Contents for Canon Color Advisor 2.5

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The following Help Topics are available:

For Help on Help, Press F1

Overview

The Canon Color Advisor helps you create professional looking color documents quickly and easily, even if your software does not support color.

You can access Color Advisor through the Printer Setup dialog box of your application, or through the Control Panel/Printers dialog box. Within the Color Advisor, you can define a colorizing goal by specifying objectives. Objectives tell the Color Advisor about the document's audience, the occasion, style, and setting for the document. When you declare these objectives, a document can be automatically colorized.

The Paint Box Tool displays various colors and shades that Color Advisor has determined suit the objective. You can accept the colorization the Color Advisor provides, or change the way colors are applied in the document. You can also change any of the colors to any desired shade. When you have selected a set of colors, you can save the set in a user-defined coloring template.

Color Advisor features a text enhancement tool, a background tool, zoom capabilities, coloring templates (formerly document types), and a helpful Tips feature. The Tips feature displays information in a status bar at the bottom of the document viewing area when the cursor is held over a supported function or button.

The Color Advisor Background Tool allows you to select one of several backgrounds (such as borders or stamps) for a document. You can apply a background to one page in a document, or all pages.

The Text Enhancement Tool enables you to apply special effects (such as drop shadow) to text 18 points or larger. You can apply a text enhancement to one text object, or all similar text objects.

Using the Color Advisor

You can enable the Color Advisor through the application you are using or through the Control Panel, then colorize your document using the Color Advisor tools.

Enabling Color Advisor through an Application
Enabling Color Advisor through Windows 3.1
Enabling Color Advisor through Windows 95
Coloring a Document
Recommended Print Settings for Color Advisor
Special Printing Issues

Enabling Color Advisor through an Application

NOTE: The procedure for accessing the printer driver to enable Color Advisor through an application may be slightly different depending upon the application you are using; in some application you will use File/Print, in others you will use File/Print Setup (see examples below).

Follow these steps to turn the Color Advisor on or off through your application:

1. From the File menu of the application you are using, select **Print** or **Print Setup**.

2. Click on the **Printer** button on the Print dialog and/or select the printer name.

3. Click on the **Options** or **Setup** button on the Print Setup dialog.

4. Select the **Setting** tab of the printer driver software. You will see a dialog similar to the following:

5. Turn Color Advisor ON by selecting the green check mark ☑. Turn Color Advisor OFF by selecting the red international NOT symbol 🚫.

6. From the Print Setup dialog, click **OK** or **Apply**.

Follow these steps each time you want to use the Color Advisor after it is turned on:

1. From the File menu of the application you are using, select **Print**.

2. From the Print dialog, click **OK**.

3. Your document appears in the document viewing area of the Color Advisor for colorization.

4. When your document appears in the document viewing area of the Color Advisor palette, you can:

   Create a new color scheme by setting objectives for the document and/or choose an existing color scheme from the Coloring Templates list. If you choose only a Coloring Template, objectives are not included and your color scheme may be somewhat limited.

   Apply color to your document manually

   Apply color to your document automatically by selecting a coloring template

Refer to Coloring a Document for more information.

Examples

Word 6.0

1. Open the document.

2. From the File menu, select **Print**.

3. Click the **Printer** button.

4. Select your printer from the list of printers.

5. Click the **Options** button.

6. Select the **Setting** tab.

7. Turn Color Advisor on by selecting the green check mark; turn Color Advisor off by selecting the red international NOT symbol.

8. Click **OK** or **Apply**.

Quicken

1. Open the document.

2. From the File menu, select **Print Setup**.

3. Select your printer from the list of printers.

4. Click the **Settings** button.

5. Select the **Setting** tab.

6. Turn Color Advisor on by selecting the green check mark; turn Color Advisor off by selecting the red international NOT symbol.

7. Click **OK**.

Enabling Color Advisor through Windows 3.1

Follow these steps to turn the Color Advisor on or off using Windows 3.1:

1. From the Program Manager, double-click on the Main program group.

2. From the Main program group, double-click on the Control Panel icon.

3. From the Control Panel, double-click on the **Printers** icon.

4. From the Printers dialog, select your printer from the list of installed printers.

5. Click on the **Setup** button on the Printers dialog.

6. Select the **Setting** tab of the printer driver software. You will see a dialog similar to the following:

7. Turn Color Advisor ON by selecting the green check mark ![green check] (you can turn Color Advisor OFF by selecting the red international NOT symbol
![red not symbol]) and click **OK**.

8. From the Printer dialog, click **Close**.

9. Close the Control Panel and launch your application.

Follow these steps each time you want to use the Color Advisor after it is turned on:

1. From the File menu of the application you are using, select **Print**.

2. From the Print dialog, click **OK**.

3. Your document appears in the document viewing area of the Color Advisor for colorization.

4. When your document appears in the document viewing area of the Color Advisor palette, you can:

    Create a new color scheme by setting objectives for the document and/or choose an existing color scheme from the Coloring Templates list. If you choose only a pre-defined Coloring Template, objectives are not included and your color scheme may be somewhat limited.

    Apply color to your document manually

    Apply color to your document automatically by selecting a coloring template

    Refer to <u>Coloring a Document</u> for more information.

Enabling Color Advisor through Windows 95

Follow these steps to turn the Color Advisor on or off through using Windows 95:

1. From the Start menu, select **Settings**, then **Printers**.

   -OR-

   Select **Printers** from the **Explorer**.

2. Right click on your printer and select **Properties**.

   -OR-

   Double-click on your printer, then select **Properties** from the **Printer** menu.

3. From the Printers dialog, select your printer from the list of installed printers.

4. Select the **Setting** tab of the printer driver software. You will see a dialog similar to the following:

Turn Color Advisor ON by selecting the green check mark (you can turn Color Advisor OFF by selecting the red international NOT symbol) and click **OK**.

5.	Close the Properties dialog.

6.	Close the Printers dialog.

7.	Launch your application.

Follow these steps each time you want to use the Color Advisor after it is turned on:

1.	From the File menu of the application you are using, select **Print**.

2. From the Print dialog, click **OK**.

3. Your document appears in the document viewing area of the Color Advisor for colorization.

4. When your document appears in the document viewing area of the Color Advisor palette, you can:

    Create a new color scheme by setting objectives for the document and/or choose an existing color scheme from the Coloring Templates list. If you choose only a pre-defined Coloring Template, objectives are not included and your color scheme may be somewhat limited.

    Apply color to your document manually

    Apply color to your document automatically by selecting a coloring template

    Refer to Coloring a Document for more information.

Recommended Print Settings for Color Advisor

Color Advisor should be used with the Color (under Color Model) and Automatic (under Print Model) settings selected in the printer driver.   You will see a dialog similar to the following:

Special Printing Issues

When your document has been colorized, click on the Print All button and the document will be printed on your Canon color printer.

Printing Multiple Copies with Color Advisor

Windows applications handle the printing of multiple copies of a document in a variety of ways. When you request multiple copies in an applications print dialog, there are three different ways this request is sent to the Color Advisor, depending on the application:

1. A single copy of the document is sent to the Color Advisor, as with MS Word.

2. The application sends each requested copy as a separate print job, as with MS Excel.

3. The application combines all of the requested copies into a single print job.

In order to print multiple copies with the Color Advisor, you should select one copy from within your applications print dialog. After you finish colorizing your document, select the Print All button within Color Advisor. Color Advisor will provide a dialog to allow you to select the number of copies and the collation process. It will allow you to select up to 9999 copies, and provides a checkbox to turn on (box checked) or turn off (box not checked) collation.

Printing with Color Advisor and Presentation Packages

Many presentation packages have their own special ways of handling color printing. Because of this special handling, printing through the Color Advisor may not be efficient. If your presentation application seems to take a long time to bring up the Color Advisor, or does not display bitmaps properly, you may want to turn the Color Advisor off when using that application.

Optimizing or Increasing Printing Speed

There are several ways to optimize printing speed:

*   Turn off the Print Manager in the Windows Control Panel. This may increase your printing speed by as much as 25% depending on the computer you are using.

*   Limit the number of colors on each page; too many colors can make the image confusing and less effective as well as cause the print speed to slow down.

*   Under the 386 Enhanced icon in the Windows 3.1X Control Panel, add or create a permanent swap file that is from 4MB to 10MB. See your Windows documentation for these instructions.

Canon Color Advisor Window

The major elements in the Canon Color Advisor window are:

Tool Selection Area
Document Viewing Area
Paint Box Tool
Background Tool
Text Enhance Tool
Objectives
Zoom Menu
Coloring Templates
Command Buttons
Cursors
Status Bar

Click on different areas of the following window for more information:
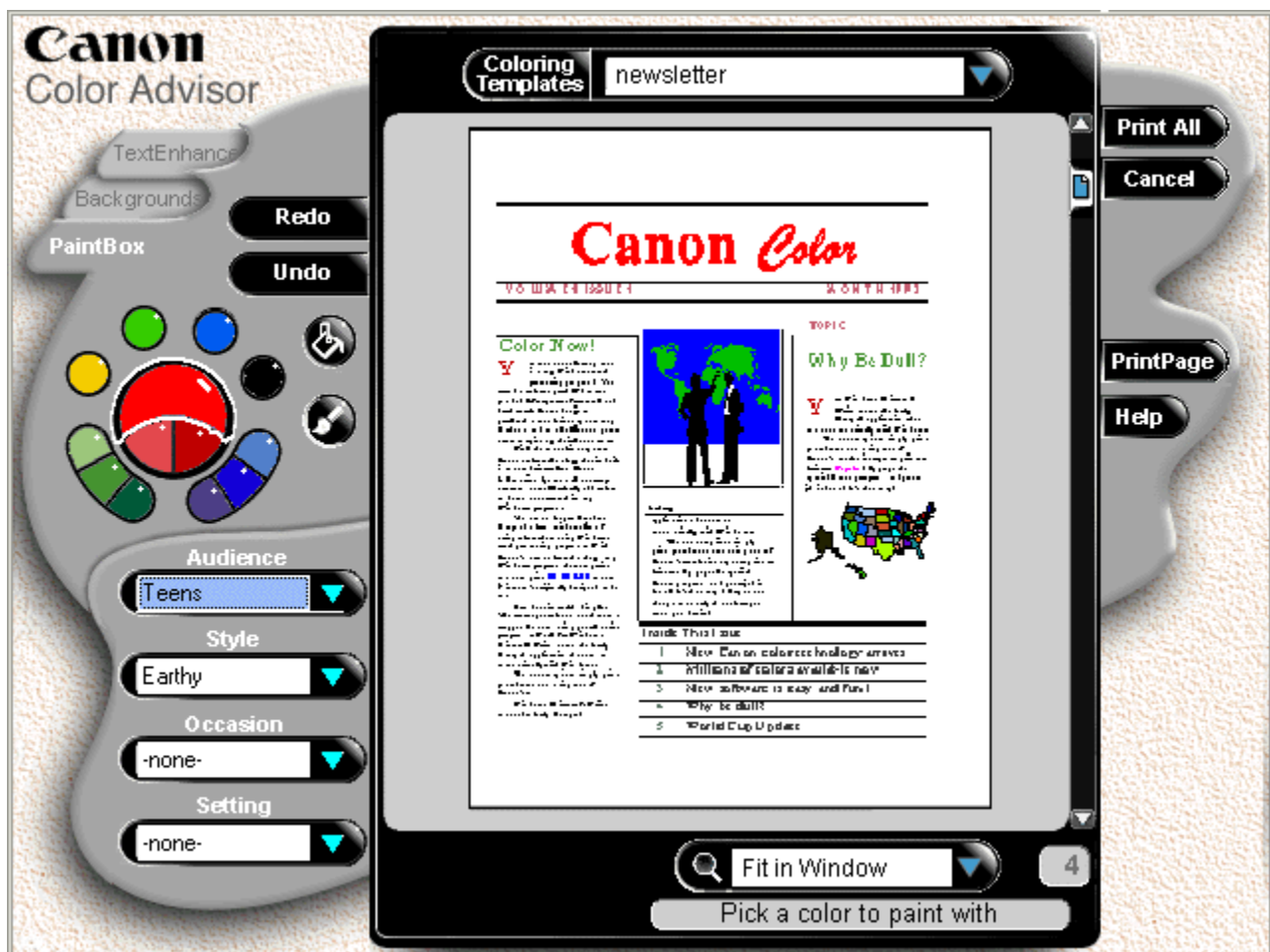
See Also:
Color Palette
Color Picker

Tool Selection Area

The Tool Selection Area is located on the upper left side of the Color Advisor palette. The available tools are:

Text Enhance Tool
Background Tool
Paint Box Tool

Cursors

Canon Color Advisor has seven cursors used to convey certain information:

[Selection Cursor](#)
[Grab Color Cursor](#)
[Paint Brush Cursor](#)
[Paint Can Cursor](#)
[Move Hand Cursor](#)
[Finger Cursor](#)
[Wait Cursor](#)

Paint Box Tool

The Paint Box contains a set of colors defined by the selected objectives. You can also add or change colors in the Paint Box by accessing the Color Palette dialog or the Color Picker dialog. Click on different areas of the following window for more information:
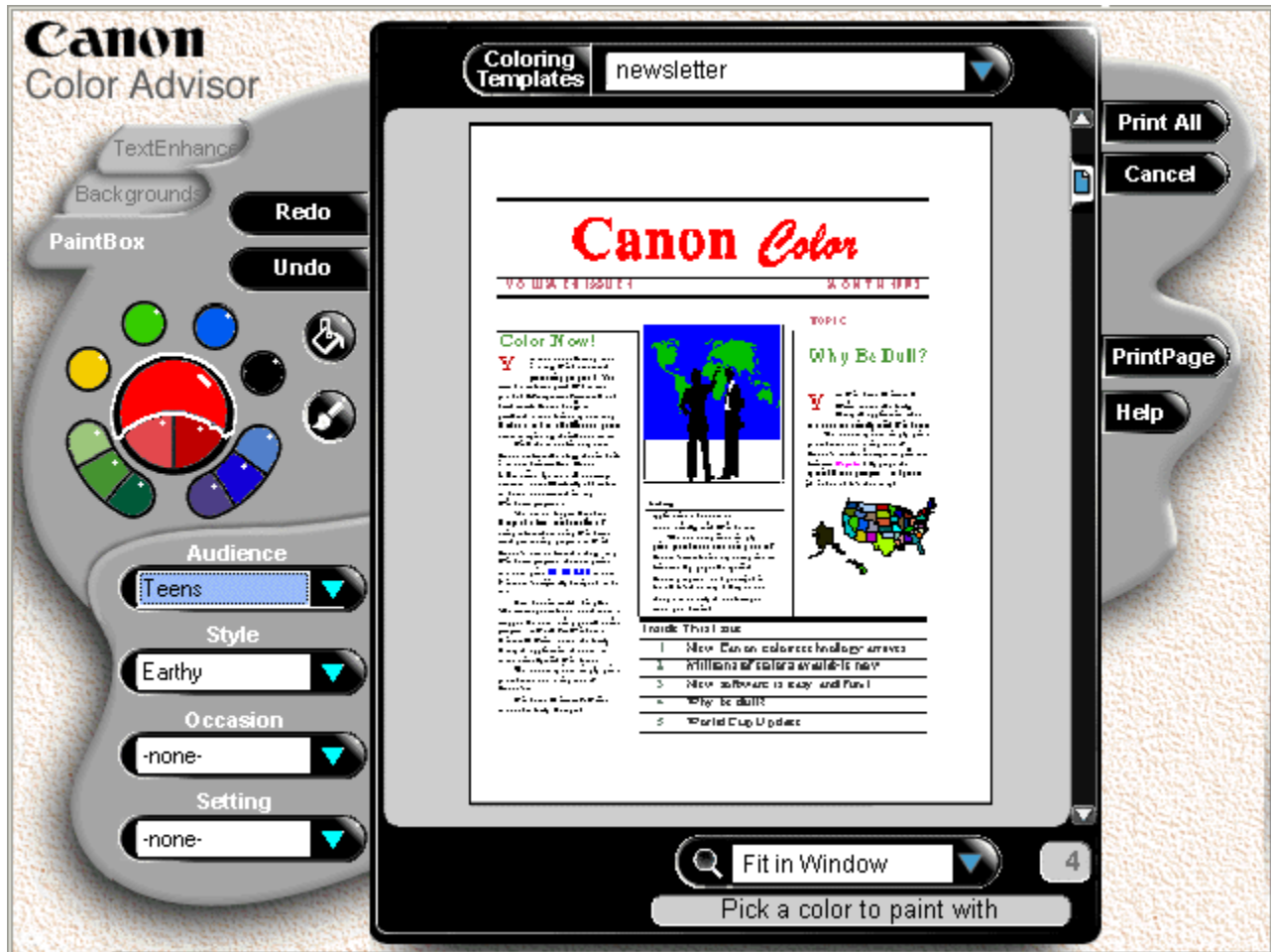
There are 13 buttons in the Paint Box:

> A dominant hue with two related shades
> Two coexisting colors, each with two related shades
> Three accent colors
> Black

When the cursor is moved into the Paint Box area, it changes to the Grab Color cursor. When you select a color by clicking on it, the color in the Paint Box is highlighted. This color becomes the current color.

If you click and hold the cursor on a color, but then move the cursor off of that color, no new color is selected; the color remains the same as it was prior to the click.

If you press the right mouse button when the cursor is over the dominant color or an accent color, the Color Palette dialog appears. If you double click the left mouse button when the

cursor is over the dominant color or accent color, the [Color Picker dialog](#) appears.

If you hold the cursor over a supported function or button, a helpful tip is displayed in the status bar at the bottom of the document viewing area. There is a short delay between the time the cursor is located over a supported function and the time the tip is displayed in the status bar.

See Also:
> [Color Palette](#)
> [Color Picker](#)
> [Using the Paint Box](#)

Background Tool

This tool allows you to apply one of several background graphics to your document. Various backgrounds appear to the left of the viewing area. A coloring template only keeps a background that is applied to all pages. Click on different areas of the following window for more information:
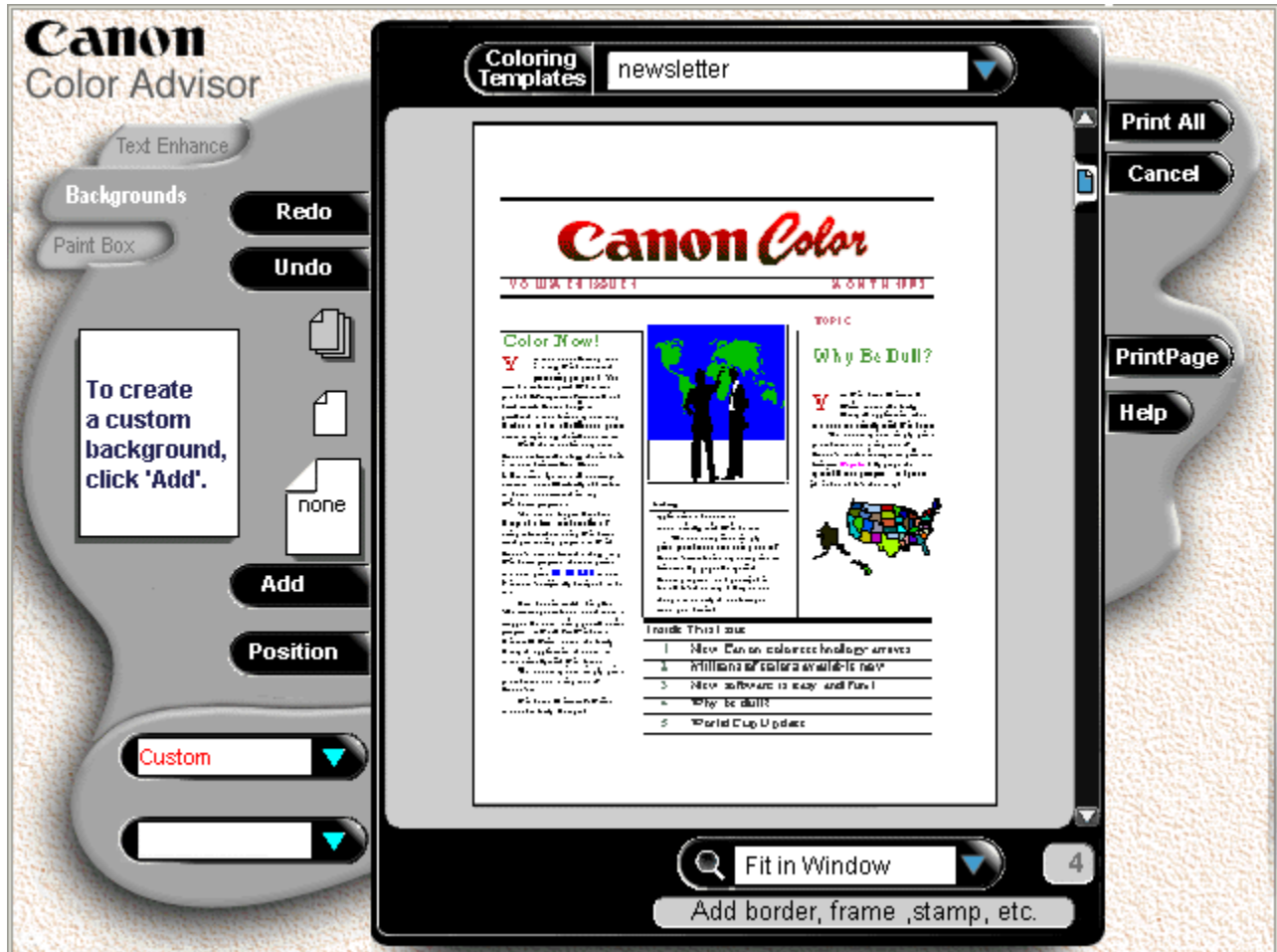
Several categories of backgrounds are available via a pull down menu:

    Borders
    Business Stamps
    Frames
    Gradients
    Letterhead
    Personal Stamps
    Stationery
    Watermarks
    Custom

NOTE: You can only apply one background category to each page of a document.

If a background category is composed of text only (such as Business Stamps), the

background thumbnail graphics are replaced with a larger background image, and another pull down menu appears, listing the backgrounds available under the category. For example, the list that appears when you select Business Stamps includes the following:

> Confidential
> Draft
> Fax Memo
> Recycle
> Urgent

If you hold the cursor over a supported function or button, a helpful tip is displayed in the status bar at the bottom of the document viewing area. There is a short delay between the time the cursor is located over a supported function and the time the tip is displayed in the status bar.

See Also:
Using the Background Tool
Adding Your Own Background

Text Enhance Tool

This tool allows you to apply a variety of special effects to text that is 18 points or larger in size. Click on different areas of the following window for more information:

The special effects include:

> None
> Backdrop
> Drop Shadow
> Emboss Classic
> Emboss Shadow
> Fade to Black
> Fade to White
> Highlight
> Steel
> Burnished

If you hold the cursor over a supported function or button, a helpful tip is displayed in the status bar at the bottom of the document viewing area. There is a short delay between the time the cursor is located over a supported function and the time the tip is displayed in the status bar.
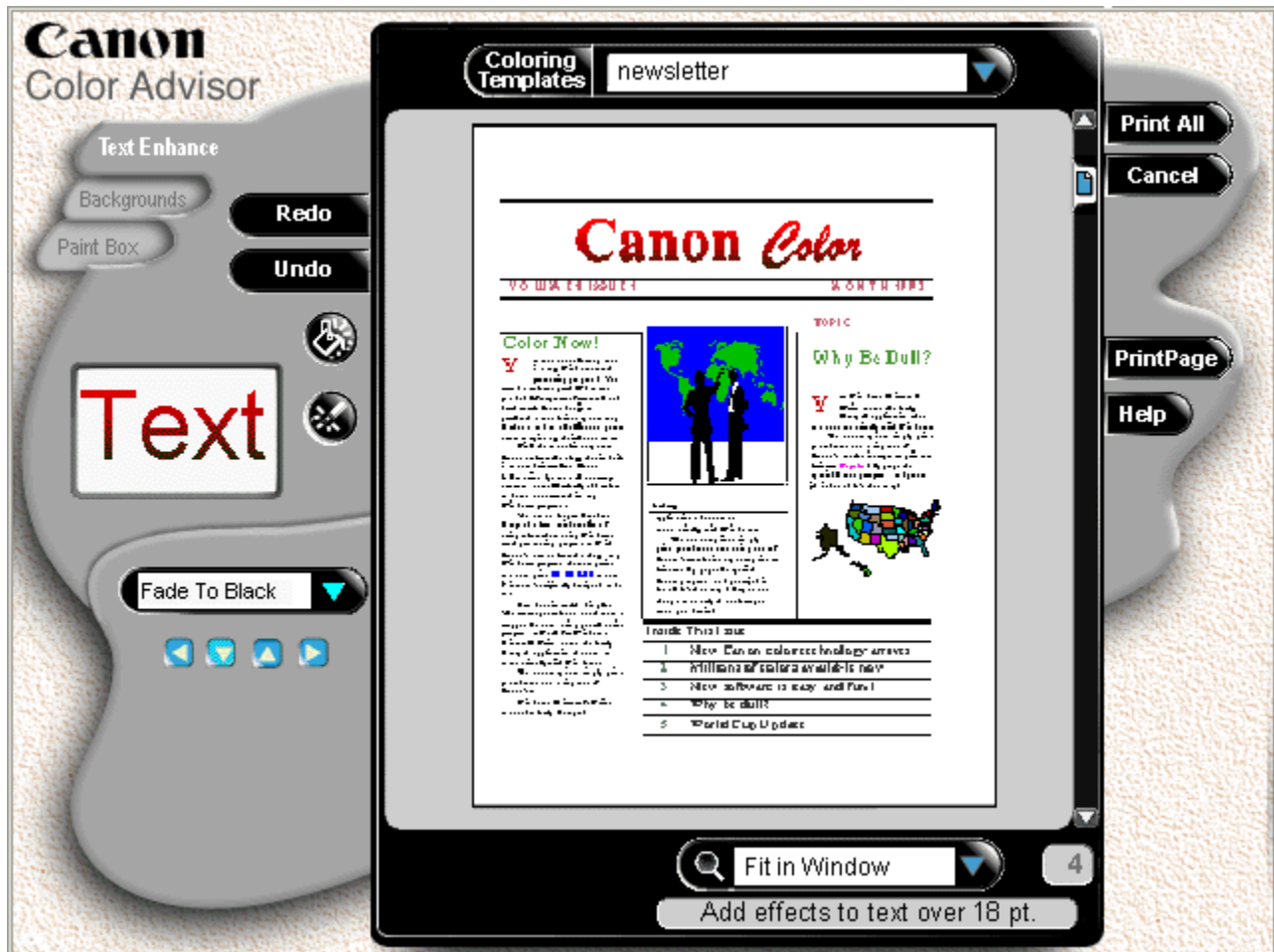
Note: You can not apply text enhancements to text that is upside-down or rotated.

See Also:
   Using the Text Enhance Tool

Objectives

The Objectives section of the Canon Color Advisor dialog box lets you select up to four descriptive labels to define the intended audience for your document, the tone of the document, and special influences such as a special occasion or setting. Each objective affects the colors in the Paint Box differently, and some have more influence on the colors than others. Click on an objective for more information:

The changes caused by each objective may be very subtle, or appear not to cause any changes at all. Only one choice can be made for each objective, but you can change your choices at any time. If you use the Color Picker dialog and lock the dominant color, the colors selected for various audiences are modified.

See Also:
Paint Box Tool
Color Picker

Coloring Templates

A coloring template is a combination of color scheme, background, and text enhancements. Available coloring templates are listed in a drop-down, single selection list to the right of the Coloring Templates button. To access the list, click on the button to the right of the drop-down list.

The list contains a set of predefined coloring templates. You can also create your own coloring templates, which save Paint Box colors, the set of objectives, and the colors assigned to text and graphic objects. If you apply a background or text enhancement to the entire document, these settings are also saved in the coloring template.

When you select a coloring template, the changes are immediately reflected in the document, overriding any previous coloring. The coloring template list has three sections, which appear in the following order:

Original (listed in black)
Predefined templates (listed in red)
Application Specific and User-defined templates (listed in blue)

The templates in the Original and Predefined sections are sorted in alphabetical order. The templates in the Application Specific and User-defined sections are listed in reverse chronological order (the last created document appears first).

Selecting Original restores the document to the state it was in when first received by the Color Advisor. If it has been colorized from within the application in which it was created, it appears with those colors. If it was only black-and-white, it appears as a black-and-white document.

When you apply a color to the current document using the Paint Can, the selected template is augmented with that color change, and the name of the selected document in the Coloring Templates drop-down list changes to ** New Coloring **. To name and save the new coloring template, click the Coloring Templates button to access the Coloring Templates dialog.

The Color Advisor coloring templates describe base document styles supplied with the Color Advisor, which affect the colors displayed in the Paint Box and the way these colors will be applied to a document. The standard coloring templates are:

Card
Newsletter
Poster
Presentation
Report

If you specify a certain template, for example, Report, the Color Advisor makes assumptions about the structure of the document which will influence colorization (for example, headings, footer, etc.).

Coloring templates are provided for the following Windows applications: Microsoft Word, WordPerfect, Lotus AmiPro. The name of the template identifies the specific application. For example, a template starting with MSWORD is for Microsoft Word.

Coloring Templates Dialog

The Coloring Templates dialog allows you to select from a set of predefined coloring templates or create and save your own. Coloring Templates apply color to your document automatically based on your objectives and the type of document you selected. This dialog also allows you to save a new template, rename an existing template, or remove an existing template.
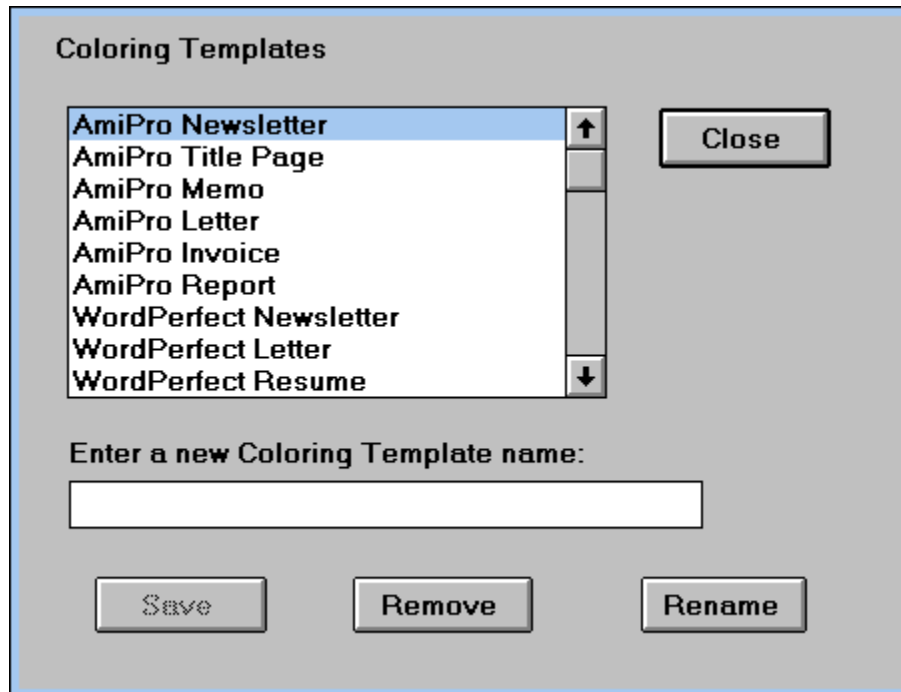
Depending on the current selection in the Coloring Templates list box, one of the following occurs in the Coloring Templates dialog:

    Original or one of the predefined templates is selected
    A user-defined template is selected
    ** New Coloring ** is active

A new coloring template is created from the Color Advisor settings for the current document, and contains the current Paint Box colors, objectives, and color assignments. Also included are text effects and backgrounds if they were applied to all pages or similar text.

Click the **Coloring Templates** button to access the Coloring Templates dialog.

Click the **Remove** button to delete a user-defined coloring template.

See Also:
    Creating a New Coloring Template
    Deleting a Coloring Template

Paint Box

There are several ways to add color to a document with the colors displayed in the Paint Box:

- You can manually color text and graphics in the document by highlighting areas and assigning colors.

- You can specify objectives (which creates the color palette) and manually color text and graphics in the document by highlighting areas and assigning colors.

- You can select a Coloring Template and specify objectives, which allows the Color Advisor to automatically color text and objects based on the template and objectives.

If you click the right mouse button over the dominant color or one of the three accent colors, the Color Palette dialog appears. If you double click the left mouse button when the cursor is over the dominant hue or accent color, the Color Picker dialog is displayed.

Color Palette Dialog

The Color Palette dialog appears when you click the right mouse button over the dominant color or one of the three accent colors in the Paint Box. The Color Palette dialog contains 77 additional colors that you can select to replace the accent colors or the dominant color in the Paint Box.
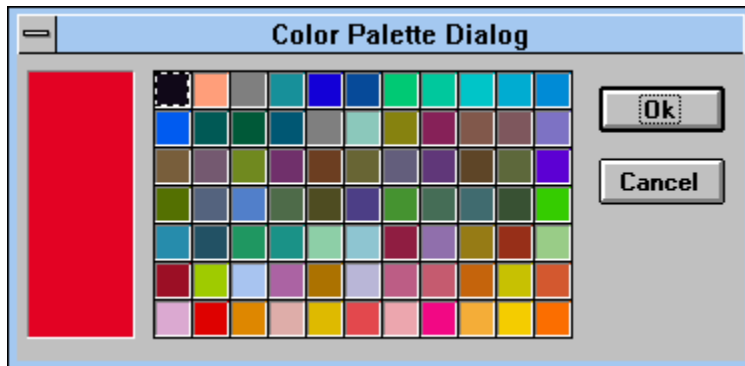
When the Color Palette dialog is displayed, the large rectangle on the left displays the color that the cursor is pointing to. In order to display a different color in the large rectangle, click left on one of the 77 color squares. A dashed rectangle will surround the selected color square.

To select a color, double-click with the left mouse button on the desired color, or click left on the desired color and click the **OK** button. The Color Palette dialog will disappear and the color you selected will be available in the Paint Box. To cancel the Color Palette dialog without making a change, click the **Cancel** button or press the <Esc> key.

See Also:
    Paint Box Tool
    Color Picker Dialog
    Selecting Colors from the Color Palette

Color Picker Dialog

The Color Picker dialog allows you to specify a particular color in terms of absolute RGB values. The highlighted color appears along with the RGB values of the color. This dialog box is invoked when you double click the left mouse button when the cursor is over the dominant hue or accent color.
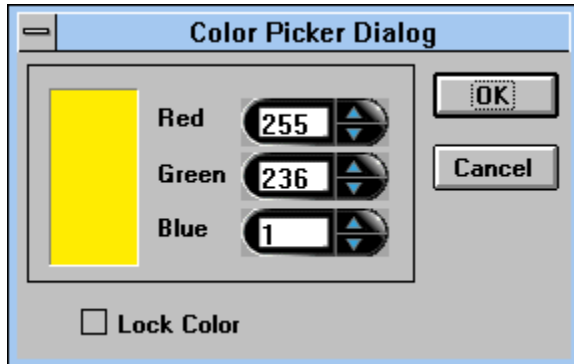
Lock Color forces the specified color to remain in the Paint Box regardless of other changes made to objectives or the coloring template. However, color changes you make directly through the Color Palette dialog or with the Color Picker dialog will be effective.

See Also:
> Paint Box Tool
> Color Palette Dialog
> Setting RGB Values

Document Viewing Area

The Document Viewing Area displays a page, or a portion of a page, of the document you wish to colorize.

There are several ways you can view different portions of your document:

- You can use the Zoom Menu to change the display from the default setting (Fit in Window) to a range of sizes from 50% to 200%. When you select any setting other than Fit in Window a representation of the entire page appears in a small box (thumbnail view area) at the bottom left of the viewing area. To display other areas of the page, move the cursor to the small box. When you are in the zoom area outlined by a dashed square, the cursor changes to a hand. Now click and hold the left mouse button to move around the box. When you reach the area of the document you want to display full size, release the button.

- You can use the Zoom directional buttons to move various portions of the document into view. Click on the four arrows to move around the page.

- If your document contains multiple pages, you can use the slider bar or page up/page down arrows to move from page to page. The page number of the page displayed in the viewing area is displayed in a small box to the right of the Zoom Menu.

Turning Pages in a Document

Follow these steps to turn pages in the document viewing area:

1. Position the cursor over the up or down arrow at the top or bottom of the paging slider. The cursor changes to a pointing finger.

2. Use the pointing finger cursor to select the next page or the previous page in the document viewing area.

   - OR -

3. Drag the paging slider up or down to change pages.

Zoom Menu

The Zoom menu allows you to scale the document within the document viewing area. The default view is Fit in Window, which means the document is sized to fit in the Color Advisor document window.

If you select a view other than Fit in Window, a thumbnail view of the entire page displays in the lower left corner with a containing square indicating the area displayed in the document view.

The Zoom Menu options are:

- Fit in Window

- 50%

- 75%

- 100% (1:1)

- 150%

- 200%

In this context, 100% means the document displays at 100% of the printed size. You can change the displayed area of the page by grabbing and moving the zoom area outlined by the square in the thumbnail area. The outlined square shows the area of the document displayed in the Document View area.

To change the viewing area, click and hold over the outlined square, then move the box around the thumbnail view. When the box covers the desired area of the document, release the button.

See Also
    Zoom Directional Buttons
    Thumbnail View

Status Bar

The status bar at the bottom of the document viewing area displays helpful tips regarding various features and buttons in Color Advisor.

The information is displayed when the cursor is held over a supported function or button. There is a short delay between the time the cursor is located over a supported function and the time the tip is displayed in the status bar.

Coloring a Document

There are several ways to add color to a document with the colors displayed in the Paint Box:

- You can select a Coloring Template and specify objectives, which allows the Color Advisor to automatically color text and objects based on the template and objectives.

- You can specify objectives (which creates the color palette) and manually color text and graphics in the document by highlighting areas and assigning colors.

- You can manually color text and graphics in the document by highlighting areas and assigning colors.

As you move your mouse over your document, areas of text or objects area highlighted by a rectangle. A single mouse click colors highlighted text or graphic objects with the currently selected color in the Paint Box. For graphic objects, such as a rectangular box, the Color Advisor keeps the brush pattern used in the original document.

If you click on the same highlighted object a second time without moving the cursor, the Color Advisor colors the outline of the object and removes the color from the object itself.

When text and objects are stacked on top of each other, the Color Advisor scrolls through the objects each time you click the mouse. Successive clicks color and uncolor objects from front to back, or from top to bottom. After the bottom object is colored, the next click colors the top object and uncolors the bottom object.

When using Color Advisor to colorize a part of a graphic (such as a single slice in a pie chart), you may find the entire graphic appears to be selected when you position the cursor over the graphic. If this is the case, and the wrong section of the object is colorized when you click, keep the mouse in the same location and click again. Repeat this until the proper section of the graph is the desired color.

See Also:
Colorization Process
Background Tool
Text Enhance Tool

Colorization Process

As a first step in the colorization process, you can define a color scheme by setting up to four Objectives. Objectives tell the Color Advisor about the audience, the occasion, the style, and the setting that you want to convey.

As you modify the objectives, the Paint Box Tool displays various combinations of colors; a dominant color with two related shades, two coexisting colors, each with two related shades, three accent colors, and black.

You can apply automatic colorization by selecting a Coloring Template, or manually apply these colors to text and graphic objects in the document. You can apply colors to text selectively, using the paint brush (one text object at a time), or globally, using the paint can (to all text similar in font, style and size). You can apply color to graphic objects in a similar manner; to individual objects, or globally to all graphic objects with the same fill pattern.

After you have colorized your document, but before you print it, you can save the color scheme and colorization criteria by entering a name for the new Coloring Template. Later, you can retrieve the color scheme and apply it to another document.

You are not constrained by the color scheme selected by Color Advisor. You can select a new color for any particular area of the Paint Box Tool from the Color Palette dialog, or you can specify the exact color you want by modifying the RGB (Red, Green, Blue) values in the Color Picker dialog.

Defining the Objectives of Your Document

By defining objectives from the supplied lists, you allow the Color Advisor to automatically build a color palette that matches these objectives. You can then assign these colors to parts of your document.

As you make each selection defining the objectives of your document, the Color Advisor automatically changes the colors in the Paint Box. If, after you color your document, you change the objectives, the Color Advisor automatically changes the colors in your document to match the new objectives. Select None for any objective you do not want to specify.

Follow these steps to define the objectives of your document:

1. Select an audience from the Audience drop-down list box that best matches the audience of your document.

2. Select a style from the Style   drop-down list box that identifies the tone and image you want your document to convey.

3. Select a special occasion from the Occasion drop-down list box that is related to your document. Select an occasion only if it is appropriate.

4. Select a setting from the Setting drop-down list box that best describes the season, location, or time related to your document.

NOTE: An occasion setting may override other settings.

Selecting and Applying Colors

You can select, color, and enhance your document by using the following tools:

[Paint Box Tool](#)
[Background Tool](#)
[Text Enhance Tool](#)

The following topics describe how to use these tools:

[Using the Paint Box Tool](#)
[Using the Background Tool](#)
[Using the Text Enhance Tool](#)

Selecting a Coloring Template

Selecting a coloring template causes the Color Advisor to apply an automatic set of colors, text enhancements, and background to your document. The different coloring templates cause different colors and design elements to be assigned.

Follow these steps to select a coloring template:

1. Click on the button to the right of the drop-down list of coloring templates.

Coloring Templates	original
	original
	card
	newsletter
	poster
	presentation
	report
	AmiPro Newsletter

2. Choose the coloring template you wish to use. The Color Advisor applies color changes to the document in the viewing area.

   You can select any of the standard Color Advisor coloring templates: card, newsletter, poster, presentation or report. The Color Advisor applies its automatic colorization to your document.

   You can select any coloring template that you have previously defined. The Color Advisor also includes several coloring templates for common applications, such as Microsoft Word, WordPerfect, and Lotus AmiPro.

   You can select Original to restore your document to the state it was in when you first opened the Color Advisor.

Creating a New Coloring Template

If you want to use the colors, backgrounds and text enhancements you applied to the current document for other documents, you can create a new coloring template.

A new coloring template is created from the Color Advisor settings for the current document, and contains the current Paint Box colors, objectives, and color assignments. Also included are text effects and backgrounds if they were applied to all pages or similar text.

Following these steps to create a new coloring template:

1. Apply a color, background, or text enhancement to the current document using the Apply to All button (Paint Can or Multiple Page Document button). The words ** New Coloring** appear in the drop-down list of coloring templates.

2. Select the Coloring Templates button. A dialog box that allows you to name the coloring template appears.
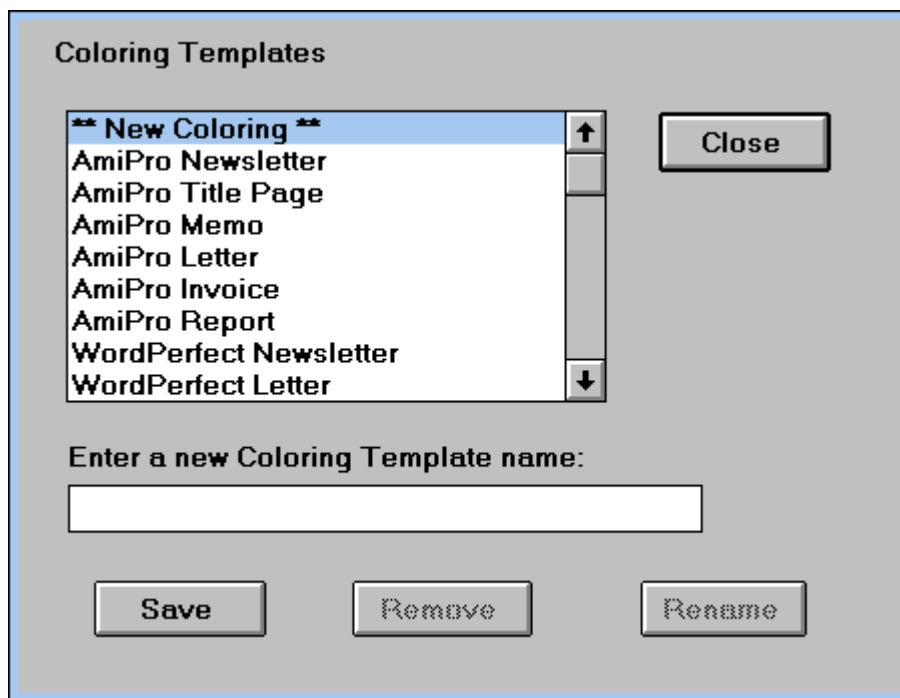
3. Enter a name in the text entry area of the Coloring Templates dialog, and click **Save**.

   The name you enter cannot conflict with the names of the Color Advisor templates (e.g. card, newsletter, report). You cannot use parentheses in coloring template names.

4. Click **Close** on the Coloring Templates dialog to complete the naming activity.

Once you create a coloring template, you can select it later when printing similar documents.

Deleting a Coloring Template

There are two methods for eliminating a coloring template:

1. Click on the **Remove** button on the Coloring Templates dialog to delete a user-defined coloring template.

2. Create a new coloring template and overwrite the unwanted coloring template by saving it with the same name (use the Rename button on the Coloring Templates dialog).

If you inadvertently delete the predefined Coloring Templates provided with Color Advisor, you can regenerate them without re-installing. Go into the Windows directory and locate the cadll.ini file. Delete this file. When you restart Color Advisor, the file will be regenerated and the Coloring Templates will be restored.

Using the Paint Box Tool

The Paint Box included in the Paint Box Tool allows you to apply colors to your document.

To Apply Colors to a Document Manually

1. With the document you want to color displayed in the viewing area, click on the Paint Box Tool tab.

2. Move your cursor over the Paint Box. The cursor changes to the Grab Color cursor, which looks like an eye dropper.

3. Click on the color you want to select as the current color.

4. Select the Paint Can or Paint Brush button (the function of each button is described below).

5. Select an area of your document. The Color Advisor assigns the selected color to the selected area.

Use the following buttons to apply text colors. You must select a button before you start coloring your document. The default setting is the Paint Brush.

 If you click the Apply Color to Similar button (paint can button), the selected color is applied to similar text or graphic objects throughout the document.

NOTE: When you use this button to apply coloring assignments, ** New Coloring ** appears in the drop-down list of Coloring Templates.   Click on the Coloring Templates button to access the Coloring Templates dialog, which allows you to name and save the coloring assignments for future use.

 If you click the Apply Color to 1 button (paint brush button), the selected color is applied only to the selected text or graphic.

You can manually change some of the colors in the Paint Box by accessing the Color Palette or the Color Picker.

To access the Color Palette, move the cursor over the main color or one of the accent color buttons, and click the right mouse button. Select your replacement color from the Color Palette dialog.

To access the Color Picker, move the cursor over the main color or one of the accent color buttons, and double-click the left mouse button. Enter new values for the red, green, and

blue (RGB) values on the [Color Picker dialog](#).

NOTE: You can select the Lock Color check box to make sure the color you define is not changed in the Color Palette when you change objectives or the coloring template. Lock Color does not prevent you from changing the Color Palette or the Color Picker.

See Also:
[Paint Box Tool](#)

Using the Background Tool

The Background Tool allows you to apply one of several background graphics to your document.

NOTE: You can apply only one background category to each page of a document.

To Apply a Background

1. With the document you want to apply a background to displayed in the viewing area, click on the Background Tool tab. Depending on the category you select, one or more background graphic sheets appear. If the background category you select has additional options, another drop-down list appears.

2. Select all pages (multi-page button) or one page (single page button) before applying the background (the function of each button is described below).

3. Click on the graphic sheet you want. The background will appear in the viewing area with your document.

Use the following buttons to apply backgrounds:

If you click the Apply Background to All Pages button (multiple-page check button), backgrounds are applied to all pages of the document.

NOTE: When you use this button to apply a background, ** New Coloring ** appears in the drop-down list of Coloring Templates.   Click on the Coloring Templates button to access the Coloring Templates dialog, which allows you to name and save the background for future use.

If you click the Apply Background to 1 button (single page button), the background is applied only to the page displayed in the document viewing area.

To remove a background, select the None thumbnail.

NOTE: A coloring template keeps a background only if it is applied to all pages.

See Also:
   Background Tool
   Adding Your Own Background

Adding Your Own Background

Custom backgrounds allow you to import background images from other sources into Color Advisor. Color Advisor allows you to import three file formats: Bitmap, Windows metafile, and Tiff. If Custom backgrounds exist, and you select Custom in the background combo box on the Background tool, another pull down menu appears, listing the custom backgrounds available.

Adding a Custom Background

1. To add a Custom background, select Custom in the background combo box on the Background Tool, and click Add. The Add dialog is displayed.

2. Select a directory, a drive, and a file type.

3. Click on the file you want to use as a background. The name of the file appears in the File Name box.

4. Click Add. The file name appears in the Backgrounds List and the image is shown in the thumbnail preview area. The file name is grayed out in the File List.

Positioning a Custom Background within a Document

1. Select a file from the Backgrounds List.

2. Click Place.

3. Click on one of the nine page positioning choices. The clicked choice is depressed to show selection.

You can reposition a Custom background you have selected by following these steps:

1. Click Position on the Background Tool. The Position dialog is displayed.

2. Click Place.

3. Click on one of the nine page positioning choices. The clicked choice is depressed to show selection.

Tiling a Custom Background within a Document

1. Select a file from the Backgrounds List.

2. Click Tile.

3. Click on one of the five page tiling choices. The clicked choice is depressed to show selection.

Stretching a Custom Background on a Page

1. Select a file from the Backgrounds List.

2. Click Stretch.

3. Click on one of the five stretch on page choices.

Removing a Custom Background

1. Select the file you want to remove from the Backgrounds List and click Remove. The file name is removed from the Backgrounds List.

Previewing a Custom Background

1. Once a background file is added to the Background List, you can preview it and any action taken by clicking on the Preview check box on the Add and Position dialogs.

See Also
Add Dialog
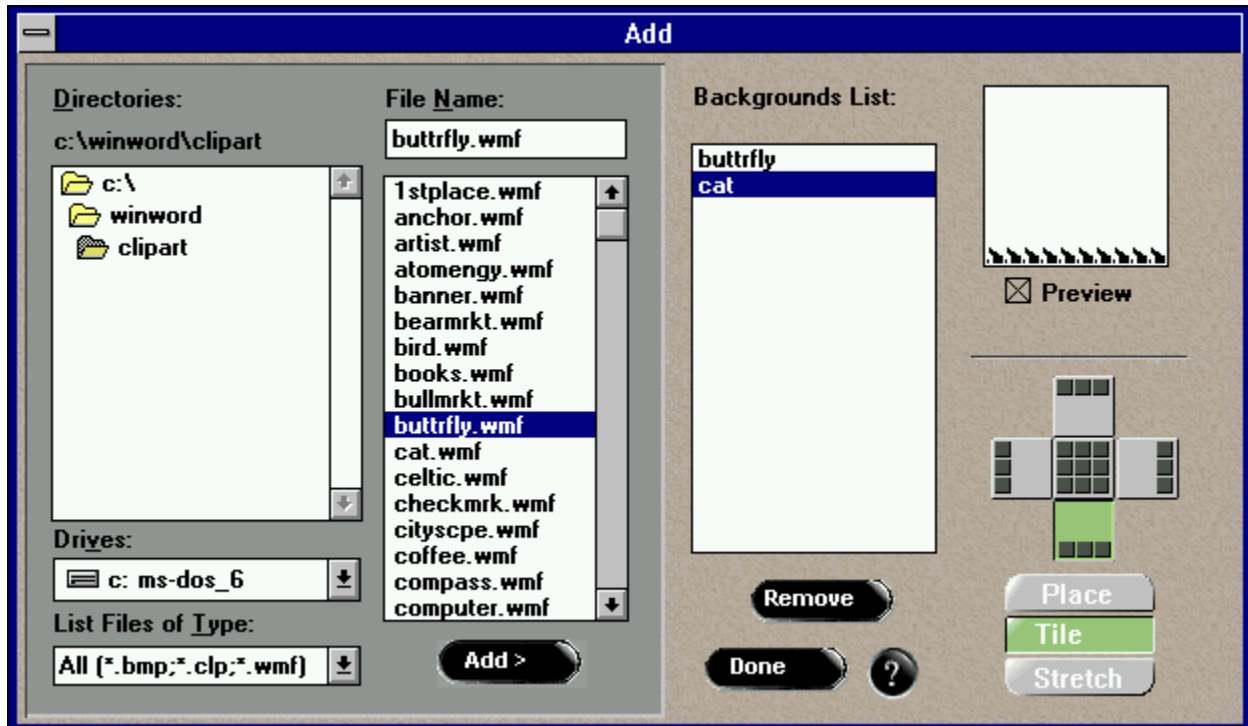Position Dialog
Background Tool
Using the Background Tool

Add Dialog

The Add dialog allows you to import a background image from a source other than Color Advisor. This dialog also allows you to place, tile, stretch, or remove an existing custom background. You can preview any action taken by clicking on the Preview check box.
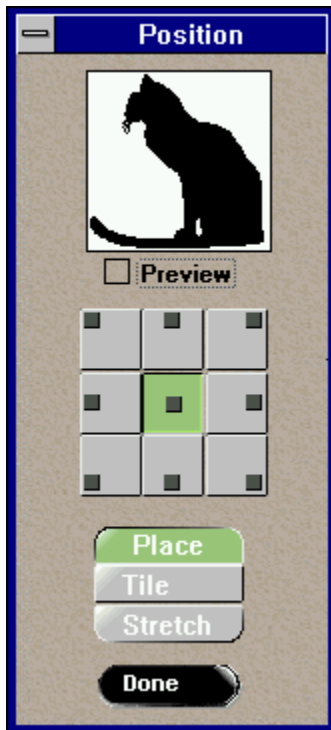

See Also
    Adding Your Own Background

Position Dialog

The Position dialog allows you to reposition a background to accomodate various documents. You can preview any action taken by clicking on the Preview check box.

See Also
[Adding Your Own Background](#)

Using the Text Enhance Tool

The Text Enhance Tool allows you to apply a variety of special effects to text that is 18 points or larger in size.

To Apply a Text Enhancement

1. With the document you want to apply a text enhancement to displayed in the viewing area, click on the Text Enhance Tool tab.

2. Click on the text enhancement drop-down button, and choose an enhancement from the list.

3. It is best to select the Paint Can or Paint Brush button before applying a text enhancement (the function of each button is described below).

4. Move the cursor to the text you want to enhance, and click the left mouse button when a box appears around the text.

Note: You can not apply text enhancements to text that is upside-down or rotated.

Use the following buttons to apply text enhancements:

 If you click the Apply Effect to Similar Text button (paint can button), the text effect is applied to all text objects throughout the document with a similar font and style.

NOTE: When you use this button to apply a text enhancement, ** New Coloring ** appears in the drop-down list of Coloring Templates.   Click on the Coloring Templates button to access the Coloring Templates dialog, which allows you to name and save the enhancement for future use.

 If you click the Apply Effect to 1 button (paint brush button), the text effect is applied only to the selected text.

The Fade effects enhancement can be applied from the left, right, top, or bottom of the text using directional buttons that display below the text box.

See Also:
[Text Enhance Tool](#)

Using the Color Advisor Command Buttons
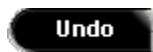
The Color Advisor provides the following command buttons:

Print All

Print Page

Cancel

Undo

Redo

Help

Paint Can

Paint Brush

Zoom Directional

Page Tab

Setting RGB Values

The Color Picker dialog allows you to set RGB values. The highlighted color appears along with the RGB values of the color.

To Set RGB Values

1. Double-click the left mouse button when the cursor is over the dominant hue or accent color to access the Color Picker dialog.

2. Use the Up and Down arrows for each RGB value to increase or decrease the value. Each click of the mouse button either adds or subtracts one from the value(you can hold down an arrow key to scroll through the values quickly). You can also move the cursor to the text area containing the number and type in a new value.

3. Click the OK button to apply any changes made to the selected color and close the dialog box.

If you decide you do not want to apply the changes, click the Cancel button.

Lock Color forces the specified color to remain in the Paint Box regardless of other changes made to objectives or the coloring template. However, color changes you make directly through the Color Palette dialog or with the Color Picker dialog will be effective.

See Also:
Color Picker Dialog

Selecting Colors from the Color Palette

The Color Palette dialog allows you to select colors to replace the accent colors or the dominant color in the Paint Box.

To Select Colors from the Color Palette

1. Click the right mouse button when the cursor is over the dominant color or one of the three accent colors in the Paint Box to access the Color Palette dialog.

2. When the Color Palette dialog is displayed, the large rectangle displays the color that the cursor is pointing to. This patch of color changes when you click on one of the small rectangles within the Color Palette dialog.

3. To select a color, double-click with the left mouse button on the desired color. The Color Palette dialog will disappear and the color you selected will be available in the Paint Box.

To cancel the Color Palette dialog without making a change, press the <Esc> key.

See Also:
Color Palette Dialog

Page Tab

The Page tab allows you to page through a multiple page document in the document viewing area.

Cancel Button

The Cancel button returns you to the application you were using before you began coloring your document in the Color Advisor. Changes made while in Color Advisor are not retained.

Help Button

The Help button displays the on-line help for the Color Advisor.

Multi-page Button

The Multi-page button applies a background to all pages of a document.

NOTE: When you use this button to apply a background, ** New Coloring ** appears in the drop-down list of Coloring Templates.   Click on the Coloring Templates button to access the Coloring Templates dialog, which allows you to name and save the background assignment for future use.

Paint Brush Button

The Paint Brush button changes the color application cursor to the shape of a paint brush, which applies color to a single selected object or line of text.

NOTE: The colors applied with this button are not saved when a new coloring template is created. To save colors in a new coloring template, use the Paint Can button.

Paint Can Button

The Paint Can button changes the color application cursor to the shape of a spilling can of paint, which applies the selected color to all similar objects or text.

When applied to text, similar means the same font, size, or style. When applied to graphics, similar means the same brush (fill pattern).

If you click this button while using the Text Enhancement tool, the effect is applied to all text in the document with a similar font size and style.

NOTE: When you use this button to apply coloring assignments and text enhancements, ** New Coloring ** appears in the drop-down list of Coloring Templates.   Click on the Coloring Templates button to access the Coloring Templates dialog, which allows you to name and save the coloring assignments and text enhancements for future use.

Print All Button

The Print All button prints the entire document and returns control to your application.

Print Page Button

The Print Page button allows you to test your colorization by printing only the current page and remaining in the Color Advisor.

Redo Button

The Redo button allows you to successively re-do actions that were undone using the Undo button.

Single Page Button

The Single Page button applies a background to a single page of a document.

Undo Button

The Undo button successively removes color that was added manually. This button also affects text enhancements and backgrounds.

Zoom Directional Buttons

The Zoom Directional Buttons are available when you are in any zoom mode except Fit In Window. Click on the arrow buttons to scroll the document up, down, left, or right in small increments. The containing square in the thumbnail view moves to reflect the area of the document displayed in the document view area.

Thumbnail View

The thumbnail view is available when you are in any zoom mode except Fit In Window. An outlined square indicates the area of the page you are viewing in relation to the entire page. If you move the cursor over the outlined square, it changes to a hand. You can then click on the square and move it to the area of the page that you want to view.

Finger Cursor

This cursor is shaped like a pointing finger and is used for selecting the next page or the previous page in the document viewing area. This cursor appears when you position the cursor over the up or down arrow at the top or bottom of the paging slider.

Grab Color Cursor

This cursor is in the shape of an eye dropper. This is used within the Paint Box to indicate the color selection activity.

Move Hand Cursor

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This cursor is shaped like a hand and appears in the thumbnail view area when Zoom has been selected. You can change the zoomed area of the page using the Zoom Scroll Bar, or by moving the outlined square in the thumbnail area.

To change the part of the page that is enlarged in the document viewing area, click and hold the Move hand cursor over the small outlined box within the thumbnail view area, and then move the box around the thumbnail. When the outlined box covers the desired area of the document, release the button.

Paint Brush Cursor

This cursor is shaped like a brush and is used within the document viewing area to apply colors to objects and text one at a time.

Paint Can Cursor

This cursor is used within the document viewing area to apply a single color to all objects or text with similar characteristics throughout the entire document.

Selection Cursor

This is the standard Windows interface cursor. The default cursor is a white arrow, and is used when no other cursor has been specified as the default. The selection cursor is used to select items from lists (for example, objectives and coloring templates), and to activate command buttons.

Wait Cursor

This is the standard Windows hourglass cursor. It appears whenever a user action is going to take more than a few seconds, such as loading a document into the view, making a test print, or during automatic colorization of a long document.

Audience

The Audience objective describes the expected reader of the document. Available options for Audience are: None, Adults, Boy, Engineers, Girl, Management, Sales and Teens.

Style

The Style objective suggests colors that relate to the purpose of the document. Available options for Style are: None, Attention-getting, Conservative, Earthy, Elegant, Fun, Happy, Motivational, and Somber.

Occasion

The Occasion objective suggests colors appropriate for a specific holiday or other special occasion. Available options for Occasion are: None, 4th of July, Christmas, Easter, Halloween, New Year's, Party, St. Patrick's Day, Thanksgiving, and Valentine's Day.

NOTE: This is a very strong objective, and may override the effect of other objectives.

Setting

The Setting objective suggests colors appropriate for seasons of the year or special places. Available   options for Setting are: None, Aquatic, Autumn, Beach, Southwestern, Spring, Summer, and Winter.

RGB - Red, Green, Blue

Red, green, and blue are the three colors used on a color monitor to create all the other colors. You can assign a value to each color in the range of 0 to 255. The color displayed is determined by the number specified for each color.