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Some features are disabled during the trial use, this include the printing, and saving cards.   word "UNREGISTERED" will be shown in the About Box until it was registered.

You may be asked to registered again if you reinstall the Microsoft Windows, format the hard disk, or change to the new one. You can request for new register code as many times as you lost or uninstall the previous registration.

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Please fill in the register form by click at the *Register* button. We reserve the right to register only to the valid name and address. After the form filled, please send the form, enclose with the payment,   to Millennium Co., Ltd. as stated in " How to Contact Us"

The register fee is US$30 (thirty US dollars net).

How to Pay

The easiest way is using the credit card via Internet. The payment and register can be reached at the following secure page:

https://www.regnow.com/softsell/nph-softsell.cgi?item=1278-2.

Please visit http://www.winfiles.com for more information.

Another only way is sending   bank draft to the company.

How to Contact Us

home page: http://www.geocities.com/SiliconValley/Lab/6126/

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Hardware Requirement

Intel CPU from 486 up to Pentium II, or compatible.

Minimum 8MB RAM

Microsoft Windows 95 or Windows NT 4.0 or later.

Display resolution at least 640x480 and 256 colors or more.

At least 4MB of Harddisk free space,   plus 2MB for templates.

Mouse and keyboard.

Starting QuickCard

When installed, QuickCard will add menu "Millennium Applications" in the Start menu of Windows 95. You may click Start button, choose Programs, Millennium Applications, QuickCard.

If you want to uninstall QuickCard, choose "Uninstall QuickCard" in the Millennium Applications menu.

Now you ready to know the <u>QuickCard window</u>

The QuickCard window

QuickCard   window is the standard Microsoft Windows application as shown.
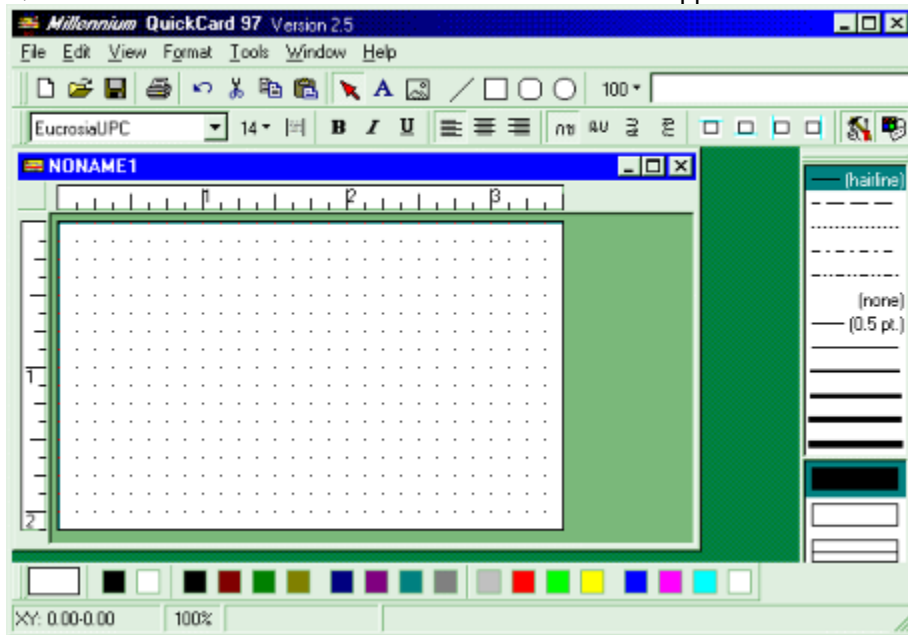
Next you should know the drawing tools

Before starting creation of new name card, you need to know how to use the drawing tools.

Drawing Tools

Select: Use this tool to select any objects on card. You can select one or more at   time. Hold down the Shift key to select additional objects or deselect from the selected. You can click on the card and drag to overlap the object you want to select. Details are in How to select objects.

Text: Use this tool to create   text object. Click and drag to specify the   text boundary. Enter text in the box that appear after the mouse released, click anywhere out size the text box to finish editing. When you want to change any text, use select tool to select that text, click again to edit. You can press Enter to split lines manually. Press Esc to cancel.

Picture: Use to insert   picture into the card. Click and drag to specify the boundary. Click without drag to specify the left-top position or double click the tool button to insert   picture on the center of the card. The open dialog box will be appeared for selecting the picture file to be inserted.

Line: Use to draw   line. Click and drag to specify the beginning and ending. You can draw horizontal or vertical line easily by hold down the Shift key while dragging and releasing.

Rectangular: Use to draw   rectangular shape. Click and drag to draw   shape. Hold down the Shift key if you want to draw   square.

Round Rectangular: Use to draw   round rectangular shape. Click and drag to draw   shape. Hold down the Shift key if you want to draw   square.

Ellipse: Use to draw an ellipse shape. Click and drag to draw   shape. Hold down the Shift key if you want to draw   circle.

More on using these tools are described in   How to Edit

Creating Card from Template

The easiest way to create name card is to choose from the templates. Those template will be displayed for selection if you installed them while setting up. The following is the template dialog box.
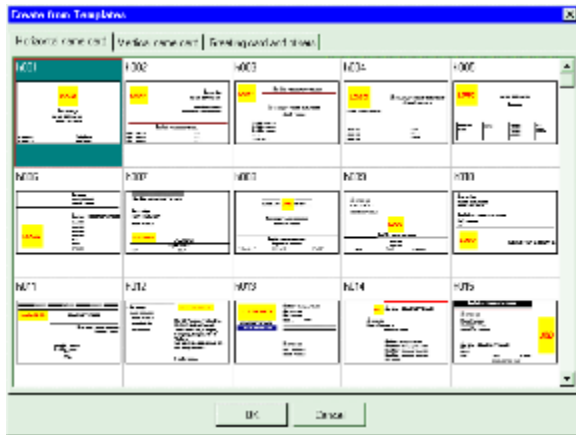
The templates will be group into three categories. Horizontal, vertical, and greeting card and others. You can see fifteen templates at times. Use scroll bar on the right to scroll to another fifteen. Double click the one you like, that template will be loaded as new card for editing. Edit each text and change the picture to your logo to finish your card. Press Del key or select "Edit" "Delete" menu to remove the selected text.

When finish, select "File" "Save" to save it. To print, select "File" "Print".

If you want to create another card from another template, select "File" "New…" to display the dialog box and select the new one. If you want blank card click Cancel. To create blank card click "New" button on the tool bar.
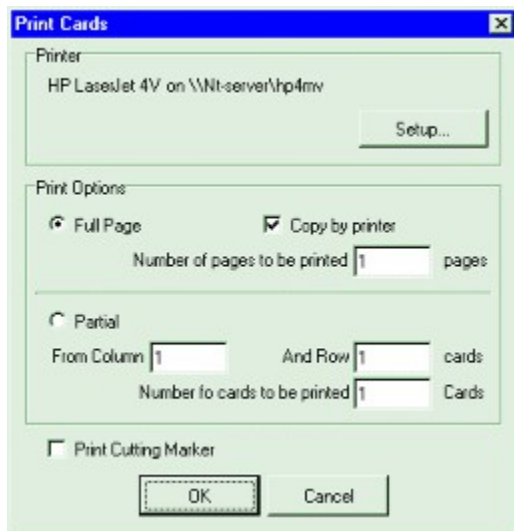
You can create your own template and add into the "greeting card and others" tab. You will know how to in Adding and Removing templates.

When you want to save, select "File" "Save" or click "Save" button on tool bar. If you want to save the current editing card to   new file, select "File" "Save As...", enter file name and click OK. If you want to save as template, select Save as type   to "QuickCard   Template".

When you want to print one page, click "Print" button on the tool bar or select "File" "Print…" then click OK. If you want more than one page, change the number of pages before clicking OK.

Print Cards

Printer

HP LaserJet 4V on \\Nt-server\hp4mv

Setup…

Print Options

⦿ Full Page   ☑ Copy by printer

Number of pages to be printed [1]   pages

○ Partial

From Column [1]   And Row [1]   cards

Number fo cards to be printed [1]   Cards

☐ Print Cutting Marker

OK   Cancel

You can choose not to print full page by changing the option to "Partial" then you can specify how many cards you want, which rows and which columns you want to start printing.

On full page, the option "Copy by printer" is selected to send only one page to printer and command the printer to copy that page to the number you want. Anyway, if you can get only one page on your printer, deselect this option.

The "Print cutting marker" option is available to control whether you want cutting marker to be printed on your card.

Setup button is available to select from which printer you want to print together with paper size you desired.

Closing QuickCard

You can close the editing card by selecting "File" "Close". If the card is changed, you will be asked to save, discard or cancel. Click Yes to save, No to discard, Cancel to cancel.

After finish using QuickCard , close it by select "File" "Exit". If some card is changed, you will be asked to save, discard or cancel for each card.

There are many file operation commands in the "File" menu.

New… is used to create new card from templates. This will display template dialog box for you to select and create new card. Clicking "New" button on tool bar to create blank card without displaying the dialog box.

Open... is used to open file. The "Open" button on tool bar will perform the same action. You can select file location and file type of card to be opened. Selecting "Template" if you want to edit the template and select "QuickCard Version .x" to open the old version file. The file list will be change correspond to the types. Check Preview to display that card in preview box. Unchecked it to disable preview.

Save is used to save changes into the file. For the newly created, there is dialog box to specify the name to be saved. The "Save" button on tool bar will do the same.

Save As.… is used to save into the new file. Select folder in which the file to be saved and enter the file name. You can select file type to be saved, either QuickCard file or QuickCard Template. *If that file is exist in the folder message "Replace Existing File" will be displayed. Answer Yes to override that file, No to cancel then you can change to the new name.*

Close is used to close the current card. If there are some changes, you will be asked to save it. Answer Yes to save, No to discard, or Cancel to deselect closing.

How to select objects

The following describe how to select objects

Select one object. Click on the object to select it.   For the transparent rectangular   and ellipses. For selecting, you have to click on the outline.

Multiple Selection. Hold down the Shift key and click each object you want to select. Click on the selected object will deselect it.

Select more than one object at   time. You can click and drag on the card to select any objects overlap in the area you drag to. Hold down the Shift key to select more or deselect some objects. If the object in the dragging area is already selected, they will be deselected, otherwise selected.

The underlying object may be difficult to be selected. Use the object list on the tool bar to select the one you want. That list will be described as type, position (left, top) and size (width, height), or text in the object, or picture file name.

You can edit the selected objects as the following:

Move   lick and drag the selected object to move to the new position. The object outline will be shown while dragging.

Format   You can format the selected object by clicking the button on the format tool bar, change color by clicking on the color grid as follow:

> *Font* name and size can be changed to any font in your system from the drop down list. Style of text can be selected bold, italic, and underline. Alignment of text can be selected for left, center, right. Orientation of text from normal, up-side-down, bottom-to-top, or top-to-bottom.
>
> *Color* of line and background can be defined by left and right clicking respectively. Custom color can be defined by left or right clicking on the preview sample box.
>
> *Border line styles and background patterns*   can be selected from the drawing properties panel. Background pattern included solid and clear can be used to format text background.

Placing Order   For the overlapped objects, you can change the order to top or bottom by select "Edit" menu. Bring to top will make the selected objects on top of all others. Send to back will make the selected objects to bottom of all others. Bring up and send down will change order up or down one at   time.

Connect lines   ou can connect two lines together by selecting "Format" "Connect Line". These lines must be close together on each end otherwise, they cannot be connected. You can connect   line to the corner of   rectangular as well.

You can use the "Format" menu to format the selected drawing object, depend on which one you selected.

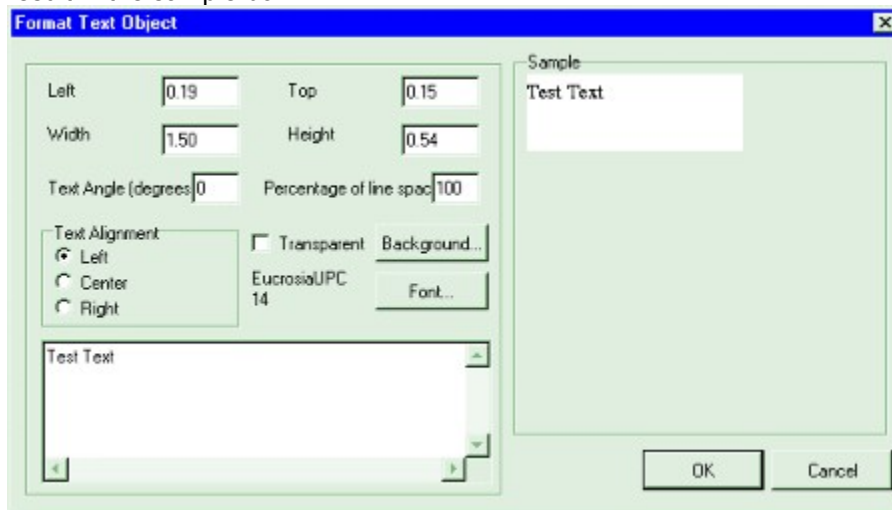Formatting Font

Formatting Text

Formatting Picture

Formatting Drawing

Font   Specify the text font. This is the standard Windows font dialog box.

To format the text other than font, double click the text or select "Format" "Text". You can preview the result in the sample box.

Boundary	Left, top width, height of text.
Rotation	Rotate text to any degrees of normal orientation.
Line Spacing	Percentage of line spacing to the normal.
Alignment	Align text to left, center, right.
Transparent	Text background is transparent or not.
Color	Text background color.

Picture Format

Formatting the picture is done by double click to the picture or select "Format" "Picture".

Keep Aspect: When checked, another size will be scaled to keep the aspect of the picture.

Embed picture: Checked to embed picture in the QuickCard file. The file will be very large but can be moved to anywhere without the picture file.

Open Picture: Open another picture file. These files must be of types Windows bitmap (.BMP), Windows metafile (.WMF), TIFF (.TIF), Gif (.GIF), JPEG (.JPG,JPE), PNG (.PNG), Paintbrush (.PCX).

Drawing Format

You can format drawing   shape (lines, rectangular, ellipses) by double click the shape or select "Format" "Drawing".

Foreground Color: To specify line color or   rectangular and ellipse' border.

Background Color: To specify background color of rectangular and ellipse.

Line Width: To specify   borders' line width.

*Round Radius:*   To specify round rectangular radius.

Adding and Removing Template

You can easily add or remove templates   into / from template dialog box by adding or removing .QT2 file type into / from the QuickCard   installed folder. Which file to be removed will be known by file name shown on the template list. The added templates will be place in the "Greeting card and others" tab. Delete the unwanted templates from the QuickCard   folder to remove them from the dialog box.

You can create your own templates and add into template dialog by saving them to QuickCard   folder and select the type of QuickCard   Template.

You can setup paper and card size by selecting "File" "Page Setup" After setting the paper and card size, you can save it to the list for next card's further selection.
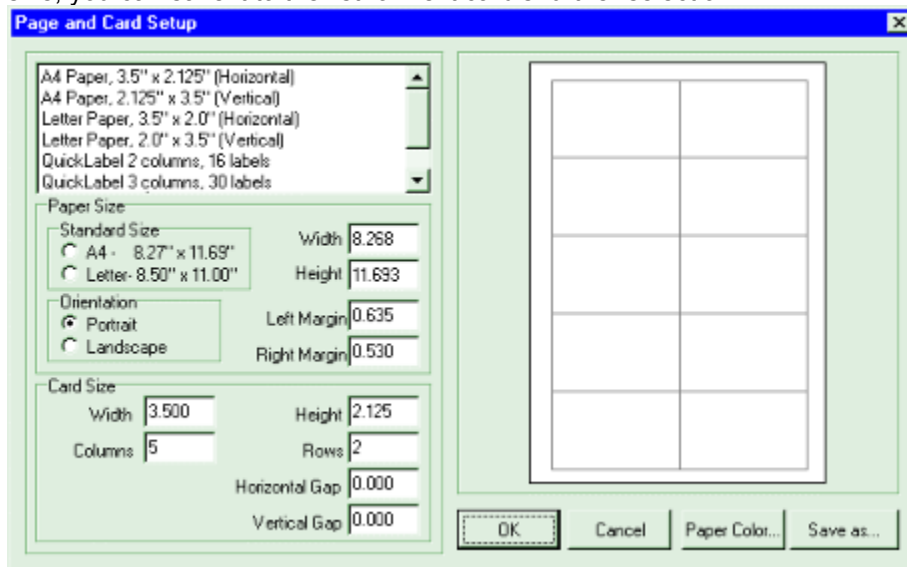
There are six standard sizes defined in the list, Two A4 and two Letter size paper, each for horizontal card and vertical card. There are two A4 labels, two columns by eight rows, and three columns by ten rows. These labels are available from Millennium Co., Ltd.

If you want to set your own card size and layout, follow these steps:

- Select the paper size, A4 or Letter, or enter your own width and height. Set the orientation against the paper selected in the printer setup.

- Enter the left and top margin of the first card on the paper.

- Enter the card width and height to the size you want.

- Enter the number of columns and rows of card on page.

- Enter the space between each column and each row.

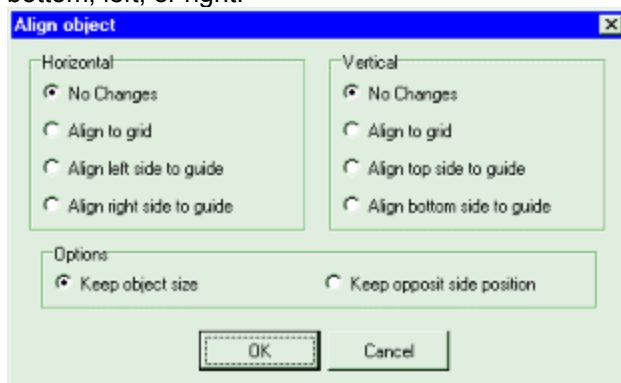You can preview the layout after changing on each value.

For the colored paper you can set the color by clicking at "Color…" button. This color is only for designation and will not affect the printing.

If you want to save the layout for the next use, click "Save as..." button, enter the name for the layout then click OK. Next time you will see this name in the list of paper. If you save the existing name, it will be overridden with the new setting.

There are two guide lines, horizontal and vertical. These lines are used to help on aligning the objects. You can drag the guide line from the top edge and the left edge and place it anywhere. When you drag objects, you can align it to the line. There is menu called "Align to..." in the "Format" menu. It will show the align dialog box that allow you to align the selected object to grid or guide lines. There are four buttons on tool bar [toolbar buttons] you can use to align objects rapidly to the guide lines by top, bottom, left, or right.

Align object

Horizontal
- ⊙ No Changes
- ○ Align to grid
- ○ Align left side to guide
- ○ Align right side to guide

Vertical
- ⊙ No Changes
- ○ Align to grid
- ○ Align top side to guide
- ○ Align bottom side to guide

Options
- ⊙ Keep object size
- ○ Keep opposit side position

[OK]   [Cancel]

The align object dialog box allows you to align the object only horizontally, vertically, or both to grid or guide. You can set that alignment to move the object or to size them by selecting the option "Keep object size" or "Keep opposite side".

Paper Background

If you use the pre-printed paper, you can insert paper pattern as   background for visual guide. This background may scanned in as   picture or draw your own in QuickCard. After insert the picture or draw some drawing, select them then select menu "Edit", "Send to background". Those objects will be shown but neither be selected nor printed.

If you want to view without background, select menu "View" "Background". Selecting again to redisplay it. If you want to change the background, cancel it by selecting menu "Edit", "Cancel background". Those objects will become normal objects that you can move, size, format, or delete.

You can use QuickCard to create any cards other than name card. Set up the card to any size and apply it to be greeting card, invitation card, header or footer, brochure, certificate, menu or any document you want.

There are templates and samples of greeting for QuickCard. Two templates or two samples for each card, one for outside, the other for inside. The following will guide you to setting QuickCard for some kind of cards.

Greeting and Invitation Cards

Greeting card may be card or folder, anyway there are two sides, make two card and print one for each side. You can see in the following examples as guide for your cards.

Ex.   Card of 4.5" by 6.0". Set paper as A4 or Letter, orientation is landscape, and set card width to 4.5, set card height to 6.0. Two columns and one row on each page.

Ex.   Folder of 4.5" by 6.0" vertical. Set as above example but the card width is 9.0 and there is only one column.

Ex.   Folder 4.5" by 6.0" horizontal. Set paper as A4 or Letter, orientation is portrait, and set card width to 4.5, set card height to 12.0. One column and one row on each page.

Heading or Footing

You can use QuickCard to create heading or footing of paper easier than any Word Processor. Set paper size as the one you use, A4, Letter, or Legal. Set card width and height to the area you want for header or footer. Set the number of column and the number of row to one. For footing set top margin to position the area at the end of the paper.

Ex.   Heading on Letter size paper, one inch high, half inch from any side. Select Letter paper, left and top margin is 0.5. Card width is 7.5 inches and card height is one inch There is only one row and one column on page.

Ex.   Footing, Letter size paper, four inches wide, half inch high, center at the bottom, half inch form edge. Set card width and height to 4.0 and 0.5 Left margin is 2.25, top margin is 10 inches. One column and one row.

Brochure, Certificate, Menu, or any document

Set up the card as full page, for example, card size is 7.5 by 10 inches, one row, one column, both margin are 0.5. Fill the area with border clipart or one for each corner. You may insert background texture for printing or draw shape with any color you want. Draw text anywhere you like, format them any color.

By default, QuickCard will show all toolbars, panels, guide, grid, rulers, status bar. You can customize this view by select   menu in "View"

Tool bar:	File, print, edit, tools, zoom, and drawing object list are on this bar. This menu will toggle the visibility of this bar.
Status bar:	Cursor position, percentage of view, progress of picture loading, and hint are on this bar. This menu will toggle the visibility of this bar.
Format Text:	Text font, text alignment, and object alignment are on this bar. This menu will toggle the visibility of this bar.
Format Drawing:	Line style and background pattern are on this panel. This menu will toggle the visibility of this panel.
Color grid:	Color preview and grid are on this bar. This menu will toggle the visibility of this bar.
Horizontal ruler:	Show or hide the horizontal ruler.
Vertical ruler:	Show or hide the vertical ruler.
Guide Lines:	Show or hide the guide lines.
Grid:	Show or hide the grid.
Background:	Show or hide the background objects.
Zoom:	Select percentage of display to actual size.

Select "Edit" "Options" to display the options dialog box.

Operating Options

> *Optimize picture for optimize palette on 256 colors display*. This might take   long time but the picture will be displayed in correct color. Unchecked it if picture loading is too slow.

> *Dither the picture on 256 color*. For better display of photos on 256 colors display. Unchecked it for graphical picture that may be too grainy.

> *Automatically resize text boundary*.   Get better text boundary when you manually wrap lines.

> *Automatic word wrap*. Text will be wrapped automatically when wider than boundary. No sizing.

> *Double time for double click.*   Twice the double click time before enter text editing.

> *Use QuickAlbum to insert picture*.   QuickAlbum can help you select   picture by creating thumbnail of your choices by drag and drop. It may be too difficult for novice. Check this option to use QuickAlbum as default for every time opening picture dialog box.

**Startup Options**   Affect one the next start up only.

> *Save last setting on exit.*   The window layout, view options, tool bar positions, last open and save folder, will be saved before exit.

> *Show templates on start up*.   Check to enable QuickCard to show template dialog box on start up.

QuickAlbum

QuickAlbum is an alternative picture opening. Additional feature is creating picture thumbnails. You can insert picture to   thumbnails by selecting picture file from   folder. one folder is one catalog. Changing to another folder means   changing to another catalog.

You should select only files you really want to insert into thumbnails. The number of thumbnails are limited for each catalog which totally must not exceed one thousand. One cluster of disk space will be consumed for each thumbnail. It may be run out easily.
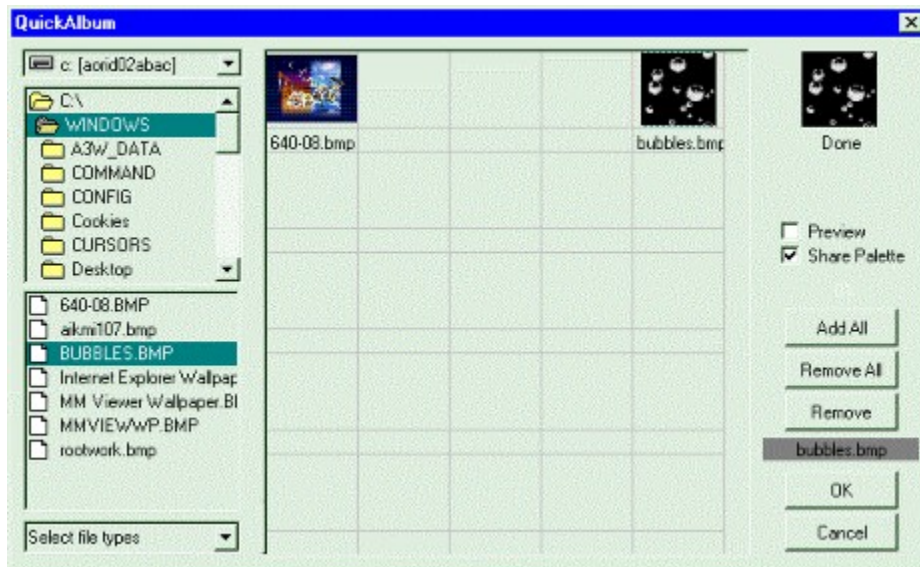
To create   thumbnail, drag file name from the file list to an empty block. You can insert all files contained in   folder into thumbnail by clicking "Add All" button. Remove the unwanted thumbnail by select it and click "Remove" or press Del key. When you want to insert   picture from thumbnail into the card, select that thumbnail and click OK or double click on it. You can even insert   file from the file list without creating   thumbnail. You can preview picture by checking the preview box.

QuickPreview is another application in the QuickCard. It allows you to preview the pictures as thumbnails without creating any thumbnails. This function is easy to use, take no disk space, but working slowly because original large picture must be read every time picture preview is displayed. Due to you can not insert picture directly in to Quickcard, so, file name have to be recognized for selecting by normal open dialog box or QuickAlbum in QuickCard.

The print button is used to print any pictures seen on screen, .. one picture at actual size or fit the page, or thumbnails of any size you selected.