Creating a Business Card

PrintMaster Gold makes it easy for you to create professional-looking business cards that will impress your friends and business associates.

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 Business Card

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

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

    a.   Start a *new* Business Card project.

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

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

To create a new Business Card:

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

2. When creating a new Business 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.

To open an existing Business Card:

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

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

A larger sample of a Business Card project 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 Business 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 Business Card by clicking on its name in the File Name list—a preview of the highlighted Business Card will appear to the right.

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

Business 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 Business 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 work on your Business Card's **Background**.

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

Select Pictures – Click this button to begin working on **Pictures** for your Business 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 Business Card

This command will enable you to save your Business 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 Business 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 Business Card project, PrintMaster Gold will prompt you for a unique file name. Type in the new **File Name** into the box provided.

3. Your Business 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 Business 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 Business Card project.

Save Picture Files in Project

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

This option brings up the Print dialog enabling you to print your Business 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 Business Card

This option closes the Business 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 **Done with Card** to exit and return to the main menu. If you have not already saved your Business Card project, you will be prompted to do so at this point.