



Letters

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# About Letters

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## What the App Does

Letters is a text design software for macOS with a multitude of templates easily customizable to your liking. Text design templates are basically built of text and background graphics that can be customized independently.

Once your text design is ready, you can export it as an image to use in other software or share it on Facebook, Twitter or Flickr directly. And, that's not all, you will find multiple other uses for the app.

Text designs are grouped into sets. If you already have an idea of what you are going to create, choose a set and then pick a design you like. Or, simply scroll through all of the designs until an idea comes to mind.

## Why Use Letters?

You don't have to be a designer or have sophisticated and expensive software to create beautiful texts. It is relatively easy to make a few changes in a template with awesome results.

## What Letters Comes With

Letters includes free text design templates that you have access to immediately after installing the software. To preview all available text designs, and to be able to buy and download more text designs, an Internet connection is required.

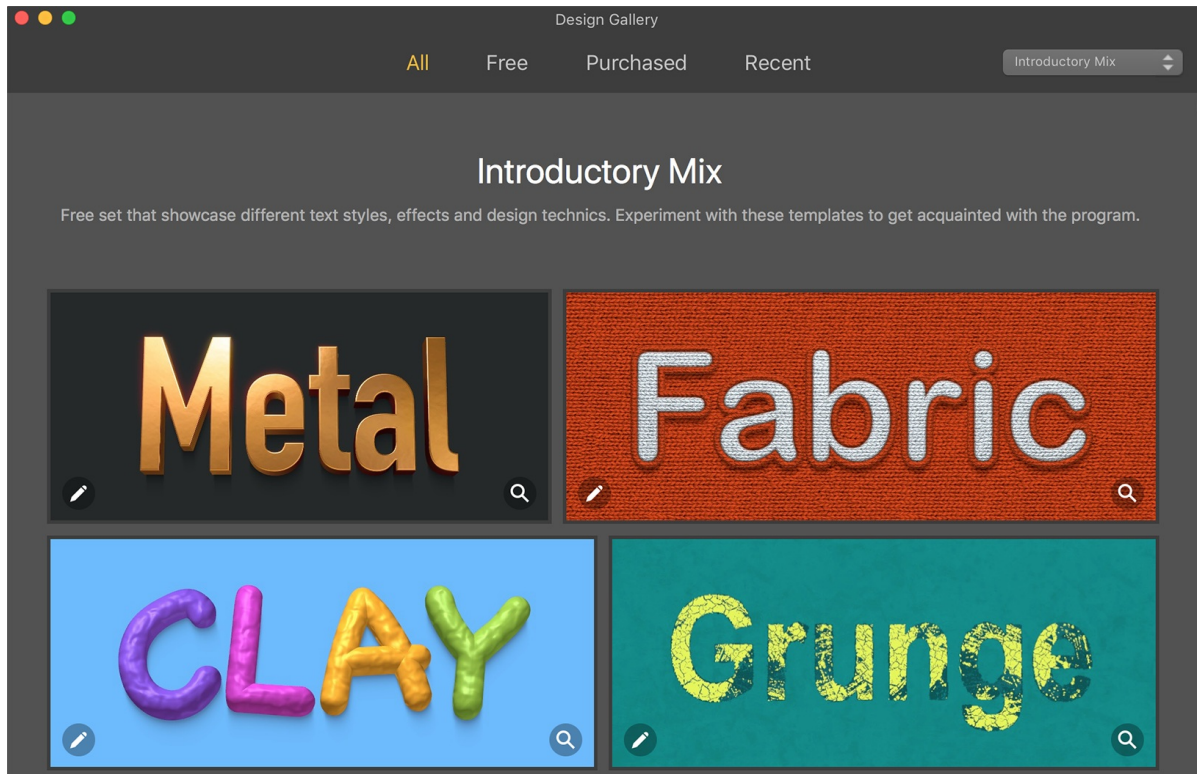
## Need More?

Letters was created as a quick and easy-to-use solution for everyone. If you want to create your own text designs from scratch similar to those in the gallery, or to be able to use your own textures, try the [Art Text](#) app.

## Choosing a Text Design

### Design Gallery

The *Designs Gallery* opens up automatically when you start the program. If you closed the gallery and want to re-open it, select **File > New (Cmd-N)** from the menu.



Please note that the first time you run Letters, it takes longer to display text design thumbnails because the program downloads them from the Internet in real time.

### Choose a Set

To preview the contents of all sets, scroll through the gallery while *All* is selected in the top bar. You can filter text designs by clicking on *Free*, *Purchased* or *Recent* in the top bar.

In order to jump to a particular set, select its name from the drop-down list in the top bar.

### Choose a Design

If the thumbnail size is not large enough, you can open a text design in the [Preview](#) window for a bigger view. To do this, click on the magnification glass icon that is located in the bottom right corner.



## Get a Text Design

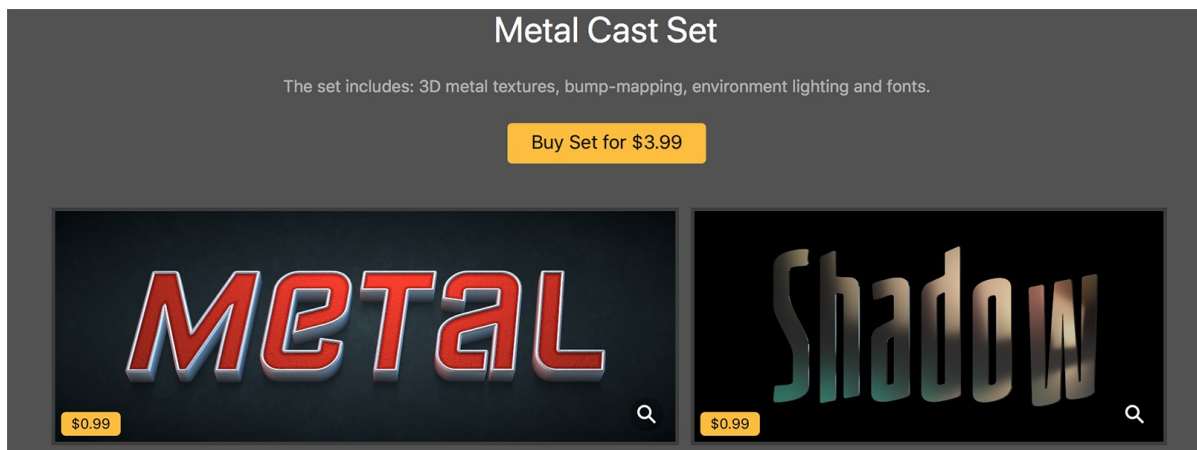
Most of the text designs are available as an in-app purchase from the Mac App Store. You can buy individual designs or an entire set.

To buy a set, click the **Buy** button below the set's title. Then follow the standard App Store purchase procedure.

To buy a design, click anywhere on its thumbnail except for the magnification glass icon.

Purchased designs and sets are downloaded automatically.

Finally, to edit a free or purchased text design, simply double-click on it. An alternative way to open the editor is to click on the pencil icon in the bottom left corner of the thumbnail.



It is possible to re-download designs and sets. A purchased set that is not present on your computer has a **Download** button below the title. This allows you to download all the designs of the set. Each design thumbnail will display an arrow button. Simply click this button to download an individual design.



## Previewing Text Designs

To open the *Preview* window, click on the magnification glass icon in the [design gallery](#).



The *Preview* comprises three sections. The top bar displays the set title in the middle. The **Back** button on the left takes you back to the *Designs Gallery*. The button on the right has two functions. If the current design template is free or purchased, it opens the template in the [editor](#). Otherwise, the button displays the price, and lets you purchase the design.

The middle part of the window displays the preview of the selected design. To select another design, use the arrow buttons on the sides.

The lower part displays thumbnails of text designs in the current set. You can click on a thumbnail to display the corresponding text design.

To preview another set, go to the *Designs Gallery* using the **Back** button and select a set you want.

## Customize Designs

To open the editor, double-click on the design's thumbnail in the [gallery](#), or click the **Edit** button in the [Preview](#) window.

The editor lets you type in your own text and adjust the color of the text and background. You will also have the ability to adjust some graphic effects. If you wish to create designs from scratch, or have more effects available, we recommend you take a look at the [Art Text](#) software.

### The Editor Window



1 - Selected objects display handles at the corners. Most objects also have handles in the middle of the selection frame sides. Handles are used to resize and rotate objects, which is explained in more detail below.

2 - Add a new text or image. New text will have basic formatting.

3 - Adjust the Hue, Saturation or Contrast of the entire design.

4 - Zoom in or out.

5 - The 3D rotation handle. Only certain text objects have this tool.

6 - Set up the [document size](#).

7 - Export. Here you can choose to [export](#) your work as an image, [copy it to the clipboard](#) or [share](#) it.

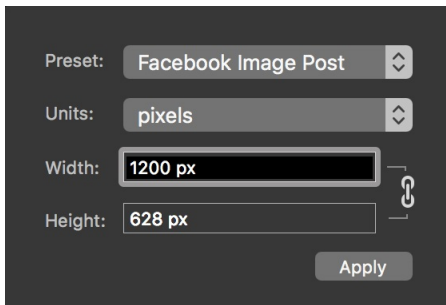
8 and 9 - Change the properties of a selected object. There can be one or several buttons depending on the object type. These buttons are explained in the [Object Properties](#) section.

### Document Size

Click this button to open the *Document Size* panel.



It makes sense to verify the document size before you start modifying a template.



You can choose one of standard options in the **Preset** drop-down menu, or set up your own document dimensions.

Notice that changing the resolution in the [Export dialog](#) will not affect the final size of an image when you export it to a raster format (e.g. JPEG). If you want to have an image with more pixels per side, increase the image size here.

## Manipulating Objects

All objects that can be present in a document are either text, 3D text, or images (including solid color backgrounds). The object type determines what kind of properties you can modify. Moreover, similar objects may have different sets of settings, depending on the particular design.

### Select an Object

In order to modify, resize, or rotate any object, you must select it.

To select an object, click on it.

Selected text and images display side and corner handles on the selection frame. A 3D text has corner handles and rotation control.

Notice that an object with a transparent background may overlay an object you want to select. So, after clicking on an object, just make sure that the correct one was selected.

### Move an Object

To move an object, drag it with the mouse. Backgrounds in templates cannot be moved in this way in order to avoid moving them accidentally.

You can also move an object by pressing the arrow keys. Or, to move an object quickly, hit arrows while holding down the **Shift** key.


### Resize an Object

To resize an object, drag its corner or side handle. Moving a side handle changes the object's size without preserving its aspect ratio.

When you place the cursor over a handle, the cursor turns into a bi-directional arrow ↔, indicating that resizing is now possible.



## Rotate an Object

To rotate an object, place the cursor outside the object near its corner handle. Move the cursor around until it turns into a curved bi-directional arrow . Click and drag the handle to set a new angle of the object.

3D text has an additional 3D rotation tool. Drag it with the mouse to turn the 3D text in different direction.



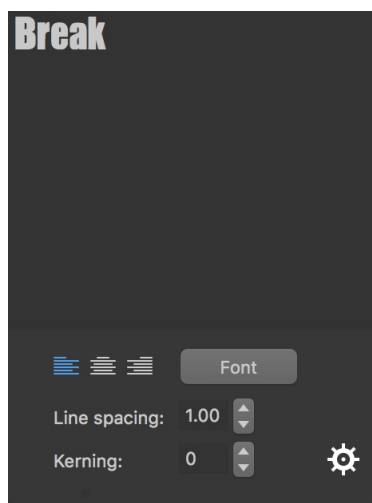
## Object Properties

The program displays one or several buttons near a selected object. These buttons open the properties panels.

## Edit Text



Click this button to open the text editing panel. It lets you type or paste text, change font, set alignment and adjust spacing between lines and characters.



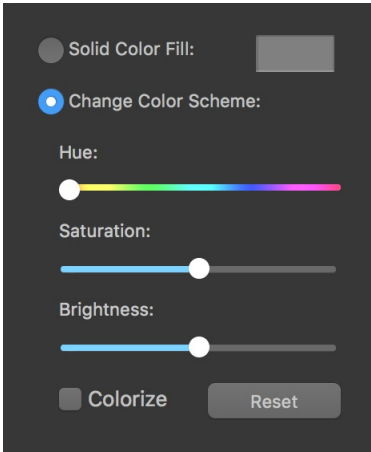
A button with the gear icon is explained in the [Adjust Effects](#) section.

## Change Color



Click this button to set up object's color.

At the top of the panel, you can choose whether to fill an object with plain color or to adjust colors created by a texture or other effects.



The **Colorize** option removes the original colors from the image preserving only the brightness. Then, the image is tinted according to the **Hue** slider. So, the resulting image is a monochrome version of the original one.

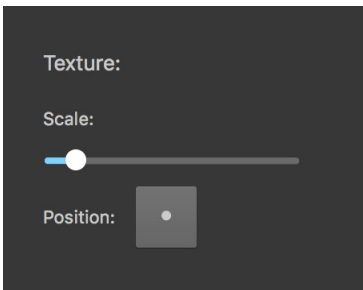
## Adjust Effects



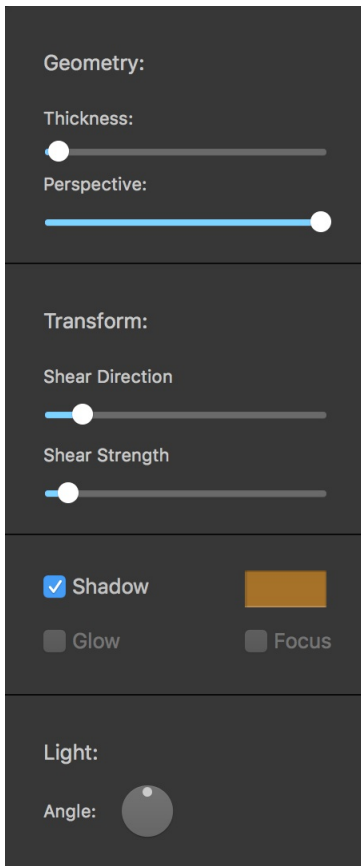
To adjust graphical effects applied to an image, click on the gear icon near the image. Texts have this icon on the [text editing panel](#).

The set of controls on the panel very much depends on the object's type and, particularly, on a design that is opened in the editor. Here are a couple of examples.

The following settings relate to a 2D text with a texture applied. The panel lets you scale the texture, and adjust its position.



The next image displays a possible set of tools that will adjust the look of a 3D text. Such objects usually let you change the geometric properties of individual letters (e.g. thickness), transform or distort the whole text, or change the location of the light source.



## Choose a New Background Image



The folder icon shows up when you select a background image. By clicking on this icon, you can choose another image from Photos or from a folder on your disk.

If you want to keep the background and add one more image, just drag it from Finder into your design.

## Managing Layers

Objects in a document create layered structure with one object per layer. If you place two objects at the same location, one of them will appear over another. The program places a new object at the top of others. So, if you added a background image, you will need to put it behind text.

To change the order of objects in the stack, use commands from the **Layers** menu.

Select Next Layer	Select the next layer in front of the current one.
Select Previous Layer	Select the next layer behind the current one.
Bring Forward Bring to Front Send Backward Send to Back	Move the selected object in front of or behind other objects.

Some of these commands are also present in the object's context menu.

## Saving and Opening Documents

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You can save and re-open customized designs in order to export, share or change them again.

### Saving Documents

To save a document currently open in the [editor](#), choose **File > Save (Cmd-S)** or **File > Save As... (Cmd-Shift-S)** from the main menu.

Documents have ".art3" file name extension. You can use it to search for documents with help of Spotlight.

### Opening Documents

To open a document, double-click on it in Finder, or drag the document onto the program's icon.

You can also open recently edited documents by choosing them from the *Recent* category in the [gallery](#).

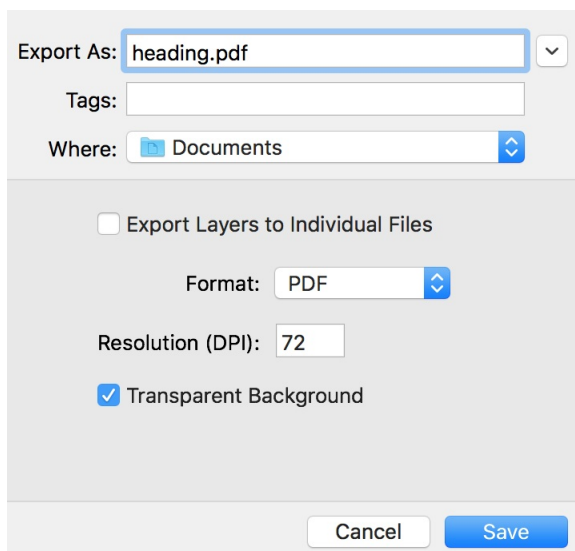
## Export and Share Images

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Documents created in Letters can be exported as images or shared with certain services (e.g. Facebook) or software (e.g. Photos or Mail).

### Export a Document


To export a document as a graphic file, select **File > Export (Cmd-E)** in the main menu. Or, click the **Export** button , and then choose **Export to File...** from the popup menu.



File formats you can export to include PDF, TIFF, JPEG, PNG, GIF and EPS. If you are not sure which one to choose, JPEG is the preferred format. It is widely supported, and it produces files that are often smaller than files saved in other formats. If you plan to edit an exported image in other software, TIFF or PNG might be your choice.

The **Export Layers to Individual Files** check box lets you export parts of the design (e.g. text and background) as separate files. This may be helpful if you want to use the exported graphics in other software.

### Copy to Clipboard

To copy the current design to the clipboard as an image, click the **Export** button  and select **Copy to Clipboard**.

You can adjust the resolution of images pasted to the clipboard using the [Preferences](#) dialog.

### Share an Image

Sharing graphics to an online service requires that you have already created an account.

To share an image, click the **Export** button  and choose one of the options behind the **Share** menu.

The list of available options is provided by the operating system. If you wish to customize the **Share** menu, use the *Extensions* section in the System Preferences.

## Program Settings

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To bring up the *Preferences* dialog, select **Letters > Preferences...** in the menu, or press **Cmd-,**.

You can set up the resolution of images exported to the clipboard. It is important when you copy the final image to another application.

The **Snap** option allows automatically align an object to other objects when you move or resize it.

## Technical Support

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The developer of Letters offers free technical support.

By E-mail:

[support@belightsoft.com](mailto:support@belightsoft.com)

Technical support form on BeLight's website:

<https://www.text.design/support/#letters>

When reporting a problem, please make sure to specify:

- The version of Letters you are using.
- The version of macOS installed on your computer.
- Your actions that might have led to the problem.
- If the problem persists, describe how to reproduce it.
- When necessary, illustrate your report with screenshots (press **Cmd-Shift-3** to save a screenshot on your Desktop).

# BeLight Software Privacy Statement

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Your privacy is important to us. This Privacy Statement covers how we collect, use, disclose, transfer, and store your information.

## Collection and Use of Personal Information

Personal information is data that can be used to identify or contact a single person.

You may be asked to provide your personal information anytime you are in contact with BeLight Software. We may share and use this information consistent with this Privacy Statement. We may also combine it with other information to provide and improve our products, services, content, and advertising. You are not required to provide the personal information that we have requested, but, if you chose not to do so, in many cases we will not be able to provide you with our products or services or respond to any queries you may have.

What personal information we collect:

When you purchase a product, download a software or an update, register for company or product newsletter, contact us or participate in an online survey, we may collect a variety of information, including your name, mailing address, phone number, email address.

How we use your personal information:

- The personal information we collect allows us to keep you posted on BeLight Software latest product announcements, software updates, and upcoming events. If you don't want to be on our mailing list, you can opt out anytime by emailing us at: [news@belightsoft.com](mailto:news@belightsoft.com)
- We also use personal information to help us create, develop, operate, deliver, and improve our products, services, content and advertising, and for loss prevention purposes.
- We may use your personal information to verify identity, assist with identification of users, and to determine appropriate services.
- From time to time, we may use your personal information to send important notices, such as communications about purchases and changes to our terms, conditions, and policies. Because this information is important to your interaction with BeLight Software, you may not opt out of receiving these communications.
- We may also use personal information for internal purposes such as auditing, data analysis, and research to improve BeLight Software products, services, and customer communications.
- If you enter into a sweepstake, contest, or similar promotion we may use the information you provide to administer those programs.

## Collection and Use of Non-personal Information

We also collect data in a form that does not, on its own, permit direct association with any specific individual. We may collect, use, transfer, and disclose non-personal information for any purpose. The following are some examples of non-personal information that we collect and how we may use it:

- We may collect information such as occupation, language, zip code, area code, unique device identifier, referrer URL, location, and the time zone where a BeLight Software product is used so that we can better understand customer behavior and improve our products, services, and advertising.
- We may collect information regarding customer activities on our websites and from our other products and services. This information is aggregated and used to help us provide more useful information to our customers and to understand which parts of our website, products, and services are of most interest. Aggregated data is considered non-personal information for the purposes of this Privacy Statement.

If we do combine non-personal information with personal information the combined information will be treated as personal information for as long as it remains combined.

## Cookies and Other Technologies

BeLight Software websites, online services, interactive applications, email messages, and advertisements may use "cookies" and other technologies such as pixel tags and web beacons. These



technologies help us better understand user behavior, tell us which parts of our websites people have visited, and facilitate and measure the effectiveness of advertisements and web searches. We treat information collected by cookies and other technologies as non-personal information. However, to the extent that Internet Protocol (IP) addresses or similar identifiers are considered personal information by local law, we also treat these identifiers as personal information. Similarly, to the extent that non-personal information is combined with personal information, we treat the combined information as personal information for the purposes of this Privacy Statement.

If you want to disable cookies and you're using the Safari web browser, go to Safari preferences and then to the privacy pane to manage your preferences. For other browsers, check with your provider to find out how to disable cookies. Please note that certain features of the BeLight Software website will not be available once cookies are disabled.

We use this information to understand and analyze trends, to administer the site, to learn about user behavior on the site, to improve our product and services, and to gather demographic information about our user base as a whole. BeLight Software may use this information in our marketing and advertising services.

In some of our email messages, we use a "click-through URL" linked to content on the BeLight Software website. When customers click one of these URLs, they pass through a separate web server before arriving at the destination page on our website. We track this click-through data to help us determine interest in particular topics and measure the effectiveness of our customer communications. If you prefer not to be tracked in this way, you should not click text or graphic links in the email messages. Pixel tags enable us to send email messages in a format customers can read, and they tell us whether mail has been opened. We may use this information to reduce or eliminate messages sent to customers.

## **Disclosure to Third Parties**

At times BeLight Software may make certain personal information available to strategic partners that work with BeLight Software to provide products and services, or that help BeLight Software market to customers. Personal information will only be shared by BeLight Software to provide or improve our products, services and advertising; it will not be shared with third parties for their marketing purposes.

### **Service Providers**

BeLight Software shares personal information with companies who provide services such as information processing, fulfilling customer orders, delivering products to you, managing and enhancing customer data, providing customer service, assessing your interest in our products and services, and conducting customer research or satisfaction surveys. These companies are obligated to protect your information.

Services we use and their respective privacy policies:

Google Analytics is used to analyze website visitors behavior and activity  
<https://policies.google.com/privacy>

Vimeo is used for video content playback  
<https://vimeo.com/privacy>

FastSpring is used for online order processing  
<https://fastspring.com/privacy/>

### **Others**

It may be necessary — by law, legal process, litigation, and/or requests from public and governmental authorities within or outside your country of residence — for BeLight Software to disclose your personal information. We may also disclose information about you if we determine that disclosure is reasonably necessary to enforce our terms and conditions or protect our operations or users. Additionally, in the event of a reorganization, merger, or sale we may transfer any and all personal information we collect to the relevant third party.

## **Protection of Personal Information**

BeLight Software takes the security of your personal information very seriously. BeLight Software online services such as the BeLight Software website store and embedded into software store protect your personal information during transit using encryption such as Transport Layer Security (TLS). When your personal data is stored by BeLight Software, we use computer systems with limited access and encrypted storage.

When you use some BeLight Software products, services, or applications or post on a BeLight Software forum, chat room, or social networking service, the personal information and content you share is visible to other users and can be read, collected, or used by them. You are responsible for the personal information you choose to share or submit in these instances.

## **Integrity and Retention of Personal Information**

BeLight Software will retain your personal information for the period necessary to fulfill the purposes outlined in this Privacy Statement unless a longer retention period is required or permitted by law.

## **Access to Personal Information**

Access, correction, or deletion requests can be made via email at:  
[sales@belightsoft.com](mailto:sales@belightsoft.com)

## **Children**

If we learn that we have collected the personal information of a child under 13, or equivalent minimum age depending on jurisdiction, we will take steps to delete the information as soon as possible.

Parents can contact us via email at:  
[sales@belightsoft.com](mailto:sales@belightsoft.com)

## **Third-party Sites and Services**

BeLight Software websites, products, applications, and services may contain links to third-party websites, products, and services. Our products and services may also use or offer products or services from third parties. Information collected by third parties, which may include such things as location data or contact details, is governed by their privacy practices. We encourage you to learn about the privacy practices of those third parties.

## **Commitment to Your Privacy**

To make sure your personal information is secure, we communicate our privacy and security guidelines to BeLight Software employees and strictly enforce privacy safeguards within the company.

## **Questions**

If you have any questions or concerns about BeLight Software Privacy Statement or data processing or if you would like to make a complaint about a possible breach of local privacy laws, please contact us at:  
[sales@belightsoft.com](mailto:sales@belightsoft.com)

BeLight Software may update its Privacy Statement from time to time. When we change the policy in a material way, a notice will be posted on our website along with the updated Privacy Statement.

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