

**BeLight Software**

# **Disc Cover**

**User Manual**

**Version 3**

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Written by Nick Shubin.

Thanks to Ray East for help with the creation of this publication.

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# Chapter 1: Introduction

## Brief Description

Disc Cover is a program for designing and printing CD/DVD labels, inserts, booklets and case covers. The program can import textual information (track lists, file lists) and images (photos, album artwork) from different sources. Disc Cover is compatible with applications such as iTunes, iPhoto, Photos, or iDVD.

The program supports a wide range of paper templates from leading manufacturers.

To ensure accurate printing on your media, the program provides a calibration tool.

## System Requirements

- Mac OS X v10.6 or higher
- 300 MB of available disk space
- Internet connection to use online services

## Licensing

You can find the license code in the purchase confirmation email.

To enter the license code:

1. Open the application.
2. Bring up the License dialog by choosing **Disc Cover > License...** in the menu.
3. Enter your name and license code.

It is recommended that you keep the e-mail containing your license code in a safe place in case you re-install or update the application.

The unlicensed version of Disc Cover is fully operational. The only limitation is that it adds the "Disc Cover Trial Version" text at the bottom of each printed design. To eliminate this text, enter the license code.

To upgrade from the trial to the licensed version of the program you need to

purchase and enter the license code. See details on BeLight's web site:  
<http://www.belightsoft.com/buy/>

### Updating Disc Cover

To check for updates manually, choose **Disc Cover > Check for Updates...**

To check for updates automatically, select the corresponding check box in the program *Preferences* (**Cmd-,**).

### Removing Disc Cover

To completely remove the program and all its components, delete files and folders following these paths:

*/Applications/Disc Cover 3.app*  
*~/Library/Preferences/com.belightsoft.DiscCover3.plist*  
*~/Library/Application Support/Disc Cover 3/*  
*~/Library/Caches/com.belightsoft.DiscCover3*

"~" means the user's Home folder.

**Note:** By default, the program saves custom templates in:

*~/Library/Application Support/Disc Cover 3/My Templates*  
*Don't remove this folder if you are going to use your templates in the future.*

To access the *Library* folder, in the Finder choose **Go > Go to Folder (Cmd-Shift-G)**. Then type "*~/Library/*" into the edit box, and click the **Go** button.

### Useful Web Resources

Information on the program:

<http://www.belightsoft.com/discdiscover/>

Useful articles related to the usage of Disc Cover:

<http://www.belightsoft.com/products/discdiscover/resources.php>

The home page of BeLight Software:

<http://www.belightsoft.com>

Request technical support:

<http://www.belightsoft.com/support/>

## Conventions Used in this Document

- **Bold text** is used for names of menu items, shortcuts, buttons, radio buttons, edit boxes, check boxes and other controls.
- *Text in italics* is used for the names of windows, dialog boxes, panels, tabs and other elements of the program interface.

Such text formatting is also used for names of programs, files, folders and web links.

It is also used for chapter and section references and to introduce important remarks.

- For menu items hierarchy, the ">" symbol is used. "**File > Open**" is equivalent to "the Open item in the File menu".
- A shortcut (shortkey) is one or several keys pressed together. **Cmd-S** means you should hold down the **Command** key while pressing the **S** key, then release them.
- Ctrl-click is a click holding the **Ctrl** key down. Right-click is a click by the right button of a two-button mouse. Both actions are equivalent.
- The context (contextual or shortcut) menu is a pop-up menu that contains options that vary depending on the object (image, text, etc.) you have clicked on. To open the context menu, right-click or Ctrl-click on an object.



# Chapter 2: Getting Started

## Basic Steps of Using Disc Cover

When you start Disc Cover for the first time, it opens the *Assistant*.

The *Assistant* allows you to choose:

- A template from the built-in collection
- Custom template (a user's document saved as a template)
- Document on your computer
- Blank document

By default, the *Assistant* opens on start-up. To control this, use the **Open Assistant on start-up** option in the program *Preferences* dialog.

To open the *Assistant* at any time, select **File > New from Assistant...** (**Cmd-Shift-N**).

Basic steps of using the Disc Cover software are described below.

### 1. Creating a new document

Creating a new document from scratch is described in *Chapter 4: "Working With Documents"* > *"Creating a 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 a file list from a folder on your hard disk. For details, see the *Chapter 2: "Getting Started"* > *"Quick Start Guide"*.

### 2. Editing a document

1. Adding or removing design elements. Design elements are disc labels, case covers, inserts and so on. They are similar to pages in page layout programs. For details, see *Chapter 5: "Document Layout"* > *"Design Element and Disc Cover Document"*.

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

2. Selecting a type of paper or printer tray. This is not necessary if you want to print on plain paper. Creating custom paper layouts is also possible. For details, see *Chapter 5: "Document Layout" > "Choosing Paper or Printer Tray"*.

3. Adding and editing text and images. For details, see *Chapter 7: "Editing the Content of Disc Labels and Covers" > "Working with Images" or "Working with Text"*.

4. Importing track lists or other data. For details, see *Chapter 8: "Importing Text Data and Artwork" > "Introduction to Importing"*.

### 3. Printing or exporting your document

The printing process depends on what layout or media will be used:

- Special paper for CD labels, covers, etc. All dimensions are pre-defined by Disc Cover's developer and correspond to standard paper from leading paper manufacturers.
- Custom paper layout. Printing is the same as for pre-defined paper layouts.
- Plain paper. You put your design elements on standard plain paper in the *Print* dialog before printing.
- CD or DVD (direct CD/DVD printing). This process is similar to printing on pre-defined layouts.

For details, see *Chapter 9: "Printing and Exporting Documents" > "Printing on Paper" or "Printing Directly on a Disc"*.



## Quick Start Guide

This guide describes how to create and print a disc label or a case cover by using one of the supplied templates.

If the **Assistant** is in front of you, and you don't wish to use templates, click the **New Blank** button to create a new document from scratch. Or, click **Open Recent** to continue working with one of your recent documents.

### Step 1: Choosing a Template in the Assistant



1. If Disc Cover is running, but you don't see the *Assistant* on the screen, choose **File > New from Assistant...** in the menu. By default, the *Assistant* opens automatically when you start the program.
2. Choose the template category. For example, if you are creating a label for your photo album, choose the *Photos* category.
3. Select a template in the preview. Most templates contain multiple elements (such as a disc label, case cover, etc.). To preview them, click on arrows at the bottom of the template preview.

Some templates are sets of blank elements.

4. To start editing the selected template right away, click **Finish**. Doing this will bring you to *Step 3: Edit your document*.

If you have chosen a template in the *Music*, *Photos*, *Video* or *File & Data* category, the *Assistant* can help you import the content into your document depending on the selected category. To do this, click **Next**. To import the content later, click **Finish**.

## **Step 2: Importing Images or a List of Songs, Files or Videos**

The type of data that you can import in the second step depends on which template category has been selected (see Step 1, items 3 and 4).

If the *Photos* category has been selected, the *Assistant* will offer you to import data from your iPhoto library (Step 2, section *Photos*).

If the *Music* category has been selected, the *Assistant* will offer you to import data from your iTunes library (Step 2, section *Music*).

If you select the *File & Data* category, the *Assistant* lets you choose a folder to create a list of its content (Step 2, section *Files & Data*).

If you select the *Video* category, the *Assistant* lets you choose a folder to create a list of its content (Step 2, section *Video*).

**Note:** *After the Assistant has been closed, you can import data using the Source panel.*

## Photos

The second step of the *Assistant* displays your iPhoto library.



1. Select an album or the whole library in the list on the left. The contents of the selected albums will be displayed in the preview.
2. Click on a photograph in the preview on the right to select it. To select multiple items, click on them while holding down the **Cmd** key.
3. Click **Finish** to proceed to editing or printing (*Step 3: Editing your label*).

## Music

The second step of the *Assistant* displays your iTunes library.



1. Select an album, playlist, or the whole library in the list on the left. The contents will be displayed on the right.
2. Select tracks you want to import.

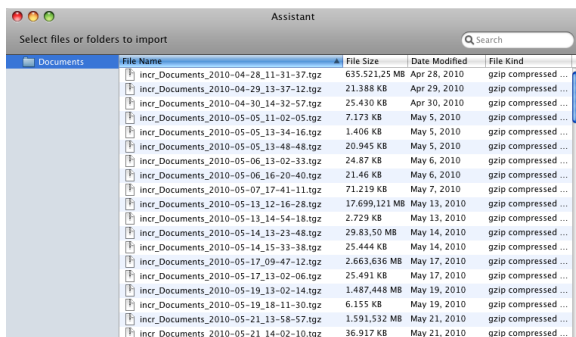
To select an individual track, click on it.

To select multiple items, click on them while holding down the **Cmd** key. To select a range of items, use the **Shift** key. To select all items, press **Cmd-A**.

3. Click **Finish** to proceed to editing or printing (*Step 3: Editing Your Document*).

## Files & Data

The second step of the *Assistant* lets you import a list of files from a folder of your choice.



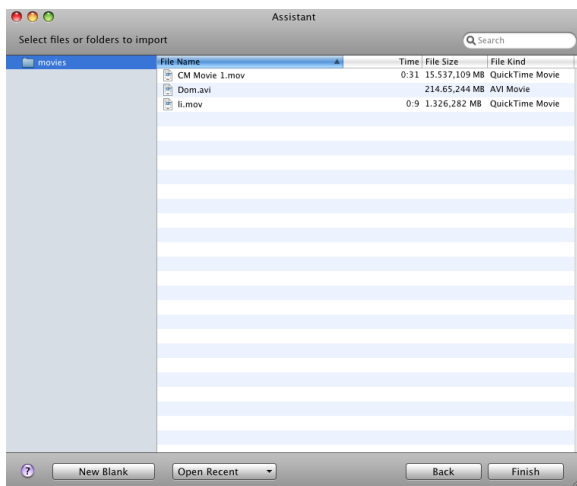
1. Select a folder (not an individual file) and click **Choose**.

The name of the selected folder will be displayed on the left. Its contents (files and folders) will be listed on the right. You can navigate subfolders by clicking on the triangles next to the folder names in the left box.

2. In the right box, select the files and folders you wish to include in the list. To select multiple items, click on them while holding down the **Cmd** key. To select a range of items use the **Shift** key. To select all items, press **Cmd-A**.
3. Click **Finish** to proceed to editing or printing (*Step 3: Editing Your Document*).

## Video

The second step of the *Assistant* lets you import a list of movies from a folder of your choice.



1. Select a folder (not an individual file) and click **Choose**.

The name of the selected folder will be displayed on the left. Its contents (files and folders) will be listed on the right. You can navigate subfolders by clicking on the triangles next to the folder names in the left box.

2. In the right box, select the files you wish to include in the list. To select multiple items, click on them while holding down the **Cmd** key. To select a range of items use the **Shift** key. To select all items, press **Cmd-A**.
3. Click **Finish** to proceed to editing or printing (*Step 3: Editing Your Document*).

## Step 3: Editing Your Document

Here you can find brief information about editing the content of your document. Some or all the steps below may be omitted.

1. Change the number or types of design elements in your document.

A template loaded from the *Assistant* contains several elements (disc labels, booklets, etc.). You can remove unnecessary elements or add more. If you have started with a blank document, you may need to add more elements.

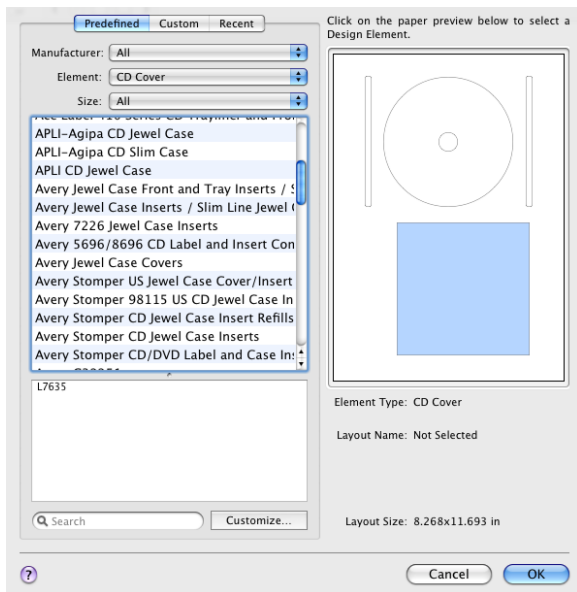
To do this, click the “+” icon in the toolbar and choose which design element to add. Click the “-” toolbar button to remove the current element.

To open a design element on the editing canvas, click the corresponding icon.



2. Choose a particular paper or printer tray for each design element. This can be done in the **Print** dialog as well, but it is better to set this up now.
  - 2.1. Click on a design element icon to open it on the canvas.
  - 2.2. Open the *Design Element* tab of the *Inspector* (**Window > Inspector > Design Element**).
  - 2.3. Click the **Change Layout** button to open the list of papers and printers.

- 2.4. Select a paper stock or printer tray and click **OK**.

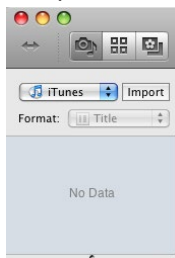


- 2.5. Choose another design element in your document and repeat steps 2.1 – 2.4.

3. Import the textual data (song list, file list, etc.).

For example, you want to import or update a track list from iTunes.

- 3.1. Open the *Import* tab of the *Source* panel (*Window > Import > Music*).

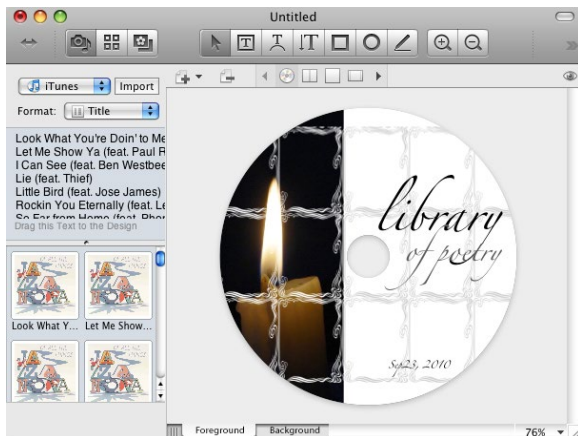




- 3.2. Open the *Import* dialog. To do this, choose iTunes in the pop-up menu at the top of the panel. Click **Import** if the *Import* dialog does not open automatically.



- 3.3. Choose the tracks to import. To import the whole list, select any item in the right box and press **Cmd-A**. To select multiple tracks, click on their names while holding the **Cmd** key. Or, to select tracks in succession, click on the first track, then press **Shift** and click on the last one.
- 3.4. Click the **Import** button.
- 3.5. The *Source* panel now displays a list of the imported tracks. Drag and drop the list onto your design.



### 4. Edit the text and graphics.

To add new text, click the **Text** tool in the toolbar and add a text box to your layout.

To edit the existing text, double click on it.

Text formatting tools are located in the *Text* tab of the *Inspector* window (**Window > Inspector > Text**).

To add an image to your document, drag and drop it from the *Source* panel, from a folder in Finder, or paste it using the Clipboard.

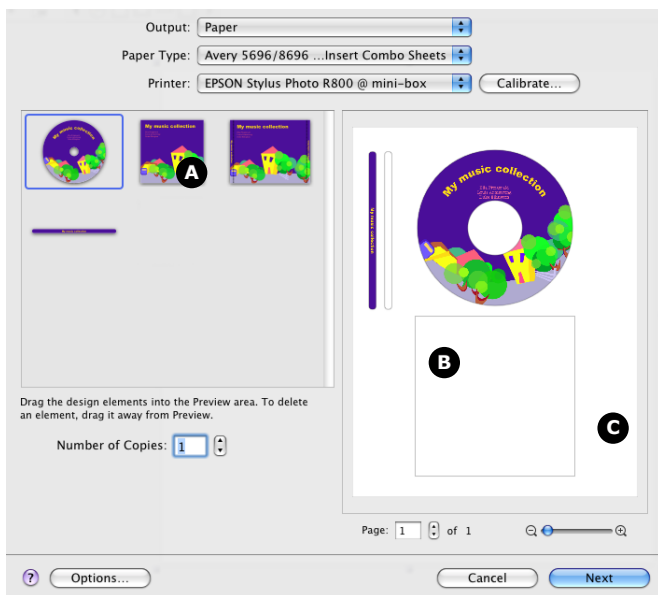
To modify images, use the *Image*, *Fill & Shadow* and *Geometry* tabs of the *Inspector*.

## Step 4: Printing Your Document

1. If you have several design elements, activate the one you are going to print. By doing this, you will help the program set up the paper in the print dialog correctly.
2. (Optional) Calibrate your printer. This is strongly recommended as a solution to avoid offset at printing.
  - 2.1. Choose **File > Calibrate Printer...** in the menu.
  - 2.2. Check if the paper and printer are selected correctly in the calibration dialog. For calibration, use the paper that will be used for printing.
  - 2.3. Click the **Print Calibration Sheet...** button.
  - 2.4. If the artwork is printed with offset, you should enter the offset values into the **Horizontal** and **Vertical** fields. The value is the point on the calibration sheet where the corresponding ruler crosses the edge of the actual label or disc. After inputting the values, the calibration preview should display the artwork shifted in the same direction as the printed artwork.
3. The actual printing process begins here.
  - 3.1. Click the **Print** toolbar button, or choose **File > Print...** in the menu to open the *Print* dialog.
  - 3.2. Make sure that the correct media type is set in the **Output** and **Paper Type** pop-up menus.
  - 3.3. Choose a printer if there are several printers installed.
  - 3.4. Keep other settings unchanged.
  - 3.5. The program displays the design elements contained in your document in the print preview. Some of them are laid onto the page automatically.

You can modify the print layout manually. To print some specific design element, click on it to select. Then drag it from the left box (A) onto a blank space (B) or onto another design element to replace it.

To clear the page, drag the design elements from their places and drop them onto the blank area of the page (C).



- 3.6. If you have not calibrated the printer, it is still possible. To do this, click the **Calibrate...** button.
- 3.7. Click the **Next** button to move to the standard print dialog.
4. The standard print dialog lets you set up your printer and print or export your artwork to a PDF file.
  - 4.1. Set the **Presets** pop-up menu to *Standard*.
  - 4.2. Click the **Layout** pop-up menu, and set the media type and quality in the appropriate sections.

Note that for printing on a CD or DVD disc, you should select this media in the corresponding section in the **Layout** pop-up menu.

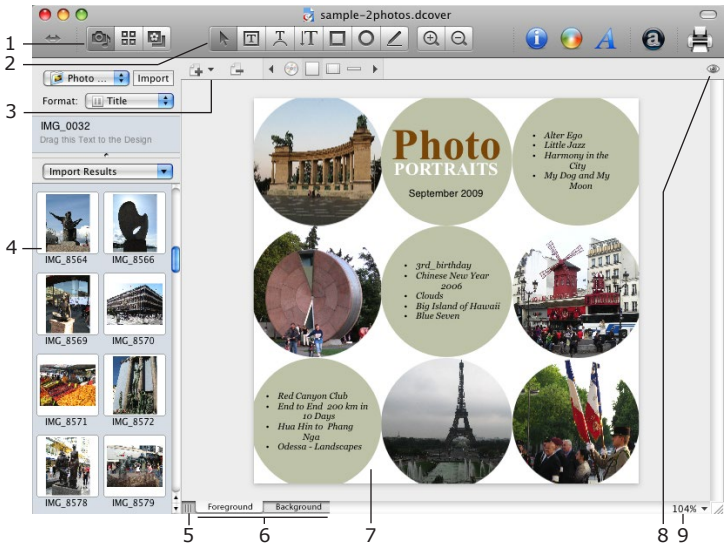
- 4.3. Click **Print** to start printing, or click **PDF** to export your artwork to a file.

# Chapter 3:

## Program Interface

### Disc Cover Main Window

When you create a new blank document or finish working with the *Assistant*, the main window opens.



1 – Here you can select a section of the Source panel.

2 – Toolbar. Here you can select a text or drawing tool.

3 – Design elements control bar. Here you can add, remove, and navigate through design elements in your document.

4 – Source panel. Here you can preview the content of the graphic library or imported information.

5 – The handle of the Source panel. Drag it to expand or close this panel.

6 – The buttons that allow you to choose between the Foreground and Background layers.

7 – The design canvas. Your document is displayed and edited here.

8 – Turn the preview mode on or off. This button lets you show or hide the guidelines, margins and other auxiliary marking.

9 – The zoom control used to change the magnification of your document on the canvas.

The design canvas has two layers: Foreground and Background. To activate a layer, click on the corresponding tab at the bottom of the design canvas (6). When you're working with one layer, you can't select or modify objects in the other layer, though you can usually see them.

At the top of the design canvas you can see the toolbar. It consists of two bars: the main toolbar and the design elements control bar.

The left part of the main toolbar displays the *Source* panel control buttons.

## Source Panel Control Buttons



1 – Open or close the Source panel.

2 – Import tab. It allows you to choose an external source from which you can import images, track lists, file lists, and more. Use this tab to access iPhoto, Photos, iTunes, iDVD, Aperture, and files and folders on your hard disk.

3 – Gallery tab. Here you can choose the built-in collection of photo collages, backgrounds, or your custom image collection.

4 – Clipart tab. This tab contains the built-in image collection.

## Main Toolbar



1 – Selection tool. Use it to select and move objects.

- 2 – Text Box tool. Use it to add text boxes, including linked text boxes where text flows from one box to another.
- 3 – Circular Text tool. Use it to add circular text (often used for CD labels).
- 4 – Vertical Text tool.
- 5 – Rectangle tool. Use it to draw rectangles and squares.
- 6 – Circle tool. Use it to draw circles and ellipses.
- 7 – Line tool. Use it to draw lines.
- 8 and 9 – Canvas zoom controls.
- 10 – Open or close the Inspector window.
- 11 – Open or close the Colors panel.
- 12 – Open or close the Font panel.
- 13 – Insert artistic text. This activates the Art Text application to create artistic text objects (textual graphics, icons).
- 14 – Print the current document.

## Design Elements Control Bar



- 1 – Add Design Element. This button opens a drop-down menu for adding a design element (cover, tray insert, folding booklet).
- 2 – Remove Design Element. Removes the active design element.
- 3 and 5 – Scroll the list of design elements.
- 4 – Design element icons. These icons represent the design elements present in your document. Click on an icon to open the corresponding element in the editing window.

For more information, see *Chapter 5: "Document Layout" > "Design Element and Disc Cover Document"*.

## The Source Panel

The *Source* panel lets you import images and text data for use in your designs.

The panel has three tabs. To open a tab, click the corresponding button in the toolbar. You can also access the tabs by selecting **Window > Import**, **Window > Gallery**, **Window > Clipart** in the menu.

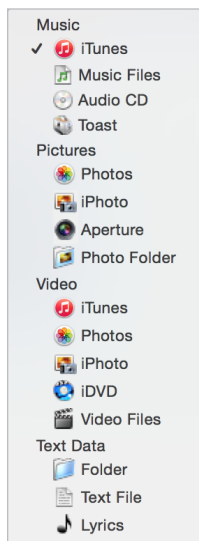
The *Import* tab provides access to external sources. The *Gallery* and *Clipart* tabs let you use the internal collections of images and photo collages.

### The Import Tab





1 – Source pop-up menu. Use it to choose what to import and where to import it from.



2 – The format of imported textual data (file list, song list, etc.). You can add custom formats to the list.

3 – A preview of imported textual information. Drag it onto your design after choosing the format.

4 – Imported images. You can drag them onto your design.

## The Gallery Tab

1 – Select one of the collections: Collages, Backgrounds or Image Depot.

2 – Preview of collages, backgrounds or images.



## The Clipart Tab



1 – Select a clipart category.

2 – Image thumbnails.

3 – Image search tool. Click the magnification glass icon to choose where to search for images: the internal library or Internet.

## 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*.

To open the Inspector window, use the **Window > Inspector > [tab name]** menu, or click the **Inspector** button in the toolbar.

The dimensions are shown in the default measurement units. You can change the measurement units in the *Preferences* dialog.

### The Design Element Tab

The *Design Element* tab lets you choose the type and size of the active design element (disc label, booklet, etc.).

For detailed information, see *Chapter 5: "Document Layout" > "Design Element and Disc Cover Document"*.

### The Geometry Tab

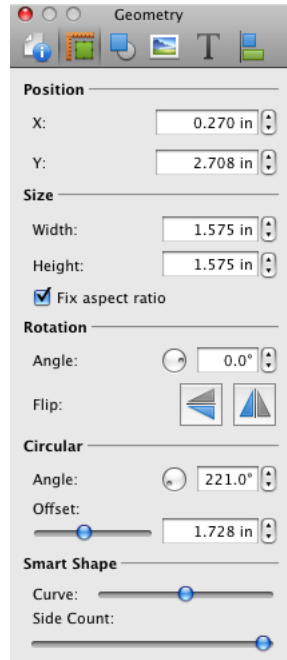
The *Geometry* tab contains tools for changing the position, size and rotation angle of objects.

For detailed information, see *Chapter 7: "Editing the Content of Disc Labels and Covers" > "Basic Operations on Objects"*.

### The Fill and Shadow Tab

The *Fill and Shadow* tab controls the color of objects, their border line, and shadow.

For detailed information, see *Chapter 7: "Editing the Content of Disc Labels and Covers" > "Basic Operations on Objects"*.



## ***The Image Tab***

The *Image* tab lets you tint, mask and edit images. It also contains a tool for generating random images.

For detailed information, see *Chapter 7: "Editing the Content of Disc Labels and Covers"* > *"Working with Images"*.

## ***The Text Tab***

The *Text* tab contains text formatting tools.

For detailed information, see *Chapter 7: "Editing the Content of Disc Labels and Covers"* > *"Working with Text"*.

## ***The Alignment Tab***

The *Alignment* tab contains tools for aligning objects in the layout.

For detailed information, see *Chapter 7: "Editing the Content of Disc Labels and Covers"* > *"Basic Operations on Objects"*.

# The Preferences Dialog

The *Preferences* dialog contains settings that are applied by default every time you run the application. You can control the program behavior by changing them.

To open the *Preferences* dialog, choose the **Disc Cover > Preferences...** menu item or press **Cmd-I**.

## The General Tab

**Autosave documents** – Select how frequently the program automatically saves a copy of your document. This backup copy is located in the same folder where the document is. When you change the auto saving interval, it goes into effect after the previously set interval is up. To apply the new interval immediately, restart the program.

**Snap to** – Enable or disable the object snapping. This is when an object that you are moving aligns to other objects. You can also temporarily disable the object snapping when moving an object by holding the **Cmd** key.

**Color of Guides** – Define the color of locked and unlocked guide line.

**Measurement Units** – Define units for all size and positioning controls in the program.

**Open Assistant on start-up** – Here you can specify what you want the program to do upon launch. You can choose to open the *Assistant* (containing document templates) or create a blank document.

**Check for updates daily** specifies whether the program automatically checks for updates. To check for updates manually, choose **Disc Cover > Check for Updates...**

## The Importing Tab

**Use AppleScript to import from iTunes** check box defines the method of importing data from iTunes. If this check box is cleared, the program accesses the iTunes track list by opening the “iTunes Music Library” data file. This method is the fastest. Importing using AppleScript allows you to eliminate problems with wrong track order, but this may slow down the import process.

**Update replaceable text and images at import** – Select this check box to have the content of your document updated automatically when new images or text information is imported. To be updated, the object must have a so called “replaceable” property. Text automatically has this property if you have added it by dragging from the *Source* panel onto the canvas. To make an

image replaceable, select it and choose **Format > Image > Replace Image at Import**.

### ***The Printing Tab***

**Use raster printing.** Normally, this option is off. Activate rasterization if you have problems with printing on a PostScript printer.

## Disc Cover Menus

### *The "Disc Cover" Menu*

About Disc Cover	Display the dialog with information about the program.
License...	Provide access to the registration information.
Check for Updates	Check for the latest updates on the Internet.
Preferences... (Cmd-"/")	Bring up the program preferences dialog.
Quit (Cmd-Q)	Exit the application.

### *The "File" Menu*

New (Cmd-N)	Create a new blank document.
New from Assistant... (Cmd-Shift-N)	Create a new document with the help of Assistant.
Open... (Cmd-O)	Open an existing document.
Open Recent >	Open the list of the documents you last worked with.
Close (Cmd-W)	Close the open document window.
Save (Cmd-S)	Save the open document.
Save As... (Cmd-Shift-S)	Save the open document with a new name.
Save as Template... (Cmd-Shift-Option-S)	Save the open document as a template.
Export... (Cmd-Opt-E)	Save the open document as a graphic file (PDF, TIFF or JPEG format).
Design Element > Add	Add a new design element.
Design Element > Change	Choose other type of design element.
Design Element > Duplicate	Create a copy of the current design element.
Design Element > Delete	Delete the current design element.

Change Layout...	Change the layout of the current design element.
Custom Paper/Tray...	Open the list of custom paper and tray templates.
Calibrate Printer...	Display the printer calibration dialog where you can calibrate the printer for more precise printing.
Print... (Cmd-P)	Bring up the Disc Cover print dialog.

## ***The "Edit" Menu***

Undo (Cmd-Z)	Reverse the last operation you performed.
Redo (Cmd-Shift-Z)	Reverse the last Undo operation.
Cut (Cmd-X)	Remove the selected objects or text and place the selection onto the Clipboard.
Copy (Cmd-C)	Copy the selected objects or text onto the Clipboard.
Paste (Cmd-V)	Paste the content of the Clipboard into the document.
Paste and Match Style (Cmd-Shift-Opt-V)	Paste text from the Clipboard into the text box. The inserted text takes the style used for the existing text in the box (or the default style if the box is empty).
Duplicate (Cmd-D)	Duplicate the selected objects.
Delete (Del)	Remove the selected objects.
Edit LinkBack Item	When you select a LinkBack object, the name of the corresponding application will be displayed here.
Find > Find... (Cmd-F)	Open the Find dialog box.
Find > Next (Cmd-G)	Find the next occurrence of the word or phrase entered into the Find dialog box.
Find > Previous (Cmd-Shift-G)	Find the previous occurrence of the word or phrase entered into the Find dialog box.
Find > Use Selection for Find (Cmd-E)	Find the next occurrence of a word or phrase that you have selected in the text box.
Find > Jump to Selection (Cmd-J)	Show the selected object(s) in the document view.
Spelling > Spelling... (Cmd-";")	Open the Spelling dialog.



Spelling > Check Spelling (Cmd-";")	Check spelling.
Spelling > Check Spelling While Typing	Check spelling while you type.
Select All (Cmd-A)	Select all objects from the active layer on the current design element.
Special Characters...	Open the Character palette.

### ***The "Insert" Menu***

Vertical Guide	Insert a vertical guide line.
Horizontal Guide	Insert a horizontal guide line.
Barcode >	Insert a barcode.
File Data	Insert a dynamic data field.
Image > From File...	Insert an image from a file into the current design element.
Image > Generate Random...	Insert an image generated at random.
Image > Search on the Internet...	Search for images on the Internet.
Smart Shape >	Open the list of Smart Shapes.
Art Text...	Launch the Art Text application.
Text Box	Insert a text box.
Vertical Text	Insert a text box for vertical text.
Circular Text	Insert a text box for circle text.
Date & Time...	Insert current date and time.

### ***The "View" Menu***

Zoom In (Cmd-Ctrl-"+")	Enlarge the current view.
Zoom Out (Cmd-Ctrl-"-")	Zoom out the current view.

Actual Size	Display the document at its actual size (100%).
Fit Width (Cmd-Ctrl-W)	Scale the document so its width fits view window width.
Fit Height (Cmd-Ctrl-H)	Scale the document so its height fits view window height.
Fit Page (Cmd-Ctrl-P)	Scale the document so that the current page fits view window.
Show/Hide Rulers (Cmd-R)	Show or hide the rulers.
Toggle Preview Mode (Cmd-\)	Show or hide the guidelines, margins and other auxiliary marking.
Show Background/Foreground	Open the selected layer (background or foreground) for editing.
Show/Hide Foreground Objects	Show or hide foreground objects when you edit the background layer.
Show/Hide Pages Preview	Show or hide the panel displaying pages of a multipage booklet.
Show/Hide Toolbar (Cmd-Option-T)	Display or hide the toolbar.
Customize Toolbar...	Open the Customize Toolbar dialog.
Enter/Exit Full Screen (Ctrl-Cmd-F)	Enter or exit the full screen view mode.

### ***The "Format" Menu***

Font > Show/Hide Fonts (Cmd-T)	Display the Font dialog.
Font > Bold (Cmd-B) Font > Italic (Cmd-I) Font > Underline (Cmd-U) Font > Outline (Cmd-Shift-O)	Modify the properties of the selected text.
Font > Bigger (Cmd-"+") Font > Smaller (Cmd-"-")	Increase/decrease the size of the selected text.

Font > Kern Font > Ligature Font > Baseline	Modify the properties of the selected text.
Text > Alignment >	Align text to the left, right, center or justify it.
Text > Writing Direction	Toggle the writing direction.
Text > Hyphenation	Allow hyphenation.
Image > Edit...	Open the Edit Image dialog.
Image > Tile	Create a tiled image.
Image > Crop	Crop the selected image.
Image > Replace Image at Import	Turn the selected image(s) into placeholder(s) to automatically substitute with imported images.
Image > Original Size	Display the image at its original size.
Add Shadow	Add 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)	Move the selected objects above or behind other objects.
Move to Background/Foreground	Move an object to another layer.
Align > Left Edges	Align the left edges of the selected objects.
Align > Right Edges	Align the right edges of the selected objects.
Align > Top Edges	Align the top edges of the selected objects.
Align > Bottom Edges	Align the bottom edges of the selected objects.
Align > Centers Horizontally	Align the centers of the selected objects horizontally.
Align > Centers Vertically	Align the centers of the selected objects vertically.
Distribute > Spacing Vertically	Create equal vertical spacing between selected objects.
Distribute > Spacing Horizontally	Create equal horizontal spacing between selected objects.

Distribute > Centers Vertically	Create equal vertical spacing between the centers of selected objects.
Distribute > Centers Horizontally	Create equal horizontal spacing between the centers of selected objects.
Distribute > Equal Angles	Distribute the selected objects around the imaginary center point evenly.
Distribute > Average Distance	Distribute the selected objects at the same distance to the imaginary center point.
Center Horizontally	Move selected objects to the center horizontally.
Center Vertically	Move selected objects to the center vertically.
Group (Opt-Cmd-G)	Group the selected objects.
Ungroup (Opt-Shift-Cmd-G)	Ungroup the selected objects.
Unlock Guides	Unlock all the locked guide lines.

## ***The "Window" Menu***

Minimize (Cmd-M)	Minimize the currently active window.
Bring All to Front	Move all application windows in front of the windows of other active applications.
Import > Music Import > Pictures Import > Video Import > Files and Data	Open the specified tab of the Source panel.
Gallery > Image Depot Gallery > Collages Gallery > Backgrounds	Open Collages, Backgrounds or Image Depot
Clipart > Clipart Collection Clipart > Smart Shapes	Open the built-in image library.
Show/Hide Inspector (Cmd-Shift-I)	Show or hide the Inspector.

Inspector > Design Element (Cmd-1) Inspector > Geometry (Cmd-2) Inspector > Fill & Shadow (Cmd-3) Inspector > Image (Cmd-4) Inspector > Text (Cmd-5) Inspector > Alignment (Cmd-6)	Open the specified tab of the Inspector window.
Colors (Cmd-Shift-C)	Display or hide the system Colors window.
Fonts (Cmd-T)	Display or hide the system Fonts window.
Show/Hide Toolbar (Cmd-Option-T)	Display or hide the toolbar.
Toggle Source Panel (Cmd-Opt-C)	Hide or show the Source panel.
Enter/Exit Full Screen (Ctrl-Cmd-F)	Enter or exit the full screen view mode.

### ***The "Help" Menu***

Disc Cover Help	Open Help documentation delivered with the application.
BeLight Software Web Site	The web site of the Disc Cover developer.
Useful Online Resources	Useful resources on BeLight Software Web Site related to Disc Cover.
Art Text...	Open the web page of the Art Text program.
Image Tricks...	Open the web page of the Image Tricks program.
Send Feedback	Lets you send feedback to the developers by e-mail.
Online Registration...	Send your registration information to the developer.
Video Tutorials	Lets you choose and view online video tutorials from inside the program.

# Disc Cover Keyboard Shortcuts

## *Working with Documents*

Cmd-N	Create a new blank document.
Cmd-Shift-N	Create a new document using the 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 with a new filename.
Cmd-Shift-Option-S	Save the active document as a template.
Cmd-Q	Quit Disc Cover.
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-Opt-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 objects from the active layer on the current design element.
Cmd-Option-F	Bring Forward.
Cmd-Shift-F	Bring to Front.
Cmd-Option-B	Send Backward.
Cmd-Shift-B	Send to Back.
Arrow	Move the selected objects.

Shift-Arrow	Move the selected objects (increased shift).
Cmd-Opt-[Left Arrow]	Turn the selected object counterclockwise in 1 degree increment.
Cmd-Opt-[Right Arrow]	Turn the selected object clockwise in 1 degree increment.
Cmd-Opt-Shift-[Left Arrow]	Turn the selected object counterclockwise in 5 degree increment.
Cmd-Opt-Shift-[Right Arrow]	Turn the selected object clockwise in 5 degree increment.

### ***Working with Windows and Dialogs***

Cmd-Ctrl-"+"	Zoom In.
Cmd-Ctrl-"-"	Zoom Out.
Cmd-M	Minimize the active window.
Cmd-W	Close the active document window.
Cmd-","	Bring up the application 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 rulers.
Cmd-\	Switch the preview mode on or off.
Cmd-1	Open the Design Element tab of Inspector.
Cmd-2	Open the Geometry tab of Inspector.
Cmd-3	Open the Fill & Shadow tab of Inspector.
Cmd-4	Open the Image tab of Inspector.
Cmd-5	Open the Text tab of Inspector.
Cmd-6	Open the Alignment tab of Inspector.
Cmd-0	Hide Inspector.
Cmd-Opt-C	Toggle the Source Panel.
Cmd-Option-T	Display or hide the toolbar.
Ctrl-Cmd-F	Enter or exit the full screen view mode.

## ***Working with Text***

Cmd-B	Make text Bold.
Cmd-I	Make text Italic.
Cmd-U	Underline text.
Cmd-"+"	Increase font size.
Cmd-"_"	Decrease font size.
Cmd-{	Align left.
Cmd-}	Align right.
Return	Insert a line break in a text field.
Cmd-":"	Open the Spelling dialog.
Cmd-";"	Check spelling.

## ***Working with the Mouse***

Hold down Shift when working with handles	Invert proportional resize to unproportional, and vice versa.
Cmd-Mouse	Toggle object snapping on/off.
Option-Mouse	Duplicate objects.
Shift-click	Select/deselect object without changing other objects' properties.
Ctrl-click or right-click on an object	Bring up the context menu (pop-up menu) for the object.

## ***Search***

Cmd-F	Open the Find dialog box.
Cmd-G	Find the next 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.



***Using Trackpad Gestures on Supported Computers***

Pinch open/close	Zoom in or zoom out.
Two-finger scroll	Scroll vertically or horizontally.
Three-finger swipe left/right	Switch between design elements.
Three-finger swipe up/down	Switch between pages of a multipage booklet.



# Chapter 4: Working With Documents

## Creating a Blank Document

There are several ways to create a new blank document:

- If the *Assistant* is open, click the **New Blank** button to close the *Assistant* and open a blank document.
- If the *Assistant* is not open, choose the **File > New (Cmd-N)** menu command to create a new blank document.
- When **Open Assistant on start-up** is disabled in the *Preferences* dialog, a blank document will be created when you launch the program.

A blank document will contain a disc design element. You will be able to change its type and add more design elements if needed.

**Note:** *If you already know what kind of paper you will use for printing, select it in the Paper Layout dialog for every design element you have added to the document.*

## Opening an Existing Document

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

- If the *Assistant* is not open, choose the **File > Open...** menu command (**Cmd-O**).
- Or click on your document name in the list in the **File > Open Recent** menu.
- Finally, you can double-click the document icon in Finder.

**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 by the file extension "**dcover**".*

## Saving a Document

To save a document, choose **File > Save (Cmd-S)**. If you are 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 **File > Save As... (Cmd-Shift-S)**.

You can also save a document as a template so it can be used later as a base for new documents. To do this, choose **File > Save As Template...** For more information, see *Chapter 4: "Working With Documents" > "Using Templates"*.

In some cases you may need to save your document in PDF, TIFF or JPEG file formats rather than the original Disc Cover format. To do 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.

You can also save your document as a PDF by clicking the PDF button in the system print dialog.

**Note:** Documents exported to graphic file formats (such as TIFF and PDF) cannot be edited later like documents in the Disc Cover file format.

To decrease the size of Disc Cover documents for sending by e-mail or other purposes, archive them. To do this, select a document in Finder and choose **File > Compress**.

## Autosaving

You can specify whether the program automatically saves modified documents. This function is useful to avoid data loss in case of power shortage or problems with software.

In the program *Preferences*, you can activate or deactivate autosaving a copy of your document. We recommend doing this in case of power failure or other unforeseen problems.

## Using Templates

Disc Cover comes with a collection of templates. They are complete designs grouped into categories (Music, Photo, etc.). To access templates, open the *Assistant* by choosing **File > New from Assistant...** A template includes several elements (disc label, cover, jewel-case insert, and spine) that are designed in the same style. All of the templates are fully customizable.

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

How to choose a template and then edit it is described in the *Chapter 2: "Getting Started" > "Quick Start Guide"*.

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 **File > Save as Template...** The program will offer you to save the template in the *My Templates* folder (*~/Library/Application Support/Disc Cover/My Templates*). If you save your templates in this default folder, they will appear later in the *My Templates* category of the *Assistant*. You may save templates in a different folder. To access them from the *Assistant*, choose the *Custom Folder* category there and click on the arrow icon. Then navigate to the folder with your templates.

To delete a custom template or change the file name, select the *My Templates* category and click on the arrow icon in the selection bar.

When you save a document created from a standard or custom template, the modifications will not affect this template.

# Chapter 5: Document Layout

## Introduction to the Document Layout

Each Disc Cover document can include one or several disc labels, disc covers, booklets and so on. They are called “design elements” in the program. Originally, a design element has standard dimensions and doesn’t represent any type of paper or printable disc. The program lets you specify a concrete paper or printer tray (in the case of printing directly on CD/DVD) for any individual design element. This is necessary for successful printing.

Each Disc Cover design element has two layers: background and foreground. Arranging objects in two layers lets you keep these objects separate. Editing one layer, you don’t affect objects in another. The titles, song list, logos, etc. will normally appear in the foreground. The underlying graphics is placed in the background. Of course, you can choose a different workflow model, and utilize only one layer.

To switch from one layer to another, use the tags at the bottom of the main window or the **View > Background** and **View > Foreground** menu commands.

When you are working in the background layer, you can show or hide the content of the foreground using **View > Show/Hide Foreground Objects**.

## Design Element and Disc Cover Document

CDs and DVDs 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 label, cover, insert, etc. It reflects the outlines of the physical object it represents. The program has various templates that match label paper and printer trays produced by various manufacturers.



Disc Cover operates with three kinds of design elements:

1. Predefined design element.

A predefined design element is a preset for a specific type of paper (or printer tray). All its dimensions are rigidly predefined by the selected paper. When you print your document on a specific label paper, select this paper in the program. It is recommended that you select the corresponding paper type before you start working with a document.

Disc case inserts and covers may differ in size. 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 can print your document correctly.

To view the list of supported papers (or printer trays) and choose one, open the *Design Element* tab of the *Inspector* (**Cmd-1**) and click the **Change Layout** button.

2. Program-predefined design element.

Program-predefined design elements do not correspond to any particular kind of paper, they have standard 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 element.

Use custom design elements if you have a paper type that can’t be found in the layout collection.



Tools for adding and removing design elements from the document are located below the main toolbar.



1 – Add a new design element (you will be able to choose a label, booklet, or other).

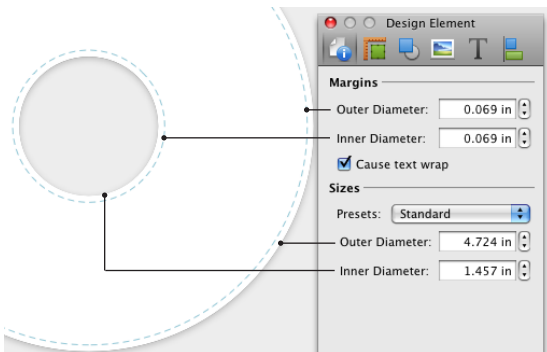
2 – Remove the current design element.

3 and 5 – Scroll through the list of design elements.

4 – Icons of the design elements present in the document. Click an icon to open the corresponding design element on the canvas.

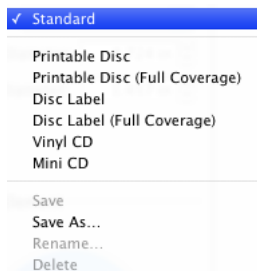
You can change the type or size of the current design element using the *Design Element* tab of the *Inspector* window. To access it, choose **Window > Inspector > Design Element (Cmd-1)**.

1 – For disc design elements, you can set the size of the inner and outer margins. Margins allow you control the distance from text to the edge of the design element. To activate this, select the **Cause text wrap** check box (2).



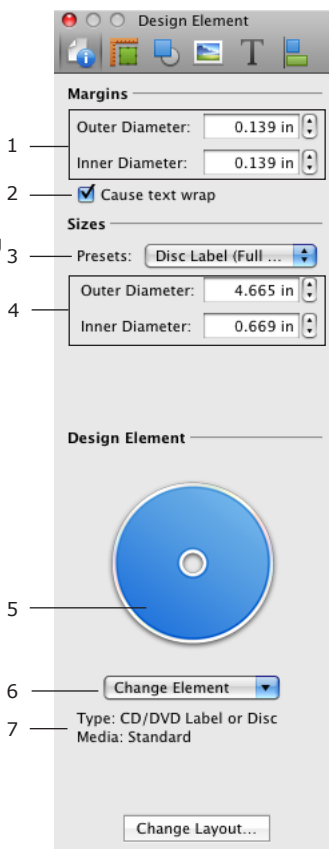
2 – The Cause Text Wrap check box makes text flow around the margins. When you move a text box around or change the margin width, text rearranges in the text box depending on its location relative to margins.

3 – Presets define basic dimensions of a design element. The upper section is for standard design elements. All items from the list of papers and printer trays are standard. Disc design elements additionally have the “Full Coverage” option. Custom presets are listed in a separate section below standard presets. To create a custom preset, choose a standard preset, change its dimensions and save. The last section in the menu contains commands for managing custom presets.

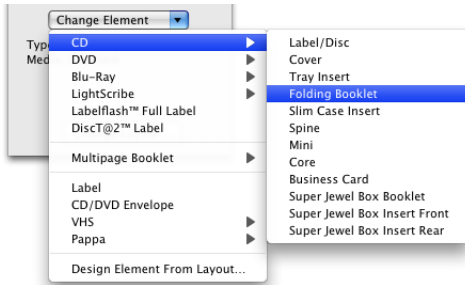


4 – Dimensions of the current design element. Usually, they can be changed and saved as a custom preset. Some standard design elements cannot be resized (spines, for example).

5 – Icon showing the type of the current design element.



6 – Pop-up menu to change the type of the current design element. The lower item *Design Element From Layout* opens a list of paper layouts and printer trays.



7 – Type of the current design element. If a particular printer tray or paper is selected, its name is displayed here.

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

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

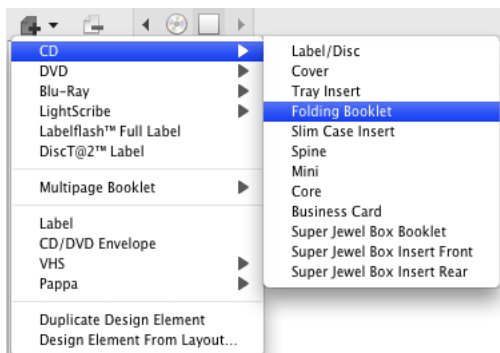
When you add a new design element, its icon appears in the toolbar. You can choose design elements by clicking on its icon. Or you can move from one design element to another by clicking the left or right arrow buttons in the toolbar.

Usually several elements can fit on a sheet of paper. They can be identical (for example, two disc labels) or different (front and back covers).

All objects (such as text and images) can be added to design elements. Disc holes and fold lines are marked on the design elements to help you position objects correctly.

## Adding and Removing Design Elements

To add a standard design element, click the **Add** toolbar button (it has the plus icon) and choose an item in the drop-down menu.



To access paper or printer tray templates, choose the **Design Element From Layout** item. It brings up a list of all supported media. For details see *Chapter 5: "Document Layout" > "Choosing Paper or Printer Tray"*.

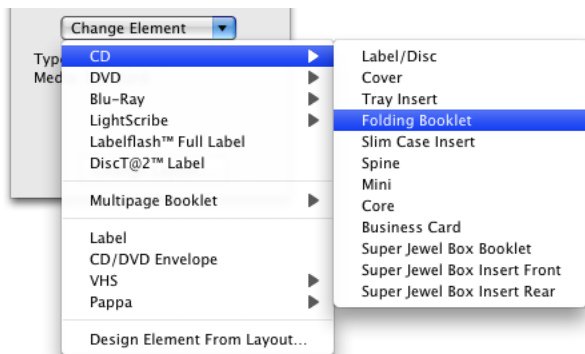
To delete the current design element, click the minus button.

**Note:** A document must have at least one design element, thus removing a single design element is impossible.

An alternative way to add and remove design elements is to use the **File > Design Element** menu command.

## Changing the Type of a Design Element

To change the type of the current design element, open the *Design Element* tab of the *Inspector* (**Cmd-1**) and choose a new type in the **Change Element** drop-down menu. Note that changing the type of a design element may require changing the paper layout.



## Changing The Dimensions of a Design Element

Dimensions of the current design element are displayed and can be changed in the *Design Element* tab of the *Inspector*.

Initially, a new design element has a standard size. You may modify it in the *Inspector* and create a custom design element this way. Or you can apply new dimensions by selecting a paper template. See *Chapter 5: "Document Layout"* > *"Choosing Paper or Printer Tray"* for more details.

Customized dimensions of a design element can be saved as a preset for future use. To do this, click the **Presets** pop-up menu and choose *Save As*. A new preset will appear in the **Presets** pop-up menu.

Some types of design elements have several preset types. For example, a disc label may have a large or small hub hole. To choose one of the alternative dimensions, click the **Presets** pop-up menu in the *Design Element* tab of the *Inspector*.

You can modify printer tray and paper templates, or create new ones. This is a more flexible way to customize templates than using size controls in the *Inspector*. For more detail, see the *Chapter 6: "Custom Templates for Papers and Trays"* > *"Customizing a Pre-Defined Template"*.

## Choosing Paper or Printer Tray

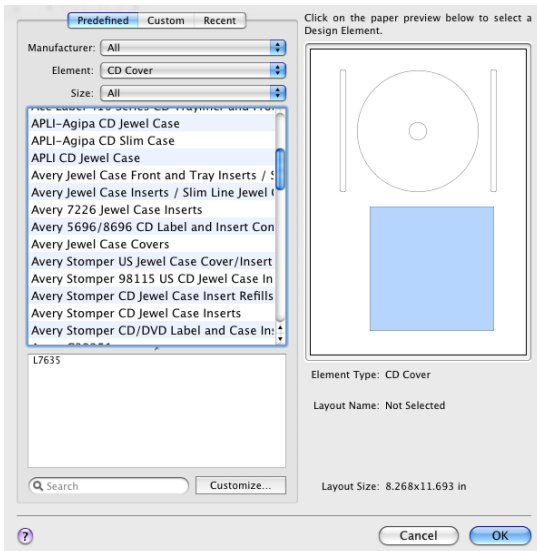
Specialized label papers differ in the number, position and type of printable elements (disc label, case cover and so on). If you plan to print on such paper, you should select the exact paper type for each design element before printing (or, even better, before editing your design). The same concerns printer trays used for direct-on-CD printing. The tray size and disc location on it may vary.

You can select a paper type while you are editing your document. This is described below. Also, it is possible to choose a paper type in the *Print* dialog right before printing, but this is not recommended. Selecting paper in the *Print* dialog does not affect the document. This selection is only valid during the current print session.

Your project may contain design elements that correspond to different paper types. For example, one paper will be specified for a DVD label, and another for a DVD case cover.

To choose the type of paper or printer tray for the current design element:

1. Open the *Paper Layout* dialog (**File > Change Layout...**).
2. Select the type of paper or printer tray in the list. To find it, use the filters and search tool.



3. In the preview, select a particular design element if there are several of different type. For example, on the same paper sheet can be a CD label, CD cover, and CD spine. The one you select here will appear in your document.
4. Click **OK**.

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

If some specific paper is not listed, you can create a custom paper template.



# Chapter 6: Custom Templates for Papers and Trays

## Custom Templates

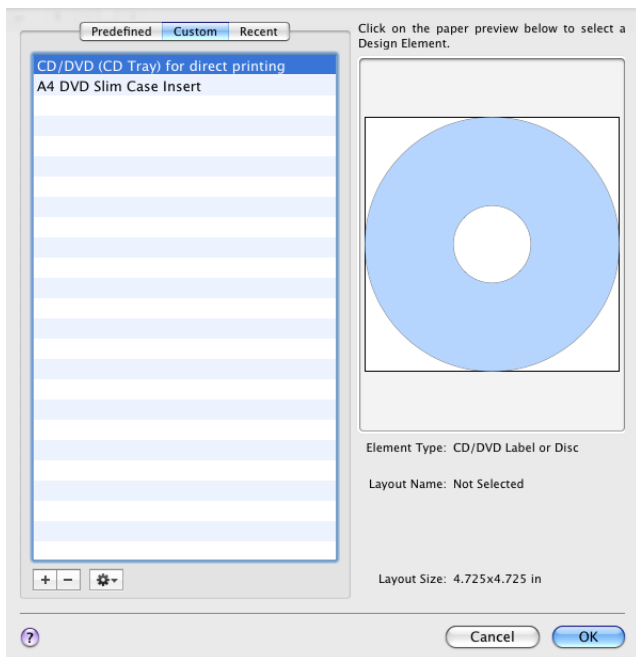
If you cannot find some specific paper type or printer tray, Disc Cover lets you create a custom one in the paper/tray layout editor. You can also customize templates supplied with the program. A custom template can be saved for future use.

There are different ways to customize paper layouts:

1. Change the size of the active design element in *Inspector > Design Element* tab. This is useful, if you don't need to change the location of elements in a standard template.
2. Create a custom template from scratch or by modifying a standard one.
3. Create a paper layout by placing design elements on a plain paper format in the *Print* dialog. You cannot save the compiled layout for later use. For more information, see *Chapter 9: "Printing and Exporting Documents" > "Printing on Paper"*.

Printing a custom paper layout does not differ from using a standard one.

## The List of Custom Paper Templates



To access the list of custom layouts, open the *Design Element* tab of the *Inspector*, click the **Change Layout** button and choose the *Custom* tab at the top.

To create a new layout, click the "+" button.

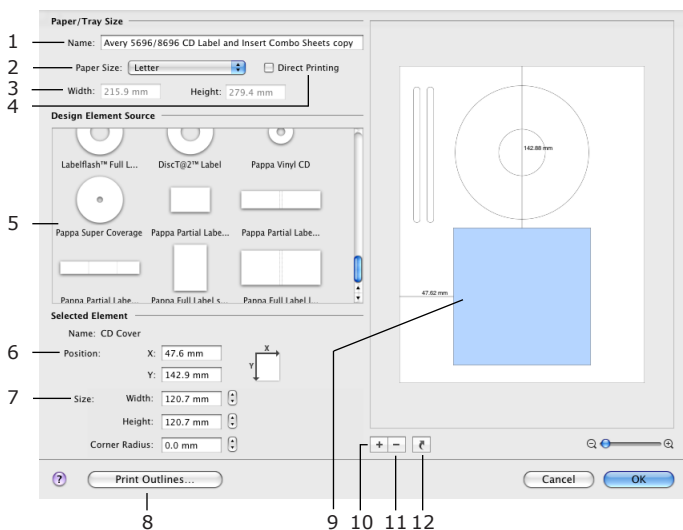
To remove a layout, select it and click the "-" button.

To modify a layout, double-click on its name in the list.

The **Send layout to developer** command under the gear button, below the list of custom templates, composes an e-mail with all necessary layout dimensions and opens it in your mail program.

## Creating a Custom Template

You should always double-check that your template (or another compatible one) is not in the list of supplied layouts before creating a custom template. A lot of times the only difference between two compatible layouts is the coating (matte or glossy, for instance). This is a determining factor for the product number. In our example, papers with different coating have exactly the same size and location of elements. Likewise, many trays have identical trays (like Epson 300 and Epson 340).



To create a custom template:

1. Open the layout editor. To do this:
  - 1.1. In the *Design Element* tab (**Cmd-1**) of the *Inspector*, click the **Change Layout** button.
  - 1.2. Switch to the *Custom* tab.
  - 1.3. Click the "+" button.
2. Type a name for your template (1).

3. Choose a paper size (2). Selecting the *Other* item lets you set custom paper size. If you are creating a printer tray template, select the **Direct Printing** check box (4). The paper or tray preview is displayed on the right (9).
4. Choose a design element in the library (5) and drag it onto the paper (9). To turn the design element 90 degrees, use the **Rotate** button (12).
5. Adjust the location of a design element by moving it with the mouse in the preview. The distances from the design element to paper/tray edges are displayed in the preview and in the dimensions area (6). To input the exact coordinates, type them into the **X** and **Y** edit boxes (6).
6. The library contains design elements of standard sizes. To change the size of a design element in your layout, select it. The dimensions of the selected element (highlighted in the preview) are displayed in the **Size** section.
7. To add more elements, repeat steps 4 – 6. To add many identical elements, use the **Duplicate** button (10), or the **Cmd-D** shortcut. To remove an unnecessary label, select it and click the **Remove** button (11) or press the **Delete** key.
8. When your template is ready, click **OK**.

## ***Additional Abilities***

To compare your template with the actual label paper, or to check its dimensions, you can print it by clicking the **Print Outlines** button.

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

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## Customizing a Pre-Defined Template

To modify a pre-defined template, select it in the list and click the **Customize** button. Then follow the steps described in *Chapter 6: "Custom Templates for Papers and Trays" > "Creating a Custom Template"*.

If you want to change only the label dimensions (preserving the label location on the paper or printer tray), you can edit it in the *Design Element* tab in the *Inspector*.



# Chapter 7:

## Editing the Content of Disc Labels and Covers

### Basic Operations on Objects

Text boxes, images (built-in clipart or images you import), Smart Shapes and barcodes are the types of objects you can work with in Disc Cover.

Operations on objects can be performed by using the *Inspector*, the program menu, or the context menu (right-click on an object). As a rule, you should select an object before doing anything with it.

To select an object, click on it with the **Selection** tool. To select several objects one by one, click them holding down the **Shift** key. Or press the mouse button to select objects with a frame.

### Moving Objects

To move an object, drag it with the mouse.

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

In the *Geometry* tab you can enter the coordinates of the object to place it into an exact location. Measurement units can be changed in the program *Preferences (Cmd-,)*.

When you move an object with the mouse, it snaps automatically to guides and edges of other objects. 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, clear the **Snap** checkboxes in the program *Preferences*. When an edge of the object you are moving aligns with another object, a smart guide is displayed (blue dashed line).

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



The *Circular* section in the *Geometry* tab of the *Inspector* controls the location of an object on the disc design element. The **Angle** control rotates objects around the disc center. The **Distance** value sets the distance between an object and disc center. Don't confuse the **Angle** controls from the *Rotate* and *Circular* sections. They are different.

## Changing the Size of Objects

To resize an object with the mouse, select it 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 the object only vertically or horizontally. To inverse the action of corner handles, hold the **Shift** key down.

In the *Geometry* tab of the *Inspector*, you can enter the dimensions of the object to make it of the exact size. Measurement units can be changed in the program *Preferences*.

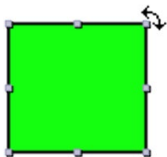
When you set a new size and **Fix aspect ratio** is selected, the side proportion will be preserved.

Several images can be resized together. When you resize a group of selected images, they have a common selection frame and behave like a single image.

## Rotating Objects

To rotate the selected object, use controls from the *Rotate* section in the *Geometry* tab of the *Inspector*. Images can be flipped vertically and horizontally. Text can not be flipped. To do this, you have to convert it to an image by choosing **Convert Text to Image** in its context menu.

To rotate an object with the mouse, select it, and move the cursor over a corner handle. When the cursor turns into a bi-directional arrow, drag the handle to turn the object.



Several objects can be rotated together. When you rotate a group of objects, they move around the common center.



## Grouping Objects

Objects can be grouped together. A group of objects behaves as a single object when you move or resize it.

1. Select multiple objects. To do this, click on them holding down the **Shift** key.
2. Select **Format > Group** or press **Cmd-Opt-G**.

To ungroup objects, select them and choose **Format > Ungroup (Cmd-Opt-Shift-G)**.

Disc Cover supports nested groups. This is a group of objects that includes a smaller group.

Controls, available for individual objects, may be locked when a group is selected.

## Editing Objects

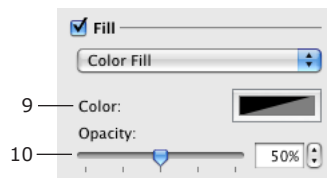
To edit text, double click on it.

Double-clicking on an image opens the *Edit Image* window. Here, you can crop the image or apply Core Image filters.

## The Fill Option

The *Fill* controls are located in the *Fill & Shadow* tab of the *Inspector* window. Use the pop-up menu (1) to choose the way to fill an object. All the fill options are available for Smart Shapes. To all other image types, only color or gradient fill can be applied.

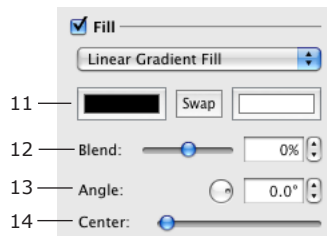
### Color Fill



You can change the fill color (9) and opacity (10).

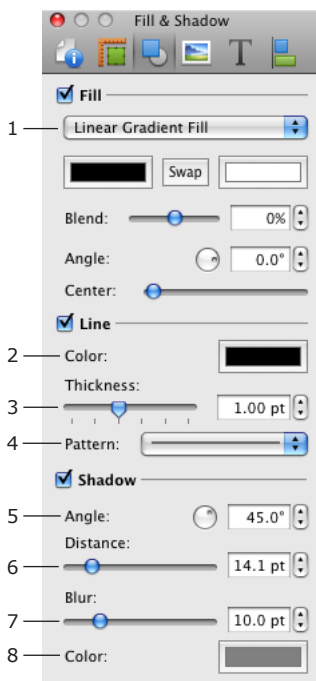
*Color Fill* lets you change the background color of text.

### Linear Gradient Fill



*Linear Gradient Fill* fills an object with gradient colors.

The **Color** buttons (11) let you choose the two base colors for the gradient.



The **Blend** slider (12) redistributes space among colors. When the slider is in the middle, the margin between colors lays in the center. When the slider is moved to the right or left, the center of the gradient moves, making one color more dominant.



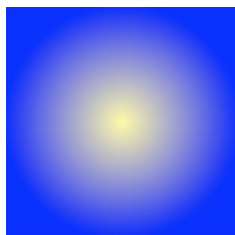
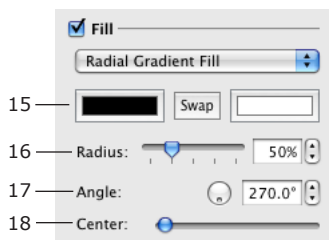
**Angle** (13) changes the direction of the gradient.



The **Center** slide bar (14) shifts the colors.



## Radial Gradient Fill



*Radial Gradient Fill* creates a circular gradient.

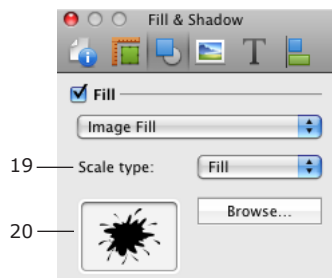
The **Color** buttons (15) let you choose the two base colors for the gradient.

**Radius** (16) changes the size of the spot of color in the middle.

**Center** (18) moves the color spot out of the center.

When the color spot is not in the center, the **Angle** control defines its offset direction.

## Image Fill



You can only fill a Smart Shape with an image.

The **Scale type** pop-up menu defines how an image will be inserted into a smart shape. **Scale type** is explained in the *Chapter 7: "Working with Smart Shapes" > "Working With Smart Shapes"*.

The **Browse** button lets you choose an image on your computer. Also, you can drag and drop an image from the *Source* panel into the box (20).

## The Line Option

Border lines of objects can be made visible or invisible by using the **Line** check box in the *Fill & Shadow* tab of the *Inspector*.

Use the **Color** button (2) to change the color and opacity of a line.

Adjust the thickness of the line using the **Thickness** controls (3).

In the **Pattern** pop-up menu, you can choose dashed, dotted, and other types of lines.

## The Shadow Option

To add and set up the object's shadow, use the *Shadow* section in the *Fill & Shadow* tab of the *Inspector*.

Adjust the distance from the shadow to the object (6), its angle (5) and blur (7).

The **Color** button (8) lets you change the color and opacity of the shadow.

A shadow can also be added to text (to the letters), if you select a portion of text and apply the shadow as described above. Note that shadow controls in the *Inspector* produce different shadow than controls in the standard *Font* dialog.

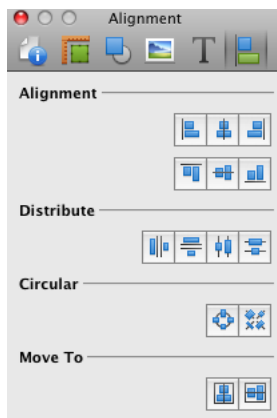
## Aligning Objects

You can align objects' edges or centers.

1. Select two or more objects you wish to align.
2. Click one of the buttons in the *Alignment* tab of the *Inspector* to specify the way the objects should be aligned.

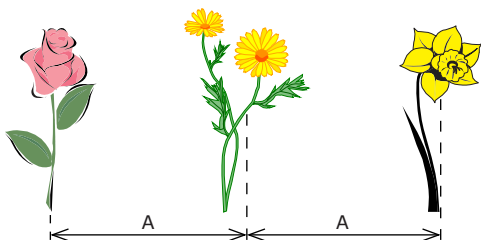
## Distributing Objects

To equalize the distances between objects' sides or centers, use the **Distribute** buttons in the *Alignment* tab of the *Inspector*. Three or more objects must be selected.

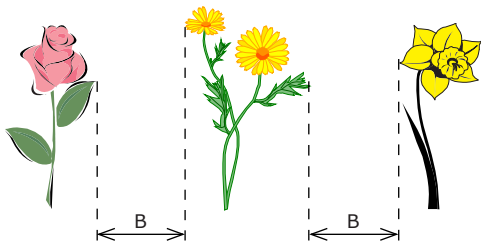




Distribute centers:



Distribute spaces:



## Circular Distribution

Objects can 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 two objects selected.

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

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

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.

## Changing the Object Order in the Layout

Objects in the same layer may form a stack, laying one over another. To change the position of an object in the stack, use the **Bring Forward**, **Bring to Front**, **Send Backward**, **Send to Back** commands in the **Format** menu.

**Bring Forward (Opt-Cmd-F)** places the selected object one level higher.

**Bring to Front (Shift-Cmd-F)** places the selected object above others.

**Send Backward (Opt-Cmd-B)** places the selected object one level lower.

**Send to Back (Shift-Cmd-B)** places the selected object below others.

When you add objects to a document, each subsequent object lays over the existing ones in the stack. In other words, the image added later will cover the ones added earlier. The commands described here help to arrange the order in which objects appear in the layout.

The commands listed above affect objects within the current layer (background or foreground).

The commands **Move To Background** and **Move To Foreground** from the **Format** menu move the selected object to another layer. If you move an object to another layer, it will appear in front of other objects in this layer.

In some cases you may need to select an object that is fully covered by another one and cannot be accessed by mouse click. 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 next object behind the current one will be selected. If the front object is not transparent (is a picture, for instance), you will see only the selection handles of objects behind.

## Working with Text

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

Some operations common for different types of objects are described in *Chapter 7: "Editing the Content of Disc Labels and Covers" > "Basic Operations on Objects"*.

### Adding and Editing Text

To type text, you should add a text box which behaves as a container for text.

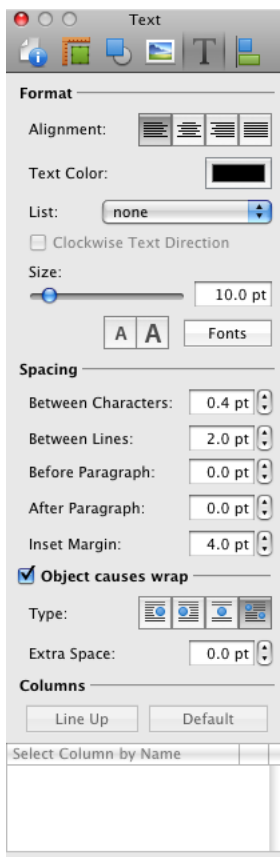
To add a text box:

1. Click on the **Text** tool in the toolbar.
2. Click on the canvas.

To draw a text box:

1. Click on the **Text** tool in the toolbar.
2. Place the mouse cursor where a corner of the new text box should be.
3. Press the left mouse button and, holding it down, move the mouse to define the size.
4. Release the mouse button.

To edit text, double-click on it.

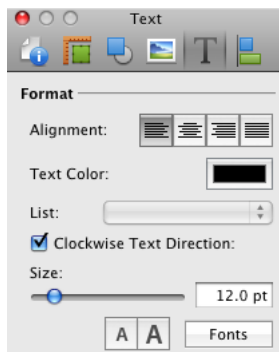




## Adding and Editing Circular Text

1. Click on the **Circular Text** tool in the toolbar.
2. Click on the canvas. The further from the document center you click, the larger diameter of circular text you will have. Use the corner handles to adjust the size of the new text box.

To edit text, you will need to use the floating text editor. It opens automatically when you add a circular text box. To open it again, double-click on circular text.



You can format circular text as well as ordinary text by using tools in the *Text* tab of the *Inspector*.

To inverse the direction of circular text, inverse the state of the **Clockwise Text Direction** check box.

## Adding and Editing Vertical Text

1. With the **Vertical Text** tool, click on the canvas.
2. Type text.
3. Resize the added text box if necessary.

To edit vertical text, double-click on it.

When you edit vertical text it is displayed horizontally.

Some text formatting tools (for instance, bulleted lists, or spacing between lines) don't work with vertical text.

## Removing Text

To remove a text box, select it and press the **Delete** key.

## Formatting Text

Text formatting tools are located in the *Text* tab of the *Inspector* window.

### Changing Text Font and Color

To change the font, select the text box or highlight a portion of the text, and click the **Fonts** button in the *Inspector*. Or, press **Cmd-T**.

To change the color, select the text box or highlight a portion of the text, and click the **Text Color** button in the *Inspector*. Or, press **Cmd-Shift-C**.

### Changing the Font Size

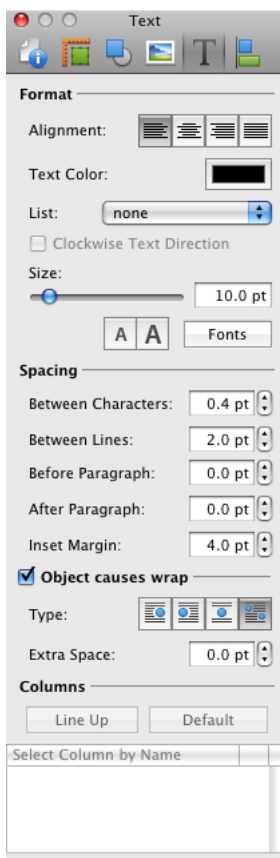
To change the font size, use the **Size** slide bar or "A" buttons. Or, type the font size in the edit box.

### Alignment

To align text within the text box, use the **Align** buttons in the **Text** tab of the *Inspector*.

### Changing the Color, Width and Pattern of the Text Box Frame

To outline a text box, select the **Line** check box in the *Fill & Shadow* tab of the *Inspector*. Here you can set up the line thickness, color, and choose a pattern.



## ***Changing the Background Color of a Text Box***

To change the color of the background of a text box:

1. Select the text box.
2. In the *Fill & Shadow* tab of the *Inspector*, select the **Fill** check box.
3. Click the **Color** button and choose a new color.

## ***Applying Shadows***

To add a shadow to text:

1. Select the text box.
2. In the *Fill & Shadow* tab of the *Inspector*, select the **Shadow** check box.
3. Set up parameters of the shadow.

**Note:** *Shadows are applied to the entire text box. If you have applied a line to a text box, its shadow will also appear in your document.*

## **Spacing Settings**

You can change the default text spacing settings by using the *Spacing* parameters in the *Text* tab of the *Inspector* window.

**Between Characters** – changes the distance between characters. This tool can be applied to the whole selected text box or to the selected part of text.

**Between Lines** – the distance between lines. This tool can be applied to the whole selected text box or to a selected part of text.

**Before Paragraph** – the space before the current paragraph (where the text cursor is).

**After Paragraph** – the space after the selected paragraph (where the text cursor is).

**Inset Margin** lets you control the spacing between the text and text box border. By increasing this value, you increase the distance between the text and its borders at all the sides.

## Creating Lists

To create a list, select part of text or the entire text box. Then, in the *Text* tab of the *Inspector*, click on the **Lists** pop-up menu to select the list type (numbered, with bullets, etc.).

## Moving, Resizing and Rotating Text Boxes

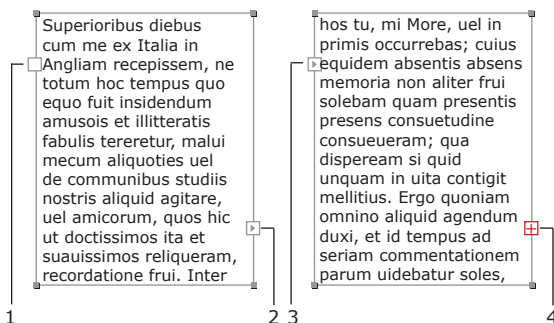
Moving, resizing and rotating text boxes is similar to moving other objects as described in *Chapter 7: "Editing the Content of Disc Labels and Covers" > "Basic Operations on Objects"*.

## Linked Text Boxes

### Linked Text Boxes and Flowing Text

You can create a thread of several linked text boxes. Text in such boxes can flow from one box to another. If the first text box is full, the rest of text is displayed in the following text box(es).

Linked text boxes are used to create text columns.



1 – A blank control on the left side indicates the beginning of the text. Clicking on this control lets you add a linked text box. The new text box will become the first one in the thread.

2 – An arrow on the right side indicates that the text continues in another text box linked to the current one. The text box is one of multiple boxes in the thread, but not the last one. Nothing happens when you click on this control.

3 – An arrow on the left side indicates that the text begins in other text box and continues in the current one. The text box is one of multiple boxes in the thread, but not the first one. Nothing happens when you click on this control.

4 – A red plus on the right side indicates that there is not enough space to display all of the text in the current text box. If there is enough space for the text, the control is blank. The red plus or blank control on the right side indicate the last text box in the thread. Clicking on this control lets you add a linked text box. The new text box will become the last one in the thread. The portion of invisible text will appear in it.

The described controls are visible when the text box is selected.

To add a linked text box for the beginning of the text, click on the left blank control.

To add a linked text box for the end of the text, click on the right-hand blank control or red plus, and draw a new text box.

## Aligning Text into Columns

Text data imported using the *Source* panel can be aligned into columns.

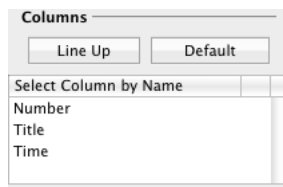
For example, you have imported a song list and each line contains the following information: song number, name and duration. Due to different lengths of song names, the duration information is not lined up.

1.	Water Wonderland	(4:04)
2.	Samba	(3:58)
3.	Blue Sunset	(4:00)
4.	Santa Monica	(3:34)

Disc Cover lets you align text as shown below.

1.	Water Wonderland	(4:04)
2.	Samba	(3:58)
3.	Blue Sunset	(4:00)
4.	Santa Monica	(3:34)

The column controls are located in the *Columns* section in the *Text* tab of the *Inspector*.



To form columns, click the **Line Up** button.

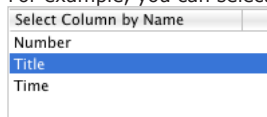
To restore the original formatting, click **Default**.

**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. In other words, there should not be a red plus on the right side of the text box when the box is selected.

## Selecting a single column

Click on the column title in the list to select text in this column. This may be useful when you need to apply formatting to the entire column.

For example, you can select the Title column



- |    |                  |        |
|----|------------------|--------|
| 1. | Water Wonderland | (4:04) |
| 2. | Samba Domingo    | (3:58) |
| 3. | Blue Sunset      | (4:00) |
| 4. | Santa Monica     | (3:34) |

and change its font.

- |    |                         |        |
|----|-------------------------|--------|
| 1. | <b>Water Wonderland</b> | (4:04) |
| 2. | <b>Samba Domingo</b>    | (3:58) |
| 3. | <b>Blue Sunset</b>      | (4:00) |
| 4. | <b>Santa Monica</b>     | (3:34) |

## Text Wrapping

You can wrap text around images or text frames.

To make text flow around an object:

1. Select the object, right-click on it and select **Bring to Front** in the context menu. This is necessary because text must be behind the object.
2. Activate the **Object causes wrap** option in the *Text* tab of the *Inspector*.
3. Click one of four buttons to select the way text flows around the object.
4. If necessary, change the space between the object and text by changing **Extra Space** in the *Inspector*.

To make text wrap around the disc edge, select the **Cause text wrap** check box in the *Document* tab of the *Inspector*. To adjust the space between the text and disc edges, change the inner and outer diameters of the margins.

## Checking Spelling

You can check the spelling in the entire text box or of a part of text.

To check spelling in the entire text box, double click on it to enter the text editing mode and select **Edit > Spelling > Spelling** from the menu. If your text has misspelled words, the program will mark the first one with a red dotted line. The *Spelling* window will show the possible options to correct that word. You can choose one 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 that are installed in your system.

If you want to check spelling for a selected portion of a text, select it and run the spelling check.

You can check spelling without the *Spelling* window. Select **Edit > Spelling > Check Spelling** from the menu or press **Cmd-;** sequentially, and the program will underline misspelled words one after another.

To have misspelled words underlined when you type, select **Edit > Spelling > Check Spelling While Typing** from the menu.

## Finding and Replacing Text

The program lets you find and replace a word, number or phrase.

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**.

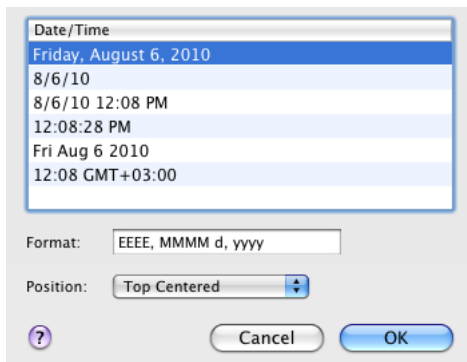
Select a word and choose **Edit > Find > Use Selection for Find** and the selected word will be the criterion for search.

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



## Inserting Current Date and Time Information

You can insert the current date and time in your design. To do this choose **Insert > Date & Time...** Then select a format by clicking on one of templates. Finally, click **OK**.



Current date and time information appears in a special text box in the Disc Cover document. You cannot edit it directly. To update the information or change the data format, double-click on this text box. To change the text font, size, etc., use controls in the *Text* tab of the *Inspector* window.

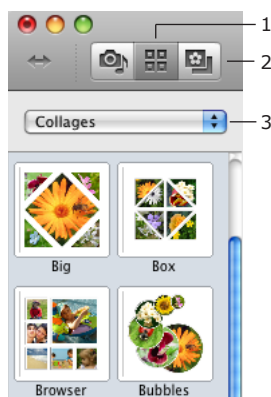
The **Format** edit box lets you modify the pattern. Symbols in the pattern replace date, month, year, and so on. For example, "yyyy" produces the current year in the format "1999", and "yy" gives a shorter format "99". For more details about time and date patterns, go to this web site:

[http://unicode.org/reports/tr35/tr35-4.html#Date\\_Format\\_Patterns](http://unicode.org/reports/tr35/tr35-4.html#Date_Format_Patterns)

## Working with Images

In Disc Cover, you can either use the images supplied with the program (clipart), import an image from a graphics file, use pictures from your iPhoto, Photos or Aperture library, use a frame from a QuickTime compatible video file, or use images from the Internet.

The built-in graphic library is located in the *Source* panel. In the *Gallery* tab (1), you can find collage templates and backgrounds. The *Clipart* tab (2) contains images and Smart Shapes. To open a particular category, choose it in the pop-up menu (3).



Some operations common for different objects are described in *Chapter 7: "Editing the Content of Disc Labels and Covers" > "Basic Operations on Objects"*.

## Adding an Image to the Document

From the clipart:

1. Open the *Clipart Collection* tab in the *Source* panel (**Window > Clipart > Clipart Collection**).
2. Select an image category in the pop-up menu.
3. Click on an image thumbnail or drag it with the mouse onto the document.

From the iPhoto, Photos or Aperture library:

1. Open the *Import* tab (1) in the *Source* panel (**Window > Import > Pictures** menu item). Choose *iPhoto*, *Photos* or *Aperture* in the pop-up menu (2).
2. The thumbnails of your photos will be displayed in the Import dialog. To select images you wish to import, click on them holding the **Shift** key. To import all, don't select anything. Click **OK**.
3. Imported images will appear in the *Source* panel (4). Drag images onto the document. To import more images, click the **Import** button.



To insert an image from a file in the Finder, choose **Insert > Image > From File...** in the main menu. Or drag an image from a folder into your document.

If you need to import multiple images from the same folder, choose *Photo Folder* in the pop-up menu (2) in the *Source* panel. Images from this folder will appear in the *Source* panel.

To find images on the Internet, use the **Insert > Image > Search on the Internet...** command.

Importing video frames is described in *Chapter 8: "Importing Text Data and Artwork" > "Video Content"*.

## ***Drawing Lines, Rectangles and Circles***

To add a line, rectangle or circle, click the corresponding tool in the toolbar and draw on the canvas.

To draw multiple shapes without having to reactivate the tool every time, double-click the drawing tool button. The drawing tool will stay active until you select another tool in the toolbar.

## ***Inserting Art Text Images***

An Art Text object is an image created in the Art Text application. Disc Cover uses Link Back technology that allows sending the image back to Art Text for modifying it. An Art Text object can contain text, logo or any other graphic content.

For more information, see *Chapter 7: "Editing the Content of Disc Labels and Covers"* > *"Working with Art Text"*.

## ***Inserting Generated Images***

Disc Cover includes an image generator for creating backgrounds. See *Chapter 7: "Editing the Content of Disc Labels and Covers"* > *"Using Image Generators"* for more information.

## ***Internal Image Storage***

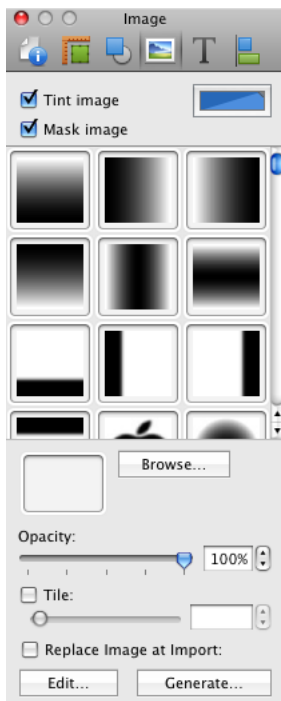
The images you work with can be saved in the internal image storage called Image Depot. It is located in the *Gallery* tab of the *Source* panel. To access images, choose *Image Depot* in a pop-up menu. Or, choose **Window > Gallery > Image Depot** in the main menu.

Image Depot can be used to collect images from different sources in a single place to quickly access them later. To add an image to the Image Depot, select it in the document and click the "plus" button.

To open the folder where the images of Image Depot are physically located, click the gear button in the *Image Depot* section. There you can delete them.

## Image Properties

Image properties are located in the *Image* tab of the *Inspector*.



To tint an image, select the **Tint image** check box. Then click the **Color** button to choose a color.

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

The image tiling tool creates multiple down-scaled copies of the image in the rectangle which the original image takes. This feature can be used to create backgrounds.

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

The **Replace image at import** option is useful for creating templates. When you import new images, they will automatically replace images in your design template. This feature was used in all of the standard collage templates.

The **Edit...** button opens the selected image in the *Edit Image* window where you can modify it using Core Image filters. For more detail, see *Chapter 7: "Editing the Content of Disc Labels and Covers" > "Editing Images"*.

The **Generate...** button opens image generators. Generated images can be used for the background. For more detail, see *Chapter 7: "Editing the Content of Disc Labels and Covers" > "Using Image Generators"*.

## Masking Images

1. Select the image.
2. Select the Mask image check box in the Image tab of the Inspector.
3. Click on a mask to apply it to the image.

To use a custom mask, click the **Browse** button and navigate to an image file. Or simply drag an image into the custom mask box located to the left of the **Browse** button.

## Cropping Images

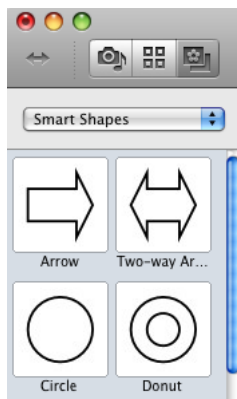
The **Crop** tool lets you use a part of an image in your design.

To crop an image, right-click on it and choose *Crop*. The handles on the image frame will become red indicating the crop mode. Move these handles to show the desired part of the image. Click on empty space of the canvas to exit the crop mode.

An image may look as if cropped when it is inserted into a Smart Shape. For more detail, see *Chapter 7: "Editing the Content of Disc Labels and Covers" > "Working with Smart Shapes"*.

## Working with Smart Shapes

Smart Shape are located in the *Clipart* tab of the *Source* panel (**Window > Clipart > Smart Shapes**). To add a Smart Shape to your design, drag and drop it onto the canvas.



The difference between a regular image and Smart Shape is that the latter can vary its shape in the *Geometry* tab of the *Inspector*. Also, you can insert an image into a Smart Shape.

Most tools that work with ordinary images are also applicable to Smart Shapes.

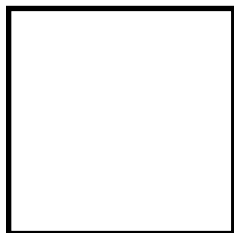
Operations common for different objects are described in *Chapter 7: "Editing the Content of Disc Labels and Covers" > "Basic Operations on Objects"*.

### ***Filling a Smart Shape with an Image***

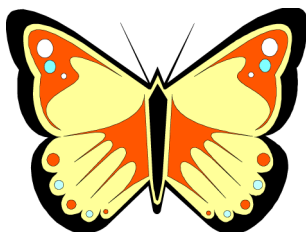
A Smart Shape can be filled not only with solid color, but also with an image. To insert an image into a Smart Shape, select the shape, and drag and drop an image from the Clipart into the shape. The same way you can insert images from a folder on your hard disk. Finally, choose one of **Scale Type** options.

## ***Scale Type***

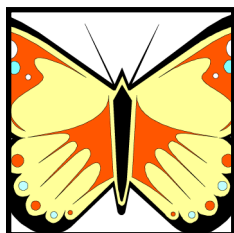
Scale type affects how the image will be modified when inserted into the Smart Shape (blue frame in pictures below).



Original Smart Shape

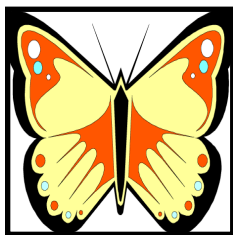


Original image

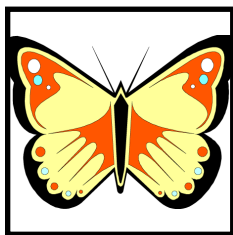


**Fill** – does not change the aspect ratio of the image. A part of the image may not be seen in the Smart Shape.





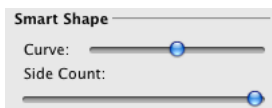
**Stretch** – the whole image fits into the Smart Shape. The image may be deformed.



**Fit** – the whole image fits into the Smart Shape. The proportion of the sides will not change. Blank space may be left inside the Smart Shape.

## Special Properties

Some Smart Shapes have the **Curve** and **Side Count** parameters adjustable in the *Geometry* tab of *Inspector*.



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



In addition to Smart Shapes, the library contains a collection of circles, rectangles, arrows and other vector images. They are located in the *Symbols* category of the built-in clipart.

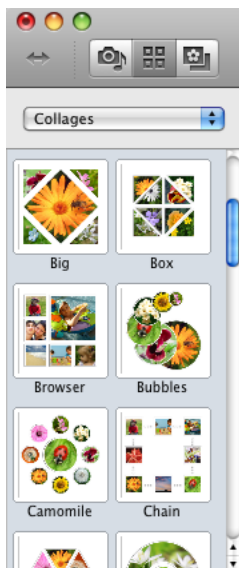
### ***Smart Shape or Image?***

A rectangular Smart Shape filled with an image may look like the image itself. You may need to know for sure what was used in the design.

Smart Shapes (when selected) have all the *Fill* items enabled in the drop-down list in the *Fill & Shadow* tab of *Inspector*. When you select an image, *Image Fill* is not enabled. Use this to distinguish these objects.

## Editing Collages

The technology introduced in Disc Cover allows to replace images in collage templates. Collages are based on filling Smart Shapes with images. Smart Shapes are used as image frames in the design.



The program is supplied with a collection of photo collages.

To add a collage to your design:

1. Open the *Gallery* tab of the *Source* panel and choose *Collages* in the pop-up menu (**Window > Gallery > Collages**).
2. Click on a collage template to add it to your design.
3. Replace images in the collage with yours. To do this, drag your images from the *Source* panel or from Finder and drop onto the shapes of the collage. The program highlights the shape into which the image will be placed.

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

To create a collage from scratch:

1. Open the Smart Shape collection in the *Source* panel (**Window > Clipart > Smart Shapes**).
2. Add several Smart Shapes to your design.
3. Open the *Fill & Shadow* tab of the *Inspector* window (**Window > Inspector > Fill & Shadow**).
4. Select all Smart Shapes in your design, and select the Fill check box in the Inspector. In the drop-down list below, select *Image Fill*.
5. Select the Smart Shapes one by one and drag and drop images to each. Smart Shapes now work as frames for images.

## Working with Backgrounds

The built-in graphic library includes backgrounds. They are located in the *Gallery* tab of the *Source* panel (**Window > Gallery > Backgrounds**).



To add a background to your design, click on its thumbnail, or drag it onto the design element. It is recommended that you use the background layer for this. To choose either the background or foreground layer, use tags at the bottom of the main window, or **View > Show Background** and **View > Show Foreground** menu items.

Background templates are usually created using one image or several of them grouped together. You can modify them. To ungroup, right-click on the background and choose **Ungroup**.

You can add your design to the library of background templates. To do this, click the "+" button in the *Source* panel. All text and graphics that are present on the current design element will appear in the created template.

Custom backgrounds are saved to a special folder in the Disc Cover format. To remove or rename these files, click the gear button at the bottom of the *Source* panel.

## Working with Art Text

Disc Cover is integrated with Art Text application, therefore graphics created in Art Text can be easily handled in Disc Cover.



Art text in Disc Cover is an object with special properties. In Disc Cover, it looks like an image, but this object can be modified even after it is placed onto the canvas. Graphics created in Art Text (text, logos, etc.) is called an “Art Text object” in this documentation.

To insert an Art Text object into a Disc Cover document, the Art Text application needs to be installed on your computer.

The Art Text application creates an image from ordinary text (or image), applies effects and transformations and then sends the image to Disc Cover. Disc Cover uses the Link Back technology to send Art Text object back to Art Text for modification.

To insert an Art Text object:

1. Choose the **Insert > Art Text...** menu command. Or click the **Art Text** icon in the toolbar.
2. Type your text and change effect parameters in the Art Text application.
3. Click the **Link Back** button in Art Text to send the modified image to Disc Cover.

To modify an Art Text object:

1. Select the Art Text object and choose the **Edit in Art Text** command in the **Edit** menu. Or just double-click on the Art Text object.
2. Make the necessary changes in the Art Text application.
3. Click the **Link Back** button in Art Text to send the modified image to Disc Cover.

To remove an Art Text object, select it and press the **Delete** key.

**Note:**

1. Images made in the Art Text application can be sent back for editing in Art Text only.
2. After some modifications (like applying Core Image filters in Image Tricks plug-in), an Art Text object may turn into an ordinary image that cannot be changed in Art Text any more.

To learn more about Art Text or download the program, see the product web page:

<http://www.belightsoft.com/products/arttext/overview.php>

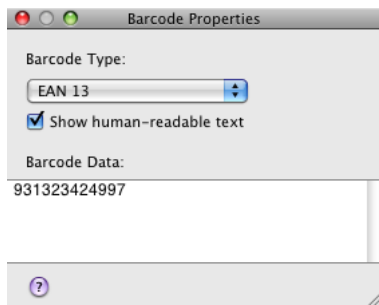
To learn more about Link Back, see the official web site:

<http://www.linkbackproject.org>

## Working with Barcodes

To insert a barcode, select **Insert > Barcode** in the menu and choose one of the barcode types.

To modify the encoded information or barcode type, double-click on the barcode in the document.



You can type and edit text in the **Barcode Data** edit box. Note that not all symbols are supported. If the selected barcode type supports multi-line text, press **Opt-Return** to type text on a new line.

The **Show human-readable text** option places the original data below the barcode. It is available for most barcodes.



## File Data

A File Data object is a text box whose content varies from one printed copy of your design to another. One possible use of a File Data field is serial numbers that must be different on all discs.

The information displayed in this text field is imported from a text file. The format of such a file is described below.

Each copy of your design at printing will contain another line of imported text.

To add file data to your design:

1. Choose **Insert > File Data**.
2. Double-click on the File Data object to open the import dialog.
3. Choose a file.
4. Set up the import options.

Select **First row is header** if the first line in your file is the header and you wish to exclude it at importing.

Choose **Multiple Column Data** if the information is in several columns and you wish to import from a particular one. Then select the delimiter (comma, tabulation, or else) and the column number. Otherwise, select **Single Column Data**.

Select the encoding. If the imported text is unreadable, try to re-import it with another encoding.

5. Click **Open**.

The imported information doesn't appear on the canvas. The text box will display the name of the file you have selected.

## The Format of the Data File

The text file you wish to import from must be in the plain text format. If you are creating this file in the TextEdit application, choose **Format > Make Plain Text** in its menu.

If the file contains one column, its structure looks this way:

```
[SOME TEXT][RETURN]
[SOME TEXT][RETURN]
...
```

[RETURN] means that you should press the **Return** key at the end of each line

In a multi-column file, cells in rows are separated by a special symbol – delimiter. A comma, tabulation or some other symbols can be used as the delimiter. This symbol shouldn't be present in the text because it will be wrongly recognized as the delimiter. The file structure looks as follows:

```
[ROW 1 COLUMN 1][DELIMITER]...[ROW 1 COLUMN M][RETURN]
[ROW 2 COLUMN 1][DELIMITER]...[ROW 2 COLUMN M][RETURN]
...
[ROW N COLUMN 1][DELIMITER]...[ROW N COLUMN M][RETURN]
```

This is an example of a comma-delimited text:

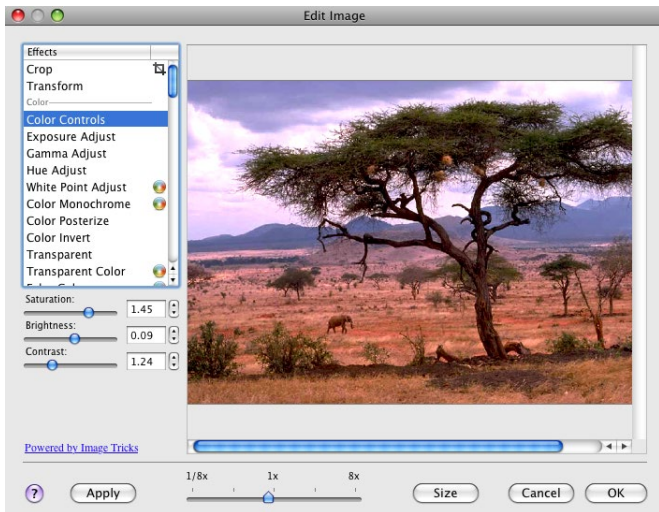
```
1,Backup #1,2010-02-17,32 MB
2,Backup #2,2010-02-27,170 KB
3,Backup #3,2010-03-06,1.7 MB
```

Here, the first column contains the numbers. The second column contains the names such as "Backup #2". The third column contains the size such as "170 KB".

## Editing Images

To edit an image, double-click on it.

The image editing capabilities of Disc Cover are based on using Core Image filters. The Core Image filters are available for users of Mac OS 10.4 or higher. The filters are accessible via the Image Tricks plug-in which is integrated with Disc Cover.



The set of filters is organized into filter categories (color, blur, etc.). Some filters have adjustable parameters.

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

Many filters let you modify the image using the mouse. This is indicated by a circle icon (crosshair) near the name. Select such a filter, place the mouse cursor over the image, and move the mouse holding down the left mouse button. The image will change respectively to the cursor position.

To change the image size, click the **Size** button and set new image dimensions.

### ***Using LinkBack vs. the Image Tricks Plug-In***

The Image Tricks application provides more capabilities than its plug-in. You can edit images by using the stand-alone Image Tricks instead of the plug-in. In this case, you should copy the image from Image Tricks and paste it into a Disc Cover document.

Later, when you want to edit the image, double-click on it. Image Tricks will open the image. When you finish modifying it, choose **File > Save** in the menu of Image Tricks to update the image in the document.

By installing the latest version of Image Tricks, you will get all the available features in the plug-in. The plug-in integrated into Disc Cover contains less filters.

More information, related to Image Tricks and Core Image filters, can be found on the Image Tricks Web page:

*<http://www.belightsoft.com/imagetricks>*

## Using Image Generators

### *Generating Images*

Using the Image Tricks plug-in, you can generate images using special mathematical algorithms.

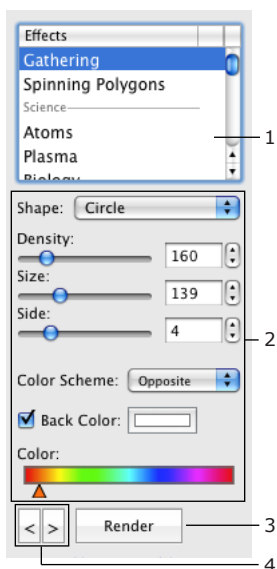
To access generators, click the **Generate** button in the Image tab of the Inspector, or choose the **Insert > Image > Generate Random** menu item.

Some Generators (e.g. Spinning Squares) show the same image if the same parameters are set. Others can give completely random images (e.g. Star Dust). 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 history buttons "<" and ">".

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

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 that you set a smaller image size. 200 x 200 pixels is enough for a preview. Then you can change the image size and re-generate it in better quality.



- 1 – List of generators
- 2 – Generator parameters
- 3 – Generate another image
- 4 – Go backward or forward to preview the previously generated images

## ***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 an 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 a transparent background.

## ***Image Size***

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



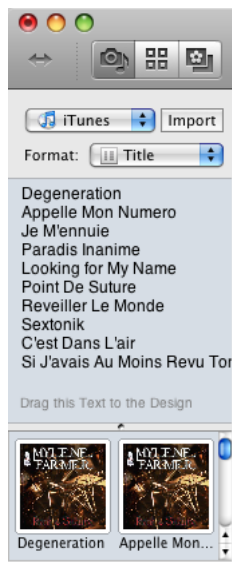


# Chapter 8:

## Importing Text Data and Artwork

### Introduction to Importing

In Disc Cover, you can import a list of files, audio tracks, or other textual information. Also, you can import graphics such as photos or music disc artworks, and video. The *Import* tab of the *Source* panel is used to select the source of images or textual data.



A particular data source can be selected in the pop-up menu to the left from the **Import** button.

To re-import information from an already selected source, click the **Import** button.

The **Format** pop-up menu lets you choose which imported information will appear in the *Source* panel (track number, artist, file name, etc.).

## Music Content

Disc Cover can import a list of audio tracks from iTunes. 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 *Import* tab of the *Source* panel, and choose iTunes in the pop-up menu to open the *Import* dialog.
2. Select a playlist in the left box. The corresponding tracks will be listed in the right box.
3. Select the songs you want to import.

To select an individual track, click on it. To select multiple items, click on them holding down the **Cmd** key. To select a range of items use the **Shift** key. To select all items, press **Cmd-A**.

Click the **Import** button. The list of imported tracks will appear in the *Source* panel.

4. Select a data format in the **Format** drop-down list in the *Source* panel. To create a custom format, choose *Custom...* See *Chapter 8: "Importing Text Data and Artwork"* > *"Custom Format Dialog"* for details.
5. Drag the imported information from the *Source* panel into the 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.*

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

## Creating a Track List of your MP3 Collection

1. Open the *Import* tab of the *Source* panel, and choose *Music Files* in the pop-up menu to open the *Import* dialog.
2. Click the **Change Folder** button and navigate to the folder that contains your music collection. The left box will display the name of the selected folder. Audio files will be listed in the right-hand box.
3. Select the tracks you want to import.

To select an individual track, click on it. To select multiple items, click on them holding down the **Cmd** key. To select a range of items use the **Shift** key. To select all items, press **Cmd-A**.

Click the **Import** button. The list of imported tracks will appear in the *Source* panel.

4. Select a data format in the Format drop-down list in the *Source* panel. To create a custom format, choose *Custom...* See *Chapter 8: "Importing Text Data and Artwork"* > "*Custom Format Dialog*" for details.
5. Drag the imported information from the *Source* panel into the 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.*

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

## Importing from a Toast Titanium Audio Project

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

1. Open the *Import* tab in the *Source* panel, and choose Toast Titanium in the pop-up menu to open the *Import* dialog.
2. Select a Toast project.
3. A list of imported tracks will appear in the *Source* panel. Select a presentation format in the Format pop-up menu and drag the list into 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 Content

Disc Cover can import images from iPhoto, Photos, Aperture and from a folder on your hard disk or removable storage. You can add to your document images or list of images.

### Importing Images from iPhoto, Photos and Aperture

To pick up individual images from iPhoto (Photos, Aperture) and display them in the *Source* panel:

1. Open the *Import* tab in the *Source* panel, and choose *iPhoto*, *Photos* or *Aperture* in the pop-up menu to open the *Import* dialog.
2. The left box in the *Import* dialog displays events and photo albums. Select one or more albums or events (use the **Cmd** or **Shift** buttons to select more than one). Photos from the selected album(s) will be shown to the right.
3. Select images, you want to import, and click the **Import** button.

The thumbnails and names of imported images will appear in the *Source* panel. You can drag them to your document.

### Importing Images from a Folder

1. Open the *Import* tab in the *Source* panel, and choose *Photo Folder* in the pop-up menu. Click **Import** to open the *Import* dialog.
2. Select a folder that contains your images and click **Choose**.
3. Drag and drop image(s) to your document.

### Replacing Images Automatically

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

An existing image can be automatically replaced when you import a new one. If a new image has other dimensions, it will be cropped to fit the area taken by the old image.

To have an image be replaced at import:

- Select it and choose **Format > Image > Replace Image at Import**.
- In the *Preferences* dialog, switch to the *Importing* tab, and select the **Update replaceable text and images at import** check box.

## Video Content

You can import from QuickTime compatible files.

Videos sold online (on iTunes Store, for instance) can be protected. This protection can prevent you from importing video frames. Right-click on the movie in iTunes and choose **Get Info**. If the movie is protected, the **Kind** property in the *Summary* tab will indicate "Protected MPEG-4 video file".

### Importing from Video Files

1. Open the *Import* tab in the *Source* panel.
2. Choose *Video Files* in the pop-up menu, and select a folder containing video files. Click **Import**. Their thumbnails and textual information will appear in the *Source* panel.
3. Drag a movie thumbnail to the canvas.
4. Scrub through the movie in the pop-up video player to find an appropriate frame. Click **Place** to add the picture to your design.

### Importing from iTunes

1. Open the *Import* tab in the *Source* panel.
2. Choose iTunes in the *Video* section in the pop-up menu. In the import dialog, select the movies you wish to import and click **Import**. Their thumbnails and textual information will appear in the *Source* panel.
3. Drag a movie thumbnail to the canvas.
4. Scrub through the movie in the pop-up video player to find an appropriate frame. Click **Place** to add the picture to your design.

### Importing from iPhoto or Photos

1. Open the *Import* tab in the *Source* panel.
2. Choose iPhoto or Photos in the *Video* section in the pop-up menu. In the import dialog, select the movies you wish to import and click **Import**. Their thumbnails and textual information will appear in the *Source* panel.



3. Drag a movie thumbnail to the canvas.
4. Scrub through the movie in the pop-up video player to find an appropriate frame. Click **Place** to add the picture to your design.

## Importing from iDVD

From iDVD projects, Disc Cover can import:

- Photo thumbnails included in the slide show.
- The included video files.
- The names of DVD menu items.

To import from an iDVD project:

1. Open the *Import* tab in the *Source* panel.
2. Choose iDVD in the pop-up menu.
3. Select an iDVD project. The imported information will appear in the *Source* panel.
4. Drag imported images or text to your document. To capture a video frame, use the pop-up video player.

**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.*

## Creating a File List

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

To create a list of files:

1. Open the *Import* tab of the *Source* panel.
2. Choose *Folder* in the pop-up menu and click **Import**. The *Import* dialog will open.

In the file dialog, navigate to the desired folder and click **Choose**. The name of the selected folder will be displayed in the left box as the root folder. If present, you can navigate subfolders by clicking on the triangle next to the main folder's name in the left section.

The right box displays a list of files and folders included in the folder(s) selected in the left box. You can select several folders to display their content in the right-hand list (use the **Cmd** or **Shift** button to select several items).

To import some particular lines from the list, select them.

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

3. Click the **Import** button. The names of selected files will appear in the *Source* panel.
4. Choose an appropriate data format in the *Format* drop-down list in the *Source* panel. To create a custom format, choose *Custom...* See *Chapter 8: "Importing Text Data and Artwork" > "Custom Format Dialog"* for details.
5. Drag the imported text onto the document.

**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 and drop it 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 from text files created in other applications. Such a text file may contain a list of files, audio tracks or other information. Tab stops, commas and semicolons can be used in a text file to separate blocks of data. These separators are also called delimiters. The text file format is described below.

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

1. Open the *Import* tab in the *Source* panel.
2. Choose *Text File* in the pop-up menu and click **Import**. The *Import* dialog will open.
3. Click the **Change File...** button and select a file to import.

The program will identify the data delimiter automatically. If the imported information is displayed incorrectly, try to choose other option in the **Encoding** and **Delimiter** pop-up lists.

Select the lines you want to import.

4. Click the **Import** button. The imported information will appear in the *Source* panel.
5. Select a data format in the **Format** drop-down list in the *Source* panel. To create a custom format, choose *Custom...* See *Chapter 8: "Importing Text Data and Artwork"* > *"Custom Format Dialog"* for details.
6. Drag the imported information from the *Source* panel onto the document.

**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.

### Text File Format

The input text file may have all data organized in one or several columns.

One-column structure:

```
[TEXT][RETURN]
[TEXT][RETURN]
...
[TEXT][RETURN]
```

Example:

Abstract Vision  
Autumn Fire  
Bend the Guitar  
Blues Moon

Multi-column structure:

```
[LINE 1, COLUMN 1][DELIMITER][LINE 1, COLUMN 2][DELIMITER]...[LINE 1,  
COLUMN n][DELIMITER][RETURN]  
[LINE 2, COLUMN 1][DELIMITER][LINE 2, COLUMN 2][DELIMITER]...[LINE 2,  
COLUMN n][DELIMITER][RETURN]  
...  
[LINE m, COLUMN 1][DELIMITER][LINE m, COLUMN 2][DELIMITER]...[LINE  
m, COLUMN n][DELIMITER][RETURN]
```

Example with a semicolon used as the delimiter:

```
1;Abstract Vision;572  
2;Autumn Fire;204  
3;Bend the Guitar;368  
4;Blues Moon;176
```

If your data is stored in a database or spreadsheet, export it to a tab- or comma-delimited text file.

To create a text file manually:

1. Open a new document in the Text Edit application.
2. Switch to the plain text format (**Format > Make Plain Text** or press **Cmd-Shift-T**).
3. Add several lines of text. Use a semicolon or tabulation to split a line into several columns.
4. Save the file.

Do not add any unnecessary symbols! Otherwise you will break the file structure.

**Note:** Only files in plain text format can be imported correctly.

## Importing Audio CD Information from the Internet

Disc Cover can import audio CD information (track list, duration, etc.) from the FreeDB on-line database (<http://www.freedb.org/>). You should have internet connection to access the database. Note that not all discs have been included in this database yet.

To import data:

1. Insert an audio CD into the drive and wait until the system mounts it.
2. Open the *Import* tab of the *Source* panel.
3. Choose Audio CD in the pop-up list. The Import dialog will open (otherwise, click the **Import** button).

While Disc Cover receives data, it displays "Connecting to FreeDB.org" in the progress bar.

4. When the track information appears in the *Import* dialog, click the **Import** button. The names of selected files will appear in the *Source* panel.
5. Choose an appropriate data format in the **Format** drop-down list in the *Source* panel. To create a custom format, choose *Custom...* See Chapter 8: "Importing Text Data and Artwork" > "Custom Format Dialog" for details.
6. Drag the imported text into the document.

**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.

## Importing Lyrics

Disc Cover can import lyrics of songs in your iTunes library. You can choose to look for lyrics in iTunes or on Internet.

1. Open the *Import* tab of the *Source* panel, and choose *Lyrics* in the pop-up menu to open the *Import* dialog.
2. Select a playlist in the left box. The corresponding tracks will be listed in the right box.
3. Select the songs you want to import.

To select an individual item, click on it. To select multiple items, click on them holding down the **Cmd** key. To select a range of items use the **Shift** key. To select all items, press **Cmd-A**.

Click the **Import** button.

The list of selected songs will appear at the top of the *Source* panel.

4. Select a song in the *Source* panel to display the lyrics.

By default, the program searches for lyrics in iTunes. If lyrics aren't found there, then a message saying so will be displayed below. In that case, the buttons at the bottom of the *Source* panel allow you to switch between iTunes and the Internet.

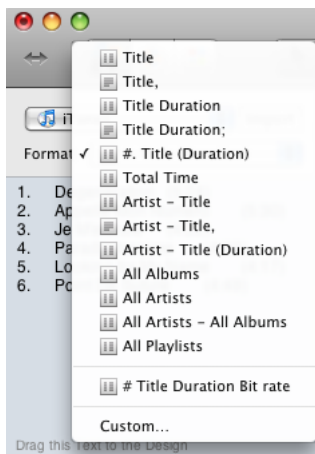
5. Drag the imported text from the *Source* panel into the document.

Note that audio files in your iTunes library may contain no lyrics.

## Formatting the Imported Text Data

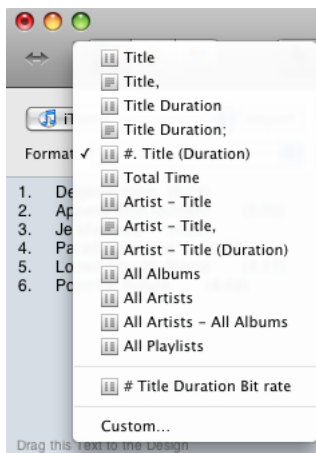
Formats let you filter the imported data and choose which information will be displayed (title, artist, duration, etc.). By choosing a particular format, you arrange information in columns or in a line.

You can select one of the formats in the **Format** drop-down list in the *Source* panel. This list provides a number of predefined formats. To create a custom format, choose *Custom...* See Chapter 8: "Importing Text Data and Artwork" > "Custom Format Dialog" for details.



## Custom Format Dialog

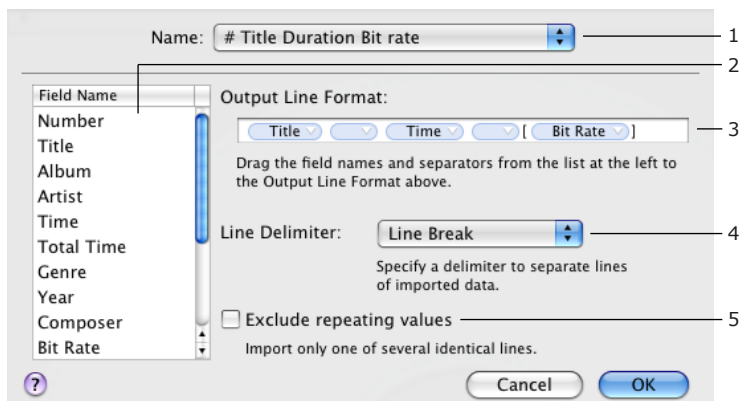
To open the custom data format editor, choose *Custom...* in the pop-up list of formats in the *Source* panel.



In this dialog, you can create new patterns for imported textual data. The pattern can contain:

- Dynamic data fields which are used to display imported information such as titles of audio tracks, file names, etc. Available data fields are listed in the **Field Name** box.
- Separator fields such as space, tabulation and others that cannot be typed in directly. You should use them to separate pieces of information. The separators can be found in the bottom of the **Field Name** box.
- Constant text. You can type in the pattern edit box.





1 – The name of the current custom format is displayed here. Click on this pop-up list to choose another custom format. Or choose *Edit Formats List...* here to rename, add or remove custom formats.

2 – Dynamic data fields and separators. Drag and drop them to **Output Line Format** box.

3 – The **Output Line Format** box where you edit the pattern. Drag data fields into this box or type text. The type of fields available in this list depends on the current data source selected in the *Source* panel.

4 – The current line delimiter. To have the imported information formatted in columns, select *Line Break*. To place the imported text in one line, choose, for instance, comma or semicolon.

5 – This function lets you avoid identical items in the imported list. For example, you have a custom format "Album – Year". If you select and import all the tracks, each track will produce a line in the final text which contains the same information – the album name and year. To avoid duplicates, select this check box.

An example of creating a custom format identical to a standard one: Artist - Title (Duration).

1. Drag and drop the Artist field from the **Field Name** box into the **Output Line Format** box.
2. Drag the **Space** field into the **Output Line Format** box and drop it after Artist.
3. Click in the end of edit box and type “-”.
4. Add one more Space field.
5. Add the Title field.
6. Add another Space to the end.
7. Type “(” in the end.
8. Add a Duration field.
9. Type “)”.

# Chapter 9: Printing and Exporting Documents

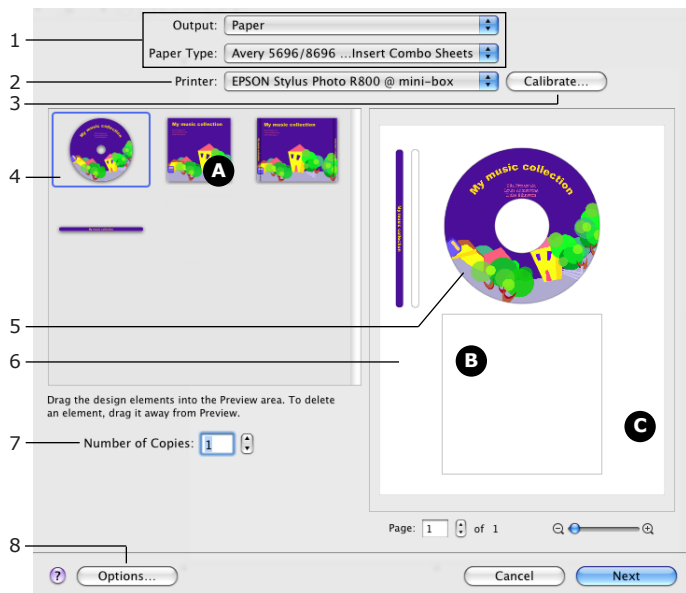
## Printing on Paper

It is likely that you will print your document on special label paper. It is necessary that you select an appropriate paper type and calibrate your printer prior to printing. As this is important, both operations can be performed from the *Print* dialog as well.

1. In the main window, open the design element you want to print (click on its icon below the main toolbar).

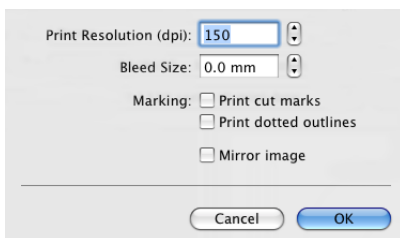


2. Click the **Print** button in the toolbar (**File > Print**). The *Print* dialog displays the print preview (6) with the design element (5) selected in the previous step. The paper type corresponds to the displayed design element. To choose other paper type, use the corresponding pop-up menu (1).



All design elements of your document are displayed to the left (4). Drag those to the paper which you wish to print.

3. Select a printer (2). To calibrate your printer (optional procedure), click the **Calibrate** button.
4. Set up the number of copies (7).
5. Click the **Options** button to revise the print options.



The **Print Resolution** defines the quality of raster graphics. For high quality printing, choose 300 or greater.

**Bleed Size** lets you choose whether print with bleeds or not.

**Marking** activates printing cut marks and outlines.

The **Mirror image** check box lets you print the design(s) mirrored. This is used to print on HP CD/DVD Tattoos labels.

6. Click the **Next** button to open the system print dialog.
7. Revise the printer settings and click the **Print** button.

## ***Organizing Design Elements on Paper***

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

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

To add design elements to the paper, drag a design element icon (A) from the left box onto the paper sheet (B) and drop when the “plus” mark appears.

To remove a design element from the paper, drag it outside the element boundaries (C) on the sheet in the preview.

## Printing on Plain Paper

1. Open the *Print* dialog (**File > Print**).
2. Select plain paper in the **Paper Type** drop-down list: *A4 Plain* or *US Plain*.
3. Compose your layout.

To add an element, drag it onto the paper.

To replace an element, drag another element over the existing one. 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 the paper, drag it out of its boundaries 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 *Chapter 6: "Custom Templates for Papers and Trays" > "Creating a Custom Template"*).

## Printing Directly on a Disc

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

To print on a disc:

1. Open your disc design in the main window.
2. Select your printer and tray type in the layout list (**File > Change Layout...**).
3. Open the *Print* dialog (**File > Print...**).
4. Make sure that the correct printer is selected.
5. Set up the number of copies.
6. Click the **Options** button to revise the print options.
7. Click the **Next** button.
8. In the system print dialog, make sure the correct printer is selected.

Epson printers:

In the **Layout** drop-down list, open the *Print Settings* (or *Printer Features*) section. Set **Media Type** to *CD/DVD*. Disc Cover can set up the **Media Type** automatically if you install the Epson EasyPrint software. You can find it here:

<http://support.epson.com/easyprint/>

For more information refer to the User's Manual of your printer.

Canon printers:

In the **Layout** drop-down list, select the *Quality & Media* section. Set **Media Type** to *Printable disc*. For more information refer to the User's Manual of your printer.

9. Click **Print**.

## ***Problems at Printing***

Sometimes, you may need to update the printer driver to solve the problem.

An error message from the printer driver can tell you that the front printer cover is opened, or improper media type is selected. This is common while using Epson R800 or R1800. To solve the problem, select the paper format recommended by the printer manufacturer (usually "A4 (Manual Feed)" or "A4 (CD/DVD)"). Following the steps above, in the *Print* dialog of Disc Cover, open the **Tray Type** pop-up menu and choose *Page Setup*. In the *Page Setup* dialog, set **Paper Size** to *A4 (Manual Feed)*. This paper format will be set up automatically when you print on a disc at the next time. In the system print dialog, go to the *Paper Handling* section, and select **Scale to fit paper size** check box. In the **Destination paper size** pop-up list, select *A4 (Manual Feed)*.

Find the complete instruction in *Chapter 11: "Solving Problems" > "Problem with Printing on CD/DVD on Epson R800 and R1800"*.



## LightScribe™ Label Burning

LightScribe™ Direct Disc Labeling (discontinued) is an exciting disc labeling technology that lets you burn CD and DVD labels simply by flipping the discs over and putting them back in the same disc drive that burned your data.

LightScribe™ technology combines the CD or DVD drive of your computer with specially coated discs to produce precise, silkscreen-quality, iridescent labels. With LightScribe™, your disc is your label. It's the no-hassle way to create attractive labels for all your music mix CDs, digital video or photo archives, and for any business application.

To use LightScribe™, you need:

- A LightScribe-capable CD or DVD recorder
- LightScribe compatible discs. LightScribe™ discs are treated with a special coating on the label side that reacts with the laser in your recorder to create the label image

### ***Making sure you have a LightScribe™ disc***

The LightScribe™ system requires the use of LightScribe-enabled discs. LightScribe uses control features in the center (hub) of the disc to identify media as LightScribe™ media. If your system does not seem to recognize the media as LightScribe™ media, do the following:

- Make sure the disc is a LightScribe-enabled disc. LightScribe™ media will have the LightScribe™ logo in the inner hub area.
- Make sure the disc is properly oriented in the drive. The label side, which contains a special coating, should be face down in the drive.
- Clean the center area (hub) of the disc. Use a lint-free cloth to wipe the hub area and remove any dirt or smudges that may be covering the control features.
- If these steps do not fix the problem, try another LightScribe™ disc.

### ***To burn a disc label using LightScribe™***

Create the label in Disc Cover as you normally would. You can select one of the following design elements:

- LightScribe Title Label: This design element contains a thin ringed printable area where you can place one line of text.
- LightScribe Content Label: This design element style is a thicker ringed area ideal for displaying track names (for audio discs) or files names (for data discs).

- **LightScribe Full Label** (standard Label/Disc): This label type uses the full disc area and is ideal for text as well as graphics and background images.

**Note:** *Using a style that includes graphics or a lot of text increases the amount of time it takes to burn the label. Burning the Title Label and Content Label design elements take a few minutes, while a Full Label can take much longer.*

To burn a label:

1. Insert the disc in the LightScribe compatible drive with the label side facing down.
2. Select **File > Print...**
3. The *Print* dialog box will appear.
4. From the **Output** drop-down list, select *LightScribe*.
5. From the **Device** drop-down list, select the LightScribe compatible drive, if it is not already selected.
6. Select your contrast level.

LightScribe™ provides three different contrast levels for you to choose from when labeling your discs. In the *Print* dialog, select Best, Normal, or Draft quality.

The label burn time will increase from Draft to Normal to Best:

- **Best:** Provides the sharpest contrast with the longest burn time.
- **Normal:** Provides moderate burn time with good contrast.
- **Draft:** Provides the fastest burn time with lowest contrast.

7. Choose the number of copies you would like to create.
8. Click **Next** to begin burning the label to the disc.

The label burn time varies with the amount of information contained on the label, the placement of the information on the label, the contrast level selected, the LightScribe™ disc used and the drive.

## Labelflash™ Label Burning

Labelflash™ is a technology for labeling DVD discs. The label is burned using the same laser in the Labelflash™ drive that records your data.

To use Labelflash™, you need:

- Labelflash-complaint DVD writer
- Labelflash-complaint DVD discs

To burn a label:

1. Insert the disc in the Labelflash-capable recorder with the label side facing down.
2. Choose **File > Print...** The *Print* dialog box will appear.
3. In the **Output** drop-down list, select Labelflash™.
4. In the **Device** drop-down list, select a Labelflash-capable recorder, if it is not already selected.
5. Choose the quality in the **Contrast Level** pop-up. The Labelflash™ technology provides three quality settings. Better quality requires more time to complete burning.
6. Set the number of copies you would like to create.
7. Click **Next** to burn the label on the disc.

For more information about Labelflash™, see its web site:

<http://labelflash.jp/>

## Bleeds at Printing

Commercial printers use paper that is larger than the final page size. This is for printing images over the trim edge. One way about this, that an image “bleeds” over the edge. An image may bleed (extend) off one or more sides.

Imagine that you need to print a booklet cover on which an artwork touches cover sides. After printing and trimming, you may get unwanted white edges if the print or trim operation was off-centered. When an image bleeds beyond the page edges, unwanted white edges will not appear.

The images below demonstrate how the bleed control works. In the left picture, the bleeds option is deactivated. The artwork is trimmed right along the label edge. The right picture is an example of printing with bleeds. The artwork will be printed partially beyond the label edge.



## Printer Calibration Dialog

Printer calibration is used to configure the program for accurate printing on your printer. This is important when you print on special label paper or on discs. There is no need to calibrate your printer when you print on plain paper.



On some printers, your design can be printed off the label's center (offset direction and distance are constant whenever you print). This means that the zero point of the printer and software do not coincide. The picture on the right shows how non-calibrated output may look. Calibration can help you to print the label centered.

Rarely, the calibration two calibration sheets printed one after another can give you slightly different calibration values. In this case, you should check the guides of the paper tray. If they are not tight enough (gaps along sheet sides), paper may move around when it is pulled into the printer.

To calibrate your printer:

1. Choose **File > Calibrate Printer...** to bring up the *Printer Calibration* dialog.
2. Make sure that the correct paper or printer tray is selected in the **Paper or CD Tray** pop-up menu.
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 label paper or the CD/DVD tray with a printable disk into the printer. Click the **Print Calibration Sheet** button and then click the **Print** button in the system print dialog.
6. Disc Cover will print a calibration sheet with two rulers: vertical and horizontal. The values on the rulers, where they cross the edges of the disc or label, should be entered into the calibration dialog. Negative values are possible.

After entering the values, the preview box should display the picture with an offset similar to one you have printed.

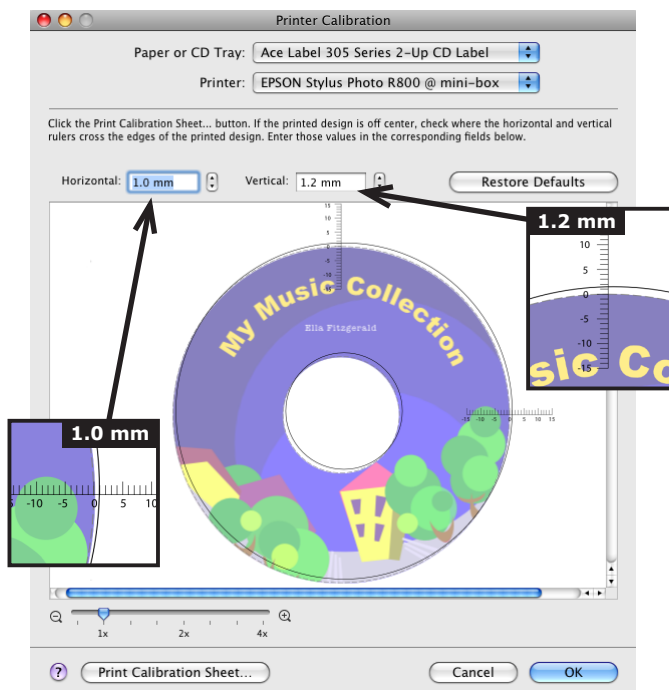
To be sure you have calibrated your printer successfully, print a copy of your design. Don't print the calibration sheet for this purpose because it is always printed with zeroed calibration values.

If the calibration rulers were printed too far off and don't touch the disc edge, enter the distance (in millimeters) from the top and right points of the disc (top and right sides of cover or insert) to zero points of the corresponding rulers. In this case, the values should be entered with the "minus" sign.

**Note:** *If for some reason you need to re-calibrate a direct-to-disc printer, a printable disc, already used for calibration, can be used again for printing the calibration rulers. Turn the disc on the tray so that the new rulers do not overlap with old ones.*

#### **ATTENTION!**

*For calibration, choose the same print settings and media that you will use for printing: quality (high, normal, draft), resolution, color/monochrome, paper sort (plain, glossy), etc.*



## Exporting Documents

Documents are usually exported to a graphic format to preview them on another computer, or to send to a print shop.

To export your document:

1. Select the **File > Export...** menu item.
2. Type the file name and choose where to save your file.
3. Choose a graphic file format in the **Format** drop-down list. The difference between file formats is described below.
4. Click **Options...** to tweak additional settings.
5. Click **OK**.

**Note:** You will not be able to edit objects in a document saved to a graphic format such as TIFF, JPEG or others. If you want to be able to edit your work in the future, save your document in the Disc Cover file format (the **File > Save or File > Save As...** menu).

**Note:** There are two ways to set a shadow for text – either using the shadows from the system Font dialog, or the shadow controls located in the Fill & Shadow tab of the Inspector. We recommend you use Disc Cover shadows for best results. When you export your document to PDF, shadows may not appear exactly as in the original document due to the specifics of the format. In this case we recommend that you try to export with different shadow settings, or export to TIFF.

To export to the PDF format, you can also use the system *Print* dialog. Click the **PDF** button and choose *Save As PDF* in the pop-up menu.

### Export Options

For the PDF format:

- **Bleeds and cut marks.**
- **PDF Workflow.** Here you can choose a standard or custom workflow.
- **Convert text to curves** turns all text to a vector image. Setting this option allows you to avoid problem with missing fonts when you open the graphic file on other computer.



For the TIFF format:

- **Resolution.**
- **LZW compression.** Compresses the TIFF image to reduce the file size.
- **Bleeds and cut marks.**
- **Color Model.** You can choose to save the image with RGB or CMYK colors.

For the JPEG format:

- **Resolution.**
- **Quality** (compression rate).
- **Bleeds and cut marks.**
- **Color Model.** You can choose to save the image with RGB or CMYK colors.

Bleeds are an additional area along your page edges. Setting bleeds enlarges your page size. Bleeds are used to print special marking like crop marks, and to trim pages after printing. More about bleeds can be found in *Chapter 9: "Printing and Exporting Documents" > "Bleeds at Printing"*.

## Choosing a Graphic Format to Export

If you are not sure which format to use, contact the print shop or the place where you are going to send your document.

The TIFF format gives higher image quality compared to JPEG. The disadvantage of TIFF is that it takes longer to export your document, and TIFF files can be larger at the same resolution.

Click the **Options** button if you need to change the resolution of a TIFF file. Contact your print shop to find out if they have any specific requirements to the resolution of the TIFF images.

JPEG can be used for pictures, but not always for text, tables and graphics with thin lines. Use JPEG when you want to make a lower-quality preview of your document, or to send it by e-mail, or place on the web site.

Click the **Options** button if you need to change the resolution and quality of the JPEG file.

In most cases, the PDF format is the best. PDF files are small enough due to efficient compression. This format is optimal for documents combining text and graphics. PDF files can contain data in a vector format.

## Exporting to PDF and EPS with CMYK Colors

Unlike the other supported formats, PDF and EPS don't offer an option to select the color model. The program retains the original colors of objects when it creates a PDF or EPS file. This means that you need to think about the color model from the beginning of your work on a new document.

A PDF file is considered to be in the CMYK color space if all objects in it are CMYK. If you use RGB and CMYK objects in the same document together, graphic software would recognize the exported file as RGB.

A purely CMYK must have all object color properties selected using the *CMYK Sliders* in the standard *Colors* pane. For example, a text object should have CMYK colors selected for the text itself, text box frame and text box background.

To open *CMYK Sliders*, bring up the *Colors* pane (**Cmd-Shift-C**), open the *Color Sliders* tab, and select *CMYK Sliders* from the popup menu.

To find out the color model of an image, open it in the Preview application. Bring up the *Info* pane (**Cmd-I**). The *General* tab in it displays the color model.

Also remember that some graphic content created or modified in the program is always RGB:

- Shadows.
- Images modified using the embedded Image Editor.
- Images created using the image generator.
- Images created using the Art Text plugin.
- Embedded clipart.

# Chapter 10: Creating and Printing Multipage Booklets

## Introduction to Multipage Booklets

Some aspects of creating and printing multipage booklets differ from that of other design elements. The term multipage booklets implies that your document contains four or more pages, and that you will print on both sides of paper so that you get a booklet when folded. The built-in imposition feature provides the correct page order at printing.

### ***Paper Layout***

To create a multipage booklet, you should select a multipage booklet layout for CD or DVD format in the list of standard paper layouts. You can also print on plain Letter or A4 paper. Select a paper format before adding text and graphics.

If you wish to customize the size of the pages in your booklet, type new page dimensions in the *Size* section in the *Document* tab of the *Inspector*. To save the new dimensions as a preset, open the **Presets** pop-up menu and choose *Save...* A new preset will appear in the list of presets.

If you change a multipage element to a one-page layout (for instance, to a CD cover or tray insert), only the content of the first page will be transferred to the new layout.

### ***Adding and Removing Pages***

A new multipage booklet consists of one page by default. To add or delete pages, use the *Pages Preview* panel.

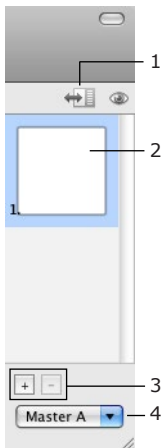
### ***Printing***

The printing procedure differs from other layouts. It is described in *Chapter 10: "Creating and Printing Multipage Booklets" > "Printing Multipage Booklets"*.

The program automatically reorders pages (this process is called imposition) to have the correct order of pages when you fold and assemble them.

## Pages Preview Panel

A new multipage booklet has only one page by default. To add or delete pages, use the *Pages Preview* panel. To open this panel, click the **Show Pages Preview** button in the toolbar (1).



1 – Show or hide the Pages Preview panel.

2 – The page thumbnail area. To open a particular page on the canvas, click on its thumbnail.

3 – Add or remove the selected page.

4 – The master pages pop-up menu lets you add edit and remove master pages. Using this menu, you can also apply a master page to pages of your booklet.

You can open the *Pages Preview* panel only if the current design element is a multipage booklet.

The main window displays the page whose thumbnail is selected in the *Pages Preview* panel.

You can select multiple page thumbnails to reorder or delete the pages, or to apply one master page to all of them. To select several thumbnails, click on them holding down the **Shift** or **Cmd** key.

To reorder pages, drag the page thumbnails to new positions.

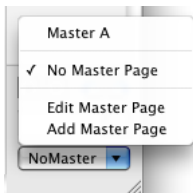
Your booklet must contain a minimum one page.

When you switch to editing a master page, the panel displays master pages of your document. When you return to editing regular pages, they are displayed in the panel again.

## Master Pages

Master pages help you create uniform pages in an efficient way. For example, maybe you want all of the pages of your booklet to have a common background or some common text. You can place all of these objects on a master page and then apply it to one or more pages of your booklet. The master page then acts as a background and you just need to add elements specific to that page. Likewise, if you later want to change something on this universal background, the changes are applied to all of the pages with that master page applied.

To work with master pages, use the pop-up menu at the bottom of the *Pages Preview* panel.

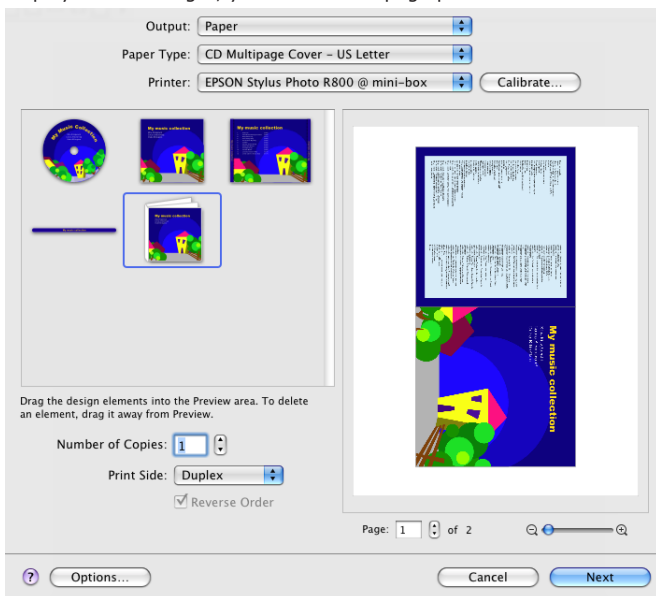


By default no master pages are applied to your booklet pages. “No Master Page” in the pop-up menu indicates this. Master pages are enumerated using letters “Master A”, “Master B”, and so on.

To apply a master page to the page(s) selected in the *Pages Preview* panel, select it from the pop-up menu. Choose “No Master Page” if you don’t wish that the selected page has a master page.

## Printing Multipage Booklets

1. Click the **Print** button in the toolbar (**Cmd-P**) to open the *Print* dialog. In the box to the left, thumbnails of all design elements are displayed. To the right, you can see the page preview.



2. Click on the multipage booklet thumbnail.
3. Make sure that the correct multipage booklet layout is selected in the **Paper Type** pop-up menu.
4. Make sure that the correct printer is selected.
5. Set up the number of copies.
6. Set up the **Print Side** option.

If your printer supports duplex printing, select here *Duplex*. Later, in the standard print dialog, make sure that there *Two-Sided* printing and *Long-edge binding* are selected. If you are printing on a non-duplex printer, print one side, then flip paper sheet(s) and print another side.



The **Reverse Order** check box is available only when you choose to print the back side. When you print a multipage document, and put it print side up, the first page can be at the top of the page stack, or at the bottom. This depends on your printer. After printing one side you may have to manually reorder pages to print the second side. To avoid this, inverse the **Reverse Order** check box. With some printers, this option should be always selected.

7. Click the **Options** button and revise the resolution. Normally, 300 – 400 dpi gives good results.
8. Click the **Next** button to open the system print dialog.
9. Set up the print quality, type of paper and other settings.
10. Click the **Print** button.

Since you print on plain paper, printer calibration is not needed.



# Chapter 11: Solving Problems

## Troubleshooting

### Printing Problems

#### ***The printer does not print***

- Check the cable connection between the printer and the computer.
- Make sure the printer is turned on.
- If several printers are installed on your system, make sure the correct one is selected in the program.
- Check the printer paper source: some printers have several input trays.
- Make sure the 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 initialization is finished. Lamps on printer control panel should 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.

Some printers don't print directly on CD/DVD if connected wirelessly or over the Ethernet. To check if this is the case, connect the printer to the computer using the USB cable.

#### ***Low quality of the printout***

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 the 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 specification.
- The paper face is on the correct side.
- The proper paper type is selected in the printer settings.

To establish the cause of the problem, do 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.

### ***The printout has a blank stripe along the edge***

A 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 paper differs from the paper actually used. 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, increase the **Bleeds** value in the *Print* dialog.
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 become even and you fix this with the **Bleeds** control.

### ***LightScribe™ label burning does not work***

The problem can be caused by an old version of the device driver. Install the most recent driver.

### ***Problem with Printing on CD/DVD on Epson R800 and R1800***

If the standard steps for direct printing on discs does not work, print this way:

1. Open your disc design in the main window.
2. Select your printer and tray type in the layout list (**File > Change Layout...**).
3. Open the *Print* dialog (**File > Print...**).
4. Make any necessary settings.
5. Make sure that the correct printer is selected.
6. Open the **Tray Type** pop-up menu and choose *Page Setup*.

7. In the *Page Setup* dialog, set **Paper Size** to *A4 (Manual Feed)*. The printer manual may suggest you choose another paper format. Click **OK**.
8. Click the **Next** button.
9. If the system print dialog displays minimum settings, click the square button with a triangle icon to open more print parameters.
10. Click on the **Layout** drop-down list and select the *Paper Handling* section, and select **Scale to fit paper size** check box. In the **Destination paper size** pop-up list, select *A4 (Manual Feed)*.
11. Switch from the *Paper Handling* to the *Print Settings* section. Set **Media Type** to *CD/DVD*.
12. Click **Print**.

## Text and images are printed with a shift

If all the images and text are offset on the print with the same direction and distance, calibrate your printer.

## Problems with text and images

### ***Cannot select text or an image***

- Make sure the object you want to select is on the active layer (Background or Foreground). To open another layer, use the **View > Show Background (Foreground)** menu command.
- The object may be behind other transparent or semitransparent object. To select through an object, press the **Cmd** key and click on overlaying objects repeatedly until the desired one is selected.
- Cannot select a circle in the design that contains circle text. The circle text may have colored background. It's shape will be a circle. Naturally, you will click on the circle to select it, but this will not work with the text background. As a part of the circle text box, it can be selected only by clicking on the text.

### ***The program cannot access the Extras Pack clipart moved to other location***

In some cases, you may want to move the clipart to a new folder. This can be done using an alias which directs the program to a new location.

1. In Finder, open the folder containing the clipart:  
*/Library/Application Support/BeLight Software/*  
Copy the ClipArt folder to a new place.
2. Rename the original ClipArt folder to something like ClipArt-old.
3. Open  
*/Applications/Utilities/Terminal.app*  
Copy the following line (a space at the end is needed):  
*sudo ln -s*  
and paste it into the Terminal window.
4. Drag and drop the ClipArt folder from the new location into the Terminal.
5. Copy this line:  
*/Library/Application\ Support/BeLight\ Software/ClipArt*  
and paste it into the Terminal.  
At the moment, the command line in the Terminal must look like this  
(the first path can be different):  
*sudo ln -s /Volumes/Extra\_Drive/ClipArt /Library/Application\ Support/  
BeLight\ Software/ClipArt*
6. Hit the **Return** key. You'll be asked to input the administrator's password.
7. Open the program and check if it still can access the extra clipart.
8. Remove ClipArt-old.

### ***Cannot import from iTunes***

The program supports two methods of importing. If no data is being imported using the default method, select the Use AppleScript to import from iTunes check box in the program preferences (**Cmd-,**) and try to import again.

If the problem persists, 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 > Library > Export Playlist** command in the iTunes' menu. Choose file name and folder to export, set **Format** to *Plain Text* and click the **Save** button.
4. Import data from the text file into Disc Cover. See *Chapter 8: "Importing Text Data and Artwork"* > *"Importing Data from a Text File"* for more details.

### ***The program imports a wrong track order from iTunes***

The problem arises because iTunes does not update the `~/Music/iTunes/iTunes Music Library.xml` file that is used to import library content. You can delete this file and iTunes will create it again at the next launch.

The alternative way is to set the **Use AppleScript to import from iTunes** option in the program preferences (**Cmd-⌘**), but this type of importing is significantly slower.

## **Other Problems**

### ***Toolbar buttons do not appear in the toolbar***

The standard Mac OS toolbar is customizable. Choose **View > Customize Toolbar** in the menu to restore the default set of toolbar buttons. While you are fixing the problem, select *Icon & Text* in the **Show** pop-up list and deselect the **Use Small Size** check box in the *Customize Toolbar* dialog. This dialog lets you re-arrange or remove some buttons as well.

## Technical Support

The developer of Disc Cover offers free technical support.

E-mail:

*[support@belightsoft.com](mailto:support@belightsoft.com)*

Technical support form on BeLight's website:

*<http://www.belightsoft.com/support/>*

Forum on BeLight's website:

*<http://www.belightsoft.com/forum/>*

When reporting a problem, please make sure to specify:

- The version of Disc Cover you are using.
- The version of Mac OS X installed on your computer.
- Your previous actions that could have lead to the problem.
- If the problem persists, describe how to reproduce it.
- When necessary, illustrate your report with screenshots (press **Cmd-Shift-3** to save a screenshot on your *Desktop*).