Insert Object Dialog Box

The ***Insert Object Dialog Box*** allows you to create a new object or select an object from an existing file. You can choose to display the object in its native form or as an icon.   You can also create a link to an existing file.   The available types depend on the OLE2 compliant application your computer.

Creating a new object

To create a new object to insert into the document perform the following steps:

1. Check the ***Create New*** radio button.
2. Select the object type from the ***Object Type*** listbox.
3. Click Ok.

To Create an object from an existing file perform the following steps:

1. Check the ***Create from File*** radio button.
2. Enter the name of the file that contains the object or choose ***Browse***.
3. Optionally check the ***Link*** checkbox to create a link to the object.
4. Click Ok.

In either case, you can optionally display the object or link as an icon by performing the following steps:

1. Select an object as explained above.
2. Check the ***Display As Icon*** checkbox.   (The default icon is displayed.)
3. Choose ***Change Icon*** to select a new icon..

Paste Special Dialog Box

The **Paste Special Dialog Box** allows you to choose the format on an object to be inserted from the clipboard.   The available types depend on the type of object currently on the clipboard.

Pasting an Object

To paste on object into your document perform the following steps:

1. Check the **Paste** radio button to paste an actual object or check the **Paste Link** radio button to paste a link to the object.
2. Select the object type you would like the object pasted as from the **As** listbox.
3. Click Ok.

Whether you paste an object or a link, you can optionally display the object or link as an icon by performing the following steps:

1. Select an object as explained above.
2. Check the **Display As Icon** checkbox.   (The default icon is displayed.)
3. Choose **Change Icon** to select a new icon..

Convert Dialog Box

The **Convert Dialog Box** allows you to convert an object to another type or activate an object as another type.   The available types depend on the type of object.

Converting an Object

To convert an object to another type perform the following steps:

1. Check the **Convert To** radio button.
2. Choose the object type from the **Object Type** listbox.
3. Click Ok.

To activate a object as another type of object perform the following steps:

1. Check the **Activate As** radio button.
2. Choose the object type from the **Object Type** listbox.
3. Click Ok.

You can optionally display the object or link as an icon by performing the following steps:

1. Select an object as explained above.
2. Check the **Display As Icon** checkbox.   (The default icon is displayed.)
3. Choose **Change Icon** to select a new icon..

Links Dialog Box

The **Links Dialog Box** display the links in your document and allows you to do such things as update, change and break links.   It also allows you to specify whether or no the link is automatically updated.

To update a link click **Update Now.**
- The link is updated to reflect the actual content of the source object.

To Break a Link click **Break Link**.
- The link is removed from your document.

To change the source of a link click **Change Source** and select the new source file.
- The link now points to a new object.

To open the source click **Open Source**.
- The object is opened by the application that created it.

With any link you can specify whether is will be automatically updated or manually updated.
- Check the **Automatic** radiobutton to have the link automatically updated.
- Check the **Manual** radio button to   make the link update only when you explicitly update it.

Change Icon Dialog Box

The **Change Icon Dialog Box** allows you to specify the icon and label that will represent an object or a link to an object.   The default icon is the icon provides by the application that created the object.

To use the current icon check the **Current** radio button.
     - The icon remains unchanged.

To use the default icon check the **Default** radio button.
     - The icon changes to the default icon.

To select an icon from another file perform the following steps:

1. Check the **From File** radio button.
2. Enter the file that contains the desired icon or choose **Browse**.
3. Select the icon from the available list.
4. Click Ok.

Regardless of the icon chosen for an object or link, you can specify a label for the icon in the **Label** edit control.   The label is displayed under the icon in your document.

File Open Dialog Box

The **File Open Dialog Box** allows you to choose a file that contains an object.

Change Source Dialog Box

The ***Change Source Dialog Box*** allows you to select a new source for a link.

Choose Icon File Dialog Box

The **Change Icon File Dialog Box** allows you to choose a file from which to extract an icon to be displayed in place of an object.

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In the following agreement "software" refers to ALL FILES included with this help file.

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Disclaimer

Registration and Upgrade Information

If you have any problems with this product, please contact me.

Contacting the author:

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Registration

If you continue to use this software after the evaluation period, you are required to register, otherwise you must remove this software from your computer.   Registration entitles you to free support, the latest version and free minor version upgrades.   (See Upgrade Policy below)   Once registered the registration screen will no longer appear.   In addition, by registering you'll be doing your part to assure that I'll continue to work hard at providing you with quality software at a very low price.   You'll also be helping to prove that Shareware really does work and you'll get the satisfaction of knowing that you did the right thing.

For information on registering please click the *Order Info* button in the Shareware dialog when you start the program.

Version Upgrade Policy

The following applies to users who have already registered.
Initial registration automatically upgrades you to the latest version.

All registered users are entitled to free upgrades to all minor versions of the major version for which they have registered.   For example, registered users of a product version 3.0 are entitled to all 3.X versions for free.   For the free upgrade simply obtain a copy of newer version, install it over your old version and use the same ID your received when registering.   This will NOT work when upgrading to a new major version.

Special pricing is available to registered users for major version upgrades.   Please contact me.

General Description

Business Card Designer Plus (32-bit) allows you to create stunning business cards on any Windows compatible printer.   With this program you'll be creating your own business cards in minutes.   It's that easy to use!   Simply the best business card program available.

Frequently Asked Questions

General

Q. When I print a sheet, the cards are not aligned correctly on the sheet.   What should I do?
A. Because all printers are slightly different you may need to make minor adjustments to the card spacing in order to achieve the proper results.   You can adjust the spacing between the cards using the Edit Current Layout command on the Configuration menu.   Make sure to use this command as opposed to the Edit Default Layout command because the settings in the default do not take effect until you create a new card.   Once you have the settings correct for the current layout you should transfer the settings to the Default layout so all cards you create in the future will automatically have the correct settings.

Q. When I use the Edit Current Layout command some of the settings are disabled.   How can I change the settings that are disabled?
A. The Edit Current Layout command effects the layout of the current card only.   Because the card is already created certain settings cannot be changed.   To change these settings by using the Edit Default Layout command then creating a new card.   The new card will use the default layout, which includes the modified settings that are disabled after the card is created.

Graphics

Q. What graphic file formats are supported?
A. BMP, WMF, PCX, JPG, PNG and TIF formats are supported.   Additionally, any graphic you can copy to the clipboard as a DIB can be pasted in.

Q. How do I use a graphic file that is in an unsupported format?
A. To use a graphic file in an unsupported format, you must convert the file to one of the supported formats.   The easiest way to do this is to convert the graphic to a bitmap (BMP)   Most paint and desktop publishing programs allow you to save a graphic as a bitmap.

Q. When I insert several large graphic objects into my card and attempt to edit other objects in the card performance is very slow.   What can I do?
A. When several large graphics objects exist in a card Windows needs time to re-draw those objects each time you modify the card.   To speed things up, check the Show Graphic Placeholders in the Configuration dialog box.   This will cause all graphic objects to be drawn as a box with an X in it on the screen.   When you print your card the graphics will be printed normally.

Objects

Q. How do I change the color of an object?
A. You can change the foreground color for all objects except a graphic object and you can change the background color of text objects.   To change the color (foreground or background) select the object then choose Foreground Color or Background Color on the Colors menu.   Select the color in the color selection dialog box and click OK.

Q. How do I delete an object from a card?
A. Do delete an object from a card, select the object by choosing the selection tool and clicking inside the object, then choose Delete on the Edit menu.

Text Objects

Q. How to I edit the text in a text object?
A. To edit the text in a text object, select the text object and click the right mouse button.   Choose the Edit Text menu item on the popup menu.

Q. When I select the color of a text object in the font selection dialog box the color of the text is not effected.   What's going on here?
A.   See know problem #1 below.

Q. How do I change the font and style of a text object?
A. To change the font and/or style of a text object, select the text object and choose Font on the Text menu.   Note you cannot select the font color here, use the foreground color command.

Q. How do I rotate text?
A. To rotate text, select the text object and Rotate on the Text menu.   Click in the rotation circle to achieve the desired rotation.   You can also click in the rotation/font status box or the Rotate item on the popup menu to bring up the rotation dialog.

Known Problems

1. The color selected in the font selection dialog box is ignored.   To change the color of a text (or any other) object, use the Foreground Color command.   This is done by design, but may cause confusion, so it's listed here as a known problem.   Just use the Foreground Color command to change the color of all objects and you will have no problem.

The Card Expert

The *Card Expert* helps you create a new business card VERY quickly.   You simply choose a template and enter the information you want to appear on the card.   In under a minute you can have a new business card ready to be printed.   You can even create your own templates to use with the Card Expert. (See: Creating a Business Card Template)

To start a new card choose File|New.

If you have the option checked to use the Card Expert the Card Expert dialog box appears.   (This option is on by default)

Using the Card Expert

To create a new business card using the Card Expert perform the following steps:

1. Choose a template.
    - Click the Template button and choose a template (.BCT) file.
    - Note the preview of the template at the top of the screen.

2. Enter your information.
    - You can leave any fields blank if you don't want to include that information.

3. Click Ok.
    - A new card will be created containing your information layed out as specified by the template you selected.

4. Add custom objects or re-arrange objects to suite your tastes.
    - Use this opportunity to add your graphic logo, add color and set the fonts and styles.

Note:

If you want to create your business card from scratch, click the *Free Form* button and an empty card appears.

Creating a Business Card Template

Select File|Save As Template

A business card template is simply a business card that contains special text objects that represent the user's information.   The filename of a business card template has the extension .BCT.

The following text objects have special meaning in a template: (all UPPERCASE)
NAME, COMPANY, TITLE, ADDRESS1, ADDRESS2, PHONE, FAX., EMAIL
These objects will be replaced with the text entered by the user.

A template file can also contain other objects such as boxes, lines, circles, other text, and graphics.

To create a business card template perform the following steps:

1. Create a new card.
     - If the *Card Expert* dialog box appears click the *Free Form* button.

2. Add the above mentioned special text objects.
     - Position them where you want the user's information to be inserted.

3. Insert any additional objects to dress up the card.

4. Select File|Save As Template to save the card as a template.
     - You should store all your templates in the Template directory where you installed the program.

To modify an existing template perform the following steps:

1. Under the Options|Configuration menu make sure you have the option to use the *Card Expert* turned on.

2. Select File|New to display the *Card Expert*

3. Click the Template button and choose the template you want to modify.

4. Do not enter any information in the fields and click OK.

5. Modify the template

6. Select File|Save As Template and select the same file you originally opened to save the changes or type a new name to save the template in a new file.

<u>Notes:</u>

When you save a template, OLE and variable text objects are not saved in the template file.   You should not include OLE or variable text objects in you template or they will be lost.

Editing the Page Layout

Select Configuration|Edit Layout or Configuration|Edit Default Layout

Because of the diversity in printers it may be necessary for you to adjust the page offsets so the alignment on the printer is precise.   Enter all measurements so they are as close to the actual measurement as possible. For example, if there is a 1/2" top margin on your card sheet, enter 0.5 for the top margin setting.

If you choose **Configuration|Edit Layout**, the changes you make effect only the current card.   When you select **Configuration|Edit Default Layout** the values you enter will be used as the default for all new cards you create.   You should first get your current card to print correctly, then make the settings default so that all new cards you create will print correctly without having to adjust each new card.

Side and Top Margins

The side and top Margin settings allow you to shift the entire page up or down, left or right, on the printed page.   If it appears that your cards are spaced correctly but are shifted up, down, left or right on the printed page, use the appropriate offset to shift the page back to where it should be.

Row and Column Spacing

The row and column spacing settings allow you to increase or decrease the space between each card on the printed page.   If your cards are spaced incorrectly on the printed page, use the row and/or column spacing settings to correct this problem.

If both the alignment and spacing are incorrect, first get the first card aligned correctly using the side and top margins, then use the row and column spacing settings to adjust the card spacing.

Markers

A Marker is used to display a feature on the screen to help alignment.   For example, you can include a marker that marks the position of a pre-printed line, box or circle on your card.   This helps you when positioning objects on screen so they line up with the pre-printed object on your card when printed. Markers are not printed.

Notes:

The Layout will only need to be adjusted the first time you print on a specific printer.   After that the settings will be stored and the cards will print correctly.   Naturally if you change printers then the offsets may need to be re-adjusted.

I suggest printing a draft of your business cards on plain paper to evaluate the offset settings (as well as to check the card for errors).   Hold the page up to the actual card sheet and make sure that each card is aligned with the card on the sheet.   This way you can experiment without wasting expensive business card paper.

Inserting an OLE Object

What is OLE

OLE (**O**bject **L**inking and **E**mbedding) is a standard for sharing data between OLE compliant applications. The original OLE (OLE1) specification did not allow for drag and drop or in place editing.   ***Business Card Designer Plus*** supports both OLE and OLE2.   OLE2 allows you to insert an object by simply dragging it into the card.   It also lets you double click on any embedded OLE2 object to edit it in place. For example you can drag a picture from your favorite OLE2 compliant drawing program and drop it right in your card.   If you decide to make a change to the picture, just double click on it and ***Business Card Designer Plus*** will transform itself into the drawing program to let you edit it.   When you're done click anywhere else in the card and ***Business Card Designer Plus*** return to normal and the picture is updated.

You can also insert a link to an object in another application or file.   When the object is updated in one place, the changes appear in all place than have a link to it.

Most word processors support OLE and provide servers for graphs, charts and word art.   All of these features can easily be added to your card.   My favorite is word art.   You can make some really fancy art work out of any text in your card using some of the word art programs available.

Inserting an OLE Object

Select Edit|Insert Object

OLE2 objects can be inserted two ways.   You can use the Edit|Insert Object command or you can drag the object directly from a server application and drop it in the card.   The directions outlined below are brief, but the process of inserting an OLE object is the same for all applications that support OLE.

To insert an OLE object using the Edit|Insert Object command perform the following steps:

1. Select Edit|Insert Object.
2. Choose the object type to insert.
   (You can also choose to insert a link or display the object as an icon.)
3. Click Ok and the server application will start.

To insert an OLE2 Object using the drag method perform the following steps:

1. Start the server application.
2. Click the object to insert and drag it into the card.
3. Release the mouse button and the object will be inserted into the card.

Notes:

Only OLE2 supports drag and drop.   For older OLE server application you must use the Edit| Insert Object method.

Inserting a Text Object

A text object can take on two forms.   There is a regular text object that lets you specify a single piece of text and there is a *Variable Text* object that lets you specify of list of text.   With *Variable Text* each piece of text is printed in turn.   If you print more than the number of items you specify, the field will be blank for the remaining printouts.

To insert a Text object perform the following steps:

1. Select the Text tool.
2. Click in the sign where you want to insert the text.
3. Enter the text.

   - You can either specify a single piece of text or select the "Specify variable text" checkbox and use the Add button to create a list of text.

   - If you specify variable text you can use the Up and Down buttons to move an item within the list, the Change button to modify an item already in the list or the Delete button to remove an item from the list.

4. Choose the justification. (see below)
5. Click OK.

Notes:

Justification Settings

The justification settings (Left, Center or Right) allow you to specify how a text object is aligned. For example, if you choose right justification the program will ensure that the text object is aligned with its right edge on the screen and on the printer.

The justification is automatically set when you use the *Alignment* commands.

Justification has no effect on rotated text.

Also See:
Changing the Font
Rotating Text
Editing a Text Object

Inserting a Line Object

Select Mode|Line

To insert a Line object perform the following steps:

1. Select the Line tool.
2. Click on the beginning of the line.
3. Drag to the end of the line and release.

Also See:
Changing the Foreground Color
Changing the Line Size

Notes:

If you hold the SHIFT key while inserting a line object, the line will automatically snap to either the vertical or horizontal direction.   This lets you create straight lines very easily.

Inserting a Box Object

Select Mode|Box or Mode|Filled Box or Mode|Shadow Box or
Mode|Rounded Box or Mode|Rounded Filled Box

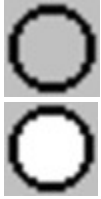To insert a Box object perform the following steps:

1. Select the Box, Filled Box, Shadow Box, Rounded Box or Rounded Filled Box tool.
2. Click on the upper left corner of the box.
3. Drag to the lower right corner and release.

Also See:
Changing the Foreground Color
Changing the Line Size

Inserting a Circle Object

Select Mode|Circle or Mode|Filled Circle

To insert a Circle object perform the following steps:

1. Select the Circle or Filled Circle tool.
2. Click on the upper left corner of the bounding rectangle.
3. Drag to the lower right corner and release.

Also See:
Changing the Foreground Color
Changing the Line Size

Inserting a Graphic Object

Select Mode|Graphic

To insert a Graphic object perform the following steps:

1. Select the Graphic tool.
2. Click in the card at the position where you want to insert the graphic.
3. Select the filename of the graphic file and click Ok.
     - The supported graphic formats are BMP, PCX, WMF, TIF, JPG, PNG

If a graphic object is too large to fit in the card it will be automatically scaled.   The scaling is done in such a way to preserve the aspect ratio of the graphic object so that the object is not distorted.

Try right clicking on a selected graphic object and choose the Graphic Info... command to view the actual and displayed properties of the object.   This can be very helpful when trying to improve the quality of the printed page as explained below.

When inserting a graphic object you should pay close attention to the following:
(Please note that these suggestions can greatly improve the quality of SOME graphics, but there are many situations where they may be unnecessary.   Don't think that the following (somewhat technical) suggestions need to be fully understood to successfully use *Business Card Designer Plus.*

1. Choose graphic objects with the resolution of the printer in mind.

When displayed on the screen, intricate graphics may appear distorted because the screen's resolution is far less than the printer's resolution.   In general, a graphic that is displayed and printed, pixel for pixel, will appear much smaller on the printer.   This means that the graphic must be "stretched" to print with the same dimensions as displayed on the screen.   What really matters is how the graphic looks on paper! For the best print quality, it's best to use graphics that are much larger than the desired size and scale them to the size you desire.   This way the graphic will contain enough information to print at the higher printer resolution without having to be stretched.

For example, if the printer has a resolution of 300 by 300 dpi (as most laser printers do) then a 300 by 300 pixel graphic will print 1 inch by 1 inch at 100% scale.   On the screen the same graphic may be larger than the entire card at 100% scale.   *Business Card Designer Plus* uses a virtual resolution of 100 by 100 dpi screen resolution to provide WYSIWYG formatting, which means that the graphic will require 3 inches by 3 inches   With this in mind, scaling the graphic to occupy 100 by 100 pixels on the screen (1 inch by 1 inch virtual, 33 1/3 % scale) will cause the graphic to be printed at exactly 300 by 300 dpi, utilizing 100% of the printer's resolution capabilities and provide the ultimate print quality!   Now this may seem complicated but really it is not.   Just try to use graphics that are about the same size when printed 100% scale as the size on the screen you desire.

2.   Try to keep the aspect ratio (height / width) of the scaled object the same as the aspect ratio of the unscaled object.

If the graphic contains lines on angles, changing the aspect ratio could cause the lines to appear jagged.

It's always best the maintain the aspect ratio of any graphic object when sizing the object.   (Size the graphic by dragging a corner to change the height and width of a graphic together and maintain the aspect ratio.)

Also See:
Sizing a Graphic

Inserting a Special Object

Select Mode|Special

To insert a Special object perform the following steps:

1. Select the Special tool.
2. Click in the card at the point where you want to insert the object.
   - The special objects selection dialog will appear.
3. Select the object type you want to insert.
   (See Choosing a Special Object Type)
4. Click Ok.

Choosing a Special Object Type

Special Object Types are as follows:

Auto Counter Type

The Auto Counter type allows you to insert a field into your card that will take on an incrementing value when the cards are printed.

1. With the Special tool selected, click in the card at the position to insert.
2. Select the **Auto Counter** special object type from the special object dialog box.
3. Enter the minimum number of digits to print. and it's justification.
   (See Inserting a Counter Object)

Notes:
The counter field will only display zeros on screen.
When the cards are printed, the counter field will be incremented for each card printed and display the corresponding number   You can start the count at any value by specify a starting count on the General page of the configuration dialog box.

My Name, My Company Name, My Title, My Phone Number,
My Fax Number, My Email Address, My Address Types

These types allow you to insert common information directly into your card without re-entering it each time.   The actual text used to fill these fields is obtain from the personal information you specify in the Personal Info Page of the configuration dialog box.

1. With the Special tool selected, click in the card at the position to insert.
2. Select the appropriate special object type from the special object dialog box.
     - The appropriate information is inserted into the card.

Quick Address Type

See Entering a Quick Address

All the Special Objects described above can have their font, color, rotation and size changed just like any normal text object.

Also See:
Inserting a Special Object

Inserting a Counter Object

To insert a Counter object perform the following steps:

1. Enter the MINIMUM number of digits to be printed.
2. Select the desired justification.
    - Use left for normal alignment.
    - Use center for counter object that will be centered.
    - Use right for counter objects that will be right aligned.
3. Click Ok.

Notes:

Justification settings are used to keep an object aligned correctly on the printer when the text in the justified object is a variable length (i.e. counter objects are replaced with the corresponding text when printed)

Also See:
Inserting a Special Object

Entering a Quick Address

The Quick Address object allows you to insert a complete address into your card in one quick and easy step.

To enter a Quick Address perform the following steps;

1. Enter the address you want to insert into the card.
2. Click Ok.

Note: You can leave any part of the address blank to leave it out of the card.

Also See:
Inserting a Special Object

Changing the Style of a Box or Circle Object

You can change the style of a box or circle object by selecting the Style command on an object's context menu.   For boxes, you may choose between normal, filled and shadow.   For circles the available styles are normal and filled.
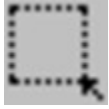
Also See:
Inserting a Box Object
Inserting a Circle Object

Notes:

When you add an object you can choose the initial style by selecting the appropriate tool.   For example, if you choose the shadow box tool, you are adding a box with the shadow style.

Selecting an Object

Select Mode|Select

To select an object perform the following steps:

1. Select the Selection tool. (Not necessary to select OLE objects)
2. Click on the object you want to select.

When an object is selected a thin border is displayed around the object.   If the object can be sized, a set of eight "grapples" are displayed on each edge and on each corner.   You can click on any of these "grapples" to size the selected object.

Also See:
Sizing an Object

Notes:

To select more than one object hold the CTRL key down while selecting.

Continue to hold the CTRL key down and you can move all selected objects at once.

An object must be selected before it can be edited or its settings changed.

For objects that overlap, the smallest object that contains the point of selection is selected.

When an object is selected, all applicable settings for that object become the current settings. (For example, when a text object is selected, the object's Font, Rotation, Foreground and Background colors become the current settings.   When a line, box or circle object is selected, the object's Foreground color and line size become the current settings.)

To select an embedded OLE object you need not select the Selection tool.   If you click the left mouse button within an OLE object it will be selected.   Double click to edit the OLE object.

Moving an Object

To move an object perform the following steps:

1. Select the object(s) (**See** <u>Selecting an Object</u>)
2. Click anywhere within the object's border and drag the object to where you want it.
3. Release the mouse button to update the card.

<u>Notes:</u>

If multiple objects are selected you must hold the CTRL key to move all objects at once.

Changing the Level of an Object

You can changing the level ofan object by using the Bring to Front and Send to Back command on the context menu for a selected object.

To make an object appear that it is at the lowest level (behind all other objects) use the Send to Back command.

To bring an object to the highest level (in front of all other objects) use the Bring to Front command.

Making an Object Non-Printing

A non-printing object is an object that is displayed at design time but is not printed.   Non-printing objects are used primarily in templates.   They allow you to display a feature on the screen that is pre-printed on the paper stock.

You can make an object non-printing by performing the following steps:

1. Select the object. (**See** Selecting an Object)
2. Click the right mouse button with the cursor positioned on the select object.
3. Choose the Non-Printing command on the menu.

Cut, Copy and Paste Commands

The Cut, Copy and Paste Commands allow you to move objects to and from the clipboard.

Cut and Copy allow you to move objects to the clip board.
Cut removes the object from the card after copying it to the clipboard.
Paste allows you to copy an object from the clipboard in to a card.
Paste Special allows you to choose the format of the object on the clipboard to be inserted.

To Copy or Cut an object perform the following steps:

1. Select the object (**See** Selecting an Object)
2. Select Edit|Cut or Edit|Copy.

To Paste an object in to the card perform the following steps:

1. Select Edit|Paste. (See note below)
2. The pasted object will appear in the top left corner of the card.
   - It can now be treated like any other object in the card.

To Paste Special perform the following steps:

1. Select Edit|Paste Special.
2. Choose the object type to paste into the card.
3. Click Ok and the object will be pasted into the card.

Notes:

The Cut and Copy options are only available when an object is selected.
The Paste option is only available when an object is available on the clipboard.

Graphic objects are treated as DIBS (Device Independent Bitmaps) when being move between a card and the clipboard.   Be aware of this when trying to transfer bitmaps from other applications through the clipboard.

Printing Your Business Card

Select File|Print or File|Print One

You can choose to print a single card or print an entire sheet of cards.   The single card feature is excellent to see how your card will look and provide a proof to customers if you run a printing business. Single cards are printed exactly as the card will be printed on a sheet, only centered on the page.   A single card also includes Layout Text on the page.   The Layout Text can be used as a customer sign off if you use this program to create proofs for customers.

Note:

When printing a sheet of cards that contains large graphic objects, it may take a while.

Also See: Editing the Page Layout

Changing the Font

Select Text|Font

To change the font of a single text objects perform the following steps:

1. Selected the Text object (**See** Selecting an Object)
2. Select Text|Font.
3. Choose the font, size and style and click Ok.

To change the current font perform the following steps:

1. Make sure no object is selected
2. Select Text|Font.
3. Choose the font, size and style and click Ok.

NOTE: This command is available only when a single Text object is selected.

Rotating Text

Select Text|Rotate

To rotate the text in a single Text object perform the following steps:

1. Select the Text object (**See** <u>Selecting an Object</u>)
2. Choose Text|Rotate.
3. Click in the rotation circle to obtain the desired rotation and click Ok.

To change the current text rotation perform the following steps:

1. Make sure no object is selected.
2. Choose Text|Rotate.
3. Click in the rotation circle to obtain the desired rotation and click Ok.

NOTE: This command is available only when a single Text object is selected.

Editing a Text Object

Select Text|Edit

To edit a Text object perform the following steps:

1. Select the text. (**See** <u>Selecting an Object</u>)
2. Choose Text|Edit.
3. Type in the desired text or modify the variable text list.
4. Choose the justification (see below)
5. Click OK.

<u>Notes:</u>

<u>Justification Settings</u>

The justification settings (Left, Center or Right) allow you to specify how a text object is aligned. For example, if you choose right justification the program will ensure that the text object is aligned with its right edge on the screen and on the printer.

The justification is automatically set when you use the *Alignment* commands.

Justification has no effect on rotated text.

The *Edit Text* command is available only when a single Text object is selected.

Adjusting the Margins

Select Align|Margins

The Margins are used as an aid to align objects on the card.   **Objects CAN be placed outside of the margins.**
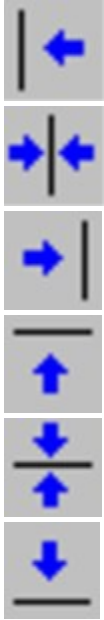
To set the margins perform the following steps:

1.   Choose Align|Margins.
2.   Enter the left, right, top and bottom margins.

<u>Notes:</u>

Margin settings are saved with the card.   Each card can have its own margin settings.   The margins are set automatically when the card is loaded.

Aligning Objects

Select Align|Left or Align|Center Horizontal or Align|Right
or Align|Top or Align|Center Vertical or Align|Bottom
or Align|Align Selected to Grid or Align|Allign All to Grid

Alignment with the Margins

Alignment options allow you to left align, center or right align an object with the margins.

To align an object with the margins perform the following steps:

1. Select the object. (**See** Selecting an Object)
2. Choose the desired alignment.

Alignment with the Grid

Objects can also be aligned with the grid.   If the *Snap to Grid* option is on, all objects are automatically aligned to the grid when inserted or moved.   If the *Snap to Grid* option is not on, objects can still be aligned to the grid using the **Align Selected to Grid** or **Align All to Grid** menu commands.

To align the selected objects with the grid perform the following steps:

1. Select the object. (**See** Selecting an Object)
2. Choose Align|All Selected to Grid

To align ALL objects to the grid perform the following steps:

1. Choose Align|Align All to Grid

Also See:
Adjusting the Margins

<u>Notes:</u>

If there are multiple objects selected and you choose the alignment commands, the objects are aligned with the current selection bound, NOT with the margins.

Changing the Foreground Color

Select Colors|Foreground Color

To change the foreground color of the selected objects perform the following steps:

1. Select the object(s) (**See** Selecting an Object)
2. Choose Colors|Foreground Color.
3. Choose the desired color and click Ok.

To change the current foreground color perform the following steps:

1. Make sure no object is selected.
2. Choose Settings|Foreground Color.
3. Choose the desired color and click Ok.

Changing the Background Color

Select Colors|Background Color

To change the background color of the selected objects perform the following steps:

1. Select the object(s) (**See** Selecting an Object)
2. Choose Colors|Background Color.
3. Choose the desired color and click Ok.

To change the current background color perform the following steps:

1. Make sure no object is selected.
2. Choose Colors|Background Color.
3. Choose the desired color and click Ok.

Sizing an Object

To change the size of a Box, Circle, Graphic or OLE object perform the following steps:

1. Select the object. (**See** Selecting an Object)
2. Move the cursor over a grapple on one of the edges (left, right, top or bottom).
   - The cursor will change to a double arrow.
3. Press the left mouse button.
4. Drag the mouse to size the object.
5. Release the mouse button to register the changes.

To change the height and width of the selected object at the same time perform the following steps:

1. Select the object. (**See** Selecting an Object)
2. Move the cursor a grapple on one of the corners of the object.
   - The cursor will change to a diagonal double arrow.
3. Press the left mouse button.
4. Drag the mouse to size the object.
5. Release the mouse button to register the changes.

Notes:

It's best to use the latter sizing method with graphic objects that require the aspect ratio to be preserved.

Text objects and DB Field objects can not be sized, they assume the size of the text they contain.

Changing the Line Size

To change the line size of the selected objects perform the following steps:

1. Select the object(s) (**See** Selecting an Object)
2. Select the desired linesize from the tool palette or from the *Line* menu.

To change the current line size perform the following steps:

1. Make sure no object is selected.
2. Select the desired linesize from the tool palette or from the *Line* menu.

Zooming In and Out
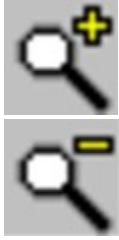
Select View|Zoom In or View|Zoom Out

Use the Zoom commands to zoom in or out on your card.

Configuration

Select Options|Configuration

The configuration option opens a dialog box that contains three tabs.

The General Tab

The general options include the following:

1. Show graphic place holders.
Check this option if you use LARGE graphic objects that take time to display.
You wont see the graphic on the screen, but display time will be MUCH faster.

2. Prompt when deleting an object
Check this option to prompt before deleting an object from the card.

3. Print crop marks on card boundaries
Check this option to print crop marks on the corners of each card.
(Excellent for use as a guide if you're cutting your own cards out.)

4. Remind to print a test page
Uncheck this option to stop the reminder to print a test page each time you print your cards.

5. Display the "Tip of the Day" at startup
Uncheck this option to stop showing the "Tip of the Day" at startup

6. Use the Card Expert for new cards
Check this option to use the *Business Card Expert* when creating a new business card.

7. Counter starting number edit
Enter the number to start *Counter* objects at when you print your business cards.

The Grid Tab

The grid options include the following:

1. Grid Size
Enter the number of logical pixels between grid lines.

2. Show Grid
Check this option to display the grid on the screen.

3. Snap to Grid
Check this option to automatically align objects to the grid when they are inserted or moved.

> **Note:** The *Show Grid* option does not have to be check to use the grid.

The Personal Info Tab

The edit controls on this page allow you to specify name, address, and phone number information to be used when inserting *Special Objects* into your cards.

The Layout Text Tab

The Layout Text is only printed when you print a single card.

To change the layout text perform the following steps:

Enter the three lines of text that you want printed with the card proof.

Check this option if you use LARGE graphic objects that take a long time to display.   You won't see the graphic on the screen, but display time will be MUCH faster.

Check this option to prompt before deleting an object from the card.

Check this option to print crop marks on the corners of each card.   (Excellent for use as a guide if you're cutting the cards out yourself.)

Uncheck this option to stop the reminders to print a test page every time you print your business card.

Uncheck this option to stop showing the "Tip of the Day" at startup.

Check this option to use the *Business Card Expert* when creating a new business card.

Enter the number to start *Counter* objects at when you print your business cards.

This specifies the size of the grid.

Check this option to display the grid in your card.

Check this option to automatically align all objected to the grid when they are inserted.

Specify the first line of text to be printed when you print a single card.

Specify the second line of text to be printed when you print a single card.

Specify the third line of text to be printed when you print a single card.

Your name..

Your company name.

Your title.

Your address.

Your address.

Your phone number.

Your fax number.

Your e-mail address.