# Contents

**Greeting Card Designer**™

The following Help Topics are available:

Welcome          Menus
Quick Start      Ribbon
Card Rack        Editing Tools
Preview Screen   Printing
Editing Screen   Book Of Verse

For Help on Help, Press F1

# Menus

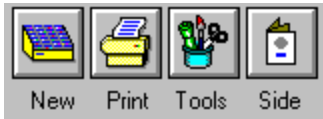| File | Edit | View | Object | Options | Paper | Help |
|------|------|------|--------|---------|-------|------|

File Menu
Edit Menu
View Menu
Object Menu
Options Menu
Paper Menu
Help Menu

# Ribbon



The buttons on the left side of the ribbon perform commands to start a new card, print the card or editing functions.

New     Returns you to the card rack to begin a new card.
Print     Displays the print dialog.
Tools     Toggles display of the Editing Tools.
Side     Allows you to look at a different panel of the card.



The items in the center portion of the ribbon effect text.

Typeface Selection

Point Size

Text Attributes

Justification
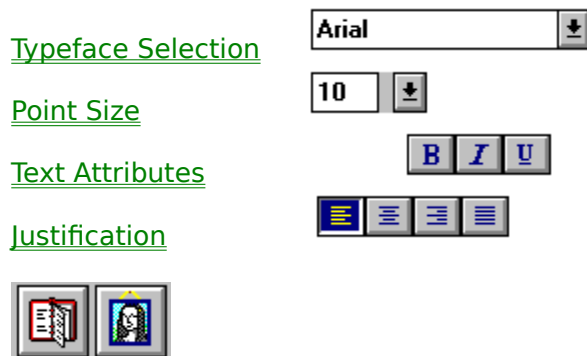


The buttons on the right side of the ribbon are only visible when the 'Tools' are turned on. These buttons provide access to the Book of Verse and the Clip-Art Gallery.

## Editing Tools

The Editing Tools are at your disposal for making changes to your document.   Simply click on the tool to use it.   Except for the Arrow Tool, all tools are single-use tools by default. That means that after you have used that tool, the Arrow Tool again becomes active so you may manipulate the object you just created.   If you want to keep a tool active, hold down the shift key while selecting that tool.

The Arrow Tool is used to manipulate objects on the editing screen.   Using this tool, one may position, select, or re-size objects.   See Grids    and Guides.

The Text Tool is used both to create the text field or to initiate editing of a text field.   To create a new text field, click and drag with this tool.

The Oval (Ellipse) Tool is used to create ovals or circles.   Hold down the shift key while drawing to create a perfect circle.

The Rounded Rectangle creates rectangles with rounded corners.   Hold down the shift key while drawing to create a perfect square.

The Rectangle tool is used to create rectangles.   Hold down the shift key while drawing to create a perfect square.

The Line Tool is used to create lines of any length or angle.   Holding down the shift key while drawing the line forces angles in 45 degree increments.

The Graphic Import Tool is used to place graphics such as logos or pictures on the document.   Graphics may be sized to fit the field drawn for them on the document. Many graphic formats   are supported.

The Color Tool allows you to change colors of objects.   If no object is selected, the default color is changed.   If objects are selected, changes made affect only those objects.

## File Menu

```
File
 New Card
 Open Card...

 Save Card
 Save Card As...

 Print...
 Select Printer...

 Exit

 C:\IGC\CARDS\MYCARD.CRD
 C:\IGC\CARDS\YOURCARD.CRD
```

The File Menu contains commands to Create, open and save documents, print documents, setup page arrangements for documents, and exit from the program.

**New Card:** Opens the Card Rack Screen.
**Open Card:** Brings up the standard Windows open dialog box allowing you to open a previously saved card.
**Save Card:** Saves the current card to disk.
**Save Card As:** Allows saving to a different filename.
**Print:** For selecting print options and printing the documents.
**Select Printer:** Allows you to select the printer from the list of available printers..
**Exit:** Closes the Application and return to Windows. You will be prompted to save any changes you might have made.
**List of Recent Cards:** Below the exit option are your most recently saved cards. You may click on one of these cards to open it.

# Edit Menu

| Edit | |
|---|---|
| Undo | Ctrl+Z |
| Cut | Ctrl+X |
| Copy | Ctrl+C |
| Paste | Ctrl+V |
| Clear | Del |
| Select All | |

The Edit Menu provides commands for selecting objects, copy/paste operation to the clipboard , deletion, and undoing of certain actions.

**Undo:**     Opps! Undo the last editing operation.
**Cut:**       Remove the selected object(s) from the card design and places them on the clipboard.
**Copy:**     Place a copy of the selected object(s) on the clipboard.
**Paste:**    Place the items on the clipboard onto the card design.   The cursor becomes a crosshair indicating the upper left corner of the objects to be pasted.   Position the cursor and click the left mouse button once.
**Clear:**    Removes the selected object(s) from the card design but does not place a copy on the clipboard.
**Select All:**  Selects all of the objects in the card design.

NOTE: Designs on the greeting card stock can not be selected.

# Options Menu

| Options |
|---|
| Snap to Grid |
| Set Grid... |
| √ Show Guides |
| √ Snap to Guides |
| Lock Guides |
| Unit of Measure ▶ |
| √ Show Tools |
| Book of Verse... |
| √ Prompt Before Printing |

The Options Menu sets grid and guide options, as well as the measurement type.

**Snap To Grid:**     Set whether objects should align with an invisible grid.
**Set Grid:**            Set the spacing of the grid .
**Show Guides:**     Toggle the visibility of guides   placed on the document. *

**Snap to Guides:** Set whether objects should snap to the guides.
**Lock Guides:** Lock the guides in place so they are not accidentally moved.
**Inches/Picas/cm:** Sets the unit of measure.

* NOTE: Guides may be visible or not at the
Editing Screen but they are never printed.

# Help Menu

**Help**
Index...
Using Help...
About Instant Greeting Cards...
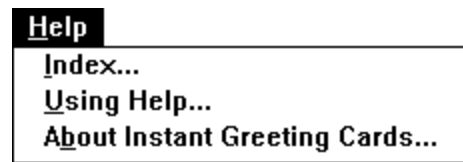
**Index:**                          Opens this Help File.
**Using Help:**                     Launches the Windows Help File which explains how to use
                                    Help.
**About Greeting Card Designer:**  Version, copyright and credits for this program.

# Color

The Color Palette offers a choice of sixteen colors.   The Palette may be used to change the color of object and their outlines or backgrounds.   Imported graphics are not affected.   The current settings are shown by the state of the color palette button.   Depending on the object selected, the mouse buttons effect different aspect of that object.   The outside color represents the text foreground or graphic outline color, the inside color represents the text background or graphic fill color.   Double clicking a color brings up a dialog for creating custom colors.

**Graphic Objects** (rectangle, oval line):
Left mouse button selects line color.   Right mouse button selects fill color.

**Text Objects:**
Left mouse button selects the text color.   Right mouse button selects the background color.

# Custom Color

Editing Colors on the Color Palette

Sixteen primary colors are provides by Windows in VGA mode.   You can edit the colors on the color palette one color at a time.   To edit a color, double-click the color on the palette.

**To specify a color from the basic colors in the Color dialog box:**
1.      Select a color from the basic colors.
2.      Choose OK.
The selected color now appears in the color palette in place of the default color.   You can also define custom colors different from the basic colors in the Custom Color dialog box.

 **To define a custom color in the Custom Color dialog box:**
1.      In the Color dialog box, choose the Define Custom Colors button.
2.      In the Custom Colors boxes, select a box.
3.      Define a color using one of the following methods:
      a.  Type the RGB values in the RGB entry boxes.
      b.  Type the HLS values in the HLS entry boxes.
      c.  Move the crosshair on the color spectrum control to the desired color and then move the luminosity indicator on the right edge of the dialog box to the desired value.   Using any method, the color that you're defining appears in the Color/Solid box.
4.      Choose the Add to Custom Colors button.
      The color appears in the selected Custom Colors box.
5.      Choose OK.
The newly defined color now replaces the color that you originally selected in the Image Editor color palette.

# Text Attributes

The three standard text attributes may be select from the ribbon.   They are boldface, italic and underline.   Any combination of these attributes may be selected for a particular text object.

**This is bold**.

<u>This is underline</u>.

*This is Italic*.

***This is bold italic***.

## Justification and Alignment

Text may be aligned in on of four ways within a text block.   The icon on each button graphically shows the effect of that type of alignment.

This text is left aligned. Notice that the left edge is lined up, but not the right edge.

This text is right aligned.   Notice that the right edge is lined up, but not the left edge.

This text is center aligned.   Notice that neither edge is lined up.

This text   is fully justified.   Both edges are lined up.

## Clipboard

Windows maintains a place in memory where objects can be temporarily stored for later use. Only one object or group of objects may be pasted to the clipboard at any one time.

See Edit Menu to see the supported commands.

# Supported Graphic Formats

The following formats are supported as of the writing of this Help:

**.BMP**  Windows Bitmap
**.WMF**  Windows MetaFile   *
**.PCX**  PC Paintbrush
**.PCT**  Macintosh PICT
**.TGA**  Targa
**.EPS**  Encapsulated PostScript
**.GIF**  Graphic Interchange Format
**.TIF**  Tagged Image Format

NOTE: WMF files can not be rotated, screened or sized-to-fit.

Several of these formats come in different 'flavors'.   It is possible that you may have a graphic file with the correct extension (e.g. TIF, EPS) which the program can not correctly decipher

# Select Printer

Use this command and dialog box to select from the printers you have installed under Windows and to choose from the options your printer supports.

**Printer**
Use the arrows to move through the items and select (highlight or click on) the desired printer.

**Setup...**
Click on this button to access a printer dialog box which displays setup options for the selected printer. Choose the desired options and click on OK to return to the Select Printer dialog box.

**OK and Cancel**
Click on OK or press ENTER to accept your selections.   Click on Cancel to exit the dialog box without making any printer changes.

# Fill Patterns
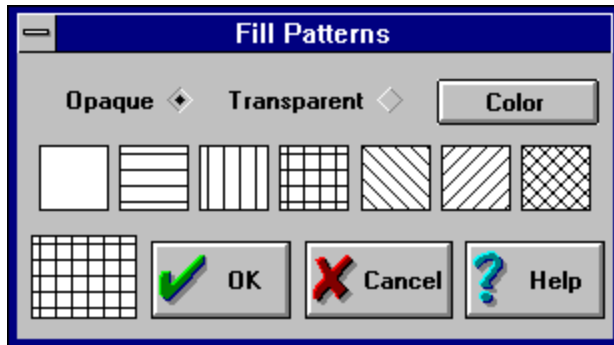


Specifies the fill pattern to be printed in the space bounded by an oval or rectangle.

The Objects Menu Fill Patterns command is used to fill the space bounded by a rectangle or oval with a selected pattern. Seven fill patterns are included in the fill palette. Each of those patterns can be opaque (i.e. blocking from view whatever objects are behind it) or transparent (i.e. allowing any objects behind it to be seen through the pattern).

The preview rectangle in the dialog box displays the current fill pattern.   All objects drawn will use the most recently specified shade.

**To change the fill pattern for an existing rectangle or oval:**
1.      Select the rectangle or oval.
2.      Objects Menu Fill Patterns command
3.      Select a fill pattern and click either the Transparent or the Opaque button.

The sample rectangle will display the pattern you have chosen. When you return to the document window, the selected object will display the new fill characteristics.

**To specify the fill pattern for new objects only:**
Use this procedure to specify the fill pattern for new objects without affecting existing objects.   All objects drawn use the most recently specified fill characteristics.
1.      With no graphic object currently selected, select the Objects Menu Fill Pattern Shades command
2.      Select a fill pattern and click either the Transparent or the Opaque button.
3.      Use the rectangle or oval tool to create the object.

# Line Thickness

Defines the thickness of lines and object outlines.
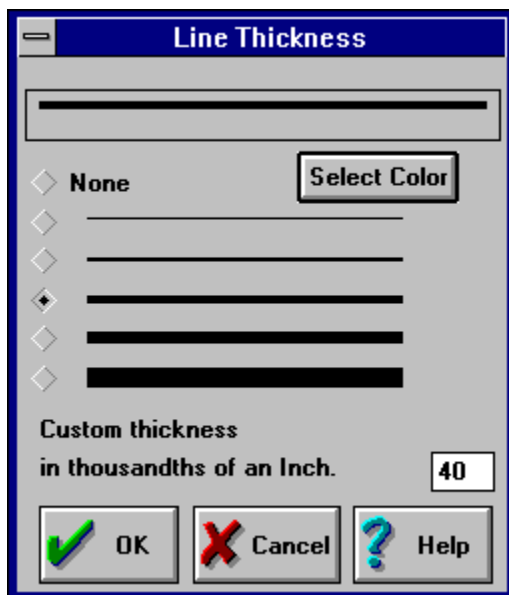


The Objects Menu Line Thickness command specifies the thickness of the border of any rectangle or oval and of any lines drawn with the line tool.   Line thickness is measured in thousandths of an inch.

Using option buttons, you can choose among six convenient pre-set options: five different line thicknesses and none. The none option is used to draw filled objects without a border. Alternatively, you can enter a custom thickness from 1 to 200 thousandths of an inch (i.e. from 001" to 200").

The sample line displayed across the top of the dialog box illustrates the currently specified thickness.

**To change the line thickness for an existing object:**
1.      Select the graphic object.
2.      Select the Objects Menu Line Thickness command
3.      Click one of the buttons to select a preset line thickness or enter the desired thickness in the Custom Thickness box.

The sample line illustrates the specified thickness. When you return to the label window, the specified thickness will be applied to the previously selected object.

**To specify the line thickness for new objects only:**
Use this procedure to specify the line thickness for new objects without affecting any existing objects. All objects drawn will use the most recently specified line thickness.
1.      With no graphic object selected, select the Objects Menu Line Thickness command
2.      Click a line thickness button or enter the desired width in the Custom Thickness box.
3.      Use the line , rectangle , or oval tool to create the objects as usual.

# Typeface/Font Selection



All of the fonts available to Windows are available to the Application.   Set the typeface of the selected text field(s) using this drop-down list box.



NOTE: The fonts available to you are determined by which fonts you have installed and what printer you are using. Some printers may add fonts to the fonts list, others may remove fonts.

The font selected is applied to all text in the selected field(s).

# Grid

An invisible grid can be defined on the label screen to help you accurately and quickly align objects on the document. Using the Snap to Grid command, guides or objects being positioned on the document can be precisely aligned with the closest grid line.   The Options Menu Set Grid command sets the spacing of the grid lines.

Grid spacing can be defined in inches (to 1/1000th of an inch), picas, or centimeters, depending on your choice of measurements.   The grid spacing will be measured from the upper left-hand corner of the label.

**To set the grid spacing:**
1.	Select inches, picas or centimeters from the Options Menu.
2.	Select the Options Menu Set Grid command. The Grid dialog box will be displayed showing the currently chosen measurement system and spacing.
3.	Enter the desired grid spacing. The allowed range is from 0 to .25 inches or the equivalent.

# Guides

The Options Menu has three commands for using Guides: Show Guides, Snap To Guides and Lock Guides.

You can position vertical and horizontal layout guides on the document   to assist you in positioning objects on you document. The guides will not be printed and their display on the screen can be turned on/off using the Show Guides option.

**To turn the guides display on or off:**
  Select the Options Menu Show Guides command.

The Options Menu Snap to Guides causes an object or group to align exactly with the guide. Sometimes you need to have two objects, such as two rectangles, meet with their outlines exactly overlapping to produce a common boundary line of the same thickness as the individual object outlines.   To do this, snap one object to a guide from above the guide and the other from below.   When active, the Snap to Guides option will be checked.

**To turn the Snap to Guides feature on or off:**
  Select the Options Menu Snap to Guides command.

Layout guides must be displayed in order to use the Snap to Guides option.   The Options Menu Lock Guides command locks existing guides in position. When this function is active, the Lock Guides option will be checked.

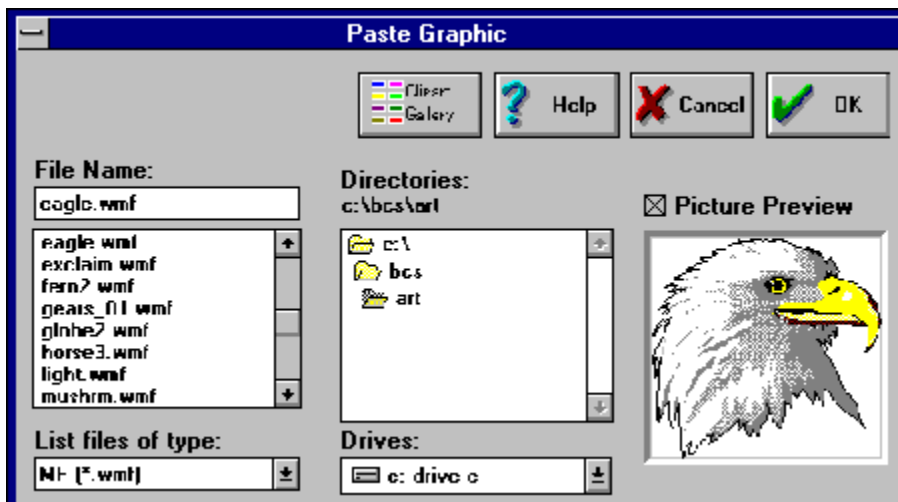**To turn the Options Menu Lock Guides function on or off:**
  Select the Lock Guides option.

# Paste/Place Graphic

**To import a graphic object:** (bitmap, logo, picture)
Click on the Graphic Import tool, position the cross-hair where you want to place one corner of the object. Hold down the left mouse button the drag the pointer to the desired shape of the object. From the dialog box, select the graphic file format and file name to be inserted in the object.    Use the Objects Menu Constrain command force the graphic to maintain proportion.

**Paste Graphic**

| | | | |
|---|---|---|---|
| Clipart Galery | Help | Cancel | OK |

**File Name:**
caglc.wmf

eagle.wmf
exclaim.wmf
fern2.wmf
gears_01.wmf
glnhe2.wmf
horse3.wmf
light.wmf
mushrm.wmf

**List files of type:**
WH [*.wmf]

**Directories:**
c:\bcs\art

c:\
bcs
art

**Drives:**
c: drive c

☒ Picture Preview

Once the graphic has been placed on the card, it may be manipulated in the following ways:

**To move a graphic object:**
Using the Arrow Tool, click and hold the left mouse button on the object and drag the black outline to the new position.

**To resize a graphic object:**
Using   the Arrow Tool,   select the object then position the pointer over one of the black handles. When the pointer changes to a double-headed arrow, hold down the left mouse button and drag the handle to resize the object. The changing width and height of the object are shown in the lower right hand corner of the status bar. Use the rulers and grid to accurately position objects.

**To rotate a graphic:**
Select the graphic.   Under the Object menu, select Rotate To and select the degree of rotation.   Rotation is in the clockwise direction so 90 degrees takes what would normally be the top of the graphic and rotates it to the right.

```
              0
    270              90
        180
```

**To screen a graphic:**
With the graphic selected, choose Screened and then the lightness of the screen you want. Three shades of gray are available.

**To delete a graphic object:**
Select it with the Arrow Tool and then press the Delete key or choose the Clear command from the Edit menu.



Windows Metafiles (WMF) may not be rotated, screened or constrained.

# Bear Rock Development Team

**Bear Rock**
**TECHNOLOGIES**

## The Bear Rock Technologies Development Team

| | |
|---|---|
| Project Manager | Jeffrey Jooste |
| Head Programmer | Andrew Knox |
| On-line Help | David Brock |
| Quality Assurance | Shawn Riggins, Brian Jones, David Brock |

# Object Menu

**Object**

Constrained

Object To <u>F</u>ront
Object To <u>B</u>ack

<u>L</u>ine Thickness...
<u>F</u>ill Patterns...

<u>A</u>dd Picture...

Object <u>O</u>utlines
Non Prin<u>t</u>ing Object

<u>R</u>otate to          ▶
Scree<u>n</u>ed          ▶

This menu contains commands for working with objects on your document design.

**Constrained:**   Limits the dimensions of selected objects.   Lines can be made to maintain angles in 45 degree increments, rectangles can be made square and ovals can be made circles.

**Object to front/Object to back:**   Changes the relative position of objects to one another. An opaque object placed 'in front' of another obscures that object.

**Line Thickness:**   Changes the thickness of <u>lines</u>, edges of rectangles and circles, and the border around imported graphics.

**Fill Patterns:**   Various <u>fill patterns</u>    may be applied to text fields, rectangles and ovals.

**Add Picture:**   Allows the importing of a graphic file into the document design.   See <u>Paste/Place Graphic</u>

**Object Outlines:**   For design layout, it is sometimes beneficial to see the outlines of all objects on the document.   Toggle this option off/on here.

**Non-printing Object:**   Sometimes, you might want to design around an object which you normally would not see on screen.   Or maybe you have an object which prints sometimes, not other times.   This option toggles the non-printing attribute for selected objects on the screen.

**Rotate to:**   Certain objects may be <u>rotated</u> in 90 degree increments.   Please note that the object is rotated in relation to the document as seen on screen.

**Screened:**   Imported graphics may be <u>'screened'</u> giving the effect of a watermark.

NOTE: the thickness of a line may be set
to 'none', making it invisible.

# Welcome

**Thank you for your purchase of Greeting Card Designer!**

Greeting Card Designer is a Windows-based software application which lets you design your own greeting cards for use on pre-printed laser card stock.   With Greeting Card Designer you can create your own custom greeting cards in minutes.

# Card Rack



The Card Rack is where you can choose the occasion for which you want to send a card. The screen is arranged as a typical card rack like you might see in any card shop.   Simply click on the occasion heading to select that occasion.

If you wish to start from scratch, click on Blank Card.   This will allow you to select from any of the card stocks without any suggested verse already on the card.

The Paper Menu allows you to limit your choices to the particular type of card stock(s) you prefer.

# Book Of Verse

The Book of Verse allows you to select from professionally written verses or sentiments to be placed on your cards.   Once the verse has been placed on your card, you can edit it further for that personal touch.

Using the drop-down menus, you can select the type of verse you are looking for.

**Category:** Birthday ▼    Category selects the occasion or type of verse.

**Caption:** Humor ▼    Caption selects the style of the verse.

**Tone:** Short ▼    Tone further narrows the selection

**Verse:  1 of 8**    The counter shows the number of verses that match the Category and Caption selections you have made.

《  》    These buttons allow you to move to the next or previous piece of verse which match your Category selection.

**Place on:** Front ▼    Select the panel to place this portion of verse on.

✔ Apply    Click here to place the verse on the card.

# Editing Screen

The editing screen is where you personalize your card.
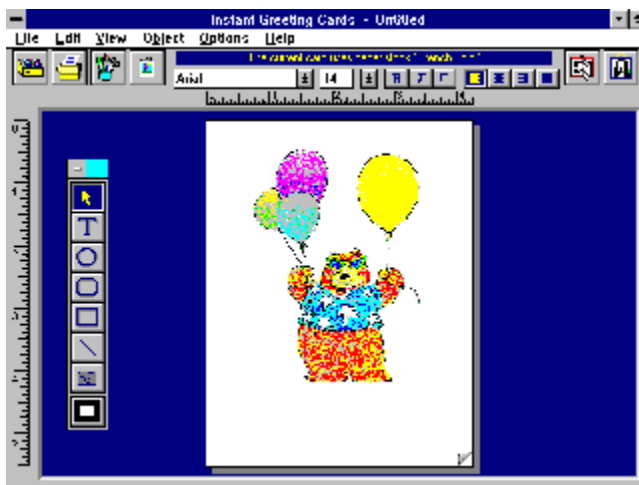


Arranged around our card are:

| | |
|---|---|
| Menus | For accessing various program functions. |
| Ribbon | For making changes to your card and accessing various program functions using a user-friendly interface. |
| Editing Tools | For creating text and objects on the card. |
| Rulers | To show placement of objects and create guides on the card. |
| Dog-Ears | On the bottom corners of the panels, allow you to change to another panel. |

# Quick Start



**STEP 1.**  Select the appropriate occasion from the Card Rack.

**STEP 2.**         At the Preview Screen, use  to further select the type of card you want.

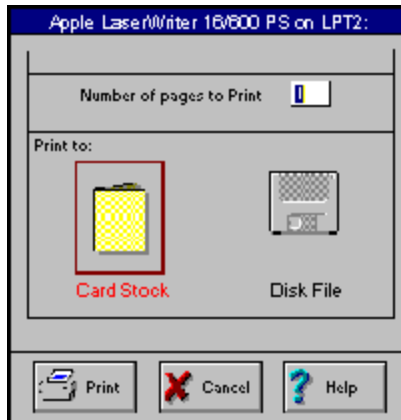**STEP 3.**         Flip through available cards using the   buttons.

**STEP 4.**         Click on  when you find the card you want.

**STEP 5**.         Enter the appropriate information to personalize the card.

**STEP 6.**         Click on the  print button.

## *That's all there is to it!*

# Printing



This print dialog allows you to set the number of cards to print and the print destination. The print destination may be to your default printer or to a disk file.   Depending on the type of cards you are printing (for example: a card kit), you may have the option of printing part of the card or all of the parts.

Number of pages to print:

Enter the number of copies of this card you wish to print.   The default is one card.   For cards which require more than one sheet of card stock (i.e. Card kit) simply enter the number of cards you wish.



Select this option to print the card on your printer.   This is the default setting. To print on a printer other than the current printer shown on the title bar of this dialog, go to the Select Printer menu option before printing.
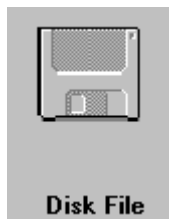


Select this option to create a disk file which can then be printed on a different computer without Greeting Card Designer installed.   You will be prompted for the file name.   This file can then be printed from another computer by using the COPY command. See your DOS manual for more information.   Please note: even though you are creating a disk file, the correct printer must be selected in order to format the disk file correctly.

# Card Preview

After selecting your occasion from the Card Rack, you now can preview each card with verse selected for that card.   When you find the card you like simply click on Select.

Category selects the occasion or type of verse.

Caption selects the style of the verse.

Tone further narrows the selection

**Card:  1 of 8**

The counter shows the number of cards that match the Category and Caption selections you have made.

**Blank Paper**

Enable this option to preview the cards without the stock images.   If you are using plain white card stock, this will allow you to see what the printed card will look like without the preprinted design.

These buttons allow you to move to the next or previous piece of verse which match your Category selection.

**Select**

Click here to place the verse on the card.

After selecting your card, you will be prompted for information to insert into the text.   You may be asked for the sender's name, the recipient's name and possibly more, depending on the verse on the card.

# Clip-Art Gallery

The Clip-Art Gallery allows you to choose graphics images for placement on your card.   The great advantage of the Gallery is that thumbnail images are shown for all images in the current directory.   This makes choosing the image much easier.   The selected image is shown in a preview box so you can be sure of the image you are selecting.

The DIR button allows you to change to another directory.

Once you have found the image you wish to place on the card, click once on the image and then click on OK or just double-click on the thumbnail image.

# Point Size

Changes the size of the selected text.   If no text object is selected, the default point size for new text objects is changed.   One point is equal to 1/72 inch.

# View Menu



Changes the relative size of the card in the Editing Screen.   Actual Size approximates the card at 100% of the cards true size.   Size to fit places the whole card panel in the editing region.   At all times, the rulers are matched to the card size.



NOTE: Due to hardware and software limitations, even at "Actual Size", one inch on the screen rulers may not exactly equal one inch on a real ruler.

# Paper Menu

| Paper |
|---|
| **A**ll Papers |
| √ **F**rench Fold |
| **C**ard Kit |
| **O**val Die Cut |
| Photo **I**nsert Portrait |
| Photo **I**nsert Landscape |
| **S**elf Mailer Portrait |
| Self **M**ailer Landscape |
| Select Paper Stock...        Ctrl+K |

This menu allows you to limit the card selections to a particular card stock type or types. For example, if you only use French Fold stock, you may not want to see the other card stock types when previewing cards.   The Select Paper Stock option allows you to limit the paper stock you will see when previewing sample cards. Click here for information on ordering more paper.

NOTE:   More than one card stock type may be selected but you must have at least one stock type selected.
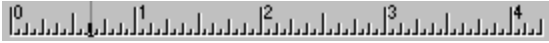
## Panels
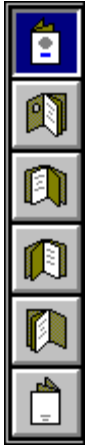
The Side or Panel button drops a row of buttons allowing you to choose the card panel you wish to view.

This example shows the panels of the Card Kit stock.

You can also use the dog-ears on the bottom corners of the panels themselves to change panels.

# Rulers



The rulers show you the size of the card and the position of objects on the card.   The current cursor position is shown by a marker line on the ruler.

The rulers will show inches, centimeters or points depending on the current setting in the Options Menu.

Guides may be dragged from either the top or side ruler.

# Dog-Ears

At the bottom corner of the card panel are "dog-ears" which can be used to change to another panel.   Alternately, you can use the Panels button.

## To Order Paper

To order additional greeting card paper, please check the Sentiments catalog which came in your Greeting Card Designer package, or call:

      1 800 A PAPERS (that is 1-800-272-7377)
      1 201 271-9200 if outside the 48 contiguous States

# Select Paper Stock

The paper stock selection screen allows you to limit the paper stock you will see when previewing sample cards.

By default, all paper stocks are enabled.   Enabled stock is shown with a red border drawn around the corresponding thumbnail.

Clicking on a thumbnail toggles the state of that stock between enabled and disabled.

In addition, Select All and Deselect All buttons are provided.

As each thumbnail is clicked on, an expanded preview of that paper stock is shown in the preview window.

When finished, press OK.   Cancel undoes any changes you have made to the paper stock selection.