



MICROVISION DEVELOPMENT  
www.mvd.com

# **SURE THING™**

**CD LABELER**



**CD STOMPER  
EDITION**

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MICROVISION DEVELOPMENT



WWW.MVD.COM

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## Chapter 1 | Introduction

Welcome to SureThing CD Labeler - Stomp Edition, the incredible new design tool for professional-looking CD Labels and Jewel Cases. Use SureThing CD Labeler to design and produce all of your recordable CD labels and jewel cases.

SureThing is easy to install, easy to learn, and fast and fun to use.

### **WHAT IS SURETHING?**

SureThing is a new breed of utility desktop publishing software: easy, fast, and guaranteed to produce impressive, high-quality designs every time, whether you are a beginner or a professional designer.

We've done the hard part for you. We've had our professional designers create hundreds of different looks for business and personal communications; each with its own style and impression. All you do is add your personal information and any custom finishing touches, like pictures or logos.

SureThing includes ready-to-use templates for the world's most respected papers. You can see the pre-printed paper layout right on your screen, add your own information with a click, and print your new communications package. We call these templates SmartDesigns, because they intelligently help manage your designs.

Use one of our SmartDesigns as is, change it as much as you want to suit your tastes and needs, or start from scratch with your own design ideas. Try on different looks— with the click of the mouse, you can see how your project will look with different designs, different attributes, or even a different paper stock.

When you have settled on a look that suits your tastes, print your designs without worrying about “camera-ready” art, or expensive typesetting hassles.

With a sleek SureThing image, and high-quality pre-printed papers, all of your design projects are certain to impress. And it really is easy, fast, and fun.

### **ENTERING USER INFORMATION**

SureThing, wherever possible, will personalize your new design jobs with information supplied. The first time you run SureThing, you will be

asked to enter User Information. We encourage you to take a moment and fill out the following form.

The image shows a 'Preferences' dialog box with a 'User Info' tab selected. The dialog contains the following fields:

- Company: Company Name
- Name: Name
- Title: Title
- Address One: Address One
- Address Two: Address Two
- City: City
- State: State
- ZIP: Zip
- Country: Country
- Phone One: Phone One
- FAX: Fax
- Phone Two: Phone Two
- E-Mail: EMail Address

Buttons for OK, Cancel, and Help... are located on the right side of the dialog.

Fill in information in any of the fields which are appropriate for you. Leave the any unnecessary fields blank (you'll have to delete the sample text).

If this is for personal use and not associated with a business, you might want to enter your name in place of the company name, and leave the name field blank. This will put more emphasis on your name in many sample designs.

## GETTING HELP

SureThing has a complete help system accessible from anywhere within the program. Much of the help is context sensitive, that is, it will jump directly to the specific topic related to the feature or command you are currently working with. When no specific activity is detected, opening help takes you to the help system's table of contents.

You can access help in a couple of ways. You can press the F1 key at any time you are using SureThing, or you can choose Help Topics from the Help menu for a complete listing of the available help topics.

In most dialog boxes, you'll also see a Help button, which takes you to the help topic for that dialog box. If you don't see a help button in a dialog box, remember that you can always press F1 to activate help.

## **CONTACTING TECHNICAL SUPPORT**

If you find that SureThing is not operating correctly, you can contact us for technical support. Before doing so, however, please first check the User Guide and Help System. Many times you will find the answer there, saving yourself time and the cost of a long-distance telephone call.

If you are having a problem that you think is caused by SureThing, we would appreciate having the document file sent along with a description of the problem. This makes mail—electronic or postal—the best option for technical support.

If you do need to contact us for technical support, you have the following options:

### **World Wide Web — [www.mvd.com](http://www.mvd.com)**

If you have access to the Internet, this is definitely your best option. Our Web site is kept current with answers to frequently asked questions (FAQs), program updates, and fresh ideas for using SureThing. You can also e-mail us directly for an immediate response to your questions. Visit us on the World Wide Web at: **[www.mvd.com](http://www.mvd.com)**.

### **E-mail**

You can send us e-mail by visiting our web site, or send it directly to:

[support@mvd.com](mailto:support@mvd.com)

### **Fax or mail**

You can mail or fax questions to us at:

MicroVision Development  
P.O. Box 3010  
Carlsbad, CA 92009

Fax: 760.438.7406

## Telephone

You can also phone us directly. Before calling, please have your customer number ready, and a complete description of your problem written down. Also, please do not call the Order line, as the operators will not be able to help you with technical problems, or offer any advice on using SureThing. The number for technical support is:

760.438.0305

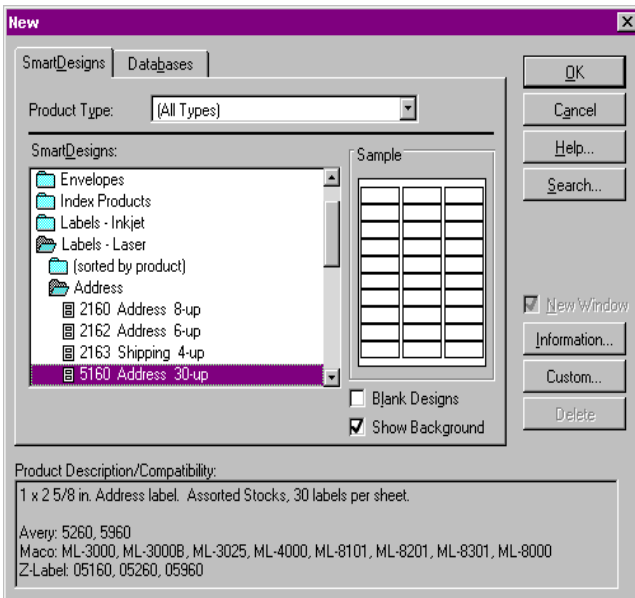
## THE SURETHING USER GUIDE

This User Guide was created entirely with WordExpress® running under Windows 95. The typeface Bergamo, included on the companion CD from Sean Cavanaugh's book *Digital Type Design Guide* (ISBN 1-56830-190-1) was used for all body text. The typeface Myriad, a Multiple Master font from Adobe, was used for folios, section headings, and captions.

## Chapter 2 | Creating a Design

In this chapter, we'll create a label design, edit the text, print it, and save it to disk. The techniques used are the same for any paper product, so you can follow along with our examples and instructions no matter what type of product you are creating.

To create a Design, choose New from the File menu. The New Design dialog box appears:



SureThing categorizes the supported product types into folders. You open folders by double clicking on them, displaying their contents. In general, follow these steps:

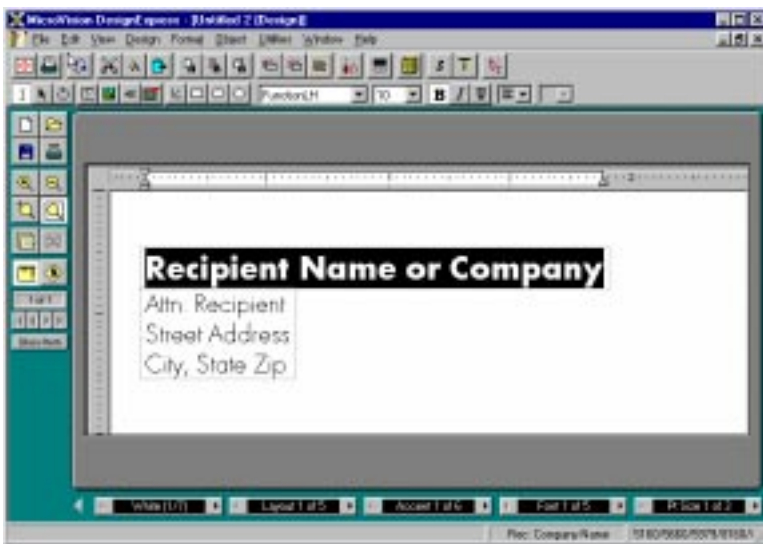
- ❶ Double-click the category folder to view a selection of product types.
- ❷ Double-click a product type folder to view the selection of specific Products of that type.

## 6 Chapter 2

- 3 Select the Product from the list by clicking on its icon.
- 4 Click OK.

When you have a product type chosen, the *Sample* in the New dialog will visually show you what the paper stock should look like. If the paper has a preprinted design, this will show too. Use this sample, along with the *Product Description/Compatibility* at the bottom of the dialog to be sure you are opening the correct product type for your intended use.

The example below uses an address label, Avery 5160. The Design window appears, with the selected Product ready for editing, using its initial default Design.



By default, all new design projects start out with a SmartDesign for that product type. SmartDesigns are built in templates which act like a design assistant right inside your computer. They provide sample text, a variety of layout choices, and even font suggestions. You'll find out more about SmartDesigns in the following chapter.

The sample text included in a SmartDesign is designed to give you ideas about the type of information you might use in your design. You can, of course, enter anything you like in each field.

If you entered your User Information when you first installed SureThing, SmartDesigns will often use this information directly. Examples are Return Addresses, Letterhead and Business Cards. This saves you from having to re-enter this information over and over again.

## **EDITING TEXT**

Text in SureThing is stored in rectangular boxes called ‘text frames’. You can have any number of text frames on a design, each of which can be positioned anywhere on the design.

SureThing uses generic placeholders for any text and graphics that appear on the Design. Where appropriate, the text will come from the User Information entered in Preferences. In other cases, generic text placeholders will provide tips for the intended use of the field such as “Address One”, or “Company”. You simply need to replace the generic text or graphic with your own.

To edit the text in a text frame:

- ❶ Make sure you are using the I-Beam tool (look for the I-Beam mouse cursor).
- ❷ Click the mouse into the field to be edited.
- ❸ Type the new text into the field. You can use the delete and backspace keys to delete text, and the arrow keys to position the cursor to a different location.

## **Moving Around in Text Frames**

When editing a new design created with SmartDesigns, the text frames (or fields) have been arranged so that filling in your data is as easy as filling in a dialog box. Use the tab key to quickly move among the frames.

- ❶ Use the Tab key to move to the next field on the design.
- ❷ Use the Shift-Tab key to move to the previous field.

- ③ To completely replace the text in the field with new text, simply start typing. To fix an error, move the cursor to the place you wish to modify and make the change.

Moving with the tab key only works with text frames which were created by SmartDesigns. For text frames you create yourself, You will need to click into the frame with the mouse as described above.

## PRINTING YOUR DESIGN

Printing your design is simple. SureThing manages the actual layout of the designs on the page, and sequences them as they print. You simply need to tell it how many copies to print, and on which label to start.

### To print your design:

- ① Choose the Print command from the File menu.
- ② Choose the number of copies of the label you wish to print. If you want an entire sheet of labels, check the *Pages* checkbox and enter the number of pages.
- ③ In the *Sample* window, with the mouse, click on the label on which you wish to begin printing.
- ④ Press OK.

That's all there is to it. For more information on all the options in the print dialog box, see the chapter on



Label manufacturers do not recommend running labels through your printer once you have peeled off any labels, to avoid damaging your printer. While this is a common practice, it is something you should consider before doing so yourself.

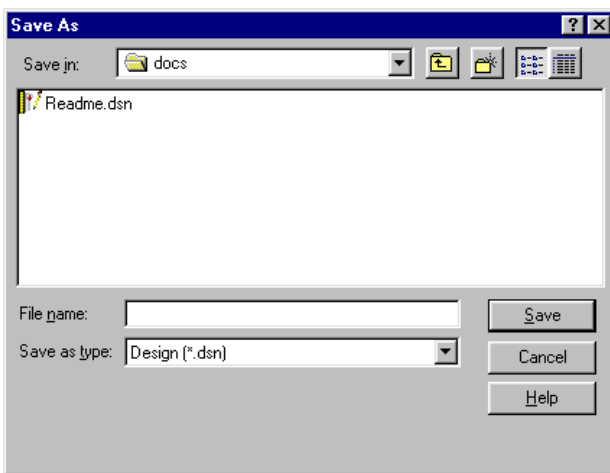


## SAVING YOUR DESIGN

Saving a design in SureThing is a very simple process, and one you should do with regularity. Every few minutes is recommended. That way, in case of a power failure or system crash, you'll always have a recent version of your document on disk.

### To save a new document:

- 1 Choose the Save (or Save As) command from the File menu. The Save File As dialog box appears.



- 2 Select the drive and folder where you want the document to be saved from the Save In list. If you want to create a new folder, click the new folder button and enter a name for it.
- 3 Type a name for your document in the Filename text box.

If you're using versions of Microsoft Windows prior to Windows 95, the Filename should be 8 or fewer characters. If you are using Windows 95 or NT, you can save documents with filenames as long as 255 characters, including spaces. You don't have to type an

extension because SureThing automatically gives all documents the extension DSN (unless you enter a different one).



Keep in mind that filename extensions are often hidden from view in Windows 95, depending on how you've configured Windows. If you've changed an extension but the extension does not appear on the desktop, it may be an extension you have told Windows not to display.

#### 4 Click Save.

The design is now saved on your hard disk with the filename you typed, and you can return to editing it. This is the filename that you will look for next time you want to open the document.

After you have saved your design for the first time, you will still need to save your work periodically. Choose Save from the File menu, or press Ctrl+S. The document is saved, with all of your updates.

### **Saving a document with a new filename**

There are times when you want to give a document a new name, such as when you want to edit an existing document, but keep an unchanged copy of the original. If you were to open the document, edit it, and use the Save command, the edited version would overwrite the old version, so you would have no copy of the original un-edited document. The *Save As* command provides a way to save your changes as well as retain a copy of the original. After opening the original document, simply choose the *Save As* command and enter a *different* filename, or the same filename but a different location.

### **What's Next**

Now that you've gotten started using SureThing, you should be able to create any type of specialty desktop publishing job you require. To get the most out of SureThing, however, we recommend you at least skim the next several chapters to learn more about SmartDesigns, Design Sets, and setting up merge files.

## Chapter 3 | Using SmartDesigns

### WHAT ARE SMARTDESIGNS?

SmartDesigns are intelligent templates built into SureThing, to aid you in creating a distinctive look to your labels, business cards, or whatever. Unlike traditional templates which simply place a few objects on a page and leave the rest up to you, SmartDesigns allow you to modify many aspects of the design with a few mouse clicks.

SmartDesigns are used by default whenever you create a new design job. They provide you with sample text, a variety of layouts, design accents to distinguish each layout, and a variety of font selections. You do all this without creating objects or formatting text. You simply browse the SmartDesign for a look which fits your taste, and use it.

Many times, a SmartDesign will be sufficient by itself, providing you with an easy method of creating a job, and getting it done fast. Other times, you may want to add some touches of your own by using some of the other DesignTools available in SureThing.

### TEXT FIELDS IN SMARTDESIGNS

Text is organized in SmartDesigns with a series of text frames, called *fields*. These text frames have special properties compared with the ones which you can create on your own, which allows SureThing to automatically generate new layouts, add accents to the text and change their font.

The fields are sometimes logically grouped together. For example, an address block may consist of an address, city, state, and zip fields. So that they can be moved as a unit, they are grouped together. When you select one with the Pointer Tool, you select the group.

The fields in each SmartDesign reflect the typical use for the label. You are not required use them for such a purpose, of course, and should feel free to use them as you require. You can even turn off selected fields if you find them unneeded and in the way.

You will also find special fields in SureThing for clip art and company logos. While these are not text frames, they are still treated as fields so that they can automatically be placed by the SmartDesign. You may also find them grouped with other fields in the design.

## VARYING THE DESIGN WITH SMARTDESIGNS

SmartDesigns make editing a Design quick and easy. The SmartDesigns Browser Control lets you try out different looks simply by browsing the available choices. Choose a different paper stock, font, type size, design layout, or graphic accent with one mouse click. SmartDesigns let you use these variations in any combination, so you can choose from dozens of great looking designs.



### The SmartDesign Browser Controls

The SmartDesigns Browser Control, at the bottom of the screen, contains a group of up to five individual Browser Controls. Each of these Browsers focuses on a different aspect of the design. From left to right, the controls work on the type of paper stock you are using, the general layout of the design, accents which embellish the design, coordinated font sets which apply across the entire design, and coordinated point sizes.

Each of these Browsers will be described in more detail below, but first let's take a look at how they work. A Browser Control lets you easily flip through the available choices available for the SmartDesign.

#### To operate the Browser:

- 1 Click on the right arrow to advance to the next selection. Hold the mouse down to continuously advance the selection.
- 2 Click on the left arrow to move back to the previous selection. Hold the mouse down to continuously move back the selection.
- 3 You can click on the text portion of the Browser to pop up a menu with the available choices, and select a specific entry in the list.

### The Paper Stock Browser

Many of the printed products are available on a variety of papers, with different colors and designs. You can easily select the paper stock which

you have purchased. It is also a great opportunity to flip through the different paper stocks to see if a different one works better in getting your message across.

For products which are available with only a single option for the paper stock (white labels, for instance), the Stock Browser control will not appear.

### **The Layout Browser**

For most product templates, there are multiple professional-looking Layouts to choose from when creating a design. Layouts establish the basic look of your design. They position and size text frames in relation to the paper stock and the design philosophy. Flip through the different layouts until you find one which best suits your tastes.

### **The Accent Browser**

Accents are enhancements or embellishments to the selected Layout. The Accent Browser allows you to create a number of distinctive looks from the same basic layout. Flip through the different accents until you find one which best suits your layout.

### **The Font Browser**

Each layout has a set of fonts which are coordinated to bring out the best in the designs. This is different from selecting specific text and applying a font just to it, in that all the text is affected, and the fonts in each text block are coordinated with complementary typefaces. Flip through the different font selections until you find one which is right for your design.

Of course, if you do have a particular typeface you want to use in a special situation, it is quite easy to select the text and change only that instance of the text (see the Formatting Text section of chapter 7). This is one of the many ways SureThing makes it easy to customize your designs.

### **The Point Size Browser**

Because the text that appears on each design is unique, there is no one size that fits all. For example, in a company name field a company named IBM might look good at one point size, while MicroVision Development would require a different size because of its length. Flip through the

different point sizes to find one that matches the best with your own information.

## PLACING A LOGO OR CLIPART ON YOUR DESIGN

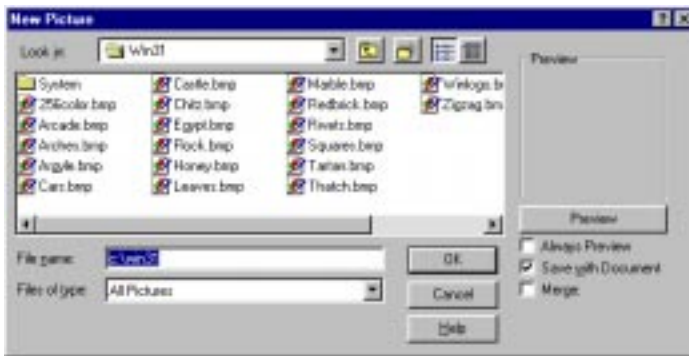
Some of the Accent Variations include a graphic placeholder for your company logo. In our example of the Avery 5160 label, accent 6 has such a logo. You just replace the placeholder with your logo to complete your Design.

You will need a graphic file of your logo or clipart in one of the following file formats: Windows Bitmap (.BMP), Tagged Image File (.TIF), Paintbrush (.PCX), Window's Metafile (.WMF), or Encapsulated Postscript (.EPS).

### To place your logo:

- 1 Using either the I-Beam or Pointer Tool, simply double click on the Logo Placeholder.

The *New Picture* window appears, for selection of a graphic file to place:



- 2 Click the Drop-down list in the List Files of Type field, and choose the format that your logo file is in.
- 3 Select the correct file for your logo in the Filename field.

- 4 Click OK.

Your logo graphic appears on the Design, replacing the generic logo placeholder. The Design remains the same except for the substitution of your logo graphic for the placeholder.

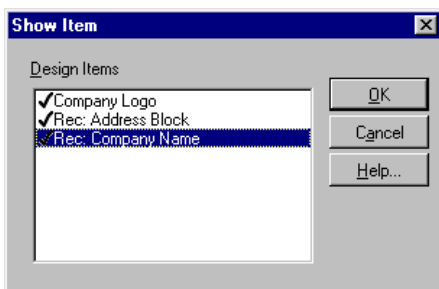
## SELECTING FIELDS FOR YOUR DESIGN

Fields include such things as Name, Address, and Company Name, as well as graphic items such as a Company Logo. If you have completed the User Information form, wherever appropriate SureThing takes the data from the form and places it in the design as text Items. For Items which are not generated automatically from the User Information form, there are generic placeholders, which you can to replace with your own text and graphics, using the SureThing tools and menus.

You can include any, all, or none of these elements in your Design. SmartDesigns includes all of the fields by default. If you want to specify which fields you want to include on your Design:

- 1 Click the Show Item button on the left hand toolbar, or select it from the Design menu.

A window appears, listing the Items that are included with the current Design:



Checked Items on the Design Items list will be included on the Design.

- 2 Click an Item to select it, click again to deselect it.

- Click OK to return to the Design window.

The current Design is displayed with the new set of Items.



## Chapter 4 | Design Sets

Design Sets allow you to create and save multiple designs within a single document. This feature allows you to print a number of unique Designs in a single pass through the printer, without having to setup and merge with a database first. Some examples of when you might use a Design Set are labels for file folders, diskette labels with unique titles, and name tags. Another example is business cards for a small company with a design for each employee.

Learning to how to use Design Sets, and when to use them, will greatly enhance your productivity with SureThing. It also gives you power and flexibility which you will come to appreciate.

### WHEN TO USE DESIGN SETS

There are three situations which lend themselves very nicely to the Design Set concept. Of course, there are a lot more, but this should help get you thinking of ways to use them.

The first is when you need to print a set of labels for more than one item, with slight differences in the design of each. Diskette labels are a perfect example of this usage. For example, you might have a disk labeled **March Backups - Finances**, and one labeled **March Backups - Documents**.

A second common use is to treat the Design Set as a miniature database. You can create a design job with multiple designs, even though you don't need to print them together as a set. When you need to print one of the designs, you print only the selected design. A good example of this is a small company doing business cards. You can create a business card for each member of the company, and print out the cards for an employee as they are needed.

Finally, design sets are useful for printing out multiple items of a temporary nature in a single pass. For this example, consider file folder labels. You can create a design job with a single design in it for your file folder labels. When you need to generate labels for your folders, you simply duplicate the design for each folder you need to label, and change the title. Print them out, and you're done.

## THE DESIGN JOB BUTTON BAR

We haven't mentioned it before, but *Design Job Button Bar* is full of useful shortcuts for managing your design jobs. The Design Job Button Bar (also referred to simply as the Button Bar) is located along the left side of each window. It looks like:



From left to right, top to bottom, the buttons perform the following: New Design Job, Open Design Job, Save Design Job, Print Designs, Zoom In, Zoom Out, Zoom Tool, Zoom to Fit Window, Duplicate Design, Delete Design, Toggle Rulers, Insert Merge Field, Browse Design Set, and Show Item. Become familiar with this tool bar and you'll be glad you did.

## DUPLICATING THE DESIGN

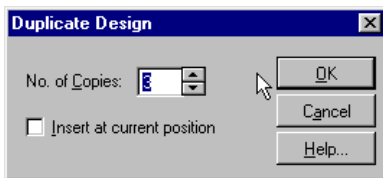
The first step in creating a Design Set is the base design. You design it just as you would any other. Once you have finished your basic design, you use the Duplicate command to create additional designs.

We recommend finishing the basic design first because duplicating it will then retain all your previous design work. You will only have to make the specific changes which make the duplicated designs unique.

## To duplicate your design:

- 1 Choose Duplicate from the Design menu or the Duplicate button on the Design Job Button Bar.

A window appears for you to specify the number of times you want to Duplicate the current Design:



- 2 Determine how many copies you want to make of the current Design, and enter the amount in the No. of Copies field.
- 3 If the order of the designs is critical, you may want to consider checking the *Insert at current position* checkbox. Otherwise, the duplicates will be appended to the end of the design job.
- 4 Click OK.

You have now created a Design Set, and you will be editing the first duplicated design. Don't be fooled by appearances when looking at the new design, since the new designs are duplicates of the original, they look the same right down to the text in the fields. You are on a new design, however, and you can start making your changes right away.

Each design in the set has its own unique data, so you can change anything and the changes will be retained. You can even use the SmartDesigns to create a whole different look for each design in the set if you desire.

## Moving Around in Design Sets

Another way to tell which design you are editing is to look at the Design Browser control on the Design Job Toolbar. It tells you which Design you are currently editing, and how many are in the Design Job.



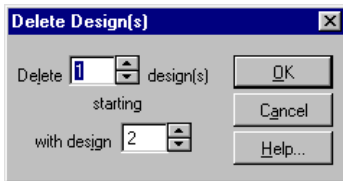
Besides telling which design you are on, the arrow buttons allow you to move from design to design. The arrows from left to right take you to the first design, the previous design, the next design, and the last design.

## Removing a Design

At any time, a single Design or multiple Designs can be easily removed from the Design Job.

### To remove a Design:

- ❶ Select the Design.
- ❷ Choose Delete from the Design menu, or click the Delete button on the Design Job Toolbar. The following window appears:



- ❸ Enter the number of Designs to be deleted in the Delete field.
- ❹ Enter the numeric identifier (as shown on the Design Counter) for the first Design to be deleted in the with Design field.
- ❺ Click OK.

The specified Designs are removed from the page, and the remaining Designs are replaced to fill in the spaces left by the removed Designs.

## Chapter 5 | Creating a Merge Job

SureThing is just as good at managing data such as mailing lists, and indexes as it is at layout and design. Remember, though, that a lot of times it is easier and more appropriate to simply use Design Sets instead of linking to a merge file.

Merging data from a database file allows you to use any list of information to compile your Design. Merge a list of names and addresses into a Design when you want to print a set of address labels, or merge a list of visitor's names into a name tag Design. In fact, anytime you want different information to print on a consistent Design, don't waste time retyping that existing list—just merge the data right into your design.

It is easy to incorporate data into your Design by placing a data field. A data field is a placeholder for a piece of information that is automatically retrieved and placed on your Design. Fields can either be standard information such as the date, your name, or an automatic number, or they can be a field from a separate database file.

### **WHERE TO MERGE FROM**

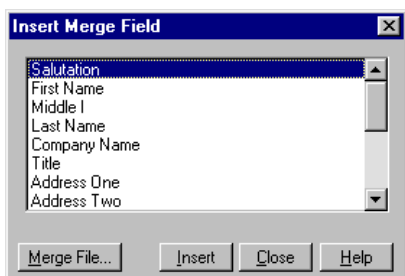
SureThing allows you to merge your design with external files. This allows you to easily create unique designs very simply. For example, if you keep all your names and address in a Contact Manager, you can create one design with merge fields, and create mailing labels for each person in the Contact Manager.

SureThing comes with a simple database in which you can store names, addresses, inventory, or anything else you may want to track. For complex needs, you will probably want to use a more sophisticated database.

SureThing can merge with databases in the dBASE or Comma Delimited formats. Most database programs either directly use one of these formats or can export a file in one or both of them for merging purposes. The data that you put in a Design from a Database file is placed in a Field.

## SETTING UP YOUR MERGE

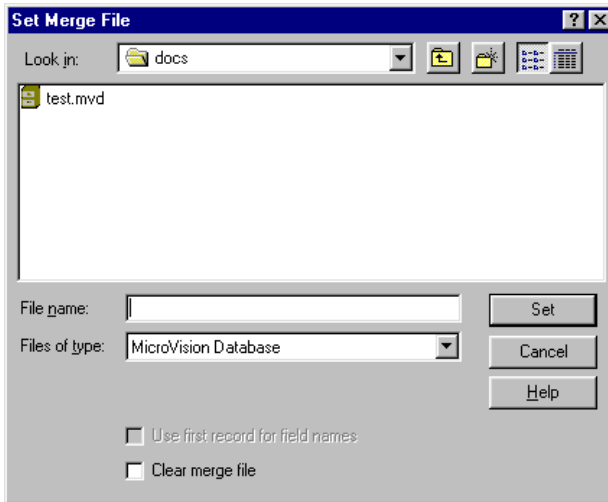
SureThing offers one stop shopping when it comes to setting up a merge in your design job. You start by bringing up the Insert Merge Field dialog box from the Utilities menu or the Design Job Button Bar. This command brings up the following window:



### Specifying a Merge File

To specify the merge file from which you are going to Merge data into your Design:

- 1 Press the *Merge File...* button in the Insert Merge dialog box. This brings up a standard file open dialog box in which to choose your merge file.



- 2 Click the List Files of Type dropdown list, and choose the type of Database you are merging into your Design.

Choose from Windows Comma-Separated-Value (.CSV), DOS Comma-Separated-Value (.CSV), Windows dBASE (.DBF), DOS dBASE (.DBF), or a MicroVision Database (.MVD).

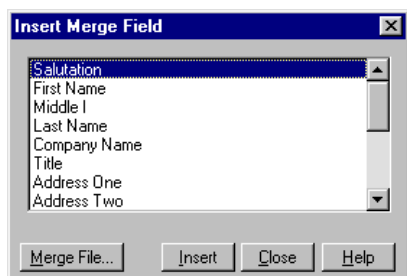
Refer to Chapter 10 for details on creating a MicroVision Database using the easy SureThing Database Templates.

- 3 If you are using a CSV file and the file has been set up to use the first record as field names, check the box which says *First Record = Field Name*. If the file has not been set up in this way, you may want to consider it in the future. It gives a CSV file meaningful names to use when inserting the fields, making it much easier to understand and maintain.
- 4 Select a Database file from file
- 5 Click OK to close the dialog box and return to your Design.

## Adding a Database Field to the Design

To insert a merge field into your design:

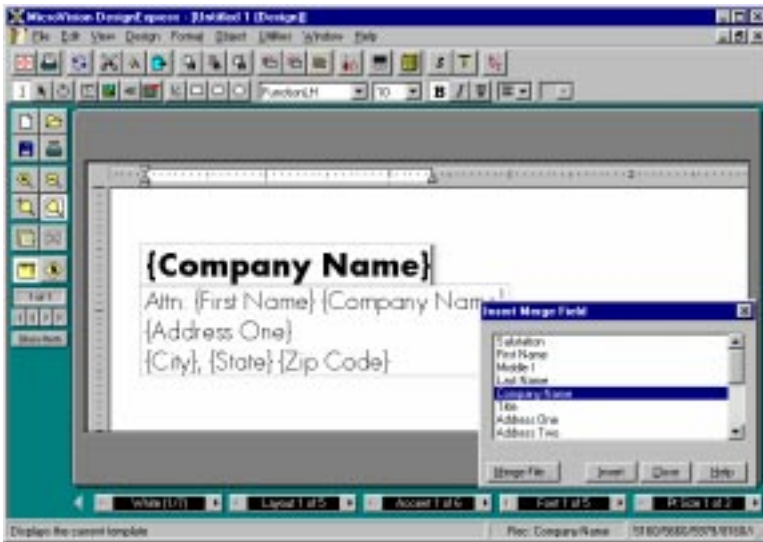
- 1 Place your cursor in a Text Frame at the exact location for the Merge Field to be placed.
- 2 If you have closed the Insert Merge dialog, choose Insert Merge Field... from the Utilities menu, or click the Field button on the Design Job Toolbar to open the Insert Field dialog box.



- 3 Choose the Field Name for the field you want to merge, from the scroll list.
- 4 Click Insert to place the Field on your Design.



The Field appears as a code, with the Field Name enclosed in brackets.



Here, we are creating an address label, and have placed the Company Name field from a MicroVision Address Database.

### To insert additional fields:

- ⑤ Move the cursor to the position where the next field is to be inserted.
- ⑥ Double click on the field to insert in the Insert Merge Field dialog box, or select the field and click the Insert button.

The new field is inserted

- ⑦ Repeat steps 6 and 7 to insert as many fields as necessary.
- ⑧ Click on the Close button of the Insert Merge Field dialog box when all the fields have been inserted.

We added the First Name, Last Name, Address One, City, State, and Zip Code fields to complete the label.



Remember to place spaces between fields, just as with other words, because SureThing places the fields exactly where you specify with relationship to the rest of the document. For example, if you want to merge the First Name and Last Name fields from a database file, you should insert the First Name field, press Spacebar, and insert the Last Name field. If your document shows Dear{FNAME}{LNAME} with no spaces, it will print as DearJohnGalt when it is merged. If your document shows Dear {FNAME} {LNAME} it will print correctly as Dear John Galt.

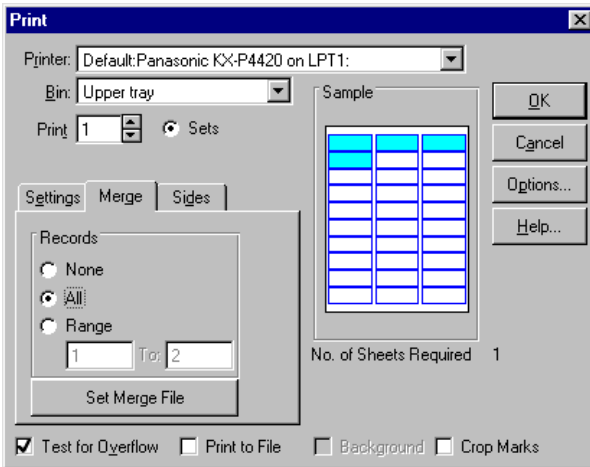
You can format inserted merge fields as if they were regular words. Simply double-click a merge field to highlight it, then change font, size, etc. as you normally would. All of the formatting control that applies to regular text also applies to merge fields.

## **PRINTING A DESIGN WITH MERGED DATA**

Printing a Design that has information merged from a Database requires a couple of special steps. You have to tell SureThing which Records of the Database to include, and which of your current Designs to merge with the Data.

## To print a Design that has Fields merged from a Database file:

- 1 Choose Print from the File menu, press Ctrl+P, or click the Print button on the Control Strip to open the Print dialog box.



- 2 Choose the Merge tab.
- 3 Click the Printer dropdown list, and select the correct printer.
- 4 Click the up arrow in the Print quantity box to select the number of Sets of Designs you want to print.

A *Set* includes one Design printout for each specified Database Record.

- 5 Choose All on the Merge tab to print a copy of the Design with each Record in the selected Database.

or:

- 5 Choose None to print the Design without any data, and with the Fields expressed as codes, just as you see them on the screen.

or:

- 5 Choose Range to print copies of the Design with data from a contiguous group of Records.

Choosing Range requires you to know the order of the records in your database and which ones you want to print. Refer to Chapter 10 for a information about sorting and moving around in a database.

- 6 If you selected Range as the group of Records, enter the record numbers of the first and last records to be merged.

Note that as you specify the number of Records, and the number of Designs to be printed, SureThing calculates the number of preprinted pages that you need to complete the merge, and lists the information below the Sample area of the Print dialog box.

- 7 Click Test for Overflow for SureThing to automatically calculate whether the text and data you have specified fits within the boundaries of the Page you are printing on.
- 8 Click OK to start the Print job.

Before you start printing, be certain you have put paper in the printer. We recommend printing a test set of merged Designs on plain, cheap paper before you print on your special stock.

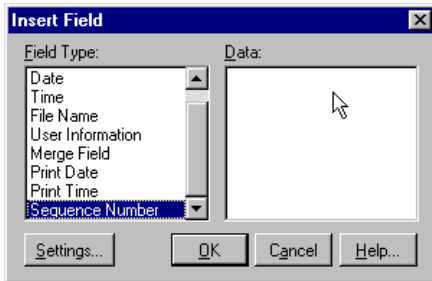
## OTHER FIELD TYPES

SureThing also allows you to insert other fields which contain automatically generated data. You can insert Auto-Numbers, to automatically number paragraphs, dates and times which display either the moment they were inserted or are updated when you print, the filename of the current document, user information (as used by SmartDesigns), and sequence numbers. To insert other types of fields, use the *Insert Field* command from the *Utilities* menu.

## Sequence Numbers

Sequence Numbers are used to automatically create a series of numbers on successive designs. This is useful for serial numbers, diskette sets, tickets and other similar applications. To add sequence numbers to your design:

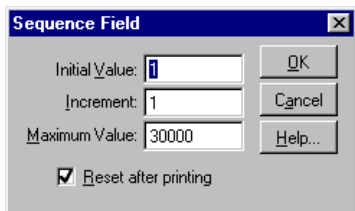
- 1 Choose *Insert Field* from the *Utilities* menu to bring up the Insert Field dialog.



- 2 Scroll the list of field types down to select Sequence Number.
- 3 Press the Settings dialog to set the Sequence properties.
- 4 Set the properties using the Sequence Number dialog.

## The Sequence Number Properties Dialog

Use the Sequence Number dialog box to control the sequencing of the inserted number.




**Initial Value** determines the starting number to be used when printing designs. The number can range from 0 to 32000.

**Increment** determines the amount added to the sequence number when preparing the next item to print.

**Maximum Value** determines at what point the incremented number wraps back to the initial value.

**Reset After Printing** specifies whether the number should continue growing. If this is checked, each time a new print job is started, the Initial Value will be used. If it is unchecked, the field's value is saved with the document so that each time a print job is started, it uses the last used value plus the increment.

Serial numbers on a parking permit is a good example of using Sequence Numbers with the Reset After Printing box left unchecked, so that each permit has a unique number. Number a set of three disks is a good example of checking the box, so that a new set is created each time you print.

 Remember that Sequence Numbers are inserted right into a text frame. Therefore, if you want to prefix or postfix text to your sequence number, just type it before or after the inserted field. An example: Permit B-001-000-5, where the sequence number is the 5.

## Chapter 6 | Printing Your Design

When your Design is complete, you are ready to print.

Remember that if your Design is intended for a preprinted paper product, you have to load the appropriate paper in your printer prior to printing.

However, you may want to print the Design on blank paper first, so you can check details of the Design before printing on limited quantity paper.

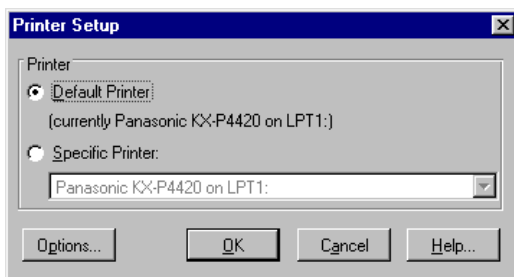
### SETTING UP THE PRINTER

Don't wait until your deadline is upon you to think about printing your Design. Allow time to test-print the Design on blank paper at least once; you'll want to be sure you've created the perfect Design before you use your special paper. You should also double-check the Printer Setup, and Calibrate your printer before you print on custom stock.

#### To confirm the printer you want to use:

- 1 Choose Printer Setup... from the File Menu.

The Printer Setup window appears:



- 2 Choose the Default or a Specific Printer:

SureThing assumes you are using the Default Printer, specified in the Windows Control Panel, and used as the default by all windows

programs. If you want to use a different printer, choose the Specific Printer option. Click the arrow button to select a printer.

- ③ Click the Options... button to set printer options such as paper size, paper orientation, and printer fonts
- ④ Click OK to confirm the Printer Selection and Setup

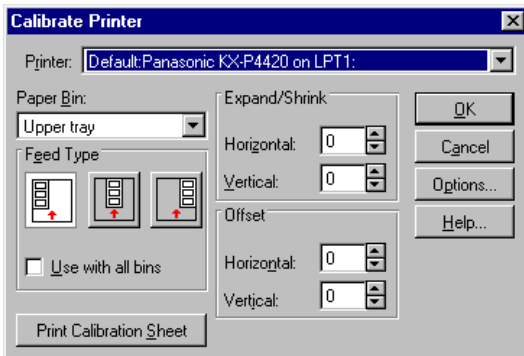
## CALIBRATING THE PRINTER

Because each printer is full of working parts, the precision in each is slightly different. Sometimes this may cause SureThing to slightly miss the mark when printing on specialty papers. If this happens to you, you need to calibrate your printer.

### To calibrate the printer

- ① Choose Calibrate Printer... from the File Menu

The Calibrate Printer dialog box appears:



- ② Confirm that the correct printer is listed in the Printer field
- ③ Press the Print Calibration Sheet button
- ④ Fold the Calibration Sheet according to the printed instructions and enter the values in the Offset fields.



Your printer will now be offset by these values to accommodate for any errors in precision.

## Printer Creep

Another error not uncommon in laser printers is a slight creep between the top and bottom of the paper. This causes SureThing to think it is printing at a certain position, when in reality it is not. This only has any real affect on very small labels on some printers.

Unfortunately, because of the nature of this problem we cannot measure this by the markings on the calibration sheets, so it must be done by trial and error. Instead, insert a piece of the label stock that you are currently working with. Then print a calibration sheet.

SureThing prints an outline of where it thinks the perforations line up on the stock. If the lines at the bottom or right edge does not match up with the perforations, you need to add or subtract an amount to the Printer Creep fields.

If the line prints below or to the right of the perforation, you want to make the value smaller (negatives are okay). If the line prints above or to the left of the perforation, you want to make the value larger. We recommend you start with one (positive or negative), and work from there.

## PRINTING

SureThing allows you complete control when printing your Design Jobs. Much will depend upon whether you are printing a single design, a Design Set, or a merged design, but they all follow the same basics and then build up from there.

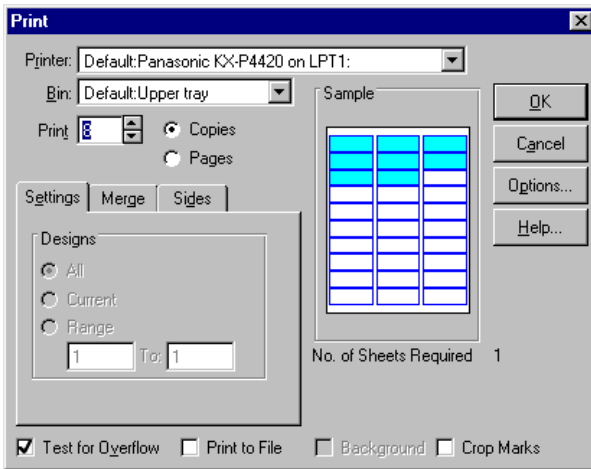
### Printing a Single Design

- 1 Put the correct paper in the paper tray of your printer

Use plain paper if you are doing a test-print; use your preprinted paper or labels if you are printing final output.

- 2 Choose Print from the File menu or the Print Icon on the Design Job Toolbar.

The Print window appears, so you can confirm the printer setup and set the print options:



- 3 Make sure that the correct printer is selected, and that the printer is setup correctly (the printer setup will default to the same setup as the printer setup in your Windows Control Panel).

You can specify the number of designs to print either by the actual number needed or by the number of total pages desired.

- 4 Type the number of copies you want to print in the Print field. Select whether you want the number to specify copies or pages.

Whether you choose copies or pages, SureThing tells you how many sheets of paper stock you will need below the sample window. The sample window is also used to specify where to start printing for the first page.

- 5 Click on the first design in the sample window on which to begin printing.

This will automatically recalculate the amount of stock you will require. You will usually only start on something other than the first design when you are trying to avoid wasting labels from partially us



Label manufacturers do not recommend running labels through your printer once you have peeled off any labels, to avoid damaging your printer. While this is a common practice, it is something you should consider before doing so yourself.

- 6 If you are not going to feed paper into the printer in the default paper tray, you can specify which bin from which the paper should come. This is useful if you have more than one bin or want to force the printer to use the manual feed for your printer (if available).
- 7 Click OK to Print

### **Printing Design Sets**

Design Sets follow the same basic rules as Single Designs with the following additions:

- ▶ Choose All to print all of the Designs
- ▶ Choose Current to print the current Design
- ▶ Choose Range and identify the beginning and ending Designs to be printed if you want to print more than one, but not all of the Designs, or to print one design which is not the current Design.

### **Printing Merge Jobs**

If you have a merge file attached to the Design Job, you can control which records will print. Otherwise, Merge Jobs follow the same basic rules as Single Designs and Design Sets with the following exceptions:

- ▶ The Merge Option is available to select a range of records from the database in which to print.

- ▶ Choose None to print the current Design as you see it on the screen without merging.
- ▶ Choose All to print all of the records in the database.
- ▶ Choose Range and identify the beginning and ending records from the database in which to print.
- ▶ Unless you have chosen None, the number of copies represents the number of sets to print. If you select two, you will get two copies of each design for each record in the database.

## Chapter 7 | Working With Text

Once you have your basic Design created, you may want to add some polishing touches of your own. While our SmartDesigns produce a beautifully formatted Design that doesn't demand additional formatting, SureThing makes it simple to add your own ideas for elegantly formatted text.

### **SELECTING TEXT**

There are many times when you will want to make changes to blocks of text with a single action. For example, you might want to delete a word, or make a heading bold. To make these types of changes, you must first select the text you want to change.

You will recognize a selected block of text immediately when you see it on the screen. Instead of seeing the blinking text cursor, you will see a block of text displayed in reverse video. That is, the characters will be drawn in white with a black background.

You can select text either with the keyboard or with the mouse. Either way, you are telling SureThing where the start of the selection begins and where it ends.

### **Selecting Text with the Keyboard**

To select text with the keyboard, you use the left, right, up, and down arrow keys while holding down the Shift key at the same time. If you want to select the next word, for example, press and hold down the Shift key, and press the right arrow key until the whole word appears selected.

Selecting text with the keyboard is not limited to the arrow keys. Any key that moves the cursor from one location to another, such as the Page Up and Page Down keys, can also be used to select text. Just remember to hold down the Shift key at the same time.

### **Selecting Text with the Mouse**

Selecting text with the mouse is often easier and faster, especially when you are selecting a lot of text. Like everything with the mouse, it takes a little time to become coordinated with its use, but once you do you'll find it is worth the effort.

To select text with the mouse, click into the document at the position you want to begin the selection. When you click, do not release the mouse button, but keep it pressed down.

Now with the left mouse button down, simply move the mouse to the end of the selection. You can move it left, right, up or down. Characters, lines and paragraphs are selected accordingly. If the end of the selection is not visible on the screen, simply move the mouse to the top or bottom of the screen and the document will automatically scroll.

There are two other handy methods for selecting text with the mouse. First, if you double click anywhere in the text, it will select the whole word where you double clicked. Second, if you move the mouse to the left of any line of text, the mouse will turn into an arrow. Clicking selects the entire line. Dragging up or down selects lines above and below.

## FORMATTING TEXT

In SureThing there are several ways to format and edit text, so you use the method that suits you best:

There are formatting buttons on the Control Strip, there are formatting options on the Format menu, and there are keyboard shortcuts for several formatting operations.

- ▶ If you are changing a single common formatting option, such as making text bold, or centering a paragraph, try a keyboard shortcut, or a Control Strip button.
- ▶ If you are changing several formatting options at once, choose Character... or Paragraph... from the format menu.

You can format text before you type it, or after.

- ▶ To set the formatting options for the text about to be entered, follow the steps in each section below to turn on the formatting options.
- ▶ To format existing text, select the text, then follow the steps below to turn on the formatting options.

Formatting options come in two flavors: Character Attributes and Paragraph Attributes:

- ▶ Character Attributes are variations determining the appearance of the text itself. Character Attributes include: typeface, type point size, type case, bold, italic, underline, superscript or subscript. Character Attributes can be used singly, or in almost any combination— your text can be bold, italicized, superscript, and small caps at the same time.
- ▶ Paragraph Attributes are design elements applying to an entire paragraph, rather than to words or characters. Paragraph Attributes include: paragraph indent, paragraph alignment, line spacing, tab settings, borders and shading, and bullets with a hanging indent.

### Formatting Text with the Control Strip

The Control Strip, which sits just above the horizontal ruler at the top of the main window, provides access to the most commonly used text formatting commands. By using the Control Strip, you can immediately start enhancing the look of your document.



To use the Control Strip, first select some text as described in the previous section. Then, using the mouse, click the button with the bold face B. The B stands for Bold, and that is just what will happen to the text when you press it.

From left to right on the Control Strip, use a similar technique to apply the following:

**Font** Select from a list of available fonts. All TrueType and Printer fonts available within Windows are shown in this list.

**Point Size** Select from a list of point sizes for the selected font. If the font is scaleable (e.g., TrueType and PostScript fonts), the list is there for convenience only, but you can enter any value from 1 to 999.

**Text Style** The first group of buttons contains text style commands. From left to right they apply Bold, Italics, Underline, or any combination of the three.

**Text Alignment** The next drop-down list applies basic horizontal paragraph alignment. You can have paragraphs aligned to the left or right paragraph indents, centered between them, or justified.

**Frame Alignment** The last drop-down list applies basic vertical frame alignment. You can have text aligned to the top or or bottom of the frame, centered within the frame, or justified.

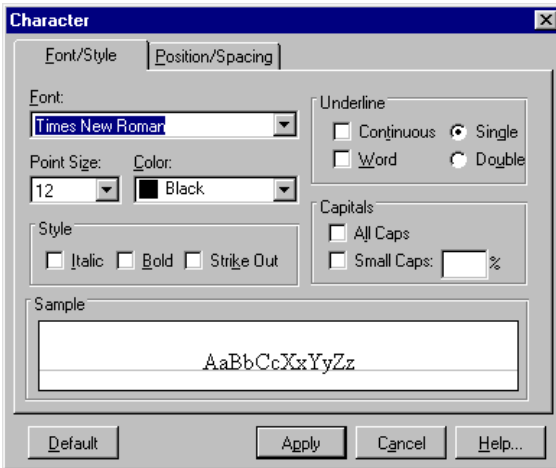
These are just the basics, of course, however common they appear. Be sure to check out the Character and Paragraph dialog boxes from the Format menu for more formatting options.

### Formatting Text with the Character Dialog Box

Use the *Character* command under the *Format* menu to change the character formatting attributes of selected text, or to set the attributes for new text you type. Character formatting attributes consist of typeface selection (font and font variations such as bold, italic, etc.), font size in points, underlining options, and position and spacing options (superscript, subscript, spacing, and pitch). Choosing the Character command opens the Character dialog box, which is divided into two tabs: Font/Style and Position/Spacing.



## Character > Font/Size Dialog Box



The *Sample* area of the Character dialog box displays a sample of the currently selected formatting options, letting you see the effect of your formatting choices before applying them.

**Font** Choose from a menu of fonts installed in your system.

**Point Size** You can either select a point size from this menu, or type in any size between 1 and 999. Sizes must be whole numbers, however. You can not enter half sizes such as 72.5.

The unit of measurement for fonts is points. The higher the number, the larger the font. There are 72 points in an inch, so a 36 point font, for example, would be approximately one-half inch in height—approximately because font designs vary, and a font at one size may be somewhat larger or smaller than a different font at the same point size.

**Color** Choose from a menu of colors you can apply to text. These are the same colors you can choose for border lines, shades, and graphic objects. The last item in this menu is Define Colors. Choose this option to open a dialog box where you can specify a color and assign it a name. The new color will then appear in the color menu.

**Style** Check an option, or any combination of options, for the available type styles: bold, italic, and strikethrough.

**Underline** There are two different types of underlining attributes: continuous underline and word underline. Continuous underline (which is the underlining option you can choose from the control strip) underlines text, spaces, and tabs. Word underline does not underline spaces or tabs. For either underlining option, you can specify whether you want the underline to be a single or double line.

You can select one type of underlining or the other—or none—but not both.

**Capitals** Choose the All Caps attribute to display text in all uppercase letters. This command is different from pressing the Shift or Caps Lock keys on your keyboard because, like all other attributes, All Caps can be turned off, returning text to lowercase (if it was typed without using the Shift or Caps Lock keys). To better illustrate this, type some lowercase text. Then press the Caps Lock key and type some uppercase text. Select all the text, choose the Character command from the Format menu, and click the All Caps option. Both sets of text you typed appear as uppercase letters. Now, with all the text still selected, turn the All Caps option off. Notice that text you typed with the Caps Lock key depressed is still uppercase, but the text you had changed to uppercase with the All Caps option is now lowercase.

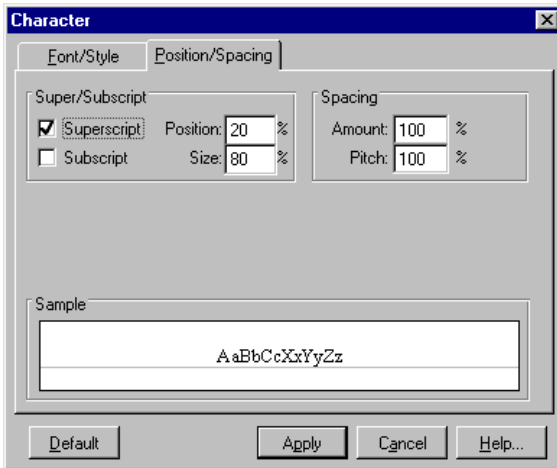
The Small Caps attribute displays lowercase text in uppercase letters, but at a reduced percentage of their actual size. If your text size is 10 points, for example, and you create small caps set to 80%, all lowercase characters will appear as all caps set to 8 points. Uppercase text is not affected by this command.

**Default** Click Default to return all formatting options to the default state.

**Apply** Click Apply to close the dialog box and apply any formatting options you may have selected.

**Cancel** Click Cancel to close the dialog box without applying any changes to character formatting.

## Character > Position/Spacing Dialog Box



**Super/Subscript** Choose Superscript to move text above the baseline (an imaginary line where characters rest); choose Subscript to move text below the baseline. If neither option is selected, text is positioned on the baseline. The Position value determines how much, relative to the normal text height, text should be moved up or down—20% is the default. The Size value lets you specify whether superscripted or subscripted text should be reduced in size. The default value of 80% means that text will be reduced to 80% of its original size, e.g., if the point size is 10 points, superscripted or subscript text will appear as 8 point text.

To return text to its normal position on the baseline, select it and un-check the Superscript or Subscript options.

**Spacing** In addition to adding space between letters and words by pressing the spacebar, SureThing lets you adjust spacing in fractional amounts. Each character in a font (including the spacebar character) is surrounded by a certain amount of space. Otherwise, letters would all run into one another and legibility would be very poor. You can expand or condense this space by entering a value in the Amount box. 100% is the default, and is the equivalent of no extra spacing at all. Values less than 100% will decrease, or condense, the amount of space between letters and words;

values greater than 100% will increase, or expand, letter and word spacing.

SureThing also lets you alter the width of the characters themselves (as opposed to just the space between them) by entering values in the Pitch field. Values greater than 100% increase the width of individual characters, stretching their outlines horizontally; values less than 100% decrease the width; compressing character outlines horizontally.

**Default** Click Default to return all formatting options to the default state.

**Apply** Click Apply to close the dialog box and apply any formatting options you may have selected.

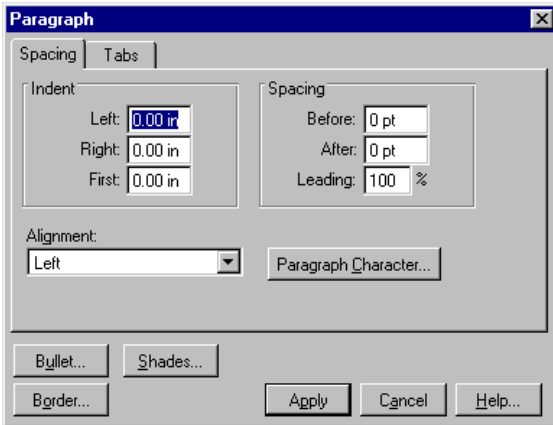
**Cancel** Click Cancel to close the dialog box without applying any changes to character formatting.

### Formatting Text with the Paragraph Dialog Box

Use the *Paragraph* command on the *Format* menu to change the paragraph formatting attributes of selected text, or set the attributes for the paragraph containing the cursor. Paragraph formatting attributes are applied to entire paragraphs, rather than single characters or words. Alignment, indents, line spacing, tab placement, etc., are examples of paragraph formatting attributes. Choosing the Paragraph command opens the Paragraph dialog box, which is divided into two tabs: Spacing and Tabs.

#### Paragraph > Spacing Dialog Box

The Spacing tab provides options for changing the line width of your paragraphs via left and right indents, options for changing the line spacing, or leading, of paragraphs, and a menu for selecting how you want your text to be aligned.



**Indent** Enter values in these boxes to control the amount of space between a paragraph and the left or right margin. By default, paragraph indents are lined up on the margins, i.e., set to 0.00 inches.

There is a key difference between margins and indents: margins control remain the same for each frame in the design; indents control the width of paragraphs and can change from paragraph to paragraph. In other words, margins are a frame formatting attribute, while indents are a paragraph formatting attribute.

**Alignment** Choose options from this menu to apply left or right alignment to a paragraph, or to center or justify it.

Left-aligned paragraphs have an even left edge, and an uneven, or ragged, right edge. Left-alignment is the default for new paragraphs. Right-aligned paragraphs are even with the right paragraph indent, but have a ragged left edge. Center-aligned paragraphs are centered between the left and right indents (not between the left and right sides of the page, nor between the left and right margins). Justified paragraphs have both an even left and right edge. For justified paragraphs, SureThing adjusts the amount of space between words so that each line of the paragraph is even with both the left and right paragraph indents.

Since alignment is the most commonly changed paragraph formatting attribute, a dropdown list box also appear on the control strip. You can also change paragraph alignment options by using keyboard shortcuts:

To:	Press:
Left align	Ctrl+Shift+L
Right align	Ctrl+Shift+R
Center	Ctrl+Shift+C
Justify	Ctrl+Shift+J

**Paragraph Spacing** Line spacing is the vertical distance between lines of text in a paragraph, and is controlled by two factors: the size of the font, and the Line Space value, also known as leading, specified for the paragraph. A line spacing value of 100% means no additional spacing beyond that built into the font itself (and individual fonts may vary considerably). Entering a larger value increases the space between lines. You may find a leading value of 100%, for example, to be the optimal leading for many text fonts. Using this as your guideline, a value of 150% would be the equivalent of one and one half lines of spacing; 200% would be approximately equal to double line spacing, etc., etc.

You can also add spacing, in inches, centimeters, or points, between paragraphs (the default is points). To add extra space between paragraphs, enter values for the amount of space you want above, below, or both above and below the current paragraph or selected paragraphs in the Before and After boxes. These values do not affect the amount of space between lines within a paragraph, just before and after it.

The default is zero points. If you want to enter a value in inches, type in after the value; type cm if you want to enter the value in centimeters, or pi to enter it in picas. Typing nothing—or pt—after a value tells SureThing to use points. SureThing using the following equivalents: One inch = 72 points = 2.54 centimeters = 6 picas. One centimeter = 28 points = 0.39 inches. You don't have to enter a space between the value and the unit, e.g., typing either "12pt" or "12 pt" is acceptable, but "12p" would result in an error.



Use the Before and After spacing options to add space between paragraphs rather than adding blank lines after each paragraph. For example, enter a value of 12 points in the After field for the equivalent of a blank line.

**Paragraph Character** Click this button to open the Character dialog box where you can choose character formatting attributes, or select a character style, to be applied to the current paragraph. (See the Character command section in this chapter for more information.)

**Bullet** Click Bullet to open the Bullet dialog box where you can create different types of bulleted paragraphs.

**Shades** Click Shades to open the Shades dialog box where you can select different shades, patterns, and colors to apply as backgrounds for paragraphs.

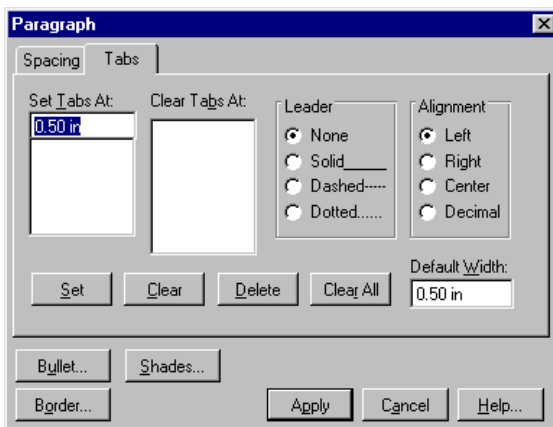
**Border** Click Border to open the Paragraph Border dialog box where you can control the placement and style of paragraph border lines.

**Apply** Click Apply to close the dialog box and apply any formatting options you have selected.

**Cancel** Click Cancel to close the dialog box without applying any changes to selected text.

### Paragraph > Tabs Dialog Box

The Tabs tab in the Paragraph dialog box is the same as the Tabs dialog box that appears when you choose the Tabs command. There is no difference between setting tabs using either dialog box. The benefit to setting tabs from the Paragraph dialog box is that you can define them along with other paragraph formatting attributes and save them as part of a defined style.



**Set Tabs At** Lists the position and alignment of each tab on the ruler, starting from the left, for the selected paragraph. A tab's position is measured in inches from the left margin (not the left edge of the frame). If you change your margins, all tab stops are adjusted automatically. When you open this dialog box, the first tab is highlighted. Click any tab from this list to begin editing it (changing its position, alignment, leader, etc.), or if you want to add a new tab, enter its position in inches from the left margin and click the Set button.

**Clear Tabs At** To remove tabs, first highlight the tab to be removed in the Set Tabs At list, then click the Clear button. The tab is placed in the Clear Tabs At list. If you change your mind, you can select a tab from this list and click the Set button to place it back in the Set Tabs At list. You can remove all tabs by clicking the Clear All button.

**Leader** SureThing lets you apply various styles of leaders to any tab. A leader is a repeated pattern, such as a series of dots or dashes, between the tab and the preceding text. To apply a leader, first select the tab from the Set Tabs At list, choose the type of leader you want to precede the tab, then click the Set button. To remove a leader from a selected tab, click the None option, then click Set.

**Alignment** There are four types of alignment you can apply to a tab: left, right, centered, and decimal. Tab alignment determines how text is typed at a tab. By default, tabs are left-aligned. To apply a different alignment, first select a tab from the Set Tabs At list, choose a different type of alignment, then click the Set button.

**Default Width** Even if no tabs have been created, left-aligned default tab stops appear at certain intervals for all paragraphs. Use this option to determine the interval. The initial setting is one-half inch.

**Delete** Click the Delete button to remove the selected tab from either the Set Tabs or Clear Tabs list. This button does not affect existing tabs on the ruler bar; it simply deletes tab entries from the two lists. To remove a tab, you must select and press Clear.



**Default** Click Default to return all formatting options to the default state as determined by the current style (see the “Formatting with styles” section for more information about creating and editing styles).

**Define** Click Define to display options for defining paragraph styles. Defined paragraph styles appear in the Style Name list.

**Bullet** Click Bullet to open the Bullet dialog box where you can create different types of bulleted paragraphs.

**Shades** Click Shades to open the Shades dialog box where you can select different shades, patterns, and colors to apply as backgrounds for paragraphs.

**Border** Click Border to open the Paragraph Border dialog box where you can control the placement and style of paragraph border lines.

**Apply** Click Apply to close the dialog box and update the ruler with the changes you made.

**Cancel** Click Cancel to close the dialog box without applying any changes to selected text.



## Chapter 8 | Customizing Your Design

Although our SmartDesigns try to anticipate your needs, there may come a time when you wish to customize your design in a way which was not anticipated. For example, you may need to add additional text or graphics to your design.

SureThing provides you with a full set of design tools which you can use to customize your design. You can even start with a completely blank page and create your design from scratch.

- ▶ You can draw basic graphic shapes in your design— Straight Lines, Rectangles and Squares, Rounded-corner Rectangles, Ellipses, and Circles.
- ▶ You can add graphics created by other programs— Import Windows Bitmap (BMP), Tagged Image File Format (TIF), PC Paintbrush (PCX), Windows Metafile (WMF), Encapsulated PostScript (EPS) and other graphics files.
- ▶ You can add blocks of your own text to your design by creating Text Frames.
- ▶ You can create special text frames which allow you to apply special effects to the text such as filled patterns, shading, shadows, and curved text. We call these Text Effects.








### USING THE TOOLS

SureThing provides easy-to-use tools for creating Text, Lines, Shapes, Pictures, and Text Effects. There are two ways to select a tool for adding these objects to your Design:

- 1 Select a Tool from the Control Strip.

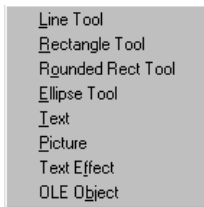


Choose the Text Frame Tool to add text to your Design.

-  Choose the Picture Tool to add a graphic from another program to your Design.
-  Choose the Text Effect Tool to apply special effects to text.
-  Choose the OLE Tool to draw a OLE object. This allows you to import images from other applications such as a spreadsheet from Excel.
-  Choose the Line Tool to draw a straight line.
-  Choose the Rectangle Tool to draw a rectangle or square.
-  Choose the Rounded Rectangle Tool to draw a rectangle or square with rounded corners.
-  Choose the Ellipse Tool to draw an ellipse or circle.

or:

- ② Choose Tools from the Object menu, and select a Tool from the pull-aside list:



When you select a drawing tool, the cursor changes to a crosshair containing a representation of the object you are about to create. If you are drawing an ellipse, for example, the cursor is a crosshair with an ellipse below and to the right of it.

While the procedure for creating an Object varies somewhat with each type of Object, the following basic steps apply to all Objects created with the Tools:

- ① Position the crosshair where you want one corner or end of the object.

- 2 Click and hold the left mouse button while dragging the cursor to the other end or far corner of the object.

The bounding box of the object you are drawing “rubberbands” as you move the mouse, showing the changing size and extent of the Object.

- 3 Release the mouse button when the Object is the correct size and shape.


In SureThing, you do not have to draw the Object flawlessly the first time. You can easily adjust the size and position of any Object anytime, as well as set a variety of visual properties for the Object.

Follow the detailed steps outlined in the following sections to place new text, lines, shapes, and pictures in your Design.

## ADDING TEXT

Text that you add to your Design is placed inside a Text Frame. A Text Frame is an invisible box containing text you type. Text Frames act as Objects, and can be moved, resized, manipulated, and have attributes assigned like any graphic or shape Object. Text inside a Text Frame can be edited and formatted as any other text.

### To add a Text Frame to your Design:

- 1 Choose the Text Frame Tool  from the Control Strip or from the Tools list on the Object menu.

The cursor changes to a crosshair + text icon.

- 2 Position the crosshair on the Design where you want one corner of the Text Frame.
- 3 Click and hold the mouse button while dragging the cursor to the far corner of the Text Frame.
- 4 Release the mouse button.

- 5 Type the text.


The text automatically wraps to new lines as necessary to fit within the Text Frame.



By default, text can only flow within a frame until it reaches the bottom. At that point, it is considered to have overflowed. When this happens, SureThing draws a red bar along the bottom of the frame (which will also print) to alert you that this condition has occurred. You will then need to increase the size of the frame, delete some of the text, or reduce the point size of the text.

## DRAWING A LINE

### To add a straight Line to your Design:

- 1 Choose the Line Tool  from the Control Strip or from the Tools list on the Object menu.

The cursor changes to a crosshair + line icon.

- 2 Position the crosshair on the Design where you want one end of the Line.
- 3 Click and hold the mouse button while dragging the cursor to the far end of the Line.
- 4 Release the mouse button.




The Line appears on your Design.

### Drawing a Horizontal or Vertical Line

To constrain the Line to Horizontal, Vertical, or a 45° angle, hold down the Shift key while dragging the line.

## DRAWING RECTANGLES AND ELLIPSES

### To add a Rectangle or Rounded Rectangle to your Design:

- 1 Choose the Rectangle Tool , the Rounded Rectangle Tool , or the Ellipse Tool  from the Control Strip or from the Tools list on the Object menu.
- 2 Position the crosshair on the Design where you want one corner of the Rectangle or Ellipse.
- 3 Click and hold the mouse button while dragging the cursor to the far corner of the Rectangle or Ellipse.
- 4 Release the mouse button.

The Rectangle or Ellipse appears on your Design.

### Drawing a Perfect Square or Circle

To constrain the Rectangle or Ellipse to a perfect square or circle, hold down the Shift key while dragging the Rectangle or Ellipse.

## ADDING A PICTURE OR GRAPHIC

You can incorporate pictures from a variety of programs, and in a variety of formats into your design. This is a good way to place a company logo, or a photo.

### To add a picture to your Design:

- 1 Click the Picture Tool  on the Control Strip.

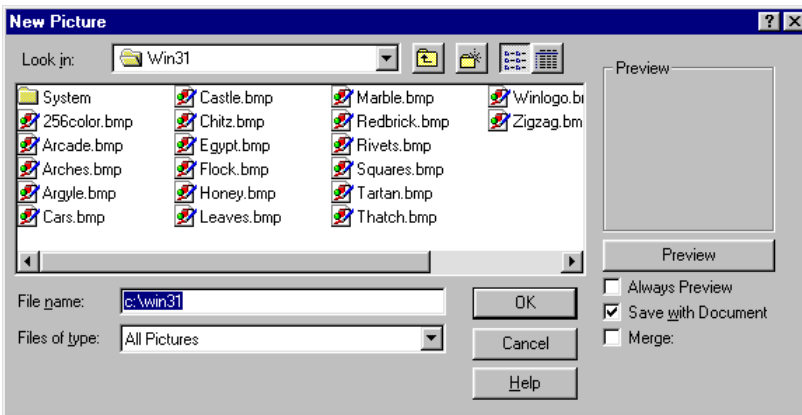
The cursor changes to display the Picture icon.

- 2 Click the cursor in the Design Area where you want to place your graphic.

Or, if you know the approximate size and shape that you want for your picture:

- 2 Use the Picture cursor to drag out the bounding rectangle for your graphic.

Whether you click a position, or drag a bounding rectangle, the New Picture dialog box appears when you have completed the cursor action in the Design Area.



- 3 Specify the type of graphic you are importing in the List Files of Type: field.
- 4 Type the exact name of your picture file in the *File name:* text entry field, or select the filename from the Filename: scroll list.

To view a small (“Thumbnail”) representation of the selected picture, Click Preview The Thumbnail picture appears in the Preview area of the New Picture dialog box.

You can also set SureThing to automatically display the preview for the selected picture, so you do not have to choose the Preview option each time the New Picture dialog box is opened.



To turn on the automatic Preview option, click the *Always Preview* Check Box. A check (✓) appears, indicating that the Always Preview option has been turned on.

- 6 Click OK.

The New Picture dialog box closes, and your picture appears in your design.

## TEXT EFFECTS

You can dramatically enhance your designs by creating Text Effect objects. Text Effects are special text frames to which special effects are applied such as curves, shadows, filled colors and patterns. Text Effects can also be rotated to any arbitrary angle.

### To add a Text Effect to your Design:

- 1 Click the Text Effect Tool  on the Control Strip.

The cursor changes to display the crosshair + Text Effect icon.

- 2 Position the crosshair on the Design where you want one corner of the Text Effect.
- 3 Click and hold the mouse button while dragging the cursor to the far corner of the Text Effect.
- 4 Release the mouse button.

The Text Effect appears on your Design with the words Your Text Here inserted by default. Don't worry if this looks distorted, once you add your own text and specify the effects you want, it will look great.

To edit the text and properties of Text Effects, double click on the Text Effect. This will bring up a dialog which allows you to completely control the text and appearance. See Chapter 9 for more information on editing a text effect.

## OLE OBJECTS

SureThing is an OLE 2.0 container, meaning it can import OLE objects from OLE server applications such as Paintbrush, Word Pad, Microsoft Excel, et al. Note that OLE Objects are not supported in the Windows 3.1 version.

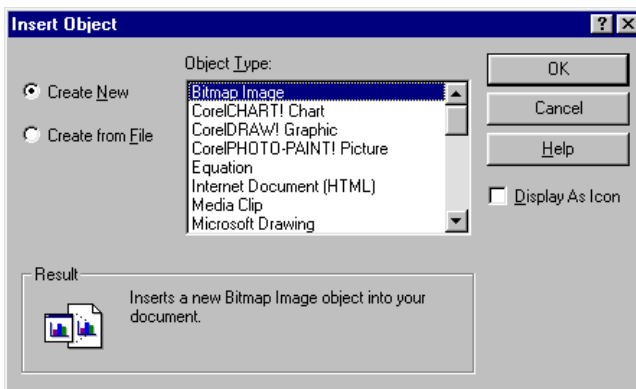
### To add an OLE object to your Design:

- 1 Click the OLE Object Tool  on the Control Strip.

The cursor changes to display the crosshair + OLE Object Effect icon.

- 2 Position the crosshair on the Design where you want one corner of the OLE Object.
- 3 Click and hold the mouse button while dragging the cursor to the far corner of the OLE Object.
- 4 Release the mouse button.

The Insert Object dialog box appears.



- ⑤ Select the object type, or choose to create the object from an existing file.
- ⑥ Click OK

The OLE Object appears on your Design.

## **GROUPED OBJECTS**

Objects created by SmartDesigns are often grouped so that they can be moved as a unit. There may be times when this is inconvenient, and you will want to ungroup them and manipulate them directly. The only side-effect to ungrouping objects is that once they have been ungrouped, there is no facility in SureThing for grouping them.

### **To ungroup objects created by SmartDesigns:**

- ① Using the Pointer Tool, select any of the objects to select the entire group.
- ② Use the Ungroup command on the Object menu to ungroup them. Immediately after you issue this command all of the objects will still be selected, but each object can then be selected independently.

## **GROWING/SHRINKING TEXT FRAMES**

Text frames can be set to grow and shrink, based on the text inside them. This is useful to avoid text frame overflow. Most text frames created by SmartDesigns have this ability set. This allows SmartDesigns to manage the size and position of the text frame, and other objects that relate to it, as the text, fonts, and point sizes change.

You can set the growth properties for a text frame in the text frame properties dialog box. In the dialog, there is a tab for Growth. This allows you to set the following properties for a text frame both horizontally and vertically:

- ① You can set how text frame should grow. You can choose either Fixed, Align Top/Left, Align Center, or Align Bottom/Right. Fixed indicates that the frame does not grow.

- ② You can set the minimum value to which the frame can shrink.
- ③ You can set the maximum value to which the frame can grow.

Keep in mind that if a text frame is set to grow automatically, you can not size it with the mouse. The size is instead determined by the text inside the frame.

## ROTATING OBJECTS

Text frames, pictures and text effects can be rotated. Text frames and bitmap pictures can be rotated in 90 degree increments. Text effects and Windows metafiles can be rotated at any arbitrary angle. SmartDesign objects which are grouped together can not be rotated.

For rotatable objects, you can specify the degree to which they can be rotated in the object's properly dialog box. Additionally, you can use the rotation tool as described below.

### Rotating Objects with the Rotation Tool

- ① Click the Rotate Tool on the Control Strip. The cursor changes to show a almost complete circle with an arrow at one end..
- ② Click on the object you wish to rotate to select it. If the selected object can not be rotated (i.e. a square or a group), a small circle with a line through it will appear in the mouse cursor.
- ③ Once you have selected the object you wish to rotate, move the mouse to over of the four corners of the object. When you see the mouse cursor change to a small arc with arrows at both ends, you have found the rotation spot.
- ④ Click on the rotation spot and while holding the mouse down, move it in a circular motion. You will see a rubberband rectangle spinning around the center of the object as you move the mouse.
- ⑤ When you have reached the desired angle of rotation, release the mouse.

In addition to rotating objects with the rotation tool, you can do many of the same things you can do with the pointer tool, including selecting, moving, and double clicking on it to bring up the object properties.

### **Things to consider when rotating objects**

There are a couple of things you'll want to keep in mind that when rotating objects. First, when you release the mouse with the rotate tool, objects which can only be rotated by 90 degrees will snap to the nearest 90 degree increment (0, 90, 180, 270). This is indicated by a heavy black rectangle as the object is rotating, but is sometimes hard to see.

Second, objects can not be rotated such that any part of the object is off the design area. For example, take a short wide label which has a text frame that occupies most of the design area. You can not rotate this text frame by 90 degrees, since the text frame would then be tall and skinny, extending off the label.

If you want to create a rotated object for such a label. You will first need to size the object small enough in both dimensions so that it can be rotated, and then resize it. In the example above, you could size the text frame to be no wider than the height of the frame. Then rotate it.



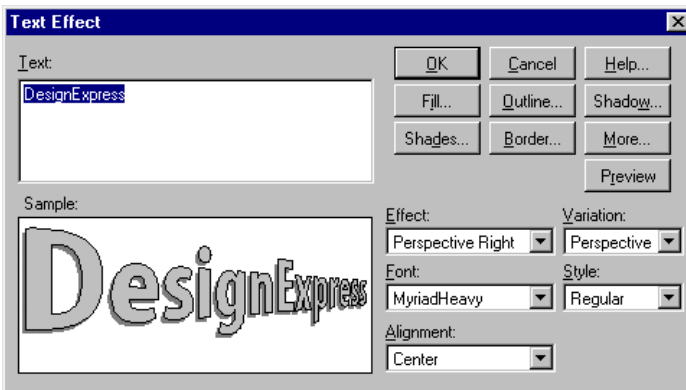
## Chapter 9 | Text Effects

With SureThing you have the ability to create stunning effects with text to make your designs stand out. You can fill each character with patterned colors, create shadows, wrap the text along curves, and rotate the text to any angle. Once you've mastered the basics, your text can come alive.

This chapter will show you how to edit the properties of a Text Effect. From entering your text, to giving it special qualities, you will use the Text Effect Properties dialog box. To access this dialog, simply double click on a text effect, or use the right mouse click and select Object Properties from its menu.

### USING THE TEXT EFFECT DIALOG

Regardless of how you access the Text Effect Dialog, the following screen appears:



### CHANGING THE TEXT COLOR AND APPEARANCE

You can add patterned fill color to your text, and create a drop shadow. To apply these changes you will extensively be using the Shades and Lines dialog boxes.

- ▶ Use the Fill button to specify a pattern and/or colors you wish to use to fill the face of each character.
- ▶ Use the Outline button to specify a line style and color to use to draw the outline of each character.
- ▶ Use the Shadow button to specify a shadow for the text and which pattern and/or colors to use for the shadow.

### CHANGING THE BACKGROUND COLOR

You can change the background color and give it a border. When you apply effects to the text, the shape is not always rectangular. Instead, it follows the path of the text. This can provide dramatic effects. Later, we will show you how to frame the entire effect within a rectangular area.

- ▶ Use the Shades button to specify a background pattern and/or color to use with the effect.
- ▶ Use the Border button to specify a line style and color to use as the border to use with the effect.

### SETTING THE EFFECT

Text Effects have a number of shapes and curves to which you can fit your text. You can curve your text around a circle, arch it up or down, or simply fit it to a rectangle.

#### To apply an effect:

- ▶ Use the Effect dropdown to select one of the predefined curves or shapes for your text. Once you select, the Sample will immediately show you what the effect looks like.
- ▶ Use the Variation dropdown to select a variation of the effect. Each Effect will have its own set of variations, so you can experiment with these to find the one which best fits your needs.



## CHANGING THE TEXT ATTRIBUTES

You can change the font, its style, and the alignment of the text. The size of the text is controlled by the size of the Text Effect object itself, so there is no setting for point size.

- ▶ Use the Font dropdown to select a font to use for the text. Many display typefaces work very well in Text Effects.
- ▶ Use the Style dropdown to select the style for the font (i.e. Normal, Bold, Italic). This list will include all true styles for the font as reported by Windows.
- ▶ Use the Alignment dropdown to select how the text is aligned in the Text Effect. This only has meaning for some Effects such as circles and buttons, or when there is more than one line of text.

## EDITING THE TEXT

You simply change the text in the Text field to your message. The text can be any number of lines long, but as a general rule for most Effects, a single line tends to work best. Rules, of course, have exceptions, so feel free to try out your ideas.

A couple of things to keep in mind about the text:

- ▶ Buttons always have three lines. The first line wraps around the top of the circle, the second line goes in the middle, and the third line wraps around the bottom.
- ▶ You can add spaces before and after your message to give it a little different look in the Effect.
- ▶ Different words and combinations can change the look dramatically. Experiment with your message to get the best results.

**MORE...**

The More button allows you to fine tune the attributes of the frame which surrounds the Text Effect. This allows you to control where it is positioned, margins for the frame and the text within it, and background lines and shades. Two items of particular note are contained within this dialog:

- ▶ You can specify an arbitrary angle by which the Effect will be rotated.
- ▶ You can change the angle and depth of a drop shadow.

## Chapter 10 | Custom Label Sizes

Although SureThing comes equipped with SmartDesigns for the most popular label formats, there may be occasions when you need a custom label size. This can occur when you find label stock from a new vendor which differs slightly from an existing SmartDesign or one that is completely different.

In this chapter, we'll modify an existing SmartDesign to accommodate a slightly different page layout from a different vendor. The concepts you learn, however, can be applied to create any custom sized labels.

### WHAT YOU NEED TO KNOW...

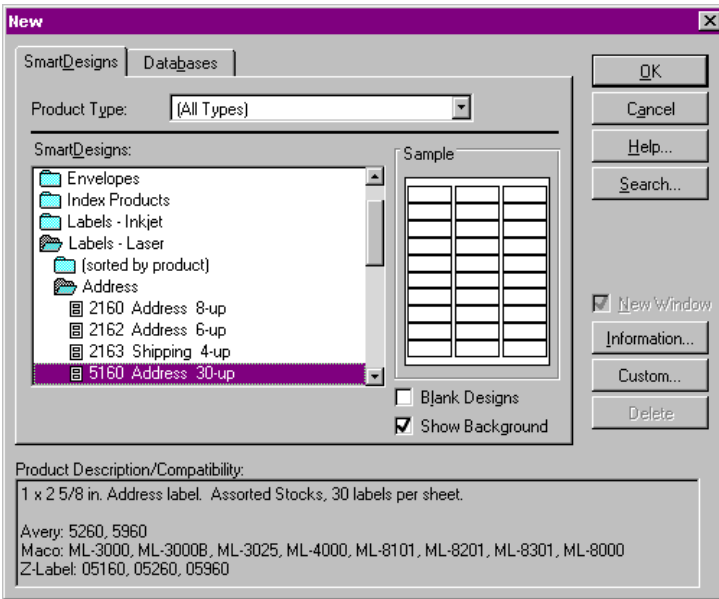
Before you begin creating a custom label, you will need to collect a bit of information. This information describes how the labels are laid on on the label sheet. Typically you will find this information supplied by the paper vendor along with their products, but in some cases you might need to use a ruler to measure. In all cases you will need to know:

- ▶ The size of the paper. Most commonly this is letter sized (8.5"x11") in North America, or A4 in rest of the world.
- ▶ The number of rows and columns of labels on the sheet.
- ▶ The width and height of the label itself.
- ▶ The distance from the top left hand corner of the page to the top left hand corner of the first label on the sheet (the *Start Position*).
- ▶ The amount of space between rows of labels and the amount of space between columns of labels (the *Gutter* values). For many labels, there will be no space between the rows and/or columns.

### CREATING A CUSTOM SIZED TEMPLATE

You can create a custom sized label template which can then be reused whenever it is needed. It will appear in the list of label types in the New

Dialog right along with the SmartDesigns which are included with SureThing. To begin, choose New from the File menu. The New Design dialog box appears:



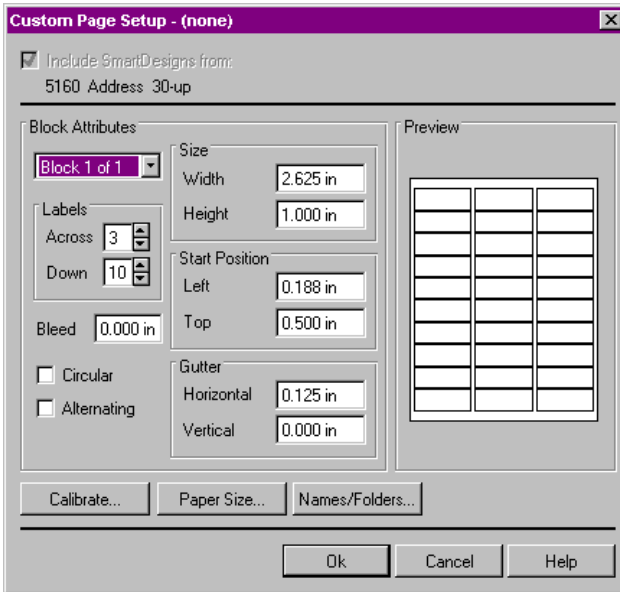
When you start to customize a new label size template, you can begin by:

- ▶ selecting an existing SmartDesign from the list and press **Custom**. This is recommended if the new label is close in size to the existing label and required if you wish to retain the SmartDesign Layouts.

or

- ▶ select the folder in the New dialog into which you would like to place your new template and press **Custom**. This is recommended when the new label does not closely match any exiting templates.

Either way, the following dialog appears:



**Block** Choose the block of labels you wish to modify. Typically there will be only one block of labels on the sheet, so you will seldom need to bother with this field. For example, many CD-ROM labels include a round label for the CD and a rectangular label for the rectangular one is for the jewel case. Note that you can not add or delete blocks, only modify existing ones.

**Labels** Specify two values here, the number of labels across and the number of labels down. This defines the number of rows and columns on the sheet.

**Size** Specify the width and height of each individual label.

**Start Position** Specify the distance from the top of the label sheet to the first label, and the distance from the left of the label sheet to the first label.

**Gutter** This is the distance between labels, if any. Specify the horizontal distance between rows and the vertical between columns of labels.

**Bleed** Specify the distance beyond the edge of each individual label on which printing is allowed.

Setting a Bleed margin is useful if you wish to cover the entire area of the label with a background pattern or image. To print beyond the edge of the label compensates for mechanical errors in the printer as it rolls the paper through during printing. Care should be taken, however, since this can often cause printing to overlap into neighboring labels.

**Circular** Specifies that the shape of the label is round. Note that circular labels must maintain an equal width and height.

**Alternating** This indicates that the labels zig zag down the page. This is very uncommon and can generally be ignored and left unchecked.

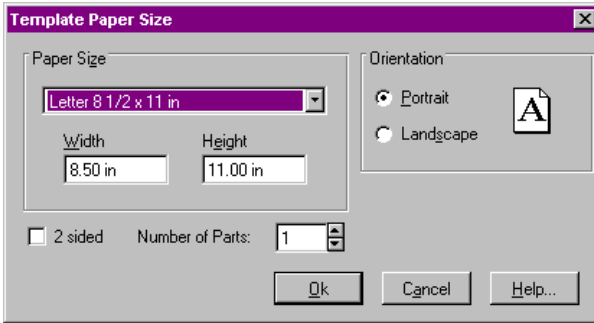
**Calibrate Printer** Press this button to go to the Calibrate Printer dialog, you can use this to print a calibration sheet to compare your label sheet with the current template.

**Paper Size** Brings up the Custom Template Paper Size dialog as described below.

**Names/Folders** Allows you to specify a name for the new custom label template, and where to store it in the list of SmartDesigns using the Templates Names/Folders dialog described below.

## CUSTOM TEMPLATE PAPER SIZES

If your labels come on a different sized sheet of paper than the SmartDesign you are starting from, you can change the paper size with this dialog.



**Paper Size** Select from a list of standard paper sizes supported by your printer. A selection here will automatically fill in the width and height fields. If the paper size is not included in the list, you can enter numbers for the width and height manually.

**Width** Specify the width of the label sheet.

**Height** Specify the height of the label sheet.

**Orientation** Specify whether the label sheet should be printed in the portrait or landscape orientation..

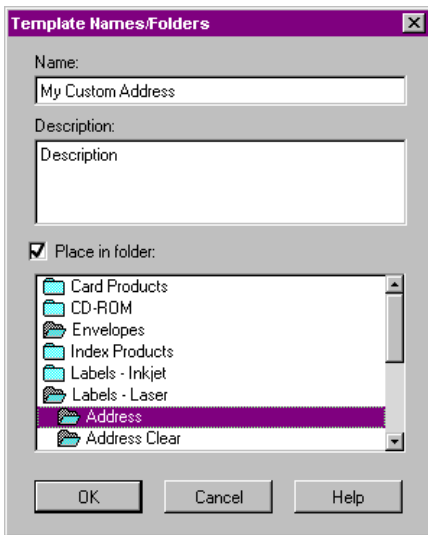
**Two-Sided** Specifies that you want to print on both sides of the design. This is often useful for card stock products like business cards, index cards, and postcards..

**Number of Parts** Specifies the number of parts to the page. This is almost always one. It is most often used for label mini-sheets, where the page is perforated and can be torn in half.

## TEMPLATE NAMES AND FOLDERS

Your custom templates can have names which will remind you of their intended purpose, and be conveniently placed in one of the pre-existing SmartDesign folders to help organize your materials.

All templates must have a name. You name your new template by pressing the Names/Folders button in the Custom Paper Setup dialog. If you click OK without giving it a name, the Names/Folders dialog will automatically be presented.



**Name** Specify the name with which to refer to your new template. Make the name meaningful so that its purpose is easily recognizable.

**Description** Specify a longer description of the template. You might also want to include the name of the label sheet manufacturer along with their phone number for ordering additional stock.

**Place in Folder** When this is checked, you can place the new template in any of the existing SmartDesign folders. Pick one that most closely matches the purpose of the new template. If you started your new template from



scratch, this box will be dimmed and checked, since you must select a folder in which to place your template.

If this is unchecked, it will place your new template in every folder where the original SmartDesign appears. Many SmartDesigns appear in more than one folder, for cross referencing purposes.

## MODIFYING AND DELETING CUSTOM TEMPLATES

Once you have created a new custom template, you can easily edit or remove it by following these steps:

- ❶ Choose New from the File menu, to open the New dialog box.
- ❷ Select the custom template you wish to modify or delete from the list of SmartDesigns.
- ❸ If you wish to edit your template click on the **Modify** button.
- ❹ If you wish to remove your template, click on the **Remove** button. This will cause your SmartDesign index to be rebuilt.

## MODIFYING AN EXISTING DESIGN JOB

You can also modify an existing design job in case the stock on which you print it changes. For example, you might have created a business card using the prepackaged SmartDesigns and now wish to use stock which includes a horizontal gutter between labels.

To change the layout of an existing design job, choose Page Setup from the File menu. This will bring up the Custom Page Setup dialog. Fill in the appropriate fields as described above.

*Designs in block(s) differ substantially....*

The design is quite different in size than the SmartDesign on which it was based. This will cause the SmartDesign Layouts to be ineffective for the new label size. You might want to consider starting the new template from scratch without SmartDesigns.



## Chapter 11 | Creating a Database

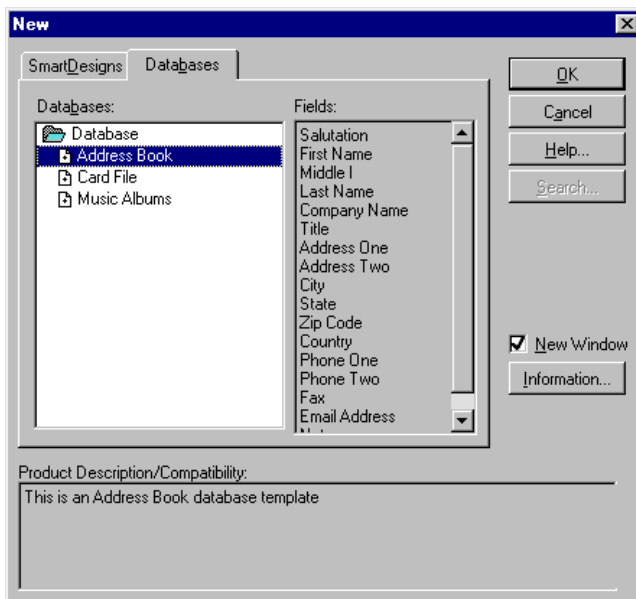
SureThing lets you create your own databases for merging with your Designs, or just for managing and keeping track of your lists of data.

Creating a Database in SureThing is simple— SureThing has simple data entry forms, where each item, or record, works like a card in a card file. All you have to do is type the data onto the form.

### STARTING A NEW DATABASE

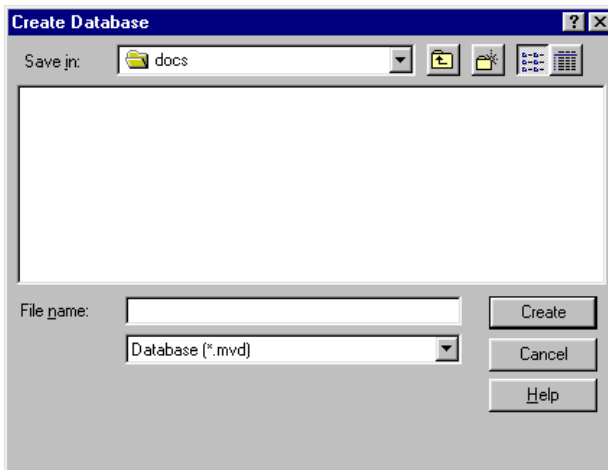
**To create a new Database in SureThing:**

- 1 Choose New from the File menu, to open the New dialog box:



- 2 Choose the Databases tab.
- 3 Double-click the Database folder in the Databases: list to see the selection of Database Templates available.

- 4 Click a Database Template to see the list of Fields that are on the form for that Database.
- 5 Click OK to open the Create Database Window:



- 6 Type a name for the new Database in the Filename: field.

You do not have to type an extension. SureThing adds an MVD extension automatically.

- 7 Click Create to open the form for the Database. (We opened the Address Database).

The form contains labeled blanks for each piece of data. Each blank is a Field. The labels are the Field Names. The form is one data Record. A Database is made up of many of Records.

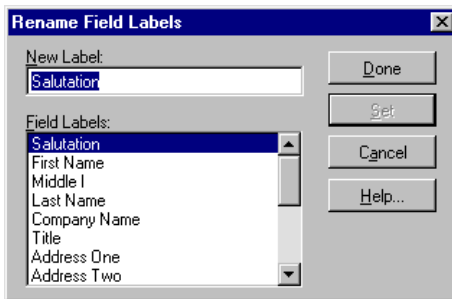
## CHANGING THE FIELD NAMES

Our designers have worked hard to create Database Templates that contain fields for the most commonly used information. However, we know that Databases are extremely personal, and that you probably have your own ideas about what information you want to include. So, SureThing is flexible, and lets you change the Field Names to suit the information you want to include in your Database.

Field Names are more than just a way to label the blanks on the form. The Field Names are also the references for the Fields—when you want to insert a Field into a Design, you reference the Field Name.

**To change a Field Name:**

- 1 Choose Rename Fields... from the Database menu, or click the Field Names button on the Control Strip, to open the Rename Field Labels dialog box.



- 2 Choose the Field Name you want to change in the Field Labels: scroll list.
- 3 Type the new name for the Field in the New Label: box.
- 4 Click Set.
- 5 Repeat Steps 2 and 3 for each Field you want to rename.
- 6 Click Done to close the dialog box and return to the data entry form, with the new labels.

**ENTERING DATA****To enter data on the form:**

- 1 Move the cursor to the first field, and type the data.
- 2 Press Tab to move to the next field.
- 3 Type the data in the field.

- 4 Repeat Steps 2 and 3 until the form is completed. Press Tab and Shift Tab to move forward and back through the fields, completing and editing as necessary.  
You do not have to complete every Field on the form. Fields left blank now can be completed at any time, or left empty if not applicable.

When you are finished with the form:

- 5 Choose Save Record from the Database menu, or click the Save button on the Control Strip.
- 6 Choose New Record from the Database menu, or click the New button on the Control Strip.

A blank form appears, for completion of the next record for your database.

- 7 Repeat Steps 1 through 6 for all of the records in your Database.

At any time while you are entering records, you can browse through the records you have created, search for a particular record, edit any of the records, save records, copy and paste records, resort the records, or remove records.

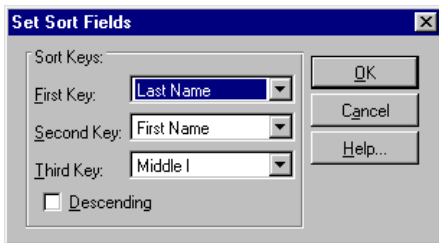
## **SORTING THE DATABASE**

Your Database Records are organized in a particular order (sorted). By default, the Database is sorted alphanumerically by the first field on the form. Notice that the Status Strip displays the Record Number of the current Record, and the total number of Records entered.

You can specify that the Records be sorted by any field, in either ascending or descending order.

### To specify sorting parameters for the Database:

- 1 Choose Set Sort Field... from the Database menu, or click the Sort Field button on the Control Strip, to open the Set Sort Fields dialog box.



Data can be sorted according to the contents of three different fields. Think of your Phone Book. Names are sorted according to Last Names. (Aabott comes before Smith, which comes before Zagat.) Last Name is the First Key. Then, if there are multiple Smiths, they are sorted according to First Name (Smith, John comes before Smith, Mary) First Name is the Second Key. Then, if there are multiple John Smiths, they are sorted according to middle name or initial. (Smith, John P. comes before Smith, John Q.). Middle Name is the Third Key.

That's the way the Phone Book does it, but this is your database. You can sort your records according to any keys you want.

- 2 Click the First Key: dropdown menu, and select a Field to be used as the primary key in sorting your data.
- 3 Click the Second Key: dropdown menu, and select a Field to be used as the secondary key in sorting your data, or choose None if you only want data sorted by the field specified as the First Key.
- 4 Click the Third Key: dropdown menu, and select a Field to be used as the third priority key in sorting your data, or choose None if you only want data sorted by the fields specified as the First Key and Second Key.



- 5 Click the Descending option if you want the records sorted in reverse alphabetical or reverse numerical order (from Z to A, or from 100 to 1).

A check mark (l) appears telling you the option is turned on.





- 6 Click OK to close the dialog box and return to the resorted data Records.

## MOVING THROUGH THE RECORDS

Once you have entered your data, you have a Database made up of a collection of Records. You need to know how to move through your database, finding and moving to particular Records when you need to.

You can move through the records you have created one at a time, or you can skip directly to the first record, or the last record.

### There are two ways to move through the records:

- ▶ Click the First , Previous , Next , or Last  button on the Control Strip.



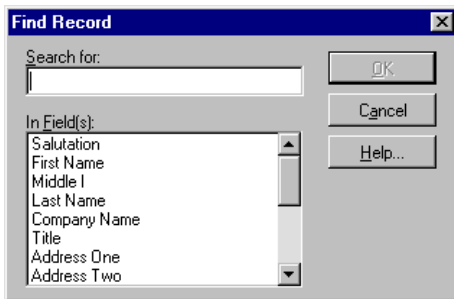
or:

- ▶ Choose First Record, Previous Record, Next Record, or Last Record from the Database menu.

You can also skip directly to a particular record, using the Find feature. Find lets you locate a field by looking for certain text in one field.

**To use Find Record to move to a specific record:**

- 1 Choose Find Record from the Edit menu, press Ctrl+F, or click the Find button on the Control Strip to open the Find Record dialog box.



- 2 Choose a Field to search from the In Field(s): scroll list.

You can select as many fields as you like in the In field(s): list. Just click to select a field, click again to deselect it.

- 3 Type the text you want to look for in the specified fields into the Search for: box.
- 4 Click OK.

The Search is performed. The first record that contains the specified text in one of the selected fields is moved to the front.

**To continue the Search:**

- 5 Choose Find Next from the Edit menu, Press F3, or Click the Find Next button on the Control Strip to continue the Search.

**COPYING RECORDS**

You can easily copy all of the information contained in one record into another record. This can save you lots of typing time, if you have several records that contain similar information.

**To copy a record:**

- ❶ Move to the record to be copied.
- ❷ Choose Copy Record from the Edit menu, or click the Copy button on the Control Strip.
- ❸ Move to a New or an Existing Record to paste the data.
- ❹ Choose Paste Record from the Edit menu, or click the Paste button on the Control Strip.

You can probably guess that copying one record into another existing record replaces the current data in the Paste record with the new data. Before you copy into an existing record, be sure that the record is empty, or expendable.

**REMOVING RECORDS**

You can delete records from your Database.

**To remove a record:**

- ❶ Move to the record to be deleted.
- ❷ Choose Delete Record from the Edit menu, or click the Delete Record button on the Control Strip.



## Appendix A | Keyboard Shortcuts

SureThing provides quick access to many of the commands and dialog boxes available through the menus. Wherever possible, SureThing conforms to standard shortcut keys as set forth in the Windows Guidelines.

With Keyboard Shortcuts you can access commonly used functions and dialogs, easily move through the document, select and format text.

### FILE SHORTCUTS

The following shortcuts are used when working with files:

<b>Ctrl-N</b>	<b>Create a new file</b>
<b>Ctrl-O</b>	<b>Open an existing file</b>
<b>Ctrl-S</b>	<b>Save the current file</b>
<b>Ctrl-P</b>	<b>Print the File</b>
<b>Alt-F4</b>	<b>Exit SureThing</b>

### WINDOWS SHORTCUTS

The following shortcuts help manage the windows within SureThing:

<b>F1</b>	<b>Bring up the Windows Help facility</b>
<b>Ctrl-F4</b>	<b>Closes the current document window</b>
<b>Alt-F4</b>	<b>Exits SureThing</b>
<b>Ctrl-F5</b>	<b>Restores the current document window to normal size</b>
<b>Alt-F5</b>	<b>Restores the main SureThing window to normal size</b>
<b>Ctrl-F6</b>	<b>Cycles to the next open document window</b>
<b>Sh-Ctrl-F6</b>	<b>Cycles to the previous open document window</b>
<b>Ctrl-F9</b>	<b>Minimizes the current document window</b>
<b>Alt-F9</b>	<b>Minimizes the main SureThing window</b>
<b>Ctrl-F10</b>	<b>Maximizes the current document window</b>
<b>Alt-F10</b>	<b>Maximizes the main SureThing window</b>

## CLIPBOARD SHORTCUTS

The following shortcuts move selections between documents and the clipboard.

<b>Ctrl-X</b>	<b>Cut the selected text or object to the clipboard</b>
<b>Sh-Del</b>	<b>Cut the selected text or object to the clipboard</b>
<b>Ctrl-C</b>	<b>Copy the selected text or object to the clipboard</b>
<b>Ctrl-Ins</b>	<b>Copy the selected text or object to the clipboard</b>
<b>Ctrl-V</b>	<b>Paste the contents of the clipboard to the document</b>
<b>Sh-Ins</b>	<b>Paste the contents of the clipboard to the document</b>

## CURSOR MOVEMENT SHORTCUTS

The following shortcuts are used for moving the cursor:

<b>Left arrow</b>	<b>Move to the previous character</b>
<b>Right arrow</b>	<b>Move to the next character</b>
<b>Ctrl-Left arrow</b>	<b>Move to the previous word</b>
<b>Ctrl-Right arrow</b>	<b>Move to the next word</b>
<b>Up arrow</b>	<b>Move to the previous line</b>
<b>Down arrow</b>	<b>Move to the next line</b>
<b>Ctrl-Up arrow</b>	<b>Move to the previous paragraph</b>
<b>Ctrl-Down arrow</b>	<b>Move to the next Paragraph</b>
<b>Ctrl-9</b>	<b>Move to the previous sentence</b>
<b>Ctrl-0</b>	<b>Move to the next sentence</b>
<b>Home</b>	<b>Move to the beginning of line</b>
<b>End</b>	<b>Move to the end of line</b>
<b>Ctrl-Home</b>	<b>Move to the beginning of frame</b>
<b>Ctrl-End</b>	<b>Move to the end of frame</b>
<b>PgUp</b>	<b>Move to the previous design</b>
<b>PgDn</b>	<b>Move to the next design</b>
<b>Ctrl-PgUp</b>	<b>Move to the first design</b>
<b>Ctrl-PgDn</b>	<b>Move to the last design</b>
<b>Tab</b>	<b>Move to the next frame</b>
<b>Sh-Tab</b>	<b>Move to the previous frame</b>

## TEXT SELECTION SHORTCUTS

The following shortcuts are used when selecting text:

<b>Sh-Left arrow</b>	<b>Select the previous character</b>
<b>Sh-Right arrow</b>	<b>Select the next character</b>
<b>Sh-Ctrl-Left</b>	<b>Select the previous word</b>
<b>Sh-Ctrl-Right</b>	<b>Select the next word</b>
<b>Sh-Up arrow</b>	<b>Select the previous line</b>
<b>Sh-Down arrow</b>	<b>Select the next line</b>
<b>Sh-Ctrl-9</b>	<b>Select the previous sentence</b>
<b>Sh-Ctrl-0</b>	<b>Select the next sentence</b>
<b>Sh-Ctrl-Up</b>	<b>Select the previous paragraph</b>
<b>Sh-Ctrl-Down</b>	<b>Select the next Paragraph</b>
<b>Sh-Home</b>	<b>Select to the beginning of line</b>
<b>Sh-End</b>	<b>Select to the end of line</b>
<b>Sh-Ctrl-Home</b>	<b>Select to the beginning of frame</b>
<b>Sh-Ctrl-End</b>	<b>Select to the end of frame</b>
<b>Ctrl-A</b>	<b>Select entire text frame</b>

## TEXT EDITING SHORTCUTS

The following shortcuts perform standard text editing commands:

<b>Ctrl-Z</b>	<b>Undo/Redo the last command or action</b>
<b>Alt-BkSp</b>	<b>Undo/Redo the last command or action</b>
<b>BkSp</b>	<b>Delete the previous character or selection</b>
<b>Del</b>	<b>Delete the next character or selection</b>
<b>Sh-Enter</b>	<b>Inserts a line break within the current paragraph</b>
<b>Enter</b>	<b>Inserts a paragraph break</b>

## CHARACTER FORMATTING SHORTCUTS

The following shortcuts perform character formatting commands:

<b>Ctrl-B</b>	<b>Apply bold to the selected text</b>
<b>Sh-Ctrl-B</b>	<b>Apply bold to the selected text</b>
<b>Ctrl-I</b>	<b>Apply Italics to the selected text</b>
<b>Sh-Ctrl-I</b>	<b>Apply Italics to the selected text</b>
<b>Ctrl-U</b>	<b>Apply continuous underline to the selected text</b>
<b>Sh-Ctrl-U</b>	<b>Apply continuous underline to the selected text</b>
<b>Sh-Ctrl-W</b>	<b>Apply word underline to the selected text</b>
<b>Sh-Ctrl-F</b>	<b>Access the Font drop down on the control strip</b>
<b>Ctrl-P</b>	<b>Access the Point Size drop down on the control strip</b>

## PARAGRAPH FORMATTING SHORTCUTS

The following shortcuts perform paragraph formatting commands:

<b>Ctrl-L</b>	<b>Left align the selected paragraphs</b>
<b>Ctrl-E</b>	<b>Center the selected paragraphs</b>
<b>Ctrl-R</b>	<b>Right align the selected paragraphs</b>
<b>Ctrl-J</b>	<b>Justify the selected paragraphs</b>
<b>Ctrl-M</b>	<b>Access the paragraph dialog box</b>

## COMMAND SHORTCUTS

The following are shortcuts are for miscellaneous commands:

<b>Ctrl-F</b>	<b>Search for specific text</b>
<b>Ctrl-H</b>	<b>Search and replace text</b>
<b>F3</b>	<b>Repeat last search or replace</b>
<b>F7</b>	<b>Spell Check</b>



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