Creating a Note Card

Use PrintMaster Gold to create your own business Note Cards to give out to work associates, friends, or family members.

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 Note Card

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

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

   a. Start a *new* Note Card project.

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

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

To create a new Note Card:

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

2. When creating a new Note Card, you will be prompted to select a page layout for your new project. Use your mouse to select the **Note 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 **Note Card Fold**.
   • The Fold option **Side** places the Note Card fold on the left side of the Note Card.
   • The Fold option **Top** places the Note Card fold at the top of the Note Card.

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

To open an existing Note Card:

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

2. Highlight a Note Card project by clicking on its preview. To see other Note 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 Note 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 Note Card by clicking on its name in the File Name list—a preview of the highlighted Note Card will appear to the right.

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

Select the Panel to Edit

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

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

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

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

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

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

Note 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 Note 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 Note Card's **Background**.

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

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

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

Save Note Card

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

3. Your Note 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 Note 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 Note Card project.

Save Picture Files in Project

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

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

This option closes the Note 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 Note Card, you will be prompted to do so at this point.

How To Fold A Note Card

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