

# APPENDIX B

## FEATURE LOCATOR

### In This Section...

- Workspace Settings and Customizations
- Line Art and Vector Shapes
- Text Editing
- Importing and Exporting File Types
- Color Palettes
- Image Creation and Editing
- Design Layout and Editing
- Printing and Cutting
- Vinyl Cutting Only (No Printing)

This appendix shows how to locate specific features in SignLab. To use this list, locate the SignLab feature name that you want (listed in alphabetical order), and then use the sequence that is given with that feature. For example, features for customizing the grid would be listed as follows:

### *Grid Lines (change between lines and dots)*

Options menu → Grid → Show Grid as Lines

### *Grid Size*

Options menu → SignLab Setup → General Preferences → Grid Size

## ***Workspace Settings and Customizations***

*Color of sheet layer vinyl displayed On/Off*

View → Show Substrate

*Fill colors for line art On/Off*

View → Show Fill

*Grid – Objects snap to grid On/Off*

Options → Grid → Snap to Grid

*Grid origin position*

Layout → Blank Size → Origin Selection

*Grid origin reset*

Options → Reset Grid

*Grid snap angle*

Options → SignLab Setup → General Preferences → Snap Angle

*Grid visible as dots or lines*

Options → Grid → Show Grid as Lines

*Grid visible On/Off*

View → Show Grid

*Grid width and height*

Options → SignLab Setup → General Preferences → Grid Size

*Guides creation 1*

[Right-click] a ruler

*Guides creation 2*

[Shift] + [Right-click] an object handle

*Guides deletion – all guides*

Options → Guides → Remove All Guides

## ➤ ***Workspace Settings and Customizations***

### *Guides deletion – one guide*

[Shift] + [Right-click] an existing guide (no objects selected)

### *Guides editing 1*

Options → Guides → Edit Guides

### *Guides editing 2*

[Right-click] an existing guide (no objects selected)

### *Guides locking*

Options → Guides → Edit Guides → Lock Guides

### *Guides visible On/Off*

Options → Guides → Use Guides

### *Hairline shown for line art*

View → Show Fill

### *Highlight selected objects*

Options → SignLab Setup → Selection Tool Settings → Highlight selected objects

### *Hot keys*

Options → Customize Shortcuts

### *Keyboard shortcuts*

Options → Customize Shortcuts

### *Shortcuts*

Options → Customize Shortcuts

### *Sign blank size*

Layout → Blank Size

### *SignBlank outline On/Off*

View → Show Sign Blank

## ➤ ***Workspace Settings and Customizations***

*Snap to grid*

Options → Grid → Snap to Grid

*Snap to guides*

<Automatic for visible guides>

*Snap to sign blank*

Options → Snap to Sign Blank

*Strokes on line art visible On/Off*

View → Show Line Style

*Warning dialog reset*

Options → SignLab Setup → General Preferences → Reset

## ***Line Art and Vector Shapes***

*Blend colors between two shapes*

Transform → Metamorphosis

*Clip art shapes*

Layout → Clip Art Viewer

*Clipping path*

Arrange → Clipping → Clipping

*Clipping path clear*

Arrange → Clipping Clear

*Convert line art to bitmap*

Transform → Render To Bitmap

*Convert to polyarc / polygon*

Arrange → Convert To → Polyarc / Polygon

## ➤ **Line Art and Vector Shapes**

### *Convert to polygon*

Arrange → Convert To → Polygon

### *Fill Color*

[Left-click] a Shop Palette color

### *Gradient fill color*

Tools toolbar → Stroke and Fill Tools → Gradient Fill

### *Make Path*

Arrange → Make Path

### *Pattern fills using an existing bitmap pattern*

Tools toolbar → Stroke and Fill Tools → Pattern Fills

### *Registration mark object*

Tools toolbar → Shape Tools → Registration Mark

### *Shape creation (basic shapes)*

Tools toolbar → Shape Tools

### *Sign blank shape*

Layout → Sign Blank Object

### *Sketch line art*

Tools toolbar → Graphics Edit Tools → Node / Free / Arc Edit

### *Stretch*

Arrange → Stretch

### *Stroke*

Tools toolbar → Stroke and Fill Tools → Line Style

### *Stroke Color*

[Right- click] a Shop Palette color

## ➤ **Line Art and Vector Shapes**

### *Text To Graphics*

Arrange → Text To Graphics

### *Weed border object*

Tools toolbar → Shape Tools → Weed border

### *Weld tools*

Tools toolbar → Weld Tools

## **Text Editing**

### *Create text*

Tools Toolbar → Text Tools → Text Compose

### *Fit Text To Arc*

Transform → Fit Text To Arc

### *Install Font*

File → Install → Fonts

### *Kern a selected text shape*

Tools Toolbar → Text Tools → Text On-Screen Kerning

### *Meld script letters into single shape*

Tools toolbar → Weld Tools → Basic Weld

### *Slanted text (remove)*

Edit Text → [Left-click] Font Slant Degree button

### *Spell check all text shapes*

Tools Toolbar → Text Tools → Spell Check

### *Spell check current text shape*

Edit Text → Spell Check

## ***Importing and Exporting File Types***

*Export different types of files*

File → Export

*Export different types of image files*

File → Export Image

*Export to PDF*

File → Publish to PDF

*Import a CDL file into current workspace*

File → Import

*Link to an image file*

File → Link

*Linked images - Save all linked images within CDL file*

File → Save Embedded File

*Multiple SignLab windows*

Options → Multiple Instance

*Multiple windows – Close*

File → Close

*Multiple windows – Close All*

File → Close All

*Scan an image*

File → Acquire Image → Acquire

*Scan an image as line art*

File → Acquire Image → Acquire Vector

*Scanner – Choose scanner*

File → Acquire Image → Select Source

## ***Color Palettes***

### *Duotone color creation*

Shop Palette context menu → Make Duotone Color

### *Edit a color*

<Double-click a Shop Palette color >

### *Manufacturer palette*

Shop Palette context menu → Open Manufacturer Palette

### *Map Named Colors*

Shop Palette context menu → Map Named Colors

### *Set color type*

Edit Color dialog → Color Type

### *Set RGB/CMYK/LAB value*

Edit Color dialog → Color Space

## ***Image Creation and Editing***

### *Bitmap Creation*

Transform → Render To Bitmap

### *Blur*

Image → Filters → Blur

### *Clip region of image*

Tools toolbar → Scan Tools → AccuScan → Clip Region

### *Color Adjustments*

Image → Color Adjustments

### *Contrast/Brightness*

Image → Color Adjustments → Contrast/Brightness



## ➤ ***Image Creation and Editing***

### *Image color type*

Image → Mode

### *Image editing*

Tools toolbar → Scan Tools → AccuScan

### *Image menu filters*

Image → Filters

### *Image Size and Resolution*

Image → Image Size

### *Invert*

Image → Color Adjustments → Invert

### *Levels*

Image → Color Adjustments → Levels

### *Plug-in activation*

<These appear in Image menu when their install location has been specified>

### *Plug-in foreground and background color (used by select plug-ins)*

Image → Options → Set Foreground Color

### *Plug-in install locations*

Image → Options → Plugin Paths

### *Posterize image*

Tools toolbar → Scan Tools → AccuScan → Posterize Region

### *Sharpen*

Image → Filters → Sharpen → Sharpen

### *Trace image into line art*

Tools toolbar → Scan Tools → AccuScan → Trace

## ***Design Layout and Editing***

### ***Alignment***

Layout → Arrange and Distribute → Alignment

### ***Badges***

Layout → Badges

### ***Clear Size/Move***

Layout → Size / Move → Clear Size/Move

### ***Group***

Layout → Group

### ***Group Viewer***

[Double-click] a group of objects

### ***InstantReplay***

Options → Use InstantReplay

### ***Move shape above all other shapes***

Arrange → Order → To Front

### ***Move shapes above/below each other***

Layout → Sequence → Sequence By List

### ***Nesting***

Arrange → Block Nesting

### ***Spacing***

Layout → Arrange and Distribute → Spacing

### ***Start Sequence***

Layout → Sequence

### ***Template file editing***

File → Edit Template

## ➤ ***Design Layout and Editing***

*Template text fields*

Layout → Templates

## ***Printing and Cutting***

*Configure printer for Print & Cut Manager*

File → Print and Cut Setup

*Contour cut objects*

Cut → Contour Cut

*Cut a job*

File → Print and Cut → Print/Cut Toolbox → Cut

*Cutter – Choose destination Print & Cut Manager*

File → Print and Cut Setup → Cutter Page tab → Setup → Port tab  
→ Use Print & Cut Manager

*Cutter machine limits*

File → Print and Cut Setup → Cutter Page tab → Setup → Plotter tab  
→ Machine Limits

*Cutter origin*

File → Print and Cut Setup → Cutter Page tab → Setup → Plotter  
Options tab → Origin

*Decals*

File → Print and Cut → Decal Mode

*Die cut objects*

Cut → Die Cut

*Foil heat settings*

File → Print and Cut Setup → Thermal Overrides → Heat Settings

## ➤ ***Printing and Cutting***

### *Install Cutter*

File → Print and Cut Setup → Cutter Page tab → Install

### *Install Cutter*

File → Print and Cut Setup → Cutter Page tab → Install

### *Install Printer*

File → Print and Cut Setup → Printer Page tab → New Printer

### *Print & Cut Manager*

File → Launch Print and Cut Manager

### *Print a job*

File → Print and Cut → Print/Cut Toolbox → Print

### *Print and then cut job*

File → Print and Cut → Print/Cut Toolbox → Print and Cut

### *Print mode*

File → Print and Cut Setup → Printer Page tab → Print Mode

### *Print spot colors as process colors*

File → Print and Cut Setup → Preferences tab → Print Spots As Process

### *Print to a Windows printer driver*

File → Print

### *Printer cutter alignment*

File → Print and Cut Setup → Cutter Page tab → Printer cutter alignment

## ***Vinyl Cutting Only (No Printing)***

### *Contour cut objects*

Cut → Contour Cut

### *Cut preview mode*

Cut → Plot

### *Cutter – Choose destination Print & Cut Manager*

Cut → Plotting Defaults → Setup → Port tab → Use Print & Cut Manager

### *Cutter Configuration*

Plot → Plotting Defaults

### *Cutter machine limits*

Cut → Plotting Defaults → Setup → Plotter tab → Machine Limits

### *Cutter origin*

Cut → Plotting Defaults → Setup → Plotter Options tab → Origin

### *Cutter tool options*

Cut → Plotting Defaults → Tool Options

### *Die cut objects*

Cut → Die Cut

### *Origin Jog*

Cut → Plotting Defaults → Options → Origin Jog

### *Port setting for cutter/plotter*

Cut → Plotting Defaults → Setup → Port tab → Port Location

### *Send a cut job*

Cut → Plot → Cut Toolbox toolbar → Cut

### *Tile settings*

Cut → Tiling