

# **Pazzles Inspiration™ Manual**

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# Introduction

Congratulations on your purchase of the Pazzles Inspiration™ and your move to a more powerful and creative level of crafting! The Pazzles Inspiration™ gives you limitless freedom by allowing you to design and cut your own custom designs. Finally, you are no longer constrained to expensive dies or cartridges. Never again will you need to search through countless stores looking for the perfect title or image. Now, with the Pazzles Inspiration™, you are the creator and you can truly set your imagination free.

# Tutorials

The tutorials in this manual will teach you the most popular features of our software. We also offer several video tutorials that reinforce the tutorials in this manual and teach you more advanced techniques. You can access these tutorials by opening your software and selecting “Learn” on the opening screen.

## Pazzles™ Online

Our online store, galleries, forums, support, and video tutorials put everything you need right at your fingertips. Join us online to meet other crafters, download free cutting files and ideas, and get help with all your questions.

## Customer Support

Have you read the manual and troubleshooting tips and are still having trouble? We are here to help!

Phone Support: 1-866-PAZZLES (1-866-729-9537) (Monday through Friday 9:00 am to 4:00 pm MST)

International Phone Support: 1-208-922-3558

Online Support: Visit our forums to chat with other users and get help from Pazzles™ staff

Email Support: Email us any time [pazzles@pazzles.com](mailto:pazzles@pazzles.com)

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# Chapter Index

This manual has color coded tabs to help you quickly locate any chapter. Use this index page to select the chapter you wish to turn to, then find the pages with matching tabs!

Chapter 1: Getting Started	Chapter 7: Beyond the Basics	Chapter 8: Better than a Beginner	Chapter 9: Working With Graphics	Chapter 10: Getting a Grip on Graphics	Chapter 11: Advanced Features	Chapter 6: Cutting Projects
Chapter 2: Getting to Know the Inspiration			Chapter 3: The Basics	Chapter 4: Your First Project	Chapter 5: Inspiration Mant and Blade	

# Chapter 1: Getting Started

In your excitement, you may be tempted to skip the manual. We understand how excited you are, but taking a little time now to learn about the Inspiration™ and the Inspiration Studio™ may save you hours of frustration in the future. We are also sure that you will learn some very exciting features about your machine and software that you may otherwise have overlooked. Keep reading, you may be surprised to learn that manuals have other uses than coffee coasters!

## Setup and Installation

When you first get your package, locate your Quick Start Guide included in the box and follow the steps indicated to setup the Inspiration™ and install the Inspiration Studio™ software. Installation and setup will not be covered in this manual.

## Using the Manual

This manual is intended to provide you with guidance in using the software when you are a beginner through when you have become very advanced in the software. The Inspiration Studio™ has many features; you should not expect to learn everything in one sitting.

When you are first getting started we recommend that you read Chapters 1, 2, 3, 5, and 6 as well as work through the tutorial in Chapter 4. Give yourself time to practice the concepts in these chapters, the time needed to become comfortable with these tools will depend on how often you use the software and how proficient you already are with a computer.

When you have mastered the concepts covered in Chapters 1-6, read Chapter 7 and work through the tutorial in Chapter 8. Once you are comfortable with the concepts in these Chapters continue on to Chapter 9 and work through the tutorial 10.

Chapter 11 should be explored only after you have mastered all of the other techniques in the software.

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## Chapter 2: Get To Know the Inspiration

We know you are excited about making your first project, but take a moment to introduce yourself to your machine and get to know it. After all, it's only polite.

### In this chapter you will learn:

What the parts of the Inspiration™ are called and what their uses are.

How to turn the Inspiration™ on and off.

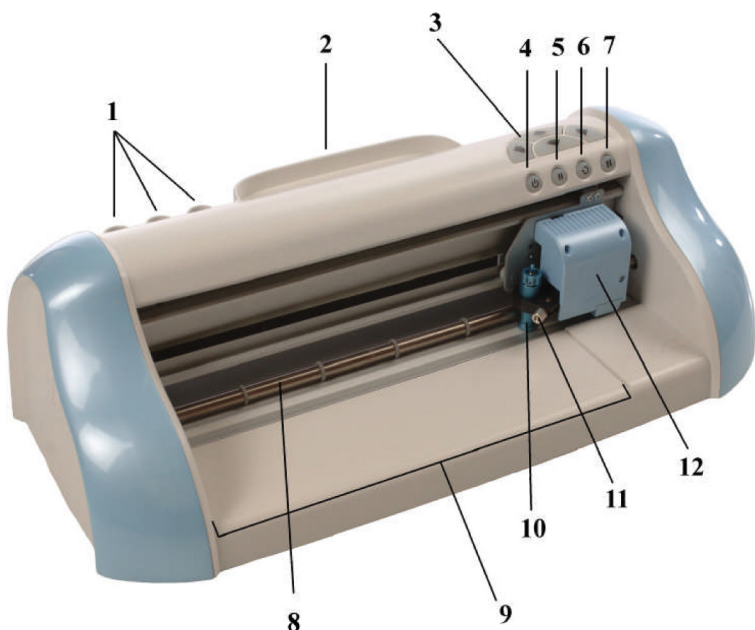
How to care for the Inspiration™.

What the blade holder is and why it is important.

How to insert and remove the blade holder.

Chapter 2: Getting to Know the Inspiration

### Parts of the Inspiration™




1. Tool holders: Use to store additional tools (ex. Pen Tool).
2. Accessory tray

3. Position adjustment buttons: Use the up and down arrows to adjust the position of your mat. Use the left and right arrows to adjust the position of your blade carriage.

Pressing the Position Adjustment buttons will cause the mat or blade carriage to move in very small increments. To make them move faster hold the desired Position Adjustment button down for 2+ seconds and the mat or blade will begin to move more quickly.




Use the position adjustment buttons to change the start point of your cut. This is a great way to use up your entire sheet of paper or use up paper scraps.

4.  Power button: Use to turn on the Inspiration™.




When the Inspiration™ is on, the Power button will light up.

5.  Pause button: Use to pause the Inspiration™ while it is cutting a project.




When the Inspiration™ is paused, the pause button will light up. The Inspiration™ may not pause instantly.

6.  Repeat button: Use to repeat the last project cut on the Inspiration™. Some projects are too large or detailed for the Inspiration to remember and are not repeatable. For these projects you will have to start the project over from the Cutting Control Panel (see *Chapter 6: Cutting Projects*)



When a project is repeatable, the repeat button will light up.

7.  Load/Unload button: Use to load and unload your cutting mat from the Inspiration™.








When the Inspiration thinks the cutting mat is loaded, the Load/Unload button will light up. This doesn't necessarily mean that your mat is successfully loaded, it just means that you have selected the Load feature and the Inspiration has attempted to load the mat.

8. **Roller Bar:** This bar moves your mat through the Inspiration™ as it is cutting.
9. **Mat loading area:** Load your mat into the loading area before pressing the Load button (see #7).
10. **Blade holder:** This is what the Inspiration™ blade is held in with.
11. **Thumbscrew:** Loosen to remove the blade holder and tighten to secure the blade holder back in position.
12. **Blade carriage:** This carriage moves left and right to move the blade holder while the Inspiration™ is cutting.

## Turning the Inspiration On and Off

1. Make sure that you have already completed all of the steps in the Quick Start Guide provided separately in your package.


2. Press the Power Button .
3. If you have successfully turned on the Inspiration™ each of these buttons    will light up successively and

the power button  will turn on and remain on.

4. Whenever you turn the Inspiration on, the Inspiration will attempt to eject anything that is loaded.



If the Inspiration™ does not turn on, check that your power cord is attached correctly to the Inspiration™ and that the power cord is plugged in to an appropriate outlet.

5. To turn the Inspiration™ off, press the Power button .
6. If you have successfully turned off the Inspiration™ the lights on any lighted up buttons will turn off.



Keep the Inspiration™ turned off when you are not designing.

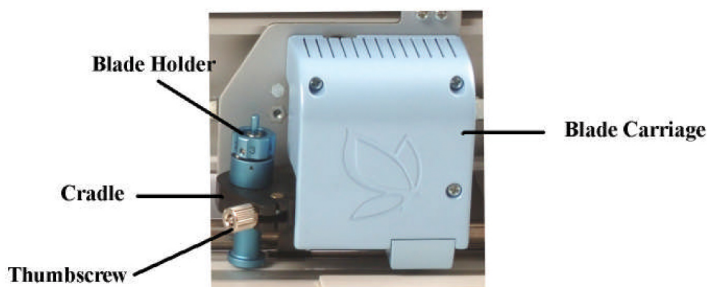
## Care for the Inspiration

1. Keep the Inspiration clean and free of dust.
2. Periodically clean the Inspiration's™ roller bar and the grips attached to the roller bar.
3. Store in a dry, clean, temperate environment.
4. Do not operate or store the Inspiration™ outside.

5. The Inspiration™ is not a production machine. Using the Inspiration™ for business purposes will void your warranty.
6. Do not expose the Inspiration™ to water.
7. Do not expose the Inspiration™ to surges in electrical power – you can protect the Inspiration™ from these surges by connecting the Inspiration™ to power through a surge protector.
8. Do not disassemble the Inspiration™.
9. If you are having trouble with the Inspiration™ please contact technical support, do not attempt to fix the Inspiration yourself. Doing so will void your warranty.

## The Blade Holder

The blade holder may be a little guy, but don't be fooled by its size. The blade holder plays a big role in making the Inspiration™ work because it stores the tiny little blade that does all of the cutting that creates your designs.



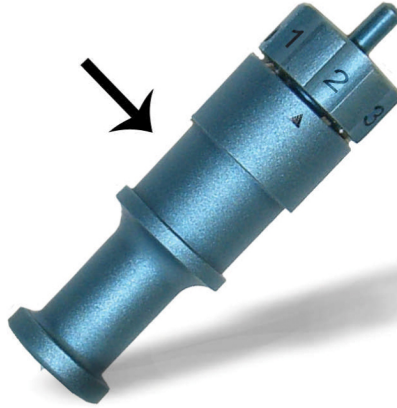
### Inserting and Removing the Blade Holder

1. Before inserting the Blade Holder, make sure that the black arrow on the blade holder points to the number 2.
2. Check to make sure that the blade is inserted into the blade holder with the sharp end of the blade slightly exposed out of the bottom of the blade holder.
3. Loosen the Thumbscrew on the Cradle enough for the thumbscrew to swing to the right.



Be careful not to loosen the Thumbscrew too much or it will fall out!

4. The Cradle should easily swing open to the left.



5. Insert the Blade Holder so that the middle section of the Blade Holder (as pictured) is resting in the Cradle.
6. Close the Cradle, swing the Thumbscrew to the left and tighten it.
7. Check to make sure the Blade Holder is resting securely in the Cradle. The Blade Holder should not be able to move within the Cradle.
8. To remove the Blade Holder again, simply repeat steps 3 and 4.

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## Chapter 3: The Basics

Your software is the place where you can really let your creative juices flow. With lots of powerful features you can truly let your imagination run wild, but you do need to allow yourself some time to get to know the software. Don't be afraid to play with it and explore all the features. The more time you spend exploring now, the better equipped you will be to make all of your projects later.

### In this chapter you will learn:

- How to open a new document
- What the Document Toolbar is and how to use it
- What the Tools Bar is and how to use it
- What an element is
- What a pen line is
- How to distort an image
- How to outline an image
- How to Click and Drag
- How to Resize an Element
- How to Move an Element
- How to Select Multiple Elements
- What the Basic Functions Bar is and how to use it
- What the Color Palette is and how to use it
- What fill is
- How to create fancy pen lines
- How to duplicate an image

### Opening a New Document



After successfully installing your software, there should be an icon on your desktop similar to the one pictured to the left. Double click this icon to open your software.



- 
- Page size
- paper size
- Recent pages
- 12.0 x 12.0"
  - 11.0 x 8.5"
  - 11 x 8.5"
  - 14 x 8.5"
- Page
- Length: 12 Height: 12
- ☒ inches ☐ cm ☐ mm
- Ok Cancel

- 

- 18



## Basic Commands

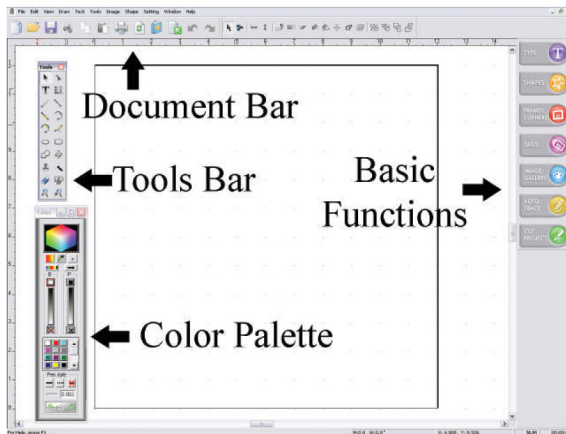
Puzzles Inspiration Studio™ has many wonderful tools. However to learn them all at once is a bit overwhelming. This section will give you an overview of the basics. You will use these tools in action in *Chapter 4: Your First Project*. For more advance techniques, you can turn to *Chapter 7: Beyond the Basics*.

### Click and Drag

Click and drag is a term you will hear often. To click and drag, press the left button on your mouse and hold it down. While you are still holding the mouse button down, move your mouse up, down, left, right or any combination of directions.

### Tool Bars

When you first open the Inspiration Studio™ you will see several tool bars. These tool bars are shortcuts to all of the most frequently used features of the software. This section will show you what each button does and give you some tips on how to use them. See *Chapter 4: Your First Project* to practice using these tools.



## Document Tool Bar

Look for these buttons on the top left side of your screen. They perform lots of the basic functions that you may already be familiar with from other software programs.



**New Document:** (Ctrl+N) Open a new page.



**Open:** (Ctrl+O) Select and open a saved document.



**Save:** (Ctrl+S) Save a document.



**Cut:** (Ctrl+X) Cut a selected element out of the page.



An “element” is any piece of your design that you can select.



**Copy:** (Ctrl+C) Make a copy of the selected element.



**Paste:** (Ctrl+V) Insert the most recently cut or copied element into your page.



**Print:** Print out a copy of your design on your printer.



**Redraw:** Refresh your screen.



Sometimes you’ll see lines appear on your screen that you didn’t create, or you’ll move an element and it will look like a copy of it is left behind. Use “Redraw” to make these “phantom lines” disappear.



**Import:** (Ctrl+I) Select and import a document such as a cutting file, clipart or photograph.



**Undo:** (Ctrl+Z) Undo the last action you did.



An “action” is anything you do to change your design such as drawing a line or moving an element.



**Redo:** (Ctrl+R) Redo the last action that you “un-did”.



You can undo and redo up to 40 actions!

## Tools Bar

This free floating tool bar on the left side of your screen contains all of the functions you will use most often. Check out *Chapter 4: Your First Project* for some great ways to use these tools.



**Select Elements:** Use this arrow to select elements of your design that you wish to work with.



**Move Point:** (F9) Use this arrow to manipulate the lines of your design. (e.g. Make a straight line curved).



**Write Text:** Inserts text into your design. To use this tool select it from the Tools bar to bring up a cursor, then click on your page with the cursor and type to insert text.



**Justification:** Brings up a tool bar to align your selected element(s) (including text) to the center, left, or right.



**Kiss Cut:** Select to draw a dashed pen line instead of a solid pen line. The “Kiss Cut” is great for making fold lines for cards, bags, etc.



“Pen Lines” are the actual lines that you draw on the screen that make up your design.



**Segment From Path:** Use to draw connected, straight, solid pen lines. To use this tool select it from the Tools bar. Then click and drag on your screen to create your first line, continue clicking to create more connected lines.



**Replace by Segment:** Use to replace curves, corners, or jagged pen lines with a straight line. To use this tool click and drag along the line you wish to replace.



**Arc from Path:** Use to draw connected, curved pen lines. To use this tool select it from the Tools bar. Then click and drag to create your first line, continue clicking to create more connected lines.



**Replace by An Arc:** Use to replace straight pen lines, corners, or jagged curves with a smooth curve. To use this tool click once at the beginning of the area you wish to replace and then click again at the end of the section.



**Freehand Draw:** Use to freehand draw pen lines. The software will automatically connect the two ends of your pen line to create an enclosed element.



**Oval:** Use to draw ovals



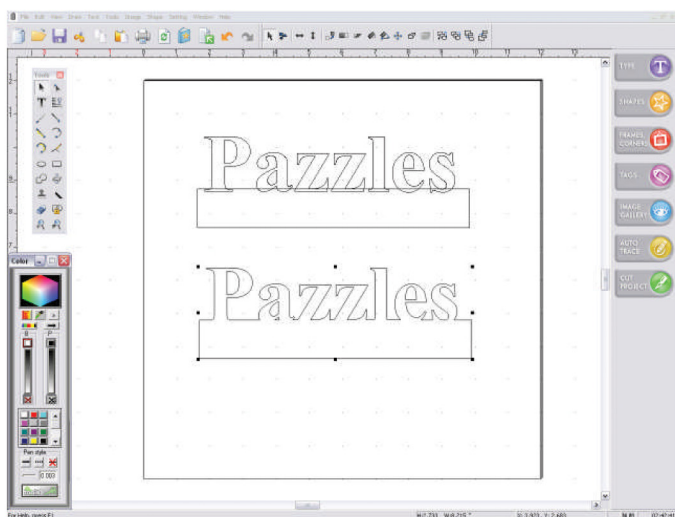
**Rectangle:** Use to draw rectangles



You can draw perfect circles and squares with the Oval and Rectangle tools. Simply press the “Shift” key on your keyboard while you click and drag to create your circle or square.



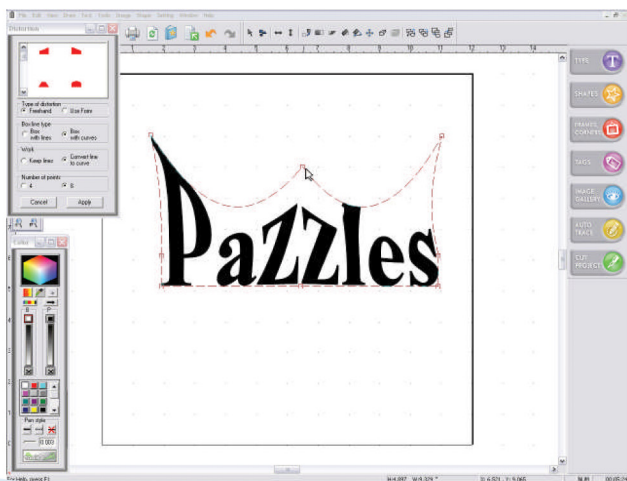
**Join Selected Elements/Weld:** Use to join two or more overlapping elements together.

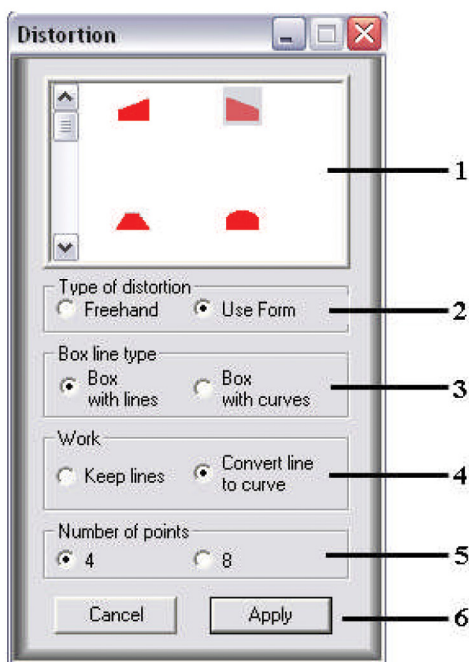


You will need to have all the elements you wish to weld selected before you can weld them together (See “Selecting Multiple Elements”).



**Distortion:** (Ctrl+K) Brings up a window with distortion features to change the shape of your selected element. You must have an element selected before you can use this feature. See steps 1-6 for more details





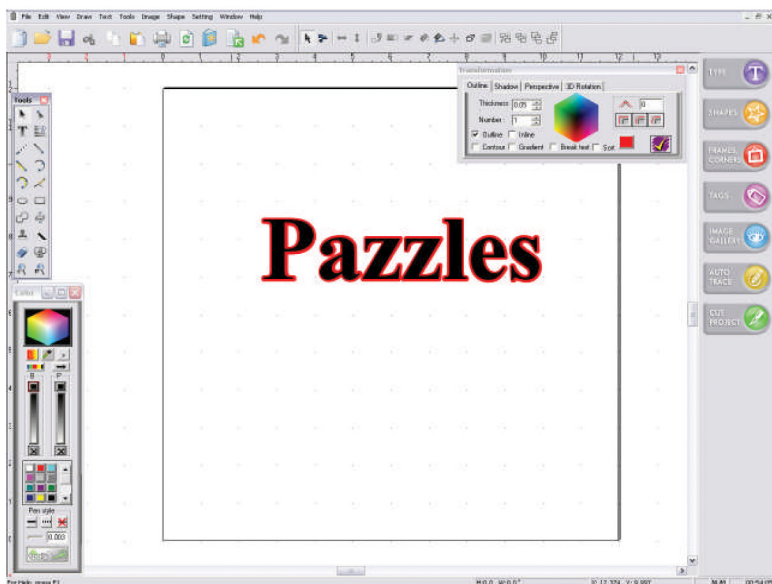
1. **Form Selection:** Select from 14 different preset distortion forms.
2. **Type of Distortion:** Select “Freehand” to create your own distortion. To use this feature select Freehand and then click and drag one of the boxes that surround your selected element.
3. **Box Line Type:** Select Box with Curves to be able to manipulate your image with curves instead of straight lines. To use the Box with Curves feature click and drag on one of the lines that surround your selected element.
4. **Work:** Select Keep Lines to keep all the lines of distortion straight as you manipulate the bounding boxes. Select Convert Line to Curve to allow the distortion to curve as you move the bounding boxes.
5. **Number of Points:** Select 8 to add 4 additional bounding boxes around your element so that you have even more ways to manipulate it!
6. **Cancel/Apply:** Cancel will close the Distortion window without applying your selections. Apply will close the Distortion window and apply your selections.

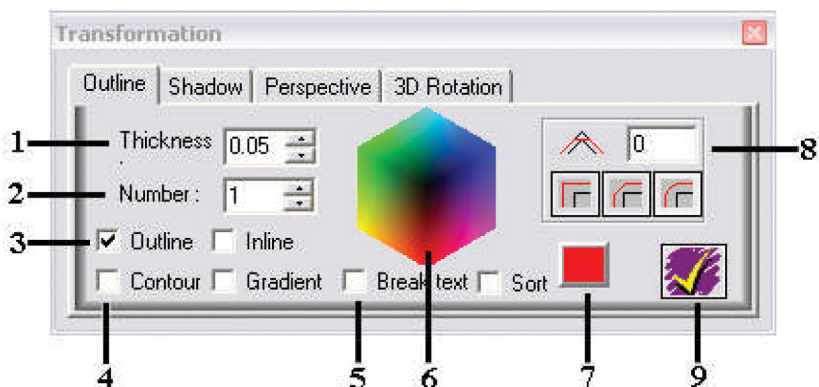


**Outline:** Creates an outline around your selected element. To use this feature, first select the element(s) you wish to outline and then select the outline feature. See steps 1-10 for more details.



This feature is great for creating shadow mats or for use with the Puzzles Pen Tool™ and many of our other great tools!





1. **Thickness:** Select the thickness of your outline. Always pick a very small number! You will usually want an outline between .10 and 0.25.

2. **Number:** Select how many outlines you want to create.

3. **Outline/Inline:** Select whether you would like an outline or an inline (an inline will be inside of your current design while an outline will be outside).

4. **Contour:** When you are welding letters or shapes that are close together, select contour to make any overlapping outline lines automatically weld together.

5. **Break Text:** Outline each letter separately – the outline will not automatically weld together when it overlaps.

6. **Color Palette:** Select the color of your outline by clicking on the color palette

8. **Color Box:** Displays the current outline color selected.

9. **Corner Style:** Select from 3 different styles of outline for around the corners of your selected element.

10. **Apply:** Apply the current settings to your selected element.



**Make Image Contour Cut:** Use to create a pen line around a photograph or clipart. Want to find out how to import a graphic? Check out *Chapter 9: Working with Graphics*.





**Erase:** (F5) Use to erase unwanted pen lines, curves, pictures, and/or elements




If you want to erase several elements at once you can click and drag a box around the elements you wish to erase.



**Group:** Use to group two or more elements together so that you can select both elements with one click and move and resize them together.

If you want to ungroup a set of elements so that you may work with elements individually again, select the elements you wish

to ungroup with the Select Elements tool . Select "Shape" from the top left side of your screen and select "Break Group" from the drop down menu. If you wish to break apart all grouped elements that are selected on your page, select "Break All"



You will have to have both elements selected before you can group them. (See *Chapter 3: The Basics* "Selecting Multiple Elements")



**Zoom Window:** Use to zoom in closer to your page.




To quickly zoom in on a specific location, simply select the Zoom Window tool and then click and drag a box around the area you wish to zoom in on.

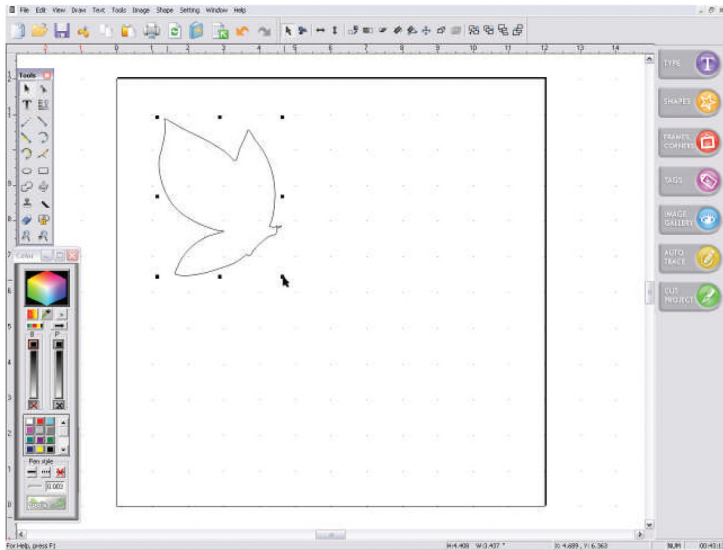


**Zoom Page:** Use to bring your entire page into view.



## Resizing


If you choose a size for your image or text and then decide it isn't quite right, you can easily change it. Simply select the element with your

Select Elements tool  and then click one of the corner black boxes or handles that surround it and drag it in towards the center of your element to make your image smaller or drag it out away from the center of your element to make your image bigger.



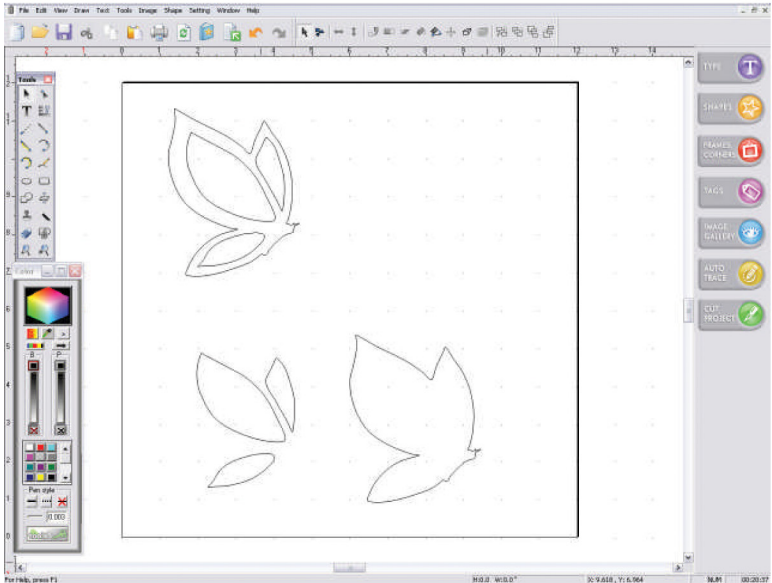
## Moving a Design

To move a design, click on the Select Elements Tool  in the Tools Bar on the left side of your screen. Then hover over the center of the design you wish to move. A cross with arrows symbol should appear . When it appears, click and drag your image to move it to a new location.

To move a design in small increments, click on the design using the Select Elements Tool  in the Tools Bar on the left side of your screen. Then click on your element. Use the arrow keypad on your keyboard to move the element in very small precise increments.

## Selecting Multiple Elements

You will find that if you have designs with multiple elements (remember, an “element” is any piece of your design that you can select such as a line or a circle) you cannot simply click on the design and move or resize it or you will lose pieces. The screen shot shows a butterfly design with multiple elements. The bottom of the screen shot shows what happens to the butterfly design when you try to simply click and move the design.



Notice how the insides of the butterfly’s wings have been left behind. This will happen to any design with multiple elements.

To prevent this from happening you will need to select multiple elements at once. There are two methods to do this, both methods can be very useful depending on the situation.

### **Drag a Box**

A great way to select multiple elements at once is to click and drag a box around all of the elements you wish to select. To click and drag a box, press the left button on your mouse and hold it down, then move your mouse cursor to the right and down. If you have done this correctly you should see a red dashed outline box appear on your screen. As soon as you release your mouse button, the box will

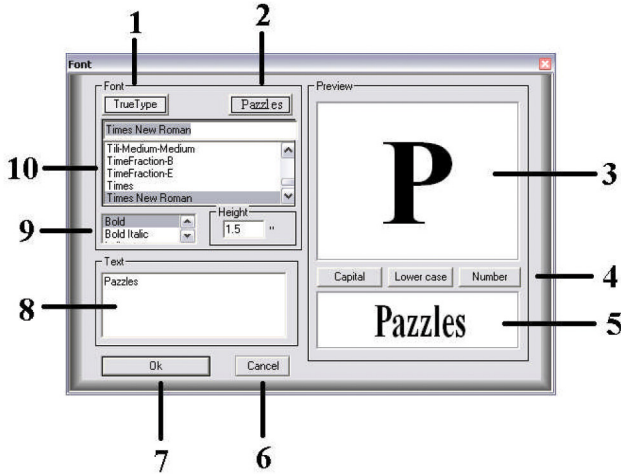


## Basic Functions

The Basic Functions toolbar on the right side of your screen makes designing easier by putting some of our great tools right at your fingertips.



**Type:** Opens the font window. See steps 1-10 for more details.




1. **True Type:** Use this button to view and select from all of the true type fonts you have installed on your computer.



True type fonts are the most common type of font files. Most fonts on your computer will be True Type.

2. **Puzzles:** Some fonts cut better than others. Here you can select from fonts that have been pre-tested to ensure they cut well.
3. **Preview Box:** Preview the first letter of your selected word/text. If no text is selected, this will default to "P".



To preview what your text will look like in different fonts, use the Select Elements tool  to select your text before opening the font window.

4. **Font Preview:** Preview what all the characters (capital, lower case, and numbers) look like in the font you currently have selected.

5. **Preview Text:** Preview the first word of your selected text. If no text is selected, this will default to “Pazzles”.
6. **Cancel:** Closes the font window without applying changes to the text.
7. **Ok:** Applies changes to the text and closes the font window.
8. **Text Box:** View and edit the text you are working with.
9. **Font Style and Height:** Changes the font style (e.g. Bold or Italic). You can also change the height of your text in the Height window. Height is based on capital letters.
10. **Font Selection:** Change the font of your text to any font from this list. This list will include all true type fonts currently on your computer.



**Shapes:** Opens a catalog of pre-made images that you can select in three different sizes and insert into your page instantly.



**Frame, Corner:** Opens a catalog of pre-made frames and corners that you can select in three different sizes and instantly insert into your page.



**Tags:** Opens a catalog of pre-made tags that you can select in three different sizes and instantly insert into your page.



**Image Gallery:** Opens a catalog of all the Pazzles™ images that you currently own and have installed on your computer.



**Auto-Trace:** Opens a window for converting pictures (pixels) to cutting lines (vectors). For more about this exciting tool, check out *Chapter 9: Working with Graphics*.



**Cut Project:** (F10) Opens the cutting window to cut out your project (similar to the printing window you use for your printer). For more about this feature check out *Chapter 6: Cutting Projects*.



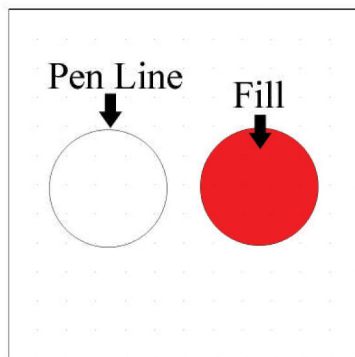
## Color Palette

The color palette allows you to change the color of your vector lines, fill your designs in with color, and even change the style of your pen lines. In this chapter we will introduce you to the basic functions of this tool bar. For more advanced features please see *Chapter 11: Advanced Features*. To see some great ways to use the Color Palette for your projects see *Chapter 4: Your First Project*.

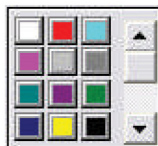
Depending on your computer, the color palette may be located on the left or right side of your screen. You can easily move the color palette to the bottom left corner of your screen by clicking on the color palette window and dragging it to its new location.

### Pen Lines

“Pen Lines” are the actual lines that you draw on the screen that make up your design. Pen lines are what will actually be cut. “Fill” is the color inside of any enclosed design. Fill does not affect how your design is cut.



Using the “Fill” feature can make it easier to envision what your design will look like when it is cut out.



**Palette:** Here you can change the color of the pen lines and fill of any selected element by choosing from preset colors.



**Color Box:** Use the color box to select a custom color for the pen line or fill of any selected element.

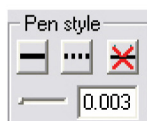


When using the palette and color box you can change the color of your pen line by right clicking on the color you want. To change the color of the fill, left click on the color you want.



**Pen and Fill Bar:** These bars show you what colors are currently selected for your pen lines and fill. The bar on the left indicates your fill color. The bar on the right indicates your pen line color.

Clicking the “X” boxes will make the pen line or fill invisible.



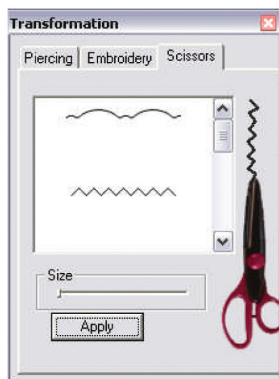
**Pen Style:** Use these buttons to change the style of your pen line to solid, kiss cut, or make the pen line invisible. Use the slider bar to change the thickness of your line.



The slider bar does not change the thickness of your pen line when it is cut, only the appearance of the pen line on the screen.



**Pen Style Tools:** Brings up a window with additional pen styles under three tabs: piercing, embroidery, and scissors.



**Piercing:** Create piercing points that are equal distances apart on your selected element.

**Embroidery:** This feature is meant for sewing. You will not use this feature.

**Scissors:** Select different fancy pen lines. Use the slider bar to change the size of the pen line design. When you have selected what you want, click “Apply”.



The “Scissors” function is a great way to make pretty borders and frames.



## Chapter 4: Making Your First Project

Now that your head is swimming with everything you just learned, you might be wondering how to start using all of those tools to make some great projects. This chapter is a tutorial that will guide you through making your first project using many of the tools covered in Chapter 3. Remember that there are hundreds of different ways to use these tools, and this is just one of many projects you could do, but hopefully it will get your creative juices flowing!

You can also watch a video of this tutorial and many other tutorials by clicking on the “Learn” button on the Inspiration Studio™ opening screen.

LEARN


### In This Chapter You Will Practice:

Using all of the tools needed to cut this project.



Chapter 4:  
Your First Project

### Step 1: Open a New Document in the Inspiration Studio™

1. Locate the Inspiration Studio™ Icon  on your computer desktop and double click it.
2. The Inspiration Studio™ opening screen should appear.



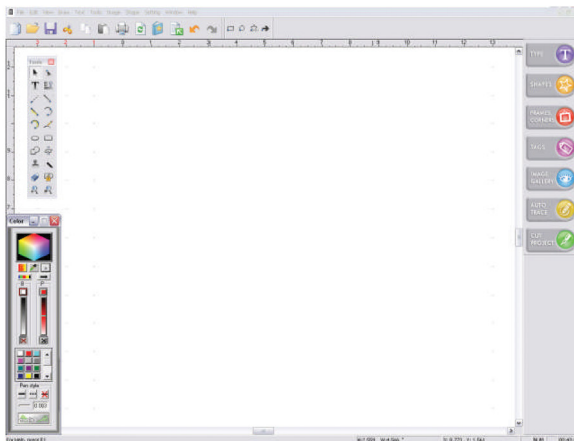
3. Select “Create”

4. A new screen will appear where you can select your page size.

5. Select the page size you wish to use and select “Ok”

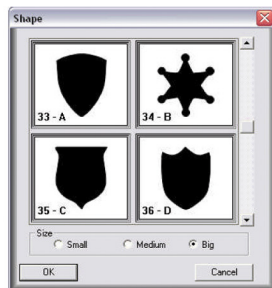


6. A new screen should appear similar to the screen pictured here.

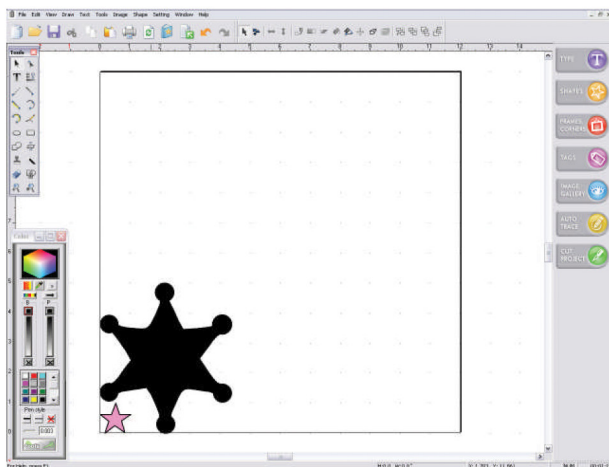


## Step 2: Opening a design from the Shape Catalog


1. From the Basic Functions bar on the right of your screen, click the “Shapes” feature
2. The Shapes catalog should open.
3. From the Catalog, select size “Big”.
4. From the Catalog, click on the star sheriff badge.



5. The Image should appear in the bottom left corner of your screen.
6. Re-open the “Shapes” catalog.
7. From the Catalog, select size “Small”.
8. From the Catalog, click on the five point star.
9. Now you should have two images, a star and a sheriff badge in the bottom left corner of your screen.



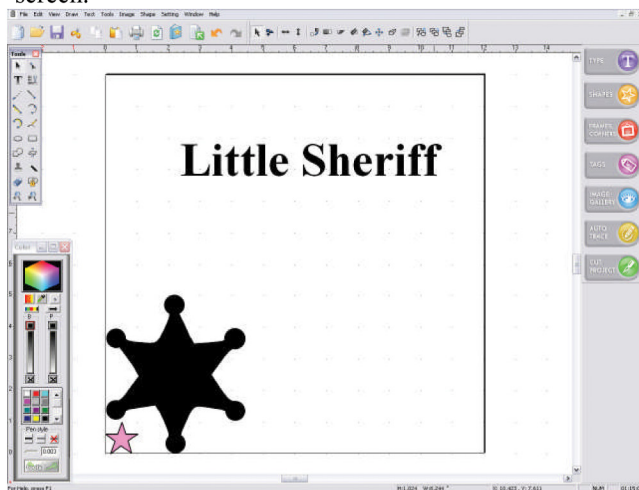
### Step 3: Adding Text


1. From the Tools Bar on the left side of your screen, select the Text feature .
2. Your mouse cursor should change into a text cursor that looks like a capital “I”.
3. Click anywhere inside the black outline on your screen that represents your page.

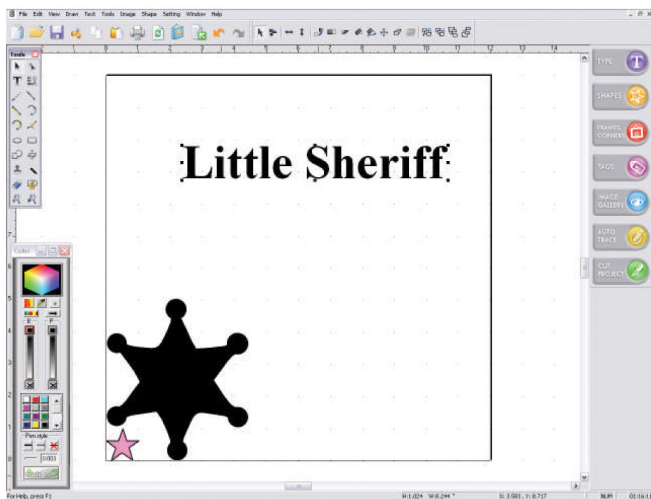


Remember that the black outlined square represents your page, everything you design needs to be inside this outline or it will not cut out!

4. Type in “Little Sheriff”. The text should appear on your screen.



5. Select the Select Elements Tool  from the Tools Bar on the left side of your screen.
6. Click on “Little Sheriff”. Small black square boxes (handles) should appear around your text.




## Step 4: Changing Your Font

1. From the Basic Functions Tool Bar on the right side of your screen select “Type”.
2. The Fonts Window should appear on your screen.






3. From the Fonts Window you can select and preview your font. For this project, you will use the font “Times New Roman”. You can type in the first few letters of your font name to locate it more quickly.

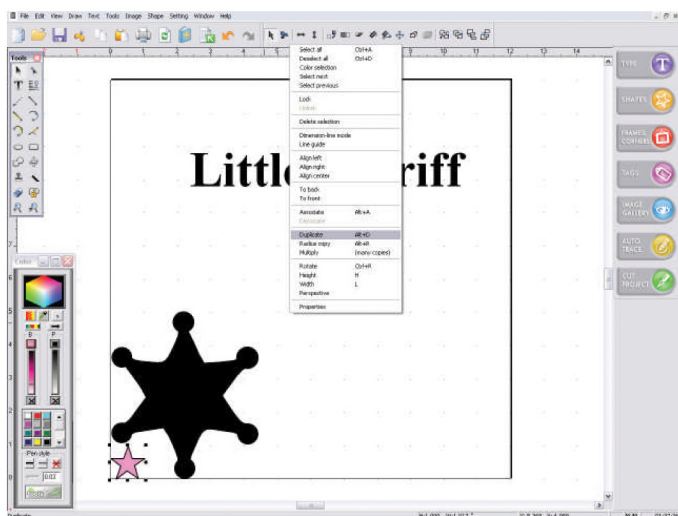


If you use the Select Elements Tool  to select your text before you open the Text Window, you will be able to preview your text in any font selected. You can also type your text directly in the Text Box and when you select “Ok” the text will be inserted into your design.

4. When you have selected the font you want to use, click “Ok” to apply the change.
5. Your new text font should change to the selected font.

## Step 5: Copy and Pasting a Design



1. Select the Select Elements Tool  from the Tools Bar on the left side of your screen.
2. Click on the small pink star you inserted earlier in the bottom left corner of your page.
3. Select the Copy Tool  from the Document Bar at the top of your screen.
4. Select the Paste tool  from the Document Bar.

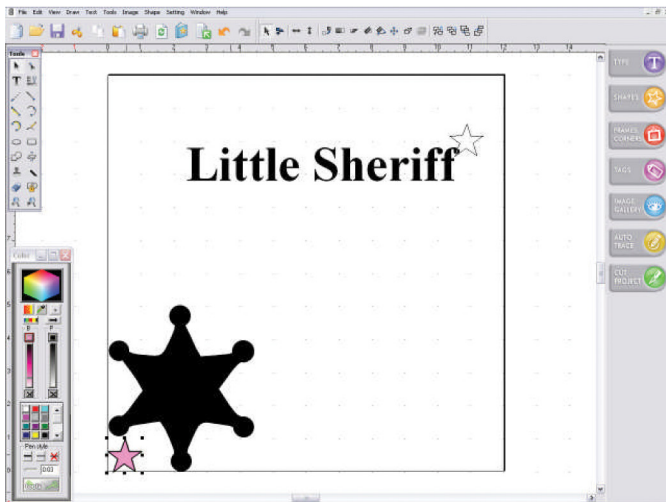




Even though you can't see it, there is now an exact copy of the star lying directly over the original!

## Step 6: Moving a Design

1. You should still have the Select Elements Tool  selected. If you do not, reselect it from the Tools Bar on the left side of your screen.
2. Hover over the center of the small pink star you just duplicated. A cross with arrows symbol should appear . When it appears, click and drag the star.
3. If you have duplicated your star successfully you should be able to move the top star revealing a second star underneath.
4. Move both of your stars so that they sit close to the top of the “L” in “Little” and the top of the final “f” in “Sheriff”



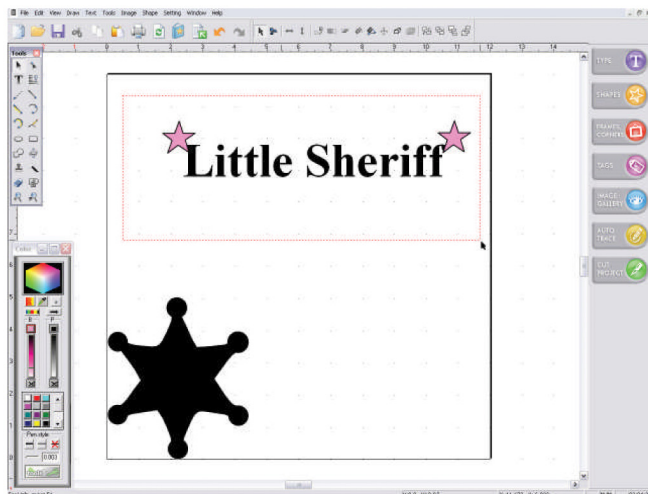
## Step 7: Removing Fill Color


You are soon going to weld the two small pink stars to the text “Little Sheriff”. However in this occasion, the fill colors are going to make it more difficult for you to see what you are doing, So, first let's select

multiple elements and then get rid of the fill color on those elements before welding.



Remember that a “Fill Color” is the color on the inside of your element. In this case it is the pink in the small star and the black on the inside of the text “Little Sheriff”



1. Click the Select Elements Tool  from the Tools Bar on the left side of your screen.
2. You are now going to select multiple elements on your page at the same time. To do this click and drag a box around both of the small pink stars and the text.



When dragging a box around multiple elements make sure you drag a box big enough to completely surround all of your elements. Think of it like casting a net to catch all of your elements in.

3. If you have successfully selected all of your elements, black boxes (or handles) should appear around all of the elements. If they do not, try clicking and dragging a box around them again.
4. Once you have selected all of your elements, click on the “X” below the left color bar in the Color Palette on the left side of your screen.

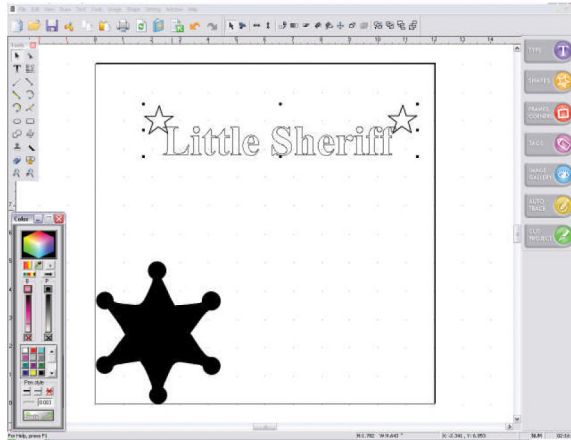






Remember that the left bar represents your fill color and the right bar represents your pen line color.


5. The fill colors should disappear from both small stars and the text leaving the outlines only. If they do not it could be because you did not successfully select them.



6. If you would like, you can also remove the fill color from your sheriff badge by selecting it and clicking on the “X” below the left color bar in the color palette.

## Step 8: Welding

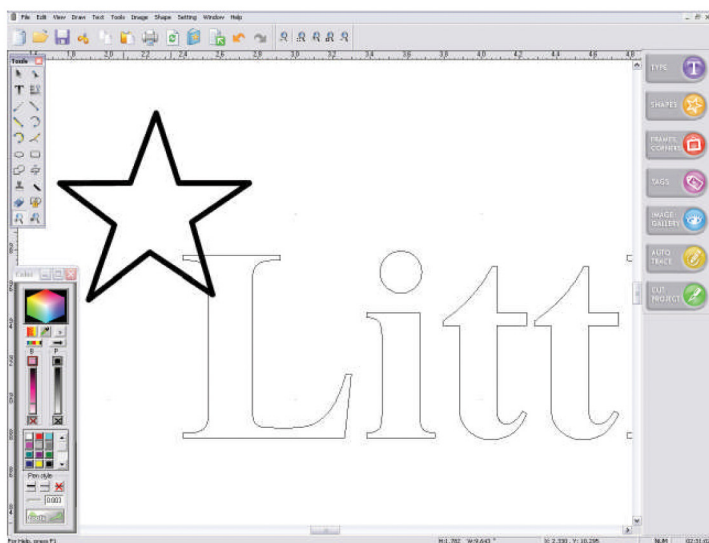
Now that the fill colors are gone it is much easier to see the pen lines. Remember that the pen lines represent what will actually cut. Welding will eliminate any overlapping lines so that your text and stars are truly joined together. You can now position and weld the two small stars to the text “Little Sheriff”.

1. Select the Zoom Tool  from the Tools Bar on the left side of your screen.




Make sure you select the eyeglass with a plus sign by it, not the one with a “P” by it.


2. Using the Zoom Tool, click and drag a box around the small star next to the “L” of “Little” and the “L”. This will magnify both the star and the “L” so you can easily work with them.



3. Select the Select Elements Tool  and click on the star.
4. Move the star until you have positioned it so that it overlaps with the “L”.




Make sure that you get a good amount of overlap (see picture above) or your design may not weld properly. Remember that if you do not like how your design welds you can always use the Undo feature .


5. Once you have positioned the star, select the Zoom Page Tool  to view your whole page again.
6. Repeat Welding steps 1-5 for the small star and the “f” in “Sheriff”





Even though your stars and text are overlapping now, the Inspiration™ will still cut everywhere where there is a pen line leaving you with lots of ugly little cut out bits! To truly get your elements to cut out in one piece, you must weld them together.

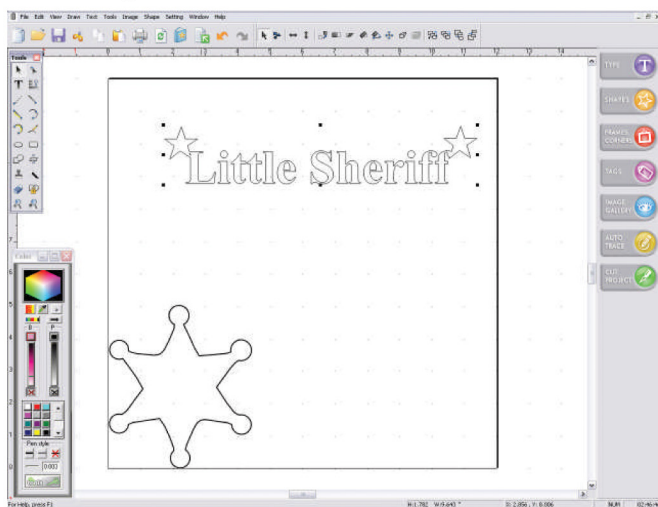
7. Once you have positioned both of the stars, select both small stars and the text “Little Sheriff” by selecting the Select

Elements Tool  and clicking and dragging a box around the stars and text just as you did earlier.

8. Once you have successfully selected both small stars and the text, select the Welding feature  from the Tools Bar on the left side of your screen.
9. Welding may take a few seconds to complete. Once it is done, you should be able to see that the overlapping lines of your stars and text have disappeared.

## Step 9: Distorting an Image

1. Select the Select Elements Tool  and click your “Little Sheriff” title so that the black boxes appear around it.
2. Select the Distortion feature  from the Tools Bar on the left side of your screen.

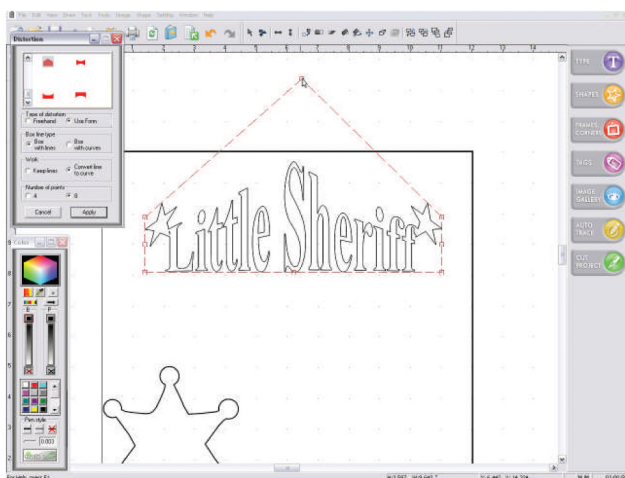
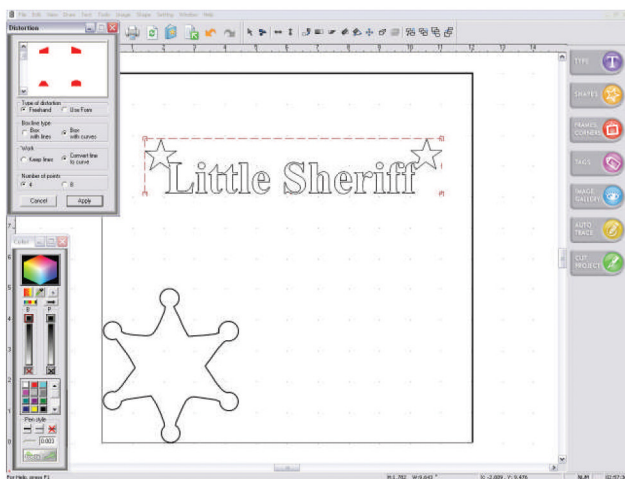


3. The Distortion window should appear in the left top corner of your screen. Also, a dashed line with squares in the corner should surround your “Little Sheriff” title.
4. You can select any of the preset distortions shown. You can also create your own distortion by clicking and dragging any

of the square boxes that surround your title. For this project, scroll through the distortion types and select the 4<sup>th</sup> to last preset distortion that resembles a house.





To be able to create even more distortions, change the Number of Points in the Distortion Window to 8 instead of 4. This will add 4 more boxes around your title that you can move.

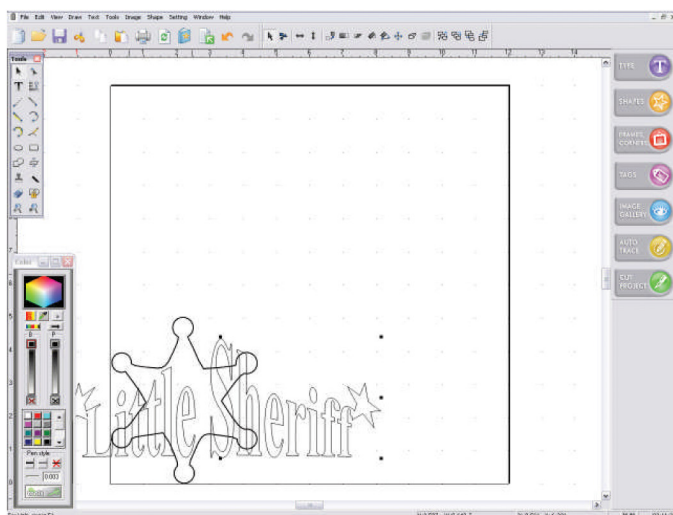



5. When you are happy with how your title looks select “Apply”.

## Step 10: Resizing an Image

Now that your title is complete, you will need to move and resize it to fit inside of the sheriff badge in the bottom right corner of your screen. You haven't forgotten about the badge, have you?

1. Select the Select Elements Tool  and click on your title "Little Sheriff".
2. Hover your mouse over the center of the title until a cross with arrows appears . When it appears, click and drag your title until it overlaps the sheriff badge.

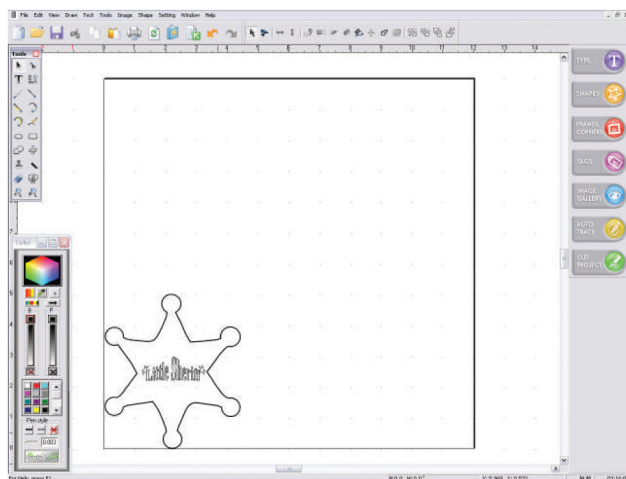


3. Still using the Select Elements Tool  click on one of the corner black boxes that surrounds your title and drag it inward towards the center of your title. Your title should begin to shrink.





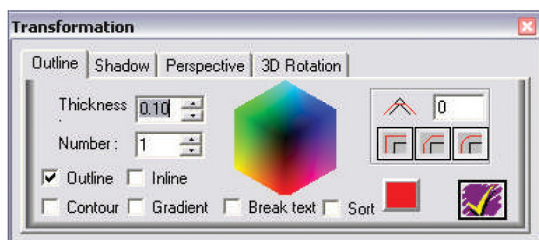
You can use the zoom tool  from the tools bar to help you see better.

4. Continue shrinking and moving your title until it fits inside and is centered in the sheriff badge as pictured in the next screen shot.



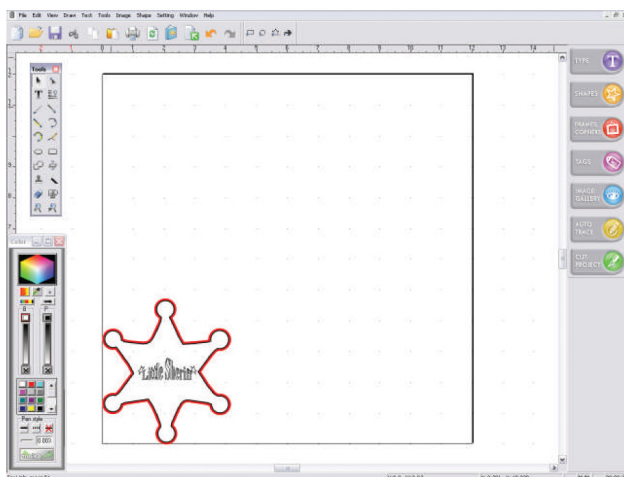
## Step 11: Outline an Image

1. Using the Select Elements Tool , click on the sheriff badge (not on the title!)
2. Select the Outline feature  from the Tools Bar on the left side of your screen.
3. The Outline Window should appear in the top right corner of your screen.



4. In the Outline Window select a thickness of 0.10
5. Make sure that under "Number" the amount "1" is entered and that the box by "Outline" is check marked.
6. From the Color box, select red if it is not already selected.

- When you have finished selecting your settings, click the yellow checkmark to apply your outline.



## Step 12: Changing a Pen Line Type

Your project is almost finished, but let's add one more special detail to the outline. First you will need to select the outline only.

- Use the Select Elements Tool  and click anywhere on your screen away from your design to deselect it.

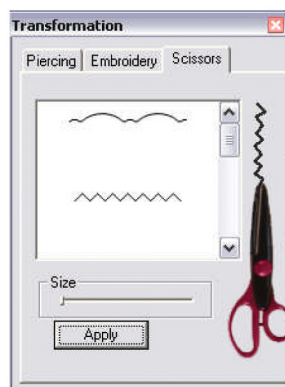
- Still using the Select Elements Tool, click on the red outline around the sheriff badge (not on the title or the sheriff badge itself!)

- Under the Color Palette on the left bottom side of your screen, select the Tools feature



- A new window will appear with different pen line styles. From the top tabs select "Scissor"

- Select the second scissor type by clicking on it.

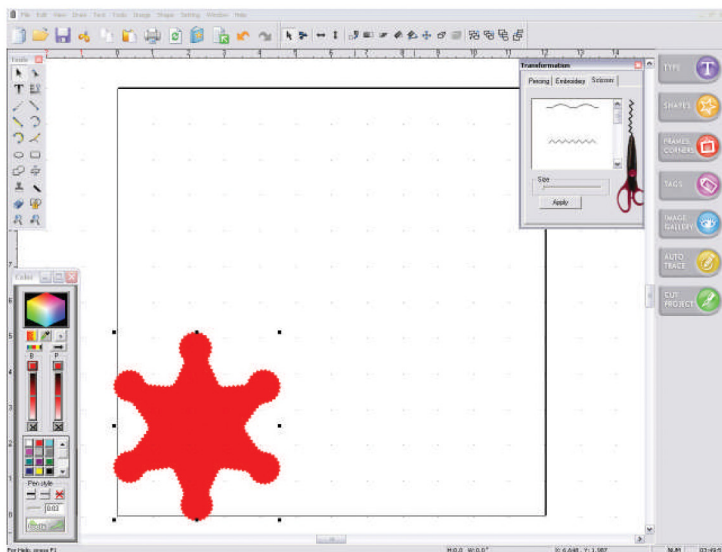






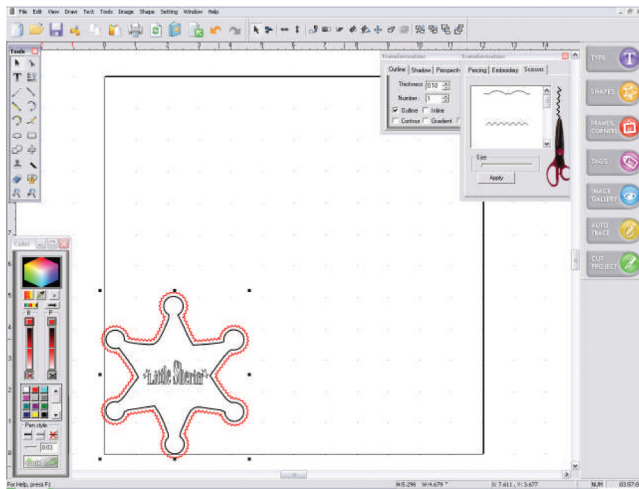
You can change the size of the scissor style by using the slider bar!

6. Select “Apply”
7. Oops! Does your design look like one big red star? Don’t worry, you didn’t do anything wrong. The rest of your design is hiding behind the outline.

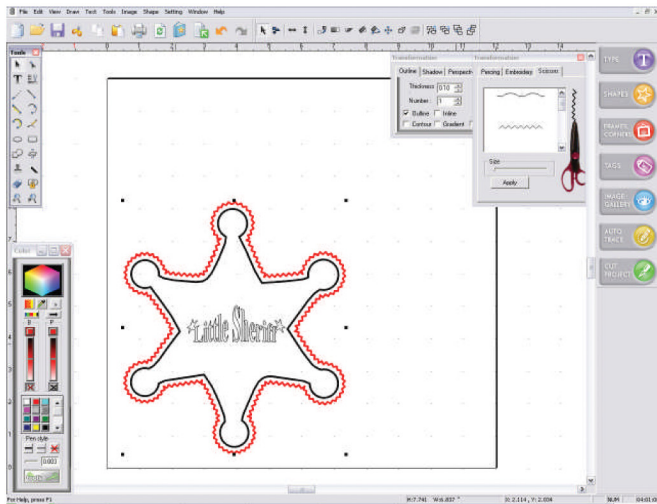


8. To reveal the rest of your design again you will first need to select just your outline. Use the Select Elements tool and click anywhere on your screen away from your design to deselect it.
9. Still using the Select Elements tool, click on the red outline around the sheriff badge, this should be easy because it is the only thing showing.
10. Click the “X” in the left color bar in the Color Palette on the left bottom side of your screen. This will remove the red fill inside your outline that is hiding the rest of your design.





11. By now your design is sitting slightly off of your page. To fix this click and drag a box around your design or press Ctrl+A (shortcut for "Select All") and move your design so that it is completely inside your page.
12. You can also resize your image by clicking on one of the corner boxes and dragging it in to the center of the design to make it smaller, or out away from the center to make it bigger.



You should be very proud of yourself! You have finished your first project! Armed with this new found skill, you can now create literally thousands of different, custom designs!

You may be feeling like that was a lot of work for one design, but remember that this was your first project and things will come faster and easier to you as you practice. Also remember that this tutorial covered many different techniques whereas your future projects may only require you to use a few of the techniques you just learned!

If you would like more practice, try watching the video tutorial for this project. You can access the video tutorials by selecting the “Learn” button from the Inspiration Studio opening screen.



LEARN

To learn how to cut out your project continue on by reading Chapters 5 and 6.

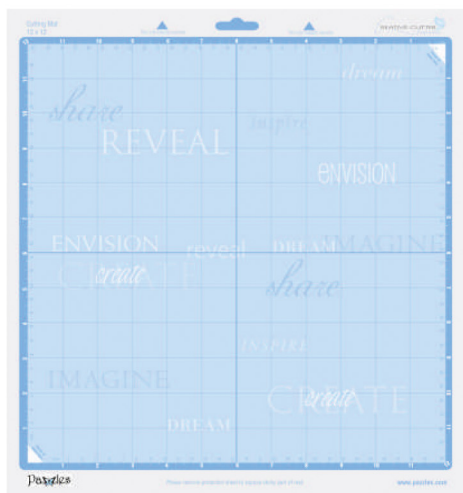
# Chapter 5: Inspiration™ Mat and Blade

## In This Chapter You Will Learn:


- What a cutting mat is and how to use it
- How to care for and when to replace your cutting mat
- How to care for your blade
- When and how to replace your blade

## The Cutting Mat

Paper loves to come loose and get stuck in your blade or machine, ruining your masterpiece. The cutting mat keeps your paper from misbehaving while being cut.





## Using the Cutting Mat

1. Make sure that you have turned the Inspiration™ on by pressing the power button . If the power button is lit up, the Inspiration™ is on.



Whenever you turn the Inspiration on, the Inspiration will attempt to eject any mat that is currently loaded.

2. Remove the clear protective sheet from your mat and set it aside. You will use this sheet later to store your mat!
3. Place your paper inside the dark blue border and up against one of the white corners as shown on your mat.
4. Smooth the paper down so it lies flat and straight on the mat.
5. Load the mat into the Mat Loading Area as indicated by the arrows on the mat until it is gently resting against the Roller Bar.
6. Press the Load/Unload Button . The Inspiration™ should load your mat so that the front edge of your mat is behind the roller and the blade holder is above the front right corner of the your paper. If it is not, use the Position Adjustment buttons (see *Chapter 1: Getting to Know the Inspiration*) to adjust the position of the mat and blade holder.
7. To remove the mat from the Inspiration™, press the Load/Unload Button .



### Storing and Caring for the Cutting Mat

1. When you are not using your mat, put the clear protective sheet back on the sticky side of your mat.

2. Store your mat flat or hanging in a cool, dry place. Do not stand your mat upright or lean it against something or it will warp.
3. The cleaner your mat is, the longer it will last. Keeping your mat free of dust, lint, pet hair, oil from your skin, etc. will extend the life of your mat and improve the quality of your cuts.



If your mat gets dirty, try using a lint roller to clean it. This will help extend the mat's life.

4. If your blade is extended out too far it will score your mat and your mat will not last as long.

### When to Replace Your Mat

1. Your mat is warped, heavily scored, or won't lie flat.
2. You have a new blade and your cutting quality is poor overall.
3. Your design cuts fine in some places but not in others.
4. The mat no longer holds paper effectively.

## **The Blade**

The Blade Holder holds a tiny blade that the Inspiration™ uses to cut.



## Blade Care

Replace the Blade If:

1. Your cut quality suddenly gets worse.
2. You must continue to increase pressure to get clean cuts
3. The corners and tight turns do not cut cleanly or are pushed in or lifted up.



These conditions can also occur if you have your pressure set too high. Always start with a low pressure first (see *Chapter 6: Cutting Projects “Adjusting Pressure, Speed, and Blade Length”*)!

### Replacing the Blade

1. Remove the Blade Holder from the Carriage (see *Chapter 2: Get to Know the Inspiration “Inserting and Removing the Blade Holder”*).
2. To release the blade from the Blade Holder, push down on the Release button on the top of the Blade Holder.
3. The blade is held in place by a small magnet, you will need to gently pull on the blade to remove it completely from the Blade Holder.
4. Let go of the release button.
5. Take a new blade and remove its small protective rubber cap.
6. Insert the new blade into the Blade Holder so that the sharp edge is pointing outward.



The dull end of the blade shaft has a small magnet in it that should lock into place in the Blade Holder if properly installed.

7. Re-insert the Blade Holder in the Carriage (see *Chapter 2: Get to Know the Inspiration “Inserting and Removing the Blade Holder”*).

## Chapter 6: Cutting Projects


You've got your machine and software ready to go and now you're almost ready to cut your first project! We know you can hardly take the suspense, but hang on a minute because there are still a few things you should know about cutting your project.

### In This Chapter You Will Learn:

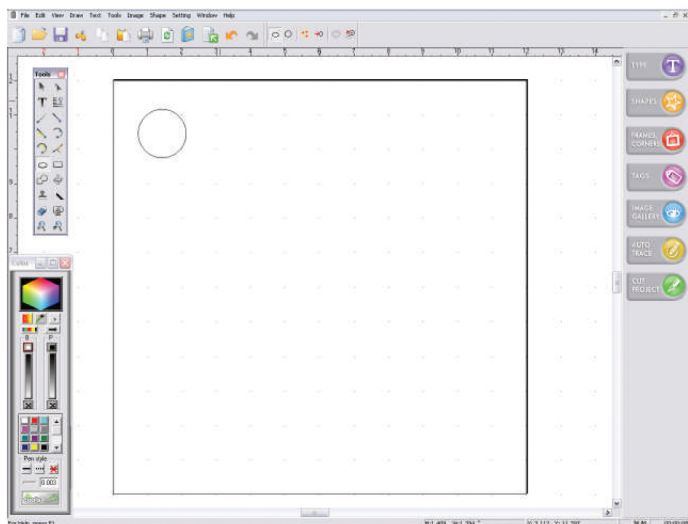
- How to prepare a test cut
- What the Cutting Panel is and how to use it
- How to tell if you have gotten a clean cut
- When and how to adjust your speed, pressure, and blade length
- How to remove your completed design from the mat

### Preparing a Test Cut

Every time you try a new kind of paper, replace the blade, move the Inspiration™, or the environment around the Inspiration™ changes significantly (humidity and/or temperature) you will need to perform a test cut. The steps in the rest of this chapter can be used as an appropriate test cut. Nothing is more frustrating than ruining the last sheet of your favorite paper, or accidentally destroying the last scrap of vinyl you need for your otherwise finished project. Although you might be tempted to skip the test cut, don't! Spare yourself from another midnight run to the store.

1. Make sure that you have your software open. If it is not open, double click the Inspiration Studio Icon on your desktop.
2. Open a new, blank document. See *Chapter 2: The Basics* "Opening a New Document".
3. Draw a dime sized oval in the upper right hand side of your page template using the Oval Tool  from the Tools Bar.





4. Apply your paper to the cutting mat and load the mat into the Inspiration. See *Chapter 5: Inspiration™ Mat and Blade “Using the Cutting Mat”*.



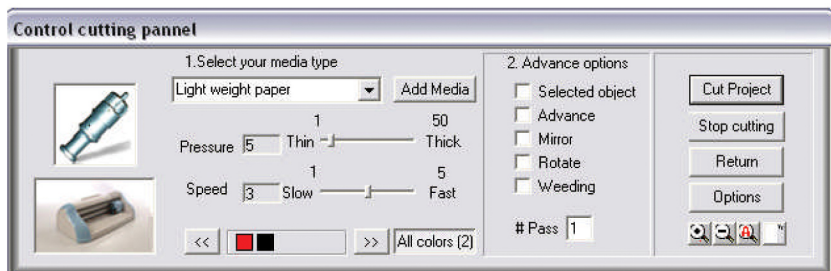
When you are first learning, try using inexpensive cardstock to practice with.

5. Cut out your text cut by using the directions under “Cutting Panel” and check your cut using the directions under “Checking your Cut”.

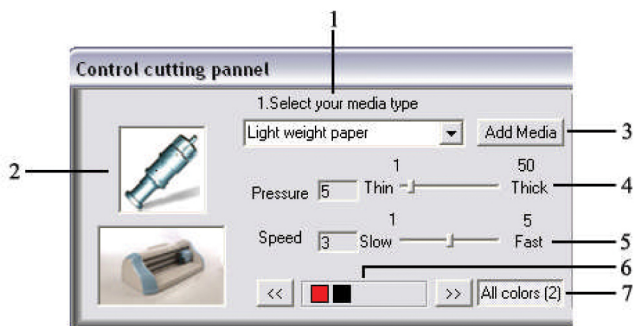
## Cutting Panel



To open the Cutting Control Panel, select “Cut Project” from the Basic Functions Tool Bar or press F10 on your keyboard.







## Selecting Your Media

1. **Select your media type:** You will see a drop down menu with several preset media types. Choose the type here that most closely describes the material you are cutting.
2. **Tool:** Depending on what media you select, different tools may appear here. These tools can be purchased separately to engrave, draw, emboss and more!
3. **Add Media:** If you have a favorite paper or other media that you cut a lot you can add them to the media types and create custom settings for it.
4. **Pressure:** After you have selected a media type, a suggested pressure will be set.
5. **Speed:** After you have selected a media type, a suggested speed will be set.
6. **Color bar:** Shows all the pen line colors in your design.



If you have a design with multiple pen colors and want to only cut out the pen lines of one specific color, click the color box in the Cutting Panel of the same color. The other pen lines should disappear and you can proceed to cut out your design. Select "All Colors" to make all of your pen lines reappear.

7. **All Colors:** When this button is selected, the Inspiration will cut all the pen line colors on your page.



To make a shadow mat for your design, outline your design in a different color (such as red). Then when you open the Cutting Panel, cut out everything but the red outline. Then, load in another color of paper and cut out only the red outline.



Any changes you make to your design while the cutting window is open are not permanent. Once you close the cutting window, your design will return to how it was before you opened the cutting window.

## Advanced Options

These features are advanced and should only be explored after you have mastered the basics.

2. Advance options

☐ Selected object

☐ Advance

☐ Mirror

☐ Rotate

☐ Weeding

# Pass

**Selected Object:** Displays and cuts only the elements you currently have selected on your page.

**Advance:** When your design is done cutting, the page will advance out the front of the Inspiration™. Usually it is best not to have this selected. Never use this feature if you are using multiple tools on the same page or you wish to duplicate your cut.

**Mirror:** Mirrors your entire design.



Mirroring is especially useful when you are cutting iron on transfers.

**Rotate:** Rotates your entire design.

**Weeding:** Cuts a square around your design.



Weeding especially useful when you are cutting stickers or vinyl.

**# Pass:** The amount of times the Inspiration™ will go over the same cut line. For thicker materials (such as chipboard) you may need to do multiple passes.

## Cutting Panel Commands

### Cut Project

**Cut Project:** After you have selected your settings, click this to tell the Inspiration™ to start cutting your project



Make sure you have turned the Inspiration™ on and have already loaded your cutting mat with paper applied to it.

It may take a few second for your computer to send the design to the Inspiration™. If the computer is communicating with the Inspiration™ properly the Pause, Repeat, and Load buttons on the Inspiration will light up in succession.




The Load/Unload button must be lit or the Inspiration™ will not cut. If your mat is loaded and the light is not on, turn the Inspiration™ off, wait a few moments, and then turn the Inspiration™ back on and reload your mat.

### Stop cutting

**Stop Cutting:** Click this to tell the Inspiration to stop cutting your project before it is finished



The Stop Cutting feature may not stop your project immediately. To stop your project more quickly, use the Pause button  on the Inspiration™ to stop your project..

### Return

**Return:** Closes the Cutting Panel without cutting out your project.


### Help

**Help:** Brings up the software help feature.

## Checking Your Cut

When the Inspiration™ is done cutting check your design before you remove the mat or paper from the Inspiration. With the mat and paper still loaded, gently lift a corner of your design. If the cut appears to be clean, congratulations you have completed your very first cut!

If your design did not cut all the way through or you see some

feathering, you may wish to use the Repeat button  to cut over

your image a second time. Usually you can achieve a cleaner cut through this method, however this method will only work if you have not unloaded your mat! You may also want to adjust your settings so that the next design you cut will be clean on the first try. See “Adjusting Pressure, Speed, and Blade Length” to learn how to adjust your settings.

If you see tiny scratches from the blade on your design, reload your mat and a new piece paper into the Inspiration™. Create a test cut (See *Chapter 6: Cutting Projects* “Preparing a Test Cut”) and adjust your settings using the information under “Adjusting Pressure, Speed, and Blade Length”.

## Adjusting Pressure, Speed, and Blade Length

Different materials (e.g. paper, vinyl, stickers etc.) have different thicknesses and densities. Even climate and humidity can affect the density of a material. In order to get the cleanest cut possible, you will need to adjust the pressure (downward force) the Inspiration uses based on the density of the material you are cutting. You will also need to adjust the blade length based on the thickness of the material you are cutting. This takes some practice, but the more you experiment the more you will be able to quickly determine what blade length and pressure you need.

### Adjusting Speed



The Inspiration™ has 5 different speed settings. Smaller numbers represent slower speeds, larger numbers represent faster speeds. Most designs can be cut on a medium speed.

If you are cutting out an intricate design, or you know that the material you are cutting is more difficult to cut, use a slower speed

If you are cutting out a simple design such as a square and you know that the material you are cutting is easy to cut, use a faster speed.

## Adjusting Pressure



You can adjust your pressure anywhere from 1 to 50 but for most materials you will use a low setting. You can cut most materials by using a low setting such as 5. The higher settings are recommended for use with other Pazzles™ tools which can be used to engrave, emboss, and more!

If you are not sure what pressure create a test cut (See *Chapter 6: Cutting Projects* “Preparing a Test Cut”) and start with a lower number (lighter pressure) such as 3. Move your test cut around and increase your pressure in increments of 2 until you get a clean cut. You can adjust the pressure in the Cutting Panel under “Pressure” by using the slider bar.

If your design did not cut through all the way, or there is feathering around the edges, your pressure is probably too low. Try increasing your pressure in increments of 2.

If your design has tiny scratch marks on the surface from the blade, or the corners of your design are pushed in, your pressure is probably too high. Try decreasing your pressure.

If you continue to increase pressure and still are not getting clean cuts or if you see tiny scratch marks on your paper from the blade, try adjusting your blade length.

## Adjusting the Blade Length



Your blade holder has a click wheel on the top with different settings numbered 1 through 6 that adjust the length of your blade. Smaller numbers represent a shorter blade length. Larger numbers represent a longer blade length. Most materials will fall somewhere in the middle such as 4.

You can adjust the length of your blade by using the click wheel on the top of your Blade Holder. Use shorter blade lengths for lighter materials such as vellum. Use longer blade lengths for heavier materials. Remember that your blade length should never be longer than the thickness of the material you are cutting.



Extending your blade out too far will cause excessive wear on your mat and blade and shorten its life.



If you are not sure what blade length to use, try taking a small piece of the material you are cutting and fold it in half. Place the material on a flat hard cutting surface. Remove your blade holder from the carriage (do not remove the blade from the blade holder!) and cut the folded material with even, moderate pressure. If it cuts through one layer of the material and not the other, your blade is installed correctly.



Frequently cutting heavier materials will reduce the life of your blade.

Once you have found the ideal setting for the media you are cutting, you may want to make setting for it using the “Add Media” button in the cutting control panel. However remember that even humidity can change how something cuts so you may have to adjust your pressure slightly next time you cut that same media.

## Removing Paper from the Cutting Mat

Once you have achieved a clean cut, first remove the excess paper from around your design first and then carefully remove your design.



The Chizze!™ from the Pazzles Tool Kit™ is a great tool to use for removing your projects while preventing them from getting curled or bent.

Make sure to clean off any paper bits and lint from your mat.



## Chapter 7: Beyond the Basics

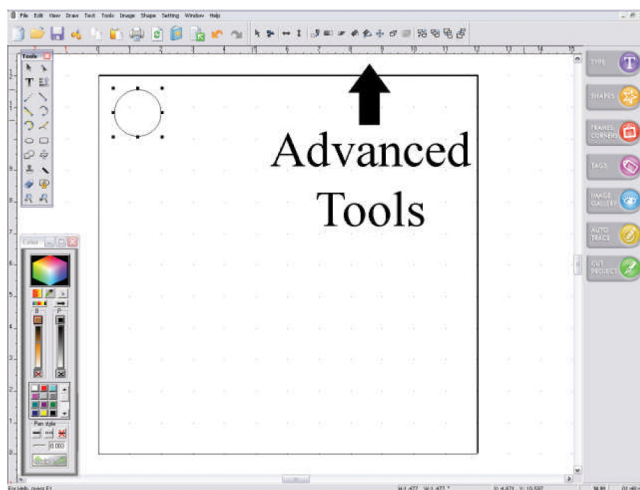
So you're starting to feel like a pro with the basics of the software. Now what? Get ready because now you are going to learn some of the amazing and powerful features of the Puzzles Inspiration Studio™. You may experience a slight flutter in your stomach, but don't let that stop you! These features will open up a whole new world of possibilities.

### In This Chapter You Will Learn:

- Tools Bar Advanced Tools.
- How to rotate and mirror an image.
- What Construction Points are and how to use them.
- What Open Paths are.
- How to weld words and/or letters together.
- How to make stencil letters and shapes.

### Tools Bar: Advanced Features

You may have noticed before that when you select a tool from the Tools Bar an additional Tool Bar appears on the top right side of your screen. These are the advanced features for the selected tool. In this chapter you will learn what many of these advanced tools do, for some great ways on how to use these tools check out *Chapter 8: Better than a Beginner*. You may notice that there are some buttons in the toolbar that are not covered in this chapter. These tools, while useful, are a bit more advanced and not used as frequently. To find out more about these tools check out *Chapter 11: Advanced Techniques*.





## Select Elements Advanced Tools

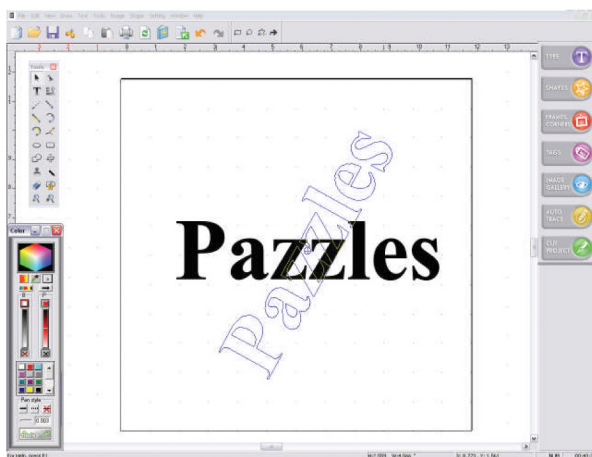
The Select Elements Advanced Tools can be used to manipulate the orientation, position, and shape of any selected element. The most used features under this toolbar are Rotate and Mirror.



**Color Selection:** Select all elements in your design that have the same color pen line. To use this feature, first select the Color Selection button and then click on any pen line that is the color you wish to select.



**Rotate:** (Ctrl+F2) Rotate any selected element. You can freely rotate any selected element by clicking the Rotate button and then clicking and dragging any of part of the blue square outline that appears. By moving the circle that appears in the center of the selected element when you rotate, you change the axis around which the element is rotated.



Try




this to help you understand how rotating around an axis works. Imagine that you have taken a piece of paper and poked a pencil through the center of it. If you spin that piece of paper, you are rotating it around a center axis.

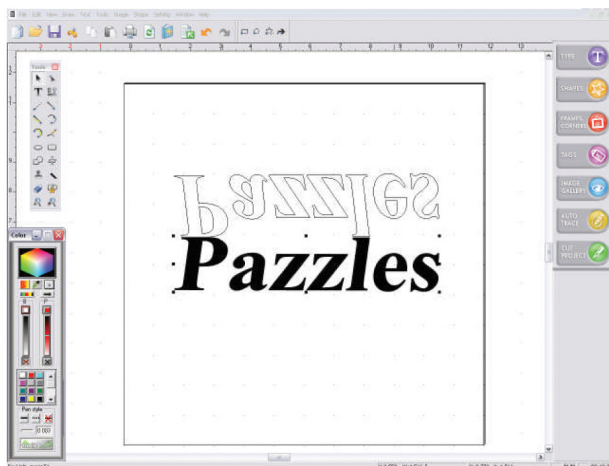


**Mirror:** (M) Mirror an object. You can choose what direction you mirror the image by selecting one of the positions in the “According to” window in the Transformation Window.





You can also mirror your image by using the Select Elements Tool  and then selecting the element you wish to mirror. Once it is selected. Click and hold any of the square black boxes on the side or corner and drag the box to the opposite side or corner.



Want to know more about the Transformation window?  
Check out *Chapter 11: Advanced Techniques*  
“Transformation Window”.



**Farthest Position:** Move the selected element to the back.



**Closest Position:** Move the selected element to the front.



**Move One Step Farther:** Move the selected element one position back.



**Move One Step Closer:** Move the selected element one position forward.



If you are working with multiple elements and can't select the one you want, it may be behind another larger element. Send the larger element to the farthest position and you should be able to select the element you need.

## Construction Points

Whenever you create a pen line or curve it has a start point on one side, and a stop point on the other. These points are called “Construction Points”. Even if you combine two pen lines or curves, there will still be a construction point where the two pieces were joined together.

Because they are easy to click and drag to manipulate your image, these construction points will be very important as you use the Move Point Tool to work with your image.

## Open Path

When you have a construction point that is on the end of pen line or curve and it is not joined to anything else, it is called an open path. If you have an open path in a design you will not be able to weld your design to anything without it disappearing and your design may not cut well. Try to avoid any open paths that are not intentional. To fix an open path, use the Join Two Points Tool.



### Move Point Advanced Tools

The Move Point Advanced Tools will come in very handy when you are creating your own designs.



**Break and Move:** Click and drag on any point on the pen line of your design to create a new construction point and manipulate it.



**Cut Path:** Cut any point in your design’s pen line to create two new, unconnected construction points.



**Cut Straight Line:** Similar to the “Cut Path” Tool except that you can cut multiple points in your design along a straight line by clicking and dragging.



**Join Two Points:** Joins two construction points together. Use this tool by clicking and dragging a box large enough to surround the two points that you wish to join together.



**Open Path:** Breaks a line at a construction point. To use this feature, click and drag a box around any construction point.



**Vertical/Horizontal:** Changes any angled line to a straight vertical or horizontal line simply by clicking on the line you wish to change.



**Round Corner:** Change any corner to a rounded corner simply by clicking on the corner you wish to change.



If a notice comes up telling you that the segment is too short for the selected radius, click “Ok”. A new window will appear where you can choose a new radius – try a smaller number.



**Construction Points:** Select this to view where all of the construction points are in your design.



**Show Open Paths:** Shows you where open paths are in your design. Continue clicking the “Show Open Path” button to see each of the open paths in your design.



**Add Middle Point:** Select any line or curve to create a construction point directly in the middle of it.



**Wire Frame:** Removes the fill from your design to quickly view only your pen lines.



## Text Advanced Tools

The Text Advanced Tools will help you work with any text you have typed into your design. An especially valuable feature under this toolbar is Text Spacing which you will need to weld letters together to make titles.



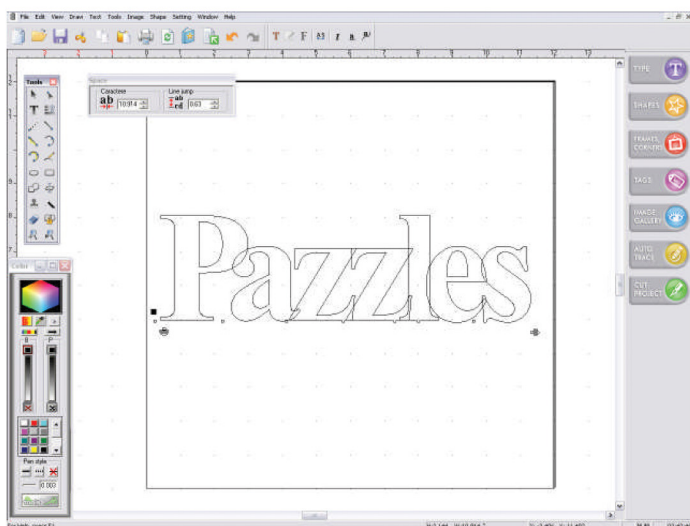
**Font:** Opens the font window. Want to know more about the Fonts window? Read *Chapter 2: The Basics “Basic Functions”*.



**Text Spacing:** Changes the spacing between text characters and lines of text.


You can change the spacing of your text by selecting the Text Spacing tool. Then click and drag the white squares next to each character. You can also move all of the characters at once by clicking and dragging the arrow on the bottom right corner of your text. The arrow on the bottom left side of your text that points down will change the spacing between lines of text if you have multiple lines. You can also use the Text Spacing Window to precisely adjust the spacing.

If you want to weld letters or words together to make a title, use the text spacing to overlap all of the characters in your text! Make sure you overlap them quite a bit to get a good weld. Rather than do too little and have an unsuccessful weld, do more and then undo it if you don't like how it looks. Read *Chapter 8: Better than a Beginner* to see some great ways to use this tool!



## Break Text

Sometimes when you have created text on your page, you may wish to work with just one line of your text, one word of your text, or one letter of your text. To be able to do this you will first need to break your text apart. To break your text, select your text with the Select Elements

Tool . Then select "Text" from the top left side of your screen. Hover your mouse over "Break Text" from the drop down menu and select how you would like to break your text.


### **I**

**Italic:** Select to type Italic text.



**Underline:** Select to type underlined text.




If you have already typed your text and wish to underline or italicize it, select the text tool  and highlight your text. Then select the Italicize or Underline Tool.



## Justification Advanced Tools

These tools can be used to manipulate the position of elements on your page and the position of multiple elements in relation to each other. The easiest way to understand what these tools do is to play with them.



**Tip!** Remember that you can always use undo !

The first seven tools in the Justification Advanced Toolbar can be used to align multiple elements in relation to each other. These buttons won't work unless you have multiple elements selected (see *Chapter 2: The Basics* “*Selecting Multiple Elements*”). You will probably find these tools most useful when working with multiple lines of text.



**Align Left:** Align multiple elements to their left.



**Align Center:** Align multiple elements to their center.



**Align Right:** Align multiple elements to their right.



**Align Vertical:** Align multiple elements to their vertical center.



**Vertical and Horizontal:** Align multiple elements to their vertical and horizontal center. This may cause them to pile up on top of each other!



**Align Top:** Align multiple elements to their top.



**Align Bottom:** Align multiple elements to their bottom.

The rest of the features under the Justification Advanced Tools will align one or more element(s) in relation to the page. Some of these features may be familiar to you from other programs.



**Page:** Move an element or multiple elements to the very center of your page.



**Align Left On Page:** Aligns all selected elements to the left side of the page.



**Align Center On Page:** Aligns all selected elements to the center of the page.



**Align Right On Page:** Aligns all selected elements to the right of the page.



**Space Justification:** Aligns multiple lines of text so that both the beginning left edge and ending right edge of each line match up.



### Segment From Path Advanced Tools



**Draw Segment:** Draw a pen line that is not connected to any other pen lines or arcs.



**Break and Move:** Create a new construction point and move the pen line. To use this feature, click on any point in your pen line and drag it. The new construction point will be created where you click on the pen line.



**Replace by Segment:** Use to replace curves, corners, or jagged pen lines with a straight line. To use this tool, simply click and drag along the line you wish to replace.



**Vertical/Horizontal:** Changes any angled line to a straight vertical or horizontal line simply by clicking on the line you wish to change.



## Arc From Path Advanced Tools



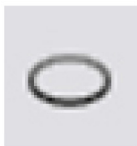
**Draw Arc:** Draw an arc that is not connected to any other lines or arcs.



**Replace by An Arc:** Use to replace straight pen lines, corners, or jagged curves with a smooth curve. To use this tool simply click once at the beginning of the area you wish to replace and then click again at the end of the section.



**Break Arc:** Create a new construction point and move the arc. To use this feature, click on a point in your arc and drag it. The new construction point will be created where you click the line.



## Oval Advanced Tools



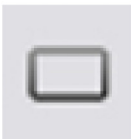
**Draw Circle:** Draws a perfect circle



**3 Point Circle:** Select any three points and the software will create a circle that touches all 3 points.



**Convert to Circle:** Converts any element to a perfect circle. To use this tool, simply click on the element you wish to change to a circle.



## Rectangle Advanced Tools



**Polygon:** Draws any kind of polygon. To use this feature click on the Polygon Tool, select how many sides you want your polygon to have, and click and drag on your page.



Select 3 sides to create a triangle, or select 8 sides to create a stop sign!





**Star:** Draws any kind of star. To use this feature click on the Star Tool, select how many points you want your star to have, and click and drag on your page.



**Arrow:** Draws any sized arrow. To use this feature, click on the Arrow tool and then click and drag to draw the arrow on your page. When you are happy with the arrow you have made, hit “Enter” on your keyboard to insert the arrow



### Erase Advanced Tools



**Erase Close:** Erases the closest pen line and then closes any gaps made by the erase.



**Erase By Color:** Erases all the pen lines of the same color.



### Zoom Advanced Tools



**Zoom Previous:** Change the zoom view to the last view you had it at.



**Zoom Selected:** Zoom to fit any selected element(s) on the screen.



**Zoom All:** Zoom to fit all elements in your design on the screen.



**Zoom Page:** Zoom to fit your page on the screen.



**Zoom Small:** Zoom out in small increments.



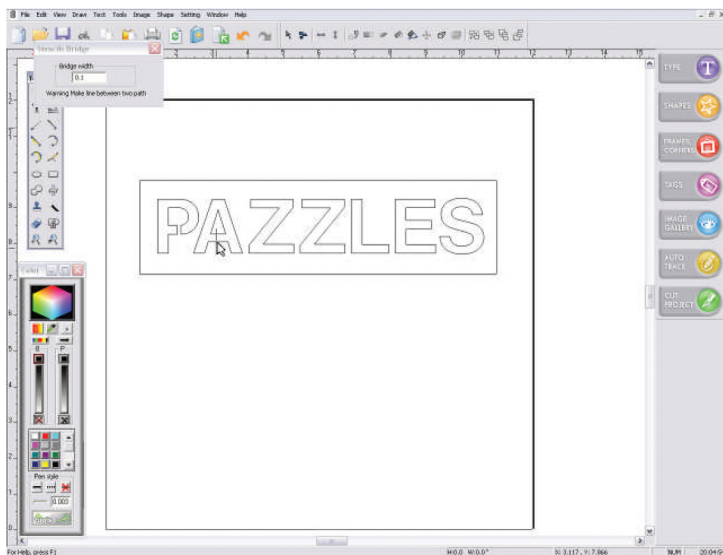
## Stencil Bridge

P

This feature quickly makes a stencil (see example to the right) out of any text or shape. To use this feature select “Tools” from the top left corner of your screen and click “Stencil Bridge” from the bottom of the drop down menu.

The Stencil Bridge window will appear. Here you can select the width of the bridge you will create. Generally you will want a very small number here such as 0.1.

Once you have selected the width of your bridge, click and drag a line over the location that you would like the bridge to appear. You must click and drag a line across two pen lines for this feature to work.



When you are putting text inside of a shape, use the Stencil Bridge feature so that you don't have to re-piece the insides of your letters after your project is cut.

**This Page Intentionally Left Blank**

## Chapter 8: Better than a Beginner

So you've mastered the basics of the software and made your first few projects. How exciting! Although you've already learned many of the tools in the Inspiration Studio™, there is much more you can still learn! This tutorial will help you learn how to really take your projects up a notch as well as help you practice many of the tools covered in *Chapter 7: Beyond the Basics!*

Chapter 8: Better  
than a Beginner

### In This Chapter You Will Practice:

Using all of the tools needed to cut this project.



### Step 1: Open a New Document in the Inspiration Studio™

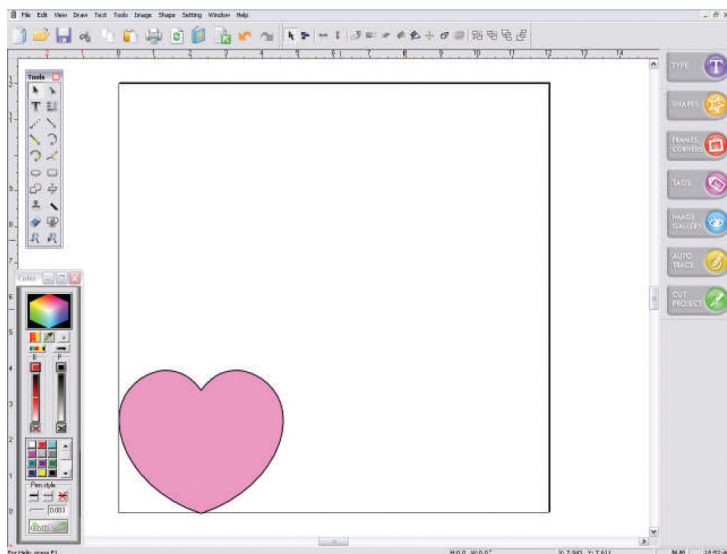
You should know how to do this by now, if you do not then you may want to spend some time reviewing Chapter 2 and 3 before continuing with this tutorial.

### Step 2: Opening a shape from the Shape Catalog

1. Open up the Shape Catalog.
2. Select size "Medium".





3. Click on the pink heart image (as pictured) to insert it into your page.




### Step 3: Modifying a Shape

It's time to put those creative talents to use! You are going to modify the heart shape you just inserted into a balloon by adding the tie tip to the bottom of your "balloon".

1. Select the heart you just inserted and move it to the center of your page.
2. Use the Zoom tool  from the Tools Bar to the right of your screen and click and drag a box around the bottom of the heart to zoom in on it.
3. Select the Construction Point Tool  from the Move Point Advanced Tools to reveal all of the construction points in the heart. The construction points will be shown by small white squares.



Remember you can make the advanced tools appear at the top of your screen by clicking on their correlating tool in the Tools Bar. For example, to make the Move Point Advanced Tools

appear click on the Move Point tool  in the Tools Bar to

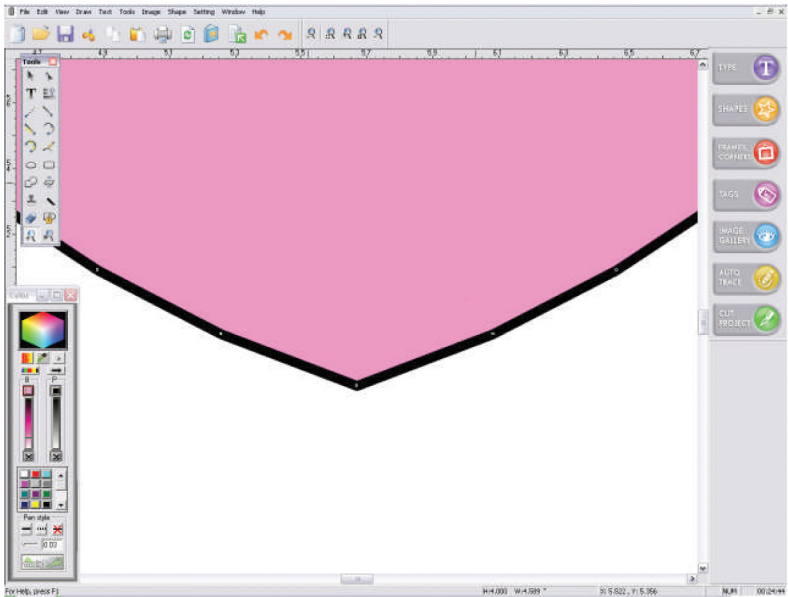


the right of your screen.

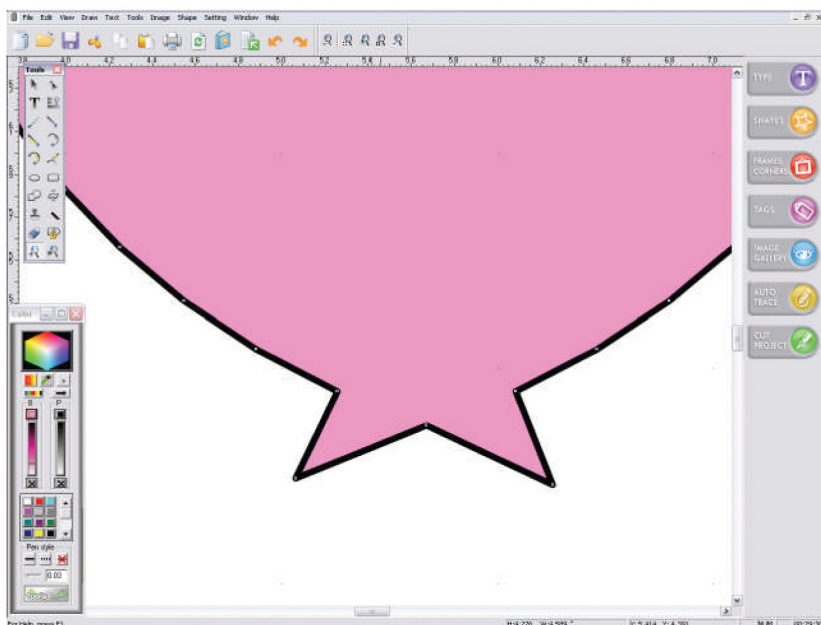
Construction points are the point where two lines or curves meet. Knowing where your construction points are will make it easier to manipulate your image.






4. Select the Break and Move Tool from the Move Point Advanced Tools.






5. Click on the pen line to the right of the bottom point of your heart and drag it slightly down and to the left.
6. Click on the pen line to the left of the bottom point of your heart and drag it slightly down and to the right.



7. Use the Zoom Page Tool  in your Tools Bar to view your balloon heart.
8. If you don't like how it turned out, use the Move Points Tool  and click on the construction points to adjust your balloon tie.
9. When you are finished, you can deselect the construction points feature  so that you no longer see the construction points.

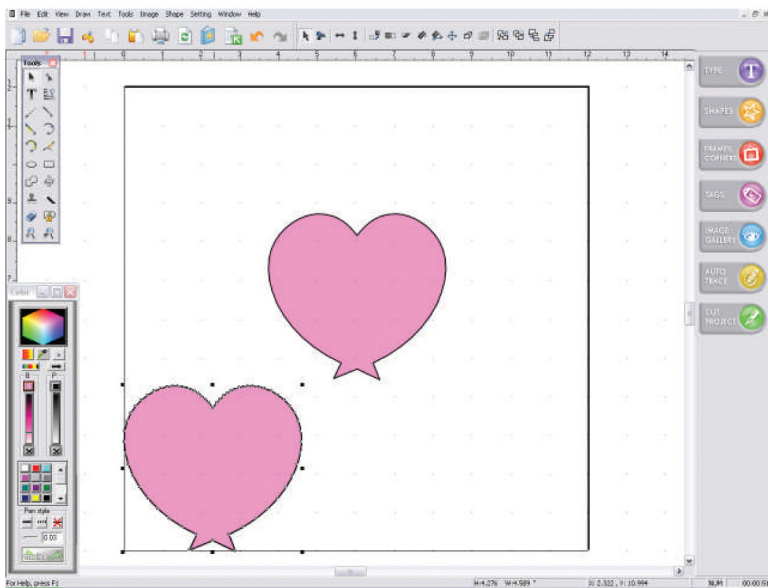
## Step 4: Copy and Paste Your Image

1. Use the Select Elements Tool  to select your balloon heart.


2. Select the Copy tool  from the Document Bar at the top of your screen.
3. Select the Paste tool  from the Document Bar.
4. A copy of your balloon should appear in the bottom left corner of your screen.
5. You need to make 3 more copies of your heart balloon for a total of 5 balloons. To do this select Paste  3 more times.



Even though you can't see them, there are now 4 exact copies of the heart balloon lying over top of each other!



## Step 5: Change Pen and Fill Color

1. Use the Select Elements tool  to select each copy of your heart and separate them apart.
2. One at a time, select each balloon heart and change its pen and fill color. Make each balloon heart a different color. Change

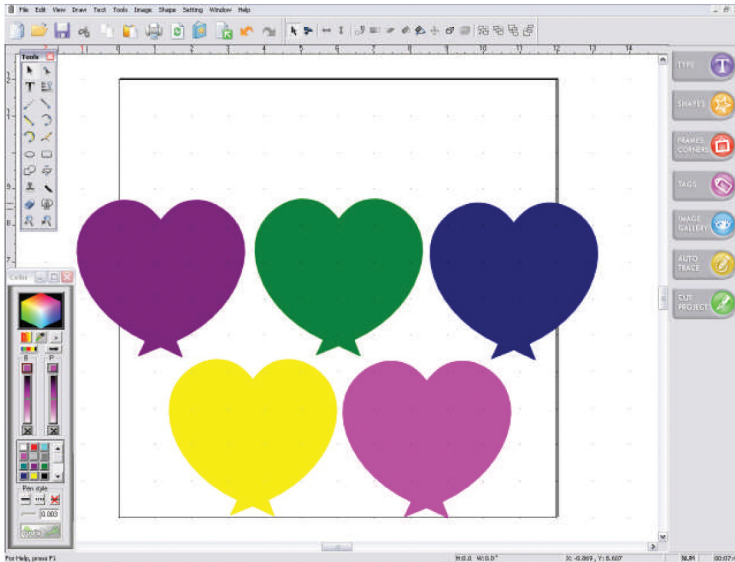
the fill color by left clicking on a color in the Color Palette window. Change the pen line color by right clicking on a color in the Color Palette window.



If you keep one of your balloon hearts pink, make sure you change the pen line from black to pink!



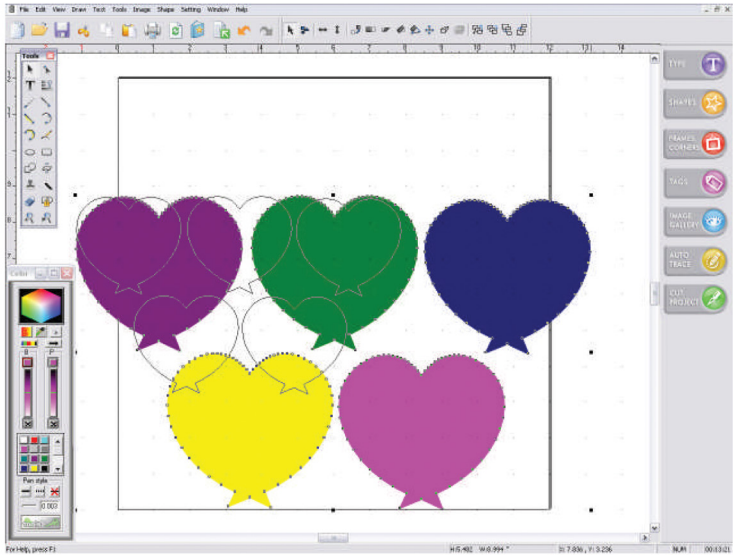
Changing your pen line color will be very important when you are ready to cut your design out.



## Step 6: Resizing and Positioning

1. Press Ctrl+A on your keyboard to Select All of the elements on your page (all 5 heart balloons)
2. Click and drag one of the black, square, corner handles and drag it in towards the center of the heart balloons to make all your balloons smaller.

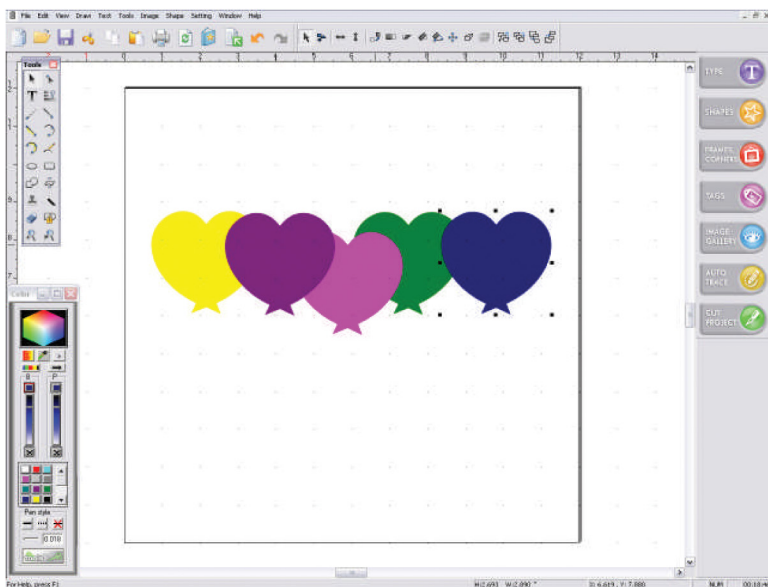




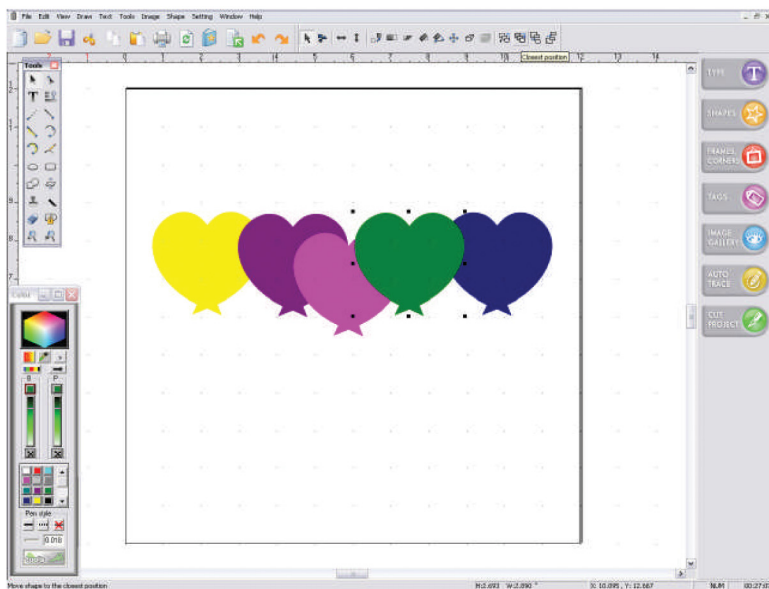
3. Use the Select Elements Tool to move your heart balloons into a row, slightly overlapping one another.





Use this to help you visualize what your final project will look like!

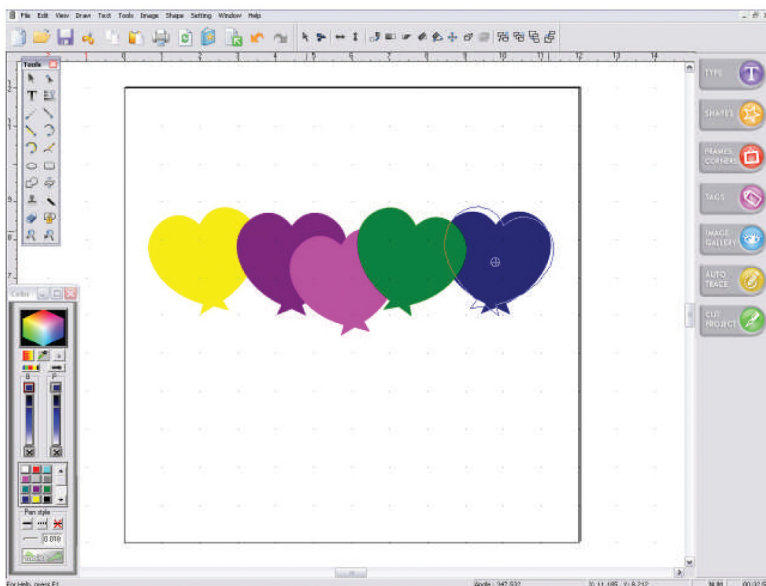


4. Use the Position Adjustment Tools from the Select Elements Advanced tools to adjust how the heart balloons layer on top of one another.




## Step 7: Rotate


1. Use the Select Elements Tool  to select any one of the heart balloons.
2. Select the Rotate tool  from the Select Elements Advanced tools.
3. You should see a blue square outline around your selected balloon. Click and drag on any part of the square's outline to rotate your balloon.
4. Select and rotate as many or few of the heart balloons as you like until you get an arrangement that you like.

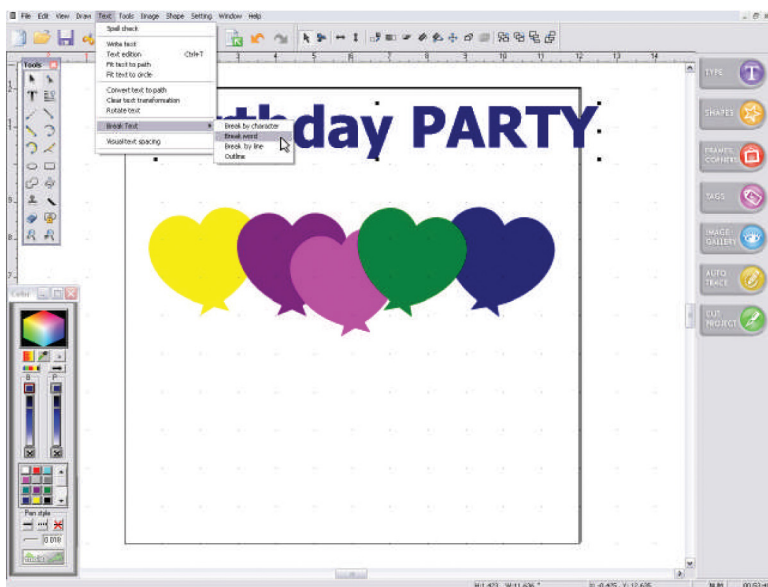


## Step 8: Inserting Text

1. Select the Write Text Tool  from the Tools Bar and click on your page so that the text cursor appears.
2. Type the text “Birthday PARTY”. Make sure that “PARTY” is in all capital letters!

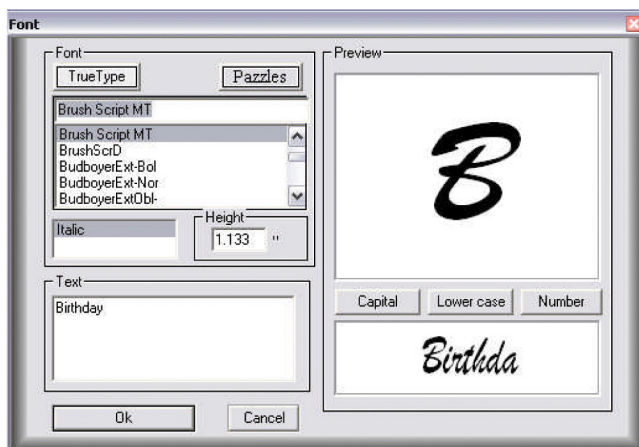
Because you are going to use two different fonts, one for each word, you need to break your text apart so you can change each word's font without affecting the other word.

3. Use the Select Elements Tool  to select your text.
4. Select "Text" in the top left corner of your screen and hover over "Break Text" from the drop down menu that appears.
5. Another menu will appear to the right of "Break Text". Select "Break Word".

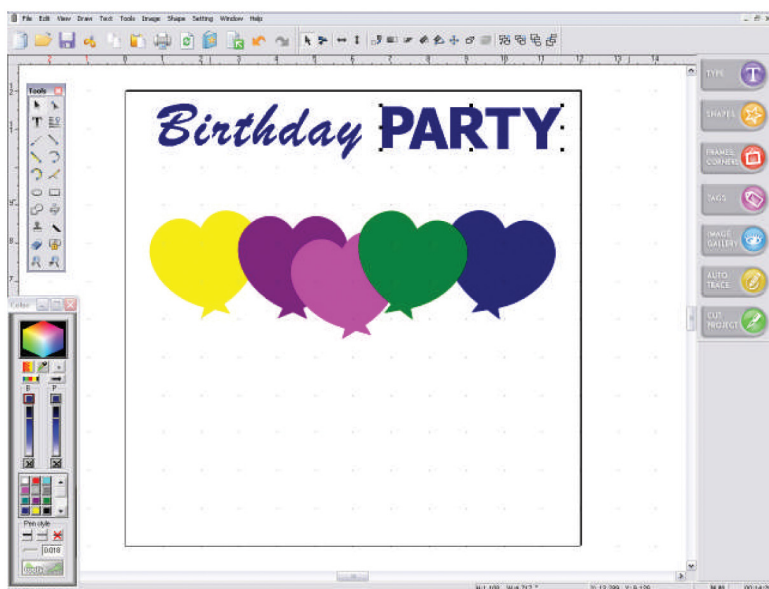


6. "Birthday" and "PARTY" are now broken apart. Deselect them by clicking anywhere on your screen except for on or near your text.
7. Click on "Birthday" to select it.
8. Select "Type" from the Basic Functions tool bar.






9. In the Fonts Window, select “Brush Script” from and click “Ok”.
10. The font in “Birthday” should change.
11. Now select “PARTY” and change the font to “Tahoma”.






## Step 9: Text Spacing and Welding

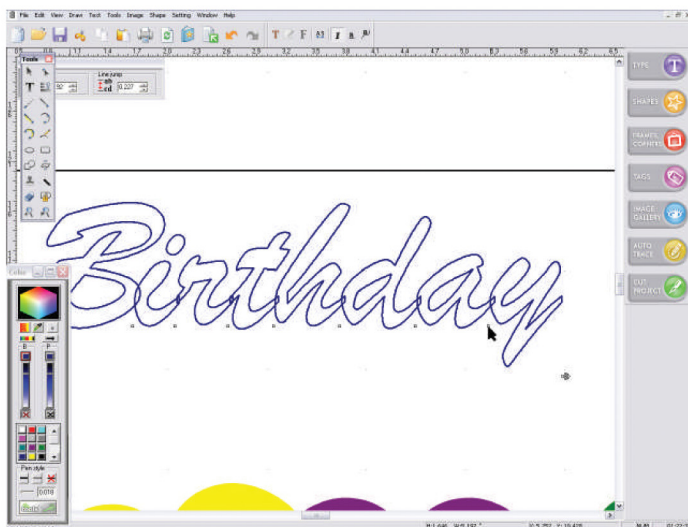
You are now going to weld “Birthday” together so that it cuts out in one piece. But first you will need to get all of the letters to overlap so you can weld them together. To do this you will use the Text Spacing Tool.

1. Use the Select Elements Tool  to select the text “Birthday”.
2. Click the “X” underneath the right Color Bar to remove the fill.




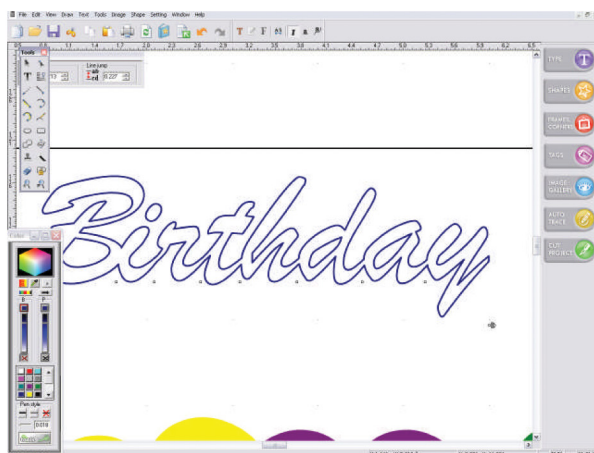
Removing the fill makes it easier for you to see how a design will weld together.

3. Use the Zoom Selected Tool  from the Zoom Advanced Tools to magnify your text.
4. Select the Write Text Tool  and click at the beginning, end, or in between any of the letters of the word “Birthday”.
5. Select the Text Spacing Tool  from the Write Text Advanced Tools.
6. Use the small white squares under each letter and the arrow in the right bottom corner of your text to adjust each letter so that it overlaps the letters next to it. Use the arrow first to make you adjustments and use the white squares to fine tune your design.





Make sure you get a good amount of overlap on your letters. If you can see a small white gap where the letters overlap, as in the picture above, then your letters are overlapping enough.

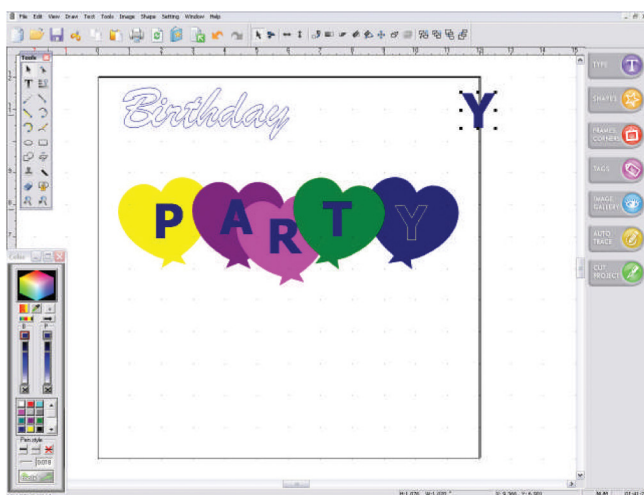
7. When you have finished moving all of your letters, select the Welding Tool  from the Tools Bar.
8. It may take a few second for your text to weld. When it is finished, you should see that all of the overlapping lines are now gone.



## Step 10: Break and Move Text by Character

Your Project is nearly complete! Now you need to move each letter of the word “PARTY” to a different balloon. First, you will need to break the letters apart so that you can move them separately.

1. Use the Zoom Page Tool  from the Tools Bar to zoom your entire page into view.
2. Use the Select Elements Tool  to select the text “PARTY”.
12. Select “Text” in the top left corner of your screen and hover over “Break Text” from the drop down menu that appears.
13. Another menu will appear to the right of “Break Text”. Select “Break by character”.
14. All the letters in “PARTY” are now broken apart and can be moved separately. Deselect the word by clicking anywhere on your screen except for on or near the word “PARTY”.
15. Now click on each letter and move them into position on top of each balloon.








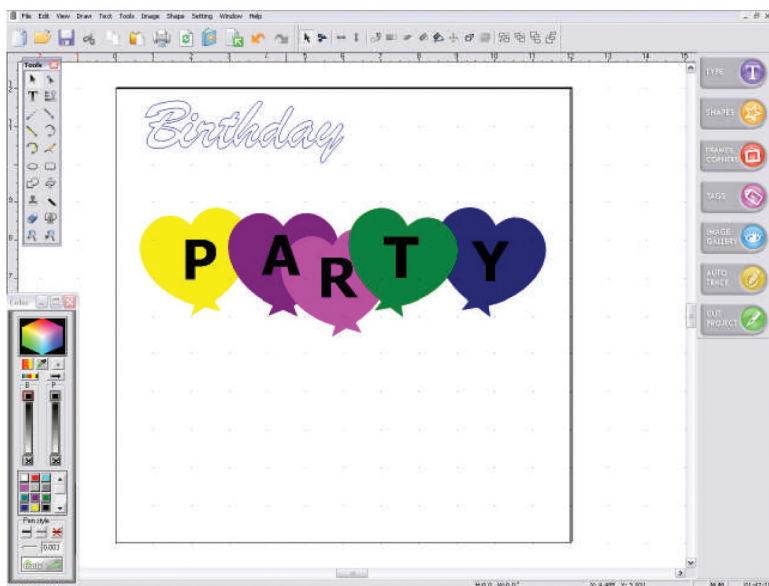
If you can't see some of your letters inside the balloon because they are the same color, try changing the fill color of your letter to black.

## Step 11: Change Pen Line Color

1. Still using the Select Elements Tool  reselect each letter and change the pen line color to the same color as the balloon it is inside.
2. Oops! Did this make it hard to see your letters inside the balloons? You can change the fill color of your letters to black to make them easier to see.




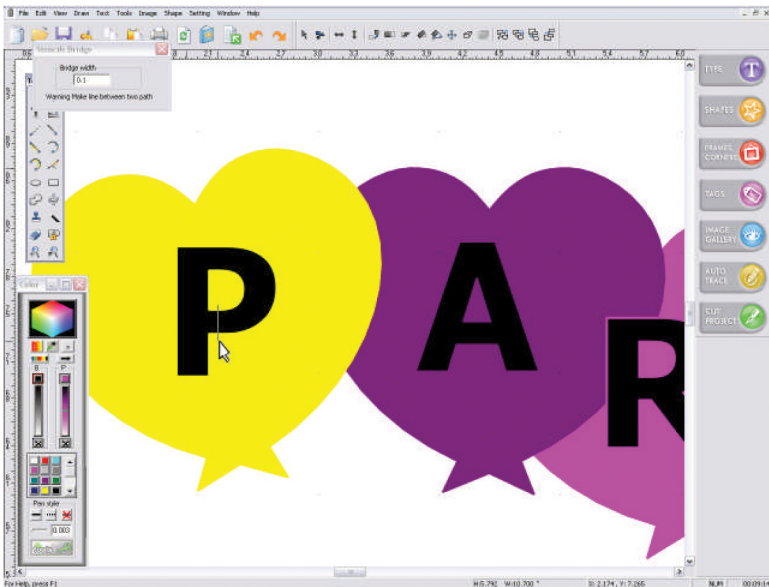
Remember to left click on any color in the color palette to change your fill color. Right click on any color in the color palette to change your pen line color.



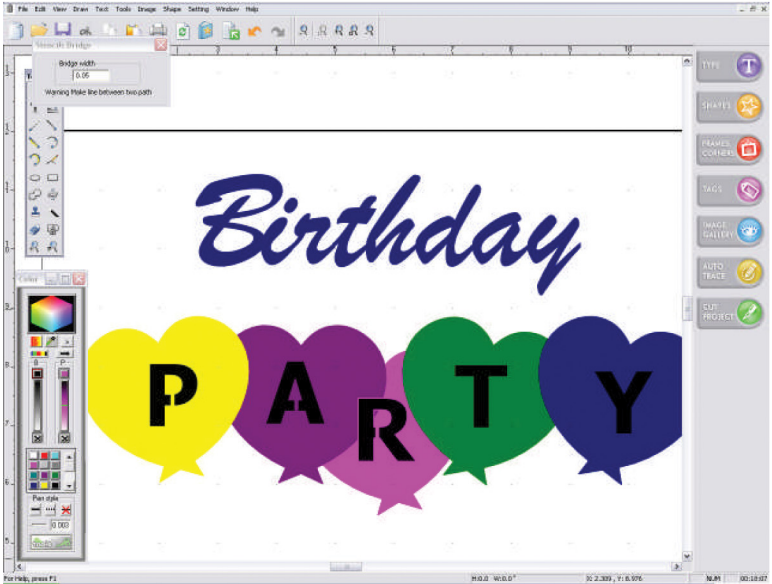
## Step 12: Make Stencil Letters

Making your letters into stencils will save you reassembly time later. Depending on your tastes you may opt to skip this step, but it is good to practice this technique for use in future projects.

1. Use the Zoom Tool  to zoom in on the “P” in “PARTY”
2. Select “Tools” from the top left corner of your screen and choose “Stencil Bridge” from the bottom of the drop down menu that appears.
3. The Stencil Bridge Window should appear. Select a bridge width of 0.05.
4. Click and drag a line from the inside of your letter “P” down to outside of your “P”



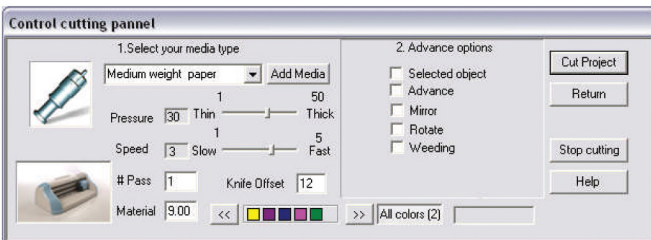
5. Repeat step 3 for both the “A” and the “R” in “PARTY”



## Step 13: Cutting Your Project

Congratulations, your project is ready to cut! You may be wondering why you went through all the trouble to change those pen line colors. You are about to see!

1. Select Cut Project from the Basic Functions Tool Bar.
2. The Cutting Control Panel will open.



3. See the colored squares that match your pen line colors? Select one of them.



# Chapter 9: Working With Graphics

One of the most exciting things that you can do in the Inspiration Studio is creating your very own custom designs. Often, you may find a picture that inspires you or you may want to cut a personalized handprint or silhouette from a photo. This may sound too amazing to actually do, but it is possible!

## In This Chapter You Will Learn:

What pixels, resolution, and dpi mean

What vectors are

What vectorization means

How to import graphics into the Inspiration Studio

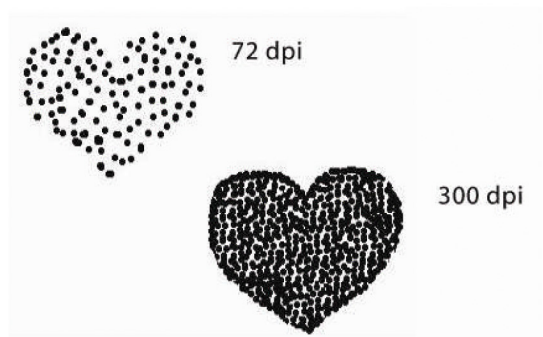
How to automatically vectorize an image

How to clean up an automatically vectorized image

How to manually vectorize an image

## Understanding Pixels and Resolution

Most pictures that you see on your computer are made up of hundreds of pixels (tiny colored dots). The number of pixels per inch, which is also referred to as *dots per inch (dpi)* is called the object's resolution. Higher resolutions mean more dots per inch and more detailed graphics. Below you can see the difference between a heart that is 72 dpi and a heart that is 300 dpi.



Often, pictures that you take with your camera, scan into your computer, or get off of a CD will have a higher dpi. Images that you right click and copy off of the internet will have a lower dpi.

## Vectors

All those little dots make it very difficult for the Inspiration to know where to cut. That is why the Inspiration Studio uses vectors instead – which we have been referring to as pen lines. Vectors are lines and curves rather than hundreds of tiny pixels. Everything you draw in the Inspiration Studio is already a vector, but if you import something that was not created in the Inspiration Studio it is probably made up of pixels.

## Vectorization

To get the Inspiration to understand what you want to cut, you will have to convert your pixel graphics to vectors in a process called vectorization. Vectorization is really just a fancy word for connecting the dots (in this case, the dots are the pixels in your graphic). Imagine that you are doing a connect-the-dots worksheet. The closer your dots are together, the more likely you are to end up with a drawing that looks like it should. If there are only a few dots and they are far apart, you'll probably end up with a strangely shaped drawing. The same idea applies when vectorizing an image. The closer the dots are to each other (the higher the resolution), the more likely you are to get a ready-to-cut design that looks the way you want it to. Using a graphic with 250 dpi or higher will provide the best quality design.

## Importing Graphics

There are several ways to bring pixel graphics into your software.

### Copy and Past Graphics

1. Often if you have a copy of your graphic open on your computer you can right click it and select “Copy” or “Cut” from the drop down menu that appears.
2. Open a new document in the Inspiration.
3. From the “Edit” menu in the top left side of your screen select “Paste” to insert the graphic into your page.
4. If this does not work, you will need to follow the steps under “Importing Saved Graphics into Your Software”.

### Importing Saved Graphics

You can import graphics into your software by using the Import button under the Document Bar.



1. Save the graphic on your computer as a .jpg or .bmp.
2. Open a new document in the Inspiration Studio.
3. Select Import and locate the graphic you saved earlier.
4. When you have found the graphic, click on it and select “Ok”.
5. The graphic should now appear on your page in the Inspiration Studio.

## Scanning Graphics




If you are drawing a graphic to vectorize, try drawing it in a thick black line to make it easier to vectorize.

1. Place your graphic in the scanner.
2. In the Inspiration Studio, select “File” in the top left corner of your screen and select “Select Source” and locate your scanner. You will only need to do this the first time you scan, or whenever you want to change your source.
3. Select “File” in the top left corner of your screen and select “Scan”
4. Your scanner menu should appear, if it does not you may need to turn your scanner on and/or check that your scanner is connected to your computer.
5. In your scanner menu select to scan your image as black and white at a resolution of 250 dpi or higher and select “Ok”.
6. Your scanner will begin scanning and when it is finished the scanned graphic should appear on your page in the Inspiration Studio.

## Importing an Image from CorelDraw or Adobe Illustrator

This feature is handy if you currently design in the program CorelDraw or Adobe Illustrator. If you do not have these programs or don’t even know what they are, then you don’t need to worry about this feature.

If you have created a design in Adobe Illustrator or CorelDraw, save it as an Adobe Illustrator 6.0 (ai) file and import into the Inspiration

Studio™ using the Import  button. Be sure to convert text to lines, using vector as the conversion mode. You will not need to vectorize the image but may need to clean up doubled up or duplicate vector lines.




## Automatic Trace

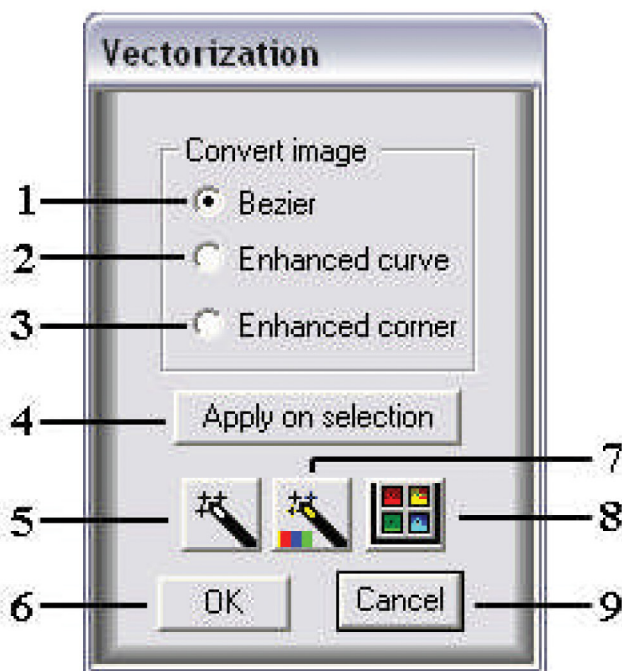


Auto Trace takes the work out of vectorizing an image because it does it all for you! Use Auto Trace to automatically trace (vectorize) any color or black and white graphic. However it works best on clipart with bold outlines or black and white images.


Once you have imported your graphic, select Auto Trace from the Basic Functions Tool Bar, this will bring up the Vectorization Window

and your cursor will change to the Vectorization wand . To vectorize your image, select your setting in the Vectorization Window and then click on your graphic with the Vectorization wand. It may take a few moments for the software to vectorize your image. After it is complete, the vectorized image will appear to the right of your original graphic. You can now erase your original graphic.

### Vectorization Settings



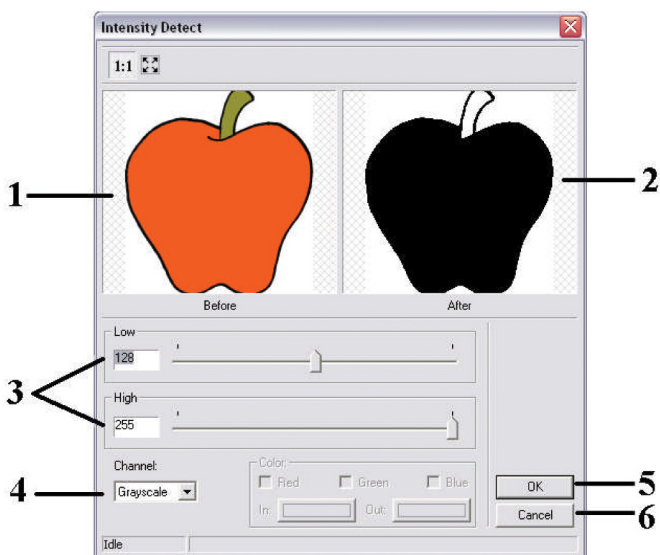


1. **Bezier:** Vectorizes your image enhancing curves and corners equally. Bezier pen lines can be manipulated beyond what a normal curve or line can be changed. However this can make it more difficult to work with your design.
2. **Enhance Curve:** Vectorizes your image enhancing the curves.
3. **Enhance Corner:** Vectorizes your image enhancing the corners.
4. **Apply on Selection:** Closes the Vectorization Window, keeping the settings currently chosen.
5. **Make Vectorization:** Vectorizes your image. To use this function simply click on it and your mouse cursor should change to the vectorization wand . Click on your graphic with the wand to automatically vectorize it.
6. **Ok:** Saves your settings and closes the Vectorization window. The vectorization wand is still active.
7. **Color Resolution:** This feature changes the amount of colors used in your image. This feature has little to offer for the purpose of creating designs to be cut out. You will not need to use this feature.
8. **Detect Intensity:** Changes your graphic to black and white, enhancing either the lighter colors or the darker colors. See “Detect Intensity” for more details.
9. **Cancel:** Closes the Vectorization Window without saving your settings. The vectorization wand is still active.

## Detect Intensity



The Detect Intensity feature will change your graphic to black and white. It is not necessary to use this feature however you can choose from many different settings that will ultimately affect your final design. This feature is also useful if you are having difficulty getting a graphic to vectorize well.



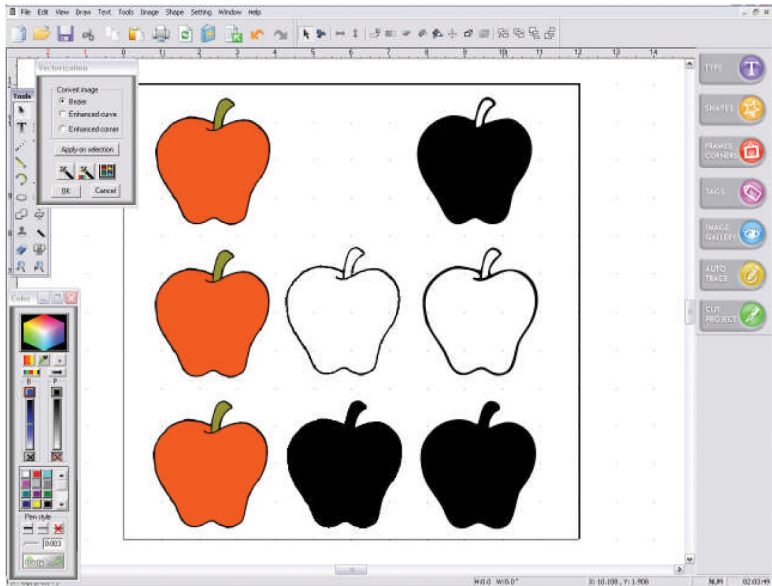
1. **Before:** Displays what your graphic currently looks like
2. **After:** Displays a preview of your graphic with the current settings applied.
3. **Low and High:** Affects what colors turn to black and what colors turn to white.



Use the slider bars to change both the High and Low and quickly preview what your graphic will look like in the "After" Window.

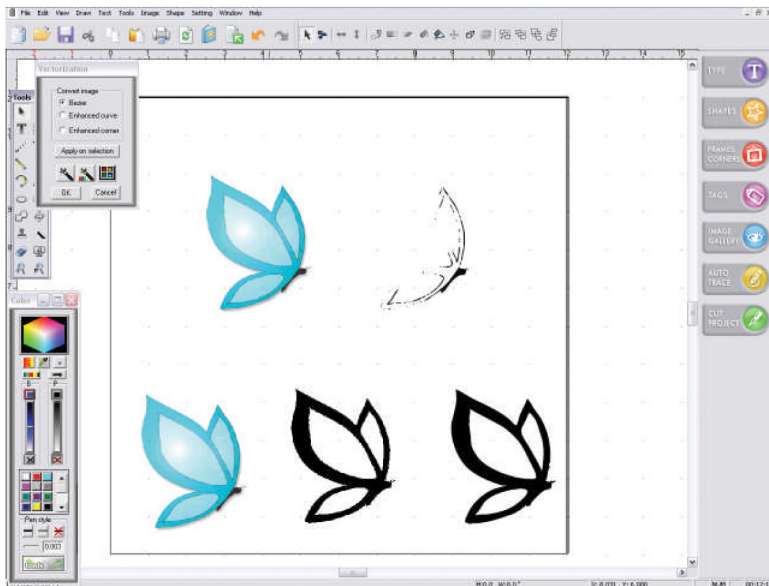
4. **Grayscale/RGB:** You can change the Detect Intensity feature to convert your graphic to color (RGB) instead of black and white (Grayscale), however this will not change how your graphic is vectorized.
5. **Ok:** Applies the settings you have chosen.
6. **Cancel:** Closes the Detect Intensity Window without applying your settings.

Let's look at some examples of different looks you can achieve with the Detect Intensity settings.



The top row of apples was done using the vectorization wand without changing anything under the Detect Intensity window. The second and third rows were done using two different settings in the Detect Intensity window and then using the vectorization wand to vectorize them. These will all cut out just as they appear on the very right. As you can see, different settings will change how your final design looks.

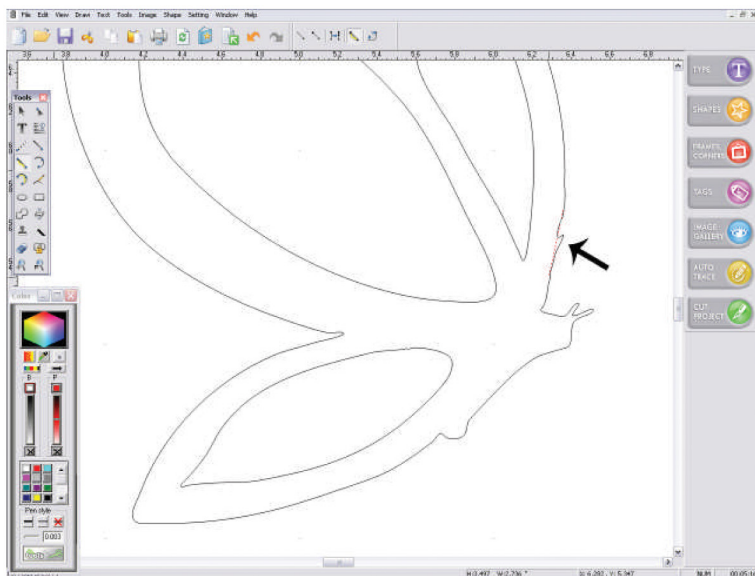
Let's look at another example...



The top butterfly was vectorized using the vectorization wand without changing anything under the Detect Intensity Window. As you can see, it did not turn out very well. This is due to the gradient in the butterfly's wing. Gradient colors are colors that slowly fade or darken like the gleam in the butterfly wing. The bottom butterfly was changed using settings in the Detect Intensity Window and then vectorized. The final result is much better.

## Cleaning Up Auto Traced Images

After you have auto traced an image, you may notice little bumps or distortions that you do not like. Making sure that your design has smooth curves and straight lines will result in a cleaner cut and a better overall look of your project. You can easily clean up your image using several of the tools from the Tools Bar. The following tools will probably be the most useful.



Use the Move Point Tool to manipulate lines.



Use the Replace by Segment Tool to replace jagged lines.



Use the Replace by Arc Tool to replace jagged curves.



Use the Erase Tool to erase unwanted or double lines.




Use the Horizontal/Vertical Tool to make a line perfectly vertical or horizontal.



Use the Convert to Circle Tool to make an uneven circle a perfect circle.


## Manually Vectorizing

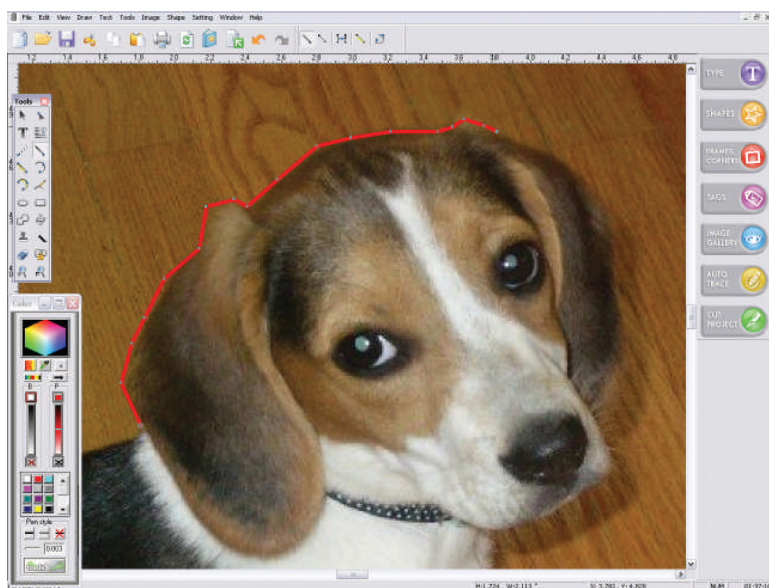
Sometimes you will have a graphic that you wish to vectorize that does not automatically vectorize well. This may be because the resolution of your graphic is too low, or it could be because you want to vectorize a photograph. Photographs do not automatically vectorize well because there are so many different colors and features in people's faces and in the photo's background. In situations like this, it is much easier to manually vectorize your image. Use the following steps to manually vectorize a graphic.

1. Import the graphic into a new page in the Inspiration Studio.
2. Select the Segment from Path tool .
3. Change your pen line to a color you can easily see on top of your graphic such as red.



Remember you can change your pen line color by right clicking on the color you want in the Color Palette.

4. Use the Zoom Tool  to zoom in on your project.
5. Click and drag your first line and then continue clicking a rough outline around your design. It's ok if it isn't perfect.



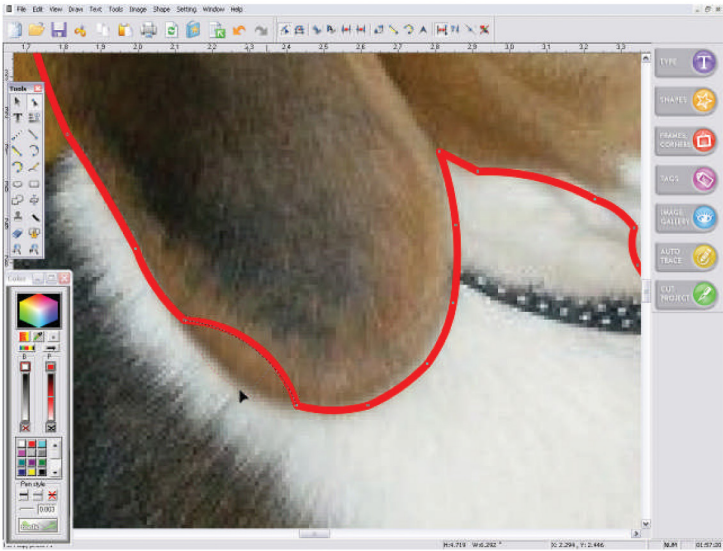





If your lines don't show up in red, try using the Redraw tool



6. Continue tracing until your end point meets up with your starting point. The two points should join automatically when they get close to each other.




7. Once you have finished making a rough outline of your image, go back with the Move Point Tool  to smooth and shape your outline.



To round a line, click the middle of a segment. To resize a segment or move a construction point, click on the construction point.

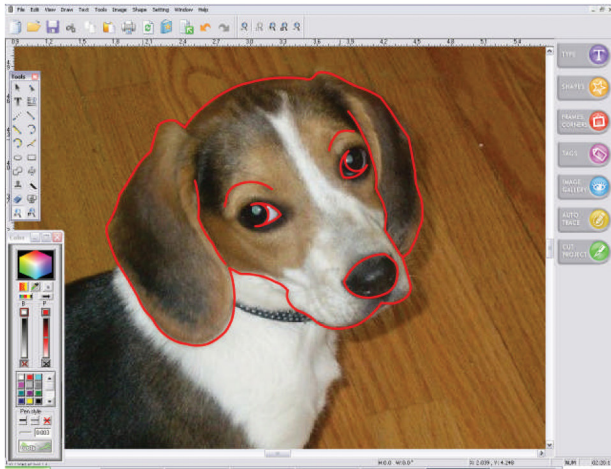
8. Once you have completed your outline, you may wish to go back and add more details inside of the outline. You can use




the Segment from Path Tool 

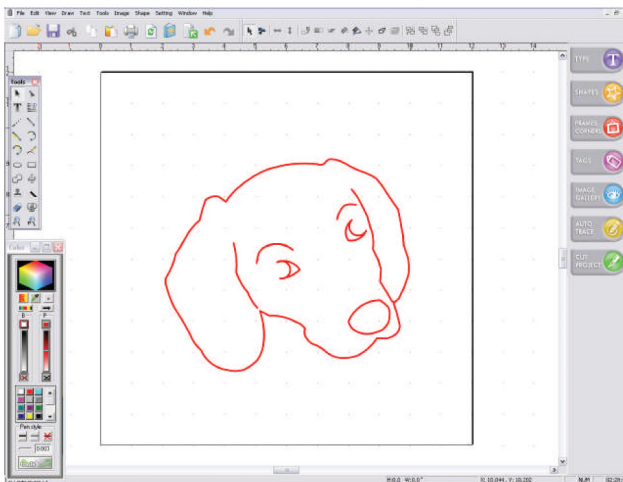
or Draw Segment Tool



to add details.



9. Use the Show Open Paths Tool  to find any open paths that you did not want.
10. Use the Join Two Points Tool  to get rid of any unwanted open paths.
11. When you are happy with your design, use the Erase Tool  and click anywhere on your graphic (not on a pen line!) to erase it.



Congratulations! Your personalized design is ready to be cut!



# Chapter 10: Getting a Grip on Graphics

## In This Chapter You Will Practice:

Importing a graphic

Auto Tracing


Cleaning up auto traced graphics

Manually vectorizing

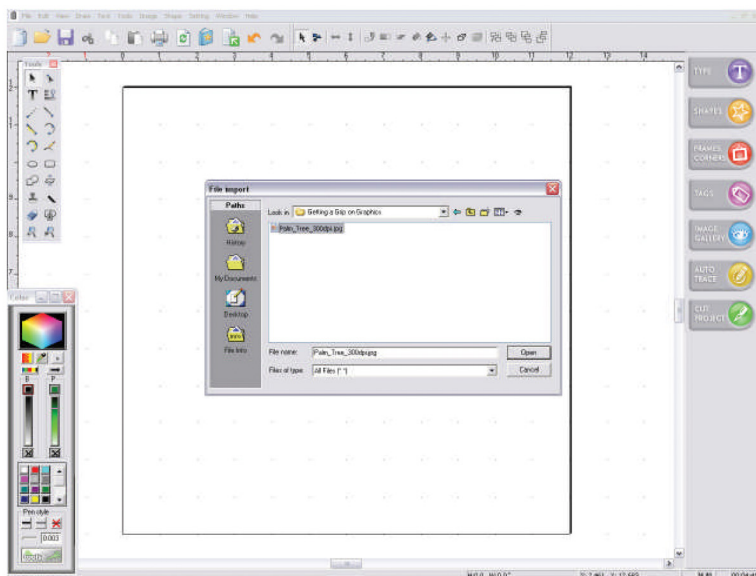
### Step 1: Find a Graphic

1. Find a simple drawn clipart that you would like to vectorize. You might find these from a CD you already own, or you may use one of the hundreds of free clipart images offered online.
2. Make sure that your clipart is a high enough resolution (250 dpi or more) to vectorize. Sometimes it is hard to tell how high the resolution is, but a good rule of thumb is if the picture is bigger, then the resolution is probably higher.
3. Save the clipart on your computer in a place that you can find again.

### Step 2: Importing a Saved Graphic

1. Open a new document in the Inspiration Studio™.
2. Select Import  from the Document Tool Bar.
3. Locate your saved clipart and click on it. If it does not open automatically select “Open”.

Once you have imported your graphic you may choose to Auto Trace it, or Manually Vectorize it. Depending on your graphic, one method may work better and be faster than the other. Believe it or not, sometimes manually vectorizing your graphic is faster than cleaning it up after auto tracing it!



## Auto Trace

Select Auto Trace from the Basic Functions Tool Bar to bring up the Auto Trace Window in the top left corner of your screen.



### Step 1: Detect Intensity

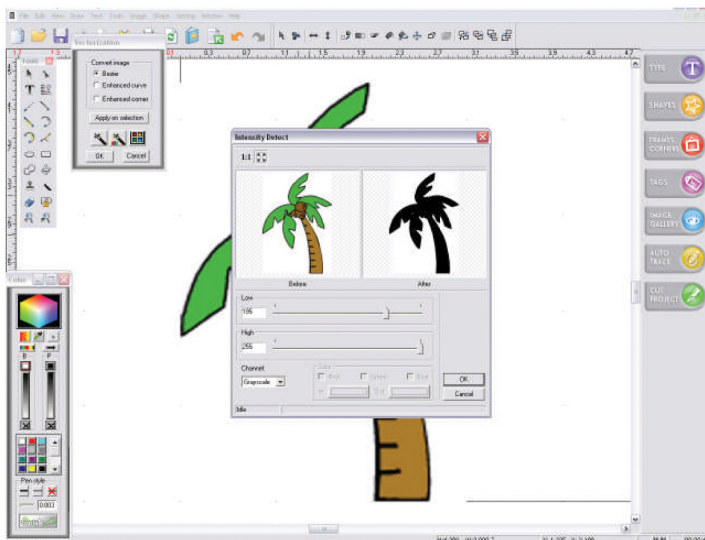
It is possible to skip this step and auto trace your graphic immediately, however using the Detect Intensity feature may help you get better results.



1. Select the Detect Intensity button
2. Click anywhere on your image to bring up the Detect Intensity Window
3. Use the Low and High slider bars to adjust your graphic until you get something that you like.
4. Use the buttons in the top left corner of the Detect Intensity screen to zoom in and out on your graphic.




Parts of your graphic that are solid black will cut out exactly as they appear, parts of your graphic that have a black line and a white center will cut out so that only the black line is left and the white center is gone.

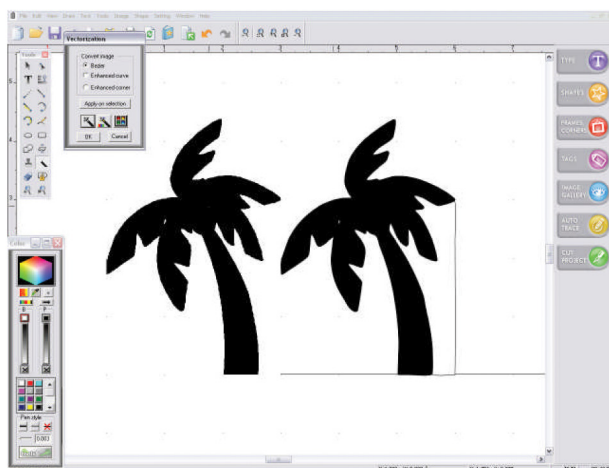


5. Click “Ok” to apply your settings.

## Step 2: Auto Trace


1. Select the Auto Trace Wand  from the Auto Trace Window.
2. Your mouse cursor will change to a wand. Click anywhere on your graphic.
3. It may take a few seconds for your graphic to be auto traced.
4. Your auto traced image will appear to the right of your original graphic.

5. Use the Erase Tool  to erase your original graphic.




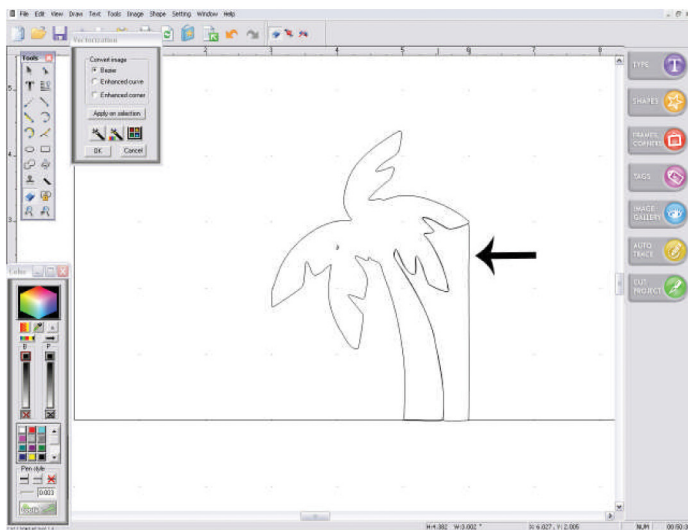
### Step 3: Clean Up the Auto Traced Design

1. Often you will want to clean up your design after it has been auto traced.

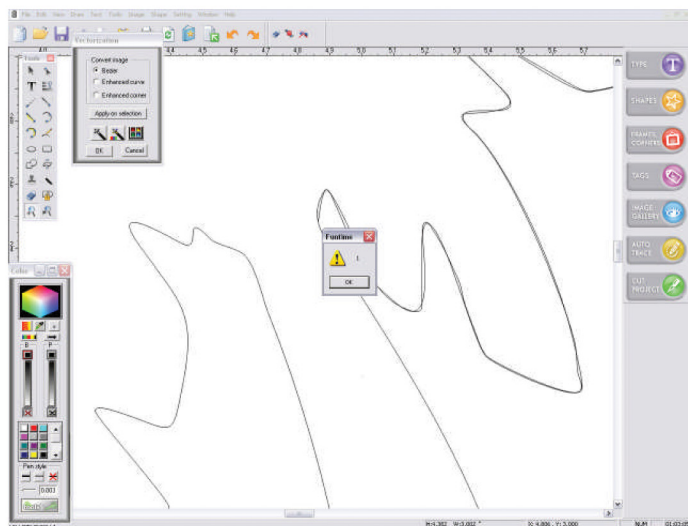
2. Select your image with the Select Elements Tool  and remove the fill from it by clicking on the "X" below the left color bar in your Color Palette.


3. Use the Zoom Tool  to check your image for flaws.



4. Use the Erase Tool  from the Tools Bar to erase any unwanted lines like the one the arrow is pointing to in the next picture.




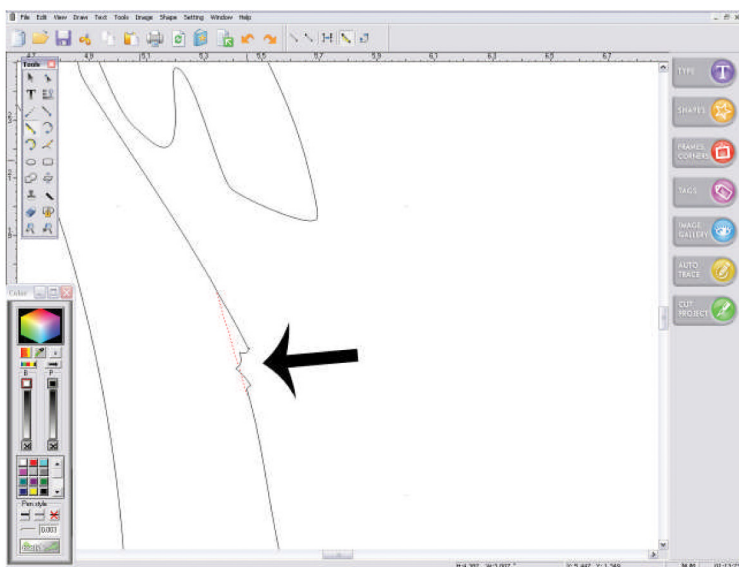
5. You can check for double lines by going to “Shape” on the top left side of your screen and hovering over “Path Cleaning” in the drop down menu. Select “Erase Duplicate Paths”. A notice will appear in the middle of your screen telling you if and how many duplicate paths are in your design. This does NOT erase the paths for you.



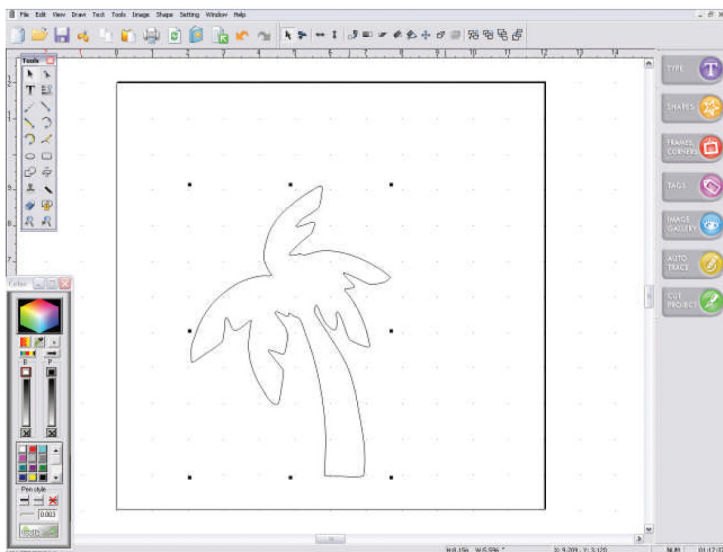
6. Use the Show Open Path Tool  under the Move Points Advanced Tools to check for any open paths.

7. Get rid of open paths by using the Erase Tool  from the Tools Bar and/or using the Join Two Points Tool  from the Move Points Advanced Tools.

8. Use the Move Point Tool , Replace by Segment Tool , and Replace by Arc Tool  to clean up rough lines and/or curves like the one illustrated here.



9. Once your design has been cleaned up make sure you save it so you can use it again!



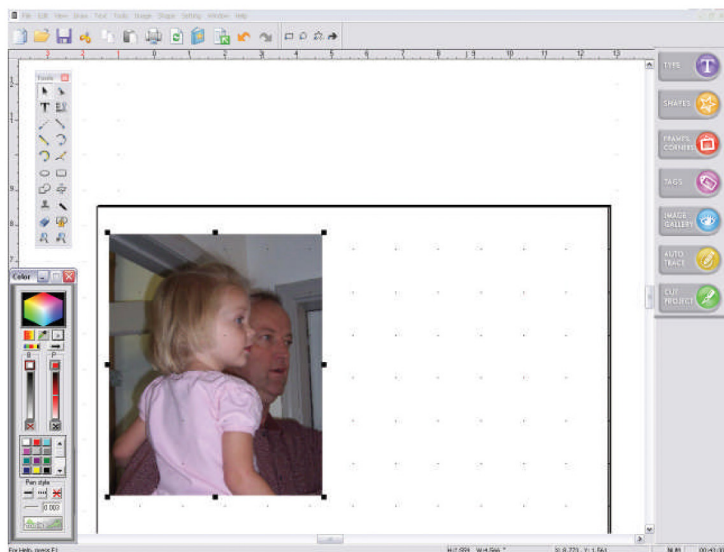
Keep your designs saved in a place such as “My Documents” do not save them in the same folder as your program or else if you ever reinstall your program you will lose all of your designs!


## Manually Vectorize

Perhaps the clipart you chose did not have a high enough resolution to vectorize well, or maybe you have a photograph you would like to vectorize part of. Or maybe you just want to try out everything the Inspiration Studio™ has to offer! Whatever the reason, manually vectorizing is an important thing to know how to do!

### Step 1: Make a Rough Outline



1. Import a graphic



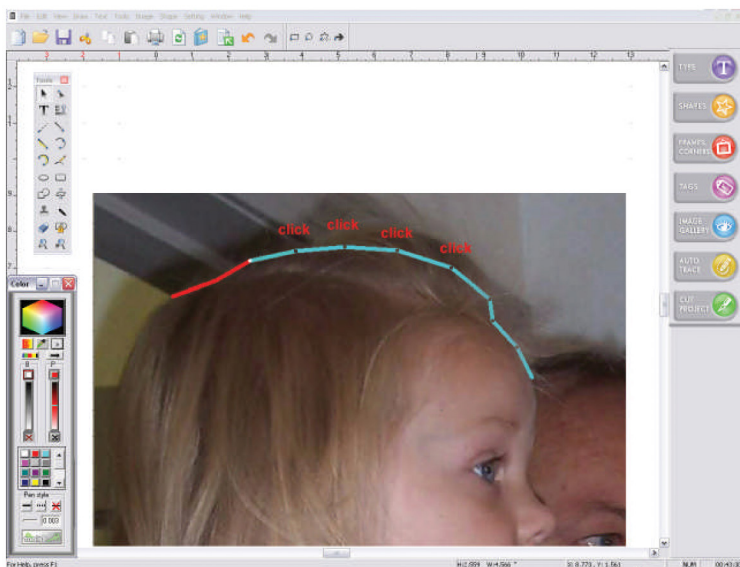
2. Select the Segment from Path Tool .
3. Change your pen line color to a color you can easily see on top of your graphic such as red.



You can change your pen line color by right clicking on the color you want in the Color Palette.



4. Use the Zoom Tool  from the Tools Bar to zoom in on your graphic.
5. Click and drag your first line and then continue clicking a rough outline around your design. It's ok if it isn't perfect.
6. If your line is not showing up in the color you selected, try using the Redraw Tool  from the Document Tool Bar.





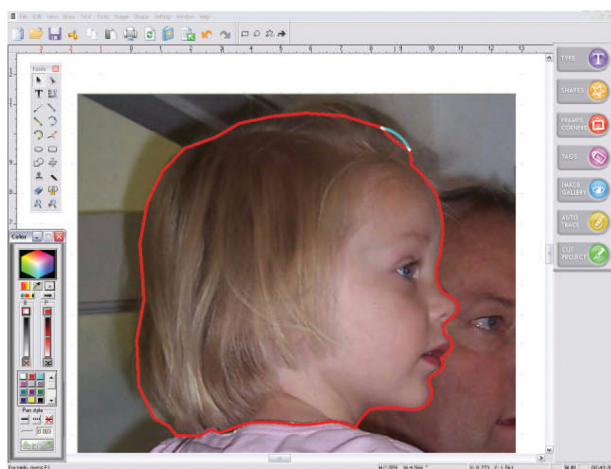
7. Continue tracing around your graphic until you reach the starting point. The beginning and end points should connect automatically.



## Step 2: Shape the Lines to Fit the Graphic

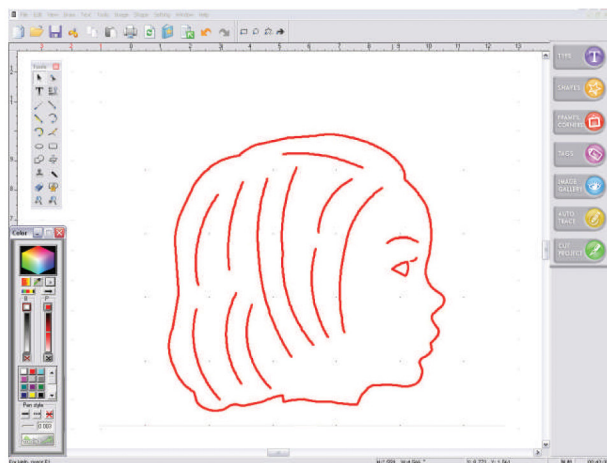
1. Select the Construction Points Tool  from the Move Point Advanced Tools to reveal all your construction points.
2. Use the Move Point Tool  to shape your pen line to fit your graphic.




To round a line, click in between two construction points.  
To resize a line, click and drag a construction point.



3. Shape the lines all the way around the graphic as needed.
4. Use the Segment from Path Tool  and the Draw Segment  tool from the Segment from Path Advanced Tools to outline other features.



5. When you are done with your design, use the Erase Tool  to erase your original graphic.

Congratulations, your project is ready to be cut!

# Chapter 11: Advanced Features

After mastering the features covered in “The Basics” and “Beyond the Basics” you are probably feeling like you could take on some really complex projects. The Inspiration Studio™ has many advanced features that will give you the ability to make even the most complicated projects. However, there is a reason why these techniques are called advanced! Make sure that you are completely comfortable with all the other features of the Inspiration Studio™ before you try the techniques featured in this chapter.

## In This Chapter You Will Learn:

How to export a document

How to use several of the advanced Select Elements Tools

How to create a 3-Dimensional affect

How to use several of the Advanced Text Tools

How to wrap text around another element (such as a circle)

How to make multiple copies of your design

## Export

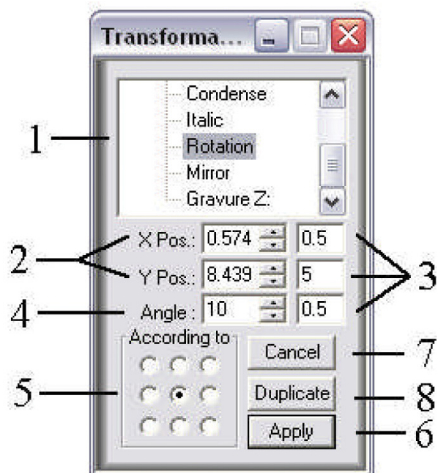
(Ctrl+E): At some point you may want to save a design you have made as a different file type such as a .jpeg. To do this, you will need to export your file. Go to “File” in the top left side of your screen and select “Export” from the drop down menu. You can now name your file and select your file type and save it.

## Precision Tools:

The Inspiration Studio has many features that can be used to precisely manipulate your design. These tools can come in handy when you are making cards or dimensional objects.

## Transformation Window

Several features under the Select Elements advanced tools will bring up the Transformation Window. These tools can be used to precisely manipulate the size, shape, orientation, and location of any selected element. Understanding how the Transformation Window works will make it easier for you to understand how to use these tools.



1. **Transform Tools:** Indicates what feature you are currently using in the Transformation Window.
2. **X and Y Position:** Represent the position of any selected element on your page. The X Position represents the element's horizontal position. The Y Position represents the element's vertical position. You can change these numbers by typing the desired number in or by using the scroll buttons. When X and Y are both 0, the center of your element will be in the bottom left corner of your screen.



Depending on what feature you are using, the X and Y Position features may be substituted by a Width and Height feature.

3. **Increments:** These show what increments the X and Y Position and Angle numbers will change when you use the scroll buttons.
4. **Angle:** Depending on what tool you use this may represent to what degree you rotate an object or to what degree you skew an object.
5. **According to:** Here you can select the axis which you rotate or mirror the selected element around.
6. **Apply:** Apply the selected action to any selected element.
7. **Cancel:** Cancel the last action you applied.
8. **Duplicate:** Before selecting "Apply" you can choose duplicate to apply the action to an exact copy of any selected element.

### Transformation Tools

These tools will bring up the Transformation Window. Each tool can be found under the Select Elements Advanced Tools.



**Width:** (L) Change the width of any selected element. For this feature the “X Position” will change to “Width”.



**Height:** (H) Change the height of any selected element. For this feature the “Y Position” will change to “Height”.



**Move:** (X,Y) Change the position of any selected element. You can change the location of an element by changing the X and Y Position on the Transformation Window and selecting “Apply”.



**Condense:** (C) Change the height and width of any selected element. For this feature the “X Position” and “Y Position” will change to “Width” and “Height”.



**Italic:** Skew a selected element to give it a slanted look. You can skew any selected element by selecting the Italic button and then either clicking and dragging the small circle that appears on the right top side of your element or by using the “Italic” feature in the Transformation Window.



**Orthogonal Rotation:** Rotate an image to the closest right angle.

**Rotation:** The Transformation Window can also be used to precisely rotate your design by a specific degree. To use this feature select “Rotate” in the Transformation Window. Then enter the degree you wish to rotate your object in the “Angle” window and select “Apply”.



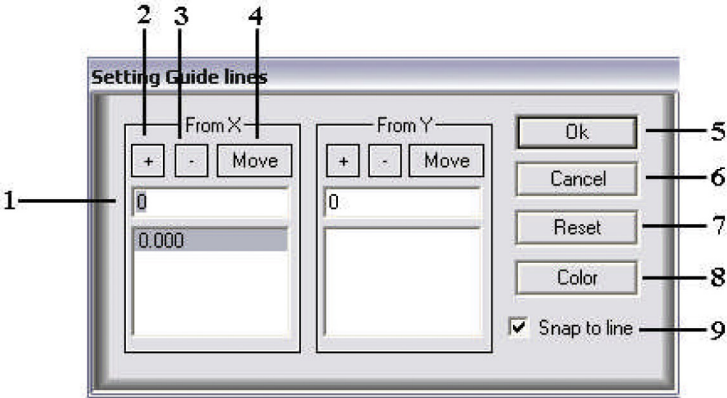
**Move Circle Center:** This tool can be found under the Oval Advanced Tools. Move your circle’s center to any point. Change the X value to move your circle horizontally. Change the Y value to move your circle vertically.

## Line Guides

Line guides are lines that you can create on your page to help you line up elements along a straight vertical or horizontal line. These lines do not cut out, they are only guides to help you line up your elements.

## Setting Guide Lines

To create a line guide, right click on your page. A drop down menu should appear. About one third down the menu there will be a selection called “Line Guide”. When you select “Line Guides” a new window should appear.



1. **Position:** Choose the position of your line along the X or Y axis. If you choose a position on the X axis, you will get a vertical guide line; if you choose a position on the Y axis you will get a horizontal line.
2. **Add:** Adds a guide line at the position you have chosen.
3. **Remove:** Removes any selected guideline.



To remove a guide line, you must select the line you wish to remove before opening the Setting Guide Lines Window.

4. **Move:** Move a guide line to the position you have chosen. To use this feature you must select the guideline you wish to move from the window below the Position window in the Setting Guide Lines screen. Then enter the new position in the Position window and select “Move”.



You can move guide lines when the Setting Guide Lines Window is closed by simply clicking and dragging them to the desired position.

5. **Ok:** Applies the line guides you have set and close the Setting Guide Lines Window.
6. **Cancel:** Closes the Setting Guide Lines Window without applying the line guides you have set.



7. **Reset:** Clears any line guides you have set.
8. **Color:** Select a new color for your line guide.
9. **Snap to Line:** When this feature is selected, elements that are moved close to the line guide will “snap” into place up against the line guide.

**Object(s) to Line Guide:** This feature can be found under the Justification Advanced Tool Bar. This feature moves a selected object to line up against a selected line guide. To use this feature first select your element, then select the “Objects to Line Guide” feature. When you hover next to a guide line you will see an arrow either pointing to the left or right side of your guide line. Choose which side you would like your element to line up against and then click with your mouse. Your element should “snap” into place next to the guide line.

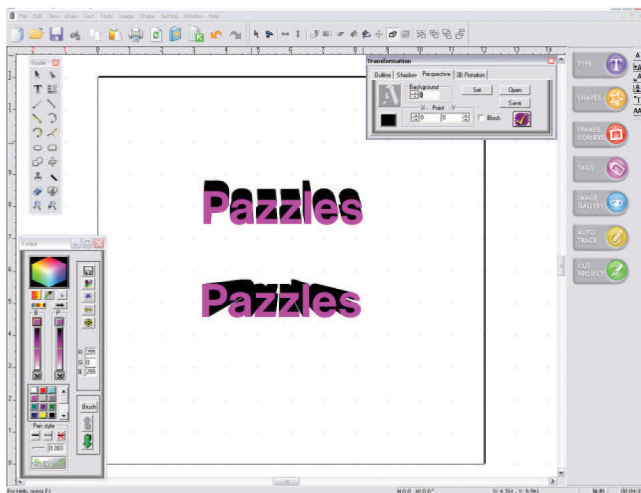


## 3-Dimensional Effects

Adding a 3 dimensional effect to titles and objects can really make them pop off of a page. Of course, the design isn’t truly 3-D (We aren’t that good...yet.).

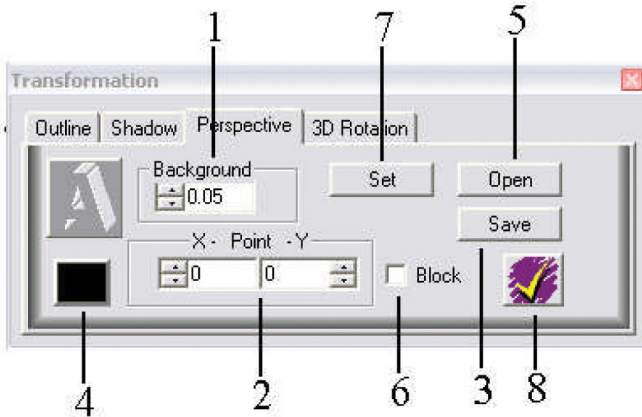


**Perspective:** This tool can be found under the Select Elements Advanced Tools. This feature brings up a window so that you can add a 3-dimensional look to your text or design as illustrated in the example below.





The “shadow” will automatically be created in black. Changing the color of your shadow or text/element to a different color will make it easy to view the 3 dimensional results. Having your text or element in a different color will also enable you to cut out both your text/element and the shadow effect separately. You can then re-piece them together to recreate the effect!



1. **Background:** changes the “thickness” of your dimensional object. This will also be dependant on the chosen Vanishing Point.
2. **Vanishing Point:** the point where all the lines of the 3D “shadow” converge and disappear.
3. **Save:** Saves the current Background and Vanishing Point settings.
4. **Color:** Displays the color of the 3D “shadow”. You can change the color by clicking on the color box.
5. **Open:** Creates a cone like 3D effect.
6. **Block:** Creates a block like 3D effect.
7. **Set:** Shows a preview of the currently selected settings.
8. **Apply:** Applies the current settings.

## Text

There are few features under the Text Advanced Tool Bar that have not yet been covered. You will probably find the Text to Path feature especially exciting feature for creating overlays and frames.



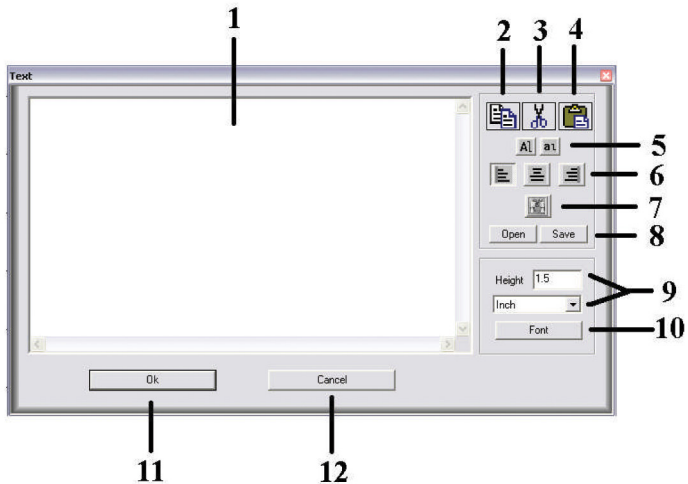
## Converting Text to Vector Lines

Sometimes you will create a design in a particular font and wish to share that design with a friend. If your friend does not have the same font on their computer, they will not be able to use your design unless you first Convert Text to Path. To do this, select your text and then select “Text” in the top left corner of your screen. Select “Convert Text to Path” from the drop down menu that appears and resave your document.

### Text Addition



**Text Addition:** (Ctrl+T) This tool can be found in the Text Advanced Tools. It brings up a window to add and edit text. This window is not necessary to insert text into your design. However it does allow you to edit the text before inserting it into your design.



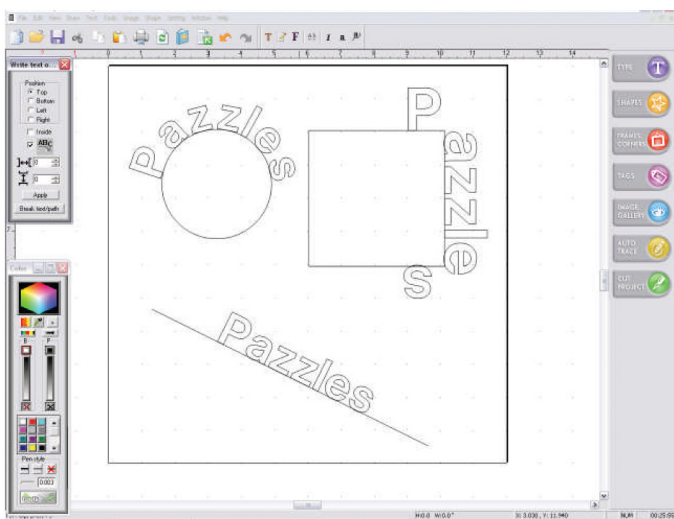
1. **Text Box:** Here you can type in the text you wish to insert into your design.
2. **Duplicate:** Make a duplicate of any highlighted text in the Text Box.
3. **Cut:** Cut any highlighted text in the Text Box.
4. **Paste:** Paste the most recently duplicated or cut text into the Text Box.
5. **Capital and Lower Case:** Change any highlighted text to all capital or all lower case characters.

6. **Text Alignment:** Align your text to the left, center, or right. You're chosen alignment will only appear when you insert the text into your design.
7. **Search:** Search for any word in the Text Box.
8. **Open and Save:** Open a saved text document (must be in .txt format) or Save the text currently in your Text Box.
9. **Height:** Precisely adjust the height of your text (height is measured by capital characters).
10. **Font:** Brings up the font window where you can change your font, style of font, font size, and font color.
11. **Ok:** Inserts any text in the Text Box into your design and closes the Text Addition Window.
12. **Cancel:** Closes the Text Addition Window without inserting the text into your design.

## Text to Path

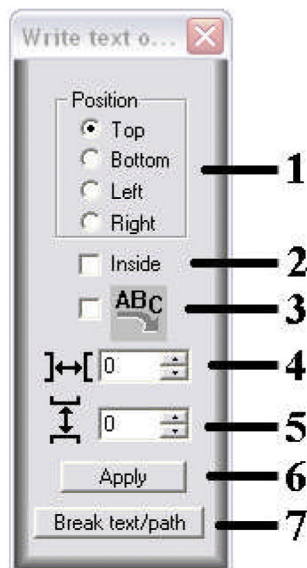


**Text to Path:** Opens the Text to Path Window so that you can wrap text around a specified line such as a circle. See picture below for examples.



You must have both your text and the line you wish to wrap the text around selected before using the Text to Path feature (See Chapter 1: The Basics “Selecting Multiple Elements”).

1. **Alignment:** Changes the alignment of your text in relation to the path it wraps around.
2. **Inside:** Wraps the text around the bottom/inside of a path rather than the top/outside.
3. **Flip:** Flips the text upside down.
4. **Alignment Adjustment:** Adjusts the alignment of the text in small increments. You can also click and drag the arrow that appears in the bottom right corner of your text and path to change the alignment. This arrow will only appear after you have selected “Apply”.
5. **Spacing Adjustment:** Changes the space of the text in relation to the path it wraps around.
6. **Apply:** Apply your selections
7. **Break text/path:** Breaks the text from the path it wraps around so that you can separate the text from the path.




Converting Text to Path happens automatically when you weld text to each other or another element.



Converting Text to Path can be useful if you wish to manipulate the shape of your letters.


## Puzzle

You can quickly make puzzles in the Inspiration Studio™! First you will need to have imported a graphic into your page (See Chapter 7: Working with Graphics “Importing Graphics”). Select your graphic using the Select Elements Tool . Then select “Image” from the top left side of your screen and select “Puzzles” at the very bottom of the drop down menu that appears. You can select how many puzzle pieces are in your puzzle and select “Ok” for an instant puzzle!

## Multiplying Elements

These multiplying tricks can be especially handy if you are making many copies of the same project.

### Duplicate (Alt+D)


Duplicate makes an exact copy of a design or element on your page. To do this, first select your element or design using the Select Elements Tool . If you are selecting a design with multiple elements, make sure you select all of the elements (see Chapter 3: The Basics “Selecting Multiple Elements”). Then right click on your screen and select “Duplicate” from the drop down menu that appears. A duplicate of your design or element will be created directly on top of the original.

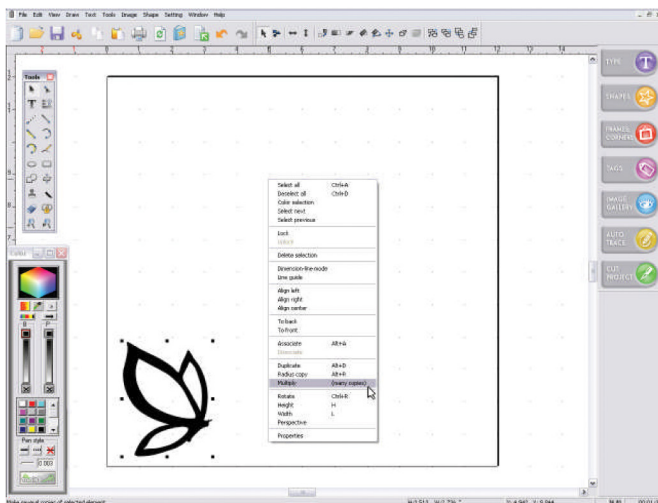


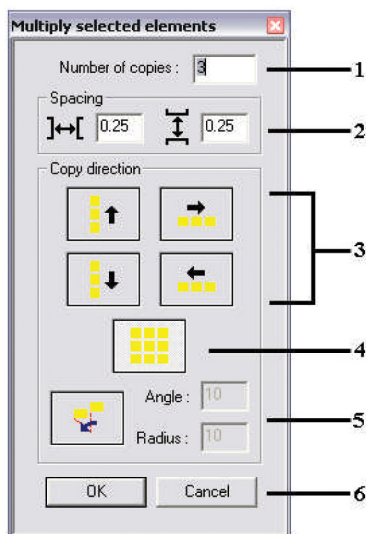
To separate the copy from the original, click and drag in the center of your design to move the copy away from the original.

### Multiply

If you want to make a lot of cut outs of the same design this feature will help you quickly multiply your design to fill up your page.

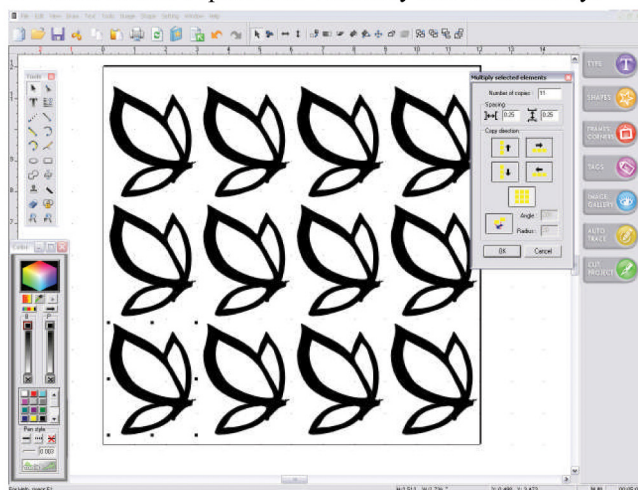
To use this function, select your element using the Select Elements tool . Then, right click with your mouse and select “Multiply” from the drop down menu that appears.





1. **Number of Copies:** Select how many total copies you want to create. Remember that this number does not include your original! For example, if you pick 3 copies you will get 3 copies plus your original for a total of 4.
2. **Spacing:** Select how much vertical and/or horizontal space you would like between each copy. Values are in inches. Generally you will want a smaller number here such as 0.25.

3. **Copy Direction:** Select which directions the copies will be in.
4. **Fill:** Makes copies both vertically and horizontally.



You must have your selected element in the bottom left corner of your page for the Fill feature to work properly.



If you have selected an amount of copies that cannot fit on your page, the copies may extend off the page. You will either need to select all of your elements and resize them to fit, or delete the elements that do not fit.

5. **Angle:** Copies the selected element along an arc or circle. “Arc” will change the distance between each copy (similar to spacing). Values are in degrees, smaller numbers like 10 will probably cause your copies to overlap while larger numbers like 100 will keep copies from overlapping. “Radius” will increase the total size of your arc or circle.
6. **OK/Cancel:** OK closes the window and applies your selections. Cancel closes the window without applying your selections.

## Multiply Circles



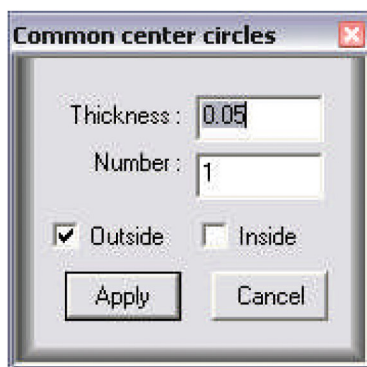
**Multiply Circles:** This tool can be found under the Oval Advanced Tools. It Create multiple circles inside or outside of any selected circle. To use this feature you must select a perfect circle.



Use Convert to Circle



to change any element to a perfect circle.



**Thickness:** Choose the difference in diameter between circles. Generally you will want to choose a small number like 0.25”.


**Number:** The amount of circles you wish to create.

**Outside/Inside:** Choose whether you would like the new circles to be outside or inside the current circle.

**Apply:** Apply your selections.

**Cancel:** Close the window without applying your selections.

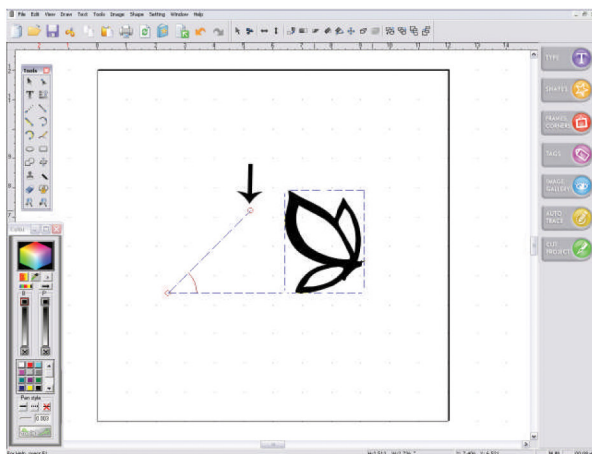
## Radius Copy

Radius Copy can be used to create copies in a circle rather than side by side. To use this feature, select your element(s) with the Select Elements Tool  and then right click on your screen. From the drop down menu that appears, select “Radius Copy”.

You will see a dashed square surrounding your selected element(s) and a dashed V representing the angle at which your copy will be created.

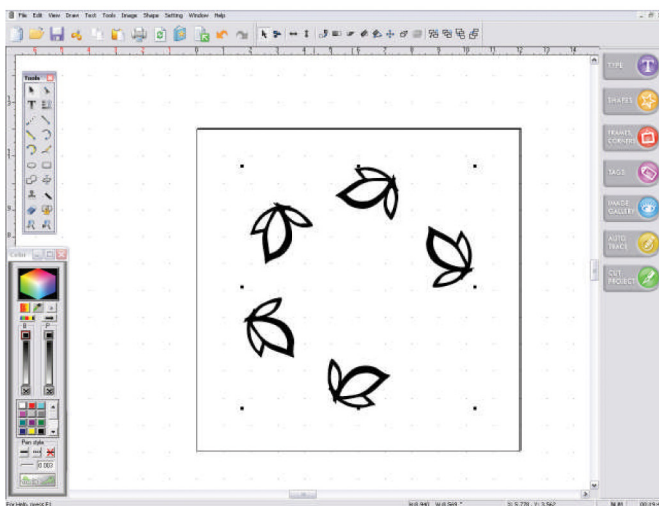


In other words, your copy will be created where the top tip of the V is pointing. You can adjust this angle by clicking and dragging on the circle at the end of this tip. The arrow in the picture below points to the circle you will need to click and drag.



Clicking and dragging the circle located where the two lines of the V meet will change the diameter of you copy.

When you have selected the angle you want, press “Enter” on your keyboard to create your copy. You can continue to press “Enter” to make more copies at the same angle, eventually you will be able to see your copies creating a circle.



# View

The “View” menu in the top left side of your screen has several settings to change the appearance of your screen. As you become more familiar with the Inspiration Studio, you may wish to change these settings to suit your own taste.

View	Draw	Text	Tools	Image
Toolbars				
✓ Color palette			ON/OFF	
✓ Message bar			ON/OFF	
✓ Rules			ON/OFF	
✓ Height and Length			ON/OFF	
Timer			ON/OFF	
✓ Coordinates			ON/OFF	
✓ Page			ON/OFF	
Show path direction			ON/OFF	
Construction points			ON/OFF	
✓ Grid			ON/OFF	
Show printer page			ON/OFF	
Wire frame			ON/OFF	
Remove line guide				

**Toolbars:** Bring up any of the Advanced Tool Bars.

**Color Palette:** Turn off to remove the color palette window from your screen.

**Message Bar:** Turn off to remove the message bar that appears at the bottom of your screen.

**Rules:** Turn off to remove the rulers that surround your screen.

**Height and Length:** Turn off to close the height and length window that appears on the right side of the message bar. The Height and Length tells you the exact height and length of any selected element.

**Timer:** Turn off to close the timer that appears on the right side of the message bar. The timer tells you how long you have had the current page open in the Inspiration Studio™.

**Coordinates:** Turn off to close the coordinates that appear in the right side of the message bar. The coordinates tell you the precise X and Y coordinates of your mouse cursor.

**Page:** Turn off to remove the black square outline that represents your page. We do not advise you to turn off this feature.

**Show Path Direction:** Turn on to view what direction any pen line will cut. The direction will be shown by small arrows along the pen line.





To adjust the path direction or other characteristics of your pen line, go to the “Shape” menu in the top left side of your screen and select “Advanced path option”.

**Construction Points:** Turn on to always be able to view all of the construction points in your design.

**Grid:** Turn on to bring up small dots on your page that represent increments of measurement such as an inch. When you select this feature, a window will appear asking you what increments you would like the grid to be in.

**Show Printer Page:** Turn on to view an outline indicating what part of your design will print out on your printer (this does not affect or indicate how your design will cut).

**Wire Frame:** Turn on to remove the fill from your designs so that you will only see the pen line.

**Remove line guide:** Removes all line guides from your page (To learn how to set line guides See Chapter 11: Advanced Features “Setting Line Guides”).