General Description for Labels, Cards and More

This is the printing program you've been looking for!   Stop wasting time trying to create labels and cards with other software! **Labels, Cards & More** is the easiest to use general purpose printing program available.   But don't think that   means you have to miss out on features, just   because it's easy to use. This program can   print on anything from labels to index cards, tags, tickets and even full page displays. Works with any Windows compatible printer.   You'll be creating labels, cards and more in minutes!

Features include:

- NEW! Undo/Redo
- NEW! Multi-line text
- NEW! Enhanced alignment commands.
- NEW! Enhanced layout capabilities.
- NEW! Label and graphic previews in file dialogs.
- NEW! Built in address book for mailing labels.
- NEW! Templates.
- Support for JPG, TIF, PNG, BMP, PCX and WMF clipart.
- WYSIWYG, Zoom, Grid, Print Preview, Metric/English units.
- Rotated Text, Lines, Boxes, Ellipses, Counters
- Link text delimited data files for mail merge.
- Pre-defined layouts for labels, tickets, index cards, envelopes & more.
- Custom layouts to print on any format label, card, etc.
- Print any number of labels starting from any position on a page.
- Complete online help.

Frequently Asked Questions

General

Q. How do I change the properties of an object (color, font, alignment etc.)?
A. Select the object by choosing the selection tool and clicking inside the object, then choose Properties on the Edit menu.

Q. How do I delete an object?
A. Select the object by choosing the selection tool and clicking inside the object, then choose Delete on the Edit menu.

Q. When I use the Edit Current Layout command some of the settings are disabled. How can I change the settings that are disabled?
A. The Edit Current Layout command effects the layout of the current card only. Because the card is already created certain settings cannot be changed. To change these settings by using the Edit Layouts command then creating a new card. The new card will use the new layout, which includes the modified settings that are disabled after the card is created.

Printing

Q. When I print a sheet, the cards are not aligned correctly. What should I do?
A. Because all printers are slightly different you may need to make minor adjustments to the card spacing in order to achieve the proper results. You can adjust the spacing between the cards using the Edit Current Layout command on the File menu. Make sure to use this command as opposed to the Edit Layouts command because the settings changed under Edit Layouts do not take effect until you create a new card.

Q. When I print some text objects do not print on all the cards. They display fine on the screen. What's wrong?
A. The most likely cause of this is that you have the *Variable Text* option selected for the text object that is not printing and do not have a complete list of text specified for the object. If you do not intend to specify different text for each card then un-check the variable text option. You can check the variable text option by selecting the object and choosing Properties on the Edit menu. The variable text option is shown on the Text page.

Q. When I print some objects do not print at all. They display fine on the screen. What's wrong?
A. Make sure you do not have the object's extended style set to *Non-printing*. You can check the extended style by selecting the object and choosing Properties on the Edit menu. The extended style is show on the General page.

Q. I cannot move or size some of the objects in my card. What's wrong?
A. Make sure you do not have the object's extended style set to *Position and Size Locked*. You can check the extended style by selecting the object and choosing Properties on the Edit menu. The extended style is show on the General page.

Q. My graphics are not printing at all or are printing partially. What's wrong?
A. See the known problem section below.

Graphics

Q. What graphic file formats are supported?

A. BMP, WMF, PCX, JPG, PNG and TIF formats are supported.   Additionally, any graphic you can copy to the clipboard as a DIB can be pasted into your card.

Q. When I add a graphic all I see on the screen is a box with an X in it.   How do I display the graphic on the screen?
A. Un-check the *Show graphic placeholders* option in the Configuration dialog box.

Q. How do I use a graphic file that is in an unsupported format?
A. To use a graphic file in an unsupported format, you must convert the file to one of the supported formats.   The easiest way to do this is to convert the graphic to a bitmap (BMP)   Most paint and desktop publishing programs allow you to save a graphic as a bitmap.

Q. When I insert several large graphic objects into my card and attempt to edit other objects in the card performance is very slow.   What can I do?
A. When several large graphics objects exist in a card Windows needs time to re-draw those objects each time you modify the card.   To speed things up, check *the Show graphic placeholders* option in the Configuration dialog box.   This will cause all graphic objects to be drawn as a box with an X in it on the screen.   When you print the graphics will be printed normally.

Q. When I try to use the Acquire Image I always get an error.   What's wrong?
A. To use the Acquire Image command you must have TWAIN drivers and source manager installed on your computer as well as a TWAIN compliant input device, such as a scanner or digital camera.   If TWAIN is not installed (or installed incorrectly) the Acquire Image command will fail.   See the known problem section below for more information.

Text Objects

Q. I have a text object that is centered or right justified on the screen but when I print it is not aligned correctly.   If seems to always be too far to the left.   What can I do to correct this?
A. The problem is most likely that you have the text justification set to Left (the default) while you are trying to either center or right justify the text.   Select the object by choosing the selection tool and clicking inside the object, then choose Properties on the Edit menu.   You can set the justification on the Text Properties page.

Q. How to I edit the text in a text object?
A. Select the object by choosing the selection tool and clicking inside the object, then choose Properties on the Edit menu.   You can edit the text on the Text page.

Q. How do I set the properties of a text object (rotation, font, color, alignment etc.)?
A. Select the object by choosing the selection tool and clicking inside the object, then choose Properties on the Edit menu.   You can edit the text properties on the Text Properties page.

Q. When I try to rotate a multi-line text field the text appears on a single line.   What am I doing wrong?
A. Nothing.   This is a limitation.   Only single line text objects can be rotated.   Multiple lines are print on a single line automatically.   Use separate single-line text objects if you need to rotate multiple lines of text.

Q. Some text objects appear cut off on the screen when I use the Zoom commands or edit the text.   How can I fix this?
A. The size of a text object is determined by the size of the text included in the object when it is first created.   When you zoom in on the card, the round off can cause the first or last few pixels of the text object to appear cut off.   When you edit the text (specifically making it longer) the size of the object remains the same and the remainder of the text is cut off.   This will not effect printing in any way, you can manually make the text object bigger by re-sizing it so it displays entirely on the screen.

Known Problems

1. Some pictures inserted as OLE objects do not print correctly.   This problem is related to the way some OLE server applications render their output on the printer.

   If you insert a picture using the *Insert Object* command on the Edit menu and have trouble printing just remove the OLE object and insert the picture using the graphic tool.   If the picture is in an unsupported format you may be able to select the OLE object, copy it to the clipboard then use the *Paste Special* command to paste the object in as a Bitmap.

2. Some TWAIN drivers and source manager software are notably buggy.   If you experience random lockups or other problems after (or during) using the Acquire Image command we suggest not using the command.

Quick Start

This section explains how to quickly create a new file and customize it to meet your needs.   The following steps describe the basics of creating a file.   For more advanced techniques please see the individual topics in the on-line help.

STEP 1: Creating a New File

When you choose to create a new file, you will be presented with the *Template Dialog Box*.   The template dialog box allows you to create a new file from a template, saving you the work of starting from a blank file.   Choose a template that best matches the file you have in mind.   If none of the templates are even close to what you want, you can choose to create a blank file and start from scratch.

See: The Template Dialog Box

STEP 2: Adding Objects

When you first create a new file it will either be blank or it will have the objects from the template you chose in the template dialog box.   In either case you will probably want to customize the file by adding new objects.

1.   Choose a tool from the toolbar or from the Tool menu.

   *   The type of object that will be added depends on the tool you choose.

   *   Do not choose the selection tool.   This tool is used for selecting objects that are already in the card.

2.   Press the left mouse button with the pointer in the design area where you want to insert the object.

3.   To insert Lines, Boxes and Circles drag your mouse to the opposite corner of the line, box or circle you are adding and release the mouse button.

   To insert Graphic objects, release the mouse button, choose the graphic file to add and click OK.

   To insert Text objects, release the mouse button, enter the text and click OK..

STEP 3: Moving Objects

No matter how carefully you add objects to your file, you'll most likely need to move them around to achieve the desired look.

1.   Choose the selection   tool from the tool toolbar or from the Tool menu.

2.   Press the left mouse button with the cursor over the object.

3.   Move the mouse and drag the object to where you want it.

4.   Release the mouse button.

STEP 4: Editing an Object's Properties

Once you have objects in your file you will probably want to change their properties.   Properties include colors, line size, text, font, size, rotation etc.

1.   Choose the selection   tool from the tool toolbar or from the Tool menu.

2.   Double click the left mouse button with the pointer over the object.   The Properties dialog box appears.

3.   Change the appropriate properties of the object and click OK.

STEP 5: Saving Your File

1.   Select File|Save

2.   Enter a file name for your file and choose the folder where you want to store your file.

3.   Click Save.

STEP 6: Printing

See Printing

Importing Business Cards

Select File|Import Business Card

Labels, Cards and More allows you to import business cards created with ***Business Card Designer Plus (32-bit)***. If you started using BCDP and upgraded to LCAM you may need this function to preserve any work you already have.

To import a card created with ***Business Card Designer Plus (32-bit)*** perform the following steps:

1. Select File|Import Business Card

2. Select the file to import (It should have the extension BCO).

3. Click Open.

Printing

Select File|Print

Before printing your file you can specify several parameters to customize how the file is printed as follows:

To print one or many cards perform the following steps:

1. Select File|Print.

2. Choose the starting position on the first sheet.
   * This feature is used to print on partially used sheets of labels.   For example, you can start printing on the 4th label by specifying 4 here.   Position is determined by counting from left to right, top to botton.

3. Enter the number to print.
   * You can click the *All in Linked File* button to enter the number of records in a linked data file (if you have one).

4. Click Ok.

Notes:

If your labels are not aligned correctly on the printout, use the <u>Edit Current Layout</u> command on the File menu to adjust the positioning. .   If you need to make adjustments you should enter the same values using *the Edit Layouts* command on the File menu so that all new labels you create will be aligned correctly without further adjustment.

The Template Dialog Box

Select File|New

Templates are pre-designed files that you can use as the basis for your design.   Some of the templates are ready to use and can be printed as is while others may require you to fill in missing information or change information to meet your needs.

If none of the templates are a good starting point for the design you want to create you can click the *Advanced* button to create a file directly from a layout definition.   This gives you more options as far as page layout is concerned and allows you to design your file from scratch.

To create a new file from a template using the *Template Dialog Box* perform the following steps:

1. Select File|New

2. Choose the category..

3. Choose the template (notice the preview to the right).

4. Click OK.

Also See:

The Layout Maintenance Dialog Box

Creating and Modifying Templates

Saving a File as a Template

A template is a special type of file that can be used with the Template dialog box.   You can save any file as a template using the *Save As Template* command.   This command works just like the Save command only it saves your file as a template instead of a normal card file.   Files saved as templates in one of the sub directories within the Template directory well be visible in the Template Dialog Box.

Modifying an Existing Template

You can open an existing template by using the Open command by choosing Templates In the list of file types.   Once a template is open you can modify it and use the Save command to save your changes.

The Layout Maintenance Dialog Box

File|Edit Layouts

The *Layout Maintenance Dialog Box* allows you to select an existing layout, create new layouts, edit existing layouts, re-arrange layout ordering and set the default layout.

<u>Selecting an Existing Layout</u>

To select an existing layout to base your file on perform the following steps:

1. Select File|New.

2. Select the layout.

3. Selected the desired orientation, *Normal* (portrait) or *Opposite* (landscape).

4. Click Ok.
    * A new (blank) file is created in the layout you selected.

<u>Editing an Existing Layout</u>

You may want to make minor adjustments to a layout if the alignment on your printer is incorrect.

To edit an existing layout perform the following steps:

1. Select File|Edit Layouts or File|New (to create a new file at the same time).

2. Select the layout you want to edit.

3. Click Edit.

4. Edit the layout properties to suit your needs. (See <u>Entering a Layout</u>)

5. Click Ok.

<u>Creating a New Layout</u>

To create a new layout perform the following steps:

1. Select File|Edit Layouts or File|New (to create a new file at the same time).

2. Click Add.

3. Enter the layout properties to suit your needs. (See <u>Entering a Layout</u>)

4. Click Ok.

Setting the Default Layout

The default layout is the layout that is initially selected when you enter the layout maintenance dialog box.

To set the default layout perform the following steps:

1. Select File|Edit Layouts or File|New (to create a new label at the same time).

2. Select the layout you want to be the default layout.

3. Click the *Set As Default* button.

4. Click Ok.

Re-arranging the Order of Layouts

To move a layout up or down the layout list perform the following steps:

1. Select the layout you want to move.

2. Click he Up or Down button until the layout is in the proper position

3. Click Ok.

Inserting DB Field Objects
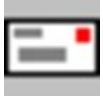
Select Tool|DB Field

A DB Field is a reference to a field in a linked data file that contains records of information, such as names and addresses.   DB Fields are used primarily for creating mailing labels.   To create mailing labels you would create a data file that contains the names and addresses of the people you want to create labels for. You can do this manually or by using the built in address book. (See Data Files for more information).   You then create a label that matches the layout of your label paper and insert   DB Fields for the name, address etc.   You can also add additional objects, such as graphics, to dress you label up. When you print your labels, the DB Fields are replaced with the names and addresses in the data file.

To insert a DB Field perform the following steps:

1. Select Tool|DB Field.

2. Click in the design area where you want to insert the DB field.

3. Select the field.

    *   If no fields are listed or you want to link the label to a different file you can use the *Browse* button to choose a linked file.

    *   When a select a linked file you effect all DB fields that are in the label, not just the one you are editing when you link the file.

4. Optionally use the Text Object Properties tab to set the text properties.

5. Click OK.

Also See:

Data Files

Editing an Object's Properties
DB Field Object Properties
Text Object Properties
General Object Properties

Data Files

To use DB Fields and the mail merge features you must create a data file that contains the information you want to link to your labels.   DB Fields allow you to create mailing labels, envelopes, etc.   Although DB Fields can be used for many other things, only mailing labels are covered here.   Techniques for other uses are similar.   For example you may have a database of ingredient labels for your cooking spices. You could just as easily create labels for them using a DB Field and entering the ingredient names in place people's names.

Creating a Data File

The easiest way to create a data file is to use the built in address book.   You can enter the names and addresses of people you want to create mailing labels for in the address book then use the Export command in the address book to create a data file for selected people. Be sure to leave the *Include field names on first line* option checked so that the exported file is in the correct format.

If your contact database is in another program or database you can often use its "Export" command to create a comma delimited text file.   In this case you may need to manually add the first line containing the field names to the file (follow the format below).   To use another program's features you will need to consult that program's documentation.   Some programs may not offer these features.

Finally, you can create a data file entirely by hand.   Follow the format below.

Data File Format

The data file is a simple delimited text file with the first line defining the fields used in the file.   The format of the data file is as follows:

Example: Comma delimited with Name, Company and 3 Address fields per record

,,"Name","Company","Address1","Address2","Address3"
"John Doe","Joe's Auto, Inc.","Suite 5A","111 Willy Lane","East Allentown PA 12345"
"Jane Doe","Jane's Collectibles","222 Lamb Lane","Billsburg NY 11756",""
.
.
.

Notes:

Note the two commas at the beginning of the first line.   The first specifies the character to be used as the delimiter, the second is the delimiter between the delimiter and the first field description.   (You can use any character here , | and TAB. are the most common).

The first line contains the delimiter followed by delimited fields that contain the field names. (This line MUST be the first line in the file, NO BLANK LINES BEFORE IT.)

The remaining lines contain the records.
DO NO LEAVE BLANK LINES BETWEEN RECORDS OR AT THE END OF THE FILE.

Each record must conform to the fields defined on the first line, but excess fields may be left out. (as in the second record in the example above)

There can be a maximum of 20 fields per data file.

The "" grouping characters are optional.   Most programs that export to a delimited text file will group the fields with "" characters.

DB Field Object Properties

The DB Field Object Properties tab contains options specific to DB Field objects.

Fields

Select the field name (make sure you have a linked file first).

Linked File

Displays the linked filename.   Use the *Browse* button to select a linked file.

Inserting Text Objects

Select Tool|Text

To insert a text object perform the following steps:

1. Select Tool|Text.

2. Click in the design area where you want to insert the text.

3. Enter the text.

    *   You can either specify a single piece of text or check the *Specify variable text* checkbox and use the *Add* button to create a list of text.

    *   If you specify variable text you can use the *Up* and *Down* buttons to move an item within the list, the *Change* button to modify an item already in the list or the *Delete* button to remove an item from the list.

4. Optionally use the <u>Text Object Properties</u> tab to set the text properties.

5. Click OK.

<u>Notes:</u>

When you select the *Specify variable text* checkbox you make the text object variable.   Variable text objects allow you to specify different text for each item printed.   For example, if you are print 10 business cards and would like a different name on each you can use a variable text object for the name.   You would add 10 items to the variable text list, one for each name, in the order you want them printed.   If you only add 9 items to the variable text list then the last business card would have no name printed on it.

Also See:

<u>Editing an Object's Properties</u>
<u>Text Object Properties</u>
<u>General Object Properties</u>

Inserting Line Objects

Select Tool|Line

To insert a Line object perform the following steps:

1. Select the Tool|Line.

2. Click on the beginning of the line.

3. Drag to the end of the line and release.
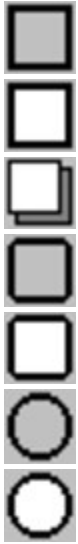
Also See:

Editing an Object's Properties
Line Object Properties
General Object Properties

Notes:

If you hold the CTRL key while inserting a line object, the line will automatically snap to either the vertical or horizontal direction.   This lets you create straight lines very easily.

Inserting Box/Circle Objects

Select   Tool|Box or Tool|Filled Box or
**   Tool|Rounded Box or ToolRounded Filled Box or**
**   Tool|Circle or Tool|Filled Circle**

To insert a Box/Circle object perform the following steps:

1.   Select the appropriate tool.

2.   Click on the upper left corner.

3.   Drag to the lower right corner and release.

Also See:

Editing an Object's Properties
Box/Cirlce Object Properties
General Object Properties

Inserting Graphic Objects

Select Mode|Graphic

To insert a Graphic object perform the following steps:

1. Select the Graphic tool.

2. Click in the design area at the position where you want to insert the graphic.

3. Select the filename of the graphic file and click OK.
   * The supported graphic formats are BMP, PCX, WMF, TIF, JPG, PNG

If a graphic object is too large to fitl it will be automatically scaled. The scaling is done in such a way to preserve the aspect ratio of the graphic object so that the object is not distorted.

When inserting a graphic object you should pay close attention to the following:
(Please note that these suggestions can greatly improve the quality of SOME graphics, but there are many situations where they may be unnecessary. Don't think that the following (somewhat technical) suggestions need to be fully understood to successfully use this program*.*

1. Choose graphic objects with the resolution of the printer in mind.

When displayed on the screen, intricate graphics may appear distorted because the screen's resolution is far less than the printer's resolution. In general, a graphic that is displayed and printed, pixel for pixel, will appear much smaller on the printer. This means that the graphic must be "stretched" to print with the same dimensions as displayed on the screen. What really matters is how the graphic looks on paper! For the best print quality, it's best to use graphics that are much larger than the desired size and scale them to the size you desire. This way the graphic will contain enough information to print at the higher printer resolution without having to be stretched.

For example, if the printer has a resolution of 300 by 300 dpi (as most laser printers do) then a 300 by 300 pixel graphic will print 1 inch by 1 inch at 100% scale. On the screen the same graphic may be larger than the entire cardl at 100% scale. This program uses a virtual resolution of 100 by 100 dpi screen resolution to provide WYSIWYG formatting, which means that the graphic will require 3 inches by 3 inches With this in mind, scaling the graphic to occupy 100 by 100 pixels on the screen (1 inch by 1 inch virtual, 33 1/3 % scale) will cause the graphic to be printed at exactly 300 by 300 dpi, utilizing 100% of the printer's resolution capabilities and provide the ultimate print quality! Now this may seem complicated but really it is not. Just try to use graphics that are about the same size when printed 100% scale as the size on the screen you desire.

2. Try to keep the aspect ratio (height / width) of the scaled object the same as the aspect ratio of the unscaled object.

If the graphic contains lines on angles, changing the aspect ratio could cause the lines to appear jagged. It's always best the maintain the aspect ratio of any graphic object when sizing the object. (Size the graphic by dragging a corner to change the height and width of a graphic together and maintain the aspect ratio.)

Also See:

Editing an Object's Properties
Graphic Object Properties
General Object Properties

Sizing an Object

Inserting Counter Objects

Select Tool|Counter

To insert a counter object perform the following steps:

1. Select Tool|Counter.

2. Click in the design area where you want to insert the object.

3. Enter the MINIMUM number of digits to be printed.

4. Enter the starting number for the counter.

5. Optionally use the Text Properties tab to set the text properties.

6. Click Ok.

Also See:

Editing an Object's Properties
Counter Object Properties
Text Object Properties
General Object Properties

Inserting ID Field Objects

ID

Select Tool|ID Field

To insert a Special object perform the following steps:

1. Select Tool|ID Field.

2. Click in the design area where you want to insert the object.

3. Select the ID Field you want to insert.

4. Optionally use the <u>Text Properties</u> tab to set the text properties.

5. Click OK.

Also See:

<u>Editing an Object's Properties</u>
<u>Text Object Properties</u>
<u>General Object Properties</u>

<u>Notes:</u>

After an ID Field is inserted it becomes a normal text object.

Acquiring an Image from a TWAIN Source

Select Edit|Aquire Image

In order to use this feature you must have a TWAIN compliant device installed correctly on your computer. Examples of TWAIN devices are scanners and digital cameras.

The Acquire Image command allows you to render an image directly into your design from a TWAIN compliant device, such as a scanner or digital camera
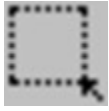
To acquire an image perform the following steps:

1. Select Edit|Acquire Image

2. Follow the directions specific to the TWAIN device you have installed.

Notes:

If you have more than one TWAIN device installed you can use the Options|Select TWAIN Source command to select the TWAIN source to use.

Selecting Objects

Select Mode|Select

To select an object perform the following steps:

1. Select the Selection tool. (Not necessary to select OLE objects)

2. Click on the object you want to select.

When an object is selected a thin border is displayed around the object.   If the object can be sized, a set of eight "grapples" are displayed on each edge and on each corner.   You can click on any of these "grapples" to size the selected object.

Notes:

To select more than one object hold the SHIFT key down while selecting.

An object must be selected before it can be edited or its properties changed.

For objects that overlap, the smallest object that contains the point of selection is selected.

When an object is selected, all applicable properties for that object become the current properties. (For example, when a text object is selected, the object's Font, Rotation, Foreground and Background colors become the current properties.   The next object that you insert takes on these properties as the default.

To select an embedded OLE object you need not select the Selection tool.   If you click the left mouse button within an OLE object it will be selected.   Double click to edit the OLE object.

Moving Objects

To move an object perform the following steps:

1. Select the object(s) (**See** <u>Selecting Objects</u>)
2. Click anywhere within the object's border and drag the object to where you want it.
3. Release the mouse button.

<u>Notes:</u>

You must hold the SHIFT key down while dragging the mouse to move the entire selection if more than one object is selected.

Sizing an Object

To change the size of a Box, Circle, Graphic or OLE object perform the following steps:

1. Select the object(s) (**See** Selecting Objects)

2. Move the cursor over a grapple on one of the edges (left, right, top or bottom).
   * The cursor will change to a double arrow.

3. Press the left mouse button.

4. Drag the mouse to size the object.

5. Release the mouse button to register the changes.

To change the height and width of the selected object at the same time perform the following steps:

1. Select the object. (**See** Selecting an Object)

2. Move the cursor a grapple on one of the corners of the object.
   * The cursor will change to a diagonal double arrow.

3. Press the left mouse button.

4. Drag the mouse to size the object.

5. Release the mouse button to register the changes.

Also See:
General Object Properties

Notes:

It's best to use the latter sizing method with graphic objects that require the aspect ratio to be preserved.

Changing the Level of an Object

Select Alignment|Bring to Front or Alignment|Send to Back

The level of an object defines the order in which it is printed.   For example, you may have a graphic object that you want to overlay with   text.   In this case you want the graphic to be printed first, then the text on top of it.

By default objects are printed in the order they are created.   To change an object's level perform the following steps:

1.   Select the object(s) (**See** <u>Selecting Objects</u>)

2.   To make an object appear that it is at the lowest level (behind all other objects) use the Send to Back command.

To bring an object to the highest level (in front of all other objects) use the Bring to Front command.

Aligning Objects

Aligning objects can be done a variety of ways.   You can use the grid to align objects as they are placed into the design area or you can manually align objects to best suite your needs relative to the margins and each other.

Relative Alignment
.

Select Alignment|Align

To align objects relative to each other and/or relative to the margins perform the following steps:

1.   Select the object(s) (**See** Selecting Objects)

2.   Select Alignment|Align

   *   In the alignment dialog you can specify alignment criteria for both the horizontal and vertical directions.

To make alignment easier, the alignment toolbar allows you to quickly align selected objects.

The following commands apply to single objects and groups of objects:

Align the selected object or group with the left margin.

Center the selected object or group between the left and right margins.

Align the selected object or group with the right margin

Align the selected object or group with the top margin.

Center the selected object or group between the top and bottom margins.

Align the selected object or group with the bottom margin.

The following commands apply only to a selected group of objects:

Align the left sides of the selected objects with the left edge of the selected group..

Center the selected objects between the left and right edges of the selected group.

Align the right sides of the selected objects with the right edge of the selected group..

Space the selected objects evenly within the selected group horizontally.

Align the tops of the selected objects with the top of the selected group.

Center the selected objects between the top and bottom edges of the selected group.

Align the bottoms of the selected objects with the bottom edge of the selected group.

Space the selected objects evenly within the selected group vertically.

Alignment with the Grid

Objects can be aligned with the grid to give your design a uniformly spaced appearance.   If the *Snap to Grid* option is on, all objects are automatically aligned to the grid when inserted or moved*.*   If the *Snap to Grid* option is not on, objects can still be aligned to the grid using the *Align Selected to Grid* or *Align All to Grid* commands on the Alignment menu.

To align the selected objects with the grid perform the following steps:

1. Select the object(s) (**See** Selecting Objects)
2. Select Alignment|Align Selected to Grid

To align ALL objects to the grid perform the following steps:

1. Select Alignment|Align All to Grid

Also See:
Adjusting the Margins

Cut, Copy and Paste Commands

The Cut, Copy and Paste Commands allow you to move objects to and from the clipboard.

Cut and Copy allow you to move objects to the clip board.
Cut removes the object from the file after copying it to the clipboard.
Paste allows you to copy an object from the clipboard in to a file.
Paste Special allows you to choose the format of the object on the clipboard to be inserted.

To Copy or Cut an object perform the following steps:

1.   Select the object(s) (**See** Selecting Objects)

2.   Select Edit|Cut or Edit|Copy.

To Paste an object in to the file perform the following steps:

1.   Select Edit|Paste. (See note below)

2.   The pasted object will appear in the top left corner of the design area.
     *   It can now be treated like any other object in your file.

To Paste Special perform the following steps:

1.   Select Edit|Paste Special.

2.   Choose the object type to paste.

3.   Click OK.

Notes:

The Cut and Copy options are only available when an object is selected.
The Paste option is only available when an object is available on the clipboard.

Graphic objects are treated as DIBS (Device Independent Bitmaps) when being move between a file and the clipboard.   Be aware of this when trying to transfer bitmaps from other applications through the clipboard.

Editing an Object's Properties

Select Edit|Properties

An object's properties are what define the object's look and behavior.   Size, color, line size, text and style are examples of an object's properties.   You can edit an object's propeties as follows:

1.   Select the object(s) (**See** Selecting Objects)

2.   Select Edit|Properties

3.   Depending on the type of object selected, a set of properties will be displayed for the object.

Shortcut: Double click the left mouse button on a selected object to edit it's properties.

Also See:

General Object Properties
Text Object Properties
Box/Circle Object Properties
Line Object Properties
Graphic Object Properties

General Object Properties

The General Object Properties tab contains options that are common to all objects.

Size and Position

Left   The position of the left edge of the object.
Top   The position of the top edge of the object.
Width The width of the object.
Height The height of the object

Extended Style

Non-Printing checkbox

Check this checkbox to make the object non-printing.   Non-printing objected are displayed at resign time on the screen but are not printed on the printer.

Position and Size Locked checkbox

Check the checkbox to lock the position and size of the object on the screen.   This prevents the object from being moved or re-sized by mistake.

Text Object Properties

The Text Object Properties tab contains options specific to text objects.

Rotation

    Select or enter the rotation of the text object in degrees (0-359).

FG Color Combo
    Select the color of the text..

BG Color Combo
    Select the color of the text background.

Font
    Click this button to select the text font.

Justification

Left   Left justified text (default)
Center Centered text
Right   Right justified text

Line Object Properties

The Line Object Properties tab contains options specific to line objects.

Line Size
    Select the width of the line.

FG Color Combo
    Select the color of the line.

Box/Circle Object Properties

The Box/Circle Object Properties tab contains options specific to box and circle objects.

Line Size
    Select the width of the lines used to draw the object.

FG Color Combo
    Select the foreground color of the object.
    * This is the color of the lines used to draw a filled pr normal box or circle
    * For shadow style objects this is the color of the shadow.

BG Color Combo
    Select the color of the inside of a filled or chadow box or circle.

<u>Style</u>

Normal	Transparent background.
Filled	Filled background
Shadow	Shadow

Graphic Object Properties

The Graphic Object Properties tab displayed properties specific to graphic objects.   It also allows you to rotate, mirror and crop the graphic.

Because graphic objects can be scaled in the design area, it is sometimes hard to tell what the actual size of the graphic is in relation to what you see on the screen.   That is, the actual properties can be very different than the displayed properties of the graphic.   The graphic properties described below show the actual properties of the graphic and the actual and displayed aspect ratio.

Width and Height   The actual width and height of the graphic.

Size   The size of the graphic in bytes.

Colors   The color depth of the graphic.

Aspect Ratio   The actual and displayed aspect ratios.

Rotate
   Click this button to rotate the graphic 90 degrees clockwise.

Mirror
   Click this button to mirror the graphic along the vertical (y) axis.
   (The mirror command is available for 256 color graphics.)

Crop
   Click this button to crop the graphic.   Before cropping   you must select an area on the graphic to be cropped.   To select an area press the left mouse button down over the image at the upper left crop corner, move the mouse and release the mouse button at the lower right crop corner.

Counter Object Properties

The Counter Object Properties tab contains options specific to counter objects.

Minimum # of digits
    Specifies the **minimum** number of digits to be displayed by the counter object.

    For example, if you specify 3 digits then 1 will print as 001.and 1200 will print as 1200.

Start at
    Specifies the starting number for the counter object.

Entering a Layout

The Layout dialog box allows you to enter the properties for a new layout or edit the properties of an existing layout.   The layout defines how a page is laid out.   For example, the standard business card layout is defined as follows:

Width:	3.5
Height:	2.0
Rows:	5
Columns:	2
Space between rows:	0
Space between columns:	0
Side Margin:	0.75
Top Margin:	0.50

This would produce a page arranged like this:
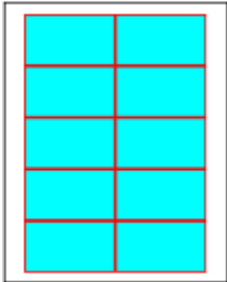
In this case there is no gap between the rows nor between the columns.   The shaded area represents the cards and the non shaded area represents the margins.

When you create a new file based on this layout you will be given a 3.5 x 2.0 inch area to design.   When you print a full page, ten cards will be printed on the page, arranged as shown above.

To enter the properties for a layout perform the following steps:

1. Enter the name of the layout.

2. Enter the width and height of a single item.
    *   The width and height but be at least 0.5 inch.

3. Enter the number of rows and column on a page.

4. Enter the top margin.

5. Enter the side margin.

6. Enter the spacing between columns

7. Enter the spacing between rows

8. Choose the type of marker you would like displayed.

* A Marker is used to display a feature on the screen to help alignment. For example, you can include a marker that marks the position of a pre-printed line, box or circle on your stock. This helps you when positioning objects on screen so they line up with the pre-printed object on your stock when printed. Markers are not printed.

9. Enter the position of the marker so it matches that on the pre-printed stock.

10. Click OK.

<u>Notes:</u>

When entering layout properties note the following:

The layout should be entered in a portrait orientation. That is, as if you are looking at the paper with the long side up and down.

The sum of the widths and spacing between columns should equal the width of the paper.

The sum of the heights and spacing between rows should equal the height of the paper.
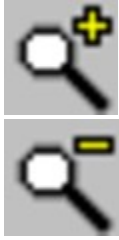
Undoing and Redoing Changes
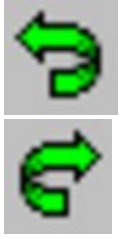
Select Edit|Undo or Edit|Redo

Use the Undo command to undo the last change you made.   Each time you Undo, one change will be undone in the exact reverse order they were made.

Use the Redo command to redo an undo you just made.

Zooming In and Out

Select View|Zoom In or View|Zoom Out

Use the Zoom commands to zoom in or out on the design area.

Adjusting the Margins

Select Alignment|Margins

The margins are used as an aid to aligning objects in the design area.   Objects can be placed outside of the margins.

To set the margins perform the following steps:

1.   Select Alignment|Margins.

2.   Enter the left, right, top and bottom margins.

3.   Click OK.

Notes:

Margin settings are saved with the file.   Each file can have its own margin settings.

Margins are used ONLY for design-time alignment.   They have nothing to do with printing.

Configuration

Select Options|Configuration

The configuration option opens a dialog box that contains three tabs.

The General Tab

The general options include the following:

1. Show graphic place holders.
Check this option if you use LARGE graphic objects that take time to display.
You won't see the graphic on the screen, but display time will be much faster.

2. Prompt when deleting an object
Check this option to prompt before deleting an object from the.

3. Print crop marks on boundaries
Check this option to print crop marks on the printout.
(For use as a guide when cutting your own stock.)

4. Remind to print a test page
Uncheck this option to stop the reminder to print a test page each time you print.

5.Return to the select tool automatically
Check this option to automatically return to the select tool after you use the currently selected tool.   If this option is not checked the currently selected tool remains selected until you select another.

6. Display the "Tip of the Day" at startup
Uncheck this option to stop showing the *Tip of the Day* at startup

7. Set printer orientation automatically
Check this option to automatically switch the printer between portrait and landscape orientation.   The orientation is determined by the layout of the page.

8. Metric Units
Check this option to use metric units in dialogs by default and on the rulers.

The Grid Tab

The grid options include the following:

1. Grid Size
Enter the number of logical pixels between grid lines.

2. Show Grid
Check this option to display the grid on the screen.

3. Snap to Grid
Check this option to automatically align objects to the grid when they are inserted or moved.

Note: The Show Grid option does not have to be check to use the grid.

The ID Fields Tab

The edit controls on this page allow you to specify identification information to be used when inserting ID Fields. By entering your information here you can easily insert it into your design without re-typing it each time.

The Folders Tab

The folders tab allows you to specify the starting folders to be used when choosing graphic files and when opening and saving files.

If you leave these settings blank the current folder will be used.

The left of the selected object (in pixels).

The top of the selected object (in pixels).

The width of the selected object (in pixels).

The height of the selected object (in pixels).

Check this option make the selected object non-printing.
If checked the object will display on the screen but will not be printed.

Check this option to lock the selected objects size and position.

Style of the selected object.

Preview of what the select object will look like.

Line size for the selected object.

Normal style.

Filled style.

Shadow style.

Choose the foreground color.

Choose the background color

Text associated with the selected object.

List the variable text items.

Check this option to enable variable text.
Variable text allows you to specify different text for each card that is printed.

Click this button to add the text to the variable text list.

Click this button to change the selected item in the variable text list.

Click this button to delete the selected item in the variable text list.

Click this button to move the selected item in the variable text list up.

Click this button to move the selected item in the variable text list down.

Specify the minimum number of digits to be displayed by the counter.

Specify the starting number for the counter..

Lists the available ID fields.
These fields are specified by selecting Configuration on the Options menu.

Lists the available DB fields.
These fields vary depending on the linked text file.

Shows the file currently linked.

Click this button to select the linked file.

Shows how the selected object will look.

Specify the rotation of the selected object.

Specify the rotation of the selected object.

Left justified   text.

Right justified text.

Centered text.

Choose the foreground color.

Choose the background color.

Click this button to choose the font.

Shows how the graphic will look.

Actual width.

Actual height.

Actual aspect ratio.

Displayed aspect ratio.

Size of the graphic in bytes.

Color depth.

Click this button to rotate the graphic 90 degrees clockwise.

Click this button to mirror the graphic along the vertical (y) axis.
This command is only available for 256 color graphics.

Click this button to crop the graphic.   Before cropping   you must select an area on the graphic to be cropped.

Check this option if you use LARGE graphic objects that take a long time to display.   You won't see the graphic on the screen, but display time will be MUCH faster.

Check this option to prompt before deleting an object.

Check this option to print crop marks on the printout.
(For use as a guide when cutting your own stock.)

Uncheck this option to stop the reminders to print a test page every time you print.

Check this option to return to the selection tool automatically.

Uncheck this option to stop showing the "Tip of the Day" at startup.

Check this option to automatically switch the printer between portrait and landscape orientation.   The orientation is determined by the layout of the page.

Check this option to use metric units in dialogs by default and on the rulers.

This specifies the size of the grid in logical units (100 logical units = 1 inch).

Check this option to display the grid in the design area.

Check this option to automatically align all objected to the grid when they are inserted.

Your name..

Your company name.

Your title.

Your address.

Your phone number.

Your fax number.

Your e-mail address.

The folder where you want to start when choosing a graphic file.

The folder where you want to start when opening and saving files.

Insert Object Dialog Box

The **Insert Object Dialog Box** allows you to create a new object or select an object from an existing file. You can choose to display the object in its native form or as an icon.   You can also create a link to an existing file.   The available types depend on the OLE2 compliant application your computer.

Creating a new object

To create a new object to insert into the document perform the following steps:

1. Check the **Create New** radio button.
2. Select the object type from the **Object Type** listbox.
3. Click Ok.

To Create an object from an existing file perform the following steps:

1. Check the **Create from File** radio button.
2. Enter the name of the file that contains the object or choose **Browse**.
3. Optionally check the **Link** checkbox to create a link to the object.
4. Click Ok.

In either case, you can optionally display the object or link as an icon by performing the following steps:

1. Select an object as explained above.
2. Check the **Display As Icon** checkbox.   (The default icon is displayed.)
3. Choose **Change Icon** to select a new icon..

Paste Special Dialog Box

The **Paste Special Dialog Box** allows you to choose the format on an object to be inserted from the clipboard.   The available types depend on the type of object currently on the clipboard.

Pasting an Object

To paste on object into your document perform the following steps:

1. Check the **Paste** radio button to paste an actual object or check the **Paste Link** radio button to paste a link to the object.
2. Select the object type you would like the object pasted as from the **As** listbox.
3. Click Ok.

Whether you paste an object or a link, you can optionally display the object or link as an icon by performing the following steps:

1. Select an object as explained above.
2. Check the **Display As Icon** checkbox.   (The default icon is displayed.)
3. Choose **Change Icon** to select a new icon..

Convert Dialog Box

The **Convert Dialog Box** allows you to convert an object to another type or activate an object as another type.   The available types depend on the type of object.

Converting an Object

To convert an object to another type perform the following steps:

1. Check the **Convert To** radio button.
2. Choose the object type from the **Object Type** listbox.
3. Click Ok.

To activate a object as another type of object perform the following steps:

1. Check the **Activate As** radio button.
2. Choose the object type from the **Object Type** listbox.
3. Click Ok.

You can optionally display the object or link as an icon by performing the following steps:

1. Select an object as explained above.
2. Check the **Display As Icon** checkbox.   (The default icon is displayed.)
3. Choose **Change Icon** to select a new icon..

Links Dialog Box

The *Links Dialog Box* display the links in your document and allows you to do such things as update, change and break links.   It also allows you to specify whether or no the link is automatically updated.

To update a link click *Update Now.*
    - The link is updated to reflect the actual content of the source object.

To Break a Link click *Break Link*.
    - The link is removed from your document.

To change the source of a link click *Change Source* and select the new source file.
    - The link now points to a new object.

To open the source click *Open Source*.
    - The object is opened by the application that created it.

With any link you can specify whether is will be automatically updated or manually updated.
    - Check the *Automatic* radiobutton to have the link automatically updated.
    - Check the *Manual* radio button to   make the link update only when you explicitly update it.

Change Icon Dialog Box

The **Change Icon Dialog Box** allows you to specify the icon and label that will represent an object or a link to an object.   The default icon is the icon provides by the application that created the object.

To use the current icon check the **Current** radio button.
    - The icon remains unchanged.

To use the default icon check the **Default** radio button.
    - The icon changes to the default icon.

To select an icon from another file perform the following steps:

1. Check the **From File** radio button.
2. Enter the file that contains the desired icon or choose **Browse**.
3. Select the icon from the available list.
4. Click Ok.

Regardless of the icon chosen for an object or link, you can specify a label for the icon in the **Label** edit control.   The label is displayed under the icon in your document.

File Open Dialog Box

The **File Open Dialog Box** allows you to choose a file that contains an object.

Change Source Dialog Box

The ***Change Source Dialog Box*** allows you to select a new source for a link.

Choose Icon File Dialog Box

The **_Change Icon File Dialog Box_** allows you to choose a file from which to extract an icon to be displayed in place of an object.

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