General Description

Business Card Designer Plus allows you to create stunning business cards on any Windows compatible printer.

Features include:

- NEW! True 32 bit Windows 95 program.
- NEW! Full support for Win95 features including long filenames.
- Card Expert with templates for QUICK card creation.
- PCX, WMF, BMP graphic file support.
- Drag and drop, WYSIWYG interface.
- Full color support.
- Rotated text in any size, font, style.
- Box, line, circle, graphic and text and filled objects.
- Full alignment and margin control.
- Print preview.
- Crops marks for cutting your own cards.
- Print single card with layout text or entire sheets.

The Card Expert

The *Card Expert* helps you create a new business card VERY quickly.   You simply choose a template and enter the information you want to appear on the card.   In under a minute you can have a new business card ready to be printed.   You can even create your own templates to use with the Card Expert. (See: Creating a Business Card Template)

To start a new card choose File|New.

If you have the option checked to use the Card Expert the Card Expert dialog box appears.   (This option is on by default)

Using the Card Expert

To create a new business card using the Card Expert perform the following steps:

1. Choose a template.
    - Click the Template button and choose a template (.BCT) file.
    - Note the preview of the template at the top of the screen.

2. Enter your information.
    - You can leave any fields blank if you don't want to include that information.

3. Click Ok.
    - A new card will be created containing your information layed out as specified by the template you selected.

4. Add custom objects or re-arrange objects to suite your tastes.
    - Use this opportunity to add your graphic logo, add color and set the fonts and styles.

Note:

If you want to create your business card from scratch, click the "Free Form" button and an empty card appears.

Adjusting the Printer Page Offsets

Because of the diversity in printers it may be necessary for you to adjust the page offsets so the alignment on the printer is precise.   This is easily done by selecting the Options|Configuration menu item and choosing the *Page Offsets* tab.   You can enter 4 distinct offsets.

Left and Top Offsets

The Left and Top offset settings allow you to shift the entire page up or down, left or right, on the printed page.   If it appears that your cards are spaced correctly but are shifted up, down, left or right on the printed page, use the appropriate offset to shift the page back to where it should be.   For example if the card are printing slightly lower than they should be, enter a Top Offset of -10 to move the page up 10 pixels.   (+10 would move the page down 10 pixels).   Similarly if the page is printing to the right of where it should be, enter -10 for the Left Offset which will move the page left 10 pixels.

Vertical and Horizontal Gaps

The Vertical and Horizontal gap settings allow you to increase or decrease the space between each card on the printed page.   If your cards are spaced incorrectly on the printed page, use the Vertical and/or Horizontal gap settings to correct this problem.   Set these settings exactly as explained above.

If both the alignment and spacing are incorrect, first get the first card aligned correctly using the Left and Top Offsets, then use the Vertical and Horizontal Gap settings to adjust the card spacing.

Notes:

The Page Offsets will only need to be adjusted the first time you print on a specific printer.   After that the settings will be stored and the cards will print correctly.   Naturally if you change printers then the offsets may need to be re-adjusted.

I suggest printing a draft of your business cards on plain paper to evaluate the offset settings (as well as to check the card for errors).   Hold the page up to the actual card sheet and make sure that each card is aligned with the card on the sheet.   This way you can experiment without wasting expensive business card paper.

Inserting a Text Object
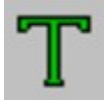
Select Mode|Text

To insert a Text object perform the following steps:

1. Select the Text tool.
2. Click in the card where you want to insert the text.
3. Enter the text and click Ok.

Also See:
Changing the Font
Rotating Text
Editing a Text Object

Inserting a Line Object

Select Mode|Line

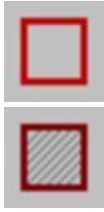To insert a Line object perform the following steps:

1. Select the Line tool.
2. Click on the beginning of the line.
3. Drag to the end of the line and release.

Also See:
Changing the Foreground Color
Changing the Line Size

Inserting a Box Object

Select Mode|Box or Mode|Filled Box

To insert a Box or Filled Box object perform the following steps:

1. Select the Box or Filled Box tool.
2. Click on the upper left corner of the box.
3. Drag to the lower right corner and release.

Notes:

The width of the border of the box will be whatever the current linesize is.
The color of the border of the box will be the current foreground color.
For Filled Boxes the background color (inside the box) will be the current background color,

*** A box and a filled box (with a background color of white) may appear the same, but any object placed in the card before the filled box and placed behind the filled box will not be visible.   A box (not filled) has a transparent background so all objects behind it will be visible through the center of the box.   This is not a problem, only something to be aware of.
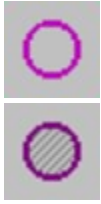
Also See:
Changing the Foreground Color
Changing the Background Color
Changing the Line Size

Inserting a Circle Object

Select Mode|Circle or Mode Filled Circle

To insert a Circle or Filled Circle object perform the following steps:

1. Select the Circle or Filled Circle tool.
2. Click on the upper left corner of the bounding rectangle.
3. Drag to the lower right corner and release.

Notes:

The width of the border of the circle will be whatever the current linesize is.
The color of the border of the circle will be the current foreground color.
For Filled Circles the background color (inside the circle) will be the current background color,

*** A circle and a filled circle (with a background color of white) may appear the same, but any object placed in the card before the filled circle and placed behind the filled circle will not be visible.   A circle (not filled) has a transparent background so all objects behind it will be visible through the center of the circle. This is not a problem, only something to be aware of.

Also See:
Changing the Foreground Color
Changing the Background Color
Changing the Line Size

Inserting a Graphic Object

Select Mode|Graphic

To insert a Graphic object perform the following steps:

1. Select the Graphic tool.
2. Click in the card at the position where you want to insert the graphic.
3. Choose the graphic file type in the file type combo box (in the File Open dialog box).
    (Available types are: BMP, PCX, WMF)
3. Select the filename and click Ok.

If a graphic object is too large to fit in the card it will be automatically scaled.   The scaling is done in such a way to preserve the aspect ratio of the graphic object so that the object is not distorted.

Try right clicking on a selected graphic object and choose the Graphic Info... command to view the actual and displayed properties of the object.   This can be very helpful when trying to improve the quality of the printed page as explained below.

When inserting a graphic object you should pay close attention to the following:
(Please note that these suggestions can greatly improve the quality of SOME graphics, but there are many situations where they may be unnecessary.   Don't think that the following (somewhat technical) suggestions need to be fully understood to successfully use *Business Card Designer Plus.*

1. Choose graphic objects with the resolution of the printer in mind.

        When displayed on the screen, intricate graphics may appear distorted because the screen's resolution is far less than the printer's resolution.   In general, a graphic that is displayed and printed, pixel for pixel, will appear much smaller on the printer.   This means that the graphic must be "stretched" to print with the same dimensions as displayed on the screen.   What really matters is how the graphic looks on paper!   For the best print quality, it's best to use graphics that are much larger than the desired size and scale them to the size you desire.   This way the graphic will contain enough information to print at the higher printer resolution without having to be stretched.

        For example, is the printer has a resolution of 300 by 300 dpi (as most laser printers do) then a 300 by 300 pixel graphic will print 1 inch by 1 inch at 100% scale.   On the screen the same graphic will be larger than the entire card at 100% scale.   *Business Card Designer Plus* uses a virtual resolution of 100 by 100 dpi screen resolution to provide WYSIWYG formatting, which means that the graphic will require 3 inches by 3 inches   With this in mind, scaling the graphic to occupy 100 by 100 pixels on the screen (1 inch by 1 inch virtual, 33 1/3 % scale) will cause the graphic to be printed at exactly 300 by 300 dpi, utilizing 100% of the printer's resolution capabilities and provide the ultimate print quality!   Now this may seem complicated but really it is not.   Just try to use graphics that are about the same size when printed 100% scale as the size on the screen you desire.

2.   Try to keep the aspect ratio (height / width) of the scaled object the same as the aspect ratio of the unscaled object.

        If the graphic contains lines on angles, changing the aspect ratio could cause the lines to appear jagged.   It's always best the maintain the aspect ratio of any graphic object when sizing the object.

(Size the graphic by dragging the lower right corner to change the height and width of a graphic together and maintain the aspect ratio.)

Also See:

Selecting an Object
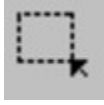
Select Mode|Select

To select an object perform the following steps:

1. Select the Selection tool.
2. Click on the object you want to select.

Notes:

An object must be selected before it can be edited or its settings changed.

For objects that overlap, the smallest object that contains the point of selection is selected.

When an object is selected, all applicable settings for that object become the current settings. (For example, when a text object is selected, the object's Font, Rotation, Foreground and Background colors become the current settings.   When a line, box or circle object is selected, the object's Foreground color and line size become the current settings.)

Moving an Object

To move an object perform the following steps:

1. Select the object (**See** Selecting an Object)
2. Click and drag the object to where you want it.

Cut, Copy and Paste Commands

The Cut, Copy and Paste Commands allow you to move objects to and from the clipboard.

Cut and Copy allow you to move objects to the clip board.
Cut removes the object from the card after copying it to the clipboard.
Paste allows you to copy an object from the clipboard in to a card.

To Copy or Cut an object perform the following steps:

1. Select the object (**See** Selecting an Object)
2. Select Edit|Cut or Edit|Copy.

To Paste an object in to the card perform the following steps:

1. Select Edit|Paste. (See note below)
2. The pasted object will appear in the top left corner of the card.
      It can now be treated like any other object in the card.

Notes:

The Cut and Copy options are only available when an object is selected.
The Paste option is only available when an object is available on the clipboard.

Graphic objects are treated as DIBS (Device Independent Bitmaps) when being move between a card the clipboard.   Be aware of this when trying to transfer bitmaps from other applications through the clipboard.

Printing Your Business Card

Select File|Print Sheet or File|Print One

You can choose to print a single card or print an entire sheet of cards.   The single card feature is excellent to see how your card will look and provide a proof to customers if you run a printing business. Single cards are printed exactly as the card will be printed on a sheet, only centered on the page.   A single card also includes Layout Text on the page.   The Layout Text can be used as a customer sign off if you use this program to create proofs for customers.

Note:

When printing a sheet of cards that contains large graphic objects, it may take a while.

Also See: Adjusting the Printer Page Offsets

The Status Boxes

There are 4 status boxes that display the current settings.

Text Mode - Click in card to insert text

Current Position   -Out of Card-

The current settings are the settings that will be applied the next object you insert in to the card.   The current mode shows you what type of tool is selected.   Modes can be selected using the *Modes* menu or by clicking the appropriate button to the left of the card.

The Line Box

The *Line Box* displays the current line size. (The line with the two arrows is the selected one.)
You can select a line size by clicking in the *Line Box*.

The Color Box

The *Color Box* displays the current foreground and background colors.
The background color is shown in the large rectangle and the foreground in the smaller middle rectangle.

The Font Box

The *Font Box* displays the current font, style and rotation.
The size of the font is not shown.

The Mode Box

The *Mode Box* displays the current mode, a short description of how the current tool is used and the position of the cursor.

Changing the current settings

The current settings can be changed through the various menu choices when no objects are selected.
Also when an object is selected, all applicable settings become the current settings.

Changing the Font

Select Text|Font

To change the font of a single text object perform the following steps:

1. Selected the Text object (**See** Selecting an Object)
2. Select Text|Font.
3. Choose the font, size and style and click Ok.

Note the current font, size and style do no change in the status box because they only changed for the selected object.

To change the current font perform the following steps:

1. Make sure no object is selected
2. Select Text|Font.
3. Choose the font, size and style and click Ok.

Rotating Text

Select Text|Rotate

To rotate the text in a single Text object perform the following steps:

1. Select the Text object (**See** Selecting an Object)
2. Choose Text|Rotate.
3. Click in the rotation circle to obtain the desired rotation and click Ok.

Note the current rotation did not change in the status box because it only changed for the selected object.

To change the current text rotation perform the following steps:

1. Make sure no object is selected.
2. Choose Text|Rotate.
3. Click in the rotation circle to obtain the desired rotation and click Ok.

Note: You can click in the font box to bring up the rotation dialog box.

Editing a Text Object

Select Text|Edit

To edit a Text object perform the following steps:

1. Select the text. (**See** Selecting an Object)
2. Choose Text|Edit.
3. Type in the desired text and click Ok.

Adjusting the Margins

Select Alignment|Margins

The Margins are used as an aid to align objects on the card.   **Objects CAN be placed outside of the margins.**

To set the margins perform the following steps:

1.   Choose Alignment|Margins.
2.   Enter the left, right, top and bottom margins (in inches).

<u>Note:</u>

Margin settings are saved with the card.   Each card can have its own margin settings.   The margins are set automatically when the card is loaded.

Aligning Objects
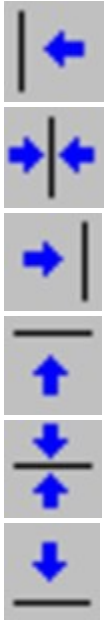
**Select Alignment|Left or Alignment|Center Horizontal or Alignment|Right
        or Alignment|Top or Alignment|Center Vertical or Alignment|Bottom**

Alignment options allow you to left align, center or right align an object with the margins.

To align an object perform the following steps:

1. Select the object. (**See** Selecting an Object)
2. Choose the desired alignment.

Also See: Adjusting the Margins

Creating a Business Card Template

Select File|Save As Template

A business card template is simply a business card that contains special text objects that represent the user's information.   The filename of a business card template has the extension .BCT.

The following text objects have special meaning in a template: (all UPPERCASE)
NAME, COMPANY, TITLE, ADDRESS1, ADDRESS2, PHONE, FAX., EMAIL
These objects will be replaced with the text entered by the user.

A template file can also contain other objects such as boxes, lines, circles, other text, and graphics.

To create a business card template perform the following steps:

1. Create a new card.
     If the Card Expert dialog box appears click the "Free Form" button.

2. Add the above mentioned special text objects.
     Position them where you want the user's information to be inserted.

3. Insert any additional objects to dress up the card.

4. Select File|Save As Template to save the card as a template.
     You should store all your templates in the directory where you installed the program.

Notes:

You can modify an existing template by loading the template as a card (choose the Template (.BCT) file type in the file open dialog box), modifying it, then save it using File|Save.

You can save a template as a new template by using File|Save As Template to save the template with a different name.

Changing the Foreground Color

Select Colors|Foreground Color

To change the foreground color of a single object perform the following steps:

1. Select the object (**See** Selecting an Object)
2. Choose Settings|Foreground Color.
3. Choose the desired color and click Ok.

To change the current foreground color perform the following steps:

1. Make sure no object is selected.
2. Choose Settings|Foreground Color.
3. Choose the desired color and click Ok.

Note: You can click in the color box to bring up the color selection dialog box.

Changing the Background Color

Select Colors|Background Color

To change the background color of a single object perform the following steps:
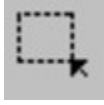
1. Select the object (**See** Selecting an Object)
2. Choose Settings|Background Color.
3. Choose the desired color and click Ok.

To change the current background color perform the following steps:

1. Make sure no object is selected.
2. Choose Settings|Background Color.
3. Choose the desired color and click Ok.

Note: You can click in the color box to bring up the color selection dialog box.

Sizing an Object

To change the size of a Box, Circle or Graphic object perform the following steps:

1. Select the object. (**See** Selecting an Object)
2. Move the cursor over an edge grapple (left, right, top or bottom).
    The cursor will change to a double arrow.
3. Press the left mouse button.
4. Drag the mouse to size the object.
5. Release the mouse button to register the changes.

To change the height and width of the selected object at the same time perform the following steps:

1. Select the object. (**See** Selecting an Object)
2. Move the cursor over the a corner.
    The cursor will change to a diagonal double arrow.
3. Press the left mouse button.
4. Drag the mouse to size the object.
5. Release the mouse button to register the changes.

Notes:

It's best to use the latter sizing method with graphic objects that require the aspect ratio to be preserved.

Changing the Line Size

To change the line size of a single object perform the following steps:

1. Select the object (**See** Selecting an Object)
2. Click in the *Line Box* on the desired line size.
   (Note that two arrows mark the selected line size.)

To change the current line size perform the following steps:

1. Make sure no object is selected.
2. Click in the *Line Box* on the desired line size.
   (Note that two arrows mark the selected line size.)

Configuration

Select Options|Configuration

The configuration option opens a dialog box that contains three tabs.

The General Tab

The general options include the following:

1. Show graphic place holders.
Check this option if you use LARGE graphic objects that take a long time to display.
You won't see the graphic on the screen, but display time will be MUCH faster.

2. Prompt when deleting an object
Check this option to prompt before deleting an object from the card.

3. Print crop marks on card boundaries
Check this option to print crop marks on the corners of each card.
(Excellent for use as a guide if you're cutting the cards out yourself.)

4. Use the Card Expert
Check this option to use the *Business Card Expert* when creating a new business card.

5. Create backups when saving
Check this option to create a backup copy (with the extension .BAK) of the card before saving any changes.

6. Remind to print a test page
Uncheck this option to stop the reminders to print a test page every time you print your business card.

The Alignment Tab

See: Adjusting the Printer Page Offsets

The Layout Text Tab

The Layout Text is only printed when you print a single card.

To change the layout text perform the following steps:

Enter the three lines of text that you want printed with the card proof.

Check this option if you use LARGE graphic objects that take a long time to display.   You won't see the graphic on the screen, but display time will be MUCH faster.

Check this option to prompt before deleting an object from the card.

Check this option to print crop marks on the corners of each card.   (Excellent for use as a guide if you're cutting the cards out yourself.)

Check this option to use the *Business Card Expert* when creating a new business card.

Check this option to create a backup copy (with the extension .BAK) of the card before saving any changes.

Uncheck this option to stop the reminders to print a test page every time you print your business card.

This setting controls the offset between the top of the page and the first rowof cards.

This setting controls the offset between the left side of the page and the first column of cards.

This setting controls the space between the rows of cards.

This setting controls the space between the columns of cards.

Specify the first line of text to be printed when you print a single card.

Specify the second line of text to be printed when you print a single card.

Specify the third line of text to be printed when you print a single card.

Warranty and License Agreement

In the following agreement "software" refers to ALL FILES included and listed in the PACKING.LST file with this product.

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Registration and Upgrade Information

If you have ANY problems with this program, please contact me, registered or not, no questions asked!

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<u>Registration</u>

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<u>Version Upgrade Policy</u>

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