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User Info

By Design Office allows you to create and modify personalized user information for easy insertion into documents. You can enter information on multiple users, select a user as needed or set one user as the default.

To use this option, click on **Options** located on the Button Bar, then select **User Info** from the subsequent menu. The main dialog box will appear that will have a user menu containing the names of all existing users, as well as the following choices for altering user information:

New:	allows you to create a new user and enter personalized user information
Properties:	allows you to modify existing user information
Remove:	allows you to remove a user
Set Default:	allows you to set a default user. The default user will be the one automatically used by templates which call for user details.

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Creating a New User

To create a new user, first click on **New**. A three-tab dialog box will appear with the following headings: General, Logo, and Closing. In order to move on to any of the other tab items, you must first type in the name of the new user from the **General** tab. Once you have done so, you can then enter any other personalized user information you wish to add. Finally, when you have finished creating your new user, click on **OK**, and it will be added to the list of users.

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Modifying User Information

To alter existing user information, you must first highlight a user from the user menu. Then, click on **Properties**. A three-tab dialog box will appear with the following headings: General, Logo, and Closing.

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The General Tab

The General tab allows you to alter the name, address, title, company name, phone number, fax number, and e-mail address of the user. To do so, click the **General** tab and edit/enter your information accordingly.

Note: Address Line 3 is used to enter the City, State, and Zip Code of the user's address.

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The Logo Tab

The Logo tab allows you to browse and select a Graphic Logo and/or a Letter Logo to be printed on the user's document. To select a logo, first click on the logo tab.

A Graphic Logo is a clip art or graphic file that is used by many different designs and may include any type of Windows graphic file. These files can be inserted into any document that has the [[My:GraphicLogo]] tag.

To select a Graphic Logo, you can either type in the path and file name of the Graphic Logo you desire, or browse through graphic files to locate the file you wish to use. These retrieval options allow you to retrieve graphic files that are on CD ROM, saved to a disk, or saved to your hard drive.

To locate and retrieve a graphic file using the **Browse** button, first select the type of files you would like listed in the Browse option. Select the drive and the directory you wish to retrieve your graphic file from, and finally, select the graphic file itself by highlighting its name in the list box. Then click **OK**. A sample of the graphic file will appear in the viewing box directly above the file name.

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Scanning

If you need to scan a logo you can select the **Scan** button from certain dialogs. Scan will launch the Scan Utility dialog where you can specify options related to your scanning session. Type a valid path and file name into the edit box to define the name under which the scanned in image will be saved. Alternatively, use **Browse** to select a different directory and file name.

Next, select the color format from the drop down list box. The choices are 256 Colors or 16.6 million colors. Please consult your scanner documentation for an explanation of the differences.

If you have more than one TWAIN compatible device installed on your system, you will need to specify which one the By Design Office Scan Utility should invoke. You can do this by clicking on **Select TWAIN Source** and choose the appropriate device. Finally, click on **Scan**. This will launch your scanner device's scanning software. Upon completion of the scan, the screen will return to the User Info dialog that you started from.

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Letter Logo

You may also specify one alphabetical letter to be used as a Letter Logo. A Letter Logo is a large decorative letter used by many designs within the program. Generally it is the first letter of your company name, and would only be used with documents that allow for the Letter Logo option. To define a Letter Logo, simply enter the letter you desire in the Letter Logo box.

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The Closing Tab

The Closing tab allows you to enter the closing text for your letterheads, select a scanned-in signature, and specify the name and title of the present user. To modify a closing, click on the **Closing** tab and edit/enter accordingly.

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Signature

By Design Office allows you to reference a scanned in image of your signature for use with letterheads. If you already know the location of the signature graphic you wish to use for your closing (if any), type in the path and file name of the graphic in the space provided.

To locate and retrieve a graphic file using the **Browse** button, first select the type of files you would like listed in the Browse option, select the drive and the directory you wish to retrieve your graphic file from, and finally, select the graphic file itself by highlighting its name in the list box. Then click **OK**. A sample of the graphic file will appear in the viewing box directly above the file name.

You can also access the Scan button from this dialog to scan in a signature graphic. If you do not wish to use a signature graphic, you may leave this area blank without affecting your document in any way.

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Name and Title

You can also specify your name and title for use at the closing of letterheads. To do so, just enter the text as you wish it to appear at the bottom of your letters. You may enter an unlimited number of lines in this multi-line edit box.

Note: All data in Closing tab corresponds to the [[Signature Block]] Tag in documents.

When you are through modifying user information through the Properties option, click on **OK**, and the new information will automatically take effect.

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Removing a User

To remove a user, simply highlight a user from the user menu, and then click on **Remove**. A dialog box will appear to confirm your choice. Click on **OK** to remove the user, or click on **Cancel** to abandon the command.

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Setting a Default User

To select a default user, simply highlight a user from the user menu, and click on **Set Default**. Then, every time a design is customized, the information for the default user will be inserted in the design unless another user is selected during the customization process

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