

# **Rockford! 4.0**

## **UNREGISTERED VERSION**

by  
**OsoSoft**

## **INTRODUCTION**

### **SYSTEM REQUIREMENTS**

*Rockford!* requires a 386/486 CPU, *Windows 3.1*, a hard disk and mouse, plus a minimum of 2 MB of RAM and 2 MB of hard disk space, VGA or better graphics and a *Windows* compatible graphics printer. If you use Print Manager, you'll also need about 4 MB of free disk space on the disk where you store .TMP files for Temporary files. This program supports only TrueType and Adobe Type Manager fonts. **HP DeskJet users:** *Rockford!* supports all models of these printers. See the section on **HP DeskJet printers** near the end of this manual.

*Rockford!* 4.0 includes a number of new features, in addition to the many powerful features included in earlier versions. Whether you've used a previous version, or are using *Rockford!* for the first time, please read this manual thoroughly. It'll save you a lot of time and help you use the program better.

## **LICENSE INFORMATION**

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**HOURS**

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### **Rockford! 's Features**

- Use any TrueType or Adobe Type Manager Font
- Insert up to Two BMP, or PCX Clip Art Images
- Draw Lines, Boxes and Circles
- Use Any Pre-Scored Card Stock From Any Supplier or Plain Card Stock
- Create Camera-Ready Layouts at 200% Size
- Create 4-Up Camera Ready Layouts
- Create Vertical or Horizontal Card Layouts
- Works with Any Windows-Compatible Printer
- WYSIWYG Display
- Full Support for Color Printers
- Rotate Text
- Insert Foreign or Symbolic Characters Quickly
- Overlay Text on Graphics
- Filled Boxes and Circles with Text Overlays
- Enter Dimensions in Any Measurement System
- Right-Click Help

### **New Features in Version 4.0**

- Click and Drag to Position Text Instantly
- Use Custom Colors for Text and Line Art
- Now supports WMF Clip Art files
- Undo for Most Commands
- Custom Card and Card Stock Sizes (European Too)
- Transparent Screen Graphics Show Underlying Text
- Improved Printing Speed and Error Handling

## VBRUN300.DLL REQUIRED

The shareware and online update versions also require VBRUN300.DLL, which must be installed in the WINDOWS\SYSTEM directory. If you do not have a copy of that file, you may download it as VBRUN300.ZIP from the OsoSoft BBS at (805) 528-3753, or obtain it from the source where you got your copy of the shareware version.

## INSTALLATION

The Shareware version of *Rockford!* uses a manual installation technique. The Full Registered Version includes an automated installation program. To install this program, take the following steps. If you need help with any of the file and directory procedures, consult your Windows or DOS Manual.

1. Copy all files from the distribution diskette or the ZIP file containing the program into a directory on your hard disk. OsoSoft recommends that you create a directory called ROCKFORD for the files.
2. Now, if you choose, copy all files with the extensions .DLL and .VBX from the ROCKFORD directory into your WINDOWS\SYSTEM directory. If you'd rather, you may leave these files in your *Rockford!* directory and skip to Step 3. If you're working from the DOS prompt while in the ROCKFORD directory, the commands would be:

```
COPY *.DLL C:\WINDOWS\SYSTEM
COPY *.VBX C:\WINDOWS\SYSTEM
```

Naturally, you'd substitute your own drive and directory information if you installed Windows in a different directory.

NOTE: Once you have successfully copied all DLL and VBX files into the WINDOWS\SYSTEM directory, you may delete them from the *Rockford!* home directory, if desired, to save disk space. Do not, however, delete any other files.

You must also have a copy of VBRUN300.DLL in your WINDOWS\SYSTEM directory. See the note above if you do not have a copy of that file.

3. If Windows is not running, start it. Then, from the Program Manager, click once inside the program group where you want the *Rockford!* icon. Then, select the New

command from the Program Manager's File menu. Make certain the Program Item option is selected, then click OK or press <Enter>.

4. In the Description field of the resulting dialog box, type *Rockford!*, then press <Tab>.

5. In the Command Line field, type C:ROCKFORD\ROCKFORD.EXE, substituting other drive and directory information, if necessary. Press <Tab>.

6. In the Working Directory field, type C:\ROCKFORD, or substitute other drive and path information, if necessary.

7. Press <Enter> or click OK to complete the installation. The *Rockford!* icon will appear in the program group you selected earlier.

### ***Note for International Users***

Due to a flaw in *Windows 3.x*, you must use U.S. style numerical notation when using *Rockford!*. Otherwise dimensions will be lost when card files are saved, then reloaded. To change to this notation, double-click the International icon in the Windows Control Panel, click the **Number Format** button, then change your settings to use a comma (,) as a thousands separator and a period (.) as a decimal separator.

### ***Uninstalling Rockford!***

If you ever need to uninstall *Rockford!*, simply delete all files from the directory in which you installed the program, then remove the directory. You can do this using File Manager. During installation, *Rockford!* you may have also installed several **DLL** and **VBX** files in your **Windows\System** directory. Since these file may also be used by other programs, it is recommended that you do not delete these files. If you wish to delete them, you'll find a complete list of files installed by *Rockford!* in the **FILES.TXT** file on your installation disk. However, delete them with caution to prevent problems with other programs which may also use these files.

## ***USING ROCKFORD!***

To run *Rockford!*, start *Windows*, then double click on the *Rockford!* icon in the *Program Manager*. A notice will appear on your screen as the program loads and creates its font list. If you have a large font library, this may take up to a minute. On subsequent program loading, the program will load the font list from its own file. You'll also have a chance the first time the program loads to create a customized heading text for camera-ready layouts. Use this text to advertise your business.

Next, you'll see the *Rockford!* main screen. Unlike many other *Windows* programs, *Rockford!* uses command buttons and drop-down list boxes, rather than menus, to perform many functions. Most commands you need to create card designs are right on

the screen, grouped according to function. Traditional *Windows* menus offer other commands. As with most *Windows* programs, shortcut keys are available for most functions.

***RIGHT-CLICK HELP TIP:*** *Whenever you wonder what a button or command does in Rockford! , just right click on the button. A help line will appear in the Rockford! title bar.*

## **EDITING AND DISPLAY WINDOWS**

You'll see two windows on the screen. At the top is the text-editing window. Here, you'll enter and edit all the text to be included on your card. Just below it is another window, where a WYSIWYG display of your card appears. You can't edit directly in this window, although many functions operate by clicking in this window.

### **Editing Text in Rockford!**

*Rockford!*'s text box works much like your *Windows* word processing program. You can simply type your text in the box, pressing <Enter> to move to a new line. To position the cursor in your text, use the cursor keys or click the mouse pointer where you want to type. If you select text by dragging with the mouse, new text you type replaces the selected text. The WYSIWYG display updates when you press <Enter> or perform any formatting command. When you're entering text, all attributes continue from line to line when you press the <Enter> key. When you delete lines, remaining text maintains its formatting. You are limited to 80 lines of text in *Rockford!* .

**NOTE:** *It's very important to remember that Rockford! depends on the selected text line for all formatting. Before performing any formatting operation, select the line of text you want to format, by positioning the cursor on that line in the text window.*

## **TUTORIAL**

### **YOUR FIRST SHEET OF CARDS**

Getting to know any program takes some time, plus careful reading of the manual. However, to speed up your introduction to *Rockford!* , here's a guide to producing your first sheet of business cards. Just start *Rockford!* , then follow the steps below to create your first set of professional cards in minutes.

This brief tutorial will help you understand the principles of using *Rockford!* . The program can do much, much more than produce simple cards, though. Read the rest of this manual to discover *Rockford!*'s other features and experiment with them until you're comfortable using them on actual cards.

1. In the **Layout** menu, choose a **Horizontal or Vertical Card Format** option which matches the card stock you have. If you're using pre-scored card stock, choose a format which matches that stock. The default format is a horizontal card to be printed on plain card stock, with cut marks printed. If you want something different, be sure to select the format you will actually use.

2. If you're using a pre-printed card stock, use the **Margins** command in the **Layout** Menu to adjust the top and left margins to compensate for any pre-printed area on your

stock.

3. Choose a font and font size for the first line of your cards, using the drop-down lists at the right of your screen.

4. Type in your name, or the first line of your card. Don't press <Enter> yet.

5. Choose an alignment for your text in the drop down list at the right of your screen.

Left aligned is the default. **TIP:** If you want all the lines of your card to be aligned the same way, click the **Layout** menu and choose one of the alignment options there.

6. Press <Enter>, then type the next line for your card. Notice that your text appears in the WYSIWYG window, aligned just the way you chose. As long as you don't make any formatting changes, each line will have the same formatting as the first line.

7. Continue typing lines of text for your card until you've entered all your text. You don't have to press <Enter> after the last line to see that line on the screen. Click the **[Update]** button.

8. Now that all your text is entered, you can make layout changes. Start by making the first line a little larger than the others. To do this, click with the mouse on the first line in the **Text Box** at the top of the screen. Then, drop down the **Font Size** list on the right and click on a larger font size. The WYSIWYG screen will update instantly.

9. Now, let's add boldfacing to the first line. Since the cursor's already on that line, just click the **Bold** checkbox on the top right section of the screen. Check the WYSIWYG window.

10. These changes may have caused the last line of your card to run off the window. Move the cursor to the second line in the **Text Box**, and reduce the font size slightly. To make the remaining lines the same, move the cursor down to each line, then click the **[Dupe Prev]** button.

**NOTE:** All formatting commands operate on the line where the text box cursor is located.

If you want to place some text on both sides of the lower section of the card, as for address and telephone number blocks, type both items on one line, placing a tilde (~) at the point you want to split the line. Then, select the **Split at Tilde** alignment option from the alignment list. The line will automatically split, with half on one side of the card and half on the other side.

11. If you'd like to add a graphic image to your card, click the **[AddArt]** button and select a graphic file from the list, then click **OK**. The image will appear on the left side of your card. You can use up to two images per card.

12. If the image is too large, use the **[Scale] Scroll Bar** in the **Clip Art** section of the

commands on the right to decrease its size.

13. To move an graphic, make sure that the **Pic 1** or **Pic 2** option button is marked, then left-click in the WYSIWYG window, *outside* of the graphic. Hold down the button to drag the image around until it's where you want.

14. With an image on your card, you may want to switch text to be **Right Aligned**. Use the **Layout** menu to apply this formatting to the entire card quickly.

15. To position text in a particular position, select the line in the text box, then click the **Click to Move Text** check box. Now, click in the WYSIWYG window then drag the text to the location where you want it to appear.

16. If you want to add a line, box or circle to your card, click the appropriate item on the bottom right of your screen. Choose a color, if desired, plus a line width if you want something other than a thin line, then click the **[Draw]** check box. Now left-click in the WYSIWYG window where you want the object's upper left corner and drag the object to size. When you release the mouse button, the object will appear.

17. When your card looks just the way you want, click the **File** menu, then click **Print Single Test Card**. Don't put card stock in your printer yet, though. Print your test on plain paper. Once the page emerges from the printer, hold it up behind a sheet of the cards you'll use and check the alignment. If it's not perfect, use the **Fudge Factors** command in the **Layout** menu to shift printing, and test again. Once everything's perfect, save your fudge settings as defaults. You won't have to set them again, in most cases.

18. Finally, insert a sheet or sheets of card stock in your printer and select the **Print Sheets of Cards** command in the **File** Menu to print out your business cards.

## COMMAND REFERENCE

### LEFT SIDE COMMAND BUTTONS

#### The Text Group

**[Edit]**—This button returns the cursor to the text editing box. Since *Rockford! normally* returns control to this box, you'll rarely, if ever, have to click this button.

**[Click to Move Text]**—This command lets you move text instantly to any position. To use this check box, position your cursor in the text box on the line of text you want to move. Then click this command. Now, click in the WYSIWYG display and drag the resulting box to the location where you want the text to appear. **NOTE:** with some line formats, like rotated text, the box will not reflect the actual angle or size of the text, but the upper left corner will be accurately positioned. Also, you cannot click inside a graphic image to move text, although you can later drag the text over the image.

**[TextColor]**—*Rockford!* 4.0 can now print text in color on color printers. To choose a

color, first place your text box cursor on the line you want to change. Then click a color bar.

**[Custom]**—Click this button to use the Windows standard custom color dialog box, choose one of the color selections or click Define Custom Colors to create a new color. Depending on your monitor setup, custom colors may not appear on the screen exactly as they will print. Experiment with sample printouts to get just the color you want.

**NOTE:** On most non-color printers colored text will print as a shade of gray. If colors all print as black, try changing your Printer Setup by marking the Print TrueType Fonts as Graphics.

### **The Card Group**

**[Update]**—This button updates the WYSIWYG display. To improve performance, some commands used in *Rockford!* do not automatically update this display. If you carry out a command and the screen does not update properly, simply click this button.

**[Clear]**—This button clears your current card from the screen and from memory. You'll be asked to confirm this command in a dialog box.

**[Grid]**—This button overlays a grid on the WYSIWYG display, to help you position text and graphics. The grid has divisions of .1-inch, with full inch lines in bold. Click the button again to remove the grid. Use this feature with clip art and when using custom alignment.

**[Print Sheet]**—Use this command to instantly a sheet of cards. It's the same as the **Print Sheet** command in the **File** Menu.

**[Print One]**—This command prints a single test card for layout checking.

## **RIGHT SIDE COMMANDS**

### **Text Attributes (Whole Line)**

**[Line]**—Displays the current line number, as determined by the position of your cursor in the text editing box.

**[Dupe Previous]**—This button allows you to repeat the formatting of the line above the current line. This is useful whenever you want duplicate formats on several lines. Just format any line, then move to the next line and click this button. All line formatting attributes will be duplicated. When typing, pressing **<Enter>** automatically copies the previous line's formatting.

**[Font]**—This drop-down list box displays the current font, and allows you to change a line to another font. Click on the arrow to drop down the font selection list. Scroll through the list, then click on your font selection.

**[Size]**—Displays the current size for the text on the current line. Click the arrow to drop down a list of available font sizes for the line. Sizes range from 4 to 72 points, in one-point intervals for the smaller fonts. **HINT:** Changing the font size of a blank line affects line spacing. Use this trick to adjust line spacing in 1-point intervals.

**NOTE:** Due to the way Windows operates, TrueType fonts smaller than 8.75 points may display in a different font and show incorrect spacing. These fonts, however, will print in the correct font and size. Use a sample printout for testing.

**[Align]**—This control affects the alignment of the selected line. To change, click the arrow, then select your option. You can choose left or right aligned, centered, split lines, or set a customized horizontal and vertical position. **HINT:** When using customized line positions, apply these to lines at the bottom of the card's text to avoid later misalignments in normal lines.

**NOTE:** For split lines, insert a tilde (~) in the text box where you want the line to split. *Rockford!* will automatically separate the two halves of the line. You cannot insert internal formatting codes in split lines. Lines are split with the left half aligned with the left margin and the right half aligned with the right margin.

**[Style]**—Four check boxes control text attributes for the entire line. You can select more than one style for any line. Clicking **[Normal]** removes all other style settings.

**[Rev.]**—This option prints the current line in white type on a black background. You cannot use this option on split or rotated lines or when using inserted formatting commands. You can, however use any of the other text attributes with this feature.

**NOTE:** Print a test card to make sure you're getting what you want.

**[Rotate]**—*Rockford!* now lets you rotate text up to 90 degrees in either direction. Start by selected the line to rotate, as you normally do, then click this button. Use the scroll bars in the dialog box that appears to set a rotation angle, then click **[Accept]** to apply the rotation. You can also click **[No Change]** to keep the current rotation or **[Default]** to return to normal alignment. **TIP:** Combine rotation with the **[Click to Move Text]** feature to position rotated text wherever you want it.

### **The Clip Art Group**

**[AddArt]**—Opens a dialog box for loading **.BMP**, **.WMF** or **.PCX** clip art images. *Rockford!* supports black and white or color images up to 256 colors. To see a preview of an image, click once on the filename. To load the image, double-click the file or click OK. *Rockford!* will automatically select either the first or second clip art image, and position it in the WYSIWYG display. **TIP:** If your desired clip art image appears much too large or small, edit it in a graphics program to make it approximately the correct size before importing it into your card.

**[HideArt]**—A new command, this button temporarily removes all clip art and line

drawing art from the WYSIWYG display. Since *Rockford!* can overlay text on a graphic or line art object, use this command to help you see text position better if it is obscured by a clip art image. When clip art is hidden, a dotted box shows its location for alignment purposes. When you click this command, its caption changes to **[ShowArt]**. Clicking it again will redisplay your graphics.

**[Delete]**—Removes the currently-selected clip art image.

**[Option Buttons]**—Selects one of the two clip art images. You may select by clicking the button, or by double-clicking on the image itself. You must select an image before acting on it. Options are **PIC 1** and **PIC 2**. Normally, **PIC 1** is on the left side of the card, and **PIC 2** is on the right side of the card. When selected, a thin border will appear around the image.

**[Scale]**—Use this control to resize a selected clip art image. Remember, the command only affects the image selected with the option buttons. For small changes, click the arrows. Click between the arrows for larger changes. The image always stays in proportion. You can scale images between 10% to 500% of the original size.

**HINT:** Avoid major changes in clip art image size, to avoid image degradation. If you need to enlarge or reduce an image very much, do so in a paint program like *Windows Paintbrush* before loading it into *Rockford!*. This will result in an improved appearance on your card, since paint programs have sophisticated scaling routines. Also, very large images scaled to fit a card may create a temporary file when printed that is too large for your free disk space. Again, scale your images outside of the program. To help you with that, you can edit the currently selected image with the **Edit Image** command in the **Edit** menu. If you do this, after editing the image, delete the current image, then reload the new version from disk with the **[AddArt]** button.

### **Moving a Clip Art Image**

You can move a clip art image by dragging it around the screen with the mouse. To do this, first select the image you want to move by clicking the appropriate option button in the **Clip Art Group**, or by double-clicking on the image itself. When the image is selected, a thin border appears around the image. With the image selected, click the left mouse button somewhere *outside* of the image. The image will instantly move, with its upper, left corner at the position where you clicked. Then, with the mouse button held down, you can drag the image to a new location. The new location is stored with the card when you save. If you try to drag the image by first clicking on the image, a message will appear telling you to click outside the image. For precise positioning, try turning on the **[Grid]** display before positioning the image.

### **Where Clip Art Files Are Stored**

*Rockford!* doesn't store the actual graphical image in its **.CAR** files. Instead, it stores the name and location of the file containing that image. If you move the image or delete it, *Rockford!* will not be able to find it later when you reload the **.CAR** file. If this occurs, the program will warn you, and you'll have to reload the image with the AddArt button.

## The Line Drawing Group

**[Object]**—This drop-down list box allows you to select an individual object for editing. If you do line drawings, each line, box, or circle gets an object number, which appears near the object. Select the object you want to modify in this list box.

**[Width]**—This box controls the width of line drawing elements. Widths range from 1 to 24 pixels on the screen, which translates roughly to point measurements on the printer. If you change the current setting, it will affect the current object, if present, or the next object you draw.

**[Draw]**—This check box enables line drawing. Click it before creating an object. *Rockford!* will automatically select the first available object number.

**[Filled]**—This check box appears only when you've drawn or selected a box or circle. If you check it, the box or circle will be filled with the same color used to draw the box. Uncheck it to remove the fill. **NOTE:** Some printers always draw a solid black box around the object. This can't be prevented, so test your work by printing a sample card. **TIP:** *Rockford!* can print text inside filled boxes. Use this technique to create boxes filled with one color, then use a contrasting color for the text. On black and white printers, you'll have to experiment to get just the right effect. Also, remember that you can position text with the **[Click to Move Text]** command.

**[Line], [Box], [Circle]**—These options determine the type of object you want to draw.

**[LineColor]**—This set of color bars lets you set the line and fill color for either a new object or for an existing object picked from the object list. Select the object, then apply a color. The same color is used for both the lines and fill.

**[Custom]**—As with text, you can apply custom colors to your lines, using this command to call the Windows Custom Color dialog box.

## DRAWING AN OBJECT

To draw an object in the WYSIWYG screen, first select the type of object (**[Line]** **[Box]** **[Circle]**), then set the width for the lines used to draw the object, and the color for that object. Next click on the **[Draw]** checkbox. Move the mouse pointer inside the WYSIWYG display. While holding the left button down, drag the mouse pointer to a new location. A rubber-band image of your object will appear as you draw. Draw slowly for best results. When the object is approximately the right size, release the left mouse button to place your object on the screen. A number will appear next to the object to identify it. You can move or size any object later.

**NOTE:** *Rockford!* does not check to make sure your object is within the boundaries of the card. That's your responsibility. Objects extending past the card's edges **WILL** print outside the card's boundaries.

**TIP:** *Rockford!* automatically converts all lines drawn at small angles to either horizontal or vertical straight lines. Lines drawn at other angles will maintain their angle.

**[Move], [Size] Options**—These two options determine whether the scroll bars (see below) move or size the current object.

**[Scroll Bars]**—Horizontal and vertical scroll bars control positioning of graphical elements. Depending on which of the option buttons above is selected, you can move or scale all graphical objects in .005 inch increments.

## **MOVING AN OBJECT**

Start by selecting the object in the **[Object]** list box. Next, click on the **[Move]** option button. To move the object in .005" increments, click on the **[Up]**, **[Down]**, **[Left]**, or **[Right]** arrows on the appropriate scroll bar. To move the object in .05" increments, click the scroll bar regions between the arrows and the position button on the scroll bar. To move the object in larger increments, click and drag the thumb on either scroll bar.

## **SCALING A LINE DRAWING OBJECT**

First, select the object you want to resize, then click the **[Size]** option button. Then use the scroll bars as described above to alter the size of the object.

### **Erasing and Restoring Line Drawing Objects**

**[Erase Selected]**—This button erases the current image, as identified in the **[Object]** list box. This erasure is permanent.

**[Erase All]**—This button removes all graphical elements from the screen.

## **MENU COMMANDS**

### **FILE MENU**

**New Card Design**—Clears the current card and sets up for a new design. If a card is already on the screen, you'll be prompted to clear it or abort.

**Open Card File**—Opens an existing **.CAR** card design file. For simplicity, store your cards in the *Rockford!* home directory.

**Save Current Card**—Saves the current card with the current filename. The current file will be overwritten without warning. If you're making a different card, use the **Save As...** command.

**Save Current Card As...**—Lets you save the current design under a different filename.

**Print Sheet(s) of Cards**—This command prints your current cards on the selected card stock. You'll get a full sheet of identical cards or a sheet of cards with different text if you're using the **Merge** commands.

**Print Single Test Card**—This command prints a single card on plain paper. The card will appear in the top left card position for your card stock. Use this command for fast checking of your design as it will appear when printed, and to test alignment on your printer.

**Multiple Copies**—In most cases, you'll be asked how many copies you want to print. If your printer, like most laser printers, supports internal multiple copies, printing goes much faster if you select the number of copies here. If your printer does not support this feature, which is common for dot-matrix and inkjet printers, *Rockford!* will still print multiple sheets, although the process will take longer since the program actually executes the print command as many times as you specify.

**Print Color Sample**—Every printer handles color differently. Use this command to print samples of text in all the colors shown on the color bar chart. For black and white printers, this will produce shades of gray in most cases. **NOTE:** If some of the colors print as black on color printers, change the **Dithering** setting in your Printer Driver, using the **Printer Setup** command, or add a mark to the **Print TrueType Fonts as Graphics** in **Printer Setup**.

**Printer Setup**—Use this command to alter printer settings or to change printers. You'll see the normal *Windows* Printer Setup dialog box for your printer. When you return to the program, you'll be asked if you want to update your font list. If you changed printers, you should answer **Yes** to avoid font conflicts.

**Update Font List**—*Rockford!* handles fonts very well, but there may be times when you need to relist your currently available fonts. This command does that. You probably will never need to use it, since the program rebuilds its font list, if necessary, each time it starts.

**Exit**—Quits *Rockford!*, with a confirmation box. Click **[Yes]** to save the current card and exit. Click **[No]** to exit without saving. Click **[Cancel]** to return to *Rockford!*. If you've changed printer settings during your session, you'll be asked if you want to reset printer options.

## **EDIT MENU**

**Undo**—Most commands in *Rockford!* which require more than a single click, can be undone with this **Undo** command. If you make a change, then decide to go back to a previous state, check this command. If it says **Can't Undo**, then change back manually. Otherwise, the command will tell you what will be undone.

**Cut**—Removes selected text from the editing box, then stores it in the clipboard.

**Copy**—Sends a copy of selected text to the clipboard.

**Paste**—Copies text from the Windows clipboard to the current cursor location.

**Insert Special Character**—This new command pops up a grid showing all the special, foreign, and symbolic characters available in the currently selected font. Hold down the left mouse button over a character to see an enlarged view. Double-click on a character to add it to the box at the top of the screen. When you click the **Insert** command, all characters in the box will be inserted at the current cursor location.

## LAYOUT MENU

**Rotate Current Line**—Like the [**Rotate**] button, this command displays the text rotation dialog box for the current line.

**Show Grid**—Like the [**Grid**] button, this overlays a grid on your WYSIWYG display. The grid disappears when you give the command again.

**Horizontal Card Formats**—Displays a menu of horizontal card formats. To select a card format, click on the submenu item which matches the stock you're using, or choose one of the **camera-ready** options. The WYSIWYG display will change to match the selected format.

**Vertical Card Formats**—Displays a menu of vertical card formats. To select a card format, click on the submenu item which matches the stock you're using, or choose one of the **camera-ready** options. The WYSIWYG display will change to match the selected format.

**Custom Card Formats**—*Rockford!* can also create cards in other sizes than 2 x 3.5 inches and on other paper sizes. Use the commands in this menu to create, save and load custom layouts. Commands you can use here are:

**Show Current Format Settings**—Displays the current card format dimensions in inches. If you aren't happy with these settings, you can change them.

**Create Custom Format**—If you want to create a custom format, use this command. Answer the questions in the dialog boxes, measuring accurately. As with all measurements, you may use any measurement system you wish to specify values (see below).

**Save Custom Format**—Once you have a custom format you like, use this command to store it on disk. Give the format a distinctive name, so you'll be able to load it again later when you want to design new cards. Note that this file stores only the dimensions of the layout, not the contents of the card. You needn't supply a file extension, since *Rockford!* will add one automatically.

**NOTE: This feature is disabled in the shareware version of Rockford! Please Register!**

**Load Custom Format**—This command lets you load a saved custom format. Two custom formats are included with the program, designed to print on the folding card stock sold by Paper Direct and others. When using these, experiment on plain paper to establish the order of printing, etc., to get the effect you want on folding cards. Make notes on the order of printing to avoid confusion later.

**NOTE: This feature is disabled in the shareware version of Rockford! Please Register!**

**Measurement Systems:** Normally, you'll enter dimensions in inches (1.5, 2.33, etc.), but you can use any system of measurement by adding an abbreviation after the measurement. This is true any time *Rockford!* asks for measurements. The abbreviations are, **mm** for millimeters, **cm** for centimeters, **pt** for points and **pi** for picas. Abbreviations can be in upper or lower case, but must follow the number, with or without a space. **Valid Examples: 2mm, .21 cm, 2PT, .5 PI**

**Margins**—Sets left or top margins separately for text. Choose the appropriate subcommand. Small changes have big effects, so start with small margin measurements. The default is .1 inch. You may use any measurement system, as described below. **NOTE:** Margins affect only text, and can be overridden by either the **Click to Position Text** or **Custom Alignment** options. Use this command to set margins to compensate for pre-printed areas on cards or other stock.

**Fudge Factors**—This command displays a submenu you can use to alter the dimensions of your printouts slightly. Use it to compensate for slight differences between printers. In the submenu, select the option you want to change, then enter a value in the resulting dialog box. Both positive and negative numbers are allowed, and all measurements should be in decimal inches or in another system as described above. Measurements are added to or subtracted from the current settings. Use the **Save Offsets as Defaults** to make your changes the defaults, once you're satisfied. This way, you'll only have to perform these operations once for your printer, since the default offsets are loaded when the program runs.

**NOTE:** If you set incorrect fudge factors or change your printer, select the **Delete Saved Offsets** command under the **Fudge Factors** menu to remove all settings.

**Left Align All Lines**—Sets all lines on a card to the left margin. You can override this setting or any of the other All Lines settings, by using the **Align** list box.

**Center All Lines**—Centers all lines on the card.

**Right Align All Lines**—Sets alignment for all lines to the right margin.

**Insert Formatting Codes**—The commands in this submenu insert special codes in your document which allow you to alter the appearance of just part of a line. Whenever possible, use the whole line formatting tools instead.

**Normal**—Inserts **<Norm>** in the line. This code returns the line to normal text.

**Bold**—Inserts **<Bold>** in the line, boldfacing the following text.

**Ital**—Inserts **<Ital>** in the line, italicizing the following text.

**Underline**—Inserts **<Undr>** in the line, underlining the following text.

**Superscript**—Inserts **<Supr>** in the line, superscripting the following text.

**Subscript**—Inserts **<Subs>** in the line, subscripting the following text.

**NOTE:** You cannot use inserted codes in **Rotated Text** or in lines which have their

alignment set to **Centered**, **Right-Aligned**, or **Split at Tilde**. This would cause misalignments.

## CLIP ART MENU

**Insert Clip Art File**—Lets you choose clip art files, just as with the **[AddArt]** button.

**Position Current Image**—With either the **PIC1** or **PIC2** option buttons selected, this command will allow you to specify a precise position for either clip art images. When prompted, enter dimensions in any measurement system, as described elsewhere in this manual.

**Edit Current Picture**—Starts *Windows PaintBrush* and loads the picture selected with the option buttons for editing. When you exit *PaintBrush*, you'll return to *Rockford!* . To use the altered image, delete the current image, then use **[AddArt]** to reload the image from disk.

## OPTIONS MENU

**Make Current Font Name Default**—This command sets the current font, as highlighted in the font menu, as the default for all blank lines in your card. It's best to use this command before entering any text.

**Make Current Font Size Default**—As above, but sets the current font size as the default for blank lines in your card.

**Save Default Settings**—Stores the Font, Size and card size and layout settings made earlier in a file which is loaded each time *Rockford!* runs. Use this command if you want to save these settings for use in most cards.

**Delete Default Settings**—Deletes the default settings file. Use this command if you want to make a permanent change in your default settings.

## HELP MENU

**Help with Rockford! <F1>**—This command opens a new window. On the left is an index of topics. To get help on a topic, just click on the topic's name. You can scroll through the list or type the first letter of your topic. Once the program finds the topic, the index name will appear at the top of the screen to the right, with the help information below. In some cases, a topic will have more than one entry.

**About**—Displays information about *Rockford!* , including the current version number and support information.

**OsoSoft Program Information**—OsoSoft offers several other programs which may interest you. This command displays a window that lets you learn about these other programs and lets you order OsoSoft products. To view information on a program, click the **[Info]** button next to that program's name. To order, enter the quantity desired for each product. Then fill out your name and address information and mark the appropriate disk

size box with an X. Click the **[Print]** button to print the form or the **[Cancel]** button to return to *Rockford!* .

**NOTE:** You can always order OsoSoft products with your **Visa** or **MasterCard** as well. Just call **(805) 528-1759** to order.

## **EDITING YOUR DESIGNS**

### **Editing Text**

The easiest way to replace existing text with new text is to highlight existing text by dragging over it with the mouse, one line at a time. Once the text is highlighted, just type your new text, which will automatically replace the highlighted text.

### **Controlling Line Spacing**

To make fine changes in the spacing between lines of text, make sure there's at least one blank line between the lines you want to change. Then, position the cursor on a blank line and change the font size for that line. When you update the display, you'll see the changes on your screen. You can make changes in 1-point (1/72") intervals. If you need a font size smaller or large than those offered in the font size list, simply type it in the display area of the list. *Rockford!* does not accept fractional font sizes.

### **Placing Text Beside Clip Art**

You'll often want to position text next to or around clip art images. To do this, use the **[Alignment]** options or the **Click to Position Text** check box.. For example, to position text to the right of an image, choose the **Right Aligned** alignment option, then add spaces after the text to move it to the position you want. Similarly, use the **Left Aligned** option to position text to the left of an image. This time, however, place your spaces to the left of the text. To wrap text on both sides of an image, insert a tilde (~) where you want the text to break, then choose the **Split at Tilde** alignment option. Once again, pad the text with spaces to achieve the position you need. Don't forget the **Custom Alignment** and **Click to Move Text** options for even more precise positioning of lines.

### **Overlaying Graphics with Text**

You can print text on top of clip art graphics, but this text may be partially obscured on the screen. To see text which will overlay a clip art image, click the **[HideArt]** button. A dotted box will appear to show where the graphic is located. Use overlaid text with caution, since it may obscure part of a clip art image. **HINT:** Try using a contrasting color for text which overlays a graphic.

### **Working with Split Lines**

*Rockford!* 's ability to split lines is very powerful, letting you position blocks of text on both sides of the card. Normally, the left half of the line is flush with the left margin, while the right half is right-aligned. Often, however, you'll want to center blocks of text or manipulate the alignment in other ways. As described above, use spaces to pad the text until it's aligned just the way you want.

### **Creating Columns in Rockford!**

It's easy to create columns for text. To do this, select a custom alignment or use the **Click to Move Text** command for the first line in the column, positioning it exactly where you want it to appear on your card. Then, either enter new text on subsequent lines or click the **[Dupe Prev]** button on subsequent lines. All lines will line up with the first line. **TIP:** When creating columns of text, it's best to place this text at the bottom of the text in the text window. This helps prevent misalignments of other text.

### **Working With Rotated Text**

If you want to use rotated text on a card, it's best to add the text to the bottom of the text box text. This helps prevent misalignments of other text on the card. Before typing the text to be rotated, click the **Click to Move Text** check box, then click in the WYSIWYG window where you want the top left of the text to appear. Then type the text and click **[Update]**. You can use the **Click to Move Text** as often as you like to get just the right positioning.

### **Printing Samples**

When working with complex card designs, it's a good idea to print occasional samples of your design for checking. After printing a sample, you can make changes to correct slight misalignments. For speed, use the **Print Single Test Card** command. **REMEMBER:** This sample card prints in the top left location on the card stock you're using. Use this command to check alignment if you're using **Fudge Factors**.

## **Rockford! TIPS**

### **Printing**

Printing takes time. *Rockford!* and *Windows* have to compose graphical pages before a page emerges. You'll need a little patience. If you're printing sheets of cards for instant use, you'll get the best results by printing a sheet on good quality card stock. Use the multiple copy feature in the Print routine to specify more than one copy. **HINT:** Remember to set your printer's options in the *Windows* Control Panel's Printer Setup screen **BEFORE** starting *Rockford!*

For maximum quality when printing *Rockford!* card designs, be sure your laser printer has a good toner cartridge. If you can set print density, choose a medium or dense setting to achieve dark blacks for reproduction.

*Rockford!* can handle color clip art images, but the final output will depend on how your printer interprets the colors in your clip art. **HINT:** If some colors print as black on a color printer, change that printer's dithering settings in the **Printer Setup** dialog box. You may have to click **Options** in the dialog box to get to these settings.

### **Notes for HP DeskJet Users**

DeskJet printers may set their ZERO point differently than most printers. You may have to set **Fudge Factors** to get proper alignment with standard card sheets. Print a sample sheet of cards with text in the upper left corner, then set **Fudge Factors** to compensate for misalignment. When your cards are properly aligned save your **Fudge Factors** as the defaults and you'll be able to ignore these items from then on.

Watch your bottom margins. On some card formats, text too close to the bottom

of a card may cause the printer to eject pages rather than printing the last row of cards. Try setting the paper size to **Legal** if your printer ejects pages and doesn't print the bottom row of cards.

DeskJet color printers may print some of the colors as black if **Dithering** is set to **Standard**. To fix this, set the printer for any other **Dithering** type in the **Options** section of the **Printer Setup** dialog box.

**REMEMBER:** Load card sheets face down in your DeskJet's paper tray!

### **Working With Clip Art Images**

*Rockford!* accepts **.BMP**, **.WMF** and **.PCX** graphics files. Graphics programs, such as *Windows Paintbrush*, supplied with *Windows 3.x*, can create these files. You can convert other file types, using any of a number of format conversion programs, such as *HIJAAK*, *Publisher's PaintBrush*, and others.

The size of your image is important. Art for cards is quite small, almost never exceeding 1" in any dimension. While *Rockford!* can handle much larger images, it's usually better to scale large images in a program specifically designed to do that. *Windows Paintbrush* can handle preliminary scaling quite well. If you have a scanner, you can create your own clip art in minutes. Simply scan the image, then use your scanner software to produce a **.BMP**, **.WMF** or **.PCX** file approximately 300 pixels in each dimension. Naturally, tall narrow images will use other dimensions, but you get the idea.

You can also create clip art images with any paint program that can produce **.BMP**, **.WMF** or **.PCX** files. Creating custom logos isn't difficult at all. Also, a number of clip art libraries are available, both commercially and as shareware. Often, however, these images may need conversion to a supported format or scaling. You'll also find interesting clip art files on the OsoSoft BBS.

### **Clip Art Tips**

Very thin lines often don't print well.

Large black areas may present problems for your laser printer, and sometimes don't reproduce as completely black.

Reducing a large image to card logo size often results in loss of detail.

Increasing the size of tiny images usually results in jagged lines on your printout.

### **Lines, Boxes, and Circles**

You cannot draw a graphical element that extends into a clip art image. The line will end at the edge of the image. You can, however, overwrite text with a line graphic. Let the WYSIWYG display be your guide. Be careful not to let lines, boxes, or circles extend past the card's borders. Always check the WYSIWYG display for conflicts.

Use the **[Update]** button to see the results of your changes. As you draw and move lines, text may not appear if it has been overwritten. Update to see the actual

image.

Draw with different colors to create special effects. Combining thick lines with intersecting white lines can create interesting effects. You can create quite complex drawings using the line drawing tools alone, including simple logos.

You can also draw boxes or circles, with fills, around existing text on your design. It's best to first create the text, then follow up with lines, boxes, and circles. Use the positioning scroll bars for precise sizing and placement.

Try using a filled box or circle to set off text. Use a light color with black or dark colored text or a dark color combined with white text for special effects.

Overlaying white text on a black filled box is the best way to create reversed text. The Reverse command included with the program is primarily there for compatibility with previous versions, but is not as good a way to create reversed text as a filled box.

### **Precut Card Stock Suppliers**

*Rockford!* now supports precut and preprinted card stock from all suppliers. This stock feeds cleanly through your printer, and is the very best way to get professional-looking business cards from this program. Call any of the numbers below for a catalog of card stock suitable for this program:

<b>Company</b>	<b>Phone</b>
Paper Direct	1-800-APAPERS
BeaverPrints	1-800-9BEAVER
KMAK Industries	1-203-239-3372
Premier Papers	1-800-843-0414
Viking Office Products	1-800-421-1222

## **TROUBLESHOOTING**

**Setup Doesn't Work**—You may have older versions of some of the files needed by *Rockford!* installed in incorrect directories. Load **README.WRI** into *Windows Write* and use the manual installation procedures described there.

**Reversed Printing and Shaded Text Don't Print Correctly**—Change your printer settings with the **Printer Setup** command to enable the *Print True Type Fonts as Graphics* check box.

**Clip Art Images Don't Print**—Exit *Rockford!*, then run *Windows Setup* from the icon in Program Manager. Change to a graphics driver which displays 256 colors or less. Some high-color display drivers are incompatible with *Rockford!*'s graphics printing methods.

**A Thin Line Prints on the Right Side of Clip Art Images**—With some video cards and printers, this may occur if you display 256 colors or more. This is a flaw in the video or printer driver. Switch to a 16-color mode to eliminate the problem until you can obtain improved drivers.

**Cards Print in The Wrong Place on The Sheet**—Use the **Fudge Factors** command in

the **Layout** menu to adjust *Rockford!* for your printer.

**Only 9 Cards Print, Then My Printer Ejects a Page**—See the section of this manual on DeskJet printers, and try setting the printer for Legal Sized paper.

**Small Fonts Appear Incorrectly in the WYSIWYG Display**—Due to the way *Windows* handles TrueType fonts smaller than 8.75 points, your WYSIWYG display may not display these fonts correctly in small sizes. They will print correctly, however.

**Some Colors Print as Black on My DeskJet Printer**—To print all the possible colors, you need to reset the **Dithering** Setting in **Printer Setup**.

**Rotated Text Messes Up My Layout**—To prevent this, enter text to be rotated at the bottom of the text in the text editing window, then position it with the **Custom Alignment** or **Click to Move Text** options, then rotate it. Alignment of text below the rotated text is affected by the rotated text.

**I Can't Figure Out What All the Buttons Do**—To get Title Bar help on any button and on most other items on the screen, click on the item with the right mouse button.

**I Get an Error When I Print Cards With Graphics**—Your graphic files may be too large or you may not have enough free hard disk space for the TMP files created by Print Manager. Try scaling the graphics in another program or turn off Print Manager in the Printer section of the Control Panel. Also, your printer may not have enough memory to handle a full page of graphics.

**When I Load a Card from Disk, Graphics are Missing**—This can be caused by two things, both of which are easy to fix:

1. The graphic file is no longer in the same place on your hard disk. *Rockford!* does not store the graphic itself in the CAR file. You'll see a dialog box if this happens.
2. You're an international user and you're using European numeric notation. See the note at the beginning of this manual for more information.

**I'm in Another Country, and the Paper Sizes You Use Are Not Available**—*Rockford!* can print cards in other sizes and on other sizes of paper. See the Custom Card Formats and Sizes command in the Layout menu to configure your custom sizes.

**I Prefer to Use Metric Measurements When Creating Cards**—That's no problem. Anywhere the program asks you for a measurement, give the dimensions in any system you want, then follow the number by an abbreviation for the scale. For example: **mm** for millimeters, or **cm** for centimeters. No space is required between the number and the abbreviation, but you may include one if you wish. Other abbreviations you may use are: **pi** for picas or **pt** for points.