EXPERT
SOFTWARE

Greeting Card
Maker

Version 2.0

Online User's Guide

Greeting Card Maker

Version 2.0

Credits

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This chapter provides you with a brief overview of Greeting Card Maker' terms and interface.

Program Overview

Welcome to Expert's Greeting Card Maker!

Create your own personalized greeting cards with Expert's Greeting Card Maker! This program gives you all the tools you need to create great cards - custom artwork, professionally written sentiments, and a simple to use interface that will make your creative work a snap. If you are in a hurry, we have included a collection of ready-made templates for many different occasions. Simply choose the occasion, select a design, add your personalized information, and print your card out in minutes. Or, if you are more creatively inclined, the program features a powerful set of tools, layout features, and content which you can mix and match to create your own card designs.   Whatever the occasion and whatever your creative talents, Expert Greeting Card Maker is the perfect tool for creating the perfect card.

Great Features

Expert Greeting Card Maker contains many useful features for creating great greeting cards:

Choose from our collection of professionally written sentiments for dozens of occasions. Want to write your own greetings? Expert Greeting Card Maker features the Zillion Kajillion Rhymes TM dictionary to help you find rhymes for over 10,000 words. A built in Thesaurus and Spell checker makes sure you find the right word - every time. Artwork? Expert Greeting Card Maker comes with hundreds of quality illustrations you can use in your cards, including 100 color clipart images from Imageline, Inc. And when it comes to printing, Expert Greeting Card Maker lets you print on regular 8 1/2" x 11" paper, or for a more professional look, on pre-printed card stock from Fintech.

Terms/Definitions

Click Press and release the mouse button (usually the left mouse button unless otherwise specified).

Double-Click Quickly press and release the mouse button twice.

Choose Highlight an item on the menu or dialog box to initiate an action or command, then press the Enter key or double-click your left mouse button.

Enter Press the Enter or Return key.

Select Mark or choose an item so that the next action or command is carried out on that item. Highlight an option or choice from the menu or design document by clicking on it.

Drag and Drop Press and hold the mouse button and the shift key down while dragging the mouse. This allows you to move selected objects.

Border The line along the outside of an object.

Choose File—Open Choose a command from the applicable menu item. In this case, the command means to go to the **File** menu and select the **Open** command.

Control Menu Box The hyphen-shaped icon at the top left of the title bar of any window.

Ctrl+Click Pressing and releasing the mouse button quickly while holding the control key on the keyboard.

Handles Small squares that appear on an object's perimeter when it is selected. By dragging the handles, you may re-size objects.

Object In the Card Editor Screen Object can refer to any item that can be selected and edited. There are Text Objects and Picture Objects. All Objects can be reduced, enlarged, and rotated.

Shift+Click Press and hold the mouse button and shift key down, while dragging the mouse. This allows you to move selected objects all at once.

Choosing a Card Project

This is the first screen you see upon entering Expert's Greeting Card Maker:
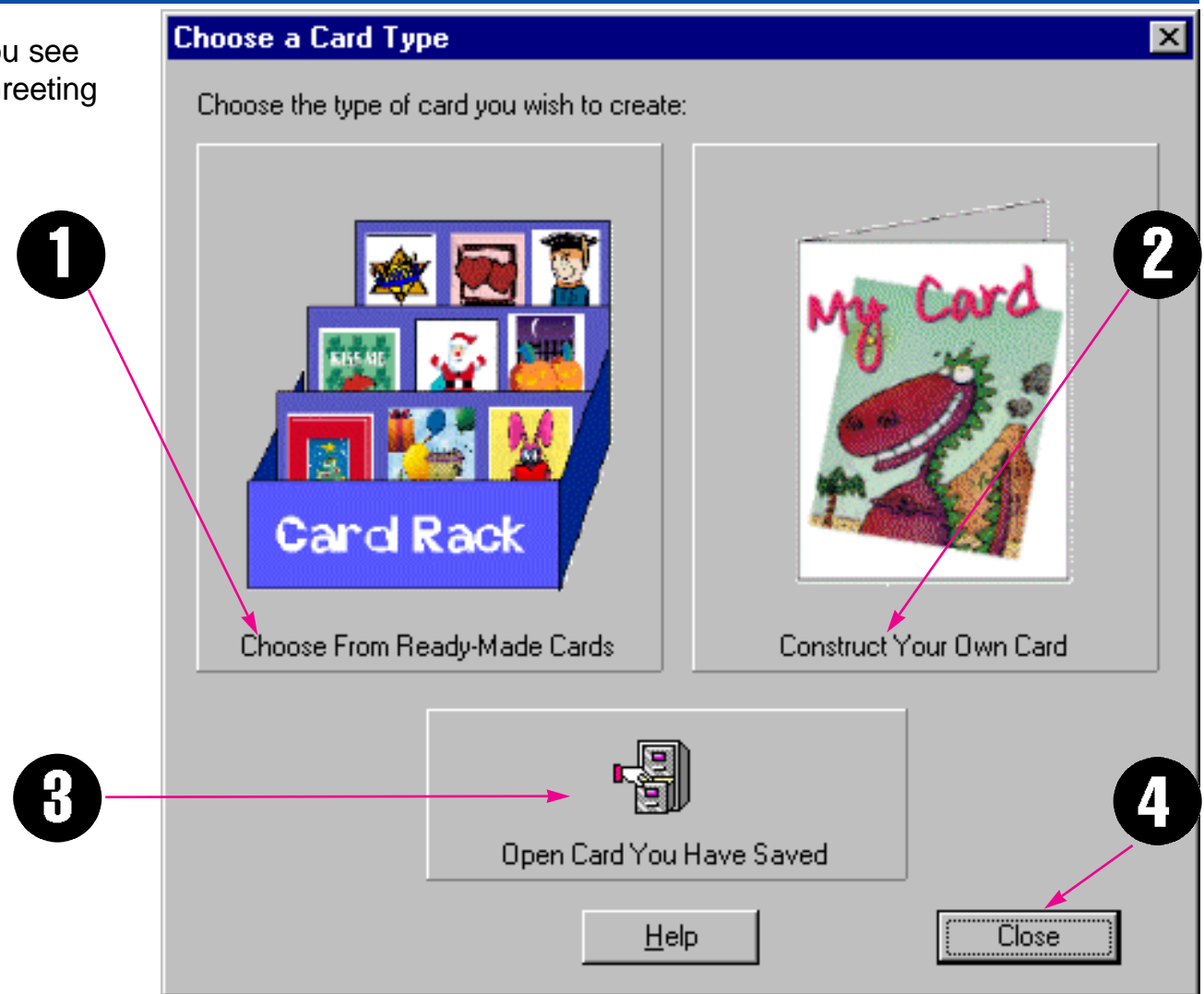
1. Choose From Ready-Made Cards button - Click here to choose ready-made card designs from the Card Rack screen.

2. Construct Your Own Card button - Click here to go to the Card Editor Screen where you can create your own cards.

3. Open Card You Have Saved button - Click here to open cards you have previously saved.

4. Close button - Click here to abandon the selection and exit the program.

Main Interface

This screen appears after making your selections. This is the **Main Interface** of the program:
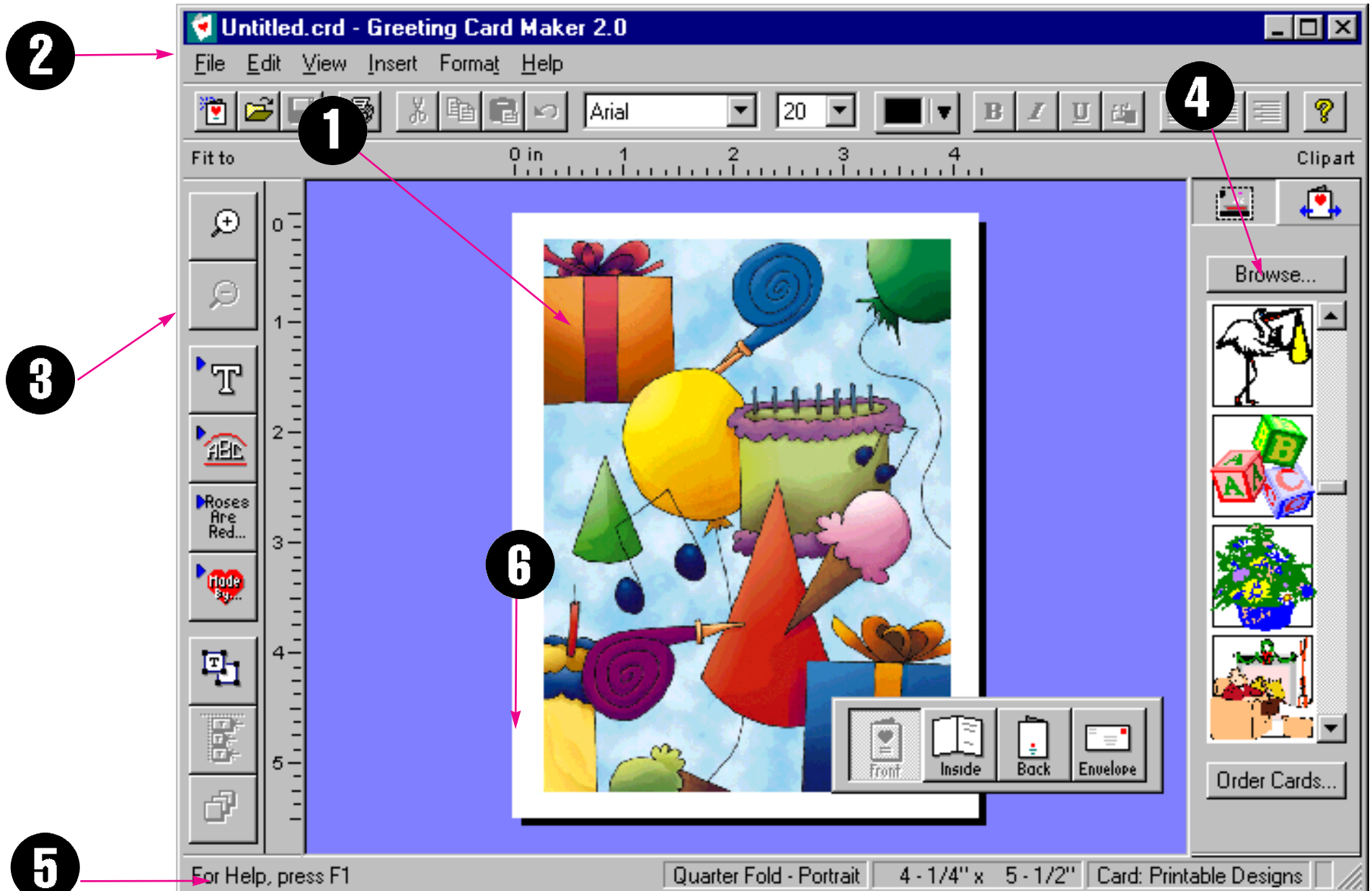
1. Card Editor Screen - This is the screen where you can customize and edit your card designs. Layout tools such as rulers, alignment options, and font editing are available here, including toolbars for adding clipart and for changing card backgrounds.

2. Menu Commands - Use the menu commands to access all of the Card Editor Screen's features through the keyboard.

3. Left Toolbar - This toolbar contains the main editing functions available in the program. Buttons included are: zoom in/zoom out functions, add text, shape text, signature, and sentiments, select objects, align objects, and draw order.

4. Clipart Bar - This toolbar has two uses. The first is to display the clipart which you can drag-and-drop into your card. The second is to display printable card backgrounds and pre-printed card designs from different card manufacturers.

5. Status Bar - Look here for important information about the current card design being worked on, including card project type, card dimensions, and card background selected.

6. Navigator Bar - Use the buttons on this floating toolbar to view the outside and inside panels of the card, including the envelope.

Read this section to learn how to design your greeting
card quickly.

2 productivity

Tutorial

Tutorial Overview

I. Creating a Sample Card

In this section, we create a sample card in order to introduce you to the most common features and controls in Greeting Card Maker. We create a Quarter Fold Card, customize it in the **Card Editor Screen** by adding our own text and graphics, and finally print it.

1. Start the Greeting Card Maker program.

2. Click on the **Construct Your Own Card** button.

3. Select the **Quarter Fold - Portrait** button.
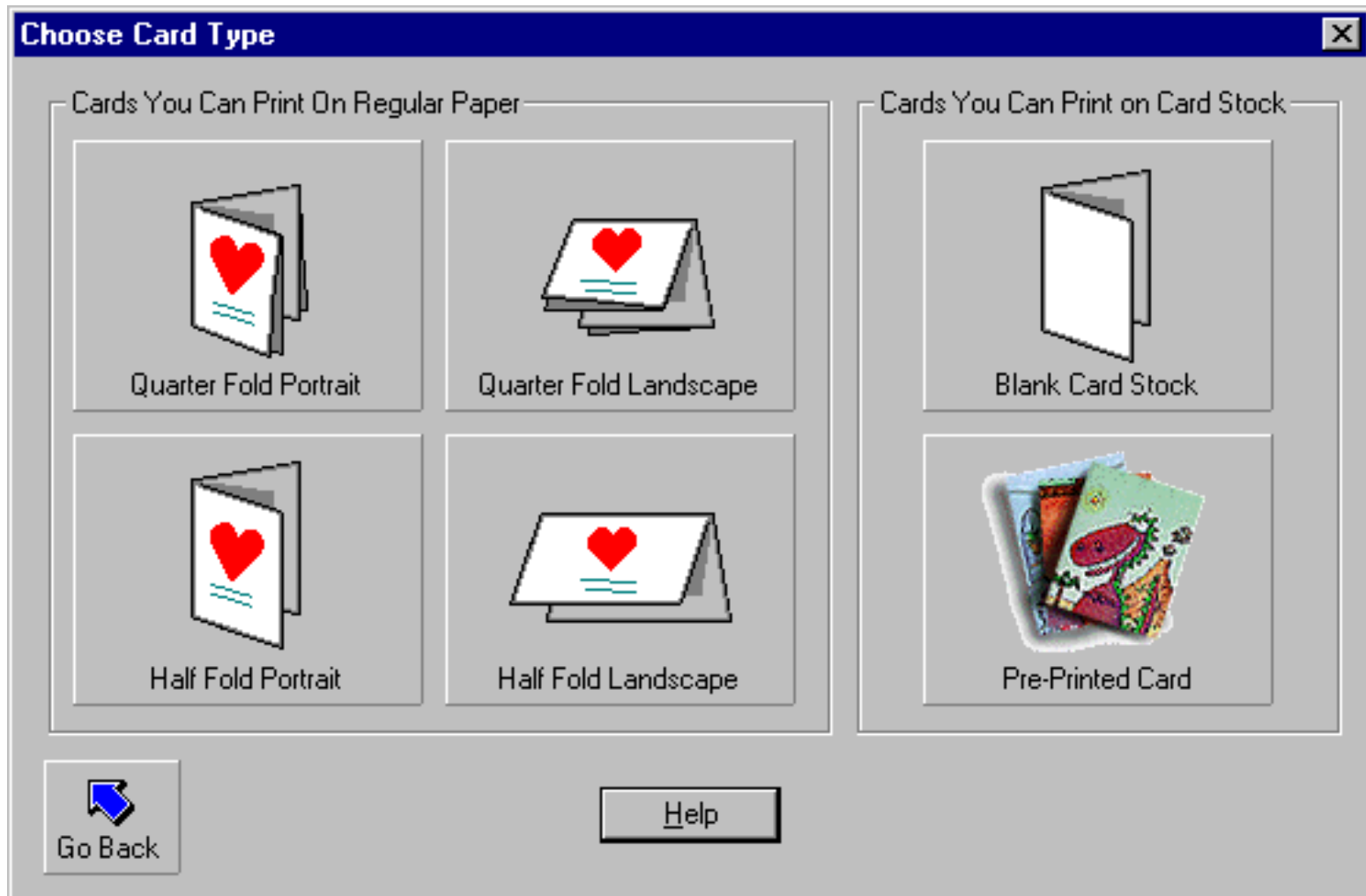
A blank card now appears on the **Card Editor Screen**. We are now ready to begin constructing our design.

4. First, lets select the card's background art. On the **Clipart Bar**, click on the **Card Backgrounds Mode** button.

5. Choose a background image from the **Clipart Bar** and drag-and-drop it onto the card workspace.
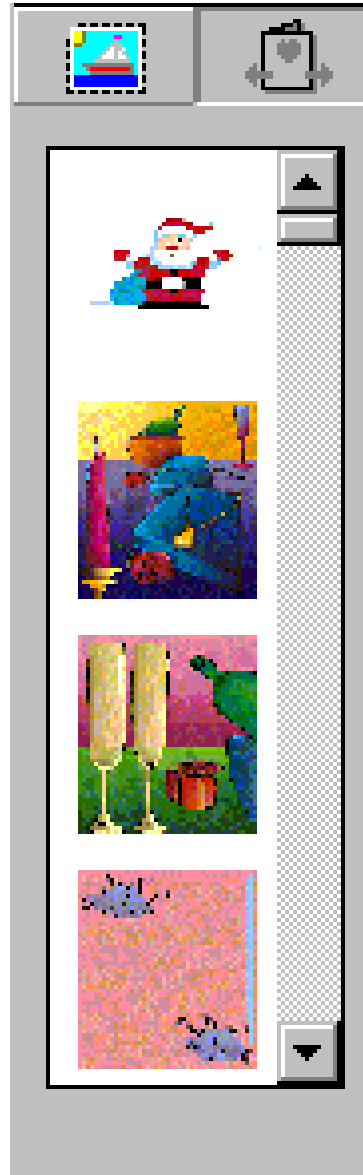
6. Now lets add our own text to the card. Double click on the text object that reads "Sentiment 1". In the **Text Editor**, type "Santa Says…"

Arial   19   **B** *I* <u>U</u>

0 in   1   2   3   4

Santa Says...

7. Single click on the text to highlight it. Change the font to "Bubblesoft" from the top toolbar control, and click on the **Center Justify** button. Now re-size the text to a larger size by using the object handles.

8. Now, lets open the card to type our sentiment on the inside panel. Using the **Navigator** bar, click on the **Inside** button.
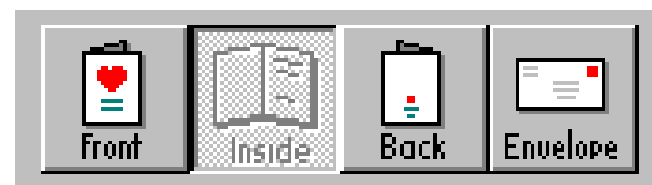
You should now see the inside panels of the card.

9. Change the text of the text object that reads "Sentiment 2" to "Merry Christmas!" and re-size it in the same way as before.

10. On the **Clipart Bar,** click on the **Clipart Mode** button to switch modes so we can add clipart to our card. Select any image and drag-and-drop it onto your card.
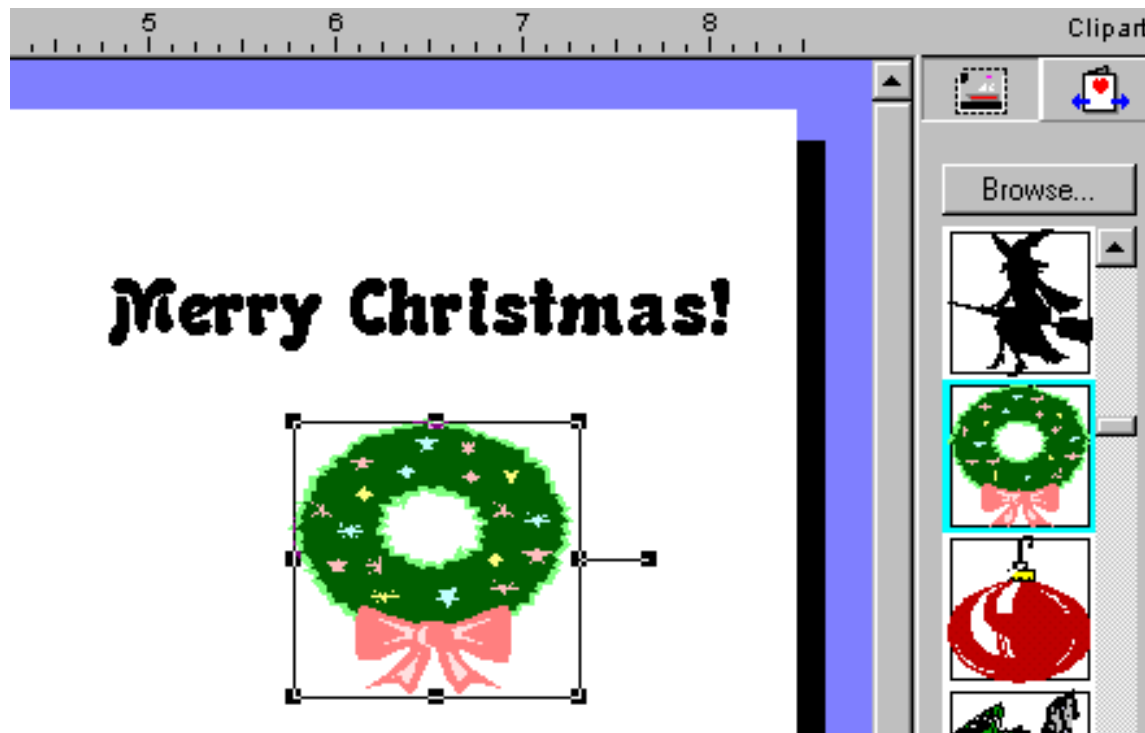
11. We have now constructed a basic Quarter Fold Portrait Card. Our next step is to print it. Click on the **Print** button on the **Top Toolbar**. Make sure your printer configurations are correct, and if they are, click on **OK**. *Note: Quarter Fold cards print out on only one side of the paper. Half Fold cards and Pre-Printed Card Stock require two-sided printing.*

12. Now that we have our design printed on a full sheet of regular paper, we need to fold it in quarters (hence the name Quarter Fold). Holding the page upright, fold the upper half of the page backwards as shown:
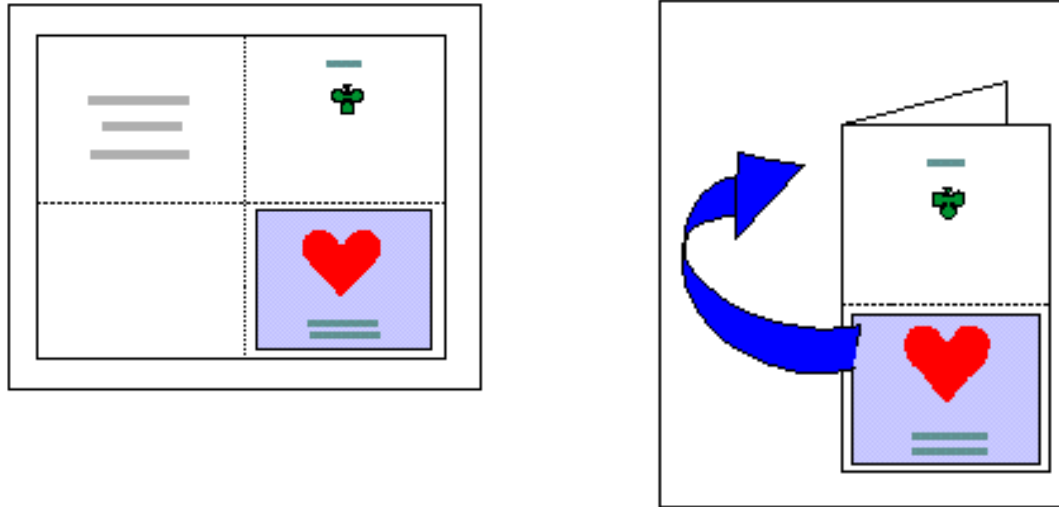
Then, fold the bottom half as shown:
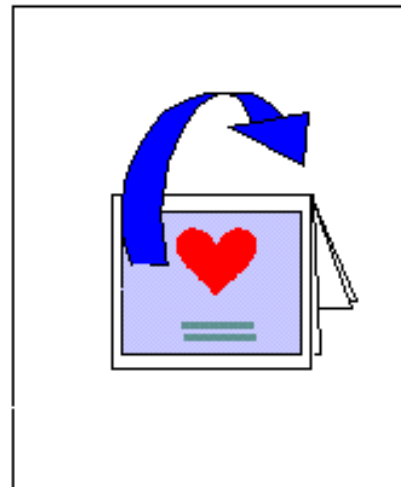
And that's it! You have created your first card using Greeting Card Maker!

II. Types of Cards

Expert Greeting Card Maker lets you create and print greeting cards on a variety of different papers, sizes, and pre-printed card stock. Below is an overview of the different kinds of card types available in the program. By choosing the card type when you begin a project, the dimensions and margins are set for the particular card.

Printable Designs

"Printable" designs are those cards that you can print out on regular 8 1/2" x 11" paper, or on blank card stock.

Quarter fold - Also referred to as "french fold", this card is printed on a 8 1/2" x 11" paper and is folded into quarters. Quarter fold cards can be made in portrait or landscape orientations.

Half Fold - This card is also printed on a 8 1/2" x 11" paper and is folded in half. This type of card requires printing on both sides of the page. Half folds can also be made in portrait or landscape orientations.

Blank card stock - Blank card stock in different sizes can be used to print out your cards for a more "card shop" look.   You can purchase blank stock cards directly from Hudson River Works. The size of the cards will be automatically set in the program when you select this option.

Pre-Printed Cards

Greeting Card Maker supports a collection of card designs from several leading manufacturers. You can preview each design directly on the screen, however, keep in mind that you cannot print the card's artwork, only the text and graphics that you add.

Ordering Cards - The status bar displays the manufacturer and item number for each card with which you can purchase the cards directly through an 800 phone number. Once you receive your cards in the mail you can feed them through your printer and print your own customized greetings on the inside. The card dimensions, designs, and blank areas will be automatically set by the program.

Envelopes

Greeting Card Maker allows you to print out designs on envelopes too, including sender and return addresses. You can double-click on the fields for the return address and sender, then type in your information in the **Edit Text** dialog box. If your envelopes are not the default size (see the status bar for dimensions) you must enter the proper dimensions in the **Card Setup** menu.

III. Using Ready Made Designs

Card Rack screen is where you can browse through the hundreds of ready-made printable card designs available in Greeting Card Maker.
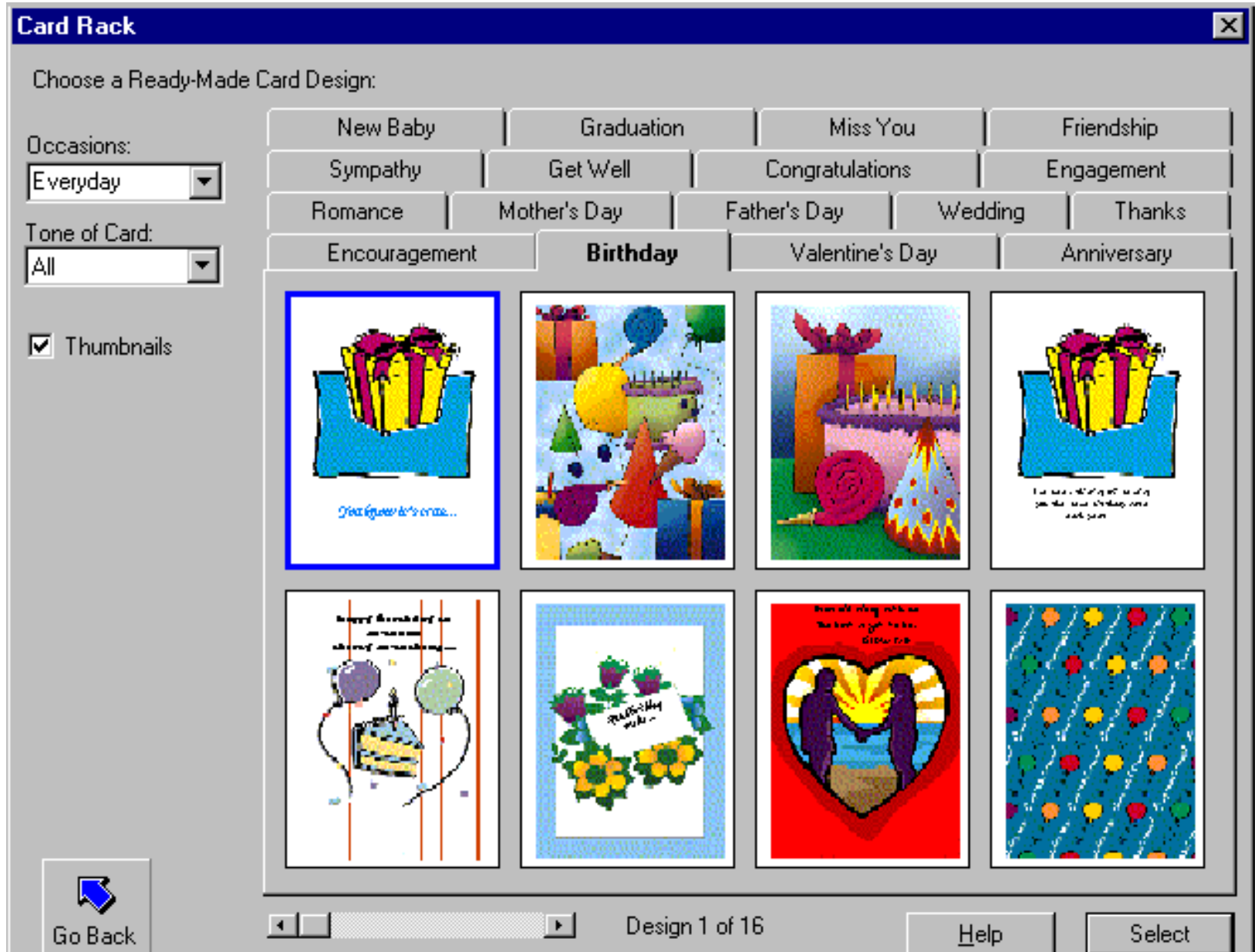
Using the Card Rack Screen - First, select the occasion for your card by clicking on one of the tabs. A collection of thumbnails will appear showing the available ready-made templates. Double click on a thumbnail to see a full-size preview of the card, including the inside of the card.

Use this list box to switch between Everyday occasions (birthdays, graduation, etc.) and Holiday occasions (Christmas, Halloween, etc.). The tab names change to reflect the new occasion.

Occasions:

Everyday ▼

Click on the **Open** button to view the inside panels of the card, or double-click on the card itself. Click on the **Close** button to close the card preview, and **OK** to return to the **Card Rack**. To select a card, click on it once to highlight it, then click on the **Select** button.

Preview ☒

YOU ARE SIMPLY THE BEST!
HAPPY MOTHER'S DAY

Open   OK

IV. Constructing and Editing Your Own Cards

Layout Editor Basics
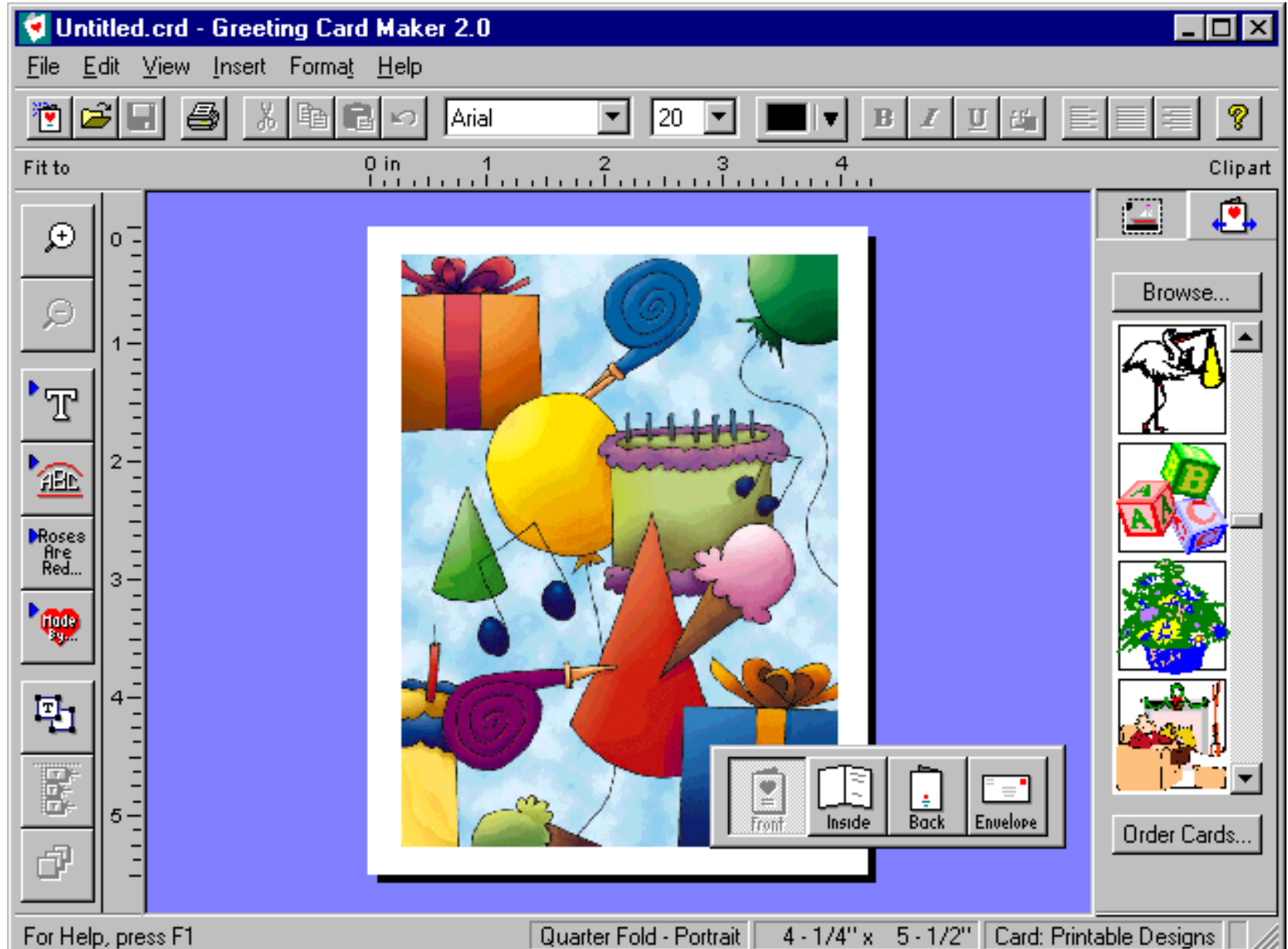
Card

Editor Screen - This is the screen where you can customize and edit your card designs. Layout tools such as rulers, alignment options, and font editing are available here, including toolbars for adding clipart and for changing card backgrounds.

Menu Commands - Use the menu commands to access all of the **Card Editor Screen's** features through the keyboard.

Left Toolbar - This toolbar contains the main editing functions available in the program. Buttons included are: zoom in/zoom out functions, add text, shape text, signature, and sentiments, select objects, align objects, and draw order.

Clipart Bar - This toolbar has two uses. The first is to display the clipart which you can drag-and-drop into your card. The second is to display printable card artwork and pre-printed card designs from different card manufacturers.

Status Bar - Look here for important information about the current card design being worked on, including card project type, card dimensions, and card background selected.

Navigator Bar - Use the buttons on this floating toolbar to view the outside and inside panels of the card, including the envelope.

Working with Images

The Clipart Bar
The **Clipart Bar** in the **Card Editor Screen** serves as a palette for clipart and artwork where you can scroll through the available images and drag and drop your selections directly onto your card design.

The **Clipart Bar** has two modes - **Clipart Mode** and **Card Backgrounds Mode**. You can toggle between these two modes using the buttons at the top of the **Clipart Bar.**

Clipart Mode

In **Clipart Mode** you will see color clipart available in the program's clipart directory. You can scroll through all the images. To insert an image into your design, simply drag-and-drop it from the toolbar to your card.
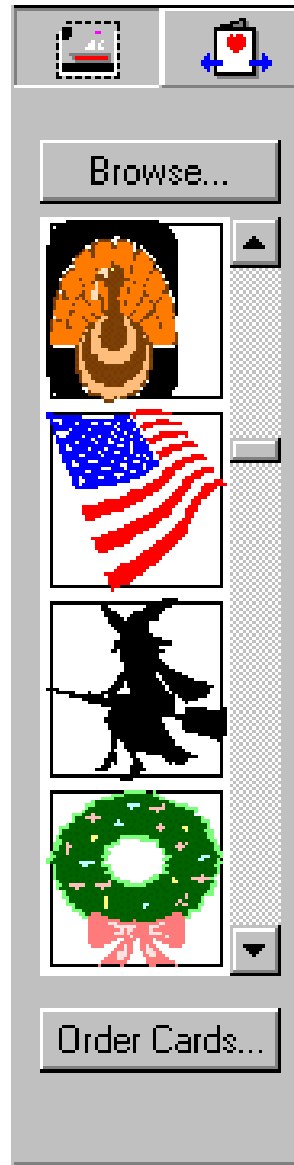
Importing Images

To import images into your card design, click on the **Browse** button on the **Clipart Bar**. Greeting Card Maker can import graphic images in the most popular file formats including .BMP, .PCX, .TIF, .GIF, .JPG, and more.
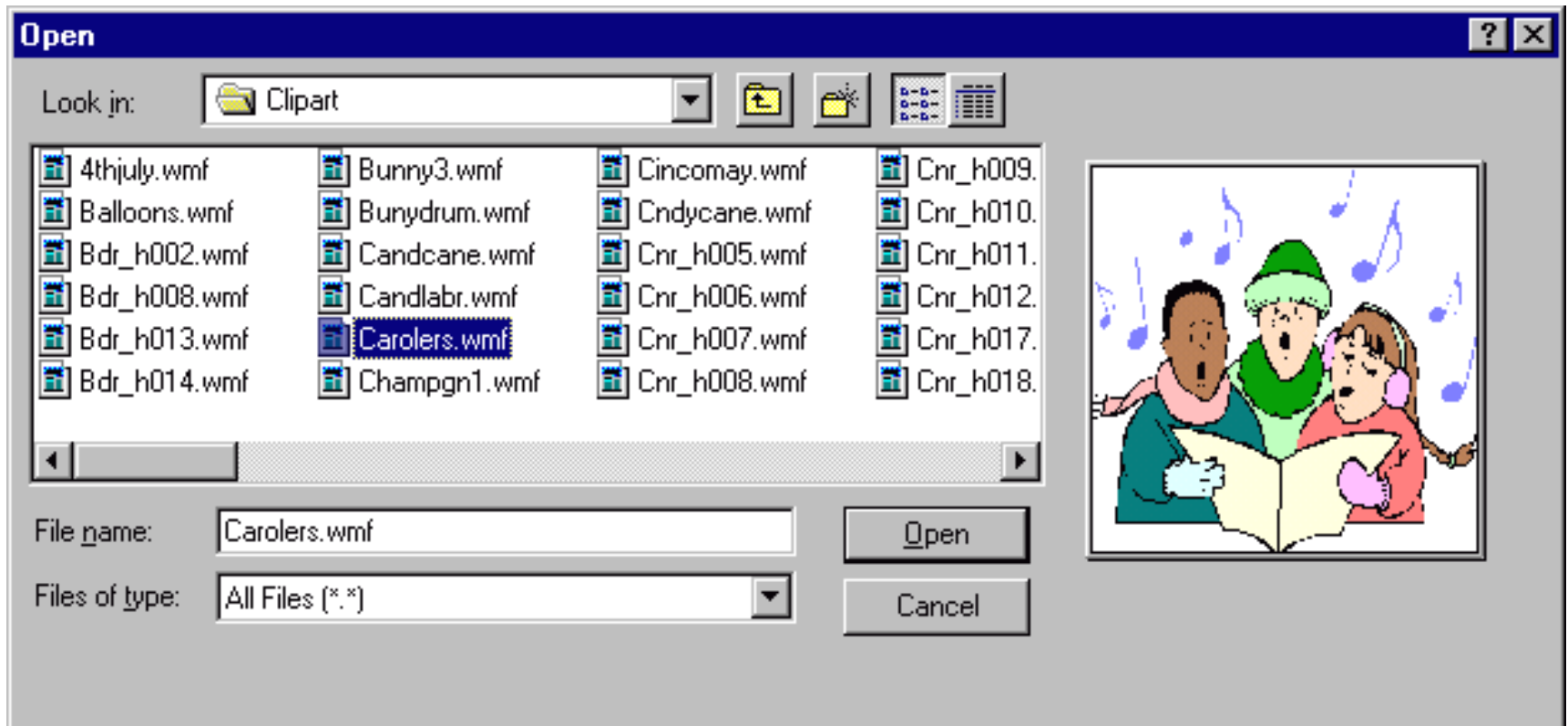
Note: If you import an image that is 256 colors or more, you may experience a color shift on the screen if you are running Windows in 256 color or less. We recommend you run Windows in 16-bit color or higher for best results with Greeting Card Maker.

Card Background Mode

In **Card Backgrounds Mode**, you see a selection of card background artwork and pre-printed card designs. If you have selected any of the ready-made templates or construct your own card projects, the **Clipart Bar** shows card background art which you can select and print on your cards. If you have selected a pre-printed stock project, the **Clipart Bar** displays a number of card designs for cards that you can order from the manufacturer. you are not able to print these designs out as they are included only as a design aid.

The printable designs shown under this selection can be printed out by the program. To choose a background, simply drag-and-drop it onto your card project.

Pre-Printed Card Designs
Greeting Card Maker lets you view a collection of pre-printed card designs.

You can purchase the cards directly from the manufacturer. The card design that is displayed on the screen has the same dimensions, graphics, margins, and blank areas as the real card. When you receive your cards through the mail, simply insert them into your printer and your greetings will print on them just as they are displayed on the screen.

Ordering Cards
Click on the **Order Cards** button to see ordering information and phone number the manufacturer. **See Appendix A for more information.**
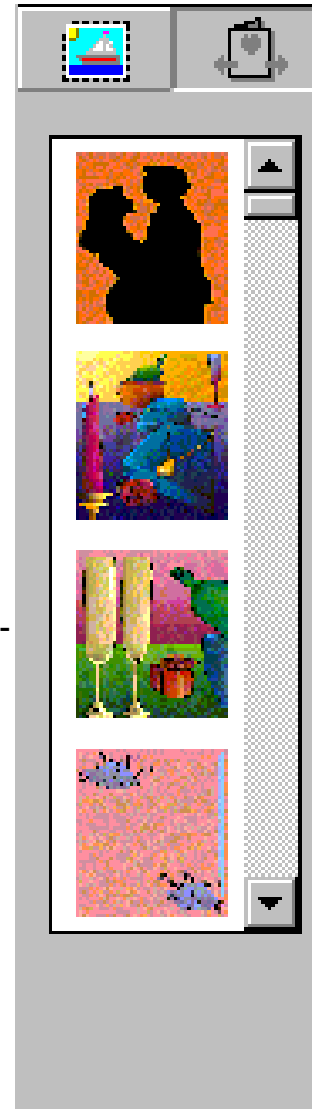
Using Signature Symbols
Greeting Card Maker lets you create, save, and re-use your own custom "signature symbols". These symbols are also referred to as "colophons" and are usually found on the back panel of greeting cards.

This Card Created with
Expert Greeting Card Maker

Creating a Signature Symbol
Your Signature Symbol can be any combination of clipart, text, and fonts you wish. Simply select all the objects that are part of the Signature Symbol, then Group them by using the Group option in the **Edit** menu.

Inserting a Signature Symbol
You can insert a saved Signature Symbol by clicking on the **Insert Signature Symbol** button on the left tool-bar.

Working with text

Greeting Card Maker gives you many options for entering, editing and formatting text.

Formatting Text
You can use the buttons on the Top Toolbar to change the font type, size, color and justification.

Inserting Text
Use the **Insert Text** button on the Left Toolbar to insert text into your card.

Editing Text
You can edit the text in any text object by double clicking on it. Doing so brings up the **Edit Text** dialog box which contains several additional features.

Edit Text

Type or edit your text here:

Roses are Red
Violets are Blue
You'll like Your Present
It's a Big Kangaroo!

<< Copy

Rhymes for Blue

kangaroo
Manitou
misconstrue
mountain dew
overdo
overdue
overthrew
parvenu
peekaboo

Highlight a word, then click on the buttons below:

Spell   Synonyms   Antonyms   Rhymes

Help   OK   Cancel

Spell Check button - Click here to perform a spell check of the current text. If a word is misspelled, a dialog box appears with suggestions for the correct spelling of the word.

Synonyms button - The built-in thesaurus feature allows you to look up words of similar meaning to the high-lighted word.

To use this, highlight the word you wish to look up, then click on the **Synonyms** button. A list of words appears in the list box on the right. Choose the word you want, then click on the **Copy** button on the left.

Antonyms button - This works the same as the **Synonyms** button, but instead displays words of opposite meaning to the highlighted word.

Rhyme Dictionary button - You can use the rhyme dictionary to look up words that rhyme, or have the same ending sounds as the highlighted word.

To use this, highlight a word with the mouse, then click on the **Rhyme Dictionary** button. A list of words appears in the list box on the right. Choose the word you want, then click on the **Copy** button on the left.
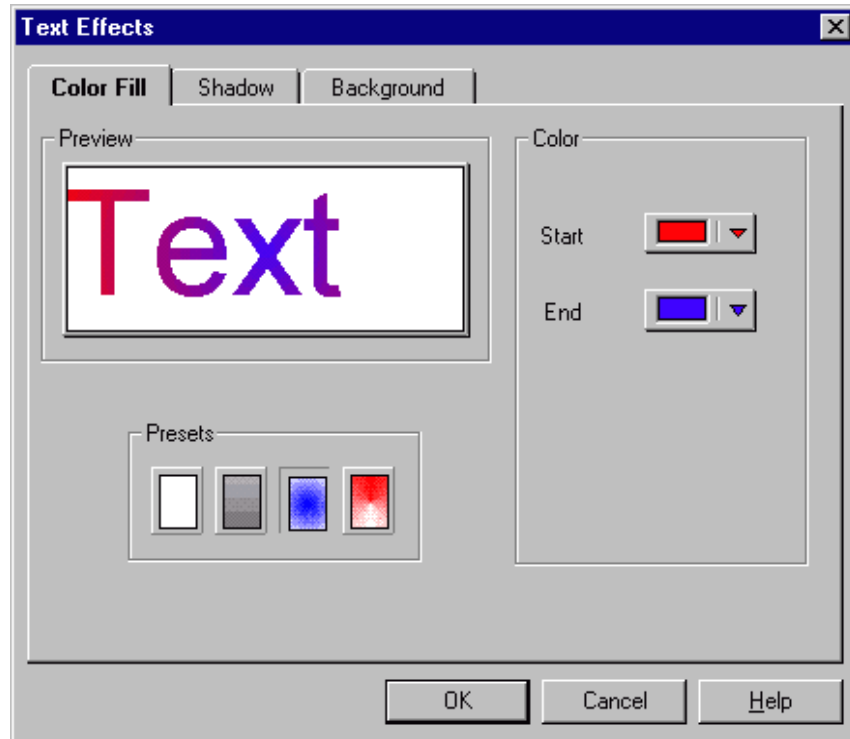
Special Text Effects
You can apply a number of different special effects to your text using the **Text Effects** dialog box by clicking on the **Text Effects** button on the **Top Toolbar**.

The following special effects are available:

Color Fill - Use this feature to "color in" your text. You can choose from four different fill styles: solid, gradient, radial, and conical. For all the fill styles, with the exception of solid fill, you must choose a beginning color and an ending color for the fill pattern.

Shadow - Displays a "shadow" effect to give the text a "3-D" look. You can choose the position and color of the shadow, including the distance.

Background - This option allows you to color in the background of a text object.

Shape Text

You can use the **Shape Text** feature to display text which can be warped into a number of different shapes. You can use all the **Special Text Effects** on **Shape Text**.
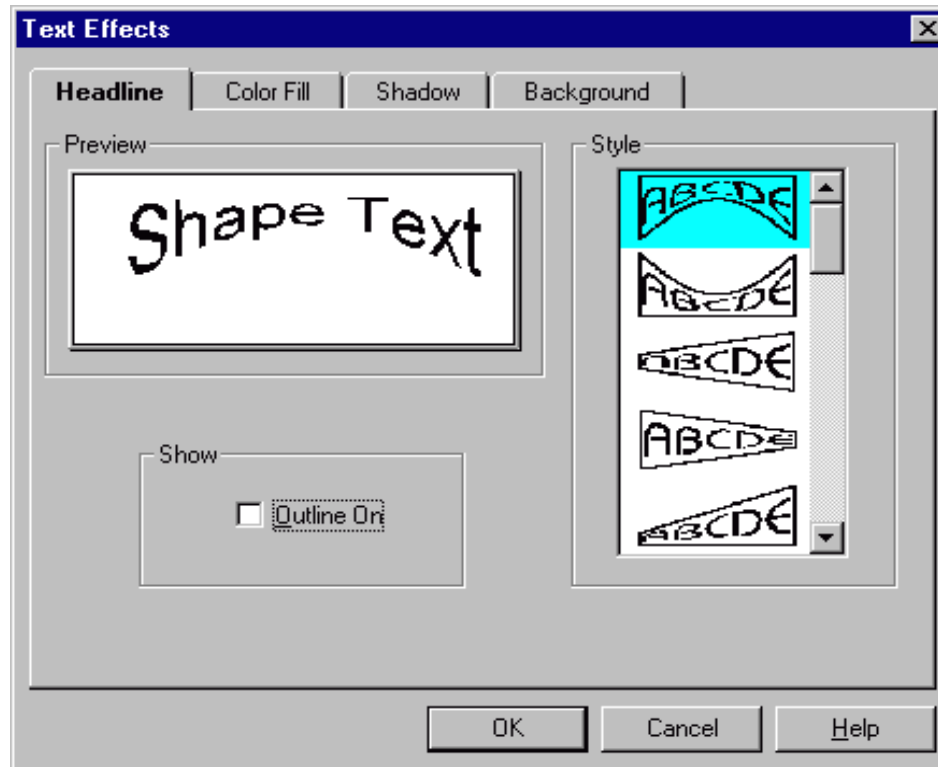
Adding Shape Text - You can add **Shape Text** to your design by clicking on the **Insert Shape Text** button on the **Left Toolbar**.

Editing Shape Text - You can edit **Shape Text** by double-clicking on it, just like regular text..

Choosing Shapes - You can choose the shapes for Shape Text by clicking on the **Special Text Effects** button on the Top Toolbar with a Shape Text object selected.

Sentiments

Greeting Card Maker has a collection of hundreds of sentiments for many occasions. You can scroll through these sentiments, and add them to your card at any time.

Adding Sentiments

Click on the **Insert Sentiment** button on the **Left Toolbar**.

Editing Sentiments

You can edit any sentiment in the same way as regular text by double-clicking on it.

Using the Card Editor Screen

Working with Layout Tools
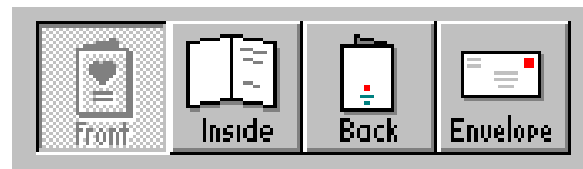Greeting Card Maker features a number of tools and features to assist you in creating your greeting card designs.
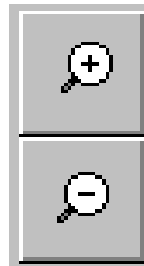
Viewing Tools

Navigator Bar

You can use the Navigator Bar to switch between the different card views - Front of Card, Inside of Card, Outside of Card, and Envelope.
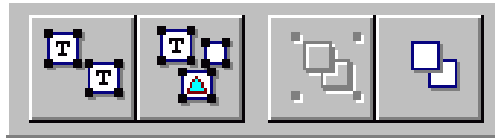
Zoom In/Zoom Out

You can use the Zoom In/Zoom Out tool to change the magnification of your current work area.

Selection Tools

Clicking on the **Selection** button reveals the following buttons.

Select All Text button - Use this button to select all text objects in your layout. This is useful when you want to change the font properties for all of your text at one time.

Select All Objects button - Use this button to select all objects - text, logos, and clipart.

Group button - When you have two or more objects selected, use this button to combine them into a single "object."

Ungroup button - Use this button to dismantle a grouped object into its separate components.

Object Alignment Tools

Use the **Align Objects** buttons to line up objects.

Align Left button - When a single object is selected, it aligns it to the left-most paper margin. When two or more objects are selected, they are both aligned along their respective left margins.

Align Right button - Aligns a single object to the right paper margin and aligns multiple objects along the right margins.

Align Top button - Aligns a single object to the top paper margin and aligns multiple objects along the top margins.

Align Bottom button - Aligns a single object to the bottom paper margin and aligns multiple objects along the bottom margins.

Center Vertically button - When a single object is selected, it is centered vertically on the page. When two or more objects are selected, they are centered vertically in relation to each other.

Center Horizontally button - When a single object is selected, it is centered horizontally on the page. When two or more objects are selected, they are centered horizontally in relation to each other.

Center on Page button - Places single or multiple objects in the center of the current page.

Draw Order Buttons

Bring Object To Front button - Brings the selected object to the front.

Send Object To Back button - Sends the selected object to the back.

Special Layout Tools

Greeting Card Maker features visual aids to assist you in creating layout designs. These include rulers, paper margins, 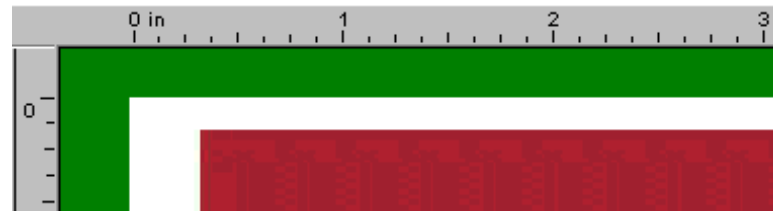guidelines, snap to grids, and visible object shapes. All of these items can be turned on or off through the **View** menu on the top toolbar, or specific settings can be found for these in the **Preferences** option in the **File** menu.
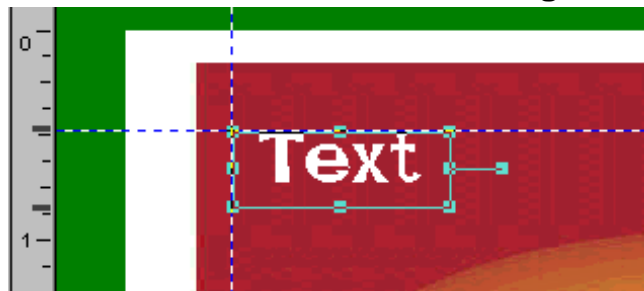
Rulers

The Rulers in Greeting Card Maker show you the dimensions of the current card panel you are working on, and can serve as a handy guide when arranging text or graphics on the screen. The two "tick" marks that appear when you select an object show you the length and the width of the object you have selected. You can turn Rulers on or off through the **View** menu.

Guidelines

You can activate Guidelines by clicking on either of the rulers, holding down the left mouse button and dragging the guideline. You can place guidelines anywhere on the page horizontally, as well as vertically. Once the guideline is in place, you can move objects toward it. When the object is within several pixels, the guideline becomes "sticky." In other words, it causes the object to attach itself to it. Guidelines are useful for aligning several objects along a specific position on a page. You can reposition a guideline by dragging it. To remove a guideline, drag it back behind the rulers. An **Add Guidelines at Margins** function exists in the **Format** menu. It automatically places guidelines exactly on the paper margins.

Grids

The **Snap to Grid** feature sets up a series of points at set intervals that are "sticky" in the same manner as guide-lines. You can move objects and "snap" them to these points. This is useful when you want to layout several objects at precise locations. The **Snap to Grid** option can be turned on/off through the **Preferences** option in the **File** menu. The intervals for the grid can be set in intervals of 1/16" and can also be set through the **Preferences** option.
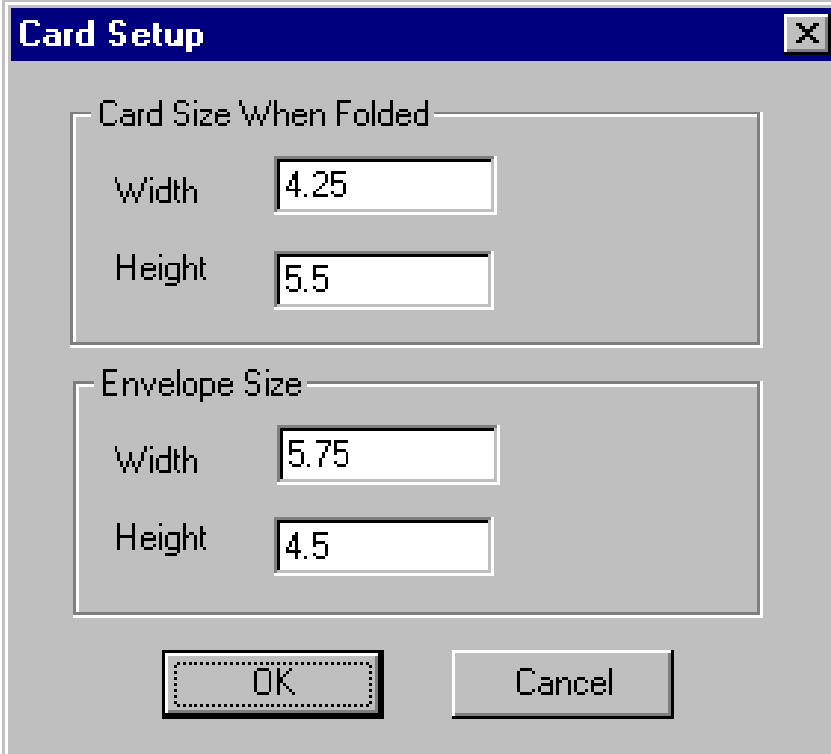
Status Bar

The Status Bar displays important information about the current card, including card dimensions, card type, background, manufacturer and item number for pre-printed card designs.

| French Fold - Portrait | Paper: Printable Designs | Item: Ch Santa | 8 - 1/2" x   11" |

Card Setup

The **Card Setup** dialog box lets you enter the dimensions of the card or envelope for printing. Choose **Format Menu—Card Setup**.

Program Preferences

You can set program options for Greeting Card Maker through the Preferences dialog box.

Preferences

Desktop Color

Default

Unit of Measurement

Inches

Snap to Grid

☑ On

Width
1/4"

Height
1/4"

OK   Cancel
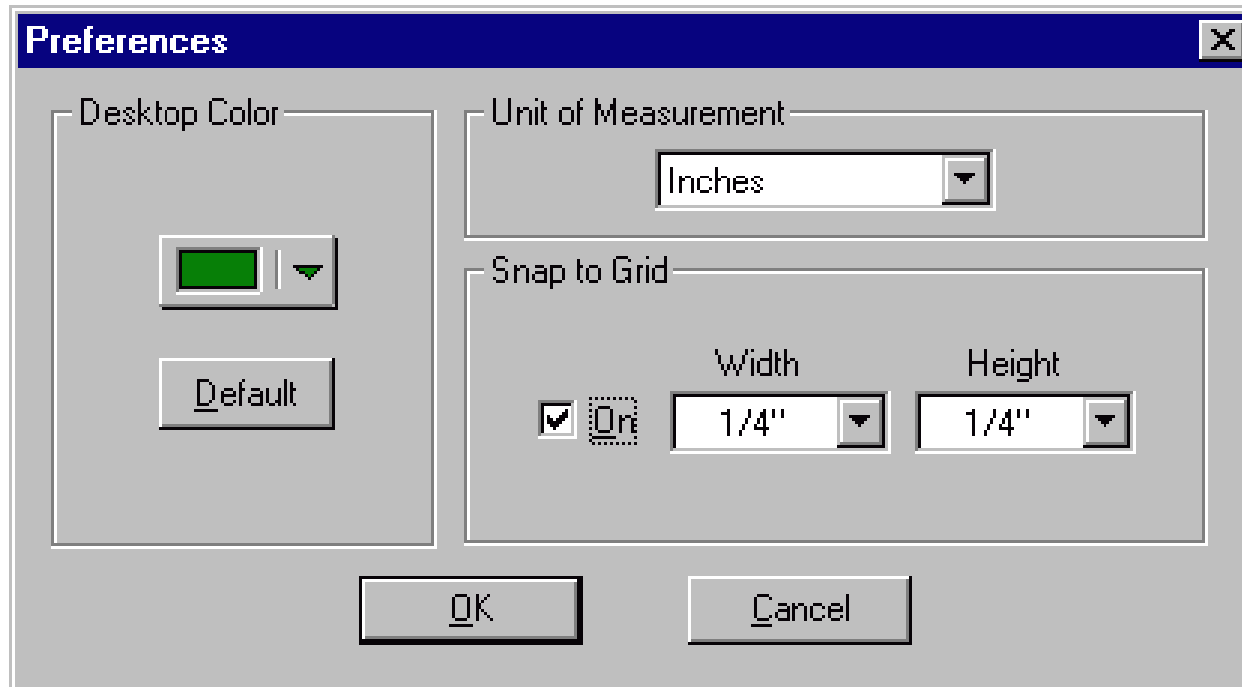
Pull down the desktop color button to set the preferred color of your desktop while you work, set your preferred unit of measurement, and choose to snap drawn lines or objects to the grid.

V. Printing

Configuring the Program to Work with Your Printer

Printing on pre-printed stock cards requires that you correctly feed cards into your printer. The purpose of the **Configure Print** dialog box is to setup the program with settings for your particular printer, including manual feed operations.

You will need to run the configuration procedure if you intend to print cards on blank stock or on pre-printed cards. This way the program will know where to print correctly on paper sizes smaller than regular paper.

When you run the Print Configuration routine, you should not have to use your printer's setup options, such as landscape or portrait settings. These will be set automatically by the program. Changing any of these settings yourself may cause the cards to be printed incorrectly.

When you select the **Printer Configuration** option from the **File** menu, the following dialog box will appear. In order to properly setup your printer, follow each of the steps described:
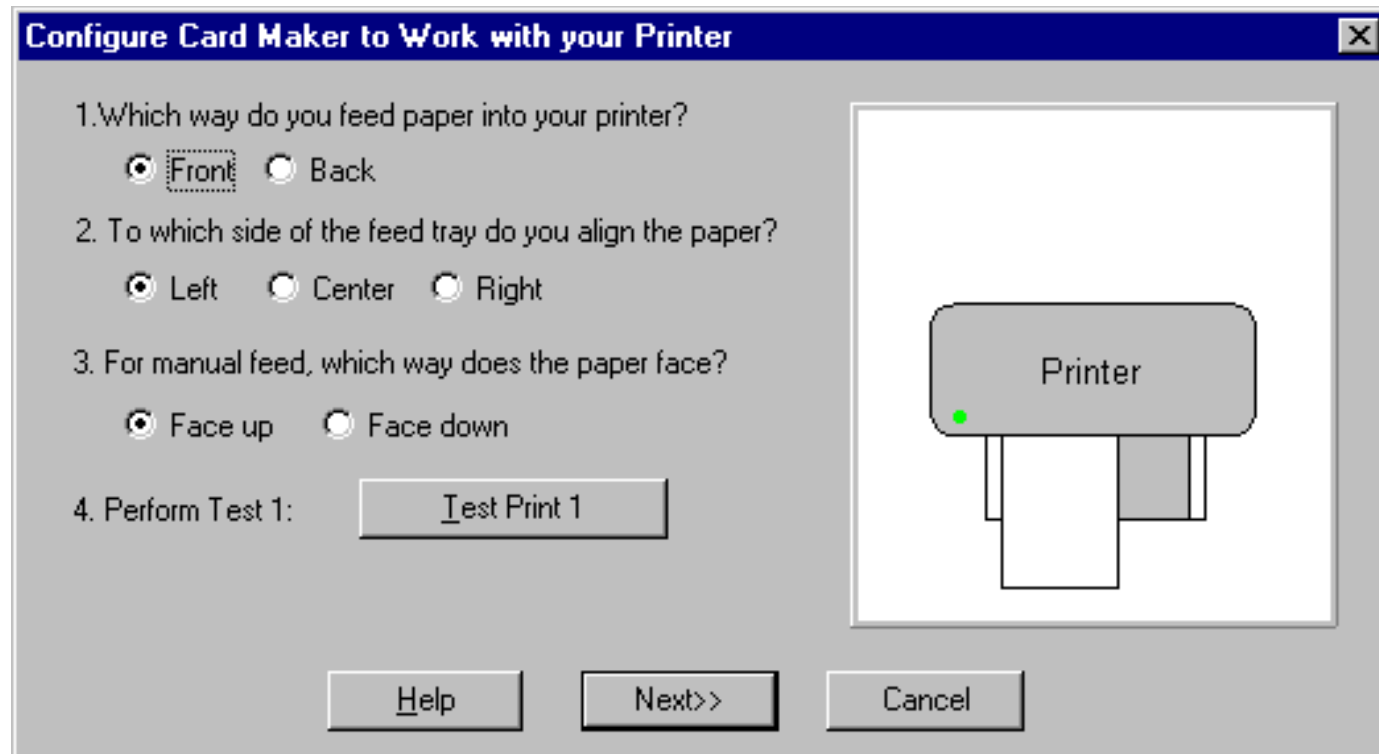
1. Which way do you feed paper into your printer?
Most home printers today have the paper feed tray either on the front or on the back. Select the option that matches your printer.

2. Which side of the feed tray do you align the paper to?
Printers usually require that you align paper to a certain side on the paper feed tray. Some printers have a sliding paper guide for feeding paper that is not standard size or for envelopes. Choose which side your need to align to on your paper feed tray.

3. For manual feed, which way does the paper face?
When you do a manual feed, does your printer require that you place the paper face up or face down?

4. Perform Print Test 1
The first print test prints "Top of Page" on a regular sheet of paper.   This will serve as a reference guide for determining how your printer prints items in landscape mode.

When you have done Print Test 1, click on the **Next** button to proceed to the next series of configuration steps.

Configure Greeting Card Maker for Your Printer ☒

1.Which way do you feed paper into your printer?
   ⊙ Front   ○ Back

2. To which side of the feed tray do you align the paper?
   ○ Left   ○ Center   ⊙ Right

3. For manual feed, which way does the paper face?
   ○ Face up   ⊙ Face down

4. Perform Test 1:   [Test Print 1]

Printer

[Help]   [Next>>]   [Cancel]
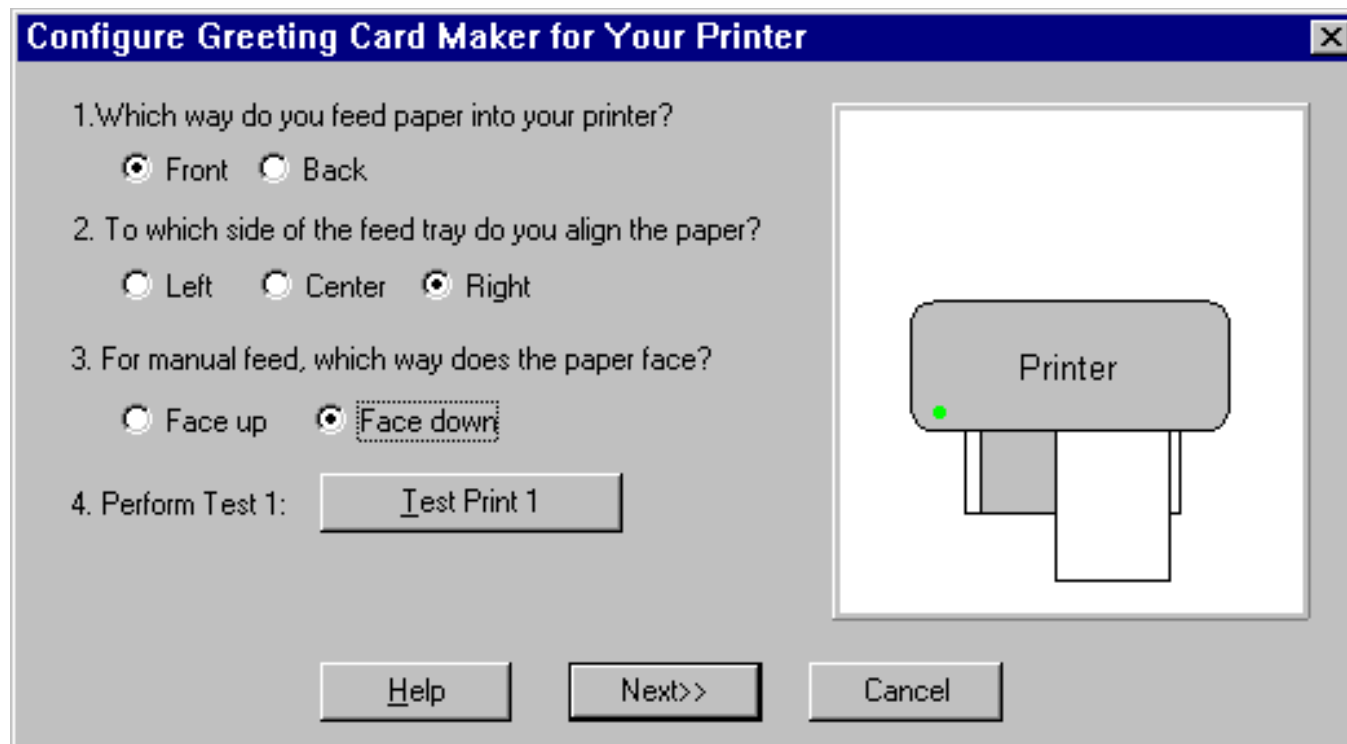
Printing on Regular Paper

For Printing Quarter Fold cards, you do not need to do anything special with your printer as the entire card will print out on regular paper and on the same side of the page.

Half Fold cards require that you turn the paper over and feed it again through your printer. You need to run the **Print Configuration** option in the **File** menu, so that the program knows how your particular printer works with manual feed. When you print a Half Fold card, the **Print** dialog box will instruct you on how to orient your paper as you feed it into your feed tray.

Printing on Blank Card Stock

Printing on Blank Card stock requires that you have previously run the **Print Configuration** option in the **File** menu and that the program is correctly configured to work with your printer.

When you print on Blank Card stock, a dialog box will appear with instructions for feeding the card into your printer's feed tray.
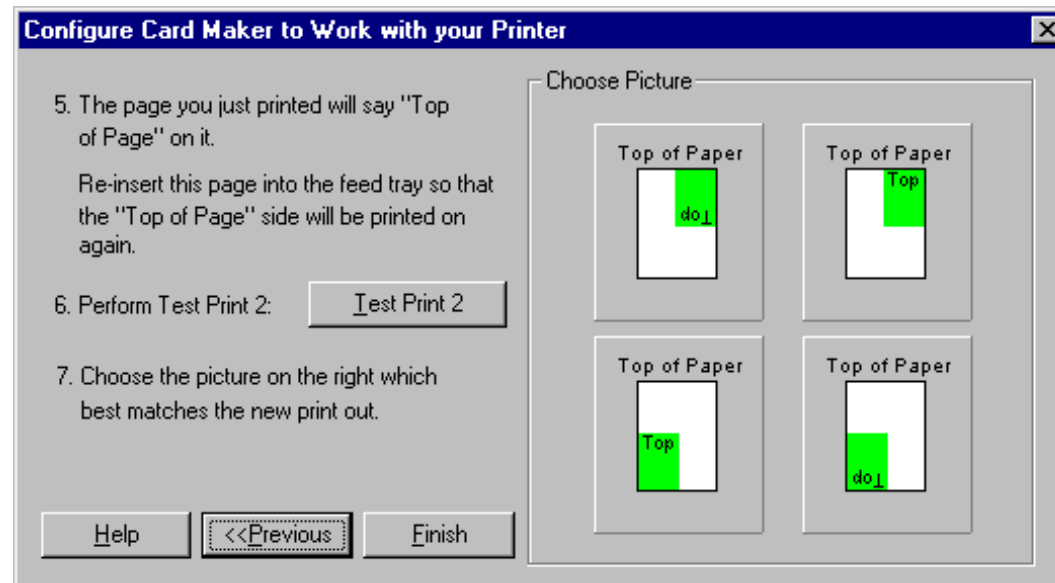
The program will print out the Outside panels of the card first, then ask you to turn the card over and insert it into the paper feed tray again in order to print out the Inside panels. Follow the instructions on the screen. If your card does not appear to print correctly, run the **Print Configuration** option again and verify that your settings are correct. If your print-outs appear off-center or print outside the card boundaries, you can use the **Print Align** feature in the **File** menu. You can use the arrow keys to manually nudge the design in the desired direction.

Printing on Pre-Printed Card Stock

Printing on Pre-Printed card stock requires that you have previously run the **Print Configuration** option in the **File** menu and that the program is correctly configured to work with your printer. Please note that the design you see on the screen is for layout purposes only and will not print out on a Pre-Printed card, only the text and graphics you have added to it.

When you print on Pre-Printed card stock, a dialog box will appear with instructions for feeding the card into your printer's feed tray.
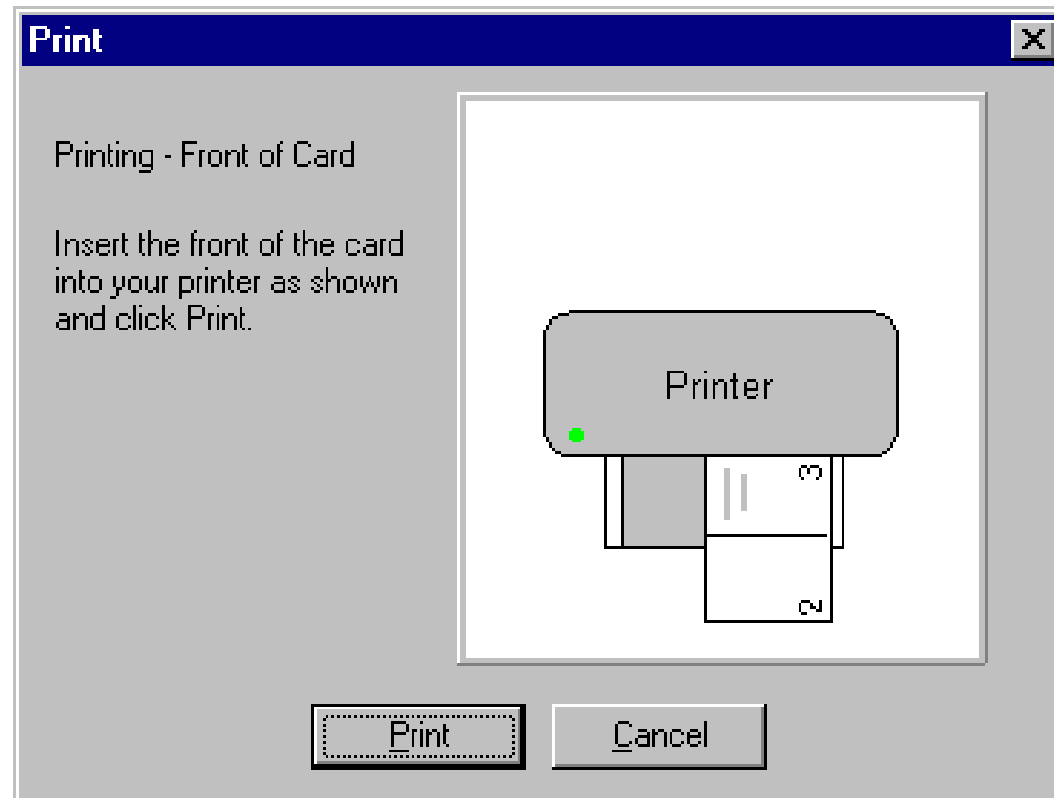
The program will print out the Outside panels of the card first, then ask you to turn the card over and insert it into the paper feed tray again in order to print the Inside panels. Follow the instructions on the screen. If your card does not appear to print correctly, run the **Print Configuration** option again and verify that your settings are correct.

If your print-outs appear off-center or print outside the card boundaries, you can use the **Print Align** feature in the **File** menu. You can use the arrow keys to manually nudge the design in the desired direction.

Printing Envelopes

Printing envelopes in Greeting Card Maker is very similar to printing cards. In order to get the best results you must enter the exact size of your envelope in the **Card Setup** dialog box in the **Format** menu. Once you have entered the size, all you need to do is feed the envelope into your printer as shown and print.

Very Important! Most printers have a special way of feeding and printing envelopes built in, however this only works for standard size envelopes (size 10, etc.). Feed your envelopes into the feeder tray like shown in the Print diagram, not like you usually feed them into your printer.
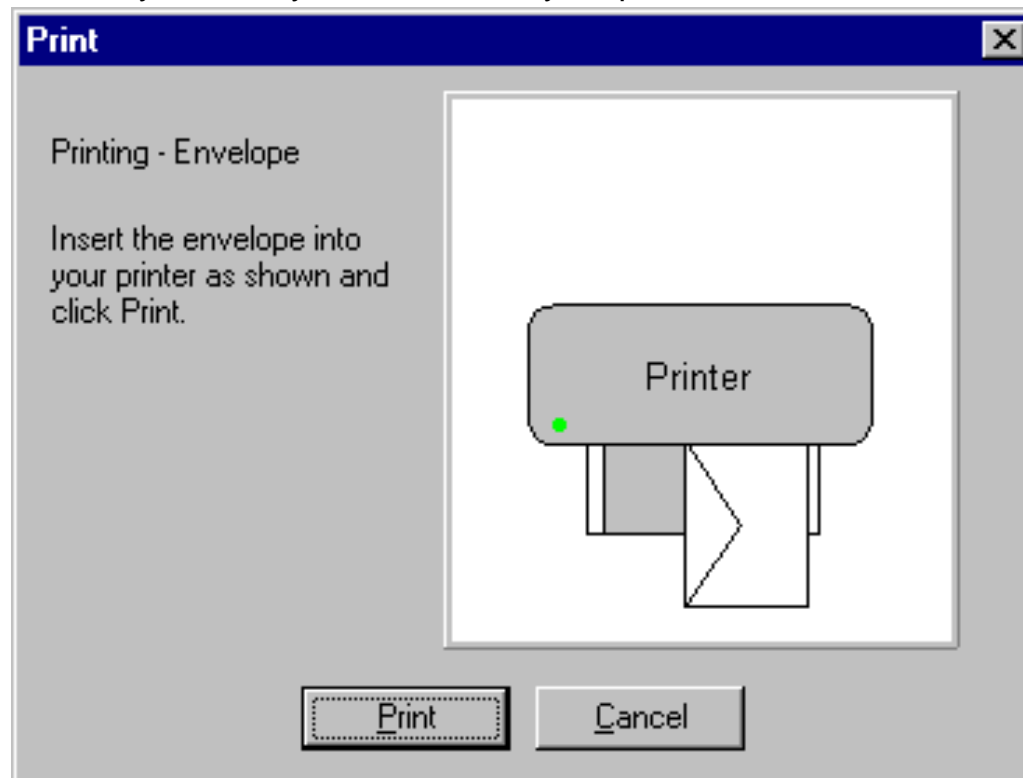
Sample Envelope feeding instructions. The diagram will show you the orientation specific to your printer.

Print Alignment

In the event that your cards don't print out correctly try the **Print Align** function. Located in the **File/Print Align** menu, you can manually shift the card in the direction you want to align it in. A graphic displays the amount that you are nudging your design over.
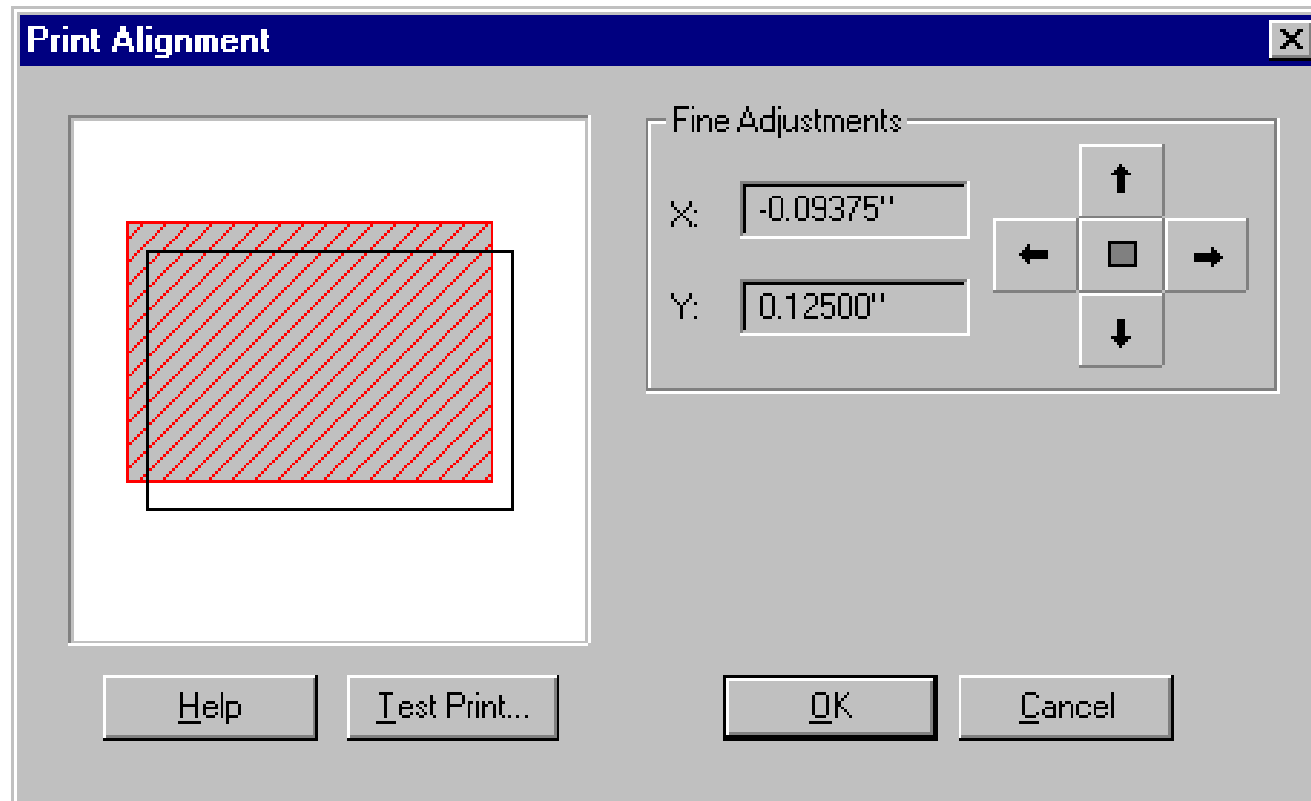
VI Folding Cards

Folding is the last step in constructing your own greeting cards. Each type of printable card - Quarter Fold Portrait, Quarter Fold Landscape, Half Fold Portrait, and Half Fold Landscape - has its own folding method.

Folding Quarter Fold Portrait Cards

Quarter Fold cards, as the name implies, are folded in quarters. All four sides of the card are printed on the same side of the page as shown below:
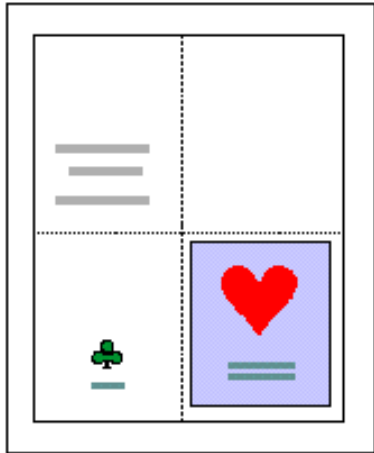
Step 1. Hold the page in front of you as shown below.
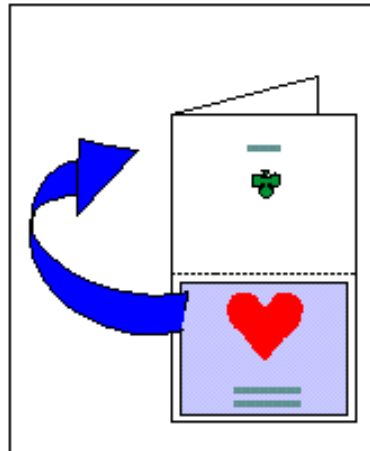
Step 2. Fold the top half of the page backwards, as shown.
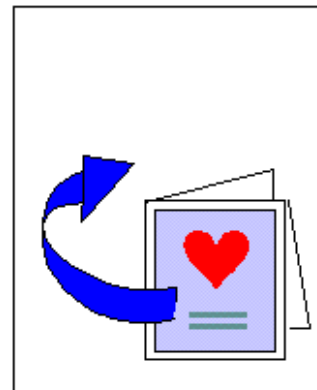
Step 3. Fold the left quarter of the card back, as shown.

Folding Quarter Fold Landscape Cards

Quarter Fold cards, as the name implies, are folded in quarters. All four sides of the card are printed on the same side of the page as shown below:

Step 1. Hold the page in front of you as shown below.
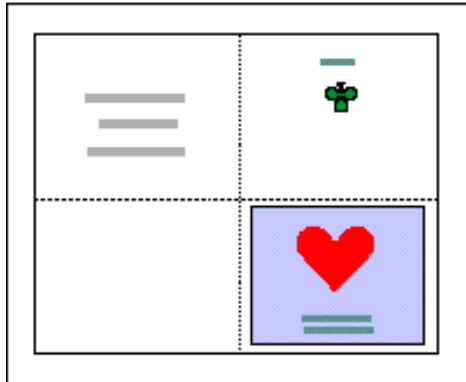
Step 2. Fold the top half of the page backwards, as shown.
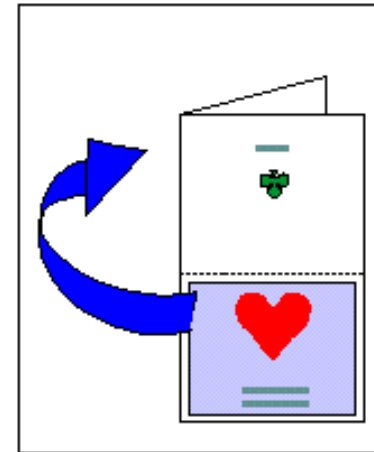
Step 3. Fold the left quarter of the card back, as shown.
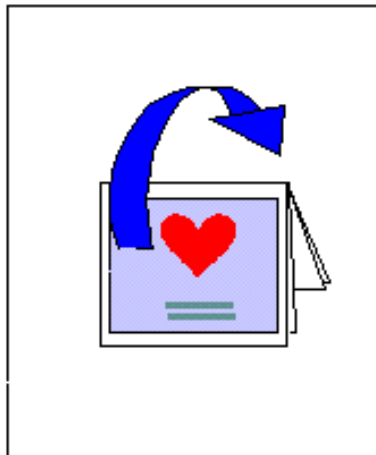
Folding Half Fold Portrait Cards

Half Fold cards, as the name implies, are folded in half. Half Fold Portrait cards will print designs on both sides of a page.

Step 1. Hold the page in front of you as shown above.
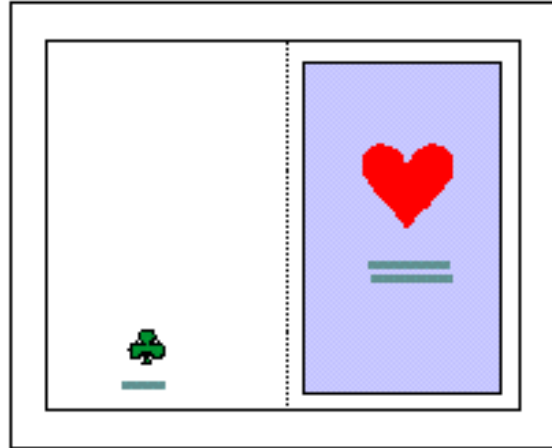
Step 2. Fold the left half of the page backwards, as shown.
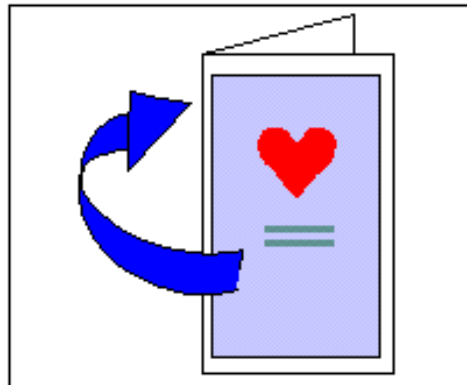
Folding Half Fold Landscape Cards

Half Fold cards, as the name implies, are folded in half. Half Fold Landscape cards will print designs on both sides of a page. The front side of the page should look like this:

Step 1. Hold the page in front of you as shown below.
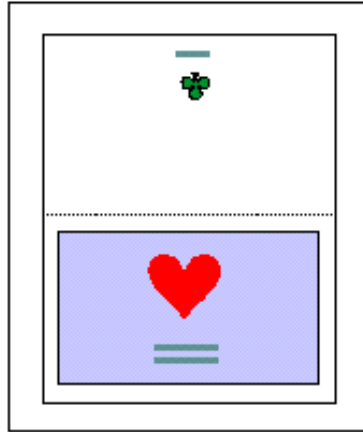
Step 2. Fold the top half of the page backwards, as shown.
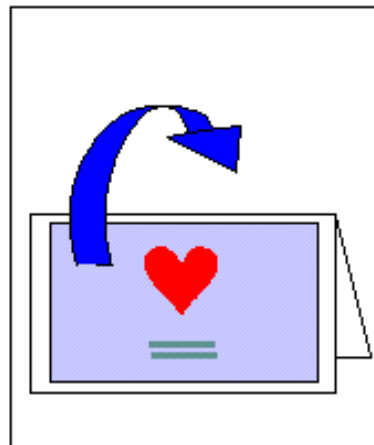
This chapter describes the tools and toolbars resident in the Greeting Card Maker program.

Tools/Toolbars

Main Toolbar

New Card button

Click on this button, or choose **FIle Menu—New Card**, to create a new card.

Open Card button

Click on this button, or choose **FIle Menu—Open Card**, to open a previously saved card. The **Open Card** dialog box appears:
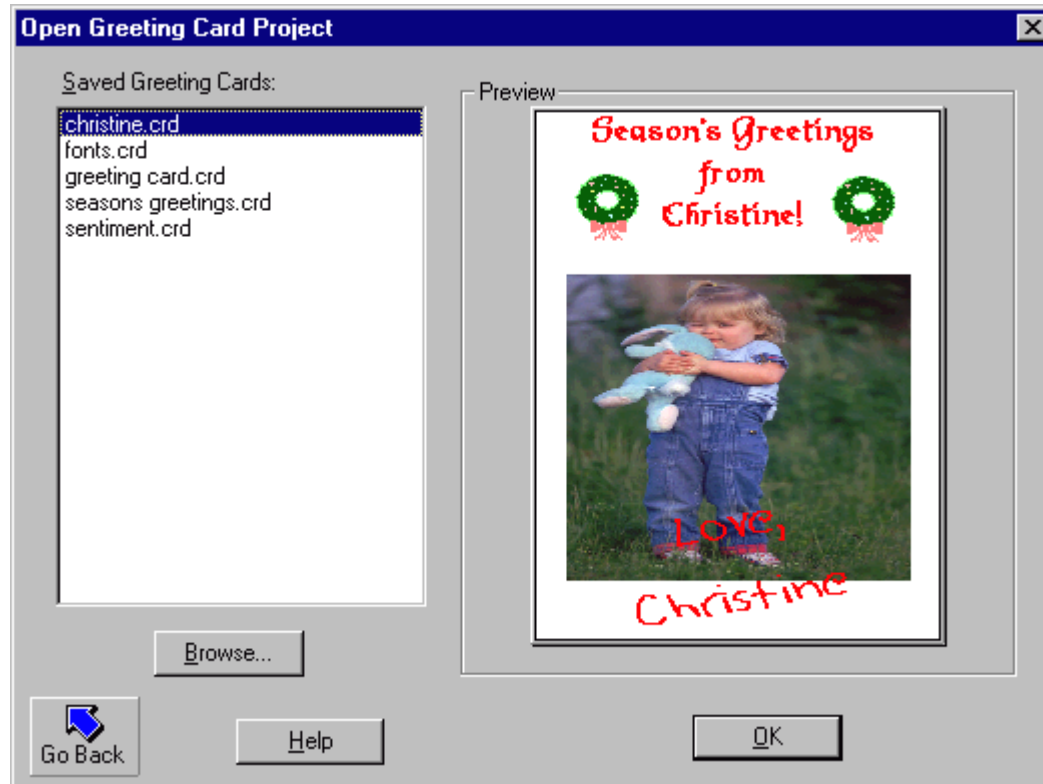
Select the drive where you have saved the card, highlight the desired card and click on the **OK** button, or double-click on it..

Save Current Card button

Click on this button to save the current card. The **Save As** dialog box appears:

Save As	? X
Save in:	📁 Greets ▼ 📁* 📁* ▦ ▥

📄 christine.crd   📄 test card.crd
📄 fonts.crd   📄 test.crd
📄 greeting card.crd   📄 testcard.crd
📄 merry christmas.crd
📄 seasons greetings.crd
📄 sentiment.crd

File name:	Untitled.crd	Save
Save as type:	Greeting Card (*.crd) ▼	Cancel
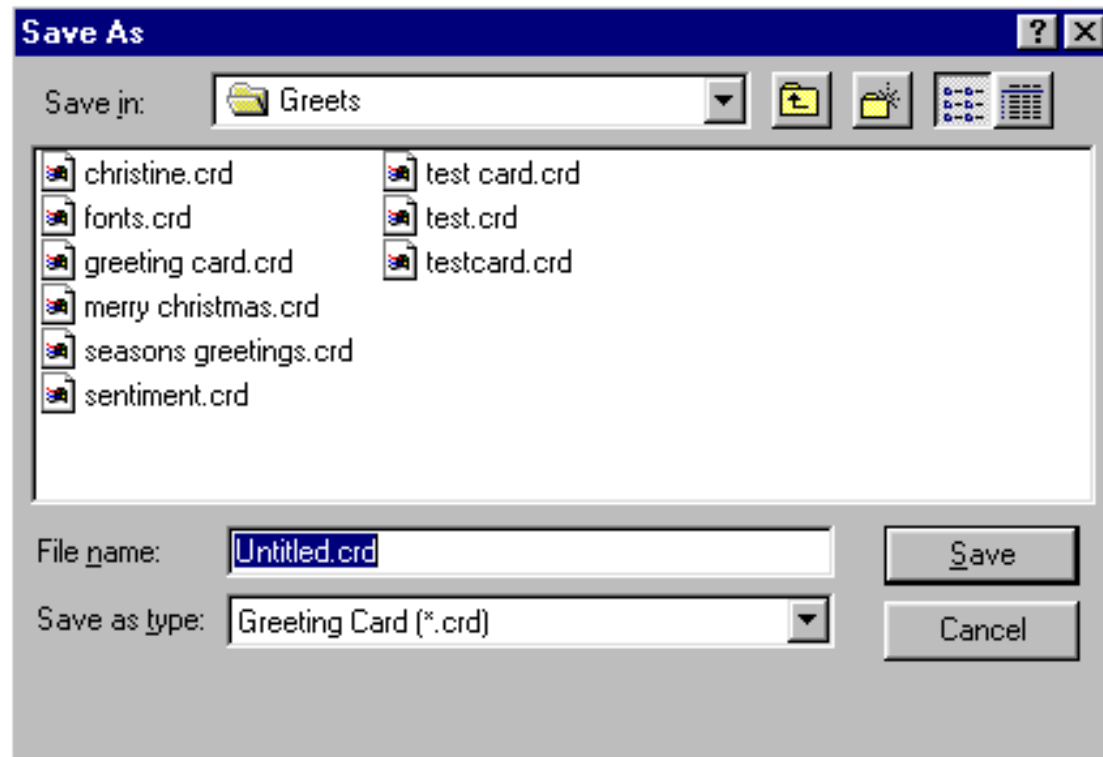
Print button

Select this button, or choose **File Menu—Print** to launch the print screen.

Cut button

Click on this button, or choose **File Menu—Cut** to delete selected text to be pasted somewhere else in the card.

Copy button

This button is used to copy selected text into another section. You can also choose **File Menu—Copy.**

Paste button

Click on this button, or choose **FIle Menu—Paste**, to paste selected text to new place in the card.

Undo button

Click on this button, or choose **File Menu—Undo**, to undo the last executed command.

Font button

Click on this button to choose a font.

Arial

Font Size button

Click on this button to change the font size.

20
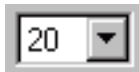
Font Color button

Click on the **Font Color** button to set the color of the selected text font.

Underline button

Use this button to underline selected text.

Bold button

This button is used to bold selected text.

Italics button

Click on this button to italicize selected text.

Text Left Align button

Use this button to align text to the left margin.

Text Center Align button

This button centers selected text.

Text Right Align button

Use this button to align text to the right margin.

Text Effects button

Click on this button to set the effects of your text. The **Text Effects** dialog box appears:

Text Effects

Color Fill	Shadow	Background

Preview

Text

Presets

Color

Start

End

OK   Cancel   Help
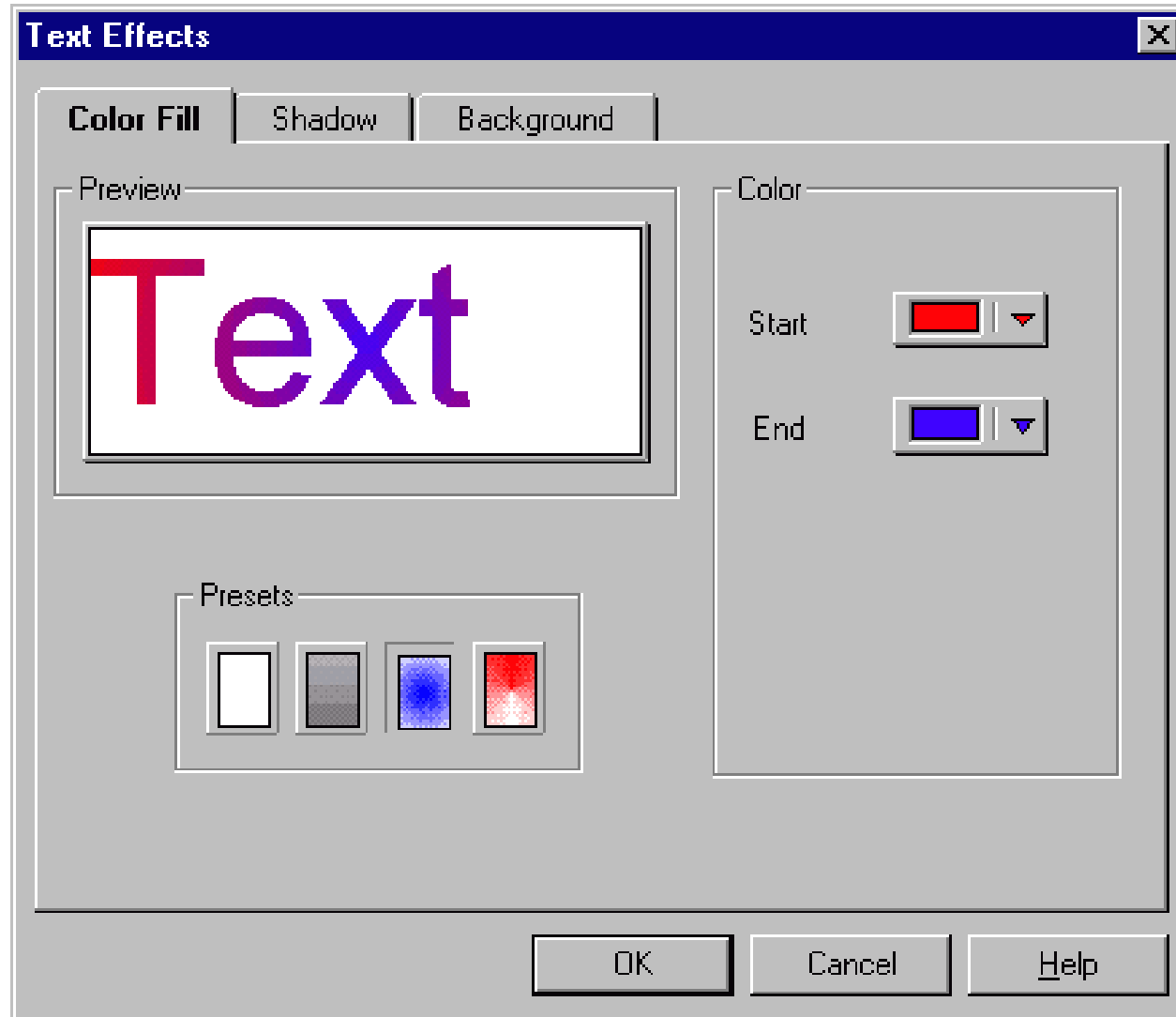
Help button

This button calls up the on-line help manual.

Selection Tools

Pressing the **Selection** button reveals the following buttons.

Select All Text button

Use this button to select all text objects in your layout. This is useful when you want to change the font properties for all of your text at one time.

Select All Objects button

Use this button to select all objects - text, logos, and clipart.

Group button

When you have two or more objects selected, use this button to combine them into a single "object."

Ungroup button

Use this button to dismantle a grouped object into its separate components.

Object Alignment Tools

Use the **Align Objects** buttons to line up objects.

Align Left button

When a single object is selected, it aligns it to the leftmost paper margin. When two or more objects are selected, they are both aligned along their respective left margins.

Align Right button

Aligns a single object to the right paper margin and aligns multiple objects along the right margins.

Align Top button

Aligns a single object to the top paper margin and aligns multiple objects along the top mar-gins.

Align Bottom button

Aligns a single object to the bottom paper margin and aligns multiple objects along the bottom margins.

Center Vertically button

When a single object is selected, it is centered vertically on the page. When two or more objects are selected, they are centered vertically in relation to each other.

Center Horizontally button

When a single object is selected, it is centered horizontally on the page. When two or more objects are select-ed, they are centered horizontally in relation to each other.

Center on Page button

Places single or multiple objects in the center of the current page.

Draw Order Buttons

Bring Object To Front button

Brings the selected object to the front.

Send Object To Back button

Sends the selected object to the back.

Left Toolbar

Zoom In button

Use this tool to magnify the viewing area.

Zoom Out button

Use this tool to maximize the viewing area.

Insert Text button

Inserts a text object that can be edited.

Insert Shape Text button

Inserts a text objects that can be shaped.

Sentiments button

Use this button to insert sentiments.

Insert Symbol button

Inserts a logo from the logo directory.

Object Selection button

Select All, Select Text, Group, Ungroup

Object Alignment Controls

Use this button to control selection and alignment functions.

Draw Order button

Navigator Bar
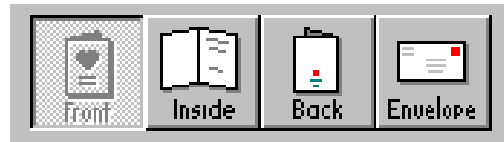
Front of Card

Click here to display the front panel of the greeting card

Inside of Card

Click here to display the inside panels of the greeting card

Back of Card

Click here to display the back panel of the greeting card.

Envelope

Click here to display the envelope.

Read this chapter for a complete understanding of Greeting Card Maker's menus and corresponding options.

Menus

File Menu

The **File** menu enables you to create new cards, open existing cards, save cards, and deal with printing issues.

New Card (Ctrl - N)

This option returns to the **Main Screen** where you can select a new project type. You can also click on the **New** button.

File	
New Card...	Ctrl+N
Open Card...	Ctrl+O
Save	Ctrl+S
Save As...	
Print...	Ctrl+P
Print Setup...	
Printer Configuration...	
Print Align...	
Preferences...	
1 sentiment.crd	
2 christine.crd	
3 greeting card.crd	
Exit	

Open Card (Ctrl - O)

Choose **File Menu—Open Card**, or click on the **Open Card** button, to open a previously saved project file. The **Open** dialog box appears:
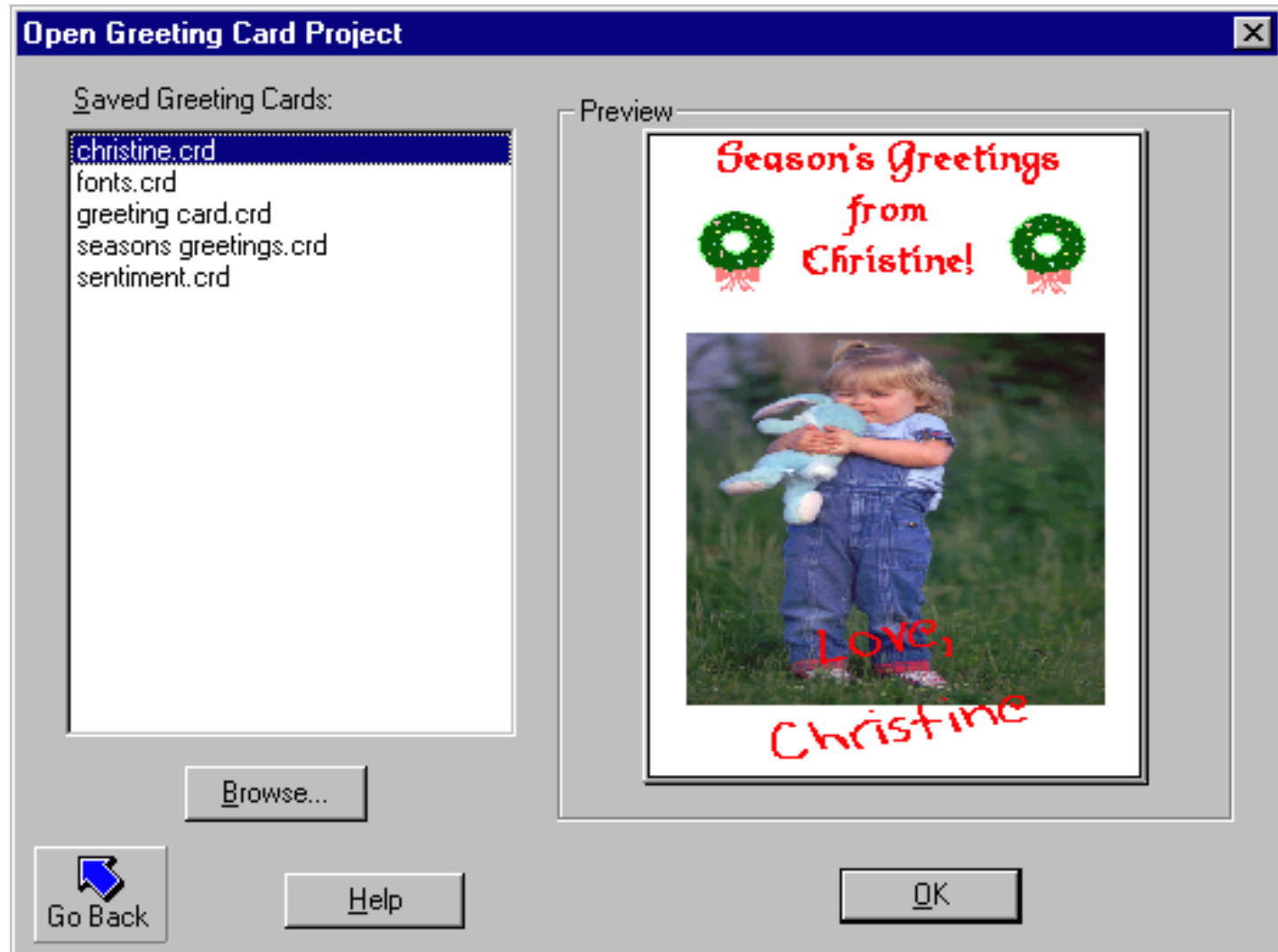
Click on the drive where you have stored previously saved cards, highlight the desired file and click on the **OK** button or double-click on the desired file.

Save (Ctrl - S)

Use this option, or click on the **Save** button, to save the current card to disk. The **Save As** dialog box appears:
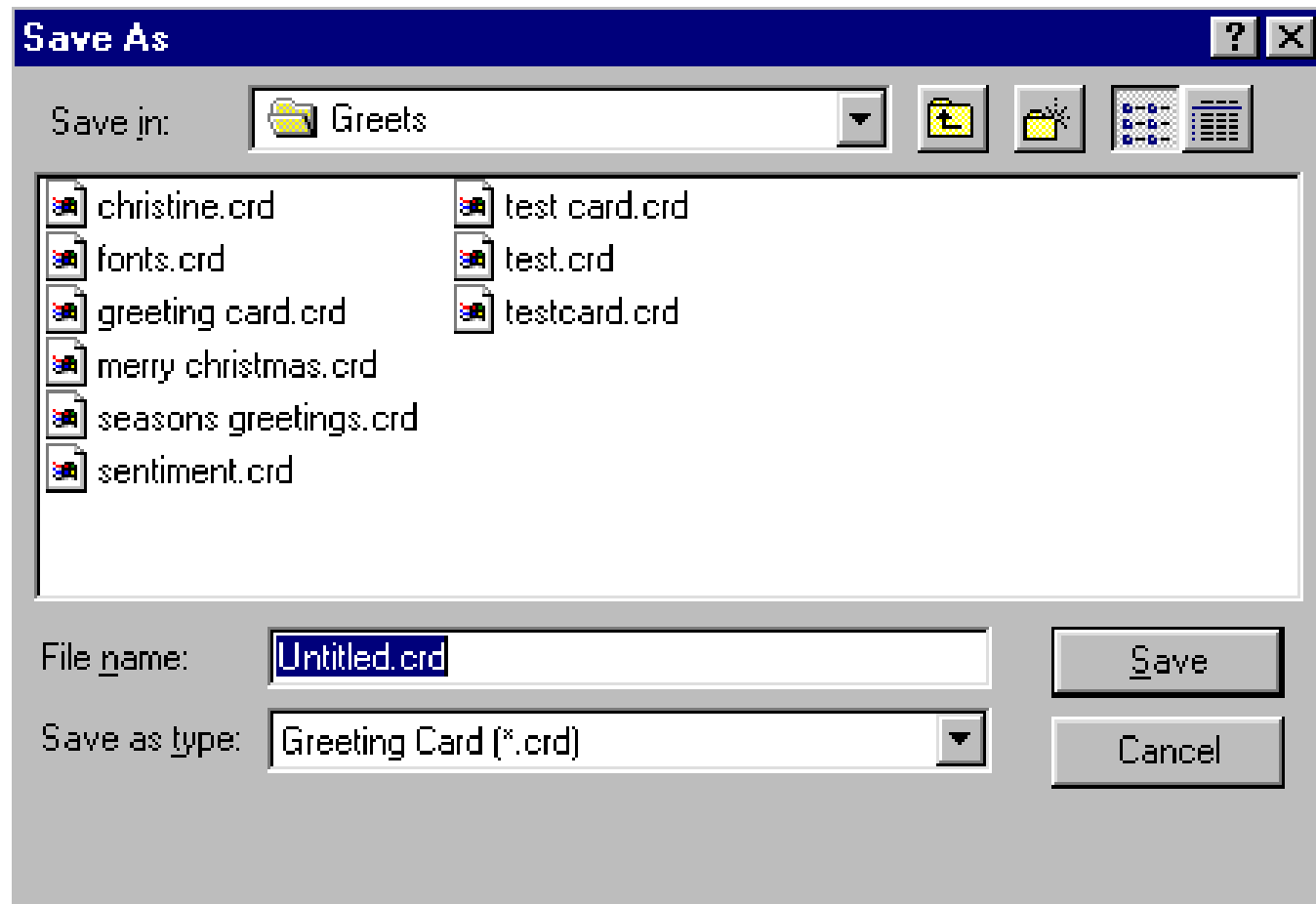
Click on the drive you wish to save the card to, type in a name if the card is a brand new file, and click on the **OK** button.

Save As (Ctrl - P)

This option saves the current card to disk under a different name. The **Save As** dialog box appears as above.

Print

Choose **File Menu—Print** or click on the **Print** button to send the current card to the printer.
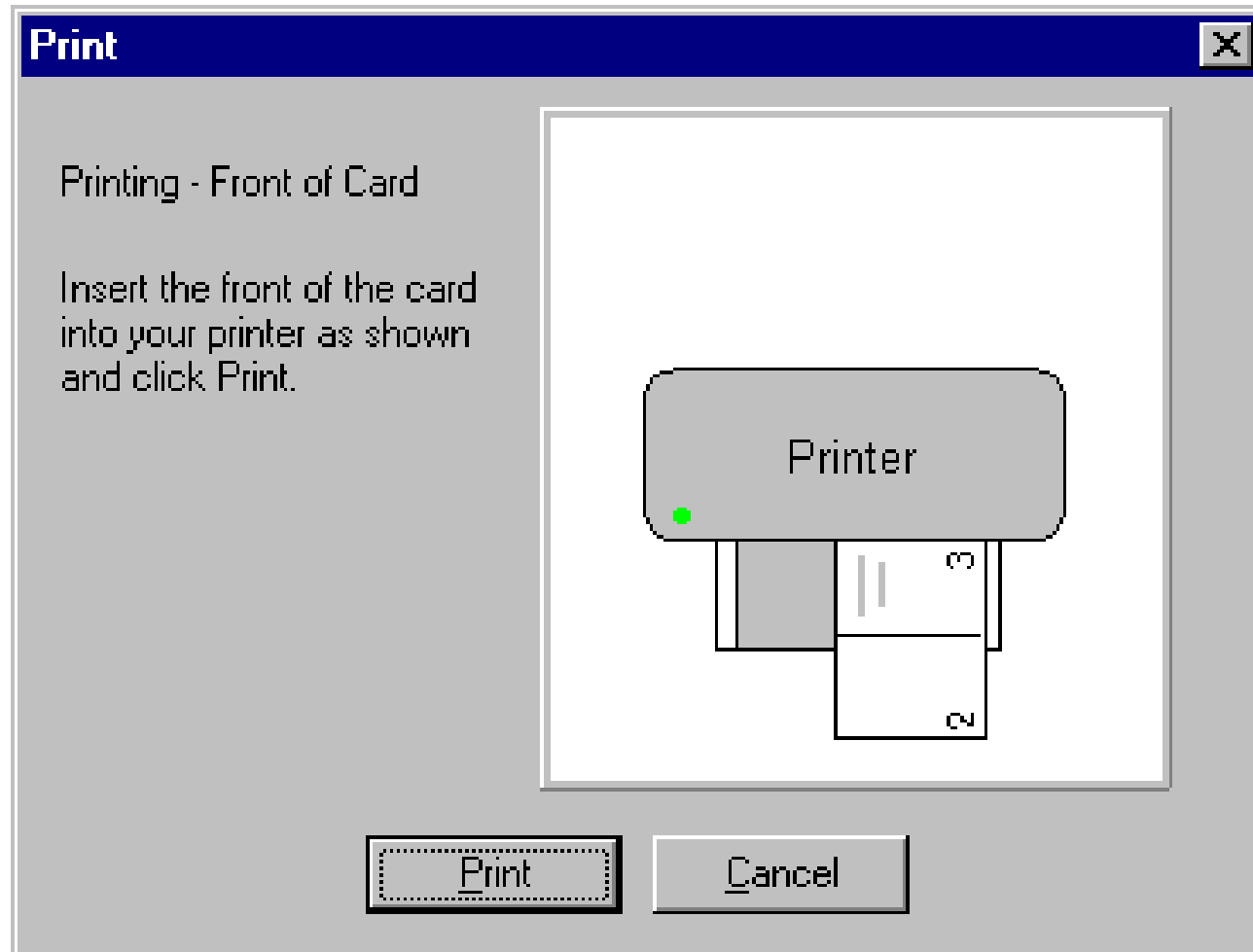
Print Setup

Allows you to change your printer settings. The **Print Setup** dialog box appears:
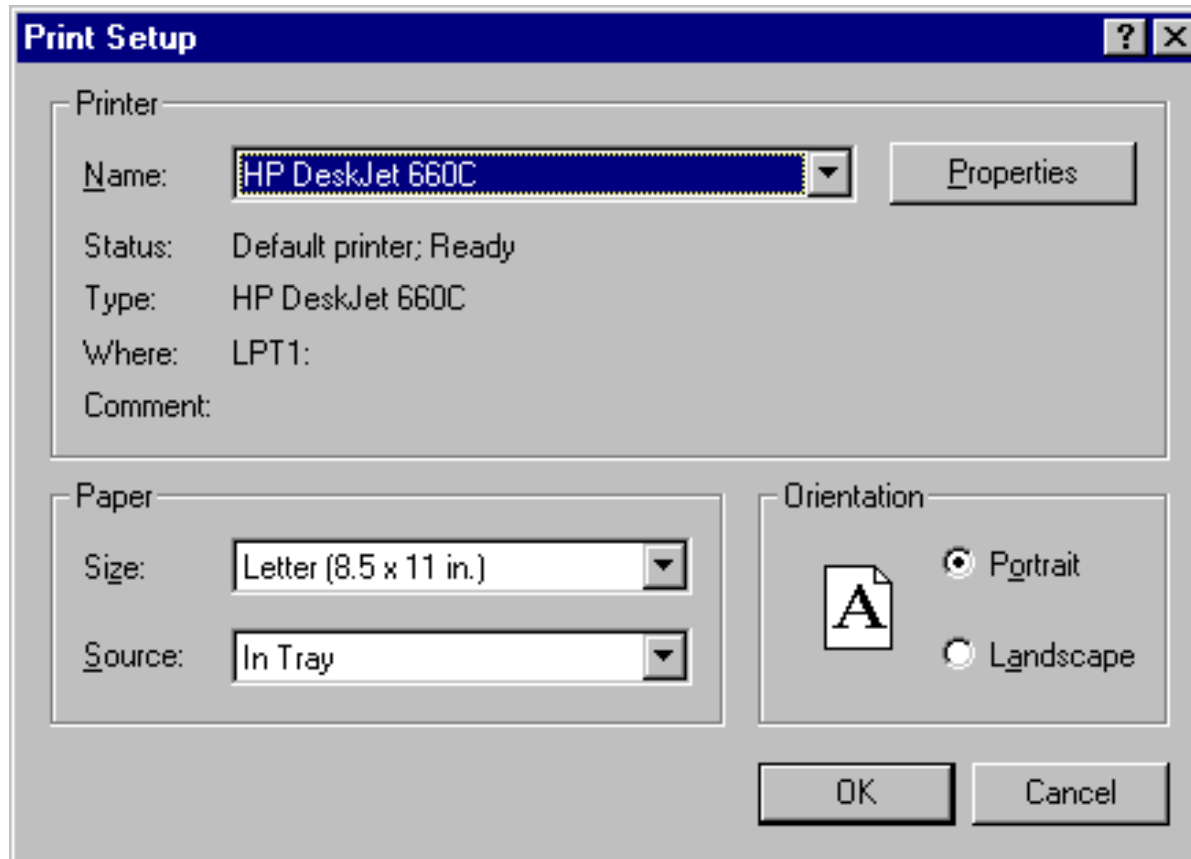
Print Configuration

Choose **File Menu—Print Configuration** to configure Greeting Card Maker to work with your printer.

Configure Greeting Card Maker for Your Printer ☒

1. Which way do you feed paper into your printer?

   ◉ Front   ○ Back

2. To which side of the feed tray do you align the paper?

   ○ Left   ○ Center   ◉ Right

3. For manual feed, which way does the paper face?

   ○ Face up   ◉ Face down

4. Perform Test 1:   [Test Print 1]

Printer

[Help]   [Next>>]   [Cancel]
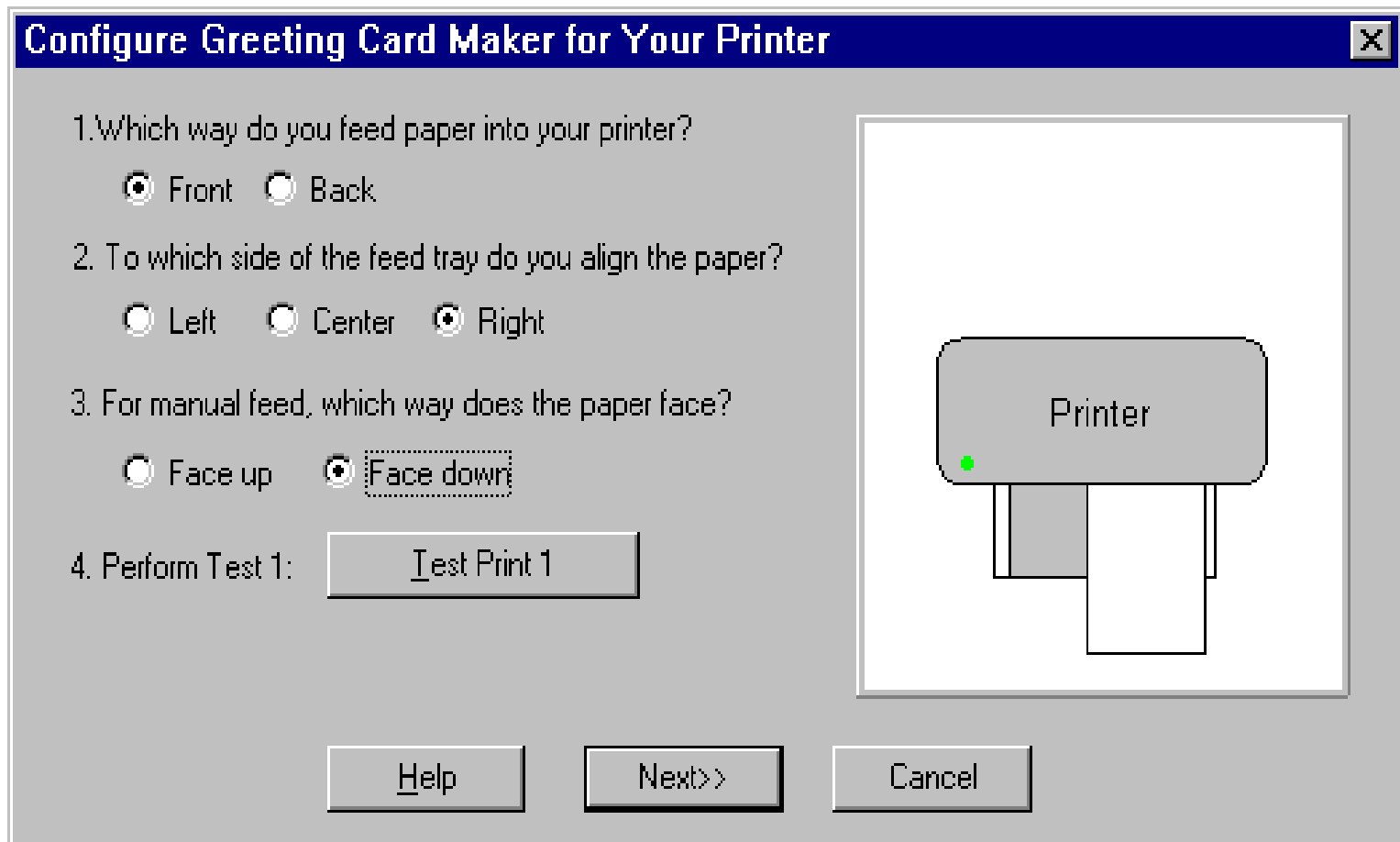
Print Align

Lets you fine-tune your printouts for accurate printing.

Print Alignment

Fine Adjustments

X: -0.09375"

Y: 0.12500"

Help   Test Print...   OK   Cancel
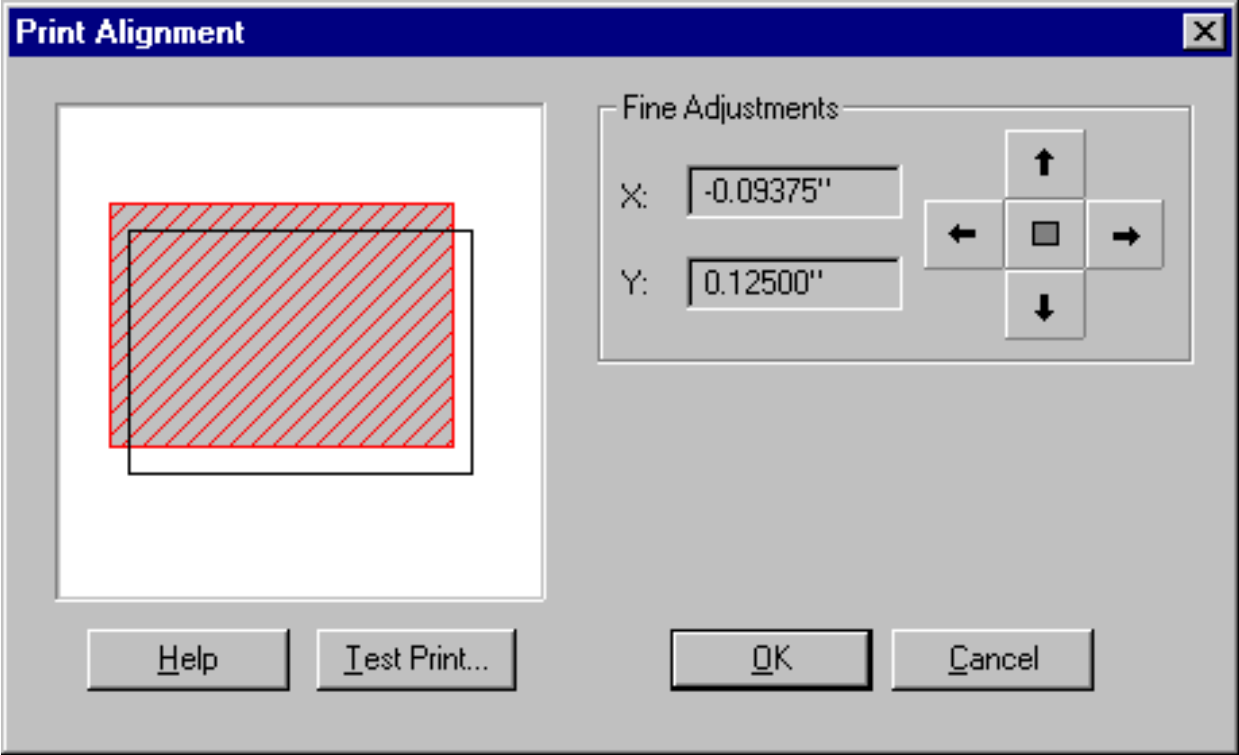
Preferences

Use this option to change your user preferences for Greeting Card Maker.

```
Preferences                                                    ✕

 ┌ Desktop Color ─────┐  ┌ Unit of Measurement ──────────────┐
 │                    │  │                                    │
 │                    │  │   Inches                      ▼    │
 │                    │  └────────────────────────────────────┘
 │   ▐███▌   ▼        │  ┌ Snap to Grid ─────────────────────┐
 │                    │  │                                    │
 │                    │  │            Width        Height     │
 │   ┌──────────┐     │  │   ☑ On    ┌──────┐    ┌──────┐     │
 │   │ Default  │     │  │           │ 1/4" ▼│   │ 1/4" ▼│    │
 │   └──────────┘     │  │           └──────┘    └──────┘     │
 └────────────────────┘  └────────────────────────────────────┘

            ┌──────────┐        ┌──────────┐
            │    OK    │        │  Cancel  │
            └──────────┘        └──────────┘
```
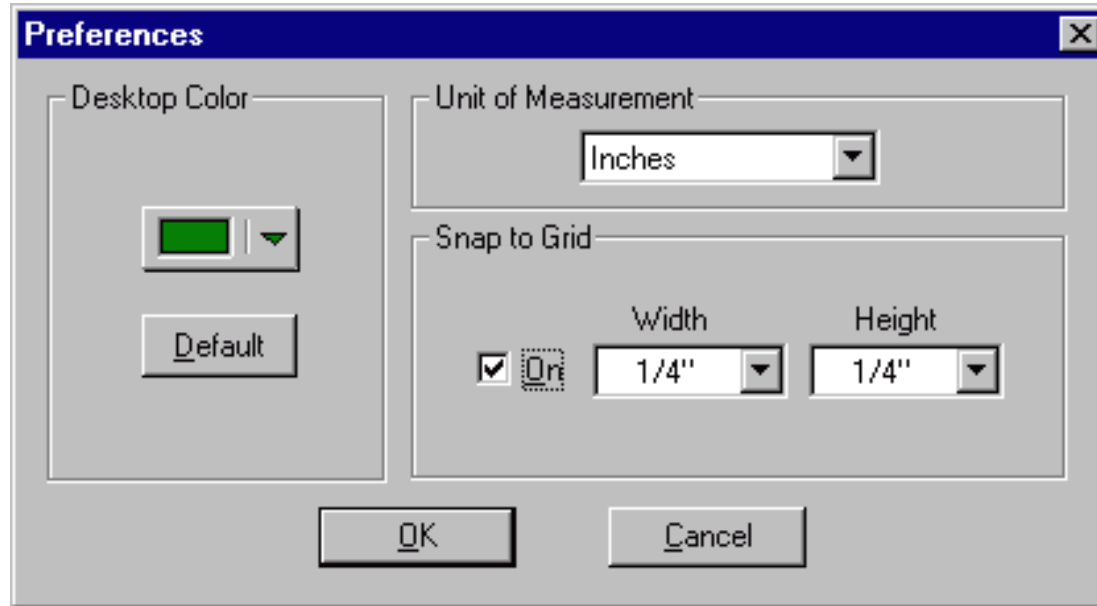
Files

This area displays the previously opened and/or modified project files.

Exit

Use this option to quit Greeting Card Maker. This confirmation dialog box appears, verifying that you wish to exit the program. Click on **Yes** to exit the program, **No** to continue working on a card.

```
Expert Greeting Card Maker v1.0                         ✕

    ?      Would you like to save changes to Untitled.crd?

      ┌──────────┐    ┌──────────┐    ┌──────────┐
      │   Yes    │    │   No     │    │  Cancel  │
      └──────────┘    └──────────┘    └──────────┘
```
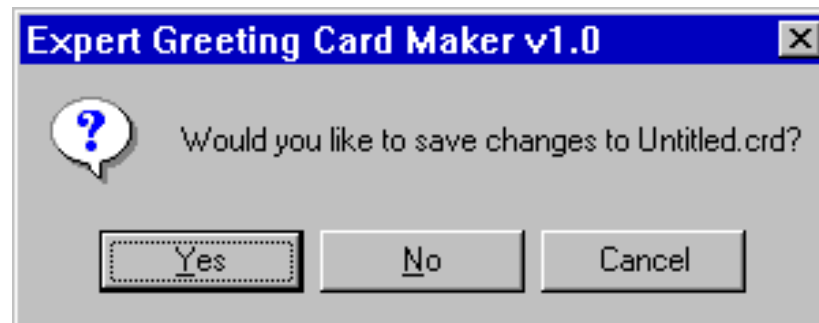
Edit Menu

Edit

Undo	Ctrl+Z
Cut	Ctrl+X
Copy	Ctrl+C
Delete	Ctrl+DEL
Duplicate	
Paste	Ctrl+V
Select all Text	Ctrl+T
Select all Objects	Ctrl+A
Group	Ctrl+G
Ungroup	Ctrl+U
Save As Symbol...	

The **Edit** menu provides options that let you undo your last operation, cut, copy and paste items to and from the clipboard, delete and duplicate items, select all text, and group items.

Undo (Ctrl - Z)

Choose **Edit Menu—Undo**, or click on the **Undo** button, to cancel the last operation performed and restores the file to its previous state.

Cut (Ctrl -X)

Use this option, or the **Cut** button, to place the selected object in the program's clipboard.

Copy (Ctrl - C)

Use this option, or the **Copy** button, to place a copy of the selected object in the program's clipboard.

Paste (Ctrl - V)

Choose **Edit Menu—Paste** or click on the **Paste** button to put an object stored in the clipboard on the document.

Delete (Ctrl - DEL)

This option deletes the selected object.

Duplicate

Use **Duplicate** to make a duplicate copy of the selected object.

Select All Text (Ctrl - T)

Choose **Edit Menu—Select All Text** to select all text objects. This is useful when changing fonts and text styles.

Select All Objects (Ctrl -A)

This option is used to select all objects.

Group (Ctrl - G)

Use **Group** to combine all selected objects into one single object.

Ungroup (Ctrl - U)

Choose **Edit Menu—Ungroup** to break up a grouped object into its component parts.

Save as Symbol

This option saves a grouped object as a Symbol object (.sym) for later retrieval.

Open				? X

Look in: 🗀 Symbol

4thjuly1.sym	Hanukah1.sym	Stpatty1.sym
4thjuly2.sym	Hanukah2.sym	Stpatty2.sym
Easter1.sym	Mother.sym	Thanks1.sym
Easter2.sym	Newyear1.sym	Thanks2.sym
Halo1.sym	Newyear2.sym	Xmas1.sym
Halo2.sym	spooky.sym	Xmas2.sym

File name: mysymbol.sym   Open

Files of type: Symbol (*.sym)   Cancel
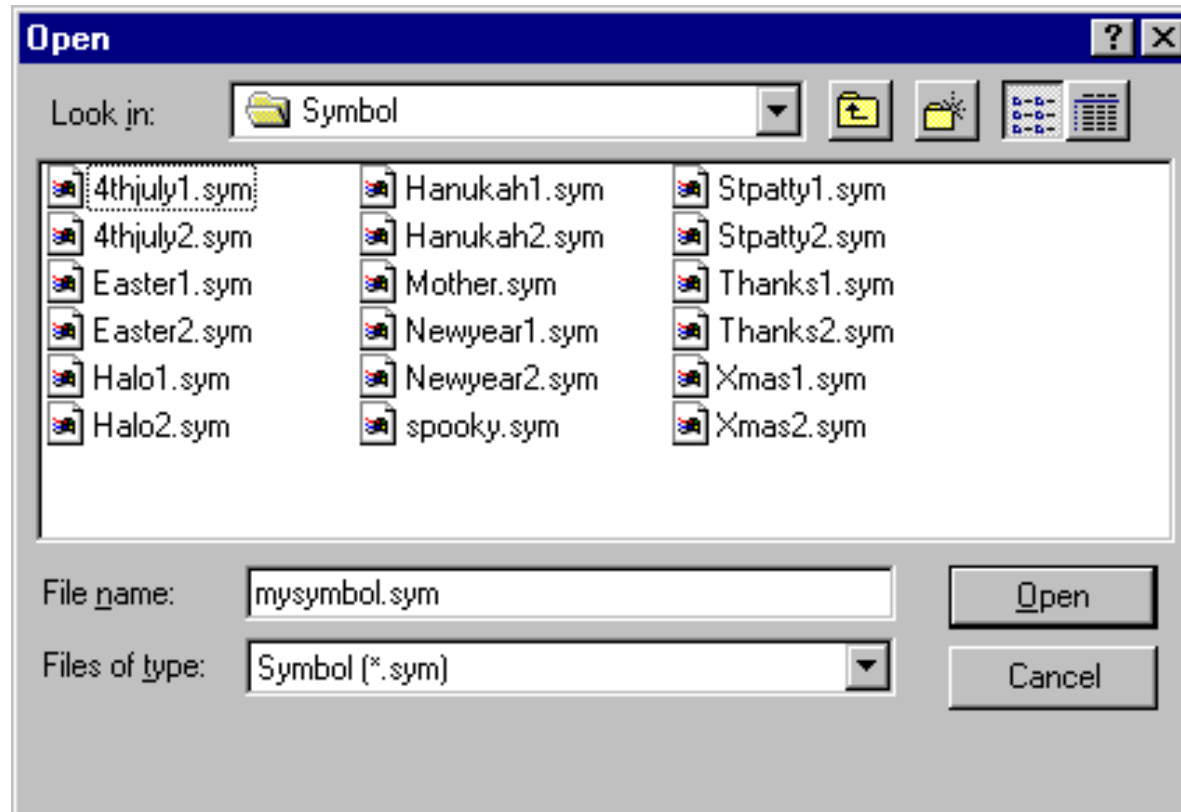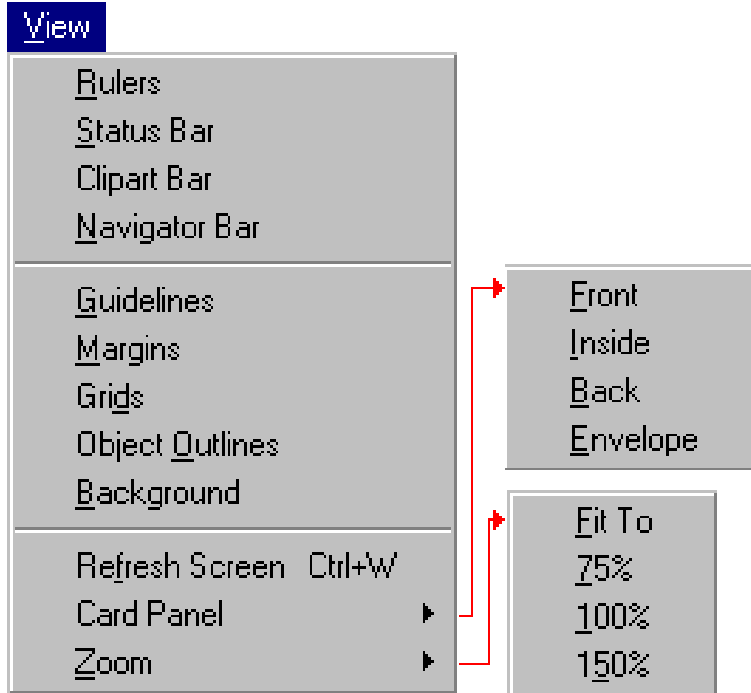
View Menu

The **View** menu enables you to either view or hide the rulers, status bar, the various toolbars, grids and guidelines. A checkmark next to the option indicates that the option is active.

Rulers

Choose **View Menu—Rulers** to turn the display of **Rulers** on/off.

Status Bar

This option turns the display of the **Status Bar** on/off.

Clipart Bar

Use this option to turn the display of the **Clipart** bar on/off.

Navigator Bar

Choose **View Menu—Navigator Bar** to turn the display of the **Navigator** bar on/off.

Guidelines

This option turns the display of **Guidelines** on/off.

Margins

Use this option to turn the display of **Paper Margins** on/off.

Grids

Choose **View Menu—Grids** to turn the display of **Snap to Grids** on/off.

Object Outlines

This option turns the display of **Object Outlines** on/off.

Background

Use this option to turn the display of the **Background** on/off.

Refresh Screen

This option re-draws the screen contents.

Zoom

This option changes the magnification of the screen.

Insert Menu

The **Insert** menu enables you to insert and shape text, insert clip art and logos.

Text

Inserts **Text** into the project.

Shape Text

Inserts a **Shaped Text** object into the project.

Clip-Art

Inserts a **Clipart** object into the project.

Symbol

Inserts a **Symbol** object into the project.
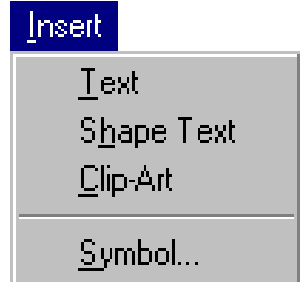
Format Menu

The **Format** menu lets you set font attributes, text effects, and set layers and alignment.

```
Format
    Font
    Card Setup...

    Text Effects...
    Align                    ▶
    Center                   ▶
    Draw Order               ▶

    Add Guidelines at Margins
    Remove All Guidelines
```

```
Left
Top
Right
Bottom
```

```
Page
Horizontal
Vertical
```

```
Bring to Front
Send to Back
```
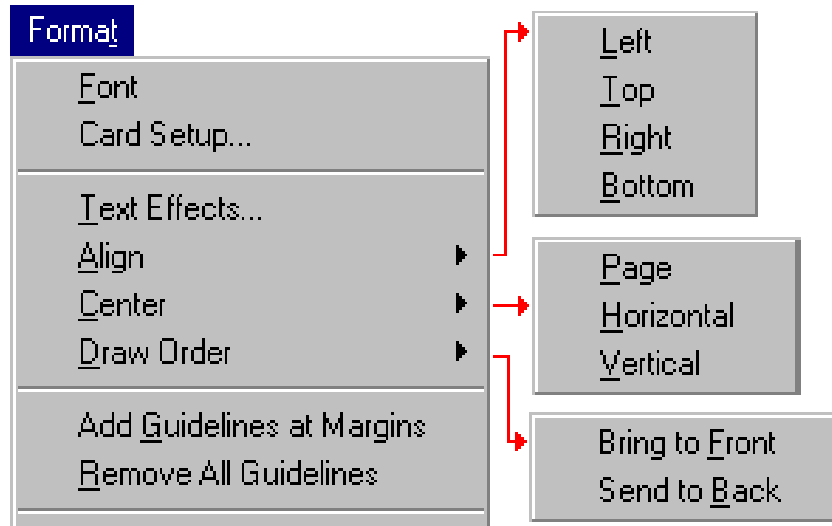
Font

Choose **Format Menu—Font** to set font attributes for the selected text.

Text Effects

This option lets you set Headline text, drop-shadows, fills, and background color This dialog box appears, offering you several tabs to click on and set the desired effects:
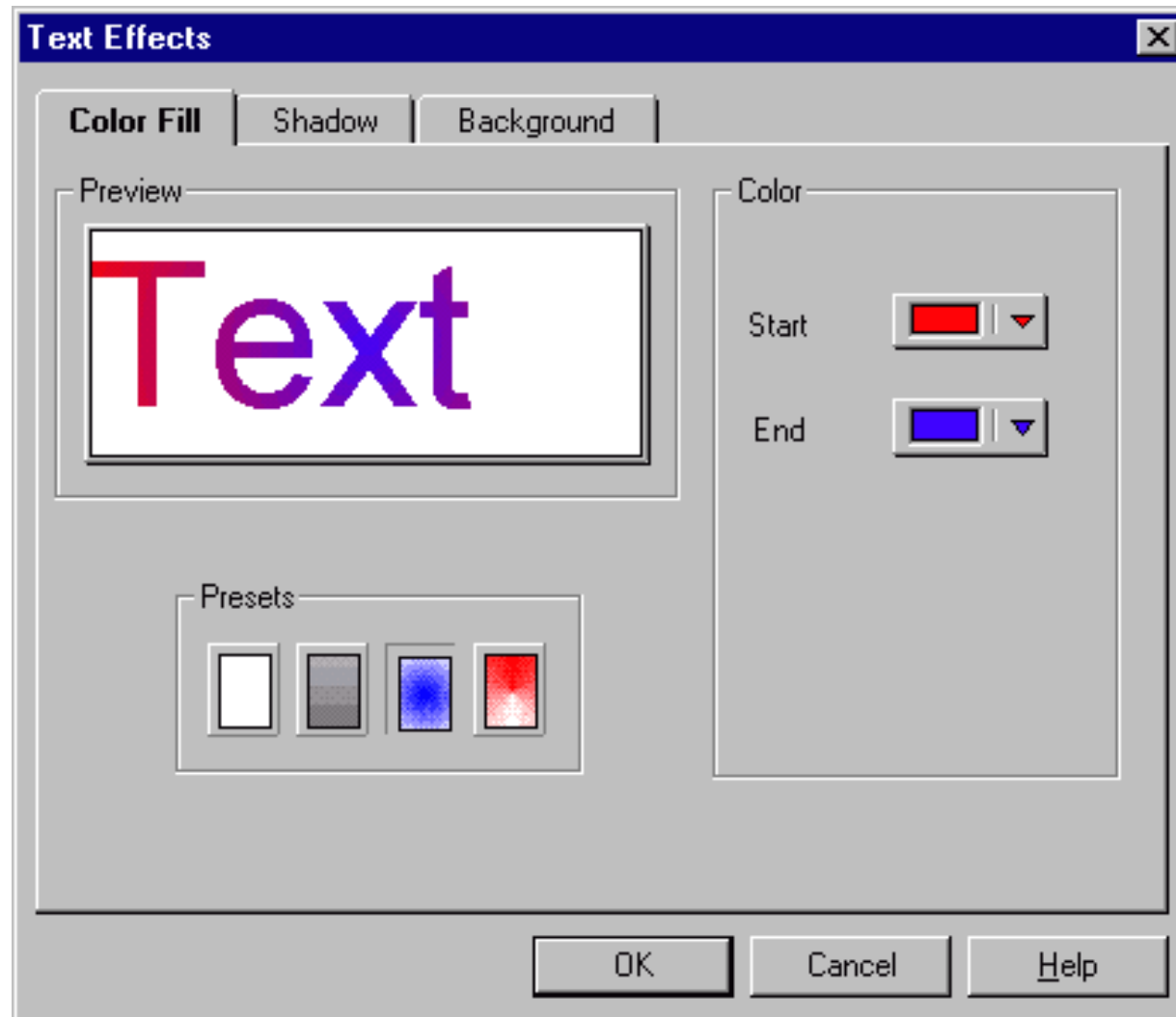
Note: Text Effects are only available in Windows™ 95.

Center

Choose **Format Menu—Center** to center text horizontally or vertically on the page.

Align

This option controls object alignment - left, right, top, bottom, center.

Draw Order

Choosing **Format Menu—Draw Order** lets you control object layer position - bring to top, send to bottom.

Add Guidelines at Margins

Choose **Format Menu—Add Guidelines at Margins** to automatically set guidelines at the paper margins.

Remove All Guidelines

This option removes all guidelines.

Card Panel

This option lets you select the card panel you wish to view: letterhead, env., bus card, fax.

Help Menu

The **Help** menu provides access to the online help file and program copyright information.

Index

Choose **Help Menu—Index** brings up the Greeting Card Maker help file.

Using Help

This option brings up the Microsoft Help engine

About Greeting Card Maker

This option provides information on Greeting Card Maker

Have questions? Read this chapter for answers to
users' frequently asked questions.

Frequently Asked Questions

General

Q. What kinds of cards can I print?
A. Greeting Card Maker supports several kinds of cards - some you can print on regular paper, and some you can print on pre-printed card stock. The cards you can print on regular paper don't require any special paper or cardboard. These include the Quarter Fold cards and the Half Fold cards. Quarter Fold and Half Fold cards can be printed in either portrait orientation or in landscape orientation.

Q. What are pre-printed card stock cards?
A. Pre-printed card stock cards are cards that you can obtain from different manufacturers that already have designs printed on them. The cards featured in Greeting Card Maker are special cards, since they are blank on the inside. You can create your own sentiments and graphics on the screen, then print your designs on the real card.

Q. How do I order pre-printed stock cards?
A. On the Clipart bar there is a button labeled "Order Cards". Click here for information on each card manufacturer's phone numbers, special ordering information, and other available products. Each card displayed on the screen has manufacturer and item# information on the status bar. Be sure to have this information ready when you are ready to place an order.

Q. What's the difference between portrait and landscape cards?
A. Portrait cards are viewed "upright" or taller than they are wider. Landscape cards are wider than they are taller.

Using Greeting Card Maker

Q. How do I see the different card views?
A. The Navigator Bar is a small floating toolbar with four buttons on it. Pressing each of the buttons will switch you to the indicated view.

Q. How do I change text?
A. To change any piece of text, simply double-click on it with the mouse. The Edit Text dialog box will appear where you can type and format the text.

Q. How do I import my own pictures?
A. There are two ways. The first is through a Menu - choose Insert/Clip-Art selection. A dialog box will appear where you can browse through your directories and select the file you want to import. Greeting Card Maker supports most popular graphics file formats. A preview of the highlighted file will appear in the Preview box.

Q. When I import my own 256 color pictures my screen colors get messed up?
A. This is a common problem when Windows is configured to display only 256 colors and you have several 256 color images on the screen at the same time. Each image is competing for the color palette, and only one can use all 256 colors at one time. We strongly recommend that you configure Windows to run in 16-bit color (High Color) or higher, if your video card supports it. Please refer to your Windows User's Guide or your video card guide for information on how to configure Windows to display more than 256 colors.

Q. I want to print on my own cards, how do I change the card dimensions in the program?
A. There is a dialog box named Card Setup, available through the Format menu. Here you can enter the new dimensions for your card. Enter the height and the width of the card when folded, in other words, the size of each card panel. You can also enter dimensions for envelopes which are not the standard size.

Q. Can I customize the sentiments?
A. You can edit, customize, and personalize sentiments just like you can any other text object simply by double-clicking on it.

Q. What are Signature Symbols?
A. Signature Symbols are combinations of text and graphics that are usually found on the back of cards. You may think of them as "trademarks" or "logos". In Greeting Card Maker, Signature Symbols are actually grouped objects saved as .sym type files. You can create your own Signature Symbols by grouping your own text and graphic, then saving them through the Edit/Save as Symbol menu. To use them again, click on the Insert Symbol button on the left toolbar.

Printing

Q. Why do I need to configure Greeting Card Maker to work with my printer?
A. Printing on pre-printed stock cards requires that you correctly feed cards into your printer. The purpose of the Configure Print dialog box is to setup the program with settings for your particular printer, including manual feed operations.

Q. How do I feed the cards in for manual feed?
A. Whenever you print a Half Fold card or a Pre-Printed Card stock card, two-sided printing will be required, that is, you will have to turn the page over and re-feed it into the printer so that you can print on the other side. A dialog box will appear with a graphic indicating how to feed your card or paper into the printer. This graphic will be based on information you provided in the Configure Printer dialog box, so it is important that these settings are correct.

Q. What if the cards don't print right?
A. In the event that your cards don't print out correctly, there are two main things you can try. The first is to review your Printer Configuration settings. Make sure that the settings in this dialog box are correct for your printer. In the event that the correct settings don't seem to work, experiment with different settings and observe the effect they have on your print-outs.

Q. The second thing you can try if your cards don't print out correctly aligned on the card is to try the Print Align function. Located in the File/Print Align menu, you can manually shift the card in the direction you want to align it in. A graphic displays the amount that you are nudging your design over.
A. Anytime you are printing on paper that is not standard size (greeting cards, for example), there are many variations in the way different printer manufacturers deal with this issue. We have tried to include as many settings as necessary in order to compensate for these differences. The best thing to try, whenever you are printing on pre-printed cards, is to practice first by printing on a test card of the same size as your real card, and observe your results.
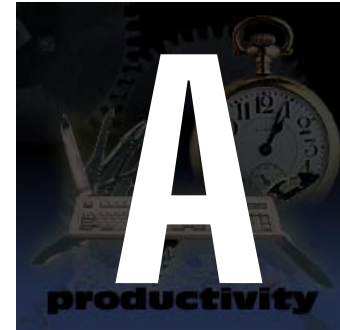
Q. How do I fold quarter fold and half-fold cards?
A. There is a section entitled Folding Cards in this documentation. It contains diagrams showing how to fold the different kids of cards, including

Q. Some special text effects don't print right. What's Wrong?
A. Some printer drivers, including the Hewlett Packard Deskjet 660 series color printers have drivers that do not support some of the Shape Text effects featured in Greeting Card Maker. We recommend that you contact Hewlett Packard directly at their customer support phone included in your user's guide and inquire as to newer versions of their printer drivers.

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  - ◆ Please have the model, system software version and amount of memory available.
- ◆ If you have a Windows®– or MS-DOS®–compatible computer:
  - ◆ The version of DOS that is installed on your computer. (You can determine the version by typing VER at the DOS prompt.)
  - ◆ The version of Windows® installed on your computer.
  - ◆ The type of hardware you are using:
  - ◆ The brand of computer you own,
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  - ◆ Video type (EGA, VGA, Super VGA),
  - ◆ Model and type of video card, and
  - ◆ Model and type of printer.
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