

## Financial Freedom Labels - Common Asked Questions

1. How can I get colored text on my layout?
2. Why don't my labels print properly on my printer?
3. How can I move objects outside the design window?
4. I get thick lines next to my pictures. What should I do?
5. Where can I get more picture files?
6. Can I change the size of the bitmap pictures?
7. Can I create a bitmap image from my Windows' desktop?
8. What is the Database Engine?
9. Can I print a whole sheet of labels from only one database record?
10. What are the font modifiers?

## How can I get colored text on my layouts?

Only picture images (bitmaps) print using colors. Therefore, to print colored text, you must create a bitmap image of the text you want. Then, make the color whatever you like and add the bitmap image to your layout. See example business card, SAMPLE.BCD for an example of printing text in red. The Windows paint programs in both version 3.1 or 95 can edit and create bitmap images in color or black & white formats.

## Why don't my labels print correctly on my printer?

If your labels do not print properly, it's because you must adjust the print margins to match your specific printer output. Once you make these changes, the program will store this information, so you only need to make these changes once. This software will support all printers. Read the online help about making these adjustments. The print margin adjustments are made using the "Page Layout" option on the Label Menu. Also, try setting the "ignore blank lines" checkbox option OFF. This feature is found on the print selection panel, and is active when printing from a database.

## How can I move objects outside of the design window?

Although when you drag your lines and text around on your layout window, the program will not let you move the object outside of the window boundaries, but you can. Use this technique: Place your text or line object up against the right edge of the design window, then increase the size of the line or add more text to the text object so that they extend past the window. Then move the object. Notice how the rectangle around the object extends outside of the window. Move the object to the desired location and release the button. Edit the object if needed, however, once the object has been extended past the edge of the window, it may be "moved around" with a portion of the object outside the window edges. When you print your layout, you will see that your object(s) have been moved further over on the layout. You will need to adjust and print, until you obtain your desired results.

### I get thick lines next to my pictures. What should I do?

This occurs if you use a bitmap image that was created using a VGA 16 color driver, but you have a VGA 256 color driver loaded. To correct this, you must use another bitmap that was created using the VGA 256 color format, or change your printer driver to 16 colors, (yes, a 256 color driver matters even if you are only printing/creating images in black and white). Please note that all bitmaps included with this program should not cause this problem.

## Where can I get more picture files?

This program requires picture images to be in the format of Windows bitmap files. We realize that many commercial clip art programs do not include bitmap format images. We have placed a FREE conversion utility on CompuServe, America Online and many other BBS's around the world, that will convert Windows metafiles and icons into bitmap images. We have done this to allow you to obtain metafile images (very popular) at your local software store or BBS and use them with this program. The program is called FFGCU.ZIP version 1.1 (Financial Freedom Graphics Conversion Utility). This allows you to use high-quality graphics with your layouts. This utility requires a file called VBRUN300.DLL to operate. The VBRUN300.DLL file can be found in most places that the conversion utility is found as it is a very common BBS file. Please note that you can also create your own bitmap images with Windows Paintbrush. If you do not have access to the FFGCU.ZIP file, M & R Technologies will mail you the program for free, however, you must pay us a \$6.50 shipping/handling charge. Simply enclose your payment for \$6.50 payable to M & R Technologies, Inc. and mail it to the address shown on the "About..." option on Cards & Labels Help Menu.

## Can I change the size of the bitmap pictures?

Yes you can, however, you must edit the picture image itself using your favorite bitmap editor. Windows Paintbrush can also do it. To find out how to change the size of a bitmap image using Paintbrush, load Paintbrush and select the "contents" menu option on the Help Menu. Read the topic "Shrink and Enlarge Cutouts" for step by step instructions.

## Can I create a bitmap image from my Windows' desktop?

You most certainly can. Windows Program Manager includes a screen capture utility that can do the job. It allows you to copy ANYTHING on your screen into the windows clipboard. Once the image is placed into the clipboard, it can be edited using Windows Paintbrush and saved to a bitmap file for use by this program. Heres how to do it:

While looking at your windows desktop, (Windows Program Manager), press the "PRINT SCREEN" button on your keyboard to copy the screen image into the clipboard. NOTE: Some keyboards require you to use "ALT+PRINT SCREEN". This depends on your computer. Once the image is in the clipboard, open up Windows Paintbrush and select the "Paste" option from the "Edit" menu. The image will be loaded into paintbrush for editing. Usually, it is best to enlarge Paintbrush to full-screen before pasting the image. This gives you a bigger layout to work with.

Next, use the cut tool (sissors with a box) to draw a box around the part of the image you want to save to a bitmap file. Once the box has been drawn around the desired image, use the "copy to" option on the "Edit" menu to copy and save that image into a file. Since the image you wanted has now been saved to a file, you can now exit Paintbrush, (note: you do not need to save the changes, your file has already been created). Your bitmap images may be color, but it should only use colors that will print in black and white shades on your printer. You may need to edit the colors on your image to obtain your desired results.

Next, open up your Financial Freedom program and select the Label:picture option to add the bitmap to your layout, just as you would any other bitmap image. Consult the online help for Paintbrush if you need further information on editing images.



## What is the Database Engine?

The database engine is a very powerful tool which can read any DBase-compatible file and include database information into your layout files. It allows you to connect your layouts to address/information databases and print mailing labels for any/all records in the database. At design time, you place the fields you want printed on your layout. During the print cycle, the names and addresses in the database will be printed on your labels. For example, you could setup friends, customers, etc. in a database and then print mailing labels for each entry. The database engine makes this program a very powerful tool. We highly encourage you to read the Database Engine topic in the help files for more about this tool.

### Can I print a whole sheet of labels from only one database record?

Yes you can! The trick is to fool the program into using the Print Que so that you can cycle through the que multiple times. The print que kicks in when you have at least two records in the que. Simply add the record you want to print a whole sheet(s) of labels for, into the print que TWICE (2 identical record que entries). This will cause the program to print from the que. Next, turn the "Exit at end- of-file" checkbox OFF. This will make the program "cycle" through the print que until the number of pages you requested have been printed, printing the same two records over and over again. It's that simple!

## What are the font modifiers?

The font modifiers are the details you have applied to the font characteristic, such as bold or italic text. The font modifiers are:

- N Normal (default)
- B Bold
- I Italic
- A Ansi Character Set
- O Oem Character Set
- V Variable Width
- F Fixed Width

The font name, size and modifiers are displayed when selecting fonts.



