

PrintShop Mail Mac 5.0 Quick Reference Guide

<div style="border: 1px solid black; padding: 5px; text-align: center;">Static Document</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Database</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; margin-right: 5px;">Create Variable</div> <div style="flex-grow: 1;"> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 10px;">text</div> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 10px;">image</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">text / image box tools</div> </div> </div> </div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Print Layout</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Output Device Information</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> File > Print Personalized Document </div>	1)	Create document:	File > New.
	Place PDF or EPS file:	Insert > Image File > choose the file.	
	Adjust to template size:	Layout > Fit To Selection or Layout > Size > Fixed.	
	Add pages:	Layout > Insert.	
	Scroll through document:	Layout > Next.	
	2)	Link to database:	Database > Open > select DBF file or Convert Text File > Options > Select separation mark: > OK > select CSV or TXT file.
	3)	Add Text box:	(1) Using the Database or Variables window, drag and drop fields onto the layout or (2) Click [T] on the main menu, draw box, exit box. Go to Database window, drag and drop fields into box.
		Adjust Font properties:	Highlight text > Text (Font, Style, Show Colors)
		View ALL font types used in document:	Window > Show Fonts.
	4)	Add Image box:	Click the Image box icon [see left) in the main menu, draw box, exit box. Go to Variables window, click 2x on Image 1. In the Components window, click 2x on the database field which has image file names > OK.
	Locate image files folder:	(1) Item > Show Object Properties > browse and select path or (2) Put image files in the same folder as database.	
	Information about image box:	Highlight Graphic box > (1) Item > Show Object Properties > browse and select path or (2) double-click image box.	
	Image box content alignment:	Item > Show Object Properties > Alignment.	
5)	Preview document:	View > Preview.	
	Rotate image or text box:	Highlight box > Item > Rotate.	
	Send image or text box to Front, Back, etc.:	Item > Arrange.	
6)	Printing Layout and Order:	PrintShop Mail > Preferences > Repetition. (Horizontal/Vertical n-up, Margins)	
7)	Choose print technology:	Printshop Mail > Preferences > Printer > choose technology.	
8)	Select output page size:	File > Page Setup > Paper Size.	
	Choose paper trays:	Layout > Select papertray. (based on selected PPD)	

Document layout finishing capabilities are done in the Preferences section.

PrintShop Mail > Preferences:

Program	Variable Marking, Measurement unit type, Page guides
Printer	Move print (page offset), Print Technology
Repetition	Layout Repetition (multiple up), Double sided layout (duplex)