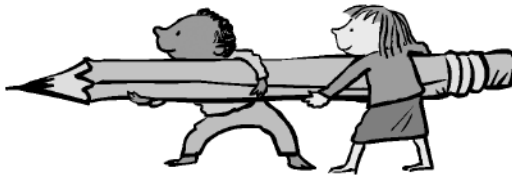




# Stationery Studio®



## User's Guide

by Dr. Peggy Healy Stearns  
Illustrated by Peter H. Reynolds



FableVision Presents:  
Dr. Peggy Healy Stearns'  
**Stationery Studio®**

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# *Stationery Studio User's Guide*

## Table of Contents

### Welcome

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Note from the Publisher .....	4
Note from the Author .....	5
What Educators Are Saying .....	6
What You Need: System Requirements .....	8

### Program Overview

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What is Stationery Studio? .....	9
Learning Objectives .....	10
<i>Stationery Studio</i> and the Standards .....	11

### How to Use

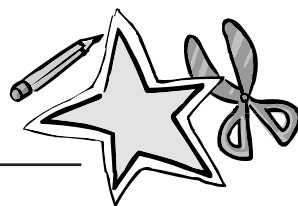
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Quick Start .....	13
Walkthrough .....	14
New Stationery .....	14
Classroom Activities .....	21
Sample Projects .....	22
Tour .....	22
Photo Gallery .....	23
Open My Projects .....	23
Features & Functions .....	24
Tips and Techniques .....	27
Frequently Asked Questions .....	28



# Welcome

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## A Note from the Publisher

In my twenty years in educational technology, I have to say that bringing *Stationery Studio* to market is one of the highlights of my career. Not only do I love Dr. Peggy, her consistently amazing work, and this software that reaches even the most reluctant young writer – but it also brings me back to one of the defining moments of my own childhood.

When I was in second grade my twin brother Paul and I started our first newspaper. With the help of some ancient technology (the Savin photocopier that my mother rescued from the trash at work), we wrote, illustrated and shared our work with each other, our family and school mates. We experienced first hand the joy of creating – the joy of sharing.

Today, as a children's book author and illustrator (*The North Star*, *Judy Moody*, *The Dot*, *Ish*), I speak to many young children who ask in fascination about my journey. Looking into their expectant eyes, I tell about those early stories – and how each of them has the power to express themselves using word and art. The key is to begin the process – to celebrate and share the results.

My hope is that *Stationery Studio* will unlock the key to creative expression for your own students – and help spark meaningful, life-long learning journeys with each and every one of them.

All the best to you on the mission,

A handwritten signature in black ink that reads "Peter H. Reynolds". The signature is stylized and includes a small star at the end.

Peter H. Reynolds

Founder/CEO, FableVision

# A Note from the Author



Children who learn to write well have a life-long advantage. In school, effective writing skills are essential to academic achievement and success on a growing battery of standardized tests. In a broader context, communication skills allow children to connect with the world, to share experiences, and to express feelings and opinions. Good communication skills help children and adults collaborate and establish meaningful relationships. On both a personal and global scale, communication is the key to conflict resolution and lasting peace.

If students are to become good writers, they need to write often. Writing needs to be motivating, meaningful and satisfying. As an educator and software designer, I have observed and researched the role of technology in this process. I've seen how technology motivates students and how children's writing programs help them organize, edit and publish. I've also seen how technological advances often disregard the realities of the typical classroom where access to computers is limited. *Stationery Studio* is different. It was designed to support classrooms like these where students still do most of their writing and test-taking by hand.

While researching this program, I talked to hundreds of teachers, students, and parents. I discovered something surprisingly simple, something that motivates writers of all ages – inspiring stationery! Thousands of stationery, office and teacher stores across the country sell a seemingly endless variety, but young writers have special needs. They need stationery with lines geared to their developmental level and layouts that support a variety of curriculum activities.

*Stationery Studio* addresses these needs. It allows teachers and students to choose from over 225 beautiful and imaginative curriculum-themed borders and shapes. And it offers what no other program does – easy-to-use tools to customize writing lines, layout, text and graphics, and print in multiple formats that suit your students and your instructional objectives.

We are excited to share *Stationery Studio* with the world. We trust it will inspire a flurry of writing and creativity in your classroom!

A stylized, handwritten signature in black ink, appearing to read 'Peggy'.

Peggy Healy Stearns, Ph.D.

# What Educators Are Saying



"*Stationery Studio* is one of the best new products of the last two years. Universally, my elementary teachers who are using the program rave about it."

— Tom Plati, Director of Libraries and Educational Technologies  
Wellesley (MA) Public Schools



"*Stationery Studio* fits a niche in the primary classroom that has been long ignored by educational software developers – handwriting. There are so many options here, and they're so intuitively integrated, that children will want to write. This program promotes student practice in a skill that absolutely requires it. Teachers will find this is one of those rare computer programs that actually makes their lives a little easier."

— Dennis G. Mike, Ph.D., Associate Professor  
Buffalo State College (NY)



"*Stationery Studio* is one of the most useful and versatile pieces of software I've ever seen. I've used it in so many curricular areas that I don't know how I managed without it!"

— Charlene Ehll, Multiage Teacher, Grades 1 and 2  
Saul Mirowitz Day School-Reform Jewish Academy, St. Louis, MO



"*Stationery Studio* is a wonderful new tool from the creative mind of Dr. Peggy Stearns (the creator of *Graph Club* and *Neighborhood Map Machine*). It will entice young children to create and write for school and for their own pleasure using easy-to-use customizable templates. The classroom activities are wonderful jumping off points for teachers. This is a must for every early childhood and primary classroom."

— Eileen Barnett, M.Ed.  
Director and Educational Software Specialist, Lesley University  
Apple Distinguished Educator and a member evaluator of the  
Educational Software Preview Guide Consortium

"*Stationery Studio* is one of the most exciting software tools to come along for elementary teachers since the computer itself! With a few clicks of the mouse, *Stationery Studio* lets you create theme-oriented writing materials tailored to your students' needs. It's easy enough for students to use on their own, yet so versatile and comprehensive it's also an indispensable teacher tool.

"I love the classroom activities that support each curricular area and the playful artwork that sets the tone for creative, imaginative writing. Thank you Dr. Peggy and FableVision for a truly wonderful, useful tool for students and teachers."

— Paula McGirr, M.A., Kindergarten Teacher, Williamsville, NY  
Adjunct Faculty State University of New York at Buffalo



"This program is a special education teacher's dream-come-true!"

— June Cook, Exceptional Education Professional  
Stuart, FL



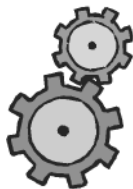
"The beauty of *Stationery Studio* is that it fits into whatever you are doing. Learning is all about communication, and *Stationery Studio* provides a vehicle for children to communicate in a great variety of ways, allowing for creativity, different styles of presentation, and lots of fun! FableVision has created an award-winning classic with this great tool!"

— Evelyn J. Woldman, M. Ed., C.A.G.S.  
Education Coordinator, Massachusetts Elementary School  
Principals' Assoc. (MESPA) Technology Center  
Adjunct Faculty, Lesley University



"Our teachers loved *Stationery Studio*! It's perfect for all sorts of traditional and creative learning activities and can be used in any subject area. Right away, teachers see how to put it to work in their classrooms. No learning curve – just open and enjoy! The graphics are delightful and in their wonderfully enticing way, invite children to get busy with their writing. *Stationery Studio* is addictive for kids and adults!"

— Dr. Merle Marsh, Academic Dean  
Worcester Preparatory School  
Berlin, Maryland



# What you need: System Requirements



*Stationery Studio* is designed to run from a user's local hard drive.

The program can be installed onto a computer from the CD-ROM or over a Local Area Network (if your system administrator has set this up).

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The program will operate on the following systems:

Windows 98, 98 Second Edition, 2000, Me, XP  
Macintosh OS X Universal Binary, 10.1.5, 10.2.8, 10.3.9 and higher  
Macintosh OS-8.6 or OS-9

---

The computer should be set to the following:

Display:

Windows: a minimum of High Color at 800x600  
Macintosh: a minimum of Thousands of Colors at 800x600

Audio:

Windows: 16-Bit Sound Blaster compatible card  
Macintosh: standard audio

Refer to the **Read Me** file on the *Stationery Studio* CD-ROM for easy installation instructions.



## Visit Our Web Site!

For activities and support related to  
*Stationery Studio*, visit the  
official web site:  
[www.fablevision.com/stationerystudio](http://www.fablevision.com/stationerystudio)



# Program Overview



## What is Stationery Studio?

*Stationery Studio* is an innovative tool that lets students and teachers customize and print motivating writing paper and templates for stories, letters, reports, shape books, mini-books and countless other writing activities and creative projects. The program addresses the needs of a typical classroom where students, even in this age of technology, do most of their writing and test-taking by hand.

*Stationery Studio* is easy to use. You begin by choosing one of over 225 curriculum-themed shapes and borders. Next you choose one of five line options – primary skip-a-line, two types of basic primary lines, standard lines, or no lines. Choose a line width between 1" and 3/8" and one of several line color options. Then use the layout tool to adjust the location of the lined area – full page, top of page, bottom of page, friendly letter, business letter, envelope, columns and others.

Print your stationery in color or in black and white for students to color by hand. Choose full page, half page, four-per-page (for a folding mini-book), postcard, small or large notecard. Shapes can be printed in additional formats that address a variety of instructional goals and provide the distinct page types needed to create a polished book project.



Use this award-winning program as an introductory word processor with all of the basics and none of the confusion! Or create customized stationery with appropriate writing line styles, layouts and fonts (including dotted fonts) for students' handwritten activities. Use the program as a teacher tool to create activity sheets, awards, invitations, letters to parents, and more.

*Stationery Studio* is guaranteed to nurture the creative genius in children of all ages. Consider the possibilities... You get over 225 designs, each of which can be customized with 5 line styles, 5 line

widths, up to 5 line colors, and 10 layout options. You can customize the color and add story starters or activity directions. Then print your stationery in multiple sizes and formats in color or black and white. In all, *Stationery Studio* lets you create tens of thousands of unique pieces of stationery from one simple tool!

Set out on a new creative adventure. Discover how *Stationery Studio* can help you motivate young writers and celebrate success!



## Learning Objectives

*Stationery Studio* supports the development of writing skills across the curriculum by allowing teachers and students to customize and print over 200 motivating theme-centered borders and shapes with line style, line width, layout, writing prompts, and print formats that address specific interests, developmental levels, and instructional goals. The program includes 30 classroom activities, each accompanied by a brief lesson, and 31 additional sample files, all of which provide models for a wide variety of writing activities.

*Stationery Studio* will support students as they develop skills in the following areas:

- Penmanship
- Vocabulary and spelling
- Narrative writing
- Descriptive writing
- Expository writing
- Persuasive writing
- Social communications
- Journal writing
- Friendly letters
- Business letters
- Book reports

*Stationery Studio* supports writing across the curriculum with over 60 ready-made activities correlated with the following subject areas:

- Science
- Social studies
- Math
- Language arts
- Health



# Stationery Studio and the Standards



*Stationery Studio* supports state and national standards including those established by the International Reading Association (IRA), the National Council of Teachers of English (NCTE), and the International Society for Technology in Education (ISTE).

**Handwriting:** *Stationery Studio* promotes the development of handwriting ability, a key stage in writing, by allowing teachers and children to print customized stationery with line styles, line width and line colors that suit the writer's developmental level and by providing dotted fonts for handwriting practice. By adding this creative choice of media, *Stationery Studio* makes handwriting a more attractive option for students, thereby promoting increased practice.



**Writing Process:** *Stationery Studio* engages students in the writing process from topic selection to publication and supports the development of writing skills by providing customized stationery appropriate to students' interests, developmental level, and purpose. When used in conjunction with the writing process, *Stationery Studio* is an effective tool that can enhance the writing experience and support the following NCTE and IRA standards:

- ✓ Students adjust their use of spoken, written, and visual language (e.g., conventions, style, vocabulary) to communicate effectively with a variety of audiences and for different purposes. (Standard 4)
- ✓ Students employ a wide range of strategies as they write and use different writing process elements appropriately to communicate with different audiences for a variety of purposes. (Standard 5)
- ✓ Students apply knowledge of language structure, language conventions (e.g., spelling and punctuation), media techniques, figurative language, and genre to create, critique, and discuss print and non-print texts. (Standard 6)
- ✓ Students participate as knowledgeable, reflective, creative, and critical members of a variety of literacy communities. (Standard 11)

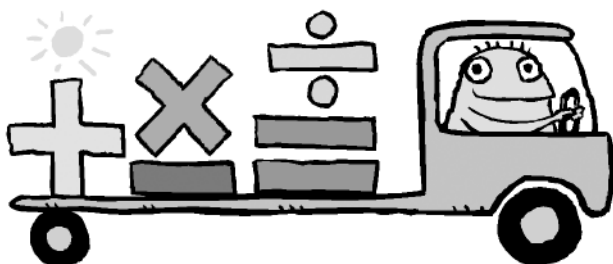
## Stationery Studio and the Standards, continued

✓ Students use spoken, written, and visual language to accomplish their own purposes (e.g., for learning, enjoyment, persuasion, and the exchange of information). (Standard 12)

**National Educational Technology Standards:** *Stationery Studio* supports the following standards established by the International Society for Technology in Education:

- ✓ Students demonstrate a sound understanding of the nature and operation of technology systems. (Standard 1)
- ✓ Students are proficient in the use of technology. (Standard 1)
- ✓ Students develop positive attitudes toward technology uses that support lifelong learning, collaboration, personal pursuits, and productivity. (Standard 2)
- ✓ Students use technology tools to enhance learning, increase productivity, and promote creativity. (Standard 3)
- ✓ Students use productivity tools to collaborate in constructing technology-enhanced models, prepare publications, and produce other creative works. (Standard 3)
- ✓ Students use a variety of media and formats to communicate information and ideas effectively to multiple audiences. (Standard 4)

\* \* \* \* \*



# How to Use

## Stationery Studio Quick Start!

Customize and  
Print Stationery in  
4 Easy Steps!

**1. Start New Stationery:** From your desktop, double-click the *Stationery Studio* icon. When the title screen appears, click **Start**, then choose **New Stationery**.

**2. Choose a Design:** Click to choose a theme, or click **Search** and enter a keyword. In **Choose A Design**, click the name of a design to preview it. If you want, use the buttons at the top to view **Borders Only**, **Shapes Only**, **Envelope Sets**, or **Borders, Shapes and Envelopes**. To choose a selected design, click **Go**.

### 3. Edit Design:

Click the tools along the left to see options for lines, layout, text and color displayed across the top. Experiment and discover all the ways you can customize your stationery!

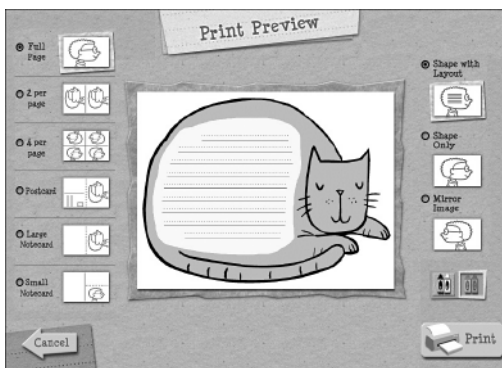


### 4. Print:

Click **Print** to go to **Print Preview**.

Select different print options to see how your design will look.

Click **Print** to go to your computer's print dialog and print your design.



It's that easy!

# Stationery Studio Walkthrough

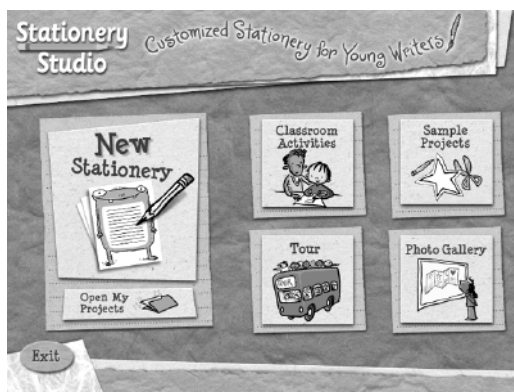
This walkthrough describes all *Stationery Studio*'s tools and features. Brew a cup of your favorite tea, pull up a chair, and let us guide you step by step. Or if you prefer, choose **Tour** from the program's **Main Choice Screen**, then sit back and watch our animated tutorial.

.....

## New Stationery

### Choose Your Stationery

On the title screen, click **Start** to go to the **Main Choice Screen**, then click **New Stationery**.

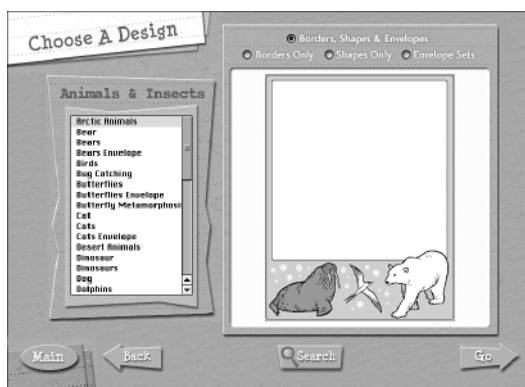


*Stationery Studio* includes over 225 shapes and borders correlated with the curriculum. Click to choose a theme, or click **View All** to browse the entire collection. For our walkthrough, let's look at **Animals & Insects**.



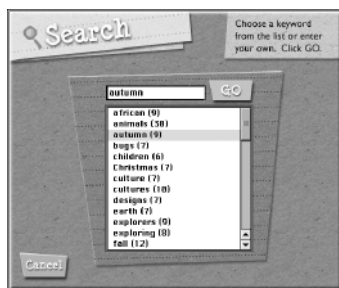
The **Choose A Design Screen** lists all the designs that match your theme. Click the name of a design to see it in the preview window. To go to a specific design, press the first letter or letters of the name to go directly to that part of the list.

The buttons at the top let you choose what kinds of designs you want to see. **Borders**, **Shapes & Envelopes** are selected. If you want, click **Borders Only**, **Shapes Only**, or **Envelope Sets**.



To find all the designs related to a specific topic, click **Search**.

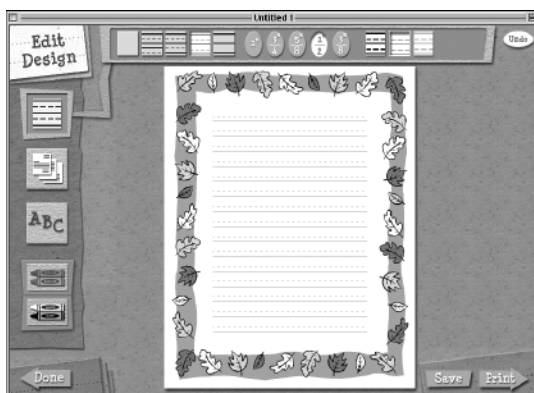
You can select any of the 50 suggested keywords or enter your own. Let's choose "Autumn" and click **Go** to see the designs for that topic. When you get to the **Choose A Design Screen**, you'll see "Leaves" as one of your choices. Select that design and click **Go** to move on to the **Edit Screen**.



## Customize Your Stationery

**Edit Design** lets you customize lines, layout and color. You can also use the basic text tool to add story starters, directions or other text.

When the **Edit Screen** opens, the **Lines** options are already available.



## The Lines Tool



The **Lines Tool** lets you choose line style, line width and line color. Line color choices vary depending on the selected line style. Click to select options.



## The Layout Tool



Click the **Layout Tool** to choose a layout.

Layout choices vary depending on whether you have a vertical border, horizontal border, or shape as noted below.



### Layout Choices for Vertical Borders

Layout choices for vertical borders are full page, top of page, bottom of page, two columns, left column, right column, friendly letter, business letter, and envelope. The **Set Margins Tool** at the far right lets you adjust the margins. Click the tool, then drag the red margins to reset them.

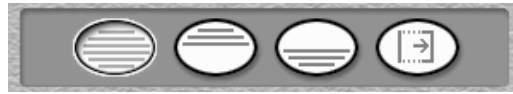
**Note:** Friendly letter, business letter, and envelope are available for one-page documents only and work best with narrower line widths.



### Layout Choices for Horizontal Borders

Layout choices for horizontal borders are full page, top of page, bottom of page, two columns, left column, and right column. Use the **Set Margins Tool** at the far right to adjust the margins.





## Layout Choices for Shapes

Layout choices for shapes are full page, top of page, bottom of page. Use the **Set Margins Tool** to adjust the margins.

## The Text Tool

*Stationery Studio* includes basic text editing features. Click to place your cursor in the text area and start typing. As soon as you type, the **New Page Button** appears. Click this button to create a new page at the end of your document.



Click the **Text Tool** to choose another font, font size, or font color.

In the **Text Toolbar**, click to choose one of *Stationery Studio's* eight fonts, which include print, manuscript, cursive, dotted versions of each, and two playful fonts.



**Fonts**

**Sizes**

**Alignment**

**Color**

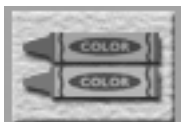
You can also use any fonts installed in your system by going to the **Font Menu**. You can hide the **Font Menu** by checking this option in **Preferences**.

Click to choose a font size. Line width changes to match. You can also click to choose alignment. Change font color by placing your mouse over the color swatch at the right end of the toolbar and clicking a color in the pop-up palette.

To force a page break in the middle of your text, go to the **Edit Menu** and choose **Insert Page Break**. *Stationery Studio* lets you create documents up to 28 pages long.

**Tip:** For younger users, you can limit documents to one page only. Go to the **Edit Menu** and choose **Preferences**. Then check "Limit Stationery to a single page". (This option is not available when a multi-page document is already open.)

## The Color Tool



**Color.** Click the **Color Button** to color your shape or border.

Click a color in the paint palette, then position the paint bucket over the area you want to color and click again. When you color one area, related areas are painted the same color.



If you want to color from scratch, click **Erase Colors**. Click **Restore Original** to return to the original colors.



**Black & White.** Click the **Black & White Button** to change the entire design, including writing guidelines, to black and white line art. This option is useful if you plan to make photocopies or want children to color by hand.

**Special Feature:** If you want to print your design in black and white for kids to color by hand, but want the writing guidelines in color, click the **Color Button**, and then click **Erase Color**. The writing guidelines will still print in color as long as you select color when you print.

**Paste graphics.** You can modify any *Stationery Studio* design by adding your own photos, clip art, school logo, or drawings. You can even start with a blank page and paste in your own border or shape. Simply copy your graphic from within any program, paste it into your *Stationery Studio* file and drag to place. While the graphic is selected, you can grab the corners and drag them to resize it. Note: see the FAQ section for Windows users.

If you place your graphic in a lined area, the lines and any typed text will print on top of your image. Use the **Set Margins Tool** in the **Layout Toolbar** to define a text area that suits your graphic. Your pasted graphic becomes part of the stationery design and will appear on every page.

**Tip:** Try using a lightened or dimmed image to create a watermark.

# Save Your Stationery

Click **Save** in the lower right corner.



Navigate to the disk and folder where you want to save your file.

In the dialog box, type a name for your stationery and click **Save** or press **Return**.

*Stationery Studio* files can also be saved as “templates” which open as “Untitled” so changes are not saved over the original. Use this feature to create your own activity files. To save as a template, go to the **File Menu** and choose **Save as Template**.

You can export your *Stationery Studio* file as a graphic in any of eleven formats. Go to the **File Menu** and choose **Export as Graphic**. Then choose a file format in the lower left corner of the **Save** dialog box.

# Print Your Stationery



To go to **Print Preview**, click the **Print Button** in the lower right corner of the **Edit Screen**. Print options vary depending on the type of design and the number of pages.



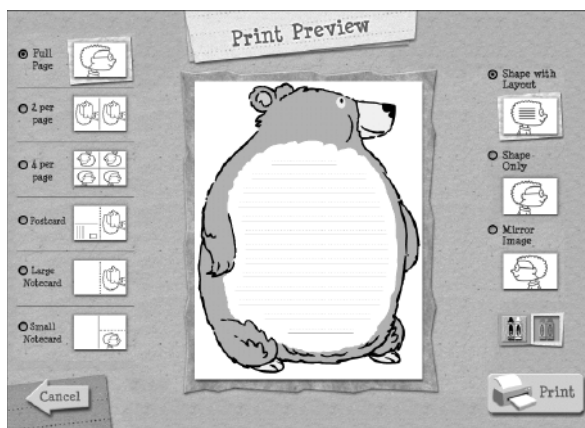
## Print Options for Borders

Click to choose one of the print options on the left — **Full Page**, **2-per-page**, **4-per-page**, **Postcard**, **Large Notecard**, or **Small Notecard**.

4-per-page is printed so the pages form a small book when folded. If you select **Small Notecard**, you can choose to have standard lines printed inside where students write their message.

**Note:** For friendly letter, business letter and envelope, only the full-page layout is available, so other options will not appear.

For **Shapes**, three additional options appear on the right — **Shape with Layout**, **Shape Only**, or **Mirror Image**. After you choose one of the options on the left, experiment with the different print formats on the right. (See the related book *Let's Get Writing!* for ideas on how to use these different formats in the classroom.)



### Print Options for Shapes

Click a crayon icon in the lower right to choose **Color** or **Black & White** (line art only). If you plan to make photocopies, you'll probably want to print in black and white.

Click **Print** to go to your system print dialog, then watch your custom stationery appear!

## Return to the Main Choice Screen

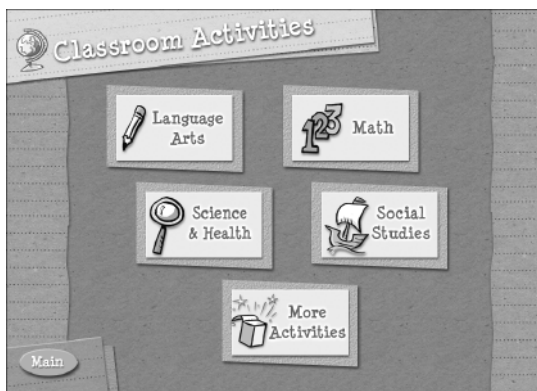
If you don't want to print now, click **Cancel** to return to the **Edit Screen**. From the **Edit Screen**, click **Done** in the lower left corner to return to the **Main Choice Screen**. If you have not saved your stationery, you will be prompted to do so.

\* \* \* \* \*

# Classroom Activities

*Stationery Studio* includes 30 classroom activities that support your teaching objectives across the curriculum. Each activity includes one or more ready-made files along with brief activity instructions that outline goals, overview, materials, step-by-step directions, and extensions. You can print these ready-made stationery files or customize them to suit your students' needs. These activities can also serve as models for your own original designs.

From the **Main Choice Screen**, click **Classroom Activities**. Then click to choose a subject area.



From the list of activities, click the name of a file to see a preview. Click **Open** or **Choose** to open.

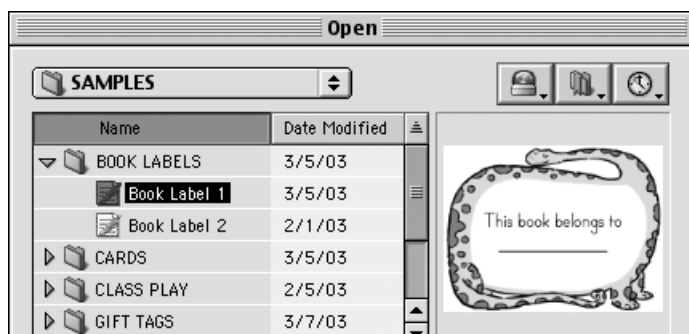
When the file is open, click the **Activity Instructions Button** in the **Edit Screen** to open the lesson. You can read the lesson on screen or print it. When you're finished, close the lesson window or quit Adobe Acrobat or other PDF Reader to go back to *Stationery Studio*. (Activity instructions are in PDF format. Adobe Acrobat Reader is included with *Stationery Studio* so you can open these lesson files.)

**Tip:** To prevent students from opening Acrobat Reader, go to the **Edit Menu** and choose **Preferences**. Then check "Password-protect Activity Instructions and User's Guide".

**PASSWORD:** When you select or deselect password protection, you must enter the password. The password is "**admit**".

# Sample Projects

**Sample Projects** includes a variety of *Stationery Studio* files including stories, poems, letters, shape books, journals, postcards, note cards, message pads, certificates, gift tags and more. From the **Main Choice Screen**, click **Sample Projects**.



In the **Open Dialog**, click the name of a file to see a preview. Click **Open** or **Choose** to open the file. Sample stationery files can be printed as is or modified.

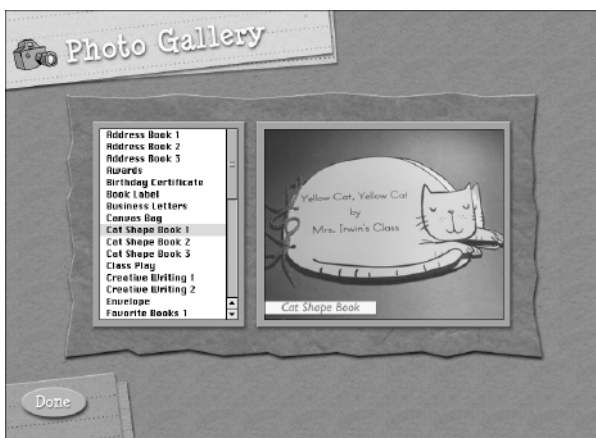
## Tour

The animated *Stationery Studio* Tour is a quick, easy and fun way to learn the ins and outs of *Stationery Studio*. Click the **Tour Button** on the **Main Choice Screen** or choose **Tour** from the **Help Menu**.



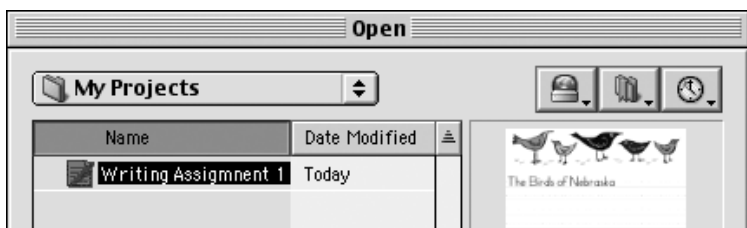
# Photo Gallery

The **Photo Gallery** features photographs of completed *Stationery Studio* projects including shape books, mini-books and standard books, activity sheets, journals, stories, reports, address books, note cards, postcards, message pads, gift coupons, gift tags, recipe cards, stuffed pillows and more. Click **Photo Gallery** from the **Main Choice Screen** or go to the **Help Menu** and choose **Photo Gallery**. Then click a name in the list to view that photo.



# Open My Projects

To open your own saved stationery projects, click **Open My Projects** from the **Main Choice Screen**, or go to the **File Menu** and choose **Open**. When the dialog box appears, navigate to the correct disk and folder.



Click file names to see previews of your stationery. When you see the file you want, click **Open** or **Choose** to open the file.

# Features & Functions

## File Menu

**New:** Lets you choose and customize new stationery.

**Open:** Lets you open previously saved stationery.

**Close:** Closes the current stationery file.

**Save:** Saves the current stationery file.

**Save as:** Lets you save a previously saved file under a different name or location.

**Save as Template:** Lets you save your file as a template that opens as an untitled document.

**Export as Graphic:** Lets you export the stationery in any of eleven formats including BMP, JPEG, PICT, QuickTime™, and TIFF.

**Page Setup:** Lets you choose page size and other standard print options. However, since *Stationery Studio* automatically chooses optimal page setup options and will override page orientation, there is little need to use the **Page Setup Dialog**.

**Print:** Opens the **Print Preview Screen** so you can choose print options and proceed to your computer's print dialog.

**Quit (or Exit for Windows):** Closes the program and prompts you, if necessary, to save the current stationery file. (In Mac OS X, **Quit** is located in the *Stationery Studio* menu..

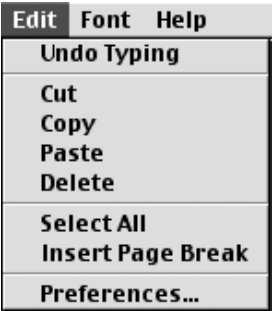


## Edit Menu

**Undo:** Lets you undo your last action.

**Cut:** Lets you cut the selected text or pasted graphic so you can paste it in another location. (Available in the **Edit Screen** when any text or pasted graphic is selected.)

**Copy:** Lets you copy the selected text or pasted graphic so you can paste a copy in another location. (Available in the **Edit Screen** when any text or pasted graphic is selected.)





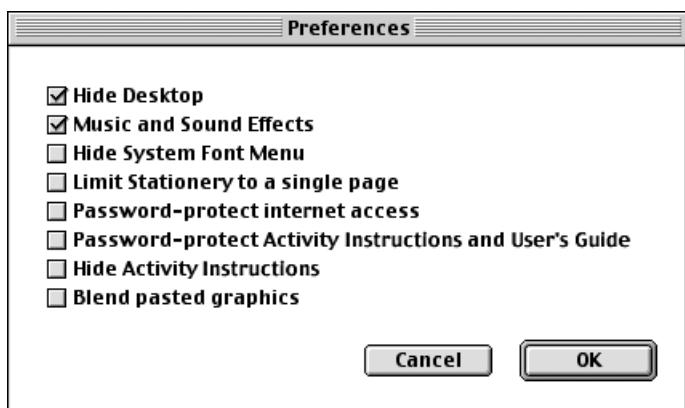
**Paste:** Lets you paste the contents of your clipboard into your document.

**Delete:** Removes the selected item. (Available in the **Edit Screen** when any text or pasted graphic is selected.)

**Select All:** When there is text and the cursor is flashing, selects all text so you can cut, copy or delete.

**Insert Page Break:** Inserts a page break after the cursor. If you are at the end of the document, **Insert Page Break** adds a new page. This command is not available for letters and envelopes because they are limited to one page.

**Preferences:** Lets you customize the program to meet the needs of your students. (In Mac OS X, **Preferences** are located in the *Stationery Studio* menu.)



#### PASSWORD PROTECTION:

When you select or deselect password protection, you must enter the password. The password is "admit".

## Font Menu

Lets you choose any font installed on your computer and use it in your *Stationery Studio* file.

# Help Menu

**Stationery Studio Web Site:** Connects you to the *Stationery Studio* web site to explore *Stationery Studio* resources or other FableVision products and services. Available when you have an internet connection.

**User's Guide:** Opens the **User's Guide** in Adobe Acrobat or other PDF Reader.

**Tour:** Opens the *Stationery Studio Tour*.

**Photo Gallery:** Opens the **Photo Gallery** so you can view photos of *Stationery Studio* projects.

## Main Choice Screen

The **Main Choice Screen** includes the following options:

**New Stationery:** Lets you select and customize new stationery.

**Open My Projects:** Lets you open your own saved stationery files.

**Classroom Activities:** Lets you open and print *Stationery Studio* files and related lessons.

**Sample Projects:** Lets you open and print additional sample *Stationery Studio* files.

**Tour:** Opens the *Stationery Studio Tour*, which provides an animated walkthrough in four short segments.

**Photo Gallery:** Opens the **Photo Gallery** so you can view photos of completed *Stationery Studio* projects.

**Quit:** Quits the program.

## Edit Design Screen

The following tools and options are available in the **Edit Design Screen**:

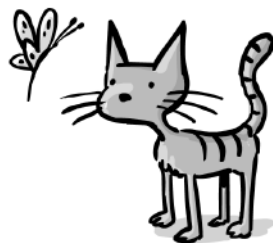
**Lines:** Lets you choose line style, line width and line color.

**Layout:** Lets you choose from up to nine different layouts and adjust margins.

**Text:** Lets you choose font, font size, alignment, and font color.

**Color/Black & White:** Lets you custom color the design or choose black and white line art.

# Tips & Techniques



Here are a few tips and techniques to help you take full advantage of *Stationery Studio* and create really cool projects.

★ Go to the **Fonts Menu** to use your own favorite fonts in your *Stationery Studio* projects.

★ Use the **Set Margins Tool** to change the margins. Your current layout will be reformatted to fit. All new layouts will “pour” into these margins.

★ Use the **Set Margins Tool** with shapes when you want a rectangular writing area rather than the free-form text area that conforms to the shape.



★ Paste your own graphics into any border or shape.

★ Ordinarily pasted graphics are opaque and cover underlying graphics. If you want overlapping graphics to blend together, go to **Preferences** and check **Blend Pasted Graphics**. Experiment with different effects!

★ Create fold-over notes by printing the friendly letter format on one side of your paper and the envelope format on the other.

★ Keep small printouts readable. When you use the 4-per-page print option, choose larger fonts and wider line widths since everything will be reduced to about 25% of the original size.



★ Create stationery to use with your other favorite software. Print your favorite *Stationery Studio* borders or shapes without lines, then use the stationery when printing with any word processor, desktop publisher or other program.

★ Be creative. *Stationery Studio* is an easy way to create awards, message pads, gift tags, gift coupons, postcards, book labels, and much more. Check out the **Photo Gallery**, **Sample Projects** and **Classroom Activities**, then out-do us! Stretch your imagination and exploit the program. Visit the *Stationery Studio* web site for more great ideas: [www.fablevision.com/stationerystudio](http://www.fablevision.com/stationerystudio).

# Frequently Asked Questions

## **Does Stationery Studio run natively in OSX?**

Yes, it does run natively in OSX. There are 2 separate Mac Installers, one for OSX, and one for OS 8.6-9.2.

## **Can I export a template as a graphic?**

This function doesn't work if you're using Windows platform.

## **What is the password and/or serial number to install the program?**

Stationery Studio doesn't require a password or serial number to be installed, so if your computer asks for one, this might come from the way your computer is set up. One of the possible reasons is that you need an administrative machine log-in in order to install any new application. Contact your Technology Coordinator about that or even leave the password field blank and it might work.

## **Can I print on a network printer?**

The driver for each printer used needs to be loaded onto the computer itself. After you install the correct driver for the correct printer, restart your computer and test to see if it works.

This is valid for different kind of printing issues like:

- Template not printing at all
- Some part of Stationery Studio page does not print or does not print correctly, i.e lines, dashes, graphics etc
- The Stationery Studio document does not fit correctly on an 8 1/2 x 11 page.

## **Why do I have a black image printed instead of the Shapes?**

If you are using the Windows platform, on each computer that is printing a black image instead of a shape use this key combination:

Hit CTRL and the number 3 (not F3), and you will get a dialog box. Check off 'always print as bitmap' on the options available.

## **How do I paste photos/clipart on a PC?**

When using the Windows platform, integrating pictures takes one more step than the one described in page 18.

Copy the image and paste first into MICROSOFT WORD, then copy it (from the Word document) and paste it into Stationery Studio.

Also, Stationery Studio does not support images of more than 256 colors. So the resolution of photographs integrated in a Stationery Studio document may be pixellated but it works perfectly fine with ClipArt or other simple drawings.

## **Why are the dashed/broken lines printing Solid?**

If using the Windows platform, hit CTRL and the number 3 (not F3), and you will get a dialog box. Check off 'always print as bitmap' on the options available.

## **Why do I get a memory error when pasting an image on a PC?**

If you are using Windows, a memory issue usually means that your graphic is too large of a file. You should try and reduce it in another program before copying/pasting.

## **How do I fix a shaky projection on MAC G4?**

Change the resolution from 800 x 600 to 1024 x 768.