



Business Cards

For Windows® 95 and Windows 3.1

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Business Cards

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Contents

Getting Started	9
Introduction	9
Installing Business Cards	9
Locating the Additional Clipart.....	10
Starting Business Cards.....	11
Selecting a Start-Up Option	12
Learning the Basics	12
About Business Card Stock.....	16
Getting Help	17
Setting Up Your Business Card Project	23
Overview	23
Starting a New Business Card Project.....	24
Selecting the Background and Layout.....	25
Changing the Layout and Background Design.....	27
Changing the Company Information.....	28
Naming and Saving a Business Card Project	29
Opening a Business Card Project	32
Closing a Business Card Project	34
Setting Up Your Work Space	35
Overview	35
Choosing the View of Your Business Card Project	36
Moving Between Sides.....	37
Increasing Design and Editing Speed.....	37
Making More Space on the Screen.....	38
Adding Text	43
Overview	43
Creating a Text Frame.....	43
Rotating a Text Frame	48
Importing Text.....	49
Creating a Bulleted List.....	50
Adding Special Characters	52

Editing Text	53
Overview	53
Text Editing Basics.....	53
Changing Fonts and Text Attributes.....	56
Aligning Text	59
Checking Your Spelling	62
Working with Graphics	65
Overview	65
Drawing Lines and Shapes	65
Selecting Clipart	71
Graphics Editing Basics	74
Aligning and Arranging Objects	78
Changing the Stacking Order	80
Using Text and Graphics from Other Programs	83
Overview	83
Embedding or Linking Objects	83
Embedding an Object	84
Linking an Object	90
Merging Records into Your Business Card Project	95
Overview	95
Using the Address Book.....	95
Merging a Database.....	100
Printing Your Business Cards	109
Overview	109
Previewing Your Business Card Project	109
Viewing the Printable Region	110
Printing Your Business Card Project.....	111
Changing the Printer Alignment.....	116
Managing Your Project Files	117
Creating a New Business Card Project.....	117
Copying a Business Card Project	117
Transferring a Business Card Project File	118
Restoring a Previously Saved Business Card Project.....	119
Using the Window Menu	119
Setting Preferences	120
Quitting Business Cards	122

Helpful Hints and Troubleshooting	123
Frequently Asked Questions	123
Design Hints	125
Printing Hints	128
General Troubleshooting	131
Technical Support	132
Business Cards Shortcuts	132
Glossary of Terms	139
Index	145

Getting Started

Introduction

Business Cards helps you to create professional-looking business cards quickly and easily. You can use Business Cards to design and print on Specialty Paper or card stock with pre-printed background designs. In addition, you can use the printable designs and your color printer to print great-looking designs on plain business card stock. The Specialty Paper backgrounds and printable designs are displayed on-screen, so what you print looks just like what you designed.

Reading the rest of this chapter will help you gain an overview of the program. There is also extensive online help that can be viewed any time in the program by selecting from the **Help** menu, clicking a **Help** button, or pressing F1.

Installing Business Cards

To install Business Cards, your computer must meet the following requirements:

- A 486 or better computer
- 8 Megabytes of RAM recommended
- 12 Megabytes of available hard disk space
- Windows[®] 3.1 or later (including Windows 95)
- A CD-ROM drive is required to install the Windows 95 version

The Business Cards CD contains versions of the program for both Windows 3.1 and Windows 95. The Windows 95 version will not run in Windows 3.1.

Installing the Program in Windows 95

Insert the Business Cards CD in your CD-ROM drive. The setup program opens automatically. Follow the on-screen prompts to finish installing the program.

If you have previously installed the program, the setup program will not open automatically.

If the setup program does not open, perform the following steps:

1. Remove any diskettes from your disk drive.
2. Insert the Business Cards CD in your CD-ROM drive.
3. Click the Windows 95 **Start** menu and point to **Settings**.
4. Select **Control Panel** to open the Control Panel dialog.
5. Double-click on the **Add/Remove Programs** icon to open the Add/Remove Programs Properties dialog.
6. Click the **Install** button.
7. Follow the on-screen prompts to finish installing Business Cards.

Installing the Program in Windows 3.1

1. Insert the Business Cards CD in your CD-ROM drive.
2. Go to the Windows Program Manager.
3. Open the **File** menu and select **Run** to open the Run dialog.
4. Type the letter of the drive that contains the CD followed by a colon (:), and the word `setup`. For example, if the CD is in your D drive, type `d:setup`.
5. Click **OK**.
6. Follow the on-screen prompts to finish installing Business Cards.

Locating the Additional Clipart

Business Cards installs a sampler of clipart with the program. However, the CD includes more clipart that is not installed with the program.

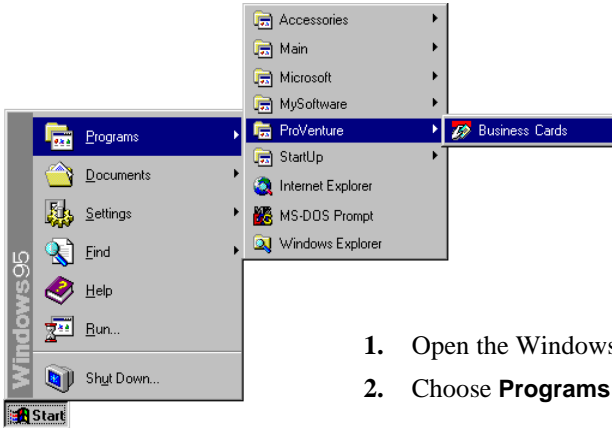
The clipart is located in the Clipart folder on the CD. You need to have the Business Cards CD in your CD-ROM drive whenever you want to view or print any of these clipart images with Business Cards. To avoid having to insert the CD, you can copy images you want to use onto your hard drive. Use Windows Explorer or Windows File Manager to copy the clipart files (see your Windows documentation).

Starting Business Cards

After installation is complete, start Business Cards from the Windows 95 **Start** menu or the Windows 3.1 Program Manager.

Starting the Program in Windows 95

In Windows 95, Business Cards is available through the **Start** menu.



1. Open the Windows 95 **Start**.
2. Choose **Programs > ProVenture > Business Cards**.

Starting the Program in Windows 3.1

In Windows 3.1, the Business Cards icon is available in the Program Manager in a group called **ProVenture**.

To start the program, double-click the **Business Cards** icon. You can also click the icon, then open the **File** menu and select **Open** to start the program.



Selecting a Start-Up Option

Each time you run Business Cards, the Welcome dialog displays.



- To begin a new business card project, click the **New** button.
- To open an existing business card project, click the **Open** button.
- To close the program, click the **Exit** button.

Learning the Basics

There are four basic steps to creating and printing great-looking business cards:

- Step 1:** Entering your company information
- Step 2:** Selecting the background and layout
- Step 3:** Customizing your business card
- Step 4:** Printing your business card

You can select from dozens of Professional Layouts in **Step 2** to quickly design and print high-quality business cards.

Step 1: Entering Your Company Information

The first time you run the program, click the **New** button in the Welcome dialog to open the Company Information dialog, where you can enter your company name, address, and phone numbers.

Company Information

Enter your company information here.
This information will be used in the Professional Layouts.

Name: Dee Lighthead

Title: Customer Service Manager

Company 1: X-Terminators

Company 2: The Good Bug Company

Address 1: 86 Beetle Street

Address 2: Suite 97

City, State, ZIP: Menlo Park, CA 94025-5991

Phone 1: (415) 555-BUGS

Phone 2: (415) 555-2847

Phone 3: (415) 555-0329

Email: dee@xterm.com

Buttons: OK, Cancel, Help

Each of the information fields holds a limited number of characters. If you reach the limit in the dialog, you can add more information when you work on your business card in the main window.

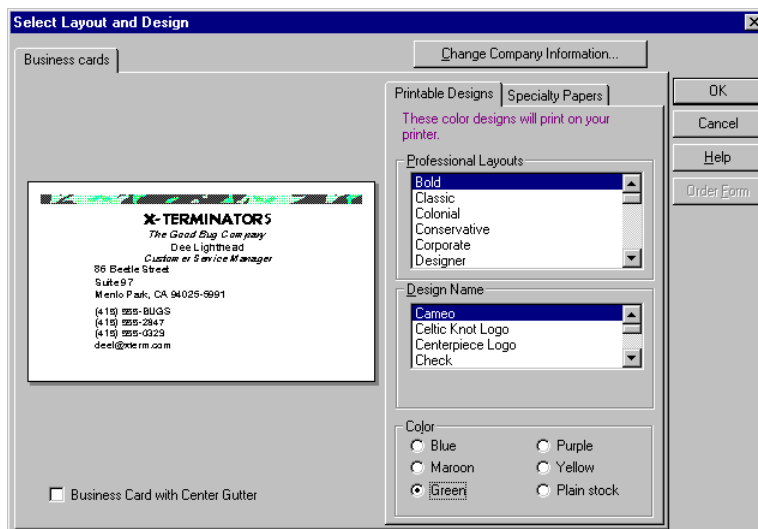
The information you enter here will be used in the Professional Layouts available in Business Cards. When you select a Professional Layout, the information is automatically placed in the business card project. Enter as much or as little of the information as you want to include on your business card. If you do not want to enter any information at this time, you can return to this dialog later (see “Changing the Company Information” on page 28).

After you have finished entering your information, click **OK** to continue. Click **Cancel** to continue without entering any information.

For more information, see “Starting a New Business Card Project” on page 24.

Step 2: Selecting the Background and Layout

When you start a new business card project, the Select Layout and Design dialog opens, allowing you to select the background design and Professional Layout you want. You can select either a printable background design or a Specialty Paper. Selecting a Professional Layout can help speed up your design time.

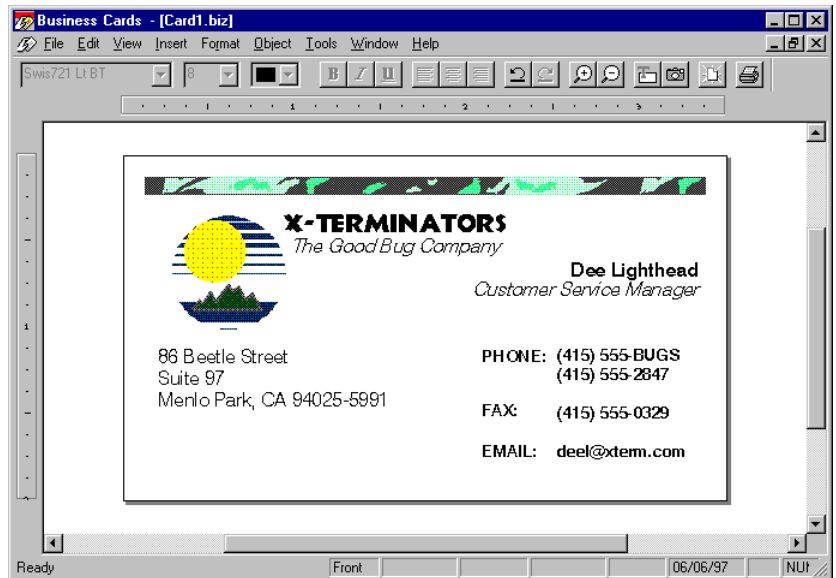


After you have made your selections, click **OK** to view and edit your business card project.

For more information, see “Starting a New Business Card Project” on page 24.

Step 3: Customizing Your Business Card

After you click **OK** in the Select Layout and Design dialog, the Professional Layout and background design you selected are displayed in the center of the main window.



The toolbar and menus at the top of the window allow you to add text and graphics to your business card quickly and easily.

For more information, see “Adding Text” on page 43 and “Working with Graphics” on page 65.

Step 4: Printing Your Business Card

Once you have designed your business card, you are ready to print. Load the business card stock into your printer according to the printer’s instructions.

Open the **File** menu and select **Print** to open the Print dialog. Click **OK** to begin printing.

For more information, see “Printing Your Business Cards” on page 109.

About Business Card Stock

Business Cards allows you to select printable color designs or use Specialty Papers with pre-printed color designs to create professional-looking business cards. The backgrounds, whether printable or pre-printed, cannot be moved or sized. They display on your screen to help you place your text and graphics within the design of the background you select. However, you can change the color of a printable background (see “Selecting from the Change Design Palette” on page 27).

Business Card with Center Gutter

Some business card stock comes with a gap, or gutter, between the two columns of cards. If the stock you are using has a gutter, mark the **Business Card with Center Gutter** check box in the Select Layout and Design dialog.

Using Printable Designs

Printable designs are background designs that print with your text and graphics when you print your business card project. Business Cards has several different printable designs for business cards.

If you have a color printer, you can print color designs. Printable designs are available in several colors. If you do not have a color printer, you can print the backgrounds in black and white.

You must use a color printer to print these designs in color.

When you select a printable design, it is displayed on the screen to allow you to place your text and graphics around the design. You cannot move nor resize the background designs; however you can change the color of the background in the Select Layout and Design dialog. When you print your business card project, the background prints along with the text and graphics.

Using Specialty Papers

With Specialty Papers, you can make full-color business cards quickly and easily using your laser or ink-jet printer. The paper design does not print. Business Cards displays the paper design on-screen so you can place your text and graphics within the design elements on the page. When you print, the text and graphics you placed in your business card project will print on the paper you load into your printer.

You can select from many different paper designs available from paper companies. Catalogs are included with the program to help you decide which paper design is best for your needs. To help you order the right paper, the paper style name, paper company name, and part number are listed in the Select Layout and Design dialog. Click the **Order Form** button in the Select Layout and Design dialog (or open the **Help** menu and select **Order Forms**) to display and print an order form.

Getting Help

In addition to this manual, there is comprehensive online help included with Business Cards.

Using Online Help

Business Cards features a context-sensitive, online help system. Press F1 to open a window displaying help on a highlighted menu item. For example, open the **File** menu and use the arrow keys to highlight **Save**, then press F1; the Help window will open to the topic about saving files.

You can also open a help topic about a dialog by clicking the **Help** button in that dialog.

For a listing of Help topics, open the **Help** menu and select **Business Cards - Help Topics** (or **Contents**).

The Windows 95 Help topics dialog provides you with three choices for searching the help file.



- To search for a topic using the Table of Contents, click the **Contents** tab.
- To search for a topic using the Index, click the **Index** tab.
- To search for a topic that contains a specific word, click the **Find** tab.

To use the index in Windows 3.1, click the **Search** button in a Help window, or open the **Help** menu and select **Search for Help on**.

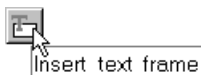
You can also view a set of frequently asked questions, by opening the **Help** menu and selecting **Frequently Asked Questions**.

Using Tool Tips

In addition to detailed online help, Business Cards also features Tool Tips. With Tool Tips turned on, point the cursor at a button in the toolbar. A box containing a brief explanation will open next to the cursor.

You can set Tool Tips to default on or off in future sessions by opening the **File** menu and selecting **Preferences**, then clicking the **General** tab, and setting the **Tool Tips** checkbox to on or off.

To turn the tips on or off in Windows 95, open the **Help** menu and select **Tool Tips**. A check mark next to **Tool Tips** in the **Help** menu means that the Tool Tips are on.



Using the Status Bar

The status bar at the bottom of the Business Cards main window displays descriptions of menu items and buttons.

Point the cursor at a button in the toolbar or highlight a menu item. The status bar displays a line of information about the tool or command. For example, point at the text frame button in the toolbar to display the following text in the status bar:



To turn the status bar on or off, open the **View** menu and select **Status Bar**. For more information about the status bar, see “Hiding or Showing the Status Bar” on page 40.

Setting Up Your Business Card Project

Overview

Each time you run Business Cards, the Welcome dialog displays.



- To begin a new business card project, click the **New** button.
- To open an existing business card project, click the **Open** button.
- To close the program, click the **Exit** button.

If Business Cards is already running, open the **File** menu and select **New** or **Open**.

Once you have created a new project file, you can enter your company information, then select a Professional Layout and a background design.

Starting a New Business Card Project

With each new business card project, you need to make decisions about the following items:

- Information to include
- Background design for the business card
- Layout of the business card

Business Cards simplifies many of the decisions and tasks involved in designing business cards.

Entering Your Company Information

The first time you run Business Cards, click the **New** button in the Welcome dialog to start designing your business card. The Company Information dialog opens.

The information you type in the Company Information dialog is used by Business Cards when you select a Professional Layout (see “Selecting a Professional Layout” on page 26).

1. Type your company information into the dialog.

You do not need to fill in all of the information at this time. If you do not type any information, Business Cards will substitute sample data in the Professional Layout previews. You can return to this dialog later to add to or edit the information (see “Changing the Company Information” on page 28).

Company Information [X]

Enter your company information here.
This information will be used in the Professional Layouts.

Name	Dee Lighthead	OK
Title	Customer Service Manager	Cancel
Company 1	X-Terminators	Help
Company 2	The Good Bug Company	

Address 1	86 Beetle Street
Address 2	Suite 97
City, State, ZIP	Menlo Park, CA 94025-5991

Phone 1	(415) 555-BUGS
Phone 2	(415) 555-2847
Phone 3	(415) 555-0329
Email	dee@xterm.com

2. Click **OK** to save the information and continue.

If you did not enter information into every box in the Company Information dialog, another dialog opens asking you if you are finished. To continue, click **Yes**.

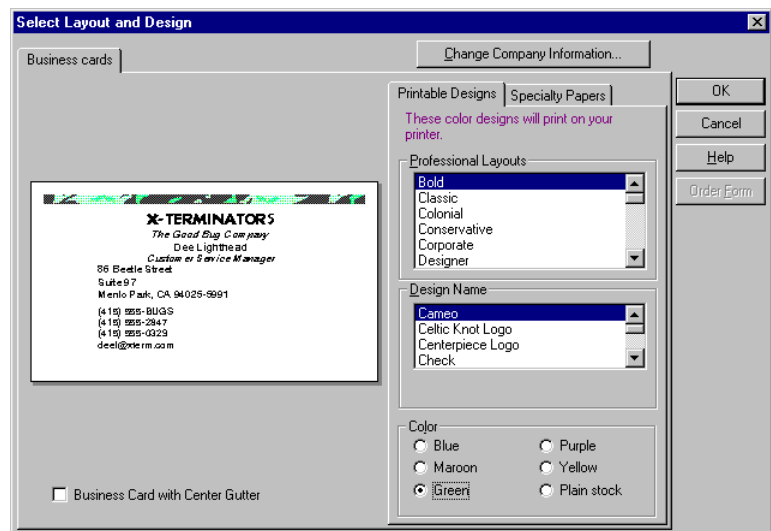
Adding Information for More than One Person

Business Cards has a built-in Address Book, where you can enter up to 50 records. You can enter employee names and contact information in this database to help you create personalized business cards. The information is automatically entered into the Professional Layout you select.

For more information about the Address Book, see “Using the Address Book” on page 95.

Selecting the Background and Layout

Each time you begin a new business card project, the Select Layout and Design dialog opens.



Business Card with Center Gutter

Check to see if the card stock you are using has a gap, or gutter, between the two columns of cards. If it does, mark the **Business Card with Center Gutter** check box.

Once you have selected your background design and Professional Layout, click **OK** to view, edit, and print your business card project.

Selecting a Professional Layout

A Professional Layout is a business card project template that you can use to create great-looking business cards automatically. The Professional Layouts use the information you entered in the Company Information dialog to create a personalized business card (see “Entering Your Company Information” on page 24).

*If you do not want to use a Professional Layout, select **No Layout** from the list box.*

Select a layout from the **Professional Layout** list box in the Select Layout and Design dialog. All of the information fields are shown in the preview on the left side of the dialog.

If you did not enter any of your company information in the Company Information dialog, or you want to edit it, click the **Change Company Information** button in the Select Layout and Design dialog.

When you close the Select Layout and Design dialog, the company information you entered is displayed on the paper design with the Professional Layout you selected. As you become more familiar with Business Cards, you can modify the business card layout.

Selecting the Background Design

In the Select Layout and Design dialog, you can choose a Specialty Paper from one of several paper companies, a printable design, or plain stock.

If you select **Printable Designs**, a list of the printable designs display in the **Design Name** list box. These designs are displayed in the main window to help you place your text and graphics. They also print when you print your business card project, allowing you to use plain business card stock to create professional-looking business cards.

If you select **Specialty Papers**, a list of the paper designs available from a paper company display in the **Paper Name** list box. These paper designs are displayed in the main window and represent pre-printed papers you can buy. These designs will not print when you print your business card; they are displayed to allow you to design your business card around the designs on the paper.

If you want to use plain stock with no background, select the **Plain stock** button at the bottom of the Select Layout and Design dialog. You can use plain stock with or without a Professional Layout.

Changing the Layout and Background Design

After you begin designing your business card, you may want to change the Professional Layout or the background design.

You can change both the layout and background design by returning to the Select Layout and Design dialog. Making changes using the Select Layout and Design dialog is like starting over, any changes you made to the layout in the main window are lost. It is a good idea to save your file before you open the Select Layout and Design dialog, so that you can restore your old file if you need to (see “Naming and Saving a Business Card Project” on page 29 and “Restoring a Previously Saved Business Card Project” on page 119).

To open the Select Layout and Design dialog, open the **Format** menu and select **Change Layout and Design**.

If you only want to change the background design, or just change the color of a printable design, use the Change Design palette (see “Selecting from the Change Design Palette” below).

Selecting from the Change Design Palette

Using the Change Design Palette, you can quickly change the background design, or change the color of a printable design, for the business card project you are working on.

When you change the background design, the text and other objects you placed on your business card project may need some adjustment to fit within the design elements of the new background.

It is a good idea to save your file before you change the background, so that you can restore your old file if you need to (see “Restoring a Previously Saved Business Card Project” on page 119.)

To view the Change Design palette, open the **Insert** menu and select **New Design**.



- If you are using a printable design, the design name is listed on the left and the color is listed on the right.
- If you are using a Specialty Paper, the paper name is listed on the left and the paper company is listed on the right.


Select from one of the drop-down lists to change the background of your business card project.

To close the Change Design palette, open the **Insert** menu and de-select **New Design**.

Windows 95 only: You can restore the old design by opening the **Edit** menu and selecting **Undo** immediately after changing the background design.

To Move the Change Design Palette

The Change Design palette can be moved anywhere on your screen. In Windows 95, the Change Design palette can also be “docked” at the top or the bottom of the work area.

- To move the palette in Windows 95, position your cursor anywhere on the palette except for the list boxes, then hold the mouse button down, and drag the palette to where you want it. Release the mouse button to place the palette.
- To move the palette in Windows 3.1, click and drag the  icon.
- To dock the palette in Windows 95, click and drag the palette to the top or bottom edge of the work area. When you release the mouse button, the palette attaches to the edge of the work area.

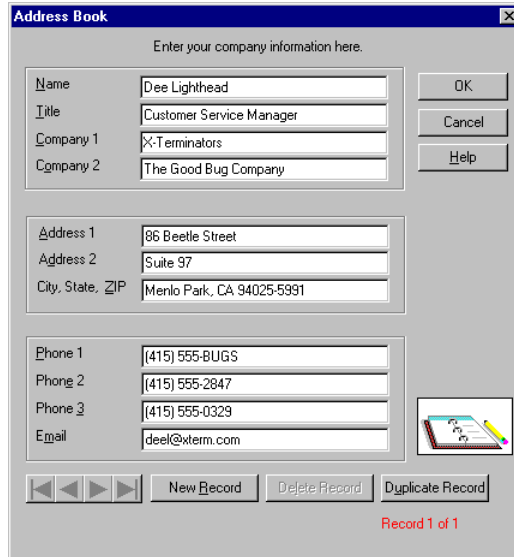
Changing the Company Information

You can change or add to your company information anytime while using Business Cards.

- To edit your company information from the main design window, open the Tools window and select Edit Address Book.
- To edit your company information from the Select Layout and Design dialog, click the Change Company Information button

After the Address Book dialog opens, make any changes to it you need, then click **OK**.

The information you entered in the Company Information dialog becomes the first record of the Address Book.



The screenshot shows a dialog box titled "Address Book" with a close button in the top right corner. The main text reads "Enter your company information here." The form contains several input fields: "Name" (Dee Lighthead), "Title" (Customer Service Manager), "Company 1" (X-Terminators), "Company 2" (The Good Bug Company), "Address 1" (86 Beetle Street), "Address 2" (Suite 97), "City, State, ZIP" (Menlo Park, CA 94025-5991), "Phone 1" ((415) 555-8UGS), "Phone 2" ((415) 555-2847), "Phone 3" ((415) 555-0329), and "Email" (dee1@xterm.com). On the right side, there are buttons for "OK", "Cancel", and "Help". At the bottom, there are navigation buttons (back, forward, and a set of three arrows) and buttons for "New Record", "Delete Record", and "Duplicate Record". A small icon of a notepad and pen is located to the right of the phone and email fields. At the bottom right, it says "Record 1 of 1".

You can enter up to 50 records in the Address Book dialog. The information you enter into each record is displayed and printed in the Professional Layout you selected (see “Using the Address Book” on page 95).

Naming and Saving a Business Card Project

As you work in Business Cards, your business card project is temporarily stored in your computer’s memory. We strongly recommend saving to the hard drive at least every 15 minutes. That way, in case of a power failure or computer problem, you won’t lose more than 15 minutes of work. It is also a good idea to make backup copies by copying the file from your hard drive to tape or diskette (see “Copying a Business Card Project” on page 117).

Each business card project is a separate file. You need to give each file a unique name or save them in separate folders.

Saving Your Business Card Project

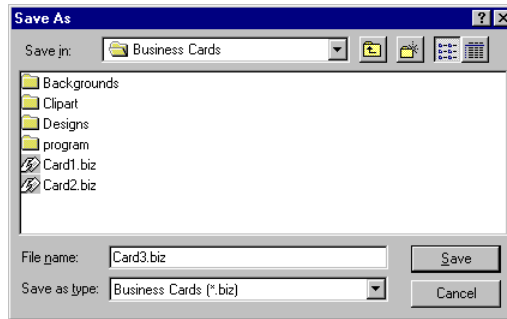
To save the currently displayed business card project, open the **File** menu and select **Save**.

If you have not previously saved the current file, the Save As dialog opens, allowing you to give the file a name and select the drive and directory where you want to save it.

The Windows 95 and Windows 3.1 Save As dialogs perform the same functions, but the layout of the dialogs is different.

To Save a Business Card Project in Windows 95

1. Open the **File** menu and select **Save** to name and save the business card project currently on your screen.
 - If the business card project already has a name, selecting **Save** will save any changes that have been made since the business card project was last saved.
 - If the business card project has not been named, the Save As dialog opens.



2. Click in the **File name** box and type a name for the project file.
In Windows 95 you can use long descriptive file names for your business card project, like **Business Cards**.
3. Click the arrow on the right side of the **Save in** drop-down list and select the drive where you want to save your file.
If you are saving to a diskette, select your disk drive (usually drive A or B).
4. Double-click in the list box on the folder where you want to save your file to open the folder.
In Windows 95 you can create a new folder by clicking the **Create New Folder** button in the tool bar at the top of the dialog.
5. Click **Save**.

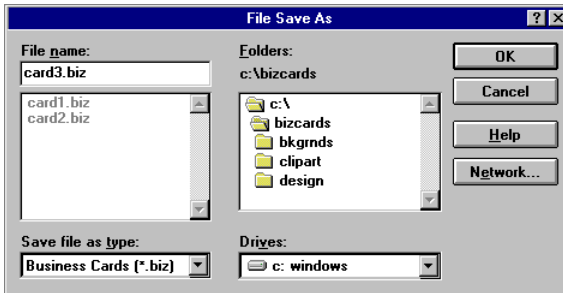
If you do not specify a drive or directory, Business Cards saves the file in the Business Cards directory. The default path for this directory is:
c:\Program Files\ProVenture\Business Cards



Create New Folder

To Save a Business Card Project in Windows 3.1

1. Open the **File** menu and select **Save** to name and save the business card project currently on your screen.
 - If the business card project already has a name, selecting **Save** will save any changes that have been made since the business card project was last saved.
 - If the business card project has not been named, the Save As dialog opens.



2. Click in the **File Name** box and type a name for the business card project file.

In Windows 3.1 you must use a file name with eight or less characters, like bizcards.
3. Click the arrow on the right side of the **Drives** drop-down list and select the drive where you want to save your file.

If you are saving to a diskette, select your disk drive (usually drive A or B).
4. Double-click in the list box on the folder where you want to save your file to open the folder.
5. Click **OK**.

If you do not specify a drive or directory, Business Cards saves the file in the bizcards directory. The default path for this directory is:

c:\bizcards

Opening a Business Card Project

Each time you start Business Cards, the Welcome dialog displays. To open a previously saved file, click **Open** in the Welcome dialog.

If you are already using the program, open the **File** menu and select **Open** to open a business card project you have already saved.

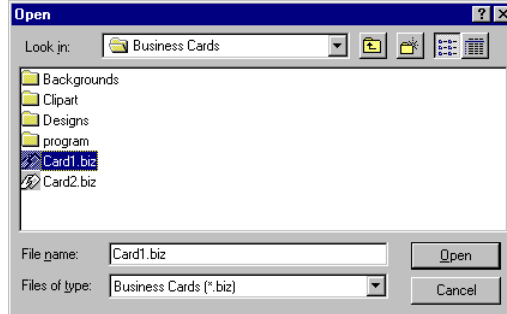
Business Cards also keeps track of the last four files you opened. These files are listed at the bottom of the **File** menu. You can open one of these files by selecting it from the **File** menu. If you have deleted one of the files, it will still be listed until you have opened enough new files to remove it from the list.

You can have more than one business card project file open at a time. If you select to open another business card project without closing the current one, both business card projects will be open. Select which business card project you want to work on from the bottom of the **Window** menu (see “Using the Window Menu” on page 119).

To Open a File in Windows 95

1. Open the **File** menu and select **Open**.

If you are starting the program, click the **Open** button in the Welcome dialog.



2. Click the arrow on the right side of the **Look in** drop-down list and select the drive where your file was saved.

If you are saving to a diskette, select your disk drive (usually drive A or B).

3. Double-click in the list box on the folder where your file was saved.

4. Select the name of the file you want to open.

The name displays in the **File name** box.

5. Click **Open**.

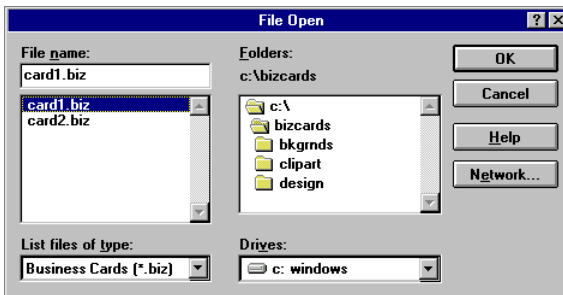
If you did not specify a drive or directory when you saved the file, Business Cards saved the file in the Business Cards directory. The default path for this directory is:

c:\Program Files\ProVenture\Business Cards

To Open a File in Windows 3.1

1. Open the **File** menu and select **Open**.

If you are starting the program, click the **Open** button in the Welcome dialog.



2. Click the arrow on the right side of the **Drives** drop-down list and select the drive where your file was saved.
If you are saving to a diskette, select your disk drive (usually drive A or B).
3. Double-click in the list box on the folder where your file was saved.
4. Select the name of the file you want to open.

The name displays in the **File name** box.

5. Click **OK**.

If you did not specify a drive or directory when you saved the file, Business Cards saved the file in the bizcards directory. The default path for this directory is:

c:\bizcards

Closing a Business Card Project

To close the currently displayed business card project, open the **File** menu and select **Close**. If you have not saved and named the current file, you will be asked to do so (see “Naming and Saving a Business Card Project” on page 29).

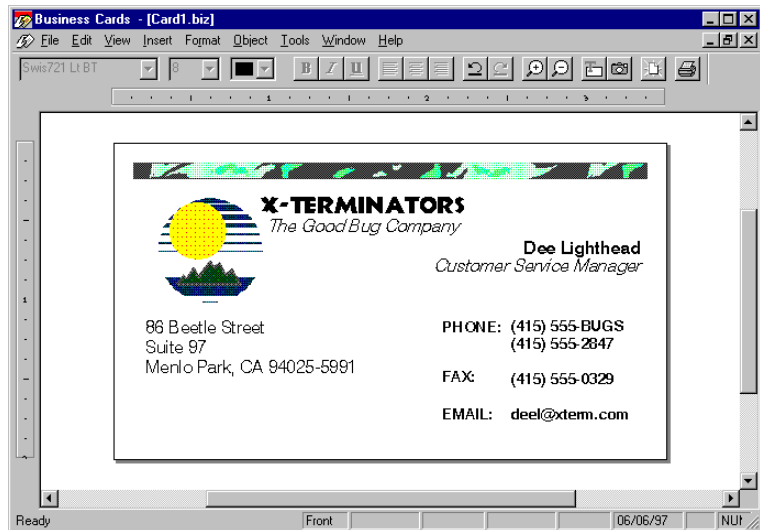
The **Window** menu lists all of the project files that are currently open. To close all open project files, open the **Window** menu and select **Close All**.

To close the program along with all open business card projects, open the **File** menu and select **Exit**. You will be prompted to save any business card projects you have changed before they close.

Setting Up Your Work Space

Overview

The main window displays your business card project, allowing you to preview and edit your design before you print it. Only one business card displays on the screen, instead of the entire page.



You can customize the main window to better suit the way you like to work. You can change the magnification of your business card project and view either side of the page. You can shut off the pictures to speed up the display time. You can even move or remove the toolbar to increase the work area on your screen.

Choosing the View of Your Business Card Project

You can view your business card project at several magnifications. As you work in Business Cards, you will often change your view, from a close-up view of your text to a view of the entire business card, front and back.

You can change your view of the card two ways in Business Cards:

- Open the **View** menu and select commands from the **Zoom** sub-menu.
- Use the buttons in the toolbar at the top of the window.

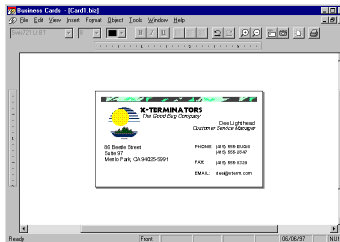
Business Cards has several preset page views. The one you choose depends on the amount of detail you need. When you change the magnification of the screen, you are able to continue working from where you left off before you changed the view.

The **Zoom** buttons increase and decrease the view by the same preset increments that are in the **View** menu.

- The **Zoom** button with the plus symbol increases the viewing size of the business card.
- The **Zoom** button with the minus symbol decreases the viewing size.



Fit to Window view



Normal Size view

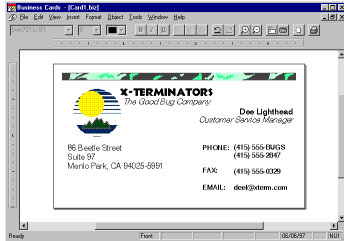


200% view

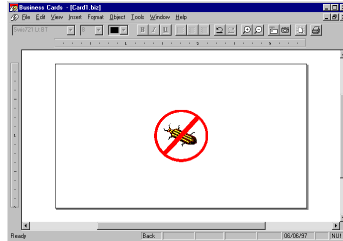
Moving Between Sides

You can design a business card to have two sides, front and back. You can easily change the view from the front to the back while you are working.

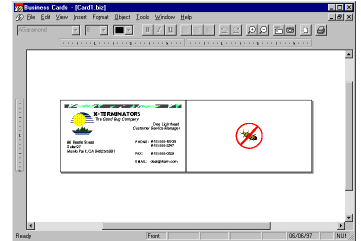
To switch the side you are viewing, open the **View** menu and select **View Front**, **View Back**, or **View Front and Back** from the sub-menu.



View Front



View Back



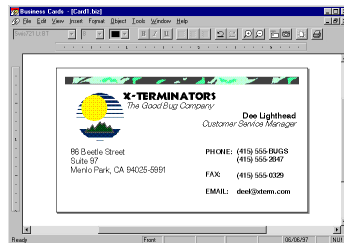
View Front and Back

Increasing Design and Editing Speed

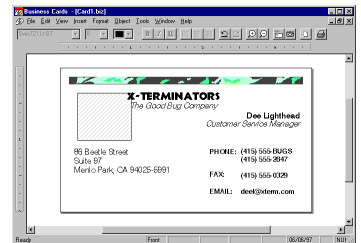
As you enter text and graphics into your business card project, you may notice that the scrolling and redrawing speed slows down. Business Cards has a draft mode that inserts placeholders for clipart in the business card project, instead of displaying the actual pictures. Displaying clipart placeholders can speed up the redrawing time when you change views or scroll through your business card project.

Open the **View** menu and click **Show**, then select **Clipart Placeholders** from the sub-menu. A check mark next to **Clipart Placeholders** in the sub-menu signals that this feature is active. You must have placed clipart on your business card project for this command to be available.

When you select to display clipart placeholders, any clipart images are replaced with gray-shaded rectangles. When you print, the clipart will replace the rectangle; the picture is hidden for display purposes only.



Regular View



Clipart Placeholders

To view your pictures instead of the placeholders, de-select **Clipart Placeholders**.

Making More Space on the Screen

You can increase the space available within the Business Cards window by hiding the rulers, the toolbar, and the status bar. The commands controlling these features are located in the **View** menu.

When you first run Business Cards, the ruler, toolbar, and status bar are displayed.

Hiding or Showing the Rulers

The horizontal ruler displays above the work area. The vertical ruler displays on the left side of the work area. You can use the horizontal ruler to set up indents for selected lines or paragraphs. Use both rulers to help you precisely place objects on your card.

You can hide either or both of the rulers to make more room on the screen for your business card project.



To turn the rulers on or off, open the **View** menu and click **Ruler**, then select **Horizontal Ruler** or **Vertical Ruler** from the sub-menu.

A check mark next to either of these options in the menu signals that the ruler is visible. No check mark means that the ruler is not displayed.

Hiding or Showing the Toolbar

The toolbar at the top of the main work window contains shortcuts to common commands.

You can display or hide the toolbar as you work depending on your needs.



To turn the toolbar on or off, open the **View** menu and select **Toolbar**.

A check mark next to **Toolbar** in the menu signals that the toolbar is displayed. No check mark means that the toolbar is not displayed.

Moving the Toolbar in Windows 95


The toolbar cannot be moved in Windows 3.1.

You can move the toolbar from its default position near the top of the screen to any location on the screen to better fit your working style and the layout of the business card you are working on.

If you move the toolbar to the left or right edge of the screen, or to the bottom of the screen, it “docks” or attaches itself to the new location. If you move the toolbar anywhere else, it becomes a floating toolbar.

1. Position the cursor in an empty area on the toolbar, such as an open space between two buttons.
2. Click and drag the toolbar to the location you want it. As you drag the toolbar, Business Cards displays it as a gray outline.

Once you have moved the toolbar from the top of the screen, you can do any of the following:

To...	Do this...
Create a vertical toolbar	Drag the toolbar to the left or right edge of the screen. When the gray outline becomes vertical, release the mouse button.
 <i>Font Button</i>	The font controls will be replaced with a button. Click the Font button to change font attributes.
Create a horizontal toolbar	Drag the toolbar to the top or bottom of the screen. When the gray outline becomes horizontal, release the mouse button.
Move a floating toolbar	Click the title bar at the top of the toolbar, and drag the toolbar to a new position.
Return the toolbar to its original position	Drag the toolbar to the top of the screen. When the gray outline becomes thinner, release the mouse button.

Hiding or Showing the Status Bar

The status bar displays information about the position of the cursor on the screen and whether certain working modes (for example, number lock) are active.

You can display or hide the status bar depending on your need for space on the screen.

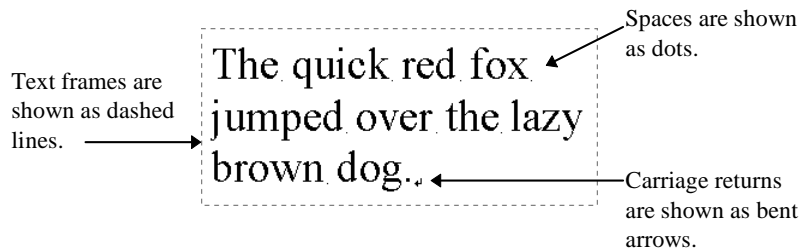


To turn the status bar on or off, open the **View** menu and select **Status Bar**.

A check mark next to **Status Bar** in the **View** menu signals that this feature is visible. No check mark means that the status bar is not displayed.

Hiding or Showing Non-Printing Characters

You can choose to display or hide non-printing characters, such as non-printing text frame borders, carriage returns, and spaces. These characters are not printed, whether or not they are displayed on your screen.



You can select which non-printing characters to display by selecting them in the **View** tab of the Preferences dialog (see “Setting Preferences” on page 120).

To Hide/Show Returns and Spaces

Open the **View** menu and click **Show**, then select **Returns and Spaces** from the sub-menu.

A check mark next to **Returns and Spaces** in the menu signals that the non-printing characters are displayed. No check mark means that the characters are not shown.

To Hide/Show Existing Text Frames

Open the **View** menu and click **Show**, then select **Text Frames** from the sub-menu.

A check mark next to **Text Frames** in the menu signals that the non-printing text frame borders are displayed. No check mark means that the borders are not shown.

When you open a Professional Layout, the text frames are not displayed. However, when you add a new text frame, the border is displayed even though the **Show > Text Frames** menu item is not selected. This is to give you a better idea of how the Professional Layout will print and allow new text frames you add to the design to show their borders. If you want to show the existing text frame borders in a Professional Layout, select **Show > Text Frames**.

For more information about text frames, see “Creating a Text Frame” on page 43.

Adding Text

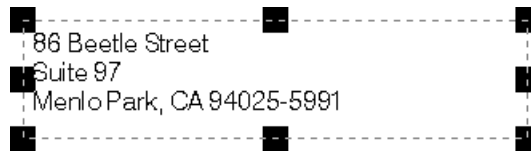
Overview

Text is entered into text frames on your business card. Text frames can be moved and sized to fit anywhere on your business card, and you can add decorative borders to them. You can also create a bulleted list on your business card.

This chapter describes how Business Cards handles text, and how to add text to your business card.

Creating a Text Frame

Text frames allow you to place text anywhere in your business card. A text frame is actually two objects: the text inside of the box and the box itself. When you edit a text frame, you work with letters and words, but you can move and resize text frames the same way you manipulate clipart and drawing objects.





Drawing a Text Frame

1. Open the **Insert** menu and select **Text Frame** or click the **Text Frame** button in the toolbar.
2. Click and hold the mouse button down, then drag the mouse to create a text frame. To cancel adding a text frame, press the right mouse button or press ESC without drawing.
3. When you release the mouse button, the text frame is selected, and the insertion point is at the top, ready for you to begin typing.



The dashed line around the text frame will not print. For more information about text frame borders, see “Changing the Border of a Text Frame” on page 46.

Typing in a Text Frame

To type in a text frame, double-click to place the insertion point inside of it. As you type, the text wraps at the edge of the frame. Press ENTER to start a new line or paragraph. To see the letters and words at the size they will print, open the **View** menu and click **Zoom**, then select **Normal Size**.

When you reach the bottom of the text frame, if you continue to type, the bottom of the text frame expands downward to make room for the additional text. However, if the text frame is at the bottom of the card, the text goes into the overflow buffer. When this happens, a small arrow is displayed in the bottom-right corner of the frame to indicate that there is text in the buffer.

Although the text in the overflow buffer is not visible and will not print, Business Cards holds onto the text in the buffer. You can retrieve it by reducing the font size or deleting some of the text that is visible in the text frame.

The text inside of the text frame can be formatted like any other text in Business Cards. You can use more than one font or style within the text frame. For more information about working with text, see “Editing Text” on page 53.



Selecting, Moving, and Resizing a Text Frame

Text frames can be selected, moved, and sized just like any other object in Business Cards (see also “Graphics Editing Basics” on page 74).

To Select a Text Frame

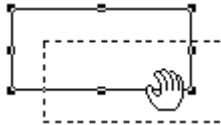
Click once inside of the text frame to select it. If you have been typing in the text frame, click outside of it before selecting it.



When a text frame is selected, you can format all of the text inside of it as a unit.

To Move a Text Frame

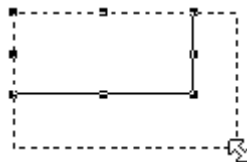
To move the text frame, position the pointer within the box so that the cursor becomes a hand. Click the left mouse button and drag the box to a new position.



Guidelines can extend from the text frame to the rulers to help you position the text frame. To display the guidelines, open the **View** menu and click **Show**, then select **Guidelines** from the sub-menu. These guidelines display when you click and drag the text frame.

To Resize a Text Frame

To resize the text frame, position the cursor over any square handle so that the cursor becomes a double-headed arrow, then click and drag.



Showing or Hiding a Text Frame

You can choose to display or hide the non-printing text frame borders.

- Display the non-printing borders to see the size and placement of the text frames.
- Hide the non-printing borders to get a better idea of how your business card project will print.

To show or hide the non-printing text frame borders, open the **View** menu and click **Show**, then select **Text Frames** from the sub-menu.

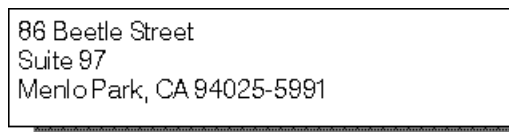
A check mark next to **Text Frames** in the sub-menu signals that the non-printing text frame borders are displayed. No check mark means that the non-printing borders are not shown.

When you open a Professional Layout, the text frames are not displayed. However, when you add a new text frame the border displays, even though the **Show > Text Frames** menu item is not selected. This is to give you a better idea of how the Professional Layout will print and allow new text frames you add to the design to show their borders. If you want to show the existing text frame borders in a Professional Layout, select **View > Show > Text Frames**.

NOTE: This command does not affect any printable borders you have selected.

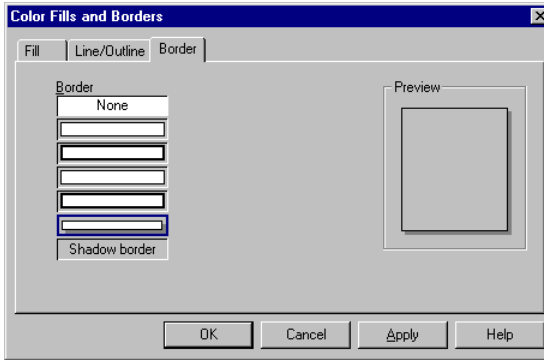
Changing the Border of a Text Frame

The dashed border around a text frame will not print, it simply shows you the outline of the text frame. However, you can add decorative borders that will print.



To Add a Border in Windows 95

1. Click on the text frame to select it.
2. Open the **Object** menu and select **Color Fills and Borders**.
3. Click on the **Border** tab.



4. Choose the type of border you want to apply to the text frame from the list. To remove the border, select **None**.
5. Click **Apply** to apply the border you chose to the text frame without closing the dialog.
6. Click **OK** to close the dialog and return to your business card project.

You can apply a fill color and pattern, or outline type and color to the text frame using this dialog (see “Applying Colors, Fills, and Outlines” on page 67).

To Add a Border in Window 3.1

1. Click on the text frame to select it.
2. Open the **Object** menu and select **Border Styles**.
3. Select the type of border you want to apply to the text frame from the sub-menu.

Use the options in the **Object** menu to change the fill color or fill pattern. Fill color and pattern can also be accessed from the Drawing palette (see “Applying Colors, Fills, and Outlines” on page 67).

Deleting a Text Frame

To delete a text frame, select it and press the DELETE key. If you have been typing in the text frame, click outside of it before selecting it.

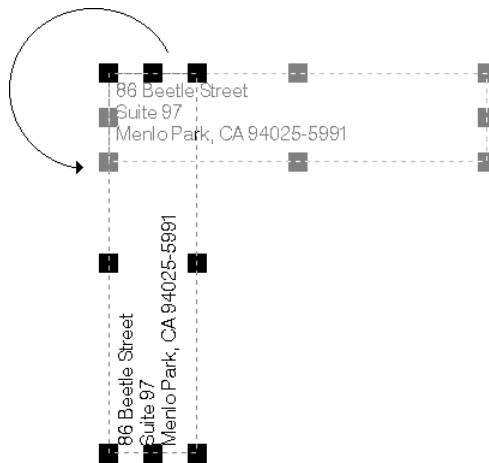
Rotating a Text Frame

You can rotate text frames on your business card so that the text is sideways or upside down. Text frames can be rotated in 90° increments.

1. Click on the text frame to select it.
2. Open the **Object** menu and select **Rotate Object**.
3. Select the degree of rotation from the sub-menu.

You can choose to rotate the text frame 90°, 180°, or 270° counter-clockwise from its current default position. To return it to the normal rotation, select 0°.

The text frame rotates keeping the upper-left corner in the same position.



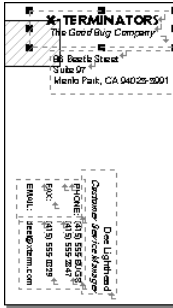
If the text frame is near the right edge or bottom of the page the text frame may move to a new position to keep it on the page.

NOTE: Printer fonts, and other non-TrueType® fonts, may not rotate correctly; to assure correct printing, use TrueType fonts. To determine if you are using TrueType fonts, select fonts using the Fonts dialog (see “Changing Fonts and Text Attributes” on page 56).

Typing in a Rotated Text Frame

If you have text frames that you rotated, Business Cards will rotate the entire business card to make it easier for you to type in these areas.

To type in a rotated text frame, click the cursor within the rotated area.



The page view automatically rotates on the screen, allowing you to type the information you want in the rotated area. All of the other text frames on your business card are displayed. However, body text, clipart, drawing objects, and the background design are not displayed.

To return the business card to its normal position, click anywhere outside of the rotated area.

Importing Text

If you already have text in another program you want to use in your business card project, you can import it directly into a text frame using Business Cards. You can either copy and paste the text into your business card project or, if you want to use the tools of your word processing program in Business Cards, you can import the text as an OLE object.

- For more information about pasting text you have copied to the clipboard from another program, see “Text Editing Basics” on page 53.
- For information about OLE objects, see “Using Text and Graphics from Other Programs” on page 83.

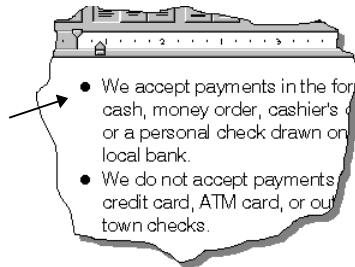
Creating a Bulleted List

A bullet is only placed at the beginning of the selected paragraphs.

Bullets are commonly used for itemizing lists. Using the bullet command, you can turn a series of lines or paragraphs into a bulleted list. You can choose from many different bullet characters.

When you add bullets, Business Cards automatically formats the paragraphs with hanging indents. In a paragraph with a hanging indent, the first line extends to the left of the rest of the paragraph. This helps separate the bullets from the text in the paragraph and makes it easier to read. You can change or cancel the indent later (see “Setting Indents” on page 61).

The bullet in the first line of each paragraph extends to the left.



Adding Bullets

1. Click the cursor in the line or paragraph where you want to add a bullet. The bullet is placed at the beginning of the selected paragraph.

If you want to add bullets to more than one line or paragraph at a time, highlight all of the lines or paragraphs you want to include.

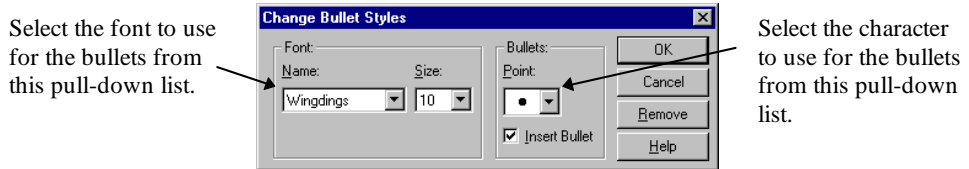
2. Open the **Insert** menu and select **Insert Bullet** to place a bullet at the beginning of each line or paragraph. A hanging indent is automatically applied to the line or paragraphs.

Changing the Bullet Size or Style

1. Click the cursor in the line or paragraph to which you want to add or change a bullet.

If you want to add or change bullets to more than one line or paragraph at a time, highlight all of the lines or paragraphs you want to include.

2. Open the **Format** menu and select **Bullet Styles**.



3. Select the bullet you want to use by selecting the font name, font size, and bullet point from the drop-down lists.
4. Mark the check box next to **Insert Bullet**.
5. Click **OK** to place a bullet at the beginning of each line or paragraph.

Deleting Bullets

1. Click the cursor in the line or paragraph where you want to delete the bullet. Click and drag to select more than one line or paragraph.
2. Open the **Insert** menu and select **Delete Bullet**.

The bullet and hanging indent are removed from the line or paragraph.

You can also click to place the cursor at the beginning of the line or paragraph with the bullet, then press the BACKSPACE key to delete the bullet.

Adding Special Characters

You can add special characters like copyright (©) and trademark (™) symbols or curved quotation marks (“”) rather than the straight marks normally used for feet and inches (5'10").

1. Place the cursor where you want to place the symbol.
2. Open the **Insert** menu and select **Symbols** to open the Symbol sub-menu.
3. Select the symbol you want from the sub-menu. The symbol you select is placed at the insertion point.

You can edit special characters just like you can for letters or numbers you type on your business card project (see “Text Editing Basics” on page 53).

Editing Text

Overview

Editing includes moving, deleting, and copying text, changing its appearance, and checking your spelling. Make changes to your text by first selecting the text you want to revise, then selecting a command or tool to make the change.

You can change the text by character, by word, or by paragraph. This chapter describes how to manipulate your text using the commands in the **Edit** and **Format** menus.

Text Editing Basics

Whether you create text in Business Cards or import it from another source, you can edit text character by character at the insertion point, or you can select a section of text to work with.

To edit text inside of a text frame, double-click inside of the text frame to place the insertion point.



Selecting Text

Before you can change the text format, you must select the text you want to change. There are several ways to select text:

If you want to...	Then do this...
Select a section of text.	Click at the beginning of the text, and hold down the mouse button while you drag the mouse to the end of the text you want to select. You can also click at the beginning of the text, then hold down the SHIFT key and click on the end of the text you want to change.
Select a word.	Double-click on the word.
Select all of the text in a text frame.	Place the cursor in the text frame, then open the Edit menu and select Select All . You can also select all of the text in a text frame by selecting the text frame without placing the cursor inside of it.
De-select selected text.	Click anywhere outside of the highlighted area or selected text frame.

Adding, Removing, Copying, and Moving Text

After you have selected the text, you can begin to edit it. The following table describes how to perform some common editing tasks:

If you want to...	Then do this...
Cut text from the project and save it to the clipboard.	Select the text you want to cut, then open the Edit menu and select Cut .
Delete text from the project without saving it to the clipboard.	Select the text you want to delete, then open the Edit menu and select Delete .
Restore deleted text in the project.	Open the Edit menu and select Undo Delete Text . In Windows 3.1, open the Edit menu and select Undelete .
Copy text to the clipboard without removing it from the project.	Select the text you want to copy, then open the Edit menu and select Copy .
Place text in the project that was Cut or Copied to the clipboard (even from another program!).	Click to place the cursor where you want the text, then open the Edit menu and select Paste .
Type new text into the project.	Click in the text frame to place the cursor where you want the text, then begin typing.
Move text from one part of the project to another.	Cut the selected text, then paste the text in a new location. You can also click and drag text frames to move them.
Move text down in a text frame.	Position the cursor at the beginning of the first line of the text, and then press ENTER .
Move text up in a text frame.	Position the cursor at the beginning of the first line of the text, and then press BACKSPACE .
Replace existing text with text from the clipboard.	Select the text you want to replace so that it is highlighted, then open the Edit menu and select Paste .
Replace existing text with new text.	Select the text you want to replace so that it is highlighted, then begin typing.

Click the right mouse button when the cursor is in a text frame to open a shortcut menu. The edit commands described above are available quickly in the menu (see “Shortcut Menus” on page 133).

Undoing Commands in Windows 95

Business Cards keeps track of editing and formatting changes you make. If you change your mind or make a mistake, you can usually reverse the last action you took. You can also “redo” an action that you have reversed.

Undo does not reverse all actions. If the action can be reversed, the command in the **Edit** menu reads **Undo** and names the action, such as **Undo Typing**. If the action cannot be reversed, the command is dimmed and reads **Can't Undo**.

If you decide you did not want to reverse the original action, open the **Edit** menu and select **Redo**. For example, you can delete text, replace the text using undo, and then delete it again using redo.

Changing Fonts and Text Attributes

Business Cards provides several ways to change the formatting attributes (such as font, size, and color) of characters and paragraphs.

- You can select from the toolbar at the top of the window to change the font, size, style, and color of the text.
- You can assign several character attributes by opening the **Format** menu and selecting **Fonts**. You can also access the Fonts dialog by clicking the right mouse button in a text-editing area of your business card project, then selecting **Fonts** from the shortcut menu.

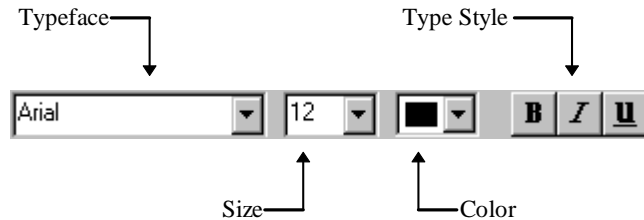
The following table shows how Business Cards applies text formatting.

If you...	The format applies to...
Highlight the text, then select character-formatting options.	Selected text only.
Click an insertion point, then select character-formatting options.	New text typed at the insertion point.
Click on the edge of a text frame to select it.	All text inside of the text frame.

Character attributes determine how characters look. Size, typeface, and character effects are a few of the attributes that you can select.

Using the Toolbar to Change Text Attributes

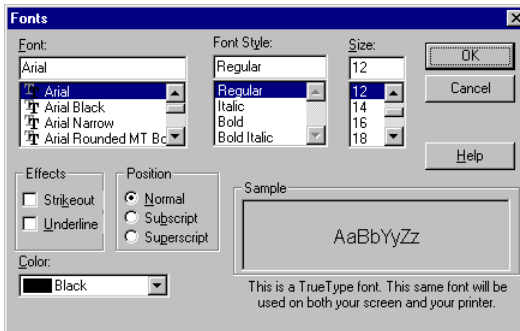
1. Select the text you want to format.
2. Choose the formatting attribute you want from the toolbar.



You have the choice of changing the typeface, size, or color of the text. You can also apply the bold, italic, or underline style (or any combination).

Changing Several Text Attributes at Once

1. Select the text you want to format.
2. Open the **Format** menu and select **Fonts**.



The following table describes the options available in the Fonts dialog.

Attribute	Description
Font	Sets the typeface, such as Times New Roman® or Arial®.
Style	Applies any of the available styles, which include italic, bold, or bold italic. Selecting Regular cancels all other types.
Size	Sets the point size of the text.
Effects	Applies any combination of strikeout and underline.
Position	Applies normal, subscript, or superscript to the selected text.
Color	Assigns a color from the Colors drop-down list to the selected text.

3. Change the settings in the Fonts dialog and click **OK** to apply the new settings.

Changing Character Spacing

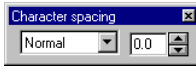
Open the **Format** menu and select from the **Character Spacing** sub-menu to adjust the amount of space between characters. You can create special effects by spreading letters apart or squeezing them closer together.

If you want to move letters closer together or farther apart, you can select the text and choose a measurement. Business Cards measures the space between letters in points. There are 72 points to an inch (approximately 28 points to a centimeter).

1. Highlight the characters you want to change.
2. Open the **Format** menu and select **Character Spacing**.
3. Select **Normal**, **Condensed**, **Spreadout**, or **Custom** from the sub-menu.
 - Selecting **Normal** will cancel any previous setting.
 - Selecting **Condensed** will move the letters one point closer together.
 - Selecting **Spreadout** will move the letters one point farther apart.
 - Selecting **Custom** allows you to specify the exact amount to move the letters.

To Set Custom Character Spacing


1. Highlight the words or characters you want to change.
2. Open the **Format** menu and select **Character Spacing**.
3. Choose **Custom** from the sub-menu to open the Character Spacing palette.



4. Select to spread out or condense the letters from the drop-down list.
5. Type the number of points or use the arrows to set the spacing.
The character spacing will apply to the selected text and the text that follows it.

To move the palette, click on the title bar and drag the palette to a new location.

Windows 95 only: You can drag the Character Spacing palette to the top or bottom of the window to attach it to the window.

To close the Character Spacing palette, click the  button or the **Close** button.

Aligning Text

You can specify the alignment, the line spacing, and the indents of the text inside of the text frames on your business card project.

To align the text frames with each other and other objects, see “Aligning and Arranging Objects” on page 78.

You can also display spaces and carriage returns on-screen to help you format your text (see “Hiding or Showing Non-Printing Characters” on page 40).

Text alignment options

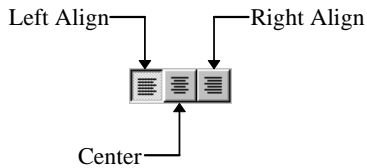
Attribute	Description
Text alignment	Sets the text alignment horizontally within a page or text frame. Text can be aligned left, right, center, or justified.
Line spacing	Sets the line spacing to single, 1½, double, or custom-spaced.
Indents	Sets the first line, left, and right indents for a paragraph.

Changing the Text Alignment

To align your text horizontally within the page or text frame containing it, open the **Format** menu and select **Text Alignment**. You can align text with the left or right indent. You can also center or justify it. Justified text is aligned flush with both the left and right indents of a text frame, like a newspaper column.

1. Click the cursor in the line you want to format.
To apply the formatting change to all of the text in a text frame, click once on the text frame to select it.
2. Open the **Format** menu and select **Text Alignment**.
3. Choose the alignment option from the sub-menu: **Left**, **Center**, **Right**, or **Justify**.

Text alignment options are also available in the main toolbar.



Changing the Line Spacing

Use this command to adjust the amount of space between lines. All of the lines in the paragraph will have the same amount of space between them.

The amount of space between lines depends on the size of the font you are using. For example, if the font is 10 points, a single spaced line will be 10 points tall, a 1½ spaced line will be 15 points tall and a double spaced line will be 20 points tall. Line spacing is determined by the largest font in the paragraph.

You can use line spacing to vertically align text within a text frame.

1. Click the cursor in the paragraph you want to format.
2. Open the **Format** menu and select **Line Spacing**.
3. Select **Single**, **1½**, **Double**, or **Custom** from the sub-menu.


NOTE: You can only change the line spacing of one text frame at a time.

To Set Custom Line Spacing

1. Click the cursor in the line or paragraph you want to format.
2. Open the **Format** menu and select **Line Spacing**.
3. Select **Custom** from the sub-menu to open the line spacing palette.



Type the height of the line plus the height of the space above the line in number of points, or use the arrows to specify how much space you want between lines. For example, if you have a 10 point font size in the line and want 4 points of space above it, enter 14. Every line in the selected paragraph is affected. There are 72 points to an inch (approximately 28 points to a centimeter).

To close the Lines palette, click the  button or the **Close** button.

Setting Indents

You can quickly indent selected lines or paragraphs using the ruler. The indent clips on the ruler allow you to set custom left, right, or first line indents. You can create or modify hanging indents to align the text in numbered or bulleted lists (see also “Creating a Bulleted List” on page 50).

Windows 95 only: To restore an indent to the way it was, open the **Edit** menu and select **Undo** immediately after you change the indent.

To Set Indents Using the Ruler

1. Click the cursor in the line or paragraph you want to format.
2. Adjust the indentation of a line or paragraph by dragging the indent clips on the ruler above the page.



- Moving the right indent clip affects all of the lines in the paragraph.
- Aligning the two left clips will give you a flush-left indent.
- Moving the upper-left clip to the right of the lower-left clip will indent the first line only.
- Moving the lower-left clip to the right of the upper-left clip will give you a hanging indent.

Click and drag the box below the lower-left clip to move the left clips together and preserve the flush left indent.

Checking Your Spelling

Business Cards checks the words in your business card project against the main dictionary and selects misspelled or unknown words, then provides alternate spellings.

You can create your own supplemental dictionary to be used in addition to the main dictionary included with Business Cards. For example, you may want to add employee, city, and street names to the dictionary.

Business Cards checks the spelling of one page at a time. All of the text on the page is checked.

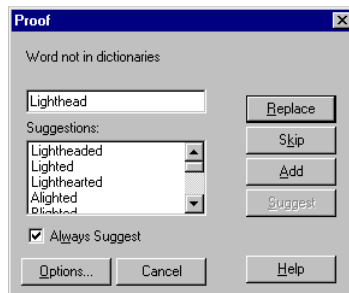
1. Position the cursor at the beginning of the section you want to check.
2. Open the **Tools** menu and select **Spelling**.



There are three different spelling checks:

- Click **Word** to check the word in the **Spell Check** box.
- Click **Page** to check the displayed page.
- Click **Selection** to check a highlighted section of text.

If Business Cards finds any unfamiliar words, the Proof dialog opens.



When **Always Suggest** is marked, the **Suggestions** list box displays suggested word replacements. Highlight a word in the **Suggestions** list box and click **Replace** to accept one of the suggested words. Click **Skip** to ignore the unrecognized word and continue checking.

3. Click **Add** to add the word to the dictionary. For more information about editing the dictionary, see “Customizing the Dictionary” below.

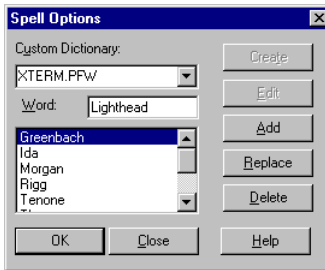
If you choose to turn off **Always Suggest**, click the **Suggest** button for spelling or word suggestions.

Customizing the Dictionary

Business Cards lets you customize a dictionary by adding words to it. To add a word from the Proof dialog, click **Add**. You can also use the Spell Options dialog to add, delete, and replace words in the dictionary, as well as create a supplemental dictionary.

To Select a Dictionary

1. Click the **Options** button in the Spell dialog or the Proof dialog.



2. Select the dictionary you want to edit from the **Custom Dictionary** drop-down list.
3. Click the **Edit** button to display the contents of the dictionary.

To Add a Word to the Dictionary

1. Type the new word into the **Word** box, if it is not already there.
2. Click the **Add** button to add the word to the dictionary.

To Delete a Word from the Dictionary

1. Highlight the word you want to remove in the word list.
To find a word quickly, click the cursor in the list and type the first letter of the word. The list will scroll to words beginning with that letter.
2. Click the **Delete** button to remove the word from the dictionary.

Each dictionary can hold 100,000 words.

To Replace a Word in the Dictionary

1. Highlight the word you want to replace in the word list.
To find a word quickly, click the cursor in the list and type the first letter of the word. The list will scroll to words beginning with that letter.
2. Type the replacement word into the **Word** box.
3. Click the **Replace** button to replace the word in the dictionary with the word you just typed.

To Create a Supplemental Dictionary

Words that are already in the main dictionary cannot be added to the new dictionary.

1. Type a name for the dictionary in the **Custom Dictionary** drop-down list.
2. Click the **Create** button to create the new dictionary.
The new dictionary will be empty, so you will need to use the **Add** feature to enter words into the new dictionary.

Working with Graphics

Overview

Graphics are a way to add impact to your business cards. You can place graphics in your business card project either by drawing them yourself or by bringing in graphics that were created in another program.

Use the clipart included with Business Cards or import graphics from other programs to add your company logo or create a personalized design. Any drawing object or imported graphic can be resized and arranged with other objects using the tools and commands in Business Cards.

Drawing Lines and Shapes






The Drawing Tools palette lets you create and edit simple graphics within Business Cards. To open the Drawing Tools palette, open the **Object** menu and select **Drawing Tools**.



Click on the title bar and drag the palette to move it around the window. Select a tool by clicking its button.

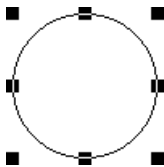
To close the Drawing Tools palette, open the **Object** menu and de-select **Drawing Tools**.

The following table describes each of the tools in the Drawing Tools palette.

Tool		Description
Pointer		Click any object to select it for editing.
Line		Click and drag the cursor to draw a line. Hold the SHIFT key as you drag to draw straight horizontal or vertical lines.
Rectangle		Click and drag the cursor to draw a rectangle. Hold the SHIFT key as you drag to draw a square.
Rounded rectangle		Click and drag the cursor to draw a rectangle with rounded corners. Hold the SHIFT key as you drag to draw a square with rounded corners.
Circle		Click and drag the cursor to draw a circle. Click and drag a side handle to stretch the circle into an ellipse.

To Draw a Line or Shape

1. Select a tool from the Drawing Tools palette.
To open the palette, open the **Object** menu and select **Drawing Tools**.
Press ESC to de-select the tool.
2. Click the cursor on the page, and drag it to create an object.
3. When you release the mouse button, the object you just created is selected. (An object is selected if it has square handles around it.)



Applying Colors, Fills, and Outlines

You can apply various attributes to the shapes you draw. Select the object, then change the attribute.

- In Windows 95, open the **Object** menu and select **Color Fills and Borders**.
- In Windows 3.1, open the **Object** menu and select **Outline Color**, **Fill Color**, **Fill Pattern**, or **Line Type**.





Outline color, fill color, fill pattern, and line type options are also available in the Drawing Tools palette.

You can also apply fill color and fill pattern to text frames. Decorative borders can be added to drawing objects and clipart, like text frames (see “Changing the Border of a Text Frame” on page 46).

Using the Drawing Tools Palette

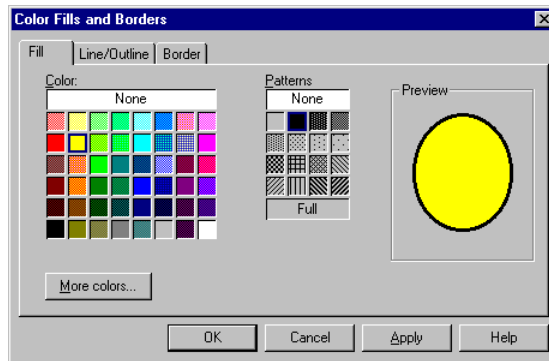
1. Select the object you want to edit by clicking on it.
2. Choose a line (or outline) from the line color or line style sub-menu in the draw palette. If you created a rectangle or circle, choose a fill color from the sub-menu. You can also add a fill pattern to an object that has a fill color.

Add a fill color to a rectangle or circle, before adding a fill pattern.

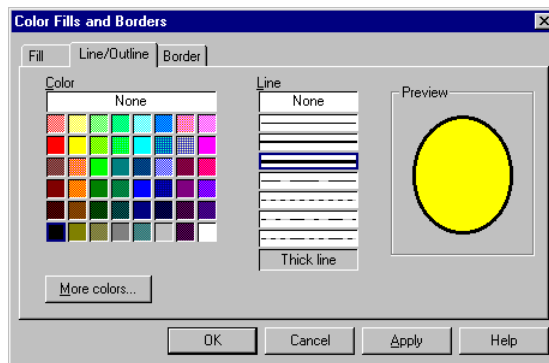
Tool		Description
Outline color		Select a line, rectangle, or ellipse, then select a color from the drop-down list for the outline.
Fill color		Select a rectangle or ellipse, then select a color from the drop-down list for the inside of the shape.
Fill pattern		Select a rectangle or ellipse that has a fill color, then select a pattern from the drop-down list.
Line type		Select a line, rectangle, or ellipse, then select a line type from the drop-down list for the outline.

To Change Attributes in Windows 95

1. Select the object you want to edit by clicking it.
2. Open the **Object** menu and select **Color Fills and Borders**.



3. Select a fill color from the palette.
You can also select a fill pattern if you have selected a fill color.
For a larger color selection, click **More colors** (see “To Choose a Custom Color in Windows 95” on page 70).
4. Click the **Line/Outline** tab to select an outline color or line type.



5. Click **Apply** to apply the changes you made to the selected object without closing the dialog.
6. Click **OK** to apply the changes and return to your business card project.

You can also add a decorative border using the Color Fills and Borders dialog (see “Changing the Border of a Text Frame” on page 46).

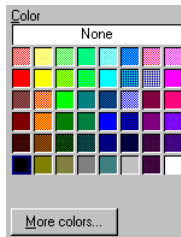
To Change Attributes in Windows 3.1

1. Select the object you want to edit by clicking it.
2. Open the **Object** menu and select an **Outline Color**, **Fill Color**, **Fill Pattern**, or **Line Type**.
3. Select the attribute from the sub-menu.

If you are editing a rectangle or circle, choose a fill color before selecting a fill pattern.

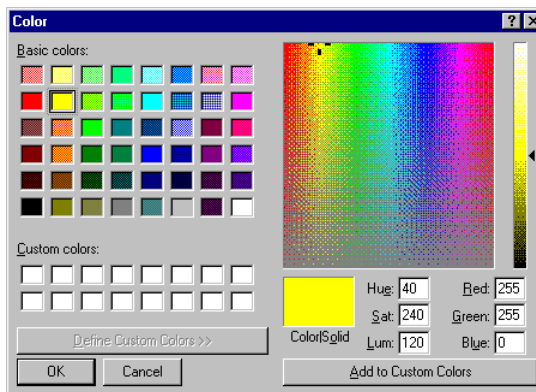
To Choose a Custom Color in Windows 95

There are 48 colors available on the color palette in the **Fill** and **Line/Outline** tabs of the Color Fills and Borders dialog.



To select a color from the palette, click on it.

If you want to create a custom color for the selected object, click **More colors**. The Color dialog opens to give you a wide choice of colors.



Click an empty **Custom colors** box, then click in the large box on the right to select the color. A preview of the color is displayed in the small box below it. Drag the arrow next to the saturation control scroll bar on the right to adjust the color level.

You can change this color by clicking somewhere else in the large box and dragging the saturation control, or entering numbers in the boxes on the bottom right (the numbers cannot be larger than 255).

If you want to save the custom color, click **Add to Custom Colors**. When you are satisfied with your color selection, click **OK**.

Selecting Clipart

Business Cards allows you to select clipart to place on your business card project. Business Cards can import Windows BMP, WMF, EPS, PCX/DCX, TGA, TIF, WPG, IMG, JPG, PNG, RLE, DIB, DXF, and Kodak PCD graphic formats. LZW encoded TIFs are not supported.

Once you have placed the clipart on your business card project, you can move it, resize it, or crop it.

Placing Clipart on your Business Card Project

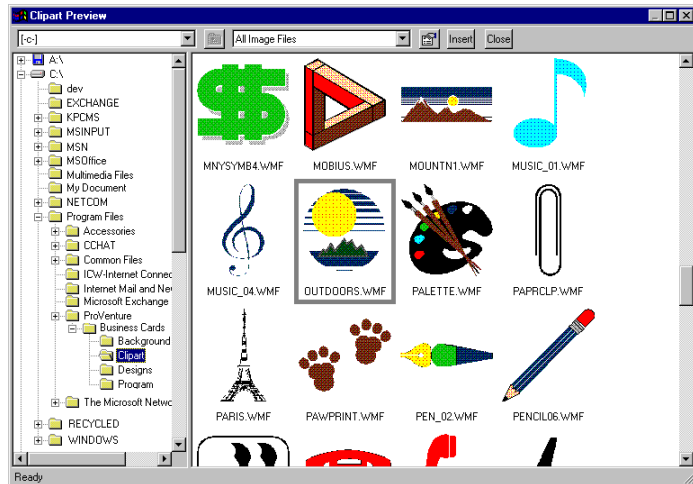


To place clipart on your business card project, open the **Insert** menu and select **Clipart**, or select the **Clipart** button in the toolbar. A dialog opens to help you locate and select the clipart. Click **Insert** or **OK**, then click on your business card where you want the clipart image placed.

The clipart selection dialogs for the Windows 95 and the Windows 3.1 versions perform the same functions, but the layout of the dialogs is different.

To Select and Place Clipart in Windows 95

1. Open the **Insert** menu and select **Clipart** or click the **Clipart** button in the toolbar.



The Clipart folder is displayed in the Clipart Preview dialog. The Business Cards clipart sampler is in the Clipart directory (c:\Program Files\ProVenture\Business Cards\Clipart).



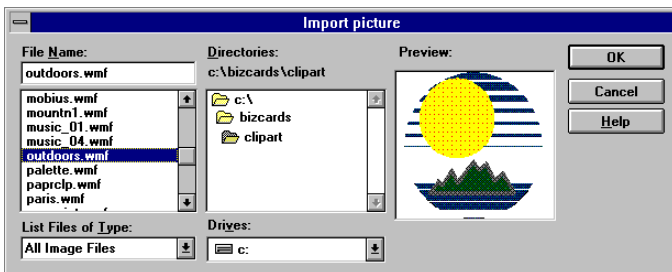
Clipart images are stored on the CD in a directory also named Clipart. To use one of these images, make sure the CD is in the drive, then select your CD-ROM drive in the Clipart Preview dialog.

2. Click on a folder in the list box on the left to open the folder.
Previews of each of the supported graphics in the selected folder are shown in the box on the right.
3. Click in the box on the right to select a graphic.
4. Click **Insert** to return to your business card project.
5. Position the cursor on the page where you want the clipart, then click the mouse button to place the clipart on your business card.

To move or resize the graphic, see “Graphics Editing Basics” on page 74.

To Select and Place Clipart in Windows 3.1

1. Open the **Insert** menu and select **Clipart** or click the **Clipart** button in the toolbar.



2. The Clipart folder is displayed in the Import Picture dialog. The Business Cards clipart sampler is in the Clipart directory (c:\bizcards\clipart).

Clipart images are stored on the CD in a directory also named Clipart. To use one of these images, make sure the CD is in the drive, then select your CD-ROM drive from the **Drives** drop-down list

3. Click on a folder in the **Directories** list box to open the folder.
4. Click in the list box on the left to select a graphic file .
A preview of the graphic is displayed in the **Preview** box.
5. Click **OK** to return to your business card project.
6. Position the cursor on the page where you want the clipart, then click the mouse button to place the clipart in your business card.

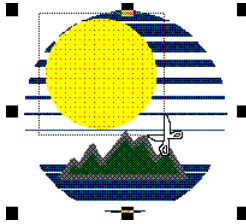
To move or resize the graphic, see “Graphics Editing Basics” on page 74.



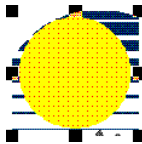
Cropping a Graphic

You can select a portion of, or “crop,” a clipart image that you have placed on your business card.

1. Select the clipart you want to crop.
2. Open the **Object** menu and select **Crop Clipart**.
The cursor changes to the cropping cursor.
3. Click and drag the cursor across your clipart to form a rectangle around the section of the clipart you want to keep.

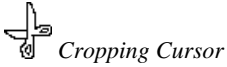


4. Release the mouse button.



The section you selected replaces the clipart on your business card.

Windows 95 only: To restore a cropped clipart to the way it was, open the **Edit** menu and select **Undo** immediately after you crop the clipart.



Using Photographs in Your Business Card Project

You can place photographs from a KODAK Photo CD or scanned image into a business card project. To use a photograph, it needs to be saved in a format that Business Cards can read, such as TIF or JPG.

KODAK offers a developing process for converting 35 mm film or slides to a Photo CD. This service is available through many photo finishing outlets. Ask about this service wherever you have your film processed, or call 1-800-CD KODAK for locations of photo finishing outlets that provide this service.

You can also use photos scanned into your computer. These images must be in a graphic format supported by Business Cards. Many copy or graphics shops offer photograph scanning services; just let them know what equipment you will be using to print the business card project, which graphic formats are supported by Business Cards, and the approximate size you want the photograph to be.

For a list of supported graphic formats, see “Selecting Clipart” on page 71.

How Clipart Images are Saved

Because Business Cards saves a location for a graphic file, if the graphic file is from a CD, you must have the CD in the drive to view or print the graphic.

To save disk space and make project files smaller, Business Cards saves the location of the clipart file you import into your business card project. If you move or delete the clipart file from your computer, or copy the project file to another computer, Business Cards will not be able to include the image in the business card project. To paste the image permanently in your business card project, you can use the commands Copy and Paste Special; however, this will increase the size of the project file. For more information about the Paste Special command, see “Creating an Embedded Object” on page 84.

Graphics Editing Basics

Basic editing techniques include selecting objects, moving objects, and resizing objects. You can also use the commands in the **Edit** menu to cut, copy, paste, and delete objects from your business card project. The edit commands can be used to copy and paste objects from other programs.

To embed or link objects from other programs, see “Using Text and Graphics from Other Programs” on page 83.

Click on the graphic using the right mouse button to open a shortcut menu. Edit commands are available quickly in this menu (see “Shortcut Menus” on page 133).

Selecting an Object

You can select one object or select several objects at a time.

When objects overlap, you can select them by moving one or more objects to the front or back of the stack. (See “Changing the Stacking Order” on page 80.)

- To select an object, click on it. Sizing handles display around the edges of selected objects.

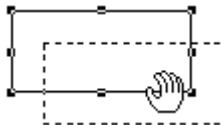


- To select multiple objects, hold down the SHIFT key as you click.
- To select all of the drawing objects, clipart, and text frames on a page, open the **Edit** menu and select **Select All Objects**.
- To de-select objects, click in an empty area of the page.

Moving an Object

You can move any object on your business card project by clicking and dragging it. You can also move more than one object at a time.

1. Click anywhere on an object to select it. Hold down the SHIFT key as you click to select multiple objects.
2. To move the object, position the cursor on the object so that the cursor becomes a hand. Hold the mouse button down and drag the object to a new position.

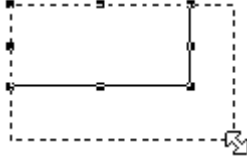


Guidelines can extend from the object to the rulers to help you position the object. To display the guidelines, open the **View** menu and click **Show**, then select **Guidelines** from the sub-menu. To view these guidelines, click and drag the object.

Resizing an Object

As you draw objects or place graphics, you may need to adjust their size. You can resize any object in Business Cards, including clipart and text frames. Each object must be resized individually.

1. Click anywhere on an object to select it.
2. To resize the object, position the pointer over any square handle, so that the cursor becomes a double-headed arrow, then click and drag.



- Resize an object horizontally or vertically by dragging one of the side handles.
- Resize an object proportionally by dragging a corner handle.

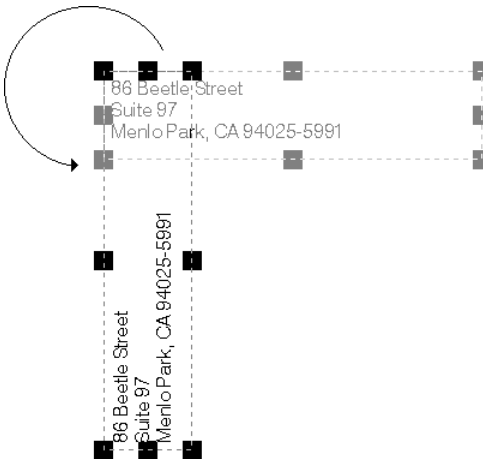
Rotating an Object

You can rotate clipart and text frames in 90° increments. You can rotate more than one of these objects at a time.

1. Click on the object to select it.
2. Open the **Object** menu and select **Rotate Object**.

You can choose to rotate the object counter-clockwise 90°, 180°, or 270° from its original position. To return it to the normal position, select 0°.

The object rotates keeping the upper-left corner in the same position.



If the text frame is near the right edge or bottom of the page the text frame may move to a new position to keep it on the page.

Graphics Editing Commands

You can use the commands in the **Edit** menu to remove, replace, and copy drawing objects, clipart, and text frames in your business card project.

If you want to...	Then do this...
Cut an object from the project and save it to the clipboard.	Select the object you want to cut, then open the Edit menu and select Cut .
Delete an object from the project without saving it to the clipboard.	Select the object you want to delete, then open the Edit menu and select Delete .
Replace the deleted object in the project.	Open the Edit menu and select Undo Delete Object . In Windows 3.1, open the Edit menu and select Undelete .
Copy an object to the clipboard without removing it from the project.	Select the object you want to copy, then open the Edit menu and select Copy .
Place an object in the project that was Cut or Copied to the clipboard.	Click to place the cursor where you want the object, then open the Edit menu and select Paste .
Select all of the objects on the project.	Open the Edit menu and select Select All Objects .

Undoing Commands in Windows 95

Business Cards keeps track of editing and formatting changes you make. If you change your mind or make a mistake, you can usually reverse the last action you took. You can also “redo” an action that you have canceled.

Undo cannot reverse all actions. If the action can be reversed, the command in the **Edit** menu reads **Undo** and names the action, such as **Undo Resize/Move**. If the action cannot be reversed, the command is dimmed and reads **Can't Undo**.

If you decide you did not want to undo the original action, open the **Edit** menu and select **Redo**. For example, you can delete a graphic, replace the graphic using undo, and then delete it again using redo.

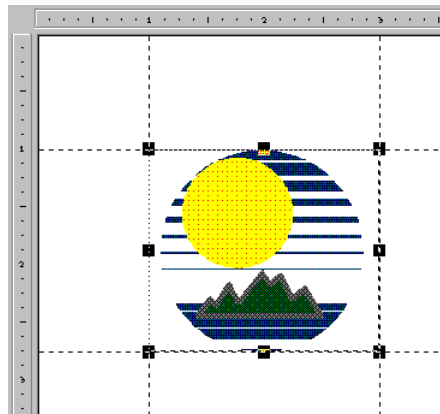
Aligning and Arranging Objects

Business Cards provides several tools for aligning and arranging objects on your business card project. You can visually align objects using the rulers and guidelines, or if you are using the Windows 95 version, you can open the Alignment palette to access tools to help you align objects.

Aligning Objects Using Rulers and Guidelines

Optional guidelines can extend from a selected object to the rulers to help you position the object. To display the guidelines, open the **View** menu and click **Show**, then select **Guidelines** from the sub-menu.

A check mark next to **Guidelines** in the sub-menu signals that the guidelines are visible. No check mark means that the guidelines are not displayed.



To view these guidelines, click and drag the object. You can use these guidelines to position the object on the business card project precisely where you want it.

To view the rulers, see “Hiding or Showing the Rulers” on page 38.

NOTE: Guidelines do not display when you move more than one object at a time.

Aligning Objects Using the Alignment Palette

The Object Alignment palette is not available in the Windows 3.1 version.

In the Windows 95 version of Business Cards, the Object Alignment palette helps you arrange shapes, clipart, and text on your business card project. In addition, aligning text frames also aligns the text within the frame.

1. Open the **Object** menu and select **Object Alignment**.



2. Select the objects you want to align.
Some of the tools in the Alignment palette require you to select two or more objects.
3. Click the alignment option you want to apply.

If you want to...		Then do this...
Align left sides of objects and text frames.		Click the Left Align button.
Center objects and text frames horizontally.		Click the Horizontal Center button.
Align right sides of objects and text frames.		Click the Right Align button.
Align top of objects and text frames.		Click the Top Align button.
Center objects and text frames vertically.		Click the Vertical Center button.
Align bottom of objects and text frames.		Click the Bottom Align button.
Center text frames and objects as a group horizontally in the page.		Click the Horizontal Center to Page button.
Center text frames and objects as a group vertically in the page.		Click the Vertical Center to Page button.

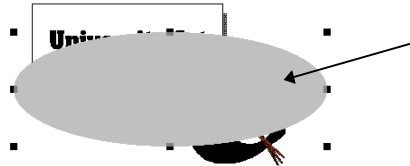
Except for the **Center to Page** options, objects are aligned relative to each other. For example, if you choose to align the left sides of the selected objects, then the left sides of the objects will be aligned with the left side of the left-most object.

If you do not want to keep the alignment you selected, open the **Edit** menu and select **Undo** immediately after you change the alignment.

Changing the Stacking Order

As you draw or place graphics and text frames, Business Cards assigns each object a position in the stacking order. The stacking order is the order in which objects overlap one another on the page. You can change the order at any time.

1. Select an object by clicking on it.



This gray oval is stacked on top of other objects. Before you can change the oval's position in the stacking order, you must click on the oval to select it.

2. Open the **Object** menu and select **Bring to Front** (to move the selected object in front of all other objects) or **Send to Back** (to move the selected object behind all other objects).



After selecting the oval, open the **Format** menu and select **Send to Back** to move the oval behind the other objects.

These commands apply to objects you draw, including text frames, and to graphics you place in the business card project.

To place text on top of a graphic, place the graphic, then draw a text box on top of the graphic. When you enter the text, it displays and prints on top of the graphic. If the graphic covers the text, change the stacking order of the objects to move the graphic behind the text.

Using Text and Graphics from Other Programs

Overview

Object linking and embedding (OLE) lets you share objects between programs. Your business card project can contain graphics, text, spreadsheet, and database files from a variety of programs and formats. In most cases, you can edit and update objects created using another program without leaving Business Cards.

OLE also expands the Paste command by letting you create an active link between the program that created an object and Business Cards using the Paste Special command.

Embedding or Linking Objects

The main difference between embedding and linking is where the object is stored.

An embedded object is stored in the business card project. You can copy an existing object into your business card project, or create an object using another program in Business Cards. The object becomes part of your business card project. Any changes you make to it in your business card project do not affect the original file. You may want to embed an object if you are creating a new object or plan to transfer your business card project to another computer.

When you link an object, the object is not stored in the business card project; instead a copy of the object appears there. The original object remains in its source file, and if the original object changes, the copy in your business card project is updated automatically to match it. Any changes you make to the object in your business card project changes the original file. You may want to link an object if you are using the same object in more than one file. For example, if you link your company logo in your business card, when you make changes to your logo you can easily update the logo in the business card.

Embedding an Object

Embedding allows you to insert objects, such as a table, chart, graphic, or spreadsheet, into your business card project. You can embed an existing object, file or selection, or you can create and embed a new object.

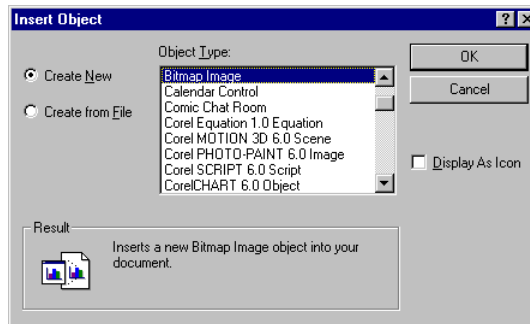
Once embedded, the object becomes part of the business card project. When you double-click on an embedded object, you open the program in which the object was created; the object is displayed and ready for editing. When you are finished editing the object, your business card project reflects any changes you made to the object.

Creating an Embedded Object

Use the following process to embed an object in your business card project. You can create embedded objects as you work, or you can embed existing files. If you embed an existing file, Business Cards stores an independent copy of the file in the business card project. The original file remains unchanged, even if you change the embedded object. Likewise, changes to the original file do not affect the object in the Business Cards file.

To Embed a New Object

1. Open the **Insert** menu and select **Insert OLE Object** to open the Insert Object dialog.



2. Select the **Create New** button.
3. Select the type of object you want to create from the **Object Type** list box

The **Object Type** list box lists all of the programs on your computer that support OLE.

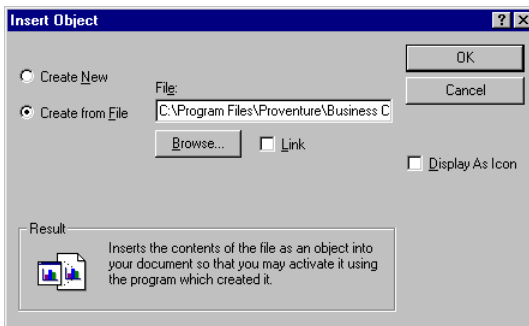
To display the embedded information as an icon in your business card project, mark the **Display As Icon** box.

4. Click **OK** to return to your business card project.

5. Position the cursor where you want to place the embedded object, then click the mouse button.
6. Double-click on the object to open the object's program, then create the object.
7. Return to Business Cards by doing one of the following:
 - If the object was created in a program that is in a separate window, open the **File** menu in that program and select **Exit**. If a message appears asking if you want to update the object, click the **Yes** button.
 - If the program replaces some of the Business Cards menus and toolbar, click anywhere outside of the embedded object to save it and return to Business Cards.

To Embed an Existing File

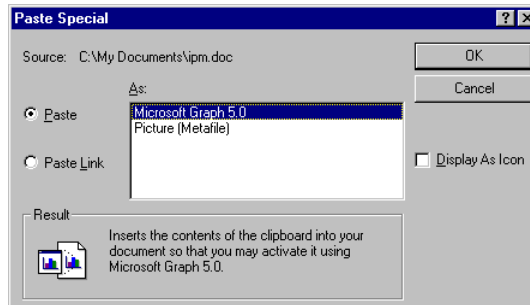
1. Open the **Insert** menu and select **Insert OLE Object** to open the Insert Object dialog.
2. Select the **Create from File** button.



3. Type in the **File** box the path and name of the file you want to embed, or click **Browse** to select the file.
To display the embedded information as an icon in your business card project, mark the **Display As Icon** box.
4. Click **OK** to return to your business card project.
5. Position the cursor where you want to place the embedded object, then click the mouse button.

To Embed a Selection from an Existing File

1. Open the program that created the information you want (such as Microsoft® Word® or Excel®), and open the file from which you want to select information to embed in your business card project.
2. Select the information you want to embed in the business card project, then open the **Edit** menu in that program and select **Copy** to place the selection in the clipboard.
3. Open Business Cards,
4. Open the **Edit** menu and select **Paste Special**.



5. Make sure the **Paste** button is marked.
6. Select the first item in the **As** list box.
To display the embedded information as an icon in your business card project, mark the **Display As Icon** box.
7. Click **OK**.
8. Position the cursor in your business card project where you want to place the embedded object, then click the mouse button to place the object.

Editing an Embedded Object

*Some embedded objects, such as sound clips, play when you double-click them. To edit one of these objects, open the **Edit** menu and select **Object**.*

Depending on the program used to create an embedded object, double-clicking on an embedded object opens the program in which it was created. For certain programs, however, some of the Business Cards menus and toolbars are temporarily replaced by those of the original program.

To Edit an Embedded Object

1. Double-click the embedded object, or select the object, open the **Edit** menu, choose the name of the object you want to edit, then select **Edit** from the sub-menu.

If you see both an Edit and an Open command, select **Open** to edit the object in its own program window, or select **Edit** to edit the object in the Business Cards window (the toolbar and menus may change).

2. Edit the object.
3. Return to Business Cards by doing one of the following:
 - If you are editing the object in a separate program window, open the **File** menu in that program and select either **Exit** or **Quit** to return to Business Cards.
 - If you are editing the object in a program that temporarily replaces the Business Cards menus and toolbar, click anywhere outside the embedded object to return to Business Cards.

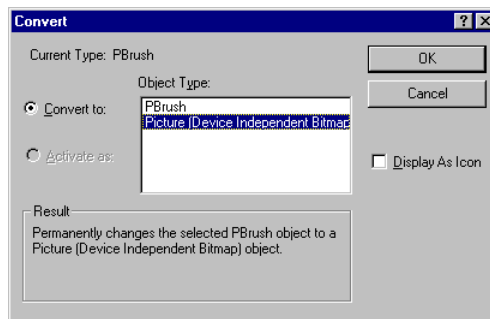
Converting an Embedded Object to Another Format

Suppose you copy a business card project that has a Paintbrush® picture embedded in it to another computer. Paintbrush is not installed on the computer you transferred the business card project to, but another OLE painting program is. You can convert the embedded picture to the other program format.

You can either convert the file permanently or temporarily.

To Convert an Embedded Object to Another Format

1. Select the object you want to convert.
2. From the bottom of the **Edit** menu, choose the name of the object you want to convert, then choose **Convert** from the sub-menu.



3. Do one of the following:
 - To permanently convert the embedded object to the file format you specify in the **Object Type** box, select the **Convert To** radio button.
 - To temporarily activate all embedded objects of the selected type in the file format you specify in the **Object Type** box, select the **Activate As** radio button.
4. Click **OK**.

Converting an Embedded Object to an Icon

You can choose to convert an embedded object to the icon of the program that created it. For example, instead of displaying a Paintbrush picture, you can choose to display the Paintbrush icon in your business card project.

Displaying an embedded object as an icon will increase the speed that you can work in Business Cards. It also allows you to quickly identify which objects are embedded. Just remember to convert the objects back to their normal format before you print your business card project!

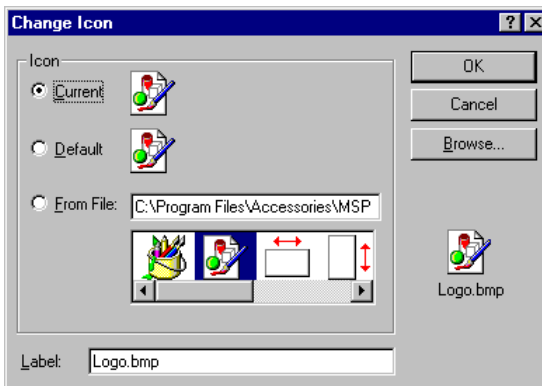
To Convert an Embedded Object to an Icon

1. Select the object you want to convert.
2. From the bottom of the **Edit** menu, choose the name of the object you want to convert, then choose **Convert** from the sub-menu.
3. Mark the **Display As Icon** box, then click **OK** to return to your business card project.

To convert the object back, clear the **Display As Icon** check box.

To Change the Icon of an Embedded Object

1. Select the embedded object.
2. From the bottom of the **Edit** menu, choose the name of the object you want to convert, then choose **Convert** from the sub-menu.
3. Mark the **Display As Icon** box, then click **Change Icon**.



4. Select another icon from the list of available icons. You can also change the label for the icon displayed in your business card project.
5. Click **OK** to save the changes and return to your business card project.

Linking an Object

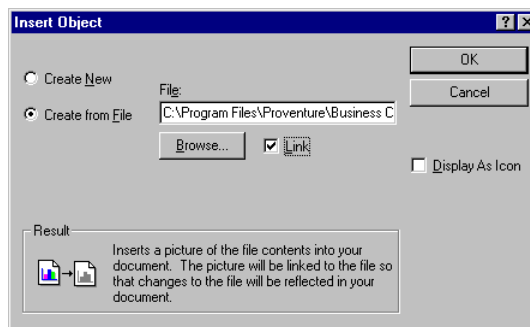
When you link an object to a business card project, Business Cards remembers the location of the original object's file. Business Cards will display the linked information as a graphic in the business card project. Once you have established a link, you can quickly check for and retrieve new information, or you can specify that Business Cards update the linked information whenever the original file is changed.

Creating a Link

There are two ways to create a link with Business Cards. You can link an existing file using the Insert Object dialog, or link to a saved file in an open program using **Copy** and **Paste Special**.

To Create a Link Using the Insert Object Dialog

1. Open the **Insert** menu and select **Insert OLE Object**
2. Select the **Create From File** button.



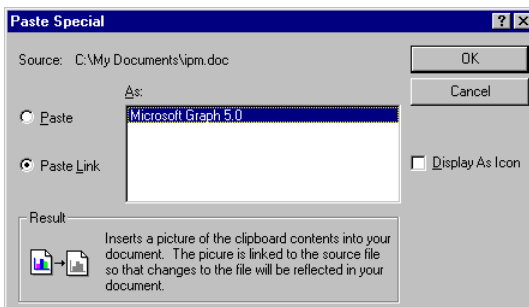
3. Mark the **Link** check box.
4. Type in the **File** box the path and name of the file you want to embed, or click **Browse** to select the file.
5. Click **OK** to return to your business card project.
6. Position the cursor where you want to place the linked object, then click the mouse button.

To Create a Link Using Paste Special

Creating a link is as easy as copying and pasting. Copy the selection from the source file, then paste it into your business card project using the **Paste Special** command in the **Edit** menu. You must save the source file before you copy from it.

To create a link between a business card project and another program using **Paste Special**, you must be running both programs and the other program must support object linking and embedding (OLE). To determine if your program supports OLE, see that program's documentation.

1. Make sure you save the source file before you begin.
2. Open the source file in the program containing the information or object you want to link, and select the object.
3. Open the **Edit** menu in the source file and select **Copy**.
4. Switch to the business card project, then position the insertion point where you want to place the object.
5. Open the **Edit** menu and select **Paste Special**.



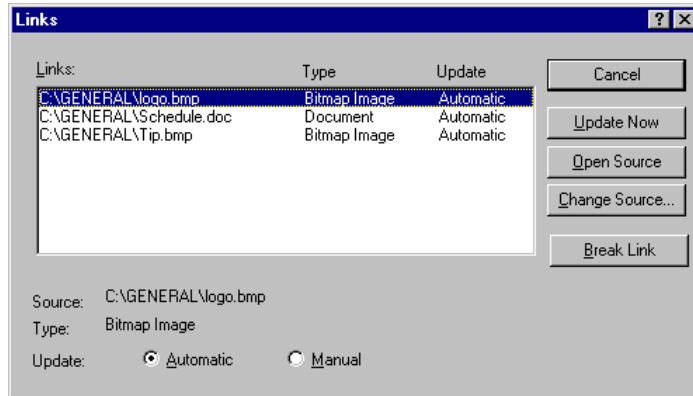
6. Mark the **Paste Link** button in the Paste Special dialog.
7. Click **OK**.
8. Position the cursor in your business card project where you want to place the linked object, then click the mouse button to place the object.

Reconnecting or Changing a Link

You may lose a link if you rename or move the source file. If this happens, you will need to reconnect the link to the original source file or redirect the link to a different source file.

To Reconnect or Change a Link

1. Open the **Edit** menu and select **Links** to open the Links dialog.



2. Select the link you want to change or reconnect from the list.
3. Click the **Change Source** button.
4. Click in the **File Name** box and type or select the name of the file you want to link the object to, then click the **OK** button.

If you do not see the file you want to open, select a different drive or directory.

If you have other links to the same source file, be sure you change all links from the previous source file to the new source file.

Updating a Link

Business Cards creates automatic links by default.

When the information in the source document changes, Business Cards can update the information in your business card project. You can specify either manual or automatic updating for each link. By default, newly created links are set to automatic updating, but you can easily change a link to manual updating.

- Business Cards updates automatic links when you open the business card project and any time the source file is changed while the business card project is open.
- Business Cards updates manual links only when you choose the **Update Now** button in the Links dialog.

To Control How Links are Updated

1. Open the **Edit** menu and select **Links**.
2. Select the link you want to update from the list. To select multiple links, hold down the CTRL key while you click each link.
3. Do one of the following:
 - To update linked information every time there is a change in the source file, select the **Automatic** button next to **Update**.
 - To update linked information only when you choose, select the **Manual** button next to **Update**.
4. Click the **Close** button.

To Update a Link Manually

1. Open the **Edit** menu and select **Links**.
2. Select the link you want to update from the list. To select multiple links, hold down the CTRL key while you click each link.
3. Click the **Update Now** button.

For each selected link, the business card project reflects any changes made in the source file since the last update.
4. Click the **Close** button.

Editing Linked Information

You must edit linked information in the source program. To open the source program directly from your business card project, double-click the linked information, or use the following procedure.

1. Select the linked object you want to edit.
2. From the bottom of the **Edit** menu, select the name of the object you want to edit, then select **Edit**.

Business Cards opens the source program.
3. Make the changes you want to the source file, then save the source file.
4. Exit from the source program.

Once you break a link, you cannot reconnect it.

Breaking a Link

When you break a link, the linked information remains in your business card project; however, it cannot be updated using the program that created the object.

1. Open the **Edit** menu and select **Links**.
2. Select the link or links you want to cancel from the list.
3. Click the **Break Link** button.
4. Click the **Close** button.

Merging Records into Your Business Card Project

Overview

Merging refers to combining two files into one printed document. In Business Cards, you can merge the Address Book using a Professional Layout or merge your own database program using Mail Merge.

The Business Cards Address Book allows you to enter up to 50 records. The information in each record is displayed and printed with the Professional Layout you select. You can select to print all or just some of the records from the Address Book.

Mail Merge allows you to merge the records from an existing database you created using another program into Business Cards. The information for the fields you place on your business card project will print along with any other text and graphics you placed. You can select to print all or just some of the records from your database.

Using the Address Book

The first record of the Address Book contains the information you entered in the Company Information dialog when you first started the program.

In the Address Book dialog, you can add a new record, delete a record (if you have more than one record), and copy information from one record into a new record. You can also scroll through your records to view them.

The record number and number of records in the address book displays in the bottom right corner of the dialog. The maximum number of records you can enter into the Address Book is 50.

Use the Address Book to enter employee names and their contact information, so that you can print personalized business cards.

Entering Text into the Address Book

To edit the Address Book, open the **Tools** menu and select **Edit Address Book**, or click the **Change Company Information** button in the Select Layout and Design dialog. This opens the Address Book dialog.

Address Book

Enter your company information here.

Name: Ida Wunn

Title: Seminar Coordinator

Company 1: X-Terminators

Company 2: The Good Bug Company

Address 1: 86 Beetle Street

Address 2: Suite 97

City, State, ZIP: Menlo Park, CA 94025-5991

Phone 1: (415) 555-BUGS

Phone 2: (415) 555-2847

Phone 3: (415) 555-0329

Email: idaw@xterm.com

OK, Cancel, Help

New Record, Delete Record, Duplicate Record

Record 2 of 9

The information you enter in this dialog is saved and can be used in every business card project you open. The information is automatically used in Professional Layouts (see “Selecting a Professional Layout” on page 26).

If you want to use an existing database from your own database program with Business Cards, use the Mail Merge feature (see “Merging a Database” on page 100).

To Add a Record

1. Open the Address Book dialog.
To open this dialog, open the **Tools** menu and select **Edit Address Book** or click the **Change Company Information** button in the Select Layout and Design dialog.
2. Click the **New Record** button.
Any changes you made to the previously displayed record are saved and a new blank record displays
3. Click in an edit box to add information to the record. To move to the next item in the record, click in another box or press TAB.
4. Click **OK** to close the Address Book dialog and save your new record.

NOTE: Changes to records are automatically saved when you move to another record. When you click **Cancel**, only changes to the currently displayed record are canceled.

To Duplicate a Record

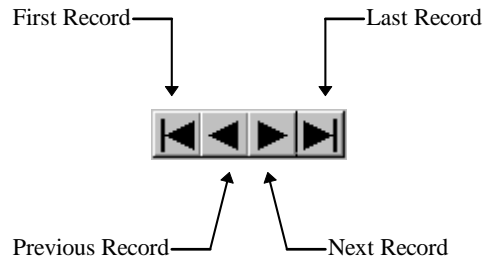
1. Open the Address Book dialog.
To open this dialog, open the **Tools** menu and select **Edit Address Book** or click the **Change Company Information** button in the Select Layout and Design dialog.
2. Click the **Duplicate Record** button.
Any changes you made to the previously displayed record are saved and a new record displays with the same information.
3. Click in an edit box to add or change information in the record. To move to the next item in the record, click in another box or press TAB.
4. Click **OK** to close the Address Book dialog and save your new record.

NOTE: Changes to records are automatically saved when you move to another record. When you click **Cancel**, only changes to the currently displayed record are canceled.

To Scroll Through the Records

The scroll buttons in the bottom left portion of the Address Book dialog help you navigate through your records.

To open the Address Book dialog, open the **Tools** menu and select **Edit Address Book** or click the **Change Company Information** button in the Select Layout and Design dialog.



To Delete a Record

1. Open the Address Book dialog.

To open this dialog, open the **Tools** menu and select **Edit Address Book** or click the **Change Company Information** button in the Select Layout and Design dialog.

2. Scroll to view the record you want to delete.
3. Click the **Delete Record** button.

The record is deleted and the previous record displays.

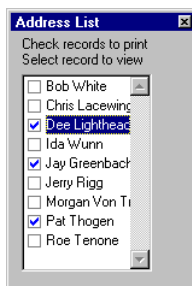
If you only have one record in your database, the **Delete Record** button is disabled. You can only delete records if there are two or more records in the database.

4. Click **OK** to close the Address Book dialog.

NOTE: Deleting a record cannot be undone. To restore the record, you need to click **New Record** or **Duplicate Record** and re-enter the information into a new record.

Selecting Records to View and Print

You can select to view or print records from the Address Book using the Address List palette. To view this palette, open the **Tools** menu and select **View Address List**.



The first time you open the Address List palette, it displays to the left of the work area.

- To view a record on your business card, click on a name to highlight it.
- To select records for printing, click to check the box next to them. To de-select a record for printing, click to clear the box.


In the example above, the highlighted record (Dee) is displayed and the checked records (Dee, Jay, and Pat) will print.

To close the Address List palette, open the **Tools** menu and de-select **View Address List**.

NOTE: The displayed record always prints, even if the box is not checked in the Address List palette.

To Move the Address List Palette

The Address List palette can be moved anywhere on your screen. In Windows 95, it can also be “docked” at the left or the right of the work area.

- To move the palette in Windows 95, position your cursor anywhere on the palette except for the list box, then hold the mouse button down, and drag the palette to where you want it. Release the mouse button to place the palette.
- To move the palette in Windows 3.1, click and drag the  icon.
- To dock the palette in Windows 95, click and drag the palette to the left or right edge of the work area. When you release the mouse button, the palette attaches to the edge of the work area.

Merging a Database

When you use Mail Merge, you merge your own existing database file, into your project file. You can use Mail Merge to create personalized business cards.

Business Cards helps you through the Mail Merge process by using a wizard to prompt you each step of the way. Merging a database does not change the database in any way. Business Cards “borrows” the information from the database without making any changes.

You can even use Business Cards to select a part of the database for merging.

Selecting a Database

First, determine if your database is in a format which Business Cards can read. Then you can select the database and insert data fields to specify where you want information placed in your business card from the database.

The following database formats are supported by Mail Merge:

- MyAdvancedLabelDesigner™ for Windows 95 *
- MyMailManager™ for Windows 95 *
- Easy Custom Invoices™ *
- MyMailList®
- MyDataBase®
- dBASE®
- ASCII text file

*only supported in the Windows 95 version

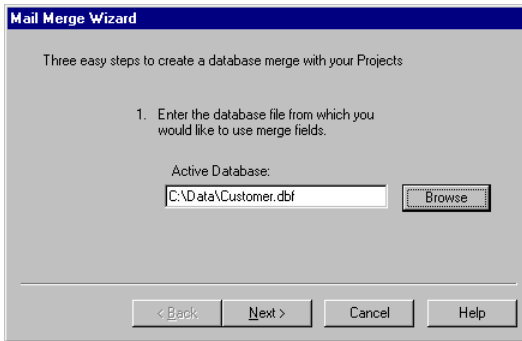
If you are using an ASCII file, the information in the file must be separated with double-quotes and commas or double-quotes and tabs. Please consult the documentation for the program you are merging from to determine how to convert the information to an ASCII text file.

- In Windows 95, use the Mail Merge Wizard to walk you through selecting a database.
- In Windows 3.1, use the Mail Merge dialog to select the database file you want to use.

To merge only part of the database, see “Selecting Part of a Database” on page 103.

To Select a Database in Windows 95

1. Click on your business card to place the cursor where you want to add the merge fields.
2. Open the **Tools** menu and select **Mail Merge** to start the Mail Merge Wizard.

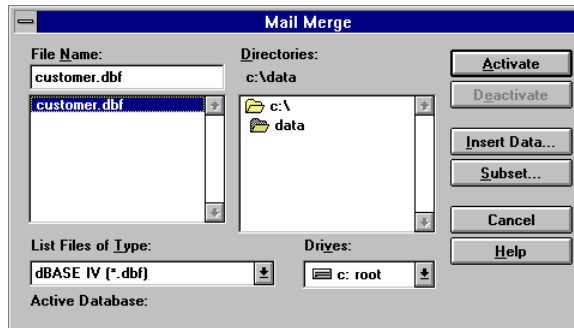


3. Type the name of the database you want to merge with your business card project, or click the **Browse** button to find the database file on your computer.
4. Click **Next**.

To merge only part of the database, see “Selecting Part of a Database” on page 103.

To Select a Database in Windows 3.1

1. Click on your business card to place the cursor where you want to add the merge fields.
2. Open the **Tools** menu and select **Mail Merge**.



3. Choose the type of file to display from the **List Files of Type** list.
4. Select the name of the database you want to merge with your business card project.
To merge only part of the database, see “Selecting Part of a Database” on page 103.
5. Once you have chosen the database, click **Activate** to link the database to your business card project file and open the Insert Data Field dialog.

To place fields on your business card project, see “Adding Data Fields” on page 104.

Selecting Part of a Database

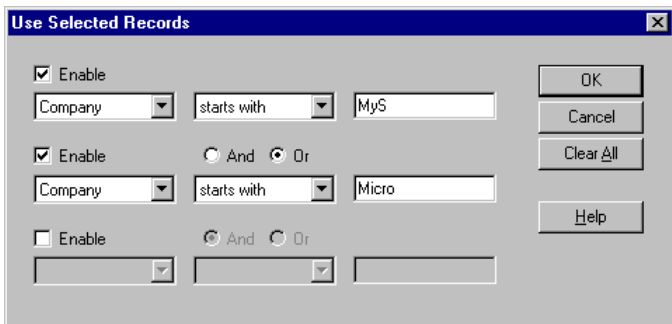
To select part of a database, open the Use Selected Records dialog.

- In Windows 95, you can select part of a database by clicking the **Filter** button in the second dialog of the Mail Merge Wizard.
- In Windows 3.1, you can select part of a database by clicking the **Subset** button in the Mail Merge dialog.

To select part of a database after you have placed data fields, open the **Tools** menu and select **Filter Database** to open the Use Selected Records dialog.

To Select Part of a Database

1. Open the Use Selected Records dialog (see above).



You can set up to three filter criteria, corresponding to the three rows in this dialog. Use the **Enable** check boxes to include or omit the second or third row from the search criteria.

Business Cards is not case sensitive. It will check for records matching the spelling of the data you type, not the case (upper or lower) of the data.

2. Select the field, such as COMPANY, from the left-most list box. Select how you want Business Cards to compare this field to your database from the center list box. In the right-hand box, type in the specific information you want to match, such as MyS.

In the above example, Business Cards would merge records only if the company field information began with the letters “MyS” or “Micro” (all records matching either criteria).
3. Click **OK** to start the search process. Click **Clear All** to erase any previously set criteria.
 - To change the link to a different database, see “Attaching a Different Database” on page 105.
 - To remove the link to the database in Windows 3.1, see “Removing the Attached Database” on page 105.

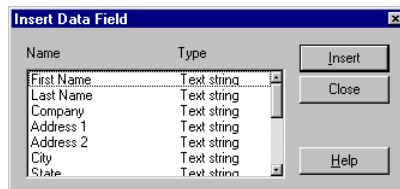
Adding Data Fields

After you have selected a database (and a filter if you wish), the Mail Merge Wizard opens the Insert Data Field dialog so you can place data fields on your business card project.

Insert the data field names where you want to print the information from the database. You can format the fields as you would regular text, placing spaces or other punctuation between fields, or applying styles such as bold or italic to the fields.

To Insert a Data Field

1. Click to place the cursor where you want to place the data field.
2. Select **Insert Data Field** from the **Tools** menu.



3. Highlight the field you want to place in your business card project from the field list.
4. Click **Insert** to place the field in your business card project.
You can move the Insert Data Field dialog out of the way on the screen without closing it. Click on the title bar and drag to move it.
5. Repeat steps one through four until you have placed all of the fields you want to include in your business card project.
6. Click **Close** to return to your business card project.

You are now ready to merge your business card project and the database file. For instructions see “Printing and Merging” on page 114.

Data fields can be copied, cut, and pasted the same way regular text is. Be sure to select the entire field before copying or cutting it.

To Delete a Data Field

1. Highlight the field you want to delete in your business card project.
2. Press the DELETE or BACKSPACE key to remove the field from your business card project.

Attaching a Different Database

When you attach a different database file to your business card project, you need to be aware that the data fields you inserted from the old database will be converted to text. That is, the field name will print, not the information from the database. You can delete these fields before you select a new database (see “To Delete a Data Field” on page 105).

To attach a different database file to your business card project. See “Merging a Database” on page 100.

Removing the Attached Database

This feature is available in Windows 3.1 only.

If you no longer want to use a database, you can remove the attached file. Removing the database file does not remove the data field names you inserted in your business card project.

1. Open the **Tools** menu and select **Mail Merge**.
2. The database currently linked with your business card project will be highlighted. Click **Deactivate** to remove the link between the database and the business card project file and return to your business card project.

The data fields will remain in your business card project and will print as text unless you delete them (see “To Delete a Data Field” on page 105).

Previewing Merged Records

The information from the records in your database does not display in the main window. To preview your merged business card project, open the **File** menu and select **Print Preview**, or click the **Preview** button in the Print dialog (see “Previewing Your Business Card Project” on page 109).

Printing Your Business Cards

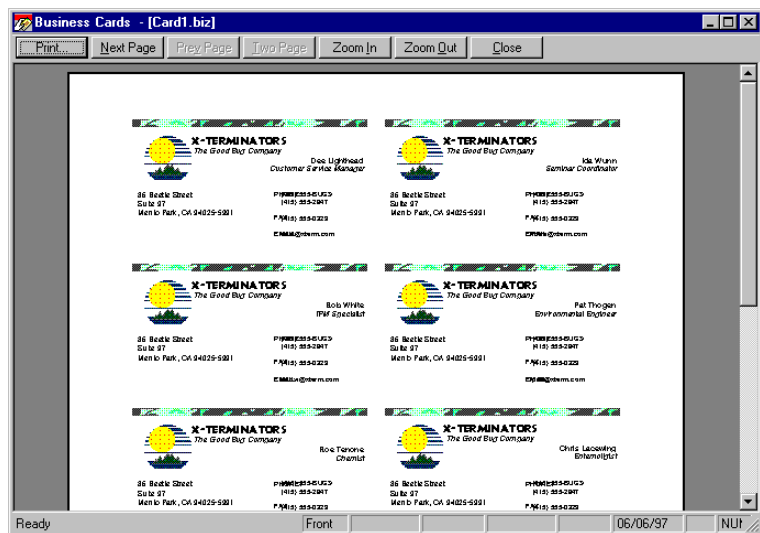
Overview

After designing your business card, you will want to print it. You can preview the business card project on-screen before printing it. If your business card is two-sided, you can print one side of the business card at a time, or print both sides.

If you find that your business card project is not properly aligned with the business card stock you are using when you print, you can align Business Cards to print correctly on the business card stock the next time you print.

Previewing Your Business Card Project

You can preview your business card project before you print it by opening the **File** menu and selecting **Print Preview**, or by clicking the **Preview** button in the Print dialog. The Preview window opens allowing you to view the business card project as it will print.



Use the buttons along the top of the Print Preview window to:

- Print the business card project from the Print Preview window.
- View the next page.
- View the previous page.
- View one or both pages.
- Zoom in and magnify your view of the page. You can also position the cursor over an area of the business card project, and click to zoom in. (Notice your cursor becomes a magnifying glass.) Click again to zoom in closer; click again to zoom out.
- Zoom out and decrease the magnification of the page.
- Close the Print Preview window without printing.

NOTE: If you have not placed anything on the back of your business card, the back displays as a blank page in the preview.

Viewing the Printable Region

An important issue to keep in mind is that there is a limit to the printable area on the page. Most laser and ink-jet printers have a border ranging from 0.125 to 0.5 inch (3.2 mm to 12.7 mm) around the edge of the paper in which the printer cannot print. You may need to adjust your margins and your layout to ensure that your text and graphics are within the printable area of the page.

Using the Printable Region Guides

Business Cards allows you to view the printable region on-screen before you print. A dashed red box can be turned on and off to outline the printable region of your business card project. The area will vary depending on what printer you have selected.

To turn the printable region guidelines on or off open the **View** menu and select **Printable Region**. A check mark next to **Printable Region** in the **View** menu indicates that the printable region guidelines are displayed.

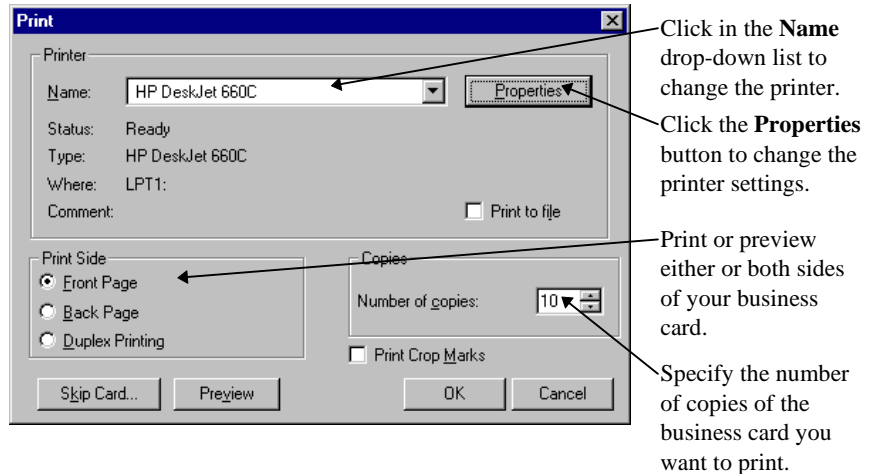


If you try to print a business card project that has text or objects outside of the printable region, Business Cards will warn you. You can continue printing, or cancel printing and edit your business card project. If you return to edit your business card project, the printable region will be outlined until you print or turn the Printable Region guidelines off.

Printing Your Business Card Project

To avoid losing information due to printer problems, save your business card project before printing it.

Once you are ready to print your business cards, open the **File** menu and select **Print** to send the business card project to the printer. Within the Print dialog you can control the number of copies and which side of the business card project you print. To preview how your business card project will print, click the **Preview** button.



Selecting a Printer

You can only select a printer in Business Cards that you have installed on your computer. For information about installing printer software, see your Windows documentation.

1. Open the **File** menu and select **Print** or click **Print** in the Preview window.
2. Select a printer from the **Name** list box. In Windows 3.1, click the **Setup** button to open the Print Setup dialog.

Different printers will have different options. Click the **Properties** button to change any of the options. In Windows 3.1, set additional options by clicking the **Options** button in the Print Setup dialog.

In Windows 3.1, choose a printer before opening the Print dialog by opening the **File** menu and selecting **Print Setup** to open the Print Setup dialog.

Printing on Both Sides of the Page

The key to printing both sides of your business cards on one page is knowing your printer's paper path. Once you know how the paper travels through your printer, you can position the paper correctly in the paper tray for double-sided printing.

You need to know whether your printer prints on the top or the bottom side of the paper as it is fed into the printer. You also need to know where the top edge of the page feeds in, depending on the type of business cards you are printing.

To Determine the Paper Path

1. On a blank sheet of your paper, mark one side with an arrow pointing from one end to the other.
2. Place the paper in the paper tray of the printer so the arrow side is facing up and pointing into the printer.
3. Print the front of your business cards on the arrow-marked sheet.
4. When the page comes out of the printer, check to see which side of the paper was printed (the side with the arrow is the top) and which end of the paper started printing (note the position of the "top" of your business card project).

To Print Double-Sided

Once you know how your printer feeds the paper through, you are ready to print your business cards.

1. Open the business card project you want to print, if it is not already displayed.
2. Load the paper you are using into the paper tray.
3. Open the **File** menu and select **Print**.
4. Select to print the front page, the back page, or both. You will usually print the front page, re-load the paper, then print the back page. Select **Duplex Printing** if your printer has a duplex option.

You can also select the print quality and number of copies you want to print in this dialog. Click the **Properties** button to change any of the print setup options related to your printer. In Windows 3.1, click the **Setup** button to open the Print Setup dialog.

Repeat steps two through four above to print the back page, selecting **Back** in step four. The first time you print a business card project, try printing one copy first to make sure the alignment is correct (see "Changing the Printer Alignment" on page 116).

Printing Multiple Copies

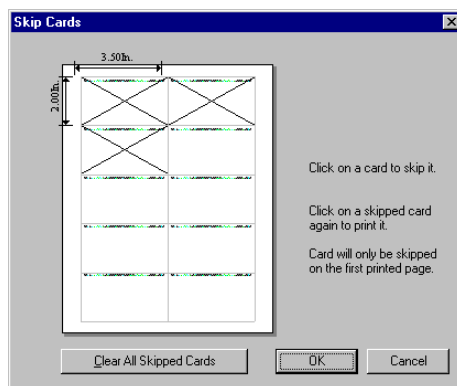
In the Print dialog, make sure that the number of copies specified is the number you want to print. For example, if you want to print an entire page of business cards, make sure that the number in the **Number of copies** box is 10.

If you are printing more than one record from the Address Book, or you have attached a database and placed merge fields, the number of copies you specify will print for *each* of the records you selected to print.

Skipping Cards

You can choose to skip printing on cards of a partially used page of business cards using the Skip Cards dialog. For example, you may have printed three cards on a sheet of ten cards. When you print more cards, you will want to prevent Business Cards from printing on the cards that are already used.

To open the Skip Cards dialog, open the **File** menu and select **Print**. In the Print dialog, click **Skip Cards**.



To skip printing on a card, click on the card in the preview in the Skip Cards dialog. An “X” is placed on the card in the preview to show you which card will not be printed on. To de-select a card (allow printing on it), click the card again. The “X” is removed.

You can skip printing on as many cards on the sheet as you want; however, you can only skip printing on the cards for the first page of your print job.

When printing multiple records from the Address Book or using Mail Merge, all of the records you selected will print; only the positions where the cards are printed on the first page will be adjusted.

Printing Crop Marks

If you are printing on non-perforated business card stock, you may want to print crop marks when you print to help you determine where to cut the page. Crop marks can also help if you have a service bureau print and prepare your business card for an offset printer.

To print crop marks on your page, select the **Print Crop Marks** check box in the Print dialog.

Using a Photocopier

If you are printing more than a few dozen copies, you may want to use a photocopier instead of your laser or ink-jet printer. Photocopiers can usually produce output faster and less expensive than a computer printer; however, your text and graphics may not look as crisp.

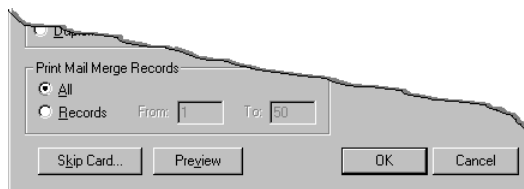
1. Print your business cards on plain white paper to make a master.
2. Put the business card stock into your photocopier.
3. Copy the master onto the business card stock.

If your copier cannot handle the heavier paper stock, you can also take a master copy and your business card stock to a printing or copy shop.

Printing and Merging

When you have placed merge fields on your business card project and the database is activated, the mail merge print commands are available in the Print dialog.

Select to print all of the selected records in the database, or print a range of records.



You can also select to print more than one copy of each record. The number of copies you specify in **Copies of each record** will print for *each* of the records in the attached database.

To preview your print merge before you begin printing, open the **File** menu and select **Print Preview** or click the **Preview** button in the Print dialog.

Printing to a File

Printing to a file is useful if you want to have a service bureau print your business cards on their high-resolution imagesetter. When you print to a file you do not have to transport Business Cards or any graphics files you used to the service bureau.

Before you print your files to a disk, ask the service bureau how they prefer to work with your files and ask them what they need from you. Make sure you have the correct printer driver for their imagesetter installed on your computer. If necessary, ask them for a copy of the driver.

To Print to a File

1. Select **Print** from the **File** menu to open the Print dialog.
2. If you have not already selected the printer you will ultimately be using, choose the printer from the **Printer** drop-down list or the Print Setup dialog.
3. Select the **Print to File** check box, then click **OK**.
4. In the **Print to File** dialog, type a filename that is different than the business card project file name, then click **OK**.

You can include the full path (including a drive and directory name) in the file name, or the file will be saved automatically to the Business Cards directory.

To Print From a File

You print a file from MS-DOS. For instructions on how to find a file in MS-DOS, see your MS-DOS manual. In the following instructions, the file to be printed is called project.prn.

1. Open the Windows 95 **Start** menu and click **Programs**, then select **MS-DOS Prompt**.
In Windows 3.1, locate your **MS-DOS** icon in the Program Manager, or close Windows to return to DOS.
2. Change to the drive and directory where you saved the file (see your MS-DOS manual for instructions on how to change drives and directories.)
3. Type `copy project.prn lpt1` in the command line.
This command will **copy** the file, **project.prn**, to your printer port **lpt1**. Substitute your file name for project.prn and your printer port for lpt1.

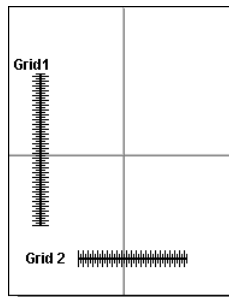
Selecting a PostScript printer will create a PostScript file when you print.

Changing the Printer Alignment

If you find that the business card project you are printing is not aligned correctly on the page, (i.e. the information is printed too high, too far left, etc.) you may need to calibrate your printer. Use the Printer Alignment dialog to adjust for minor differences between printers.

Make sure that your business card paper is feeding correctly into the printer. Slightly crooked sheets can make business cards look misaligned.

1. Load plain paper into your printer.
2. Open the **File** menu and select **Printer Alignment**.
3. Click **Print Grid** to print the alignment grid.
4. Fold the printed page into quarters.



5. Click in the **Grid 1** box and type the number from Grid #1 that crosses the center fold of the paper.
To move the printing up on the page, decrease the number in the **Grid 1** box.
6. Click in the **Grid 2** box and type the number from Grid #2 that crosses the center fold of the paper.
To move the printing to the left on the page, decrease the number in the **Grid 2** box.
7. Click **OK** to save the printer alignment settings.
When you print again, the printer adjustment should affect how the business card project prints.

To restore the original alignment settings, open the Printer Alignment dialog and click the **Default** button.

Managing Your Project Files

Creating a New Business Card Project



There are two ways to create a new business card project file:

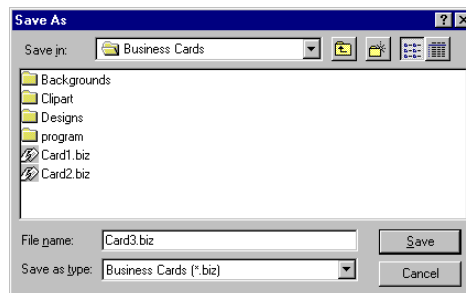
- When you first run Business Cards, click the **New** button in the Welcome dialog to start a new business card project.
- If you are already running the program, open the **File** menu and select **New Business Card**, or click the **New Document** button in the toolbar.

When you create a new file, the Select Layout and Design dialog opens. The last Professional Layout and background design you used is pre-selected. If you want to continue to use the same layout and design, click **OK**.

For more information about using the Select Layout and Design dialog, see “Selecting the Background and Layout” on page 25.

Copying a Business Card Project

You can create a copy of your business card project by saving the current file with a new name or in a different directory. To make a copy of the current file, open the **File** menu and select **Save As**.



The new project file is displayed on the screen after the program is finished saving. Any changes you have made since the last time you saved the old file will not be saved in the old file; these changes are saved in the new file.

For more information about using the Save As dialog, see “Naming and Saving a Business Card Project” on page 29.

Transferring a Business Card Project File

One way to transfer your files in Windows 95 is to open the **File** menu and select **Send**. This attaches the on-screen business card project file to MSMail[®] or Exchange[®], so it can be sent electronically to another computer.

You can also transfer your business card project using Windows Explorer or Windows Program Manager.

- The business card project is saved in a file with a .biz extension. For example, if you named your file `cards`, the file is saved as `cards.biz`.
- The Address Book is saved in a file called `db.ini`. This file is located in the `Program Files\Business Cards\Program` directory (the `bizcards` directory in Windows 3.1).

Be sure to place these files in the same directory on the new computer as they were in on the old one. See your Windows documentation for more information about finding and copying files.

If you are transferring project files to another computer, you need to know that graphics are not always stored with the business card project. Graphic files can be very large. When you use the clipart tool, the program keeps track of the location of the graphic file on your computer, and retrieves the image when you open the file or print the business cards. This saves disk space, but when you transfer to another computer the graphic file will not be transferred.

To transfer your graphics along with your project file, transfer the graphic files to the same directory as your project file on the new computer or embed the graphics (see “Embedding an Object” on page 84).

Restoring a Previously Saved Business Card Project

If you have made changes to your business card project that you cannot undo, you can restore your business card project to the way it was the last time you saved it.

1. Open the **File** menu and select **Close**.

A dialog opens to ask you if you want to save your file.

2. Click **No**.

The file closes without saving the changes.

3. Open the **File** menu and select the file you want to restore from the list at the bottom of the menu.

The file opens as it was before the last time it was saved.

If the file you want is not listed in the **File** menu, select **Open**, then locate and select the file you want to restore using the Open dialog (see “Opening a Business Card Project” on page 32).

Using the Window Menu

The **Window** menu allows you to rearrange the windows that are open on your screen. The following table describes the window arrangement options.

Menu item	What it does
Tile	Arranges all open windows next to each other on the screen.
Cascade	Arranges all open windows in the upper-left corner of the window overlapping each other.
Arrange Icons	Arranges all icons of minimized windows at the bottom of the window.
Close All	Closes all open windows.
List of open projects	Lists all project files that are open or minimized. Select one to view it. The currently viewed business card project has a check mark next to it in the Window menu.

Setting Preferences

Business Cards preferences allow you to customize your project window. The options you choose in the Preferences dialog apply to the business card project currently open on your screen and any business card project you open or create. There are three types of preferences: View, General, and File Locations.

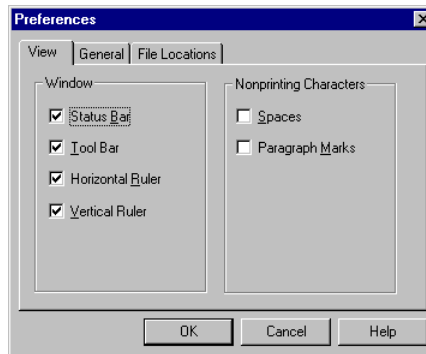
To set Preferences, open the **File** menu and select **Preferences**.

You can change any of the **View** preferences, or you can click on either of the other tabs at the top of the dialog to change the **General** or **File Locations** preferences.

The following sections describe the preference settings in more detail.

Setting View Preferences

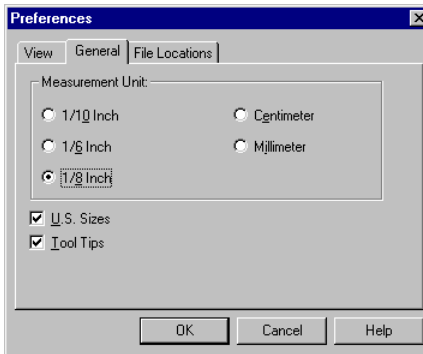
1. Open the **File** menu and select **Preferences**.
2. Click the **View** tab.



3. Mark or clear check boxes to set your preferences.
 - **Status Bar**. Select to show or hide the status bar at the bottom of the main window.
 - **Tool Bar**. Select to show or hide the tool bar at the top of the main window.
 - **Horizontal Ruler**. Select to show or hide the ruler at the top of your business card project.
 - **Vertical Ruler**. Select to show or hide the ruler on the left side of your business card project.
 - **Nonprinting Characters**. Select which of the nonprinting characters you want to display when you open the **View** menu and select **Show > Returns and Spaces** (see “Hiding or Showing Non-Printing Characters” on page 40).
4. Click **OK** to save your preferences.

Setting General Preferences

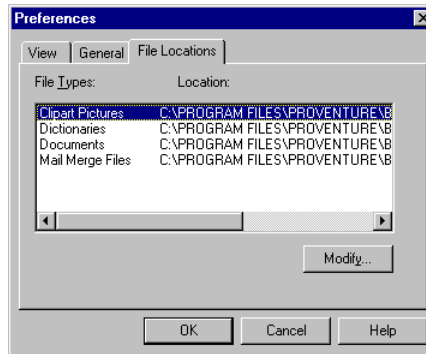
1. Open the **File** menu and select **Preferences**.
2. Click the **General** tab.



3. Select buttons and mark or clear check boxes to set your preferences.
 - **Measurement Unit.** Select to measure your business card project in sixths of inches, eighths of inches, tenths of inches, millimeters or centimeters.
 - **U.S. Sizes.** Select to display US or European size pages in the Select Layout and Design dialog and in the main window.
 - **Tool Tips.** Select to show or hide the tip messages displayed when you point to a button.
4. Click **OK** to save your preferences.

Setting File Location Preferences

1. Open the **File** menu and select **Preferences**.
2. Click the **File Locations** tab.



3. Highlight a line and click **Modify** to set new file paths.
 - **Clipart Pictures**. Select the default directory where your clipart pictures are located.
 - **Dictionaries**. Select the default directory where your dictionaries are located.
 - **Documents**. Select the default directory where your business card projects are located.
 - **Mail Merge Files**. Select the default directory where your mail merge data files are located.
4. Click **OK** to save your preferences.

Quitting Business Cards

To close all open business card projects and quit Business Cards, open the **File** menu and select **Exit**.

Business Cards asks if you want to save any changes you made to the business card project. Click **Yes** if you want to save the changes, or **No** if you do not want to save the changes. If you decide not to quit Business Cards, click **Cancel**.

Helpful Hints and Troubleshooting

Frequently Asked Questions

Do I need to use a color printer with this program?

No. You can use any ink-jet or laser printer supported by Windows.

Every printable background design can be printed in black and white or in color. Some background designs specifically include “black” as a color option, while other designs will simply print in gray scale, if your printer supports gray-scale printing.

You can also print on Specialty Papers with a black and white printer to create business cards with color. Specialty Papers are pre-printed papers with colorful designs to give any business card a professional look.

How do I change the text or graphics in a Professional Layout?

Professional Layouts contain the information you entered in the Company Information dialog or in the Address Book. The information is arranged in text frames. You can easily move or resize these text frames. You can rearrange the text just like you can in other text frames you place on a business card project (see “Creating a Text Frame” on page 43).

Can I edit the background design I selected?

The backgrounds that come with Business Cards cannot be moved or sized. However, you can change the color of a printable background design, or even change to a different background design (see “Selecting from the Change Design Palette” on page 27).

If you want to create your own unique background design, select **Plain Stock**.

Can I print without using a background design?

You can print your business cards on Specialty Paper, or select a printable design to print on plain business card stock. If you want to print on plain business card stock without printing a background design, select the **Plain Stock** button in the Select Layout and Design dialog (see “Selecting the Background Design” on page 26).

Can I edit the colors in clipart?

You cannot change the colors of clipart using Business Cards. To change the colors of clipart, use a paint or draw program before adding the clipart to your business card project.

How do I import my own picture or logo?

You can place photographs, logos, or scanned images into a business card project. The image must be saved in a format Business Cards can read.

- For more information about placing clipart and supported formats, see “Selecting Clipart” on page 71.
- For more information about importing photographs, see “Using Photographs in Your Business Card Project” on page 74.

What graphics can I import into Business Cards?

Business Cards can import Windows BMP, WMF, EPS, PCX/DCX, TGA, TIF, WPG, IMG, JPG, PNG, RLE, DIB, DXF, and Kodak PCD (LZW encoded TIFs are not supported).

How many colors can I use?

If you are using the Windows 3.1 version, you can select from a 16-color palette for text and drawing tools. However, clipart, logos, and photographs can print in as many colors as your printer driver supports. Many of the color backgrounds can display and print in more than 16 colors.

In the Windows 95 version, text colors are limited to 16 colors, but your drawing tools color selection is only limited by the capabilities of your monitor and your printer (see “To Choose a Custom Color in Windows 95” on page 70).

What is the difference between the Address Book and Mail Merge?

Business Cards has its own built-in Address Book that enables you to add new employee information or update your company data quickly and easily. The information you include in the Address Book is used whenever you use a Professional Layout and is saved along with the program (see “Using the Address Book” on page 95).

A Mail Merge lets you access data you already have stored in other programs, such as MyMailManager (see “Merging a Database” on page 100).

Design Hints



Part of the text has disappeared

When you reach the bottom of the page, the text you type goes into an overflow buffer. A small arrow displays in the bottom-right corner of the text frame.

You need to increase the size of the text frame, decrease the font size, or delete part of the text. The missing text simply does not fit inside of the frame. It is held in a buffer so that you can retrieve it. Remember, if the text is not displayed on the screen, it will not print.

- To resize the text frame, see “Selecting, Moving, and Resizing a Text Frame” on page 45.
- To edit the text, see “Text Editing Basics” on page 53.

Background design does not print

Business Cards supports copyrighted papers from independent companies. The designs that display when you select a Specialty Paper are to help you place your text and graphics. These designs do not print. To use these designs, you need to purchase the paper from the paper supplier.

If you want to print designs on your business cards, select **Printable Designs** in the Select Layout and Design dialog (see “Selecting the Background Design” on page 26).

If lighter colors do not print, you may have to adjust the intensity setting in the **Graphics** tab of the Properties dialog for your printer (see your printer’s documentation).

Background designs do not display

If you moved the background designs to another directory, they will not display. You have two choices for correcting this:

- Reinstall the program.
- Move the designs to the Backgrounds directory of the Business Cards directory (in Windows 3.1, the default path is c:\bizcards\bkgnds).

Specialty Paper is not in the list

The Specialty Paper designs included in Business Cards are based on designs supplied to MySoftware™ from the supported paper companies. If the design you want is not listed, it is not supported.

You can print on paper that is not supported. Select a similar background from the list or select the **Plain Stock** button. You can align your text on the business card project using the rulers as a guide. Once the design is complete, print it on plain paper. Test the alignment of your design elements by placing the Specialty Paper behind the plain-paper printout and holding it in front of a bright light. Make any needed adjustments, then print it again. Once you are satisfied with your design, test print your business cards on a single sheet of the Specialty Paper.

Clipart does not display

To save disk space and make project files smaller, Business Cards saves the location of the graphic file you import into your business card project. If you move or delete the graphic file from your computer, or copy the business card project file to another computer, Business Cards will not be able to include the image in the business card project. You can embed the object image permanently in the business card project; however, this will increase the size of the business card project file (see “Embedding an Object” on page 84).

Also, since Business Cards saves the location for an imported image, if the image is from a CD, you must have the CD in the drive to view or print the image. To avoid needing to have the CD in the drive, use Windows Explorer or Program Manager to copy the image to your hard drive, then import it into Business Cards from its new location. For information about finding and copying files, see your Windows documentation.

Clipart colors do not look right

Graphics that use 256 colors may not be displayed correctly on the screen. On a 16-color display, many colors will be represented by a dot pattern. When a color other than a solid is selected, it will be shown in the nearest solid color supported by your monitor. Some lighter shades may be shown as white, and other colors display very different when a non-solid tint is used.

The graphic will print correctly although it is not displayed accurately. If the printed color does not match, use the Windows Control Panel to install the most up-to-date printer drivers available for your printer (see “Updating Printer Drivers” on page 131).

Fonts do not look right on the screen

If you have rotated a text frame containing a non-TrueType font, it may not display correctly. The font will print correctly if the printer you are using has that font.

If you are using Print Preview and the fonts do not look right, the fonts you are using may not support the very small point sizes required for the preview. Use the **Zoom** button to view the business card at a larger size, and the font should be displayed correctly. The font will print correctly.

Cannot place a WordPerfect graphic

If you are trying to use a graphic from WordPerfect 5.1 for DOS, you must copy the graphic to the clipboard, and then paste it into Business Cards. The Clipart tool will allow you to place all other versions of WordPerfect graphics.

Cannot edit text within a drawing object

If you have placed a drawing object on top of a text frame, you may not be able to select the text frame for editing. This is due to the layering or stacking order of the objects. You may have difficulty selecting objects that are not on top of the stacking order. To change the stacking order, see “Changing the Stacking Order” on page 80.

Rotated object does not return to its original position

Objects rotate keeping the upper-left corner in the same position. If the text frame is near the right edge or bottom of the page the text frame may move to a new position to keep it on the page. When you return it to its original rotation, the new upper-left corner becomes the new reference point. To move it back to its original position, click and drag it.

Text does not display for an OLE object

If you have used OLE to place a word processing object on your business card project, the text may not display properly. Some word processors use an automatic color for the text. The automatic color is selecting white, so your text does not display.

To display the text, double-click on the object to open the word processor. Change the color of the font to black (see your word processor's documentation). Close the program to return to Custom Business Cards.

Printing Hints

Specialty Paper background does not print

Business Cards supports copyrighted papers from independent companies. The designs that display when you select a pre-printed background are to help you place your text and graphics. These backgrounds do not print. To use these backgrounds, you need to purchase the paper from the paper supplier.

If you want to print designs on your business card, select **Printable Designs** in the Select Layout and Design dialog (see "Selecting the Background Design" on page 26).

Blank pages displayed in Print Preview

If you have not entered anything on the back of your business card, the back of the card displays as a blank page in the Print Preview window. If you are previewing multiple records from the Address Book or using Mail Merge, the blank page displays for each record.

To avoid printing the blank pages when you print, select **Front Page** in the Print dialog.

Merge field names are printed

If field names print instead of the field data, the attached data file has been removed or changed causing the merge fields to be converted to text. If you have removed an attached data file, you must replace the field names even if you reattach the file or attach a file with the same field names. Once a file has been removed and the fields have been converted to text, the field names will remain text. To delete the field names, see "To Delete a Data Field" on page 105.

Blank lines appear in the print merge

Business Cards removes blank spaces when you merge a database, if the empty data field is on the same line as another field with data in it. However, if an empty data field is on a line by itself, a blank line is inserted when you merge.

To avoid blank lines when you print:

1. Open the Use Selected Records dialog.
2. Select the name of the field that has blank data for some of your records.
3. Select **is not blank** from the center drop-down list.
4. Click **OK**.
5. Print the filtered list.
6. Remove the field from your design.
7. Open the Use Selected Records dialog.
8. Select **is blank** from the center drop-down list.
9. Click **OK**.
10. Print the filtered list.

For more information about filtering a database, see “Selecting Part of a Database” on page 103

Wrong information is printed in a print merge

First, make sure the attached data file contains the information you want to merge with your business card project. If the wrong information is merged for a particular field or card, make sure the information is in the correct fields in the data file.

Print merge runs out of memory

Before you merge your business card project with the data file, quit all unneeded programs and close unneeded project files.

If you are merging a large number of records, try merging a limited number of records at a time. For example, if you run out of memory merging 100 records, use the Print Range feature to merge 25 records at a time (see “Printing and Merging” on page 114). To allocate more memory to Business Cards, see your Windows documentation.

Text runs off of the edge of the page

Make sure you have the printer you want to use selected in the Print dialog. If the printer you are using has a different set of fonts installed than the ones used in your business card project, the spacing between characters may be affected. If you are downloading fonts to the printer, it may have run out of memory. Turn the printer off to clear the memory. Then turn it on and try again.

Also, check to make sure your information is located within the printable area of the page (See “Viewing the Printable Region” on page 110).

Graphics do not print

If you are using EPS (Encapsulated PostScript) graphics, you must use a PostScript printer (and PostScript driver) for your output. Business Cards can display EPS graphics with thumbnails and send the information to your printer. However, if your printer does not understand the PostScript commands, the graphic will not print.

If lighter colors do not print, you may have to adjust the intensity setting in the **Graphics** tab of the Properties dialog for your printer (see your printer’s documentation).

Colored text prints black

If are using Windows 95 and have applied a color to text in your business card project, when you use a black and white printer, the colored text may be printed black instead of a shade of gray. This is the way colored text is handled by some of the printer drivers in Windows 95. Contact your printer’s manufacturer to see if an updated driver is available that corrects this behavior.

Updating Printer Drivers

If you need to update your printer driver, contact your printer’s manufacturer or check their Web site. There are a number of places to help you get current printer drivers:

- Microsoft’s web page: <http://www.microsoft.com>
- Microsoft’s BBS: 206-936-6735
- Microsoft on CompuServe: type GO MSL
- Microsoft customer support: 1-800-426-9400
- Local bulletin boards
- Local dealers

General Troubleshooting

The program is slow after opening a project

Business Cards allows you to have more than one project file open at the same time. If you have been working on several business card projects, the other project files can be open in the window hidden behind the currently displayed business card project. If you have too many projects open at the same time, this may cause the program to run slowly.

To increase the speed of the program by closing open projects:

1. Open the **Window** menu and view the list of project files that are open at the bottom of the menu.
2. Select a file name you want to close to display it.
3. Open the **File** menu and select **Close**.

The maximum number of project files that can be open at once is 10. However, you will probably notice that the program becomes unusually slow if you have more than five files open.

The program may also be slow if your computer has low system resources (see “System resources are low” below).

A toolbar has disappeared

If a toolbar or palette is moved off of the bottom edge of the screen and you cannot drag it back, you can move the Windows 95 taskbar to pull the toolbar or palette back onto your work area. Position the cursor in a blank space on the Windows 95 taskbar, then click and drag the taskbar to the right or left side and anchor it.

System resources are low

If your system resources are below 50%, quit other programs that you have running in the background to free up more resources for Business Cards. If no other programs are running, quit Business Cards and restart Windows to restore the system resources.

- To check your system resources in Window 3.1, open the **Help** menu and select **About Business Cards**. Information about system resources is listed at the bottom of the About dialog.
- To check your system resources in Windows 95, see your Windows documentation.

Technical Support

If you cannot find answers to your questions in the online Help system or manual, you can contact Technical Support. Please see the back of the manual or the Technical Support Policy card enclosed with the software for contact information, hours of operation, and other details.

Business Cards Shortcuts

Keyboard Shortcuts

You can access many Business Cards commands from the keyboard. The most useful commands are listed in the following table. Many of these shortcuts are the same as other Windows programs.

Working with text

Select all text	CTRL+A
Select all objects	CTRL+K
Copy	CTRL+C
Cut	CTRL+X
Paste	CTRL+V
Delete highlighted text	DELETE
Undelete/Undo	CTRL+Z
Redo (Windows 95 only)	CTRL+Y
Align text left	CTRL+L
Align text right	CTRL+R
Center text horizontally	CTRL+E
Justify text	CTRL+J
Bold text	CTRL+B
Italic text	CTRL+I
Underline text	CTRL+U
Open the Fonts dialog	SHIFT+CTRL+F
Insert bullet	CTRL+D
Check spelling	F7
Highlight next character	SHIFT+→
Highlight previous character	SHIFT+←
Highlight above the cursor	SHIFT+↑
Highlight below the cursor	SHIFT+↓
Highlight to end of the line	SHIFT+END
Highlight to end of the frame	CTRL+SHIFT+END
Highlight to the beginning of the frame	CTRL+SHIFT+HOME

Go to:

Beginning of the text frame	CTRL+HOME
End of text frame	CTRL+END
Beginning of line	HOME
End of line	END

View options

View normal size	CTRL+W
Zoom to fit in window	CTRL+Q

Other shortcuts

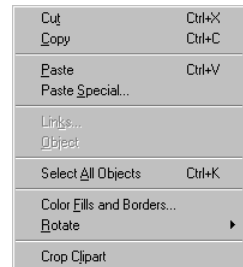
Help	F1
Open Print dialog	CTRL+P
Save your file	CTRL+S
Open a file	CTRL+O
Create a new file	CTRL+N
Exit	ALT+F4

Shortcut Menus

You can quickly access common edit commands from a shortcut menu. To open the shortcut menu, select an object or text and click the right mouse button.



Text shortcuts



Object shortcuts

The commands work the same from the shortcut menu as they do from the main menu bar.

The shortcut menus in Windows 3.1 have fewer selections available.

Glossary of Terms

Background design

The background design displayed on the screen helps you place your text and graphics on your business card project. Background designs represent either the printable designs that will print with your business card information or Specialty Papers you can purchase with the design already printed on them. Background designs cannot be moved or sized. However, you can change the color of a printable design.

Character spacing

Character spacing is the amount of space between individual letters horizontally. You can adjust the space between two letters independently of any other two letters.

Click and drag

To click and drag, position the cursor then hold the mouse button down and drag the mouse across the mouse pad. Use this action to move or resize objects, and to highlight sections of text.

Clipart

Clipart refers to graphics created in another program that can be placed in your business card project.

Clipboard

The Windows Clipboard is a temporary storage area for cut or copied objects or text. Items in the clipboard can be pasted into your business card project. Use it to transfer items between programs or projects.

Company information

Your company information, such as your name, address, phone numbers, and email address, can be automatically used with the Professional Layouts you select in the Select Layout and Design dialog. The company information is entered in the Company Information dialog.

Dialog

A window that opens in front of the main window is referred to as a dialog.

Docked

When a toolbar or palette is attached to the edge of the work area, it is docked. You can dock the toolbar and most of the palettes in Windows 95. To dock a toolbar or palette, click and drag it to the edge of the work area, then release the mouse button. Some palettes cannot be docked to all four edges.

Double-click

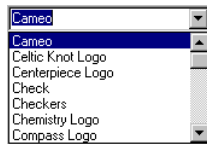
When you click your mouse button very quickly twice in a row, you double-click. Use this technique in Business Cards to place a cursor inside of a text frame so you can edit the text.

Drive letter

Each of the different drives on your computer is assigned a drive letter. For example, your disk drive may be drive A, your hard drive may be drive C, and your CD-ROM drive may be drive D.

Drop-down list

A drop-down list is a box in a dialog which you click on to display a list of items that you can select from. Click the arrow on the right side of the box to display the list.



Design Name Drop-Down List

Embedding

When you embed an object, you insert the new or existing object into your business card project from another program. This object becomes part of your business card project; however, you can use the original program to make changes to the object.

Guidelines

When you click and drag an object in Business Cards, lines extend from the object to the horizontal and vertical rulers to help you position the object exactly where you want it.

Gutter

A gutter is a blank area between two items. Some business card stock is made with a gap, or gutter, between the two rows of cards.

Import

When you import, you bring information into your business card project from another program. You can import graphics and OLE objects into Business Cards.

Line spacing

Line spacing is the amount of space between lines in a paragraph. All lines will have the same amount of space between them vertically.

Linking

When you link an object, you place it into your business card project from another program without making a copy of it. When you change the object in the original program, the changes are reflected in the business card project.

List box

A list box is a box of text in a dialog that contains a list of items you can select from.



List Box from Address List Palette

Mail merge

Use mail merge to combine a database and a business card project to make a series of personalized documents when printed. This is a way to quickly make separate business cards for each employee.

Margin preview

The margin preview allows you to visually set the margins for your business card project. The entire business card project page is displayed so that you can see how the margins will affect the page.

Object

An object is an item created in Business Cards. Objects include rectangles, circles, lines, and text frames. Also, clipart and OLE objects brought into Business Cards are objects.

Object linking and embedding (OLE)

Object linking and embedding (OLE) allows you to use objects created in other programs in Business Cards. You can edit these objects in their original format without leaving your business card project.

Printable design

A printable design prints on plain business card stock in addition to the text and graphics you add to the business card project.

Printable region

The printable region is the area where the printer can place information on a page. There is a margin on all edges of the paper where the printer cannot print. This area varies depending on your printer.

Printer alignment

Printer alignment is a tool to adjust for placement problems when you print. Small changes can be made, so that the printed business card lines up with the paper you are using.

Printer driver

A printer driver is the software that allows Business Cards to communicate with your printer. Install printer driver software using the Windows Control Panel.

Record

A record is a part of a database. If you were keeping track of Names, Addresses, and Phone Numbers, each record would contain one Name, Address, and Phone Number.

Rotated area

The rotated area on your business card project is any text frame that you have rotated. When you type in a rotated text frame, the entire business card rotates. Click outside of the rotated area to restore the business card to its original orientation.

Specialty Papers

Specialty Papers are papers you can purchase that can have the backgrounds already printed on them. These backgrounds display on your screen to serve as useful guides for placing your text and graphics. These designs will not print on your printer.

Sub-menu

The words at the top of the main window are menu headings. Within some of the menus are sub-menus that open when you click an item in a menu. For example, click on **View** to open the **View** menu, then click on **Zoom**. A sub-menu opens with magnification choices. Click on an item in the sub-menu to select it.

Text file

A text file is a file consisting of text only, without any formatting information. Check the program you are importing from for a “Save as Text-only” option.

Text frame

A text frame is an object you create to contain text within a box. These boxes can be placed anywhere on a business card.

Index

A

- adding
 - borders 42
 - bullets 46
 - clipart 66
 - data fields 98
 - text 39, 40
- address book 89, 90
- address list 93
- alignment
 - object 74
 - palette 74
 - printer 108
 - text 55
- arrange icons 111
- ASCII 94

B

- background designs 22
- border
 - text frame 42
- border styles 42
- breaking a link 88
- bring to front 75
- bullet list 46
- bullet styles 47

C

- cascade 111
- change
 - background design 23
 - bullets 47
 - database 99

- font 52
 - Professional Layout 23
- changing
 - character spacing 54
 - line spacing 56
 - stacking order 75
 - text alignment 56
- character spacing 54
- circle 62
- clipart 61, 66
- clipart placeholders 33
- close all 30, 111
- closing a project 30
- color
 - custom 65
 - line 63
 - objects 63
 - printable design 23
 - text 54
- color fills and borders 42, 63
- company information 13
- Company Information dialog 13
- convert embedded object 82
- convert embedded object to an icon 83
- copy
 - object 72
 - project file 109, 110
 - text 51
- copying a project 109
- cropping clipart 68
- cut
 - object 72
 - text 51

D

- data field 98
- database
 - change 99
 - merge 94
 - remove 99
 - select 94
- dBASE 94
- delete
 - bullet 47
 - data field 98
 - object 72
 - text 51
 - text frame 72
 - text frame border 43
- designs 22
- dictionary 58
- double-sided printing 104
- drawing objects 61
- drawing tools
 - circle 62
 - line 62
 - rectangle 62
 - rounded rectangle 62

E

- Easy Custom Invoices 94
- edit
 - address book 90
 - embedded object 81
 - graphics 69
 - text 51
- edit menu
 - copy 51, 72
 - cut 51, 72
 - delete 51, 72
 - links 86, 88
 - object 81
 - object>convert 83
 - object>edit 81, 87
 - paste 51, 72
 - paste special 80, 85
 - redo 52, 72
 - select all objects 70, 72
 - select all text 50
 - undelete 51, 72
 - undo 51, 52, 72
- embedding an object 78
- Exchange 110

exit 114

F

- field 98
- file locations 114
- file menu
 - close 30
 - exit 30, 114
 - import text 45
 - new business card 109
 - open 28
 - preferences 112
 - print 103
 - print preview 101
 - print setup 103
 - printer alignment 108
 - save 25
 - save as 109
 - send 110
- fill color
 - objects 63
 - text frame 43
- fill pattern
 - objects 63
 - text frame 42, 43
- filter database 97
- font
 - color 54
 - formatting 52
- format menu
 - bullet styles 47
 - change layout and design 23
 - character spacing 54
 - fonts 52, 53
 - line spacing 56
 - text alignment 56
- frequently asked questions 17

G

- graphics 61, 69
- guidelines 41, 70, 73

H

- headline *see* text frame
- help
 - online 17
 - status bar 18
 - tool tips 17

- help menu
 - about Business Cards 123
 - contents 17
 - frequently asked questions 17
 - help topics 17
 - order forms 16
 - search for help on 17
 - tool tips 17

I

- import
 - graphics 61
 - text 45
- increasing speed 33
- indents 57
- insert
 - data field 98
 - OLE object 78, 79, 84
- insert menu
 - clipart 66
 - fill color 63
 - fill pattern 63
 - insert bullet 46
 - insert OLE object 78, 79, 84
 - line type 63
 - new design 23
 - outline color 63
 - symbols 48
 - text frame 39
- installing
 - clipart 10
 - fonts 10
 - the program 9

K

- keyboard shortcuts 124

L

- layering 75
- layouts 22
- line 62
 - color 63
 - style 63
- line spacing 56
- linking an object 84
- logo 61

M

- mail merge 94
 - data field 98
- measurement unit 113
- merge database 94
- Microsoft 122
- MSMail 110
- multiple copy printing 105
- MyAdvancedLabelDesigner 94
- MyDatabase 94
- MyMailList 94
- MyMailManager 94

N

- naming a project 25
- new project 109
- non-printing characters 36
- normal size 40

O

- object
 - embedding 78
 - stacking order 75
- object linking & embedding (OLE)
77
- object menu
 - border styles 42
 - bring to front 75
 - color fills and borders 42, 63
 - crop clipart 68
 - drawing tools 61
 - fill color 63
 - fill pattern 63
 - line type 63
 - object alignment 74
 - outline color 63
 - rotate object 44, 71
 - send to back 75
- objects 61
 - aligning 74
 - drawing 61
 - linking 84
 - moving 70
 - resizing 71
 - rotating 71
 - selecting 70
- OLE 77
- open 28

- opening a project 28
- order forms 16
- outline color
 - objects 63
 - text frame 42
- outline type
 - objects 63
 - text frame 42

P

- page view 33
- palette
 - address list 93
 - alignment 74
 - change design 23
 - character spacing 55
 - drawing tools 61
 - line spacing 57
- paste
 - object 72
 - text 51
- paste special 80, 85
- personal information 13
- photocopying 106
- photographs 69
- pictures 61, 66
- PostScript file 107
- preferences 112
- preview 101
- print
 - copies 105
 - cropmarks 106
 - double-sided 104
 - merge 106
 - records 93, 97, 105, 106
 - selecting a printer 103
 - to a file 107
 - using a photocopier 106
- print preview 101
- print records 105
- printable designs 16, 22
- printable region 102
- printer alignment 108
- printer drivers 122
- printer setup 103
- printing multiple copies 106
- printing your project 103
- Professional Layouts 13, 22

Q

- quit 30

R

- rectangle 62
- redo 52, 72
- remove database 99
- resizing
 - objects 71
- restoring a project 111
- returns and spaces 36
- rotate
 - object 71
 - text frame 44
- rotate object 44
- rotated areas
 - typing in 45
- rounded rectangle 62
- ruler
 - guidelines 41, 70, 73
 - hiding or showing 34
 - indents 57
- running the program 11

S

- save 25
- save as 109
- select all objects 70
- selecting
 - a database 94
 - a printer 103
 - background designs 21, 22
 - objects 70
 - professional layouts 21, 22
 - records to print 93, 97
 - text 50
- send 110
- send to back 75
- shortcut menus 125
- show
 - returns 36
 - spaces 36
 - text frames 37, 42
- show guidelines 70
- space between lines 56
- space between text 54
- special characters 48
- specialty papers 16

- speed, increasing 33
- spelling check 58
- square 62
- stacking order 75
- starting a new project 109
- starting the program 11
- status bar 18, 36
- system requirements 9

T

- technical support 124
- text
 - alignment 55, 56
 - character spacing 54
 - editing 51
 - importing 45
 - line spacing 56
 - selecting 50
 - typing 40
- text file 94
- text frame 37, 39
 - rotate 44
 - showing or hiding 42
- tile 111
- tool tip help 17
- toolbar 34
- tools menu
 - edit address book 90
 - filter database 97
 - insert data field 98
 - mail merge 94
 - spelling 58
 - view address list 93
- transferring files 110
- troubleshooting
 - design does not print 117, 120
 - fonts 119
 - mail merge printing 120
 - no paper designs 118
 - printer drivers 122
 - printing graphics 122
 - printing runs off page 122
 - program is slow 123
 - text is gone 117
 - wrong clipart colors 119
- typing text 40

U

- U.S. sizes 113

- undelete
 - object 72
 - text 51
- undo 52, 72
- update links 86

V

- view address list 93
- view menu
 - printable region 102
 - ruler 34
 - show>clipart placeholders 33
 - show>guidelines 41, 70, 73
 - show>returns and spaces 36
 - show>text frames 37, 42
 - status bar 18, 36
 - toolbar 34
 - view back 33
 - view front 33
 - view front and back 33
 - zoom 32, 40
- viewing non-printing characters 36
- viewing your project 32

W

- window menu 111
 - arrange icons 111
 - cascade 111
 - close all 30, 111
 - tile 111

Z

- zoom 32, 40

Technical Support Policy

NOTE: This policy replaces any other previously published policies.

BEFORE CONTACTING TECHNICAL SUPPORT - Look in the online help (open the **Help** menu and choose **Help Topics**) or check the Frequently Asked Questions in the Support section of the MySoftware Web site (<http://www.mysoftware.com>) for answers you cannot find in the manual. Both the online help and the Web site have information, such as helpful hints and last minute information, that may not have been available when the manual was printed.

TECHNICAL SUPPORT POLICY - Technical Support is available on a pay-per-incident basis. An incident is a single question or problem, regardless of how many contacts it takes to resolve. If you have additional questions or problems that are unrelated to the initial issue, these will be regarded as separate incidents and will be charged separately.

MySoftware's goal is to provide powerful, low-cost software solutions to home office and small business users. We have chosen not to include technical support costs in the price of our software. Calls to our support lines are toll calls to help us provide great service while keeping our prices low. Sorry, we cannot accept collect calls or calls from other than registered owners.

BEFORE YOU CALL - Please have your credit card ready, the program running and your serial number available. Your serial number is located on the program diskette, on the CD envelope, or you may be able to display it in the program (open the **Help** menu and choose **About**). If you received an error message while using the program, please provide the exact wording of the message.

Technical Support

at \$12.95 per incident
500-288-8583

Technical Support Hours

Monday through Friday, 6:00 A.M. to 5:00 P.M. Pacific Time
(Holidays excluded)

How to pay for support: You can pay for support at the time of your support request by giving us your credit card number and the serial number of the product, or you can send a check to pre-pay for support. When we receive your check, you will be notified by our Customer Service Department that you can call the above number for support on one incident. Please make your check payable to MySoftware Company in the amount of \$12.95. Make sure that you include the product name, your serial number, and your daytime phone number on the check. Mail the check to MySoftware Company, Attn: Technical Support Manager, 1259 El Camino Real, Suite 167, Menlo Park, CA 94025.

NOTE: This policy is subject to change without notice. Support services will be charged according to the prices, terms, and conditions in place at the time the services are used.
