

## CHAPTER 8

# DRAFTS AND PROOFS

Customer: Yu  
Contact: Ju

### In This Section...

- Printing to a Windows printer
- Adding rough notes to your SignLab design
- Collecting notes about the customer and design
- Creating a layout template for your customer proofs
- Sending previews to customer via e-mail
- Sending quotes and proofs over the Internet
- Creating an online catalogue of your designs

## Windows Printer Driver

Your SignLab package includes an *Installation Manual* that describes the various methods of sending jobs to cutters and printers. In this chapter, we will explain the **File | Print** command, which is used to print jobs to a Windows printer driver.

Using the **File| Print** command requires that the destination printer has a Windows printer driver in the Windows **Control Panel**. Typically, printing in this manner is reserved for desktop printers, and it relies upon Microsoft's color management and the desktop printer "print driver" to control the print layout, quality, and color integrity of the printed image. Though this method is common to all

Windows applications, it is not recommended for printing large signage.

Please note that the **File | Print and Cut** command is the preferred method for the production printing of signs and banners.

## Preferences when Printing a Draft

Under the **File** menu, choose **Print** to open the **Print** dialog. The **Print** dialog settings are used to preview the draft and choose draft options.

On the **Printer Page** tab, enable the **Preview** option. When the **OK** button is clicked, the print job will be previewed, which will allow you to position and scale the draft.

### On the Preferences tab





- Enable the **Dimensions and Notes** option. This will allow any dimensions or notes to be printed.
- If it is helpful, then enable the **Guidelines** or **Grid Lines** options
- To avoid printing weed borders in the draft, enable the **Do Not Print Weed Border** option



## Dimensions and Notes

On the SignLab workspace, dimensions and notes are created from the **Measure Tools** flyout. When dimensions are scaled, the measurement will be updated automatically. Similarly, if dimensions are grouped with shapes, then scaling the group will update the measurement automatically.

### Dimensions and Notes

-  **Dimension** – Measure the distance between two points.
-  **Object Dimension** – Measure the height or width of the selected object.
-  **Arrow Draw** – Annotate the workspace. For each arrow drawn, a note may be created. Double-click the arrow to edit its thickness.
-  **Notes** – Add descriptive notes to the workspace.

## Job/Cost Notes

The **Job/Cost Notes** are used to include additional information about the customer, and construction details for the design. When a draft is printed, the Job/Cost Notes should be printed as well to serve as a reference.

For future jobs, customer contact information can be reused. In the **Job Notes Summary** dialog, the company name can be selected from the drop-list.

Aside from printing drafts, the Job/Cost Notes information is available with other SignLab features, such as:

- E-mail Preview (Web menu)
- Proofs, quotes, and portfolios (Signtopia)
- The notes of print and/or cut jobs sent to the Print and Cut Manager



## Creating a Draft Template

When a SignLab workspace is saved, its file type is a CADlink Drawing File (CDL). A “template file” is like a regular CDL file, except that it also includes variable fields. When the template file is opened, the variable fields are either completed automatically (such as date fields), or SignLab will prompt you for the text (such as customer name).



### Tools when working with template files:

- **File | Open** – Load a template file. Variable fields like **Time** and **Date** will be automatically updated. For other fields like **File** and **Text**, you will be prompted to complete the field.
- **File | Edit Template...** – Load a template file without completing the text fields.
- **Layout | Templates | Set Template** – Use the **Text Compose** tool to create a text shape. The text can then be selected and converted into a variable field of type: **File**, **Date**, **Time**, or **Text**.
- **File | Save** – Save the template file with variable fields.
- **File | Save as...** – After loading a template file and completing the variable fields, save the file under a new name.

After using **File | Open** to load a template file, make sure that the file is *saved under a new name*. Otherwise, you will overwrite the original template file.



### Example of creating variable text

1. Use the **Text Compose** tool to create a text shape “Customer Name”
2. Select the text shape, and then choose **Layout | Templates | Set Template | Text**
3. Use **File | Save as...** to save the template file
4. Choose **File | Close** to start a new workspace
5. Use **File | Open** to open the template file
6. Note that you are prompted to enter text for “Customer Name”
7. After the template has been loaded, use **File | Save as...** to save the file under a new name

### Load an example template file

- a. Use the **File | Open** command to load “portrait.cdl” from the CADlink \ SignLab \ Template directory
- b. You will be prompted to enter text for: File Name, Designer, Contact, and Customer.
- c. You will then be prompted to import a previously saved image file
- d. Press **[F8]** to see the complete design, which can be used as a proof for sending to customers
- e. Note that the date has been updated automatically

## E-Mail Preview

Use the **E-mail Preview** feature to send a snapshot of the current SignLab workspace via e-mail. Your company logo and introductory text can be included with the e-mail.

### When creating an e-mail preview:

1. Choose the artwork for your company logo
2. State your company web site address (The customer will be able to click your company logo and visit your web site)
3. Set an upper-limit on the file size of the preview image
4. Adjust the dimensions of the preview image
5. Include Job/Cost Notes with the preview

When the **Send** button is clicked, the preview will be opened in your default e-mail client.

## Online Tools Using Signtopia

Signtopia is a collection of online tools that allow you to interact with customers and do business over the Internet. These Signtopia tools have been specifically designed to present a consistent appearance to customers, regardless of the web browsers that your customers are using. As such, you need not be concerned whether your customers

are using Internet Explorer, Netscape Browser, Opera, Mozilla, etc. Nor do you need to worry about whether your customer has the latest version of a given browser, since the Signtopia tools are backwards compatible with respect to browser version.

To create a Signtopia account, please visit <http://www.signtopia.com>. For further information, your SignLab package includes a **Using SignLab with Signtopia** booklet. This booklet is also available in electronic format by choosing the **Signtopia Help** item under the **Web** menu.

## ***Sending Quotes and Proofs***

From the **Web** menu, the **Generate Quote** command is used to create an online Signtopia e-Quote. A wizard will help you to complete the quote details, and a thumbnail image of the SignLab workspace will be included with the e-Quote. After the wizard is completed, you will be able to preview the e-Quote online before notification is given to the customer.

Like the **Generate Quote** command, **Generate Proof** is used to create an online Signtopia e-Proof. The proof will contain a thumbnail image of the SignLab workspace, as well as design specifications that the customer can verify.

For both **Generate Quote** and **Generate Proof**, when you have verified on Signtopia that the e-Quote or e-Proof is good, then Signtopia will



automatically send an e-mail notification to the customer that invites them to inspect the quote or proof.

## ***Creating an Online Catalogue of your Work***

From the **Web** menu, the **Generate Portfolio** command is used to add designs to your e-Portfolio on Signtopia. A wizard will help you to complete the portfolio details, and a thumbnail image of the SignLab workspace will be included. Your e-Portfolio designs are like a promotional catalogue that is available 24-hours a day.

In addition to e-Portfolios, Signtopia includes the **NetShop** facility that enables you to quickly customize a professional web site for your company. The web site is created by selecting from a library of prearranged templates, which you can then add text and images to. When you combine your NetShop with e-Portfolios, you will have a web presence that attracts prospective customers to order your work.