
Stationery Maker *with Wizards*

User's Guide

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System requirements

Operating System

Your computer must have Microsoft Windows 95, or higher versions of this operating system.

Disk Space

This program requires approximately 8 megabytes of space on your hard drive.

Less than 2 megabytes are required if the clip art and examples are not installed.

Hardware

A mouse or pointing device is required.

To print out any items you create or save in this program, you must have a printer. Although the program will operate with dot matrix printers, we recommend ink jet or laser printers for the best results. If you wish to produce items in color, you must have a color printer.

☒ SPECIAL NOTICE: When you purchased your printer, you also installed printer software. This software is also known as a "printer driver." (It is possible that you didn't have to do this **manually** if you have Windows 95 or 98 "plug and play," nevertheless your system did have printer software installed automatically.) In most cases printer drivers are updated on a regular basis. On some occasions, the software provided with printers has been changed to fix "bugs" or to improve performance. Please be sure that you have the latest printer drivers for your printer. Please see "Frequently Asked Questions" for more information on printer drivers. To access our web site you must have a modem and a connection to the Internet.

Installation instructions

Using Windows 95, or higher versions

1. Place the CD into your CD-ROM drive.
2. In the start-up screen click on START, then click on RUN.
3. Type in D:\CDSETUP and press Enter. (If your CD-ROM drive is not D, then change it to the letter associated with your CD-ROM drive.
4. Follow any instructions that appear on the screen.

Welcome

Stationery Maker with Wizards is a simple to use program that allows you to create all of your business and personal stationery needs. However, if you wish to use advanced desktop publishing features, Stationery Maker with Wizards has "industrial strength" features as well.

This program features powerful wizards. What's a **wizard**? A wizard is a step by step program that asks all needed questions, obtains all needed information and then produces what you have asked for - in this case, professionally designed stationery. Although you can make business cards, letterhead, flyers and other stationery without spending any time reviewing this manual, you will be able to make more elegant publications.

The online help system in Stationary Maker with Wizards contains a detailed explanation of each menu item and feature. While you are using the program, press F1 to access the help system. This summary manual contains information needed to quickly create the most commonly needed types of stationery.

Creating a letterhead

We will go over making a custom letterhead in this section of the manual. To start using Stationery Maker, you must first be sure that your computer is running Windows. Then click on the STATIONERY MAKER icon to begin the program. When creating documents, you have two choices: using a template, or using the Document Wizard.

If you select using a wizard, you must then choose what kind of stationery you wish to produce:

You then have two choices: Document Wizard and Blank Document.

- If you select Blank Document, the program will provide you with a program screen with the page size set to match your choice.
- If you select Use Wizard you will then see a series of screens requesting information needed to complete your document.

Creating a business card

We will now prepare a business card using the Wizards. First click File, then select New. (Simultaneously holding down the Ctrl and "N" keys also allows you to start a new document.)

You will then be asked whether you wish to use a TEMPLATE or a WIZARD.

Select WIZARD rather than TEMPLATE, and then Business Card. The first wizard screen allows you to pick which type of business card stock you wish to use. As you can see, there are two different types of stock, connected and separated.

Notice that there is a row of buttons on the bottom of the screen. These buttons will be active (prompt visible) or inactive (prompt grayed out). For example, on the last screen CREATE will be active, but NEXT will not be since you are at the end of the wizard.

After making your choice, click NEXT to go to the next wizard screen. The next screen collects the text of the card.

We have now reached the final screen (NEXT is not active, but CREATE is). After clicking CREATE, we get a finished business card.

Now, *we can customize and add to the card created by the Wizard*. Many users like using the Wizard for the basics, and then working to create an improved final product.

We can add other objects, such as boxes, lines, ellipses, images and additional text.

Let's start by moving the text. Remember that this program is WYSIWYG (wizzy-wig "What You See Is What You Get."). There are sizing handles displayed on the text if you place your mouse over the text box. We can drag the text to different places on the card to look for the best layout for us.

For purposes of our example, let's assume that the company logo is a carousel horse. Although you like the wizard layout, you think you should add the logo. To do so, we will need to add a picture object.

All of the commands in the program can be reached from the menu bar or the speed buttons. The speed buttons also have "bubble help." When you rest your cursor on a choice, a hint appears. Click the Add Picture speed button to open the Picture dialog.

☒ NOTE that you may select whether or not to show a preview of the pictures you are browsing by clicking on the preview button. Once you click OK, you are asked if you wish to modify the image. The notebook tabs allow you to pick several varieties of changes (Colors, Effects and Transform). Click on the tab for the modifications you wish to make:

color

Colors allow you to change the colors, including the use of custom colors

effects

As you use these effects, the changes appear in the picture preview

transform

The transformation screen includes flipping and background colors.

Once you have added the picture and applied the modifications you want, you can drag it around on the card and resize it in WYSIWIG mode.

As you can see, although we made a business card quickly, if we need to we can use a large number of additional menu driven features to change the card layout. For example, you can add lines, change the font, change text colors, add in database fields, and add ellipses, rectangles and other shapes. These features are explained in the helpfile which is available within the program by pressing F1.

The time to create a card using the wizard is less than 3 minutes - and most of the time was spent locating the picture. The finished business card can now be printed on the selected stock. If you are using plain stock, crop marks can be printed as well to facilitate cutting.

Frequently asked questions

- 1. When I print out sheets of similar items (such as business cards on business card stock) the printout does not look like what I designed on screen. What is happening?**
Answer: If the layout looks correct when you are zoomed to the greatest magnification, you probably need a new printer driver (printer software).
- 2. How do I get new printer drivers?**
Answer: The World Wide Web site for your printer manufacturer almost always has updates to printer drivers. In some cases customer service at COSMI can assist you in locating updated drivers. You may also write or contact the customer service department for the maker of your printer.
- 3. How often do I need new printer drivers?**
Answer: Every 2 years is a good guess. However, you MUST install new printer drivers whenever the printer manufacturer has located a problem. Updating printer drivers will usually speed performance. Updating may be required if the printer driver that you have is recalled or changed by the manufacturer of your printer.
- 4. How do I change default paper sizes? For example, I would rather use A4 size paper than 8.5" by 11" U.S. Letter size paper.**
Answer: Stationery Maker with Wizards sets the paper sizes used by checking your system's country setting. If the country setting you have chosen uses international standard paper, such as A4, the program will automatically change. You can change what country's standards are used by accessing the **Regional Settings** item on the Windows Control Panel.
- 5. My screen displays look different than some of those shown in the help file. Why?**
Answer: The help file uses Windows 95 "screen shots" to illustrate operation of the program. Windows 98, XP, etc. screens may differ.
- 6. The display on the screen looks sharper (less sharp) than the actual printed output. Why?**
Answer: The screen will display at its current resolution. Your printer, depending on its design and its settings, may print to a higher or lower resolution than the screen. Please review your printer manual and learn how to set it for the highest quality output. The settings that your printer is currently using may *not* be the highest quality.
- 7. What's an object?**
Answer: Any element in a publication is an object. A text box, headline box, picture, line, ellipse or any other item that can be placed on the card is an object.
- 8. How do I create a headline?**
Answer: Click on the 'A' icon located in the toolbar (see example below). Place your cursor with the 'A' on your document where you would like your headline to appear. While holding down the left

mouse button, drag the 'headline box' across the width of the document. Then, type your headline. If you need to make a change to your headline, right click on it, and under properties, make the necessary change.

Support

We encourage all our users to provide comments and suggestions about this program. Voice, fax, Internet and E-mail support this program.

Voice

(310) 886-3510

For telephone support, call COSMI's Customer Service during the following hours.

(Note: all times are in the Pacific Standard Time zone.)

Monday through Thursday, 8:30 am - 12:00 noon and 1:00 p.m. - 4:00 p.m.

Friday, 8:30 am - 12:00 noon

☒ COSMI is very proud to be one of the few remaining software publishers to provide no charge customer support!

E-mail

Support questions may be addressed to: support@cosmi.com.

Fax

You may fax your questions to: (310) 886-3517.

Internet

Be sure to visit COSMI's Web site: <http://www.cosmi.com>.

Acknowledgments

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Programming: Chris Marinacci

Art: Susan Randle

Templates: Desktop Team COSMI

Concept: George Johnson

Stationery Maker with Wizards

Program Description

Quickly and easily create all of your business and personal stationery needs including letterhead, business cards, posters, flyers and more. Wizards guide you in making every type of stationery by answering a few simple questions. Great templates will give you inspiration to create appealing designs for business and personal correspondence.

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