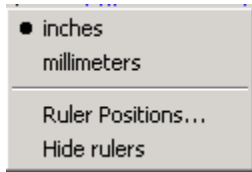


## Creating a Multi-line Engraving Plate in EZ-Engrave

This document assumes that EZ-Engrave is installed on the C drive of your computer in a folder called EZ-Engrave.

Note that this document also assumes that EZ-Engrave is setup to operate in imperial units. To confirm, single click on the rulers in EZ-Engrave. The following window will display.

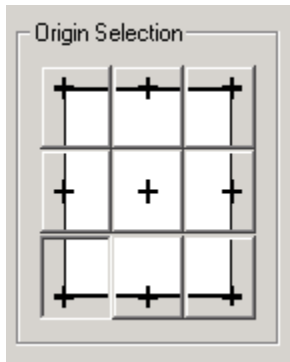


Make sure that inches is selected.

To create a multi-line engraving plate in EZ-Engrave, follow the instructions below.

### Setting up the Blank Size

1. From the **Layout** menu, select **Blank Size**.
2. In the **Blank Size** window, click on the Lower Left corner of the **Origin Selection** option. The **Origin Selection** option should look like as follows after clicking on the Lower Left corner.



By selecting this option, the rulers on screen in EZ-Engrave get reset so 0,0 is the lower left corner of the Blank.

3. Click on **Landscape** in the **Orientation** section.
4. Set **Width:** to 3.00 and **Height:** to 1.5. Select **OK**.

### Using On Screen AutoLayout to Create a Multi Line Plate

1. Single click on the **Text Tools** button.



2. The text flyout menu will appear.



3. Single click on the **Text Compose** button.



4. Holding the **Shift** key down, single click on the Blank. A text frame will automatically be created that fits exactly to the size of the Blank.

5. From the text toolbar at the top of EZ-Engrave, select the **Center Justify** option.



6. From the text toolbar at the top of EZ-Engrave, select the **Center Spacing** option.



7. Set the **Font Height** to 0.250 inches.

8. Click on the arrow that points down in the **Font Picker**.



9. The selection options for the **Font Picker** will be displayed.



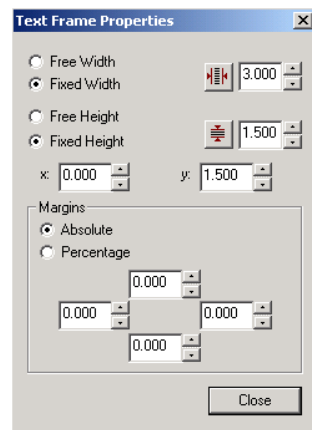
10. Double click on the **All Fonts** folder.

11. Scroll down until the font called DINO1 is displayed. Single click on DINO1 to display the font. Double click on DINO1 to use this font to compose your text.

12. From the text toolbar at the top, single click on the Text Frame icon.



13. The **Text Frame Properties** window will appear



14. Single click on the **Horizontal Compression** icon



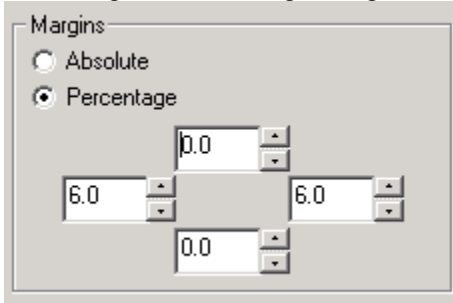
15. Change the **Apply to:** combo box to **All Lines Equally**. The **All Lines Equally** option causes EZ-Engrave to find the text line that requires the most compression, and then compress all other text lines to the same extent. The effect of the compression mode is that all text lines in a layout display the same width and kerning characteristics, regardless of the height of the text in each line.

16. Click on **OK** in the **Horizontal Compression** window.

17. The **Text Frame Properties** window will still be displayed on screen.

18. Click on **Percentage** in the **Margins** section.

19. Change the left and right margins to 6.

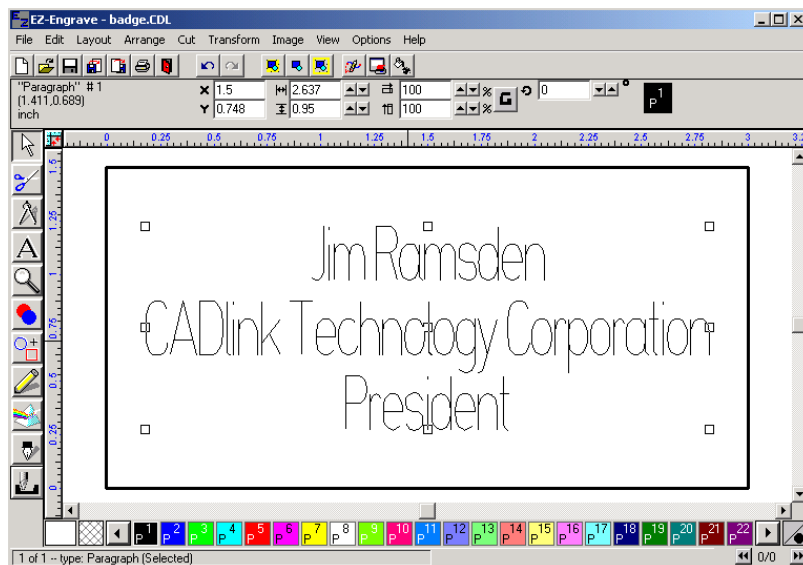


20. Click on the **Close** button.

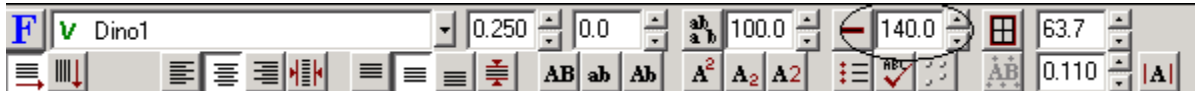
21. We are now ready to start typing in text. Make sure at the end of each line to hit the **Enter** key on the keyboard. Make sure that one of the lines of text extends to the edge of the Plate. Notice that all of the text lines will automatically compress. After typing in the three lines of text, click on the **Select Tool**.



22. Below is a screen shot of the three line badge we have been working on.



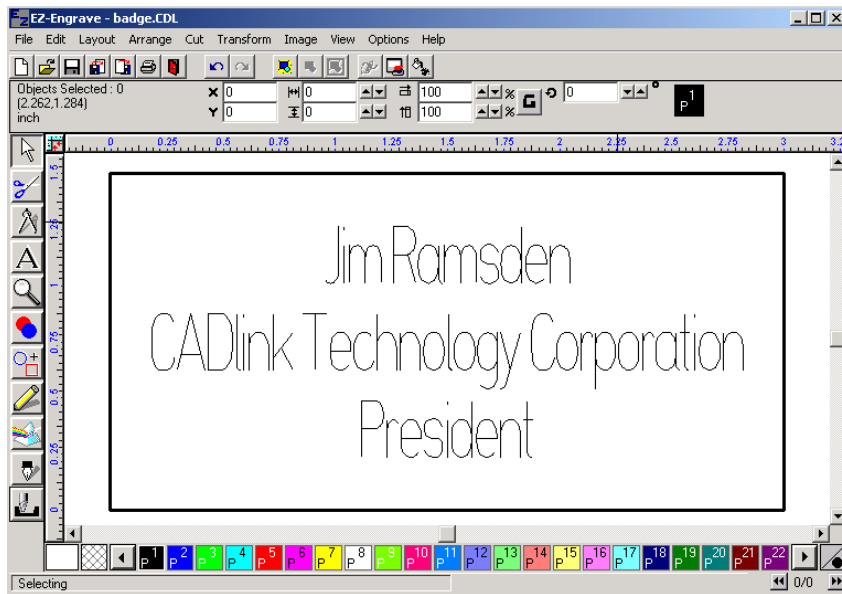
23. If the spacing between lines is not desirable, then click on **Edit, Select All**. Then click on **Edit, Edit Text**. You should see a single vertical line display to the left of the first character in the first line of text.
24. To change the spacing between all lines of text, all three lines of text must be selected or highlighted. This can be done using keys on the keyboard or sweep selecting the text using the mouse. Using the keyboard, hold the **Shift** key down and then select the **End** key. The first line of text will be highlighted in black. Continue holding the **Shift** key down and select the arrow key that points down on the keyboard. Keep selecting the arrow key until all three lines of text have been highlighted.
25. Locate the **Line Spacing** option in the text toolbar options.



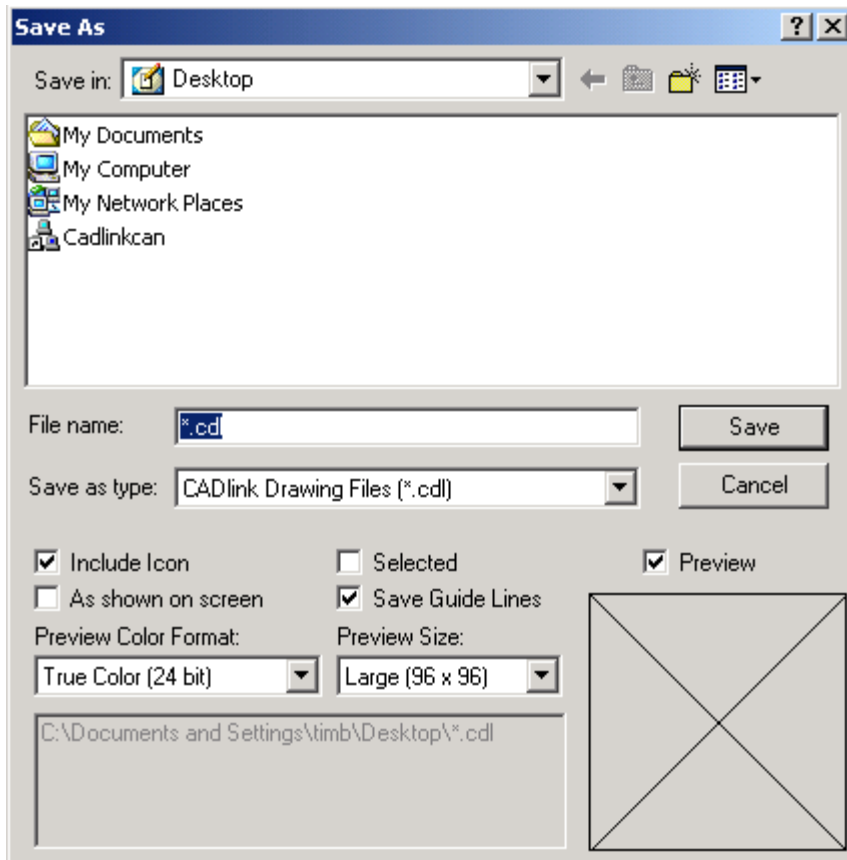
26. Single click on the **Line Spacing** arrow that points up. Continue clicking on the arrow until the desired line spacing is achieved. In this case, line spacing was set at 155%. Click on the **Select Tool**.



27. Below is a screen shot of the completed example.



28. Select **File, Save**.
29. The **Save As** window will appear.



30. Change the **Save in:** option to Local Disk (C:).



31. Locate the folder called **EZ-Engrave** and then double click on it.

32. Delete \*.cdl in the **File name:** text box and then type in a name that you would like to call this file. In this particular example, type in **badge**.

33. Click on **Save**.

Congratulations! You have just created and saved a three line badge in EZ-Engrave.