Name Tags Help Contents

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Menu Commands

This section contains information about the menus and commands for Name Tags.

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Tasks and Topics

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File Menu Commands (Name Tags Screen)

New

Displays the Graphics Manager screen so that you can begin a new name tag.

Open

Displays the Graphics Manager screen so that you can open a name tag that you have already created.

Save

Saves editing changes to an existing name tag.

Save As

Saves a name tag to a specific filename.

Print

Displays a submenu so that you can prepare name tags for printing.

Add a Name Tag to the Print Page

Clear the Print Page

Display the Print Page Indicator

Preview the Print Page

Print Name Tags

Print the Print Page

Print Single Tag

Prints one name tag in a specified format.

Print Setup

Displays a dialog box so that you can change the printer settings for printing name tags.

Page Setup

Displays a dialog box so that you can choose a format for the name tags.

Exit

Closes the Name Tags application and returns you to the desktop.

Edit Menu Commands (Name Tags Screen)

Undo

Cancels the last editing action.

Cut

Removes the selected or highlighted information and places it onto the Clipboard, replacing the previous Clipboard contents.

Copy

Copies the selected or highlighted information and places it on the Clipboard, leaving the original information intact and replacing the previous Clipboard contents.

Paste

Places the Clipboard contents at the cursor location.

Properties

Displays a dialog box so that you can choose the way you want the type to appear in the text field.

Options Menu Commands

Design Name Tag

> Displays the design screen so that you can create a name tag.

View Large\View Actual

> Displays the entire name tag in a larger format, and then returns to the actual name tag size.

Screen Color

> Selects a color for the entire screen.

Clear Name Tag

> Erases the currently displayed name tag.

Help Menu Commands

Contents

Displays the contents for the current application's Help topics.

Keyboard

Displays information about accelerator keys that are available in this application.

Menu Commands

Displays Help topics about the current application's menus and commands.

Tasks and Topics

Displays Help topics about the current application's tasks and topics.

Using Help

Displays Help topics about using WinMate's on-line Help.

Tutorial

Displays the WinMate Tutorial for the Name Tags application.

About Nametags

Displays information about the current application.

File Menu Command (Design Screen)

Exit

Exits the design screen and returns you to the name tags screen.

Edit Menu Commands (Design Screen)

Cut

Removes selected or highlighted information and places it onto the Clipboard, replacing the previous Clipboard contents.

Copy

Copies selected or highlighted information onto the Clipboard, leaving the original information intact and replacing the previous Clipboard contents.

Paste

Places the Clipboard contents at the cursor location.

Properties

Displays a dialog box so that you can change the pattern, color, and line weight of the shapes in a name tag.

Photograph Properties

If you select a photo, a dialog box is displayed so that you can change the photograph colors, size and cropping.

Move to Top

Moves the selected illustration to the foreground, over another object(s).

Note: If there is a field, the illustration cannot be placed on top of the field.

Move to Bottom

Moves the selected illustration to the background, under another object(s).

Group

Displays a submenu that lets you manipulate groups of objects.

Align a Group

Break a Group into Single Objects

Magnify an Area

Make Objects into a Group

Tools Menu Commands

Select

Places a select border around a field, illustration, or area on a name tag.

Line

Draws a line in a name tag.

Rectangle

Draws a rectangle or square in a name tag.

Ellipse

Draws a circle or ellipse in a name tag.

Background Color

Selects a background color for your name tag.

Add Menu Commands

Illustration

Adds an illustration to the name tag.

Photograph

Adds a photograph to the screen or printout using the Select a Photograph dialog box.

Field

Adds a field to the name tag.

Add a Field

1   Be sure the design screen is displayed.

MORE

2   Choose the Add Menu's *Field* command.

A text field, surrounded by a select border, appears.

3   If necessary, drag the field to the appropriate position on the name tag.

Note: You must display the name tags screen to type text into a field.

MORE

Additional Tasks:

Move a Field or Illustration

Resize a Field or Illustration

Select a Field, Illustration, or Area

Print

Use the *Print* commands to prepare name tags for printing.

[Add a Name Tag to the Print Page](#)

[Clear the Print Page](#)

[Display the Print Page](#)

[Preview the Print Page](#)

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[Print the Print Page](#)

Add a Name Tag to the Print Page

1   Be sure the name tags screen is displayed.

    MORE

    Choose the File Menu's *Print* command.

    A submenu appears.

3   Choose the *Add to Print Page* command.

    The current name tag is added to the *Print Page* indicator.

    Additional Tasks:

        Clear the Print Page

        Display the Print Page Indicator

        Preview the Print Page

        Print Name Tags

        Print the Print Page

Add a Picture to the List Dialog Box

Use the options in the *Add a Picture to the List* dialog box to describe the name tag that you are adding to the [Graphics Manager](#) application.

Name: **Field**
- Type the name of the name tag.

Description: **Field**
- Type a brief statement that you want to appear when you select the name tag.

Path: **Field**
- If necessary, type the drive, directory, and filename where the name tag is (or will be) located.

Note: If you do not type a path for the name tag, a default path is assigned.

Type **Box**
- If necessary, choose the appropriate application or picture library.

OK **and** *Cancel* **Buttons**
- Choose *OK* to keep the choices you made and return to the name tags screen.
- Choose *Cancel* to cancel the choices you made and return to the name tags screen.

Add an Illustration

1   Be sure the <u>design screen</u> is displayed.

<u>MORE</u>

2   Choose the Add Menu's *Illustration* command.

The Graphics Manager selector screen appears.

<u>MORE</u>

3   Choose the illustration you want to use.

A <u>select border</u> appears around the illustration.

4   Choose the <u>Select</u> icon to return to the Name Tags application.

or

Double click on the selected illustration.

The illustration appears on the Name Tags design screen.

<u>MORE</u>

Additional Tasks:

<u>Add a Field</u>

<u>Move a Field or Illustration</u>

<u>Move an Illustration to the Background</u>

<u>Move an Illustration to the Foreground</u>

<u>Resize a Field or Illustration</u>

<u>Select a Field, Illustration, or Area</u>

Group

Use the *Group* commands to manipulate groups of objects.

[Align a Group](#)

[Break a Group into Single Objects](#)

[Magnify an Area](#)

[Make Objects into a Group](#)

Align a Group

1 Be sure the design screen is displayed.

MORE

2 Choose the group that you want to align.

A select border appears around the group.

3 Choose the Edit Menu's *Group* command.

A submenu appears.

4 Choose the *Align* command.

The *Align* dialog box appears.

5 Choose the appropriate alignment option.

6 Choose *OK*.

Additional Tasks:

Magnify an Area

Make Objects into a Group

Select a Field, Illustration, or Area

Align Dialog Box

Use the options in the *Align* dialog box to move the objects in a group so that they align in one of the ways listed below.

Left Button
- Aligns the objects in a group so that they appear at the far left of the selected area.

Top Button
- Aligns the objects in a group so that they appear at the top of the selected area.

Right Button
- Aligns the objects in a group so that they appear at the far right of the selected area.

Bottom Button
- Aligns the objects in a group so that they appear at the bottom of the selected area.

Equidistant Horizontally Button
- Aligns the objects in a group so that they appear at equal distances in horizontal positions within the selected area.

Equidistant Vertically Button
- Aligns the objects in the group so that they appear at equal distances in vertical positions within the selected area.

Center Horizontally Button
- Aligns the objects in the group so that they appear centered horizontally within the selected area.

Center Vertically Button
- Aligns the objects in a group so that they appear centered vertically within the selected area.

OK and *Cancel* Buttons
- Choose *OK* to select the button(s) you chose and return to the design screen.
- Choose *Cancel* to cancel the button(s) you chose and return to the previous screen.

Bitmap Properties Dialog Box

Check (⊠) the *Transparent* option to make the bitmap transparent.

Note: Eggshell white is the only color from the color palette that can appear transparent in a bitmap.

Check (⊠) the *Stretchable* option to make the bitmap stretchable.

OK and *Cancel* Buttons

- Choose *OK* to change the selected bitmap's properties as specified.
- Choose *Cancel* to exit the *Bitmap Properties* dialog box without making any changes.

Break a Group into Single Objects

1   Be sure the design screen is displayed.

    MORE

2   Choose the group that you want to break.

    A select border appears around the group.

3   Choose the Edit Menu's *Group* command.

    A submenu appears.

4   Choose the *Break group* command.

Additional Tasks:

    Align a Group

    Magnify an Area

    Make Objects into a Group

Change a Shape

1   Be sure the design screen is displayed.

    MORE

2   Choose the line, rectangle, or circle that you want to change.

    A select border appears around the shape.

3   Choose the Edit Menu's *Properties* command.

    The *Properties* dialog box appears.

4   At the *Line Style* prompt, choose the appropriate line weight.

5   [Optional] Choose the *Line Color* button to change the color of the line.

    MORE

6   At the *Pattern* prompt, click on the to choose a pattern or solid.

7   [Optional] If you chose a pattern or solid at the *Pattern* prompt, you can choose the *Foreground* button to change the pattern's foreground color or to change a solid color.

8   [Optional] If you chose a pattern at the *Pattern* prompt, you can choose the *Background* button to choose a background color for a pattern.

9   Choose *OK*.

    The changes you made are reflected in the selected shape.

Additional Tasks:

    Select a Field, Illustration, or Area

Change the Current WinMate User

1 Click on the *Identify* icon.

The *Identify* dialog box appears. The current user name appears in the *Current User:* field.

2 Click on the photo icon for the user you want to select.

3 Choose *Sign On*.

The *Confirm Sign-on* dialog box appears. The user's full name appears in the *Sign on user:* field.

4 Choose *OK*.

The Name Tags screen is redisplayed.

Change the Font

1 Be sure the name tags screen is displayed.

MORE

2 Choose the field that you want to modify.

3 Choose the Edit Menu's *Properties* command.

The *Font* dialog box appears.

4 At the *Font* prompt, choose the name of a font.

5 At the *Font Style* prompt, choose a style (*Regular*, *Italic*, *Bold*, or *Bold Italic*).

6 At the *Size* prompt, choose a point size.

The *Sample* box displays an example of the font and size you chose.

7 [Optional] At the *Effects* box, choose one or both of the options (*Strikeout* or *Underline*).

8 At the *Color* prompt, choose a text color.

9 Choose *OK*.

Additional Tasks:

Add a Field

Choose a Name Tag Color

1   Be sure the design screen is displayed.

    MORE

2   Choose the Tools Menu's *Background color* command.

    The *Color* dialog box appears.

3   Choose an appropriate color.

    MORE

4   Choose *OK*.

    The name tag area on the screen reflects the color you chose.

    Additional Tasks:

       Choose a Screen Color

Choose a Screen Color

1   Be sure the name tags screen is displayed.

   MORE

2   Choose the Options Menu's *Screen Color* command.

   The *Color* dialog box appears.

3   Choose an appropriate color.

4   Choose *OK*.

   The screen area that surrounds the name tag reflects the color you chose.

   Additional Tasks:

   Choose a Name Tag Color

Clear a Name Tag

1   Be sure the <u>name tags screen</u> is displayed.

<u>MORE</u>

2   Choose the Options Menu's *Clear Name tag* command.

The currently displayed name tag is cleared (erased).

Additional Tasks:

<u>Create a New Name Tag</u>

Clear the Print Page

1   Be sure the name tags screen is displayed.

     MORE

2   Choose the File Menu's *Print* command.

     A submenu appears.

3   Choose the *Clear the Print Page* command.

     A dialog box appears asking if you are sure you want to clear the print page.

4   Choose the *Yes* button to remove all name tags from the print page.

     Additional Tasks:

Add a Name Tag to the Print Page

Display the Print Page Indicator

Preview the Print Page

Print Name Tags

Print the Print Page

Color Dialog Box

Basic Colors: **Area**
- Select the color you want to use.

Custom Colors: **Area**
- Select the color you want to use.

Hue: **Field**

Hue is where a color appears along the color spectrum. For example, purple is between blue and red.
- Highlight the current number, and then type the desired setting.

Sat: **Field**

Saturation (*Sat*) is the purity of a color's hue, moving to the pure color from gray.
- Highlight the current number, and then type the desired setting.

Lum: **Field**

Luminosity (*Lum*) determines the brightness of a color on a scale from black to white.
- Highlight the current number, and then type the desired setting.

Red: **Field**
- Highlight the current number, and then type the number for the amount of red you want in the color.

Note: The lower the number, the lower the amount of red that appears in the color.

Green: **Field**
- Highlight the current number, and then type the number for the amount of green you want in the color.

Note: The lower the number, the lower the amount of green that appears in the color.

Blue: **Field**
- Highlight the current number, and then type the number for the amount of blue you want in the color.

Note: The lower the number, the lower the amount of blue that appears in the color

Add to Custom Colors, *Define Custom colors*, *OK*, **and** *Cancel* **Buttons**
- Choose *Add to Custom Colors* to add a new color to the *Custom Colors* area.
- The *Define Custom Colors* button is not available in this application.
- Choose *OK* to select and save the colors you have chosen.
- Choose *Cancel* to exit the *Color* dialog box without saving any changes or making a selection.

Copy Information

Copy information on the name tags screen:

1 Select the text you want to copy.

2 Choose the Edit Menu's *Copy* command.

The selected information is copied to the Clipboard.

Copy information on the design screen:

1 Select the information you want to copy.

A select border appears around the information.

2 Choose the Edit Menu's *Copy* command.

The selected information is copied to the Clipboard.

Additional Tasks:

Move Information

Reinsert Information

Select a Field, Illustration, or Area

Undo Your Last Edit

Create a New Name Tag

1   Be sure the name tags screen is displayed.

     MORE

2   Choose the File Menu's *New* command.

     MORE

     The Graphics Manager selector screen appears.

     MORE

3   Choose the desired format for the new name tag.

     Note: Choose *BLANK* to use a blank name tag format.

4   Choose the Select icon to return to the name tags screen.

     or

     Double click on the selected format.

     Additional Tasks:

          Add a Field

          Add an Illustration

          Design a Name Tag

          Open an Existing Name Tag

          Save a Name Tag

Create New Format Dialog Box

Format Name: **Field**
- Type the name of the format that you want to use.

Print Nametag Edges **Box**
- Check the
☒ if you want a border around the name tags.

Measurement **Box**
- Choose the *Inches* button to measure the name tag in inches.
- Choose the *Centimeters* button to measure the name tag in centimeters.

Size **Box**
- At the *Width* field, type the measurement you want to use for the width of the name tag.

Note: The name tag can be up to 6 inches (15 centimeters) wide.
- At the *Height* field, type the measurement you want to use for the height of the name tag.

Note: The name tag can be up to 4 inches (10 centimeters) in height.

Spacing Box
- At the *Horizontal* field, type the measurement you want to use for the distance between the name tags across the width of the page.
- At the *Vertical* field, type the measurement you want to use for the distance between the name tags going down the length of the page.

Number of Nametags **Box**
- At the *Across* field, type the number of name tags that you want to print across the width of a page.
- At the *Down* field, type the number of name tags that you want to print down the length of a page.

Page Margins **Box**
- At the *Left* field, type the measurement you want to use for the distance between the left edge of the page and the first column of name tags.
- At the *Right* field, type the measurement you want to use for the distance between the right edge of the page and the last column of name tags.
- At the *Top* field, type the measurement you want to use for the distance between the top edge of the page and the name tags.
- At the *Bottom* field, type the measurement you want to use for the distance between the bottom edge of the page and the name tags.

OK **and** *Cancel* **Buttons**
- Choose *OK* to keep the changes you made and return to the name tags screen.
- Choose *Cancel* to cancel the changes you made and return to the previous screen.

Design a Name Tag

1 At the name tags screen, choose the Options Menu's *Design Name Tag* command.

    or

    Choose the Design icon.

    The design screen appears.

2 Design the name tag as you wish, using the options on the Tools and Add menus.

3 Choose the File Menu's *Exit* command.

    or

    Choose the Exit icon.

    The name tags screen appears.

4 If you created a text field, you can now type the text in the text field.

    Additional Tasks:

        Add a Field

        Add an Illustration

        Align a Group

        Change a Shape

        Create a New Name Tag

        Exit the Design Screen

        Open an Existing Name Tag

        Resize a Field or Illustration

        Select a Field, Illustration, or Area

Design Screen

The design screen is where you will create and customize your own name tags.

This screen gives you the flexibility to determine where you want to position text and where you want to insert pictures. You can add illustrations from Graphics Manager, and, if you want, can even customize them for a specific name tag. You can also design your own graphics, including different shapes, colors, or patterns.

Using the design screen, you can create name tags that are as unique as you yourself.

Display the *Print Page* Indicator

1   Be sure the <u>name tags screen</u> is displayed.

     <u>MORE</u>

2   Choose the File Menu's *Print* command.

     A submenu appears.

3   Choose the *Show Page Status* command.

     The *Print Page* indicator appears, showing the status of the current print page.

     <u>MORE</u>

     Additional Tasks:

        <u>Add a Name Tag to the Print Page</u>

        <u>Clear the Print Page</u>

        <u>Preview the Print Page</u>

        <u>Print Name Tags</u>

        <u>Print the Print Page</u>

Draw a Line

1   Be sure that the design screen is displayed.

MORE

2   Choose the Tools Menu's *Line* command.

3   Position the marker where you want to begin the line.

4   Drag the line to the desired length.

Note: To draw an exact vertical or horizontal line, hold down the **SHIFT** key while drawing the line.

Additional Tasks:

Change a Shape

Draw a Rectangle

Draw an Ellipse

Draw a Rectangle

1   Be sure the design screen is displayed.

     MORE

2   Choose the Tools Menu's *Rectangle* command.

3   Position the marker where you want to begin the rectangle.

4   Stretch the rectangle to the desired size.

     Note: To draw a square, hold down the **SHIFT** key while drawing.

     Additional Tasks:

       Change a Shape

       Draw a Line

       Draw an Ellipse

Draw an Ellipse

1   Be sure the design screen is displayed.

    MORE

2   Choose the Tools Menu's *Ellipse* command.

3   Position the marker where you want to begin the ellipse.

4   Drag the ellipse to the desired size.

    Note: To draw a perfect circle, hold down the **SHIFT** key while drawing.

    Additional Tasks:

        Change a Shape

        Draw a Line

        Draw a Rectangle

Edit Format Dialog Box

***Format Name:* Field**
- Type the name of the format you want to use for the current name tag page.

***Print Nametag Edges* Box**
- Check the
☒ if you want a border around the name tags.

***Measurement* Box**
- Choose the *Inches* button to measure the name tag in inches.
- Choose the *Centimeters* button to measure the name tag in centimeters.

***Size* Box**
- At the *Width* field, type the measurement you want to use for the width of the name tag.
Note: The name tag can be up to 6 inches (15 centimeters) wide.
- At the *Height* field, type the measurement you want to use for the height of the name tag.
Note: The name tag can be up to 4 inches (10 centimeters) in height.

***Spacing* Box**
- At the *Horizontal* field, type the measurement you want to use for the distance between the name tags across the width of the page.
- At the *Vertical* field, type the measurement you want to use for the distance between the name tags going down the length of the page.

***Number of Nametags* Box**
- At the *Across* field, type the number of name tags that you want to print across the width of a page.
- At the *Down* field, type the number of name tags that you want to print across the height of a page.

***Page Margins* Box**
- At the *Left* field, type the measurement you want to use for the distance between the left edge of the page and the first column of name tags.
- At the *Right* field, type the measurement you want to use for the distance between the right edge of the page and the last column of name tags.
- At the *Top* field, type the measurement you want to use for the distance between the top edge of the page and the name tags.
- At the *Bottom* field, type the measurement you want to use for the distance between the bottom edge of the page and the name tags.

***OK* and *Cancel* Buttons**
- Choose *OK* to keep the changes you made and return to the name tags screen.
- Choose *Cancel* to cancel the changes you made and return to the previous screen.

Enlarge a Name Tag

1 Be sure the <u>name tags screen</u> is displayed.

<u>MORE</u>

2 Choose the Options Menu's *View Large* command.

The name tag is enlarged on the screen.

3 Choose the Options Menu's *View Actual* command to return the name tag to its actual size on the screen.

Additional Tasks:

<u>Print a Single Name Tag</u>

<u>Print Name Tags</u>

<u>Set Up Your Printer</u>

Exit Name Tags

1   Be sure the name tags screen is displayed.

MORE

2   Choose the File Menu's *Exit* command.

OR

Choose the *Finish* icon.

The desktop reappears.

Additional Tasks:

Create a New Name Tag

Exit the Design Screen

Open an Existing Name Tag

Save a Name Tag

Save Changes to an Existing Name Tag

Exit the Design Screen

At the design screen, choose the File Menu's *Exit* command.

OR

Select the Exit icon.

The name tags screen is displayed.

Additional Tasks:

Exit Name Tags

Font Dialog Box

Use the options in the *Font* dialog box to change a type font's style, size, and color.

Font: **List Box**
▪   Select the name of the font you want to use.

Font Style **List Box**
▪   Select the style (*Regular*, *Italic*, *Bold*, or *Bold Italic*) you want to use.

Size **List Box**
▪   Select the size you want to use for the font.
The *Sample* box at the bottom of the dialog box displays an example of the font and size you chose.

Effects: **List Box**
▪   Select *Strikeout* if you want the text you type to appear with a line through the letters.
▪   Select *Underline* if you want the text you type to appear underlined.

Color: **List Box**

1   Click on the icon to see a list of available colors.
2   Select the text color you want to use.

OK **and** *Cancel* **Buttons**
▪   Choose *OK* to keep the changes you made and return to the name tags screen.
▪   Choose *Cancel* to cancel the changes you made and return to the previous screen.

Magnify an Area

1 Be sure the design screen is displayed.

MORE

2 Choose the Tools Menu's *Select* command.

3 Drag the mouse to stretch the select box around the area which contains the objects you want to enlarge.

Note: An area must contain two or more objects.

A select border appears around the area.

4 Choose the Zoom icon.

or

a**.** Choose the Edit Menu's *Group* command.

A submenu appears.

b. Choose the *Zoom* command.

The area you chose appears enlarged.

5 Choose the Exit icon to return to the design screen.

Additional Tasks:

Select a Field Illustration or Area

Make Objects into a Group

1 Be sure the design screen is displayed.

MORE

2 Choose the Tools Menu's *Select* command.

3 Drag the mouse to stretch the select box around the objects you want to group.

The select border appears around the selected area.

4 Choose the Edit Menu's *Group* command.

A submenu appears.

5 Choose the *Make Group* command.

The objects within the selected area form one group. When you select any object in the group, the entire group is selected.

Additional Tasks:

Align a Group

Break a Group into Single Objects

Magnify an Area

Select a Field Illustration or Area

Move a Field or Illustration

1   Be sure the design screen is displayed.

MORE

2   Select the field or illustration you want to move.

A select border appears around the field or illustration.

3   Position the marker inside the select border, and drag the mouse to the desired position.

Additional Tasks:

Add a Field

Add an Illustration

Resize a Field or Illustration

Select a Field Illustration or Area

Move an Illustration to the Background

1   Be sure the design screen is displayed.

     MORE

2   Select the illustration you want to move.

     A select border appears around the illustration.

3   Choose the Edit Menu's *Move to Bottom* command.

     The illustration you chose moves to the background, under another illustration(s).

     Additional Tasks:

       Move a Field or Illustration

       Move an Illustration to the Foreground

       Select a Field Illustration or Area

Move an Illustration to the Foreground

1   Be sure the design screen is displayed.

      MORE

2   Select the illustration you want to move.

      A select border appears around the illustration.

3   Choose the Edit Menu's *Move to Top* command.

      The illustration you chose moves to the foreground, on top of another illustration(s).

      Additional Tasks:

          Move a Field or Illustration

          Move an Illustration to the Background

          Select a Field Illustration or Area

Move Information

1   Highlight the information you want to remove.

2   Choose the Edit Menu's *Cut* command.

The highlighted information is removed from the screen.

MORE

Additional Tasks:

       Copy Information

       Reinsert Information

Name Tag Field

You can type text in a name tag field, such as a person's name, company, organization, and so on. You can also use the Edit Menu's *Cut*, *Copy*, and *Paste* commands to remove information from a name tag field or to copy information and reinsert it in another name tag.

Additional Tasks:

[Change the Font](#)

[Copy Information](#)

[Move Information](#)

[Reinsert Information](#)

Name Tag Page Setup Dialog Box

***Page Format* Box**
- Select the page format you want to use for the current name tag.

***Format* Box**
- Displays the name of the currently selected name tag page format.

***Size* Box**
- Displays the width and height of the currently selected page format (the size of the name tag).

***Number of Tags* Box**
- Displays the number of name tags that will print across a page and down a page.

***Paper Size* Box**
- Displays the paper size that is going to be used for the selected *Page Format*.

***New* Button**
- Choose the *New* button to display the *Create New Format* dialog box and create a new page format.

***Edit* Button**
- Choose the *Edit* button to display the *Edit Format* dialog box and change the selected page format.

***Delete* Button**
- Choose the *Delete* button to delete the currently selected page format.

***OK* and *Cancel* Buttons**
- Choose *OK* to return to the name tags screen.
- Choose *Cancel* to exit the *Nametag Page Setup* dialog box without changing the page setup.

Open an Existing Name Tag

1 Be sure the name tags screen is displayed.

MORE

2 Choose the File Menu's *Open* command.

The Graphics Manager screen appears, displaying all the name tags you have saved.

MORE

3 Choose the name tag that you want to open.

The select border appears around the name tag you chose.

4 Choose the File Menu's *Exit* command.

or

Choose the Select icon.

The name tag you selected appears on the name tags screen.

Additional Tasks:

Create a New Name Tag

Save a Name Tag

Save Changes to an Existing Name Tag

Preview the Print Page

1   Be sure the name tags screen is displayed.

MORE

2   Choose the File Menu's *Print* command.

A submenu appears.

3   Choose the *Preview Page* command.

The current print page appears.

MORE

Additional Tasks:

Add a Name Tag to the Print Page

Clear the Print Page

Display the Print Page Indicator

Print a Single Name Tag

1   Be sure the name tags screen is displayed.

    MORE

2   Choose the File Menu's *Print Single Tag* command.

    The *Print* dialog box appears.

3   Choose the appropriate options.

4   Choose *OK*.

    Additional Tasks:

        Set up Your Printer

Print Dialog Box

Printer Prompt
- Displays the currently chosen printer.

Print Range Box
- Choose the *All* button to print all pages.
- The *Selection* button is not available for Name Tags.
- The *Pages* button is not available for Name Tags.

Print Quality Prompt
- At the *Print Quality:* prompt, click on the
⊡ icon, and then select the resolution to use for printing graphics.
Most printers cannot print at resolutions higher than 300 DPI (dots per inch).

Print to File Checkbox
- Select the *Print to File* checkbox
☒ to print the name tag(s) to a file.

Copies Field
- Type the number of copies (of the currently displayed name tags page) that you want to print.

Collate Copies Checkbox
- Select the *Collate Copies* checkbox
☒ if you want the printed copies of your name tags to be collated.

OK, Cancel, and *Setup* Buttons
- Choose *OK* to continue with the print procedure.
- Choose *Cancel* to exit the *Print* dialog box without changing any print options.
- Choose *Setup* to display the *Print Setup* dialog box.

Print Name Tags

1   Be sure the name tags screen is displayed.

MORE

2   Choose the File Menu's *Print* command.

A submenu appears.

3   Choose the appropriate command.

Additional Tasks:

Add a Name Tag to the Print Page

Clear the Print Page

Display the Print Page Indicator

Preview the Print Page

Print the Print Page

Print Setup Dialog Box

***Printer* Box**
- Select *Default Printer* to use the default printer that appears in parentheses below this option.
- Select *Specific Printer:* to select a printer other than the default.

If you select *Specific Printer:*, click on the ▪ icon to scroll through the list of options, and highlight the printer you want to use.

***Orientation* Box**
- Select *Portrait* to print the information using a vertical page format.
- Select *Landscape* to print the information using a horizontal page format.

***Paper* Box**

Use the options in this box to select the desired paper size and source.

1   At the *Size:* box, click on the ▪ icon, and then highlight a specific paper size.
2   At the *Source:* box, click on the ▪ icon, and then highlight a specific paper source.

***OK*, *Cancel*, and *Options* Buttons**
- Choose *OK* to set up your printer with the specified commands and return to the previous screen.
- Choose *Cancel* to exit the *Print Setup* dialog box without changing the printer setup.
- Choose *Options* to display the *Options* dialog box so that you can specify additional printing options.

Print the Print Page

1   Be sure the <u>name tags screen</u> is displayed.

      <u>MORE</u>

2   Choose the File Menu's *Print* command.

      A submenu appears.

3   Choose the *Print Page* command.

      The *<u>Print</u>* dialog box appears.

4   Choose the appropriate options.

      Additional Tasks:

          <u>Add a Name Tag to the Print Page</u>

          <u>Clear the Print Page</u>

          <u>Display the Print Page Indicator</u>

          <u>Preview the Print Page</u>

          <u>Print Name Tags</u>

Print to File Dialog Box

Filename Field
- Type the name of the file to which you want to print. If the file is located on another drive or in another directory, be sure to provide the complete path, including the drive, directory, and filename.

OK and *Cancel* Buttons
- Choose *OK* to start printing to the indicated file.
- Choose *Cancel* to exit this dialog box without printing to a file.

Properties Dialog Box

Line Style Box

1 To change the line width at the line field, click on the ▪ icon, and then highlight the desired line width.
2   To change the line color, choose *Line Color*.

The [*Color*](#) dialog box appears.

Pattern Box

1 To change the pattern, at the *Pattern* prompt, click on the ▪ icon, and then highlight the desired pattern or solid design.
2   [Optional] If you chose a pattern or solid at the *Pattern* prompt, you can choose the *Foregound* button to change the pattern's foreground color or to change a solid color.

   The [*Color*](#) dialog box appears.

3 [Optional] If you chose a pattern at the *Pattern* prompt, you can choose the *Background* button to choose a background color for a pattern.

   The [*Color*](#) dialog box appears.

OK and *Cancel* Buttons
▪   Choose *OK* to return to the [design screen](#).
▪   Choose *Cancel* to exit the *Properties* dialog box without changing any properties.

Reinsert Information

To reinsert (paste) Clipboard information into the name tag:

1   Place the cursor on the screen where you want to insert the information, or highlight the information you want to replace.

2   Choose the Edit Menu's *Paste* command.

The Clipboard information is reinserted at the cursor location or replaces the information you highlighted.

To reinsert (paste) Clipboard information into another name tag:

1   Display the name tag in which you want to reinsert the Clipboard information.

2   Place the cursor on the name tag where you want to insert the information, or highlight the information you want to replace.

3   Choose the Edit Menu's *Paste* command.

The Clipboard information is inserted at the cursor location or replaces the information you highlighted.

To reinsert (paste) information into another application:

1   Click on the *Finish* icon to exit the Name Tags application.

2   Display the desired file in the appropriate application, using that application's *Open* command.

3   Place the cursor in the application where you want to insert the information, or highlight the information you want to replace.

4   Choose the Edit Menu's *Paste* command.

The Clipboard information is inserted at the cursor location, or replaces the information you highlighted.

Additional Tasks:

Copy Information

Move Information

Save Changes to an Existing Name Tag

Select a Field, Illustration, or Area

Undo Your Last Edit

Resize a Field or Illustration

1 Be sure the <u>design screen</u> is displayed.

<u>MORE</u>

2 Select the field or illustration you want to resize.

A <u>select border</u> appears around the field or illustration.

3 Position the marker on a resize handle on the border, and drag the mouse to the desired position.

Additional Tasks:

<u>Move a Field or Illustration</u>

<u>Select a Field Illustration or Area</u>

Save a Name Tag

1   Be sure the name tags screen is displayed.

      MORE

2   Choose the File Menu's *Save as* command.

      The *Add a Picture to the List* dialog box appears.

3   At the *Name:* prompt, type the name of the name tag.

4   At the *Description:* prompt, type a brief statement that you want to appear when you select the name tag.

5   At the *Path:* prompt, type the drive, directory, and, if necessary, the filename where the name tag is (or will be) located.

      Note: If you do not type a path for the name tag, a default path is assigned.

6   At the *Type* box, select the appropriate application or picture library.

7   Choose *OK*.

      Additional Tasks:

            Create a New Name Tag

            Open an Existing Name Tag

            Save Changes to an Existing Name Tag

Save Changes to an Existing Name Tag

1 Be sure the name tags screen is displayed.

MORE

2 Choose the File Menu's *Save* command.

The changes are saved automatically.

Additional Tasks:

Create a New Name Tag

Open an Existing Name Tag

Save a Name Tag

Select a Field, Illustration, or Area

To select a field or illustration:

1   Be sure the design screen is displayed.

MORE

2   Click on the field or illustration you want to select.

The select border appears around the field or illustration.

To select an area:

1   Be sure the design screen is displayed.

MORE

2   Choose the Tools Menu's *Select* command.

3   Position the marker above and to the left of the objects you want to select, and drag the mouse so that the select box surrounds the appropriate area.

The select border appears around the area.

Additional Tasks:

Add a Field

Add an Illustration

Magnify an Area

Move a Field or Illustration

Move an Illustration to the Background

Move an Illustration to the Foreground

Resize a Field or Illustration

Set up a Name Tag Page

1   Be sure the name tags screen is displayed.

     MORE

2   Choose the File Menu's *Page Setup* command.

     The *Nametag Page Setup* dialog box appears.

3   Choose the appropriate option(s).

4   Choose *OK*.

     Additional Tasks:

          Enlarge a Name Tag

          Print a Single Name Tag

          Print Name Tags

Set up Your Printer

1 Be sure the name tags screen is displayed.

MORE

2 Choose the File Menu's *Print Setup* command.

The *Print Setup* dialog box appears.

3 At the *Printer* box, select the appropriate printer button.

4 At the *Orientation* box, select the appropriate page format.

5 At the *Paper* box, select the desired paper size and source.

6 [Optional] Choose the *Options* button to specify additional printing options.

The *Options* dialog box appears.

7 Choose *OK* when all settings are correct.

Additional Tasks:

Enlarge a Name Tag

Print a Single Name Tag

Print Name Tags

Switch to Another Application

Use this feature to switch to another application without closing the current application.

1 Click on the *Pause* icon.

A list of applications that are currently running appears.

2 Choose the application you want to open.

Note: If the application you want to run does not appear on the list, choose the desktop from the list, and run the desired application.

3 Choose *OK*.

Undo Your Last Edit

1   Be sure the name tags screen is displayed.

MORE

2   Choose the Edit Menu's *Undo* command.

The last editing task is canceled, and the appropriate information is replaced or removed.

Additional Tasks:

Copy Information

Reinsert Information

Move Information

Keyboard Short Cut Keys

You can use the following short cut keys in the Name Tags application:

Key(s)   **Function**

-------   -----------

CTRL +
Z   Cancels the last editing action

CTRL +
C   Copies the highlighted information and places it on the Clipboard

CTRL +
▪   Removes the highlighted information and places it on the Clipboard

CTRL +
V   Pastes the contents of the Clipboard onto the screen at the cursor location

 Exit Icon

Click on the Exit icon to return to the [name tags screen](#).

 Design Icon

Click on the Design icon to change the name tags screen to design mode so that you can create a name tag.
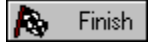
 Finish **Icon**

Click on the *Finish* icon to return to the desktop.

 Graphics Manager Icon

Click on the Graphics Manager icon to go directly to the Graphics Manager application.
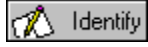
 Identify **Icon**

Click on the *Identify* icon to change the current WinMate user.
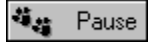
Pause Icon

Click on the *Pause* icon to switch to another application without closing the current application.

 Printer Icon

Click on the Printer icon to print a single name tag or to print the current print page.

 Select Icon

Click on the Select icon in the Graphics Manager task bar to return to the Name Tags application.

 Zoom Icon

Click on the Zoom icon to enlarge the selected objects on the screen. Click on the Exit icon to return to the design screen.

The name tags screen is the first screen that you see when you enter Name Tags. This screen is where you view and manage your files and type and edit text in your name tag. The mouse marker appears as an arrow on the name tags screen.

The Clipboard is the place where your computer temporarily stores information you have removed or copied using the Edit Menu's *Cut* or *Copy* command.

The design screen is where you can create and change your name tag. The marker appears as a pointing finger.

The select border appears around a field, illustration, or area when it is selected. You can then move the field, illustration, or area by positioning the marker inside the field, illustration, or area and dragging the mouse to move the field, illustration, or area to the appropriate position.

To resize a field, illustration, or area, point to one of the resize handles (the squares along the select border), and drag the mouse to stretch the field, illustration, or area.

> **Note:** In Graphics Manager, the select border appears around an illustration. You cannot move or resize the illustration until you return to the Name Tags application.

Graphics Manager stores the illustrations you can use to design your name tags. When you enter the Graphics Manager application, the selector screen appears.

To select a picture:

1   Choose the name of the picture in the list box.

    or

    Click on the picture you want to use.

    Note: Use arrows to scroll through illustrations in Graphics Manager.

    A select border appears around the illustration.

2   Choose the Select icon to return to the Name Tags application.

To move a field or illustration on the screen:

1   Choose the field or illustration you want to move.

A [select border](#) appears around the illustration.

2   Position the marker inside the select border, and drag the mouse to the appropriate position.

To resize a field or illustration on the screen:

1   Choose the field or illustration you want to resize.

2   Point to a resize handle (the squares along the select border).

3   Drag the mouse to stretch the field or illustration to the desired position.

You can now reinsert, or paste the Clipboard information (the information you cut or copied) into the current name tag, another name tag, or into another application, using the Edit Menu's *Paste* command.

For more information, see "Reinsert Information."

To display the design screen:

Choose the Options Menu's *Design Nametag* command.

OR

Click on the Design icon.

1   Choose a basic color at the *Basic Colors:* prompt.

    or

    Choose a box in which you want to add a customized color at the *Custom Colors:* prompt.

2   [Optional] At the *Hue* prompt, highlight the current number, and type a new setting.

3   [Optional] At the *Sat* prompt, highlight the current number, and type a new setting.

4   [Optional] At the *Lum* prompt, highlight the current number, and type a new setting.

5   [Optional] At the *Red*, *Green*, or *Blue* prompts, highlight the current number, and type a new setting.

    Note: The lower the number, the lower the amount of the specified color that is mixed into the custom color.

6   To add a custom color, choose the *Add to Custom Colors* button.

7   Choose *OK*.

To display the name tags screen:

At the design screen, choose the File Menu's *Exit* command.

OR

Choose the Exit icon.

- Choose *OK* to make the font substitution and return to the *Advanced Options* dialog box.
- Choose *Cancel* to return to the *Advanced Options* dialog box without making any font substitutions.
- Choose *Default* to use a default table.

Note: If you choose *Default*, you will be asked to confirm the installation of the default fonts.

Encapsulated PostScript (EPS) files allow you to print a file at the highest possible resolution for your printer. These files can also print faster that other graphic files. Some Windows and non-Windows graphic applications can import these EPS files. See your program's documentation to determine whether this feature is supported.

Hue is where a color appears along the color spectrum. For example, purple is between red and blue.

Saturation (*Sat*) is the purity of a color's hue, moving to the pure color from gray.

Luminosity (*Lum*) determines the brightness of a color on a scale from black to white.

If you have not saved your name tag, a prompt appears asking if you want to *Save current changes?*. Choose *Yes*.

If you have not yet named the currently displayed name tag, the *[Add a Picture to the List](#)* dialog box appears. Choose *Yes* when all information is correct.

To remove the *Print Page* indicator from the screen:

1   Choose the File Menu's *Print* command.

    A submenu appears.

2   Choose the *Show Page Status* command so that it appears unchecked.

To move the *Print Page* indicator:

Position the marker inside the *Print Page* indicator box and drag the box to the desired position on the screen.

To remove the print page and return to the name tags screen:

Choose the File Menu's *Done* command.

To print the current print page:

Choose the File Menu's *Print Page* command.

The *Print* dialog box appears.

To clear the current print page:

1   Choose the File Menu's *Clear Page* command.

A dialog box appears, asking if you are sure you want to clear the page.

2   Choose *Yes* to remove the name tags from the current print page.

Above Maximum Margins Dialog Box

Message Area

> The message area provides information about the maximum total measurement allowed for the top and bottom margins and the left and right margins.

***OK* Button**

> Choose *OK* to exit this dialog box. You return to the *Margins* dialog box so that you can enter new margin settings.

Below Minimum Margins Dialog Box

Message Area

The message area provides information about the minimum margins that your printer is capable of. The message area also indicates what will happen if you proceed to print with the current margin settings.

***Ignore* and *Retry* Buttons**

- Choose *Ignore* to keep the current margin settings.
- Choose *Retry* to return to the *Margins* dialog box so that you can enter new margin settings.

Photo Properties

1   Click on the design ⬛ screen.
2   Click on the photo you want to change. (You might need to <u>add a photo</u> first).
3   You'll see the dialog box below. For an explanation of each function, click on the buttons and fields in the dialog box below.
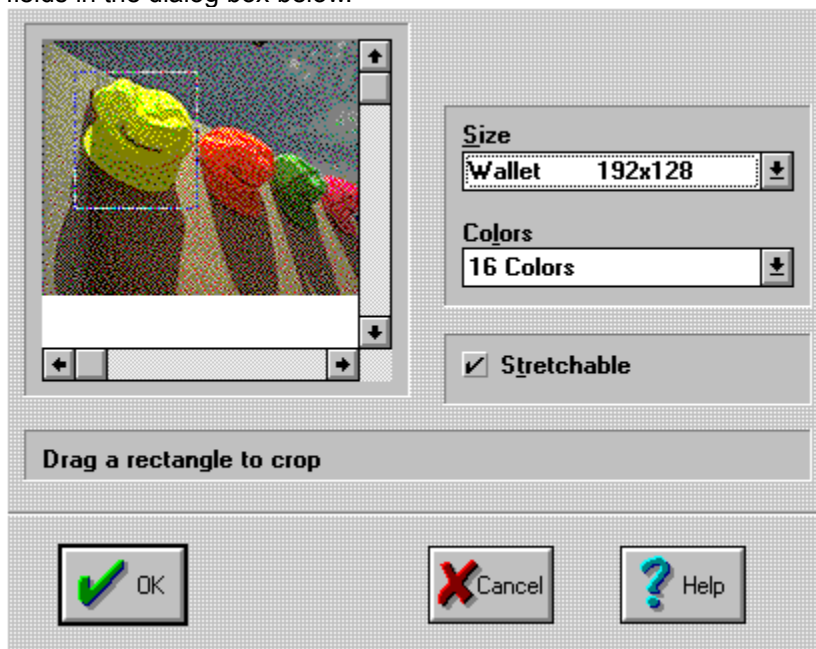
For more help with Photo CD, click on the Switch Help button below.

Switch Help

Move the pointer in the photo window. The pointer will turn into a crosshair marker. Click and drag it to cut out, or crop, portions of the photograph. The area outside the rectangle will be cut out. The area inside, such as the yellow hat, will remain.

Select the photo size you'd like to begin with. You can resize it with the **Stretchable** option below.

Select the number of colors, or color depth, of your photograph. Your pictures will look best when set for the maximum original number of colors. The 256-color picture in this example was set to 16 colors. It would have greater resolution if set to 256.

A checkmark shows you can resize the picture when you work with it in your program. Click on the box to turn this option on or off.
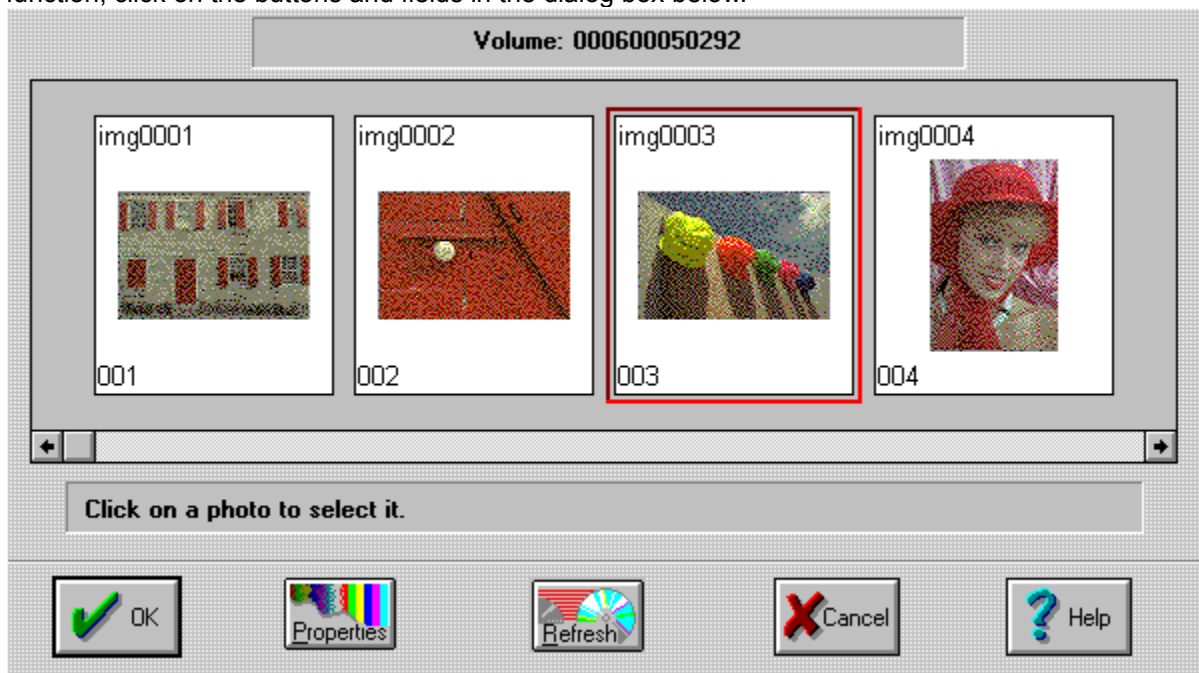
Saves the changes you made and closes the dialog box.

Displays this help information.

Closes the dialog box without saving any changes you might have made.

Select a Photograph

1   Click on the design ⬜ screen.
2   Choose the **Add** menu.
3   Choose the **Photograph** command. You'll see the dialog box below. For an explanation of each function, click on the buttons and fields in the dialog box below.

Volume: 000600050292

img0001   img0002   img0003   img0004

001   002   003   004

Click on a photo to select it.

✔ OK   Properties   Refresh   ✖ Cancel   ? Help

For more help with Photo CD, click on the Switch Help button below.

Switch Help

Click on the photo you'd like to use. A large square will frame the picture you selected, like the square around the picture numbered 003. Picture names appear in the upper left corner. Use the scroll bar below to sort through your available photographs.

If no images apppear, put a Photo CD in the CD-ROM drive. Then press the Refresh button to read the disc, or Press Cancel.

Opens the Photo Properties Dialog Box. Once you've selected a photograph, you may want to change the size, color depth, or proportions using the Photo Properties Dialog Box.

Reads the photograph data from the CD-ROM disc drive. Use this if you replace the disc and want to see more photos.