updating Disc Cover

From time to time BeLight Software releases new versions of the product. To update to a new version it is usually enough to install an update. Before launching the update installer, make sure the application and the supporting files are in their default location. Normally they are – provided you simply followed the installation procedure and didn't change paths or transfer files manually.

To check for the latest update choose **Check for Updates…** from the **Disc Cover** menu. If there is an update available, you will be offered to download it.

Or you can visit the Disc Cover Updates web page:
http://www.belightsoft.com/disccover/update

Registration

To register Disc Cover, enter your License Code in the **License** dialog that comes up when you launch the software, or under the **Disc Cover** menu choose **License…**

If you have already purchased Disc Cover from BeLight Software or its resellers, you'll find the License Code in the purchase confirmation e-mail or inside the Disc Cover package (in case of the CD version).

To enter your license code (if it is in e-mail), copy it from purchase confirmation e-mail, then launch Disc Cover and choose **License…** from the application menu; then paste the code into the dialog box that will come up. It's recommended to save this e-mail in case you need to register the application after re-installation or after update.

In the case of the CD version, enter the code manually. Be attentive not to use the 'O' character, type only 0 (zero) digit in the license code. There is also no small letter 'l', but only 1 (one) digit in the license code.

The unregistered version of Disc Cover is fully operational. The only limitation is that it prints the "Disc Cover Trial Version" text at the bottom of each design that you print. To eliminate this text, you need to register your copy of the software.

To move from the trial to the registered version of the program you need to purchase and register it. See details on our web site:
http://www.belightsoft.com/buy/

Useful Web Resources

Disc Cover Page:
http://www.belightsoft.com/disccover
Information about Disc Cover, links to Download, Latest Update, Buy and FAQ sections.

Disc Cover Resources Page:
http://www.belightsoft.com/disccover/resources.php
Useful articles related to the usage of Disc Cover.

BeLight Software Web site:
http://www.belightsoft.com
Check it out for updates, new product announcements, special offers.

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http://www.belightsoft.com/buy
Here you can purchase Disc Cover.

BeLight Software Technical Support:
http://www.belightsoft.com/support
Visit this link if you have questions about the software.

Chapter 2
Getting Started

Disc Cover gives two ways to start a new project (document): using the Assistant and from scratch.

Using the Assistant, you can select the most appropriate template and fill it with data. The Assistant will help you with import from iTunes, iPhoto and with getting file list from a folder on your hard disk.

Creating a new document	
From scratch	With help of the Assistant
(See Chapter 4, "Creating a New Blank Document")	Using the Assistant, you can select the most appropriate template and fill it with data. The Assistant will help you with import from iTunes, iPhoto and with getting file list from a folder on your hard disk. (See Chapter 4, "Creating a Document from a Ready-Made Template")

Editing a document

1. Adding or removing **design elements**. Design elements are discs, case covers, inserts and so on. They are similar to pages in page layout programs. (See Chapter 5, "Working with Design Elements")

A blank document contains one disc design element, added by default. Templates from the Assistant have several design elements.

2. Selecting paper for design elements. This is not necessary if you want to print on plain paper.

Creating custom paper layouts if needed.

(See Chapter 5, "Choosing Paper")

3. Modifying graphics and text. (See Chapter 5)

4. Importing data. (See Chapter 6)

Printing or exporting your document

Printing process depends on what layout/media will be used.

Pre-defined paper layout: you will print on special paper for CD labels, covers, etc. All dimensions are defined by Disc Cover developer and correspond to standard paper from leading paper manufacturers.

Custom paper layout: created by user and may correspond to standard paper. Printing is the same as for pre-defined paper.

Plain paper: no ready-made layouts are used. You put your design elements on standard plain paper in the print window just before printing.

CD or DVD (direct CD/DVD printing): similar to printing on pre-defined layouts, but you need to make additional printer settings.

(See Chapter 7, "Printing")

Example 1: Designing a Music Disc

|	
Content:	Music (from iTunes)
Based on:	Autumn Fire template from Assistant
Designed Elements:	Disk Label, Disc Cover
Paper:	Avery 5981, Avery 5693

In this example you will create a design for a music CD. The design will consist of two elements – the disc label and the disc cover. The design will be based on one of the templates supplied with the program, with the possibility to customize it later.

To design the CD label:

1. Launch Disc Cover. The Assistant window will open (if it doesn't, press **Cmd+Shift+N**).

2. In the drop-down list at the top choose the Music category. Then choose a template from the list on the left (e.g. *Autumn Fire*). Click **Next**.

3. A window will open, displaying your iTunes library. Select a playlist in the left part of the window; or individual tracks in the right part of the window (use **Cmd** and/or **Shift** to select multiple items). Click **Finish**, and the design canvas will open, containing the CD label design with the list of tracks.
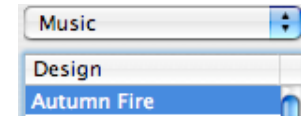
4. Click the **Change Paper...** button on the **Design Element** tab of **Inspector**, then choose *CD/DVD Label or Disc* in the **Element** drop-down, and the paper make from the list beneath. Choose the paper size from the **Size** list. You may also type the paper model in the **Search** field (Avery 5981 in this example). If printing directly to a CD (your printer must support this feature), select the printer manufacturer from the **Manufacturer** list, and then your printer model (set **Size** to *All* to see all printers). Click **OK** to close the dialog.
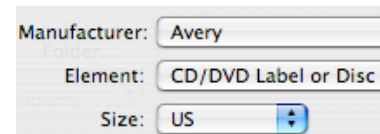
5. If instead of an iTunes playlist you want to import track names from a folder containing MP3 files or from a Toast Audio Project, in the list of sources (near the **Import** button) on the **Source** panel choose **MP3 files** or **Toast Titanium**, respectively. You'll be asked to navigate to the folder containing the MP3 files, or to the project file.
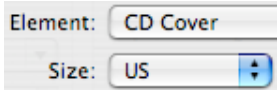
6. The design contains graphics and two text blocks – one with the title, and one with the track list. The title has been taken from the album name (or names, if your playlist contains a compilation from several albums). To modify the title, double-click on it and type in a new title (for example, *My Favorite Songs*). To change the font and font size, use the **Font** panel (**Cmd+T**).

7. The list of tracks has the default formatting, inherited from the template. You can change it using the **Format** list in the **Source** panel. For example, to have the track names and their duration formatted in two columns, choose **Title Duration**. Then drag the text from the **Source** panel onto the respective text box on the design.

8. You may work with individual columns easily (for example, change font attributes). Switch to the **Text** tab of **Inspector** and select the required column in the list of columns at the bottom. The selected column will become highlighted in the text box. Now you can change font, font size, color, etc. for the selected column with the help of the tools on the **Text** tab, or using the **Font** panel (**Cmd+T**). The **Line Up** button lets you align the columns neatly. The **Default** button reverts the columns to the default alignment.

9. To change the graphics of the CD, switch to the Background layer by clicking the **Background** tab at the bottom of the main window. Now you can edit, remove or add the images forming the background of the CD design.

To make the CD cover:

1. Switch to the CD Cover design element by clicking on its icon on the lower line of the toolbar. The CD cover will be displayed in the main window, its design corresponding to the original template design.

2. If you're going to print the CD cover on plain paper, skip this step. Since we have already decided to print on Avery 5693, type its name into the search box. Note that the covers are different for different types of CD boxes, so make sure you know what paper you're printing on. Click **OK** to close the dialog.

3. To change graphics on the CD cover design, switch to the Background tab and do the necessary changes. You may use clipart images, smart shapes or iPhoto images accessible from the Source panel, or the tools found in Inspector (mostly on the **Fill & Shadow** and **Image** tabs). For more information see "Working with Images and Smart Shapes" in Chapter 5.

4. The template also includes a design element for the CD tray insert. It's not needed for this example, so remove it (switch to it and choose the **File/Design Element/Delete** menu command).

To print your design:

1. Switch to the *CD/DVD Label or Disc* design element by clicking on its icon on the lower line of the toolbar.

2. Call the **Print** dialog (**File/Print**). You will see a preview of the design elements in your document in the left part of the dialog.

3. Your disc label design will be shown in the preview on the paper you have selected before. Usually paper layouts have several elements. If needed, drag more elements from the left box onto paper layout. To remove a label from the sheet, drag it outside its bound on the sheet.

4. Insert a sheet of CD label paper into the printer and click the **Next** button. You will see the standard print dialog. Make necessary settings and click **Print**.
    If you print directly on a disc, make sure that "Media Type" is set to **CD/DVD** (Epson) or **Printable disc** (Canon).

5. After sending the label to the printer the program will return back to the main window. To print the disc cover, switch to the *CD Cover* design element.

6. Call the **Print** dialog (**File/Print**). You will see a preview of the design elements in your document in the left part of the dialog.

7. Your disc cover will be shown on the paper you have selected before. If you are using plain paper, select it in the **Paper** list. To print cut marks and/or dotted marks, tick the corresponding boxes.

8. Insert a sheet of paper into the printer and click the **Next** button. Make the necessary settings in the system print dialog and click **Print**.

Example 2: Designing a Photo Disc

Content: Photos (from iPhoto)
Based on: Collage – Snake template from Assistant
Designed Elements: Disk Label, Cover, Tray Insert
Paper: Avery 5981, Avery 5693

In this example you will create a design for a photo CD using the Assistant. The design will consist of several elements – a disc label, a CD cover and a tray insert, and will be based on one of the templates supplied with the program.

To design the CD label:

1. Launch Disc Cover. The Assistant window will open (if it doesn't, press **Cmd+Shift+N**).

2. In the drop-down list at the top choose the Photos category. Then choose a template from the list on the left (e.g. *Collage - Snake*). Click **Next**.

3. A window will open, displaying the contents of your iPhoto library. Select a photo album in the left part of the window; the pictures in it (with their titles) will be displayed in the right part of the window (use **Cmd** and/or **Shift** to select multiple items). Click **Finish**, and the design canvas will open, containing the CD label design with thumbnails of pictures from the album.
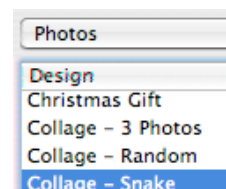
    Note: The Assistant can import photos only from the iPhoto library. If you wish to use pictures from another source (for example, from a folder on the disk), see "Importing Disc Content" in Chapter 6.

4. Click the **Change Paper…** button on the **Design Element** tab of **Inspector**, then choose *CD/DVD Label or Disc* in the **Element** drop-down, and the paper make from the list beneath. Choose the paper size from the **Size** list. You may also type the paper model in the **Search** field (Avery 5981 in this example). If printing directly to a CD (your printer must support this feature), select the printer manufacturer from the **Manufacturer** list, and then your printer model (set **Size** to *All* to see all printers). Click **OK** to close the dialog.
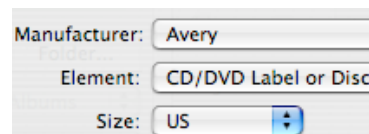
5. You will see the Disc Label design element on the editing canvas. As this template includes elements for two discs and some elements which you won't need, delete unnecessary elements one by one by switching to them and clicking the "**-**" button on the toolbar. Leave only the *Label*, *Cover* and *Tray Insert* elements.

6. The design contains thumbnails of photos, the title and date. The title has been taken automatically from iPhoto's album name. To modify the title, double-click on it and type in a new title (for example, *My Favorite Photos*). To change the font and font size, use the **Font** panel (**Cmd+T**).

7. The date field is a special object containing the current date in a specific format. To change the presentation format of the date, double-click it and choose another format from the dialog.

8. The thumbnails of pictures on the design act as placeholders – you can select a picture on the design and drag a new one (for example, from the **Source** panel) over it, and the existing picture will be replaced with a new one, the dimensions and position of the placeholder preserved. It is recommended that you use images of small size (400x400 pixels and less), rather than full-scale photos. This will reduce the document size and printing time.

9.   You may also add other images, text or background to decorate your design. As a rule, it's convenient to use the Background layer for background images and pictures that lay under text. Switch to the Background layer by clicking the **Background** tab at the bottom of the main window. Now you can edit, remove or add graphics forming the background of the CD design. For more information see "Working with Images and Smart Shapes" in Chapter 5.

To make the CD cover:

1.   Switch to the CD Cover design element by clicking on its icon on the lower line of the toolbar. The CD cover template design will be displayed in the main window.

2.   If you're going to print the CD cover on plain paper, skip this step. If you are going to use a specific label paper, type its part number into the search box (in our case "5693"). Note that the covers are different for different types of CD boxes, so make sure you know what paper you're printing on. Click **OK** to close the dialog.

3.   As the CD cover offers more space, you may wish to include more information than on the CD label – for example, list the titles of all the photos or all the album names. To do this, select a text box on the design (or draw a new one using the **Extended Text** tool), and from the **Format** list choose the needed option (e.g. *All Albums* or *Title*), and drag the text from the field below the **Format** drop-down list over the text box. If you don't see the desired formatting option in the **Format** list, choose **Other…** and set up custom formatting (see "Custom List Formats" in Chapter 6).

4.   If needed, remove unwanted thumbnails (select them and hit the **Del** button), or replace them (selecting a thumbnail and dragging a picture from the **Source** panel over it). Note, pictures may lay on the Background layer.

5.   If needed, add new graphics from Clipart, iPhoto or graphic file. They are accessible from the **Source** panel. For more information see "Working with Images and Smart Shapes" in Chapter 5.
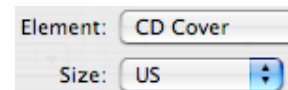
To make the CD tray insert:

1.   Switch to the CD tray insert design element by clicking its icon on the lower line of toolbar.

2.   If using special paper, set the paper in the paper selection dialog, as described above.

3.   Change the text and graphics if needed as was described above.

4.   CD tray inserts usually have the title on spines. To place text on spines, add a text box using the **Extended Text** tool. Then type your text (for example, the year when the photos were taken and the topic). Keeping the text box selected, use the **Rotate** controls on the **Geometry** tab of **Inspector** to rotate the text box to 90 degrees clockwise or counterclockwise. Drag the rotated box onto the spine and resize if needed.

To print your design:

1.   Switch to the *CD/DVD Label or Disc* design element by clicking on its icon on the lower line of the toolbar.

2.   Call the **Print** dialog (**File/Print**). You will see a preview of the design elements in your document in the left part of the dialog.

3.   The disc label will be shown on the previously selected paper. It is usually possible to add several elements onto the sheet. To do this, drag extra elements onto free place holders. To remove a label from the sheet, drag it away.

4.   Insert a sheet of CD label paper into the printer and click the **Next** button. You will see the standard print dialog. Make necessary settings and click **Print**.
If you print directly on a disc, make sure that "Media Type" is set to **CD/DVD** (Epson) or **Printable disc** (Canon).

5.   After sending the label to the printer the program will return back to the main window. To print the disc cover, switch to the *CD Cover* design element.

6.   Call the **Print** dialog (**File/Print**). You will see a preview of the design elements in your document in the left part of the dialog.

7.   Your disc cover will be shown on the paper you have selected before. Paper like Avery 5693 has a CD cover and tray insert elements on the same sheet. So it is reasonable to print them together. For this, drag both onto the sheet. If you are using plain paper, choose it in the **Paper** list. To print cut marks and/or dotted marks, tick the corresponding boxes.

8.   Insert a sheet of label paper into the printer and click the **Next** button. Make the necessary settings in the system print dialog and click **Print**.

Example 3: Designing a Video Disc

Content:	Video (from iDVD)
Based on:	From Scratch
Designed Elements:	Disk Label, DVD Cover
Paper:	Avery 5981, Plain paper (A4)

Disc Cover lets you create a design for your video projects. In this example you will design a label and cover for a DVD containing video from an iDVD project.

To design the disc label template:

1. Create a new document (**Cmd+N**, or menu **File/New**). A blank disc label will open.

2. Set the paper you will be printing the disc label on, or the printer model is printing directly to disc (using the **Change Paper…** button on the **Design Element** tab of **Inspector**, see the examples above).

3. To import a list of DVD chapters, switch to the **Video** tab on the **Source** panel (menu **Window/Import/Video**), click the **iDVD Project** button and navigate to the iDVD project file. The name of the project and the list of chapters will display below.

4. To add the list of chapters to the design, click on it or drag it onto the document. It will be inserted in your design as a text box. You may change font attributes, colors, etc., as for any text block.

5. Now, let's add some graphics. Switch to the Background layer (**View/Background**). You can use images from the clipart (**Window/Clipart/Clipart Collection**) for the background or use generators provided by Image Tricks plug-in.

6. To generate a background (Image Tricks must be installed), choose the **Window/ Clipart/ Image Depot** menu item. Click the **Generate…** button at the bottom of the panel. The Edit Image window will show various generators. Choose the **Gathering** generator, and **Star** as the shape. You can change the density, size and shape of the stars using the respective controls. See the results in the preview area on the right. The **Render** button re-arranges the elements in a random way. Clicking the **OK** button will add the generated image to the design. Resize it so that it covers the entire disc.

7. Switch back to the Foreground layer (**View/Foreground**). Now the text is displayed over a nice background. You can add more clipart images, photos, etc. see "Working with Images and Smart Shapes" in Chapter 5 for more information.
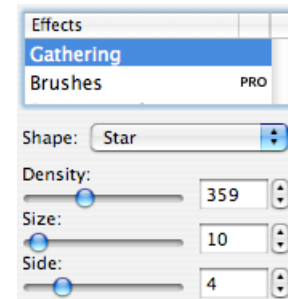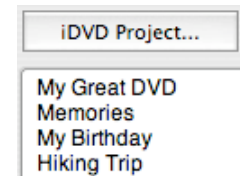
Now when the disc label is ready, let's proceed to the DVD cover.

1. Add the DVD Cover design element to the document. For this, choose the menu command **File/Design Element/Add/DVD Cover**. A blank DVD cover layout will appear on the design canvas. It has the back and front pages and the spine between them.

2. In this example, we will be printing the DVD cover on plain paper, so there is no need to select specific paper right now (you will set it later in the **Print** dialog).

3. Switch to the Background layer and add some graphics to the design (you may use Smart Shapes, clipart images, generated backgrounds, etc). See "Working with Images and Smart Shapes" in Chapter 5 on how to work with graphics. Then switch to the Foreground layer and add the title and other text (for example, text descriptions to the movies which are on the disc). Once you're through with designing, you can proceed to printing.

To print your design:

1. Switch to the *CD/DVD Label or Disc* design element by clicking on its icon on the lower line of the toolbar.

2. Call the **Print** dialog (**File/Print**). You will see a preview of the design elements in your document in the left part of the dialog.

3. The disc label will be shown on the previously selected paper. It is usually possible to add several elements onto the sheet. To do this, drag extra elements onto free place holders. To remove a label from the sheet, drag it away.

4. Insert a sheet of CD label paper into the printer and click the **Next** button. Make the necessary settings in the system print dialog and click **Print**.

5. After sending the label to the printer the program will return back to the main window. To print the disc cover, switch to the *DVD Cover* design element.

6. Call the **Print** dialog (**File/Print**). You will see a preview of the design elements in your document in the left part of the dialog.

7. To print the DVD cover, select the plain paper from the **Paper** drop-down list at the top of the dialog (A4 Plain). Enable the **Cut marks** and/or **Dotted marks** options so you can easily cut the cover from the sheet of paper.

8. Insert a sheet of plain paper into the printer and click the **Next** button. Make the necessary settings in the system print dialog and click **Print**.

Example 4: Designing a Data Disc

Content: Assorted data
Based on: From scratch
Designed Elements: CD Label, CD Folding Booklet
**Paper:**   Custom, Plain

A data disc can contain a variety of files or folders of assorted types. The most common example is a disc containing a backup of your files.

To create a disc label:

1. Create a new document (**Cmd+N**, or menu **File/New**). A blank disc label will open.

2. In this example we will use custom paper layout for disc labels. This is reasonable if your label paper is not currently supported by Disc Cover or if you want to make non-standard composition of elements. To configure custom paper, click the **Change Paper…** button on the **Design Element** tab of **Inspector**. Switch to the **Custom** tab. Click the **Create…** button below.

3. In the dialog set the size corresponding to your paper (e.g. Letter, A4 or enter the dimensions of the paper you are using in the respective fields). The **Design Element Source** area contains a selection of standard elements, which you can drag to the sheet on the right. Arrange the elements exactly as they are on your label paper (measure the distances from the top and left edges of the sheet for each elements, and use the **Position** fields to enter the offset). If the elements on your paper don't match any of those provided, you can create a custom design element (click the **Manage Custom Elements** button). For more information about custom elements see "Creating Custom Design Elements" in Chapter 5. Once the layout is ready, click **OK** to close the dialog.

4. Decorate your label with graphics and text (see previous examples, or "Working with Images and Smart Shapes" in Chapter 5).

To create the folding booklet:

1. Add the Folding Booklet design element to the document. For this, choose the menu command **File/Design Element/Add/CD Folding Booklet**. A blank booklet layout will appear on the design canvas.

2. In this example, we will be printing the folding booklet on plain paper, so there is no need to select specific paper right now (you will set it later in the **Print** dialog).

3. To create a list of files or folders on the disc, switch to the **Data and Files** tab of the **Source** panel (menu **Window/Import/File&Folder List**). Click the **Folder…** button. The file dialog will open, asking you to specify a folder containing files and folders that will be on the disc. If your data has been already burnt, insert the disc into the optical drive and choose it in the file dialog. Otherwise choose the folder enclosing the files that will be burnt. Click **Choose**.

4. A window will open showing the folders in the left part of the window, and the contents of the selected folder – in the right part. Use the triangles near the name of folders in the left part of the window to expand or collapse them. Note, that only the files and folders (and their subfolders) displayed in the right part of the window will be imported. Click **Import**.

5. A list of files and folders in the default formatting will be shown on the Source panel. To add the list to the design, click on it.
    You can change its formatting using the **Format** drop-down list in the **Source** panel. For example, you may want to display just the names of folders or folders and filenames, etc. Choose the desired formatting style, then drag the text from the **Source** panel onto the respective text box on the design.
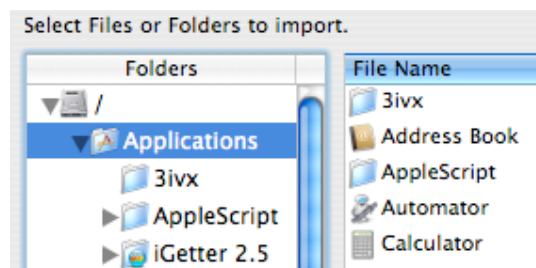
6. You may resize the text box, change font size and attributes as with regular text boxes (see "Working with Text" in Chapter 5). If the list of files is too long and doesn't fit well in one text box, you may divide it in two linked columns, to place on both "pages" of the booklet. When text goes beyond a text box, it displays a red "plus" on its side. Click on this plus and draw another text box on the other page of the booklet. The remaining text will flow into the second text box. For details see "Linked Text Boxes and Flowing Text" in Chapter 5.

7. Decorate your booklet with graphics if needed (see previous examples, or "Working with Images and Smart Shapes" in Chapter 5).

To print your design:

1. Switch to the *CD/DVD Label or Disc* design element by clicking on its icon on the lower line of the toolbar.

2. Call the **Print** dialog (**File/Print**). You will see a preview of the design elements in your document in the left part of the dialog.

3. The custom paper you have previously created will be chosen automatically. You will see the layout of the paper sheet and a disc label on it.

4. Insert a sheet of your label paper into the printer and click the **Next** button. Make the necessary settings in the system print dialog and click **Print**.

5. To print the folding booklet, switch to the *Folding Booklet* design element.

6. Choose the plain paper from the **Paper** drop-down list at the top of the dialog (US Plain or A4 Plain). Enable the **Cut marks** and/or **Dotted marks** options so you can easily cut the booklet from the sheet of paper.

7. Insert a sheet of plain paper into the printer and click the **Next** button Make the necessary settings in the system print dialog and click **Print**.

Chapter 3
Program Interface

The Main Window

When you create a new blank document or finish working with the Assistant, the main window opens. It consists of two parts: the **design canvas** where you do the editing, and the **Source** panel, which contains playlist data and images (its appearance differs slightly for different types of data).
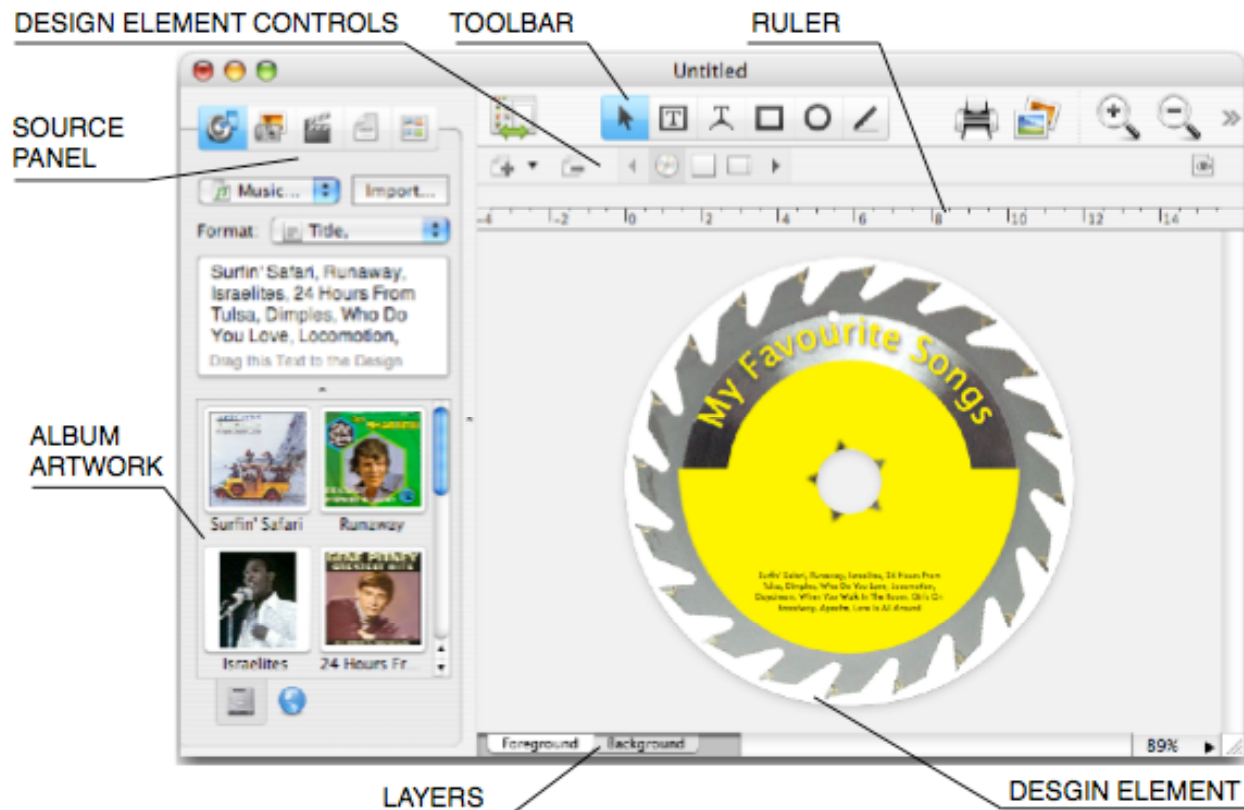
The design canvas has two layers: the Foreground and the Background. To choose the active layer, click on that layer's tab at the bottom of the design canvas. When you're working with one layer, you can't select or modify objects on the other layer, though you can normally see them.

The design canvas can also display the **Ruler**.

At the top of the design canvas you can see the toolbar. It consists of two lines.

The top line has the following buttons:

- **Show/Hide Source Panel**
  Displays or hides the Source drawer
- **Selection tool**
  The tool with which you select and move objects
- **Extended Text tool**
  Use it to draw text boxes, including linked text boxes where text flows from one box to another
- **Circle Text tool**
  Use it to draw circular text (often used for CD labels)
- **Rectangle tool**
  Use it to draw rectangles and squares
- **Circle tool**
  Use it to draw circles and ellipses
- **Line tool**
  Use it to draw lines

Other buttons are:

- **Print**
  Opens the Print dialog for printing out your layout
- **Insert Picture**
  Inserts a picture from a file
- **Zoom In and Zoom Out**
  Change the magnification in the document window
- **Inspector**
  Shows or hides the Inspector window
- **Colors and Font**
  Display the system Colors and Font dialogs

These buttons are customizable – you can remove some of them or reorder them using the **Customize Toolbar…** command from the **View** menu.

The second line of the toolbar contains the following buttons:

- **Add Design Element**
  This button opens a drop-down menu allowing to select a design element (e.g. Cover, Tray Insert, Folding Booklet) to be added.
- **Remove Design Element**
  Removes the current design element.
- **Design Element icons**
  Icons represent design elements from your document. Click on an icon to show the corresponding element in the editing window.
- **Toggle Preview Mode**
  Displays or hides objects' borders and margins.

For the description of the Source panel see "The Source Panel" section.

The Source Panel

The Source panel gives access to sources of graphics and text data that can be used in your designs. The panel consists of 5 tabs:

- **Music**
  Lets import a track list from iTunes, from a folder with MP3 files and artwork images from iTunes and Internet.
- **Photos**
  Lets import images and image titles from iPhoto and images from a folder on your computer.
- **Video**
  Lets import graphics and titles from an iDVD project.
- **Data and Files**
  Lets create a list of files from the selected folder and import data from a text file.
- **Clipart**
  Gives access to the internal clipart as well as to graphics on your hard disk. The Clipart tab has the options shown below:

1. Internal image collection.

2. Smart Shape collection.

3. Custom Folder. It shows images from a folder on your hard disk. Use the Browse button to select a folder.

4. Image Depot - customizable collection of images and the source of Images generated by the Image Tricks plug-in.

5. Collage Templates. Includes artistic place holders which you can substitute with your own images.

More information about each of the tabs is provided in Chapter 6 "Importing Disc Content".
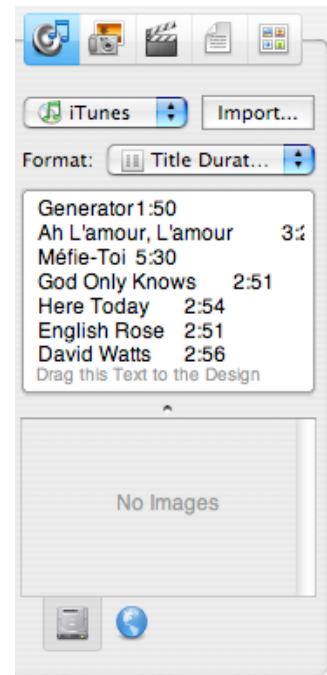
The Inspector Window

The **Inspector** window contains the main set of tools for editing objects in Disc Cover. The tools are distributed over six tabs: **Design Element**, **Geometry**, **Fill & Shadow**, **Image**, **Text** and **Alignment**. These tools allow you to modify properties of selected objects: size, position, color, etc.

The function of each control in **Inspector** is described more detailed in the sections dedicated to objects.

The **Inspector** window can be activated through the menu **Window/Inspector/(tab name)** or by using the **Inspector** button on the toolbar.

The dimensions are shown in the default units of measure as set in the **Preferences** dialog (see "The Preferences Dialog" in Appendix A).

The Design Element Tab

The **Design Element** tab has the following sections:

Margins – sets the outer and inner margin (applicable to disc labels only). The **Cause Text Wrap** control sets whether text in text boxes will be wrapped with respect to the margins.

Hole Size – lets you switch between the small or large hole size (applicable to disc labels only).

Design Element – displays a picture of the current design element (the one of blue color).

Type – shows the type of the current design element.

The **Change Type** list lets you quickly change the type of the current design element.

Paper shows the selected paper type – either standard (A4, Letter, etc.) or special paper made by various manufacturers. The **Change Paper…** button brings up the **Paper Selection** dialog allowing you to choose the paper you'll be printing on.
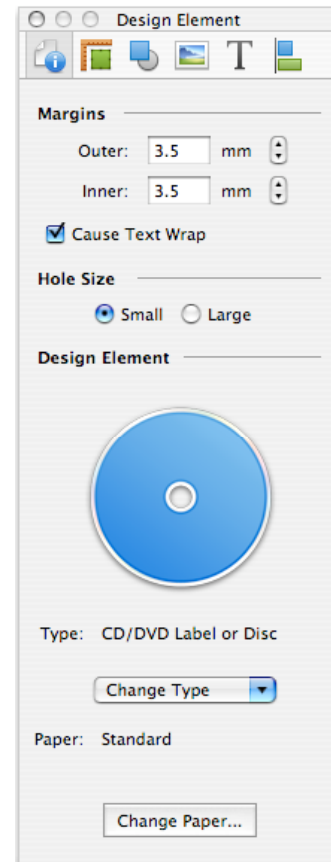
The Geometry Tab

The **Geometry** tab has the following sections:

Position - shows (and lets you enter) horizontal and vertical coordinates of the selected object.

Size - shows (and you can enter here) horizontal and vertical size of the selected object.

If **Fix aspect ratio** is checked, the object will retain the width to height ratio when you resize it. To restore the original size of an image, select it and click the **Original Size** button.

Rotate - you can see and change the rotation angle of the selected object.

Flip mirrors the selected image or Smart Shape.

The **Circular** section controls object's angle and offset from the centre of the design element.

The **Smart Shapes** section has two slide bars: **Curve** and **Side Count**. You can adjust the attributes of some Smart Shapes. Their behavior depends on their type.
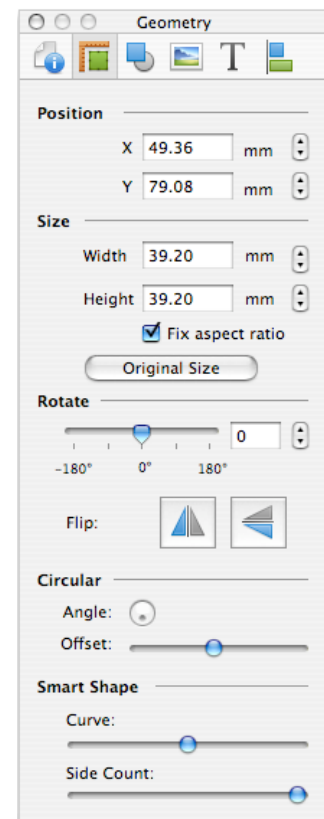
The Fill & Shadow tab

Objects in Disc Cover can have filling, border line and shadow. These features can be enabled/disabled and their parameters adjusted on the **Fill & Shadow** tab.

In the **Fill** section, you can set color and opacity of the selected object's fill.

In the **Line** section, you can set up color and width of the object's border line.

In the **Shadow** section, you can set color, angle and blur of the shadow and distance between the shadow and the object.
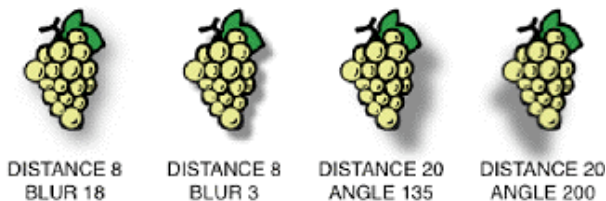
DISTANCE 8 BLUR 18   DISTANCE 8 BLUR 3   DISTANCE 20 ANGLE 135   DISTANCE 20 ANGLE 200

For more information about working with images, see "Working with Images and Smart Shapes".
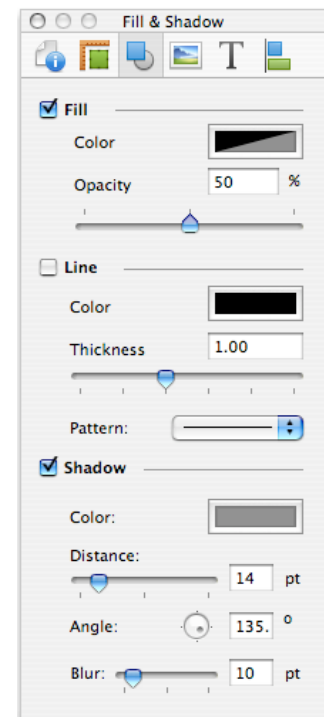
The Image tab

Use the **Image** tab to control attributes of the selected image.

When the **Tint Image** checkbox is checked you can adjust tint color and opacity. Click the color button on the right to have the **Colors** panel opened.

Images can be masked with other images. Check the **Mask** checkbox and select a mask from the list below. To use a custom mask, drag an image into a custom mask box or click the **Browse...** button to load a picture from a file.

To change the opacity of the selected image, use the **Opacity** slide bar.

The **Tile Image** checkbox enables the creation of multiple small copies of the selected image in the rectangle, which that image takes. This feature can be used for decorating your designs. Use the **Tile** slide bar to adjust the number of tiles and their size.

The **Edit** button opens the **Edit** dialog box. It has tools for editing pictures.

For more information about working with images, see "Working with Images and Smart Shapes".

The Text Tab

Use the **Text** tab to control the text attributes.

The **Format** section lets you select text alignment and color. The alignment can be applied to the entire text box or to the selected paragraph. The color can be applied to the entire text or to any part of it.

The **Size** slide bar changes the font size of the selected piece of text.

The **Fonts** button opens the **Font** panel.

In the **Spacing** section you can set the spacing between characters, lines and paragraphs. Also, you can set the size of margin between the text and text box border.

To format a paragraph as a list, select the paragraph and choose the list type in the **List** section.

The **Columns** section controls the arrangement of columns when the imported text has several columns separated by tabs (for example, song title, album title, artist, etc.)

See "Working with Text" to find details about setting parameters of text.
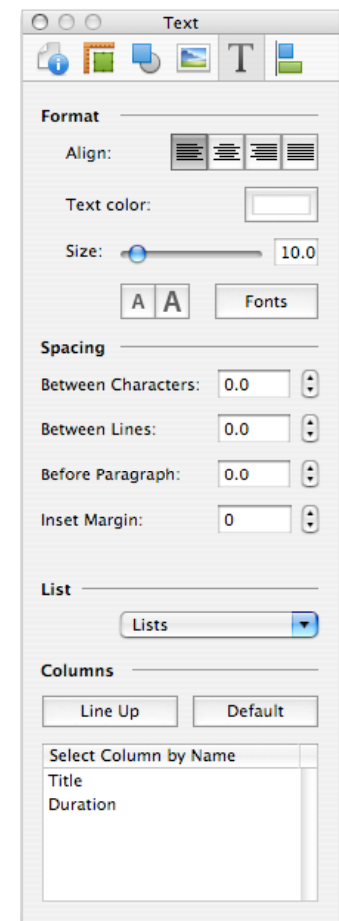
The Alignment Tab

In the **Alignment** section you can select how to align selected objects. Two or more objects must be selected for alignment to be performed.

The **Distribute** section allows you to make equal spacing between object borders or between their centers. Three or more objects must be selected.

The buttons in the **Circular** section distribute objects in a circular or radial way.

The **Move To** section allows you to center objects with respect to the horizontal or vertical axis passing through the center of the page.

For more information, see the "Common Operations on Objects" section.
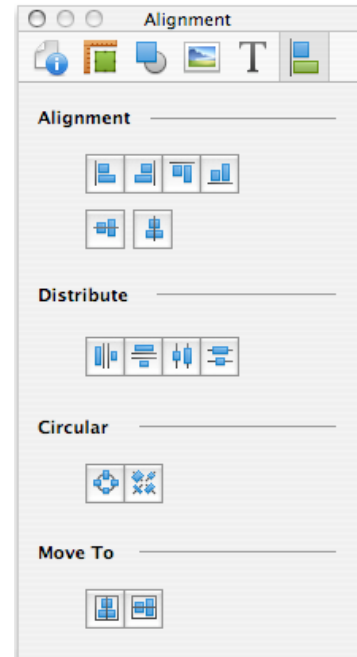
Other Dialogs

There are some other dialogs related to some specific functions of the program. Here we are giving just a brief overview of them, a more detailed description can be found in the respective sections of this manual.

The Print Dialog

This dialog lets you choose the printer and design element(s) to be printed, as well as some other settings.

The Paper Selection Dialog

In this dialog you can set the type of pre-defined paper template you will be printing on (e.g. Avery). To open the dialog, use either the **Change Paper…** button on the **Design Element** tab of **Inspector**, or the **Select Paper Format…** button from the **Print** dialog. If you are printing a disc label directly on the CD or DVD, use this dialog as well (choose *CD-R* from the **Size** drop-down list, and then the printer model from the list below).

If you are printing on plain paper (e.g. A4 or US Letter), you don't need to use this dialog – select such paper from the **Print** dialog.

More details on the **Paper Selection Dialog** can be found in the "Choosing Paper" section in Chapter 5.

The Custom Paper Layout Dialog

In this dialog you can create a custom paper layout and save it for future use. This is very convenient if you are using label paper, which is currently not supported by Disc Cover. All you need to do is recreate the positions and arrangement of the elements on the paper sheet with the help of this convenient dialog, and save the layout. You will be able to choose it at any time later.

More details on the **Custom Paper Layout Dialog** can be found in the "Custom Paper Layout" section in Chapter 5.

The Printer Calibration Dialog

The Printer Calibration dialog is used to adjust your printer to specific paper. If you print using the default settings, the image might get offset. Then you need to use printer calibration to fight such unwanted offset. Normally, it's enough to calibrate the printer only once (or sometimes once for each specific type of paper).

More information on using printer calibration can be found in the "Printer Calibration" section of Chapter 7.

The Custom Format Dialog

This dialog helps you to set custom column formatting for imported text (for example, track lists imported from iTunes). The program offers some default settings, and if you need anything not covered by them, you may customize the names and number of columns using this dialog.

For more information on using this dialog see the Chapter 6 "Importing Disc Content".

The Preferences Dialog

This dialog contains application-wide settings such as units of measure, whether to open the Assistant on start-up, etc.

For more information see "The Preferences Dialog" in Appendix A.

Chapter 4
Working with Documents

Creating a Document from a Ready-Made Template

Disc Cover features the **Assistant** - a special tool for choosing ready-made designs and filling them with necessary information. To open the Assistant, use the **File/New From Assistant...** menu command (**Cmd+Shift+N**). If **Open Assistant at start-up** is enabled in the program's preferences, the Assistant will be launched at start-up.

Text and graphics from the selected template can be modified once the Assistant has been closed and the program switched to the editing mode.

Step 1. Choosing a Design

The list of available designs is shown at the left part of the Assistant window. Templates are organized by categories: *Music, Photos, Files & Data, General* and *Blank*. The drop-down list above lets you select a category or display templates from all of the categories.

The selected design is displayed in the preview area. A template, as any Disc Cover document, can consist of several design elements (for instance, CD label, tray insert, booklet, etc). Icons of the design elements included into the template are shown above the preview. To see a particular design element, click on its icon. You can also use the scroll arrows.

Once you have found the design you need, you can:

- Go to Step 2 by clicking the **Next** button. Step 2 will let you import data corresponding to the selected template category (Data, Music or Photo).
- Close the Assistant and open the selected template for editing. Click the **Finish** button to do this.

The **Open Recent** drop-down list lets you quickly choose one of the recently edited documents. This will skip the Assistant and open the selected document.

The **New Blank** button skips the Assistant and opens a blank document.

Choosing a Custom Design

Your own templates can be also displayed in the Assistant.

The **My Templates** category at the bottom of the category list at Step 1 lets you view the custom templates you have created and saved (in the default folder).

The **Custom Folder...** category lets you specify a folder other than default one for templates and documents to be displayed in the Assistant. The **Open File** dialog will open letting you specify the path.

Note: If you select a custom template, the program will offer you to import a track list from iTunes at Step 2. To import from other sources, skip the second step (click Finish) and use the Source panel when in the editing mode.
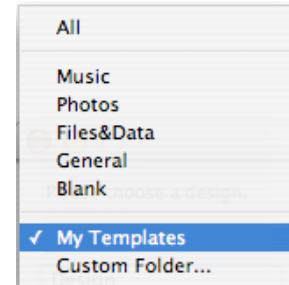
Step 2. Importing Data

The second step is intended to help you with adding textual and/or graphic data to your document.

At this step the Assistant behaves depending on what template category has been selected at the first step:

- Files & Data
- Music Disc (and custom templates)
- Photos

If you have chosen a design from the General or Blank category at Step 1, the second step of the Assistant will be skipped.

Note: When Assistant is closed, you can import data using the Source panel.

Files & Data

A data disc is supposed to contain any computer files: databases, texts, spreadsheets, multimedia (music, video) and other. These may be mixture of different kind of files. In this case, the program will import the names of files and folders to reflect the disc content. This may be useful, for example, if you're making a backup of your data and want to print the list of files and folders on the disc, case cover or booklet.

Select a folder when the program asks for this, and the Assistant will show the folder name on the left and a list of its subfolders and files on the right. Click on the triangle near the folder name at the left part of the window to expand it and view the enclosed folders and files. Select the files and folders which names you plan to use in your design. You may use the **Shift** and **Cmd** keys for multiple selection.

You may also use the **Search** field to find specific files.

When the selection is made, click the **Finish** button
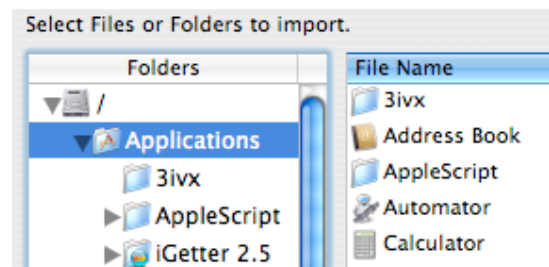
Music Disc

The program imports a list of tracks from iTunes.

In the window you will see your iTunes library and play lists at the left part. Click on Library to display all the tracks in the library at the right part of the window, or on a playlist to display the tracks in this playlist only.
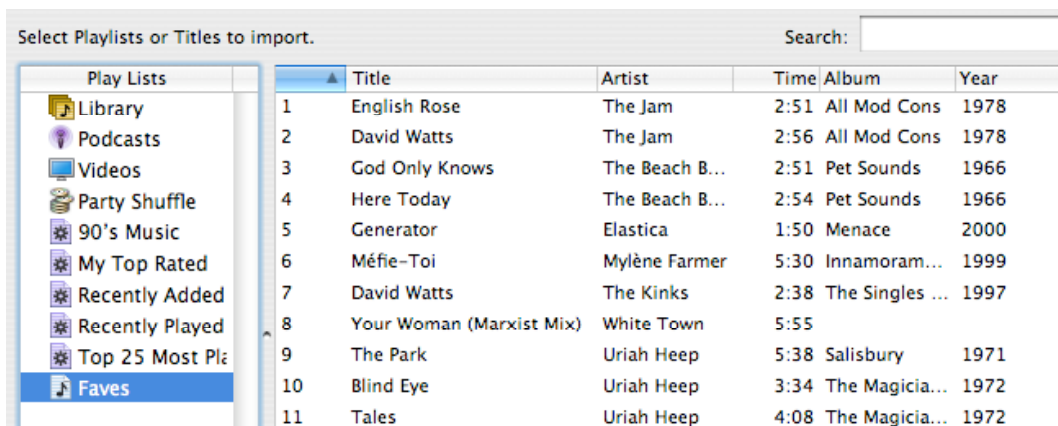
It's also a good idea to use the **Search** field to find specific tracks only · for example, to limit the tracks to a particular artist or album.

To import all the tracks displayed in the list to the right, click the **Finish** button.

To import only some of the tracks, use the **Shift** and **Cmd** keys to select the needed tracks, then click **Finish**.

Photos

The program lets you import pictures from your iPhoto library.

The left box shows photo albums, the right one shows thumbnails and titles of photos from the selected album.

To import all the photos from the selected album, click the **Finish** button.

To import only some of the photos, select them in the preview (you may use **Shift** and **Cmd** for multiple selection). Then click **Finish**.
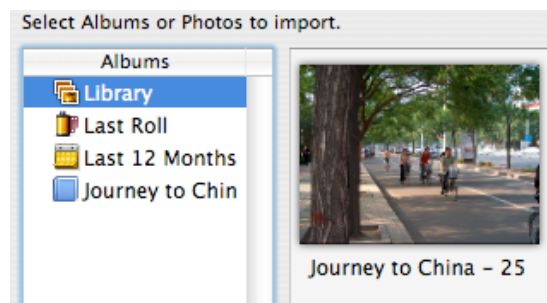
The Assistant will close and the program will switch to the editing mode. Now you can continue modifying your document (see Chapter 5 "Editing Documents") or print it (see Chapter 7 "Printing").

Creating a New Blank Document

There are several ways of creating a new blank document.

• If the Assistant is open, click the **New Blank** button to skip all the steps of the Assistant and open a blank document.
• If Assistant is not activated, choose the **File/New** (**Cmd+N**) menu command to create a new blank document.
• When **Open Assistant at start-up** is disabled in the program's preferences, a blank document will be created when you launch the program.

A blank document will contain a disc design element only. You will be able to change its type and add more design elements if you need. On how to do this see the "Working with Design Elements" section of Chapter 5.

On how to edit your document see Chapter 5 "Editing Documents".

Note: If you already know what kind of paper you will use for printing, select it in the Paper Selection dialog for every design element you have added to the document. To open the Paper Selection dialog, click the Change Paper… button on the Design Element tab of Inspector.

Opening an Existing Document

To open an existing Disc Cover document, choose one of the following methods:

*   If the Assistant is opened, click the **Open...** button to skip all the steps of the Assistant and open a previously saved document.
*   If Assistant is not activated, choose the **File/Open...** menu command (**Cmd+O**).
*   Or click on your document's name in the list in the **File/Open Recent** menu.
*   Finally, you may double-click the document's icon in Finder.

Navigate to the file using the file dialog, select it and click the **Open** button.

This applies only to the documents created in Disc Cover. If you want to open a graphic file to insert it into you Disc Cover document, use the **Insert/Image/From File...** menu item.

Note: If you have forgotten the name of your Disc Cover document and the document is not listed in the File/Open Recent menu, try to find it in Finder or Spotlight by the file extension "dcover".

Saving a Document

To save a document, choose **Save** from the **File** menu. If it's the first time you're saving a new document, the program will ask you to specify a name for it and a location where to save it.

To save a document, which has already been saved, under a new filename, choose **Save As...** from the **File** menu.

You may also save a document as a template so it can be used later as a base for new documents. To do this, choose **Save As Template...** from the **File** menu. For more information see the "Working with Templates" section below.

In some cases you may need to save your document in PDF, TIFF or JPEG file formats, rather than the original Disc Cover format. For this, use the **File/Export** menu command. This may be helpful if you need to show your design to somebody or to order printing in a print shop.

Another way of saving your document as PDF: Start printing and click the **PDF** button in the system **Print** window. You will get an extended list of "save as PDF" options.
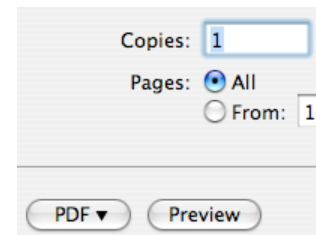
Note: Documents exported to the PDF, TIFF or JPEG file formats cannot be edited later unlike documents in the Disc Cover file format.

Working with Templates

Templates are special kinds of documents, which can be used as a base for new documents. When you create a new document from a template, the program creates a copy of the template so you can change it without modifying the original document.

The collection of ready-made templates is available from the Assistant. They are grouped by categories, such as **Music**, **Photos**, **Files & Data**, **General** and **Blank**. To choose a category, use the drop-down list at the upper left part of the window.

Each category contains a number of templates, their names are displayed in the list at the left, and a preview – on the right. Most templates provided with the program already contain several design elements – such as the disc label, the cover and the tray insert.

You may also create templates of your own and use them as the base for future documents. To save your document as a template, choose the **Save as Template...** command from the **File** menu. The program will offer to save the template in the *My Templates* folder (~(Your Home)/Library/Application Support/BeLight Software/Disc Cover/My Templates). If you save your templates in this default folder, then they will appear later in the **My Templates** category of the Assistant.
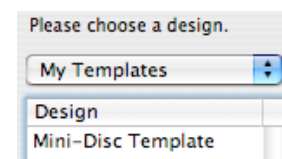
Of course, you may save templates in some other folder. In this case, if you want to access them from the Assistant, choose the **Custom Folder** category there and navigate to the folder with your templates.

Apart from templates containing ready-made graphic designs, there is a **Blank** category. Templates there contain sets of blank design elements and can be used if you wish to create a design from scratch.

Chapter 5
Editing Documents

Working with Design Elements

CDs have several standard sizes (Standard CD, Mini CD). Cases for CDs and DVDs also differ in size and construction (the standard "jewel case", slim, double, DVD case, etc.). This is why there are so many types of CD labels, case covers and inserts.

A **Design Element** is a template of a disc, cover, insert, etc. It shows the outlines of the physical object it represents. The program has various templates that match label paper from various manufacturers.

You can add design elements to and remove them from your document using the toolbar, or using the **File/Design Element** menu.

Some tools for working with design elements are located on the **Design Element** tab of the **Inspector** window.

Disc Cover operates with three kinds of design elements:

1. **Predefined design elements** are preset for a specific sort of paper. All the dimensions of such a design element are rigidly predefined by the selected paper. When you print your document on label paper, you will need to select this paper in the program.

It is recommended that you select the correct paper type BEFORE you start working with a document. To view the list of supported paper and select the one you will use, do one of the following:

• In the **Paper Selection** dialog (the **Change Paper...** button on the **Design Element** tab of **Inspector**);
• Or from the **Print** dialog (using the **Paper** drop-down list or the **Select Paper Format...** button).

Disc case inserts and covers may have different sizes. Apart from that, the position and quantity of labels and inserts on a sheet are also different for different types of paper. Only after selecting a specific paper type, the program will know how to print your document.

2. **Program-predefined design elements** do not correspond to any particular kind of paper, they have the most common dimensions. Use them for printing on plain paper (like US Letter or A4) or directly on discs. The paper type will be indicated as "Standard". This type of design element is used in the program by default. Plain paper ("US Plain" or "A4 Plain") can be selected in the **Print** dialog.

3. **Custom design elements**. Use them if you need to define dimensions by yourself.

A Disc Cover document can contain several design elements. This allows you to save a disc label and both front and back covers for its case in a single document. It is possible to have any combination of design elements in a document.

When you add a new design element, its icon appears on the toolbar. You can switch between design elements by clicking on their icons. Or you can move from one design element to another by clicking the left or right "arrow" toolbar buttons.

Usually several elements are located on a paper sheet. They can be identical (for example, two disc labels) or different (front and back covers). If you're using several different design elements in your document, they can be either printed on a single sheet of paper or you may distribute them across several sheets and print separately.

Each Disc Cover design element has two layers: Background and Foreground. In fact, you can use only one layer for designing. Background is usually used for background images and decoration, Foreground · for textual and graphical data.

To switch from one layer to another, use the tags at the bottom of the document view or the **View/Background** and **View/Foreground** menu commands.

All objects (such as text and pictures) are placed on design elements. Disc holes and fold lines are marked on design elements to help position objects correctly.

Adding and Removing Design Elements

To add a design element:

Click the **Add** toolbar button [icon] to bring up the pop-up menu.

Choose the desired design element's type. Custom design elements (if you created any) will be shown at the bottom of the list of elements.

The added design element will have the "Standard" paper type. You can change the paper type at any time.

Another way of adding a standard design element is choosing it from a particular sort of paper.

Click the **Add** toolbar button and choose the **Design Element From Paper...** command. Then select paper and a design element on it. See details in the "Choosing Paper" section later in this chapter.

To delete a design element, select its icon on the toolbar and click the **Remove** button [icon].

Note: A document must have at least one design element, thus removing the last design element is impossible.

Changing Parameters of a Design Element

Parameters of the active design element can be reviewed and changed with the help of the **Design Element** tab of the **Inspector** window.

The main (and only) parameter common to all design elements is its paper type. It is used for printing and to display the correct dimensions of the element in the editing window.

Unlike other elements, disc design elements have more parameters to adjust:

- **Inner and Outer Margin size**
  Margins are shown as a blue dotted line along outside and inside disc's edges. They help you to keep the appropriate spacing between objects (image or text) and the disc edge.

  The margins have two purposes:
  - o Mark the area near the disc edge that should not be used for pictures and text.
  - o Margins cause text wrap (if enabled). When a text box is placed very close or above a margin, text will wrap around the margin.
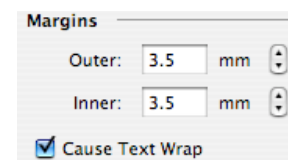
- The **Text Wrap** option enables/disables text wrap with respect to the disc edge and the disc hole edge.

Hole Size. You can choose between the small and large hole size. This option may be used for printing on plain paper or directly on discs.
If you have selected a supported label paper, this option will be disabled as the hole size is predefined for this paper.
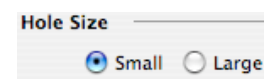
Creating Custom Design Elements

If you want to use a non-standard design element, it is possible to create one of your own. The program lets you create rectangular and round custom design elements.

To create a new custom design element:
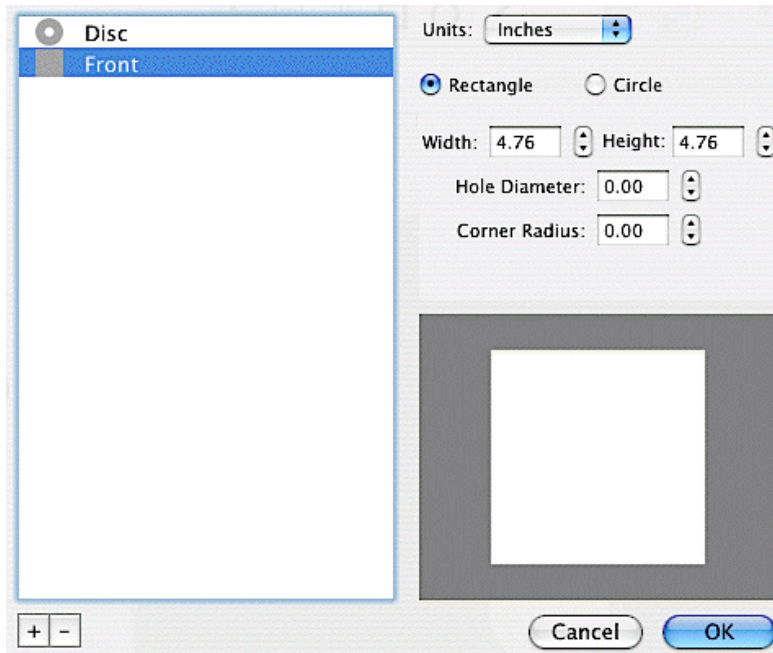
1. Click the "**+**" toolbar button and choose the **Custom Design Element...** command. The **Custom Design Element** dialog will open.

2. Click the "**+**" button at the bottom to add a new item to the list.

3. Type in the item's name, you will be able to modify it later.
    This name will be shown in the **Type** field on the **Design Element** tab of **Inspector** and in the pop-up list of design elements on the toolbar.

4. Select the element's shape: **Rectangle** or **Circle**.

5. Select the units of measure: **Millimeters** or **Inches**.

6. Set the desired dimensions. The preview shows what you will get in the result. Click the **OK** button.

To remove a design element from the list, select it in the **Custom Design Element** dialog and click the "**-**" button.

To edit the dimensions of an existing custom design element, use the **Custom Design Element** dialog.

For information on how to print custom design elements, see the "Printing Custom Design Elements" section in Chapter 7.

Usually plain paper is used for printing custom design elements.

Choosing Paper

Since specialized label paper differs in the number, position and type of printable elements (disc label, case cover and so on), you should select the exact paper type before printing.

Use the **Paper Selection** dialog for this, it can be opened using one of the following:

- The **Change Paper...** button on the **Design Element** tab of the **Inspector** window;
- The **Add** toolbar button (choose **Design Element From Paper...** from the drop-down menu);
- The **Select Paper Format** button in the **Print** dialog.

When you select a pre-defined paper, all the dimensions and positions of the elements on the page will be set automatically by the program.

Note: For best results the same paper type must be selected in your document and in the Print dialog.

ATTENTION! For better flexibility, the program can take paper size from the Paper Selection dialog as well as from the system Page Setup dialog. The last selection made will be used for printing.
Normally you should select paper in the Paper Selection dialog. Use the Page Setup only if you know what paper size must be selected!

Select the required paper for each of the design elements you are going to print on special paper (for example, you may use one type of paper for the disc label, and another for the CD cover and tray insert). This is not necessary for printing on plain paper. If your document has several design elements of the same type (two discs labels, for instance), you may use the same type of paper for them. This way you will be able to print both elements on a single sheet.
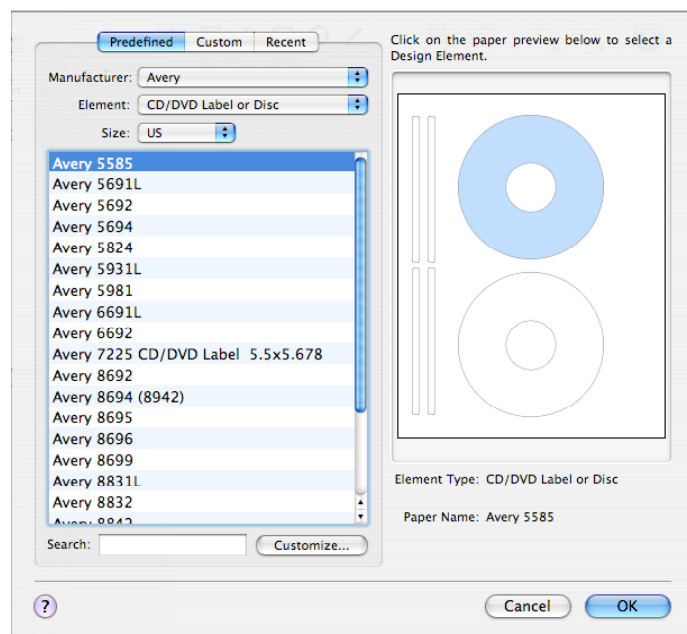
To select the paper for an existing design element:

1. Select the design element's icon on the toolbar so that the element is shown in the main program's window.

2. Open the **Paper Selection** dialog: Click the **Change Paper...** button in **Inspector**.

3. Select the paper in the list to the left. To find your paper in the list, use the filters and the search tool. The selected paper will be shown in the preview.

4. One of the elements will be selected by default in the preview. If you have selected paper with several different elements (see Sample 2 and Sample 4 below), choose the one you want to design on. For this, click on the element in the preview. If you're using paper as shown on Sample 1 and 3, selecting a particular element is not necessary.

5. Apply your selection by clicking the **OK** button or double-click the desired design element.

To add a new design element that corresponds to a particular type of paper:

1. Open the **Paper Selection** dialog: click the **Add** toolbar button and choose **Design Element From Paper...** from the drop-down list.

2. One of the elements will be selected by default in the preview. If you have selected paper with several elements (see Sample 2 and Sample 4 below), choose one you want to design on. For this, click on the element in the preview. If you're using paper as shown on Sample 1 and 3, selecting a particular element is not necessary.

3. Apply your selection by clicking the **OK** button or double-click the desired design element.

Note: Selecting paper in the Print dialog does not affect the document. This selection is only valid during the time of the printing session. For details, see "The Print Dialog" section.

| Sample 1 | Sample 2 | Sample 3 | Sample 4 |
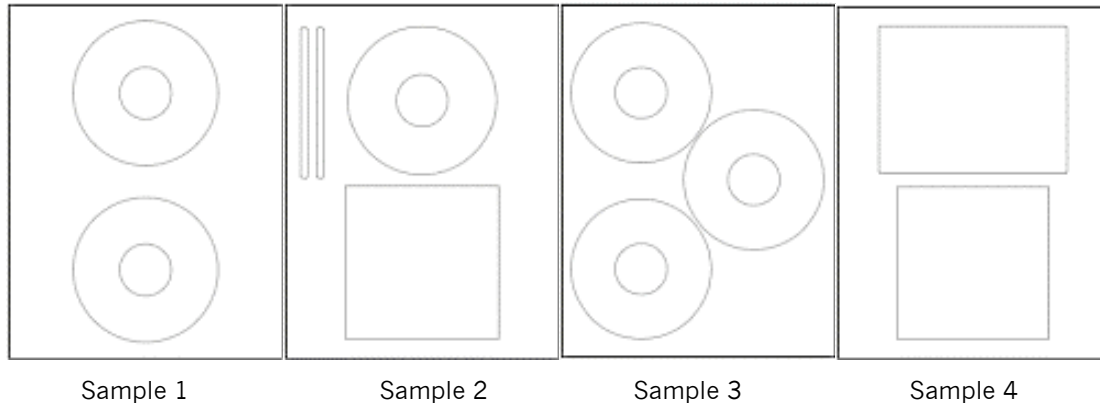
It is recommended that you select the paper you will print on at the very beginning, don't wait until the last moment. Though design elements are mostly of similar shape and dimensions, they may differ slightly from paper to paper. So, if you prepared your design for one type of paper, and use another one to print on, your design may get offset by several millimeters in respect to the element on the sheet (if you have changed paper just before printing) and you will have to modify your document again.

If you have not purchased paper yet, it is a good idea to review the list of paper in the **Paper Selection** dialog in order to buy supported paper.

Custom Paper Layouts

To extend the list of pre-defined paper layouts, the program allows to create custom layouts. Custom layouts can be used to:

• Add a new paper layout to the existing manufacturer's layout list.

• Compose your own layout to print on plain paper.

Printing a custom paper layout does not differ from using a pre-defined one.

Apart from using custom paper layouts, it is possible to add elements directly onto plain paper from the **Print** dialog. This method is simpler, but not so flexible. You cannot save a layout compiled in the **Print** dialog for later use, unlike a custom layout.

Creating a Custom Paper Layout

1. Open the paper selection dialog by clicking the **Change Paper…** button on the **Design Element** tab of **Inspector**.

2. Open the custom paper layout editor.

   There are two ways to start a new layout:

   o From scratch - open the **Custom** tab and click the **Create…** button.

   o By editing a pre-defined layout - open the **Predefined** tab and click the **Customize…** button.

3. Edit your layout (see below for more details).

4. Click **OK** to save the layout.

Editing a Custom Paper Layout

Open the paper selection dialog by clicking the **Change Paper…** button on the **Design Element** tab of **Inspector**. Then move to the **Custom** tab, select a layout from the list and click the **Edit…** button. The layout editor will open.
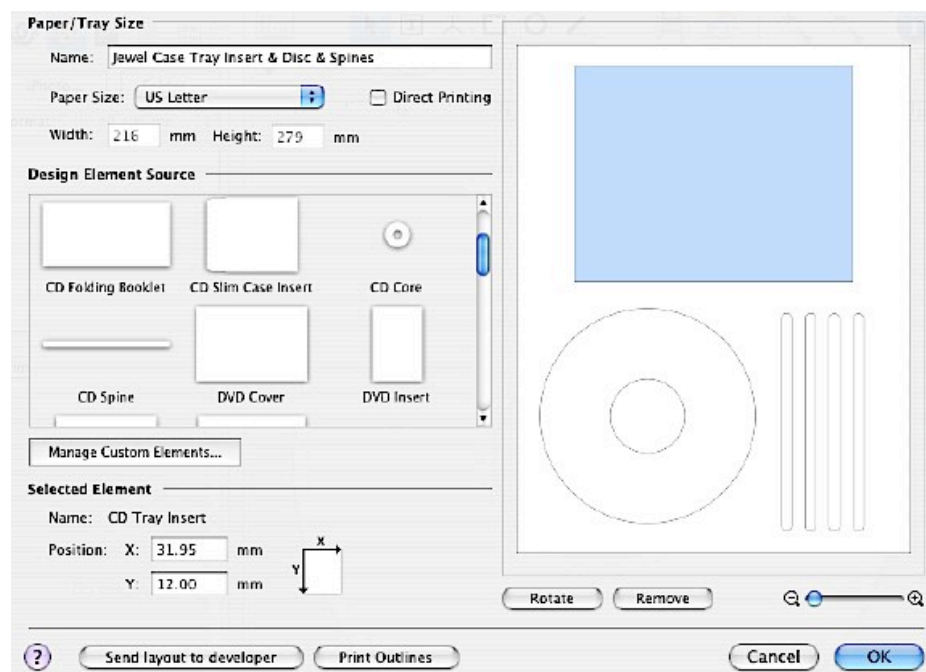
The **Paper/Tray Size** section allows you to edit the layout's name, choose one of the standard paper formats or set your own one.
If your layout is intended for printing on discs, set the **Direct printing** option.

The **Design Element Source** box is a library of elements.

Initially the library contains pre-defined design elements. After custom elements have been created, they are shown at the bottom of the library, under the separator.

To add, delete and edit custom design elements, click the **Manage Custom Elements** button.

To add a new element to custom paper, drag it from the library to the paper preview on the right.

To change the element's location, drag it with the mouse.
Alternatively, select the element in the preview and set its position in the **Selected Element** section.

To change the element's orientation, use the **Rotate** button.

To remove the selected element, click **Remove** or press the **Delete** key.

Additional Features

Although the developer constantly adds new layouts to the list of pre-defined paper, you may have paper that still is not listed. If you have managed to create a layout for your paper and successfully printed on it, you can share it with the developer. This will speed up adding new paper to the list.

The **Send layout to developer** button composes an e-mail with all necessary layout dimensions and opens it in your mail program.

The **Print Outlines** button allows printing your own layout. Use this feature to check dimensions of the created paper layout or for other purposes.

Working with Text

Most of the text formatting tools are located on the **Text** tab of the **Inspector** window.

Some operations common for different types of objects are described in the "Common Operations on Objects" section.

Adding, Deleting and Modifying Text

Disc Cover supports regular and circular text. The toolbar has separate buttons for adding each of them.

Regular text box can be added using:

* The **Text** tool.
  Select the tool, press the mouse button and draw a text box. Then release the button.

* The Clipboard.
  Choose the **Edit/Paste** menu command (**Cmd+V**) to paste the text with default formatting.
  Choose the **Edit/Paste with Styles** menu command (**Cmd+Shift+V**) to paste text with the original text formatting.

Both commands are available from the context menu.
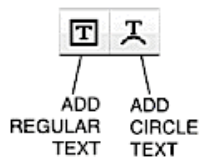
To add circular text, select the **Circle Text** tool. Then press the mouse button when the pointer is somewhere in the document and move the mouse to resize the imaginary circle that outlines the text. Then release the button.

The circle will have the center in the middle of the design element and will pass through the point, selected by the mouse. After releasing the mouse button an edit box will appear in which you can modify the text.

To **delete** a text box, select it and press the **Delete** button on the keyboard.

To **modify** text, double-click on it.
You can change font attributes and color of the text inside the text box by using the system **Font** and **Colors** dialogs.
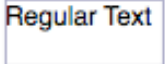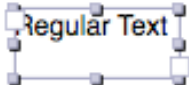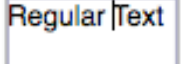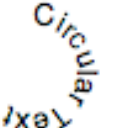
If the entire text box is selected, the changes you make in the dialogs will apply to the whole text. If a portion of the text is selected, the changes will apply to the selected part only.

In Disc Cover regular text can be arranged in multiple columns. The first column is added as described above, other columns will be linked to it. See more details in the "Linked Text Boxes and Flowing Text" section below.
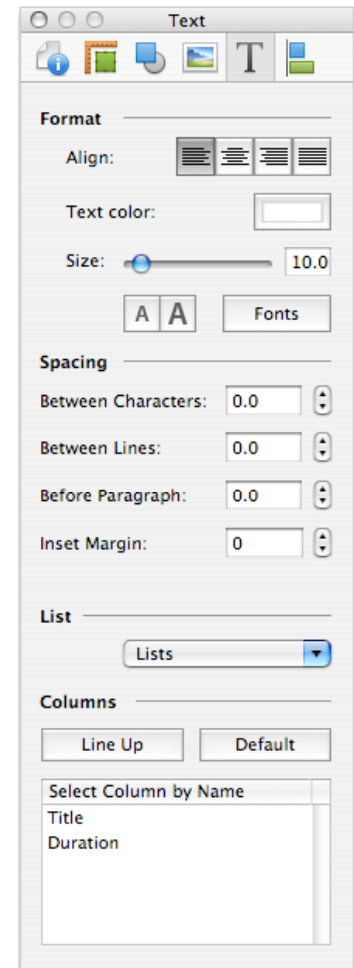
Text Box States

Text box type	Deselected (click outside the text box)	Selected (click on text)	Edit Mode (double-click on text)
Regular text	Regular Text	Regular Text	Regular Text (editing cursor is visible)
Circle text	Circular Text	Circular Text	Circle Text ... Close (separate edit box will open)

Rotating and Resizing Text

To rotate a text box, select it and use the **Rotate** slide bar or type the angle value into the corresponding box of the **Geometry** tab of **Inspector**. The entire text box will be rotated.
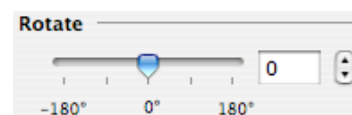
To **resize** a text box, select it and using the mouse pointer drag one of its handles on the selection border.

Text Wrapping

Text can flow around the inner and outer margins of the disc design element.

To enable text wrapping, set the **Cause Text Wrap** checkbox on the **Design Element** tab of the **Inspector** window.
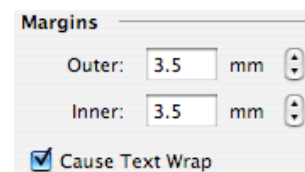
Alignment

Use the four buttons in the **Format** section of the **Text** tab of **Inspector** to align text. If the entire text box is selected, the option will affect all the text. If a part of the text is selected, only the selected paragraph will change alignment.
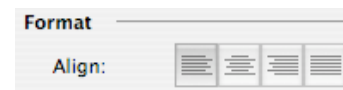
Text Color and Font

There are several ways to change the text color:

- Select a text box and click the **Text color** button on the **Text** tab of **Inspector**.

- Select a piece of text, then open the **Colors** panel (**Cmd+Shift+C** or the **Color** button on the toolbar) and select a color.

To select the background color:

- Select a text box, open the **Colors** window (**Cmd+Shift+C** or the **Color** button on the toolbar) and select a color.

- Select a text box, open the **Fill & Shadow** tab of **Inspector**, check the **Fill** checkbox and select a color after clicking the **Color** button.

If you need to add a color frame around text, select the text box, then open the **Fill & Shadow** tab in **Inspector** and check the **Line** checkbox, then select a color.

To add a shadow, set the **Shadow** checkbox and set the shadow color. The distance to the object, shadow angle and blur can be also adjusted with the help of the respective controls.

To change the text font, use the **Font** panel. It can be opened using:

- The **Window/Fonts** menu;
- The **Fonts** toolbar button;
- The **Fonts** button on the **Text** tab of **Inspector**.

Spacing

You can change the default spacing value of a text block to the one you need in the **Spacing** section on the **Text** tab of **Inspector**.

Between Characters - the spacing between characters; can be applied to the whole selected text box, to the selected part of text or to a single word.

Between Lines - the spacing between lines; can be applied to the whole selected text box or to the selected part of text.

Before Paragraph - the spacing before the selected paragraph.

Inset Margin lets you control the spacing between the text and text box borders.
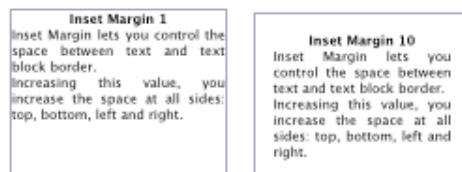
By increasing this value, you increase the distance between the text and its border from all sides: top, bottom, left and right.

Lists

To create a list, select a piece of text or the entire text box. Open the **Text** tab of **Inspector** and select the bullet type from the **Lists** drop-down list.

Linked Text Boxes and Flowing Text

Sometimes text needs more space than a text box provides. Some part of the text goes beyond the borders of the text box and becomes invisible. The text box border indicates this with a red plus symbol inside a rectangle. To make all of the text visible, you can extend the text box using the selection handles on its sides and corners. Also you can create a linked text box. The text which doesn't fit in the first text box will flow into the linked one. The border of a linked text box indicates that the text begins or continues in another text box.
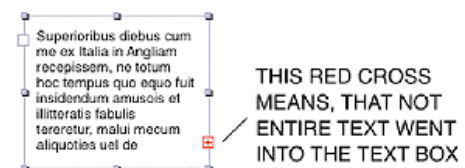
Text in linked boxes flows between the boxes. This means that when you add a new linked box, text flows into it taking up the necessary space (if needed). When you resize one of the existing text boxes, the text flows from the box into the following one if you reduce the size or back into it in case you increase its size.

Linked text boxes are a powerful tool for creating multi-column text.
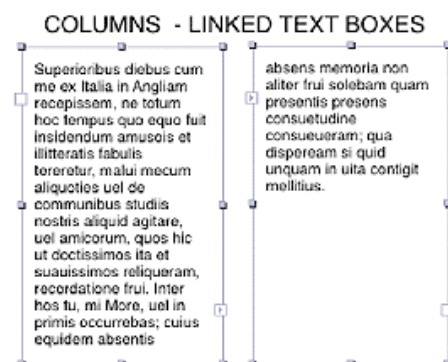
You can add a linked box (new text column) before the first box and after the last one.

BLANK
SQUARE: THIS
IS THE FIRST
TEXT BOX

Que Pallas istuc tibi misit
in mentem? inquies.
Primum admonuit me
Mori cognomen tibi
gentile, quod tam ad

ARROW
OUTSIDE: THE
TEXT
CONTINUING IN
ANOTHER BOX

ARROW
INSIDE: THE
BEGINNING OF
THE TEXT IS IN
OTHER BOX

Moriae uocabulum
accedit quam es ipse a
re alienus; es autem uel
omnium suffragiis
alienissimus.

BLANK
SQUARE: THIS
IS THE LAST
BOX

To add a box before the first one, click on a white square at the left side border of the first box and draw a rectangle where a new box will be placed. The text from the original box will flow into the new box to fill it, and only the part that doesn't fit will remain.

A new box will be
linked to this one.
Click on the square
on the right side of
its border and draw
another text box.
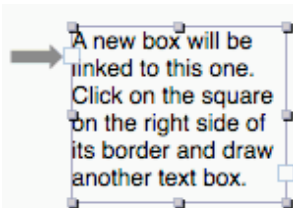
To add a box after the last one, click on a white square at the right side border of the last box and draw a rectangle where a new box will be placed. The text from the original box will flow into the new box only if it doesn't fit in the original box.

A new box will be
linked to this one.
Click on the square
on the left side of its
border and draw
another text box.
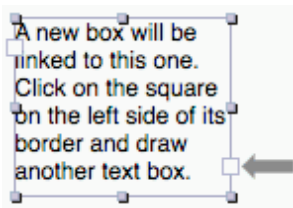
During the design process text borders may change their appearance but always remain visible. The borders can be hidden by choosing **Hide Object Borders** from the **View** menu. To make them visible, use the **View/Show Object Borders** menu item. When text is selected its text box borders are always shown.

Working with Columns

The program has special commands in the **Inspector** window (in the **Columns** section on the **Text** tab) to work with text columns when tab stops are used as the column delimiter.

Use the **Line Up** button to form accurate columns.

The **Default** button cancels the results of the **Line Up** formatting.

Note: To make the "Line Up" command work properly, extend the width of the text box so that the text fits completely and lines do not break.

Selecting a single column

To select an individual column in a text block, on the **Text** tab of **Inspector** select the column name in the **Select Column by Name** list at the bottom of the tab. The column with this name will be selected. This may be useful when you need to apply formatting to the entire column.

Note: The command works only for text taken from the Source panel.

Check Spelling

You can check the spelling of text in Disc Cover. Spelling can be checked for the entire text box or for a part of text.

To check spelling for the entire text box, double·click on it to enter the text edit mode and select **Edit/Spelling/Spelling** from the menu. If your text has spelling errors, the program will highlight the first one. Misspelled words will be underlined with a red dotted line. The **Spelling** window will show the possible options for that word and you will be able to correct or ignore it. Click **Next** to find the next misspelled word.

At the bottom of the **Spelling** window there is a list of available languages. The program uses the system spell checker, so the dictionaries available will be those installed in your system.

If you want to check spelling for a part of text, select that part of text and run the spelling check.

You can check spelling without the **Spelling** window. Select **Edit/Spelling/Check Spelling** from the menu or press **Cmd+";"**. Every time you do this, the next misspelled word will be shown.

To have the program underline misspelled words at the same time as you type, select **Edit/Spelling/Check Spelling As You Type** from the menu.

Finding and Replacing Text

The program lets you find and replace a word, number or some character set in a text box.

Double·click on a text box to enter the text editing mode and select **Edit/Find/Find** from the menu. Enter a word you are looking for in the **Find** text box and click **Next**.

If you need to replace a word, enter the new word in the **Replace** text box and click **Next** and **Replace**.

Edit/Find/Find Next will find the next occurrence, **Edit/Find/Find Previous** · the previous one.

Select a word and choose **Edit/Find/Use Selection for Find** and the selected word will be the criterion for search.

If you have selected a part of text, the option **Jump to Selection** will scroll the page (if needed) to make the selection visible.

Working with Images and Smart Shapes

The program allows using images from different sources:

1.   Images supplied with the program (clipart).

2.   Images imported from graphic files.

3.   Pictures from your iPhoto library.

4.   Images downloaded from the Internet. The program uses the Google image search engine.

The internal image collection contains a separate collection of vector images - Smart Shapes.

The Clipart tab has several subsections.

1. Internal collection of images

2. Internal collection of Smart Shapes

3. Custom Folder

4. Image Depot

5. Collage templates
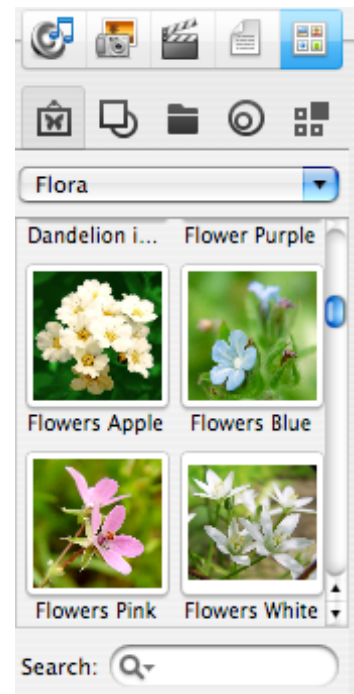
Some operations common for different objects are described in the "Common Operations on Objects" section.

Adding an Image

To insert an image supplied with the program:

1.   Open the **Clipart Collection** tab on the **Source** panel or select the **Window/Clipart Collection** menu item.

2.   Select an image category in the drop-down list.

3.   Drag the desired picture to the document.

To insert an image from the iPhoto library:

1.   Open the **iPhoto** tab on the **Source** panel or select the **Window/Import/Photo** menu. Then click the **Photos** button.

2.   The thumbnails of your photos will be displayed on the tab. This may take some time if your iPhoto library contains many pictures.

3.   Drag a picture from the **Photos** tab to the document, or click on it to have it inserted into the center of the document.

To insert an image from a file on the disk:

1.   Choose the **File/Insert Image** menu, or click the **Insert Picture** button on the toolbar.

2.   In the **Open** dialog, navigate to the graphic file you want to open and click the **Open** button. Images in JPEG, PDF, EPS, GIF, PNG, TIFF and some other formats are supported.

3.   The image will be inserted into the center of the document.

If you need to insert multiple images from a single folder, open the **Clipart** tab on the **Source** panel and click the "folder" icon or select the **Window/Clipart/Custom Folder** menu item. You can also use the **Folder** button on the **Photos** tab of the **Source** panel.

By default, the program shows images included into the selected folder only. In this mode, the pop-up list at the top of the Clipart panel lets you access content of subfolders. To preview images from all subfolders, enable the **Get Images from Subfolders** option in the Browse window. Note, that Clipart may show images with some delay depending on how many images are in the folder.

To find and download an image from the Internet:

1. Choose the **File/Search Images in Internet** menu command.

2. In the dialog, type the keywords that describe the image you need and click **OK**. Disc Cover uses the Google image search engine.

3. The found images will be displayed on the **Clipart Collection** tab as they are downloaded.

If Image Tricks (www.belightsoft.com/imagetricks) was installed on your computer, you can use its generator plug-in to create images for the document's background. Without the Image Tricks plug-in the internal image generator will be used.

To add a generated image:

1. Open the **Clipart** tab on the **Source** panel and move to generators (Image Depot tab of the Clipart).

2. Click the **Generate** button. The generators' dialog will come up.

3. Select a generator from the list, modify its parameters if needed and click the **OK** button. The generated image will be added to the document.

To add an image without adjusting its parameters, choose a generator from the **Insert/Image/Generate Random** menu.

You can store generated images in the internal clipart.

To add a generated image into the clipart, select it in the document and click the **Add** button.

More details on generators can be found in Image Tricks documentation.

Internal Image Storage

Images you work with can be put into the internal image storage (**Image Depot** tab). It can be used to save images you have generated. You can also collect images from different sources into a single place to access them later quickly.

To add an image into the clipart, select it in the document and click the "Plus" button (   ). The image will be saved on your disc.

To open the folder containing your image storage, click the "wheel" button (   ). Use this to remove or rename images.

Image Attributes

On the **Image** tab of the **Inspector** window you can set the tint color for an image. Click the **Color** button to select a color.

To change transparency of an image, use the **Opacity** slider.

The **Tile Image** tool creates multiple down-scaled copies of the image in the rectangle that the image takes. This feature can be used for decorating your designs.

To tile an image, select it and **choose Format/Image/Tile** in the menu or tick **Tile** in **Inspector**. Use the **Tile** slide bar to adjust the number of tiles and their size.

Images have a special attribute related to import. If **Set Image as Replaceable** is enabled in the **Format/Image** menu, the image will be replaced with an imported one. The program will preserve the size and position of the original image. If the new image has different proportions, it may be cropped.

Mask Image

To apply some interesting effects to your images, use the **Mask Image** option from the **Image** tab of **Inspector**.

Select an image, check the **Mask Image** checkbox and select a mask from the collection on the **Image** tab.

If you want to use your own picture as a mask click the **Browse** button and select an image file. Or simply drag an image into the mask preview box located to the left from the **Browse** button.

MASKED
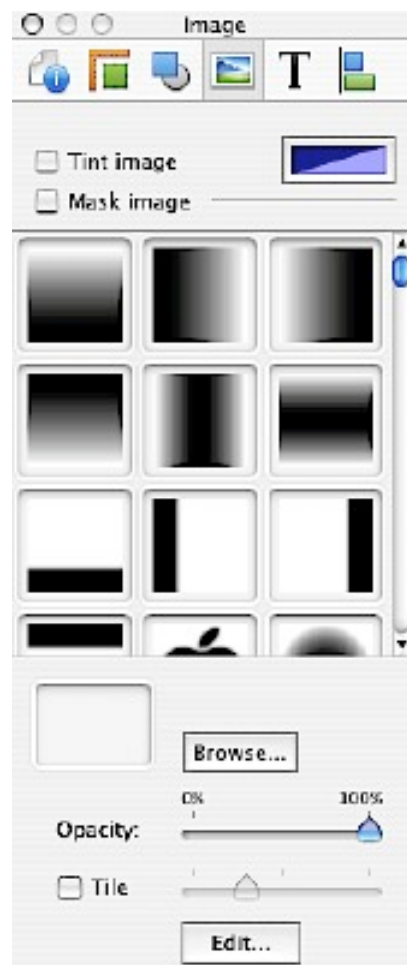
Crop Image

From time to time you may need to use part of an image. For instance, you have a photo, part of which you want to use in your design. To cut out a piece of the image, use the **Crop Image** tool. To apply it, select an image and click the **Edit** button on the **Image** tab of **Inspector** or simply double-click on the image. The **Edit Image** window will come up. Set the appropriate scale and then select the region to crop and click **OK**. The selected part of image will appear on your document.

Note: If you're working on Mac OS 10.4 or later and have installed the Image Tricks application for working with Core Image filters, make sure that the Crop tool is selected in the Edit Image window.

Core Image filters

The Core Image filters are available for users of Mac OS 10.4 and later (you'll need to install Image Tricks before use). To start working with filters, double-click on an image.

Installed filters are listed in the **Edit Image** window. The filters are organized in categories (color, blur, etc.). Some filters have adjustable parameters. If such a filter is selected, the corresponding controls will be enabled at the bottom of the window: slide bars and the **Color** button (which opens the **Colors** panel).

The picture in the preview area immediately changes after selecting a filter or if you change parameters of the selected filter. Every time you select a new filter, you'll see the result applied to the original picture.

Some filters have an additional parameter. Effects that have such a parameter allow you to edit images with a mouse click directly on the image. The mouse click will be the base of distortion or other effect. When you move the mouse pointer on the image with the button pressed (the left button for a 2-button mouse), the image changes in real time (the reaction depends on the performance of your computer and of your graphics card).

The filters for which you can select such a point are marked in the filter list by the crosshair icon on the right. When such a filter is selected, the mouse pointer also looks like the crosshair.

Filters of another type are marked with a "colored ball" icon. This means that such a filter has color as a parameter. Selecting such a filter will enable the **Color** button.

Changing the Image Size

To change the image size, click the **Size** button.

You can set image size in pixels or as a percentage from the original size.

To avoid image deformation, set the Fix Proportion checkbox.

To access the Core Image filters via the **Edit Image** window, install the free Image Tricks application. More information related to Core Image filters can be found on the Image Tricks Web page:

http://www.belightsoft.com/imagetricks
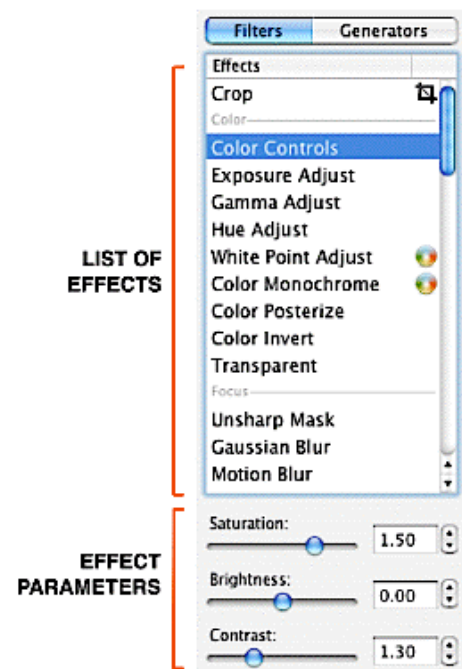
Working with Smart Shapes

Smart Shapes are vector images that can be used to decorate your document or for other purposes.

To add a shape, open the **Smart Shapes** tab on the Clipart Collection using the **Window/Smart Shapes** menu command. Drag and drop a shape on the design or click on it.

Smart Shapes behave mostly like ordinary images. In addition to the operations applicable to images, some Smart Shapes have one or two adjustable attributes.

Operations on shapes are available from the Inspector window. Open it using the **Inspector** button on the toolbar or through the **Window/Inspector** menu.

The main attributes of Smart Shapes are **Border Line** and **Filling**. You can modify them on the **Fill & Shadow** tab of **Inspector**.

The most common operations are described in the "Common Operations on Objects" section below.
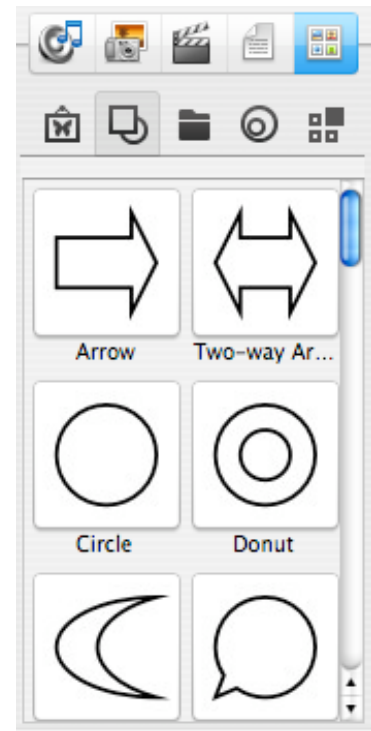
Special Attributes

To some shapes the **Curve** and **Side Count** options (from the **Geometry** tab of **Inspector**) can be applied.

For example, the 5-point Star can change number of rays by means of the **Side Count** control and the angle of rays by means of the **Curve** control.

In addition to Smart Shapes, the Clipart collection contains a collection of Basic Shapes: circles, rectangles, arrows and other. They are PDF vector images (that is, they don't have the special attributes of smart shapes). To find them, open the **Clipart Collection** tab of the **Clipart** panel (menu **Window/Clipart Collection**) and select **Basic Shapes** in the drop-down list.

Filling Smart Shapes with Images

Smart Shapes can have a transparent body or can be filled with a solid color or with an image. These options are located on the **Fill & Shadow** tab of the **Inspector** window.

The image used to fill the Smart Shape is shown in the **Fill & Shadow** section of **Inspector**. The image inserted into the Smart Shape looks as if it was cropped to the form of the Smart Shape.
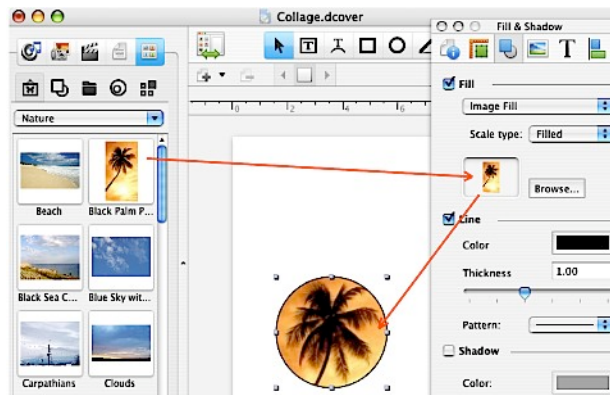
To fill a Smart Shape with an image:

1. Open the **Fill & Shadow** tab in **Inspector** (menu: **Window/Inspector/Fill & Shadow**). All necessary controls are there.

2. Select the Smart Shape in your design. Switch from **Color Fill** to **Image Fill** in the drop-down list.

3. Drag the image into the image box in Inspector.
    To select an image from a graphic file, click the **Browse** button.

If your image is in Clipart or was imported and is shown now on the **Source** panel, select the Smart Shape and click on the image.

Scale options affect how the image will be modified when inserted into the Smart Shape.

*   **Filled** - does not change the aspect ratio of the image. A part of the image may not be seen in the Smart Shape.

*   **Fitted** - the whole image gets into the Smart Shape, the image may be deformed.

*   **Stretched** - the whole image gets into the Smart Shape, the image sides proportion will not change. Blank space may be left inside the Smart Shape.

*   **Tiled** - does not change the aspect ratio of the image. If the Smart Shape is not big enough, the image will be partially cut off. If the Smart Shape is bigger than the image, it will be filled with multiple copies of the image.

Common Operations on Objects

The operations listed below are common for different object types: text, images and Smart Shapes.

Most operations on objects can be performed using tools from the **Inspector** window or the program menu. Some of them · by using the context menu.

Moving Objects

Move objects with the mouse by dragging them.

For precise movement, select an object and use the arrow keys on the keyboard. For faster movement press **Shift+[Arrow key]**.

On the **Geometry** tab you can enter the coordinates of an object to place it exactly where it is needed on the page. The units of measure can be changed in the program's preferences.

When you move an object with the mouse, it snaps automatically to another object's edge. You may toggle the Snap function on or off if you hold down the **Cmd** key as you move the object. To turn it off permanently, use the **Preferences** dialog. When an object is moved smart guides are displayed automatically to position objects more accurately.

The commands **Move to Center (Horizontally)** and **Move to Center (Vertically)** from the **Format** menu move the selected objects to the page center along the horizontal or vertical axis.

Size and Orientation

The size of an object can be changed using the mouse: Select the object and drag one of the handles on its border. To resize an object preserving its aspect ratio, use the corner resize handles. Side handles resize that particular side only. To inverse the action of corner handles, hold the **Shift** key down.

On the **Geometry** tab you can enter the dimensions of the object to make it exactly the same size as needed. The units of measure can be changed in the program's preferences.

When you set a new size and **Fix aspect ratio** is checked, the proportion between the sides will be preserved.

If an image size was increased or decreased, you can always restore the original size using **Original Size** button.

For a selected object you can set the rotation angle in the **Rotate** section, and use vertical or horizontal flipping. Text cannot be flipped.

Several images can be resized and rotated together. When you resize a group of selected images, it behaves as a single image. When you rotate a group of images, they move around the center of the selection.

Border Line, Filling and Shadow

Border lines can be made visible/invisible by using the **Line** checkbox on the **Fill & Shadow** tab of **Inspector**. Use the **Color** button to open the standard **Colors** panel to change line color and opacity. Adjust the thickness of the line using the **Thickness** slide bar.

You can tint (fill) an object using the **Fill** checkbox on the **Fill & Shadow** tab of **Inspector** or using **Tint image** on the **Image** tab. Use the **Color** button to open the standard **Colors** panel to change tint (fill) color. Adjust the opacity of the tint using the **Opacity** slider.

The result of Tint depends on the object it was applied to.

Images look like they are tinted when **Opacity** is about 20-70%. If **Opacity** is more than 95%, the image can be considered as filled. This is used mostly for Smart Shapes and Basic Shapes.

TINTED IMAGES

OPACITY 70%   OPACITY 100%
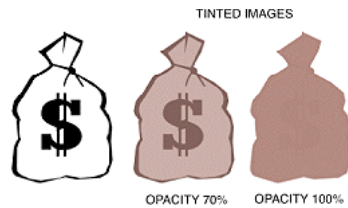
If you select text and check Fill with some color, the background of the text will be of that color.

If **Shadow** is checked on the **Fill & Shadow** tab of **Inspector**, a shadow of the selected color will appear for the selected object. The distance between the object and the shadow, its angle and blur can be also adjusted with the help of the respective controls. To change the color and opacity of the shadow, open the **Colors** panel by clicking on the **Color** button in the **Shadow** section.

A shadow can also be added to text (to the letters), if you select a portion of text or a text box and apply the shadow as described above.

To set the same border line, filling or shadow attributes for several objects, apply the settings to a group of selected objects.

Objects Alignment

The **Alignment** tab of **Inspector** has several options for aligning objects. Select two or more objects and click one of the alignment buttons. You can align **Left Edges**, **Right Edges**, **Top Edges** and **Bottom Edges**. You can also align the centers of the objects vertically or horizontally.

If you need to align several objects, select them first. Open the **Alignment** tab of **Inspector** and select the kind of alignment you need. The same commands you can find in the menu: **Format/Align**.

Distribute Objects

The commands from the **Format/Distribute** menu and the **Distribute** section of the **Alignment** tab of **Inspector** affect how the selected objects are distributed on a page. These commands are used to create equal spacing between objects, and can only be used for three or more objects.

- **Distribute/Spacing Horizontally** creates equal horizontal spacing between the edges of the objects.
- **Distribute/Spacing Vertically** creates equal vertical spacing between the edges of the objects.
- **Distribute/Centers Horizontally** creates equal horizontal spacing between the centers of the objects.
- **Distribute/Centers Vertically** creates equal vertical spacing between the centers of the objects.

Circular Distribution

Objects can also be distributed in a radial or circular way. The respective buttons are located in the **Circular** section of the **Alignment** tab. These operations require at least 2 objects.

The left button distributes the objects to create equal angles between imaginary lines passing through the centers of the objects and originating in a common center. The distances from the objects to the center will be arbitrary and depend on their original position.

Red lines are shown only for your reference

The right button places the centers of the object on an imaginary circle. The distances between the objects may be different and depend on their original position.

Red circle is shown only for your reference

If you apply both commands one after another, the objects will be placed on an imaginary circle and the distances between them will be equal.

Red lines are shown only for your reference
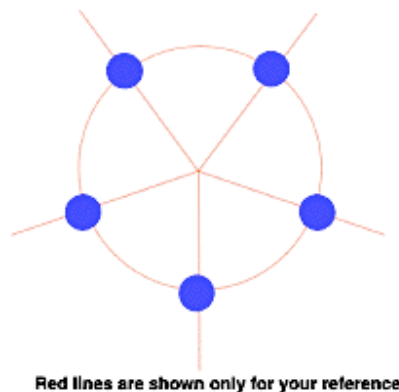
Changing the Display Order of Objects

Use the **Bring Forward**, **Bring to Front**, **Send Backward**, **Send to Back** commands from the **Format** menu to change the display order of objects.

When you create objects, each subsequent object is located one level higher. That is, when you move one object over another one, the one which is higher will cover the "lower" object. These commands help to change the order in which objects are displayed.

•   **Bring Forward** places the selected object one level higher.

•   **Bring to Front** places the selected object above others.

•   **Send Backward** places the selected object one level lower.

•   **Send to Back** places the selected object below others.

Sometimes you may need to place one object behind another. This is especially convenient when you use an image as a background. Use the **Send Backward/Bring Forward** commands from the **Format** menu for this purpose. The **Send Backward** command puts the selected object behind all other objects. The **Bring Forward** command places it in front of all other objects.

The commands **Move To Background** and **Move To Foreground** from the **Format** menu move the selected object to another layer.

In some cases you may need to select an object that is fully covered by another one and can't be seen. For instance, to resize or move an image used as the background for text. The easiest way to access lower objects is using the **throughout selection**.

Click several times on the pile of objects holding down the **Cmd** key. Each time you click, the object on the next lower level will be selected. If the upper object is not transparent (is a picture, for instance), you will see only the selection border of lower objects.
Keep the **Cmd** key pressed to bring up the context menu for lower objects.

If you need to bring a lower object to the front, select it as described above and choose the **Format/Bring to Front** menu command.

Making Collages

When creating a design with a picture collage, you usually assemble images in a particular order (even if they look to be placed at random). Once a proper size and location for each image are found, you may want to use the design with new images instead of existing ones.

The technology introduced in Disc Cover allows you to use saved collage templates with new images. Collages are based on filling Smart Shapes with images. Images from the Smart Shape collection are used as placeholders (image frames) in the design. In addition, they vary the shape of image boundaries.

The program is supplied with collage design templates.

To make a collage from a template:

1. Open the **Collage** panel (menu: **Window/Clipart/Collage**).

2. Click on a collage template or drag it into your design.

3. Select an image placeholder and drag a new image inside it from the **Clipart** or **Source** panel. To insert an image from a graphic file, select it via the **Browse** button from the **Fill & Shadow** tab of **Inspector**.

4. Repeat this with other images.

If needed, adjust the way the image fills its frame (use **Scale options**).

To make a collage from scratch:

1. Open the **Smart Shape** collection in Clipart (menu: **Window/Clipart/Smart Shapes**).

2. Open the **Fill & Shadow** tab of the **Inspector** window (menu: **Window/Inspector/Fill & Shadow**).

3. Add several Smart Shapes into your design. Select them, set the **Fill** option. Click the **Color Fill** drop-down list and select **Image Fill**.

4. Fill Smart Shapes with images: select a frame and drag an image inside it.

5. If you want to make images replaceable at a later import, select them, go to the **Format/Image** menu and click **Replace image at import**.

Chapter 6
Importing Disc Content

Disc Cover can automatically create a list of the content of the disc (files, music, etc) to be used in your design. The program offers different options depending on the type of data on the disc.

Music Disc Content (iTunes, MP3 files, Toast)

Disc Cover can import a list of audio tracks from iTunes if you use it to organize and play back your music. You can also create a track list if your audio collection is stored as MP3 files on your hard disk.

Importing a Track List from iTunes

1. Open the **Music** tab on the **Source** panel (use the **Window/Import/Music** menu command). Choose **iTunes** in the **Import Data From** pop-up menu to open the **Import** dialog.

2. Select a playlist in the left box and its tracks will be shown in the right box.

3. Select tracks you want to import and click the **Import** button.

4. The list of imported tracks will appear on the **Source** panel. Select a presentation format of the list and drag it to your document.

Note: If you drag text from the Source panel onto existing text, the new text will replace the old one. A blue frame indicates that text in the text box will be replaced.
*If the **Automatically replace Text in Objects with imported data** checkbox is enabled in the Import dialog, the program will update data in your document automatically.*

Creating a Track List of your MP3 Collection

1. Open the **Music** tab on the **Source** panel (use the **Window/Import/Music** menu command). **Choose MP3 Files** in the **Import Data From** pop-up menu to open the **Import** dialog.

2. Click the **Change Folder** button to select a folder with your MP3 collection. The right box will show the name of the selected folder and the audio tracks will be shown in the left box.

3. Select the tracks you want to import and click the **Import** button.

4. A list of imported tracks will appear on the **Source** panel. Select a presentation format (one column, two columns, etc.) of the list and drag it to your document.

Note: If you drag text from the Source panel onto existing text, the new text will replace the old one. A blue frame indicates that text in the text box will be replaced.
*If the **Automatically replace Text in Objects with imported data** checkbox is enabled in the Import dialog, the program will update data in your document automatically.*

Your MP3 music collection may contain pictures (album artwork). If so, they will be shown on the **Source** panel below the track list. You can drag them to your design.

Importing from a Toast Titanium Audio Project

Disc Cover can import data from a Toast audio project: track name, track duration and playlist name (Audio CD name).

1. Open the **Music** tab on the **Source** panel (use the **Window/Import/Music** menu command). Choose **Toast** in the **Import Data From** pop-up menu to open the Import dialog.

2. Select a Toast project.

3. A list of imported tracks will appear on the **Source** panel. Select a presentation format (one column, two columns, etc.) of the list and drag it to your document.

Note: If you drag text from the Source panel onto existing text, the new text will replace the old one. A blue frame indicates that text in the text box will be replaced.

Photo Album Content (iPhoto, Finder)

Disc Cover can access your photo collection. You will be able to use the images and a list of image names for your design. Images can be taken from iPhoto, a folder on your hard disk or a removable storage device.

To access images from iPhoto or any folder, open the **Photos** tab on the **Source** panel (use the **Window/Import/Photo** menu command).

Opening Images from iPhoto

Open the drop-down list in the middle of the **Source** panel and select **Library** to import the whole library or one of the albums.

To pick up individual images from iPhoto and display them on the **Source** panel:

1. Click the iPhoto button to open the **Import** dialog.

2. The left box will show albums from iPhoto. Select one or more albums (use the **Cmd** or **Shift** buttons for multiple selection). Photos from the selected album will be shown to the right.

3. Select the images you want to import and click the **Import** button.

The Source panel will show thumbnails of the selected images and a list of their names. You can drag images and the list of image names to your document. If necessary, change the list format in the **Format** drop-down list.

To replace an existing image with a new one, select the image in your document and click on the new image on the **Source** panel.

You may use the images on your design as placeholders, which will be automatically replaced with the new images you import. The images will be cropped to the size of the placeholder images.

To turn an image into a placeholder:

1. Select an image (or several images) and enable the **Replace Image at Import** option in the **Format/Image** menu.

2. When you import new images using the Import dialog, enable **the Automatically replace Text in Objects with imported data** option.

3. Click the **Import** button. The images on your design will be replaced with those you have selected in the import dialog. They will be cropped to accommodate the size of the placeholder images.

Opening Images from a Folder

Click the **Folder** button to select a folder containing images. The **Source** panel will show image thumbnails and a list of file names.

To use images or the list of names in your document, drag them to the document.

You may use the images on your design as placeholders, which will be automatically replaced with the new images you import. The images will be cropped to the size of the placeholder images. See the procedure described above.

Note: If you drag text from the Source panel onto existing text, the new text will replace the old one. A blue frame indicates that text in the text box will be replaced.
If the **Automatically replace Text in Objects with imported data** *checkbox is enabled in the Import dialog, the program will update data in your document automatically.*

Video Disc Content (iDVD)

Disc Cover can import data from iDVD projects. These can be photo thumbnails included in slide show or movie frames used for motion menus. Disc Cover can also import the names of DVD menu items.

Importing from an iDVD Project

1. Open the **Video** tab on the **Source** panel (use the **Window/Import/Video** menu command). Click the **iDVD Project** button and select a project document.

2. Menu item names, photo thumbnails and video clips will appear on the **Source** panel. Drag images and/or text block to your document.

Note: If you drag text from the Source panel onto existing text, the new text will replace the old one. A blue frame indicates that text in the text box will be replaced.
If the **Automatically replace Text in Objects with imported data** *checkbox is enabled in the Import dialog, the program will update data in your document automatically.*

File List

Disc Cover allows you to create and print a list of files and folders from a folder on your hard disk or removable disk.

1. Open the **Data and Files** tab on the **Source** panel using the **Window/Import/File&Folder List** menu command.

2. Click the **Folder...** button to open the **File Import** dialog.

   In the dialog, navigate to the desired folder. The name of the selected folder will be shown in the left box as the root folder. You can navigate its subfolders, if they exist.

   The right box will show list of files and folders from the folder(s) selected on the left. The shown files and folders are in the folder hierarchy **one level below** the folder(s) selected on the left. You can select several folders to add their content to the list on the right (use the **Cmd** and **Shift** buttons for multiple selection).

   All file and folder names you want to import must be selected in the right list.

   To change the root folder, click the **Change Folder...** button and select the desired folder.

3. If the **Automatically replace Text in Objects with imported data** checkbox is enabled in the **Import** dialog, the program will update data in your document automatically.

   When ready, click the **Import** button. The selected files will appear on the **Source** panel.

4. Drag the list to the document. Use the **Format** drop-down list from the **Source** panel to control the list's format.

Note: To get a list of folder names, select "Folders" in the Format drop-down list.

Note: If you drag text from the Source panel onto the existing text, the new text will replace the old one. A blue frame indicates that text in the text box will be replaced.

Importing Data from a Text File

Disc Cover can import files with textual data created in other applications. Such text file may contain a list of files, audio tracks or other information.

To separate blocks of data, delimiters are used. Disc Cover supports tab stops, commas and semicolons as delimiters.

To import data from a tab-, comma- or semicolon-delimited file:

1. Open the **Data and Files** tab on the **Source** panel using the **Window/Import/File&Folder List** menu command.

2. Click the **File...** button. The **File Import** dialog will open.

3. Click the **Change File...** button and select file to import.

   The program will define the data field delimiter automatically, and show data.

   If the data is shown incorrectly, try to change Encoding and Delimiter using the respective lists at the top of dialog.

   Select all the lines you want to be shown in the list.

   If the **Automatically replace Text in Objects with imported data** checkbox is enabled, the program will update data in your document automatically.

   When ready, click the Import button. The selected files will appear on the **Source** panel.

4. Drag the text block into the document. To control its format, use the **Format** drop-down list from the **Source** panel. To create a custom format, choose the **Other...** option at the bottom of the **Format** list (see the "Custom List Formats" section below for details).

Note: If you drag text from the Source panel onto existing text, the new text will replace the old one. A blue frame will indicate that text in the text box will be replaced.

Custom List Formats

Imported text is usually formatted in columns. The purpose of formats is to specify the data that will be imported and choose the way it will be presented in the document. Several most common formats can be chosen from the **Format** drop-down list. Clicking the **Other...** item opens a dialog for editing custom formats.
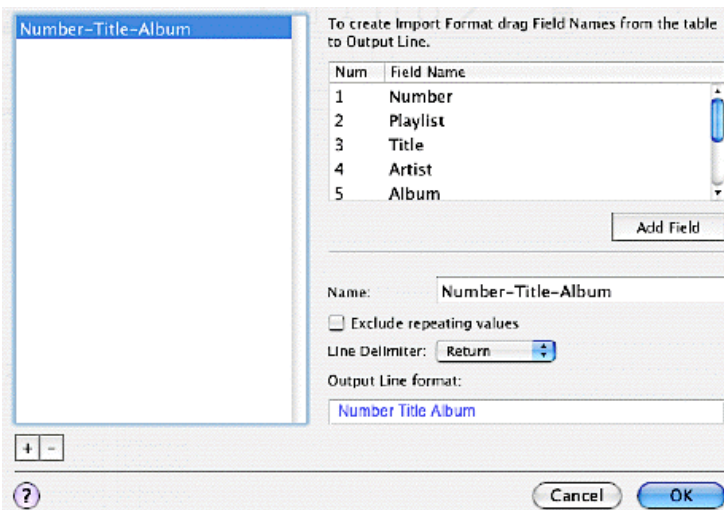
The dialog shows the list of custom formats to the left and the settings of the selected format to the right. To add and remove formats from the list, use the **"+"** and **"-"** buttons.

Creating a Custom Format

1. Click the **"+"** button to add a new format. Type its name in.

2. Add data fields to the **Output Line Format** edit box. You can select a field and click the **Add Field** button or drag a field from the list into the edit box.
   Fields will be added one after another. You can separate them with spaces, tab stops or other symbols.

3. Choose the line delimiter · the symbol that will separate data field groups. One group is that what you see in the **Output Line Format** edit box. A commonly used delimiter is "Return".

4. Select or deselect the **Exclude Repeating Values** checkbox. When the option is enabled, the program will import only one line if data has several completely equal lines.

5. Click **OK** to apply the changes.

Custom formats are listed under pre-defined formats in the **Format** drop-down list on the **Source** panel.

Chapter 7
Printing

With Disc Cover you can print your designs on special label paper, on standard plain paper, on custom paper (using a custom paper layout) or directly to a CD/DVD.

Printing on Pre-Defined and Custom Paper

It is likely that you will design a document to print it on special label paper. The best result will be achieved if you calibrate the printer and select the paper you will use prior to printing. As this is very important, both operations can be performed from the **Print** dialog with the help of the **Calibration** and **Select Paper Format** buttons (see the "Printer Calibration" section for details).

On how to create a custom paper layout, see "Custom Paper Layout" in Chapter 5.

To print your document:

1. Open the design element you want to print in the editing window (by using the small icons just below the main toolbar) and click the **Print** button on the toolbar (menu **File/Print…**).

2. The **Print** dialog will open showing your design element on the selected paper. All design elements in your document (if any) will be displayed in the left box. You can organize design elements on the paper if your document has several design elements.

3. Make the necessary settings:

     o   Select paper in the **Paper** drop-down list.
         If you don't see the needed paper in the list, click the **Select Paper Format** button to open the **Paper Selection** dialog (the full paper list). The paper selected in the **Print** dialog will be used only in the current print session and will not be saved for the future.

         For direct-to-CD printing, you should select **CD-R Tray** in the **Size** list, and then your printer model. See "Printing Directly to a Disc" for more details.

     o   Enable or disable printing of **cut lines** and **dotted marks** (they are helpful for printing on plain paper). Adjust the **bleed width** if needed.

     o   Enable or disable the **raster printing mode**. Raster printing may solve some printing problems, though printing will take more time.

     o   Calibrate the printer (see the "Printer Calibration" section for details).

4. Click the **Next** button to open the system print dialog.

5. Set the printer settings if needed and click the **Print** button.

Designing and printing custom elements differs from working with standard elements and is described separately. See "Creating Custom Design Elements" in Chapter 5 and "Printing Custom Design Elements" further in this chapter.

ATTENTION! Paper size can be selected from the Paper Selection dialog as well as from the system's Page Setup dialog. The latest selection will be shown in the preview and used for printing.
Normally you should select paper in the Paper Selection dialog.
For example, if after selecting a Letter-sized Avery paper, you set a 6x4 in paper in the Page Setup dialog, your design will be cut down to the 6x4 inch size. In this case you should re-select your Avery paper in the Paper Selection dialog.

Organizing Design Elements on Paper

All design elements of your document are shown at the left part of the **Print** dialog.

You can add or remove elements from the paper sheet in the preview.

1. **Adding design elements to the sheet**
    Drag a design element icon from the left box **on**to the paper sheet and drop when the "plus" mark appears.

2. **Removing a design element from the sheet**
    To remove your design element, drag it outside the element's bound on the sheet in the preview.

Printing on Plain Paper

1. Open the **Print** dialog (menu **File/Print...**).

2. Select plain paper in the **Paper** drop-down list: **A4 Plain** or **US Plain**.
   If label paper was used, the program would have to fit the custom element into a pre-defined placeholder and your element might get resized.

3. Compose your layout.

   To add an element, drag it onto paper.

   To replace an element, drag another element over the existing one.
   Note: There must be enough space on the paper. If the new element is bigger than the old one, there may be not enough space for it.

   To remove an existing element from paper, drag it out of its bound on the sheet.

4. To continue, click the **Next** button.

You cannot save the created layout for the future. To be able to save your layouts or to get more flexibility in editing custom paper, create a custom paper layout (see "Custom Paper Layout" in Chapter 5).

Printing Custom Design Elements

Usually, plain paper is used for printing custom design elements.

1. Open the Print dialog (**Cmd+P**).

2. Select plain paper in the **Paper** drop-down list: "A4 Plain" or "US Plain".

In the case of using standard paper, the program will have to fit the custom element into a pre-defined placeholder and your element may get resized.

3. Drag your design element from the box to the left onto the paper sheet in the preview area.

If there is enough space left, you can drag one more element to the free area on the paper. The program will distribute elements on the sheet automatically. When there is no free space, you can replace elements or remove them from the page.

To replace an element, drag another element over the existing one.

Note: *There must be enough space on the paper if the new element is bigger.*

To remove an existing element from paper, drag it out of its element on the sheet.

4. Click the **Next** button to open the system print dialog.

Printing Directly on a Disc

You can print directly to a CD/DVD, if this feature is supported by your printer (and if Disc Cover supports your printer).

To print to a CD/DVD:

1. Open your disc design.

2. Select your printer (**CD Tray**) in the paper selection dialog for the disc design you want to print.
    For this, open the **Inspector** window (menu: **Window/Inspector/Design Element**) and click the **Change Paper** button on the **Design Element** tab. Find your printer in the **Manufacturer** drop-down list.

3. Open the print dialog (menu: **File/Print**).

4. Change the bleeds width if needed. **Do not change paper here**, the disc tray is already selected! Click the **Next** button.

5. When the system print dialog is open, make sure the correct printer is selected.
    Now you should tell the printer you are going to print on a disc.

    Epson printers: open the **Copies & Pages** drop-down list, select **Print Settings** and set **Media Type** to **CD/DVD**.
    For more information refer the User's Manual of your printer.

    Canon printers: open the **Copies & Pages** drop-down list, select **Quality & Media** and set **Media Type** to **Printable disc**.
    For more information refer the User's Manual of your printer.

If you encounter **problems** with printing directly on a CD or DVD (the printer driver shows a message about an improper media type), select the paper format, recommended by the printer manufacturer. This solves a printing problem with some printers (such as Epson R800).

In this case, follow the steps above. After the 2nd step open the **Page Setup** dialog (menu: **File/Page Setup**) and select A4 (or US Letter) in the **Paper Size** drop-down list.

Printer Calibration

Printer calibration is used to configure your printer so that it prints accurately on special paper. It helps to avoid unwanted offset of the printed picture with respect to the paper layout.

To calibrate your printer:

1. Choose **Calibrate Printer...** from the **File** menu to display the **Printer Calibration** dialog.

2. Select the paper you are going to print on in the **Paper** drop-down list (e.g. *Avery 5558*). If you cannot find the paper you need, click the **Select Paper Format** button to get the full list of supported paper, and find the one you have there.

3. Select the printer if you have several printers installed on the system.

4. Click the **Restore Defaults** button to reset the initial values.

5. Insert a sheet of your paper into the printer.

6. Click the **Print Calibration Sheet** button and then click the **Print** button in the system print window.

7. Move the calibration picture in the preview using the mouse so that the preview looks exactly like the calibration sheet that has just been printed. You can also enter the offset into the edit boxes or use the stepper arrows to set the precise offset values.

To make sure you have calibrated your printer successfully, print a test copy of your label or cover.

Note: Entering correction values does not affect the calibration rulers on the calibration sheet. They always show the real offset values, even after calibration.

APPENDIX A
The Preferences Dialog

Disc Cover has settings, which are applied by default every time you run the application. By changing them in the **Preferences** dialog you can control the program behavior. To open the **Preferences** dialog, choose the **Disc Cover/Preferences** menu item or press **Cmd+","**

This dialog controls application-wide settings.

Open Assistant on Start-Up · here you can specify what to do when the program is launched · open Assistant or create a blank document.

Snap · enables or disables the Snap mode · the mode when objects being moved are aligned in respect to each other. You can also temporarily disable the Snap mode if you press and hold the **Cmd** key while moving an object.

Show foreground objects when editing background · use this option to see or hide objects on the foreground layer of the design element when you are working with objects on the background layer.

By default, the program accesses the iTunes' track list by opening the "iTunes Music Library" data file. This is the fastest way of getting the list. If you encounter problems with importing from iTunes, set the **Use AppleScript to import from iTunes** option. It allows you to eliminate the problem with a wrong track order.

Measurement Units can be set to Millimeters, Inches and Points, used for entering and displaying coordinates and dimensions of objects.

APPENDIX B
Menus

The "Disc Cover" Menu

About Disc Cover	Displays the dialog with information about the program.
License...	Provides access to the registration information.
Check for Updates...	Checks for the latest updates on the Internet: http://www.belightsoft.com/disccover/update/
Preferences... (Cmd+",")	Brings up the program's Preferences dialog.
Quit (Cmd+Q)	Exits the application.

The "File" Menu

New (Cmd+N)	Creates a new blank document.
New from Assistant... (Cmd+Shift+N)	Creates a new document with the help of the Assistant.
Open... (Cmd+O)	Opens an existing document.
Open Recent >	Contains the list of the documents you last worked with.
Close (Cmd+W)	Closes the active document window.
Save (Cmd+S)	Saves the active document.
Save As... (Cmd+Shift+S)	Saves the active document with a new name.
Save As Template (Cmd+Shift+Opt+S)	Saves the active document as a template.
Export...	Saves the active document as a graphic file (PDF, TIFF or JPEG image).
Design Element->Add	Adds a new design element.
Design Element->Change Layout	Changes the layout of the current design element.
Design Element->Delete	Deletes the current design element.
Calibrate Printer	Displays the printer calibration dialog where you can calibrate the printer for more precise printing.
Page Setup... (Cmd+Shift+P)	Presents the standard Mac OS X dialog for changing the size, orientation and other parameters of the active page.
Print... (Cmd+P)	Brings up the Disc Cover print dialog.

The "Edit" Menu

Undo (Cmd+Z)	Reverses the last operation you performed.
Redo (Cmd+Shift+Z)	Reverses the last Undo operation.
Cut (Cmd+X)	Removes the selected objects or text and places the selection onto the Clipboard.
Copy (Cmd+C)	Copies the selected objects or text onto the Clipboard.
Paste (Cmd+V)	Pastes the content of the Clipboard into the document.
Paste with Styles (Cmd+Shift+V)	Pastes text (preserving its original style) from the Clipboard into the text box.
Duplicate (Cmd+D)	Duplicates the selected objects.
Delete (Del)	Removes the selected objects.
Find->Find... (Cmd+F)	Opens the Find dialog box.
Find->Next (Cmd+G)	Finds another occurrence of the word or phrase entered into the Find dialog box.

Find->Previous (Cmd+Shift+G)	Finds previous occurrence of the word or phrase entered into the Find dialog box.
Find->Use Selection for Find (Cmd+E)	Finds the next occurrence of a word or phrase that you have selected in the text box.
Find->Jump to Selection (Cmd+J)	Shows the selected object(s) in the document view.
Spelling->Spelling... (Cmd+":")	Opens Spelling dialog.
Spelling->Check Spelling (Cmd+";")	Checks spelling.
Spelling->Check Spelling as You Type	Checks spelling as you type.
Select All (Cmd+A)	Selects all objects in the document.
Special Characters (Cmd+Opt+T)	Opens the Character palette.

The "Insert" Menu

Image->From File	Inserts an image from a file into the active document.
Image->Generate Random	Inserts an image generated at random.
Image->Search on the Internet	Searches images on the Internet.
Smart Shape	Opens the list of Smart Shapes.
Extended Text	Inserts a text box.
Circle Text	Inserts a text box for circle text.
Date & Time	Inserts the current date and time.

The "View" Menu

Zoom In (Cmd+"=")	Enlarges the current view.
Zoom Out (Cmd+"-")	Zooms out the current view.
Actual Size	Displays the document at its actual size (100%).
Fit Width	Scales the document so its width fits the view window.
Fit Height	Scales the document so its height fits the view window.
Fit Page	Scales the document so that the current page fits the view window.
Show/Hide Ruler (Cmd+R)	Shows or hides the ruler.
Show/Hide Margins (Cmd+\)	Shows or hides margins.
Show/Hide Object Borders (Cmd+Opt+\)	Shows or hides the borders of objects.
Show/Hide Background/Foreground	Opens the selected layer (background or foreground) for editing.
Customize Toolbar...	Presents the toolbar sheet that allows you to customize the toolbar.

The "Format" Menu

Font->Show/Hide Fonts (Cmd+T)	Displays the Font dialog.
Font->Bold (Cmd+B)	Modifies the properties of the selected text.
Font->Italic (Cmd+I)	
Font->Underline (Cmd+U)	
Font->Bigger (Cmd+"+")	Increases/decreases the size of the selected text.
Font->Smaller (Cmd+"-")	
Font->Kern	Modifies the properties of the selected text.
Font->Ligature	
Font->Baseline	
Text->Align Left (Cmd+{)	Aligns text to the left, right, center or justifies it.
Text->Center	
Text->Align Right (Cmd+})	
Text->Justify	

Text->Writing Direction	Toggles the writing direction
Text->Hyphenation	Allows hyphenation.
Image->Edit	Opens the Edit Image dialog.
Image->Tile	Creates a tiled image.
Image->Replace Image at Import	Turns the selected image(s) into placeholder(s) to automatically substitute with imported images.
Add Shadow	Adds a shadow to the selected object.
Bring Forward (Cmd+Option+F) Bring to Front (Cmd+Shift+F) Send Backward (Cmd+Option+B) Send to Back (Cmd+Shift+B)	Displays the selected objects above or behind all other objects.
Move To Background/Foreground	Moves an object to the selected layer.
Align->Left Edges	Aligns the left edges of the selected objects.
Align->Right Edges	Aligns the right edges of the selected objects.
Align->Top Edges	Aligns the top edges of the selected objects.
Align->Bottom Edges	Aligns the bottom edges of the selected objects.
Align->Centers Horizontally	Aligns the centers of the selected objects horizontally.
Align->Centers Vertically	Aligns the centers of the selected objects vertically.
Distribute->Spacing Vertically	Creates equal vertical spacing between the edges of the selected objects.
Distribute->Spacing Horizontally	Creates equal horizontal spacing between the edges of the selected objects.
Distribute->Centers Vertically	Creates equal vertical spacing between the centers of the selected objects.
Distribute->Centers Horizontally	Creates equal horizontal spacing between the centers of the selected objects.
Distribute->Equal Angles	Distributes the selected objects so that angles between imaginary axes, that go through the center of each object and through the common center, are equal.
Distribute->Average Distance	Places the selected objects so that the distances between their centers and the common center are equal.
Move to Center (Horizontally)	Moves selected objects horizontally to the center of the page.
Move to Center (Vertically)	Moves selected objects vertically to the center of the page.

The "Window" Menu

Minimize (Cmd+M)	Minimizes the currently active window.
Bring All to Front	Moves all application windows in front of the windows of other active applications.
Import->Music Import->Photo Import->Video Import->File&Folder List	Opens the specified tab of the Source panel.
Clipart->Clipart Collection Clipart->Smart Shapes Clipart->Custom Folder Clipart->Image Depot Clipart->Collages	Opens the specified tab of the Clipart panel.
Inspector->Design Element Inspector->Geometry Inspector->Fill & Shadow Inspector->Image Inspector->Text Inspector->Alignment	Opens the specified tab of the Inspector window.
Show/Hide Colors (Cmd+Shift+C)	Displays or hides the system Colors window.
Show/Hide Fonts (Cmd+T)	Displays or hides the system Font window.
Toggle Clipart Panel	Hides/shows the Clipart panel.

The "Help" Menu

Disc Cover Help (Cmd+?)	Opens Help documentation, delivered with the application.
BeLight Software Web Site	Goes to the Disc Cover's Web page.
Useful Online Resources	Useful resources on BeLight Software Web Site related to Disc Cover.
Send Feedback	Lets you send your feedback to the developers by e-mail.

APPENDIX C
Shortcuts

Working with Documents

Cmd+N	Create a new blank document.
Cmd+Shift+N	Create a new document by using Assistant.
Cmd+O	Open an existing document.
Cmd+W	Close the active document.
Cmd+S	Save the active document.
Cmd+Shift+S	Save the active document under a new filename.
Cmd+Shift+Option+S	Save the active document as a template.
Cmd+Q	Quit Disc Cover.
Cmd+Shift+P	Open the Mac OS X Page Setup dialog for adjusting the size, orientation and other properties of the printed page.
Cmd+P	Print the document.

Working with Objects

Cmd+Z	Undo the last operation.
Cmd+Shift+Z	Redo the last operation.
Cmd+X	Cut the selected objects to the Clipboard.
Cmd+C	Copy the selected objects to the Clipboard.
Cmd+V	Paste the content from the Clipboard into the document.
Cmd+Shift+V	Paste text (preserving its original text style) from the Clipboard into the text box.
Cmd+D	Duplicate the selected objects.
Del	Delete the selected objects.
Cmd+A	Select all the objects in the document.
Cmd+Option+F	Bring Forward.
Cmd+Shift+F	Bring to Front.
Cmd+Option+B	Send Backward.
Cmd+Shift+B	Send to Back.
Arrows	Move the selected objects.
Arrows+Shift	Move the selected objects (increased shift movement).

Working with Windows and Dialogs

Cmd+"="	Zoom In.
Cmd+"-"	Zoom Out.
Cmd+M	Minimize the active window.
Cmd+W	Close the active document window.
Cmd+","	Open the application's Preferences dialog.
Cmd+Shift+C	Display/hide the color properties dialog.
Cmd+T	Display/hide the font properties dialog.
Cmd+R	Show or hide the ruler.
Cmd+\	Show or hide margins.
Cmd+Option+\	Show or hide objects' borders.

Working with Text

Cmd+B	Make text Bold.
Cmd+I	Make text Italic.
Cmd+U	Underline text.
Cmd+Option+"="	Increase font size.
Cmd+Option+"-"	Decrease font size.
Cmd+{	Align left.

Cmd+}	Align right.
Return	Inserts a line break in a text field.
Cmd+":"	Opens the Spelling dialog.
Cmd+";"	Checks spelling.
Cmd+Opt+T	Open Character Palette

Working with the Mouse

Hold down Shift when working with handles	Invert proportional resizing to non-proportional, and vice versa.
Cmd+Mouse	Toggle the snap object mode on/off.
Option+Mouse	Duplicate objects.
Shift+click	Select/deselect object without changing other objects' properties.

Search

Cmd+F	Open the Find dialog box.
Cmd+G	Find another occurrence of the word or phrase entered into the Find dialog box.
Cmd+Shift+G	Find the previous occurrence of the word or phrase entered into the Find dialog box.
Cmd+E	Find the next occurrence of a word or phrase that you have selected in the text box.
Cmd+J	Show the selected object(s) in the document view.

Other

Cmd+?	Open the Online Help system supplied with the software.

APPENDIX D
Troubleshooting

Printing Problems

The printer does not print

- Check cable connection between the printer and the computer.
- Make sure the printer is turned on.
- If several printers were installed in your system, make sure the correct one is selected in the program.
- Check printer's paper source selection: some printers have several input trays.
- Make sure paper is properly loaded into the printer.
- Some printer models do not start printing when the paper output tray is closed.

Make sure that printer's initialization is finished. Lamps on printer's control panel must indicate its state. Usually blinking lamps indicate that the printer is not ready yet.

Cannot print on CD

Let the printer complete initialization. To install the CD tray, you will usually need to open the front cover of the printer. If you open it before the printer finishes initialization, it will not get ready.

Low Printing Quality

If your printed text or images are of low quality (light bands or gaps on the printout; the printout fades out; you see wrong colors), check ink or toner level.

If the printout is blurry or it takes a long time for the ink to dry:

- Make sure the paper meets the printer's specification.
- The paper face is on the correct side.
- The proper paper sort is selected in the printer settings.

To establish the cause of the problem, make a test print from other software. If the problem persists, it is likely that the problem is connected with hardware.

For more detailed guidance refer to your printer User's Manual.

Text and images are printed with a shift

To correct the shift, you should calibrate your printer.

The printout has a blank stripe along the edge

The printed cover or label may have an unprinted stripe along the edge. Discs may also have a white ring along the inner or outer edge.

This is possible if the selected in the program paper is of other type than one, used for printing. Or the printable area on your CD/DVD is greater than it was set in the program.

Solutions:

1. If the unprinted stripe is even, make the Bleeds value in the Print dialog greater.

2. If the width of the unprinted stripe varies on sides, you should calibrate the printer. After calibration, the stripe will disappear or it will get even and you fix this with the Bleeds control.

The program cannot access the clipart moved to other location

For some reason you may want to move the clipart and design templates to another location. In this case you should tell the program the new clipart location.

Option 1

Using the program's preferences

Move the folder with the internal clipart to a new location. Let's suppose, you are moving the "BeLight Software" folder from "/Library/Application Support" to another folder on your disk.

Leave the new clipart location open in Finder, you will use it later.

1. Open the Terminal application from the Applications/Utilities folder.

2. Copy the following line to the Clipboard (Cmd+C)

  defaults write com.belightsoft.DiscCover FTUseSharedContentLibrary -bool true

and paste into the Terminal window (Cmd+V).

3. Press the Return button.

4. Copy the following line to the Clipboard (Cmd+C)

  defaults write com.belightsoft.DiscCover FTSharedContentLibraryPath

  and paste into the Terminal window (Cmd+V).

5. Press the Space button.

6. Drag the BeLight Software folder from Finder (new location) onto the Terminal window.

You will get similar line in terminal:

  defaults write com.belightsoft.DiscCover FTSharedContentLibraryPath */Library/Application Support/BeLight Software*

The end of the command line (shown in gray only for your reference) will be different because it shows your own clipart location.

The shown sample command writes the default path to the clipart.

7. Press the Return button.

Note: do not add any extra symbols including spaces.

Option 2

Using folder's alias

Move the folder with the clipart to a new location. Let's suppose, you are moving the "BeLight Software" folder from "/Library/Application Support" to another folder on your disk.

Leave the new clipart location open in Finder, you will use it later.

1. Open the Terminal application from the Applications/Utilities folder.

2. Copy the following line to the Clipboard (Cmd+C)

    ln -s

and paste into the Terminal window (Cmd+V).

3. Press the Space button.

4. Drag the BeLight Software folder from Finder (new location) onto the Terminal window.

5. Press the Space button.

6. Copy the following line to the Clipboard (Cmd+C)

    ~/desktop/BeLight\ Software

and paste into the Terminal window (Cmd+V).
The line in Terminal will look like the following:

    ln –s /Library/Application\ Support/BeLight\ Software/ **~/desktop/BeLight\ Software**

Note, the middle part (shown in gray) will reflect actual path to the folder on your computer.

7. Press the Return button.

An alias will be created on your Desktop.

8. Move the alias to the "/Library/Application Support/" folder (default location of the clipart and templates).

Note: using an alias is more universal. If you have several products from BeLight Software, they share the same folder with supporting files. So, making an alias will give all the programs access to the moved folder.

Cannot import from iTunes

The program supports two methods of importing. If no data is imported, try to set the **Use AppleScript to import from iTunes** option in the program preferences (Cmd+,) and start importing again.

If the problem stays, you can still import via a text file (this is the most reliable way):

1. Open iTunes.

2. On the Source panel select a play list or the whole library.

3. Select the File / Export Song List command in the iTunes' menu. Choose file name and folder to export, set "Plain Text" as "Format" and click the Save button.

4. Import data from the text file into Disc Cover. See Chapter 6, "Importing Data from a Text File", for details.

The program imports wrong track order from iTunes

The problem arises because iTunes does not update the

~(Your Home)/Music/iTunes/iTunes Music Library.xml

file that is used for getting library content. You can delete the file and iTunes will create it again at next launch.

The alternative way is to set the **Use AppleScript to import from iTunes** option in the program preferences (Cmd+,).

Appendix E
Using Image Generators

Generating Images

Having Image Tricks plug-ins installed, you can generate images using special mathematical algorithms. If Image Tricks was not installed, the internal image generator will be used instead.

Image Tricks plug-in works on Mac OS 10.4 and higher. To download Image Tricks, use the following link:

http://www.belightsoft.com/imagetricks

To access generators, go to the Image Depot tab on the Source panel (menu: **Window / Clipart / Image Depot**) and click the **Generate** button.

Some Generators (like Spinning Squares) show the same image if same parameters were set, some can give random images (Star Field). To get another randomly generated image, click the Render button.

If you decide to open one of the previously generated but not saved images, use the "<" and ">" buttons.

When you select a generator, the program shows an image, generated with the default set of parameters.

Tip:
It may take time for some generators to show a picture. If you just play with parameters (especially color) to find an appropriate combination, it is recommended to set smaller image size. 200x200 pixels is enough for preview. Then you can change image size and re-generate it in better quality.

Generator Parameters

Generators have different sets of parameters. Parameters can be separated into the following groups:

Shape - some generators use a number of smaller images to create a bigger one and you can select one to use.

Numeric parameters such as angle, size, resolution and other.

Color Scheme - determines how many colors to use in the image. The base color is taken from the "Color" control.

- Opposite - two colors (selected color and a complementary one) and up to four of their tints.

- Triadic - three colors (selected one and two complementary) and up to four of their tints.

- Tetradic - four colors (selected one and three complementary) and up to four of their tints.

- MonoStep - one base color and four of its tints.

- MonoBlack - one base color and four of its tints, darker than the base one.

- MonoWhite - one base color and four of its tints, lighter than the base one.

- Mono - one base color with unlimited number of tints.
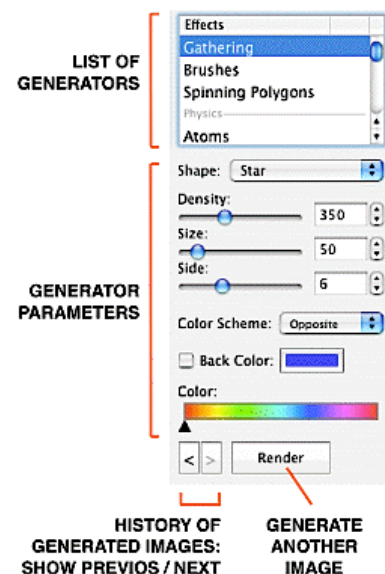
The **color selector** is one of these types:
· Color
· Color Range

You can move color sliders separately. To move them together, drag any of them holding the Shift key.

Back Color · color of the image background. It is applicable to images with the transparent background.

Image Size

To change or verify the image size, click the Size button.