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CardShop Plus! Deluxe is a great program for making greeting cards, banners, calendars, card envelopes, certificates, awards, letter envelopes, letterhead, posters, and signs.

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To exit CardShop Plus! Deluxe, choose **Exit** from the **File** menu or press **Alt+F4**.

## Order Special Paper

You can order special environmentally friendly paper and matching envelopes in assorted colors for your greeting cards, certificates, stationery, and signs.

Paper is 8 1/2" x 11", 28 lb. textured bond and is designed to work well with laser and ink jet printers. You can order flat sheet or pre-scored paper for easy folding of cards. Matching A2 envelopes are available for the 5 1/2" x 4 1/4" card size.

You can order paper by the 100 sheet box or try the Sample Pack to get smaller quantities of all available colors.

- > Call our toll-free number: **1-800-796-9469** or
- > Print out a Paper Order Form and mail it to:

**Peacetree Recycled Paper**  
**523 N.E. Davis**  
**Portland, OR 97232**

To print a paper order form:

- > Choose **Print** from the **File** menu; then click drop down list for **Print What** and select **Paper Order Form**. Choose OK to print the order form.

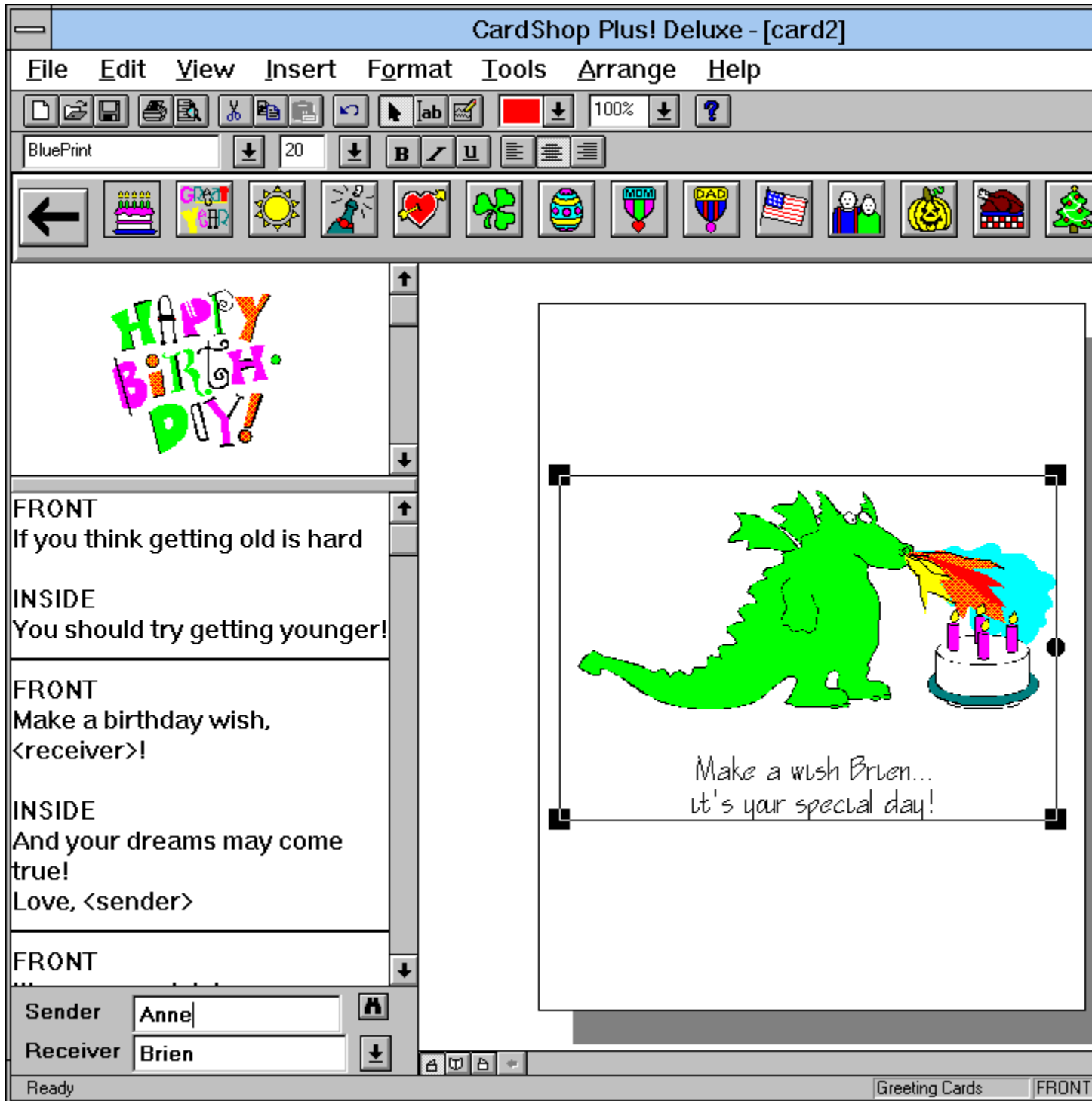
### See Also

[Print a Card](#)

[Print a Paper Order Form](#)

## Main Window

To find out about the Main Windows features, move your mouse to a hotspot and click.



## How to Use Screen Features

The CardShop Plus! Deluxe Main Window includes a number of useful screen features that let you use the program the way that suits you best.

For a quick reference on using the screen features, see [Main Window](#).

### See Also

[Using Menus](#)

[Using Tools](#)

[Use Fonts](#)

[Using the Category Bar](#)

[Using the Activity Palette](#)

[Using Mailing Lists](#)

## Using Menus

Menus offer an alternative way to do most of the same things you can do with tools. If an option is followed by an ellipse (three dots ...), a dialog box will appear.

To choose from a menu:

- > Click on a Main Menu option, and then choose an item on its pull-down menu.

### **See Also**

[File Menu](#)

[Edit Menu](#)

[View Menu](#)

[Insert Menu](#)

[Format Menu](#)

[Tool Menu](#)

[Arrange Menu](#)

[Help Menu](#)

## Using Tools

Tools are on the Tool Bar beneath the menu bar and on the Font Bar beneath the Tool bar.

Tools are a quick way to do things without menus. For example, from the Tool Bar you can open, save, and print cards by clicking tools instead of choosing menus. You can also get help from the Tool Bar. There are three cursor tools that let you select objects, insert text, or scribble whatever you like, such as your signature.

The Font bar is a quick way to use the commands that also appear on the Format menu. You can select a font and its size, as well as set certain text attributes, including boldface, italic, underline, and justification (left, center, right).

To choose a tool:

- > Click on its icon.

## Using Fonts

Fonts are lettering styles for text. Fonts work with the art to create a tone or feeling to the image.

In addition to the standard TrueType fonts that Windows supports, CardShop Plus! Deluxe comes some decorative fonts for lettering. To see what each font looks like, highlight it in the Font dialog box; it is displayed in the Sample box.

## Using the Category Bar

The Category Bar is located below the [Font Bar](#). It shows icons of the occasions you can select for the current activity.

CardShop Plus! Deluxe comes with many categories for creating greeting cards and a dozen categories for other activities. Each activity has its own Category Bar, and each category has its own set of messages and art.

Besides major holidays and occasions, CardShop Plus! Deluxe gives you some extra categories like "General" (which provides non-occasion art and messages for your card, stationery, and sign creations).

If you want to color cards yourself, use the [Color It](#) icon to print art in outline form.

To use the Category Bar:

- > Click on an icon. To see all the choices, click on the scroll arrows at either end of the Category Bar. The name of the current category appears above the graphics area. The art, messages, and Activity Palette change to match the current occasion.

### **See Also**

[Add Art to An Activity](#)

[Add Messages to an Activity](#)



## Using the Activity Palette

The Activity Palette shows icons of ready-made, predesigned cards or documents you can choose for the current occasion.

The blank full-page icon lets you create full-page certificates, awards, signs, letterhead and stationery in a portrait (vertical) orientation.

To choose a card or other predesigned activity from the current Activity Palette:

- > Click on an icon. (Click on the palette's scroll arrows to view all the selections.) If you choose a predesigned image, it appears in the work area. For a card, the front side appears.

### **See Also**

[Choose a Predesigned Card](#)

## Choose a Predesigned Activity

Predesigned cards for the current occasion are on the [Activity Palette](#) on the right side of the screen. It's as easy as picking a card off the rack.

You can choose a fully designed card that already has art and a general or humorous message from the Activity Palette. Predesigned cards have either a top or side fold, which cannot be changed.

Each activity, such as Banner or Card Envelope, also has a Palette. You can choose predesigned documents from those palettes the same way you choose a predesigned card.

To choose a predesigned card:

- > Click the card's icon in the Activity Palette. (Letters next to the art on the icons indicate the card's tone: "G" for general and "H" for humorous.) If necessary, scroll the palette to see all the choices by clicking the scroll arrows.

The front side of the card appears in the work area. You can print the card instantly or personalize it with receiver and sender names. You can also edit its message and change its art, and then save it as a different card.

**Note:** *If you have difficulty printing a predesigned card, check to make sure the fonts it has are installed on your system.*

### See Also

[Personalize with Names](#)

[Print an Activity](#)

## Using Mailing Lists

You can use mailing lists to enter names in cards or full names and addresses on envelopes.

To use a mailing list:

- > Start an activity, such as a card or card envelope.
- > Next, open the Tools menu and choose Mailing List.
- > In the dialog, click the Open icon, select the list you want, and choose OK. Finally, open the drop-down Receiver list and click a name.

If you are producing envelopes, the full name and address appears on the envelope, which you can then print. If you are producing a card, the nickname appears in the Receiver field, and you can print the card.

### **See Also**

[Create Mailing Lists](#)

[Print a Mailing List](#)

## Start a New Activity

You can start a new greeting card or other document at any time.

To start a new activity:

- > Open the **File** menu and choose **New Activity**. The program defaults to Greeting Card, Side Fold Card. You can choose another fold or click the **Choose an Activity** drop-down list, and select any document listed.
- > For activities other than cards, you also set a **Style**. Some examples of styles includes **Portrait** or **Landscape** print orientation and envelope size.

Choose **OK** to start the activity and load its Category Bar and Activity Palette. The work area is cleared and made ready for a new activity.

Note: For cards, the work area defaults to the front of the card.

### See Also

[Change Card Sides](#)

[Choose a Fold Type](#)

[Fold a Card](#)

[Get Tips on Designing Good Images](#)

[Create Envelopes](#)

[Create Banners](#)

[Create Calendars](#)

[Certificates & Awards](#)

[Create Mailing Lists](#)

[Stationery & Letterhead](#)

[Signs](#)

[Choose Paper Size](#)

## Change Card Sides

You create a card one side at a time. By default, the front side of the card appears in the work area, but you can change the view at any time to add messages and art to a different card side.

To change card sides:

- > Click on one of the card side icons to the lower left of the work area, or choose **Front**, **Inside**, or **Back** from the **View** menu.

## Choose a Fold Type

Cards can have either a side or a top fold. Side-folded cards have a vertical, "portrait" orientation, while top-folded cards have a horizontal, "landscape" orientation. The fold you choose will affect the layout of your card. To create your own greeting card from scratch, you choose a fold for a blank card. There are four types of blank cards.

To choose a fold type:

- > Choose **New Activity** from the **File** menu, and then choose **Side Fold Card**, **Top Fold Card**, **Wide Side Fold Card**, or **Tall Top Fold Card**.

**Note:** You won't be able to change the fold type of a card. After you print the card, you fold it as shown in Print Preview.

### See Also

[Choose Paper Size](#)

[Fold a Card](#)

[Preview an Activity](#)

[Print an Activity](#)

## Fold a Card

Fold lines aren't printed on the card, but you can see them when you preview a card. The first and second fold lines are labeled.

It's a good idea to wait a couple of minutes for the ink to set before folding the card, especially if you're using a dot-matrix or ink jet printer.

To fold a card:

- > Fold the paper in half along the first fold. Then fold it in half again, taking care to make the crease straight. Depending on the fold you chose when you made the card, you'll have a side- or top-folded card when you're done.

### **See Also**

[Choose a Fold Type](#)

[Preview an Activity](#)

[Print an Activity](#)

## Create Envelopes

Now, your envelopes can look as great as your personal greeting cards, letterheads, and other documents that you mail to friends, family, and colleagues.

To create a card envelope:

- > Open the **File** menu and choose **New Activity**. Click the **Choose an Activity** drop-down list, and select **Card Envelope**, then select **Make Your Own** or **Pre Made**. Choose **OK** to start.

To create a letterhead envelope:

- > Open the **File** menu and choose **New Activity**. Click the **Choose an Activity** drop-down list, and select **Letterhead Envelope**, then select the size (**#10** or **#8**) that you want to print on. Choose **OK** to start.

You have a variety of options with envelopes. You can:

- > Drag, drop, and size art or choose a design from the [Activity Palette](#).
- > Use the Text Cursor and type names and addresses or load them from a mailing list.
- > You can print on standard size envelopes, or, for Greeting Cards, you can print your own envelopes, cut them out, and paste them together.

### See Also

[Create Mailing Lists](#)

[Using Mailing Lists](#)

[Print an Activity](#)

[Set up Your Printer](#)



## Create Banners

You can use the "Banners" [Category Bar](#) and [Activity Palette](#) to create your own special long messages.

To create banners:

- > Open the **File** menu and choose **New Activity**. Click the **Choose an Activity** drop-down list, and select **Banner**. Choose **OK** to start the activity and load its Category Bar and Activity Palette.
- > Choose from a dozen "Banner" categories.
- > Add borders and art and then enter your own text or choose a predesigned banner from the Activity Palette.
- > You can enter names in the Receiver and Sender fields to appear on the banner. (You may need to open the **View** menu and choose **Show Receiver Box**).
- > If you want to add a signature line, use the Scribble Cursor on the Tool Bar.

Unless you have continuous feed paper loaded in your printer, banners print out on a series of 8.5" x 11" paper in Landscape orientation (default). You can then tape the pieces of paper together to form a long banner.

### See Also

[Create Posters & Signs](#)

[Stationery & Letterhead](#)

[Order Special Paper](#)

## Create Calendars

Make a personalized calendar and enjoy time management more.

To make a Calendar:

- > Open the **File** menu and choose **New Activity**. Click the **Choose an Activity** drop-down list, and select **Calendar Portrait** or **Landscape** print orientation.
- > Set the number of months you want to see on the calendar (**1, 3, 6, or 12**), then pick a starting month and a year. You can also choose **Options** to set paper size to letterhead or legal.
- > Choose **OK** to start the Calendar.
- > Choose from a dozen categories on the [Category Bar](#).
- > Add borders and art and then enter your own text or choose a design from the [Activity Palette](#).

### See Also

[Create Banners](#)

[Signs](#)

[Stationery & Letterhead](#)

[Order Special Paper](#)

## Create Certificates & Awards

You can use the "Certificates and Awards" [Category Bar](#) and [Activity Palette](#) to create your own special commemorations for family and friends.

To create certificates and awards:

- > Open the **File** menu and choose **New Activity**. Click the **Choose an Activity** drop-down list, and select **Certificate** and **Portrait** or **Landscape** print orientation. Choose **OK** to start the activity and load its Category Bar and Activity Palette.
- > Choose from a dozen "Certificates and Awards" occasions.
- > Add borders and art and then enter your own text or choose a predesigned certificate or award from the Activity Palette.
- > You can enter names in the Receiver and Sender fields to appear on the certificate. (You may need to open the **View** menu and choose **Show Receiver Box**).
- > If you want to add a signature line, use the Scribble Cursor on the Tool Bar.

Certificates and awards look best printed on high-quality, textured paper, like the kind you can order directly from High Desert Software's paper outlet.

### See Also

[Create Banners](#)

[Signs](#)

[Stationery & Letterhead](#)

[Order Special Paper](#)

## Create Mailing Lists

Now, CardShop Plus! Deluxe lets you create mailing lists, so you can enter names or nicknames on cards and full names and addresses on envelopes.

To start a mailing list:

- > Click the Binocular icon next to the Sender field on the main window. You can also open the Tools menu and choose Mailing List.
- > In the Mail List dialog box, first choose Add Name.
- > Next, select the Nickname field and type a persons name as you want it to appear on your card.
- > Tab or click the address field, then type the full name and address of the person(s), as you would want it to appear on the envelope.
- > Repeat the same steps until youve entered all the names and addresses you need for that particular list, such as a Christmas list.
- > Choose the Save or Save As icon in the upper left of the dialog box, name the list, and choose OK.

### **See Also**

[Using Mailing Lists](#)

## Create Stationery & Letterhead

Now you can create all the letterhead, stationery and note cards you can use for yourself or to give as gifts.

To create stationery, letterhead and note cards:

- > Open the **File** menu and choose **New Activity**. Click the **Choose an Activity** drop-down list, and select **Letterhead** and **Portrait** or **Landscape** print orientation. Choose **OK** to start the activity and load its Category Bar and Activity Palette.
- > Choose from a dozen "Letterhead" occasions.
- > Add borders and art and then enter your own text or choose a predesigned Letterhead from the Activity Palette.
- > You can enter your name in the Sender field to appear on the Letterhead. (You may need to open the **View** menu and choose **Show Receiver Box**).
- > If you want to add a signature line, use the Scribble Cursor on the Tool Bar.

### See Also

[Certificates & Awards](#)

[Create Posters & Signs](#)

[Order Special Paper](#)

## Create Posters & Signs

Need to announce a special event? You can create posters or signs for any occasion, such as a Valentine's Day Dance or Christmas Bazaar. You'll also find art and borders in the "General" occasion that you can use in your signs.

To create posters or signs:

- > Open the **File** menu and choose **New Activity**. Click the **Choose an Activity** drop-down list, and select **Poster** or **Sign** and **Portrait** or **Landscape** print orientation. Choose **OK** to start the activity and load its Category Bar and Activity Palette.
- > Choose from a dozen categories.
- > Add borders and art and enter your own text, or choose a predesigned poster or sign from the Activity Palette.
- > You can enter names in the Receiver and Sender fields to appear on the poster or sign. (You may need to open the **View** menu and choose **Show Receiver Box**).
- > If you want to add a signature line, use the Scribble Cursor on the Tool Bar.

Hints: If you design your own poster or sign, make the text large enough to read from a distance. You might also consider mounting your finished signs on cardboard backing.

### See Also

[Certificates & Awards](#)

[Stationery & Letterhead](#)

[Change Text Attributes](#)

[Order Special Paper](#)

## How to Work with Art and Text

For details on adding art and entering text on your documents, see the following topics:

[Add Art to an Activity](#)

[Add Messages to an Activity](#)

[Change Text Attributes](#)

[Change Text Wording](#)

[Drag and Drop an Object](#)

[Enter Your Own Text](#)

[Erase All Objects](#)

[Move an Object](#)

[Personalize with Names](#)

[Reorder Objects](#)

[Size an Object](#)

## Add Art to an Activity

CardShop Plus! Deluxe comes with hundreds of colorful, professionally-created art clips, including designs for every occasion, decorative clip art and borders. You can add any piece of art to any side of a card or to any other activity. You can also import graphics from other applications in Kodak Photo CD, [.WMF\(Windows Metafile\) or .BMP \(bitmap\)](#) format.

To add art to an activity:

- > Click on the scroll arrows alongside the graphics area until you see the art you want. Click on its icon or drag and drop the art onto the work area. (To change art, delete the art and then drag new art onto the activity.)

When you choose an occasion from the [Category Bar](#), the assortment of available art changes to match the new occasion. The first piece of art available for that occasion appears in the graphics area. As you create an image, you can use art from different occasions simply by choosing a different icon on the Category Bar. While you won't be able to change the colors or edit the designs of the art, you can reposition it and change its size to create a variety of customized effects.

If you have a color printer, your images print out in the colors your printer is capable of producing. If you have a monochrome printer, color art reproduces in rich gray tones. Art deco designs and animals like penguins make particularly striking monochrome cards. The "Color It" occasion prints art in outline form only, so you can color it in later with felt pens, crayons or colored pencils.

### See Also

[Change Card Sides](#)

[Using the Category Bar](#)

[Drag and Drop an Object](#)



## Add Messages to an Activity

Each occasion offers professionally written messages, both humorous and general. You can place one or more messages on any activity. If you want, you can even write your own messages.

For cards, messages are displayed in pairs, showing suggested Front and Inside messages for a card. You'll find messages for the Back of the card at the end of the scrolling list.

To add a message:

- > Click on the scroll arrows alongside the message area until you see the message you want. With the Selector tool, click on the message or drag and drop it onto the current card side or activity. The message has all the current text attributes. If the message looks too big for the card, you can resize the text to fit.

You can completely change the way a message looks by changing its text attributes. To add a different message, delete the text and then drag a new message onto the work area or enter your own text using the Text Cursor.

### See Also

[Change Card Sides](#)

[Change Text Attributes](#)

[Change Text Wording](#)

[Drag and Drop an Object](#)

[Enter Your Own Text](#)

## Change Text Attributes

Text character attributes let you completely change the way messages look on the activity. You can change the *font*, font size, style, effects, and color of selected text.

You can set text attributes before entering your own text or change the look of an existing block of text. Text you enter or add after that has those same attributes, until you change them again.

To change text attributes:

- > Choose **Font** from the **Format** menu. The Font dialog box appears. Type or select choices for the attributes you want to change. The Sample box shows what text looks like using the current attribute settings. Click **OK** to apply the changes to the selected text or enter new text with the new attributes.

**Note:** You can change some of the text attributes individually by using the [Font Bar](#).

<b>Use:</b>	<b>To:</b>
<b>Font</b>	Select a <i>font</i> (lettering style) for text to be written in. Type the font name or scroll the list to highlight the font you want. Click on the font name or press Enter to select it.
<b>Font Style</b>	Select a style for the current font. Choose <b>Regular</b> to show the normal font, <b>Italic</b> to show slanted text, <b>Bold</b> to make the text heavier and darker, or <b>Bold Italic</b> to show both styles on the same text.
<b>Size</b>	Choose text size in <a href="#">points</a> . (If the size you choose causes the text to run off the side of the card, resize it manually or choose a smaller size.)
<b>Effects</b>	Strike through text with a line by clicking <b>Strikeout</b> , or underline text by clicking <b>Underline</b> .
<b>Color</b>	Select text color from 16 colors. Type the first few letters of a color name or click on the color.

## Change Text Wording

You can change the wording of a message on the current activity. Edits you make to composed messages on the work area don't affect the original messages in the message area.

To edit a message:

- > Choose the Text Cursor tool and then click on the message you want to edit. A text insertion cursor appears. Use the Backspace key to delete characters to the left of the cursor or the Del key to delete characters to the right. Type in the new text.

### **See Also**

[Add Messages to an Activity](#)

[Enter Your Own Text](#)

## Drag and Drop an Object

You can drag and drop art and messages onto your cards and other activities.

To drag and drop an object:

- > Point to the object. Press and hold down the mouse button while you move the pointer to *drag* the object. Release the button to *drop* the object in a new location.

## Size an Object

You can scale a selected object to be bigger or smaller. The object retains its shape unless you want to warp it at the same time.

To resize an object and *retain its shape*:

- > Drag a corner point towards or away from the item to shrink or enlarge it.

To resize an object and *warp its shape*:

- > Hold down the Ctrl key and drag a selection handle towards or away from the item to change its shape and shrink or enlarge it.

**Note:** You won't be able to warp text when you resize it.

## Enter Your Own Text

You can compose your own messages by typing text on the work area. Being able to enter your own text gives you the freedom to compose your messages from scratch or add a personal touch to composed messages. For example, the back side of a card is a good place to give yourself credit for your card by entering your own message.

To enter your own text:

- > Choose the **Text Cursor** tool and then click on the work area where you want the text. A text insertion cursor appears. Type in your own words and press Enter at the end of each line. (If you make a mistake, use the Backspace key to delete characters to the left of the cursor.)

The text is added to the document using the current text attributes, including size. If you want a different *font* or size, you can change the text attributes before or after creating the text.

### See Also

[Add Messages to an Activity](#)

[Change Text Attributes](#)

[Change Text Wording](#)

[Use Fonts](#)

## Erase All Objects

You can remove all the art and messages on the work area.

To clear the work area:

- > Choose **Select All** from the **Edit** menu and then delete the items.

### **See Also**

[Delete an Object](#)

## Personalize with Names

You can personalize greeting cards and other activities by adding the receiver's and sender's names to messages. The names will be printed wherever you see the place holders **<receiver>** and **<sender>** in composed messages.

To personalize a card with names:

- > Type the name of the person you're sending the card to and your name in the Receiver and Sender name fields.

To enter name place holders in your own messages:

- > Type **<receiver>** or **<sender>**, making sure to include the brackets. The next time you choose the Selector tool, the text on the card changes to show the receiver and sender names you've specified.



## Use Your Mouse

A mouse makes using CardShop Plus! Deluxe a breeze. You can do everything but type text with the mouse.

### To: Do this:

#### Select an object

Point to the object and click on it (press and release the left mouse button). Selection handles surround the object. A rotation ball also appears.

#### Select multiple objects

Hold down the Shift key as you select each item or drag an outline around several objects. To select all the objects on the side of a card, choose **Select All** from the **Edit** menu.

#### Drag and drop an object

Point to the object. Hold down the mouse button while you move the pointer to *drag* the object. Release the button to *drop* the object in a new location.

### See Also

[Drag and Drop an Object](#)

[Move an Object](#)

[Size an Object](#)

[Reorder Objects](#)

## Move an Object

You can move art and messages around on the current activity.

**Note:** If you move an object off the outline of the document, it won't print, even though you can still see it in the work area.

To move an object:

- > Move the pointer over the object, and then drag it to a different location.

### **See Also**

[Use Your Mouse](#)

## Troubleshooting

When you installed Windows, you installed one or more printers. CardShop Plus! Deluxe will print to the default printer you specified, unless you choose another printer in the Print dialog box.

If you run into trouble while printing, make sure that a printer driver has been set up in the Windows Control Panel. (See your Windows manual for instructions.) Then check to make sure the printer you've selected in the Print Setup dialog box is the name of the printer you want to use.

### See Also

[Color Printing Problems](#)

[Printer Problems](#)

[Odd Printouts](#)

[Solve Printer Problems](#)

[System Setup](#)

## Color Printing Problems

If you have a color printer, the colors might not look right. Color printing problems are usually due to either the printer or its driver settings. Refer to your printer manual and/or the printer driver's manual for information on the suggested solutions.

**Note:** Remember that the colors you see on the screen will look somewhat different than printed colors. Depending on the kind of color printer you have, colors are reproduced in varying degrees of accuracy.

- > **Fading colors:** This may mean that some colors of ink are running out in the print cartridge. Replace the cartridge and make sure it's properly aligned.
- > **Black ink mixing with color:** Sometimes your printer driver's color settings can cause fuzzy edges between adjacent black and colored areas. Change the settings to minimize black ink mixing with color ink.
- > **Bleeding colors and spreading ink:** If you find that color inks "bleed" into one another or that ink is spreading on your paper, change your printer's intensity settings. Change to a lighter intensity to reduce the amount of ink applied to the page.
- > **Print speed too slow:** You can speed up color printing by increasing the amount of memory available on your system. Purchase more RAM or reduce the number of applications you have open. For printing quick drafts, use a lower print quality mode or print in gray scale.

### See Also

[Printer Problems](#)

[Odd Printouts](#)

[Solve Printer Problems](#)

[System Setup](#)

## Printer Problems

If everything at the system level looks good, check the physical setup of your printer. Is the power switch on? Are there loose printer cables? Is the paper positioned correctly and not jammed?

It's also possible that your printer settings may not be correct. See your printer manual for information on changing dip switch or control panel settings.

Sometimes all a printer needs is a jump start. Turn off the entire system. Turn the printer on again before restarting the computer.

### See Also

[Color Printing Problems](#)

[Odd Printouts](#)

[Solve Printer Problems](#)

[System Setup](#)

## Odd Printouts

If your printer's working, but something's not right with the printouts, there are some common causes to look into. See your printer manual for more information about the solutions suggested here.

If the printout starts in the middle of the page instead of at the top, check the paper position and do a test print. Make sure the current paper feed settings match your printer's (continuous feed or single sheet). Also, if your printer has a linefeed option it should be turned off.

Partial printouts may mean that your printer doesn't have enough memory to print at its highest resolution. Lower the resolution setting or add memory to your printer.

### **See Also**

[Color Printing Problems](#)

[Printer Problems](#)

[Solve Printer Problems](#)

[System Setup](#)

## Solve Printer Problems

CardShop Plus! Deluxe works with printers supported by Microsoft Windows 3.1 or higher. Printers with higher resolutions are recommended, such as 24-pin dot matrix, ink jet or laser printers.

[Color Printing Problems](#)

[Printer Problems](#)

[Odd Printouts](#)

[System Setup](#)

## System Setup

When you installed Windows, you installed one or more printers. CardShop Plus! Deluxe will print to the default printer you specified, unless you choose another printer in the Print dialog box.

If you run into trouble while printing, make sure that a printer driver has been set up in the Windows Control Panel. (See your Windows manual for instructions.) Then check to make sure the printer you've selected in CardShop Plus! Deluxe Print Setup dialog box is the name of the printer you want to use.

### **See Also**

[Color Printing Problems](#)

[Printer Problems](#)

[Odd Printouts](#)

[Solve Printer Problems](#)



## File Menu

Use the File menu to create a new card, manage your card files, import .WMF or .BMP graphics files, print your cards, and exit Card Shop.

<b>Use:</b>	<b>To:</b>
<b>New Activity</b>	Clear the work area for a new image. You can choose any activity the program supports and its style. For cards style involves the fold; for banners and such the print orientation; for envelopes whether they are premade or custom.
<b>Open...</b>	Retrieve a previously saved file.
<b>Save</b>	Save an existing file with the same name.
<b>Save As...</b>	Save a new or existing file with a new name.
<b>Print...</b>	Print a finished image, a test page, or the Paper Order Form.
<b>Print List...</b>	Print mailing list. In the dialog box, accept the default list or choose the List... button to select from all the lists you've created so far.
<b>Print Preview...</b>	Preview all four sides of the card as they will be printed on a single side of the paper, and view fold lines. For other activities preview the layout as it will appear when printed.
<b>Print Setup...</b>	Specify and set up your printer before printing.
<b>Recent Files</b>	Open recently saved activities, including the last saved version of the current file, if you have recently saved it.
<b>Exit</b>	Exit CardShop Plus! Deluxe and return to the Program Manager.

### **See Also**

[Start a New Activity](#)

[Open a Document](#)

[Save an Activity](#)

[Set up Your Printer](#)

[Preview an Activity](#)

[Print an Activity](#)

[Choose Paper Size](#)

[Print a Mailing List](#)

[Open a Recent File](#)

[Exit CardMaker](#)

## Open a Document

You can retrieve a previously saved image to edit or print at any time by opening it.

To open a document:

- > Click on the Open tool, or choose **Open** from the **File** menu (Ctrl+O). The Open dialog appears. Select the name of a file to open, and then click **OK**. If the current activity has unsaved changes, you have a chance to save it before replacing it with the opened file.

<b>Use:</b>	<b>To:</b>
<b>File Name</b>	Type the name of the file to open or select its name in the list by double-clicking it.
<b>List Files of Type</b>	Choose the file type to open: Greeting Card, Banner, Certificate, and so on.
<b>Directories</b>	Open cards in a different <a href="#">directory</a> : choose the name of the directory.
<b>Drives</b>	Open cards on other <a href="#">drives</a> : choose the name of the drive you want to access.

### See Also

[Open a Recent File](#)

## Save an Activity

You always have a chance to save your work before starting or opening an activity or exiting the program.

**Note:** It's a good idea to save your work often to protect it from loss during a system or power failure.

To save a card:

- > Click on the Save tool, or choose **Save** from the **File** menu (Ctrl+S). If the file has been saved previously, it is saved with the same name. If you're saving a new document, the Save As dialog appears. Type in a name for your new document in the Save As dialog, and then click **OK**.

To save an activity with a different name:

- > Choose **Save As** from the **File** menu. Type in a new name for the document, then click **OK**. The document is saved under a new name and the original is unaffected.

<b>Use:</b>	<b>To:</b>
<b>File Name</b>	Type the name of the file to save or select the name of an existing file to replace.
<b>List Files of Type</b>	Choose a file type to save, either Greeting Card or All Files.
<b>Directories</b>	Save files in a different <a href="#">directory</a> : choose the name of the directory.
<b>Drives</b>	Save files on other <a href="#">drives</a> : choose the name of the drive you want to access.
<b>Full Save</b>	Save your file with embedded graphics for editing and printing on another machine that may not have the same art.

## Preview an Activity

You can preview any document and all sides of your card at once to see how they will be printed at any time. In Preview mode, card sides are separated by fold lines. The first and second fold lines are labeled.

To preview the card:

- > Choose **Print Preview** from the **File** menu. The Preview dialog box appears. Since all the card sides are printed on one side of the paper, you will see upside-down images. When you fold the card, everything will be upright. When you're done previewing, choose **Close** to return to the work area or **Print** to print your card.

To preview an activity:

- > Choose **Print Preview** from the **File** menu. The Preview dialog box appears. When you're done previewing, choose **Close** to return to the work area or **Print** to print the document.

### See Also

[Fold a Card](#)

## Print an Activity

The final quality of your documents depends largely on your printer and the paper you use. CardShop Plus! Deluxe takes advantage of the highest resolution your printer offers. If you have a color printer, your cards come out in the colors it can reproduce. If you have a monochrome printer, cards come out in gray scale.

To print quickly with the current options:

- > Click on the **Print** tool.

To change options before printing:

- > Choose **Print** from the **File** menu (Ctrl+P). The Print dialog box appears. Select an item to print, enter the number of copies desired, and click **OK** to print.

### Choose

### To Print:

#### Print What

Select the current Document, Test Page, or Paper Order Form. A test page is a rectangle that shows where the image will be placed on the page. Adjust the page margins if necessary to accommodate your printer by clicking **Margins**. A *Paper Order Form* is for ordering special high-quality papers directly from High Desert Software.

#### Copies

Type the number of copies that you want.

#### Print Range

Select whether you want to print some or all of a document.

### See Also

[Choose Paper Size](#)  
[Order Special Paper](#)

## Choose Paper Size

The paper size you select when setting up your printer determines the size of your finished activities. You can print on any size paper your printer supports.

Generally, documents will be one of two sizes printed on: **Letter** size to create a 5 1/2" by 4 1/4" card or **Legal** size to create a 7" by 4 1/4" card. CardShop Plus! Deluxe centers the letter size design on whatever size paper you use.

To specify paper size:

- > Choose **Print Setup** from the **File** menu. The Print Setup dialog box appears. Choose your printer's name, the paper size you want and its source. Click **OK** when you're done.

### See Also

[Fold a Card](#)

[Print an Activity](#)

## Print a Mailing List

You can print any mailing that you create for holidays or special events. You can use the mailings lists to enter receiver nicknames in cards or other documents, and to enter receiver full names and addresses on envelopes.

To print a mailing list:

- > Choose **Print List** from the **File** menu. The Print List dialog box appears. To load a specific list, click the List button. The names on that list appear in the preview box. When you're ready to print, click **OK**.

### See Also

[Create Mailing Lists](#)

[Using Mailing Lists](#)

[Set up Your Printer](#)

[Personalize with Names](#)

## Set up Your Printer

You can set up your printer in advance so that when it comes time to print a document, you can print quickly. You can print to the default printer you specified when you installed Windows or select another installed printer.

To set up your printer:

- > Choose **Print Setup** from the **File** menu. The Print Setup dialog box appears. Choose your printer's name and the Paper Size and its Source (the tray it's in). Click **OK** when you're done, and then choose **Print** from the **File** menu to print your card.

**Note:** CardShop Plus! Deluxe automatically prints side-folded cards and full page print-outs in a vertical, Portrait orientation and top-folded cards in a horizontal, Landscape orientation. You can choose the print orientation for any document from the New Activity dialog, when you start a project.

### **See Also**

[Choose a Card Size](#)

[Print an Activity](#)



## Open a Recent File

For convenience, you can retrieve a recently saved image by selecting its name from the recent files list on the **File** menu. These can be files you have saved in this or in recent sessions, including the last saved version of the current activity.

### **See Also**

[Open a Document](#)

## Exit CardShop Plus! Deluxe

When you're finished using CardShop Plus! Deluxe, exit the program before shutting off your computer. You'll be asked to save your work, if you haven't already.

To exit CardShop Plus! Deluxe:

- > Choose **Exit** from the **File** menu or press **Alt+F4**.

## Edit Menu

Use the Edit menu to manipulate art and messages, delete items, select everything on work area, and undo actions.

<b>Use:</b>	<b>To:</b>
<b>Undo</b>	Undo the last typing, formatting change, or editing action you just did.
<b>Cut</b>	Remove an object from the card to paste it in a new location or move it to a different side of the card.
<b>Copy</b>	Duplicate an object to paste a copy of it on the same or a different card side.
<b>Paste</b>	Place the most recently cut or copied object on the work area (for a card this is the current card side).
<b>Paste Special</b>	Insert the contents of the Clipboard into your documents as CardShop Plus! objects. This lets you move text and art from other applications into this program.
<b>Delete</b>	Permanently remove an object from the work area.
<b>Links</b>	You can link to objects from other applications without saving them in the current directory. This saves disk space, file size, and leaves your art with the application where you originally saved it.
<b>Objects</b>	Select one or more objects to manipulate, rotate, delete, or resize.
<b>Rotate</b>	Select a rotation angle for the currently selected objects. You can also rotate objects by hand. Use the Select Cursor, then grab the rotation ball and drag the object to any angle.

### **See Also**

[Undo an Action](#)

[Cut, Copy & Paste Objects](#)

[Delete an Object](#)

[Select All Objects](#)

[Select Objects](#)

## Undo an Action

If you change your mind about an edit, choose **Undo** from the **Edit** menu (Ctrl+Z) before doing anything else. Undo removes the last action typed and restores the previous object or text.

## Cut, Copy & Paste Objects

You can cut, copy, and paste messages and art to display them in a new place on the current card side, on a different card side, or anywhere you want on another activity.

To cut an object:

- > Choose **Cut** from the **Edit** menu (Ctrl+X) to remove an item from the card. Later, you can paste it somewhere else. (Cutting an object removes it from the work area.)

To copy an object:

- > Choose **Copy** from the **Edit** menu (Ctrl+C) to make a copy of an item. Then you can paste the copy somewhere else. (Copying an object creates a duplicate object without removing the original from the work area.)

To paste an object:

- > Choose **Paste** from the **Edit** menu (Ctrl+V) to paste the most recently cut or copied item on a document. The item appears on the work area. Click and drag it to the location you want. (To paste the object on a different card side, change the current card side before pasting it.)

To paste an object from another application, first copy it into the Clipboard, then:

- > Choose **Paste Special** from the **Edit** menu. The item is copied from the Clipboard onto the work area. Click and drag it to the location you want.

### See Also

[Change Card Sides](#)

## Select All Objects

Sometimes you may want to select all the objects on the work to perform an action on all of them, such as resizing or moving.

To select all objects:

> To select all the objects on the work, choose **Select All** from the **Edit** menu.

### See Also

[Select Objects](#)

[Delete an Object](#)

## Select Objects

You can select one or more objects at a time with your mouse. In order to edit objects, they must be selected.

To select an object:

- > Point to the object and click on it (press and release the left mouse button). A selection box and handles surround the object. A rotation ball also appears on the selection box.

To select *multiple* objects:

- > Hold down the **Shift** key as you select each item or drag an outline around several objects.

### See Also

[Select All Objects](#)

[Erase All Objects](#)

## Delete an Object

You can delete one or more selected objects from the current card side or other activity in the work area.

To delete an object:

- > Click on the Delete tool, choose **Delete** from the **Edit** menu, or just press the Del key.

### See Also

[Erase All Objects](#)



## View Menu

Use the View menu to change the current card side and reorder the layering of objects on the current side.

**Use:**

**To:**

**Zoom**

Magnify or shrink the view of the current activity in the work area.

**Fit to Page**

Resize a zoomed view of the current activity to fit in the work area.

**Show/Hide Receiver Box**

Display or close the Sender and Receiver names.

**Show/Hide Tool Bar**

Display or close the Tool Bar.

**Show/Hide Font Bar**

Display or close the Font Bar.

**Front**

Change the view in the card area to the front side of the card.

**Inside**

Change the view in the card area to the inside sides of the card.

**Back**

Change the view in the card area to the back side of the card.

**See Also**

[Personalize with Names](#)

## Insert Menu

Use the Insert menu to Import graphics from other applications in a Kodak Photo CD, [.WMF or .BMP format](#). You can import from your hard drive, a floppy drive, a CD-ROM drive, or a Network.

**Use:**

**To:**

**Picture...**

Import graphics from other applications in a [.WMF or .BMP format](#). Select the filename, directory, and drive and choose OK.

**Object...**

Import objects from other applications. You can import a wide variety of media and sound objects. Open the Object Type drop-down list and make a selection. Then select the filename, directory, and drive and choose OK.

**Photo CD...**

Import Kodak Photos from your CD-ROM drive. Set your drive name, such as D, then select a file from the list and choose OK. You can turn the Show Preview option on or off, depending on whether you want to look at the photo before using it.

**See Also**

[Import Art](#)

## Import Art

You can import graphics from other applications in a Kodak Photo CD, .WMF(Windows Metafile) or .BMP (bitmap) format.

To import art:

- > Open the **Insert** menu and choose **Picture, Object,** or **Photo CD**. For pictures and objects, the Import Art dialog box appears. Choose the type of file to import (.WMF or .BMP) and then select the name of the file to import. Click **OK** to import the file. The art is added to the work area, and you can then move and resize it. For Photo CDs, make sure the CD is loaded in your CD-ROM drive, then use the Select Photo dialog to point to a filename and choose OK.

For the Import Art dialog--

<b>Use:</b>	<b>To:</b>
<b>File Name</b>	Type the name of the file to import or select its name in the list.
<b>List Files of Type</b>	Choose a file type: <b>.WMF</b> or <b>.BMP</b> .
<b>Directories</b>	Import graphics from a different <u>directory</u> : choose the name of the directory.
<b>Drives</b>	Import cards from other <u>drives</u> : choose the name of the drive you want to access.

### See Also

[Add Art to An Activity](#)

[Move an Object](#)

[Size an Object](#)

## Format Menu

Use the Format menu to change text appearance by changing its attributes and justification (alignment).

<b>Use:</b>	<b>To:</b>
<b>Font...</b>	Select a font, font style, text size, strikeout or underline, and color. You can preview the text appearance in the Sample box.
<b>Effects</b>	Change the text alignment by warping, rounding, and so on. Open the Shape drop-down list and select the alignment shape you want, then choose OK.
<b>Shadow</b>	Add a drop shadow to the selected text. You can select from a list of possible shadows or select No Shadow.
<b>Bold</b>	Boldface selected text.
<b>Italic</b>	Italicize selected text.
<b>Underline</b>	Underline selected text.
<b>Left Align</b>	Line up text on the left.
<b>Center Align</b>	Center lines of text.
<b>Right Align</b>	Line up text on the right.

### **See Also**

[Use Fonts](#)

## Justify Text

You can align the text in a message in three ways: left, center and right, depending on your design needs.

To justify text:

- > Choose a Justify tool on the Font Bar or use the Format menu to line up the selected text. Choose **Left Justify** to line up text on the left, **Center Justify** to center each line, or **Right Justify** to line text up on the right.

### See Also

[Add Messages to an Activity](#)

[Change Text Attributes](#)

[Enter Your Own Text](#)

## Tool Menu

Use the Tool menu to select a cursor, start a mailing list, or browse for art and messages.

**Use:**

**To:**

**Text Cursor**

Turn your cursor into a text insertion point (I-bar). Then you can type any message you like in the work area.

**Select Cursor**

Use your cursor as an object selector. Then you can drag, resize, or rotate any message box or text box in the work area.

**Scribble Cursor**

Turn your cursor into an electronic pencil. Use it to sign your name or doodle in the work area.

**Mailing List**

Open the Mail List dialog. See [Create Mailing Lists](#).

**Art Browser**

Browse through any or all art in the program. Set the activity, category, and/or description and choose Find. If you find something you like, click the art and choose OK to put it in the work area.

**Message Browser**

Browse through any or all messages in the program. Set the activity, category, and/or description and choose Find. If you find something you like, click the message and choose OK to put it in the work area.

## Arrange Menu

Use the Arrange menu to group art and text and to layer objects in the work area. To select one message or piece of art, click. To select multiple objects, point and **Shift+click**.

### **Use:**

#### **Group**

#### **Ungroup**

#### **Bring to Front**

#### **Send to Back**

#### **Align**

### **To:**

Bring selected objects into the same selection box.

Separate selected object into art and message boxes.

Bring an object forward to layer it on top of another object.

Send an object back behind another object.

Align selected objects to the same edge of the work page.

## Reorder Objects

You can reorder the layering of selected objects on the work area. For example, you can place a small graphic in front of a border design or overlap text and art.

To reorder objects:

- > Select the object(s) you want to bring forward or move back. To select one message or piece of art, click. To select multiple objects, point and **Shift+click**.
  
- > Choose **Bring to front** or **Send to back** from the **View** menu to reorder objects.



## Help Menu

Use the Help menu to get information on using CardShop Plus! Deluxe and Windows Help, as well as tips on creating good images.

<b>Use:</b>	<b>To:</b>
<b>Index</b>	Choose from a list of help topics on using the program or a list of menu commands.
<b>Using Help</b>	Learn the basics of using Windows Help.
<b>Tips</b>	Get tips on creating good cards, including layout and art design suggestions, use of color, and writing your own messages, as well as ideas for using the CardShop Plus! Deluxe and a brief history of greeting cards.
<b>Search</b>	For the Help you need.
<b>About CardShop</b>	Get information on CardShop Plus! Deluxe, including its version number.

### **See Also**

[Get Tips on Designing Good Images](#)

## Get Tips on Designing Good Images

You can get tips on good layouts, art placement, colors, how to write your own messages and bright ideas for using CardShop Plus! Deluxe.

To get tips:

> Choose the Tips tool or **Tips** from the **Help** menu.

## Color In Art Yourself

To print outlined art that you can color in yourself with crayons, colored pencils or felt pens, choose the "Color It" occasion from the Category Bar. The "Color It" occasion provides outlines of many designs.

### **See Also**

[Using the Category Bar](#)

## Fonts

Styles of type you can use for lettering cards. CardShop Plus! Deluxe uses your Windows system's installed TrueType fonts and provides additional ones.

Each font gives text a different look. Some fonts have little feet called "serif" and others are straight lines called "sans serif."

Serif fonts look like text you find in books and are said to be more readable than sans serif fonts, especially if there's a lot of text to read. Sans serif fonts have a "cleaner" look and are more formal-looking. They are generally used for shorter documents like reports. These help scripts are displayed in a sans serif font.

## Points

A standard typesetting measurement. One point is  $1/72$ -inch.

## Tool Bar

A graphical bar with buttons you can choose to perform various commands, such as opening, saving or printing a card, setting your cursor to selector, text, or scribble, and getting help.

## Font Bar

A graphical bar with buttons you can choose to set text attributes, such as font, font size, boldface, italics, underline, and color.

## Directory

Subdivisions of a disk that work like a filing system to help organize files. For example, you can create a directory called BIRTHDAY to store all the Birthday cards you make.



## Drive

An internal part of a computer that turns a disk to retrieve and store information. PCs usually have one hard disk drive labeled C and two drives labeled A and B that read removable floppy disks.

## WMF and BMP Files

Standard graphics file formats you can import from other popular draw and paint graphics applications to decorate your images.

.WMF files are produced by many drawing (and some painting) packages and are usually vector (object-based) files. .BMP files are produced by many paint applications and are raster (pixel-based) files.

## **Category Bar**

Located below the Font bar, the Category Bar contain all holidays and special occasions for Greeting Cards, and events for other activities.

To choose an occasion or event:

- > Click its icon.
- > The art, messages, and Activity Palette change to match that occasion.

## **Menu Bar**

Located below the title bar along the top of the application window, the menu bar contain all menus and commands.

To open a menu and choose a command, either:

- > Click the menu, then point and click on a command.
- > Press Alt and the letter underlined in the menu name, then press the letter underlined in the command name.

## **Art Viewer**

All the art pieces for the currently selected category appear here. Scroll to view all art. Click a piece of art to place it in the work area.

## **Message Viewer**

All the composed messages for the currently selected category appear here. Scroll to view all messages. Click a message to place it in the work area.

For cards, messages are displayed in pairs, so you can insert front and inside messages.

## **Title Bar**

The name of the application located at the top of the window. You can click on the Title Bar and drag the application window where you want on the screen.

## **Work Area**

You can create your own cards and other documents here with these methods:

- > Click a button on the Activity Palette to load a predesigned card or other activity.
- > Drag and drop pieces of art from the Art Viewer here.
- > Type a name or names in the Sender and Receiver fields to personalize composed messages.
- > Enter your own text.



**Sender**

Personalize composed messages on Greeting Cards, envelopes, and other activities with the name of the person sending the card or hosting the special event.

## **Receiver**

Personalize composed messages on Greeting Cards, envelopes, and other activities with the name of the person receiving the card or document. If you load a mailing list, you can click the drop-down list next to this field and select one receiver after another.

## **Mailing List**

Open the Mail List dialog and start a new mailing or load an existing mailing list.

## **Clue Bar**

Explains the use of the current Tool.

## **Activity Palette**

Choose a predesigned card or other activity. There are two basic palettes: one for cards and another for banners, certificates, posters, signs, and other activities.

