

## Financial Freedom Business Cards Help Topics

Click on Toolbar Button for information:



### Menu Topics:

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Opening, saving and printing layout files.

[Layout Menu](#)

Design and edit layout files.

[Options Menu](#)

Setting up the system options.

[Help Menu](#)

Help on using the system.

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Cards that work with this program.

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[Default Font](#)

Setting the default text font.

[Editing Objects](#)

Editing existing objects.

[Layout Grid](#)

Why objects "snap" into place.

[Moving Objects](#)

Moving objects around on the layout.

## File Menu

The file menu allows you to open, save and print files. It also allows you to exit the system. Menu options are as follows:

New

Open

Save

Save As

Print

Print Setup

Print Margins

Quit

## File New

Use this option to open an empty (new) layout file. The new file will be entitled TEMP.BCD until you use the File SaveAs option to save it. When you save your file, you may name it however you like, such as WORK.BCD or BUSINESS.BCD, etc. Note that business card layouts must end with a '.BCD' file extension and that rolodex cards must end with a '.RDX' file extension. This allows easy identification of the files by looking at their name and also allows the program to find these files. As you may have already guessed, the BCD stands for business card and the RDX stands for rolodex card.

See Also

[File Open](#)

[File Save As](#)

[Moving Objects](#)

## File Open

This feature allows you to open your saved layout files. All objects (text, pictures, etc.) will be drawn on your screen. Once the objects are drawn, you may change, add or delete any of the objects in this file. NOTE: If you make any changes to the file, you will be prompted to save the changes. If you choose not to save the changes, they will not be added to the file.

Please note the box on the bottom of the File Open dialog box entitled 'List Files of Type'. Click on the arrow on the right of this box to drop down a list of file types. In this case you will see business card or rolodex card. Select the file type you want and a list of files matching that file type will be displayed. Select the desired file from the list and it will be displayed on your screen for editing.

See Also

[File New](#)

[File Save As](#)

## File Save

This option will save any changes made to the layout to the current open file. You may save the changes to another file by using the File Save As menu option. Any changes you make to the current layout are not saved into the file until you select one of the save options. If you try to exit a file without saving it, you will be prompted to do so.

See Also

[File Open](#)

[File Save As](#)

## File Save As

This option allows you to save the current layout file to another file name. This enables you to copy the existing file objects into another file. You can also use this feature after you have opened up a new file. When you are satisfied with your new layout, use the Save As option to save your work to a file. Note that if you want to save a business card layout to a rolodex file layout (or vice versa), you will need to change the file extension to '.BCD' or '.RDX', depending on which layout you are trying to create. Then make any changes specific to that layout. See File New for more about file extensions.

See Also

[File New](#)

[File Open](#)

[File Save](#)

## File Print



This option allows you to print the current layout on your printer. The current print margin settings are used. If your cards do not print correctly on your printer, you will need to adjust the print margins to print the layout. Helpful hint! Print your first layout on a plain piece of paper and hold it up to your card stock to see if it looks like it's printing correctly. If it does, go ahead and print your layout on your card stock. You can also select this option by clicking on the toolbar button shown above, from the main menu.

When you select this option, a box will appear asking you how many sheets of card stock you wish to print. We do not recommend that you enter a very large number here as Windows Print Manager requires a lot of disk space and/or memory to do very large print jobs. If you get an out of memory error, decrease the number of sheets to be printed until you find the number that will work with your computer. The more graphics you add to your layouts, the more memory Windows Print Manager will require. There is not set formula for calculating the memory required. It entirely depends on how many graphic images are on your layout and how much memory and disk space your computer has.

You can switch between different printers by using the File Setup menu option. Also, see the 'Card Stock' menu option on the Help menu for information about which card stock will work with this program.

See Also

[Card Stock](#)

[File Print Setup](#)

[File Print Margins](#)

[Print Resolution](#)

## Print Setup

Using this option allows you to select between different printers. All printers must have been previously setup using Windows. If you want to print business cards on one printer and rolodex cards on another, this is the option to use. Note that you can also use Windows Control Panel to select different printers as well. This program will print your layouts on the currently selected default printer.

See Also

[File Print](#)

[File Print Margins](#)

[Print Resolution](#)



## File Print Margins

This feature allows you to define special margin settings that are used when you print your layouts. If for some reason, your layout is not printing correctly on the card stock, you can use this feature to adjust the top and right margins of the printer. Please note there are different settings for both business cards and rolodex cards.

For example, if you print out "sample.bcd" on business card stock, you will notice that the bitmap image should be moved slightly to the right for a "centered" image on the card. No problem, just increase the LEFT margin by 1 or 2 to obtain your desired result. When you adjust your margins, you can move the image that prints on your cards in any direction you desire, allowing you complete control over how your cards are printed.

You can adjust the top and/or left margins by entering numbers into the two displayed fields. The numbers you enter represent one character LETTER (column) spacing for the left margin and one character LINE (row) spacing for the top margin. Be careful when you change these numbers. If you make changes and want to change back to the default settings, use the Defaults button to accomplish this. It will change the settings back to the way it was when you first started the program for the first time. These settings should work on most printers and if adjustments are needed, you will probably change only one or two of the numbers to obtain your desired results.

You may also specify the height and width of your cards. The combination of top and left margins and height and width adjustments, allow you the ability to print on any card stock. The width setting is the number of characters from the first print character in the first row of cards, to the first print character in the second row of cards, using the leftmost character of each. The height adjustment is the number of lines (rows) from the first print line on the top of each card to the first print line on the card below it. Be sure to include the "space" between the cards when you change these settings.

See the Card Stock topic for information about stock that works with this program.

See Also

[Card Stock](#)

[File Print Setup](#)

[File Print](#)

[Print Resolution](#)

## File Exit

Use this option to close down your files and exit the program. You can also double-click your mouse on the control box in the upper left hand corner of the main screen.

## Layout Menu

The layout menu provides you with options to create your layout designs. The available options are:

Text

Picture

Line

Rectangle

Refresh

Clear Contents

Change All Fonts



## Text Objects

Use this option to add Text Objects to your layouts. You can select this feature by using the layout menu or by selecting the picture button (shown above) from the tool button bar. NOTE: A new Text Object is always placed using the current default font.

When you select this option, the cursor will turn into a cross. Move the cross to the area of your layout that you want to place the text on, then click the left mouse button to place the Text Object. Next, double-click on the Text Object to change its attributes. You can change the text, font or remove the object from the layout. You can also move text to a different location by "dragging" it around your layout. See "moving objects" for more information on this. Note: As with all objects, the Text Objects will "snap" into place on the layout grid. Please read the layout grid topic for more information.

See Also

[Default Font](#)

[Editing Objects](#)

[Layout Grid](#)

[Moving Objects](#)

## Picture Objects



Use this option to add Picture Objects to your layouts. You can select this feature by using the layout menu or by selecting the picture button (shown above) from the tool button bar.

When you select this option, first you are prompted to select a picture file. After selecting a picture the cursor will turn into a cross. Move the cross to the area of your layout that you want to place the picture on, then click the left mouse button to place the Picture Object. If you want to edit the picture, you can double-click on the image. You can also move pictures to a different location by "dragging" it around your layout. See "moving objects" for more information on this. Note: As with all objects, the Picture Objects will "snap" into place on the layout grid. Please read the layout grid topic for more information.

See Also

[Editing Objects](#)

[Moving Objects](#)

[Layout Grid](#)



## Line Objects

Use this option to add Line Objects to your layouts. You can select this feature by using the layout menu or by selecting the picture button (shown above) from the tool button bar. Note: All lines may only be drawn straight (up/down or left/right).

When you select this option, the cursor will turn into a cross. Move the cross to the area of your layout that you want to place the beginning of the line at and single-click the left mouse button and hold it down. While holding down the mouse button, move the cursor to where you want the end of the line to be and release the mouse button. If you want to edit the line, you can double-click on the line. You can also move lines to a different location by "dragging" it around your layout. See "moving objects" for more information on this. Note: As with all objects, the Line Objects will "snap" into place on the layout grid. Please read the layout grid topic for more information.

Important Note: lines (rectangles included), do not use fonts. When you print your layout, you may need to increase or decrease the size of your object to obtain the desired results. For example, if you draw a box around your name, depending on what font your name is printed in, you may need to increase or decrease the width of the box to print it out properly so that it surrounds your name. It does not matter if the lines look different on your screen then when you print them, what matters is that you get the line to print on your printer how you want it to. Printing your test layouts on blank paper will help you make these type of layout adjustments. While we attempted to make your layout on the screen look like the one that will be printed, lines are just a different type of graphic image that sometimes require adjustments. Of course, this all depends on what you are trying to do with your lines. If you work with your line objects, you can make them do anything you want.

See Also

[Editing Objects](#)

[Layout Grid](#)

[Moving Objects](#)

[Rectangle Objects](#)

## Rectangle Objects



Use this option to add Rectangle Objects to your layouts. You can select this feature by using the layout menu or by selecting the picture button (shown above) from the tool button bar.

Note: rectangles are drawn in the color red so that you can tell which boxes were created with a rectangle and which boxes were created with lines.

When you select this option, the cursor will turn into a cross. Move the cross to the area of your layout that you want to place the upper-left corner of the rectangle at and single-click the left mouse button and hold it down. While holding down the mouse button, move the cursor to where you want the bottom-right corner of the rectangle to be and release the mouse button. If you want to edit the rectangle, you can double-click on it. You can also move rectangles to a different location by "dragging" it around your layout. See "moving objects" for more information on this.

Note: As with all objects, the Rectangle Objects will "snap" into place on the layout grid. Please read the layout grid topic for more information.

See Also

[Editing Objects](#)

[Layout Grid](#)

[Line Objects](#)

[Moving Objects](#)

## Layout Refresh

This option will clear the layout and redraw it on your screen. This is useful when you move objects such as large fonts that leave a small piece of the object in the old location. Refreshing the screen will get rid of these types of screen clutter. It is a good idea to refresh your layout periodically to get rid of items left behind as screen clutter. The program will automatically refresh your screen when you move and edit most objects. When you need to do it manually, this feature is provided.

See Also

[Change All Fonts](#)

[Clear Contents](#)



## Layout Clear Contents

This option will delete all objects from your layout file. If you want to get rid of all the objects in a layout file and start from scratch, this is the option to use. To remove only a single object from your layout, double-click the left mouse button on the object and choose the delete button. Note that you can start a brand new layout file by using the File New menu option.

See Also

[Change All Fonts](#)

[File New](#)

[Layout Refresh](#)

## Layout Change All Fonts

This feature allows you to change all text fonts on your layout at once. First, you must select the font you want to change to. Next you will be asked to confirm the change with the new font. If you select yes, all Text Objects will be changes to the newly selected font. If you want to change the font for only a single Text Object, double-click the left mouse button on the Text Object you want to change and then select the font button.

See Also

[Layout Clear Contents](#)

[Layout Refresh](#)

## Load Paintbrush



This option will load and run the Windows Paintbrush program. Paintbrush is a utility that comes with Microsoft Windows. You can create and edit image files with Paintbrush. The images you create can be used by this program to place pictures in your layouts. Read the Paintbrush online help for information about creating image files. You can load paintbrush by using the Options Menu or by clicking on the paintbrush picture button (shown above) located on the picture button toolbar.

## Options Menu

The options menu allows you to specify how you like your system to interface with you while designing your layouts. Menu options are:

Load Paintbrush

Layout Grid

Sound

Confirm Deletions

Backdrop Color

## Layout Grid

This option allows you to specify if you want the layout grid drawn on your screen. If this item is checked, it means it is turned on. NOTE: If you turn the layout grid off, your objects will still snap to the grid when you move or place them. The layout grid is only a visual reference.

See Also

[Layout Grid](#)

## Options Sound

This option allows you to specify if you want the program to sound the system beep sound when an error, warning or other important message is displayed. If you turn the sound off, you will still receive a visual message. This option allows you more flexibility for setting up your system preferences. If this menu item is checked, it is turned on.

## Help Menu

The help menu allows you to review the online help and to display the Copyright and Trademark notices along with information on how to reach M & R Technologies. Menu options are:

[Contents](#)

[Registration Form](#)

[Card Stock](#)

[About](#)

## Help Contents

This menu option allows you to load the help file. You can read about all of the programs features by reviewing this file.



## Help About

This menu option displays the Copyright and Trademark notices as well as information on how to contact M & R Technologies.

## Registration Form

This menu option will display the registration form. If you decide to register, please print this form and fill it out and return it to us with your payment. We will send the registered version to the address on the registration form.

## Moving Objects

To move any object, single-click the left mouse button on the object that you want to move, making sure not to release the mouse button. A rectangle will appear around the object. While holding down the mouse button, move the mouse to the new location and release the mouse button. By using this "point and click" method, moving objects is very easy!

When you release the mouse button, the object will be redrawn at the new location. All objects will "snap into place" on the layout grid. See the layout grid topic for more information.

See Also

[Editing Objects](#)

[Layout Grid](#)

[Line Objects](#)

[Picture Objects](#)

[Rectangle Objects](#)

[Text Object](#)

## Editing Objects

To edit any object, double-click the left mouse button on the object that you want to edit. Depending on what type of object you selected, an editing window will appear. This window will allow you to change the object or delete it.

Text Object: When editing a Text Object, you can change the text, the font or delete the object. The current font name, size and style will appear in the editing window.

Picture Object: When editing a Picture Object, you can change it to a different picture, edit the existing picture or delete it. All pictures are stored in Windows bitmap formats (\*.BMP), allowing you to create and edit pictures using Windows Paintbrush. You can launch paintbrush by using the TOOLS menu or by clicking on the paintbrush picture button.

Line Object: When editing a line, you can change the length of the line or delete it. NOTE: Lines are always printed on your printer last. Therefore, if a line looks "covered up" on your screen by the white-space around a picture, it will not be covered when it is printed.

Rectangle Object: When editing rectangles, you can change the height, width or delete the object. Rectangles are printed on your printer after Picture Objects. See the note above about white-space.

See Also

[Layout Grid](#)

[Line Objects](#)

[Moving Objects](#)

[Picture Objects](#)

[Print Resolution](#)

[Rectangle Objects](#)

[Text Object](#)

## Layout Grid

The layout grid is used to place the objects on your layout. This program does not work on a pixel by pixel layout, instead, it was designed to work on logical units that represent a height and width of most card stock while maintaining an aspect ratio which will work on all printers. For example, the logical units for the business card design window is 35 units wide and 11 units for the height. What this means to you is that you can move objects across your screen in 35 different places (right/left) and you have 11 different places (up/down) that you can move objects. This layout grid allows you to create beautiful designs very quickly.

If you use a large font, you should space the Text Objects further apart than if you were using a smaller font. All of this is a rather "practical" and "logical" way of providing you with a powerful and fast designing tool. When you design your layouts, it is important that you do not create "screen clutter" by placing objects too close to each other. You should utilize your layout grid so that there is plenty of empty space on your cards or they will appear "cluttered" to your customers.

When you place an object in your layout, it will "snap" to the closest logical unit location and plant itself there. When you use large fonts or pictures, obviously, they will occupy more than one logical unit. Unless you move a large Text Object or picture away from another object, they may overlap each other, creating screen clutter. Also remember that you will be printing out the objects and you should not make text objects touch each other. It is very important that you try to leave as much "white space" on your layout as you can to produce a professional, uncluttered appearance.

The more fancy you want to make your designs, the harder you will have to work to create your layout. This usually means creating layouts, printing them, editing layouts, printing them, etc. until you achieve your desired results. Of course, we encourage you to create nice layouts and we know our program can handle them. When you register this product, if you have a layout you are proud of, please include it with your registration form. We are always interested in what's being done with our products.

See Also

[Print Margins](#)

[Print Resolution](#)

## Default Font

The default font is used to place new Text Objects on your screen. You can change the current default font a couple of ways. When you double-click your mouse on a Text Object and change the font, the new font becomes your default font. This is useful when you start a new layout. Place your first text line, double-click on it and change the font to your preference. This is now your default font. All other new Text Objects will now use this font when you add them. The other way to change the default font is when you use the "change all fonts" option on the layout menu to change all the fonts. You can always tell what font a Text Object is using by double-clicking the mouse on a Text Object. The font name, size and style are displayed at the top of the edit window.

See Also

Text Editor





## Text Editor

The text editor allows you to change or delete a current Text Object. When you double-click the left mouse button on a Text Object, the text editor will appear. You can change the text, change the font or delete it. The current font, size and style are always shown in the top of the text editor. When you select the fonts option, it is assumed that you are changing the font and therefore the font selection box is not updated to reflect the current font. Select a new font, or choose the cancel button to close the window.

When you change the font, it becomes your default font. All new text objects added to your layout will use the current default font. Use the text editor to manage all of your Text Objects.

See Also

Default Font

Editing Objects

Picture Editor

## Picture Editor

The picture/image editor allows you to change or delete a current picture object. When you double-click the left mouse button on a Picture Object, the picture editor will appear. You can change the picture, edit or delete it. Use the picture editor to manage all of your Picture Objects. You can create your own pictures by using Windows Paintbrush. Also, you may use any pictures in bitmap format, such as the ones created with Paintbrush. This program does not need the bitmap to be stored with the program files. It can use any bitmap no matter where it is on your computer. It will remember the disk and directory you selected the image from and will always look there when it needs to find the image file. This will save hard disk space by not having a copy of the same image in two directories.

See Also

Editing Objects

Load Paintbrush

Text Editor

## Card Stock

This software program can print business and rolodex cards on various types of card stock. Below are various card stocks which have been tested with this system. Most can be found in your local office supply stores. The brand and stock numbers are listed below.

It is also important for you to remember that you can create ANY kind of a card with this software. You can create Appointment Cards, Membership Cards, Coupons, Tickets and the list goes on and on! You may want to consider designer card stocks to enhance the final appearance of your cards. While this software will work fine with the plain white card stocks you can find at your local office supply store, you will be absolutely amazed at the difference the designer card stock from Deluxe Business Systems will make on the final appearance of your cards. We were very amazed! At least call them for their FREE "Laser Image Makers" catalog so you can see what we mean.

### Rotary (Rolodex) Card Stock (plain white color)

Rolodex Brand Laser Cards Stock# LCC-24 2 1/4 x 4 in.  
Avery Laser Rotary Cards Stock# 5385 2 1/6 x 4 in.

### Business Card Stock (plain white color)

Avery Laser Business Cards Stock# 5371 2 x 3 1/2 in.  
Deluxe Business Systems Keycode# T08706 Product# 77105

## Add Color to your Business Cards!!

Deluxe Business Systems in St. Paul, Minnesota, has a wide variety of colorful business card stocks to choose from. We have tested our software with these cards and they have assigned a keycode of T08706 to use when customers place their orders. This tells them which line of products work with this software so that you will be sure to get the right forms.

To get these cards all you have to do is call 1-800-328-0304, place your order using keycode T08706 and the product number and they will deliver it to your front door step! You don't even have to leave your home or office! The listings below are for designer card stocks, (the plain white stock is listed above). When you get their catalog and decide which design you like, use the numbers below to place your order:

1) Antique Design	KeyCode: T08706	Product# 78055
2) Apple Design	KeyCode: T08706	Product# 78003
3) Aurora Design	KeyCode: T08706	Product# 78100
4) Expo Design	KeyCode: T08706	Product# 78085
5) Gentry Design	KeyCode: T08706	Product# 78025
6) Monterey Design	KeyCode: T08706	Product# 78070
7) Oxford Design	KeyCode: T08706	Product# 78040
8) Paragon Design	KeyCode: T08706	Product# 78115

See Also

Print Margins  
Print Resolution

## Backdrop Color

This option allows you to change the color of the screen behind your layout window, also known as the backdrop. Some users like a bright color, while others do not. Some prefer no color at all. This provides you with an option to select your preference.

## Confirm Deletions

If this option is turned on, the system will ask you to confirm the deletion of an object (line, rectangle, picture or text), before it is removed from your layout. If this option is turned off, objects will be deleted as soon as you press the DELETE button. Turning this feature off allows you to create and modify layouts much quicker by not having to confirm every object deletion.

## Printer Resolution

For each printer that you use, you should have a driver installed under Windows to tell it how you want your printed output. You can access this information by using the Windows Control Panel and selecting the "Printers" button option. A list of installed print drivers will be displayed, allowing you to change and/or setup any information specific to that printer. One of the options available is the print resolution, which can usually be found via the "Setup" button. Consult your Windows or printer manual for further information on setting up your print resolution.

The print resolution setting is a very important part of your printer configuration. For example, if you setup your printer driver to print 300 DPI (dots per inch) instead of 150 DPI, your output will look much nicer because 300 dots per inch are printed instead of 150. However, on most laser printers, you won't notice the difference unless you look very closely! Printing 300 DPI instead of a lesser amount, requires much more free disk space and more memory. Memory or disk space you may not have. If you use a lower print resolution, you can print more sheets of cards at a time, because less memory and disk space is required to "draw" your layout. Also, at 300 DPI it takes about twice as long to print your cards because Windows Print Manager is printing at a much higher resolution. For a good example of the difference between 150 DPI and 300 DPI, print out "sample.bcd" on plain paper using both settings. Note the difference between each printed layout, such as the shaded areas.

All of these settings are up to you. Be aware, that this program can use a high resolution to print your cards, if you have the hardware to support it. This is an issue between your hardware and Windows. If your printed output appears poor, increase your print resolution and request less sheets of cards to be printed at a time. If you have plenty of hard disk space and/or memory, this will probably not be an issue to you. If you receive an "out of memory" error, you'll want to consider this information. You don't really need to print 1000 cards at a time! When you print in small quantities, you can request a higher print resolution without much regard for owning bigger hardware. Try printing only one sheet of cards at a high resolution. If it succeeds, increase your number of sheets during your print cycles. Otherwise, decrease your print resolution!

A Text Object is an object containing a line of text such as "How are you" or "Have a nice day". You can move, edit or delete any object. Text Objects are the way you add text to your layouts.



A Picture Object is an object containing a picture image. You can move, edit or delete any object. Picture Objects are the way you add pictures to your layouts. All picture files must be in bitmap format and can reside in any directory on your computer.

A Line Object is an object containing a straight line. You can move, edit or delete any object. Line Objects are the way you draw lines on your layouts. Lines do not use fonts, so they may need to be increased or decreased in size to obtain your desired result.

A Rectangle Object is an object containing a four-sided box. You can move, edit or delete any object. Rectangle Objects are the way you draw boxes on your layouts. Rectangle Objects are drawn using the color red so that you can tell a Rectangle Object from a box made with four Line Objects.



