

m i n u t e s m a t t e r  
 STUDIO

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Version 2.3



# Table of Contents

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|   |           |
|---|-----------|
| <b>TABLE OF CONTENTS .....</b>            | <b>I</b>  |
| <b>GETTING STARTED.....</b>               | <b>1</b>  |
| WELCOME.....                              | 1         |
| <i>Studio Manual</i> .....                | 1         |
| <i>Tech Support</i> .....                 | 1         |
| LICENSE AGREEMENT.....                    | 2         |
| SYSTEM REQUIREMENTS.....                  | 3         |
| <i>Minimum Operating System</i> .....     | 3         |
| <i>Mac Users</i> .....                    | 3         |
| <i>Buying a new computer</i> .....        | 4         |
| <i>New computer recommendations</i> ..... | 4         |
| INSTALLATION REQUIREMENTS.....            | 5         |
| ACTIVATE.....                             | 5         |
| ABBREVIATIONS.....                        | 6         |
| HOT KEYS.....                             | 7         |
| STUDIO TOUR.....                          | 7         |
| STUDIO VERSIONS.....                      | 9         |
| <i>Differences between versions</i> ..... | 9         |
| <i>Payment Plan</i> .....                 | 10        |
| <b>USING TOOLBARS .....</b>               | <b>11</b> |
| TOP TOOLBARS.....                         | 11        |
| <i>Document Bar</i> .....                 | 11        |
| <i>Graph &amp; Guideline Tools</i> .....  | 12        |
| <i>Layer Tools</i> .....                  | 13        |
| <i>Image List</i> .....                   | 14        |
| <i>Zoom Tools</i> .....                   | 14        |
| <i>Format Tools</i> .....                 | 15        |
| <i>Transparency</i> .....                 | 16        |
| SIDE TOOLBAR.....                         | 17        |
| <i>Select Tools</i> .....                 | 17        |
| <i>Edit Points</i> .....                  | 18        |
| <i>Line Tools</i> .....                   | 19        |
| <i>Callout Tools</i> .....                | 19        |
| <i>Drawing shapes with curves</i> .....   | 20        |
| <i>Dimension Tool</i> .....               | 20        |
| <i>Drawing custom shapes</i> .....        | 21        |

|  |           |
|--|-----------|
| <i>Drawing basic shapes</i> .....          | 23        |
| <i>Text Tool</i> .....                     | 24        |
| <i>Import Image</i> .....                  | 24        |
| <i>Photo Clip</i> .....                    | 25        |
| <i>Insert Table</i> .....                  | 25        |
| <b>BOTTOM TOOLBAR</b> .....                | <b>26</b> |
| <i>Rotate Tools</i> .....                  | 26        |
| <i>Group &amp; Ungroup</i> .....           | 28        |
| <i>Lock &amp; Unlock</i> .....             | 29        |
| <i>Alignment Tools</i> .....               | 29        |
| <i>Spacing Tools</i> .....                 | 31        |
| <i>Sizing Tools</i> .....                  | 32        |
| <i>Order of objects</i> .....              | 33        |
| <i>Nudge Tools</i> .....                   | 34        |
| <b>FILING, SAVING &amp; EMAILING</b> ..... | <b>35</b> |
| CREATING YOUR FILING SYSTEM .....          | 35        |
| SAVING & FINDING LOST FILES .....          | 35        |
| OPENING SAVED FILES .....                  | 36        |
| EXPORTING & EMAILING DESIGNS .....         | 36        |
| <b>THE WORKSPACE</b> .....                 | <b>39</b> |
| THE FILE FOLDERS .....                     | 39        |
| RULER BARS.....                            | 40        |
| ALTERING THE WORKSPACE.....                | 41        |
| <i>About the Drawing Scale</i> .....       | 41        |
| <i>Edit Drawing Scale</i> .....            | 42        |
| <i>Edit Wall Size</i> .....                | 43        |
| MULTIPLE PAGES .....                       | 43        |
| <i>Duplicate Page</i> .....                | 44        |
| <i>New/Blank Page</i> .....                | 44        |
| <i>Rename Page</i> .....                   | 44        |
| <b>FUNDAMENTALS</b> .....                  | <b>45</b> |
| DRAG & DROP IMAGES.....                    | 45        |
| PERSONALIZING WALL TEMPLATES.....          | 45        |
| SELECTING IMAGES.....                      | 46        |
| RESIZING IMAGES .....                      | 47        |
| PROTECTING IMAGES .....                    | 49        |
| PERSPECTIVE & SKEW TOOL .....              | 50        |
| ADDING TRIM .....                          | 52        |
| <i>Zoom in to see details</i> .....        | 52        |

|   |           |
|---|-----------|
| <i>Spacing trim</i> .....                                     | 52        |
| <i>Enlarging Trim</i> .....                                   | 52        |
| <i>Stacking Order</i> .....                                   | 52        |
| <i>Duplicating Images</i> .....                               | 52        |
| <i>Quick Tips</i> .....                                       | 53        |
| <i>Mirror Designs</i> .....                                   | 54        |
| <b>APPLYING FABRICS &amp; COLORS</b> .....                    | <b>57</b> |
| FILL COLOR (PAINT BUCKET ICON) .....                          | 57        |
| EYE DROPPER .....   | 57        |
| <i>Match Photograph Colors</i> .....                          | 58        |
| <i>Match Paint Website Colors</i> .....                       | 58        |
| FILL WITH PATTERNS, GRADIENT FILLS, TEXTURES OR FABRICS ..... | 59        |
| <i>Pattern Fill</i> .....                                     | 59        |
| <i>Gradient Fill</i> .....                                    | 59        |
| <i>Texture Fill</i> .....                                     | 59        |
| <i>Fabric Fill</i> .....                                      | 60        |
| ACQUIRING FABRICS .....                                       | 60        |
| <i>Website</i> .....  | 60        |
| <i>Scanning</i> .....   | 60        |
| <i>Photograph</i> .....                                       | 60        |
| CROPPING FABRICS.....   | 60        |
| <i>Crop a fabric using Irfanview</i> .....                    | 61        |
| LOADING FABRICS .....   | 63        |
| <i>Edit fabric size</i> .....                                 | 63        |
| <i>Multiple fabrics</i> .....                                 | 63        |
| <i>Delete fabrics</i> .....                                   | 63        |
| FABRIC TIPS.....  | 64        |
| <i>Check Repeat of Fabric</i> .....                           | 64        |
| <i>Stripe Fabric</i> .....                                    | 65        |
| <i>Copying into New Document</i> .....                        | 65        |
| <i>Other uses</i> .....                                       | 65        |
| FILLING CONTRAST .....  | 66        |
| <b>PHOTOGRAPHS</b> .....                                      | <b>67</b> |
| PHOTOGRAPHY TIPS .....  | 67        |
| <i>Angle</i> .....  | 67        |
| <i>Lighting</i> .....   | 67        |
| IMPORTING A PHOTOGRAPH .....                                  | 67        |
| SETTING THE DRAWING SCALE.....                                | 68        |
| PHOTO CLIP TOOL .....   | 69        |
| PHOTO KNOCKOUT TOOL .....                                     | 70        |

|   |           |
|---|-----------|
| PROTECTING THE PHOTOGRAPH .....                       | 71        |
| UN-PROTECTING THE PHOTOGRAPH .....                    | 71        |
| <b>SPACE PLANNING .....</b>                           | <b>73</b> |
| OVERVIEW .....  | 73        |
| <i>Studio Planner Index</i> .....                     | 73        |
| <i>Workspace Drawing Scale</i> .....                  | 73        |
| <i>Resizing &amp; Filling Furniture Images</i> .....  | 74        |
| <i>Rotating &amp; Flipping Furniture Images</i> ..... | 74        |
| CREATING THE FOOTPRINT .....                          | 75        |
| <i>Basic Room Shape</i> .....                         | 75        |
| <i>Design on a Blueprint</i> .....                    | 75        |
| <i>Draw the Layout Using the Blueprint</i> .....      | 76        |
| <i>Use Graph Paper to Draw</i> .....                  | 77        |
| COMPLETING THE FOOTPRINT .....                        | 77        |
| <i>Adding Flooring</i> .....                          | 77        |
| <i>Adding Windows &amp; Doors</i> .....               | 78        |
| <i>Protecting the Footprint</i> .....                 | 78        |
| <b>TECH SUPPORT .....</b>                             | <b>79</b> |
| FORUM (THE LOUNGE) .....                              | 79        |
| <i>Register</i> .....                                 | 79        |
| <i>Forum Basics</i> .....                             | 80        |
| <i>Start/Reply to a Thread</i> .....                  | 81        |
| <i>Download Files</i> .....                           | 81        |
| <i>Attach Files</i> .....                             | 82        |
| TUTORIAL .....  | 84        |
| WEBINARS & LEARNING CD'S .....                        | 85        |
| CONTACT US .....                                      | 85        |

# Getting Started

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## Welcome

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Thank you for purchasing Minutes Matter Studio. You are about to encounter a design experience like never before! This visualization tool will eliminate costly communication errors and save valuable time during consultations. By using Studio your sales will dramatically increase! Your clients will have confidence in you, your ideas, your knowledge, and your professionalism. Studio is a powerful graphic software program which was developed solely for Interior Designers and Window Treatment Professionals. This stand-alone program includes many features that are crucial to this industry.

## Studio Manual

The manual provides descriptions of all the program tools, as well as step-by-step instructions and important tips for using every feature in the program. The clipart includes a sample of the various treatment styles that can be found inside the program. The clipart does not depict every image in the program. The Studio system/tutorial disk is located in the back of the manual.

It is important to read **“Getting Started”** to learn more about installation and activation before installing Studio on your computer.

## Tech Support

We have received rave reviews regarding our customer service and tech support. By utilizing our various support options, you can quickly assist your clients in visualizing their dreams! Please take time to view the entire **Video Tutorial** on the enclosed disk to maximize your design experience. This Tutorial will define important features and functions of Studio. During the conclusion, these features and functions will be utilized in a completed rendering. You will also benefit from Studio’s online forum, **The Lounge** and **Studio’s Learning CD’s**. Please take time to review these support options so you can make the most out of your Studio experience.

Have fun designing!

The Staff of Minutes Matter Studio

## License Agreement

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### Notice to User – Read Carefully

This is a contract. Licensee acknowledges that it has read and understands this agreement and by opening, installing, and/or utilizing this software, you accept and will be bound by all the terms and conditions of this agreement with Minutes Matter Solutions, Inc. as set forth below.

The term “Software” includes any and all upgrades, modifications, and versions of the digital or printed product licensed to you by Minutes Matter Solutions, Inc., also referred to as the “Licensor”. This copy of the Software is licensed to you as the purchaser, also referred to as the “Licensee” or “You”. The Licensor grants “You” a nonexclusive, non-transferable, limited right and license to install and use the Software, provided that “You” agree to the following:

### Single License Agreement

Minutes Matter Studio is licensed to a single company who can install the product on two computers, e.g., one desktop and one laptop computer. Additional licenses/seats may be purchased for a single company at a corporate discount.

### Copyright and Use of Software

The Software is owned by Licensor and is protected by United States Copyright Law, International Treaty provisions, and other laws. All title and copyrights in and to the Software (*including without limitation, any designs, design elements, images, photographs, video, audio, and text*), the accompanying media and printed materials and derivative works are owned by Minutes Matter Solutions, Inc. and are protected by copyright. Limited usage rights are granted to the Licensee. Unauthorized reproduction or distribution of this product, or any portion of it, in any form or by any means, electronic or mechanical, including photocopying, recording, video copying, or any information storage and retrieval system, is strictly prohibited by law. All rights reserved. Except as stated above, this Agreement does not grant you any intellectual property rights in the Software.

### Non-Transferable License

You may not permit other individuals to use the product except under the terms listed above. The Licensee may not sell, rent, lease, or otherwise transfer rights to the product. The

Licensee may not modify, translate, decompile, decrypt, extract, or create derivative works based on the product.

### **Disclaimer**

When images are mixed & matched, vendors do not guarantee that all designs created in Studio can be fabricated exactly like the rendering. While we have tried to be as accurate as possible with the details of each vendor image, we do not guarantee the names & sizes of these images. Please refer to the actual vendor catalog for exact specifications. Ultimately, you, the designer, are responsible for fabricating designs created in Minutes Matter Studio.

### **Termination and Indemnity**

Without prejudice to any other rights of the Licensor, this Agreement will terminate automatically if the Licensee fails to comply with its terms and conditions. The Licensee agrees to indemnify, defend and hold Licensor, its partners, affiliates, licensors, contractors, officers, directors, employees, and agents harmless from all damages, losses, and expenses arising directly and indirectly from your acts in using the Software.

## **System Requirements**

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### **Minimum Operating System**

**Hard Drive Space:** 50 MB Available

**Processor:** 600 MHZ (*Pentium III*)

**Memory:** 64 MB

**Video Card/Memory:** 16 MB

**Operating System:** Windows 98 or higher

**Screen Resolution:** The screen resolution must be set to a minimum of 1024 x 768.

Minutes Matter Studio will not install on a lower resolution.

**Notebook Computers:** Creating a rendering is more difficult when using a touch pad, therefore, an external mouse is needed to effectively drag & drop images.

### **Mac Users**

Studio is Mac compatible for computers which have an Intel processor and Parallels Desktop for Mac software. This will allow you to switch between Mac OS X/Leopard and Windows XP/Vista. Visit: <http://www.apple.com/getamac/everything-ready.html> to learn more.

## Buying a new computer

If your computer meets Studio's System Requirements, it is not necessary to purchase a new computer to use the Minutes Matter Studio Software. However, we often receive questions about what type of computer to purchase when users decide to upgrade. Below are our recommendations. Have fun shopping!

Now that you are a "Graphic Artist," you may want to consider purchasing a new computer that will handle graphics more efficiently. Graphic software programs have the ability to produce very large files sizes; text documents produce very small file sizes, so in the past you probably have not had the need for a computer with graphic capabilities. If your computer is more than three years old, consider purchasing a new computer in the near future.

## New computer recommendations

**Hard Drive Space:** 100 GB

**Processor:** 2.8 GHZ (*or more*)

**Memory:** 1GB (*or more*)

**Video Card/Memory:** 128 MB (*minimum*) - 256 MB (*better*)

**Operating System:** Vista Ultimate (*see requirements for Mac Users*)

**Monitor Size:** 19" Desktop Computer (*minimum*) and 15" (*minimum*) for Laptop computers. Working with small details is much easier with a larger monitor; you do not have to zoom in and out nearly as much. Also, you can set your screen resolution to 1280 x 1024 which allows you to view more workspace.

**Notebook Computers:** Instead of purchasing a desktop computer, consider purchasing a notebook with a docking station. This way when you are docked, you can use a large monitor and external keyboard. However, when you need to run out of the office, you can simply undock your computer and take it with you. When working with a notebook it is important to use an external mouse to effectively drag & drop images. Clicking and dragging images onto the workspace is more difficult when using a touch pad.

**Warranty:** We recommend an on-site warranty for your new computer. If something goes wrong with your computer, the technician will come to you instead of having to ship the computer back to the manufacturer.

**Where to purchase:** Wholesale Clubs can be a great place to purchase a computer since they offer a 90 to 180 day return policy. However, purchasing from a computer manufacturer, i.e., Dell or Gateway will allow you to customize your computer and add the on-site warranty and/or the docking station to your purchase.

## Installation Requirements

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You must be logged on as the Administrator to install Studio. Also, the monitor resolution must be set to a minimum of 1024 x 768. Minutes Matter Studio will not install on a lower screen resolution. For Windows XP, NT & 2000 change the screen resolution by clicking on the **Start Button** > click **Settings** > click **Control Panel** > click **Display** > click on the **Settings Tab** & change the **Screen Resolution** to at least 1024 x 768.

## Activate

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During your trial period, press the “Try Studio” button each time you open Studio. **The 30-day trial begins when you install Studio.** Once you have purchased the program, click the “Email Code” button to send us your unique Product Code. When we process your order and receive your Product Code, the office will email you an Activation Code. Enter this code then press the “Activate” button. Each company is entitled to two licenses. Each computer will produce a different/unique Product Code; therefore, both codes will be needed. If you only have one computer, you may activate one license and wait to activate your second license when it is needed. **NOTE:** You must be logged on as the Administrator during Activation.

The screenshot shows the Minutes Matter Studio activation interface. On the left, a grey sidebar contains the text: "Have fun designing!" with a pencil icon, "If you are still in the 30-Day trial period, simply press the TRY STUDIO button each time you open Studio. After the 30day trial period ends, you will need to purchase Studio to receive an Activation Code." The main white area features the "minutesmatter STUDIO" logo and a "FREE 30-Day trial" starburst. Below the logo are three input fields: "Days Remaining:" (with a sub-note "(The 30-day trial period begins at the date of installation)"), "Product Code:" (with the value "Unique Code" and a sub-note "(This code is needed to activate, after purchasing Studio click Email Code)"), and "Activation Code:" (with a sub-note "(Enter the Activation Code provided by the office, press Activate button)"). At the bottom are four buttons: "trial Try Studio", "email Email Code", "activate Activate", and "cancel Cancel". Annotations on the right side point to the "Days Remaining" field, the "Product Code" field, and the "Activation Code" field with the labels "Days Remaining Displayed Here", "Product Code Displayed Here", and "Enter Activation Code Here" respectively.

# Abbreviations

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## General

|                          |                    |                  |
|--------------------------|--------------------|------------------|
| Ga or Gath..... Gathered | J..... Jabot       | S..... Swag      |
| P or Plt..... Pleated    | Mt..... Mount      | Slv..... Sleeve  |
| R..... Ruffle            | P..... Panel       | T..... Tail      |
| B..... Balloon           | R..... Rosette     | TB..... Tie Back |
| Drap..... Drapery        | Ret..... Return    | V..... Valance   |
| H..... Horn              | RP..... Rod Pocket |                  |

## Size

|               |                    |                     |
|---------------|--------------------|---------------------|
| Ex..... Extra | XL..... Extra Long | Sht..... Short      |
| Lg..... Large | Med..... Medium    | SP..... Short Point |
| Sm..... Small |                    |                     |

## Position

|               |                  |            |
|---------------|------------------|------------|
| B..... Bottom | E..... End       | T..... Top |
| C..... Center | L..... Lead Edge |            |

## Doors & Windows

|                      |                        |                   |
|----------------------|------------------------|-------------------|
| A..... Arch          | DH..... Double Hung    | S..... Sliding    |
| AA..... Access Arch  | F..... French or Fixed | ST..... Slant Top |
| AE..... Arch Eyebrow | G..... Gothic          | T..... Transom    |
| AQ..... Arch Quarter | O..... Oval            | Q..... Quad       |
| C..... Casement      | R..... Round           |                   |

## Hard Treatments

|                          |                 |                       |
|--------------------------|-----------------|-----------------------|
| AB..... Aluminum Blind   | PS..... Pleated | V..... Vertical Blind |
| BCT.... Blind Cloth Tape | S..... Shutter  | WB..... Wood Blind    |

## Note

M?Fay Patterns, finial hardware & trims are listed by the number. PK represents Parkhill, MM represents Minutes Matter Instructional System & PM represents Pate-Meadows Designs.

## Hot Keys

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|                         |                   |                        |
|-------------------------|-------------------|------------------------|
| Save..... CTRL+S        | Undo..... CTRL+Z  | Group..... CTRL+G      |
| New ..... CTRL+N        | Redo ..... CTRL+Y | Ungroup .....CTRL+U    |
| Open..... CTRL+O        | Cut ..... CTRL+X  | Refresh Screen..... F5 |
| Duplicate..... CTRL+D   | Copy .....CTRL+C  | Print..... CTRL+P      |
| Select All ..... CTRL+A | Paste..... CTRL+V |                        |

## Studio Tour

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### Descriptions

Mouse over or hover over any icon or tool to display image specifications or descriptions. Button descriptions will also display in the bottom left corner of the program.

### Images

Studio's images are related to actual room measurements. The size of images can be changed by typing the measurement in real world sizes. For instance, when a window measures 36" x 72", these are the dimensions you would type in the program. No conversions are necessary! Studio's Elevation page default scale is 1" = 20". Studio's Space Planner default scale is 1" = 48"; however, the scale can be altered which will be discussed later.

### Time Saver

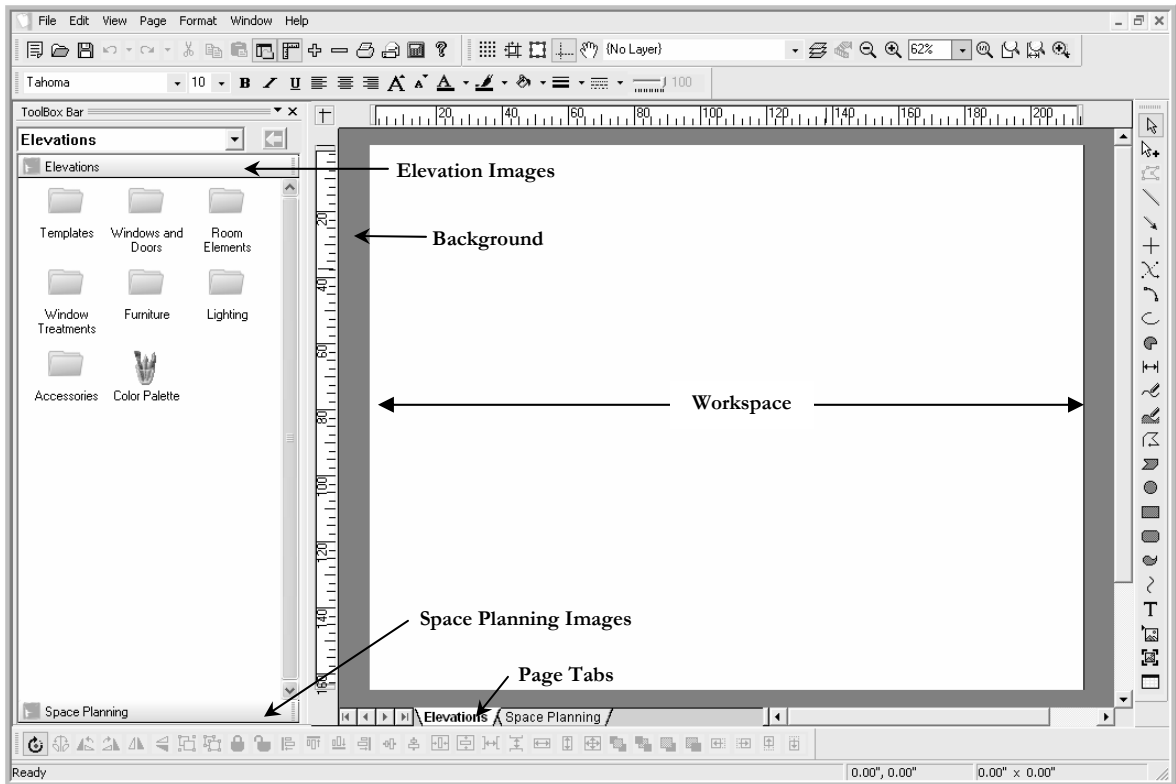
Speed up the design process by using hot keys to access features & functions faster. Use CTRL+Z to undo the last action, CTRL+S to save & CTRL+P to print. A list of all hot keys is located above, as well as inside the Menu Bar.

### Saving Designs

As soon as a new file is opened, press CTRL+S or click **File** > select **Save** > locate "My Studio Designs". It is important to spend time setting up a comprehensive filing system to store Studio renderings, fabrics, & downloadable files (*see Filing, Saving, & Emailing – Creating Your Filing System.*) Every file that refers to Studio should be placed inside of "My Studio Designs" folder, then locate the appropriate subfolder. Press CTRL+S often while designing to continually save the latest updates.

## Workspace

When Minutes Matter Studio is opened, the white rectangle in the center of the screen is referred to as the workspace or paper size; all renderings are created in this space. The gray area is referred to as the Background. When designing, all objects must fit within the workspace in order to print. Any object that touches the gray background will not print correctly. The screenshot below provides a description of the workspace which will be discussed throughout this manual.



## Remember

Remember to design inside your workspace. Objects that touch the gray background will not print properly.

## Studio versions

---

Minutes Matter understands that sometimes it is the little things that make the biggest impact. Our products & services are based on that concept. We do everything we can to make your experience with us an extraordinary one! That's why we offer a variety of ways to purchase Studio. This allows us to meet your needs & your budget! Then when you're ready, you can upgrade at any time. *(Current pricing is available on our website.)*

## Differences between versions

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### Studio Planner

Studio Planner is a floor planning software program which allows you to move furniture with a click of a button! Simply drag & drop images to see where to place furniture in your room setting. All images are rendered to scale & are filled with a neutral color to make illustrating even faster! If you desire, you have the option to change the colors or even add fabrics to the space planning images.

### Studio 2.0

Create beautiful window treatment illustrations to scale using Studio 2.0. Now every detail of the design can be evaluated before fabrication begins, including color & fabric selection. With a computerized rendering of the treatment, alterations & design concepts can be quickly developed without the costly expense of redrawing the treatment by hand or creating a mock up in the workroom.

### Studio Lite

Studio Lite is a subset of Studio 2.0 which includes all the core functionality needed to design window treatment renderings. Studio Lite is an affordable, creative environment, designed to support users as graphic skills are developed. To create more advanced renderings, Studio 2.0 would be the recommended version since Studio Lite does not include fabric, layers, transparency or the skew/perspective features.

## **Studio Design**

Studio Design allows you to create custom window treatment illustrations (*Studio 2.0*) & design floor plans (*Studio Planner*) all while working within a single program. Explore the endless possibilities of digital renderings tailored for your specific needs. This computer program maximizes the design process, saves hours of time during consultations, and eliminates costly communication errors!

## **Studio Design Suite**

Studio Design Suite allows you to create custom window treatment illustrations (*Studio 2.0*), design floor plans (*Studio Planner*), and immediately quote the treatment during a consultation using QuickBooks & Quoting 7.1! We make it easy to consolidate your estimating & accounting processes in your existing QuickBooks program. Design a treatment in Studio, and then use QuickBooks & Quoting 7.1 to determine the yardage & create your estimate!

## **Modules**

Mix and match to suit your business needs! Additional images can be added to your existing 2.0 program. Modules will include Living Room Furniture, Bedding Basics, Bedding Advanced, etc. Visit our website to view a list of all the available modules.

## **Learn more**

Visit our website at [www.minutesmatterstudio.com](http://www.minutesmatterstudio.com) to watch the video clips & learn more about this impressive program!

## **Note**

After your trial period ends, certain features within the program may disappear depending on which Studio version you purchase. This manual discusses every feature within the program so you can use all of Studio's capabilities during the trial period.

## **Payment Plan**

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There has never been a better time to make such a wise investment for your company! The Payment Plan allows you begin implementing Studio into your business immediately - then pay for it over time with three low installments that are easy to fit into your budget. Since you will be closing more sales, Studio can actually pay for itself before your last installment is due! To learn more, visit [www.minutesmatterstudio.com](http://www.minutesmatterstudio.com).

# Using Toolbars

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## Top Toolbars

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### Document Bar

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**New (CTRL + N)** – Press to start a new drawing.



**Open (CTRL + O)** – Press to open a drawing.



**Save (CTRL + S)** – Press to save a drawing.



**Undo (CTRL + Z)** – Press to undo last action.



**Redo (CTRL + Y)** – Press to restore an action that was undone.



**Cut (CTRL + X)** – Press to remove & save a selected object to be used at another time.



**Copy (CTRL + C)** – Press to copy a selected object so that it may be used at a later time.



**Paste (CTRL + V)** – Paste the copied object into the current document.



**Toggle Toolbox** – Press to toggle Toolbox on or off. This displays or removes the Toolbox on the left side of the workspace.



**Toggle Rulers** – Press to toggle rulers on or off. This displays or removes rulers around the workspace.



**Add New Page** – Press to add new page(s) to current document. Select Elevations or Space Planning then press OK.



**Remove Page** – Press to remove a page(s) in current document.



**Print (CTRL+P)** – Press to print drawing on screen.



**Email Us** – Press to email technical support questions to the Minutes Matter staff.



**About** – Press to display the software version being used.

## Graph & Guideline Tools

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**Graph Paper** – A series of lines that are used to precisely align & position objects on workspace; default = 5" per block. When designing, Graph Paper can be toggled on & off by pressing & depressing the **Graph Paper** button.

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**Snap to Graph Paper** – When pressed, objects snap to the closest Graph Paper line.

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**Snap to Object** – When pressed, one object snaps to the next closest object.

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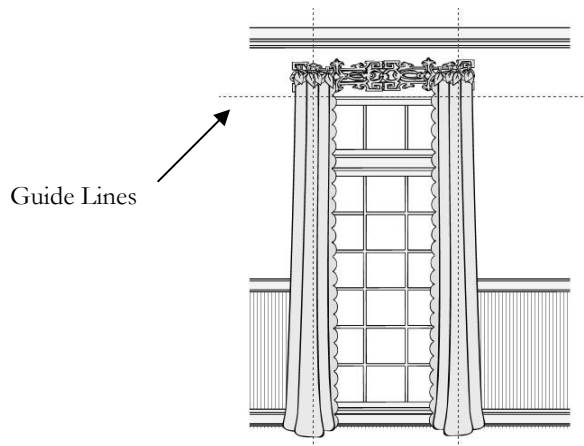


**Guide Lines** – Guidelines are used to reference points on the screen. When designing, Guide Lines can be toggled on & off by pressing & depressing the **Guide Lines** button. *(To permanently remove the Guidelines, follow steps below to add or remove Guidelines.)*

**Adding Guide Lines:** To drag a Guide Line onto the workspace, move the cursor near the inside edge of the Ruler Bar *(closest to the workspace)*; the cursor will turn into a double arrow. Click, hold & drag the Guide Line onto the desired area of the workspace.

**Deleting Guide Lines:** To delete a Guide Line, right click on the **Guide Line** > select **Guide Line** > select **Delete Guide Line**.

**Tip:** Before adding a treatment, use Guide Lines to reference the sides or the top of the window. These lines are visible only on the screen; Guide Lines will not print.



**Auto Pan** – Select the tool then click, hold & drag the mouse to control which part of the drawing is visible on the workspace.

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## Layer Tools

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Using Layers provides flexibility when organizing, displaying & editing designs. Divide a drawing into multiple layers; each layer will contain a portion of the drawing's content. For example, create a layer called Trim, Workroom Specs or any other group that would be helpful in the design, and then assign certain objects to the appropriate layer. Once the trim is assigned to a layer, you can hide the trim to increase the drawing speed and make manipulating the remaining images much easier. The following screen shot demonstrates the various layers that were created in a rendering.

View the Tutorial for video demonstration of using the Layers feature.

Creating Layers is an advanced tool. When designing, using Layers is an optional feature & is not required.



**Layers** – To set Layers, click on the **Layers** button > click **New** > click **Rename** & type in an appropriate name such as Wall Layout, Design, Furniture, Hardware, Trim, Text & Workroom Specs.

When using Layers it is best to assign the layers in the order the design is being created. Activate the Layers feature by creating a new layer; every object brought onto the workspace will be assigned to that layer. Start building a design with the Wall Layout. This layer would include items such as molding, windows, doors & floor. Next create a second layer called Design & begin adding window treatments; continue adding layers as needed.

**Reassign Layers:** Select the object or images then click on the Layers down arrow (*see above screen shot*) to select a new layer from the drop down menu.

**Showing & Printing Layers:** Once layers have been created, click on the Layers button > uncheck the Visible box on a layer such as Furniture & Accessories > press OK. Now all of the objects assigned to the Furniture & Accessories layer will disappear. Follow the same steps to check the Visible box again; the Furniture & Accessories will reappear. Decide what Layers will be printed by following the same steps. For example, a design can be printed with or without trim.

## Image List

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**Image List** – Displays a list of all images that are used on the workspace (*use this list to determine image names; e.g., item number or name after the image is placed on the workspace.*) This list is also used to locate an image that has been protected from “selection” (*see Fundamentals – Protecting Images.*)

**Print List:** The Image List can also be printed & placed in the client’s file by pressing the Print Button. **Note:** Images that are grouped will not be individually displayed. The name & caption will display “Group”.

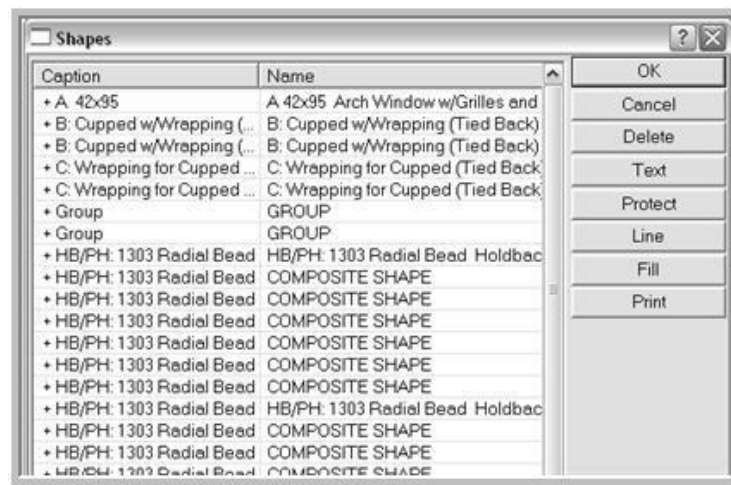


Image List – Displays all images used in design

## Zoom Tools

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Change the view of a drawing by zooming in to get a closer look or by zooming out to see more of the drawing. Zoom tools do not affect the size of objects or how the page will print. These tools only affect the viewing size displayed on the screen. It is the same effect a magnifying glass has on an object.



**Zoom -25%** – Each click zooms out/farther 25%



**Zoom +25%** – Each click zooms in/closer 25%.



**Set Scale 100%** – Resets zoom scale to 100%.



**Zoom to Fit Page** – Zooms out to show entire page.

---



**Zoom to Fit Page Width** – Zooms out to show full width of page.

---



**Zoom Within Rect. (Rectangle)** – Select the tool (*mouse will turn into a magnifying glass*) then click, hold & drag the dotted box around desired area.

**IMPORTANT:** Zoom Within Rect. must be deselected after use. To deselect, click on the Zoom Within Rect. button again.

## Format Tools

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**Bold** – Select the text, press Bold to **bold** text.

---



**Italic** – Select the text, press Italic to *italicize* text.

---



**Underline** – Select the text, press Underline to underline text.

---



**Left Align** – Select the text, press Left Align to **align text to the left**.

---



**Center Text** – Select the text, press Center Text to **center the text**.

---



**Right Align** – Select the text, press Right Align to **align text to the right**.

---



**Increase Font** – Select the text, press Increase Font to **enlarge** the size.

---



**Decrease Font** – Select the text, press Decrease Font to **reduce** the size.

---



**Font Color** – Select an object, click **Font Color** down arrow > click **More Colors** > **Custom** > click & drag the mouse around the color palette to choose any color from the RGB scale. Once a hue is selected, use the sliding scale to make the color lighter or darker. Press **OK** to return to the workspace.

---



**Line Color** – Select a line or object, click **Line Color** down arrow > click **More Colors** > **Custom** > click & drag the mouse around the color palette to choose any color from the RGB scale. Once a hue is selected, use the sliding scale to make the color lighter or darker. Press **OK** to return to the workspace.



**Fill Color** – Select an object, click **Fill Color** down arrow > click **More Colors** > **Custom** > click & drag the mouse around the color palette to choose any color from the RGB scale. Once a hue is selected, use the sliding scale to make the color lighter or darker. Press **OK** to return to the workspace.



**Line Width** – Select a line or object, press **Line Width** to change the thickness of the outline. Select **None** to remove the outline from an object (*this will not remove lines from an image.*)



**Line Style** – Select a line, press **Line Style** to choose the type of outline; ex: dotted, dashed, solid.

## Transparency



**Transparency** – Applying transparency will change the opacity of an object; this tool is used for sheer fabrics & making the glass in a window transparent.



**Transparency Tool** – Move sliding bar or type the percentage value

**Apply Transparency to Entire Object:** To make the entire object transparent, select the object & slide the Transparency Bar to set the value of the transparency or type the value into the Transparency Box. The smaller the transparency value, the more the object will appear sheer.

**Apply Transparency to an Individual Piece:** By default, Studio applies the transparency to both the fill & the outline. However, the transparency can be applied only to the object's fill, while leaving the outline solid. The same can be done for the glass inside windows or doors. To make an individual part transparent, **select the object**, such as a window > **right click** > select **Image Components** > select the **Glass** text > press the **Fill** button > **slide the transparency bar to approximately 30%** > press **OK**.

**Remove Transparency:** If there is no longer a desire to have an object be transparent, select the object & set the transparency value back to 100%.

---

Use the Transparency feature to trace around an object to create your own custom shape. This feature is also ideal when designing on a photograph that is not a straight on view. Making the images transparent allows the alignment of the treatment to be verified on the photograph. Once the desired shape has been traced or the correct alignment has been achieved, return the transparency value back to 100%.



Trace around objects



Verify alignment

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## Side Toolbar

**IMPORTANT:** When drawing custom shapes it is important to remember that only tools with green icons can be filled with color.

---

## Select Tools

Before an object can be edited, it must be selected. Select either an individual object or multiple objects. When an object is selected, green edit points will appear to indicate that the object can be filled with fabric, made transparent or the size may be altered.



**Select** – Click on an object by using the Select tool.

**Tip:** When the Select Tool is activated, multiple objects can also be selected by holding down the Shift key while clicking on each object.



**Select Multiple Objects** – Press the Select Multiple Objects tool then click on each object. These objects can then be grouped or moved at the same time.

## Edit Points

---

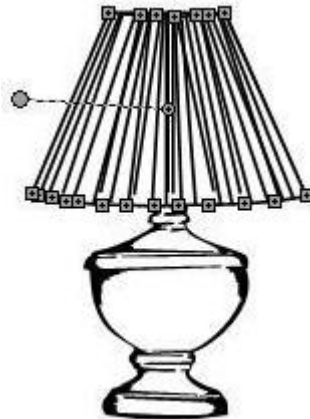
Objects can be manipulated by moving Edit Points. Edit Points are tiny green squares that display along the object's outline. Changing the position of the Edit Points allows a shape to be finely tuned. Free Line, Free Close Line, & Polygon can be edited. Studio Images cannot be edited with the Edit Points tool.



**Edit Points** – Single click on an object, press Edit Points; green squares appear around the object. Edit Points can be repositioned by clicking, holding & dragging the Edit Point. Zoom in on an object when working with Edit Points.

**Add Edit Points:** Additional Edit Points can be added by holding down the Ctrl key while single clicking on the outline.

**Delete Edit Points:** Delete Edit Points by holding the Ctrl key while single clicking on the existing edit points.



The lampshade was drawn with the Polygon Tool

## Line Tools

---



**Line** – Select the tool then click, hold & drag on the workspace to draw a line. Release the click to end the line.



**Arrow Line** – Select the tool then click, hold & drag on the workspace to draw a line with an arrow on the end. Release the click to end the line.

**Tip:** To draw a straight line, press the Shift Key while dragging the line across the page.



**Straight Line** – Select the tool then click, hold & drag on the workspace to draw a perfectly straight vertical or horizontal line. Release the click to end the line.

## Callout Tools

---

The Callout Tool is used to draw attention to details or point out instructions for fabrication. When this curved line is drawn, one end will point to an area of the treatment & the other end of the curve can display text describing the detail. This tool is also very useful to add additional gather lines when more fullness is needed.



**Callout Tool** – Select the tool then click, hold & drag diagonally on the workspace to create a curved line, drawing attention to specific details on designs. Release the click to end the shape.



Sculptured tieback  
w/welting and beads  
along bottom edge

## Drawing shapes with curves

---

These tools can be used when creating a custom arch, scallop or to add more gather lines. These shapes can also be stretched to create a half circle or an elliptical arch.



**Arch** – Select the tool then click, hold & drag on the workspace to create an arched line. Release the click to end the shape.



**Pie** – Select the tool then click, hold & drag on the workspace until an ellipse is drawn. Once the click is released, a line will appear that goes from the center of the circle to the cursor. Click on the right side & pull the line to the left side (*the line appears to be erasing.*) Click the left side to end the shape.

**Tip: This shape can be filled with color.**

**Note:** When any of these shapes are selected, the shape can be adjusted by dragging the yellow edit points.

## Dimension Tool

---

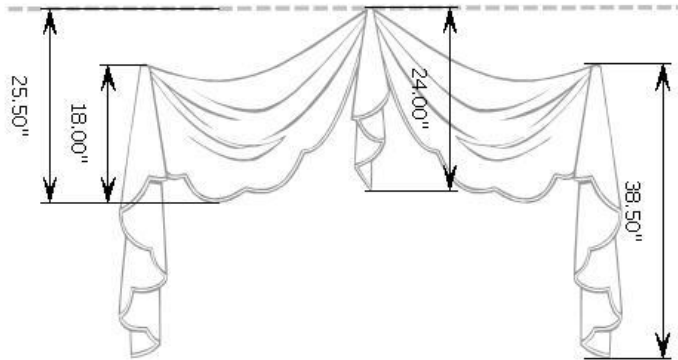
The Dimension Tool is essential when creating scaled renderings. This tool has infinite possibilities. For example, use the Dimension Tool to determine short points, long points, mounting height, width & drop of a swag, length of a jabot, distance between windows & the height from floor to ceiling, just to name a few.



**Dimension Tool** – Select the tool, press the **Shift Key**, click, hold & drag on the workspace to draw a vertical or horizontal line. Release the click to end the line; the dimension will instantly display. **Right click** on the Dimension Line to type in the exact width or height.

**Tip:** When drawing a horizontal Dimension Line, draw left to right. Opposite direction will result in an inverted dimension. For a vertical Dimension line; draw top to bottom.

**Rounding Numbers for the Dimension Line:** The Dimension Line has been set to round to the nearest .25 inch. For example, if you type 4.46" the Dimension Line will round up to 4.50".



Dimension Tool – Displaying different dimensions on top treatment

## Drawing custom shapes

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Create any desired shape by drawing with the following tools. These tools are often used to create objects such as tables, chairs, slipcovers, lighting, custom accessories & floral arrangements. The only limit to these tools is your imagination!



**Free Line** – Select the tool then click, hold & drag on the workspace to create a free formed line. Release the click to end the line. This tool resembles drawing with a pencil.



**Free Close Line** – Select the tool then click, hold & drag on the workspace to create a free formed line. Release the click to end the shape.

**Tip:** When drawing, a straight line will extend to the pencil; this tool joins the start & the end creating a shape that can be filled with color.



**Polyline** – Select the tool then click on the workspace, continue clicking to create the desired shape. Double click to end the shape. Edit Points will be made at each click.

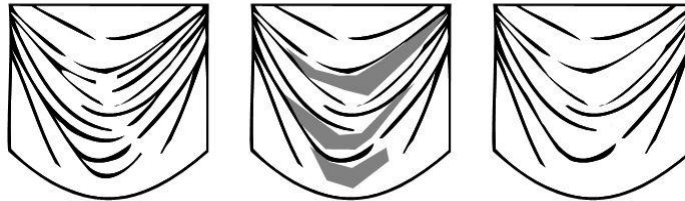


**Polygon Tool** – Select the tool then click on the workspace, continue clicking to create the desired shape. Double click to end the shape. Edit Points will be created at each click.

**Tip:** When drawing, a straight line will extend to the cursor; this tool joins the start & the end creating a shape that can be filled with color.

The Polygon Tool is the most popular drawing tool. This tool can be used to draw banding, trace objects on a photograph or can be used to alter Studio images.

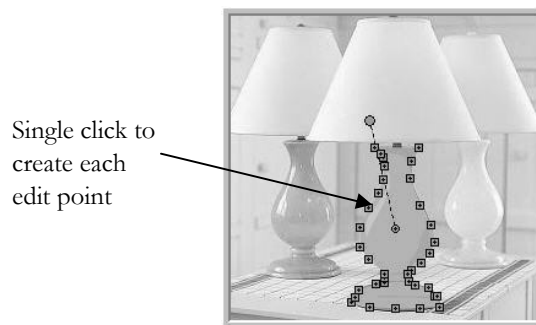
**Edit Studio Images with Polygon Tool:** Below is an example of using the Polygon Tool to edit a Studio Image. Draw a rough shape over some of the existing fold lines to remove fullness. Once the shape has been drawn, remove the outline. Continue this process to remove as many fold lines as needed. The below screen shot shows the difference this technique has made. This technique can be used with images that have been filled with fabric; however, the repeat may be interrupted. The Polygon shapes in the center image have been filled with gray for illustration purposes.



Original Studio image (left), polygon tool shapes on image (center), corrected image (right)

**Trace Photographs:** The Polygon Tool was used to trace around the photograph of the lamp. Add artistic touches by adding highlights & shadowing. With a little practice this tool can expand your creativity.

**Tip:** Practice drawing around objects in a photograph. This is a great way to become familiar with this tool.



Polygon Tool – Tracing around an object

## Drawing basic shapes

---

These tools are used to quickly draw basic shapes. These shapes can be used to create a wall that will fill with color, floors that can be filled with a wood texture & custom picture frames.



**Circle** – Select the tool then click, hold & drag on the workspace to create a circle. Release the click to end the shape.

**Tip:** This shape can be filled with color.



**Rectangle** – Select the tool then click, hold & drag on the workspace to create a rectangle. Release the click to end the shape.

**Create a Square:** To create a perfect square, hold the Shift Key down while drawing with the Rectangle tool.

**Tip:** This shape can be filled with color.



**Round Rectangle** – Select the tool then click, hold & drag on the workspace to create a rectangle with rounded corners. Release the click to end the shape.

**Create a Square:** To create a perfect square with rounded corners, hold the Shift Key down while drawing with the Round Rectangle tool.

**Tip:** This shape can be filled with color.



**Close Bezier Line** – Select the tool then click on the workspace. Continue clicking to create the desired shape. Double click to end the shape. Edit Points will be made at each click.

**Tip:** When drawing, a straight line will extend to the cursor; this tool joins the start & the end creating a shape that can be filled with color.



**Bezier Line** – Select the tool then click on the workspace. Continue clicking to create the desired shape. Double click to end the shape. Edit Points will be made at each click.

**Tip:** This tool is used to create a curved line.

## Text Tool

---

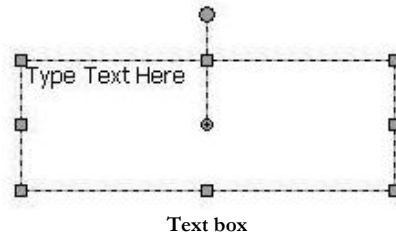
Use the Text Tool to add important information to the rendering. This information would include workroom specifications, company information & copyright symbol.



**Text Tool** – Select the tool then click, hold & drag on the workspace to create the desired Text box size. Double click inside the Text box (*a cursor will appear*), and type desired information.

**Tip:** Use the formatting tools to change the font style, bold, color or align the text. Formatting will be displayed after deselecting the Text box; click out of the Text box to deselect.

Formatting tools will apply to all of the text inside the Text box. Multiple text boxes will need to be created if different formatting styles are desired.



## Import Image

---



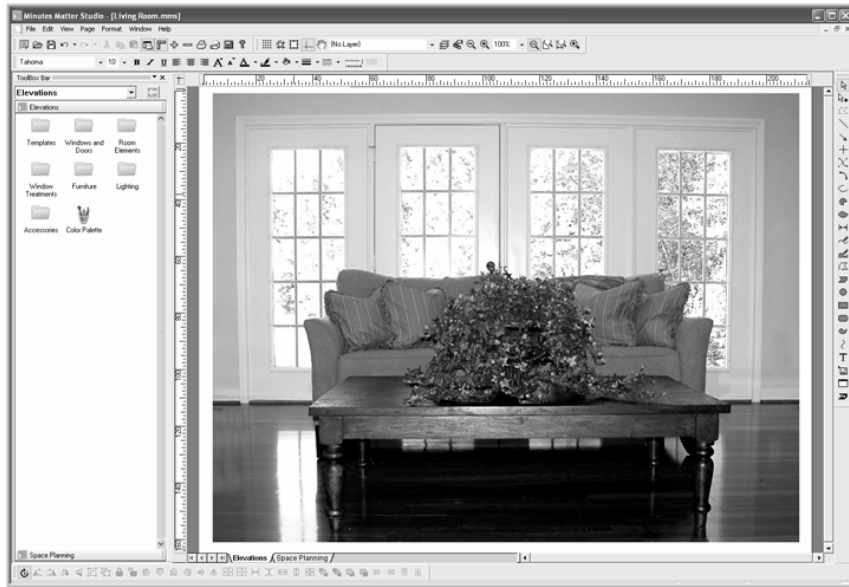
**Import Image** – Select the **Import Image** button > **click on the upper left corner of the workspace** > an **Import Dialog Box** will appear; select a .jpg, .bmp, .gif, .ico, .png, .wmf or .emf file (*locate photographs that have been taken with a digital camera and saved to your computer*) & press **Open**.

Remember, the image must fit inside the workspace in order to print. Minor size adjustments can be made if necessary to fit on the page. Any image that touches the gray background will not print correctly.

**Tip:** Decrease the photograph size enough that a white margin surrounds the photograph.

**Center Image:** Move the mouse inside the image (*under the cursor a crosshair with arrows will appear*) > click, hold & drag the image into the center of the workspace.

To learn more about setting the drawing scale in the photograph & protecting the image, please refer to the Photograph chapter in this manual.



Importing an Image – Photograph centered on page (white workspace)

## Photo Clip

---

Use the Photo Clip tool to place an image behind an object in a photograph. For example, a drapery panel can appear to be behind the couch.



**Photo Clip** – Before placing images on the photograph, select **Photo Clip** tool > **single click** around the object which needs to be moved, continue clicking to trace around the image entire object > **double click** to end the process. Edit Points will be created at each click. After ending the process, a duplicate image will be created. Drag over the desired window treatment images > select the **duplicate image** (*sofa*) > press the **Bring To Front** button on the bottom toolbar.

To learn more about the Photo Clip tool, please refer to the Photograph chapter in this manual.

## Insert Table

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Use the Insert Table tool to create a proposal with a cost chart, a signature line or to display a list of fabric names & colors.



**Table** – Select the tool then click, hold & drag on the workspace to create the desired Table size > a Table Dialog Box will appear; type in the desired number of Columns & Rows > press OK.

**Alter Text:** Double click on the text inside the Table & type desired information.

|   |                   |
|---|-------------------|
| Fabrication Labor                                     | \$2,200.00        |
| Lining  | 800.00            |
| Interlining   | 950.00            |
| Hardware  |                   |
| Sarkis F104 finials,<br>poles, brackets and rings     | 431.00            |
| Installation  | 300.00            |
| <b>TOTAL</b>  | <b>\$4,681.00</b> |
| Please sign and return with a down payment of \$2340. |                   |
| Signature   | Date              |

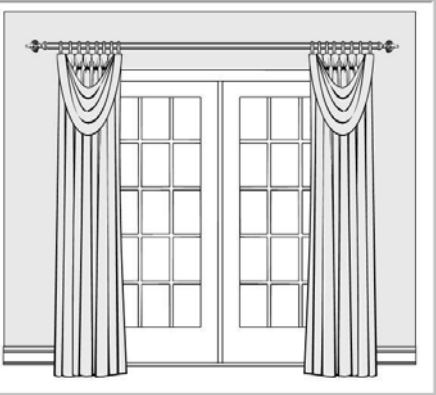


Table – Used to create a simple estimate

## Bottom Toolbar

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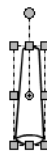
### Rotate Tools

---

Studio allows an image or custom shape to be rotated to any desired degree. However, the Rotation Tool does not apply to imported photographs or logos.



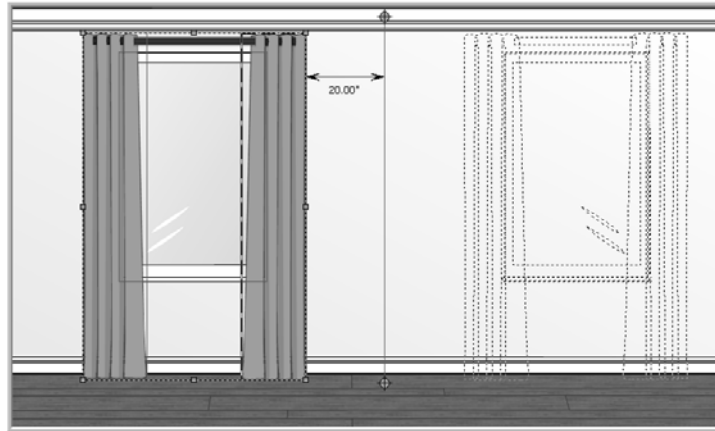
**Free Rotate** – Select an object; notice a rotation handle appears at the top of the object. Hover the mouse over the round circle to change the cursor to a circular arrow. Click, hold & drag the circle to rotate the object to any desired degree. Release the mouse click to stop rotation. If the rotation is too extreme, press CTRL+Z to undo the rotation. Display or remove the rotation handle by selecting the object, and then toggle the Free Rotate button on or off.



Free Rotate – Use top handle to rotate any image



**Free Mirror** – Select or group desired objects to be mirrored > press the Free Mirror button > click, hold & drag the red center line to the desired half way point > hover over any edit point surrounding the original object, your cursor will change to twin rectangles > press the CTRL key while clicking & dragging the edit point to the side > release the click and the mirrored image will automatically be positioned.



To learn more about the Free Mirror tool, please refer to the Fundamentals chapter in this manual.



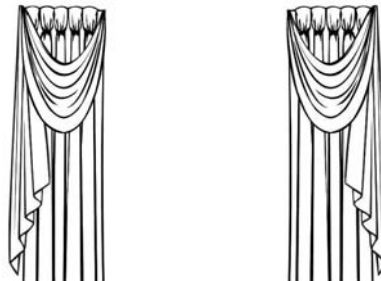
**Rotate Left** – Press to rotate the selected object to the left in 90° increments.



**Rotate Right** – Press to rotate the selected object to the right in 90° increments.



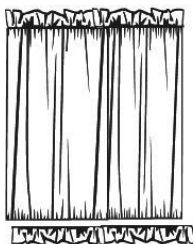
**Flip Horizontal** – Press to flip the selected object from left to right or right to left.



**Flip Horizontal** – Create one side of treatment then duplicate & flip to produce a right side



**Flip Vertical** – Press to flip the selected object from top to bottom or bottom to top.



Flip Vertical – Create the top ruffle then duplicate & flip to produce bottom ruffle

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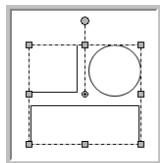
## Group & Ungroup

---



**Group (CTRL+G)** – Select two or more objects, press Group to treat the objects as a single unit. This allows the same fill to be applied, the size to be adjusted or objects to be moved together.

**TIP:** When shapes are grouped, all objects have combined Edit Points.

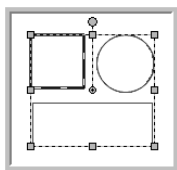


Group – Three objects grouped



**Ungroup (CTRL+U)** – Select one or more grouped objects, press Ungroup to break the combined objects apart.

**TIP:** When shapes are ungrouped, each object has separate Edit Points.



Ungroup – Three objects selected ungrouped

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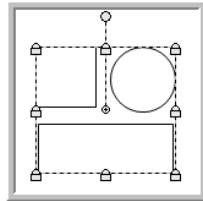
## Lock & Unlock

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**Lock** – Lock objects to prevent objects from moving. When designing, it is a good idea to lock objects such as baseboards or windows. Locked objects can be filled & deleted.

**Tip:** Shapes that are locked will have small pad locks surrounding the objects when selected.



Group – Three objects grouped



**Unlock** – Unlocks locked objects. Objects can then be freely moved.

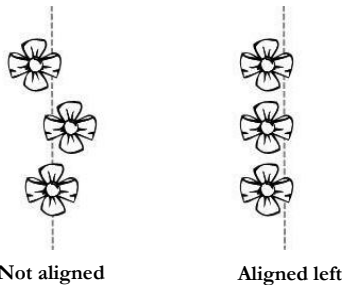
## Alignment Tools

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Use the alignment tools to quickly position objects in relation to other objects on the page. The alignment is determined by the order of selection. For example, select three objects by drawing a box around them. The last object in the box selected will be the reference point for aligning when Align Left is pressed. When objects are selected individually, the last object selected will be the reference point for the alignment.

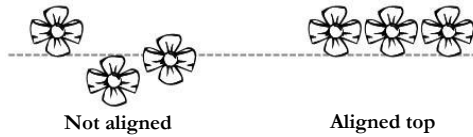


**Align Left** – Select two or more objects, press Align Left to have **objects align to the left edge**.

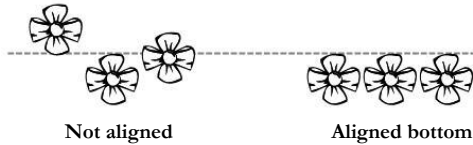




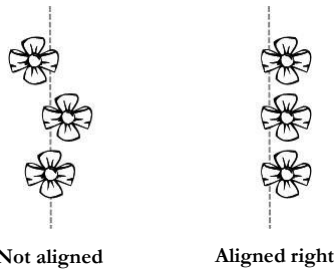
**Align Top** – Select two or more objects, press Align Top to have **objects align to the top edge**.



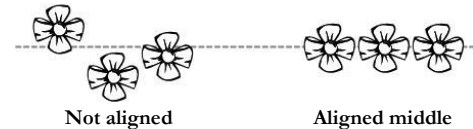
**Align Bottom** – Select two or more objects, press Align Bottom to have **objects align to the bottom edge**.



**Align Right** – Select two or more objects, press Align Right to have **objects align to the right edge**.



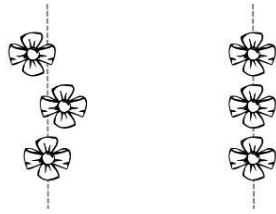
**Align Middle** – Select two or more objects, press Align Middle to have **objects align to the horizontal center**.





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**Align Center** – Select two or more objects, press Align Center to have **objects align to the vertical center**.



Not aligned

Aligned center



---

**Center In Page (Horizontal)** – Select two or more objects, press Center In Page (Horizontal) to center objects **evenly from the left & right side of the page**.



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**Center In Page (Vertical)** – Select two or more objects, press Center In Page (Vertical) to center objects **evenly from the top & bottom of the page**.

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## Spacing Tools

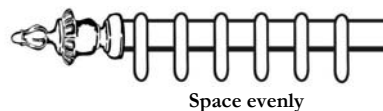
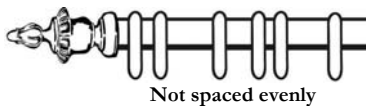
Use these tools to quickly space objects according to other objects on the page.



---

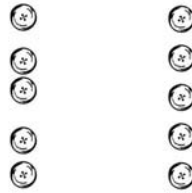
**Space Across** – Press to create even, horizontal spacing between selected objects. Three or more objects must be selected to activate this tool.

**Tip:** Use this tool to space rings on a pole. Place the first & the last ring at desired location on the pole > select all the rings > then press **Space Across** button > press **Align Top** button.





**Space Down** – Press to create even, vertical spacing between selected objects. Three or more objects must be selected to activate this tool.



Not spaced  
evenly

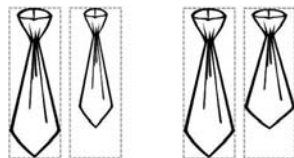
Spaced  
evenly

## Sizing Tools

Use these tools to quickly adjust the size of objects in relation to other objects on the page. The size is determined by the order of selection. If objects are selected one at a time, the last object selected will be the reference point for sizing. When these tools are used, the sizing corresponds to the perimeter of the edit point box. For example, if you have two images grouped and then use the same width, same length, or same height tools, then the third image will match the size of both of the images which are grouped.



**Same Width** – Select two or more objects, press **Same Width** to adjust width to be the same.

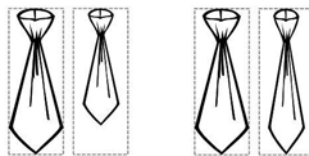


Not the  
same width

Same width



**Same Height** – Select two or more objects, press **Same Height** to adjust height to be the same.

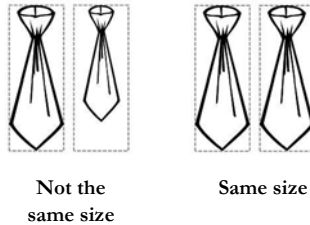


Not the  
same height

Same height

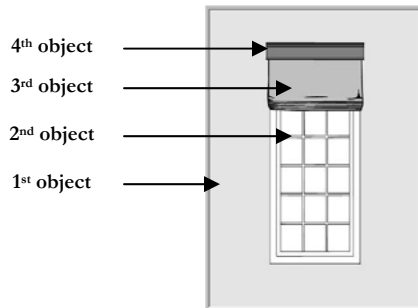


**Same Size** – Select two or more objects, press **Same Size** to adjust width & height to be the same.

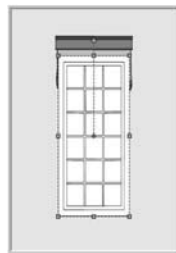


## Order of objects

All Studio designs have an order in which they are drawn. For example, the wall is the first object in the stacking order, the window is the second object in the stacking order, the roman shade is the third object in the stacking order & the cornice is the fourth object in the stacking order. The following buttons allow the order of these objects to be changed. These tools are used if an image appears “lost” behind a photograph or wall. Simply select the photo or wall and press **Send to Back** to locate the “lost” image.



**Bring to Front** – Select an object, press **Bring Forward**. This moves the object to the very top of the stack.



Select window & press **Bring to Front**



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**Send to Back** – Select an object, press **Send to Back**. This moves the object to the very bottom of the stack.

**Caution:** This button sends objects to the very back of all other objects. For example, objects on top of a photograph can “disappear” when **Send To Back** is pressed; the object goes behind the photograph. Press CTRL+Z to undo the **Send to Back**.



Select window & press Send to Back (*notice window “disappears” behind wall*)



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**Send Forward** – Select an object, press **Bring Forward**. This moves an object **up one place in the stacking order**. Continue pressing the **Bring Forward** button to move the object forward one position at a time until the desired location is obtained.



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**Send Backward** – Select an object, press **Send Backward**. This moves an object **down one place in the stacking order**. Continue pressing the **Send Backward** button to move the object back one position at a time until the desired location is obtained.

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## Nudge Tools

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**Nudge Left** – Press to move the selected object to the **left in micro increments**. Use arrow keys on the keyboard to move in larger increments.



**Nudge Right** – Press to move the selected object to the **right in micro increments**. Use arrow keys on the keyboard to move in larger increments.



**Nudge Top** – Press to move the selected object **up in micro increments**. Use arrow keys on the keyboard to move in larger increments.



**Nudge Bottom** – Press to move the selected object **down in micro increments**. Use arrow keys on the keyboard to move in larger increments.

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# Filing, Saving & Emailing

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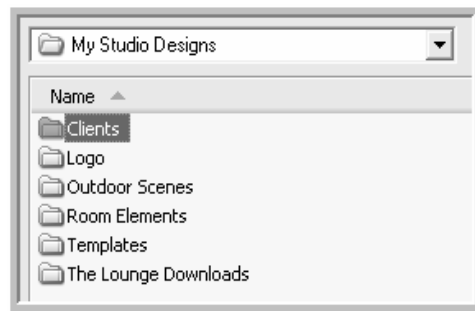
## Creating your filing system

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It is important to spend time setting up a comprehensive filing system to store Studio renderings, fabrics & downloaded files. It will be of little value to spend time creating renderings if they cannot be located. Every file that refers to Studio should be placed inside of “My Studio Designs” file folder.

To save a file, select **File** > select **Open (CTRL+O)** > under “**My Documents**” locate “**My Studio Designs**” > locate the appropriate subfolder to store your file. In the “Clients” folder create subfolders of your clients’ last names. Fabric samples should be saved under the appropriate client folder.

**Create a New Folder:** To create a new folder, simply click on the **New Folder** icon & type a name.



Create a filing system under “My Studio Designs”

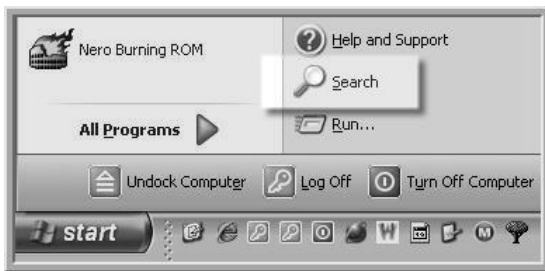
## Saving & finding lost files

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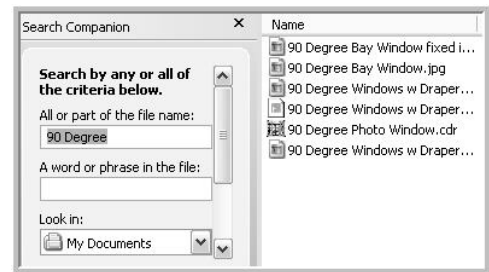
When starting a new design, press **Ctrl +S** or click **File** & select **Save** > locate “**My Studio Designs**” & save the design into the appropriate subfolder. It is very important to save all Studio files inside of “**My Studio Designs**”.

Be sure to press **Ctrl +S** (*Save*) often while designing. This will **continually save** the latest update for your design.

When you are unable to locate a file or design, more than likely, it was saved somewhere other than inside **“My Studio Designs”** folder. Click the **Start** Button > select **Search** > select **All files & folders** > type in a word of the file name > under **Look In**, select either **“My Documents”** or **“My Computer”** > click the **Search** button to begin the search.



Search for a lost file



Entering search criteria

## Opening saved files

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**IMPORTANT:** Open a saved/existing file. When your program contains the space planning images, two pages will appear in the document: Tab 1: Elevations & Tab 2: Space Planning. When the file is first opened, the **page tab will default to the first page of the document**. For example, if you have created a floor plan, the Elevation page will be blank because you did not create your illustration on that page. Click on the Space Planning Tab to view your illustration.

## Exporting & emailing designs

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To email a Studio design to a client, the file must be exported prior to emailing. Studio files (*.mms files*) are proprietary files that will only open inside Studio; in other words, a person must have Studio installed on their computer to open a *.mms* file. Therefore, do not email a Studio file (*.mms*) to a client; the file must be exported in a *.jpg* format. A *.jpg* is a safe, universal format that any computer user can open.

## Export a Design

Open the client's rendering (*.mms file*) > click **File** > click **Export** > select **.jpg as file type** > press **Save** > a screen will pop-up, choose **medium quality** to export. To email multiple pages, you must export each page separately.

## Export Options

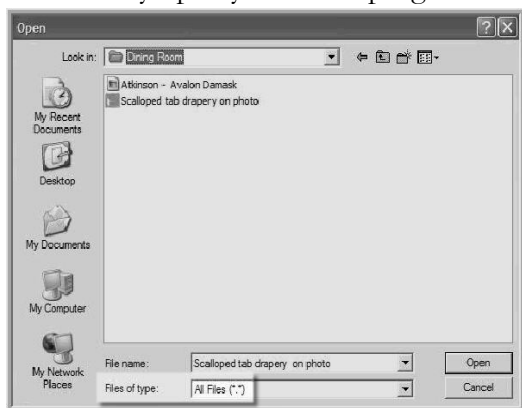
Selecting the “quality” changes the pixels and the size of the file. Low quality (96 DPI) is for screen viewing only and creates the smallest file size. Medium quality (150 DPI) creates a small file that is good when emailing a design to a client. High quality (300 DPI) should be used when the design will be printed for a presentation. Very high quality (600 DPI) should be used when the rendering needs to be enlarged for signs or posters.

## View All Saved Files

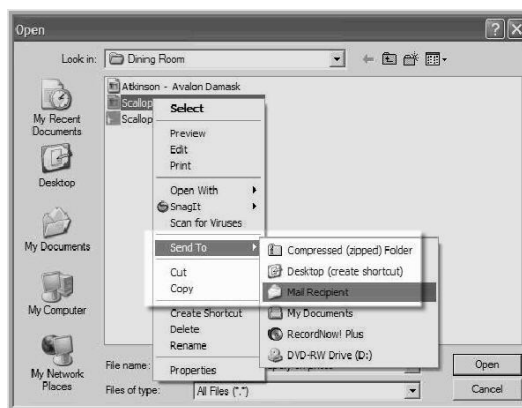
When you click **Open**, the program will display only the saved *.mms* files. To view every file saved in a folder click on **Files of Type** > **Select All Files**. All files, both *.mms* & *.jpg* files, will be visible. It is important to remember that only *.mms* files can be “opened” with Studio. Other files, such as *.jpg* files, must be “imported” using the Import Image tool.

## Email a Design

After exporting the file, select **File** > select **Open (CTRL+O)** > select **All Files** for file type > **right click on the .jpeg file** > select **Send To** > **Mail Recipient**. This will automatically open your email program.



Displays all file types



Email .jpg file to client



# The Workspace

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## The file folders

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All Studio images are located inside file folders in the Toolbox & are ready to use as soon as you open the program. View the contents of any file folder by simply double clicking on the desired folder.

The Elevation Index is divided into several main categories: Templates, Windows and Doors, Room Elements, Window Treatments, Furniture, Lighting, Accessories, and Color Palette. Inside the Window Treatment folders are Quick Designs which contain completed designs. Individual pieces of each design can be found in the Pieces & Parts section. These pieces are used when a Quick Design does not meet the needs of the rendering. Move the mouse over each image icon to display detailed information such as pattern names, numbers & recommended pattern sizes. Throughout the Index folders abbreviations are used. Images with numbers represent patterns from M'Fay, images with MM represent instructions from Minutes Matter Instructional System, images with PM represent patterns from Pate-Meadows Designs & images with PH represent Parkhill Royale Swag System. To see a complete list of abbreviations visit Getting Started – Abbreviations. When an image has been selected, click, hold & drag the image onto the workspace. (*see Fundamentals - Drag & Drop Images*)

**Tip:** When a larger workspace is needed, especially when working on a smaller monitor, you can temporarily remove the Toolbox. Press the **Toggle Toolbox** button to toggle the toolbox on or off. This displays or removes the Toolbox on the left side of the workspace.

Here are a few file folder examples which are located in the Elevation index:



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The Embellish folder has several subfolders. The D'Kei folder includes trims & tassels. The Details folder includes bows, rosettes & tiebacks. The Heading folder includes images such as rod pockets, various pleat headings & ties.

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The Hard Treatment folder contains blinds, shades, shutters & verticals.

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Hardware

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The Hardware folder has hardware products such as finials, poles, holdbacks & rings from a variety of vendors.

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Room Elements

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The Room Elements folder includes fireplaces, lighting, accessories & wall layouts. Bay & corner window angles can quickly be achieved by using the wall layouts that are provided.

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Specialty

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The Specialty folder contains images for arch windows & sunburst treatments.

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Windows and Doors

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The Windows & Doors folder includes four different styles. Choose from plain windows /doors, windows/doors with casings, windows/doors with grilles or windows/doors with grilles & casings.

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Color Palette

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The Color Palette folder contains designer paint colors from Benjamin Moore. The Color Palette is only a sample of colors that can be utilized. Match any color being displayed on the screen or match colors in a photograph by using the Eyedropper tool.

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**Tip:** Toggle Toolbox on or off by pressing the Toggle Toolbox button.

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## Ruler Bars

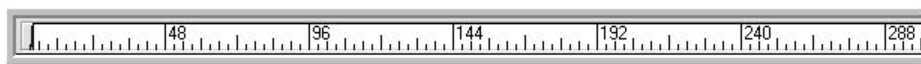
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Studio has included preset rulers which have a small page margin built-in. The ruler bars can be turned on or off by pressing the **Toggle Rulers** button.

These ruler bars are not set up like a normal ruler or tape measure. The ruler bars are set according to the drawing scale. For example, the Elevation drawing scale is defaulted to 1" = 20" in the real world; therefore, you will see a 20" mark, a 40" mark & so on. When Studio's drawing scale is changed to 1" = 48", the ruler bar will reflect the new scale.



Default Ruler Bar - 1" = 20"



Drawing Scale changed to reflect new Ruler Bar - 1" = 48"

## Altering the workspace

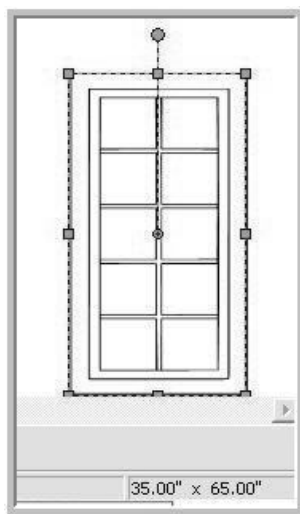
---

### About the Drawing Scale

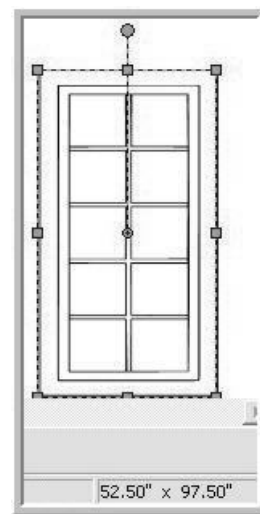
---

For example, when designing an extra wide wall, it may only be necessary to change the paper size to legal instead of altering the drawing scale. However, when the window wall is larger than the legal paper, the drawing scale can be altered by either editing the Drawing Scale or the Wall Size. This chapter will describe how to use both of these options. It is only necessary to **change either the Drawing Scale or the Wall Size**, since Studio automatically adjusts the other scale. The Graph Paper is also automatically adjusted when the drawing scale is changed (*see The Workspace - Ruler Bars*).

The drawing scale should be changed **BEFORE BEGINNING A DESIGN**. Since all the Elevation images are based on a 1" = 20" scale, the size of **each image** will need to be adjusted when the drawing scale is altered. In the example below the window measures 35" x 60" when the drawing scale is 1" = 20", Studio's default scale. Change the drawing scale to 1" = 30", notice the window measurement changes to 52.5" x 97.5". The icon measurement in the main index folder remains the same even when the drawing scale is changed. The window appears to be the same size on the screen, however, when the image is selected the 1" = 30" scale displays a much larger size; right click to change the dimension of the window.



1" = 20" Drawing Scale



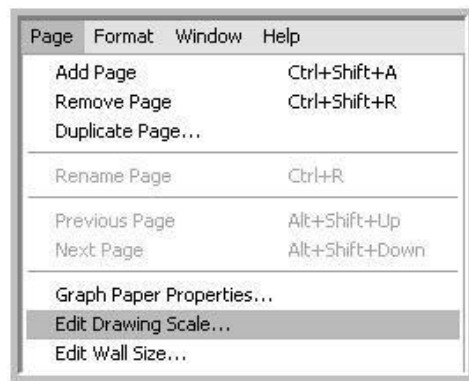
1" = 30" Drawing Scale

## Edit Drawing Scale

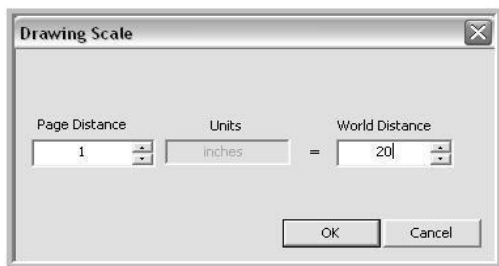
---

Customize Studio's drawing scale by clicking **Page > Edit Drawing Scale**. The default Elevation scale is 1" = 20". This scale has been chosen as the default so a large window wall can print on a standard paper size while still being able to display details of the treatment. However, when a 1/4" scale is desired, click **Page > Edit Drawing Scale > type in 1" = 48"** > press **OK** to return to the workspace. The image sizes must be changed according to the drawing scale.

**Note:** The Space Planning tab default scale is set to 1" = 48". This scale is smaller so that an entire floor can fit on the workspace.



Edit Drawing Scale



1" = 20" Scale

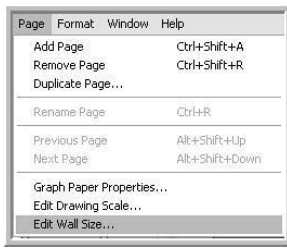


1" = 48" Scale

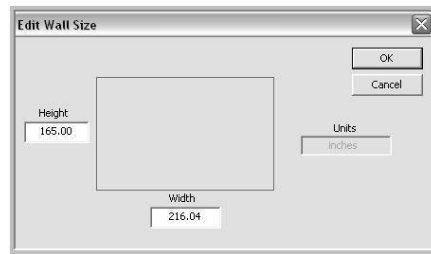
## Edit Wall Size

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The second way to alter the drawing scale is to **Edit the Wall Size**. When a wall size is larger than 160" high x 208" wide, the wall size must be altered before you begin designing. Click **Page** > click **Edit Wall Size** > type in the largest measurement using either the width or the height of the room > press **OK** to return to the workspace.



Edit Wall Size



Type largest wall measurement

When returning to the workspace, the width of the page is actually larger than the measurement that was entered. Studio automatically adjusts the measurements to fit on the selected paper size. To determine the EXACT wall size, use the **Rectangle Tool** > draw a rectangle on the workspace > with the **Rectangle Tool** selected, right click > select **Change Dimensions** > UNCHECK the **Keep Aspect Ratio** > type in the height & the width of the wall. Now the rectangle can be protected from being printed or selected (*see Fundamentals - Protecting Images.*) Crown & baseboard can be added at this point.

## Multiple pages

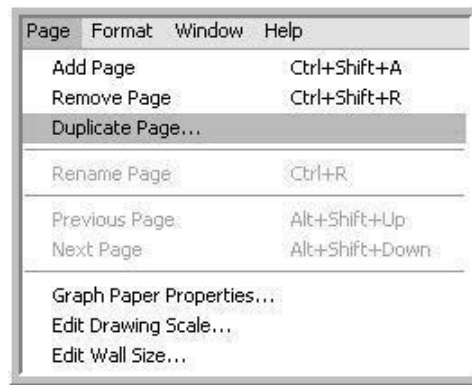
---

There will be times when additional pages need to be added to a design. Studio only prints the page being displayed on the screen, therefore, it is necessary to open each page & press **CTRL+P** to print. Also, when emailing multiple pages, you must export each page separately.

## Duplicate Page

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To duplicate everything being displayed on the screen, click **Page** > click **Duplicate Page**. All the images will be copied to the new page.



Duplicate Page

## New/Blank Page

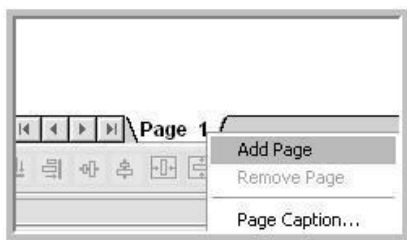
---

When a new/blank page is desired, right click on the **Page Tab** > click **Add Page** > choose **Space Planning** or **Elevations** > click **OK**.

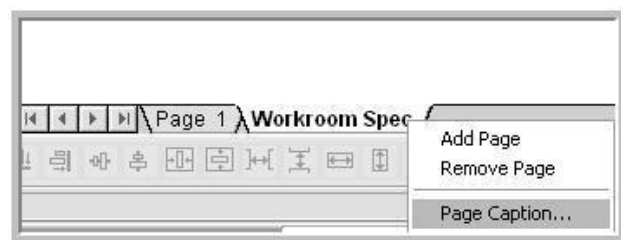
## Rename Page

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Each page can be named with a descriptive title, right click on the **Page Tab** > click **Page Caption** > remove the current text (*Elevations / Space Planning*) > type in the appropriate text.



Add a page



Rename a page

# Fundamentals

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## Drag & drop images

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Studio is a drag & drop software program. To access the Studio images, simply double click on a file folder in the Tool Box. The folder will then display all images located inside the folder. Many folders also contain a Quick Designs folder; double click to display contents (*see The Workspace – The File Folders.*) Single click on an icon then click, hold & drag the image onto the workspace.

## Personalizing Wall Templates

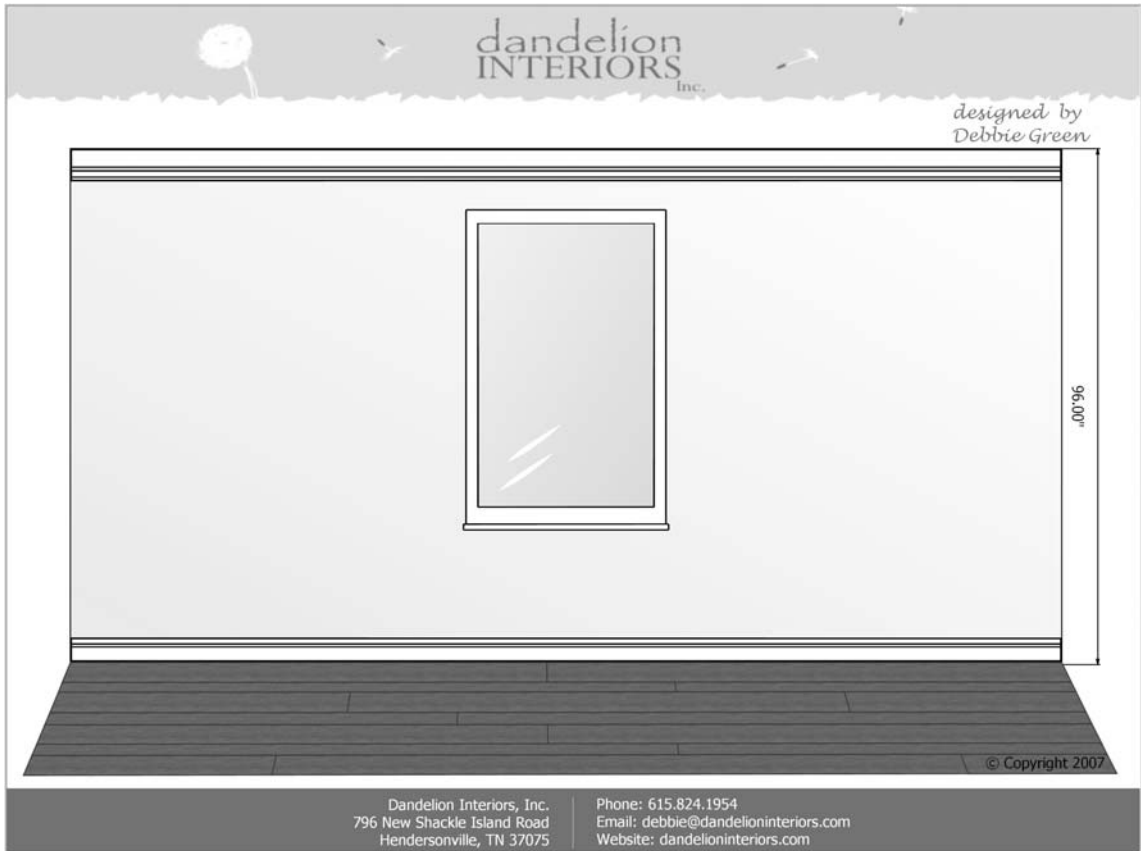
---

We recommend customizing the wall templates with your logo and company information. Using templates will speed up the design process. Start an elevation rendering by opening the Templates file folder. Locate the template that most resembles your client's room. Drag the template onto the workspace.

**Logo and Company Information:** Import your logo by clicking the **Import Image** button > **single click on the workspace** > an **Import Dialog Box** will appear; select a .jpg, .bmp, .gif, .ico, .png, .wmf or .emf file of your logo & press **Open** (*see Using Toolbars – Import Image*). Resize and adjust the logo to the desired size and position. Use the text box to add your company information (*see Using Toolbars – Text Tool*.)

**Save the File:** To save a file, select **File** > select **Save As...** > under **“My Documents”** locate **“My Studio Designs”** > locate the **“Template Folder”** > name the file **“9ft Wall Template w Logo”** > press **Save**. (*see Filing, Saving & Emailing – Creating your filing system.*) Use these customized templates when beginning every new rendering. Be sure to use **“Save As”** > rename the file and save the file in your client's folder. This will keep your template intact.

**Altering the template:** When necessary, the template can be easily altered by selecting the template on the workspace > press **Ctrl+U** to ungroup the template > click on the window and press **Ctrl +D** to delete the window > drag another window onto the template.



Example of a company template

## Selecting images

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There are three ways to select images: Using the Select Tool, Select Multiple Objects Tool or encompass the images by dragging the cursor around the desired images.



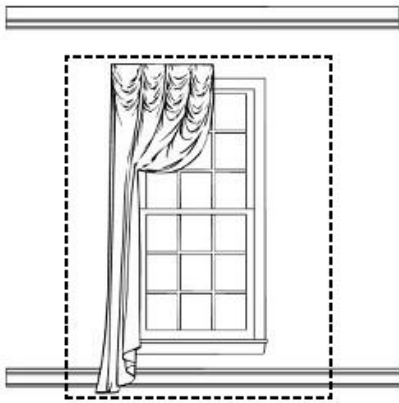
**First Option:** Click on object by using the Select Tool. When the Select Tool is activated, multiple objects can still be selected by holding down the Shift key while clicking on each object.



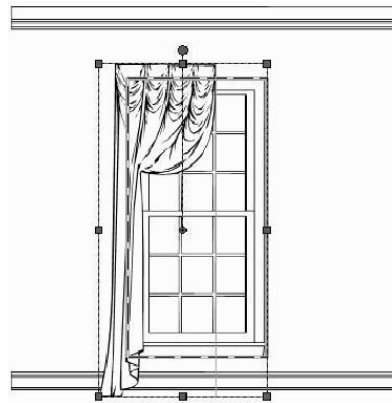
**Second Option:** Press the Select Multiple Objects button then click on each object. These objects can then be grouped or moved at the same time.

**Third Option:** Use the mouse to **totally** encompass the desired images. Only images within the dotted box will be selected. It is important to start the selection process in a blank space. For example, when the selection is started on an image, the program assumes the image is being selected.

Click, hold & drag a dotted box around the desired images. After the box has been drawn, release the click & edit points will appear around the images that have been selected. Notice the crown & baseboard were not included in the selection; only the window & drapery were encompassed by the dotted box.



Encompass desired image inside dotted box



Images that were encompassed in the dotted box have been selected.

## Resizing images

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There are two ways to resize an image: Type in a dimension or drag the Edit Points.

**First Option:** Resize the selected image by typing in the exact dimension. Single click to select the image > **right click** > select **Change Dimensions**, uncheck the **Keep Aspect Ratio** box (*if you do not want the window to resize proportionally*) > **type in the desired dimension** > press **OK**. When the **Keep Aspect Ratio** button is checked, the image will enlarge or decrease proportionally in both width & length. When the **Keep Aspect Ratio** is unchecked, you can type in a width, however, the length remains the same. Press **OK** to save your changes.

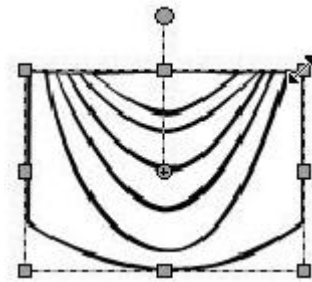
**Second Option:** Resize the selected image by dragging the green Edit Points. **To resize an image proportionally**, push or pull on the **corner edit points**. To widen an image, pull on one of the side edit points; to lengthen an image, pull on one of the top or bottom edit points.

Another feature of Studio is the size indicator. This indicator displays the dimensions of the image or images that are selected. This indicator is located in the bottom right corner of the program. Remember, these images relate to actual room measurements, so no conversions are required!

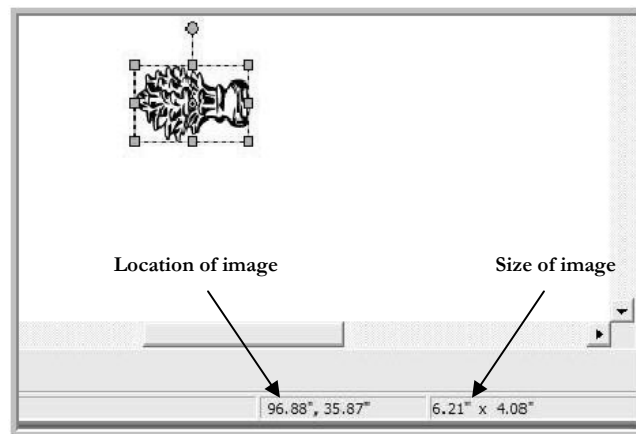
The location of the selected image in relation to your page is also displayed next to the size indicator bar.



Right Click > Change Dimensions



Drag any Edit Point to resize image



Status Bar displays the selected image's location & size

## Protecting images

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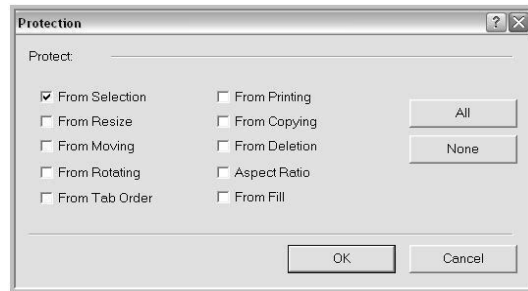
**Protect an Image:** Protecting images allows you to select from many different options. For example, protect an image from being selected, printed or filled. This feature is very useful when designing on a photograph or when the design needs to be printed without printing the trim. To access this feature select the image(s) > **right click** > select **Properties** > select **Protection** > place a check mark in the appropriate protection box.



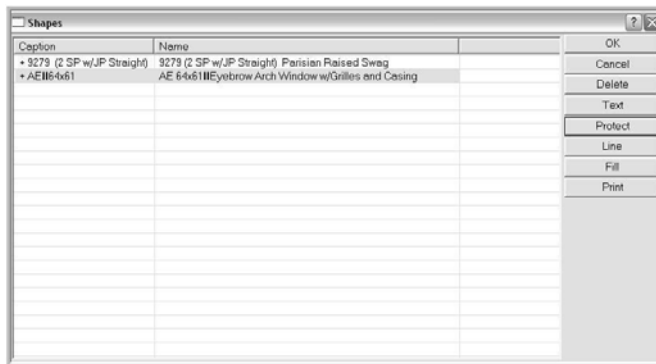
**Unprotect an Image:** When an image has been protected from being selected, you can no longer right click on the image. To remove the protection, click the **Image List** button & highlight the protected image > press the **Protect** button > uncheck the appropriate protection box.

If images have been grouped, use the Lock button instead of using the Protection feature. It is easier to unlock grouped images than it is to individually unprotect each image.

---



Protection dialog box

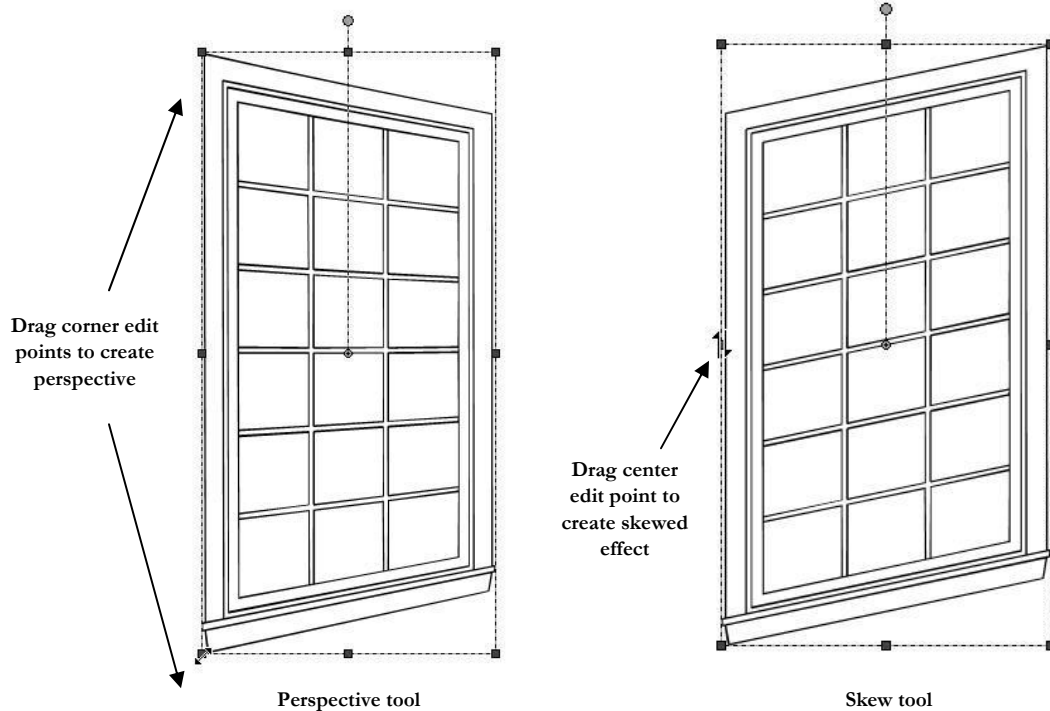


Use the Image Button to remove “protect image from being selected”

## Perspective & Skew Tool

---

Studio has one of the easiest & most dynamic **Perspective Tools** ever created. To activate the **Perspective & Skew Tool**, double click on a selected image, the green Edit Points will turn red > **click, hold & drag the red Edit Points** to create a perspective or skew angle > when the correct angle has been achieved, press **CTRL+D** to duplicate > press **Flip Horizontal** to create the other side. Drag the **corner** edit points to create a perspective angle. Drag the **center** edit points to create a skewed effect.



### Perspective Tool

Using the Perspective Tool gives objects the appearance of receding into a vanishing point; therefore, the design has a sense of depth. This tool is perfect for creating a bay or corner window. **Complete a design as a straight on view**; include the window, treatments, moldings, walls, etc. Altering a completed design eliminates the need to convert each individual image to a perspective angle. At this time, **save the finished straight on view**

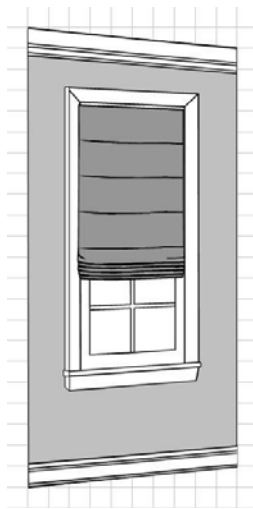
**rendering.** Once the design has been created > select all of the images > press **CTRL+G** to group > turn the graph paper on to help alter the angle of the top & bottom of the image to the same degree > double click on the grouped images to activate the **Perspective Tool** > drag the red Edit Points straight up or down to the desired angle. Once the design has been changed into a perspective angle, press **Save As...** & add (*perspective*) to the file name. When the angle of a design has been altered, it is very difficult to revert back to a straight on view if other changes need to be made at a later time. This is why we recommend saving the file with two separate file names.

## Skew Tool

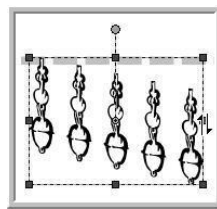
Skewing an image will slant the image to a specific degree. This tool is used to skew multiple pieces of trim to fit the angle of an image or alter images to fit on a photograph that has been taken at an angle.

## Measuring Perspective/Skew Renderings

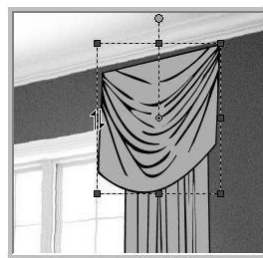
When the Perspective or Skew Tool is used, the inside edge of the rendering should not be altered since this represents the true measurements of the room. The outside edge DOES NOT display accurate measurements.



Turn on graph paper & count same blocks up and same amount down



Skew pieces of trim



Skew images for photos

The side not altered represents true measurements



Measuring Rooms with Perspective Angles

## **Adding trim**

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Adding trim to a design is a great way to show a client the difference trim can make on custom window treatments. Learning these tips will make adding trim very easy.

### **Zoom in to see details**

When working with trim use the Zoom Within Rectangle button; remember to deselect the zoom tool (*see Toolbars - Zoom Tools.*)

### **Spacing trim**

Save time by spacing the trim further apart; it is not necessary to have the trim touching. Using this technique can also reduce the file size. The extra spacing is not visible when printed.

### **Enlarging Trim**

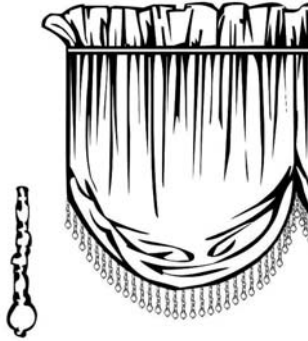
All trim images are drawn to scale, therefore, do not distort the size by enlarging. To show detail, duplicate & enlarge a piece of trim at the bottom of the page. This tip also applies to hardware products. When a finial or trim is enlarged, the image is no longer to scale & cannot be ordered in that size.

### **Stacking Order**

When adding trim to horns, jabots, drapery panels, etc., start applying the trim at the bottom & work up. If the order is reversed, the trim will not lay correctly.

### **Duplicating Images**

If the same image is used several times throughout the rendering, apply trim to a single image, group, and duplicate the image as needed for the remaining design. This will make creating the design much faster since trim does not have to be applied to each individual piece.



Space trim further apart to save time & enlarge one piece to show detail



Start adding trim at bottom of cascade

## Quick Tips

Drag a piece of trim onto the workspace > add color to the trim before duplicating > while holding the **CTRL** key down, click, hold & drag off a duplicate piece of trim > place the duplicate piece at the desired location on the treatment > continue this process until the left half of the image is completed > select all the trim > press **CTRL+D** to duplicate > press the **Flip Horizontal** button > move the trim to the proper place on the right side of the treatment > add or remove individual strands as necessary > select all the trim > press **CTRL+G** to group. The file can then be manipulated easier.



Duplicate & flip one side to create opposite side



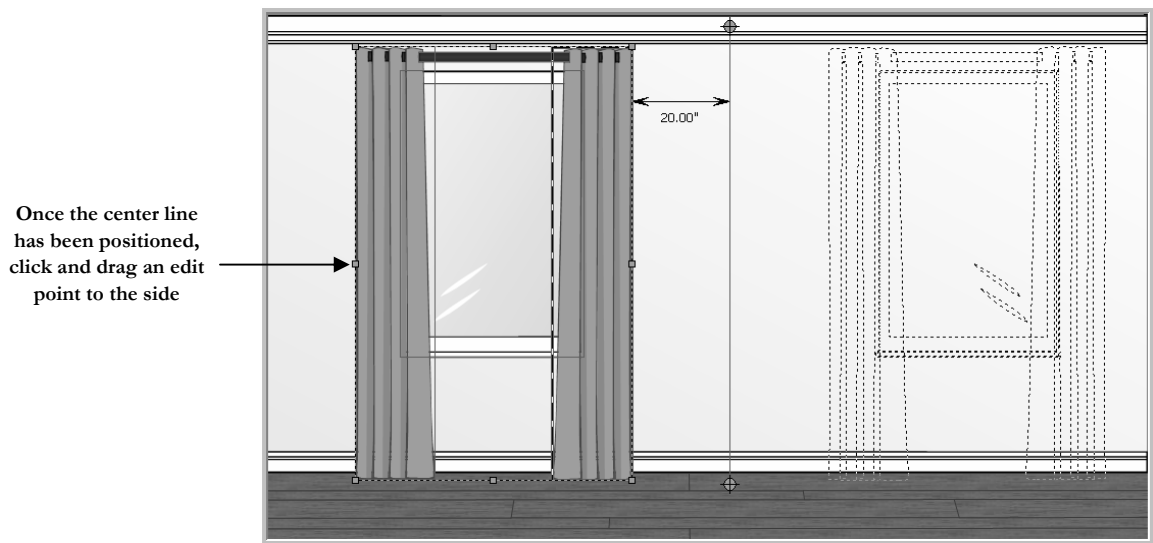
Completed image with trim



### Step Four (mirror – dragging edit points):

Once the Free Mirror center line is positioned > click on any of the **edit points** surrounding the original design, your cursor will turn into a twin rectangle > press the **CTRL** key while **clicking & dragging the edit point to the side** to create the duplicate image. The duplicate image will be positioned according to the placement of the center line.

IMPORTANT: A duplicate image will only be created by holding down the **CTRL** key. If you do not press this key when dragging the edit point, the image will flip to the other side. You can **only** create a duplicate if you hold down the **CTRL** key while dragging the edit point.





# Applying Fabrics & Colors

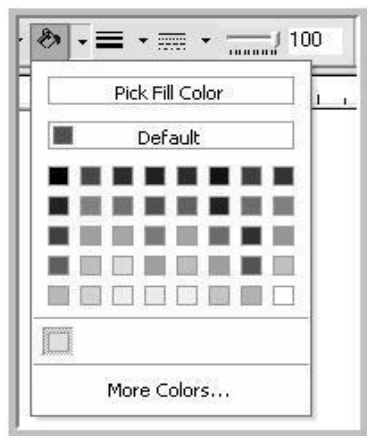
---

There are three ways to access the fill options: Fill Color (*paint bucket icon*), Eyedropper tool or by right clicking on an image > click **Properties** > **Fill**.

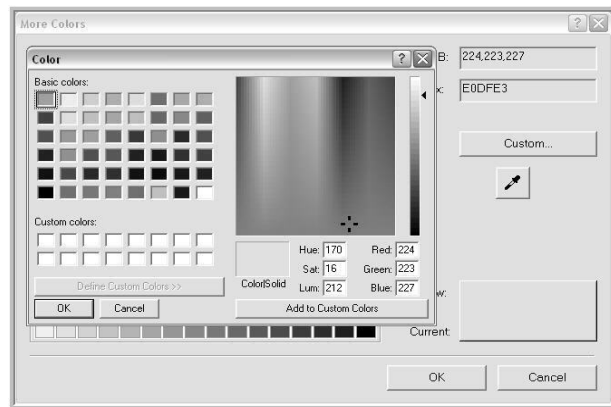
## Fill Color (paint bucket icon)

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Select an image(s) > click the **Fill Color** button. Choose any color from the entire RGB scale by clicking **More Colors** > **Custom** > click & drag the mouse around the color scale; once a color is selected, use the sliding scale to go lighter or darker > click **Add Custom Color** button to save the color > press **OK** to return to the workspace.



Fill color button

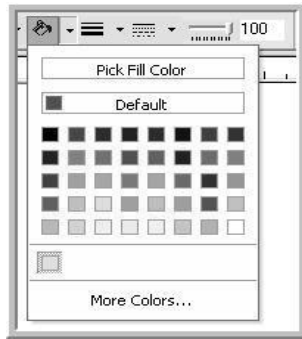


RGB scale

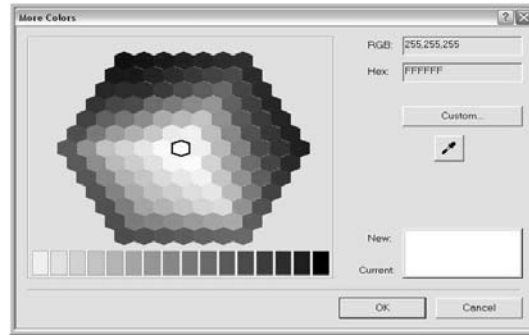
## Eye Dropper

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Inside Fill Color is an Eyedropper tool. The Eyedropper tool is only for Windows 2000, XP & Vista users. The Eyedropper tool is not compatible with Windows 98 or ME Operating Systems. The Eyedropper tool can be used to select hues from the Color Palette folder, a website or a photograph. Select an image(s) > open the **Color Palette** folder inside the index & locate the desired color > click the **Fill Color** button > click **More Colors** > click, hold & drag the **Eyedropper** over a color > press **OK** to return to the workspace.



Fill color button



Eyedropper tool

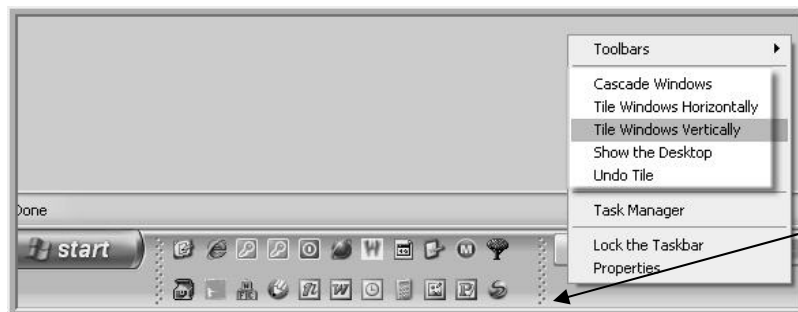
## Match Photograph Colors

To match a color with the Eyedropper tool, the color must be displayed on the screen. When matching a color in a photograph, sometimes the More Colors dialog box opens on top of the image you want to match; therefore, the color is not displaying on the screen. Click, hold & drag the More Colors toolbar (*click beside the More Colors text*) to move the dialog box to the corner of the workspace. Now the photograph will be viewable on the screen.

## Match Paint Website Colors

The Eyedropper tool can also be used to match a color on a website, i.e. Benjamin Moore's paint website. Open Studio > using the Internet, locate a color on paint website > **right click** on an empty spot on the **Taskbar** > select **Tile Windows Vertically**. Both programs will automatically be tiled beside each other. To remove tiling, click **Undo Tile**.

**Note:** In order for the tiling option to work, you must have Studio and the website open at the same time. Try the other tiling options to see how it arranges the programs differently.



Right click on Taskbar

## Fill with Patterns, Gradient Fills, Textures or Fabrics

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Select an image or images > **right click** > select **Properties** > **Fill** > select the appropriate tab & follow the below directions (*depending on which tab is selected*).

### Pattern Fill

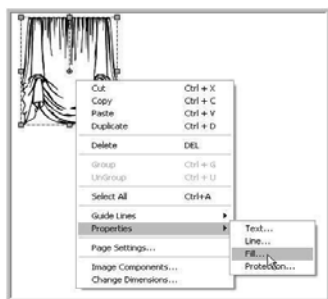
The Pattern effect is useful when needing a generic plaid or stripe. Change the color of the pattern & the pattern's background to any solid color desired. Just like filling with a solid color, select from any hue on the entire RGB scale or use the Eyedropper tool to match a specific color.

### Gradient Fill

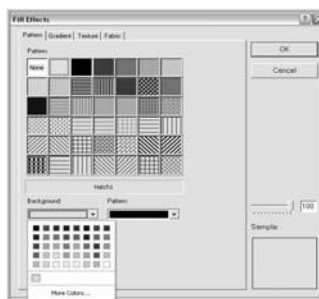
The Gradient effect is perfect for creating metal hardware finishes & giving solid fabrics, like silk, more dimension. Just like in the Pattern tab, the colors of the gradient values can be changed.

### Texture Fill

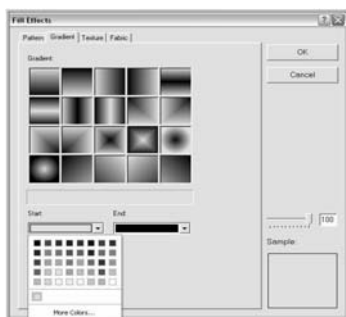
The textures can be used to simulate flooring, hardware finishes & finishes for window trim. Click on the desired texture & press **OK** to apply the effect to the image.



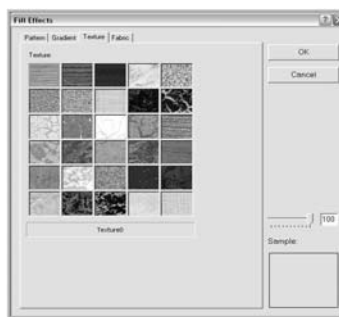
Right click to select image



Pattern tab



Gradient tab



Texture tab

## Fabric Fill

The fourth tab is the Fabric tab. Personalize each rendering by adding the customer's fabric, hardware texture & wallpaper. Before we add fabric, let's take a moment to learn how the Fabric Fill works.

## Acquiring Fabrics

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There are several ways of acquiring fabric images to import into Studio.

### Website

When available, the best choice for acquiring fabric is from a fabric vendor's website. Many fabric vendors have downloadable files for fabrics. Locate the desired fabric on a website, if possible use fabrics with full repeats > **right click** on the fabric image > click **Save Picture As...** > save the file under My Studio Designs within the appropriate client folder > name the fabric sample with the pattern name, color & repeat.

### Scanning

A fabric swatch can be scanned, however, there are disadvantages to scanning. Most scanners are not able to accommodate a full repeat, therefore, only a small sample will be captured.

### Photograph

Another option is to take a photograph of the fabric. When setting up for the photo shoot, hang the fabric or tape it to the wall in a well lit area. Hanging the fabric will help reduce wrinkles. Wrinkles should absolutely be eliminated before taking the picture. Also, consider taking the picture outside in natural light to reduce the chance of shadows.

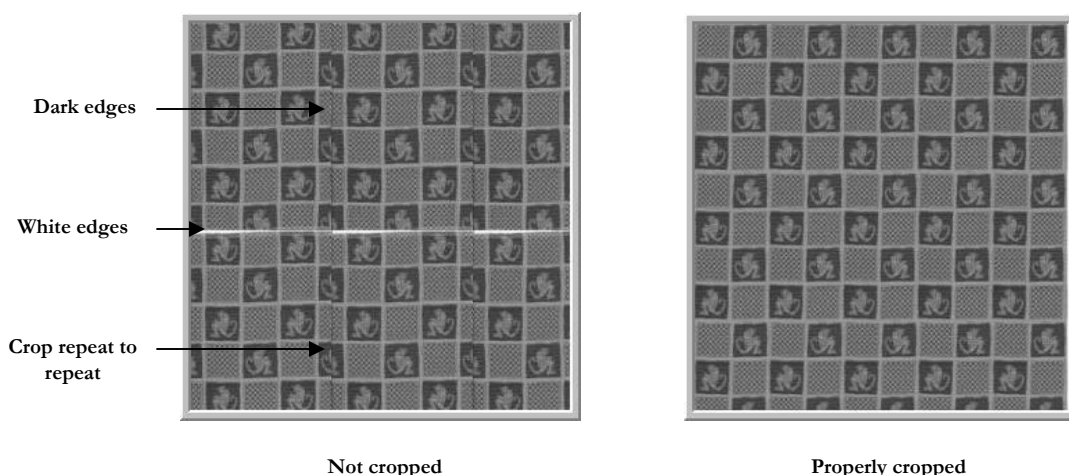


Locate fabric on vendor website > right click  
on the fabric > Save As....

## Cropping Fabrics

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To make fabric appear seamless when tiled, crop out backgrounds or dark edges before loading the fabric. Import fabrics that have been properly cropped from repeat to repeat. When images have not been properly cropped, the fabric will appear to be blocked instead of appearing seamless. We recommend using a photo editing software to crop the fabric. If you do not have a photo editing software, we recommend a free program, called Irfanview. This software is great for editing fabrics. You can find a link to download this program on our website, click **System** on the menu bar > **Fabric Editing Software**.



## Crop a fabric using Irfanview

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### Step One (resize):

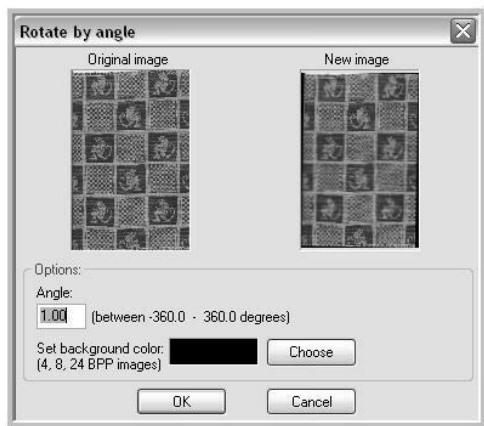
Open **Irfanview** > click **File** > click **Open** > locate the fabric file > press **OK**. When the image is large the fabric might need to be resized by clicking **Image** > click **Resize/Resample** & reduce the image 25% to fit the screen.

### Step Two (rotate):

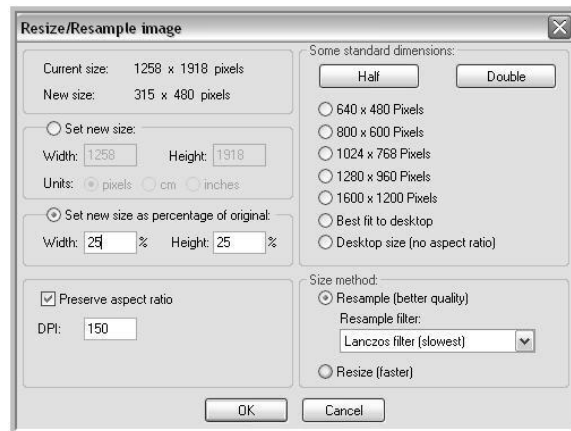
The image may need to be rotated slightly. Click **Image** > click **Custom/Fine Rotation** > type the angle degree.

### Step Three (crop):

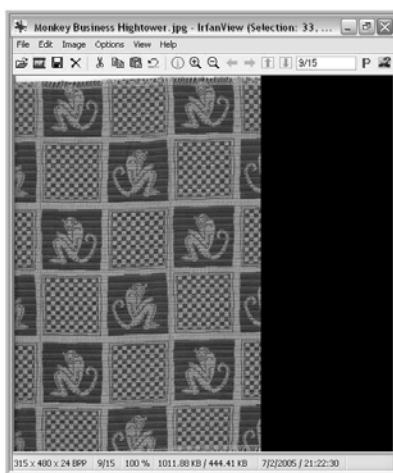
Crop the fabric from repeat to repeat. Click, hold & drag to draw a box selecting the horizontal & vertical repeat. The crop marks can be adjusted by moving the crop lines. Once the box is positioned correctly, click **Edit > Crop Selection**. Press **File > Save As >** name the fabric & add “cropped” to the file name. The folder will contain two fabric images; the original image & the cropped image.



Resizing in Irfanview



Rotating in Irfanview



Cropping in Irfanview

## Loading Fabrics

Right click on the selected image or images > select **Properties** > **Fill** > select the **Fabric** tab > **CLICK ON A GRAY EMPTY BOX** > click the **Load** button > **locate the desired fabric**; the fabric will appear in the gray box.

## Edit fabric size

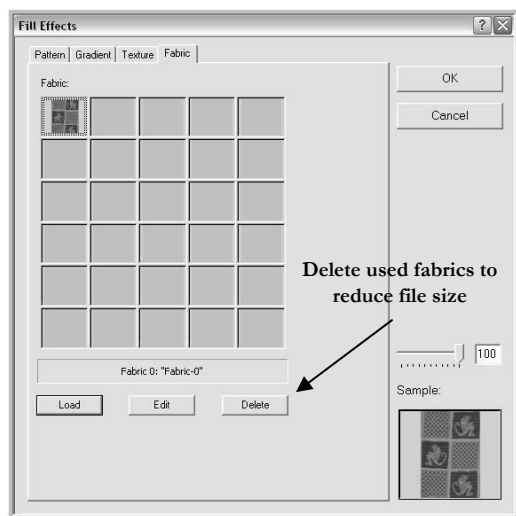
Select the fabric in the box > press the **Edit** button > type in the appropriate size of the fabric. Be sure the **Keep Aspect Ratio** button is checked. This will size the fabric proportionally. If desired, add the vendor name & name of fabric > press **OK** to return to the workspace.

## Multiple fabrics

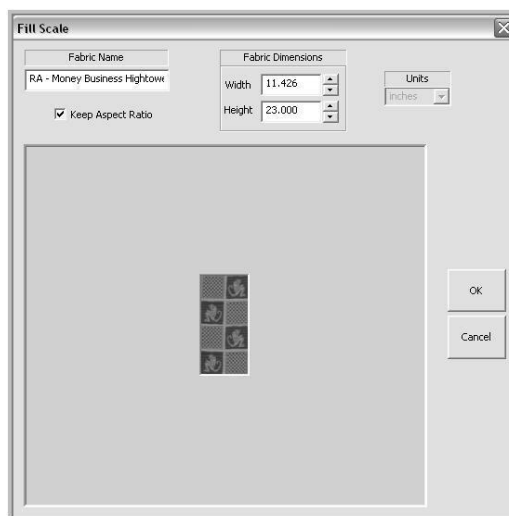
To load multiple fabrics continue the above process, however, make sure to click on the **GRAY EMPTY BOX** so the previously loaded fabrics are not replaced with the new fabric.

## Delete fabrics

It is best to delete any unused fabrics to reduce the file size. To delete a fabric, select the unwanted fabric box > press the **Delete** button.



Loading & deleting fabric images



Editing fabric size according to size displayed

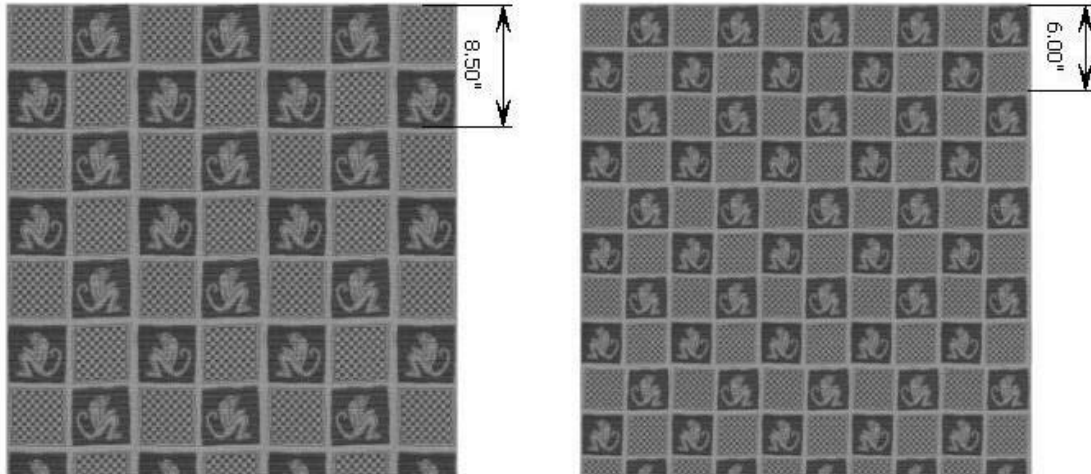
## Fabric Tips

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Below are several suggestions when working with fabrics. These tips will help the rendering accurately display the effect the fabric has on the overall design.

### Check Repeat of Fabric

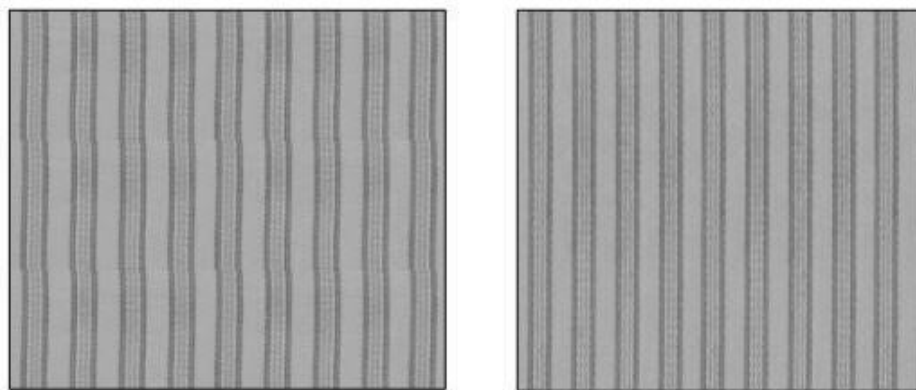
It is important that the fabric repeat is accurately represented in a rendering. When a repeat is too large or too small the treatment will not look like the rendering when fabricated. An easy way to check the repeat of a pattern is to create a rectangle approximately 54" wide by 36" > fill the rectangle with the fabric > use the **Dimension Tool** to check the repeat. For demonstration, the diagram below has been filled with a Monkey print with a repeat of 6". Zoom in > snap a **Dimension Line** to check the accuracy of the repeat. Adjust the fabric as needed until the fabric repeat is correct (*see Adding Fabrics & Colors – Loading Fabrics/Edit Size*).



Edit fabric image to accurately display fabric scale. Left illustration has not been edited to correct size.

## Stripe Fabric

Use the following technique to give a continuous appearance to stripe fabrics. For this tip, you will need to know the length of the image being filled. Once the fabric has been loaded into Studio, press the **Edit** button > **UNCHECK Keep Aspect Ratio** > type in the correct fabric width & **type the length of the image (not the fabric length)**. When the image is filled notice how the stripe has a continuous appearance, as opposed to the block effect that is created when the Aspect Ratio button is checked. This tip is only beneficial when working with stripe fabrics.



Stripe fabrics – UNCHECK Keep Aspect Ratio box & type the length of the image size

## Copying into New Document

Each file or new design saves the fabric associated with that rendering. The fabrics that have been saved will not copy into a new document. The fabrics will need to be reloaded into a new document. In other words, the images will copy into a new document but the fabrics will not copy. When an image(s) that has been filled with fabric is copied into a new document, the image(s) will turn gray. When the same fabric will be used in a different design, duplicate a page to begin your rendering. The fabric image will be transferred using the duplicate page feature. After duplicating the page, you may add or delete the images.

## Other uses

The Fabric tab can also be used to add wallpaper, flooring, custom textures or fill glass with an outdoor scene.

## Filling contrast

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The contrast fabric of jabots, top treatments, embellishments & all Quick Designs can quickly be filled with a specific color or fabric. To fill an image with contrasting color, **select the image > right click > select Image Components**. A list of all the parts in the image will be displayed. For example, the list can include Face Fabric, Contrast Fabric & Outline. Select the **Contrast Fabric** & press the **Fill** button. Choose the **Pattern** tab, **Gradient** tab, **Texture** tab or **Fabric** tab. (Refer to the *Filling Images* directions for step-by-step instructions on how to use each tab.) To change the Face Fabric, select **Face Fabric line** from the **Image Component** list & repeat the previous procedures. Notice how the Contrast Fabric of the drapery is filled with a solid color & the Face Fabric has been filled with a pattern.

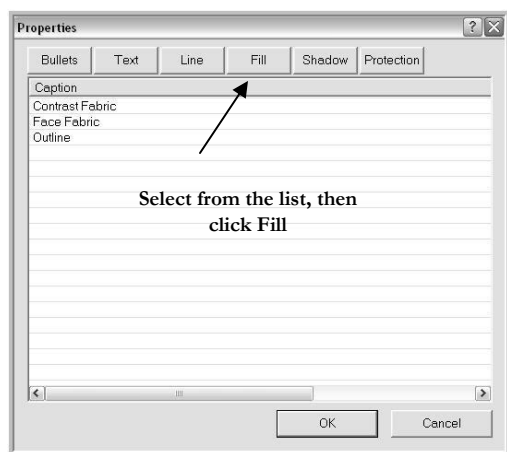


Image component list



Filling contrast

# Photographs

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## Photography tips

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Before you begin to design on a photograph for a client presentation, we recommend using a photo editing software to correct any flaws within the photograph. Your presentation to the client should be just that - *A Presentation!* Photographs can be too dark, contain undesirable objects, dull colors, flash reflections, items that need to be cropped out, etc. It is very easy to accomplish all of these tasks with a photo editing software. We recommend Adobe Photoshop Elements.

The suggestions below are guidelines for taking great photographs to import into Studio.

### Angle

When possible, stand directly in front of the window to take a picture. The scale of a photograph can be obtained much easier when the photograph has been taken as a straight on view. When the photograph is taken at an angle, one side of the rendering will not represent the true room measurements, much like images that are altered with the Perspective Tool.

### Lighting

It is important to have proper lighting when taking a photograph. When a photograph is dark, it will be hard to match colors or see distinct details of the room.

## Importing a photograph

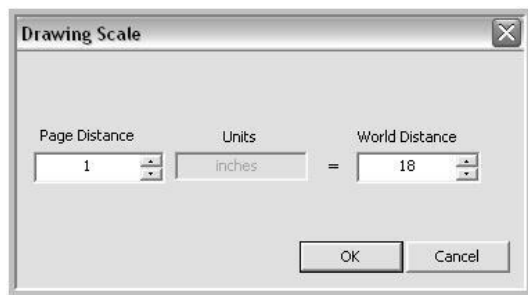
---

To open a photograph in Studio you must use the Import Image feature. Click **Zoom To Fit Page** > click on the **Import Image** button > notice your cursor will change to a cross hair, **single click on the upper left corner** of the workspace > an **Open Dialog Box** will appear; **locate your photograph** select a .jpg, .bmp, .gif, .ico, .png, .wmf or .emf file > click **Open**. Once the photograph has been imported, click on a **corner** edit point and push the edit point in towards the center of the photograph to reduce the size. It is very important to make sure the entire photograph is on the white workspace. Then single click, hold and drag the photograph to the center of the workspace.

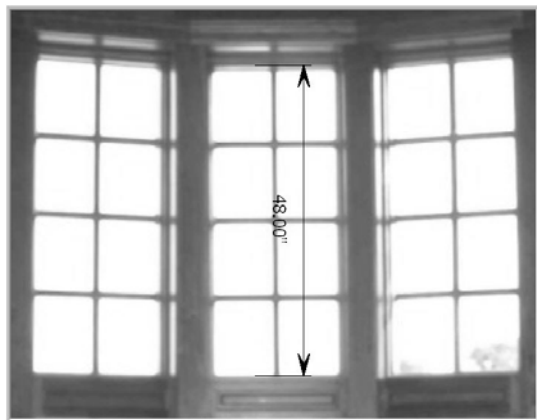
## Setting the drawing scale

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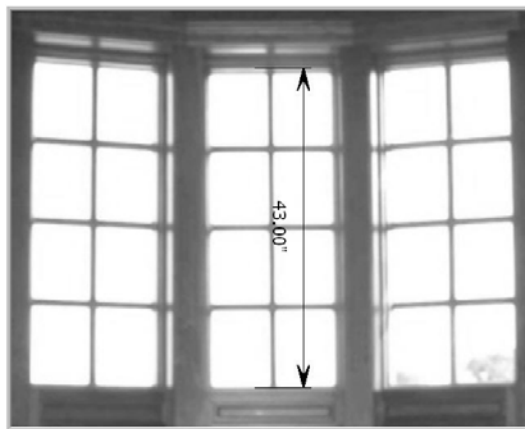
Importing an image is discussed in the Toolbar section – Side Toolbar/Import Image. The drawing scale needs to be determined & adjusted if necessary before the design is created. Snap a Dimension Line on the window or any place where a room measurement is known. When the Dimension Line is snapped, the measurement will be smaller, larger or close to the correct size. The drawing scale needs to be adjusted until the Dimension Line is very close to the actual measurement. To adjust the drawing scale, click **Page** > click **Edit Drawing Scale** > type in a smaller number when the Dimension Line is too large > keep adjusting in 1" increments until the dimension is close to the room measurement. Further adjustments can be made by resizing the photograph with the Edit Points until the correct drawing scale is achieved.



Drawing scale altered



Dimension line before drawing scale is altered



Dimension line after drawing scale is altered

## Photo Clip Tool

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There will be times when you need to move an object in a photograph. For example, in the below photograph, the furniture is located where a drapery panel needs to be placed. Use the Photo Clip tool to make the drapery panel appear to be behind the furniture.



Drapery on top of object

After Photo Clip Tool was used

### Step One (import the photo):



Click the **Import Image** button > click on the **upper left corner** of the workspace > an **Open Dialog Box** will appear; locate your saved **photograph** & press **Open**.

### Step Two (Photo Clip tool):



**Before placing images** on the photograph, select **Photo Clip** tool > **single click** around the object which needs to be moved, continue clicking to trace around the entire object > **double click** to end the process.

**Note:** If you do not use the Photo Clip tool before adding the treatments to the photograph > select **the photo** > press the **Bring To Front** button (*to bring the photo to the top layer*) > use the **Photo Clip** tool (*see above instructions*) to trace around the obstructing object > select the **original photo** > press **Send To Back** button (*moving the photo to the bottom layer*).

### Step Three (adjust as necessary):



Edit Points will be created at each click. These edit points can be adjusted as necessary. Select the **duplicate image** > press the **Edit Points** button; green squares appear around the object. Reposition the Edit Points by clicking, holding & dragging the Edit Points.

### Step Four (move the layers):



After using the Photo Clip Tool, a duplicate image will be created. Drag over the desired window treatment images > select the **duplicate image** (*the furniture or object*) > press the **Bring To Front** button on the bottom toolbar.

## Photo Knockout Tool

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The Photo Knockout feature is a great tool when you want to add furniture, artwork, plants, or accessories from a vendor's website. This tool actually turns the solid background transparent.

### Step One (save the image from a website):

Locate the desired image on a website > right click on the image > click **Save Picture As...** > save the image under My Studio Designs within the appropriate client folder.

### Step Two (add the saved image to Studio):



Click the **Import Image** button > click on the **upper left corner** of the workspace > an **Open Dialog Box** will appear; select your saved **image** & press **Open**.

### Step Three (remove the background):

Right click on the image > select **Properties** > select **Fill**. Studio automatically removes a white background. You can make small adjustments if necessary by moving the slider bar to the right or left. When an image has a background other than white; click, hold, and drag the Eyedropper tool to touch the colored background.

### Notes (when to use the Photo Clip):

Some images may include the same color as the background. When this occurs be careful with the background adjustments or use the Photo Clip tool instead. Also, if the background is not a solid color, the Photo Clip tool should be used.

## Protecting the photograph

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The final step before designing is to protect the photograph from being selected; this makes designing on the photograph much easier. **Right click on the photo** > select **Properties** > select **Protection** > place a check mark in the **From Selection** box. Using the Protection feature will prevent the photo from accidentally being selected when designing. There are times when an image can become “lost” because the image goes behind the photograph & cannot be seen. Since the photo has been protected, it is easy to locate the lost image by pressing **CTRL+A** to select all, and then press the **Bring To Front** button. (see *Fundamentals - Protecting Images*)

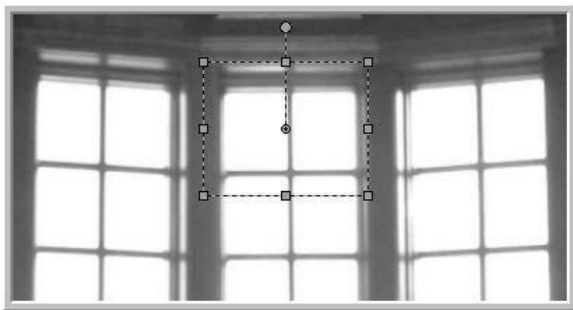


Image Lost (behind photo)

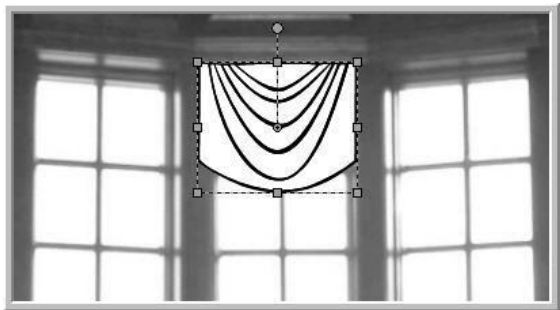


Image found (on top of photo)

## Un-protecting the photograph

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After an image has been protected you are no longer able to right click on it to access Image Components. To unprotect an image, click the **Image List** icon > **highlight the image** > click **Protect** > uncheck the **From Selection** box.



# Space Planning

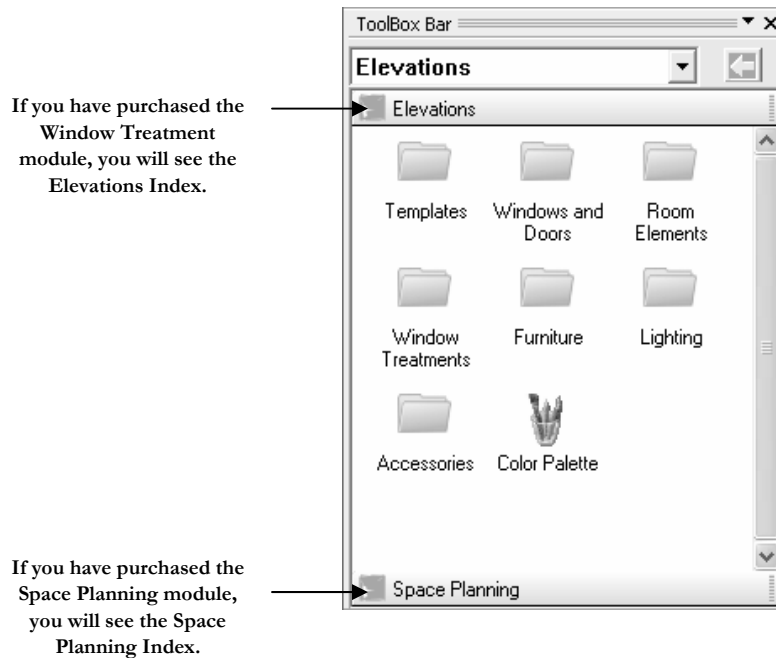
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## Overview

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### Studio Planner Index

The Studio Planner images are located inside the Space Planning Index. Click Space Planning at the bottom of the ToolBox. Inside will be the Space Planning file folders. Depending on the Studio module purchased, you may see the Elevations Index, the Space Planning Index, or both inside the ToolBox.



### Workspace Drawing Scale

Depending on the Studio module purchased, pre-set tabs will display at the bottom of the workspace; Elevation tab, Space Planning tab, or both tabs. The Drawing Scale on the Elevation workspace is pre-set to 1" = 20". The Drawing Scale on the Space Planning workspace is pre-set to 1" = 48". Before creating a room layout, select the **Space Planning**

**tab.** This will change the drawing scale to 1/4". If you accidentally create a floor plan on the Elevation workspace, which has a 1" = 20" drawing scale, there are two solutions to change the scale.

**Option One:** The first option is to select all the images, (**CTRL+A**) to Select All > press (**CTRL+C**) to copy > click on the **Space Planning workspace** > paste the floor plan onto the space planning page (**CTRL+V**) to paste.

**Option Two:** The second option is to change the Drawing Scale by clicking **Page > Edit Drawing Scale** > type in 48 for the World Distance. (see *The Workspace - Edit Drawing Scale*) Rename the tab by double clicking on the tab, and then replace the text. (see *The Workspace - Multiple Pages/Rename Pages*)



Click the Space Planning tab prior to creating a floor plan. This page scale has been pre-set to 1/4"

## Resizing & Filling Furniture Images

Just like the Window Treatment images, all the Space Planning images can be resized, filled with color, or filled with fabric. To resize the furniture elements, select the image > right click > **Change Dimensions** > uncheck **Keep Aspect Ratio** > type in the desired width or length (see *Fundamentals- Resizing Images.*) Image colors can be altered or fabric can be added. (see *Adding Fabrics & Colors*) When adding a fabric, the fabric scale will need to be altered. (see *Adding Fabrics & Colors – Loading Fabrics/Edit Size*) However, it is not critical to add fabrics since this is a bird's eye view and not an elevation view. **Note:** The space planning images are solid pieces of furniture; they are not designed to be transparent.

## Rotating & Flipping Furniture Images

Space planning images can be rotated and flipped. The Free Rotate tool is the recommended tool when placing a piece of furniture at a 45° angle. Use the Rotate Left tool to rotate 90° to the left, use the Rotate Right tool to rotate the image 90° to the right, and Flip Vertical to rotate 180°. (see *Toolbars – Bottom Toolbars/Rotate Tools*)

## Creating the footprint

---

There are four ways to draw your room's footprint. No matter which option you choose, laying out the footprint will require the most time. However, once the footprint is complete, it is easy to add the room elements to show off your creativity.

### Basic Room Shape

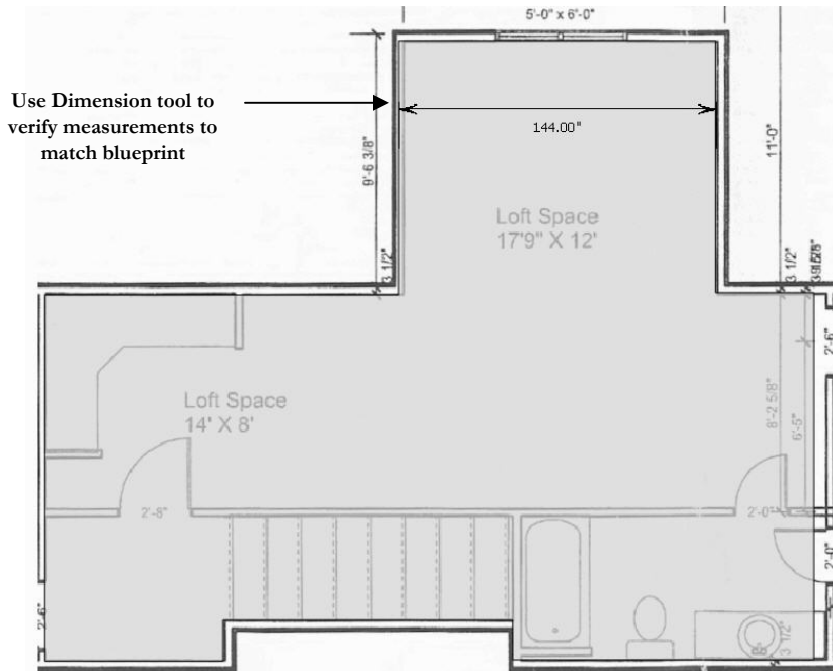
Select the **Rectangle tool** > click, hold, and drag any size rectangle shape on the workspace > **right click** > select **Change Dimensions** > uncheck **Keep Aspect Ratio** > type in the size of the room in inches and add 6" to the width and length to allow for wall thickness > press **Ok**. Locate the walls inside the **Architectural Elements** folder > **drag a wall** onto the workspace > **right click** > select **Change Dimensions** > uncheck **Keep Aspect Ratio** > **enter wall length**. Since the wall is still selected, hold the shift key while single clicking on the rectangle, both images are now selected. Click the **Align Top** button and **Align Left** button to quickly position the wall. (*see Toolbars – Bottom Toolbars/Alignment Tools*) Continue this process until all walls have been added. Remember to use the **Rotate Left** tool to create your side walls. (*see Toolbars – Bottom Toolbars/Rotate Tools*)

### Design on a Blueprint

The second method to create a room layout is to scan a blueprint, save it as a .jpg, then import the .jpg into Studio Planner. Click the **Import Image** button > then **click on the top left corner** of the workspace > **locate the .jpg** > press **Open**. (*see Toolbar - Side Toolbar/Import Image*) You will need to know one measurement of the blueprint. For the below example, we know that the loft space has an inside measurement of 144". Draw a **Dimension Line** by clicking on the **Dimension Tool** > hold the shift key while dragging the **Dimension Line** across the page > right click on the **Dimension Line** > select **Change Dimensions** > type in 144". Now resize or enlarge the .jpg to fit the **Dimension Line**. It is very important to zoom in to check the accuracy of this line. Once the .jpg image is adjusted, the entire room will be to scale. (*see Designing on a Photo - Setting the Drawing Scale*) At this point, you can protect the .jpg image from moving and begin dragging over the elements. (*see Designing on a Photo - Protecting the Photograph*) Remember, you are not able to add Studio's flooring texture to a .jpg image. To add flooring, follow the instructions under **“Completing the footprint”**.

## Draw the Layout Using the Blueprint

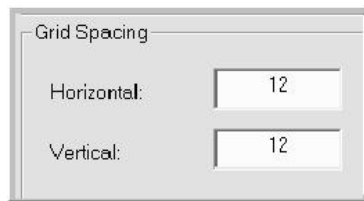
To add a flooring texture to the footprint, follow the previous steps to correctly import & resize the blueprint. Use the **Polygon Tool** to trace around the interior walls. Click on the **Polygon tool** > draw around the inside edge of the walls & single click at each corner > double click to end the shape. (see *Toolbars – Side Toolbar/Drawing Custom Shapes*) Hold down the shift key as you draw the vertical and horizontal walls; holding the shift key creates a perfectly straight line. It is not necessary to hold the shift key when drawing a diagonal wall. To distinguish the polygon shape from the blueprint, fill the polygon shape with a floor texture by right clicking on the shape > select **Properties** > **Fill** > **Texture** > select a floor. Use the **Transparency Tool** to view the blueprint under the Polygon shape. Slide the **Transparency bar** to semi-opaque > zoom in > select the **Edit Points** button to reposition the nodes. Locate the walls and doors inside the **Architectural Elements** folder > place the interior wall, click and drag the wall to the correct size. Continue this process until all the interior/exterior walls, doors, and windows have been added. Once all the elements have been added, select the polygon shape again by single clicking, and then slide the **Transparency bar** back to 100%. (see *Toolbars – Top Toolbar/Transparency*)



Trace over a blueprint with the Polygon Tool, then turn the Polygon shape semi-opaque to view blueprint underneath

## Use Graph Paper to Draw

There is another way to create a floor plan. When a blueprint is not available, use the Graph Paper to draw the floor plan. Studio has a unique feature which allows you to customize the Graph Paper. The Graph Paper can be toggled on and off by pressing the Graph Paper button. (see *Toolbars – Top Toolbar/Graph & Guideline Tools*) When the Graph Paper is visible, the default Grid size on the Space Planning workspace is pre-set to 12". To change the Graph Paper Grid, click **Page > Graph Paper Properties >** change the horizontal and vertical spacing to the desired size. Then click on the **Polygon Tool** to begin drawing the footprint. **Note:** Changing the Graph Paper Grid does not alter the Drawing Scale.



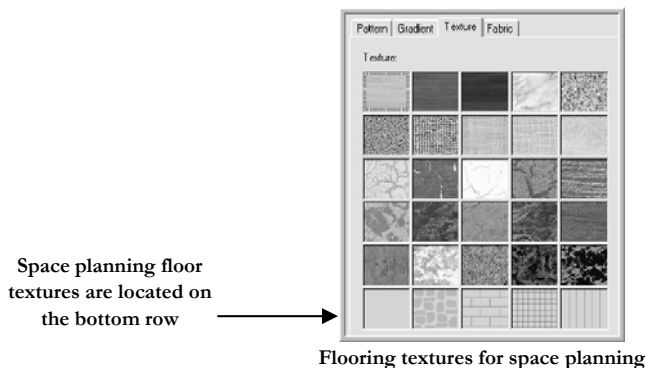
Graph paper spacing can be changed

## Completing the footprint

---

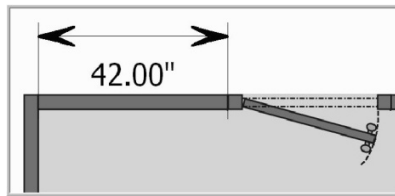
### Adding Flooring

If the floor texture has not been added, highlight/select the **Rectangle** or **Polygon** shape > **right click** > select **Properties > Fill > Texture Tab**. There are several different flooring styles to choose from: carpet, brick, stone, tile, and wood. Click on the desired fill > press **Ok**. (see *Adding Fabrics & Colors - Texture Fill*)



## Adding Windows & Doors

When a blueprint is available, draw the footprint then add the windows and doors which are located in the Architectural Elements folder. *(these images will need to be resized as necessary)* To correctly position these elements, zoom in > select the **Dimension Tool** > hold the shift key while clicking and dragging on the workspace > right click on the **Dimension Line** > select **Change Dimensions** > type in the distance from the wall to the first window/door > reposition the **Dimension Line** to the correct position > locate desired window/door and drag it on top of the wall. Repeat this process for the remaining windows/doors. **Note:** Add a **Door Opening** to create a walk through before adding the door.



Use Dimension Tool to confirm measurements

## Protecting the Footprint

To make designing much easier, protect the footprint from being selected before adding furniture to the room. Press **CTRL+A** to select all the images on the workspace > **right click** > select **Properties** > select **Protection** > place a check mark in the **From Moving** box. Using the Protection feature will prevent the footprint from accidentally being moved while designing. *(see Fundamentals - Protecting Images)*

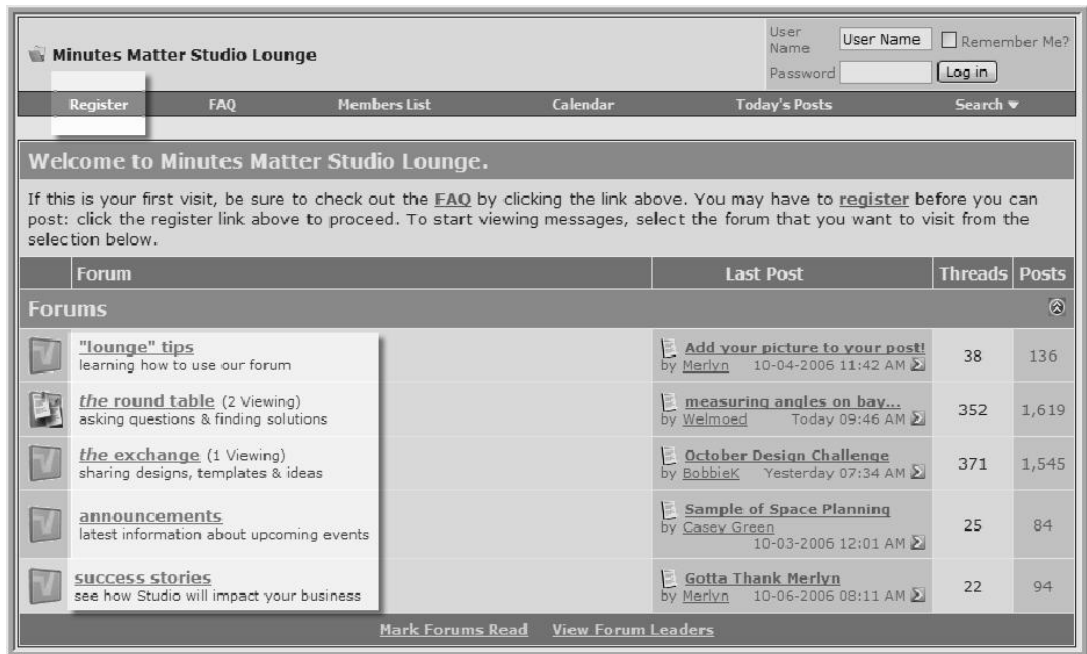
# Tech Support

## Forum (The Lounge)

One of the best forms of support is our online forum, The Lounge, which is located on our website. There is 24 hour a day access and best of all membership is FREE! View The Lounge video to get a personal tour of this great support tool! (*A video is located beside The Lounge logo.*)

### Register

You will need to register for this free membership. Click on **Register** & follow the instructions. An email will be sent to your email address to verify your account. If you do not receive the email promptly, check your spam/deleted box. **To complete your registration, click on the link included in the email.** Once your membership is activated, you will have permission to upload files, download files & post questions.



**Minutes Matter Studio Lounge**

User Name:  User Name  Remember Me?  
Password:

[Register](#) [FAQ](#) [Members List](#) [Calendar](#) [Today's Posts](#) [Search](#)

Welcome to Minutes Matter Studio Lounge.

If this is your first visit, be sure to check out the [FAQ](#) by clicking the link above. You may have to [register](#) before you can post: click the register link above to proceed. To start viewing messages, select the forum that you want to visit from the selection below.

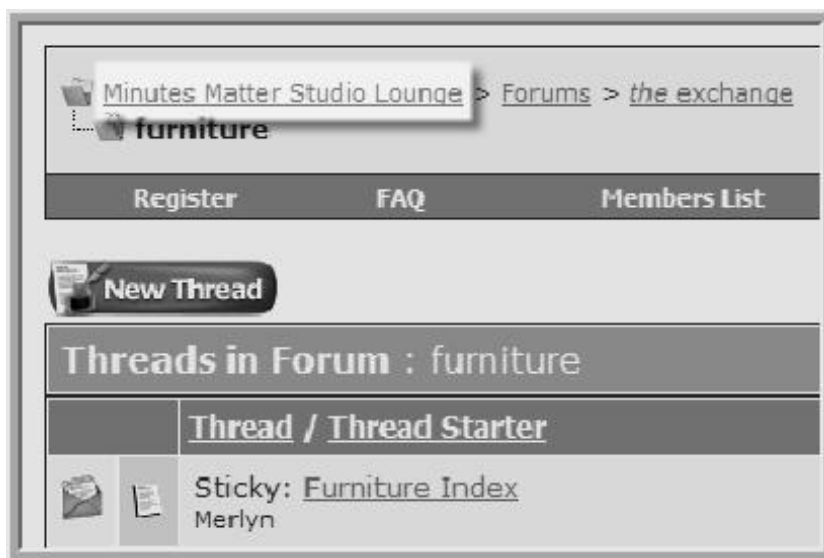
| Forum  | Last Post  | Threads | Posts |
|--|--|---------|-------|
| <b>Forums</b>  |  |         |       |
| <b>"lounge" tips</b><br>learning how to use our forum                      | <b>Add your picture to your post!</b><br>by <a href="#">Merlyn</a> 10-04-2006 11:42 AM   | 38      | 136   |
| <b>the round table</b> (2 Viewing)<br>asking questions & finding solutions | <b>measuring angles on bay...</b><br>by <a href="#">Welmoed</a> Today 09:46 AM           | 352     | 1,619 |
| <b>the exchange</b> (1 Viewing)<br>sharing designs, templates & ideas      | <b>October Design Challenge</b><br>by <a href="#">BobbieK</a> Yesterday 07:34 AM         | 371     | 1,545 |
| <b>announcements</b><br>latest information about upcoming events           | <b>Sample of Space Planning</b><br>by <a href="#">Casey Green</a><br>10-03-2006 12:01 AM | 25      | 84    |
| <b>success stories</b><br>see how Studio will impact your business         | <b>Gotta Thank Merlyn</b><br>by <a href="#">Merlyn</a> 10-06-2006 08:11 AM               | 22      | 94    |

[Mark Forums Read](#) [View Forum Leaders](#)

Click Register to join, and then post questions or comments in one of the five forums

## Forum Basics

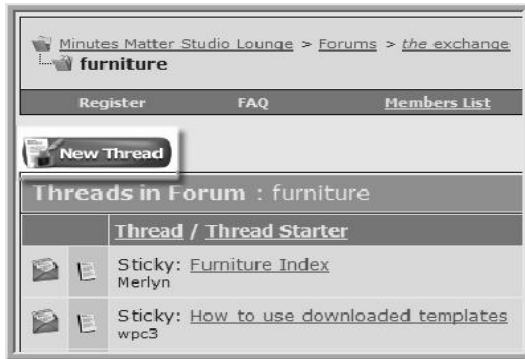
The Lounge is divided into five forums. The first forum, **Lounge Tips**, contains detailed instructions on how to use the forum. The second forum, **The Round Table**, contains questions & helpful tips. Upload a .mms design to ask other members for design suggestions. The third forum, **The Exchange**, is divided into subcategories such as accessories, working with photographs, altering images, templates, etc. Members of “The Lounge” upload finished designs to share with others. The fourth forum, **Announcements**, discusses software updates, learning opportunities, and new products and events we will be attending. The last forum, **Success Stories**, shows how Studio has impacted the success of other businesses who have implemented Studio into their design process. To navigate inside The Lounge notice the filing system at the top; this displays your current location. To return to the Home Page of The Lounge, click on the text **Minutes Matter Studio Lounge**.



Navigate quickly back to the main page of the forum, click Minutes Matter Studio Lounge

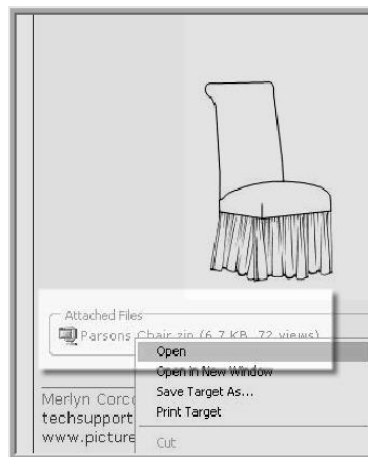
## Start/Reply to a Thread

All forums contain line items called **Threads**; inside the **Threads** are **Replies**. To start a thread, simply click on the **New Thread** button > **enter a subject** > **type a message**. To reply to a **Thread**, open the **Thread** > click on **Post Reply** > **type your message**. Remember, only those who have registered can post on The Lounge.



## Download Files






Some threads contain attachments. The posts that display paperclips contain files that can be downloaded. Inside some threads, a zipped/compressed file can be downloaded, saved & opened with Studio. To download the file, **click on the attachment** > click **Open** > double click on the **orange Studio file** > click **Open**. The downloaded file will automatically open in Studio. Once the file is opened, it can be saved into the desired subfolder under My Studio Designs.



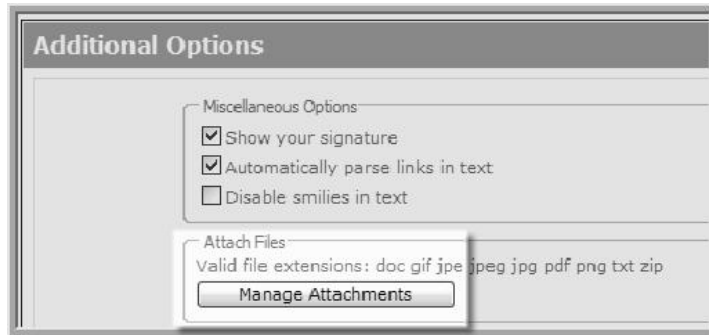
Download a file – Single click on attachment, select Open

## Attach Files

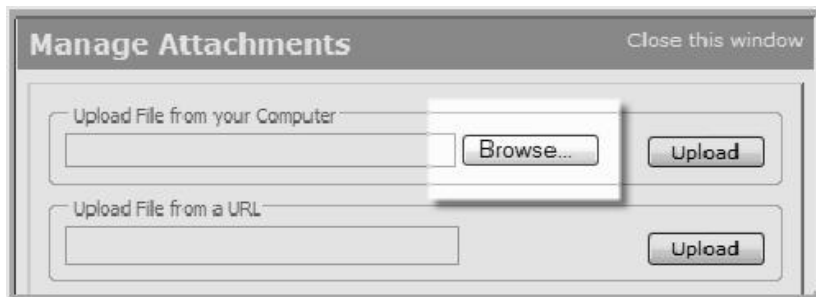
When attaching files, the forum restricts the maximum size, width, and height of the files being uploaded. When the attachment does not meet the below requirements, the image will not be permitted to be uploaded.

| Attachment Key   |              |           |            |
|--|--------------|-----------|------------|
| Filetype   | Max Filesize | Max Width | Max Height |
|  <b>bmp</b>   | 390.6 KB     | 620       | 280        |
|  <b>doc</b>   | 19.5 KB      | -         | -          |
|  <b>gif</b>   | 195.3 KB     | 620       | 280        |
|  <b>jpe</b>   | 19.5 KB      | 620       | 280        |
|  <b>jpeg</b>  | 19.5 KB      | 620       | 280        |
|  <b>jpg</b>   | 488.3 KB     | -         | -          |
|  <b>pdf</b>   | 390.6 KB     | -         | -          |
|  <b>png</b>   | 19.5 KB      | 620       | 280        |
|  <b>txt</b>  | 19.5 KB      | -         | -          |
|  <b>zip</b> | 1.91 MB      | -         | -          |

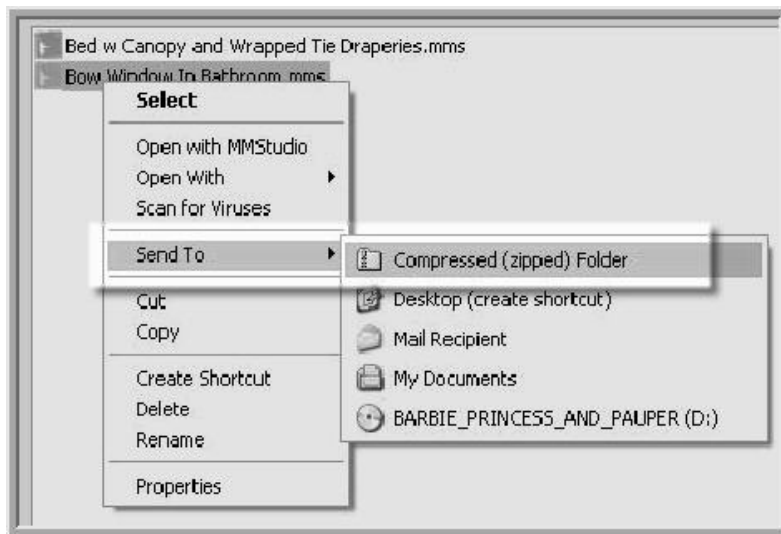
Upload files to share with other users. Click the **Reply** or **New Thread** button > **enter a subject** > **type a message** > at the bottom of the thread, under **Additional Options**, click **Manage Attachments** > click **Browse** > **locate the file** > right click on the desired **Studio file** > select **Send To** > select **Compressed File**; a new file folder with a zipper will appear. Select the **Compressed File** > click **Open** > click **Upload** > click **Close This Window** > click **Submit Reply**. (See the following screenshots) The file will be available for download on The Lounge. Upload a .jpg file by repeating the above steps, however, .jpg files do not need to be compressed.



Click Manage Attachments to begin the upload process



Click Browse and locate file on your computer



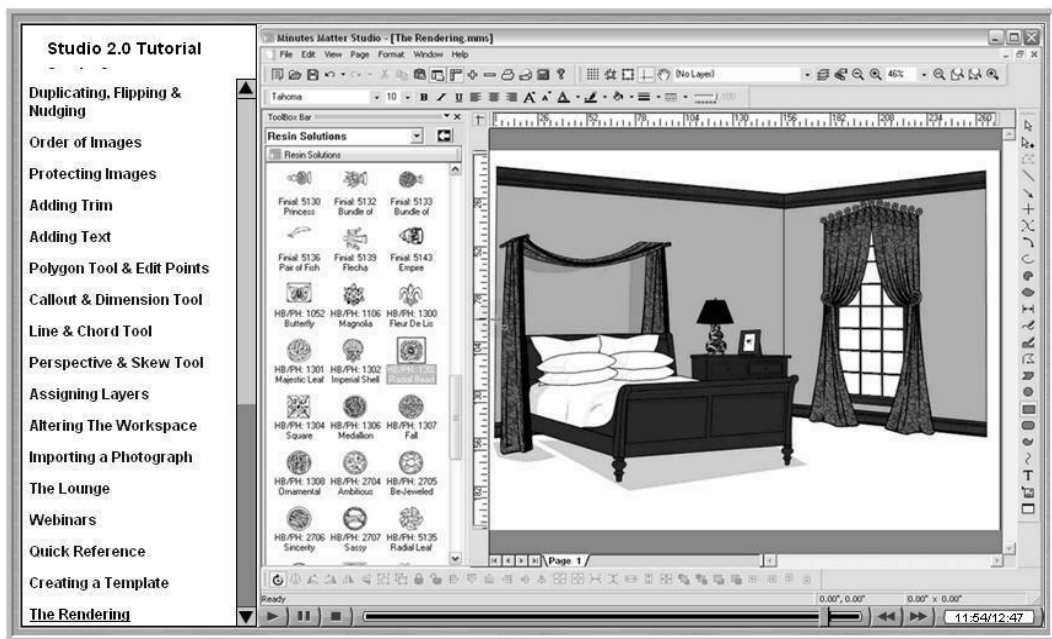
Compress .mms file before uploading to The Lounge

# Tutorial

To help make your design experience more enjoyable, we recommend viewing the Tutorial. This video demonstrates important features & functions of Studio. During the conclusion, we demonstrate creating a rendering from start to finish.

The Tutorial was designed so that you can **play, pause, rewind** or **stop** at any time. Practice as you learn by resizing both the Tutorial & Studio; you can view both screens at the same time. The Tutorial will expand your graphic skills & increase your profits!

To begin designing faster, simply spend half a day on Saturday with us (*uninterrupted*) to discover the secrets to success. We suggest watching the tutorial, one segment at a time, then practice what you've learned in Studio.



Tutorial – Select a segment on the left, open Studio & practice what you have learned

## Webinars & Learning CD's

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We offer a variety of Webinars; live online seminars to help you quickly learn Studio. Due to popular demand, we recorded many of these sessions so you can view them at your convenience! Visit the website to see the current schedule of recorded and live topics being offered.

The class subjects range to fit all levels of users. Classes are listed for beginners, intermediate & advanced users. The Basics session can be viewed online for FREE! When you are ready to learn more, purchase an advanced Learning CD. The Learning CD's let you explore Studio's features and learn creative design techniques at your own pace. A current list of Learning CD's can be found on our website ([www.minutesmatterstudio.com](http://www.minutesmatterstudio.com)) under the "Support" tab on the menu bar.

## Contact us

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We recommend posting any questions you have on The Lounge, our online forum. When you post a question on The Lounge, it is instantly emailed to our tech support team to ensure a quick response. Since the forum contains thousands of posts (*and growing every day*), you can often find the answer you are looking for by simply searching the forum.

We have received rave reviews regarding our customer service and tech support. By utilizing our various support options, you can quickly assist your clients in visualizing their dreams!

Telephone ..... 1.800.343.0616  
Fax..... 1.615.826.0832  
Website..... [www.minutesmatterstudio.com](http://www.minutesmatterstudio.com)  
Tech Support..... [techsupport@minutesmatterstudio.com](mailto:techsupport@minutesmatterstudio.com)  
Activate..... [activate@minutesmatterstudio.com](mailto:activate@minutesmatterstudio.com)



# Index

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## A

Abbreviations, 6  
Activate, 5  
Align Tools, 28  
Attachments  
    Forum, 79  
    Sending file to a client, 37

## B

Blueprints, use to create a footprint, 73

## C

Callout Tool, 19  
Change dimensions, 47  
Circle, creating, 23  
Clipart  
    Balloons, 86  
    Cascades, 88  
    Cornices, 93  
    Draperies, 96  
    Embellish, 104  
    Hard Treatments, 108  
    Hardware, 109  
    Roman Shades, 116  
    Room Elements, 118  
    Space Planning, 147  
    Specialty - Sunburst, 123  
    Specialty - Arches, 120  
    Swags, 124  
    Top Treatments, 131  
    Windows & Doors, 134  
Computer, buying new, 4  
Contact us, 83  
Contrast on an image, filling, 65  
Cropping Fabrics, 59  
Curved shape, 20  
Custom shapes, drawing, 21

## D

Delete fabrics, 62  
Design on a blueprint, 73  
Dimension Tool, 20, 63, 73, 76  
Display, 5  
Document Bar, 11  
Drag & drop, how-to, 45  
Drawing a room layout, 73  
Drawing Scale  
    Altering for a photograph, 68  
    Changing, 41, 42  
Duplicating  
    Images, 53  
    Page, 44  
    Trim, 53

## E

Edit Points, 18  
    Add, 18  
    Delete, 18  
    Dragging, 48  
Exporting  
    Files, 37  
    Options, 37  
    Sending a file to a client, 37

## F

Fabrics  
    Adding multiple fabrics, 62  
    Copying into a new document, 64  
    Cropping, 59  
    Deleting, 62  
    Editing scale, 62  
    Importing, 58  
    Repeat, 63  
    Stripe, 64  
File Folders, Studio's Main index, 39

Files  
  .jpg, 37  
  Lost, 35  
  Opening an existing file, 36  
  Saving, 35  
  Setting up file folders on your computer, 35  
Filling images  
  With patterns, gradient, textures or fabrics, 57  
  With solid color, 55  
Format Tools, 15  
Forum  
  Attachments, 80  
  Download files, 79  
  Register, 77  
  Reply to a thread, 79  
  Tech Support, 77

## G

Graph Paper, 12, 41  
Gray background, 8  
Group an image, 27  
Guide Lines  
  Adding, 12  
  Deleting, 12

## H

Hot Keys, 7  
Hover, 7

## I

Image Components, 65  
Image List, 14  
Images  
  Can't select an image, 49  
  Contrast, filling, 65  
  Do not distort, 52  
  Drag & drop, how-to, 45  
  Eyedropper Tool, 55  
  Format, 28  
  Group an image, 27  
  Importing an image, 24

  Lock an image, 28  
  Protecting an image, 49  
  Resizing images, 47  
  Rotate an image, 26  
  Selecting, 17, 46  
  Ungroup an image, 27  
  Unlock an image, 28  
Importing  
  Fabrics, 58  
  Images, 24  
  Logos, 45  
  Photographs, 24  
Importing photograph, 67  
Index Folders, 39  
Irfanview, 60

## K

Keep Aspect Ratio, 47, 64, 73

## L

Layers, 13  
Laying out a room, 73  
License Agreement, 2  
Lines, creating, 19  
Lock an image, 28  
Logo, adding to a file, 45  
Lost files, finding, 35

## M

Mac Computers, 3  
Match paint colors, 56  
Mouse over, 7  
Multiple pages, create, 43

## N

New computer recommendations, 4  
New page, 44  
Nudge Tools, 33

## O

Opening an existing file, 36  
Operating System, 3  
Order of objects, 32

## P

Page

    Duplicate, 44  
    New, 44  
    Rename, 44

Paint websites, 56

Payment Plan, 10

Perspective Tool

    Getting measurements correct, 51  
    Using, 50

Photo Clip Tool, 25, 69

Photographs

    Altering the Drawing Scale, 68  
    Designing on, 67  
    Importing photograph, 67  
    Lost image, 70  
    Match colors on, 56  
    Photo Clip Tool, 69  
    Protecting a photograph from selection, 70  
    Tips for taking the photograph, 67  
    Unprotecting a photograph from selection, 70

Polygon Tool, 22

Protecting a photograph from selection, 70

Protecting an image, 49

## R

Rectangle, creating, 23

Rename page, 44

Repeats, fabric, 63

Rotate an image, 26

Ruler Bars, 40

## S

Save file, 7

Saving files, 35

Screen Resolution, 5

Selecting images, 17

Size indicator bar, 48

Skew Tool, 50, 51

Space Across, 30

Space Planning

    Adding flooring, 75  
    Adding windows & doors, 76  
    Creating the footprint, 73  
    Default Scale, 7  
    Design on a blueprint, 73  
    Drawing scale, 71  
    Drawing the blueprint, 74  
    Filling images, 72  
    Graph Paper, 75  
    Index, 71  
    Protecting the Footprint, 76  
    Rotating & Flipping, 72

Spacing Tools, 30

Status bar, 48

Stripe fabrics, 64

Studio versions

    Differences between versions, 9  
    Studio 2.0, 9  
    Studio Design, 10  
    Studio Design Suite, 10  
    Studio Lite, 9  
    Studio Modules, 10  
    Studio Planner, 9

System Requirements, 3

## T

Table, creating, 25

Tabs, page, 43

Tech Support

    Contact us, 83  
    Forum, 77  
    Learning CD's, 83  
    Tutorial, 82  
    Webinars, 83

Text box, creating, 24

The Lounge, 77

Toolbars  
  Bottom, 26  
  Side, 17  
  Top, 11  
Transparency, 16  
Trim  
  Adding, 52  
  Create a layer for, 13  
  Duplicating, 52  
  Skewing, 51  
  Spacing, 52  
  Stacking order, 52  
Tutorial, 82

## **U**

Ungroup an image, 27  
Unlock an image, 28  
Unprotecting a photograph from selection, 70

## **W**

Wall size, edit, 43  
Wall Templates, 45  
Webinars, 83  
Workspace, 8

## **Z**

Zoom, 14, 52