Creating a Card

The Card project is one of PrintMaster Gold's most versatile projects. Create invitations, programs, menus, or similar items.

All PrintMaster Gold projects are arranged in an on screen album for easy access. Click the project tab located on the right side of the album to select a project category.

Beginning a Card

The following instructions describe how to create a new Card project, open an existing Card project (or template), save a Card project, and print a Card project.

1. Click on the **Cards** tab located on the PrintMaster Gold project album to:

    a.   Start a *new* Card project.

    b.   Open an *existing* Card project (or template).

PrintMaster Gold provides many different categories of Cards to choose from. To browse a category, simply click on its tab located on the project album.

To create a new Card:

1. Click the **Make Your Own Card** button to start a new Card project.

2. When creating a new Card, you will be prompted to select a page layout for your new project. Use your mouse to select the **Card Size**.
    • The Size option **Tall** (or Portrait) prints text across the short width of the paper.
    • The Size option **Wide** (or Landscape) prints text across the long width of the paper.

3. Select the location of the **Card Fold**.
    • The Fold option **Side** places the card fold on the left side of the card.
    • The Fold option **Top** places the card fold at the top of the card.

4. Click **OK** or press **[ENTER]** to begin editing your Card project.

To open an existing Card:

1. Choose the category to open by clicking on its tab. To open your own previously saved Card projects, choose the tab labeled: **Your Own**.

2. Highlight a Card project by clicking on its preview. To see other Card projects within the same category click the **Next** button on the bottom right section of the album.

A larger sample can be viewed by selecting the **Big Previews** item located just below the project album. To return to the standard preview mode click the Big Previews item again.

3. Click the **Open** button or press **[ENTER]** to open the selected Card project.

Opening projects from another disk

1. To open a project from a floppy disk, pull down the **File** menu and select the **Open From Disk...** item.

2. Select a Card by clicking on its name in the File Name list—a preview of the highlighted Card will appear to the right.

3. Click the **Open** button or press **[ENTER]** to open the selected Card project.

Select the Panel to Edit

Cards are made up of four separate panels comprising the front, back, and inside surfaces of the Card. Each panel can have its own background, text, and picture elements. You select the Card panel you want to work on by clicking the appropriate sidebar button.

Choose a Card panel to work on by clicking on the corresponding sidebar button.

Front - Click this button to edit the **Front** panel of your Card.

Inside - Click this button to edit the two **Inside** panels of your Card.

Back - Click this button to edit the **Back** panel of your Card.

Once you have selected a Card panel to work on the sidebar will display options for editing the background, text, and pictures in that panel.

Card Design Choices

The Design Choices menu provides a list of key design elements and commands you can work with to create, print, and save your own customized Card projects. Additional commands and editing features may be accessed from the toolbar or menus at the top of the PrintMaster Gold screen.

Choose a design option by clicking on the corresponding sidebar button.

Select Background - Click this button to begin working on your Card's **Background**.

Select Text - Click this button to begin working on **Text** for your Card.

Select Pictures - Click this button to begin working on **Pictures** for your Card.

After confirming your selection, the sidebar will change to display the design elements available for editing your background, text, or pictures.

See the command reference sections later on in this guide for a complete description of working with backgrounds, text and pictures.

Save Card

This command will enable you to save your Card project with a unique name and description that you provide.

1. Click the **Save Card** button located on the sidebar menu.

    To save an existing Card project under a new name and description, select **Save As...** from the **File** menu. PrintMaster Gold will then prompt you to type in a new file name and description.

2. If you are saving a new Card project, PrintMaster Gold will prompt you for a unique file name. Type in the new **File Name** into the box provided.

3. Your Card project will be saved under the category as displayed. To select a different category click on the **Category** box and click the desired category from the drop-down menu.

4. You may also attach a short description to your Card project by typing it into the **Description** box.

5. To change the default drive and/or directory that your project will be saved to click **Change...** and select the new destination.

6. Click **OK** or press **[ENTER]** to save your Card project.

Save Picture Files in Project

This function embeds a copy of the picture files used in your Card within the document itself so that the original picture file is not required the next time you open your Card.

This feature is particularly useful when using pictures that are selected from a floppy disk or CD. When selected PrintMaster Gold will not require you to insert the floppy disk or CD containing the picture(s) used each time you open your project.

Print Card

This option brings up the Print dialog enabling you to print your Card project. From this dialog you can also choose the number of printed copies, the print quality, and other features. See the chapter entitled: *Printing a Project* for more details.

1. Click the **Print Card** button to display the Print dialog box.

2. Click **Print** to begin printing your project.

Done with Card

This option closes the Card project screen and returns you to the main PrintMaster Gold screen. From the main screen you can select other project types (*i.e., Banner, Calendar, etc.*) or exit the program.

1. Click the **Done with Card** button to exit and return to the main menu. If you have not already saved your Card, you will be prompted to do so at this point.

How To Fold A Card

With the printed side facing down, bring the top and bottom edges together and crease the fold. With the inside of the card facing you, bring the left edge to the right edge (so that the card front is now on top) and crease the fold.